



2Simple Publishing Tools



Contents

1. Introduction.....	3
2. 2Publish	4
Top Left Menu	4
Top Right Menu	7
Layouts	10
Drawing tools	22
3. 2Publish Plus.....	23
How to use 2Publish Plus	23
4. Topic based writing projects.....	31
5. Printing for Offline use.....	35
6. Mash cams	36

1 Introduction

Purple Mash contains two main publishing tools; **2Publish** and **2Publish Plus**. It also contains many writing projects that are topic or theme specific. You can create your own resources to be set as 2dos for your pupils using the Blank Writing Templates within 2Publish Plus. The **Mashcams** are also publishing tools in which pupils can become a character using their webcam.

Topic based writing projects and custom 2Publish Plus templates can also be **printed** with their word banks and writer's check-lists to be used as an **offline resources** for pupils.

Use the following sections of this guide to find the best tool for the lesson that you want to teach.



2Publish combines the tools in 2Paint with various writing templates which allow children to combine text and graphics to create stories, newspapers, captions, leaflets, posters and more.



2Publish Plus contains a variety of blank templates for multi-purpose use. They allow the teacher to customize their own templates for use in the classroom. It is useful to look at the topic based guide as a precursor to this guide.



The **Topics tab** on Purple Mash organizes topic based resources into themes and subjects so you can quickly browse through the nearly 1000 activities available.



Mashcams make use of your device's web cam to superimpose pupils faces on costumes. There is then a speech bubble into which pupils can write text in the first person.

2 2Publish



2Publish combines the tools in 2Paint with various writing templates which allow children to combine text and graphics to create stories, newspapers, captions, leaflets, posters and more. It is aimed at children throughout the primary age range.

When the tool is launched, there is a choice of topics or layouts. These are detailed in the section layouts.

2.1 Top Left Menu

The top menu uses icons that will be familiar from other Purple Mash applications:



New File button: this will take you back to a blank page of the selected layout.



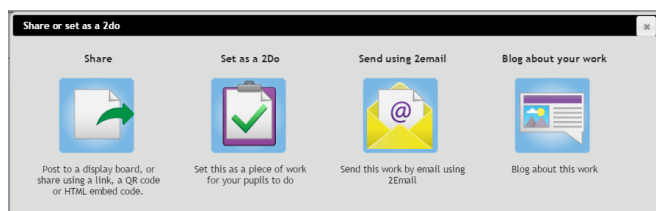
Open button: this will give the options to open documents from your PC (or other device) or from your saved Work. If you have folders set up on Purple Mash, you will also be able to open files from one of these.



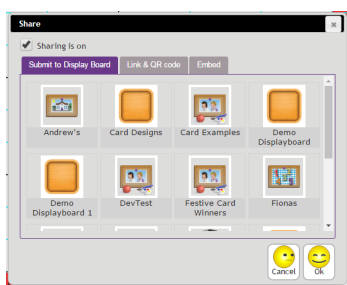
The save button: this will give the options to save the file that you have created to your online documents (My Work), online folders or to your PC (or other device).



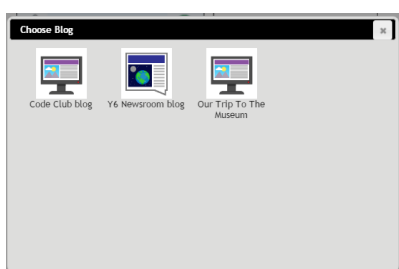
Share: clicking the share button will give you various options to share your file



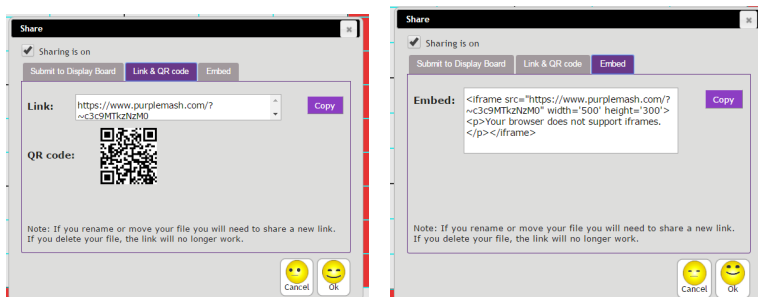
You can share your work to a **Display Board** so that everyone can see it. Display Boards can be configured in the Teacher's Section of Purple Mash.



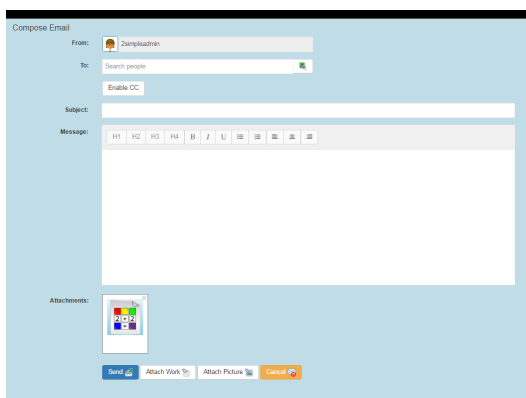
You can share your work to a Blog and add the post details so that everyone with access to the blog can see it.



You can also get a unique **Link** or **QR code** (quick response) to your work or code to embed it on a website. The QR code can be saved by right clicking on the image.



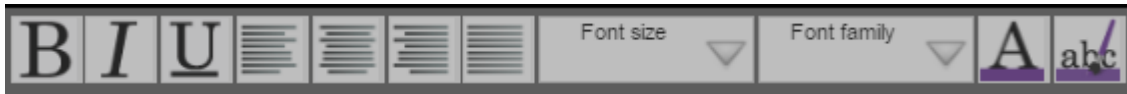
Clicking on the **Send using 2Email button** will open a new mail window with your file as an attachment to add a message and send as an email.



For more information about 2Dos, 2Blog, Generating Share Links or Display Boards, see the relevant guides on the Guides and Resources page.



When in a writing frame, click this button to select the font, size, colour, background colour and alignment.



Print your work.



The Undo and Redo buttons will appear once you have started working , they allow you to undo the last action or redo a previously undone action.

2.2 Top Right Menu

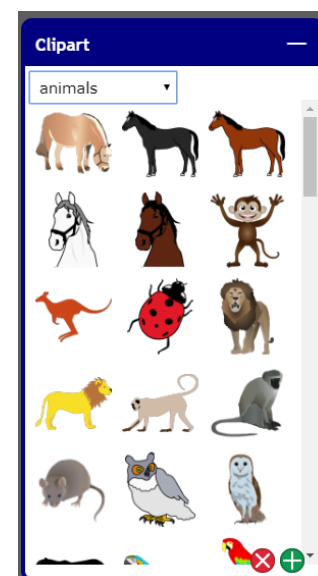
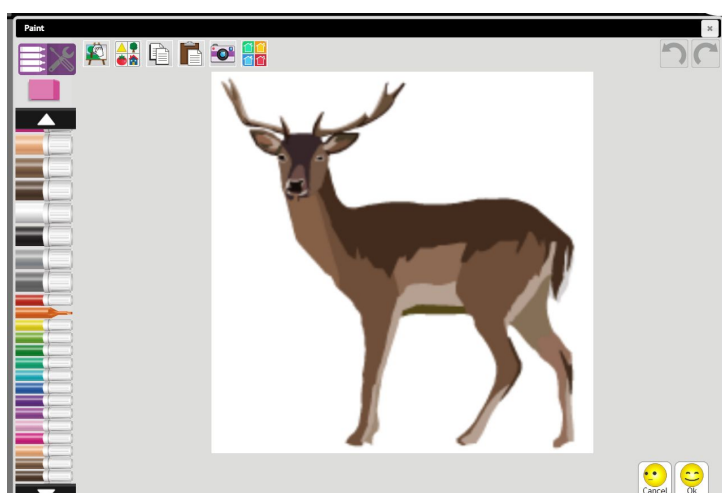
The tools available here will depend upon the publication selected and on whether you are logged on as a teacher or pupil. Some options may not be available.



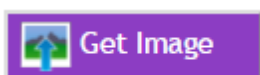
Add clip art. On some publications, you will be able to add clip art.

When you click this button the basic clip art box will appear.

You can select images here using the drop-down box at the top to choose a topic. If you want different clip-art you can drag any image into your publication and an editing window will open.



