

## Saving pages of Symbols at HTML files

## Help Sheet 23

### What is this feature for?

You can save Writing with Symbols 2000 documents and grids in a new format, designed to be read over the Internet. This format is known as HTML and is a very useful addition to Writing with Symbols 2000. With HTML you can:

- Let a student take work home, even if the family does not have Writing with Symbols 2000 on their computer.
- Create work to be put straight up on a web site, such as a school magazine, or minutes of an adult advocacy group meeting.
- Take work home to read and review by staff, without needing Writing with Symbols 2000 on the staff member's computer.
- Direct colleagues, family members and friends to a web page with symbol-supported text from any Internet connection in the world.

### What is the aim of this activity?

This activity will show you how to create, locate and open an HTML file, and to understand why and when this may be useful.

### How do you save your work as HTML?

When you save any piece of work created as a file on your computer, you will see different options for different file formats, depending upon what you would like to do. Writing with Symbols 2000 has been made in line with other commonly used programs so that the way in which you save is the same for ease of use.

You can save anything made within Writing with Symbols 2000 as an HTML file. In this example we will use the Symbol Processing section. Open a blank page in the Symbol Processor and type the following:



Today we learned about animals



My cat is called Minty

In this example, Widgit Rebus symbols have been used, and certain symbols turned off (using F12) or renamed (using F11) as appropriate.

If you are unsure of the F11, and F12 functions, please refer to the activity sheets that look at F11 and F12 functions, before attempting this exercise.

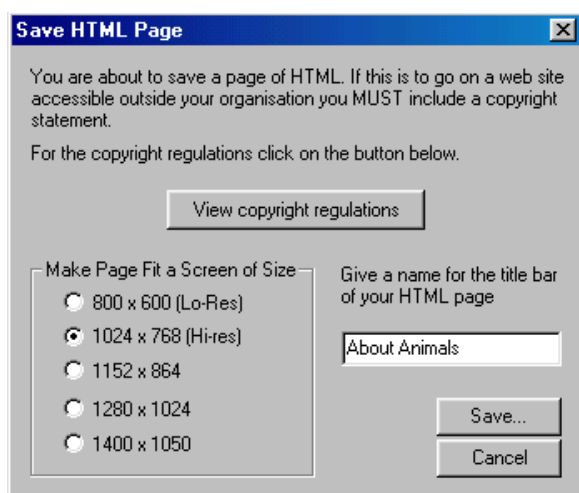
Next, click on 'File' in the menu bar, and 'Save As HTML'. You will see that a window has opened, asking you to include a copyright statement. You can read this before agreeing to it by clicking on the button labelled 'View Copyright Regulations'.

Widgit Software ask that you always ensure that any symbols from the Rebus or PCS symbol sets are acknowledged when being used on the Internet. For more details on this, please look at our web site, or telephone and we will be happy to advise.

The next part of the HTML window asks you to choose the size of your page on screen. (You can check which size you use by looking in the control panel of your computer, under display and settings. If you are unsure, there is a help sheet to guide you through this process in the Training Pack.) The default setting (1024 x 768) is the most commonly used in new computers.

### Naming, storing and finding your HTML file

Now click in the title bar box, as shown below, and give your HTML page a relevant title. In this example we have used "About Animals". Your HTML window should now match the one below:

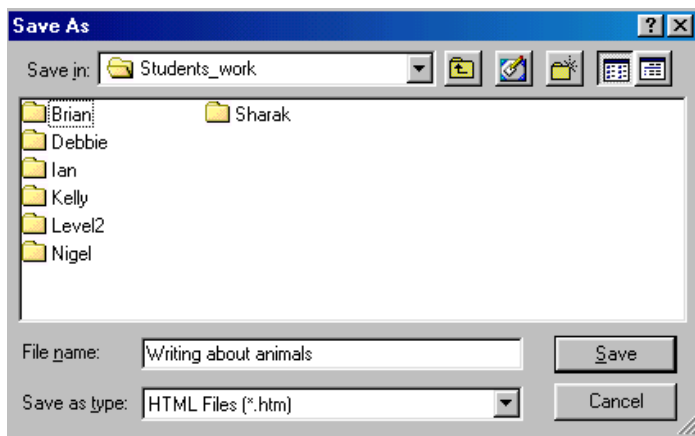


Don't forget to give your HTML page a title before saving.

If you forget to do this, the computer will call your HTML page "untitled" and it will be more difficult to find in future, especially in a web-based search.

Now click 'Save' and the next window will ask you where you would like to store your file. Widgit Software recommend that you use the 'Writing with Symbols 2000 Work' folder if you want to save work to your computer, or the Floppy a disk drive, if you wish to save this to a disk to take home. 'WWS2000 Work', contains a number of *sub-folders*, for students' work, writing, pictures, wordlists and anything else that you create with Writing with Symbols 2000.

