

POINT 4'S TYPIST: MULTI-USER WORD PROCESSING MADE EASY

TYPIST is multi-user, screen-based word processing software designed with the operator in mind. It is easy to learn and use because it is similar in use to a typewriter. What you see on the screen is what you get in the print-out, so there are no surprises.

TYPIST FEATURES

- Simple operation
- Typewriter-like features
- Simplified tab functions
- Background printing
- 40 editing commands
- Document and operator security
- Mail-merge capability with selection criteria

- Document catalog
- Supports many printers
- Letter swapping
- Catalog purge criteria
- Case-independent searching

EASE-OF-OPERATION

The TYPIST editor needs no special function or word processing keys. The user will be able to use TYPIST the very first time at the keyboard. Tab functions are set just like a typewriter's tab stops, and text is formatted during entry or on demand. Operation is by menu selection.

40 EDIT FUNCTIONS

Designed to operate on most standard terminals, TYPIST offers 40 editing functions, including cut and paste, search and replace, abort and move by word, letter and line. All 40 functions can be performed on a standard keyboard. TYPIST operations are selected from a main menu of options displayed on the screen. TYPIST allows for storage and retrieval of sections of text so that a document can be constructed from previously stored paragraphs.

TIMESAVING

The "wraparound" feature permits the operator to do continuous typing without anticipating end-of-line. TYPIST's background print "queue" feature allows the user to perform other word or data processing jobs while the system prints a document. Letters will not be printed on the wrong paper type as the paper type must be confirmed prior to printing. The operator may check printer status and his position in the print queue at any time.

SECURITY FOR MULTI-USERS

TYPIST gives the user multi-level protection, utilizing individual passwords. Each document stored is private to its owner. Each user has his own identifier and password. A usage log is maintained by the system. This permits the convenience of word processing to be added to a multi-user system while ensuring information security.

Extra security may be invoked by the ENCRYPT command, which allows any page or pages of a document to be encoded with a user-specified key.



