



WRITE BETTER

USER MANUAL

2020



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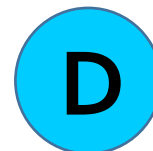
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Version History

Author	Abrar Ahmed Syed	Date	9/6/2017
Information Contact(s)	Nate L		
Modified/Reviewed by	Version	Date	Comments
Abrar Ahmed Syed	V 1.0	9/6/2017	Creation
Abrar Ahmed Syed	V 1.1	9/9/2020	Layout modified, no changes in content



Document Conventions

Convention	Meaning
Text with Courier New Font	Indicates input from the user.
DRAFT in caps and bold	Reference to the application.
Draft NOT in bold	Reference to the feature in the application that allows you to mark a preliminary version of a piece of writing.
<i>Text in Italics</i>	Emphasizing the term, especially pages of the application.
<div><div></div>Text in Grey color</div>	Important note
<u>Underlined text in Blue</u>	Hyperlinks
Text in Blue and Green	Highlighted features of the application

1 Introduction

DRAFT is an online authoring application developed with a cutting-edge mindset. It delivers different experiences from other collaborative editors by inculcating multiple features as its core appeal while keeping the user interface at its simplest but most powerful form to assist universal writers.

DRAFT also makes it easy to merge individual changes a collaborator might make to your document. DRAFT auto saves everything, but you can also mark things as major versions.



Figure 1: Multi-feature overview of DRAFT



1.1 Purpose

This manual aims to provide users with a comprehensive and user-friendly guide to navigate and utilize the various functionalities of the application effectively. By offering detailed insights into Application Access, Document Management, Format Features, Import, Folders, Reports, Settings, and Help, this manual aims to empower users at all proficiency levels to maximize their productivity and creativity within the **DRAFT** platform.

1.2 First Principles

1. No exclusive knowledge or skill is required to use **DRAFT**; the ability to maneuver text editors like Microsoft Word suffices. However, the points below are worth remembering:
2. The cursor position indicates where you enter content.
3. Content selection works like any editor, with mouse, shift, control, and arrow keys.
4. Your work is auto-saved, making manual saving optional.
5. Cut-copy-paste preserves style within **DRAFT** and eliminates source style when pasted from or to an external editor.
6. **DRAFT** works on any popular browser with internet connectivity possessing any consistent speed.

1.3 Known Limitations

1. Formattings, such as **bold**, *italics*, and images, are seen only in view mode and not in edit mode.
2. **DRAFT** does not aim to be a typesetting application. So, you may miss features like alignments and other ornamentations. But if your focus is on the structure and semantics of your content, as it should be, then you may not miss these features after all.
3. You may experience page and script loading issues if the internet connection faces fluctuation. You may sometimes experience slowness, and some actions may feel draggy.
4. In the normal course, refreshing the browser should be enough to find out that your internet is normal and to load the page and the scripts.

1.4 Project Ownership

An account holder in **DRAFT** can create a project, whether the account holder is one of the project's authors or not. The person who creates a project is the default owner; everybody else is an invitee. A project owner can grant Read and Chat or Read and Write permissions to the invitee.

1.5 Privacy and Terms

You agree to DRAFT Inc.'s Privacy policies and Terms by creating an account in DRAFT.

[Click here to view the Privacy and Terms.](#)

2 Application Access

This section details the process of creating an account, logging in, retrieving forgotten passwords, and logging out of **DRAFT**.

2.1 Creating an Account in DRAFT

To create an account in **DRAFT**,

1. Go to <https://draftin.com/> using any popular browser to navigate to the **DRAFT** homepage.

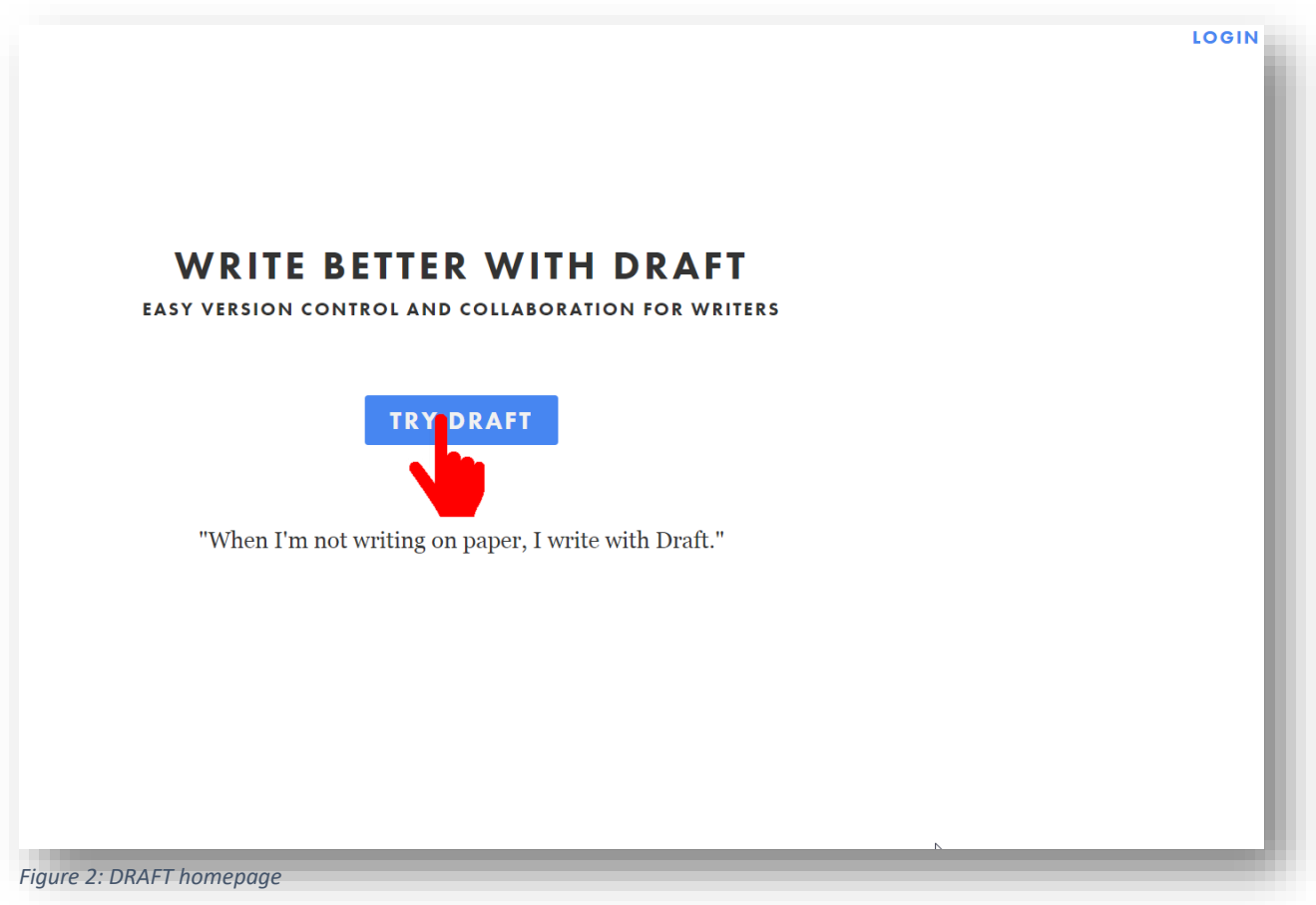
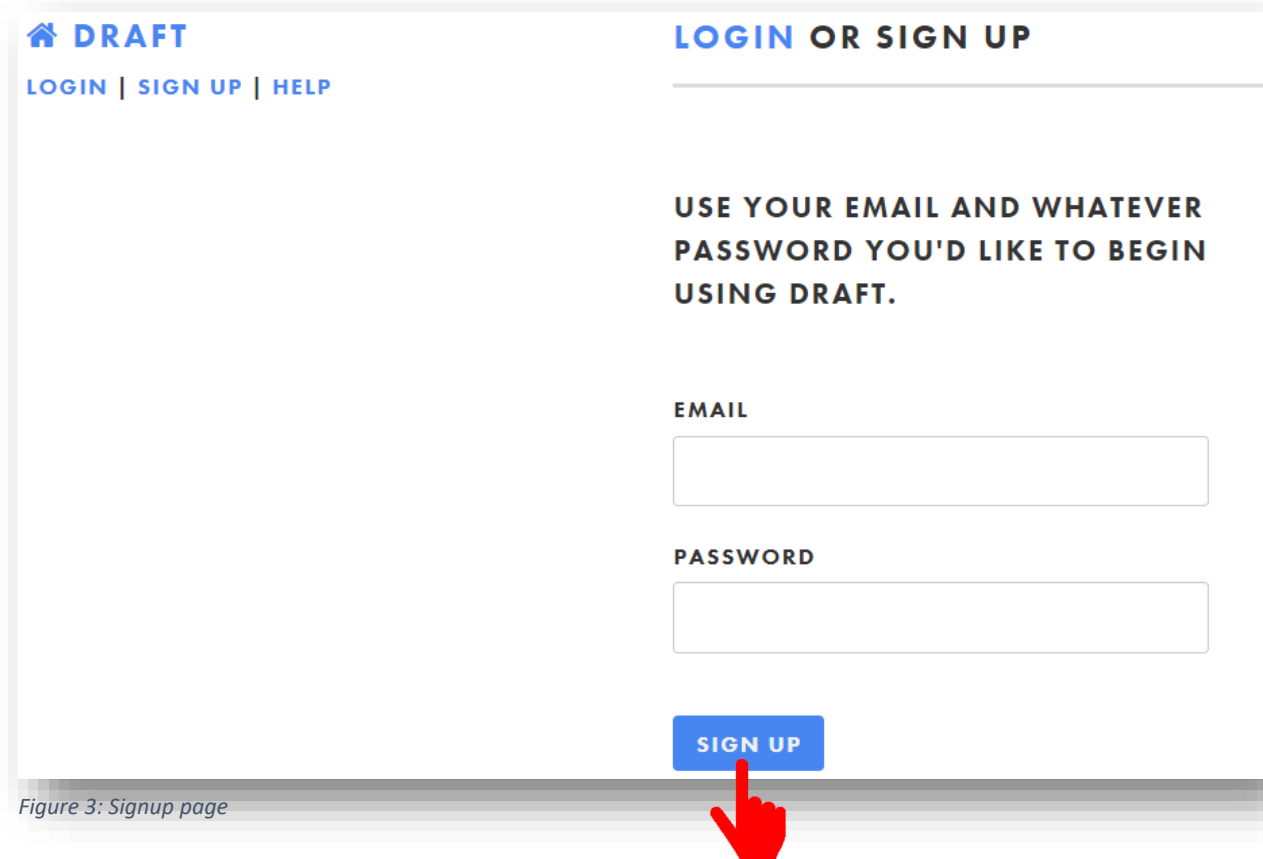


Figure 2: DRAFT homepage

The homepage also presents some appreciative comments in the form of tweets from users of the DRAFT application.

2. On the homepage, click **TRY DRAFT** to navigate to the signup page.



DRAFT
LOGIN | SIGN UP | HELP

LOGIN OR SIGN UP

USE YOUR EMAIL AND WHATEVER
PASSWORD YOU'D LIKE TO BEGIN
USING DRAFT.

EMAIL

PASSWORD

SIGN UP

Figure 3: Signup page

On the signup screen,

3. Enter the Email to use as your login username.
4. Enter the Password of your choice.
5. Click **SIGN UP** to create your account in **DRAFT** and navigate to the following Dashboard.

The minimum number of characters for a password is 6.

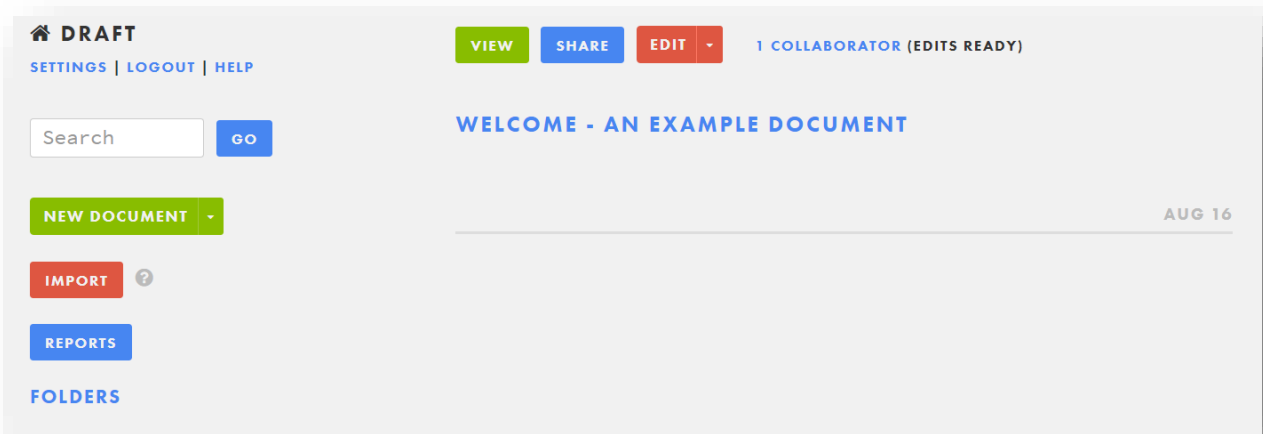


Figure 4: Dashboard

Navigation to the Dashboard asserts the successful creation of your account.

2.2 Logging In

To Log in to your **DRAFT** account,

1. Go to <https://draftin.com/> using a reliable browser to navigate to the **DRAFT** homepage, then click **LOGIN** to go to the *Login Page*.

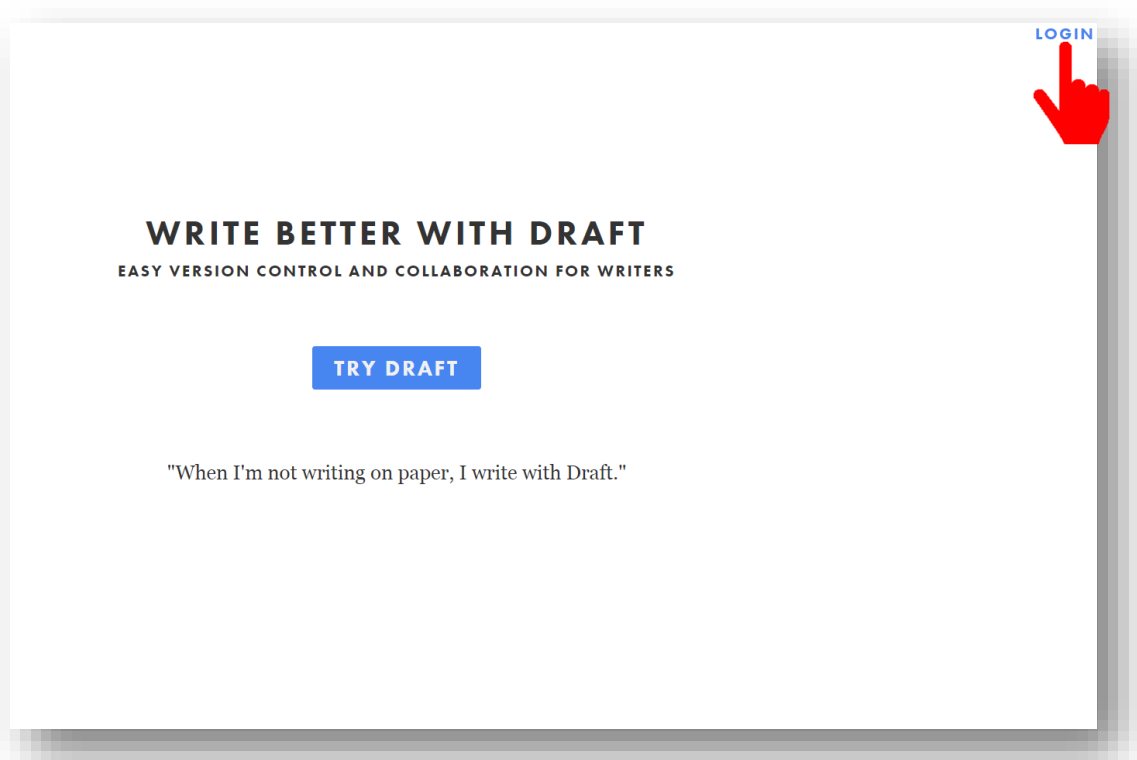
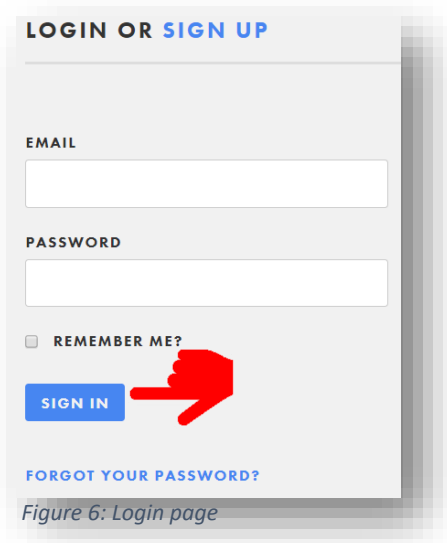
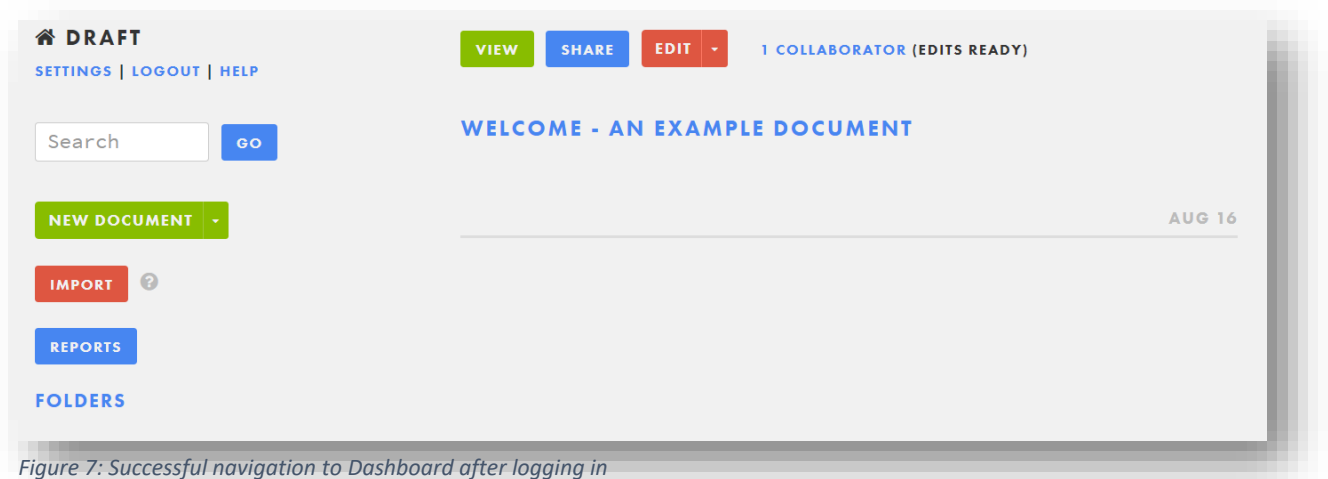


Figure 5: Navigation to login page



2. Enter the Email ID you provided while creating the account in the Email box.
3. In the Password box, enter the Password you provided while creating the account.
4. Click **SIGN IN** to log in to the application and navigate to the **DRAFT dashboard**.



Check ☒ **REMEMBER ME?** and command the application to keep you logged in even after it has been closed and reopened in the browser.

2.2.1 Reset Password

In case you have forgotten your Password and want to reset it,

1. Navigate to the *DRAFT Login* page.

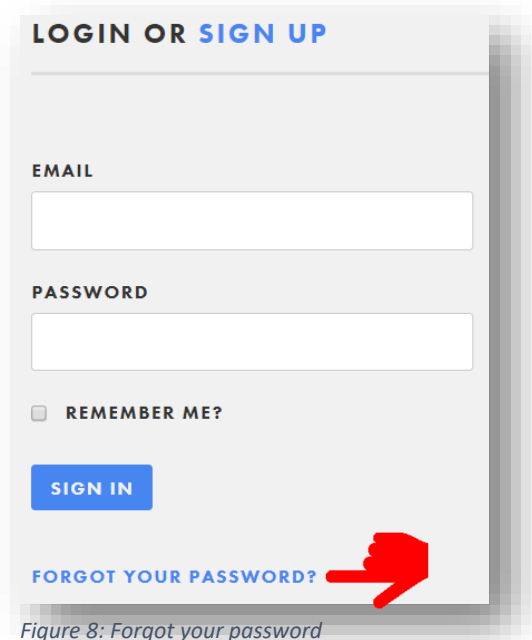


Figure 8: Forgot your password

2. On the login screen, click **FORGOT YOUR PASSWORD?** to navigate to *Forgot Your Password?* Page.

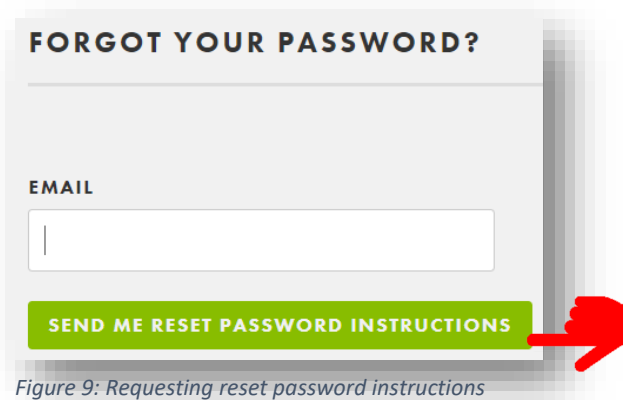


Figure 9: Requesting reset password instructions

3. Enter the Email ID you provided while creating the account in the Email box.
4. Click **SEND ME RESET PASSWORD INSTRUCTIONS** to receive an email from **DRAFT** with instructions to reset the Password.

5. In your *Inbox*, open the Email with the Subject *Reset Password Instructions*.

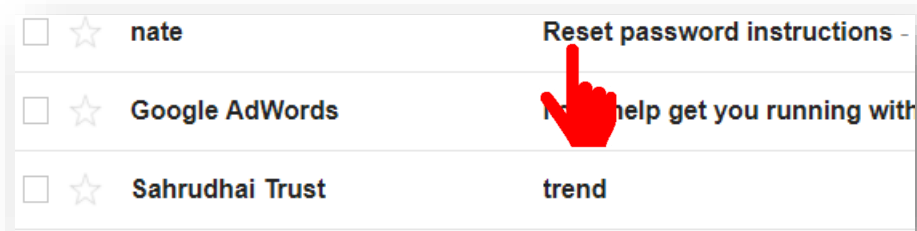



Figure 10: Email with reset password instructions

6. In the email content, click [Change my Password](#) to navigate to the *Change Your Password* page.

Someone has requested a link to change your password, and you can do this through the link below.
[Change my password](#) 
If you didn't request this, please ignore this email.
Your password won't change until you access the link above and create a new one.

A screenshot of a web form titled 'CHANGE YOUR PASSWORD'. It has two input fields: 'NEW PASSWORD' and 'CONFIRM YOUR NEW PASSWORD'. At the bottom is a green button labeled 'CHANGE MY PASSWORD'. A red hand icon is pointing to this button. A red dashed arrow points from the 'Change my password' link in the email content above to the form.

Figure 11: Setting new password

7. In the New Password box, enter the Password you wish to reset and use.
8. In the Confirm Your New Password box, re-enter the Password entered in the New Password box.
9. Click **CHANGE MY PASSWORD** to reset your Password and log into the application.

The minimum number of characters for a password is 6.

2.3 Logging Out

To log out of the **DRAFT**,

On the **DRAFT dashboard**, click **LOGOUT** on the top left of the screen to log back to the homepage page.

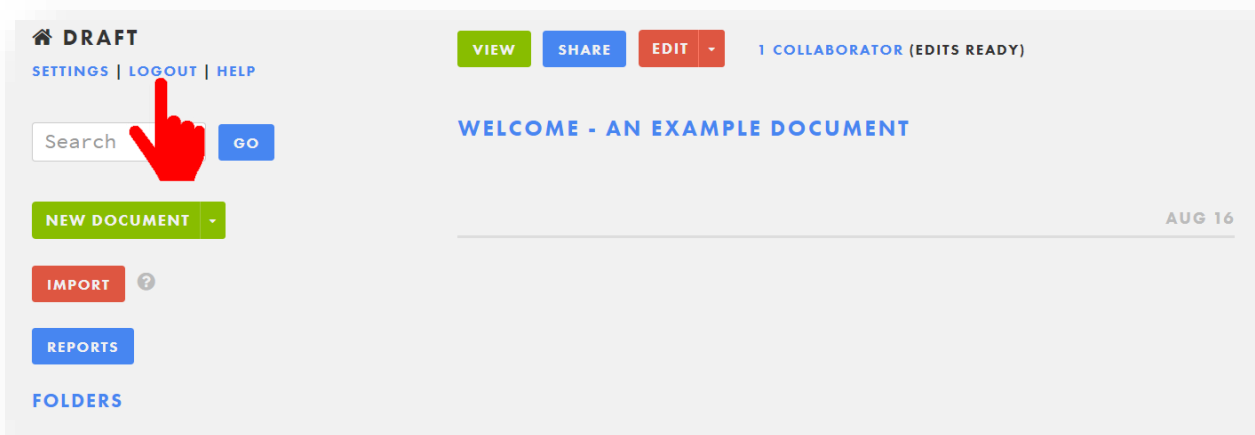


Figure 13: Logout Navigation

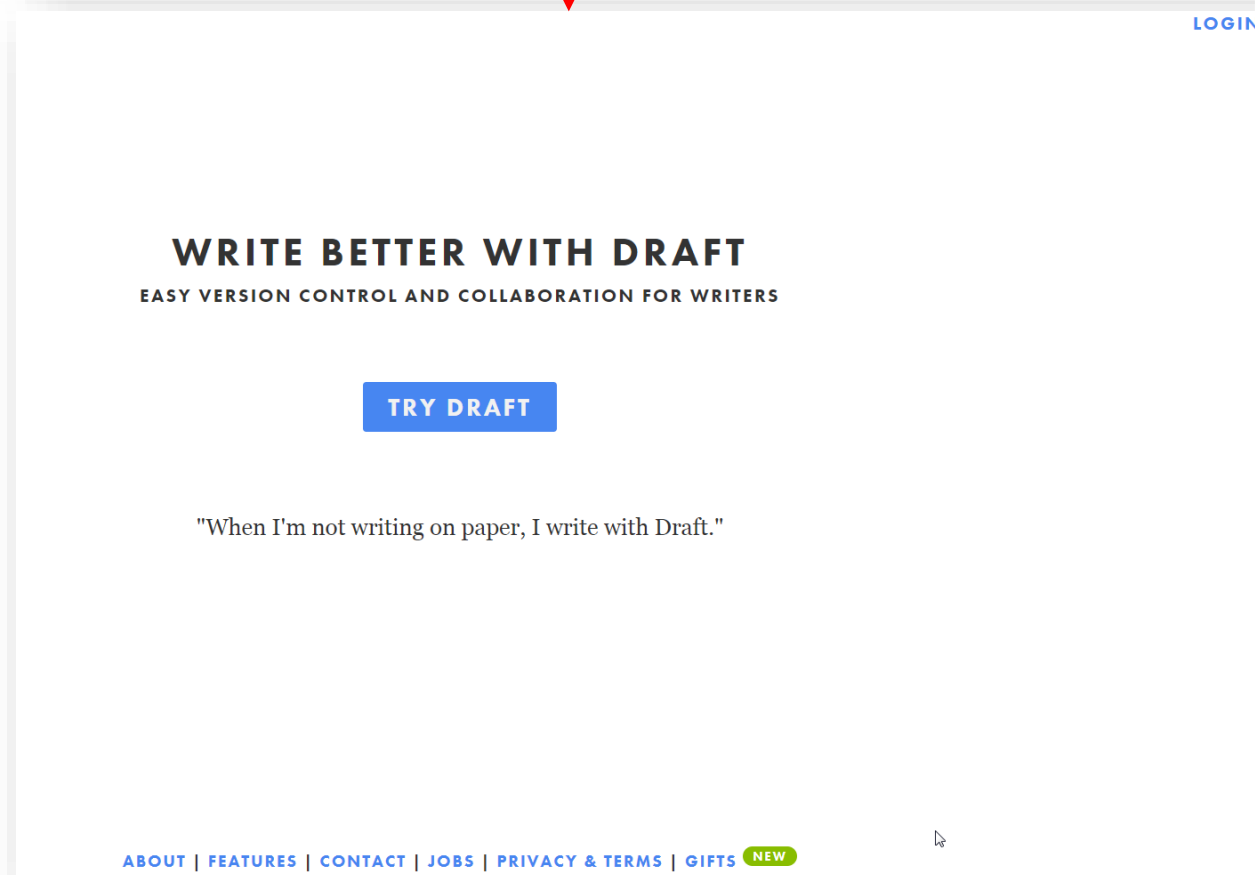
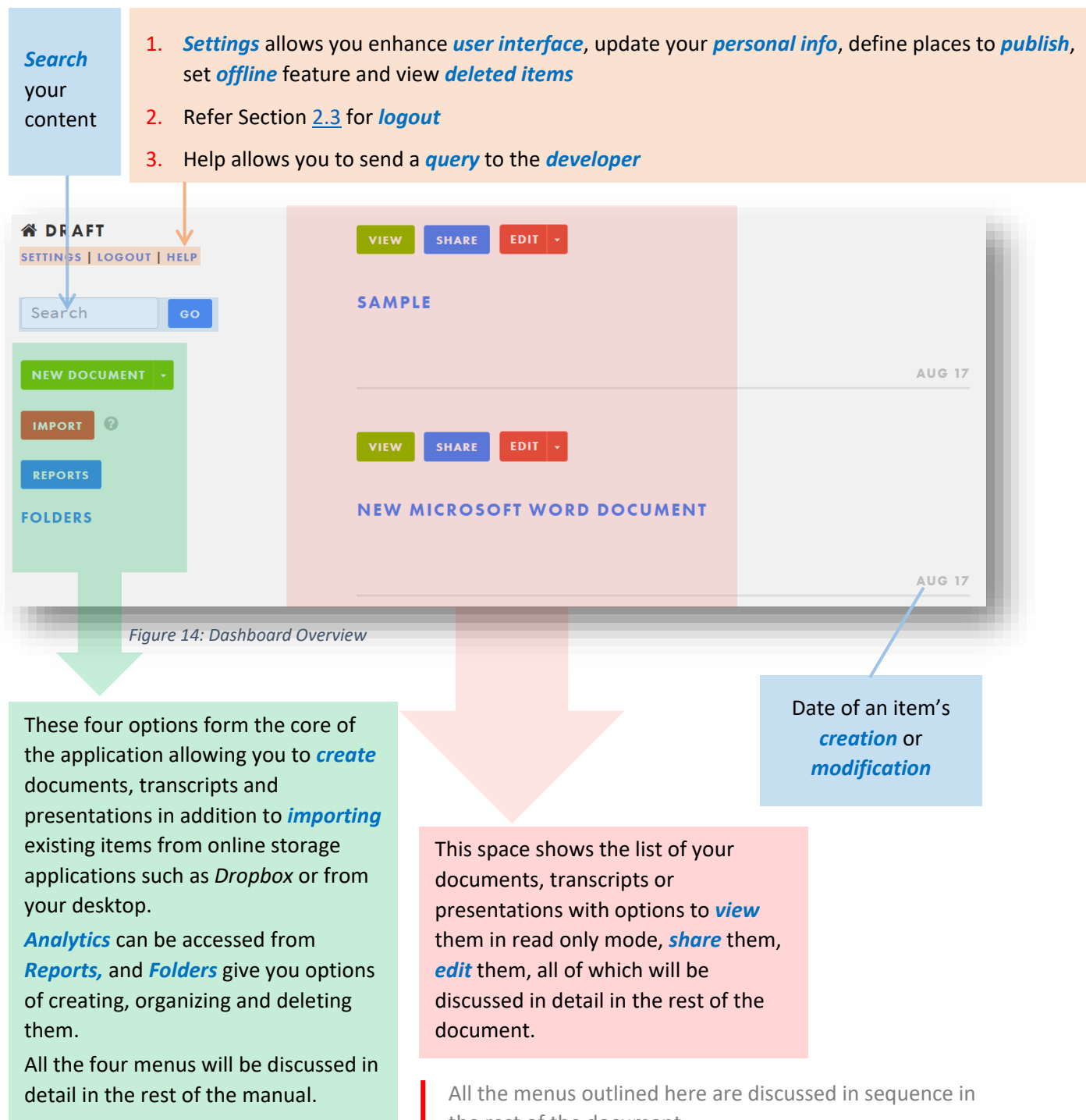


Figure 12: Successful logout

3 Dashboard

In this section, we briefly discuss the menus/options available on the *Dashboard* of the **DRAFT** application and their purpose.



4 Document Management

4.1 Creating a New Document

To create a new document,

1. On the Dashboard, click **NEW DOCUMENT** to navigate to the editor screen.

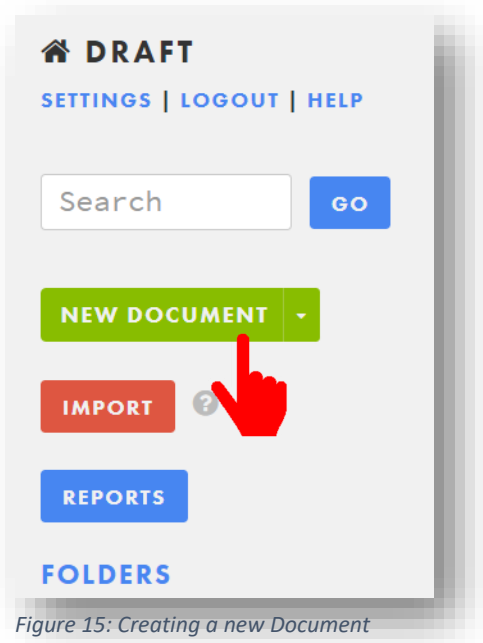


Figure 15: Creating a new Document

2. On the editor, start writing to create your document.

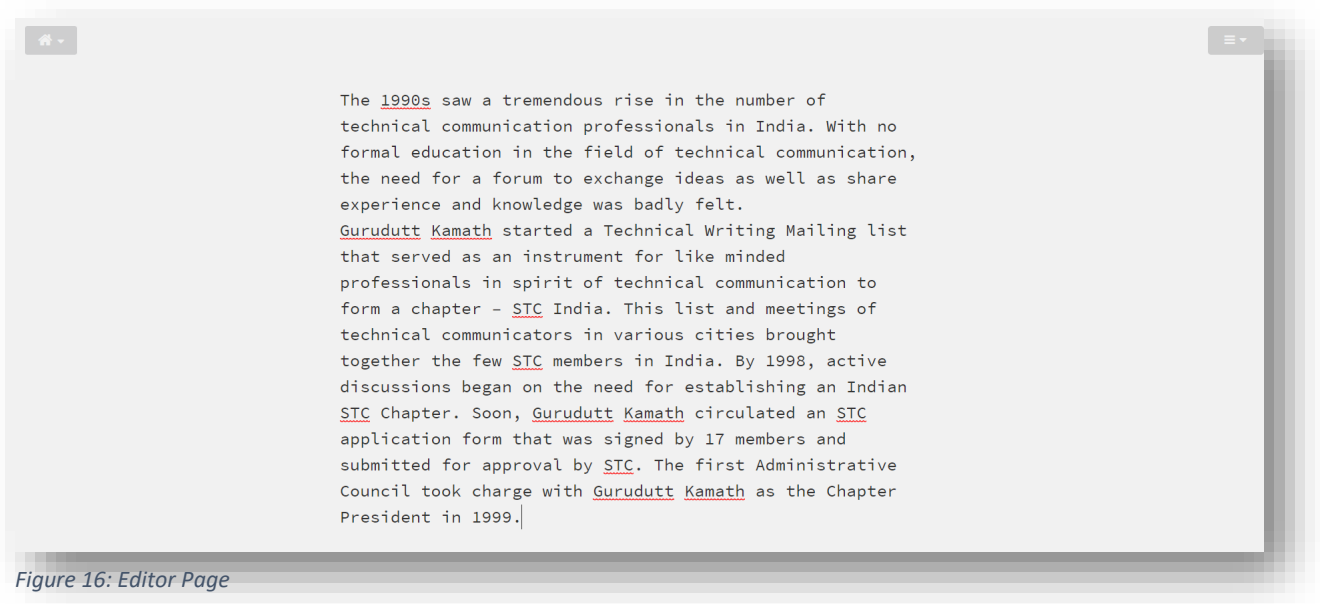


Figure 16: Editor Page

4.2 Editing a Document

To edit a document,

On the dashboard page, click **EDIT** above the document to navigate to edit mode.

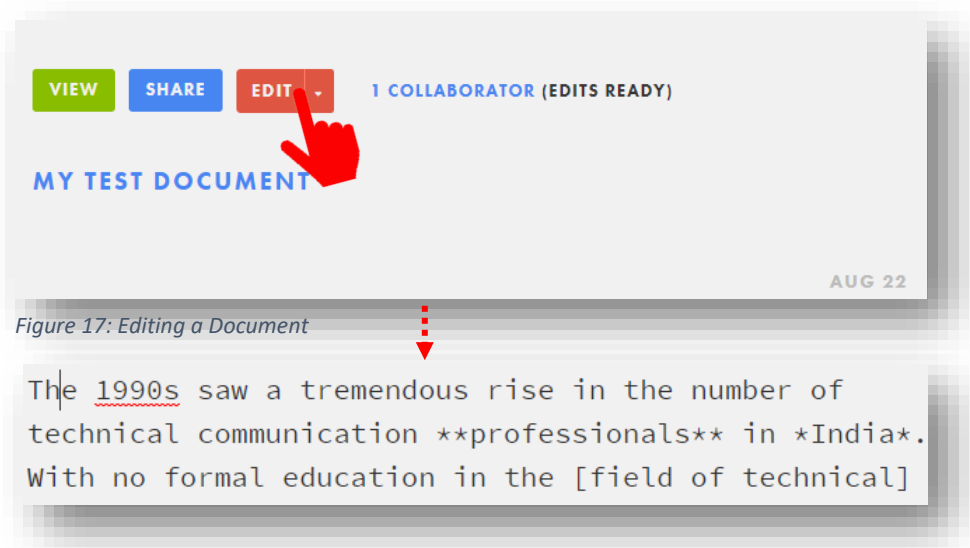



Figure 17: Editing a Document

4.3 Deleting a Document

To delete a document,

On the dashboard page, click the edit dropdown icon  above the document and select **DELETE** to delete the document.

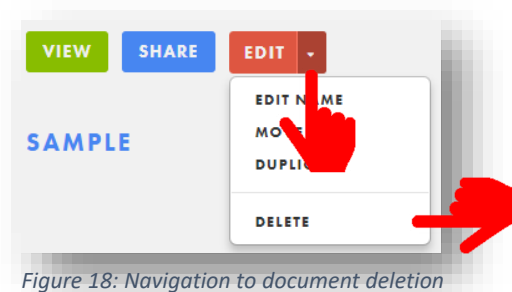


Figure 18: Navigation to document deletion

The following notification confirms the document deletion.

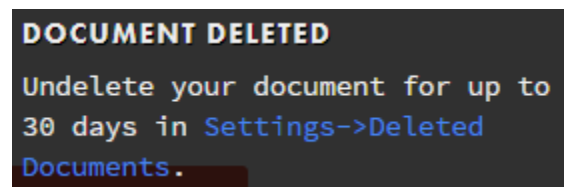


Figure 19: Document deletion notification

Restoring deleted documents is explained in section [9.4](#).

4.4 Viewing a Document-Non-Editable Mode

To view a document in non-editable mode,

On the *dashboard* page, click **VIEW** above the document to navigate to view mode.

