



Creating A Class Sign

Create this template to share with colleagues who can make it fit their class.



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

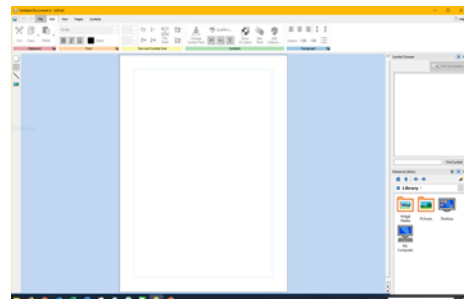
- Create a sign template
- Use borders/ frames
- Create tables and frames
- Add your own photos
- Save a template



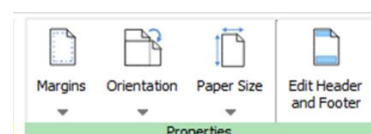
This activity will take you approximately **15 minutes** to complete.

Set Up Your Document

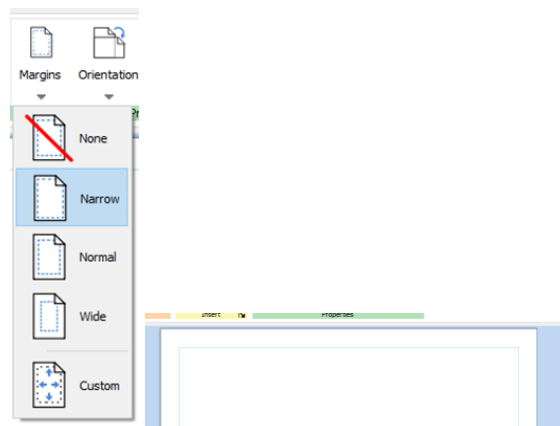
1. Create a new blank document keeping the orientation as portrait.



2. Click on the **Pages Tab**. In the **Properties** group click on the **Margins** button.

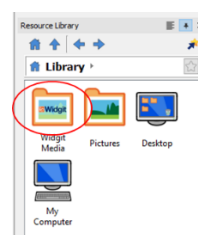


3. Choose **Narrow**.



Add a Border to the Document

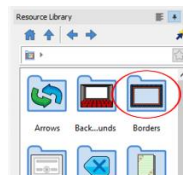
4. In the **Resource Library** open the **Widgit Media** folder.



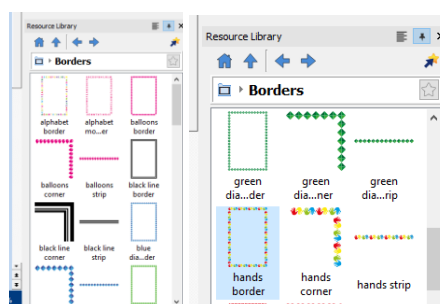
5. Next, open **Patterns and Borders**.



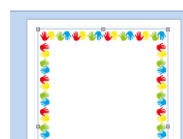
6. Now open **Borders**.



7. Scroll down the set of borders until you see **hands border**. Click to select.



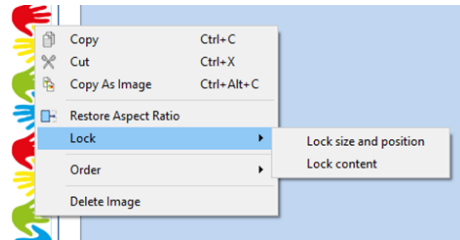
8. Drag the border over to the page and release to paste in place.



9. Use the drag handles to stretch the border so it fits close to the margins.

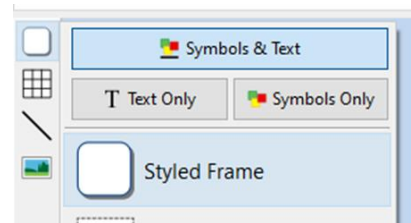


10. **Right-click** on the frame and select **Lock-Lock size and position**. This will prevent the frame moving as you adjust other items on the page.

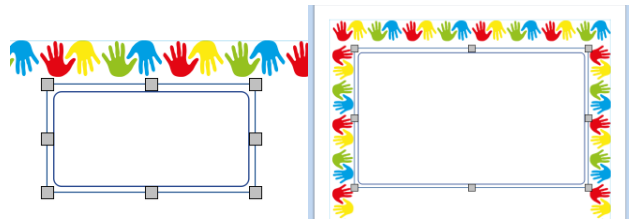


Add and Edit a Class Name

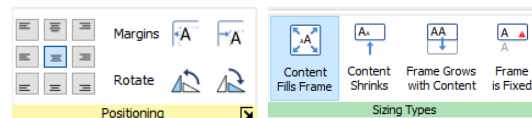
11. Use the **Create Toolbar** to make a **Styled Frame** with **Symbols & Text**. Click to place on page.



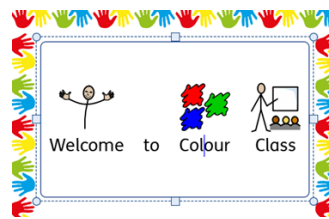
12. Use the drag points to increase the size of the frame so that it fits the width of the page and is a suitable height.



