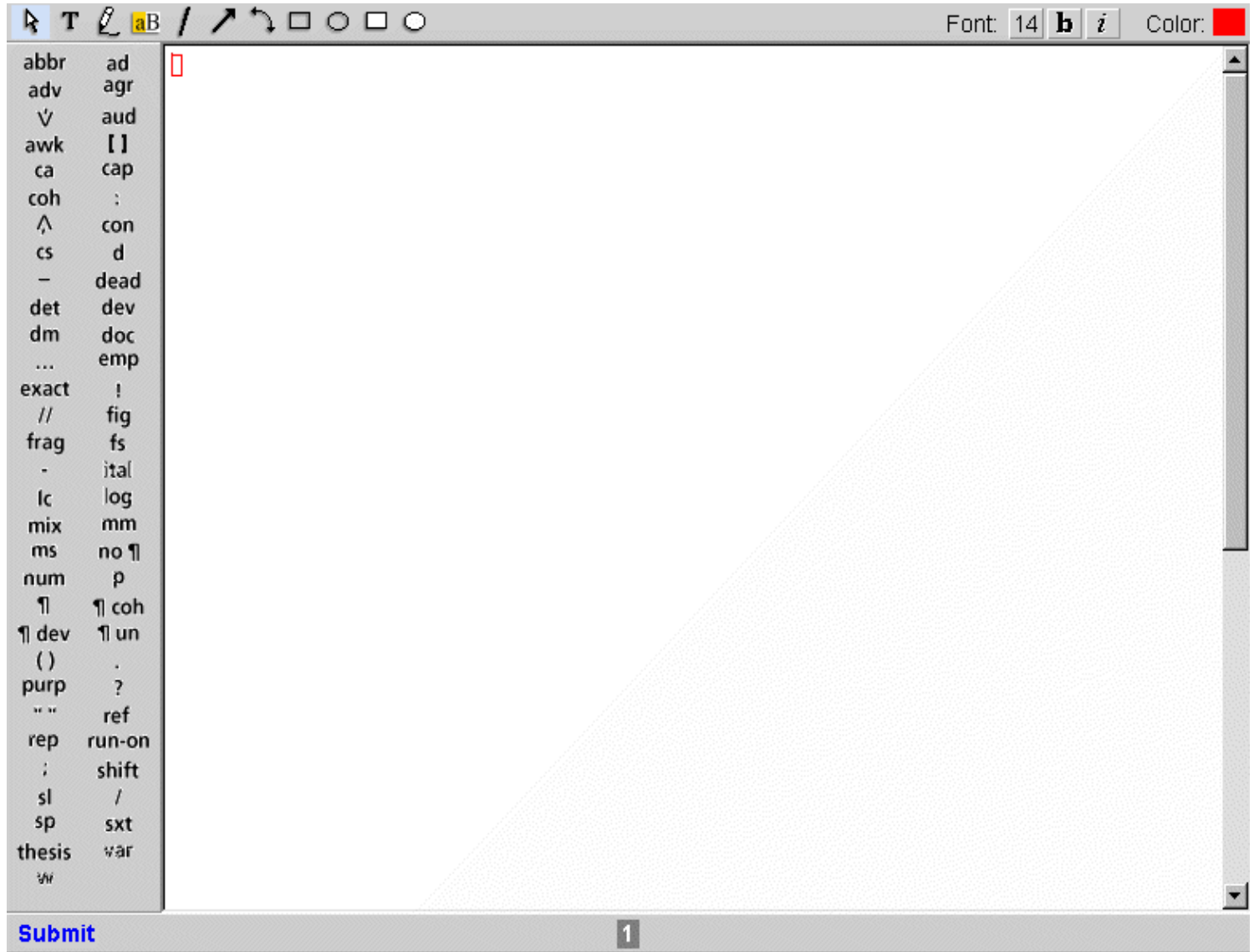


## Paper Proof Manual

Paper Proof consists of a large whiteboard region. Along the left-hand side is the **buttons bar**. Details on the various button bar items will be given [here](#). Along the top of the paper proof page is a **tool bar** with several menu items. At the bottom of the paper proof page are one or more **operations buttons**.



### As a Student...

#### The Tool Bar

The tool bar provides functions, shapes, color selection and cursor positioning. To select a tool bar item, simply click on it. The main philosophy of the tool bar is that the motions are similar to writing the symbols with, say, chalk on a chalk board.

[Click here](#) for more information about the tool bar.

### Buttons Bar

The buttons bar consist of proofreading symbols that can be used to help markup and comment on the paper. To select a button bar icon, simply click on it. Each icon contains its own definition.

[Click here](#) for more information about the buttons bar and definitions.

## As a Student or Tutor...

### Bottom Buttons

The bottom buttons consist of page navigation, exit button, and submit button. If the paper has multiple pages, there will be page numbers and navigation buttons at the bottom of the page. Click on the page number you wish to go to, or click Next or Back. When you're finished viewing the paper, click the **Exit** button. When you're finished proofing the paper, click the **Submit** button.

