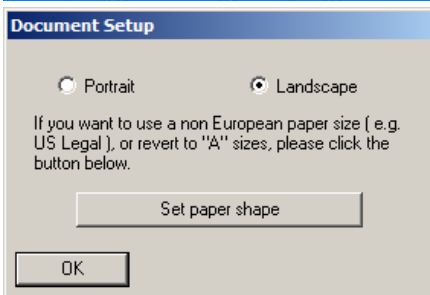




Communicate: In Print

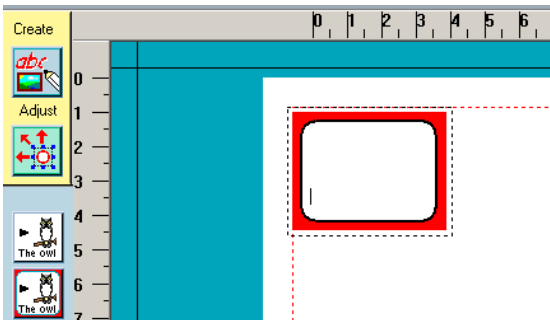
Making a visual timetable (v2.6 or older)

M Monday	Tu Tuesday	W Wednesday	Th Thursday	F Friday
Maths	Literacy	Maths	Literacy	Maths
History	Science	Geography	History	Science
Lunch				
Assembly	Music	Swimming	RE	Art
Literacy	Maths	Literacy	Maths	Literacy



Open Communicate: In Print2
Click on **File > Document Setup...**
Choose **Landscape** and then click **OK**

Creating the table

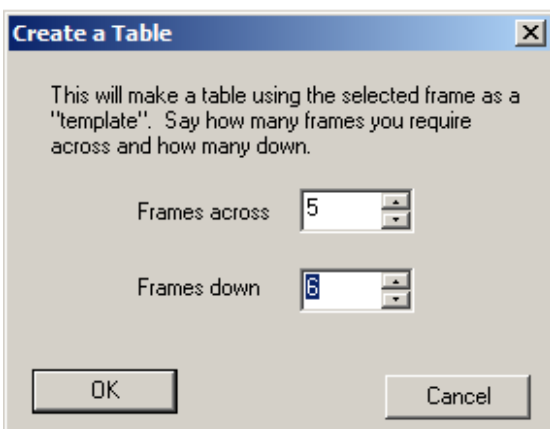


Go to **View**
Click on **Show Rulers** (if rulers are not showing on the interface)



Click on **Fixed Frame with Symbols** button

Click and drag to create a box approximately 4 by 4
on the top left of the page



Make sure the frame is selected
Go to **Frames and Pictures > Make a table**

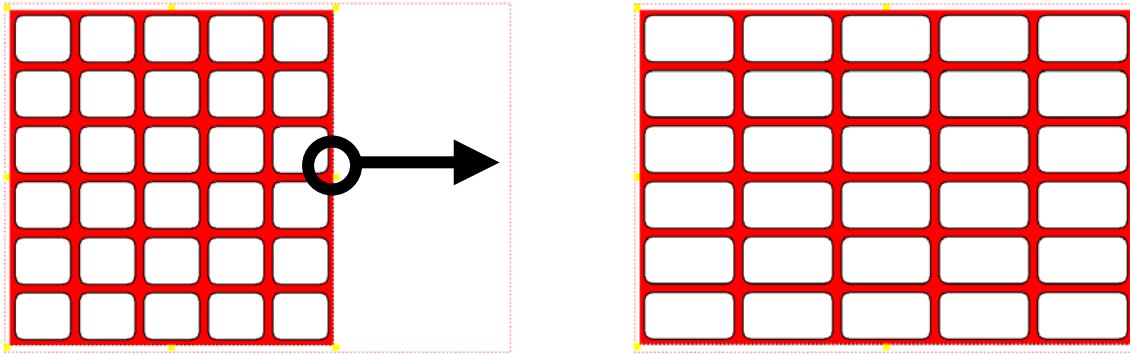
Using the dials on the dialogue box choose:

Frames across: 5
Frames down: 6
Click **OK**

Adjusting the table

Using the **yellow handles** around the table

Click and drag to stretch the table to fit with in the printable area of the page

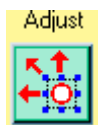


Note: The printable area is within the red dashed lines. This is set by your default printer.

