

**TDP/3000**  
**Text and Document Processor**

 **HEWLETT  
PACKARD**



*Increasing your office productivity  
through text processing in  
The Interactive Office.*

# Advanced Text Processing from Hewlett-Packard



## TDP/3000 for Your HP 3000

TDP/3000 is a comprehensive tool for business professionals to use for document preparation. By using a powerful set of commands, a variety of documents can be typed in, corrected, well-formatted and printed to meet high standards.

Changes can be made as easily for manuals as for letters. Typographical errors can be quickly corrected, sections can be moved within a document, and different documents can be joined or merged together to produce new documents.

TDP/3000 runs on the entire range of the HP 3000 family of compatible business computers and can be accessed from any HP terminal. From large manuals to business reports, TDP/3000 commands effectively handle your document preparation needs.



### Legal Documents

Changing business environment and government regulations regularly demand modifications to legal documents. TDP/3000 provides automatic numbering/labelling of paragraphs and sections, pagination, and comprehensive text manipulation. Paragraphs and sections can be inserted, deleted, modified and moved as necessary and TDP/3000 will print an ordered document.

Up-to-date legal documents can be maintained and stored for fast and easy reference. Contracts, job offers, endowments, wills, etc. can be efficiently prepared by putting together standard paragraphs which meet the individual need.



### Sales Proposals

Proposals are made-up of general company-related pages and specific product-related pages. With TDP/3000 these pre-stored documents/pages can be easily retrieved, text and data merged as required, customer information added, and the full proposal printed for any product(s) with automatic pagination and headings.

In a competitive environment where your sales proposals are a powerful sales tool, TDP/3000 helps you prepare and deliver proposals with minimal typing effort and greater speed.



### Direct Mailing

If you need to communicate important news of your company or product to a large number of people... direct-mail is a most effective method. For an address list and other information stored in sequential files, an interface program enables automatic address/letter merging.

High quality 'individual' letters can be automatically prepared with greatly reduced clerical effort and cost.



### Form Letters

Standard form letters are sent out in response to inquiries. With TDP/3000 you can build 'prompts' within the letter. Each time you ask TDP/3000 to print the letter, TDP/3000 will prompt you to provide, for example,

the name, address and any other information specific to the recipient or inquiry.

This interactive prompting eliminates the need for repetitive typing. Each letter is personalized and printed as an original.



### Manuals

TDP/3000 is an effective solution for government and businesses who use and maintain large manuals. Preparation and updating of these manuals requires complex formatting techniques which are effectively handled by TDP/3000.

