



Creating Drawer Labels

Symbolised drawer labels will aid pupils to gain independence whatever their reading ability. They will be able to find their own resources and equipment without requiring adult intervention. This example will show you a range of methods, allowing you to pick the best for your setting. You can then apply what you have learned to create your own template for the future.



✓ After making this resource you will be able to...

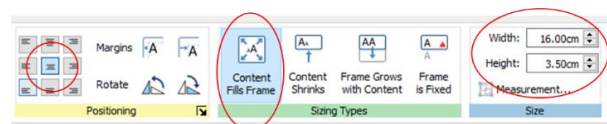
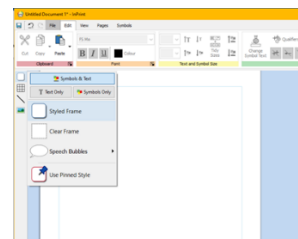
- Create drawer labels in different styles
- Change the appearance of cells and flashcards
- Combine layers of cells
- Create cells and flashcards of specified sizes
- Save a template



This activity will take you approximately **20 minutes** to complete.

Creating a Frame of a Specified Size

1. Create a new document. For this example, keep it in portrait mode.
2. Use the **Create Toolbar** to make a **Styled Frame** with **Symbols and Text**. Click to place on the page.
3. With the frame still selected, go to the **Frame Tab**. From here set the **Positioning** to **Centre**, the **Sizing Types** to **Content Fills Frame**, and input the required **Size** in cm. The example



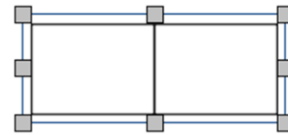
(16cm by 3.5cm) will give a label that will fit a standard Gragnells Tray.

4. Type your text in the frame. You have now created the basic label. You could simply copy and paste this several times on the page, change the text and print, but we will look at other appearances for the labels.

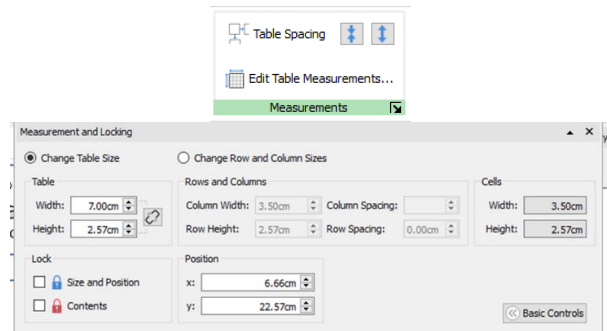


Creating a Table of a Specified Size

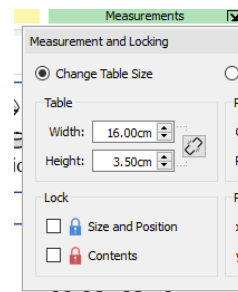
5. Create a **Table** sized 2 x 1 using the **Create Toolbar** and click to paste on the page.



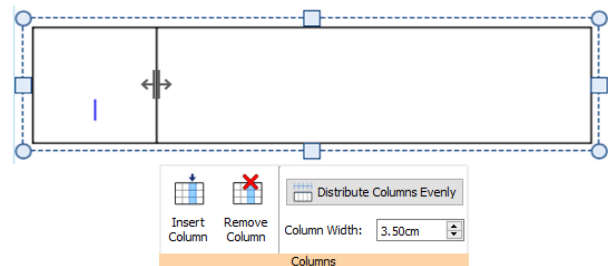
6. Within the **Table Layout Tab** click on the **Edit Table Measurements** button to open further options.



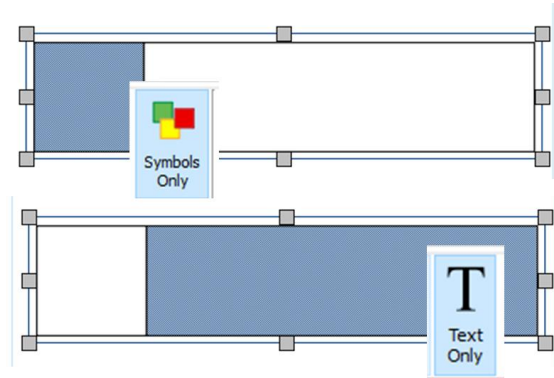
7. **Change Table Size** to match the size required. The example (16cm by 3.5cm) will give a label that will fit a standard Gragnells Tray.



