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# Draft:Builder<sup>®</sup> Checklist

See how much you know about Draft:Builder's features using this skill application checklist.

## Basic Draft:Builder

- Begin a **New File**
- Open a **Template**
- Open a **Saved File**
- Use tabs to change views
- Create an **Outline**
  - Create **Topics**
  - Create **Subtopics**
- Use the **Map** window to record ideas
- Use **Notes** view to record small chunks of information
- Use toolbar buttons to move information in the views
- Move topics and subtopics within **Outline** and **Map** views
  - Using drag and drop
  - Using the navigation buttons

- Use **Unassigned Notes** to record notes, then use drag and drop to assign notes to individual topics
- Use notes within the **Draft** view to create a draft
  - Clip and Attach**
  - Drag and drop
  - Use the text-speech features to review what has been written
  - Begin/Stop speaking
- Use the talking spell-check feature
- Save in Student Data File and open in a word processor

## **Advanced Draft:Builder**

- Save a document as a template
- Set preferences
  - Text display size
  - Text-to-speech options
    - Read label buttons
    - Read text by letter, word, or sentence
    - Rate of speech
- Record references in the Bibliographer