From here you can edit the clip-art using the paint tools or click on the clip-art button to open the clip-art picker and change the clip-art either for a different image or uploading from your device



You can also use the web-cam button to add a photograph. **Note** this can be turned off for an individual school if required for security or privacy reasons. You can add colour filters to your clip-art

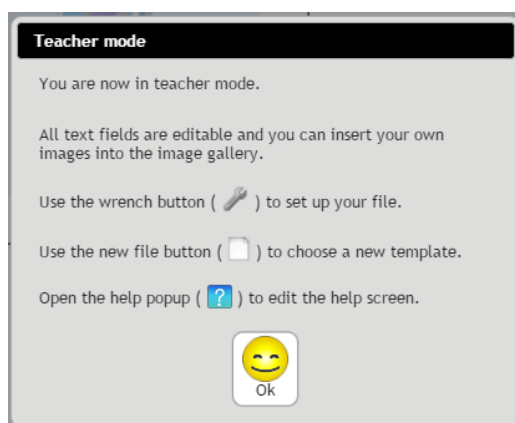


using the button. There are a number of different effects including sepia which might be particularly useful for creating history publications.

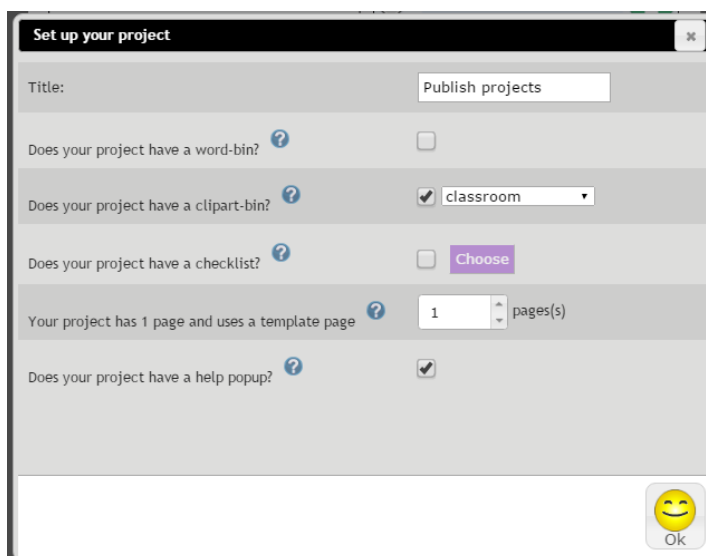


Teacher mode: this mode is available to teachers only, it allows you to adapt existing resources to create tailored work for your class. Once saved in your online folders, you can share this file and set this work as a 2do for selected pupils or the whole class.

When you click on the button, a help screen will open with information about what you can do.

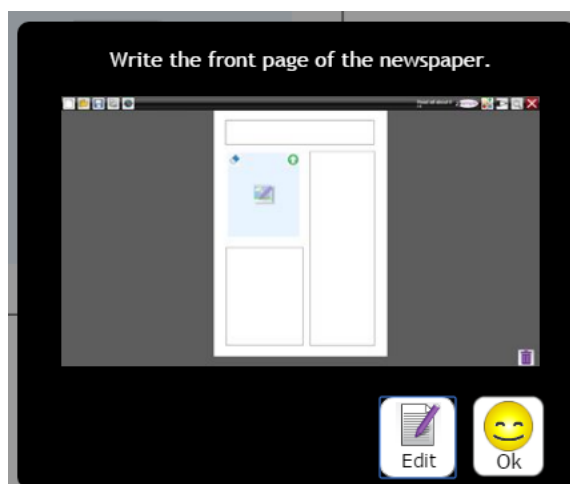


Clicking the Wrench button will open the following screen which sets various options for your publication. Clicking on the question mark symbols next to the option will give a detailed explanation of that option.

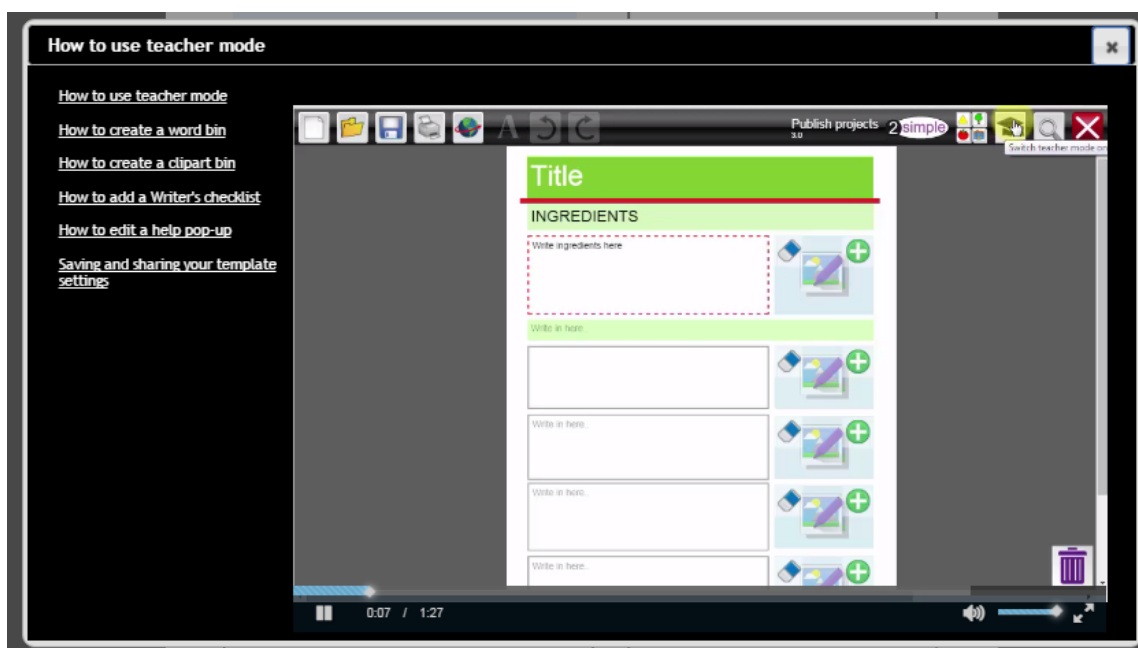


When not in teacher edit mode, this button will open the publication help pop-up. These usually contain instructions about what to create in your publication.

In teacher edit mode, you can edit the help screen to provide your pupils with instructions about what to do. You can add an appropriate image to the help screen. This can be drawn, added from the existing clip-art or uploaded from your device.



Video button: when you are in teacher mode, the video button appears, it contains videos to help you make your resource.

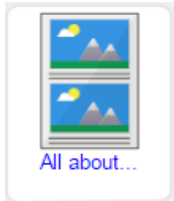


Zoom button: this allows you to 'zoom in' on your publications to see details.

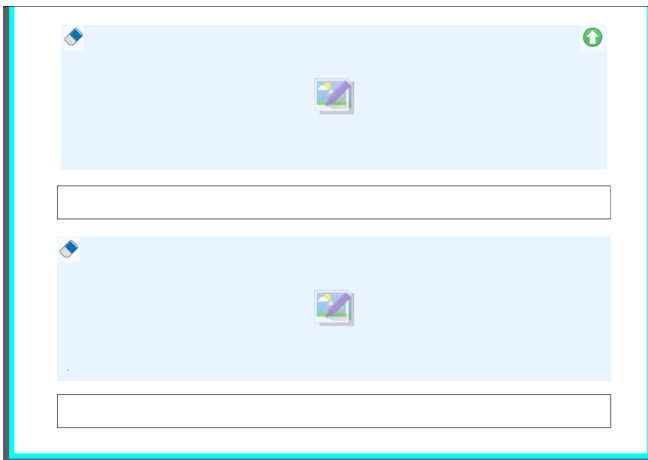


2.3 Layouts

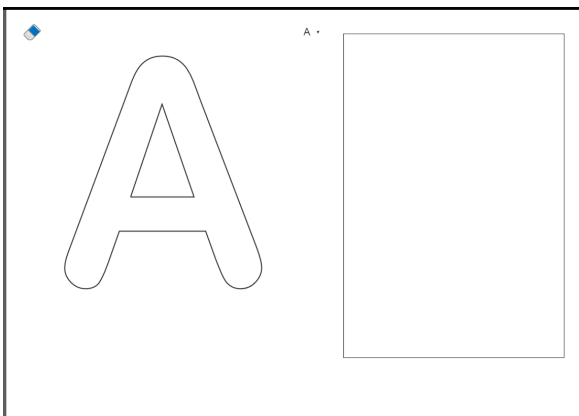
The following section shows a sample of what each layout looks like when opened so that you can choose the most suitable layout for the lesson.

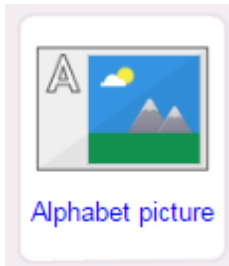


Draw 2 pictures and add a sentence underneath each one to describe a topic of your choice.

