

Daedalus[®]

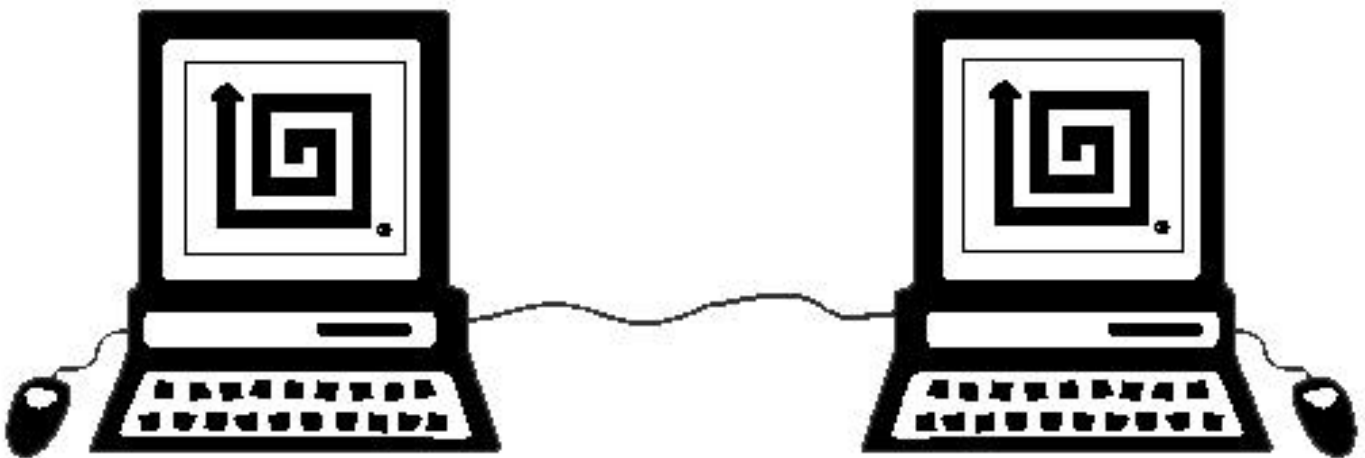
Integrated Writing Environment

for Macintosh Computers

Version 1.4

Macintosh DIWE 1.4 Complete

User's Guide



September 30, 1997


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Welcome to DIWE

Welcome to the Daedalus® Integrated Writing Environment (also known as DIWE) from the Daedalus Group, Inc. DIWE is designed for to help you write and communicate with others in your class. This User's Guide provides you with instructions for using the Daedalus Integrated Writing Environment.

Use this Guide in conjunction with your computer's documentation, which provides the basic procedures for completing basic tasks such as initializing a floppy diskette and navigating using the Macintosh Finder.

What is the Daedalus Integrated Writing Environment?

Writing involves more than producing an outline, draft, and final draft. The writing process cycles back upon itself as you work on an essay. The Daedalus Integrated Writing Environment (DIWE) lets you fully enliven and understand this process; rather than breaking writing apart into distinct stages, DIWE distributes writing between three phases—Invention and Pre-writing, Composing, and Revision; and lets you move easily from one to another. It also uses the power of collaboration between writers, editors, and instructors. The Daedalus Integrated Writing Environment puts you in command of your writing.



You can use **Invent** to help formulate ideas. It offers a variety of prompt series so that you can vary the questioning to your needs.



Discussions in **InterChange** may flesh out these ideas, while messages sent and received in **Mail** help build up a base of information with which to work.



Blocks of text can be pasted from **Mail** and **InterChange** into a simple word processor, **Write**, as support for your arguments.



You can then send drafts of your paper to peers or instructors, and have them comment on the document using **Respond**.



Then you can use these comments to rethink and finetune your essay. **BiblioCite** helps you produce your Works Cited page.

Conventions used in this document

This manual assumes that you have a beginner's acquaintance with Macintosh® computer conventions such as the use of the mouse, pull-down menus, and display windows. Your instructor or the lab staff in your computer classroom will help you initialize diskettes and get started, but it is crucial that you read over this manual once (to orient yourself to the general functioning and purpose of the various modules of the software) and then keep it for reference as you gradually move through those modules over the course of the term.

Courier font indicates text that is displayed or typed on the screen

Boldface signals menu commands and button commands .

Italic font represents information that you will have to provide. If asked to type *yourfilename*, you might type PAPER1

<Key> refers to an actual control key on your Apple keyboard.

<Key1+Key2> indicates that two keys should be pressed together. For instance, when instructed to press <Option+R>, you would press (and hold) the <Option> key and press the <R> key.

Specific steps to operations are indented and begin with the symbol.

Pay close attention to any steps or information preceded by a checkmark.

Getting Started

This section of the manual covers the basics of launching and exiting DIWE. As you become comfortable with the modules, you will see that the software's environment facilitates not only your own writing but also your entire class's collaborative exploration of the three primary stages of the writing process: Invention (pre-writing), Composition (writing a draft), and Revision.

The rest of this manual explains how DIWE facilitates practice in these three general stages of writing and an understanding of their interconnectedness. While learning a new computer program might be confusing at first, remember that the focus of this course is writing, not computers.

Starting The Daedalus Integrated Writing Environment

To start using DIWE:

1. Open the Daedalus folder from either the network disk drive or your local disk drive; its location depends on your classroom setup.



2. Double-click on the DIWE icon:

3. The first thing you will see is the Log In dialog box (shown below).

DAEDALUS INTEGRATED WRITING ENVIRONMENT
Version 1.4 for Macintosh

1) Select your instructor, 2) Select your class, 3) Click on 'New User' or select your name and click on 'Log In'

Your Instructor:

- Robert Weir
- The Staff
- Bertha Cassidy
- Ralph Peabody
- Philip Lesh

Your Class:

- Administration
- Staff Discussion
- Planning

Your Name:

- The Administrator
- Maria Kalan
- Henry Connors
- Hélène Kristeva
- Harold Nuñez
- Joseph Kelley

Quit

New User

Log In

The only thing affecting how you log in is whether or not you have ever logged in as a user in this class before.

If you have never logged in before,

1. Select your instructor from the instructor list on the left side of the screen.
2. Select the appropriate class from the list on the right side of the screen.
3. Click the **New User** button.
4. Enter your name.
5. Enter a password that is easy for you to remember (write it down). NEVER give anyone your password! If you forget your password, ask the instructor or lab monitor to help you.
6. Click the **Log In** button.
7. The menu bar will display DIWE's menus: **File, Edit, Activities, Utilities**
8. If your instructor has a class assignment, it will appear on your screen and you can begin the day's activity.

If you **have** logged in before,

1. Select your instructor from the list on the left side of the screen.
2. Select the appropriate class from the list on the right side of the screen.
3. Select your name from the class roster at the bottom of the screen.
4. Click **Log In**.
5. Enter your password.
6. Click **OK**.

Using DIWE's Tools

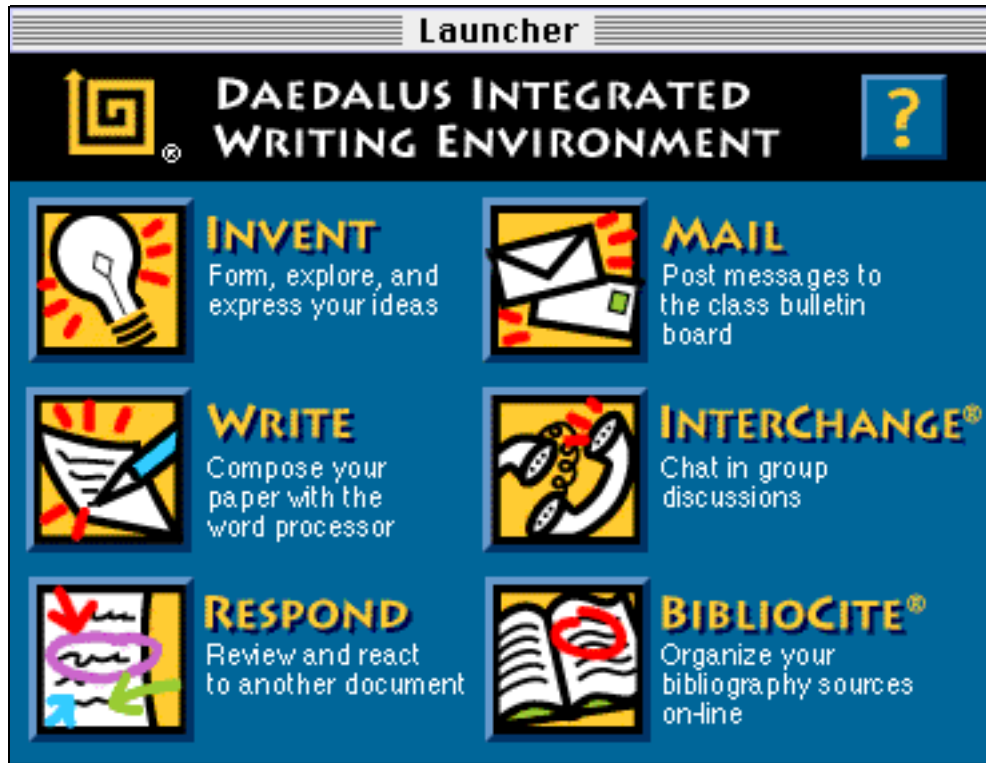
| Activity | |
|---|----------|
| Launcher | ⌘E |
| New Write Window Write Windows | ⌘N ▶ |
| Invent Respond | ⌘J ⌘K |
| Mail InterChange | ⌘M ⌘L |
| New BiblioCite... Open BiblioCite... | |
| User Help Character Help | ⌘H |

The modules that collectively form the Daedalus Integrated Writing Environment are available on the Launcher (shown on page 5) by icon, and are listed by name under the **Activity** menu at the top of the screen (shown left).

Choose any of the commands to begin using the related tool.

A diamond mark will appear here next to the name of any module you currently have open; or, if the activity's window is the currently active window, a check mark will appear instead. Any activity window may be selected and brought to the front by either clicking on it or by selecting that activity in the **Activity** menu.

The Launcher command under the Activity menu brings this floating palette of buttons to the top. The buttons on the Launcher function just as the commands on the **Activity** menu do, taking you directly to the tool in the program which you select. The **Question Mark** button opens the User Help file.



Detailed descriptions of these tools appear throughout the rest of this manual. The sections referring to each are marked by the icon which appears for that tool on the Launcher.

Initializing Diskettes

Before you can save work onto new diskettes, you must first initialize, or format, the disk. Only initialize new diskettes since this process will erase any existing documents on your disk.



If you initialize a diskette you've been using on a PC/Windows machine, this process will erase all the PC files you have on the diskette. If the Macintosh you're working at does not have special software which lets it read PC diskettes, the machine will inform you that the diskette is uninitialized. Don't initialize a diskette you use with a PC unless you no longer need the files on the disk.

