

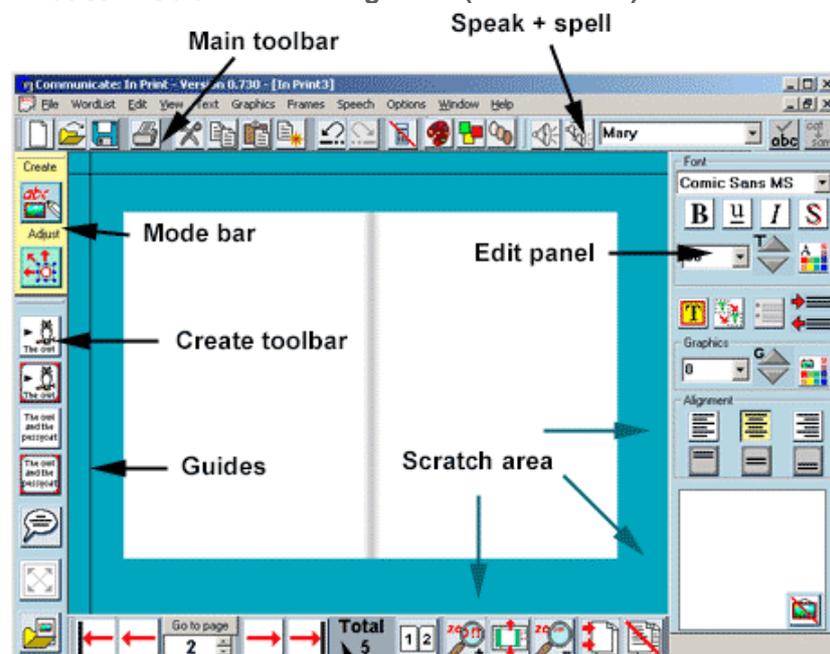
Created by S. Smith & N. Palmer
Birmingham Pupil and School Support, Vauxhall Gardens, Barrack Street B7 4HA

Communicate: In Print A simple guide

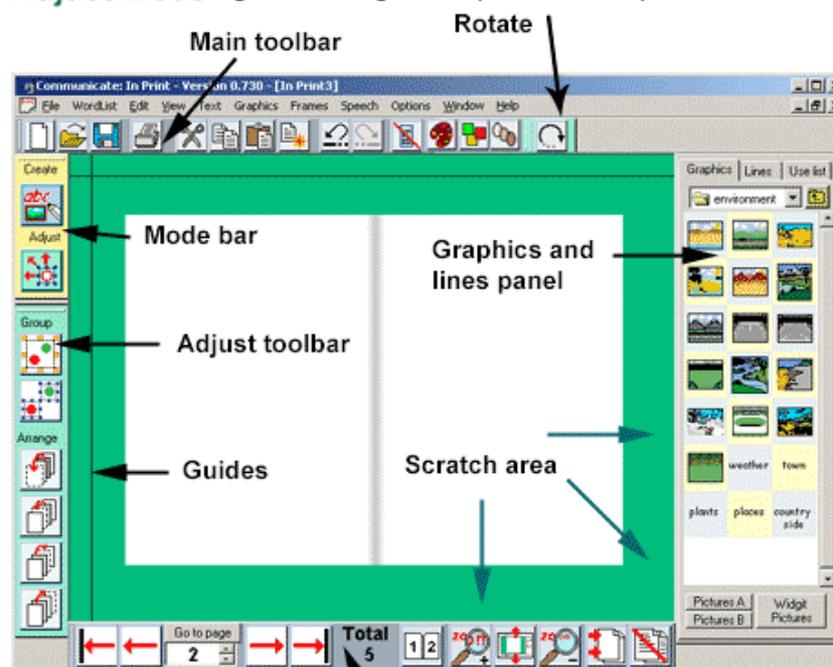
Work areas

Communicate: In Print has two different modes in which to edit your documents: **Create** and **Adjust** modes. These are easily interchangeable and the toolbars will change with the modes.

Create Mode - blue background (scratch area)



Adjust Mode - green background (scratch area)



Page toolbar

Free frames (grow as you type!) ○ ○ ○



Free text with symbols.

Free text – no symbols.

If you create a free frame but do not type anything into it and click away from it, that frame will disappear.

To create a frame:

Left click on the appropriate button

Left mouse drag the frame to the position and size required on the page

OR

Left click once on the button and once on the page - a default size frame will be created.

The frame will grow as you type.

Changing Symbols linked to a word



Left click free text with symbols and create a frame. As you type into the frame a symbol will appear each time you press the space bar.

The **Symbols Choice** box on the right of the work area shows all the graphic options for that word enabling you to choose the most appropriate for your needs.

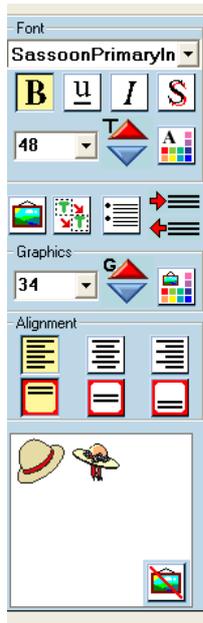


Click on any word on the page to see the alternative symbols available in the **Symbols Choice** box on the right.