The next picture shows the file to be saved in the Students' Work folder, found within the WWS2000 Work folder in the C:\ drive. You can open this by clicking on the small down arrow next to 'Save in:'



In this example, we are saving to the students' work folder, within the main hard drive of the computer.

If you want to save to a floppy disk to take home, just click on the drop down menu next to 'Save in:' and select '3<sup>1/2</sup>" Floppy [A:]'

Again, make sure that you give your file a title, so it can be found easily next time you or somebody else looks for it. In this example, we have altered the title to be more precise than the HTML title.

The reason for this is that you may want your HTML page to end up with lots more on it than just symbol-supported writing. Perhaps people's drawings will be added, or photos of a trip associated with the topic. If you can be more specific at this stage, it will avoid looking through similarly named files to find the one you want later on.

Type "Writing about animals" in the space for File name, then click 'Save'.

You have now saved an HTML file and the folder of images that are to be linked with specific words in the text of your HTML file. This means that when you open the HTML page, the images will be found by the computer in the folder named 'Writing about animals\_files' and automatically linked to each word for you.

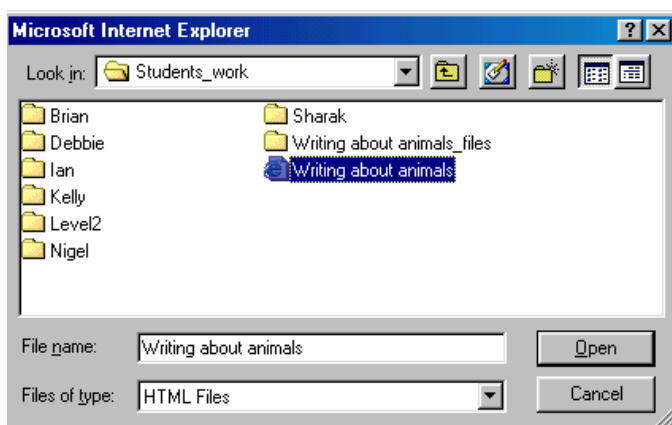
If you are saving to a floppy disk, always make sure you have the relevant folder, as well as the HTML page stored in the same place otherwise the computer will not find the symbol images and they will appear as red crosses.

### Viewing your HTML file in an Internet browser

Open Internet Explorer (or the program that you use to view web pages) and click on 'File' and 'Open'. You now need to use the browse button to locate your HTML page.

The file path in this example would be:

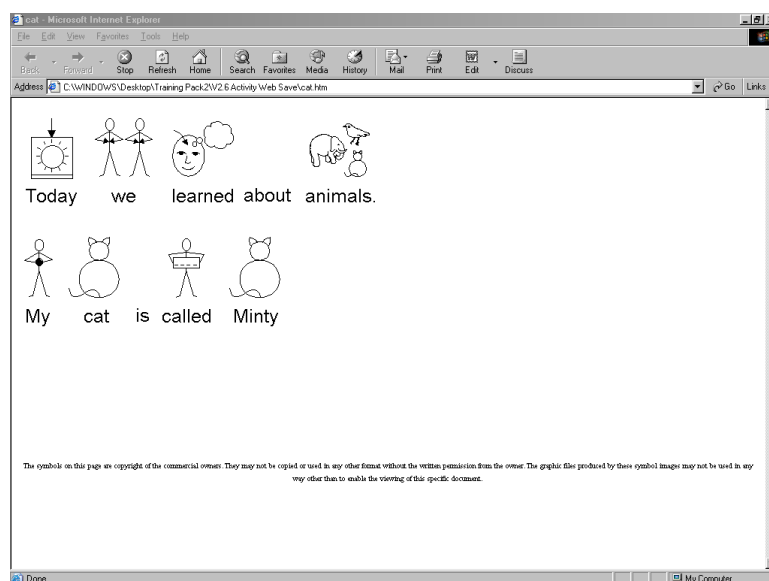
C:\WWS2000Work\Students\_work\Writing about animals.htm



The Internet Explorer window shows the new folder that has automatically been created in the Students' Work folder. This contains all the images that you have used in your Writing with Symbols 2000 file.

Make sure that this folder is stored in the same place as your HTML file.

Click 'Open' and you should see your original Writing with Symbols 2000 file, now as an HTML file that can be viewed over any Internet connection.



Your final page should look like this, with the file path to your new HTML document written on the address line. The size of your words and images will depend on the screen resolution that you chose at the beginning of this activity.

You can now create and save work as HTML for students, staff and anyone else, to write symbol-supported work that can be taken and read anywhere, whether the reader has Writing with Symbols 2000 or not.

You can save grids as well as plain documents as HTML files.