

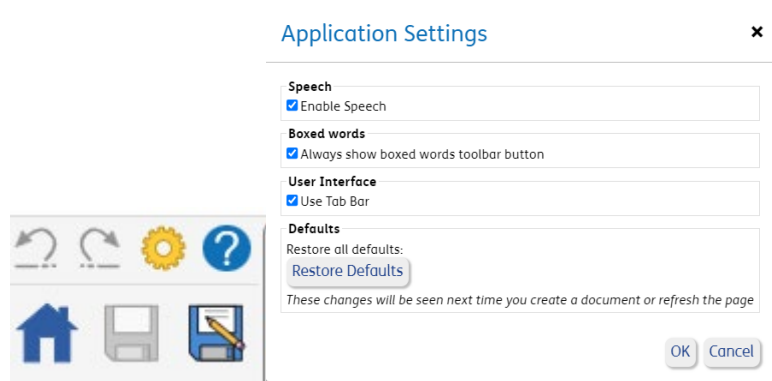


## Boxed Words in Widgit Online

By default, text and symbols in documents in Widgit Online are free text – they are not enclosed in boxes. However, it is possible to add a box – either around text and its symbol, or just around a symbol without the text. This is mostly used in countries that require each word to be boxed, for their reading support techniques, but it can also be used to make resources such as cloze procedures in the UK.




### To Put All Words in Boxes.

1. To enable this feature click Create a Document, then click on the **Settings** cog icon. On the pop-up tick Boxed words.

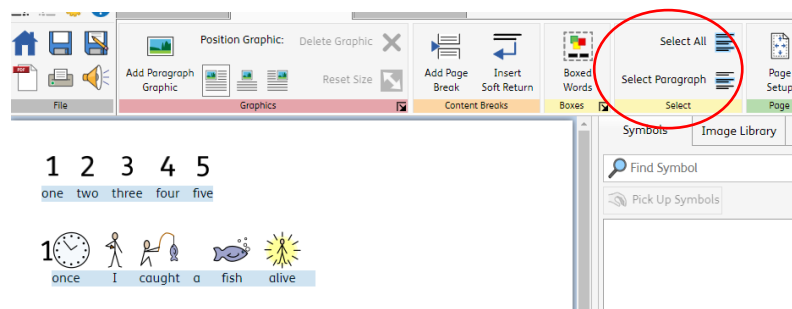


2. In a Document. **Type** your text as required (note: if you have the boxed feature selected as default it will format boxes as you type).

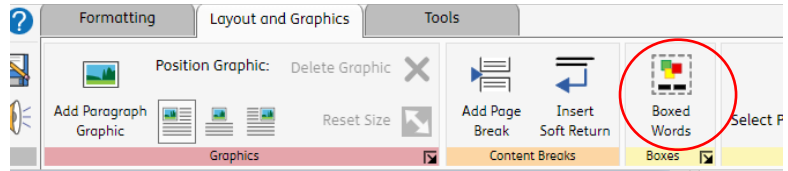
1 2 3 4 5  
one two three four five

1  I  caught  a fish  alive

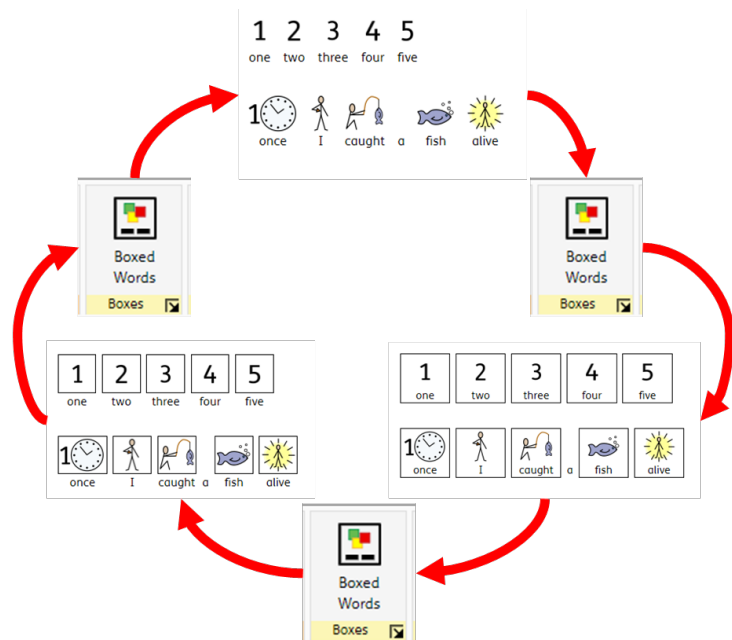
3. **Select** any text you wish to be boxed (or Select All).



