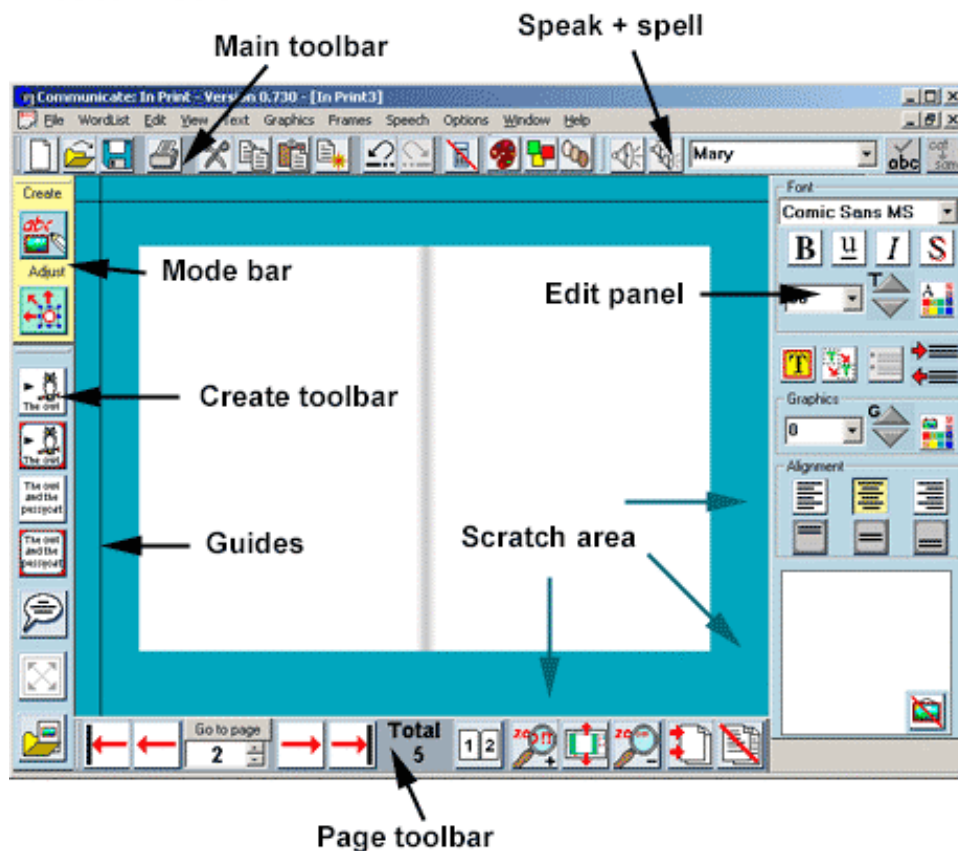


## **Communicate: In Print** Getting Started

**1. Launch Communicate in Print 2** Double-click on the desktop icon, or go to Start, All Programs, Widgit, Communicate: in Print 2. A work area like the one below should appear, look for the **create** toolbar down the left hand side of the screen:

### Create Mode



**2. Start creating** To start writing with symbols, click the top button with the picture of the owl. Notice that the button turns yellow when activated. Now click your cursor in the blank page and type the following:



Using symbols to support literacy

A symbol should appear above each word you write. Notice the box in the **bottom right-hand corner of the screen** as you type. You may see more than one symbol appear as you type. You will also see an icon of a hanging picture with a red line through it.

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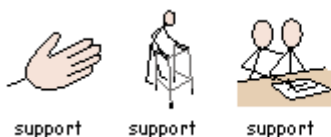
**3. Hiding symbols** Put your cursor anywhere in the text of the word “Using”. Now click on the Hide Symbol button. Do the same with the word “to”.



**4. Adding and removing colour** Place your cursor anywhere in the text again, by clicking on a word you have typed. Click on the colour mode button in the toolbar at the top of the screen. Watch how the symbols switch to black and white. Highlight only the word “support” and click on the colour mode button again. This time only that particular symbol should change.



