March 11, 2022

To: Jan Squadrito

From: Betsy Kamas

Re: Final Project – Outline and Progress Report

I have cut back on all the items in the original project proposal. I still feel there is a chance I have more information than what is needed. If that is the case, then I will most likely try to combine the Windows and Mac sections of the keyboard shortcuts. There might be a way that I can try to dedicate half the page to the action in the Windows environment and then the other half of the page to the Mac environment. That would help with the flow of my document as well. In the keyboard shortcut section, I will also be mentioning the typical mouse click way to do it, for comparison’s sake. I have downloaded Scribus, and ghostscript since it was required, but I have not started my document in that program yet. I plan to use spring break to familiarize myself more with the program. When I made the table of contents below, I copied and pasted from my audience analysis document to a different Word document and played around with it to make it look more exciting and encouraging for me to work on

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Table of Contents:

1. **Creating a Document**
   1. Opening a new document
   2. Setting default values
      1. Font type
      2. Font Size
      3. Font Color
      4. Spacing
      5. Margins
      6. Save Location
2. **Using Keyboard Shortcuts**
   1. In Microsoft Windows
      1. Copy
      2. Cut
      3. Paste
      4. Special Characters/Symbols
      5. Selecting Type
      6. Navigating with Arrow Keys
      7. Printing
   2. In Apple Mac
      1. Copy
      2. Cut
      3. Paste
      4. Special Characters
      5. Selecting Type
      6. Navigating with Arrow Keys
      7. Printing
3. **Pictures**
   1. Resizing
   2. Cropping
   3. Moving
4. **Miscellaneous**
   1. Adding Borders
   2. Installing External Fonts
   3. Drawing/Using Stylus

Supposed pasting

Some sample Text

* Example 1
  + Example 1.1
* Example 2
  + Example 2.1
    - Example 2.1.1
  + Example 2.2