

Communicate: In Print **Making a visual timetable (v2.8)**

 Monday	 Tuesday	 Wednesday	 Thursday	 Friday
 Maths	 Literacy	 Maths	 Literacy	 Maths
 History	 Science	 Geography	 History	 Science
 Lunch				
 Assembly	 Music	 Swimming	 RE	 Art
 Literacy	 Maths	 Literacy	 Maths	 Literacy

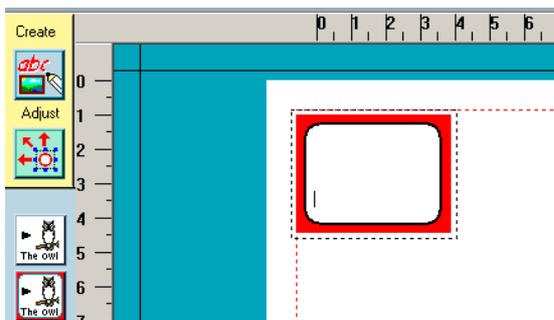


Open Communicate: In Print2
Click on **File > Document Setup...**
Choose **Landscape** and then click **OK**

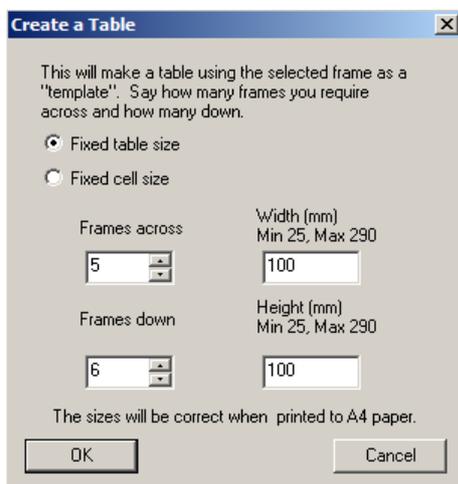
Go to **View**
Click on **Show Rulers**
(if rulers are not showing on the interface)



Click on **Fixed Frame with Symbols** button



Click and drag to create a box approximately 4 by 4 on the top left of the page



Make sure the frame is selected
Go to **Frames and Pictures > Make a table**

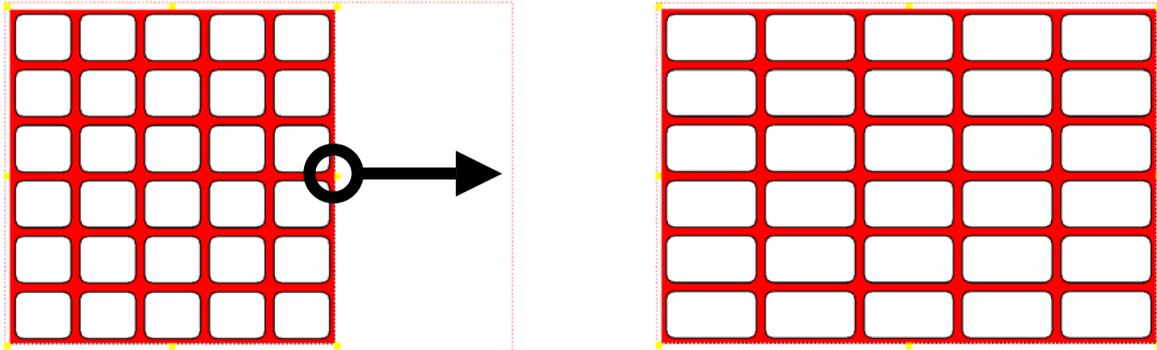
Using the dials on the dialogue box choose:

Frames across: 5
Frames down: 6

Click **OK**

Using the **yellow handles** around the table

Click and drag to stretch the table to fit with in the printable area of the page



Note: The printable area is within the red dashed lines. This is set by your default printer.

Click on **File > Save Personal As...**

Give your timetable a memorable name like 'Tina's Timetable'

Note: Though CIP2 has an **autosave** (details found under **Options > Start Up Preferences**) it is always best to manually save the documents at key points.

