



Write Connections

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The TAMPA WRITERS ALLIANCE is an organization of adult writers—amateur and professional, beginning and advanced—who share a keen interest in improving skills and resources. Its members, who number about 100, create works of fiction, nonfiction, and poetry; as well as stage and screenplays. In addition to its monthly general meeting, the TWA conducts workshops in specific aspects of writing, provides free assistance to scholastic and literary groups, sponsors an annual writing contest open to all writers, and publishes a yearly anthology.

Regular Meeting December 6th, John Germany Library, 7:00 p.m.

A representative for Metro Crime Prevention will present the topic, “SAFE? Don’t Count on It.” This Free Crime Awareness Program will provide a lot of information on how you personally can avoid crime and a lot of insights on exactly the sort of creative situations you can throw your characters into!

Wordsmith 2007 Photo Contest

Your Immediate Action Required!

The Tampa Writers Alliance Wordsmith 2007 Cover Photo contest will award \$50 for a high resolution entry for the cover. We are trying to get the 2007 Wordsmith ready for delivery at the January 18th Awards Banquet. Therefore, **deadline for photo contest submission is December 15, 2006.**

You may submit an attachment via e-mail to Sandra@LivingBeyondLimits.com. However, if you win, a high resolution (minimum 300 dpi 9X12) image on CD will be immediately required.

If you have any question, call Sandra 813-935-7760.

Reserve your Wordsmith 2007 Now! - Deadline Jan 18th 2007

By e-mail: James A. Young jayoung@mindspring.com

For those without e-mail only... 813-391-1139

Membership renewal time for... you?

Individual membership renewal notices are now being e-mailed to those members with an e-mail address.

Members without an e-mail address will receive a reminder with their newsletter by regular mail.

If you did not receive notice, it means that you do not need to worry about your membership expiring.

Members may bring their \$25 annual dues to the next General Meeting, or mail it to:

James A. Young, 2826 Keyville Rd East, Lithia, Florida 33547

"A Writer's Life... Notes" TWA president Sandra Kischuk

Tools...and how do you use Word™ instead of letting it use you?

Symbols and Effects

First, that little ™. Where does that come from? Along with the © symbol. Go to:

- Inset → Symbol → (you'll find these characters under the Font: Symbol selection)
Highlight the character you want, select Inset at the bottom of the dialogue box, then close the box (Select the red 'X' in the upper left hand corner.)

While we're looking at all the neat symbols in the text box, select:

- Inset → Symbol → (you'll find these characters under the Font: (Times New Roman – more about that later. What is neat here is that you can find all those odd and foreign characters: é, á, ñ for starters. Now you don't have to pull out your pen and add in those odd accents and tildes [~] by hand.)

Fast selection (to turn it on and turn it off):

- Underline – Control [CTRL] [keystroke] U
- *I*talics – Control [CTRL] [keystroke] I
- **B**old – Control [CTRL] [keystroke] B

Text manipulation commands:

- Select "All" – Control [CTRL] [keystroke] A
- Copy – Select desired text, Control [CTRL] [keystroke] C
- Delect – Select desired text, Control [CTRL] [keystroke] X
- Paste – Select desired position to place text, Control [CTRL] [keystroke] V
- Save – (the whole document), Control [CTRL] [keystroke] S

Now let's talk about setting up your document. Choose:

- File → New → Blank Document (Control [CTRL] [keystroke] N) will do the same thing.

When you have your document, you need to set up the page.

- File → Page Setup → (leads to a dialog box with 3 tabs.)
 - Select: Margins
 - Scroll each of the sides, the top and the bottom to set the margins at 1". This is standard for submissions to most publications. Ignore the "Gutter" options unless you want to play around with them and see what happens. Click on the Portrait option for Orientation, Pages – Normal, Preview – Whole Document.
- File → Page Setup →
 - Paper size: Letter (8-1/2 x 11 in.)
 - If you want, you can select Print Options, and choose reverse order (which actually stacks multiple page documents in the correct order) or draft output (which saves ink.)
- File → Page Setup →
 - Layout: This is where you can get in and set it up to have a different header on the first page.

"A Writer's Life... Notes" continued

Format:

Most publications want double-spaced 12-point Times New Roman font. How do you get it?

- Format → Font → (Select Times New Roman, Regular, 12, Font Color Black)

And the double spacing? Don't hit the 'Enter, twice to get it. If you haven't started typing anything yet

- Format → Paragraph → Indents and Spacing
 - Align: Left
 - Indentation: If you choose: Special: First Line, By: .5, you will get a consistent first line indent on your paragraphs.
 - Spacing: Line spacing, Double.

If you already have information typed in, highlight the whole document or

- Select "All" – Control [CTRL] [keystroke] A
- With the material highlighted, format your Font and Paragraph as above.

Header and Page Numbers and Word Counts:

This is how to get those page numbers that don't arbitrarily wander from page to page and get a word count that doesn't count the words in your title.

- View → Header and Footer → (A Header box will show as active and the rest of your document will be grayed out. Type in your title. You may have to highlight the words you type and go to: Format → Font → (Select Times New Roman, Regular, 12, Font Color Black).
- While the box is still active, tab over to the right, Now look at the toolbar that popped up when you opened the Header and Footer. If you select the "#" icon, the page number will show in the header on each page. If you then type in a "/" (slash), you can select the "++" icon and the total number of pages in the document will appear following the page number. So if you have a three page document, the upper right hand corners will show 1/1, 1/2, and 1/3.
- Tools → Word Count will get you the number of pages and word count.

