

Drafting a Report (7W10)

Task: Use the template provided to write the first draft of a report.

Step 1: Run *Smart Ideas*.

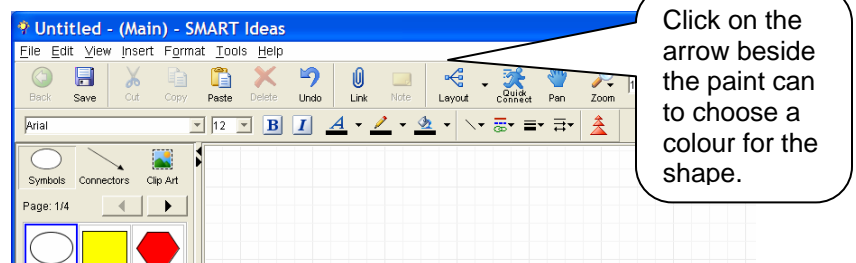
Step 2: Open the template file as instructed by your teacher. This template has been created to help you organize your research information in a logical and effective way.

Step 3: Begin by typing the introduction to your report. To delete the instructions that appear in the box, click once in the box to select it. Click again to turn on the text editor. Now, highlight the text, and press **Delete** on the keyboard. You are now ready to type into the box. When you are finished typing, hit **Enter**.

Step 4: Continue to fill in the boxes, following the instructions. When you are ready to add “key points”, you may need to add another box, or delete a box, depending on the number of key points you have.

Step 5: To add a key point:

- select a symbol from the tools at the left of the screen, and drag it onto the workspace;
- change the colour of the symbol to match the diagram by selecting the symbol, then clicking beside the paint can and choosing a colour.



Step 6: To delete a key point, click on the symbol to select it. Then, press **Delete** on the keyboard.

Step 7: As you type sentences into the boxes, you may find that they become larger, and start to overlap. You can move the symbols around on your workspace, as follows:

- **Move** ideas around on the workspace. With the left mouse button, click and hold on a symbol; then drag it to its new position. Use this method to cluster ideas that belong together in one location on the workspace. It's a good idea to do this first. (Don't worry about the connecting lines, yet.)
- **Disconnect** a line from one symbol, and connect to another. To disconnect a line from a shape, click on the line. A blue circle appears at

each end of the line. Place your cursor on the blue circle; it will turn yellow. Now click and drag the yellow circle to another shape. It will connect to the new shape. Once you have clustered all the related ideas around one main idea, you can connect the lines so that all the sub-topics connect to a main topic.

- **Delete** ideas from your workspace. To delete a symbol, click on it once. A dotted line rectangle will appear around it. Press the **Delete** key on the keyboard. When you are finished organizing your diagram, you may have some ideas left over that you won't need. Use the delete key to clear them from your workspace.

Step 7: To this point, you have been working in the diagram view. You can switch to the outline view by clicking on the **Outline View** tab at the bottom of the workspace. Your report will start to take shape as the text in each symbol will be listed as you entered them in the diagram. In this view, it is easy to edit, revise and proofread your work. To switch back to the diagram view, click on the **Diagram View** tab at the bottom of the workspace.

You can also have the text transferred to a Word Perfect file by selecting **File >> Export to Word Document >> Word Perfect**, where you may choose to continue to work on your report.

Step 8: Save and/or print your file, according to your teacher's instructions.