

## **How to make crossword puzzles with Crossword Forge**

It's very easy make crossword puzzles with CF, this guide explains the basics ...

### **Layout**

**1**

Click the 'Title' tab.

### **Primary**

Give the puzzle a name. Choose a font, text size and style. Set Alignment.

### **Secondary**

You probably don't want anything here. If you don't want any sub-headings, delete everything in this window. If you do, type the sub-headings, then set font styles etc.

**2**

Click the 'backdrop' tab.

### **No Backdrop**

Just a plain white background. Good if you are just going to print the puzzle.

### **Solid Backdrop**

To set the colour, click 'Color'. Black is not a good idea, as it will use lots of ink to print, and looks too powerful on the web. I suggest experimenting with grays ...

### **Picture Backdrop**

Choose any picture on your computer as the backdrop for the puzzle. Not a good idea for use on the web, and use your own judgement for use on printed puzzles!

## **Building the puzzle**

**1**

Click the 'Clues' tab.

**2**

Type all your clues and answers. Click the 'Make Puzzle' button. your puzzle should appear on the right.

**3**

Click the 'Puzzle' tab. By default 'Crossword' is selected. ('Word Search' is a different kind of puzzle, and is not covered in this tutorial!) Experiment with the 'Options', and decide if you want to show a word bank.

**4**

Click the 'Advanced' tab. I am not totally clear about these settings, but basically they set the size of the puzzle. If you have a huge number of clues, and a small puzzle size, you will probably end up with a puzzle that leaves out some of your words. I think a Block size of 22 pixels is a good setting, and Puzzle Width is OK at 25 blocks. Adjust Puzzle Height until it seems about right. (You need to click the 'Make Puzzle' button to see the changes in your puzzle.)

## **Exporting**

### **Printing**

Go to File > Print. To print just the puzzle, click the 'Print Puzzle' radio button. To print an answer-key, click the 'Print Puzzle (Answer Key)' radio button. Click 'Print'. Finished!

### **For the web, or as a PDF**

See the other 'How to' guides!