To initialize a diskette:

1. Insert the diskette into the disk drive. Make sure that the sliding metal gate points toward the computer, and that the small metal circle in the center of the diskette faces down.
2. If the disk has not been previously initialized, the Macintosh will display the following message: "This disk is unreadable: Do you want to initialize it?"
3. Click the **Initialize** button. The Macintosh will then display a warning that any files on the disk will be erased during initialization.
4. Click the **Erase** button. The computer will then ask you to enter a name for the disk.
5. Type in a name for the disk and click the **OK** button.
6. The initialization will take a few minutes, and when it's complete, you will see an icon representing your disk at the upper right-hand side of the monitor.

Naming Files

Your instructor will likely give you conventions for naming files in order to prevent duplication of filenames throughout the class. The instructor may want you to name files by your last name, the assignment, and draft, for example:

Jones-Essay1-Draft2

Macintosh filenames can be up to 31 characters long. You can use any character (letter or symbol) and even spaces when naming a file on the Macintosh—the only exception is the colon, which has a special meaning for the Macintosh. Make sure, however, that you understand your instructor's conventions to ensure that she or he gets your work on time.

Moving Between Platforms

Macintosh computers format diskettes differently from PC/Windows machines. As a result, you will need to special software to work with PC diskettes on a Mac. Most Macintosh machines will have either Apple File Exchange or Access PC installed. There is also software for Windows which will allow you to read or convert files on a Macintosh diskette (e.g., MacDrive 95, Mac-In-Dos Plus, or MacOpener).

Once you have the computers you're working with set up so that you can read your diskettes, there are some guidelines to keep in mind:

- **Use an 8.3 filename if possible (e.g., paper1.txt).** Windows and DOS are based on filenames which have an eight character filename and an three character file extension. The conversion software which you have installed on your computers may support long filenames. If not, the filenames you have chosen will be truncated. The file is still available and can be used, but the name may no longer be clear. Test the specific machines you're working with to find the best filenaming convention for your situation.

- **Remember that the fonts in your document may not convert from one platform to the other.** Some fonts are available for both Mac and Windows Times New Roman and Courier, for example. Many other fonts are available on one platform only, however. Since your font may not transfer from a Windows program to DIWE, be sure to check your documents for appearance before you print or turn them in.
- **DIWE is a not cross-platform program.** While there are DOS, Macintosh, and Windows versions of DIWE, these three programs use different file formats so they are not compatible. In other words, you cannot make a BiblioCite file with the Macintosh version of DIWE and then open it with the Windows version of DIWE.

Ejecting Diskettes

When you have finished a session with DIWE, remove your diskette from the disk drive by:

1. Selecting your disk on the desktop.
2. Dragging the disk icon to the trashcan (located at the bottom right-hand corner of the screen) so that the trashcan highlights. This operation will not erase your disk.
3. Releasing the mouse button. Your disk will then be ejected from the disk drive.

Quitting The Daedalus Integrated Writing Environment

Quitting DIWE will close all modules and documents. To exit the application, select **Quit** under the **File** menu. DIWE will prompt you to save any files that have not been saved before exiting.

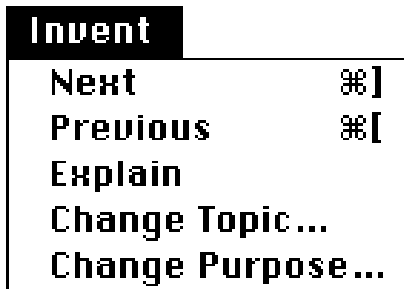


Brainstorming with Invent

Perhaps the most difficult aspect of writing involves formulating a topic that's manageable and stimulating. Invent uses tested and recommended question series to carry you through the invention phase.

Successfully using Invent requires a bit of patience and motivation. Invent won't answer prompts for you—as the writer, only you have the authority and expertise to respond to the questions. It can be daunting at first, but remember that working with the application will hone your problem-solving skills and help you discover your writing's strengths and weaknesses.

Invent Menu Commands



Next and **Previous** move you back and forth through the prompt series. If a question is unclear, select **Explain** from the Invent menu, which will present a window that explains the prompt more fully. Also, your stated purpose for writing will always be displayed at the bottom of the **Invent** window. You can change your purpose, or the topic altogether, at any time by selecting **Change Topic** and **Change Purpose**.

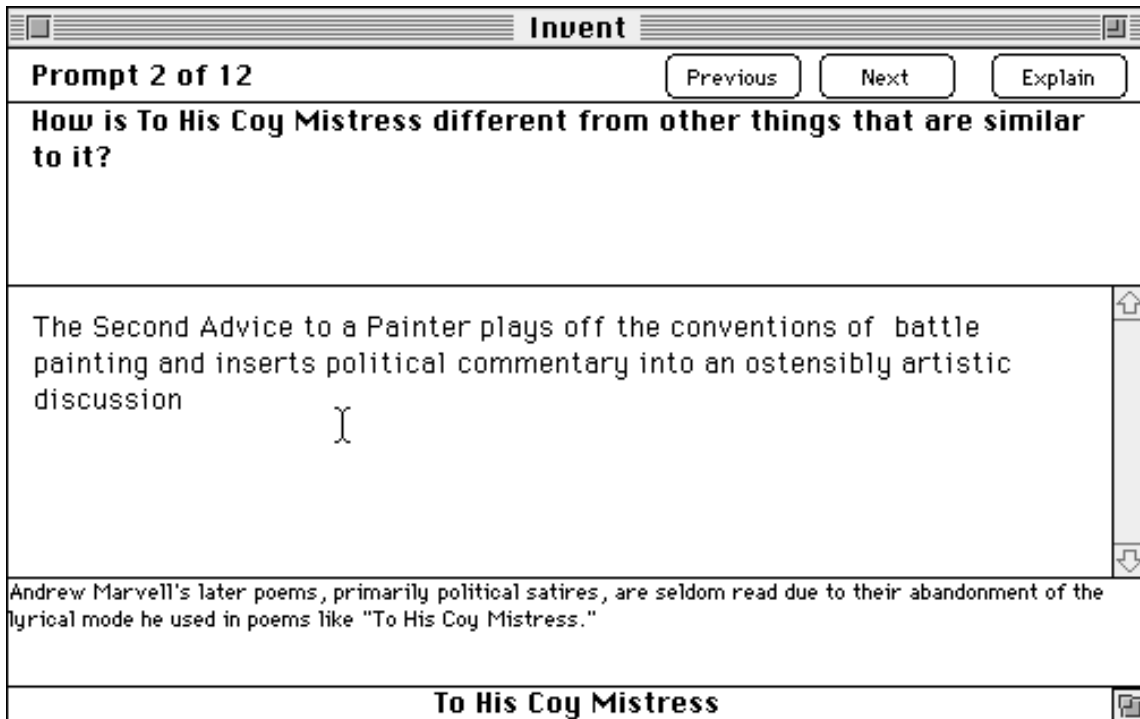
Invent Window Navigation

Three of the menu commands are represented by buttons in the Invent Window. Use the **Next** button and the **Previous** button at the top of the Invent Window to move back and forth among the questions. Use the **Explain** button to display additional information about the question.

Starting Invent

1. Pull down the **Activity** Menu and select **Invent**.
2. You will then see a dialog box asking you to select a question series.
3. Click on the folder box and select the Question Series folder.
4. Select one of the question series: such as Exploring Ideas, Persuading Others, Informing, Expressing Yourself. There are three question series for each area. The first series (e.g., Exploring Ideas 1) is a basic series of questions. The second series (e.g., Exploring Ideas 2) is more advanced, and the third series (e.g., Exploring Ideas 3) allows for more creative exploration. It's also possible that your teacher has created a special prompt series for your class or assignment.

5. Compose your answers to the questions in the dialog box which appears (shown below):



6. When you complete a response to a prompt, select the **Next** button or **Next** command from the **Invent** menu. Use the **Previous** button or the **Previous** command from the **Invent** menu to move back to a question. Note that you can always change answers to previous prompts, and can even change your topic and purpose (see the details on Invent Menu commands).

Saving Invent Sessions

You do not need to answer all the prompts at one session, but to ensure you record your work you need to **Save** what you've done so far.

1. Pull down the **File** menu, and you will see **Save** and **Save As**.
2. The first time you **Save**, you will be prompted for a name for the file. Enter the name of your document.
3. Look to the right of the dialog box. At the upper-right, you will see the name of the disk where your file will be saved (this is called the "default" disk).
4. If the default disk is not your floppy diskette, click the **Desktop** button. It will display the name of your available drives and diskettes, and the files on your desktop in the scrolling window on the left of the dialog box.

After that, whenever you select **Save**, it will automatically save to that file without prompting you for a filename.

Click **Save As** if you want to save a copy of your answers, or if you want to try a different strategy. When a group is writing collaboratively, each member may

want to save her or his answers to the prompts under different filenames. Remember, if you click **Save**, it will automatically record the current answers in the file you opened.

Revert abandons the changes in the current session, allowing you to change back to the previously saved version of Invent answers.

Making Second Copies of Your Invent File

You may want to make a back-up copy of your Invent files or to try a different strategy without affecting your original answers to the Invent questions. The easiest way to accomplish this goal is to use the **Save As** command:

1. Select **Save As** from the **File** menu if you want to save a second copy of your responses, (Remember, if you choose the **Save** command, the program will automatically record the current responses in the file you opened.)
2. Type in a new file name, and click on the **Save** button.
3. A new but identical file will be saved under the new name, and the original file will still be saved under the old file name.

Resuming Work on Saved Invent Sessions

To open a pre-existing set of Invent answers,

1. Either double-click on that file from the finder (the file's icon will look like the picture above), or
2. Select **Open** from the **File** menu.
3. Select the file using the dialog box.

You can then resume or revise responses to unfinished prompt series.

Using an Invent File with Daedalus Write

You may want to import your responses into Daedalus Write or another word processor that can open ASCII or text-only files, in order to print the responses or merely have an accessible copy of them on the computer. You can simply cut and paste between Invent and Write, but if you are uncomfortable with that, try saving your responses as a text file:

1. Select the **Save As** command from the **File** menu, type a name for the file in the dialog box, and click the **Text Only** radio button at the bottom of the dialog box.
2. Choose the **Open** command from the **File** menu.
3. Navigate to the text file you've just saved and click the **Open** button to open your file.

Once the file is open, you can begin editing in that Invent file or you can use the **Cut**, **Copy**, and **Paste** commands under the **Edit** menu to move information from your Invent file to another document.

Printing your Invent Answers

Your answers in an Invent file are something like a pile of index cards — each answer is in a separate place. To bring all your answers together so that you can print them, you need to save them as a text file. Once the answers have been saved as a text file, you can use the Write word processor to print your responses.

