

860 IPS SOFTWARE

XEROX 860 IPS WORD PROCESSING SORT SOFTWARE

Xerox adds sorting to the text processing capabilities of the 860 IPS, increasing the system's applications potential. As a result, 860 operators can retrieve and manipulate information using familiar word processing techniques.

For example, Word Processing Sort software makes it easy to rearrange lists alphabetically or numerically. No elaborate set-up routines or extended learning periods are required.

APPLICATIONS

As an example, with standard Word Processing software and the Sort program, you can create a mailing list, by inputting names, addresses, cities, states, and zip codes; sort the list by zip codes; then utilize the 860's Word Processing Print/Merge capability to automatically produce personalized mailings to clients, customers, prospects or employees.

This optional software program is ideal for sorting telephone lists, distribution lists, indices or with numeric logics such as statistical charts.

FEATURES

Word Processing Sort software is easy to use because it follows the familiar 860 word processing logic and instructions.

What's more, the program is as fast as it is simple. Users can master operating steps in no time. The result is more efficient turnaround and better productivity.

Designed for user flexibility, the program's two level sort is functional with any standard word processing document or any user-defined portion of a document.

At any one-time, as many as 40 characters combined in two fields can be sorted. Fields may be alpha, numeric or both, and may be arranged in ascending or descending order. Operators may choose which to sort first.

XEROX 860 IPS LONG DOCUMENTS SOFTWARE

Xerox simplified the preparation of long documents with an innovative software program for the 860 IPS. Long Documents software automates the time-consuming tasks associated with highly specialized volume work, incorporating five programs into one logical package:

- o Footnotes
- o Line Numbering
- o Paragraph Numbering
- o Table of Contents
- o Leaders

The result is faster turnaround and higher productivity.

APPLICATIONS

If you use your 860 to produce manuscripts, legal instruments, manuals, plans, proposals, grant requests, research publications, specifications or other lengthy documents, you'll appreciate the time saving capabilities of Long Documents software.

FEATURES

Long Documents software is an easy to understand program with simple, direct prompts that eliminates most of the steps in processing long documents.

FOOTNOTES:

- o Footnotes and their accompanying numbers are merged with or deleted from documents automatically.
- o Footnote renumbering compensates for deletions
- o Footnote placement is calculated by the software
- o The program lets you know if a footnote must be split or moved (and if widow or orphan lines are a possibility)
- o Footnotes divided between two pages are automatically labeled "Footnote continued" (second page)
- o Users may select beginning numbers and type of numbering
- o Footnote number positioning and the typing of the footnote are simultaneous actions of Footnote entry mode

LINE NUMBERING:

- o Line numbering can occur consecutively or at intervals specified by the operator
- o Users determine whether line numbers begin anew with each page or flow in order throughout the document
- o For added flexibility, numbers can be placed at the left or right margins

PARAGRAPH NUMBERING:

- o Users may decide whether the document or sections of the document should be numbered, and with which number to begin
- o Paragraph numbering can be in outline format (6 levels) or decimal (8 levels)

TABLE OF CONTENTS:

- o A table of contents is compiled automatically from section of paragraph headings, titles or any operator-designated descriptor, along with the page number
- o Leadering is also automatic and can be done with dots or any user-selected printable character

XEROX 860 MULTI-FONT (FOREIGN LANGUAGES) SOFTWARE

Now the Xerox 860 Information Processing system can speak the languages of the world, without losing anything in the translation. The key is Multi-Font software, and optional 860 package that contains six foreign language fonts: U.K. English, German, French, Italian, Swedish and Spanish, as well as ASCII.

APPLICATIONS

Ideal for companies with international customers and operations, Multi-Font software can meet a multitude of foreign language requirements. For example:

- o Business Correspondence
- o Letters of Credit
- o Procedure/Policy Manuals
- o Press Releases
- o Advertising
- o Business Proposals
- o Contracts and Foreign Royalties
- o Educational Materials
- o Data Processing

FEATURES

User-oriented Multi-Font software gives you the same flexibility you'll find in other 860 IPS programs.

- o No special document set-up is required
- o All fonts utilize any standard 860 text and editing capabilities
- o Messages are in U.S. English
- o For user convenience, U.S. English (alpha and numeric) keys are unchanged
- o Foreign language characters appear on the screen as information is processed
- o Any combination of different language fonts may be used per page and per document
- o Documents consisting of multiple fonts can be printed in two ways: one, using the 860's economical multi-pass option, or two, by changing printwheels during the same pass

In conjunction with the Multi-Font package, Xerox will provide blank key caps for user identification. Printwheels with foreign language characters are also available.

