



Printing in GDP

GREGG
College Keyboarding
& Document Processing

OBER
JOHNSON
ZIMMERLY

By Arlene Zimmerly

**Gregg College Keyboarding &
Document Processing, 10th Edition**
by Ober, Johnson, and Zimmerly

10th EDITION



Printing

GDP has been designed to minimize any need for printing; however, if you or your students want to print, you have many options.

In the *Student Portfolio*, select the desired document or exercise, check **Include Annotation with printout** (if desired), and then click **Print Text**.

STUDENT PORTFOLIO

Name: Shannon Rice10

Today's Date: 03/31/05

Course Grade: 87.13 B+

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.

				RESULTS				
Date ▼	Lesson	Exercise	WPM	Errors	Total Time	Grade	Wt. Avg.	
* 02/14/05	NA	MAP (Transposition) Category: NA	NA	NA	01:34	Text: NA Fmt: NA	NA	
* 02/14/05	NA	MAP (Transposition) Category: NA	NA	NA	01:34	Text: NA Fmt: NA	NA	
* 02/14/05	NA	MAP (Space Bar) Category: NA	NA	NA	00:41	Text: NA Fmt: NA	NA	
1 02/14/05	NA	MAP (Space Bar) Category: NA	NA	NA	00:41	Text: NA Fmt: NA	NA	
*A 02/07/05	31	Correspondence 31-5 Category: Daily Doc P	0	4	03:49	Text: ? Fmt: 75	75	
*A 02/07/05	31	Correspondence 31-5 Category: Daily Doc P	0	4	03:49	Text: ? Fmt: 75	75	
* 02/07/05	31	Correspondence 31-3 Category: Daily Doc P	0	0	00:47	Text: ? Fmt: 95	95	
*A 02/07/05	31	Correspondence 31-3 Category: Daily Doc P	0	0	00:47	Text: ? Fmt: 95	95	

Select all exercises

2 Include Annotation with printout

3 [Filter Portfolio](#)

[View Text](#)

[Print Text](#)

[Print Report](#)

[Export to HTML](#)

GDP Detailed Report

Student Name: Shannon Rice10
Class: Keyboarding 1D
Full Editing: Off
Lesson: 31 Correspondence 31-5

Today's Date: 03/31/05
Work Date: 02/07/05
Word Wrap: On
Grade: 75

Correspondence 31-5

Time in MS Word: 3 min 13 sec

Attempt: 1 (created)

May 25, 2005

Mr.:Linda Lopez[¶]
<Account>-Manager[¶]
The {The}Internet Connection[¶]
7625 Maple Avenue[¶]
Pomona, CA 91765[¶]

Dear Ms. Lopez: [¶]

Thank you so much for hosting the educational seminar last Tuesday that focused on the topic of high-speed Internet connections. Our company and our employees are now well prepared to make a decision about the best type of Internet connection for their particular needs. [¶]

Because this seminar was so successful, I have been authorized to contract with The Internet Connection for a continuing series of seminars on any topics related to emerging new technologies and trends as they apply to the needs of our company and our employees. I will call you on Monday so that we can arrange for a meeting to finalize some contractual issues. [¶]

Once again, thank you for a very successful and productive seminar! [¶]

Sincerely, [¶]

Ruzanna Petroska[¶]
Technology Specialist[¶]

urs[¶]

General Comments:

Read each annotation carefully and then edit this document. Use the Proofreading Viewer to help make editing easier.

Annotations:

¹ Review R-3A in the Reference Manual. Type the date 2 inches from the top of the page by pressing Enter 6 times. Do not use the Center Page command.

² Click the Help button in GDP and look up scoring and error marking. Red indicates all incorrect words. Green indicates all omitted words and hard returns (designated as <>). Blue indicates incorrectly inserted words and hard returns (designated as {}).

³ When you see "urs" in the textbook, type your own initials in place of "urs."

Microsoft Word 2003

Results: 4 errors

Word 2003

The heading includes *Student Name, Class, Full Editing setting, Lesson and Document, Today's Date, Work Date, Word Wrap setting, and Grade.*

Use ***Print Text*** to view scored copy and assess proofreading skills.

Annotations also print when you check ***Include Annotation with printout.***

GDP Detailed Report

Student Name: Shannon Rice10
Class: Keyboarding 1D
Full Editing: Off
Lesson: 31 Correspondence 31-5

Today's Date: 03/31/05
Work Date: 02/07/05
Word Wrap: On
Grade: 75

Correspondence 31-5

Time in MS Word: 3 min 13 sec
Attempt: 1 (created)
May¹ 25, 2005²

Microsoft Word 2003
Results: 4 errors

Word 2003

Mr.:Linda Lopez³
<Account>³Manager³
The {The}Internet Connection³
7625 Maple Avenue³
Pomona, CA 91765³

Dear Ms. Lopez:³

Thank you so much for hosting the educational seminar last Tuesday that focused on the topic of high-speed Internet connections. Our company and our employees are now well prepared to make a decision about the best type of Internet connection for their particular needs.³

Because this seminar was so successful, I have been authorized to contract with The Internet Connection for a continuing series of seminars on any topics related to emerging new technologies and trends as they apply to the needs of our company and our employees. I will call you on Monday so that we can arrange for a meeting to finalize some contractual issues.³

Once again, thank you for a very successful and productive seminar!³

Sincerely,³

Ruzanna Petroska³
Technology Specialist³

urs³

General Comments:

Read each annotation carefully and then edit this document. Use the Proofreading Viewer to help make editing easier.

