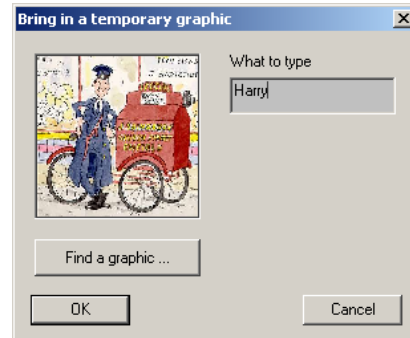
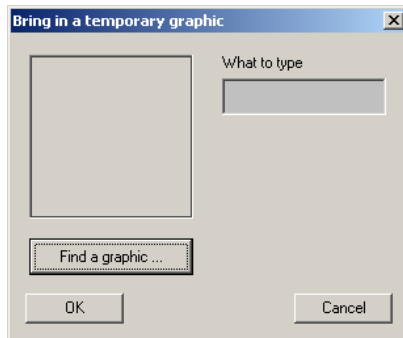


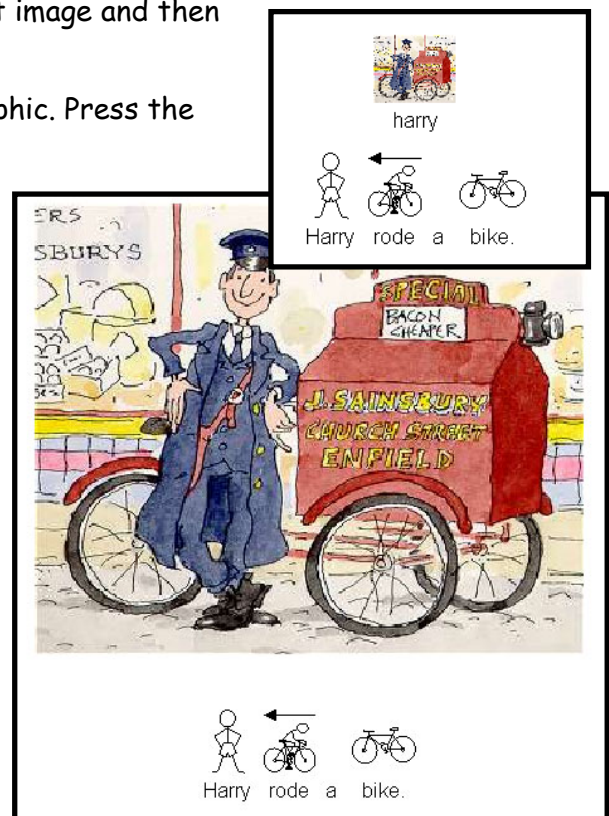
Creating a Simple Book in Writing with Symbols

This sheet describes how to drop photographs into Writing with Symbols and create a simple book.

- Get the photograph you want to use via *Images - - - Link to External Graphic - - - Find a Graphic* and browsing for the image you want. (You could link all your photographs at the time.)



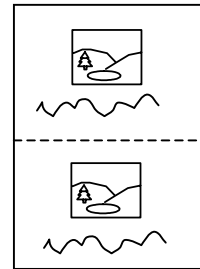
- When you have found the image got to the *What to type* box and type in the word you will use to bring up that image and then click on **OK**
- Type in the word to bring up the graphic. Press the Enter key and type in your sentence.
- Click in the word under your picture and alter the size of the photograph via the *Set graphic size* box on the left of the toolbar or via *Images - - - Graphic Size...* and type in the size you want.
- You can save this style via *File - - - Save Style...* calling it for example 'large picture'.
- Press **F11** to remove the text under the picture.
- Print preview your page and if you want a bigger top margin increase it via *File - - - Print Margins...*
- Go to the bottom of your document and press the **Enter** key to move down to the next page.
- Insert your next picture and type your line of text as you did with the first page.
- Click in the word under the photograph and change the style via *File - - - Open Style...* and choosing your 'large picture' style. The picture should be resized.





You can create an A5 landscape book in a similar way.

- Make your image smaller so you can layout you page in two halves.
- The following settings might work:
 - top margin 25 (*File - - - Print Margins...*)
 - bottom margin 11
 - picture size 60
 - text size 18
 - symbol size 24
 - line between half pages set to text - size 48
- Print your pages, fold them in half, laminate and bind.



An A5 portrait book can be created somewhat differently (and not quite as simply).

- Turn the page to landscape (*File - - - Print Setup...*)
- Set the right margin to 150 (*File - - - Print Margins...*) so you will only write on the left hand side of the page.
- Type in the text of the story - the picture will go on the other side of the page.
- (If a line is very long it may come very close to the middle of the page so occasionally you may need to deliberately force a new line.)
- Print the pages.
- Open a Word document and turn the page to landscape. *File - - - Page Setup... Paper Size* tab
- Add 146mm to the left margin. *File - - - Page Setup... Margin* tab
- You can also increase the top margin if you want your picture slightly lower on the page.
- Change the page from left aligned to centred.
- Insert your picture. *Insert - - - Picture > From File...* and browse for your picture.
- Your picture will be placed on your page.
- Create a new page. *Insert - - - Break... Page break - OK*
- Add more pictures in the same way.
- Print your pictures on the same pages as symbolised text remembering to put your 1st picture on your title page, your 2nd picture on your 1st page etc.

(Harry is a character in an on-line book found on the Sainsbury's Virtual Museum web site - www.j-sainsbury.co.uk/museum/storyfset)