

Draft:Builder® 6

User Guide

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To use this guide, click a topic in the Contents. To return to the Contents, click the Back arrow on the toolbar.

To do a quick keyword search: (Windows) In the Edit menu, select Find on this Page (entire guide) or press Ctrl F. (Macintosh) In the Edit menu, select Find, Find (again) or press Cmd F.

On the Web

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Contents

About Draft:Builder 6	2
About SOLO 6	2
How to Use Draft:Builder 6	3
Launch Draft:Builder 6.....	3
Work With Outline Subtopics.....	3
Create and Work With Notes.....	7
Create Your Draft.....	8
Use Speech.....	9
Check and Correct Spelling.....	11
Check Word Meanings With the Franklin Dictionary.....	12
Check Capitalization and Correct Errors.....	12
Check Punctuation and Correct Errors.....	13
Change Your Font.....	13
Print Your Work.....	13
Save Your Work.....	14
Take Your Work Home.....	15
Create and Work with the Bibliographer.....	15
Keyboard Shortcuts	19
Keyboard Shortcuts for Outline and Notes.....	19
Keyboard Shortcuts to Edit Your Work.....	19
Keyboard Shortcuts for Speech and Highlight.....	20
Keyboard Shortcuts to Manage Files.....	20
Keyboard Shortcuts to Move Around.....	21
Keyboard Shortcuts to Change Display.....	21
Keyboard Shortcuts for Bibliographer.....	22
Menus in Draft:Builder 6	23
File Menu.....	23
Edit Menu.....	26
View Menu.....	28
Insert Menu.....	31
Outline Menu.....	32
Text Menu.....	34
Speech Menu.....	35
Tools Menu.....	38
Window Menu.....	40
Help Menu.....	40

Teacher Central	41
Sign In as a New Teacher	41
Sign In as an Existing Teacher	41
Content Management View	42
Student Documents View	48
Student Preferences View	50
Menus in Teacher Central	53
Student Central	60
Sign In as a New Learner	61
Sign In as an Existing Learner	61
Assignment Templates Folder	62
My Work Folder	62
Create a New Document	62
Menus in Student Central	63
Administrator Activities	64
Sign In as the Administrator	64
Change the Universal Student Password	65
Enable and Disable Student Passwords	65
Reset a Teacher's Password	65
Add a New Teacher	65
Rename a Teacher	65
Delete a Teacher	66
Speech Abbreviations	66

About Draft:Builder 6

Draft:Builder 6 is an organizing tool that breaks down the writing process into manageable chunks to structure planning, organizing, note taking and draft writing.

Use Draft:Builder 6 to:

- Create an outline and notes to organize your thoughts
- Write a first draft using your outlines and notes
- Get auditory feedback as you type
- Check your spelling and use the dictionary
- Create and add to your bibliography

About SOLO 6

What is SOLO 6?

SOLO 6 brings together word prediction, a text reader, graphic organizer and talking word processor—putting students in charge of their own learning and accommodations.

Use SOLO 6 to:

- Provide accommodations that help students with disabilities read and write
- Access curriculum and reading materials provided in electronic text formats

- Develop skills through a structured approach to reading and writing

What's New in SOLO 6?

- New and improved voices
- Easier to use interface
- Optional login – students can read and write in seconds
- Better compatibility with Windows Vista and Macintosh OS 10.5
- Network Ready – save files to any network server, USB drive or WebDisk
- Read NIMAS files WITHOUT CONVERSION
- Supports very large NIMAS files
- Provide the same reading experience to any accessible book file including NIMAS, PDF, RTF, HTML, DAISY, XML and TXT
- Improved support for PDF files
- Large and small toolbar options

How to Use Draft:Builder 6


Launch Draft:Builder 6

- Windows: Start menu and/or Shortcut on Desktop
- Macintosh: Dock and/or Alias on Desktop

Work With Outline Subtopics

Create subtopics in your outline to gather and organize different categories of information.

Create an Outline Subtopic

1. Click the **Outline** tab
OR
In the **View** menu, select **Outline**.
2. In the outline, click the subtopic below which you want to add a new subtopic.
3. On the toolbar, click **New Subtopic** .
4. Begin typing the text for the subtopic.
5. Press **Enter**.



Add More Text to an Outline Subtopic

1. Click the **Outline** tab
OR

In the **View** menu, select **Outline**.



2. In the Outline panel on the left, select the subtopic where you want to add text.
3. In the subtopic, place the cursor where you want to add text.
4. Begin typing the new text.

Change Subtopic Level Using the Toolbar

1. Click the **Outline** tab
OR
In the **View** menu, select **Outline**.
2. In the Outline panel on the left, select a subtopic.
3. To indent the topic level, click 
OR
To outdent the topic level, click .

The topic moves and the colored box changes to show its level.

Move a Subtopic Up or Down Using the Toolbar

1. Click the **Outline** tab
OR
In the **View** menu, select **Outline**.
2. In the Outline panel on the left, select a subtopic.
3. To move the subtopic up, click 
OR
To move the subtopic down, click .

The subtopic moves along with any subtopics and/or notes that are attached to it. The level of the topic does not change.

Move Outline Subtopic Using Drag and Drop

1. Click the **Outline** tab
OR
In the **View** menu, select **Outline**.
2. Select a subtopic by pressing and holding the mouse over the colored box.
3. Drag the subtopic to the place you want it. A colored line appears in your outline. This line shows you the topic level and location where the topic will be placed when you drop it.

4. When the line is placed at the level to which you want to move the subtopic, release the mouse button. Your topic is placed in the new location and topic level.

Note: Any subtopics and/or notes attached to the subtopic also move with that subtopic.

Change Outline Text Size

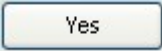
Make outline text larger (Grow) or smaller (Shrink).

1. Place your cursor in the Outline panel.
2. On the toolbar, click **Grow Selection**  to make the outline appear larger
OR

On the toolbar, click **Shrink Selection**  to make the outline appear smaller.

Note: Changing the way the outline looks on the screen does not change the way the outline looks when you print it.

Delete an Outline Subtopic

1. Click the **Outline** tab
OR
In the **View** menu, select **Outline**.
2. In the Outline panel on the left side, click the colored box next to the subtopic you want to remove.
3. In the **Edit** menu, select **Clear**. A message appears asking if you are sure you want to delete the selected subtopic.
4. Click . The subtopic is deleted.

Note: Any notes or subtopics attached to a deleted subtopic will also be deleted.

Macintosh Note: To delete a subtopic, click the colored box next to the subtopic and press the **function (fn) + Delete** keys on your keyboard.

Use a Proprietary Outline Template

Draft:Builder ships with some comprehension strategies in proprietary outline templates. You can use these outline templates “as is” or you can modify them using the procedures in the **Work with Outline Subtopics** section.

To open an outline template:

1. In the **Outline** menu, click **Add Outline**.
2. Select the outline template you want to use.







Note: See the outline in the **Preview** field. Read about it in the **Description** field.

3. Click . The template appears in the Outline tab.

More About Subtopics



To help you see how your ideas are organized, each subtopic has its own color. You can tell what level your subtopic is by looking at the colored box.

There are six different subtopic levels. Use topic levels to organize your ideas.

Topic Level	What Type of Text is in the Topic Level
	A green box is the highest level and shows that the topic level is a main idea.
	A yellow box is the second level and shows that the topic level is an idea that supports a main idea.
	A red box is the third level and shows that the topic level contains detail that supports a yellow topic level.
	A blue box is the fourth level and shows that the topic level contains detail that supports a red topic level.
	An orange box is the fifth level and shows that the topic level contains detail that supports a blue topic level.
	A purple box is the sixth level and shows that the topic level contains detail that supports an orange level.

Use the Slide Bar

A slide bar is the dividing line between two panels. Each screen with two panels contains a slide bar. You can show more of one panel and hide more of the other panel by moving the slide bar to the left or right.

1. On the toolbar, click **Slide Bar**  to move the slide bar to the right
OR
In the **View** menu, select **Slide Bar**
OR
Move your cursor over the slide bar. The cursor changes to look like this: .
2. To move the slide bar left or right, click and hold the mouse button down anywhere on the slide bar.
3. Drag the slide bar to the left or right to change the size of the panels. Release the mouse button when the panels are the size you want.

How the Outline and Map Work Together


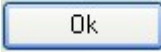
The outline and the map are different ways of looking at the same information. When you change something in your outline, that change is also made to your map.

You can add and organize your information in the outline, the map or both.

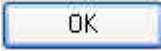
Create and Work With Notes

Create a Note

Create a note to add more detailed information to the topics in your outline.

1. Click the **Notes** tab
OR
In the **View** menu, select **Notes**.
2. Select the subtopic to attach the note to. If you are not sure where to put your note, select **Unassigned Notes** instead of a subtopic.
3. On the toolbar, click **New Note** . A blank Notes window opens for you to type your note in.
4. Click . Your new note appears in the Notes panel on the right.

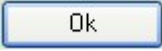
Delete a Note

1. Click the Notes tab.
2. In the Outline panel on the left, select the subtopic that contains the note you want to remove. The notes for the selected subtopic appear in the Notes view on the right.
3. In the Notes view, select the note you want to delete.
4. Press the **Delete** key. A message appears asking if you are sure you want to delete the note.
5. Click .

Move a Note Using Drag and Drop

1. In the Notes tab, click and hold the mouse button down on the note you want to move. The note is highlighted to show you that it is selected.
2. Drag the note to the outline subtopic where you want to move it to.
3. Let go of the mouse button.

Edit a Note

1. In the Notes view, double-click the note you want to edit. The Notes window opens.
2. Add, copy, move, or remove text from your note.
3. Click  to save your note and return to the Notes view.

Create Your Draft

In Draft view, drag information from your subtopics and notes into the Draft panel on the right. Type directly in the Draft panel to continue working in your first draft.

1. Click the **Draft** tab
OR
In the **View** menu, select **Draft**. Your outline and notes appear in the left panel. A blank draft screen appears in the right panel.
2. Click the Draft panel to place your cursor at the beginning of the blank draft.
3. Begin to type your draft.
4. Drag your subtopics and notes from the outline into your draft – no need to re-type!


Work on a Draft with Locked Text

Teachers may add Locked Text to an Assignment Template to give directions and extra help to learners. Locked Text can be read aloud for extra help in understanding teacher comments. You can show or hide this locked text on your screen.

- In the **View** menu, select **Show/Hide Locked Text**. The locked text on your screen will appear or disappear from view.

To do any of the procedures below, click on the **Draft** tab.

To hide Locked Text when printing:

1. In the **File** menu, select **Print**.
2. If there is a check in the **Print Locked Text** check box, click the check box to remove it.
3. Click .

Add More Text to Your Draft

As you write and revise your draft, you may decide to add words, sentences and/or paragraphs in different parts of your draft.

1. Click the **Draft** tab
OR
In the **View** menu, select **Draft**.

2. In the draft panel on the right, place the cursor where you want to add text.

As I am writing about my topic I may have a place where I want to write more about my topic. Here, I have placed my cursor where I want to add more text.

3. Begin typing. The text following the cursor moves to the right to make room for the new text.

Use Speech

Hear Your Words Spoken as You Write

- In the **Speech** menu, select **Speak Words** to turn it on.

Hear a Word You Have Already Written

1. Highlight the word you want to hear.

2. Click 

OR

In the **Speech** menu, select **Speak**.

Hear Your Sentences Spoken as You Write

- In the **Speech** menu, select **Speak Sentence** to turn it on.

Note: A check mark appears next to **Speak Sentence** when speech is turned on, or disappears when speech is turned off.

Hear a Sentence You Have Already Written Spoken Aloud

- Place your cursor in the sentence you want to hear and click .

Hear a Section of Text


1. Highlight the section of text you want to hear.

2. Click . Your highlighted text is spoken aloud.


Hear a Note

To hear a note in the Notes view:


1. In the Outline panel on the left, click the subtopic that contains the note you want to hear.

2. In the Notes panel on the right, click the note you want to hear and click .

To hear a note in the Draft view:


1. In the Outline panel on the left, click the note you want to hear and click .

To hear highlighted text in a note:

1. Double-click the note you want to hear.
2. Highlight the part of the note you want to have read aloud and click .


Hear a Subtopic

To hear a single subtopic:

1. Select the subtopic you want to hear.
2. On the toolbar, click 
OR
In the **Speech** menu, select **Speak**.


Note: To stop the speech, click **Stop** .

To hear highlighted text:

1. In the Outline view, highlight the part of the topic level you want to have read aloud.
2. On the toolbar, click 
OR
In the **Speech** menu, select **Speak**.

