

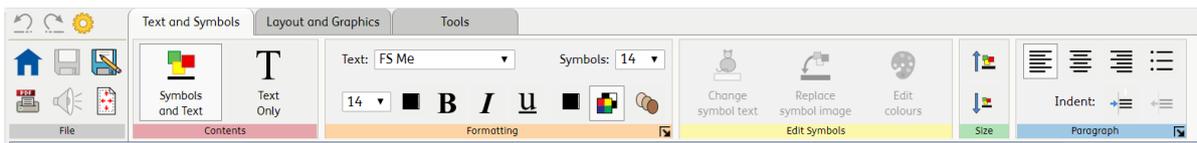


Create a Document

The  **Create a Document** button links to a symbol supported word processor. This is ideal for creating longer documents, such as instructions, differentiated texts, paragraphs of text and social stories. This guide is to introduce the different parts of this editor.

The Toolbar

The toolbar is where you select all the writing functions / features. There are 3 tabs, plus a permanent 'File' section.



File:

This area is always visible. Use it to **Save** and **Print** your document. You can also access **Page Setup** and listen to the text being read. You can also access the settings and go back to the **Home Page**.



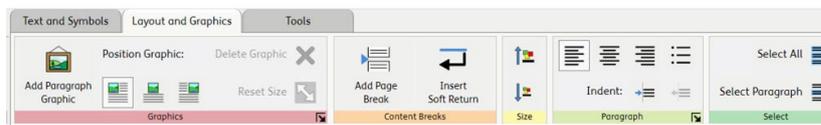
Text and Symbols Tab:

Switch between **Symbols and Text** and **Text Only**. Change formatting, edit symbols, and format text.



Layout and Graphics Tab:

Add and position graphics, select text, format page layout and set paragraph settings.



Tools Tab:

Control elements such as speech, qualifiers and symbol word lists.