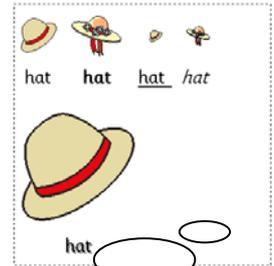
Change the symbol by clicking on the graphic in the box OR toggle through symbols using the F9 key.

Remove symbols for any word by clicking in the word and immediately clicking the **Hide symbol** button. In this way you can manage the level of support to be given e.g. only nouns or verbs are supported by symbols

Changing the appearance of fonts and symbols



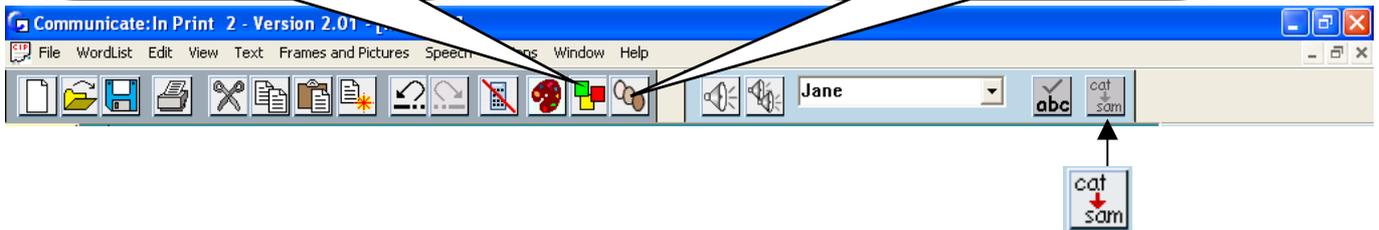
You can alter the size and colour of the text and the size of the symbol by using the options in the **Font** box on the right of the **Create** screen.



You can change the width and shape of a free frame by **right clicking** on the frame and adjusting by dragging either the corner or side blue squares—click outside the frame to set the shape.
N.B. you cannot change the length of a free frame – it grows as you type.

Switch between colour and black and white symbols by toggling the colour mode symbol.

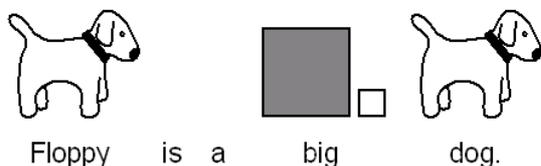
Choose from a selection of 5 skin tones by toggling the skin tone button.



Changing the word linked to a symbol

Clicking the **change the text button (cat/sam)** or pressing the **F11 key** on your keyboard allows you to change the labelling of a symbol.

Put the cursor on the centre of the word you wish to change and click **cat/sam** or press **F11**, the word will be removed and you can then type in the required word



Click the right arrow key on the keyboard to tell the program you have completed the changes. You can rename a symbol with up to 5 words.

Adding your own images to words

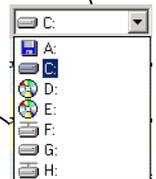
You can add your own images to a word and save them so they can be used again.



Click on the **graphics button** on the left toolbar. The **Graphics panel** will appear on the right.



Defaults to **Widgit Pictures** but you can navigate to other folders on your system by using the dropdown menu and browsing folders for graphics files!



Click on **Pictures A** will take you to your **My pictures** folder so you can add digital photographs or images saved from the internet.

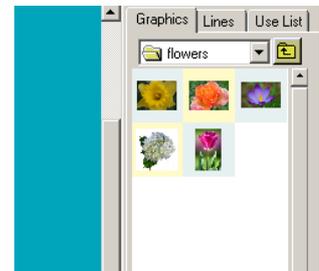
When you have chosen your image/photograph from the thumbnail selection shown in the **Graphics panel** then **left click** on the image and **left click** on the word and the image will appear above the word.



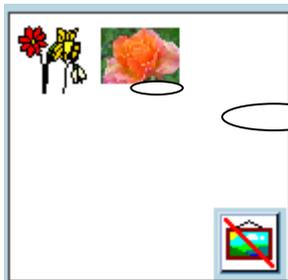
pretty



flowers

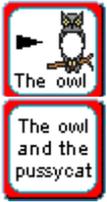


It will also be shown as an alternative in the **Symbol Choice box**



To add the chosen image/photograph/word as a permanent alternative in your wordlist click on **Wordlists** on the top toolbar and choose **Save Wordlist Changes**.

Fixed Frames (remain static as you type!)



Fixed frame with symbols

Fixed frame - no symbols

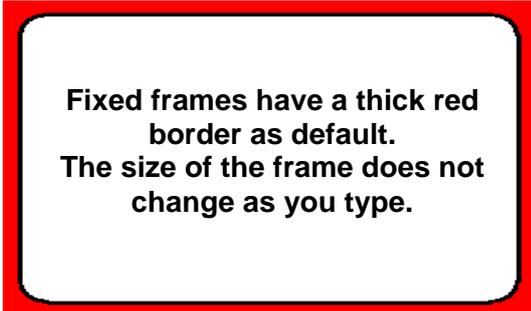
You create frames in the same way as free frames:

Left click on the appropriate button.