## Paper Proof Manual

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### Getting Started

In the discussions below, *clicking* will refer to clicking once on the left mouse button. In general, when an operation has been selected, clicking the right mouse button will cancel the operation, if the operation is still pending.

### The Tool Bar Buttons

From left to right, the items are:

**mouse pointer:**

The *mouse pointer* is used to find more information, move, or delete any object that has been placed on the whiteboard. To use the mouse pointer, begin by clicking the mouse pointer icon located at the left of the tool bar. After clicking on the mouse pointer icon, you can move an object by running the mouse pointer over the object area. Once the mouse pointer is over the object, click and drag the object to any position on the whiteboard. To delete an object, run the mouse pointer over the object area. Once the mouse pointer is over the object, simply right click and select *delete*. To find more information about an object, run the mouse pointer over the object area. Once the mouse pointer is over the object, right click and select *more info*. A new window will load containing information about the selected object.

**text cursor:**

To input text onto the whiteboard, begin by clicking the text cursor icon located to the right of the mouse pointer icon. After clicking on the text cursor icon, click once on the whiteboard where you would like the text to begin. You should see a solid colored box cursor. Text is inserted at the cursor by simply typing. There is one ways of repositioning the text cursor. Repositioning the text cursor is done by clicking the left mouse button once the mouse cursor is at the point you wish to place the cursor.

**freehand draw:**

After selecting the freehand icon, position the mouse pointer where you want the freehand drawing to start. To start the freehand drawing, holding your left mouse button down while dragging the pointer. (Be patient, the response time depends on the quality of your internet connection, your CPU, and your Java run-time system provided with the browser.)

**highlighting:**

The color box show the current color of the highlighter. Select this item and then position the mouse pointer where you wish to start highlighting. Depress the left mouse button and drag the pointer over the region you

wish highlighted. To terminate the highlighting, release the left button.



**line:**

After selecting the line icon, position one endpoint of the line, and click and hold. Next, drag the mouse pointer to the other endpoint of the line and release. Lines are drawn in the selected color.



**arrow:**

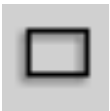
After selecting the arrow tool, first use the mouse to position the end of the arrow (click and hold), then position (release) to place the arrowhead.

Arrows are drawn in the selected color.



**curved arrow:**

After selecting the curved arrow tool, first use the mouse to position the end of the arrow (click and hold), adjust the arch by extending the mouse in the upward or downward direction, then position (release) to place the arrowhead. Arrows are drawn in the selected color.



**rectangle:**

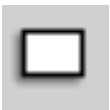
After clicking on the rectangle icon, position the mouse pointer to the desired position of the top left point of the rectangle (click and hold). Next, drag the mouse pointer to the bottom right corner of the rectangle and release.



**oval/ellipse:**

After selecting the ellipse icon, position the center point of the ellipse (click and hold). Next, drag the mouse to stretch the oval to the desired size.

Once you've stretched it to the desired size, release. Ovals and ellipses are drawn in the selected color.



**filled rectangle:**

Filled rectangle is drawn with the color selected in the color box. Begin by clicking on the filled rectangle icon, position the mouse pointer to the desired position of the top left point of the rectangle (click and hold). Next, drag the mouse pointer to the bottom right corner of the rectangle and release.



**filled oval:**

Filled oval is drawn with the color selected in the color box. Begin by selecting the ellipse icon, position the center point of the ellipse (click and hold). Next, drag the mouse to stretch the oval to the desired size. Once you've stretched it to the desired size, release. Ovals and ellipses are drawn in the selected color.



**fonts:**

The fonts menu provides the capability of changing the font size (**8pt, 10pt, 12pt, 14pt, 16pt, 18pt, 20pt, 24pt, 28pt, 32pt, 36pt**), and style (**bold, plain, italic, or bolditalic**). Once a font change is made, it is retained until another font change is requested. *Font changes are restricted to fonts available on your system.*



**color selection:**

Clicking on a color in the color icon sets the color for freehand drawing, highlighting, lines, arrows, ellipses/oval, and rectangles.

[\[ Back to Main Page \]](#)

## Paper Proof Manual

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### Paper proof buttons

Below are the buttons that can be used in the Proofreading mode of the WWWhiteboard™ and their definitions.

