Website: www.widgit.com/support
Telephone: 01926 333680
Email: support@widgit.com

Creating A Class Sign

Create this template to share with colleagues who can make it fit their class.

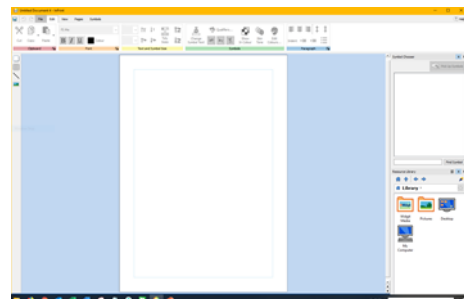## ✔ After making this resource you will be able to...

- Create a sign template
- Use borders/ frames
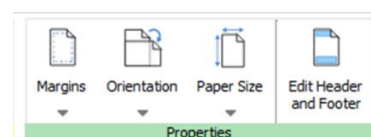- Create tables and frames
- Add your own photos
- Save a template

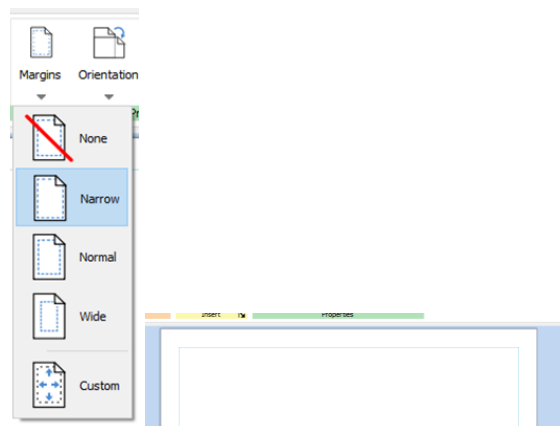This activity will take you approximately **15 minutes** to complete.

Set Up Your Document

1. Create a new blank document, keeping the orientation as portrait.

2. Click on the **Pages Tab**. In the **Properties** group click on the **Margins** button.
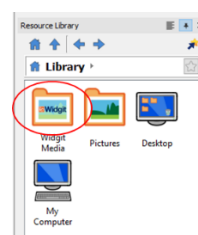
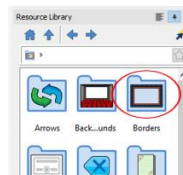**3.** Choose **Narrow**.

Add a Border for the Document

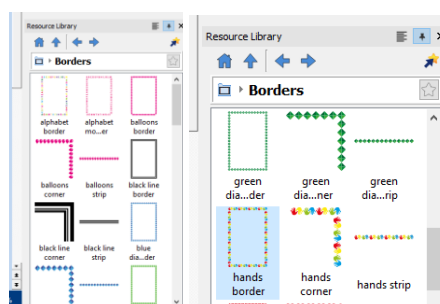**4.** In the **Resource Library** open the **Widgit Media** folder.

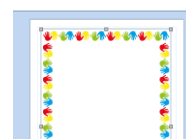**5.** Next open Patterns and Borders

6. Now open **Borders.**

7. Scroll down the set of borders until you see **hands border** Click to select.
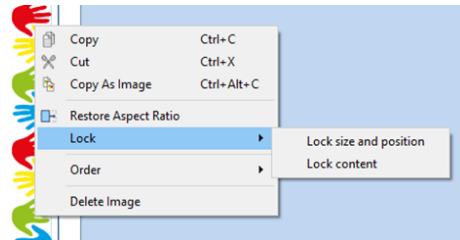
8. Drag the border over to the page and release to paste in place.

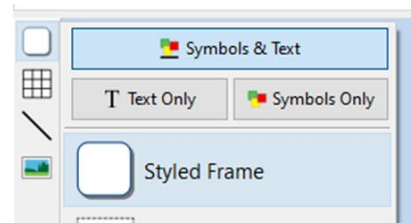**9.** Use the drag handles to stretch the border so it fits close to the margins.

10. **Right-click** on the frame, and select **Lock-Lock size and position**. This will prevent the frame moving as you adjust other items on the page.
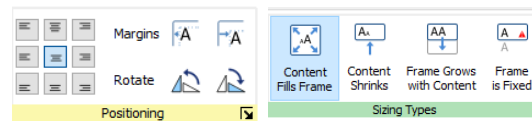
Copy	Ctrl+C	
Cut	Ctrl+X	
Copy As Image	Ctrl+Alt+C	
Restore Aspect Ratio		
Lock	▶	Lock size and position
		Lock content
Order	▶	
Delete Image		

Add and Edit a Class Name

11. Use the **Create Toolbar** to make a **Styled Frame**, with **Symbols & Text**. Click to place on page.

Symbols & Text
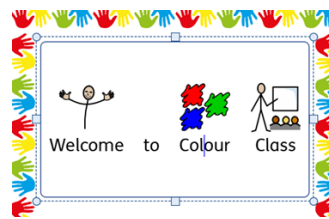T Text Only   Symbols Only
Styled Frame

12. Use the drag points to increase the size of the frame, so that it fits the width of the page, and is a suitable height.
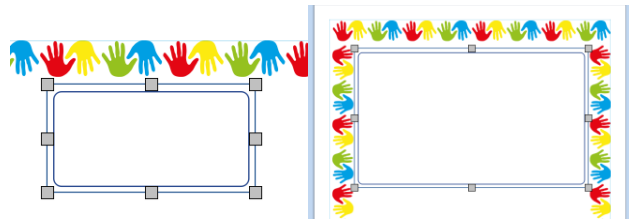
**13.** Click on the **Frame Tab**. Adjust the positioning to the **Central** button and the **Sizing Type** as **Content Fills Frame**
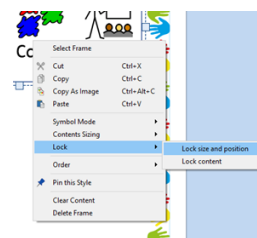
Margins   Rotate
Positioning

Content Fills Frame   Content Shrinks   Frame Grows with Content   Frame is Fixed
Sizing Types

14. Add your text, using a placeholder for the class name.

Welcome   to   Colour   Class

15. To make the welcome symbol sit over "welcome to", **highlight** the text. **Right-click** over Welcome, and click **on Set this symbol for selected text**.

