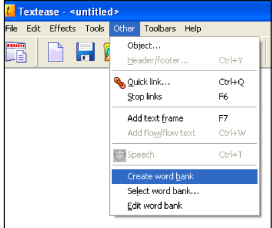
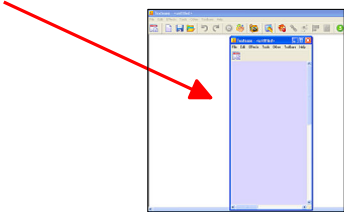


Creating a Picture Bank

Word Banks can be created to support pupils' writing. The 'Word bank' will open as a separate window and objects within it can be added to a document directly (with a double click or by clicking on them and dragging them onto the page).

1. Click on 'Other' on the menu bar then 'Create word bank'.

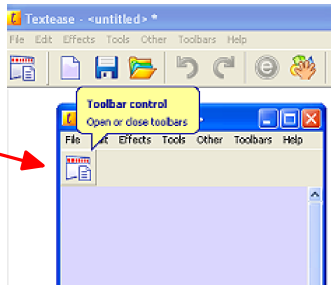
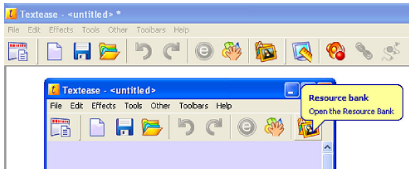
A window will open containing a Textease page (the word bank page):



2. Click on the page and add the text (and graphics) in the same way you would to any Textease page.

 Click on Toolbar control

Select the General toolbar.
If you can't see the Insert Picture button, resize the pop-up window.



3. Click the Picture button.
Insert pictures from the clip art folders by dragging.



4. Save your picture bank before closing the window.

