

APPENDIX 1

Working with Your Computer

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■ CAN A MACHINE MAKE YOU A BETTER WRITER?

Most of the world's great literature has been written without a computer (or even a typewriter), so we might begin by asking ourselves who needs a computer in the first place? If you have always written your drafts in longhand, why not continue doing so? After all, word processing on a computer requires time and energy to learn even the basics and can be unpredictable—half an essay suddenly vanishing during a power surge or a loose connection to an electrical outlet.

The answer, of course, is that we *can* continue to write in longhand or use a typewriter and write wonderfully. However, a computer, like the typewriter before it—and the quill pen before that!—is another tool for helping us record our thoughts. Word processing allows us to concentrate our energy on creating material rather than copying the same words over and gives us an uncluttered backdrop against which we can better see our thoughts emerge. Computers can help us in every step of the writing process: invention, organization, drafting, revising, and editing.

But it is important also to realize the limitations of computer-assisted composition. Word processing software cannot add ideas or point out where vague statements need more specific examples and explanations to make them clear to a reader. Computers cannot notice when one of our paragraphs begins to drift from a central point or when one statement does not logically follow from another. Computers cannot comment on or help us with the creative spark that marks an interesting introduction or conclusion. In short, it is important for us to view and use our computers as helpful tools but not to expect help that they are incapable of giving. Computers are not smart; they are just incredibly quick.

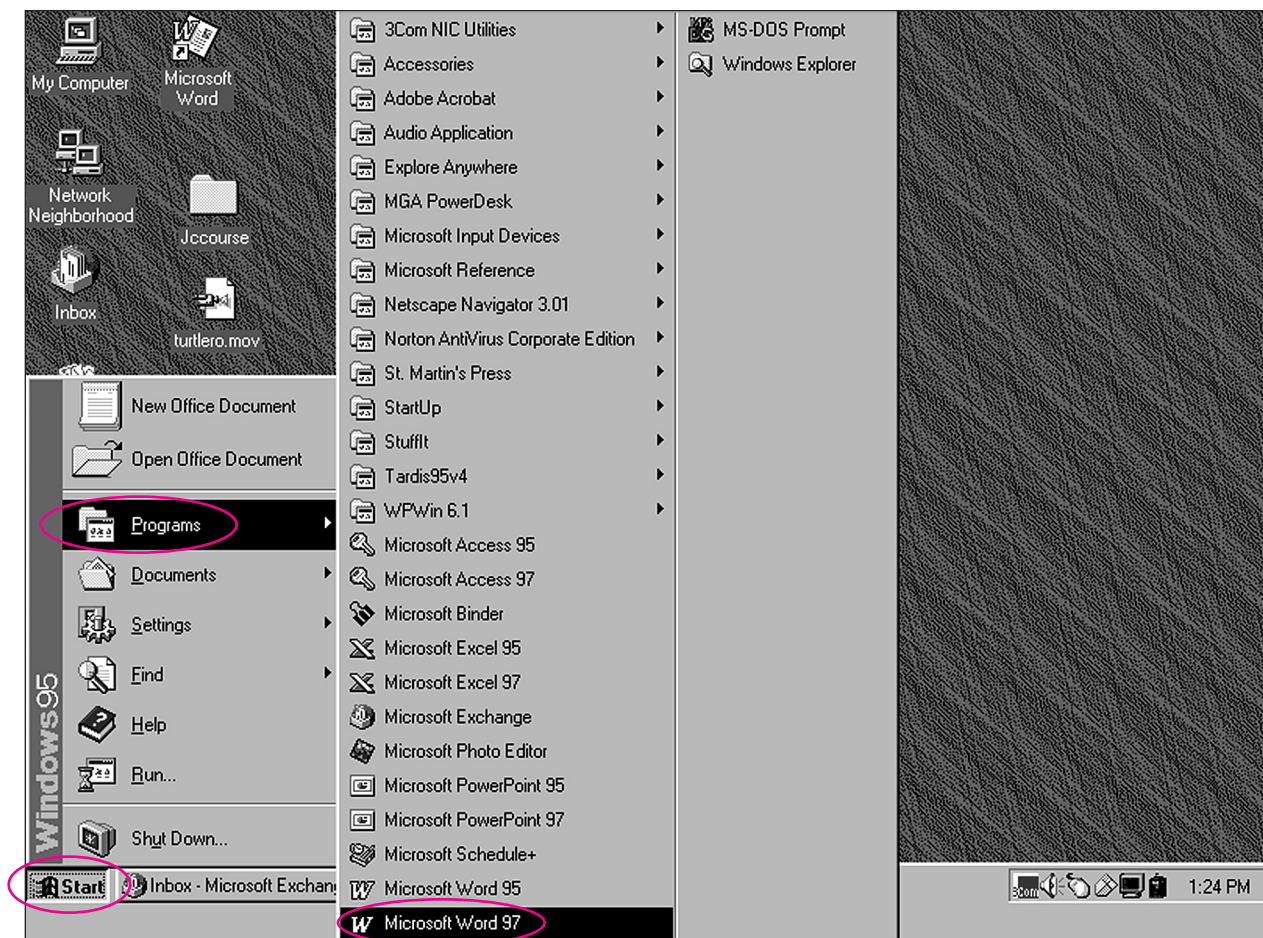
This chapter is intended for those who are new to word processing and want some help beginning, formatting, and printing a document using Microsoft Word (other software, such as WordPerfect, is similar). For more in-depth questions about how to use your word processing software, you can look to the Help function listed on the main pull-down menu at the top of your screen, the computer lab at your college, a friend, or your instructor—all valuable resources.

Starting Microsoft Word

After you have turned on your computer, you will see a screen similar to the one below, called the desktop. If you have a small picture (called an icon) of Microsoft Word or other word processing software, such as WordPerfect, on your desktop, simply click on it to take you into a Windows screen. If not, follow the steps listed below:

1. At the left bottom of the screen, move the mouse pointer to Start and click once.
2. Next, move the pointer up to Programs, which will become highlighted in blue.
3. Now, move the arrow across to the next column of programs, find **W** Microsoft Word, and click once. This will move you into Microsoft Word so you can begin a new document or open one you have already created.

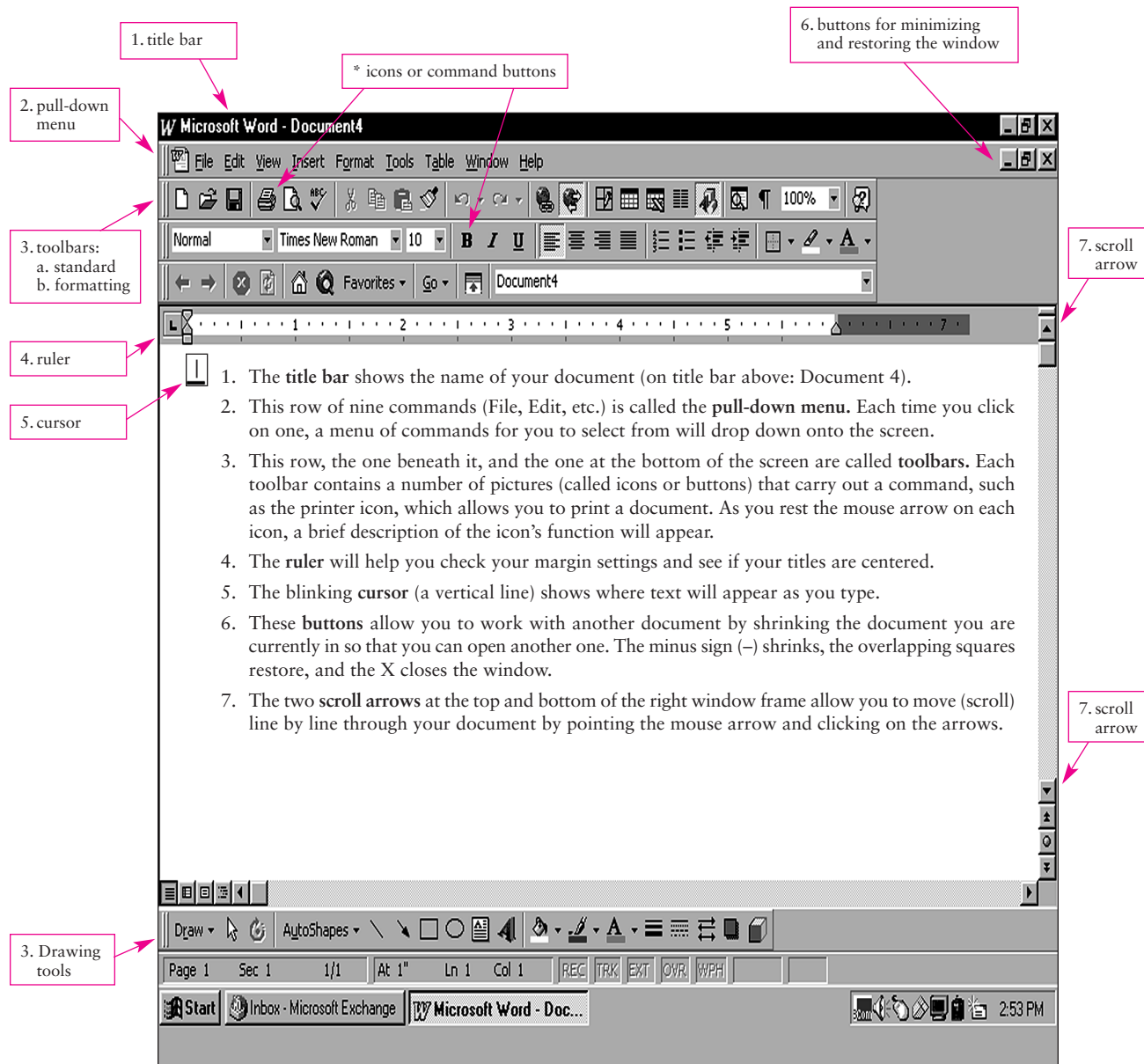
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Finding Your Way Around in a Windows Screen

After you have entered Word (or other word processing software), you will see a screen (or window) similar to the one below. To help move around in it, we should learn some basic terminology. The illustration below labels the basic Windows parts that we will talk about in this chapter.

