

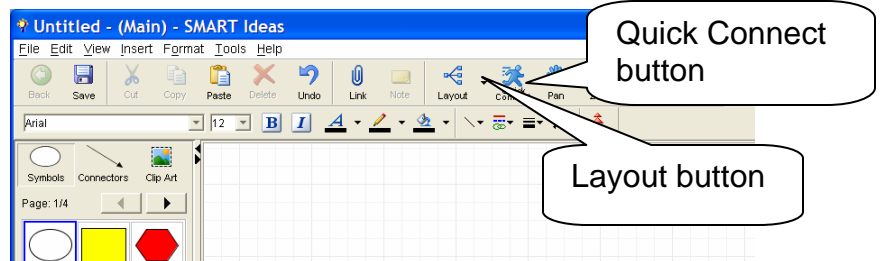
## Brainstorming (7W2)

**Task:** Brainstorm ideas 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. This is a special feature that allows you to rapidly record your ideas, and connects them in a web (with connecting lines) to the main idea. When Quick Connect is turned on, the button appears to be depressed.

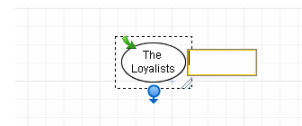
**Step 3:** Click on the arrow to the right of the **Layout** button and select a layout (e.g. radial).



**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 you have recorded all your ideas, you can begin to organize them. You can:



- **Move** ideas around on the workspace. With the left mouse button, click and hold on a shape; 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 shape, 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 once 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 shape, 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 brainstorming, 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 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**.

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