“SYMBOLS CREATOR” MANUAL TOOL

The tool “Symbols Creator” is created with the objective of facilitating all the portal users to modify and adapt the different variables that compose the pictograms (language, associated text, general format, etc.) to the needs of the users.


To start using this tool, click on the menu Online Tools in the portal and then select the Symbols Creator box.

The symbols creator window will automatically appear showing an empty work area.
To start working with a pictogram, you can select it from the My selection section, if you have used the option Add to selection in the contextual menu which accompanies the pictograms after a search. When you click on it, it will automatically open in the work area of the symbols creator.

If you don’t have any pictogram in My Selection folder, click on the icon Search Word, found on the right top box of the window.

When you click on this icon, the search menu will appear. Write the word you want to look for; in this case, the word “dog”.

By clicking on the arrows, you can see the different graphic resources associated to the word “dog”.

In this case we have 2 Pictograms in Color, 2 Pictograms in Black and White, 5 Photographs and a color photograph in Spanish Sign Language, associated to the word “dog”. For our example, we click on the Color Pictograms tab and choose the second dog by clicking on it.
We now have the chosen pictogram in our work area, ready to modify it if needed.

There are two other forms to access this tool directly:

- Clicking on the **Symbols Creator** icon which appears in the **contextual menu** accompanying the pictograms after a search.
- Using the **Symbols Creator** icon which appears at the bottom of the features of the chosen pictogram.

Apart from working with the Portal’s graphic resources, you can also modify pictures and images you have in your computer. For that purpose, use the “**Upload files to my work folder**” icon.

In the new emerging window, click on **Examine** and look for your picture or image in your computer’s folder.

Once open, click on **Upload File** and go to **Work folder**. There is your wished picture. Click on it and it will open in your work area.
2. Customization of the pictograms and other graphic resources.

We have already detailed all the possibilities the tool offers to import graphic resources from the portal or from external resources.

Now, we’re going to learn the different **configuration options** you can use to customize your pictogram or image to the final user needs.

For that purpose, analyze the box named **Text** in detail; it’s found on the right hand side of your work area.
In the following table you can see the functions of each of the commands in the Text box, which will allow you to modify the external appearance of the pictograms.

**Text**
By default, the text associated to the pictogram in the database appears. Place the arrow within the box and change the Word you want to appear in your pictogram.

**Available translations**
We can select one of the different available translations for each pictogram.

**Font type for current language**
By default, the current language is Spanish. You can configure the Font type for this language.

**Top**
You can select No translation (nothing appears written on the pictogram), Current language (the Word appears in Spanish) or Selected Translation (the word chosen in available translations appears). In this section you can configure the text format of the top part.

**Bottom part**
You can select No translation, Current Language or Selected Translation. In this section you can configure the text format of the bottom part.

**Frame**
You can select the pictogram With frame or frameless as well as its thickness and color.

**Canvas**
When the pictogram fills the entire window, the text appears on top of the drawing. If you enlarge the canvas, the empty part round the pictogram also widens, so the text will appear outside the picture. Recommended 100-150 pixels.

**Transformations**
It allows you to invert the colors of the pictogram or convert them into a high contrast image.

The best way to know all the tool’s commands is using a specific pictogram and trying and observing in detail the different changes produced. It’s important to remember that every time you change something, you should click on the Preview icon to see the result in the work area.

Following the example with “dog”, let’s change some things to see the results. You can do all changes at the same time and see the result clicking on the Preview icon. In our example we’ll do the changes one by one to see the changes produced individually.
If you click on the **Preview** icon, you will find this as the first result:

We change “dog” for its familiar term “doggy” and we click on **Preview**:

In **Available translations** we choose Spanish and in **Top** we indicate Selected translation. Then click on **Preview**.

The result is a bilingual pictogram, perfect for students from other countries who are still learning our language.

Both in the **Top** and **Bottom** sections you can make different combinations according to the language or languages you want to use for your work.

Then, change Lower case for Upper case and the colors of both texts.
In the **Frame** section you can choose to have it visible or not. In our example, the only modification is the frame thickness.

By default the pictograms appear with a frame following the criteria used by the SPC symbols:

- **People and personal pronouns**: YELLOW.
- **Verbs**: GREEN.
- **Descriptive (adjectives and adverbs)**: BLUE.
- **Nouns**: ORANGE.
- **Social terminology (courtesy words, ...)**: PINK or PURPLE.
- **Miscellany (articles, conjunctions, prepositions...)**: WHITE.

Once all the modifications have been made, you can do one of these two actions with your pictogram: **Add a selection** (to be later on downloaded together with other resources you have been selecting) or **Download symbol** (you can save it in your computer with the name you wish).
We have deliberately left aside two of the commands which appear in the Text box: Transformations and Enlarge canvas. Here we explain them in detail.

You can use Transformations to invert the colors of your pictogram. This function is really helpful for those users with sight difficulties as in some occasions they may need high contrast in the pictures to see them with precision.

In this case we’ll work with black and white pictograms and we use the Invert option getting this result:

The Canvas command has been left for the end.

In some cases the pictogram image occupies the whole picture area and the text accompanying it appears on top, not allowing the correct visualization of the written word.

For our example we have selected the word “forest”. You can observe that the text is almost illegible as it’s on top of the image.

In order to correct this effect, you can use the Enlarge canvas option and create a white margin round the image which will allow the correct visualization of the text accompanying the pictogram. The usual measure is in pixels and, enlarging 100 pixels is
normally enough for the correction. However, we recommend you to enlarge from 50 to 50 pixels (use the Preview icon every time you change it to see the results). In our example, we have used a 100 pixels enlargement and it’s enough.

In case you use this command, it’s advisable to resize the pictogram again using **Final size of the canvas**. You’ll usually have to resize to the 500x500 pixels size, as all the pictograms you download from the portal have this resolution.

The only thing left to say is to recommend you to try all the options until you get your desired effect and remember to use the Preview icon to see the results of all the changes you make.