Carbonite Cloud Storage Backup

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3/29/2015

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Executive Summary

Carbonite is an online storage service, available for Windows and Mac users, which backs up all manner of digital files including documents, music, photos, and emails. The reason why you would use this service is to ensure that your digital files are protected in the event that your computer or device is lost or damaged.

Carbonite works by having its client software, installed on your computer or device, make a copy of your chosen files and storing it in one of the company's secure and remote sever facilities. Once this process is finished, your files can be retrieved anytime and anywhere.

Please refer to Table 1 for an overview of Carbonite's key features:

✓ **courier restoration service**	➤ **hard drive with your files can be sent to you**
✓ **file versioning**	➤ **keep multiple versions of your files**
✓ **deleted file retention**	➤ **deleted files can be restored for up to 30 days**
✓ **unlimited cloud space**	➤ **backup as many files as you want**
✓ **secure storage**	➤ **Online banking level encryption and security**

Table 1: key features

CARBONITE

Introduction

Overview

The purpose of this document is to introduce the concept of cloud storage and to familiarize you with the online backup service called Carbonite. This document will also inform you about the company's history, the benefits of online storage, and how the technology behind cloud based storage works.

About Carbonite

Carbonite was launched in 2005 by David Friend and Jeff Flowers and made its debut as a photo backup service at Staples. Carbonite got its name from the fictional substance that was used to freeze Han Solo in Stars Wars: The Empire Strikes Back.

The company was the first to offer its customers unlimited backup for a fixed price. Before Carbonite's unlimited storage plan, it was standard practice to charge customers by the gigabyte. Since its launch, it has backed up more than 100 billion files and has restored 7 billion files for its customers.

What Can Online Storage do for you?

Here are just a few of the benefits Sheridan will get from online storage:

- Students and staff will be more productive

- IT department will save time on server maintenance

- It will save the school money on server and hard drive costs

Technical Overview

How Cloud Storage Works

The basic idea behind cloud storage is that using your computer, you would make a copy of the data (It can be documents, emails, photos, videos, etc.) that you wish to back up. After that step is complete the backed up data is sent via the internet to a computer located in another location where it's securely stored and can be retrieved by you whenever you need it. The computer that creates and retrieves the data is commonly referred to as the client, while the computer that stores the backed up data is commonly referred to as the server (see figure 1).
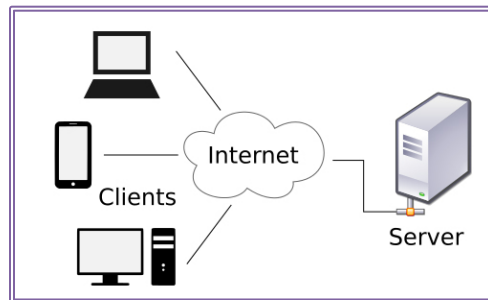

Figure 1 how cloud storage works

How Carbonite Works

In order to begin using Carbonite you must first install its free software on the computers that you wish to backup. The software is light on system resources and runs by itself in the background. The software is used to make backups (see figure 2) on your data and is also used to retrieve your data (see figure 3). The backup and restoration is completely automated.
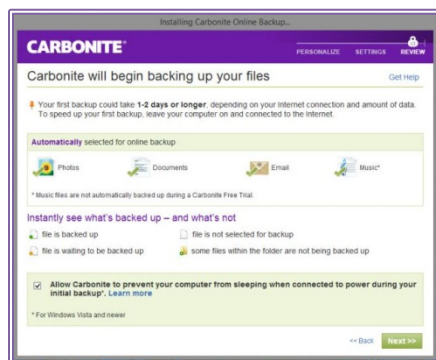

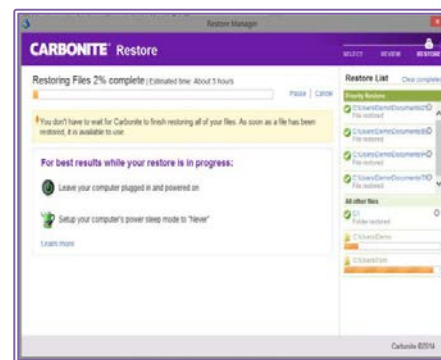*Figure 2 screenshot of backup process*

Figure 3 screenshot of restore process

Success Stories

The following three case studies are available on Carbonite's website:

"We now have the confidence that comes with knowing our data is backed up and secure. That's something we've never had before."

- Skip Singleton, DC Living Real Estate

Skip and Debbie Singleton run a property management and sales firm out of their basement. Typical transactions for them would generate about 80 pages of paper, which were then copied and filed. Retrieving and organizing their files took up a lot of their time and the possibility of a flood was always on their minds. The Singletons were already in the process of going paperless when he heard about Carbonite at a realtor seminar. They then decided to use Carbonite to backup all of their electronic files and were able to save space in their basement and have greater peace of mind knowing that their data is safe.

"I'm always looking for ways to do things smarter, better, and with increased efficiency. And in this economy, affordability is important. Carbonite is spot on for all of that. It's exactly what we need."

-Adam Darack, Municipality of Edgartown

One of the most challenging things about Adam Darack's job is that he needs to be able to manage many city offices and departments without being there in person. He was using a couple of backup services, but having to log in to several accounts and repeat the backup process multiple times was hurting his productivity. After trying out Carbonite at home he decided to use for his work. Darack was so impressed with the service's features and simplicity; he now uses Carbonite for everything and has boosted his productivity as a result.

"I never thought I needed online backup because I backed up files to an external hard drive, but boy was I wrong."

-Paul Luna, Associate Pastor

Before using Carbonite, Paul Luna backed up all of his files on an external hard drive, but after hearing about the service on the radio he decided to try it out and later signed up. He continued to back up his files to his external hard drive but also made sure to make online backups as well. During a community dinner, Luna went outside to his car and came back inside to discover that his bag containing his laptop and external hard drive had been stolen. He bought a new computer and used Carbonite to find and restore the files that he needed right away and then let Carbonite's automatic restore manager do the rest.

CARBONITE

Personal Plans

Choosing your Plan

Carbonite charges one flat annual fee for unlimited storage for all of its pricing plans. Please note that only the basic plan is available for Mac computers.

Please refer to Table 2 for a comparison of Carbonite's Personal Plans:

➢ **Basic ($59.99)**
- ✓ **Automatic cloud Backup**
- ✓ **Sync, Share and access files remotely**
- ✓ **24/7 email and chat support**

➢ **Plus ($99.99)**
- ✓ **Automatic cloud Backup**
- ✓ **Sync, Share and access files remotely**
- ✓ **24/7 email and chat support**
- ✓ **External hard-drive backup**
- ✓ **Mirror Image backup**

➢ **Prime ($149.99)**
- ✓ **Automatic cloud Backup**
- ✓ **Sync, Share and access files remotely**
- ✓ **24/7 email and chat support**
- ✓ **External hard-drive backup**
- ✓ **Mirror Image backup**
- ✓ **Automatic video backup**
- ✓ **Courier recovery service**

Table 2: personal plan comparison

CARBONITE

Conclusion

This document introduced you to the online backup service called Carbonite. You got information on how cloud storage works, some of Carbonite's key features, the benefits of using online storage, how to use Carbonite to back up and restore your data, and Carbonite's personal plan options.

