


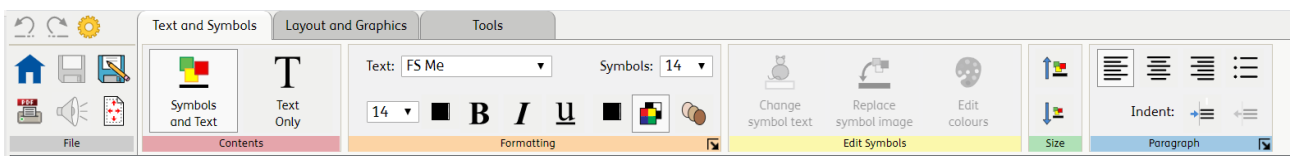


## Create a Document -Detailed Version

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.

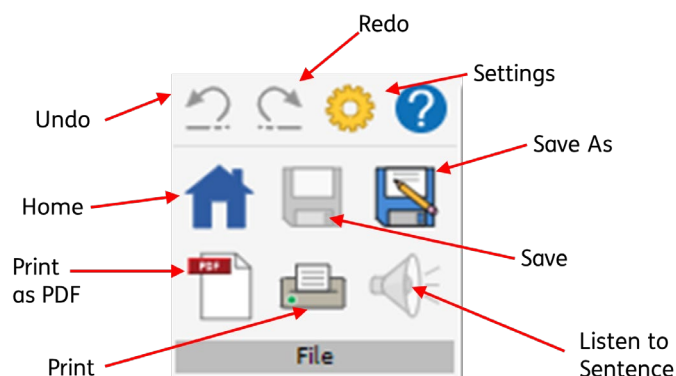
### The Toolbar

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



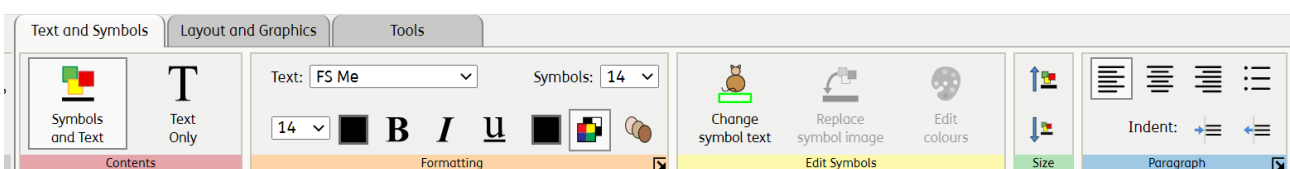
### File

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

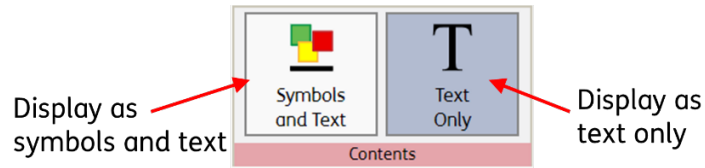


### Text and Symbols Tab

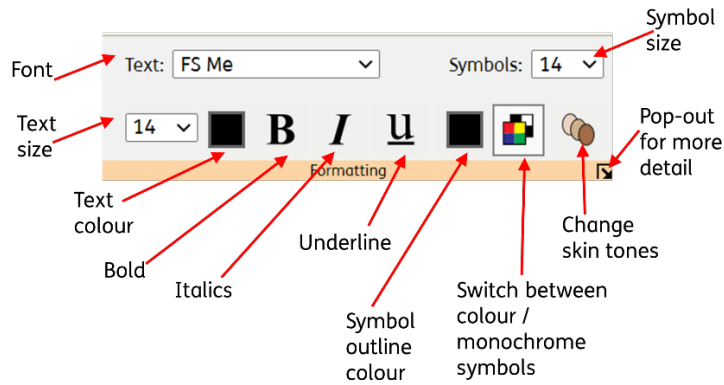
This is broken down into sub-sections – **Contents**, **Formatting**, **Edit Symbols** , **Size** and **Paragraph**. You can format text and symbols in this tab.



