
Widgit Writer User Manual

Ver 1.2 for iPad / iPhone



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1. Introduction to Widgit Writer

Widgit Writer is an app for iPad/iPhone where you can write simple documents with the support of symbols and also to have the support from speech to listen to the content of your documents.

Widgit Writer is a part of, and included within your subscription of Widgit Online.
www.widgitonline.com .

When having a Widgit Online account you can by using a web browser (PC, Mac, Chrome book) create and read symbol documents, and also use speech to listen to the content. However, when using an iPad web browser you can only read and listen to documents.

Using Widgit Writer you can also write simple symbol documents on an iPad.

Widgit Writer uses the same Widgit Symbols as **Widgit Online**, the PC programs **In Print** and **SymWriter**, and also as the app **Widgit Go**.

Widgit Online together with the app Widgit Writer is not a replacement for the PC programs, but is a complement by giving access to symbols through standard web browsers and as an app for iPad.

To install and use Widgit Writer on an iPad you will need 100 Mb of free storage space.

If you are not already familiar with other products using the Widgit Symbols, here is a short summary:

In Print is a PC program where you can create symbol material from flexible layouts.

SymWriter is a word processor for PC having symbol support, and also using smart symbolising based on parts of speech.

Widgit Go is an app for iPad or Android to create activities and grids to support communication, learning and language development.

Read more at www.widgit.com



Screenshot from Widgit Writer

1.1 Log in to Widgit Writer

In Widgit Online(www.widgitonline.com) you create a user account along with a password. These are the same as you then use to log in to Widgit Writer.

The first time you open Widgit Writer you will be asked to type in your username and password. After this you will not need to enter these again, unless you have logged out to log in as another user. (See section 5).

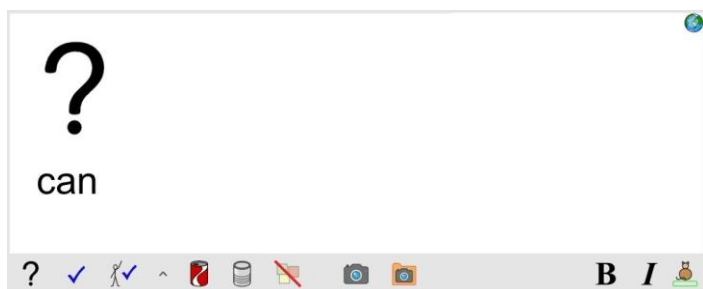
You can only use Widgit Writer as long as you have a valid subscription to Widgit Online.

2. Writing With Symbols

Widgit Writer opens up with an empty document, and tapping the document will show the on screen keyboard so you can start writing. When having typed a word followed by a space character a symbol will be shown with the text. Widgit Writer uses the full content of the Widgit Symbols collection including more than 13,000 symbols.

2.1 The Symbol Chooser

In many cases there will be more than one symbol associated to a word. Tapping a word will show a toolbar on top of the on screen keyboard having the alternative symbols.



Here you can choose to:

- Use another symbol than what was first selected
- Turn symbol off for this word
- Use the iPad built in camera to replace the symbol by a photo.
- Use an already stored picture to replace the symbol

Changes you have made can then be stored to the wordlist in Widgit Writer. (See section 3.6)

2.2 Bold and Italic

To the right you can change the style of the text to **Bold** and/or **Italic**.

2.3 Replace text for a symbol

At the right end of the toolbar you can choose to change the text shown with a symbol.

- Tap the symbol to show the toolbar together with the on screen keyboard
- Tap the **retext** icon at the far right of the toolbar (the cat).
- The text is cleared and a green frame is shown
- Type the new text and tap at the icon again, or the Enter key on the screen keyboard.