Left mouse drag the frame to the position and size required on the page

OR

Left click once on the button and once on the page - a default size frame will be created.



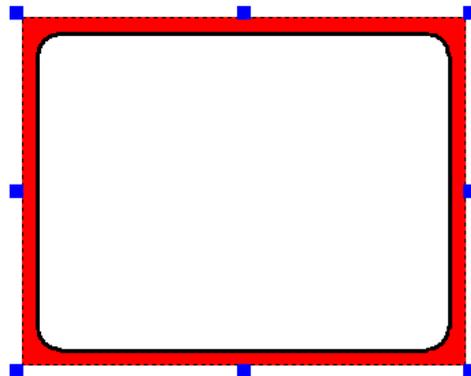
**Fixed frames have a thick red border as default.
The size of the frame does not change as you type.**

Changing the size/ moving frames

To change the size of a frame **right click** on the frame

Blue squares will appear around the edge
Left click and drag the points to the size you want

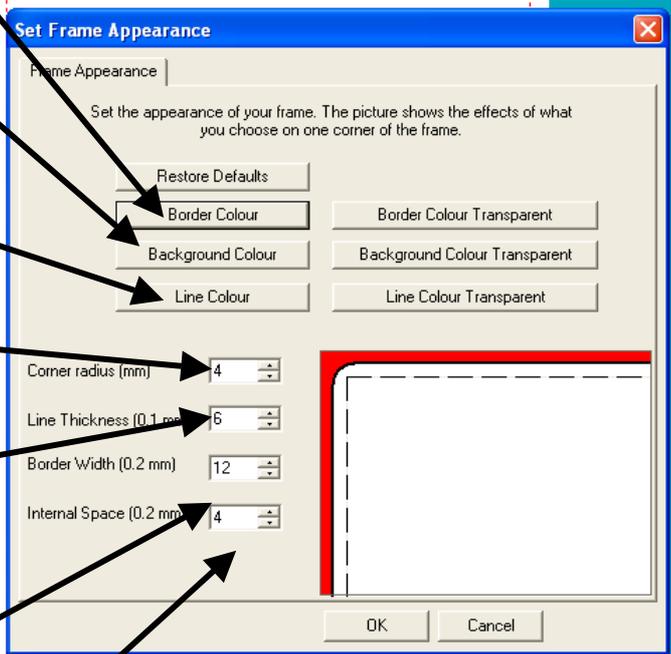
Click outside the frame to set the size.



Changing the appearance of frames

Highlight the frame by **right clicking** in it (blue handles appear)
 Then click on the **Frames and Pictures** menu on the top toolbar and choose **Appearance**.

	You can change the border colour or make it transparent
	You can change the background colour or make it transparent
	You can change the line colour or make it transparent
	You can change the border radius from 1 (square) to a rounded corner
	You can change the line thickness
	You can change the border width
	You can change the internal writing space, from 1 (the minimum) upwards to have more free space around your text

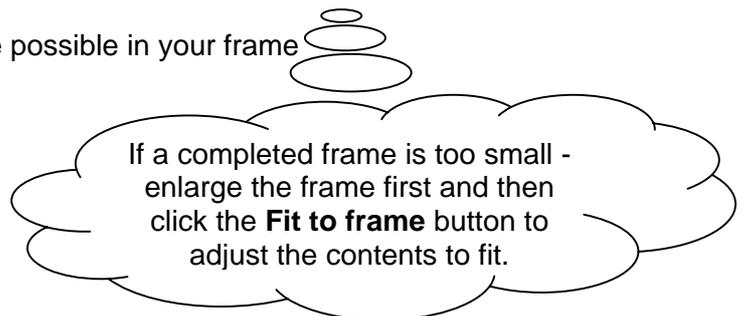
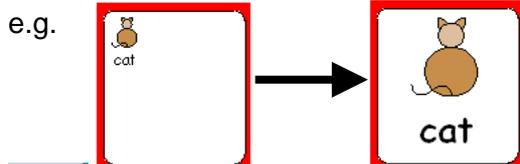


Fitting contents into fixed frames



If you find that the objects within your fixed frame do not fit to your liking you can maximise them by clicking the **Fit to Frame** button.

The contents will grow to the maximum size possible in your frame



Created by S. Smith & N. Palmer

Birmingham Pupil and School Support, Vauxhall Gardens, Barrack Street B7 4HA

If you only want an image in a frame click on the **Graphics** button and choose **Use list**.



Choose **Symbol List** to search for a symbol

Choose **Picture List** to choose from the Widgit Pictures (clipart)

Type the word you want and click "Find"

Click on the required image and then click in the frame

The picture / symbol will be sized to fit the frame.



Copying and moving frames on the page

To copy a frame **right click** in the frame you want to copy (**blue squares** will appear).



or Ctrl X - Cut copies the highlighted object to your clipboard and then deletes it.



or Ctrl C - Copy just copies the highlighted object to your clipboard.



or Ctrl V - Paste retrieves the contents of the clipboard.

