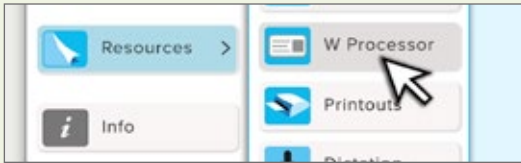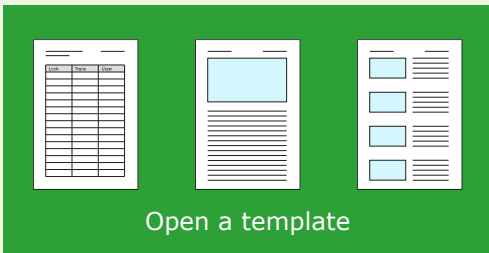# Letter-join Word Processor

Build a spelling list from a Letter-join template
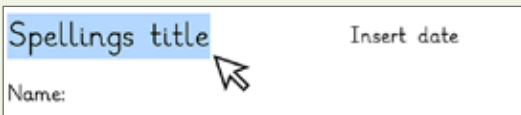
1 From the Letter-join menu, open the Letter-join Word Processor under the Resources tab.
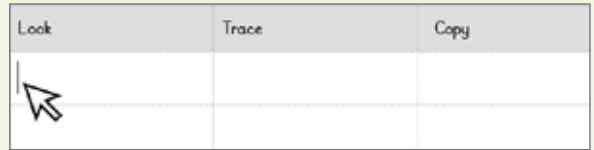

2 Click the 'Open a template' button and select the 'Look, trace and copy spelling list'.

Open a template

3 Scroll over the heading to select 'Spellings title' and overwrite the heading with your spelling list name. Do the same for the date.

4 Place the cursor in the cell underneath 'Look' and type the first word.

Look	Trace	Copy

5 Now place the cursor in the cell underneath 'Trace' and type the first word again. The 'Trace' text will be grey. Continue by adding the 'Look' word and then the 'Trace' word until the table is complete.
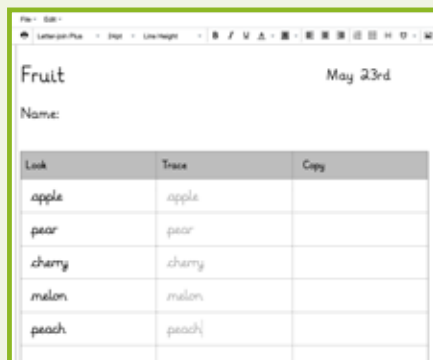
Look	Trace	Copy
apple		

6 Scroll over the text and select the font and size approriate for your class.

Example

Look, trace and copy spelling list → **Type in a list of spelling words** → **Print out for children to complete**