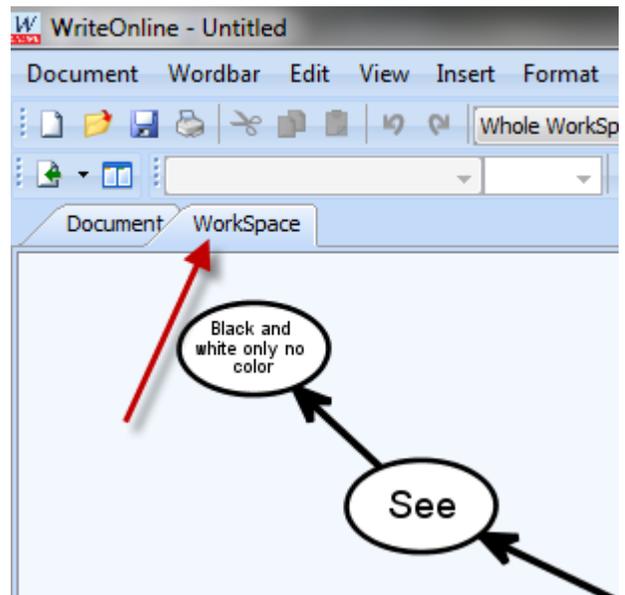


WriteOnline: Workspace

WriteOnline’s workspace feature allows students create a graphic organizer to assist with pre- writing.

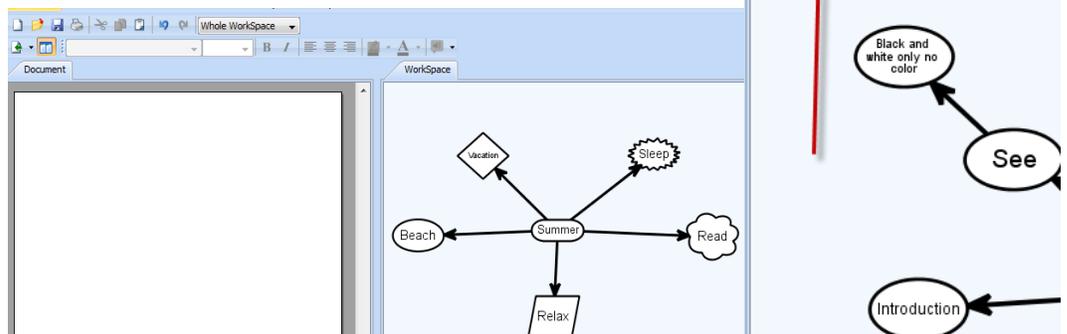
To create a graphic organizer

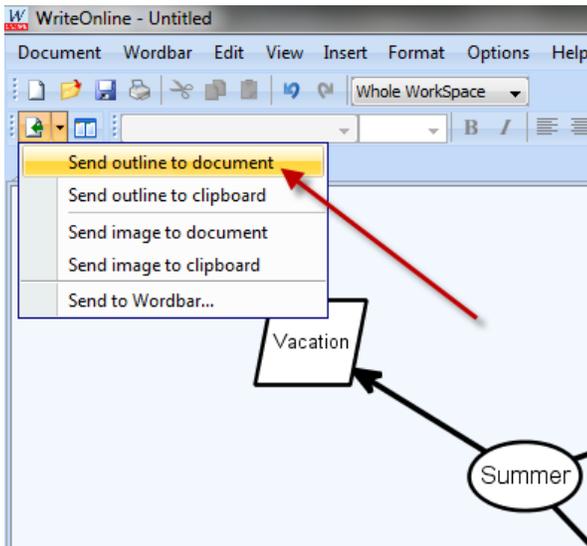
- Click on the workspace tab and the workspace page opens
- Select the desired shape from the shape pane on the right then **click and drag** the shape to the desired location in your document
- Write you chosen word(s) then click and drag the next shape in your document.
- To link shapes use one of the “links” features and use the mouse to connect shapes



Side by Side View

- To show the document and workspace together select the icon above the document/workspace tabs
- The Workspace and document will show” side by side”

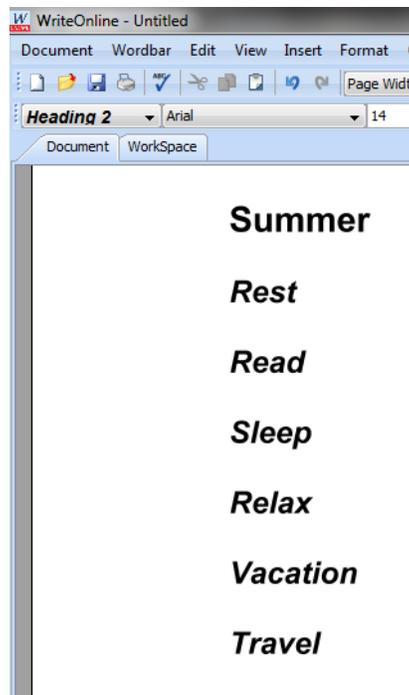




Transferring the workspace to the Document.

The Workspace Concept map can also be “sent” to the document as an outline or image by selecting one of the options in the “send document to outline” menu. You can send the outline to the document as an outline or an image OR create a wordbar with the text in your workspace.

If you select “Send outline to document” all the text in the outline transfers in a list to the Document.
 If you select “Send image to document,” the concept map appears in the document page.



Tip: When you use the workspace to create a concept map and transfer it to the document, the workspace and the document save together as a unit.