

Widgit 'In Print 2' Software

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The 'In Print 2' software from Widgit allows the user to create symbolised text with ease. The user types in the text and the software adds the symbols. The following document gives more information about using 'In Print 2' to allow the user to fine-tune the results.

Abbreviations in this document: RHS = Right Hand Side, LHS = Left Hand Side

Example of 'In Print 2' printout

Here is an example of symbolised text created using 'In Print 2' – the user typed in the text and the software added the symbols automatically:



Come in

for



help

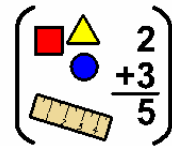
with



reading



and



maths

Part One - About symbolised communication

1a. Widgit software

1. Widgit is a software company that specialises in software to communicate with learners with a variety of needs.
2. Devon ACL has licences to use both 'In Print 2' and 'SymWriter', from Widgit, across the main DACL centres and more widely – subject to some conditions.
3. 'In Print 2' produces 'symbol-supported' documents to print or view on screen and is likely to be more generally useful to Devon ACL staff.
4. 'SymWriter' is more specialist and is for use in teaching and learning. It produces interactive activities such as grids that learners can drag-and-drop to/from.
5. Widgit continuously expand the number of symbols available for use and the latest additions can be downloaded from their website or requested on CD.

1b. Widgit Symbols

1. The Widgit symbol set is recognized by learners with a range of additional needs
2. Although initially developed for specific communication needs, symbol-supported text can also be of great use to 'mainstream' users including ESOL
3. Widgit symbols are mainly confined to the UK

1c. Other symbol systems - PCS

1. There are other symbol systems such as PCS (Picture Communication Set) which comes from the US and is mainly used (in the UK) by people with severe communication problems in specialist schools and other institutions.
2. Widgit software allows inclusion of PCS symbols, and Makaton (another sign language) if required, via add-on 'packs'.

1d. General points about symbols

Symbols can be grouped into different levels depending on how 'obvious' their meaning is:

- 1st level symbols - mainly self-evident
- 2nd level symbols – 'guessable'
- 3rd level symbols - need to be taught what they mean

1e. Tips when symbolising

- Keep the wording simple
- Remove symbols that aren't important (eg 'the' 'each' etc)
- If it's not clear, try re-phrasing
- Aim at one 'sentence' per line - ie use the line break as natural punctuation
- Come back to it again later and see if you can improve it further
- If talking about a named person (eg the tutor) use a photo of them above the word, rather than a symbol
- Cover up the text and see if it makes sense just as symbols

1f. Things you could make with 'In Print 2'

Symbol-supported information booklet, poster, handout

Handout with gaps, and symbols-on-cards that learners can stick in to gaps

Booklet to support teaching/advice which learners can take away to remind them later

Part Two - 'In Print 2' software: Basics

2a. Before you begin

The software needs to have been installed on the computer you are using, and activated using the appropriate activation code. The licence that DACL has is a perpetual licence - so it does not need renewing.

'In Print 2' is desktop-publishing type software, rather than word-processing, so any typing/symbols you create go into a box, as do images etc. If you are planning a leaflet or worksheet, it is helpful to think out the layout before you begin.

2b. Starting the software

1. Double-click the icon on the computer desktop screen, or find the software using the Start button and 'All programs'
2. Widgit checks the printer setup you are using and will warn you if it needs to be changed (you can ignore this if you are not going to be printing for the time being).
3. Once at the main screen you have the blank page in the middle with tools arranged around the outside.

2c. Expandable boxes

- Use 'The owl' button with white border for words and symbols. This allows you to write text which is automatically symbolised as you type. To use this tool, click on it then click-and-drag in the main page area to make a box. Then start typing in this box and, as you do so, symbols should appear above your words. As you type, the box expands to accommodate your words, and the symbols that go with them.
- Use 'The owl and the pussycat' button with white border to write text-only (no symbols) into an expanding box.

