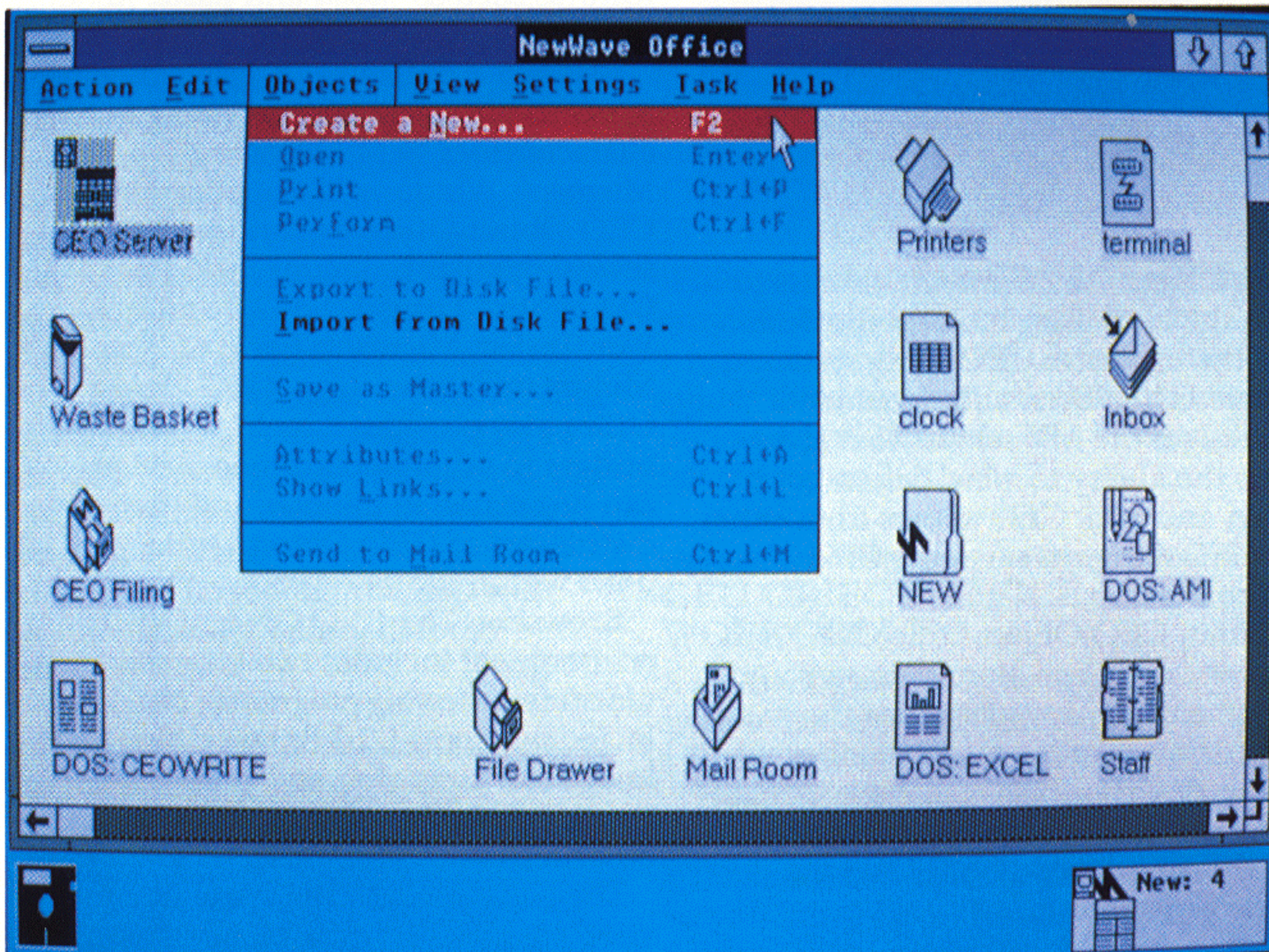## CEO OBJECT OFFICE SOFTWARE

FEATURES AND BENEFITS

■ **Integrates MS-DOS workstation productivity tools with CEO mail, filing, and print services in a common user environment (CUE), making all applications look and behave the same way**
—*Maximizes hardware and software investment protection*
—*Reduces training time and costs*