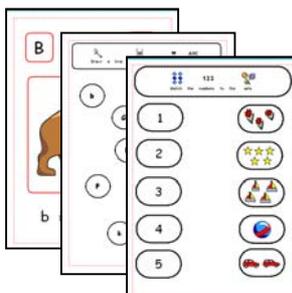


or Ctrl D - Duplicate copies and pastes the object.

Duplicate does not copy the object to the clipboard it only makes an exact copy of the object on the

You can then move the frame to wherever you wish on the page by using the **left mouse button** to drag it into position.

NB: Blue squares must be around the frame for you to move it – if they are not there right click on the frame again.



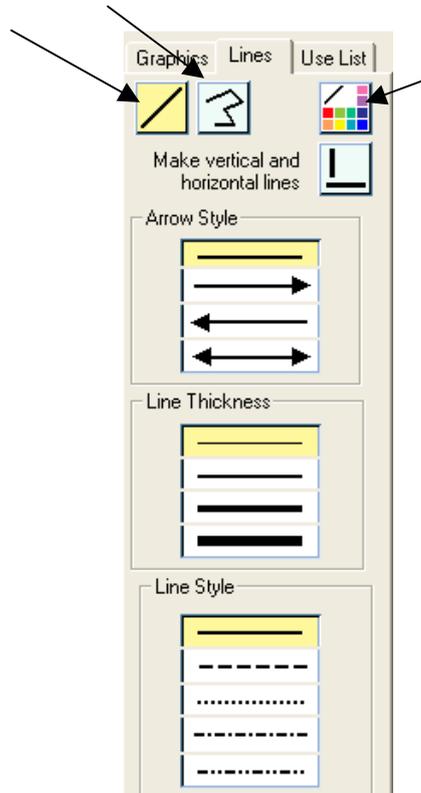
By moving the frames around the page and altering their size and appearance you can create any style of worksheet you can imagine!

You can nudge the frames into position by using the arrow keys on your keyboard

Adding lines



If you want to add lines to your page open the **Graphics panel**
 Choose the **Lines** tab.



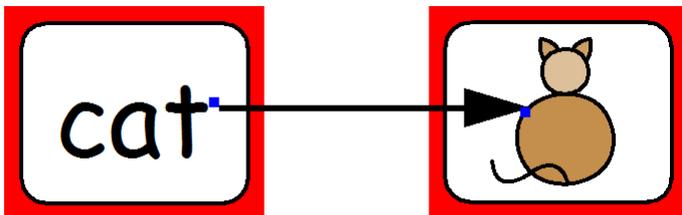
Choose the:
arrow style

line thickness

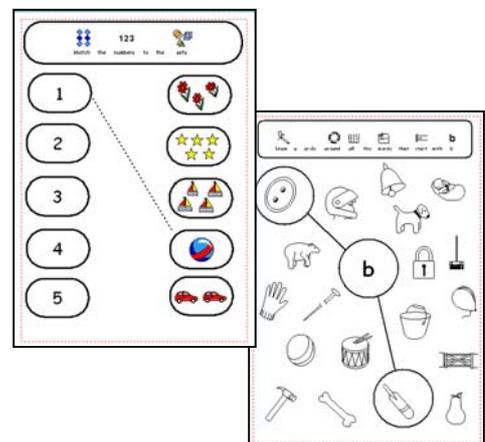
line style

Left click where you want the line to start
 Then **left click** where you want it to end.

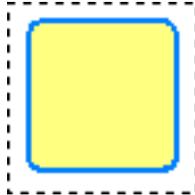
The line will appear with blue squares at each end.



You can now alter the size and direction of the line
 by **left clicking** and **dragging**
 or change the appearance of the line by clicking on the
options in the **lines box**.

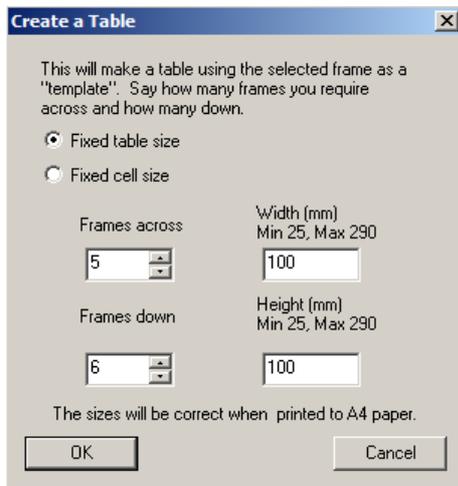


Making Tables



To make a table, first you make a frame the size you want the table cells to be, not the size of the whole table.

It is a good idea to set this frame to have the properties you want for the whole table, for example you might want to centre the text.



Click on **Frames and Pictures** on the top toolbar and choose **Make a Table**.

You can choose make a table of either:

Fixed table size – This will use the values in mm to set the table size

Fixed cell size – This will use the number of frames to set the table size

Select the radio button you require, then fill in the number of cells you wish to have.