1. Save your answers using the **Save As** command in the **File** menu (you will probably need to rename the file to avoid overwriting).
2. Choose the **Text Only** radio button at the bottom of the File-Save dialog and choose the **Save** button.
3. Close Invent by clicking in the close-box in the upper left corner of the window.
4. Select the **Open** command from the **File** menu.
5. Navigate to the location of the Text version of your Invent file — the file you saved above.
6. Highlight the name of your file, and choose the **Open** button. The Text version of your answers will appear as a Write document.
7. Choose the **Print** command from the **File** menu to print the document. (You can use the commands under the Write menu to modify the style and format of your Invent answers before printing).

Quitting Invent

To **Quit** Invent simply click the close-box in the upper left-hand corner of the Invent window. DIWE will prompt you to save your current answers.



Word Processing with Write

Once you've gotten far enough with your pre-writing and invention activities to begin writing, you'll need a word processor. That's where Write comes in. Opening Write puts you in the core of The Daedalus Integrated Writing Environment. All of DIWE's modules use the editing functions and styles of Write, making use of the application easy and eventually second nature to you. When you write in DIWE, you can concentrate on your writing, rather than the complex workings and commands of most word processors.

Write's Menu Commands

| | |
|-------------------------|--|
| Font Style | Sets text style. |
| Font Size | Sets text size. |
| Font | Sets text font. |
| Line Spacing | Sets line spacing. |
| Auto Indent | Sets automatic indentation of paragraphs. |
| Print Options... | Displays a dialog allowing the print margins, header, and page numbering to be set. |
| Show Page Breaks | Makes page breaks visible. |
| Find... | Displays dialog allowing user to search for text within document. |
| Find Next | Finds the next occurrence of the text entered into the Find dialog. |
| Replace... | Displays a dialog allowing the user to search for text within the document and replace it. |
| Replace Next | Replaces next occurrence of the text entered into the Replace dialog. |

Creating a New Write File

To open a new Write file,

1. Select **New Write Window...** command from the **Activity** menu.
2. You will then see an empty window with "Untitled-1" in the menu bar. You may begin entering text in this window.

Importing Text into Write Files from Other DIWE Modules

To import text from other DIWE modules,

1. Open the "source" and "target" documents simultaneously.
2. In the "source" document, highlight the text you want to copy.
3. Select **Copy** from the **Edit** menu.
4. Click on the "target" document to change windows.
5. Click on the place in the "target" document at which you want to insert the copied text.
6. Select **Paste** from the **Edit** menu.

Opening an Existing Document

To open an existing document (such as a partially completed draft, or a completed draft that requires revision), you can either double-click its icon from the finder, or select **Open** from the **File** menu. From the dialog box, you can then select the file you want to open. In addition to Write files, the **Open** dialog box will also display plain text files, RTF files, and MacWrite files.

Note: MacWrite and RTF files will be opened into an Untitled window.

Maneuvering from One Document to Another

1. Pull down the **Activity** menu, and select **Write Windows**. It will display all of the available files on the pop-up menu.
2. You can then cut and paste between documents.

Resizing Write's Window

At any time, you can stretch or shrink the Write window to a desired size. Click on the box in the lower right-hand corner of the Write window, and drag the box towards the center of the screen to shrink the window, and towards the edge of the monitor to enlarge it.

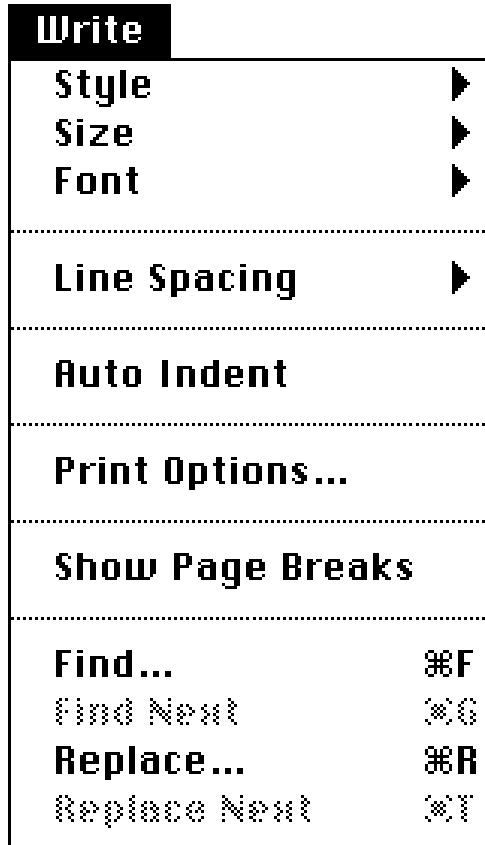
The scroll bars on the right edge and at the bottom of the Write window allow you to travel through your document. If you want all of a line of text to display on your monitor, resize the window. The size of your monitor will determine the extent of window resizing.

Formatting Text

Write allows you to change the appearance, or format, of text. The default selection is plain text; but you can also enter text in bold, italic, underline, outline, shadow, condensed, extended, or any combination of styles. It's a good idea to

use relatively few styles and fonts in documents in order not to make reading too difficult.

You can change the format of selected portions or of a whole document. If you want to reformat the entire document, pull down the **Edit** menu and choose **Select All**. Then choose the formats you want from the **Write** menu.



To change styles, fonts, and font sizes

1. Pull down the **Write** menu, and move the cursor over **Font Style**. You will see a pop-up menu listing the different styles.
2. Move the cursor over the style you want, and
3. Release the mouse button. The style will have a checkmark next to it on the menu. When you enter text, it will appear in that style.
4. Select the appropriate size from the menu as you did for style. You can also change font size for existing text.
5. Select the appropriate font from the menu as you did for style. You can also change fonts for existing text.

The **Line Spacing** menu allows you to choose single or double-spaced text. The default spacing is double, but you can change this at any time. If you want to change the spacing of existing text, make sure you select it before changing the spacing.

To change line spacing,

1. Select the passage, or choose **Select All** from the **Edit** menu,
2. Pull down the **Write** menu
3. Choose **Line Spacing**
4. Select the desired spacing width.

Auto Indent automatically adds a tab whenever you press the <RETURN> key. By selecting this option, your paragraphs will all begin identically indented.

Print Options allow you to change the margins of your paper, include a header, and number the pages automatically. The default margins should suit your purposes, but to change them, simply double-click on the appropriate margin, and enter a new number.

The text that you enter in the **Header** field will appear on every page when you print.

Toggling **Show Page Breaks** will display a dotted line across the Write window below a page's last line of text.

The **Find** function, under the **Write** menu allow you to search through an entire document and change certain words automatically. If you think you've misspelled a certain word throughout a document, you can use this function to correct the mistake.

To **Find** text,

1. Either type a word or phrase directly into the Find window, or copy the word or phrase from the document and paste it into the Find window.
2. If you select **Case Sensitive**, Write will find only those occurrences that match the exact copy of the word in the Find window. If, for example, you entered "WHARF RAT" in the Find window and selected Case Sensitive, the search would not find "Wharf Rat."
3. To find varying forms of a word, leave **Search Whole Word** unselected. If you want to find only those forms matching the Find entry exactly, click on the **Search Whole Word** box.
4. **Wrap Around Search** will begin the search at the last insertion point, go to the end of the document, and search to the insertion point from the beginning.

To **Replace** text,

1. Enter the text you wish to find, and also
2. Type the replacement text in the next field.
3. You may choose to confirm each replacement, or **Replace All**.

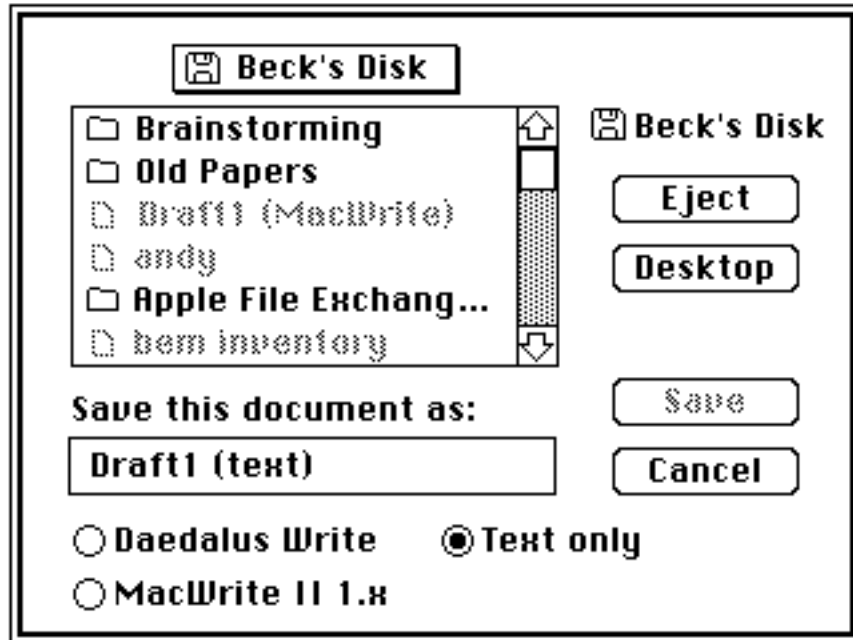
Saving Write Files

After you have typed a few paragraphs, you might want to save your text. Saving your text in Write works exactly the same as it does in Invent.

1. Select **Save** from the **File** menu.
2. Enter the name of your document.
3. Click **Save**. The name of your document will appear in the Write window's titlebar.

If you want to name your current work on an existing document something like "BACKUP 1" or "Jean's Version," select **Save As...** It will leave the file you opened unchanged, and create a new file with the name you enter. You can also use the Save As... dialog box if you think you'll want to work on your essay with another word processor besides Write. To save your work in another word processor's format,

1. Select **Save As....** At the following dialog box, choose the format for the new file by clicking on one of the radio buttons at the bottom of the window. As with the following example, it is a good idea to add "text" or "MacWrite" to your file name to help you remember which format you have chosen.



The **Save a Copy** command creates a second copy of your file.

The **Revert** option allows you to discard the changes you made to a document since the last time you saved. This comes in handy if you don't like your most recent edits.

Page Setup, under the **File** menu, allows you to change the paper size and orientation. The default setting is for standard letter-size paper printed in portrait (vertical) mode. Printing will depend on your printer or the network printer you are using.

Printing a Write Document

To print in Write,

1. Open the document you want to print using the **Open** command under the **File** menu.
2. Check the **Print Options** command under the **Write** menu to confirm the settings for your document.
3. Choose the **Print** command from the **File** menu to print your document.

Quitting Write

To quit Write, click in the close-box in the upper left-hand corner of the Write window. If you have several documents open, Write will prompt you to save them before closing.

Write's Built-in Concordance

Write will allow you to make a concordance of any document. The DIWE Concordance gives you a list of all the words you have used, both in order of frequency and in alphabetical order. The program then uses these lists and other information from your paper to calculate basic statistics about readability and sentence style. You can compare the statistics for your document to those for similar documents written for the same audience and purpose.

