



## 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 **Templates**
- Select an appropriate **Template**
- Populate the **Template**
- Save the **Document**
- Print the **Document**



This activity will take you approximately **3 minutes** to complete.

## Log In

1. Go to the URL:  
[www.widgitonline.com](http://www.widgitonline.com) and  
**Log In**

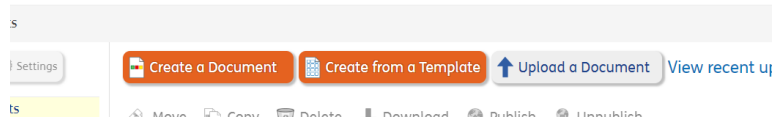
### Log in to Widgit Online

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

- Email address or group ID/username:** A text input field containing "widgittest@gmail.com" with a help icon (question mark) to its right.
- Password:** A password input field with masked characters (dots).
- Remember Me:** A checkbox that is currently unchecked.
- Forgotten your password?:** A link below the password field.
- Log in:** An orange button to the right of the form.

## Find the Correct Template

### 2. Select **Create from a Template**



### 3. Select **Flashcards and Vocabulary**

## Choose a Template

### Widgit Templates



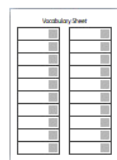
Flashcards and Vocabulary



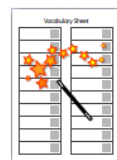
Activities

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



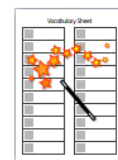
20 Words  
(Right Symbols)



Custom  
(Right Symbols)



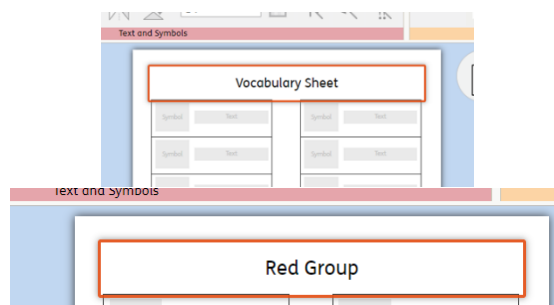
20 Words  
(Left Symbols)



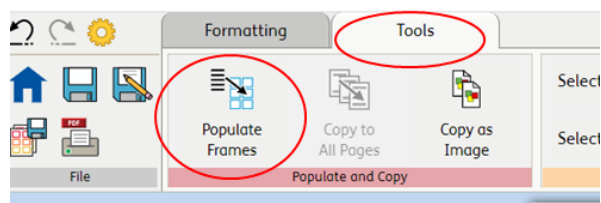
Custom  
(Left Symbols)

## 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 into the large box. Choose where you want this to start – in this case from the start of current page. Click the **Populate Frames** button.

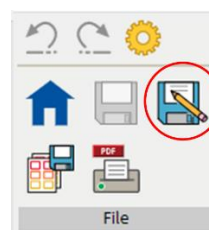


8. There will be a brief pause as the frame is filled in.

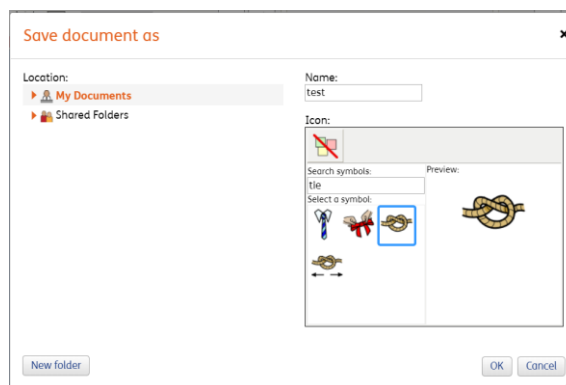


## Save and Print the Resource

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.

