

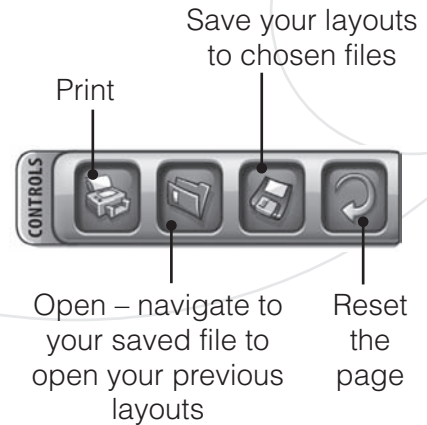


**Menu tab**

When you are working on an activity, the menu tab on the right-hand side of the screen allows you to navigate to other areas on the CD-ROM. Click on the tab to open the menu.

**Controls**

Click on the controls tab on the right-hand side of the screen to access the Print, Open, Save and Reset Screen buttons.

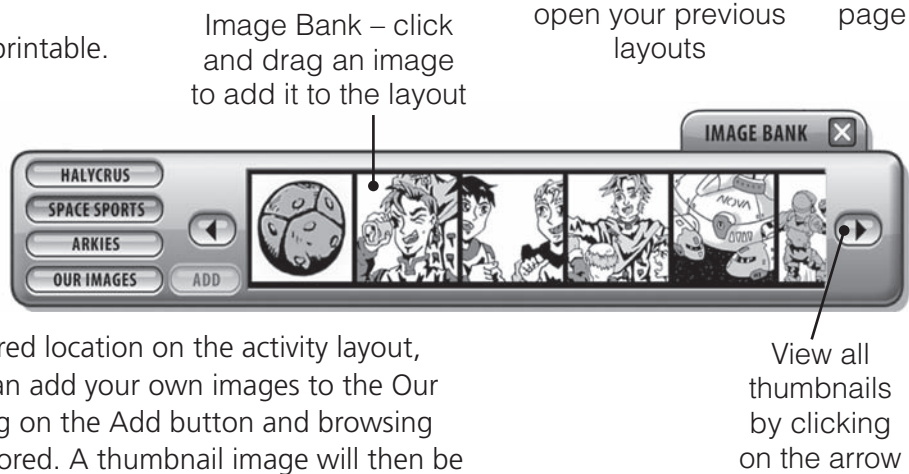


**Printing**

All of the resources are printable.

**Image Bank**

When working on a writing activity, you can select and add images from the Image Bank. Images can be dragged and dropped to the desired location on the activity layout, and resized to fit. You can add your own images to the Our Images gallery by clicking on the Add button and browsing to where the image is stored. A thumbnail image will then be added to the gallery. Thumbnails can be viewed by clicking on the arrows at either end of the galleries. The Image Bank can be moved to anywhere on the screen, or minimised by clicking on the icon.



**Screen tools**

The screenshot displayed here shows the tools that are available for use in the writing activities.

