
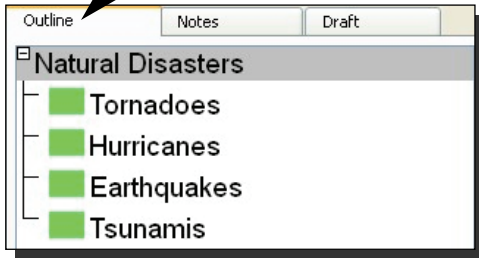


**Outline IT!**

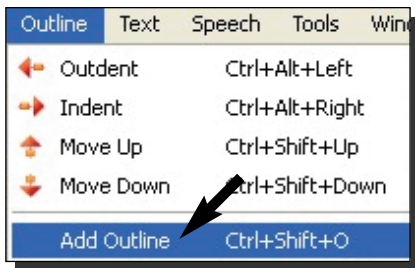
- 1 Launch Draft:Builder 6 
- 2 Type in Outline



- 3 Add New Subtopic 

OR

Get pre-made outline



**Change Subtopic Levels**

-  Outdent
-  Indent
-  Move Up
-  Move Down

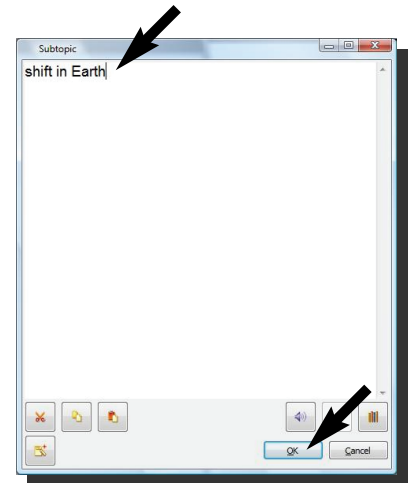
**Note IT!**

- 1 Click the Notes tab

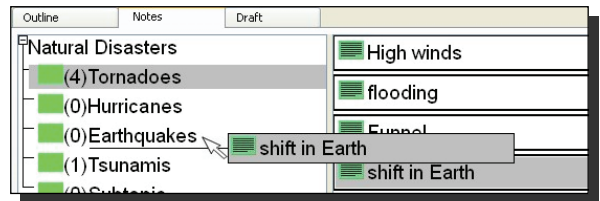


- 2 Add Note 

- 3 Type note and click

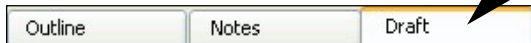


If needed, drag note to subtopic



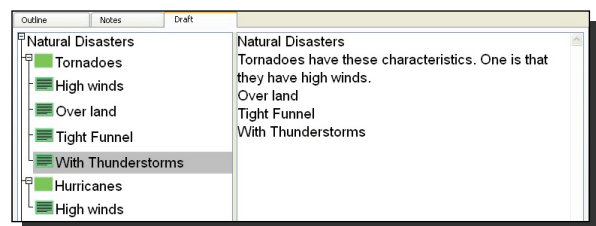
**Draft IT!**

- 1 Click the Draft tab




- 2 Drag subtopics and notes to Draft panel

- 3 Type draft



**Hear Your Work**

1 Click in your Outline, Notes or Draft where you want to start reading

2 Speak subtopic, note, or sentence 

OR

Read All 

3 Stop Speak 

**Print Your Work**

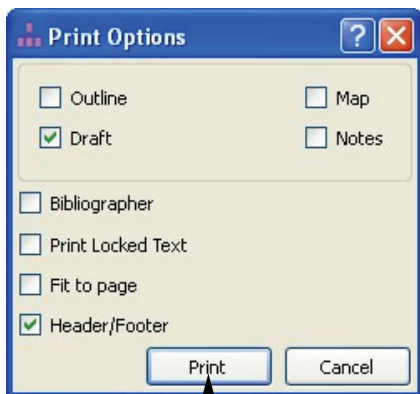
Click to automatically print



OR

1 Use **Print** from the **File** menu for print options

2 Select what options you want to print



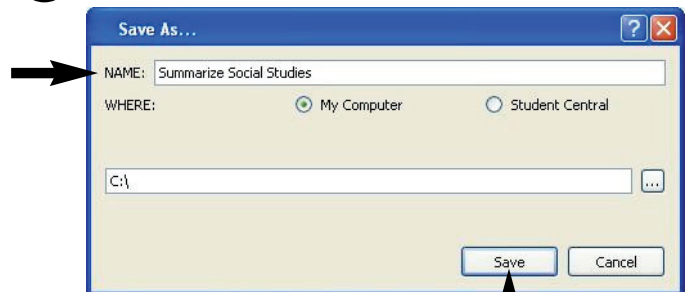
3 Click Print 


**Save Your Work**

1 Click Save 

Tip: Click **Save** every 10 minutes while you work

2 Type the name for your work



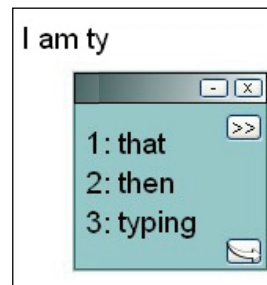
3 Click Save 

**Use Co:Writer® (optional)**

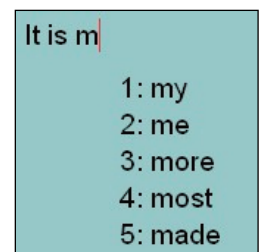
1 Launch Co:Writer 

2 Begin typing

You see this



or this



3 Select the word you want to use