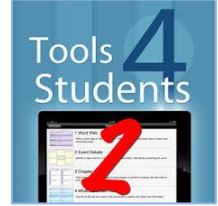


# Tools4Students Graphic Organizers




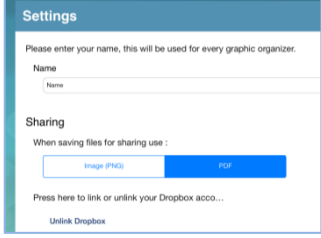
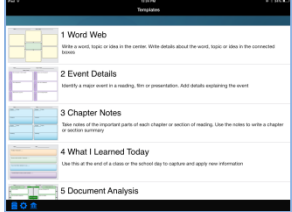
*(Instructions based on the version of the App as of January 2014 and prior to the release of iOS 7)*



The Tools4Students Apps contains a series of 50 Graphic Organizer Templates. We provide 2 apps, Tools4Students and Tools4Students 2. Each with 25 templates for use from grades 2 to 12.



## Setup / App Information for Both Version

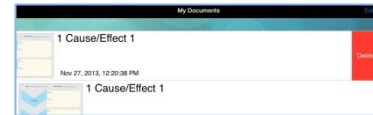
<p>Locate and open App. The following applies for both of the Tools4Students Apps.</p>	
<p>Closing information window. At times a window will open and needs to be closed. Here is an example of how to exit such a window. Select Close, top centre.</p>	
<p>At the bottom left corner there are three symbols. Tap the second symbol, a gear!</p>	
<p>Typing your name in settings will ensure that your name is on every graphic organizer so you won't have to type it again. The sharing section gives you two choices image or PDF, choose PDF.</p>	
<p>The filing cabinet symbol on the left lower corner takes you to the blank graphic organizers.</p>	

If the filing cabinet is tapped again, it turns into a "piece of paper" symbol and takes you to the graphic organizers that you have already worked on. Tap again to go back to templates

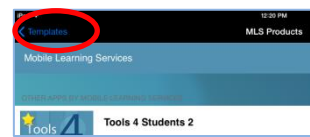


Graphic organizers are automatically saved and stay in this holding area until your return to work on them.

If you wish to get rid of a graphic organizer in the holding area, you swipe your finger across to the left of the form and the delete word appears on the far right. Tap on the delete button and the graphic organizer is deleted.



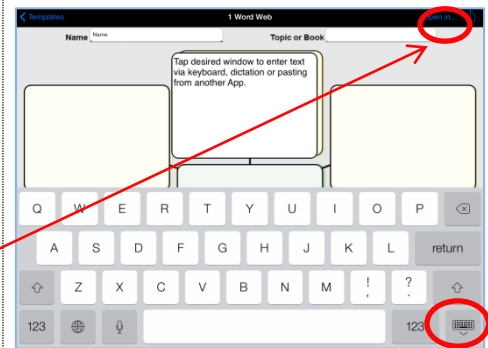
The house symbol takes you to the Mobile Learning Services store. It is not necessary for a student to explore this part of the app. The student can easily return to the App by tapping the My Documents button at the top left hand side.



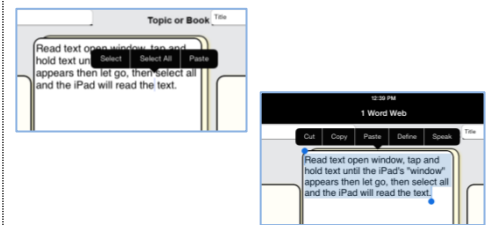
## Entering Text into A Template

When a window is tapped it slightly "pops" up.  
When using the iPad keyboard it will appear when text can be entered.

To exit widow close iPad keyboard (bottom right). Or when using external keyboard tap on Open in and back onto organizer.



When you have completed filling in a section of the template you can have it read back to you. As in iBooks, press your finger over the information until a bubble appears. Next you have two choices Select or Select All, tap Select All, then tap Speak.



Tapping on the top right-hand side share / export icon brings you to the export options. The graphic organizer can be then shared to Open in... and sent to other Apps. As a PDF it can be exported into iBooks.

