



## Using DRAFT:Builder

- Open Solo/WRITE:OutLoud
- Click new
- Click DRAFT:Builder icon (second one in)
- Click CO:Writer
- To type in DRAFT:Builder, click on the new subtopic icon that looks like a folder with a + above it (next to the scissors)
- Go to subtopic under outline form and click in blue space to highlight—it will remain blue if it is highlighted. If you do not click here, it turns gray and won't transfer info from CO:Writer
- Click on CO:Writer or press the +/- key
- Click in CO:Writer window and type (you do not need to click on window if you press +/-)
- Press return or put in punctuation to send it to DRAFT:Builder

You can move subtopics right and left by clicking on subtopic and then arrows in toolbar.

You can delete subtopic by clicking on it and pressing scissors

To switch order of subtopics click and drag to where you want it

If you click on Draft you can click and drag outline subtopics to draft

To send to WRITE:OutLoud, click on file at the top and scroll down to send to WRITE:OutLoud