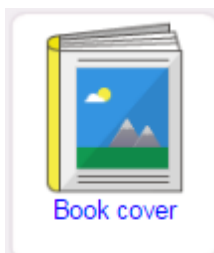
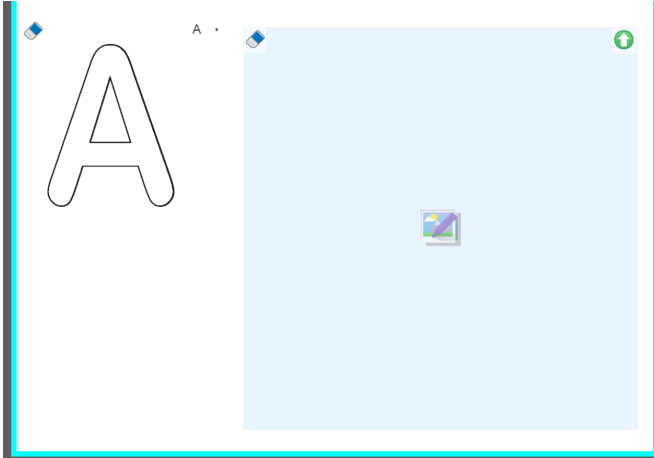


Choose a letter or number to decorate and write all about it. Click on the small arrow next to the 'A' allows you to select a different letter.

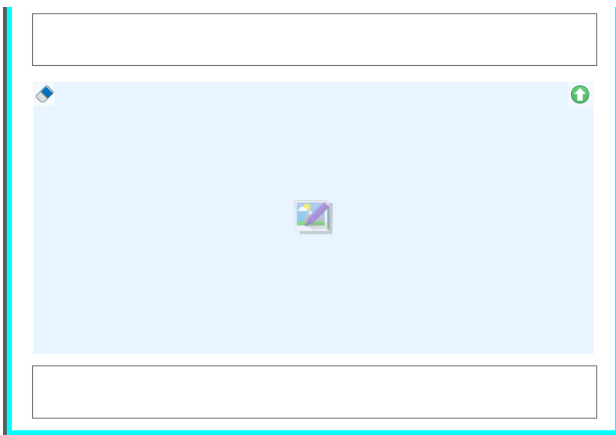


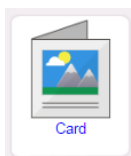


Choose a letter and draw a picture of something that starts with that letter. Click on the small 'A' allows to select a different letter.



Design the front page of a book.





Create a card for a special occasion. When printed, this publication will fold into a card.

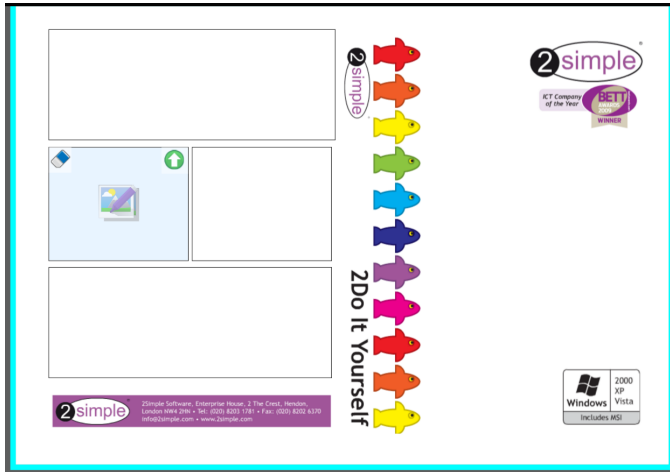
<p>The Cover of your card</p> <p>1</p>	<p>The inside of your card</p> <p>2</p>
<p>Place your message here</p> <p>3</p>	<p>The back of your card</p> <p>4</p>



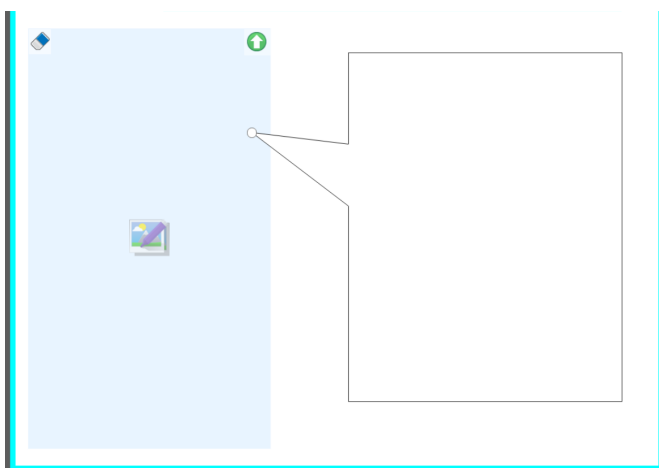
Create a menu. Draw pictures or import photos or clip-art and add details on 3 pages that can be printed and made into a table menu.

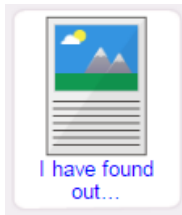


Design a box for your Purple Mash Game.

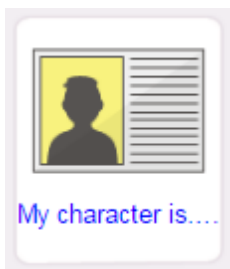
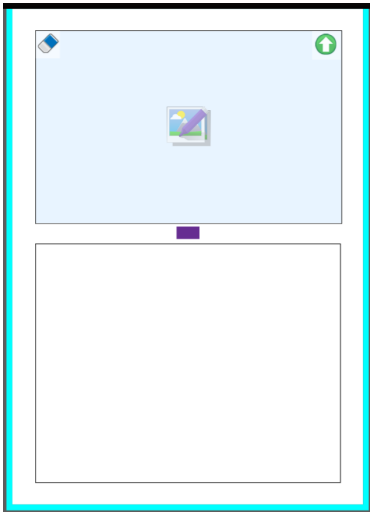


What will your character say? Draw a picture of your character and fill in the speech bubble.

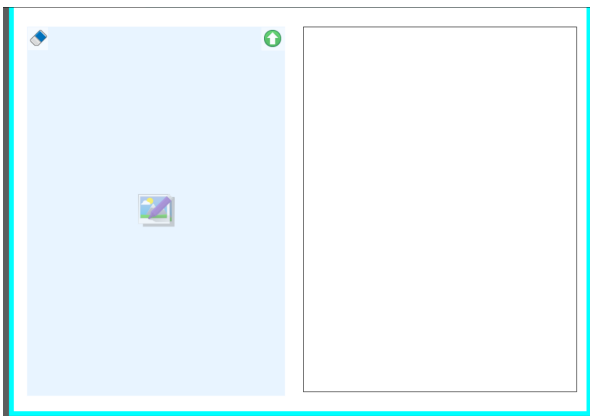


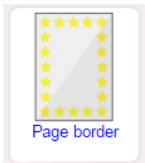


Write about what you have found out and add an illustration.



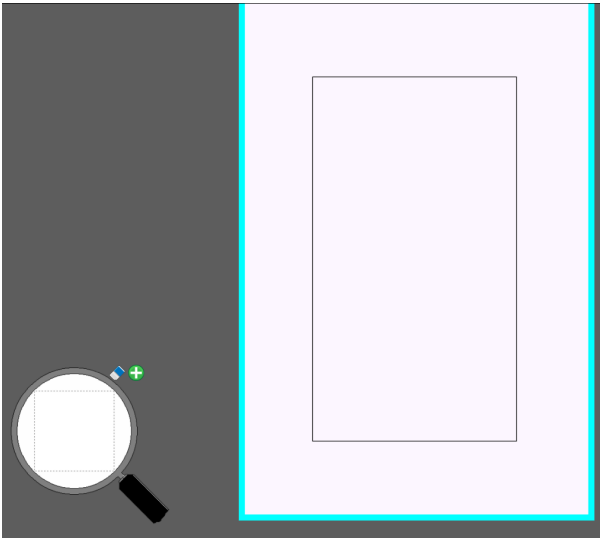
Draw your character and write all about them.





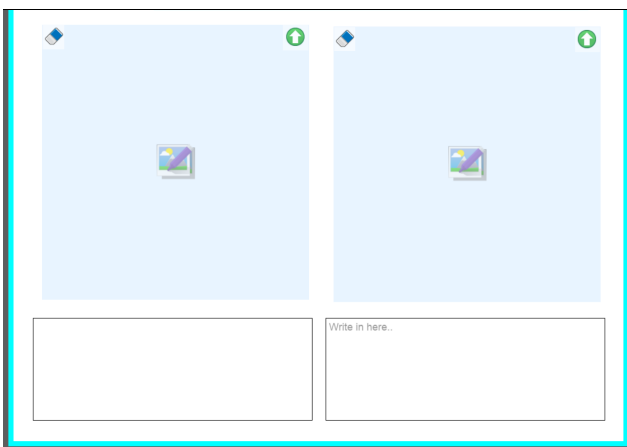
Page border

Design the border to illustrate your writing. Click the magnifying glass to open the painting tools then draw a picture in the magnifying glass and the image will appear as your page border.



