

# *Student Writing Center*

## AT A GLANCE

Student Writing Center is a great program to use for creating posters (signs), reports, newspapers, journals or letters. It is a nice way for students to learn basic word processing and the newspaper features are easy to use for creating class or school newspapers. There are also great graphics and it is easy to import pictures that students have drawn in Kid Pix. This program also has commands that enable you to flip graphics so you can also make greeting cards. Teachers can help students get started or organize projects by creating templates for the students to open up.



Upon opening the program, you are given a choice of the type of document that you would like to create:

### REPORT:

This can be used for writing essays, research papers, book reports, stories and other documents with one column. In the Report format, students are able to easily add a title page, footnotes, endnotes and a bibliography. This is a good way to teach these skills. As in other word processors, students can change the margins, add headers and footers and automatically number their pages.

### NEWSLETTER:

Here you can create newsletters with one to eight columns. You can create a masthead or newspaper name on the first page and decide whether you would like lines between the masthead and the columns. Students can easily import pictures to go with their articles and can automatically number the pages. This is great for class newsletters or individual ones.

### JOURNAL:

This is best used when you would like to write entries organized by date. You could use this to keep a journal of activities, to record results of a test over a certain number of days or to write an imaginary journal for a character in a book. Here students can view and work on entries by looking for the date and can add entries for the date of their choice.

### LETTER:

This is a neat place to have students compose thank you letters for field trips or letters from characters in novels or books. It is also good for teaching letter format. Students can add a letterhead with text and/or graphics on the first page and use other regular word processing features.

### SIGN:

This is a great way to display poetry or short stories or to create posters or signs. You can also use this for certificates, greeting cards and awards. Students can choose a border for the outside, and can change the page orientation. They can also easily import their own pictures or use the ones that the program provides.

### SAVED WORK:

This is where you go to open previous work or templates. Students need to remember to click on the type of document that they wish to open to make it show up.

## GETTING STARTED:

After choosing the format for your project, there are a few basic aspects of the program that you will need to know. Each of the different document types has it's own special commands but these are the same for all:

### TEXT:

The commands at the top are a little different than Microsoft Works and Word. To get more menu items at the top, go to **View** at the top and click on **Ruler**.

### Font:

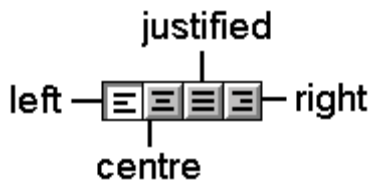
To change the font you need to click on the font button at the top:



Students can now use the commands in this box to change the font. When they are happy with the appearance of it they can click on OK and then continue to work.

### Alignment:

To change the alignment of the text click on the desired box.

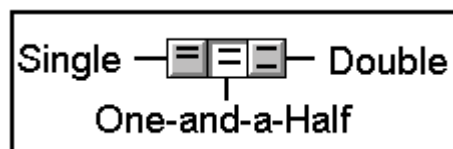


If you have already typed some text, you need to highlight your text by clicking and dragging before you change the alignment.

If you do not have the four boxes visible, you can go to **Text** up at the top and click on **Set Alignment** or go to **View** at the top and click on **Ruler** and you will see the boxes.


### Line Spacing:

To change the line spacing, click and drag to highlight any existing text and then click on the appropriate box at the top.



If you do not have these boxes at the top go to **Text** at the top and click on **Set Line Spacing** or go to **View** and click on **Ruler** and you will get the command boxes.

### **Bullets:**

To add bullets to a list you are creating or to indent an important line, click where you would like the bullet to be and then click on  at the top.

### **Spell Checker:**

The spell checker works like those in a regular word processor. Click on:  
Then students can choose to skip or change the suggestions.



### **Thesaurus:**

Student Writing Center also has a Thesaurus. To use it, highlight the word that you would like to check, then go to **Tools** at the top and choose the **Thesaurus** or go to the thesaurus and then type the word that you are interested in in the **Look Up** area. Click on **Look Up** to find the synonyms for the word, click on the word that you would like to use and then click on **Replace** or click on **Done** if you are just checking a word.

### **Word Count:**

To count the number of words that you have typed, go to **Tools** at the top and click on **Count Words**.

## PAGE SET-UP:

In order to view the margins, paragraph and tab settings, go to **View** and click on **Ruler**.