Based on those comparisons and your audience and purpose, you can revise your document to improve focus, development, word choice, and sentence style. The DIWE Concordance is a tool that can help you analyze your writing in the same way you can use the DIWE Spell Check or your grammar handbook. The Concordance can't correct your paper for you or automatically find grammar errors, but you can use the information that the Concordance gathers to find places where you need to revise your writing.

Standalone Write Word Processor

DIWE comes with a standalone version of Write, the same word processor that is built into the Integrated Writing Environment. If the Supervisor has set it up, you may copy Write to your diskette to make work away from a network easier. The only difference between the two versions of Write is that they have different icons and Finder information for the Macintosh. What this means is that if you save a file with the standalone version, and you double-click on that file's icon, and the Finder will look for and launch the standalone version of Write. On the other hand, files you save with Write from within DIWE, when double-clicked, will launch DIWE.

Note Both programs create exactly the same kind of files. Only the Finder information is different. Here is what the various icons look like.



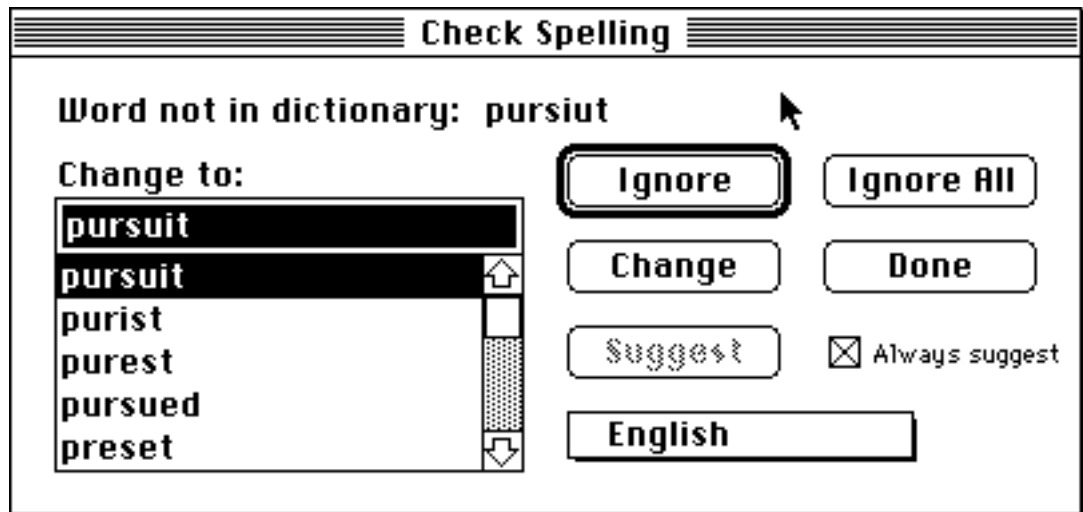
If you have trouble remembering which version you used to create a file, you can avoid the Finder problems by running the program first, then using the **Open** command in the **File** menu and choosing the desired file from the dialog box.

Checking your Spelling

To check the spelling in any Daedalus window, choose the **Check Spelling** command under the **Utilities** menu, or press <_ + Y> . If you want to check only a passage from this document, just highlight the text you want to check, and the Spelling Checker will look first at those words that are highlighted, asking you afterwards if you want to continue checking; otherwise, it will check the entire document from beginning to end.

You may check your spelling anywhere in the program that you can enter text: Write, the Mail editor, the InterChange composing area, the Invent or Respond text entry areas, etc.

If you have more than one language available to you, you can also change languages for Spell-checking.* If, for example, you had a passage in French that you wanted to check, you could highlight that passage, choose **French** from the available languages pop-up menu, and click on **Begin**.



The Spelling action is set in motion with the **Begin** button. When a questionable word is found, it is displayed on the top area of the window. Just below is the **Change to** area, where you can type your correction. If you click on the **Suggest** button, a list of possible new words will be displayed in the scrolling area to the left. When you click your mouse on one of these words, it inserts itself in the **Change to** box. A double-click on one of these words does the same thing as selecting a word and clicking on the **Change** button. This operation will replace the target word with the new word. Clicking on the **Always Suggest** check box a) grays out the **Suggest** button and b) always causes the suggested words to be displayed whenever a questionable word is found.

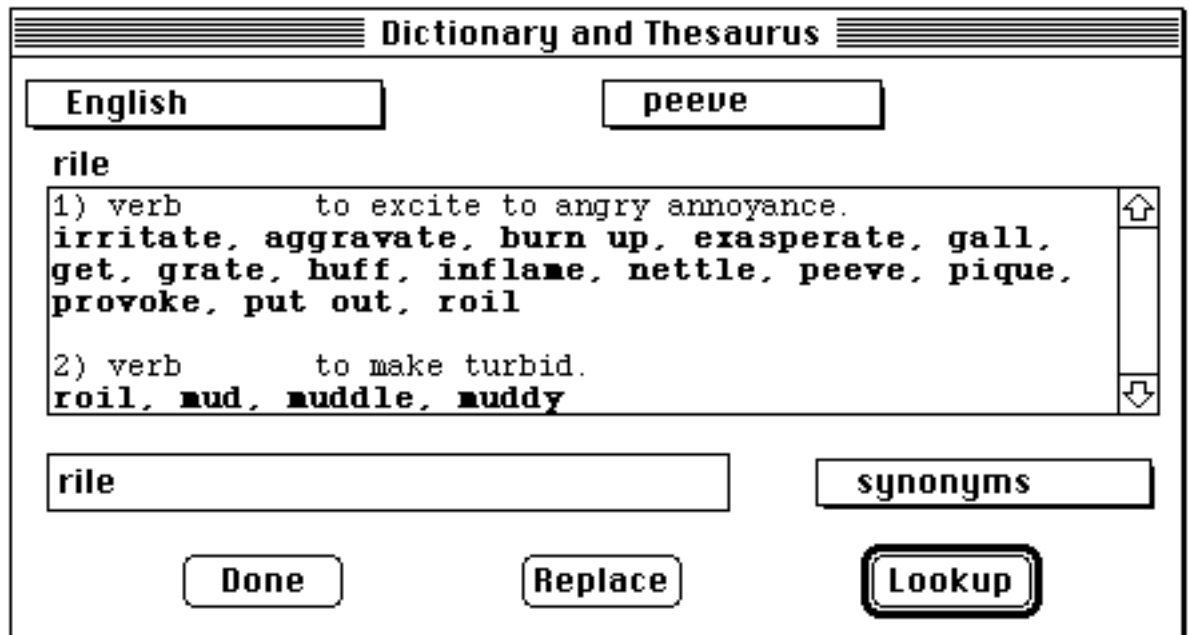
The **Ignore** button allows you to "set aside" words that you know are correct; the **Ignore All** button sets this word aside for the duration of your spell-checking session; you will not be asked about it again, even though the dictionary does

* Words are checked against the 144,000-word Proximity/Merriam-Webster Linguibase®.

not recognize it. If you have multiple languages available to you, they will be visible in the pop-up menu at the bottom. Once you have chosen another language for your spelling, it will remain your default language until you change this preference.

Looking up Words with the Dictionary

The same linguistic database* that is used to check spelling is also accessible through DIWE's Dictionary. When you encounter a word you want to look up, highlight it and choose **Dictionary** from the **Utilities** menu. The highlighted word will be looked up immediately. If you do not select a word, the Dictionary window will come up empty, waiting until you enter a word to look up.



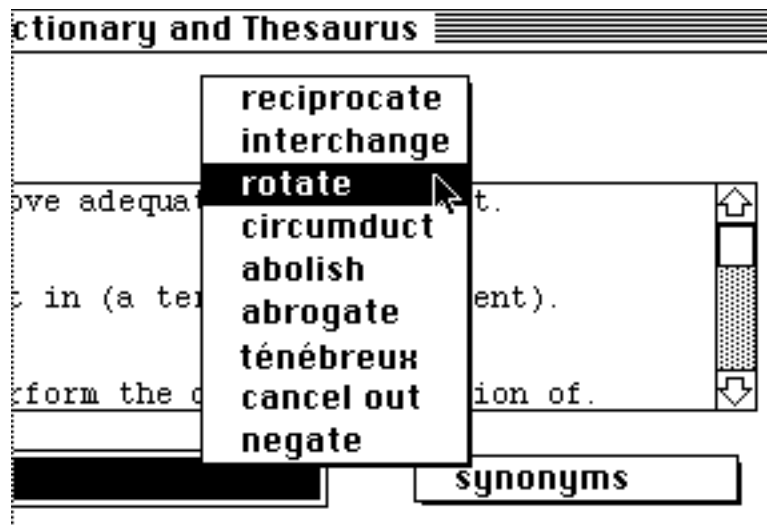
The Dictionary window is comprised of many parts: A text entry section, buttons, pop-up menus.

Text Entry: In this example, the word "rile" has been typed in the entry section. You can type any word you want in this box, hit the <Return> button, and get a definition from the linguistic database. Another way of searching for words is to double-click on any word in the definition sub-window. Above, for example, you could double click on "roil," which would a) put "roil" in the text entry box and look up its definition. In this way, you can quickly search a family of words until you get just the one you want.

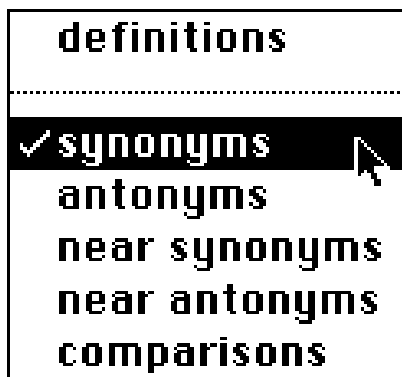
* English Thesaurus is provided by Proximity / Merriam-Webster. For spelling, words are checked against the 144,000-word Proximity/Merriam-Webster Linguibase®.

The three buttons are fairly predictable: **Done** signals when you're finished with the Dictionary, **Replace** instructs the program to paste the current word into your document, and **Lookup** seeks dictionary and thesaurus entries for the word in the lower entry box.

The three **pop-up menus** contain lists of options available to you. If you have multiple languages available, you may change from English to one of them by clicking on the upper left menu. In the upper right portion of the window is a list of recent words looked up. There will be nothing there until you have Looked Up at least two words. This feature is very handy when you have been following a train of thought and want to return to a definition of a previously-explored word. To do this, just choose the word you want--it will be entered into the text entry box and will be looked up automatically. As you can see from this example, this list saves all the words you have explored, including searches across different languages.



The pop-up menu just above the Lookup button lets you choose the kind of search you request from the linguistic database. The default is to display **synonyms**. The dictionary definition of a word, including its part of speech and variants, can be found in the **definitions** section.



