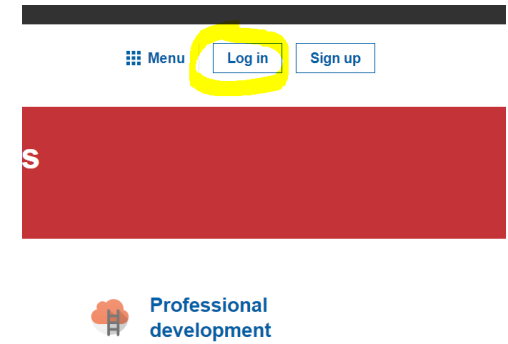


How to edit a document that
has been shared with you in
J2E

1.

Go to www.hwb.gov.wales

2.



Click on log in towards the top
of the page

3.

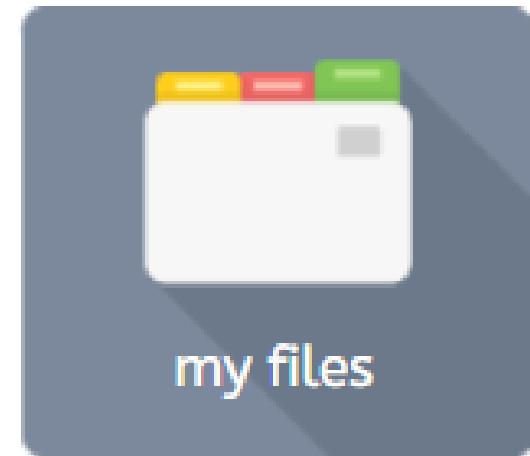
Enter log in details.
User name is highlighted in yellow
on the log in card, password is
green.

4.



Click on Just2easy

5.



Click on my files

6.



Look for and click on a file with the name you have been given for the work.

7.



If there is an edit button in the top left of the screen, click on it. If there isn't one, that's fine.

8.

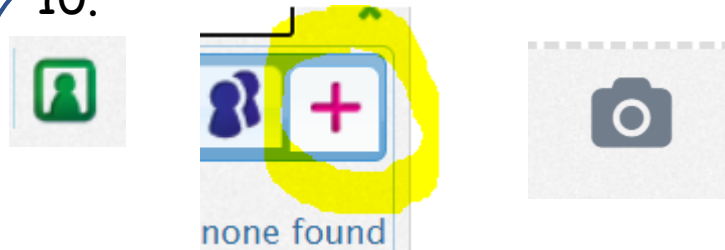


Depending on the document, you may have more than one page. If so, you can turn the page using the icon in the bottom corner of the screen.

9.

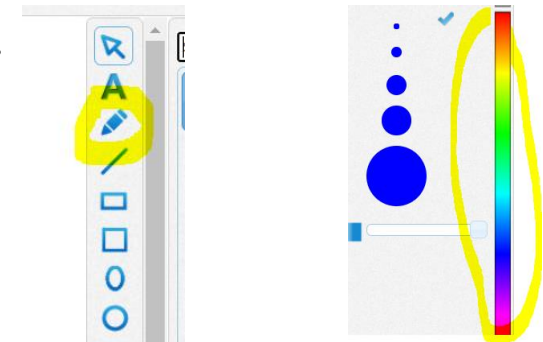
To add text, click anywhere on the screen and start typing.

10.



To take a photo, click on the green icon at the top of the screen, click on the + sign that appears in the menu to the right and click on the camera to take a photo.

11.



To draw something, click on the pencil to the right of the screen, select the colour you want and start drawing.

12.



When you have finished, you need to save your work. Click on the floppy disc towards the top of the screen

13.



Click save and then you are done