■ **Intuitive, object-oriented user interface based on Hewlett-Packard NewWave**
—*Ease of use enhances productivity*

■ **Works with DG/PC*I**
—*Provides cooperative host-workstation processing, ensuring computing at the convenience of the user, instead of the machine*
—*Optimizes efficiency of both the PC and MV server*

■ **Accommodates a mixed environment of CEO software, CEO Light software, CEO Connection, CEO Connection/LAN, and PCWS**
—*Offers each user several PC connectivity options*

■ **Based on multivendor industry standards: MS-DOS, Microsoft Windows, and Hewlett-Packard NewWave**
—*Maximizes users' freedom to choose the best software for the job*

■ **Integrates and enhances off-the-shelf, shrink-wrapped, MS-DOS applications**
—*Protects current investments in software and training*

■ **CEO filing service provides access to public and personal cabinets and folders**
—*Eliminates the need to know specific network pathnames and directories*

■ **Insulates user from MS-DOS**
—*People spend more time actually working and less time trying to interact with the operating system*

C EO Object Office™ software is a new view into CEO® office automation, with an object-oriented, icon-driven, windows-based, graphical user interface. It is visually appealing, easy to use, and delivers the powerful office automation functionality of CEO software to LAN-based PCs. At the same time, CEO Object Office software integrates the world of PC-based MS-DOS® applications into a common user environment, making each program—whether CEO mail or a Microsoft® Excel spreadsheet—look and behave the same way. And because it is fully interoperable with the entire ECLIPSE® MV/Family, CEO Object Office software opens a wealth of connectivity and networking options at the workstation level.
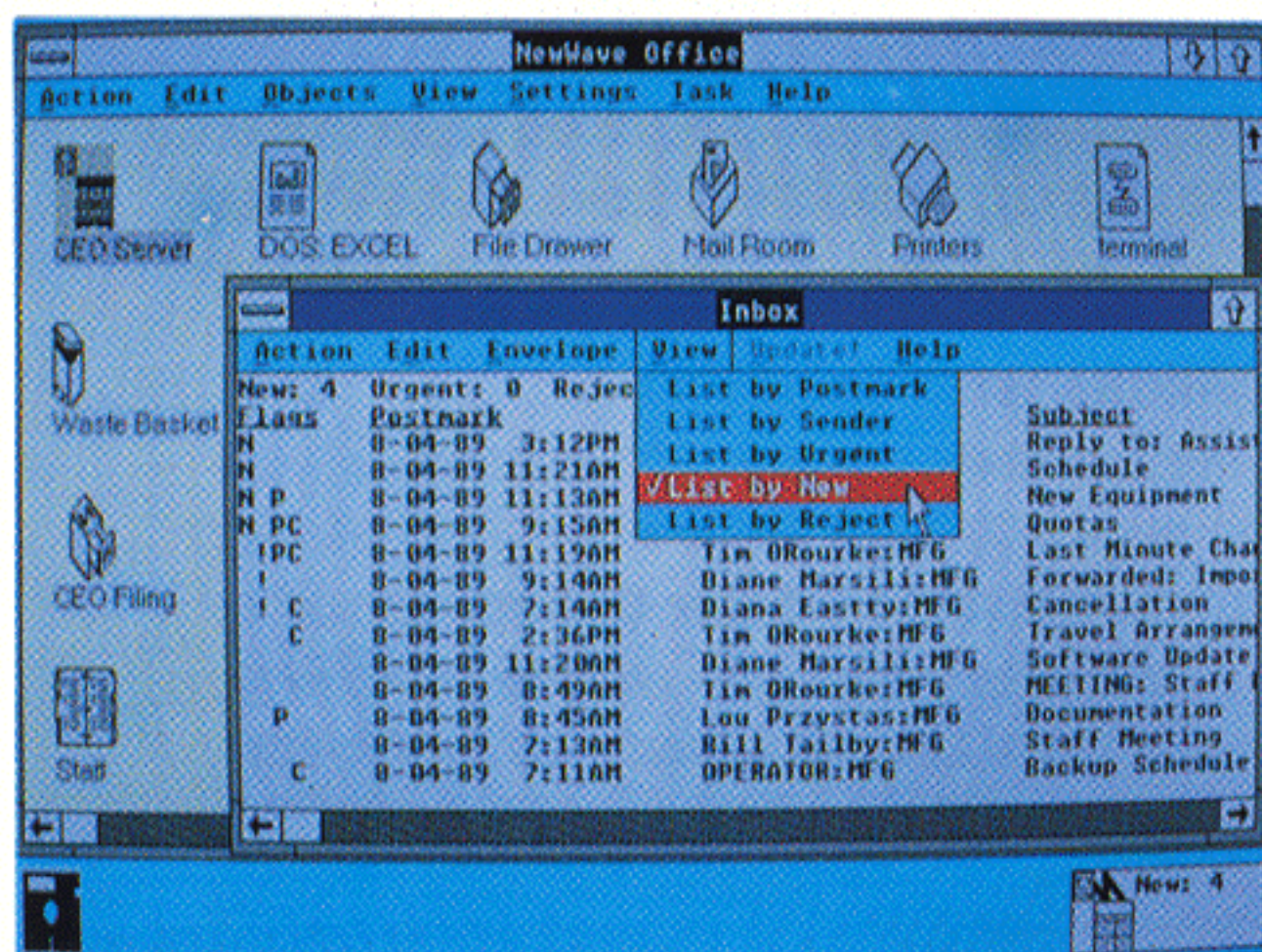
EASY-TO-USE GRAPHICAL USER INTERFACE

