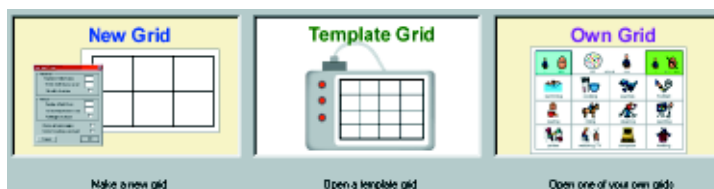


Activity 6

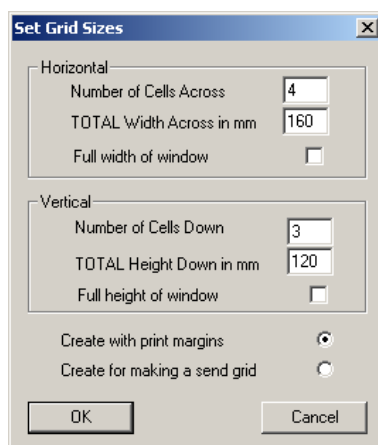
Grids for printing

1. Creating a new grid

From the main front screen, click on Grids for Printing. You have three new choices:











Select **New Grid**, and complete the dialogue box as shown in this picture:



2. Writing in a grid

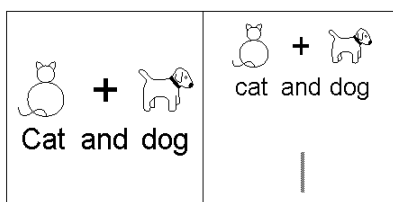
Try typing into the grid cells. If you type just one word into each cell, the program will make the symbol and text as large as it can to fill the cell. Try typing different length words, and you will see how the program adjusts the sizes:

 cat	 dog	 elephant	 armadillo
 frying pan	  big fish	 egg on toast	

You can see that the cells in the second row have smaller graphics, because the text takes up more space. In the cell with 'egg on toast' the graphic size has gone very small. You can correct this in one of two ways:

- (a) You can highlight the text in the cell and then change the text and graphic sizes from the drop down menus (as in activity 3), until you get the specific result you want.
- (b) alternatively, when you have completed the contents, you can choose graphic and text settings that would be more or less OK for the entire grid, highlight all the cells (using CTRL + Left click) and then adjust the settings to ones that will make everything look compatible.

Another common problem is that the symbol(s) in the cells suddenly go very small. This is normally because you have typed Return or Enter instead of Space at the end of the word(s). The program assumes that you want to add another paragraph to the cell, and so sizes everything much smaller so that a new line will fit.



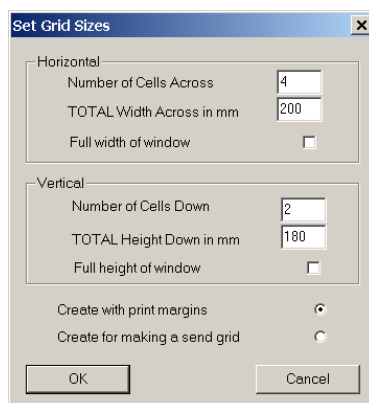
If this happens to you, either highlight across all the text and hit Delete, or go to the Grids menu and select Clear Cell. This will restore the default setting for the cell so that you can re-do it.

3. More on grids for printing






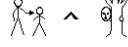



Anything that you can do in a document you can do in a grid cell. Each cell in a grid has many of the same properties as a complete writing document.

Cells can be either text or graphic mode, and you can set the mode for each cell with the Change Mode icon, as shown in Activity 4.

Make a new grid, with these sizes:



You can type single words, phrases or even several paragraphs into a cell. If the graphic and/or writing is too large to fit the space, the program will automatically reduce the size to make it fit.

 cat	  the dog and cat	 pig 	The owl and the pussycat went to sea.
cat	C		 ^  You can hide the A   text in a square

A consequence of this is when you type the **Enter** key, a new line will automatically be created ready for a new paragraph. This will auto reduce the size of the cell contents to make space for the new writing. (Shown in the cell above with **pig**) It is important, therefore, to press **Space** and not **Enter** at the end of the last word in a cell.

