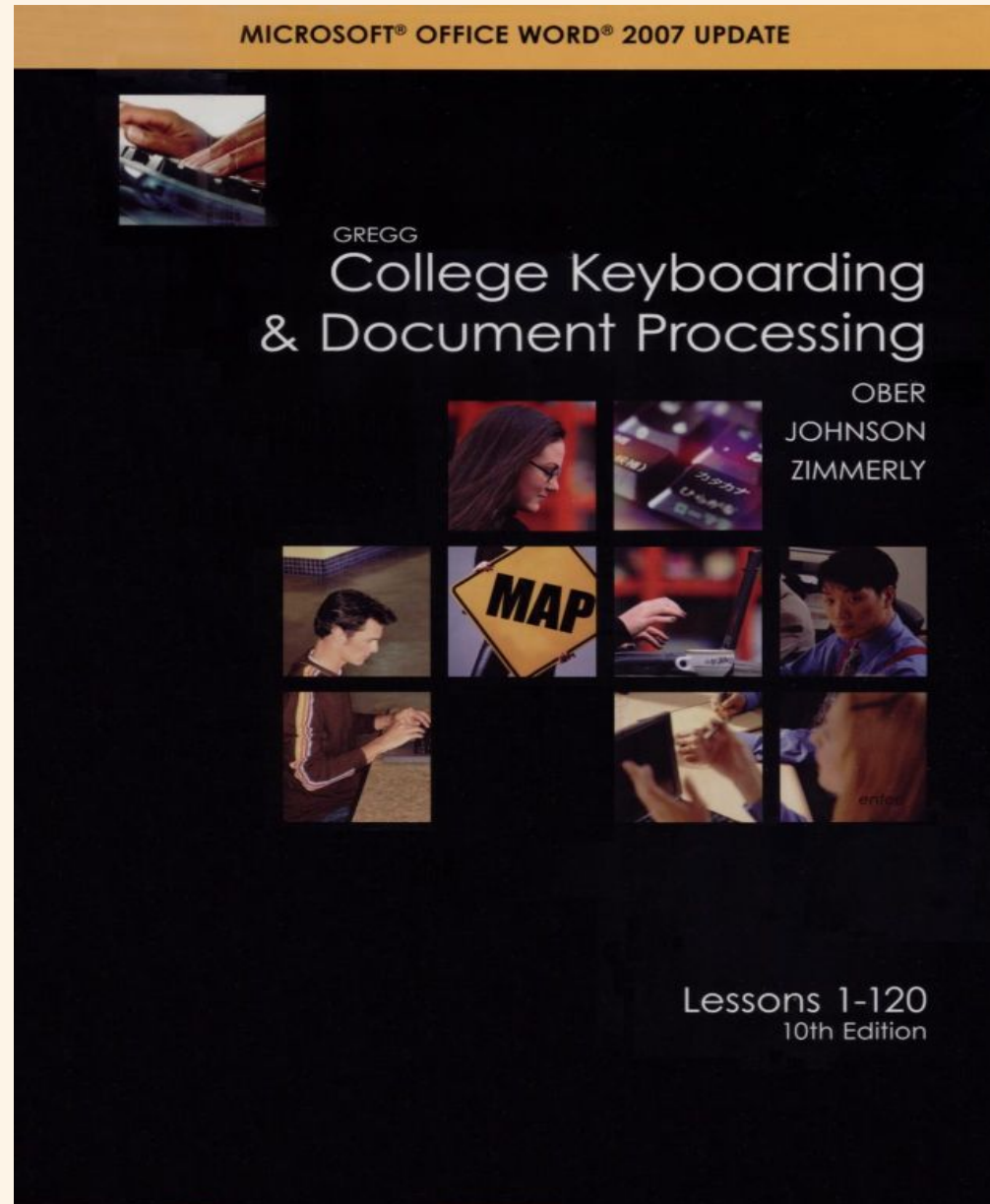


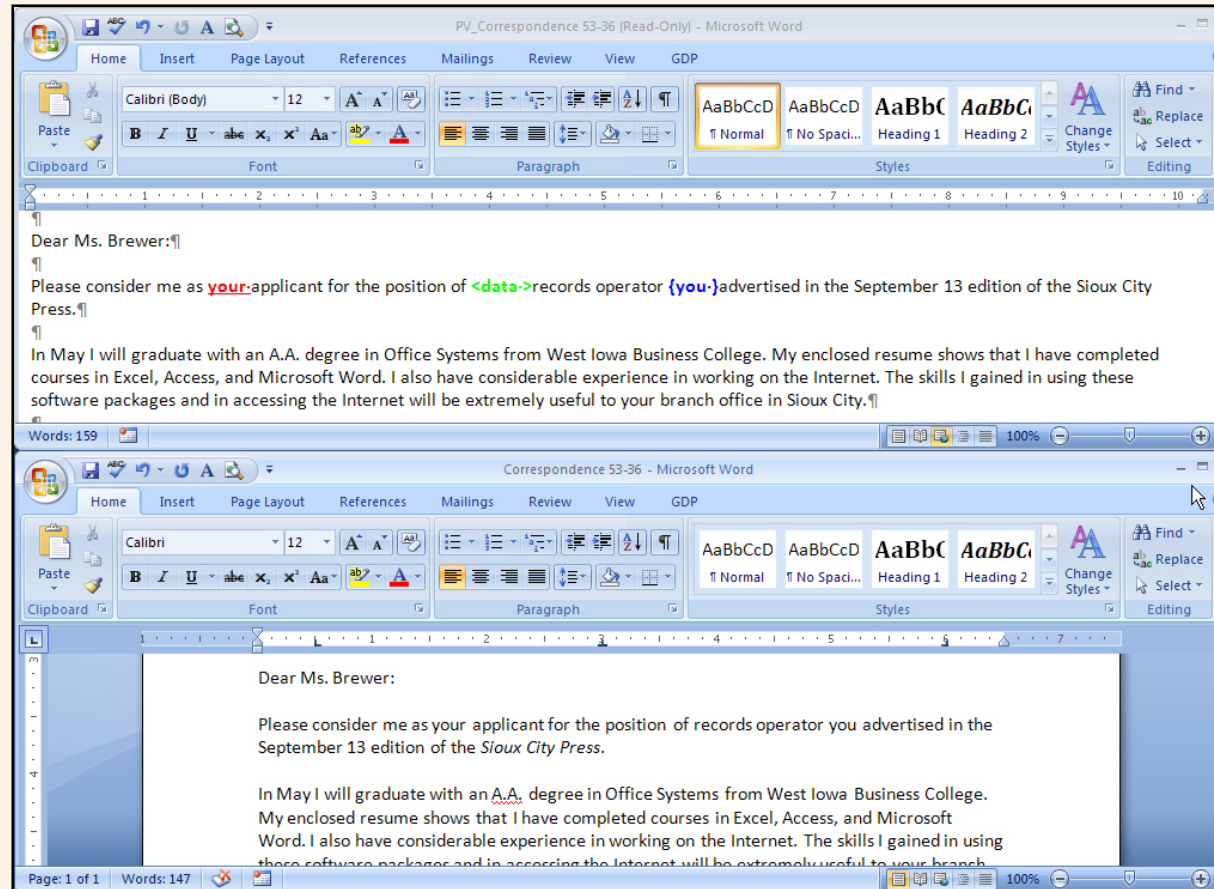
Using the Proofreading Viewer Feature



Read-Only and Edit Screens

The Proofreading Viewer allows you to view scored text while editing a document. When the Proofreading Viewer is enabled, your viewing screen splits into two halves: the top half displays a Read-Only version of a document you have typed and scored; the bottom half displays an Edit version on which you can make corrections.

The following screens show you how to enable and use the Proofreading Viewer to edit your documents.



