How to use Widgit Online

Contents

Hi,

This guide should give you all the tools you need to start creating symbol documents and resources with Widgit Online. If you get stuck or need any advice visit the Widgit Online help centre or give me a shout:

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Graham
Senior Support & Training Specialist
Widgit Software

1. Logging In

To log in, select the orange log in button on the home page or go to: **www.widgitonline.com/login**

Individual account users can log in using the email address entered during the subscription process.

Group account users can log in using the name of their group followed by a forward slash '/' and their username.

Example: widgit/james

You can also log in with an email address if they have provided one in their account details.

Forgotten your Password?

Individual account users can use the 'Forgotten your password?' link underneath the 'Log in' button for email instructions on how to reset their password. Group account users should contact their Administrator to reset their password. Users who have an email address in their account details can also use the 'Forgotten your password?' link.

Logging in from more than one place

You can access Widgit Online from anywhere with an internet connection. However you can only access the editor from one place at a time, this is called a 'session'. If you start a new session on another computer or in a new browser window, you will be asked if you want to close the original session before proceeding.

2. Finding your way around Widgit Online

Once you have logged in, you'll be taken to the Documents page. You can use this page to create a new document, create a grid or navigate to and manage your existing documents and folders.

The documents page is divided into two sections to help you find your documents quickly and easily:

- Folder Menu on the left
- Document List on the right.

The contents of the folder you select in the Folder Menu on the left will be displayed in the Document List on the right.

Along the top row of the page there are links to take you to the following pages:

Browse All

Browse pages give you a more visual way of looking through and viewing your documents. These pages are great for students who are browsing and reading on iPads.

The Browse All page will show you all of the folders and files that you can see on the Documents page.

Browse Published

This shows you all of the published folders and files. You can share the web address of any published folder or file for anyone to view. As this folder is visible to the public please make sure you are happy to share is contents.

Extras

The Extras section shows you all of the additional resources you can add to your subscription and gives you the option to add these to your basket.

This section will only be visible to managers and administrators of group accounts. All individual users will have access to the Extras section by default.

Account Management

In the grey bar along the top of the screen you can choose to log out, view your account settings or visit the Widgit Online Help Centre.

Legal Stuff

In the footer you will find links to the Terms and Conditions as well as information on privacy and cookies.

3. Creating a Document

On the Documents page click the 'Create a Document' button to open the editor and start writing a document. The simple document writer allows you to create a variety of symbol documents including story books, recipes, instructions and social stories.
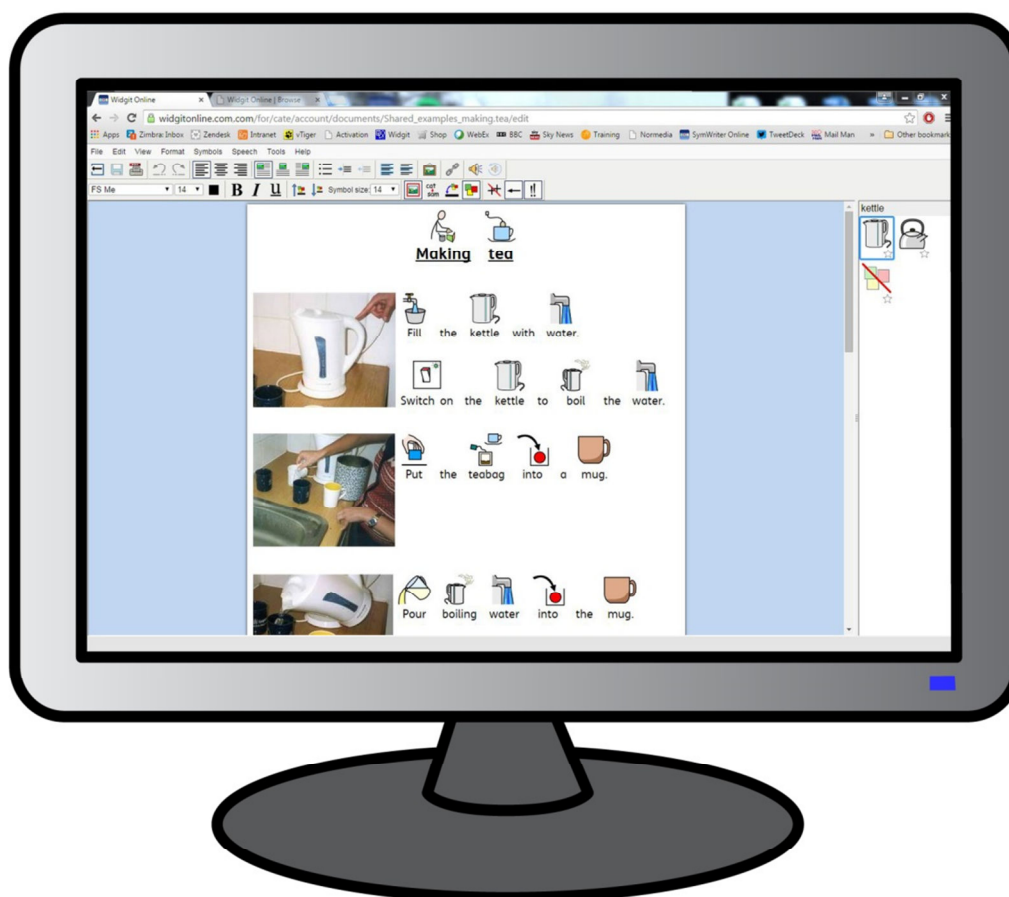

