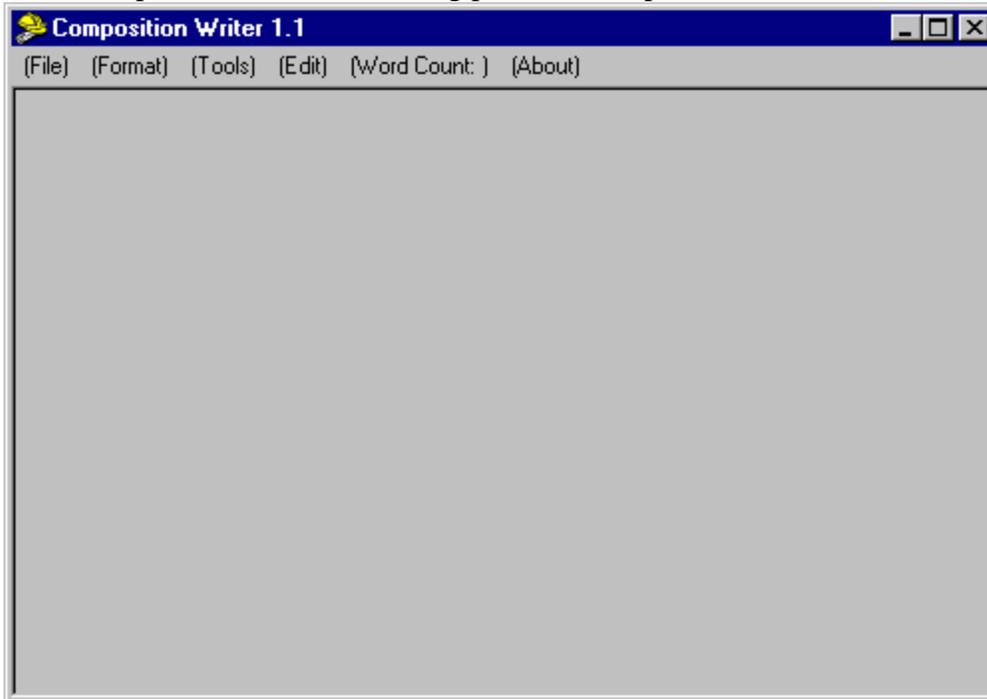


# Composition Writer 1

Composition Writer allows students to create and save compositions which will be submitted over the network, instead of printed out. The following picture is a representation of the main window:



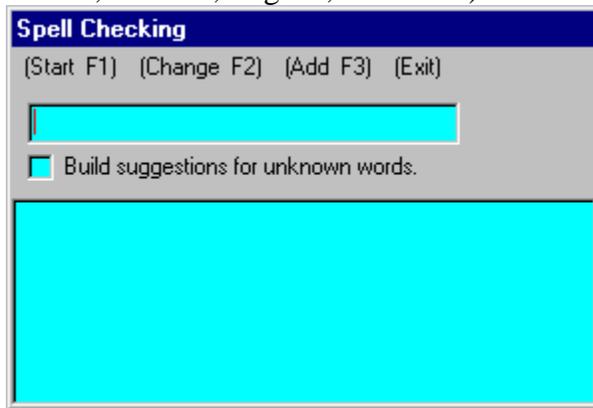
## 1. File Menu:



1. Create a new composition: Use this option to create a composition the first time. You will be presented with a list of assignments created by your instructor. Select the appropriate one by clicking on it and then click on OK.
2. Open an Existing Composition: Use this option to open an existing composition (one started with the New option on a previous occasion). Select the desired composition from the listing and click on OK.
3. Save Currently Open Composition: Use this option to save the composition you have opened or created.
4. Close Currently Open Composition: When you are finished working on the composition (for that session), use this option to close the composition.
5. Import-Export: If your instructor has authorized access to this feature, you can use this option to save to or load from an ASCII text file or a Rich Text Format file. (Most word processors can read and save to both of these formats.)

