

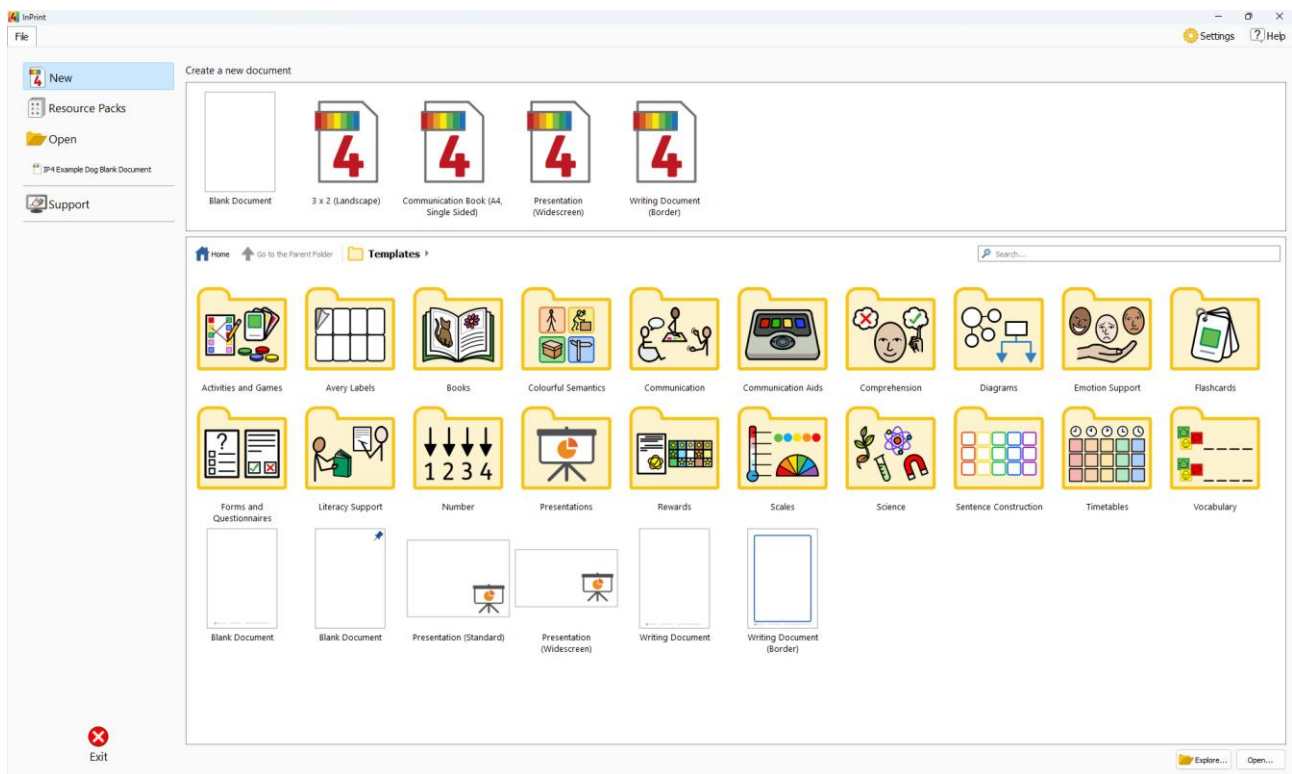


The InPrint 4 Interface

Launching the Software

Launch the program from your desktop or the start menu.

The software will open on the **File** tab as below:



