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Introduction

Imagine emptying the ingredients for vegetable soup into a food processor. With the push of a button, all of the blades and parts go whirling around. Vegetables are cut into small pieces. The ingredients mix with one another until the entire mixture is changed into a new entity—vegetable soup. What was at one time a consuming task has now become effortless with the aid of modern technology.

Computers, word processing programs, and desktop publishing programs create the same effect with words. You start with a basic story. Use a computer to help you manipulate the words. Cut them, mix them, and change them around. With just a few key strokes, a new story has been created. When your students write with word processors, they can focus on content. Grammar and spelling are corrected after the creative stage has been completed. Students edit and revise their work without having to rewrite the entire piece. They can experiment with the text, placing it in different parts of the story, until it is exactly what they want. *Writing and Desktop Publishing on the Computer* will guide your class in writing activities in the various curriculum areas, reinforcing what you have been teaching. These activities and projects will provide an alternate means of assessing what your students have learned.

Word processing offers your students an opportunity to become young authors. Paint and draw programs allow them to become young artists. Their finished work, when printed, resembles a published piece. Having one's work published makes writing more exciting. Bind several versions of the same project together, and your class has written a book. Watch your class library grow as your students complete the projects found in this book.

Activities in this book are based on *ClarisWorks*, by Claris Corporation and *The Writing Center*, by The Learning Company.



Activity #1—New, Close

Files

Point your selecting arrow or mouse to the **FILE** menu. Hold the mouse button down until *New* has been selected. Then release the button.

You have just opened a new file. This is the same as turning to a clean page in your notebook. Whenever you begin a new story, be certain to start it as a new file. Let us examine what you see on this new page.

Across the top of your screen is the menu bar. List all the items that appear for you to use.

Each menu item has a pulldown menu attached to it.

What choices are available in the **FILE** menu?

What choices are available in the **EDIT** menu?

Select another menu on the menu bar and list the contents of its pulldown menu.

What else do you see on the screen?

We will be working with these functions in future activities.

When you are finished working with a file, you must close it. To do this, use your mouse to select **FILE** from the menu bar and hold the mouse button until Close is highlighted. When you release the mouse button, you will be asked if you want to save your file. For now, your answer should be "No." Click the button that says, "Don't Save." Your file is closed, and you are ready to begin working on another story.

Keyboarding Tip

Move the pointer arrow to the Close box, which is the small box in the upper left-hand corner of your document and click the mouse button. This is an easy way to close a file.

Optional: Copy this page and mount it onto heavy paper. Seal the activity between two pieces of adhesive-backed, clear plastic, and you will have a durable activity card.

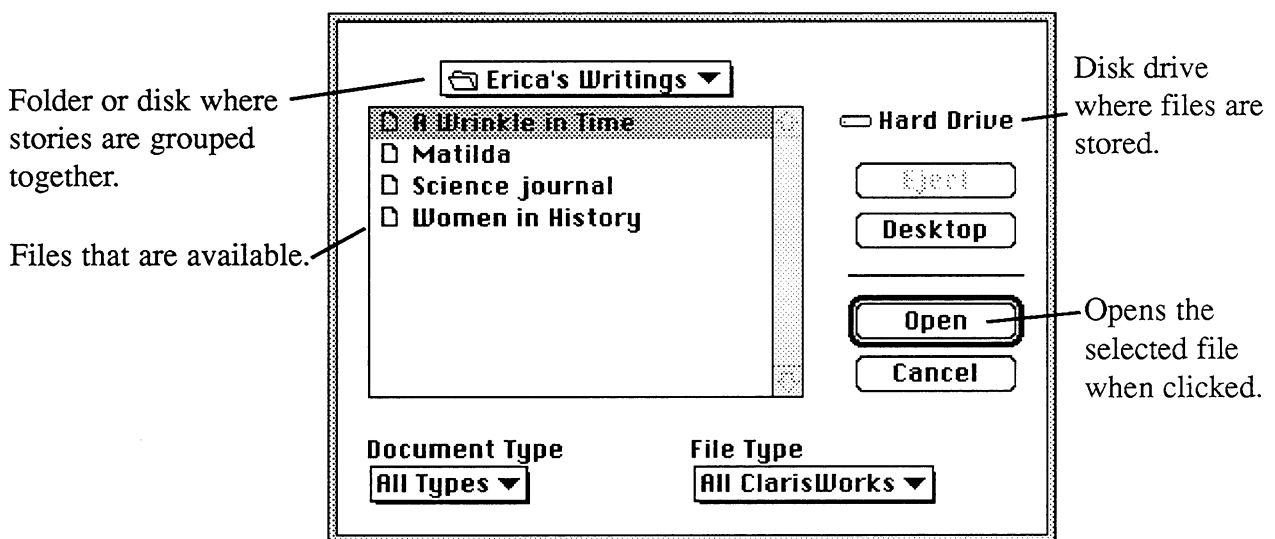
Activity #2—Open

Files

The Open command allows you to get a file that you have previously created and bring it onto your computer screen. Once a file has been retrieved, you can continue to write a story or edit one that is already complete.

To retrieve a file, you must use your mouse to pull down the **FILE** menu and then select **Open** by dragging your mouse down the menu until Open is highlighted. When you release the mouse button, a dialogue box will appear.

Open Dialogue Box



- Select the name of the file that you want to use by pointing your mouse on it and then clicking the mouse button. Click on the **Open** button, and your story will appear on the screen.
- Open the file called (*Matilda*). We will use this story to practice several word processing skills.
- After you have finished reading about Matilda, close the file. Do not save the new file.

Keyboarding Tip

By double clicking any selected file, it will open (without using the open button).

Optional: Copy this page and mount it onto heavy paper. Seal the activity between two pieces of adhesive-backed, clear plastic, and you will have a durable activity card.