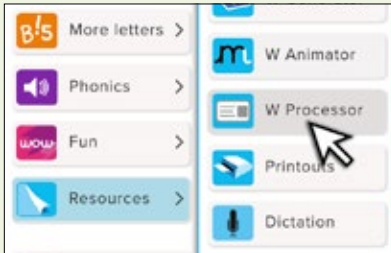


Letter-join Word Processor

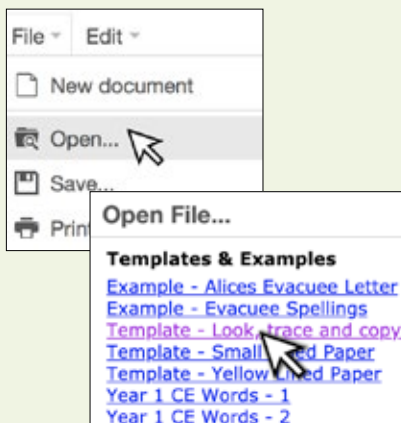
Instructions to build a spelling list from a Letter-join template

1

Open the Letter-join Word Processor under the Resources tab.



Click the 'File' option that is INSIDE the Word Processor window, and select 'Open' and choose 'Template - Look, trace and copy spellings' from the Templates & Examples section .

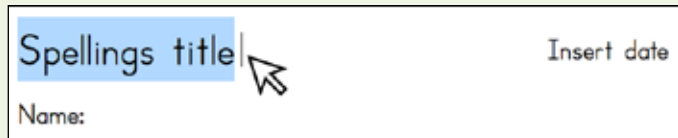


Select your font

Select the text and choose which font and point size you would like to use.

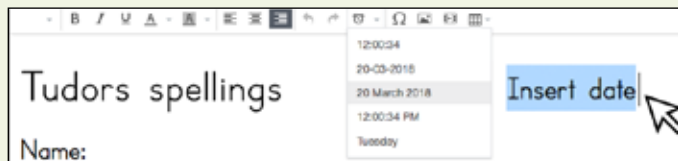


2



Scroll over the heading to select 'Spellings title' and overwrite the heading for your spelling list.

3



Scroll over 'Insert date' and overwrite the date or select an option from the pull-down menu.

4



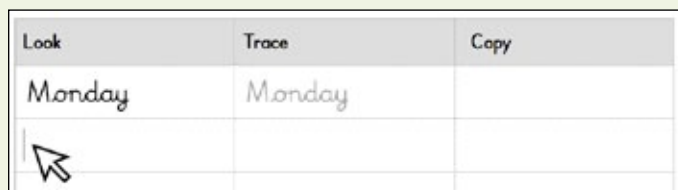
Place your cursor in the cell underneath 'Look' and type your first word.

5



Now place your cursor in the cell underneath 'Trace' and type your first word again. The 'Trace' text will be grey.

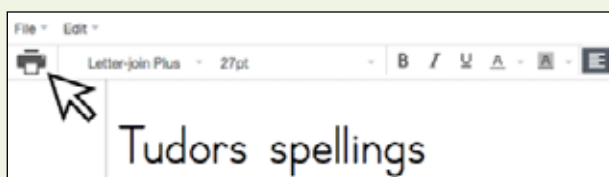
6



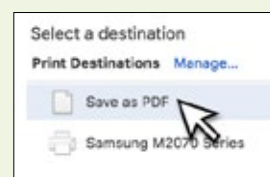
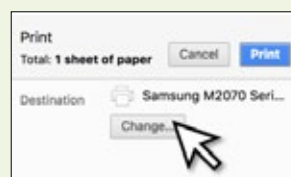
Continue by adding the 'Look' word and then the 'Trace' word in the next row. Continue until the table is complete.

You can save your worksheet using 'Save' at the top left of the Word Processor window.

7



To print your spelling list use the Printer icon at the top left of the Word Processor window.



You can print directly to your printer or you can save the file by changing the destination of the printer to 'Save as PDF' and select 'Save as PDF'.