If you make a mistake, the simplest way to start the cell again is to select **Clear Cell** from the **Grids** menu. This will re-set the default settings in that cell.

You can see from the example that you can change the style of each cell separately. You can also hide the text so that only the symbol is showing. To hide the text, click in the cell you want to change, go to the Grids menu, and then click on Hide Text.

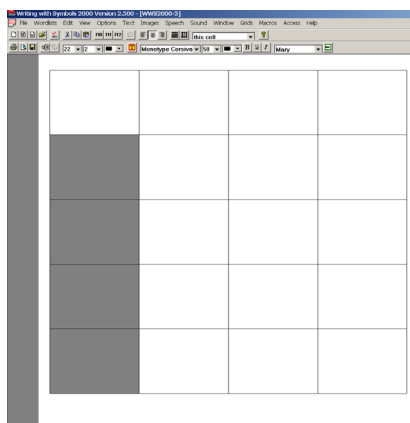
4. Background colours

The background colour can be selected from the **Options** menu. If you are choosing background colours for printing, try to choose light colours. The colours tend to print much darker than they appear on screen.

5. Making a matching activity

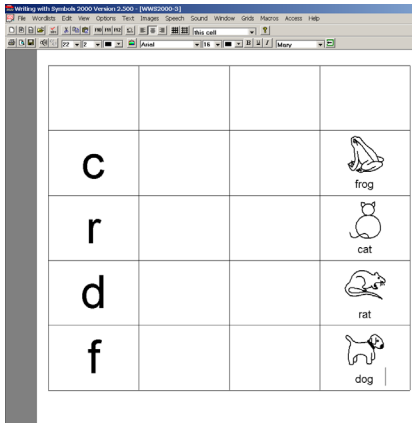
This example will show you how to make an activity for initial letter matching. Make a grid that is 200mm wide and 180 mm high with 4 cells across and 5 cells down.

You can highlight a cell by holding down the CTRL key and clicking with the left mouse button (CTRL+L). You can highlight a group of cells by clicking like this in the top and then the bottom cell in the block.



Highlight the four vertical cells shown in this illustration:

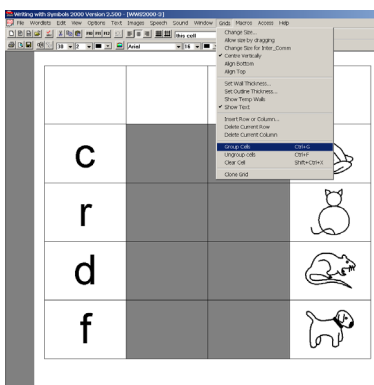
Then set the style of these cells to be in text mode by pressing F10, or by clicking on the Text Mode icon.



Fill in these cells with large letters, and on the opposite group of four cells put in images to be matched.

Highlight the cells with the symbols and then **Hide the text**.

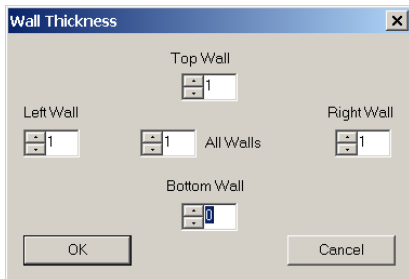
If you want to, you can also make the symbol size a little bigger so that it fills the cell.



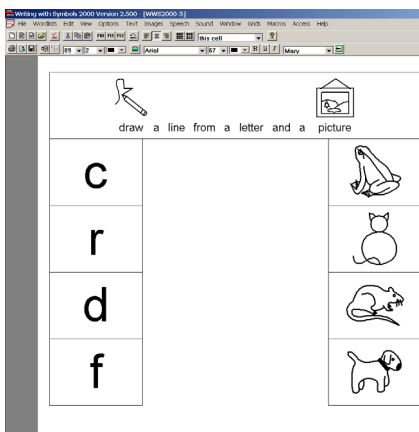
Highlight the center block of cells and then group them. You can group them by pressing CTRL+G, or you can go to the **Grids** menu and select **Group cells**.