8. Drag the dividing line to create one small and one large cell. You will see the **Column Width** change as you do so – this allows you to match the width of the small cell to its height, if required.



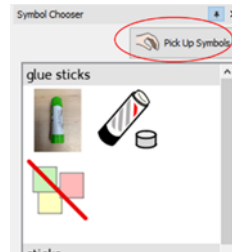
9. In the **Cells Tab**, format the **Contents** so the large cell is **Text Only**, and the small cell is **Symbols Only**. Ensure that they are both set to **Content Fills Frame**.



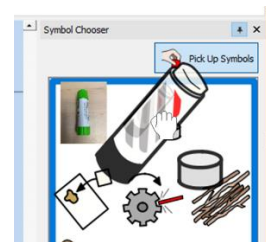
10. Type your text into the larger cell.



11. On the right-hand side of the screen you will see the **Symbol Chooser** is displaying the symbols related to the word you have just typed. Click the **Pick Up Symbols** button.



12. Click on the symbol you wish to use. It will attach to a drag hand.



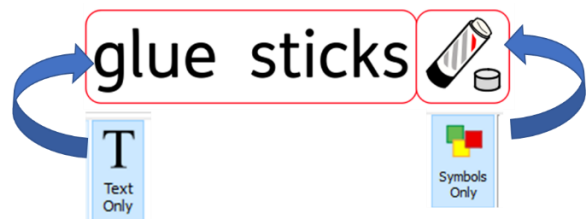
13. Drag the symbol to the empty cell and release the mouse button to drop in place.



14. Still in the **Cells Tab**, with the whole table selected, change the **Styling** to suit your needs.



15. If you prefer to have text first, followed by symbol you would simply drag the table (as in step 8) so its proportions and formatting are reversed.

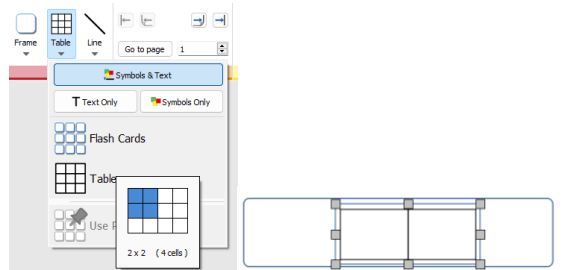


Creating Layers Within Frames (Version A)

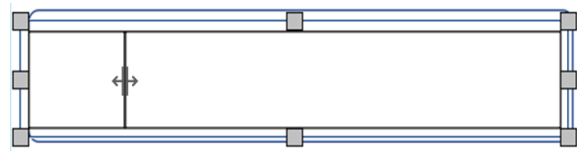
16. Create a frame as in steps 2-3 (or copy the first frame, paste on the page and remove the text).



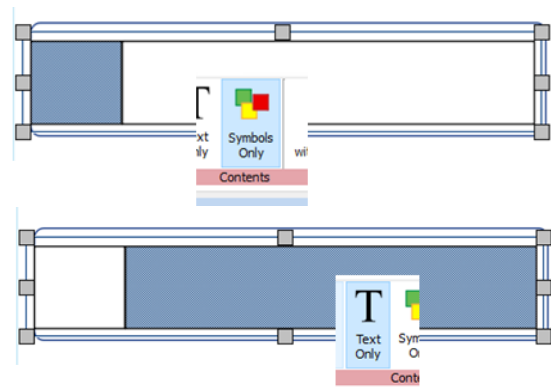
17. Create a **Table 2 x 1** and click to paste on top of your blank frame.



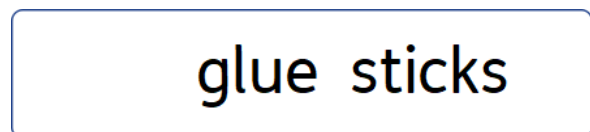
18. Use the **Drag Handles** to resize the table. You want one side to be small (I will do the LHS) and one to be larger, and for the whole to fill the frame.



