

# Draft:Builder User's Guide

## Exporting

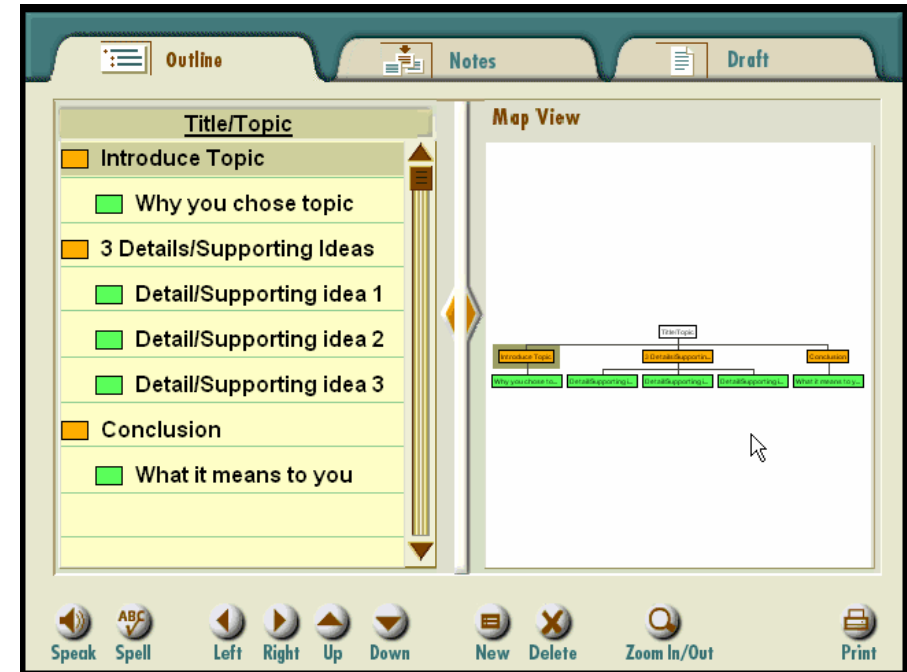
To move the draft to a word processing program, select **Export as Text** from the File menu. Type the name of the file (use same name as the one you are exporting) and navigate to the location where it should be saved (default is Student Data folder).

To access the text from a specific program (Write OutLoud or Microsoft Word) open the program and select **Open** from the file menu. Navigate to the text file, select type of file (**Text**) and click open.

## Quick Tips

- To get to the Start Menu in a PC, use CTRL - Escape.
- To place the draft text into a word processing program quickly, select all text, copy it, and then paste it into the desired program.
- Pictures and graphics cannot be imported into this program.
- Students can use the Draft view to brainstorm ideas before they begin an outline.

For more information, contact:  
<http://www.donjohnston.com>

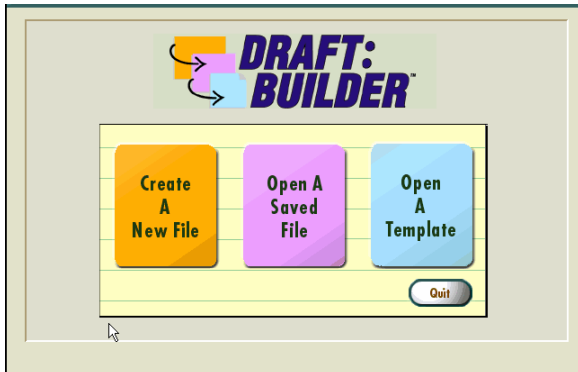


**Draft:Builder** is an organization tool used to help students gather, organize, and synthesize information.

Don Johnston Inc. developed **Draft:Builder** in partnership with Education Development Center, Inc., a leading educational research and development organization.