Then, in the same way, group the top row of cells.

You can write a title or some instructions into this top row.



Finally we want to remove the cell wall at the bottom of the center panel. Click in that panel and then go to the grids menu and choose **Set wall thickness**. Set the bottom wall to be 0 thickness, as shown here.



Your finished grid should look like this.

Save this file ready to print.

6. Setting the print margins

When you have created your grid, you may want to position your grid on the paper. You can do this by setting the **Print Margins** from the **File** menu. It will help to look at the page layout in **print preview** to see how the page will appear when printed.

7. Saving your work

When you are satisfied with your work, save the file. The program should automatically invite you to save it in the **My Grids** folder.

8. Looking at more examples

There are several example grids included with the program. You can see these by selecting the **Own Grids** button under **Grids for Printing**, and then looking in the Examples folder. Grids are good for work sheets, making games and flash cards. These should give you loads of ideas. Your imagination is the limit!

There are also many grids on the web site www.widgit.com which you can download for your own use. Users all over the world contribute these. We welcome your ideas too.

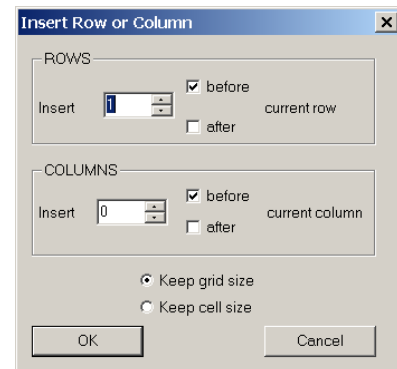
9. Changing the size, and numbers of rows or columns of your grid

If you change your mind about the grid size or cell arrangement of the grid after you have created it, you can change its size by clicking in a cell and then going to **Change Size...** from the **Grid** menu. You can then type new values for the horizontal and/or vertical dimensions.

You can also insert or delete rows or columns from a grid. To delete a row or column, click in a cell that you want deleted and select **Delete Current Row** or **Delete Current Column** from the **Grids** menu.

To insert rows or columns choose the Grids menu and then **Insert Row or Column...** shows this dialogue box: Enter the number of rows and/or columns that you wish to insert, and whether you want to add them before or after the current cell. (If you have grouped cells that cross the row or columns, then this option will be greyed out.)

When inserting rows or columns you are given two options. One is to **keep the grid size**, in which case the cell size will automatically be reduced. Second is to **keep the cell size**, in which case the grid will be bigger. Select the one you require.



10. Using templates

Templates are very useful. A template is an empty or partially made grid saved in a special folder, ready for you to fill in as required. From the main Grids for Printing menu you can select the **Templates** button to show you the templates available.

There are a number of empty grids ready made for you to use to make overlays for various communication aids and overlay keyboards, for games and activities, and there are also useful templates for standard Avery Labels, which are great for making Flash cards and other teaching aids.

You can open these files and add your own content. As they are templates, when you want to save the changes you will be asked to give them a new name and to save them in your own grid area. This helps to prevent you from destroying the template. You can add your own templates to this folder, by saving a blank, or partially complete grid to the templates folder

11. Saving your own Template

You could save an empty version of the letter matching grid that you have just made ready for remaking with other vocabulary.

Open the file again and then Delete the contents of the main cells (the animals and the initial letters) leaving the title and icon.

Now go to **Save As** from the **File** menu, and navigate to the **Templates** folder, which is also in the **Grids** area. (From the **My Grids** area, click on the up icon in the 'save' dialog box to move up a directory.)

There is also a useful Help Sheet on Planning grids.

You could experiment with other grids. Don't forget to save your work regularly while you are working, in case something goes wrong!