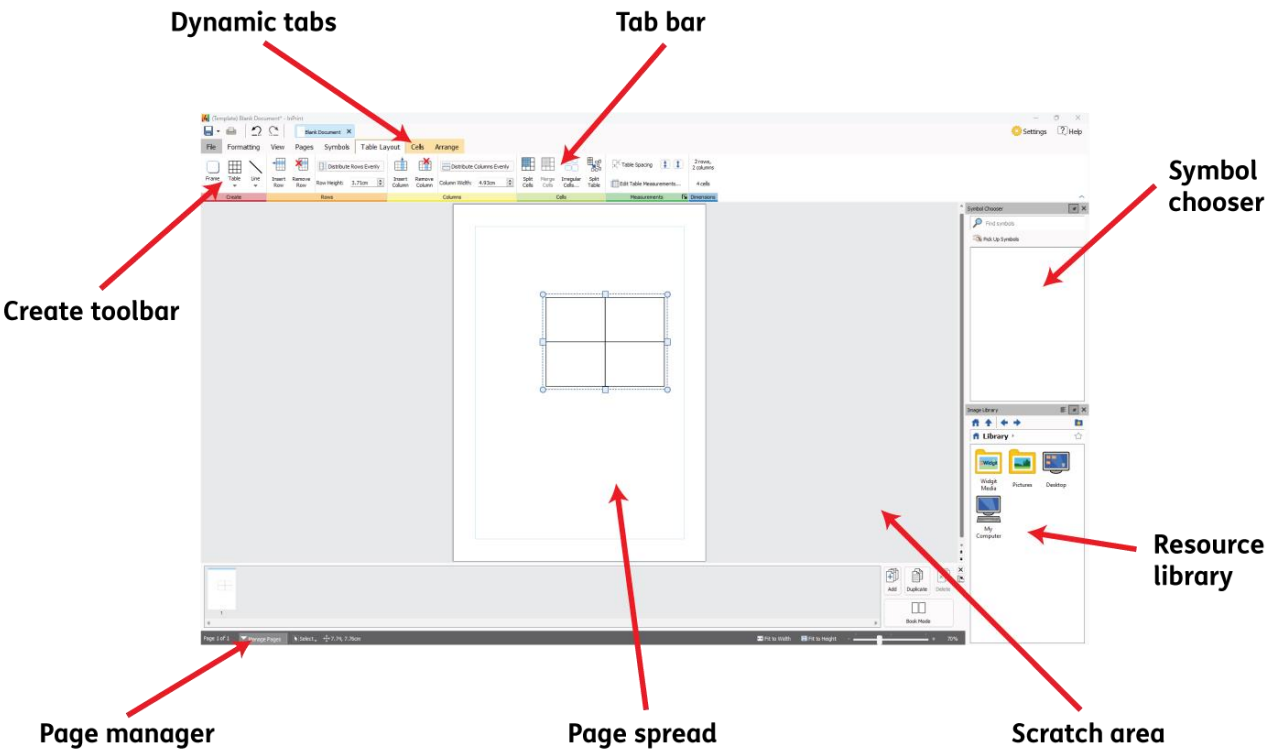
For **Resource Packs** and **Templates** see the separate guides.

This guide will show the basic structure of the main document screen. More detailed information is available in our other guides.

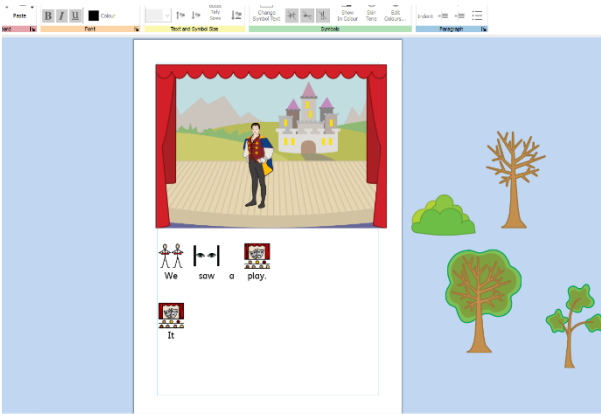
Access this by selecting **New**

The Launcher Screen

The main screen for creating resources is shown below:



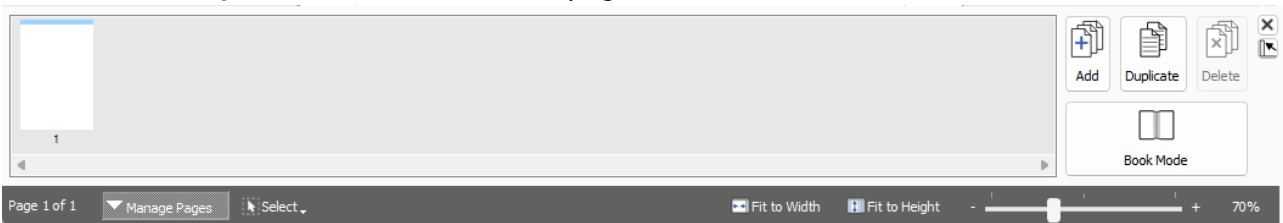
The Page Spread and Scratch Area



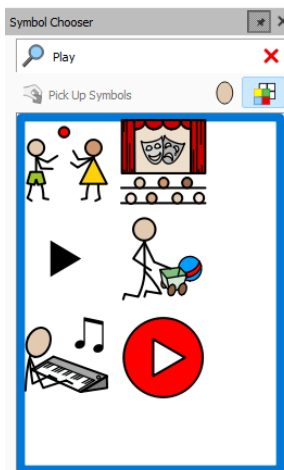
Each document is made up of a series of **Page Spreads**, these contain one (single page mode) or two (book mode) pages. Each spread has its own **Scratch Area** – the coloured area that surrounds the page(s). You can use the scratch area to put objects you don't currently want on the page. Items in the scratch area will not be printed.

The Page Manager

The **Page Manager** is a pop-up option which allows you to manipulate the document as a whole. You can **Add, Duplicate, Delete** and **Order** pages.

