

Workshop for Premeds at Xavier University of Louisiana

# Instructions for Electronic Communications Workshop for XU Premeds (updated, 7/5/11)

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 generating and modifying documents in MS Word.

Follow the instructions below. If you need assistance, stop by the Premedical Office (NCF 108).

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

Please read the following instructions **CAREFULLY**.

1. Print this document (if you don't already have it) 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 Meeting #5-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 3 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. Open your internet browser (may already be open from Step 5) and go to  
<http://www.explorehealthcareers.org> .
9. At the end of the ECOMM text file that you have been modifying, skip a line and then write a short paragraph (it must be at least three lines long) briefly describing three (3) new health careers that you read about while visiting the website from Step 8.
10. Format the short paragraph you just wrote so that the first line is indented (not tabbed) 1/2 inch. (Do not use tabs, spaces, or paragraph returns to do this formatting.)
11. When you have completed this document, rename it "LastNameFirstNameECOMM.doc" (for example, if your name is James Doe, you should name your document DoeJamesECOMM.doc), save it in MS Word, and then forward it as an email attachment to [xupremed@yahoo.com](mailto:xupremed@yahoo.com).
12. 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.**