The symbol along with the new text can then be stored to the wordlist in Widgit Writer. (See section 3.6)

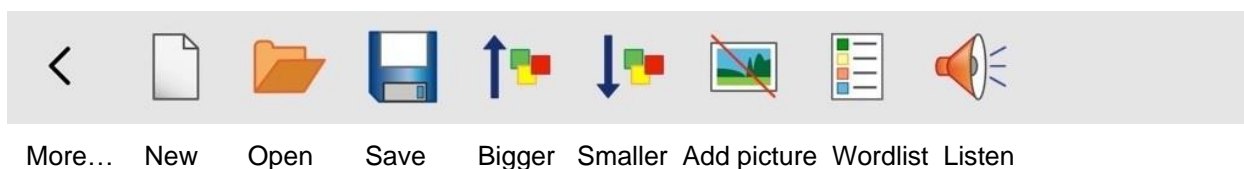
2.4 Moving words in a document

If you have written a sentence, listened to it, and discover that you would like to change the order of the words you can then do this by **long press** and dragging a word to where you want it to go.

2.5 Hide the keyboard

As long as you are typing the on screen keyboard will show. You can end typing and close the keyboard by tapping the **close keyboard** icon at the lower right. When the keyboard is closed you will instead see a toolbar at the bottom of them screen. To open the keyboard for typing, just **tap in the document**.

3. The Document Toolbar



3.1 New document

Tap the '**New**' icon to create a new document.

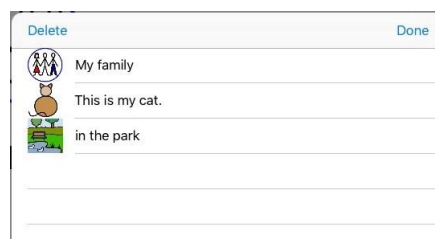
3.2 Open document

Tap the '**Open**' icon to open a previously saved document.

Documents can be saved with a thumbnail that will show together with the document name. Just tap to open a document.

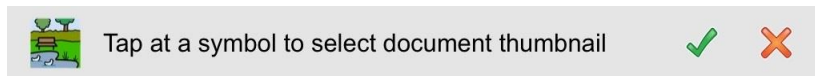
To delete a document, tap '**Delete**' in the upper left corner, and then at the document you want to delete.

Tap '**Done**' to close.



3.3 Save document

Tap the **'Save'** icon to save a document.



You can choose a symbol, or the picture in a document to become its thumbnail to be shown together with the document name in the list of saved documents.

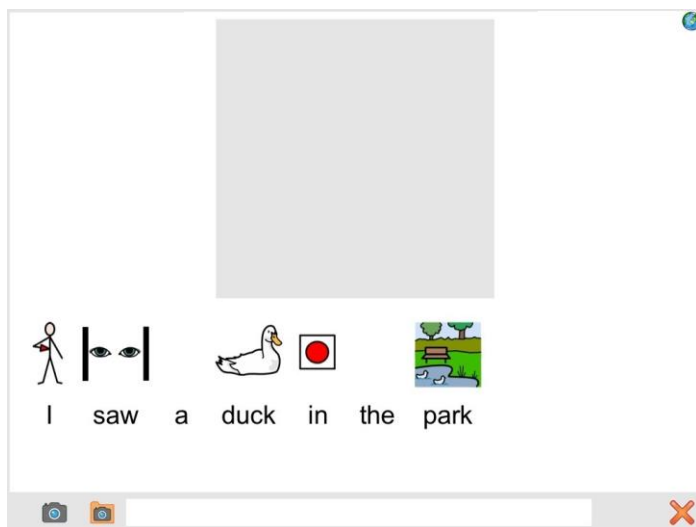
- Tap the symbol/picture to become the thumbnail, and then the green tick to confirm
- Widgit Writer suggests the first sentence to become the name of the document, but you can of course change this by editing the document name. Tap the green tick to confirm

3.4 Make symbols and text bigger or smaller

Tap the **'Bigger'** or **'Smaller'** icons to change the size of symbols and text in the document.

