

Tutorial on Using Inkscape for Teletherapy and Virtual Learning

Jan Norris



pop
hop
top
mop

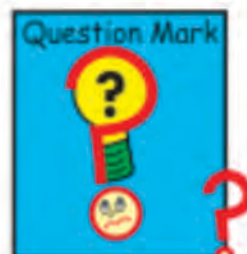


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Why Inkscape?

To work effectively online, we need a platform that will enable to put many visual images on the screen in layer. One layer may be a book page, another layer may be alphabet cards, another may be visualized words. We may want to focus on a word by underlining it or putting it in a square.

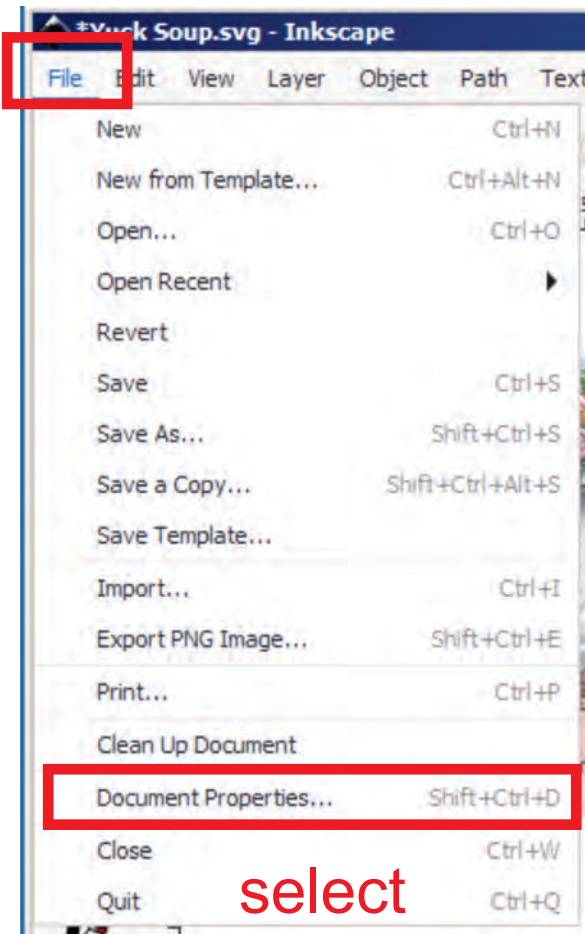
Inkscape is a free drawing program that enables these functions. This tutorial is designed to take you step-by-step, in words and pictures, on the basic tools and functions you will need.



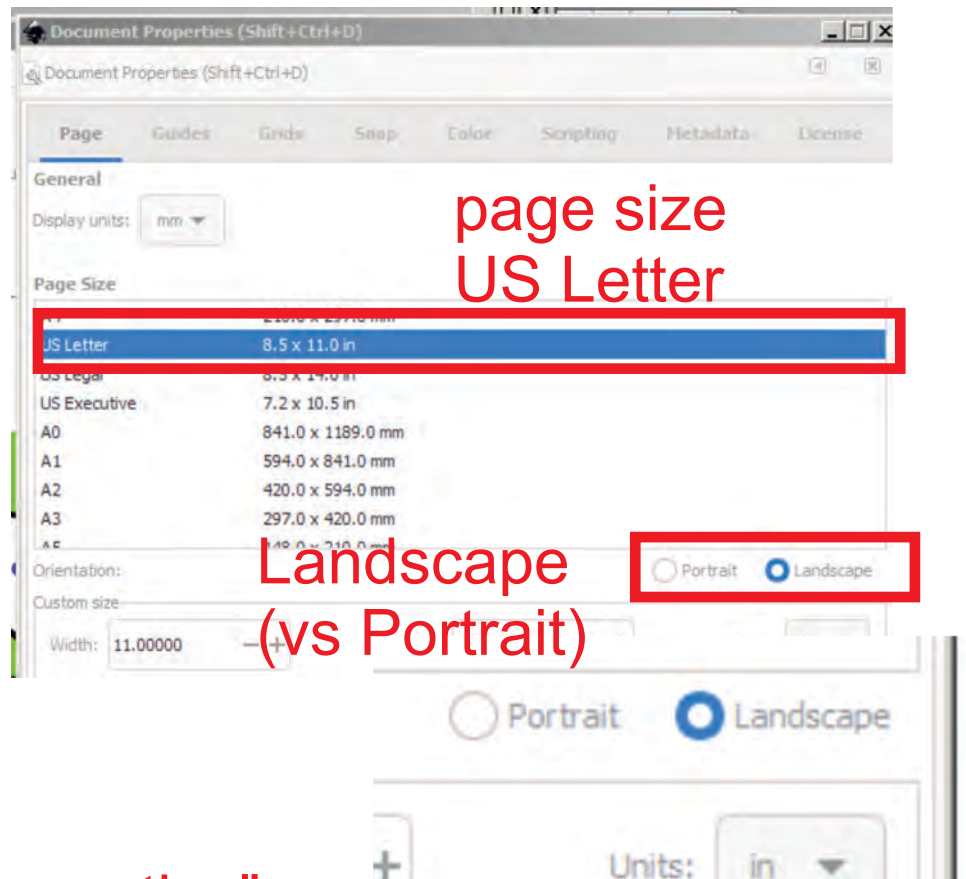
Setting up Inkscape Window

The window is the surface where objects are placed and manipulated. For our purposes, we want a window oriented in Landscape. Select “File” and then “Document properties...” in the drop down menu. US Letter is fine, but switch to Landscape orientation. See the use of Zoom on page 11 in this tutorial to have the window fill the screen.

select “File”



select
“Document Properties”



page size
US Letter

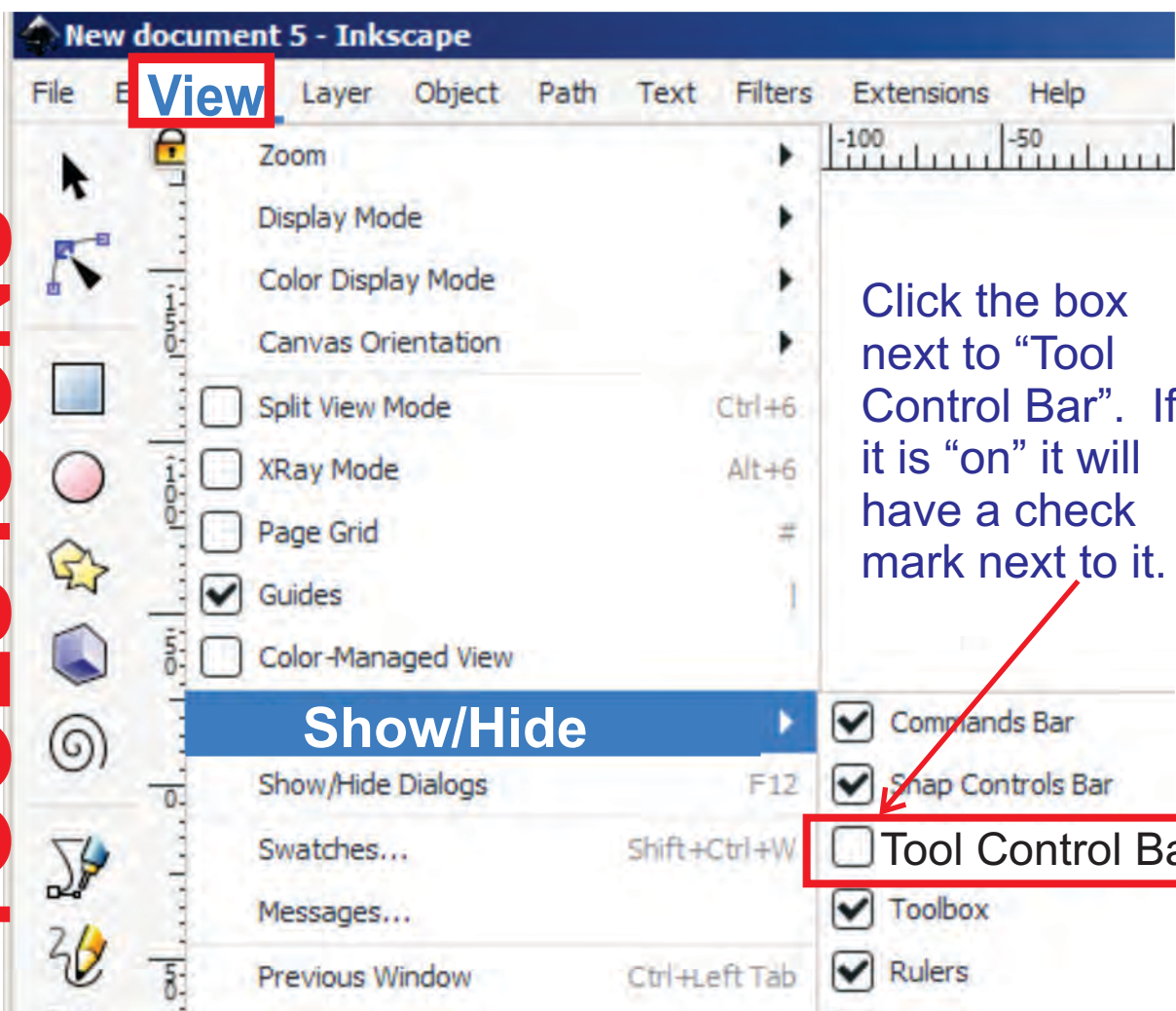
Landscape
(vs Portrait)

Turn on “Tool Controls Bar” if you don’t see the bar at the top when you click on a Tools Icon

If you don’t see the Tool Controls Bar when you click on an icon, it is turned off. To turn it on, click “View”, select “show/hide” from the drop down menu, then click “Tool Controls Bar” (a checkmark will appear next to it when on)



TOOLS ICONS

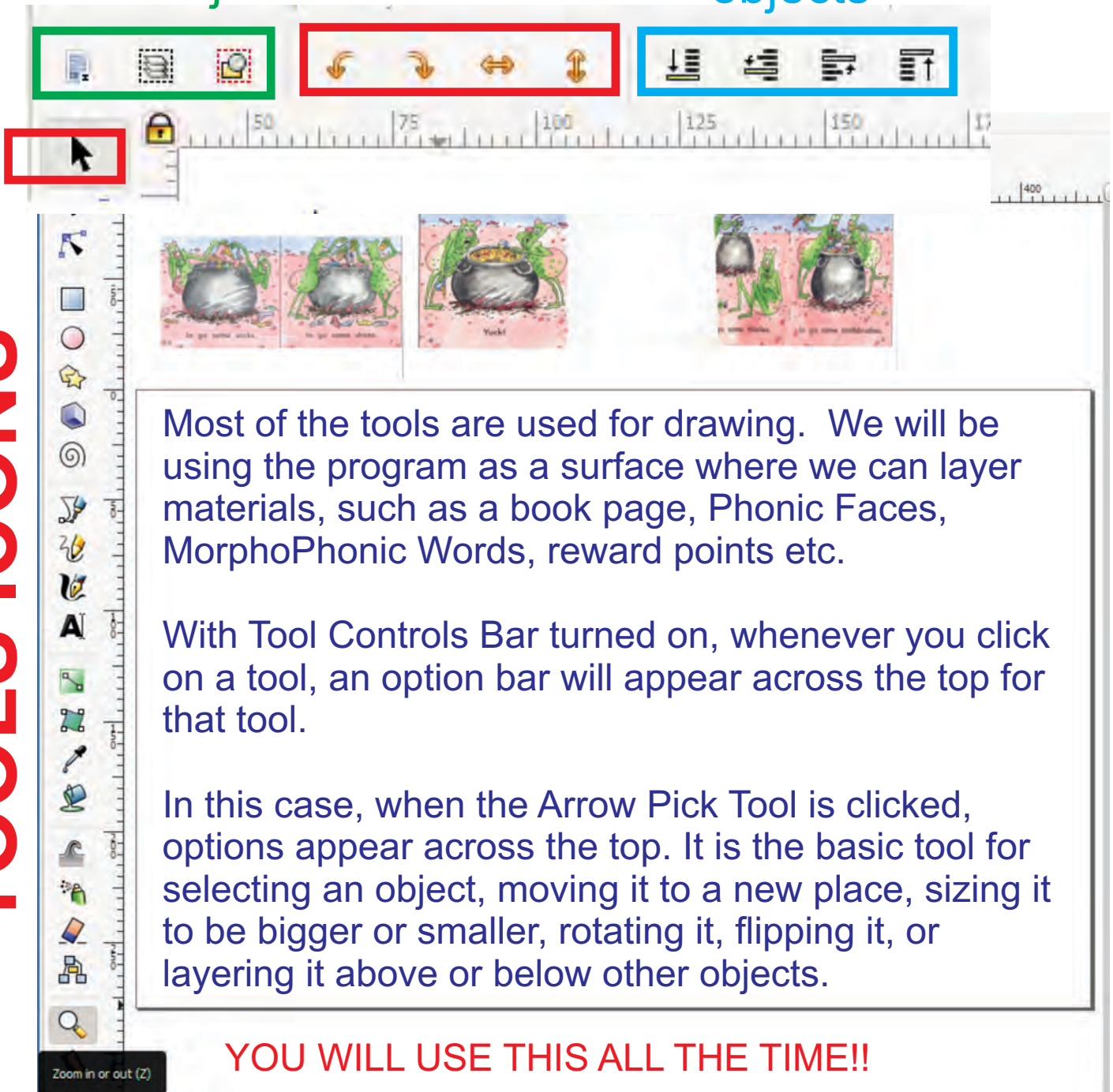


Pick Tool - select, move and transform objects

Select or
deselect
certain objects

Rotate or
flip object

Layer
objects



The screenshot shows a software interface with a top toolbar and a vertical tool palette on the left. The top toolbar has three highlighted sections: a green box containing icons for selection and deselection, a red box containing icons for rotation and flipping, and a blue box containing icons for layering. The vertical tool palette on the left has a red box around the Arrow Pick Tool icon. Below the toolbar is a ruler with markings at 50, 75, 100, 125, 150, and 175. The main workspace shows a book page with illustrations of a witch's cauldron and a frog. A text box on the page contains the following text:

Most of the tools are used for drawing. We will be using the program as a surface where we can layer materials, such as a book page, Phonic Faces, MorphoPhonic Words, reward points etc.

