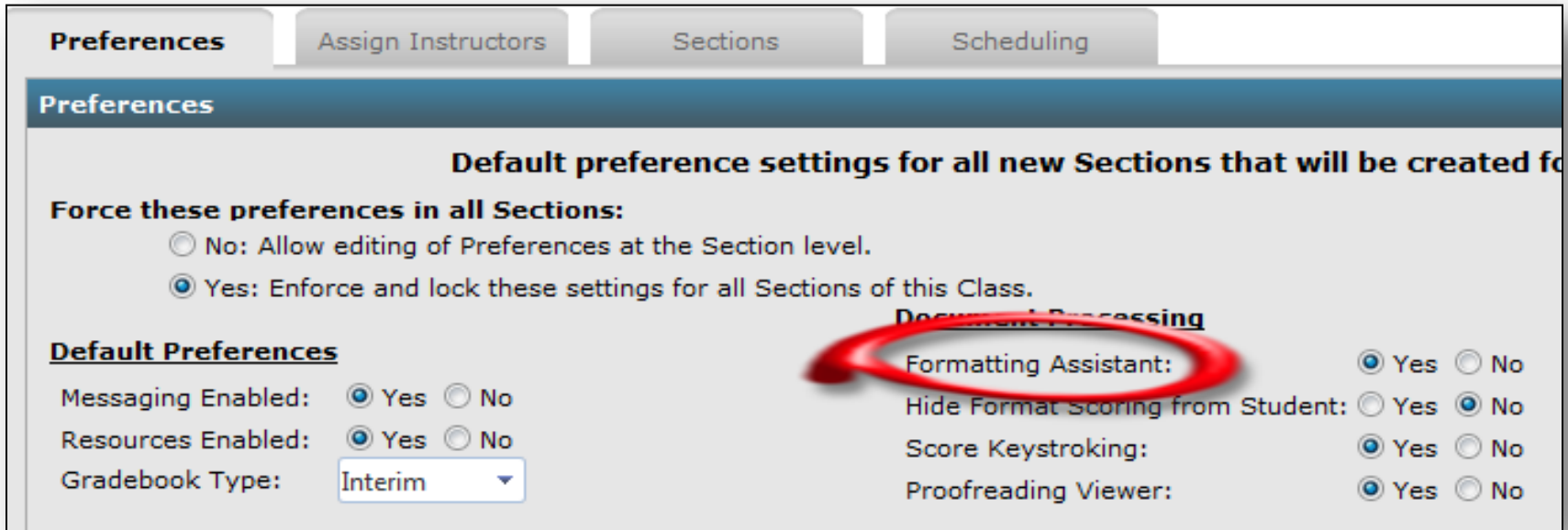


INSTRUCTOR: Formatting Assistant



Preferences | Assign Instructors | Sections | Scheduling

Preferences

Default preference settings for all new Sections that will be created for this Class.

Force these preferences in all Sections:

- No: Allow editing of Preferences at the Section level.
- Yes: Enforce and lock these settings for all Sections of this Class.

Default Preferences

Messaging Enabled: Yes No

Resources Enabled: Yes No

Gradebook Type:

Document Processing

Formatting Assistant: Yes No

Hide Format Scoring from Student: Yes No

Score Keystroking: Yes No

Proofreading Viewer: Yes No

Arlene Zimmerly, Coauthor
Gregg College Keyboarding & Document Processing, 11e

Formatting Alerts
Action
Bold the MEMO TO: heading.
Underline the sentence.
Italicize the text.



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.