3.5 Insert picture

Tap the icon **'Add picture'** to add an illustration at the top middle of the document.



You can choose picture by:

- Use the iPad built in camera
- Use an already stored picture
- Search for a symbol by typing a word in the text field

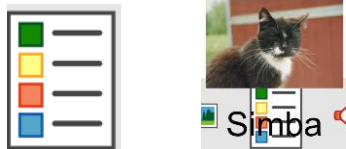
Tap the green tick to confirm.

You can by pinching change the size of the picture.

3.6 Save to the Wordlist

If you have added your own words to a symbol (section 2.3) or if you have replaced a symbol (section 2.1), you can save these changes to the Wordlist in Widgit Writer.

Long press and drag and drop the symbol/text to the '**Wordlist**' icon.



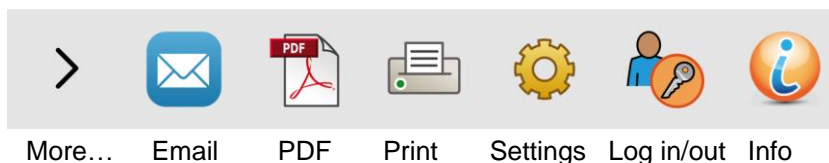
3.7 Speech

Tap the '**Listen**' icon to listen to the current sentence. Tap again to listen to the next sentence. In the Settings you can choose to have the words highlighted while listening.

Long press the 'Listen' icon to listen to the full document. Long pressing again while reading will stop the reading in progress.

3.8 More tools and options

The toolbar at the bottom of the screen shows the icons you can use. Swipe in the direction shown by the 'More' arrow to show more.



3.9 Send as Email

Tap the '**Email**' icon to open the iPad email client. (you must have an email account set up in your iPad).

The document will be attached to the email as a PDF including all the symbols, pictures and text.

3.10 Save as PDF

Tap the '**PDF**' icon to save your document as a PDF.

Widgit Writer suggests the first sentence as the name for the PDF, but you can of course change this by editing the name of the PDF. Tap the green tick to confirm.

The installed apps for PDF files will now show. Select the app to use with the PDF, for example iBooks.

3.11 Print

Tap the **'Print'** icon to print your document on an AirPrint printer.

You can choose to print the current page or the full document. Choose your printer, how many copies you want, and then select to print.

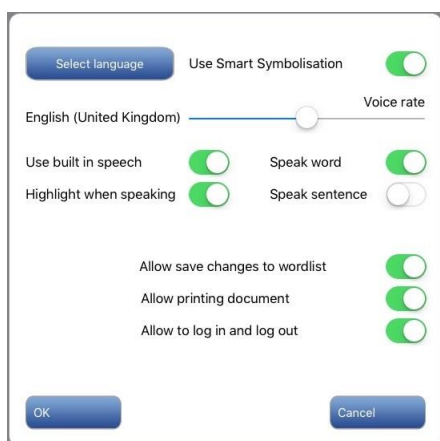
4. Settings

4.1 Password for Settings Dialogue



Tapping the **'Settings'** icon will show a dialogue where you can choose to use a password to enter the Settings dialogue.

If you choose to use a password, type 1199 and the Settings Dialogue will open. **Note: The password cannot be changed.**



When a password is set you will be asked if you want to continue using or disable the password next time you tap the **'Settings'** icon.

The Settings Dialogue in Widgit Writer

4.2 Languages

In Widgit Writer you can select the same languages as you have access to on Widgit Online. **Changing the language will also automatically change the speech voice.**

4.3 Speech rate and speech feedback

Use the slider to adjust the speech rate. Select settings for the speech feedback: speak word and/or speak sentence. You can also select to have words highlighted while reading.

4.4 Select icons visible on the Toolbar

You can choose to hide the 'Wordlist', 'Print', and 'Log in/out' icons.