Note: To stop the speech, click **Stop** .


Hear an Outline Read One Item After Another

1. In the Outline or Notes view, click the first subtopic, Locked Text or note you want to hear.
2. On the toolbar, click **Read All** 
OR
In the **Speech** menu, select **Read All**.

Note: To stop the speech, click **Stop** .


Hear Your Entire Draft

1. In the Draft view, place your cursor anywhere in the Draft.

2. On the toolbar, click **Read All** 

OR

In the **Speech** menu, select **Read All**.

Note: To stop the speech, click **Stop** .


Speak What a Toolbar or Dialog Box Button Does

- Place your mouse pointer over the button. You see and hear what the button does.

Note: If you don't hear anything, select the **Speech** menu and make sure that **Speak Toolbar and Dialog Boxes** is checked.


Repeat What Was Last Spoken

Use **Repeat** to listen to the last text spoken again.

- On the toolbar, click **Repeat** 
- OR
- In the **Speech** menu, select **Repeat**.

Check and Correct Spelling


1. Place the cursor anywhere in you outline, notes, draft or document.


2. On the toolbar, click **Check Spelling** 

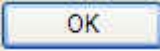
OR

In the **Tools** menu, select **Check Spelling**.

3. When the Spell Checker finds a misspelled word, highlight the correctly-spelled word in the box at the bottom of the dialog.

Note: Click  to the right of the **Sentence** or **Suggestions** field to hear items read aloud.


4. Click  to place the new word into your document.

5. Click  to return to your work with your spelling corrections.

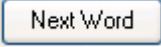
Note: A questioned word might be spelled phonetically (the way it sounds) and, when spoken, sounds correct. Use **Read Word Spelling** to hear the word spelled aloud.


Check Word Meanings With the Franklin Dictionary


1. Select a word in your draft (Draft view) or subtopic (Outline view).


2. On the toolbar, click **Dictionary** 
OR
In the **Tools** menu, select **Dictionary**.

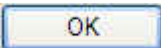
The **Dictionary** window shows the first sentence with a misspelled word in your document.


3. If you think the spelling is correct, leave the word unchanged and go to the next word by clicking .
4. If you want to see the suggested spellings for the selected word, scroll through the list below the **Suggestions** field.

Note: To speak and spell aloud both the word you looked up and the suggested word, place a check in the **Read Word Spelling** check box and click .

5. If you want to change the spelling of the selected word, select the word in the list below the **Suggestions** field and click .

You can get help reading the text in the **Dictionary** window. Click  to the right of the **Sentence**, **Definition** or **Suggestions** field to hear different parts of the **Dictionary** window read aloud.

6. Click  to return to your work.

Note: To speak and spell aloud both the word you looked up and the suggested word, place a check in the **Read Word Spelling** check box and then click .

Check Capitalization and Correct Errors


1. In the **Edit** menu, select **Move to Beginning Of Document**.
2. Make sure that the key words in your title or first sentence starts with a capital letter.
3. If your title or first sentence starts with a capital letter, go to the next sentence by opening the **Edit** menu and selecting **Move To Next Sentence**.
4. If you find a sentence that does not begin with a capital letter, replace the lower case letter with a capital letter by doing the following:
 - a. Highlight the lower case letter you want to change to a capital letter.

every sentence should start with a capital letter.

- b. Press **Shift** and the letter with which you want to start your sentence. The lower case letter is replaced with the capital letter.

Every sentence should start with a capital letter.

Check Punctuation and Correct Errors

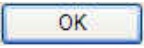
1. In the **Edit** menu, select **Move to Beginning Of Document**.
2. Click  to hear each sentence read aloud and listen for the pause that a punctuation mark causes at the end of each sentence.
3. If you find a sentence that does not end with punctuation, add the punctuation mark you want by doing the following:
 - a. Place the cursor where you want to add punctuation.

This is sentence one| This is sentence two.

- b. Type the punctuation mark with which you want to end your sentence.



This is sentence one. | This is sentence two.

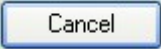
Change Your Font

1. In the **Text** menu, select **Font**. The Font window opens.
2. Click to select a font from the list on the left side of the window.
3. Click to choose a font size in the panel on the right side of the window. In the **Sample** box at the bottom of the dialog, you see how your new font looks.
4. Click . The changes appear in your document.

Print Your Work


Print Preview

1. In the **File** menu, select **Print Preview**. The first page of your printout appears.
2. If your document is on more than one page, you can look at all of the pages before sending the document to the printer or closing the window. To see the next page, click . To see the previous page, click .

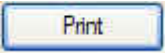
3. When you have finished looking at the print preview, click  in the **Print Preview** window to close the window.

Print

Print using Print One

1. Select the tab that contains the view you want to print.
2. On the toolbar, click **Print One** 
OR
In the **File** menu, select **Print One**. Your work prints automatically.


Print using the Print Commands for Print Options

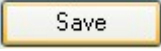

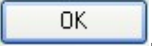
1. In the **File** menu, select **Print**.
2. Place a check in the check boxes to select the items you want to print.
3. Click .


Save Your Work

Your work is saved in the location of the last file you opened; however, you can change the location.

Note: If you are signed in to Student Central, your work is saved to the **My Work** folder in Student Central. For more information, see the **Student Central** section in this guide.

1. On the toolbar, click **Save** 
OR
In the **File** menu, select **Save**.

If you have saved your work before, you are finished saving.
2. If you have not yet named your work, the Save As window opens.
3. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.
4. If you want to change the default location click , select a different location and click .

Note: If you have previously saved your work, click **Save**  on the toolbar to save it with the same name.

Take Your Work Home


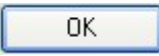
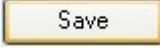

Take-home Rights

When you have a BUILDING LICENSE for Read:OutLoud 6, Draft:Builder 6, Write:OutLoud 6 or SOLO 6 at school, students and teachers are allowed to install the software on their home computers as well. This allows students and teachers to work on the same file both at school and at home. (Refer to your license agreement or contact your license administrator to ensure copyright laws are respected.)

Taking Files Home

A pen drive (also known as a thumb drive or USB drive) is an easy device for transferring files between home and school. (There are other options for transferring files such as creating a web disk, accessing the school, etc. Check with your system administrator for your school's preferred method.)

Note: Be sure you have the software installed on your home computer.

1. At school, when you are finished working on your file, select **Save As** from the **File** menu. In the dialog, click  and locate the pen drive. Click  to select it. Then click .
2. At home, find your file on the pen drive and double-click it. The file opens and you are ready to work on it.
3. When you are done, click  on the toolbar and your file is automatically saved on your pen drive.
4. When you return to school, repeat the directions.


Create and Work with the Bibliographer


Create a bibliography of the references (sources) you used in your work. Then, link your notes to their references.


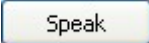
You can create your references in two ways: using the Wizard or manually.

Use the Bibliographer Wizard to Create a Reference

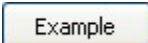
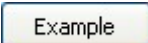
The **Bibliographer Wizard** gives you step-by-step directions for creating a new bibliography reference.

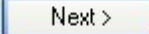
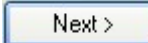
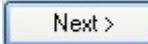
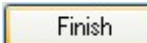

1. On the toolbar, click **Bibliographer** 
OR
In the **Tools** menu, select **Bibliographer**.
2. Choose a **Main Category** and **subcategory** for your reference.

3. On the bottom right, click . The first screen of the Bibliographer Wizard opens. Each Bibliographer Wizard screen gives you instructions to type a different part of the reference (e.g., author, title, publisher, etc.).
4. Read the directions at the top of the screen. Look at the example shown below the directions for help on what your entry should look like.
5. In the box below the example, type the part of your reference that is described in the directions and is shown in the example.


Note: You can check your work as you go. Use the first  to hear the example. Use the second  to listen to what you have typed.


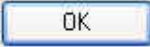

6. Select the button next to **MLA** or **APA** to select your bibliography style.

Note: To see the example of the complete reference in the MLA or APA style, click . To hide the example, click  again. Use the same bibliography style for all references in the same document.

7. Click  to type the next part of the reference.
8. Follow the directions at the top of the Bibliographer Wizard window and click  after you finish each part of your reference.
9. When you have entered all the information required for your reference,  is replaced with  to show that you are done.
10. Click  to close the Bibliographer Wizard. Your new bibliography reference appears in the **My Bibliography** list in the Bibliographer.

Manually Create a Reference Using the Bibliography

1. On the toolbar, click **Bibliographer** 
OR
In the **Tools** menu, select **Bibliographer**.
2. Select the button next to **MLA** or **APA** to select your bibliography style.
3. At the top of the Bibliographer window, click a **Main Categories** tab to choose the kind of reference you want to add to your bibliography.
4. On the left side of the Bibliographer window, click the specific type of reference.

5. Click . A box appears in the **My Bibliography** field.
6. Type your reference using the example as a guide.
7. Use the buttons at the bottom to easily format your entries (e.g., underscore, brackets, italics, etc.)
8. Click  to return to your work
OR
Click  to create another bibliography reference.

Bibliographer Notes Tab



In the Bibliographer, you can link your notes to the source (reference) where you found the information. To see your notes, click **Notes** on the left in the Bibliographer window.


Notes also contains the Outline subtopics attached to your Notes so you can see which subtopics your Notes belong to.

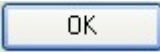
To find a note:

- Use the scroll bar **Up** and **Down** arrows to scroll through your list of notes.

Link a Note to a Reference


1. Click **Notes** in the left panel.
2. On the toolbar, click . Your cursor changes to a chain link .
3. Click the note you want to attach to a reference.
4. Click the reference to link your note to.

A chain link  now appears by the note and the reference in the Bibliographer window.

5. Click  to save your changes and return to your work.

To see which REFERENCE a note is linked to:

- In the Notes tab in the left panel, click a note with a chain link  in front of it.

In the **My Bibliographer** field, the reference you linked the note to appears. A chain link  appears in front of the reference to show you that it is linked.

To see which NOTES are linked to a reference:



- Click a reference containing a chain link .


The note that is linked to that reference appears in the **Notes** field and is surrounded by a red box. The note also contains a chain link .

Note: If there is more than one note attached to a reference, the note that is highest in the outline will be displayed with a red frame in the **Notes** field. You can scroll down to view additional notes attached to that reference. They will also be surrounded by a red box.



Remove or Change a Link in Bibliographer

To remove one link at a time:



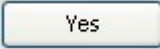

1. In the Bibliographer, click **Notes** in the left panel.
2. Click the note for which you want to remove the link.
3. On the Bibliographer toolbar, click . The chain link  disappears from the reference and the note and the reference are no longer linked.

Note: If there is more than one note linked to a reference, the chain link  will remain visible in the reference box.

To remove all links at once:

1. Click the reference in the **My Bibliographer** list to select it. A red border appears around each note linked to the reference in **Notes** in the left panel.
2. Click . The red border disappears from the notes showing that they are unlinked. The chain link  disappears from the reference and all of the notes that were linked to it.

To change a link:

1. In the Bibliographer, click **Notes** in the left panel.
2. On the Bibliographer toolbar, click . Your cursor changes to a chain link .
3. Click the note you want to change.
4. Click the new reference that you want to attach the note to.
5. If the note is already linked, a message appears telling you that the note is already associated with another bibliography entry. The message asks if you want to change the attached reference.
6. Click . A chain link  appears in the note and in the new reference.

7. Click  to close the Bibliographer and return to your work.

Keyboard Shortcuts

Keyboard shortcuts can be used instead of toolbar buttons or menu selections. For learners who require alternative computer access, keyboard commands provide access to Draft:Builder 6 using alternate keyboards, special on-screen keyboards, scanning setups for switch users or communication devices compatible with computer input.

