# RM easiteach™

NEXT GENERATION

Getting Started Guide

# Contents

# What is RM Easiteach Next Generation?

RM Easiteach Next Generation is a complete whole-class teaching and learning application which puts you in the driving seat for creating and delivering engaging lessons and resources. The tools are rich and powerful, but also easy to use, removing barriers and allowing you to make the most of your classroom hardware tools.

RM Easiteach has been designed specifically for education and whole-class teaching. You can use it throughout your school and across the entire range of curriculum subjects.

Use RM Easiteach to do any of the following classroom-based activities and more:

**Engage** pupils in a new topic or project by including videos and animations, which help to not only illustrate actual examples, but also bring the subject to life.

**Test** pupils' knowledge of a previously-covered topic by asking them to complete a sorting or linking exercise on the screen.

**Demonstrate** a process by taking pupils through it first as a class and then scaffolding them through the same process.

**Create** a multi-modal story using text, sound and animation to illustrate how we absorb information.

**Develop** skills in numeracy by using number lines and grids to work out sequences and patterns.

**Evaluate** a piece of poetry as a class, highlighting key patterns and meanings and using it as a basis for structuring a class poem.

**Produce** a collaborative newspaper article about a whole-school topic and then provide a frame as a scaffold for pupils to write their own article.

## Technical requirements

The minimum and recommended hardware and software required to use RM Easiteach is:

|  | Minimum | Recommended |
|---|---|---|
| Operating System | Standalone computers using Windows® XP SP3 (32 Bit), Windows Vista™SP2 (32 or 64 Bit), Windows® 7 (32 or 64 Bit) or Windows® 8 (32 or 64 Bit) | Standalone computers using Windows® 7 (32 or 64 Bit) or Windows® 8 (32 or 64 Bit) |
| Processor | Windows: 1.8GHz+ | Windows: 2.5GHz+ |
| Memory | Windows: 512MB | Windows: 1GB |
| Storage | Windows: 500MB | Windows: 1GB |
| Graphics card | 64MB | 256MB |
| Screen | 1024 x 768 | 1024 x 768 or above |

**The following prerequisites are required for Windows®:**

Microsoft® .Net Framework 4 Client Profile
Microsoft® Visual C++ 2010 Redistributable (version 10.0.40219.01)
Adobe® Flash Player v11.2 for non-Internet Explorer® browsers
K-Lite codec pack basic (version 9.1.0)
Windows® Media Player 11 or above (Windows® XP)
Windows Media 9 Codec (Windows® XP)
OGG Video / Audio Codec (Windows® XP)
Microsoft® Windows® Image Acquisition Library Automation Layer (Windows® XP)
Microsoft® DirectX 9 (Windows® XP)


**Using virtual voting handsets**

The Voting widget from the widget bank can be used to create multiple choice, interactive voting activities. To enable pupils to vote from their computers, you will need to install the 'Virtual voting handset' plug-in on the computer where RM Easiteach is installed and then install the handset on each pupil computer.

The plug-in can be downloaded here: http://www.easiteach.com/eng/downloads/index.htm

## Support

If you require support using RM Easiteach Next Generation, look through this guide to see if it provides an answer to your query. This guide can also be accessed from the 'e' menu, by selecting the 'Help' option. For further help and technical support, you can visit the RM Easiteach website or contact Support.

To get online help, visit www.easiteach.com/support. The website provides information in a variety of languages.

**UK support**

Telephone support is available on 0845 404 0000 between 8:00 am to 6:00 pm Monday to Friday. Alternatively, visit www.rm.com/support/, where you can search the knowledge library or log a support call.

For some areas, we have in-country support arrangements. Please visit www.easiteach.com/support for details.

Alternatively, contact the company that supplied RM Easiteach.

# Getting started with RM Easiteach: a guided tour

To open RM Easiteach, go to the 'Start' menu on your desktop and in 'All Programs' select 'Easiteach Next Generation'. Alternatively, double-click on the shortcut on your desktop.

## Dashboard

The RM Easiteach dashboard will display, providing quick access to some of the key features. These are:

**Recent documents**

This tab displays the 12 most recently opened documents. Select one to open it. You also have the option to browse for a document.

**New documents**

This tab allows you to open a new document, choosing from five templates. To go straight to a new document in your default template, select 'Skip'.
You can also create your own templates and add them to the template list by dropping them into the 'My Easiteach Templates' folder. There is a link to this folder on the 'New documents' tab that is visible when you have 'Show help' turned on (see below).

**Video tutorials**

This tab displays a series of video tutorials demonstrating the features of RM Easiteach.

**Download centre**

This tab allows you to search, browse and download resources from the RM Easilearn website. The most recent resources are listed on screen.

**Change interface style**

Click on this icon to change the interface style from the default black to silver.

**Change language**

Click here to choose from 39 available languages.

**Show help**

Click here to view the descriptions of the options available on the dashboard.

# RM Easiteach menu bar

The RM Easiteach menu bar is the main navigation bar and appears by default along the bottom of the screen in any open document. From here, you can launch functional areas on the left-hand side of the menu bar and common function buttons on the right-hand side.
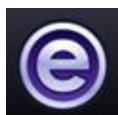
You can flip the toolbar horizontally by clicking on the arrows at each end.

Each icon on the left of the main menu bar opens a secondary menu bar or a bank. Secondary menu bars and banks feature a button on the far right which allows you to hide them.

## Functional areas

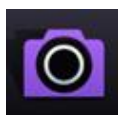| | |
|---|---|
| | **'e' menu button** |
| | **Drawing menu button** |
| | **Text menu button** |
| | **Special effects menu button** |
| | **Widget bank button** |
| | **Multimedia bank button** |
| | **Scrapbook button** |
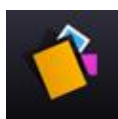
# Common function buttons

**Select mode**

Clicking this button activates select mode. In select mode, you can select objects and perform actions on them. To select multiple objects, whilst within select mode, hold down the Ctrl key and click on the required objects, or click and drag the mouse over the required objects.

**Play mode**

Clicking this button will activate play mode. Use play mode to allow pupils to interact with objects without the edit functions, or to access interactive elements, such as widgets or flash files, more easily.

**Keyboard**

Clicking here opens the on-screen keyboard that comes with your operating system.

**Delete**

This button is only active when an object is selected. To delete an object, select it then click this button. The object does not get copied to the clipboard.

**Back one page**

Click this button to return to the previous page in the current document. It is only active if there is a previous page to navigate to.

**View storyboard**

This will display document pages in a page sorter. You can activate storyboard mode from the page sorter. You can see thumbnails of all the pages in the document, add and delete pages, and cut, copy and paste pages. In storyboard mode, if you click twice on a page the page will display in full. You may change the order of your pages by dragging and dropping them on top of existing pages.

**Forward one page**

To progress to the next page in the current document, you can select this button. If there is no next page to go to, this button will become an 'Add page' button. Clicking the 'Add page' button will add a new page directly after the currently selected page.

## Optional common function buttons

The following common function buttons can be added to 'My toolbar', a customisable toolbar allowing you to access your seven most commonly used tools in one click. 'My toolbar' appears within the main menu bar and can be customised in the 'Interface' tab of 'My easiteach' (see 'e' menu functions).

**Lock aspect ratio**

Clicking this toggles the aspect ratio lock on and off. This allows you to resize objects on the page whilst keeping their original proportions.

**Zoom menu**

Clicking here allows you to select three zoom tools:

**Zoom in**

To zoom in, click this button then click anywhere on the page. Click multiple times to zoom in closer.

**Zoom out**

To zoom out, click the button then click anywhere on the page. Click multiple times to zoom out further until standard zoom view.

**Pan**
Click this button to pan around the page whilst you are zoomed in.

**Cut**

To cut an object in RM Easiteach, select the object and then click this button. The selected object is cut to the clipboard and the object is removed from the page.

**Copy**

To copy an object in RM Easiteach, select the object then click the copy button. The selected object is copied to the clipboard and also remains on the page.

**Paste**

To paste an object in RM Easiteach, you need to have either previously copied or cut an object. This button pastes the current clipboard item onto the page and it is only active when there is an item on the clipboard.

### Undo

To undo the last action performed on the page, click this button. It is only active when an action has been performed. This feature works on a page-by-page basis, so if you navigate to another page and select undo, the last action performed on that page will be undone.

### Redo

To redo the last undone action performed on the page, click this button. It is only active when an action has been performed. This feature works on a page-by-page basis, so if you navigate to another page and select redo, the last action performed on that page will be redone.
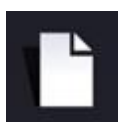
# 'e' menu functions
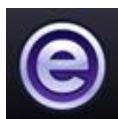
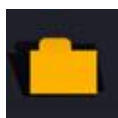Within the 'e' menu the following functionality is available:

### Recent documents

This displays the most recent documents on the secondary menu to the right. Clicking on a file from this menu will open that file.

### New

This option allows you to open a new document. Holding down Ctrl while clicking on 'New' will open a document in a new window.
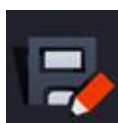
### Open

This option displays the 'Open document' window. You may open .etng, .etnt, .etne, .ette, .pptx or .iwb (interactive whiteboard format) files. Holding down Ctrl while clicking on 'Open' will open the document in a new window.

### Save

This option saves the current document. If it is the first time you have saved the document, a window will pop up prompting you to choose where to save your document.

### Save as

This option saves a copy of the current document. A window will open allowing you to choose a location to save the document to. You can also save as a .jpg, .pdf or .iwb, enabling non-Easiteach users to view the file.

### Insert

This option allows you to insert an existing RM Easiteach document into an open document. A window will pop up enabling you to browse for the file. The pages of the file will appear directly after the screen you are currently viewing.
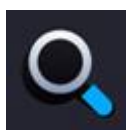
### Print

This option prints the document.

### Reset page

This option returns the current page to the last saved state. This feature is useful if you want pupils to have a go at completing a task in turn.

**View modes**

This opens the view modes menu. To view in a particular mode, click on its icon:

**Edit mode** – the default mode for editing a single page.

**Split screen mode –** enables you to view any two pages side by side.

**Storyboard mode –** enables you to see thumbnails of all your pages and provides tools for copying, pasting and rearranging pages.

**Full screen mode** – opens RM Easiteach in full screen so you don't see other application menus.

**Side panel** – a single page view similar to edit but with access to screens via thumbnails in a side bar.

The order of the pages can be changed in the side panel. Notes can be added for each page in the 'Notes' tab and they can be printed or opened in their own window so you can, for example, view the notes on your laptop whilst running the activity on the whiteboard.

**Curtain reveal** – enables you to hide the contents of a page then reveal by dragging the curtain across using one or more of the handles.

**Grid –** adds a temporary grid to the page. You can change the grid settings by clicking on the button to the right of the grid icon. You can choose a different grid type, size and colour. You can also choose to snap objects to the grid. *Please note, this feature does not add a permanent grid to the page; to do this please use the 'Grid builder' widget.*

**Glass mode –** allows you to place an annotation layer over the top of an application and can be used to demonstrate how different programs work, to annotate maps, pictures and documents, and capture those annotations. Glass mode can be used whilst viewing RM Easiteach or another program, and can even be launched without having RM Easiteach running. To see the available options, click on either of the RM Easiteach icons which appear on the left and right of the screen.

**Spotlight mode –** this mode allows you to focus on specific areas of the screen. It has the same options as glass mode. You can change the spotlight to a circle or a square, and change the size of the spotlight. Click and drag on the darkened area to move the spotlight. If you click inside of the spotlight you can interact with any of the elements on the page below.

**Presentation mode** – this mode allows you to view and interact with the activity without toolbars. Actions placed on the page can be used to activate tools and move between pages.

**Multi-mode** – enables you to view the current document on two or four screens, allowing multiple users to interact with the pages at the same time. Choose from:

- Collaborative mode - changes made on one screen will appear on all screens.
- Competitive mode – changes will only appear on the screen you are working on.

### Dashboard

This returns you to the opening screen. If there is an open document that has been modified since it was last saved, you will be prompted to save it.

### My easiteach

This option enables you to change your RM Easiteach application, document, page and multimedia settings.

The **Document** tab allows you to choose the default settings for your document. The aspects that can be configured are:

- Page size
- Page orientation
- Background image
- Background image stretch option
- Background image position
- Background colour

Select 'OK' to save or 'Cancel' to cancel your changes. The properties of your document will be updated.

The **Page** tab allows you to choose the default settings for the current page of your document. The aspects that can be configured are:

- Background image - *please note, this will apply the chosen background for the current page only.*
- Background image stretch option
- Background image position
- Background colour
- Page length

Select 'OK' to save or 'Cancel' to cancel your changes. The properties of your selected page will be updated.

**Language**

The **Language** tab allows you to choose the default language settings. The aspects that can be configured are:

- Language
- Default voice
- Default text to speech speed
- Default text to speech volume

Select 'OK' to save or 'Cancel' to cancel your changes. The properties of your language settings will be updated.

**Interface**

The **Interface** tab allows you to choose the default interface settings. The aspects that can be configured are:

- Default location of main toolbars
- Side panel position
- Interface style
- Hide mouse pointer in presentation mode
- Toolbar buttons

Select 'OK' to save or 'Cancel' to cancel your changes. The properties of your interface settings will be updated.

**Multimedia**

The **Multimedia** tab allows you to choose the default multimedia elements according to your needs. The aspects that can be configured are:

- Default audio input device
- Default video input device

Select 'OK' to save or 'Cancel' to cancel your changes. The properties of your multimedia elements will be updated.

The **Defaults** tab allows you to choose the application settings. The settings that can be configured are:

- Default save location
- Default page orientation
- Default page size
- Default to presentation mode when launching an activity
- Default font
- Default font size
- Default background image
- Default background image stretch options
- Default background image position

- Default background colour
- Default start up tool
- Default drawing colours
- Default text colours
- Default pen width
- Default highlighter width
- Default border type
- Autoplay video
- Autoplay audio
- Turn off video frame
- Loop video
- Loop audio

Select 'OK' to save or 'Cancel' to cancel your changes. Next time you open RM Easiteach it will open with your preferred settings.
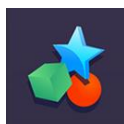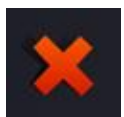
**Activities**

This opens the 'My Easiteach Downloads' folder.
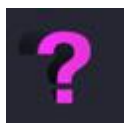
**Help**

This opens a PDF version of this guide.

