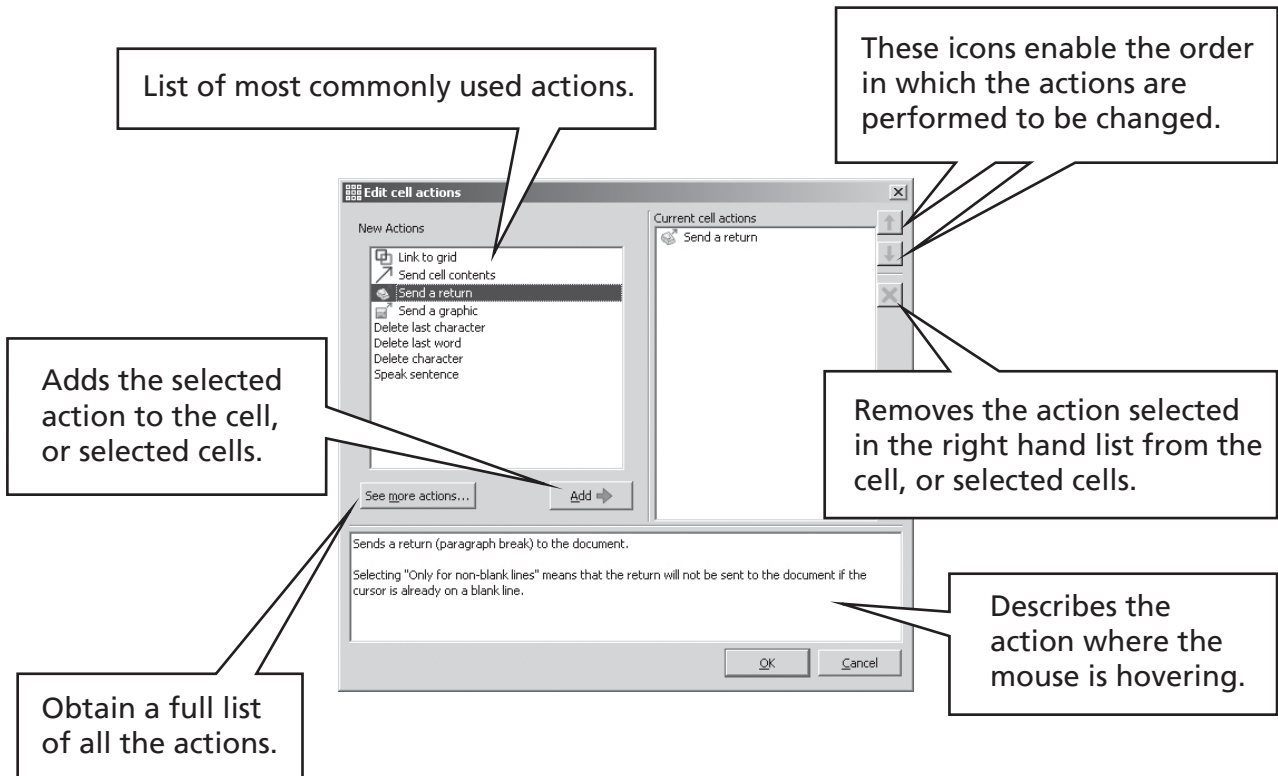


Communicate SymWriter: R4. Using actions

You have already seen the Edit cell actions dialog in use. This section gives an overview of the actions available.

R4.1 Basic actions

To produce the **Edit cell actions** dialog click in the action icon in a grid cell.