XEROX 860 IPS RECORDS PROCESSING SOFTWARE

Records Processing is an optional software package from Xerox that extends the multifunctional capabilities of the 860 IPS by providing highly efficient processing of data. The package is a versatile professional and managerial tool that's especially valuable for departmental or localized office use, as well as for small businesses.

A departmental or professional manager with the 860 IPS can automate all phases of storing, retrieving and manipulating information required to support decision making and planning at the local level.

APPLICATIONS

By automating otherwise time-consuming manual functions, Xerox Records Processing will help you achieve control of local information and provide better service to those dependent on information emanating from your group or department. With Records Processing, you can quickly locate filed information, assemble information from existing files and rearrange data to support planning. The package enables you to:

- o Maintain control of your data base from input to report generation
- o Maintain centralized files for greater control, faster access
- o Generate reports as often as you require
- o Create report formats which reflect your needs rather than company style
- o Update records as often as you require
- o Meet deadlines by eliminating computer programming lead time or the even slower process of manual manipulation
- o Avoid redundant statistical processing. The 860 IPS Records Processing package includes Four Function Intra-Record Calculation

FEATURES

Because of the multifunctional capability of the 860 IPS, Records Processing software allows you a high degree of flexibility in processing data and formatting reports, as well as the actual creation and definition of files and records -- such as personnel lists, inventories, schedules, analyses and financial control. Most importantly, Xerox Records Processing is designed for the office and for simple, easy-to-follow operation.

- o Records Processing includes a series of menus and indexes explaining all program options, eliminating operator guess work
- o Step-by-step prompting automatically guides the operator before each step in a clear easy-to-follow manner. All instructions are in language that's readily understood by users
- o Information may be categorized in as many as 100 fields such as: age, salary, social security number, serial number or descriptive alpha, numeric or alpha-numeric combination
- o As many as 12 different selections of fields may be processed at any one time
- o The selection process likewise permits information to be extracted between ranges, such as dates or dollar amounts
- o Records Processing offers four different sort functions which means materials can be arranged in any combination of alphabetical, ascending or descending order, or in a sort table of the operator's own choosing
- o A unique facet of Records Processing is the intra-record four function math capabilities
- o Records Processing also enables you to merge selected and sorted data into a standard report, letter or form, in a matter of minutes

XEROX 860 IPS SPELLCHEK SOFTWARE

Xerox takes the burden out of proofreading with SpellChek, an electronic spelling verification system that's faster and more accurate than manual operations.

SpellChek is a software package that extends the capabilities of the 860 IPS. Such a program is essential to word processing because even the best writers and typists can make spelling errors, and even the best proofreaders can overlook them.

APPLICATIONS

Xerox SpellChek is a simple, reliable system that's highly useful in every office. The package consists of the following components:

- o SPELLCHEK -- software that detects and reports misspelled or "special" words in a document, verifying those words against a pre-programmed dictionary
- o DICTIONARY -- an 88,000 word lexicon of frequently used English words and the basis for the software's spelling verification program
- o POSTCHEK -- a program that assists the 860 IPS operator in correcting misspelled or "special" words identified by SpellChek. Such words are retained, along with their correct spelling, in a PostChek Correction file. The file is a valuable user aid for future spelling verification and correction
- o EXCEPTION DICTIONARY -- A user-defined file of words unique to a company or profession. For example: proper names, abbreviations, acronyms or words germane to law, medicine, education, publishing and other fields requiring a special terminology.

FEATURES

SpellChek software is a cost-effective way to increase office productivity and improve the quality and accuracy of documents produced by your company because it automates many time-consuming tasks:

- o Checks the spelling of standard words, prefixes and suffixes against the system's 88,000 word dictionary
- o Checks for special words not found in a general use dictionary
- o Marks misspelled special words for easy operator follow up

PostChek interfaces with the 860 IPS operator to finish what SpellChek begins:

- o Lists misspelled words and their correct spellings in a PostChek Correction file. For operator convenience, the file serves as a private user dictionary containing problem words, and can be accessed or added to manually at any time
- o Aided by the operator, PostChek adds correctly spelled special words to an Exception Dictionary to facilitate future verification

XEROX 860 IPS SCIENTIFIC EQUATIONS SOFTWARE

Xerox adds an exciting new dimension to the 860 IPS with Scientific Equations software. This specialized program lets you automate the difficult, time-consuming task of inserting complex equations in a document. The multi-faceted package enables 860 IPS users to create mathematical symbols, scientific equations and formulas.

