

Writer's Workbench Orientation

Enter the computer system.

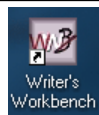
Writer's Workbench Tutorials



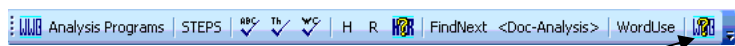
Double-click on the  button.



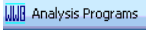






0. (*Quick-Start*) If you do not know how to use a Flash file, click on 0. (2:10 min.)
1. (*Quick-Start*) Click on 1. (3.16 min.)
2. (*Quick-Start*) Click on 2. (5.27 min.)
3. Click on *STEPS Tutorial* (13.31 min.)
4. Scroll down to WWB Analysis Tutorial Menu and Click on **1.3**. (6.47 min.)
5. Close 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  button.



1. Click on the WWB Help  button.
2. Read the titles of "General Writer's Workbench Information" help pages.
3. Click on  in front of the other categories.
4. Remember how to refer to that information.
5. Click on the Close (X) or (X) button in upper right corner.
6. Hold the **Alt** key and tap the **B** key. (The Tempest)
7. Click on the  (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  button.
11. Scroll through and read the analysis.
12. Click on the  (the second to last) button.
13. Click on the  (the second) button.
14. Click on **4.1** at the top of the third column.
15. Read the Gray Boxes and fill in your name.
16. Fill in answers to each page and click on .
16. On last page, click on .
17. Then, click on  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 (X) or (X) 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 \(3.0MB, 2:10\)](#)

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

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

STEPS Tutorial (Instructional Programs)

[The Writer's Workbench STEPS Tutorial \(7 MB, 13:31\)](#)

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

Always double-click on
when you are going to open
or type a composition.

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

