Widgit

How to Use Communicate: In Print
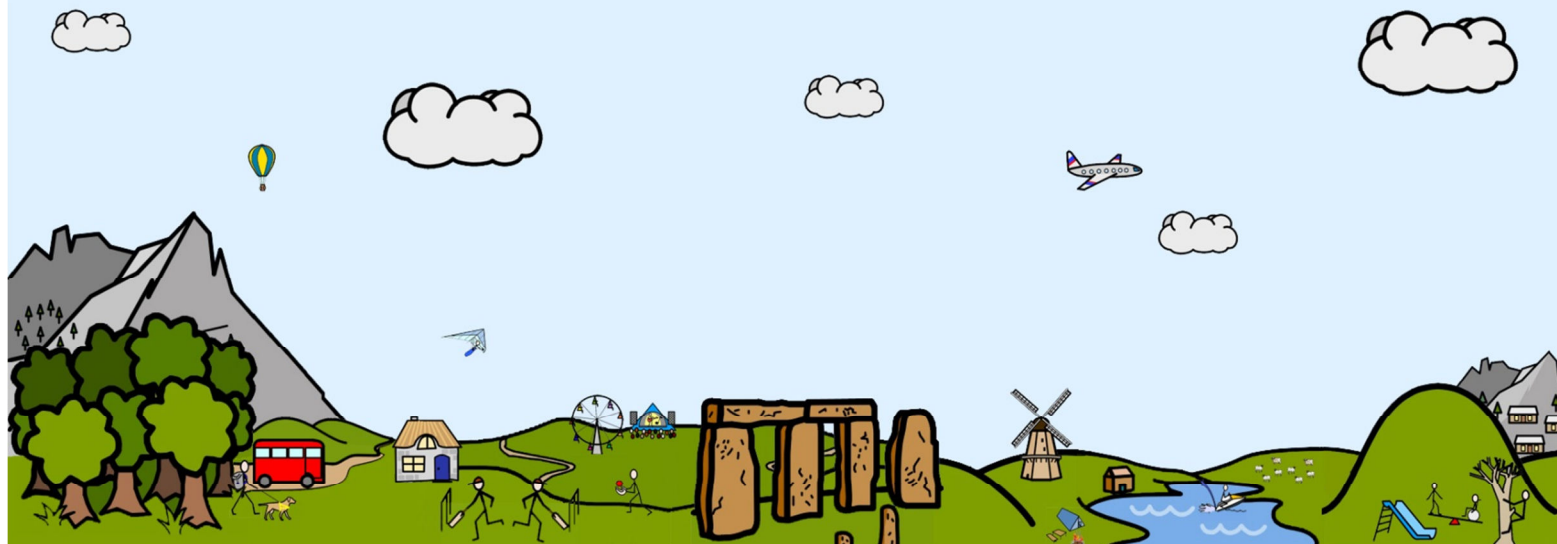
Contents
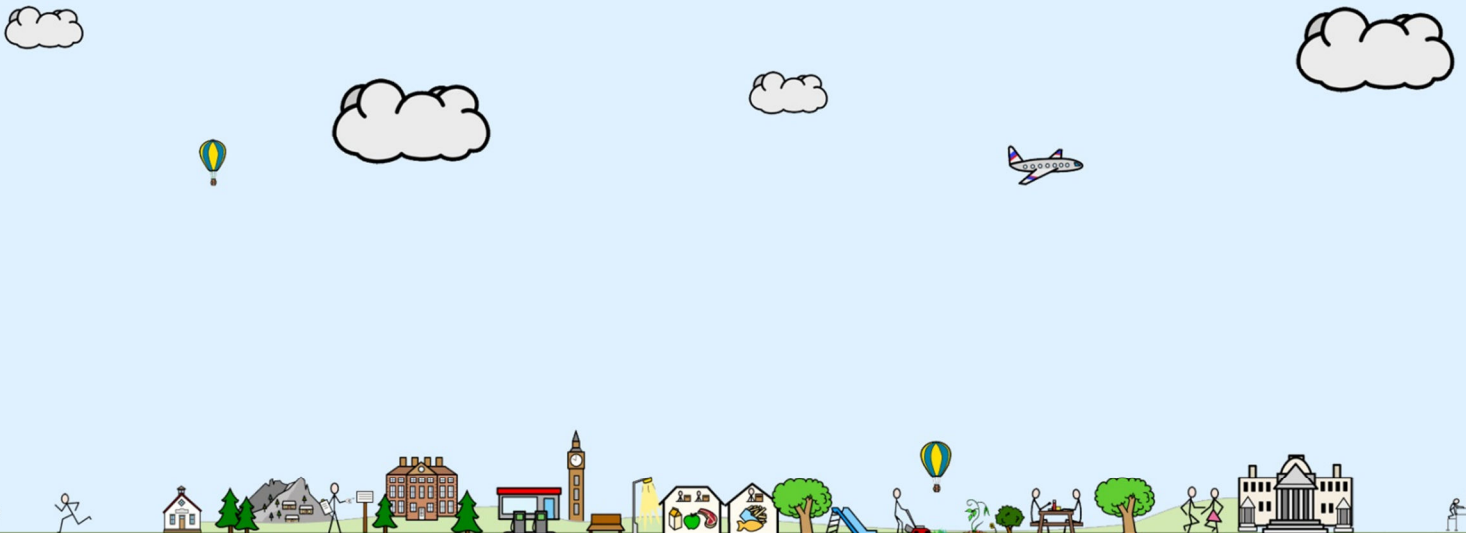
1   Page Setup

Page Orientation

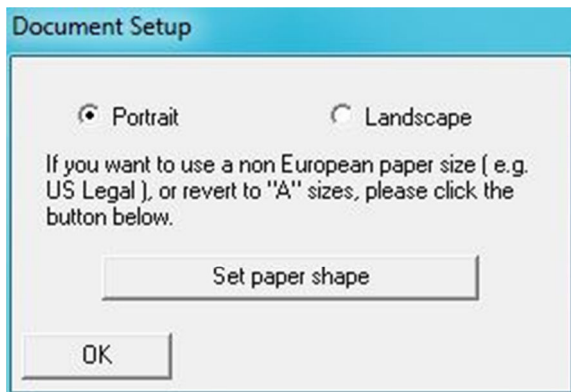When you open Communicate: In Print, the document will be in Portrait mode by default. You can toggle between portrait and landscape in document setup:

Click on **'File'** from the top toolbar, and choose **'Document Setup'** from the drop down menu.

Choose **'Landscape'** from the Document Setup box and click OK.


Printable Area

You can see the printable area of the page, indicated by the dotted red line. An object or part of an object that is beyond this red dotted line will not be printed or shown on screen.

