

An automated typing and editing system that eliminates preliminary document preparation and distribution with significant time savings and cost-effectiveness.

Vector Graphic's Word Management System:  
• **CREATES** • **EDITS** • **REPRODUCES**  
office information before generating a single piece of paper.

The Word Management System is capable of storing 315 pages of text or 630,000 alpha-numeric characters at any one time. Word processing now becomes faster and easier to integrate with existing operations than ever before, and neither technical knowledge nor long hours of training is required. It is the most sophisticated word processor for microcomputers yet devised.

## *Word Management System for the Vector MZ Microcomputer*



# Impressive features of the Word Management System

## Creating Text

### AUTOMATIC CARRIAGE RETURN

Carriage returns automatically at the end of each line on the screen, allowing rapid typing of first drafts. There is no need to watch the screen or worry about margins — typing can be continuous, a capability unmatched on comparable systems.

### VARIABLE TABS

Tabs can be placed at any point on a line. The current settings are seen on the screen in the form of a marked-off ruler so multiple columns of figures can be easily created and moved, in contrast with many systems.

### AUTOMATIC DOCUMENT REFERENCE

When storing, recalling or manipulating a document on disk, there is no need to type the document name. Rather, the cursor (a movable marker on the screen) is moved next to the desired name in a displayed directory of the disk and then a one-key command activates the reference.

### INSTANT DOCUMENT UPDATE

By entering one command, the disk copy of a document can be updated after revisions have been made to it on the screen. The document's name is not typed nor is the directory even seen.

### DIRECT TYPING TO PRINTER

Typing can be done directly from the keyboard to the printer when normal typing is needed, such as filling in the blanks on non-standard forms.

## Editing

### CHARACTER-ORIENTED EDITING

Add, change, or delete material anywhere on the screen. There is no need to inform the system which line or which material needs to be edited. Simply type over the visual image.

### AUTOMATIC ALIGNMENT

No matter how much material is added or deleted in the middle of a text, the entire text automatically opens or closes accordingly. The system automatically realigns the paragraph and the document to accommodate changes.

### FULL DOCUMENT IN MEMORY

Up to 24 typewritten pages of text can be stored in working memory at one time, in contrast with many systems that keep only one page in memory at a time.

### VARIABLE SPEED IN SCROLLING

The video screen serves as a window for viewing the text. The system incorporates every desirable way to move or "scroll" the text past this "window". It can be flipped page by page or line by line, both under operator control. Alternately, there is automatic scrolling, with variable speeds.

### GLOBAL SEARCH AND REPLACE

The system can be commanded to automatically search a document for specific characters or words. If desired, some or all occurrences of specified material can be automatically or manually replaced with specified new material.

### AUTOMATIC CUTTING AND PASTING

Any size portion of text can be quickly deleted and reinserted elsewhere. This allows documents to be taken apart and reassembled in seconds.

### INDIVIDUALIZATION OF STANDARD DOCUMENTS

When revising a previously written document which has been called up from disk, the original on the disk remains unchanged (unless deliberately updated).

## Printing

### COMPLETE FORMAT FLEXIBILITY

Margins, type-density, vertical spacing, page-length, indentation and right-justification (aligning the right edge of the text, as in published material) can be changed as often as desired within a document. Any chosen section of text can be automatically printed in boldface, underscored or centered.

### STORED FORMAT DIRECTIVES

The commands used to produce format features are embedded within the text, so there is no need to re-enter format features each time a document is printed.

### VARIABLE PAGE LENGTH

Printing may be done on any size paper; page lengths may be changed within a document. Letter size, legal size or specially cut paper may be used and even mixed with envelopes during printing.

### AUTOMATIC HEADERS, FOOTERS AND PAGE NUMBERING

Headers, footers and page numbers can be automatically printed on each page. These items can be printed on the left or right edge and/or top or bottom of the page. The page number can also be centered. For documents that are to be reproduced on both sides of paper, the page numbers, headers and footers can be alternated from the left to the right on the front and back of pages respectively, as in published books.

### SUPER AND SUB-SCRIPTS

Printing can be above or below the normal line. When printing above the line, the distance above the line is variable so that several levels of super-scripts can be printed. This feature is essential for scientific writing. It is also used for footnote numbers in the text.

### VARIABLE TYPE FACES AND COLOR

Printing may be stopped, then restarted, at pre-selected locations within the text.

This allows a change in typeface or ribbon color within a document until the desired appearance is obtained.

### CONTINUOUS OR PAGE-BY-PAGE PRINTING

One command specifies whether printing is continuous or whether it stops at the bottom of each page until restarted. Continuous-form or single sheet paper can be used as required for businesses.

### STOP-AND-RESTART PRINTING

Printing can be stopped in the middle of a document, even in the middle of a line, to correct errors in the text. Printing can then be restarted exactly where it left off or at any earlier point, such as at the beginning of the page.

### LIST/LETTER MERGE

A repetitive list of information, such as a mailing list of names and addresses, can be merged into a document like a letter. Each letter is printed repeatedly and automatically with a different individual's information inserted, and the text is re-aligned so that it looks individually-typed. The list information does not have to appear on the letter in the same order it appears on the list. The system also includes a question-and-answer procedure for adding, deleting or changing information in the list. This easily permits true mass mailing, without an impersonal effect.

### SORT AND SELECT LIST

New lists can be created from existing lists by using up to 26 qualifiers at the same time, i.e., sorting by name, zip code or date, and selecting ranges of zip codes or dates. This allows ultimate control over mailing lists.

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