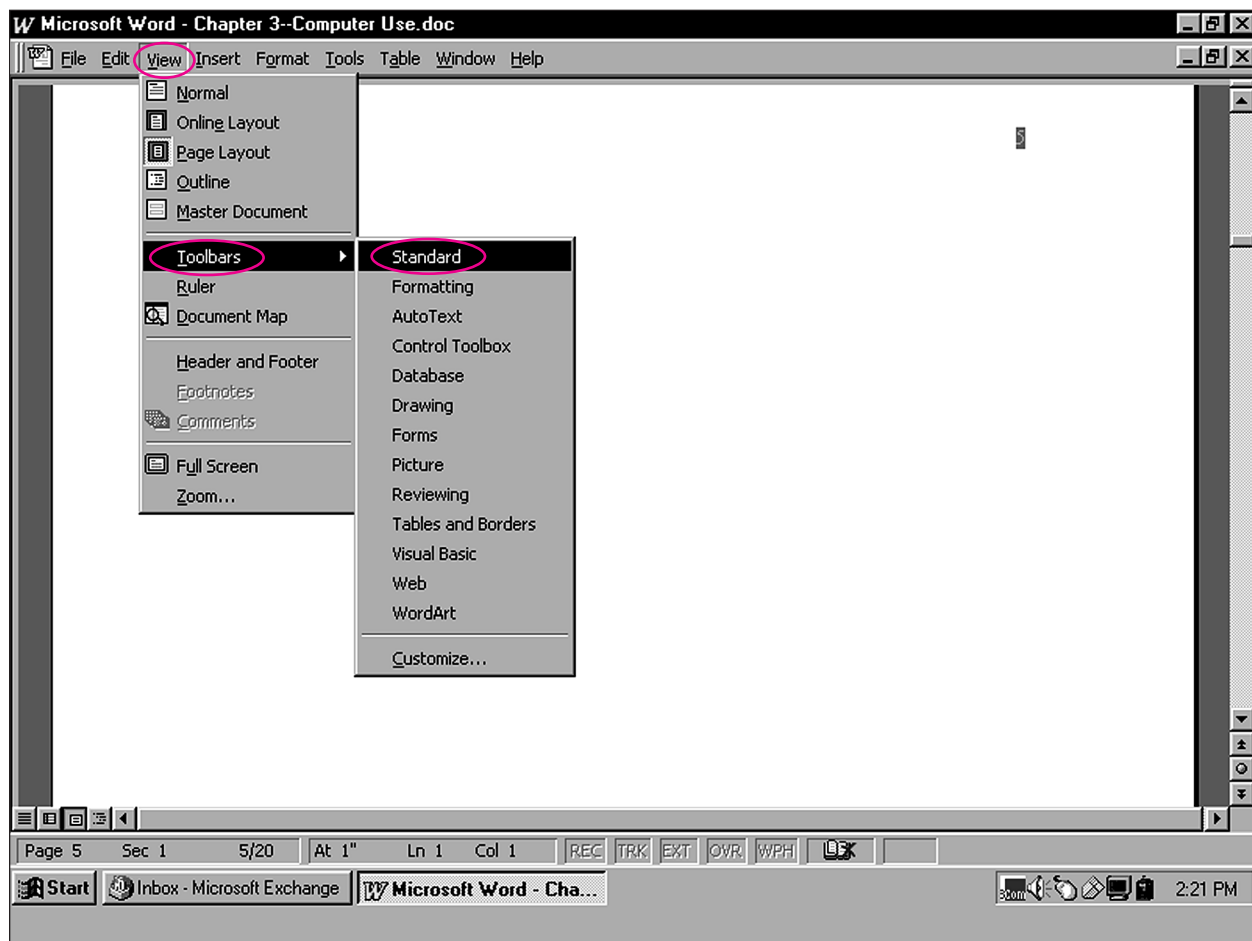
*If no toolbars are visible, turn to the next page in this appendix for instructions on inserting them.



Adding Toolbars to Your Window

If your screen does not show toolbars, you will want to add the Standard and probably the Formatting toolbars, as you see shown on the previous page. To accomplish this, refer to the illustration below and follow these instructions:

1. Move the mouse arrow to View on the pull-down menu and click.
2. Move the arrow to Toolbars, and another drop-down menu will appear.
3. Move the arrow across, click on Standard, and this toolbar will appear.
4. Repeat the above steps, click on Formatting, and the formatting toolbar will appear.

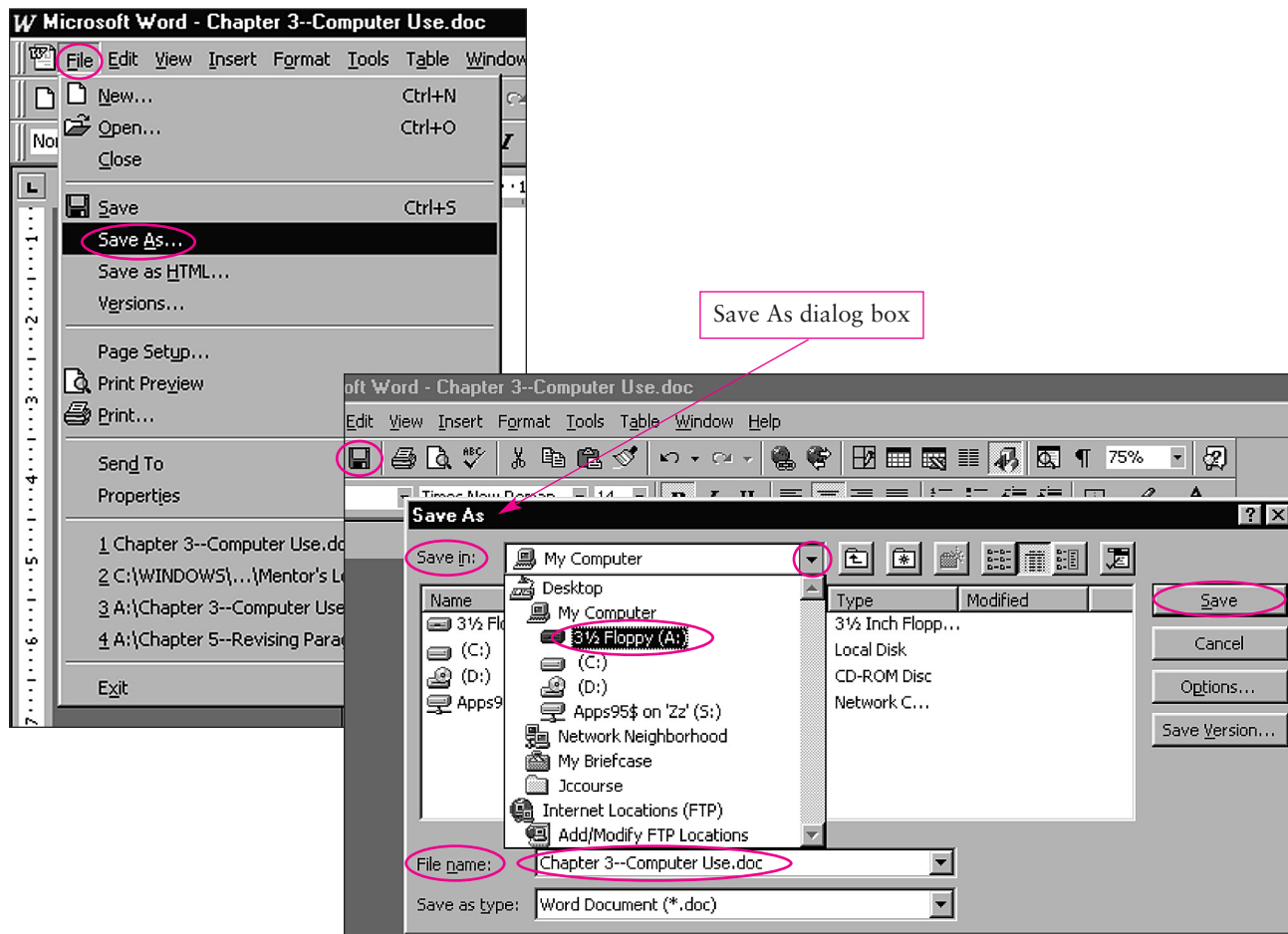


Saving a Document

After entering Word from Start, you can immediately begin typing your document, but it is best to save your work right away so you do not lose any of it (and to continue saving every few minutes as you work). To save a document the first time, refer to the illustrations below, and follow these steps:

1. Move the mouse arrow to File on the pull-down menu and click.
2. On the menu that drops down click Save As.
3. In the Save As dialog box that appears, you have two steps.
 - A. Decide where you want to save the file, either to Floppy A (your disk) or some place on your C drive. To choose a location in which to save your file, click on the arrow to the right of the Save in box, select your location (Floppy A or another), and click on it.
 - B. Now you will decide on a file name (such as Essay 1), place the mouse arrow in the box next to File name, delete any words that might be there, and type your file name into the box (the illustration uses the file name title Chapter 3—Computer Use).
4. Now click on Save, and your document is saved.