**Exit Easiteach**

This option closes RM Easiteach. If there are any open pages or documents that have been modified since last saved, you will be prompted to save them before RM Easiteach closes.

# Drawing tools

The drawing tools are accessible by selecting the drawing tools button on the RM Easiteach menu bar. The tools available are as follows:
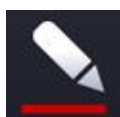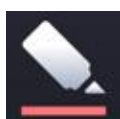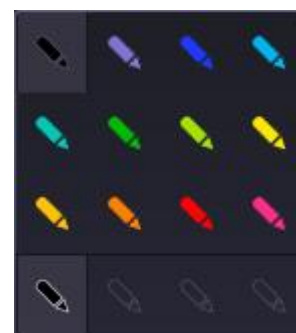
### Pen tools

This option opens the pen tools menu.

There are 12 pre-defined pens to choose from. The pens in the bottom row take their colours from those last used in the colour picker.

When you click on one of the pen options, the mouse pointer will update to show that a pen tool is selected and you can draw freehand with that pen. It will stay selected until you choose another tool or click the 'Select' button.

### Highlighter tools
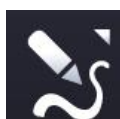
This opens the highlighter tools menu.

There are 12 pre-defined highlighters to choose from. The highlighters in the bottom row take their colours from those last used in the colour picker.

When you click on one of the highlighter options, the mouse pointer will update to show that a highlighter tool is selected and you can draw freehand with that highlighter. It will stay selected until you choose another tool or click the 'Select' button.
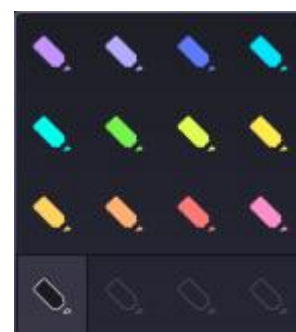
### Distometer

The distometer tool allows you to draw a freehand line with the length of the line displayed. When the line is finished, the label stays as part of the object. Dimensions are based on the scale of the page, but you can change the scale to be any length you like by double-clicking the number inside the dimensions box and typing a new number. Once you update the scale of your object, other objects on the page will also correspond to this scale.

### Creative pen tools

This option opens the creative pen tools menu. The pens available to choose from are river, railway track, road and dual carriage road.
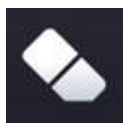
**Eraser**

The eraser tool can erase lines made using the pen or highlighter tools if they have not had a fill applied to them. To erase, select the e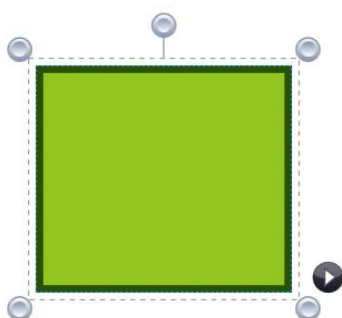raser tool and move it over areas of digital ink to erase that area. To remove other items on the page, you will need to delete them.

**Working with objects**

When you select an object using the select tool, it will appear in a bounding box and can be resized, moved, rotated, aligned, sent forwards and backwards, duplicated, etc.

To resize an object, click any of the grey circles at the corners of the frame and drag it to the size you require.

To move an object, click in the middle of the object and drag it where required. You can rotate by clicking the grey circle in the top middle of the frame and moving the object as required.
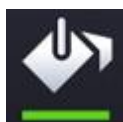
**Fill tool**

The fill tool allows you to fill shapes (drawn using the shape tool or pen), lines, cells in tables and number grids, and the background canvas.

There are 12 pre-defined colours to choose from. The bottom row shows the colours last used in the colour picker.

**Shape recognition tool**

The shape recognition tool enables you to draw shapes freehand, perfect for using on a whiteboard. RM Easiteach transforms the freehand shapes into simple shape objects with smooth lines.
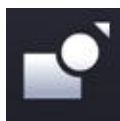
## Shape tools

This option opens the shape tools menu. The shapes available to choose from are:

- star
- hexagon
- octagon
- circle
- cross
- pentagon
- square
- parallelogram
- triangle
- heptagon
- decagon
- right-angled triangle
- semicircle
- trapezium
- speech bubble
- diamond
- rounded rectangle
- arrow
- asterisk
- wave
- cloud
- thought bubble
- heart
- explosion
- lightning bolt

When you select one of the shapes, the mouse pointer will update to show which shape has been selected. You can draw the shape by clicking and dragging on the page. The shape tool will stay selected until you pick something else or click the 'Select' button. It is possible to draw a 'perfect' shape in two ways, either by holding shift down as you use the shape tool or by having the lock aspect ratio button activated whilst drawing the shape. To add text to a shape, double-click on the shape in select mode.

## Line tools

This option opens the line tools menu. The lines available to choose from are:

- Line
- Line with arrow at start
- Line with arrow at end
- Curved line with arrow
- Dotted line
- Dotted line with arrow at start
- Dotted line with arrow at end
- Poly line (draws lines from mouse click to mouse click)
- Elbow connector line (drawn as a shape)
- Right-angle connector line
- Callout line
- Line with arrow at start and end
- Curved line with arrow at start and end

- Dotted line with arrow at start and end

The menu will display with the lines in the colour you currently have in your colour picker. When you select a line, the mouse pointer will update. You can draw the line by clicking and dragging on the page. The start of the line is created at the first click and the end of the line is where the mouse pointer is released. The line stays selected until you pick something else or click the 'Select' button. If you hold down the shift key, the line tool draws lines at 45 degree increments.
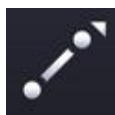
### Linking lines

This option allows you to connect two objects by drawing a line between them. Even if one of those objects is moved, it will stay linked to the other object. This could be used for creating spider diagrams, flow charts, etc.
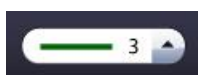
### Line width tool

This option allows you to preset or change the line width, by selecting a different width from the menu.

### Border type tool

This option allows you to change the border type of your shape, by selecting a different style from the menu.

### Show internal angles

This option allows you to show the internal angles of a shape.
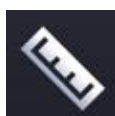
### Show dimensions

This option allows you to show the dimensions of a shape or line. Labels appear showing the length of each side or line. Dimensions are based on the scale of the page, but you can change the scale to be any length you like by double-clicking the number inside the dimensions box and typing a new number. Once you update the scale of your object, other objects on the page will also correspond to this scale.

# Text tools

The text tools are accessible by selecting the text icon on the RM Easiteach menu bar. The tools available are as follows:

**Text tools menu**

From this menu you can select three text tools:

**Handwriting recognition tool**

This button launches the handwriting recognition tool installed with your operating system. You can now write freehand on the canvas. RM Easiteach will try to recognise it and will create a new textbox with the text inside (or add text to an existing one if you have a textbox selected).

**Create a textbox**

When you select this option, the mouse pointer updates to show that the 'Create a textbox' tool is selected. Click and drag to create a textbox. You can type text immediately.

If you select a textbox whilst in select mode, it appears in a bounding box and can be rotated, resized, aligned, sent forwards and backwards, etc. To edit the text inside the box, double-click the textbox, highlight the text you wish to change and complete your changes.

**Create text**

When you select the text tool option, the mouse pointer updates to show that the 'Create text' tool is selected. Click the page where you want the text to start. You can type text immediately. Press Enter on your keyboard to start a new line.

If you highlight a section of text you can right-click and see a list of options to change the text to bold, italic or underlined, add bullets, change horizontal alignment and change the indent.

The following options can be used to preset the text properties before typing. Alternatively, you can highlight text, or select the textbox so the bounding box displays, and any change updates the entire contents of the textbox.

**Font picker**

To choose a different font, click on the font picker and the menu displays with a scrollbar allowing you to search through all the available fonts. The first five fonts shown are the last ones you have used. All the other available fonts are based on what you have installed on your computer.

### Font size picker

To pick a different font size, click on the font size picker and the menu displays with a scrollbar allowing you to search through all the sizes available.

### Bold

The default state for the bold button is 'off'. To turn bold 'on' click the bold button.

### Italics

The default state for the italics button is 'off'. To turn italics 'on', click the italics button.
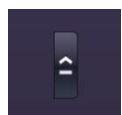
### Underline

The default state for the underline button is 'off'. To turn underline 'on', click the underline button.

**Textbox colour**

When the textbox is selected, a 'T' will appear on the colour picker button. Click on this to select a colour for the textbox border and fill.

## Advanced text tools

The advanced tools associated specifically with textboxes are accessed by clicking the arrow button in the middle of the text tools menu. The five most recently used items from the menu are shown in the main toolbar.

### Cloze tool

This allows you to create a cloze (missing words) activity. Click on the cloze button to activate it. The cursor will update to show that the cloze tool is active. Next, click the words you want to remove – these are removed and replaced with a standard-sized line (irrespective of the number of characters in a word, so it isn't easy to guess the answer). If you want to make the gaps bigger, just add more underscores to the textbox in the appropriate place. You must click on the cloze button again to deactivate the functionality.

The removed words are automatically added to the word wallet and can be dragged back into the textbox wherever an underscore exists.

### Remove punctuation tool

This allows you to remove the punctuation from a textbox. First, you must select the textbox using the 'Select' button, so the bounding box displays, and then click the 'Remove punctuation' button. Select the punctuation type you wish to remove. The punctuation is removed from the textbox and is automatically added to the word wallet. The punctuation is replaced by one space per character. Punctuation in the word wallet can be dragged onto the textbox and will snap into place in a space where punctuation previously was.

### Word wallet

The word wallet is a temporary store for words and punctuation which can be dragged onto RM Easiteach pages. To view the word wallet, click on the 'Word wallet' button to display it. It will be empty when first opened, unless you have already used the cloze tool or remove punctuation tool to remove content.

Items in the word wallet can be dragged back into the text where a gap or an underscore exists. The inserted words will take on the properties of the existing text. There is also the option for the text to appear at a larger font size or as highlighted text.

Extra words can be added to the word wallet by typing into the input field and clicking 'Add'. To remove all words from the word wallet, click the 'Clear' button. To randomise the order of the words in the word wallet, click 'Randomise'. To delete a single word from the word wallet, select the word and click 'Delete'.

### Remove capitals from selected text

To remove the capital letters or change the case of text from upper to lower case, select a textbox, so the bounding box appears. Then click on the 'Remove capitals' button and all the capitals are removed and replaced with lower case letters. *Please note, there is not an option to replace lower case letters with capitals.*

### Read with me

This is a tool for encouraging the class to read in unison. To switch this on, select a textbox using the select tool. Then select the 'Read with me' icon. The cursor will change to identify that 'Read with me' is switched on. Now you can click anywhere in the textbox in order to move the highlight along the passage, word by word, at a pace to suit the pupils.

### Highlight selected word(s)

The highlight selected words tool allows you to highlight one or more words by clicking on them. Clicking again removes the highlight.

### Highlight selected text

The highlight selected text tool allows you to highlight parts of words or sections of text.

## Subscript

The default state for the subscript button is 'off'. To turn subscript 'on' click the 'Subscript' button. The 'Subscript' button appears as 'on' until you click it again to turn it off or select another piece of text that isn't in subscript.

## Superscript

The default state for the superscript button is 'off'. To turn superscript 'on' click the 'Superscript' button. The 'Superscript' button appears as 'on' until you click it again to turn it off or select another piece of text that isn't in superscript.

## Symbol bank

The symbol bank allows you to insert symbols into your text. There are three categories: Maths, Languages and Punctuation. To insert a symbol, click and drag the symbol you require on to the page. It can either be dragged into a textbox or dropped anywhere on the page to form a new textbox.

## Text to speech

The text to speech functionality enables text on the page to be read by one of the voices installed in your operating system. The options are: 'Read selected text only', 'Read single word upon mouse click' and 'Switch off text to speech'. There is also a pause option.  The default state is 'off'.

If you select the 'Read selected text only' option, then the textbox you select is read. If you select the 'Read single word upon mouse click' you can then click on an individual word to hear it read. The volume and speed can be altered in 'My easiteach'.

## Spellchecker

If you have a textbox selected, the spellchecker will just check that object. If none are selected, the spellchecker will check the whole page. Words that are not found in the dictionary are displayed, along with alternative spellings with the options to ignore, ignore all, change or change all. When the check is complete a message will display to confirm this.

## Bullets

Bullet options available are: numbered bullets, solid dot bullets, hollow dot bullets and square bullets.

To remove a bullet point from text, position your cursor on the line of the bullet point and select the bullet point button (the button of the style used) or alternatively you can position the cursor at the beginning of the line you want the bullet point removed from and use the backspace on your keyboard.

## Text alignment

When you click on the button, the text alignment menu opens and you can select the text alignment option you require. The options available are: align left, align centre, align right or justify. Your chosen alignment displays on the button until you choose a different one or select another piece of text with a different alignment.
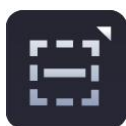
**Text alignment**

You can also align the text vertically. The options available are: align top, align middle and align bottom.

**Insert hyperlink**

To add a hyperlink to your text, highlight a word or phrase then click the 'Insert hyperlink' button. A dialog box appears where you can type the web address.

**Insert table**

This allows you to add a table to the page. You can select the number of rows and columns in the pop-up that appears when you click the 'Insert table' button.