The benefits of online storage are:

- Never worry about lost productivity

- All of your backed up data is handled for you

- You will have greater peace of mind knowing that your data will never be lost

The benefits of Carbonite are:

- Inexpensive and flexible pricing options

- Plenty of features, including unlimited cloud space and secure storage

- 24/7 email and chat support

The Benefits of Sheridan College using Carbonite are:

- Students and staff will be more productive.

- IT department will have to spend less time on server maintenance

- The school will save money on computer equipment

Carbonite is a tool that can boost your productivity and can also ensure that your data is never lost and hours of work are never wasted.

Glossary

Client: A client is a piece of computer hardware or software that accesses a service made available by a server.

Cloud computing: Involves deploying groups of remote servers and software networks that allow centralized data storage and online access to computer services or resources

Encryption: The process of encoding messages or information in such a way that only authorized parties can read it.

Mirror image backup: A local backup of a hard drive and its operating system.

Server: A running instance of an application (software) capable of accepting requests from the client and giving responses accordingly.

Versioning: The process of assigning either unique version names or unique version numbers to unique states of computer software.

References

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Wikipedia, *Carbonite (online backup)*
http://en.wikipedia.org/wiki/Carbonite_%28online_backup%29

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http://en.wikipedia.org/wiki/Client_%28computing%29

Wikipedia, *Cloud computing*
http://en.wikipedia.org/wiki/Cloud_computing

Wikipedia, *Encryption*
http://en.wikipedia.org/wiki/Encryption

Wikipedia, *Server (computing)*
http://en.wikipedia.org/wiki/Server_%28computing%29

Gmail User Manual

8/16/2015
Mary Preston ALG-TWR2004
Jordan Brown

Table of Contents

Introduction

About this Guide

Welcome to the Google Gmail Help Guide! This guide is designed to help beginners and advanced users learn how to use Gmail to its fullest.

If you are a **new user**, here are some topics that you may want to start with:

- Creating an account
- Composing an email
- Sending an email

If you are an **advanced user**, here are some topics that you may find helpful:

- Creating tasks
- Changing display density
- Using labels

If you are just looking for some **quick information** about Gmail's keyboard shortcuts, the Reference section will be able to help you.

Experiencing any **problems or issues** with your Gmail account? The Problem Solving section may be able to provide some assistance.

Take a look the FAQs section for **additional information** about Gmail.

This guide will use different icons to represent different types of information.

🖊 : **The note icon signifies helpful, but non-essential, information**

⚠️ : <u>THE EXAMINATION MARK ICON SIGNIFIES IMPORTANT INFORMATION</u>

💡 : *The bulb icon signifies tips or advice*

What is Gmail?

Gmail is Google's email service that is available to anyone. Gmail distinguishes itself from other email services by offering a plethora of innovative features that are designed to make email easier to use, to organize, and to make it your own.

First Steps

Creating your Account

🖉 **If you already have an account with any other of Google's services you can create a Gmail account with your existing Google username and password**

1. **Navigate** to the *Create your Google Account* webpage in your browser
2. Fill out the required information and **click** *Next step*
3. Verify your account by **typing** in your phone number and select how you wish to receive your verification code and **click** *Continue*
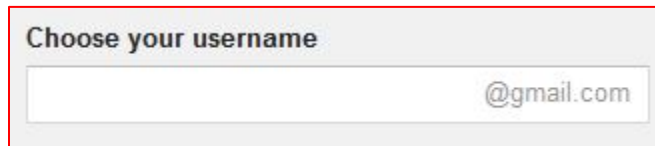
⚠️ GOOGLE WILL NEVER SHARE YOUR NUMBER WITH OTHER COMPANIES OR USE IT FOR MARETING PURPOSES

4. Type in your verification code and **click** *Done*

Choosing your username

1. On the *Create your* Google Account webpage, **click** on the *Choose your username* text box
2. **Type** in your preferred username and **click** outside the username text box
3. If your preferred username is available you can move on to the next text box. If it's already taken, try **typing** in another username

🖉 **Your username will be used to create your email address**

🖉 **If your first and last name is unavailable as a username, suggested names based on your first and last name will appear in blue text under the username textbox**

Choosing your password

⚠️<u>GOOGLE WILL NEVER ASK FOR YOUR PASSWORD</u>

1. On the *Create your Google Account* webpage, **click** on the *Create a password* text box
2. **Type** in a password that has a minimum of8 characters into the *Create a password* text box
3. **Type** in the exact same password in the *Confirm your password* text box

✏️ **The text in the Create a password textbox must match the text in the Confirm your password textbox or you will not be able to move to the next step**

💡 *Tips for choosing a Strong Password:*

- *Use a unique password for each of your important accounts*
- *Use a mix of letters, numbers, and symbols in your password*
- *Don't use personal information or common words as a password*
- *Make sure your backup password options are up-to-date and secure*
- *Keep your password secure*

Logging in and out of your account

Logging in to your account

1. **Type** in your email address into the *Enter your email* text box
2. **Click** the *Next* Button
3. **Type** in your account password into the Password text box
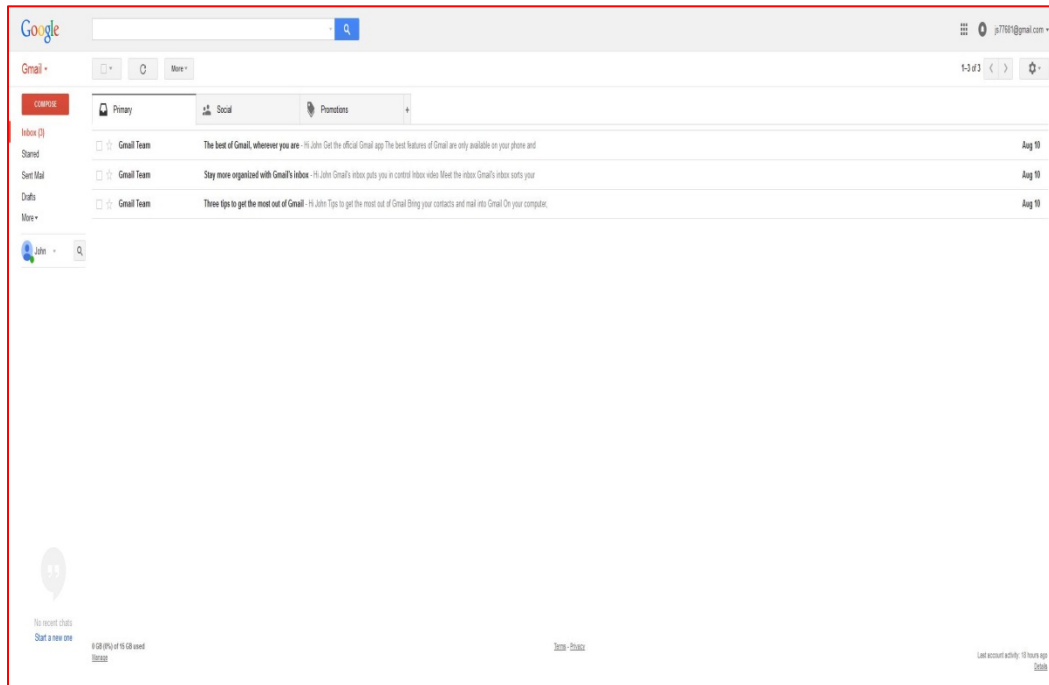4. **Click** *Sign in*
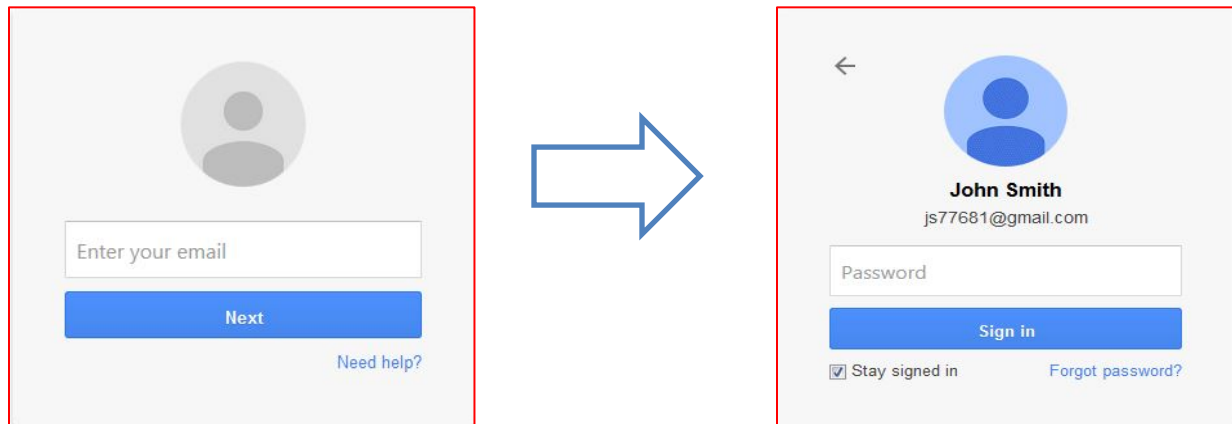
Logging out of your account