Pages of a book

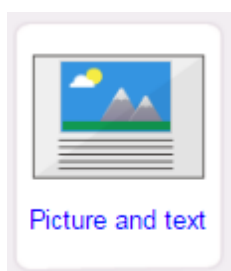
Illustrate each page and add a sentence underneath. There are 2 pages on this publication.



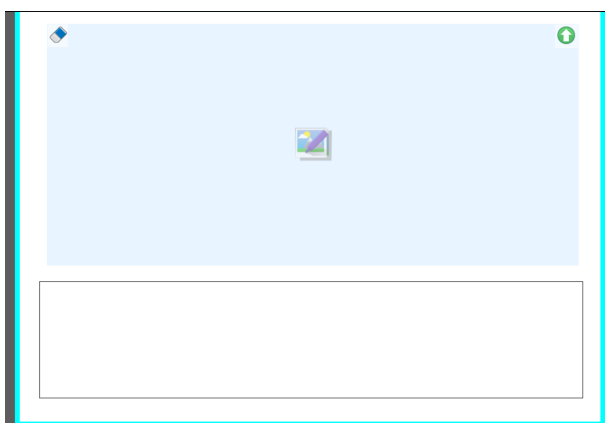


Design a pattern for a special occasion. You could design themed wrapping paper.

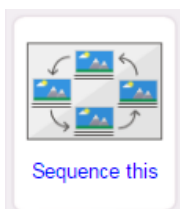
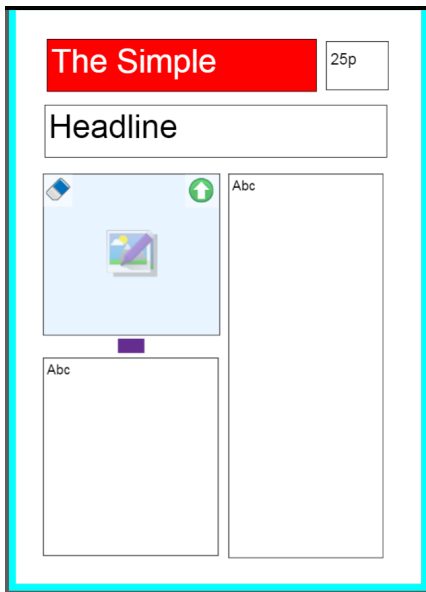
Draw in the magnifying glass and the picture is repeated over the whole page



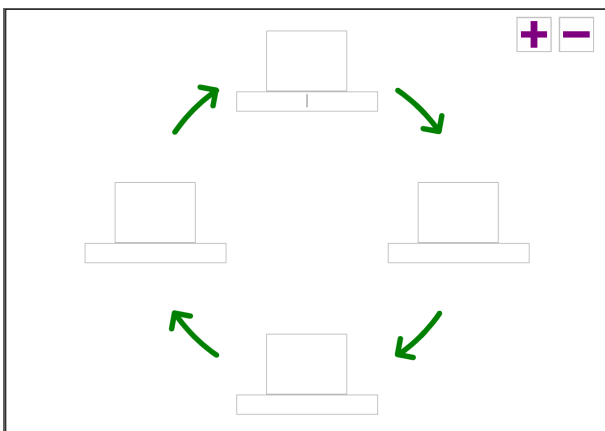
Draw a picture and write a sentence.



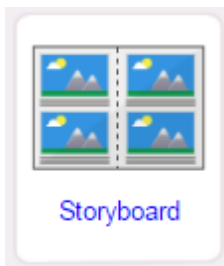
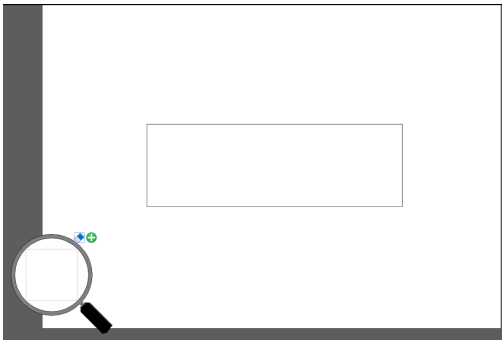
Write the front page of the newspaper.



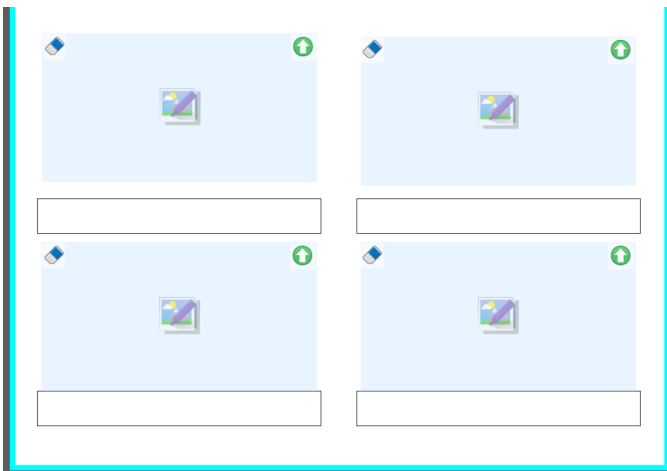
Put pictures and text in the correct order. Use the + and - buttons to add more steps to the sequence (maximum 6, minimum 2). Add clip-art, draw pictures and add text.



Who will you send your decorated letter to? Add an address and draw a pattern in the magnifying glass that will get repeated on the publication. When printed, this publication can be folded into an envelope.



Plan your story in words and pictures.



Plan your story in words and pictures.

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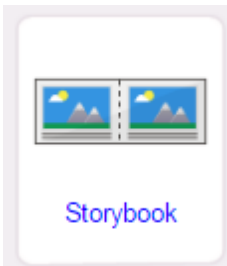
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Write a story and choose pictures to illustrate it. This publication has 8 pages.

✎

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✎

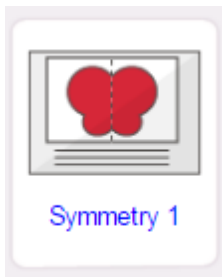
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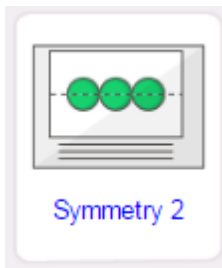
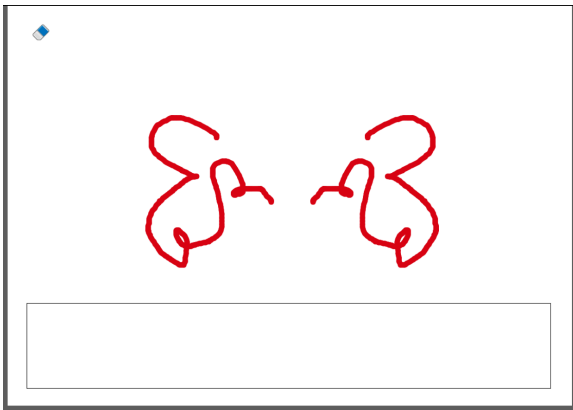
↑

✎

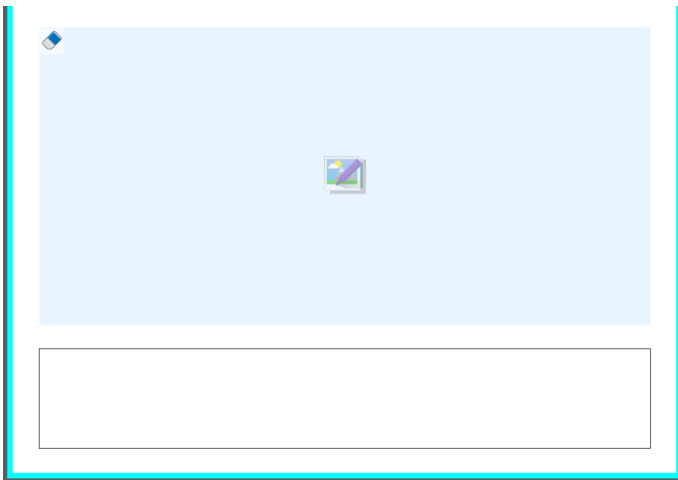
↑

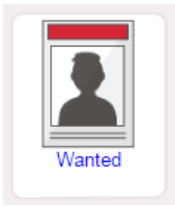


What picture will you draw? Write all about it. Any picture drawn has a vertical line of symmetry.

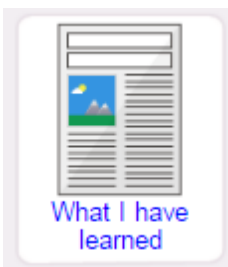
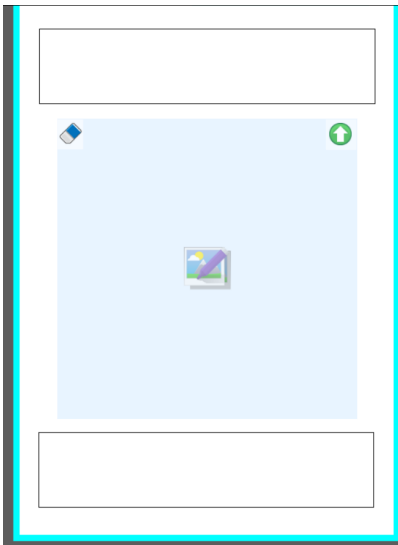


What picture will you draw? Write all about it. Any picture drawn has a horizontal line of symmetry.