Keyboard Shortcuts for Outline and Notes

Action	Windows	Macintosh
Outline	Ctrl 6	Cmd 6
Notes	Ctrl 7	Cmd 7
Unassigned Notes	Ctrl 8	Cmd 8
New Note	Ctrl Enter	Cmd Return
New Subtopic	Enter	Return
Indent	Ctrl Alt Right Arrow	Cmd Opt Right Arrow
Outdent	Ctrl Alt Left Arrow	Cmd Opt Left Arrow
Move Up	Ctrl Shift Up Arrow	Cmd Shift Up Arrow
Move Down	Ctrl Shift Down Arrow	Cmd Shift Down Arrow
Collapse Subtopic	Ctrl Alt Up Arrow	Cmd Opt Up Arrow
Expand Subtopic	Ctrl Alt Down Arrow	Cmd Opt Down Arrow

Keyboard Shortcuts to Edit Your Work

Action	Windows	Macintosh
Undo	Ctrl Z	Cmd Z
Redo	Ctrl Y	Cmd Y
Cut	Ctrl X	Cmd X
Copy	Ctrl C	Cmd C
Paste	Ctrl V	Cmd V

Clear	Backspace	Delete
Select All	Ctrl A	Cmd A
Move to Beginning of Document	Ctrl Home	Cmd Up Arrow
Move to Next Sentence	Ctrl Shift M	Cmd Shift M
Select Sentence	Ctrl Shift X	Cmd Shift X
Move to End of Document	Ctrl End	Cmd Down Arrow or End
Check Spelling	Ctrl G	Cmd G
Dictionary	Alt . (period)	Opt . (period)
Cue Misspelling	Ctrl Alt [Cmd Opt [
Dictionary Dialog: Move through suggested words	Ctrl 1 through 5	Ctrl1 through 5
Learn (in spell checker)	Ctrl L	Cmd L
Next Word (spell checker)	Alt [Opt [

Keyboard Shortcuts for Speech and Highlight

Action	Windows	Macintosh
Turn Speech On/Off	Ctrl D	Cmd D
Speak Toolbar	Ctrl ;	Cmd ;
Speak	Ctrl T	Cmd T
Repeat	Ctrl R	Cmd R
Read All	Ctrl Shift T	Cmd Shift T
Speak Letters	Ctrl K	Cmd K
Speak Words	Ctrl E	Cmd E
Speak Sentence	Ctrl M	Cmd M
Voice Settings	Ctrl /	Cmd /
Pronunciations	Ctrl ~	Cmd ~

Keyboard Shortcuts to Manage Files

Action	Windows	Macintosh
New	Ctrl N	Cmd N

Close	Ctrl W / Ctrl F4	Cmd W
Save	Ctrl S	Cmd S
Save As	Alt ,	Opt ,
Export	Ctrl Shift F	Cmd Shift F
Print Preview	Ctrl Alt P	Cmd Opt P
Print One	Ctrl Shift P	Cmd Shift P
Print	Ctrl P	Cmd P

Keyboard Shortcuts to Move Around

Action	Windows	Macintosh
Open Student Central	Ctrl 1	Cmd 1
Help	F1	None
Close Window	Esc	Esc
Move Between Windows	Tab	Tab
Quit (Sign In screen and Student Central)	Ctrl Q or Alt F4	Cmd Q

Keyboard Shortcuts to Change Display

Action	Windows	Macintosh
Switch between the Simple Toolbar and the Advanced Toolbar	Ctrl Alt T	Cmd Opt T
Switch between a small toolbar and large toolbar	Ctrl Alt X	Cmd Opt X
Show/Hide Locked Text	Alt S	Opt S
Show/Hide Toolbar	Ctrl Alt ;	Cmd Opt ;
Draft	Ctrl 9	Cmd 9
Map	Alt 0	Opt 0
Concept View	Ctrl Alt 0	Cmd Opt 0
Zoom	Ctrl Shift Z	Cmd Shift Z
Slide Bar	Ctrl Shift B	Cmd Shift B
Grow Selection	Ctrl]	Cmd]

Shrink Selection	Ctrl [Cmd [
Set Colors	Ctrl '	Cmd '

Keyboard Shortcuts for Bibliographer

Action	Windows	Macintosh
Bibliographer	Ctrl Alt B	Cmd Opt B
Article	Alt 1	Opt 1
Artwork	Alt 2	Opt 2
Book	Alt 3	Opt 3
Electronic	Alt 4	Opt 4
Interview	Alt 5	Opt 5
Letters	Alt 6	Opt 6
Presentation	Alt 7	Opt 7
Reference	Alt 8	Opt 8
Other	Alt 9	Opt 9
Speak	Ctrl T	Cmd T
Select a reference below the highlighted one in My Bib. field	Tab	Tab
Spell	Ctrl G	Cmd G
Print	Ctrl P	Cmd P
Help (in Wizard)	F1	
Brackets	Alt]	Opt]
Parentheses	Alt \	Opt \
MLA	Alt M	Opt M
APA	Alt P	Opt P
Link (bibliographer)	Ctrl Shift L	Cmd Shift L
Unlink (bibliographer)	Ctrl Shift U	Cmd Shift U
My Bibliographer	Alt B	Opt B
Wizard	Ctrl Alt H	Cmd Opt H
Wizard Dialog: Speak Style Example	Alt T	Opt T
Wizard Dialog: Speak Content	Ctrl T	Cmd T

Field		
Wizard Dialog: Go to next portion	Ctrl Right Arrow	Cmd Right Arrow
Wizard Dialog: Go to Previous Portion	Ctrl Left Arrow	Cmd Left Arrow
Wizard Dialog: Open Help	Ctrl ? / F1	Cmd ? / F1
Wizard Dialog: Show Example	Ctrl Shift E	Cmd Shift E
Wizard Dialog: Close Dialog	Ctrl W	Cmd W
Wizard Dialog: OK, done with activity	Enter	Return
Notes field	Ctrl Alt 7	Cmd Opt 7

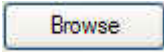
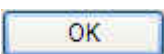
Menus in Draft:Builder 6

File Menu

File, New

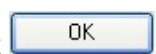
1. In the **File** menu, select **New**.
2. In the **File** list, select the outline you want to use.

Note: See the outline in the **Preview** field. Read about it in the **Description** field.

3. If the outline you want is in another location on your computer, click  to find the outline on your hard drive.
4. Click .
5. Create your work. See the **How to Use Draft:Builder 6** section in this guide for details.
6. When you are finished, save and close your work or exit the program.


File, Open Student Central

If you have signed into Student Central before, you can open an existing document or delete your own work. If you have not signed in before, you can create a user sign in and begin using Student Central. (To learn more about Student Central, see the **Student Central** section in the guide.)

1. In the **File** menu, select **Open Student Central**.
2. If you have signed in before, select your name in the list and click .

3. If you have not signed in before, click , type your name and click . Click in the Login screen and Student Central opens.


File, Open

1. On the toolbar, click **Open** 
OR
In the **File** menu, select **Open**.
2. Find and highlight your file and click .

File, Close

1. In the **File** menu, select **Close**.
2. If you have not saved the document before your last change, a message appears asking if you want to save your changes.
3. If you have not yet named your document and want to save it, click .
4. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.
5. If you want to change the default location click , select a different location and click .

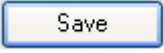

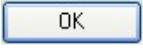
File, Save

1. On the toolbar, click **Save** 
OR
In the **File** menu, select **Save**.

If you have saved your work before, you are finished saving.
2. If you have not yet named your work, the Save As window opens.
3. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.
4. If you want to change the default location click , select a different location and click .

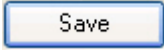
File, Save As

Save your work with a new name. If you saved your work before with another name, you will keep both copies of your work.

1. In the **File** menu, select **Save As**. The **Save As** window opens.
2. In the **NAME** field, type your new name for your work and click .
3. If you want to change the default location click , select a different location and click .

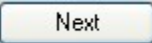
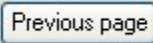
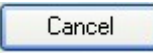
File, Export

Save your work as eText. The document will automatically be saved with an .rtf extension added to the file name that you give it.

1. In the **File** menu, select **Export**. The **Choose a filename to save under** window appears.
2. In the **Save in** drop-down list, select the location where you want to store the eText.
3. In the **File name** field, type the name for the eText and click .

File, Print Preview

Look at the entire document on screen before you send it to the printer. The way the document appears in **Print Preview** is the way it will appear on paper.

1. In the **File** menu, select **Print Preview**. The first page of your printout appears.
2. If your document is on more than one page, you can look at all of the pages before sending the document to the printer or closing the window. To see the next page, click . To see the previous page, click .
3. When you have finished looking at the print preview, click  in the **Print Preview** window to close the window.


File, Print One

1. Select the tab that contains the information you want to print:

To print the Outline and Map view, click the **Outline** tab

OR

To print the Notes view or Draft view, click the **Notes** or **Draft** tab.

2. On the toolbar, click **Print One** 
OR

In the **File** menu, select **Print One**. The portions of your work on the tab you selected print.

File, Print

1. In the **File** menu, select **Print**.
2. Place a check in the check boxes to select the items you want to print and click



File, Recent Files

Show the last five documents you opened in a menu.

- In the **File** menu, select **Recent Files** and select the file name.

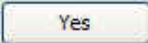
File, Quit/Exit

Close open documents and exit the program.

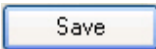
Note: (Windows) The last option in the **File** menu is **Quit/Exit**. (Macintosh) The last option in the **File** menu is **Recent Files**; there is no option to **Quit/Exit** in the **File** menu.

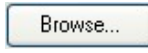
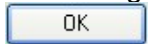
1. In the **File** menu, select **Quit/Exit**.

Note: If you have saved your work immediately before selecting **File, Quit/Exit**, your work is saved with that file name and the program closes.

2. If you are working on a document you have opened before and made changes, the **Save Changes** window opens. Click  to save your work.

3. If you are working on a new document and have not yet named your work, the **Save As** window opens.

- a. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.

- b. If you want to change the default location click , select a different location and click .

Edit Menu

Edit, Undo

Cancel your last action. For example: If you paste text into your work but decide you don't want it, select **Undo** and it disappears.

Note: Select **Undo** a second time to cancel your next-to-last action.

Edit, Redo

Redo the last action that you undid. For example: If you have selected **Undo** to remove a section of text, but decide you want the text after all, select **Redo** and the text reappears.

Note: Select **Redo** a second time to redo the next-to-last action you undid.

Edit, Cut

Remove selected text from your work. Use with **Paste** to move a selection within or between documents.

1. Select the text to be cut.
2. In the **Edit** menu, select **Cut**. The selected text is removed from your work, but available to paste in another location.

Note: Only the last selection copied or cut from your work is available for pasting.

Edit, Copy

Make a copy of selected text. Use with **Paste** to copy a selection within or between documents.

1. Select the text to be copied.
2. In the **Edit** menu, select **Copy**. The selected text is copied from your work, leaving the original text untouched. Your copied text is available to **Paste** in another location.

Note: Only the last selection copied or cut from your work is available for pasting.

Edit, Paste

Place a cut or copied selection in your work at the cursor.

1. Cut or copy text from your work.
2. Place your cursor in the location where you want to paste the text.
3. In the **Edit** menu, select **Paste**. The cut or copied selection is pasted into your work at the cursor.

Note: You can paste the cut or copied selection into more than one place within your work. Place the cursor in additional locations and select **Paste** one or more times.


Edit, Clear

Remove selected text from your work.

1. Select the text to clear from your work.

2. In the **Edit** menu, select **Clear**.

Edit, Select All

When reviewing and revising your work for overall flow of ideas, use **Select All** to highlight all text in your work. Then, click  to hear your work read from beginning to end.

1. In the Draft tab, place the cursor anywhere in your work.
2. In the **Edit** menu, choose **Select All**.

Edit, Move to Beginning of Document

In the Draft tab, use **Move To Beginning Of Document** to quickly go to the beginning of your document to add a title or review your work.

- In the **Edit** menu, select **Move To Beginning Of Document**.

Edit, Move to Next Sentence

In the Draft tab, use **Move To Next Sentence** to quickly move through your work when reviewing or revising. Uses a period, question mark or exclamation point to determine the end of a sentence.

- In the **Edit** menu, select **Move to Next Sentence**.

Edit, Select Sentence

In the Draft tab, highlight the next sentence. If the cursor is at the end of a sentence, it highlights the next sentence. If the cursor is in the middle of a sentence, it highlights the words from the cursor to the end of the sentence.

- In the **Edit** menu, select **Select Sentence**.

Edit, Move to End of Document

In the Draft tab, move the cursor to the bottom of the last page of your document.

- In the **Edit** menu, select **Move to End of Document**.

View Menu

View, Show/Hide Locked Text

See comments and directions your teacher has placed in your draft or outline, or hide them when you just want to look at what you have written. You can tell if text is locked because it is yellow and looks like this:

Read about the two characters you want to compare and contrast.

Note: If there is a check next to **Show/Hide Locked Text** in the **View** menu, your Locked Text appears. If there is no check next to **Show/Hide Locked Text** in the **View** menu, the Locked Text does not appear.

View, Show/Hide Toolbar

Show or hide the toolbar at the top of your screen, just below the menus.

View, Simple/Advanced Toolbar

Switch between the Simple toolbar and the Advanced toolbar. The Simple toolbar contains fewer icons for the most commonly used functions. The Advanced toolbar contains icons for more functions.

