Widgit Online

Website: www.widgit.com/support
Telephone: 01926 333680
Email: support@widgit.com

Creating a Social Story

A social story is a way to help children to prepare for and respond to situations. Traditionally, each page would have a main graphic, with text underneath. You can make this in the Documents side of Widgit Online. See also https://www.widgit.com/about-symbols/good-symbol-content/index.htm for information regarding best practice.

✔ **After making this resource you will be able to...**

- Log into your account and access the **Documents**
- Use **Paragraph Graphics**
- Use **Page Breaks**
- Change **Symbol Text**
- Change the look of symbols
- Save the **Document**
- Print the **Document** (see separate guide on how to view online when you are out and about)

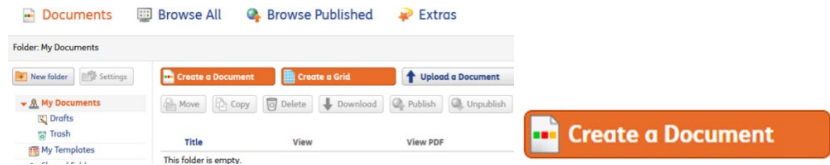🕐 **This activity will take you approximately 10 minutes to complete.**

Log In

1. Go to the URL:
   www.widgitonline.com and
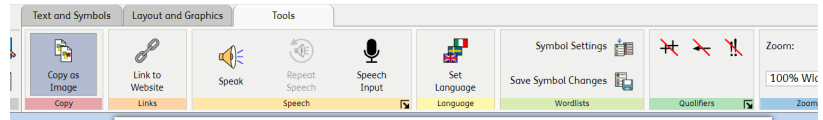   **Log In.**

Log in to Widgit Online

Email address or group ID/username: widgittest@gmail.com ❓

Password: ••••••••••

Remember Me: ☐

Forgotten your password?

Log in

Create your Document

2. Select **Create a Document.**

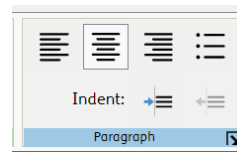**3.** Set up the document – use the **Tools** tab to set up the **Qualifiers** you prefer to use.
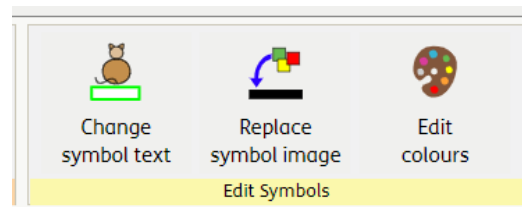
Create the Cover

4. Type a key word for your title.

dog

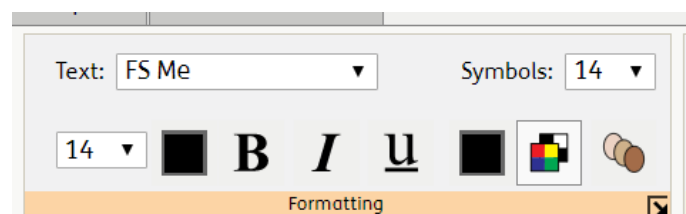**5.** In **the Layout and Graphics** tab, in the **Paragraph** section, choose the central position.

6. In the **Text and Symbols** tab, in **the Edit Symbols** section, click on **Change symbol text**.
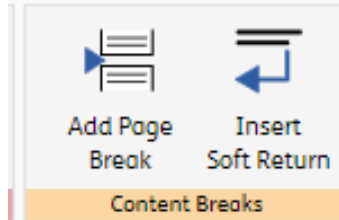
7. Type the text you want and click **OK.**

