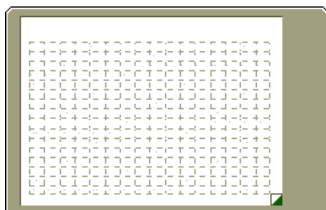


Using Symbols with Concept Plus

Help Sheet 20

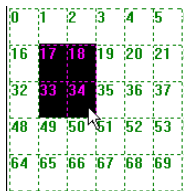
Concept Plus, and Concept Multimedia lets you create and use Concept Keyboard overlays with any Microsoft Windows application including Writing with Symbols. *These instructions are intended to get you started. For more detailed instructions see the program manual.*

To create an overlay with symbols



- Double click on the Concept Plus Editor icon or choose it from the **Programs** list. A Concept Keyboard will be displayed on screen.

- Now use the mouse to drag out an area on the displayed Concept Keyboard. The **Block Contents** dialog box will open.



- Type your text into the text box.
- Click on the **Graphics** button then locate* and select your symbol.
- Click on **OK**. Your text and symbol should be displayed**.
- Repeat for subsequent symbols.
- When you have finished choose **Save As...** from the **File** menu to save your overlay.
- To print your overlay choose **Print...** from the **File** menu. (Make sure your printer is set to Portrait for A4 overlays and Landscape for A3 overlays)

To use an overlay with Writing with Symbols

- Plug your Concept Keyboard into the computer.
- Double click on the Concept Plus icon or choose it from the **Programs** list. A Concept Plus icon will appear at the bottom of the screen.
- Click on the icon (*use right button with Windows '95*), the Concept Plus **menu** will appear.
- Click on **Choose File...** and choose your overlay.
- Click on **OK**. Concept Plus will always load the last overlay you used.
- Run Writing with Symbols.
- Press the Concept Keyboard to write.
- When you have finished use the Concept Plus **menu** to **exit**.

* see supplementary notes if you need help to do this

** see supplementary notes if your symbol is too thin

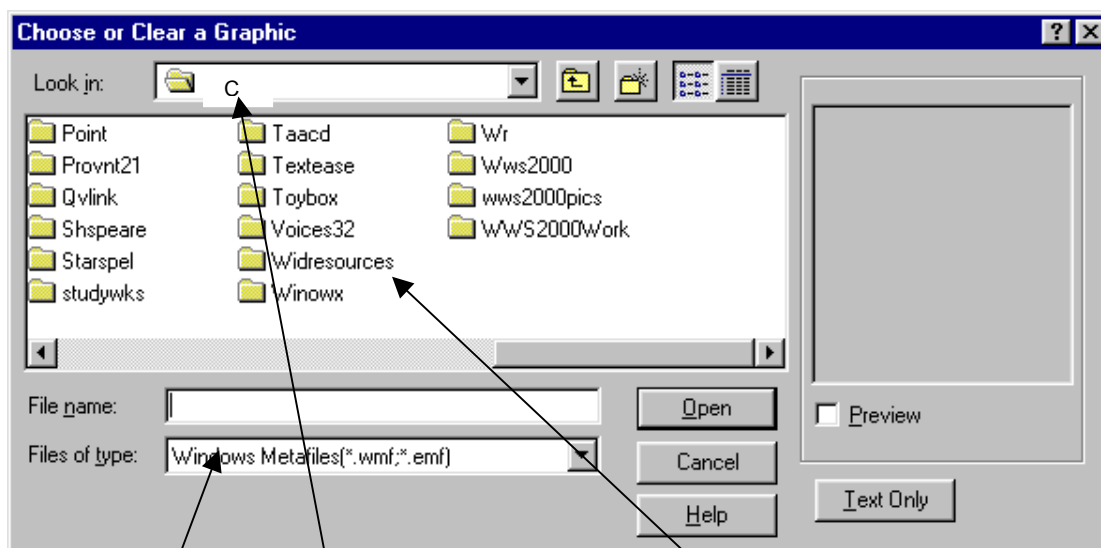
More about making overlays with symbols

These notes are a supplement to the “Getting Started with Concept Plus” instructions. They will tell you how to:

- Find the symbols to put on your overlay
- Make the symbols on your overlay thicker

Finding symbols

1. Follow the instructions for putting a picture on your overlay.
2. When you see the Choose or Clear a graphic dialog box



You will need to **Look in Drive C** then choose **Widresources** then choose a folder called **Graphics**. This is where the symbol libraries are stored. (*Double click on folders to open them*).

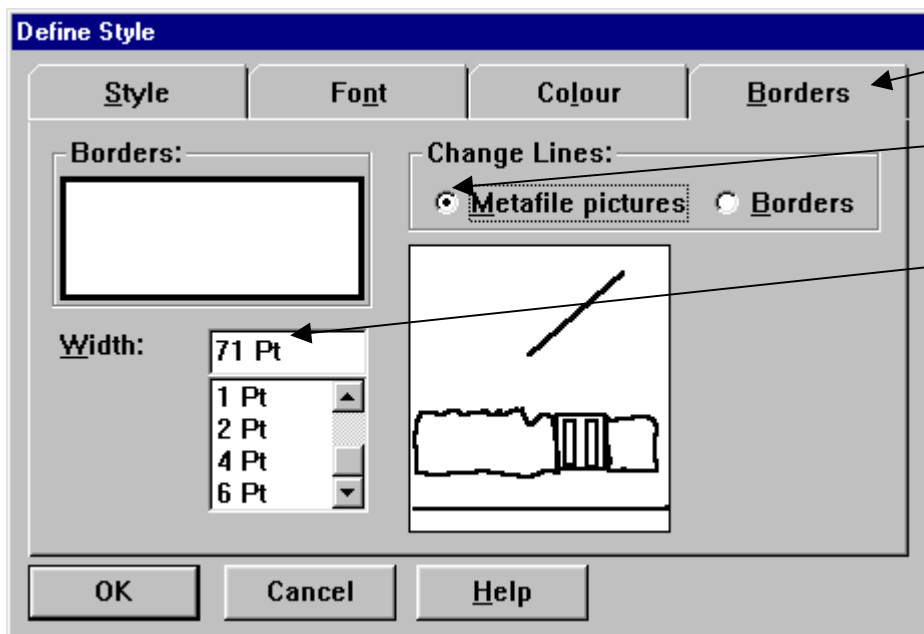
3. You also need to make sure that the **Files of type** are set to Windows Metafiles.

Note: *If you haven't installed the symbols on your hard disk then you will find them on the **Writing with Symbols CD ROM** in a folder called **Resources***

Making symbols thicker

This feature is for users who have the original Rebus symbols rather than the new Widgit rebus Symbols (which come with WWS2000 versions 2.6 and above)

1. If your symbol looks too thin on the overlay click on the **Format** menu.
2. Click on **Style**.



3. Click on the **Borders** tab.

4. Click on **Metafile pictures**.

5. Type a big number in the **Width** box.

6. Now click on the **Style** tab and check the **Update style** box.

7. Finally click **OK**.

Note: If some symbols appear too thick you will need to repeat the above process. Change the width to a smaller number but don't choose to update style then click **OK**.