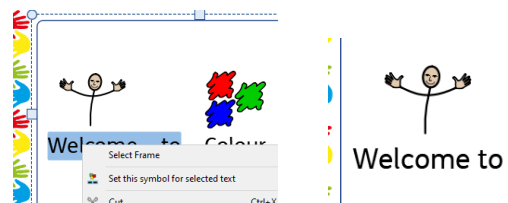
13. Click on the **Frame Tab**. Adjust the positioning to the **Central** button and the **Sizing Type** as **Content Fills Frame**.



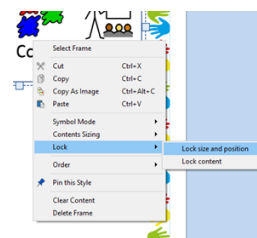
14. Add your text using a placeholder for the class name.



15. To make the welcome symbol sit over 'Welcome to', **highlight** the text. **Right-click** over 'Welcome to' and click on **Set this symbol for selected text**.

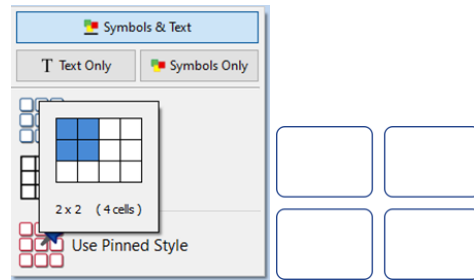


16. With the frame still selected, **right-click** and select **Lock - Lock size and position**. This will prevent the frame moving as you adjust other items on the page but will still allow the text and symbols to be edited.

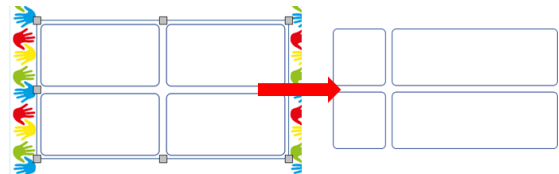


Add and Edit Staff Names

17. Use the **Create Toolbar** to make **Flashcards (2x2)** with **Symbols & Text**. Click to place on page.



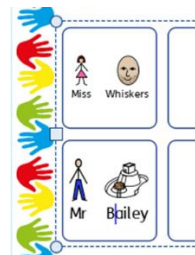
18. **Drag** the edges to fill the width of the page and to set a suitable height. Then drag vertically between the columns to create different sized cells as in the image.



19. **Type** a job role in each long cell.

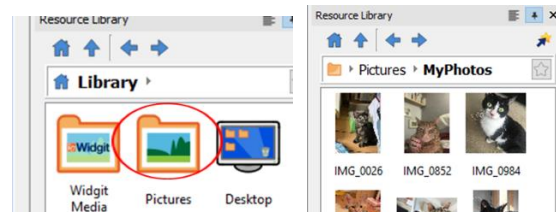


20. **Type** staff names in the smaller cells.



21. We are now going to add staff images to these cells (placeholders in this case).

In the **Resource Library**, open the **Pictures** file and navigate to wherever you have saved staff images.



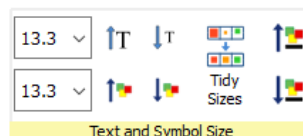
22. **Highlight** the first staff name. **Click** on their photo and **drag and drop** it into the cell. **Repeat** for the second staff member.



23. You may notice that the text/photos are different sizes. To make them more even, first select the cells by dragging over them.



24. On the **Edit Tab** in the **Text and Symbol Size** group, click the **Tidy Sizes** button. You can also manually adjust text and symbol size separately.

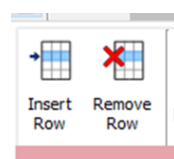


25. You now should have the staff labels complete.

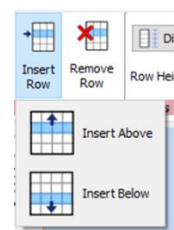


A Different Number of Staff Members?

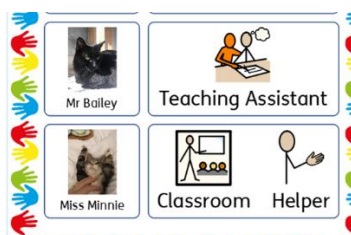
26. You can easily **Remove a Row** from a table at any point by going to the **Table Layout Tab**.



27. You can also add rows for extra staff, again in the **Table Layout Tab**. Click into the bottom row. Click on **Insert Row** and **Insert Below**.



28. Add names, pictures and job role as before. Adjust the overall size and position if needed.



Save As Template

In InPrint 4 you have the option to save your documents as templates. Once you have the most commonly needed sign size created for your school, you can save this page as a template which can be used and reused across the school.

Simply go to the **File** tab and select **Save As** → **Save Template As**. You can create your own folder for your templates. Otherwise, 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. You can change the text, symbols and images whilst retaining a consistent look/format across the school.

Each individual sign can be saved as a document. Click **File** tab and select **Save As** → **Save Document As**.