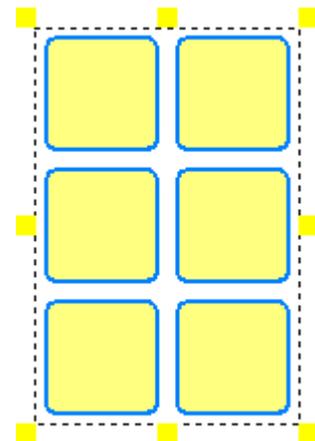
If you have chosen the first option, fill in the dimensions for the table.

NB: You can change the size of the table later, either by dragging, or by going to **Frames and Pictures>Edit table size**.

This will give you a set of grouped frames for you to transform.

Yellow drag points allow you to resize the table. The cells will resize to fit the external space.

To get them back if they disappear **right click** on the table



Altering the appearance of tables

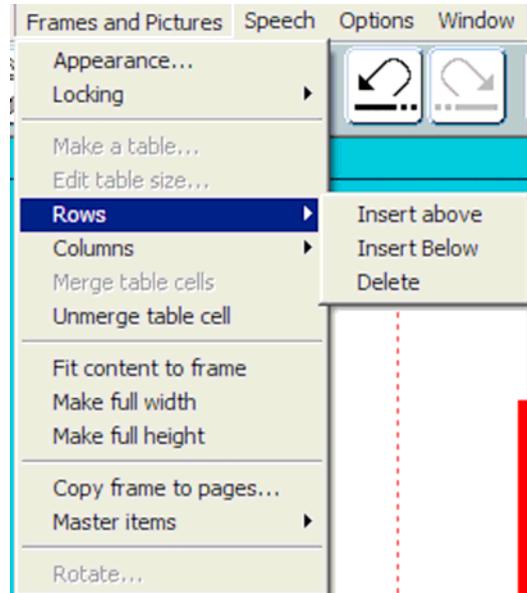
You can **insert** a row either above or below the row with the current cell (the one with the cursor in).

Go to the **Frames and Pictures** menu select **Rows** or **Columns** to see the options.

Select which option you require and the row or column will be inserted.

To **delete** a row containing the cell with the cursor, simply select **Delete**.

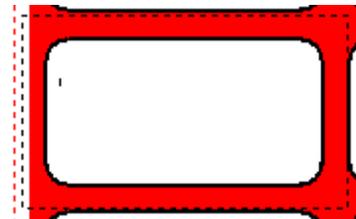
If the cells in the row do not have a constant width



Merging Cells

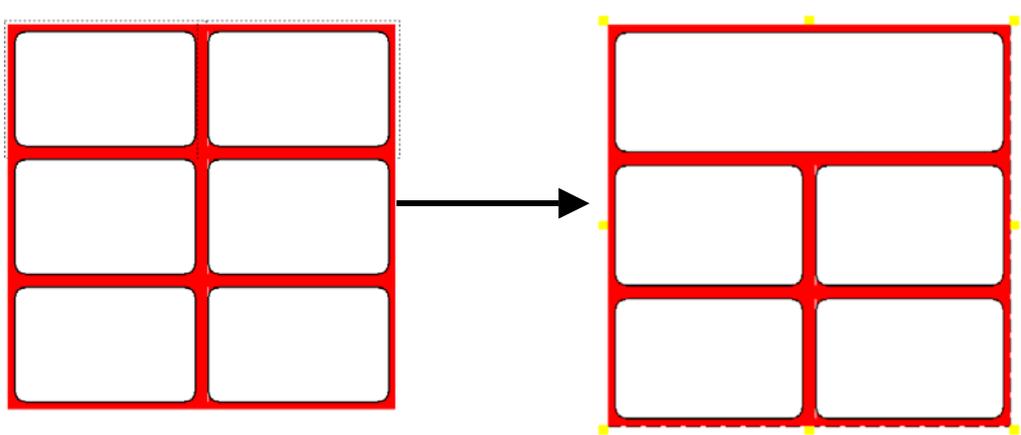
Select the cells you want to merge. Use **CTRL +SHIFT + Left click** to multiply select items.

The selected cells will be marked by dotted lines around them



From the **Frames and Pictures** menu select **Merge table cells**.

This will merge the cells as shown:



Copying to the Windows clipboard

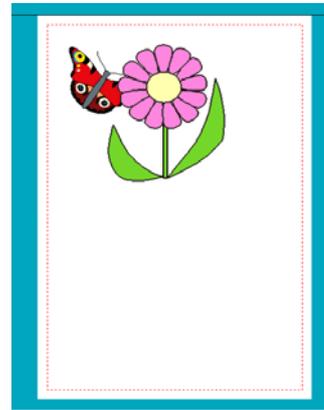
You can also copy a frame and its contents to the Windows clipboard using **CTRL + ALT + C**. This copies it as a single bitmap graphic, which you can then paste into other applications. You can copy any object - a writing frame, a graphic or a group of objects.

Building a scene

You may wish to put a series of objects to make a worksheet or to create a story frame/book

The Widgit Pictures are designed so they can be layered.

In **Create mode** choose the images you want to layer from the **Graphics panel**.