Start typing into the document to automatically begin writing in symbols. Symbols will appear above the words as you type and 'smart symbolising' will analyse your text to help select the correct symbols.

You will see your text automatically supported by symbols as you type. The symboliser adds a symbol when a space or return has been typed after a word. To demonstrate how the 'Smart Symboliser' works type 'Can I drink a drink from a can" and watch what happens. As soon as the symboliser has enough information to detect that the first word is a verb, it will change the symbol to reflect this.

Changing the Symbol from the Symbol Chooser

Due to the diversity of Widgit symbols, you may find that there are multiple symbols available for certain words.
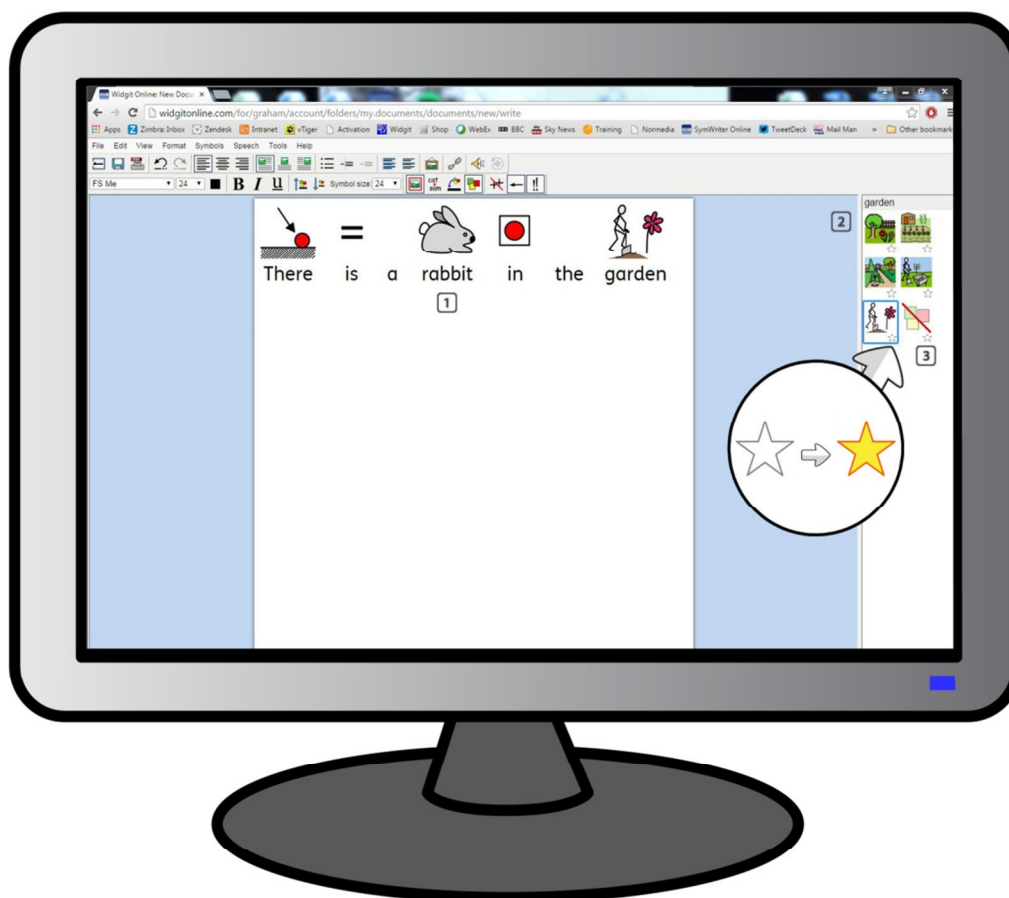
The Smart Symboliser will endeavour to convey your text in the most accurate way possible, however; through using the Symbol Chooser, you can select which symbol to use. Where there is more than one symbol attached to a word, you can choose the most appropriate symbol from the Symbol Chooser or you can choose to turn symbols off. In the example above:

1. Click in the word "Garden"
2. Click to select the most appropriate symbol from the symbol chooser.
3. Click to turn the symbol off for that particular word.

