



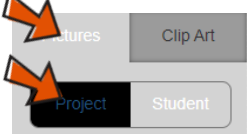
For helpful tips watch our **Scripsi Video Series on YouTube**

<https://bit.ly/2ULNFIs>

Position Elements on the Page

First, place the element in active mode by clicking on the element. Once the border appears you can move and place the element anywhere on the page. If you move an element off the page, it will snap back on the page so you won't lose your work.

Access Teacher-Uploaded Pictures

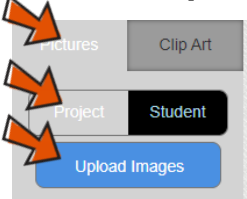


In the left-hand toolbar, click the **Pictures** tab and click **Project**.

Now, click and drag the image to your page.

Note: Students are not able to add pictures to the Project tab.

Student-Uploaded Pictures



In the left-hand toolbar, choose the **Pictures** tab, then choose **Student**.

Click **Upload Images** and select your pictures.

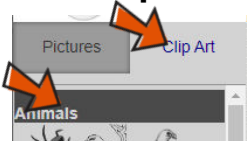
Select multiple pictures by holding down the **Ctrl** key and selecting each picture.

Click and drag the image to your page.

Trouble adding pictures? If you have trouble uploading images, your **file name may be too long**. Try shortening the title name and uploading again.

Accepted file types include: **JPG, JPEG, BMP, PNG and PDF**


Add Clipart




In the left-hand toolbar, click the **Clip Art** tab. Click a category to browse the options.

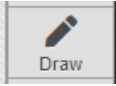
Click and drag the image to your page.

Rotate & Enlarge Images

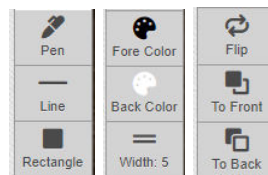
To rotate, click on the image and drag the  arrow above the image.

To resize, click on the image and drag the  arrow at the bottom of the image.


Use the Drawing tool

 Click the draw button located in the right-hand toolbar. A drawing box will appear on your page.

Choose from the tools in the toolbar and use them to add color and drawings to the box.



Edit a Drawing Box

Click on the drawing box and click 


Delete an Image or Text Box

Click on the text box or image.


Click the  button on the toolbar.



Add Text to Your Project

To add text to your page, click the  button in the right-hand toolbar.


Tip! We recommend sizing your text box before adding text.

Click  and begin typing in the text box.



Move a Text Box

Click and hold the text box and drag it into place.

Enlarge a Text Box

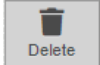
Click on the text box, then drag the corner  to the desired size.

Align Text in a Box


Click on the text box. Then click  and click the  button.

Delete an Image or Text

Click on the text box or image.

Click the  button on the toolbar.

Format Your Text

Click on the text box and click . Then, highlight your text and click the desired tool on the side toolbar.



Copy & Paste Your Text

Highlight the text you want to copy and press the 'CTRL' and 'C' buttons on your keyboard. To paste the text, place your cursor in the desired location and press the 'CTRL' and 'V' buttons on your keyboard.

Text Overflow Message

Bookmaker Service ✕

The text does not fit in the text box. Select the text box and increase the height and width so that all the text fits. You could also try decreasing the font size, or moving some text to the next page. Select Undo to remove the pasted text, or Keep to paste the text and modify to fit on the page.

Text must be corrected or the book cannot be saved.

Undo Keep

If you receive this message, try the following options: make your text smaller, delete some text or add text to another page.