

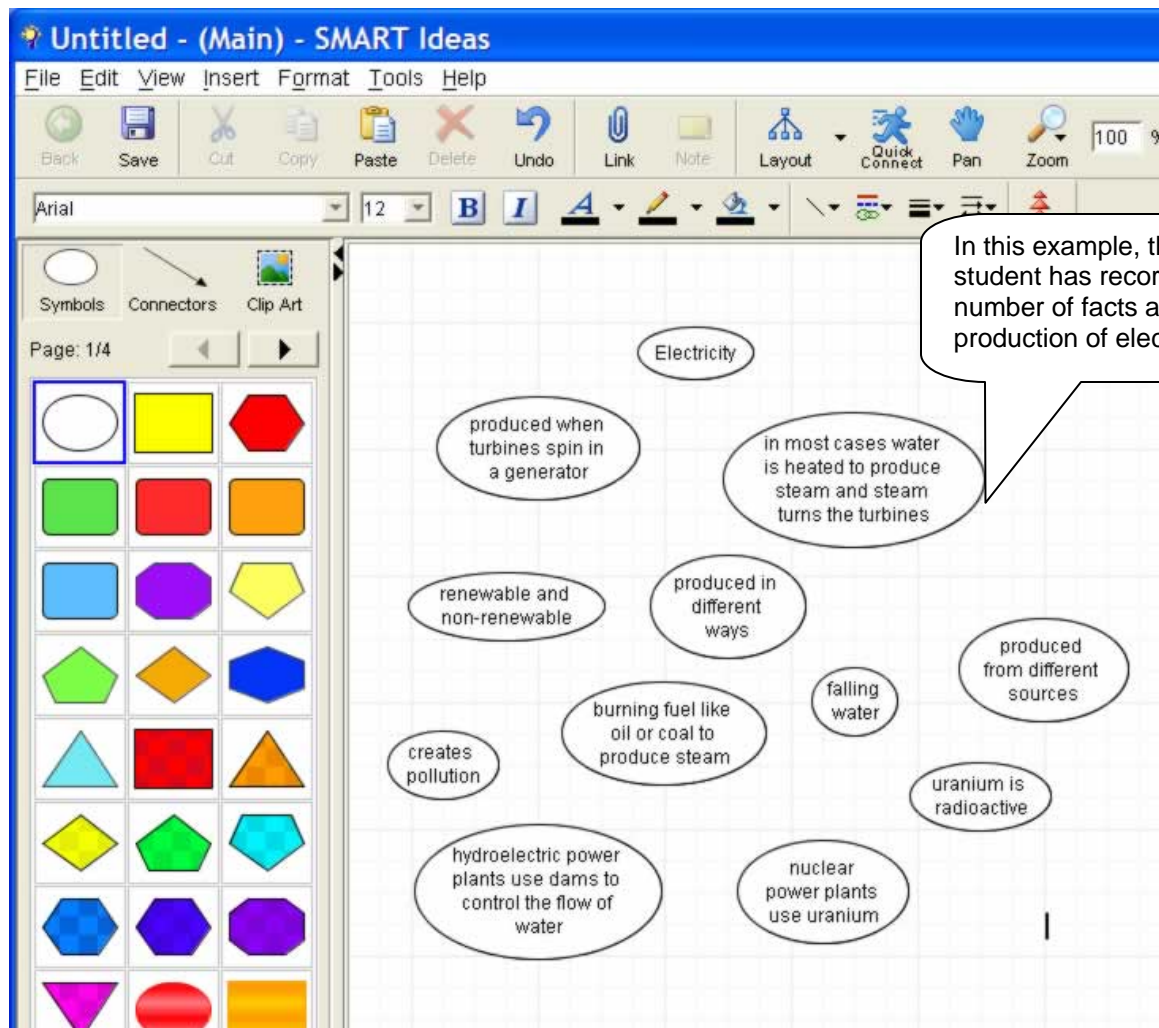
Organizing Information to Write a Report (7W9)

Task: Organize information that you have researched, in preparation to write a report about a given topic.

Step 1: Run *Smart Ideas*.

Step 2: Record each piece of information or fact on a symbol.

To create a symbol, click anywhere in the white workspace. Type the text, then hit **Enter**. A symbol with the text inside will be created.



