Writer's Workbench Orientation

Writer's Workbench Tutorials

Double-click on the **WWB Tutorials icon on your desktop or click** [View Video Tutorials] **at writersworkbench.com.**

If using Word 2003 or earlier, view #1 and #2 in the blue section of the Quick-Start section.

If using Word 2007, view those tutorials in the yellow section.

No matter what version of Word used, view #3, the Assessment Module tutorial.

Close the tutorial and the tutorial menu windows.

Using Writer's Workbench in Word

Double-click on the **Writers Workbench icon on your desktop.**
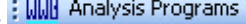
Enable or Allow all macros from EMO Solutions if prompted with a security warning. The program will determine the computer's resolution and set window sizes for optimum viewing.

1. **Click on WWB Help** **or** **.**

2. **As you explore all of the areas in Writer's Workbench Help, remember how to find those topics for future reference.**

3. **Click on the Close (✖ or ✕) button to close Writer's Workbench Help.**

4. **Hold the <u>Alt</u> key and tap the <u>B</u> key.** (The Tempest will appear)

5. **Click on the** [Analysis Programs] **or** [WWB Analysis Programs]

6. **Click on the white "Assessment Scores" button and wait patiently for that analysis to appear.**

7. **Read those scores, goals, and suggestions and think about how your writing would be scored.**

8. **The general idea behind the Assessment Scores analysis is to run it, print it, close it, and follow those printed instructions to improve your writing. This procedure provides a great place to start using WWB.**

9. **Click on the "Close Analysis" button.**

10. **Use the keyboard shortcut <Alt-Shift-Ctrl-A> and adjust Assessment Scores' settings to meet your writing criteria. Save your settings.**

11. **Close Word.**

12. **Double-click on the** **Writers Workbench icon and open one of your compositions.**

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When you complete a tutorial, click on the Close button (✖ or ✕) in the top-right corner of that tutorial window.

13. **Click on the "Analysis Programs" button and select the "Assessment Scores" button.**

14. **Use the "Print Analysis" button to print this assessment of your writing and then close it. Follow those printed instructions to improve your writing.**

15. **Experiment with other analyses to determine where WWB can help improve other areas of your writing.**

16. **If you have any problems or suggestions, please send an E-Mail message to <u>wwb@emo.com</u>; we're here to help.**