



## Creating Target Sheets

### ✓ After making this resource you will be able to...

- Log into your account and access the **Grids**
- Select an appropriate **Template**
- Fill in the **Template**
- Save the **Document**
- Print the **Document**



This activity will take you approximately **5 minutes** to complete.

## Log In

1. Go to the URL:  
[www.widgitonline.com](http://www.widgitonline.com)  
and **Log In**.

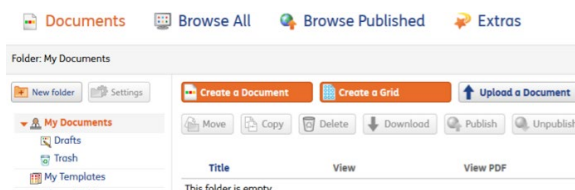
### Log in to Widgit Online

The screenshot shows a login form with the following fields and elements:

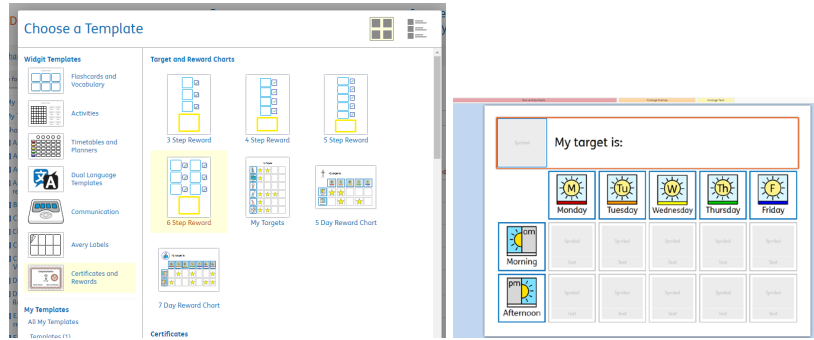
- Email address or group ID/username:
- Password:
- Remember Me:
- [Forgotten your password?](#)
- 

## Find the Correct Template

1. Select **Create a Grid**.

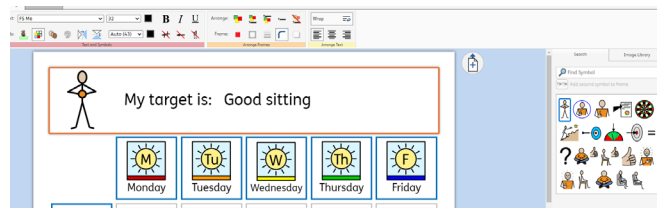


- Choose **Certificates and Rewards**, and **5 Day Reward Chart**.



## Edit the Document

- Type** the target in the box.



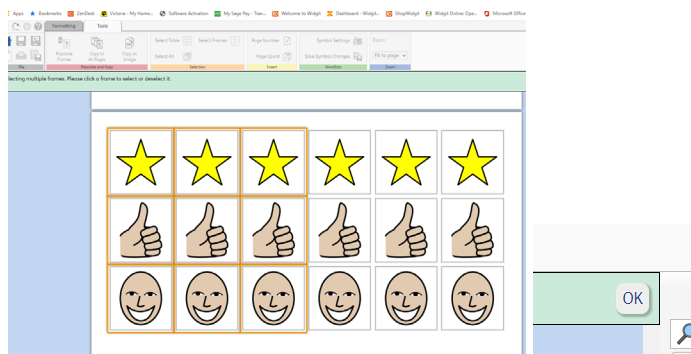
- Click your preferred symbol to select it.



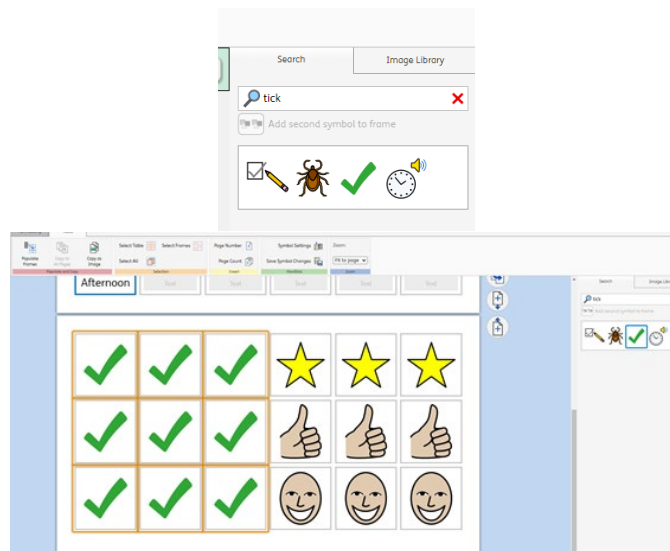
- Scroll to the second page. You can use the symbols as on the template, but these next steps will show you how to choose alternatives.



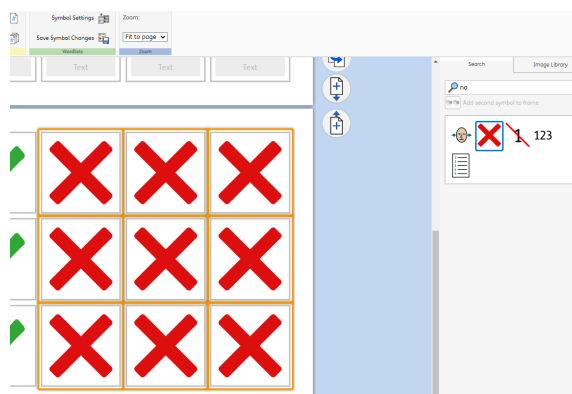
- In the **Tools** tab, in the **Select** section, click **Select Frames**. Click the cells you wish to change and **OK**.



- Use the **Symbol Search** to find your new symbol, **click** to choose it.

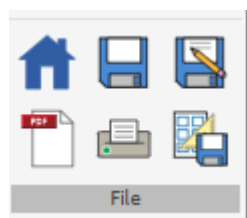


- Repeat for the other cells.

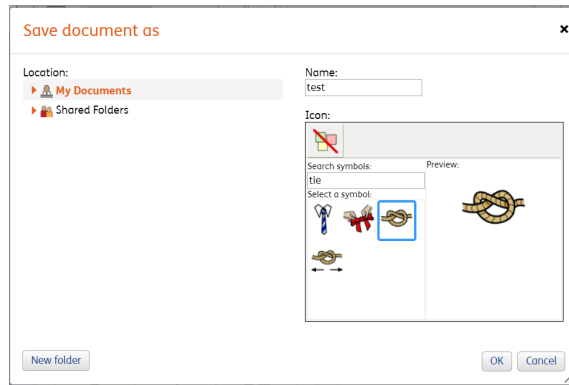


## Save and Print the Resource

- 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.