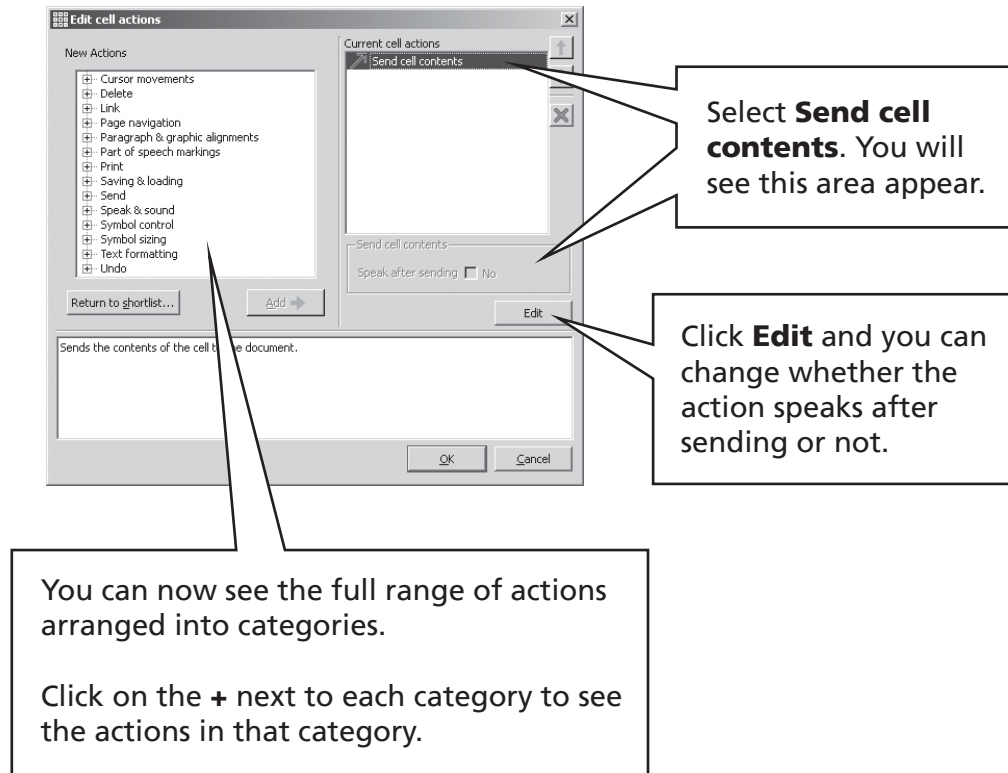


This shows the most commonly used actions. To see in detail what an action does before adding it, you can hold the mouse over it. A detailed description will appear in the panel at the bottom.

R4.2 Range of actions

In addition to the short list of the most common actions, you can access a very large number of other actions that can be created in a cell.

Click on the **See more actions...** button.



Some actions are complete in themselves, for example **Delete last word**, whilst others require the input of additional information.

Type 1. Actions that can have extra information, but are provided with a default.

The Send cell contents action, for example, can have extra information to indicate whether the text just sent should be spoken after the contents have been sent. This defaults to **No**. If an action has extra data then it can always be edited at any time, as indicated in the image above.

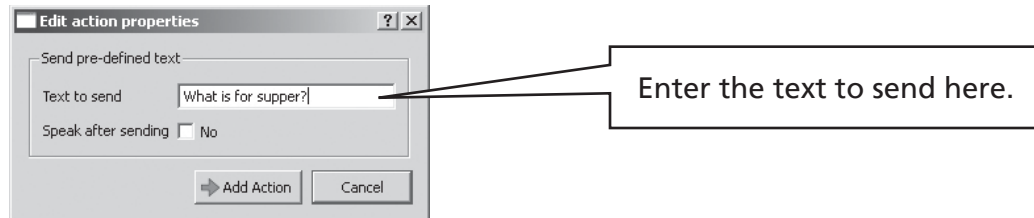
Another example is Send a graphic from the basic action list. Here the graphic defaults to being in the centre, but you can edit that to be align left or align right.

Type 2. Actions that must have extra information provided.

When you select such an action you will be prompted for the extra information as soon as you click **Add**. You can edit it at any later time. Examples are:

(a) Actions that need text:

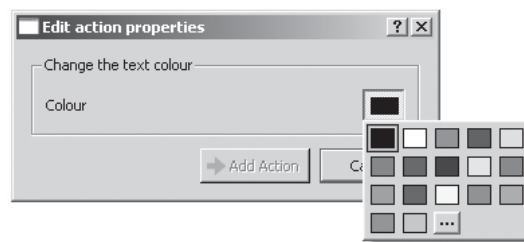
Here an example is **Send pre-defined text** (from the **Send** category). You need to supply the text to send, so the following dialog box will appear.



Another example is **Speak pre-defined text** (from the **Speak and Sound** category).

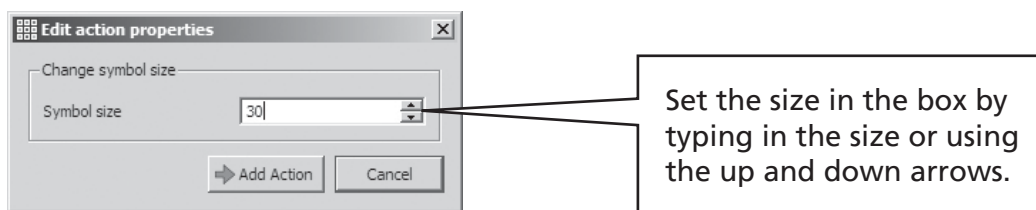
(b) Actions that need colour:

An example is **change text colour** from the **Text formatting** category. Here you need to supply the colour:



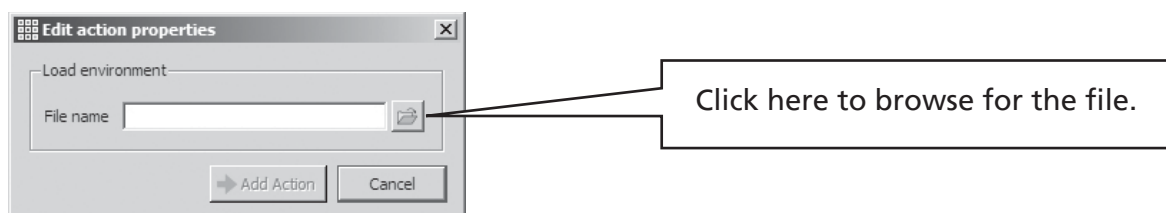
(c) Actions that need a size:

Examples are **change the text font** from the **Text formatting** category, **change symbol size** from the **Symbol sizing** category and **change graphic size** also from the **Symbol sizing** category. (This last action sets the size of the graphic that is next inserted into a paragraph – See section R4.3 Example showing how to send a picture p4).



