

Widgit Go Manual

For iPad / iPhone / iPod Touch



Widgit

Published by

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1. Introduction to Widgit Go

Widgit Go is an app for the iPad that you can use for communication and language development. Widgit Go can also be used to write simple documents with symbols and text. These can be accessed on an iPhone / iPod touch or compatible smart phone.

Widgit Go utilises the same full Widgit Symbol Set that is used in the computer programs **In Print**, **By Choice** and **SymWriter**.

Widgit Go can complement these existing programs by providing even more opportunities to use symbols in emerging popular formats such as iPads and tablets.

Widgit Go uses about 120 Mb of media storage.

For those of you not familiar with Widgit computer programs, here's a brief description:

Communicate: In Print is a desktop publishing program for creating symbol-supported resources for printing.

Communicate: SymWriter is a symbol-supported word processor that any writer, regardless of literacy levels, can use to author documents.

Communicate: By Choice is an exercise program where students practice basic concepts in exercises with questions and answers.

Read more about the program on our website www.widgit.com



1.1 Main Features of Widgit Go

Widgit Go's main features can be summarised in the following points (there are more detailed descriptions of each function later in this guide).

- You will have access to the entire Widgit Symbol Set, featuring about 12,000 symbols.
- You can add symbol sentences to Cells as well as individual symbols.
- You can use your own pictures or take photos directly to use as symbols.
- You can determine the number of Cells in a Grid (max: 10 columns x 7 rows)
- You can choose to use Widgit Go for creating documents, or as a tool for audio feedback.
- You do not need to be connected to the internet to use the app. You will only require Internet access if you want to send an email, or import or export activities and sound files to Dropbox.
- For audio feedback, you can choose to use automated speech, compatible sound files or you can record your own voice.
- You can import and export Widgit Go files directly from the app with Dropbox.

2. Speech

Widgit Go can provide audio feedback for most interactions with the app. This includes opening Activities, selecting Cells and reading back sentences. Speech can be provided in the form of a Text-to-speech voice or pre-recorded using a microphone.

2.1 Using Text-to-speech

Widgit Go for iPad comes with a 'voice' called 'Serena' and will find system voices for all available languages. See more about voices in section 12.

You can also buy other voices from Acapela for a low cost from within the app. You can choose from both male and female voices.

Read the section "Purchase voice" in section 12.2 for information on how to purchase a Text-to-speech voice.

If you do not want to use a speech synthesizer, you can choose to record and input your own speech. See more about this in section 7.8.

3. Starting Widgit Go

Start Widgit Go with the Widgit Go icon in your Apps folder.



3.1 Home Screen on Widgit Go - The Shelf

You will now be presented with the Shelf, which will be the first screen you will see whenever you use the app.

This Shelf displays your saved Activities, including the example Activities that come with the app. These examples can serve to demonstrate the various uses of the app and can also be modified to better suit your requirements.



3.2 Multiple Shelves

If you have more than twelve Activities, a new page will be created to the right of the Home Screen.

You can access this by pressing the arrow button that will appear in the corner to indicate the availability of another Shelf, or you can swipe the screen in the appropriate direction.



3.3 Tutorial Video

On the home screen you will see an orange icon called 'Video'. If you can't see this, you can change the visibility of this tile in Settings which can be accessed by entering edit mode on the home screen.

When you press this icon, a video will start playing which will show you how to make an activity in Widgit Go.

You can use the bar at the top of the video to skip to specific parts. Press 'Done' in the top left corner to close the video.



3.4 Browse Extras

To get more free and low cost activities and new voices for text to speech, press the orange icon called 'Browse Extras'.













If you can't see this icon, you can change the visibility in Settings which can be accessed by entering edit mode on the home screen.



If you are running Widgit Go Basic, you can also purchase the full editor that comes with the 12,000 Widgit Symbols and access to Dropbox.










Press 'More activities' to view the list of available activities for download.

[Cancel](#)

	All About Me An activity for writing about yourself 69p
	Alphabet A fun activity for learning the alphabet, each letter with three symbols £1.49
	Characteristics of Materials Two activities about the materials around us and their uses £1.49
	Fractions This activity to support the teaching and learning of fractions FREE
	Getting Up Sequence An activity for sequencing the morning routine FREE
	I Spy Two activities for playing I Spy indoors and outdoors £1.99
	Making Sentences 1 12 activities for building simple sentences £1.49
	Rhymes Two entertaining activities for exploring rhyming words £1.99
	Rocks Learn and describe rock types and a rock identifying activity £1.49
	Simon Says An activity for playing the game 'Simon says' FREE
	Sorting Animals This activity is for exploring knowledge about animals 69p
	What is it? An extensive set of early years activities for everyday knowledge £2.49

Press 'More voices' to view the list of available voices for download.

