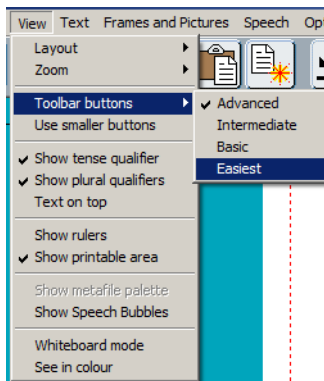


Communicate: In Print Helpful hints when using an Interactive White Board

Adjusting Toolbars and Layout



There are four levels of toolbars.

- Advanced
- Intermediate
- Basic
- Easiest – this is ideal for students who are completing ready-made activities. The easiest level does not use adjust mode so there is only one set of toolbar buttons on the left.

Changed toolbars at **View>Toolbar buttons**

Set the default you want in the **Start-up preferences, buttons and view tab**

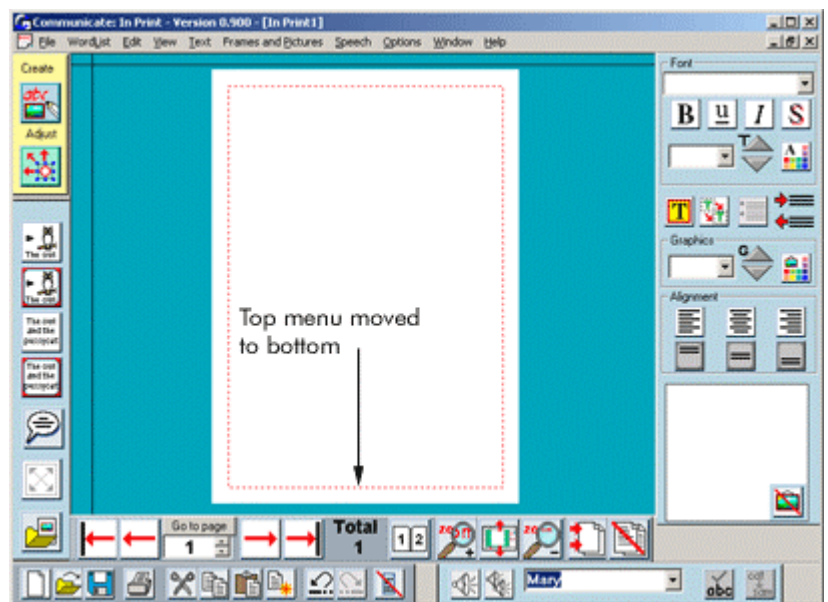


Turn the **Edit** and **Graphics** panels off and on with the **Hide and Display Panel** button

Whiteboard Mode option repositions the top toolbars to the bottom of the screen to make them easier to access on a whiteboard

Go to **View menu > Whiteboard Mode**

Set as a default under the **Start-up preferences**, on the **Buttons and View Tab**



Creating scenes

The **Widgit Pictures** folders contain a number of backgrounds as well as a range of objects that you might put on them to build composite pictures. Useful backgrounds can be found in either the Environments folder or Scenes.

Click on the image you want

Click on the page

NB: *The background and other images should not be in a frame*

Continue to search and add to your picture



Selecting hidden graphics

When building scenes and collages in **Communicate: In Print** you may need to arrange which objects are in the foreground, middle ground, and background of your scene.

To do this is easy:

Click on the graphic you wish to adjust whilst in **Adjust** mode.

Click one of the corresponding buttons (shown below) to position it at either the front or the back, or to move it forward or backwards one level.



bring to the front (CTRL + R)



bring forward (CTRL + E)



send backwards (CTRL + W)



send to the back (CTRL + Q)

Grouping

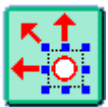
A group is a collection of text or graphic items, which you can move around and resize as a single entity

NB: You cannot group items over a double page layout. i.e. everything in the group must be on one page only

Creating groups

There are three ways in which you can create a group:

1. Create the objects (text boxes, graphic boxes etc.) that you wish to group.



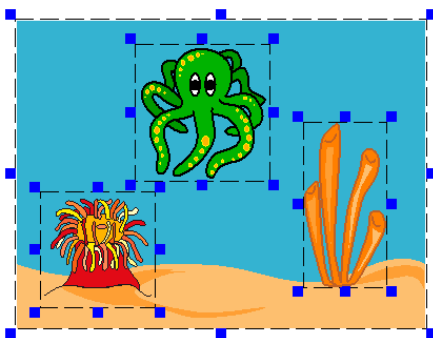
Click the **Adjust** mode button



Click the **Group** button



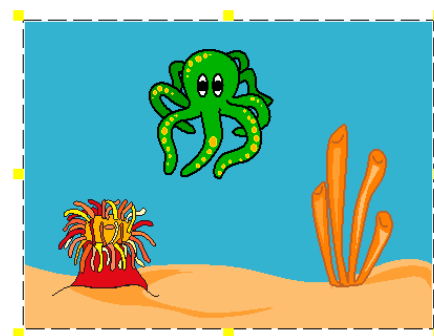
You will see it start to flash



Click each item that you wish to be grouped
You will see they become highlighted with the **blue** **resize tabs**

Now click the **Group** button again.

