

# First Keys



## Getting Started with the Editor

The **First Keys 3 Editor** lets you create new **Exercises**, add new **Text Lists**, apply different **Letter Rules** and make sure everything works correctly before making them available to the student.

For any **Exercise** to work you must have two elements: a **Text List** and a **Letter Rule**.



**Text Lists:** are lists of words based on different subjects or letter themes, such as 'The Alphabet' or 'Silent Letters', which can be used in the exercises.

**Letter Rules:** are the ways in which words or phrases are shown in the exercise, for example, with the 'initial letter of the word missing' or 'all the vowels missing'.

## Creating a personalised activity

### Creating a Text List

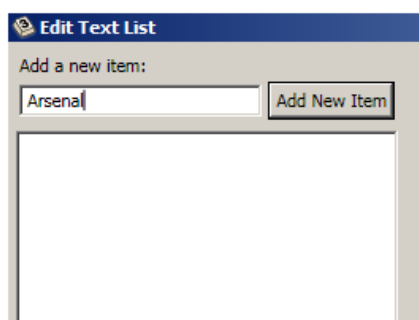
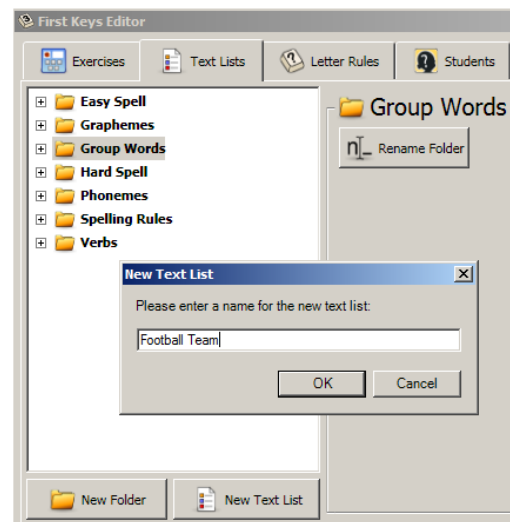
Click on the **Text Lists** tab

Click on the **Group Words** folder

Click on the **New Text List** button at the bottom

Type in the name of the **Text List** as **Football Teams** in the **New Text List** box that appears

Click **OK**

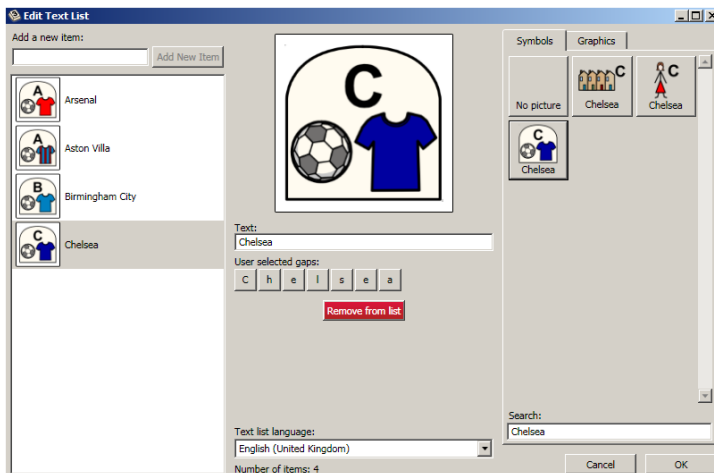


The **Edit Text List** window will open

Type the first item in your list; **Arsenal**

Click on the **Add New Item** button

Add items to your list; **Aston Villa**, **Birmingham City** and **Chelsea**



Choose the correct symbol support for **Chelsea** by clicking the symbol from the **Symbols** panel on the right-hand side

