
How to Use the Workbook

To the inexperienced user

We wrote *The Training Workbook* for those of you who have never used a word processor, but are familiar with typewriters. We recommend that you read every topic and complete every exercise.

To the experienced user

If you are experienced in word processing, you may not need to complete every topic. Rather, you may choose to go directly to the summary at the end of each topic. Or, you may complete the unit review to check your knowledge of topics covered in the unit. Then, if you answer each question correctly, you may choose to skip that unit.

How The Training Workbook is organized

Getting acquainted. A good understanding of the first five units will make it easy for you to learn word processing operations throughout *The Training Workbook*.

In Unit 1, you will turn the Wangwriter on and perform a few simple operations, using a disk that contains training material. You will learn some basic concepts, such as what word processing is and how it differs from typing. In Units 2—5, you will learn about the equipment in more detail.

Basic operations. In Unit 6, you will create and edit a simple document. In Units 7 and 8, you will learn quick ways to go to different parts of a document and highlight text that you want to change. In Unit 9, you will learn to establish or change the format of your document. You will also learn to use the keys which automatically center, indent, and underline text.

Changing text. In Units 10 and 11, you will edit documents by adding, deleting, copying, and moving text. In Unit 12, you will create a document that uses several formats. You will also learn to emphasize text.

Printing documents. In Unit 13, you will learn to edit or create a document while printing another document; to print part of a document while you are creating or editing the document; to use the Wangwriter similar to the way you use a typewriter.

Bringing it all together. In Unit 14, you will practice all the operations learned in Units 1—13. In Unit 15, you will learn to recover a damaged disk and to duplicate disks. In the section entitled "What's next?", you will learn how to use the remaining Wangwriter documentation.

How to Use the Workbook

A typical unit

Objectives. Each unit begins with a list of objectives, outlining what you will learn in the unit.

Getting ready. This section tells you which disk to use or what material to type. After Unit 1, this section includes a series of helpful hints.

Instruction Sequence. Each instruction sequence begins with a **topic**. Topics may describe the Wangwriter equipment or the purpose of a word processing operation.

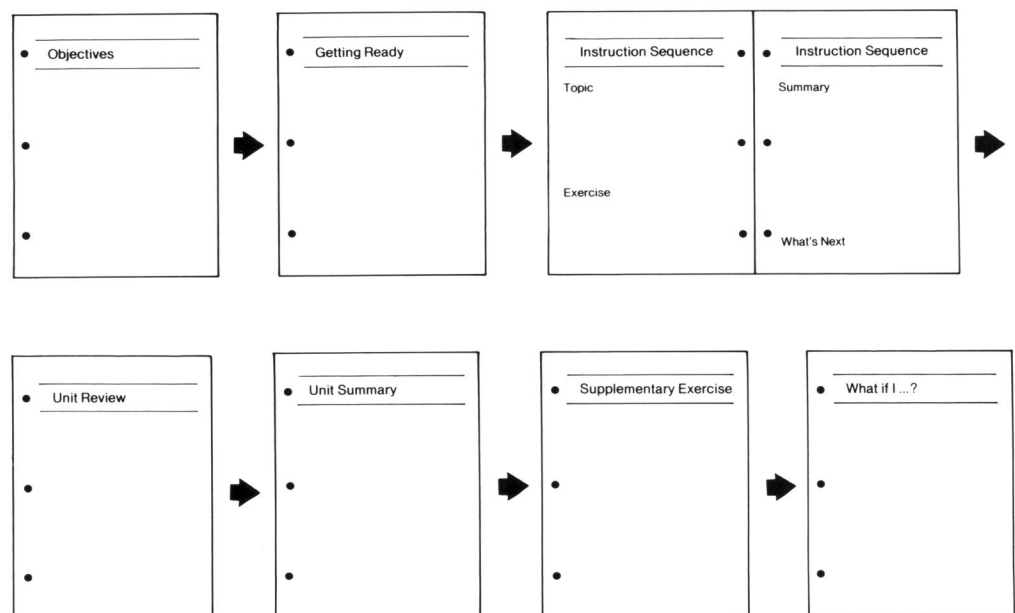
Each topic is followed by an **exercise**, a **summary**, and **what's next?**. The exercise is a step-by-step application of the operation explained in the topic. The summary briefly reviews, with words and illustrations, what you learned in the exercise. The "what's next?" tells you what to expect in the next topic.

Unit Summary. The unit summary highlights the topics and operations learned in the unit.

Unit Review. The unit review contains questions that will help you determine which operations you need to review. It is important that you understand the operations in each unit before going on to the next.

What if I . . . ? This section will tell you what is likely to happen if you do not follow the step-by-step instructions, and how to return to the correct operational status.

Supplementary Exercises. If you would like to practice your new skills, there are supplementary exercises at the end of each unit.



How to Use the Workbook

Why an Index?

The Index provides an easy reference to each key, term, or operation taught in *The Training Workbook*.

Training Completion Time

The time you need to complete a unit depends on the exercises in the unit and your own work habits. You should take as much time as you need to learn each operation. Since each new topic builds on previously explained topics, you should thoroughly understand an operation before proceeding to the next topic.

If you are interrupted, try to stop at the end of an exercise. This will make it easier for you to return to the point where you left off.

The Hands-on Graphic

The hands-on graphic appears in a topic when we want you to stop reading and use the Wangwriter. For example:



Every office has different lighting, which may cause glare on reflective surfaces. It is easy to adjust the Wangwriter screen to minimize glare. To adjust the screen, tilt the top or bottom of the screen as shown in the illustration below.

It is also easy to adjust the brightness and contrast of the characters on the screen. Locate the thumbwheel dials on the left side of the screen. The dial closest to you is to adjust the brightness of the screen. The dial furthest from you is to adjust the contrast of the characters on the screen.

Notes

Notes call your attention to particular features or operational information. They appear in boldface type immediately following the text they refer to. For example:

Disks (which look like small records), including:

- A system disk
- A blank archive disk
- A training disk

The disks are 5 1/4 inch minidiskettes. We will refer to them as disks throughout *The Training Workbook*.

Compare the illustration in Figure 1-1 and your own Wangwriter with the parts listed above.

How to Use the Workbook

The Dual-Diskette Graphic

There are some word processing operations that are performed differently on a Single-Diskette Wangwriter than on a Dual-Diskette Wangwriter. If you have a Dual-Diskette Wangwriter, follow the instructions that appear next to the Dual-Diskette Wangwriter graphic. For example:



If you have a Dual-Diskette Wangwriter, be sure to open the **bottom** disk drive door.