

This activity shows how to make a single Grid for writing



This helpsheet follows Getting Started Writing, and assumes you are familiar with the main document writing features of SymWriter 2. It should take you no more than 20 minutes.

1

Launching the program with the toolbars you need

Before starting, set the Toolbars to **Full Toolbars**.

If the **Full toolbars** icon is not showing, click on the **Change** button to view the full list of toolbars.

On the Launcher select the button **Design an Environment**.

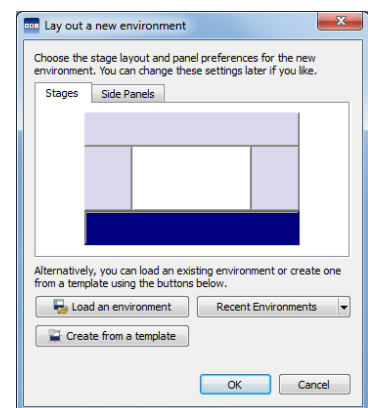


2

Setting up the Environment

This dialog allows you to choose where the writing Grid will be positioned. The area for a Grid is called a Stage.

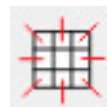
Click in the bottom **Stage** to highlight it and click **OK**.



3

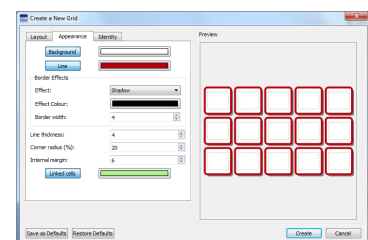
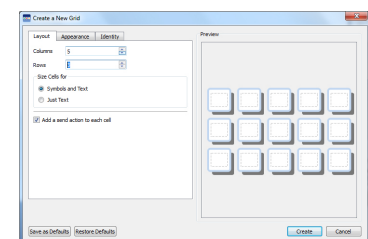
Adding a Grid

Click on the **New Grid** icon. This will bring up the Grid dialog.



Set the number of columns to 5 and rows to 3.

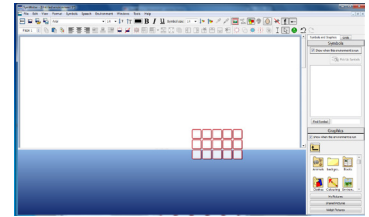
Click on the **Appearance** tab. Set the border line thickness to 4, and change the line colour by clicking on the colour box next to the **Line** button.



HINT: To make the line transparent click on the Line button itself.

When you click **Create**, the dialog closes and a small image of the Grid is attached to your mouse pointer.

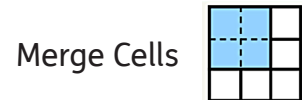
When you click in the Stage the Grid will be placed ready to manipulate.



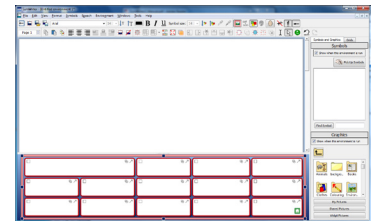
You can resize the Grid by dragging the dark blue drag squares around the Grid. Stretch the Grid to fill the stage.

4 Merging Cells

The Grid will have the two top left Cells merged into 1. Highlight these Cells by holding down **CTRL** while clicking in the first Cell and the Cell next to it.



On the toolbar, click on the **Merge Cells** icon to join these Cells.



5 Adding the content


There are two editing modes: **Object mode** which is for manipulating the Grid and changing its properties, and **Text mode** for typing into the Grid Cells.

Object mode




Text mode



 **HINT:** You can also use F2 to toggle between these modes.

Change to **Text mode** and click in each Cell and type in the content. Adjust the symbol choices, or symbols off as appropriate, from the **Symbol Chooser**.



 **HINT:** You can use Tab to move from one Cell to another.

6

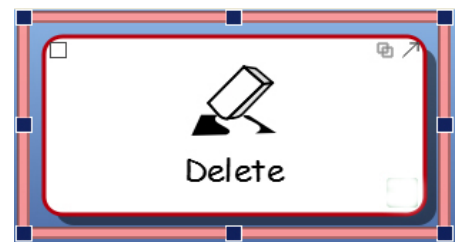
Adding Actions

The two Cells for ‘Return’ and ‘Delete’ perform Actions rather than sending content to the document.

Change into **Object mode** and click in the Grid.

You will see each Cell has three small icons:

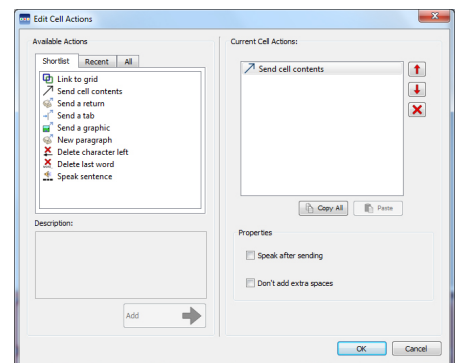
- The arrow: shows that this Cell will send the content from the Cell to the document.
- The link: when this is bold it indicates this Cell links to another Grid.
- Actions indicator: has a blue dot if there are Actions linked to this Cell.



In the ‘Delete’ Cell, click in this little square icon on the left. This will bring up the **Cell Actions** dialog box.

