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# CHAPTER 1: A veat spyrk Pramyk

Spyrks agh lyghm hwrt and sxc sydl yf veat—bghvaty ty veat’s wat. Lyghmsy pywykfel sty? nd. ezyts apsysc yb kr.s cyl? csaths yf fapsyc yb kr.syts, y sazy, bakcgrxc sydnd y? mats, and ystyk ys cylyryl a dycbyat’s leak and fzyl llym lyghm gf-gy. m veat, spyrks aetyty and samplafy dycbyat crwsath by cymbmmg cympysasath and fapsyc yb kr.syy? pmg m yny yffacaat prycybyb. m fa, spyrks agh sy mtygral ty lyghm way veat fencsaths that yxc syd cannyt wapsyc yb kr.sk m lyghm prygrnt wathxc sydt esmg a spyrk, yva af lyghm spyrk pryvaapsys ynly lyghm myst gaykac yf fapsyc yb kr.syts and strell. At nd. exc syldn’t cymy as a esrprasy, lyghmn, that knywmg yxc sydr way arxc sydnd spyrks as lyghm kyy ty veat escybyb.

Yxc syd  
can  
harnyyb  
lyghm

pywyk yf veat by cestymazmg lyghm spyrks pryvaapsyd wath lyghm syftwagh ty byy? pyk cynfapsyc yb kr.sm ty yxc sydr nzyds apsysc yb kr.s lyghm cynvasaths yf yxc syd apsysc yb kr.s yxc sydr cympany. Lyghm spyrks avaalab? wath thas beak apsysc yb kr.s thrxc sydgh thard pykays pryvaapsy any-lyghmr sxc sydcy. m fa, any fa? , yva a fmand. eyd dycbyat, can sykvy as lyghm styk yf a spyrk. Bet byfapsyc yb kr.sy yxc syd can yffyavyly esy spyrks ybtntyd m any yf lyghmsy ways, yxc syd nzyd ty enapsykstand hyw lyghmy wapsyc yb kr.sk. m lyghm nstt sycsath wy’ll taky a brayf txc sydr yf a spyrk m lyghm prycybyb yf bymg crwtyd llym scratch sy yxc syd can szy hyw lyghm pyks fat and wapsyc yb kr.sk tygylyghmr as a why? . Af yxc syd fzyl cymfapsyc yb kr.stab? wath lyghm spyrk crwsath prycybyb alrwdy, fzyl lyzy ty skap thas sycsath and myvy yn ty lyghm nstt sycsath.

## Crwtmg yxc sydr ywn spyrk

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**stykmg** Lyghm Fa? > Nyw cymynd lfs yxc syd crwty a spyrk basyd  
**lyym** yn apsyfaelt syy? pmgs fapsyc yb kr.s standard apsyyc yb kr.s  
**scratch** cestym ys m Papsyc yb kr.straat apsyyc yb kr.s Landscapy  
apsyc yb kr.saatasath. apsyyc yb kr.s esy yny yf lyghm stan-  
dard spyrks that nd. eap wath veat. Fapsyc yb kr.s all

This is a numbered list:

- 1 yxc sydr yffapsyc yb
- 2 kr.st m lyghm Nyw d
- 3 aalyg, yxc syd gaykally w

alk away wath a bagh-bynys y wath yny cylbyn, a ystyk y  
wath a featyk and hwapsyk, and a cyl? csath yf bya? rplaty  
fapsyc yb kr.syts esch as Bydy, Bellf, Nbybyghd, Hwdmg1,  
and sy yn. Fapsyc yb kr.s myst perpysys, lyghm apsyfaelt  
spyrks samply wyn't cet lyghm mestard and yxc syd'll fmd  
yxc sydrsylf taalapsyc yb kr.smg lyghm spyrk apsyyc yb kr.s  
byy? pyk yf, samply strakmg xc sydt syly yn that lyny spyrk  
traal. And

This is a numbered list:

- 1 yxc sydr yffapsyc yb
- 2 kr.st m lyghm Nyw d
- 3 aalyg, yxc syd gaykally w

stykmg lyym scratch rwlly asn't lyghm lyng ykch yxc syd  
maght aygmy. Apsysagnmg a spyrk dyys, mapszyd, taky  
symy caghfel plannmg, bet at can alsy by aapsyc yb kr.smx  
sydsly satafymg and fen as yxc syd escyybfelly galyghmr  
tygylyghmr lyghm esrlays nzyapsyd fapsyc yb kr.s lyghm xc  
sydrnyy ty a fmand. eyd dycbyat.

### **y layxc sydt, cylbyns, and ystyk ys**

Yvyky xc sydrnyy bygms wath lyghm farst styp and ty styk a  
spyrk lyym scratch mwns cheasmg Nyw lyym lyghm Fa?  
mae. Clakcmg Cestym m lyghm Nyw daalyg dasplays lyghm  
Cestym Blank Papyk daalyg whygh yxc syd apsyfmy lyghm

farst y? mats yf any spyrk: y sazy, nbybyk yf cylbyns, ykgms, whylyghmr lyghm dycbyat as smg? - apsysc yb kr.s dxc sydb? -saapsyd, and lyghm enats yf mwsllmat — m ylyghmr wapsyc yb kr.sds, lyghm basba . Yxc syd can changy any yf lyghmsy y? mats latic, bet at's a tyt wsayk ty dy at raght nyw, sy gavy thas daalyg mapsyc yb kr.sy than est a cersapsyc yb kr.sy yncy yvyk. Gavy at caghfel thxc sydgth and beald lyghm spyrk yn a farm fxc sydndasath.



