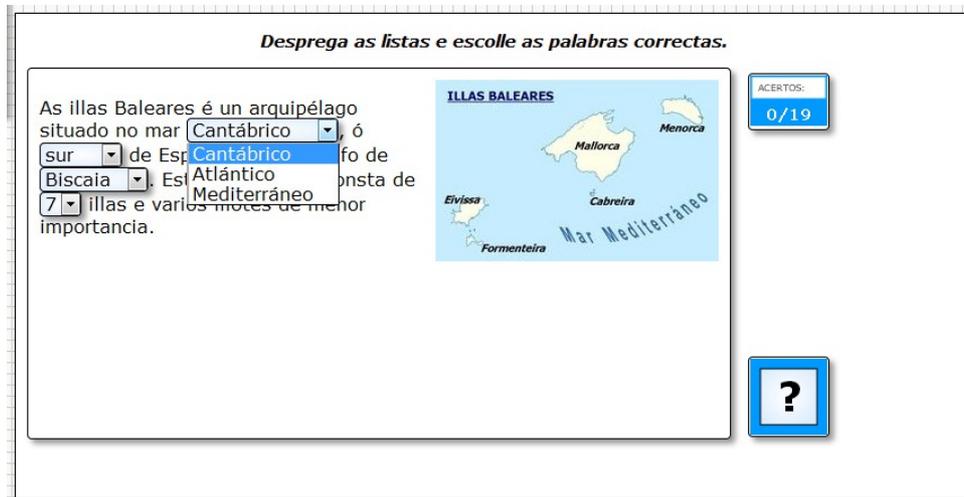
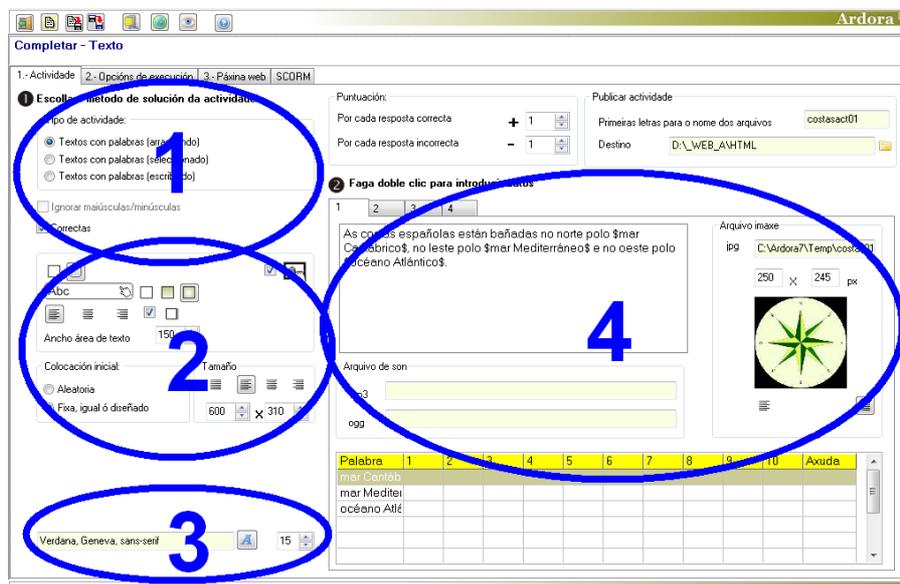


With this activity we have to fill in the gaps of a text, either by dragging them to the gaps, by selecting them from a drop-down menu or by typing them in the suitable boxes:



In the "Activity" tab we can find the following items:



SECTION 1

In the "Type of activity" menu, we should indicate how the user will solve the activity:

Tipo de actividad:

- Textos con palabras (arrastrando)
- Textos con palabras (seleccionado)
- Textos con palabras (escribiendo)

dragging the words to the gaps, selecting them from a drop down list as shown in the 1st image of this tutorial or by typing them in the boxes appearing in the activity.

Under this box there are two checkboxes. If we activate the first one, we will allow the software to accept both uppercase and lowercase letters when the user needs to type the words; so this box is only active if in the preceding section we have chosen the option of "Texts with words (writing)". If we activate the "Right" checkbox the software will keep the successes on screen when you press the check button (?) if the user has not filled in all the holes correctly; This way the user would only have to replace, select or type the wrong words. If you do not check this box and the user fails a word, he or she will have to think about replacing, selecting or writing every single word again.

SECTION 2

Here we decide if the boxes will have rounded corners (1); we also indicate the type of filling the cell will have (2) when the user moves the mouse over them (solid, gradient from top to bottom or gradient from the edges to the center); we can determine whether the text is going to be aligned to the left, right or center within the boxes (3) and if we want to create a shadow on the outside part of the rectangles containing the activity at the bottom and right sides (4). It is possible to adjust the width of the cells or boxes containing the word (5) and finally, the familiar checkbox to make the activity compatible with touchscreen devices (6).



