

Getting started with your Photosymbols Cloud Subscription

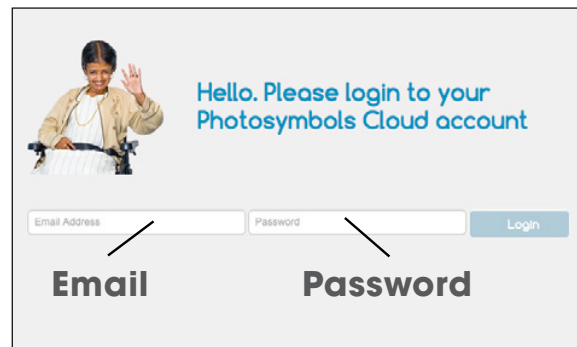


This quick guide will get you up and running with Photosymbols®. We'll show you how to log in, search pictures, and use templates and wordclips to make your information easier to understand.

1. Logging In

Open your web browser (we recommend Firefox, Safari, Google Chrome and Internet Explorer 9 or above) and go to: www.photosymbols-cloud.com

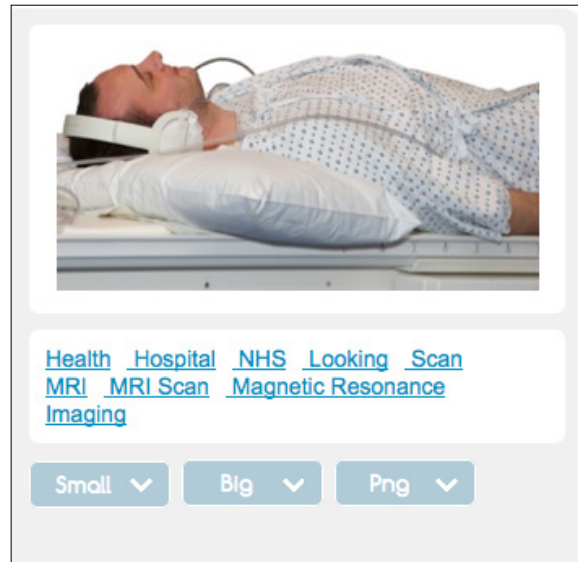
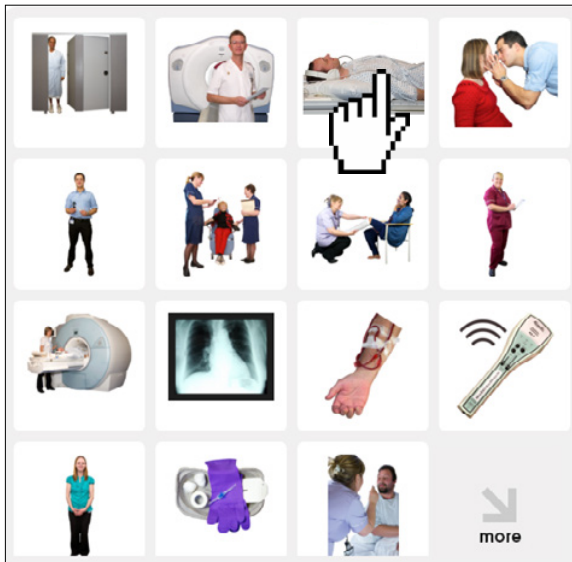
Once you're logged in you'll see the main picture browser.



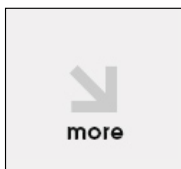
2. Searching

To find the pictures you want, type words into the search box.

The thumbnails will show the pictures that match your search.

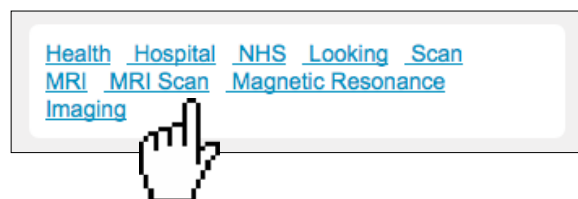
Click on one of the thumbnails to select it.
You will see the picture appear in the Preview box on the right.



If there are more pictures then you may see this more button with an arrow. Newer web browsers should auto-load more pictures as you scroll down.

3. Keyword Tags

Below the big preview picture, are keyword tags. Clicking on these will show you other pictures on the same subject.



4. Downloading Pictures

You can download pictures in 3 formats.

Small ▾

Big ▾

Png ▾

Small

This button downloads a small sized jpeg for general use.