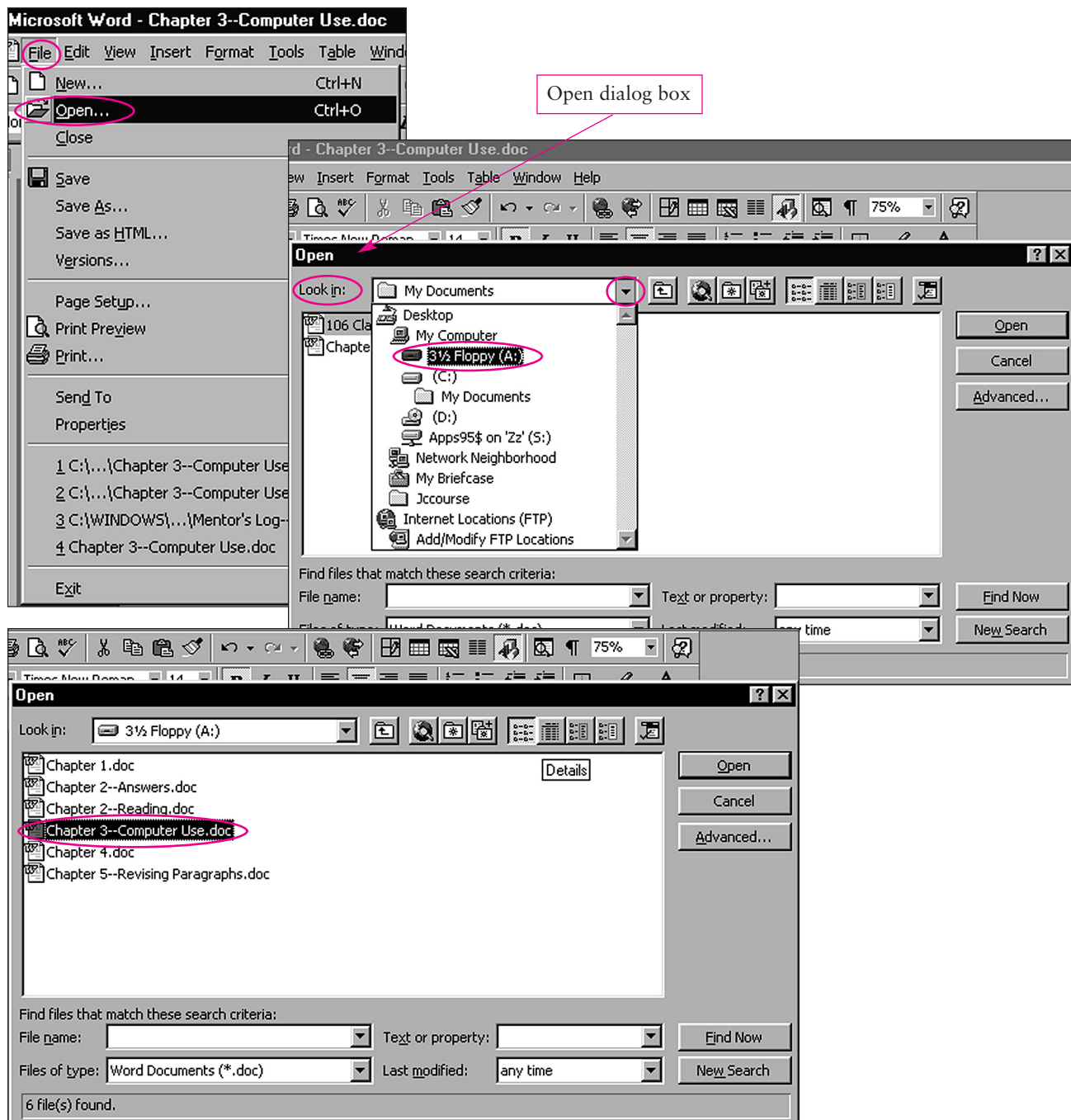
After you have named your file, you can save it periodically by clicking on the disk icon on the pull-down menu.



Opening a Document

When you want to return to a file that you have previously closed, you can click on the file folder icon on the toolbar or click on File on the pull-down menu and then click on Open. Refer to the illustrations below and follow the steps listed:

1. Click on Open.
2. When the Open dialog box appears, click on the arrow to the right of Look in.
3. Choose the location from the drop-down list where you previously stored your file (perhaps Floppy A) and click.
4. If you stored your file in Floppy A, you will see it listed along with any other files you have stored there. Click twice on the file, and it will open.

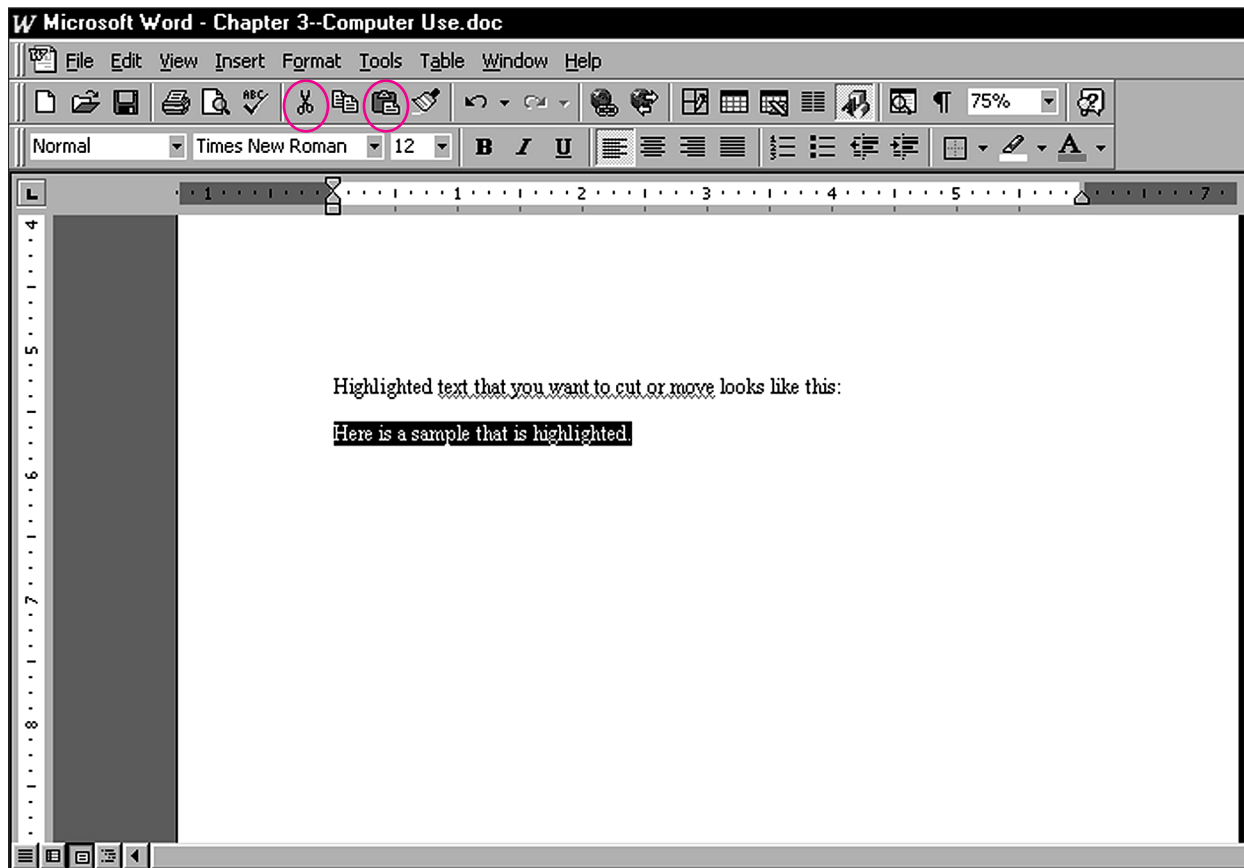


Moving Words and Sentences

There are several ways to move text with a computer. The quickest is simply to highlight whichever words you want repositioned, click on the text and hold the mouse button down while you reposition the mouse arrow. The text will reappear wherever you place the arrow and release the mouse button.

If you want to move larger sections of text from one screen to another, you might want to cut and paste using the icons from your standard toolbar. The following steps and illustration will help you with this task:

1. Highlight the text you want to cut or move.
2. Click on the scissors icon from the toolbar.
3. Reposition the mouse arrow to where you want the text to appear.
4. Click on the clipboard icon from the toolbar to paste in the words.

