

Writing With Symbols Tutorial

Open WWS 2000 program (be sure WWS 2000 CD is in CD drive).

Select “**Start**” at the lower left corner of the screen, then select “**programs**” then “**WWS 2000**” and finally select “**Writing with Symbols 2K.**” Another way to start the program is click on the icon located on the desktop.



“Where Do You Want To Go” screen

Choose symbol processor.

A new document opens and the page is ready to type words.

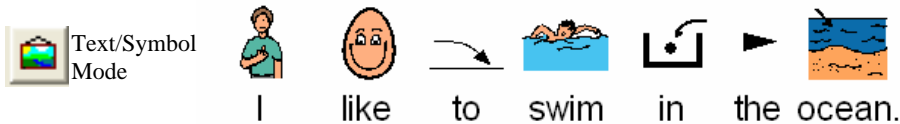
Type in the following words:

I like to swim in the ocean.



Type text only.

Using the cursor, click on the “**picture**” key next to the name of the font. This changes the mode from symbol/text to text only. Hit the **enter** key (on your keyboard) **2 times**. Type in the words: *I like to fly in the sky.*



Use function key to toggle between symbol/text and text.

Press **F10** (on your keyboard) and note the change in the toolbar. Type “*I saw a dog.*” then hit the **F10** key and type: “*I saw a cat.*” Practice using the **F10** key with a few more sentences of your choice.

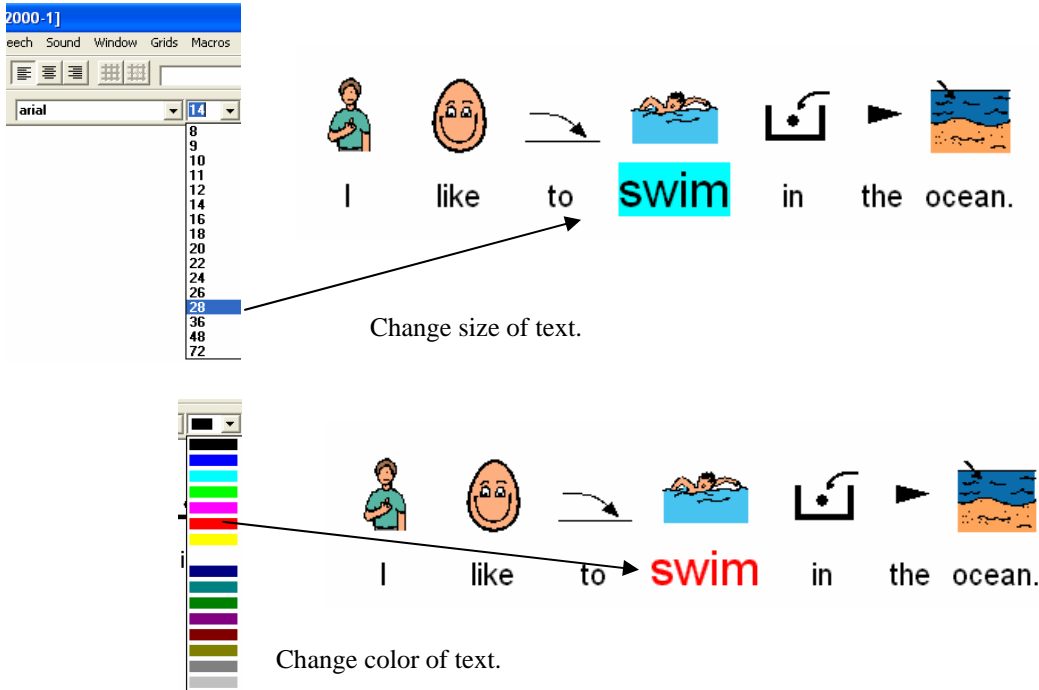


You can change from Text/Symbol mode 2 ways:

- Using F10 key on keyboard.
- Clicking on picture in the menu bar.