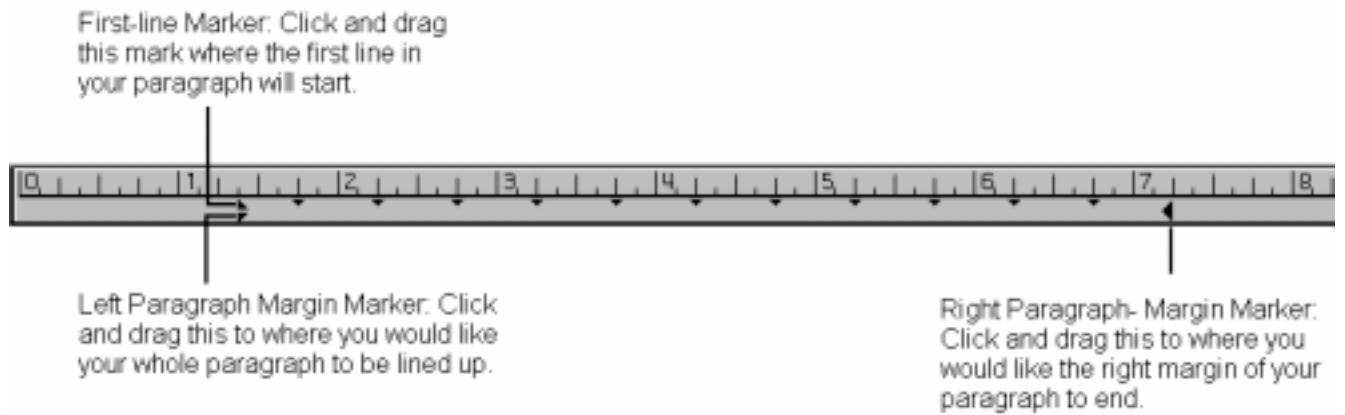
To see the borders around the text go to **View** and click on **Text Boundaries**.

### **Set Page Margins:**

To change the page margins go to the document type menu at the top (this will be between **Graphics** and **Tools** and will be the type of document that you are working in e.g. if you are in a newsletter it will be Newsletter) click on **Set Margins**. Now you can use the arrows to move the top, bottom, left and right margins.

### **Paragraph Marking:**

To change the width and placement of your paragraphs, you can click and drag the appropriate markers on the ruler:



## GRAPHICS:

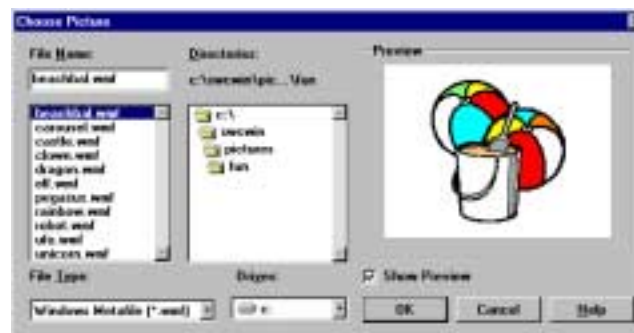
In Student Writing Center students can use the pictures available through the program, can get pictures of their own from Kid Pix, digital cameras or scanners or can use pictures that they have copied from electronic encyclopaedias.

### Getting Pictures From the Program:

1. Click on:



2. Click on the category of picture that you would like to get (ex. Animals, fun, history...).
3. Click on the name of the picture that you would like to see and it will appear in the box on the right:



4. Click on the different picture names or double click on the yellow folder: **pictures** to return to the categories. When you find a picture that you like then click **OK**.
5. Resize and move the picture by clicking and dragging.

### Getting Pictures You Have Saved (Kid Pix, Scanner, Digital Camera):

1. Click on the picture button:



2. Under **Drives**: click on the down arrow and find the drive that you have saved your picture on. Then under **Directories** click on the folders to find the folder that contains your picture.
3. Under **File Type**: click on the down arrow and find the type of picture you saved (it is likely a .bmp). This program will only take pictures saved as one of these three types: \*.wmf, \*.bmp or \*.pcx so must make sure to save your picture in one of these formats.
4. Click on the picture name on the left and the picture should appear on the right. Click on **OK** when you find the picture that you would like.
5. Resize and move the picture by clicking and dragging.