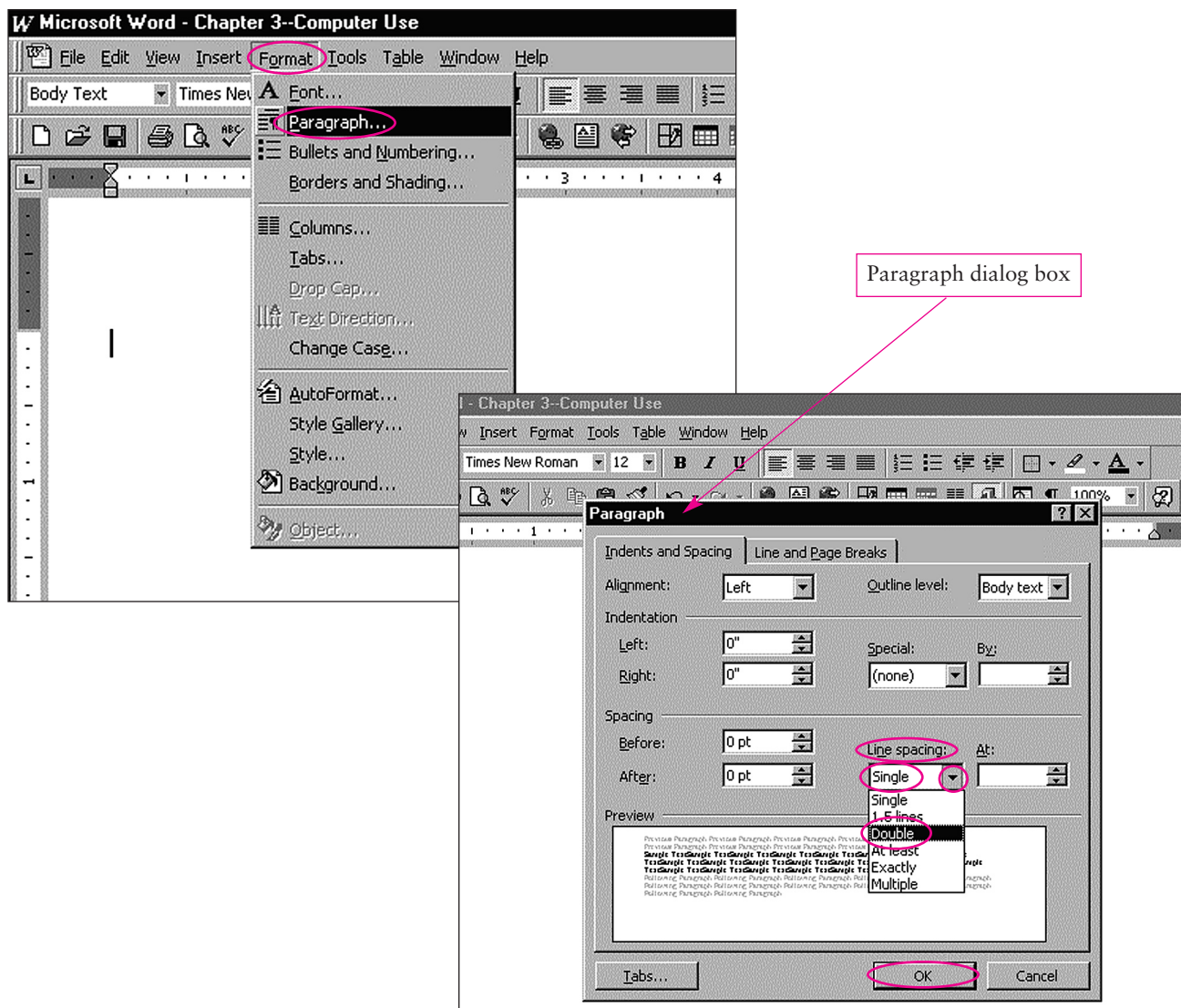


Changing Line Spacing

Your computer single spaces lines to help fit more text into a screen while you are composing. However, before you print paragraphs and essays for your instructor, you will need to double-space so he or she will have room to comment on your paper. Here is how to do it:

1. Highlight the text that you want to double-space by left clicking and dragging with the mouse. (Or if you want to quickly highlight the entire document, you can click on Edit in the pull-down menu and then click on Select All from the menu list.)
2. Next, click on Format in the pull-down menu, and then click on Paragraph in the menu list.
3. In the dialog box that appears, labeled Paragraph, you will see the words Line spacing over a box with the word Single showing. Click on the arrow next to the word Single, and a drop-down menu will give you several line spacing options, including Double. Click on the word Double, and then click OK at the bottom of the Paragraph box.

The illustrations that follow will help you with line spacing.

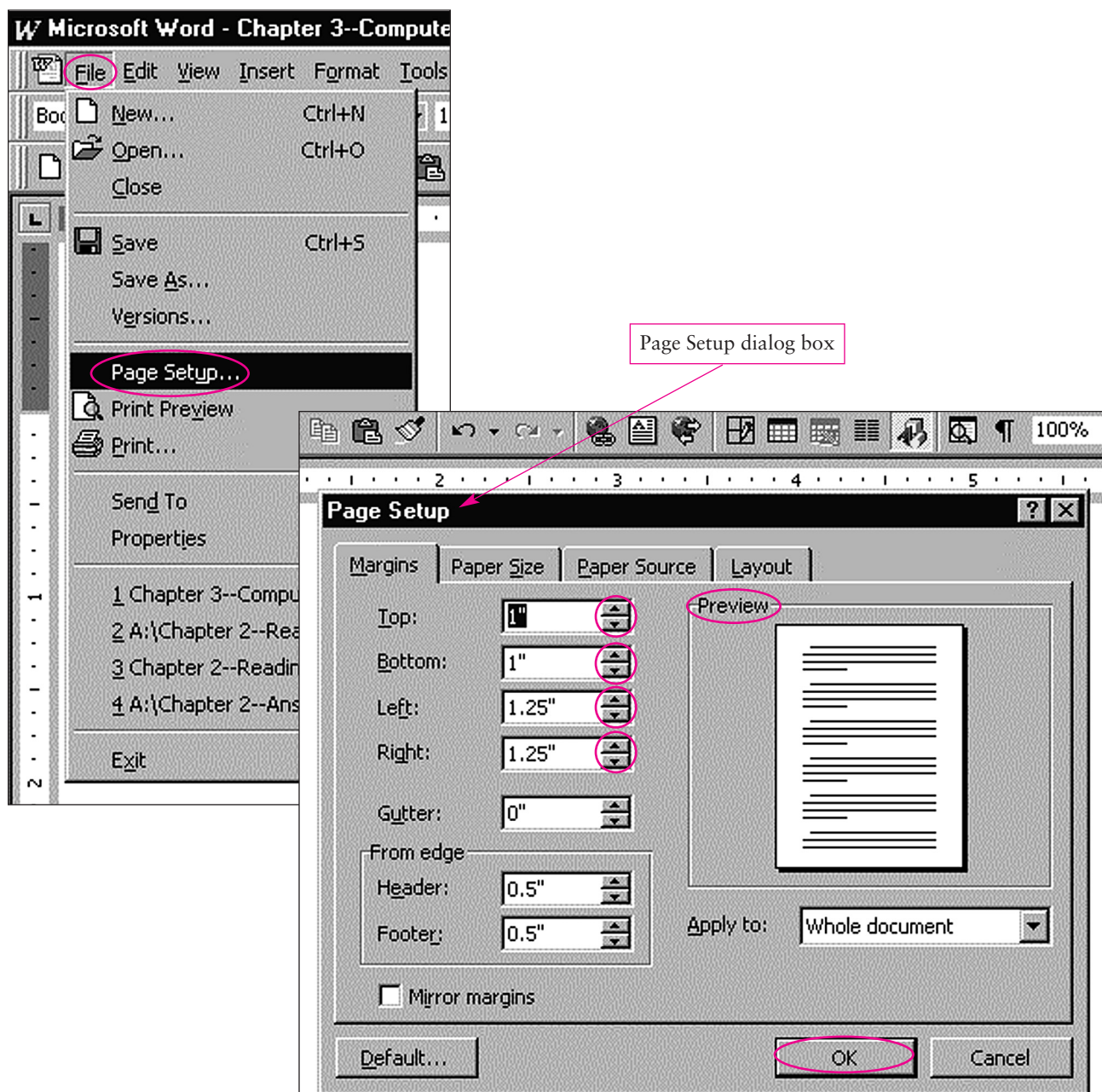


Setting Margins

Margins are preset by most word processing software, but you may need to change the settings if they are too wide or too narrow. Here is how to accomplish this task:

1. Click on File on the toolbar and then on Page Setup in the drop-down menu.
2. In the dialog box that appears, Page Setup, you will find measurements given in inches for the margins. In Microsoft Word the margins are set for one inch on top and bottom and 1¼ inches for the left and right margins. To change the settings, click on the arrows beside the box with the measurement in it (1" or 1.25"). Each time you click, the measurement will increase or decrease by .1, and you can see the effect on your document in the Preview box to the right of the measurements. When you have the setting you want, click on OK at the bottom of the Page Setup box.

The illustrations below will help you with margin setting.

