



Chapter Five



Working with Words

After reading this chapter, you should be able to:

- Describe how computers can make the writing process more efficient, more effective, and more fun
- Describe how a modern word processor can be used to create, edit, format, and print a document

After reading this chapter, you should be able to:

- Explain how to use a computer to proofread your work and how to recognize the limitations of proofreading software
- Describe how other kinds of software can help organize and improve your writing

After reading this chapter, you should be able to:

- Explain how desktop publishing relates to word processing and how it relates to traditional publishing
- Discuss the potential impact of desktop publishing on the concept of freedom of the press

After reading this chapter,
you should be able to:

- Speculate about future developments in word processing and publishing software and hardware

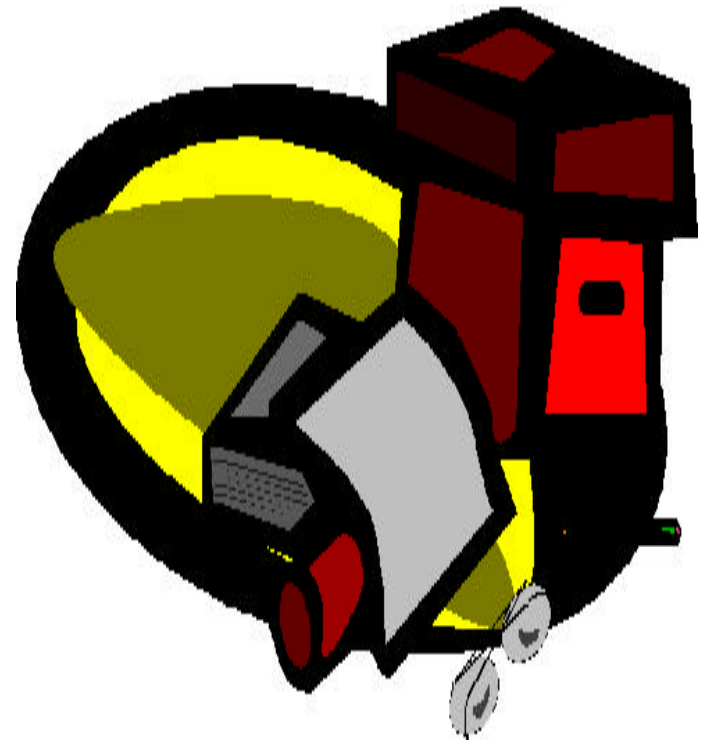
Chapter Outline

- The Word Processing Process
- The Wordsmith's Toolbox
- The Desktop Publishing Story
- Tomorrow's Word Tools

The Word Processing Process

Includes:

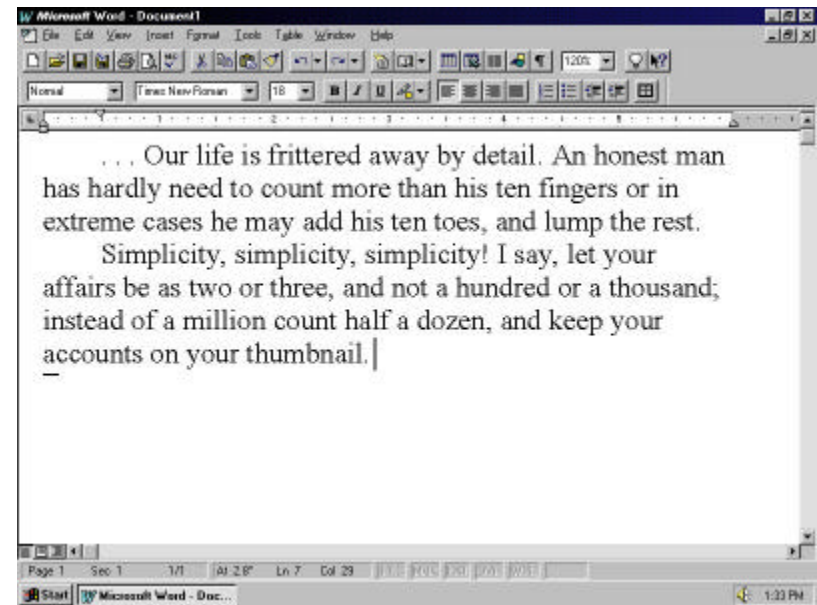
- Entering text
- Editing text
- Formatting the document
- Proofreading the document
- Saving the document on disk
- Printing the document