View, Small/Large Toolbar

Switch between displaying the icons on the toolbar as small or large.

Note: If you are using the Advanced toolbar, you may not see all the icons on the screen if you choose to view your toolbar as Large. The icons that do not appear are listed in a drop-down list that appears when you click the right arrow at the right end of the toolbar.

View, Outline

Show the **Outline** view. The outline and map help you organize the information in your work.

1. In the **View** menu, select **Outline**
OR
Click the **Outline** tab. The Outline view appears.
2. Create, edit, organize and/or read your subtopics. See the **Work With Outline Subtopics** section in this guide for step-by-step procedures.

View, Notes

Show the **Notes** view. As you begin to gather information about the subtopics in your outline, you will want to start making notes to help you remember what you have learned.

1. In the **View** menu, select **Notes**
OR
Click the **Notes** tab. The Notes view appears.
2. Create, edit, organize and/or read your notes. See the **Create and Work With Notes** section in this guide for step-by-step procedures.

View, Unassigned Notes

Show your Unassigned Notes in the panel on the right side of the Notes view. Use Unassigned Notes when you are not sure where a piece of information belongs in your Outline.

1. In the **View** menu, select **Unassigned Notes**. Your Unassigned Notes appear in the right panel in the Notes view.
2. Create, edit, organize, and/or read your Unassigned Notes. See the **Create and Work With Notes** section in this guide for step-by-step procedures.


View, Draft

Show the Draft view. The Draft view lets you use your outline and notes to help you write the first draft of your written work.

1. In the **View** menu, select **Draft**
OR
Click the **Draft** tab.
2. Write and/or read your draft. See the **Create Your Draft** section in this guide for step-by-step procedures.

View, Map

See your map in the **Tree** view . This is the default view. Here, your topics are arranged top-to-bottom, from highest level (green) to the lowest level (purple).

1. In the **View** menu, select **Map**
OR
At the top of the Map panel, click  Tree
2. To see more of your map in the panel, use the slide bar to widen the map view
AND/OR
Use the **Zoom** tool in the **View** menu.

View, Center Out Map


See your map in the **Concept** view. Here, your topic title appears in the center of your map. The subtopics are arranged in levels moving out from the center topic title.


1. In the **View** menu, select **Center Out Map**
OR
2. At the top of the Map panel, click  Concept .
3. To see more of your map in the panel, use the slide bar to widen the map view
AND/OR
Use the **Zoom** tool in the **View** menu.

View, Zoom

In the **Outline** view, **Zoom** lets you make your map and outline look larger or smaller. When you zoom the first time, the map and outline get larger and less text appears. When you zoom the second time, the map and outline get smaller and more text appears. When you zoom a third



time, the map and outline return to normal size.

- In the **Outline** view, click **Zoom**  on the toolbar
OR
In the **View** menu, select **Zoom**.

Note: Each time you click **Zoom**  or select **Zoom** from the **View** menu, the size of the map and outline changes.

View, Slide Bar


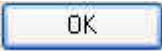
A slide bar is the dividing line between two panels. Each screen with two panels contains a slide bar. You can show more of one panel and hide more of the other panel by moving the slide bar to the left or right.

1. On the toolbar, click **Slide Bar**  to move the slide bar to the right
OR
In the **View** menu, select **Slide Bar**
OR
Move your cursor over the slide bar. The cursor changes to look like this: .
2. To move the slide bar left or right, click and hold the mouse button down anywhere on the slide bar.
3. Drag the slide bar to the left or right to change the size of the panels.

Insert Menu


Insert, New Note

Create a new note. Attach your new note to a subtopic in your outline, or put it in Unassigned Notes to attach it to a subtopic at a later time.

1. In the **View** menu, select **Notes**
OR
Click the **Notes** tab.
2. Click the topic or subtopic you want your note attached to.
3. On the toolbar, click **New Note** 
OR
In the **Insert** menu, select **New Note**. The **Notes** window opens.
4. Type your note.
5. Click . Your new note appears in the panel to the right in the **Notes** tab.



Insert, New Subtopic

Create a new subtopic at the same level as the currently selected subtopic. You can create a subtopic in the Outline view or in the Map view in the Outline tab.

1. Select the topic in the position above where you want to add a new subtopic.
2. On the toolbar, click **New Subtopic** 
OR
In the **Insert** menu, select **New Subtopic**.
3. Type the text for your new subtopic.

Outline Menu

Outline, Outdent



Move a subtopic one level to the left, or up a level. For example, when you outdent a  Level 2 subtopic, it becomes a  Level 1 subtopic.

1. In your outline, click a subtopic to select it.


2. On the toolbar, click 
OR
In the **Outline** menu, select **Outdent**.

Note: When you outdent a subtopic, any subtopics to the topic level you outdent stay with the subtopic you outdented and are also outdented one level.

Outline, Indent

Move a topic one level to the right, or down a level. The indented topic becomes a subtopic of the subtopic above it. For example, when you indent a  Level 1 topic, it becomes a  Level 2 subtopic.

1. In your Outline, click a subtopic to select it.

2. On the toolbar, click 
OR
In the **Outline** menu, select **Indent**.

Note: A subtopic can be indented only if there is a higher-level subtopic above it.

Outline, Move Up

Change the order of the subtopics and notes in your outline. Moves a selected item up by one line.


To move a subtopic up:

1. In the **Outline** view, click a subtopic to select it.

2. On the toolbar, click 
OR
In the **Outline** menu, select **Move Up**.

Note: When you move a subtopic up, any subtopics and any notes attached to it are moved with that subtopic. **Move Up** will move a subtopic only within its topic level.

To move a note up:

1. In **Notes** view, click a  in the right panel to select the note you want to move.

2. On the toolbar, click 
OR
In the **Outline** menu, select **Move Up**.

Outline, Move Down

Change the order of the subtopics and notes in your outline. Moves a selected item down by one line.


To move a subtopic down:

1. In **Outline** view, click a topic level to select it.

2. On the toolbar, click 
OR
In the **Outline** menu, select **Move Down**.

Note: When you move a subtopic down, any subtopics and/or Notes attached to it are moved with that subtopic. **Move Down** will move a subtopic only within its topic level.

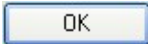
To move a note down:

1. In Notes view, click a  to select the note you want to move.

2. On the toolbar, click 
OR
In the **Outline** menu, select **Move Down**.

Outline, Add Outline

Add an Outline Template to your Outline tab.

1. In the **Outline** menu, select **Add Outline**.
2. Review the various Outline Templates by doing the following:
 - a. Click an Outline Template in the **File** field.
 - b. See what it looks like in the **Preview** field.
 - c. Read about it in the **Description** field.
3. When you find an Outline Template you want to use, click .

Text Menu

Text, Font

You may decide to use a different font in order to change the way your text looks. When you change the font, the font changes for your Outline, Notes and Draft.


1. Place your cursor anywhere in your outline, notes or draft.
2. In the **Text** menu, select **Font**.
3. In the Font window, click to select a font from the list on the left side of the window. Click to choose a font size in the panel on the right side of the window.

In the **Sample** box at the bottom of the dialog, you see how your new font looks.

4. Click . The changes appear in your document.

Text, Grow Selection


Make text larger.

1. Place your cursor anywhere in your outline, notes or draft.
2. On the toolbar, click **Grow Selection** 
OR
In the **Text** menu, select **Grow Selection**.

Text, Shrink Selection


Make text smaller.

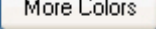
1. Place your cursor anywhere in your outline, notes or draft.

2. On the toolbar, click **Shrink Selection** 
OR
In the **Text** menu, select **Shrink Selection**.

Text, Set Colors

Set options for the colors you want to use in your work.

1. On the toolbar, click **Set Colors** 
OR
In the **Text** menu, select **Set Colors**. The **Set Colors** window opens.
2. If you want to change the color of the background, select **Background Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the text, select **Text Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the highlighted text, select **Selection Color** on the left side and then click a color in the **Selected Color** list.

Note: If you don't see the color you want to use, click  to see other additional colors from which you can choose.

3. Click .

Speech Menu

Speech, Turn Speech On/Off

Turn all speech options off or on.


Speech, Speak Toolbar and Dialog Boxes

Speak the button name when the mouse pointer is placed over a button in the toolbar or in a dialog box.

Speech, Speak

Speak highlighted text or, if no text is highlighted, speak the sentence containing the cursor. Use **Speak** in the Outline, Notes or Draft view.


1. Highlight the text you want to speak.

2. On the toolbar, click 
OR
In the **Speech** menu, select **Speak**.

Speech, Read All


Speak the entire document. Use **Read All** in the Outline, Notes or Draft view.

1. Place your cursor anywhere in the text you want to speak.

2. On the toolbar, click **Read All** 
OR
In the **Speech** menu, select **Read All**.

Speech, Repeat

Repeat the last text spoken.

- On the toolbar, click **Repeat** 
OR
In the **Speech** menu, select **Repeat**.

Speech, Speak Letters

Speak each letter as it is typed.

- In the **Speech** menu, select **Speak Letters** to turn it on or off.

Speech, Speak Words

Speak each word as it is completed.

- In the **Speech** menu, select **Speak Words** to turn it on or off.

Note: A word must be followed by a space or punctuation (period, exclamation point or question mark) before the program can speak it.

Speech, Speak Sentence

Speak each sentence as it is completed being written with ending punctuation.

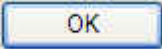
- In the **Speech** menu, select **Speak Sentence** to turn it on or off.

Note: A sentence must be followed by punctuation (period, exclamation point or question mark) before the program will speak it.

Speech, Voice Settings

Change and test voice, rate (speed), pitch and speech volume.

Note: You cannot change the pitch for Heather or Ryan (Windows) or Alex (Macintosh).

1. In the **Speech** menu, select **Voice Settings**.
2. Select the voice settings you want. Each time you change a voice, you hear a sample of your chosen voice with your settings.
3. Click  to return to your work with your changes.

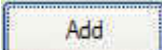
Speech, Pronunciations

Add or correct pronunciation of words and abbreviations.

1. In the **Speech** menu, select **Pronunciations**.
2. Add, edit or delete word(s) in the Pronunciation Dictionary. For the procedures, see the following topics.

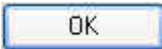
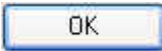
To add a new word or abbreviation to the Pronunciation Dictionary:

Add a word or abbreviation to the Pronunciation Dictionary to have it pronounced correctly.

1. In the **Speech** menu, select **Pronunciations**.
2. Click the **Special Words** tab to add a word
OR
Click the **Abbreviations** tab to add an abbreviation.
3. Click . The **New Entry** window opens.
4. In the **Key** field, type the word or abbreviation you want spoken (pronounced) correctly.
5. In the **Translation** field, type the word phonetically—spell it the way it sounds. For example, if the key word is Triceratops, spell it phonetically—tri sara tops. This will be how the word is pronounced when spoken.

6. Click  next to the **Translation** field to hear how your **Translation** spelling sounds.

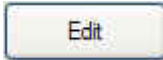
Note: If the word is not pronounced correctly, try different spellings until the word is pronounced the way you want it to be spoken.

7. Click  to return to the **Pronunciation** window.
8. Click  to return to Draft:Builder 6 with your changes.


To edit the pronunciation of a word or abbreviation in the Pronunciation Dictionary:

Edit the way the computer speaks (pronounces) a word or abbreviation.

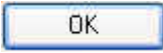
1. In the **Speech** menu, select **Pronunciations**.
2. Click the Special Words tab to find the word to change
OR
Click the Abbreviations tab to find the abbreviation to change.
3. Select the word or abbreviation for which you want to change the pronunciation and click

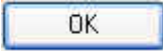


4. In the **Translation** field, change the phonetic spelling of the word—spell it the way it sounds.

5. Click the second  to hear how your **Translation** spelling sounds.


Try different spellings until the word is pronounced correctly.

6. Click  to return to the Pronunciations window.

7. Click  to return to the program with your changes.

To delete a word or abbreviation from the Pronunciation Dictionary:

1. In the **Speech** menu, select **Pronunciations**
2. Click the **Special Words** tab to find the word to delete
OR
Click the **Abbreviations** tab to find the abbreviation to delete.

3. Select the word or abbreviation you want to remove and click .


4. Click  to return to Draft:Builder 6 with your changes.

Tools Menu


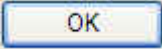
Tools, Check Spelling

Check and correct your spelling with the Franklin Spell Checker.