In the "Initial Settings" menu, we can make the texts, in case you have more than one, appear randomly or just in the same order as designed(1). Regarding the "size" menu, we can make the texts remain justified, flush left, centered or right aligned, respectively (2) and in these fields at the bottom (3) adjust the width and height of the work area so that paragraphs and graphics (if any) are properly placed within that work area.



SECTION 3

In this area the box "Buttons" will only appear if we have previously inserted a sound in one of the texts (we will explain it later) and it is used to import a graphic (with the button on the yellow folder) (1) if we want to replace the player icon. In the fields of the lower part (2) we can adjust the width and height of the graph. If



no graphic is entered, Ardora provides its default icon: 

Finally the controls below will allow us to choose the font type (3) and its size (4) for all the text appearing in the activity.

SECTION 4

This would be the area we should input text, graphics and other data.

At the top we have up to 4 tabs where you can select each one and enter up to 4 different texts by double clicking on each of the white boxes appearing below them:

2 Haga doble clic para introducir datos

1	2	3	4
---	---	---	---

Once we double click on it, a pop-up window will emerge:

Ardora
Escriba entre caracteres "\$" la palabra que desee ocultar

Texto
As costas españolas están bañadas no norte polo \$mar Cantábrico\$, no leste polo \$mar Mediterráneo\$ e no oeste polo \$océano Atlántico\$.

Archivo sonido
mp3 Ardora7\Temp\tmpFiM\aplausos.mp3
ogg Ardora7\Temp\tmpFiM\aplausos.ogg

Archivo imagen
Ardora7\Temp\costas01_completar_texto\con
Tamaño 250 x 245

Alternativas

Palabra	1	2	3	4	5	6	7	8	9	10	Ayuda
mar Cantábric											
mar Mediterrá											
océano Atlánt											

1. After writing a sentence or a whole text in this area (1), we have to enclose the words or phrases that will have to be drawn / selected / written using the dollar symbol (\$), as it is shown in the previous picture. That will later generate some gaps / lists in the text. There's no need to write the chosen words in the fields of the table at the bottom; by clicking on the table or after pressing on the accept button, Ardora already fills in that table with the data. If we have chosen the "Text with words (selecting)" no gap will be created but a dropdown list, which can be seen in the first image of this tutorial, will appear; in this last case we must click on the bottom table. We will see a column with the words we have enclosed previously with the symbol \$ (6). We have to click on the cells on the right (7) and write one or more options for the user to choose one of them while displaying the list. The correct word, the one we have enclosed before, will always be in the first column on the left:

	Alternativas										
Palabra	1	2	3	4	5	6	7	8	9	10	Axuda
Mediterráneo	Cantábrico	Atlántico									
leste	sur	norte	oeste								
Valencia	Cádiz	Almería	Biscaia								
5	4	3	7								
	↑	↑	↑								

In this particular example, the first dropdown would have 3 options: Mediterranean, Atlantic and Cantabrian Sea (as you can see, the Mediterranean would be the correct answer); the second dropdown would have 4 options: East, South, North and West (the correct one would be "East"); etc.

2. In case we need to insert audio files with our text, we will press on these small speakers to insert audio in MP3 and OGG formats. In this case along with the text in the upper left area of the activity there will be a small icon where the user can press to listen to the file.

Desprega as



As illas Baleares é un arquipélago situado no mar **Mediterráneo**, ó **oeste** de España fronte ó golfo de **Biscaia**. Este arquipélago consta de **3** illas e varios illotes de menor importancia.

3-4-5.- In the "Image File" we can insert a picture to illustrate the text by using this small yellow folder (3). In this field (4) we will adjust its size. With these buttons (5) we can choose where to place the picture (left or right of the text).

6-7.- In the left column of this table (6) we can see, as it's been already explained, the words that the user will have to place type or select. These words, previously enclosed with the \$ symbols, will appear automatically (1). Only in the case that we have chosen the "Texts words (selecting)" We should click on the neighboring cells (7) to insert other options.

Finally, remember that once you introduce all the items and make click on the OK button to return to the main screen, we cannot edit anything from there, although we have all the information in front of us. If we want to change something we should always choose tab 1 and then again double click on the box containing the text to be able to edit the information:

1
2
3
4

A costa atlántica galega é a máis \$recortada\$ do litoral español, cos profundos entrantes das \$ría\$ baixas\$. As rías son \$vales\$ fluviais\$ inundados polo mar. A pesares do carácter accidentado desta costa, non faltan \$praia\$ e zonas de pendente suave.

Archivo sonido

mp3

ogg

Archivo imagen

ipg C:\Ardora7\Temp\costas01

250 × 245 px



Palabra	1	2	3	4	5	6	7	8	9	10	Ayuda
recortada											
ría\$ baixas											
vales fluvia\$											
praia\$											