

WRITE YOUR FIRST DRAFT

In this step you use your word processor to write your first draft. The Report Wizard helps you get started by making two files.

- *Advice* – This file contains 'how-to' instructions about writing a first draft
- *Reportname* – You chose the name for this file. If you did not specify a name, then the name of this file is the same as the name of your report. This file contains your topic, thesis statement, outline and notecards. You will use this information to start your report.

The Report Wizard gives you a choice of file formats:

- **Rich Text format** – can be read by *most* word processors. This format includes formatting elements, such as italics and indenting. It is the preferred file format.
- **Text-only** – can be read by *all* word processors. It does not include formatting, so if you choose this file format, you will need to format the text. If you are using an older word processor (e.g. Microsoft Word 1.0), you may want to choose Text-only.

Once the Report Wizard has made the files, go into your word processor and open the *Advice* file. You may want to print this document. Open the *Reportname* file and begin working on your report.

Special note about opening files: To open files in your word processor, follow these steps:

1. On the toolbar, select File, then Open.
2. When you see the Open dialog box, you may not see your report files. To see them, change the "files of type" field to either Rich Text format or Text only.