With Tool Controls Bar turned on, whenever you click on a tool, an option bar will appear across the top for that tool.

In this case, when the Arrow Pick Tool is clicked, options appear across the top. It is the basic tool for selecting an object, moving it to a new place, sizing it to be bigger or smaller, rotating it, flipping it, or layering it above or below other objects.

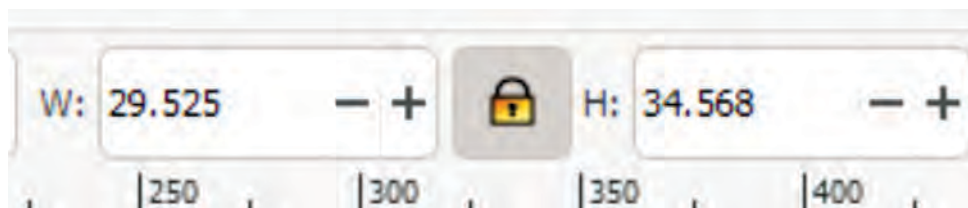
YOU WILL USE THIS ALL THE TIME!!

TOOLS ICONS

Change Size of Object, Delete Object Using Pick Tool



Use pick tool and grab any arrow to make the object expand or reduce. Grabbing the diagonal ends will make the change proportional; sides will distort object which you can do for special effects. If you want to assure the resizing is proportional, click the padlock and the height and width will change proportionately.



You can resize using the arrows or change the size using the -/+ signs on the width in the control bar. With the lock on, both width and height change. With the lock off, you can set width and height separately.

Use Cont Z to undo a change.

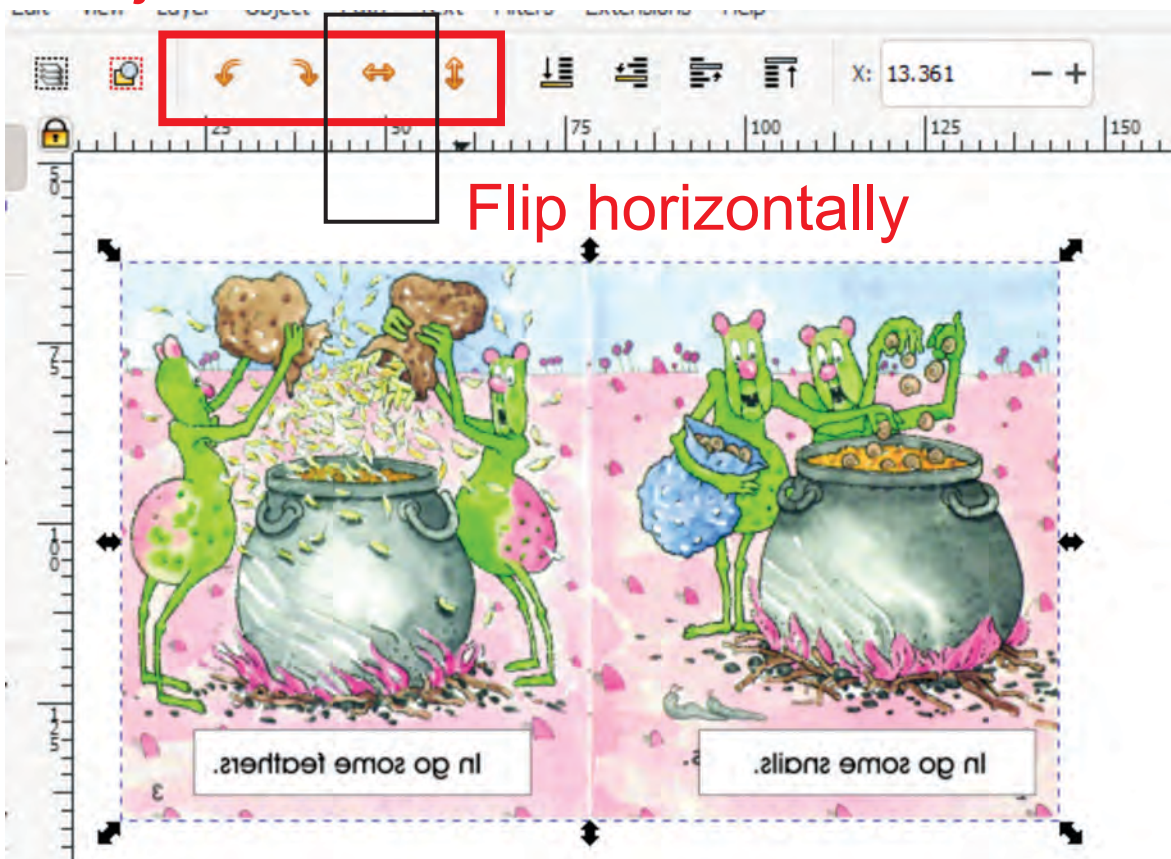
Click on object and use the delete key to delete an object.

Rotate or Flip Object Using the Pick Tool

Double clicking an object will bring up sideways arrows. These will allow you to rotate the object. Grab a corner and begin turning the object until you like the angle. You can also set a precise degree of rotation using Tool Control Bar settings.

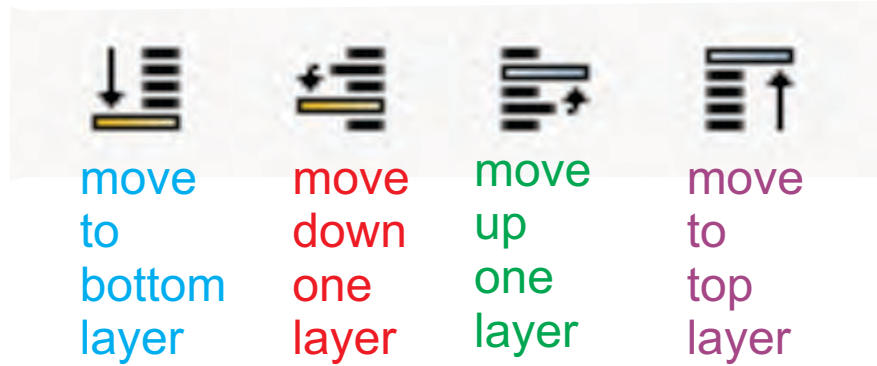


Object rotation controls

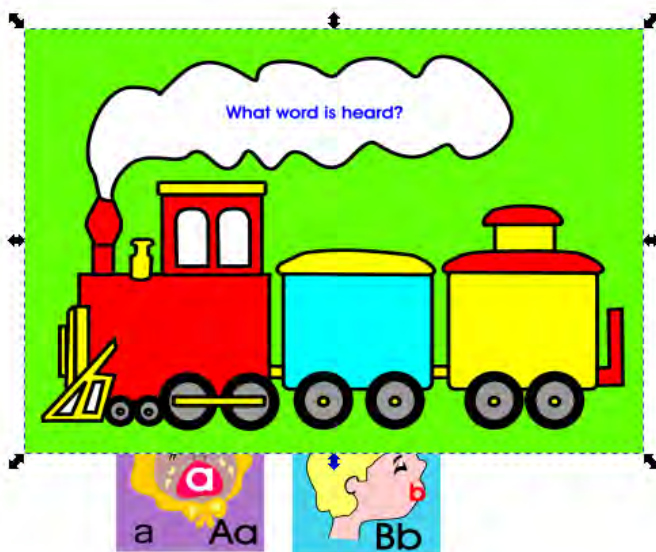
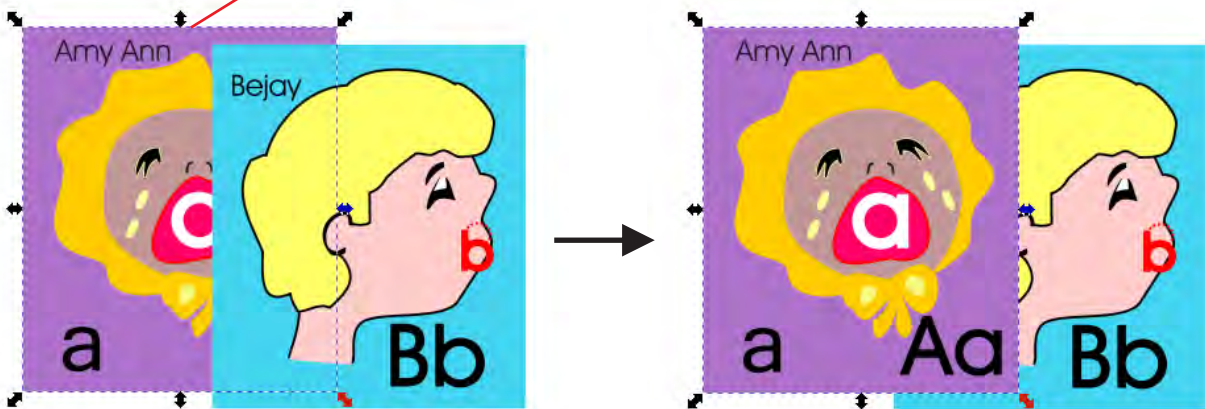


You can use the rotation arrows with the Pick tool to rotate the object by 90 degrees left or right, flip horizontally or vertically. If your book page gets flipped so the print is backwards, use the Pick Tool and double sided arrow on the Control Bar to flip it to the correct view.

IMPORTANT: Use Pick Tool to Shift Objects Up and Down Layers



You will continuously need to move objects in layers as you work with kids. Select an object with the Pick Tool and go to the Control Tool Bar. Move the picked object up or down layers. Click anyplace on the window and the pick lines disappear from the selected object.

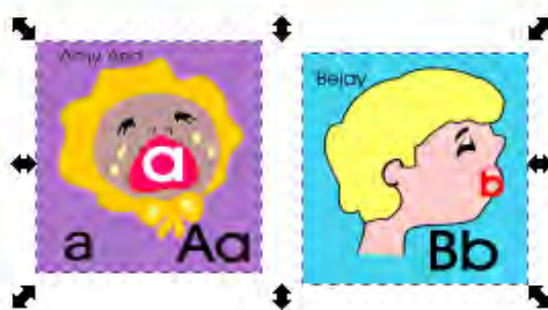
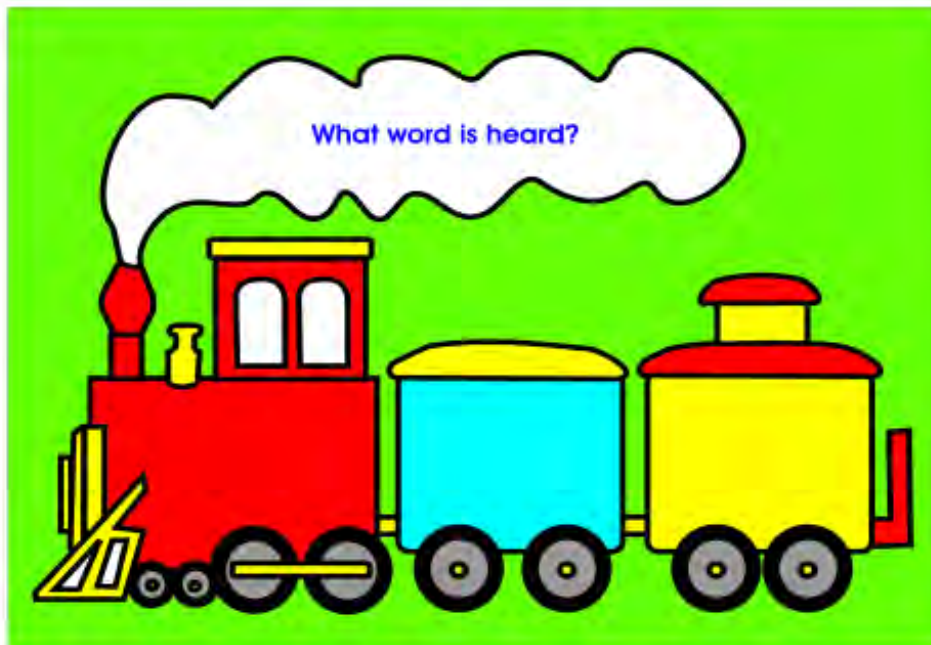


Click on the train and then the “move to bottom layer” option to put the Phonic Faces on the train.

NOTE: Use the Pick Tool to select more than one object. Transformations will apply to all of them.