**Increase indent**

To add an indent at the start of your text, select a word or phrase then click the 'Increase indent' button.
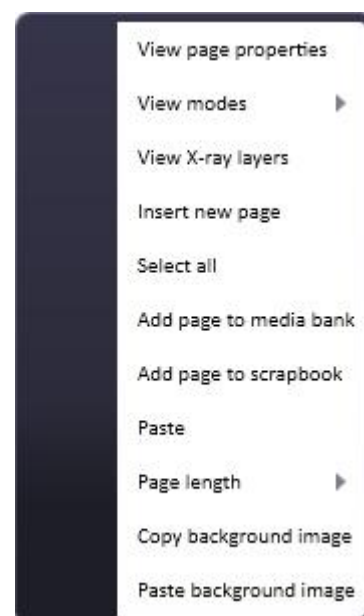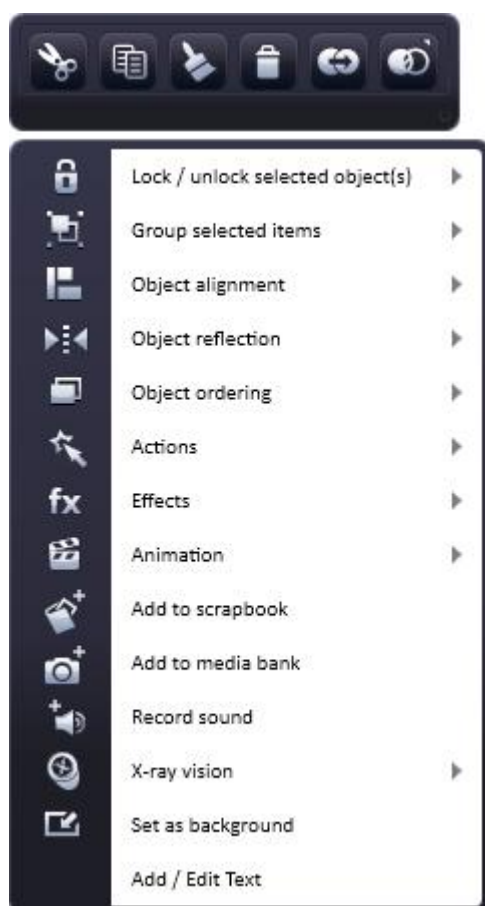
**Decrease indent**

To remove an indent at the start of your text, select a word or phrase then click the 'Decrease indent' button.

# Accelerator menu

The Accelerator menu can be opened at page level or at object level.

To open at page level right click anywhere on the screen and a list of page properties appears.





When an object is selected, an arrow icon displays on the right-hand side of the bounding box, which you can click on to reveal the accelerator menu, which provides you with easy access to the properties of the object selected.



Many of the properties are those available in 'General object properties' (on the right-hand side of any secondary menu), but some are unique to the accelerator menu:

### Add to media bank

Selecting this option will add the object (or page) to the media bank for future use.

This feature helps to personalise RM Easiteach. For example, create your own Randomiser widget with pupil names in it and add it to the media bank so that it's easily accessible every time you have a lesson.

### Record sound

This feature can be used to record a sound onto an object using a microphone. In Play mode, click on the object to hear the sound.
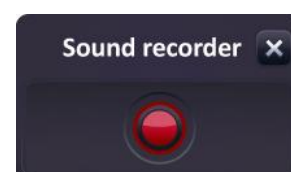
**X-ray vision**

X-ray vision works with the X-ray vision widget. The first step is to create up to three x-ray layers on your page. This is done by layering objects on top of each other on the page and then sending items to hidden layers.

Send an object to a hidden x-ray layer by clicking on it and selecting 'X-ray vision' from the object accelerator menu. Choose the top, middle or bottom x-ray layer.

Once you have sent an object to an x-ray layer, it is no longer visible on the page. To view or edit the object, right-click anywhere on your page and select 'View X-ray layers' from the page accelerator menu. You will see a pop-up giving the choice of which layer you want to see. When you close the pop-up, the x-ray layers will no longer be visible.

Once in the classroom, open the X-ray vision widget from the widget bank and switch RM Easiteach to play mode. You can now reveal the hidden items on your page by moving the X-ray vision widget over the page. If you have more than one X-ray layer, you can show them in turn by clicking on the arrow buttons on the widget.
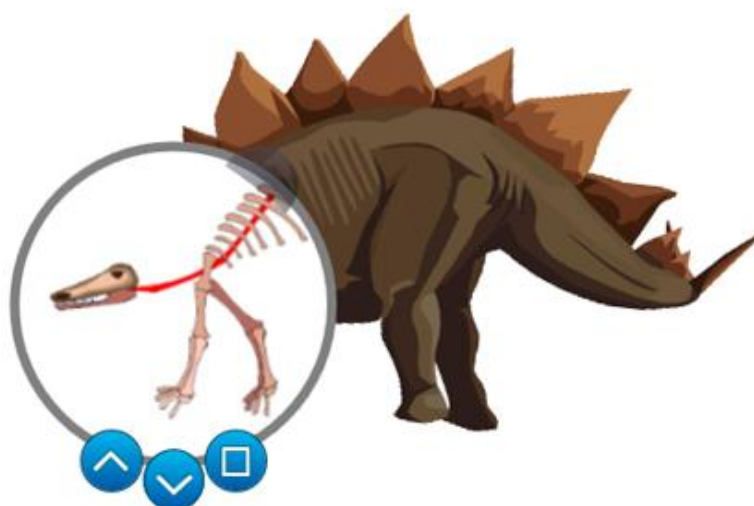
# Special effects

The special effects tools are accessible by selecting the special effects icon on the RM Easiteach menu bar. The tools available are as follows:

### Actions

You can use this feature to apply actions to selected objects. Only one action can be applied per object. You can see the action applied by switching to play mode. The action options available are:

- No action
- Bring forwards*
- Bring to front*
- Enable/disable effect*
- Hide/reveal object*
- Link to a page
- Link to a website
- Link to an Easibook

- Next/previous page
- Open an external file
- Open embedded file
- Play an audio file
- Select Easiteach tool/mode
- Send backwards*
- Send to back*

\* These actions can have an audio played at the same time.

### Effects

You can use this feature to apply effects to selected objects. An object can only have a single effect applied. Each effect has a slider (some have two) so you can change the look of the effect. The effect options available are:

- No effect
- Swirl effect
- Wave effect
- Ripple effect
- Mosaic effect
- Drop shadow
- Standard blur

- Zoom blur
- Directional blur
- Transparent colour
- Old movie colour
- Monochrome colour
- Invert colour
- Adjust brightness/contrast

### Animations

There are four simple animations you can apply to selected objects. An object can only have one animation applied at any one time. The animation options available are:

- Follow a line – the object follows a line already drawn using the freehand pen or straight line tool (make the line transparent after applying the animation).
- Rotate – the object rotates clockwise or anti-clockwise around its centre.
- Vibrate – the object moves along the page by vibrating.
- Bounce – the object moves along the page by bouncing.

Selecting an animation type opens a pop-up where you can select the speed of the animation, when it starts and other options specific to the animation type.

**Actions, effects and animations can also be accessed via the accelerator menu.**

## Widget bank

RM Easiteach comes with a set of curriculum-based tools we call widgets. These widgets aim to aid teaching by helping you to perform a task digitally or by providing easy-to-create games and activities. New widgets are added to RM Easiteach all the time. For a full list of available widgets, visit the RM Easiteach website or search the widget bank in your version of RM Easiteach.

The Widget bank allows you to search for and add widgets to a page. It is accessible by selecting the Widget button on the RM Easiteach menu bar. You can browse widgets using the left and right arrows.

To place a widget on your page, click on the 'Add this item to the page' button on the thumbnail.

To use the widget once it is positioned on the page, click away from the widget to release the bounding box. To display the bounding box again, look for the icon in the top left corner of the widget and click on it. The widget can now be resized, rotated, duplicated, etc. Widgets can be dragged off-screen, resulting in the circular select option not being shown. To reselect the widget, draw a marquee around it.

# Multimedia bank

The multimedia bank enables you to search for and add multimedia assets to a page. It is accessible by selecting the Multimedia button on the RM Easiteach menu bar. You can browse a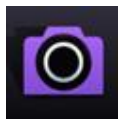ssets using the left and right arrows. On opening, the Multimedia bank will display the multimedia asset pack which you installed with RM Easiteach. All assets are displayed in alphabetical order, according to their name.

There are a number of ways you can search for a media asset to add to your page:
- **Search for items by keyword**
- **Filter items by category** – browse by topic using the dropdown menu.
- **Filter items by file type** – select the relevant tick boxes to display the specific file types you require.
- **Filter items by media bank** – filter by 'Easiteach media bank,' which is just the multimedia items included with Easiteach or by 'My media bank', which is just the items you have imported.

Search results are displayed in a single line and you can scroll through using the left and right arrows. The number of results found is displayed at the bottom right-hand side of the results window. To add an object from the Multimedia bank to your page, you can drag the thumbnail from the results window onto the page, double-click the thumbnail or click the 'Add this item to the page' button beneath the thumbnail.

### Import

As well as the assets provided within the RM Easiteach multimedia bank, you may also import files to your own media bank. This is an easy way to store assets that you might use a lot. Click the 'Import' button to search for assets and add them to My media bank.  To add multiple assets, hold down the Ctrl key and select each asset before clicking 'Open'.

Some large objects may take a few moments to import into My media bank. Whilst this is taking place the following animation will display to show the file is being imported.

Files can also be added to the media bank by first dragging them onto the canvas (or copying and pasting) and then clicking on 'Add to media bank' in the accelerator menu.  To delete any item in My media bank, click the x button in the right hand corner of the thumbnail. A message will display to confirm you wish to delete it.

### Tagging

Files which are imported to your media bank can be tagged with keywords and re-named - click on the 'Add tagging information for this item' button on the thumbnail.

### My Files

To find assets on your computer to add to the page, click 'My Files'. This will open a dialog window to allow you to search your computer. Once you have found an asset, click 'Open' and it will be added to your page. To add multiple assets, hold down the Ctrl key and select each asset before clicking 'Open'.
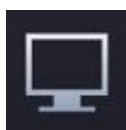
### Screen recorder

This feature can be used to create a recording of what happens on your screen. Click the 'Screen recorder' button and a pop-up appears with a record button. Clicking the record button starts the recording. Select whether to save the new file to the 'My media bank' folder or a folder of your choice.

The screen recorder panel is minimised to the tool tray. Double-clicking on this will stop the recording.
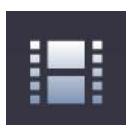
### Capture media

You can capture audio, video and images in RM Easiteach. Clicking 'Capture media' lists the options below and the devices available for each. If no compatible devices are detected for an option then that option will be disabled.
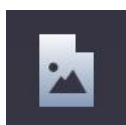
### Audio

This feature can be used to record a new sound using a microphone. The new sound file will be saved to the 'My media bank' folder for future reference.

### Video

This feature can be used to record a new video or capture a still image using a video camera. The new video / image file will be saved to the 'My media bank' folder for future reference.

### Image

This feature can be used to capture a still image using a scanner. The new image will be saved to the 'My media bank' folder.

### Visualiser

This feature can be used to capture a still image using a document visualiser. The new image will be saved to the 'My media bank' folder.

### Embedding documents

RM Easiteach allows you to embed the following documents into your page:

- Microsoft® Word
- Microsoft® Excel
- Microsoft® PowerPoint
- Adobe® PDF
- Dance to Advance
- RM Easiteach
- RM Easirespond
- Podium
- Textease
- Whiteboard files
- Flipchart files

This is a great way of adding additional information to your RM Easiteach document without duplication. Select the 'My Files' button and within the new window browse to the document you require and select it. Once on the page, you can launch the file by double-clicking the icon and the document will launch in the program it was created in.

### Interactive files

As interactive objects often have areas to click on, there is a different way to select them in order to move and resize them. Look for the circular icon in the top left corner of the object and click on it to display the bounding box. The object can now be resized, rotated, duplicated, etc. Click away from the object to release the bounding box and access the interactive areas.

## Scrapbook
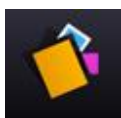
 The scrapbook is an object transfer facility. You can add any individual object or group of objects from your page to the scrapbook and transfer it to another page or RM Easiteach document. Scrapbooks can also be saved for later use. Objects in the scrapbook retain all of their properties, so this facility can be used to store personalised widgets.

The 'Page scrapbook' allows you to store objects which are specifically for use with the current page. It works like the word wallet, but for objects, which means for example, you can create a labelling activity and store the labels in the 'Page scrapbook' rather than on the page. When you save the document, the 'Page scrapbook' will be saved with it.

The 'Session scrapbook' works in the same way, but the objects stored can be used on any page in the document, and are only available whilst you have the session of RM Easiteach open. If you want to save the 'Session scrapbook' for another time, click 'Save scrapbook'. To load in a previously saved scrapbook, click 'Load scrapbook'.

Objects can be added to the 'Page scrapbook' by clicking on the 'Add to scrapbook' option in the accelerator menu of the object. They can then be moved to the 'Session scrapbook' by clicking on 'Send to Session scrapbook'.

To remove a scrapbook asset, click on the x in the top right-hand corner of the item. To add a scrapbook object to a page, click on it and drag it onto the page. To add more than one scrapbook object, hold down the Ctrl key and click on the required objects, then drag them onto the page.

# General object properties

The general object properties buttons are always present on the right-hand side of any secondary menu. Some of these properties can be applied to multiple, as well as single objects. To select multiple objects, hold down the Ctrl key and select each object in turn or draw a marquee around the objects you want to select.

### Lock / unlock

This allows you to lock the position of an object on a page to prevent editing in error. Clicking the lock object button will lock the selected object in the position it is located on the page. An object cannot be moved when it is locked. When the button is clicked for a second time, the object is unlocked and can be moved around the page once more.

### Lock and allow copies

This allows you to lock the currently selected object and turn it into an infinite cloner. This means that when you click and drag the object, a copy will be created automatically. This feature is useful when creating drag and drop elements on your page.

### Lock and allow rotation

This allows you to lock the currently selected object but allows it to be rotated in place.

### Locking to a plane

This allows you to lock the currently selected object so that it can just be moved either horizontally or vertically. This is useful for creating interesting hide and reveal pages. You cannot resize the object once it is locked to a plane.
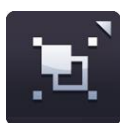
### Group / ungroup

This allows you to group selected objects together into a single object. You can ungroup objects again by clicking the ungroup option on the same menu.

## Object alignment

You can use this feature to align selected objects. The alignment options available are:

- Align left
- Align right
- Align top
- Align bottom
- Align centre (horizontal)
- Align centre (vertical)
- Space evenly (horizontal)
- Space evenly (vertical)

## Object ordering

You can use this feature to adjust the layering of the currently selected object, which allows you to send it forwards, backwards, to the front and to the back. Select an object and click one of the options from the object ordering menu.