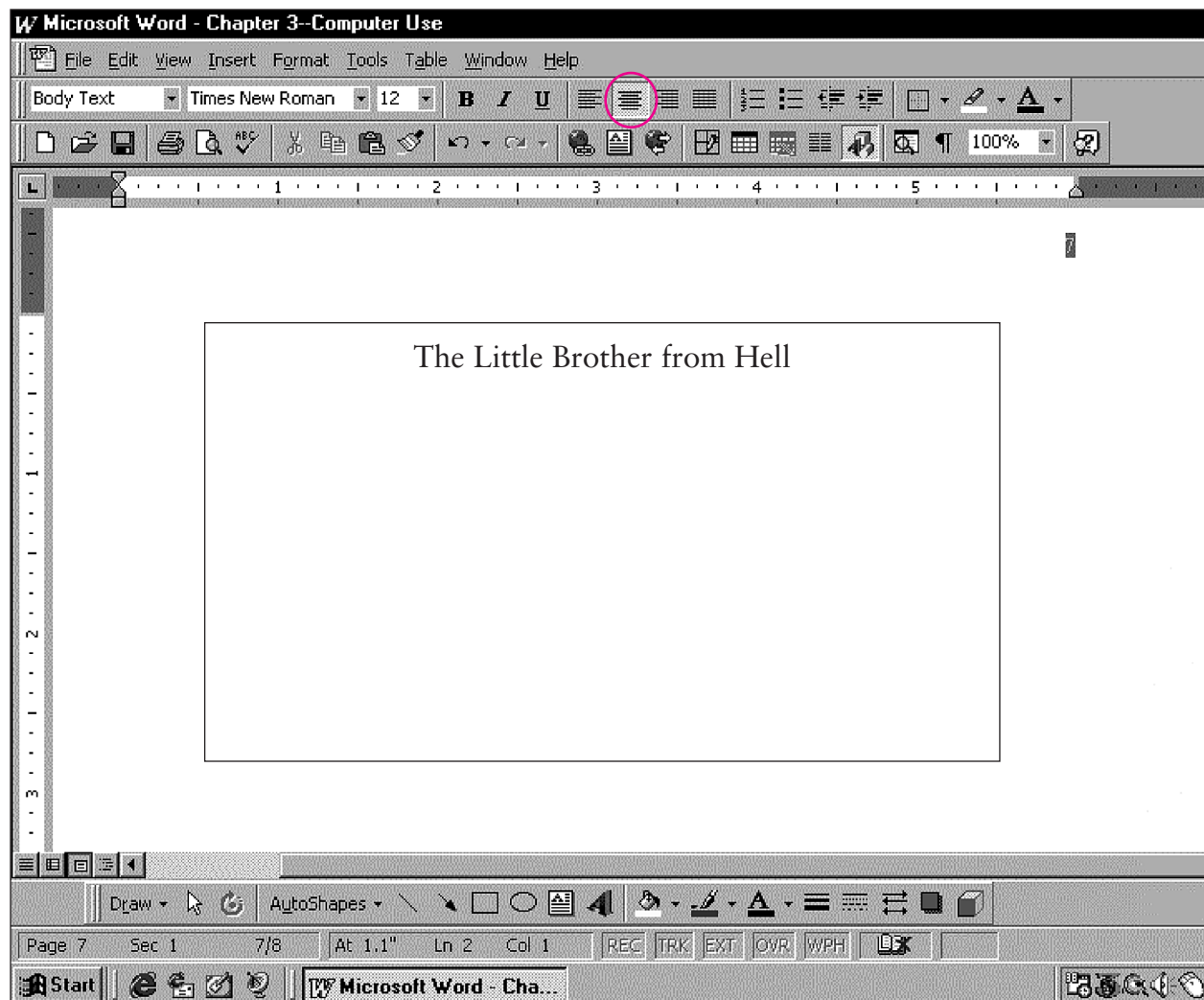


Centering Text

Being able to place text accurately in the center of a page will help you particularly when you title your paragraph or essay. Here is how to do it:

1. Place the cursor next to the text you want to center on the page.
2. Now look for the four icons with horizontal lines in the toolbar at the top of the screen. Click on the second icon, the one showing the horizontal lines centered. Your title should now be centered.

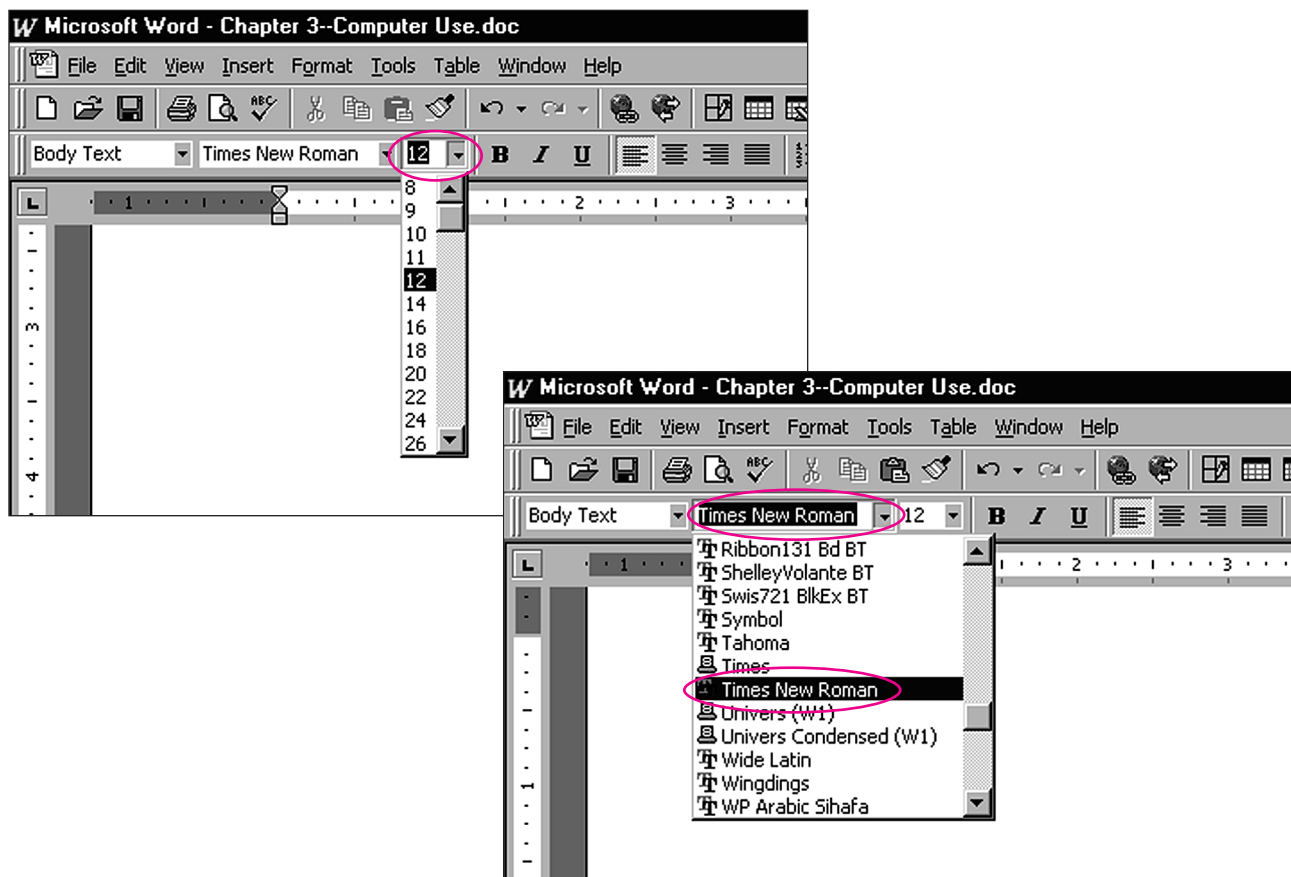
The illustration that follows will help you with centering text.



Bolding, Italicizing, Underlining, Changing Font and Typeface

Your computer allows you to change the look of letters in several ways to add emphasis and clarity to your ideas. When you want to bold, italicize, or underline letters, use the icons listed on the formatting toolbar as **B**, *I*, and U.

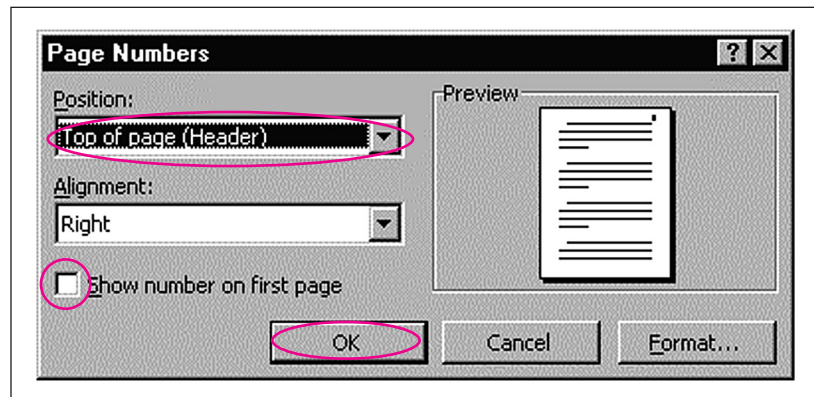
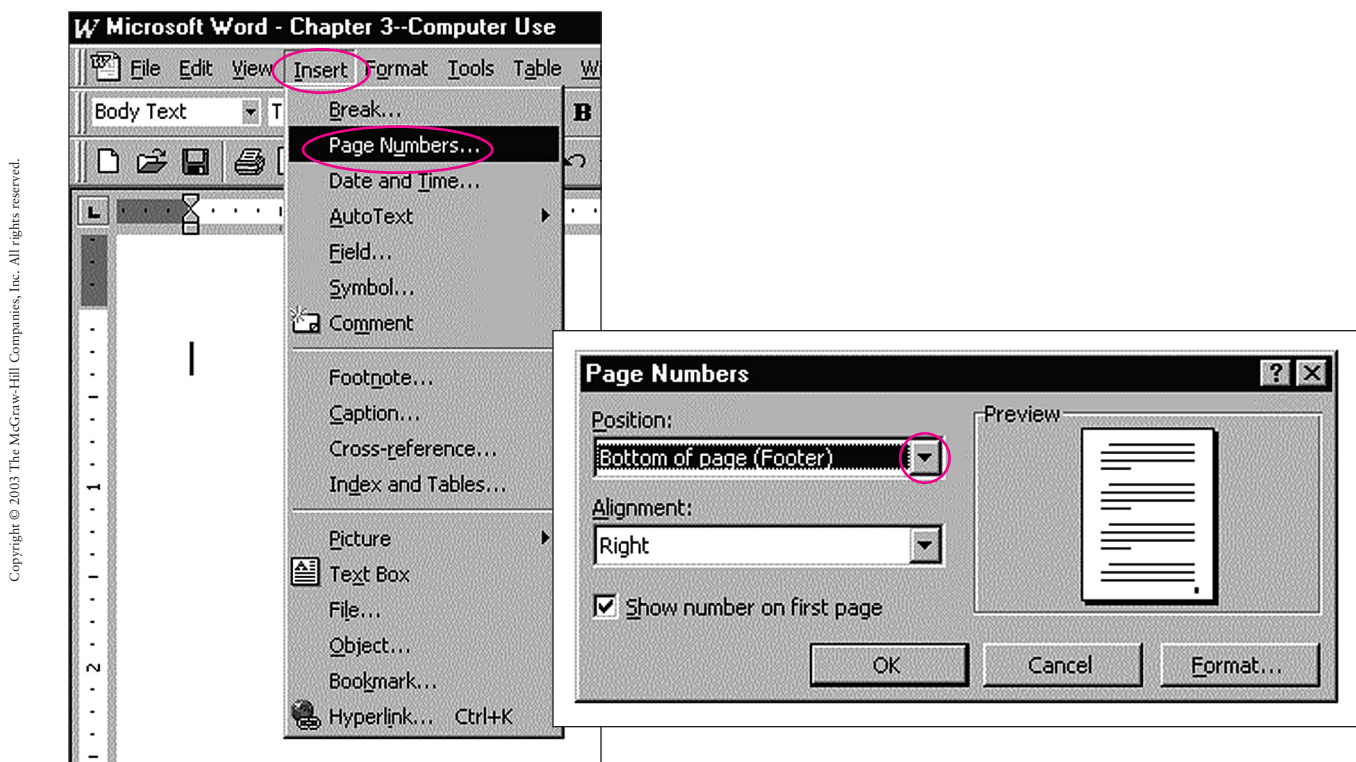
1. Highlight the word or words that you want to **bold**, *italicize*, or underline, and then click on the icon.
2. To change the letter size from the standard 12-point font, again highlight the letters or words you want changed, and then click on the arrow next to the number box on the formatting toolbar. The pull-down menu will list numbers for letter sizes, one of which you will click on. Once you have changed the font setting, letters will continue in this size until you change the size again. **Note:** Most instructors require a 12-point font and will not want you to try to “save” paper by using 10-point.
3. To change the style of typeface, click on the arrow to the left of the number box. The drop-down menu will list various options, one of which you will then click on. **Note:** Most instructors require a standard business typeface such as Times New Roman.