Use Pick Tool to Move Objects

Move an object to any location using the Pick Tool. Click and grab object by holding down the mouse and move to desired place. One or more objects can be moved by

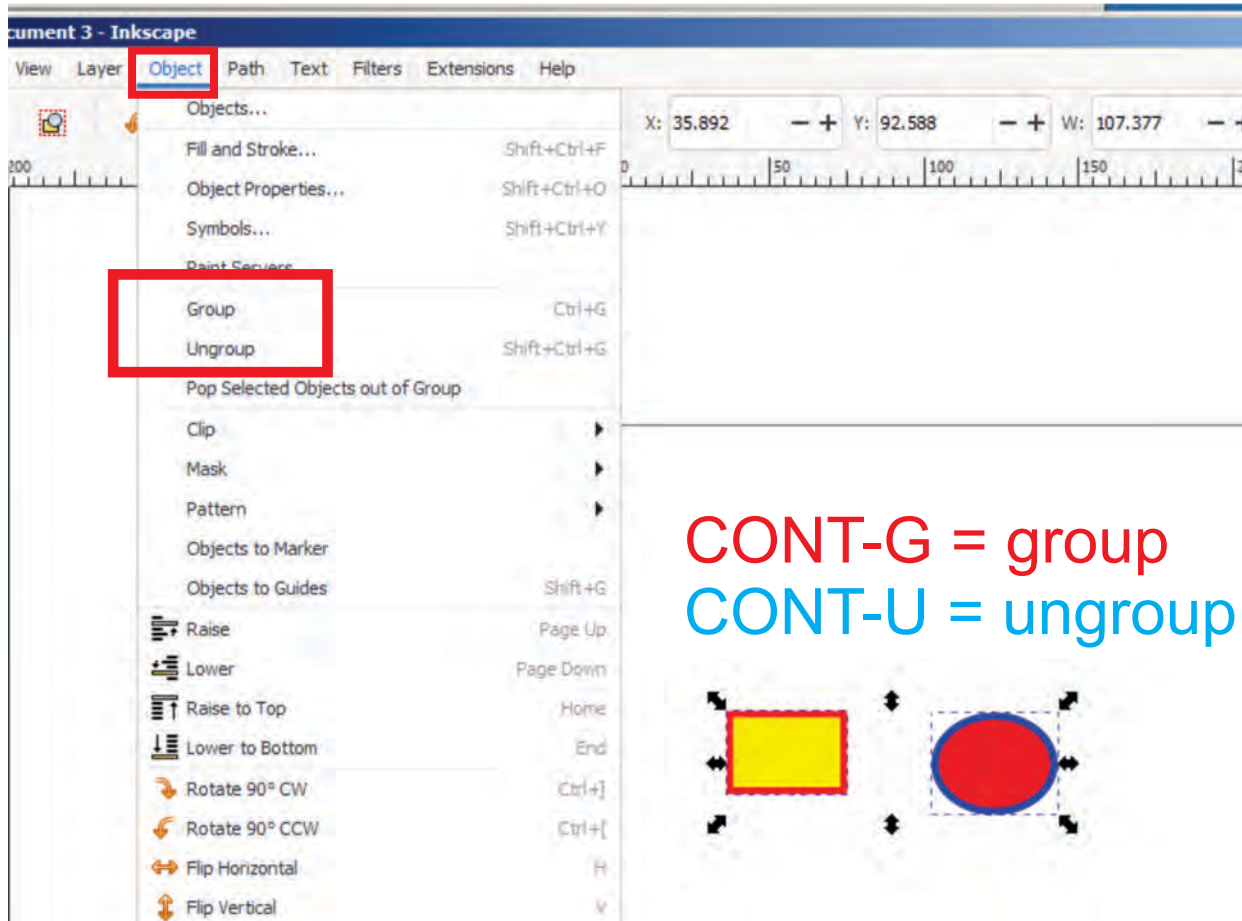


Use cursor to drag both selected objects onto the train

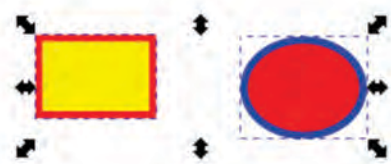
Note: If the objects move behind the train, see use of Pick Tool to move either the train or the Phonic Faces up and down layers (page 9).

Group and Ungroup Objects

Use the pick tool to select two or more objects you want to group. Grouping them makes them behave as a single object when you move or manipulate them. You can use the Object tab and drop-down menu to group and ungroup objects. You can also use **CONT-G** to group them or **CONT-U** to ungroup them. You can also use the shortcut icons that look like a joined circle and rectangle in the bottom right corner of the Inkscape screen.



CONT-G = group
CONT-U = ungroup



group objects
ungroup
edit color, fill,
stroke etc.



shortcut icons

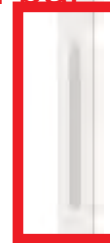


Move the Window L-R or Up-Down using Scroll Bars

You can move the object you want to focus on using the up-down and left-right scroll bars. This will put the object in a different place on the screen. For example, you can slide the pages L or R until only one is in view and then slide it the other way. IF the scroll bar disappears, use CONT-B to return it to the screen.



up-down scroll bar



Not seeing scroll bars?

CONT-B

Left-Right Scroll Bar



Left page is still there but hidden behind the Icon Tool Bar.

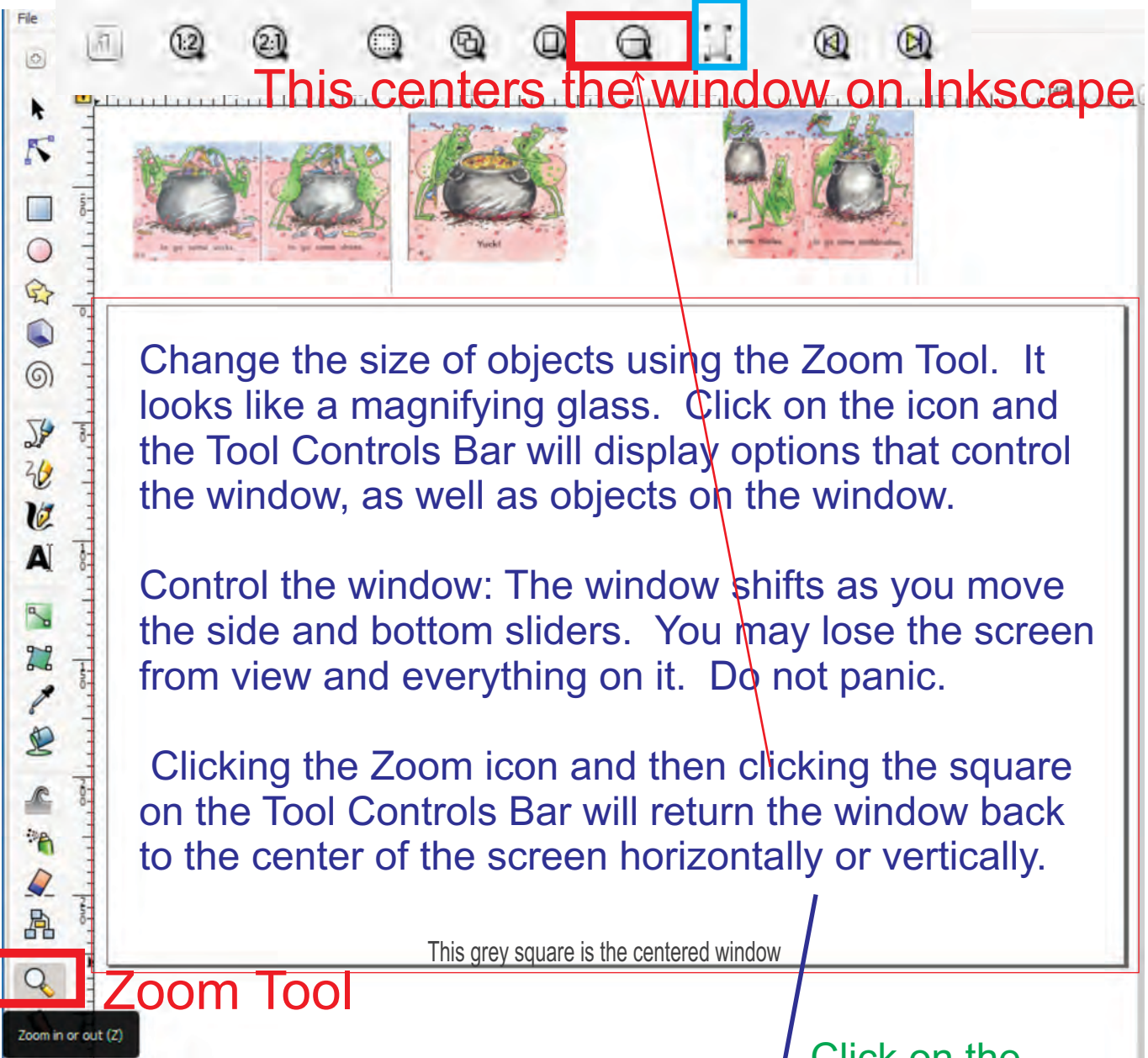


Zoom Options that Control the Window

This centers an object within the window

This centers the window on Inkscape

TOOLS ICONS



This grey square is the centered window

Zoom Tool

Click on the dotted square to make the object fill the page


Click on the solid squares to center the window vertically or horizontally

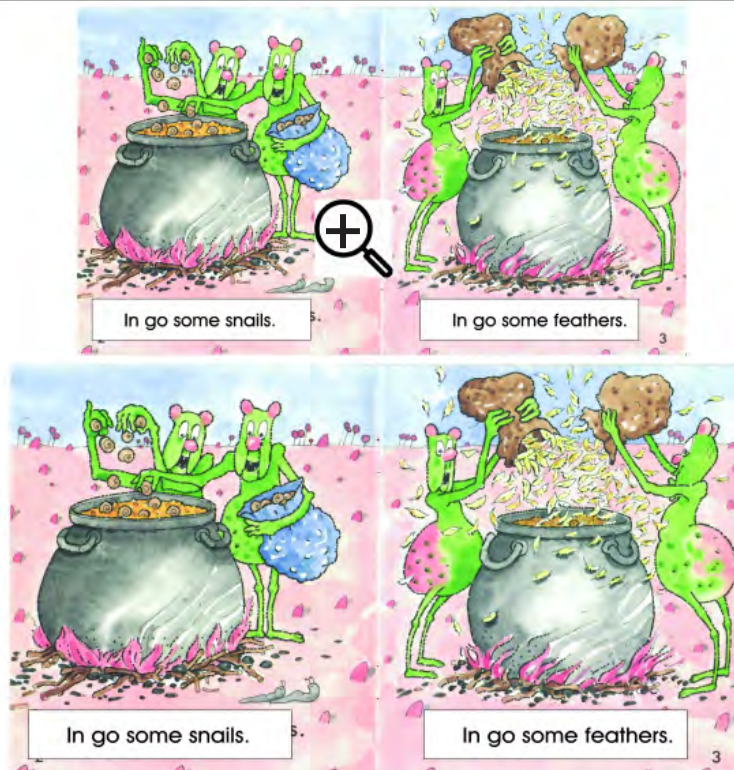
Click on the dotted corners to center the object on the page without changing its size



Zoom Options that Control Objects



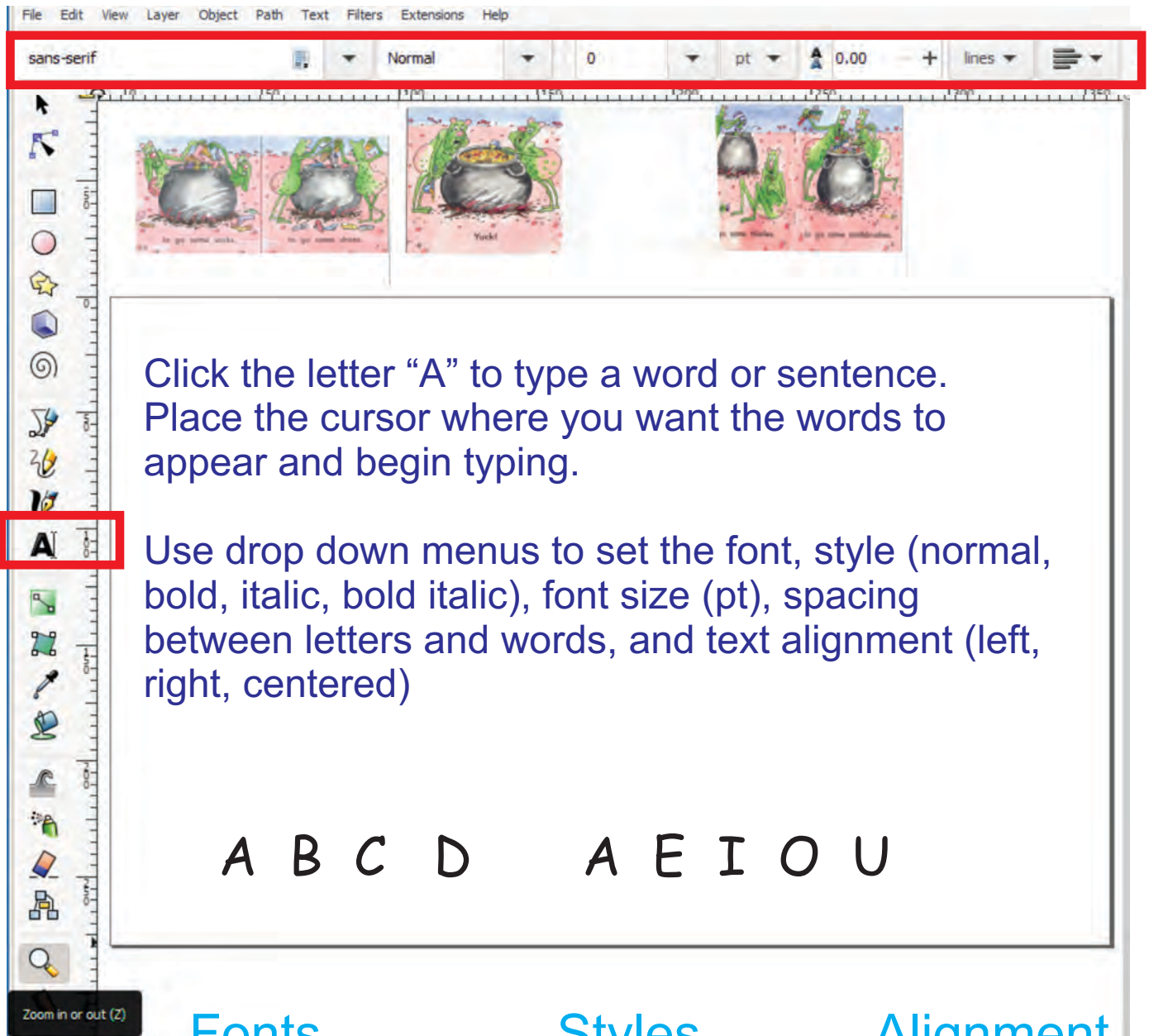
To enable children to see and focus on words in a book or objects on the window, you can magnify them using Zoom controls. Use the left pointing (decrease) and right pointing (increase) triangles in the magnifying glasses. Click on a decrease or increase Zoom icon and the cursor turns into a magnifying glass.  Click on any object in the window and the entire set of objects on the window will appear larger or smaller. Multiple clicks will increase or decrease in gradual increments.



