

# Creator

## 3.5 The Structure Tool

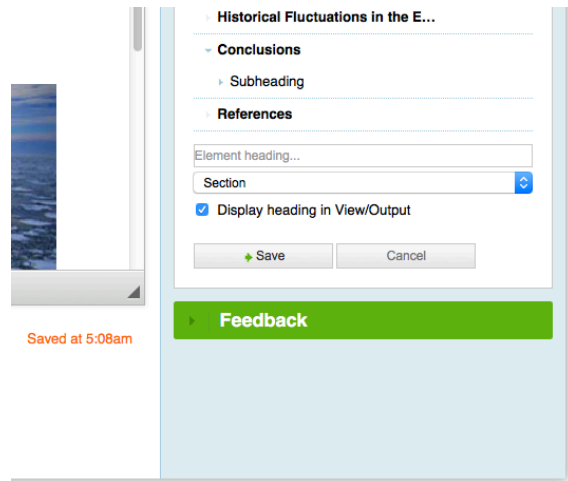
The screenshot shows the Scholar Creator interface. At the top, there's a navigation bar with 'Scholar' logo, 'Community', 'Creator', 'Publisher', 'Analytics', and 'Bookstore' buttons. A search bar is on the right. Below this is a dark blue bar with the title 'Climate Change > Introduction: The Great Climate Change ...'. The main content area has a rich text editor with a paragraph about climate change, a quote from Professor Maria Cervantes, a quadratic equation 
$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$
, and a photo of icebergs. A 'Save' button is at the bottom left, and 'Saved at 5:08am' is at the bottom right. On the right side, there's a 'Works' sidebar with 'About This Work' section containing a 'STRUCTURE' tool. The structure list includes: 'Introduction: The Great Climat...', 'The Case of the Climate Sceptics', 'New Heading', 'Greenhouse Gases', 'Glaciers', 'The Balance of Scientific Evid...', 'Historical Fluctuations in the E...', 'Conclusions', 'Subheading', and 'References'. An 'Add New' button is at the bottom of the structure list. Below the structure list is a 'Feedback' button.

**3.5.1:** 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 readers.

- You may decide to plan out your whole work in the Structure tool before you start. You may also use the Move function described in 3.5.5 to plan as you go, changing the structure of your work as your thinking evolves.
- The element heading highlighted in blue indicates the element you are currently viewing and working on. To navigate to other elements, click on the heading in the Structure tool.
- To move backwards and forwards through a work, use the arrows in the dark blue bar.

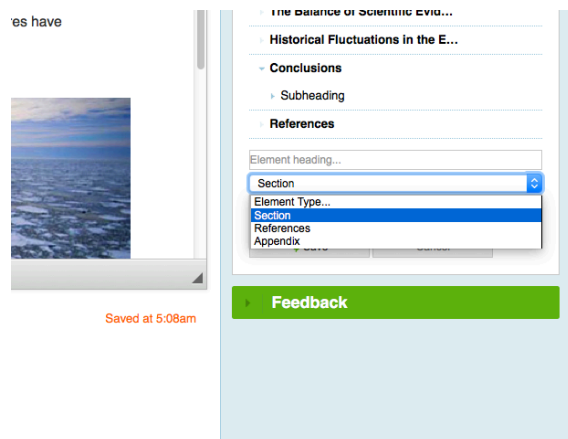
This close-up shows the 'STRUCTURE' tool in the sidebar. The list of elements is: 'The Balance of Scientific Evid...', 'Historical Fluctuations in the E...', 'Conclusions', 'Subheading', and 'References'. The 'Conclusions' element is highlighted in blue. Below the list is an 'Add New' button and a 'Feedback' button.

**3.5.2:** To create a new element, click [Add New].



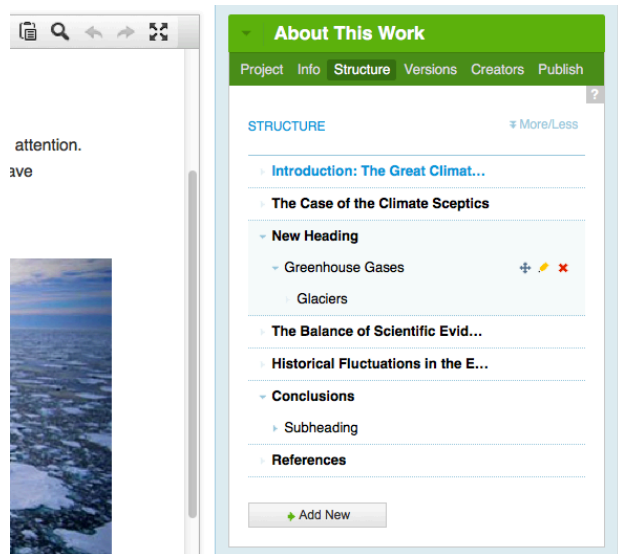
**3.5.3:** Enter a heading for the element.

- This heading will be displayed in your work. (Do not type headings or subheadings into the edit area. Do not use the emphasis function in the toolbar to create headings.)
- If you want sections headings that are only visible to you but not the reader/viewer, uncheck [Display heading in View/Output]. You may want to do this, for instance, when planning a story.



**3.5.4:** You can choose from three kinds of element:

- Section
- References
- Appendix



**3.5.5:** When you hover over an element head, three icons become visible:

- Move:
  - Drag and drop up or down to change the position of this element.
  - Pull the Move icon to the right to create a subheading or sub-subheading. Pull the Move icon to the left if you want to change a subheading back to being a heading or a sub-subheading back to being a subheading.
  - Wait for Creator to autosave after each move, before making the next move—look for the little green check mark/tick in the bottom right corner of the Structure tool.
- Edit: Select the edit pencil to change the text of the heading or subheading.
- Delete: This element, the heading as well as all its contents.