Inserting Page Numbers

If you have a one-page paragraph assignment to turn in, numbering the page does not matter. However, as soon as you begin essay writing, you will need to number pages. Here is one way to do it:

1. From the pull-down menu click on Insert.
2. Next, click on Page Numbers.
3. The Page Numbers dialog box will let you choose how to position your numbers—top or bottom; right, left, or center—and will give you the option of numbering the first page. Choose the location for your page numbers, and then click OK at the bottom of the Page Numbers dialog box.



Using Spell Check, Grammar Check, and Word Count

Your computer can help you in several ways as you begin to edit your work, including checking for spelling errors, some grammar problems, and total paper length. Spell check can be particularly useful because it catches many typographical errors as well as repeat words and spacing problems. However, be warned that spell check is not infallible, sometimes simply missing misspelled words and at all times overlooking sound-alike errors such as *their/there/they're* and other wrong word choices. Here is a poem that makes this point. How many errors can you find in it?

Spellbound

I have a spelling checker,
It came with my PC;
It plainly marks four my revue
Mistakes I cannot sea.
I've run this poem threw it,
I'm sure your pleased too no,
Its letter perfect in its weigh;
My checker tolled me sew.

Janet Minor

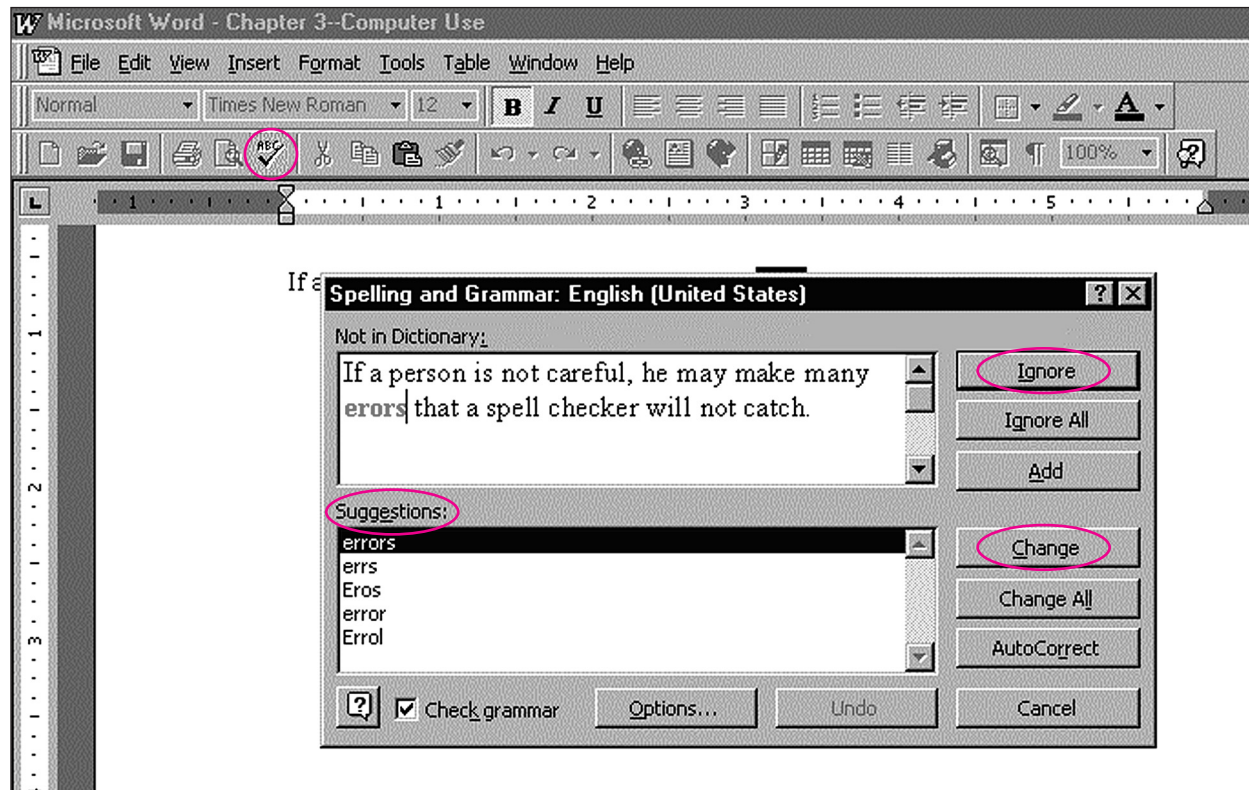
Grammar check is another mixed blessing, often requiring such sophisticated writing skills to evaluate the “help” being offered that the writers who are best able to use it are the ones who need it least. Grammar check can alert a person to possible problems, but quite often no problem exists. Do not simply follow every suggestion that the computer offers for revising your work. People are much more capable of making informed revision and editing decisions than is computer software.

Word count is a useful tool that will save you some line counting and multiplying when you are thinking about assignment length requirements.

To use spell and grammar check, follow these steps:

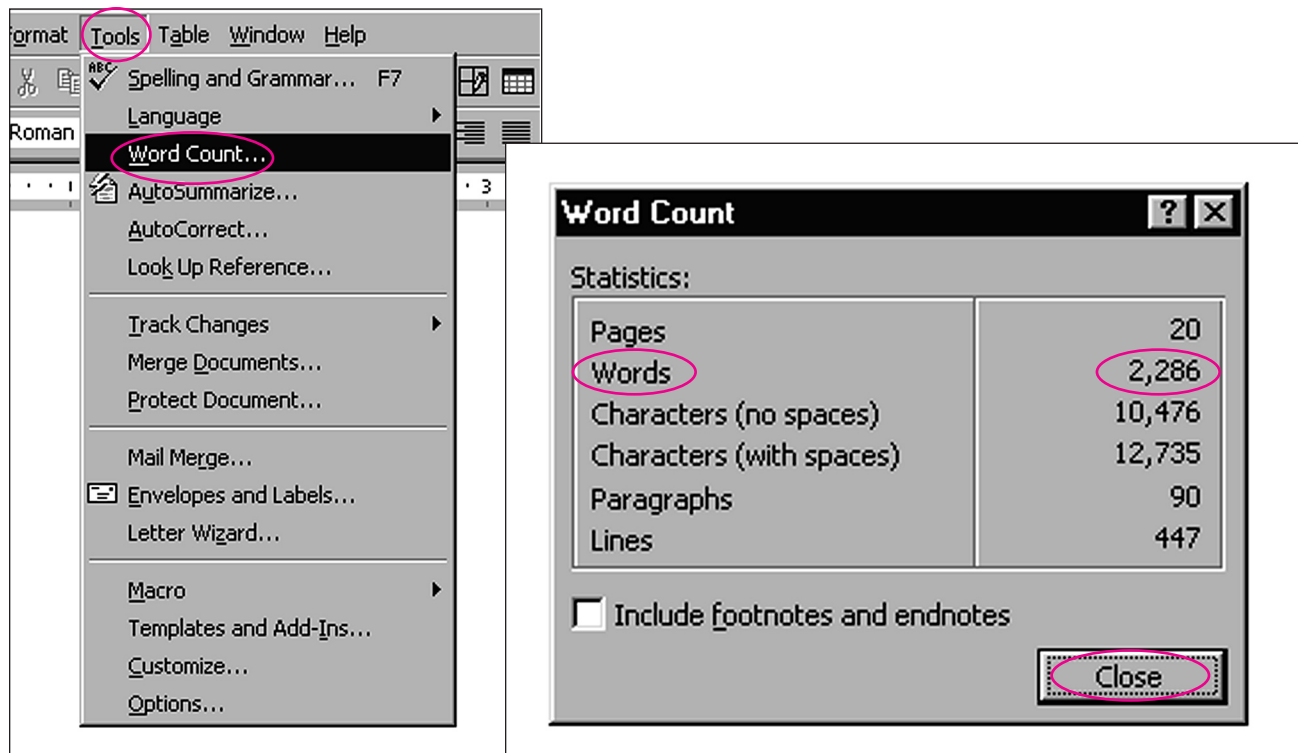
1. To begin the process of checking your whole document, click on the ABC icon on the top toolbar. (To check a single word, highlight the word and then click on the icon.)
2. Each time your computer stops at a highlighted word, you can choose to skip it by clicking Ignore. If you want to correct a spelling or grammar error, click on the word you want in the box labeled Suggestions, and then click on Change.

The illustration on the following page will help you with spell and grammar checking.