APPLICATIONS

The Xerox Scientific Equations program is applicable to numerous fields and professions: science, engineering, education, medicine, law, data processing and others. Prime users are government agencies, colleges and universities, research groups, pharmaceutical firms and the like.

FEATURES

Scientific Equations software is designed for user convenience and flexibility. For example:

- o Equations are created on screen within a 13-line by 80 character window. Specifically, you can:
 - follow any method for inputting an equation: at the top, bottom, side, etc.
 - create more than one equation in the same window
 - minimize your involvement because formatting is handled automatically by the software
 - input an equation in one pass
- o No special document set-up is required
- o Easy-to-follow questions and prompts facilitate document set-up
- o You can repeat the same equation in a document without re-keyboarding
- o You can move an equation within a document or from one document to another
- o You can check an equation in a document on display to review layout and balance prior to printing

In addition, Scientific Equations offers excellent functionality:

- o The program lets you see both the alpha and scientific character sets at the same time
- o Once an equation has been recorded, you can utilize any standard text entry or editing capability
- o Scientific Equations can be transmitted via point-to-point communications to an 860 IPS that supports the same program
- o Scientific Equations makes use of an economical multi-pass option rather than an expensive dual-head printer to give you the best ratio of performance to cost

XEROX 860 IPS COMMUNICATIONS SOFTWARE

Xerox saves you time and money by integrating information processing and telecommunications in one multi-functional system.

The Xerox 860 IPS, plus Xerox Communications software, lets you process and compute information right at your desk, then communicate that information to another department, another office or another city -- in a matter of minutes from the same workstation.

Xerox 860 Communications software is a fast, effective way to manage information at departmental and localized levels.

APPLICATIONS

To meet a variety of user needs, Xerox offers Point-to-Point, TTY, 2770/2780 and 3270 (BSC) communications.

- o Point-to-Point enables an 860 to communicate with other 860's
- o TTY permits an 860 to communicate with a number of different devices, including printers, non-intelligent workstations and time-sharing terminals.
- o 2770/2780 provides compatibility with IBM 2770 and 2780 terminals, and allows an 860 IPS to communicate with a host computer as a Remote Job Entry terminal; to IBM office machines such as MCI, OS/6, 6640 and 6670; or other non-Xerox information processors with 2770 or 2780 capabilities
- o 3270, in conjunction with the Xerox 81 Interactive Communications Emulator enables an 860 to access existing 3270 data bases and applications. The ability to access you company's mainframe means better information management and faster, more accurate decision-making at the point of need

FEATURES

- o Xerox provides Point-to-Point Communications with Teletype and with 2770/2780 in two separate software packages to meet a variety of communications needs
- o Communications software operates as a background function in Point-to-Point, TTY and 2770/2780 modes -- so word processing functions and communications can occur simultaneously
- o Xerox Program Create or Basic Language Interpreter can be utilized for clean-up of communicated information, regardless of mode
- o Xerox TTY Communications software is compatible with more mainframes and offers more user options than many competitive programs

XEROX 860 IPS CP/M OPERATING SYSTEM SOFTWARE

Xerox has transformed the versatile 860 IPS into a business computer -- without changing a thing. We've simply added CP/M Operating System software to our roster of software options.

Ease of operating and flexibility have made CP/M the most popular and widely-used operating system in the business computer market. Because of this, a great many CP/M based software packages have been developed for most every business and professional application. CP/M programs include:

- o Various Programming Languages
- o Application Software
 - Electronic Spread Sheet
 - Job Costing/Estimating
 - Mailing List Systems
 - General Ledger
 - Tax Planning
 - Payroll
 - Business Simulating and Modeling
 - Sort/Merge
 - Inventory
 - Local Data Base Management Systems

Xerox 860 IPS users with CP/M Operating System can utilize many standard application packages, as well as those created by Xerox.

XEROX 860 IPS MULTIPLAN SOFTWARE

Now, there's a computer program that helps you prepare worksheets. You do the brain work. The program takes care of all calculations -- all the menial, time-consuming repetitive tasks. It allows you to change one critical number or formula and see all the resultant changes on the entire worksheet.

The program, called Multiplan, helps you manipulate data quickly, analyze current financial conditions, and answer those "What if?" questions that can help you decide your future course of action. Used with the Xerox 860 IPS, Multiplan eliminates pencils, paper, erasers, calculator, and countless man-hours spent modeling, estimating, and planning.

