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*Research in  
Word  
Processing  
Newsletter*

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# Microsoft Word 5.0

## A Preview

*Bryan Pfaffenberger*

*Microsoft Word*, well known to IBM-format computer users as one of the most powerful and full-featured word processing programs available, will appear soon in a new version, version 5.0. If you're using *Word* now or have an interest in the program, you'll be delighted to learn that this new version fulfills the program's promise. New features make virtually every formatting feature visible on-screen before printing. And—believe it or not—Microsoft has listened (at long last!) to user suggestions and complaints about the program, and made precisely the changes we've all been clamoring for. This powerful program is now truly a pleasure to use.

With version 5.0 of *Microsoft Word*, the WYSIWYG (what-you-see-is-what-you-get) philosophy has reached fruition. New features make it possible to view virtually every format before printing:

The **Show Layout** option displays multiple columns on the screen even while you're editing. You'll also see running heads, footnotes, and side-by-side paragraphs as they will print when you use this mode. It's slower than *Word's* normal display mode, but like most Macintosh word processing programs, it's true WYSIWYG. You can toggle between the Show Layout and normal display modes with a new function key, Alt-F4.

**Print preView**, a new option in the Print menu, displays all document formats—including running heads, graphics, page numbers, margins, footnotes, and proportional line spacing—just the way they'll print. You can't edit in Print preView, but you'll see a precise graphic representation of your document. No more wasted ink and paper!

Graphics can be incorporated into *Word* documents and, within *Word*, sized, boxed, positioned, and anchored so that text "floats" around the picture. You can anchor paragraphs of text, too, to create sidebars (text set off from the document for special emphasis). With a few keystrokes, you can enclose the anchored graphic or sidebar text in a box, using thin, double, or thick lines. *Word 5* can read *Lotus .PIC*, *TIFF* (scanner), *PC PAINTBRUSH*, and several other file formats directly; if *Word* can't read your graphics program's files directly, or if your graphics program can't write to a file format *Word* can read, you can use a supplied program called *CAPTURE* to capture any graphics or text screen image to *Word's* file format.

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The **Show Line Breaks** option displays accurately how many letters of a certain font can really fit in a printed inch, greatly simplifying the task of aligning proportionally-spaced text. The tab ruler adjusts to different font sizes, too.

Page breaks appear automatically as you type, showing you precisely where *Word* intends to start printing a new page. And the page breaks are active: if you insert or delete text, *Word* automatically repositions them.

If you've used *Word* before, you're already familiar with the program's philosophy, and you'll be pleased to know that Version 5 genuinely fulfills the program's WYSIWYG promise. But perhaps the most significant fact about version 5 is that Microsoft has genuinely responded to the constructive suggestions we've all been making about ways to improve *Word*. For an experienced *Word* user, this list is like a dream come true—just look!

It's much easier to set tabs with version 5.0. Fewer keystrokes are required, and as you set each tab, you see the effect on the screen even before you press Enter. If you're using a mouse, just turn on the ruler and click tabs directly—you don't even have to use Format Tab Set.

You can mix single-column and multiple-column formats on a single page. No more trickery with running heads to create a newsletter banner!

A timed backup and autosave feature ensures that you'll never lose your work, even if the power fails. And if it does, a special program reconstructs your work, right up to the last keystroke. Finally!

*Word 5* automatically recognizes, and uses, expanded memory conforming to the Lotus-Intel-Microsoft standard. And if you're running OS/2, *Word 5* will automatically use all the available memory in your system. No more "insufficient memory" messages when performing lengthy sorts or searches!

The Options menu contains the Window Options settings. You can set all your options with just one command.

A new function key toggles selected case between all uppercase, all lowercase, and first letters capitalized. What's more, the uppercase formatting is character-based, so it isn't lost if you save your document without formatting.

Spell has been improved so that it's up to the world-class standards set by the rest of the program. It's much faster, and your document doesn't go bye-bye when you use it.

Running heads now align at the margin instead of the edge of the page.

The Format Division Margins command now lets you set new default margins—without creating a style sheet.

*Word 5* automatically compensates for the area around the perimeter of the page that laser printer's can't print. No more trickery and guesswork with margin settings to get your margins right!

A new feature called annotation, which allows collaborative writers to enter personalized notes on a draft, enhances the usefulness of *Word's* redlining feature (Format Revision-Marks). Redlin-

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***But perhaps the most significant fact about version 5 is that Microsoft has genuinely responded to the constructive suggestions we've all been making about ways to improve Word.***

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ing allowed collaborative writers to propose and approve text insertion, deletions, and moves, but provided no convenient way to attach explanatory notes. Nifty new macros consolidate annotations from several different versions, and when you're finished reading them, strip all of them from the manuscript. *Word 5* is arguably the program of choice for collaborative writing.