1. **Click** on your email address that is located in the top right corner of your screen
2. **Click** *Sign out*

Getting to know your way around

Workspace

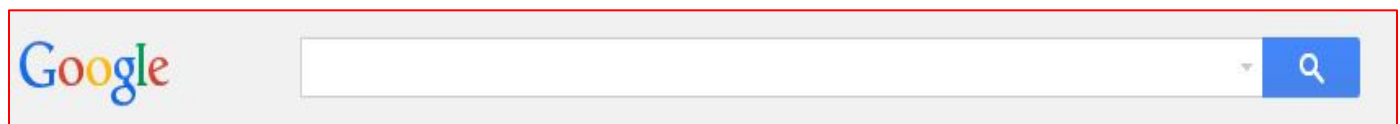This is what you will see when you first login your Gmail account

Inbox

This is where you will see your new and opened emails. Each line tells you the sender, subject, and date of the email.

Search Bar & Sidebar

The search bar is used to find emails that you stored on your account and the sidebar is where you can find and manage your labels.

Using Gmail

Composing and sending your email

1. **Click** on the *Compose* button in the sidebar to display the *New Message* window
2. **Type** in the recipient's email address into the *To* text box

   Clicking on the *To* will allow you to automatically insert a saved contact's email address

3. **Type** in the subject of your email in the *Subject* text box

   💡 *It's not necessary to fill out this box in order to successfully send an email but it's considered to be good etiquette to include a subject with an email*

4. **Type** in your message into the *Message* text box
5. **Click** the *Send* button

Deleting your email

1. **Click** on the checkbox next to the email that you wish to delete
2. **Click** on the trash can button that is located above your inbox
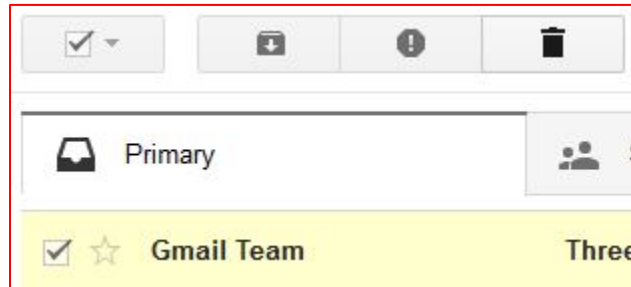
✏️ **You can find your deleted emails by clicking on the trash label**

Adding a contact

1. **Click** on the *Gmail* button that is located on the sidebar
2. **Click** *Contacts* to navigate to the *Contacts* screen
3. **Click** on the red circle in the bottom right corner
4. **Type** in your contact's name into the white text box
5. **Click** the *Create* button
6. **Type** in your contact's information in the *Edit contact* text box
7. **Click** the *Save* button
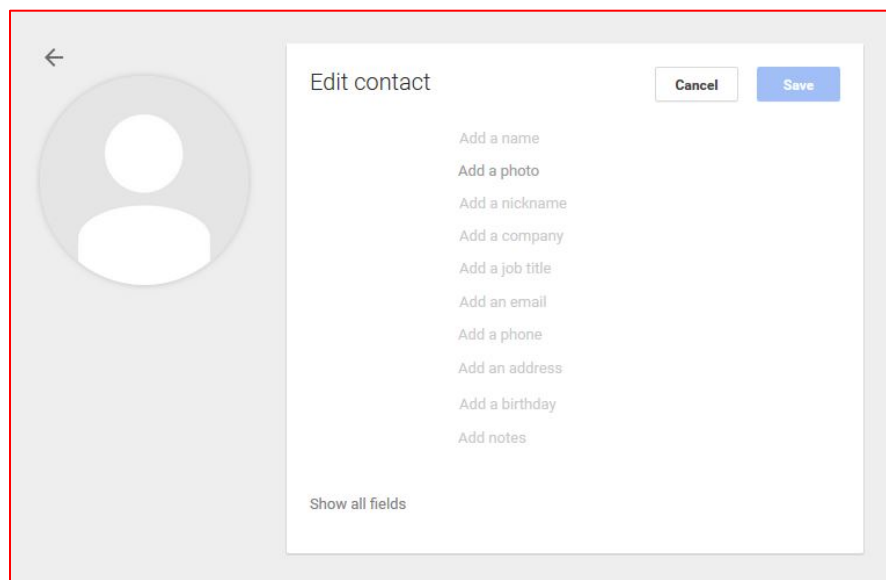
Creating tasks

🖊 **Gmail's Tasks feature is a to-do list that you can access within your account**

1. **Click** the *Compose* button in the sidebar to display the *tasks* window
2. **Type** in anything you wish
3. **Press** enter to **type** in another task

💡 After you are done with a task, make sure to click its checkbox in order to mark your progress

