

Text and graphics can be placed anywhere on the page. Wherever you click you can enter text.

Manipulating Text

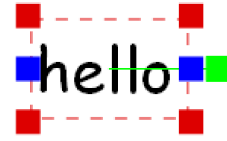
Double click on text to select the text.

Click and drag a **red square** to enlarge or decrease its size.

Click and drag the **green square** to rotate the word.

Click and drag a **blue square** (dotted areas) inwards (Text Wrap)

Hover over the text and when cursor changes to a hand, click and drag the word to a new position.



Useful Icons



Toolbar Control - Click on it to add additional tools to the tool bar.

The three most useful ones are *General*, *Graphic* and *Additional*

You can totally personalise the toolbar to meet your individual pupils' needs or lesson requirements by removing icons. To do this open toolbar control and press '**Ctrl+Shift+T**' to open a supplementary window. Click the buttons you don't want to appear on the toolbar.



Effects - Add effects, e.g colour, size and text font.
(on *General* toolbar and under the *Effects* menu at the top of the page)



Change background and page size
(on *Additional* toolbar and under *Tools* menu at the top of the page)



Resource Bank - Contains, clip art, videos and word banks.

Click and drag the objects on to the page.

You can alter the size and rotate images just like you can text.

You can crop photographs by selecting the photograph and dragging the sides inwards.

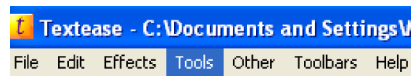


Internet Tab

You can drag some images from the Internet on to your page.

Useful things to know

The *Tools* menu contains very useful tools.



- Lock text and graphic to the page.
- Record own voice to add to page and images.
- Layer objects so they are on top or below other objects.

You can apply different effects to text using the *Effects* menu



Using the *Grade* effect (Ctrl g) you can do the following:

(Words must be highlighted before pressing Ctrl g)

summer

summe_r

Summer