Synonyms: These words have the same or very nearly the same essential meaning. This means that synonyms can almost always be substituted for the entry word in terms of denotation, although the connotation may be slightly different.

Antonyms: These words' meanings contradict those of the entry word with equal or nearly equal force.

Near synonyms: These are related words; they have the same implications as the main entry, although the emphasis is different. Related words provide useful information for when the main entry does not exactly express the meaning desired.

Near antonyms: These are "contrasted" words, which differ from antonyms in that although they do not express complete contradiction of the entry word, they do in some sense oppose it.

Comparisons: these words comprise the "see also" word list. These words express a related idea which the writer may find more appropriate than the idea expressed by the entry word.



Revising with Respond

Revision is as much a part of the writing process as creating a draft. Respond helps you view documents, whether they be your own or a peer's, in global and also more specific terms. This module saves your comments, so that you may refer to them as you edit your essay.

Respond Menu Commands

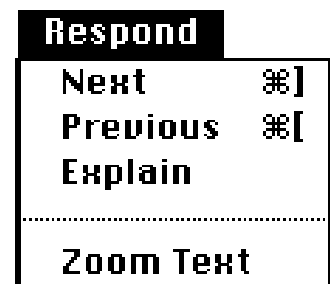
| | |
|-----------------|---|
| Next | Moves to the next prompt. |
| Previous | Moves to the previous prompt. |
| Explain | Offers a more detailed explanation of the current prompt. |

Respond Window Commands

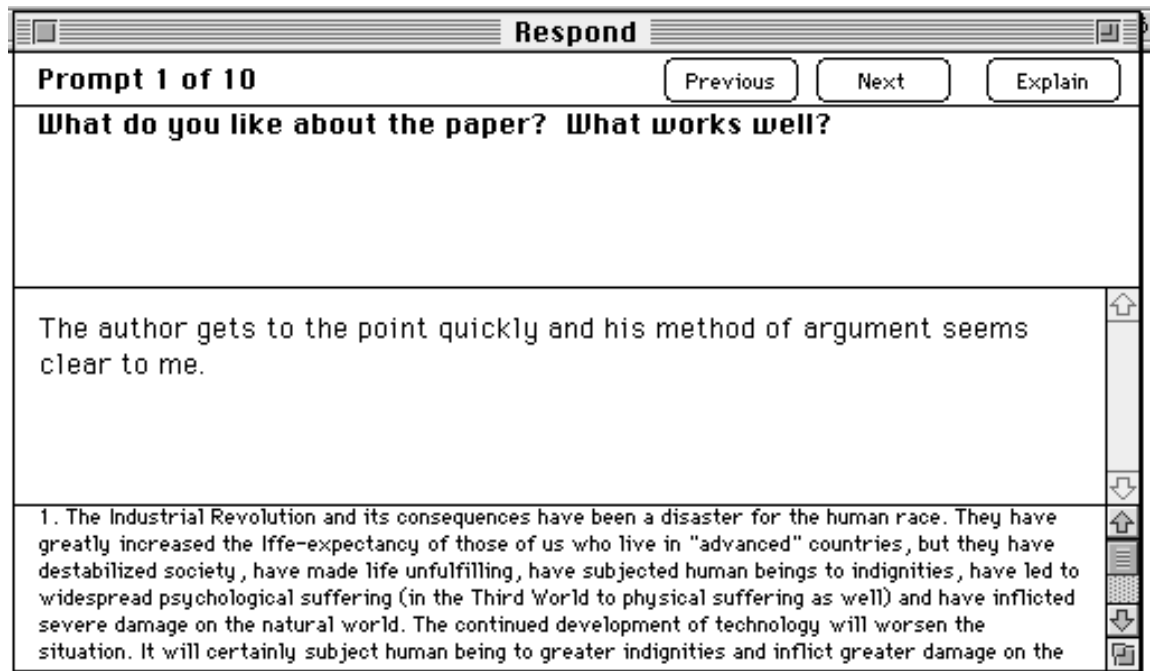
Three of the menu commands are represented by buttons in the Respond Window. Use the **Next** button and the **Previous** button at the top of the Invent Window to move back and forth among the questions. Use the **Explain** button to display additional information about the question.

Opening Respond

1. Select **Respond** from the **Activity** menu.
2. Select Global Revision or Local Revision from the Respond folder. The Global Revision series prompts the editor about general writing concerns and practices in the draft document. The Local Revision series prompts the editor about specific strategies and decisions the writer made in the draft. Your teacher may also have created a special set of Respond questions for you to complete.
3. Select the document you want to revise.
4. The Respond menu will appear on the menu bar.



5. Respond will display a window with questions at the top, a field for your comments in the middle, and the text of the draft document at the bottom. Both revision series have 10 questions.



Selecting a Document

After you have chosen a question series (Global Revision or Local Revision), you will be given three choices to select a document: **File on disk**, **Turned In Paper**, or **No File**. Your answer will depend on the location of the document you want to comment on.

File on Disk

If you have the document saved on your disk—perhaps it is a Write document that you have not yet handed in—select **File on Disk**. A window will appear, with a list of files and/or folders on the left side, and four buttons on the right side. If you see the document you want, select it (by clicking on it twice, or by clicking on it once and then clicking on the **Open** button). If you do not see your document, you can look for it by opening or closing folders. To open a folder, click on it twice. If you are already in a folder, its name will appear above the list. If you want to get out of that folder, click on the disk icon on the right hand side. If you need to find another disk, click on the **Desktop** button. Use these techniques until you find the document.

Turned in Paper

If you want to comment on a paper that has been turned in, click on the **Turned In Paper** button. Select the student who wrote the paper. Click on the **See files for this user** button. Select the correct document, and click on the **Open** button.

If the student is not in your class, click on the **Go to another class** button, select the correct instructor, select the correct class, click **OK**, select the correct student, select the correct paper, and open it.

No File

If you want to comment on a paper that is not on the computer—perhaps you have a hard copy with you—click on the **No File** button.

Using Respond

Answer each question by typing in the middle window. When you have completed an answer, select **Next** from the **Respond** menu. You will see the next question. You can revise answers by selecting **Previous** until the answer you want to revise appears. Simply change the text in the middle window the way you would edit any document.

Explain

If you do not understand a question, select **Explain** from the **Respond** menu. An explanation of what the question means will appear on the screen.

Zoom Text

enlarges the draft document window to full-size in order to make reading easier. To shrink the draft document window back to its original size, select **Zoom Text** again from the **Respond** menu.

Saving Your Responses

When you are ready to end a Respond session, you should save your responses. You can **Save** periodically or at the end of a session. Use **Save As** to make a backup. Use **Save As Text** to create a textfile from which you can export your responses to Write, Mail, or another word processor (you will need to use this command if you want to print a copy of your answers or if you want to send your answers to someone through Mail).

Resuming Work on Saved Respond Sessions

To open a series of Respond answers you began work on earlier:

1. Either double-click on that file from the finder (the file's icon will look like the picture above), or
2. Select **Open** from the **File** menu.
3. Select the file using the dialog box.

You can then resume or revise responses to unfinished prompt series.

Using an Respond File with Daedalus Write

You may want to import your responses into Daedalus Write or another word processor that can open ASCII or text-only files, in order to print the responses or merely have an accessible copy of them on the computer.

1. Select the **Save As** command from the **File** menu, type a name for the file in the dialog box, and click the **Text Only** radio button at the bottom of the dialog box.
2. Choose the **Open** command from the **File** menu.
3. Navigate to the text file you've just saved and click the **Open** button.

Once the file is open, you can begin editing or you can use **Cut**, **Copy**, and **Paste** under the **Edit** menu to move information between the files.

Printing your Respond Answers

Your answers in a Respond file are something like a pile of index cards — each answer is in a separate place. To bring your answers together so you can print them, you need to save them as a text file. Once the answers have been saved as a text file, you can use the Write word processor to print your responses.

1. Save your answers using the **Save As** command in the **File** menu (you will probably need to rename the file to avoid overwriting).
2. Choose the **Text Only** radio button at the bottom of the File-Save dialog and choose the **Save** button.
3. Close Respond by clicking in the close-box in the upper left corner of the window.
4. Select the **Open** command from the **File** menu.
5. Navigate to the location of the Text version of your Respond file — the file you saved above.
6. Highlight the name of your file, and choose the **Open** button. The Text version of your answers will appear as a Write document.
7. Choose the **Print** command from the **File** menu to print the document. (You can use the commands under the Write menu to modify the style and format of your Respond answers before printing).

Using Respond with Mail

If you have been using Respond to comment on someone else's paper, you may want to send that writer your comments through Mail by using the **Copy**, **Cut**, and **Paste** commands to insert the response into a Mail message.

Quitting Respond

After you have saved your answers, click on the close-box in the upper left corner of the Respond window.



Corresponding with Mail

Mail is DIWE's bulletin-board module. Here, your instructor may post assignments, comments, or suggestions for projects. You can also send messages to the instructor and to your peers. In Mail, writers can discuss topics in much greater detail than in InterChange since there is no time limitation. Think of Mail as an electronic class bulletin board that can be accessed at any time. This availability allows for long-term, collaborative exploration of class topics and thus aids in focusing paper topics.

Mail Menu Commands

| | |
|-----------------------------------|--|
| Search list... | Displays a dialog to allow the user to search any of the four columns in the Mail list for specific items. |
| Sort list... | Allows the user to sort the visible Mail list according to any of the four categories. |
| Join Conference... | Allows the user to move between Mail conferences. |
| Join Interclass Conference | Allows the user to join a conference that is set up between classes. |

Mail Window Navigation

There are three parts to the Mail window: the Mail List in the upper portion, the "Read only" Message display are in the middle, the Message Composing Area at the bottom. In the message list window, note that each message is indicated by its sender (**From**), recipient (**To**), **Date**, and content (**Concerning**). In all three of these areas, you can use the scrollbars to move up and down in the message or list. In addition, there is a strip of buttons across the bottom of the windows which you can use to complete most of the tasks in Mail.