Set a Symbol as Default

When creating documents you may find that there are common words for which you tend to favour a specific symbol that is different to the default one. You can use the Symbol Chooser to change the default symbol or stop symbolisation for a word altogether.

To set a default symbol click the star next to your desired symbol or click the star next to the 'Symbol Off' icon to stop automatic symbolisation of that word.

Changing the Words for a Symbol

You may wish to use an existing symbol, but change the text used below. For example, if you wanted to write a document about a cat called Felix, you could use the symbol for 'Cat' and apply it to the word "Felix".
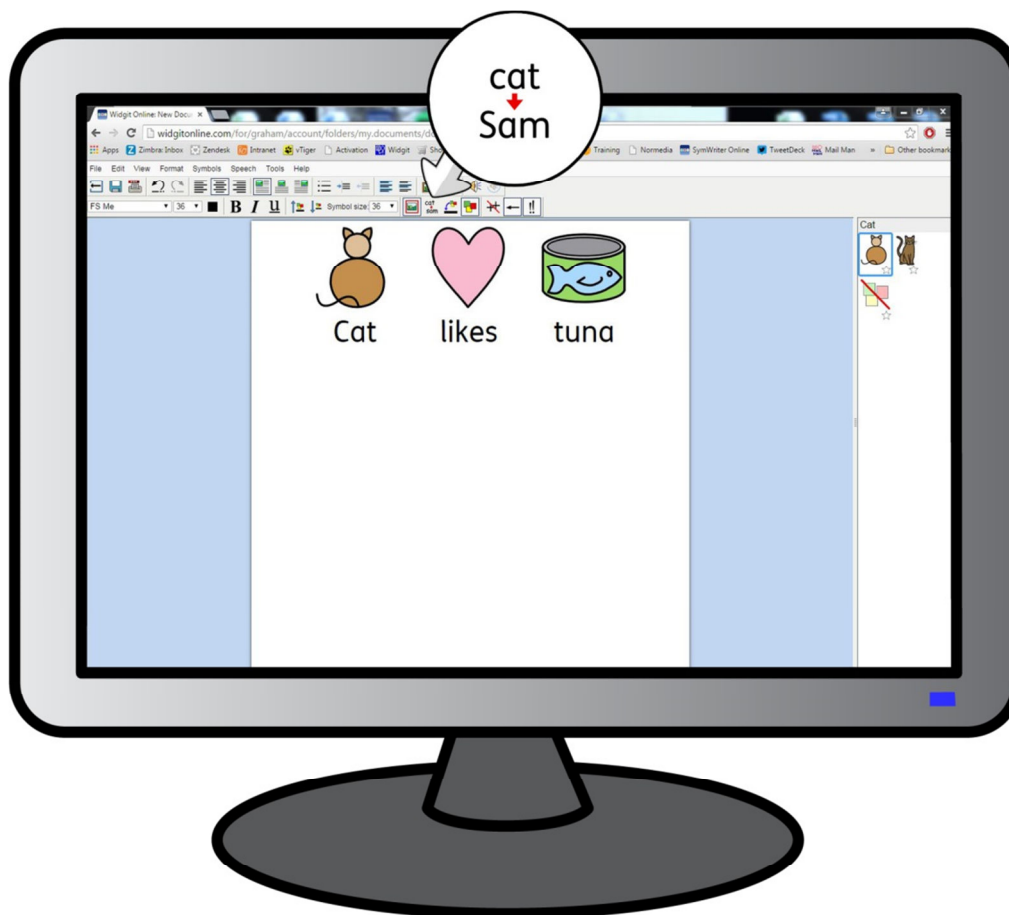
Type "Cat likes tuna". Click on the word "Cat" and then click the Change Symbol text icon on the top tool bar (a button containing the words Cat -> Sam).
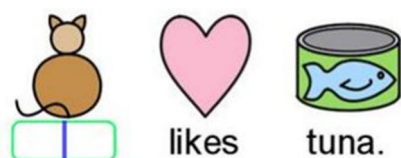
Type the word "Felix" into green box and either press 'OK' (along the top row of the document) or the enter key to confirm. Now try typing "Felix is my cat" on a separate line. The word "Felix" is now automatically depicted as a cat and will continue to be throughout the rest of the document (the symbol for cat will also remain associated with the word cat).