8. You can use the **Formatting** section of the **Text and Symbols** tab to change text and symbol sizes etc.
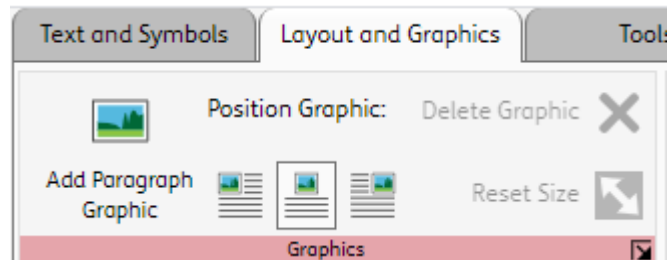
9. Use the **Layout and Graphics tab**, and the **Content Breaks** section. Click the **Add Page Break** button. This will move the cursor to the top of the next page.
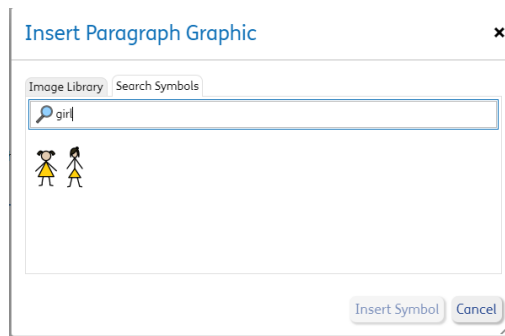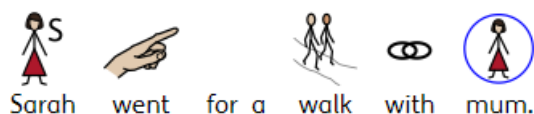
Sarah meets a dog.

Continue with the Document

10. In the **Layout and Graphics** tab, choose the position button and click the **Add Paragraph Graphic** button, and you will see a pop-up appear.
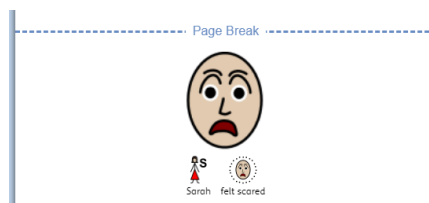
11. Click **Search Symbols** and type the key word for the page. Click the symbol you want to use and **Insert Symbol** button.

Insert Paragraph Graphic

Image Library Search Symbols

girl

Insert Symbol Cancel

12. Click on the page to type your text for this page. You can change any symbols or edit as required.

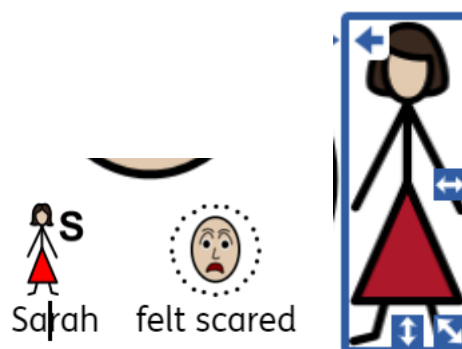Sarah went for a walk with mum.

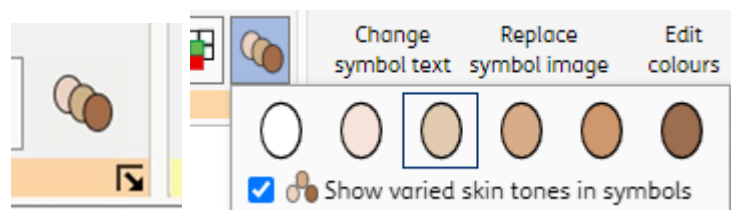**13.** Repeat stages 8-11 for the rest of the document.

