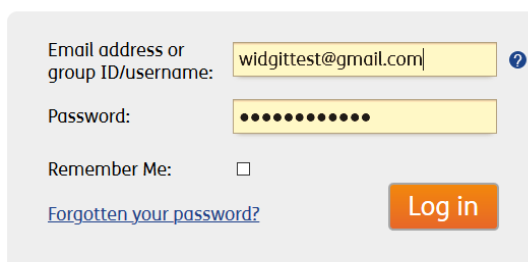


The Widgit Online Interface

Log In Screen

Go to www.widgitonline.com and enter your details on the page

Log in to Widgit Online



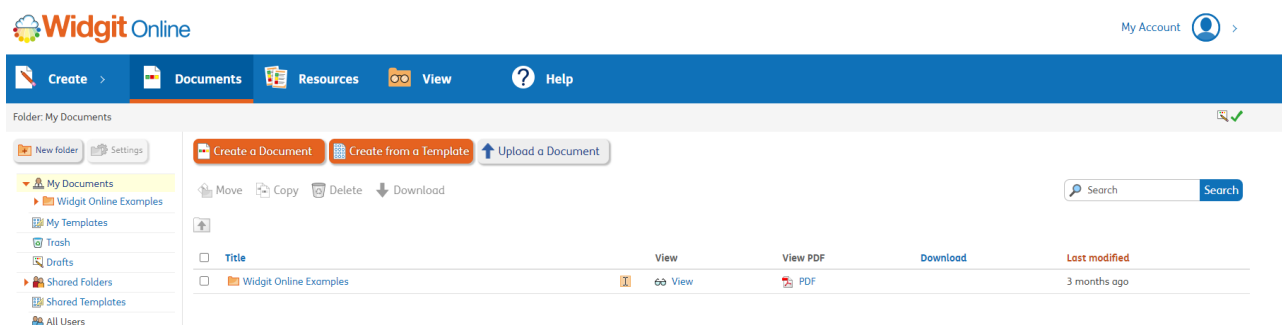
Email address or group ID/username: ?

Password:

Remember Me: ☐

[Forgotten your password?](#)

This will take you to the main home screen, called the **Documents Page**:



The screenshot shows the Widgit Online interface. At the top is the logo and 'My Account' link. Below is a navigation bar with 'Create', 'Documents' (selected), 'Resources', 'View', and 'Help'. The main area shows a folder 'My Documents' with options to 'Create a Document', 'Create from a Template', and 'Upload a Document'. A sidebar on the left lists 'My Documents', 'Widgit Online Examples', 'My Templates', 'Trash', 'Drafts', 'Shared Folders', 'Shared Templates', and 'All Users'. The main content area displays a table of documents with columns for Title, View, View PDF, Download, and Last modified.

Title	View	View PDF	Download	Last modified
Widgit Online Examples	View	PDF	Download	3 months ago

If you need to return to this screen at any point simply click on the Widgit Online logo. This guide will show you the structure of Widgit Online screens. More detailed information is available in our other guides.

The Navigation Bar

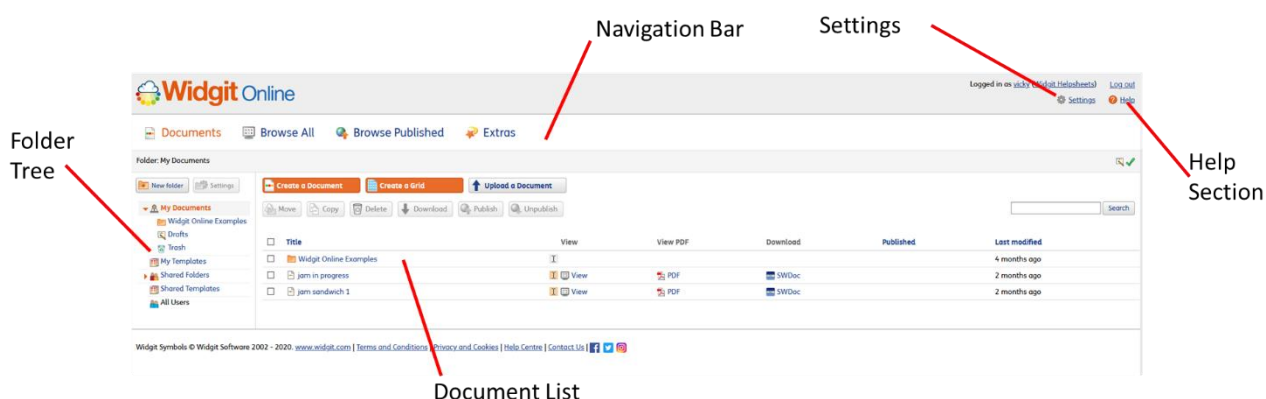


The navigation bar is a blue horizontal bar with five items: 'Create' with a pencil icon, 'Documents' with a document icon, 'Resources' with a book icon, 'View' with a folder icon, and 'Help' with a question mark icon.