You can save a file in pure ASCII format (with line breaks at the end of every line) in just one step—it's now an option on the Transfer Save menu.

When you create a new style sheet and attach it to your document, *Word* doesn't wipe out the key codes for NORMAL.STY unless you create a custom key code that conflicts. For this reason, most users will now find it easy to change *Word*'s default formats just by making a few modifications to NORMAL.STY. In a matter of minutes, you can turn on page numbering, add superscript character formatting to footnote reference marks, create a standard character style using your favorite font, and add a new key code or two—all without losing those good old NORMAL.STY key codes.

When you're loading files with *Word*, you don't have to remember the names of subdirectories on your hard disk. You'll see a list of available drives and directories every time you press F1 within a Transfer command menu.

This list just goes on and on, and there isn't room to list all the modifications made here and there throughout the program. Suffice to say that *Word 5*'s new features amply remedy the sins of omission (and commission) in previous versions. If you've tried *Word* and it bugged you, try it again.

Don't ever let anyone tell you *Word* is slow, for instance. It runs fast on an 8088, dual-floppy machine with 360K drives! On a 20Mhz 80386, screens

pop and flash at a psychedelic rate, prompting one to set the cursor at the slowest possible speed.

Good reasons abound, to be sure, to look forward to Version 6. Impressive as they are, *Word 5*'s graphics capabilities aren't up to *WordPerfect 5.0*'s standard; you can't "zoom" the Print preView mode, for instance, so you can inspect font size and placement accurately. Furthermore, there's still no way you can see actual font choices and sizes on the

screen (although, if you've a color monitor, you can code font sizes with distinctive colors). And I hope, too, that Microsoft has learned its lesson.

You aren't going to believe this, but a Microsoft employee once told me that the company wouldn't improve the program or add features unless they were "forced to do so by competitive pressures." Ugh!

That's no way to create a

market leader. *WordPerfect* Corporation has shown the way: you don't respond only when forced to do so by market pressures. You make the best product you can, forget about being arrogant, and listen to what users are saying. I earnestly and sincerely hope that *Word 5* testifies to a change of heart at Microsoft—and I think it does. Sure, many of the new features are flashy and glitzy, and have "market appeal" in "head-to-head product comparisons." But Microsoft also combed through the whole program, making literally dozens of changes, most of which remain unheralded. And as I've argued here, these little changes are what really make this new version so yummy.

And one more point. I sincerely believe that *Word 5* is now actually easier to use than the new, and substantially more complex, *WordPerfect*. I know this claim will doubtless engender hysteria among *WordPerfect* devotees, and I fully expect my mailbox to be stuffed with letters correcting my erroneous views and upbraiding me for lack of fealty to the market leader.

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***You make the best product you can, forget about being arrogant, and listen to what users are saying.***

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So let me say straightaway: save your ink and paper. I freely admit that *WordPerfect* is a wonderful program and deserves its rosy reputation, especially for computer-literate folk. But having tried to teach *WordPerfect* to a roomful of computer-anxious college freshpersons, I can't believe anyone would actually claim that *WordPerfect* is "easier" than *Word*. All those function keys! Lousy menus! No mouse! And those commands!

If my students couldn't get a *WordPerfect* command to work, they'd keep giving it, trying new variations just in case, by chance, they might hit on the right one. The result was a file full of extraneous commands, which usually sent *WordPerfect* into fits of absolutely unpredictable behavior. (The students, much chastened, and hating computers even more than ever, would bring their disks in, and we'd have to edit out all the codes by hand.)

I know that *WordPerfect* tries to make formatting more accessible by making the codes available for

editing, but the real solution is to make formatting so transparent that the user doesn't have to worry about embedded codes at all! (Seems like an obvious point to me, anyway.) That's exactly what makes Macintosh word processing such a pleasure, and with *Word 5.0*, writers who use IBM-format computers can cheerfully abandon those plans to chuck the Compaq and join up with the Mackazoties. Just get yourself a VGA color monitor, load up *Word 5.0*, and let them go gaga over your system.

Bryan Pfaffenberger is the author of *Using Microsoft Word 5*, to be published by Que Corporation. His *Microsoft Word Techniques and Applications* and *Microsoft Word Tips, Tricks, and Traps* (with Steve Lambert) will appear soon in *Word 5* editions; both are published by Que.

