

HAPPY HOLIDAYS!

From Wordsworth Writing & Editing Services



Palmer, Alaska

DECEMBER 2002

745-5674

A Message to Our Clients

Merry Christmas and a Happy New Year to our special friends and supporters...our 2002 clients. We hope this season finds you happy and healthy, and we wanted to send this special thank you for the fascinating work you have given Wordsworth this year!

We hope you enjoy our newsletter, and please let us know if we can help you again in 2003. Our services are:

- **Technical editing**
- **Business writing and editing**
- **Researching**
- **Newsletter and other publication designing**
- **Proofreading**
- **Document formatting, including lengthy technical documents**
- **Workshop and Brown Bag Teaching on writing, editing, and Microsoft Word tips and tricks**
- **Proposal writing, editing, and designing**

Call me if you need help with any of the above! Best wishes for a great holiday, and thank you for your business!

Sincerely,

Lori Jo

Lori Jo Oswald, Ph.D.
Owner and Managing Editor

Continued Training

As well as teaching technical writing and other writing courses at the University of Alaska (these past 2 years at the Matanuska-Susitna College extension), Lori Jo has continued to take classes in order to keep up with technology. Also, with so many of our clients in need of document designing services as well as publication editing, she has honed her skills to become a top document formatter.



University-level classes she has taken in 2002, to serve you better, include:

- **Microsoft Word and Advanced Word**
- **Microsoft Excel and Advanced Excel**
- **Desktop Publishing and Advanced Desktop Publishing**
- **Proofreading**
- **Word Perfect**
- **PowerPoint**

In addition, Lori Jo has taken several workshops from UAA, including Front Page, Dreamweaver, Adobe Acrobat, Photoshop, Blackboard, and Macromedia Flash.

Lori Jo is passing on much of this education by providing Brown Bags and specialized training to companies. Sign up for our Microsoft Word formatting tricks and tips workshop to learn about headers, footers, headings, numbering, automatically generated contents pages, and more!

Our Web Site

Take a look at Wordsworth's web site, designed and written by Dr. Oswald, which features our informative newsletter, a description of Dr. Oswald's experience, and tips! The address is www.alaska.net/~petnews.

Or e-mail your needs or questions to Dr. Oswald at petnews@alaska.net.

Equipment

We are constantly updating our equipment, and this year Wordsworth has purchased two new computers and a brand-new HP color printer. We have also upgraded to Windows XP and have the Office 2002 suite available, as well as Office 2000 for most of our clients' needs.



The programs we use most frequently are Microsoft Word, Excel, and PageMaker, based on our clients' needs.

Using Track Changes

Having your documents edited and formatted is easy with Microsoft Word's wonderful track changes feature. We can also insert comments and questions. Wordsworth has prepared a visual-aid handout for our clients who are not familiar with this feature in Word and will gladly e-mail you a copy at your request.

Here is an example of a Wordsworth edit in track changes. We are using a nontechnical example in support of our current clients' privacy.

As you express your feelings, ideas, and personality through your collage journal, you will ~~Learn more~~ about yourself, perhaps more than you would through using the collages in this journal as you express your feelings, ideas, and personality in a way other than traditional journal writing. The collage approach may

help you to express and to understand yourself more fully in two ways: 1) something more fully in these two ways- by being free to use pictures instead of words alone, and 2) by finding ~~You may be able to show something more clearly in the pictures you create than if you tried using more words-~~ You may also find the collages create more new ideas and perspectives while searching for pictures to include for you. ~~As you look through the magazines for your pieces you will come across things to include that you hadn't thought of when you first read the suggested picture-~~

Wordsworth can quickly edit and format a document that is e-mailed to us and then return it via e-mail, usually within 1 or 2 days. Then you can easily and quickly accept all changes. If we have any doubt or question about a change, we always use the insert comments feature in Word, so that you can quickly access those without having to worry about reading all the strikeouts and additions that we are sure about.

Christmas Giving

Wordsworth enthusiastically supports STOP the Overpopulation of Pets, an Alaska nonprofit corporation that is paying to spay and neuter dogs and cats in order to reduce—and, we hope, STOP—the killing of thousands of pets annually in animal control centers because there are too many of them. Lori Jo Oswald, Wordsworth's owner, is director of this all-volunteer organization. If you would like to donate to this worthwhile cause, where donations are used to save lives by preventing births, send your donation to STOP at P.O. Box 4083, Palmer, AK 99645. For every \$25 in



donation received, we will offer a free business-card-size advertisement in the STOP newsletter. All donations are tax-deductible. STOP has received grants from the DJ&T Foundation and PetSmart Charities, but we need Alaska support as well.