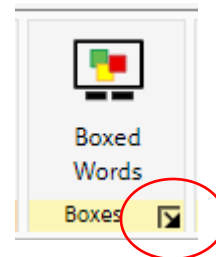
4. In the **Layout and Graphics Tab**, click the **Boxed Words** icon.



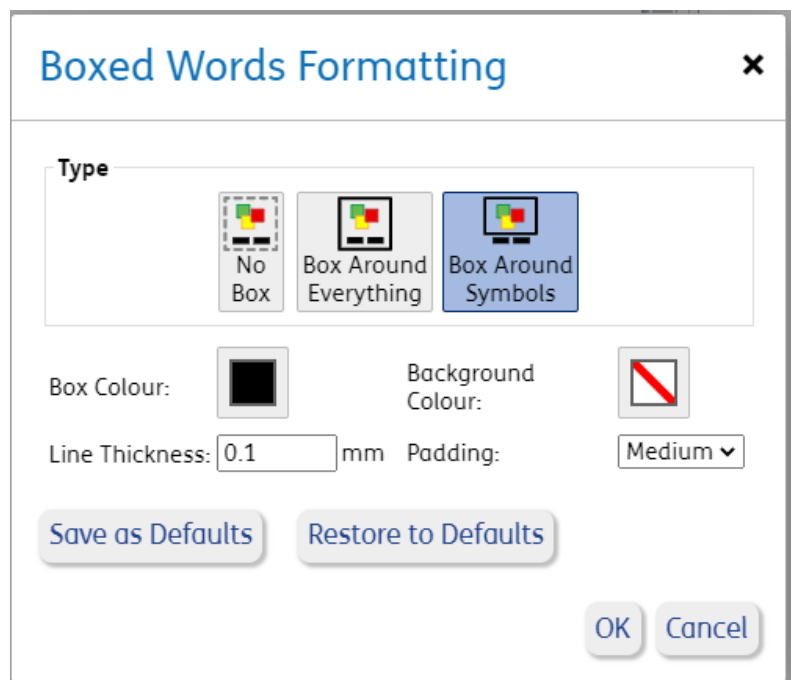
5. This can be clicked more than once – each click scrolls to the next option: No Box, Box Words & Symbols, Box Symbols only.



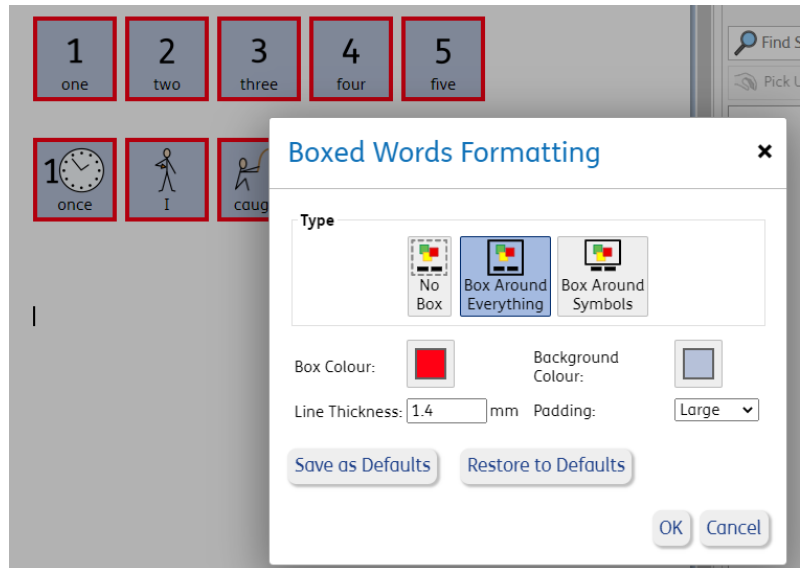
6. Alternatively, you can **click** on the **arrow** to personalise the box settings further.



