

Communicate: In Print Help Sheet: Vocabulary book and Vocabulary flash cards

This worksheet describes how to make vocabulary books for children where images and text are displayed together. The method is also easily adapted to make flash cards where the pages are printed out on card and cut up.

1. Open a New document

Make sure that you have the appropriate wordlist loaded.

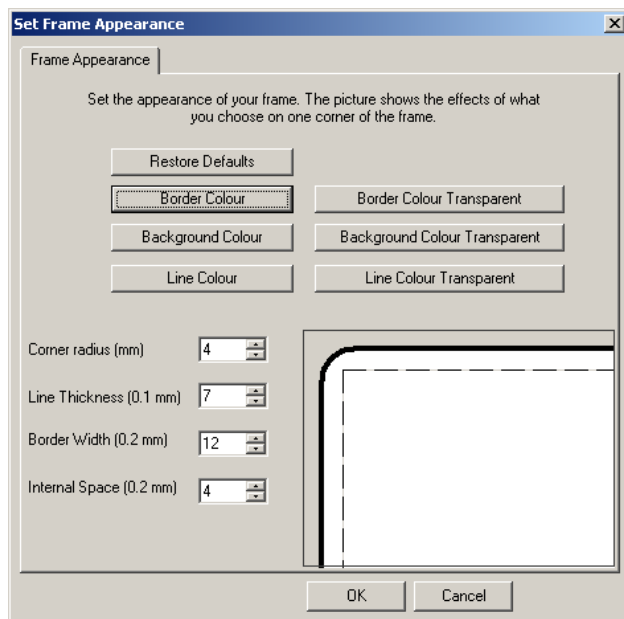
2. Make a base frame for the text and image - See Page 3 of this worksheet to give you the idea.



Make a single frame at approximately the size you want.


From **Frames and Pictures**, select **Appearance**

A common preference is:



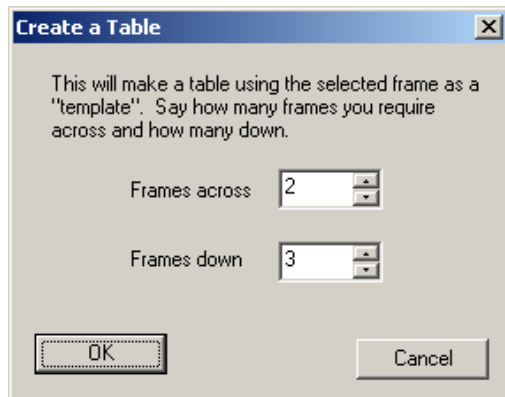
Set the basic properties for this frame:



Centre justify and  centre vertically. Do this before you create the table, then all the cells in the table will have the same properties.

3. Create a table

From **Frames and Pictures**, select **Make a table...**



Re-size and position this to fit on your page. Notice that the tables have yellow drag points and all the cells size together.

Remember to leave space for a title and page numbers if you want them. These can be added as described in the worksheet **Making a story or information book**.

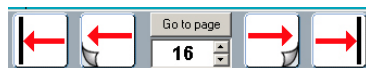
Remember that the dotted red lines on the page represent the non-printable area determined by your printer. These may not be the ideal margins. Make sure that you leave extra space between your frame and the margin to get the best appearance. (The program can provide guides that can be made as master guides throughout the book and also locked in place – ask if you want to know how to use these – it is very simple).



Click on the **Enlarge** button to set the largest size of font and graphic available for each cell of this table. Provided that the table is showing the yellow drag points this will cause every cell to be enlarged. If the drag points are not showing only the cell with the cursor will be affected. You can switch the drag points on and off with a right button click.

4. Adding pages.

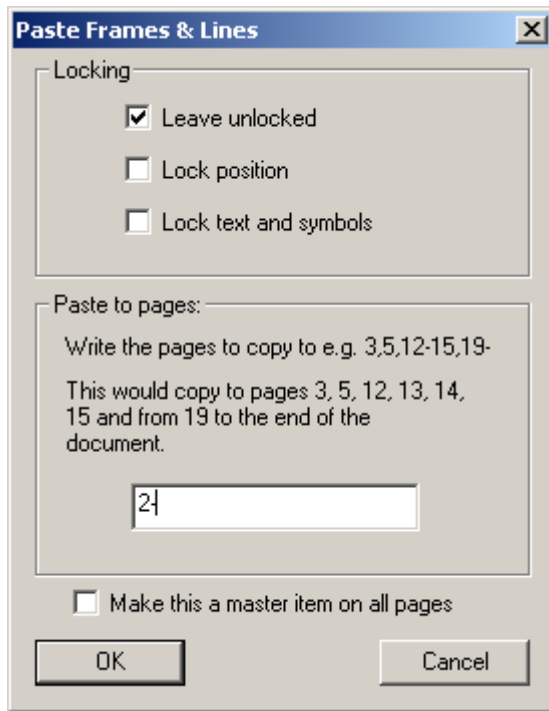
Create as many pages as you want, either by clicking on the 'Next Page' button, or typing the number of pages you want into the page box at the bottom of the screen and clicking on **Go to Page**



5. Copy the table to the pages in your book:

(Do this only for the number of pages that will have tables of the same style- see section 2 below) .

