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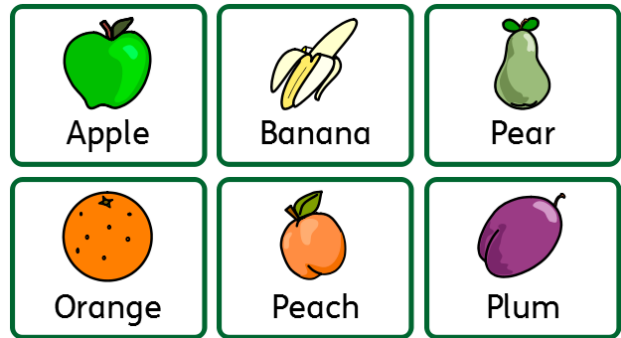Telephone: 01926 333680
Email: support@widgit.com

Creating Flashcards

This guide will show you how to make a grid like this from scratch which can then be used to create flashcards, matching games, or vocabulary prompt cards.

At the end of this guide, there are suggestions for other resources of a similar nature.

There are , of course, many templates for flashcards to allow you to create cards in seconds, these are located in the **Flashcards** folder within the **Templates** section.

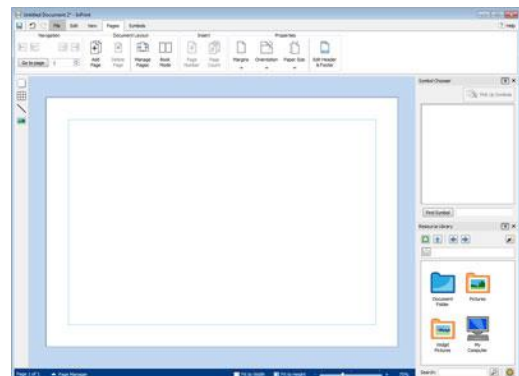✔ **After making this resource you will be able to...**

- Create a table
- Change the appearance of a table
- Write text with symbols
- Use the symbol chooser
- Save a template

🕑 **This activity will take you approximately 20 minutes to complete.**
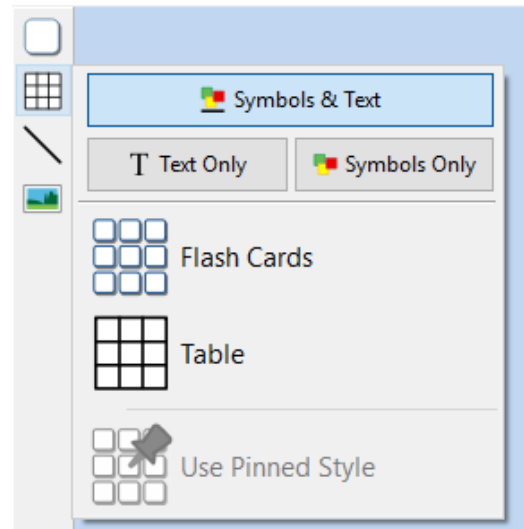
Set Up Your Document

1. Create a new blank document.

2. Click on the **Pages** tab and change the **Orientation** if required.
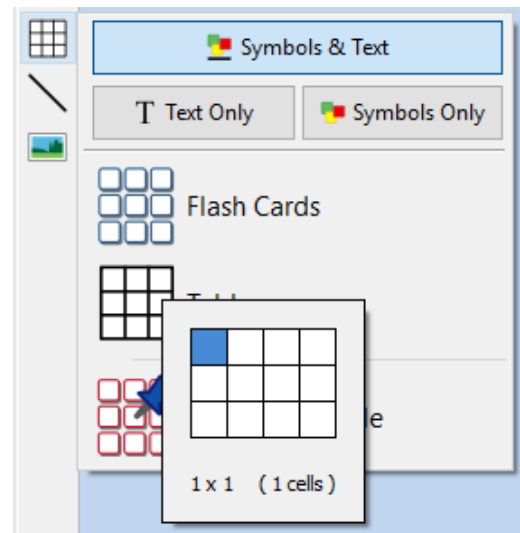
Make a Table

3. Click on the **Table** button on the **Create Toolbar**.
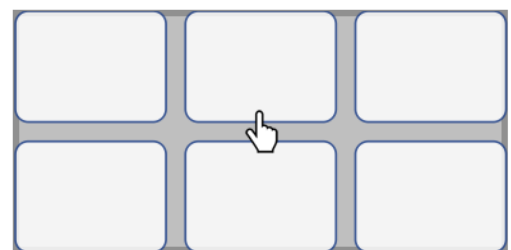
Select **the Flash Cards** Style.

