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. 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 (⊠ or ☒) button.

Using Writer's Workbench in Word

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

1. Click on the WWB Help [icon] button.
2. Click on [? The first two lines of your composition], the sixth entry in this area.
3. Read all of the information.
4. Click on the Close (⊠ or ☒) button in upper right corner.
5. Hold the <u>Alt</u> key and tap the <u>B</u> key. (The Tempest)
6. Click on the [WWB Analysis Programs] *(the first)* button on the toolbar.
7. Click on **1.1** at the top of the first column.
8. Click on "**OK**." Wait for the analysis to appear.
9. When analysis appears, click on the [MoreInfo] button.
10. Scroll through and read the analysis.
11. Click on the [Close Analysis!] *(the second to last)* button.
12. Click on the [STEPS] *(the second)* button.
13. Click on **4.1** at the top of the third column.
14. Read the grey boxes and fill in your name.
15. <u>Fill in answers to each page and click on</u> [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.

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

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.

Total time: Approximately 45 minutes

<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."
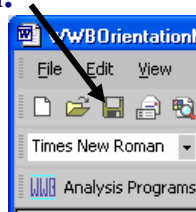3. Type the name that you want to give your file and click on "Save."

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.