4.5 Use smart symbolisation

At the top right in the Settings Dialogue you can choose to use smart symbolisation. When using smart symbolisation Widgit Writer will search for symbols based on part of speech. This requires your iPad to have an active Internet connection, since this information is provided by Widgit Online.

When not using smart symbolisation you can work offline without the need of having an active Internet connection, but you will then sometimes have to manually select the correct symbol to match the context.

When smart symbolisation is not selected or not available the icon showed at the upper right corner of the screen will be greyed out.

5. Log out from Widgit Writer

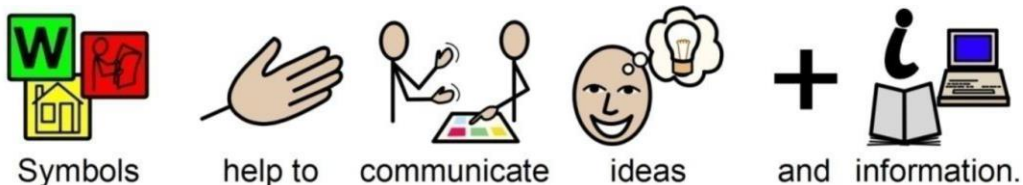
If you want to log in to and use Widgit Writer on another iPad, you might need to log out from the current iPad in use. Tap the '**Log in/out**' icon and then the 'Log out' button. Log in again by tapping the 'Log in/out' icon and enter your username and password.

Note: There is a limit of two iPads that you can use with a single Widgit Online user account.

6. Widgit Symbols

Widgit Go comes with the entire Widgit Symbol Set. The Widgit Symbol Set is created to support reading and writing and in order to explain the meaning of the words. There are currently more than 13,000 symbols available.

Widgit Symbols can also support communication, cognition and learning. The symbols have been made as simple and clean as possible with the focus of each concept. Most of the symbols can be instantly recognized by most, while other symbols need to be taught. The symbols are designed in a uniform manner which makes learning easier.



6.1 Symbol levels

There are three levels of complexity within the set of Widgit symbols: **self-explanatory**, **learned** and **abstract**.

Self explanatory

The first symbol level 'self-explanatory symbols' are direct images of the words they illustrate. A person familiar with the concept or object illustrated should be able to interpret and understand symbol.

Learned

The second symbol level 'learned symbols', based on the symbol shows the concept has been developed based on the schematic structure (or drawing rules) and it therefore needs to be learned.

Abstract

Symbols for abstract words have no obvious importance and must always be learned. It may be word as a, a, as, for etc.

In many cases a sentence is clearer by removing the abstract symbols.

6.2 The Widgit Symbols Schema

Widgit Symbol Set has a schematic structure, which means that there are "rules" for how they are constructed. This logical structure for the symbols are assembled quickly becomes recognizable to new users, which provides a degree of independence when presented to the new symbols and concepts.

Buildings

There are two styles of building: standard and large buildings. This enables distinction between buildings such as corner shop and supermarket, clinic and hospital.



clinic



florist



shop



school



hospital



garden centre



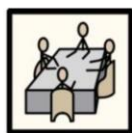
shopping centre



university

Rooms

A room is a square. This enables distinction between a library as a separate building and the library as a room in a school, or between a restaurant and a dining room.



conference room



conference centre



library



library



dining room



restaurant



office



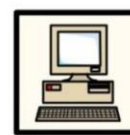
office



classroom



school



IT room



IT centre

Shops

The generic shop is a building with a cash till. Types of shop are the building with the cash till plus the minimum number of items required to describe the type of shop, with a maximum of 3. This way we can show the difference between a library and a book shop.



