

Workshop for Premeds at Xavier University of Louisiana

Instructions for Electronic Communications Workshop for XU Premeds (updated, 7/28/09)

It is important that all freshman premeds learn how to find information about health professions from official sources as soon as possible. This workshop is designed to help you learn to use the Internet to find such information and to communicate electronically. In addition, many of the medical, dental, etc. school application components **MUST** be completed in MS WORD; therefore, it is imperative that students are familiar with using generating and modifying documents in MS Word.

Follow the instructions below. If you need assistance, consult the additional pages of this document that contain detailed "hints" about how to complete each step.

REMEMBER: A major part of being a physician, dentist, etc. is one's ability to follow instructions CAREFULLY (failure to do so could be disastrous)!!!!

Please read the following instructions **CAREFULLY**.

1. Print this document so you can refer to it while completing the following steps.
2. Go to
<http://www.xula.edu/premed/PMInfo/a.FRMeetings/a.BHCWorkshops/aIndexBHCWorkshops.htm>
and scroll down to "Workshop #6-Electronic Communications."
3. Click on "**ECOMM Text File**" and open the form in MS WORD.
4. Read through the document that you just opened in Step 5 and insert bullets and delete lines as indicated.
5. Open your internet browser (may already be open from Step 2).
6. Search the internet to obtain the data needed to fill in items enclosed in "?" marks in the ECOMM text (items to be replaced look like this ?ITEM?) going back and forth between browser window and the Word document window. **NOTE: You should replace ?ITEM? with the requested information; No "?" marks should remain after data is filled in.**
7. Then use the following guidelines to format the document:
 - Change the type to 10 pt Times New Roman font,
 - Change the type so it is double-spaced,
 - Make all margins 1 inch in width.
 - Correct any misspelled words,
 - Replace all occurrences of "U.S." with "United States" ,
 - Capitalize the first letter of EACH word in the heading for each of the three types of health professions schools in this exercise (i.e. Capitalize the first letter of EACH of the words in "The association of most Medical schools in the United States" and similar headings),
 - Put the entire heading of EACH of the three types of health professions schools mentioned above in **BOLD** type.
 - Center your name at the top in 16pt, bold type, Arial font,
8. At the bottom of the document skip a line and then write a short paragraph (it must be at least three lines) describing one piece of new information you learned while looking at the web sites you searched.
9. Format the last paragraph (your statement) so that the first line is indented (not tabbed) 1/2 inch. (Do not use tabs, spaces, or paragraph returns to do this formatting).
10. When you have completed this document, save it as an MS Word and the forward it as a WORD email attachment to xupremed@yahoo.com.
11. Watch for an email from us verifying that we have received your document and telling what, if any, mistakes you made.

Lagniappe: This is an additional, optional step you may take if you wish.

10a. Add a footer to the document and format is so the page number automatically appears at the bottom left of the page.

P.S. Make sure you REALLY learn to do the things above because the process described will be helpful when completing and sending items to the Premed Office by email to be checked, applying to summer programs, applying to research programs, medical school, etc.

Instructions for "Electronic Communications" Workshop for XU Premeds WITH DETAILED HINTS for numbered items above.