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)



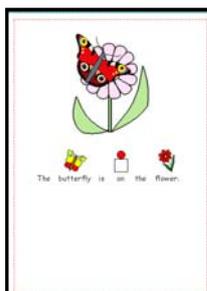
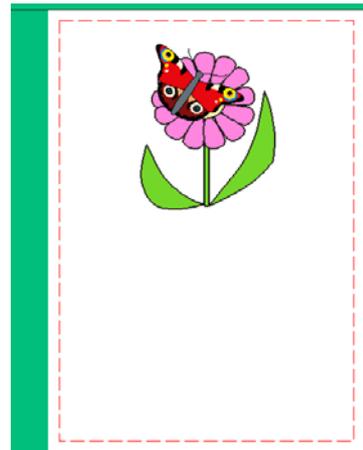
bring forward (CTRL + E)



send backwards (CTRL + W)



send to the back (CTRL + Q)



Return to **Create mode** to add text to your sheet.

The same method can be used to build scenes to illustrate stories / books.

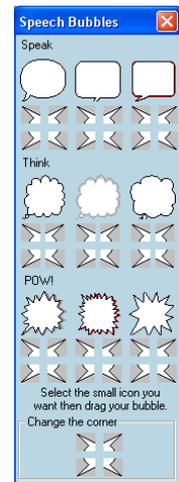


Speech bubbles



Click on this button to bring in your speech bubble options.

Speech bubbles can be used with graphics or photographs. They are not symbolised, but you can symbolise specific words by using the graphics options panel.



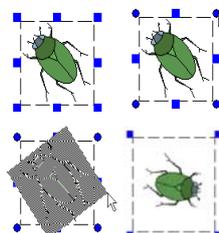
Rotating images

In **Adjust** mode you can rotate individual graphic or text frames, but you cannot rotate groups.



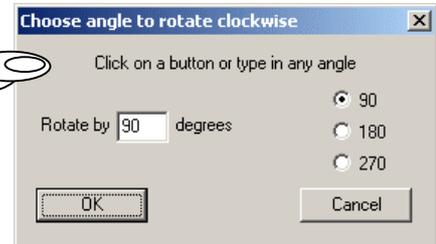
Select your item and then click on the rotate button.

The corner drag points change from square to round. Drag one of these points to the desired position and release.



You can also rotate by setting the rotation angle from the **Frames and Pictures** menu.

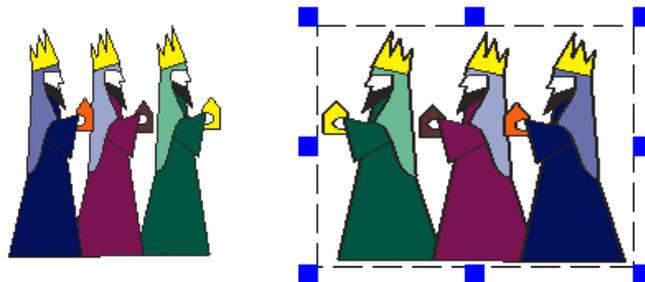
You cannot edit the colour of a rotated graphic, or edit the text in a rotated frame. So it is best to **make all the changes you want before you rotate it.**



NB If you want to edit a rotated frame double click on it and it will return to normal. Make any changes and then re-rotate it.

Image Transforming

You can drag an image through itself to flip it.
You change the size of graphics by adjusting the blue drag points.



If you want to keep the aspect ratio of the object when you change its size, hold down the Shift key whilst dragging a corner tab.

NB: If you want an image to return to its original aspect ratio double left click on it.

Aspect ratio?
e.g. a circle will remain circular and not distort when you change it's size!!

Changing the colour of images / symbols

The Widgit Symbols and Widgit Pictures are .emf files and have a set palette per image.

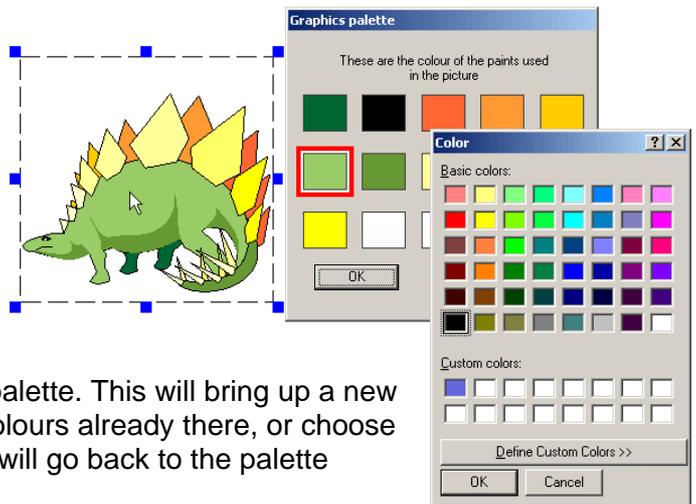
You can edit this palette to change the colour of the images. This gives much more freedom to illustrate your stories.



To edit a Widgit Picture or symbol click on the image and then click on the palette button.

