

T71 - Effects of DTP on the right to publish, for example, freedom of the press, free exchange of ideas by HeeJun

When you publish something, it means that you produce a book, magazine, etc. and sell it to the public. This is a relatively old but primary meaning of "publish". If you wanted to publish your own book in the past, for instance, 30 years ago, you would have visited a book publishing company that had skilled specialists to publish the book.

Since then computers and technology evolved very rapidly like the speed of light compared to past hundreds of thousands of years when human being had been living on the earth. In 2007, the current year we are living, we do not have to go to a publisher to publish our essay or documents. We use Internet and special publishing programs as media of publication. As more people has become to use Internet, which is famous for its vast amount of information and its simplicity to post (publish) a document whether professional or amateur, the role of publishers has been weakened: anyone can publish in these days regardless of availability of special knowledge and skills how to publish. Publishing an essay on Internet is a piece of cake; you just have to write some words and click few buttons.

Desktop publishing(DTP), at the beginning when the term was first used, meant the act of publishing using a computer and a page layout software to create published documents on a computer for either large scale publishing or small scale. However, you might ask what is the difference between a word processor and a page layout software. The improvement on the word processor programs like Microsoft Word, which serves its function as both compatible word processor and page layout program, made the meaning of DTP vague. Thus we now have difficulty classifying them, but they usually are used in the same meaning.

Although many people can think from the meaning of DTP that using a page layout software is the only way of desktop publishing, the acts of posting comments, documents, scholar research, etc. are also included in the desktop publishing. Putting in simple words, everything you post on any website is desktop publishing. Therefore, every document on Internet is published. Since it is very easy to publish on the net, you can say almost anything you would like to say. If you think someone's essay is really poor, you might leave a bad comment under his work. If the president is trying to carry stupid plans on, you could post your opinion on your blog. As we see, desktop publishing guarantees the freedom of speech.

eBook is an example of desktop publishing. eBook is an electronic equivalent of a conventional printed book and rarely used to refer to an individual work. The digitally published book is accessible on the Internet. Desktop publishing include publishing images and video clips on Internet. Think of YouTube as an example. YouTube is now the biggest web video sites. Everyday thousands of people publish individual video or some other kinds of video. As they publish individual video, they are trying to exchange their ideas, and emotions.

T72 - Economic effects of DTP on business by Vaibhav Bhandari

DTP stands for desktop publishing; a software which simply enables the process of creating and publishing professional-looking documents using microcomputers. This software is also widely known as "page layout program". The objective of this program is to provide page designs or page layouts for visiting cards, flyers, brochures, posters, annual reports, coupons, and magazines. More specifically desktop publishing provides: rules, borders, page, chapter and caption numbering as well as precise typographic alignment. A key feature in desktop publishing which makes it special from normal word processing programs is that it is able to build flow text around graphic objects in a variety of ways. Although some word processing programs might be able to do the same however they aren't as flexible as desktop publishing lets a user to be.

The first desktop publishing software was launched by Mac in the year 1984. The first desktop publishing software's required very high configuration computer components for it to work its maximum. It required a high quality printer, computer, and scanner. In the mid 1980's the prices of all these components were extremely high compared to the present. For example a 5 mega pixel camera can now easily be purchased for 200\$, however back in the mid 1980's a 1 mega pixel camera was worth 25,000\$. Therefore due to the launch of desktop publishing it caused a huge decline in the prices of these components (compliments) as the demand for them increased which caused the suppliers to decrease the price to keep the market of these components in equilibrium.

Apart from the decline in the price level of computer technological components the main economic changes desktop publishing created are beyond this and are much larger. Other changes were brought in the markets involving designing. For example due to desktop publishing it now became very easy to design a rough brochure or a template instead of rough sketches (blue prints) in the initial stage. Due to convenient printing methods it became very efficient to print a page layout very easily with minimal costs. Hence this reduced the costs of printing a final layout and made it much more efficient compared to prior previous methods. Furthermore a person who had talent in designing page layouts found themselves a very good career in the mid 1980's as very few people knew how to operate desktop publishing software's as the first desktop publishing software's weren't as user-friendly.

ITGS: 2.2.3 Word processing and desktop publishing

The final output of desktop publishing was that it increased the amount of advisement for firms and companies as it became very easy to simply just print a page layout with minimal costs. Therefore this all concluded up to a higher productivity of goods and services.