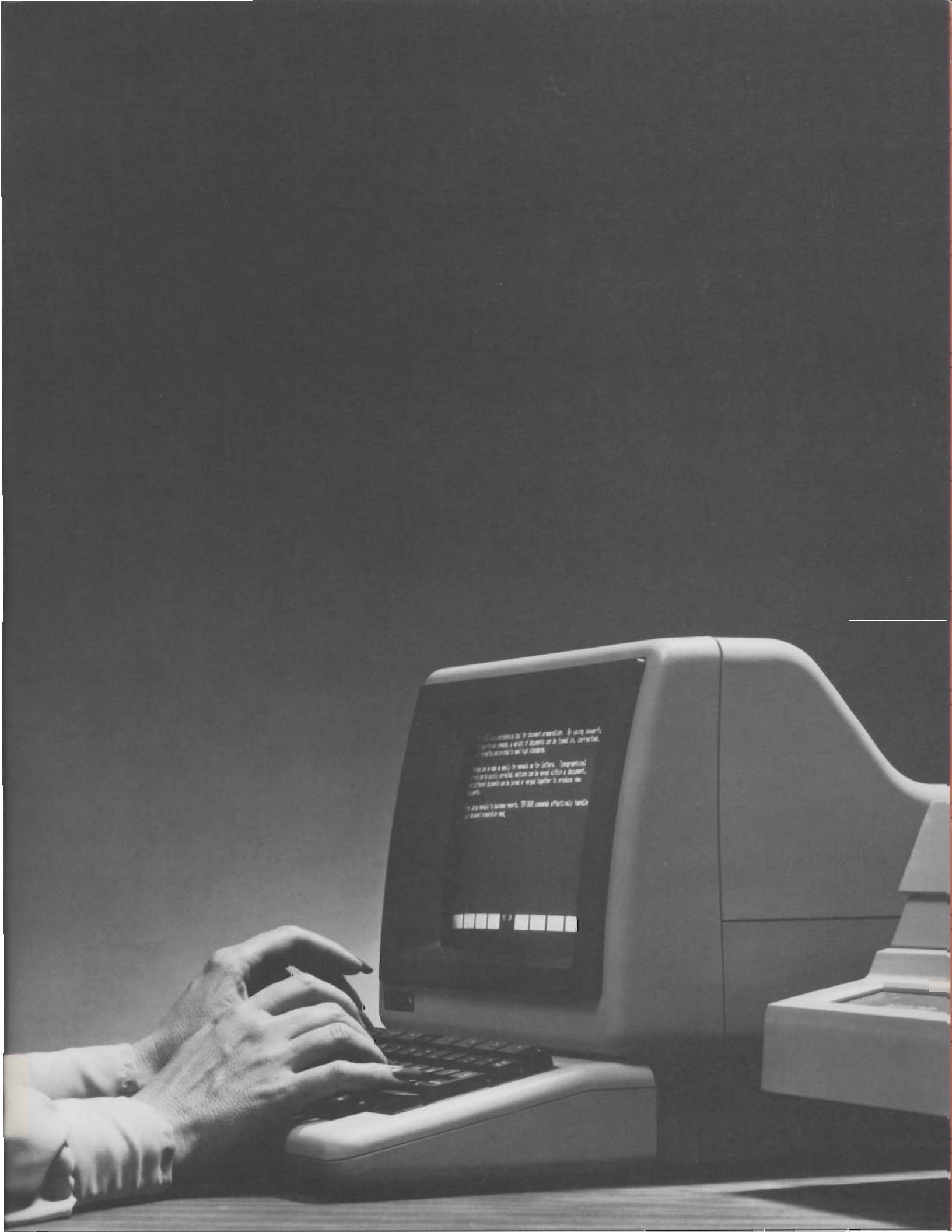
With automatic creation of table of contents, multiple-column text, footnotes, headings, pagination, use of sub- and super-scripts, and revision-marking of updated lines, TDP/3000 provides the power and flexibility to meet high publishing standards.



### Statistical Tables

Masses of complex data can be arranged and presented in a readable form. TDP/3000's powerful commands to ensure well formatted layout are augmented by a four function calculating capability which can automatically sum rows and columns.

With this capability a standard format for data can be easily maintained throughout a long report involving masses of figures.



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...of a set of words, SP-200 commands effectively handle  
...of a set of words.

## Key Features

- Multiple column output
- Automatic table of contents generation
- Footnotes automatically placed and numbered
- Automatic pagination, headings and footings
- Underlining, bold and ghost typefaces
- Automatic hyphenation, centering, justification and indenting
- Tabular alignment
- Built-in calculator
- Sub- and super-scripted characters

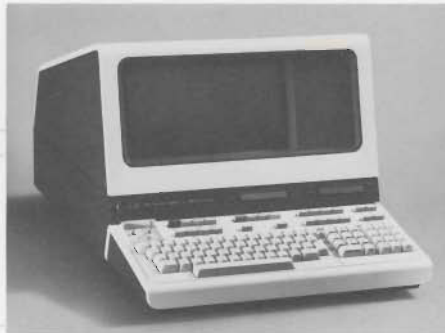
## You can use TDP/3000 from *any* HP terminal.

Your HP terminals can be used for your documentation needs *and* all other work. Economic filing, fast access to important documents, and high level security capabilities make effective use of your investment.



## The Next Step

For more information on TDP/3000, call your local Hewlett-Packard office and ask for a "hands-on" demonstration. See how TDP/3000 can help meet your organization's document management needs.



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