This is not a setting that can be changed, it is a setting picked up from the machines default printer, different printers will have different printable areas so the line may be positioned differently on each machine.

If you want to view your document without these red borders go to the '**View**' menu and uncheck '**Show printable area**'.
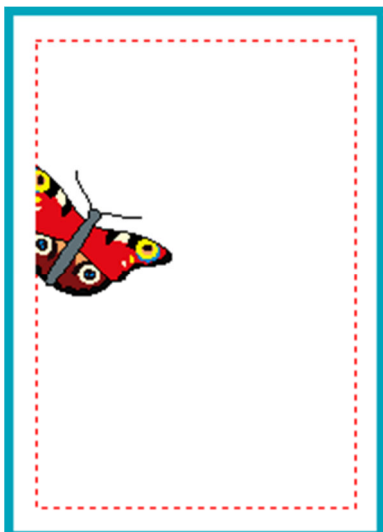
Guides and Rulers

To aid you in the positioning of your document content, Communicate: In Print includes guide lines for your use. They can be used with the Ruler tool to ensure content is positioned accurately, this can be important when making documents such as communication device templates, where content has to placed in specific locations on the page to be used successfully by the end user.
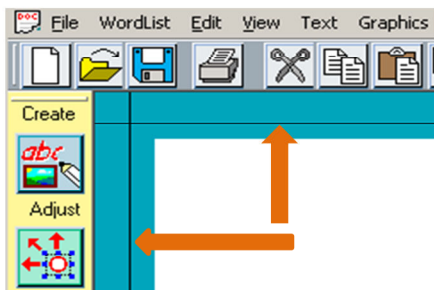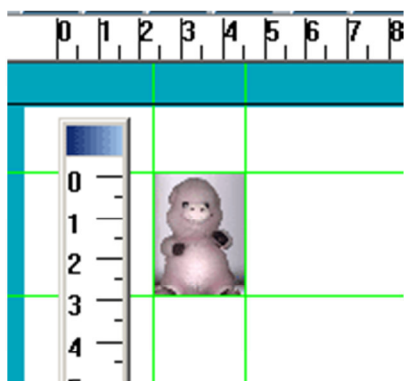
To position the guide line click and hold down your left mouse button on either the horizontal or vertical guide lines that border your document.
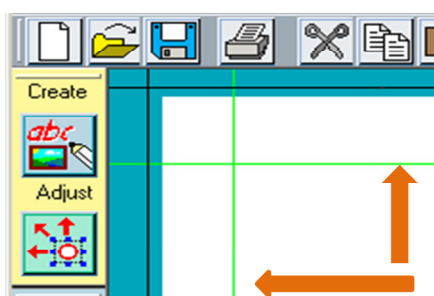
Now drag it to the position you want on the page. Notice that the line turns green.

To remove a guide drag it back off the page.

To display the horizontal and vertical the rulers click on the '**View**' menu and click on '**Show rulers**'.

You can pick the rulers up and move them about by double clicking on them. A coloured 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.

Widgit Tip

If you are trying to make a Communication Device template visit www.widgit.com/resources where you can download a large number of ready-made template files for use within Communicate: In Print…. All FREE of Charge!

2 Writing

Writing Buttons

There are four main writing buttons available for use within Communicate: In Print and they can be used in different ways:

Write freely with text and symbols.

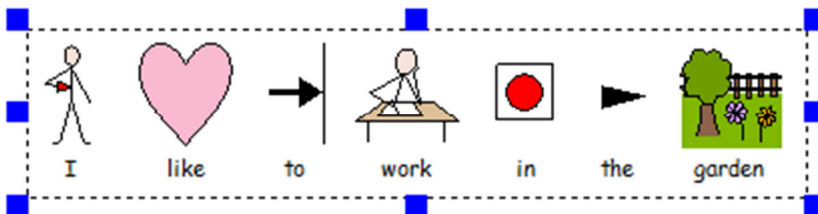Write in a fixed area with text and symbols.

Write freely with text.

Write in a fixed area with text.

After you have added a writing frame there are a number of things you can do with it.

Right Clicking anywhere on the box will result in it being highlighted with blue grab handles.

You can use these blue grab handles to drag the box around the screen or resize/reshape.

If you have used either of the two free writing buttons (as above) your content will automatically reposition itself as you change the shape of the box.

If you have used either of the two fixed area writing buttons your content will automatically shrink to fit within the frame as you make the box smaller.
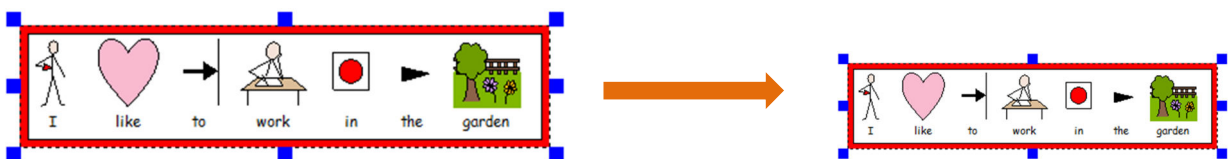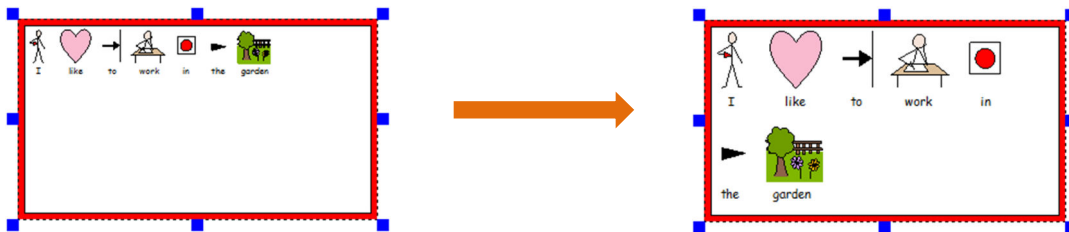
If you make the box bigger you will notice your content will not automatically resize, it will remain in the top left hand corner.
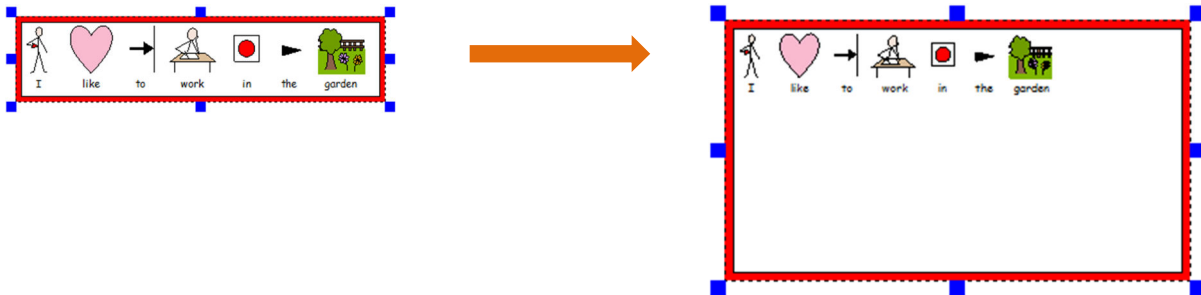
You can make the frame content bigger using the **'Grow to Fit'** button.

