

# Commtap Symboliser Buttons

## Adding Symbols



**Symbolise** – Adds symbols for the currently selected words. Continue clicking for any alternatives. Click in a word, or select several words, then click on this button.



**Previous** – Goes back to the previous symbol shown for the currently selected word.



**Default Size** – Sets the size of subsequent symbols to be that of the currently selected image/shape.



**Preferences** – Choose symbol sets, add your own images, choose where symbols appear in relation to text, help.



**Tidy Text** – Re-aligns symbols to the selected text box (according to what you have set in “Preferences”).



**Alternate Word** – When you symbolise a word, have symbols for a different word also appear – for example “Rover” bringing up symbols for “dog”.



**Symbol Request** – Make a request for a symbol that you can't find.

## Creating Grids



**Make Into Grid** – Use to make fancy grids: select one or more shapes and create a grid from them.



**Scale** – Select a set of shapes and text (such as a grid) and scale them proportionately.



**Quick Grid** – Makes a grid of cells which takes up an entire slide.



**Copyrights** – Shows copyright information for any symbols you have used from an online symbol set.



**Symbols Used** – Creates a grid of all the symbols (with or without text) you have used in a document. Great for supporting those who struggle with lesson content.

**Tip:** cells in grids are labelled like excel cells – A1, B1, C1, A2, B2, C2 etc. To colour specific cells (e.g. for colourful semantics), right click on any shape and choose “Format Shape...”. On the “Home” tab, in the “Editing” group, choose “Select”, then “Selection Pane...”. Select the cells you want from that pane – hold down control to select more – then go to the Format Shape tab (on the right) and set the fill you want.

## Symbol Qualifiers



Click on a symbol, or a word that has a symbol, choose a qualifier to appear next to the symbol to alter its meaning (plural, comparative, superlative, emphasis, past, future, negative).



**Colour** – Use to change the colour of the qualifiers.