Instructions for Completing Computer Exercises

Professor B. Turchi   Economics 400

Throughout the semester you will be submitting a number of computer exercises that will require you to include graphics, tables and other material from your work in Stata and, possibly, other programs. In order to facilitate the collection, grading and return of these exercises, I require that you use a specific format in Microsoft Word. The format is contained in a Word "template", a file that Word uses to format your document. Many of you have probably used only the "normal" template that Word uses whenever it starts a plain document. So, say you open Word 2013 as you normally do. You'll see a screen with a blank document as in the picture on the left below. Clicking on the "file" tab you can create a new document by selecting "New" on the left side of the page. Word will give you a choice of templates, automatically selecting "Blank Document" as shown in the picture on the right. This is the "Normal" template. As you can see you have a large
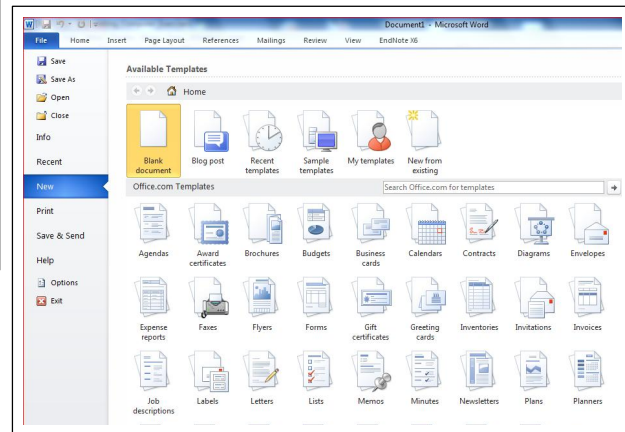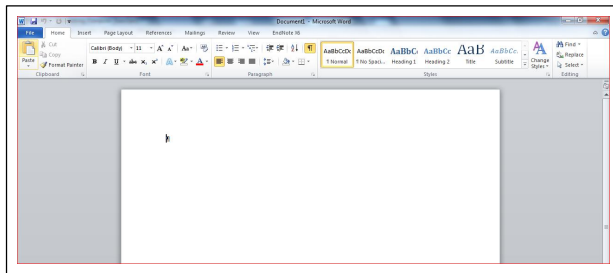

choice of templates that Microsoft has prepared for you.

The template that I've prepared for you to use can be filed in one of the Office folders where Word can find it (e.g., in the following directory: "C:\Users*yourname*\AppData\Roaming\Microsoft\Templates"). Or, you can file the template in a place that's convenient for you, say, on your desktop or in your "Econ 400" folder. For the moment assume that you found the template, "*Ec400TP.dot* " (or "*ec400TP.dotx*" if you're using Word 2007 or later). The easiest way to start a new computer exercise is to double-click on the template and Word will open with the following screen:
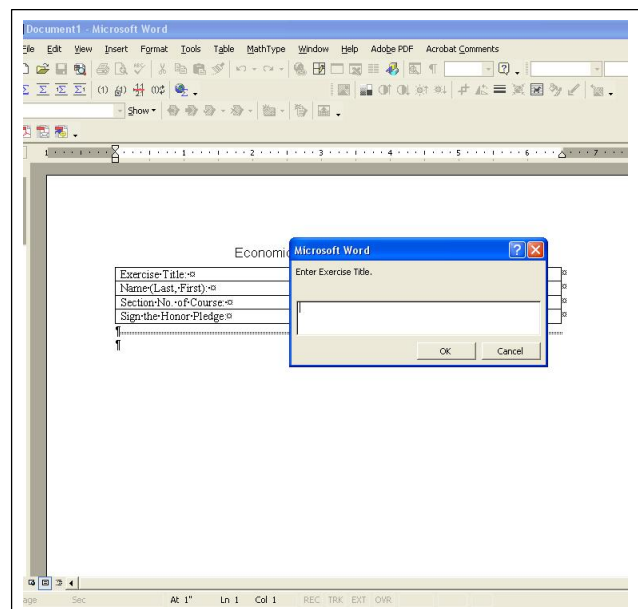
Fill in the requested information, clicking "OK" each time a new entry is requested. When you're done, immediately go to "File/Save As/" and save the file as a Word *document* with a name you choose (e.g., 'Exercise1.docx"). Then, you're in a position to edit your exercise prior to turning it in. Before you add any text the document will appear as below:
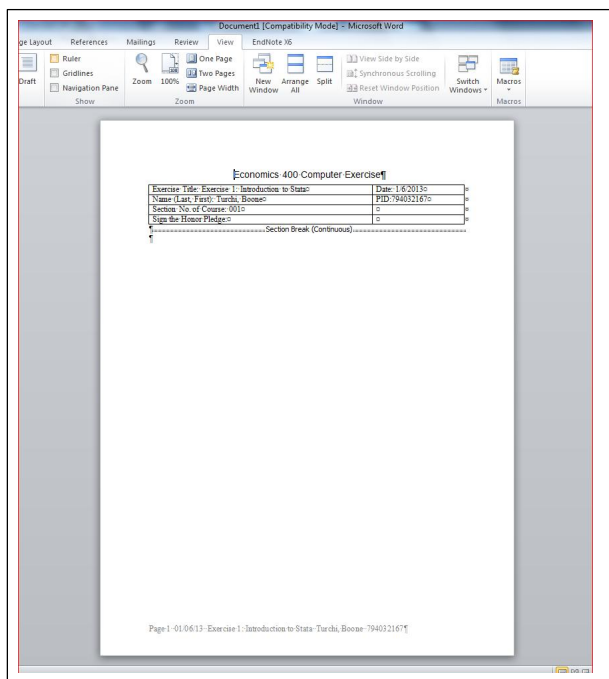
A note about typeface:

When you include Stata output in your exercise, be sure that the *output* is shown in **courier new** font. Stata often relies on a "fixed-pitch" font to make tables and other printed graphics line up and otherwise look pretty. When you paste the output into a Word document, Word will likely change the font to "times new roman", or other variable pitch font. The resulting output will be a mess unless you change its font to courier new or other fixed pitch font.

To get the template: Go to the course website and download it as per instructions. The file's name is **Ec400TP.dot** (For Word versions before 2007) or **Ec400TP.dotx** (Office 2007 or later). Right-click on the template file and select "Save Target As:"

1. The easiest way to use the template is to save the template file any place you wish (on your desktop, for example). Then, any time you want to start a new exercise, simply ***double-click on the template file***. Microsoft Word will open a new document with the **Ec400TP.dotx** template and will give you the dialog boxes to fill in required information. *After filling in the required information, you must immediately save your document (as a document, not a template) under a new name as described above.* Then, you can edit the document at your convenience.

2. *If you don't have your own computer ,* you need to store the template file where you can have access as you need to use it.

    • If you always work on an ATN lab computer (say in the Undergraduate Library), you can save the template in a directory on your personal "H" network drive. It will be available on every ATN lab computer.

    • Otherwise, you might save the template file on a USB flash drive that you have available when you need it.