 To use the **'Grow to Fit'** feature first make sure your frame is highlighted (right click to bring up blue grab handles), then click the **'Grow to Fit'** located on the left hand toolbar.

The contents will then grow to fit the frame.

 When working within a fixed frame you may want to centre the text horizontally and vertically to make the content appear neater, to do this highlight the frame and click on your desired alignment button on the right hand side of the program.

Widgit Tip

Fixed area frames are great for making resources like notices or labels which can be used to customise and provide direction to everyday items like classroom materials or coat hooks.

Symbol Choices

Communicate: In Print comes with the entire Widgit Symbol set which includes over 13,000 symbols and is supported with FREE updates available to download from www.widgit.com

With over 13,000 symbols in the set, more often than not there will be multiple symbols available to use for a particular word, you can choose what symbol appears above each word using the symbol chooser on the right hand side of the program.

As you finish typing each word and press the space bar look at the symbol chooser box on the right. It shows all the graphic options for that word. Change the displayed graphic by clicking an alternative. You can go back and click on any word in your sentence to see the symbols associated with it.
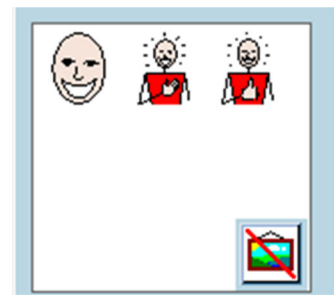
Hiding Symbols

If you are working with a student that does not require a fully symbol supported document you may want to "turn off" a symbol attached to a word. Click in the word where you would like to remove the symbol, and then click the Hide Symbol button in the symbol chooser.

3 Inserting Graphics

You can add graphics to your Communicate: In Print document either as replacement symbols or as images.

To use a custom photograph or clip art image instead of a default symbol you will first of all need to type out the sentence as normal.

In this example I would like to use a digital picture of a squirrel instead of the Widgit symbol that has appeared above it by default.

There   are   squirrels   in   the   park
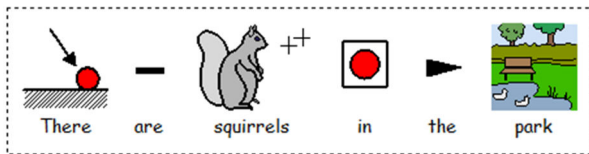
To view the graphics you can use you will need to turn on the 'Graphic Resources', to do this click on the yellow folder on the left hand toolbar.

This will open up the graphic resources panel on the right hand side of the software. By default you will be shown the Widgit Pictures which are basically a set of clip art and digital images we provide with the software.

You can also choose to navigate to other areas of your machine or network to use your own images. To help you do this there are three shortcut buttons located at the bottom of the graphic resources section:

- **Pictures A:** This is a link to your personal my pictures folder, click this to view all images located in here.
- **Pictures B:** This is a link to your shared pictures folder. This is a great place for you and you colleagues to store a consistent set of images to use in your resources.
- **Widgit Pictures:** This takes you back to the default Widgit Pictures Folder.

Once you have located the image you want to use click on it, the image will now be highlighted red. If you now click on the word below the symbol you want to replace (in this case squirrel), your graphic will be inserted as a replacement symbol.

There   are   squirrels   in   the   park
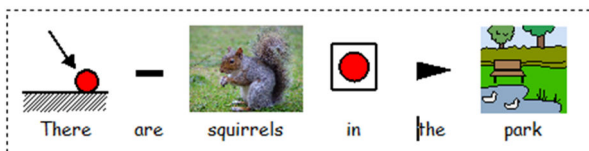
The program will remember you have used this graphic as a replacement symbol until you close it down, this means you will automatically be able to choose to use your custom graphic for this word from the symbol chooser.

Using a Graphic as an Image

You can also choose to drop Graphics into your work as images following the same process. You may want to use images to illustrate a sentence you have typed, to do this firstly type the sentence you want in your document and position it in a suitable location on the page.
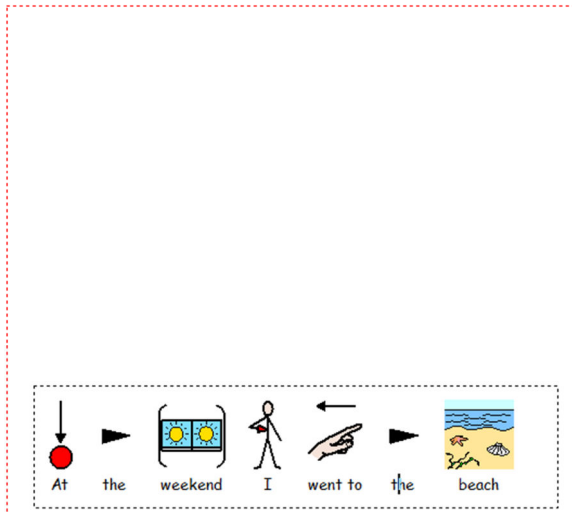
Now turn on the **'Graphic Resources'** by clicking the yellow folder on the left hand toolbar and locate the image you would like to use to illustrate the sentence that you have typed.

Click on the image and it will highlight red just as it did previously, now click anywhere on the page to insert the graphic as an image.
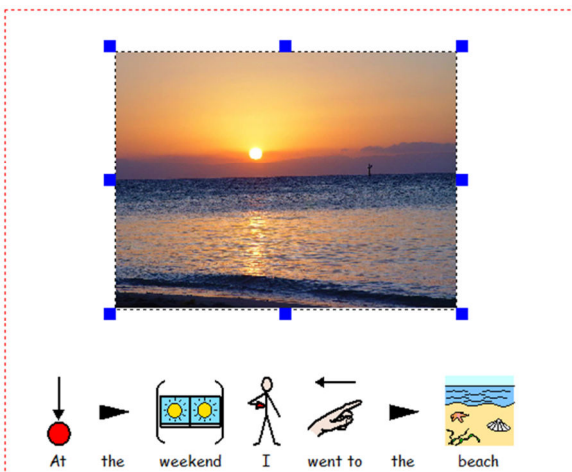
The graphic will be inserted with blue grab handles which can be used to change its positioning and size.