Organizing Gmail

Creating a new label

1. **Click** *More* text that is located on the sidebar
2. **Click** *Create new label*
3. **Type** in the name of your label in the *Please enter a new label name* text box
4. **Click** the *Create* button
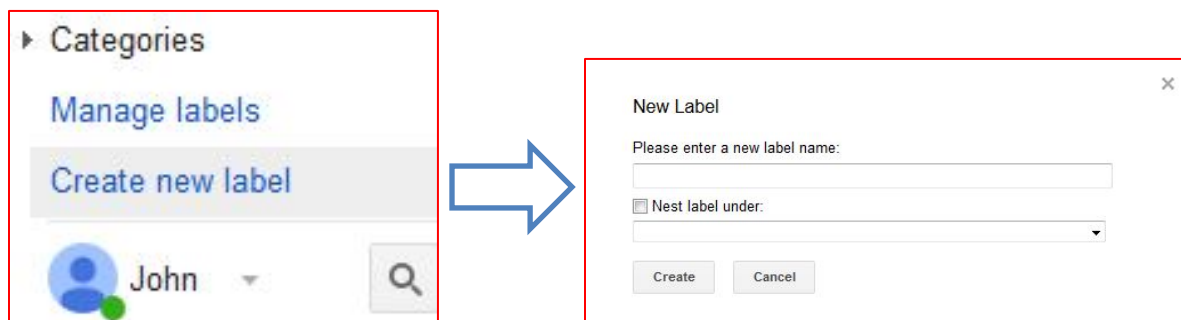
Marking your emails

🖊 **Marking your emails allows you to mark messages are important or that you need to reply to them later**

1. Click on the star outline next to an email's subject
2. Click on the star outline again to unmark an email

Achieving your emails

🖊 **Gmail allows you to save your emails for as long as you wish**

1. **Click** on the checkbox next to the email you wish to achieve
2. **Click** on the archive button that is located above the inbox
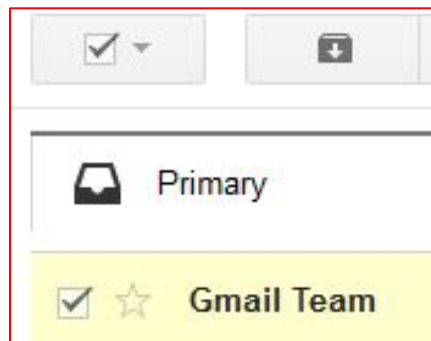
💡 *Why should you archive your emails?*

- *Your inbox will be kept clean and tidy*
- *Archived message are never deleted*
- *Your messages are out of the sight but are always there if you need them*

🖊 **You can retrieve your achieved email by searching for it in the search bar**

Choosing a new theme

1. **Click** on the settings button
2. **Click** themes
3. **Click** on your preferred them from the *Pick your theme* text box

✏️ **You can set one of your own photos as a background image by clicking the *My Photos* button**
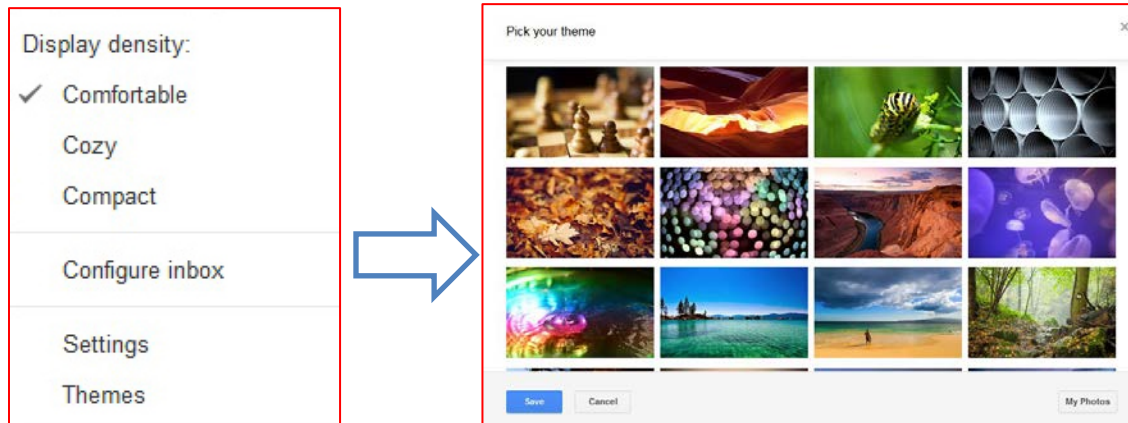
Adding a Profile picture

✏️ **Your profile picture is what people see when they view an email that was sent by you**

1. **Click** on the *Status* button that is located below the sidebar
2. **Drag** your profile photo on to the *Select profile photo* text box

✏️ **You may also select your profile photo by clicking on the *Select a photo from your computer* button**

3. **Click** on the *Set as profile photo* button
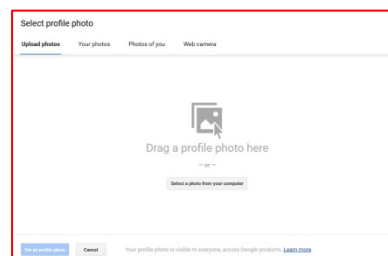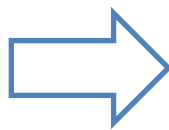
Changing your display density

✏️ **The display density setting affects how much space there is between different elements of your workspace**

1. **Click** on the settings button
2. **Click** on your preferred display density
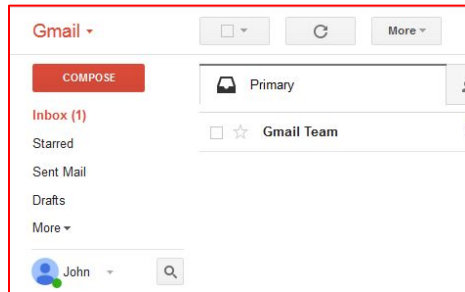
The *Comfortable* density is best for large size screens
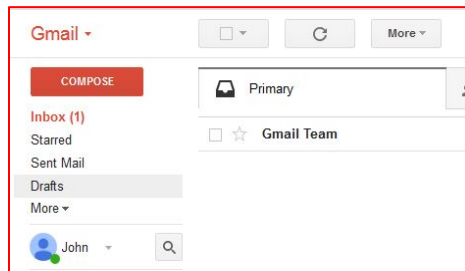
The *Cozy* density is best for medium size screens
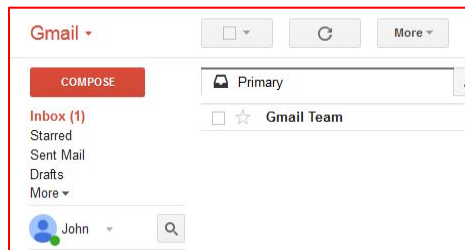
The *Compact* density is best for small size screens

✏️ **Your workspace will automatically change its display density to adjust to your browser window or screen**

Reference

Keyboard Shortcut Keys for Navigation

Use the following combinations of keys to navigate through Gmail:

Shortcut Key	Definition	Action
Tab then Enter	Send message	After composing your message, use this combination to send it
y then o	Archive and next	Archives your conversation and moves to the next one
g then a	Go to All Mail	Takes you to All Mail, the storage site for all mail you're ever sent or received (and have not deleted)
g then s	Do to Starred	Takes you to all conversations you have starred
g then c	Go to Contacts	Takes you to your Contacts list
g then d	Go to Drafts	Takes you to all drafts you have saved
g then l	Go to Label	Takes you to the search box with the label: operator filled in for you
g then i	Go to Inbox	Returns you to the inbox
g then t	Go to Sent Mail	Takes you to all mail you're sent
* + a	Select all	Selects all mail
* + n	Select none	Deselects all mail
* + r	Select read	Selects all mail you're read
* + u	Select unread	Selects all unread mail
* + s	Select starred	Selects all starred mail
* + t	Selects unstarred	Selects all unstarred mail

Keyboard Shortcut Keys for the Compose Windows

In order to use these keyboard shortcuts, you will need to enable keyboard shortcuts in your settings.

