

**LAB 4**  **WORD** + SOFTWARE MANUAL OUTLINE

For this assignment, you will compose a short (1-page) outline of your expected software manual contents. The purpose of this assignment is two-fold: (1) to initiate the organization of items you plan to learn and address for your software manual project (don't forget: worth 30% of your grade); (2) provide basic practice using Microsoft Word features.

**Due: Next Thursday, September 25<sup>th</sup>, in class.**

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Please provide the following for this assignment:

(1) At the top of your outline, include a 2-3 sentence summary of the software application (what it does, how you plan to use it in the future, etc.) you intend to write about.

**Check list:**

- "Justify" the horizontal alignment of this summary so that the contents line up squarely along right- and left-margins, like the paragraph provided above.
- Use Word's spell check to check your spelling, grammar, and sentence structure. (Tools → Spelling and Grammar)

(2) Provide an outline of your anticipated software manual. Think of this outline as an extended version of what will eventually become the Table of Contents for your software manual.

**Check list:**

- Use Word's spell check to check your spelling, grammar, and sentence structure.
- Itemize any details that help explain what you plan to write about, including figures and examples that you plan to use.

(3) Provide a demo figure or graphic that is illustrative of the software at the end of your outline, complete with a Figure caption. You may plan to include screen captures or other types of figures in your manual, so consider this a good chance to practice. Hint: to give yourself more flexibility in figure

placement (and save yourself the headache of dealing with Word's persistent figure auto-placement), insert a text box (**Insert → Text Box**) into your document and paste/insert the figure into the text box. You can easily add figure caption text inside the text box too. Text box lines, fill, and text can all be edited just like normal Word text and drawing features.

**PCs: Format → Textbox**

**Macs:** editing features can also be accessed from the **Formatting Pallet**.

One particularly nice thing about text boxes is that you can specify their layout with respect to the surrounding Word text.

**PCs: Format → Textbox → Arrange**

**Macs: Formatting Pallet (Text Box → Arrange)**

(4) Other stuff to complete the document

**Check list:**

- Insert your name, GEOL 5215, and the date in the document header (View → Header and Footer)
- Insert page numbers at the bottom of the document (Insert → Page Numbers)
- Save your completed document as a PDF file.

**PCs: If your computer has Adobe Distiller installed (some do):**  
Print → Printer Name box, select Adobe Distiller → Okay  
→ nameoffile.pdf  
*If no Adobe Distiller option is listed, I'd opt for getting on a Mac to make the PDF.*

**Macs: Print → PDF button → Save as PDF → nameoffile.pdf.**

- Copy your file to your Web/Computer\_Class folder on /geobase/GEO5215, add a link to it on your index.html file in your Computer\_Class directory, and ftp these over to www.geo.utep.edu to post on the web.