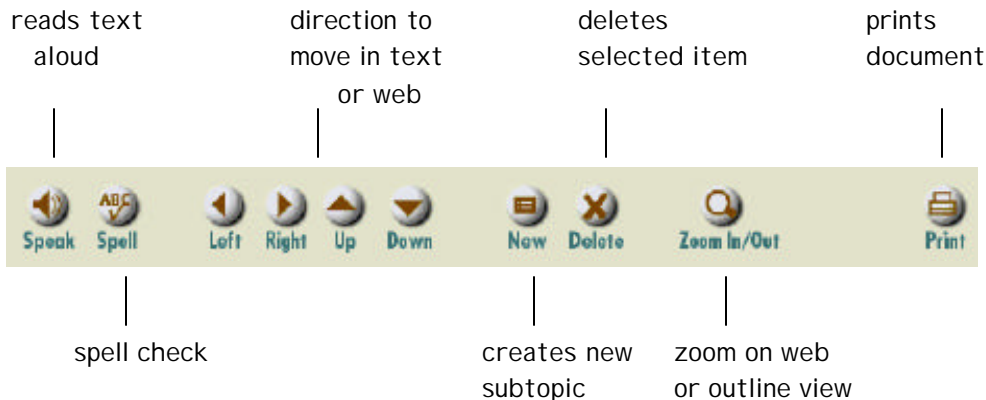
## Opening Draft: Builder

When opening the application, the student can create a new file, open a saved file, or open a template.



Starting with a template can be very useful. After selecting a topic, a preview and a summary may appear. Click **OK** to open the template and the students can type over the categories and add notes specific to their topic. Go to **File, Save** and the dialog box will request a file name. The template can only be erased if **Save As Template** is selected.

## Draft: Builder Buttons



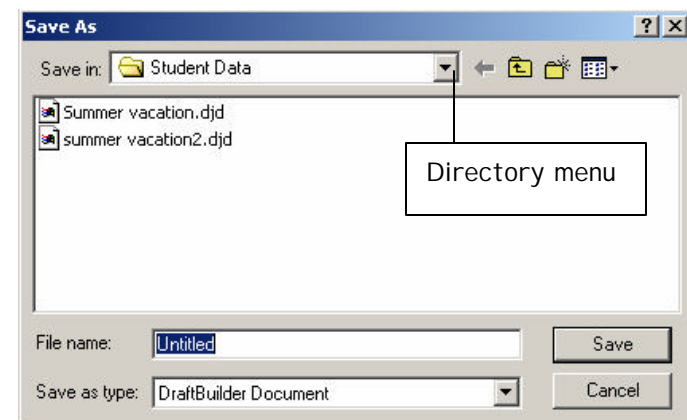
## Cutting and Pasting

Within the notes view use the Edit menu to cut and paste notes from one topic to another or use **Clip/Attach**. Choose the outline topic with the note(s) needing to be moved. Select the note and click the **Clip/Attach** button. The button changes to a glue stick and the note disappears. Select the outline topic that should contain the note and paste it in by clicking **clip/attach**.



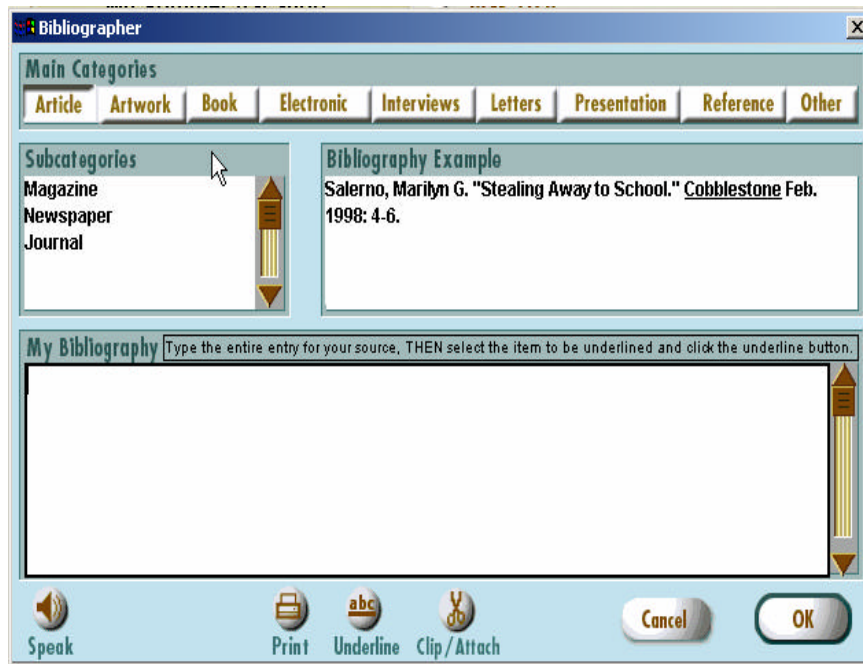
## Saving

When saving for the first time, select **Save** from the File menu. A dialogue box appears and the name of the document should be typed in the **File Name** field. The student data folder is the default place for saving, but it can be saved in other locations by navigating with the directory menu. Continue to select **Save** from the file menu to perform future saves on the same document.