Big

This button downloads a high resolution 300 dpi jpeg. These pictures can be printed much bigger and are designed for professionally printed documents and posters.



Png

This button downloads a PNG format file (not a Jpeg).

They have transparent backgrounds so you don't see the white box around the picture.

You can place them together and make your own combinations.



5. Finding the downloaded pictures

The pictures will download to the usual place you download pictures from the internet. The default place is:

Windows XP \Documents and Settings\<>username>\My Documents\Downloads

Windows Vista/ Windows 7/ Windows 8 \Users\<>username>\Downloads

Mac /Users/<username>/Downloads

Linux home\<>username>\Downloads

6. Adding pictures to documents

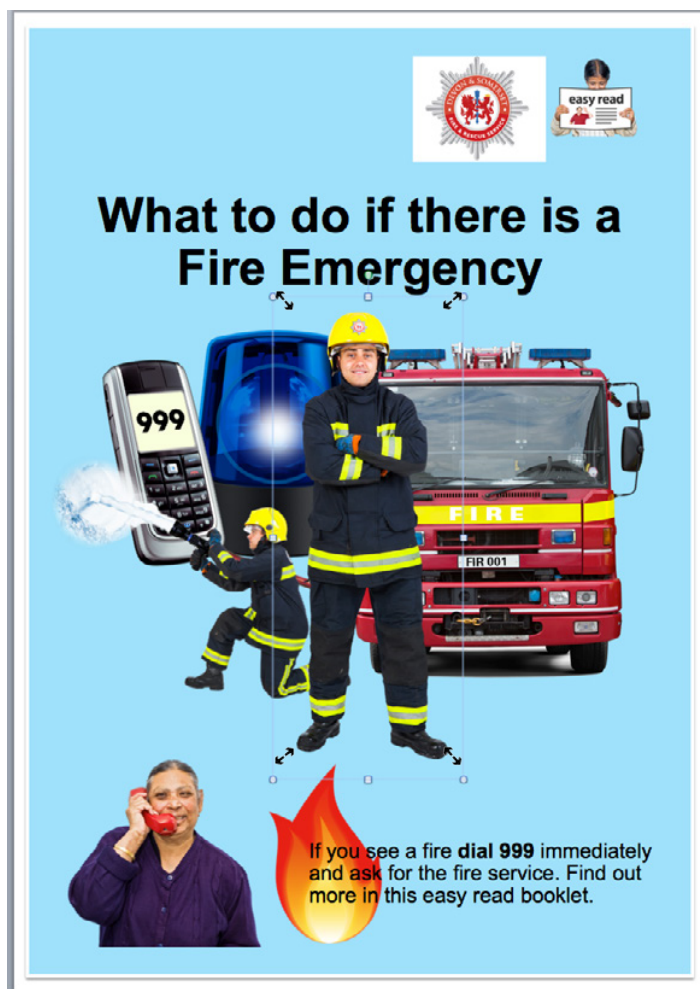
To add pictures in Microsoft Word or Powerpoint

> **Insert** > **Photo** > **Picture from File**

Then choose the file you downloaded. It will appear on your page, then you can drag the corners to make it smaller or bigger.

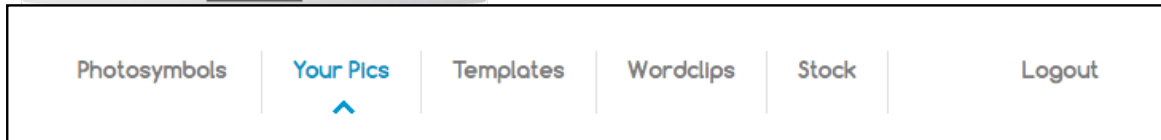
In this example, we've just inserted the standing fireman picture on top of some other pictures.

You can only place pictures together like this with the PNG format pictures - Jpegs will have white boxes around them





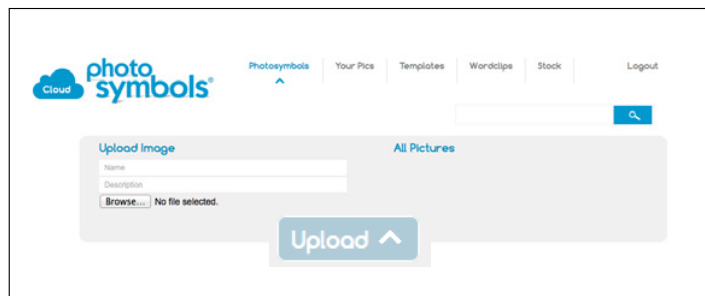
Your Pics



The next item on the top menu is 'Your Pics'. This is where you can store your own photos you might use regularly in your easy read.