In conclusion, all this resulted into a better and efficient economy as businesses now could endorse their products very effectively. In addition the employment level was raised as there was a need for designers who knew how to operate the very first desktop publishing software's as they were not user-friendly. Businesses in overall increased their production and as a result of this their total revenue.

Sources

<http://www.creativepro.com/story/feature/24934.html>

or

Economic effects of DTP on business by Isaku

The word, word processor, was originally meant any typing tool, usually those such as type writers etc. However, now the word has come to target computer applications which can easily produce printing material. As these applications became more familiar in our lives, mainly owing it to Microsoft Word which has an estimate of 500 million users, word processor came to have a new meaning. How is it that these applications became so popular that it changed the meaning of a word? The answer might lie in the bountiful benefits it provides in our jobs.

Before the introduction of computers, office work was often hindered by menial and mechanical tasks such as writing on paper, and was unable to complete the actual creative tasks where human capital comes to use the most. The word processor was the ultimate answer to this. Not only did it dramatically shorten the time it took for these menial tasks, but it also allowed the workers to easily change the format of their texts, post images and add other touches to these.

The word processor also include many functions, which were considered only to be a dream by previous typewriter users. Spell check, which allowed the user to create more sophisticated writing, font editors, which allowed users to bring many faces to their texts, and Thesaurus which enabled users to use more sophisticated synonyms of words they already knew. Another notable function of the word processor would be its ability to save the text.

Normally when a text was made, it was the only copy available to the author. However, with word processing applications the number of copies that could be made were now unlimited. This came as an advantage to office workers as they could distribute their writing in presentations, and they would not have to suffer the pain of losing their paper, as even they lost their work, they would be fine as long as the original copy was safe.

We can therefore conclude that the word processor has had a tremendous effect on office working. However it has its downsides too. The increased efficiency by the word processor was expected to decrease the number of hours that employees had to work. However, the actual introduction of the word processor turned out to expose the greedy corporations.

Instead of relaxing their employees, they chose to maximize their profits by actually increasing the hours of work. It is therefore estimated that the word processor will continue to increase the quality and efficiency of office work, but also maximize the corporate greed and the hardships of office workers.

T73 - Intellectual property issues associated with reproduction and/or transformation of digitized text by Dwarkesh

The problem is illustrated simply enough: A printed book can be accessed by one or perhaps two people at once, people who must, of course, be in the same place as the book. But make that same text available in electronic form, and there is almost no technological limit to the number of people who can access it simultaneously, from literally anywhere on the planet where there is a telephone (and an Internet connection). At first glance, this is wonderful news for the consumer and for society: The electronic holdings of libraries (and friends) around the world can become available from a home computer, 24 hours a day, year-round; they are never "checked out." These same advances in technology create new opportunities and markets for publishers.

But there is also a more troublesome side. For publishers and authors, the question is, How many copies of the work will be sold (or licensed) if networks make possible planet-wide access? Their nightmare is that the number is one. How many books (or movies, photographs, or musical pieces) will be created and published online if the entire market can be extinguished by the sale of the first electronic copy?

Why Is There A Problem?

Origins of the Issues

Two elements motivate reproduction and/or transformation concepts of intellectual property:

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- Advances in technology have produced radical shifts in the ability to reproduce, distribute, control, and publish information.
- Information in digital form has radically changed the economics and ease of reproduction. Reproduction costs are much lower for both rights holders and infringers alike. Digital copies are also perfect replicas, each a seed for further perfect copies. One consequence is an erosion of what were once the natural barriers to infringement, such as the expense of reproduction and the decreasing quality of successive generations of copies in analog media. The average computer owner today can easily do the kind and the extent of copying that would have required a significant investment and perhaps criminal intent only a few years ago.
- Computer networks have radically changed the economics of distribution. With transmission speeds approaching a billion characters per second, networks enable sending information products worldwide, cheaply and almost instantaneously. As a consequence, it is easier and less expensive both for a rights holder to distribute a work and for individuals or pirates to make and distribute unauthorized copies.
- The World Wide Web has radically changed the economics of publication, allowing everyone to be a publisher with worldwide reach. The astonishing variety of documents, opinions, articles, and works of all sorts on the Web demonstrate that millions of people worldwide are making use of that capability.
- With its commercialization and integration into everyday life, the information infrastructure has run headlong into intellectual property law. Today, some actions that can be taken casually by the average citizen--downloading files, forwarding information found on the Web--can at times be blatant violations of intellectual property laws; others, such as making copies of information for private use, may require subtle and difficult interpretation of the law simply to determine their legality. Individuals in their daily lives have the capability and the opportunity to access and copy vast amounts of digital information, yet lack a clear picture of what is acceptable or legal. Nor is it easy to supply a clear, "bright-line" answer, because (among other things) current intellectual property law is complex.