Optional Additional Stage – Changing Colours

You may find you need to alter the symbols to make them more bespoke to the user, for example, colours of objects, skin tones, hair colours, clothing colours. This is possible in Widgit Online.
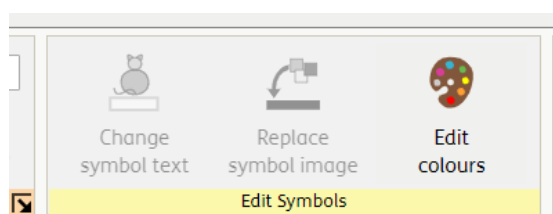
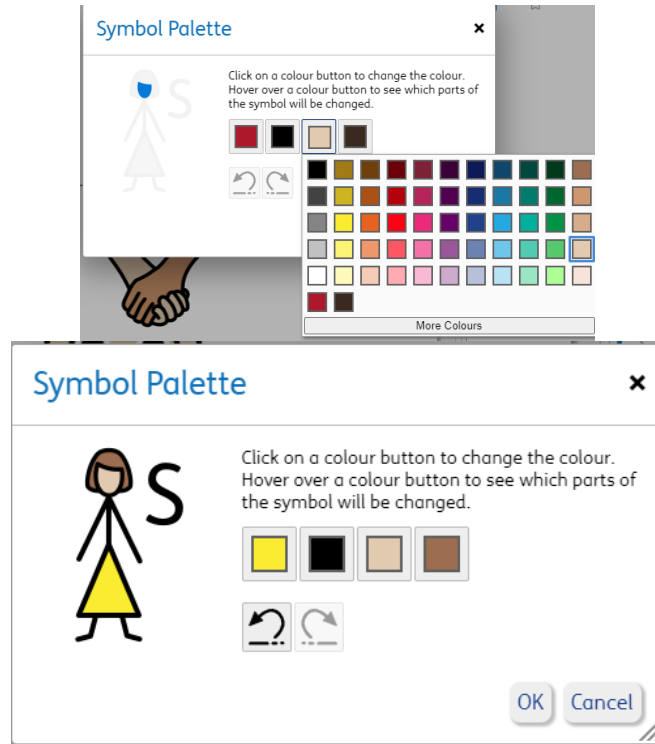**14.** Select the symbol you wish to edit (this can be paragraph graphics or text symbols).

15. To change skin tones, in the Formatting section of the **Text and Symbols** tab, click the skin tone button to select the chosen tone. For this resources I will untick the varied skin tones, as I want them to be the same throughout.

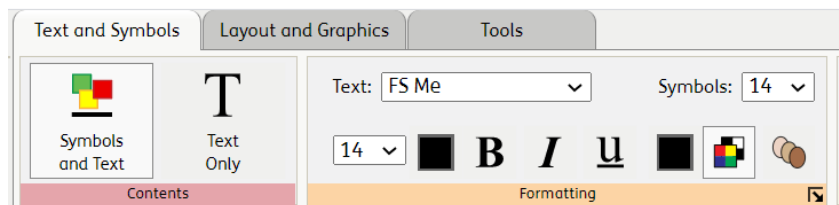**16.** In the **Text and Symbols** tab, in the **Edit Symbols** section, click the **Edit colours** button.

17. You will see the pop-up **Symbol Palette**. From here, click on a colour to change it. It will be highlighted, and you can select the new colour. When you are happy with the changes, click **OK**.
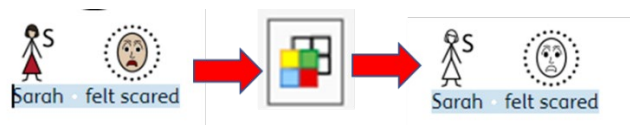

Optional Additional Stage – Black and White

Some users of social stories prefer social stories to be in black and white. This is very simple in Widgit Online.

18. With the text selected, or a cursor in place, go to the **Text and Symbols** tab, and the **Formatting** section.
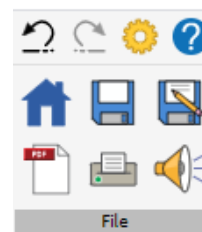

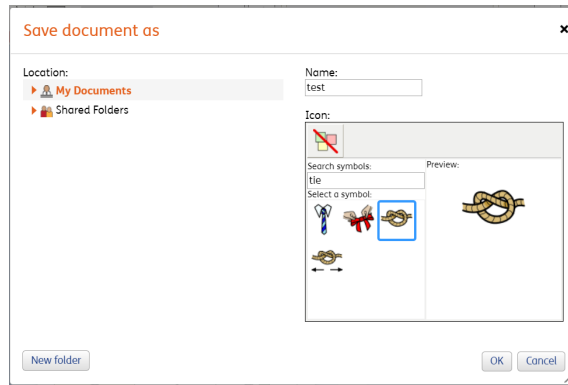**19.** Simply click the button to change between colour and black and white.

Save and Print the Resource

20. To save the document click on the **Save As** icon.

21. Choose the **Location** to save in from the left-hand side. Type a **Filename** in the box, and you can also choose a symbol for the file (optional). **Click OK** to save.

22. To print a document, click the **Print as PDF** icon. Click **View PDF** on the pop-up window. You can then send to your printer.