- Send forwards
- Send backwards
- Send to front
- Send to back

## Object reflection

You can use the object reflection feature to create a mirror image of the currently selected object, including all its properties. You can also flip the object. Select an object and click one of the options from the object reflection menu.

- Reflect above
- Reflect below
- Reflect to the left
- Reflect to the right
- Flip horizontally
- Flip vertically

## Duplicate object

To make a duplicate copy of an object, select it and click the duplicate button which will create an exact duplicate of that object, including all its properties.

## Object transparency

To make an object transparent, select it and then click the object transparency button. A slider will display, which allows you to adjust the transparency settings.

**Colour picker button**

Click on the 'Colour picker' button to display the colour picker. This enables you to change the fill, border or text colour of the currently selected object. You can use the pre-set colours, select a new colour using the colour map, or use the eyedropper tool to select a colour from an object already on the page.

You can also change the opacity of the fill, border or text colour, and the line thickness of the border. If you want the colour to be transparent, select the transparent option on the colour picker.
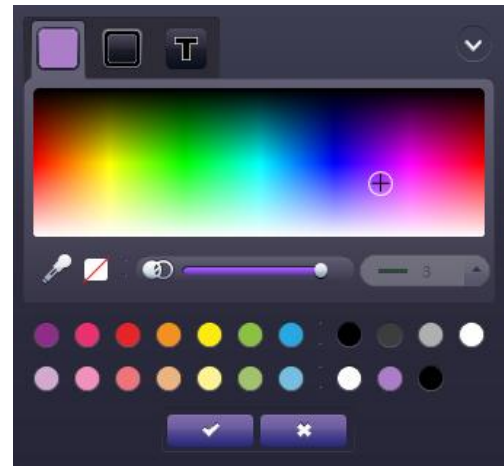
Once you have the colour you want to apply to your object, click the 'tick' button to apply it or the 'cross' button to cancel and close the colour picker menu.

## RM Easiteach Next Generation Lite

RM Easiteach Next Generation Lite is a standalone application that allows RM Easiteach files to be viewed and added to with a cut down version of the main application. You can navigate, interact and add to the file with simple drawing tools. Objects on the page are not editable but objects can be moved around the canvas. Double-clicking on text will make text boxes editable, but text will retain formatting.

Within the 'e' menu, the following functionality is available:
- Open file button - opens a system file browser to allow a file to be selected and opened in the player.
- Save as - the RM Easiteach file open in the player can be saved as a PDF document.
- Print - prints the current page.
- Reset page - reverts the page to the last saved state.
- Help - opens a PDF version of the user guide.
- Choose Language - allows you to change the language.
- Easiteach.com link - links to the RM Easiteach website.
- Exit button - closes RM Easiteach Lite.
- Recent documents - displays a list of recently-opened documents.
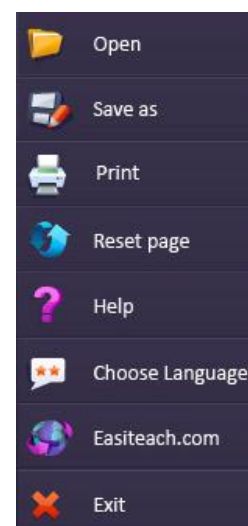
The other options are:
- Drawing tools - four predefined pen tools can be selected to draw on the canvas in the following colours: red, blue, green and black. There is also a highlighter pen, fill tools, a straight line tool and an arrow line tool, and an eraser.
- Word wallet - if the page contains a cloze activity, words will appear in the word wallet for you to add to the page.
- Scrapbook - if the page contains a labelling activity, objects will appear in the scrapbook for you to add to the page.
- Add image - clicking the 'Add image' button will open a dialog box. Select an image file and click 'OK' to add the image to the canvas in front of any other objects on screen.
- Generic tools - play mode, zoom in, zoom out, undo, redo and delete. These function in the same way as in RM Easiteach.
- Page navigation - pages are navigated through with the 'Next' and 'Previous page' arrow buttons.

## Keyboard shortcuts

There are many shortcuts in RM Easiteach which can help you move around the application easily and quickly. Some of these include:

| | |
|---|---|
| **Ctrl A** | Select all |
| **Ctrl B** | Bold |
| **Ctrl C** | Copy |
| **Ctrl D** | Deselect |
| **Ctrl G** | Group / ungroup |
| **Ctrl I** | Italics |
| **Ctrl L** | Lock / unlock |
| **Ctrl N** | Opens a new document in a new window |
| **Ctrl O** | Open |
| **Ctrl P** | Print |
| **Ctrl S** | Save |
| **Ctrl U** | Underline |
| **Ctrl V** | Paste |
| **Ctrl X** | Cut |
| **Ctrl Y** | Redo |
| **Ctrl Z** | Undo last action |
| **Ctrl** (whilst clicking objects) | Select multiple objects |
| **F1** | User guide |

# Special characters

RM Easiteach offers a wide range of keyboard shortcuts that gives you quick access to special characters. Below is a selection of characters available.

To add a special character whilst typing, firstly make sure that the NumLock is activated on your keyboard. Then hold down the Alt key and type one of the number sequences listed below on the right hand keypad. *Do not use the numbers on the QWERTY keyboard.* The desired character will appear in the textbox when you release the Alt key.

Special characters can also be found in the Symbol bank. See 'Advanced text tools' for further information.

| French | | German | | Spanish | | Swedish | |
|---|---|---|---|---|---|---|---|
| â | 0226 | ä | 0228 | á | 0225 | Å | 0197 |
| Â | 0194 | Ä | 0196 | Á | 0193 | å | 0229 |
| à | 0224 | ö | 0246 | é | 0233 | | |
| À | 0192 | Ö | 0214 | É | 0201 | | |
| é | 0233 | ü | 0252 | Í | 0237 | | |
| É | 0201 | Ü | 0220 | Í | 0205 | | |
| è | 0232 | ß | 0223 | Ó | 0243 | | |
| È | 0200 | | | Ó | 0211 | | |
| ê | 0234 | | | Ú | 0250 | | |
| Ê | 0202 | | | Ú | 0218 | | |
| ë | 0235 | | | Ñ | 0241 | | |
| Ë | 0203 | | | Ñ | 0209 | | |
| ï | 0239 | | | ¿ | 0191 | | |
| Ï | 0207 | | | ¡ | 0161 | | |
| î | 0238 | | | | | | |
| Î | 0206 | | | | | | |
| ô | 0244 | | | | | | |
| Ô | 0212 | | | | | | |
| œ | 0156 | | | | | | |
| û | 0251 | | | | | | |
| Û | 0219 | | | | | | |
| ù | 0249 | | | | | | |
| Ù | 0217 | | | | | | |
| ç | 0231 | | | | | | |
| Ç | 0199 | | | | | | |
| « | 0171 | | | | | | |
| » | 0187 | | | | | | |

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إختبارات عشوائية



| الادوات المستخدمة |
| --- |
| - إختبارات عشوائية |

1. قم بفتح برنامج easiteach اختر جديد .
2. إفتح بنك التطبيقات وأختر منه إختبارات عشوائية من خلال النقر على السهم.
3. قم بتغير حجمها ليتناسب مع الصفحة
4. أنقر بعيدا عنها لتصبح الان جاهزة للاستخدام
5. اخترخلق جديد سوف تنتقل إلى وضع الإعداد
6. انقر فوق '+' لإضافة المزيد من الأعمدة .
7. انقر مزدوجا فوق الخلية الموجودة في العمود الأول واكتب Simon Says
8. انقر على السهم لأسفل للانتقال إلى الخلية التالية. اكتب every body
9. انقر على السهم لأسفل للانتقال إلى الخلية التالية.اكتب اسم احد التلاميذ على سبيل المثال John Smith .
10. الاستمرار في إضافة المزيد من الخلايا في العمود ليتضمن اسماء الطلاب إضافة خلايا أكثر بالنقر على'+'
11. انقر نقرا مزدوجا فوق الخلية الموجودة في العمود الثالث واكتب Sit up straight
12. انقر على السهم لأسفل واكتب Say hello الاستمرار في إضافة المزيد من الإرشادات في العمود الثالث.
13. انقر فوق موافق عند الانتهاء من إضافة البنود
14. بعد الانتهاء انقر فوق دوران جميع الاعمدة وأبدأ اللعبة
15. اختر حفظ من قائمة e

ملاحظة يمكن إدخال نص فقط باللغة الانجليزية على الاختبارات العشوائية
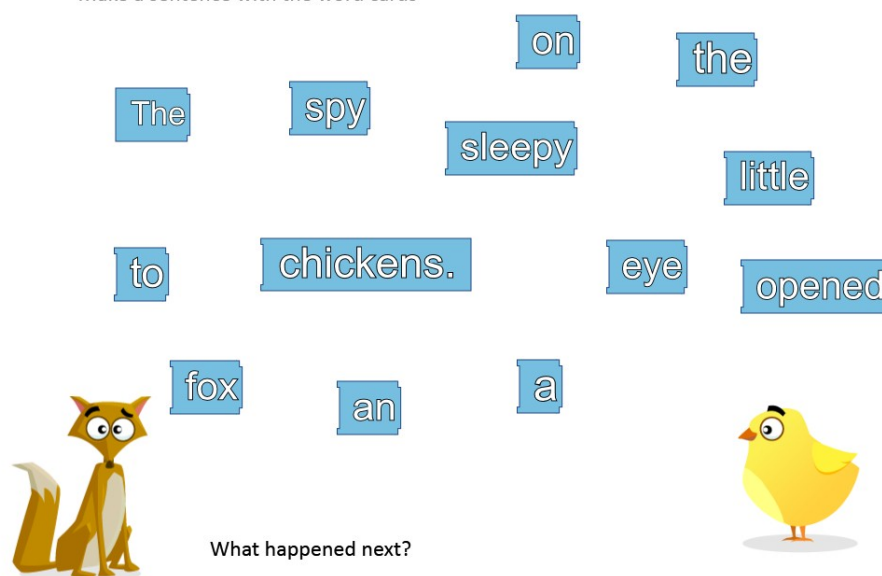
## You can make:   Sentence building page

Allow:  15 mins                     Level: Intermediate

## Story telling

Make a sentence with the word cards

on

the

The    spy

sleepy

little

to    chickens.    eye    opened

fox    an    a

What happened next?

## How to make:

1. Open Easiteach and click **new** for a new page.
2. Click the text icon to go into **create text** mode.
3. Click on the page and type a title.
4. Click the **select tool**, select the text and change the font and size of the text using the tools on the toolbar.
5. Click the widget bank and select the **word builder**.
6. Click on the 'Custom card' button
7. Type a word at a time (including spaces) into the custom text box and click 'Add' after each one until you have all the cards for your sentence.
8. Select the style of card for your first word and drag it onto the page. Repeat with all the words from your sentence.
9. Select all the cards on your page and resize them so they fit together across the screen.
10. Spread them out around the page so that they are jumbled.
11. Open the **multimedia bank** and choose a few images to add to the page.
12. Holding down the ctrl key, select the title and images and click on the **lock selected objects** button and lock them to the page.
13. Your activity is now ready to use. Use play mode in the classroom so that you can't see the bounding boxes when moving objects around.
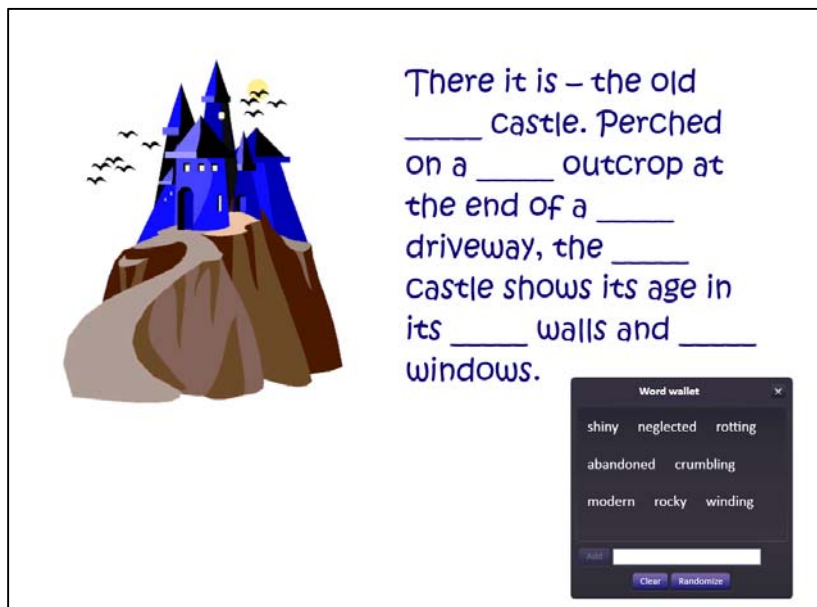
Allow:  20 mins                    Level: Beginner

## You can make:   A cloze activity page

You will use:

–   Create text mode
–   Cloze tool
–   Word wallet
–   Multimedia bank
–   Colour pickers

There it is – the old _____ castle. Perched on a _____ outcrop at the end of a _____ driveway, the _____ castle shows its age in its _____ walls and _____ windows.

**Word wallet**                    ✕

shiny   neglected   rotting

abandoned   crumbling

modern   rocky   winding

Add [                    ]
        Clear   Randomize

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the right side of the page and type or paste some text onto the page.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Click on the advanced text tools icon.
6. Select the cloze tool. Your cursor will change.
7. Remove words from the paragraph by clicking on them.
8. Click on the word wallet to open it.
9. Add some red herring words by typing them into the box and clicking **Add**.
10. Click **Randomise** to shuffle the words in the word wallet.
11. Close the word wallet by clicking on the cross.
12. Click on the multimedia bank icon to find a picture to go with your text. Type a search term into the box. We used "castle" in our example.
13. Drag your chosen image onto the page.
14. Click the 'lock aspect ratio' button.
15. Select the image and resize it using the object surround.
16. Place the image on the left hand side of the page.
17. Click the 'e' menu and save your activity.

Well done! Your activity is ready to be used in the classroom.

