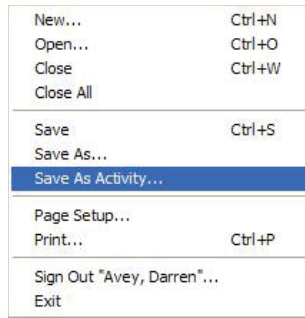


Categories Activity (Find all the things that are.....)

I. Open Easy Writing Activity

1. Click **File – Save as Activity**
2. Name activity
3. Edit activity

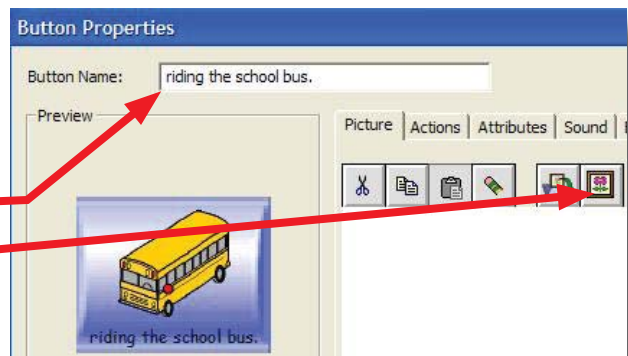


II. Open Page 1 with Sentence Beginning



III. Edit Toolbar & Make Button Changes Change Names on Content Written by Buttons

1. Control – Click on button
2. Change button name text
3. Click picture frame to bring up picture library
4. Choose new picture
5. Click insert
6. Click **OK**

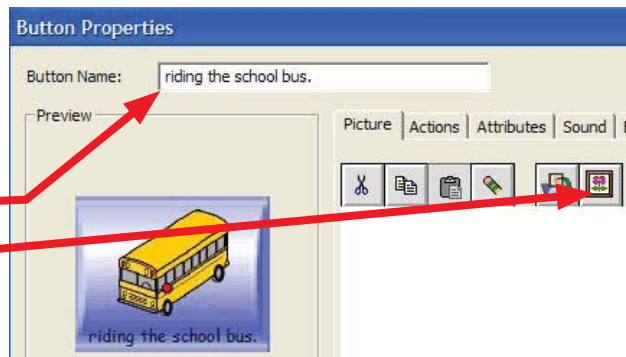


IV. Click on Page 1 Toolbar item to Move to Page 2 Sentence Endings.



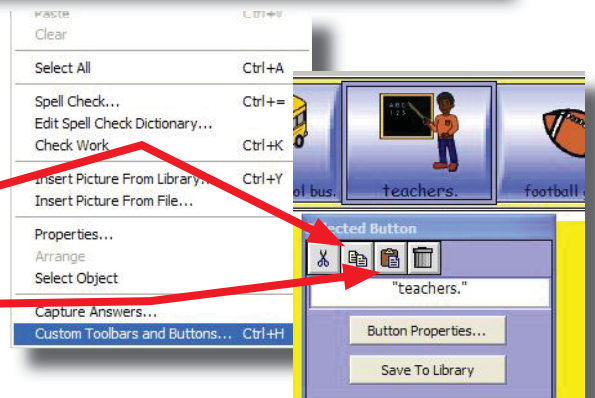
V. Edit Toolbar & Make Button Changes Change Names on Content Written by Buttons

1. Control – Click on button
2. Change button name text
3. Click picture frame to bring up picture library
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5. Click insert
6. Click **OK**



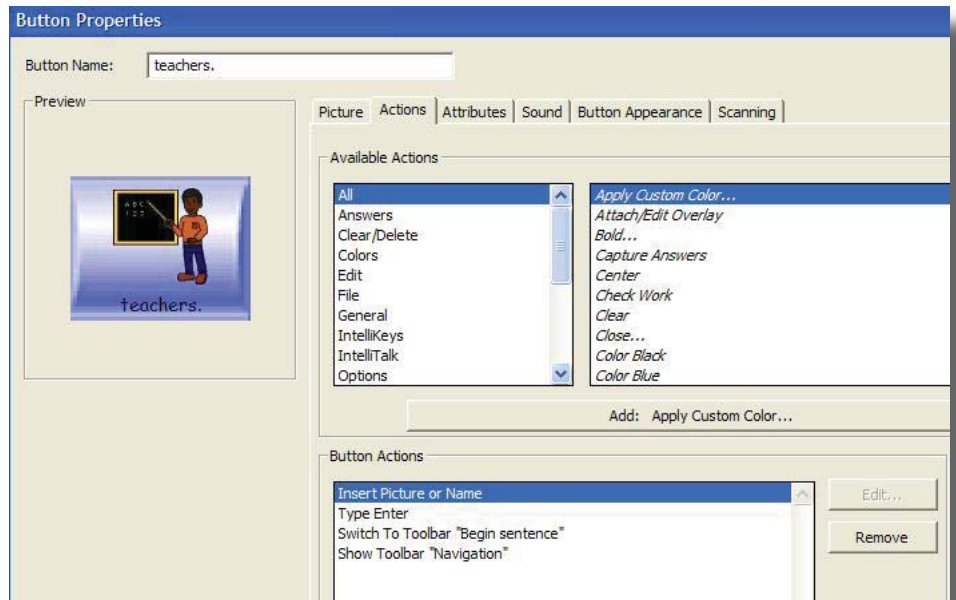
VI. Adding Buttons to Toolbars

1. Click **Edit** menu and drag down to **Custom Toolbars & Buttons**
2. Click on button you wish to duplicate
3. On blue floating palette click copy button.
4. On blue floating palette click paste button.
5. Paste again until you have all the buttons you require.



VII. Removing Features from a Button - Keep End of Sentence Buttons from Moving to Pg 1 of Easy Writing

1. Control – click on the button
2. Click **Actions** tab
3. Click on item in Actions window you wish to delete and click **Remove**
4. In this activity the Action you wish to remove is **Insert Picture or Name**
5. Click **OK**



VIII. Creating and Return Button for Categories Writing or Other Similar Activity

1. Use 1 picture from page 2 of Easy Writing activity
2. Follow directions to delete a feature in a button as shown above.
3. Delete the **Action Insert Picture or Name** and leave all the rest in button.
4. Actions left will be...
 - a. Type Enter
 - b. Swith to Toolbar “Begin Sentence”
 - c. Show Toolbar “Navigation”