NOTE: If you only want one object to increase or decrease, click on it with pick tool and grab a corner to change the size.

Type Letters, words on window

TOOLS ICONS



The screenshot shows a software interface with a menu bar (File, Edit, View, Layer, Object, Path, Text, Filters, Extensions, Help) and a toolbar. A red box highlights the text formatting section, which includes a font dropdown menu (currently set to 'sans-serif'), a style dropdown menu (set to 'Normal'), a font size input (set to '0'), a unit dropdown (set to 'pt'), a leading input (set to '0.00'), and a text alignment dropdown (set to 'lines'). Below the toolbar is a drawing area with a grid and a red box around the 'A' icon. The drawing area contains a text box with the following text:

Click the letter "A" to type a word or sentence.
Place the cursor where you want the words to appear and begin typing.

Use drop down menus to set the font, style (normal, bold, italic, bold italic), font size (pt), spacing between letters and words, and text alignment (left, right, centered)

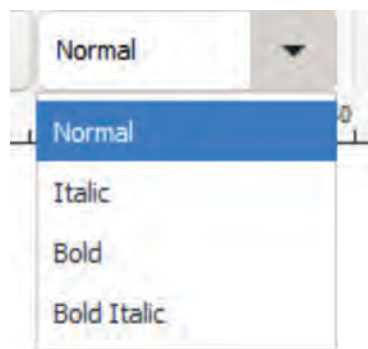
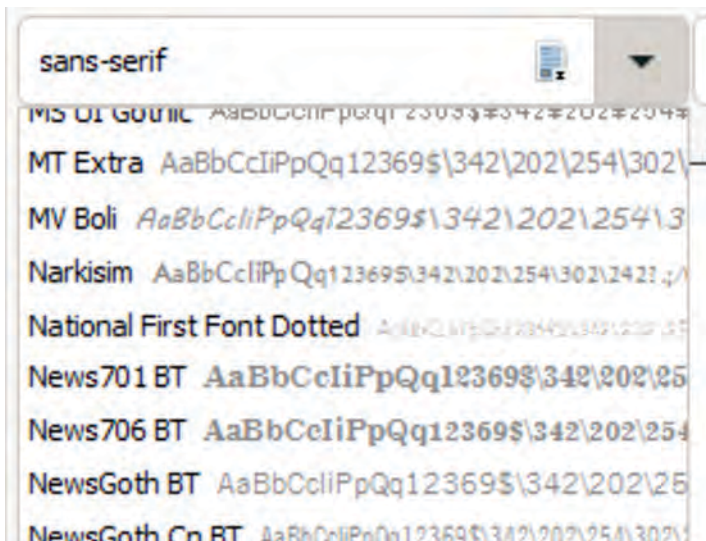
A B C D A E I O U

Zoom in or out (Z)

Fonts

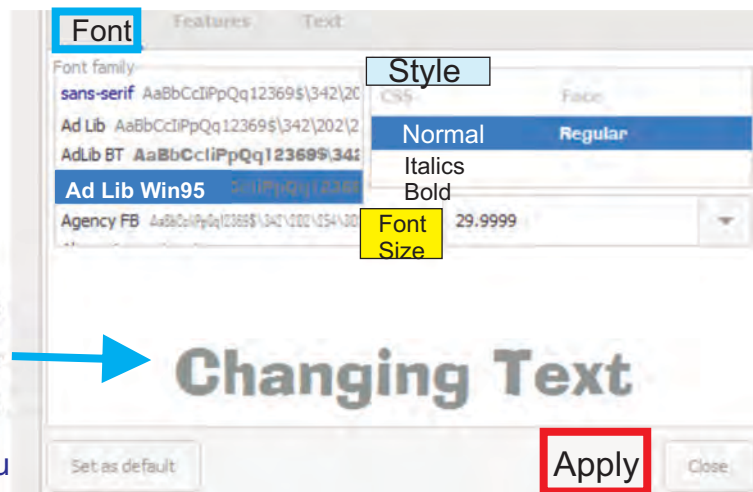
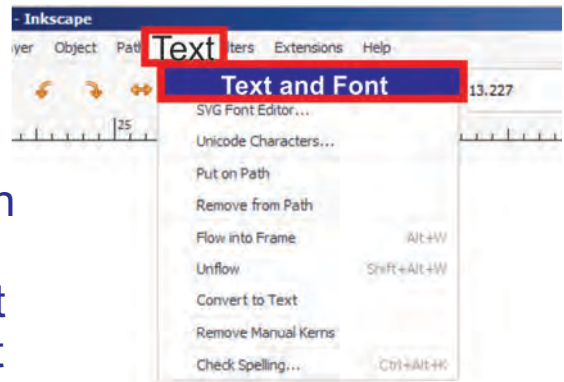
Styles

Alignment



Changing Font

To change the text, click on the text you want to change, then on the top bar click "Text," and then "Text and Font" in the drop down menu. This will open a screen where you can change Font, Style and Font Size. This screen lets you see what the text would look like if you choose that font. Below, it changed from Sans serif to Ad Lib Win95. Once you are happy with your font, style and size, click "Apply" and the font etc of your text will change.

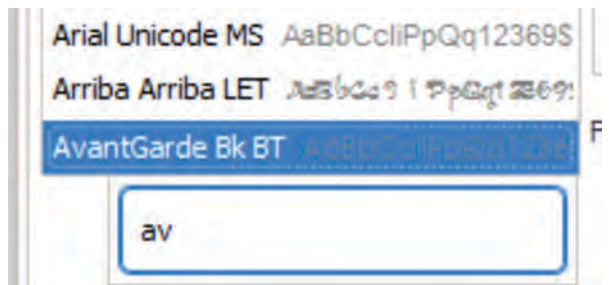


Changing Text



Changing Text

Change the Font: To change the font, you can use the **arrow keys on your computer** until you find a font you like. However, if you already know the font you want, just put your cursor on any font and start typing the name of the one you want. A window will immediately appear and the font list will automatically predict and scroll to a likely font. If it is wrong you can keep typing or use the arrow key from that point to find the correct font. The program has hundreds of choices.



AvantGuard Bk BT

AaBbCcliPpQq1 2369

Chiller

AaBbCcliPpQq12369

National First Font Dotted

AaBbCcliPpQq12369\$[

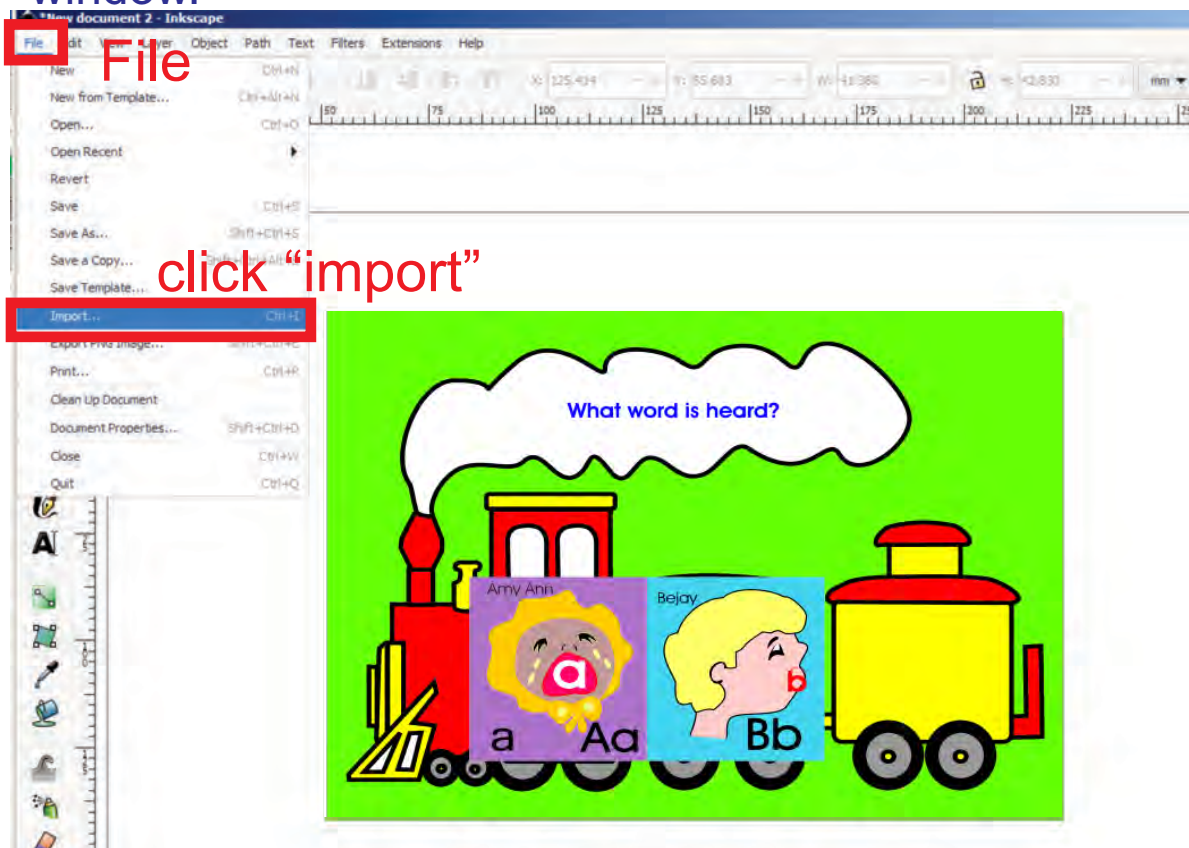
AvantGuard = lowercase "a" that looks like printing.

Chiller = one of the fun fonts for something that is nervous or scary

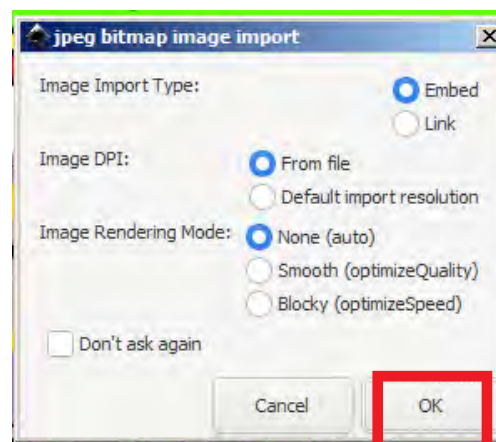
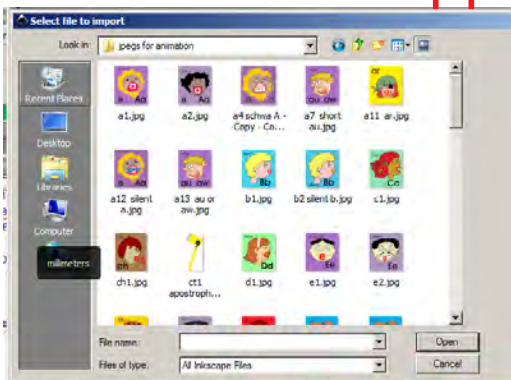
National First Font Dotted = dotted letters that can help children learn to print by chasing letters

Import an object into Inkscape

Unfortunately, only one object at a time can be imported to a Inkscape window, and copy and paste does not work (except if you are copying from a second Inkscape window). jpegs, pdf page, and other formats can be imported. Click on “File” and “Import” from the drop-down menu (or use CONT-I). You will see the typical search window. Locate your file or folder, select an object or file, open it and an import approval box appears. Click “ok” and the object will appear on your window.



