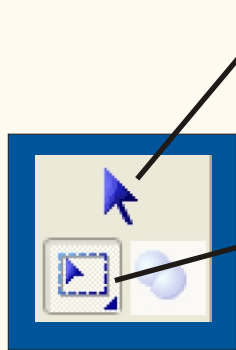


TOOLS menu (on left)



Pick Tool

Use this tool to MOVE objects. Objects can be created from background or created as new objects, and can be words or images.

Selection Tool

Once a worksheet is scanned in, parts of the worksheet can be selected using this tool. Draw a square around the area to be selected, then go onto the area and move to create a moveable **OBJECT**. The object can then be moved around by the student and placed in the correct place.

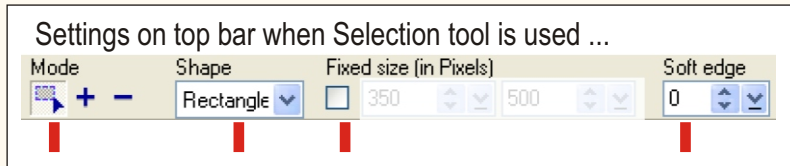


Pick tool to move object
(CNTRL and drag mouse
to make a copy of an object)



Selection tool to create
objects from background


Everything in PI is either
an OBJECT
OR
part of the BACKGROUND




To crop the page - make sure everything is merged (drag objects off page temporarily if necessary), then SELECT area, go to Edit --> Crop

How to make a moveable OBJECT from part of a scanned worksheet:

1. Scan worksheet

2. Use Selection tool  - draw box around area you want to make into an object



3. Go onto area (you'll see a  cursor) which means you can move it. Once it is moved, it becomes a moveable object which can be saved in the document and moved with the **Pick** tool. 