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Gregg College Keyboarding & Document Processing, 11e

**Note:** This presentation is intended for instructor use. You will learn about GDP’s Formatting Assistant feature, which you access via Course Manager. Your specific procedures may vary.
Preferences

- Preferences settings for Messaging, Resources, Gradebook, Formatting Assistant, Score Keystroking, and Proofreading Viewer affect GDP screen content and functionality.
- Your GDP screens may vary from those shown in this presentation.
The **Formatting Assistant** feature analyzes a submitted Word document and reports, but is not limited to, the following types of formatting:

- Font
- Font Size
- Bold
- Italics
- Underline
- Line Spacing
- Alignment
- Page Numbers
- Numbered Lists
- Bulleted Lists
- Table Borders
- Table Shading
- Font Color
- Presence of Footnotes
Enable Formatting Assistant

To view any Formatting Alerts, you must first enable the Formatting Assistant feature via Course Manager:

- From **Classes**, click the desired Class; from the **Actions** menu, click **Edit**.
- From the **Preferences** tab, under **Document Processing, Formatting Assistant**, click **Yes**.
- For **Hide Format Scoring from Student**, click **Yes** or **No** as desired.

**Note:** If students are confused by Formatting Alerts, consider clicking **No** here.

- Click **Save**; repeat if necessary for any desired Sections.
Formatting Alerts Reporting:

- Help identify “possible” formatting issues in a document.
- Are not always an indicator that any correction is needed.
- Will generally not alert you to unexpected formatting that has been applied by mistake.
- Will generally be reported if you do not apply formatting as specified in the textbook, Word Manual, and GDP instruction screens.

Note: See GDP Help for full details.
INSTRUCTORS: Formatting Alerts Help

- Click Course Manager’s Help button, View All Entries, Resources—Formatting Assistant, for all details.
STUDENTS: Formatting Alerts Help

- Click GDP’s Help button, Formatting Alerts, for all details.
A direct visual analysis of a Word document is the ONLY reliable method for assessing formatting!

Always click View in Word to confirm any errors in keystroking and formatting, and advise your students to do the same.
Assess in Word

The fourth bolding error and the fifth font color error were not reported by Formatting Alerts.

Last month we received our final shipment of new laser printers. The installation of these printers in your offices marked the final phaseout of all ink-jet printers.

Because all of us can now use a variety of standardized fonts in our correspondence, please note the following change: From now on, all titles in tables, correspondence, and reports should be set in Calibri 14. This new formatting change will help us to standardize our communications.

The latest edition of the book Quick Reference for the Automated Office has two pages of helpful information on laser printers. I have attached my comments. Please read these pages carefully, and we will discuss them at our next meeting.

cp
Attachment

These reference initials should be black, not red.

These Formatting Alerts appear because "expected" formatting is not in use.

These words should not be bolded. Formatting Alerts identify "expected" formatting that is missing, not "unexpected" formatting that is added.
Feedback?

If you have any questions on the Formatting Assistant feature or GDP, please send an e-mail:

arlene_zimmerly@hotmail.com

Note: This presentation was created as a generic guideline for instructors. Your specific procedures may vary.