Search box appears



ok the import

Copy and Paste From Internet Images

Objects can be copied and pasted from internet images without downloading them to your computer (if you do save them on your computer then you will need to import them). Find an image you want to use in your Inkscape page, copy the image from the internet (CONT-C), go to the Inkscape page and paste the image onto the page (CONT-V).

These are useful for showing concepts in a lesson that children may not know or recognize.

Ambergris is a solid, waxy, flammable substance of a dull grey or blackish color produced in the digestive system of sperm whales. In Eastern cultures ambergris is used for medicines and potions and as a spice; in the West it was used to stabilize the scent of fine perfumes. White is the most valuable because it contains the most ambrein.

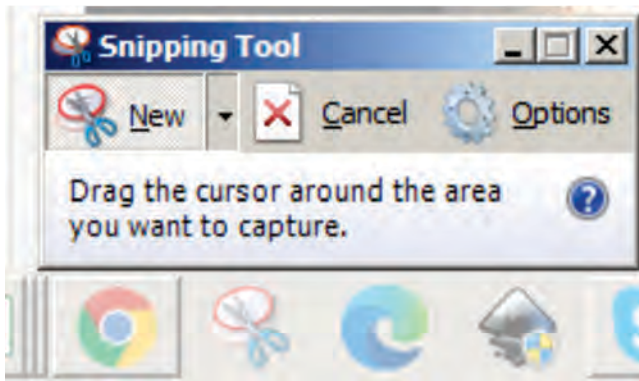


“Have you ever stood close to Ambergris?” asked Smelly Nellie. “The smell flattened them.”

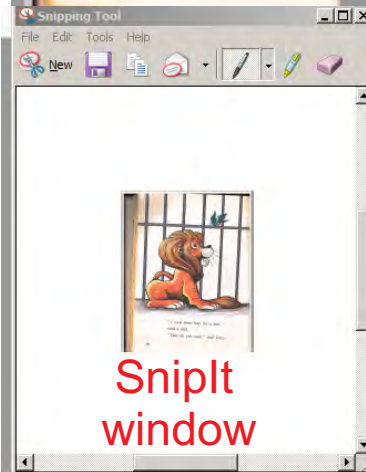
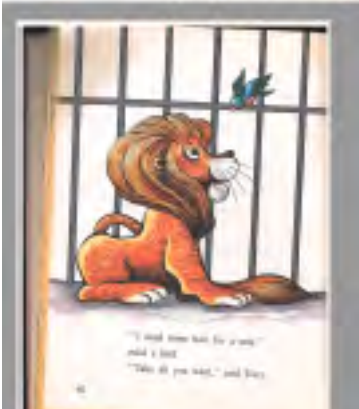


Entering Book Pages into Inkscape

If you don't have a Snipping tool on your computer or Snapshot in Adobe, search online (it is a free program).



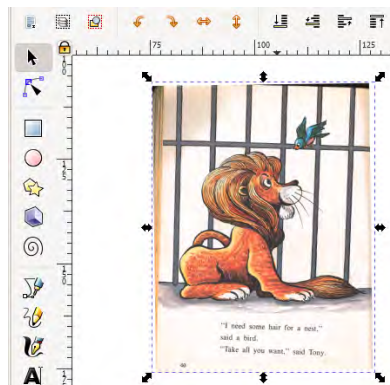
pdf file



Scan the pages you want from a book (picture, literature or text book). You can scan individual pages as jpegs (which then can be imported into Inkscape) or as a continuous pdf document. A pdf can be split into individual pages using Sniplt, a free program.

Have the desired page open and sized so the entire page can be captured. Click on "SnipIt" icon and the page will look cloudy and a + will appear. Line the corner of the + up with the corner of the page and drag it to capture the entire page. When you let go, it will be in the SnipIt window. Go to Inkscape and use CONT-V to paste it in the document. Use Pick Tool to size it, flip it, reverse it as needed. If the page doesn't appear, you will need to CONT-C the SnipIt window and redo CONT-V.

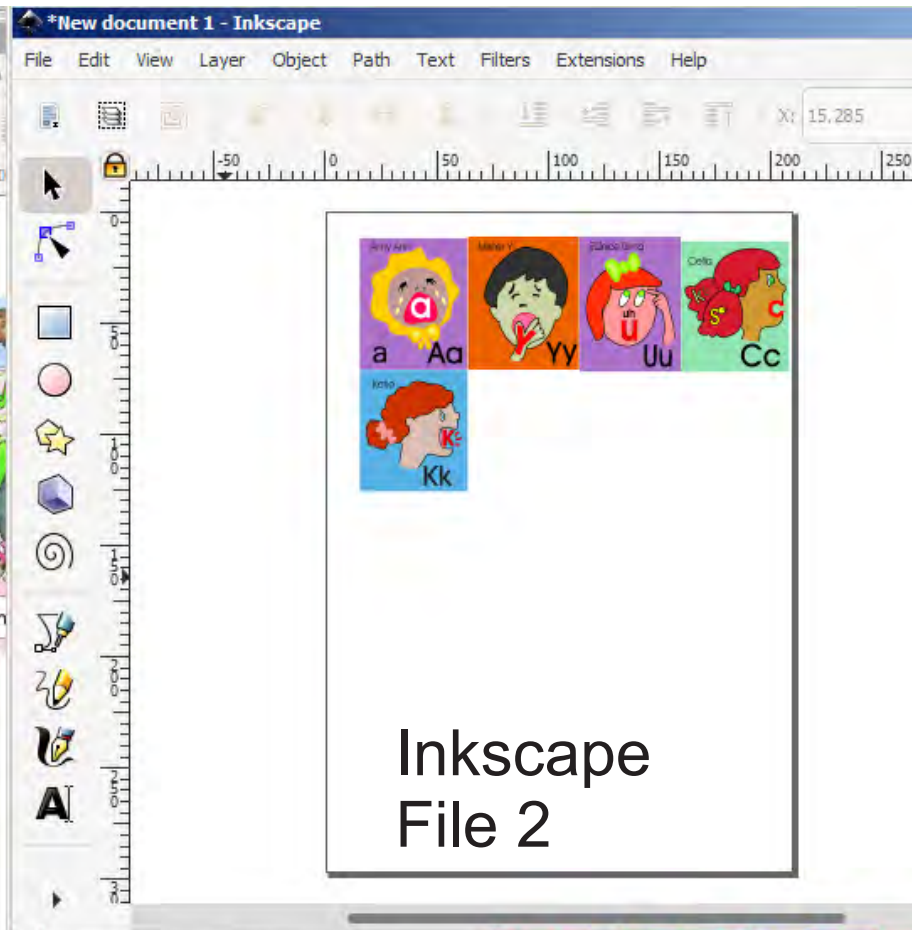
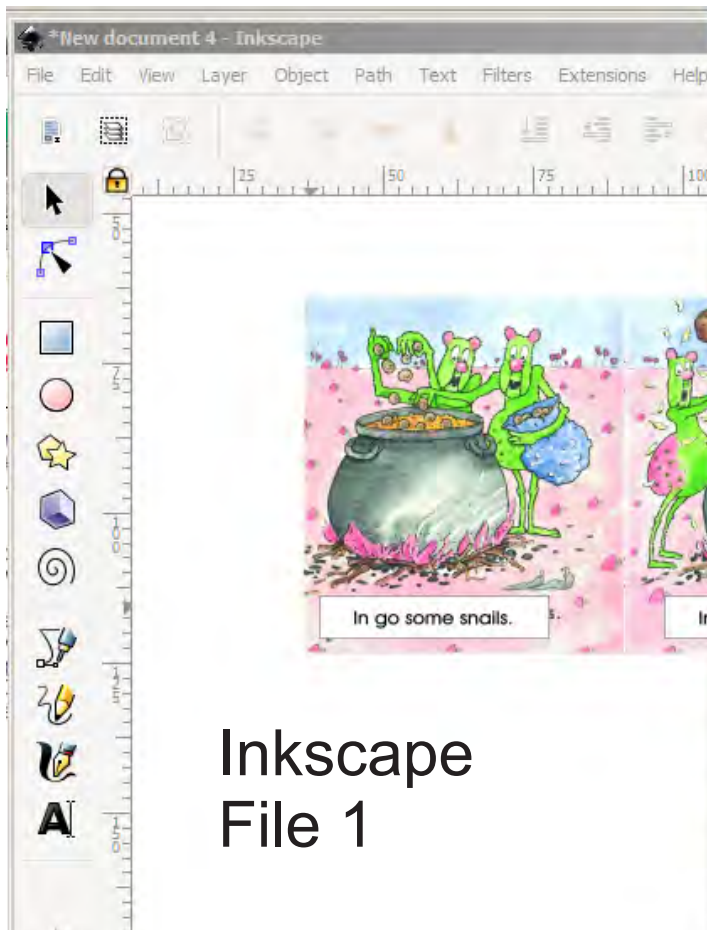
Any object you want that is displayed on your computer can be cut off your screen (clip art, picture, website page) using SnipIt and copied into Inkscape without having to import.



Once on the Inkscape window, you can select MorphoPhonic words, Phonic Faces, highlighting square etc. to use in therapy.

Copy and Paste Across 2 Inkscape Files

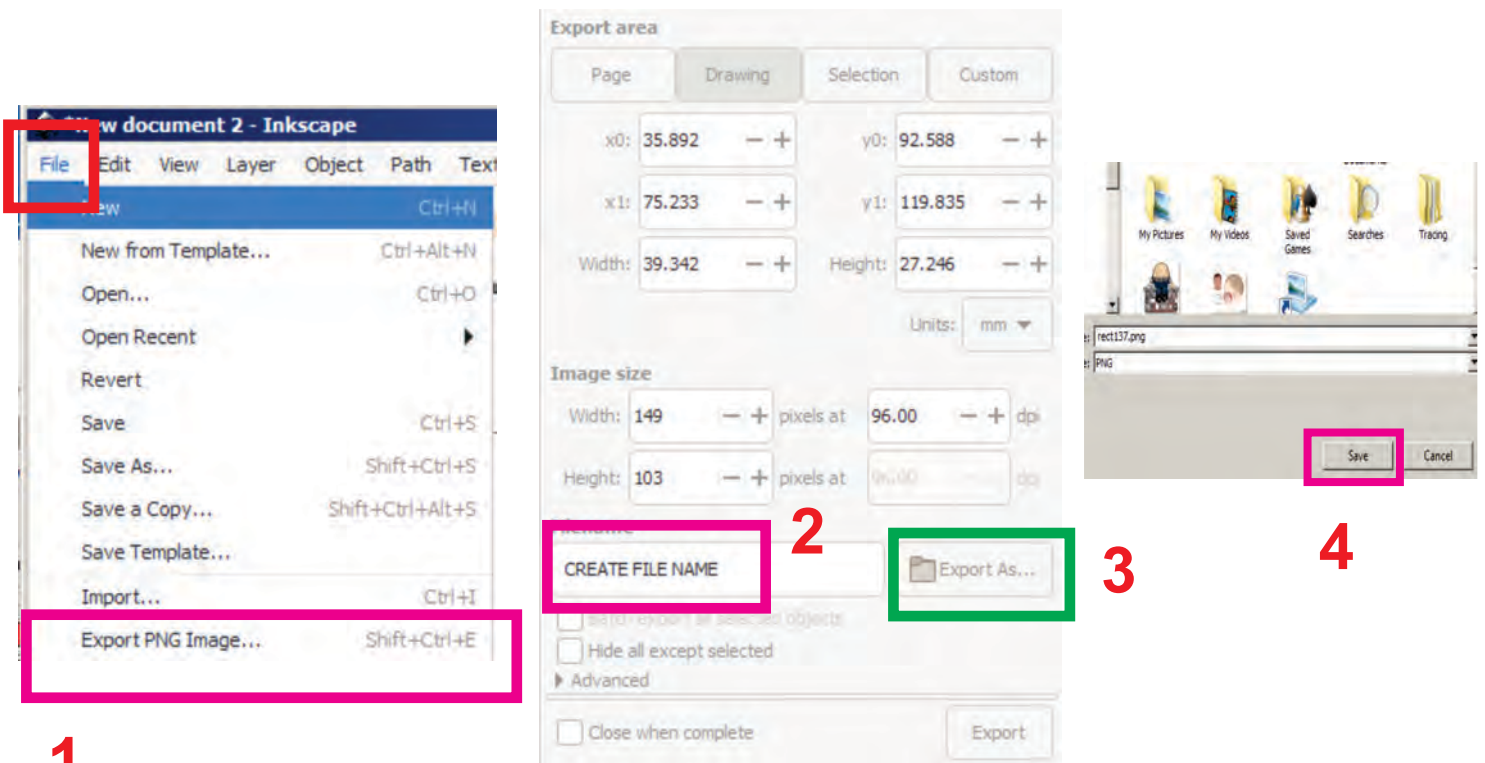
Objects can be copied and pasted across Inkscape Files. You can set up your materials on different files so they can be quickly accessed as you need them. For example, pick the Phonic Faces you want on File 2 using the Pick Tool, holding the shift key down until you have selected all you want. use CONT-C to copy them. Use the Pick Tool on File 1 to paste them in that window using CONT-P. You can open a 3rd file for other materials you may want (the Sound Train). If it gets sluggish, its probably a computer memory issue so you will need to close something.



Export Object or Objects to a png File

You can also export anything you create in the window to a PNG file. PNG files are like jpegs except they copy the object without a background. If you want a background behind the object, you will need to draw a square and then layer it behind the object. Use the Pick to select both objects and then export it as a single object.

