

Research (6W4)

Task: Record the results of your research in an organizer.

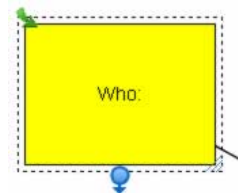
Step 1: Run Smart Ideas.

Step 2: Open the template file, following your teacher's instructions.

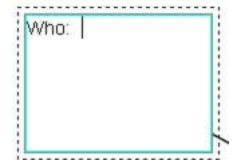
Step 3: Save the file using a file name as instructed by your teacher.

Step 4: Complete each section of the organizer by adding your ideas in each symbol. To type into a symbol:

- a. Select the symbol by clicking in it. A dotted line appears around the symbol.



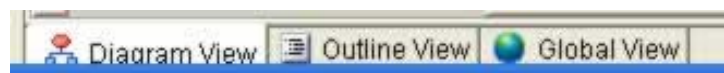
- b. Click on the symbol again to turn on the text editor. The border of the symbol will turn blue, and a flashing cursor will show you where the text will appear when you type.



- c. Type your text and hit **Enter** when you are finished.

Step 4: When you are finished completing the organizer, print your file and then save it.

Step 5: You are now ready for the next step: to begin writing your report. Click on the **Outline View** tab at the bottom of the window. The program will convert your organizer diagram into a point form outline. You can now begin to write sentences from your points, by clicking and editing the points.



Main

- Fact Sheet for a Non-Governmental Organization
- Name of NGO:
 - Website:
 - Date it began:
 - ◇ How it is Funded:
 - Main Purpose:
 - ◇ Activities and Projects:
 - My Opinion:
 - Member Countries Number of Members: Names of Some Members:

Step 6: To complete writing your draft, you may wish to convert your Smart Ideas file to a Word Perfect file. From the file menu at the top of the screen, select **File >> Export to Word Document >> Word Perfect**. The Word Perfect program will open, with your information from the Smart Ideas file. You can continue to type your report in Word Perfect.

Step 7: Remember to save your work in the Word Perfect program.