Getting Started with the Editor

The **First Keys 3 Editor** lets you create new **Exercises**, add new **Text Lists**, apply different **Letter Rules** and make sure everything works correctly before making them available to the student.

For any **Exercise** to work you must have two elements: a **Text List** and a **Letter Rule**.

Text Lists: are lists of words based on different subjects or letter themes, such as 'The Alphabet' or 'Silent Letters', which can be used in the exercises.

Letter Rules: are the ways in which words or phrases are shown in the exercise, for example, with the 'initial letter of the word missing' or 'all the vowels missing'.
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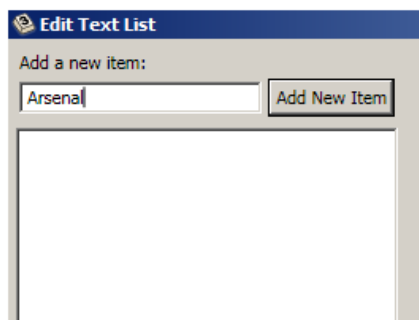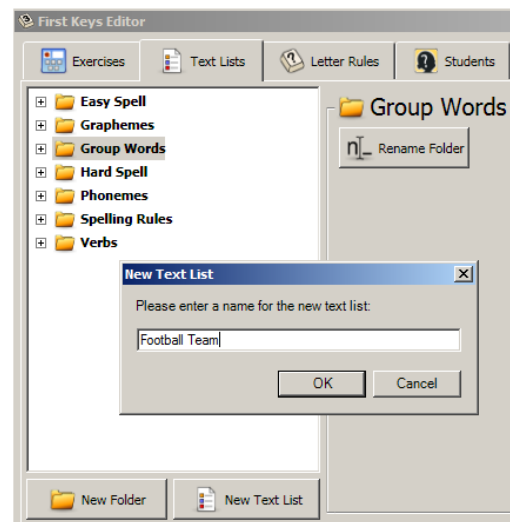# Creating a personalised activity

Creating a Text List

Click on the **Text Lists** tab

Click on the **Group Words folder**

Click on the **New Text List** button at the bottom

Type in the name of the **Text List** as *Football Teams* in the **New Text List box** that appears
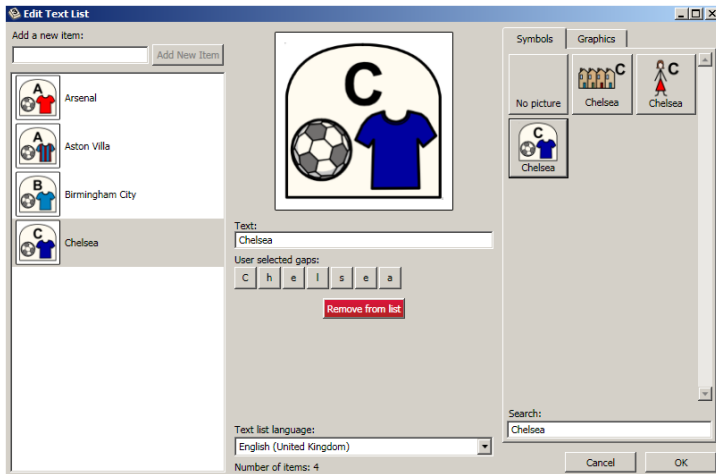
Click **OK**

The **Edit Text List** window will open

Type the first item in your list; *Arsenal*
Click on the **Add New Item** button
Add items to your list; *Aston Villa*, *Birmingham City* and *Chelsea*

Choose the correct symbol support for *Chelsea* by clicking the symbol from the **Symbols panel** on the right-hand side

