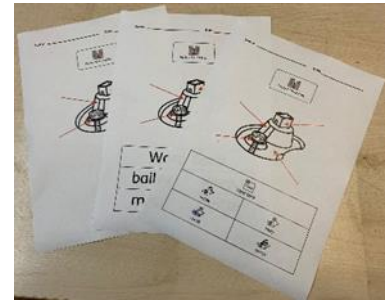




Creating a Labelling Activity Using Symbols

Use symbols to quickly make a labelling activity that can be easily differentiated for all abilities.



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

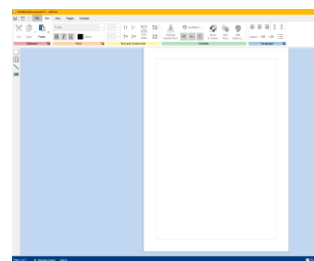
- Create worksheets
- Use symbols
- Use lines
- Create tables
- Save and print



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

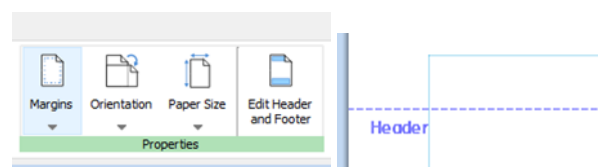
Set Up Your Document

1. Create a new blank document.
2. Click on the **Pages** tab and change the **Orientation** if preferred.

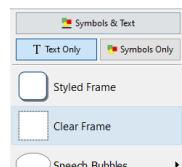


Add a Header

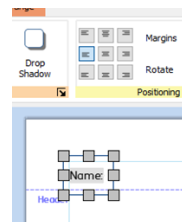
3. In the **Pages** tab, and the **Properties** group, click the **Edit Header and Footer** button. You will see guidelines for where these will sit on the page.



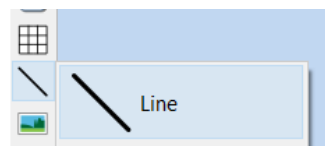
- In the **Create Toolbar** select a **Clear Frame, Text Only**. Place this inside the **Header**.



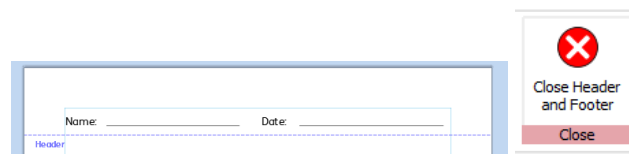
- Type the text 'Name:' into this frame. Ensure the text **Positioning** is set as left centre.



- Once again in the **Create Toolbar** select **Line** and draw a horizontal line to the right of your text. You can format this to be thinner or lighter if needed.

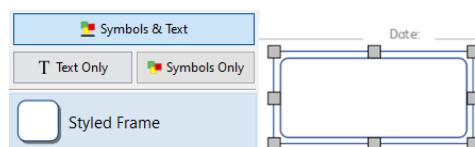


- Repeat steps 4 to 6, this time with the text 'Date:'. Click in the **Header and Footer** tab on the **Close** button.

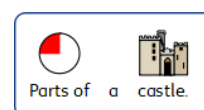


Add a Title

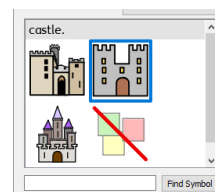
- In the **Create Toolbar** select **Styled Frame, Symbols & Text**. Click to place on the page.



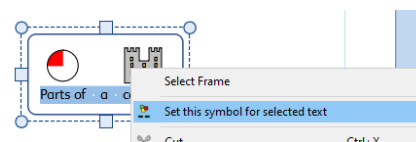
- Type the text 'Parts of a castle'. This will automatically symbolise, but we will need to edit this to improve the meaning.



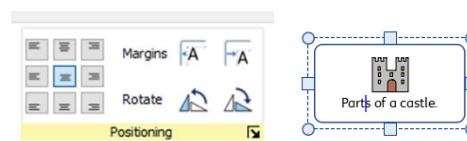
- With the cursor still on the word castle, go to the **Symbol Chooser**. You can see the second symbol is more appropriate for the task. Click on this to change the symbol choice.



- Select the whole piece of text. **Right-click** and select **Set this symbol for selected text**.

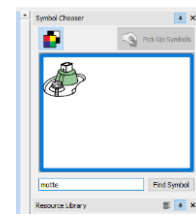


- Ensure the **Positioning** is set to centre.

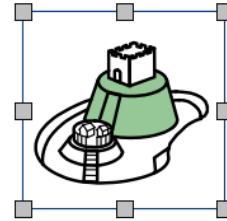


Add a Symbol as a Diagram

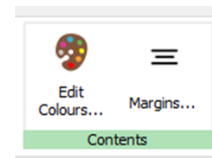
13. Type 'motte' into the **Symbol Chooser**.



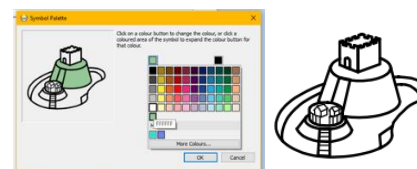
14. Drag and drop the symbol onto the page.



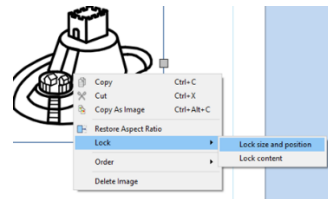
15. With the symbol still selected, click on the **Image** tab. In the **Contents** group click on **Edit Colours**.



