Mr. L. Masters
Hopewell Industries Limited
Farley Estate
Lodge Road
Harlow
Essex

24th September, 1981

Dear Mr. Masters,

Thank you for your enquiry about the latest addition to our range of office products - the **IPS,** or **Information Processing System.**

The IPS is a software based system, so the capability can be increased by loading in new software. Consequently, the functions of the **860** can be easily changed or increased in order to meet your needs - **word processing,** or **records processing,** and the system can support **BASIC** to allow tailor-made programs to be developed specifically to meet your needs.

As the IPS can accomplish so many different tasks perhaps it would be helpful if we met to discuss the areas you feel it might be of use in your office, so I shall ring you next week to arrange a convenient time.

Yours sincerely,

Helen Mahmen
Office Systems Sales Executive
SYSTEMS BUSINESS DIVISION

XEROX 860 I.P.S

Now, information processing can be accomplished effectively by a single multifunctional system. The 860 makes use of software application programs that can be read into the system's memory from prerecorded floppy discs. In effect, the operation of the equipment can be altered and its functions extended according to the kinds of software application programs that are read from the floppy discs and executed by the microporcessor. Software programs include those provided by Rank Xerox and those that may be prepared by the users for special applications.

The basic Xerox 860 Information Processing pricing includes the operating system software and word processing application software. The operating system and word processing software are read into the 860 memory from a prerecorded disc. Word processing software along with the optional software application packages described below extend the capability of the 860 system.

> Optional software application packages available now are: Records Processing, System Activity Recording and a BASIC Language Interpreter. These options and the standard text program are described as follows:

WORD PROCESSING

Functions provided by the Xerox 860 Word Processing application software which are additional to the 850 Page Display System include:

Master Format - allows the operator to change and define the default format parameters for documents to be created depending upon application needs.

Format Scale - displays a format scale at any point within the document to simplify format changes.

Character and Line Count - both counts are displayed in the command line. When this is used in conjunction with the format scale, format changes are simplified by eliminating guesswork.

Priority Print - when the operator requests priority printing, the current printing operation stops at the end of the page being printed, the priority document is produced, and the printer resumes the previous job at the proper point.

Horizontal Scroll - allows the operator to request automatic scrolling in any 10 character segment, from 10 to 80.

Direct Print - records keyboard strokes on the screen and on paper at the same time.

Off-screen functions - operations such as reformatting, page numbers, searching and global searching and replacing are handled automatically without requiring operator decisions.

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Functional Boundary - allows you in a single operation to move, copy or delete text that starts on one page and ends on any page within the same document.

ACCOUNT ACTIVITY CHARGE SUMMARY

	April	May	June	July
Central Depository				
Activity Charge	7.45	9.23	35.39	357.01
Amount Paid	32.92	187.34	209.47	25.62
Amount Due	0.00	-123.45	-323.98	-447.43
Available	0.00	480.98	22.31	23.90
Activity Charge	225.45	21.66	344.59	591.70
Amount Paid	214.90	20.66	344.32	579.88
Amount Due	345.32	373.50	45.23	112.94
Available	234.87	34.57	47.89	317.33
	1,060.91	1,004.49	725.22	1,560.95

RECORDS PROCESSING

This optional software application package, which includes four simple mathematical functions, provides the operator with a means of creating, updating, manipulating and printing records.

Updating includes adding or deleting records, moving records from one file to another, adding new fields to records within a file and selectively updating fields within a record.

For manipulating records, the system can select by combinations of criteria, such as: greater than, equal to, etc. Sorting within a file can be done on records in ascending or descending order. Processed records can then be printed, displayed or stored with a variety of choices in merging or other rearranging.

BASIC LANGUAGE INTERPRETER

The primary purpose of this optional software package is to allow customers to develop their own customised application programs, as well as those offered by Rank Xerox. These could be written by programmers on the user's staff. The BASIC programming language has been used on small commercial computers for several years and is simple to learn and efficient for day-to-day use.

BASIC is a business-orientated interactive language designed to handle business applications. Documents created using BASIC language programs can be acted upon with any of the earlier mentioned applications packages.