



## Typewriters – They Really Did Save Time

- Original “What You See is What You Get” (WYSIWYG)
- Limited page sizes and paper types
- One font, no special font formatting (italics, for example)
- Bold and underline requires typing twice
- Errors? Hope the “whiteout” or “Tipex” works, otherwise do it all again!
- Need several copies? No problem – carbon paper!
- Want to save it? No problem – filing cabinet!

## Computers and Word Processing Programs: Not Just a Fad!

- Claims “What You See is What You Get” (WYSIWYG), but this is not always true
- Paper size, type, and design limited only by your imagination and available equipment
- Formatting handled by the word processor with simple “one-click” commands
- Errors? Simply delete and retype. You can even get help with spelling and grammar (REALLY!)
- Need several copies? No problem – as long as the printer has enough paper
- Want to save it? No problem – saved *inside* your computer!



# Word Processor Typing Tips for New Computer Users

## The Big DOs

- Do take the time to look at your software carefully. Look at all of the menus carefully.
- Do play with your software commands. There is no need to worry, you won't break the software.
- Do read all messages that appear carefully. It will take you time to get used to the new terminology and what it all means.

## The Big Do Nots

- Do not press the "Return" key (Enter on the computer) at the end of every line.  
Instead, press Enter only at the end of each paragraph.
- Do not use the the spacebar to indent paragraphs.  
Instead, use the "Tab" key.
- Do not press Enter a lot of times, to go to a new page.  
Instead, learn how your software can do it for you.