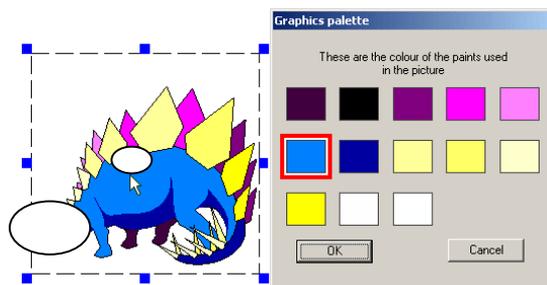
This will bring up the palette for that image.

If you click on the image in your document you will see different colours in the palette highlighted.



To change a colour, click on the colour in the palette. This will bring up a new window of colours. Either click on one of the colours already there, or choose define custom colours. When you click ok you will go back to the palette panel.

When you have changed several colours, **click ok** to now permanently set these changes, or **click cancel** to go back to the original.

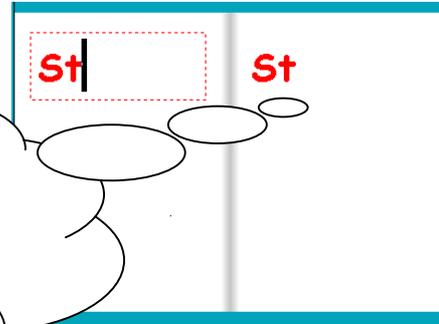


When you change a colour in the palette, you are changing all instances of that colour in the picture, not just the area you may have clicked on. In other words you are actually changing the palette, you are **NOT** doing a fill.

Master Items

Master items are objects that will appear on every page of your document.

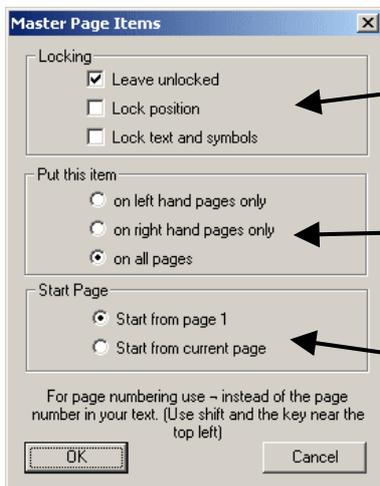
When you modify a master item then the changes are reproduced on each page. You can use master items to make headers and footers, page numbering etc. Master items can be images, frames or groups of objects.



Making Master Items

Create your object that you want to be a master item.

Right click to get blue drag points around your object and from **the Frames and Pictures** menu, select **Master** items then choose **Make Master** item to open the Master Page Items dialogue box:



You can choose if the position is locked, and if the content is locked.

You can choose the item will appear on all pages or just the left or right hand pages.

You can set whether the item will appear from the beginning of the book, or start from your current page.

When you add pages to your book the master item will be added to the new pages. A master item will have **red drag points**, unless the object is locked in which case they will be grey.

You cannot copy or duplicate a master item.

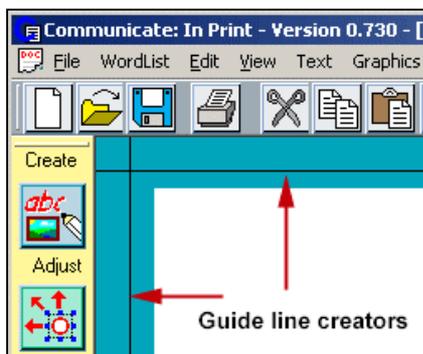
If you have locked the position/ size of your master frame and want to change it you will need to go into **Frames and Pictures** and then **Locking and Unlock position.**

Unmaking master items

If you want to make a master item into a normal item, highlight it, click on the **Frames and Pictures** menu, select **Master items** then choose **Unmake Master**

This will leave the item on each page, but they will no longer be linked.

Guides



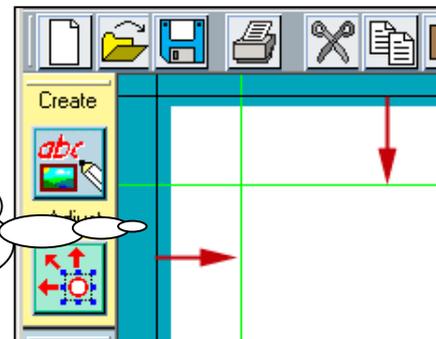
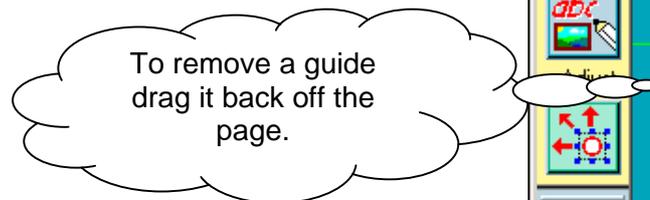
Guide lines are included to aid you in the positioning of your layout.

They can be locked in position and can also be made into Book guides so that you can have the same guidelines on every page throughout your book.

