













Read&Write for Windows Tools for the Writing Process

Writing Stage	Details	Read&Write Tools	Symbols
Pre-Writing	<ul style="list-style-type: none"> Brainstorming Gather details Background research 	<ul style="list-style-type: none"> Play Dictionary Picture Dictionary Highlights 	    
Drafting	<ul style="list-style-type: none"> Getting ideas down Putting thoughts to page Focus on content, not mechanics 	<ul style="list-style-type: none"> Prediction Talk&Type 	 
Revising	<ul style="list-style-type: none"> Change word choice Clarify message Revise order 	<ul style="list-style-type: none"> Play Dictionary Highlights Audio Maker 	    
Editing	<ul style="list-style-type: none"> Revise order Focus on mechanics Check for errors Peer editing 	<ul style="list-style-type: none"> Play Check It Voice Note 	