Allow: 20 mins          Level: Beginner

## You can make:   A story-based activity

You will use:

– My easiteach
– Multimedia
  bank
– Shape tools
– Text tools



"Ooh, it's a bit bright here.... and c-c-cooooooolllllld-d-d!!"
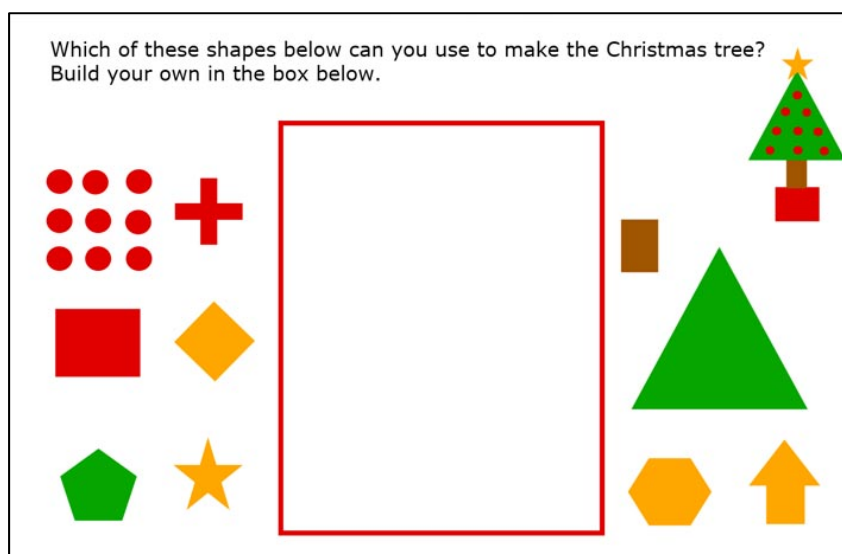
## How to make:

1. Open Easiteach and click New for a new page.
2. Click the e menu and open **My easiteach**. Click the **Page settings** tab.
3. Click **Browse** to look for a background image. The one used above is called **mountains.jpg** and is found in the Scenes folder.
4. Click the second stretch option which will stretch the image to fill the entire page. Click **OK**.
5. Click on the multimedia bank icon. Type a word into the keyword search box. We used 'monkey'. Drag an image onto your page.
6. Click on the drawing icon to open the drawing toolbar.
7. Click the shapes rollout and select the speech bubble shape.
8. Draw a speech bubble on the page.
9. Click the select tool, select the speech bubble and change the colours to black border and white fill colour using the colour pickers.
10. Click the text icon. Click inside your speech bubble and type some text for your character.
11. Click the New page icon to create more pages with different categories and scenes to complete your activity.
12. Click the 'e' menu and save your activity.

Well done! Your activity is ready to be used in the classroom.

Allow:  30 mins                    Level: Expert

## You can make:   A page using the shape tool to create pictures



Which of these shapes below can you use to make the Christmas tree?
Build your own in the box below.

## How to make:

1.  Open Easiteach and click **New** for a new page.
2.  Click the text icon to go into Create text mode.
3.  Click on the page and type a title.
4.  Click the select tool, select the text and change the font and size of the text using the tools on the toolbar.
5.  Click on the Drawing icon. Click **Shapes** and select the **Square** shape.
6.  Before you start drawing the rectangle, click on Fill colour and select no colour for the shape and red for the outline.
7.  Go to go to Lock/unlock selected objects and lock the object into place.
8.  Click **Shapes** and select the **Triangle** shape. Before you start drawing the tree, click on Fill colour and select green for the shape and no colour for the outline. Draw a green triangle in the box.
9.  Go through and repeat the process for all the Christmas tree shapes, using the **Duplicate** button on the circles to get nine.
10. Click the select tool, and assemble the tree in the box.
11. When it is complete select the whole tree by dragging over all the elements and the select **Group** selected items.
12. Copy this new object, and resize it in the top right corner so the pupils have the example to follow. **Lock** the tree into place.
13. Go back to the original and ungroup. Place the component parts around the square, adding the red herring items.
14. Your activity is now ready.

Allow: 10 mins                    Level: Beginner

## You can make:   A randomiser game

You will use:

–   Widget – randomiser



## How to make:

1. Open Easiteach and click New for a new page.
2. Click on the widget icon to open the widget bank.
3. Scroll through the widgets until you find Randomiser.
4. Drag the widget onto the page and close the widget bank.
5. Click away from the widget (on the page somewhere). The widget can now be interacted with.
6. Click Create new. The widget will go into set-up mode.
7. Click the '+' sign twice to add 2 more columns.
8. Double click the cell in the first column and type "Simon says".
9. Click the down arrow to go to the next cell. Type "Teacher says".
10. Double click the cell in the second column and type "everybody".
11. Click the down arrow to go to the next cell. Type one of your pupil's names into the cell, e.g "John Smith".
12. Continue to add more cells in the second column and type pupil names. Add more cell items by clicking the '+' button.
13. Double click the cell in the third column and type "sit up straight".
14. Click the down arrow and type "say hello".
15. Continue to add more instructions in the third column.
16. Click OK when you have finished adding items.
17. Click "Spin all columns to play the game.
18. Click the 'e' menu and save your activity. It will open with your text in next time you use the document.

Well done! Your activity is ready to be used in the classroom. You can use the randomiser for all sorts of games.

Allow:  10 mins                    Level: Beginner

## You can make:   A picture reveal page

You will use:

– Create text mode
– Colour pickers
– Multimedia bank
– Widget – picture reveal

Which city is featured in this picture?

## How to make:

1. Open Easiteach and click New for a new page.
2. Click the text icon to go into Create text mode.
3. Click at the top of the page and type a page title.
4. Click the select tool, select the text and change the size and text colour using the tools on the toolbar.
5. Click on the multimedia bank icon to search for an image.
6. Type a search term into the box. We used "bridge" in our example.
7. Drag your chosen image onto the page.
8. Click the 'lock aspect ratio' button.
9. Select the image and resize it using the object surround.
10. Place the image near the centre of the page.
11. Click on the widget icon to open the widget bank.
12. Scroll through the widgets until you find Picture Reveal.
13. Drag the widget onto the page and close the widget bank.
14. Position and resize the widget so that it covers the image.
15. Click away from the widget (on the page somewhere). The widget can now be interacted with.
16. Choose a difficulty level and shape.
17. Click Play.
18. Click the 'e' menu and save your activity.

19. Well done! Your activity is ready to be used in the classroom.

Allow:  20 mins                    Level: Intermediate

## You can use:   The page scrapbook

You will use:

– Multimedia bank
– Create text mode
– Scrapbook

**Weather report**

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click near the top of the page and type a page title.
4. Click the select tool, select the text and change the text size.
5. Click on the multimedia bank icon to search for a map.
6. Type a search term into the keyword search box. We used "Europe" in our example. Drag your image onto the page.
7. Click the 'lock aspect ratio' button. Select the image and resize it using the bounding box.
8. With the image selected, use the opacity slider to make the image semi-transparent.
9. Click on the multimedia bank again and search "weather" to find some weather symbols. Drag them onto your page.
10. Select each one and resize to make them fit on the map.
11. Use the duplicate button to make more than of the same.
12. Open the scrapbook and click on the **Page scrapbook** tab.
13. Select one of your resized weather symbols, open the accelerator menu and click **Add to scrapbook**.
14. Repeat for all weather symbols.
15. Delete all weather symbols from your page.
16. The symbols are added to your scrapbook and will be saved with the page for pupils to use to make a weather report.
17. Click the 'e' menu and save your activity.
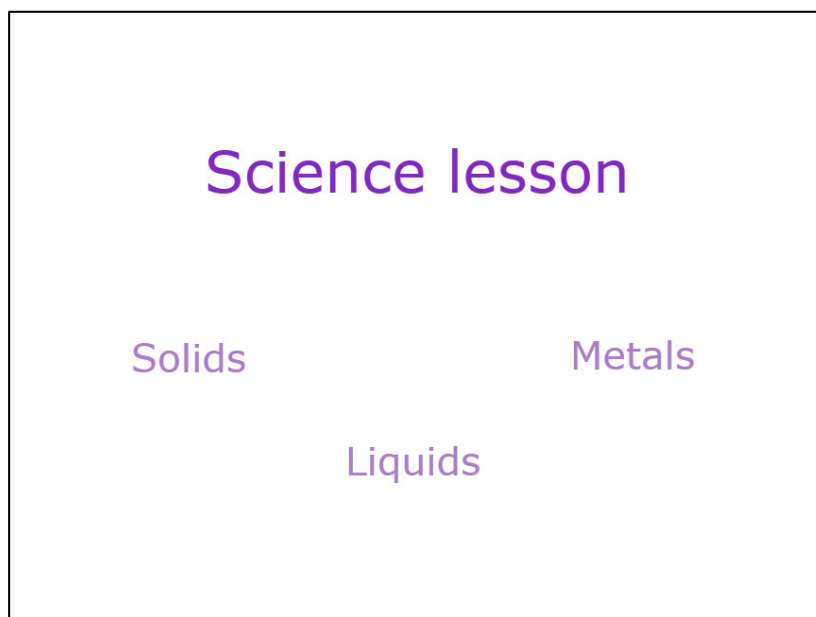
Well done! Your activity is ready to be used in the classroom.

Allow: 30 mins                    Level: Expert

## You can make:   An activity with a menu

You will use:

- Text tools
- Multimedia bank
- Actions
- Storyboard view

# Science lesson

Solids                    Metals

Liquids

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode. Click somewhere on the page and type your title.
3. Click the select tool, select the text and change the font, colour and size of the text using the text tools.
4. Click the duplicate button to make 3 copies of the text. Position these across the page as your menu items. Double click each of the new textboxes to change the text to become menu choices.
5. Click the plus sign on the main toolbar to create 3 new blank pages.
6. Go back to page 1 using the back arrow. Select the first menu item.
7. Open the accelerator menu and click on Actions. Select **Link to a page**. In the pop-up box, select **Page 2** from the dropdown. Click **OK**.
8. Repeat for the two other menu items, linking them to pages 3 and 4.
9. Go to page 2 using the forward arrow.
10. Open the multimedia bank. In the keyword search type "arrow". Drag an arrow image onto your page.
11. If required, use the flip button on the secondary menu to make the arrow point backwards.
12. Select the arrow. Open the accelerator menu and click on Actions. Select **Link to a page**. In the pop-up window, select **Page 1** from the dropdown. Click OK.
13. Copy this arrow object and paste it onto pages 3 and 4.
14. You can now populate pages 2, 3 and 4 with content appropriate to your activity.

Well done! Your activity is ready to be used in the classroom.

Allow:  10 mins                    Level: Beginner

## You can make:   A matching pairs activity

You will use:

– Widget – matching pairs



## How to make:

1. Open Easiteach and click New for a new page.
2. Click on the widget icon to open the widget bank.
3. Scroll through the widgets until you find **Matching pairs**.
4. Add the widget to the page.
5. Click away from the widget (on the page somewhere). The widget can now be interacted with.
6. Click **Let's play**.
7. Click the option **Create my own game**.
8. Type word pairs into the text boxes shown. We have used animal characteristics and names, e.g. has long ears = rabbit.
9. Type 8 word pairs to create the activity. You can more than 8 pairs if you wish– the widget will then display 8 random pairs each time you play.
10. Once you have 8 pairs or more click Play game.
11. Click the 'e' menu and Save your activity. It will contain your game next time you open the document.

12. Well done! Your activity is ready to be used in the classroom.

Allow: 20 mins          Level: Intermediate

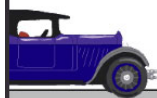## You can make:   A page which uses locking to a plane

You will use:

– Create text mode
– Multimedia bank
– Grouping
– Locking

# Reading comprehension

Last night Jimmy had a dream about watching vehicles on a road. First he saw a car. It was old. Next he watched a big red bus full of passengers. Then along came a truck and the driver beeped his horn, making Jimmy jump. Finally a cyclist puffed his way past Jimmy, all red-faced.

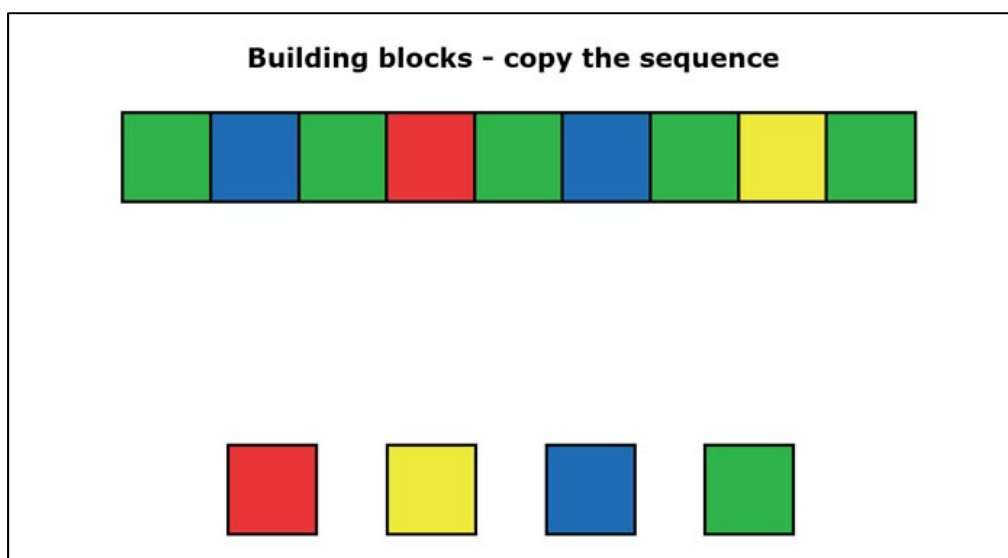How many vehicles did Jimmy see? Pull the car to find out.

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title and some paragraph text.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Open the Multimedia bank and search for "road". Find the image of the straight road and add it to the page.
6. Duplicate the image 3 times to make one long road.
7. Click Align objects and then **Align objects bottom**.
8. Select all of the road images and click Group. Group the items.
9. Click Lock to lock the road to the page so it cannot be moved.
10. Open the Multimedia bank again and search for "transport". Drag 4 items onto the page to match your text.
11. Select and resize the items so that fit onto your road in a line.
12. Select all 4 vehicles. On the secondary toolbar, click group and group the items together.
13. Click Lock and select **Lock to a horizontal plane**. The grouped object can now only be moved horizontally.
14. Move the vehicles to the left so that you can just see the car.