Enabling the Proofreading Viewer

To enable the Proofreading Viewer, from the File Menu click Options/
Instructor Options/[log in]/Settings to display the Settings dialog box. Then click the box to the right of **Proofreading Viewer**.

The screenshot shows the 'Settings' dialog box with three tabs: 'Instructor Settings', 'Class Settings', and 'McGraw-Hill Settings'. The 'Instructor Settings' tab is active. The 'Proofreading Viewer' section is highlighted with a red box, showing the checkbox 'Allow students to use Proofreading Viewer' is checked. Other settings include 'Log-on password required' (checked), 'Hide desktop from view' (checked), 'Word Processor' (set to 'Use Microsoft Word 2007'), and 'Browser' (set to 'Use system default Web browser').

Settings

Instructor Settings Class Settings McGraw-Hill Settings

Log-on password required Hide desktop from view

Word Processor

No Word Processor Use Microsoft Word 2000 Use Microsoft Word 2007

Use Microsoft Word 2002 Use Microsoft Word 2003 Select this version only if you are using GDP 10 for Word 2007 and Word 2007 manual.

Path for Microsoft Word:

Browser

No Web Browser Use system default Web browser

Use other browser

Path for other browser:

Proofreading Viewer: Allow students to use Proofreading Viewer

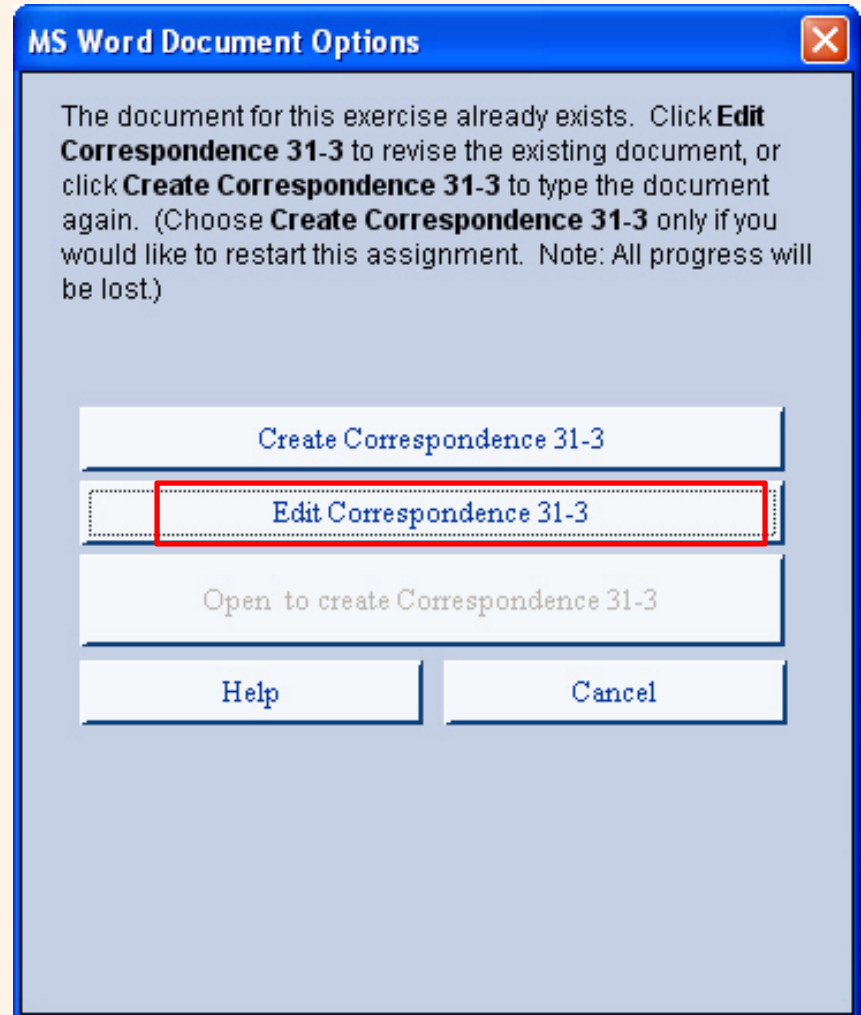
Live Update: Notify me when new updates to the GDP software are available for download