2d. Fixed-size boxes

- Use 'The owl' button with red border for words and symbols. Click the button then click-and-drag in the main page and type. Typing goes into a fixed-size box so as you type more, the words and symbols shrink so they all still fit in.
- Use 'The owl and the pussycat' button with red border for typing text-only (no symbols) into a fixed-size box - ie the writing shrinks as you type more.
- To expand-to-fit items in a fixed-size box: click once inside it (either left or right click will work) then click the Expand (four-arrow) button on the left.
- To change the border colour/size/thickness see section 3d below.

2e. Minor things

To find 'The owl' button: This should be on the LHS of the screen. If not, you are probably in 'Adjust' mode (used for changing layout) so click the 'abc' button at top LHS to get back to Create mode.

To move any type of box: right-click once in the box, then left-click-and-drag (the mouse pointer should show as a four-pointed arrow). When finished moving, either right-click inside the box a second time, or left-click in blank space outside the box.

To change the size of a box: right-click once in the box to get square handles at the corners, then drag one of these in or out to change the overall size.

To change the font, alignment etc of your typing: Wipe over the text to highlight it then use the font style, size and alignment buttons in the panel on the RHS.

To find the font style, size etc buttons: If not visible in the panel on the RHS, click the 'abc' button at top LHS then look again. If still not visible, click the painting-in-folder button at bottom LHS.

2f. For more pages:

At the bottom of the screen:

- Click the right-pointing-red-arrow (with corner turned up) to go to the next page
If there is no next page, this will create a blank one for you
- To go back a page, click the left pointing-red-arrow (with corner turned up)

2g. Pictures

To insert a standard Widgit picture:

1. Click on the painting-in-folder button at bottom LHS
2. Click on 'Widgit Pics' at bottom RHS to make sure you're in at the right level
3. Click on a topic (eg 'home') in the RHS panel
4. Click on a picture in the RHS panel
5. Click on the page where you want the picture to go
6. Click on the painting-in-folder button at bottom LHS to return to normal mode

Notes on Pictures

Don't click-and-drag to insert a picture; it doesn't work!

If you get lost in the filing system on the RHS, click 'Widgit Pics' (at bottom RHS) again

To use the search facility, click on 'Use List' at top of RHS

To use a picture (or photo) from elsewhere:

First, copy the picture/photo onto the computer you are using, making sure you remember which folder you're saving it in. Then:

1. In the 'InPrint2' screen, click on the *painting-in-folder* button at bottom LHS
2. Click on 'Pictures A' at bottom RHS
3. Click the drop down arrow to the right of the white box near the top of the RH panel
4. In the list that drops down, click on the folder where the picture/photo is stored – or, if the folder's not shown, click on the relevant drive (eg C:) then click on the folders that now appear in the RH panel until you find the folder you want.
5. Click on that folder to see its contents
6. Click the picture in the RH panel then click on the page where you want it to go

Part Three - 'In Print 2' software: more sophisticated

3a. Changing or removing symbols

The symbols being added are shown above your text, and also at the lower RHS of the screen - there may be 2 or more symbols associated with any word.

- To change the symbol associated with a word (from existing choices), click that word on the page then click on the symbol you want on the RHS. The software remembers this association from now on.
- To change the word associated with a symbol - for example if a learner has a pet cat called Sam - type the word that produces the symbol (ie type 'cat' so that the cat symbol appears) then click on that word, click the *cat/sam* button and type in the new word ('Sam'). From now on, typing 'Sam' will give a cat symbol.
- To delete a symbol from a particular word: click that word on the page then click the crossed-through-painting button at bottom RHS. This also turns off symbols for that word from now on. To turn back on again, click the word on the page then click the symbol you want in the RHS.
- To add a new picture/photo to a word (not already in the available symbol choices for it): find the picture on the RHS (see separate 'Picture' instructions), click the picture in the RH panel then click the word on the page.

