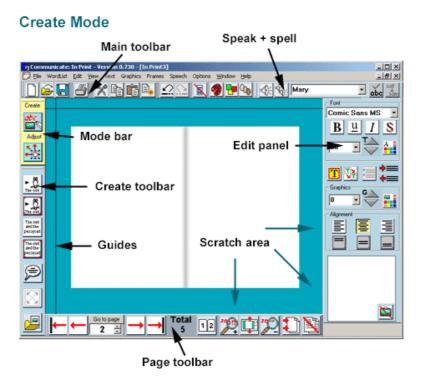# Communicate: In Print
## Step by Step Tutorial
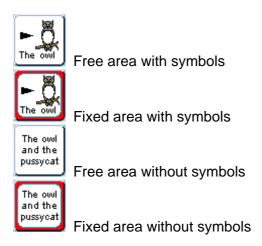
When you open Communicate: In Print 2 (CIP) and start a new document you will be working in 'Create' (blue background screen).

**Create Mode**

### Text boxes

CIP2 is desktop publishing software so you need to type within a text box.

You can type in:

Free area with symbols

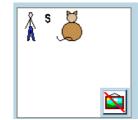Fixed area with symbols

Free area without symbols

Fixed area without symbols

Click on the type of frame you would like to work with and then click on the page to get started.

When you're working in a fixed or free area with symbols type your word and press the space bar for your symbol to appear. Choose the correct or most appropriate symbol support from the **Symbol Chooser** on the bottom right hand side of the interface.

If you're working without symbols you can include a symbol at any point by clicking on the symbol you want to support the word in the **Symbol Chooser** on the bottom right hand side of the interface.

If you're working with symbols and would like to exclude a symbol at any point click on and it will remove the symbol.
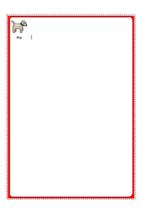
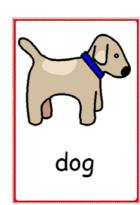## Expanding contents in a text box

This tool will allow you to automatically grow the contents of the text box within a fixed area by clicking on the frame and then clicking the button.

For example:

This                    becomes this

# Symbol Wordlist

CIP2 V2.8 will automatically load Widgit 08-11. This is a wordlist of approximately 10,000 Widgit Symbols.

If you want to change your wordlist go to Wordlist>

Refresh wordlist:
If you have made changes to your wordlist in the Resource Manager or Wordlists Manager while you have In Print open, you may wish to reload the wordlists without closing and re-opening the program.

Merge wordlist:
You can merge 2 wordlists at a time

Replace wordlist:
Replace the wordlist you're currently using for a new or different wordlist

Show wordlists:
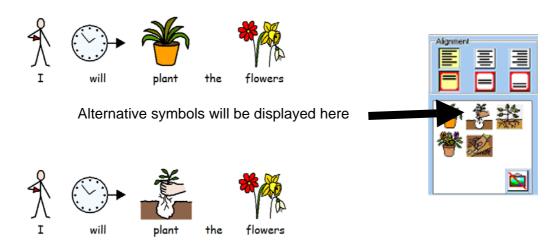Displays the current wordlist in use.

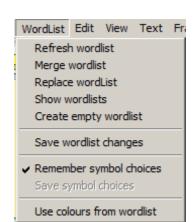Create empty wordlist:
Allows you to develop and save your own wordlist.

Save wordlist changes:
Will save any changes you've made to the current wordlist for future use.

# Choosing symbols

For some words there will be alternative symbols. While your cursor is in the word with a symbol you would like to change, select the new symbol from the
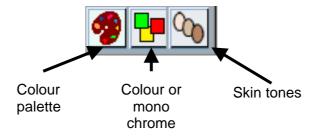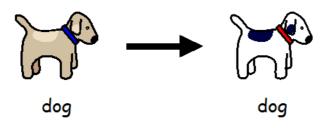**Symbol Chooser** box and the relevant symbol will appear above the word

Alternative symbols will be displayed here
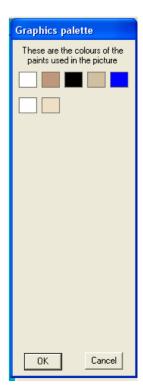
## Changing the colour of symbols

You can use Widgit Symbols in black & white or colour, change the skin tone and customise the colours used.



