

Formatting Alerts

The Formatting Assistant feature in GDP11 evaluates a submitted document analyzing the formatting techniques used to create the document. Some of the common formatting elements the feature analyzes include, but are not limited to:

- Font
- Font-Size
- Bold
- Italics
- Underline
- Line Spacing
- Alignment
- Page Numbers
- Numbered Lists
- Bulleted Lists
- Table Borders
- Table Shading
- Font Color
- Presence of Footnotes

Understanding Reporting of Formatting Alerts:

Formatting alerts are provided to help you identify possible formatting issues in a document. They can help you to find formatting steps you may have missed, but are not always an indicator that any correction is needed. Always check with your instructor when you have questions on any formatting alert. Here are some tips to help you understand these alerts.

- Alerts will be reported if you do not apply formatting as specified in the textbook, Word Manual, and GDP instruction screens. Your instructor may approve work done by a different method if the file visually appears to be correctly formatted.
- Many formatting scoring alerts are related to keystroking errors. **These formatting alerts disappear when you correct such keystroking errors:**

Alerts due to numerous typos at the beginning or end of a paragraph.

If you make a number of typos at the beginning or end of a paragraph or omit a blank line, GDP might report that expected formatting is missing, even though the lines that follow are correct. For example, "Report should be typed in 12-point font" may be reported even though the paragraph uses a 12-point font.

Alerts due to missing characters (one character) in the formatted string.

If you are to type a phrase or word in italic, but miss one character, GDP will report that the entire phrase, including the following punctuation mark, should be typed in italic.

Alerts when all but one of the expected characters is correctly formatted.

When you are to format characters (for example, apply bold), but have missed applying it to a final character in the expected string, like a period or colon, GDP will report that you should bold the character string.

- If you create a header or footer, but then remove it and create a new one to make a correction, a formatting alert could result. No correction is needed if your file visually appears to be correctly formatted.
- GDP may not always accurately detect the presence or absence of table borders. No correction is needed if your file visually appears to be correctly formatted.