

- **What is Draft:Builder 6?**
Draft:Builder 6 is a writing software technology that breaks down the writing process into manageable chunks to structure planning, organizing, note taking and draft writing.
- **What will I get from this Self-Study?**
The Self-Study will walk you through the basics of using Draft:Builder 6 so that you can get started quickly. When you complete this Self-Study, you will have used Draft:Builder 6 from beginning to end. (See the Help program within Draft:Builder 6 for help on using *all* of the features.)
- **How do I use this Self-Study?**
Print this Self-Study and follow the steps on your computer.

Outline IT! Note IT! Draft IT!

⇒ Outline IT

LAUNCH Draft:Builder

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

ADD Your First Subtopic


Creating an outline to plan, record and organize your ideas is a very effective first step in writing a draft.

1. Click the word **Subtopic** in your outline on the left to highlight it in blue.
2. Type your first main idea, **Who was George Washington?**
3. When you are finished, press **Enter/Return**. Your subtopic is spoken aloud and another subtopic is created, ready for you to start typing. The subtopic in the graphic organizer on the right is also updated.

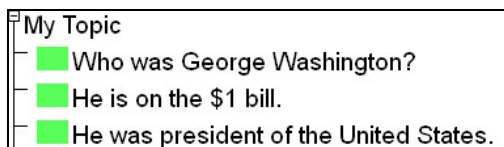
That's all there is to creating a subtopic!

ADD MORE Subtopics

Next, you will create more subtopics so you can learn more about Draft:Builder.

1. You want to write down what you know about George Washington. In the new subtopic, type, **He is on the \$1 bill.**
2. You can also use the toolbar to add subtopics, so click .
3. In the new subtopic, type **He was president of the United States.**

Your outline should look like this:





ORGANIZE Subtopics

Notice that all of your subtopics start with a green box. This means that the subtopic is a main idea (level 1). There are five more levels. Each level is a different color to show that it is a supporting detail of the previous level.

In addition to changing your subtopic levels, you can change the order in which they appear.

1. You decide that the subtopics below **Who was George Washington?** are supporting details so you want to *indent* them one level.

- Click the green box next to **He is on the \$1 bill** and click . The subtopic is indented and changes to yellow.
- Click the green box next to **He was president of the United States** and click .

Note: You can use  to outdent your subtopics.


2. Next, you decide to change the order of the yellow subtopics. Click and drag **He is on the \$1 bill** until you see a yellow line below **He was president of the United States**. Let go of the mouse button.

Note: You can also use  and  to move subtopics.

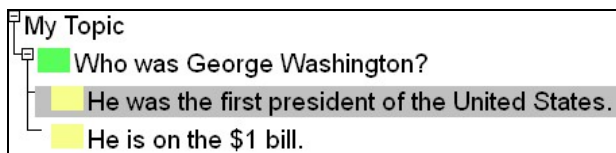
3. Finally, you decide to add some text in one of your subtopics.

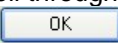
- Click in the text, **He was president of the United States** to highlight it. Then click again between **was** and **president** to place your cursor there.
- Type **the first**. The subtopic should now read **He was the first president of the United States**.

Note: notice that your changes are also updated in the **Map View** next to your Outline.

4. Make sure your subtopic sounds like it should by clicking the yellow box and clicking .

Your outline should look like this:




Note: DraftBuilder 6 ships with many pre-defined outlines. You can use these outlines instead of creating your own. To do this, go to the **Outline** menu and select **Add Outline**. Scroll through the list and look at the preview of the outline. When you find the outline you want to use, click . The outline appears in Draft:Builder and you can edit it to meet your needs.

⇒ Note IT

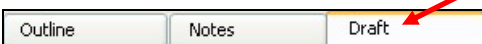
You can record some of your own questions or connections by adding and typing notes. These are like paper note cards in an electronic format.

1. Click the Notes tab .
2. Click the green next to **Who was George Washington?** and click .
3. Type **He was a great leader.** and click .

Notice that in your outline on the left, the number of notes attached to the first subtopic changes from **(0)** to **(1)**. Also notice that your new note appears on the right next to .

⇒ Draft IT




Now you are ready to write your draft. You can copy your subtopics and notes to the Draft panel. You can also type directly in the Draft panel to modify your subtopics and notes or write new sentences.



1. Click the Draft tab .
2. In the Outline panel on the left, click and drag **Who was George Washington?** to the Draft panel on the right. Since the Draft panel is blank, the subtopic is placed at the top of the panel.
3. Press **Enter/Return** twice to add space.
4. Repeat step 2 to drag the note and the yellow subtopics to the draft panel. When you see the cursor where you want the subtopic to appear, release the mouse button.
5. Once you have dragged the subtopics and note to the Draft panel, you can modify your work as you would in a word processor. Below is an example of what your draft might look like:

Who was George Washington?

He was a great leader. He was the first president of the United States. He is on the \$1 bill.

HEAR your Draft


1. Click in a sentence you want to read and click .
2. To read the entire draft, click .
3. To stop reading, click .

Tip: To help you correct words and find definitions to words in your draft, you can use Draft:Builder's **Spell Checker** () and **Dictionary** (). For details, see the **Draft:Builder Help** in the **Help** menu.

PRINT and SAVE

1. In the **File** menu, select **Print**.
2. Look at the options for printing outline and eText. Outlines can be printed as study guides.



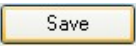
3. Click .

Tip: On the toolbar, click  to print your work bypassing the dialog.

4. On the toolbar, click .


5. Name your work **George Washington** and click .

Note: The file name is saved followed by **.djs**. You can also save your work in a different folder.

To do this, click , select the folder, click  and click .

QUIT Draft:Builder

- **Windows:** In the **File** menu, select **Quit/Exit**.
- **Macintosh:** In the **DB** menu, select **Quit DB**.

Note: To open this file at a later time, click  on the toolbar. If you did not save your work in a different location, your file is saved in the **My Documents** folder (Windows) or **Documents** folder (Macintosh).

***Congratulations! You have just used Draft:Builder 6
to help you plan, organize and write a draft!***