The CEO Object Office environment is set up like an office desktop, with icons representing common office facilities, such as an Inbox and file cabinet. In addition to these CEO services, analytical MS-DOS-based tools (spreadsheets, word processors, and graphics packages) are also represented by icons.

All functions (such as selecting, opening, dragging, and dropping) are achieved via mouse manipulation. This visual, intuitive way to work allows people to use their time more productively.

Based on Microsoft Windows/286, the CEO Object Office environment is enriched by added functionality of windows and pull-down menus. Enhancements include multitasking, which allows multiple applications to run at the same time, and task-switching capabilities, which allow people to switch from one task to another quickly and easily.

Features and Benefits (continued)

- **Multitasking and task-switching support**
  —*Runs multiple MS-DOS applications simultaneously, mirroring the way people work*

- **Provides access to standard CEO software with "copy and paste" text between AOS/VS and MS-DOS environments**
  —*Creates compound documents from disparate applications*

- **Supports printing for PC documents on local and host-based printers**
  —*Shares and spreads the costs of printing resources, ensuring cost-effective use of peripherals*
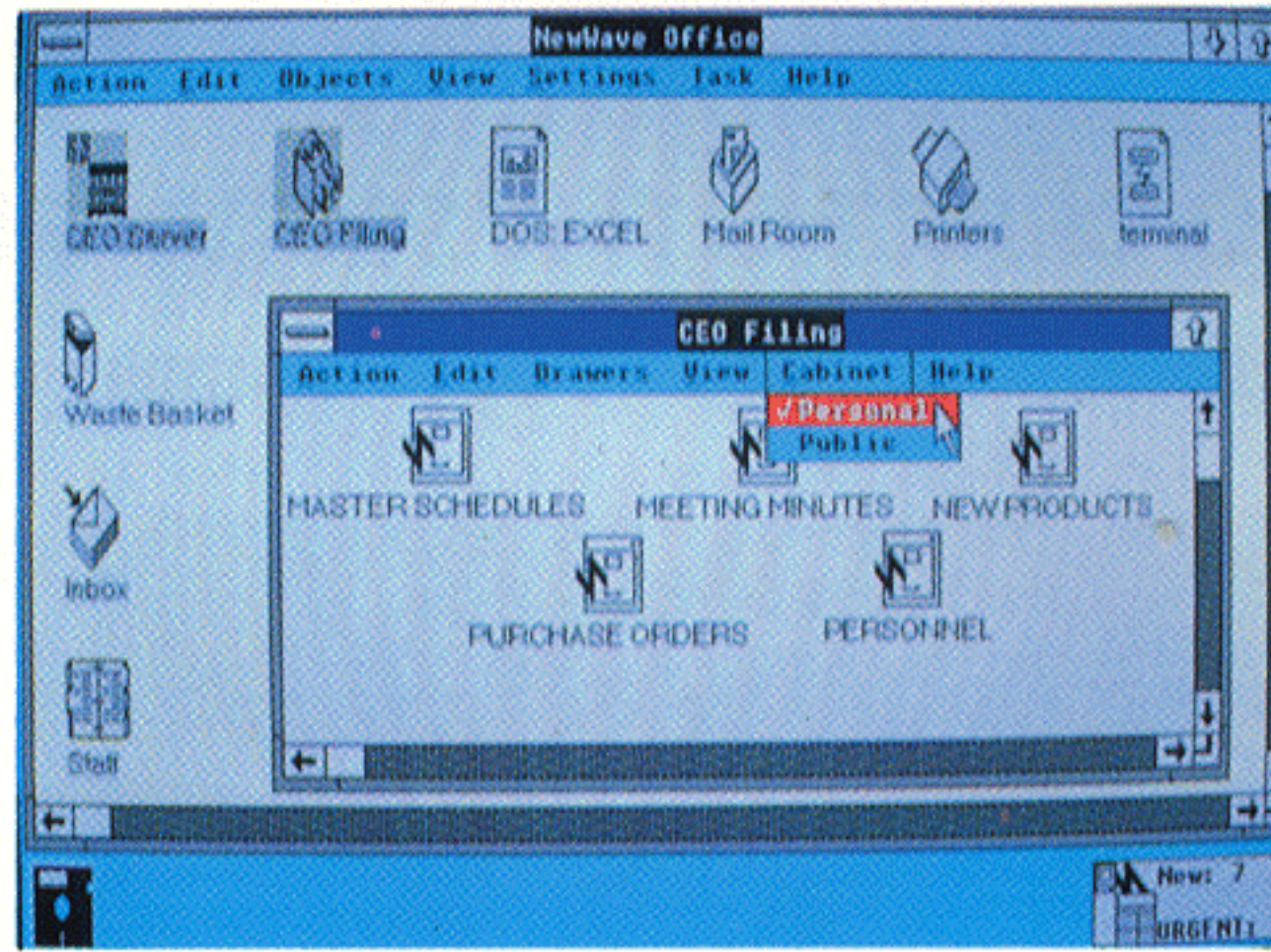
CEO OBJECT OFFICE MAIL

Within the CEO Object Office environment, users can take advantage of powerful CEO electronic mail functionality such as mailing CEO or MS-DOS files directly from the desktop. And because CEO Object Office mail functionality resides on the workstation, users can disconnect from the host server and process mail off-line. After reconnecting to the host, users can send the mail to the CEO mailroom for worldwide distribution through CEO and other systems.

