

Competitive Analysis

Lotus[®]

Word Pro⁹⁷ EDITION

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Why Choose Word Pro 97?

The word processor for today's connected world.

If maximizing team and individual productivity are among your company's goals for a word processor, Lotus® Word Pro® 97 is your best solution. No other product matches Word Pro's Internet and intranet power, connectivity options, and customizable features, while providing such a complete range of productivity tools.

With Lotus Word Pro 97, your users get everything they need to make the most of their connected world, including:

Easy-to-use productivity tools

- Team collaboration tools
- Brand new document management tools

Tools to let users focus on their work, not the software

- All the formatting tools users need in one central location
- A task-sensitive user interface
- Intelligent software assistants

Tools to enhance existing skills and leverage legacy information

- Internet publishing and communication tools
- Filters for dozens of the most popular word processors and other applications
- SwitchKits for seamless user migration

Word Pro 97 also provides new communication and desktop publishing capabilities to help you get your message out fast. All of these are the things you need to be productive.

This competitive analysis is written to help you determine which Windows 95 word processor will best meet your needs and the needs of your business. The tables provided compare the Windows 95 offerings developed by today's leading word processing vendors: Lotus Word Pro 97, Microsoft Word 97, and Corel WordPerfect 7. The document is organized according to the five categories that we believe are most important to users of word processors — based on the way they work, and the tools they need to create and deliver effective, compelling documents of all kinds:

- Productivity: Getting Work Done Quickly and Easily
- The Internet/intranet at Work
- Staying Connected: Collaboration Made Easy
- Information You Need: Anytime, Anywhere
- Customization: Working the Way You Want and Creating Custom Solutions

Productivity: Getting Work Done Quickly and Easily

This section examines the user interface, help assistance, templates, integration, and other innovations that empower users to work smarter and faster. Word Pro 97 simplifies tasks, and provides improved performance, speeding users to the best possible results.

The Internet/Intranet at Work

Connected computing has changed the way users work. Nowhere has the change been more dramatic than in the way documents are generated. Powerful new Internet and intranet tools allow users to create, edit, and share documents in ways never before possible. With Word Pro 97, Lotus extends its lead in this area.

Staying Connected: Collaboration Made Easy

Workflow support, team collaboration tools, and communications support leverage the combined talents of many people. The Team Computing tools Lotus introduced in Word Pro 96 set the standard for collaborative desktop computing. Now, with Word Pro 97, these tools are extended to embrace the Internet, intranets, and Lotus Notes®.

Information You Need: Anytime, Anywhere

Today's users need hassle-free access to all types of information from myriad sources: other PC applications; the Internet and intranets; networks; and more. Word Pro 97's ability to help users find and use disparate stores of information as they need it, regardless of format, is critical to productivity.

Customization: Working the Way You Want and Creating Custom Solutions

One size does not fit all. Business people know what works for them, and know how to work their best. Users want to personalize their application software, developers must build custom solutions, and information systems (IS) managers require more control of software deployment across organizations. From the LotusScript® programming language to OLE 2 automation, Word Pro 97 gives you and your users the power and flexibility to create solutions tailored to your needs.

Productivity: Getting Work Done Quickly and Easily

Efficient generation of quality documents begins with productivity. Users need fast and easy access to the right tools at every stage of developing, editing, and sharing documents. Word Pro 97 delivers innovations and enhancements to make users more productive.







Like other Lotus SmartSuite® applications, Word Pro's intuitive user interface knows which tools users need for the task at hand — and provides them automatically: table tools when editing tables; text tools for text; and so on. The efficient Lotus InfoBox goes even further by giving users all the formatting tools they need in one place. Users can query the powerful Ask the Expert — in plain English — about how to complete a task. All this means quick access to powerful tools that free users to concentrate on the business at hand, not on the tools they're using.