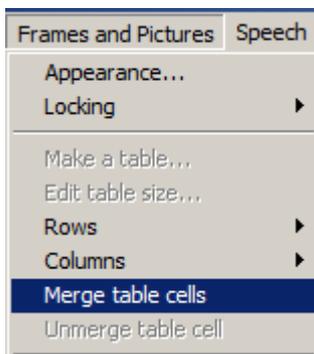
To adjust the layout of the table

Right click into the fourth cell down on the first column



Notice the **dotted lines** appear around the cell

Press **Ctrl + Shift** whilst clicking into the remaining 4 cells in the row.



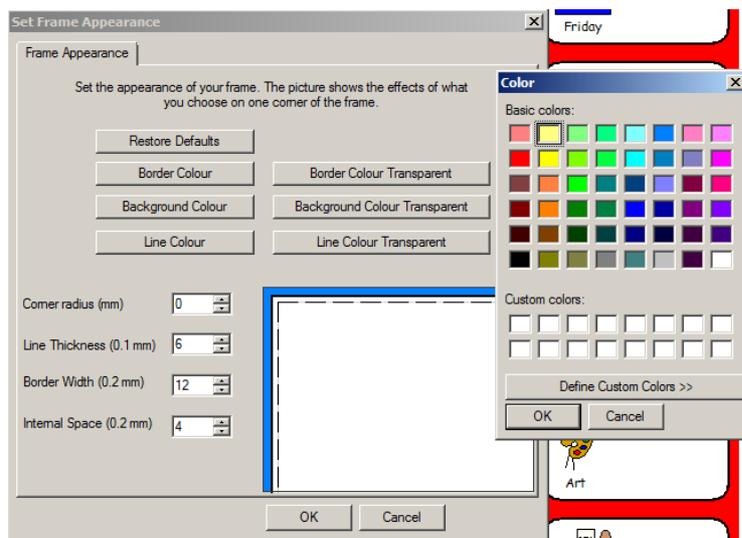
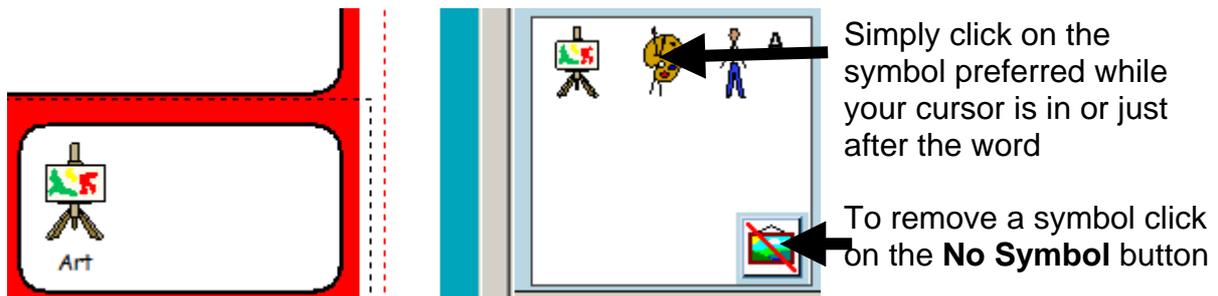
Go to **Frames and Pictures > Merge table cells**

Notice all the cells have merged to form one large cell that fits across the row.

Entering text into the table

Click into the top left cell
 Type the word 'Monday'
 Press the **space bar** to see a symbol appear
 Continue to fill in the cells in the same manner

As you type words symbol options will appear in the **Symbol Finder**



Right click on the table, **yellow handles** will appear
 Click on **Frames and Pictures > Appearance**

Choose to change the elements of your table by clicking on:

Border, Background and Line colours

Select a new colour from the palette that appears

Change **Corner radius, Line Thickness, Border Width** and **Internal Space** using the dials.

There is a preview of the table on the right handside of the box.

Note: To change the appearance of one cell rather than the entire table simply click into the cell you want to change so that the cursor appears and repeat the process above.

Right click on the table, **yellow handles** will appear
To change the formatting of words and symbols throughout the table choose:

