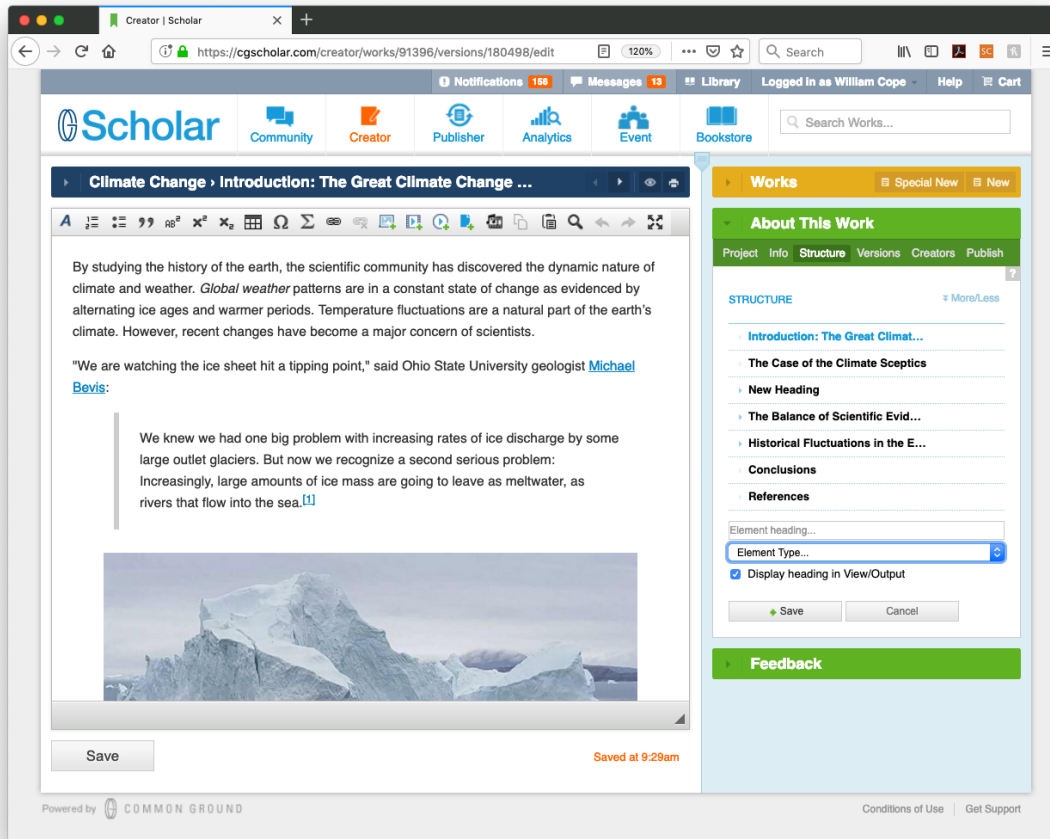


# Tutorial 3.3: Using the Structure Tool



## 3.3.1 Creating Elements in the Structure Tool

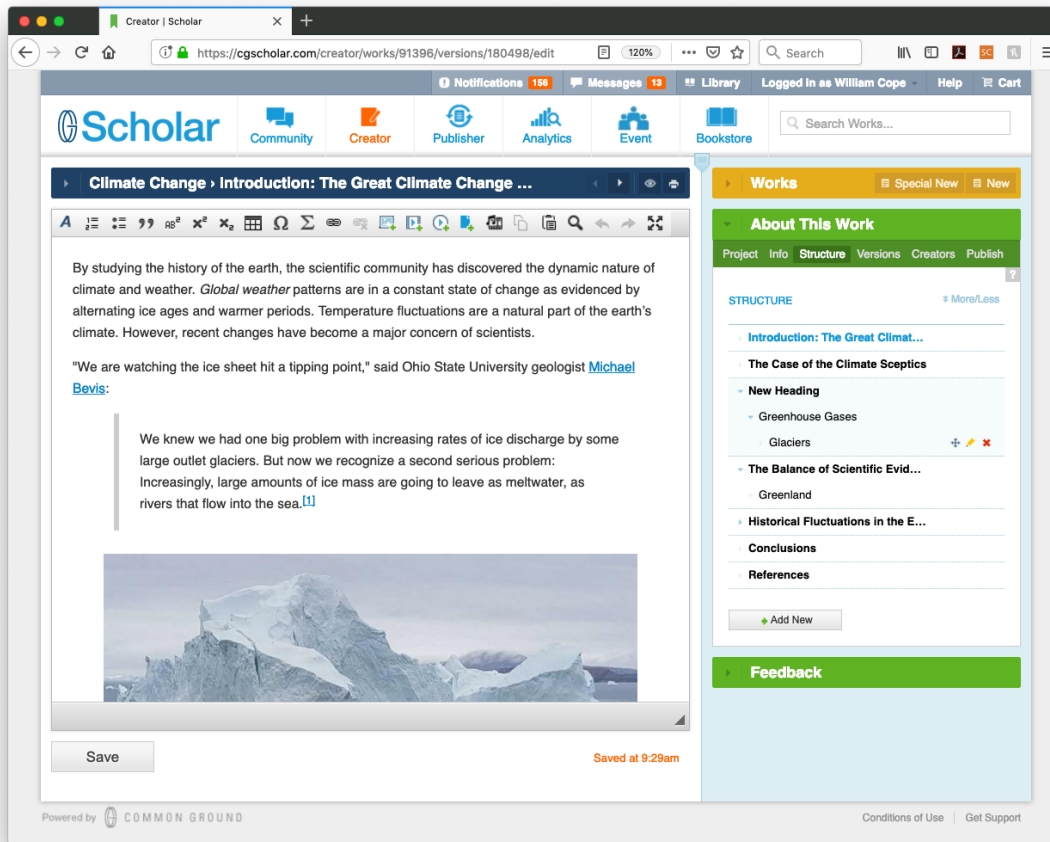
A work in Creator consists of a series of movable chunks, called Elements. There are three kinds of Element:

- Section
- References
- Appendix

To create an Element, go to About this Work => Structure => [Add New]

- Enter the heading.
- Select the Element Type.
- Decide whether you want the heading to be visible, or just as a mental reminder in your draft which will not be visible to reviewers or in the published version. To make a heading invisible, uncheck [Display heading in View/Output]. You may want to do this when planning a story, for instance.

## 3.3.2 Creating a Structure for Your Work



Use the Structure tool to organize your work into elements. This helps plan your work thoughtfully as well as to make the organization of your work clear to reviewers in draft and readers when it is published.

- *Planning:* You may decide to plan out your whole work in the Structure tool with section heads before you start, or you might add sections as you go.
- *Navigating:* The Element heading highlighted in blue indicates what you are currently viewing and working on in the edit screen on the left. To navigate to another element, click on the heading in the Structure tool. To move backwards and forwards through a work, use the arrows in the dark blue bar.
- *Moving Sections:* When you hover over an element heading in the Structure tool, a + icon will become visible. This allows you to rearrange sections by dragging them up or down the list. Wait for each change to save (the spinner, followed by a green check/tick) before you make the next change.
- *Creating Subsections:* Hover over the element heading, then drag the + to the right to create subsections, and again for sub-subsections. Drag it to the left to reverse this. Wait for the change to save before proceeding.
- *Edit a Heading:* Hover over the element heading, then select the edit pencil to change the text of the heading or subheading.

- *Delete*: Hover over the element heading, then select the red x to delete both the heading and the contents of this element.
- *Multiple Creators*: More than one creator can work in a shared work at the same time, but not in the same Element. If another creator is already in an Element, a little padlock will appear beside its heading in the Structure tool.
- *Viewing*: To view a work with headings, either click on the eye icon in the dark blue bar, or the print icon to select PDF or Web views.