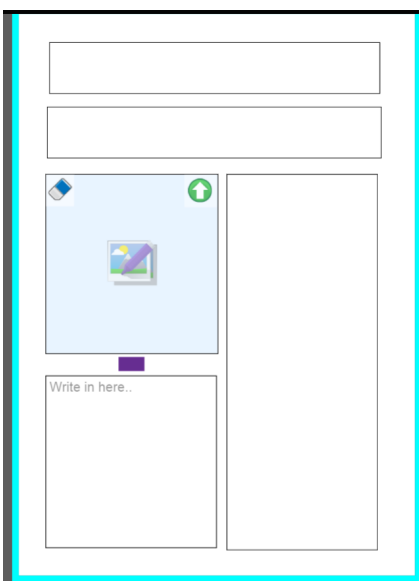




Something has been lost. Can you make a poster to help find it?



Use the template to show what you have been learning in an interesting way.



2.4 Drawing tools



Photo upload button: this allows you to upload a photo or picture from your device.



Most picture areas in 2Publish have a picture symbol on them .

Clicking this will open the drawing tools, click on the tabs to select Colours or Tools



Pen or pencil: the pen draws thicker lines than the pencil.

Square: either filled or outline.

Circle: either filled or outline.

Flood Fill: this will fill the area with the selected colour.

Paint Effects: these change the way that the draw line displays to make effects such as clouds or spikes.

Colours can also be selected here.



The arrows at the top and bottom can be used to locate different colours, thicknesses and textures.

Click on a pen to use it.

Use the eraser at the top to remove unwanted drawing.

Line thickness can also be altered in the painting tools tab.

3 2Publish Plus

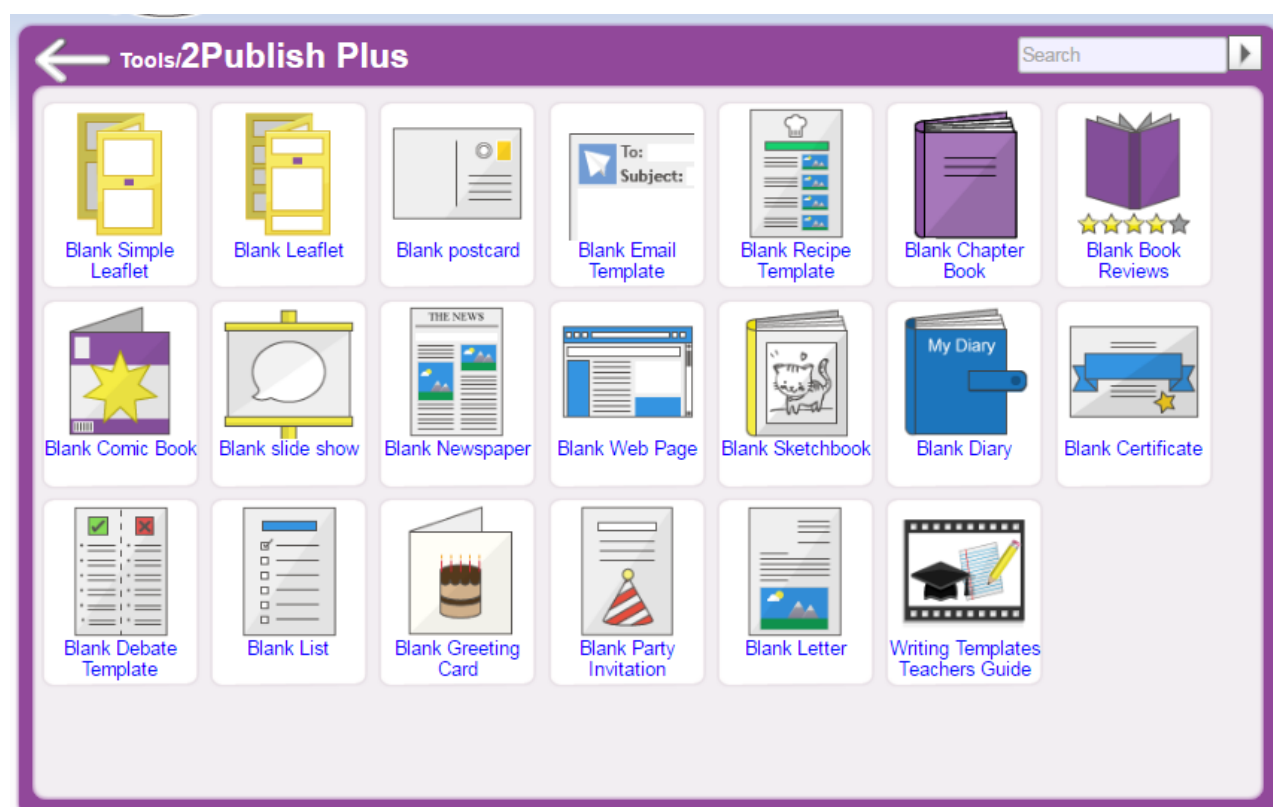


2Publish Plus contains a variety of blank templates for multi-purpose use. They allow the teacher to customize their own templates for use in the classroom. It is useful to look at the topic based guide as a precursor to this guide. The templates can be set as 2dos for pupils to complete in the same way as the topic based writing projects. The templates can also be **printed** with their word banks and writer's check-lists to be used as an **offline resources** for pupils.

There are video guides available to take you through the process of creating your own templates.

3.1 How to use 2Publish Plus

The Blank writing templates can be found in the Tools area of Purple Mash. There are several templates to choose from for your publication and they can all be adapted to make themed resources to use in class by setting them up in advance in teacher mode.

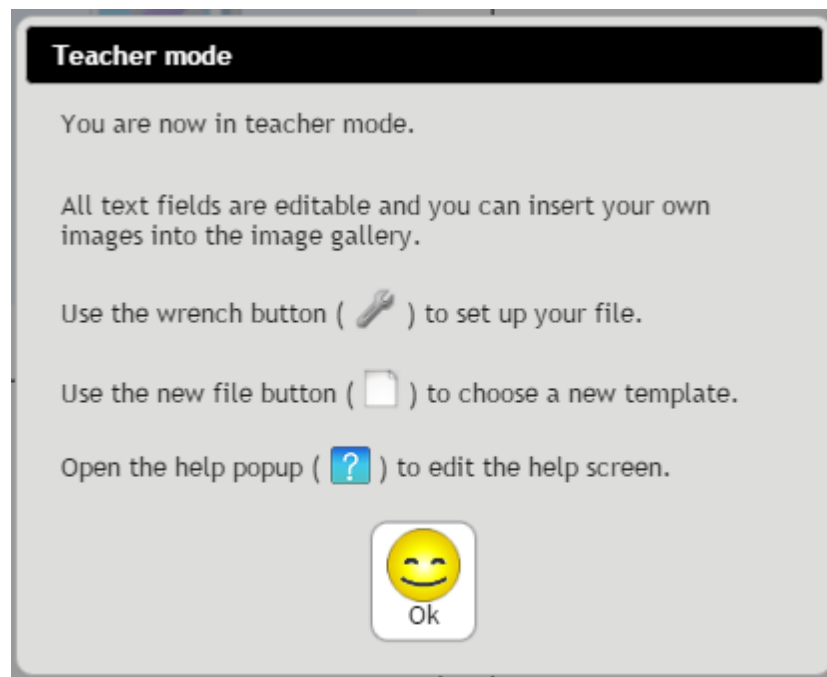


How to use Teacher mode

When you are logged into Purple Mash as a teacher, open one of the blank templates



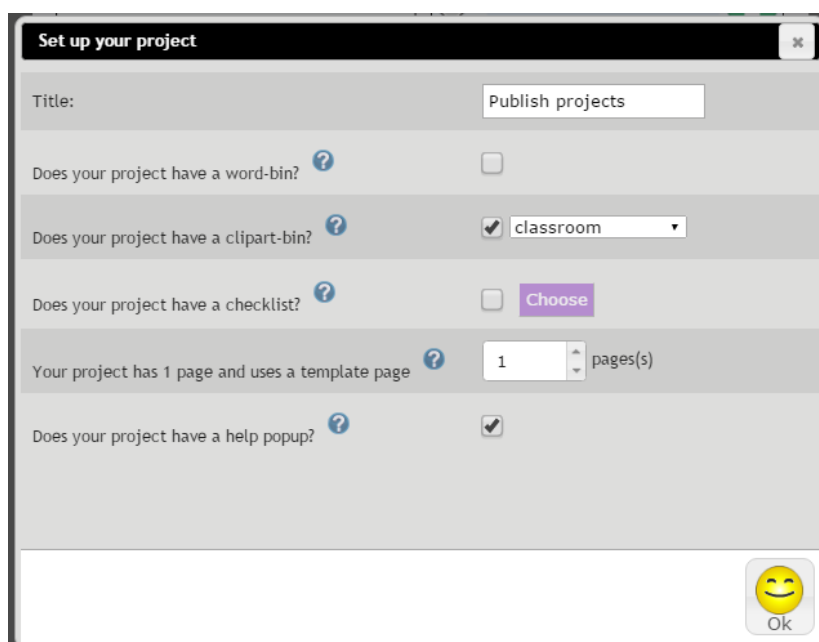
Click on the Teacher Mode button to enter teacher editing mode. This will open an information screen:



You can choose a new template if you wish by clicking on the new file button.