Additional CEO Object Office mail functionality lets users edit and save short messages, making it easy to reuse important information.
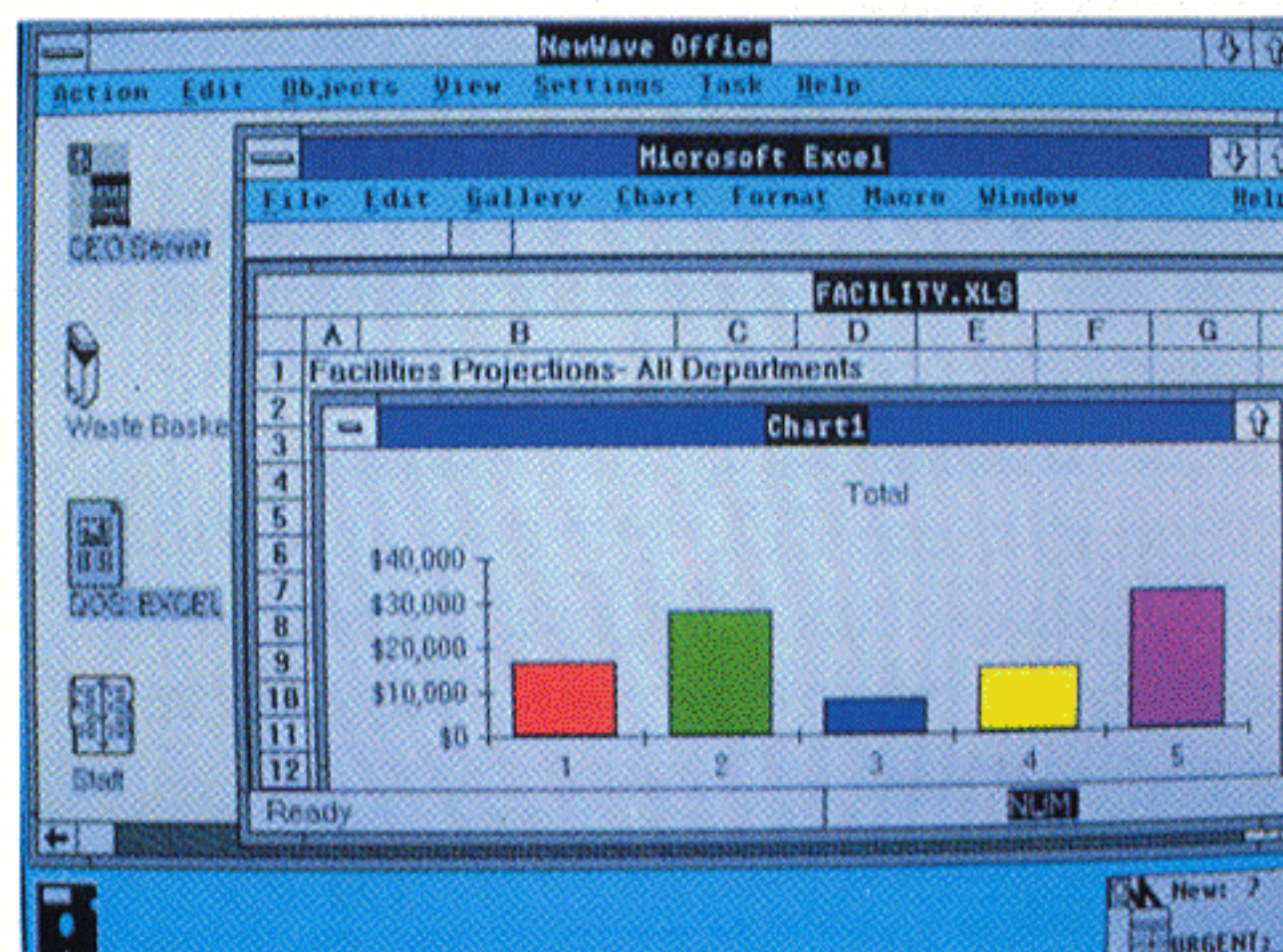
Each user has a private Inbox where electronic mail (including messages, documents, and files) is delivered. A status window on the desktop displays the number of urgent, new, and rejected messages in the Inbox.

CEO Object Office also features sophisticated address lists consisting of any mix of distribution types (TO:, CC:, and BC:) that can be merged, edited, and integrated with CEO mailing lists quickly and easily.

MANAGING FILES AND DOCUMENTS

CEO Object Office provides access to both the local filing tools on the desktop and the extensive CEO filing system of drawers, folders, and documents located on the MV server. This gives users the ability to view, delete, copy, move, and print CEO folders from either the CEO filing system or the CEO Object Office desktop.

Within CEO Object Office file drawers, users can store messages and documents (or any *object*), creating and organizing as many folders as they want at the desktop. Files can have descriptive, meaningful names; thereby avoiding the limitations of MS-DOS file name conventions.

APPLICATION INTEGRATION

One of the most powerful features of CEO Object Office is the common user environment for MS-DOS applications. In fact, a special facility allows non-NewWave applications to be run in the CEO Object Office environment—without any modification to the program itself. This makes it possible for programs like WordPerfect® and Lotus™ 1-2-3® to benefit from object orientation. The

three methods of integrating these non-NewWave applications are: registering the applications, creating a NewWave bridge, and creating a NewWave browser.