You could use this feature for things like photos of staff or local places.

1. First click on the Upload button, and you will see this screen.



2. Type a name and description for your photo, then click the Browse... button.

3. Locate the photo on your hard drive and click the Upload button again to save the file.

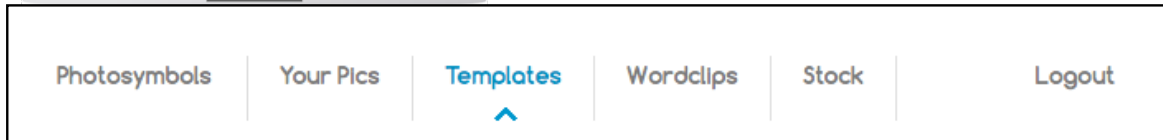


Now the photo is stored in your library to use whenever you need it

Note: If your organisation has a multi-user licence, you can set this feature to share each others' pictures. You can also choose to switch it off.



Templates



Photosymbols also includes a library of easy read templates, you can download and edit to make your own information.

You can open the templates in MS PowerPoint or Apple Keynote.



We chose the PowerPoint format because it lets you use some great Desk Top Publishing features that aren't available in MS Word.

It's easy to add different combinations of pages and make your own designs.



1. Downloading Templates

The templates will download to the usual place you download pictures from the internet. The default place is:

Windows XP \Documents and Settings\<<username>\My Documents\Downloads

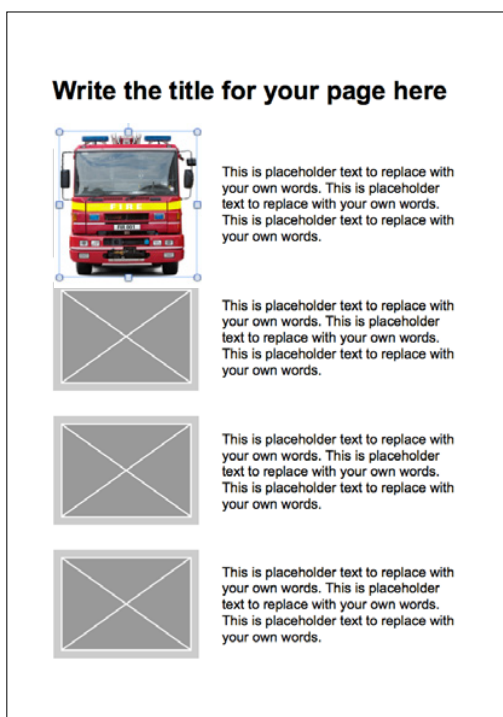
Windows Vista/ Windows 7/ Windows 8 \Users\<<username>\Downloads

Mac /Users/<username>/Downloads

Linux home\<<username>\Downloads

2. Using the Templates

Once you've downloaded and opened a template, you can edit the placeholder pictures and text.



3. Changing Placeholders

Right click on a picture box and choose 'Change Picture'.

Locate the picture you want to add on your hard drive and click on 'Insert'

The picture you added will now be in the picture box.

4. Adding more pictures

To add more pictures

> [Insert](#) > [Photo](#) > [Picture from File](#)



