WordPerfect 6.0 for Windows. WordPerfect Corporation, 1555 N. Technology Way, Orem, Utah 84057–2399. $495.00 (list price).

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WordPerfect 6.0 for Windows (WPWin) is a major upgrade to WordPerfect Corporation's flagship word processing software. *WPWin* is both powerful and flexible, while remaining easy-to-use. *WPWin* provides all of the necessary tools for creating everything from a simple letter to a complex newsletter; it can easily assist you in both the design of basic letters and memos, or intricate articles and books. *WPWin* is an excellent program which will provide both the academician and researcher with a wide range of high-quality support tools, including a spell-checker, thesaurus, file indexer, grammar checker, and hypertext engine.

System requirements include a 386 IBM PC or compatible with a VGA monitor, *Windows 3.1* in 386 Enhanced Mode, 32MB of hard disk space, 6MB of RAM, and a mouse. Installation is simple and straight-forward, allowing you the option to perform a partial installation if you choose not to use all of the available tools or if you do not have the necessary hard disk space. I strongly recommend having at least 8MB of RAM available, regardless of whether you have a 386 or 486 CPU.

WordPerfect 6.0 for Windows includes a number of powerful and innovative features designed to ease the transition from DOS and to make the most of the *Windows* environment. The user interface is highly customizable, including a Power Bar with buttons for the most commonly used word processing features, a Button Bar for less-frequently used features or macros, and context-sensitive Feature Bars which appear when performing any one of 20 different tasks (such as when creating Table of Contents, Cross References, Indexes, Hypertext Links, etc). Both the Power and Buttons Bars can be customized, allowing the user to add, remove, and rearrange buttons. The Button Bar can be repositioned virtually anywhere on-screen and also can be used to launch any other *Windows* applications. QuickMenus are another new feature in which the user can bring up a context-sensitive menu wherever the mouse pointer or cursor is present by simply clicking on the right mouse button, thereby reducing the amount of mouse (and arm) movement needed to complete an operation.

Naturally, the most important part of any word processor is its capability for editing text and *WPWin* excels in this arena. You may select from any of three views: Page Mode, which displays all text, headers, footers, footnotes, and endnotes; Two-Page Mode extends the concept further, displaying two pages at once; and Draft

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Mode, which displays the main text only (without headers, footers, etc). Whichever view or mode you select, all text in the document can be edited normally and, additionally, both Page and Two-Page modes eliminate the need for Print Preview. Bullets and numbering styles are now easily added, either from the Insert menu or the default Button Bar, making it extremely simple to insert bullets (predefined or your own) or numbers/letters for outlines. And both the Find and Replace features have been improved, allowing you not only to search for and replace text, but any specific formatting codes embedded within the document as well. One small wish, though, is for *WordPerfect* to allow the user to customize the screen, particularly the document window, colors without having to modify *Windows'* own color behaviors. While black text on a white background seems to have become the standard, several users have remarked that they have developed a strong attachment to the blue background reminiscent of *WPWin's* DOS predecessor.

Both file and document management have been extended. The management of document summaries has been expanded, now allowing you to select and use any of 51 fields, including abstract, author, category, comments, descriptive name, keywords, revision date, version numbers, etc. Information from the document summaries can be printed, saved to another file, and viewed from the Open File dialog box. The Open File dialog box includes not only provisions for moving between drives and directories, and selecting files (to open), but also allows you to view, rename, move, and delete them, as well as displaying some document summary information. In many respects, the Open File dialog box can be used as a replacement for *Windows'* own File Manager. I did miss the excellent file viewer from the *WordPerfect File Manager* (version 5.2) though. In the previous incarnation, *WordPerfect* included a separate *File Manager* with its own file viewer, allowing you to click on any filename and immediately see the document in a separate, customizable window. And while the new *WPWin* does provide a viewer as part of the File Open dialog box, the dimensions of the viewing window are initially fixed, forcing you to resize it each time you select View.

WPWin ships with an impressive collection of TrueType fonts, which anyone will be glad to add to their system, and its own assortment of printer drivers, allowing you to choose between *WordPerfect's* or *Windows'* printers. WordPerfect Corporation claims that printing is faster with its own drivers, though all of my tests found this claim to be questionable. Further research has shown that other users are also finding printing (with *WPWin* drivers) to be slower than the comparable *Windows'* drivers. WordPerfect is aware of this problem and has promised to fix it in a forthcoming maintenance update. Until then, I strongly recommend your using the *Windows'* printer drivers.

WPWin includes an improved help system, including context-sensitive help for anything you can point to with a mouse; an on-line tutorial to teach the basics of formatting, editing, and printing; and Coaches which walk you through a task — using your own text — with step-by-step instructions. As a result, you will find yourself reaching less for paper-bound user manuals; the help system with its many hypertext links allows you to browse, search, and jump from topic to topic with relative ease and speed.

Like earlier versions, *WPWin* includes an excellent spell-checker, thesaurus (with more than 10,000 headwords), grammar-checker, file-indexer, and selection of graphics. The spell-checker now allows you to simultaneously use multiple supplemental dictionaries and the *Grammatik 5* grammar-checker is now fully integrated with the word processor. I was disappointed to note, though, that both the spell-

and grammar-checkers are considerably slower than their predecessors, taking an even moderate amount of time on a 486 computer. *WPWin* also includes admirable support for viewing and converting many of the most popular graphics formats, including BMP, CGM, EPS, PCX, TGA, TIF, and WPG. Noticeably missing, though, is support for GIF files, currently the standard for graphic images available on various bulletin boards.