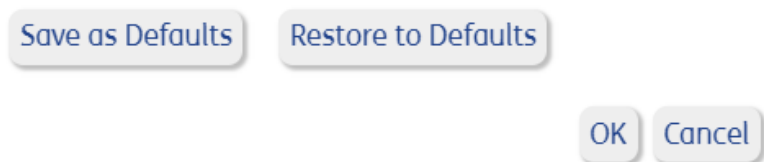
7. You will see the following pop-up:



8. You can now change
- How text is boxed
  - The Box Colour
  - The Background Colour
  - The Line Thickness
  - The Padding



9. Click **Save as Defaults** to default to this specific setting (optional). Click **OK** to finish.

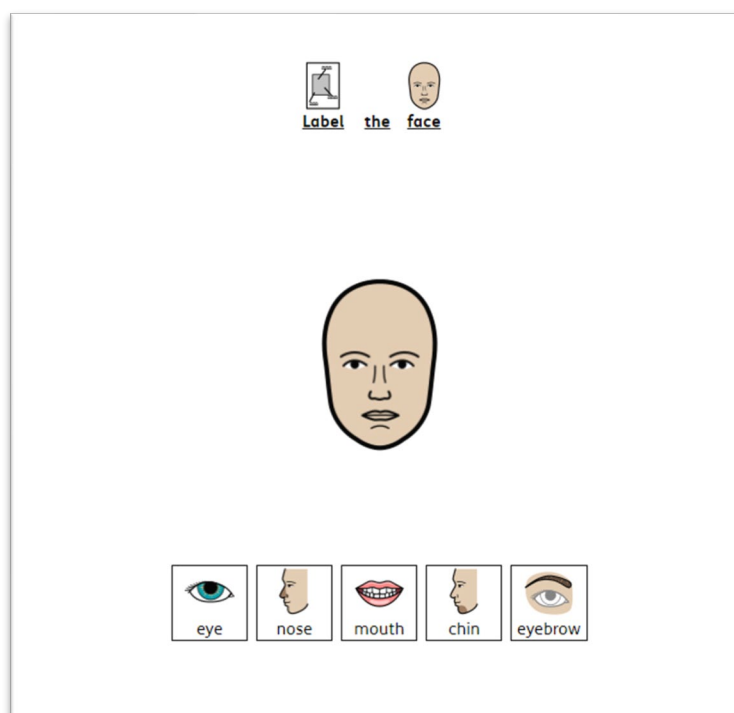


## Using Boxed Words to Create Resources

The following examples show ways that boxed words can *potentially* be used to make resources. There are, of course, many other options!


### Labelling sheet



\*Create all the content\* - type the header, add a symbol as a paragraph graphic, add words below, and use the box words feature. Pupils can draw lines, cut and stick, or write as required.






## Cloze Procedure



\*Create all the content\* - type the header, add sentences, add words below, and use the box words feature.













  
**Egyptian Gods**

 Anubis was the  god of the \_\_\_\_\_

 Isis was the \_\_\_\_\_ goddess

 Ra was the \_\_\_\_\_  god

 Thoth was the \_\_\_\_\_  god

 sun	 moon	 mother	 father	 dead	 living
 peace	 war	 children	 king	 queen	 people

Pupils can fill in the missing words.



\*Note\* See our other helpsheets for more information on these elements.