Widgit Tip

This feature can be useful when creating resources for MFL students or users who wish to learn another language using symbols to help. You can replace the English word with French text for example.

Using Custom Graphics as Replacement Symbols

You may wish to use new images for specific words. For example, you may be writing about something that you have a photo of. Photos of real people, objects and places can help give a more specific meaning. In this example, we are writing about rabbits in the garden. So rather than using the Widgit Symbol for 'rabbit', you may want to use a photo.
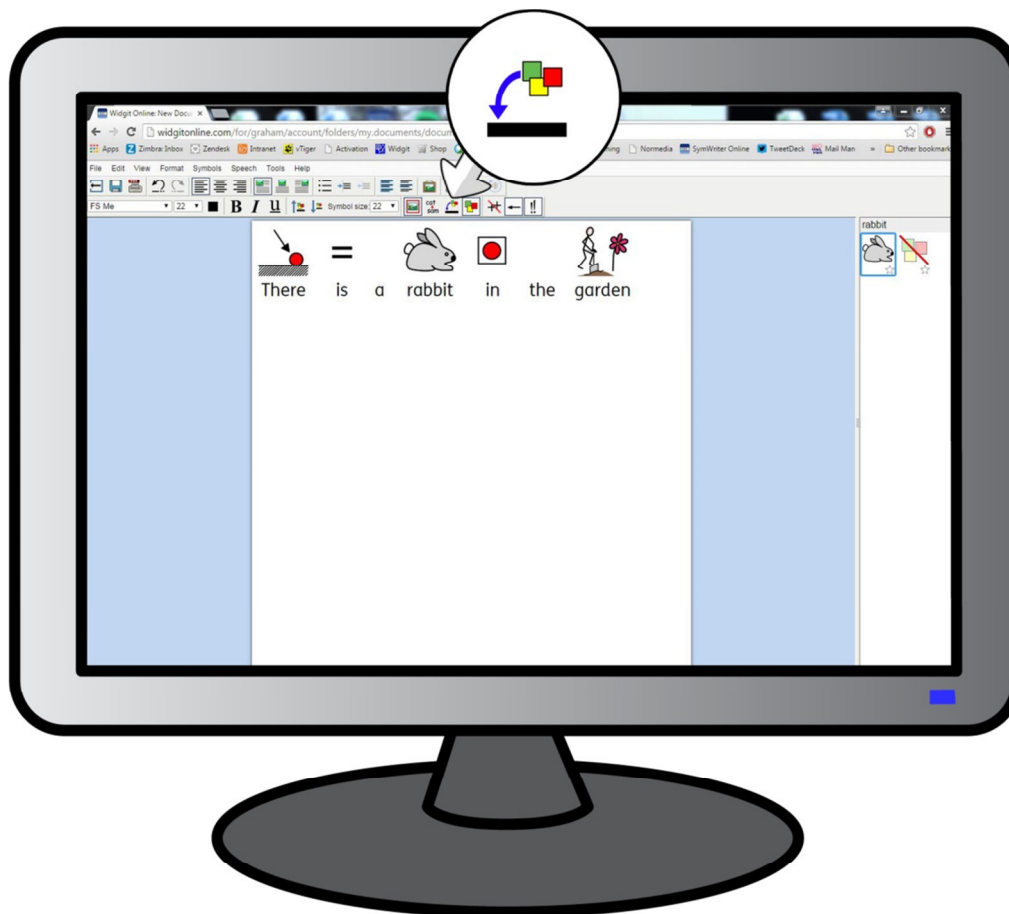
Type "There is a rabbit in the garden" then:

1. Click on the word 'rabbit'.

2. Click the 'Replace Symbol' button on the tool bar.

3. A pop up box while appear which will allow you to pick the graphic you would like to use. Click the 'Choose File' button on the dialog box then navigate to any area of your machine or network to pick the file.