You can insert multiple graphics on to the page and position them where you like.

Search the Symbol Database – Use List

You can search the symbol database and drop images in as loose graphics. To do this:

- Open the graphic panel, and click on the third tab labelled **'Use List'**.
- You can choose whether you want to use the symbol list or picture list.
- Type the word to identify the picture you want and click Find.
- All the pictures available for that word will be displayed. Click and drop in the one you want.

Widgit Tip

If you alter the size of a digital image and it becomes pixelated or fuzzy you can simply double click on it to sharpen the resolution and make it display much clearer.

4 Customising Resources

Communicate: In Print comes with many features that allow you to customise your resources.

Changing the Words Linked to a Picture

You may want to have a different word(s) associated to a symbol in order to make what you are typing more relevant to your end user.

In the example below we have a basic shopping list that we will customise to make the content a lot more specific.
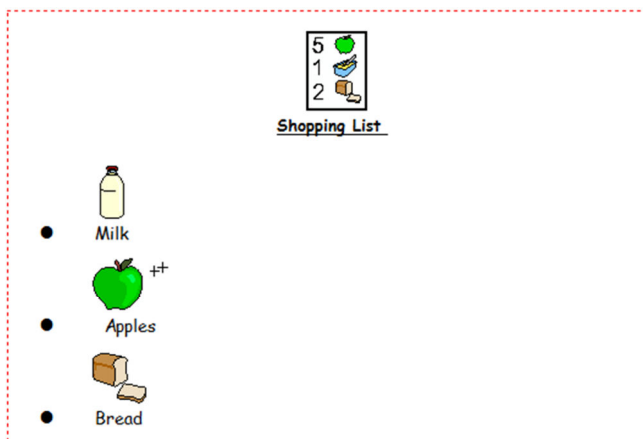

Instead of instructing the user of the list to select any variety of Apple from the shop we can change the text below to "Pink Lady Apples" and keep the symbol as it is.

To do this we first need to click anywhere in the text for the word "Apples".

 Then either press the Cat- Sam button on the top tool bar or press F11 on your keyboard.

This will remove the word "Apples" and replace it with a cursor ready to accept the replacement text, Type "Pink Lady Apples". You MUST remember to then press the R**ight Arrow key** after you have done this so that the program knows you have finished adding the replacement word.
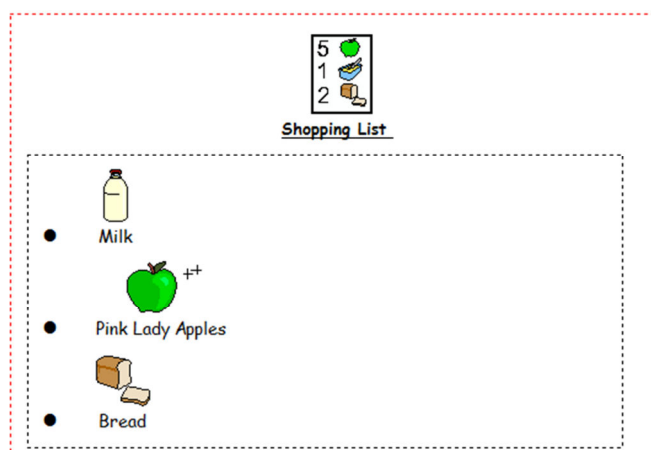
We can now move on and customise the Shopping list further using some of the other features of Communicate: In Print.

Changing the Colours Used to Make Up a Symbol

Now we have changed the text to be more specific the green apple symbol is now not relevant to this variety of apple as they are more of a red colour. Communicate: In Print has a feature which allows you to change the colours used to make up a particular symbol.

To use this feature click in the text underneath the symbol you would like to edit, in this case "Pink Lady Apples".

Now click the **'Colour Palette'** icon on the top toolbar.

This will bring up the palette for that symbol.
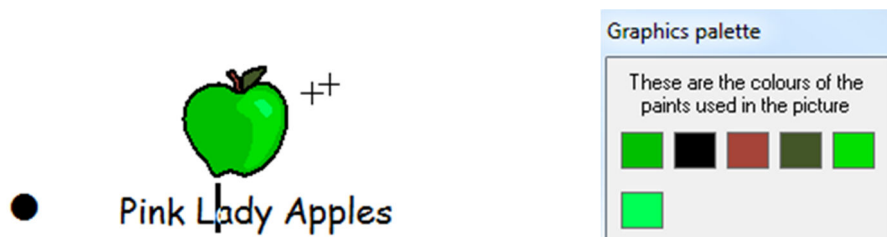
If you click on each of the colours in the palette you can select an alternative. As you change each of the colours the symbol will automatically update in your document.
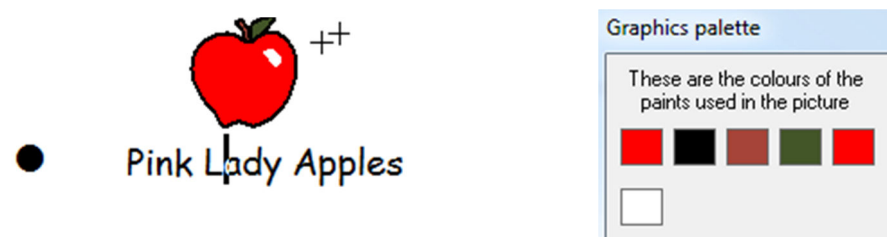
Once you have changed all of the colours for a suitable alternative click OK to return to your document.

You can use this tool to change any Widgit symbol or Widgit picture.

Colour On/Off

You can switch between colour and black & white symbols by toggling the colour mode button in the top tool bar.

Skin Tones

In colour mode you can choose from a selection of five skin tones by toggling the skin tone button in the top tool bar.

Widgit Tip

For both the colour on and off button and the skin tones tool you highlight individual words and choose to apply the change just to these rather than the entire document/paragraph.

5 Making Tables

You can make tables to add to your Communicate: In Print resources, these can be produced to help with the layout your content or to produce activity sheets for the end user. To make a table you must first create a single frame using either of the fixed area writing buttons we looked at earlier.
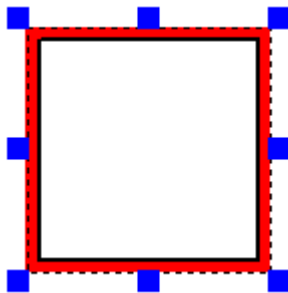
We recommend you start off with a relatively small frame, the reason for that is the table will take its size from this initial frame. If it is too large your table may disappear off screen, you can of course re-size but it's far easier to start off small and make the table bigger.