Why the Issues Are Difficult

The issues associated with intellectual property (IP) in digital form addressed in this report are difficult for a number of reasons:

- The stakeholders are many and varied. A wide variety of stakeholders present a broad range of legitimate concerns about the impacts of information technology. It is important to understand what these different concerns are and how technology affects these stakeholders. For example, the ability to self-publish on the Web may change the interaction between authors and traditional publishers, leading to shifts in power
- Content creators have different agendas, handle IP according to varying strategies, and look for different kinds of return on their investment. Authors have a variety of motivations, different notions of what constitutes a return on their investment, and as a consequence, different strategies for handling intellectual property. The traditional model--content produced and sold, either directly or with advertiser support--is the most familiar and encourages a view of IP law as the foundation that provides exclusive rights. But other models include giving intellectual property away in the expectation of obtaining indirect benefit in a positively correlated market (e.g., distributing free Web browser software in the expectation of building a market for Web server software), sharing IP to enhance the community (e.g., providing open source software such as Linux and the Apache Web server), or keeping it private (e.g., establishing trade secrets).
- The multiplicity of actors, motivations, returns, and strategies matters because discussions concerning intellectual property (e.g., the effects of changes in levels of IP protection) are often set in the context of a single model, suggesting that all parties are affected equally by any change in IP law or policy. But the actors are not homogeneous, and the consequences of IP policy decisions will not be felt uniformly. Policy discussions must take into account the heterogeneity of strategies for IP. Fundamental legal concepts can be interpreted differently. For example, significantly different views exist on whether the notion of "fair use" is to be construed as a defense against a charge of infringement or an affirmative right that sanctions copying in specific circumstances.¹ The difference matters, for both theoretical and pragmatic reasons. If fair use is an affirmative right, for instance, then it ought to be acceptable to take positive actions, such as circumventing content protection mechanisms (e.g., decoding an encrypted file), in order to exercise fair use. But taking such positive actions may well be illegal under the regime of fair use as a defense.
- Laws and practices vary worldwide, yet networks have global reach. The information infrastructure, like the communications networks on which it builds, is global, yet there is considerable variation in different countries' laws, enforcement policies, and even cultural attitudes toward IP. This report focuses on U.S. law and practices but acknowledges that larger global issues are important and in many ways unavoidable. For example, it is typically impossible to determine where a reader of electronic information happens to be physically (and hence whose laws apply), and at times quite easy to move information from a country where certain actions may be illegal to one where laws (or enforcement) are lax.

- The economics of information products and IP can be subtle. Although content-producing industries account for a sizable and growing portion of the nation's economy and international trade, the economic significance of protecting IP is not completely clear. Stronger IP protection could encourage increased levels of creative output, resulting in more rapid progress and additional information products. But protecting IP also entails costs, including costs for directly related activities such as enforcement, and other less obvious costs (such as decreased ability to build on the work of others and the increased expenditure of resources to reproduce a product without violating its IP protection). The net economic effects of changes in protection levels are difficult to assess.

The stakes involved in all this are high, both economically and in social terms. Decisions we make now will determine who will benefit from the technology and who will have access to what information on what terms--foundational elements of our future society.

What can be done?

The concept of publication should be re-evaluated and clarified by the various stakeholder groups in response to the fundamental changes caused by the information infrastructure. The public policy implications of a new concept of publication should also be determined.

Licensing and Technical Protection Services can also be used against reproduction of rights received properties. Use of licensing is becoming more widespread, especially for information previously embedded in physical artifacts and sold under the first-sale doctrine. Increasingly, digital information acquired by libraries, for example, is available only by license. While some licenses may have advantages (e.g., providing more rights than are normally available under copyright), their use as a model for distribution of information raises a number of concerns, particularly the potential for an adverse impact on public access.

