



# Inserting a *Draft:Builder* Outline into *Power Point*

1. From Draftbuilder go to File / Export as Text.
2. Name the file and save it to the Desktop. (It will automatically save in Student Data if you do not specify.) Close out of Draftbuilder.
3. Open Power Point (Design template or blank).
4. Choose **Insert** from the taskbar / **Slides from Outline**
5. Find your named document on the Desktop. (It will be a white document that looks like a notepad).
6. Double left click on the document.
  - The document should be in Power Point!

Rachel Perella  
Integrated Technology Services  
Fairfax County Public Schools  
2002-2003