1. Place the cursor anywhere in you outline, notes, draft or document.

2. On the toolbar, click **Check Spelling** 
OR
In the **Tools** menu, select **Check Spelling**.

The **Spell Checker** window opens. Your entire document is checked for spelling.

3. When the program finds a misspelled word, highlight the correctly-spelled word in the box at the bottom of the window.
4. Click  to place the new word into your document.
5. Click  to return to your work with your spelling corrections.


Note: A questioned word might be spelled phonetically (the way it sounds) and, when spoken, sounds correct. Use **Read Word Spelling** to hear the difference between the word you typed and the correct spelling.

Tools, Dictionary

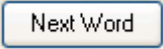

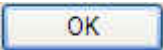
Check word meanings with the Franklin Dictionary.

1. Select a word in your document.


Note: If you do not select a word in your document by highlighting it, the Dictionary gives you the definition of the word that the cursor is currently in, or the word immediately following the cursor.

2. On the toolbar, click **Dictionary** 
OR
In the **Tools** menu, select **Dictionary**.

The **Dictionary** window opens and shows the first sentence with a misspelled word in your document.

3. If you think the spelling is correct, leave the word unchanged and go to the next word by clicking .
4. If you want to see the suggested spellings for the selected word, scroll through the list below the **Suggestions** field.
5. If you want to change the spelling of the selected word to another spelling, select the word in the list below the **Suggestions** field and click .
6. Click  to return to your work with your changes.

Note: If the cursor is at the end of a word or at the end of your document, the Dictionary gives you the definition of the word preceding the cursor.

Note: To speak and spell aloud both the word you looked up and the suggested word, place a check in the **Read Word Spelling** check box and then click .

Tools, Cue Misspelling

Turn auditory misspelling cue on or off. If you spell a word incorrectly, when the word is spoken, you will hear a sound afterwards. This will let you know you need to go back and spell the word correctly.


- In the **Tools** menu, select **Cue Misspelling**.

Note: When there is a check mark in the box, audio cuing is on. Click the box again to remove the check mark and turn audio cuing off.

Note: Cue Misspelling will sound for any word or name not found in the Franklin Dictionary.

Tools, Bibliography

Create a bibliography of the references (sources) you used in your work. Then, link your notes to their references.

- On the toolbar, click **Bibliographer** 
OR
In the **Tools** menu, select **Bibliographer**.

Note: See the **Create and Work with the Bibliographer** section in this guide for step-by-step procedures on how to use the Bibliographer tool.

Window Menu

The **Window** menu lets you switch between documents that you are working on. All currently open documents are listed in the menu.

- To switch to a particular document, select it in the **Window** menu.

Help Menu

Help, Draft:Builder Help

The **Help** menu lets you find answers to your questions about how to use Draft:Builder 6.

Help, How To...

If you are connected to the Internet, view short videos on how to do Draft:Builder 6 tasks.

Help, About

See contact information for getting help through Customer Success / Sales, technical support, and Internet.




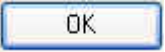
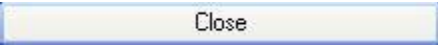
Teacher Central

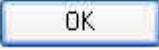
Teacher Central is available if you are signed in as a teacher. In Teacher Central, you can:

- Open and comment on learner documents
- Create Assignment Templates and assign them to learners
- Set learner preferences
- Manage learners' work
- Create new learners



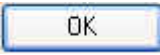
Note: You can access Teacher Central if you have SOLO 6 installed.

Sign In as a New Teacher

1. On your Desktop, double-click .
2. Click 
OR
In the **Tools** menu, select **Teacher sign in**.
3. To create a new teacher name, click .
4. In the **Type your name** field, type your name.
5. In the **Type default password** field, type **school**.
6. In the **Type New Password** field, type a new password to use with the sign in name.
7. In the **Re-Type New Password** field, type in the same password.
8. Click .
9. In the Class Management window, click . **Teacher Central** opens.

Note: If the name you typed is already in the **User** drop-down list, you will get a message letting you know. Click  in the message. In the New Teacher window, create a new Teacher Sign In again using a different user name.

Sign In as an Existing Teacher

1. On your Desktop, double-click .
2. Click 
OR
In the **Tools** menu, select **Teacher sign in**.
3. In the **User** drop-down list, select your sign in name.
4. In the **Password** field, type your password.
5. Click . Teacher Central opens.

Content Management View


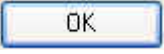
Teacher Central opens in the **Content Management**  view.

Assign an Assignment Template to a Learner

Assign your Assignment Templates to specific learners. By doing this, learners see only the Assignment Templates that they need to see in their **Document-Existing Work** list.

1. In the Content Management view, select the assignment that you want to assign in the **File** list.

Note: Look at the **Preview** panel to confirm this is the Assignment Template you want.

2. On the toolbar, click . The **Assign Content** window opens.
3. Select the tab that contains the learners you want to assign.
4. Place a check in the checkbox next to the learner name or names of the learner to whom you want to assign this Assignment Template.
5. When you are finished, click .

Change the Description of an Assignment Template

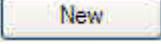
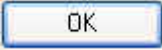
When you created an Assignment Template, you entered a short description to help you remember what the Assignment Template is about. Later, you might find that the description should be changed. For example, you may want to make it clearer, more complete or delete some text.

1. In the **File** list in the Content Management view, select the Assignment Template that contains the description you want to change.

2. In the **Description** panel on the lower right, place your cursor where you want to add text.
3. Begin typing. If there is text to the right, it will move to the right to make room for the new text.
4. If you want to replace or remove text in the **Description**, highlight the text and type to replace it or press **Delete** to remove it.

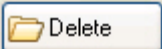
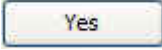
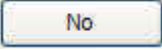
Create a Curriculum Folder

Organize content according to your instructional needs by creating Curriculum Folders. Curriculum Folders allow the teachers to quickly find and assign content within their curricula.

1. In the Content Management view, click  at the bottom of the **Curriculum folders** list on the left. The **New Folder** window opens.
2. Type a name for the new folder in the **Please enter a name for the new folder** field.
3. Click . The new Curriculum Folder name appears in the **Curriculum folders** list.
4. Click and drag the Assignment Template you want to save in the new Curriculum Folder from the **File** list from the right. Release the mouse button when your cursor is over the new Curriculum Folder.

Delete a Curriculum Folder

You might find that your Curriculum Folder list contains a Curriculum Folder that you no longer use. You can remove the Curriculum Folder that you do not find helpful to your instructional needs.

1. In the **Curriculum folders** list on the left in the Content Management view, select the Curriculum Folder you want to remove.
2. Click  at the bottom of the **Curriculum Folders** list. A message appears asking you if you want to delete the selected folder.
3. If you are sure you want to remove the Curriculum Folder, click 
OR
If you want to keep the Curriculum Folder, click . You return to the Content Management view.

Note: When you delete a Curriculum Folder, you do not delete the Assignment Templates or other contents within it. Only the Curriculum Folder is deleted.

Delete an Assignment Template or Outline Template

You can remove any template that you do not use or do not want your learners to use.

Note: Only a teacher can remove an Assignment Template or Outline Template.

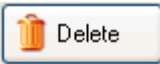
1. In the upper-left panel in the Content Management view, do one of the following:

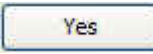
If you want to delete an Assignment Template, click  **Assignment Templates**
OR

If you want to delete an Outline Template, click  **Outline Templates**.

The corresponding list of templates appears in the **File** list to the right.

2. Find the document you want to delete and select it.

3. On the toolbar, click . A message appears asking you if you want to delete the selected file.

4. If you are sure you want to remove the document, click  OR

If you want to keep the document, click . You return to the Content Management view.

Rename Assignment Templates and Outline Templates

You can change the name of an Assignment Template or Outline Template. You may find that your template will be more meaningful if it had a different name.

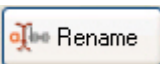
1. In the upper-left panel in the Content Management view, do one of the following:

If you want to rename an Assignment Template, click  **Assignment Templates**
OR

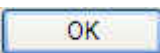
If you want to rename an Outline Template, click  **Outline Templates**.

The corresponding list of templates appears in the **File** list to the right.

2. In the **File** list, select the document you want to rename.


3. On the toolbar, click . The **Rename file or folder** window opens.

4. Type a new name for the document or folder.

5. Click . You return to Teacher Central and the new name appears in the **File** list.

Search for an Assignment Template or Outline Template

Use the Search feature to quickly find an Assignment Template or Outline Template. Type all or part of a word and search for Assignment Templates or Outline Templates with that word in their names.

1. In the Content Management view, select the content area you are searching within.
2. On the toolbar in the **Search** field  , type all or part of a word you are looking for.

Note: The letter or sequence of letters does not have to be at the beginning of a file name. They are found anywhere within the file name. For example, if you type READ, you find the files “Read and Write about Space” and “Take Notes From Reading”.

View and Open Documents

The Content Management view lets you view and open files. You may want to open files to edit them if you are creating Assignment Templates.

1. In the upper-left panel in the Content Management view, do one of the following:

If you want to view an Assignment Template, click  **Assignment Templates**
OR

If you want to view an Outline Template, click  **Outline Templates**.


The corresponding list of templates appears in the **File** list to the right.

2. To open a document, double-click a document name in the **File** list.


Note: For a brief description of the selected Assignment Template, view the description in the **Description** panel in the lower-right. The teacher typed this description when the file was created and saved.

Create an Assignment Template

An Assignment Template is a document created by teachers and assigned to learners. Assignment Templates provide differentiated instruction for learners to use before, during and after reading or writing.

1. On the toolbar, click  **New Assignment Template...**
OR
In the **File** menu in Teacher Central, select **New Assignment**. The Create New Assignment window opens.
2. To help you decide what you want to do next, refer to the following procedures for the different ways a teacher can create a new Assignment Template.


Open a Blank Assignment Template

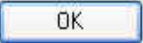
1. Click .

2. Click 

OR
In the Teacher Central **File** menu, select **New in** and **Draft:Builder**.

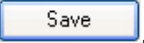
3. Create your Assignment Template.

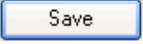
4. Click **Save**  to save your assignment.

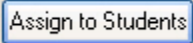
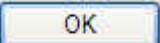
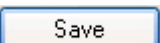
5. In the **Template Description** field, enter a brief description of the Assignment Template and click .

Note: Later, this description appears in Teacher Central and Student Central when you or a learner selects the Assignment Template to see a preview.

6. In the **File name** field, enter a name for the Assignment Template.


Note: If you want to save your template as an Outline Template, select Outline Template from the **Format** drop-down list and click .

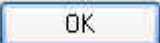
7. If you want to save your template and return to your assignment, click .

8. If you also want to assign your template to learners, click , place a check in the checkbox next to the name of the learner you want to assign, click  and then .


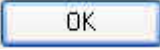
Open a Saved Assignment Template

This is where you can create an assignment template based on an already existing Assignment Template. This saves you the time it would take to create a new Assignment Template.

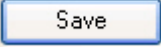
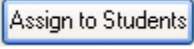
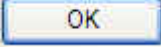
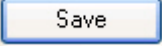
1. Click .

2. Select the Assignment Template on which you want to base your new Assignment Template and click .

3. Create your Assignment Template.

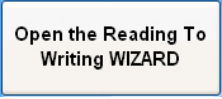
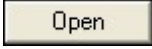
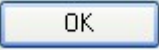

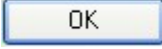
4. On the toolbar, click **Save** .
5. Enter a brief description of the Assignment Template and click .

Note: Later, this description appears in Teacher Central and Student Central when you or a learner selects the Assignment Template to see a preview.

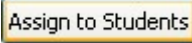
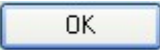
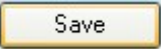
6. In the **File name** field, enter a name for the Assignment Template.
7. If you want to save and return to your work, click .
8. If you also want to assign your template to learners, click , place a check in the checkbox next to the name of the learner you want to assign, click  and then .

Open the Reading to Writing Wizard

The Wizard steps you through creating an Assignment or Outline Template that develops reading skills.

1. Click .
2. Select the eText you want to use and click .
3. Select the outline template you want to use and click .
4. Modify your Assignment or Outline Template.
5. On the toolbar, click **Save** .
6. Enter a brief description of the Assignment or Outline Template and click .
7. In the **File name** field, enter a name for the Assignment or Outline Template.
8. In the **Format** field, select **Assignment** or **Outline Template** from the drop-down list.

Note: Most of the time, you select **Assignment**. Use **Outline Template** when you create an outline that you want to make available to other teachers for creating assignments or by learners for adding outlines.

9. If your file is an Assignment (not an Outline Template), click , check the boxes for the students that you want to have this assignment, click  and click .

