American Standard Code for Information Interchange.

- Code used to represent English characters as numbers
- There are 127 characters
- · Codes for A-Z, a-z and 0-9 are contiguous

Α 65 73 AQ 81 в R 82 66 J 74 С 67 κ 75 S 83 D 68 L 76 Т 84 Е 69 Μ 77 U 85 F 70 Ν 78 v 86 w G 71 0 79 87 н 72 Ρ 80 Х 88

Some of the ASCII codes

http://en.wikipedia.org/wiki/ASCII

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1/08/2006	COMPSCI 111/111G - Lecture 08	1	1/08/2006	COMPSCI 111/111G - Lecture 08	2

Text Editor

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An introduction to practical computing

Mastering Cyberspace:

Text Editor

- · Allows user to edit the characters on the page
- · Plain text (ASCII)

Word Processing



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Word Processors

Word Processor

- · Extension of a text editor
- Allow user to format the document (change the appearance of text)

Fonts

· Style, size, typeface

Paragraph

· Alignment, spacing

Document

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· Margins, Headers, Footers

http://en.wikipedia.org/wiki/Text_editor

Standards

Each word processor decides how to store information

- · Uses special codes to identify the format of the text
 - Bold, italic
 - Font size
 - Alignment
- · File is saved with these codes

Standards

- Proprietary (MS-Word)
- Open standard (Open Office)

What you see is what you get

WYSIWYG (Whizzy-wig)

- · Graphical User Interface
- · What the user sees is the same as the output printed

Most modern word processors work this way

- · Microsoft Word
- Open Office





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1/08/2006	COMPSCI 111/111G - Lecture 08	5	1/08/2006	COMPSCI 111/111G - Lecture 08	6

Postscript printers

Postscript

- Language used by Laser Printers
- · Tells the printer how and where to display text
- · Created in 1985
- Started Desktop Publishing revolution



Using Microsoft Word

Page Layout

- Make sure that you are creating an A4 page
- Page Setup from the File menu

Different views



Setting Preferences



Find and Replace

Useful for repetitive changes

ind and Replace	e Go To		?
Find what:	, _	•	Find Next
Replace with:		_	Cancel Replace
Search:	All	☐ Matc <u>h</u> case ☐ Find whole words onl <u>v</u>	Replace All
		Use wildcards Sounds like Find all word for <u>m</u> s	
Replace	No Formatting	Format • Special •	

Note: Some applications can't Undo a Replace All

Basic Features of a Word Processor

Editing Text

- Word Wrap
- Insert/ Delete
- Select Text for action

Clipboard

- · Keeps one clipping
- Cut, Copy, Paste

Formatting

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- Character
- Paragraph
- Document



Spelling and Grammar

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Check as you type

- Spelling
- Grammar
- \P Some wwonds in this sentence are spelt wrong. $..\P$ \P

A words in this sentence are spelt wrong. $\neg \, \mathbb{T}$

Auto Correct

- · Common misspelling
- Abbreviations



Formatting

Formatting	Font		
Toolbar Itmes ▼12 ▼ B Z U 屋言書員 註註律律 □ - ┛ - ▲ -	Toolbar Normal • Times • 12 • B I U		
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1/08/2006 COMPSCI 111/111G - Lecture 08 13	1/08/2006 COMPSCI 111/111G - Lecture 08 14		
Paragraph	Indenting Paragraphs		
<text><section-header><section-header><section-header></section-header></section-header></section-header></text>	Hanging Indent		

Format Document

File Menu \rightarrow Page Setup

- Margins
- Paper size, orientation
 - Page Setup <u>?</u>× Margins Paper Size Paper Source Layout Paper_size: Apply to whole document A4 • Width: 21 cm 🚔 = 29.7 cm 🌲 Height: -Orientation-Portrait A C Landscape Apply to: Whole document • OK Default... Cancel

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Columns

Set the number of columns



Borders and Shading

Applies to either:

- Paragraph
- Whole Document



Using Breaks

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Page Breaks

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• Forces a new page to start

Column break

· Forces a new column to start

Section Break

- · Forces a new section to start
- New section starts on
 - same page
 - next page
 - next odd page
 - next even page



Page Brea

19

17

Header and Footer



Section Heading

Subheading

Heading 1

23

Arial, bold, 16 pt

Arial, bold, 16 pt

Arial, italic, 14 pt

Style Sheet

Heading 1:

Subheading:

Section Heading:

Body Text 3

Default Paragraph Font

-

8 pt **≡** ¶

10 pt

<u>≕ a</u>

Creating/ Modifying a style Formatting a Style Choose Styles and Formatting from the Format menu **Choose Paragraph or Character style type** Click on New Style Specify the formatting you want Help Adobe PDF Acrobat Comments PDF Comp New Style 영 및 그 그 표 40 Q ¶ 43% · @ illgeod Font ■書書■|日日課|日・学・A・ Properties U. Artal 16 Headoo 1 Style1 Name: Convert to PDR Paragraph 141 161 300 Style type: Paragraph Border Style based on ¶ Heading 1 • he-doubling-oube¶ ¶ Style1 • Style for following paragraph Tabs ormattin ▼ 16 ▼ **B** *I* <u>U</u> A -Pick formatting to app Numbering Arial Clear Formatting E 三 -= = ₹∎. ÷ ccesskes Foote The doubling cube Wandar Heading 1 ee Basic Strategies Heading 2 Heading 3 Heading 1 + Slockade¶ Add to template Automatically update grow- 🗟 Autochopes- 🔨 🔪 🖂 🖓 🖬 🖾 🖏 Format 🔹 OK Cancel Page 3 Sec 2 3/6 At 2.8cm Ln 2 Col 8 1/08/2006 COMPSCI 111/111G - Lecture 08 25 1/08/2006 COMPSCI 111/111G - Lecture 08 26