Default Preferences

Messaging Enabled: Yes No

Resources Enabled: Yes No

Gradebook Type: ▼

Document Processing

Formatting Assistant: Yes No

Hide Format Scoring from Student: Yes No

Score Keystroking: Yes No

Proofreading Viewer: Yes No

Formatting Alerts

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

GDP11 instant help

Most Viewed

Sections

- General
- My Account
- Message Center
- Instructors
- Students
- Classes
- Scheduling
- Resources
- GPS
- Settings

Resources

- [Student Topics](#)
- [Help PDF](#)
- [Student Registration](#)
- [Formatting Assistant](#)

Welcome to GDP11

You may view topics using

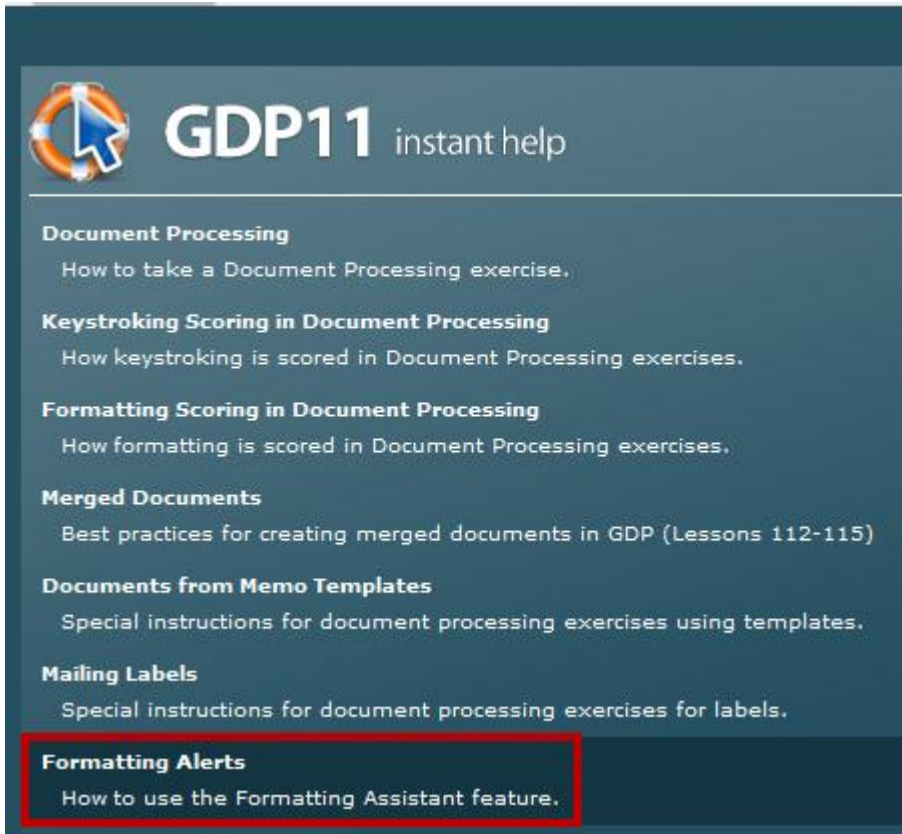
1. Click one of the Section
2. Use the Search Box or find a particular keyword
3. Click the links at the top of the [Most Viewed](#) topics


GDP Instant Help

[View All Entries](#)

- Click Course Manager's **Help** button, **View All Entries, Resources—Formatting Assistant**, for all details.

STUDENTS: Formatting Alerts Help



 **GDP11** instant help

Document Processing
How to take a Document Processing exercise.

Keystroking Scoring in Document Processing
How keystroking is scored in Document Processing exercises.

Formatting Scoring in Document Processing
How formatting is scored in Document Processing exercises.

Merged Documents
Best practices for creating merged documents in GDP (Lessons 112-115)