The Wrench button is used to set-up the tools that your publication will have as well as set the name. The small question marks next to the different headings give you information about what the heading mean.



Enter an appropriate name for your project file.

Decide whether you wish your project to have a word bin, clip-art bin, check-list and help pop-up.

These are described in more detail below.

In summary:

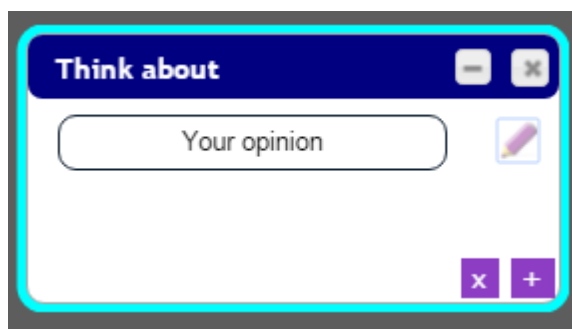
- A word bin allows you to add specific vocabulary and sentence starters.
- A clip-art bin allows to pre-load topic specific clip art to your project so that children do not need to search for it. You can choose the default clip-art to use in a project using the drop-down box.
- A check list provides the ability to add a list of success criteria to the project that children can tick off as they do them. These can be exported and imported from other projects so that you can reuse your check lists. Clicking the Change button enable you to upload a list that you have previously saved or use one of our in-built lists. See the writers check list section below for more details.
- The help pop-up is the screen that opens when the project first loads, it provides an overview of what the project is and any instructions required.

There is also a title for the number of pages that the project has. Many projects have a fixed number of pages, but with some projects you can alter the number of pages.

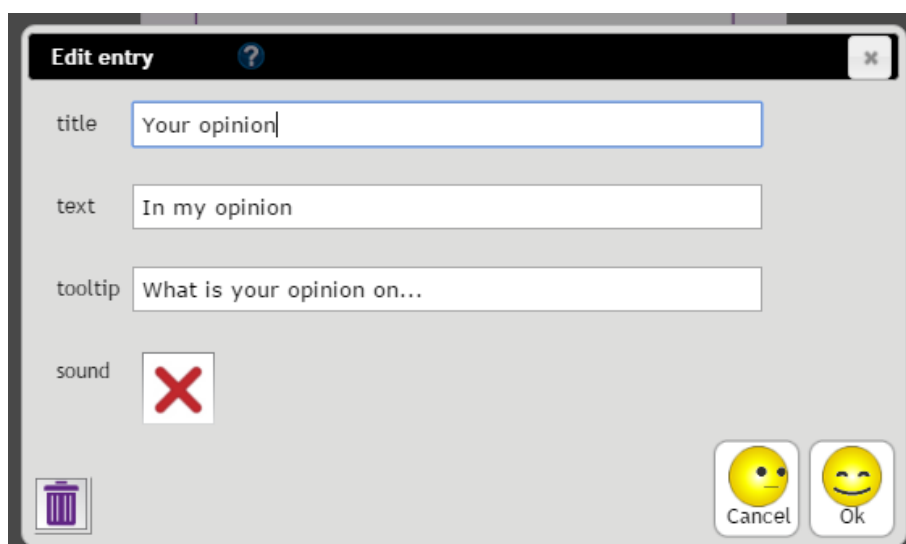


How to create a word bin

You can use a word-bin to suggest words or phrases your pupils could include in their writing. When a pupil clicks on a word, a longer piece of text will be inserted into their work to get them started. You can also include a tooltip (which appears when you hover over the word), and you can record a voice-over.



Edit a word by clicking on the pencil



The title is the word that will appear in the wordlist.

The text is the text that will be entered automatically when the word is clicked on.

The tooltip will appear when you hover over the word with the mouse.

You can also add a sound that will play when the sound symbol next to the word is clicked. This can be one of the pre installed sounds, an uploaded sound or a sound that you record using a microphone. This is especially useful for recording the word spoken and can provide an extra level of differentiation for those who need the word read to them.

The only field that is required is the title, the others are optional.



To add words, click the + symbol.



To remove all of the words, click the x symbol

To re-order the words, drag them to the position that you would like them.

How to create a clip-art bin

Firstly, ensure that you ticked the box for 'Does your project have a clip-art bin?' when you clicked on



the button.



The clip-art bin is accessed by clicking on the button. It includes ready made clip-art that your pupils can search for using the category drop-down box at the top.

You can pre-load topic related clip-art which will enable children to spend less time searching for images and more time writing.

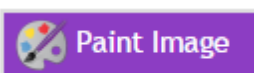


To do this, remove the existing clip-art using the in the clip-art picker.

Then you can select a topic from the drop down box and this will automatically open when children open the project.

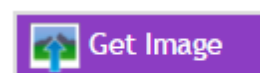


You can also click the button to add other images to the clip-art bin. You can add existing clip-art,



draw your own images using the button or click on the

button to upload images from your computer.



Children will also be able to add their own images by uploading from their computers or drawing



images. However, the quickest way to add an image from their own computer is to click on the button which appears on the top right-hand corner of any picture frames in the project.

Once a piece of clip-art has been added to a piece of work, it can be resized, rotated and even drawn on

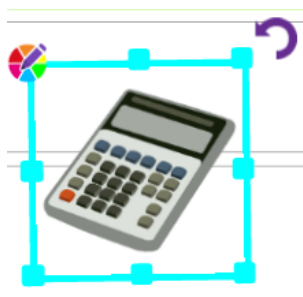


using the icons that appear around the picture. You can also use the web-cam button to add a photograph.

Note this can be turned off for an individual school if required for security or privacy reasons.



You can add colour filters to your clip-art using the button. There are a number of different effects including sepia which might be particularly useful for creating history publications.



How to add a writers checklist

Firstly, ensure that you ticked the box for 'Does your project have a checklist?' when you clicked on the



button.



The checklist is accessed by clicking on the button. It is useful for including a list of success criteria that children can tick off to say that they have included. For example, capital letters, paragraphs, punctuation or parts of speech.



To add a criteria, click the + symbol. The title is the text that will appear on the checklist. The tooltip will appear when you hover over the criteria in question with the mouse.

To edit the entries, click on the pencil symbol next to the entry.



To remove all of the words, click the x symbol

To re-order the entries, drag them to the position that you would like them.

Writers checklists can be exported and imported from other projects so that you can reuse your check lists.

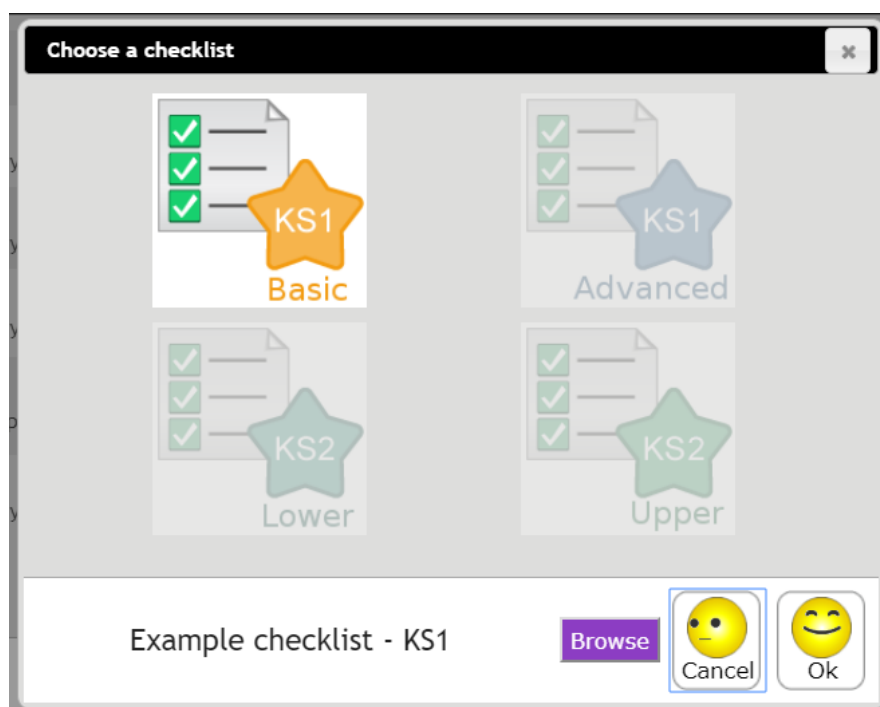


To export a check list, click on the disk icon within the check list. You will be prompted to save your file. This behaves just like a normal file. The extension it will use is “.pupcl” (publishing check list).


