

Activity 2

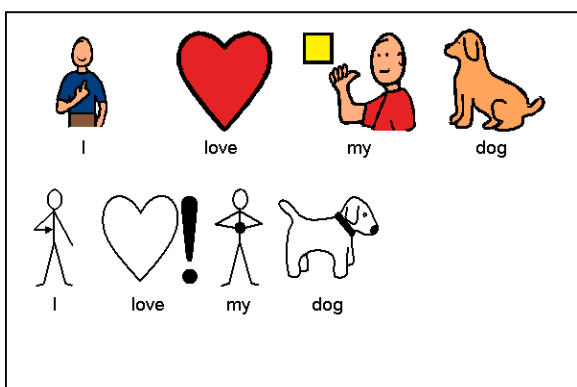
Making symbol documents

This activity shows you how to write in symbols, and how to get the symbol you want for a word.

1. The Symbol Processor

Open the program **WWS2000**. From the Front screen, select Symbol Processor.

There are two symbol sets included with Writing with Symbols 2000, and you may have added others. The first thing to do is to see if the symbol set loaded is the one you want. Type *I love my dog*.



This is what you will see if the **PCS Colour** set is loaded.

This is what you will see if the **Widgit Rebus symbols** are loaded.

For this Activity we should by using start use the **Widgit Rebus** set. The next section will show you how to change this.

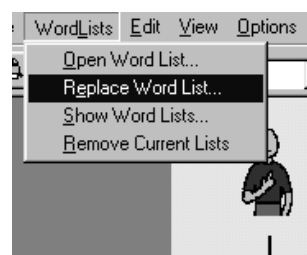
2. The wordlists

The symbols that are displayed as you type are controlled through a wordlist. This is a data list that matches the text you write to a graphic. You can change the wordlist at any time to change the symbols that are displayed.

If your writing was in Rebus symbols you can go straight to the **section 3**

To change the wordlist, click on **Wordlists** from the main menu bar.

Then click on **Replace wordlist**. From the list shown choose the list **Widgit A**. (If you have an earlier version choose Rebus 00)



3. Making the symbols appear

Type a short sentence, such as 'Here is a dog with a big bone'.

Notice: 1. You do not get a symbol until you press the space after the word.

Notice: 2. Only words in the wordlist produce symbols. The wordlist is a large look-up table that tells the computer what symbol to attach to each word.

You can have one, two or three words attached to a symbol in a wordlist:



car



frying pan



fish and chips

Type **bus stop**. You will see that when you type **bus**, you get the **bus** symbol, but as soon as you type **stop** the symbol changes. There are a very few situations where this isn't what you want, for example if you want to say **Does the bus stop here?** In this case you have to type an extra space between **bus** and **stop**.

There are thousands of words in the word list, but there will always be words that you can't find, at least at first. The next two sections show how you can get around that.

4. Using the F12 key

The **F12** key is probably the most important function of all in WWS2000. It is that key that helps you to make sure you have the correct meaning for the word. It is also the key that lets you manage which words are illustrated and which are left as text alone.

Type the following sentence:

I want to drink a drink of lemon.

Click in the middle of the word drink and then press the F12 key to see what happens. Press F12 a few times and see that you get different symbols and also at one point the symbol is 'turned off'. Use the F12 key to change the symbols so that there are the most appropriate images showing.

For example the word 'group' can represent several different concepts:



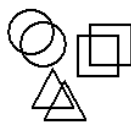
group



group



group



group

This shows a group of people, a group of things, a pop group and the verb to group.

Try this again with this phrase:

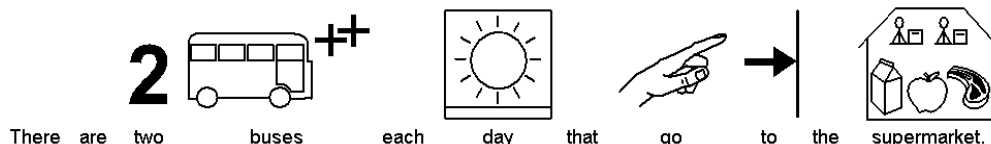
I saw the man saw wood.

You could try other words and see which ones have alternatives.

5. Choosing the right level of support

You can make sure that the text and symbols you use are appropriate by using the F12 key to choose the most appropriate image connected with that word. Sometimes you may need to try other similar words to find the best image and then use the F11 key to give the text you require.

It is also important to look at the whole page. It is often not appropriate to have a symbol for every word. You can "turn off" some symbols using the F12 key to make the page clearer:



6. Saving your F12 changes

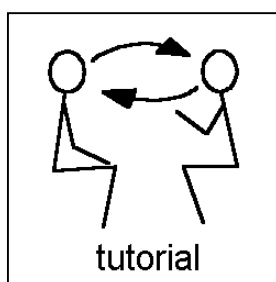
The program can remember your **F12** preferences while you are writing. So if you turn off **the** the first time you use it, **the** will automatically be displayed without a symbol next time you type it. (If you do not want this to happen then it can be disabled by switching off **Remember F12 Changes** under the **Options** menu.)