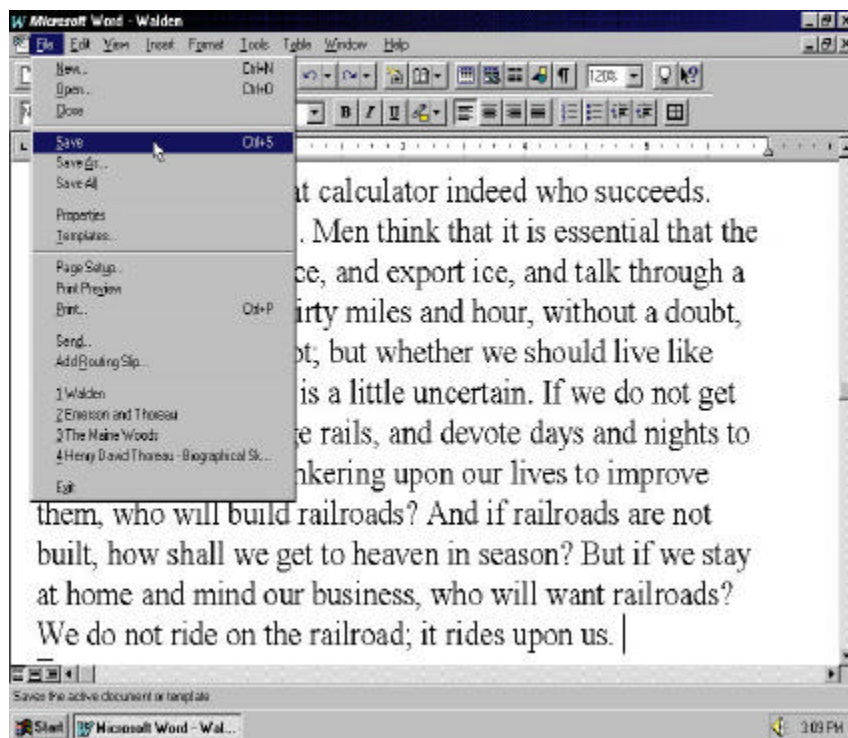
Entering Text

Entering text with a word processor is similar to using a typewriter and its contents stored in RAM.

You must save your work periodically or you may lose it.



Editing Text



Editing is the process of writing and refining a document.

Text can be searched, found, deleted, inserted, moved, copied, and pasted over again.

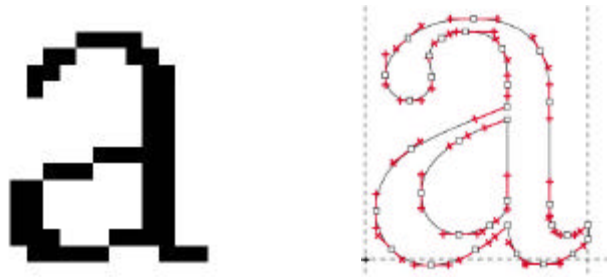
Formatting Text

- **WYSIWYG** - “what you see is what you get”.
- Text formatting commands allow you to control the format and style of the document.
- You can change the formatting of characters, lines and paragraphs, or entire documents.

Formatting Characters

Character size is measured in points. One point is 1/72 inch.

A font is a size and style of typeface.