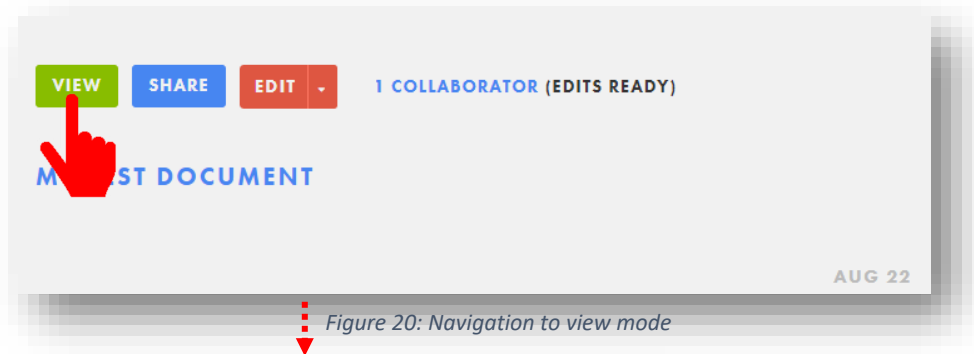


Figure 20: Navigation to view mode



It is important to remember that images and text in bold, italics, and underlined are only seen in view mode and not in edit mode.

4.5 Sharing a Document

To Share a document,

1. On the *dashboard* page, click **SHARE** above the document to bring up the *Receive Edits* popup.

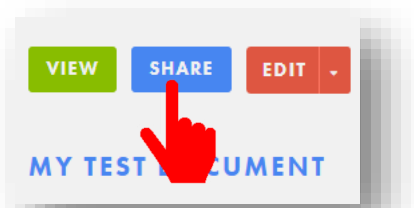


Figure 22: Navigation to Sharing a Document

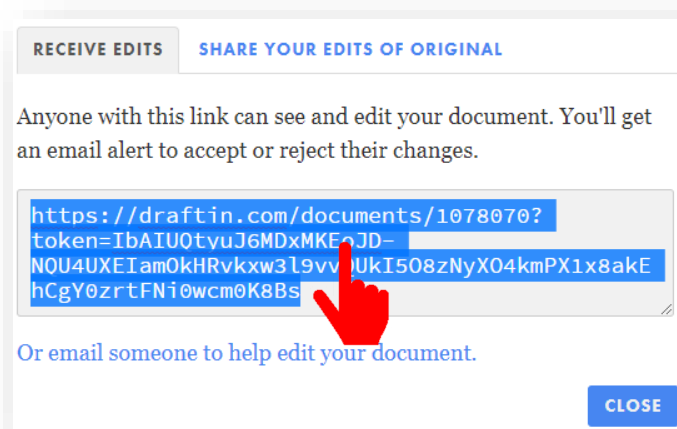


Figure 23: Link to share a document

2. In the *Receive Edits* popup, copy the link inside the text box and click **CLOSE**.

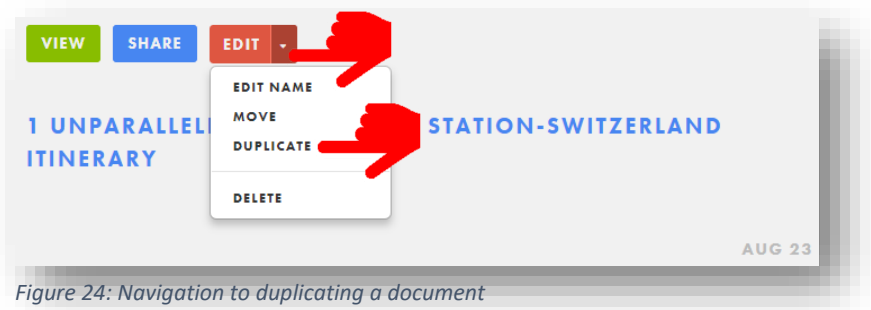
Use the link to share the document via social media or email it to your collaborators for editing. You receive changes made in the document via Email, prompting you to reject or accept changes.

Use the 'Or email someone to help edit your document' link in the above *Receive Edits* popup to email the document directly using the steps explained in [Section 7.2](#).

4.6 Duplicating a Document

To duplicate a document,

On the *dashboard* page, click the edit dropdown icon  above the document and select **DUPLICATE**.



The below notification confirms the duplication of the document.

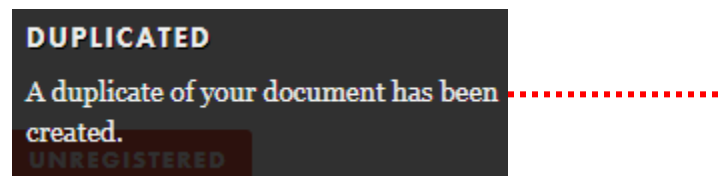
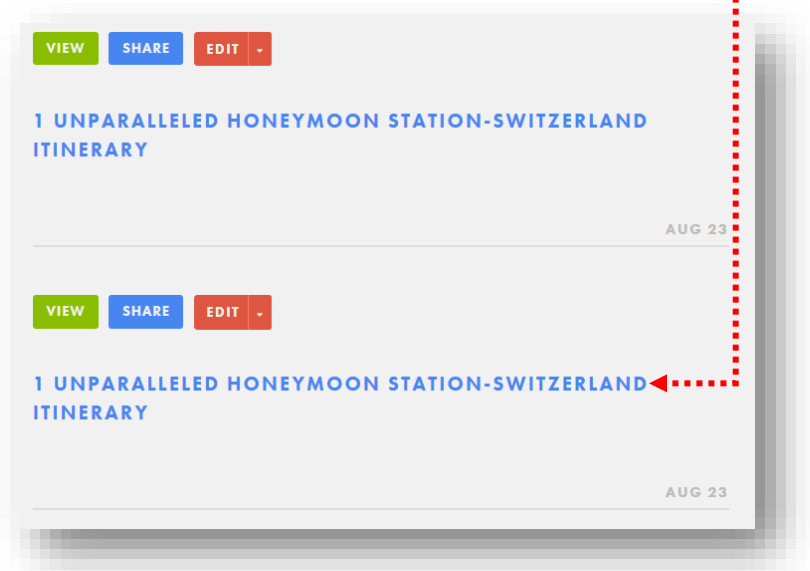



Figure 25: Document duplication notification



4.7 Publishing a Document

To publish a document,

1. On the *editor* page, click  dropdown and select **PUBLISH -** to bring up *publish to <location>* popup.

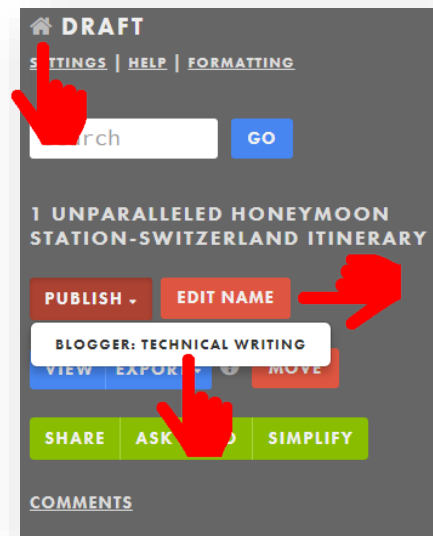


Figure 26: Navigation to publishing Document

It is mandatory to add *locations to publish* for **PUBLISH -** option in the editor page, making it mandatory to add *locations to publish* before publishing a document.

Learn how to add locations to publish in section [9.3](#).

2. On *publish to <location>* popup, edit the document title, choose the existing blog, if any, add optional labels separated by commas, and click **PUBLISH**.

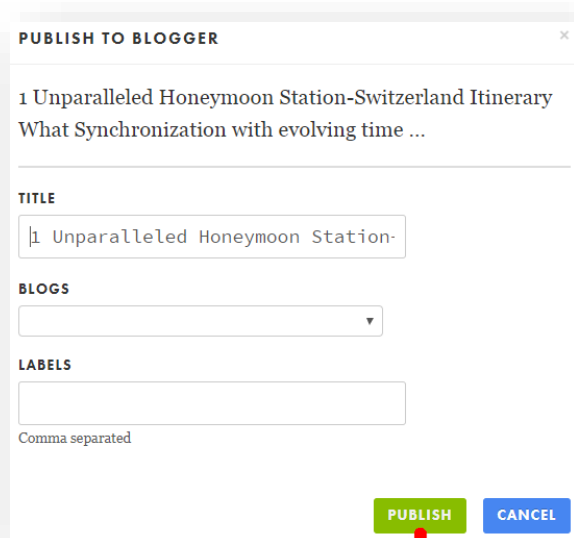


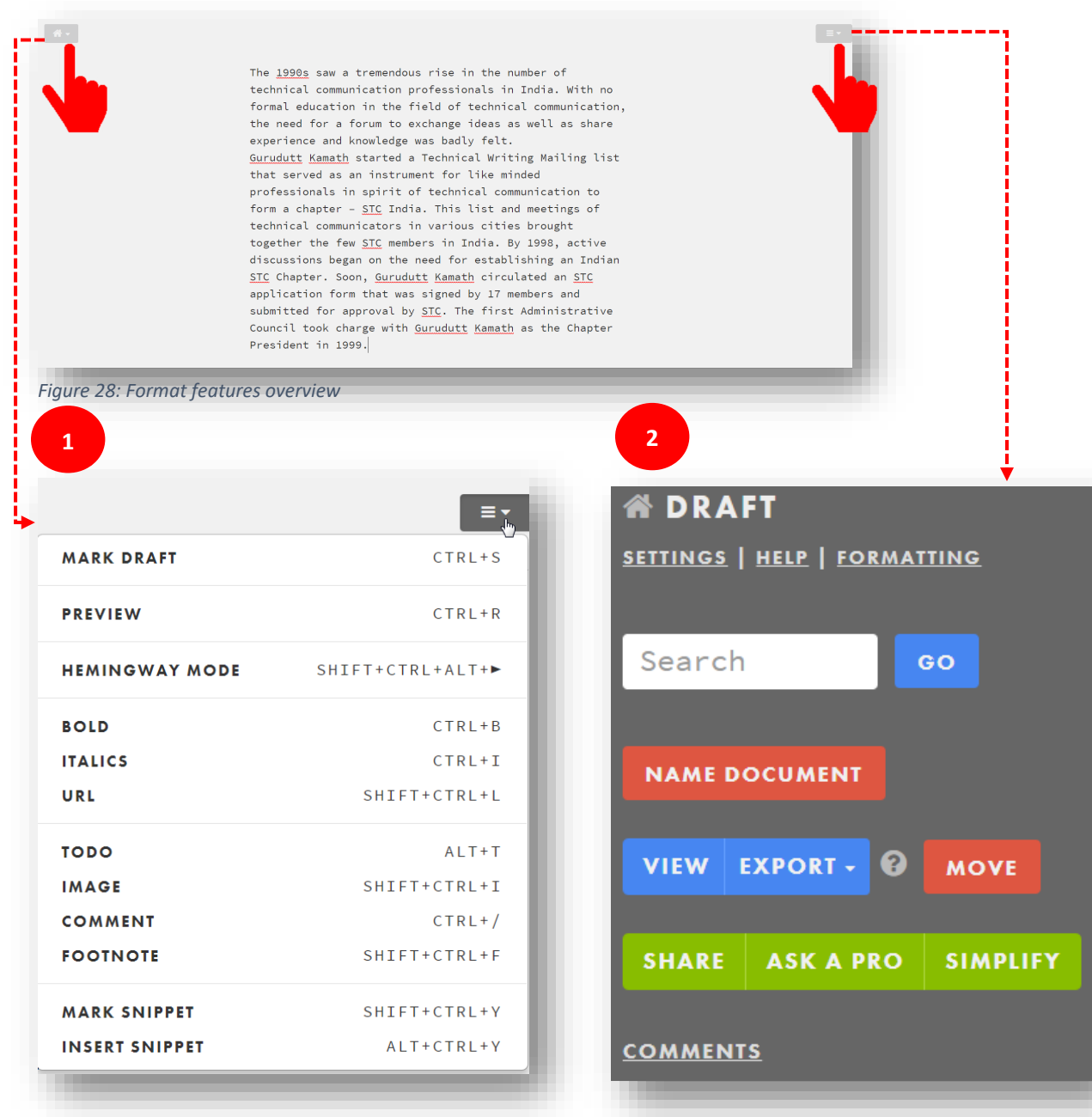


Figure 27: Document publishing

5 Format Features

Formatting options in **DRAFT** give basic editing options such as making text bold or creating a URL in addition to some unique features, namely Snippets and Mark Draft; learn these features in the rest of the document.

Format options are available on the top corners of the editor screen; click on  (top right) and  (top left) icons to access them.



5.1 Mark Draft

While the application automatically saves your work as drafts periodically, clicking on MARK DRAFT saves the Draft at the desired point; the notification below confirms the content's saving process as Draft.



Figure 29: Mark draft notification

Shortcut to save drafts: **CTRL + S**

5.1.1 View, Delete, and Restore Drafts

To view the saved drafts and restore or delete them, access the Draft section in Figure 30 to view all the saved drafts as follows.

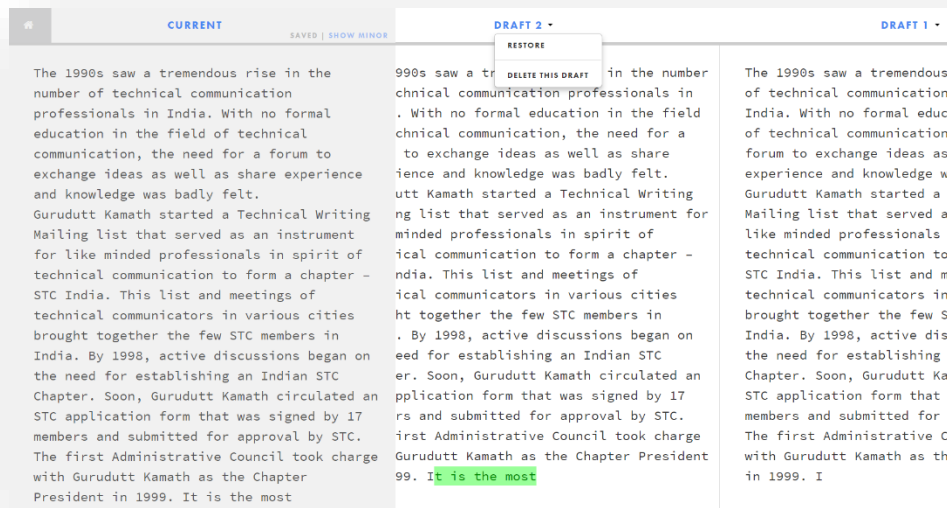
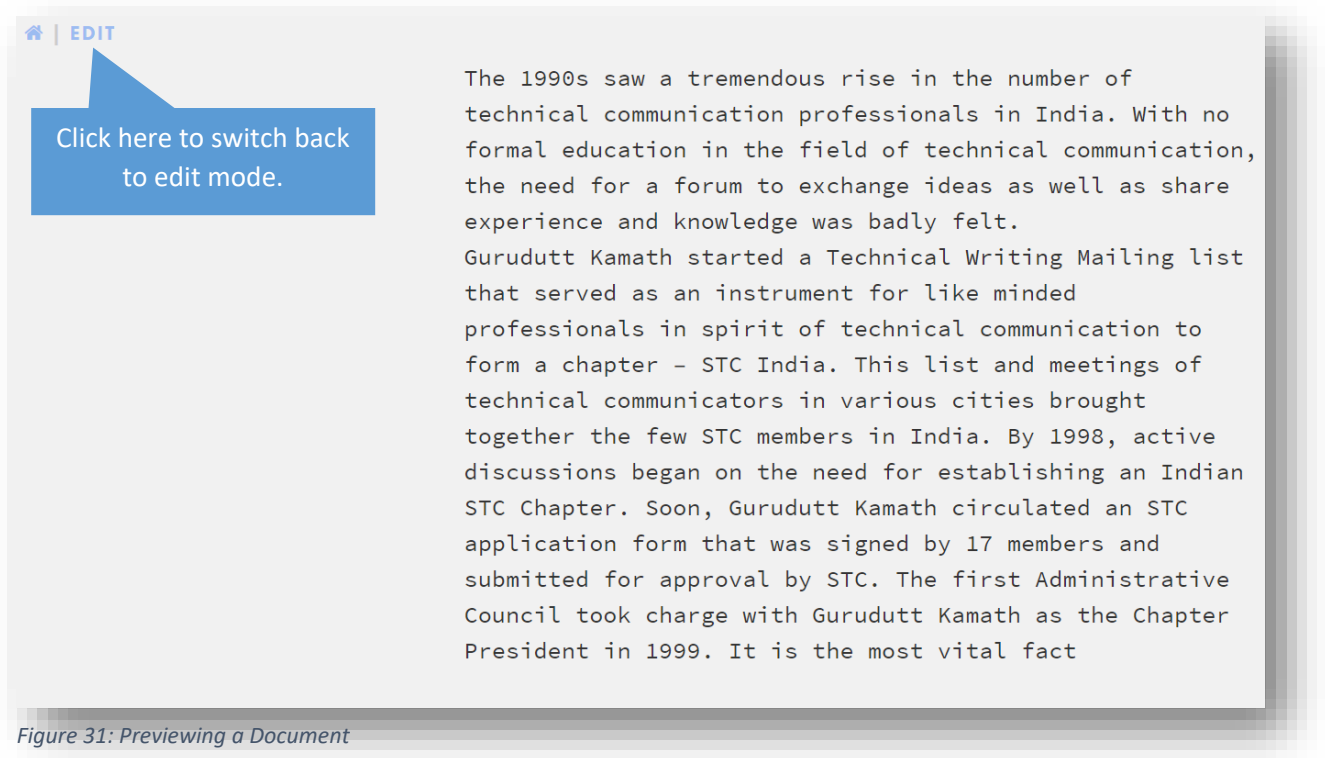


Figure 30: View, delete, and restore drafts

Changes in the Draft against the current version are highlighted in green on the above screen.

5.2 Preview

Preview helps the writer switch from edit to view-only mode, where the error suggestions are no longer visible.



Shortcut to preview: `CTRL + R`

5.3 Hemingway Mode

When you turn on Hemingway Mode, **DRAFT** turns off your ability to delete anything in your document. Writing only at the end of what you've already written is permitted. You can't go back, only forward.

Shortcut to turn Hemingway Mode on/off: `SHIFT + CTRL + ALT + →`

Hemingway helps create a rough first draft.

5.4 Bold, Italics, and URL

Select the text and click on the required option to make the text bold, italics, or Hyperlinked (URL).

****professionals**** in ***India***.
in the [field of technical]

BOLD	CTRL+B
ITALICS	CTRL+I
URL	SHIFT+CTRL+L

In the above edit mode, bold text lies within **, italics within *, and hyperlinks within [].
Below is the preview mode.

professionals in *India*. With no
[field of technical](#) communication,

Figure 32: Bold, italics, and URL in edit and preview mode

5.5 To Do

TODO	ALT+T
-------------	-------

This feature helps add 'To do' lists with a *check/uncheck* box.

