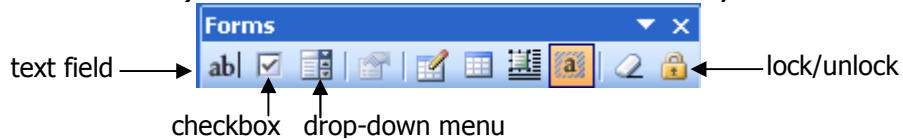


# INSTRUCTIONS FOR MODIFYING FILL-IN BINGO CARD TEMPLATES:

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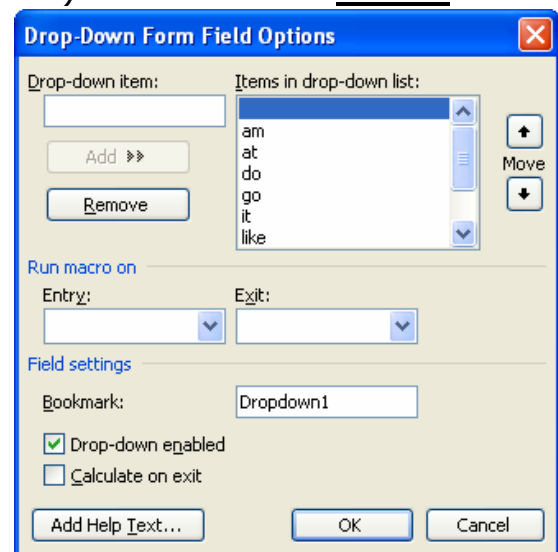
1. Open the **BINGO Template** file.
2. Use the **View** menu to select **Toolbars**; then select **Forms** (make sure it has a check mark next to it). Look for the **Forms toolbar** on your screen.



3. Click the **yellow padlock icon** on the Forms toolbar to unlock the document (the padlock is *shaded* if locked and *unshaded* if unlocked). Forms must be **locked** for student use, but **unlocked** for editing.

4. Double-click the gray square inside the first box on BINGO board. A **Drop-Down Form Field Options** box will appear.

- To **REMOVE** a word from the list, select it, then click the **Remove** button.
- To **ADD** a word, type it in the **Drop-down item** field and click the **Add** button.
- To **REORDER** words in the list, select a word, then use the up or down arrows to move it.



Hint: The first drop-down option is several **blank spaces**. Keep this as the first option so the BINGO board initially appears blank. To add this option (if it's accidentally deleted), click the cursor in the **Drop-down item** field and press the spacebar 5-7 times, then click the **Add** button (use the arrows to position this option at the top).

Click **OK** when finished.

Once the drop-down menu in one square is complete, copy & paste it into other squares.

5. Select/highlight the first form field box (form fields are sometimes tricky to select – start just to the right of the gray box and drag towards the left). Once selected, use the **Edit** menu (or right-click) to select **Copy**.
6. Delete the form fields (gray squares) in all boxes except the first -- highlight a form field; press the **Delete** key on the keyboard (don't **Cut**). Click in an empty square, then use the **Edit** menu (or right-click) to select **Paste**. Repeat for all boxes.
7. When all squares are complete, click the **lock** icon. **SAVE** the document.