

DraftBuilder

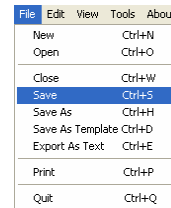
Getting Started

1. Launch Draft:Builder and click "Create A New File."



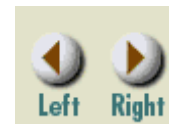
Save the File

1. Select **Save** from the File menu.
2. Type *the title* of the report in the **File name** field. **Save in:** Student Data folder. Click **Save**.



Start the Outline – Outline Your Thoughts and Ideas

1. Highlight to select "My Topic" and type the *title of the report*.
2. Click on the first level (orange) **Subtopic** and type *the first supporting topic*.
3. Press **Enter/Return** or click **New**.
4. Click the **Right Arrow** to create a second level (green) **Subtopic**.
5. Type in your *first supporting detail or idea* as a new green subtopic



6. Press **Enter/Return** or click **New** to create additional second level (green) subtopics for each idea brainstormed. Type in each additional supporting idea or detail as a separate green subtopic.

7. When you are done with all of your second level (green) subtopics for your *first supporting detail* or *idea*, press **Enter/Return** or click **New** one additional time to create an untitled, second-level (green) subtopic. You will now promote this second-level (green subtopic) to a first-level (orange) subtopic so that you can create a second supporting subtopic for your report.

8. To promote this second level (green) topic to a first level (orange) topic, click the **Left Arrow** while the untitled second level subtopic is selected.

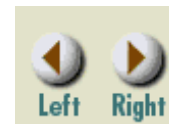
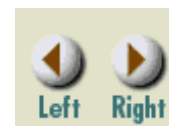
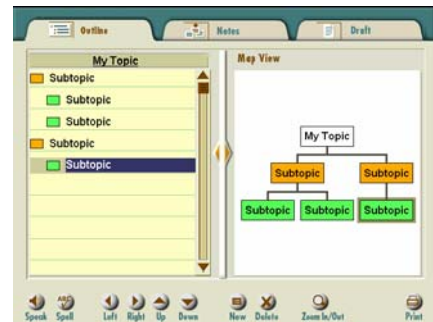
9. Highlight the first level (orange) topic and type in a title for your second supporting topic.

10. Press **Enter/Return** or click **New**, then click the **Right Arrow** to create a second level (green) subtopic.

11. Press **Enter/Return** two more times to create at least two additional second level (green) subtopics. You now have three green subtopics. Return to the article again and look for interesting supporting details or ideas to type into these three subtopics.

12. Make sure the green subtopic is highlighted and type in one of the supporting details or ideas. Type in at least two more supporting details or ideas—one for each remaining green subtopic.

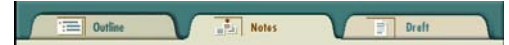
13. Select **Save** from the File menu after you type in your last subtopic.



Add Notes – Elaborate On Your Outline

In Notes view, you will write short notes about your topic and subtopics in attached notes. Draft:Builder will help you keep track of this information as you write down notes for each supporting subtopic (orange) and supporting detail subtopic (green).

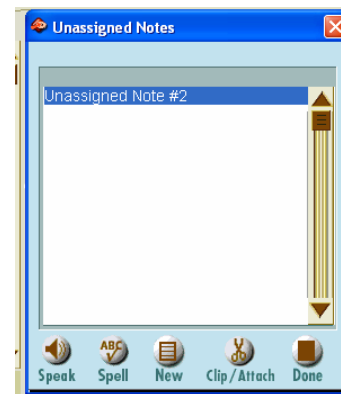
1. Click **Notes** to add notes to the items in your outline.
2. Click on the subtopic (orange or green) to which you want to add a note. If you need help remembering information about the subtopic, go back to the article and look for interesting facts and key points about that subtopic.



3. Click **New**.



4. Type in your note. Write one fact or idea about this subtopic in the note. Write the note in your own words. Use complete sentences when possible.