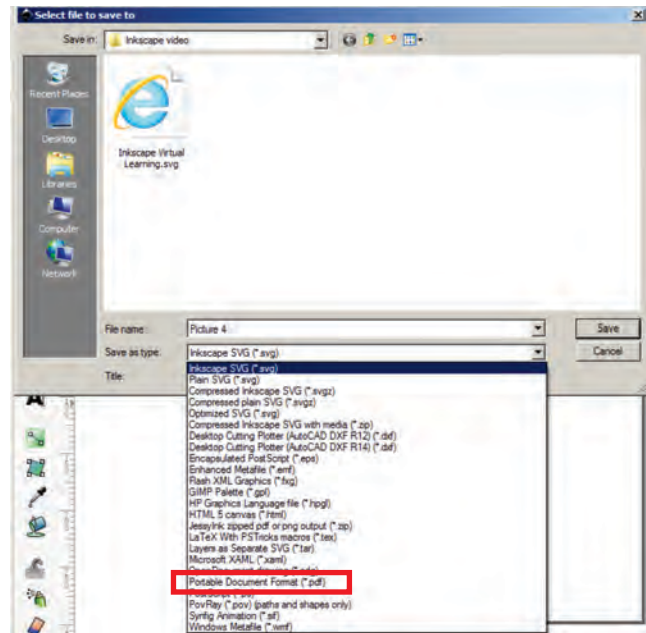
Click on the File tab, 1) select “Export PNG Image” from the drop down menu, 2) name the file, 3) select “Export as” from the pop-up, 4) choose the storage location and select “save” on your computer.



Export Page to PDF File

You can save whatever is within the window as a pdf file. Any objects outside of the window will NOT be saved.

Click on the File tab, 1) select "Save as" from the drop down menu, 2) select "Portable Document Format (PDF)", 3) name the file, 4) choose the storage location and select "save" on your computer.



within window



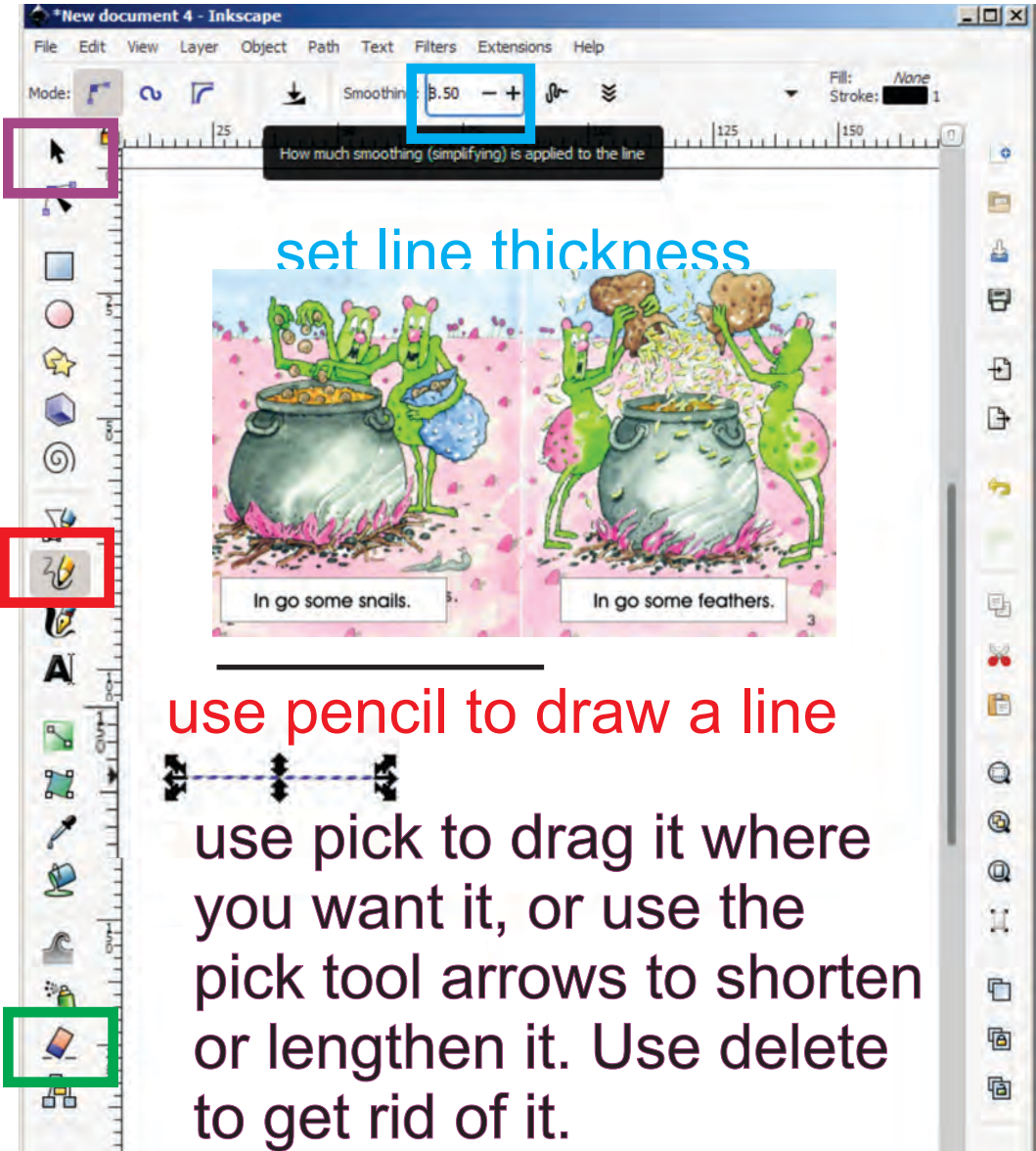
located beside window

Highlighting Words or Objects Using a Line

You may want to highlight a word or object as the child reads or to show him what to look at. You can do this by drawing lines or squares. Use the Pencil tool to draw a line. Adjust the width using the number pane at the top. Use the up/down arrows or just type in the number you want (easier), back spacing over the existing number. Use the pick tool to move the line where you want it. Like any object, use the arrows that appear with the pick tool to lengthen or shorten the line. When picked, you can use the delete key to get rid of it

pencil

eraser



use pencil to draw a line

use pick to drag it where you want it, or use the pick tool arrows to shorten or lengthen it. Use delete to get rid of it.

Highlighting Words or Objects Using a Square

You can use a square outline to isolate a word or object for the child to attend to. The outline is called a “stroke”; the object color is the “fill. 1. Use the square tool to draw a square. It will have fill but no stroke. 2. In the bottom left, click on the box for “square” (it will have no color). Hold the shift key and then pick a color. It will appear as a very thin line around the square. 3. Click on “Fill” in the bottom left and then choose the X. This will delete the fill color, leaving you the outline. 4. Double click on the “stroke” box at the bottom left. This will open the Stroke Window. Choose “style”. The top option lets you set the width of the line. Once you have creating one you can copy it and make as many as you want, changing colors as in Step 2.

Select the fill or stroke box and then choose X for no color

square tool

1. fill

2. stroke

3. no fill

4. line width

Fill and Stroke (Shift+Ctrl+F)

Fill Stroke paint Stroke style

Width: 0.500

Dashes: 10.00

Markers:

Join: 4.00

Cap:

Order:

Blend mode: Normal

Blur (%) 0.0

Opacity (%) 100

Use SHIFT and then pick a color to add stroke line to selected object

Fill and stroke colors

Using Highlighted Words or Objects

Below are two examples of using squares. The Morpho-Phonic Words can be framed in different colors and scrambled. The child can attempt to correctly create the sentence sequence by telling which color comes 1st, 2nd etc. Put the words in their sequence and give feedback. "Your sentence says 'In smail go some' - does that make sense?" Help them to attend to letter cues. The color borders enable them to make active choices and corrections. Squares can also isolate words to focus on for meaning, syntax or decoding.

random order



Highlight the word you want the child to focus on/decode



child sequences words by naming colors



Use Zoom Tool to make it larger

Storing Objects Above or Below the Window

Inkscape does not have pages, it is a single surface. But when you are reading a book, you can store additional pages above the window and use Pick tool to move them onto the window as needed. Use Layer icons to move the new page to the top.

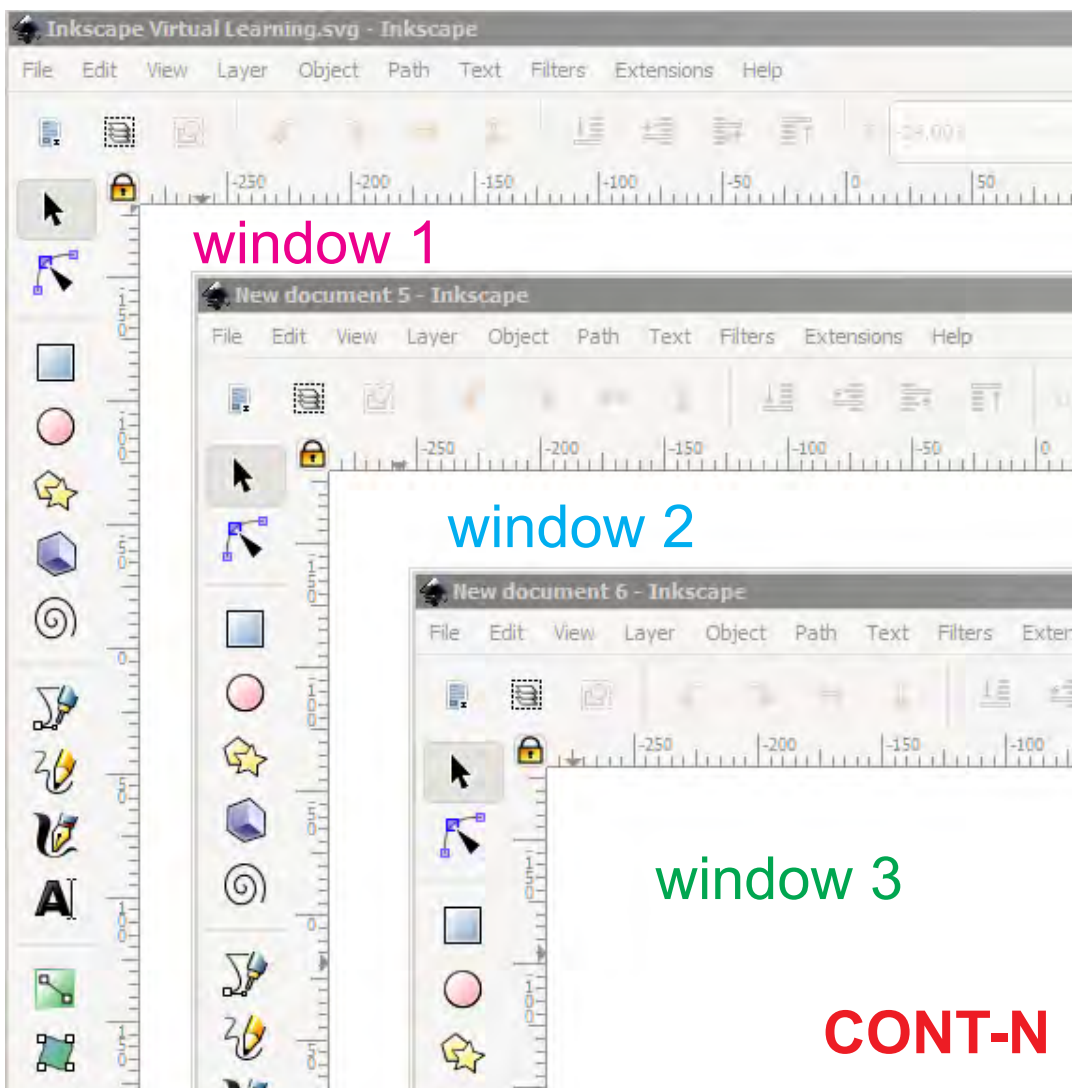
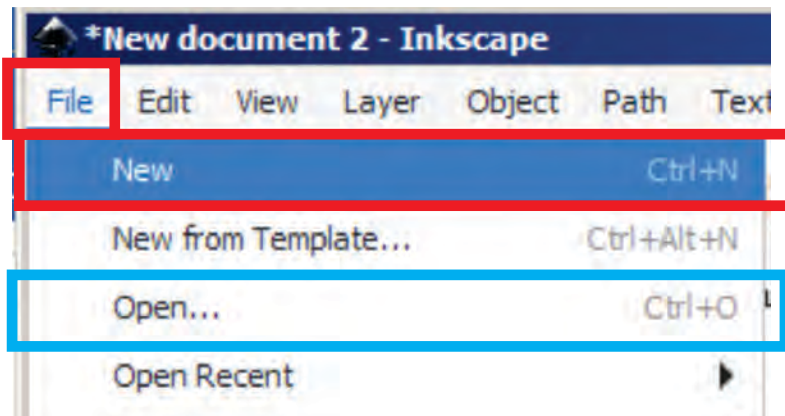
You can also store Phonic Faces or MorphoPhonic words below the window for use as needed.

Use the Scroll Bar or Zoom features to manipulate the screen to find these objects. If the scroll bar isn't visible, use Zoom to reduce the size and the scroll bar should be visible. If not, use the CONT-B command.