URL for Campus Web Site:

URL to be accessed when the Web button is clicked in GDP:

Select the Document to be Edited

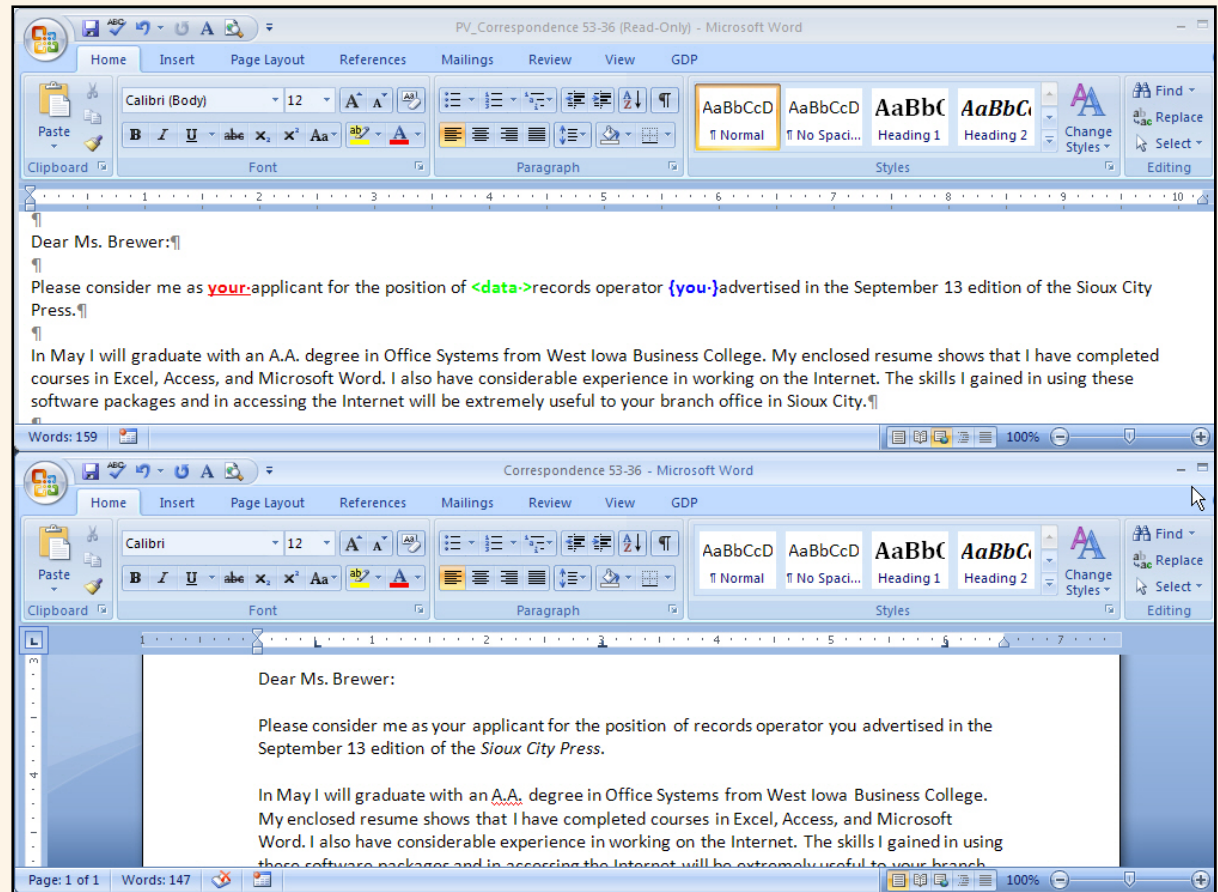
To edit a document with the Proofreading Viewer, go to the lesson in which the document was created. Then, in the MS Word Document Options dialog box, click the Edit button for the document you wish to edit. In this example, you are going to edit Correspondence 31-3.