Registered Applications: With very little effort, a DOS or Windows program can be registered and launched from the desktop. Many of these registered applications will benefit from advanced features such as "copy and paste" to the clipboard and task-switching.

Bridged Applications: Bridged applications assign object-oriented characteristics to MS-DOS and Microsoft Windows/286 applications. CEO Object Office has bridges for several popular programs including: CEOwrite,™ Lotus 1-2-3 (2.0 and 2.1), WordPerfect, Microsoft Excel (2.1), and Multimate™ Advantage. CEO Object Office also provides a tool for creating bridges to other applications. Bridges can be created in minutes and then distributed to CEO Object Office users within the workgroup.

Browsers: The CEO Object Office environment includes two browsers (document viewing programs): NewWave Image and Lotus 1-2-3 Browser. NewWave Image lets users view and print documents created by CEO ScanReader or other scanners (TIFF files).

The Lotus 1-2-3 browser lets users view, pass data from, and print Lotus 1-2-3 spreadsheets and graphs. For example, a range of cells from a spreadsheet can be copied into another document. Browsers provide advanced features such as visual views, data passing views, and shared views.
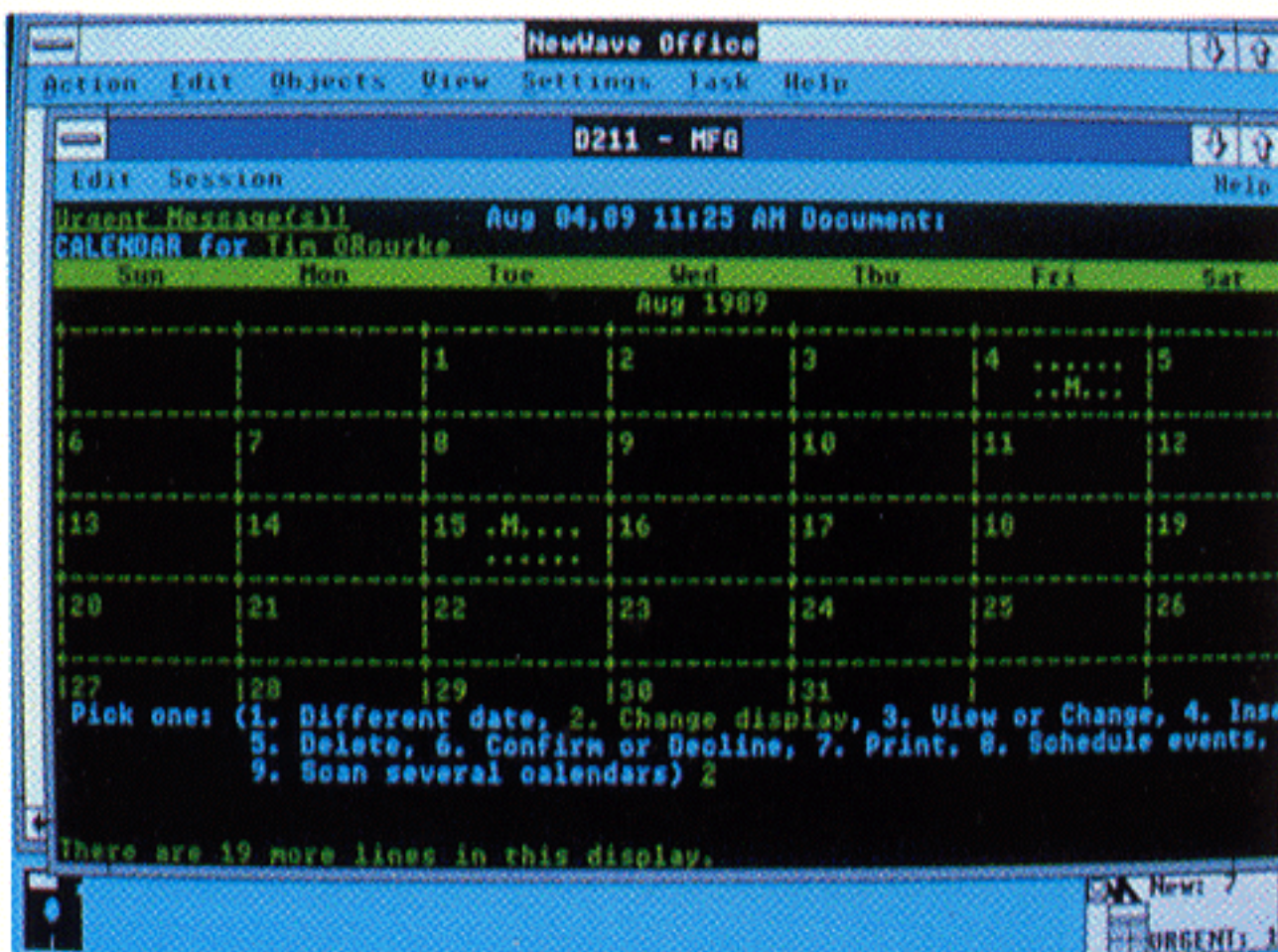
OBJECT MANAGEMENT FACILITY