4. Once you have selected the file click 'Upload' to replace the Widgit Symbol with your graphic.

Adding Paragraph Graphics
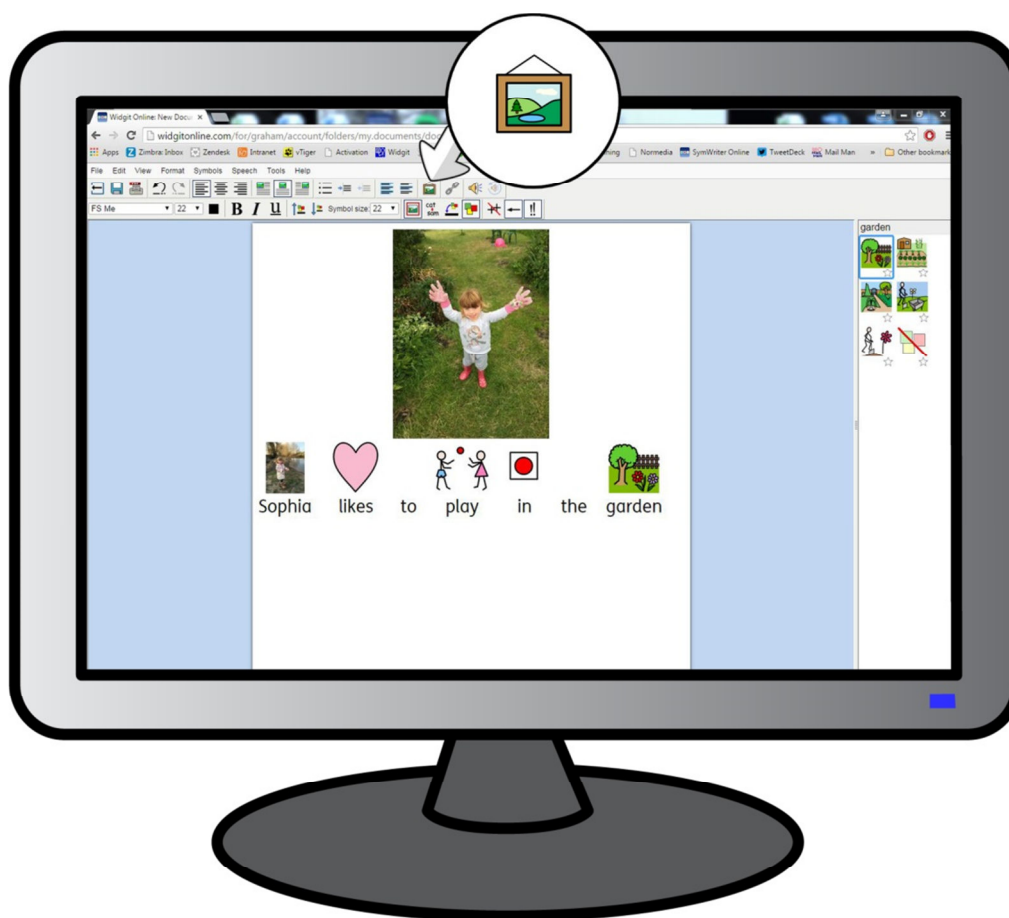
You may wish to illustrate sentences with a picture and with the simple document writer in Widgit Online you can do this by inserting a custom image.

To insert a graphic click the 'Insert Picture' button on the toolbar:

You will then be asked what graphic you would like to insert. You can navigate to any area of your machine or network to find the picture you would like to use.

Once you have selected the file click 'Upload' to insert your picture. Arrows located around the edge of the image can be dragged to resize and reposition the graphic.

The alignment tools located on the toolbar can help you position your text and graphics within the document. You can choose to position your picture centrally above the text in your document or you can choose to wrap the text around your image which is aligned to the left or right of the page.

Inserting Symbols Only

In some circumstances you may want to insert symbols without text, this can be particularly useful for MFL teachers making resources for students. To insert a symbol as a graphic click the 'Insert Picture' button on the toolbar just like the example above.

In the dialog box that pops up click on the 'Search Symbols' tab. Type the name of the symbol you want to add i.e. Cat, select the symbol you want (there will often be multiple symbols available) then click 'Insert symbol'. Once the symbol has been inserted as a graphic you can increase / decrease the size and alter the shape using the blue grab handles.

Other Toolbar Features

	Close the document and return to the main menu.
	Save the document.
	Print to PDF. A PDF version of your document will be created and made available to download.
	Align your text to the left.
	Align your text to the centre.
	Align your text to the right.
	Add or remove a hyperlink to an item in your document. You can link to a web page or one of your published documents.
	Read the current sentence aloud. You can set the default voice as male or female in the Tools -> Settings drop down.
	Switch between colour and black and white symbols.
	Highlight your content and click this button increase text and symbol size.
	Highlight your content and click this button decrease text and symbol size.