Use the Following combinations of keys when you have the *New Message* window open:

Shortcut Key	Definition	Action
Ctrl + Enter **Mac: Command +**	Send message	After composing your message, use this combination to send it
Ctrl + . **Mac: Command + .**	Advance to next window	Use this shortcut to move the cursor to the next chat or compose window, or to the main window
Ctrl + , **Mac: Command + ,**	Go to pervious window	Use this shortcut to move the cursor to the previous chat or compose window, or to the main window
Ctrl + Shift + c **Mac: Command + Shift + c**	Add Cc recipients	While composing, takes you to the Cc field to add new blind recipients
Ctrl + Shift + f **Mac: Command + Shift + f**	Change "from" address	While composing, takes you to the From field add new blind recipients
Shift + Esc	Focus main window	Use this shortcut to move the cursor to the main window

Press ? on your keyboard while in Gmail to see a complete list of Keyboard Shortcuts

Problem Solving

I forgot my password.

Go to the *trouble signing* in page and select "I don't know my password." Enter your email address and follow the instructions on the screen.

I can't find an email that I have stored on my account.

Type any keywords that have to do with the email that you are looking for into the search bar and click on the search button. Your search results will be displayed in your inbox.

I'm trying to create an account but the username I want is taken.

Unfortunately, if someone is already using your preferred username there is no way for you to use it. However, after typing in a taken username, Google will give you suggestions for a new username based on your first choice.

I've deleted an email but I have changed my mind and want it back.

Click on the *Trash* label and check off the email that you wish to restore. Click on the *Move to* icon and select where you want to put your email.

I have canceled my Gmail account but have changed my mind and want to restore it.

You have short amount of time to restore your account. To attempt this process **navigate** to the *password assistance* page and **click** *I'm having other problems signing in.* Follow the steps on screen to verify your identity.

FAQs

Can I have more than one Gmail account?

Yes, you can have as many accounts as you wish. However, Google stops you from creating multiple accounts in a short amount of time.

How much storage does my Gmail account have?

You have 15GB of storage or 30GB if your account is through work or school. It's worth noting that your storage is shared across Gmail, Google Drive, and Google Photos. If you want more space you may purchase more from Google.

How do I delete my Gmail account?

In the account preferences section **click** *Delete your account or services* and then choose delete *Google Account and data.* Check off both boxes at the bottom of the page and **click** *Delete Account*.

Can I use Gmail offline?

Yes, you can read and manage emails and compose emails that will be sent when you are back online, but you must being using Google Chrome with the Gmail Offline extension added in order for this feature to work.

How do I change my username?

First you must **click** the gear icon and **click** *Settings* and then **click** on the *Accounts* tab. In the *Send mail as* section, find the email address that you wish to change and **click** *edit info*. In the *Name section*, **type** what you want your new username to be and **click** *Save Change*.

Glossary

Archiving: This when you move emails away from your inbox and put them under the *All mail* label where you can find them later.

Display Density: This setting affects how much space there is between labels, inbox sections, and individual emails.

Inbox: All of your unread and read email will be display here until you either delete them or give them a label.

Label: These are tags that you can attach to your email to help you organized your account.

Marking: This is when you mark an email as being important or helps you remember to reply to it later.

Profile Picture: This is the picture that is associated with your Gmail account and is what people will see when they receive an email from you.

Search Bar: This is where you can search for any email you have on your Gmail account.

Sidebar: This is where you can access and manage your labels.

Tasks: This is a feature that allows you to create a to-do list within Gmail.

**Theme:** This refers to the overall appearance of your Gmail account.

(Before Edit)

Scale Operator's Manual

Batch and Local Mode

1.Please verify the following:

a.The scale is firmly in place.

b.The scale has been grounded to earth ground.

c.spouting connections have been made.

d.Remove load cell shipping brackets, orange color.

e.Tighten large load cell bolts (2 in the center of each load cell) that may have been loosened to protect the load cell during shipping.

2.Supply 115Vac, 60Hz, 10 Amp to scale control panel.

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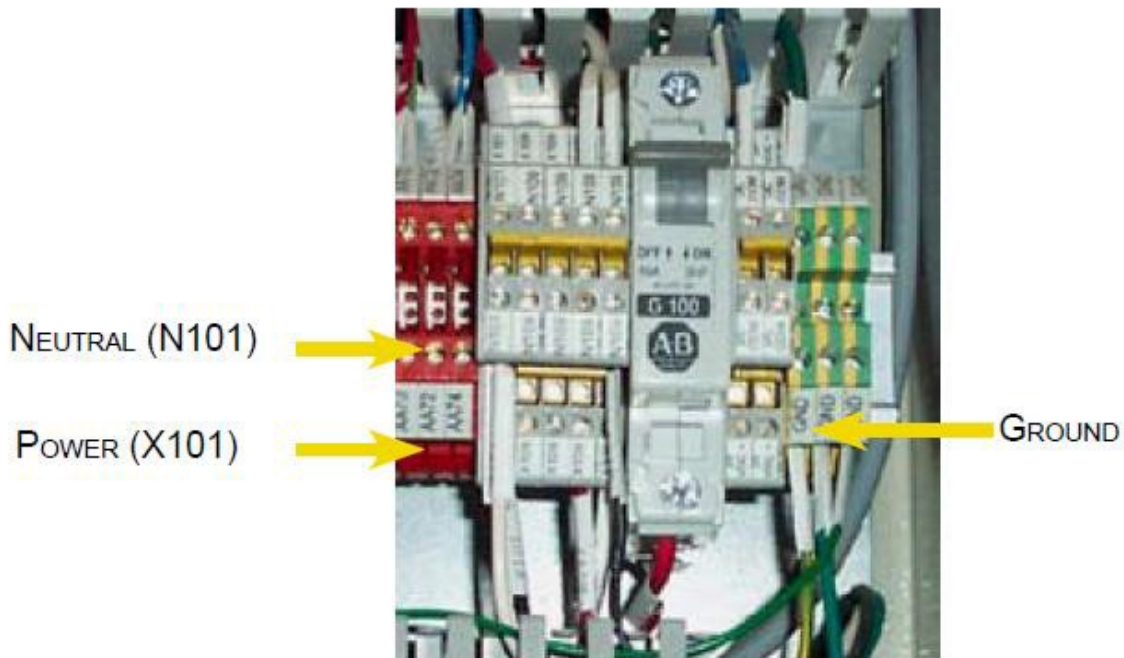
3.Connect plant air to the scale air filter inlet, 80 pSi minimum. As shown in figure.

4.power up the control panel breaker – The PanelView display will go through a warm up sequence and will display the main menu.