Additionally, Word Pro 97 accommodates Java applets, hyperlinks, video, graphics, audio, text, and many other formats to let users create powerful, impactful documents. Plus, performance testing conducted in February of 1997 shows that *Lotus Word Pro 97 outperforms Microsoft Word 97 by an average of 50 percent* on many common word processing tasks.

A comparison of Word Pro 97 and its competitors clearly demonstrates that the Lotus design philosophy — with its emphasis on productivity — makes the most of users' valuable time.

Productivity	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Working faster			
➤ Modeless properties box — interactive, context-sensitive, central location for setting and revising all object attributes	✓	☹	☹
➤ Frame linking — flow text automatically from one part of the document to another with linked frames	✓	✓	☹
➤ Click here blocks — pre-formatted, ready-to-use, data entry points for text, graphics, charts, tables, and frames — just click and go	✓	✓ Text only	☹
➤ Cycle keys — cycle through common format styles with keyboard short cuts	✓	☹	☹
➤ Correct spelling on-the-fly — highlight and correct common typing and spelling errors automatically	✓	✓	✓

Productivity	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
➤ Format checking — correct common formatting mistakes and inconsistencies	✓	✓	👎
➤ Unlimited undo and redo	✓	✓	👎
➤ Booklet printing — easily create a booklet by printing documents designed for folding	✓	👎	✓
Document navigation			
➤ Divider tabs — for organizing and navigating through long documents easily	✓	👎	👎
➤ Page sorter — document view with capabilities to drag & drop and edit thumbnail pages	✓	👎	👎
➤ Document page indicator — display the division name and page number while using the scroll bar slider	✓	✓	👎
Professional looking documents made easy			
➤ Templates — for business and Internet document creation	✓	✓	✓
➤ Styles — save and reuse formatting for any object: character, paragraph, frame, table, table cell, and page	✓	👎	👎
➤ Watermarks — text or graphics “behind” regular text	✓	✓	✓
➤ Drop caps — large initial letters at the beginning of paragraphs	✓	✓	✓

Productivity	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Context sensitivity			
➤ Constant context-sensitive menus	✓	 Not always task specific	 Not always task specific
➤ Context-sensitive icons	✓	 Not always task specific	 Not always task specific
User assistance			
➤ “Natural language” help search	✓	✓	✓
➤ Migration tools — interactive recognition of familiar user keyboard commands from other word processors	✓ For Microsoft Word, Corel WordPerfect, and Lotus Ami Pro	 For WordPerfect only	
➤ Step-by-step guidance for tasks	✓	✓	✓
➤ Guided tours	✓	✓	✓

The Internet/Intranet at Work

With Word Pro 97, users can leverage the Internet and intranets without leaving the comfort of their word processor. Word Pro delivers a complete set of tools for finding, publishing, and sharing Internet information — letting users open, view, and save to the Internet — directly from within the product.

This comparison of Word Pro 97 and its competitors exposes the differences between Word Pro 97, in which these new technologies have been integral to the product design from the start, and other products that send users to separate applications for Internet capabilities.

Internet/Intranet	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Finding/Searching/Opening			
➤ Open from the Internet — open Web pages from a Web site directly from the File/Open dialog box	✓	☹	☹
➤ Open FTP — open documents from an FTP site directly from the File menu	✓	✓	☹
➤ HTML import — bring locally residing HTML documents in directly from the File menu	✓	✓	✓
➤ Internet search capability	✓	✓	✓
Publishing			
➤ Direct FTP/Web publishing — post Web pages directly to an FTP Server/Web site from the File menu	✓	✓	☹
➤ HTML support — export documents locally in HTML format from the File menu	✓	✓	✓
➤ HTML preview — automatic launch of browser to preview documents in HTML before publishing them to the Web	✓	✓ Document must be saved before user can preview	✓