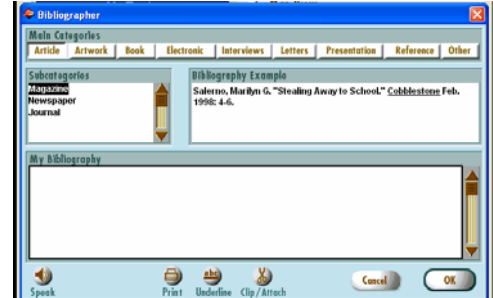


5. Highlight your note and click **Speak** to hear your note read aloud again. Click **Done**.
6. Press **Enter/Return** or click **New** to add additional notes for this subtopic. Select another subtopic, press **Enter/Return** or click **New**, and write notes for it. Write one fact or idea for each individual note. Click **Done** after each note you create.
7. If you have ideas or interesting facts that do not fit in any of your subtopics, click on **Unassigned Notes**. Type in a note for each idea you want to save. Later you can move them to a specific subtopic in Notes view or add them to your paper when in Draft view.
8. Select **Save** from the File menu.

Record References in Bibliographer

When you write a report, it is important to keep track of the source of the information in your notes. Your source is called a reference, and is recorded in the Bibliography of the report.

1. Select **Bibliographer** from the Tools menu.
2. Select a **category** from Main Categories. Click in **My Bibliography**, typing in the information on the source. Use the **Bibliography Examples** as a guide.



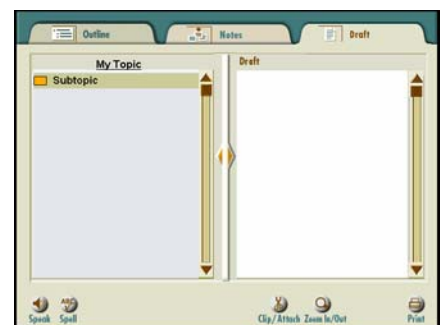
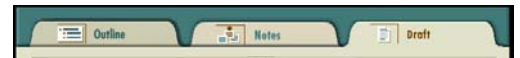
3. Click **OK** to return to Notes view.
4. Select **Save** from the File menu.

Create Your Draft

Now Draft:Builder will help you start a draft as you move from the Notes view to the

Draft view. In this view, you take your separate subtopics and notes and move them to one page. At this time, you continue to organize your report. You can also expand your notes into multiple sentences and paragraphs.

1. Click **Draft**.
2. Your subtopics and notes are outlined on the left. Your blank draft is on the right.
3. Drag information (subtopics and notes) from the left side to the Draft area. Add introductory sentences and transition sentences to create paragraphs. Rewrite or rephrase sentences that don't make sense. Highlight text and click **Speak** to hear your text read aloud.
4. Expand upon your notes in the draft by writing additional facts, information or ideas into your notes. Review the article for additional ideas or information if needed.



5. Continue until you have a good first draft.
6. Select **Save** from the File menu.

Export from Draft View to Desktop

Note: You must be in Draft view to export your entire file as text.

1. Select **Export as Text** from the File menu.
2. Type *the report title* as the name of your text file. Saving your document through **Export as Text** creates a new document that has a .txt extension.
3. Select location of file. Save on the desktop.
4. Click **Save**.
5. Select **Close** from the File menu.
6. Click **Quit** from the Draft:Builder Screen to exit.

Open in Word Processor

1. Launch Word Processor.
2. Select **Open** from the File menu.

Note: To access your exported file in word processing application, you may have to select **ALL FILES** or **TEXT** Files for file type to see the file in the directory dialog. At the bottom of the dialog box, select "Text Files" or "All Files" from the pull down menu as illustrated below:

3. Use the directory dialog to navigate to the desktop where you have exported and saved your text file from Draft:Builder.
4. Select the saved file by clicking on it. Click **Open**. The exported file will open in the Word Processor.