T74 - Effects of word processing and DTP on the workplace, for example, job loss, deskilling, surveillance by Isaku Oba

The word, word processor, was originally meant any typing tool, usually those such as type writers etc. However, now the word has come to target computer applications which can easily produce printing material. As these applications became more familiar in our lives, mainly owing it to Microsoft Word which has an estimate of 500 million users, word processor came to have a new meaning.

How is it that these applications became so popular that it changed the meaning of a word? The answer might lie in the bountiful benefits it provides in our jobs.

Before the introduction of computers, office work was often hindered by menial and mechanical tasks such as writing on paper, and was unable to complete the actual creative tasks where human capital comes to use the most. The word processor was the ultimate answer to this. Not only did it dramatically shorten the time it took for these menial tasks, but it also allowed the workers to easily change the format of their texts, post images and add other touches to these.

The word processor also include many functions, which were considered only to be a dream by previous typewriter users. Spell check, which allowed the user to create more sophisticated writing, font editors, which allowed users to bring many faces to their texts, and Thesaurus which enabled users to use more sophisticated synonyms of words they already knew. Another notable function of the word processor would be its ability to save the text. Normally when a text was made, it was the only copy available to the author.

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Effects of word processing and DTP on the workplace, for example, job loss, deskilling, surveillance by Takafumi Kurihara

We can pick this topic into as social problems. One is the issues made for the word processing, how did this technology emerged, what area of impact does this have and would this be local or global. As I listed above, there are many things to cover this topic.

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The issues made or associated with this word processing was that the programmer wanted to make the word processing on the computer easier to than working on hand one by one. Word processing was first made from the Mac. Later on, windows also were able to use this system. These are really made to make our work easier and simple from the old days when we have to do one by one by hands. In this way, we will be able to use the time efficiently and able to correct the mistakes or changes really quickly.

Word processing emerged in end of 20th century. About in 1980's, the main idea and system was already made. First was made to make or to type some words into a data and save it into the computer to use less paper and place. Mainly this was thought for the office management and the artist who would like to keep data into a small things so they can storage many things in little amount of space. Basically, this was made to help our life easier and efficient.

With this processing, there were many big impacts. Many writers lost the job to write letters and some other stuff for company or a person. People would just sit in front of the desk and work right there, when you have to move your body. Also servicing and new employers are needed to able to use and or fix the word processing. This gave the global impact, and soon in 21st century, the program is almost in every office.

This brings that word processing would affect the employers job and would also make some major difference in people's life. This program can make people's life easier but also be unhealthy because you would not move around to exorcise. Another would be that many unemployed and employers would be needed in each place.

T75 - Ergonomics/health impacts of word processing and DTP in the workplace by Marek Strzepek

Ergonomics is "the study of work and its environment and conditions in order to achieve maximum efficiency." as defined by the Oxford Dictionary. Basically, it means how our working habits affect our work. Described below are several underlying factors which influence our work. Proper standards must be kept in order for the work force to operate at peak efficiency, and to avoid unnecessary and potentially harmful injuries such as MSD's.

MSD's or Muscular Skeletal Disfunctions are injuries in the form of cramps and pains caused by repeatedly straining a particular set of muscles, or bad form while moving heavy objects. These can affect almost every muscle in your body, and while only being a minor irritant at first, the problem can dramatically spiral out of control if not looked after immediately.

According to all the medical experts around the world, the majority of our back, neck and shoulder pains are the product of our inability to maintain to strong, healthy posture while working. By slouching over our computer or textbook, we put excessive strain upon key areas of our spine, which in turn lead to soreness, and loss of flexibility. Extended exposure to extreme conditions can and possibly will lead to paralysis.

Companies have spent millions of dollars designing and producing specially crafted chairs in which the pressure is relived from the spine in such a way so that the person can feel both comfortable and maintain the proper stance, so that their backs will not ache later. People, in return, have spent hundreds of dollars buying these chairs, just to feel better about themselves and secure knowing that by sitting in the chair, they will

Another significant aspect of how we were is the amount of noise we are exposed to during our (work). Sounds can distract and even irritate people, breaking their concentration and wasting valueable time. For optimal efficiency, noise should be kept to a minimum. However, several students hold beliefs contrary to this, thinking that listening to music helps them study harder. It is a fact that hearing music will help time pass faster, and may even may study sessions more enjoyable to an extent, but they will by no means do anything more than detract from a learning experience than help you succeed in acquiring new knowledge.

