



Creating Spelling Sheets Using Populate Frames

The grids side of Widgit Online includes a useful function for adding pre-existing text, without the need for retyping. This guide demonstrates this function with spelling checklists but could be used in many other situations.

✓ After making this resource you will be able to...

- Log into your account and access the **Grids**
- Select an appropriate **Template**
- Populate the **Template**
- Save the **Document**
- Print the **Document**



This activity will take you approximately **5 minutes** to complete.

Log In

1. Go to the URL:
www.widgitonline.com and
Log In.

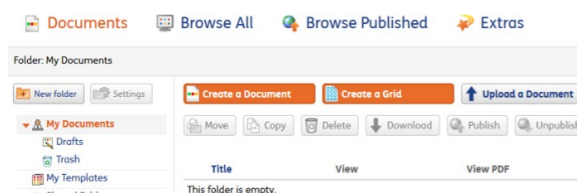
Log in to Widgit Online

The screenshot shows a login form with the following fields and options:

- Email address or group ID/username:
- Password:
- Remember Me:
- Forgotten your password? [Link](#)
- Log in button

Find the Correct Template

2. Select **Create a Grid.**



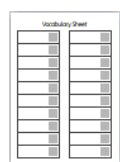
3. Select Flashcards and Vocabulary.

Choose a Template

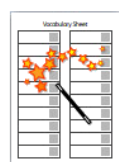


4. Choose the size/ style required – in this example 20 Words (Left Symbols). You can select which side you want the symbols to display, and there is a custom option to make different sizes.

Vocabulary Sheets



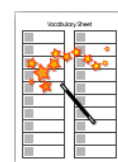
20 Words (Right Symbols)



Custom (Right Symbols)



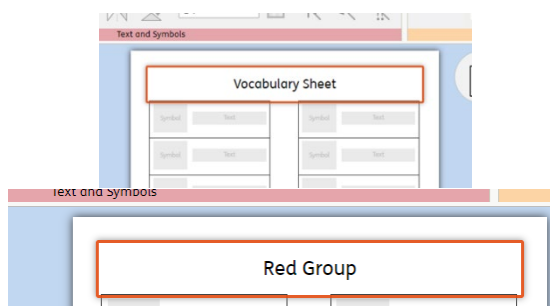
20 Words (Left Symbols)



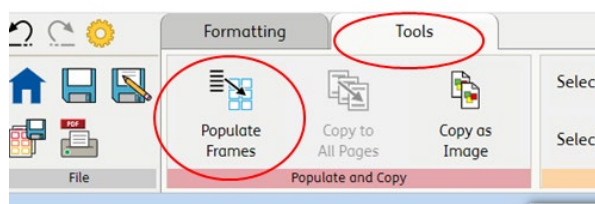
Custom (Left Symbols)

Complete the Template

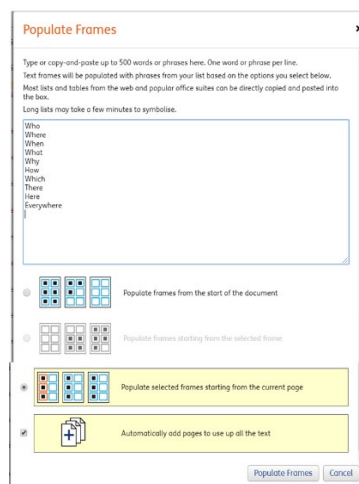
5. Click on the heading to select it, and type in your new text.



6. Click on the Tools tab and Populate Frames.



7. You will now see the Populate Frames pop-up. You can copy an existing list of words and paste in the large box. Choose where you want this to start – in this case from the start of current page. Click the Populate Frames button.

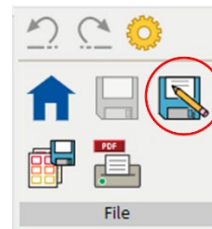


8. There will be a brief pause as the frame is filled in.

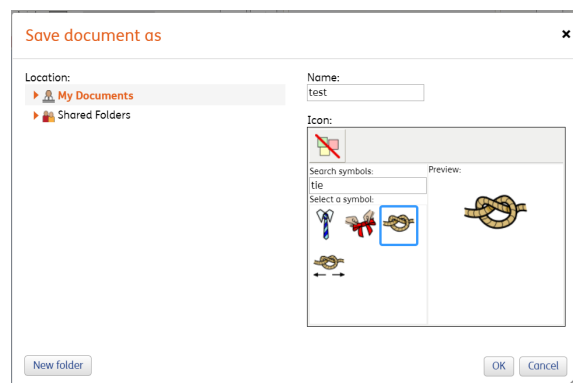


Save and Print the Resource

9. To save the document click on the **Save As** icon.



10. Choose the **Location** to save in from the left-hand side. Type a **Filename** in the box, and you can also choose a symbol for the file (optional). Click **OK** to save.



11. To print a document, click the **Print as PDF** icon. Click **View PDF** on the pop-up window. You can then send to your printer.