Allow:  30 mins                    Level: Expert

## You can make:   A page using lock and clone

**Building blocks - copy the sequence**

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font and size of the text using the tools on the toolbar.
5. Click on the Drawing icon. Click **Shapes** and select the **Square** shape. Draw a square and duplicate 3 times to make 4 building blocks.
6. Select the shapes in turn, click on Fill colour, and choose a different colour for each.
7. Holding down the ctrl key select all the squares and use the **Alignment** tool to align the answers to the bottom and equally space them. Position them on the page.
8. With all the squares still selected, go to **Lock/unlock** selected objects and select **Lock and clone selected objects**.
9. You can now drag the squares up to create a sequence for the pupil to copy.
10. When you are happy with your sequence, select all the blocks in your sequence and select **Group** selected items.
11. Position the item and go to **Lock/unlock** selected objects and select **Lock selected objects**.
12. Your activity is now ready to use. Use play mode in the classroom so that you can't see the bounding boxes when moving objects around.
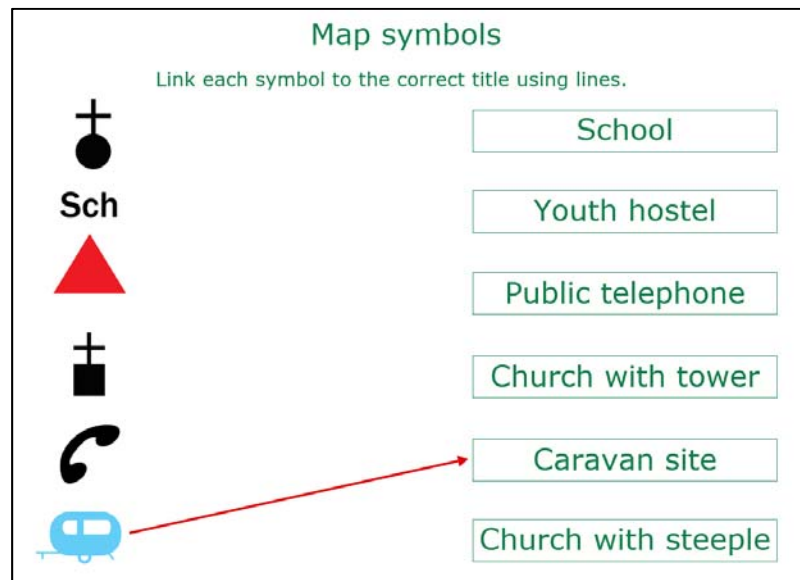
Allow: 20 mins                    Level: Beginner

## You can make:   A linking lines page

You will use:

– Create text mode
– Multimedia bank
– Alignment tools
– Colour pickers
– Lines

### Map symbols

Link each symbol to the correct title using lines.

School

Youth hostel

Public telephone

Church with tower

Caravan site

Church with steeple

## How to make:

1. Open Easiteach and click New for a new page.
2. Click the text icon to go into Create text mode.
3. Click at the top of the page and type a page title.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Click on the multimedia bank icon to find some pictures.
6. Type a search term. We used "map" in our example.
7. Drag your chosen images onto the page.
8. Click the 'lock aspect ratio' button.
9. Select the images and resize them using the object surround.
10. Place the images on the left hand side of the page.
11. Select a marquee around your images so that they are all selected.
12. Use the align objects tool to align them all to the left.
13. Click the Create text icon to go into create text mode.
14. Click on the page and type your first label.
15. Select, resize and change colours as appropriate.
16. Duplicate this text until you have enough labels.
17. Double click to change the text for each label.
18. Select a marquee around your textboxes so that they are all selected.
19. Use the align objects tool to align them all to the right.
20. Click the 'e' menu and save your activity.

Well done! Your activity is ready to be used in the classroom.
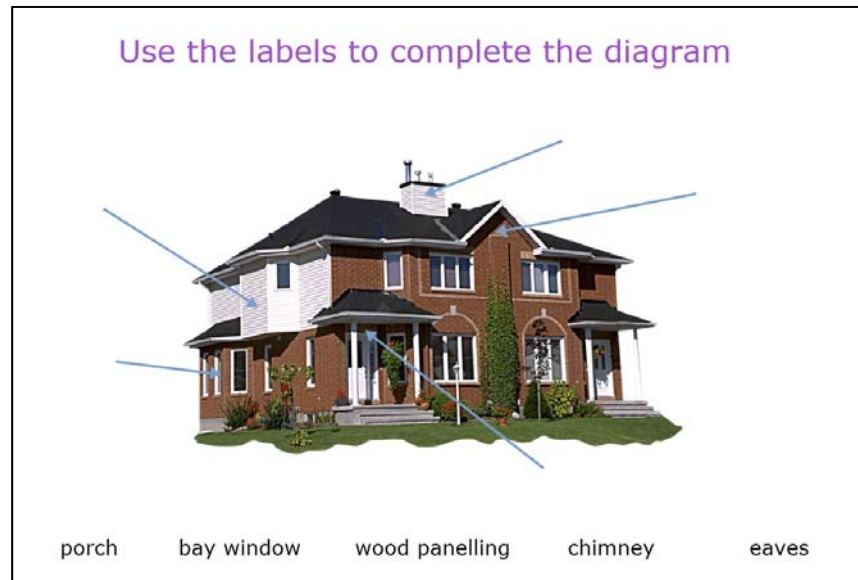
Allow:  20 mins                    Level: Intermediate

## You can make:   A labelling activity page

You will use:

–   Multimedia bank
–   Create text mode
–   Colour pickers
–   Lines

Use the labels to complete the diagram

porch        bay window        wood panelling        chimney        eaves

## How to make:

1.  Open Easiteach and click **New** for a new page.
2.  Click the text icon to go into Create text mode.
3.  Click near the top of the page and type a page title.
4.  Click the select tool, select the text and change the text colour using the colour pickers.
5.  Click on the multimedia bank icon to search for an image.
6.  Type a search term into the keyword search box. We used "semi" in our example.
7.  Drag your chosen image onto the page.
8.  Click the 'lock aspect ratio' button.
9.  Select the image and resize it using the bounding box.
10. Place the image near the centre of the page.
11. Click on the drawing icon and select a line with an arrow from the line rollout menu.
12. Draw arrowed lines to the places in your picture that you want pupils to place the labels.
13. Click the text icon, click the page and type a word or phrase for your first label.
14. Select the text and click Duplicate so that you have multiple labels. Place these along the bottom of the page.
15. Double click to change the text for each label.
16. Click the 'e' menu and save your activity.

Well done! Your activity is ready to be used in the classroom.

Allow:  30 mins                    Level: Expert

## You can make:   A hide and reveal bulleted list

You will use:

- – Create text mode
- – Shapes tools
- – Multimedia bank
- – Actions

### What am i?

⭐ I am a regular polygon.

⭐ I have no parallel lines.

⭐ All of my angles are the same size.
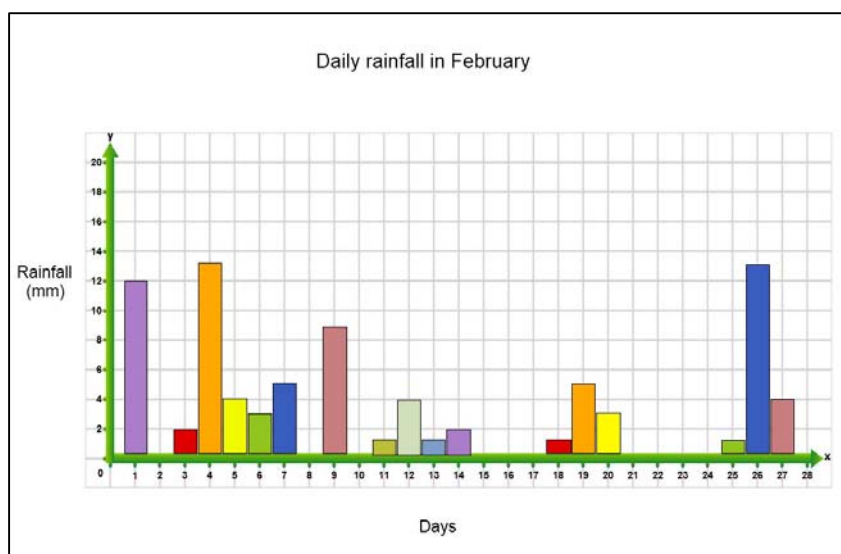
⭐ I have 5 sides.

✔       ✗       ✗

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Duplicate the text 4 times and arrange these text items as your clues. Double click each text item to change the text.
6. Click on the Drawing icon. Click **Shapes** and select the **Star** shape. Draw a star and duplicate 4 times to make 4 bullets.
7. Select the first star. Open the accelerator menu. Click **Actions**.
8. Select **Hide /reveal object**. In the pop-up window click **Different object**. Drag the picker from the pop-up window onto your first clue text. Click OK.
9. Click **Play mode** to test your action. Click the first star. The first clue should disappear and reappear when you click it.
10. Repeat this for the remaining three stars.
11. Open the multimedia bank and search for some Shapes. Drag them onto your page, underneath the clues.
12. Now search for a tick and a cross. Duplicate the cross.
13. Use **Actions** again to hide and reveal either a tick or a cross for a right/wrong answer.
14. Remember to use **Play mode** to set all the clues/answers to hide before using the activity.

Allow: 30 mins                     Level: Expert

## You can make:   A bar graph using the graph widget



## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font and size of the text using the tools on the toolbar.
5. Go to the **Widget** bank, select the **Graph** widget and add it to the page.
6. Click on **Custom** and set the end numbers for the X and Y axis (28 and 20) and set the step number for the Y axis (2). Click OK.
7. Position the graph on the page and click the text icon to add the labels.
8. Click on the Drawing icon. Click **Shapes** and select the **Square** shape. Draw a rectangle the correct width and place it to the side of the chart.
9. Selecting the shape, go to **Lock/unlock** selected objects and select Lock and clone selected objects. You can then drag the rectangle over several times, adjusting the height for each entry. When you are finished delete the original (you will need to unlock it first).
10. To change the colour of the individual bars, select each bar in turn, click on **the colour picker**, and choose a colour.
11. You will find that if you now need to move the chart, the bars will move with it.
12. *Alternatively, you could fill the squares of the graph using the fill tool, but this will only work for whole squares.*
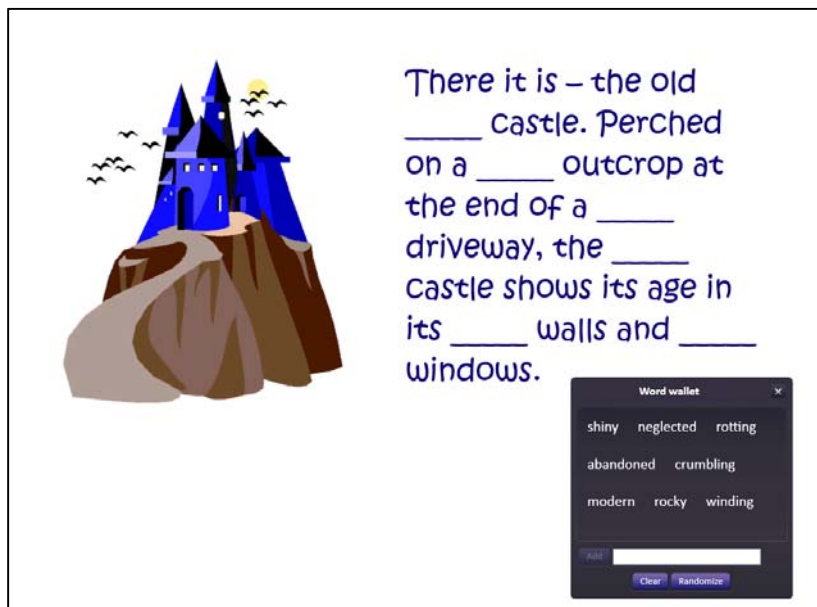
Allow: 20 mins          Level: Beginner

## You can make:   A cloze activity page

You will use:

– Create text mode
– Cloze tool
– Word wallet
– Multimedia bank
– Colour pickers

There it is – the old _____ castle. Perched on a _____ outcrop at the end of a _____ driveway, the _____ castle shows its age in its _____ walls and _____ windows.

**Word wallet**  ✕

shiny   neglected   rotting

abandoned   crumbling

modern   rocky   winding

Add [_____]

Clear   Randomize

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the right side of the page and type or paste some text onto the page.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Click on the advanced text tools icon.
6. Select the cloze tool. Your cursor will change.
7. Remove words from the paragraph by clicking on them.
8. Click on the word wallet to open it.
9. Add some red herring words by typing them into the box and clicking **Add**.
10. Click **Randomise** to shuffle the words in the word wallet.
11. Close the word wallet by clicking on the cross.
12. Click on the multimedia bank icon to find a picture to go with your text. Type a search term into the box. We used "castle" in our example.
13. Drag your chosen image onto the page.
14. Click the 'lock aspect ratio' button.
15. Select the image and resize it using the object surround.
16. Place the image on the left hand side of the page.
17. Click the 'e' menu and save your activity.

Well done! Your activity is ready to be used in the classroom.

Allow: 30 mins                    Level: Expert

## You can make:   A page using hide and reveal and effects

<table>
<tr>
<td>
<p align="center">What am I?</p>

★          ★

★          ★

★          ★

★          ★
</td>
<td>
<p align="center">What am I?</p>

★ I am found in a shop      ★ I am made of fabric

★ I have buttons            ★ I can be carried

★ I add things up           ★ I need pegs and poles to work

★ You put money inside me   ★ You can sleep inside me
</td>
</tr>
</table>

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Duplicate the text 8 times and arrange these text items as your clues. Double click each text item to change the text.
6. Click on the Drawing icon. Click **Shapes** and select the **Star** shape. Draw a star and duplicate 7 times to make 8 bullets.
7. Select the first star. Open the accelerator menu. Click **Actions**.
8. Select **Hide /reveal object**. In the pop-up window click **Different object**. Drag the picker from the pop-up window onto your first clue text. Click OK.
9. Click **Play mode** to test your action. Click the first star. The first clue should disappear and reappear when you click it.
10. Repeat this for the remaining 8 stars.
11. Open the multimedia bank and search for images to answer your clues. Drag them onto your page, underneath the clues.
12. Select the first image. Click the **Effects** icon. In the Effects dropdown, select a **Swirl** effect.
13. Set the strength of the Swirl in the pop-up window. Click OK.
14. Repeat for the second image, choosing a **Ripple** effect.
15. Select first image again and in the **Actions** dropdown, select **Disable / enable effect**. Click OK. Repeat for second image.
16. Click **Play mode** to check that the action has been applied. The effect should animate on and off.
17. Remember to use **Play mode** to set all the clues/answers to hide before using the activity.