19. Click on the **Cells Tab** to change the contents. The smaller cell should be **Symbols Only** and the larger **Text Only**. Ensure that they are both set to **Content Fills Frame**.

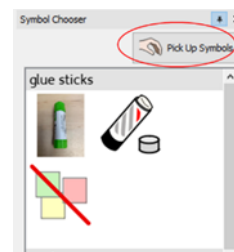


20. Add your text to the larger cell.

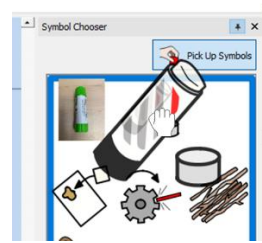


21. On the right-hand side of the screen you will see the **Symbol Chooser** is displaying the symbols related to the word you have just typed.

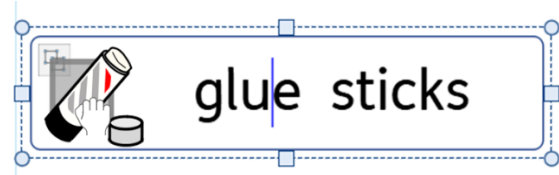
Click the **Pick Up Symbols** button.



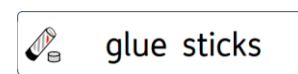
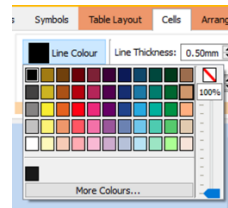
22. Click on the symbol you wish to use. It will attach to a drag hand.



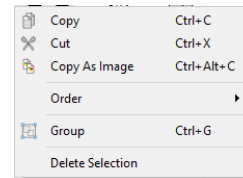
23. Drag the symbol to the empty cell and release the mouse button to drop in place.



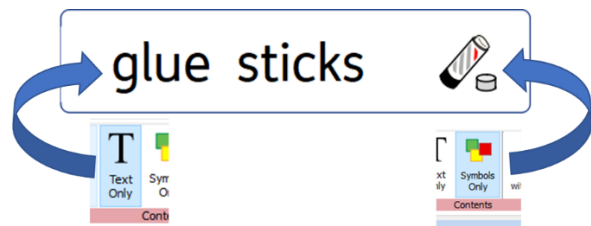
24. When you are happy with the proportions, change the **Line Colour** of this table to no colour (still within the **Cells Tab**).



25. Drag from the top left, outside of the cells, across to select both layers. **Right-Click** and choose **Group**. This will allow you to treat the layers as one object.

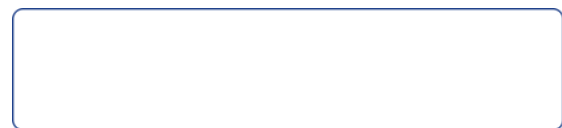


26. If you prefer to have text followed by symbol, you would simply drag the table (as in step 18) so its proportions and formatting are reversed.

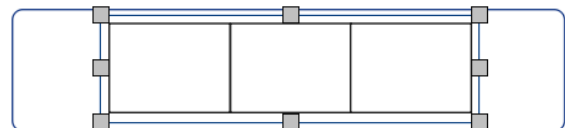


Creating Layers Within Frames (Version B)

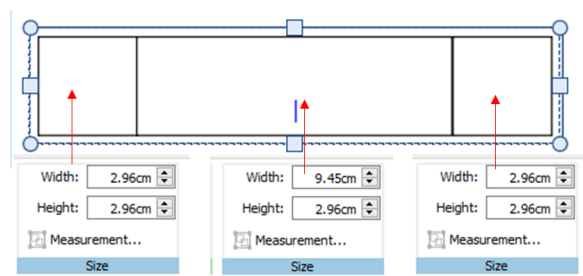
27. Create another frame as in steps 1-3 (or copy the first frame, paste on the page and remove the text).



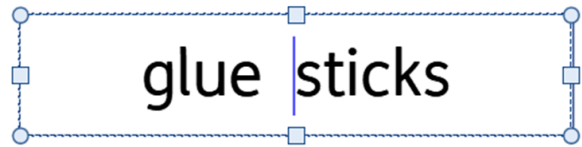
28. Create a **Table 3 x 1** and click to paste on top of your blank frame.



