

INSTRUCTIONS FOR COMPLETING DOCUMENTS IN GDP

Click on Welcome to GDP online icon & login with your username and password.

Make sure you complete any word processing lesson in Word Manual before starting document. What you learn in the Word Manual lesson will be part of the next and future documents.

Click on document you want to complete in GDP program

Read Instructions on left hand side of screen, before beginning document.

TO COMPLETE, SAVE, & SUBMIT DOCUMENT

1. Under Download file to Begin Work

Click start from scratch

Find your flash drive

Click save

Open file in box with file name on bottom of screen

Always turn on hide/show button by clicking home tab (if not already there); paragraph group; hide/show icon (¶)

Always turn on ruler by clicking view tab; show group; ruler

Complete your document

Click File tab, Save

Close document by clicking on x in upper right corner

2. Upload & Save File

Click under upload & save file

Find your flash drive (if necessary)

Select your document

Click open

3. Submit & Score Your Work

Click Submit work

Check scoring results

IF DOCUMENT IS ERROR FREE:

Click ok

Click Edit existing work

Find your flash drive

Click Save

Replace existing file—click yes

Open file in box with file name on bottom of screen

1. Add Blank (three column) footer to document by clicking insert tab, Header & Footer group; click footer ↓ arrow; click blank 3 column footer

2. Click inside first [type text] to select and type your first and last name (**i.e. John Smith**)

3. Click inside second [type text] to select and type document name (**i.e. 26-3**)

4. Click inside third [type text] to select and type your class day & time (**i.e. TR 9:30**)

5. Header & Footer Tools, Design tab, close group, click Close Header & Footer. Print document from Word and hand in to your instructor's sorter. Click x in upper rt. corner, click don't save.

IF DOCUMENT HAS ERRORS:

Click ok

Under Download file to Begin Work

Click Edit existing work

Find your flash drive

Click Save

Replace existing file—click yes

Open file in box with file name on bottom of screen

Correct errors

Click File tab, save

Close document by clicking on x in upper right corner

Upload & Save File

Click under upload & save file

Find your flash drive (if necessary)

Select your document

Click open

Submit & Score Your Work

Click Submit work

Check scoring results

Continue until error and when error free:

Click ok

Click Edit existing work

Find your flash drive

Click Save

Replace existing file—click yes

Open file in box with file name on bottom of screen

1. Add Blank (three column) footer to document by clicking insert tab, Header & Footer group; click footer ↓ arrow; click blank 3 column footer
2. Click inside first [type text] to select and type your first and last name (**i.e. John Smith**)
3. Click inside second [type text] to select and type document name (**i.e. 26-3**)
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5. Header & Footer Tools, Design tab, close group, click Close Header & Footer. Print document from Word and hand in to your instructor's sorter. Click x in upper rt. corner, click don't save.

Only print the documents listed in syllabus to print and you will only print from the large GDP book. You will never print from the small Word Manual

****REMEMBER: IF YOU MADE ANY CHANGES TO DOCUMENT EXCEPT FOR ADDING THE FOOTER YOU MUST RESAVE TO FLASH DRIVE AND RESCORE DOCUMENT IN THE GDP PROGRAM BEFORE PRINTING. DOCUMENT TURNED IN MUST MATCH DOCUMENT SAVED IN**

GDP**

INSTRUCTIONS FOR WORD MANUAL

1. Click start work
2. Select your flash drive
3. Click save (if message already exists, do you want to replace it? Click yes
4. Open file in box with file name on bottom of screen
5. Read all pages of lesson and when you get to a part with a thick blue box around it, you will complete the exercise on the computer.
6. Click file save
7. Close document when last exercise completed by clicking on the x in the upper right corner.
8. Click next to begin next part of lesson.