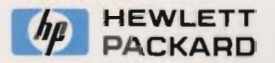
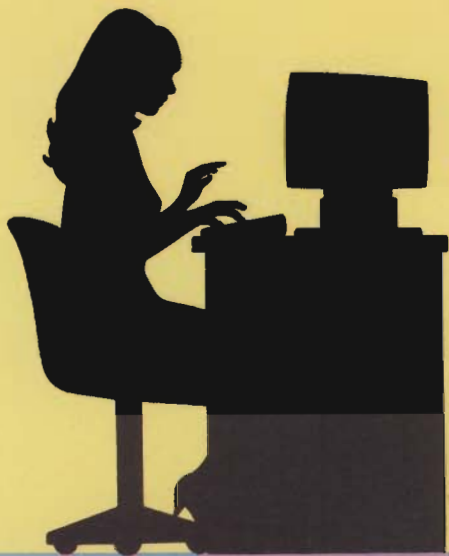


HPWORD



The secretary's key to the Personal Productivity Center



HP Computer Museum
www.hpmuseum.net

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HPWORD Powerful Word Processing integrated with every major office function

Hewlett-Packard's Personal Productivity Center provides a unique solution to your organization's information management needs.

Powerful distributed data processing, full office automation and advanced touch-screen personal computing are combined to provide a uniquely simple, consistent and integrated approach to improving the productivity, profitability and competitiveness of your business.

The Personal Productivity Center is a solution for work-groups. It improves each member's individual productivity and, by making information so much easier to share, dramatically increases the effectiveness of the whole team.

Secretaries are a very important part of this team. Hewlett-Packard provides solutions to make their traditional job easier and faster. More importantly, these solutions enable secretaries to support the work group in a much more comprehensive way than ever before possible.

HPWORD can do far more to improve the productivity of your secretaries than a "dedicated" word processing system.

By its integration with a wide range of other support tools, HPWORD improves the productivity of every member of your staff whose work is aided by a secretary.



Easy to learn and use

The keyboard contains a special keypad with dedicated word processing keys. These keys enable you to move quickly through your document and to enhance the appearance of your text with, for example, bold or italic type faces.

When you type in **BOLD** or *ITALICS*, you actually see them displayed on the screen. Underlining and single, double and triple line spacing are also shown, exactly as they will be printed. This simplifies and speeds up document creation.

Other word processing functions are accessed through a row of function keys on the keyboard. The function performed by each key is clearly shown at the bottom of the screen. There are no commands to remember. Simply press the key to perform the function!

HPWORD's ease of use makes it an ideal tool for managers and professionals, as well as secretaries.

Efficient text entry and editing

The screen can be scrolled horizontally to look at wide documents, and vertically to see the preceding or following text, making both creation and editing of text simpler.

HPWORD automatically hyphenates at line endings, saving you time, and improving the appearance of your document.

Lines and paragraphs can be centered automatically at the press of a key. So you don't need to calculate where your headings should be positioned—HPWORD will do it all for you.

Using the special keypad, you can move through the document by paragraph, sentence, line, word or character, giving quick and easy positioning at the exact point you want.



Flexibility of document output

A wide range of daisy wheel, dot matrix, and laser printers is available for use with HPWORD, offering flexibility of output to suit different applications and environments. High/low volume, letter/draft quality, graphics, a range of fonts, logos and forms – Hewlett-Packard has a printer for every requirement!

Our laser printer software enables you to



design your own forms, logos and even special character sets which can then be used when printing HPWORD documents. In addition, you can include graphics in your HPWORD documents and print them on a laser printer.

HPWORD offers flexible printing arrangements, enabling printers to be shared or used on an individual basis. So you can choose the configuration that suits your office requirements.

Multi-language documents

You can buy HPWORD in ten different languages. Whichever one you choose, your secretaries can still create a document in any one of the other languages and be sure of correct hyphenation, decimal alignment and date printing. The "universal keyboard" concept means that all foreign characters are available from any keyboard – you don't need to buy a special work-station.



Integrated words and pictures

Graphics produced with HPDRAW, HPEASYCHART and DSG/3000 can be included in HPWORD documents. This covers the range of presentational graphics from pictures and text, through simple charts and graphs to complex chart production. These graphics can be scaled and rotated, and also overlaid with text to produce the exact page layout you require.

The finished document can then be printed on one of our powerful laser printers.



Powerful formatting

HPWORD gives you a wide range of document formats. You can specify the paper size, margin size, character pitch, lines per inch and the heading and footing required.

In addition, you can alter the format of individual paragraphs within the document, setting different margins, line spacing, tabs and page positioning of the paragraph.

You can set four different kinds of tab: left, right, center and decimal, a range that gives ease and flexibility in formatting your tabular information.

HPWORD will paginate your document for you, using a set of sophisticated rules which prevent orphan and widow lines, splitting of short paragraphs, and the separation of a heading from its following paragraph.



Time saving aids

A calculator function is included which gives basic four function arithmetic, as well as Percentages and a Constant feature. You just "point" to the figures and "push" the appropriate key. Particularly useful are the Column and Row Total functions, enabling swift and accurate totalling of charts and tables.

HPWORD provides a document template feature which allows you to define your own special document formats. This greatly simplifies many activities and ensures the company standard layouts are used correctly.

The spelling correction capabilities of HPSPELL are directly available from HPWORD, allowing you to check and correct your document from within HPWORD, using your own customized dictionary – a combination that ensures speed and accuracy and improves your productivity through quicker proof reading and less revision time.

Special GO TO PAGE, NEXT PAGE and PREVIOUS PAGE keys give quick access to any page in the document.

Mass mailing capabilities

Mass mailings are easy with HPWORD! You set up your basic document, indicating where you want to substitute the variable information.