Web Fonts

There are a number of fonts available to use in the document writer of Widgit Online. The default font is FS Me, which was designed by Fontsmith and endorsed by Mencap to aid legibility for those with learning disabilities.

4. Creating a Grid

Widgit Online comes with over 70 templates allowing users to create symbol grids for flashcards, activities and timetables.

On the Widgit Online documents page click the 'Create a Grid' button to open the editor and start making symbol resources.
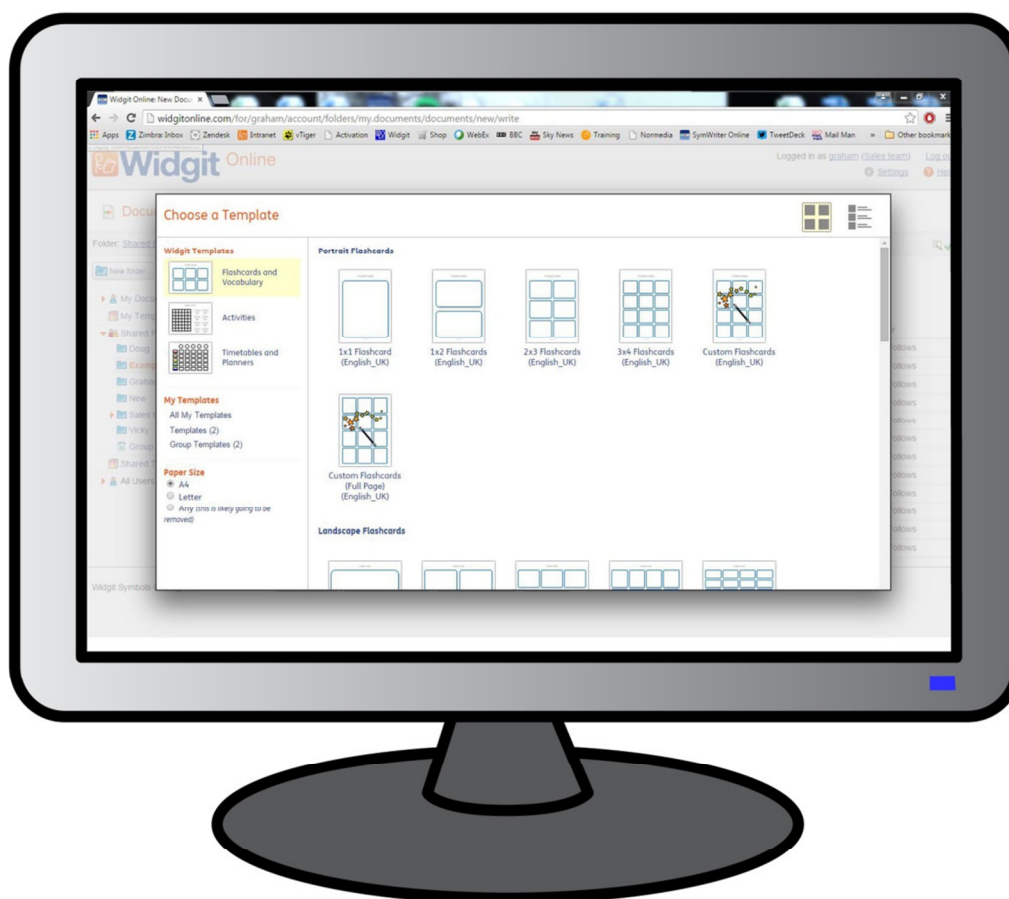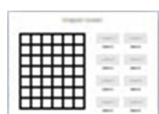

Choosing a Template

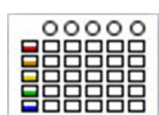The Widgit Templates are organised into three sets:

Flashcards and Vocabulary
For making flashcards, tables, vocabulary sheets, vocabulary strips and labels.

Activities
For making games, matching exercises, mindmaps and diagrams.

Timetables and Planners
For making now and next cards, visual timetables and day planners.

Click on a template to open it in the editor.

Filling in Grids

The templates are made up of a collection of cells, tables and text boxes, useful for making all sorts of activities, learning and communication materials.

To start populating the template with your own content click into a cell and start typing. The text you type will automatically symbolise. You can view and select alternative symbols in the symbol chooser on the right hand side of the screen.

If you type multiple words there will be symbols for all the words in the cell, but there can be only one symbol in each cell. For example if you type 'fish and chips' into a cell you can choose from any of the symbols available in the symbol chooser.

