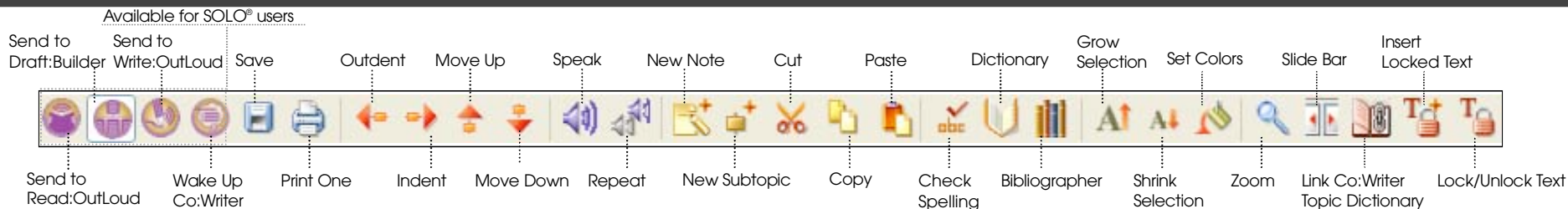
















Quick Reference Card



Toolbar



Hints

-  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.
-  A subtopic can be **indented** only if there is a higher or same-level subtopic above it.
-  When you move a subtopic up, any subtopics and/or Notes attached to it are moved with that subtopic. **Move Up** will move a subtopic only within its topic level.
-  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.
-  There will be times when you find information that you want to put into a **Note**, but you are not sure which topic or subtopic to attach the **Note** to. When this happens, create an **Unassigned Note**. Later, you can drag your **Unassigned Note** to the topic level where you think it belongs.
-  In Draft:Builder, you can add a **subtopic** in either the Outline or Map view. Any change you make in the Outline is also made to the Map. Any change you make in the Map is also made to the Outline.
-  You can **paste** the cut or copied item into more than one place within your assignment. Place the cursor in additional locations and select **Paste** one or more times.
-  A questioned word might be spelled phonetically (the way it sounds) and, when spoken, sound correct. Use **Check Spelling** to hear the difference between the word you typed and the correct spelling. Your Assignment Template may contain a word that is not in the dictionary but it is spelled correctly. You can add this word to the dictionary by clicking . By doing this, the **Spell Checker** will not find the word incorrect the next time you use the **Spell Checker**.
-  If you want the definition of a specific word, highlight the word and click **Dictionary**. If you do not select a word by highlighting it, the **Dictionary** starts checking at the beginning of the document.
-  Text is increased to the next available font size each time this command is selected.
-  Text is decreased to the next available font size each time this command is selected.
-  If you don't see the color you want to use, click to see additional colors. To make your text easy to read, choose colors that have good contrast between text, background and highlight colors.
-  If you want to see more of a panel, but don't want to use the **Slide Bar**, use the scroll bars at the bottom and right side of the panel to move the view up, down, left or right without changing the size of the panel itself.
-  In Draft:Builder only, you can insert **Locked Text** to a green subtopic. However, you can see the **Locked Text** only in the Outline view, Read:OutLoud or Write:OutLoud.


Quick Reference Card



How To's

How to Add Topics/Subtopics

In the **Outline** tab, select the topic above where you want to add a new subtopic.

1. On the toolbar, click  OR in the **Insert** menu, select **New Subtopic**. A new subtopic appears.
2. Type the text for your new subtopic.


How to Move Topics/Subtopics

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, showing you the topic level and location where the topic will be placed when you drop it.
4. When the line is 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 you move will be moved with that subtopic.

How to Create Notes

In the **Notes** view:

1. Click the **Notes** tab OR in the **View** menu, select **Notes**.
2. In the Outline panel of the **Notes** view, select the topic level for the note you want to create.
3. Click  in the toolbar.

4. Type your Note OR copy and paste text from another document on your computer.
5. Click to save your Note. You can see the new note in the Notes panel on the right.

How to Move Notes

You can move Notes either by copying and pasting:

1. In **Notes** view, select the Note you want to move to a different subtopic.
2. In the **Edit** menu, select **Cut**.
3. In the Outline panel, select the subtopic you want to move your Note to.
4. In the **Edit** menu, select **Paste**. The number next to the subtopic increases by one.

OR by dragging and dropping:

1. In **Notes** view, 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 subtopic you want to move it to.
3. Let go of the mouse button. The number next to the topic level increases by one.

How to Drag Notes to the Draft Panel in Draft View


You can copy your Notes directly into **Draft** view using your mouse to drag the text from your Outline or Note to the draft.

1. Click the **Draft** tab. You see your Outline and Notes in the left panel of the window.
2. Click and hold the mouse button down on the Note you want to copy to your draft.

3. Drag your Note into the Draft to where you want to place the Note.
4. Let go of the mouse button to place your Note.

How to Use the Bibliographer Wizard

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

1. On the toolbar, click  OR in the **Tools** menu, select **Bibliographer**.
2. Choose a **Main Category** and a subcategory for your reference.
3. On the bottom right above the Bibliographer toolbar, click .
4. Select the button next to **MLA** or **APA** to select your bibliography style.
5. Read the directions at the top of the dialog. Look at the example shown below the directions.
6. In the box below the example, type the part of your reference that is described.
7. Click to show the next direction.
8. Follow the directions at the top of the **Bibliographer Wizard** window for each part of your reference. When you have entered all the information required for your reference, is replaced with to show that you are done.