**5. Changing symbols** Place your cursor anywhere in the text of the word “support” and ensure that the colour mode is on. Now look at the box in the bottom right-hand corner of the screen. You should see 3 different symbols that can be used to represent “support”. Click on the picture of 2 people sitting at a desk, it should instantly replace the image of the hand in your original sentence.



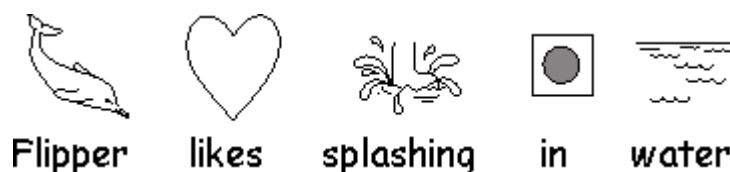
3 symbols showing different ways the word “support” can be used.

## 6. Changing the words linked to a picture

You may want to have a different word associated with a picture. For example if you wanted to say 'Flipper likes splashing in water' you will find that there is no suitable symbol for 'Flipper', but there is one for 'dolphin'. So you would write:



Then click in the word 'dolphin' and press the **Change the text** button (or press the **F11** Key). This will remove the original text. Then type the word 'Flipper'. You must remember to then press the **right arrow key** after you have done this so that the program knows you have finished adding the replacement word. This addition of 'Flipper' will be remembered until you close the program.



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**7. Adjusting skin tone** In colour mode you can choose from a selection of five skin tones by toggling the skin tone button in the top tool bar. Highlight the word "literacy" and click repeatedly on the skin tone button, watch the shades of the faces change.



**8. Fixed frames** Start a new page by clicking on the red right arrow at the bottom of the screen. This time, click in the fixed frame symbols button with the red border. Left-click in the blank page and drag an area to about half the size of the page. Right-clicking in the frame and using the blue handles to drag the borders can modify the size of the frame. This frame will remain the same size as you type. Type:

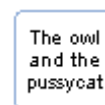


Reception

Now click on the Fit To Frame button on the left vertical toolbar. The image should expand to fill the frame. Change the alignment to centre using the button in the panel on the right of the screen.



**9. Write words only** To write text without any symbols, click on the text writing button. Under the "Reception" symbol, left click with the mouse and drag a box so it is the same width as the symbol. Type the following:



Ask for help at reception

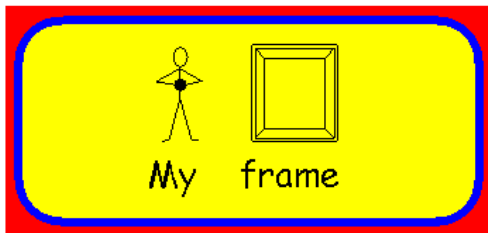
**10. Editing the appearance of words** You can change the appearance of text much the same as you would do in Microsoft Word. Look at the edit panel on the right hand side of the screen. Here you can change the font style, size, colour and alignment.

Highlight the words you have just typed by holding down the left mouse button and dragging the cursor over the text you want to change. The words should now be highlighted in light blue.

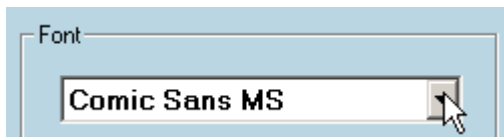
**11. Changing the appearance of frames and tables**

If you would like to change the colours in the table go to the top menu bar and click on **Frames and Pictures**, then click on **Appearance**. A box will open where you can change the colours of the frame borders, lines and background.

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If you do change the appearance of a frame, this change will be set as the current default, so when you make another fixed frame it will have these new properties. To get back to your default frame appearance, go to the **Frames and Pictures** menu, then the **Appearance** menu and click on **Restore Defaults**.



To change the **font**, choose the font from the drop down box at the top of the edit panel. Here will be listed all of the fonts on your machine.