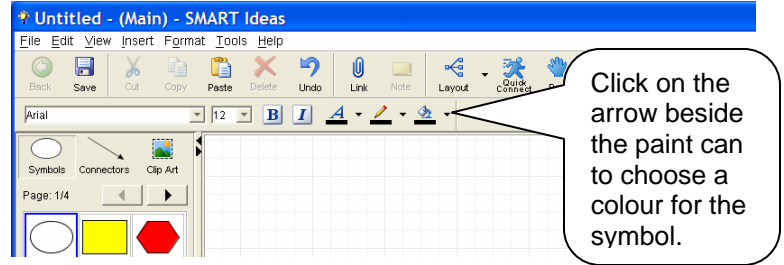
Step 3: Once you have entered your information, look for facts that are related to the same topic. Move symbols to cluster them together.

To **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.)

You can also colour-code the symbols so that the related ideas are the same colour.

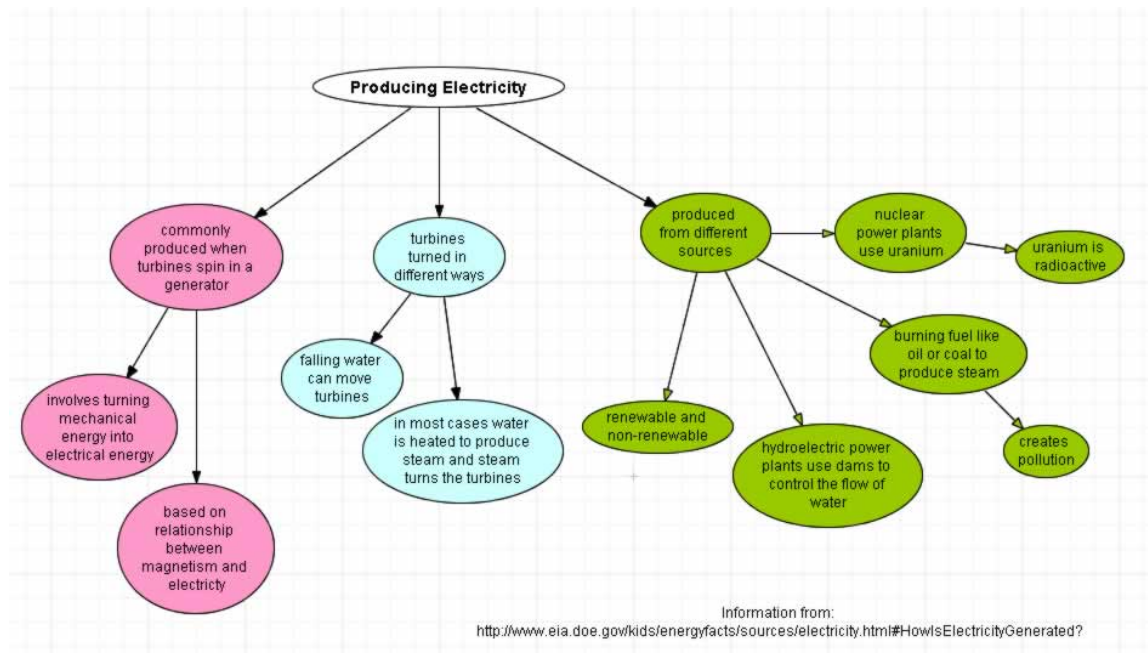
To change the colour of a symbol, select the symbol by clicking on it, then click on the arrow beside the paint can in the tool bar. Choose a colour.



You can select several symbols at a time by holding down the **ctrl** key while you are clicking.

Step 4: When you have clustered facts together, you can draw connectors to join them together by topic.

To **connect** two symbols, select the first symbol by clicking on it. A blue circle appears at the bottom of the symbol. Place the pointer over the blue circle. When it turns yellow, click and hold on the yellow circle. Drag a connecting line to the second symbol and release. In the illustration below, the student has clustered ideas, coloured related ideas, and connected them.



Step 5: As you work with your organizational diagram, you may want:

To **delete** symbols 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 facts, you may have some ideas left over that you won't need. Use the delete key to clear them from your workspace.

To ***disconnect*** a line from one symbol, and connect to another. To disconnect a line from a symbol, 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 symbol. It will connect to the new symbol. 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.

Step 6: Save and/or print your file, according to your teacher's instructions.