The file-indexer, named *QuickFinder*, is a great addition, though. *QuickFinder* provides some of the fastest indexing and text retrieval currently available and its indexes take up approximately five percent of the size of the indexed documents. You may search for specific terms within the entire document or any subset of the document (page, paragraph, sentence, line), use Boolean operators for complex searches, with options for case sensitivity and word proximity. Researchers and authors can maintain and effortlessly search an on-disk collection of bibliographies, citations, and articles for any words or phrases, thereby increasing productivity and easing the writing process. Additionally, once you are viewing the search results, you can easily copy selected text from the Results window into another document. For example: if you had a series of indexed documents comprising bibliographies from articles and books, you could very easily search for an author, find the citation and copy it into your own article, maintaining all formatting from the original bibliography.

Users working on long documents such as articles, journals, and books will be pleased by enhancements to Outlines, Master Documents, and Bookmarks. The Outline Tool helps make it easy for you to sift through and organize your thoughts as you draft a new article or book, allowing you to expand upon and move ideas around with a few simple mouse clicks. There are a number of outline styles available, though most authors will likely find it easiest to begin with a numbering scheme — which can be quickly converted to section headings once the outline is complete and you are ready to begin the actual writing. Master Documents allows you to maintain large documents such as journals and books with relative ease. For a book, you might have each individual chapter saved as individual files rather than saving the entire book in a single file. (Saving a large document in smaller sub-documents/files has obvious advantages, such as it being easier to open and edit multiple, smaller files as well as providing additional security.) The Master Document might include a preface or introduction, as well as the links to each of the following chapters. One of the benefits of Master Documents is that formatting changes defined in the Master will be used in all sub-documents, unless you specify a change in the sub-document itself. This will prove to be of great benefit to authors and researchers, allowing them to specify virtually all the necessary page formatting once in a Master Document and have it applied automatically to all new sub-documents they create. Additionally, Master Documents helps ease the process of generating table of contents, cross-references, and indexes since all of the files are linked together. Furthermore, you may also create bookmarks anywhere in a document, allowing you to quickly jump back to it a later time. A *WPWin* bookmark is simply the electronic equivalent of the paper bookmarks used to mark important pages in a book. Once created, you can then quickly move back and forth between sections by selecting the relevant bookmark from a list.

The addition of Hypertext Links offers virtually unlimited potential for electronic publishing. Hypertext Links are symbolic connections which you specify and create within your documents, allowing you to join words/phrases within a document to other words/phrases within either the existing or another document. Links can be established to bookmarks in existing or other documents, allowing you to browse

and jump through documents at will and with purpose. For an online book, you might create links between a table of contents and chapter headings/subheadings, allowing you to quickly move back and forth between them. Hypertext links can be created and used to move not only throughout the main document text, but also between footnotes, endnotes, comments, indexes, and bibliographies. Additionally, Hypertext links can be created automatically whenever you have *WPWin* generate a Table of Contents or an Index.

Other additions and improvements to *WPWin* include tables, database/spreadsheet import, *WP Draw*, and the macro language. Users may opt to create tables when entering research or descriptive data rather than using tabs. In addition to the standard ability to set border styles, vertical and horizontal alignment, and cell attributes (boldface, italics, etc.), tables now have an extensive array of spreadsheet-like features, including the capability of using any of 98 functions, assigning range names, and data fill. Information from external databases and spreadsheets may be imported or linked to any WordPerfect document as free-form text, into a table, or for use in merges. *WPWin* currently has the capability of pulling in data from all standard spreadsheet, flat-file databases, and SQL databases, as well as ASCII delimited text. This should aid in reducing the amount of redundant data amongst programs and files, as well as allowing you to more easily integrate information stored in other programs, thereby aiding you to be more productive in a smaller period of time.

WordPerfect Draw, a subset of *WP Presentations*, is now included with *WPWin* and incorporates an advanced set of drawing tools, including vector and Bezier curves, the ability to contour text on a curve, a new set of graphic images, and a powerful charting module. The excellent drawing tools should more than amply satisfy the desires of most users, especially educators with a need for preparing transparencies and/or slides for class lectures. It is interesting to note that with each new version of *WordPerfect* that is released, WordPerfect Corporation includes a new set of graphic images which can be used in documents—and since they continue to use the WPG file format, many users may simply add the new images to their continually growing library.

WordPerfect macros allow you to record commands that are performed automatically or repetitively, thereby reducing the number of keystrokes or mouse clicks necessary to reproduce the same action at some future time. The macro recorder is analogous to a tape recorder, recording the results of keystrokes and mouse events, to be played back and/or edited at will. Over 800 new and enhanced commands are available, allowing you to not only automate simple tasks such as saving a document to both a floppy and the hard disk or selecting a specific font and size, but also giving you the power to create complex macros performing bibliography formatting and sorting, or the creation of dialog box-based data entry screens. This is in addition to the more than 30 macros supplied by WordPerfect, including expanding abbreviations, converting endnotes to footnotes (or vice versa), change font size by two points (up or down), or creating decorative page borders using the WP graphics. For those with their own supply of *WPWin5.2* or *WPDOS5.1* macros, most simple macros can be immediately converted and run without modification. Complex macros, particularly those making reference to various WordPerfect system variables will need some editing, though, before they can be used. The enhancements and growth in the power of the macro language far outweigh any inconvenience from having to make modifications.

This newest version of *WordPerfect for Windows* offers a large number of enhancements to its word processing and editing capabilities, as well as several major new features designed to augment how you work with various documents. Like any new product, there are some minor flaws that will be addressed, but I overwhelmingly recommend *WPWin* as a superb word processing application for both the casual user and prolific writer alike.