- [] Male
- [] Female

Figure 34: Edit mode

☐ Male
☒ Female

Figure 33: Preview mode

5.6 Image

IMAGE	SHIFT+CTRL+I
--------------	--------------

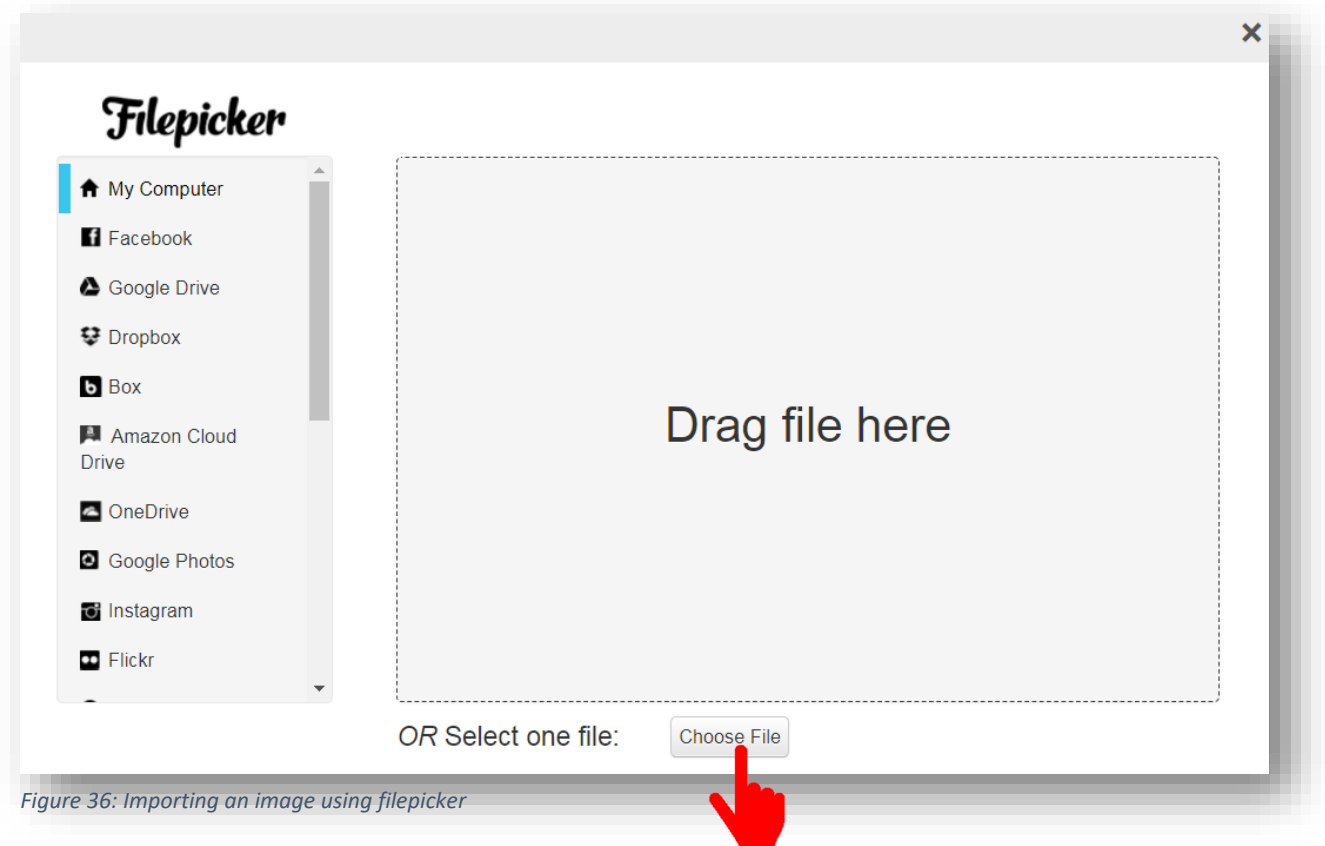
To add an image to your content,

1. Click the Image option to bring up a popup suggesting multiple sources to select the image from.

TODO	ALT+T
IMAGE 	SHIFT+CTRL+I
COMMENT	CTRL+ /
FOOTNOTE	SHIFT+CTRL+F

Figure 35: Adding an Image

2. From the *Filepicker* popup, select the source to pick your image. For demonstration purposes, assuming the image is in local memory.



3. On the *filepicker* popup, click **Choose File** and choose the image file from your local memory and click

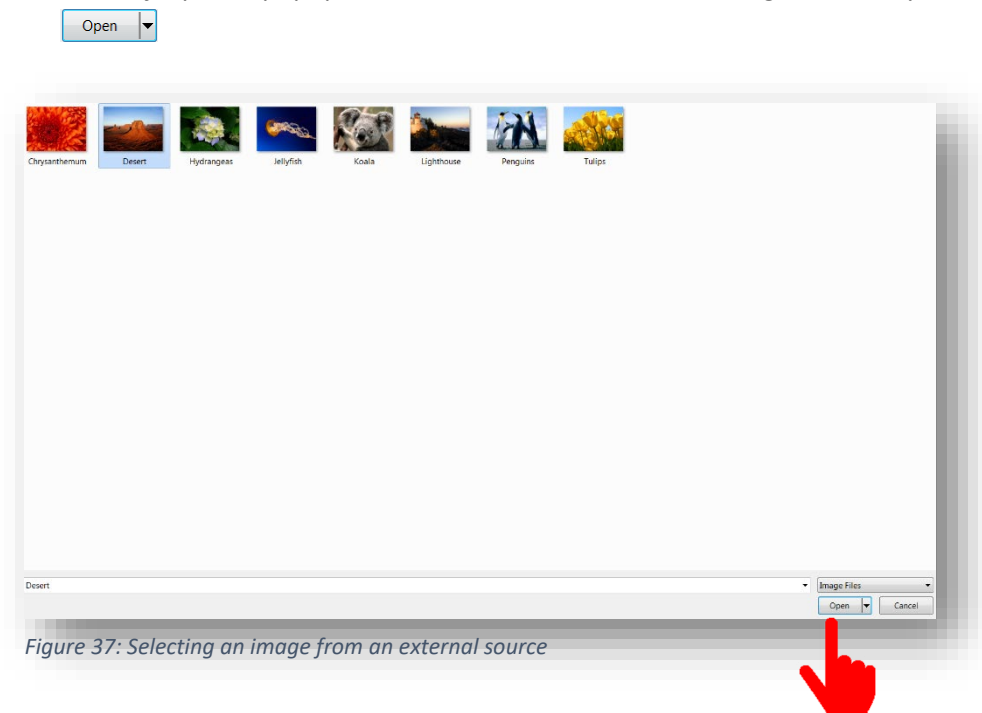




Figure 38: Image upload progress

In the editor mode,
uploaded image is
represented in its URL form

```
! [Desert.jpg] (https://draftin.com:443/images/52873?  
token=bL6_tOb2ZbxmLI0FLd0iZjS5rkuhv02ds-  
dp91okhGFqMybTCC0-3pn0lRzkF6-hwbrnR3iwjln3Tk7wlU_t_rk)
```

The 1990s saw a tremendous rise in the number of technical communication **professionals** in **India**. With no formal education in the [field of technical] (http://) communication, the need for a forum to exchange ideas [as well as share]() experience and knowledge was badly felt.

Figure 39: Image in edit mode



The 1990s saw a tremendous rise in the number of technical communication **professionals** in *India*. With no formal education in the **field of technical** communication, the need for a forum to exchange ideas **as well as share** experience and knowledge was badly felt.

Figure 40: Image in view mode

5.7 Comment

COMMENT

CTRL+ /

Comments are vital to keep reminders about the changes you plan to make and communicate with collaborators.

1. To add comments corresponding to specific text, select the text and click on the *comment* option.
2. Enter comments in the comment box and click **COMMENT** or **ADD** to confirm the addition of the comment.

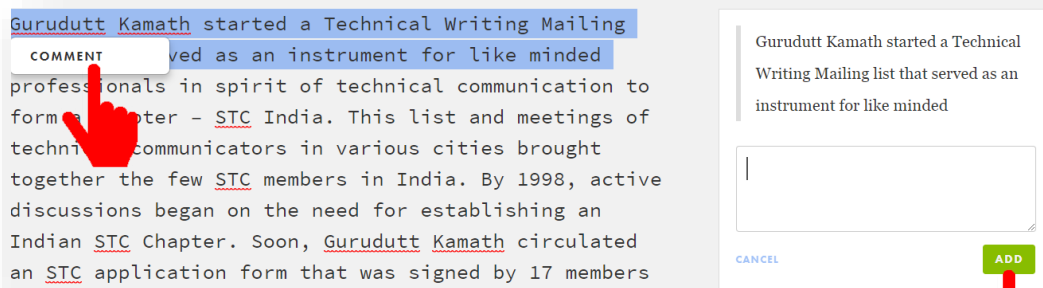
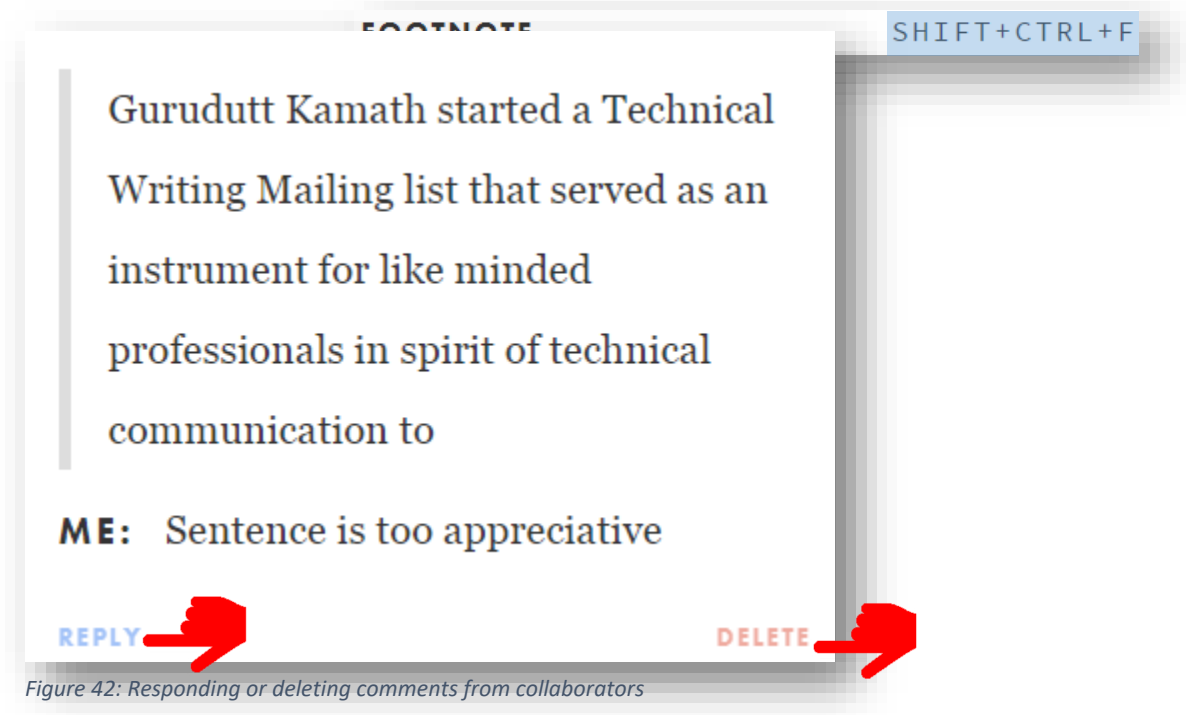


Figure 41: Navigation to comment a Document

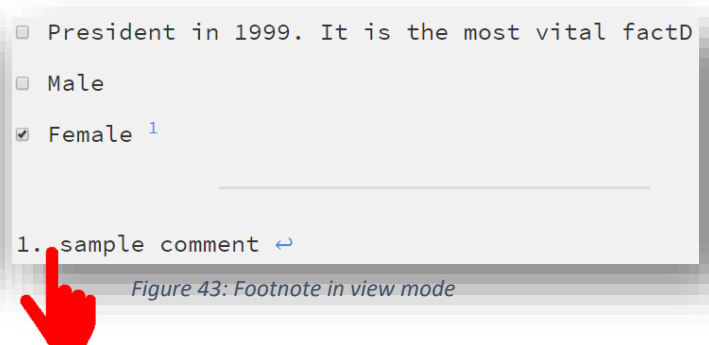
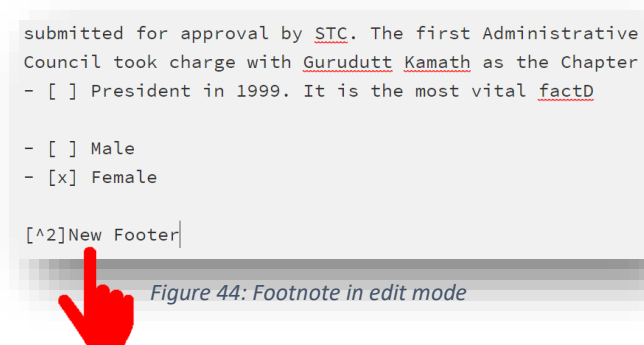
Click **REPLY** to respond to the comment, and click **DELETE** to delete it.



5.8 Footnote

To add a footnote,

1. In the editor, place the cursor to add the Footnote.
2. In the formatting menu, click Footnote.
3. Enter text after the Footnote is added,



5.9 Mark Snippet

MARK SNIPPET

SHIFT+CTRL+Y

Snippets are a great way to save time using the same text repeatedly. Create text of any size, mark and save it as a snippet to use in other documents.

To mark your text as a snippet,

1. On the editor screen, write content and click *Mark Snippet*.

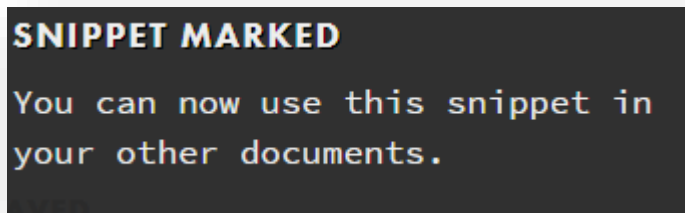


Figure 45: Marking a snippet

2. To unmark your content as Snippet, click **UNMARK SNIPPET** on the formatting options.

MARK DRAFT	CTRL+S
PREVIEW	CTRL+R
HEMINGWAY MODE	SHIFT+CTRL+ALT+►
BOLD	CTRL+B
ITALICS	CTRL+I
URL	SHIFT+CTRL+L
TODO	ALT+T
IMAGE	SHIFT+CTRL+I
COMMENT	CTRL+ /
FOOTNOTE	SHIFT+CTRL+F
UNMARK SNIPPET	SHIFT+CTRL+Y
INSERT SNIPPET	ALT+CTRL+Y

Figure 46: Unmarking a snippet

5.10 Insert Snippet

INSERT SNIPPET

ALT+CTRL+Y

To insert a marked snippet,

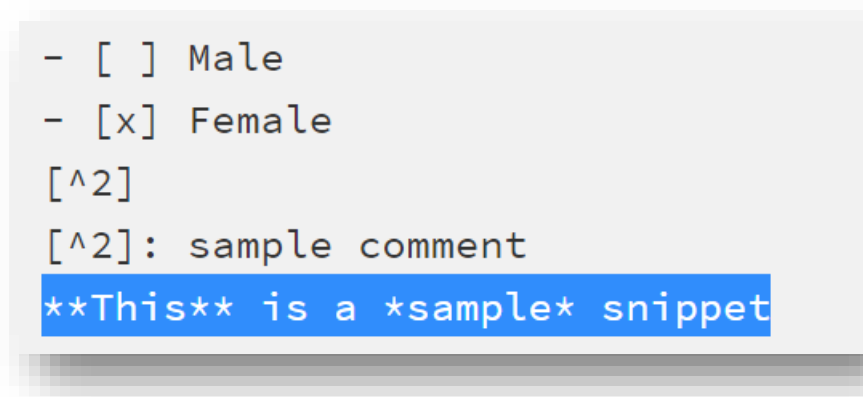
1. From the formatting options, click *Insert Snippet* to bring up the *snippet* popup.



Figure 48: Inserted snippet

Figure 47: Inserting a snippet

2. From the available snippets, choose the Snippet and click **INSERT** to add the Snippet to the current content.



Make sure you place the cursor at the right place on the document before adding the Snippet.

5.11 Name Document

To name a document,

1. On the editor page, click  and select **NAME DOCUMENT**.

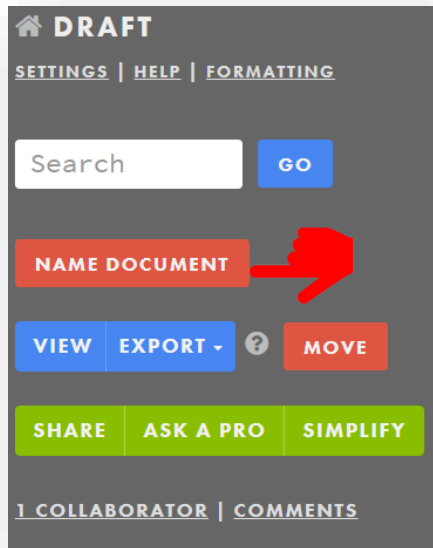


Figure 49: Navigation to naming a document

2. On the resulting *Name Your Document* popup, enter the document's name.

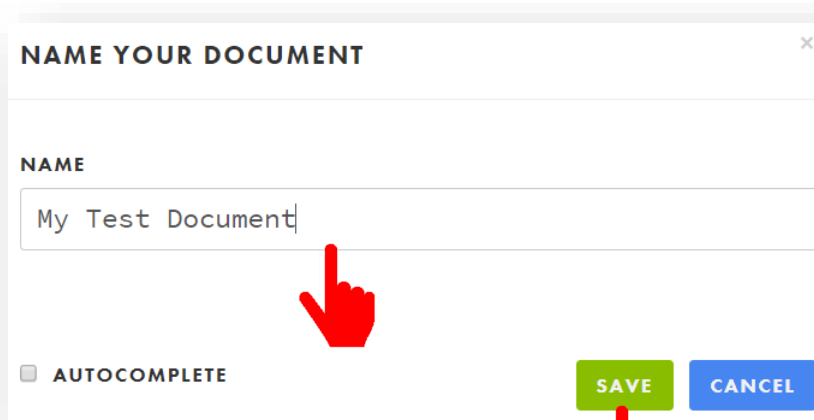


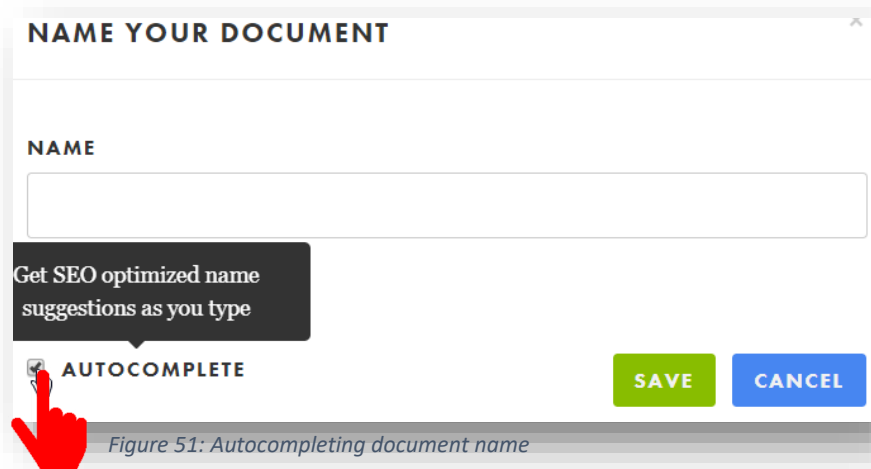
Figure 50: Naming a Document

3. After entering the document name, click **SAVE** to save the entered name.

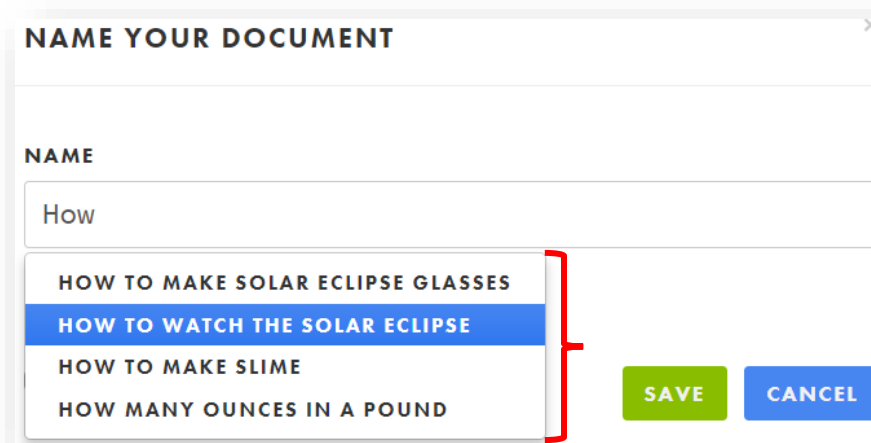
5.11.1 Autocomplete Document Name - SEO

The Autocomplete feature is a unique tool in **DRAFT** that helps you with document name suggestions, which are Search Engine Optimizers (*SEO*).

To enable this tool, check the Autocomplete box in the Name Your Document popup before typing the document name.



When you start typing your document name, multiple suggestions are listed for you to select.



SEO is a technique that helps search engines find and rank your site higher than the millions of other sites in response to a search query. SEO thus helps you get traffic from search engines.

5.12 Edit Document Name

To edit the name of a document,

On the editor page, click  and select **EDIT NAME**.

