Using ReadWriteThink Notetaker to Draft Instructions

http://www.readwritethink.org/classroom-resources/lesson-plans/writing-technical-instructions-1101.html

After you create a visual draft of your instructions (known in the technical world as a "mockup"), you will use the computers to start typing your instructions and organizing the important parts from a textual perspective (in other words, what words will you type).

1. Go online and visit the site
   http://rwtinteractives.ncte.org/view_interactive.aspx?id=722. The Notetaker tool will open. If the tool does not load, see the technical support page at http://www.readwritethink.org/util/help.html   for help.

2. Follow the instructions in the Notetaker (shown below) to create your Technical Instructions on Notetaker


3. Type in your name and the title of your instructions.

4. Select the type of outline you would like to use— bullet style, Roman numerals, or letters.

5. Click **NEXT**, in the lower right corner.

6. Click **Start** to follow the Tutorial and learn how to create your instruction outline in Notetaker.

7. To begin creating your instructions, click **Add New Section**.

8. Type in your information and press the **Enter** button on your keyboard to add more information.

9. To add a new section of information, click **Add New Section** again. Your screen will look similar to the screenshot below.

10.   Once you have completed your draft, click **Finish**, which is along the top of the tool.

11.   Click **PRINT YOUR WORK** in the box that appears (shown below). Your outline will appear on a Web page.
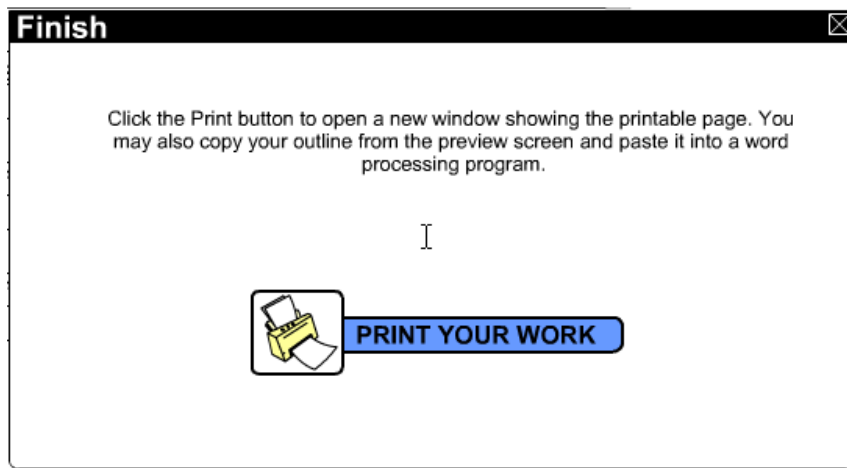
12.   Use the **File -> Print** command to print a copy of your work.