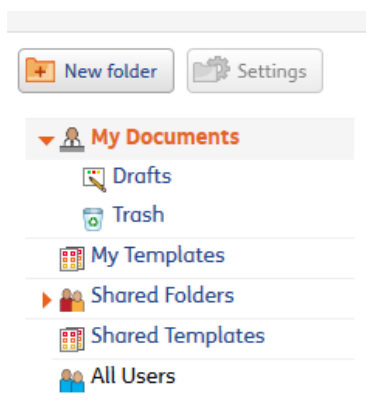
The **Navigation Bar** allows you to access the **Documents Page**, **Resources for your account**, and **View My documents, Shared Documents and Other users' documents** on the account.

The Documents Page

The **Documents Page** is the starting point for creating, printing and accessing documents.



The Folder Tree

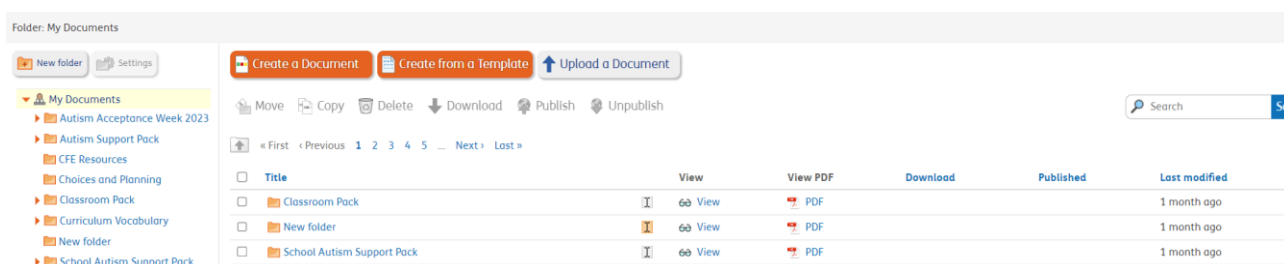


The **Folder Tree** is where you can create and access folders. Depending on your level of access, these folders can be in either **My Documents** or **Shared Folders** (group accounts). This is also the area for accessing previously made templates in **My Templates** and **Shared Templates** (group accounts). In **Group Accounts** you can see other users in this section.

The Document List



In the **Document List** you can see all the documents in a selected folder. From here you can:

- **Create Documents and Templates** (see separate guides)
- **View** documents/resources
- **View** as a PDF
- **Download/ Upload** documents/resources
- **Edit** documents/resources
- **Rename** documents/resources
- **Move** and **Copy** documents/resources







Resources

The Resources section is the place to find, purchase and download pre-made resources and to purchase the Dual Language Add-on.

My Account 

[Create](#) [Documents](#) [Resources](#) [View](#) [Help](#)

Resources

	Fairtrade Pack Symbolised resources developed with The Fairtrade Foundation to support the teaching of the Fairtrade topic. The Fairtrade Pack has been designed to help learners build their understanding of Fairtrade, fostering the importance of compassion and how we can all learn to become socially responsible citizens. Resources include an information book, comprehension and number activities, along with sequencing and matching tasks, games, and teaching aids. More information	Purchase a subscription to get this pack.
	Dementia Pack Symbolised resources created to support people living with dementia. This pack was created for and alongside families and can be used at home or in care facilities. More information	Purchase a subscription to get this pack.
	Phonics Pack Symbolised resources created to support practitioners in developing a child's phonological understanding. The Phonics Pack includes a variety of resources to complement Phonics teaching and learning. The teaching of Phonics involves learning the relationship between the sounds of the spoken language and the letters of the written language, and the materials within this pack can be used to support this approach. Resources include display materials, games, and a variety of reading and spelling activities. More information	Purchase a subscription to get this pack.
	Early Years Pack Symbolised resources designed to support practitioners assisting children in their care across nursery, pre-school and school settings. The Early Years Pack contains a variety of resources to support Early Years Foundation Stage (EYFS) learning within the seven areas of the EYFS statutory framework, including Communication and Language, Physical Development and Personal, Social and Emotional Development, as well as resources to support EAL learners.	Purchase a subscription to get this pack.