6. Printing: If your instructor has authorized access to this feature, you can use this option to print your composition.
  7. Turn in Currently Open Composition: Use this option to turn in the currently opened composition. Once you turn in a composition you will not be able to view it or work on it until your instructor releases the graded version (or releases it for a rewrite). If you are to rewrite the composition, you need to use the Open option to work on it, and then use this option again when you are finished.
  8. Review a Graded Composition: Once your instructor has graded your composition, you may open it, and review it with this option.
  9. Peer Edit a Composition Use this option to open and peer edit another student's composition. Pairing is arranged by the instructor.
  10. View status of all my compositions: This will open a dialog box showing the status of all your compositions.
  11. Exit: Exit the program.
2. Format Menu:
1. Font: Use this option to change the font type or size. If you block text with the mouse (hold the left mouse button down and move the pointer to the end of the text you want to block), the change will affect only the blocked text.
  2. Color: Use this option to change the color of the font. If you block text with the mouse, the change will affect only the blocked text.
  3. Underline: Use this option to turn underlining on or off. If you block text with the mouse, the change will affect only the blocked text.
  4. Bold: Use this option to turn bold on or off. If you block text with the mouse, the change will affect only the blocked text.
  5. Italic: Use this option to turn italics on or off. If you block text with the mouse, the change will affect only the blocked text.
  6. Background color: This changes the background color during the current session only. It is not saved with the file.
  7. Clear attributes: Block some text and use this option to quickly remove all text attributes: color, italics, bold, underline.
  8. Center: Use this option to center the current line or paragraph.
  9. Left Justify: Use this option to center the current line or paragraph.
  10. Right Justify: Use this option to right justify the current line or paragraph.
  11. Hanging indent: This indents the rest of the paragraph to the right without affecting the first line.
  12. Left indent: This indents the entire paragraph away from the left margin.
  13. Right indent: This indents the entire paragraph away from the right margin.
  14. Undo hanging indent: This unindents the rest of the paragraph to the left without affecting the first line.
  15. Undo left indent: This unindents the entire paragraph toward the left margin.
  16. Undo right indent: This unindents the entire paragraph toward the right margin.
3. Tools Menu:

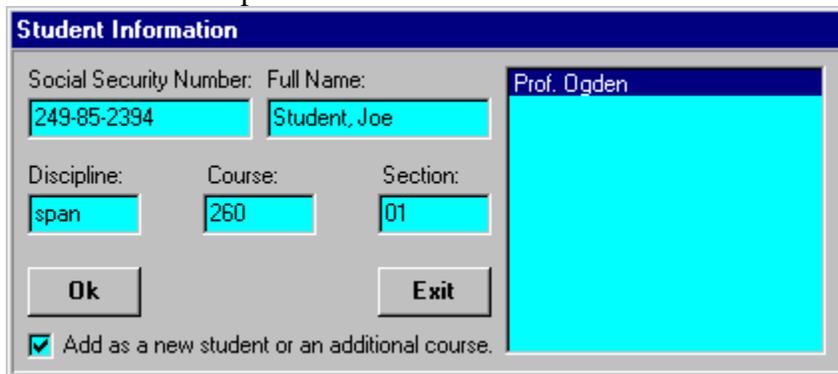
1. Select Language: Use this option to select the language keyboard and spell checker (Spanish, French, German, English, and Italian).



2. Spell Checker: This option lets you spell check your document in the target language. Your instructor must authorize you to use the Spell Checker in the assignment settings. Optionally, your instructor can deactivate the “Build suggestions” option and the “Add” option.
3. Insert Mode is ON/Off: This will indicate if you are in Insert or Overwrite mode.
4. Save every 5 mins: The default when you start the program is to save your composition every 5 minutes. Click this option to turn off the feature.

#### 4. Edit Menu:

1. Undo last change: This will undo the last change only.
2. Cut: Cut blocked text to the system clipboard.
3. Copy: Copy text from the system clipboard to your composition at the cursor position.
4. Paste: Paste text from the system clipboard to your composition at the cursor position.
5. Set student data: When you start the program a screen similar to the following picture will appear. You can use this option to edit that information.



If your instructor has not added you into the program you can do this yourself by filling in the information, highlighting your instructor’s name and clicking the OK button. When using the program the next time, or if your instructor has already added you into it, the fields will automatically fill with the information when you type in your Social Security Number (if they don’t, check to see if you correctly typed in your number).

6. No yellow hint windows: Throughout the program, many of the screens, buttons, list boxes, check boxes, etc. have yellow hint windows which will appear when you move your mouse pointer over that part of the screen. You can turn this off by clicking this option.
- #### 5. Update word count:
1. Update word count: Count the words up now.
  2. Automatic word count (every 10 seconds): Turn automatic counting on or off.
  3. Exclude ( ) and “ ” from word count: This will exclude words found within parenthesis or quotes from the word count. Click the option to uncheck it and include them in the word count.