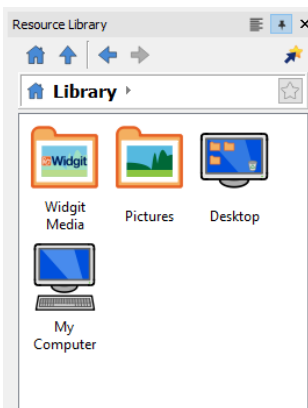


The Symbol Chooser



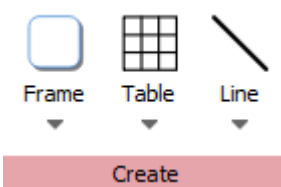
The **Symbol Chooser** displays the available symbols for words and phrases as you type. When you have selected a symbol for a word or phrase, it will be used by default for the current document. You can also search for a symbol in the **Find Symbol** search box and **Pick Up Symbols** button to pick up and drag a symbol to the page.

Resource Library



The **Resource Library** provides you with quick access to images on your machine or Network as well as the **Widgit Media** files.

The Create Toolbar

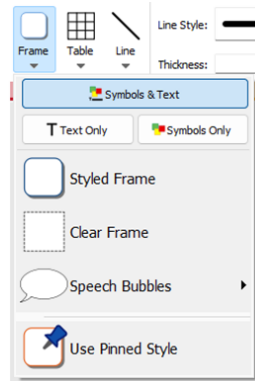


You can create **Objects** such as frames using the buttons on the **Create Toolbar** on the left side of the screen. Each of the buttons has further options, which appear when you click on the button.

Types of Objects

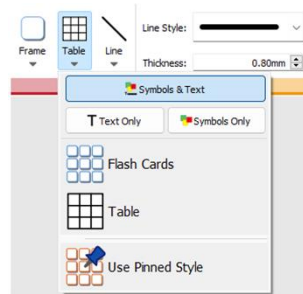
Frames

Frames allows you to create a frame with or without a border, and also as a **Speech Bubble**.



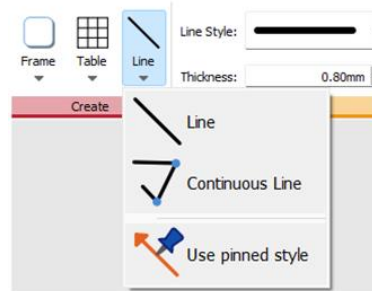
Tables

Tables allows you to create tables or sets of **Flash Cards** in a grid formation.



Lines

Use this to create single or continuous lines.



The Tab Bar

The **Tab Bar** runs across the top of the screen. Each tab controls different features of the software. There are two types of tab:

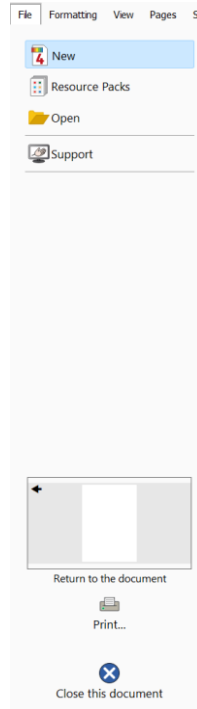
- **Static Tabs** – these are always available
- **Dynamic Tabs** – these appear when certain objects are selected and they have a coloured background

See the separate guides for more detailed information on using each feature.

Static Tabs:

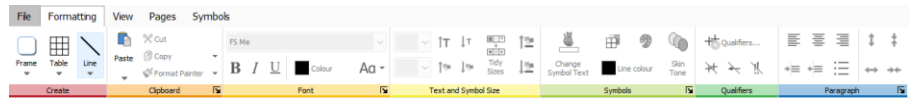
File

Saving, loading, printing and settings. You can also access Templates, Recent files, Resource Packs, and Support & Training.



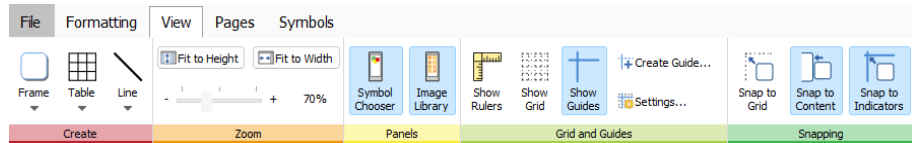
Formatting

Change the appearance of symbol and text content.



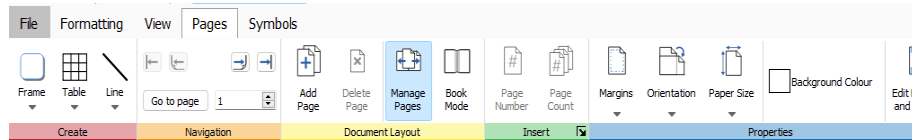
View

Zooming, Snapping and Showing Rulers, Grids and Guides.