# Bibliography

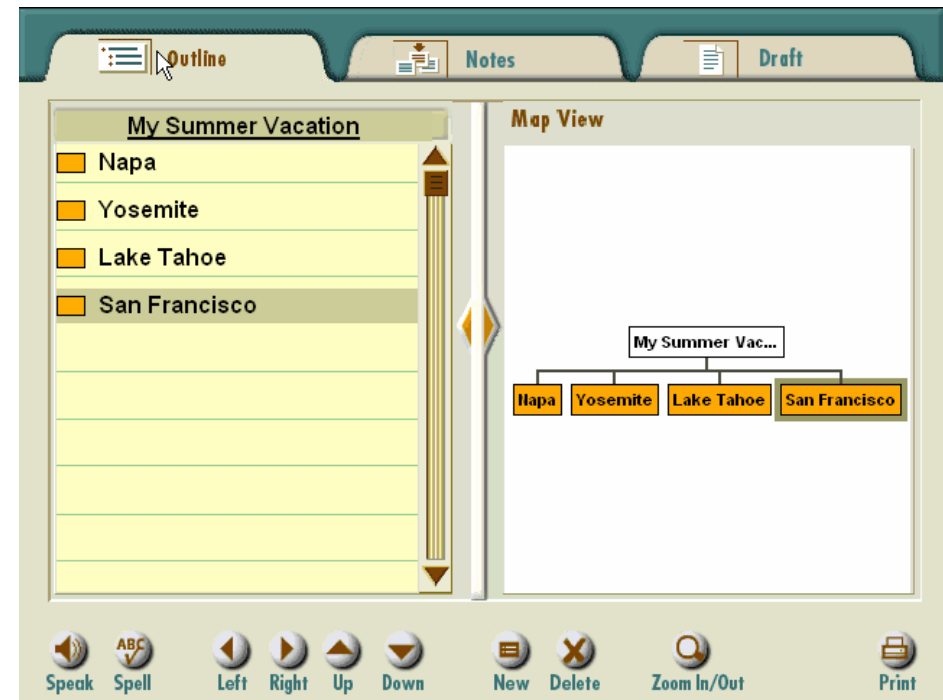
At any time, the bibliography can be accessed. Select Bibliographer from the **Tools** menu or use **CTRL+B**. Select the type of source from the main categories and then choose a subcategory to see examples. Add entries to the **My Bibliography** section and use the **Underline** command at the bottom for selected word(s).



The bibliographer will automatically put the entries in alphabetical order.

# Outline View

**Create a new file:** As you write an outline on the left, a visual map forms on the right. The student can work with either one, adding topics, rearranging ideas, checking spelling, and printing the outline and web. To print, select **Print** from the File menu or use the **Print** button on the screen and select **Outline**, **Map** or **Both**.



Use **New** to create a new subtopic and **Left** or **Right** to position it correctly within the outline. Use **Zoom In/Out** to focus more on the web or the outline.

# Notes View

Click on the **Notes** tab. To add new notes, select a subtopic and click **New**. Add notes to each subtopic while the outline shows on the left. The notes can be attached to topics and subtopics by selecting one or left unassigned until you are ready to organize them.



Using complete sentences may make writing the draft easier. Use the **Cut and Paste** tool to rearrange notes. Click on **Print** or use **Print** from the **File** menu to print out the outline with the notes incorporated.

# Draft View

Click on the **Draft** tab. Begin writing the content in sentences on the **Draft** side or copy notes from the outline into the draft by dragging them across. Create a draft on the right side while the outline and notes combined are shown on the left.



Use **Zoom In/Out** to get a bigger view of the draft or outline with notes. Click on **Speak** to listen to the entire draft and **Spell** to check the draft. To print the Draft, click on **Print** or use **Print** from the **File** menu