[Cancel](#)

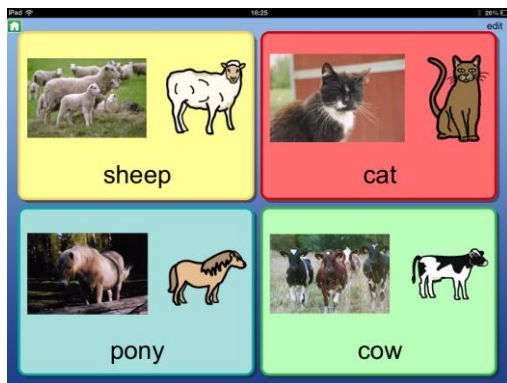
	Peter (British) English male voice 22K from Acapela
	Graham (British) English male voice 22K from Acapela
	Lucy (British) English female voice 22K from Acapela
	Rachel (British) English female voice 22K from Acapela
	Nizareng (British) English male voice 22K from Acapela
	Deepa (Indian English) Indian English female voice 22K from Acapela
	Heather (US) US American English female voice 22K from Acapela
	Kenny (US child) US American English boy's voice 22K from Acapela
	Nelly (US child) US American English girl's voice 22K from Acapela

See more about voices in section 12.

3.5 Included Examples

Animal Sounds

A Grid that functions as a sound board, featuring a different animal in each Cell. Each Cell will play a Sound File of the relevant animal.



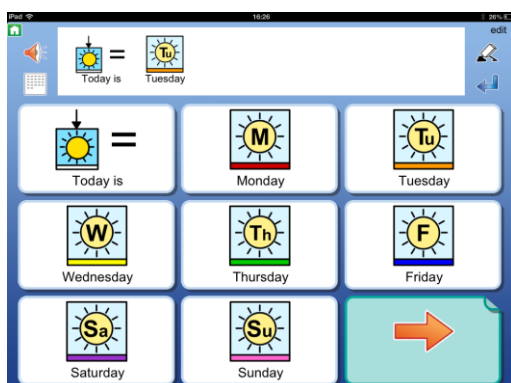
Communication A and Communication B

Examples of structured communication Grids. These can be edited to make the content more personal.



Date Today

Write about the date and weather.



Egyptian Gods

A set of four Activities based on the subject of Egyptian Gods.

Story – build a document about the gods.

Matching – match the gods to their purposes.

Spelling – spell the gods names.

Words – a word bank with all of the main vocabulary from the books. This can be used to aid discussion around the topic.



Email

This Activity features Grids for structuring an email. The document can then be emailed as a PDF upon completion with the email document feature. This feature attached the document as a PDF to an email in your standard email client.

This Activity contains some content that can be used as a starting point, or to serve as an example. The Activity should be edited so that it is personalised for the type of email you want to write. Photos can be taken on your tablet and dropped directly into the Grids.



Magnets

This Activity is for an experiment into magnetic materials. It provides a writing space for documenting the planning and results of the experiment as well as instructions for preparing and conducting it.

The activity cards are arranged in a 2x2 grid:

- Top Left Card:** A grid of material tiles: Iron (Fe), Copper (Cu), Plastic, Glass, Paper, Aluminium (Al). Below are two magnet icons: one labeled 'is magnetic.' and one labeled 'is not magnetic.' with a red slash through it. An orange arrow points left.
- Top Right Card:** A grid of planning tiles: 'My Magnet Investigation:', 'Prediction:', 'Equipment:', 'Fair testing:', and 'Instructions:'. An orange arrow points left.
- Bottom Left Card:** A grid of action tiles: 'Sort the materials.', 'Repeat the experiment.', 'Touch the magnet on the materials.', 'Identify if the magnet is attracted.', and 'Write down your observations.'. An orange arrow points left.
- Bottom Right Card:** Two large writing areas: 'Investigation plan:' with a numbered list (1, 2, 3) and 'Experiment results:' with a bar chart icon and a checkmark.

Nativity Writing

An Activity for retelling the Nativity Story.

The activity card features a grid of word tiles for retelling the Nativity story:

- Top row: An angel, came, Mary
- Row 2: Mary, and, Joseph, they
- Row 3: went to, Bethlehem, wanted, a room, there was
- Row 4: no room, at the inn, stayed, in a stable

Green arrows indicate the start and end of the word sequence.