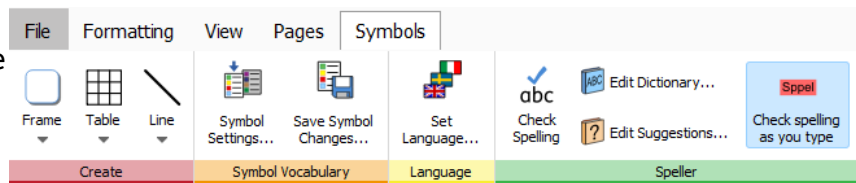
Pages

Add and Delete pages, set up the layout of your document, and add Header and Footer.



Symbols

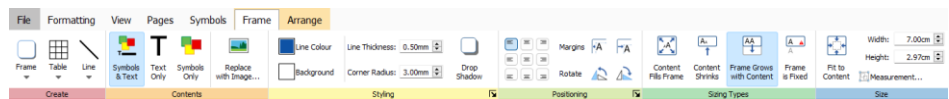
Choose Wordlists, Language and Check your spellings.



Dynamic Tabs:

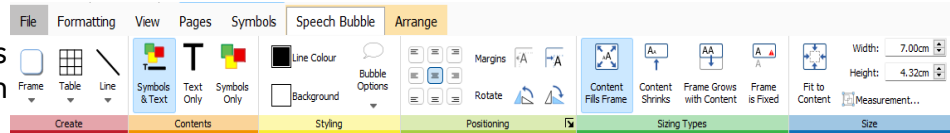
Frame

(When a frame is selected) Controls frame appearance.



Speech Bubbles

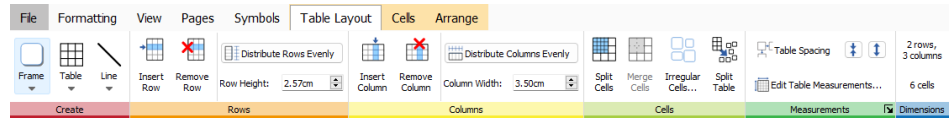
(When a speech bubble is selected) Controls speech bubble appearance.



Table

(When a table is selected)

Controls rows, columns and table measurements.



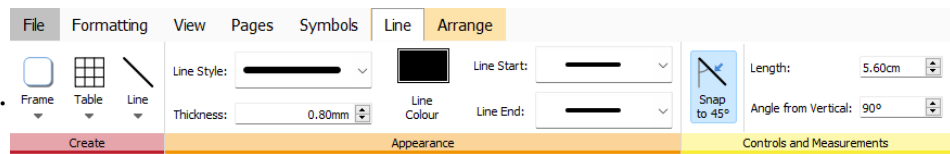
Cells

(When a table is selected) Controls cell appearance.



Line

(When a line is selected) Controls line appearance.



Image

(When an image is selected) Flip, rotate, aspect ratio, edit colours and border appearance.

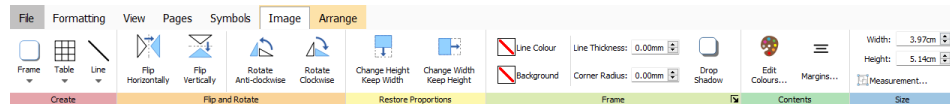


Image Frame

(When an image in a frame is selected). Flip and rotate, control style, contents and size.

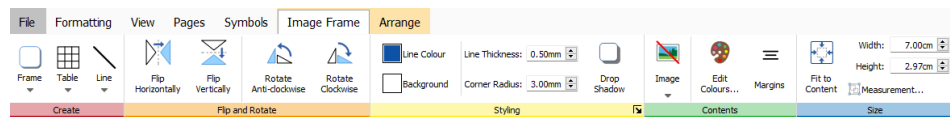
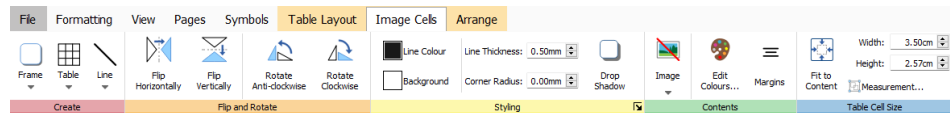


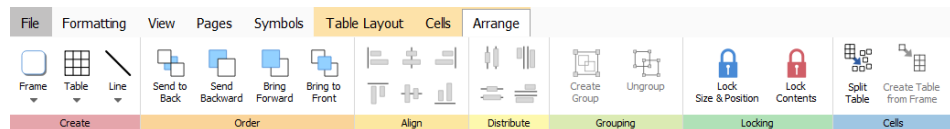
Image Cells

(When a table cell containing an image is selected) Flip and rotate, control style, contents and size.



Arrange

(When any object is selected) Order, align, distribute and group objects.



Header and Footer

(When working in header and footer mode) Add page numbers and control header and footer settings.

