**Magic Slider Bar Instructions**

Open, name and save a file

**Customize Notebook Toolbar**

1. Right click on tool bar – *Customize Toolbar* window opens
2. Move the *Properties bar* to customize and use the *Properties bar* on the side
3. Add *Zoom Tool* to *Toolbar*
4. Add *Show/Hide Alignment*
5. Move *Text Tool* next to *Pointer*

**Adjust Page Size & Set Background color**

1. Using *Zoom tool* set to Entire Page (*View menu* works too)
2. Turn on *Alignment Guide*
3. Check *Show guides*
4. Check *Snap Objects*
5. Background color (right click on workspace)
	1. *Set background*

**Add Synonym Text Objects – (**Build Slider Bar & Position on Page)

1. Select *arrow*
2. Open *Properties bar*
3. Use a light- colored fill
4. *Shapes tool* – Select rectangle (Twist to change from square to rectangle – it’s a little slippery)
5. Click and drag a slider bar at bottom of page
6. To hide left & right borders of slider bar
	1. Pull slider bar to left side
	2. Use the resize corner to drag the rectangle wider than the page
	3. Position in center so that no side borders show
7. Click on *pointer*
8. Click on *border* of box
9. Type text in slider bar – “Drag Hand Across Slider”
10. Select text & change color as desired

**Add & format synonym rectangle object (students guess word)**

1. Select *Shapes tool* to add word rectangle
2. Use *Properties bar* to make the border and background of rectangle one color (*Fill effects* > *Line Style*)
3. Put away rectangle tool
4. Get *pointer*
5. Click on the new rectangle object you just made
6. Click on object > *clone* 4 rectangles
7. Position rectangles randomly but don’t overlap
8. Leave room on left for slider object and room on right for word of the day

**Resize Multiple Text Objects at Same Time**

1. Select all objects
2. Click on one *drop down*
3. Go to *Grouping*
4. *Group* all the small rectangles
5. Click and drag on *resize*
6. Go back to grouping and select *ungroup*

**Add Main Word & Edit Synonym Objects**

1. Add *text* to all small rectangles
2. Reposition as needed

**Add a Slider Object Image & Resize**

**(You will make an invisible covering in a rectangle shape)**

1. Go to *Galley* > *Search* > *Hand* > *Pictures folder* > *Letter G*
2. Drag hand to slider bar – may have to resize
3. > *Alignment*  > Turn off *snap guides*
4. Change background color of workspace temporarily
	1. Click on workspace
	2. *Set Background* – Click NO FILL
5. Group slider objects & cover rectangle
	1. *Select hand*
	2. Click *control* key
	3. Select large rectangle
	4. > down *arrow*
	5. Click *group*
6. Click on the hand and it will control the slider bar & reveal the word rectangles as you move it to the right.
7. Set the background color to the same color as the large rectangle
	1. Right click on workspace
	2. > Set background
	3. Make sure large rectangle has a border that matches the background
	4. Leave hand & large rectangle on the right for next step

**Add Remaining Objects (Title and Graphics)**

**Title** > *Text tool* > *color* > *font* > *resize* and *center*

**Graphics** > Gallery > search for synonyms for your word > click and *drag images* > *position* and *resize*

1. Drag slider bar over to the left in the original position.
2. The graphics remain visible because the graphics are actually sitting on top of the slider object. The last objects added will always go on top of the ones already there.
3. *Lock* large rectangle and hand
	1. Select hand or rectangle then *down arrow*
	2. Select *Locking* > *Allow Move*

**Finish**

1. Unclick *Auto Hide*
2. > *Page Sorter* at the top
3. > *Drop down* menu
	1. Add new folder (i.e. Word of the day)
4. > Add page to Gallery
5. Save in another place if desired

Possible Uses

* Multiples
* Factors
* Spelling patterns
* Compound words
* Number patterns
* Irregular verbs