InPrint 4

Website: www.widgit.com/support
Telephone: 01926 333680
Email: support@widgit.com

Creating Odd One Out Worksheets

This help sheet will guide you through the process of creating an odd one out / find the one that is different worksheet. The images chosen in this exercise are simply as a demonstration of the options available. Teachers would usually stick to a single theme throughout. There are some pre-made odd one out templates for making a quick resource in the **Activities and Games** folder in the **Templates** folder.
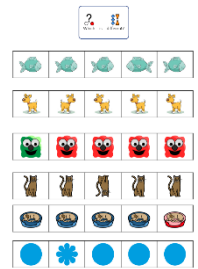
## ✔ After making this resource you will be able to...

- Create a worksheet
- Save a template
- Change the appearance of images and symbols
- Create Tables
- Save and print a document

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

Setting Up Your Page

1. Create a new document. For this example, keep it in portrait mode.

2. Use the **Create Toolbar** to make a 5 x 1 **Table**, **Symbols Only**. Click to place on page.

3. Use the drag handles to adjust the size and shape as required.
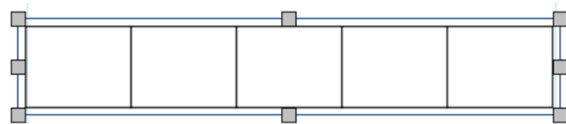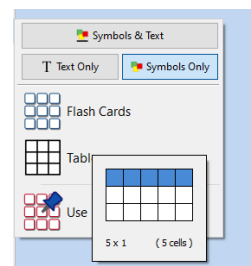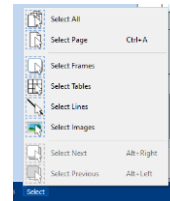
Preparing for Content

4. With the **Table** still selected, press **Ctrl C** to **Copy** it. Then **Paste** using **Ctrl V**, clicking on the page. Repeat 5 or 6 times so you have a page full, ensuring you leave a space at the top of the page.
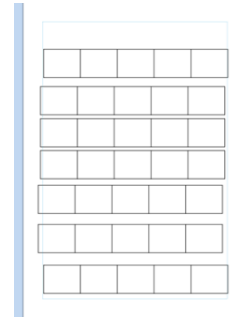
5. In the **Page Status Bar** at the bottom of the screen, click **Select** and then **Select Tables**.

6. Click on the **Arrange Tab**. Click the buttons to **Align Vertical** and then **Distribute Centres Vertically**. This will arrange the tables neatly on the page.
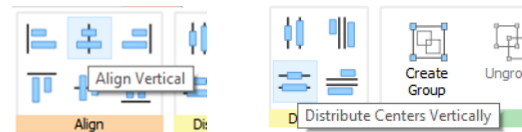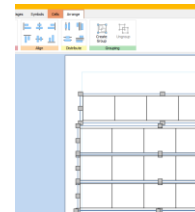
7. For a heading use the **Create Toolbar** to select a **Clear Frame** and **Symbols and Text**. Click at the top of your page to drop it in place. Add your text.
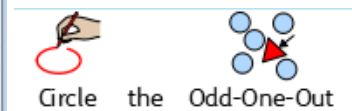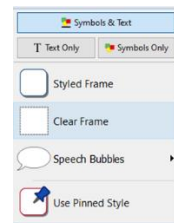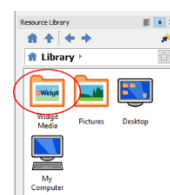
8. In the File Tab, click **Save As → Save Template As** and name the template. You can now re-use this whenever needed, with a range of content.
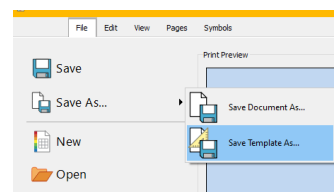
Adding and Editing Content from Widgit Media (Colours)

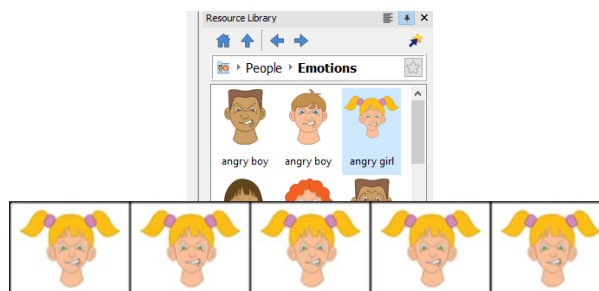**9.** In the **Resource Library** click on **Widgit Media**.