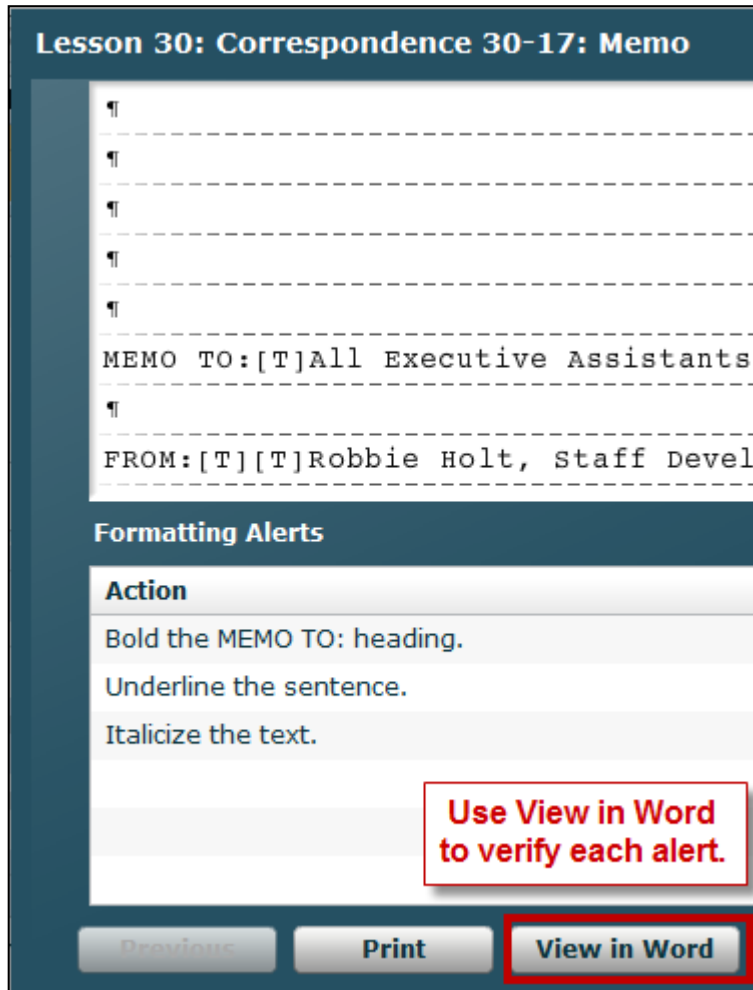
Documents from Memo Templates
Special instructions for document processing exercises using templates.

Mailing Labels
Special instructions for document processing exercises for labels.

Formatting Alerts
How to use the Formatting Assistant feature.

- Click GDP's **Help** button,
Formatting Alerts,
for all details.

View in Word



Lesson 30: Correspondence 30-17: Memo

MEMO TO:[T]All Executive Assistants

FROM:[T][T]Robbie Holt, Staff Devel

Formatting Alerts

Action
Bold the MEMO TO: heading.
Underline the sentence.
Italicize the text.

Use View in Word to verify each alert.

Previous Print View in Word

- ✓ 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.

Formatting Alerts	
	Action
①	Bold the MEMO TO: heading.
②	Underline the sentence.
③	Italicize the text.

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

① **MEMO TO:** All Executive Assistants ④

FROM: Robbie Holt, Staff Development Coordinator

DATE: March 25, 2012

SUBJECT: Standardizing Document Formats

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

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.

② 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.

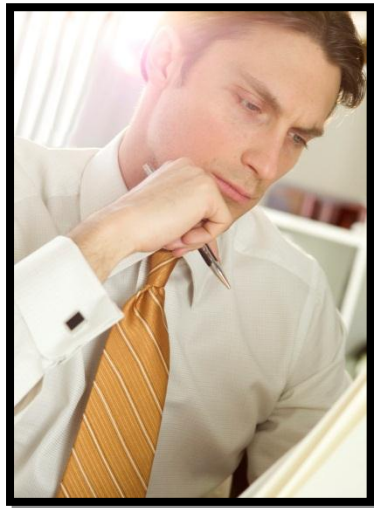
③ The latest edition of the book **Quick Reference for the Automated Office** has two pages of helpful information on laser printers. I have attached my comments. Please read these pages carefully, and we will discuss them at our next meeting.

cp ⑤
Attachment

These reference initials should be black, not red.

Feedback?

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



Formatting Assistant is here to help.

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