## Articles & Reviews Welcome

The *Newsletter* welcomes article submissions that pertain to word-processing, text-analysis, and research applications in professional writing situations, either corporate or academic. Also, hardware and software reviews are encouraged, but please contact Dr. Jim Schwartz, Hardware/Software Review Editor, *before submitting them* (call Jim at 605-394-1246). Manuscripts should be submitted on MS-DOS 5¼" floppy disks using *Aldus PageMaker*, *XEROX Ventura Publisher*, *WordPerfect*, *Microsoft Word*, or standard ASCII format. The Editors reserve the right to edit manuscripts if necessary. If you want your disk returned, please send enough postage to cover the return cost along with a self-addressed mailer. Address all correspondence to the Editors, *Research in Word Processing Newsletter*, South Dakota School of Mines and Technology, 501 E. St. Joseph, Rapid City, SD, USA 57701-3995. Jim may also be reached on CompuServe (70177,1154).

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"And a problem I remember having is that a textbook often has trouble dealing with things nonlinear. After all, print is a front-to-back, top-to-bottom, left-to-right medium. If a textbook does achieve true modularity, for example, chances are that it repeats itself. (And when it comes right down to it, who's really comfortable reading Chapter 7 before Chapter 2?) And lavish illustrations can overwhelm the text as easily as illuminate it. Finally, boxes or other optional enrichment features invariably break up the text flow and can make a text seem cluttered and chaotic. These approaches invite the reader to break out of the linear nature of the text material: to learn a different way. But what may be needed to maximize their effectiveness is an alternate medium — one that is as appropriate to nonlinear presentation as a book is to linear." (p. 6)

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"*Personal Lawyer* is the Judge Wopner of the computer industry, bringing 'legalese' to the layman. The program writes complete, binding, and legal documents for you, with all the obtuse and convoluted language that typify the legal world. All the user has to do is answer a series of simple questions — either yes/no or 'fill in the blank' — to bestow or revoke general and special power of attorney, assign child guardianship, lease real estate, borrow money, or write a will."

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# Conference on Writing Assessment

The Seventh Annual Conference on Writing Assessment, or "Writing Assessment across Cultures," will take place April 9-11, 1989, in Montreal, Quebec. One pre-conference workshop on Computers in Writing will be led by Helen Schwartz and Michael Spitzer. Discussion topics will cover a wide range of research relating to writing assessment, including Computers and Writing Assessment. Contact Linda Shohet, 3040 Sherbrooke Street West, Montreal, Quebec, Canada H3Z 1A4, or call (514) 931-8731.

## Electronic Publishing Conference in Chicago

Corporate Electronic Publishing Systems will hold CEPS '89 Annual Conference and Exhibition on May 16-18, 1989, in Chicago, Illinois. There will be parallel beginning and advanced user tracks. Call (617) 547-0332.

## Student Version of Writer's Helper Stage II

Educational software publisher Conduit has announced the release of a student edition of Writer's Helper Stage II, used in both secondary and college writing programs. The software provides 19 pre-writing activities and 18 revising tools. The student version is available for \$30.00 once a school or college has purchased at least one copy of the school edition for \$120.00. The program will run on IBM PC compatibles and the Apple IIe/c, though a Macintosh version will be released by summer 1989. Contact Conduit, The University of Iowa, Oakdale Campus, Iowa City, IA 52242, or call (319) 335-4100.

## Call for Papers: Technical Communications Conference in New York

The IEEE's International Professional Communication Conference, IPCC 89 will meet in Garden City, New York, on October 18-20, 1989. The conference theme will be "Communicating to the World," with a general focus on networking and other online activities. March 15, 1989, is the deadline for 300-500 word abstracts. Contact Dr. Robert Krull & Dr. Philip Rubens, Department of Language, Literature, and Communication. Rensselaer Polytechnic Institute, Troy, NY 12180.

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Volume 7, #2 [February '89] – Academic Utilities: *Indexx 6.02* ; Bibliography Update; News & Notes

Volume 7, #1 [January '89] – Hard Disk Utilities: Backup Programs; *StrongWriter* : A Better Grammar and Style Checker; Bibliography Update; News & Notes

Volume 6, #9 [December '88] – Project Jefferson: A Hypertext Application for Teaching Students Research Skills; Bibliography Update; News & Notes

Volume 6, #8 [November '88] – Hard Disk Utilities: File Recovery Programs; Bibliography Update; News & Notes

Volume 6, #7 [October '88] – How the Other Half Wordprocesses; Bibliography Update; Hard Disk Utilities, DOS Shells, and Disk Optimizers

Volume 6, #6 [September '88] – Improving Your Writing With Style Analysis Programs; Bibliography Update; News & Notes

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