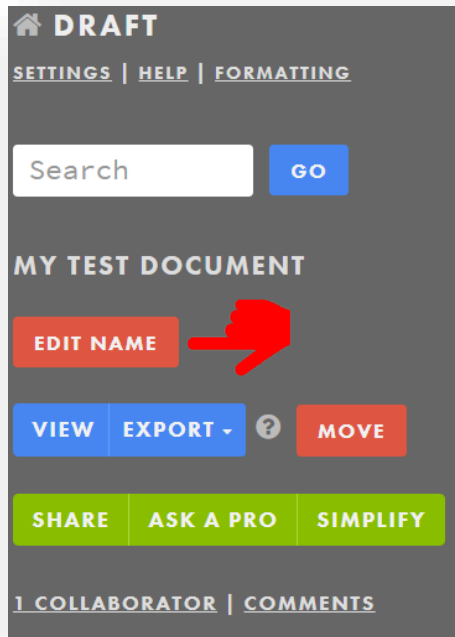


Figure 53: Navigation to editing a document name

1. On the resulting popup, edit the name of the document.
2. After editing the document name, click **SAVE** to save the new document name.

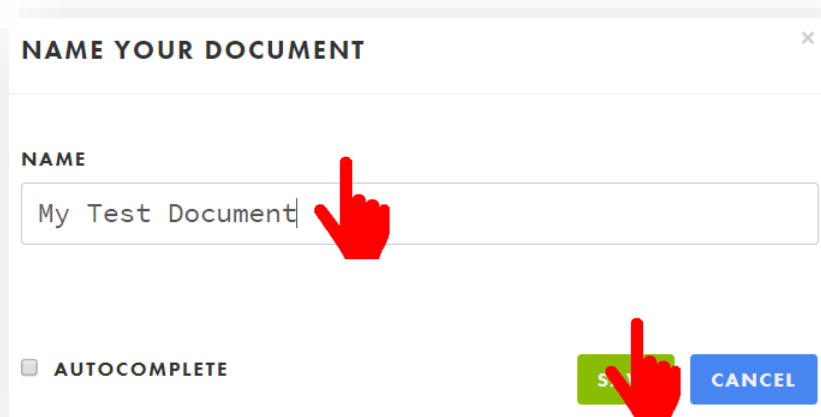


Figure 54: Editing document name

5.13 Export

This feature allows you to export your document in multiple formats to various destinations.
To export your document,

1. On the editor page, click  and then click **EXPORT**.

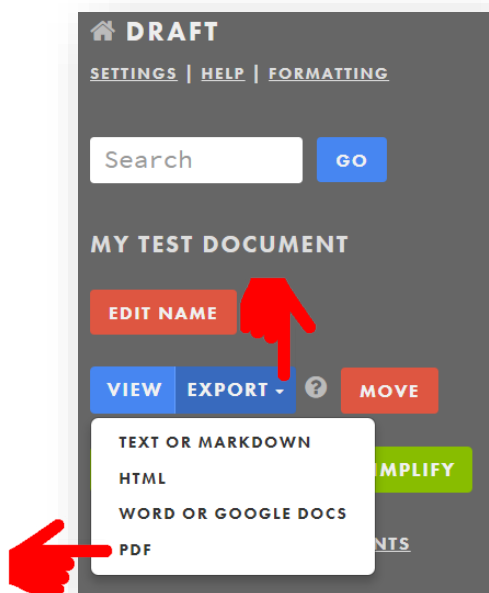


Figure 55: Navigation to exporting a document

2. In the dropdown with four options, select the format you wish your document to be exported to (using *PDF* in this case).

After the format is selected, the below notification must be seen on the bottom left of the current screen; post this, check your email account with the email subject "*Your PDF Export is attached,*" and download the attachment.

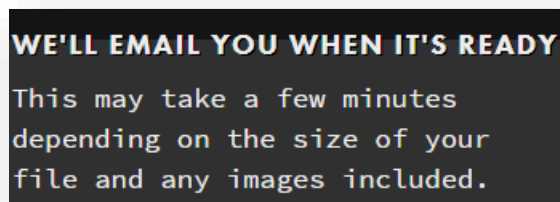
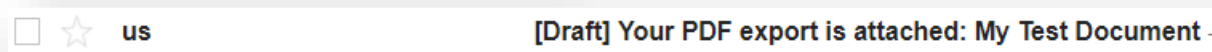


Figure 56: Email reception of exported document



5.14 Simplify

This unique feature helps you simplify your document with the assistance of Artificial Intelligence (AI) by editing the content to its best form.

To simplify your document,

3. On the editor page, click  and then click **SIMPLIFY**.

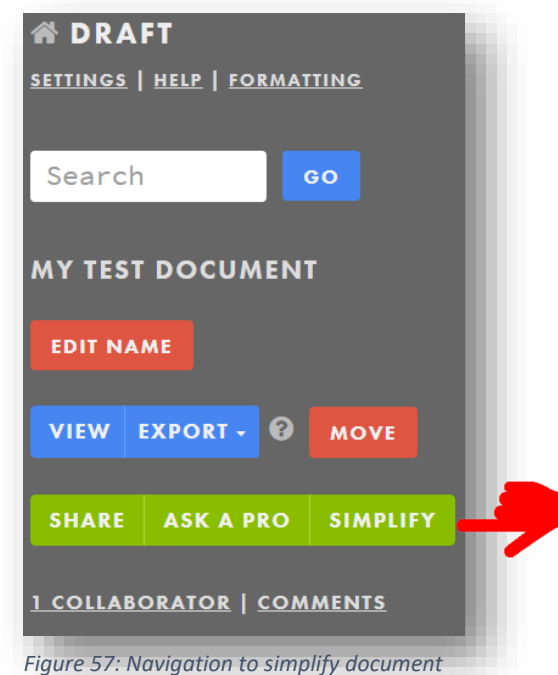


Figure 57: Navigation to simplify document

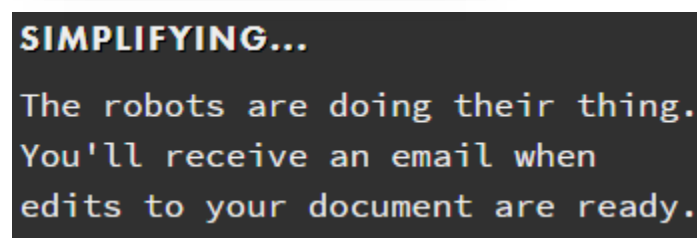


Figure 58: Document simplifying notification

4. Check your Email account and find the email from **DRAFT**.

simplified@cityposh.com | [Draft] Draft is ready with changes to

5. Open the Email and click the link that leads to the simplified changes.

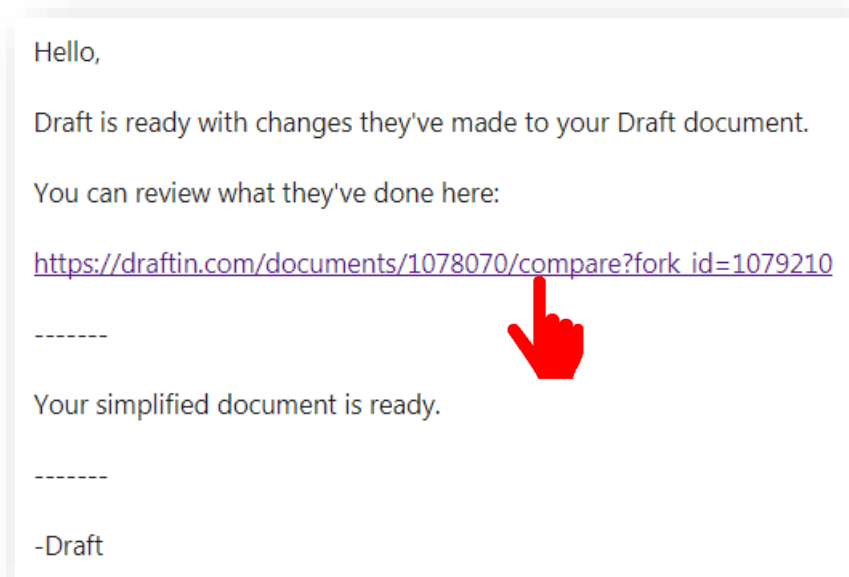


Figure 59: Simplified document email reception

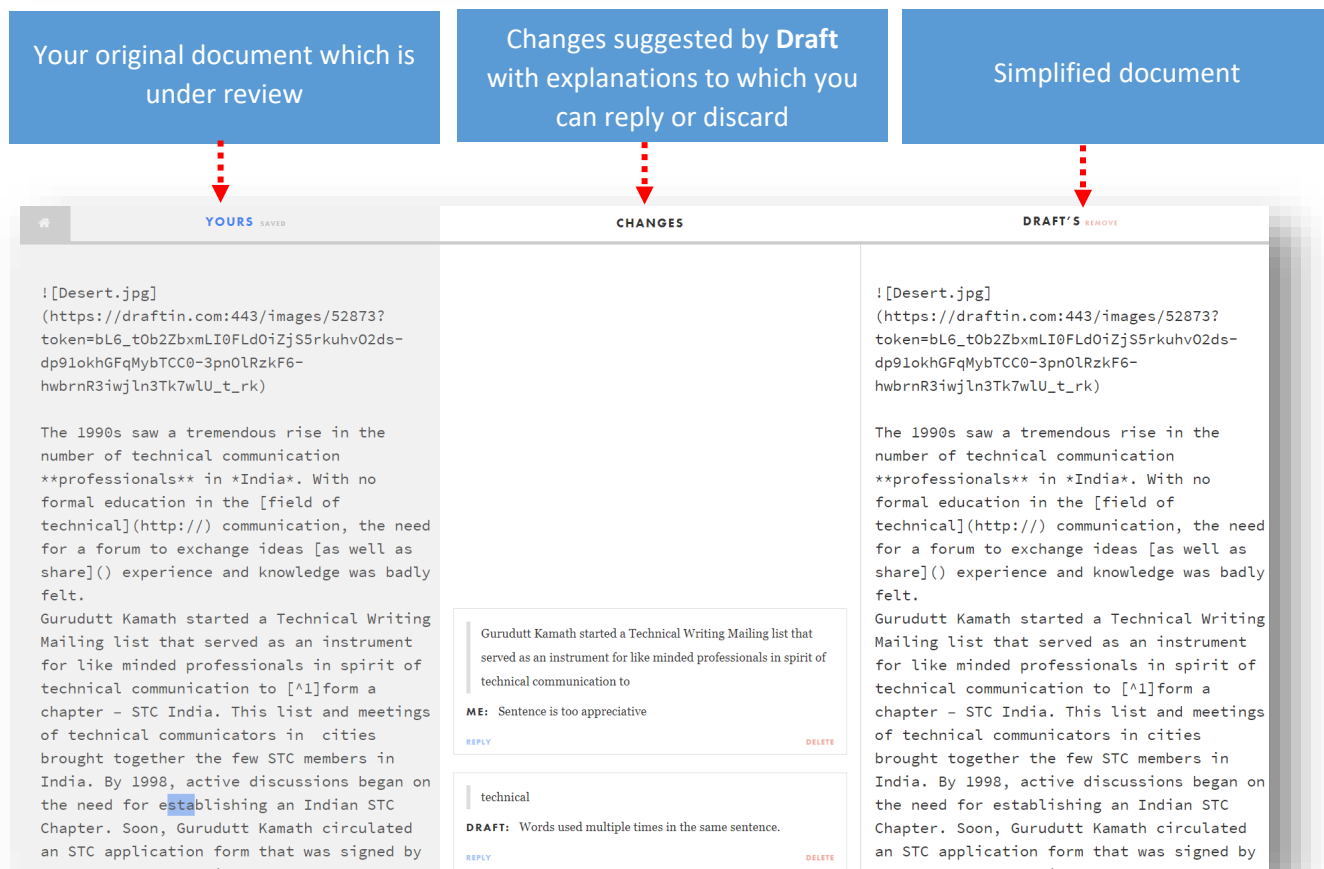


Figure 60: Changes in the simplified document against the original

6 Import

To import a document,

1. On the Dashboard, click **IMPORT** to bring up the *Filepicker* popup.

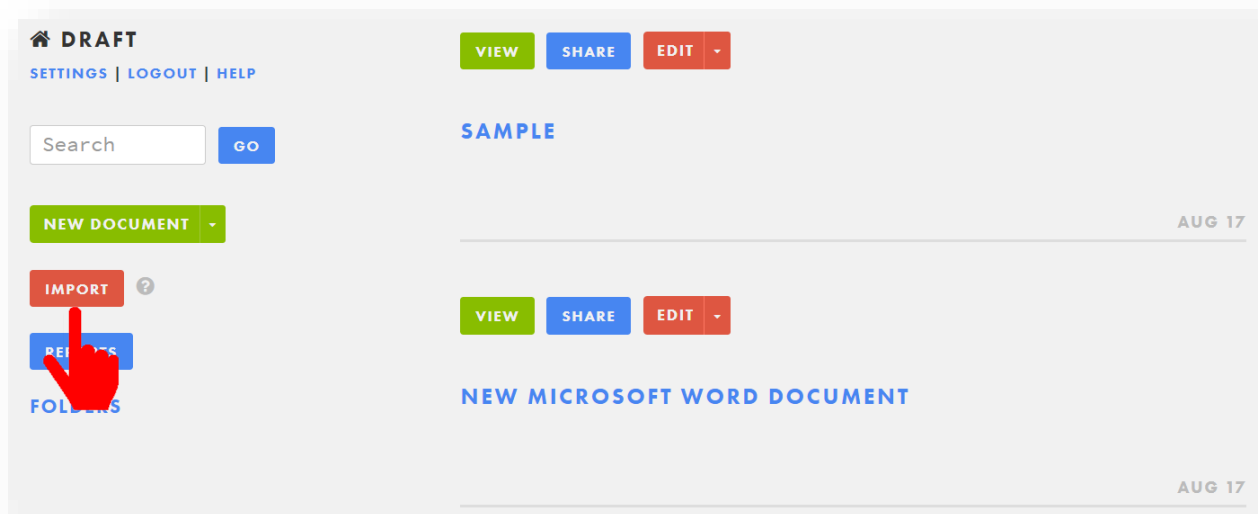


Figure 62: Navigation to importing a document

2. On the *File Picker* popup, select the document source from the available list (for this manual, pick *My Computer* to import the file from local memory) and click **Choose File**.

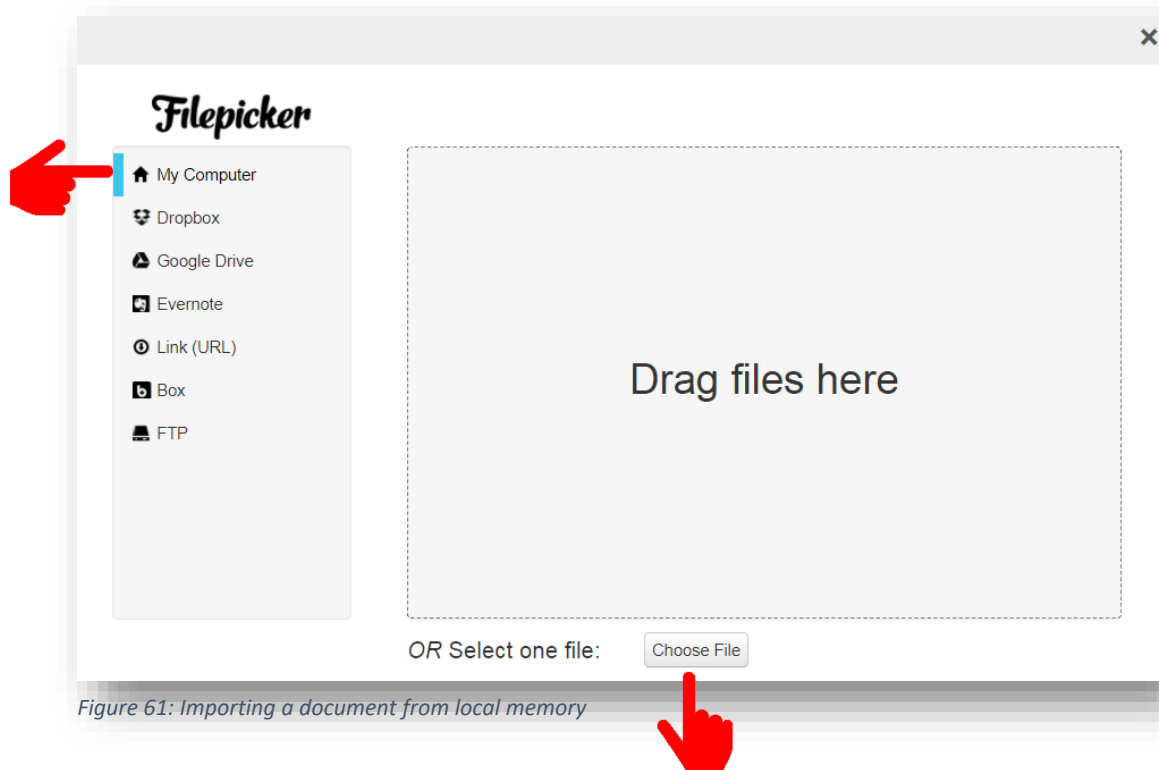


Figure 61: Importing a document from local memory

3. Select your document and click **Open**.

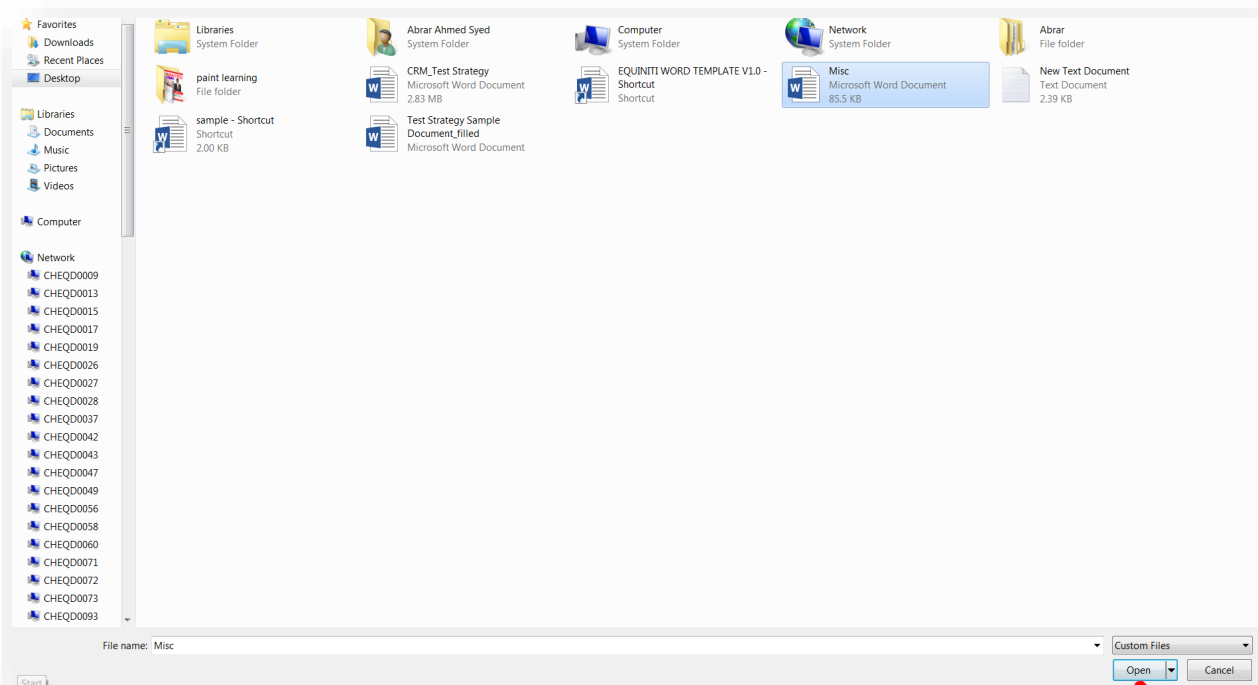


Figure 63: Selecting document to be imported from local memory

4. Wait for the document upload progress to complete.

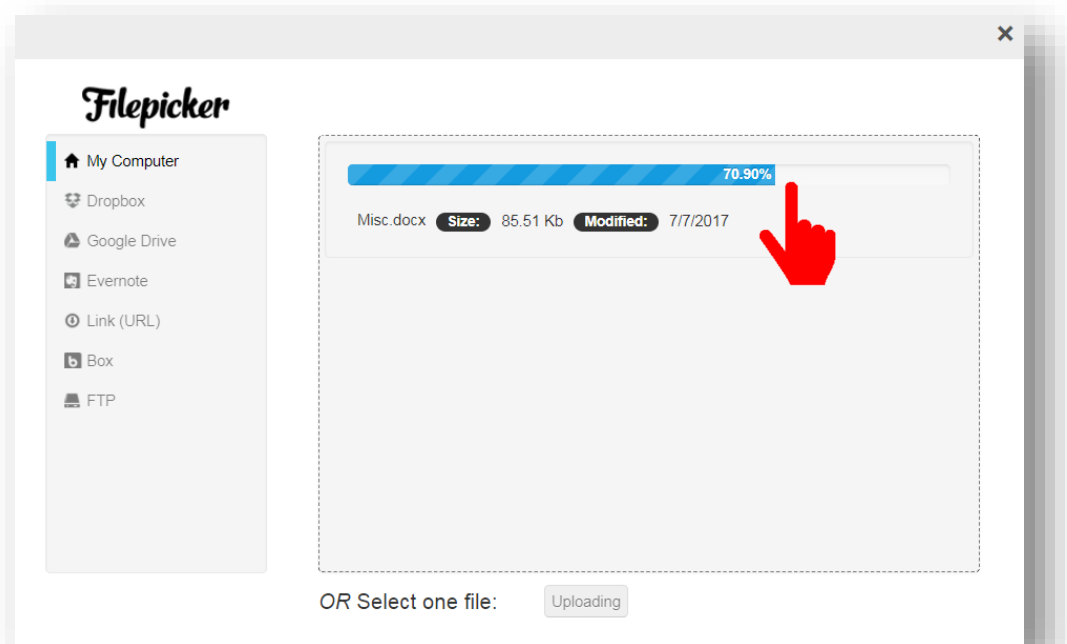


Figure 64: Import document upload progress

After the upload, the imported document is available on the Dashboard.

