



Dellgirl Publishing

At the Starting Gate Newsletter

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Use Auto-Summarize to Create a Poem

Inside this issue:

Welcome Back	1
Auto-Summarize	1
How to Use Auto-Summarize	2
My Two Bits Worth	2

It's Good to Have You Back

It has been an exceptionally busy week around here. I have learned and implemented several new technical procedures which gave me the idea for this week's newsletter.

Have you ever started writing a story only to find you are unable to bring it to a close?

While compiling pieces of my work for my first book, *At the Starting Gate*, I found myself in that situation with a narrative poem I had started. I struggled to no avail to finish it. I could not, for the life of me, bring it to a satisfactory end. It was too long—without a well defined middle and end. It was also filled with repetitious words and phrases, as I am inclined to do when I *think* I am strongly emphasizing a point.

I clicked on the auto-summarize function button out of frustration, to see just how much of what I had said seemed important to the computer program. Interestingly, my four page rant produced a one-page summary. Aahh! That was very enlightening! In other words, I had said a whole lot of “*nothing*” that was relevant to the main theme.

I re-read the summary slowly and realized it was concise and to the point in a way that I had ignored with my *much-speaking*. In the process, I had stumbled upon a helpful technique for quickly creating a poem, purely by chance. “This is nice,” I thought so I researched the function further.

When you auto-summarize your word processor examines the document and picks the sentences most relevant to the main theme. You have a choice of summary types; highlight key points only, insert an executive summary or abstract at the top of the document, create a new document and put the summary there, or hide everything but the summary without leaving the original document.

As I explored the various settings I found one that suited my particular need. With the summary of my choice in hand, I was able to build my poem more efficiently and effectively without the excess wordiness I started with. Auto-summarize became a new friend.

I hope you find as I did, that **auto-summarize** is a gift to be used when our natural talents and abilities are momentarily unavailable.



Why Auto-Summarize?

- *Auto-summarize examines your document*
- *It picks the sentences most relevant to the main theme*
- *It provides you a choice of summary types*
- *You can choose the length of your summary*



At the Starting Gate Newsletter

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How to Use Auto-Summarize

If you have not yet used the auto-summarize feature of your word processing program, try it. It is a uniquely helpful tool.

Begin by writing your story or poem the way you normally write, like you talk to friends. Quickly write as much as you can think of from beginning to end without editing or worrying about word choice. When you have everything on paper that you can think of – stop writing.

Now you are ready to use the auto-summarize function. It is located on your menu bar in the **T**ools Tab. Once there, you can explore the various options available. It will be helpful to explore them all to find the one that suits your needs best.

After exploring the options, choose your summary type, summary length, and click - OK. Your word processor will do the rest. Print out your summary to use as a guide.

At this point, you can use the auto-summarization (summary) to assist you in creating or completing your story or a poem.



At the Starting Gate

By

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Write quickly from beginning to end without editing.

Use auto-summarize to summarize your work.

Use the highlighted portion to create a poem.

My Two-Bits Worth

Why try to be a know-it-all; Don't Stay in the Dark

This Week's Survival Guide

- *Begin writing as usual*
- *Write like you talk to friends*
- *Write it all down*
- *Use auto-summarize to summarize your work*
- *Use the computer generated summary to help you create a story or poem*

- Don't try to do it all alone.
- Help is available and right at your finger-tips.
- On the menu bar, click on the **T**ools tab.
- Next, click auto-summarize.
- It highlights the sentences most relevant to the main theme.
- It ignores any sentences that are not relevant.
- Use auto-summarize to make your job easier when your talents are taking a vacation.

Until we write again,

Leona