Adding your own graphics

By default each word you type into a cell will be symbolised with a Widgit Symbol but you can choose to replace these symbols with your own images or photographs. Using custom images is a great way to customise your resources and make them more specific, in the example below a picture of each family member has been added so the end user can easily identify his/her parents, siblings or pets.
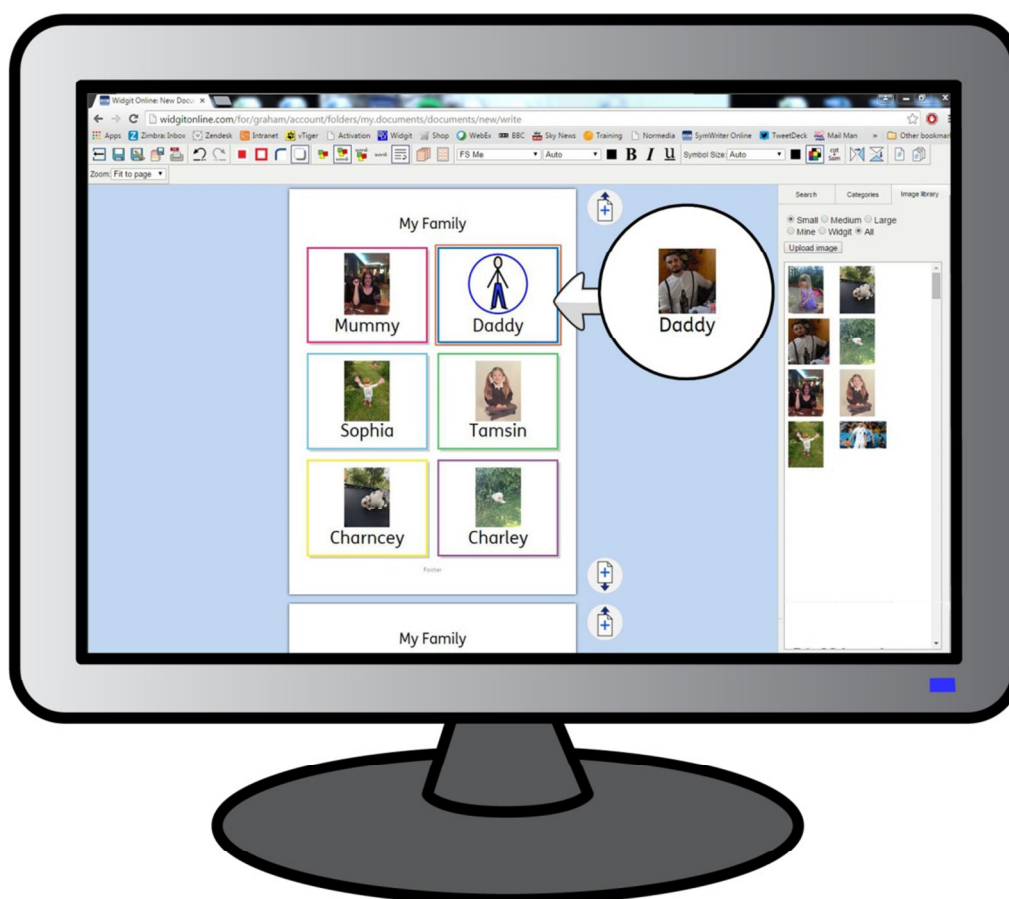
If you would like to replace the Widgit Symbol with your own image:

1. Click on the cell you want to change, in this case 'Daddy'.

2. Click on the Image Library tab on the right hand menu. You will now be shown all of the Images you have previously uploaded (if any), click on one of the thumbnails to use it.

3. If you would like to add a new image, click the Upload Image button. You can now browse to any area of your machine or network to find a suitable image.

4. Once you have selected the file click 'Upload' to replace the Widgit Symbol with your graphic.

Widgit Tip

When uploading images you will be asked to give them a name and assign tags, this is optional but can make images easier to find when searching for them in the Image Library.

You can assign multiple tags separated by commas which can help you organise your image uploads. For example if you are uploading pictures of all students in your class you could use tags like Tamsin, Year 1, Class 1b.