16. In the **Symbol Palette** that has appeared on screen, click on the green square and then on white to change the colour. Click **OK**.



17. When happy with the position (space left for labels) **Right-click** the image, select **Lock > Lock size and position**.



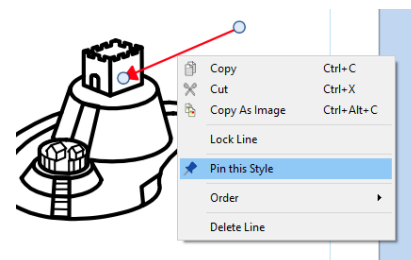
18. In the **Create Toolbar** select **Line** and draw a label line from the image to the white space.



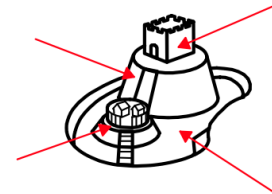
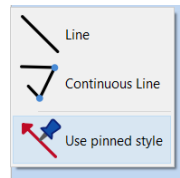
19. With this line still selected, you can make adjustments to the appearance. Change the **Line Colour** and the **Line Start**.



20. **Right-click** on the line. Select **Pin this Style**.

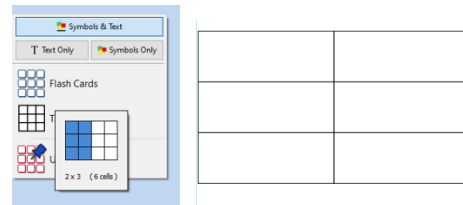


21. Now you can use this style repeatedly. In the **Create Toolbar>Line** click **Use pinned style**. This will allow you to draw another line in the same style. Repeat this for each part you wish to label.



Add a Word Bank

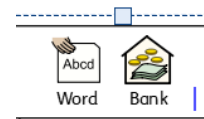
22. In the **Create a New Table Toolbar** select a 2 x 3 table, with **Symbols & Text**. Click to place at the lower half of the page and drag to resize to full width.



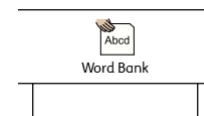
23. Select the top row by dragging across it, and in the **Table Layout** tab click on **Merge Cells** in the **Cells** group.



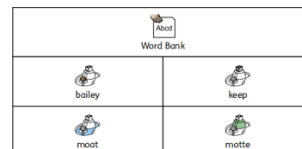
24. In this new top cell type 'Word Bank'.



25. Select the text you just typed and **Right click** on 'Word'. Choose **Set this symbol for selected text**.

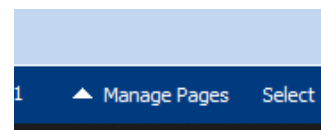


26. Finally, type the text for each label, one per cell, ensuring you have chosen the best symbol for the meaning.

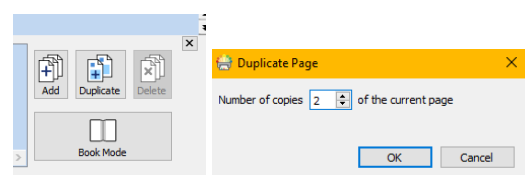


Create Differentiated Versions

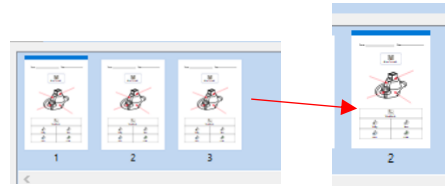
27. InPrint 4 allows you to quickly make slightly different versions of a page. To begin, click on the **Manage Pages** button at the bottom of the window.



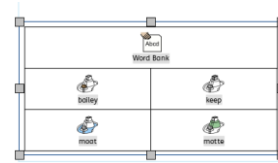
28. On the right-hand side of the **Page Manager**, click the **Duplicate** button and select 2 copies on the pop-up menu. Click **OK**.



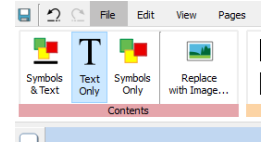
29. You now have 3 identical pages. You can see which page is currently selected by observing which is highlighted with a blue line. **Click** to select page 2.



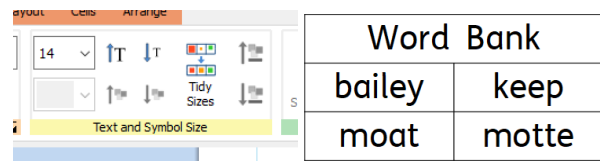
30. **Select** the whole table by dragging over or double-clicking the edge.



31. In the **Cells** tab and the **Contents** group, choose **Text Only**.



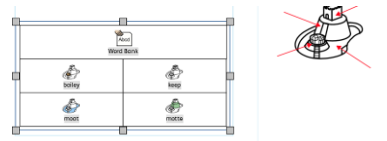
32. In the **Edit** tab, adjust the **Text Size** as required to create a bank with only words, no symbols.



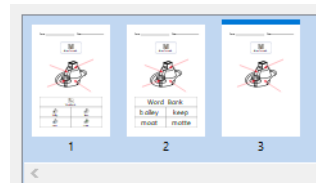
33. Select page 3 in the **Page Manager**.



34. Select the whole table by dragging over or double-clicking the edge. Delete the whole table.



35. You now have 3 pages, each different.



Saving and Printing

Once you are happy with your document click the **File** tab and select **Save As** → **Save Document As**. You can also **Print** from the **File** tab – click your choice of **Print** (opens a printer dialogue box and sends document to your printer) or **Export** (opens the document as a PDF for you to save, print or share).

