
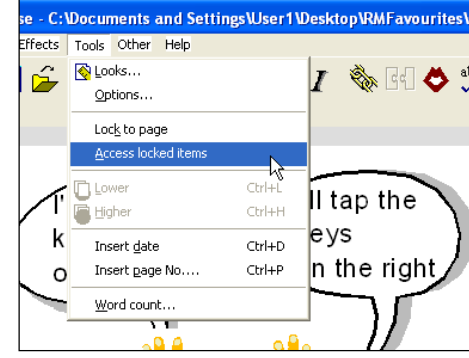
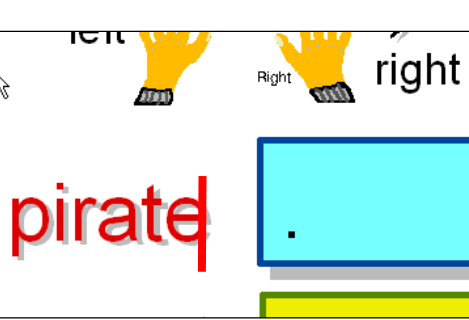

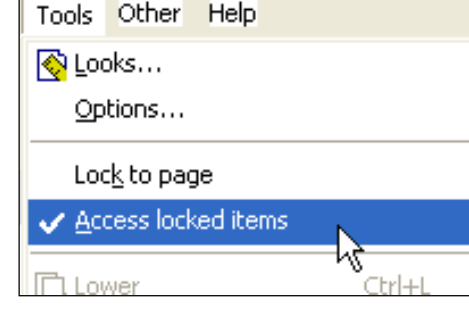


# How to make a new Textease Keyboard Practice file from an existing one.

<p><b>Step 1</b></p>	<p><b>Find a Textease Keyboard practice file to use as a starting point.</b> Go to 'Our School Shared Area' &gt; Curriculum Topic Bank &gt; Pirates Click on the file 'All hands on deck' ( When this file is loaded, all the graphics and text on the page are 'locked' down so that pupils cannot change the content of the page. They can only type new words into the coloured bars.)</p>	 <p>Keybd allhandson...</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Find this file at <a href="http://www.educationict.org.uk/language.htm">http://www.educationict.org.uk/language.htm</a></p> </div> <p>We are going to substitute different vocabulary into this file and then re-save with a different file name.</p>
<p><b>Step 2</b></p>	<p><b>First we need to 'unlock' the file so that we can make changes to the vocabulary. We will also delete any graphics which are not appropriate to this new file.</b> Click on 'Tools', then click on the words 'Access locked items'.</p> <p>You should now find that if you place the pointer on a word and double click the mouse, you see a 'dotty' box around the words. This means that you can now edit it. Do not tap DELETE – there is a quicker way to change the words.</p>	
<p><b>Step 3</b></p>	<p><b>Carefully edit each of the words by....</b> Placing and clicking the caret immediately to the right of the last letter of the word you want to change.</p> <p>Tap the backspace key to remove the letters. Re-type in your new word.</p> <p>(In this way you do not lose the formatting of the previous text, and therefore save yourself time when carrying out these changes.)</p> <p>Change each word in the list in the same way.</p>	
<p><b>Step 4</b></p>	<p><b>Change the title in the frame in the same way.</b></p> <p>As you tap backspace, the frame will 'shrink', but will 'grow' again when you type in your new text. Edit the other title also. Click on the graphic of the pirate to highlight it and tap delete to remove it.</p>	
<p><b>Step 5</b></p>	<p><b>'Lock' these items back to the page so that pupils cannot change them or delete them.</b></p> <p>Click on 'Tools' as in Step 2 above, Click on 'Access Locked items' again to lock them up !</p> <p>Check that you have locked them by clicking on a few words. You should not see a dotty box appearing.</p>	
<p><b>Step 6</b></p>	<p><b>Save your file with a new filename</b> Go to File &gt; Save as... and type your filename Click to change the file to a Textease Template file</p>	