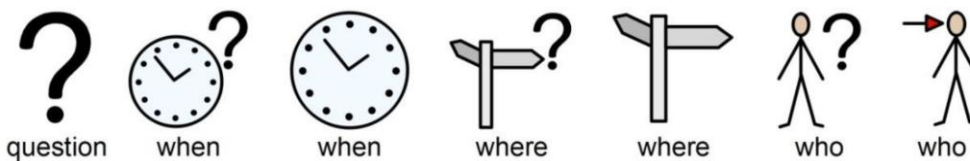
Business and organisations

An organisation or charity has a similarity to a building in that it is a contained shape, but has an arch to indicate an over-arching entity. A business is a commercial organisation and has money linked to the arch.



Question words and non-questions

It is important to distinguish between the use of a word indicating a question and its other uses.



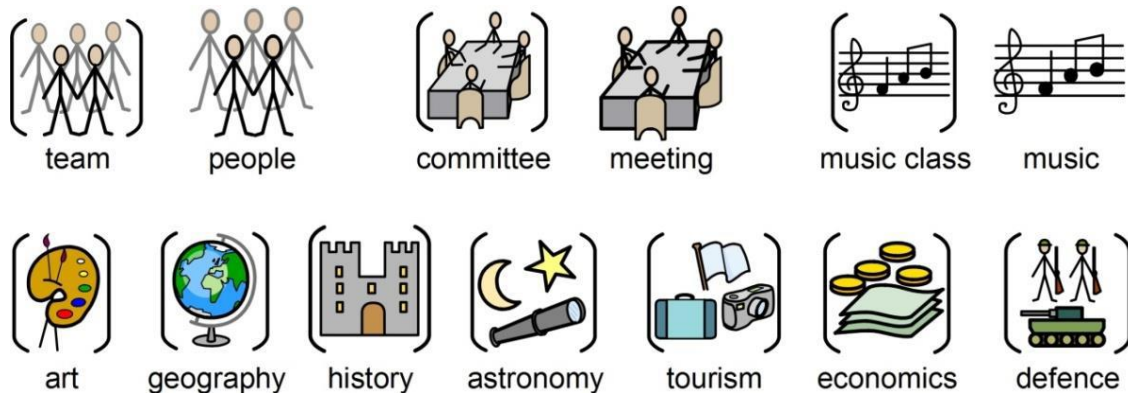
Categories

Symbols containing three elements are usually showing examples of the larger category.



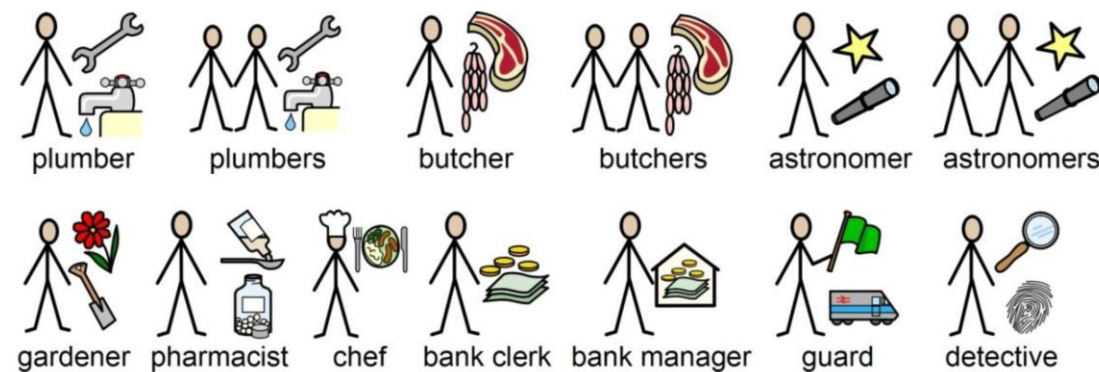
Groups and subjects

Brackets are used to indicate 'about' in the sense of a group of people or things. For example in music class the brackets indicate that it is the study of music rather than music itself. Another example is committee which is a particular group meeting.