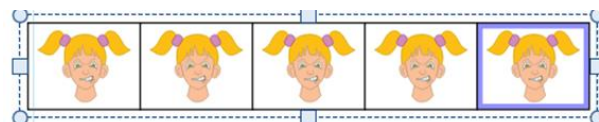**10.** Next select the **People** folder.
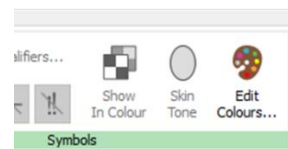
11. Choose the **Emotions** folder.

12. Click on the angry girl to select it, then drag the image into each cell in the first table.
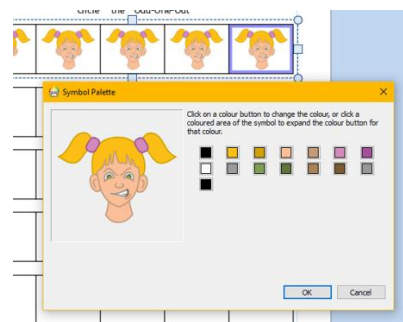
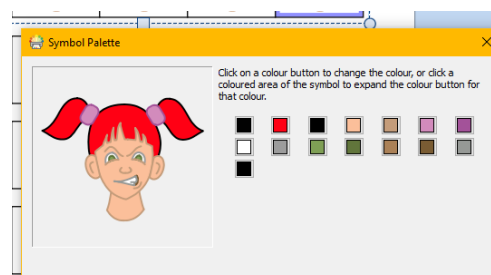**13.** Click one cell to select that image. The cell will be highlighted.

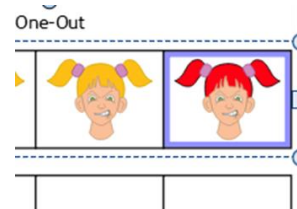**14.** In the **Edit Tab** click the **Edit Colours** button in the **Symbols** group.

15. The **Symbol Palette** will appear.

16. Click on a colour button to change a colour. You will see a preview of what the changes will look like.
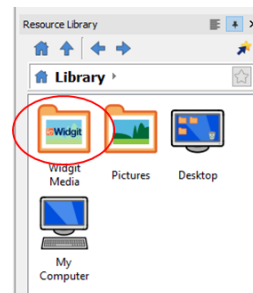
17. When you are happy with your changes click **OK**, the image in the cell will be altered.

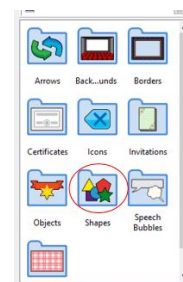## Adding and Editing Content from Widgit Media (Position)

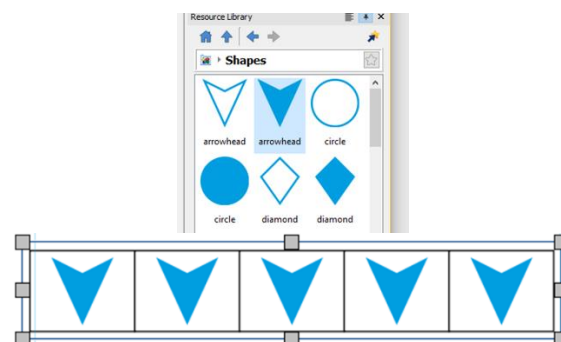**18.** In the **Resource Library** click on **Widgit Media**.

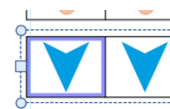**19.** Next select the **Patterns & Borders** folder.