Allow: 20 mins          Level: Beginner

## You can make:   A story-based activity

You will use:

– My easiteach
– Multimedia bank
– Shape tools
– Text tools



"Ooh, it's a bit bright here.... and c-c-cooooooolllld-d-d!!"
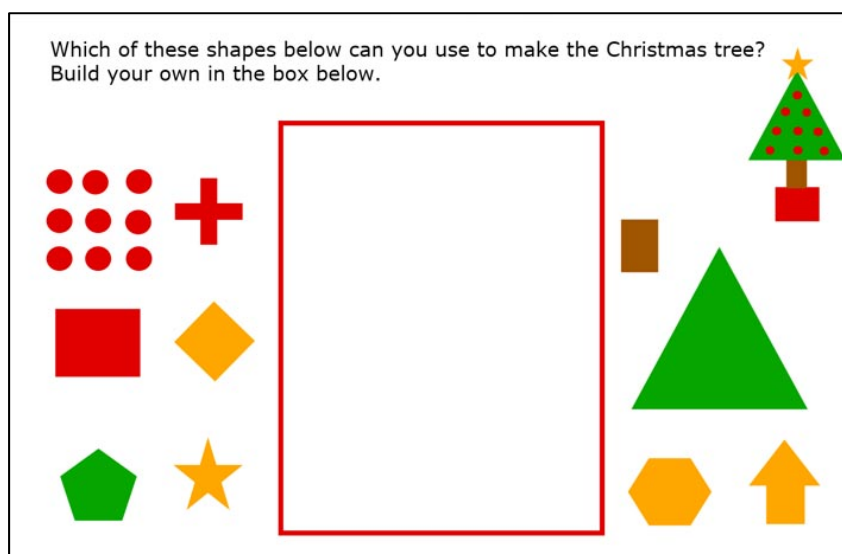
## How to make:

1. Open Easiteach and click New for a new page.
2. Click the e menu and open **My easiteach**. Click the **Page settings** tab.
3. Click **Browse** to look for a background image. The one used above is called **mountains.jpg** and is found in the Scenes folder.
4. Click the second stretch option which will stretch the image to fill the entire page. Click **OK**.
5. Click on the multimedia bank icon. Type a word into the keyword search box. We used 'monkey'. Drag an image onto your page.
6. Click on the drawing icon to open the drawing toolbar.
7. Click the shapes rollout and select the speech bubble shape.
8. Draw a speech bubble on the page.
9. Click the select tool, select the speech bubble and change the colours to black border and white fill colour using the colour pickers.
10. Click the text icon. Click inside your speech bubble and type some text for your character.
11. Click the New page icon to create more pages with different categories and scenes to complete your activity.
12. Click the 'e' menu and save your activity.

Well done! Your activity is ready to be used in the classroom.

Allow: 30 mins                          Level: Expert

## You can make:   A page using the shape tool to create pictures



## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font and size of the text using the tools on the toolbar.
5. Click on the Drawing icon. Click **Shapes** and select the **Square** shape.
6. Before you start drawing the rectangle, click on Fill colour and select no colour for the shape and red for the outline.
7. Go to go to Lock/unlock selected objects and lock the object into place.
8. Click **Shapes** and select the **Triangle** shape. Before you start drawing the tree, click on Fill colour and select green for the shape and no colour for the outline. Draw a green triangle in the box.
9. Go through and repeat the process for all the Christmas tree shapes, using the **Duplicate** button on the circles to get nine.
10. Click the select tool, and assemble the tree in the box.
11. When it is complete select the whole tree by dragging over all the elements and the select **Group** selected items.
12. Copy this new object, and resize it in the top right corner so the pupils have the example to follow. **Lock** the tree into place.
13. Go back to the original and ungroup. Place the component parts around the square, adding the red herring items.
14. Your activity is now ready.

Allow: 10 mins                    Level: Beginner

## You can make:    A randomiser game

You will use:

– Widget –
   randomiser



## How to make:

1. Open Easiteach and click New for a new page.
2. Click on the widget icon to open the widget bank.
3. Scroll through the widgets until you find Randomiser.
4. Drag the widget onto the page and close the widget bank.
5. Click away from the widget (on the page somewhere). The widget can now be interacted with.
6. Click Create new. The widget will go into set-up mode.
7. Click the '+' sign twice to add 2 more columns.
8. Double click the cell in the first column and type "Simon says".
9. Click the down arrow to go to the next cell. Type "Teacher says".
10. Double click the cell in the second column and type "everybody".
11. Click the down arrow to go to the next cell. Type one of your pupil's names into the cell, e.g "John Smith".
12. Continue to add more cells in the second column and type pupil names. Add more cell items by clicking the '+' button.
13. Double click the cell in the third column and type "sit up straight".
14. Click the down arrow and type "say hello".
15. Continue to add more instructions in the third column.
16. Click OK when you have finished adding items.
17. Click "Spin all columns to play the game.
18. Click the 'e' menu and save your activity. It will open with your text in next time you use the document.

Well done! Your activity is ready to be used in the classroom. You can use the randomiser for all sorts of games.

Allow:  10 mins

Level: Beginner

## You can make:   A picture reveal page

You will use:

– Create text mode
– Colour pickers
– Multimedia bank
– Widget – picture reveal



## How to make:

1. Open Easiteach and click New for a new page.
2. Click the text icon to go into Create text mode.
3. Click at the top of the page and type a page title.
4. Click the select tool, select the text and change the size and text colour using the tools on the toolbar.
5. Click on the multimedia bank icon to search for an image.
6. Type a search term into the box. We used "bridge" in our example.
7. Drag your chosen image onto the page.
8. Click the 'lock aspect ratio' button.
9. Select the image and resize it using the object surround.
10. Place the image near the centre of the page.
11. Click on the widget icon to open the widget bank.
12. Scroll through the widgets until you find Picture Reveal.
13. Drag the widget onto the page and close the widget bank.
14. Position and resize the widget so that it covers the image.
15. Click away from the widget (on the page somewhere). The widget can now be interacted with.
16. Choose a difficulty level and shape.
17. Click Play.
18. Click the 'e' menu and save your activity.

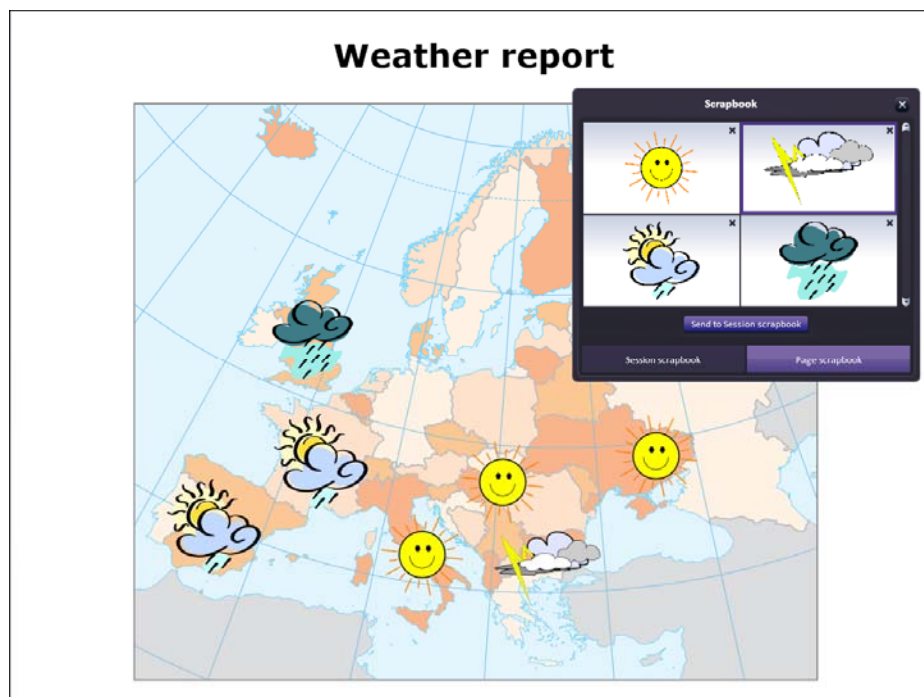19. Well done! Your activity is ready to be used in the classroom.

Allow:  20 mins　　　　　　　Level: Intermediate

## You can use:   The page scrapbook

You will use:

– Multimedia bank
– Create text mode
– Scrapbook



## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click near the top of the page and type a page title.
4. Click the select tool, select the text and change the text size.
5. Click on the multimedia bank icon to search for a map.
6. Type a search term into the keyword search box. We used "Europe" in our example. Drag your image onto the page.
7. Click the 'lock aspect ratio' button. Select the image and resize it using the bounding box.
8. With the image selected, use the opacity slider to make the image semi-transparent.
9. Click on the multimedia bank again and search "weather" to find some weather symbols. Drag them onto your page.
10. Select each one and resize to make them fit on the map.
11. Use the duplicate button to make more than of the same.
12. Open the scrapbook and click on the **Page scrapbook** tab.
13. Select one of your resized weather symbols, open the accelerator menu and click **Add to scrapbook**.
14. Repeat for all weather symbols.
15. Delete all weather symbols from your page.
16. The symbols are added to your scrapbook and will be saved with the page for pupils to use to make a weather report.
17. Click the 'e' menu and save your activity.
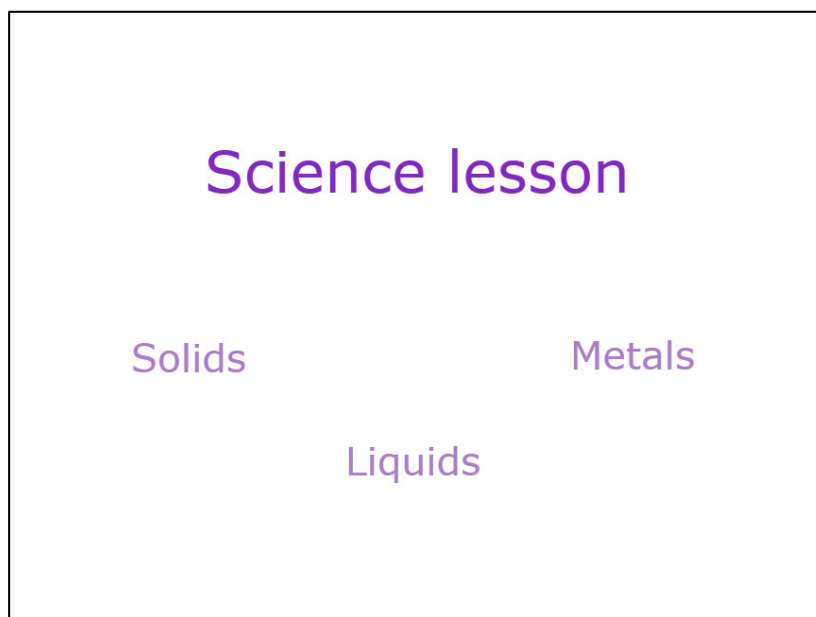
Well done! Your activity is ready to be used in the classroom.

Allow: 30 mins                    Level: Expert

## You can make:   An activity with a menu

You will use:

– Text tools
– Multimedia bank
– Actions
– Storyboard view

Science lesson

Solids                    Metals

Liquids

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode. Click somewhere on the page and type your title.
3. Click the select tool, select the text and change the font, colour and size of the text using the text tools.
4. Click the duplicate button to make 3 copies of the text. Position these across the page as your menu items. Double click each of the new textboxes to change the text to become menu choices.
5. Click the plus sign on the main toolbar to create 3 new blank pages.
6. Go back to page 1 using the back arrow. Select the first menu item.
7. Open the accelerator menu and click on Actions. Select **Link to a page**. In the pop-up box, select **Page 2** from the dropdown. Click **OK**.
8. Repeat for the two other menu items, linking them to pages 3 and 4.
9. Go to page 2 using the forward arrow.
10. Open the multimedia bank. In the keyword search type "arrow". Drag an arrow image onto your page.
11. If required, use the flip button on the secondary menu to make the arrow point backwards.
12. Select the arrow. Open the accelerator menu and click on Actions. Select **Link to a page**. In the pop-up window, select **Page 1** from the dropdown. Click OK.
13. Copy this arrow object and paste it onto pages 3 and 4.
14. You can now populate pages 2, 3 and 4 with content appropriate to your activity.

Well done! Your activity is ready to be used in the classroom.

Allow:  10 mins                           Level: Beginner

## You can make:   A matching pairs activity

You will use:

–   Widget – matching pairs



## How to make:

1.  Open Easiteach and click New for a new page.
2.  Click on the widget icon to open the widget bank.
3.  Scroll through the widgets until you find **Matching pairs**.
4.  Add the widget to the page.
5.  Click away from the widget (on the page somewhere). The widget can now be interacted with.
6.  Click **Let's play**.
7.  Click the option **Create my own game**.
8.  Type word pairs into the text boxes shown. We have used animal characteristics and names, e.g. has long ears = rabbit.
9.  Type 8 word pairs to create the activity. You can more than 8 pairs if you wish– the widget will then display 8 random pairs each time you play.
10. Once you have 8 pairs or more click Play game.
11. Click the 'e' menu and Save your activity. It will contain your game next time you open the document.

12. Well done! Your activity is ready to be used in the classroom.

Allow: 20 mins                    Level: Intermediate
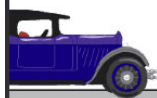
## You can make:   A page which uses locking to a plane

**You will use:**

- Create text mode
- Multimedia bank
- Grouping
- Locking

# Reading comprehension

Last night Jimmy had a dream about watching vehicles on a road. First he saw a car. It was old. Next he watched a big red bus full of passengers. Then along came a truck and the driver beeped his horn, making Jimmy jump. Finally a cyclist puffed his way past Jimmy, all red-faced.