Colour palette

Colour or mono chrome

Skin tones

To change the colour of the chosen symbol click on the **colour palette**. A graphics palette will appear on the right hand side of the interface displaying the colours in the chosen symbol.

More than one colour may appear depending on the symbol. Choose the colour you would like to change and a new palette with colour choices will appear. Once you have changed all the existing colours for new colours click OK.



**Graphics palette**

These are the colours of the paints used in the picture

OK    Cancel

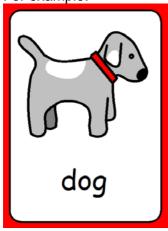dog → dog

## Changing the names of symbols

This tool allows you to change the text attached to a symbol.

Make sure your cursor is on the word below your symbol, click on the button then type in your chosen word.

The next time you type your word your chosen symbol will appear (or it will appear as an alternative in the **Symbol Chooser**).
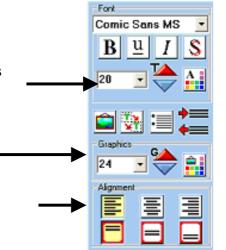
For example:

## Changing font and layout style

By right clicking over a frame you can adjust the appearance of it's contents.

Using these tools you can change the font size, colour and style.

Using these tools you can adjust the size of your graphics.

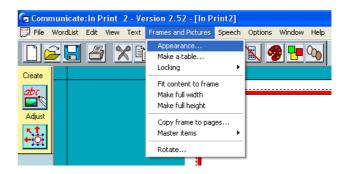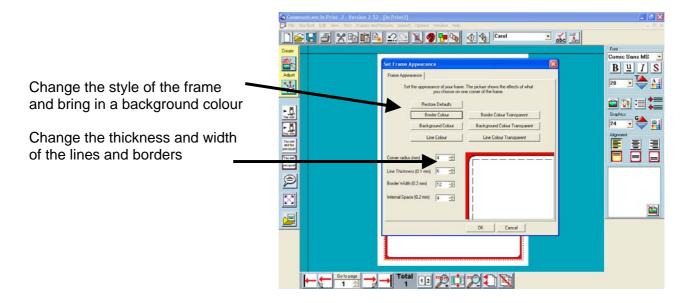Using these tools you can adjust the alignment of the contents in a frame.
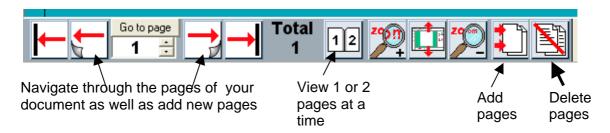
## Change text box style

By right clicking over a frame you can adjust the appearance of the frame itself.

Select **Frames and Pictures**
The select **Appearance**



Change the style of the frame
and bring in a background colour

Change the thickness and width
of the lines and borders



### Navigating, Adding & Deleting pages



Navigate through the pages of your
document as well as add new pages

View 1 or 2
pages at a
time

Add
pages

Delete
pages

## Clip art

CIP comes with an extensive clip art graphics area called Widgit Pictures for creating individual work. Images can be edited to suit your needs. Change the colour of the graphics in exactly the same way as you did with the symbols.

  Switches your graphics panel on and off.

This menu will appear in the right hand side of the screen: -

You can use any graphic as an alternative symbol by clicking on the graphic then clicking on the word in the text box.
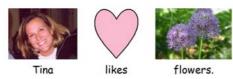


## Digital photos



You can insert your own images to link to a word by clicking on **Pictures A** at the bottom of the graphics panel. This defaults to My Pictures. You can also choose to find images stored in other areas by navigating the folders on your machine to the correct location. In the graphics panel you will see icons for all the folders and a thumbnail image for any image that you can add



You can also use a digital photograph from a camera or website as an alternative symbol by clicking on the photograph then clicking on the work in the text box.



When you save a document, copies of any graphics that are not in a Widgit area are saved with the document so that you can take that file to another machine where Communicate: In Print is installed. You will not lose the pictures.