Student Documents View

The Student Documents view is where work for learners is organized. Each learner has a folder that contains Assignment Templates and also a folder that contains the learner's own work. Teachers can review work in progress or work completed and comment on the work in the learner's document.

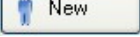


To see the Student Documents view, click **Student Documents**

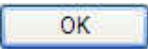
View Learners and Classes

- Display a list of the learners in a specific class by selecting a class name from the **Class** drop-down list.

To Add a New Learner


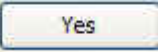
1. At the bottom of the list of learner names on the left, click .
2. Enter the learner's name.

Note: You cannot enter a name of a learner already in the list of learners. The name must be unique.

3. Click . The new name appears in the class list.

Note: If you add a learner with a class selected, the learner is automatically added to that class. The learner is also added to the complete list of learners.

Delete a Learner


1. In the list of learners, select the name of the learner you want to delete.
2. At the bottom of the list of learner names on the left, click .
3. Click  to confirm that you want to delete the learner from the list.

View and Open Learner Documents

Documents are organized in two folders:

- **Assignment Templates** – all Assignment Templates assigned to the learner.
- **My Work** – all documents worked on by the learner or documents that the learner created.

Note: You can see learner documents only if they were saved in Student Central. If learners saved their documents somewhere else, you need to copy them from that folder and paste them into their folder within the program. When a learner is first set up, the program automatically creates this folder.

1. At the top left of the Teacher Central window, click **Student Documents** .
2. In the Class List, select the learner's name. The **Assignment Templates** and **My Work** headings contain the Assignment Templates and work for the selected learner.

Note: The Class List in the left panel lists all learners by default. If your list is long, you can display a shorter list by selecting the class that contains the learner's name in the **Class** drop-down list.

3. Double-click a document that is in the My Work folder to open it. You can then write comments on completed work as well as work-in-progress.

Search for Learners' Work

Use the Search feature to quickly find work saved by your learners. Type all or part of a word and search for documents with that word in their names.


1. In the Student Documents view, select **My Work** and the learner's name.
2. On the toolbar in the **Search** field , type all or part of a word you are looking for.

Note: The letter or sequence of letters does not have to be at the beginning of a file name. They are found anywhere within the file name. For example, if you type READ, you find the files "Read and Write about Space" and "Take Notes From Reading".

Create Locked Text


You can use Locked text to write comments in your learner's outline or draft. You can also add Locked Text to give directions and extra help to learners. Locked Text can be read aloud for extra help in understanding teacher comments and can be hidden for reading and/or printing a finished assignment.

Create Locked Text in an Outline

1. In the Outline panel, click a green level subtopic to which you want to add Locked Text. (Locked Text can be inserted above a green subtopic only.)
2. Click **Insert Locked Text** . A blank field is inserted above the green subtopic.
3. Enter your Locked Text.
4. Click outside of the Locked Text field anywhere in the Outline panel. The Locked Text is highlighted in yellow.

Create Locked Text in a Draft

1. In the Draft panel, type your comments that you want to save as Locked Text.
2. Highlight the text you just typed.
3. On the toolbar, click **Lock/Unlock Text** . The Locked Text is highlighted in yellow.

Note: If you decide later that you do not want your comments in Locked Text, highlight your comments and click . The yellow highlighting is removed and the comments remain.

Student Preferences View

The Student Preferences view is where teachers can set speech, highlighting, display and font attributes. Teachers can also set options for learner passwords. Teachers have to set them only one time.

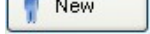
Note: Learners need to be signed in for them to use the display preferences you set here.

To see the Student Preferences view, click **Student Preferences** .

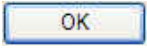
View Learners and Classes

- Display a list of the learners in a specific class by selecting a class name from the **Class** drop-down list.

Add a New Learner


1. At the bottom of the list of learner names on the left, click .
2. Enter the learner's name.

Note: You cannot enter a name of a learner already in the list of learners. The name must be unique.

3. Click . The new name appears in the class list.

Note: If you add a learner with a class selected, the learner is automatically added to that class. The learner is also added to the complete list of learners.

Delete a Learner

1. In the list of learners, select the name of the learner you want to delete.
2. At the bottom of the list of learner names on the left, click .

3. Click to confirm that you want to delete the learner from the list.

Set Preferences to Highlight Text When Speaking

When the speech option is on, words are highlighted as they are spoken. This helps learners follow text as they read and hear at the same time.

If you want the text to be highlighted one sentence at a time as it is spoken, select **Highlight Sentence by Sentence** in the **Highlight text when speaking** group on the left in the Learner Preferences view.

Set Preferences to Speak When Writing

When the speech option is on, the text that learners write is spoken as they write. You can have the text spoken in more than one way. For example, you can have words spoken letter-by-letter. Choose one or more of the preferences in the **Speak when writing** group to set the speech how you think will help the student learn best.

1. If you want each word to be spoken letter-by-letter, place a check in the **Speak Letters** check box.
2. If you want each word to be spoken as the learner types, place a check in the **Speak Words** check box.
3. If you want to wait until a learner types an entire paragraph before it is spoken, place a check in the **Speak Paragraphs** check box.
4. If you want to wait until a learner types an entire sentence before it is spoken, place a check in the **Speak Sentences** check box.

Set Speech Preferences

When the speech option is on, you can speak text or Locked Text in a voice of your choice. You can also set the sound and speed of the text to make it easier for your learners to follow along.

1. To choose the type of text to speak, select **Text** or **Locked Text**.

Note: When you select **Text**, the **Same voice for locked text** check box becomes active. You can use the same voice for all text by placing a check in the **Same voice for locked text** check box. If you want to use different voices for text and locked text, leave the **Same voice for locked text** check box empty.

2. Select the type of voice to use in the **Voice** drop-down list.

IMPORTANT LEGAL NOTE: The voices from which you can choose are **Heather**, **Ryan**, any Microsoft system voice and any Macintosh system voice. If you have other text reader programs installed on your computer, you may see additional choices. *You need to contact the manufacturer of those voices to get permission to legally use them depending on your license agreement.*

3. Adjust the speed of the speech by dragging the **Speech Rate** slide bar to the left to make the speech slower

OR

Drag the **Speech Rate** slide bar to the right to make the speech faster.

4. Adjust the pitch of the speech by dragging the **Pitch** slider bar to the left to make the pitch lower

OR

Drag the **Pitch** slide bar to the right to make the pitch higher.

5. Adjust the volume of the speech by dragging the **Volume** slide bar to the left to make the speech quieter

OR

Drag the **Volume** slide bar to the right to make the speech louder.

Note: The numbers above the slide bars will increase or decrease as you drag the slider bar to the left or right to indicate the amount of the adjustment.

Set Toolbar Preferences

The toolbar you see is known as the Advanced Toolbar. The difference between the Advanced Toolbar and the Simple Toolbar is that the Simple Toolbar contains fewer buttons – only the most frequently used buttons display.

1. Select **Simple Toolbars** or **Advanced Toolbar**.
2. Select the size of the toolbar buttons by selecting either **Small Toolbars** or **Large Toolbars**.


Note: Although both toolbars can be set to small or large, keep in mind that if you set Advanced Toolbars to **Large**, all buttons do not appear on your screen. You need to click the arrow where the toolbar ends and select an option from the drop-down list.

Set Display Preferences

Set options for how you want text to appear and the color to use for the background, text and selection.

1. In the **Display** group on the right, select the font to use in the first drop-down list to the right of **Text Font & Size**.
2. In the **Display** group on the right, select the text size to use in the drop-down list next to the font drop-down list.

Note: To help you make your font and size choices, you can see a sample of your selections in the **Sample** field.

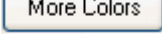
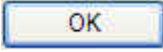
3. Click .
4. If you want to change the color of the background, select **Background Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the text, select **Text Color** on the left side and then

click a color in the **Selected Color list**

OR

If you want to change the color of the selection, select **Selection Color** on the left side and then click a color in the **Selected Color list**.

5. Click .

Note: If you do not see the color you want to use, click  to see additional colors from which you can choose. Click  when you have selected your color preference.

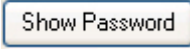
Set Preferences to Speak Toolbar Buttons and Dialog Boxes

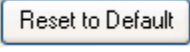
You can choose whether or not a description of a toolbar button or dialog box (window) is spoken when you place your mouse over it.

- Click the box to turn **Speak Toolbar Buttons and Dialog Boxes** on or off. When the box is checked, **Speak Toolbar Buttons and Dialog Boxes** is turned on. When the box is clear, **Speak Toolbar Buttons and Dialog Boxes** is turned off.

See and Reset Learner Password

When you select a learner in Teacher Central, the learner's password appears as a row of bullets under **Student Passwords** at the bottom-right side of the screen. If learners forget their password and they ask you to tell them what it is, you can use Teacher Central to see it.

- To see the current password, click and hold . The password appears in the field and replaces the bullets.

Note: The default password for all learners is **123456**. If a password has been changed to something else and you want to reset it back to **123456**, click .

Menus in Teacher Central

File Menu in Teacher Central

File, New Assignment in Teacher Central

1. On the toolbar, click .
OR.
In the **File** menu in Teacher Central, select **New Assignment**.
2. To help you decide what you want to do next, read the options below for an overview of the different ways a teacher can create a new Assignment Template.

Note: For step-by-step procedures on using these options, see the **Create an Assignment Template** section in this guide.

Open a BLANK Assignment Template

Create your own new assignment.

Open a SAVED Assignment Template


Create an Assignment Template based on an Assignment Template on your computer.

Open the Reading to Writing WIZARD

Create an Assignment Template using an existing Outline Template.

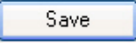
File, New In - in Teacher Central

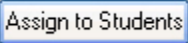
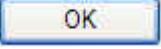
1. In the **File** menu, select **New In** and select **Draft:Builder**.
2. Create your Assignment Template.

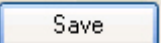
3. On the toolbar, click **Save** .

4. Enter a brief description of the Assignment Template and click .

5. In the **NAME** field, enter a name for the Assignment Template.

Note: If you want to save your template as an Outline Template, select Outline Template from the **Format** drop-down list and click . You do not need to assign an Outline Template to learners.

6. Click  to assign the new Assignment Template to learners. To do this, place a check in the checkbox for the learners you want to assign and click .

Note: If you want to assign your new Assignment Template at a later time, you can skip this step and click .

7. Click .

File, Open In - in Teacher Central


In Content Management View 

1. In the upper-left, click **Outline Templates**.
2. In the column on the right, select the Outline Template you want to open.
3. In the **File** menu, select **Open in** and select **Draft:Builder**.

In Student Documents View .

1. In the column on the left, select the learner's name in the list of learners.
2. In the column on the right, select the Assignment Template or document you want to open in the **Assignment Templates** folder or the **My Work** folder.
3. In the **File** menu, select **Open in**.
4. Choose **Draft:Builder**.

File, Quit/Exit in Teacher Central

- On the Teacher Central toolbar, click **Quit/Exit** 
OR.
In the **File** menu, select **Quit/Exit**

Note: If you have any open documents, a message appears asking if you want to save them.

Edit Menu in Teacher Central

The **Edit** menu contains standard commands for editing.

Edit, Cut in Teacher Central

Cut is a standard command used for editing. Remove selected text.

Edit, Copy in Teacher Central

Copy is a standard command used for editing. Make a copy of selected text.

Edit, Paste in Teacher Central

Paste is a standard command used for editing. Place cut or copied selection in your work at the cursor.

Tools Menu in Teacher Central


The **Tools** menu provides tools to help you manage learners and classes, edit the way words are pronounced, customize the dictionary, change your password and make backup copies of Draft:Builder 6.

Tools, Class Management in Teacher Central

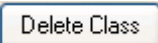
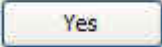
In the **Class Management** window, you can add or delete classes or learners.

- In the **Tools** menu, select **Class Management**.

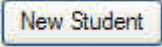
To add a class:

1. At the bottom of the **Class Lists** panel on the left, click .
2. In the **Class Name** field, type a new class name.
3. Click .
4. Add learners to the new class by selecting **All Students** in the **Class List**. Then, click and drag the learners that you want to assign to your new class from the **Students** list to the new class.

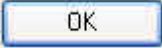
To delete a class:

1. In the **Class List**, select the class you want to delete.
2. At the bottom of the **Class Lists** panel on the left, click . A message appears asking if you are sure you want to delete the class.
3. Click  to confirm that you want to delete the class you selected.

To add a new learner:

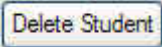
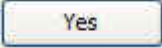
1. Click . The **New Student** window opens.
2. Enter the learner's name.