The backbone of CEO Object Office is the Object Management Facility (OMF), a powerful directory facility for the MS-DOS file system. The OMF is responsible for tracking the status and relationships of all *objects* on the system. An object is any data file and the application to interpret that file. (For example, a document and the word processor to edit that document.)

Linking

The OMF takes charge of linking and combining these *objects*, thereby allowing them to be *shared*, which means a single object can be available in several places concurrently. An example is a portion of a spreadsheet that appears in two different documents simultaneously. When the spreadsheet is edited in either document, the OMF automatically updates the spreadsheet in the other document.

Within applications written to NewWave, the OMF manages more powerful links. For example, *visual links* display objects in different types of documents. Meaning that a set of sales figures can exist in a text document, a spreadsheet, and a pie chart simultaneously. *Data passing links* make it possible for data in a spreadsheet to also be represented within a graph. In this case, the OMF provides a channel for passing the data between objects. Again, any edits to the linked information will be automatically reflected in the other version(s).

WINDOWS TERMINAL EMULATOR

A LAN-based DASHER® D211 virtual terminal emulator, included in the CEO Object Office environment, provides access to text-based third-party MV-resident business software. Additionally, through pop-up windows, users can take advantage of CEO functions such as CEO Calendar which allows them to schedule and keep track of appointments and events.

SECURITY

CEO Object Office provides numerous security features at both the host and workstation level to ensure data integrity and control of information. In addition to adhering to standard AOS/VS and CEO security features, CEO Object Office requires a separate username and password for entry onto the CEO host. In addition, the desktop can be "locked" to prevent unauthorized access.

CONTEXT-SENSITIVE HYPERTEXT HELP

While working in the CEO Object Office environment, users will benefit from a hypertext, on-line HELP facility that guides them through relevant information and provides links to additional related topics.

CEO OBJECT OFFICE WORKGROUP

A CEO Object Office workgroup system consists of a CEO server, a LAN, and a PC workstation.

The CEO server can be any MV/Family computer running AOS/VS, XTS, and either CEO or CEO Light.™ Servers range from the compact and economical 16-user MV/1000 DC, to a powerful and scalable MV/40000 HA multiprocessing system.

The CEO server can be dedicated to PC networking, or can also support a heterogeneous environment including standard CEO terminals and workstations using other Data General PC integration software (such as PCWS and CEO Connection/LAN™). This flexibility makes it easy to meet the workstation needs of individuals and workgroups alike. Your Data General representative can provide information about other workstation environments.

Data General's XODIAC™ Transport Services (XTS) provides the foundation for a comprehensive network of LANs and wide area communications links. DG/PC∗I provides a NETBIOS-compatible layer for linking PCs to servers using ETHERNET,® StarLAN, and Token Ring.

RECOMMENDED WORKSTATION

CEO Object Office will run on an 80386 or 80286 personal computer with at least 3 MB of LIM 4.0 memory, 20-MB hard disk, EGA or VGA graphics adapter and display, a LAN card, and a mouse (Data General, Logitech, or Microsoft-compatible).

Consult your Data General representative for details of these requirements.

◖ Data General