



## Creating Communication Fans

Communication fans are a simple and effective tool for communication in the classroom. They can be used to aid 1:1 communication between a pupil with EAL or SEND, and an adult in the classroom, or as a whole class / group discussion tool. Templates for creating your own symbolised communication fans are available on our website.



✓ After making this resource you will be able to...

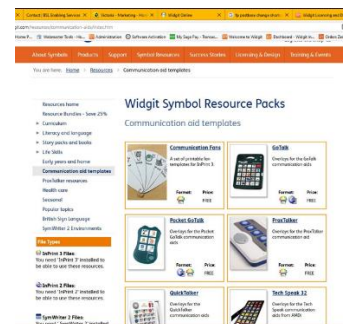
- Download a template
- Open a downloaded template
- Add content to a template
- Use the symbol chooser
- Save and print a document



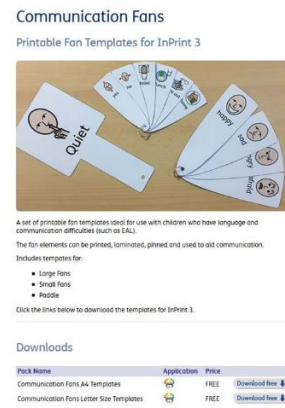
This activity will take you approximately **10 minutes** to complete.

## Downloading and Installing a Template from widgit.com

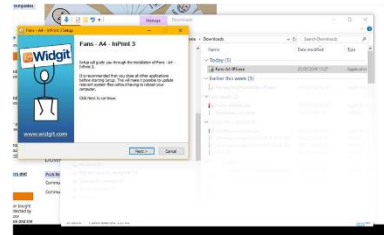
1. Go to the **Resources** section of our website, then click on **Communication Aid Templates**. Alternatively, click this link: <https://www.widgit.com/resources/communication-aids/index.htm>



- Next click on the **Communication Fans** resource, and scroll to the bottom of the page to click and download for free.

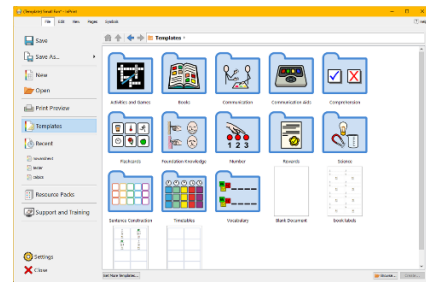


- Open your downloads folder and double click to begin. You will then be guided through the installation, click the buttons to continue.

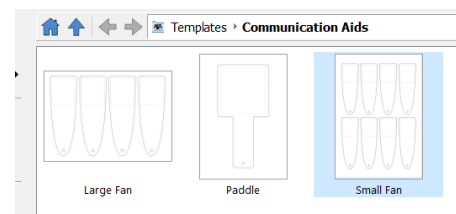


- Once the download is complete, the template will be available to you in the **Templates** section of **InPrint 3**.

- Open the software and choose the **Communication Aids** folder in the **Templates** section.



- As you can see there are 3 types of **Fan**. Select **Small Fan**.

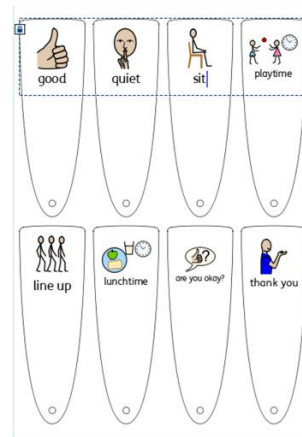


## Using the Template to Create Your Content

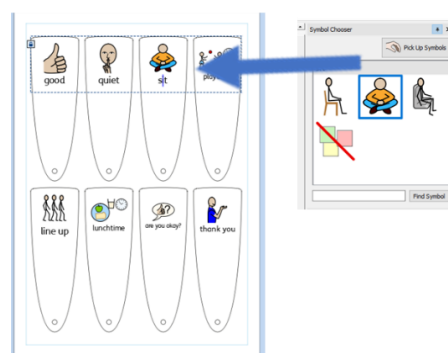
- As you can see there are 8 fans on a page here. Each fan contains an editable **frame**. The edges of the fans themselves are not editable.



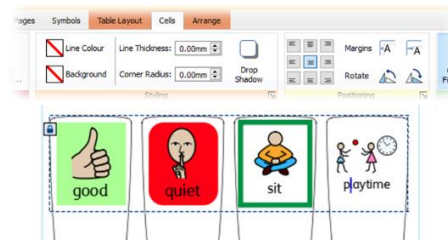
8. Click in the first **frame** and begin to add your content. For this example I am making fans for a Teaching Assistant to communicate with a new pupil with little or no English. Use the **Tab** to move between fans.



9. As you can see, the **default symbol** for sit is a person on a chair. Use the **symbol chooser** to switch symbols to the most appropriate for your child.



10. As mentioned in step 7 the fans are not editable, however, you can change the **appearance** of the **cells** contained in each fan. Click on a **cell**, and go to the **cells tab** to see the options available, for example colour.



## Saving and Using Your Fans

Once you are happy with your document (remember you can add several pages if you need more fans) click the **File** tab and select **Save As** → **Save Document As**.

You can also **Print** from the **File** tab – click your choice of **Print** (opens a printer dialogue box and sends document to your printer) or **Export** (opens the document as a PDF for you to save, print or share).

Once printed, cut out, laminate and create sets of fans (using keyrings, split pins or treasury tags for example).