Proofreading Viewer Layout

The Proofreading Viewer splits your monitor screen into a top half and a bottom half. The top half is a Read-Only screen. You use it to see any errors you made when the document was typed. Your errors are highlighted in color.

To correct your errors, scroll down the document in the bottom half of the screen until your errors are displayed. Then correct the errors as you would in any Word document.

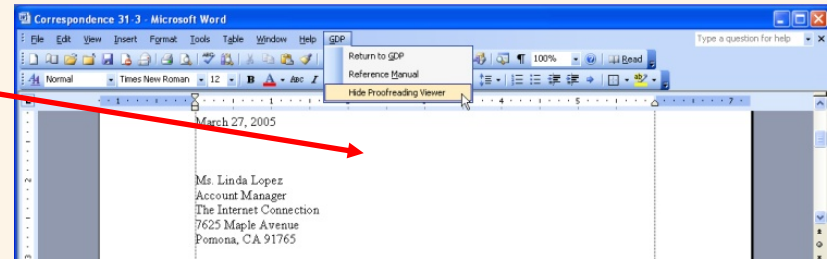
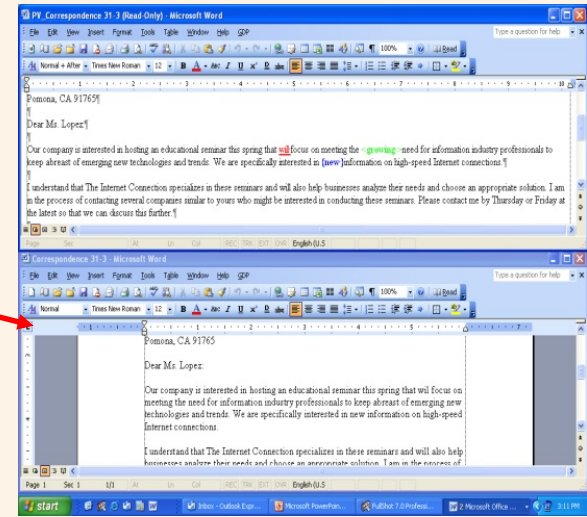


Proofreading Viewer Split Screen

The illustration at the right displays the Proofreading Viewer with a split screen. If you would rather view your work in a full screen while correcting your errors, you can click **GDP/Hide Proofreading Viewer** from the Main menu.

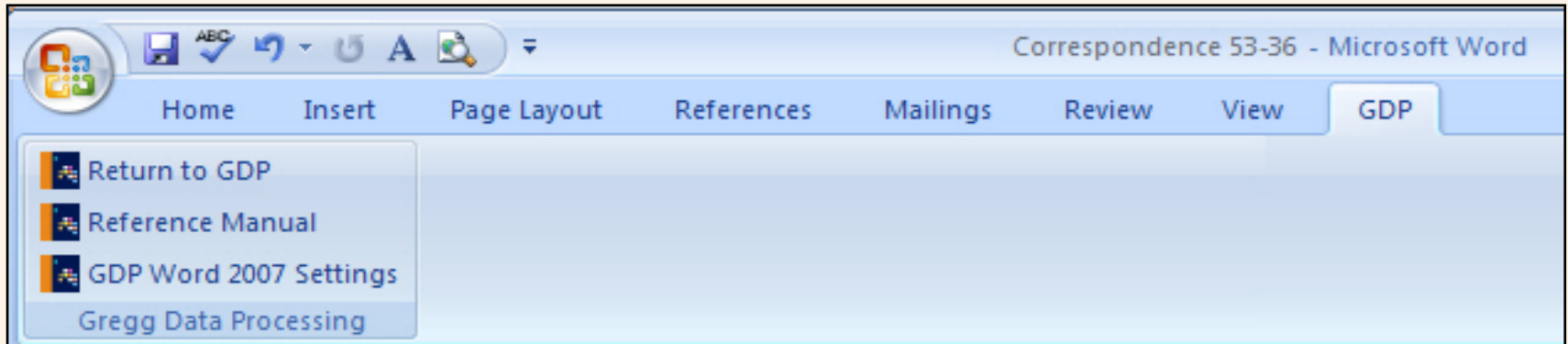
A full screen display now appears for you to use in correcting your errors.