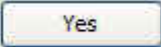
Note: You cannot enter a name of a learner already in the list of learners. The name needs to be unique.

3. Click . The new name appears in the class list.

Note: You can add a new learner to all classes or to all classes and a selected class. If you add a learner with a class selected, the learner is automatically added to that class. The learner is also added to the list of all learners.

To delete a learner:

1. In the list of learners, select the name of the learner you want to delete.
2. Click . A message appears asking if you are sure you want to delete the learner.
3. Click  to confirm that you want to delete the learner from the list.

Note: If you click  and do not have a name selected, Teacher Central deletes the name at the top of the list.

Tools, Pronunciation in Teacher Central

Display the Pronunciation window where you can add a word or abbreviation to the Pronunciation Dictionary, change the pronunciation or delete a word or abbreviation.

Note: This feature is not available if you are using Heather or Ryan (Windows) or Alex (Macintosh) voice settings.

Note: Teachers and learners can find the same Pronunciation window in **Speech** menu.

To add a new word or abbreviation to the Pronunciation Dictionary:

Add a word or abbreviation to the Pronunciation Dictionary to have it pronounced correctly.

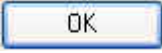
1. In the **Tools** menu, select **Pronunciation**. The Pronunciation window opens.
2. Click the **Special Words** tab to add a word
OR
Click the **Abbreviations** tab to add an abbreviation.

3. Click . The New Entry window opens.

4. In the **Key** field, type the word or abbreviation you want spoken (pronounced) correctly.
5. In the **Translation** field, type the word phonetically—spell it the way it sounds. For example, if the key word is Triceratops, spell it phonetically—tri sara tops. This will be how the word is pronounced when spoken.

6. Click  next to the **Translation** field to hear how your **Translation** spelling sounds.

Note: If the word is not pronounced correctly, try different spellings until the word is pronounced the way you want it to be spoken.

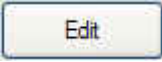

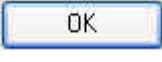
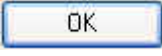
8. Click  to return to the Pronunciation window.

9. Click  to return to Draft:Builder 6 with your changes.

To edit the pronunciation of a word or abbreviation in the Pronunciation Dictionary:


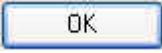
Edit the way the computer speaks (pronounces) a word or abbreviation.

Note: Learners and teachers can use the Pronunciation Dictionary found in the **Speech** menu. Only teachers can use the same Pronunciation Dictionary found in the Teacher Central **Tools** menu.

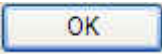
1. In the **Tools** menu, select **Pronunciation**. The **Pronunciation** window opens.
2. Click the **Special Words** tab to find the word to change
OR
Click the **Abbreviations** tab to find the abbreviation to change.
3. Select the word or abbreviation for which you want to change the pronunciation.
4. Click . The Edit Entry window opens.
5. In the **Translation** field, change the phonetic spelling of the word—spell it the way it sounds.
6. Click the second  to hear how your **Translation** spelling sounds. Try different spellings until the word is pronounced correctly.
7. Click  to return to the Pronunciations window.
8. Click  to return to the program with your changes.

To delete a word or abbreviation from the Pronunciation Dictionary:

Learners and teachers can use the Pronunciation Dictionary found in the **Speech** menu.

1. In the **Tools** menu, select **Pronunciation**. The Pronunciation window opens.
2. Click the **Special Words** tab to find the word to delete
OR
Click the **Abbreviations** tab to find the abbreviation to delete.
3. Select the word or abbreviation you want to remove and click .
4. Click  to return to the program with your changes.

Tools, Teacher Password in Teacher Central

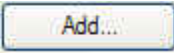
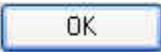
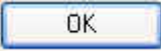
1. In the **Tools** menu, select **Teacher Password**. The **Change Password** window opens.
2. In the **Old password** field, type your current password.
3. In the **Type New Password** field, type a new password.
4. In the **Re-Type New Password** field, type the new password again.
5. Click . You return to Teacher Central.

Tools, User Dictionary in Teacher Central

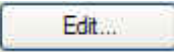
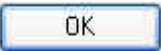
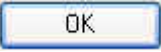
Allows a teacher to add to, edit or delete from the User Dictionary. The User Dictionary is used to make changes to the dictionary, which is used to check spelling. Making changes to the User Dictionary lets you add spellings that are not recognized by the Franklin Spell Checker. This means that words that are spelled correctly will not be flagged as incorrect because they are not in the dictionary.

1. In the **Tools** menu, select **User Dictionary**.
2. Do one of the following to use the User Dictionary:

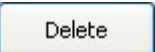
To add an entry to the User Dictionary:

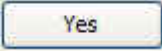
1. Select the word that is below where you want your entry to appear. If this is the first word being added, skip this step.
2. Click . The **Add** window opens.
3. Type the word you want to add to the dictionary.
4. Click . The new word appears above the selected entry.
5. Click  to close the User Dictionary and return to Teacher Central. The next time you open the User Dictionary, your word will appear in alphabetical order.

To edit an entry in the User Dictionary:

1. Select the word that you want to edit.
2. Click . The Edit window opens.
3. Enter your change.
4. Click . Your changed word appears in the User Dictionary.
5. Click  to close the User Dictionary and return to Teacher Central.

To delete an entry from the User Dictionary:

1. Select the word you want to delete.
2. Click . The Delete Word message opens asking if you are sure you want to delete the selected word.

3. Click  to confirm that you want to delete the selected word.

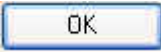
4. Click  to close the User Dictionary and return to Teacher Central.

Tools, Create Backup in Teacher Central

Store a backup copy of your Draft:Builder 6 data so that you can restore it in case you lose or damage your current data.

1. In the **Tools** menu, select **Create Backup**. A message appears letting you know that you are about to back up teacher names and passwords, lists of learners and learner profiles.

Note: You need to back up Assignment Templates and learners' work with a separate backup system.

2. Read the message and click . The **Choose a file** window opens.

3. In the **Save in** drop-down list, choose a location for the backup copy.

4. In the **File name** field, either accept the default name or type a new name for the backup copy.

5. Click .

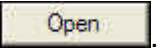
Note: Save the backup copy on another medium (e.g., CD, network, or another computer) than the location of the current copy of Draft:Builder 6 in case your computer stops working.

Tools, Restore Backup in Teacher Central

1. In the **Tools** menu, select **Restore Backup**. The Choose a file window opens.

2. In the **Look in** field, select the location of the backup copy you want to restore.

3. In the field below the **Look in** field, select the backup file to restore.

4. Click . The data from the date of the backup is restored on your computer.

Help Menu in Teacher Central

The **Help** menu lets you find answers to your questions about how to use Draft:Builder 6.


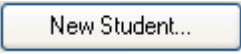
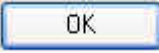
Student Central

Student Central keeps all of your work in one place. Both you and your teacher may access your work. In Student Central, you can:

- Work on an existing document
- Open an assignment created by a teacher
- Create a new document
- Delete your own work
- Use individual preferences set by your teacher
- Search for a document you created

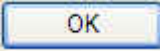
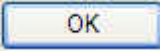
Note: You can access Student Central if you have SOLO 6 installed.

Sign In as a New Learner

1. On your Desktop, double-click .
2. In the **File** menu, select **Sign In**. The Sign In window appears.
3. In the Sign In window, click .
4. In the **Please enter your name** field, type your name.
5. To finish creating your sign in name, click . Your name appears in the list of learners.


Note: If the name you typed is already in the list, you will get a message telling you to enter a different name.

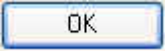
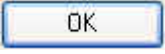
If you see this message, click , type in another name, and click . You return to the Sign In window.

6. In the Sign In window, select your name.
7. Click .
8. If you are asked for a password, type **123456**.
9. Click . **Student Central** opens.

Tip: To make your sign in name different and still describe yourself, try typing your first name and the first initial of your last name.

Sign In as an Existing Learner

1. On your Desktop, double-click .

2. In the **File** menu, select **Sign In**. The Sign In window appears.
3. In the Sign In window, select your name.
4. Click .
5. If you are asked for a password, type **123456**.
6. Click . Student Central opens.

Assignment Templates Folder

The **Assignment Templates** folder in the **Document** list contains the Assignments Templates created by your teacher. Assignment Templates provide instruction for you to use before, during and after reading.

1. To open an Assignment Template, click the plus sign (+) next to the **Assignments Templates** folder. (No plus sign means that no Assignment Templates are assigned to the selected learner.)
2. Double-click a file name in the Assignment Templates folder to open it.
3. Follow the directions in the Assignment Template to create your own work.
4. Save your work. (See the **Save Your Work** section in this guide for details.)


Note: When you save an Assignment Template, it is saved in the **My Work** folder and .djs is added to the end of the file name.

My Work Folder


The **My Work** folder contains the documents created or modified by a learner. Whenever you save your work in Student Central, it is saved in the **My Work** Folder.

1. Double-click a file name in the **My Work** folder to open it.
2. If your teacher reviewed your work since you opened it last, you can see teacher comments highlighted in yellow.
3. Modify your work and save it. Follow the procedures in this guide to learn how to modify and save your work.

Note: When you save your work, the file name appears in the **My Work** folder.

4. To delete your work, select an item in the **My Work** folder and click .

Create a New Document


1. In the top-left corner of the Student Central screen, click .
2. Create your work and save it. Follow the procedures in this guide to learn how to create and save your work.

Note: When you save your work, the file name appears in the **My Work** folder.

Menus in Student Central


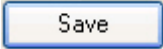

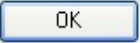
File Menu in Student Central

File, New Document in Student Central


1. On the toolbar, click .

OR

In the **File** menu, select **New** and click .

2. Create your work. Follow the procedures in this guide to learn how to create your work.
3. On the toolbar, click **Save** .
4. In the **NAME** field, type a name for your work and click .
5. If you want to change the default location click , select a different location and click .

Quit/Exit in Student Central

- On the Student Central toolbar, click **Quit/Exit** 
OR
In the **File** menu, select **Quit/Exit**.


Note: If you have any open documents, a message appears asking if you want to save them.

Edit Menu in Student Central

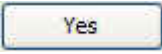
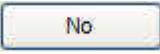
Delete in Student Central

In Student Central, you can delete any documents in the **My Work** folder. You cannot delete Assignment Templates in the **Assignment Templates** folder.

1. In the **My Work** folder, select the document that you want to delete.

2. On the toolbar, click  **Delete**
OR
In the **Edit** menu, select **Delete**.

A message appears asking you if you want to delete the selected document.

3. Click  **Yes** to delete the document or click  **No** if you want to keep the document.

Help Menu in Student Central

Get help on using Draft:Builder 6 features.

Administrator Activities


Administrator activities are available if you are signed in as the Administrator. The Administrator can:

- Change the universal student password
- Enable and disable student passwords
- Add, delete and rename teachers
- Change teacher passwords

Note: You can perform Administrator activities if you have SOLO 6 installed.

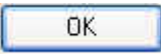
Sign In as the Administrator

1. On your Desktop, double-click .

2. Click 
OR
In the **Tools** menu, select **Teacher sign in**.

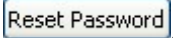
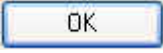
3. In the **User** drop-down list, make sure that **Administrator** is selected.

4. In the **Password** field, type **admin1**.

5. To complete the sign in, click  **OK**. The Administrator window appears.


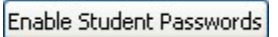
6. In the Administrator window, delete a teacher, reset a teacher's password, add or rename a new teacher:

Change the Universal Student Password


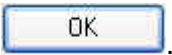
1. In the Administrator window, click .
2. Type the new password.
3. Re-type the new password in the next field and click .

Enable and Disable Student Passwords


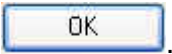
The status of student passwords appears on the left side of the Administrator window. ENABLED means that learners need to use their password to sign in Student Central. DISABLED means that learners *do not* need to use their password to sign in Student Central.

1. If the status is ENABLED and you do not want learners to enter a password, click .
2. If the status is DISABLED and you want learners to be required to use a password, click .


Reset a Teacher's Password

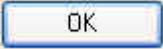
1. In the **Teacher's name** drop-down list, select the teacher.
2. Click .
3. In the **Type New Password** field, type the new password.
4. In the **Re-Type New Password** field, type the new password again.
5. Click .

Add a New Teacher


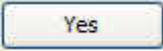
1. Click .
2. In the **Teacher's name** field, enter the name of the new teacher.
3. In the **Teacher's password** field, enter the new password for the teacher.
4. Click .