The Mail List

The Message being read

The Message Composing Area

Mail Buttons

| From | To | Date | Concerning |
|----------------|-----------------|------|------------------------|
| Ralph Wilson | Everyone | 6/5 | assignment 1 |
| Rebecca Pany | Louise Darris | 6/5 | Indian Studies Program |
| Kelby Manning | Everyone | 6/5 | Virtual reality |
| Paul Painter | Wayne Botteleur | 6/6 | Good Tales (ynthon) |
| August West | Ralph Wilson | 6/6 | assignment 1 |
| François Booth | Ralph Wilson | 6/6 | assignment 1 |

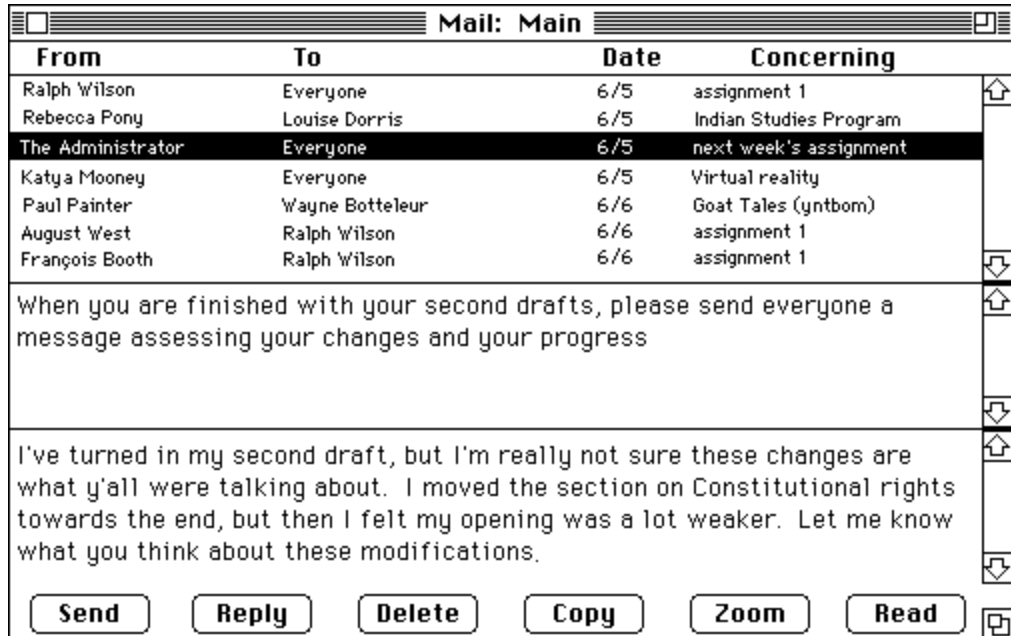
When you are finished with your second drafts, please send everyone a message assessing your changes and your progress

I've turned in my second draft, but I'm really not sure these changes are what y'all were talking about. I moved the section on Constitutional rights towards the end, but then I felt my opening was a lot weaker. Let me know what you think about these modifications.

Send Reply Delete Copy Zoom Read

Starting Mail and Reading Mail Messages

1. Select **Mail** from the **Activity** menu. The Mail window appears:



2. Move the pointer to the message you want to read and click the mouse to highlight the message. You can also use the <Shift + up arrow> or <Shift + down-arrow> to move the highlight through the list.
3. Select the **Read** button at the bottom right of the Mail window. You can also press Shift-Return to read the selected message. The message will appear in the middle window.

Joining a Mail Conference

As in InterChange, your class can hold special-topic conferences in Mail. In this case, though, each message contributed to the conference will appear as a separate item, rather than all of the messages appearing in one file. The messages sent in a conference will not appear on the main list of Mail messages. Think of it as a bulletin board reserved for that one topic, and onto which class members may post messages all semester long, as they find something relevant to that topic. To join a conference:

1. Select **Join Conference** from the **Mail** menu.
2. Click on the name of the conference you want to join.
3. Click on the **Join** button.

Joining an Interclass Mail Conference

An interclass conference is a regular conference that is conducted between students in different classes. To join an interclass conference:

1. Select **Join Interclass Conference** from the **Mail** menu.
2. Click on the name of the conference you want to join.
3. Click on the **Join** button.

Zooming a Mail Message

If there is too much text in the middle window to read, you can click on the **Zoom** button at the bottom of the screen, and your message will be redisplayed in a larger window. You will have to close this alternate view before continuing.

Sending a Message

1. Enter the text in the bottom window. You can edit this text the same way you would edit a Write document—using the **Edit** menu, blocking text, using the delete key, etc.
2. When you have finished composing your message, click the **Send** button at the bottom left of the Mail window (or press <Enter> from the numeric keypad).
3. Address your mail. You will see a window with boxes titled **To**, **Concerning**, and **Private**. If you do not want to send the message to Everyone, use the mouse (or the tab key) to move the cursor into the **To** box. Delete “Everyone” and type in the name of the person to whom you want to send the message (be sure you use the exact name they use to log on). Move the cursor to the **Concerning** box. Type a few words indicating the content of the message. If you want the message to be private, click in the **Private** box until an “X” appears. Private messages appear on the Mail list in a different font, and will appear only on the Sender's and Receiver's screens.
4. Click **OK** (or press the return key).

Deleting a Message

You should erase messages that you have sent which are out of date or include incorrect information. To delete a previously mailed message:

1. Select the message to be deleted from the message list.
2. Click the **Delete** button.

Note that you can only delete messages that a) you have sent or b) you have received (and the receiver name must be your full name). Deleted messages are saved in an archive, which your instructor can access.

Replying to a Message

To reply to the message currently in the middle window:

1. Enter the text in the bottom window.
2. Click the **Reply** button at the bottom of the Mail window (don't hit the **Send** button). Your message will be sent automatically to the writer, and it will be sent as private mail if the original message was private. You will not see the normal dialog box that asks for **Receiver** and **Concerning**.

Please note that the highlighted item in the list at the top of the screen does not necessarily correspond to the message that is in the middle window. To be sure you are sending your reply to the right person, highlight the correct item in the list at the top of the screen, and then click on the **Read** button at the bottom of the screen. The highlighted item in the list will then correspond to the message in the middle window.

Copying Someone Else's Message

You cannot use the **Edit** menu to copy a message in the middle window. This message is a "read only" message to guard against it being altered after its writer sends it. But you can copy the entire message:

1. When the message you want to copy is displayed in the middle window, click once on the **Copy** button on the bottom of your screen. (Nothing will appear to happen, but the message will be copied to a hidden "clipboard").
2. Move the cursor to the point you want to paste the message—either in your own Mail message or in a Write document.
3. Select **Paste** from the **Edit** menu.
4. The entire message will appear where the cursor was. You can now edit this message as you would edit your own message or document.

Searching for a Message

You can use the computer to find a particular message (or group of messages) rather than scrolling through the list yourself. This feature is particularly useful if the message list is long, or if you can't remember who sent a message you want to read again. To search for a message:

1. Select **Search List** from the **Mail** menu.
2. Choose which type of search you want by clicking on the appropriate circle (for example, if you want to find the messages concerning "Bob Smith's paper," click on the "about" circle). Note: A global search will search all four categories.
3. In the box titled **Search for what**, type a key word or phrase (for example, "Bob" or "Bob Smith's paper").
4. Click on the **Search** button.

5. A list of messages corresponding to your search will appear.

To restore the complete list of messages, select **Search List** again, and click on the **Full** button.

Finding Your Own Mail

You can use the **Search List** command from the the **Mail** menu to display a list of all mail sent to you.

1. Select **Search List** from the **Mail** menu.
2. Click on the **Personal** button.
3. A list of all mail sent to you will appear.

Sorting the List of Messages

You can reorganize your list of messages in a number of ways: Sorting alphabetically reorganizes according to the sender's name, the receivers name, or the messages' topics (the words occupying the "concerning" column); while a chronological sort reorganizes according to message dates.

1. Select **Sort List** from the **Mail** menu.
2. Click on the category you want to use to sort the list (**Date**, **To**, **From**, or **Concerning**).
3. Click on **Up** or **Down** (**Up** sorts alphabetically "a" to "z" and chronologically from the oldest message to the most recent; **Down** sorts alphabetically "z" to "a" and chronologically from the most recent message to the oldest).
4. Click on the **Sort** button.

Saving a Mail message to your Floppy Diskette

To save a Mail message to your floppy diskette:

1. Double-click on the message which you want to save, so that the text appears in the middle area of the Mail window.
2. Choose the **Copy** button at the bottom of the window to copy the text of the message.
3. Open a new Write document by first selecting the **New Write Window...** command under the **Activities** menu.
4. Select the **Paste** command from the **Edit** menu. The Mail message will appear.
5. Choose the **Save** command from the **File** menu, navigate to your floppy diskettes, and choose the **Save** button.

Printing a Mail message

1. When the message you want to print is displayed in the middle window, click once on the **Copy** button on the bottom of your screen. (Nothing will appear to happen, but the message will be copied to a hidden “clipboard”).
2. Select the **New Write Window...** command under the **Activity** menu.
3. Select **Paste** from the **Edit** menu. The message will appear in the Write window.
4. Select the **Print** command from the **File** menu to print the message.



Conversing with InterChange

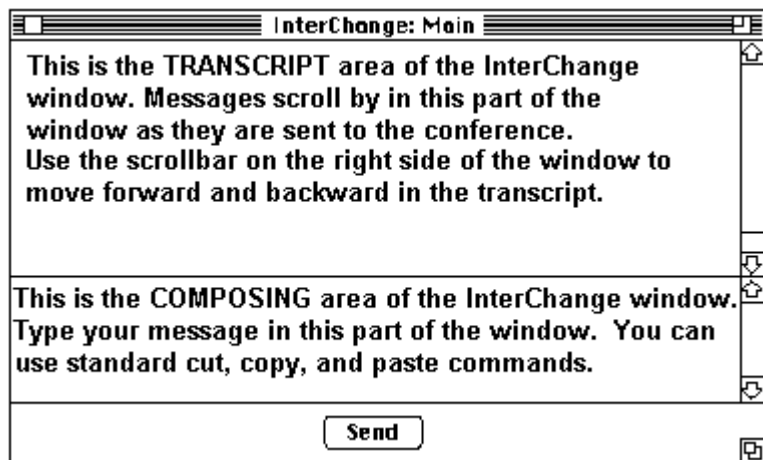
Class discussion is an excellent source for topics. During a lively discussion, however, you may not have time to record comments that strike you as significant. InterChange, the activity in DIWE that lets any number of people “talk” at once and still be “heard,” produces a transcript of all the comments made during discussion. This dialogue takes place in an electronic classroom—you send your comments to your classmates’ (and instructor’s) computers, and you read your classmates’ and instructor’s comments on your own computer. InterChange lets everyone in the class participate and contribute at the same time; and it provides you with a record of the discussion so that you may study it in preparation for the next class meeting.