Other Tools

- Tools → Spelling and Grammar (You can have the system check a certain word or the whole document, but it's not 100%).
- Tools → Language → Thesisaurus (Don't quite have the right word? This is a fast and dirty way that may occasionally solve your problem.)
- Tools → Options → Spelling and Grammar tab (You can find a lot to pick, but checking readability statistics can be quite useful. If you select that, run a spell check over your whole document and the readability statistics will pop up at the end.)
- Edit → Find (Replace) (Know that word is somewhere in your document. Use the Find command to locate it. Or maybe you decide that your character Hieronymus should really just be called Sam. Use the Replace command to fix all of it. Be careful in replacing smaller words since quite often they will appear as parts of other words, and if you [Replace All], you might not be real happy with the results. You can also select a word you have and Find other examples of it in your document.

Wordsmith 2006

The Wordsmith 2006 anthology will be available at the general meeting for those who reserved copies. We have printed a few books beyond those requested, so those who reserved copies will receive their copies first. Those who purchase additional copies need to bring cash or checks made out to the Tampa Writers Alliance for \$10 per copy for each book requested. Wordsmith 2006 can also be ordered by mail. Shipping cost is now \$3.00 per copy. Send \$13.00 for each book & shipping to:

James Young
2826 Keysville Rd East
Lithia, FL 33547

Wordsmith 2007

With a little luck, we hope to have Wordsmith 2007 available at the January 18th Awards Banquet (following presentation of awards). Those who are members as of December 2006 and RESERVE COPIES by January 18th 2007, get a free copy. Those who desire to purchase additional copies will need to bring cash or checks made out to the Tampa Writers Alliance for \$10 per copy for each book. Shipping for Wordsmith 2007 will be \$3.00 per copy.

Festival of Reading

We hope you visited our booth at the St Pete Times Festival of Reading on October 28, 2006. Several TWA members were selling their books. A total of \$556.00 worth of books were sold. TWA member Bruce Hunt donated the proceeds of his book sales to TWA. Thank you, Bruce.

TWA Critique Group – Al Lucas, Coordinator

2nd & 4th Wednesday at 7:00 pm. NO MEETINGS IN DECEMBER.

Please send your submissions and other appropriate information to Al Lucas, ALthePhilosopher@aol.com. All genres are welcome. We accept short stories, novel chapters, and even poetry. The group meets the 2nd and 4th Wednesday of each month from 7-9 PM in the right rear of the Barnes and Noble bookstore at 11802 North Dale Mabry Highway (next to Piccadilly cafeteria). That's just south of Stall Road. If you see Borders, you're too far north.

Visitors are welcome to attend if interested in joining, but only members' works will be discussed, generally 4-5 pieces per session. Dues are only \$25 yearly beginning the month you join. For further information, visit our Website at: www.tampawriters.org

The Poetry Group

The Tampa Writers Alliance Poetry Group meets on the 4th Thursday of every month **except November and December**. We meet at the Barnes & Noble Booksellers North, at 7 PM around a table way in the back of the bookstore. The store is located on North Dale Mabry, (west side of the street) just south of Stall Road, which is the first major intersection south of Fletcher Avenue. (Borders is nearby. Don't go there.) Bring your poems or your songs, printed, spoken or recorded. Bring copies if you can so we can read along. We have fun and try to offer lots of encouragement and no tough, unrewarding criticism. We expect the same from you.

Warner D. Conarton, coordinator warnerc@quixnet.net or 352-588-3228



**MEMBERS IN
MEDIA**

**JUST PUBLISHED:
CHRONIC NIGHTS**

A novel by Frank
Cáceres, award-winning
author of *Because They
Were*

***Have you made your January 18th
Awards
Banquet Reservations?***

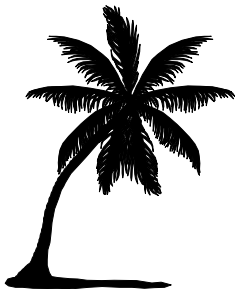
***Hilton Hotel, Tampa Airport Westshore
6:30 P. M. Cash Bar, 7:00 P. M. Dinner***

**Reservation Form can be downloaded from TWA's Website:
Tampawriters.org**

TWA Directory

TITLE	NAME	PHONE	E-MAIL ADDRESS
President	Sandra Kischuk	813-935-7760	sjkischuk@juno.com
Vice President	Michael Pleasant	813-325-0314	pleasmw@aol.com
Secretary	Cathie Astl	813-994-5455	cathieastl@hotmail.com
Treasurer	James A. Young	813-737-1688	jayoung@mindspring.com
Member-at-Large	Robin Knowles	813-645-7640	rhknowles@aol.com
Poetry	Warner Conarton	352-588-3228	warnerc@quixnet.net
Write Connections Editor	James A. Young	813-391-1139	jayoung@mindspring.com
Critique Group	Al Lucas	813-899-0438	ALthePhilosopher@aol.com
Wordsmith Editor	Sandra Kischuk	813-935-7760	sjkischuk@juno.com
Website	Jim Chaplin	813-835-4255	jpcflorida@hotmail.com
Publicity/Public Relations	Adele Walter	813-932-6902	adeleidawalter@hotmail.com
Event Coordinator	Position open		
TWA WEBSITE			WWW.TAMPAWRITERS.ORG

Stay Cool and **Write On!**



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