Right Click to highlight your frame.
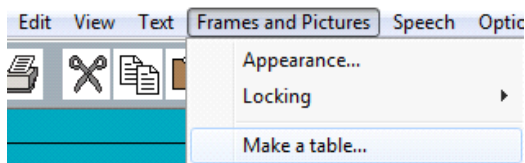
Now go to **'Frames and Pictures'** and select **'Make a Table'.**
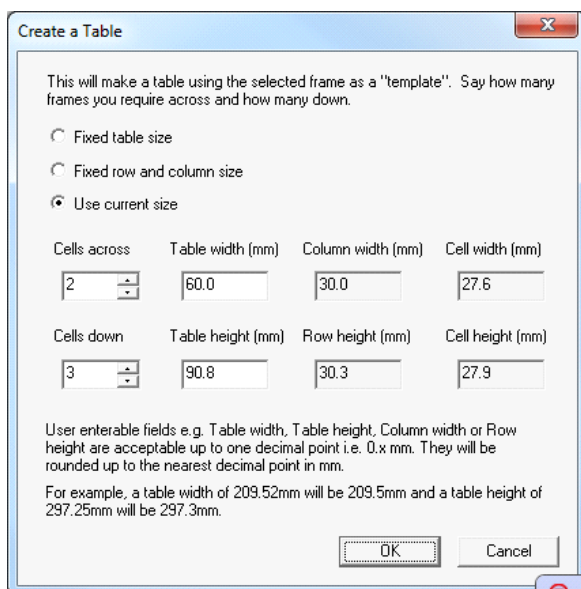
You can then choose to create a table which has:

- A fixed Size
- A fixed row and column size
- Or use the current size

For some resources like communication aid templates it's important to have a table of a set width or height but most of the time you will only really want to edit the cell across and cells down.

Once you are happy with the settings click OK to create your table.

Once your table is created it will be highlighted with yellow grab handles which you can use to increase the size or positioning in the same way you do when inserting images. Once you are happy with the positioning a layout of your table you can start to add content.

Adding Rows and Columns

After creating your table you can go back and choose to insert extra rows or columns. To do this all you need to do is select a cell and then go to **'Frames and Pictures'** along the top row of the program and select the option you want from the **'Rows'** and **'Columns'** menus . You also have the option to delete a row or column following the same process.

Merging Table Cells

You can choose to merge together cells within your table. To do this click in the first cell you want to merge, you will notice it is now highlighted with a black dotted line. Now hold down Ctrl and Shift and click in the other cells you wish to merge, this will now also be highlighted with a black dotted line. Next go to **'Frames and Pictures'** along the top toolbar and select the option to **'Merge Table Cells .**
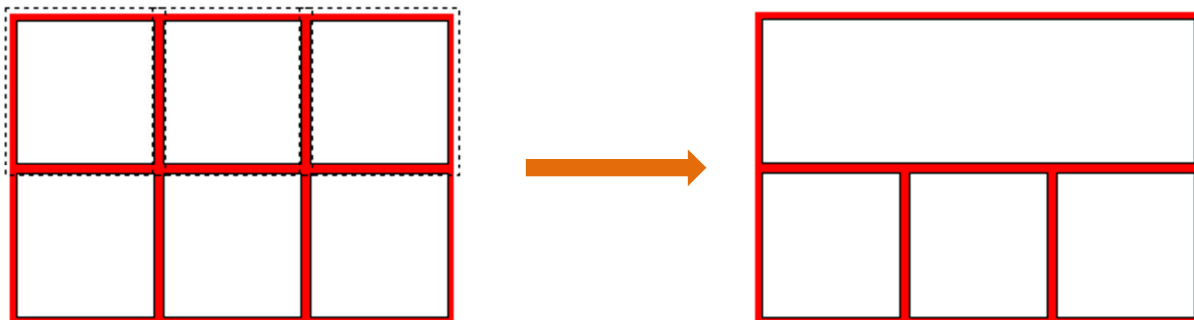
You can undo this change at any time by selecting the newly merged frame then select **'Frames and Pictures'** along the top toolbar and select the option to **'Unmerge Table Cell'.**

Table Appearance
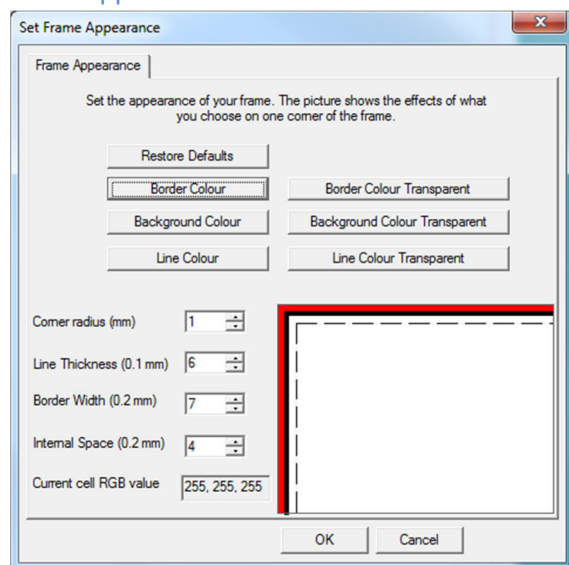
The default frame and table colour within the software is red and black but you can customise this at any time. If you right click to highlight your table (or single frame) then go to **'Frames and Pictures'** along the top toolbar and select the **'Appearance'** option a box will appear allowing you to change a whole host of settings. You can choose different border colours, background colours, line colours and set a different shape to the cell using the corner radius option.

Widgit Tip

If you creating flash cards or PECS communication cards try setting the border colour to transparent just leaving a line colour on to surround each cell, this along with a squarer cell will make the printed cards easier to cut out and separate.

6   Adjust Mode

To create the majority of your projects you will work solely in **'Create'** mode but in this section we will look at how you can use features of **'Adjust'** mode to make changes to various elements of your resources.

Switching to Adjust Mode

On the left hand toolbar you will see this button:
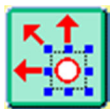
Click this to switch into **'Adjust'** mode. You will notice the program background has changed from blue to green and there are different tools displayed on the top and left hand toolbars.

Editing Tables in Adjust Mode

You can use **'Adjust'** mode to create more complex table layouts, this can be useful for resources like Visual Timetables, Newspaper front pages, Board games ect.