All in all, it appears that how you work will affect your work. Should your stance during studying become cramped and unhealthy, there will be most severe consequences due to the muscles becoming overworked and weakened. The psychological factor also comes into play as work becomes harder and harder and the stress continues to mount. Noises can lead to distracts, which could also potentially hurt you. It seems that ergonomics is a much more valuable topic to learn about then it could have ever seemed before.

T76 - Social impact of speech-enabled input/output by Tomer Lapidot

Voice recognition programs should revolutions the computer world. Imagine how nice and simple it would to command a computer simply by telling it what to do. Word processing alone would become a much quicker task if one is simply saying what he or she wants the computer to type. However, with today's technology, voice recognition programs are far from flawless, and the advanced ones are far too expensive for the average user.

1. What are the issues involved in ITGS?
2. How did this technology emerge?
3. How are the stake holders?

4. What are the advantages and disadvantages for these stake holders?

The ITGS issue is whether or not voice recognition programs are efficient enough to be utilized, and perhaps what problems can occur with them. The voice recognition technology emerged from the combination of word processing programs and hardware such as the computer microphone. Many companies attempted to ease the process of typing for the sake of convenience, however many problems arise with this technology although it may seem great to lay back and tell the computer to type.

The stake holder is in fact the average computer user, which expects the computer to make life easier for him or her, which voice recognition can do, however some problems and limitation come into play. A common problem with voice recognition is distinguishing between similar sounding words such as 'where' versus 'were', 'then' versus 'than', and 'ate' versus 'eight', a program would have to be very intelligent to understand to context of a sentence to match the appropriate word to it, such intelligence can not be found among today's technology.

Another problem would be noise, which can interfere with the recording of speech process. Limitation such as speed may also make voice recognition less efficient is speed. The speed of a good typist varies from 80 to 120 words per minute, while to speak clearly, only 40 words per minute can be said. Nonetheless a major advantage of voice recognition is avoiding wrist pain.

5. What solutions can overcome the problems?

6. What areas of impact does it affect?

7. Evaluate the impact locally and globally.

The only solution to avoid voice recognition flaws is to wait until computers can reason out human language, or perhaps achieve artificial intelligence. Unless computers reach those intelligence levels, voice recognition would remain inefficient and perhaps frustrating to the average user. Should someday humans use such technology, some tasks may become easier with the voice recognition's abilities, but microphones will never replace the keyboard due to human speech's speed limitation. Perhaps the major impact of voice recognition, both locally and globally, will be for simple tasks such as application opening, internet and file browsing, and other similar operations.

A more feasible computer speech aspect would be voice output rather input. Should a computer be able to explain operations verbally, perhaps error notifications will become more understandable, and allow the computer to sound more 'intelligent'. However, once again, unless the computer can form sentences of his own o communicate with the user, vocal output holds no major advantage. Intelligent use of speech input and output will not be very efficient until computers reach what we call artificial intelligence.

or

Social impact of speech-enabled input/output by Tomer Lapidot (Edited by Nitish Gautam)

Voice recognition programs should revolutionize the computer world. Imagine how nice and simple it would to command a computer simply by telling it what to do. Word processing alone would become a much quicker task if one is simply saying what he or she wants the computer to type. However, with today's technology, voice recognition programs are far from flawless, and the advanced ones are far too expensive for the average user. One such example is Microsoft Word and some other open source software/shareware.

Let us define and explain in terms of an encyclopedia. (wikipedia.org)

Speech recognition (in many contexts also known as 'automatic speech recognition', computer speech recognition or erroneously as Voice Recognition) is the process of converting a speech signal to a sequence of words, by means of an algorithm implemented as a computer program. Speech recognition applications that have emerged over the last few years include voice dialing (e.g., Call home), call routing (e.g., I would like to make a collect call), simple data entry (e.g., entering a credit card number), preparation of structured documents (e.g., a radiology report), and content-based spoken audio search (e.g. find a podcast where particular words were spoken).Voice recognition or speaker recognition is a related process that attempts to identify the person speaking, as opposed to what is being said. (Wikipedia.org)

1. What are the issues involved in ITGS?

The ITGS issue is whether or not voice recognition programs are efficient enough to be utilized, and perhaps what problems can occur with them. Some other problems might be related to speech identification, verification and processing.

2. How did this technology emerge?

The voice recognition technology emerged from the combination of word processing programs and hardware such as the computer microphone.