### **Copying and Pasting Pictures From Other Programs (Encarta, Kid Pix...):**

You can copy a picture from another program and paste it into Student Writing Center.

1. Open the program where the picture is and find the picture.
2. If it is in Encarta, go to the top of the picture and click on the down arrow and then click on **Copy Image**. If it is in a paint program go to **Edit** and choose **Select All** or use the **Copy, Paste** tool to draw a square around the object that you would like to copy. Then go to **Edit** and choose copy or press **CTRL** and hold it down while you press **C**.
3. Open Student Writing Center and find the place where you would like put the picture and click there.
4. Go to **Edit** at the top and choose **Paste** or press **CTRL** and hold it down while you press **V**.
5. Resize and move the picture by clicking and dragging.

### **Cropping Pictures:**

In this program you can crop or cut out unwanted parts of your pictures.

1. Click on the picture you wish to crop.
2. Press **CTRL** down and hold it down.
3. Click on an editing handle and drag the border to where you would like it and let go.

Cropping can also be done in the same sort of manner by clicking on **Graphics** at the top and then clicking on **Crop Picture**.

## Flipping Pictures Horizontally or Vertically:

1. Click on the picture that you would like to flip.
2. Click on **Graphics** at the top and click on **Flip Picture Vertically** or **Flip Picture Horizontally**.

## Choosing a Picture Border:

To add a fancy or coloured border around your picture:

1. Click on the picture.
2. Go to **Graphics** at the top and click on **Choose a Picture Border**.
3. Choose where you would like your border to be and what you would like it to be like:



4. Click **OK** when you are done.

**Each of the different types of documents contains special features that you can use:**

### REPORTS:

The report document tool on the bar at the top offers the following extras to enhance reports: **Add Header**, **Add Footer**, **Add Title Page**, **Insert Endnote** and **Create Bibliography Entry**. Under **Tools** at the top you will also find **Report Tips**, **Writing Tip** and **Grammar Tips** that can help students when they need it.

### Add Header and Add Footer:

This will add text to the top of every page (Header) or the bottom of every page (Footer).

1. Go to **Report** at the top and click on **Add Header** or **Add Footer**.
2. Type your message in the box provided.
3. Click on the box to insert the page number or the date. Click **Done** when you are done.
4. If you wish to remove the header or footer, go back to **Report** at the top and choose to **Remove Header** or **Footer**.

### Add Title Page:

This will guide students through putting the necessary information on a title page for their report.

1. Go to **Report** at the top and choose **Add Title Page**.
2. Fill in the information and click on **OK** when you are done.
3. Students can personalize the title page by adding graphics.

### Insert Endnote:

This will insert the number for the endnote and will create a list of them at the end of your report.

1. Go to **Report** at the top and click on **Insert Endnote**.
2. Type the information that you would like to see in the endnote. Notice that it keeps track of the numbering for you.
3. Click on **Done** when you are done.

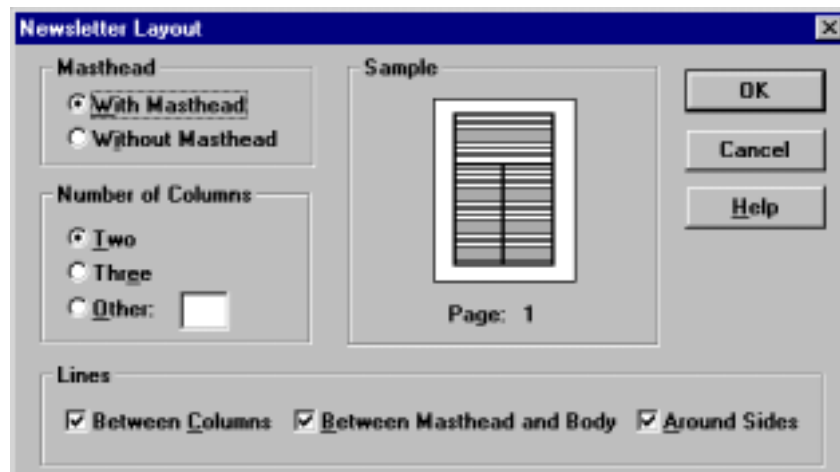
### Create Bibliography Entry:

This will sort your entries by alphabetical order and will guide students through the correct information to provide.

1. Go to **Report** at the top and click on **Create Bibliography Entry**.
2. Choose the type of publication that you used.
3. Provide the information requested.
4. Click **Return to Document** to get back to work.