Follow these steps to use Word Count:

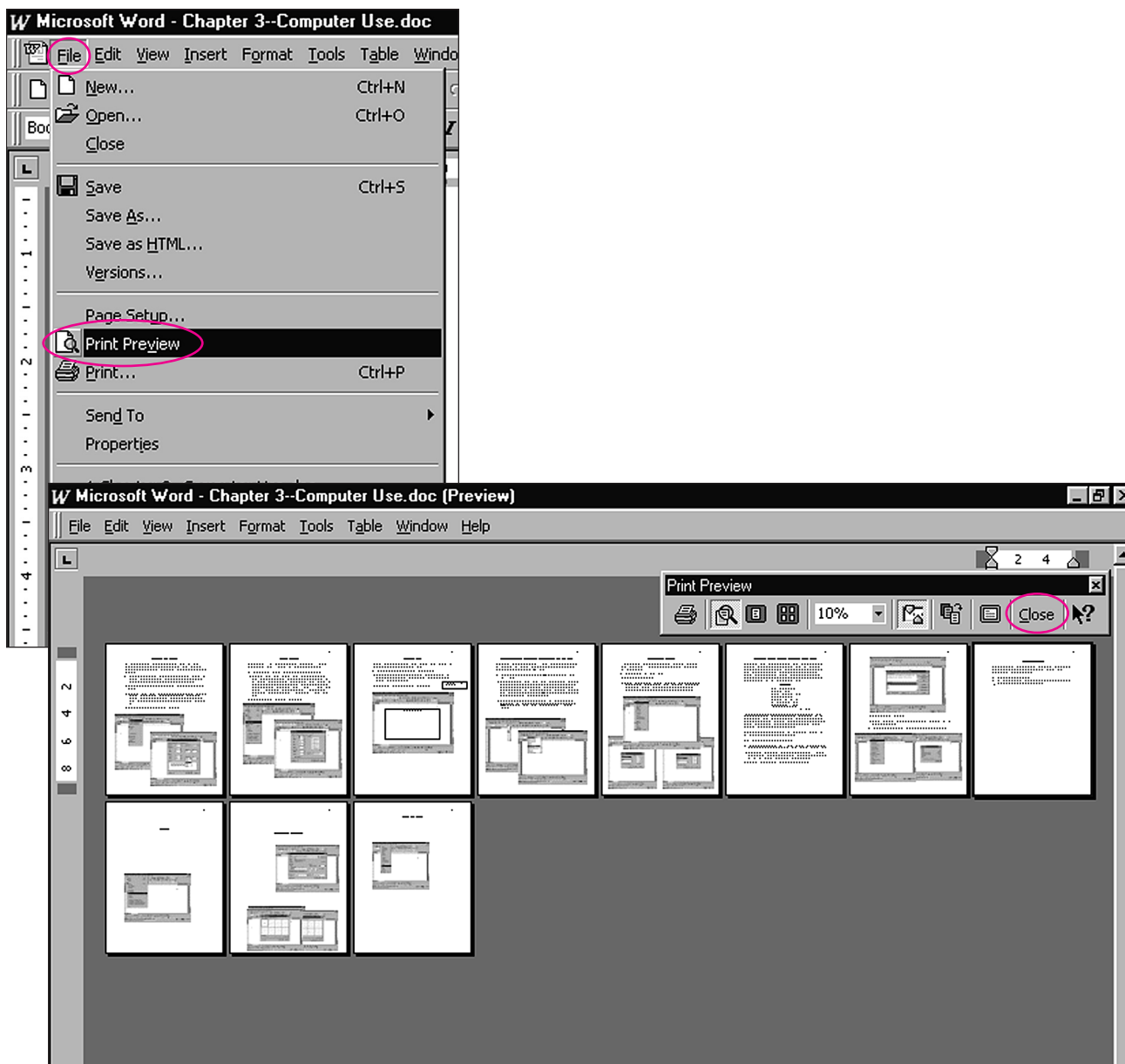
1. Highlight the words you want counted (or click on Edit from the pull-down menu and then click on Select All).
2. Click on Tools from the pull-down menu, then Word Count, and you will see your word total.



Using Print Preview

Print Preview is a useful option that lets a writer look at her whole document before she prints it, often showing errors in margin settings and page breaks that can then be corrected. Here is how to use Print Preview:

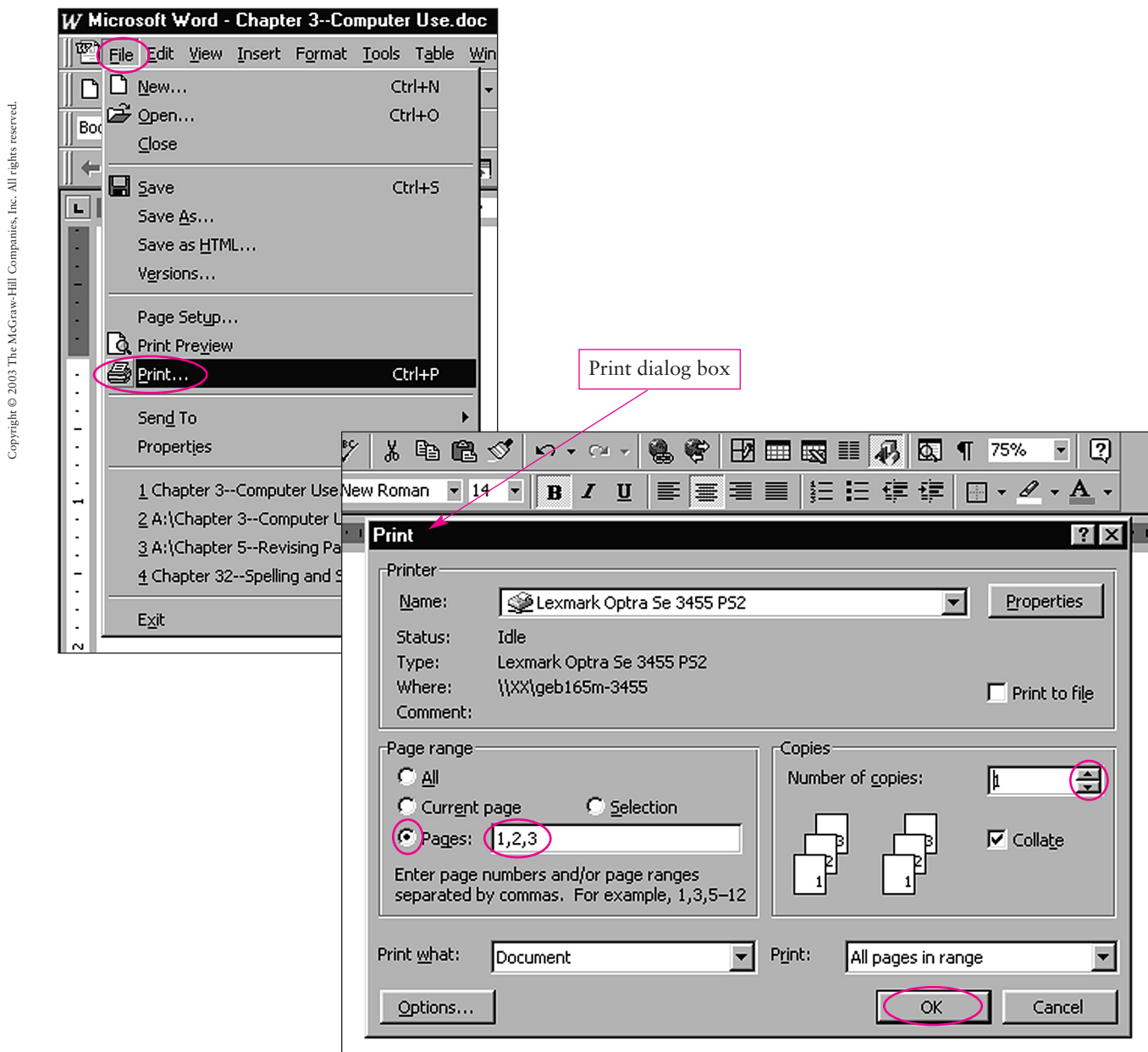
1. Click on File in the pull-down menu.
2. Now click on Print Preview. You will find your whole document laid out in tiny pages shrunk to 10 percent of full size.
3. To look at any portion of a page, place the mouse arrow on it and click. After you have seen the part of the page close up, click again to return to the Preview screen.
4. To return to regular viewing of your document, click on Close in the upper right corner of the Print Preview screen.



Printing

To print your whole document, you can simply click on the printer icon on the standard toolbar. However, if you want to print only part of the file or multiple copies, you will need to use the pull-down menu. Here is how:

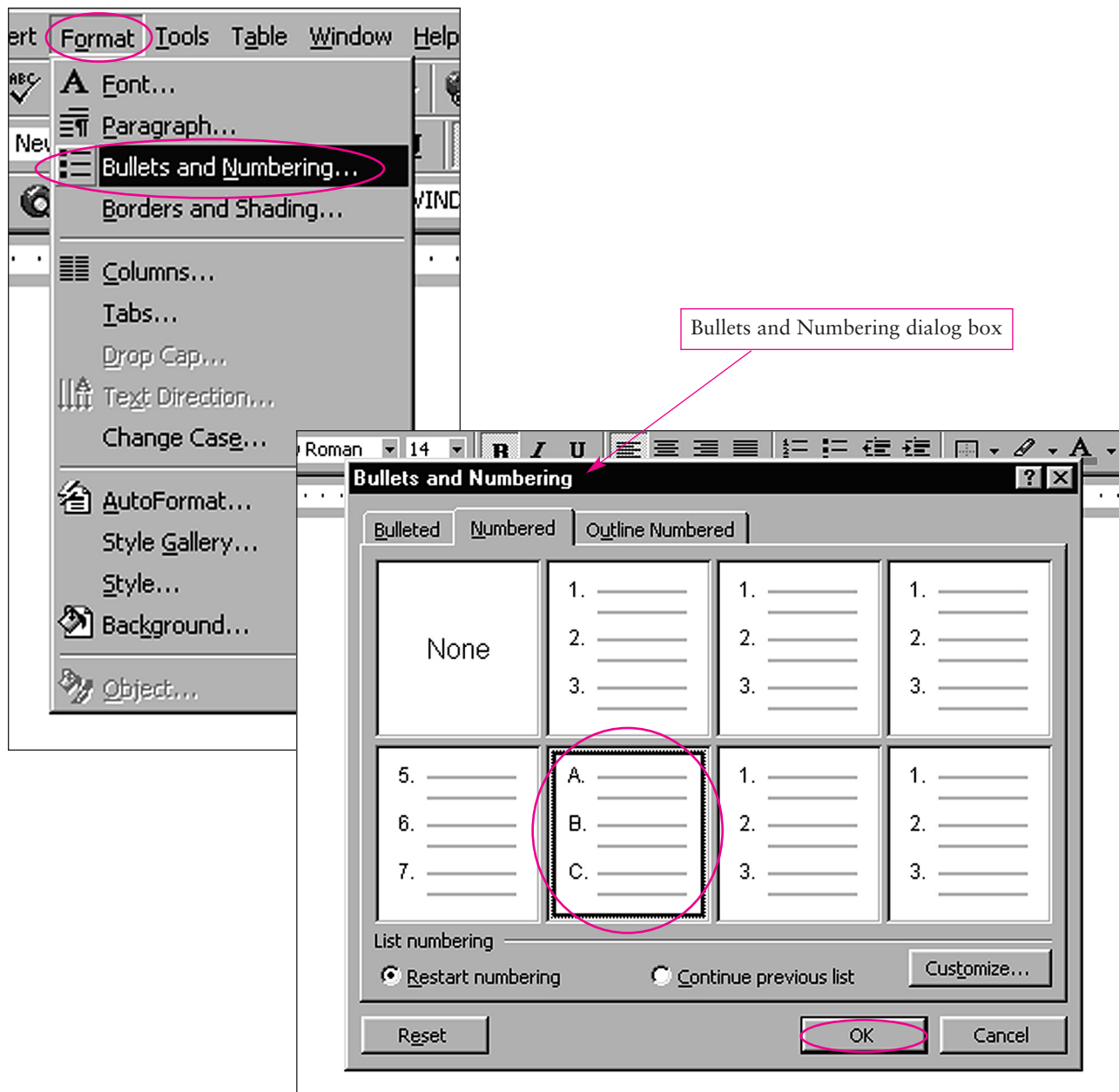
1. Click on File on the pull-down menu.
2. Next, click on Print, and the Print dialog box will appear.
3. If you only want to print part of the document, click on Pages. A blinking cursor will appear in the box next to Pages. Type in whatever page numbers you want to print, separating each with a comma (such as 1, 3, 5) or a hyphen for a range of pages (such as 1-4), and then click OK.
4. If you want more than one copy, click on the arrow next to the box labeled Number of copies. Select the number of copies you want, and then click on OK.



Bulleting and Numbering

Bulleting and numbering are used for outlines and lists when we prewrite and when we turn in more formal outlines with essays. To bullet or number using the formatting toolbar, simply highlight the text you want to mark, and then click on either the three stacked squares (the bullet icon) or the stacked numbers 1, 2, 3 (the number icon). If you need to change the numbers to letters (as in creating formal outlines), you can do so through the main pull-down menu by following these steps:

1. Highlight the text you want bulleted or numbered.
2. Click on Format on the pull-down menu.
3. Click on Bullets and Numbering.
4. When the Bullets and Numbering dialog box appears, click on the numbers or letters that you want in your outline and then click OK.



Using Text Boxes

Text boxes are small moveable boxes that we jot notes in. They can be particularly useful in prewriting and drafting because we can write notes to ourselves and scatter them in the margins to be viewed after we have finished whatever thought we are working with at the time. You might think of using text boxes as scribbling notes to yourself the same way you would when writing in longhand. Notice the example text box note in the left margin:

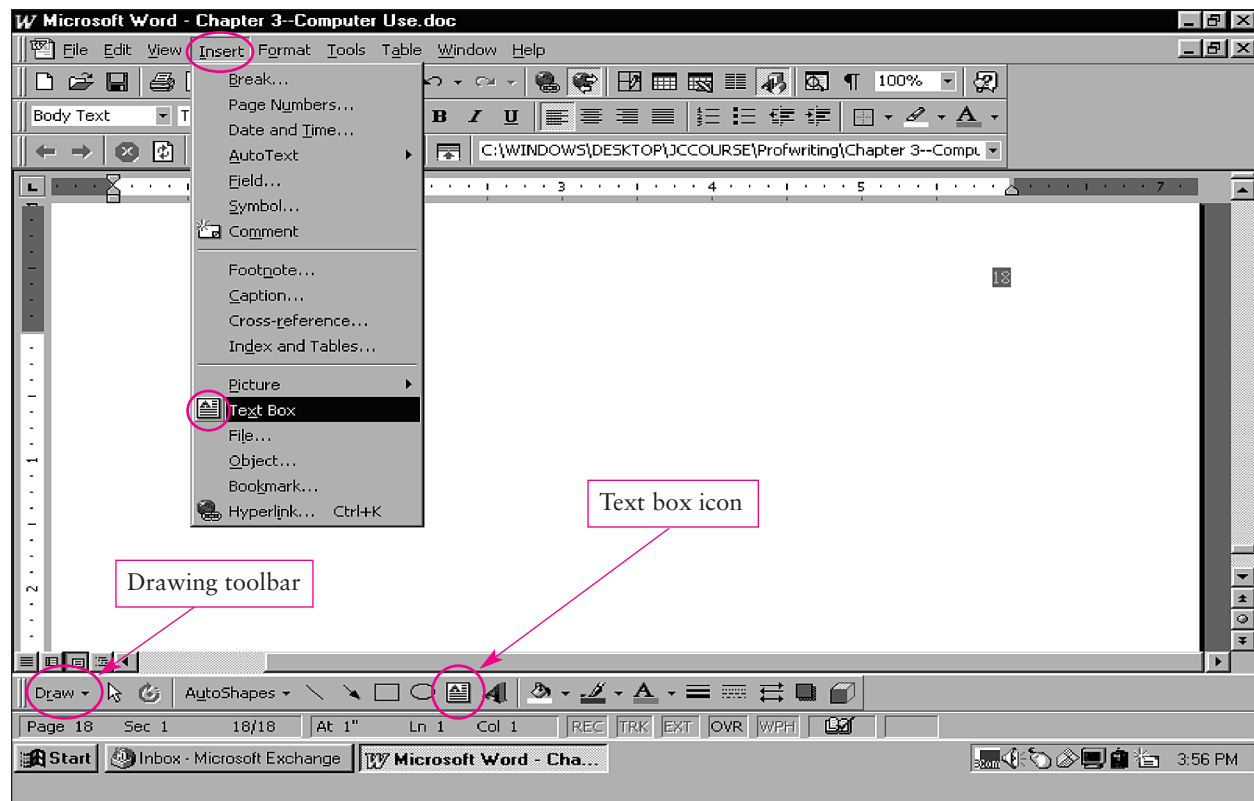
Sample Text Box Note:

Should I explain how to move text boxes here?

If you want to create text boxes, you can either place the drawing toolbar on your Windows screen (see Adding Toolbars to Your Window p. A-5) and click on the icon (a box with an A in it) or use the pull-down menu. To use the pull-down menu:

1. Click on Insert from the pull-down menu.
2. Click on the text box icon.
3. When you move the mouse arrow back into your document, you will see that the arrow has become a plus sign. Stop the sign wherever you want to place the text box and then click. A box will appear with a blinking cursor in it, and you can begin writing your note. Here are three ways to manipulate a text box:
 - a. **Changing the size:** When you click on the box, you will notice eight tiny boxes surrounding the main box. If you place the mouse arrow on one of the tiny boxes, the arrow will become two-pointed. Click once with the mouse and drag the dotted edge of the box outward. You can make the box as large or small as you want.
 - b. **Moving the box:** Click anywhere on the edge of the box, hold the mouse button down, and drag the box to wherever you want it positioned. **Note:** If you place it over other words in your document, they will be temporarily covered, as if you had laid a sheet of paper over them.
 - c. **Deleting the box:** Click on it until the outer edge is surrounded by tiny dots, and then press the delete key on your keyboard or cut with your scissors icon from the formatting toolbar.

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APPENDIX 2

Improvement Chart

A-20

IMPROVEMENT CHART

Name: _____

This chart will help you track and correct errors in your major writing assignments. Chapter numbers (in parentheses) follow each error.

	1	2	3	4	5	6	7	8	Spelling	Sound-alike
1. Subject/verb agreement (23)										
2. Verb tense shift (23)										
3. Verb form (23)										
4. Pronoun agreement (24)										
5. Pronoun shift (24)										
6. Pronoun case (24)										
7. Pronoun reference (24)										
8. Parallelism (21)										
9. Misplaced and dangling modifier (25)										
10. Adverb form (25)										
11. Run-on sentence (22)										
12. Comma splice (22)										
13. Sentence fragment (22)										
14. Unneeded comma (26)										
15. Comma to introduce (26)										
16. Comma to enclose/end (26)										
17. Comma to divide (26)										
18. Comma with a series (26)										
19. Comma with coordinate adjective (26)										
20. Comma for contrast (26)										
21. Comma with numbers, dates, addresses, place names, direct address (26)										
22. Semicolon (26)										
23. Quotation marks (26)										
24. Apostrophe (26)										
25. Capitalization (26)										
26. Hyphen (26)										
27. Spelling (27)										
28. Sound-alike (27)										
29. Wrong word (19)										
30. Missing word (1)										