(d) Actions that need a path:

Examples here are **Load document** from the **Saving and Loading** category, or **program** from the **Link** category.

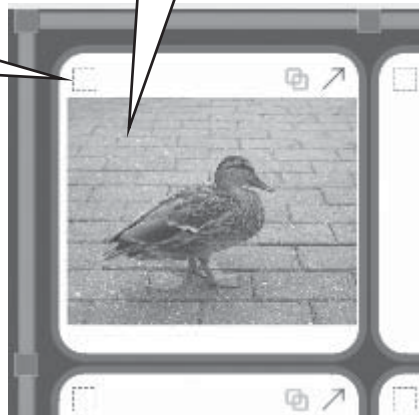


R4.3 Example showing how to send a picture

This example will show you how to put a graphic in a cell, and send that to the document as an illustrative picture positioned to the left of a paragraph.

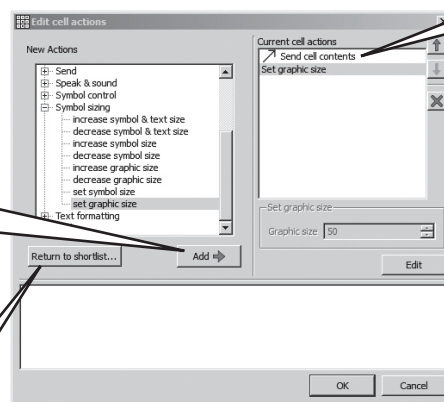
1. Using the graphic browser drop a picture on a cell.

2. Click on the **action** icon in the cell.



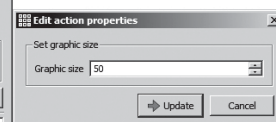
3. Select the **See more actions...** button. Then choose the **Symbol sizing** category and **set graphic size**.

Type **75** in the edit box and click **Add Action**.

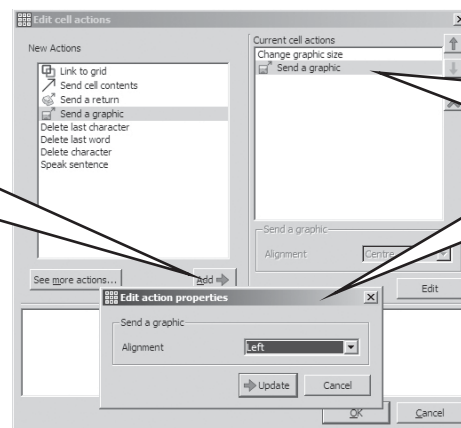


4. Select the **Send cell contents** action and use the **X** icon to delete it.

5. Then select **Return to shortlist**.

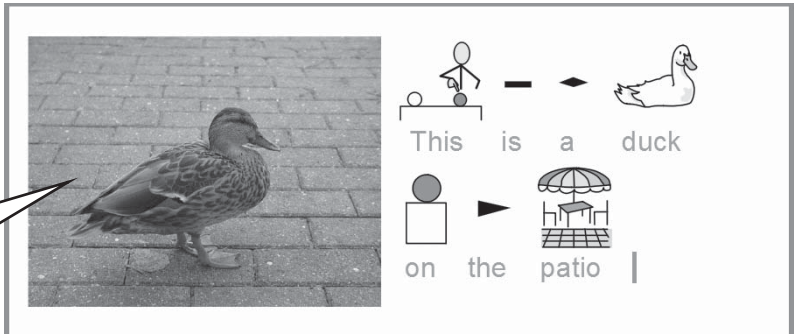


6. Select **Send a graphic** and click **Add**. This brings up a dialog to set the position of the graphic, and then click **Add**.



7. If you wish to change the position later, click on **Send a graphic** in the right hand list, and then on **Edit**. Change the alignment to be **left**. Click **Update**.

8. The actions are now set. Go to **Test** and click on the 'duck' cell to see the picture inserted at the left.



You can modify this process easily to place the image in the centre. You could also add a command to **Send a return**, so that the image would then be positioned centrally with the cursor in the next paragraph underneath, ready for typing or further information to be sent from the grid.

R4.4 Changing actions in multiple cells

You can add or remove actions to a set of grid cells.

Highlight the cells you want to apply the same action to, by dragging across them, then right button click to produce a context menu.

From the menu select **Edit actions for selected cells...** Adding and removing actions in this way has already been illustrated in R3.3 Using two separate grids.

When a series of cells are selected, the actions that appear in the right hand list, are those actions that are common to all the selected cells.

R4.5 Sound feedback in cells

By default a right click on a cell in write-mode, will enable the user to hear the text in that cell. You can change this to speak alternative text or to play a sound file as described in the User Guide Section B3.3 Auditory scan p74.