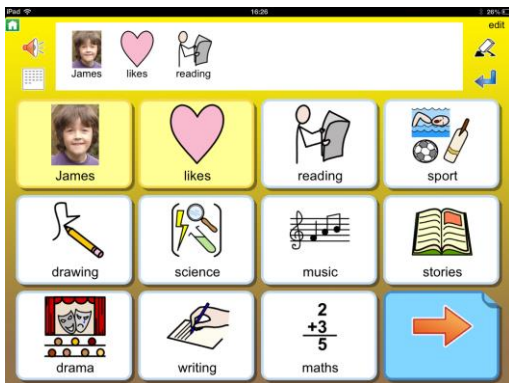
Noisy Cutlery

A Grid that functions as a soundboard and guide for a scientific experiment, listing such aspects as equipment, instructions and an explanation.



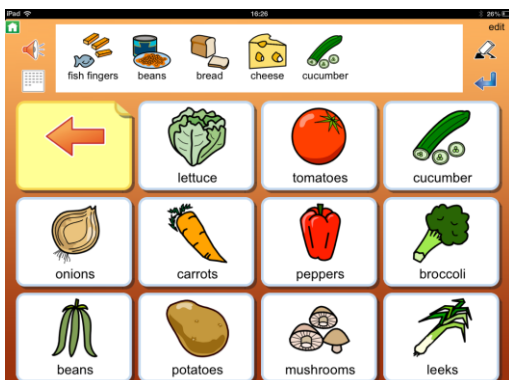
Self Assessment

An Activity for self assessment that provides a way for a student to talk about their personal preferences and aspirations. This can also be made into a document.



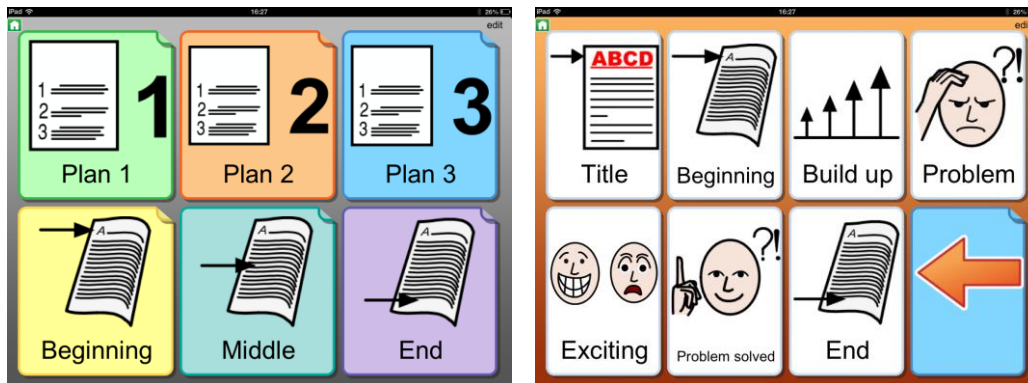
Shopping List

An Activity for creating a shopping list that can be saved as an image, PDF or emailed.



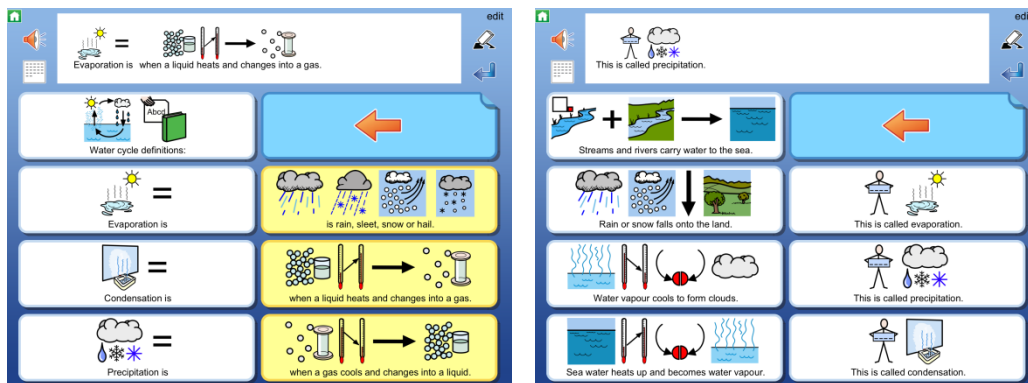
Story Planner

Three story plans with increasing complexity and ideas for story beginnings, middles and ends. The instructions and ideas are read out when you select the Cells.