3b. Changing colours in symbols and pictures

There are 3 tool buttons across the top:

- The 'artist palette' allows you to change colours in a symbol - click the symbol, click the palette, click the colour you want to change, click the colour you want it changed to, click OK then OK again. Useful if you want eg a blue car and the standard car symbol is red.
- The 3-squares button changes to grey-scale and back to colour again. Useful if the end result will be photocopied.
- The 3-ovals button changes skin tones. Click repeatedly to cycle through 5 different tones. This changes the skin tones of all symbols in the document – to change just one or two, use the 'artist palette' described above.

3c. Building a scene with pictures

(See 2g for instructions for adding pictures in general)

If you have two or more pictures on a page, you can bring one in front of the other, group them together (so they act like one picture), rotate them etc. To do this:

- Add the pictures you want onto the page
- Click the 'Adjust' button at top LHS then experiment with the tools and menus
- Once you have finished, click the 'abc' button at top LHS to get back to normal

3d. Changing the frame appearance of fixed-size boxes

(See 2d, above, for creating a fixed-size box and expanding the contents to fit)

1. Click in the box
2. Click 'Frames and Pictures' menu at top of screen
3. Click the 'Appearance' option
4. Experiment with the various settings

3e. Creating and modifying a table

For simplicity, it is best to do this on a blank page (see 2f above)

1. Create a smallish fixed-size box (see 2d, above)
2. Click in the box
3. Click 'Frames and Pictures' menu at top of screen
4. Click the 'Make a table' option
5. Select the number of frames that you want across and down, then OK
You should then see the table complete with square 'handles' at each corner
6. Drag one of the square handles to stretch out the table to the size you want
7. Click outside the table to get rid of the square handles
8. Click back inside one of the frames/cells and start typing (or insert a picture etc)

To merge cells in a table: Hold down the *Shift* and *Ctrl* keys on the keyboard and click in each of the cells you want to merge (which must be next to each other of course). Then click the 'Frames and Pictures' menu and choose 'Merge table cells'. You can unmerge them in the same menu.

To change font size, text alignment, border appearance etc of multiple cells:

- To change all the cells in one go: Right click in the table then make the changes (see 2e, 3d above).
- To change just selected cells: Hold down *Shift* and *Ctrl* keys on the keyboard and click in each of the cells you want to select, then make the changes.
- You can also click the Expand (four-arrow) button on the left to expand the contents of all cells at the same time.

3f. Adding page numbers

1. At the bottom of the first page of your document, create a small fixed-size text-only box (see 2d above).
2. Make sure that the cursor is flashing inside this box (you may need to use the zoom button to see it)
3. Hold down the Shift key on the keyboard and tap the key that is immediately to the left of '1' (ie at the top left of the normal keyboard). This should put in the page number.
4. With the cursor still inside the box, click the 'Frames and Pictures' menu and choose 'Copy frame to pages'

5. Type in 2- (to indicate you want it copied to page 2 and onwards) then click OK

3g. Copying to a word-processing document

1. Click inside the box/frame you want to copy
2. Use the 'Zoom+' button to zoom in to the maximum possible amount
3. Hold down *Ctrl* and *Alt* keys on the keyboard and tap the C key (this copies the box/frame into the clipboard memory)
4. Go to the word-processing document and use the normal Paste (eg *Ctrl* + *V*)
5. If necessary, re-size the pasted-in box once it appears in the word-processor

Other tool buttons

Speaker (top of screen) - speaks the contents of the current box, one sentence at a time. To speak the next sentence in the box, click the speaker button again. To re-speak the sentence you've just heard, click the two-speakers button.

Speech bubble (LHS in normal mode)

- Click this button, look in RH panel for the bubbles, click one of the four 'tail-directions' under your chosen bubble in the RH panel, then click on the page. Click in the new bubble and type in text.
- To use symbols in the speech bubble, click on the black-on-yellow letter T in the RH panel (which will then change from a T into a painting). If you can't see a black-on-yellow T in the RH panel, click the 'abc' button at top LHS then look again.

Help menu (top of screen)

This includes a link to an illustrated, user-friendly, online manual.