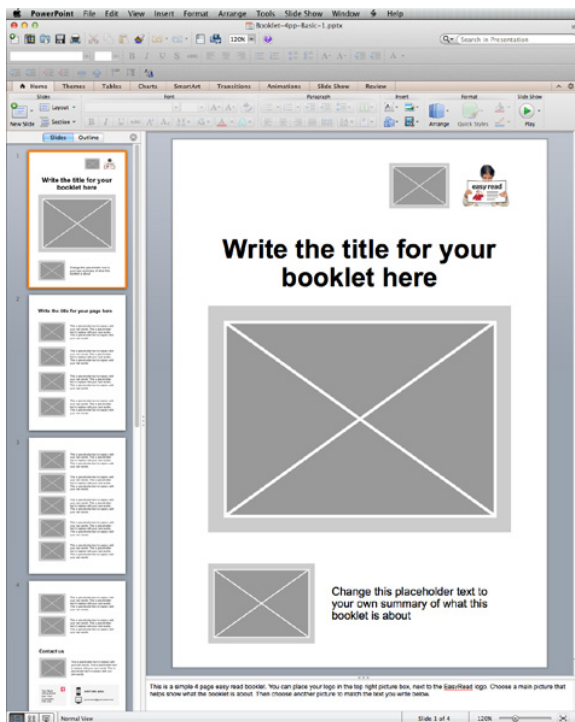
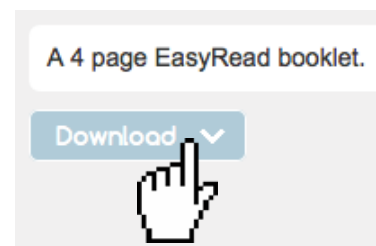
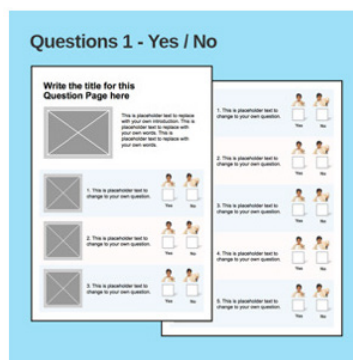
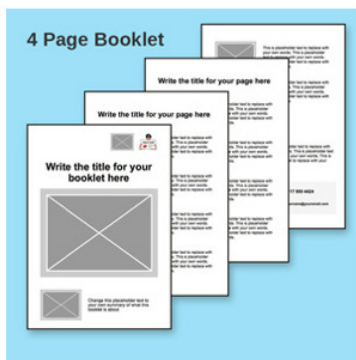
If you need to resize pictures, hold down the shift key to make sure the image doesn't stretch



You can mix and match templates to suit your needs. You might, for example, start with a booklet then add some question pages. Here's how to do this.

1. Download the templates

Download the templates you need. For this example, we'll need the '4 page booklet' template and the 'Questions 1 - Yes/No' template.



2. Open the booklet template

This will give you the basic 4 page booklet as a starting point.

Add pages from the other template by using *'Insert Slides from Other Presentation'*

> **Insert** > **Slides From** > **Other Presentation**

Select the Questions template we downloaded and click on *'Insert'*.

Select the page you want. If you want more than one page, hold down the *Shift* key and click on each page.

Click on *'Insert'* again, and the pages will be added to your document.

4. Re-ordering Pages

In PowerPoint, there are thumbnails to the left, showing each page. If you click on these and hold down your mouse, you can drag and re-order them.

PowerPoint File Edit View Insert Format Arrange Tools Slide Show Window Help

Booklet-4pp-Basic-1.pptx

Search in Presentation

Home Themes Tables Charts SmartArt Transitions Animations Slide Show Review

Slides Outline

Layout Section

Font Paragraph Insert Format Slide Show

Write the title for this Question Page here

This is placeholder text to replace with your own introduction. This is placeholder text to replace with your own words. This is placeholder text to replace with your own words.

1. This is placeholder text to change to your own question. Yes No

2. This is placeholder text to change to your own question. Yes No

3. This is placeholder text to change to your own question. Yes No

This is a question page with a Yes/No answer and space for an introduction. Combine with other question templates and/or booklet templates to create your own custom EasyRead questionnaires.

Normal View Slide 4 of 6 120%

Look out for some special features in some of the templates, just a few of these are:

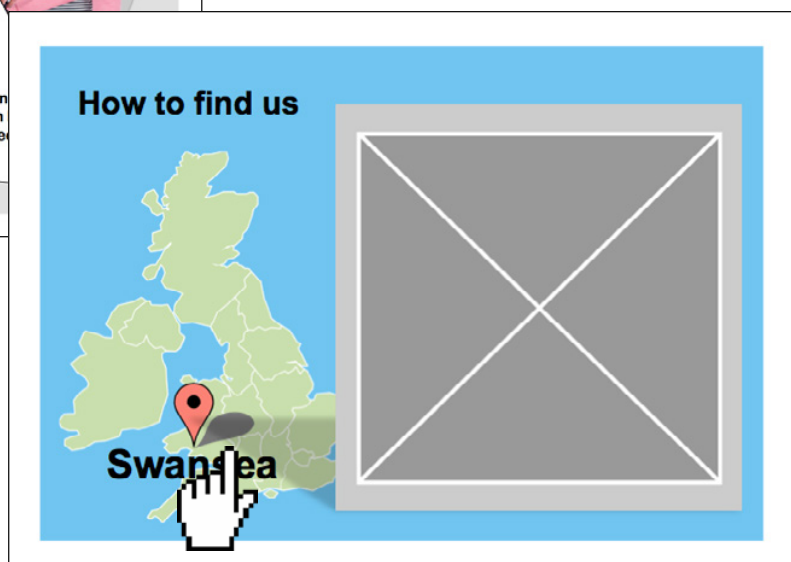
You can move the hands on clocks, as well as change the text. Drag the blue dots on the end of the hands to the correct time.



