

# Writer's Workbench Orientation

**Enter the computer system.**

## Writer's Workbench Tutorials



Double-click on the button.

1. (Quick-Start) Click on **1.** (3.31 min.)
2. (Quick-Start) Click on **2.** (6.03 min.)
3. (STEPS Tutorial). (13.33 min.)
4. Scroll to WWB Analysis Tutorial Menu. 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 button.

1. Click on the WWB Help button.
2. Read all of the titles under "General Writer's Workbench Information."
3. Click on "The first two lines of the composition" and read all of that page.
4. Click on the + in front of each of the other categories.
5. Remember how to find all of that info when you need it.
6. Click on the Close ( or ) button in upper right corner.
7. Hold the Alt key and tap the B key. (The Tempest will appear)
8. Click on the the first button on the ribbon.
9. Click on 2.1, the 5th button in the first column.
10. Click on "OK." Wait for the analysis to appear.
11. When analysis appears, click on the button.
12. Scroll through and read the analysis.
13. Click on Close Analysis.
14. Click on the Office button in upper left corner.
15. Click on "Close" in lower left corner.
16. Click on (the second) button.
17. Click on **4.1** at the top of the third column.
18. Read the Suggestion box and click on OK.
19. The STEPS document will appear. To move from page to page, use arrows Page 1 of 3 at the top of the screen.
20. Read the gray boxes and fill in your name.
21. Read the information in the READ boxes, and type your responses in the RESPOND boxes
22. Each time that you see "Click <Next Page> button, click on the right at the top of the screen.
23. When you see THE END and you have finished the STEPS exercise, click on the X in the upper right corner.
24. Click on PRINT STEPS in upper left corner and click OK.
25. Pick up your printout at the printer.
26. Click on Close STEPS.
27. Because you have printed your STEPS document, click OK.
28. The WWB screen will disappear for a few minutes.
29. When the screen reappears, click on the X in the upper right corner of the screen to exit the program.

Be sure to pick up your printout.

# Writer's Workbench Tutorials

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



## STEPS Tutorial (Instructional Programs)

### The Writer's Workbench STEPS Tutorial

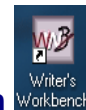


## WWB Analysis Tutorial Menu

Click on a menu button to view corresponding tutorial.

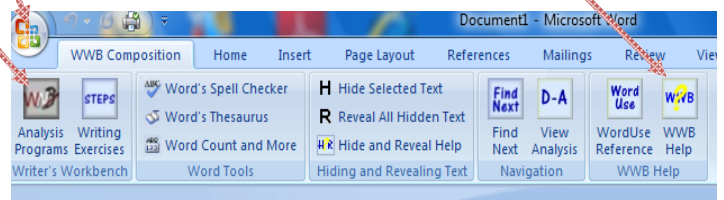


Total time: At least 60 minutes



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 Ribbon.



Attention: NOW, follow directions on the NEXT PAGE.

## Writing Any Composition/Paper

When you write any composition/paper,




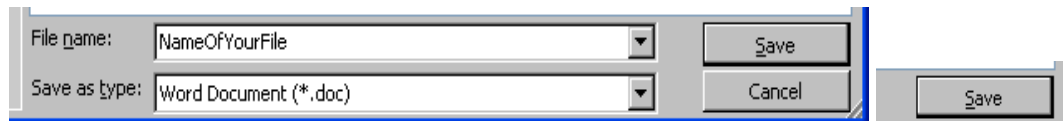
**ALWAYS** begin by double-clicking the  button on the desktop screen.

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

## Saving and Printing Your Documents

### Saving Your Document


1. Click on the Office Button  in upper left corner.
2. Click on "Save As."
3. Click on ▾ in Save In: box.
4. Click on your [username\$ on 'Terra' (H:).
5. Type the name that you want to give your file and click on "Save."






### Saving Your Document After The First Time

1. Click on the Office Button  in upper left corner.
2. Click on "Save."

### Printing Your Document

1. Click on the Office Button  in upper left corner.
2. Click on "Print."
3. Click on "Quick Print."

## Exiting Your Document, Microsoft Word, and the System

1. Click on the Office Button .
2. Click on "Save."
3. Click on the Office Button.
4. Click on "Close."
5. Click on the X in the upper right corner of the screen.
6. On the desktop screen, click on  in the lower left corner of the screen.
7. Click on  twice.
8. You may leave the computer.