Many companies attempted to ease the process of typing for the sake of convenience, however many problems arise with this technology although it may seem great to lay back and tell the computer to type.

3. How are the stake holders?

ITGS: 2.2.3 Word processing and desktop publishing

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The only solution to avoid voice recognition flaws is to wait until computers can reason out human language, or perhaps achieve artificial intelligence. Unless computers reach those intelligence levels, voice recognition would remain inefficient and perhaps frustrating to the average user. Should someday humans use such technology, some tasks may become easier with the voice recognition's abilities, but microphones will never replace the keyboard due to human speech's speed limitation.

Although there are many problems, solutions have come into place with time. Although these do not solve the problem completely, they somewhat limit them. Microsoft Word (Microsoft Office Word is Microsoft's flagship word processing software. – Wikipedia.org) has a solution where the software (MS WORD) gets used to the voice through simple steps. It presents a wizard where it asks the user to speak simple words or sentences in order to get used to his voice. Other shareware software have better solutions. Adding extras and other hardware might improve the experience.

6. What areas of impact does it affect?

Perhaps the major impact of voice recognition, both locally and globally, will be for simple tasks such as application opening, internet and file browsing, and other similar operations.

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A more feasible computer speech aspect would be voice output rather input. Should a computer be able to explain operations verbally, perhaps error notifications will become more understandable, and allow the computer to sound more 'intelligent'. However, once again, unless the computer can form sentences of his own o communicate with the user, vocal output holds no major advantage. Intelligent use of speech input and output will not be very efficient until computers reach what we call artificial intelligence.

Knowledge of technology

In order to study and evaluate the social and ethical issues involved in the use of word processing and desktop publishing, the student must have an understanding of related technological concepts. These may include:

T77 - Key terms by Andrew

formatting, template, spell check, grammar check, ASCII/unicode, PDF, RTF, text

Formatting

There are many types of formatting for computers. One that everyone might know of is disk formatting which is where you prepare a hard disk or any other storage medium for use. You can also format text, which is where you create the lettering appearance of a document. Page formatting is where you create a template or grid for content on a page. This includes web pages with multimedia on it.

Template

There are many types of templates. One for instance would be a graphics template which is an over lay for drawing, painting, or sewing to copy letters shapes or patterns. There are page templates which is a pre-constructed page layout used to create new pages. In computer programming, templates are a feature of the C++ programming language that allow code to be written without thought of the data type with which it will in the end be used. Templates support generic programming in C++.

Spell Check

A spell check is designed feature or a software program that is used to check for incorrect spellings within a document. Spell checkers are usually built-in to word processors, e-mailing services, and search engines. The spell checker only works with single words at a time and determines if the words are correct by scanning the words with a dictionary. If the dictionary does not contain the word that is within the document, the word is designated wrong and if the word is wrong, it gives a list of what words the user could have meant to type. Spell checkers would not find "Eye halve a spell checker" wrong because it knows the words are correct, but does not know what word is meant to be typed.

Grammar Checker

Grammar Checker is a natural language processor to check for errors in grammar within a sentence or the lack of needed grammar. The natural language processor is a type of artificial intelligence and linguistics. Natural language generation systems convert information from computer databases into normal-sounding human language, and natural language understanding systems convert samples of human language into more formal representations that are easier for computer programs to manipulate.

ASCII

ASCII is a character encoding based on the English alphabet. ASCII codes represent text in computers, communications equipment, and other devices that work with text. Most modern character encoding, which support many more characters, have a historical basis in ASCII.

PDF

Portable Document Format is an open file format created and controlled by Adobe Systems, for representing two-dimensional documents in a fixed-layout document format. Each PDF file encapsulates a complete description of a 2D that includes the text, fonts, images, and 2D vector graphics that compose the document. PDF files do not encode information that is specific to the application software, hardware, or operating system used to create or view the document. This feature ensures that a valid PDF will render exactly the same regardless of its origin or destination (but depending on font availability when fonts are not encapsulated in the file

RTF

The Rich Text Format is a proprietary document file format developed and owned by Microsoft since 1987 for cross-platform document interchange. Most word processors are able to read and write RTF documents. Unlike most word processing formats, RTF is human-readable.

