









Commtap Symboliser buttons

Core features to use when preparing lessons

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 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 is 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


	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.
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Additional features

Creating grids – additional options

	Make Into Grid – for making 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 used from an online symbol set.

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