The Help Section

This links to the **Online Help Centre**, where you can access support.

Help Centre

 [Contact Us / Resellers](#)

[Webinars](#)

 [Videos](#)

[Sign up](#)

[Log in](#)

[Documents List](#)

[Create a Document](#)

[Create from a Template](#)

[Populate Frames](#)

[User Templates](#)

[Dual Language Feature Pack](#)

[Upload and Download](#)

[Printing](#)

[Export to PDF \(New\)](#)

[Sharing and Publishing](#)

[View](#)

[View a Document](#)

[Resources](#)

[Your Settings](#)

[Languages](#)

Widgit Online

Widgit Online allows you to create, save and share symbol resources in your web browser.

Create symbol documents, grids, activities, timetables and much more...



Features of Widgit Online

Access from Anywhere

Access Widgit Online through your browser on any device or computer with an internet connection.

Easy to use templates

Choose from a wide range of page layouts from vocabulary grids, flashcards, activities and timetables.

Simple document writer


Create a variety of symbol documents including story books, recipes, instructions and social stories

My Account

Clicking on **My Account** gives you access to all your account-settings. The amount of access to this section depends on account type and user type.

My Settings

My Settings gives you your own details, login information and allows you to edit your details. You can also choose to leave a group account here.

 You are an administrator for the [Widgit Small School](#) account.

 The group's Billing Contact is

Web address of your published files:
<https://widgitonline.com/public/group/180-widgit/users/1760-vicky>

Your Login: or

User interface language: **From browser setting (English)** [Change](#)

Default document language: **English (United Kingdom)** [Change](#)

Edit Account

Email

Telephone

Display Name

Username

Letters and numbers only, no spaces

Changing your Username

Your Username is part of your published files web address. If you change your username, the address of all your pages will change.

[Undo change](#)

Old password

Leave blank to keep unchanged

New password

Leave blank to keep unchanged

New password confirmation

☐ Will receive emails about group subscription expiry and renewals

☐ I would like to receive emails about updates to Widgit Online

[Update](#)

Leave group

You can leave this group and become an individual user. All your documents will be retained but their published URLs will change. You must choose another group admin who will be allocated any users you currently manage. They will also receive ownership of your shared documents or folders; a copy of these will be placed in your new documents folder. Choose a group admin to receive your users and shared files:

[Leave group](#)

Group Settings (for group accounts):

Admins for the account can edit for the whole group within **Group Settings**. They can change the group name and ID, set a billing contact, and manage all the users.

Web address of group's published files:
<https://widgitonline.com/public/group/180-widgit/shared>


Edit Group

Group name

Group ID

Billing Contact

The Billing Contact only receives emails about renewals and subscriptions.

 Billing Contact

[Update](#)

Manage Users Account is using 34 of a maximum of 150 users

Click on a user's name to edit their details, change their password, or view the web address of their Public Files.

Administrators [New Administrator](#)

Administrators can publish files, create and manage users, assign users to managers and manage permissions on all folders. They can also edit other users' documents.

Subscriptions:

Use the **Subscriptions** page to upgrade/downgrade and renew your account.

Your subscription

You are an administrator for the [Widgit Small School](#) account.

You currently have a **1-year** subscription which will expire on **30 November 2021**.

 [Licence Agreement](#)

Invoices

[View all recent invoices](#)

Upgrading

You can upgrade your account to the following account types:

- Medium School
- Large School

To upgrade by credit card and invoice, please contact Widgit on +44 (0) 1926 333 680 or email info@widgit.com.

Downgrading

To change to a smaller account type, please contact Widgit on +44 (0) 1926 333 680 or email info@widgit.com.

Licence key

Enter a licence key here to upgrade your account or add extras to it. You can also use a promotional key or a SymWriter key to extend your account.

Submit key

Image Library:

Use the **Image Library** to upload images/manage images that you have uploaded for use in templates

Image Library

[Upload images](#)

[Home](#) [Help](#)

[View Image Library](#)

Wordlists:

The **Wordlists** page shows you all of the wordlists you can access in Widgit Online. You can also use this page to:

1. Upload a wordlist
2. Create a new wordlist
3. Delete wordlists
4. Make wordlists default
5. View the number of entries in a wordlist
6. Delete wordlist entries