Internet/Intranet	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Sharing			
➤ URL links — create and edit URL links within HTML documents	✓	✓	✓
➤ FTP setup — configure a new FTP host site from within a document	✓	✓	👎
Internet/intranet tools			
➤ Web authoring tool — for easy document creation and management	✓	✓	✓
➤ Internet-specific icon palette	✓	✓	👎
➤ Web page templates — pre-formatted templates to quickly and easily create business and personal Home Pages	✓	✓	✓
HTML and Java support			
➤ Support for HTML 3.0; Netscape extensions, including tables, links, background wallpaper, and forms; as well as Active X plug-ins	✓	✓	👎
➤ Java support — easily dress up Web pages with interaction and real-time updates to information	✓	👎	👎

Staying Connected: Collaboration Made Easy

In most companies, document creation often involves several people revising numerous iterations of a single document. Word Pro 97's Team Computing tools make it fast and easy for coworkers to collaboratively create, review, edit, refine, and publish documents. In this way, Word Pro increases users' efficiency and improves the overall productivity of teams.

Building on Team Computing features such as TeamReview™, TeamConsolidate™, and Multi-Editor Revision Marking, Word Pro 97 offers many new features which simplify cooperative document creation. These team computing tools deliver:

- An electronic alternative to cumbersome manual processes, and
- Easy access to input from coworkers no matter what their communications infrastructure: VIM, MAPI, and CMC compliant e-mail systems; the Internet or an intranet; Lotus Notes; LAN or WAN — even floppy disks.

Word Pro 97 simplifies file management by letting users save multiple versions of a document in one file. It also lets users easily open and save files to Lotus Notes so users can use Notes™ as a document manager.

Staying Connected	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Automated review process for documents in progress			
➤ Review & comment tools	✓	✓	✘
➤ Document Review Assistant — step-by-step guide for sharing a document. Enables edit tracking, security, and sending or routing via floppy, LANS, WANS, e-mail, Lotus Notes, or the Internet	✓	✘	✘
➤ Consolidate multiple copies of a document, which have been marked up by several people, into a single file for review	✓	✓	✘
➤ Document versioning within a single file	✓	✓	✘
➤ Electronic comment notes which can contain any type of information including text, tables, graphics, or OLE objects	✓	✓ Must use a split screen to edit notes. Tables and graphics don't display in a pop-up window	✓ Must create in separate window

Staying Connected	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Support for electronic mail			
➤ Send mail from within application — support for VIM, MAPI, and CMC standards	✓	✓ Requires Microsoft Exchange be set up first	✓
➤ E-mail routing	✓	✓ Requires Microsoft Exchange be set up first	✘
Integration with Lotus Notes			
➤ Supports Notes/FX™ 2.0	✓	✓ 16-bit Notes/FX 1.0 & 1.1 only	✘
➤ Supports NotesFlow™ 1.0	✓	✓	✘
➤ Open and save to Notes — open directly from and save to Lotus Notes databases	✓	✘	✘

Information You Need: Anytime, Anywhere

Today's documents often contain a whole lot more than just text. Professional documents are also likely to incorporate at least one — if not several or all — of the following:

- Spreadsheet data
- Graphics: pictures, charts, graphs, and diagrams
- Database tables
- Multimedia annotations: hyperlinks, Java animations, and video or audio clips

The information users want to include in their documents usually exists in one of any number of software application formats. It could be stored on a hard disk, on a corporate network, or halfway around the world on a Web server!

Users can leverage the tremendous value of all of this legacy and “public domain” information, thanks to Word Pro 97's many data filters. Word Pro offers filters for Word for Windows, WordPerfect, previous versions of Word Pro and Ami Pro, as well as many other word processors. The filters accommodate data from spreadsheets, databases, presentation graphics, hypertext documents, and dozens of other software types. And, there are many more filters available on Lotus' Web site.

Clearly, users need to access and use information from a wide variety of sources. Word Pro 97 delivers all the tools users need to find, retrieve, and incorporate information into their daily work — all the information they need to be successful.