Your items will now have been grouped indicated by **yellow** **resize tabs** instead of blue



2. In **Adjust** mode, simply left drag around the items you wish to group, and then click the **Group** button. Items must be completely inside the drag rectangle to be grouped.

This way is useful if you want everything on your page, or in a certain page area to be grouped.

3. In **Create** mode select items by left clicking but holding down **CTRL +SHIFT**. You will see that the frames are highlighted and then press **CTRL +G**.

Ungrouping

To ungroup a group, make sure you are working in **Adjust** mode

Select the group you wish to ungroup

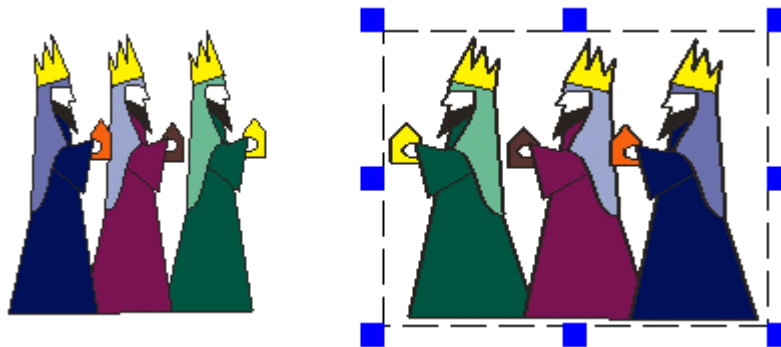


Click the **Ungroup** button and your items will become released from the group

Image transforming

Drag an image through itself to flip it

If you want an image to return to its original aspect ratio, **double left** click on it



Locking

It is possible to lock frames into position in the document so that they cannot be moved, making it easier when you want to move other things around, and do not want to accidentally disturb items.

You can also lock the content of a frame, so that it cannot be edited

To lock the frame position:

Click **Frames and Pictures** menu>**Locking**> **Lock frame position**

If you right click on your frame you will see that the bounding border has turned mid grey

To lock the frame content:

Click **Frame and Pictures** menu> **Locking**> **Lock frame content**

If you right click on your frame you will see that the bounding border has turned light grey.

You can lock either or both, locking both results in dark grey tabs.

To unlock the item simply repeat the above procedure, except select **Unlock frame** and the object will be able to be resized/repositioned as you wish.

Copy and Paste page

You can copy and paste entire pages with all of the content

To copy the page:

Click on the **Edit menu** and

Click on **Copy current page**

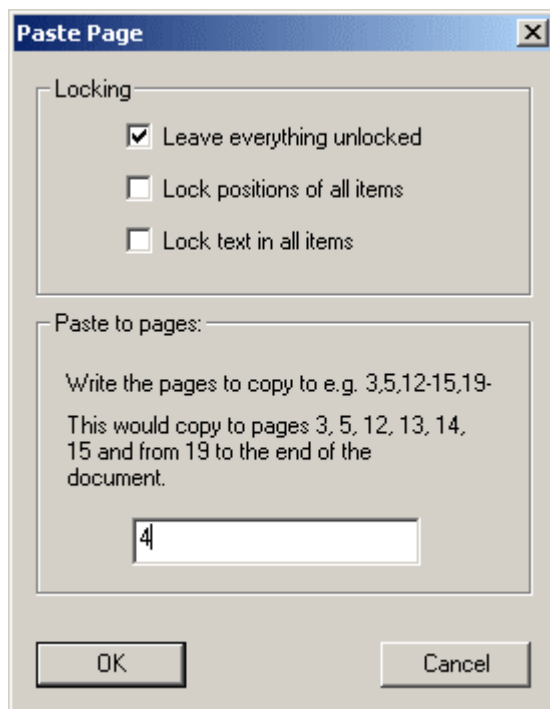
This copies the page to memory.

To paste the contents of your page:

Click on **the Edit menu**

Click on **Paste page**

This will cause a dialogue box to appear, giving you some page pasting options:



Choose to lock the position of all the objects and/or to lock the text in all the frames

Enter the page numbers of the pages you wish the content to be pasted onto

You can enter strings of numbers to tell the computer what pages you want to copy to by entering a comma between each page number you require, such as 3,12,14 or you could copy the page to a set of consecutive page numbers by entering the start page number, a hyphen and then the end page number, like this for instance 1-33. This will create extra pages if necessary.