Website: www.widgit.com/support
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Creating Visual Timetables

Make A Visual Timetable for the Weeks Lessons

This guide allows you to make a bespoke timetable from scratch. You can also use pre-made templates to create a selection of timetable times even more swiftly. These are located in the **Timetables** folder in the **Templates** section.

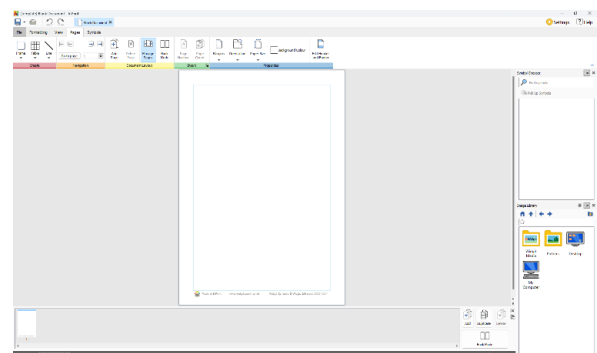✔ **After making this resource you will be able to...**

- Create a table
- Fill in the table cells
- Change the appearance of a table
- Save a template

🕐 **This activity will take you approximately 15 minutes to complete.**

Set Up Your Document

1. Create a new blank document.

2. Click on the **Pages** tab and set the **Orientation** to **Landscape**.
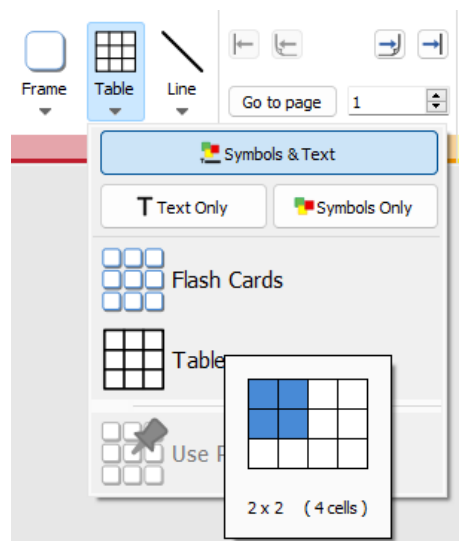
Make a Table

3. Click on the **Table** button in the **Create Toolbar**.

Select **Symbols & Text** and drag a 5 x 6 table.

4. Click on the document to place the table.

You can use the **Drag Points** to resize the table to fill the page.

The table will **Snap** to the **Page Margins**.

Entering Content

5. Click into each cell and type the content you require.

You can press **Tab** to move between cells.

Pressing **Space** or moving between cells will symbolise your words.

6. To make a merged row, select each cell by holding down **Ctrl** and clicking in each cell.

Then click **Merge** cells on the **Table** tab.

7. Continue filling in your timetable.

As you type you will see the alternate symbols available for your words in the **Symbol Chooser**.

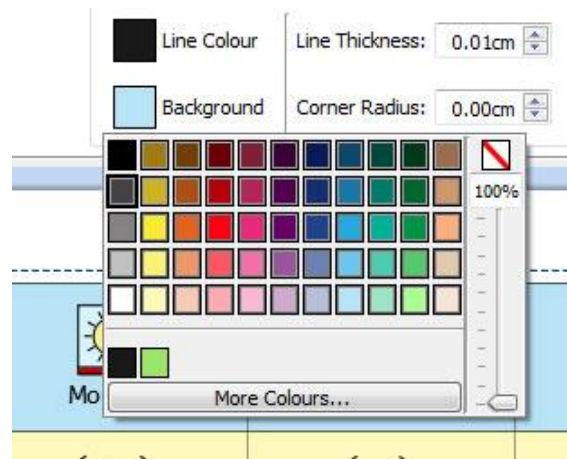You can also **Search** for alternative symbols to drop onto your text.

Styling the Table

8. Change the cell background colour by clicking in the cell and selecting the **Background Colour** on the **Cells** tab.

You can multiply select cells by holding down the **Ctrl** key.

9. Change the **Line Colour** and **Thickness** from the **Cells** tab.

10. In the **Table Layout** tab Change the **Row/Column Spacing** to add a gap between the cells.

Creating a Template

With InPrint 4 you have the option to save your documents as templates. If you find yourself creating resources with the same layout over and over again and there is not an existing template suitable to use, you can make your own.

Simply create the resource with the layout 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 4\InPrint\Templates

Once your template is saved, you can open it from the **Templates** section in the **File** tab.