InterChange Menu Commands

| | |
|--------------------------|---|
| Pseudonym | Displays a dialog allowing the user's name to be changed. (NOTE: your site may have disabled this command.) |
| Find | Displays a dialog allowing the user to search for words in the InterChange session |
| Find Next | Repeats the previous search |
| Join a Conference | Allows users to join special-topics conferences initiated by the instructor |

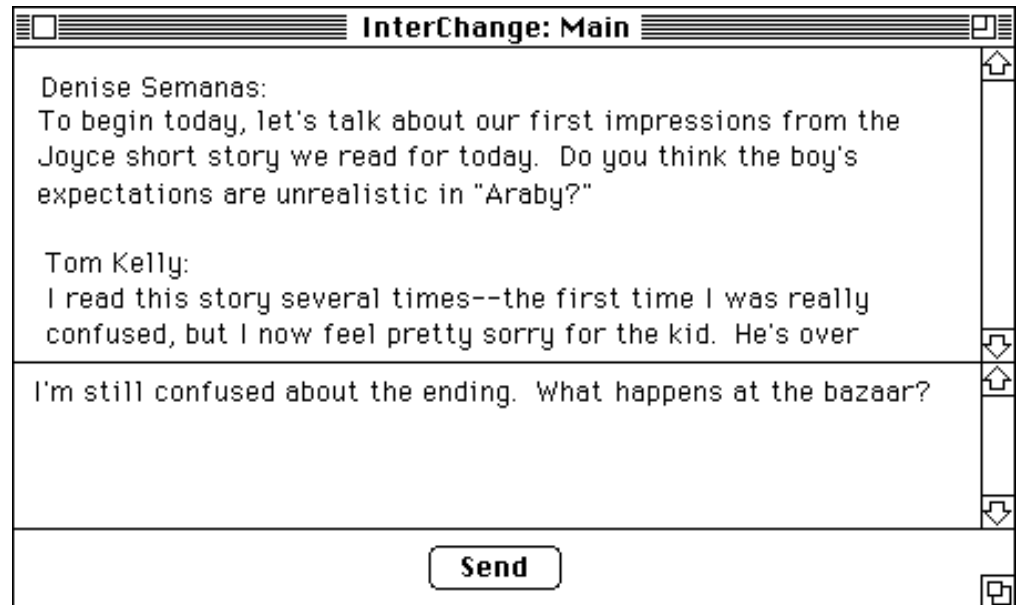
InterChange Window Navigation

There are two parts to the InterChange window: the transcript area and the composing area. Use the **Send** button at the bottom of the window to send your message once you've finished writing.



Joining an InterChange Session

1. To join an InterChange session, select **InterChange** from the **Activity** pull-down menu. You will see the window shown below. Any previously entered messages from peers or the instructor appear in the top of the InterChange window (most of the time, your instructor will post a message before your class begins the InterChange session). The insertion symbol will flash in the message window where you enter your text.



2. If your instructor wants your class to use pseudonyms (that is, aliases or nicknames), select the **Pseudonym** command from the **InterChange** menu.
3. Type your message in the editor window, the lower portion of the InterChange window.
4. When you are ready to send your message, either click the **Send** button, or press the <Enter> key (usually located on the 10-key number pad, although some models may have this key elsewhere).
5. You will see your message appear in the message window, the upper portion of the InterChange window.
6. The message window has a scroll bar, so that at any time during the session, you can "rewind" the discussion.

Joining An InterChange Conference

A conference is simply an InterChange session that your instructor has created to focus discussion on a particular topic. Messages sent in a conference will not appear in the main InterChange window. To join a special-topic conference:

1. Select **Join a Conference** from **InterChange** menu.
2. Click on the name of the conference you want to join.

3. Click on the **OK** button.

You can have multiple conferences open at the same time. In order to manage these windows, InterChange indicates which conference is which on the windows' title bars. You may also look at the bottom of the **InterChange** menu, where all the conferences you have joined are listed.

Copying Text into InterChange

During the course of an InterChange, you may want to share with your classmates information from other DIWE activities. For example, you may want to get their response to a passage from a paper draft you composed in Write. To do so:

1. Open the Mail, Invent, Write, or Respond file that contains the text you want to send to InterChange;
2. Highlight the text you want to use;
3. Select **Copy** from the **Edit** menu;
4. Return to InterChange;
5. Select **Paste** from the **Edit** menu.

Copying Text from InterChange

You will not be able to copy text directly from the message window. But when the InterChange session is over, your instructor can provide you with a file of all messages. You can then access the messages by opening that file in Write.

Reading an InterChange Transcript

Use the **View a Document** command under the **Utilities** menu to read an InterChange transcript.

1. Select the correct file, and click on **OK**. Check with your teacher if you're unable to remember the correct filename for the Transcript file.
2. The document will appear on the screen.
3. To close the document, click on the close-box in the upper left corner of the window.

Copying an InterChange Transcript to Your Floppy Diskette

To copy an InterChange transcript to your floppy diskette:

1. Choose the **Copy a Document** command under the **Utilities** menu.
2. Choose the "This Class" button to see a list of documents for your class.

3. Select the correct file, and click on the **Copy** button. Check with your teacher if you're unable to remember the correct filename for the Transcript file.
4. In the File-Save dialog box which appears, navigate to your floppy diskette, and the **Save** button.

Printing an InterChange Transcript

To print an InterChange transcript:

1. Choose the **View a Document** command under the **Utilities** menu.
2. Select the transcript file which you want to print, and click on **OK**. Check with your teacher if you're unable to remember the correct filename for the Transcript file.
3. The document will appear on the screen.
4. Choose the **Print** command under the **File** menu to print the transcript.

Quitting InterChange

To quit an InterChange conference, click the close-box in the upper left-hand corner of the InterChange window. You can do this for every open conference. If you still have a message that has not been sent, DIWE will ask you if you want to send it before closing the conference. If you quit the DIWE program itself, all the open InterChange conferences will be closed.



Managing Bibliographies with BiblioCite

When you're working on a research paper, a lot of your time is spent keeping track of your sources: all the bibliographic information, publication information, and notes about the sources. As you probably know, the formats for MLA and APA are very precise, and you probably spend more time making sure your Works Cited page has all the periods and underlines in the right spot than you do researching the information. BiblioCite is a database designed to automate this procedure.

BiblioCite Menu Commands

| BiblioCite | Utilities | | |
|---------------------------|------------------|-------------------------|--|
| New Record | ⌘B | New Record | Creates another BiblioCite record. |
| Modify Record | | Modify Record | Allows you to make changes to the currently-displayed record. |
| Delete Record | | Delete Record | Deletes the current record. |
| Next Record | ⌘] | Next Record | Moves to the next record -- you can also use the arrow icons on the BiblioCite window. |
| Previous Record | ⌘[| Previous Record | Goes backwards to the last record. |
| Sort Database... | | Sort Database... | Allows you to change the order of your BiblioCite database, based on the year, author's name, whether the record is selected or not, or the "proper" APA or MLA order. |
| Search Database... | ⌘F | | |
| Search next | ⌘G | | |
| Make Works Cited | | | |

Search Database... Looks through the BiblioCite database for your requested search. You may look for all or part of a title, the author's name, the publication year, and your notes associated with each record..

Search Next Performs the same search as the last one you did without asking you for new search terms.

Make Works Cited Takes all the records that you want to appear on the final page and converts them into a Write document. You will be asked whether you want your main titles underlined, italicized, or without any style.

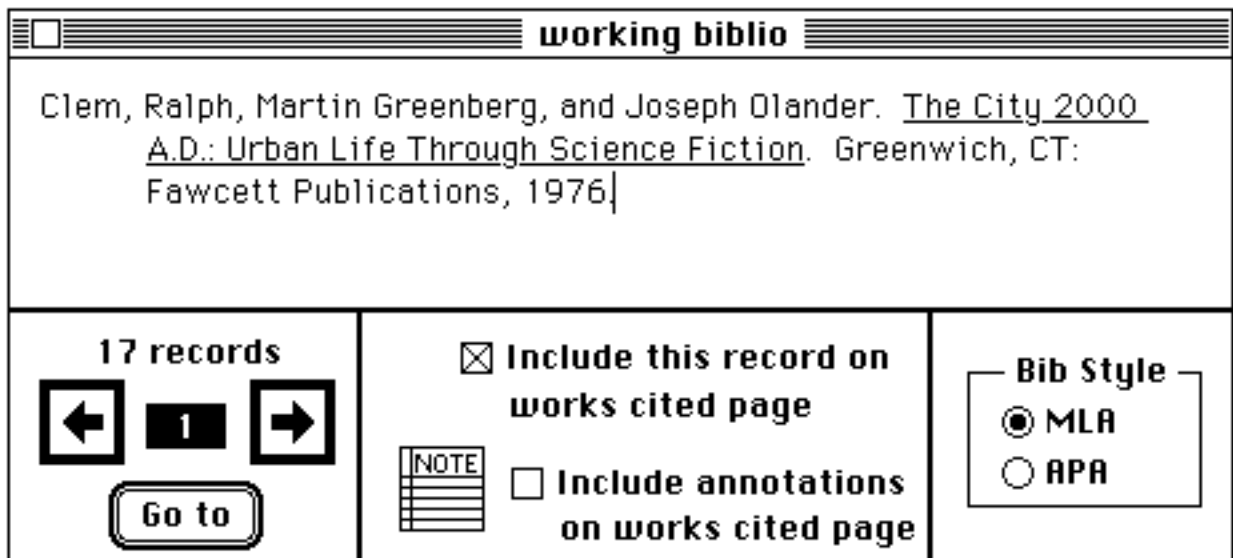
BiblioCite Window Navigation

The main window is comprised of two sections. The top contains the proper bibliographic entry for your record. The bottom half of the window contains three control areas.

On the left, you have control over which record you view. You may use the left or right arrows to move to the previous or next record if you like—you can also use the menu commands **Next** record and **Previous** record to accomplish the same thing. This left box also tells you which record you are working on (the highlighted box) and how many records there are in all. If you want to jump quickly to the 15th record, for instance, just type 15 and click on the **Go To** button.

In the middle, you may choose a) whether you want to include the visible record on your works cited page, b) whether to include annotations on the works cited page, and c) to view the note associated with this record by clicking on the **Note** icon.

The right control determines which citation style you are using: either the Modern Language Association or the American Psychological Association. You may switch between these two as often as you like.



Creating a New BiblioCite Database

1. Select **New BiblioCite...** from the **Activity** menu.
2. In a standard Macintosh file dialog box, you need to give this new file a name and choose which disk it will reside on.
3. You will see an empty BiblioCite window briefly, and then will be prompted to select an entry type.
4. After entering the information for this first entry, you will see it displayed in the proper bibliographic format in the BiblioCite window.

Opening BiblioCite

1. To open an existing BiblioCite file, choose **Open BiblioCite...** from the **Activity** menu.
2. Navigate to the file you wish to work on in the File-Open dialog box, and choose the **Open** button.
3. You will see the first record of your work displayed in a BiblioCite window.

Entering Information

When you choose to make a new bibliographic record, you first need to determine the kind of entry: book, article, television show, etc. After choosing the appropriate type of entry and clicking the **OK** button, you will next see an information-entry dialogue box. Almost every kind of entry contains more information than the window will hold, so you will probably have to scroll down to see publication information, translator information, etc. You may click in the fields you wish to enter, or press the tab key to move sequentially through these fields.

Modifying Information

If you realize you have entered bad information, just choose **Modify record** from the **BiblioCite** menu, and you will again have the proper data-entry dialogue box.