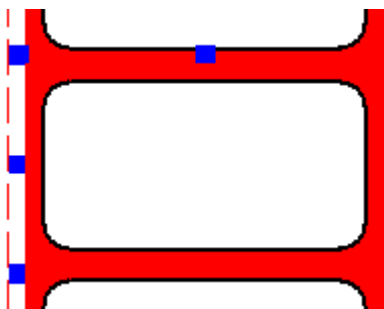
Click on **File > Save Personal As...**

Give your timetable a memorable name like 'Tina's Timetable'

Note: Though CIP2 has an autosave (details found under Options > Start Up Preferences) it is always best to manually save the documents at key points.



To adjust the layout of the table click into **Adjust** mode



Right click into the fourth cell down on the first column
Notice the **blue handles** that appear

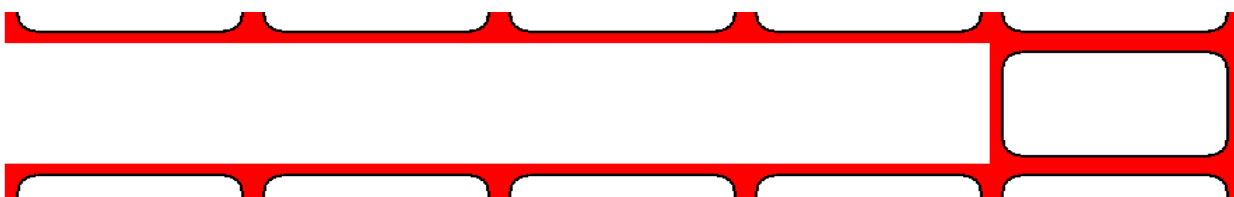
Click on the **cut** button
OR
delete on your keyboard



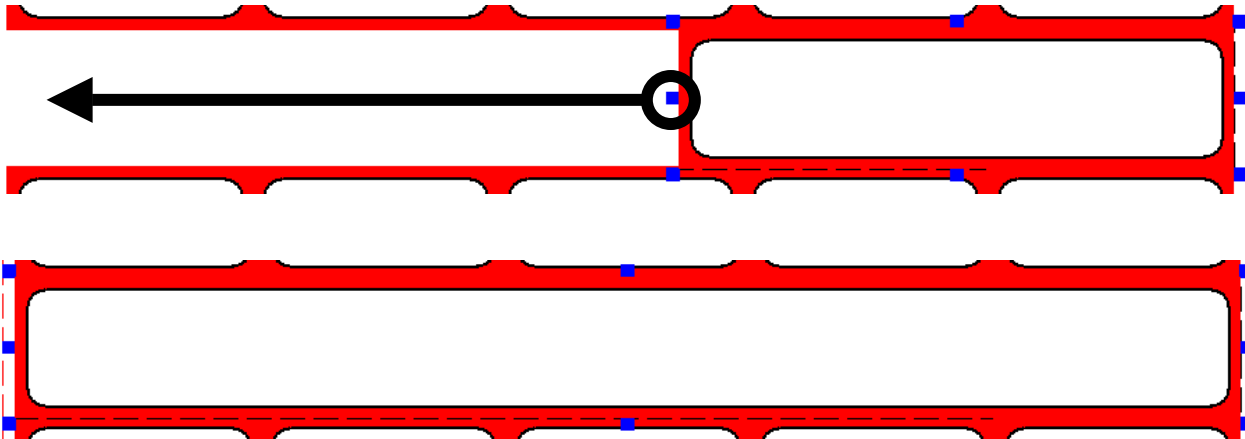
Cut all but the last cell in the row.