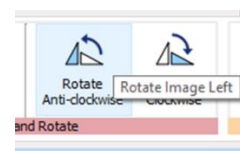**20.** Choose the **Shapes** folder.

21. Click on the **arrowhead** to select it, then drag the image into each cell in the first table.

22. Click one cell (in a different position to last time) to highlight it.

23. Click on the **Image Cells Tab**, and then on **Rotate Anti-Clockwise**.

24. You will now have one image in a different position.
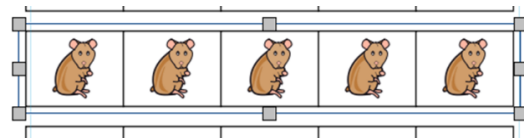

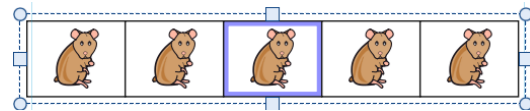## Adding and Editing Content with Symbols (Colours)

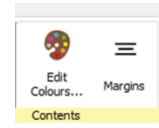**25.** In the **Symbol Chooser** type the word you would like to use and click **Find Symbol.**

26. You can now pick up the symbol and drag it into the cells of the next table.
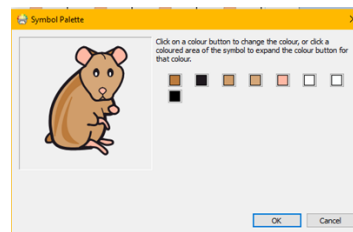

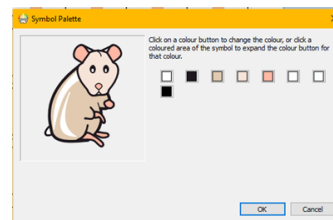**27.** Click on one of the cells to select it.

28. In the **Image Cells Tab**, click on **Edit Colours** in the **Contents** group.

29. The **Symbol Palette** will appear.

30. Click on a colour button to change a colour. You will see a preview of what the changes will look like.
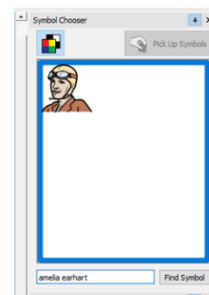

31. When you are happy with your changes click **OK**, the image in the cell will be altered.
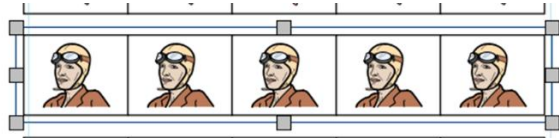
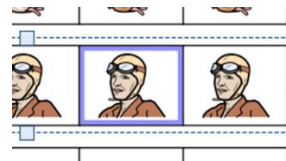## Adding and Editing Content with Symbols (Position)

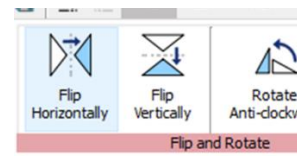**32.** In the **Symbol Chooser** type the word you would like to use and click **Find Symbol**.

33. You can now pick up the symbol and drag it into the cells of the next table.
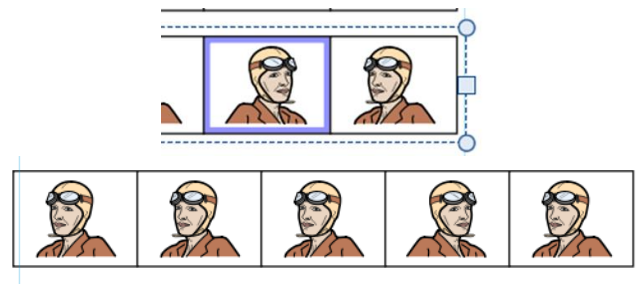
34. Click on one of the cells to select it.

35. Use the **Image Cells Tab** and the **Flip and Rotate** group. Click on the **Flip Horizontally** button.

36. The image has now 'flipped over'.

Saving and Printing

Continue until you have finished the whole sheet. Once you are happy with your document, click the **File** tab and select **Save As →Save Document As**. Print the sheets for use.