If you wish to return to a split screen view, click **GDP/Show Proofreading Viewer**.



Saving Your Corrections

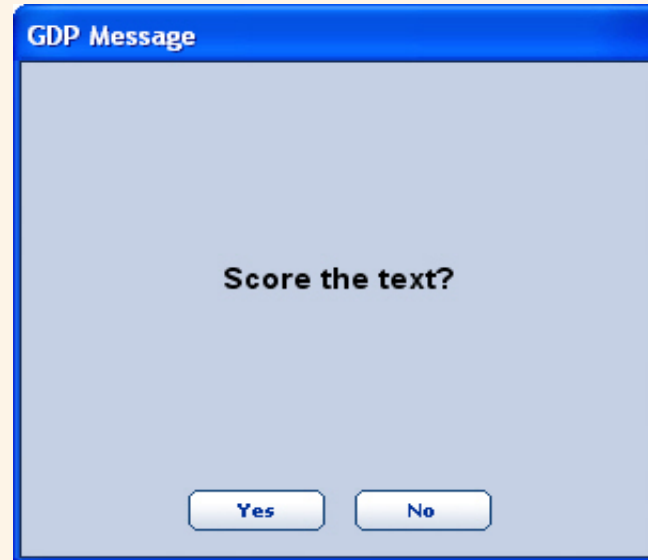
When you have finished editing the document, click **GDP** in the Ribbon. Then, click **Return to GDP** at the left of the screen.



Completing the Save Process

To complete the Save process:

A. Click “Yes” to score.



B. Click “Yes” to review.



Viewing Your Work in the Portfolio

Your corrected document now appears as one of the entries in your Portfolio, with “0” errors in the document.

To view a detailed report of a particular exercise, select it and then click the **View Text** button at the bottom of the page. Click a heading button to sort by that column. Click again to change from ascending to descending.

| | Date ▼ | Lesson | Exercise | RESULTS | | | Grade | Wt. Avg. |
|---|----------|--------|--|---------|--------|------------|---------------------|----------|
| | | | | WPM | Errors | Total Time | | |
| * | 10/03/05 | 31 | Correspondence 31-3 Category: NA | NA | NA | 00:15 | Text: NA Fmt: NA | NA |
| * | 10/03/05 | 31 | Correspondence 31-3 Category: NA | 0 | 0 | 01:25 | Text: NA Fmt: NA | NA |
| * | 10/03/05 | 31 | Correspondence 31-3 Category: NA | 0 | 3 | 01:15 | Text: NA Fmt: NA | NA |
| * | 10/03/05 | 31 | Correspondence 31-3 Category: NA | NA | NA | 18:33 | Text: NA Fmt: NA | NA |
| * | 10/03/05 | 31 | Correspondence 31-3 Category: NA | 0 | 3 | 01:06 | Text: NA Fmt: NA | NA |
| * | 10/03/05 | 31 | Correspondence 31-3 Category: NA | 0 | 3 | 01:33 | Text: NA Fmt: NA | NA |
| * | 10/02/05 | 80 | Table 80-38 Category: NA | 0 | 0 | 03:11 | Text: NA Fmt: NA | NA |
| * | 10/02/05 | T4 | 5-Minute Timed Writing (Alternate) Category: NA | 72 | 0 | 04:56 | Text: NA Fmt: NA | NA |