

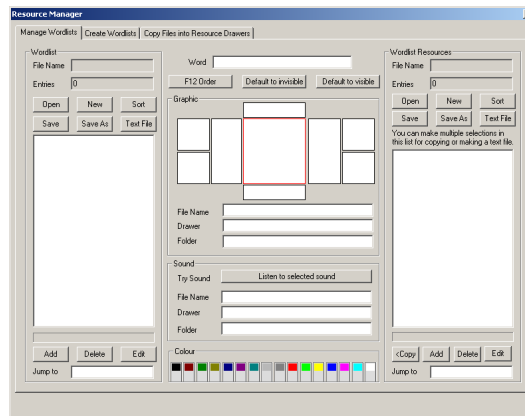
## Activity 13 Modifying wordlists in the Resource Manager

WWS2000, supplied with the Rebus and PCS symbol collections, has a number of different wordlists that you can choose to use. However you may want to modify these or add symbols from other wordlists to create your own.

Wordlists are modified in the Resource Manager, which can be found in the Widgit Program folder, alongside WWS2000. This activity assumes you are using version 2.6 of WWS2000. In earlier versions the Resource Manager is slightly different. Please consult your manual for clarification. The principles, however, remain the same.

### 1. Open Resource Manager to view a wordlist

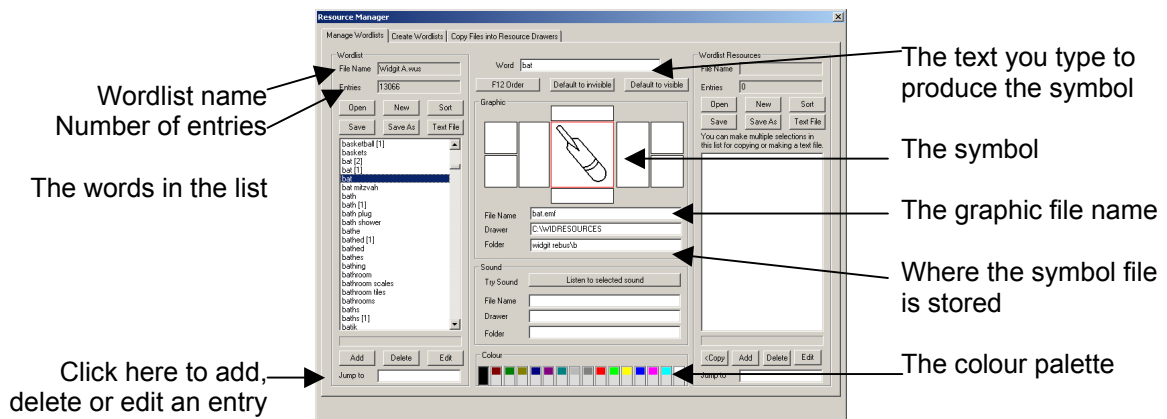
You will see that there are three tabs at the top of the window. Click on the Manage Wordlists tab so the program looks like the picture below:



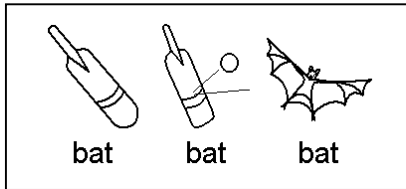
There are two vertical list boxes. The one on the left is for the wordlist that you want to view and to modify. We will discuss the box on the right later on.

In the left panel, click on the **Open** button on the left. This will open the wordlist folder, ready to select the wordlist you want. Select **Widgit A**.

You can click on any word in the list, and the image will be shown in the centre panel. At the top of the centre panel, in the box titled **Word**, you will see the word that you have to type into WWS2000 to produce the symbol.



You will see that there are three entries with the word 'bat'. Two of these have a number after them in square brackets.



The three symbols are shown here. The entry with no number by it is the one that will show first when typed. The numbers show the F12 position of the other alternatives.

## 2. Adding a synonym

We would also like to name this symbol for bat to be 'cricket bat'

- Click on the word in the list. Delete the entry in the **Word** box, type in the new text e.g. **cricket bat**.
- Click **Add**. This will still keep the word **bat**, and add **cricket bat** as an extra word.

This is the same effect as renaming a symbol with the **F11** key and saving the wordlist changes.