Annotations:

¹ Review R-3A in the Reference Manual. Type the date 2 inches from the top of the page by pressing Enter 6 times. Do not use the Center Page command.

² Click the Help button in GDP and look up scoring and error marking. Red indicates all incorrect words. Green indicates all omitted words and hard returns (designated as <>). Blue indicates incorrectly inserted words and hard returns (designated as {}).

³ When you see "urs" in the textbook, type your own initials in place of "urs."

Because these printouts can include your comments and annotations, students can use them as handy **study guides.**



GDP Detailed Report

Student Name: Cassandra Spring
Class: Spring 2008
Full Editing: On
Lesson: 1 J. 1-Minute Timed Writing

Today's Date: 02/16/08
Work Date: 02/16/08
Word Wrap: On
Grade: 100

Goal: 10 wpm / 3 errors

Attempt: 1 **Results: 10 wpm / 1 min / 4 errors**

ask a **sid**·¹lad; a {**a**·}fall fad; add <**a**>salad; {¶}²
ask a dad; ¶
ask

Attempt: 2 **Results: 12 wpm / 1 min / 0 errors**

ask a sad lad; a full fad; add a salad; ask a dad; ¶
ask a sad

This is how skillbuilding looks
when you click
Print Text and
***Include Annotation with
printout.***

General Comments:

Great job! The first timing was not acceptable because you exceeded the 3-error limit, but the second timing is excellent. Read the annotations for detail.

Annotations:

¹ Click the Help button in GDP and look up "scored text" in the index. Red indicates an incorrect word or spacing error after that word. Green indicates a word or hard return to be inserted. Blue indicates a word or hard return to be deleted.

² The blue paragraph mark indicates that you pressed Enter when you should not have. Press Enter only at the end of a paragraph. In this case, the paragraph continues to the next line, so you should insert a space after the end of the line and continue typing the line that follows.

DETAILED REPORT

Name: Shannon Rice10

Today's Date: 03/31/05

Class: Keyboarding 1

Work Date: 02/07/05

Full Editing: Off

Word Wrap: On

Lesson: 31 Correspondence 31-5

Grade: 75

General Comment:

Read each annotation carefully and then edit this document. Use the Proofreading Viewer to help make editing easier.

Rest the mouse pointer over any  symbols in the detailed report to display the annotation.


Correspondence 31-5

Time in MS Word: 3 min 13 sec

Attempt: 1 (created)


Microsoft Word 2003

Results: 4 errors

May  25, 2005

¶
¶
¶

Mr. Linda Lopez

<Account>  Manager

The ~~The~~ Internet Connection

Include Annotation with printout

In the **Detailed Report**, you have the same option to **Print Text** and check **Include Annotation with printout** (if desired).

Print in MS Word

View in MS Word

Print Text

Export to HTML

Previous Exercise

Next Exercise

You also have an additional option to **Print in MS Word** to help you assess document formatting.

Student Name: Shannon Rice
Class: Keyboarding 1D
Today's Date: 03/31/05
Work Date: 02/07/05

The heading includes *Student Name*,
Class, *Today's Date*, and *Work Date*.

May 25, 2005

Ms. Linda Lopez
Account Manager
The Internet Connection
7625 Maple Avenue
Pomona, CA 91765

Dear Ms. Lopez:

Thank you so much for hosting the educational seminar last Tuesday that focused on the topic of high-speed Internet connections. Our company and our employees are now well prepared to make a decision about the best type of Internet connection for their particular needs.

Because this seminar was so successful, I have been authorized to contract with The Internet Connection for a continuing series of seminars on any topics related to emerging new technologies and trends as they apply to the needs of our company and our employees. I will call you on Monday so that we can arrange for a meeting to finalize some contractual issues.

Once again, thank you for a very successful and productive seminar!

Sincerely,

Ruzanna Petroska
Technology Specialist

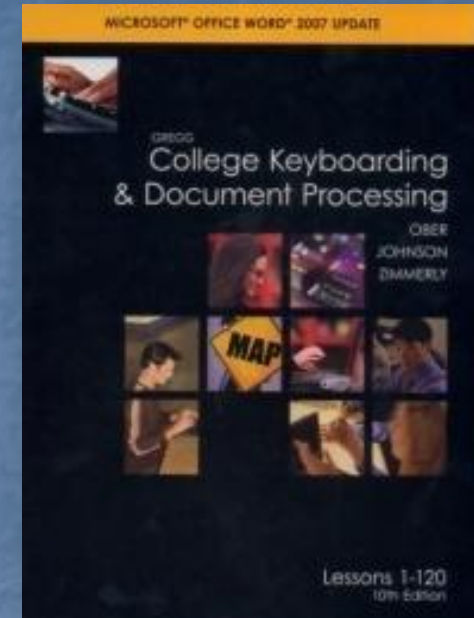
sr

Use ***Print in MS Word***
to assess
document formatting.

Word 2003

Arlene Zimmerly, Professor Emeritus

Los Angeles City College
855 N. Vermont Avenue
Los Angeles, CA 90029
arlene_zimmerly@hotmail.com



Shape your
keyboarding class
any way you want!