

Rapid Writing: Activity 2 (7W1)

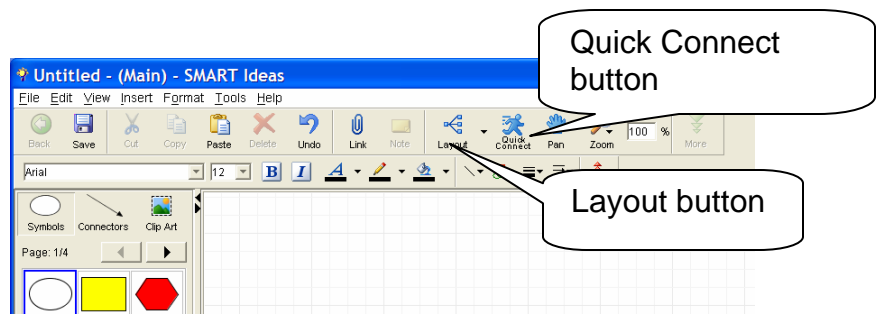
Task: Use a “rapid writing” strategy to begin a piece of writing about a given topic.

Step 1: Run *Smart Ideas*.

Step 2: Click on the **Quick Connect** button in the toolbar at the top of the screen.

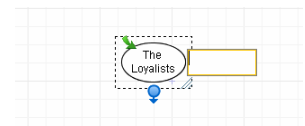
Step 3: Click on the arrow to the right of the **Layout** button and select a layout (e.g. radial).

Step 4: Click once in the centre of the workspace. Type the topic and hit **Enter**.



Step 5: The topic will appear in a shape, and the cursor will be flashing in an empty shape, ready to type your first idea. Type the text and hit **Enter**. Each time you hit **Enter**, a new shape with a flashing cursor will appear, ready for your next idea.

Step 6: When your teacher indicates that time is up, stop typing.



Note: There are several additional steps you can take at this point. If your teacher asks you to draft a paragraph from your rapid writing, you can use the diagram view to categorize and organize your ideas. Then, you can switch to the outline view by clicking on the **Outline View** tab at the bottom of the workspace. Your topic will be listed first, with all your typed entries listed below. 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**.