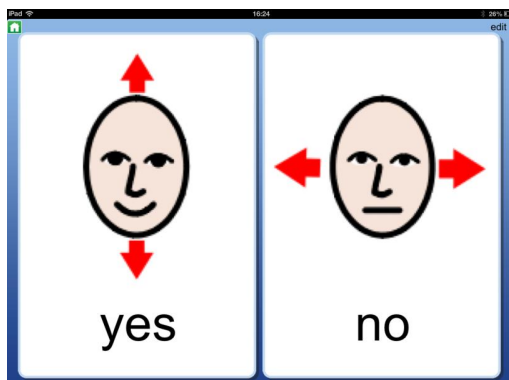
Water Cycle

A writing Activity for testing comprehension of the water cycle: evaporation, condensation and precipitation.



Yes/ No

A very simple communication board for answering 'yes' and 'no'. Two large buttons with accompanying recorded sounds.



3.6 Starting an Activity

To start using a Grid, press the Activity icon on the Shelf that you want to use.

3.7 Returning to the Home Screen



When you are using a Grid, you can return to the Home Screen by pressing the small green **Home icon**. This icon will be located at the top left of the screen. You will then be asked: "Do you want to exit this Activity and return to Home Screen?".

You can choose to turn off this warning in the settings, see section 11 for details.

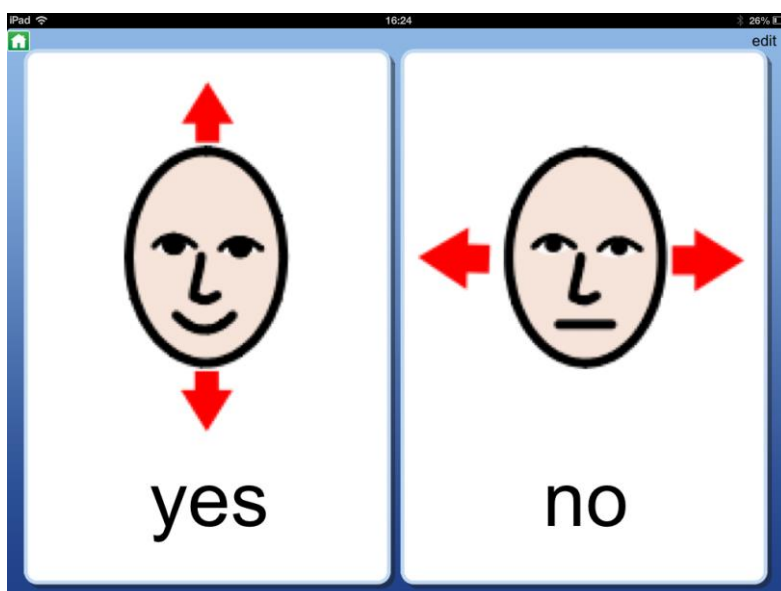
You can also choose to return to the Home Screen as a function of a Cell (section 8.3).

3.8 Activities without the Document Bar

Activities do not have to feature a space for writing a document.

If you load the example file "yes no" for example, you will find that it has been made for audio feedback with the use of symbols and recorded speech. There is no Document Bar for typing.

When you press a symbol, you will hear the associated audio feedback for that symbol.



Please note, you can turn the Document Bar off and on at any time, see section 7.15 Hiding / showing the Document Bar.

3.9 Activities with the Document Bar

Some Activities will feature a space for writing a document.



In the example Activity 'Date Today', you will see a row above the Cells. When you press a send Cell the contents of that Cell will be written to the Document Bar and you will hear the associated recorded speech.

Not all Cells send content. If a Cell contains a link for navigation then it often doesn't send its content. Linked Cells are indicated by the folded corner.



Please note, you can turn the Document Bar off and on at any time, see section 7.15 Hiding / showing the Document Bar.

NOTE! If you want to keep a record of your documents, you will have to save a copy from the Whole Document screen.

When you return to the Home Screen after writing a document, none of the entered content will be stored with the Activity.

3.10 Listen Again



When you have sent the contents of a Cell to the Document Bar, you can listen to each individual component by clicking on it. The symbol and word will be marked grey when they have been selected for audio feedback.

Note: You can turn off the **Highlight when speaking** feature in **Settings** which can be selected from the Home Screen while in Edit mode.

3.11 Linked Cells in Grids

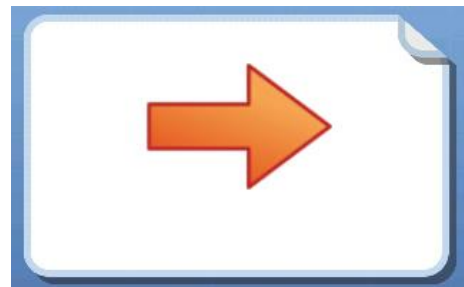
Some Grids will feature Cells that are linked to other Grids, like in the "Date Today" example. These links can enable you to choose from a wider selection or can help you to progress in forming a document.