Text

In computer and machine-based telecommunications terminology, a character is a unit of information that roughly corresponds to a grapheme or a grapheme-like unit or symbol, such as in an alphabet or syllabify in the written form of a natural language. An example of a character is a letter, numeral, or punctuation mark. The concept also includes control characters, which do not correspond to natural language symbols but to other bits of information used to process texts of the language, such as control characters like carriage return or tab, as well as instructions to printers or other devices that display such texts.

T78 - Word Processing vs Page layout by Nitish Gautam

Word processing is correctly defined as the creation, input, editing, and production of words in documents and texts by means of a computer system. Word processing is done through the use of a word processor, an example of which is Microsoft word. A word processor is a computer application used for production, composition, editing, etc. of printable material. A word processor may also include a typewriter.

Desktop publishing, on the other hand, combines a computer and page layout software such as Abobe Pagemaker, to create advanced documents with text, graphics, animations, etc. Both these techniques have advantages and disadvantages. I will talk about this now. An advantage of word processing is that minute errors can be corrected easily. In desktop publishing, we have to rearrange many items if something goes off paragraph, or something similar. It is used for advanced publishing.

Another advantage of word processing is that the tools provided are beneficial for word processing -> spell check, FONT, etc. They are present in desktop publishing software, but not that much. We need to go deeper into desktp publishing to know about all the tools, and how to use them easily. A typical newbie cannot learn the full aspects of a page layout software in days. Or even use it for the moment. Current age word processors are generally easier to use. Now, I will talk about the histories of the two mentioned above.

Desktop publishing started with Macintosh and its PageMaker. It used to crash often, which led to many developments in its software and so on. Abode Systems then came up with advanced systems. Their LaserWriter was very popular in its time. Time went on and in the 2000's, Adobe came up with Adobe InDesign. It had powerful controls and could be used with other Adobe products. This was the new generation of page layout software, and desktop publishing.

Word processing, too, has a long history.

The term word processing was invented by IBM in the 1960's. It started out with dictating machines, and so on. Then manual typewriters came up and then it started to develop even further. In the 1970's, word processing meant to use hardware to produce material (to sum it up).

Then came the WANG. This had a CRT display system and was one of its kind. Then, moving on to 1980's, word processing took on a new path. WYSIWYG came into play. Laser printers made this possible in a way. Then,

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Windows came in and Microsoft made a fortune with its easy to use MS-WORD. This made Microsoft a monopoly in the area of word processing.

T79 - Appropriate use of templates by Sujit George

What are the issues associated with this subject?

One of the problems with templates is that company sponsors the site to easily and directly update their own site through the use of templates created by developers. It is easily done and there is no problem legally because the developers who make the template are being paid to make the templates. But trying to do things the easy way is one way of making enemies.

How did this technology emerge?

Web templates first emerged after the widespread development of web pages. It started with the Html and the web browser popularization. Then different types of templates were dominated the web template scenery. Static web templates were the main necessity in the first times of the web. Later came the Server-side web templates, which are used these days.

Who are the stakeholders?

The people affected by the use of the templates are those who develop the template and everything. And probably its not developed by one person but by many people at the same time.

What are the advantages and disadvantages for those stakeholders?

Some of the advantages of making templates is that you have just found work with pay and they are probably having fun doing this because they are specialized in making templates and selling them. A disadvantage is that sometimes the person who is developing the template might not reach the quality that the sponsor wants and gets into a lot of trouble.

What solutions can overcome the problem?

One way of getting rid of this problem is understanding what the sponsor wants before you accept the job and even try making few templates beforehand and develop the way the sponsor wants it. This way you are prepared and you are also confident that you will do a good job at this.

What areas of impact does it affect?

This doesn't impact anybody but the developers who specialize in making the template since they have to know what they are up against before they accept the offer of the sponsor.

What are the ethical issues?

The ethical issue in this is that if the developer doesn't do a good job in making the web template then he gets fired from the job. This can be a problem for the developer since it affects his future by sponsor not calling him to make templates for them. And you know what will result.

Who is responsible?

The people held responsible for this are of course other developers. If one developer is better than the others then the sponsorer will hire the better one. So being the best developer also is important.

Who is accountable?

The people who are to be held accountable for this problem is of course the sponsorer since they are the ones who are picking you for the job. They want the better developer so that people will come to them.

Are there alternative decisions?

I don't see any alternative decisions that can be made to help solve this problem unless they all have the same developing skill, in which case no one is better than the other and so the sponsor wont have to do all this firing. People can retain their work.

