

www.widgit.com/support 01926 333680 support@widgit.com

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

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

Log in to Widgit Online



Find the Correct Template

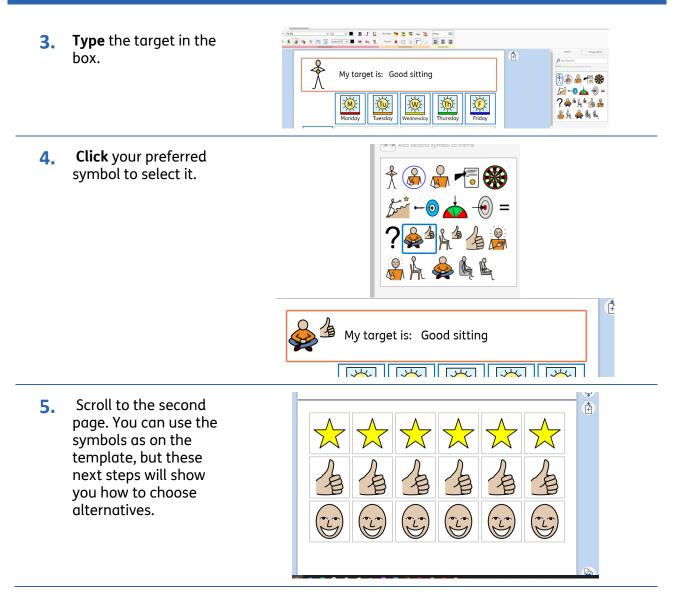
1. Select Create a Grid.

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

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Edit the Document



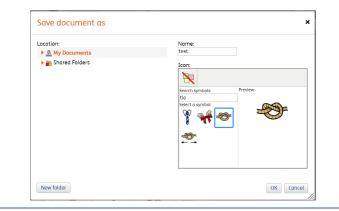
Pay - Sian... 🧐 Welcome to Welget 💢 Dashbaard - Welget... 🔯 ShopHildget 😝 Welget Drive Ope... 🟮 Microsoft Dfil C C C formation In the **Tools** tab, in the 6. **Select** section, click Select Frames. Click the cells you wish to \bigstar \bigstar \bigstar $\stackrel{\frown}{\boxtimes}$ $\mathbf{\tilde{\mathbf{X}}}$ change and OK. 4 B B P P (L) (L) OK Ľ E ۶ 7. Use the Symbol Search Image Library to find your new tick symbol, click to choose × it. × 🕷 🗸 🔊 --R Ranger After ™**≹√**© X XX 2 C tings 🚔 Zoom: Inges 🛐 🕂 Fit to page 💌 Repeat for the other 8. cells. († -@+ 🗙 🍾 123 P

Save and Print the Resource

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



2. Choose the Location to save in from the lefthand 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.