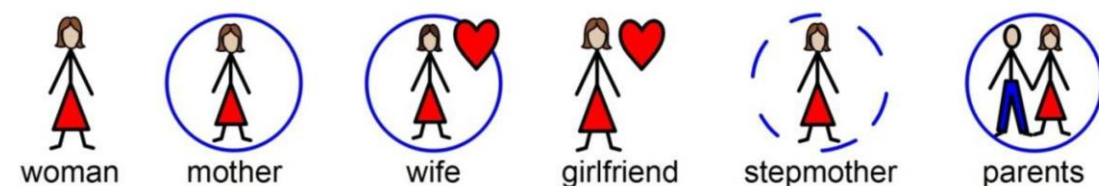
People and jobs

People and their jobs are represented by a person plus qualifying elements. The plurals of many jobs are available with more than one person rather than using the plural qualifier. (see section on 'qualifiers').



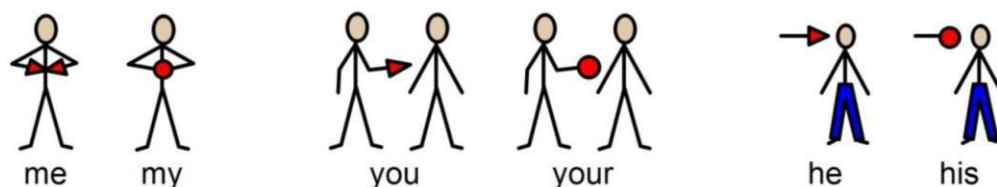
Family

The circle indicates 'belonging'. Mother is woman in a circle (my woman) and wife has a heart attached. Girlfriend has the heart but no circle. Step relations are indicated by a dashed circle.



Pronouns

There are two types of pronouns illustrated: personal and possessive. With personal pronouns the hand is represented by an arrow head to point to the person. The possessive pronoun has a small filled circle to represent the clenched fist. The second person 'you' can be either singular or plural.



Help symbols

Help is indicated by the 'helping hand' either on its own or in conjunction with a person to signify helper/carer.



Medical symbols

Medical symbols are represented by a green cross (previously a red cross was used).

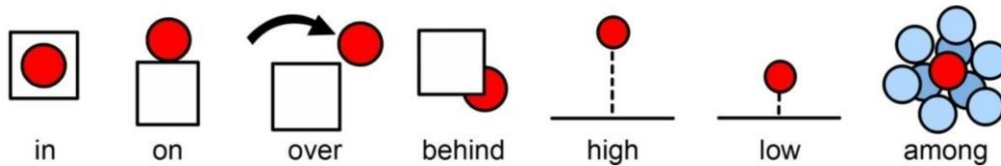


The difference between a doctor and nurse e.g. dentist and dental nurse, vet and veterinary nurse is indicated by the 'helping hand' (previously this was indicated by colour).



Prepositions

Preposition or position is indicated by a red/grey ball relative to other elements. Prepositions on their own may seem abstract but when learnt as a set the reader will be able to identify the red ball and make sense of its position.

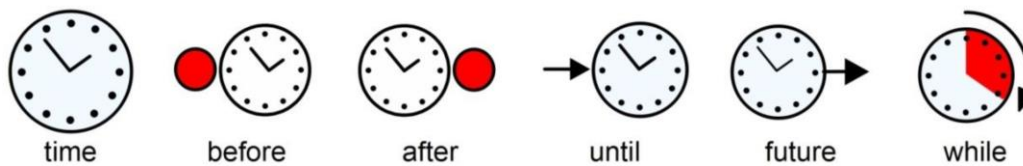


The red is also used alongside other parts of the symbol to highlight a feature or relationship such as foreground to background.

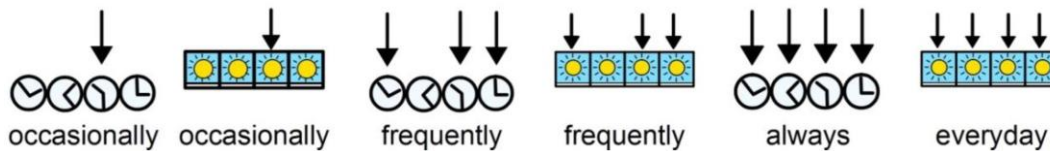


Time

Time is normally set in relation to the basic clock. The passages of time are either indicated with similar red elements to prepositions or arrows indicating the direction.

