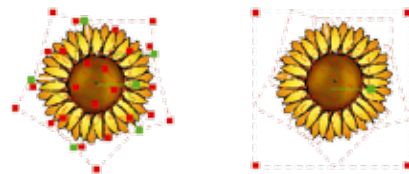


## How to Group things

- Individual objects or text blocks can be multiple-selected and grouped into a single object.
- Click the **Group** button again to 'un-group' the objects.



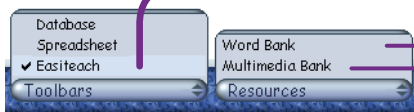
## Pen Tools

- Use for freehand writing or drawing.
- Select from 4 preset colours.



**Tip** The multi-coloured pen will use the current line colour and width options.

## Easiteach Menus



Clipart and media  
Word lists

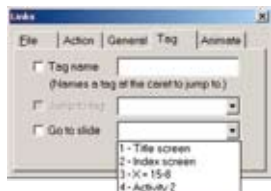
## How to Lock things to the page

- Select an object and click . The object is now locked to the page.
- To temporarily access it, click .
- To make the object permanently unlocked, click again.

**Tip** Locking items to pages helps preserve your teaching materials for future use and prevents pupils from accidentally moving the wrong objects when working on the whiteboard.

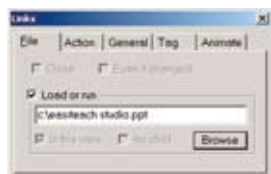
## How to Hyperlink... ...to another page

- Select an object or text item.
- Select the page or slide to which you wish to hyperlink.



## ...to another file

- Select an object or text item.
- Browse to the file or application you wish to run.



**Tip** You can also enter web addresses such as [www.rm.com](http://www.rm.com) to link to a web page. Use hyperlinks to create content pages with links to other files and documents.

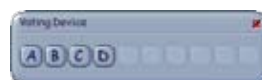
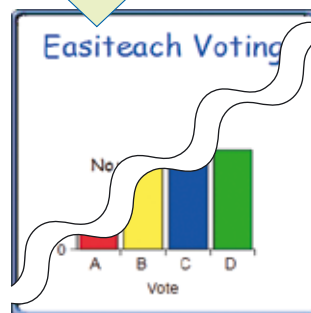
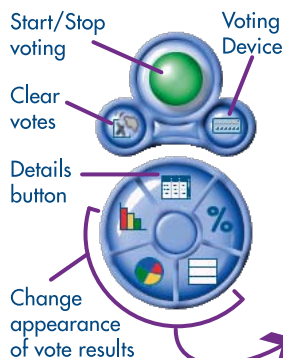
## Easiteach Toolbar



## Voting



- Select the Question and Response type.
- Drag voting response box onto page.

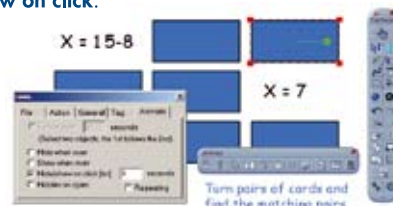


- You can use the **Voting Device** with or without handsets.

**Tip** Handsets – if you have voting handsets you can give each a name to record who voted. The **Details** button shows who voted first and who hasn't voted.

## How to make a simple Matching Pairs game

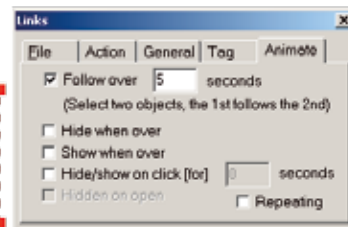
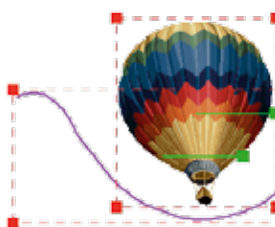
- Add pairs of pictures to the page by dragging them from the **Multimedia Bank** (could also be numbers or formulae).
- Draw rectangles over the pictures or texts.
- Select each rectangle and in the **Animate** tab set it to **Hide/show on click**.



**Tip** You could place matching pictures, words and their translations or formulae and their simplifications...

## How to Animate

- Add an object to the page and a line around which it is to animate.
- Select the object first, and then the line or path.
- Tick the **Follow over** box and set the time duration.



Use this to illustrate orbits or how to form letters. Click on the moving object to start/stop it.