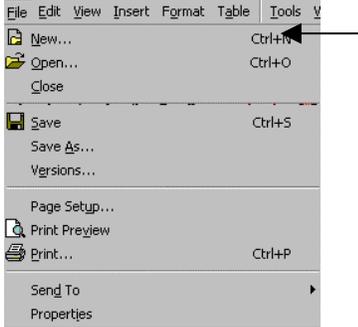
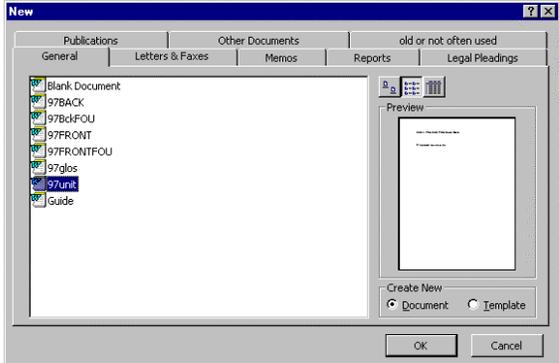
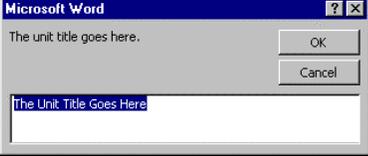
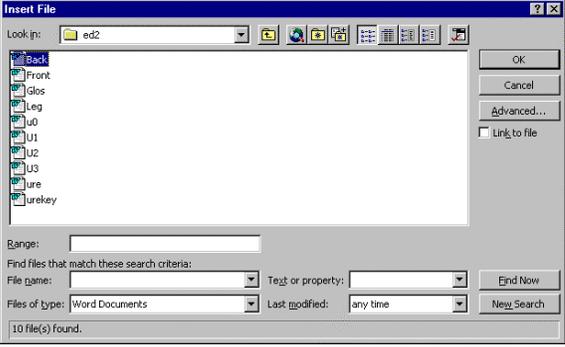


# How to create a unit

## Procedures

Follow these steps in this order:

1	From the Menu Bar, choose <u>F</u> ile		<p>A drop-down menu appears.</p> 
2	<p>From the drop-down menu, choose <u>N</u>ew ...          ...          (Clicking on the new file icon on the standard toolbar will <i>not</i> work.)</p>		<p>The <i>New</i> dialog box appears for you to select the 00unit template.</p> 
3	Select 00unit and click the OK button.		<p>A <i>Microsoft Word</i> dialog box appears asking for the unit number.</p> 
4	If you are working on unit 1, choose OK.	If you are working on a unit other than 1, <i>type</i> the unit number and choose OK.	<p>Another <i>Microsoft Word</i> dialog box appears, this time asking for the unit title.</p> 

5	Type the unit title using caps and lower case and click the OK button.	The new file appears showing the title you typed and text that says “Double-click here to insert file.”  <div data-bbox="971 279 1370 407" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Unit 1. How to Develop a Good Unit of Instruction</b></p> <p style="text-align: center;">☞ Doubleclick here to insert file.</p> </div>
6	Move the cursor anywhere on the line of text. Double-click.  Do <i>not</i> delete the blank line above the line of text. (The blank line has hidden codes to generate the unit menu automatically.)	A File dialog box appears.  
7	Select the drive and folder where your source file is. Click the OK button.	A list of file names appears in the source folder..
8	Double-click on the name of the file you want to insert. <i>Note:</i> If you <i>don't</i> see the name of your file, click on the down arrow to the right of “Files Of Type” and select <i>all files</i>	a) The file you select appears in your new unit. b) Macros run to insert page numbers, convert ditto marks to smart quotes, etc. c) Dialog boxes appear for you to confirm unit number and title.
9	Choose OK <i>or</i> correct the unit number and/or title.	A message box pops up telling you to save the file with an appropriate title.
10	Choose OK.	A dialog box appears asking you to name the file.
11	Type in U1, U2, U#, etc. (where # is the unit number) Be sure the proper folder is highlighted.	Your file is saved as u1.doc, or u2.doc, etc., in the folder where you plan to work.