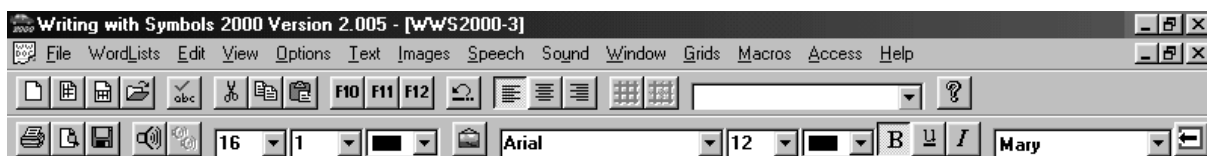


Settings and Styles

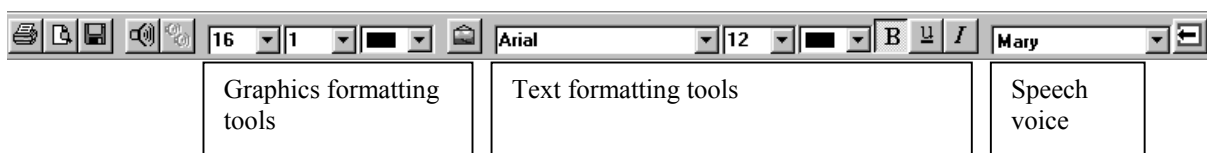
Help Sheet 14

1. Setting the display - toolbars

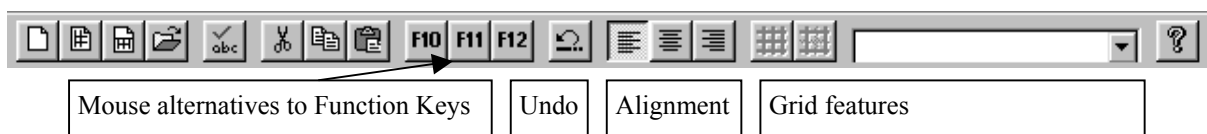
The easiest way to set the display characteristics is from the toolbars. There are two toolbars that give full access to text and graphic formatting. These are the **Normal** toolbar and the **Additional** toolbar. Turn on both of these toolbars from the **View** menu.



The main formatting commands are on the **Normal** toolbar:

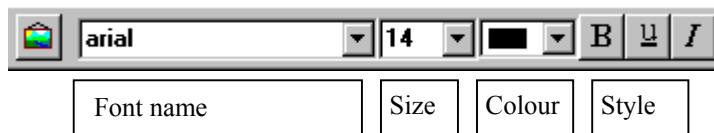


More features are available on the **Additional** toolbar



2. Text formatting

Text formatting can be applied to any highlighted text, or to new typing from the current cursor position.



3. Symbol formatting



(a) Size

You can choose from the pre-set sizes shown in the drop down box for the sizes, or you can type in the size you want into the size box shown above.

(b) Symbol colour

Setting this box will change anything in the highlighted cells that is black to be the new colour you have chosen. This is useful for choosing a colour for normally black and white symbols. It should be avoided when using coloured symbols.

You can use this, for example, to colour all the verbs green, or all the prepositions red.

(c) Line thickness

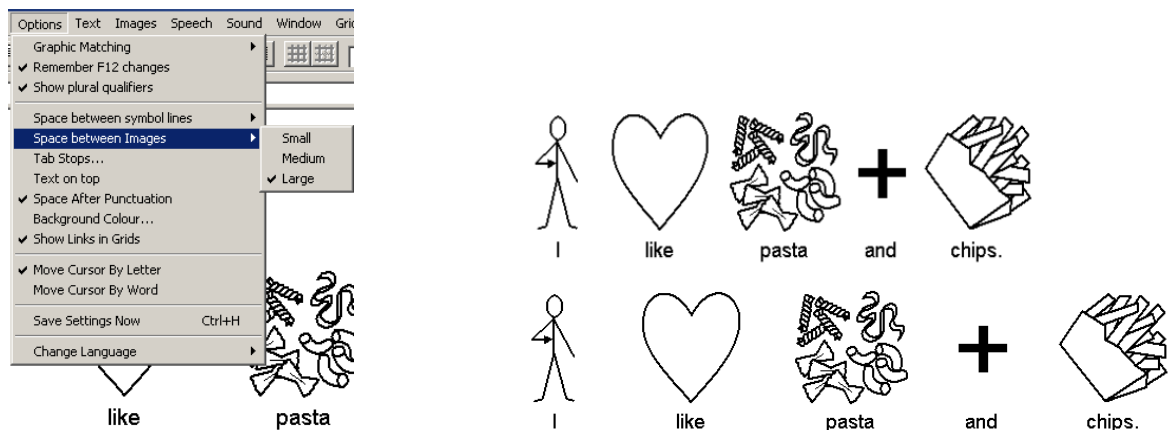
The thickness of the symbols is controlled automatically. However, if you have a version of Writing with Symbols 2000 before version 2.6, which uses the original Rebus Symbols, you may find that the symbol lines are rather thin. In which case you can change the thickness from the little drop down menu that is between the two items shown above. This does not affect the Widgit Rebus Symbols.