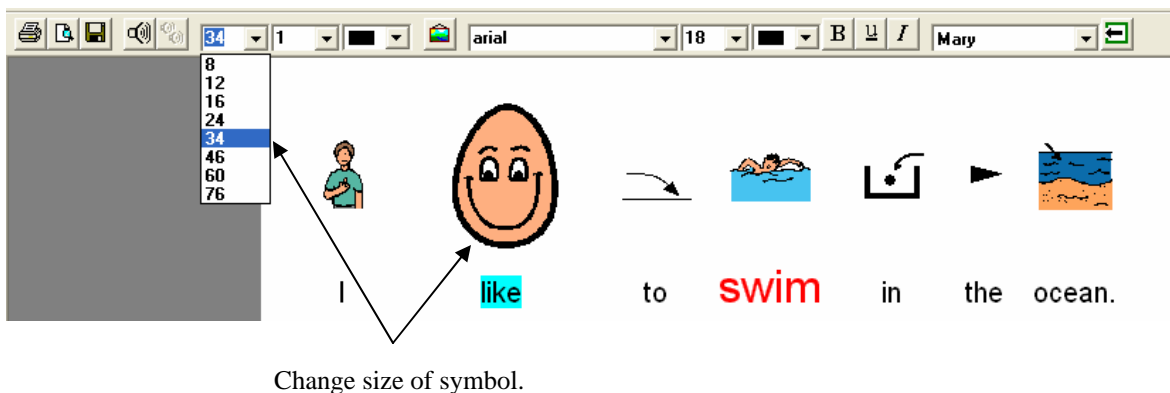
Fun with Text.

Using the cursor “**highlight**” the word “**swim**” in the first sentence. Change font size to **28pts** by pulling down the menu next to the font name and selecting the number 28. “**Highlight**” the word “**swim**” again. Using the cursor, pull down the **text color** menu (located next to the text size). Choose the color **red**.



Changing symbol size.

Using the cursor, highlight the word “like” in the first sentence. Pull down the graphic sizing box (6th button from the left). Select the number 34. This will increase the size of only this symbol. Practice changing the size of a few more symbols.



Changing a Word's Graphic

The F12 key on your keyboard can be used to cycle through all graphics that match the word you typed. Click the cursor on/in the word "swim" in the first sentence. Press the F12 key and watch the symbol change. Note: The last graphic choice is "no graphic". This is useful if you don't want a symbol over a word.



swim



swim



swim

swim

Note: The program will remember your symbol selection and default to it as long as the program is open.

New Word Association.

By using the F11 key on your keyboard, you can link a new word with a graphic.

This is useful for associating a person's name with a symbol.

Type the word "boy".

Press the F11 key. (The word will disappear.) Type "Chad" and then **PRESS THE RIGHT ARROW KEY** on your keyboard. Type the following sentence: "*The boy's name is Chad.*"



Type generic word.

boy



Use F11 to remove word.



Type new word. Don't forget to press the RIGHT ARROW after typing the word.

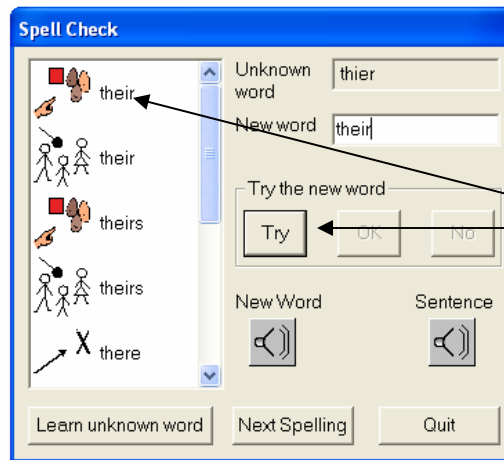
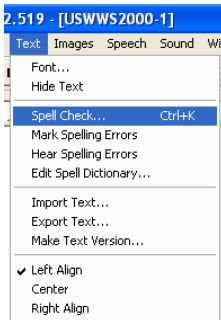
Chad



The boy's name is Chad.

Spell Checking.

This is a feature in WWS2000 that can be turned on or off. Type the following sentence (type it with the error): “I want to hear **thier** song.” To turn on spell checking, pull down the “**text**” menu and select “**Spell Check**”. Another way to turn on spell check is by selecting the “**abc**” icon on the menu bar or by pressing **Ctrl+K** on your keyboard. Click on the word you want in the sentence and press “**try**”. If you like the word, press “**OK**”. Type several more sentences with misspelled words and practice using the spell check feature.



Click on the correct word, then click on “Try” to test word. If word is right, click on “OK”.