

Writer's Workbench Orientation

Writer's Workbench Tutorials



Double-click on the  icon on your desktop or click  at writersworkbench.com.

If using Word 2003 or earlier, view #1 and #2 in the blue section of the Quick-Start section.

If using Word 2007 or Word 2010, view those tutorials in the yellow section.

No matter what version of Word used, view #3, the Assessment Module tutorial.





Close the tutorial and the tutorial menu windows.

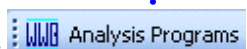
Using Writer's Workbench in Word


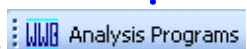


Double-click on the  icon on your desktop.

Enable or Allow all macros from EMO Solutions if prompted with a security warning. The program will determine the computer's resolution and set window sizes for optimum viewing.

1. Click on  or .
2. As you explore all of the areas in Writer's Workbench Help, remember how to find those topics for future reference.
3. Click on the Close ( or ) button to close Writer's Workbench Help.
4. Hold the Alt key and tap the B key. (The Tempest will appear)





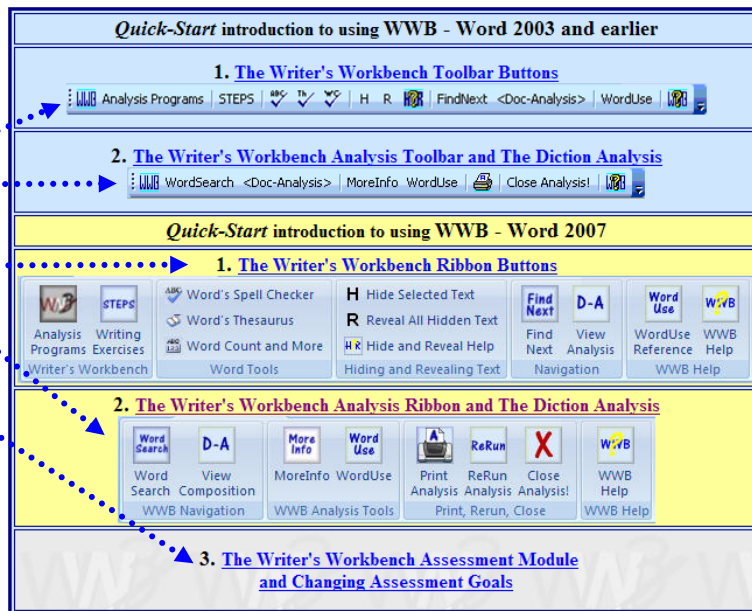
5. Click on the  or .
6. Click on the white "Assessment Scores" button and wait patiently for that analysis to appear.
7. Read those scores, goals, and suggestions and think about how your writing would be scored.
8. The general idea behind the Assessment Scores analysis is to run it, print it, close it, and follow those printed instructions to improve your writing. This procedure provides a great place to start using WWB.
9. Click on the "Close Analysis" button.
10. Use the keyboard shortcut <Alt-Shift-Ctrl-A> and adjust Assessment Scores' settings to meet your writing criteria. Save your settings.
11. Close Word.



12. Double-click on the  icon and open one of your compositions.

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When you complete a tutorial, click on the Close button ( or ) in the top-right corner of that tutorial window.

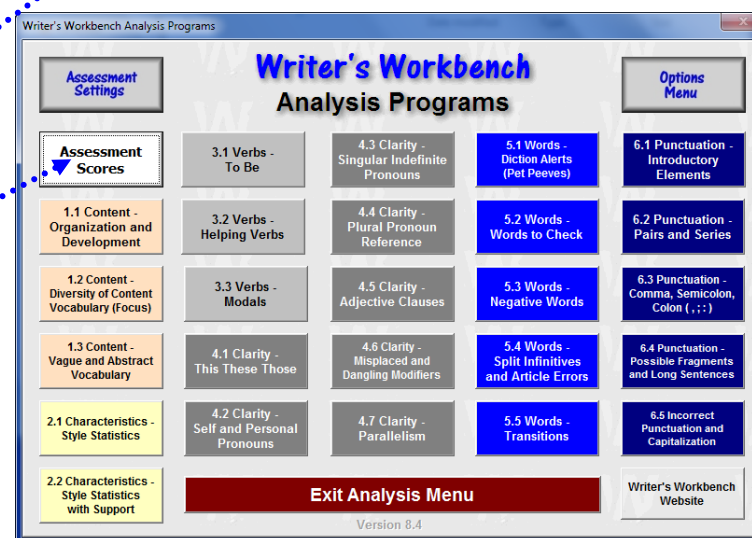
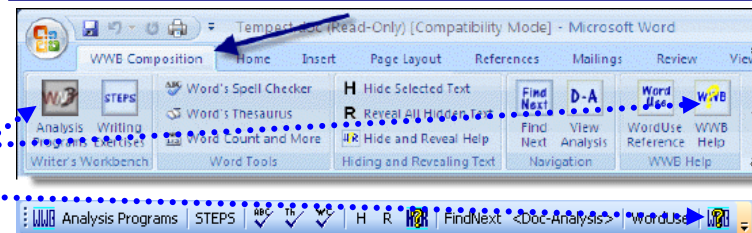


Quick-Start introduction to using WWB - Word 2003 and earlier

1. The Writer's Workbench Toolbar Buttons
2. The Writer's Workbench Analysis Toolbar and The Diction Analysis

Quick-Start introduction to using WWB - Word 2007

1. The Writer's Workbench Ribbon Buttons
2. The Writer's Workbench Analysis Ribbon and The Diction Analysis
3. The Writer's Workbench Assessment Module and Changing Assessment Goals



Writer's Workbench Analysis Programs

| | | | | |
|-------------------------------------------------------|------------------------------------------|------------------------------------------------|--------------------------------------------------|---------------------------------------------------------|
| Assessment Scores | 3.1 Verbs - To Be | 4.3 Clarity - Singular Indefinite Pronouns | 5.1 Words - Diction Alerts (Pet Peeves) | 6.1 Punctuation - Introductory Elements |
| 1.1 Content - Organization and Development | 3.2 Verbs - Helping Verbs | 4.4 Clarity - Plural Pronoun Reference | 5.2 Words - Words to Check | 6.2 Punctuation - Pairs and Series |
| 1.2 Content - Diversity of Content Vocabulary (Focus) | 3.3 Verbs - Modals | 4.5 Clarity - Adjective Clauses | 5.3 Words - Negative Words | 6.3 Punctuation - Comma, Semicolon, Colon (, ; :) |
| 1.3 Content - Vague and Abstract Vocabulary | 4.1 Clarity - This These Those | 4.6 Clarity - Misplaced and Dangling Modifiers | 5.4 Words - Split Infinitives and Article Errors | 6.4 Punctuation - Possible Fragments and Long Sentences |
| 2.1 Characteristics - Style Statistics | 4.2 Clarity - Self and Personal Pronouns | 4.7 Clarity - Parallelism | 5.5 Words - Transitions | 6.5 Incorrect Punctuation and Capitalization |
| 2.2 Characteristics - Style Statistics with Support | Exit Analysis Menu | | | Writer's Workbench Website |

Version 6.4

13. Click on the "Analysis Programs" button and select the "Assessment Scores" button.
14. Use the "Print Analysis" button to print this assessment of your writing and then close it. Follow those printed instructions to improve your writing.
15. Experiment with other analyses to determine where WWB can help improve other areas of your writing.
16. If you have any problems or suggestions, please send a message to wwb@emo.com; we're here to help.