

POINT 4'S ELECTRONIC OFFICE SYSTEM: OFFICE AUTOMATION FOR THE IRIS USER

The POINT 4 Electronic Office System (EOS) brings the newest generation of timesaving, high-productivity business tools into the work environment for users of the IRIS™ Operating System. Now, any one of the POINT 4 family of computers can become a center for office automation with the simple addition of the Electronic Office System software package.

With the Electronic Office System, the user can have the most frequently used business capabilities, such as Electronic Mail, Calendar, Word Processing, and Dictionary, all without the addition of special hardware.

ELECTRONIC OFFICE SYSTEM FEATURES

- Simple, Friendly, Easy to Use
- Menu or Command Flexibility
- Uses English Language Commands
- Specially Programmed Function Keys
- Full-Screen Editor
- On-Line Dictionary and Spelling Verification
- Extensive Self-Help Instructions
- Electronic Mail for Documents and Messages
- Executive Desk Calendar
- Daily and Appointment Memo Pad
- Automatic Meeting Scheduler

WORD PROCESSING

The key to the success of an office automation package lies in the strengths of its word processing system. POINT 4's Word Processor incorporates three very exciting features: a Full-Screen Editor, an On-Line Dictionary, and an extensive complement of HELP instructions that appear on the screen as you need them. The Screen Editor enables any portion of the document currently displayed on the screen to be edited merely by positioning the cursor over the desired word. The On-Line Dictionary can be accessed by touching a single key. Words can be looked up easily, and simply inserted into a document. Any time a command is forgotten, pressing the HELP key grants immediate access to an extensive set of on-line HELP instructions, which summarize the many features of the Word Processing System.

The 58 editing functions make preparation of a document fast and easy. Sections of text can be stored and retrieved, so a new document can be built from previously stored paragraphs. All operations are easily selected from a sequence of menus or may be invoked directly by typing the name of the operation. A special "queue" feature allows the user to work on one document while another is waiting to be printed. Security is assured by individual passwords and user verification.

ELECTRONIC MAIL offers the ease and flexibility of sending short messages or Word Processing documents electronically. Once a message is sent, the sender may observe the progress of the message on a status display showing all messages sent. When sent, when received, and disposition are indicated. This status board for



