



# Using Adobe's Buzzword

How to submit your papers with Adobe's online word processor

Buzzword (<http://www.buzzword.com>) is an awesome new online word processor from Adobe (the company that makes Photoshop, if you're familiar with that product) that we'll be using to submit papers this year. You'll find that working in "the cloud" like this is incredibly beneficial—your files will be completely online, so you can start a paper at school, work on it at home, finish and print it out at school—all without having to worry about file format incompatibilities or moving files back and forth. As long as you've got an Internet connection, you can get to your work!

Below are basic instructions to get you set up and going—if you'd like to really dig in, click **Help** on the Buzzword toolbar, and you can browse through extensive help files.

## First thing: Creating an Account

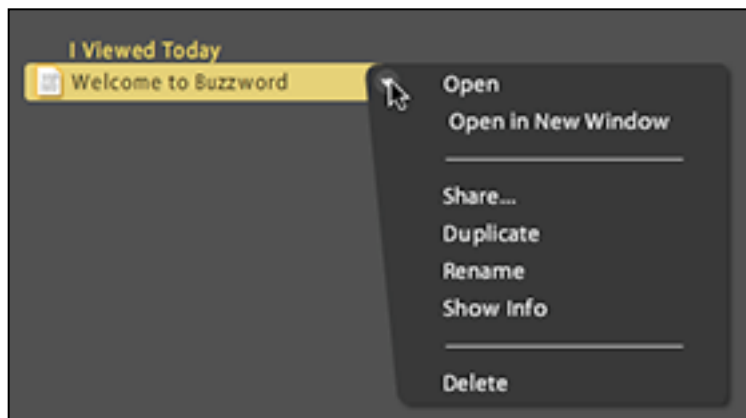
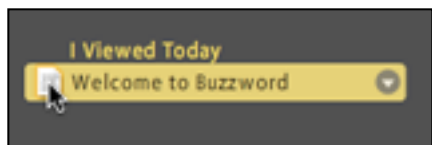
1. Open up Internet Explorer, and go to <http://www.buzzword.com>
2. Click **Sign Up** to create your Adobe ID
3. Enter your **email address** — this MUST be a *valid email address*; you'll need to check it later.
4. Enter your **first** and **last name**. You're doing this for school, so don't be cute; use your real name.
5. Create a **password** for yourself. A good password is actually a phrase, and can be made more secure by substituting some numbers for letters. Something like **110v3myd0g** is more secure than **cutiepie**.
6. Choose "**United States**" from the Country list. Again, don't mess around.
7. **Check** the "I have read..." box.
8. **Uncheck** the "I would like to receive email..." box, unless you really do.
9. Click **Sign Up**.

You'll get a message telling you that you need to check your email for a confirmation link. You *must* do this within three days, but **don't do it now**. We can still log in; just **click OK**.

## Next thing: Working with Documents

When you log on, you'll be looking at your **Document Window**—this is where all your saved documents will be listed. There are **two ways** you can **select** a document, so watch carefully:


- (1) **Click the document icon**. Clicking the "little page" icon one time will highlight your document, and give you access to a drop-down menu of actions you can perform on the document:



## Next thing: Working with Documents, continued

(2) **Click the document's name.** Clicking the name of the document one time will open the document for editing:



To create a **brand new document**, simply click the **New button**  in the upper right-hand corner of your screen:

## Next next thing: Formatting a Paper

Buzzword only allows (right now) for a three-line header, so we'll have to make a tiny modification, but here are the steps for setting up a manuscript form paper:

1. Open a **new document**.
2. **Don't move the cursor at all**—immediately type the following:

Lastname, Firstname  
Honors English, period  
Ferrell  
Date

3. Click the **orange ¶ sign** to open the Paragraph formatting options:



4. Click the **double spacing** button:



5. Hit the **Enter/Return** key **twice**.

6. Type the **title** of your paper.

7. Hit **Enter/Return** once, and type the body of your paper. This may take a while.

8. As you work, Buzzword will auto-save your document at regular intervals. If you want to save it manually, click the green pencil/circle icon in the bottom right-hand corner of the screen.