EndNote

Bibliographic Database

- Maintain database of references
- · Add citations to documents
- Consistent referencing / bibliographic information
- · Built-in styles

Advantages

- Consistency
- References are stored electronically
- · Easy to alter formatting for different publishers / subjects
- Good once you learn
- University of Auckland has site license
 - Free for students to use at home
 - Courses on EndNote from Student Learning Centre

Disadvantages

Not easy to learn

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27

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Getting Started

Create a new EndNote library

Used to store references

EndNote 7			×
Get started with E	ndNote 7		
Cre	ate a new En	dNote library	
D O See	e what's new i	in EndNote 7	
6 O Dp	en an existing	EndNote librar	y:
		7	Browse
🗖 Do not displa	y this messag	e again	
		OK	Cancel

An empty library

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Backgammon.er	Bold		
9 Author	Year Title		
Showing 0 out of 0 reh	rences.	Show Preview	
	COMPSCI 111/111G - Le	cture 08	29
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Importing a reference

Find the article in an online library

- Get the EndNote citation (often provided)
- Save it to the disk as "Plain Text"
- Choose File \rightarrow Import
- Select the file, and choose "EndNote Import"

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ISSN 0163-5719 4I ACH Press				
Author Lee Erman Canagia-Mallon University, Pittsburgh, PA				
Publisher ACM Press New York, NY, USA		h		
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Adding a new reference manually

Choose References \rightarrow New Reference

- Select the type of reference (Journal article, Book, etc.)
- Enter the data into the appropriate fields

Author	
Year:	
Title:	
Journal:	
Volume:	
Issue:	
Pages:	
Date:	
Type of Article:	
Short Title:	
Alternate Journal:	-

30

Connecting to online libraries

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Search online libraries directly

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- · References are imported into the EndNote database
- Voyager uses this system
- * Tools \rightarrow Connect \rightarrow Voyager

Name	Information Provider	
U of Wisconsin-Whitewater	Library Catalogs	
U of Wollongong	Library Catalogs	
U of York	Library Catalogs	
Union Theological Sem	Library Catalogs	
US Nati Institutes of Health	Library Catalogs	
US Naval Academy	Library Catalogs	
Villanova U	Library Catalogs	
/ile de Montreal	Library Catalogs	
/irginia Commonwealth U	Library Catalogs	
VOUDON	Library Cataloge	
vite o	Library Catalogs	
Washington U	Control of Control Participation of Control	
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File Name:\voyagec.enz		
Created: Tuesday, March 14,	. 2006, 3:29 PM	
Modified: Wednesday, Januar	y 21, 2004, 2:10 PM	
Based On:		
Category:		
Comments:		

Connecting to online libraries (2)

Select the entries you require and "Copy References to EndNote"

Entries are added to the database



Using the citations (2)

Alternate method

- Start Endnote
- Select one of the citations .
- Start the Word document ٠
- Choose Insert Selected Citations

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	ai 🖃		ヨアリア だんえ 古様学	
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	Falkener	1961	Games ancient and oriental, and how to play them, being the gar	nes of the ancie
- 1	Hans	1980	Backgammon program beats world champ	
	Hoyle	1761	The polite gamester, containing short treatises on the games of r	etsist, with an art
	Hoyle	1791	An epitome of Hoyle with Beaufort and Jones's Hoyle improved.	or, practical trea
	luygens	1738	Of the laws of chance or, a method of calculation of the hazards of	of game, plainly
	shun	1990	Tents and pyramids : games and ideology in Arab culture from b	ackgammon to a
	Lee	19/0	Criess and backgammon	
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Computer Backgammon	overal. For most other games, one or the other is userblocked without				
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Using the citations

Start a MS-Word document

- Click cursor at the point to enter a citation
- Select "Find Citation" from toolbar

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- or
 - Tools → EndNote → Find Citation
 - Select the reference and click Insert



Finalizing the document

Once all citations are complete

- Choose Format Bibliography
- Updates all the Citations
- Uses the style selected

Output Styles

Defined for all major publishers

Author and Date

Falkener, E. (1961). Games ancient and oriental, and how to play them; being the games of the ancient Egyptians, the hiera gramme of the Greeks, the ludus latrunculorum of the Romans, and the oriental games of chess, draughts, backgammon, and magic squares. New York, Dover Publications. Hans, B. (1980). "Backgammon program beats world champ." SIGART Bull.(69): 6-9.

Falkener, E. (1961). Games ancient and oriental, and how to play them; being the games of the ancient Egyptians, the hiera gramme of the Greeks, the ludus latrunculorum of the Romans, and the oriental games of chess, draughts, backgammon, and magic squares. New York .: Dover Publications

Hans, B. (1980). Backgammon program beats world champ. SIGART Bull, (69), 6-9.

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- 1. Falkener, E., Games ancient and oriental, and how to play them; being the games of the ancient Egyptians, the hiera gramme of the Greeks, the ludus latrunculorum of the Romans, and the oriental games of chess, draughts, backgammon, and magic squares. 1961, New York, Dover Publications. 366. 2 Hans, B., Backgammon program
- beats world champ. SIGART Bull., 1980(69): p. 6-9.