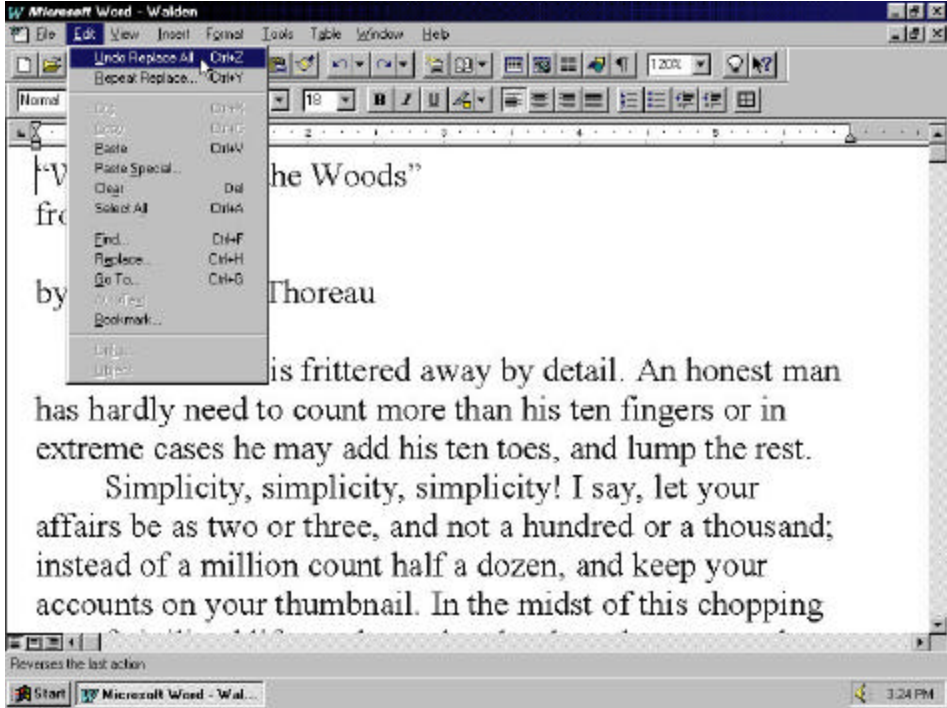


Examples of	12-point size	24-point size
Serif fonts	Times Courier	Times Courier
Sans-serif fonts	Helvetica Avant Garde	Helvetica Avant Garde
Script fonts	<i>Zapf Chancery</i> <i>Kuenstler Script</i>	<i>Zapf Chancery</i> <i>Kuenstler Script</i>
Display fonts	Regular Joe Birch Remedy	Regular Joe Birch Remedy
Symbol and Zapf Dingbats fonts	Σψμβολ ⊗ ⊙ ⊠ ⊡ ⊢ ⊣	Σψμβολ ⊗ ⊙ ⊠ ⊡ ⊢ ⊣

Formatting Lines

This kind of formatting
allows changes to
be made to one or
more **lines of text.**

The amount of spacing between lines of text can be increased or decreased.



Formatting Paragraphs

- Justification involves adjusting left/right margins in the text.
- Four paragraph justification choices include:
 - Left
 - Right
 - Full
 - Centered

This text illustrates centered justification. For centered text both margins are ragged. Centered text is often used for titles.

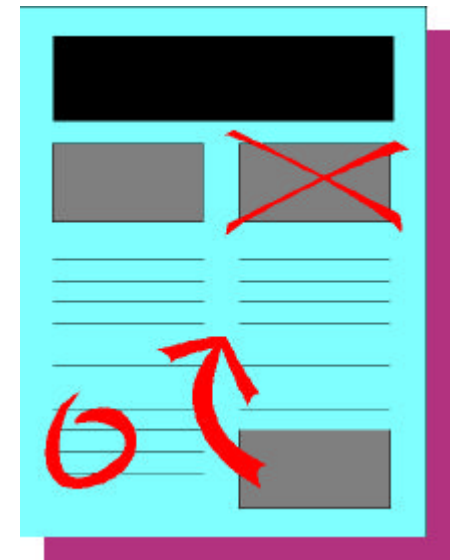
This text illustrates left justification. For left-justified text the left margin is smooth and the right margin is ragged.

This text illustrates right justification. For right-justified text the right margin is smooth and the left margin is ragged.

This text illustrates full justification. For fully justified text, spaces between words are adjusted to make both margins smooth.

Formatting the Document

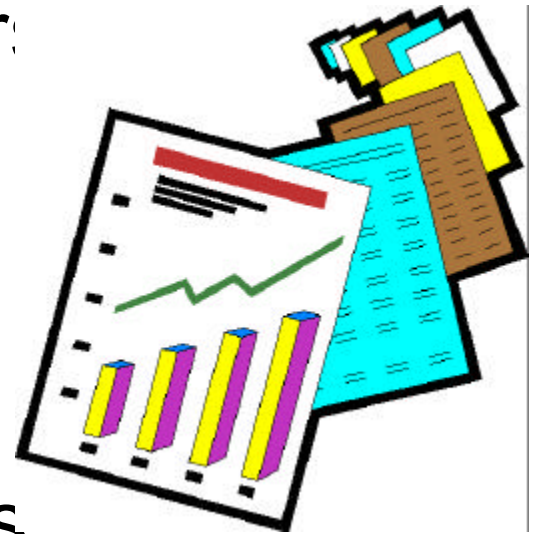
- Formatting flexibility including:
 - Style sheets
 - Headers, footers, and margins
 - Multicolumn tables
 - Incorporating graphics
 - Footnoting and hyphenation
 - Corrections features
 - HTML conversion



