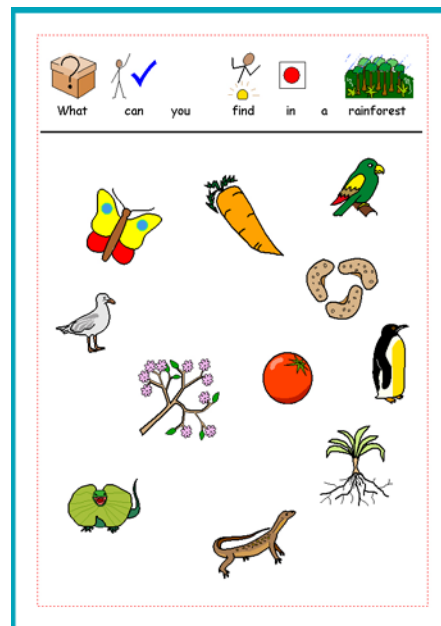


Communicate: In Print Help Sheet: Worksheet on Finding Things



This worksheet is typical of a type that has
an instruction at the top,
a line under that as a neat divider
and then a number of graphics that do not have words attached.
You can use the following method to make any worksheet of a similar nature.

1. Make the instruction.



Select Symbol and text writing and click near the top of the page.
Type the heading for your activity, and position and size the box. Right click in it to produce the drag points. Right click again when you have positioned it.



Turn off any symbols you don't want using the cancel symbol icon

2. Insert the line:



Open the Graphics browser and click on the **Lines** tab



Select Horizontal or vertical lines. This ensures that only horizontal or vertical lines can be drawn.

Select the line thickness and style from the options in the panel.

To place a line click at the start (and release the mouse – this is not a drag operation) and then click where you want the line to end.



Cancel line drawing by clicking on the this line on icon to disable it.

You can click on the line to re-position it if necessary.

3. Add the symbols.

Find the coloured symbols for the activity from the **Use List** tab in the graphics panel.



Type the word to bring up the symbol you want.

Click **Find**.

The symbols will appear in the same colour “on/off” mode as the document. If you want black and white symbols then switch colour off from the top toolbar.

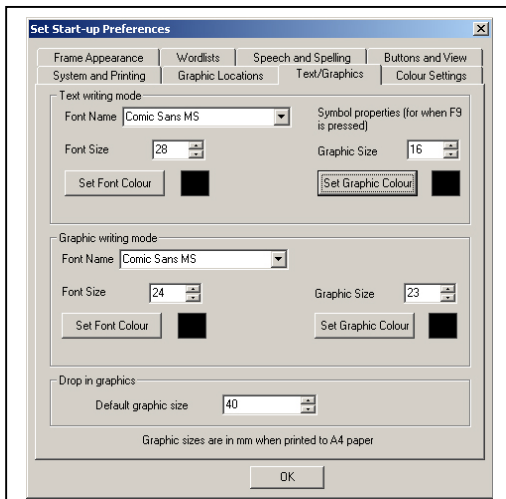
Click on the image you want and then click into the document.

Position and re-size as appropriate.

You can change the default size that graphics are placed on the document from the Options menu

Select **Options -> Start-up preferences**.

Click on the **Text/Graphics** tab



This panel sets the default graphic and font sizes for Text writing mode, Graphic writing mode and for drop in graphics.

For this activity change the setting for the **Drop in graphics** if need be.