Change Table Column and Row Size

If you right click on a table cell in **'Adjust'** Mode it will highlight with four blue grab handles.
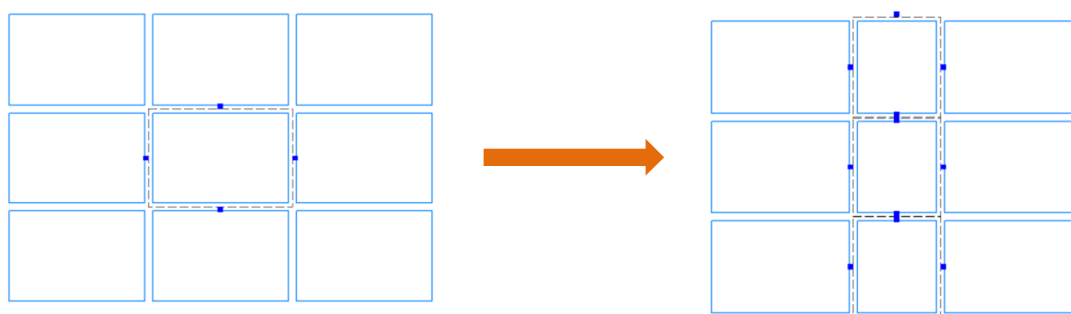
Dragging these grab handles allows you to edit the size of the row or column allowing you to make a more complex table layout.

Ungroup Items

'Adjust' Mode has feature which will allow you to group a number of items together to make one object or remove items from a group and make them into individual objects. We can use this feature to make a number of interesting table layouts.
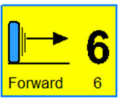
A table is basically a group of cells linked together as a single object. We can use the ungroup feature to break these cells apart and edit them individually. To do this click and drag over the entire table so it is highlighted with yellow grab handles, next click the Ungroup button on the left hand toolbar:

Moving, Deleting and Changing Shape of Table Cells

After ungrouping all of the cells from the table they can now be highlighted and moved individually.

To move a cell, right click on it and drag it around the screen.
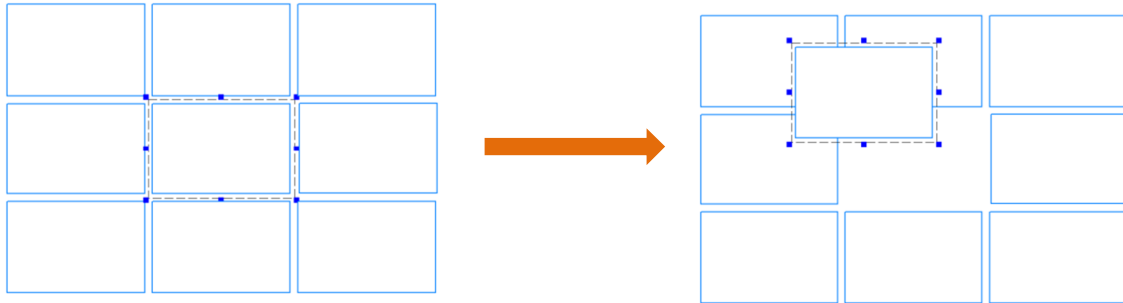
To delete a cell, all you need to do is right click to highlight then press delete.
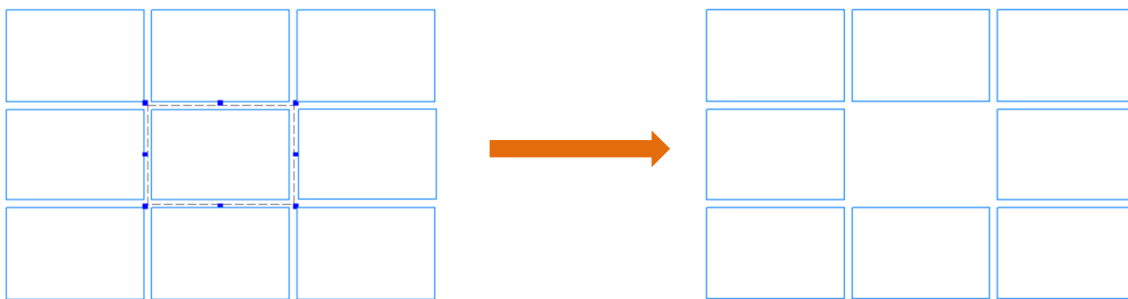
To change the shape of a cell, right click and drag one of the blue grab handles.
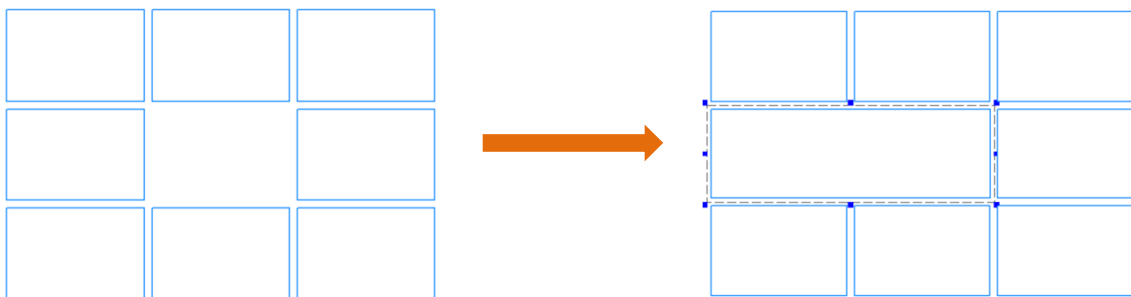
Group Items

After arranging the cells into the design you want drag over all of them and click the group button to lock all of the cells together as a single object.
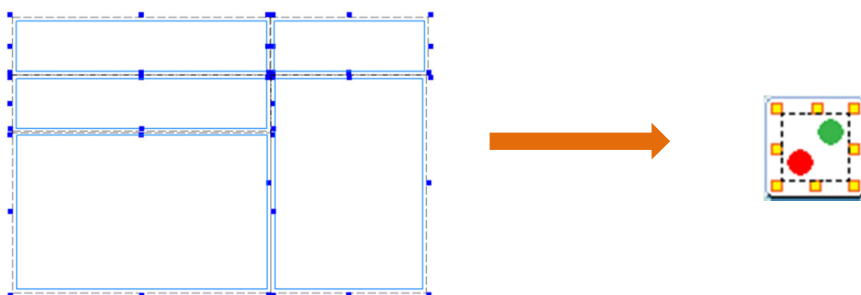
You can use these features to create a number of interesting table layouts:
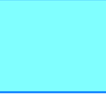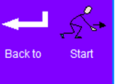
Visual Time Table

Newspaper Front Page

Board Game

'Adjust' Mode allows you to layer items one on top of another and edit the order they appear at any time using these buttons on the left hand toolbar:

Move to front.

Move forward one place.

Move back one place.

Move to the back.