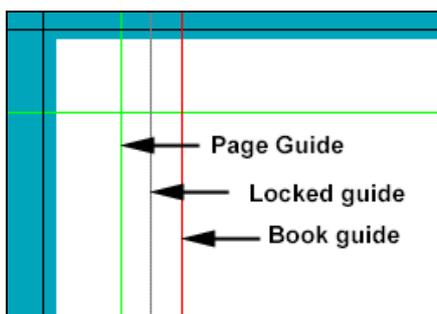
This can help maintain page layout consistency.

To position the guide line click and hold down your left mouse button on either the horizontal or vertical guide lines that border your document.

Now drag it to the position you want on the page. Notice that the line turns green.



Locked and Book Guides



Green lines are page guides: they appear on that page only.

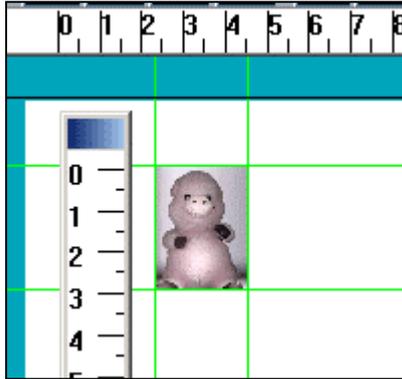
Red lines are book guides: they appear on all pages.

Grey line are locked guides: they are locked into place.

Drag the lines into position and then **right click** on the line to choose to turn them into a **Page, Book** or **Locked/Unlocked** guide.

Rulers

There are rulers you can use to help you position your objects accurately. They are especially helpful when using guides. The ruler units are in centimetres (cm).



To turn the rulers on and off click on the **View menu** and click on **Show rulers**.

If you are working in a writing frame, the horizontal ruler will start at the beginning of the text.

This is so you can edit the tabs spacing.

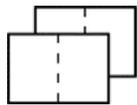
You can pick the rulers up and move them about by double clicking on them. A blue area will appear on the top of the ruler, which you can use to drag it about.

To put the rulers back in place double click on them again.

Printing

One of the most important features of In Print is the flexibility of ways that you can print your work.

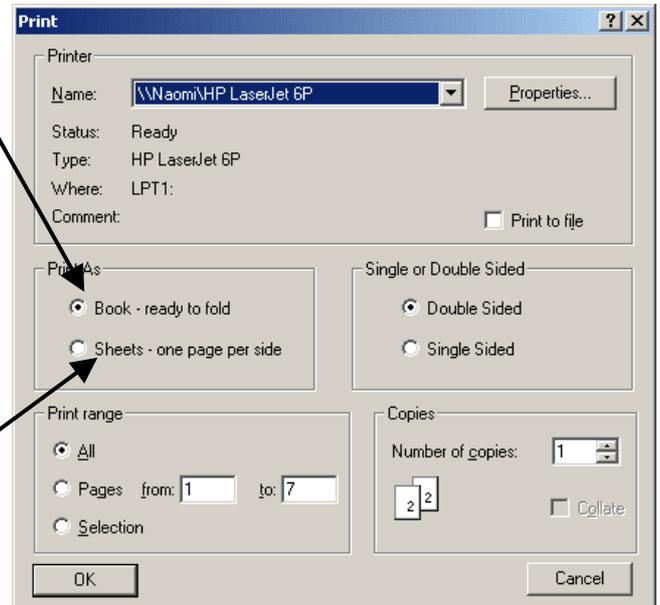
From the **File menu**, select **Print** to open the **Print dialogue**:



Printing as a book prints your document in a format that is ready to fold into a booklet, with two document pages per side. It will scale the pages down so that two pages will fit to one side of paper. It will also calculate which pages to put together so that it all fits together in the right order when it is printed



Print as sheets will scale the pages to fit the paper size. Set as single sided, each page will be full size on a separate sheet. Set as double sided, it will print odd numbered pages and then ask you to turn the stack to print the even numbered pages on the back.

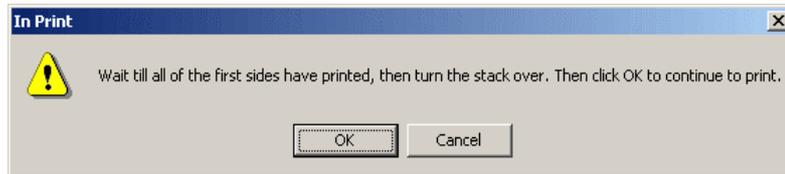


Portrait documents
 the book will be ready to fold to the left.

Landscape documents
 the book will print so the fold is at the top.

Printing single sided and double sided

If you choose double sided, it will print all of the 'top' sides and then ask you to turn the stack of paper over and replace in the tray ready to print on the backs.



NB: Each printer is different and so you will need to experiment with your printer to determine which way round you have to place the pile of sheets when you put them back in the paper tray to print on the second side. This will be different when the paper is landscape from the way it goes in when printing in portrait sheets

Paper size

In Print will scale your document to fit the paper size selected in the Print set-up. If you have A4 paper and choose Print as a book, then the resulting book will be A5.

If you have A4 paper and choose to print as sheets, then the resulting book will be A4. If you have an A3 printer then the books will be correspondingly larger.