Batch Setup

1. From the main menu press the right facing once to display the batch setup menu.

2. Set batch size to desired weight

3. Press F1

ii.Use numeric entry method (right/left arrows select digit, up/down arrows scrolling through   numbers to enter a setpoint; when desired weight is shown, press enter.

Set batch warning, which will alarm when this amount remains to complete the batch. Example; if   the

1

batch target is 20,000.00 pounds and batch warning setpoint is 1,000, then the alarm will sound when 19,000 lb has passed through the scale.

4. Press F2

5. Use numeric entry method to enter a setpoint; when desired weight is shown, press enter.

6. Clear the batch accumulator by pressing F3.

7. Putting scale to local mode.

8. From the main menu press the right facing arrow twice to display the basic setup menu.

9. Press f1 to select local mode.

10. Press F2 to scroll to desired unit of measure.

11. Clear the accumulated total by pressing F3.

Maintenance Login

a.From the basic setup menu press and hold F4 for five seconds to display login screen b.Using the

numeric entry method type in 5321 and press enter

c.Press the up facing arrow to access the screen list.

d.Scroll to the scale setup menu and press enter

i.Calibrate the scale by pressing the up arrow. This takes a couple of seconds and will display when the calibration is complete

ii.Dump size

(1)Press F1 to enter the numeric entry screen. (2)Press

enter when desired size has been entered. iii.Logout

(1)Press and hold the left facing arow to return to the screen list. (2)Scroll to

login menu and press enter.

(3)Press F4 to logout.

8.From the main menu press F4 to clear any scale alarms.

9.From the main menu press F1 to toggle to scale running.

10.The Kice Scale is now ready for operation.

(After Edit)

Scale Operator's Manual

Batch and Local Mode

1. Please verify the following:

✓ Scale is firmly in place

✓ Scale has been grounded

✓ Spouting connections are in place

✓ Orange load cell shipping brackets have been removed

✓ Large load cell bolts, which are located in the centre of each load cell, are tighten

> Caution: The large load cell bolts may have been loosened to protect the load cell during shipping.

2. Connect 115VAC to the scale control panel.

3. Attach a minimum 80 pSi plant air to the scale air filter inlet, as shown in figure 1.

NEUTRAL (N101)

POWER (X101)

GROUND
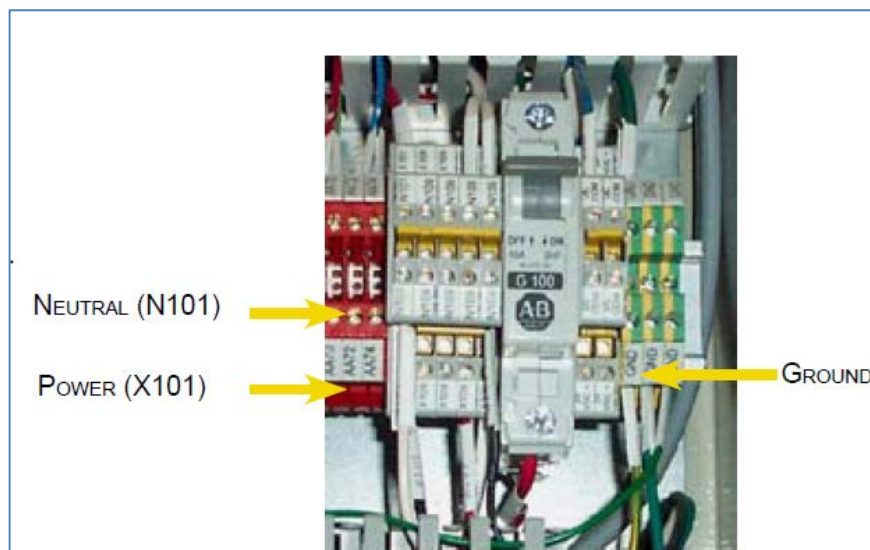
Figure 1

4. Turn on the control panel breaker.

   PanelView display will go through a warm up sequence before displaying the main menu.

Numeric Entry Method

- The right and left arrows selects digits
- The up and down arrows scrolls through numbers
- **Press** Enter when the desired weight is shown on the screen

Maintenance Login

1. From the basic setup menu, **press and hold** F4 for 5 seconds to display the login screen.
2. Using the numeric entry method, **type** in 5321 and **press** Enter.
3. **Press** the up arrow to access the screen list.

Putting scale to local mode

1. From the main menu **press** the right arrow twice to display the basic setup menu.
2. **Press** F1 to select local mode.
3. **Press** F2 to scroll to the desired unit of measure.
4. To clear the accumulated total **press** F3.
5. **Scroll** to the scale setup menu and **press** Enter.

Dump Size

1. **Press** F1 to enter the numeric entry screen.
2. **Press** Enter when desired size has been entered.
3. From the main menu **press** F1 to toggle to scale running.

Batch Setup

1. **Press** the right arrow from the main menu to display the batch setup menu.

2. **Press** the up arrow to calibrate the scale.

   This takes a couple of seconds and will display when the calibration is complete.

3. **Set** batch size to the desired weight and **press** F1.

4. **Set** a batch warning and **press** F2.

   If the batch target is 20,000.00 pounds and the batch warning setpoint is 1,000, an alarm will sound when 19,000 lb has passed through the scale.

5. Use the numeric entry method to **enter** a setpoint. When the desired weight is shown, **press** Enter.

6. To clear the batch accumulator **press** F3

7. From the main menu **press** F4 to clear any scale alarms.

Maintenance Logout

1. **Press** and hold the left arrow to return to the screen list.

2. Scroll to the login menu and **press** Enter.

3. To logout **press** F4.

The Kice Scale is now ready for operation.

The Purpose of Technical Communication:

- Technical information enables its audience to act in three ways: by informing, by instructing, and by persuading.

- Empower readers by preparing them for and moving them toward effective action. Effective action means that readers act in a way that satisfies their needs

- Audiences exist in situations. These situations mean that they have relationships with many people. Audiences read because documents help them relate to someone else.

- Community values affect the way you write. The writing you do is deeply affected by your awareness of what members of your community need and expect.

- Because technical communication takes place within a community it must be appropriate. This means the material needed in the situation is present and socially acceptable.

- All community exchanges are interactive. This interactive sense of writing and reading means that the document is like a blueprint from which the reader recreates the message.

Conducting Research

To get started on a project, you need to first ask the following basic questions:

- What new or unique technologies or features distinguish the product from similar products?
- What terminology is used and what are the definitions?
- What is the market and purpose/technology/topic? Who uses it? What do they do with it?
- What materials, parts, and processes are used?

Three Methods for Collecting Information

Interviews	Published Info	Observing and Testing
• Prepare carefully by informing yourself beforehand about your topic. • The basic probing strategy is to ask an open-ended question and then develop the answer through the echo technique or reformulation.	• Most search engines allow you to join keywords with Boolean Connectors (and, or, and not). • An electronic catalog or online database is your most efficient information-gathering aid. You can easily find information by subject, author, title, keyword, or call number.	• When you observe to collect information, you do so with the same questions in mind as when you interview. • Before you begin a test, you must decide what type of information you are seeking. In other words, what questions should the test answer?

Jordan Brown

Choosing the Right Type of Tutorial

|	
Guided Tour	Focuses on user actions
Demonstration	Focuses on specific features and user actions
Quick Start	Focuses on basic features and applications
Guided Exploration	Focuses on user actions and examples
Instruction Manual	Useful for technically difficult software

Guidelines for a Successful Manual or Help System

- Emphasize problem-solving
- Provide task-oriented organization
- Encourage user control of information
- Orient pages semantically
- Facilitate both routine and complex tasks
- Design for Users
- Facilitate communication tasks
- Encourage user communities
- Support cognitive processing

Guidelines for Designing Documentation

- Create a table of contents
- Match the user analysis with information design strategies
- Acknowledge production constraints in document design
- Test and review design
- Follow a design process for online help

The Documentation Process

Reseach and Planning → Writing → Review → Pre-Production → Evaluation
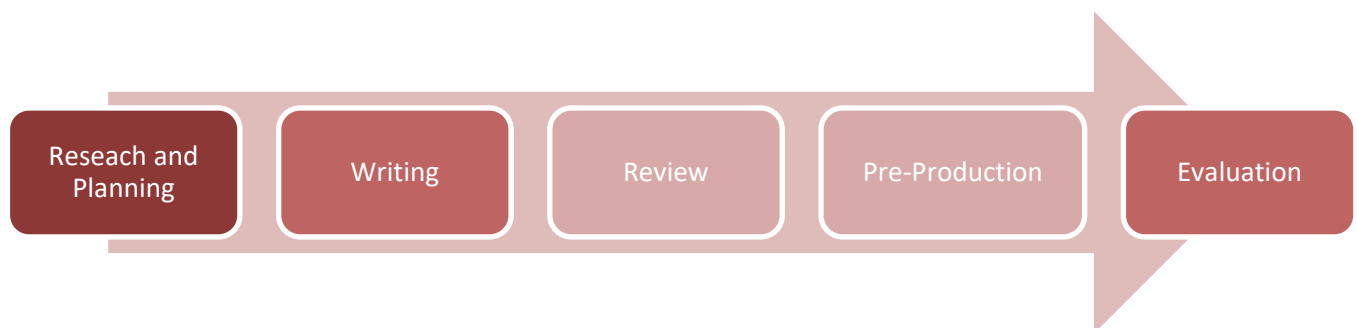
Microsoft Word 2010: Formatting Tips

A Beginner's Guide to Formatting Text

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4/05/2015
Mary Preston
TWR2000

Contents

Introduction

About Microsoft Word	Microsoft Word is a word processing program that is used in offices, schools, and homes all over the word. Word has been around for over thirty years and is considered by many to be the standard choice when it comes to word processors.
Who is the Tutorial for	This tutorial is part of Randstad's certificate of achievement program. This is a beginner's guide for those who work in Human Resources and wish to improve their computer skills.
Objectives of the tutorial	By the end of this tutorial you will know how to: • bold, italicize, and underline text • change the style of font • change the size of your text • change the colour of your text This tutorial is designed for the novice user with little experience with Microsoft Word
How is the tutorial organized	The tutorial begins with an overview of Microsoft Word's font panel. This is followed by four brief lessons. Each lesson should take about five minutes and will explain how to perform a single task. Each lesson will end with a summary and a practice section.
Let's get started!	To start, open up a new blank Word document and insert or write some text.

Overview of Microsoft Word's Font Panel

font drop menu

Font size drop menu

Text Style Buttons

Font colour drop menu

Lesson 1 – Changing the Basic Style of Your Text

Lesson Objective

For this lesson you will be learning how to apply the basic styles of bold, italicize, and underline to your text.

Steps

1. Highlight your selected text by holding down the left mouse button and dragging your curser over your text and then release the left mouse button. Your text should look like the following:

Creating a safe work environment is a shared responsibility that can only be obtained th joint effort by all Randstad Canada employees

*You can also highlight a single word by **double clinking** on it and you can hightlight a block of text by **triple clicking** anywhere inside of it.*

2. After your text has been highlighted, click on the bold button (**B**) located at the upper left corner of your screen:
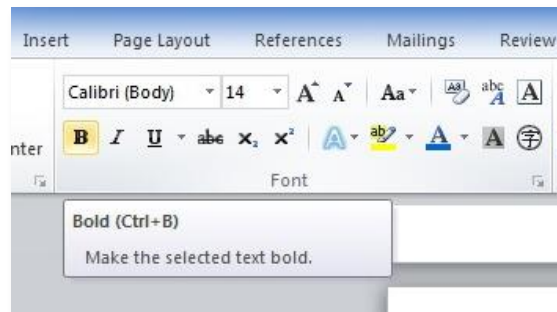
*You can also bold your text by using the keyborad Short Cut **Ctrl+B***

If you can not locate the bold button try clicking on the home tab, which is locatated in the upper left corner, to the right of the blue file button. This will make the font box appear on your screen.

3. After doing those steps your text will now be bolded and should have the same style as the following text:

> Creating a safe work environment is a shared responsibility that can only be obtained a joint effort by all Randstad Canada employees

4. To italicize your text, repeat step 1 and click the italicize button (*I*)

Your text will have the same style as the following text:

> *Creating a safe work environment is a shared responsibility that can only be obtained a joint effort by all Randstad Canada employees*

*You can also italicize your text by using the keyborad Short Cut **Ctrl+I***

5. To underline your text, repeat step 1 and click the underline button (<u>U</u>)

Your text will have the same style as the following text:

> <u>Creating a safe work environment is a shared responsibility that can only be obtained through a joint effort by all Randstad Canada employees</u>

*You can also italicize your text by using the keyborad Short Cut **Ctrl+U***

Note: It is possible to have more than one basic style on a single selection of text. For example, you can bold and underline a single word or an entire paragraph. Try out different combinations to make your own style!

Lesson Summary	Congratulations! You have taken the first step to mastering Word's formatting options. During this lesson you have learned how to: ✓ bold your text ✓ italicized your text ✓ underline your text
Let's Practice!	Try the following exercises without looking back at the instructions: ❖ Select your text and apply either the bold, italicized, or underline style. ❖ Apply more than one style to the same selection of text.

Lesson 2 – Changing the Font of your Text

Lesson Objective

For this lesson you will be learning how to pick out and change the font of your text

Steps

1. Highlight your selected text by holding down the left mouse button and dragging your curser over your text and then release the left mouse button. Your text should look like the following:

> Creating a safe work environment is a shared responsibility that can only be obtained through joint effort by all Randstad Canada employees

*You can also highlight a single word by **double clinking** on it and you can hightlight a block of text by **triple clicking** anywhere inside of it.*

2. After your text has been highlighted, click the arrow on the font drop menu, which is located at the upper left corner of your screen:
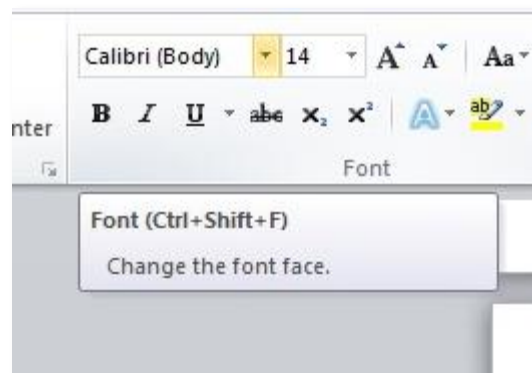

*You can also bring up the font change window by using the keyborad Short Cut **Ctrl+Shift+F***

If you can not locate the font drop down menu try clicking on the home tab, which is locatated in the upper left corner, to the right of the blue file button. This will make font box menu appear on your screen.

