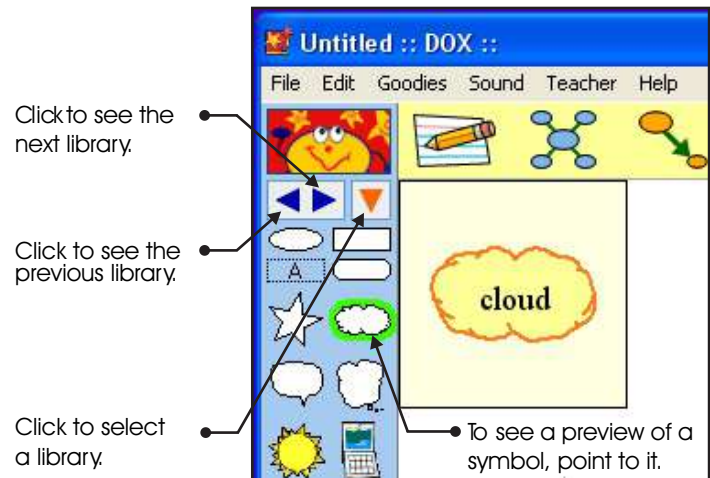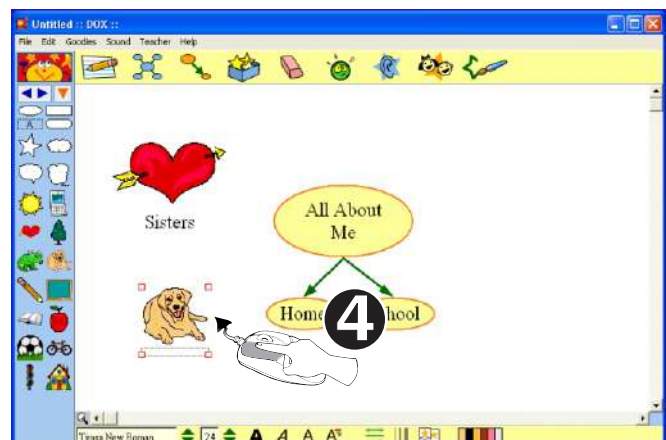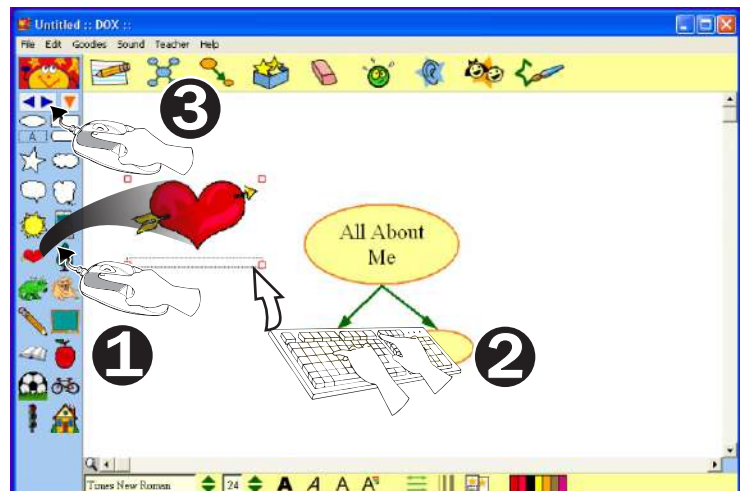# Using the Symbol Palette

Using the Symbol Palette

Now, you will use the Symbol Palette to add more symbols to the diagram. The Symbol Palette has hundreds of symbols that you can use to show your ideas.

See the Symbol Palette at the right.

Click to see the next library.

Click to see the previous library.

Click to select a library.

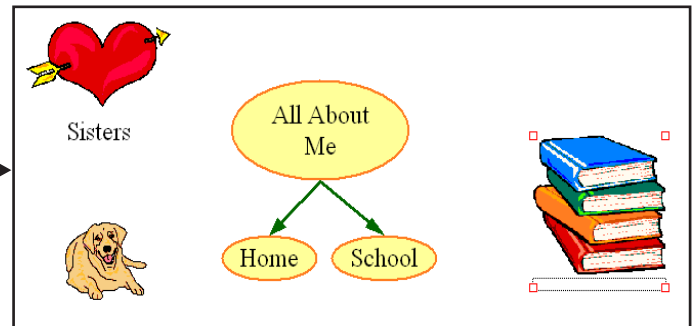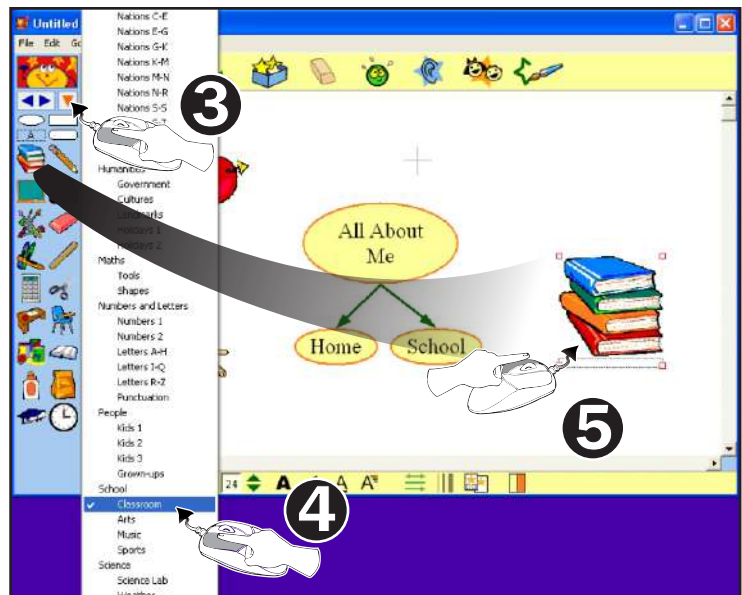To see a preview of a symbol, point to it.

1. From the Symbol Palette, drag the heart symbol into the diagram.

2. Type the word **Sisters**.

3. Click the **Next Library** button once.

4. Drag your favorite pet symbol into the diagram.

3. On the Symbol Palette, click the **Pick Library** button.

4. Scroll down the list to **School** and select **Classroom**.

5. Drag the book symbol onto the diagram.

   Adjust the position of the symbol so the diagram will look like this.

Showing Symbol Captions

To add flexibility to lessons, you can show or hide the Symbol Captions.

- To hide the Symbol Captions, click the **Hide Captions** button on the Formatting toolbar.

- To show the Symbol Captions, click the **Show Captions** button on the Formatting toolbar.