**B** **Bold**

**u** **Underlined**

***I*** **Italics**

****S**** **Shadow**

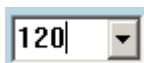
You can add the styles bold, underlined, italic and shadow. You can have as many of these styles selected as you like.



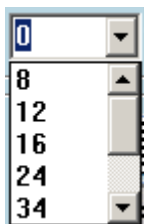
To change the **colour** of your text, click on the **text colour** button. This will bring up a colour palette for you to choose from. Click on any colour you like.



Next, make the text larger. To change the text **size** you can click the up and down text buttons.



Or you can enter your own size in the size box.



Or choose from the drop down menu of default sizes.

### Top tip

You can copy symbols from Communicate in Print 2 and paste them into Word documents. Right click with the mouse on the symbols you want (the blue 'handles' should appear) and hold down the keys **Ctrl + Alt + c** to copy the symbols to the clipboard. In your Word document, use **Ctrl + v** to paste the symbols into the document.

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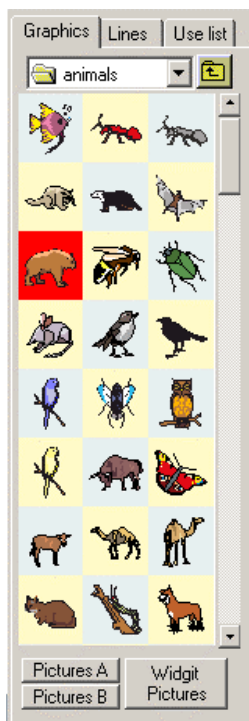
## Communicate: In Print

### Using other graphics and adding your own

With Communicate in Print 2 you are not limited to the Widgit Rebus symbol set. A number of Clip Art type images are provided with the software and you can upload your own pictures and photographs.



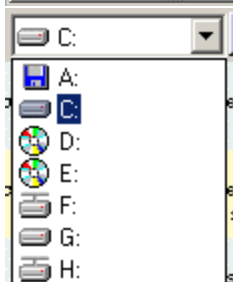
**1. To insert an image**, click on the graphic resources button on the left vertical toolbar. This will open up the graphic resources panel on the right hand side. This will automatically open at your Widgit Pictures folder. Then click on the folders to explore them.



You can then add your image in two ways.

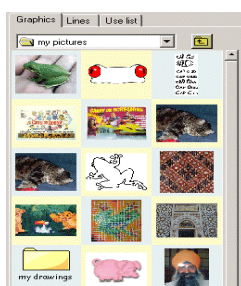
1. Left click once on the image in the graphics panel. Left click again on your document. This will bring the image in with the correct aspect ratio and at a default size. (The aspect ratio is the ratio of the width and the height).
2. Left click once on the image in the graphics panel. Then drag a box on your document. The box you drag will determine the height of the image.

You can add a picture to a word, instead of using the symbol linked to that word. To do this, left click in the graphic panel and then on the word. This graphic is then viewed in the symbol choice box as an alternative graphic to that word.



**2. Inserting your own image.** To insert your own images choose the drive they are stored on from the drop down menu on the graphics panel. Then navigate the folders on your machine to the correct location.

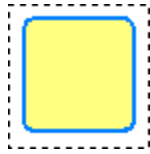
In the graphics panel you will see icons for all the folders and a thumbnail image for any image that you can add.



**NOTE:** When you save a document, copies of any graphics that are not in a Widgit area are saved with the document so that you can take that file to another machine where In Print is installed. You will not lose the pictures.

