

## Communicate: In Print

### Tips and Reminders

#### Appropriate use of symbols

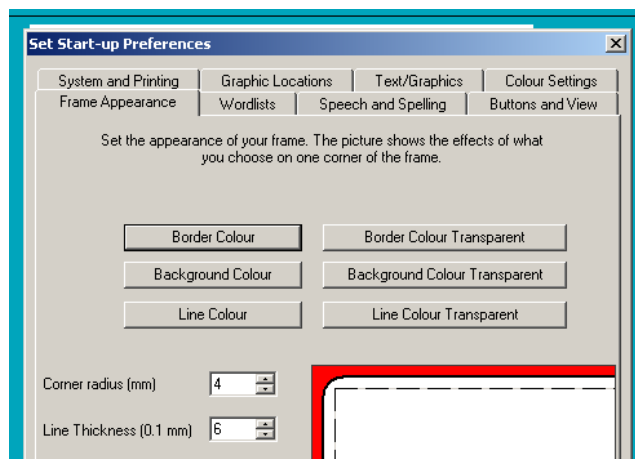
- Symbols support learning, they cannot teach a concept
- Choose correct symbols



- Be consistent with symbols used
- Use appropriate level of symbolisation – it will be rare to need complete symbolisation
- Use clear and simple language
- COVER THE WORDS TO CHECK INFORMATION IS CLEAR AND APPROPRIATE

#### Set start up preferences for new documents

- *Frame Appearance*
- *System and printing* – default
- setting for page / book,
- double / single setting
- *Graphic Location*
- *Wordlists* - select to
- remember symbol choices
- *Text/Graphics* – sets default
- font and graphics size
- *Speech and Spelling*
  - set voice and when to speak e.g. after a word
  - turn on / off marking of spelling errors
- *Colour Settings* – choose black and white / colour symbols
  - default skin tone
- *Buttons and View* – level of menus available (includes
  - interactive white board mode)
  - tense and plural qualifier options.



## General Tips

- Write without symbols and put in ones wanted if only partial symbol support needed.
- Copy text from Word or elsewhere to paste in.

## Copying symbol sentences into Word or PowerPoint

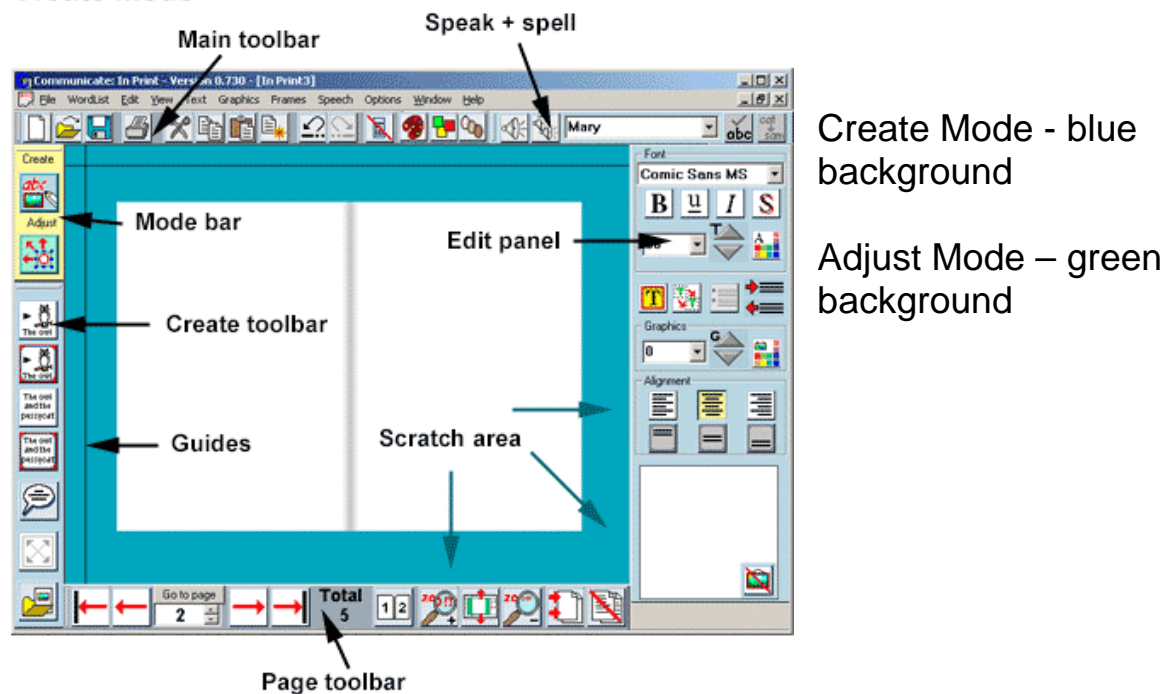
Copy any selected writing, frame or grouped set of frames in CiP to the Windows clipboard by pressing '**CTRL+ALT+C**'.

Paste into another program e.g. Word, PowerPoint...

*NB Open the other application before copying from CiP because some applications clear the clipboard when you launch them.*

## Basic Interface

### Create Mode





**Add Pictures** - open picture folders select bottom left of interface.



Select the tab 'Use list' to search for pictures  
Select the tab 'Lines' for drawing lines.



**Expand a symbol / picture** to the size of a frame put the cursor in the word / text and click (bottom left of interface).



**Change a word linked to a symbol** - make sure your cursor is on the word below your symbol, click on the button then type in your chosen word. Press the right arrow key on the keyboard to lock the change in.

**Making tables** - format a starter frame then make the table from 'Frames and Pictures' (top menus).

Online help at <http://www.widgit.com/support/in-print> or use the built in manual from 'Help' on the top tool bar.