<b>abbr</b>	<p>Incorrect abbreviation</p> <p>The use of <b>abbreviations</b> is not recommended in standard practice. However there are situations when abbreviations are appropriate. (tables, charts, and works cited lists)</p>
<b>ad</b>	Incorrect adjective
<b>adv</b>	Incorrect adverb
<b>agr</b>	<p>Faulty agreement: subject/verb or pronoun/antecedent</p> <p><b>Agreement</b> is the determination of grammatical inflection on the basis of word relations.</p>
∨	<p>Apostrophe</p> <p>Use an <b>apostrophe</b> to indicate the omission of a letter or letters from a word, the possessive case, or the plurals of numbers, letters, and abbreviations.</p>
<b>aud</b>	Audience not clear
<b>awk</b>	<p>Awkward</p> <p>The sentence or phrase is difficult to read or cumbersome. Simplify and rewrite.</p>
[ ]	Brackets
<b>ca</b>	Incorrect case
<b>cap</b>	Incorrect capitalization
<b>coh</b>	<p>Coherence</p> <p>If a paragraph is <b>coherent</b>, each sentence flows smoothly into the next without obvious shifts or jumps.</p>
:	Colon
↗	Comma
<b>con</b>	<p>Be more concise</p> <p>A <b>concise</b> sentence contains only the amount of words crucial to achieving its message.</p>
<b>cs</b>	<p>Comma splice</p> <p>A <b>comma splice</b> is an improper use of a comma to join two independent clauses.</p>
<b>d</b>	<p>Diction</p> <p>The level of <b>diction</b> should be consistent. It should not confuse the reader.</p>

-	Dash
<b>dead</b>	Deadwood <b>Deadwood</b> refers to unnecessary words which make the sentence unclear.
<b>det</b>	Use concrete details
<b>dev</b>	Inadequate development of idea or argument A paragraph is <b>well developed</b> when it is discussed fully and adequately.
<b>dm</b>	Dangling modifier A <b>dangling modifier</b> is a phrase or clause that does not unify grammatically with what it is expected to modify.
<b>doc</b>	Incorrect/inadequate documentation This refers <b>documentation</b> , supplying of documents or supporting references that you use in your paper.
...	Ellipses
<b>emp</b>	Inadequate or unclear emphasis <b>Emphasis</b> is a special forcefulness of expression that gives importance to the sentence.
<b>exact</b>	Use more exact word: <i>appropriate words, accurate words</i>
!	Exclamation point <b>Exclamation point</b> is used after an exclamation.
//	Faulty parallelism <b>Faulty parallelism</b> occurs when compound verbs or verbals express an action that is not taking place at the same time or in the same tense.
<b>fig</b>	Inappropriate figure of speech
<b>frag</b>	Sentence fragment A <b>sentence fragment</b> is a group of words imitating a sentence without having a subject and a verb.
<b>fs</b>	Fused sentence A <b>fused sentence</b> is a lack of separation between two independent clauses.
-	Hyphen A <b>hyphen</b> separates the two parts of a compound word or the two elements of a range.
<b>ital</b>	Use italics
<b>lc</b>	Use lowercase

<b>log</b>	Incorrect or faulty logic
<b>mix</b>	Mixed construction  <b>Mixed construction</b> is a common cause for awkward sentences. It occurs when the grammar of a sentence switches in mid sentence.
<b>mm</b>	Misplaced modifier  A <b>modifier</b> gives additional information about a word and is usually adjectives or verbs. A <b>modifier is misplaced</b> when it is ambiguous or unclear due to its location in the sentence.
<b>ms</b>	Incorrect manuscript form
<b>no ¶</b>	No paragraph
<b>num</b>	Incorrect use of numeral or spelled-out number
<b>p</b>	Punctuation error
<b>par or ¶</b>	New paragraph
<b>¶ coh</b>	Paragraph not coherent
<b>¶ dev</b>	Paragraph not developed
<b>¶ un</b>	Paragraph not unified
<b>()</b>	Parentheses
<b>.</b>	Period
<b>purp</b>	Purpose not clear
<b>?</b>	Question Mark  <b>Question marks</b> is used after a question.
<b>“ ”</b>	Quotation Marks  Use <b>quotation marks</b> to set off material that represents quoted or spoken language.
<b>ref</b>	Incorrect pronoun reference  Errors in <b>pronoun reference</b> occur when the reference is ambiguous or the antecedent is unclear.
<b>rep</b>	Unnecessary repetition  <b>Unnecessary repetition</b> is cause by needlessly repeating words in a sentence.
<b>run-on</b>	Run-on sentence  A <b>run-on sentence</b> is created when two or more independent clauses are improperly joined without a conjunction or without a comma before the conjunction.
<b>;</b>	Semicolon

	A <b>semicolon</b> is used to join independent clauses.
<b>shift</b>	Unwarranted shift <b>Unwarranted shifts</b> cause awkward sentences.
<b>sl</b>	Inappropriate use of slang
<b>/</b>	Slash
<b>sp</b>	Error in spelling
<b>sxt</b>	Sexist or biased language
<b>thesis</b>	Thesis unclear or unstated The <b>thesis</b> is the specifics or definite theme of your essay.
<b>var</b>	Lack of sentence variety
<b>w</b>	Wordiness <b>Wordiness</b> occurs when using more words necessary to convey meaning.

[\[ Back to Main Page \]](#)