



How to create your own pictogram using an Are You Inclusive template

Process

Step 1: From the pictogram section of our website (www.areyouinclusive.com.au/pictograms), download the pictogram template that suits you, and the release form.



Step 2: View our existing pictograms on the website to get a sense of the type of information and images that are suitable for pictograms.



Step 3: Edit the content in the template to suit your business/service (refer to the guide on the following pages).



Step 4: Fill in the release form.



Step 5: Send your completed pictogram and release form to Dr Annie Brennan at abrennan@daredisability.org.au or DARE Disability Support, 57 Lawson Rd, Springwood, NSW, 2777. We will review your pictogram, and provide feedback if any changes are needed.



Step 6: Once your pictogram content is finalised and approved by us, we will add the Are You Inclusive branding, and have it printed professionally and sent back to you.



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Tips for selecting images

- Due to copyright, we unfortunately can't let you pick & choose the images we've used in our existing pictograms. You'll need to use your own.
- Be inclusive when choosing your images – try to use images that reflect our society, with a range of people from different cultures, abilities, ages, and genders.
- Use images that are actual photos, rather than symbols, where possible. Photos are much more easily understood, since even 'universal' symbols are not obvious to someone who is not familiar with them.
- Use your own images (e.g. photos you have taken), or obtain images that you have permission to use. Do not use images without permission, and make sure you adequately acknowledge any picture sources, if they require it.
- Use small image file sizes so your pictogram file doesn't get too big with all the images in it, but make sure the images have enough resolution to be clear.
- We sourced our images from PhotoSymbols (an image library specifically made for creating documents for people with intellectual disability; www.photosymbols.com) and Shutterstock (www.shutterstock.com), or we took the photos ourselves.

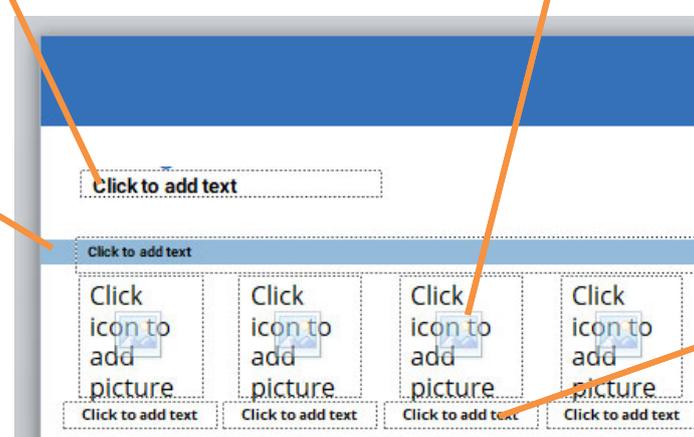
Adding content to the template

Type the name of the first category of images in the blue banner (see our existing pictograms for examples of how to categorise your pictures).

Don't put anything higher than this first category banner, as we need the room for our branding.

Type your business / service name in the title text box.

To add an image, click on an image square.



Type the label of the image in the text box underneath (see our existing pictograms for examples of how to label your images).



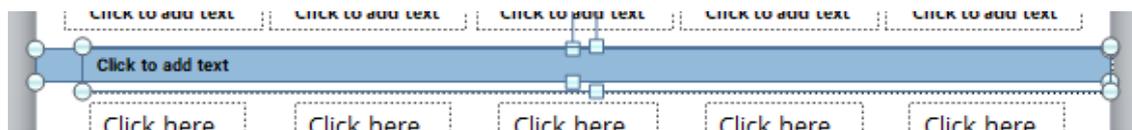
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Adjusting the layout

To adjust category heading (light blue strip):

1. Select the category heading.

- Select both the light blue coloured banner plus the text box within it.

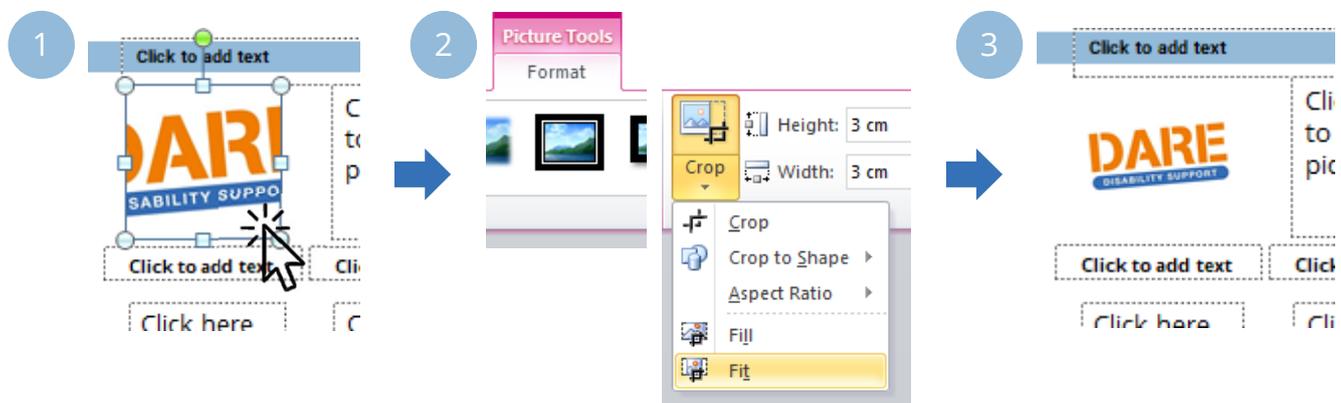


2. Adjust as required:

- To move a heading: once selected, move it up or down to the desired position. Do not move them left or right.
- To add a new category: copy an existing one, and then move the copy up or down.
- To delete a category, press the delete key while it is selected.