Rename a Teacher

1. Click .

2. In the **Old teacher's name** drop-down list, select the teacher.
3. In the **New teacher name** field, type the new name.
4. Click .

Delete a Teacher

1. In the **Teacher's name** drop-down list, select the teacher you want to remove.
2. Click .
3. In the Delete Teacher window, click .

Speech Abbreviations

When Draft:Builder 6 speaks what you write, it recognizes common abbreviations and speaks them correctly. For example, when you type the word "Mr." the computer speaks the word "mister." Following is a list of the abbreviations that Draft:Builder 6 recognizes.

Note: New abbreviations may be added to the Pronunciation Dictionary, which is found in the **Speech** menu.

A

Abbreviation	Spoken as ...
a.c.	air conditioning
A.D.	AD
a.k.a.	also known as
a.m.	AM
A.M.	AM
A.P.	AP
A.R.	AR
AC	alternating current
AL	Alabama
Ala.	Alabama
Alas.	Alaska
Alta.	Alberta
anon.	anonymous
Apr.	April
apt.	apartment
AR	Arkansas
Ariz.	Arizona
Ark.	Arkansas
ASAP	as soon as possible

assn.	association
assoc.	association
asst.	assistant
atm.	atmosphere
attn.	attention
ave.	avenue
Ave.	avenue
AZ	Arizona

B

Abbreviation	Spoken as ...
B.	B
b.	B
B.A.	BA
B.C.	BC
B.S.	BS
BC	British Columbia
Bldg.	Building
Bldv.	boulevard
bp	boiling point
BP	blood pressure
bro.	brother
bro.	brothers
BSA	Boy Scouts of America
bsh.	bushel

C

Abbreviation	Spoken as ...
c.	C
C.	C
C.D.T.	Central Daylight Time
C.E.O	CEO
C.I.A.	Central Intelligence Agency
C.J.	chief justice
C.P.A.	CPA
C.P.U.	CPU
C.S.T.	Central Standard Time
CA	California
cal	calorie
Cal.	California
Calif.	California
Can.	Canada

capt.	captain
cc.	chapters
CDT	Central Daylight Time
cg	centigram
cm	centimeters
CO	Colorado
Co.	Company
Colo.	Colorado
Conn.	Connecticut
contd.	continued
Corp.	corporation
cos	cosine
cosec	cosecant
Cr.	credit
csc	cosecant
CST	Central Standard Time
CT	Connecticut
ctn.	carton
cu	cubic
cu.	cubic

D

Abbreviation	Spoken as ...
D.	D
d.	D
D.C.	DC
D.J.	DJ
DC	District of Columbia
DE	Delaware
Dec.	December
deg.	degree
Del.	Delaware
Dept.	Department
dia.	diameter
diam.	diameter
Dir.	director
Dist.	district
DJ	DJ
doz.	dozen
Dr.	doctor
dz.	dozen

E

Abbreviation	Spoken as ...
E	East
E.	E
e.	E
E.D.T.	Eastern Daylight Time
E.S.T.	Eastern Standard Time
ea.	each
EDT	Eastern Daylight Time
ENE	east-northeast
ER	emergency room
ESE	east-southeast
esp.	especially
EST	Eastern Standard Time
est.	established
etc.	et cetera

F

Abbreviation	Spoken as ...
F	Fahrenheit
F.	F
f.	F
Feb.	February
fl	fluid
FL	Florida
Flor.	Florida
Fr.	French
Fri.	Friday
ft.	feet
fth.	fathom
fur.	furlong
FYI	for your information

G

Abbreviation	Spoken as ...
g	gram
G.	G
g.	G
G.B.	Great-Britain
GA	Georgia
Ga.	Georgia
gal.	gallon

gm	gram
gtd.	guaranteed

H

Abbreviation	Spoken as ...
H.	H
h.	h
H.S.	high school
hf	high frequency
hgt.	height
HI	Hawaii
Hon.	honorable
hp	horsepower
Hq.	Headquarters
hr	hour
hr.	hour
hrs	hours
hrs.	hours
HS	high school
ht	height
Hts.	Heights
Hwy.	highway
hwy.	highway
Hz	Hertz

I

Abbreviation	Spoken as ...
I.	I
i.	I
i.e.	IE
IA	Iowa
la.	Iowa
ID	Idaho
Id.	Idaho
ie	IE
IL	Illinois
Ill.	Illinois
IN	Indiana
in.	inch
Inc.	incorporated
Ind.	Indiana
intl.	international

IRS	Internal Revenue Service
is.	island
Is.	island
isth.	isthmus

J

Abbreviation	Spoken as ...
J.	J
j.	J
Jan.	January
Jr.	junior
jr.	junior
Jul.	July
Jun.	June
JV	junior varsity

K

Abbreviation	Spoken as ...
k	karat
K	karat
K.	K
k.	K
Kans.	Kansas
Ken.	Kentucky
kg	kilogram
kg.	kilogram
km	kilometer
km.	kilometer
KS	Kansas
kW	kilowatt
kWh	kilowatt-hour
KY	Kentucky
Ky.	Kentucky

L

Abbreviation	Spoken as ...
l	liter
L	liter
L.	L
l.	L
LA	Los Angeles

La.	Louisiana
lat.	latitude
lb.	pound
lm	lumen
Ln.	lane
long.	longitude
lt.	lieutenant
Ltd	Limited
Ltd.	Limited

M

Abbreviation	Spoken as ...
m	meter
M.	M
m.	M
M.A.	MA
M.B.A	MBA
M.D.	MD
M.Ed.	Master of Education
M.F.A.	Master of Fine Arts
M.L.S.	Master of Library Science
m.p.g.	miles per gallon
m.p.h.	miles per hour
M.S.	MS
M.S.T.	Mountain Standard Time
M.T.	Mountain Time
MA	Massachusetts
Maj.	major
Man.	Manitoba
Mar.	March
Mass.	Massachusetts
max.	maximum
MB	Manitoba
MD	Maryland
Md.	Maryland
Mdm.	Madam
mdse.	merchandise
ME	Maine
Me.	Maine
mfd.	manufactured
mg	milligram
MI	Michigan

MIA	missing in action
Mich.	Michigan
min	minute
min.	minute
Minn.	Minnesota
misc.	miscellaneous
Miss.	Mississippi
ml	milliliter
Mlle.	Mademoiselle
mm	millimeter
mm.	millimeter
MM.	Messieurs
Mme.	Madame
Mmes.	Mesdames
MN	Minnesota
MO	Missouri
Mo.	Missouri
mo.	month
Mon.	Monday
Mont.	Montana
mos.	months
mpg	miles per gallon
mph	miles per hour
Mr.	mister
Mrs.	missus
ms	millisecond
MS	Mississippi
Ms.	mizz
msec	millisecond
Msgr.	Monsignor
MST	Mountain Standard Time
MT	Montana
MVP	most valuable player
MW	megawatt

N

Abbreviation	Spoken as ...
N	north
N.	N
n.	N
N.C.	North Carolina
N.D.	North Dakota

N. Dak.	North Dakota
N.H.	New Hampshire
N.J.	New Jersey
N.M.	New Mexico
N. Mex.	New Mexico
N.S.	Nova Scotia
N.W.T.	Northwest Territories
n. wt.	net weight
N.Y.	New York
natl.	national
NB	New Brunswick
NC	North Carolina
ND	North Dakota
NE	Nebraska
Nebr.	Nebraska
Nev.	Nevada
Newf.	Newfoundland
NF	Newfoundland
Nfld.	Newfoundland
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NNE	north-northeast
NNW	north-northwest
no.	number
No.	number
nos.	numbers
Nos.	numbers
NS	Nova Scotia
ns	nanosecond
nsec	nanosecond
nt. wt.	net weight
NV	Nevada
NW	northwest
NY	New York
NYC	New York City
NYSE	New York Stock Exchange

O

Abbreviation	Spoken as ...
O.	o
o.	o

O.K.	OK
O.R.	operating room
Oct.	October
OD	overdose
OH	Ohio
OK	Oklahoma
Okla.	Oklahoma
ON	Ontario
Ont.	Ontario
OR	Oregon
Or.	Oregon
Ore.	Oregon
oz	ounce
oz.	ounce

P

Abbreviation	Spoken as ...
P.D.T.	Pacific Daylight Time
P.E.	physical education
P.E.I.	Prince Edward Island
p.m.	PM
P.M.	PM
P.O.	post office
P.O.W.	prisoner of war
P.R.	Puerto Rico
P.S.T.	Pacific Standard Time
P.T.	Pacific Time
P.T.A.	PTA
PA	Pennsylvania
Pa.	Pennsylvania
pat.	patent
PC	personal computer
pct.	percent
PDT	Pacific Daylight Time
PE	Prince Edward Island
Penn.	Pennsylvania
Penna.	Pennsylvania
pdf.	preferred
Ph.D.	PHD
pkg.	parking
pkwy.	parkway
Pkwy.	parkway

Pl.	place
PO	post office
pop.	population
POW	prisoner of war
ppd.	postpaid
PR	Puerto Rico
Pres.	president
Prof.	professor
PST	Pacific Standard Time
PT	Pacific Time
pty.	proprietary
PWA	Public Works Administration

Q

Abbreviation	Spoken as ...
Q.	Q
q.	Q
qt	quart
qt.	quart
QU	Quebec
Que.	Quebec

R

Abbreviation	Spoken as ...
r	radius
R&B	rhythm and blues
R.	R
r.	R
R.I.	Rhode Island
R.I.P.	rest in peace
R.R.	railroad
rd	rod
Rd.	road
RDA	recommended daily allowance
rep.	representative
Rep.	representative
reqd.	required
rev.	revision
RI	Rhode Island
RN	registered nurse
ROI	return on investment
RR	railroad

Rt.	route
Rte.	route
RV	recreational vehicle
rwy.	railway
ry.	railway

S

Abbreviation	Spoken as ...
S	south
S.	S
s.	S
S.C.	South Carolina
S. Dak.	South Dakota
S.E.	southeast
S.W.	southwest
Sask.	Saskatchewan
Sat.	Saturday
SC	South Carolina
SD	South Dakota
SE	southeast
Sen.	Senator
Sep.	September
Sept.	September
SK	Saskatchewan
SLC	Salt Lake City
so.	southern
So.	southern
Soc.	society
Sq.	square
Sr.	senior
sr.	senior
SSE	south-southeast
SSW	south-southwest
ST	Standard Time
St.	street
Sun.	Sunday
Supt.	superintendent
SW	southwest

T

Abbreviation	Spoken as ...
T.	T

t.	T
tan	tangent
tbs.	tablespoon
tbsp.	tablespoon
Tenn.	Tennessee
Terr.	Terrace
Tex.	Texas
Thu.	Thursday
Thurs.	Thursday
TLC	tender loving care
TM	trademark
TN	Tennessee
tn.	ton
tnpk.	turnpike
tpk.	turnpike
Treas.	Treasurer
tsp.	teaspoon
Tue.	Tuesday
Tues.	Tuesday
TVA	Tennessee Valley Authority
TX	Texas

U

Abbreviation	Spoken as ...
u.	U
U.	U
U.K.	United Kingdom
U.N.	United Nations
U.S.	United States
U.S.A.	United States of America
ult.	ultimate
UN	United Nations
Univ.	University
USA	United States of America
UT	Utah
Ut.	Utah
UV	ultraviolet

V

Abbreviation	Spoken as ...
V	volt
V.	V

v.	V
V.I.	Virgin Islands
V.P.	vice-president
VA	Virginia
Va.	Virginia
VI	Virgin Islands
VP	vice-president
vs.	versus
VT	Vermont
Vt.	Vermont

W

Abbreviation	Spoken as ...
W.	W
w.	W
w.p.m.	words per minute
W. Va.	West Virginia
W.W.I.	World War One
W.W.II.	World War Two
w/o	without
WA	Washington
Wash.	Washington
Wed.	Wednesday
WH	watt-hour
whsle.	wholesale
WI	Wisconsin
Wis.	Wisconsin
wk.	week
WNW	west-northwest
wpm	words per minute
WSW	west-southwest
wt.	weight
WV	West Virginia
WW I	World War One
WW II	World War Two
WY	Wyoming
Wyo.	Wyoming

X

Abbreviation	Spoken as ...
X.	X
x.	X

Y

Abbreviation	Spoken as ...
Y.	Y
y.	Y
Y.T.	Yukon Territory
yd	yard
yr.	year
YT	Yukon Territory

Z

Abbreviation	Spoken as ...
Z.	Z
z.	Z