This will be a short exercise so finish by clicking **OK**

## Creating an Activity

Click on the **Exercises** tab

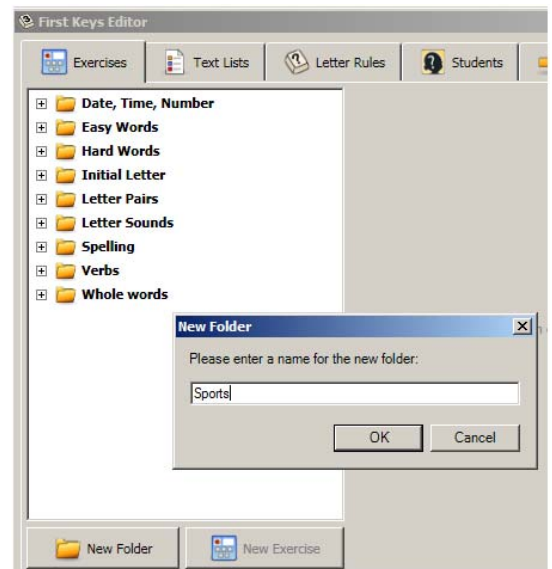
First you must create a **New Folder** to put the **Text List** in

Click on the **New Folder** button at the bottom

Type **Sports** in the **New Folder** box that opens

Click **OK**

**NB: The new folder with the name you have given it will appear in the existing folders panel in alphabetical order.**

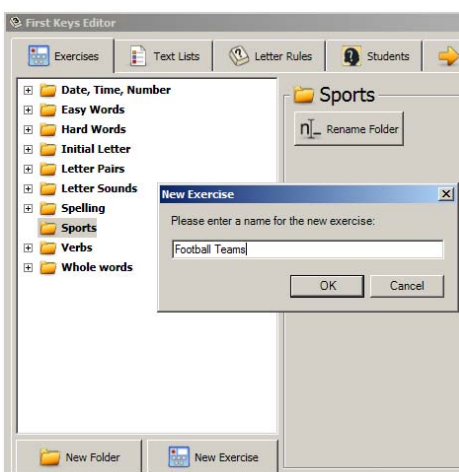


Click on the **'Sports'** folder if it is not already highlighted in grey

Click on the **New Exercise** button at the bottom

Type **Football Teams** in the **New Exercise** window

Click **OK**

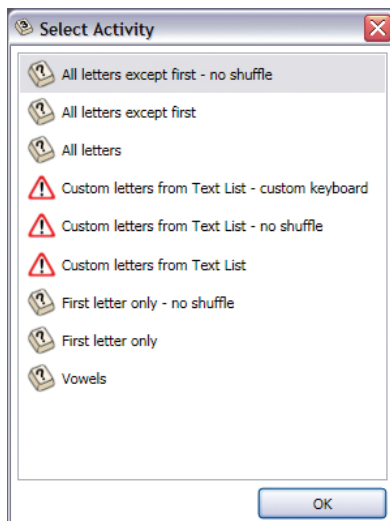


Click on the **Football Teams** exercise if it is not already highlighted in grey

Click on the **Choose Text List** from the panel on the right-hand side called **Football Teams**

Open **Group Words>Football Teams** from the **Select Text List** box

Click **OK**



Click on the **Choose Letter Rules** from the panel on the right-hand side called **Football Teams**

Select **All Letters except first** from the **Select Activity** window

Click **OK**

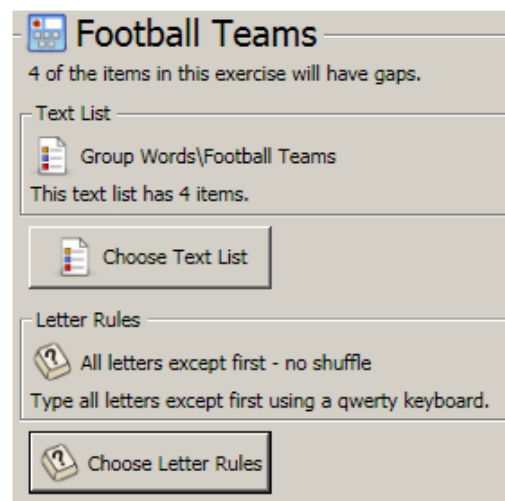
**NB: The Letter Rules with a warning symbol will not work with your selected Exercise**



The **Football Teams** panel on the right-hand side of the **Exercises** page should now list:

**Text List\Group Words\Football Teams**

**Letter Rules\All letters except first- no shuffle**



**Now check your Exercise by going to the Testing tab**