

AT Quick Guide

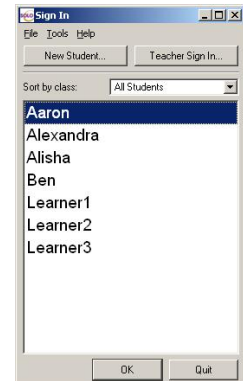
Draft:Builder SOLO Edition Student Features

Draft:Builder SE is a planning, organizing, and draft-writing program that steps the student through the writing process. Draft:Builder SE is a part of the SOLO Suite which also includes Read:OutLoud, Write:OutLoud, and Co:Writer.



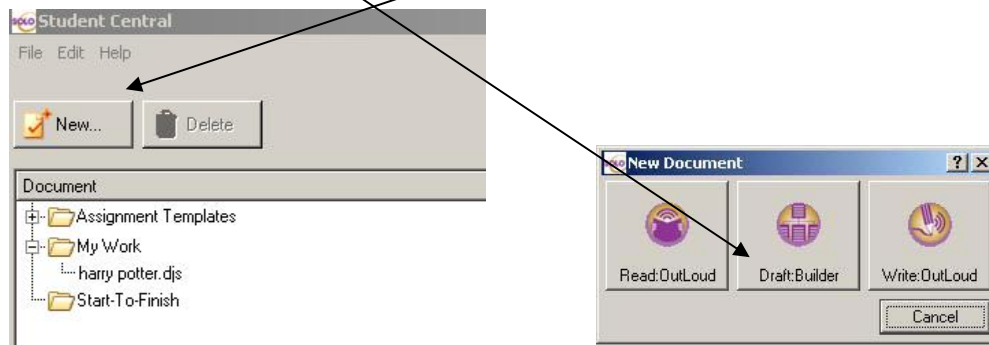
1. Launching Draft:Builder: First launch SOLO.
At Tech Mod 06, 07 and 08 schools, SOLO is found in Applications >AT folder.

2. Sign in: Click on a student name. Click OK. If the student name is not listed, do one of the following:

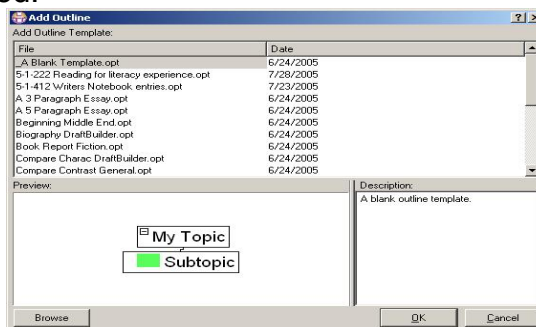


Tech Mod 06 and 07 Schools	Tech Mod 08 Schools
Click "New Student" and add the new student	Refer to SOLO Network – Getting Started to add students to the login list

3. Open a new file. In "Student Central", click on "New". Then click on the Draft:Builder icon.

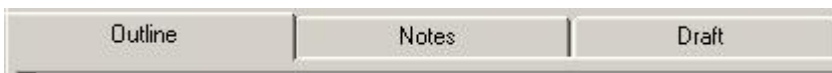


4. Choose a template. In the “Add Outline” window, you can:
- double click to view an existing outline template and click OK to select this,
 - or select “A Blank Template.opt,”
 - or you can click “Cancel” to default to a blank Draft:Builder screen (with A Blank Template highlighted).



5. Draft:Builder Basics:

There are three levels in Draft:Builder: the Outline stage, the Notes stage and finally the Draft stage. Always begin in the Outline stage, where main ideas and supporting ideas are outlined.

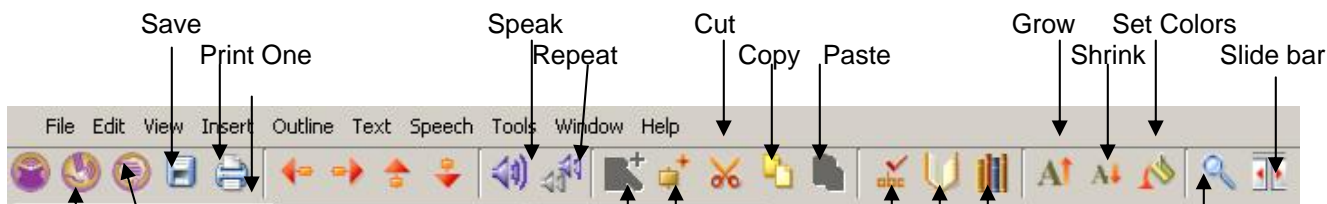


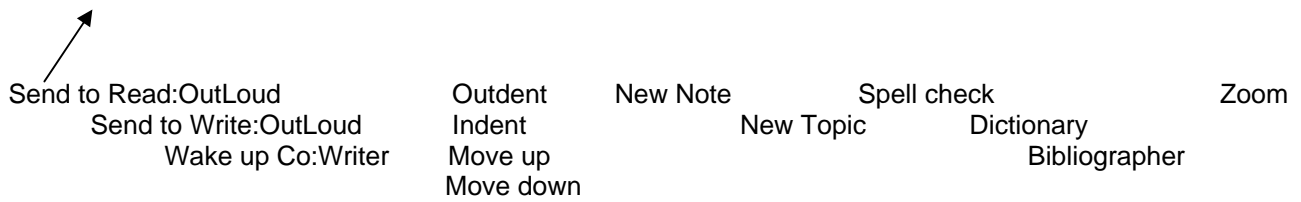
In the Outline view, you can add new topics and move your topics by indenting, outdenting or moving them up and down within your outline using the arrows in the tool bar. You cannot add notes in this view

In the Notes view, you can add a “New note” via the icon on the tool bar. Notes can be topic elaborations, descriptive sentences written by the student, and/or writing prompts written by the teacher. You can change the order of the notes within a given topic using the arrows in the toolbar (but to change the outline, you must return to the Outline view). Unassigned notes are those ideas that do not fall under a specific topic.