Example:

Drop the following into a document:

- A Background (from the scenes folder in Widgit Pictures)
- A Tree
- An Elephant

In this example I want the elephant to appear behind the tree. To achieve this all I need to do is click the 'move back one place' button.
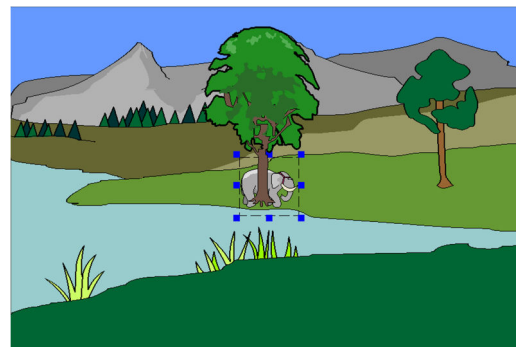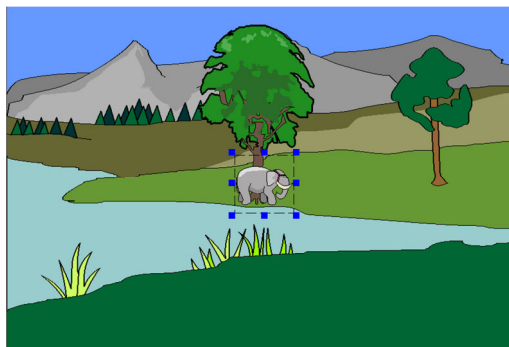
Rotate an Image or Frame

Along the top toolbar in **'Adjust'** Mode you will see the 'Rotate' Function which you can use to rotate individual graphics or text frames.

To use this feature highlight the image you want to rotate then click the rotate button. The blue grab handles in each corner will now be circular, click and drag these to rotate the image.
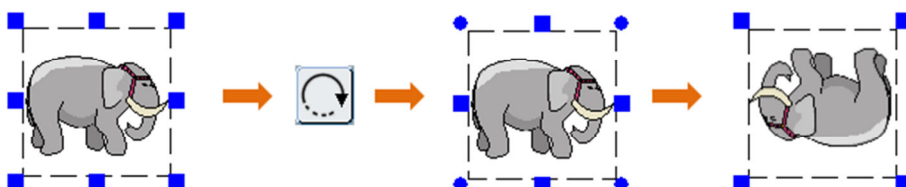
Communicate: In Print 2 comes with the entire Widgit symbol set as standard, which at the moment is over 13,000 symbols. We support all our titles with free program and symbol updates. A wordlist is a file that links the words you type with a graphic. So, If you type 'cat' into the document in symbol mode, then the computer looks up the word 'cat' in the wordlist and produces the associated symbol.

You can have different wordlists linked with different pictures. Example Makaton wordlists will allow you to type a word and produce a Makaton sign or symbol.

Creating Your Own Wordlist

You can also create a new wordlist to add your own pictures or word changes. This is ideal if you want to make a wordlist that is unique to your class room, i.e add pictures of your students or objects that appear in the class room. To make your own wordlist go to **'Wordlist'** along the top toolbar and select **'Create Empty Wordlist'**, a dialog box will appear asking you to name your wordlist, after you have done this click OK.

You can now start to populate your custom wordlist with the changes you want, this can be pictures of students or objects appearing in place of Widgit Symbols, changing the default symbol that appears for a particular word or saving custom colour choices you have made using the **'Colour Palette'** tool.

In this example I have added a picture of a Squirrel instead of a standard Widgit symbol.
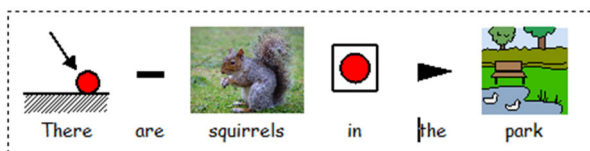
The program will remember I have used this graphic as a replacement symbol until I close it down, this means I will automatically be able to choose to use this custom graphic for this word from the symbol chooser.

If I want to save this as a permanent change (on which occur every time I use the software) I can chose to save it to my custom Wordlist:
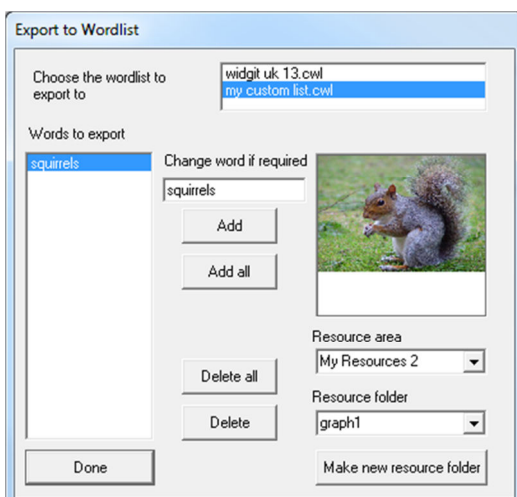
- Go to **'Wordlist'** -> **'Save Wordlist Changes'**
- Choose to save the change you your wordlist.
- Click '**Add**' on the changes you want to save.
- Then click **'Done'**

Now when you are using your custom wordlist and type the word Squirrels your custom picture will appear as a symbol choice.

Setting a Subsidiary Wordlist

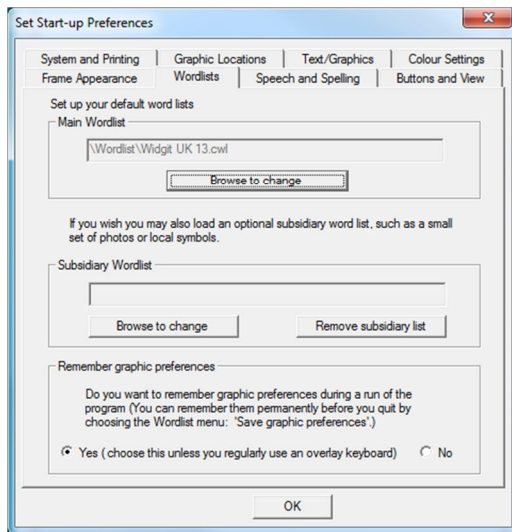Communicate: In Print will allow you to have two Wordlists loaded at once so you can then choose to set your custom wordlist as a subsidiary to the main Widgit wordlist. This will allow you to access all the Widgit Symbols plus your own custom Wordlist Changes.

To set this go to **'Options'** along the top toolbar then select **'Start Up Preferences'**. In the dialog box that pops up go to the **'Wordlist'** tab, under the **'Subsidiary Wordlist'** section click the **'Browse to change'** button and then select your custom list from the available option.

Click '**OK'** to save your changes.