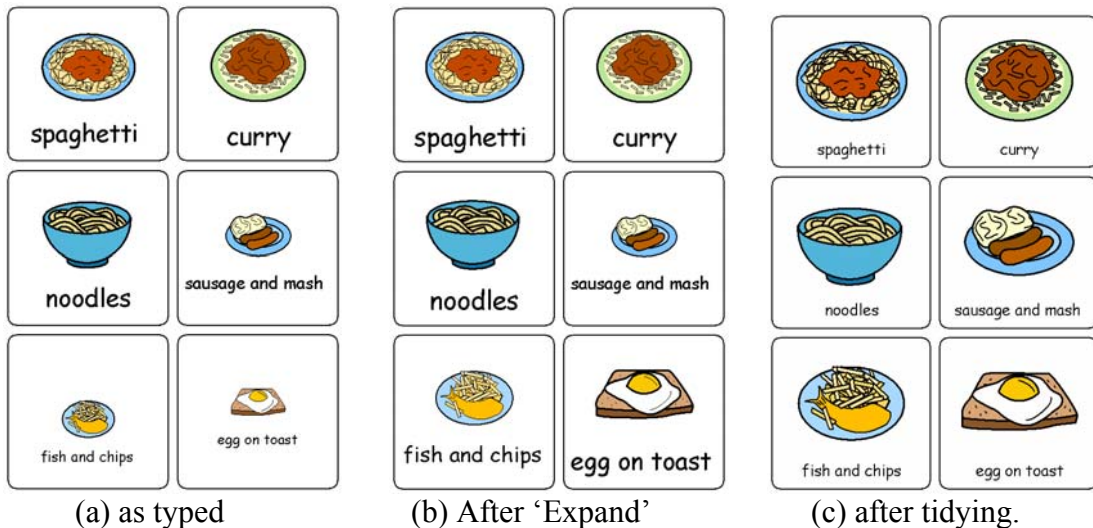
From **Frames and Pictures** select **Copy frame to pages**
Copy the frame to pages 2-



Right click to get rid of the yellow drag points and you are now ready to complete the vocabulary book with symbol/word cards. Just click in each cell and write what you like.

6. Tidying a table to have a consistent appearance.

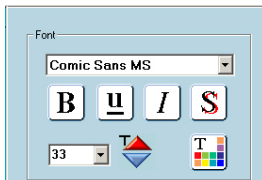
It is very likely that the graphics and fonts will end up at different sizes when you have finished, because some words are longer than others: (picture a)



First of all, right click to get the yellow drag points so that all cells will be affected, then click on the Expand button to make everything as large as possible. (Picture b)



Right click to get rid of the drag points. Click in the longest text (Sausage and mash) which has the smallest size. On the right you will see the Font size in the panel on the right. In this example the size is 33.



Click in one of the other frames to see the largest graphics size (48)



To copy these sizes across all frames in the table:

- It is necessary to make the font smaller first so that there is space to enlarge the graphics.
- Right click in the table to highlight it. (Showing the yellow drag points)
- Set the font size by typing the new value (33) into the text box and then clicking back into the table.
- Now set the graphic size by typing the new value into the graphic size box and clicking back into the table. (Picture (c))

7. Making a book that has a mixture of styles:

We have used Vocabulary cards for popular books that have (i) symbol+word, (ii) symbol only and (iii) word only.

(a) Make the first pages with the symbol + word cards as described above.

(b) Make pages that only have symbols:

The easiest way is to type the words into the frames as before and then change the text to a smaller size, enlarge the symbols, and finally make the text white so that it does not print.

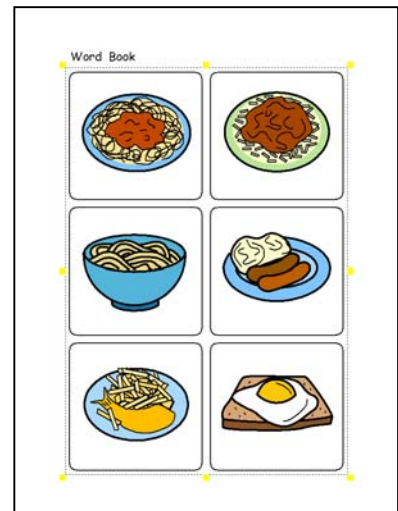
Either type the content into the frame, or alternatively, if you already have a frame with this content from an earlier page in the book you can copy that and paste it onto the new page.

Right click on the frame to show the yellow drag points of a table or group. You can set the font size and the graphic size for the whole grid, as described above: For example set the font size to 12 and the graphic size 76. With the table still highlighted, set the font colour to white.



This is set by clicking on the icon for the text colours in the Font section of the settings panel.

You could also use the technique described in the Worksheet **Making a story or information book**. Use the **Use List** tab of the graphics panel, type in The word to get the symbol and then click on the symbol and then in the cell.



(c) To make pages that only have text.



Use this icon to make the base frame. Size this and then make a table from this frame as described above. You can also change a table from having graphics and text to just text and vice versa. Ask if you want to know how to do this.



Click on the Expand button to get a large font size.

Type in your words.

You can adjust the final text size at the end, in the manner described above.

If you are using these cards for matching games you will want to use the same basic table so that all the cards are the same size. Otherwise you might want to make a table with a larger number of shorter frames to get more on the page.