1. Print this document so you can refer to it while completing the following steps.
2. Go to www.xula.edu/premed/PMInfo/a.FRMeetings/a.BHCWorkshops/aIndexBHCWorkshops.htm3 and scroll down to the "Electronic Communications Workshop."
3. Click on "ECOMM Text File" and open the form in MS WORD.
4. Read through the document that you just opened in Step 3 and insert bullets and delete lines as indicated. (Hint: Select the text you wish to work on. Under "Format" in the menu bar at the top of the window choose "Bullets and Numbering". Select one of the bullet options. Word will then insert bullets everywhere you have placed a carriage return and indent the text so it is easy to read.)
5. Open your Internet browser (may already be open from Step 2).
6. Search the internet to obtain the data needed to fill in items enclosed in "?" marks in the text you pasted (items to be replaced look like this ?ITEM?) going back and forth between browser window and the Word document window. NOTE: You should replace ?ITEM? with the requested information; No "?" marks should remain after data is filled in. (Hint: You can copy and paste the items you find on the Internet to your WORD document as needed; highlight the text that you want to copy and then select "Copy" under "Edit" in the menu bar at the top of the window; then, highlight the text on the WORD document that you want to replace with the text that you just copied from the Internet; under "Edit" select "Paste").
7. Then use the following guidelines to format the document:
 - ❑ Change the type to 10 pt Times New Roman font. (Hint: Under "Edit" in the menu bar at the top of the window, choose "Select All". Under "Format" in the menu bar at the top of the window, select "Font" and then choose the new font and type size.
 - ❑ Change the type so it is double-spaced. (Hint: Choose "Select All" under "Edit" on the menu bar. Choose "Paragraph" under "Format" on the menu bar. Then choose "Double" under the "Line Spacing".
 - ❑ Make all margins 1 inch in width. (Hint: Choose "Select All" under "Edit" on the menu bar. Choose "Document" under "Format" on the menu bar. Then change to the margins you want. OR, if you are using a later version of WORD, choose "File," then "Page Setup" to set your desired margins).
 - ❑ Correct any misspelled words. (Hint: Choose "Spelling and Grammar" under "Tools" on the menu bar. Make changes, if needed, in the words or expressions that Word identifies as incorrect.).
 - ❑ Replace all occurrences of "U.S." with "United States" , (Hint: Choose "Replace" under "Edit" on the menu bar. The box that will appear is very easy to use.
 - ❑ Capitalize the first letter of EACH word in the heading for each of the three types of health professions schools in this exercise (i.e. Capitalize the first letter of EACH of the words in "The association of most Medical schools in the United States" and similar headings), (Hint: None needed. Just do it.).

- ❑ Put the entire heading of EACH of the three types of health professions schools mentioned above in bold type. (Hint: Select the text you wish to make bold. Under "Format" choose "Font" and then select the BOLD type style).
 - ❑ Center your name at the top in 16pt, bold type, Arial font, (Hint: Place the cursor just before the first word at the top of the page and then push the "Enter" button twice. This inserts two carriage returns. Move the cursor back to the top line and change the font to Arial, the size to 16 point, and the font bold by using procedures you used above. Then, go to "Format" and select "Paragraph." Choose CENTER alignment. Then type in your name and Word should automatically center and format it as you type.
8. At the bottom of the document skip a line and then write a short paragraph (it must be at least three lines) describing one piece of new information you learned while looking at the web sites you searched.
 9. Format the last paragraph (your statement) so that the first line is indented (not tabbed) 1/2 inch. (Do not use tabs, spaces, or paragraph returns to do this formatting. (Hint: There is a small marker on the ruler at the top of the document that shows where current margins are set. The marker on the left is divided into three parts. The top one [it points down] marks the position of the margin for the first line of paragraph in which the cursor currently rests and the middle one [it points up] shows the margins for remaining lines of the paragraph in which the cursor rests. To set them choose the text you wish to work on and then move the top or middle portions until the text is formatted correctly. Don't worry about the bottom marker. It moves both margins together.)
 10. When you have completed this document, save it as an MS Word document (.doc extension only), and then email back to xupremed@yahoo.com as an e-mail attachment.* (Hint for instructions sending an attachment in hotmail: Sign into your e-mail account, click on "Compose" as you normally would to send an e-mail. Write your message and subject as usual. Click on "Add/Edit Attachments" located under the subject box. Use the "Browse" button to locate the completed document you wish to attach. Click on "Attach", then on "OK". You will see the name of the attachment in the attachment line. Finally, click "Send" as you normally would to send an e-mail. Hint for instructions sending an attachment in yahoo: Sign into your e-mail account, click on "Compose" as you normally would to send an e-mail. Write your message and subject as usual. Click on "Add/Edit Attachments" located at the bottom of the message box. Use the "Browse" button to locate the completed document you wish to attach. Click on "Attach", then on "Done". You will see the name of the attachment in the attachment line. Finally, click "Send" as you normally would to send an e-mail.)
 11. Watch for an email from us verifying that we have received your document and telling what, if any, mistakes you made.

***Lagniappe: This is an additional, optional step which you may complete if you wish.**

10a. Add a footer to the document and format it so the page number automatically appears at the bottom left of the page. (Hint: Choose "Header and Footer" from "View" on the tool bar. Place the cursor into the footer and choose "Page Numbers" from the "Insert" menu on the tool bar. When you have chosen the formatting options you want, choose "Okay". MS Word will automatically add the correct number at the bottom of each page.)