

Writing an Editorial (8W4)

Task: Complete a graphic organizer to help you make a decision on an issue, and to begin writing an editorial.

Step 1: Run *Smart Ideas*.

Step 2: Open the file as instructed by your teacher. Follow the instructions in the yellow text box at the top left of the workspace.

Step 3: When you are finished adding information, you may wish to delete the instructions. Click on the box, then press the **Delete** key on the keyboard.

Note: The template provides space for six (6) facts in support of the issue, and six (6) facts opposing the issue. If you wish to add more than six, you can add another symbol:

- Click on “Facts that Support the Issue” (or “Facts that Oppose the Issue”).
- Click on the **Quick Connect*** button in the toolbar at the top of the screen. A text box with a flashing cursor will open. Type your fact in the box and hit the **Enter** key on the keyboard. The shape will be added to the list of facts.
- When you are finished adding symbols, click the **Quick Connect*** button again to turn this feature off.

Step 4: Save and/or print your work, as instructed by your teacher.

Note: You can continue with this writing project by working in the outline view. Switch to the outline view by clicking on the **Outline View** button at the bottom of the workspace. In outline view, you can edit, revise and proofread your work.

You can also continue working on your editorial in Word Perfect. To transfer your text to Word Perfect, select **File >> Export to Word Document >> Word Perfect**.

*The **Quick Connect** button adds a new symbol and connects it to the diagram automatically.