How many vehicles did Jimmy see? Pull the car to find out.
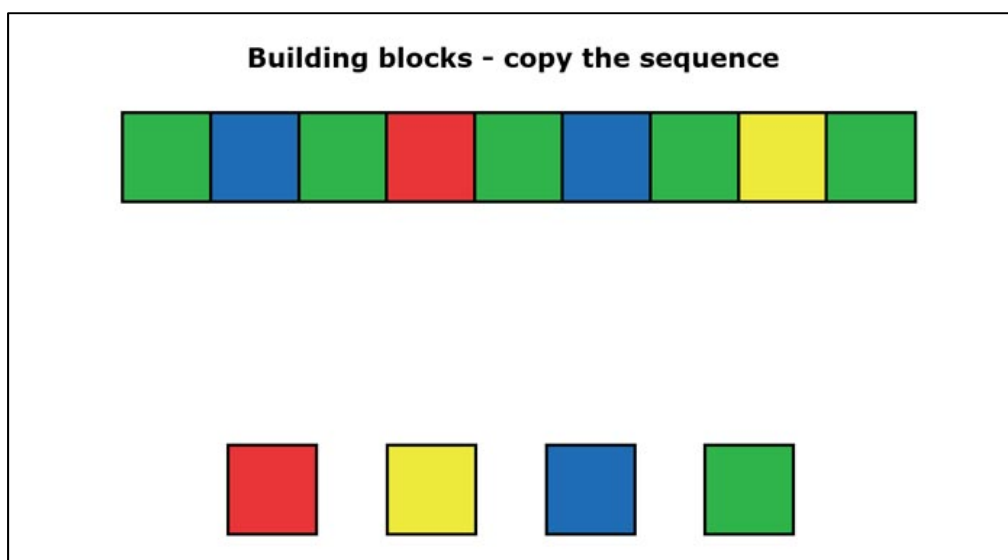
## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title and some paragraph text.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Open the Multimedia bank and search for "road". Find the image of the straight road and add it to the page.
6. Duplicate the image 3 times to make one long road.
7. Click Align objects and then **Align objects bottom**.
8. Select all of the road images and click Group. Group the items.
9. Click Lock to lock the road to the page so it cannot be moved.
10. Open the Multimedia bank again and search for "transport". Drag 4 items onto the page to match your text.
11. Select and resize the items so that fit onto your road in a line.
12. Select all 4 vehicles. On the secondary toolbar, click group and group the items together.
13. Click Lock and select **Lock to a horizontal plane**. The grouped object can now only be moved horizontally.
14. Move the vehicles to the left so that you can just see the car.

Allow: 30 mins                    Level: Expert

## You can make:   A page using lock and clone

**Building blocks - copy the sequence**

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font and size of the text using the tools on the toolbar.
5. Click on the Drawing icon. Click **Shapes** and select the **Square** shape. Draw a square and duplicate 3 times to make 4 building blocks.
6. Select the shapes in turn, click on Fill colour, and choose a different colour for each.
7. Holding down the ctrl key select all the squares and use the **Alignment** tool to align the answers to the bottom and equally space them. Position them on the page.
8. With all the squares still selected, go to **Lock/unlock** selected objects and select **Lock and clone selected objects**.
9. You can now drag the squares up to create a sequence for the pupil to copy.
10. When you are happy with your sequence, select all the blocks in your sequence and select **Group** selected items.
11. Position the item and go to **Lock/unlock** selected objects and select **Lock selected objects**.
12. Your activity is now ready to use. Use play mode in the classroom so that you can't see the bounding boxes when moving objects around.
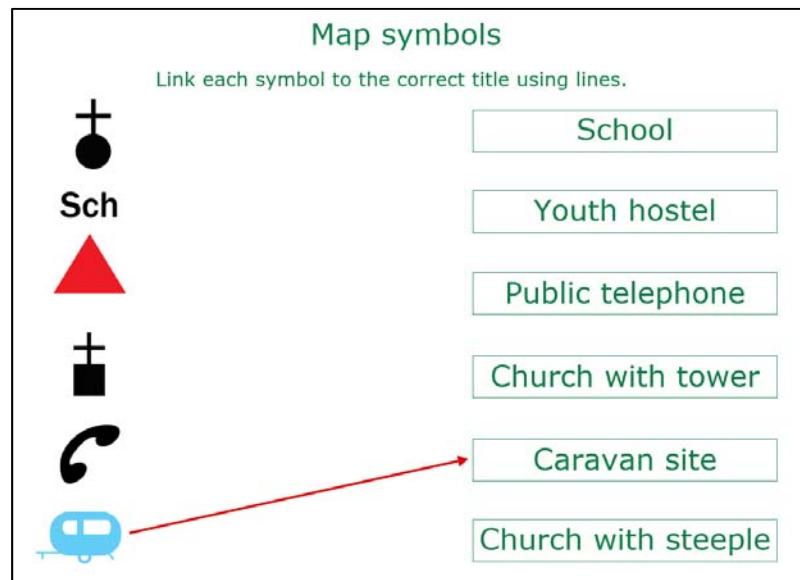
Allow: 20 mins                    Level: Beginner

## You can make:   A linking lines page

You will use:

– Create text mode
– Multimedia bank
– Alignment tools
– Colour pickers
– Lines

### Map symbols

Link each symbol to the correct title using lines.

Sch

School

Youth hostel

Public telephone

Church with tower

Caravan site

Church with steeple

## How to make:

1. Open Easiteach and click New for a new page.
2. Click the text icon to go into Create text mode.
3. Click at the top of the page and type a page title.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Click on the multimedia bank icon to find some pictures.
6. Type a search term. We used "map" in our example.
7. Drag your chosen images onto the page.
8. Click the 'lock aspect ratio' button.
9. Select the images and resize them using the object surround.
10. Place the images on the left hand side of the page.
11. Select a marquee around your images so that they are all selected.
12. Use the align objects tool to align them all to the left.
13. Click the Create text icon to go into create text mode.
14. Click on the page and type your first label.
15. Select, resize and change colours as appropriate.
16. Duplicate this text until you have enough labels.
17. Double click to change the text for each label.
18. Select a marquee around your textboxes so that they are all selected.
19. Use the align objects tool to align them all to the right.
20. Click the 'e' menu and save your activity.

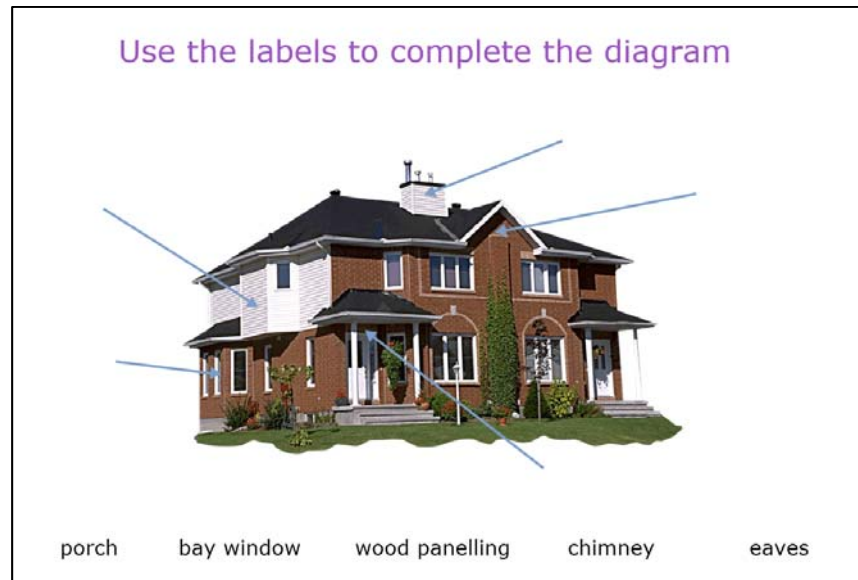Well done! Your activity is ready to be used in the classroom.

Allow: 20 mins          Level: Intermediate

## You can make:   A labelling activity page

You will use:

– Multimedia bank
– Create text mode
– Colour pickers
– Lines

Use the labels to complete the diagram

porch      bay window      wood panelling      chimney      eaves

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click near the top of the page and type a page title.
4. Click the select tool, select the text and change the text colour using the colour pickers.
5. Click on the multimedia bank icon to search for an image.
6. Type a search term into the keyword search box. We used "semi" in our example.
7. Drag your chosen image onto the page.
8. Click the 'lock aspect ratio' button.
9. Select the image and resize it using the bounding box.
10. Place the image near the centre of the page.
11. Click on the drawing icon and select a line with an arrow from the line rollout menu.
12. Draw arrowed lines to the places in your picture that you want pupils to place the labels.
13. Click the text icon, click the page and type a word or phrase for your first label.
14. Select the text and click Duplicate so that you have multiple labels. Place these along the bottom of the page.
15. Double click to change the text for each label.
16. Click the 'e' menu and save your activity.

Well done! Your activity is ready to be used in the classroom.

Allow: 30 mins                    Level: Expert

## You can make:   A hide and reveal bulleted list

You will use:

– Create text mode
– Shapes tools
– Multimedia bank
– Actions

# What am i?

★ I am a regular polygon.

★ I have no parallel lines.

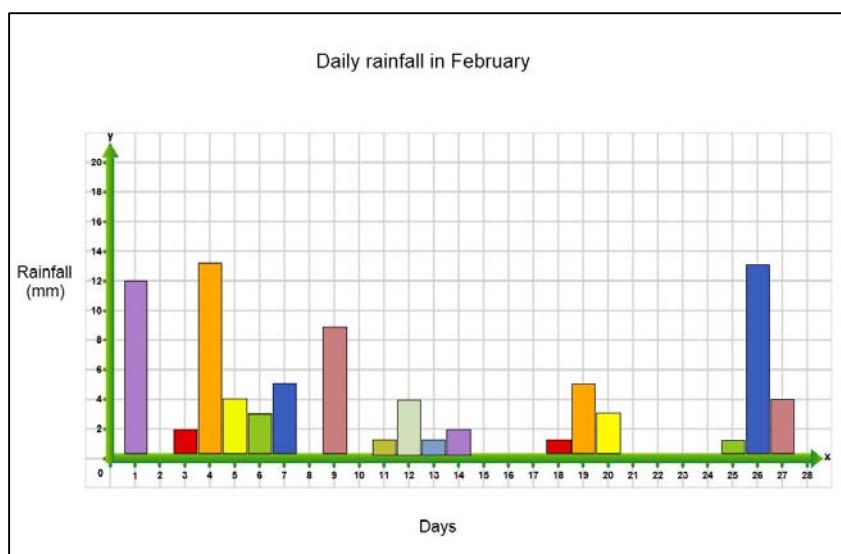★ All of my angles are the same size.

★ I have 5 sides.

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Duplicate the text 4 times and arrange these text items as your clues. Double click each text item to change the text.
6. Click on the Drawing icon. Click **Shapes** and select the **Star** shape. Draw a star and duplicate 4 times to make 4 bullets.
7. Select the first star. Open the accelerator menu. Click **Actions**.
8. Select **Hide /reveal object**. In the pop-up window click **Different object**. Drag the picker from the pop-up window onto your first clue text. Click OK.
9. Click **Play mode** to test your action. Click the first star. The first clue should disappear and reappear when you click it.
10. Repeat this for the remaining three stars.
11. Open the multimedia bank and search for some Shapes. Drag them onto your page, underneath the clues.
12. Now search for a tick and a cross. Duplicate the cross.
13. Use **Actions** again to hide and reveal either a tick or a cross for a right/wrong answer.
14. Remember to use **Play mode** to set all the clues/answers to hide before using the activity.

Allow: 30 mins                    Level: Expert

## You can make:   A bar graph using the graph widget



Daily rainfall in February

Rainfall (mm)

Days

## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font and size of the text using the tools on the toolbar.
5. Go to the **Widget** bank, select the **Graph** widget and add it to the page.
6. Click on **Custom** and set the end numbers for the X and Y axis (28 and 20) and set the step number for the Y axis (2). Click OK.
7. Position the graph on the page and click the text icon to add the labels.
8. Click on the Drawing icon. Click **Shapes** and select the **Square** shape. Draw a rectangle the correct width and place it to the side of the chart.
9. Selecting the shape, go to **Lock/unlock** selected objects and select Lock and clone selected objects. You can then drag the rectangle over several times, adjusting the height for each entry. When you are finished delete the original (you will need to unlock it first).
10. To change the colour of the individual bars, select each bar in turn, click on **the colour picker**, and choose a colour.
11. You will find that if you now need to move the chart, the bars will move with it.
12. *Alternatively, you could fill the squares of the graph using the fill tool, but this will only work for whole squares.*

Allow: 30 mins                     Level: Expert

## You can make:   A page using hide and reveal and effects



## How to make:

1. Open Easiteach and click **New** for a new page.
2. Click the text icon to go into Create text mode.
3. Click on the page and type a title.
4. Click the select tool, select the text and change the font, colour and size of the text using the tools on the toolbar.
5. Duplicate the text 8 times and arrange these text items as your clues. Double click each text item to change the text.
6. Click on the Drawing icon. Click **Shapes** and select the **Star** shape. Draw a star and duplicate 7 times to make 8 bullets.
7. Select the first star. Open the accelerator menu. Click **Actions**.
8. Select **Hide /reveal object**. In the pop-up window click **Different object**. Drag the picker from the pop-up window onto your first clue text. Click OK.
9. Click **Play mode** to test your action. Click the first star. The first clue should disappear and reappear when you click it.
10. Repeat this for the remaining 8 stars.
11. Open the multimedia bank and search for images to answer your clues. Drag them onto your page, underneath the clues.
12. Select the first image. Click the **Effects** icon. In the Effects dropdown, select a **Swirl** effect.
13. Set the strength of the Swirl in the pop-up window. Click OK.
14. Repeat for the second image, choosing a **Ripple** effect.
15. Select first image again and in the **Actions** dropdown, select **Disable / enable effect**. Click OK. Repeat for second image.
16. Click **Play mode** to check that the action has been applied. The effect should animate on and off.
17. Remember to use **Play mode** to set all the clues/answers to hide before using the activity.