Select Frame
Set this symbol for selected text
Cut   Ctrl+X

Welcome to
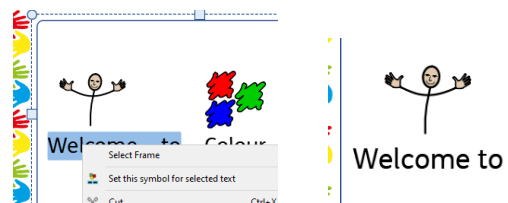
16. With the frame still selected, **right-click** and select **Lock - Lock size and position**. This will prevent the frame moving as you adjust other items on the page, but will still allow the text and symbols to be edited.

Select Frame
Cut   Ctrl+X
Copy   Ctrl+C
Copy As Image   Ctrl+Alt+C
Paste   Ctrl+V
Symbol Mode   ▶
Contents Sizing   ▶
Lock   ▶   Lock size and position
Order   ▶   Lock content
Pin This Style
Clear Content
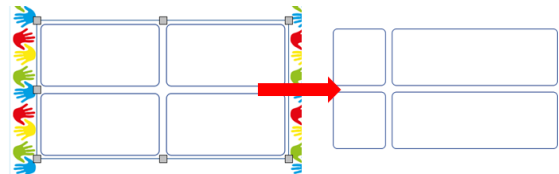Delete Frame

17. Use the **Create Toolbar** to make **Flashcards**, (2x2) with **Symbols & Text**. Click to place on page
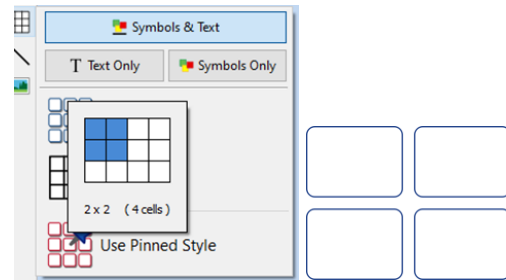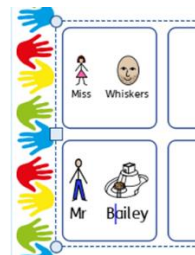
18. **Drag** the edges to fill the width of the page, and to set a suitable height. The drag vertically between the columns to create different sized cells, as in the image.
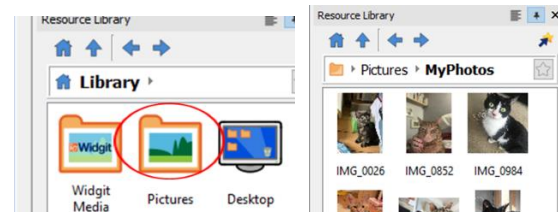
19. **Type** a job role in each long cell.

20. **Type** staff names in the smaller cells.

21. We are now going to add staff images to these cells (placeholders in this case).

In the **Resource Library** , open the **Pictures** file, and navigate to wherever you have saved staff images.

22. **Highlight** the first staff name. **Click** on their photo and **drag and drop** it into the cell. **Repeat** for the second staff member.

23. You may notice that the text / photos are different sizes. To make them more even, first select the cells by dragging over them.

24. On the **Edit Tab**, in the **Text and Symbol Size** group, click the **Tidy Sizes** button. You can also manually adjust text and symbol size separately.
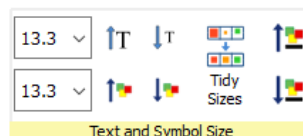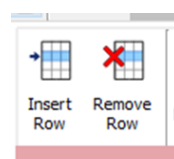
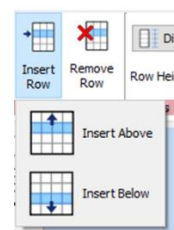**25.** You now should have the staff labels complete.

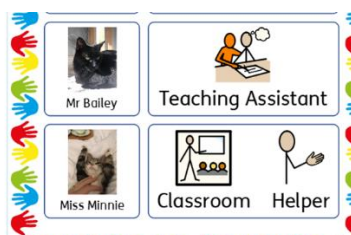## A Different Number of Staff Members?

26. You can easily **Remove a Row** from a table at any point, by going to the **Table Layout Tab.** .

27. You can also add rows for extra staff - again, in the Table Layout Tab. Click in to the bottom row. Click on Insert Row and Insert Below.

28. Add names, pictures and job role as before. Adjust the overall size and position if needed.

Save As Template

In InPrint 3 you have the option to save your documents as templates. Once you have the most commonly needed sign size created for your school, you can save this page as a template, which can be used and reused across the school.

Simply go to the **File** tab and select **Save As → Save Template As**. You can create your own folder for your templates. Otherwise, the default path for saving InPrint 3 templates is:

C:\Users\Public\Documents\Widgit\InPrint\Templates

Once your template is saved, you can open it from the **Templates** section in the **File** tab. You can change the text ,symbols and images, whilst retaining a consistent look / format across the school.

Each individual sign can be saved as a document, click **File** tab and select **Save As → Save Document A**s