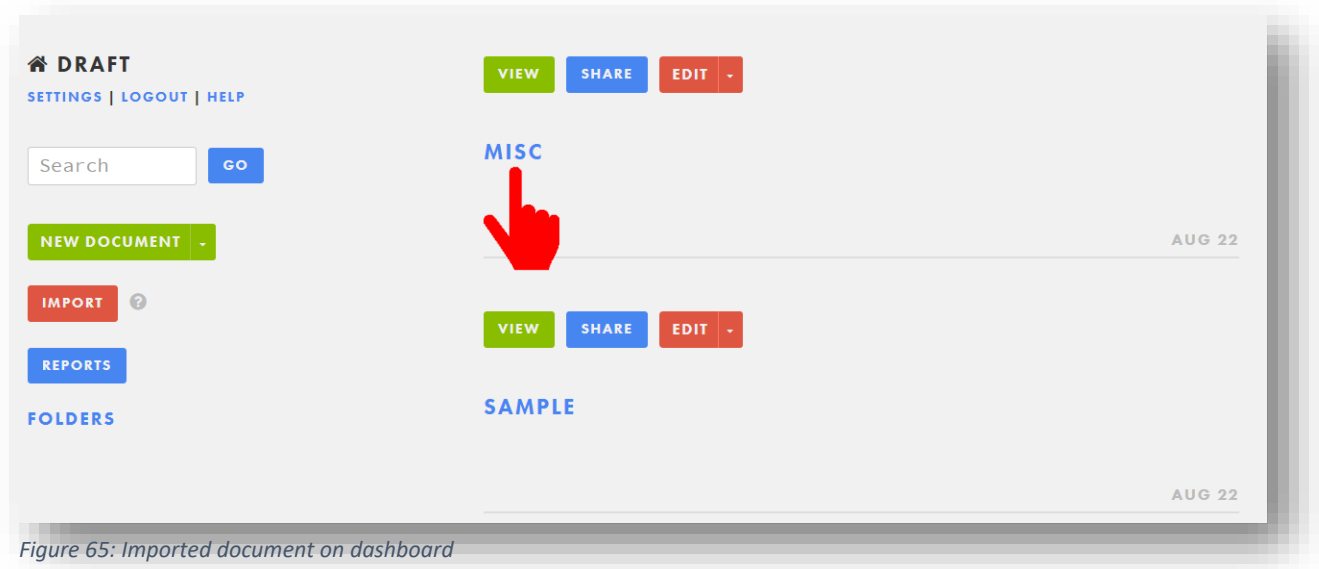


Figure 65: Imported document on dashboard

Import your documents from cloud services like Dropbox, Evernote, Box, and Google Drive to edit these documents, share them with your colleagues, and manage suggestions from them. Anything you do to the document is automatically synced back to your cloud account from where you have imported the document.

7 Folders

7.1 Creating a Folder

To create a folder,

5. On the *Dashboard*, click **FOLDERS** to navigate to the *Folders* page.

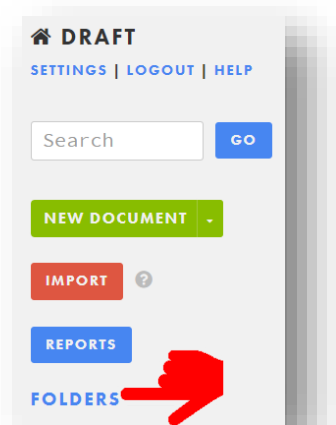


Figure 66: Navigation to folder creation

6. On the *folders* page, click **NEW FOLDER** to bring up the *Name Your Next Folder* popup.

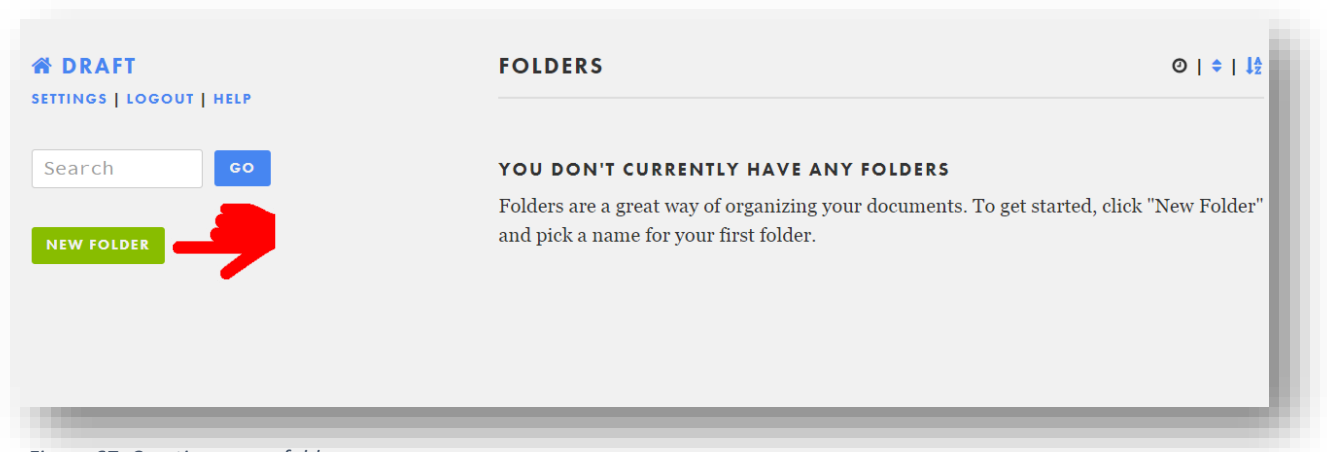


Figure 67: Creating a new folder

7. On the *Name Your Next Folder* popup, type the folder name in the Folder Name box and click **CREATE**.

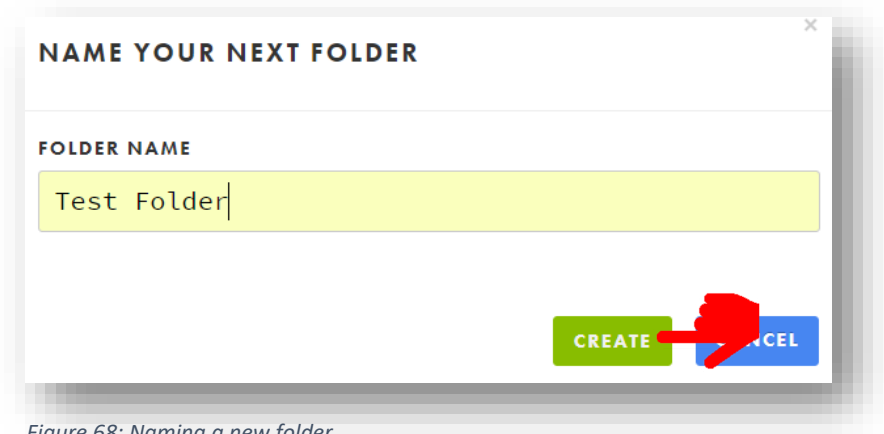



Figure 68: Naming a new folder

7.1.1 Move the Document Inside a Folder

Now that you have created a *Test Folder*, let us move a document into it.

To move a document to the Test Folder,

1. Select the document to move to the Dashboard, and click the edit dropdown icon .

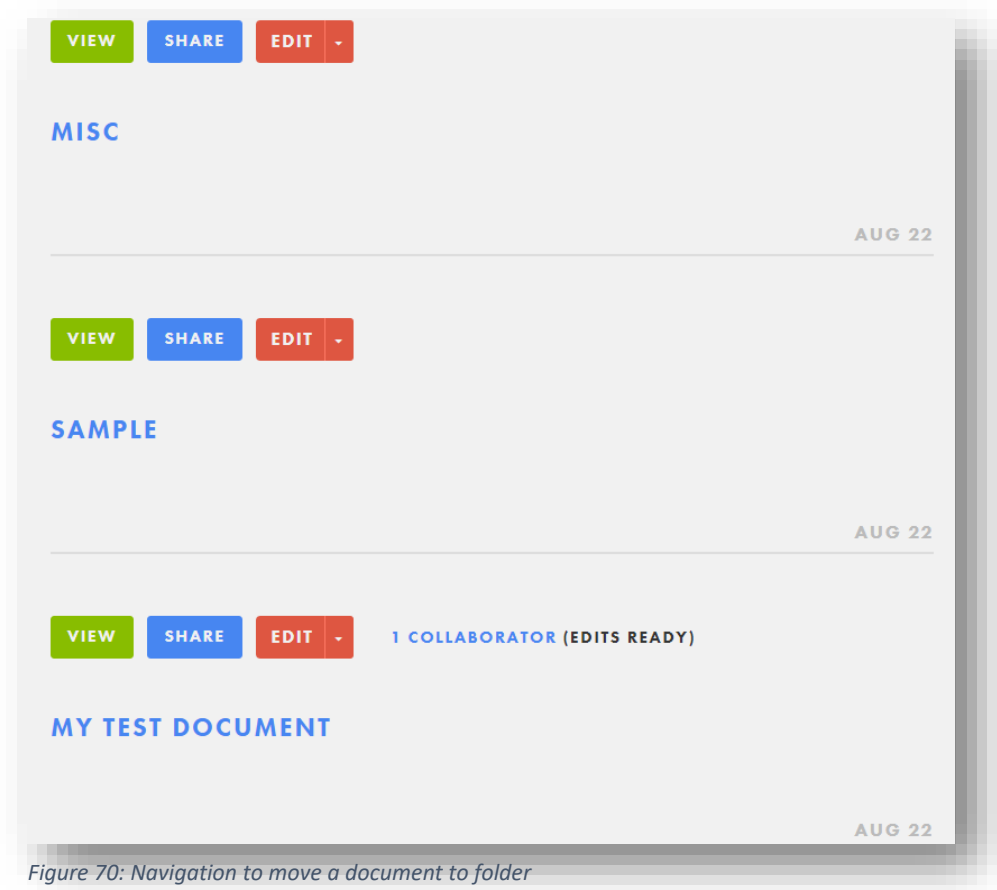


Figure 70: Navigation to move a document to folder

2. From the edit dropdown options, select Move to bring up the *Move This Document to Another Folder* popup.

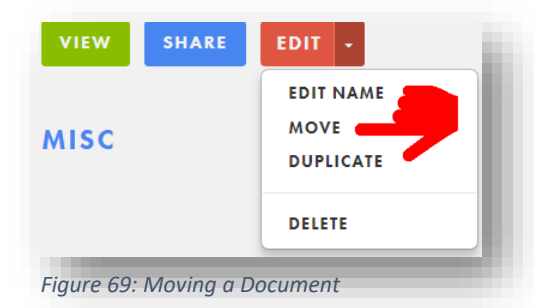


Figure 69: Moving a Document

3. On the *Move This Document to Another Folder* popup, click the dropdown under *Folder Name*, select the folder, and click **MOVE**.

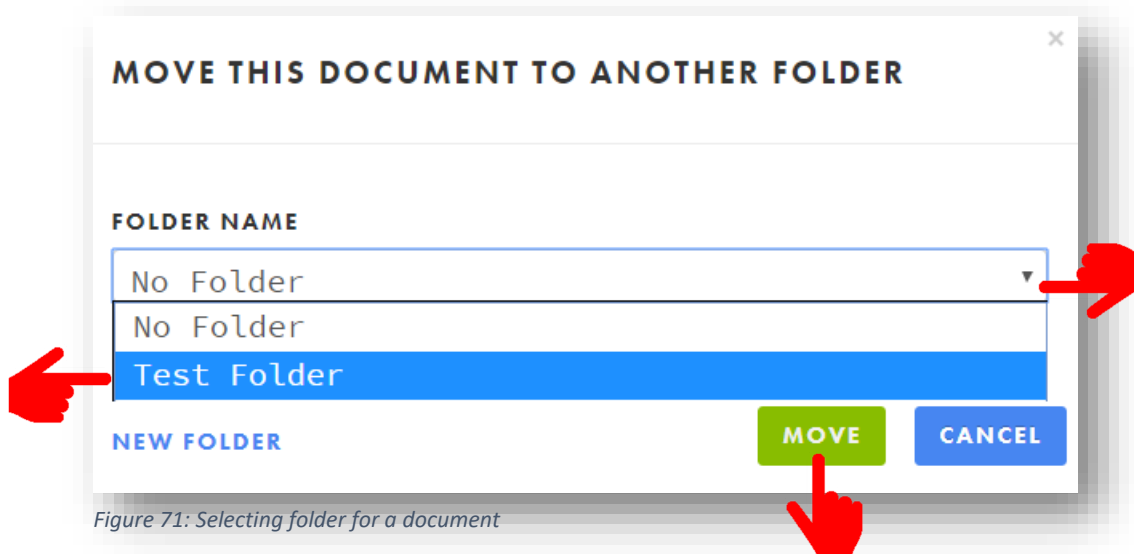


Figure 71: Selecting folder for a document

The previous action moves the document to the selected folder.

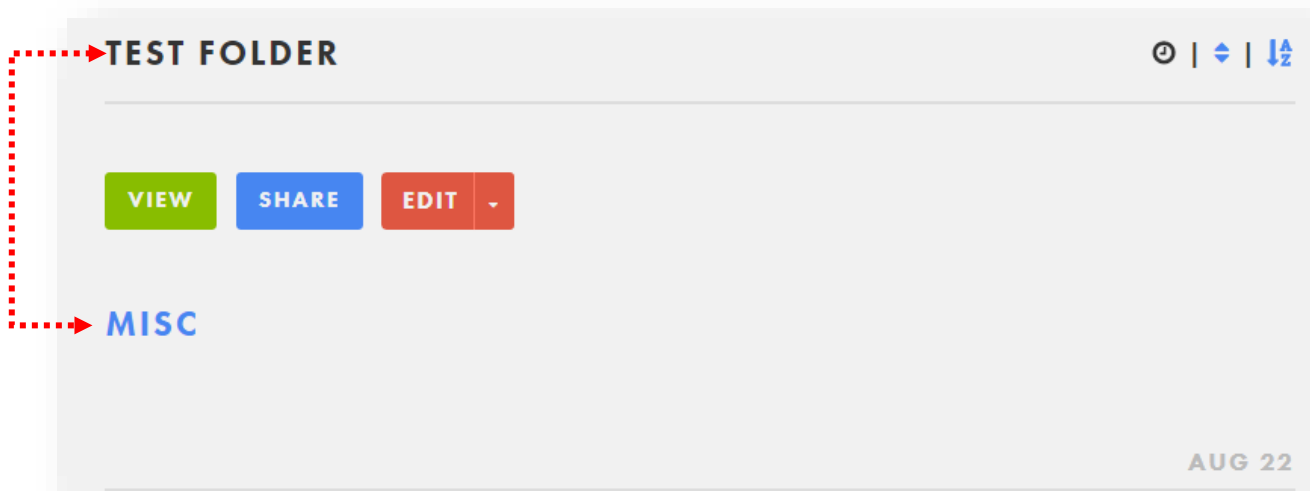


Figure 72: Move document to the folder page

7.2 Share a Folder

To share a folder,

1. On the *Dashboard*, click **FOLDERS** to navigate to the *Folders* page.

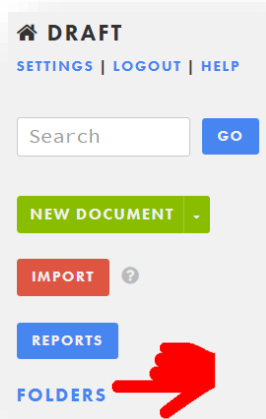


Figure 73: Navigation to sharing a folder

2. On the *Folders* page, click **SHARE** to bring up the *Share Your Folder* popup.



Figure 74: Sharing a folder

3. On the *Share Your Folder* page, enter the Email ID to share the document with and click **INVITE**.

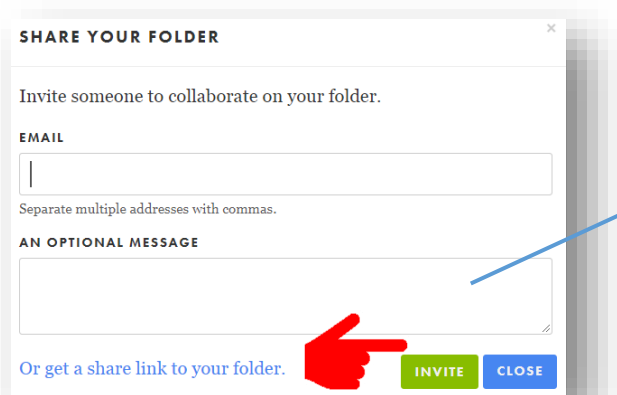


Figure 75: Providing Email to which a folder needs to be shared

An Optional Message text box allows you to enter a message to your collaborator.