4. Spacing between symbols and between symbol lines

Visual layout is very important in order that each user have the best chance of clearly seeing and 'reading' what is on the page. This is especially important for users who find it difficult to see where one image begins and the last one ends. The larger spacing makes it easier to understand which word or words are associated with each symbol, and it stops the page looking busy.

There are two options that can help to make the display clearer for readers who need this.

(a) Space between images



There are three settings for the Space between Images. This setting will apply to the whole document.

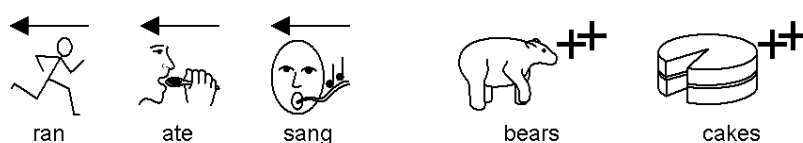
(b) Space between symbol lines

There are two options for this setting: Normal and Large.

These spacing options are especially useful in reducing visual clutter and for beginner readers who point to the words and images as they follow each line.

5. Display or hide qualifiers

Both the Widgit Rebus and PCS symbols indicate tenses with an arrow above the verb symbol. Similarly are shown with a plural indicator. These items are known as 'qualifiers'.



Some symbol users may find these images confusing, and so there are options to hide either of these types of qualifiers. These settings can be found under the **Options** menu

6. Saving the settings

You will probably have a preference to the font that you use, the sizes of graphics and text, and the symbols that you will normally want to use.

When you have set a document up as you like, you can save these settings as the default. To do this go to the **Options** menu and you will see a line **Save settings now**. Click on this now, and this will save the settings for all future symbol documents until you change it again. It will also save the current wordlist as the default and one or two other things, such as whether you have Mark Spelling Errors checked.

7. Styles

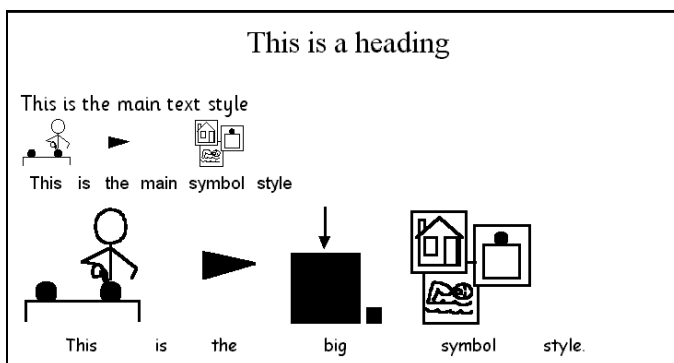
These new settings will apply to any new document you open from now on. However, you may want to have different text and graphic styles available to you for different documents or different paragraphs in a document. For example you may want to have one style when working in text and another when working with symbols. You may also want to have styles for headings or other special sections in a document.

You can save the Text and Graphic settings together as a **Style**, which can be re-loaded and applied to either whole documents or to paragraphs.

To save a style, click in a word that has the style settings you want to save, then go to **Save Style**, under the **File** menu. Give it a name that is fairly descriptive.

To apply a style to a new document, choose Open Style, from the File menu, and this will then create the new settings for this document.

To change a single paragraph, click in that paragraph and then **Open** the style. You can of course highlight several paragraphs to change those in one move.



You could make a sampler document with all of your standard styles, and then save each paragraph as a different style.

Print the sampler as a reference for other people.

These styles are saved in a folder called Settings in your WWS2000Work folder. Copy this folder to other machines to put the styles on all of your machines.

This is particularly useful if you are creating a number of documents that you would like to have consistent styles.