In the Draft view, you can click and drag topics and notes from the outline on the left side to the writing draft window on the right side, or you can use the cut, copy, and paste features in the toolbar.

6. Getting to know the tool bar: Most features can be accessed from the tool bar, as well as from the pull down menus.





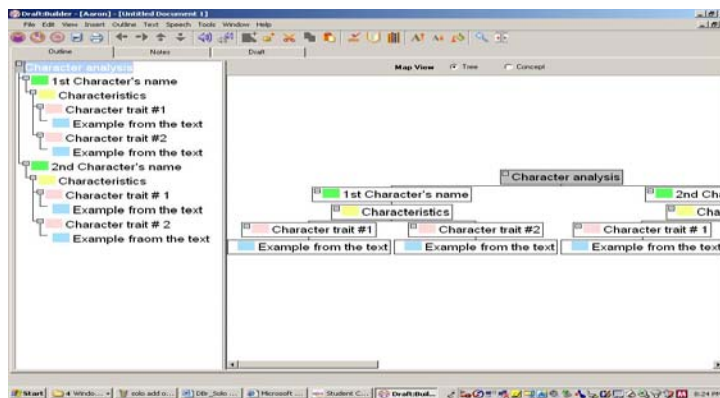
- The “Send to..” icons, allow you to send your work to Read:OutLoud or Write:OutLoud, or open up the Co:Writer application which can be used with Draft:Builder.
- The arrow icons allow you to move topics in the outline view, or move notes within a topic.
- The bibliographer helps students write proper citations.
- The grow and shrink icons allow you to make the font bigger or smaller.
- The zoom icon allows you to enlarge or shrink in the Outline view only.
- The slide bar allows you to expand the left to right window views in all 3 views.

Speech Options:

In the menu bar, under “Speech”, you can turn the speech on or off, set the speech to speak letters, words or sentences, change the voice, or change pronunciations of words mispronounced in Draft:Builder.

7. In the Outline view, students can write words or short phrases to develop their outline of ideas. You can work on this in left window that shows the text outline or in the Map view. To expand either view, use the Slide Bar icon on the toolbar.

- To over write a topic in the text outline, be sure it is highlighted (in light blue).
- To add a new topic, use the New Topic icon on the toolbar.
- Use the arrow keys to indent or outdent a new topic in the text outline.
- The colored square to the left of each topic indicates the level of subordination, (i.e., green=major topic; yellow, subtopic, etc.)



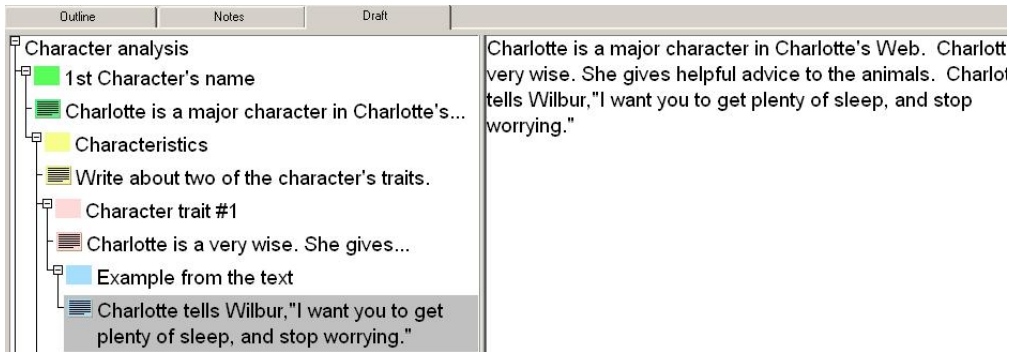
8. In the Notes view, students can use notes to elaborate on the outline, or write descriptive sentences. To add a note, first be sure to highlight the topic to which you want to add a note. Then click on “New Note” on the toolbar.



- Notes are indicated by this icon:
- If you want to add a note, that is not related to any topic in your outline, you can click on “Unassigned notes”.
- Teachers can also use notes to enter writing prompts.
- The number in parentheses indicates the number of notes for that topic.



9. In the Draft view, students develop their first draft. In the left window view, you can see the outline and notes. You can click and drag text from the left outline/notes side to the draft window on the right side.



10. Next steps. Once the student has a working draft, the student can send his draft to Write:OutLoud which offers more word processing features. To send the draft to Write:OutLoud, click on "Send to Write:OutLoud" on the toolbar.

* *Draft:Builder support materials are available from Don Johnston (www.donjohnston.com).*