To adjust images:

- You do not have to be restricted to the image size and locations in the template – feel free to add, move, delete and/or resize images (and their accompanying text labels underneath) as appropriate. Just make sure there is adequate space around them and they are easily visible.
- If your image is not square and won't display without being cropped:
 1. Select the image
 2. In the *Picture Tools Format* banner, select the *Crop* dropdown and choose *Fit*. Then adjust the size of the picture as needed.



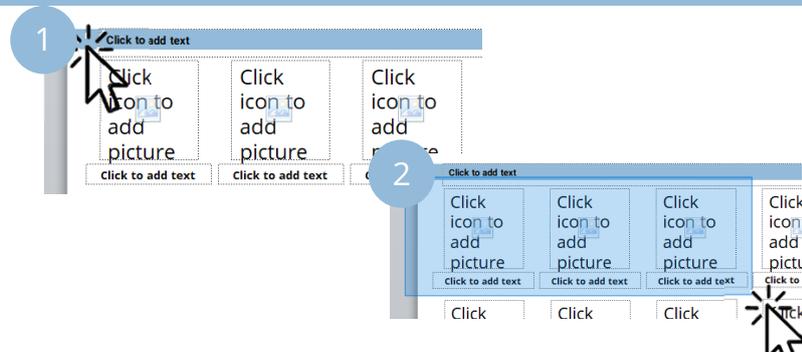
More tips on how to select and move images are provided on the next page



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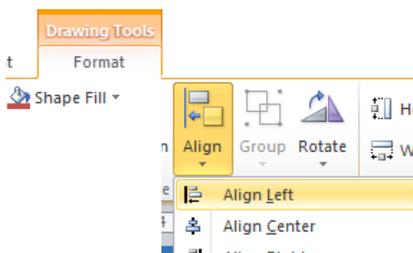
To select multiple items

- Hold the Shift key down while you click each item, or
- Click and drag (shown on the right). To do this, click near the items. While holding down your click, move your mouse to highlight around all items you want selected. Unclick. All items that are *entirely* within the highlighted area should now be selected.



To adjust item locations with precision

If you'd like to move items only a tiny amount, hold down Ctrl while you click the arrow buttons (up, down, left or right) for finer control than just using the arrows (or mouse) alone.

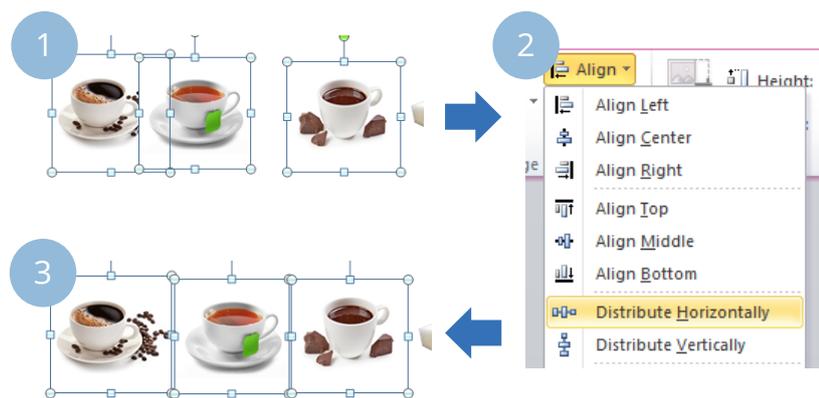


To align items to each other (e.g. left align them):

1. Select all the items you want aligned
2. Go to the *Drawing Tools* or *Picture Tools* format ribbon
3. Select *Align*
4. Choose the type of alignment you want (e.g. left aligned).

If you'd like to make sure all your items *in one row or column* have equal space between them:

1. Put the first and the last item where you want them (at the start and end of the row/column), and the rest in between.
2. Select them all.
3. Go to the *Drawing Tool Format* ribbon.
4. Select *Align*.
5. Choose *distribute horizontally* (for rows) or *distribute vertically* (for columns).



Does your file keep freezing or crashing? It's probably because your file size is too large. Reduce the size/resolution of your images, and/or save each PowerPoint slide as a separate file to reduce the overall file size.

If you need any assistance, please don't hesitate to contact:
Dr Annie Brennan, Disability Inclusion Ambassador, DARE Disability Support
abrennan@daredisability.org.au | 4751 9041 | 0414 835 831