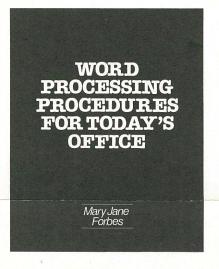d|i|g|i|t|a|l

Educational Services

DIGITAL PRESS

Word Processing Procedures for Today's Office

by *Mary Jane Forbes*, Digital Equipment Corporation

This practical guide and reference picks up where word processing instruction manuals leave off. *Word Processing Procedures for Today's Office* applies current word processing technology to routine office tasks and procedures, such as file management, calendars, office logs, and tickler files. Learn how to use the word processor to complete these tasks quickly and efficiently.

Word Processing Procedures for Today's Office is for both the novice and advanced word processing user or student, for employees who need an introduction to automating office procedures, for managers exploring the capabilities of word processing, and for office managers, word processing center managers and operators, record management people, and word processing teachers. Personal computer users will find that many of the procedures described will save the expense of special-purpose software, such as programs to maintain lists or address books.

The book is divided into four parts. *Part I, Playing by the Rules*, is a general discussion of the uses and advantages of word processing and shows how to establish rules for handling repetitive activities. *Part II, Using the Inherent Power of Your Machine*, looks at using keywords for filing and retrieval purposes, for list processing, and for user defined keys. *Part III, Office Administration*, shows how to maintain common office records on the word processing system: telephone directory, mail log, message log, tickler file, and a variety of calendars. Each chapter in this section examines one of these common office records, shows how to

transfer it to a word processor, and finally, how to run and maintain this newly automated office record. *Part IV, Communications*, is a general introduction to electronic mail and the electronic office. *TIPS* throughout the book offer time-saving suggestions and advice for making each application more effective and more specific to the reader's individual needs.

Two appendixes provide detailed examples showing how to apply the material in the text to specific applications. While these examples are based on DEC's word processing systems, the applications are suitable for most manufacturers' word processors, and can easily be converted to other machine formats. Applications examined include creating a master word processing index, a telephone directory, and office calendars.

A separate *Office Housekeeping Guide* provides forms and procedures for maintaining important word processing information and standards, such as listing abbreviation/paragraph library codes; storing list processing routines, field names, and form layouts; and maintaining ruler, printer, and user defined key settings. A glossary includes over 100 word processing terms.

Word Processing Procedures for Today's Office **examines:**
- Making efficient use of your word

How to use the word processor to manage your office

processing system's storage capacity–what documents to save, how long you should save them, where and how to file them efficiently
- Safety tips for backing up and protecting documents
- Using user defined keys to accomplish repetitive tasks with just a couple of keystrokes
- Using the word processor to generate "tickler" lists
- Designing a calendar to fit your specific needs.

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-------------------------- CUT ALONG DOTTED LINE --------------------------

Office Automation: A Survey of Tools and Technology

David Barcomb

This practical introduction examines current technologies in word processing, electronic mail, micrographics, electronic calendars and reminders, teleconferencing, and computer graphics. The book offers a detailed overview of these key functions of office automation, explaining each one in concrete terms and indicating how these various elements mesh to form integrated systems.

The author is a pioneer in the office automation field. In addition to providing a comprehensive survey, his purpose in writing this book is to demystify the topic by emphasizing current realities in office automation, focusing on the tools and technologies that are tested and available now.

Intended primarily for managers and other business specialists, *Office Automation: A Survey of Tools and Technology* should also appeal to computer professionals and information analysts. Over 100 vignettes, tables, charts, photographs, and drawings illustrate the concepts and capabilities of office automation fuctions and components.

Office Automation: A Survey of Tools and Technology also offers:
- A basic communications technology primer
- Structures for successfully implementing office automation, including suggestions for getting support from senior management
- Tips for developing a master implementation plan, including budgeting and funding proposals
- Guidelines on who should be a candidate for an individual workstation
- Details on the components, purposes, and benefits of the portable office
- An examination of typical integrated office automation configurations.

1982, 156 pages; hardbound, order number EY-00004-DP, $24.00; paperbound, order number EY-1X015-DP, $15.00

Nine Steps to Effective EDP Loss Control

by *Tom S. Eason* and *Douglas A. Webb*

This book provides a practical framework of nine steps that will help managers identify computer-related risks and exposures, and set up preventive and corrective measures. It will be of value to any manager who uses computers to control assets, to provide management information, or to conduct operations.

Nine Steps to Effective EDP Loss Control does not concern itself with specific computer security controls. Instead, it addresses the fundamental management issues necessary for understanding, for planning, and for implementing a viable, successful organization-wide EDP loss control program. The book details the basic steps to take for preventing both intentional and unintentional acts, using deterrence and prevention as tools, and employing detection, correction, and recovery techniques.

Detailed case studies and numerous short examples of both good and bad EDP loss control practices are provided throughout the book to illustrate the concepts and issues discussed. Each chapter concludes with a summary and checklist to help you assess the strengths and weaknesses of your present loss control program, and to help implement each of the nine steps in your organization. Sample reports and checklists are provided, including an EDP loss report form, an exposures matrix, an EDP audit growth plan, and a final long-range loss control plan.

The authors, who each have extensive hands-on and consulting experience in EDP loss control, have organized the book into three parts. The first part is a non-technical introduction to EDP security, control, and audit issues, including a conceptual model of the loss control process. The second section covers organizing for and implementing an EDP loss control program: examining the nine steps in sequence, explaining and expanding on each step, and introducing the techniques for applying the steps to your organization. The final part is a summary, offering general advice and suggestions for more effective implementation, plus a consideration of cost-benefit issues.

1983, hardbound, 192 pages, Order Number EY-00006-DP, ISBN 0-932376-25-8, $21.00

Also from Digital Press

Learning with Computers
by *Alfred Bork*
An original collection of articles, this book offers a comprehensive overview for using the computer as an interactive teaching and learning device. Written in a non-technical style, it focuses specifically on using the computer to build a more responsive and effective learning environment.
1981, hardbound, 304 pages, $28.00

From ENIAC to UNIVAC: An Appraisal of the Eckert-Mauchly Computers
by *Nancy Stern*
Examines the pioneering achievements of J. Presper Eckert and John W. Mauchly: the ENIAC, the EDVAC, the BINAC, and the UNIVAC.
1981, hardbound, 286 pages, $25.00

Project Whirlwind: The History of a Pioneer Computer
by *Kent C. Redmond* and *Thomas M. Smith*
The technological traditions, the research and development policies and practices, the funding crises, and the management techniques that went into this innovative engineering triumph.
1980, hardbound, 280 pages, $25.00

Early British Computers
by *Simon Lavington*
Closely examines such landmark projects as the first working stored program computer, the first commercially available computer, and the first transistorized computer. Co-published with Manchester Univ. Press, 1980, paperbound, 140 pages, $9.00

Charles Babbage: Pioneer of the Computer
by *Anthony Hyman*
This biography of Charles Babbage (1791-1871) clarifies his position in the history of science and gives a detailed account of his Analytical Engines, now recognized as a crucial episode in the development of the computer.
Published by Princeton University Press, 1982, hardbound, 287 pages, $25.00

The Computer from Pascal to von Neumann
by *Herman H. Goldstine*
Written by one of the pioneers in the field, this book recounts the development of the computer from its seventeenth-century prototypes to the mass-produced giants of today.
Published by Princeton University Press, 1972, hardbound, 378 pages, $25.00