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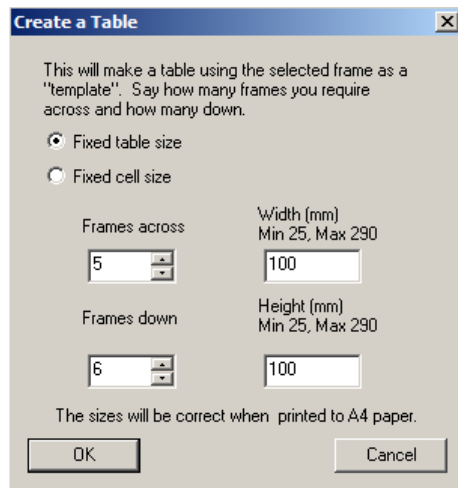
## Grids and Timetables



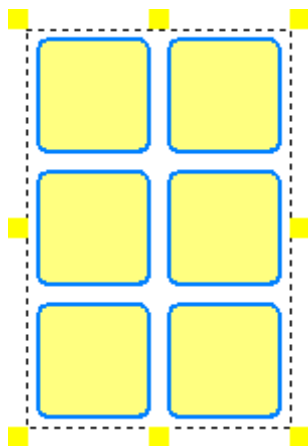
You can make tables in Communicate: In Print. A table is a group of uniform frames. To make a table, **first** you make a frame the size you want the table cells to be, not the size of the whole table.



Start a new page. Click on the fixed frame button, then click and drag on the blank page to make a frame.

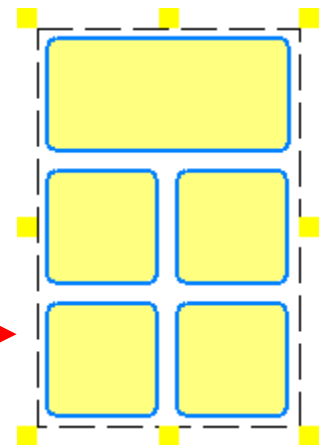


In the menu bar at the top of the screen, click on the **Frames and Pictures** menu and choose **Make a Table**. This will bring up a dialogue box where you can enter the number of cells across and down, as well as fix the size of the table or cells, then click ok.



← This makes a set of grouped frames for you to transform and fill in.

To make a table with cells of different sizes, click the **Adjust** button on the left toolbar then **right click** in the cell you want to re-size or delete. Use the blue handles to change the size of the cell.



Now, using what you have learned about Communicate in Print 2 so far, try creating a table that you might use with the people you work with. It might be an activity planner, shopping list, recipe or timetable.

## Places to find more help and information

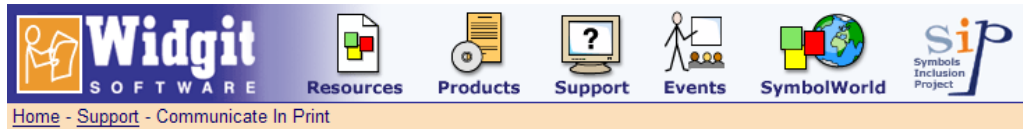
### **Built in Help and manual**

There is an excellent Help feature in Communicate in Print 2. If you click on the Help menu in the top toolbar, you'll see that you can access the whole manual there. It has been broken down into short, manageable sections and can be navigated like a website. Use this to learn about other features of the programme if you have extra time.

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## Online Help

There are a number of tips on the Widgit website along with FAQs and updates. Go to <http://www.widgit.com/support/in-print/index.htm> for more information.



### Product Support

## Communicate: In Print

- [Technical FAQ](#) - Solutions to frequently asked questions
- [Help](#) - Online manual
- [Manual](#) - PDFs of the Online manual and printed Tutorial to download
- [Tips](#) - Tips of using In Print
- [Updates](#) - Update version 2.x to version 2.20

## Resources

There are many free and low cost resources on the Widgit website [www.widgit.com](http://www.widgit.com) click on the icon 'Resources' on the top tool bar and search activity packs by the program you or subject you would like to cover. This is a great way to get inspired and see new uses for CiP.

There are also many stories, both fiction and non, as well as a monthly newsletter called eLIVE which you can view online or print in .pdf.

Go to [www.symbolworld.org](http://www.symbolworld.org).

