Writer's Workbench Orientation

Enter the computer system.

Writer's Workbench Tutorials

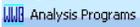**Double-click on the** [WWB Tutorials] **button.**

0. (*Quick-Start*) If you do not know how to use a
   Flash file, click on 0.   (2:10 min.)
1. (*Quick-Start*) Click on 1.   (3.16 min.)
2. (*Quick-Start*) Click on 2.   (5.27 min.)
3. (*STEPS Tutorial*) Click on   (13.31 min.)
4. **Scroll down to WWB Analysis Tutorial Menu**
   and Click on 1.3 .   (6.47 min.)
5. **Close all tutorials and the Tutorials Menu by**
   clicking on the close (☒ or ☒) button.
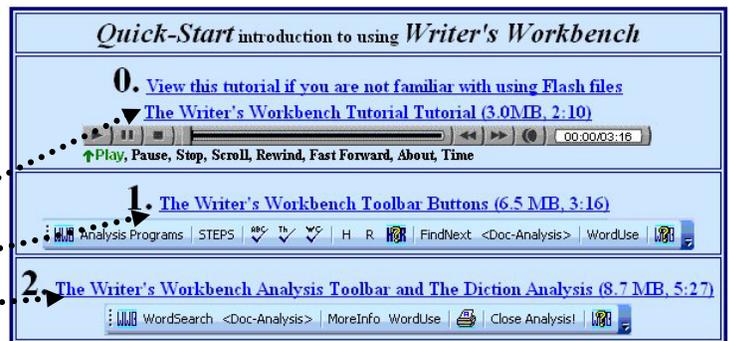
Using Writer's Workbench in Word

Double-click on the [Writer's Workbench] **button.**

`WWB Analysis Programs | STEPS | ABC Th WC | H R | FindNext <Doc-Analysis> WordUse |`

1. **Click on the WWB Help ⦿ button.**
2. **Click on the "Contents" button.**
3. **Click on "Open" button.**
4. **Double-click on all four help categories and**
   remember how to refer to that information.
5. **Click on the Close (☒ or ☒) button in upper**
   right corner.
6. **Hold the Alt key and tap the B key.** (The Tempest)
7. **Click on the WWB Analysis Programs** *(the first)* **button**
   on the toolbar.
8. **Click on 2.1 , the 4th button in the first column.**
9. **Click on "OK." Wait for the analysis to appear.**
10. **When analysis appears, click on the MoreInfo button.**
11. **Scroll through and read the analysis.**
12. **Click on the Close Analysis! *(the second to last)* button.**
13. **Click on the STEPS *(the second)* button.**
14. **Click on 4.1 at the top of the third column.**
15. **Fill in answers to each page and click on Next Page**
16. **On last page, click on Print... .**
17. **Then, click on Close STEPS NOW and click on "OK."**
18. **Exit Microsoft Word. Click on "File" and click on**
    "Exit." Be sure to pick up your printout.

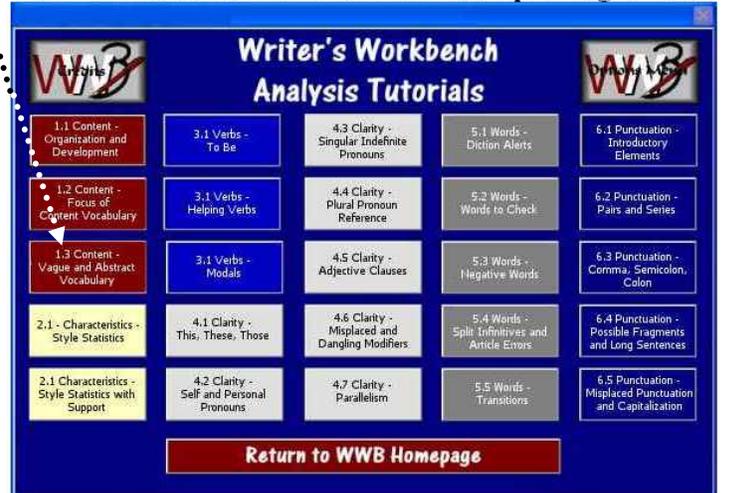**And now, continue exploring all of Writer's Workbench**

Writer's Workbench Tutorials

When you complete a tutorial, click on the Windows Close (☒ or ☒) Button
in the top-right corner of that tutorial window.

Quick-Start introduction to using *Writer's Workbench*

0. View this tutorial if you are not familiar with using Flash files
The Writer's Workbench Tutorial Tutorial (3.0MB, 2:10)
`▶ ‖ ■ ━━━━━━━ ◀◀ ▶▶ ⓘ 00:00/03:16`
↑ Play, Pause, Stop, Scroll, Rewind, Fast Forward, About, Time

1. The Writer's Workbench Toolbar Buttons (6.5 MB, 3:16)
`WWB Analysis Programs | STEPS | ABC Th WC | H R | FindNext <Doc-Analysis> WordUse |`

2. The Writer's Workbench Analysis Toolbar and The Diction Analysis (8.7 MB, 5:27)
`WWB WordSearch <Doc-Analysis> | MoreInfo WordUse | 🖨 Close Analysis! |`

STEPS Tutorial (Instructional Programs)
The Writer's Workbench STEPS Tutorial (7 MB, 13:31)
`Top of STEPS | Save STEPS | Close STEPS NOW | Print... | Previous Page | Next Page`

WWB Analysis Tutorial Menu
Click on a menu button to view the corresponding tutorial.

Writer's Workbench Analysis Tutorials

1.1 Content - Organization and Development	3.1 Verbs - To Be	4.3 Clarity - Singular Indefinite Pronouns	5.1 Words - Diction Alerts	6.1 Punctuation - Introductory Elements
1.2 Content - Focus of Content Vocabulary	3.1 Verbs - Helping Verbs	4.4 Clarity - Plural Pronoun Reference	5.2 Words - Words to Check	6.2 Punctuation - Pairs and Series
1.3 Content - Vague and Abstract Vocabulary	3.1 Verbs - Modals	4.5 Clarity - Adjective Clauses	5.3 Words - Negative Words	6.3 Punctuation - Comma, Semicolon, Colon
2.1 - Characteristics - Style Statistics	4.1 Clarity - This, These, Those	4.6 Clarity - Misplaced and Dangling Modifiers	5.4 Words - Split Infinitives and Article Errors	6.4 Punctuation - Possible Fragments and Long Sentences
2.1 Characteristics - Style Statistics with Support	4.2 Clarity - Self and Personal Pronouns	4.7 Clarity - Parallelism	5.5 Words - Transitions	6.5 Punctuation - Misplaced Punctuation and Capitalization

Return to WWB Homepage

`Top of STEPS | Save STEPS | Close STEPS NOW | Print... | Previous Page | Next Page`

Total time: Approximately 45 minutes

Always double-click on [Writer's Workbench] when you are going to open or type a composition.

That icon leads you to Microsoft Word with the
Writer's Workbench Toolbar.