Normally this change will only affect the program while you are using the current wordlist. If you change your wordlist, or close the program, any F12 changes are forgotten. However, you may want to store the F12 changes for future use. In which case you can save the F12 changes.

To do this, click on the **Images** menu item, and select Save F12 Adjustments. These changes will then be saved to your current wordlist.

7. Using the F11 key

(a) Renaming a symbol

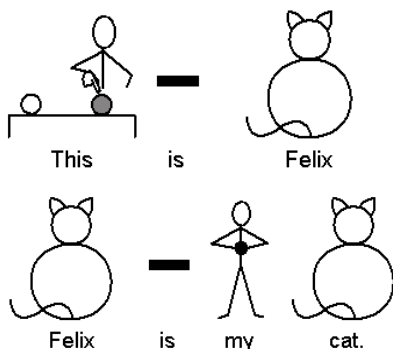


If you cannot find an image that suits your need using the F12 key, you may be able to find a symbol which is attached to a different word. For example you may want a symbol for the word 'tutorial' but there isn't one. However the symbol for Discuss may be quite appropriate. In which case we would like to be able to 're-name' the symbol.

Here is an example to follow:

- Type **cat** (followed by a space)
- Put your cursor in the word **cat**.
- Now press the **F11** key. The word **cat** disappears.
- Type '**Felix**' and instead of typing a space, **PRESS THE RIGHT ARROW TO MOVE THE CURSOR AWAY FROM THAT WORD**. This tells the program that you have finished renaming that symbol.

- Now type a **return** to start a new paragraph and then type *'This is Felix. Felix is my cat.'*



In this way you can use the **F11** key to change the words attached to any symbol.

You have seen that Writing with Symbols can store one, two or three words attached to a symbol. Provided you have re-named your symbol with an allowable phrase (up to 3 words) then the program will remember this change while you are writing in this document so that you can use the new word(s) again, as we did with the word felix.

It is very important to stress that you need to use the **RIGHT ARROW** after re-defining the text for a graphic. This is because you can add a complete sentence as the definition, which of course has spaces in. The **right arrow** tells the program that you have now finished your redefinition and want to carry on with a new word. You can see that the entry is in **F11** mode because the symbol remains centered on the text that you are typing, and so moves as you type.

Sometimes you can find the symbol moving as you type when you are editing existing writing. Simply press the **right arrow** to change back to standard writing.

(b) Saving the new words

The changes you have made will apply until you close WWS2000, or until you load another wordlist. If you want to save these changes you can add them **PERMANENTLY** to your wordlist. To do this go to the **Images** menu item select **Save Word List Changes**. In the left hand list box select the word you want to save and click **Add**.

(c) Renaming a picture with a phrase

You can also use the **F11** key to add a whole caption to a picture. Try these two. Type *cat*. Put the cursor in the middle of the word and press **F11**. Now type *Here is my cat Felix* (Don't forget the space). Notice that as you type the symbol moves along the line. When you have finished typing you need to press the **right arrow** key to move out of that into a new word space. You cannot save changes of this sort to a wordlist, nor will the program remember this type of change, because the program can only remember phrases of up to three words long.

(d) Putting a phrase with a group of symbols

Perhaps you wanted to write about a hotel you had stayed at on holiday:



These pictures describe something about the hotel, but have the correct name. To make a combination like this first type whatever words you need to call up the symbols. Then highlight all of the words under the symbols, press F11 and this will remove all the highlighted text at once, so that you can type the changes.



This type of change with two symbols cannot be saved to the wordlist nor will it automatically appear next time you type these word. **Wordlist entries are limited to one image and at most three words.** To use Ogwen Cottage again you will either have to repeat the process or you could highlight it and use **Copy** and **Paste**.

8. Changing the wordlist and trying different symbols

There are two main wordlists that you can use, depending on that you want to do. So far you have been using the rebus symbols. However many younger children especially, are motivated by the coloured symbols of the PCS Symbol set.

Look back at section 2 of this worksheet, which shows how to change the wordlist, and this time load up the list **Allcolour.wus**.

Try writing something different.

You will find that some activities are really good with the coloured images. At other times you will find the more schematic symbols and larger vocabulary of the Rebus set more suitable. You can mix and match between the sets easily. In fact the wordlists Allcolour.wus has the best of both worlds – it has all of the colour symbols, and where there isn't a coloured symbol it inserts the black and white Widgit Rebus symbol.

You will get more information on wordlists in Activity 7, Wordlists Explained

SUMMARY

In this activity you have learned some of the more important features of using **WWS2000** in **symbol** and **text** mode. You should now be confident in using the two Function keys **F11** and **F12**.

You have started to try different ways of getting appropriate symbols to match the meaning of the text and seen how to change between the different types of symbol sets.

There are some useful suggestions in the Help Sheet – Effective symbol use