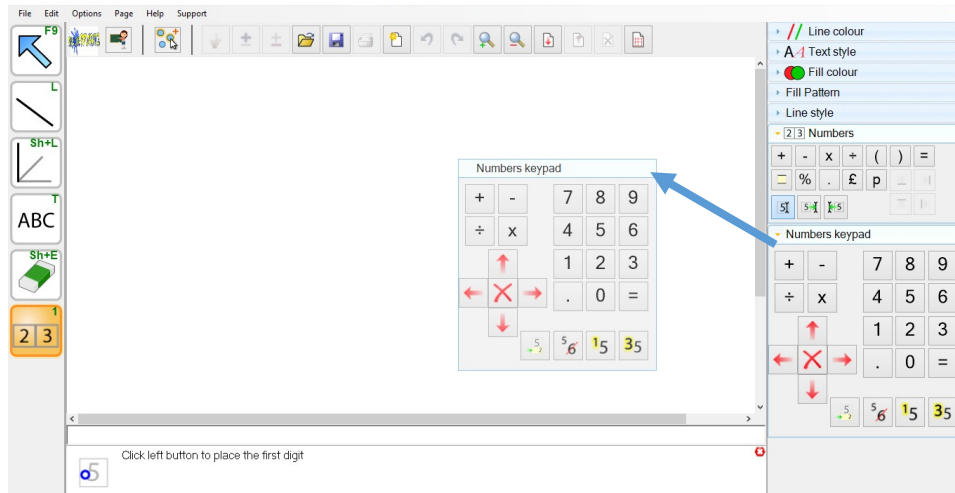**SPLASH!**
Dive into shapes, geometry and maths!

The Number Tool (1)

- Select the Number Tool on the left side of the screen

- This will bring up the "Numbers" and "Numbers Keypad" palettes on the right side of the screen:

If you have chosen "pointer users only" in accessibility settings you will also have a pop up number pad
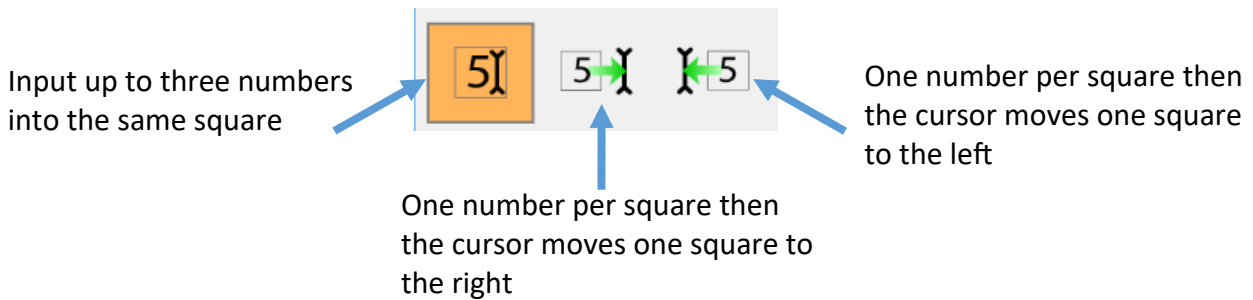
Move the palette by holding down left click and drag it onto the page

Resize the palette by hovering over the bottom right corner of the palette until the arrow appears. Then hold down left click and move the mouse to change the size

There are three "auto move" buttons on the Number Pad that allow you to input numbers more easily:

Input up to three numbers into the same square

One number per square then the cursor moves one square to the right

One number per square then the cursor moves one square to the left

There are four buttons on the Numbers Keypad to support users when carrying out addition, subtraction, multiplication and division sums:

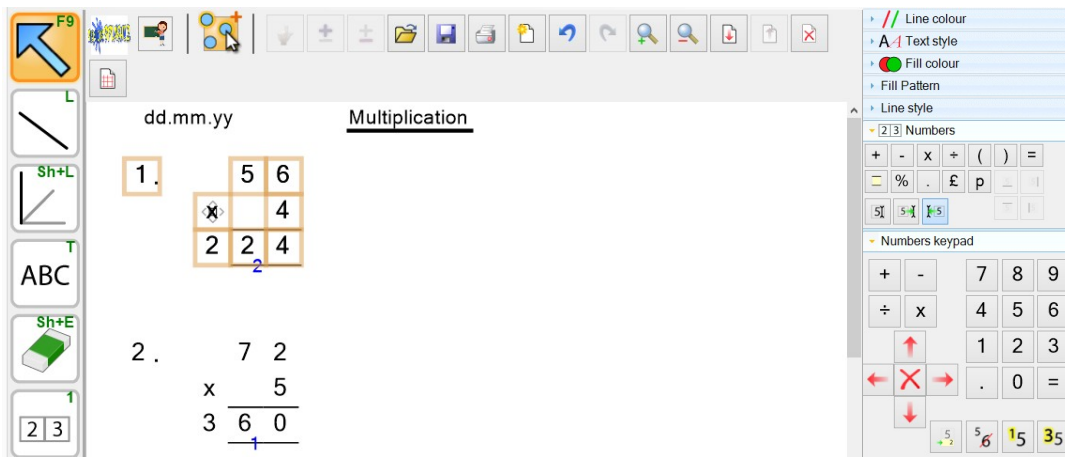Add a small number below an existing number (shortcut = semicolon ;)

Add any number to the left of an existing number (shortcut = left square bracket [)

Cross off a number and replace it with a new number (shortcut = backslash /)

Add the number 1 to the left of an existing number (keyboard use spacebar)

Use both the Numbers Pad and the Numbers Keypad to set out sums:

If you can't type numbers or the palettes are missing make sure that the Number Tool is selected

Select the F9 tool and the multi-select tool and left click on the objects you want to move. Then hold left click down whilst moving the cursor to a different position on the page – this will move all selected objects (e.g. do this to move a sum down to make space for a title).

Adding text to a document:

Use the text tool (T) to add titles and dates to the document. You could also use the line tool (L) to underline the title. Use the Rubber tool (Sh+E) to delete any text or shape.

Changing the grid and background:

You can change the type of paper by selecting the icon on the toolbar or by selecting Page – Edit grid and background. This will open an "Alter paper" pop-up window – and here you can change the type of paper, how the paper is printed and the appearance of the grid. Then select OK.