3. Now it is time to pick a new font to replace your text's existing

font. Hover your mouse over the Arial font in the font drop down menu and click the left mouse button:
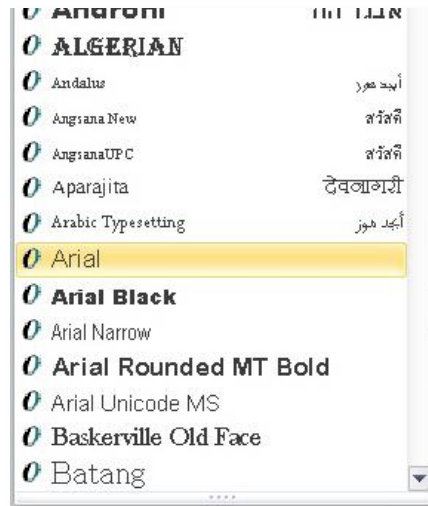
You can preview how your highlighted text will look before you make the change by hovering your mouse over the font name.

After finishing step 2 your text should go from looking like this:

Creating a safe work environment is a shared responsibility that can only be obtained through a joint effort by all Randstad Canada employees

To looking like this:

Creating a safe work environment is a shared responsibility that can only be obtained through a joint effort by all Randstad Canada employees

Lesson Summary	Excellent! You now have a new tool that can dramatically change the look of your document. During this lesson you have learned how to: ✓ Select a font ✓ Apply a different font to your text
Let's Practice!	Try the following exercises without looking back at the instructions: ❖ Select your text and apply a new font. ❖ Try out different fonts to see how they look.

Lesson 3 – Changing the Size of your Text

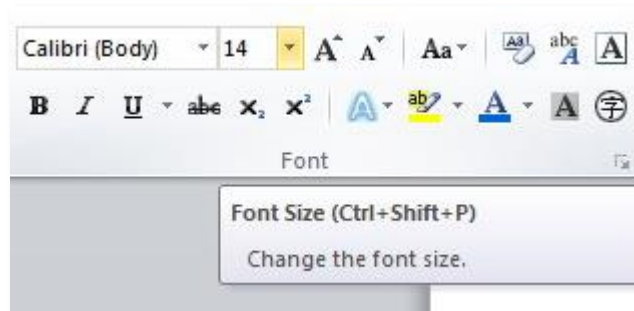|	
Lesson Objective	For this lesson you will be learning how make your text bigger and smaller.
Steps	1. Highlight your selected text by holding down the left mouse button and dragging your curser over your text and then release the left mouse button. Your text should look like the following:

Creating a safe work environment is a shared responsibility that can only be obtained th joint effort by all Randstad Canada employees

*You can also highlight a single word by **double clinking** on it and you can hightlight a block of text by **triple clicking** anywhere inside of it.*

2. After your text has been highlighted, click the arrow on the font drop menu, which is located at the upper left corner of your screen:

Calibri (Body)   14   A A   Aa

B I U abc x₂ x²   A ab A A

Font

Font Size (Ctrl+Shift+P)

Change the font size.

*You can also bring up the size change window by using the keyborad Short Cut **Ctrl+Shift+P***

If you can not locate the font drop down menu try clicking on the home tab, which is locatated in the upper left corner, to the right of the blue file button. This will make font box menu appear on your screen.

3. Now it's time to pick a change the size of your text. Left click on the arrow in the font size box and left click on the 24pt opition.

You can preview how your highlighted text will look before you make the change by hovering your mouse over the font name.

After finishing this step your text should look much bigger:

Creating a safe work environment is a shared responsibility that can only be obtained through a joint effort by all Randstad Canada employees

Note: To the left of the font size drop menu there are two buttons ( ) and ( ). These buttons act as a quick way to increase and decrease your font size by a level.

Lesson Summary	Great! You can now change the size of your text, which is a vital skill to have when formatting your document. During this lesson you have learned how to: ✓ Make your font bigger ✓ Make your font smaller
Let's Practice!	Try the following exercises without looking back at the instructions: ❖ Increase the size of every other word in your text. ❖ Decrease the size of every other word in your text.

Lesson 4 – Changing the Colour of your Text

Lesson Objective

For this lesson you will be learning how to change the colour of your text to a colour of your choosing

Steps

1. Highlight your selected text by holding down the left mouse button and dragging your curser over your text and then release the left mouse button. Your text should look like the following:

   > Creating a safe work environment is a shared responsibility that can only be obtained th
   > joint effort by all Randstad Canada employees

   *You can also highlight a single word by **double clinking** on it and you can hightlight a block of text by **triple clicking** anywhere inside of it.*

2. After your text has been highlighted, click the arrow on the font colour drop menu, which is located at the upper left corner of your screen:

   If you can not locate the font drop down menu try clicking on the home tab, which is locatated in the upper left corner, to the right of the blue file button. This will make font box menu appear on your screen.

3. Now it's time to pick a change the size of your text. Left click on the arrow in the font colour box and left click on any colour different from your current text colour:
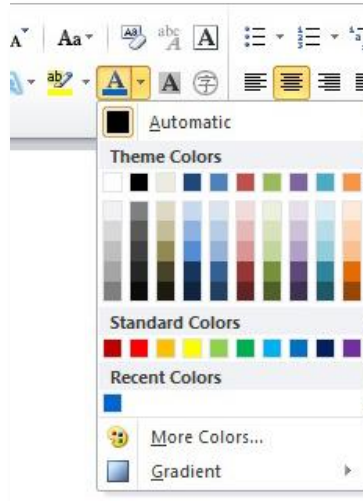
You can preview how your highlighted text will look before you make the change by hovering your mouse over the font name.

After finishing this step your text colour should be different. For example in this tutorial the colour was changed from black to purple:

Creating a safe work environment is a shared responsibility that can only be obtained through a joint effort by all Randstad Canada employees

Lesson Summary	Perfect! You now know how to change the colour of your text, which will add some more variety to your document: ✓ Change the colour of a word ✓ Change the colour of a paragraph
Let's Practice!	Try the following exercises without looking back at the instructions: ❖ Change any word to a colour of your choosing. ❖ Change the colour of the last sentence a paragraph

Conclusion

Tutorial Summary	This tutorial introduced you to the basics of text formatting in Microsoft Word 2010. After completing the lessons you now know how to: ➢ Change the basic style of your text ➢ Change the font of your text ➢ Change the size of your text ➢ Change the colour of your text
Lesson 1 Summary	You learned how to: ✓ bold text ✓ italicize text ✓ underline text
Lesson 2 Summary	You learned how to: ✓ select a different font ✓ apply a different font
Lesson 3 Summary	You learned how to: ✓ make your font bigger ✓ make your font smaller
Lesson 4 Summary	You learned how to: ✓ change the colour of a word ✓ change the colour of a paragraph
What's Next?	Well done! You are now well on your way to mastering Microsoft Word's formatting options. The next tutorial will explain how to make indents and bullet lists.