Website: www.widgit.com/support
Telephone: 01926 333680
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Creating Cloze Documents

✔ After making this resource you will be able to...

- Log into your account and access the **Documents**
- **Create** and **format** text
- **Replace** text and symbols
- Save the **Document**
- Print the **Document**

This activity will take you approximately <mark>10 minutes</mark> to complete.

Log In

1. Go to the URL:
www.widgitonline.com
and **Log In.**

Create a Document
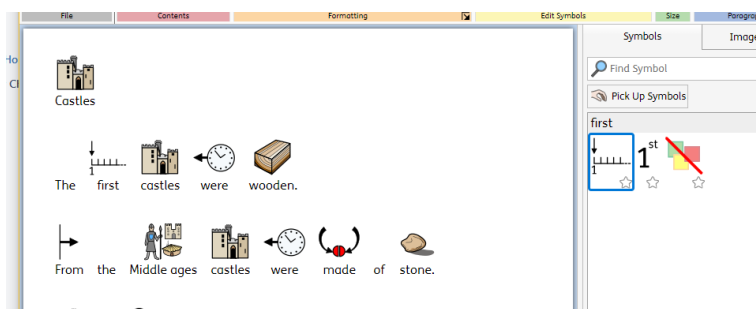
1. Select **Create a Document.**
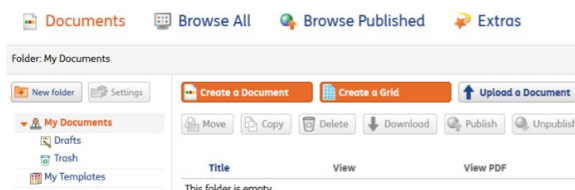
2. **Type** your text.
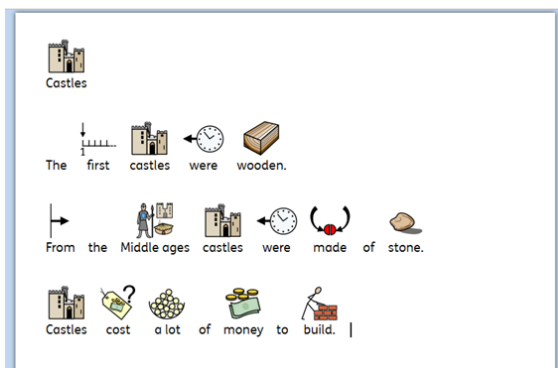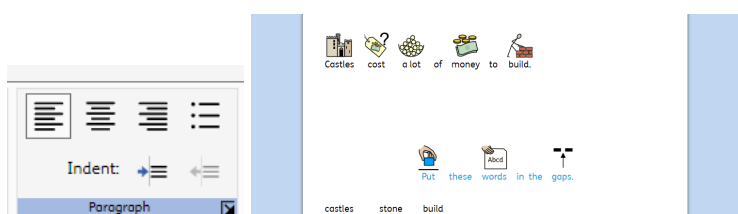

Edit the Document

**3.** To change a symbol, **click** on the word in the text and **select** an alternative from the list on the right.

4. To choose no symbol for a word, **click** on the word in the text and **select** the crossed out **"no symbol"** option.


5. To centre text, select the text and choose the position in the **Paragraph** section. You can also change the **font size** and **colour** at this point.

6. To change some words to a blank:
- Select the word
- Click **Change symbol text**
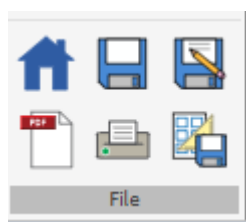- Type _ _ _ to replace the word and click OK.
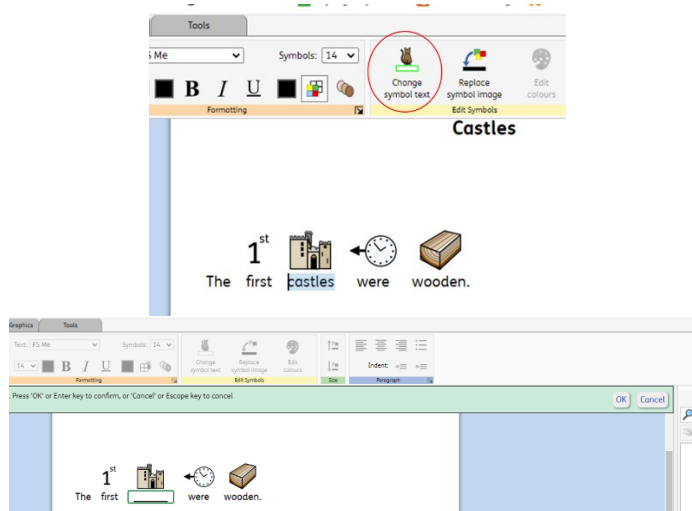
7. The word options at the bottom of the sheets are text only. To achieve this highlight the text/ text area, then in the **Formatting** tab , in the **Contents** section, select **Text Only.**
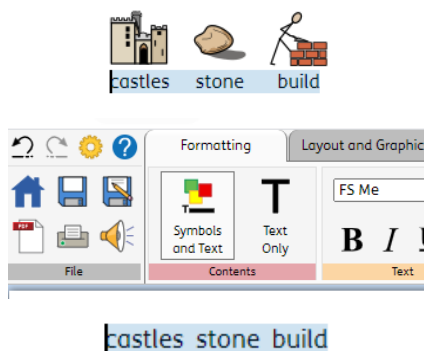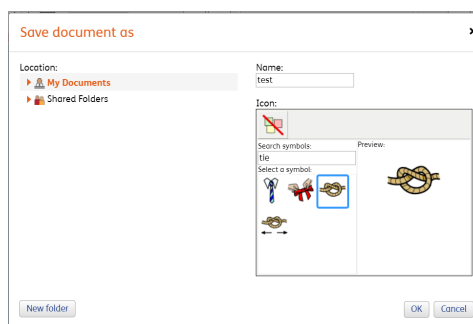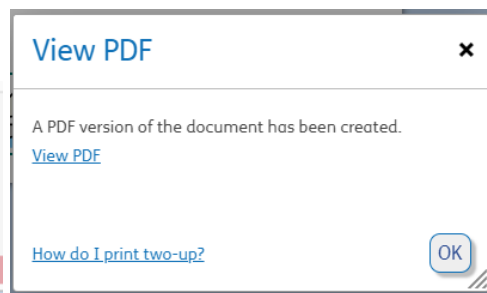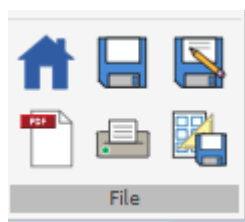
Save and Print the Resource

1. To save the document click on the **Save** icon.

2. Choose the **Location** to save in from the left-hand side. Type a **Filename** in the box, and you can also choose a symbol for the file (optional). Click **OK** to save.

3. To print a document, click the **Print as PDF** icon. Click **View PDF** on the pop-up window. You can then send to your printer.

Castles

The first _____ were wooden.

From the Middle Ages, castles were made of _____.

Castles cost a lot of money to _____.

Put these words in the gaps.

stone **build** **castles**

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