Widgit Tip

Want more control over your wordlists? Download the Wordlist Manager for free from the link below:

www.widgit.com/support/wordlistmanager

The Wordlist Manager enables you to:
- View all of the words and their associated graphics in a wordlist
- Views symbols in colour or black & white
- Modify wordlists by adding new synonyms and new graphics
- Merge wordlists to make larger lists
- Create new wordlists from sets of graphics
- Set the Symbol Choice order for all of the words in a list
- Create symbols with qualifiers
- Use clipart, photos or pictures as symbols

8   Saving Documents as PDF Files

You can convert Communicate: In Print document files to PDF files if you have a PDF printer installed on your machine.

We recommend Primo PDF (www.primopdf.com) which you can download for free. Once this is installed on to your machine you can follow the instructions below to create a PDF:

- Open Communicate: In Print.
- Open the document you want to convert to PDF.
- Go to File -> Print.
- From the list of printers select Primo PDF.

Instead of printing a physical document a PDF version of the document will be created.

9 Downloading Resources

The Widgit Shop

To purchase resources from the Widgit shop you need to have a customer account. After creating your account, you will be able to purchase and download resources and install them on your machine for use with Communicate: In Print 2.

Downloading Resources

To download your resources you must first login to your account using your email address and password.

Once logged into your account you will have a number of options. You will be able to edit your account information, change your password and view your order history.

Under the My Orders section, click the '**Downloads'** option.

You will then be able to view all of the products you have available to download.

Click the download link. A dialog box should appear asking if you would like to 'Run', 'Save' or 'Cancel'. Click **'Save'**

When you click 'Save', the computer will ask where you would like to save the downloaded file. It is very important that you save the downloaded file somewhere safe in case you ever need it again. A good idea would be to create a new folder called **'Widgit Downloads'** in your **'My Documents'** folder and save all your Widgit downloads inside it.

Installing Resources

When the file has finished downloading, you will be able to install it for use within Communicate: In Print. To do this, double-click on the file, this will start the installation wizard. Click **'Next'** to install the resources.

Check that all the boxes are checked in the **'Choose Components'** section then click **'Install'.**
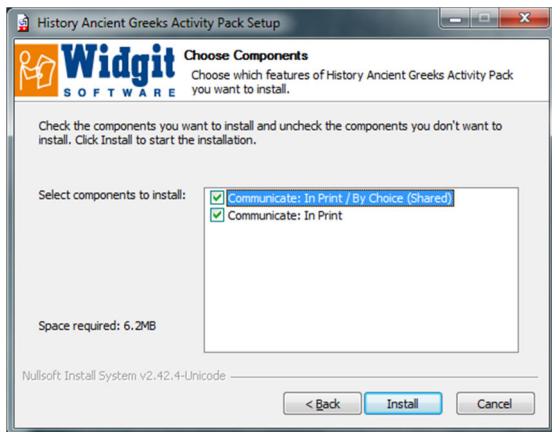
You may see a progress bar as the installation copies files to your machine. When the installation is complete, click **'Finish'** to close the wizard.

Accessing Resources

Once installed, you will be able to access the resources through Communicate: In Print . To start using your new resource, open Communicate: In Print and select **'Open Shared'** from the **'File'** menu.
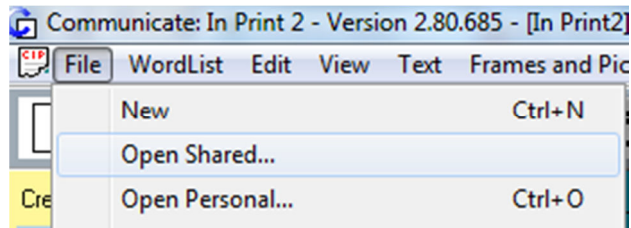
A dialog will appear asking which file you would like to open. It should begin in the 'In Print Writing' folder. If it does not, you will need to browse to the 'In Print Writing' folder. The default location for this is:

C:\Documents and Settings\All Users\Documents\Widgit\Communicate Files\In Print Writing **(XP)**

C:\Users\Public\Documents\Widgit\Communicate Files\In Print Writing **(Windows 7 and 8)**

Open the **'Widgit Resources'** folder.
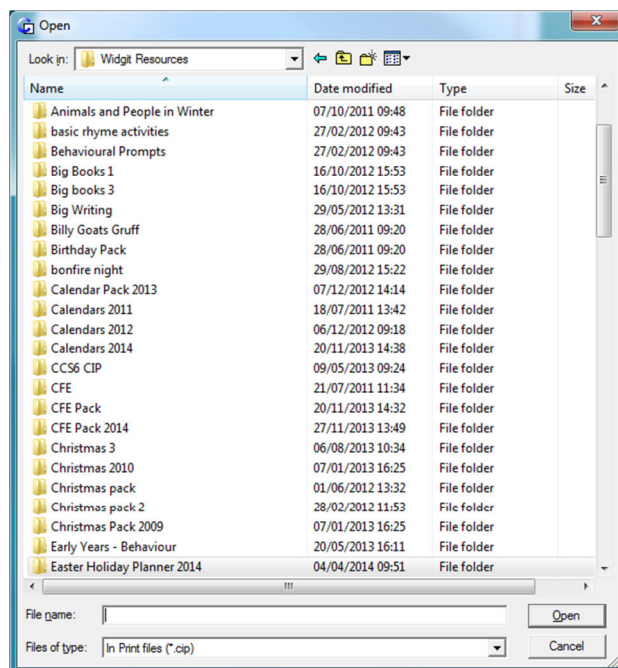
Then select the folder for the resource you have just installed.

10 Support Materials

On www.widgit.com we have tried to make a wide variety of support materials available to users of the Communicate: In Print software, below is a list of these materials and a run down of how you can access them.

Online TRAINING

Sign up to one of our FREE online product training sessions presented by a member of our Technical Support team. If you are new to the software and would like to get to know it a little better these sessions are ideal.

We also provide several 'Advanced' training sessions which aim to teach new or existing users how to create more advanced resources using Communicate: In Print and other titles.

We try to put up regular term time dates but if you can't find a session suitable for you we are happy to arrange bespoke sessions covering other topics or software titles at a time that is convenient.

Please let us know what you would like the session to include and when you would like the session to take place by calling us on 01926 333686.

How to Access
http://www.widgit.com/training/online.htm

Video Tutorials

We have a series of 20 plus video tutorials available to access on the website 24/7 FREE of charge. These bite size videos will take you through the basic features of the software and give you a good understanding of how the software can be used to create a wide variety of resources.

How to Access
http://www.widgit.com/support/in-print/videos/index.htm

PDF Help sheets

If you prefer to work from a help sheet you can access PDF help sheets from the link below covering a wide variety of topics.

How to Access
http://www.widgit.com/support/in-print/helpsheets/index.htm

11 Contact Us

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