7.3 Delete a Folder

To delete a folder,

4. On the *Dashboard*, click **FOLDERS** to navigate to the *Folders* page.

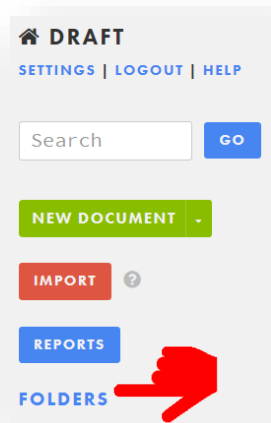


Figure 76: Navigation to folder deletion

5. On the *Folders* page, click the edit dropdown icon and select Delete Folder.

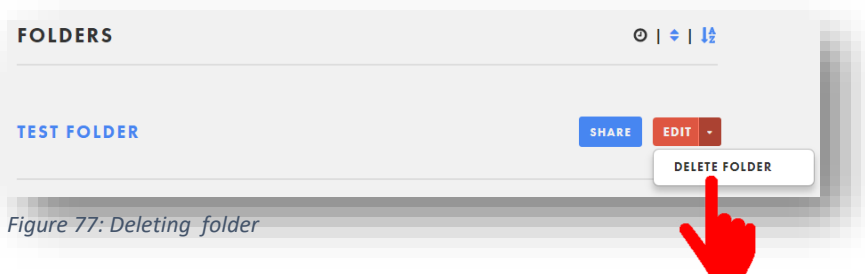


Figure 77: Deleting folder

6. On the resulting popup, confirm the deletion.

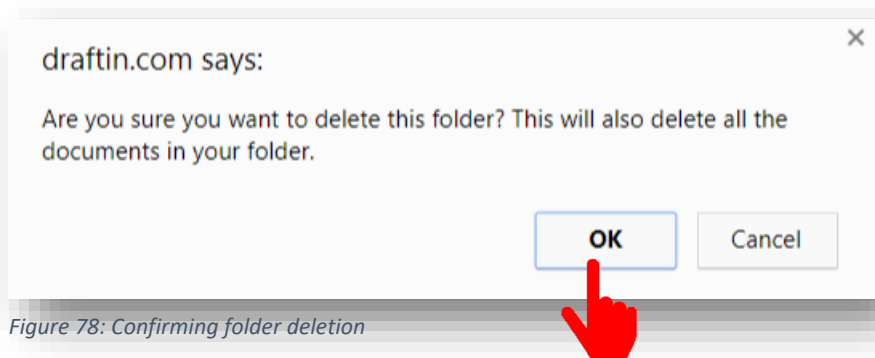


Figure 78: Confirming folder deletion

7.4 Publish a Folder

To publish a folder using the **DRAFT** domain,

1. On the *Dashboard*, click **FOLDERS** to navigate to the *Folders* page.

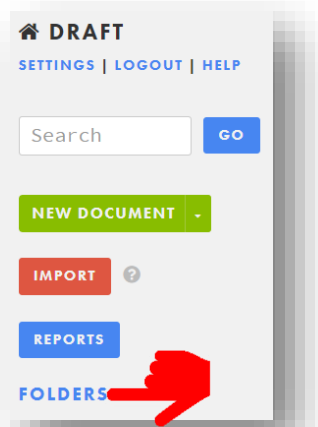


Figure 79: Navigation to folder publishing

2. On the *Folders* page, click the folder to publish.

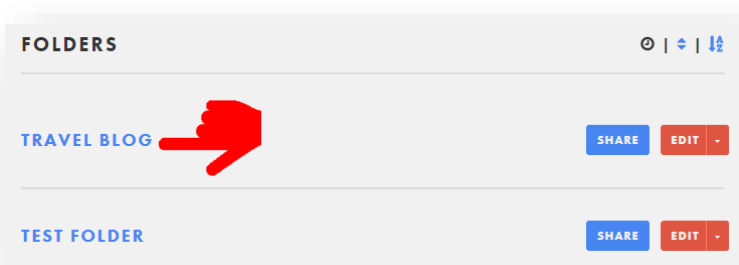


Figure 80: Selecting the folder to publish

3. On the selected *folder's* page, click **PUBLISH** available on the left menu to bring up the 'Publish Your Folder to Draft Sites' popup.

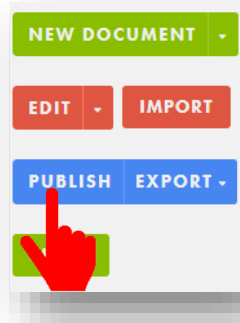
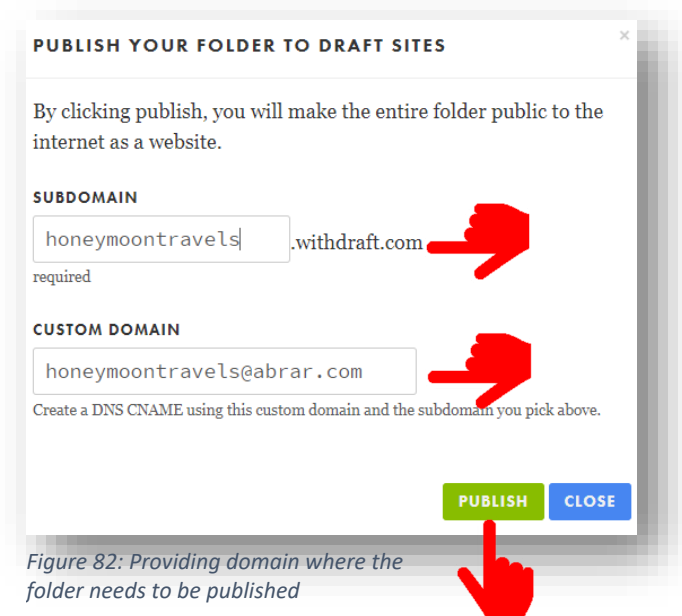
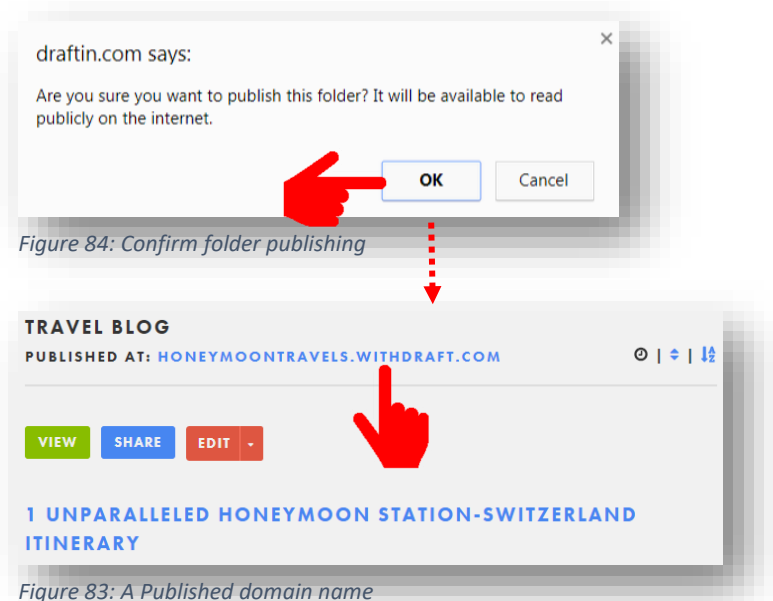


Figure 81: Initiating folder publishing

4. On the 'Publish Your Folder to Draft Sites' popup,
 - ☐ Enter a subdomain name of your choice in the *subdomain* box.
 - ☐ Enter a custom domain name of your choice in the custom domain box.
 - ☐ Click **PUBLISH**.



5. On the resulting *confirmation* popup, click **OK** ; this publishes the content, and the domain name is displayed below the published folder name.



6. Click the domain to verify the published document.

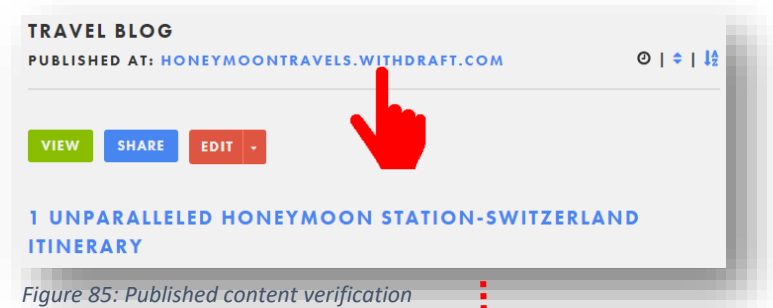


Figure 85: Published content verification

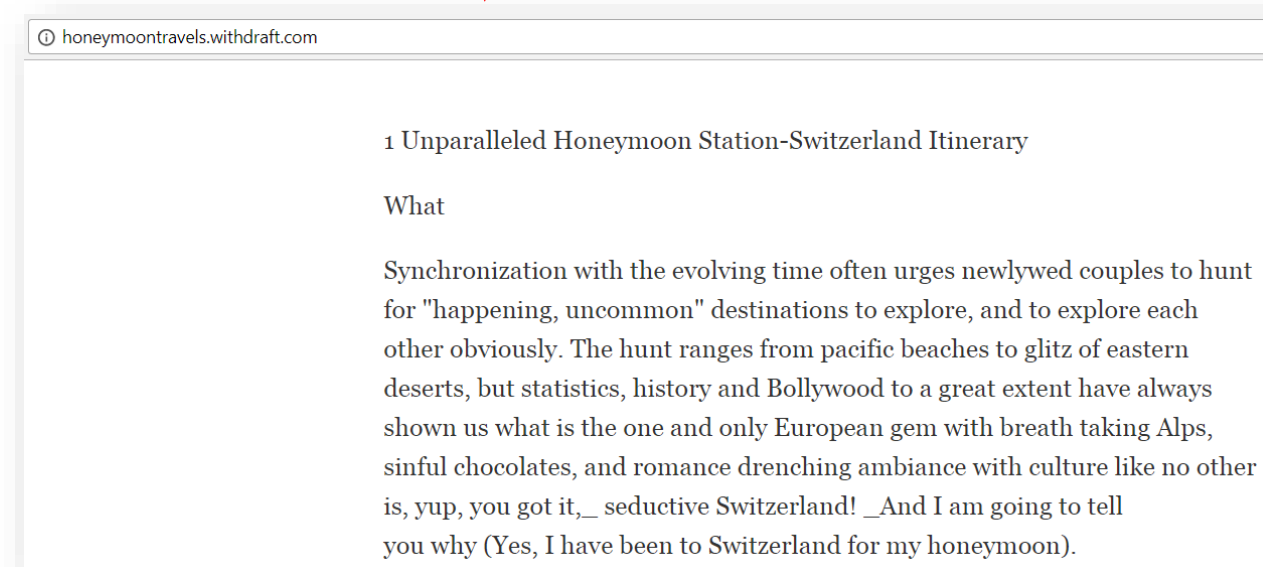


Figure 86: Published content

7.5 Un-Publish a Folder

To Un-publish a published folder,

7. On the *Dashboard*, click **FOLDERS** to navigate to the *Folders* page.

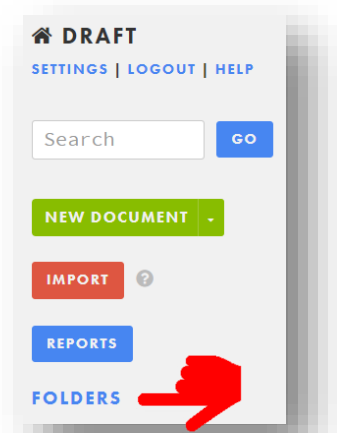


Figure 87: Navigation to un-publishing a folder

8. On the *Folders* page, select the Folder to UN-publish.

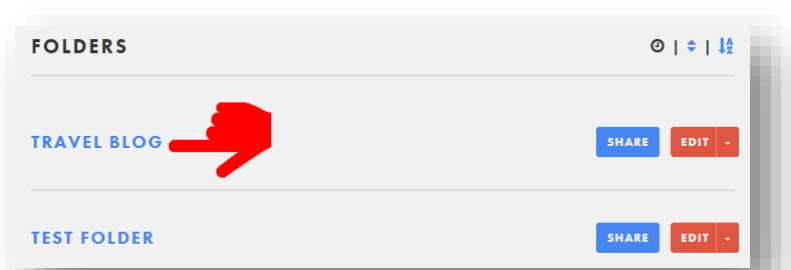


Figure 88: Selecting folder to UN-publish

9. On the selected *folder's* page, click **PUBLISHED** available on the left menu to bring up the 'Publish Your Folder to Draft Sites' popup.

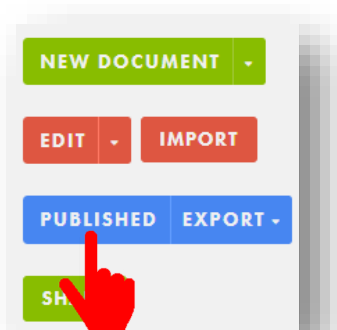
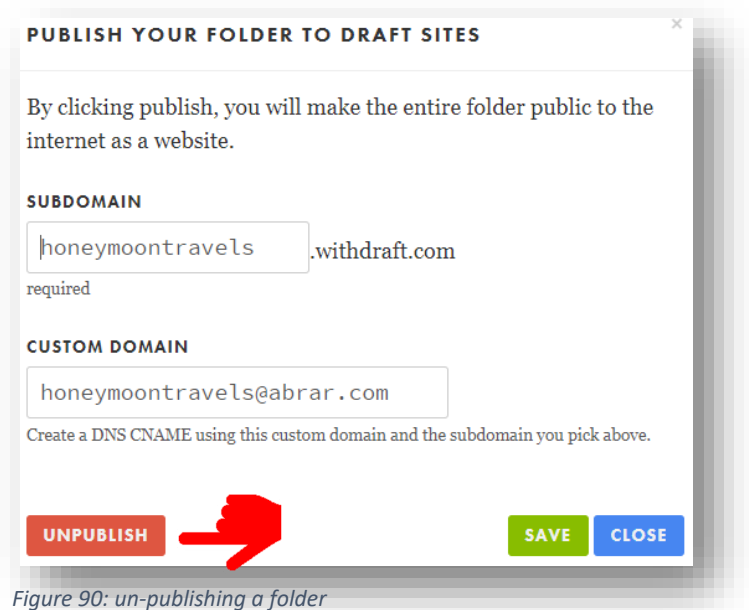


Figure 89: Initiating folder un-publishing

10. On the up 'Publish Your Folder to Draft Sites' popup, click **UNPUBLISH** to un-publish your content.



8 Reports

Reports provide analytical data about your writing productivity by pointing toward the word count corresponding to the timeline.

8.1 View Word Count

To view Word Count,

1. On the *Dashboard*, click **REPORTS** to navigate to the *Word Count* Page.

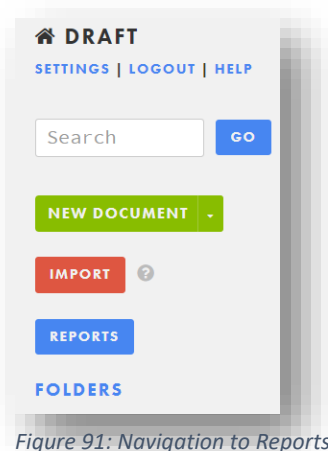


Figure 91: Navigation to Reports

On the Word Count page, two graphs, see *Words per Day* and *Words per Hour of the Day*.

Words per day show productivity based on the number of words you write daily.

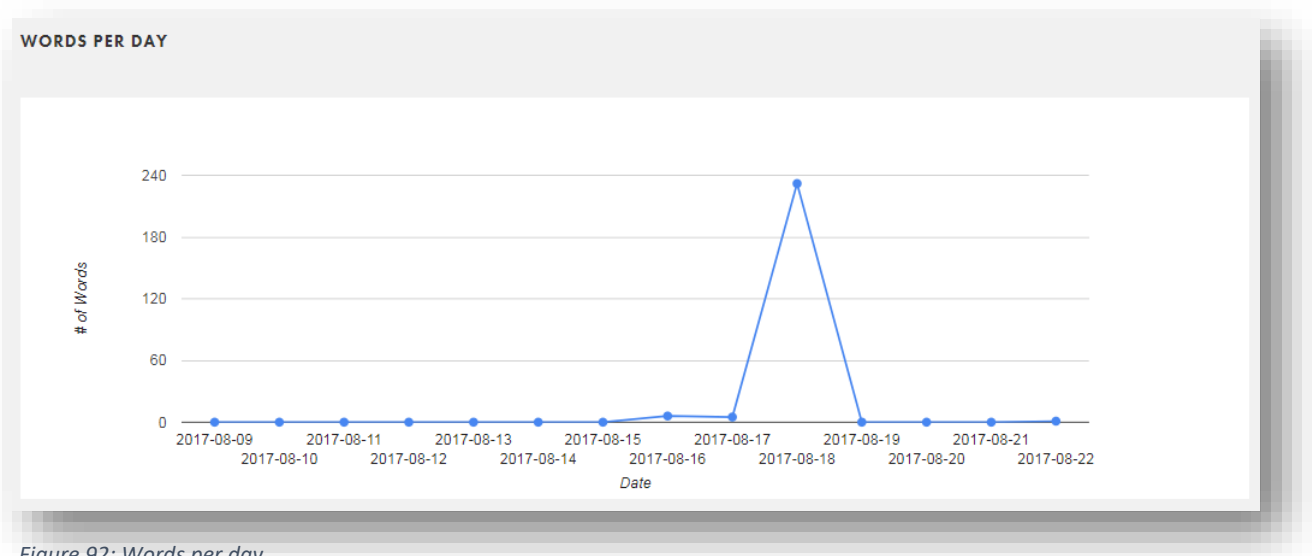


Figure 92: Words per day

Words per Hour of the Day show productivity based on the number of words you write hour-wise.

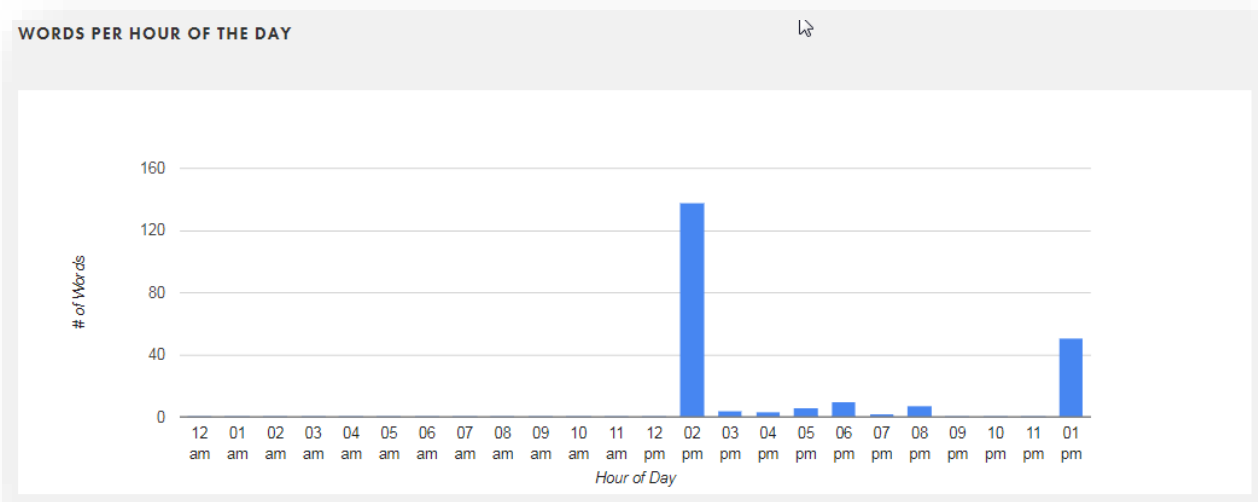


Figure 93: Words per hour of the day

8.1.1 Set Quota

Limit the number of words you want to write daily using this feature.

To Set quota,

1. On the *Word Count* page, click **SET QUOTA** on the top right of the screen to bring up the *Set a Daily Writing Quota* popup.

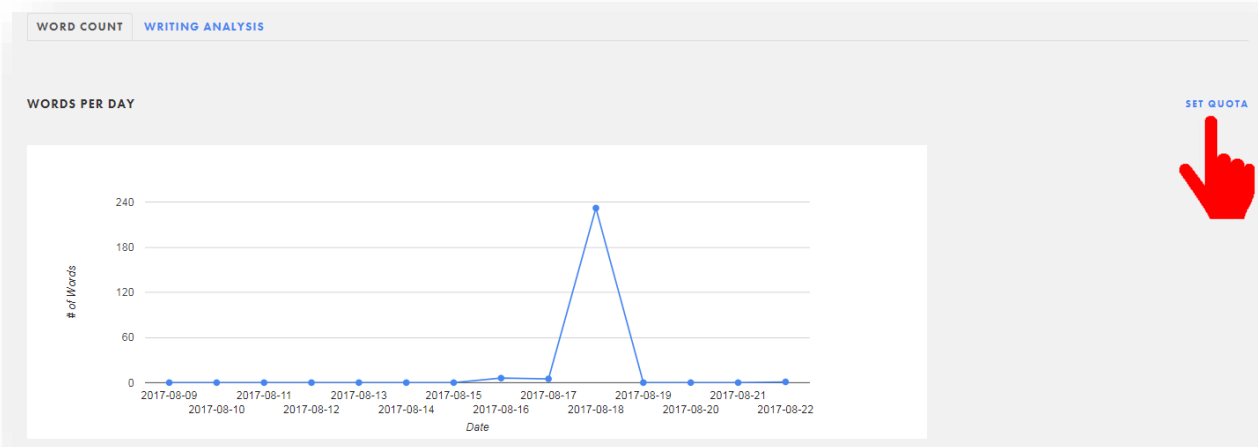


Figure 94: Navigation to setting quota

2. Enter the Daily Word Quota and click **SAVE** on the *Set a Daily Writing Quota* popup,



Figure 95: Setting word quota

Check the *Want Email Reminders about Your Quota?* Box, to receive email notifications if you write less than or exceed the set quota.