On the right is the list of Actions currently assigned to that Cell.

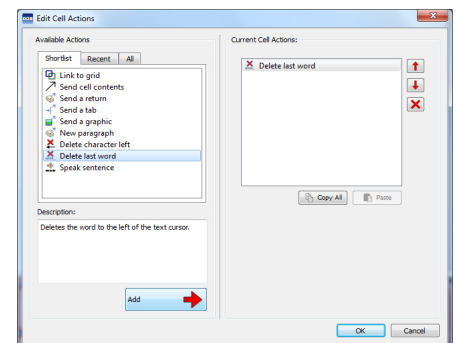
We do not want to send the word ‘Delete’ to the document, so select that from the current Cell Actions list and click on the red ‘X’ to delete it.



The list on the left has the most commonly used Actions. Choose **Delete last word** and then click **Add**.

Click **Ok** to close the dialog.

You will notice that the little square now has a blue dot to indicate there is an Action linked to this Cell.



Repeat these steps with the ‘Return’ Cell, but choosing the Action **Send a return**.



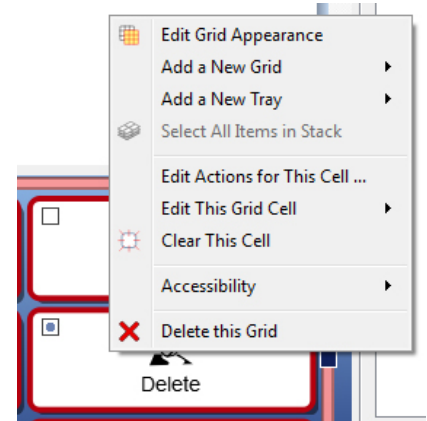
HINT: Instead of ‘Send a Return’, change to ‘New paragraph’ to add a full stop to the sentence before sending the return.

7 Colouring Cells

It would be helpful to give these Action Cells different colour backgrounds.

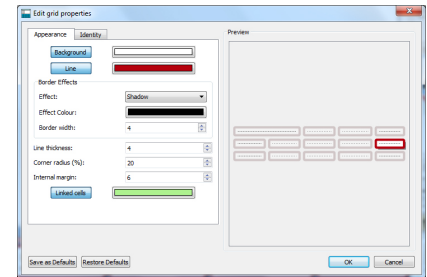
Click on the 'Delete' Cell to highlight it, and then Right click on it to show the pop-up menu.

From this choose **Edit Grid Appearance**.



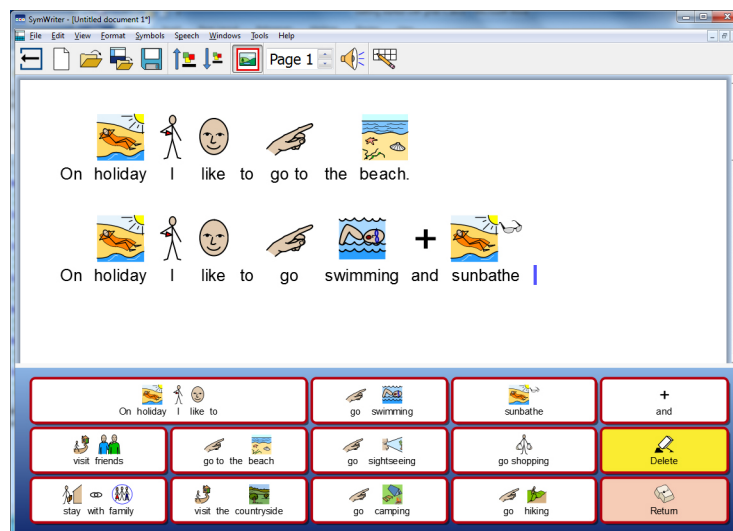
You will notice that this time your selected Cell is highlighted in the dialog. Click in the coloured box next to the **Background** button and choose a new colour.

Click **OK**.



Repeat this with the 'Return' Cell, choosing a different colour.

8 Finished Grid

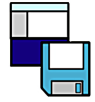


It is time to save your Environment and test it.

9 Testing your work

Save your work by either choosing **Save Environment** from the **File** menu, or clicking on the **Save Environment** icon.

Save Environment



After saving click on the green **Play** button.

Use Environment



You can now try your Grid, including the two Action Cells. Does everything work as you like?

You may want to change the size of the text or symbols in the document. Highlight the existing text and change it to suit.

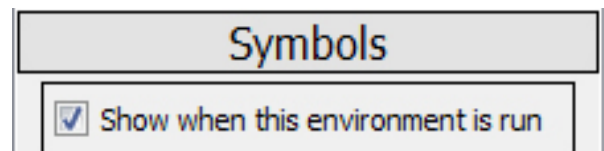
When you are happy with this, delete the content and return to the editor by clicking on the red **Edit** button.

Edit Environment



Make any changes and resave your work.

Hint: If you don't want to see the symbols or graphics browser when you use the Grid, then uncheck the box by 'Show when this Environment is run.'



Your Grid is now complete. Try making your own single Grid for writing. Don't forget to make sure that you have the most appropriate symbols showing.



The next Getting Started with Grids activity will explain how to make a sequence of linked Grids and adding some additional Actions.