



## Creating Target Sheets

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

- Log into your account and access the **Grids**
- Select an appropriate **Template**
- Fill in 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](http://www.widgitonline.com)  
and **Log In**.

### Log in to Widgit Online

Email address or group ID/username:  ?

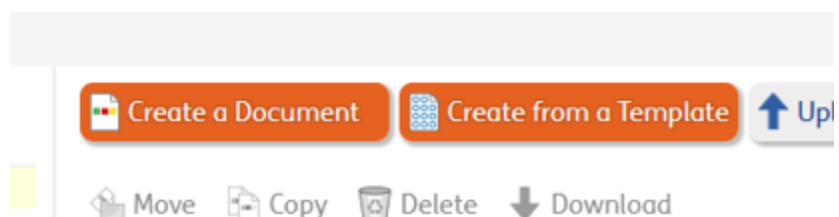
Password:

Remember Me: ☐

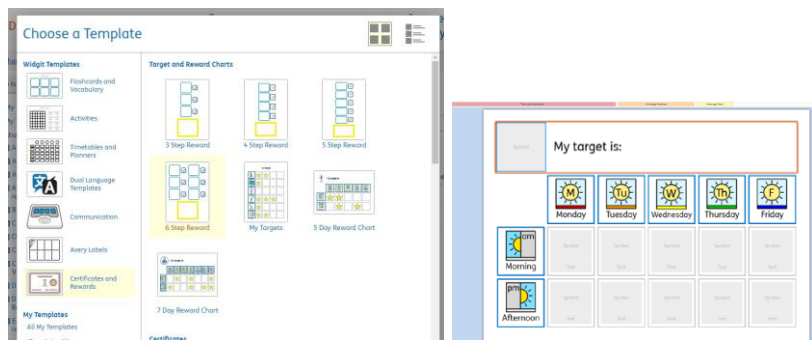
[Forgotten your password?](#)

## Find the Correct Template

1. Select **Create from a Template**.

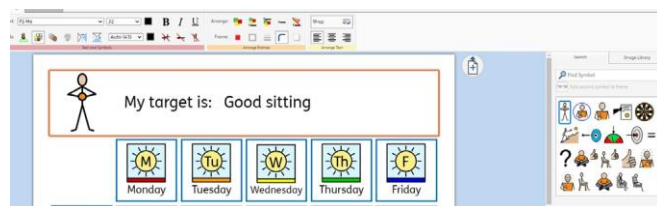


2. Choose **Certificates and Rewards**, and **5 Day Reward Chart**.



## Edit the Document

3. **Type** the target in the box.



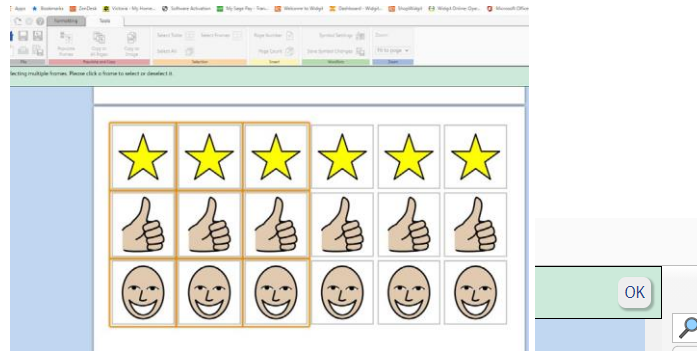
4. **Click** your preferred symbol to select it.



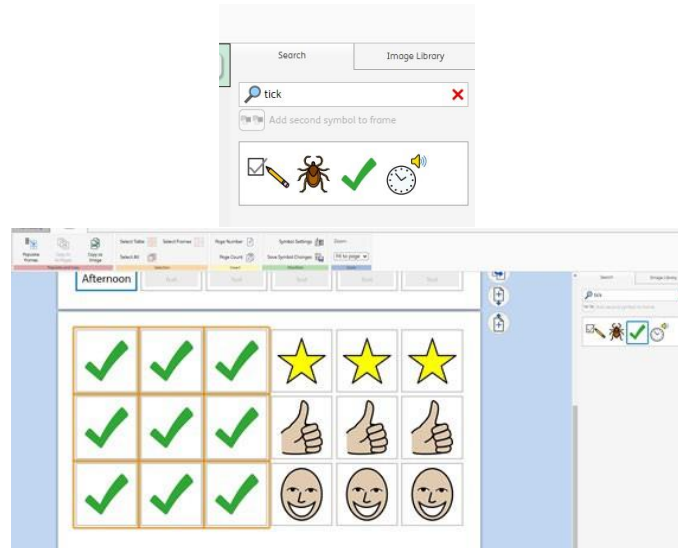
5. Scroll to the second page. You can use the symbols as on the template, but these next steps will show you how to choose alternatives.



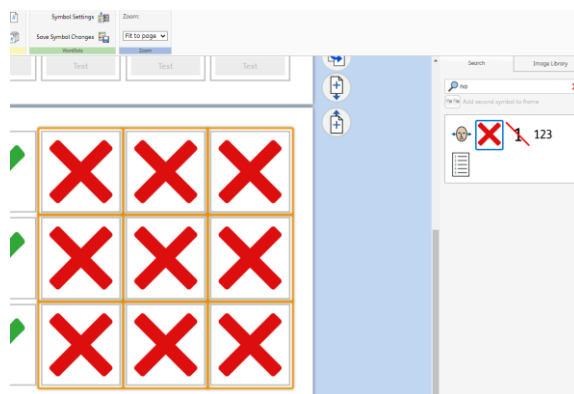
6. In the **Tools** tab, in the **Select** section, click **Select Frames**. Click the cells you wish to change and **OK**.



7. Use the **Symbol Search** to find your new symbol, **click** to choose it.

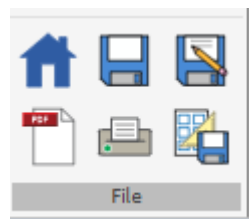


8. Repeat for the other cells.

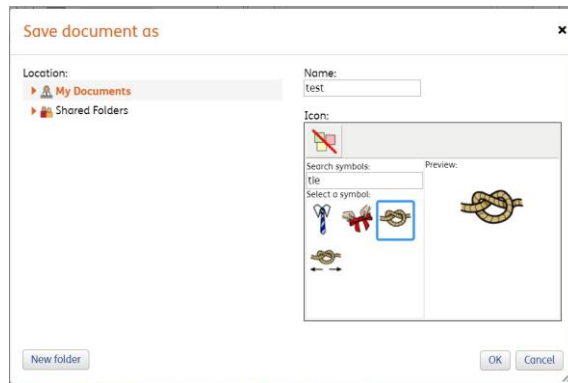


## Save and Print the Resource

1. To save the document click on the **Save** icon.



2. 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.



3. 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.