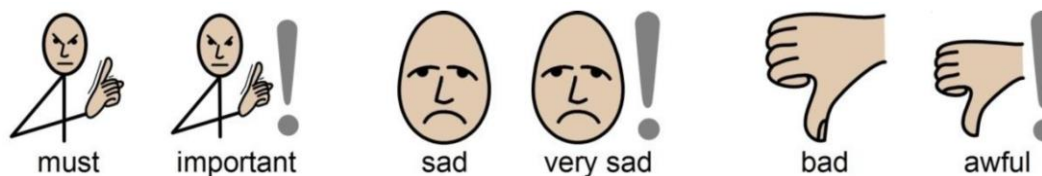


The day symbol can also be used instead of the clock for periods of time measured in days rather than hours.



Exclamations

Black exclamation marks are used for emphasis or degree. For example must and important.



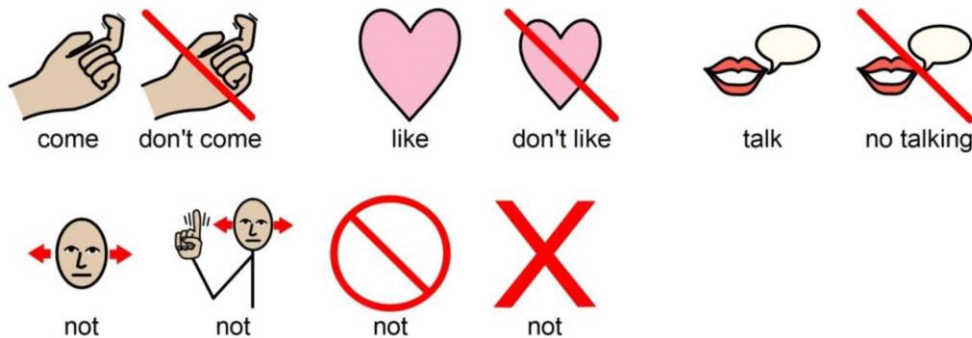
Comparatives

The exclamation mark used for emphasis is also used for comparatives and superlatives. One exclamation mark is used for the comparative and two for the superlative to show the increased emphasis.



Negatives

There are a number of common negatives which are normally indicated with a red line, in both colour and black & white symbols. Other negatives are created with the use negative symbols.



Other key elements

As well as the rules outlined here, there are other standard elements that appear within the set, for example the star indicates 'special' e.g. special day.



7. License

Widgit Writer for iPad and iPhone

Published by Widgit Software 2016

Version 1.2

Widgit Writer © Hargdata AB 2016

Widgit Symbols © Widgit Software 2002 - 2016

License

This application must be installed and used based on the type of subscription to Widgit Online purchased.

In addition to the license for the right to install and use the program, the symbols which are saved and printed using the application are protected by copyright.

Small scale distribution – legal distribution of symbol materials

A small amount of printed or web based symbol documents may be distributed outside the purchasing organisation without any payment, provided the total number of symbols included in **ALL** resources, which are not for re-sale, does not exceed 100 different symbols.

A copyright acknowledgement must be included stating 'Widgit Symbols copyright Widgit Software 2002-2016, www.widgit.com. If the acknowledgement is included on a website, viewers must be able to see it without additional browsing.

Symbol documents may be freely distributed within the purchasing organization without additional permission.

Permission is required from Widgit Software for any other distribution or use of the symbols whether for resale or not. Permission will normally be granted provided that certain quality control issues are satisfied.

8. Support

Contact us for support:

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The password for settings is: 1199