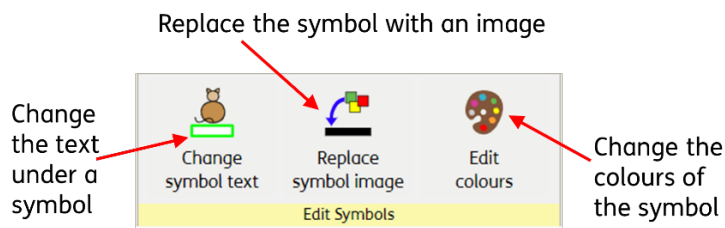
## 1. Contents



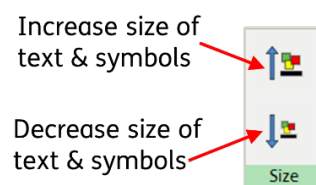
## 2. Formatting



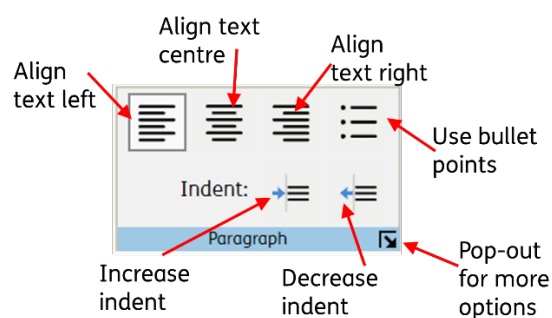
## 3. Edit Symbols



## 4. Size

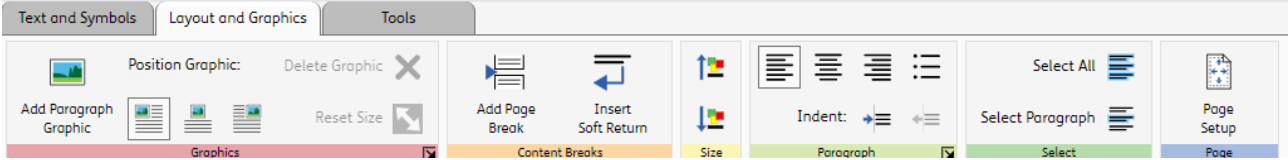


## 5. Paragraph

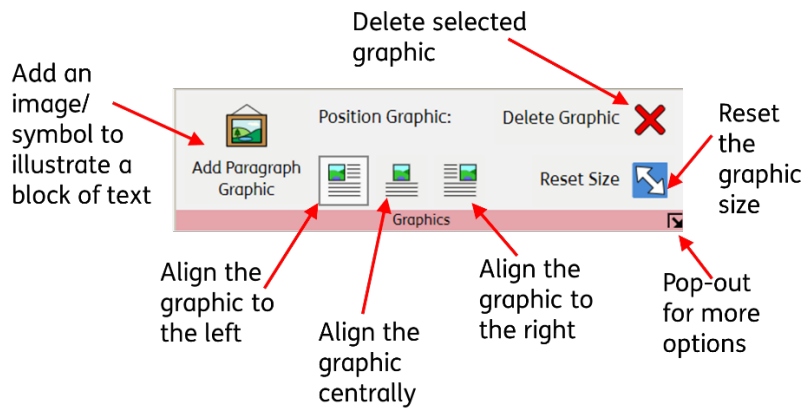


# Layout and Graphics Tab

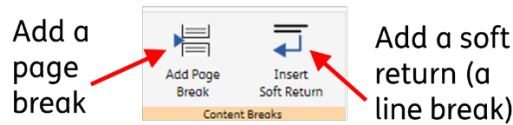
This tab is broken down into sub-sections – **Graphics, Content Breaks, Size, Paragraph and Select**. You can add and position graphics, alter layouts and add page breaks.



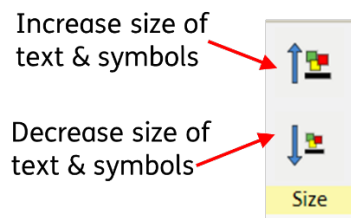
## 1. Graphics



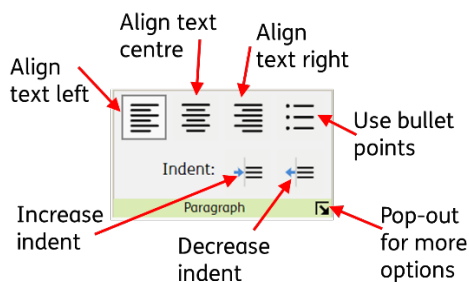
## 2. Content Breaks



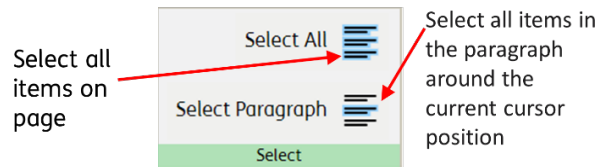
## 3. Size



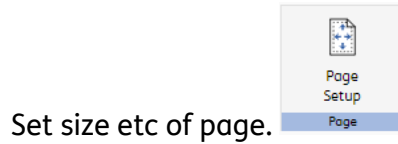
## 4. Paragraph



## 5. Select



## 6. Page Setup



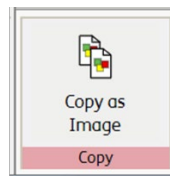
# Tools Tab

This tab is broken down into the following: **Copy, Links, Speech, Language, Wordlists, Qualifiers** and **Zoom**. These allow you to make changes to the whole documents and access a selection of useful tools.



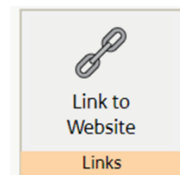
### 1. Copy

Copy selected items as an image

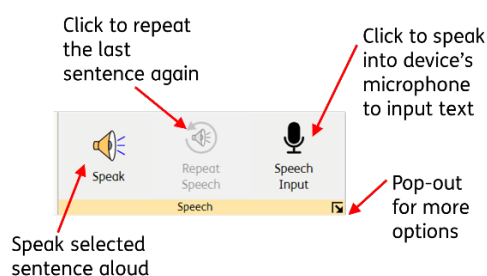


### 2. Links

Add a weblink to selected item



### 3. Speech



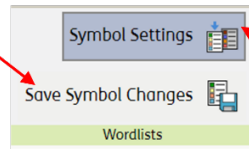
## 4. Language

Set language for software (where available)



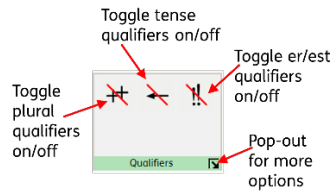
## 5. Wordlists

Save any changes you have made to symbols / wordlists



View, select or change wordlists / symbol settings

## 6. Qualifiers



## 7. Zoom

Zoom in/out of the document