Speech bubbles can be moved around. Drag the yellow dot on the point to line them up with people's mouths.

Maps have moveable pins so you can drag and drop them to your own location.

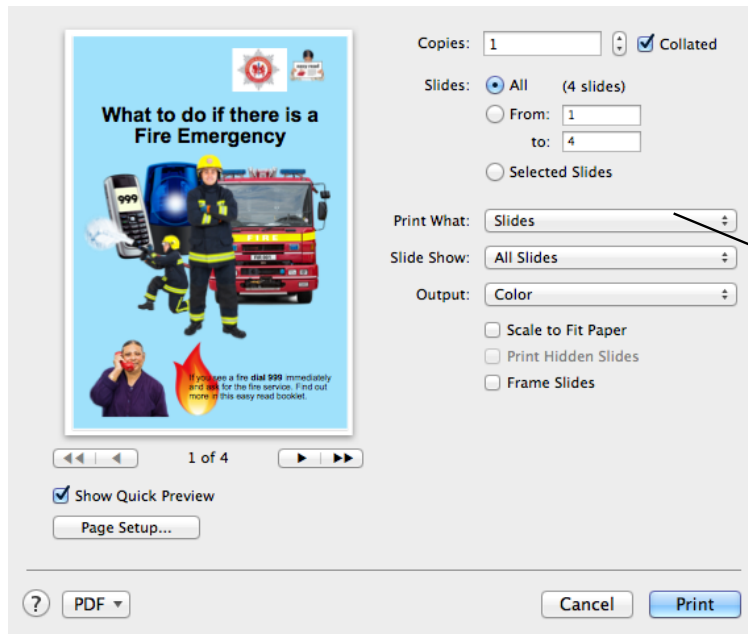
Look for information in the notes panel in PowerPoint for extra tips



2. Printing your document

When you've finished editing your document, you can print it straight away.

To print it: > **File** > **Print**



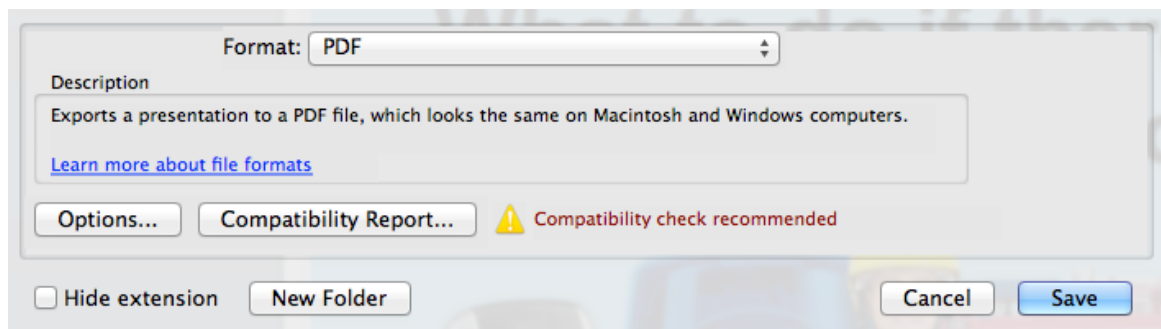
Make sure
'Print What' is
set to 'Slides' as
shown here

3. Making a PDF file

PDF files can be printed and emailed or put on websites.

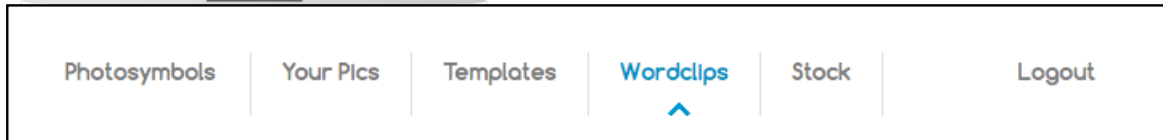
To make a PDF: > **File** > **Save As**

Change the Format to PDF as shown below, then click **Save**.
