This information can be included from an HPLISTKEEPER list. So if you have a list of suppliers' names and addresses, it can be used directly by HPWORD in producing letters to be sent to all those companies. What's more, with HPLISTKEEPER, you can sort and select a sub set of the list if you only want a selective mailing.



Document Management

HPWORD documents can be organized and grouped in a flexible way to meet your individual requirements. Our powerful security system, providing up to 4 levels of password, ensures that only authorized users can access a document.

Support and training

At Hewlett-Packard, we know that implementing new systems is not a process that can be left to chance.

HPOFFICE-ASSIST is an implementation service covering all our office products which will ensure that your move into office automation is successful and productive.

An essential part of implementing HPWORD is user training, given by Hewlett-Packard's support staff, ensuring that your secretaries become proficient and effective with HPWORD in as short a time as possible. And we don't leave it at that! Follow up visits for further training and advice are an important feature of the package.





HPWORD The secretary's key to the Personal Productivity Center

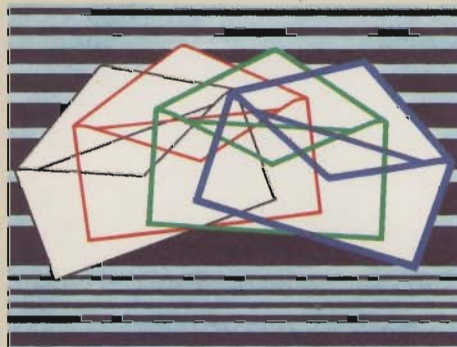


HPWORD provides a powerful solution to your document production needs. Through its integration with the Personal Productivity Center, HPWORD equips the secretary to support, work more closely with, and improve the productivity of the entire work-group.

Electronic mail

HPWORD is directly accessible from HPDESKMANAGER, giving you instant access to HPDESKMANAGER's powerful electronic mailing capabilities. Sending an HPWORD document to your colleagues takes just one command.

HPWORD can also be combined with HPTELEX, enabling HPWORD documents to be sent through the national and international telex network. You just give the name of the document. There's nothing to re-type and no time wasted.



Time Management

Through HPDESKMANAGER you can access the time management functions of the Personal Productivity Center.

Minutes and agendas of meetings can be created in HPWORD and electronically mailed. The recipient can then place them in their calendar for instant recall, so that the relevant minutes, agendas etc are automatically accessed for each meeting.



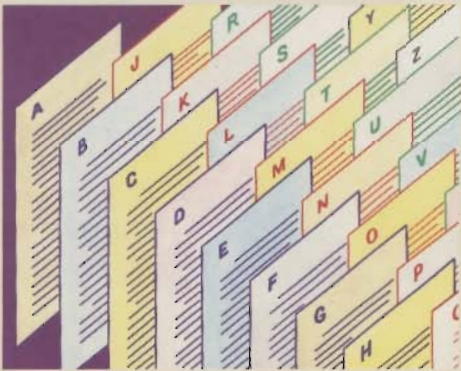
Business Graphics

Graphics created with HPDRAW or HPEASYCHART can be produced as overhead transparencies on a Hewlett-Packard plotter, or included in an HPWORD document and printed on our range of laser printers. You can produce high quality charts, graphs and textual slides for your presentations – and add those same graphics to your written reports.



Records processing

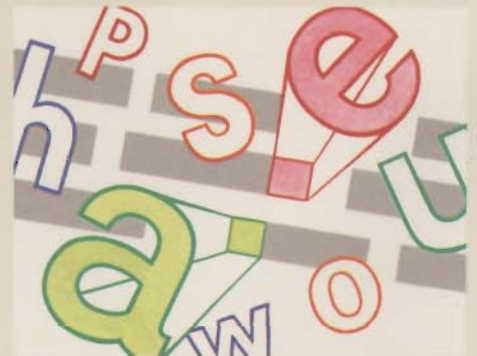
Many office users need access to simple list processing. With HPLISTKEEPER, everyone in the office can design and create their own personal lists of information – names and addresses, customer details, product details and so on. This information can be sorted and searched and the data automatically merged with HPWORD to produce individually customized documents, for example, a mass mailing to a group of selected customers.



Spelling correction

HPWORD's integrated interface to HPSPELL provides a powerful spelling correction solution. HPSPELL is based on the American Heritage Dictionary and with over 74,000 words which covers 99% of regular vocabulary, it can handle your day-to-day correspondence with ease.

The close integration of HPWORD and HPSPELL means that users can check and correct their spelling without leaving their document, as well as adding company and industry specific words to their specialized dictionaries.



HPWORD Unlocks the secretary's full potential



Laser printers

Hewlett-Packard's leading range of laser printers caters for a wide variety of office requirements. Your HPWORD documents can be printed on a desktop departmental printer providing output at 12 pages per minute, with optional font and graphics capabilities, or on a print center at 45 pages per minute with full font, logo, form and graphics features. You choose the printer that suits you best.

Specialized Data Integration

HPWORD is programmatically accessible via a set of routines which are available from Hewlett-Packard.

This provides an ideal mechanism for integrating specialized data processing applications.

You can, for example, obtain information from a database on your HP 3000, format it and write it directly into an HPWORD document, with no operator involvement at all.

Programmatic access also makes it easier to convert your existing documents to your

new system. It gives you access to all the information about HPWORD documents you need to make the conversion.

The Complete Solution.

The unique combination of HPWORD and the Personal Productivity Center provides a powerful, simple and integrated solution that improves the effectiveness of your secretary, your workgroups and your business.

To find out exactly how HPWORD and the Personal Productivity Center can meet your organization's needs, call your local Hewlett-Packard Sales Representative.



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