

## TUTORIAL: EDITING A SYMBOL

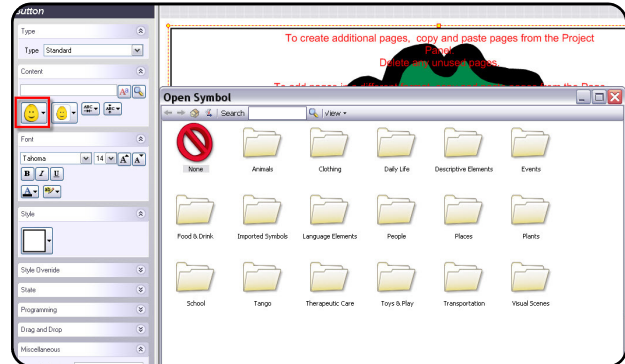
Sometimes you need to change a symbol to better represent a concept. One option is to use a photograph for this more specific representation. Another option is to edit the symbol using your computer's paint program.

### 1 ACCESS THE SYMBOL

**Choose the symbol you want to edit.**

- Select any button from your workspace. It does not need to have a symbol in it.
- From the *Properties* panel, select the yellow happy face to access the *Open Symbol* window.
- Type a search term.

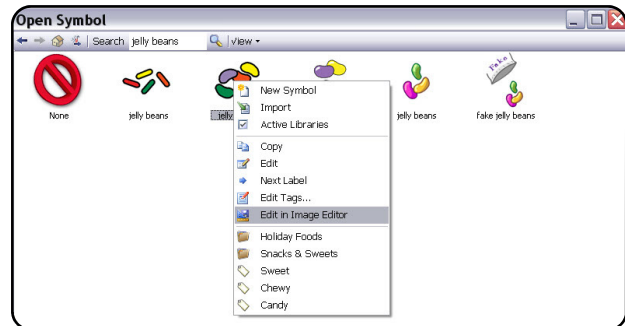
*\*Note– Although you can access the Open Symbol window through Edit in Place, you must access it through the Properties panel for this series of steps to work.*



### 2 OPEN IN IMAGE EDITOR

**Use your computer's paint program to edit a symbol.**

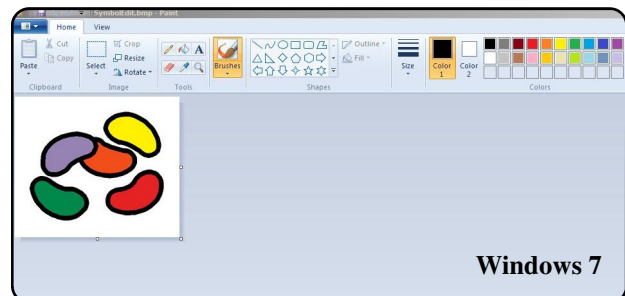
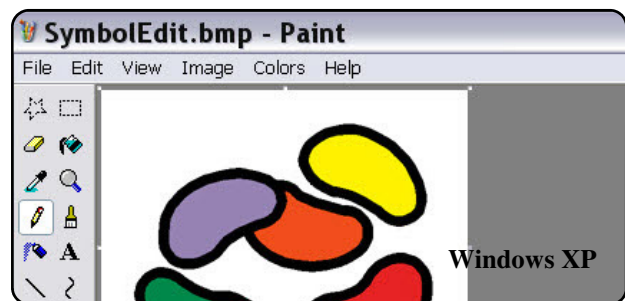
- Right click on the symbol in the *Open Symbol* window.
- Select **Edit in Image Editor**.
- Your computer's paint program will open and you will have access to edit the symbol.



### 3 EDIT USING IMAGE EDITOR

**Paint. Erase. Draw. Flip. Rotate...and more!**

- Use the tools provided in the Image Editor to alter the symbol.
- Save the symbol as a .jpg file.



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### 4 USE THE EDITED SYMBOL IN STUDIO

*Use one time or import the symbol for future use.*

- To use the symbol one time, drag and drop it onto a button on your workspace.
- To import the symbol go to the *Symbols* panel and select the **Symbols and Language** option in the upper right corner.
- Select **Symbol Manager**.
- Select **New Symbol**.
- Select **Import** and navigate to find your edited symbol.
- Tag and categorize the symbol for future use.