## NEWSLETTERS:

The Newsletter offers many of the same features as the Report with the added effect of columns and a masthead. When you first open your Newsletter you choose whether you would like a masthead or not (this is only on the first page). You must also choose the number of columns (you can have up 8).



You can also decide where you would like to have lines on your page. I recommend that you keep the lines between the columns and between the masthead and the body while you are working on the newspaper and remove them if you wish when you are done.

To change the layout of your paper (remove the lines at the end) you go to **Newsletter** at the top and click on **Change Newsletter Layout**.

## JOURNALS:

The journal is designed to allow students to write information down under date headings. The special features in the journal are the calendar and the password. I would discourage the use of the password as students often forget them and they are often more trouble than they are worth.



Students can use the arrows at the right of the **Entry Date** box to scroll through previous entries or go to new date to write. They can also click on the **Calendar** button to change the month, the day or the year of the entry. Use the **Go To** button to type in the date that you are looking for and have the computer find that entry for you. The **Search** button allows you to search for entries by word or date.

## LETTERS:

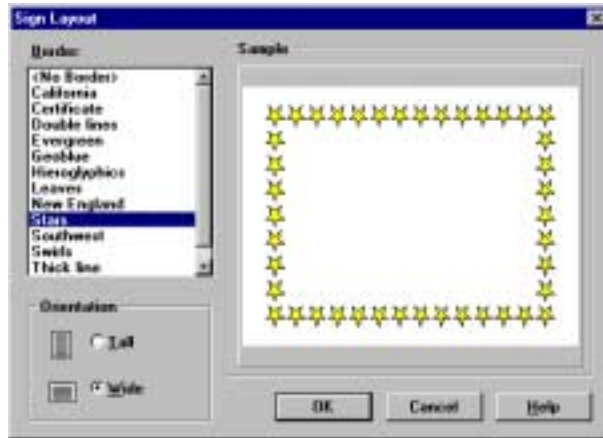
Students can write letters with a letterhead at the top. When they open a new letter they are given the choice of having a letterhead or not. It will only be on the front page of the letter. If they choose to have one then they get to choose the type of letterhead they would like:



After they choose the letterhead, they click **OK** and then they can add their personal information to the top. When they are done students can click outside of the letterhead to type their letter. If they would like to change it later on they can go to **Letter** at the top and click on **Change Letter Layout**. They also have the option of saving the Letterhead with their information in it so they don't have to type it again.

## SIGN:

A sign is an excellent way to present information or creative writing. When students first open their new sign they will need to choose a border. Clicking on the name on the left will show what it is going to look like on the right. Students can also click on Tall or Wide to decide which way they would like their page to face. When they are done they should click on **OK**.

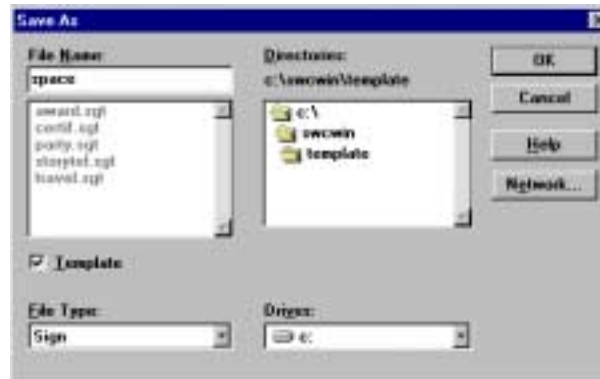


To change the border or direction of the page, click on the **Layout** button or go to **Sign** at the top and click on **Change Sign Layout**.

## TEMPLATES:

One of the great features of Student Writing Center is that it is set up to allow teachers to easily create templates for students to open up and work on. They are designed so that it is virtually impossible for students to save on top of your template and lose it.

1. Open the type of document that you would like the template on and create it.
2. Go to **File** at the top and click on **Save As...**



3. Click on the box beside **Template** to place a checkmark in it.
4. Go to a drive on the computers where students can open up work and use it (this is the f drive).
5. Give it a name and click **OK** to save.

## For Students to Open the Template:

1. Have them go to Student Writing Center.
2. Click on **Saved Work**.
3. Clicking on the box beside **Templates Only** will show templates in the box on the right.