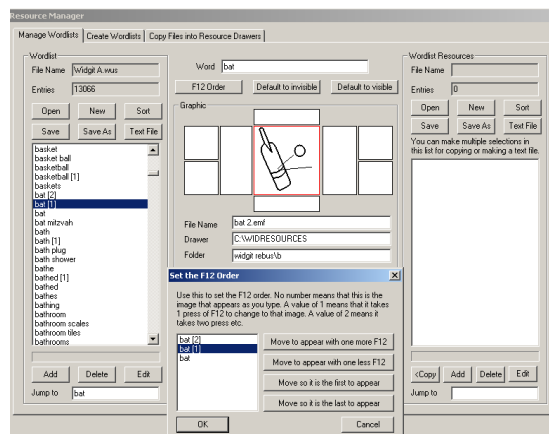
You can delete an entry by selecting it in the list and then clicking **Delete**.

It is wise not to change the default lists. If you are changing one of the main lists it is a good idea to save the changed list with a new name. Alternatively, you could save the default list with a different name as a backup, just in case you make a mistake.

- When you have made your changes go to **Save As**, and give the list your own choice of name.

## 3. Changing the F12 order

You may want to change the order of the symbols. In the program you can change which symbol appears first, but you cannot determine the complete sequence. To change the complete sequence click on the button **F12 Order**, in the centre panel.



A small dialogue box shows with just the F12 alternatives for the selected word. You can click on each of these and see which is which in the centre panel. In this example we want to make the verb 'to bat' become the last in the sequence. Click on that one, and then on the button 'Move so it is the last to appear'. You will see the numbers change positions, and when you click OK, the amended sequence will appear in the main wordlist.

#### 4. Setting the default F12 order of a word to be off

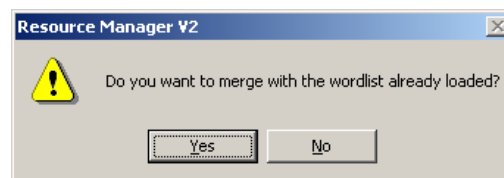
You may want to hide a symbol in a document so that it does not automatically appear when the word is types, but still have it available if you press the F12 key. For example, there are many abstract words that users may not normally understand. However there may be specific times when it is important to show them. For example words like 'of', 'because', and 'the'

In which case you can set the word to 'Default to invisible'. This means that the symbol will not show until the F12 key is pressed. You can cancel this by clicking on the other button 'Default to visible'

#### 5. Merging wordlists

If you are making extensive use of symbols for creating symbol documents you may want to have all the symbols on your machine available at one time. However, It has already been explained that it is not a good idea to open more than one long wordlist at a time in Writing with Symbols 2000. The solution is to create one long wordlist in the Resource Manager, so that everything is all merged into a single list.

Open the wordlist that you want to have the F12 priority, then click on the Open button again and you will be asked the following:

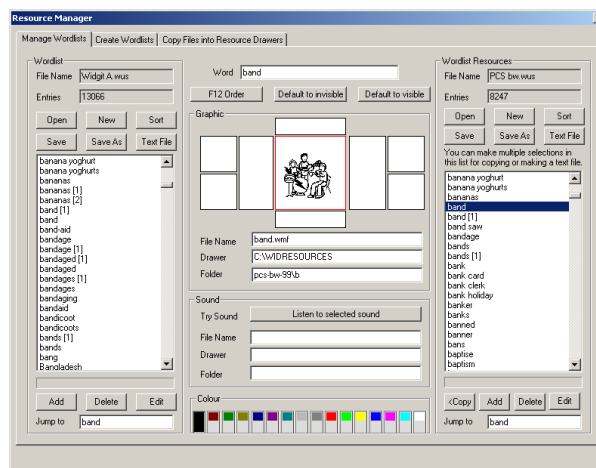


Select 'Yes' and the two lists will be joined together, and the F12 order set so that the first list has priority. You will then be asked to give your new list a new name.

We have provided a number of already merged lists. For example the list All Rebus and PCS has the complete Widgit Rebus and coloured PCS symbols together.

#### 6. Adding symbols from another list

You may not want to merge two entire wordlists, but may prefer to just add selected symbols from another list. In this case you need to open the second list into the right hand panel, called Wordlist Resources.



In this example we will replace the Rebus symbols for 'band' (meaning pop-group) with the more illustrative PCS. Click on 'band' in the PCS list so that it shows in the centre panel and then click on **Add** at the bottom of the right hand list. This will give you both images for this type of band. You can delete the Rebus, by selecting it, and then clicking on Delete at the bottom of the panel.

Don't forget to Save your changes.

You may want to make this your default wordlist from now on. From the **Options** Menu, select **Save Settings Now**. This will automatically load this list as the default when you open a new document.

## Summary

In this activity you have

- modified wordlists by changing the text associated with a symbol
- added and edited entries
- set the F12 order of a group of words
- set the F12 order of a symbol to be Off
- merged two wordlists
- added symbols from another wordlist

Other activities will show you how to create words with qualifiers and how to add your own resources to the system.