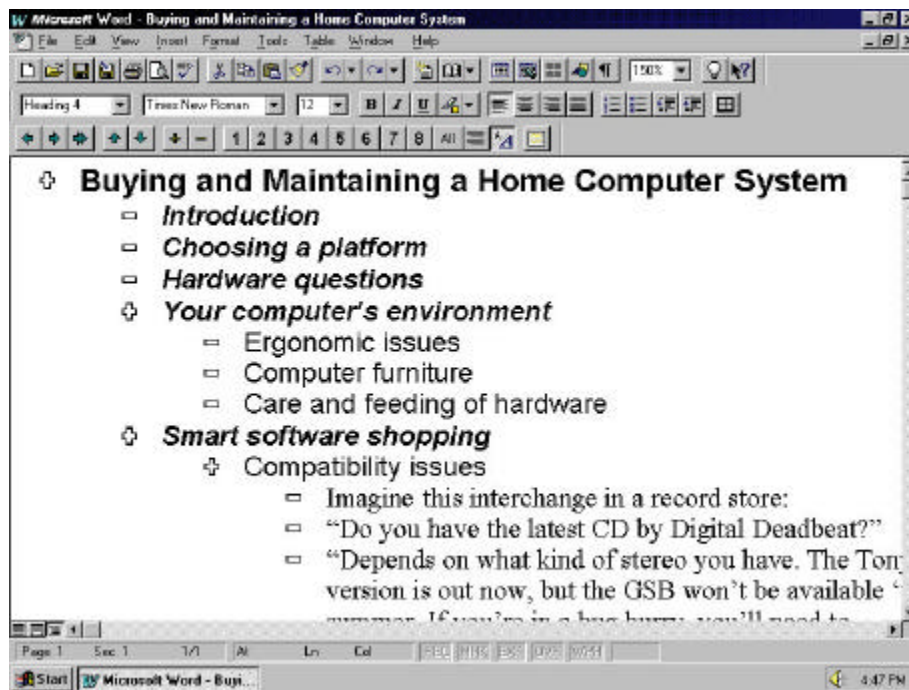
The Wordsmith's Toolbox

Word Processing enhanced features are:

- Outliners and Idea Processors
- Synonym Finders
- Digital References
- Spelling Checkers
- Grammar and Style Checkers
- Form Letter Generators



Outliners and Idea Processors



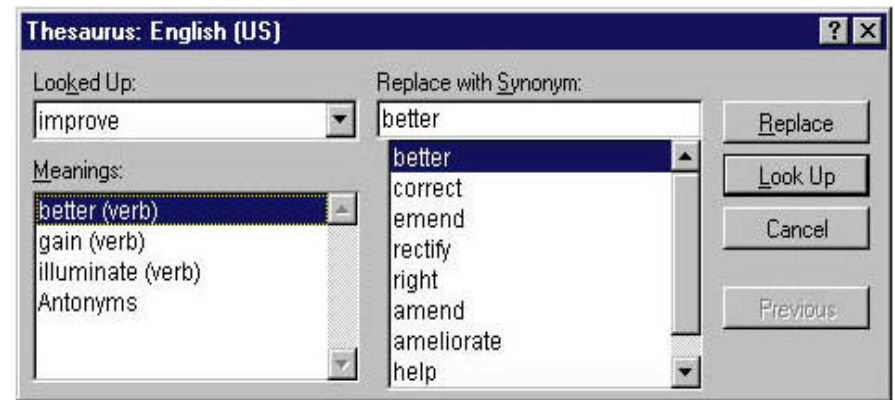
Outliners/Idea processors are effective when:

- Arranging information into levels
- Rearranging ideas
- Hiding and revealing levels of detail
- Used by visual thinkers