This will be a short exercise so finish by clicking **OK**

Creating an Activity
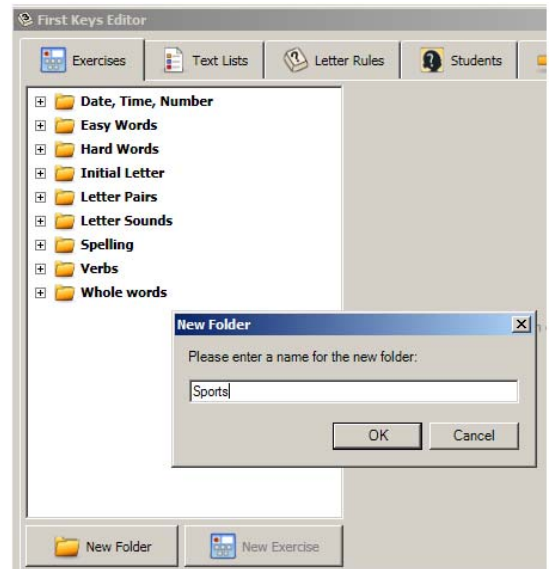
Click on the **Exercises** tab

First you must create a **New Folder** to put the **Text List** in

Click on the **New Folder button** at the bottom

Type *Sports* in the **New Folder** box that opens

Click **OK**

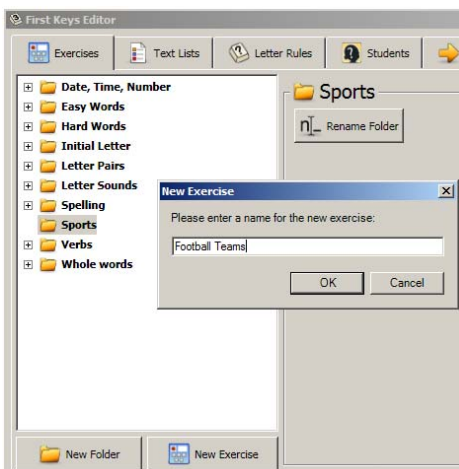*NB: The new folder with the name you have given it will appear in the existing folders panel in alphabetical order.*

Click on the *'Sports'* folder if it is not already highlighted in grey

Click on the **New Exercise button** at the bottom

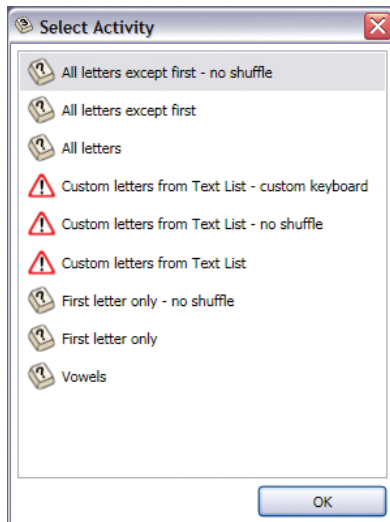Type *Football Teams* in the **New Exercise** window

Click **OK**

Click on the *Football Teams* exercise if it is not already highlighted in grey

Click on the **Choose Text List** from the panel on the right-hand side called *Football Teams*

Open **Group Words>Football Teams** from the **Select Text List box**

Click **OK**

Click on the **Choose Letter Rules** from the panel on the right-hand side called *Football Teams*

Select **All Letters except first** from the **Select Activity** window
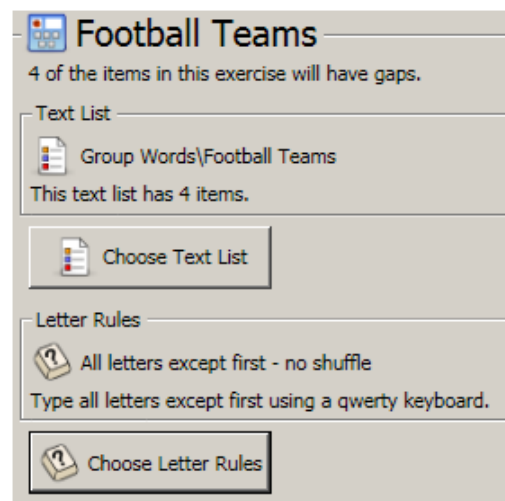
Click **OK**

NB: The Letter Rules with a warning symbol will not work with your selected Exercise

The **Football Teams** panel on the right-hand side of the **Exercises** page should now list:

Text List\Group Words\Football Teams

Letter Rules\All letters except first- no shuffle

Now check your Exercise by going to the Testing tab