

Letter-join Word Processor

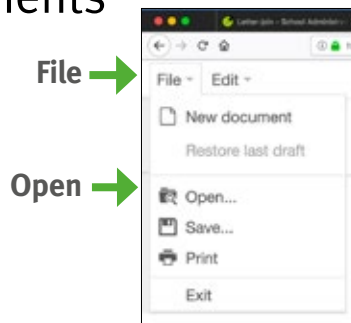
The Letter-join on-line Word Processor allows you to create and save documents using any of the Letter-join fonts without having to download the fonts onto your computer. This is especially useful if you do not have Microsoft Word installed on your computer.

Log in to Letter-join

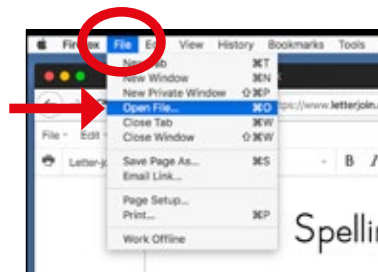
Log-in to your Letter-join classroom account, go to Extra Resources and choose 'Word Processor'. Either start typing to create a new document or open any of the pre-made template files to overwrite with your own content.

Opening documents

To open a template or a saved document choose File > Open from the menu bar within the browser window and NOT Ctrl+O or File > Open on your computer's menu bar.



Do NOT use Ctrl+O or File > Open on your computer's menu bar to open a document.



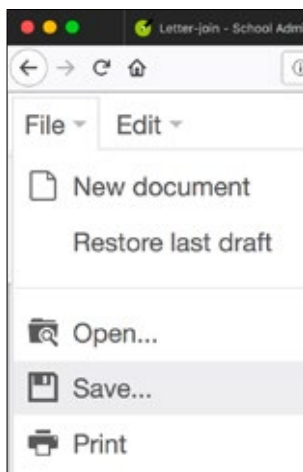
Templates

The Letter-join Word Processor includes a number of templates.



'Look, trace and copy' spelling list. Instructions can be found under the Info button.

Saving and printing documents



Documents are saved for each classroom account.

When saving documents you must use File > Save on the menu bar within the browser window and NOT Command-S or File > Save on your computer's menu bar.

When printing documents you must use File > Print on the menu bar within the browser window and NOT Ctrl+P or File > Print on your computer's menu bar.



Presentation page. Type instructions and insert an image or video from the internet.

Letter-join Word Processor

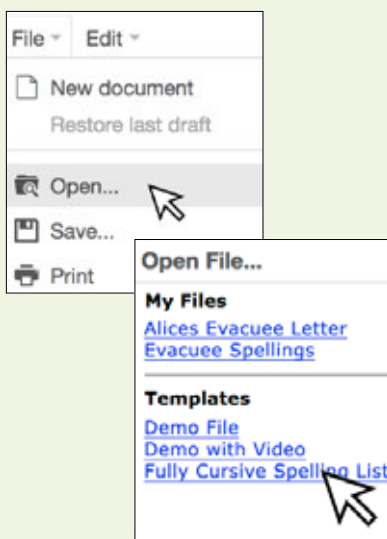
Instructions to build a spelling list from a Letter-join template

1

Open the Letter-join Word Processor under Extra Resources

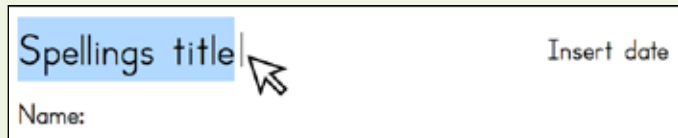


Click the 'File' option that is INSIDE the Word Processor window, and select 'Open' and choose 'Fully Cursive Spellings' from the 'Templates' section.



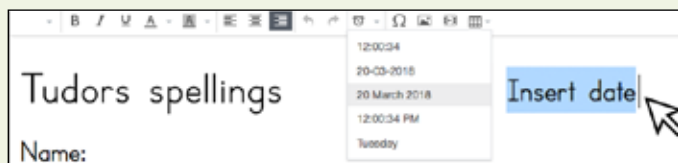
Selecting all of the text, once the list has been created, will allow the font type and size to be changed.

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



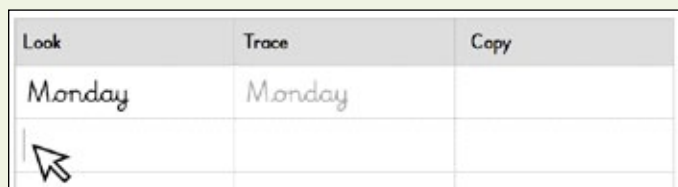
Place your cursor in the cell underneath 'Look' and type your first word.

5



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

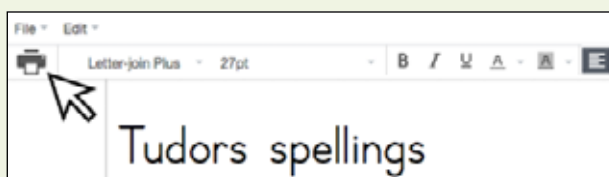
6



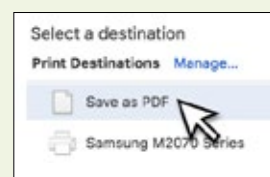
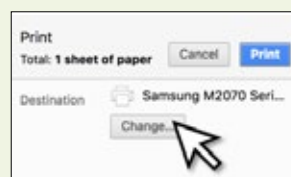
Continue by adding the 'Look' word and then the 'Trace' word in the next row. Continue until the table is complete.

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'.