What are the consequences of these decisions?

Actually there are no consequences to this decision because every developer is equal so no one is going to lose their job because they haven't reached the sponsors expectation since no one can do better than what the developer did himself.

T80 - Effective use of word processing functions to streamline production of documents by Joseph Toyoshima

Microsoft Word is not simply a typing based word processing program, which can easily be saved, edited, sent, and printed. There are also many other uses, which can help improve on the effect a document can have. In this essay I would briefly introduce uses and types of functions that can be used.

One of the main and most useful functions is the help menu. To get the help box, simply click F1. From there you can search anything based on the uses of Word. Another basic use of Word is the format menu, in which you can

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choose the font, size, and style. Most times this is at the top of the screen and you can easily access it by clicking on the types you wish to use. A very important function that can affect how the page looks is the formatting of page size and layout. This can be accessed from the file menu, in page setup.

Many people use this wrongly, for example some people who need to have an essay filled up until one page makes the margins small so it works out. Not only is this unethical, but the display of the page is very ineffective. There are techniques though to avoid this, such as decreasing both the vertical margins and horizontal margins by a relative amount. By having only one of those changed, it can look very awkward.

Another way to make your document look longer is to use line spacing, which can be found in format, paragraph. An essay that is supposed to be singled space is hard to have a change in spacing, but if you use exactly or multiple spacing properly you can format it to look like it is close to single spaced. Other uses of spacing are for editing in the extra spaces and for the looks of the document. One of the most convenient functions of Word is Header and Footer, found in View. The reason that this is very useful is because you can easily write the title of the document, your name, and any excess information of the document.

You can also insert the page number, the recent date, and use many other functions. To make your document nicer and more colorful, you can use the pictures, found in Insert. In this you can add your own pictures, those of clipart, and have a variance in word font. In Table, you can go to Draw Table to make a table, which also helps improve the presentation of the document.

These are only basic functions of Word; there are many other useful ones that you can use to make your document presentation better and easier to read. By using the Help function and by trying out stuff, you can master the use of Word making the use of documents easier and better.

T81 - Use of appropriate fonts, white space and line spacing to create output that communicates effectively by Sung-Hwan Chun

To communicate efficiently between the readers and the writer using the Microsoft word, the writer has to use an appropriate fonts, white space and line spacing. If the writer doesn't use these elements appropriately, then the readers would have trouble reading it, or will be very uncomfortable reading it. On the other hand, if the elements are used properly, it would bring out the benefits of being able to read the words easily, and it would look nice and neat.

The fonts are the types or style of words that the writer will use. The use of appropriate font is important, since the writer would want to use a font that would be recognizable and clear for the readers. For example, the use of fonts like 'Bookman Old Style', 'Times New Roman' is very recognizable to the readers. But, if the writers were to use the fonts like 'Connie', then the readers won't be able to know what the writer has written and what they are trying to show.

Therefore, to use appropriate fonts, the writer needs to think well which fonts match well with the thing the writer is writing. First, the writer needs to know where the different fonts are going to be used. If the writer is going to write a title, the appropriate fonts would be something like 'Bruce', so that it grabs the attention of the readers. But, if the writer is going to write a main points, or the place in essay where there needs a lot of words, he should use fonts that is easy to read and not complicated so the readers would be not confused by reading the words. Consequently, the type of fonts differs according to the function or needs of the place the font is going to be used in.

In Microsoft word, appropriate use of white spacing and line spacing serves similar advantages in communication between the writer and reader. The white spacing refers to the white 'blanks' or 'spaces' in the Microsoft word. The white blanks surrounding the essay the writer have written are included in the white spacing as well as the white spaces created between the paragraphs when the writer pressed 'Enter' key. Also the line spacing refers to the space between each lines, which could be adjusted by going into 'Format' in menu bar, then to the 'Paragraph' and then changing the line spacing.

If these spacing are used well, then the readers would be able to see the words more clearly and more conveniently. But the important thing is that the spacing needs to be appropriate. If the spacing is too short, then it is hard to recognize and inconvenient to read the words. But, if the spacing is too much, then it would be waste of the papers and also it is inconvenient in other way that the writings are too separated from each other.

Therefore, if the writer chooses the spacing and the font carefully and appropriate to the thing he is writing, then it would not only benefit the writer, but also the readers. The writing would be much easier to read, which would help the reader understand what the writer is trying to communicate.