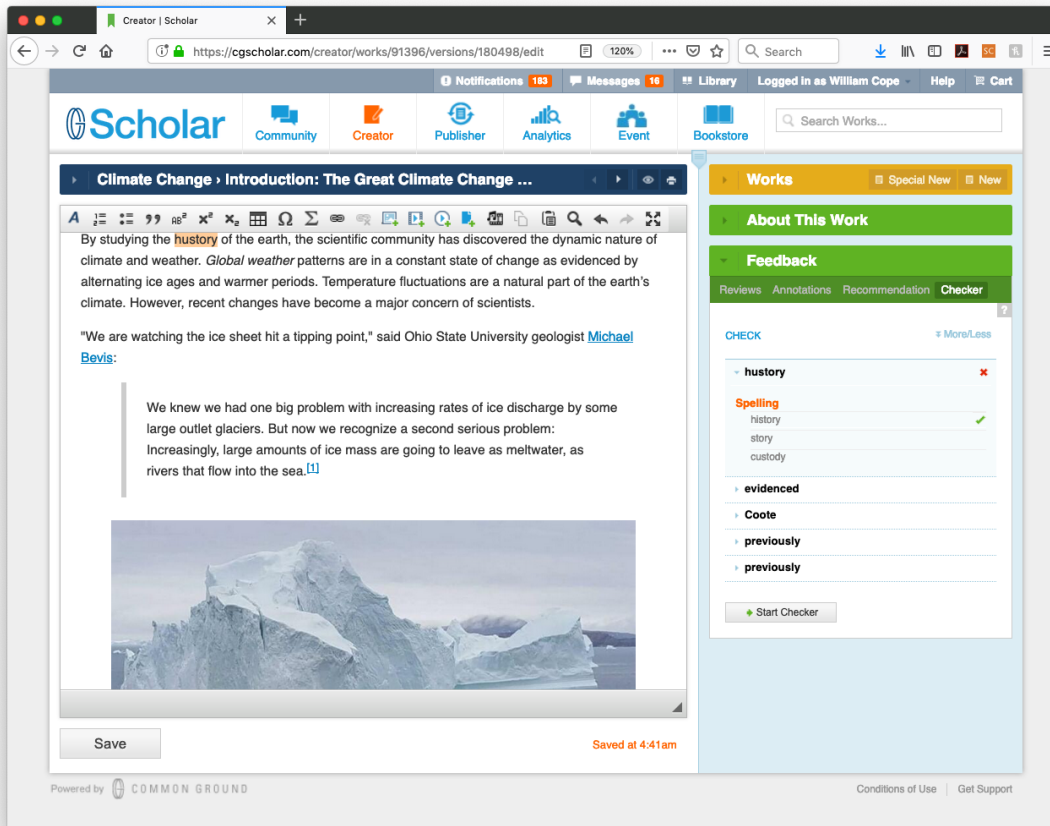# Tutorial 3.4: Submitting a Draft

3.4.1 The Checker Tool

As you get ready to submit, be sure to go over your work with the Checker tool, at Feedback => Checker. Unlike spelling or grammar checkers which sometimes tell you something is wrong when it is not, Creator's checker only makes change suggestions, and these include synonyms, in case you may wish to change a word.
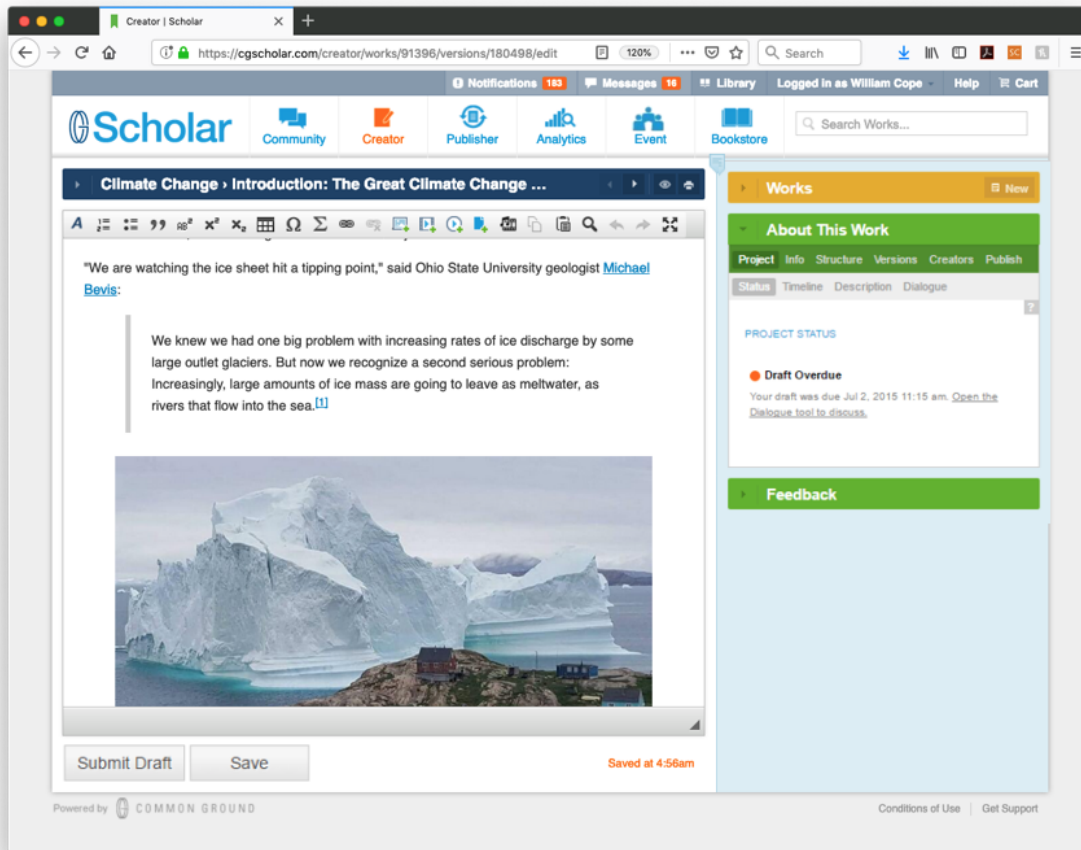
- Hover over the suggested change in the Checker tab on the left side, and the changeable item will also be highlighted in the edit screen on the left.
- Open the small blue arrow at the end of the suggested change, and you will see a suggestion type and a suggestion. In this case above, Checker is saying that "hustory" may require a spelling change.
- If you agree with Checker's suggestion, select the green check mark/tick to make the change.
- If you have finished considering this change suggestion, you may choose to delete the suggestion.
- In the case of works where the Creator has used the structure tool to create multiple elements, Checker scans one element or section in the work at a time.

3.4.2 Messages and Dialogue

- CGScholar has a message service in the top, gray bar. Use this for general conversations with admins and peers. However, if you want to speak with an admin about a particular work, use the Dialogue tool in Creator at About This Work => Project => Dialogue. This way, you and the admin will have a running record of discussions about that work as it evolves.
- New dialogue can be accessed (and responded to) through the Notifications area at the top of the screen.

3.4.3 Submitting a Finished Draft

Once you are satisfied with your draft, it is time to submit your work. Do not submit incomplete works, because you will not get the full benefit of your reviewers' comments and suggestions. The draft you submit should your best work and most complete attempt to address the objectives of the project.

- When you have finished a draft of your work and it is ready for feedback, you may submit by selecting the [Submit Draft] button below the work. Once you select this button, the work will go to peer review.
- Until the first reviewer has begun to look at your work to submit feedback, you will see an [Unsubmit] button on the submitted version. You can still make changes.
- As soon as the first person has begun to look at your work, the [Unsubmit] button will disappear and you cannot make any further changes to the version reviewers will see. You can, however, continue to work on the current version.