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 ([X] or [X]) button.**

Using Writer's Workbench in Word

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

[Toolbar: WWB Analysis Programs | STEPS | ABC | Th | WC | H R | FindNext <Doc-Analysis> | WordUse | WWB]

1. Click on the WWB Help [icon] button.
2. Click on the "Contents" button.
3. Click on "Open" button.
4. Double-click "The First Two Lines of Your Document" and <u>read all of the page</u>.
5. Click on the Close ([X] or [X]) button in upper right corner.
6. Hold the <u>Alt</u> key and tap the <u>B</u> key. (The Tempest)
7. Click on the [WWB Analysis Programs] *(the first)* button on the toolbar.
8. Click on 1.1 at the top of 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. <u>Fill in answers to each page</u> 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 "<u>F</u>ile" and click on "E<u>x</u>it." <u>Be sure to pick up your printout</u>.

ATTENTION: NOW, follow directions on the NEXT PAGE.

When you complete a tutorial, click on the Windows Close ([X] or [X]) Button in the top right corner of the 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)

↑Play, Pause, Stop, Scroll, Rewind, Fast Forward, About, Time

1. The Writer's Workbench Toolbar Buttons (6.5 MB, 3:16)

[Toolbar: WWB Analysis Programs | STEPS | ABC | Th | WC | H R | FindNext <Doc-Analysis> | WordUse | WWB]

2. The Writer's Workbench Analysis Toolbar and The Diction Analysis (8.7 MB, 5:27)

[Toolbar: WWB WordSearch <Doc-Analysis> | MoreInfo WordUse | Print | Close Analysis! | WWB]

STEPS Tutorial (Instructional Programs)

The Writer's Workbench STEPS Tutorial (7 MB, 13:31)

[Toolbar: 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

Total time: Approximately 45 minutes

[Vertical toolbar: WWB | Top of STEPS | Save STEPS | Close STEPS NOW | Print... | Previous Page | Next Page]

<u>**Always**</u> **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.

Writing Any Composition/Paper

When you write any composition/paper,

ALWAYS begin by double-clicking the **button on the desktop screen.**

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

Saving Your Documents

Saving Your Document the First Time
1. Click on "File."
2. Click on "Save As."
3. Type the name that you want to give your file and click on "Save."

Saving Your Document After the First Time
1. Click on "File."
2. Click on "Save."

OR

1. Click on the "Save" button.
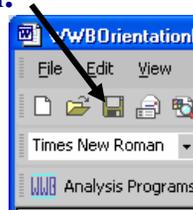
Exiting the System

1. On the desktop screen, click on in the lower left corner of the screen.

2. Click on .

3. Click on .

4. You may leave the computer.