Remember to **'save wordlist changes'** if you want to these images to be permanently saved to your wordlist for future.
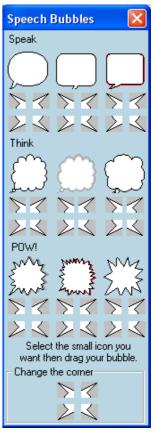
**Speech bubbles**

 Click on this button to bring in your speech bubble options

Speech bubbles can be used with graphics or photographs.
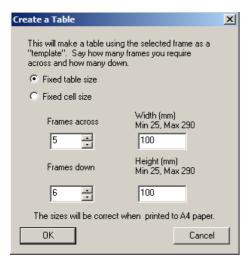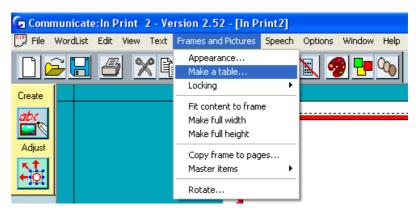They are not symbolised, but you can symbolise specific words as you did with text boxes.







## Tables

You can make tables by first making one frame, right clicking on it and then select **'Frames and Pictures'** from the toolbar.
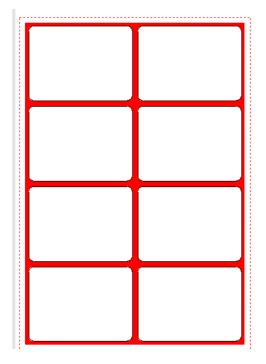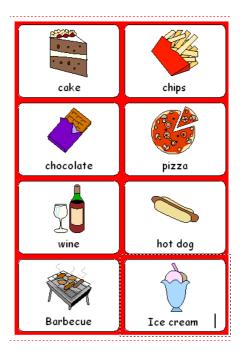




In the menu bar at the top of the screen, click on the **Frames and Pictures** menu and choose **Make a Table**. This will bring up a dialogue box where you can enter the number of cells across and down, as well as fix the size of the table or cells, then click ok.

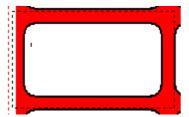You can add words and symbols, graphics or photographs to each frame of your table.

*Tip – select the style of your layout before making your table (eg centre) this way each frame will be the same and you won't have to alter each one.*
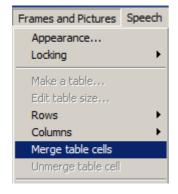
## To adjust the layout of the table in version 2.8 or above

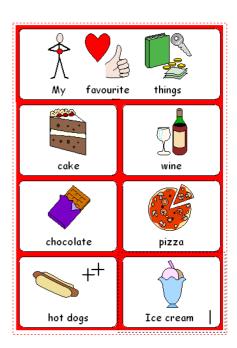**Right click** into the fourth cell down on the first column

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.
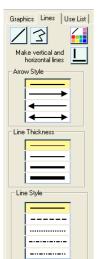
P9

## Adjust mode (green background screen)

You can group graphics to re-arrange as a whole. Click on the group button, choose every item you would like grouped and then click on the group button again to lock it all to make one picture.

You can re-arrange your graphics so they can appear in the foreground, middleground or background. Click on the image and then click on the corresponding button.
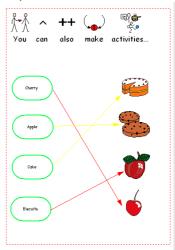
## Lines

To include lines or arrows in your work use the '**Lines**' tab in the graphics folder.

The style and colour of each line or arrow can be specified.

Choose which type of line you would like to add to the page. Click where you would like it to begin and then where you would like it to end
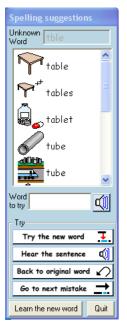
## Use List

This allows you to search for specific graphics or symbols. Type the word related to the graphic you are looking for and the type of graphic desired (symbol or pictures from the clip art bank)

Choice will appear in the display box which can be added above a word or placed on the page individually.
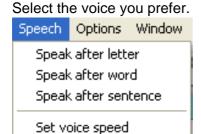
## Spell checker



 This is a pictorial spell checker and uses speech.
You can review your choice and hear it before going onto the next word.

**Speech** CIP is supported with speech.
Select the voice you prefer.

   

And when you would like to hear speech support.