Note: If you accidentally delete the entire table simply click on the **Undo** button to retrieve the table




Resize the last cell by **clicking and dragging** the **blue handle** to fill in the empty space in the row



Filling in the table

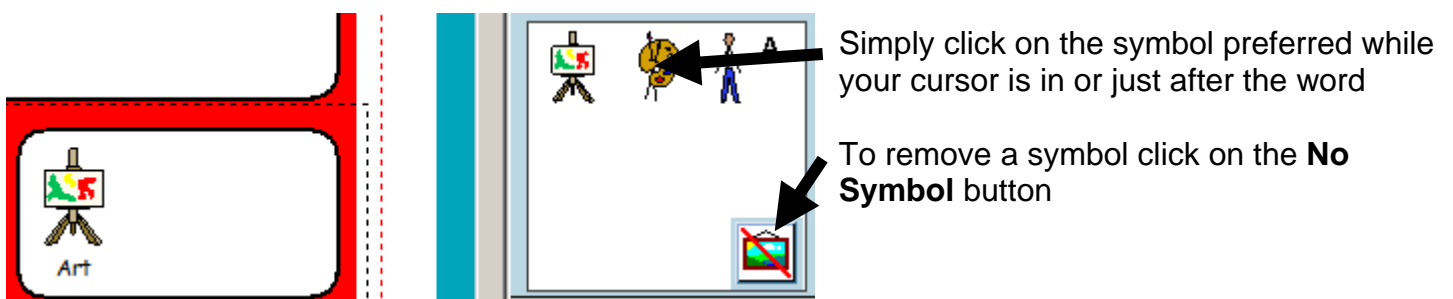
Create Click into **Create** mode to begin adding words to the timetable



Click into the top left cell
Type the word 'Monday'
Press the **space bar** to see a symbol appear

Continue to fill in the cells in the same manner

As you type words symbol options will appear in the **Symbol Finder**

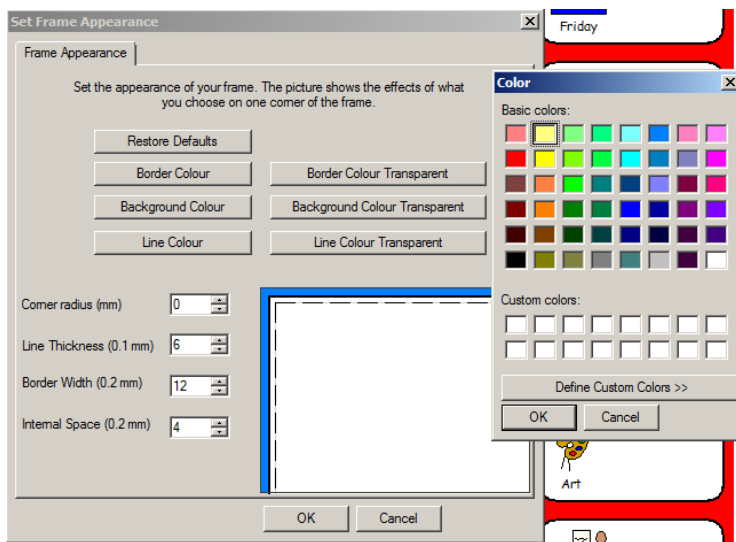


Simply click on the symbol preferred while your cursor is in or just after the word

To remove a symbol click on the **No Symbol** button

Formatting the table

Right click on the table, **yellow handles** will appear
Click on **Frames and Pictures > Appearance**



Choose to change the elements of your table by clicking on:

Border, Background and Line colours

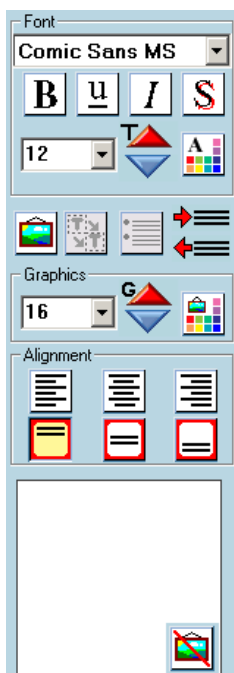
Select a new colour from the palette that appears

Change **Corner radius, Line Thickness, Border Width and Internal Space** using the dials.

There is a preview of the table on the right handside of the box.

Note: To change the appearance of one cell rather than the entire table simply click into the cell you want to change so that the cursor appears and repeat the process above.

Right click on the table, **yellow handles** will appear
To **change the formatting** of words and symbols choose:



Font, style, size and colour

Symbol size and colour (line drawing only)

Choose **left, centre and right justification**
Choose **top, middle, bottom alignment**