9. **Add page numbers:**

- (a) Go to **any page but your first**. (This only works when you have more than one page.)
- (b) Click once to place the cursor on that page.
- (c) From the **Insert** menu, choose **Header...**
- (d) A dialog box will appear. Set **Center** to **(blank)**. Set **Right** to **Page Number**.
- (e) **Check the box** at the bottom. ("Insert a different header...")
- (f) Click **OK**.

**\*Note:** The principle here is this: when you check the "Insert a different header..." box, Buzzword allows for *two headers*—one for the *first page*, and one for *every other page in your document*. If the cursor is on the *first page* when you add a page number, Buzzword will put a page number on your first page, but *not* on all the other pages. *Therefore*, you want the cursor active on *any page but your first* when you add a page number, so that Buzzword will put them in the "every other page" header, and leave the first blank!

### Next next thing: Formatting a Document, continued

10. **Add your initials** in front of the page number:

- (a) Go to **any page** with a page number.
- (b) **Click** to place the cursor **in front of the page number**.
- (c) **Type your initials**, and a **space**, so it reads like this: JF 3
- (d) **DO NOT type over the page number!**
- (e) Because headers are the same on every page, you've just added your initials to each page in your document!

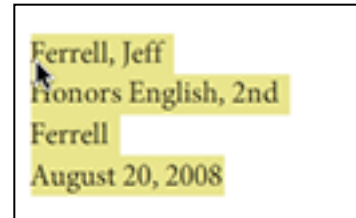
11. **Center your title:**

- (a) **Scroll to the top** of your document.
- (b) **Click once** to place the cursor in your **title line**.
- (c) In the orange **Paragraph Options** menu, click the **Center Align** button:



12. **Right-align your paper heading:**

- (a) **Drag the mouse** over your four **heading lines** at the very top of your document to select them:
- (b) In the orange **Paragraph Options** menu, click the **Right Align** button.
- (c) Your heading will move to the right side of the paper.



### Final thing: Turning it In

One of the powerful things Buzzword lets you do is share documents. This is how you will “turn a paper in” using Buzzword.

(1) **Be sure your paper is named correctly.** This is EXTREMELY IMPORTANT. All of your papers will be named like this:

**[period] - assignmenttitle - LastnameFirstinitial**

So, for instance, a student named **Emily Banks** in my **third** period turning in her “**Creature Paper**” would name her document:

**[3] - Creature Paper - BanksE**

**To easily rename a document**, switch to the Document Window, click the document’s icon to select it, and choose Rename from the drop down menu.

(2) In the **Document Window**, **click the document’s icon** to select it, and choose **Share** from the drop-down menu.

(3) A dialog box will open. **Type my email** address, **ferrell@ferrellweb.com** in the email box.

(4) **Do not change** the **Role**.

(5) **Uncheck** the **Send Email** box. (If you can. The first one, you may not be able to.)

### Final thing: Turning it In, continued

- (6) Click **Next**.
- (7) Click **Share**. (Don't worry about writing an email.)

### One more thing: Adding an Image to your Profile

It can be helpful to add a picture to your profile; for me, it makes it easier (sometimes) to identify authors in my Document Window when I have a lot of shared documents. Here's how to add a profile picture:

(1) Click the word **Buzzword** in either the Document Window or Editing View.



(2) From the menu, choose **Settings and Preferences**.

(3) In the section that says **Your Image**, click **Change**, and find a picture on your computer to upload.

If you'd like some icons to choose from, I've got a bunch online here: <http://ferrellweb.com/avatars/> — click on the folders to see the pictures inside, and click the ↓ symbol to the left of a picture's name to download it to your computer. Once you've got it on your computer, you can upload it to Buzzword as described above!

### A few extra things: Printing, Importing, and Exporting

Printing in Buzzword is as easy as clicking the **Document menu** and choosing **Print...** **BE SURE** you use the print command from *Buzzword's Document menu*, and **NOT** your web browser's Print command—they're two very different things!

You'll also notice **Import** and **Export** items in the **Document menu**. With the Import function, you can upload files from your computer to Buzzword. Export will save files from Buzzword to your computer. The functions will work with these kinds of files:

**Import:** .doc, .docx, .rtf, .txt, .xml

**Export:** .pdf, .doc, .docx, .rtf, .txt, .html, .xml, .odt

Keep in mind that fonts may change slightly when you import or export, and the more complicated a document is, the more it might suffer in translation. With simple things for school, you should hardly run into problems, though.