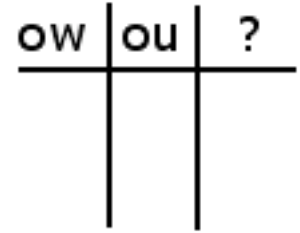


Making Word Sort Templates for Use with the SMARTBoard

The following steps will guide you through the process of using Appleworks 6 to create a word sort template such as the one shown at the right.

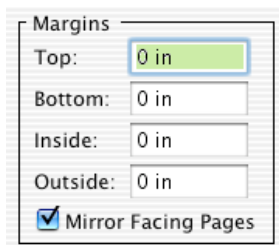


Adapt these ideas to create your own interactive lessons!

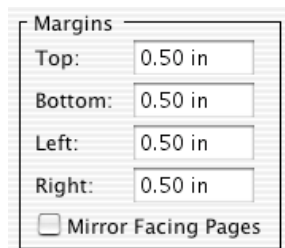
1. Launch Appleworks 6
2. Start a new Word Processing document. This could also be easily done in a drawing document.

I'd recommend that you maximize the document space by changing your margins to ZERO. Don't do this step if you plan to print this document as it will clip it. You can set margins to 0.5 inches if printing.

3. To set margins: **Format > Document**



to maximize document space





if want to print document


You may also want to change your page orientation to Landscape so that you'll be able to maximize workspace.

4. To change orientation: **File > Page Setup** and click your Landscape option.

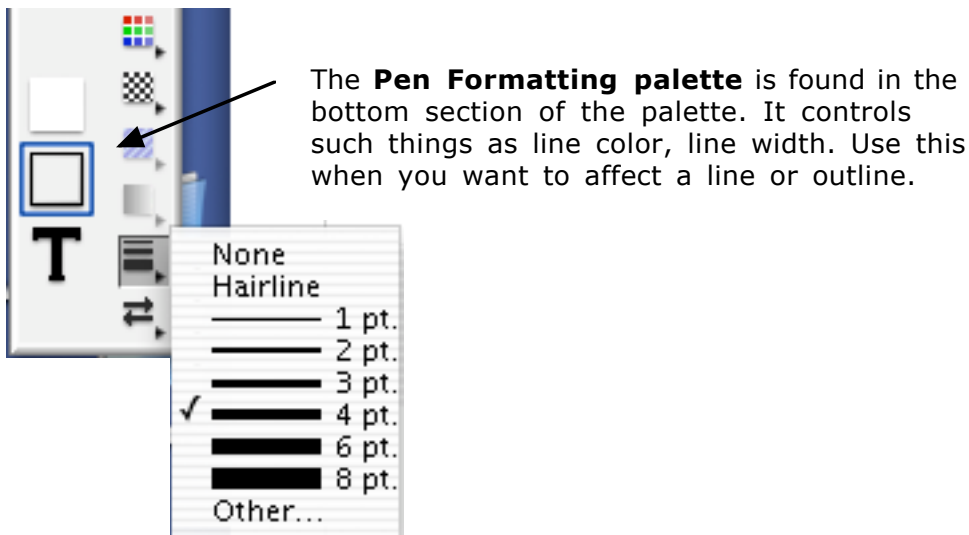


Draw your horizontal and vertical lines to create three columns.

5. To draw a line: Click the line tool on the tool palette then drag to draw a line. 
 (No line tool? No toolbar? Click the red toolbox at the bottom of the screen. )

 You can change line attributes if the line is highlighted, i.e. if it has two handles on each end. Click the arrow tool on the toolbar and then click the line to highlight it if you want to change the appearance of a line.

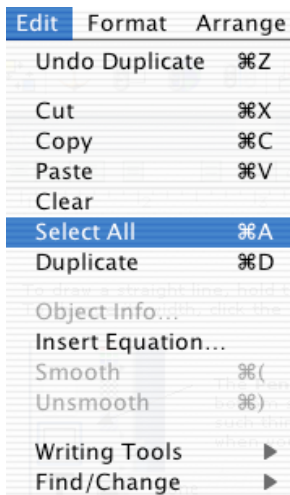
Tips: To draw a straight line, hold the SHIFT key while dragging line tool.
 To change its width, click the Pen Formatting button. Then, select a line width.



Note: You can duplicate any highlighted shape by using **Apple+D**.

With all of your lines drawn, we should then glue them together.

6. To group selected objects: Use **Edit > Select All** to highlight all three lines the use **Arrange > Group**.



then ...



We should lock this graphic into place so that students will not accidentally move it when dragging items on the SMARTBoard.

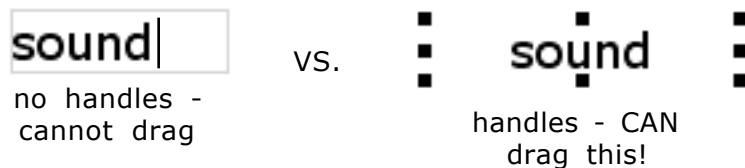
7. To lock a graphic, click to highlight it (if not already highlighted) then choose **Arrange > Lock**.

If you haven't already saved your document, please do so now!!



Adding Text: Column Headings and Words to be Sorted

Experience shows us that text boxes in Appleworks 6 do not behave nicely when children try to drag them on the SMARTBoard. When clicked, the text cursor appears making it difficult to move the word.



To lessen frustration, I recommend that you follow a quick procedure to convert all text boxes to graphics. It involves taking a screen shot of each word (which makes it a picture and not actual editable text!)

Here's how:

8. To take a screen shot of a word on screen.

You may need to press the Text tool if it's not already chosen at this point.



Note: You may want to leave space around the word when you enter each one so that you'll have some buffer when taking a picture. You could type all your words in a list first, as some have suggested, indenting and double-spacing your list.

- Type a word for your sort. Format it with a font and size appropriate for your students.
- Press **Apple+Control+Shift+4**
- Your cursor turns into a cross. Drag the cross to create a rectangle around the word.

9. Paste the screen shot of the word into your document.

- Click the **arrow tool** on the toolbar.
- Use **Edit > Paste**
- Drag the word to the proper location on the screen.
- Delete the original text word.



Create and lock your column headings.

10. Follow steps 8 and 9 to create your column heading words and drag into place.

11. Lock each word by clicking on each one and using **Arrange > Lock**.

Repeat steps 8 and 9 for each word in your sort.

- ▶ Type word
- Take a picture of word
- Paste word (becomes a graphic)
- Delete text word

12. Drag your sort words to the side.

13. Save!

ow	ou	?

**brown
cow
round
sour
town
house
soar
cloud
blue
boat
crowd**