Cell Modes

Grid cells can be set into different modes. You can change the symbol mode in all cells apart from the headers and footers.
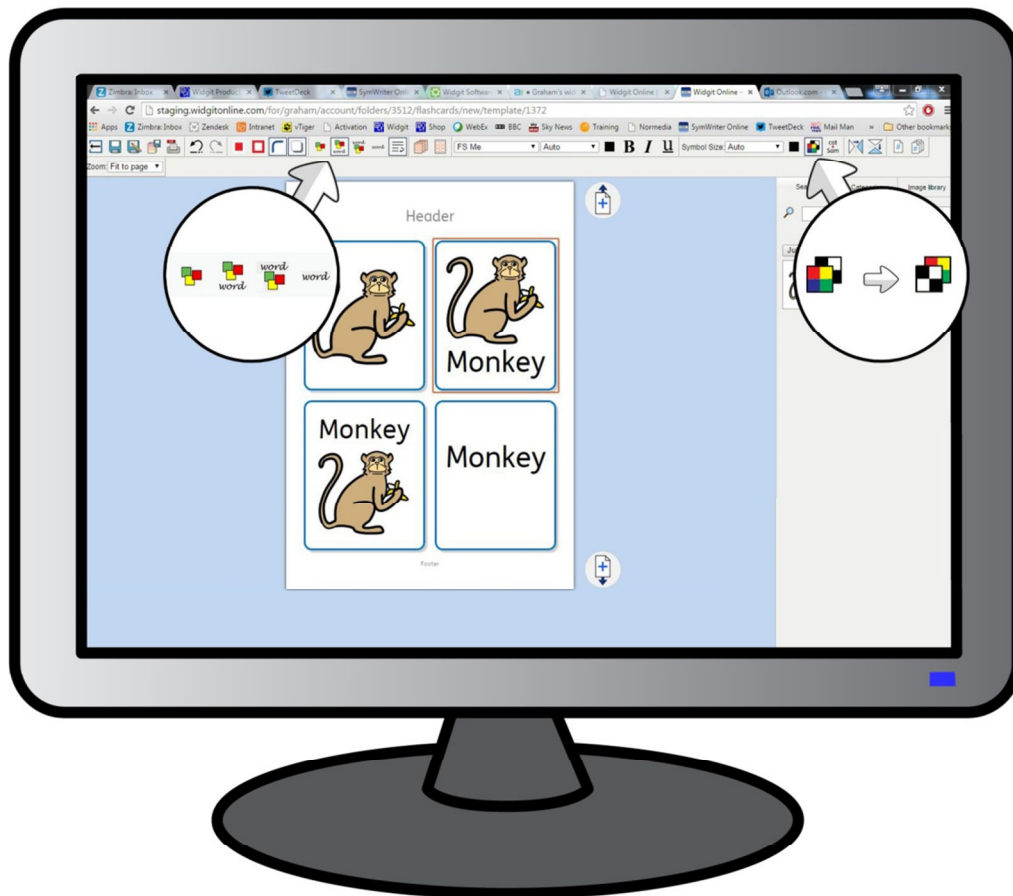
To change the symbol mode click on the cell you would like to change then choose from one of the four options on the toolbar.

A symbol only cell.

A cell containing text with a symbol above.

A cell containing text with a symbol below.

A text only cell.

Switch between colour and black and white symbols

By default your grids will contain colour symbols but you can easily change these to black and white if you would like to. If you select a single cell and click the colour toggle button on the top toolbar only the contents of that cell will change. You can select all the cells in your grid using Ctrl + A or the Select All button on the toolbar, if you then click the colour toggle button the change will be applied to all cells.

Filling in multiple cells

You can select multiple cells and type. This will fill in all the selected cells with your content, which can be useful for creating pairs activities, sticker and reward sheets.

Select everything in the document with the select all button located on the top toolbar or press Ctrl + A on your keyboard, then type to see all cells populated with your content.

Hold down Ctrl and click to select specific cells then type to see just these cells populated with your content.

Cell formatting

With all cells selected you can also make changes to the cell styles:

Change the cell background colour.

Change the cell border colour.

Turn rounded corners on and off.

Turn shadow on and off.

Click on a single cell to make style changes to just that cell rather than the entire grid.

Other Toolbar Features

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	Close the document and return to the main menu.
	Save the document.
	Save as a user template. You set up a grid with all your preferred formatting and save it as a template you can keep coming back to.
	Print to PDF. A PDF version of your document will be created and made available to download.
	Turn Text Wrapping On/Off.
	Flip Image Horizontal.
	Flip Image Vertical.
	Insert a page number into a cell, ideally the header or footer.
	Insert the page count into a cell, ideally the header or footer.
	Insert a new page above the existing one.
	Insert a new page below the existing one.

5. Contact Us

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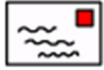
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