Note: you will see these “.pupcl” files in My Work. You can open them using a cut-down version of the publishing tools that just lets you edit and save check lists.





To import a checklist click here or use the Change button at the initial tools screen. You will be given a choice of some ready made check lists or the option to click on the Browse button and import your own saved list.




How to edit a help pop-up screen


The help pop-up screen appears when the project is first opened or when the  button is clicked. It provides an overview of what the project is and any instructions required.

Click on the  button to set up the help screen

Click  to edit the help screen.

Click on the text to edit and format it. To add a picture, click 

You can crop and zoom in on parts of the picture by using the zoom control and the dotted lines around

the picture. If you make a mistake, click . When you are happy with the picture click OK. The picture might look 'cut-off' on the next screen; this is because of the editing controls, but when you click Save, you will see the screen as it will look to pupils.

Saving and sharing your template settings

Once your template is complete, save it to your work folder or a shared folder (class folder) by clicking



Now you can share it; either on a display board, as a 2do or send it in an email, using the share button



For more information about 2Dos, Generating Share Links or Display Boards, see the relevant guides on the Guides and Resources page.

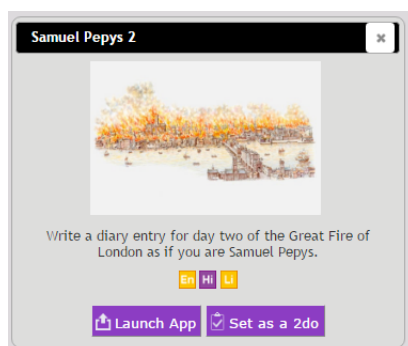
4 Topic based writing projects



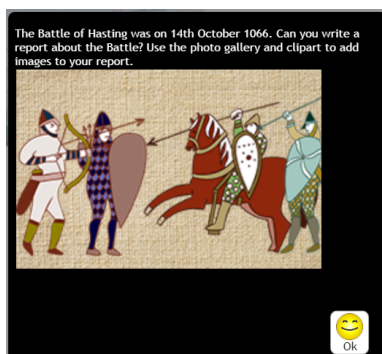
The **Topics tab** on Purple Mash organizes topic based resources into themes and subjects so you can quickly browse through the nearly 1000 activities available.

As well as publish projects, you will often find Paint projects, games and mashcams. Please see the relevant guides for further details of these.


Publish Projects consist of hundreds of topic based writing tasks/frames. Each project is themed and accompanied by appropriate clip-art, photographs and writing prompts. These projects ensure children spend their time on writing rather than on searching for images, clip-art and formatting the page. They can easily be set as 2dos for your pupils at the launch screen. They can also be edited so that you can tailor the content to groups within your class, for example to differentiate the work or provide increased wordbanks. Once saved these can be set as 2dos.



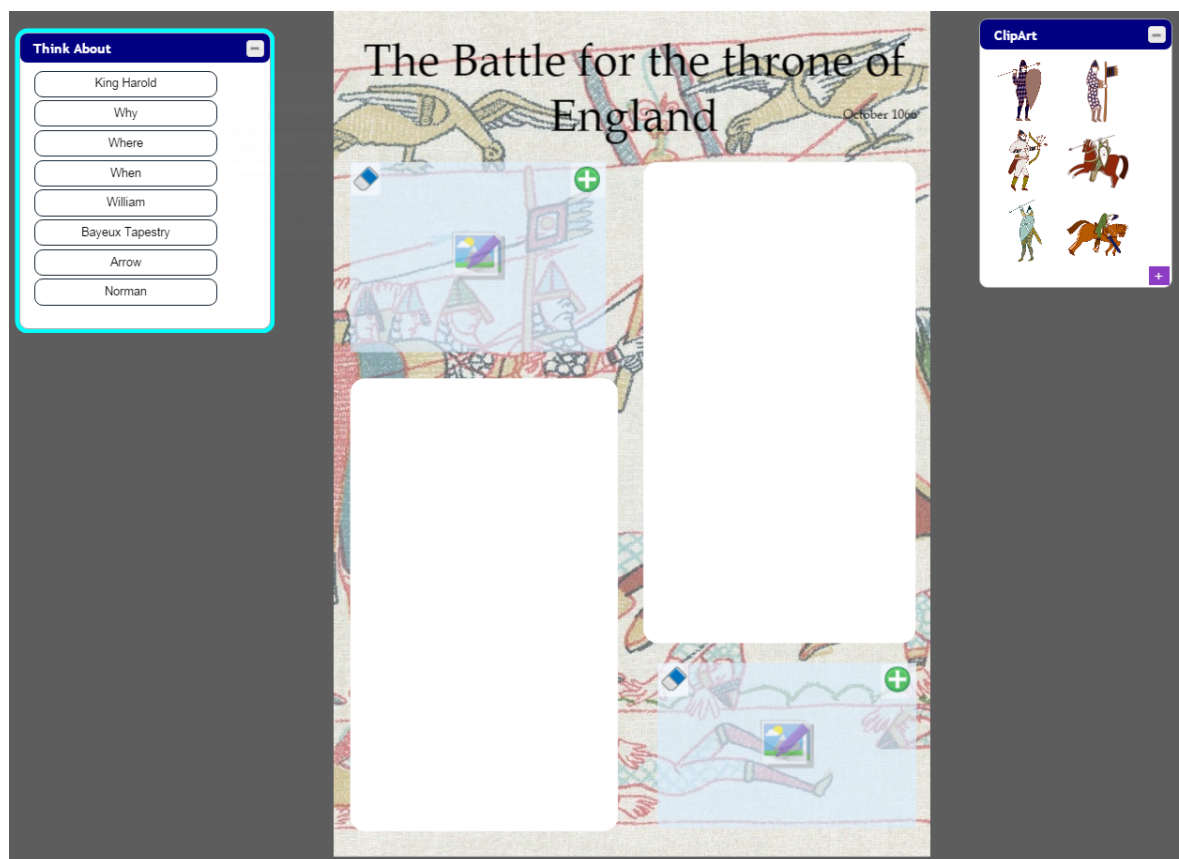
Most of the topic based projects have an instruction screen which might include a video or photo prompts and some brief instructions.





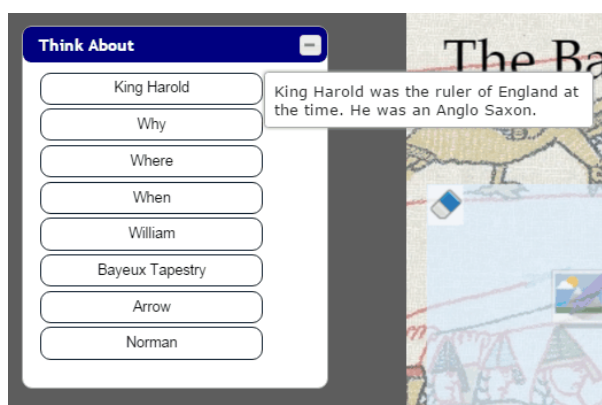
This can be referred to at any time by clicking on the  button.

The page layout is already formatted and relevant clip art, photos and word banks so that pupils don't have to spend a long time browsing for images or formatting the pages. This means that the time can be spent on the writing.



There are two types of writing prompts that are often included in these projects.

The first is a **word bank**. When the pupil moves their mouse over the words, there will be further prompts:

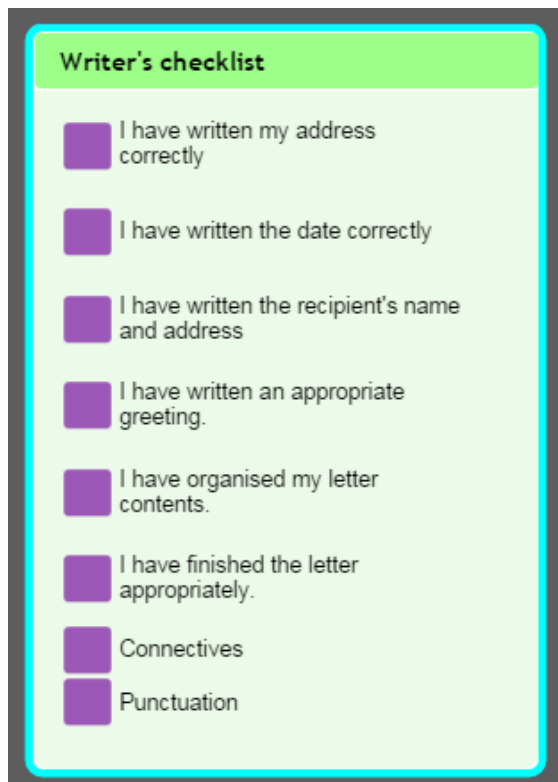


When the pupil clicks in a writing frame on their document and then clicks on a word, that word (or

some text to do with the word), will be entered into their document.

