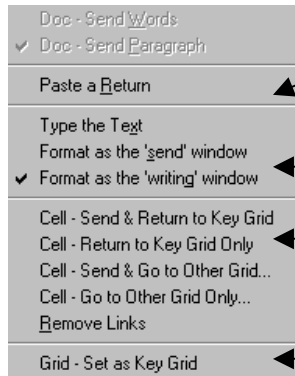


Understanding the cell formatting commands Help Sheet 19

The cell properties menu allows you to control the way that the contents of a cell is received and processed by the writing window.

The cell Properties menu can be seen when you RT click in a cell holding down the Shift key (**Shift + Rt**)



Check this item to add a Return character to the cell. This is useful in making new lines after each complete idea.

These three items control the way the cell contents appears in your document.

These items are for information. They tell you about the links that are in the cell, which you have set in the Wizard. You can change the links here or in the Wizard.

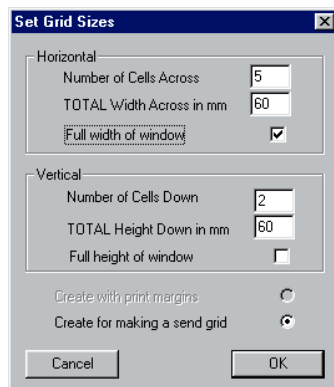
This shows you which is the main grid. set in the Wizard.

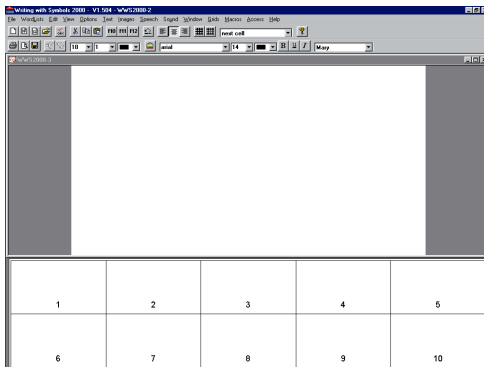
The 'Send' properties:

Type the text	This acts as though you had typed the text of the cell straight into the document
Format as the 'send' window	This pastes the contents of the cell exactly as it appears in the grid
Format as the 'writing' window	This pastes the contents of the cell but takes the formatting style (graphics and text sizes) from the document. This is the most usual setting

The following exercise will demonstrate these properties:

Create a single grid and window from the Symbols Processor mode, New grid and window. (as described in Activity 6). Create the grid with the following settings:





If you have **Allow size by dragging** checked from the grids menu, you can adjust the size of the grid by dragging the corner or sides of the window.

The cells in this illustration have been numbered for the purposes of this worksheet. Do not number the cells in your version. For this activity please make sure that you are using the wordlist **Widgit A (or Rebus 00)**.

Into cell 1 type ***I like*** into cell 6 ***I don't like*** into cell 2 ***cheese*** and into cell 7 ***pizza*** .
We will complete the contents of the grid later.

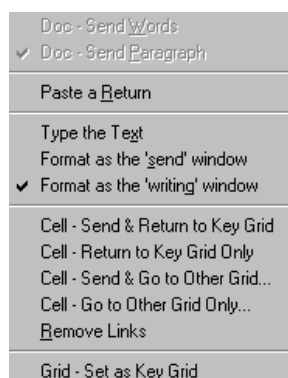
To turn this grid into a send grid, hold the mouse pointer anywhere over the grid, hold down the **control** key and press the **Right** mouse button (**CTRL + Rt Click**). The grid will turn pale yellow to indicate that it is now a 'send' grid, and you are no longer able to edit it. Click in the cells and write ***I like pizza I don't like cheese.***

Automatic Return

At the moment all of the phrases run straight after each other on the line. You may want the user to make this as a list. You can type a return character after each phrase, or you can add one to be put automatically after certain cells.

Put the grid into edit mode again by repeating the **CTRL + Rt Click**. Put the mouse pointer over the cell 'cheese'.

Show the Send properties menu box by **SHIFT + Rt Click**.



Click on the line **Paste a Return**. Repeat this with the mouse pointer over the cell 'pizza'. Now make the grid into a send window again (**CTRL+Rt Click**).

Clear the writing in your writing document by highlighting it all and pressing **delete**, or from the **Edit** menu, choose **Select All**, and then press **delete**.

Now write the same message as before ***I like pizza I don't like cheese.*** This time each sentence appears on a separate line. This is very good for making lists and for separating information into clear sections.