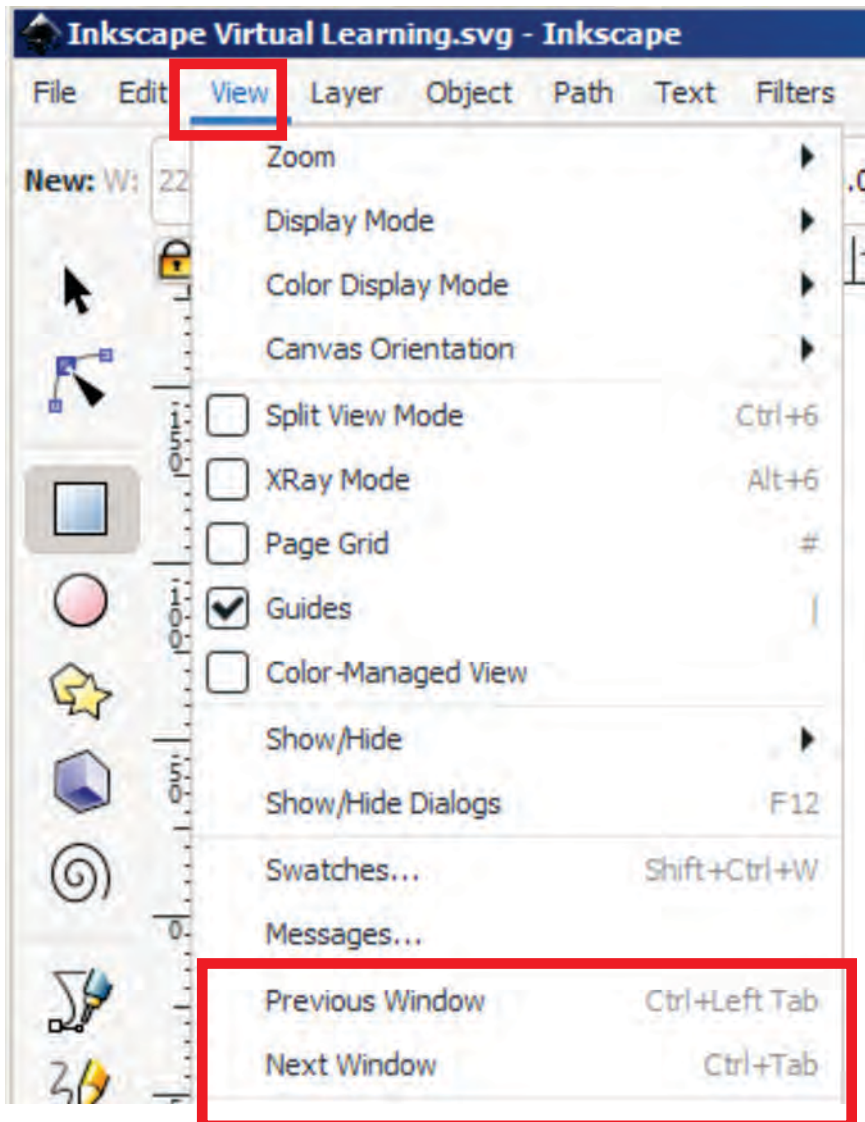
Creating Additional Windows

Creating a second window is simple. Click “File” and then “New” from the drop-down menu (or simply type CONT-N) and a new Inkscape window will appear. You can import (one at a time) objects like “Phonic Faces” to that file and save it. Once saved, you can open it again (CONT-O) when Inkscape is open.



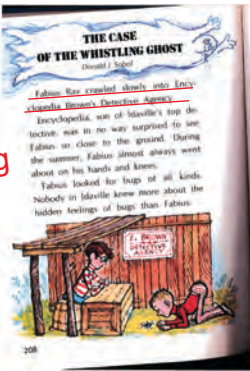
Sequencing Windows

If you have multiple Inkscape windows open, you can easily move between them using “Previous Window” and “Next Window” commands under the VIEW Tab.



If Page is Lopsided, Crop It

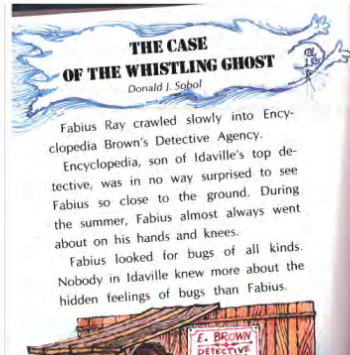
1
Text running down hill



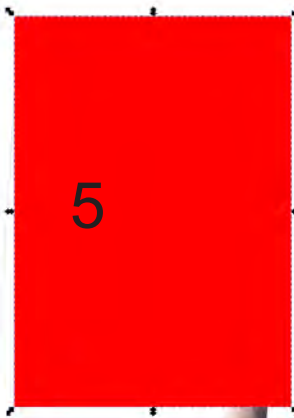
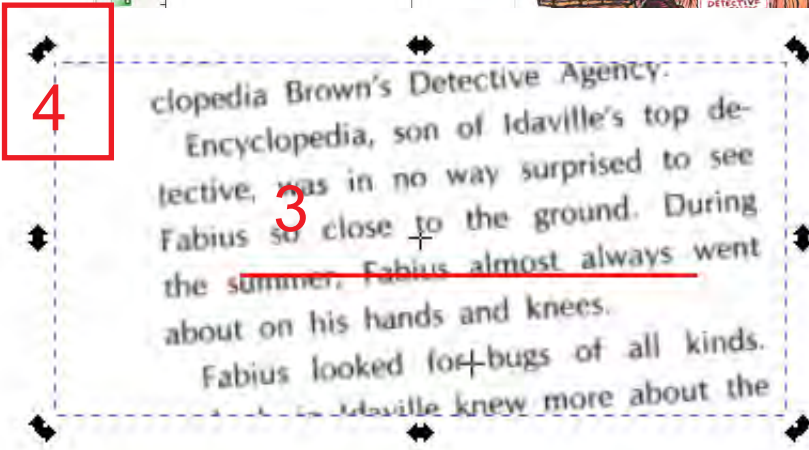
1. If the page is scanned lopsided, use Snip-It to capture all of the text and picture. Paste this into Inkscape (Cont P). If it doesn't paste, use Cont C on the Snip-It image first



2
draw line with pencil

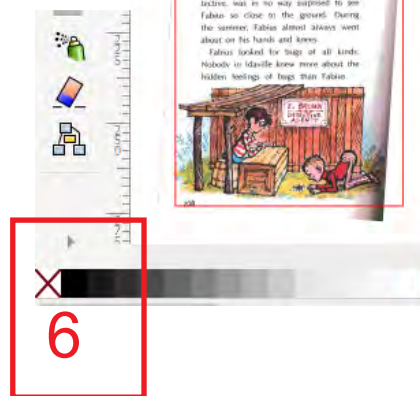
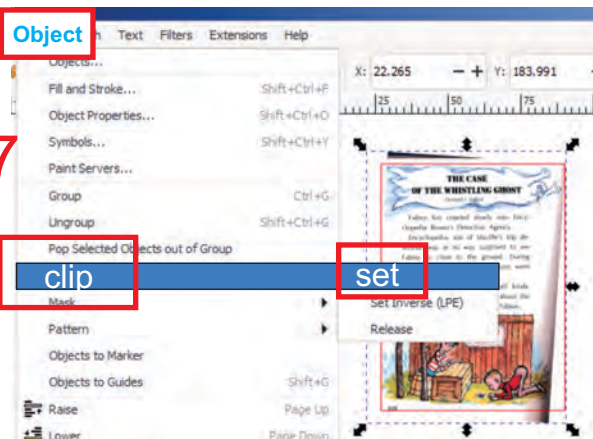


2. Use the pencil tool to draw a straight horizontal line. 3. Move the line on top of the book case page. Then double click on the page and use the curved arrows to rotate the text until it falls on the straight line (see p. 8). Then delete the line.



5. Draw a square over the page to the size needed to trim the rotated picture.

7. Select BOTH objects; Go to OBJECT in the top bar, "Cut" in the drop-down menu, and "set." The bottom picture will be cropped and the top square will disappear.



6. Click on the square and then click on the X at the bottom of the color bar. This will let you preview and adjust the square for the best crop of your page.

Lock an Object in Place

1 select object

2 Object

3 Object Properties Shift+ Ctrl + O

4 Lock

5 Set

6 Object

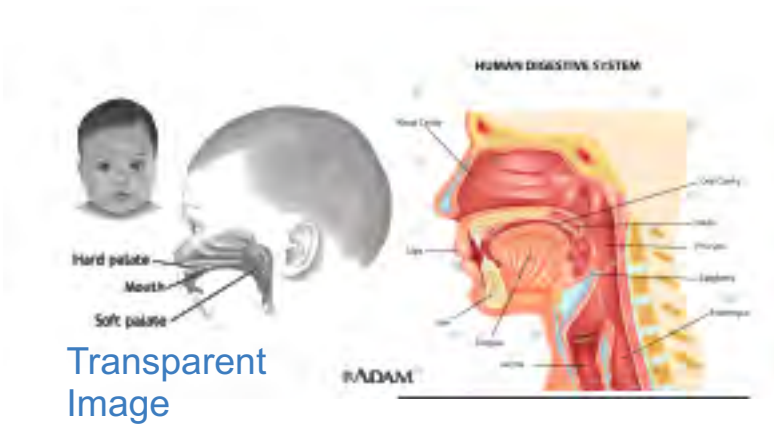
Object Properties

Unlock All

You often want to lock the book page in place so it doesn't move around as you add Phonic Faces, a square around words etc. To **lock** the object, 1) click on the object, 2) Click on Object in the Tool Bar, 3) Choose "Object Properties" from the drop-down menu, 4) Check the box next to "Lock", 5) Click "set." To **unlock** the object, either 4) uncheck the "Lock" and 5) "set", OR 6) under "Object" go near the bottom of the menu to unlock all objects.

Layering Pictures with Both Visible

You can layer objects on top of each other so they are both (or all) visible at the same time by taking the background off of the image you want on top. Most images that don't look like they have a background actually have a white background.



White Background

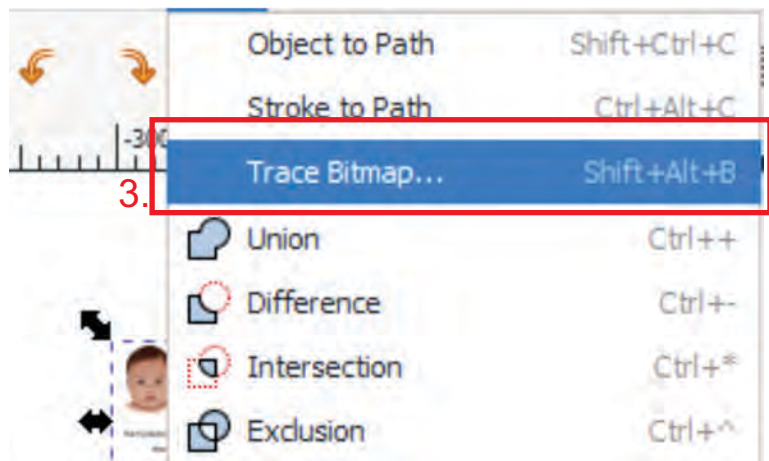


Transparent Image on Top

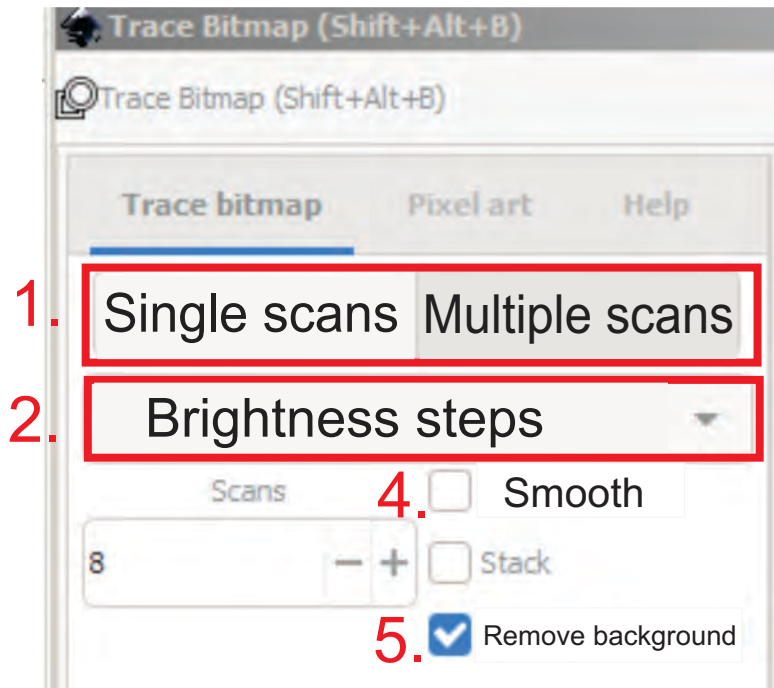
To make an image transparent



3. Select "Trace Bitmap" from drop down menu.

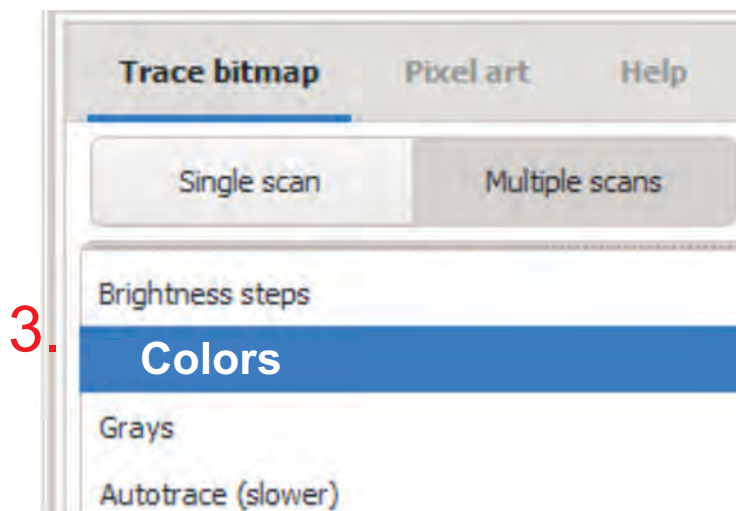


Select Settings to Remove Background



This screen will appear.

