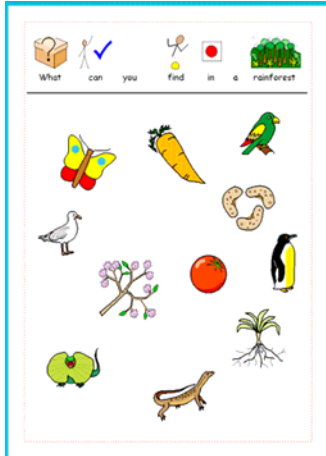


## Communicate: In Print

### Worksheet on Finding Things



This worksheet is typical of a type that has:

- an instruction at the top
- a line under that as a neat divider
- graphics that do not have words attached

You can use the following method to make any worksheet of a similar nature.

#### 1. Make the instruction.



Select **Symbol and text writing** and click near the top of the page.

Type the heading for your activity, and position and size the box.

**Right click** in it to produce the drag points.

**Right click** again when you have positioned it.



Turn off any symbols you don't want using the **cancel symbol** button.

#### 2. Insert the line:



Open the **Graphics browser** and click on the **Lines** tab



Select **Horizontal or Vertical lines**. This ensures that only horizontal or vertical lines can be drawn.

Select the line thickness and style from the options in the panel.

To place a line **click at the start** (and release the mouse – this is not a drag operation) and then **click where you want the line to end**.

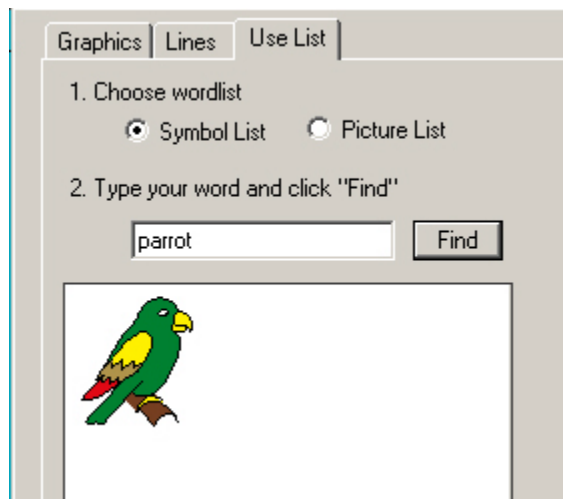


**Cancel** line drawing by clicking on the line on icon to disable it.

You can click on the line to get drag points to re-position it if necessary.

### 3. Add the symbols.

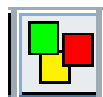
Find symbols for the activity from the **Use List** tab in the graphics panel.



Type the word to bring up the symbol you want.

Click **Find**.

Click on the image you want and then click into the document.

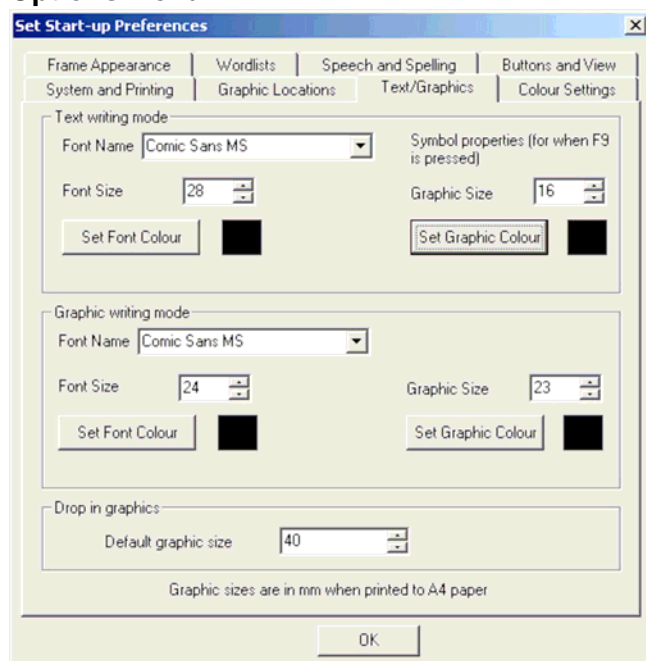


**NB: The symbols will appear in the same colour “on/off” mode as the document.**

**If you want black and white symbols then switch colour off from the top toolbar.**

**Right click** on the symbols to get blue drag points and then position and re-size as appropriate.

You can change the default size that graphics are placed on the document from the **Options** menu



Select **Options -> Start-up preferences**.

Click on the **Text/Graphics** tab

This panel sets the default graphic and font sizes for **Text writing mode**, **Graphic writing mode** and for **Drop in graphics**.

For this activity change the setting for the **Drop in graphics** if need be.