The 'Send' Formatting properties

You will notice that on the Cell properties menu there are three items about formatting the sent properties of the cell. This should normally be set as **Format as the 'writing' window**. However, the next task is to illustrate the difference between these settings.

Complete the grid as follows:

Into cell 3 type **banana** cell 4 type **cake** cell 5 type **curry**
cell 8 type **apple** cell 9 type **bread** cell 10 type **stew**

Bring up the cell properties menu (as described above) for cell 1 (*I like*) and set the send properties to be Type the text. Do the same for cell 6 (*I don't like*)

Set the cells **cheese** and **pizza** to be **Format as 'writing' window**

Set the cells **banana** and **apple** to be **Format as the 'send' window**

Set the cells **cake** and **bread** to be **Type the text**

Set the cell **curry** to be **Format as 'writing' window**

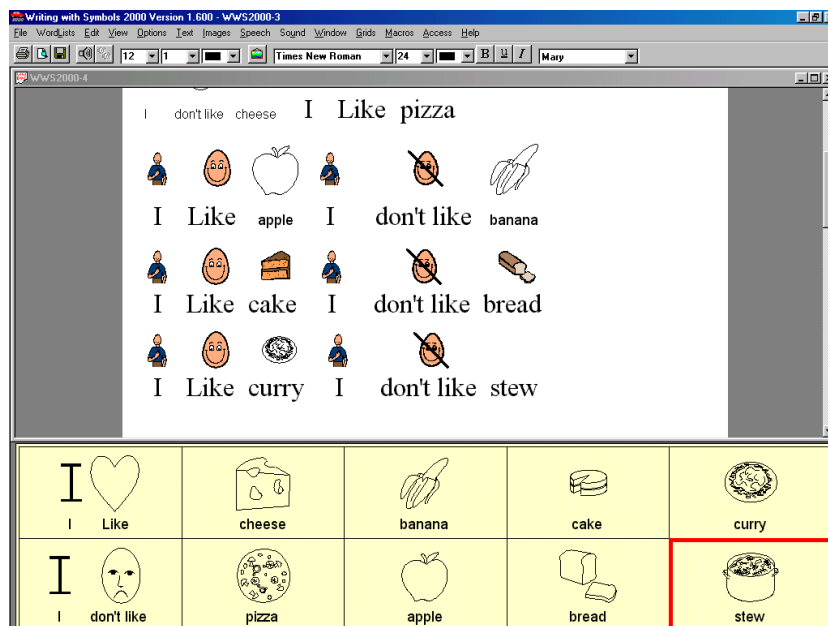
Set the cell **stew** to be **Type the text**

Now make this into a **Send window** (with **CTRL + Rt Click**)

In the writing window,(make sure you click in it first to make it the active window) change the font, make it larger. E.g. Times Roman, size 24. And make it Red. Also, change the graphic size to be smaller, e.g. 12

Now, remove the current wordlist and open the list PCSCO99.

Send the message ***I like pizza*** and then the rest of the messages as shown below.



You will notice some differences between the appearance of the messages in the cells and how they now appear in the writing document:

I like appears in PCS symbols with red letters in the new font. This is because **Type the text** acts exactly as though you had typed the text into the document. It has all of the properties of the writing document, and uses the symbols from the current wordlist, which is now coloured PCS.

The cells for Cheese and Pizza were set to be **Format as 'writing' window** which means 'sent the cell contents as in the cell, but format it as the writing window. The font details and the graphic size is like the writing window, but the actual graphic is the Rebus, as in the cell.

The cells *banana* and *apple* were set to be **Format as the 'send' window**, which means that the contents of the cell was pasted unchanged into the document. The font and graphic sizes are as in the cell, and not like the rest of the document. This setting is not often used.

The cells *cake* and *bread* were set to be **Type the text**, and so have been put now into the PCS symbols with writing document formats. This has the same effect as if you typed the text into the Writing document using the keyboard.

The cell *curry* set as **Format as 'writing' window** produces a Rebus symbol with text as in the Writing window and the cell *stew* set as **Type the text** produces text as in the writing window only. This is because there are no PCS symbols for curry or stew. When we set **Type the text** no symbol will appear but when we set **Format as Writing window** it sends the Rebus symbol.

Don't worry of this is all a bit confusing. You will normally want have the setting to be **Format as 'writing' window**. When that is not working for a particular task you are making, then try **Type the text**. If you are using sounds attached to your graphics, then you should have **Type the text**, because the sound is played when the word is typed into the document. Format as the send window is rarely used.