There are also **writers check lists** that the children can check and tick off to help them include relevant

details. Click on the  to open the checklist.



Writer's checklist

- ☐ I have written my address correctly
- ☐ I have written the date correctly
- ☐ I have written the recipient's name and address
- ☐ I have written an appropriate greeting.
- ☐ I have organised my letter contents.
- ☐ I have finished the letter appropriately.
- ☐ Connectives
- ☐ Punctuation

These also pop-up with hints when the mouse is moved over them. Pupils can tick the check boxes when they have reviewed their work.



Writer's checklist

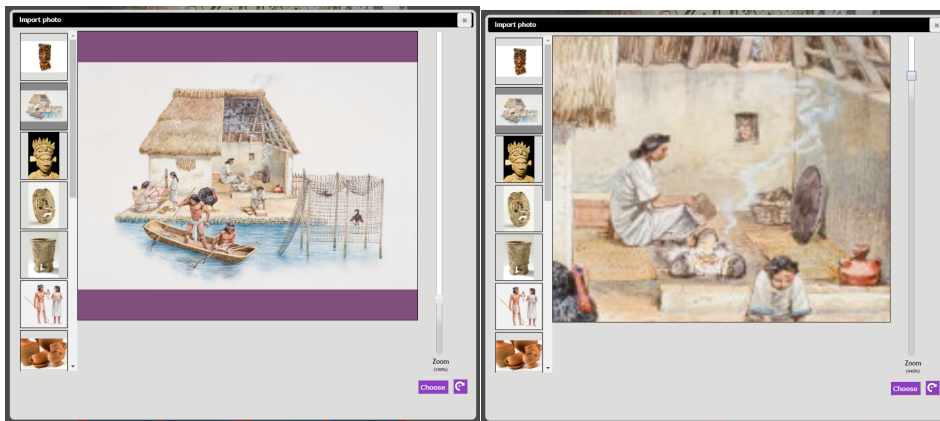
- ☐ I have written my address correctly
- ☐ I have written the date correctly
- ☐ I have written the recipient's name and address
- ☐ I have written an appropriate greeting.
- ☐ I have organised my letter contents.
- ☐ I have finished the letter appropriately.
- ☐ Connectives
- ☐ Punctuation

Here are some connectives you could use to join your sentences:
Furthermore, However, Moreover, Also, because



Many of the projects also have associated photo banks accessed by clicking on this button on a picture frame. This saves your pupils spending time searching elsewhere for images to upload. The images can be zoomed in on and dragged on this screen to display just what the pupil wishes on their

publication.



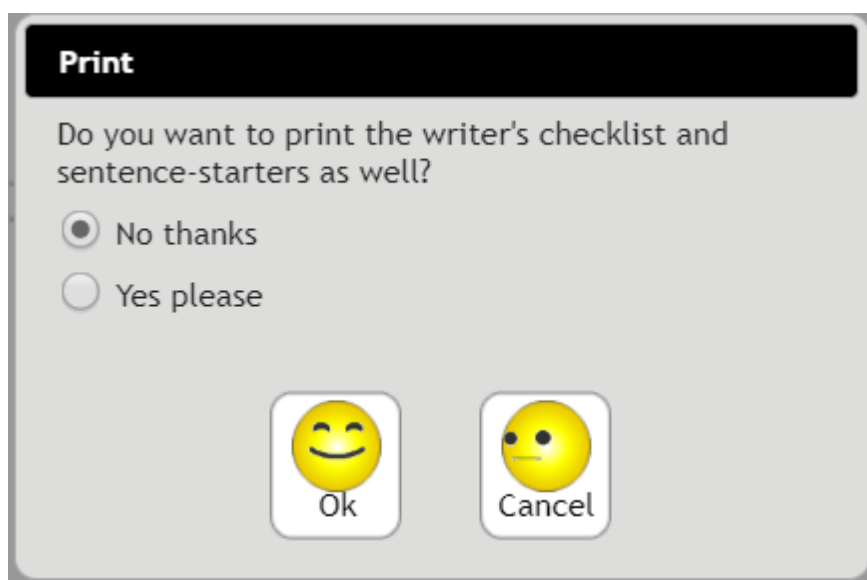
Writing Projects can be set as 2dos by saving them and then clicking on the share button

For more information about 2Dos, Generating Share Links or Display Boards, see the relevant guides on the Guides and Resources page.

5 Printing for Offline use

Topic based writing projects and custom 2Publish Plus templates can be **printed** with their word banks and writer's check-lists to be used as an **offline resources** for pupils.

When you print the file you will be offered the option to print the sentence starters as well.



This will then generate a pdf with a second page including the word banks if selected:

Writer's checklist - tick which you have done

	<i>Audience Does your letter explain who you are and why you are writing the letter? Is your initial greeting appropriate to a formal letter?</i>
	<i>Arguments Are there three or four good reasons or arguments as to why the reader should do something?</i>
	<i>Attention Does it grab the reader's attention by using such features as questions, effective vocabulary or quotations?</i>
	<i>Action Does it explain what the writer wants the reader to do?</i>
	<i>Structure Is each reason explained in a separate paragraph with supporting detail to back it up?</i>

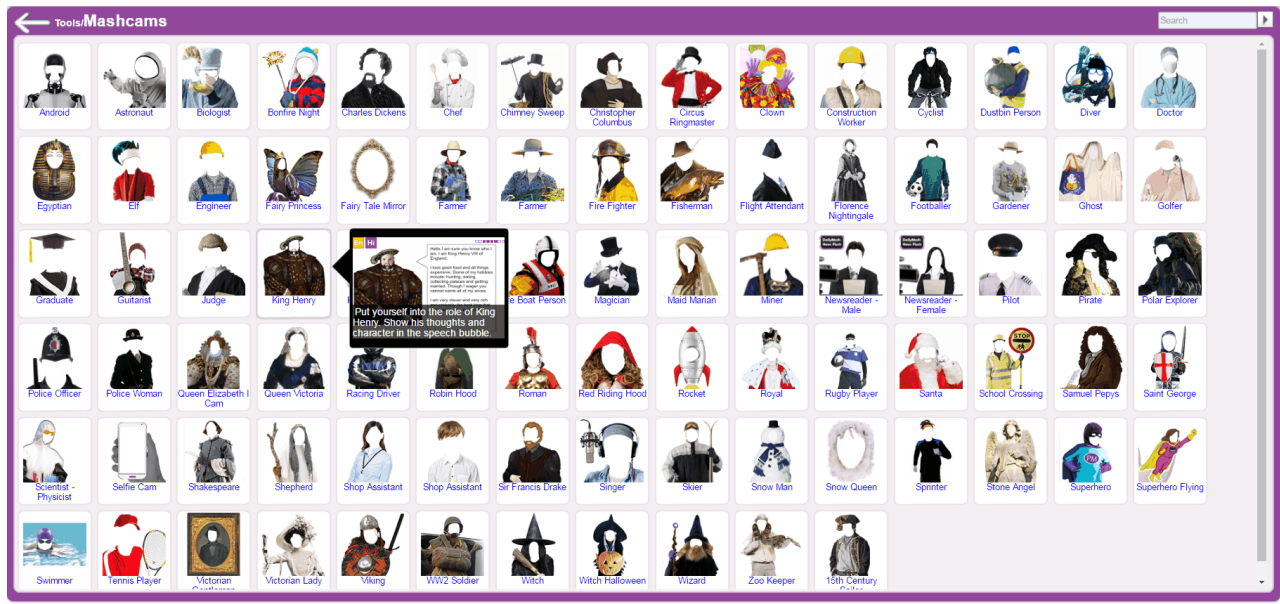
Think about - sentences to help you get started

Your address	In the top right text box, add your postal address.
Date	In the box below the address, write today's date.
Recipient's address	In the third text box from the top put the address of the person you are writing to.
Dear...	
Sign off	remember to end you letter appropriately.
Yours Faithfully,...	

6 Mash cams



Mashcams make use of your device's web cam to superimpose pupils faces on costumes.



The file will also contain a speech bubble into which pupils can write text in the first person.



Use these buttons to take a photo with a webcam attached to the device or upload a photo from your computer.



The photo can then be rotated, zoomed in or out and centered using the buttons in the top toolbar.



Use these buttons to record speech using you device's microphone.