The friendliest, most powerful electronic worksheet available today Multiplan uses everyday English commands. And it puts a 50-page reference guide into the computer. At the touch of a key, the guide gives you detailed information on the command or function you are using.

APPLICATIONS

Multiplan can help you with a wide variety of business projects. You can use it to build a series of electronic worksheets that will do the jobs you have to do: financial modeling, forecasting, calculation of engineering or scientific formulas, and much more. Multiplan allows you to tailor the electronic worksheet to the use you have for it.

Use it for business analysis and forecasting. If you're managing a business, large or small, you'll find that Multiplan puts an amazing amount of computer power at your disposal. You can set up a variety of different models or scenarios, then simulate decisions and see the effects immediately. Multiplan will handle:

- o Cash flow analysis and forecasting
- o Pricing and profitability analysis
- o Purchase/Leaseback analysis
- o Income statements and balance sheet projections
- o Budget planning and consolidation
- o Acquisition and merge analysis
- o Material and labor requirements planning
- o Man power assignments and resource allocations
- o Formulas analysis and statistical research
- o Materials flow analysis and structural design analysis
- o Stability and tonnage calculations
- o Electrical engineering projects such as linearity analysis

BENEFITS

- o Links information in several worksheets
- o Uses English names for referencing
- o Windows display different parts of worksheet
- o Sorts entries alphabetically or numerically
- o Proposes responses and locks in formula
- o Additional calculating functions
- o Compatible with Visicalc files
- o Professional, quality printed reports

XEROX 860 PROGRAM CREATE SOFTWARE

Xerox has developed another 860 IPS software package that greatly reduces operator involvement and increases productivity. Program Create allows you to design programs that can process text of statistical material using as few keystrokes as possible. Which makes it ideal for users with heavy processing requirements.

Simply stated, Program Create lets you write strings of commands that can be grouped together by task. These initiate multiple actions with minimal operator involvement. And that frees an operator for other important assignments.

For user convenience and ease of operating, Program Create follows the same familiar document rules as operator edit commands. So it's quick and simple. The program document can be edited or modified and then stored. The result is a unique program file which may be executed as needed.

APPLICATIONS

Xerox 860 Users will find that Program Create is a valuable tool for:

- o Non-standard word processing functions
- o Specialized long document requirements
- o Media clean-up of non-Xerox communicated text files
- o Customized glossaries
- o Forms applications
- o Paragraph/line numbering

FEATURES

Program Create is a simple language with familiar programming characteristics:

- o Conditional statements
- o Looping/repeat program functions
- o Operator-created command line messages
- o Friendly questions and prompts

Command sentences are composed of reserved words and literals and symbolic equivalents resembling basic English. The user-oriented package offers the following capabilities:

- o Prompts operator when inputting information into a program or document
- o Indicates the status of an activity
- o Enables an operator to modify the formats of a document being processed by the program
- o Permits an operator to enter format blocks in a document
- o Permits enhanced utilization of the 860's four-function math capability

XEROX 860 IPS BASIC LANGUAGE INTERPRETER SOFTWARE

Now there's a software program for the 860 IPS that lets you write and maintain programs locally, at the point of need. The Basic Language Interpreter is an easy, economical way to overcome the problems inherent in centralized data processing, such as scheduling, lead time, accessibility and costs.

The Basic Language Interpreter package consists of statements, commands and error messages that are similar to those in industry standard BASIC software. Yet it's designed to take full advantage of all 860 IPS features and capabilities.

APPLICATIONS

The Basic Language Interpreter is ideal for departmental and professional managers with specialized needs. It's applicable to accounting, budgeting, inventory control, mailing lists, personnel and sales analysis. With the Basic Language Interpreter, you can write and edit new programs, or run those previously created. When the software is loaded into an 860 IPS, the system assumes many of the characteristics of a business computer, providing various intricate mathematical functions and business applications.

FEATURES

The Basic Language Interpreter is a user-oriented program that adds a new dimension to 860 IPS capabilities. For example, the Basic Language Interpreter:

- o Makes it easy to construct programs because instructions are written in an English-like language
- o Uses familiar 860 IPS commands and keys for program editing and execution
- o Extends the functionality of 860 record and word processing
- o Is interactive with both text and record files
- o Allows you to create programs for processing with unique user requirements

The Basic Language Interpreter is highly conducive to office use in several respects. One, it's interactive with 860 text and record files. Two, it lets you write and execute programs easily using an interpreter rather than a compiler. The interpreter has several advantages. It requires less memory. And, unlike a compiler, it checks each statement as it is written to make sure the instruction can be executed -- which lets you make necessary adjustments as you go.