Information Access	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Lotus product data access			
➤ File filter for 1-2-3® 97 — import an entire file or a selected range of data	✓	☹	☹
➤ Organizer™ 97 support — import or mail merge Organizer 97 name and address books	✓	☹	☹
➤ Open & save to Notes — open directly from and save directly to Lotus Notes databases	✓	☹	☹

Information Access	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Internet/intranet information access			
➤ Open from the Internet — open Web pages from a Web site directly from the File/Open dialog box	✓	✘	✘
➤ Open FTP — open documents from an FTP server directly from the File menu	✓	✓	✘
➤ Open HTML — Import locally resident HTML documents directly from the File menu	✓	✓	✓
➤ Internet search capability	✓	✓	✓

Customization: Working the Way You Want and Creating Custom Solutions

Lotus understands that each individual and every corporation works differently. Companies and their users know what methods serve them best — depending on the business they are in, their goals and objectives, and the preferences of the teams they work on. Users may want to personalize their word processor. Businesses may need to build tailored solutions. And information systems managers will likely want control of software standards throughout the organization.

Like other SmartSuite® 97 applications, Word Pro 97 gives users a host of options for creating customized solutions. From the LotusScript programming language to OLE 2 automation, Word Pro 97 delivers the power and flexibility to create tailored solutions. For example, all of Word Pro's Internet and intranet functionality can be automated through LotusScript, so that users can exploit the Internet's power as easily as using e-mail.

The comparison below clearly demonstrates that no other word processor offers you as many possibilities for customization as Word Pro 97.

Customization	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Programming/Scripting language			
➤ Common cross-application scripting or programming language included	✓	✓	✓ Limited to WordPerfect, Quattro Pro, and Presentations
➤ Common Dialog editor across applications	✓	✓	✘
➤ Integrated development environment — a single, cross-application scripting or programming language included	✓	✓	✘
➤ OLE 2.0 & OLE Automation support	✓	✓	✓
➤ Access Oracle and MQ series classes — in script editor browser panel (LSXs)	✓	✘	✘
➤ Access Lotus Notes back end classes — in script editor browser panel (Notes LSX)	✓	✘	✘

Customization	Lotus Word Pro 97	Microsoft Word 97	Corel WordPerfect 7
Lotus Notes customization			
➤ Notes/FX 2.0 support — for custom sharing of data through document field exchange	✓	✓ 16-bit Notes/FX 1.0 & 1.1 only	👎
➤ Supports NotesFlow 1.0 — for custom workflow applications with Lotus Notes	✓	✓	👎
➤ Integration of Lotus Components	✓	✓	👎
User definition			
➤ Divider tabs — for organizing and navigating through long documents easily	✓	👎	👎
➤ Modifiable icon palettes	✓	✓	✓
➤ Programmable icons	✓	✓	👎
➤ User-definable view preferences	✓	✓	✓

Summary

We hope that you have found this document useful. Lotus has strived to design and deliver the strongest word processing tools available for today's modern connected business. We hope the facts in this document have shown you that Lotus Word Pro 97 is the best word processor on the market today for your users and your company.

Lotus Word Pro 97 delivers:

- **Ease of use and learning** — to minimize training and support costs,
- **Powerful performance and stability** — so users can work fast without interruption,
- **Personal productivity** — for completing work quickly and easily,
- **The Internet/intranet working for you** — for creating, editing, and sharing documents in ways never before possible,
- **Staying connected** — making it easy to leverage the talents of your people through improved collaboration,
- **Information you need** — anytime, anywhere, in any format, and
- **Customization** — so users can work the way that best suits your business.

System Requirements

Hardware

- IBM® PC or compatible (80486/66 MHz)
- Windows-compatible video adapter (VGA or higher) and monitor
- CD-ROM drive or 3.5" high-density disk drive
- Mouse or other pointing device

Operating System

- Microsoft Windows 95 or Microsoft Windows NT 4.0

Memory

- Windows 95: 8MB RAM minimum, 12MB recommended if running more than one application
- Windows NT 4.0: 8MB RAM minimum

Disk Space

- Minimum install: 22MB
- Users can run Word Pro from the CD-ROM

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