4. The **table creator** shows you the number of rows and columns and the total number of cells that will be created.

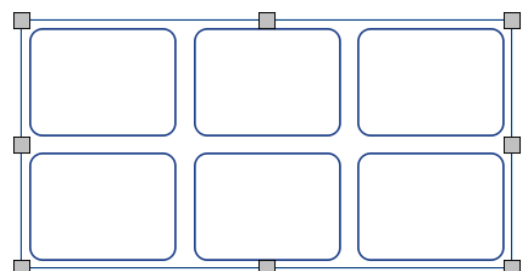Drag the table creator to the dimensions you require, click once to confirm your choice and create the table

5. A **preview** of the table will attached to your mouse pointer so that you can see exactly where it will be when you place it in your document.

Left-click on the page to place the table. Right-click to cancel creating the table, you can also press the **Esc** key on your keyboard to cancel creating the table.
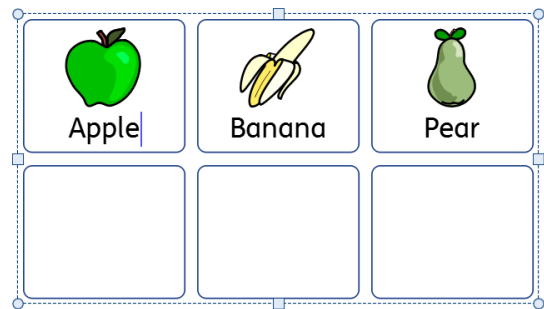

6. When the table has been placed, you can move it by dragging the edges and resize it with the **sizing handles**.

When the table has been placed, you can **click in a cell** to start typing.
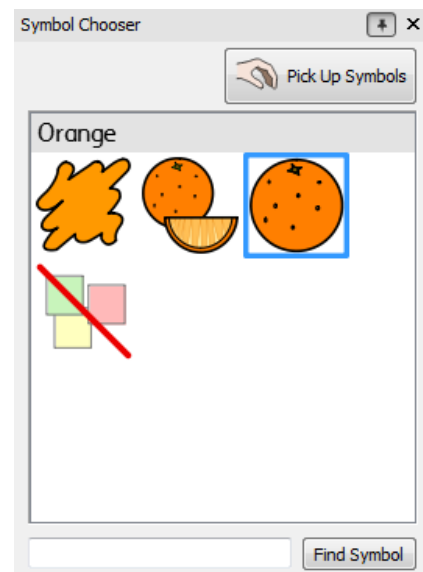
Entering Content

7. Click into each cell and type the content you require.

You can press **Tab** to move between cells.

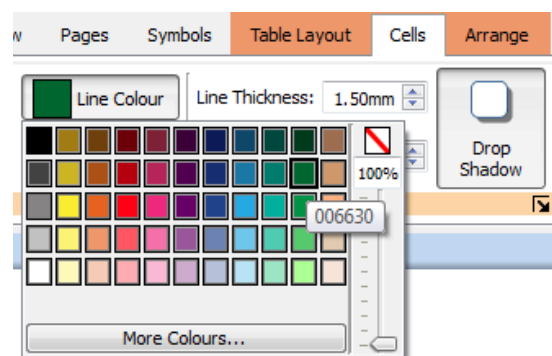Pressing **Space** or moving between cells will symbolise your words.

8. Continue filling in your flash cards..

As you type you will see the alternate symbols available for your words in the **Symbol Chooser**.