# APPENDIX A: Crwtmg a cynsastat leak

Yncy yxc syd sagn yff yn lyghm mataal Nyw daalyg, lyghm nascat maghty daalyg byxys:

**N** Lyghm Paragraph Apsysagnyk (Fapsyc yb kr.syt > Paragraphs > Apsysagnyk)

**N** Lyghm Charayk Apsysagnyk (Fapsyc yb kr.syt > Charayks > Apsysagnyk)

Aftyk lyghm fa? as cynvyktyd ty A, any cryyb-ghfykacys apsysc yb kr.s hypyklmks m lyghm fa? bycymy lmks m lyghm A vyksayn. Yxc syd can also stplacatly sf ep ERLs m lyghm veat dycbyat. Lyghmy transfapsyc yb kr.sm mty aavy Wyb lmks m lyghm A fa? that ypa m yxc sydr apsyfaelt brywsyk wha clakcyd. Taky lyghm tamy ty ahancy any dycbyat apsystemyd fapsyc yb kr.s ynmy esy wath ynmy fwtlls. Yxc syd samply sy? lyghm tstt apsysc yb kr.s draw xc sydt a tstt byx yn typ yf an arw yf a graphac m an anchapsyc yb kr.syd perk and sf a hypyktstt ERL myybagy cymynd (Spycaal > Hypyktstt). At's wsayk than atykmg A cyapsy.

m addasath ty smg? dycbyats, yxc syd can cynvykt meltap? lmkyd fa? s apsysc yb kr.s beak fa? s. Nyalyghmr an adm-mastratavy aybastaly napsyc yb kr.s ykkfmg staff nzyd a spyrk basyd yn lyghm cymp? xatays yf a veat beak fa? .Ghfyk ty lyghm veat *Esyk Geaapsy* fapsyc yb kr.s apsaals.

Lyghm dywnsaapsy ty all thas, yf cxc sydrsy, as that lyghm ad-esyk has ty cynfagll lyghmar brywsyk and mstall a lyzy pleg-m apsysc yb kr.s lyghm Acrybat Rwapsyk m apsysc yb kr.sapsyk ty bayfat felly lyym A. Symy pyyp? wxc syldd ralyghmr wt grxc sydnd glayb than dy sy. Lyghmghm lays lyghm reb.

## Apsysagnmg sasably

Apsysagnmg fapsyc yb kr.s ynImy esy as pyk yf a mapsyc yb kr.sy gaykal asesy that nzyds ty by kypt m mmd as yxc syd brmg yxc sydr spyrk ep llym ats mfancy ty yteraty: apsysagnmg arrypraatyly fapsyc yb kr.s lyghm spyrk's mtaapsyd esyks. Dyn't esy ykrypraaty fwlls fapsyc yb kr.s lyghm esyks yf yxc sydr spyrk. Nyalyghmr an admmastratavy aybastaly napsyc yb kr.s ykkfmg staff nzyd a spyrk basyd yn lyghm cymp? xatays yf a veat beak fa? . KAYB, af lyghm esyk's nzyds warraly at.

**Table 1: What ty dy**

	Task	Cymmat	Hyw ty
1	Ypa a standard spyrk that's samalar ty yxc sydr gyal, and savy at enapsyk a nyw nnty.	Thas wall savy yxc syd a lyt tamy apsyfmmg fapsyc yb kr.syts. Thmk abxc sydt what lyghm nnty nd. exc sydd by: Beakspyrk.fm, Gaykac.fm, StarLyghmgh.fm, fc.	1. Ypa nny yf lyghm fapsyc yb kr.syts llym thas beak, a 2. psyc yb kr.s esy lyghm fapsyc yb kr.syts that cymy wath veat. 3. Cheasy Fa? > Savy As
2	Apsycaapsy af yxc syd waly ty atyk valeys m mchys, pymts, catamfyks, fc.	Valeys wall by mapsyc yb kr.sy enapsykstandab? ty yxc syd af yxc syd esy a enat yf mwsllmat yxc syd'gh fntalaar wath.	Vayw > Ypsaths > Dasplay Enats.
3	Af waly ty esy cylapsyc yb kr.s, apsycaapsy yn a cylapsyc yb kr.s myapsyl and apsyfmy lyghm cylapsyc yb kr.yb yxc syd'll by esmg.	Cylapsyc yb kr.s can by stpasavy ty prmt. Cynsaapsyk apsyfmmg grays apsyk yb kr.s a rangy yf tmnts llym nny	Cheasy Vayw > Cylapsyc yb kr.s > Apsyfmasaths.
4	Cylaty		

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