29. Use the **Drag Handles** to resize the table. Make the middle cell larger, the two other cells smaller and the whole to fill the frame. Use the **Size Group** in the **Cells Tab** to ensure equal sizes.

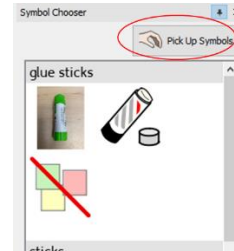


30. Still in the **Cells Tab**, click to change the contents. The smaller cells should be **Symbols Only** and the large cell **Text Only**. Ensure that they are all set to **Content Fills Frame**. Add your text to the middle cell.

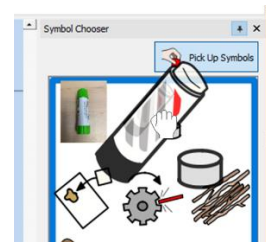


31. On the right-hand side of the screen you will see the **Symbol Chooser** is displaying the symbols related to the word you have just typed.

Click the **Pick Up Symbols** button.



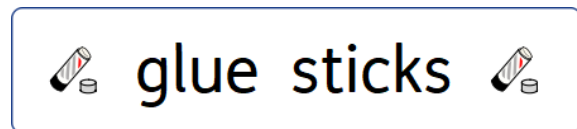
32. Click on the symbol you wish to use. It will attach to a drag hand.



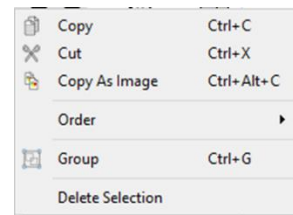
33. Drag the symbol to the empty cell and release the mouse button to drop in place. Repeat for the second symbol cell.



34. When you are happy with the proportions, change the **Line Colour** of this table to no colour (still within the **Cells Tab** – you may need to re-select the table).



35. Drag across to select both layers. **Right-Click** and choose **Group**. This will allow you to treat the layers as one object.



Arrange and Align the Page

36. So far, we have placed the labels on the page by eye. As they are going to be cut out, you may decide this is sufficient. However, you can quickly and easily arrange the items on the page, so they are better aligned (and therefore easier to cut with a strimmer/ guillotine).



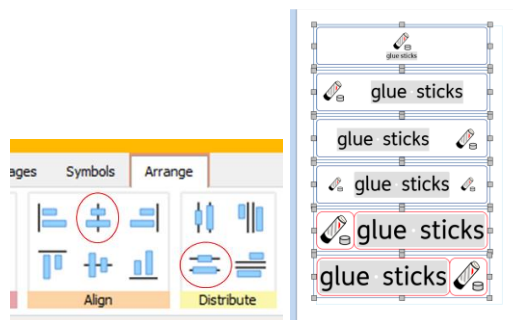
37. Drag over the labels to select them all.



38. Click on the **Arrange Tab**.

39. In the **Align** group select the button to align vertically around the centre.

40. In the **Distribute** group select the button to distribute the centres vertically.



Save As Template

With InPrint 4 you have the option to save your documents as templates. Once you have decided on your preferred format for the labels, you can save a page of these labels as a template.

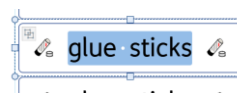
Simply create the resource with the layout/format you require then go to the **File** tab and select **Save As** → **Save Template As**. The default path for saving InPrint 4 templates is:

C:\Users\Public\Documents\Widgit\InPrint\Templates

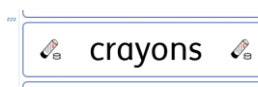
You can also create your own Templates folder to save in at this stage.

Once your template is saved, you can open it from the **Templates** section in the **File** tab. You can change the text and symbols.

41. Select the text.



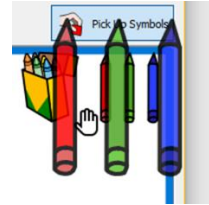
42. Retype in the box.



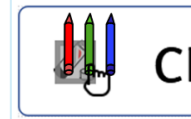
43. Go across to the **Symbol Chooser**. Click on **Pick Up Symbol**.



44. Click on your chosen symbol – it will attach to a hand cursor.



45. Drag and drop the symbol over the top of the symbol you are replacing.



46. Continue as needed.