1. The first choice is for a “Single scan” = original has black and white colors only
“Multiple scans” = multiple scans, one per color
2. If the image is color, click the arrow on the Brightness steps to reveal the drop down menu.

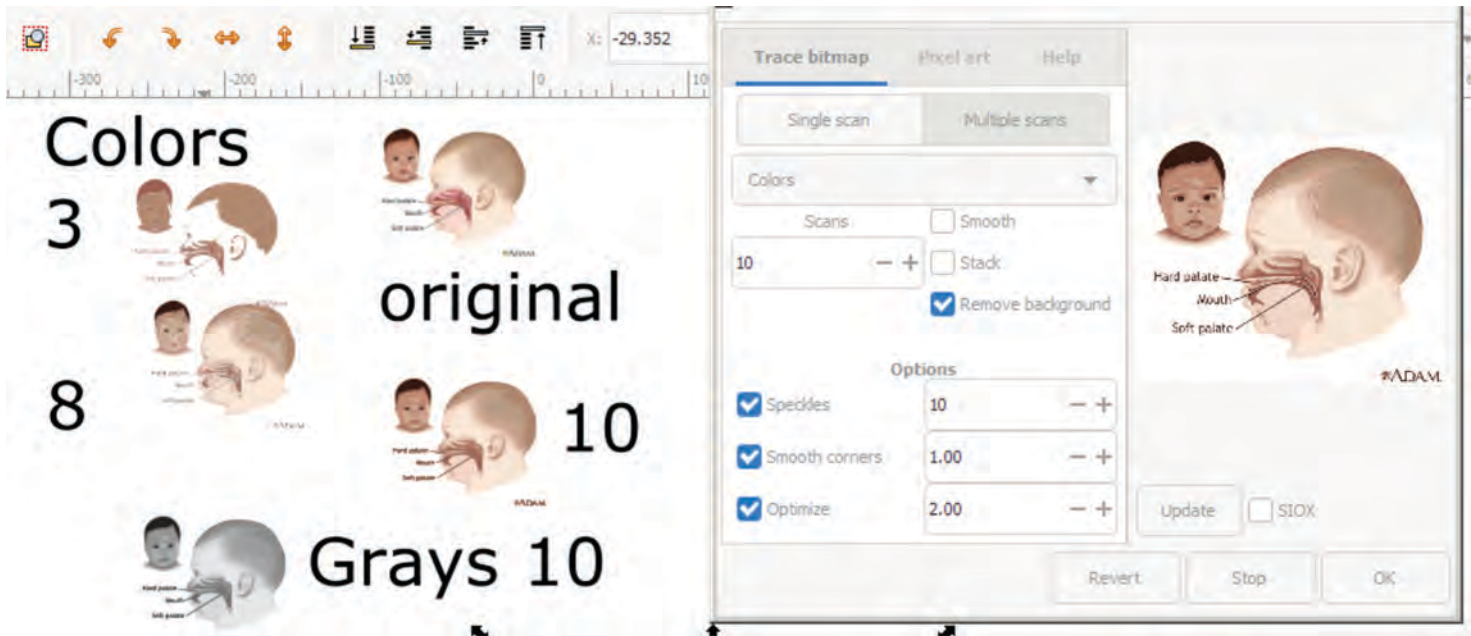


3. Chose whether you want “Brightness steps,” “Colors,” “Grays,” or “Autotrace.” If your image has color, choose “colors” unless you want gray scale images.

4. Make sure “Smooth” is NOT checked

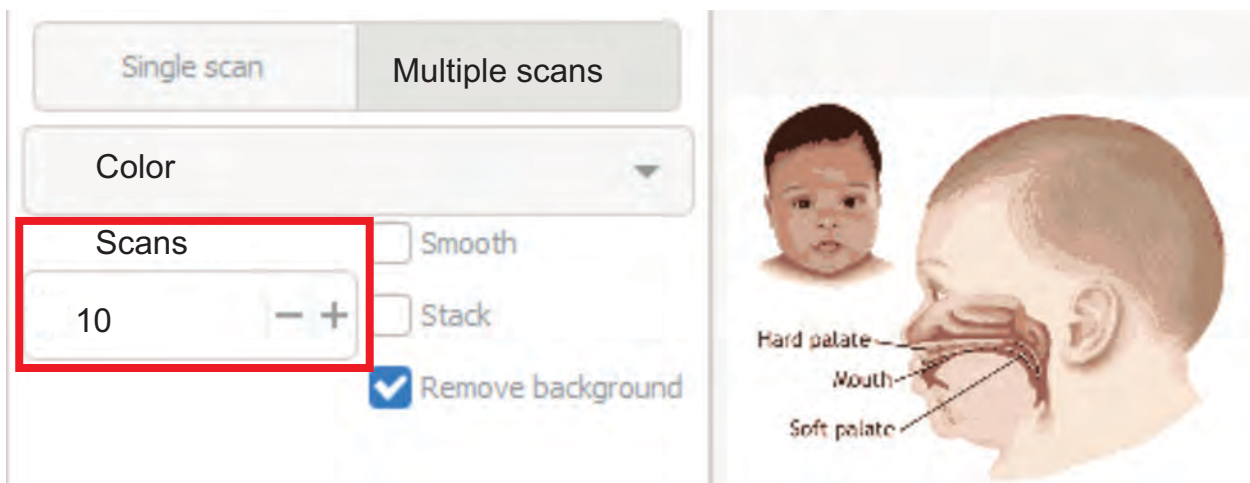
5. DO check “Remove background.”

Select the Number of Scans for Your Purposes

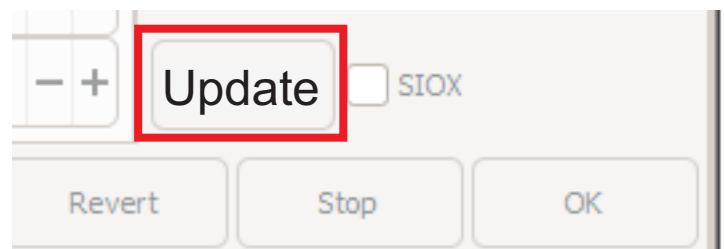


Different effects are achieved for increasing number of scans. Fewer scans will capture only a few colors; more scans will come closer to all of the colors in the original picture.

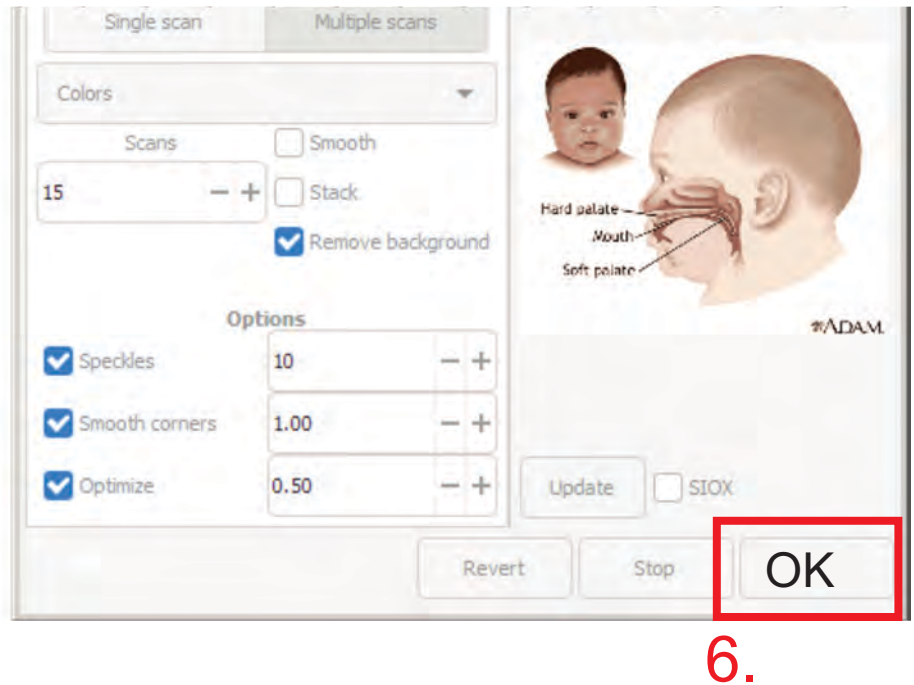
1. Make sure your object is selected.
2. Make sure “multiple scans” and “color” are selected.
3. Make sure “remove background” is selected.
4. Enter the number of scans you want.
5. Choose “Update” and a preview will appear in the window to the right.



The Update button is located near the bottom of the Trace Bitmap window.



Finalize Creation of Transparent Background Copy



6. Select "OK."
7. Your transparent background copy is on top of the original. Choose it with the select tool and slide it off. It now functions just like any other object in Inkscape, except the background is transparent.
8. Remember to use the Layer Selection icons to put the transparent objects on top of other objects.

Layer Selection



Shortcuts

Inkscape can do much more, especially as a drawing program. We will not be drawing in class, but you can explore it on your own. There are many videos and tutorials about Inkscape on the internet.

Many of the things we did learn about have shortcut icons or keystrokes such as CONT-P. You can find the shortcut icons shown here either across the top or down the right side of the window. As you gain more confidence you may start using these more.

new document
open existing doc
save document
print document
import object
export object
undo
redo

copy
cut
paste
zoom window
zoom object
zoom page
center page

duplicate
clone
cut clones

group objects
ungroup
edit color, fill,
stroke etc.

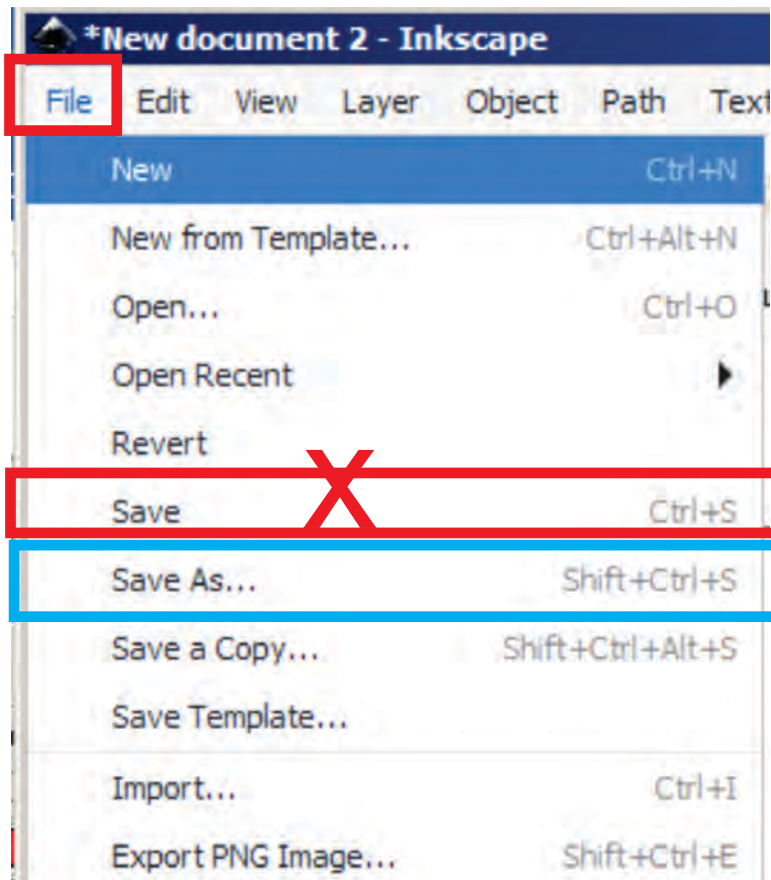
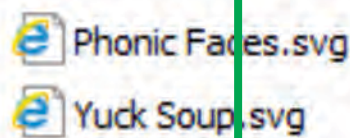


Saving a File to a Folder

The command CONT-S saves Inkscape files just like any document but it saves in an internet format. These cannot be manipulated or edited (i.e., they won't work - they just open as a picture of the window). Therefore, files must be saved using the "SAVE AS" command.

Open the FILE tab, and find the SAVE AS... command in the drop down menu. Choose the "save as **Inkscape SVG**" option. Name the file and store it in the folder of your choice.

~~CONT-S~~



Opening a File from a Folder

Opening a file from a folder where you have it saved is a bit tricky. If you just click on the file it opens internet explorer. So you need to right click on the file. This will reveal a drop down menu. Click “Open with” and in the next menu click “Inkscape vector graphics editor.” This will open the file in the Inkscape program.