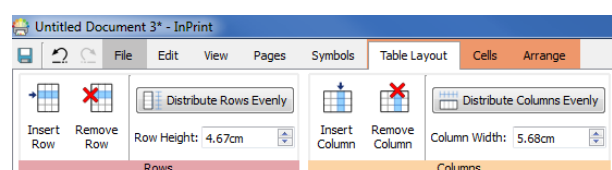You can also **Search** for alternative symbols to drop onto your text.
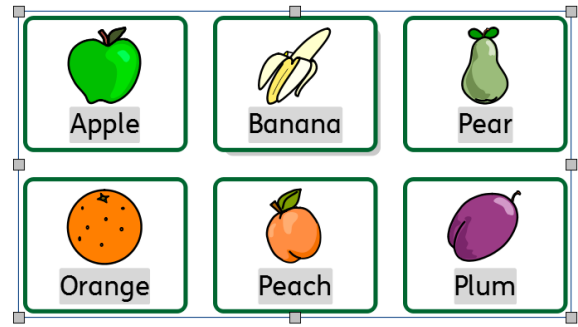
Styling the Table

9. The **Cells** tab located on the top toolbar when a table is selected can be used to change a number of styling options:

- Line Colour
- Background Colour
- Line Thickness
- Corner Radius
- Frame effects such as drop shadow

10. The **Table Layout** tab located on the top toolbar when a table is selected can be used to:

- Add or delete rows
- Add or delete columns
- Merge and split cells

11. **Tip:** Change the **Row/Column Spacing** on the **Table Layout** tab to add a bigger gap between the cells, this will make the flashcards easier to cut out after printing.

Row/Column Spacing

Creating a Template

With InPrint 3 you have the option to save your documents as templates. If you find yourself creating resources with the same layout over and over again and there is not an existing template suitable to use, you can make your own.

Simply create the resource with the layout you require then go to the **File** tab and select **Save As → Save Template As.**
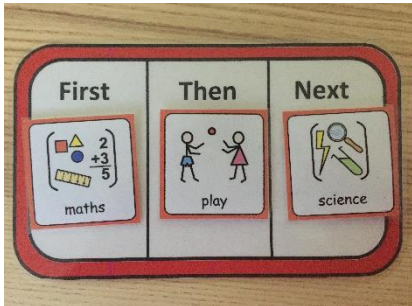
The default path for saving InPrint 3 templates is:

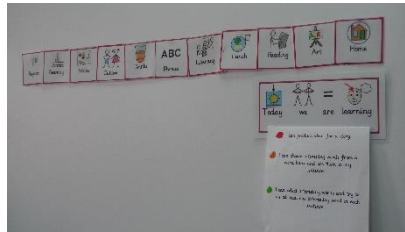C:\Users\Public\Documents\Widgit\InPrint\Templates

Once your template is saved, you can open it from the **Templates** section in the **File** tab.

Examples

Flash cards can be used in many ways. Here are just a few suggestions of things created with the techniques detailed in this help sheet...

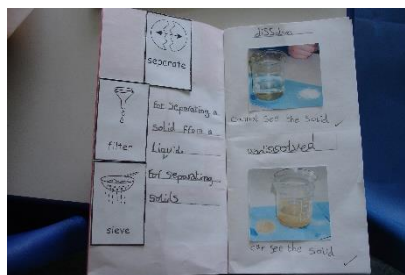Cards for visual timetables /now and next

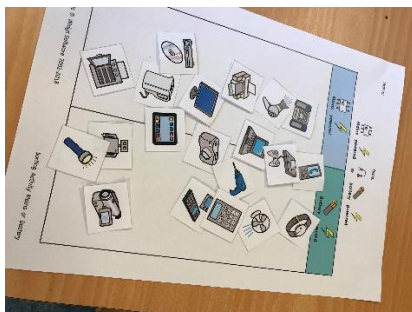Class timetable on board

Interactive displays

Behaviour reminder cards help positive reinforcement

Cards stuck into pupil books to aid writing

Topic vocabulary words to aid independent writing

Topic cards for sorting activities

Display for carpet sessions

Laminate for hardwearing reusable cards

Visit: widgit.com for examples of how symbols are used in education, social care, health care, tourism, leisure, by parents, internationally and other areas.