9 Settings

Settings, as the name suggests, allows you to configure settings related to the user interface, user information, publishing portals, and recovering deleted documents.

9.1 UI Settings

To configure user interface settings,

1. On the *Dashboard*, click **SETTINGS** to navigate to the *settings* page.

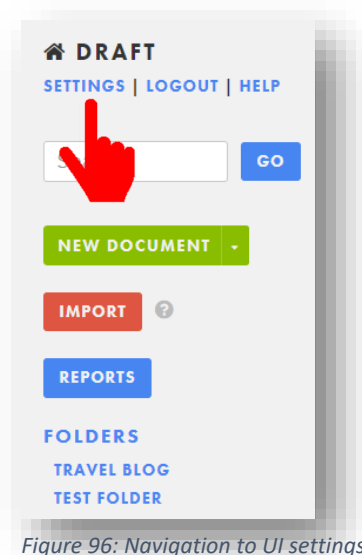


Figure 96: Navigation to UI settings

2. On the *settings* page, click **UI SETTINGS** available on the left pane menu to bring up user interface options.

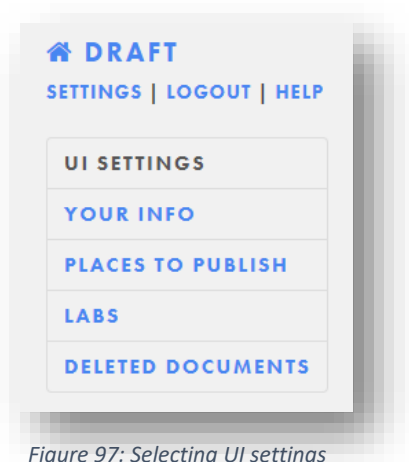


Figure 97: Selecting UI settings

3. On the UI settings page, edit the font style, font size, background color, and text color according to your needs and click **UPDATE** to save the changes.

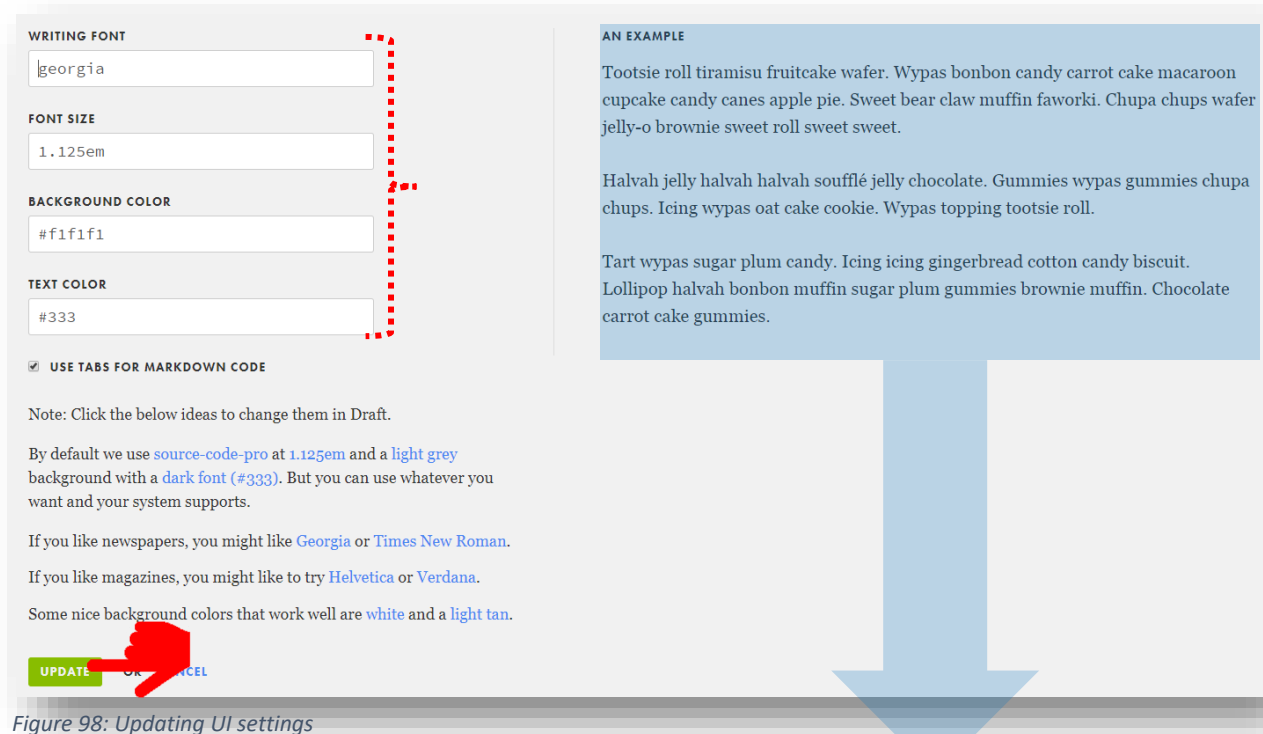


Figure 98: Updating UI settings

This text updates itself once you change the settings and save, acting as a *preview* to your UI settings

9.2 Your Info

To update your information,

1. On the *settings* page, Click **YOUR INFO** to navigate to the *user information* page.

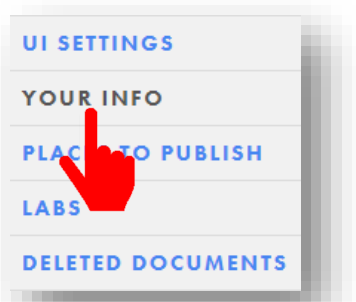


Figure 99: Navigation to User info

2. On the *user information* page, edit your email ID, name, and time zone; you can also change your Password and delete your account on this page.
3. Click **UPDATE** to save the changes made.

A screenshot of the user information form. It contains the following fields and options:

- EMAIL**: Text input field containing 'abrar.techwriter@gmail.com'.
- YOUR FIRST NAME**: Text input field containing 'Abrar'.
- LAST NAME**: Text input field containing 'Syed'.
- TIME ZONE**: Dropdown menu showing '(GMT+05:30) Chennai'.
- PASSWORD**: Text input field (empty).
- Below the password field: 'Leave it blank if you don't want to change it'.
- ☐ **RATHER HAVE TEAM FOLDER ALERTS AS A DAILY DIGEST?**
- ☒ **WANT EMAIL ALERTS OF NEW COMMENTS ON YOUR DOCUMENTS?**
- At the bottom: **UPDATE** (green button) and **CANCEL** (blue button). A red hand icon is pointing to the 'UPDATE' button.

Figure 100: Updating user info

9.2.1 Changing Account Password

To change your **DRAFT** account password, on the *user information* page, type the new Password in the password text box and click **UPDATE** to update the new Password.

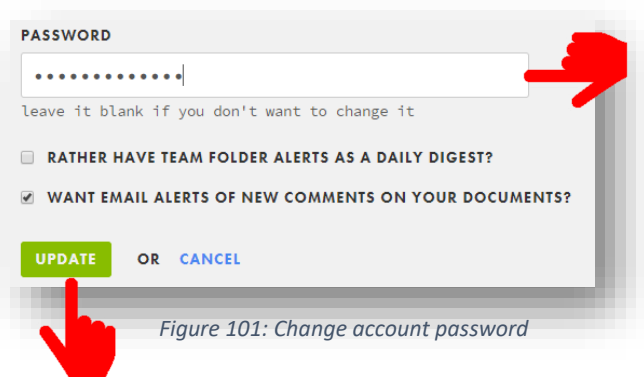


Figure 101: Change account password

9.2.2 Deleting Account

To delete your **DRAFT** account,

1. On the *user information* page, click **DELETE YOUR ACCOUNT** to bring up a delete confirmation popup.

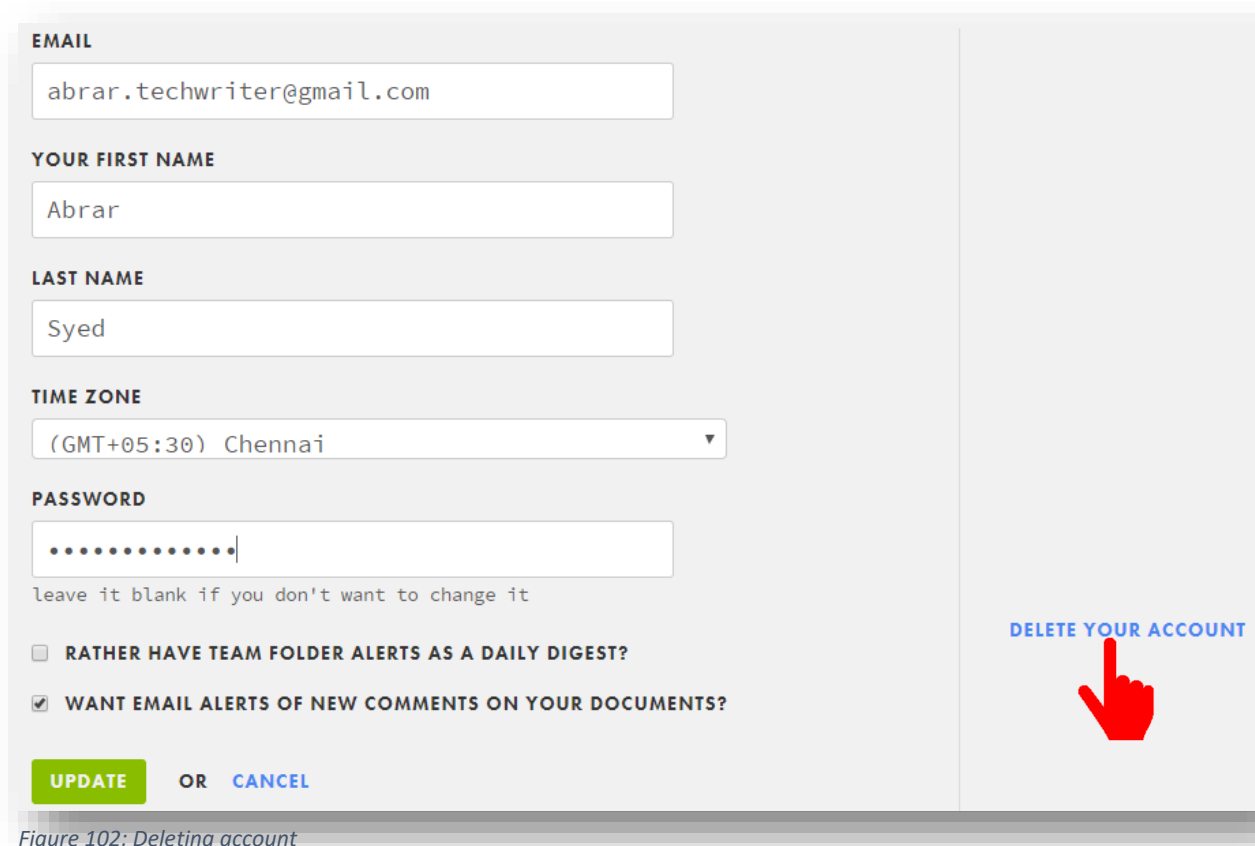


Figure 102: Deleting account

2. On the delete confirmation popup, click **OK** to finalize your account deletion.

9.3 Places to Publish

Here, you add the online sources to publish your documents.

To add a place to publish,

1. On the *settings* page, click **PLACES TO PUBLISH** to navigate to the *places to publish* the page.

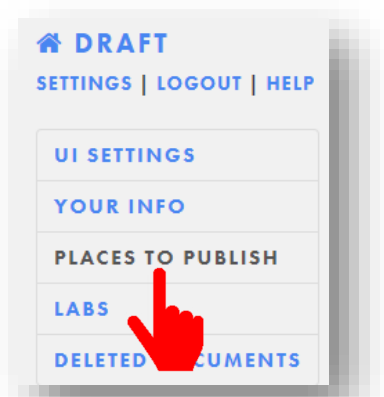


Figure 103: Navigation to places to publish

2. On the *Places to Publish* page, select the publishing source from the available list ([Blogger](#) is used for this manual) and sign in to the particular publishing application.

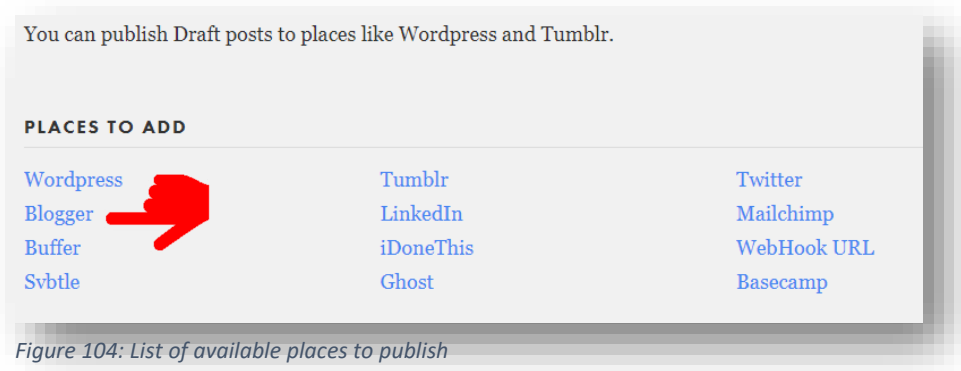


Figure 104: List of available places to publish

After successfully logging in to the selected application, [Blogger](#), in this case, is added to the *Places to Publish* page.

Once your publishing place is added, publish your documents by clicking **PUBLISH -** on the editor page. Publishing a document has been explained in section [4.7](#) in detail.

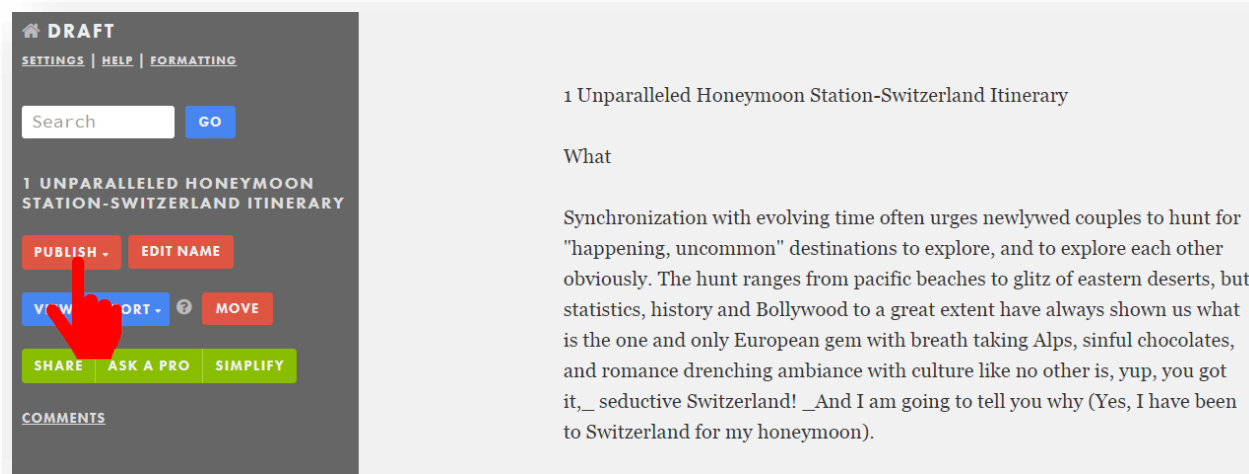


Figure 105: Place to publish addition verification

Adding places to publish is mandatory for the publish option to be available on the above editor page, making it mandatory to add places to publish a document.

9.4 Deleted Documents

This section helps you restore the documents you deleted.

To restore a deleted document,

1. On the *settings* page, click **DELETED DOCUMENTS** to navigate to the *deleted documents* page.

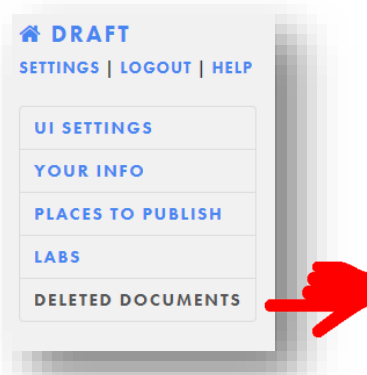


Figure 106: Navigation to deleted documents

2. On the *deleted documents* page, click **UNDELETE** next to the document you want to recover.

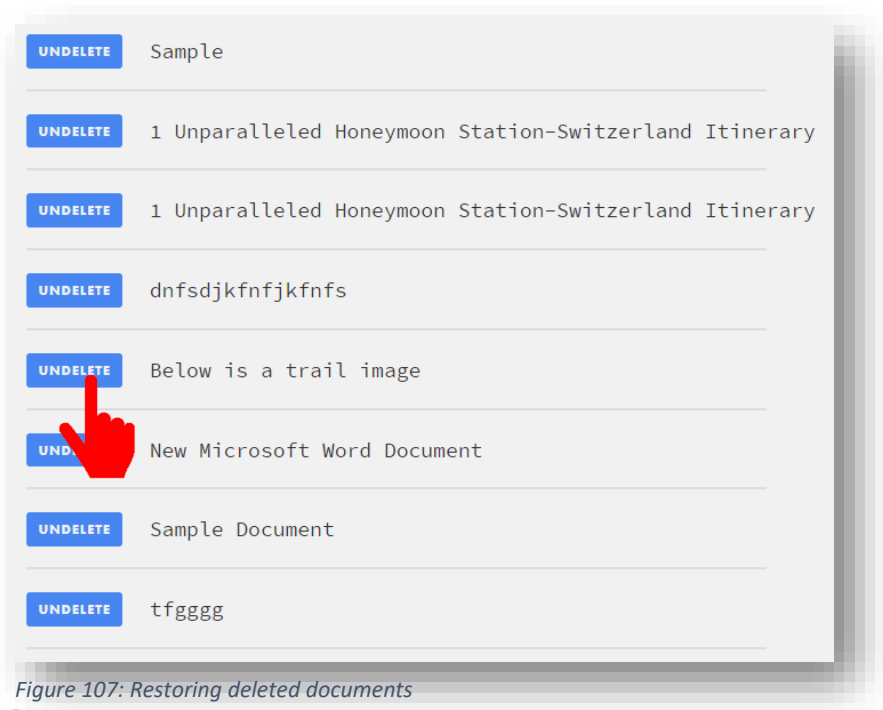


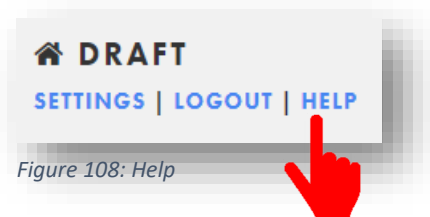
Figure 107: Restoring deleted documents

Deleted documents are recovered only up to 30 days after being deleted.

10 Help

The Help option allows you to email the **DRAFT** developer team.

To send a query to the application developer team, on the Dashboard, click **HELP** to pop up a new email addressed to the **DRAFT** developer team.





Appendix A: Glossary

Special Characters

<place>

In the context of this manual, any social networking place to publish that user prefers.

A

AI

Artificial Intelligence

Artificial Intelligence

The capability of a machine or software to imitate intelligent human behavior

B

Blogger

A blog-publishing service that allows multi-user blogs with time-stamped entries.

C

Collaborator

In the context of this manual, a person who contributes to the writing work item.

Cutting edge

The latest or most advanced stage in the development of something.

F

File Picker

Application as a plugin service to pick and attach a file.

M

Maneuver

In the context of this manual, it means being able to use an application skillfully.

P

Project Owner

Key stakeholder who creates and manages and has rights over the project.

PDF



Portable Document Format

S

SEO

Search Engine Optimization

Search Engine Optimizer

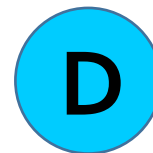
SEO is a technique that helps search engines find and rank your site higher than the millions of other sites in response to a search query. SEO thus helps you get traffic from search engines.

Simplify

In the context of this manual, simplifying a document using artificial technology.

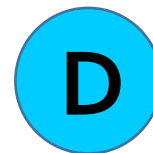
Snippet

A small piece or brief extract.



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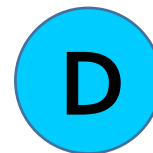


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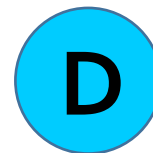


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