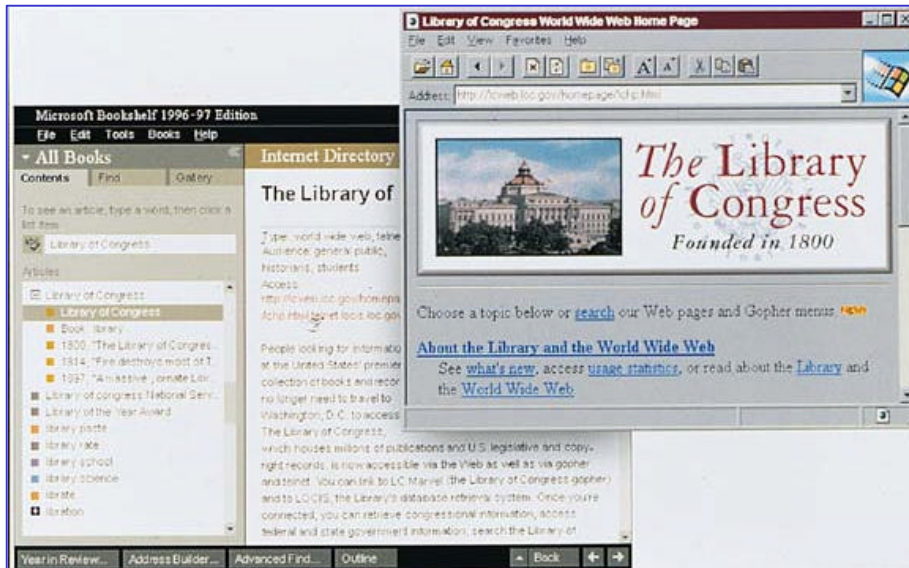
Synonym Finders

The thesaurus is an invaluable tool for finding just the right word.

The computer generated thesaurus provides several options for each word.



Digital References



- Writers rely on dictionaries, quotation books, encyclopedias, atlases, almanacs, and other references.
- Biggest advantage is the size and access speed

Spelling Checkers

Most spell checkers offer several choices for words:

- Replace words
- Use an alternative
- Leave word alone
- Add word to the dictionary

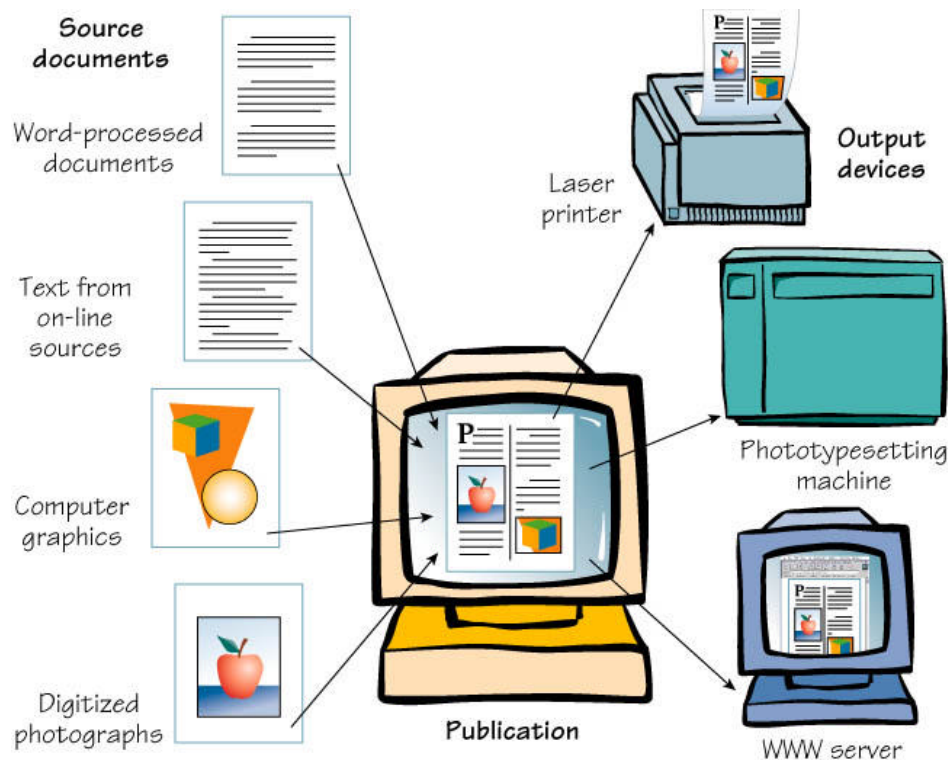


Grammar and Style Checkers



Grammar-and-style checking software analyzes each word in context, checking for errors of context and common grammatical errors and stylistic foibles.

The Desktop Publishing Story



- Desktop publishing includes:
 - Writing text
 - Editing text
 - Producing drawings and other graphics
 - Designing a basic format
 - Typesetting text

The Desktop Publishing Story

- Desktop publishing includes:
 - Arranging text and graphics on pages
 - Typesetting and printing pages
 - Binding pages into a finished publication.



Tomorrow's Word Tools: Groupware

- **Groupware** - Several people work on the same master document.
- Each person can monitor and make suggestions for improving the document.



Electronic Dictation



- Speech-recognition software - using your voice to input words into a word processor. This software has improved, but still has many weaknesses.

Intelligent Word Processors

- Word processors that use artificial intelligence to assist the user in creating, editing, and finalizing a document.