Saving Your BiblioCite Database

BiblioCite automatically saves your work, so once you have given your file a name, that's all you have to do. These bibliography files take up a moderate amount of room, so you shouldn't put them on diskettes that are almost full—this may result in a "disk full" error.

Sorting Your Database

BiblioCite will leave your records in the same order as you entered them until you decide to a) sort the list, or b) make a Works Cited page. You may want to arrange your entries chronologically, or you may want to place all your selected records at the beginning (see "selecting records" below for more information on this). In any case, you need to choose **Sort database...** from the **BiblioCite** menu. Choose the kind of sort you want, and your database will be sorted in that order.

You should note that whenever you create a Works Cited page, BiblioCite first sorts your records.

Searching the Database

If you need to find a particular author, editor, title, or note, you may want to use the **Search** command to locate it quickly.

1. Choose **Search database...** from the **BiblioCite** menu.
2. Determine what kind of search you want by selecting the radio buttons.
3. Enter the search string. This can be a full or partial group of letters to look for. For instance, if you know you want to find James Joyce, you would only have to type "joyce" and choose "author" search. BiblioCite will find every instance of "joyce," including "James Joyce," "Ralph Joyce," etc.
4. BiblioCite stops on the first record that matches your request. If you want to continue, choose **Search Next** from the **BiblioCite** menu: this command will repeat the previous Search command.
5. BiblioCite will continue to search through the list, circling from the end back to the beginning as long as you want.

Selecting Records

In the Control area of the BiblioCite window, you have the choice to "include this record on the works cited page." What this means is that when the box is checked, this record will appear on the Write Works Cited page when you choose the **Make Works Cited** command. The default is to check the box.

But say you have several items in your bibliography that you don't feel need to be on the final sheet. You don't need to delete them; you may want to work on them later. Instead, deselect the check box for these records, and they will not be added to the Works Cited page.

Taking Notes

BiblioCite has a 255-character note area associated with each record. To use this,

1. Click on the **Note** icon in the middle part of the window
2. Write your notes
3. Close the window by clicking on the **OK** button or by clicking on the close box in the upper left corner of the note window.

Adding Notes to Works Cited Page

If you want your note to be added to the bibliographic entry when you make the Works Cited page, you should check the **Include annotations** box. Your notes will appear immediately after the "official" bibliography entry—this is the proper way to write an annotated bibliography.

You do not have enough room to take massive notes on each record, but you may certainly want to keep a Write window open as you work on your bibliography—this would be a way to take full sets of notes on your reading.

Making Works Cited

It is important to recognize that the BiblioCite database is a dynamic file that maintains your information for you: it is not the sort of thing you can print and turn in with your research paper. In order to make this physical, Write version of your selected records, you need to choose **Make Works Cited** from the **BiblioCite** menu.

1. First, the program will sort your records according to the MLA and APA rules for authors, untitled articles, etc.
2. Next, you will be asked how you want your main titles to appear. Normally, you will choose the default value “underlined,” since it is universally accepted. If you are going to print on a laser printer, however, you may want to have your titles in italics. And if, for some reason, you do not want your titles to be any different from the rest of the text, you may choose “plain” style—be advised, though, that this choice does not conform to either MLA or APA style. It is included in case you may want to copy your text into a different word processor, where you will format the titles however you want.

Printing Your Works Cited Page

1. Choose the **Open** command from the **File** menu.
2. Navigate to your Works Cited document in the File-Open dialog box, and choose the **Open** button. (Remember that you have to use the **Make Works Cited** command before you can print your document. You cannot print directly from BiblioCite.)
3. Choose the **Print Options** command from the **Write** menu to confirm the layout settings for your document.
4. Choose the **Print** command from the **File** menu to print the Works Cited page.

Adding Your Works Cited Page to Another Document

The **Make Works Cited** command creates a separate Write document for your bibliography. Often, you'll need to add your bibliography to another Write document. For instance, if you're writing a research paper, you'll want to include your Works Cited page at the end of that document.

1. Choose the **Open** command from the **File** menu.
2. Navigate to your Works Cited document in the File-Open dialog box, and choose the **Open** button. (Remember that you have to use the **Make Works Cited** command to create the Write version of your bibliography.)

3. Choose the **Open** command from the **File** menu again and navigate to your "target" document the document you want to add the Works Cited page to (e.g., your research paper).
4. In your Works Cited document, choose the **Select All** command from the **Edit** menu to highlight your entire document.
5. Choose the **Copy** command from the **Edit** menu.
6. Choose the **Write Windows...** command to display a sub-menu of open Write documents.
7. Highlight the name of your "target" document.
8. Click on the place in your "target" document at which you want to insert the Works Cited information.
9. Select the **Paste** command from the **Edit** menu to include the information in your document.

Quitting BiblioCite

Since BiblioCite always saves your information, there is nothing to do at this stage except choose **Close** from the **File** menu, or click on the close box in the upper left of the BiblioCite window.

The Utilities Menu

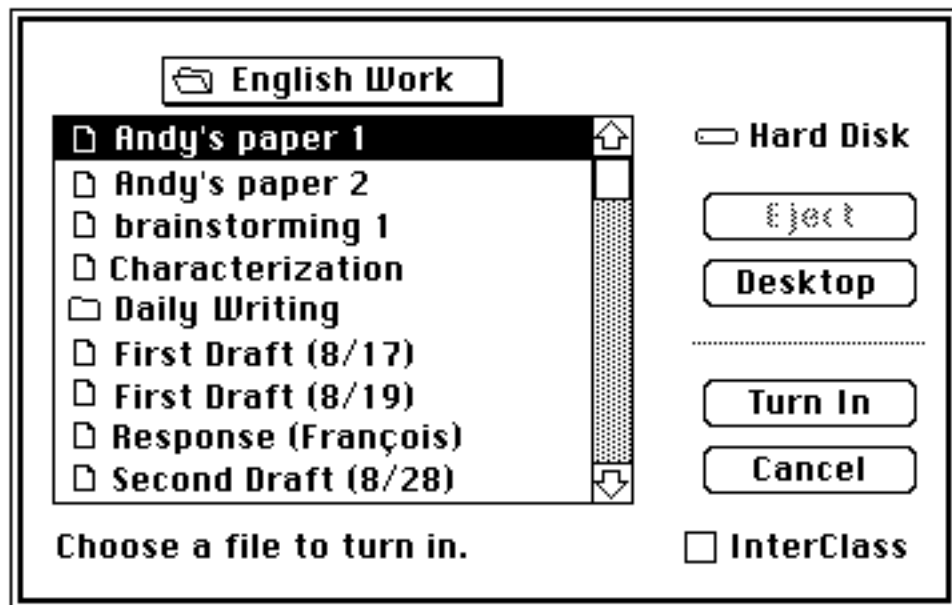
Class Assignment

You can get your instructor's up-to-date class assignment by using this command at any time. Most instructors will ask you to look here when you first arrive in DIWE; some of these class assignments may be agendas for the day's activities—others may be homework for future class meetings.

Turn in a Document

When you are ready to submit work, this command automatically turns it in.

1. Select the **Turn in a Document** command under the **Utilities** menu. You will see the following dialog, where you can navigate to the file which you want to turn in:

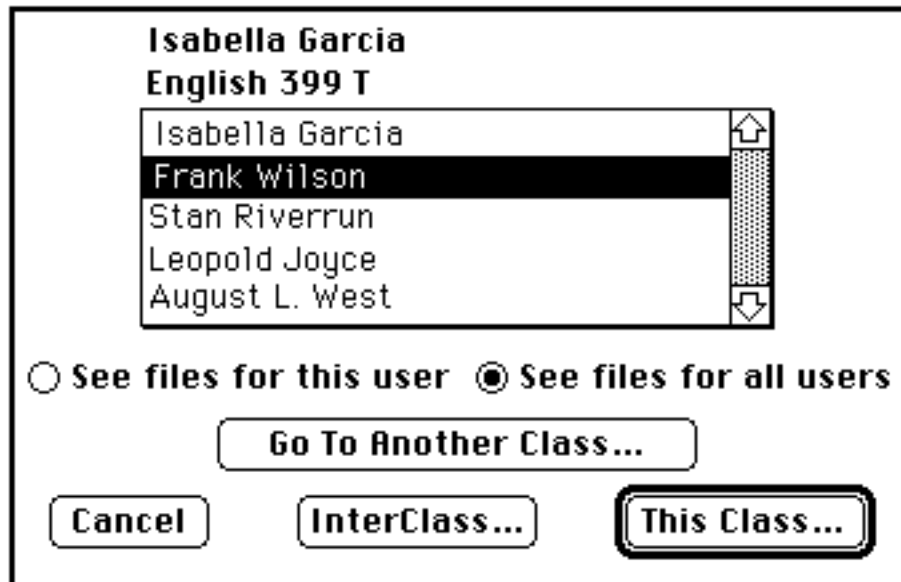


2. Highlight the name of the file you want to turn in.
3. If you want to turn in this paper to everyone using DIWE (i.e. you want to share your paper with other classes), click on the **InterClass** button. The default is for this button to be unmarked, meaning that papers will be submitted to your own class.
4. Click the **Turn In** button. DIWE takes care of the rest.

View a Document

Use this command to examine any document that has been turned in to your own class.

1. Select the **View a Document** command under the **Utilities** menu, and the following dialog appears:



2. If you want to view papers in other classes, choose the **Go To Another Class** button. You can also view documents submitted to the InterClass area by choosing the **InterClass** button. The default, however, is to view all the documents turned in to your class.
3. If you only want to see documents for one user, choose that user's name from the scrolling list, and click on the **See files for this user** button.
4. In the list of files which is displayed, select the file which you want to view and click **OK**.

Copy a Document

If you already know what a document looks like and want to copy it to your diskette without first displaying it on your screen, this command will retrieve the file for you. You will first be asked to choose which document you want; this process is identical to the **View a Document** command. Then you will see a **Save As** dialog asking you to rename the file (if you wish) and decide where to save it; after you have clicked **OK**, DIWE takes care of the rest.

Change Password

If you think someone has discovered your password, or you're simply bored with your current one, you can change it with this command. Be sure, though, to remember the new one.

Make Concordance

Whenever you have a Write window open, you have the option of making a list of all the words used in this document. Your instructor may ask you to build a concordance in order to get a sense of your writing vocabulary, to see which words you repeat most, or to compare statistics about your writing throughout the term.

Dictionary

You can look up dictionary definitions and thesaurus entries any time you are in DIWE. If you don't know a word, select it, then invoke the dictionary. The highlighted word will be looked up and displayed. You don't have to highlight a word, however; you can call up the dictionary at any time. For more details, see the previous section "Looking up Words with the Dictionary."

Spelling

You can check the spelling of any words that appear in a text-entry window in DIWE. In other words, if you're able to type in an area, you're able to spell-check. The spell-checker is discussed fully in "Checking your Spelling," above.

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