



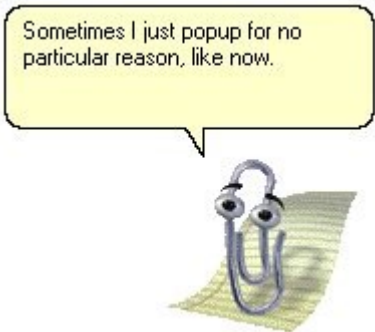
ATHENS STATE UNIVERSITY WRITING CENTER

NEWSLETTER

Making Word Work

By Lauren Reynolds

Most of us have been using Microsoft Word for years and years. Remember Clipit?



Sometimes I just popup for no particular reason, like now.

Microsoft Word is a vital tool for academic work. We use it for most assignments, from the rubric/guidelines our instructors give us to the actual writing of a paper or project. Word itself is a very complex, but easy-to-learn system. Although many people use Word, remember that there are other open source word processors out there. Here are some great tips and tricks for using Microsoft Word:

The following suggestions are from PC Unleashed:

- Have you ever been creating something and wanted to type in the middle of the page? Most of us hit enter a bunch of times and then tab over until we get about where we want. But, all you have to do is double-click where you want the typing to start.
- When submitting important documents to professors, employers, etc. (such as a resume) it is much better to submit them as a PDF. You don't need a converter for this! All you do

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The Writing Center is located in the Athens State library next to the magazine racks. Check www.athens.edu/writing to make an appointment and to see what times consultants are available. The Writing Center is a free service to all Athens State students, regardless of whether the writing help is related to a course or not.

Visit us today!

- A typical pencil can draw a line 35 miles long, the equivalent of about 45,000 words.
- Left-handed pencils don't write differently, but the text printed on them is in a different place so that the user can read it.
- Pencils are yellow because manufacturers in the 1890s wanted to convey that their products contained top quality graphite from China, where yellow is used to signify royalty.

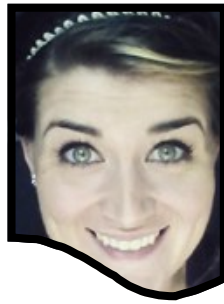
(Source: Writing Instrument Manufacturers Association)

*"We don't need a list of rights and wrongs, tables of dos and don'ts: we need books, time, and silence. Thou shalt not is soon forgotten, but Once upon a time lasts forever." - Phillip Pullman, Carnegie Medal-winning author of *The Golden Compass**

Have you met our tutors?

Brittany Aldridge

I am an English/Language Arts Major with a Minor in Secondary Education. My goal is to be an English teacher. Currently I work a lot, read a bit, go to school, and sleep a little. I waited ten years before trying to get my bachelors. I am glad I did this because 18-year-old-Brittany would not have appreciated the education.



How does writing fit into your academic life and your future career?

I enjoy creative writing. I took a Creative Writing course at WSCC and I had no idea I liked it so much until that class. I would love to help people find their words through their writing.

How would you describe your writing?

I tend to do use twelve words when I should really use six. I am constantly critiquing my writing, scanning to see if I have word vomit on my page. I like writing fiction and plays. I am really good at writing dialogue.

Tell us some good writing tips.

Write. Write everything. Even if it feels like nonsense. And walk away after you finish your first rough draft. Don't edit while writing your first draft.

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is "save as" and in the drop down box labeled "save as type," choose PDF. The 2013 version even as a "Save As PDF" right on the File page.

- Ever heard of readability tests? You can find them online, but the Flesch-Kincaid readability test is the most used and it is built into Word. Go to File>Options. Then click on Proofing (in the left-side menu) and find the option labeled "Show readability statistics" and check it. Whenever you do a spelling and grammar check now, you will also have the readability score there as well.
- Most of us know that we can highlight a word with a double click. You can also highlight a paragraph with a triple click and a sentence by ctrl-clicking any word in the sentence.
- Ever heard of OneDrive? While logged into your personal Word account, go to File>Save As and click on OneDrive. Once saved here, you can access that document anywhere you log into Word.

Also, with the end of the semester coming up, don't forget to drop by the Writing Center for assistance with your assignments!

(Clipit image from imaginaryplanet.net)

Contest Winners!

The Writing Center began the semester with a contest asking for creative ideas for new names for the Writing Center, taglines, and vision statements. Some students also received prizes for submitting quality multimodal submissions, like videos. Each winner received a \$100 cash prize, and each Honorable Mention received a \$25 gift card to the university bookstore.

Winners

- **Naming:** Brittany Locke, "The Center for Writing Success"
- **Tagline:** Brianne Cornett, "Improving the Writer in All of Us"
- **Vision Statement:** Cassie Rogers
- **Multimodal submission:** Brianne Cornett

Honorable Mentions

- **Naming:** Brianne Cornett, "Writer's Corner"
- **Tagline:** Rachel Greathouse, "Everyone Starts on Page One"
- **Multimodal submission:** Elayne Patton and L. Renee Thomas