Outline IT!

1 Launch
Draft:Builder 6
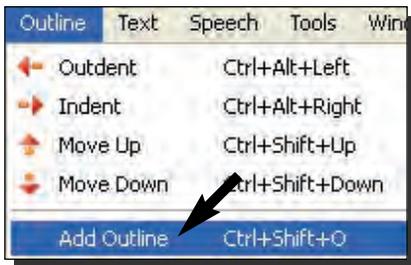
2 Type in Outline

Outline	Notes	Draft

Natural Disasters
- Tornadoes
- Hurricanes
- Earthquakes
- Tsunamis

3 Add New Subtopic

OR

Get pre-made outline

Outline	Text	Speech	Tools	Win
Outdent	Ctrl+Alt+Left
Indent	Ctrl+Alt+Right
Move Up	Ctrl+Shift+Up
Move Down	Ctrl+Shift+Down
Add Outline	**Ctrl+Shift+O**

Change Subtopic Levels

Outdent

Indent

Move Up

Move Down

Note IT!

1 Click the Notes tab

Outline	Notes	Draft
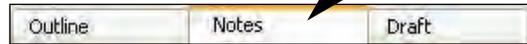
2 Add Note

3 Type note
and click

OK

Subtopic
shift in Earth

OK   Cancel
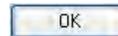
If needed, drag note to subtopic

Outline	Notes	Draft

Natural Disasters
- (4) Tornadoes   High winds
- (0) Hurricanes   flooding
- (0) Earthquakes   Funnel
- (1) Tsunamis   shift in Earth
- (0) Subtopic   shift in Earth

Draft IT!

1 Click the Draft tab

Outline	Notes	Draft
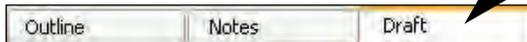
2 Drag subtopics and notes to
Draft panel

3 Type draft

Outline	Notes	Draft

Natural Disasters
- Tornadoes
  - High winds
  - Over land
  - Tight Funnel
  - With Thunderstorms
- Hurricanes
  - High winds

Natural Disasters
Tornadoes have these characteristics. One is that
they have high winds.
Over land
Tight Funnel
With Thunderstorms

DRAFT:Builder® 6
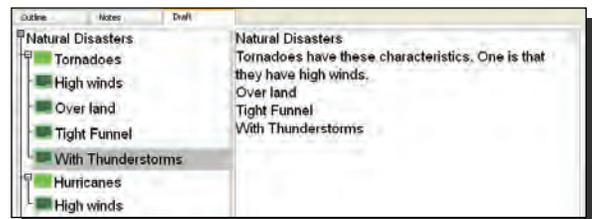
Hear Your Work

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

2 Speak subtopic, note, or sentence
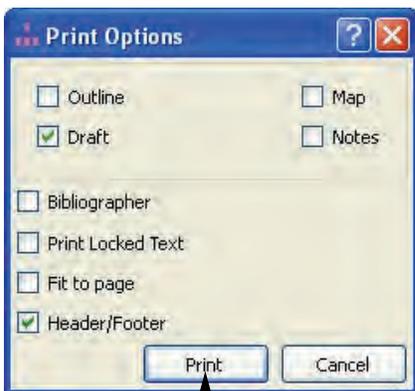
OR

Read All

3 Stop Speak

Print Your Work

Click to automatically print

OR

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

2 Select what options you want to print

Print Options

- ☐ Outline   ☐ Map
- ☑ Draft   ☐ Notes

- ☐ Bibliographer
- ☐ Print Locked Text
- ☐ Fit to page
- ☑ Header/Footer

Print   Cancel

3 Click Print

Save Your Work

1 Click Save

Tip: Click **Save** every 10 minutes while you work
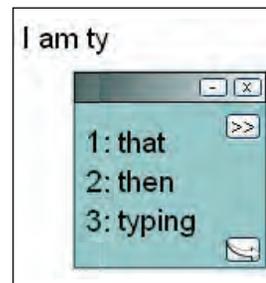
2 Type the name for your work

Save As...

NAME: Summarize Social Studies

WHERE: ⦿ My Computer   ○ Student Central

C:\

Save   Cancel

3 Click Save

Use Co:Writer® (optional)

1 Launch Co:Writer

2 Begin typing

You see this   or this

I am ty

1: that
2: then
3: typing

It is m

1: my
2: me
3: more
4: most
5: made

3 Select the word you want to use