Wordclips



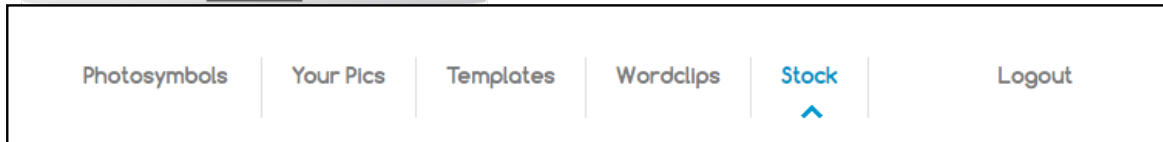
Wordclips is an easy read glossary where you can look up words that might be hard to understand, and find a way to explain them.

You can copy and paste the text straight into one of our templates, or your own document. There's also a matching picture you can download and insert as a graphic alongside the text.

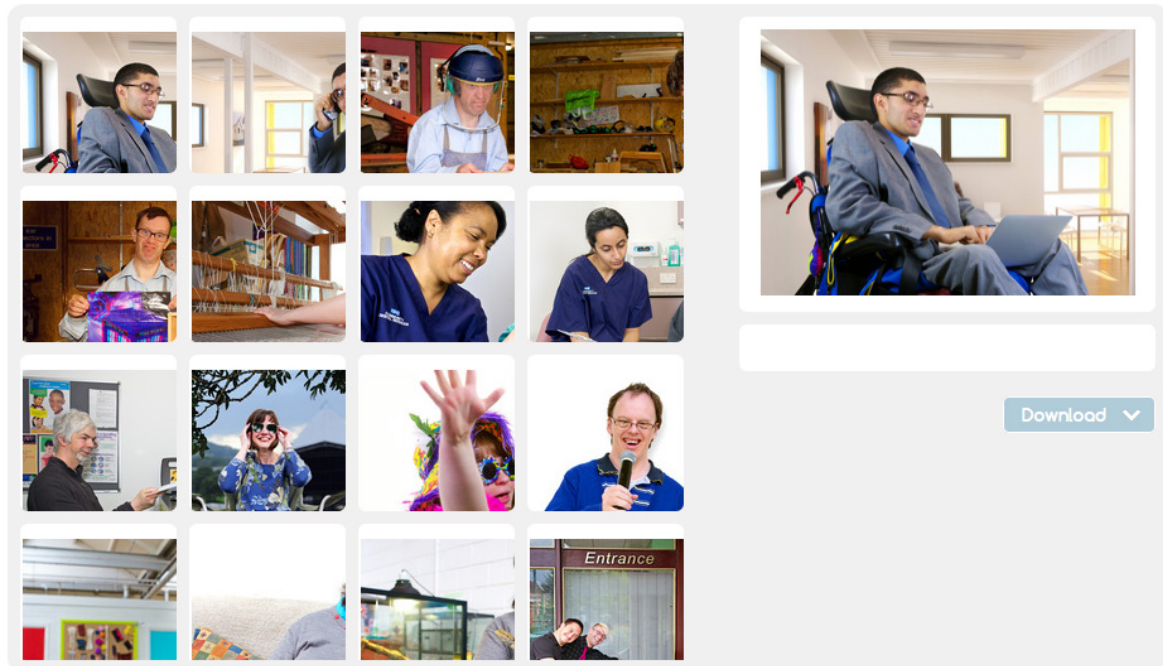
A&E 	Abuse 	Access 	Accommodation 	A&E If you are very ill or have an accident, you might go to A&E - Accident and Emergency . You can take yourself or you may go in an ambulance. A&E is the part of the hospital that helps you get health care very quickly when you need it.  Download
Achievement 	Action Plan picture coming soon	Activity 	Acute Hospital 	
Acute Liaison Nurse 	Admission (as in Hospital Admission) picture coming soon	Advocacy 	Advocate 	
Agenda 	AGM 	Aims 	Allergy picture coming soon	



Stock Photos



The last section on the menu is Stock Photos. This is a collection of high resolution photos designed to be used as front covers, or to break up the text in larger reports by showing positive images of people with learning disabilities.





We hope you enjoy making easy read information with photosymbols.

If there are any pictures or templates you would like us to make, please get in touch.

We'd love to hear from you.

Keep updated at
www.photosymbols.com
facebook.com/photosymbols
twitter.com/photosymbols

Any questions, email us at
ask@photosymbols.com

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