You can tell when a Cell has been linked by the visible 'fold' effect in the top right corner of the Cell.

Link Cell with arrow

These links may be in the form of a Cell containing an "Arrow" (to indicate going back to the previous Grid or proceeding with the Activity)



Link Cell with content

They may be in the form of a Cell containing a specific topic for expansion.



Link Cell with colour

When you are creating a Grid, you may want to make your linked Cells a unique colour for emphasis.



When you press a linked Cell, a new Grid will open.

3.12 Document Bar Icons

To the left and right of the Document Bar, you will see some icons that can be used to:



Erase the previous individual symbol and associated text. This function can also be entered in a Cell.

To empty the entire document, choose the **Hide Grid** icon and then press the erase icon until you are asked to **Clear document** and select 'yes'.



Insert a **Return** to make a new line in the document. This function can also be entered in a Cell.



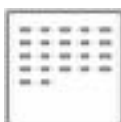
Listen to the content of the current document line. This function can also be entered in a Cell.



Hide Grid and display the whole document.

3.13 View the Whole Document

Please note that in Widgit Go, the Document Bar is intended to be used to write short and simple documents. It is not intended to act as a word processor.



To view the whole Document, select the **Hide Grid** button in the Document Bar.

Please note, some Activities are intended to exclusively provide audio feedback, so they do not have the Document Bar available. You can turn the Document Bar off and on at any time. See section 7.15 Hiding / showing the Document Bar.

NOTE! If you want to keep a record of your documents, you will have to save a copy from the Whole Document screen.

When you return to the Home Screen after writing a document, none of the entered content will be stored with the Activity.

When you are viewing the whole document you will find a variety of icons to the left and right of the document:



Listen reads the contents of the current row. Press the speaker icon again to hear the next line.

Note: The way that text is read can be changed by the state of the **highlight icon** (see below). When the highlight function has not been activated, text will be read fluently. When the highlight function has been activated, the text will be read more slowly and will be highlighted.



Return to Grid will take you back to the Activity view.



Save Document can be used to save your current document.



Open Document can be used to open a previously saved document into the whole document view.



Highlight When Speaking can be used to toggle whether or not text is highlighted as it is read when using the **Listen** button. When the highlight function has not been activated, text will be read fluently. When the highlight function has been activated, the text will be read more slowly as it is highlighted.



Note: When you see this second icon, the highlighting function is active.



Erase will remove the previous individual symbol and associated text from the end of the document.



Save As Image will save the document as series of .PNG image files.



Save PDF will save the document as a PDF file.



Print will open the print menu allowing you to select a printer and print the current document. See section 4.3 on printing documents for more information.



Email will attach a PDF file of your document to an email.

Note: If you are running Widgit Go on an iPhone, you will also be able to send text and multimedia messages via **SMS** and **MMS**.



Send as SMS allows you to send the text in your document to a phone.



Send as MMS allows you to send both the text and symbols in your document to a phone.

Note: You can choose whether **Email**, **Send as SMS** and **Send as MMS** are visible in **Settings** which can be selected from the Home Screen while in Edit mode.

3.14 Saving and Loading Documents

If you are writing a document and want to save your progress, choose the **Save document** icon from the **Whole document view**.



This feature is ideal if you haven't finished your document but want to continue at a later time.



To open a document, return to the **Whole document view** for the activity you were using and press the **Open document** icon.



You can review all of your saved documents from the Home screen while in edit mode. Press the **Open Documents** icon to display the list of documents that you have saved. Select a document to then view or delete it.

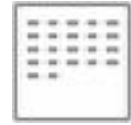
Tip: When you save a document, it is saved with the same name as the activity; so if you forget which activity you used for a document, you can use the name as a reference.

Note: Documents can only be added to from the end of the document. You cannot edit previous content but you can delete it.

3.15 Saving a Document as a PDF file or Image

When you have finished a document, you can choose to save the document as a PDF file or an image.

To save your document as an image, select the **Save As Image** icon from the **Whole document view**.



Each page in your document will be saved as a separate image. The file names will be the **Activity name** plus the **Date**. The images will be saved into your Photos folder.



To save your document as a PDF file, select the **Save As PDF** icon from the **Whole document view**.

When you choose to save as PDF, you get to choose which of the apps you have on your iPad that you want to use to open and view your document.

Please note than you can download Adobe PDF Reader free from the App Store.

In the Settings menu that can be accessed from the Home Screen, you can choose whether these icons will be displayed or not.

3.16 Sending a Document in an Email, SMS or MMS

You can attach documents to an email from within the app at the **Whole document view** by pressing the **Email** icon.



This function attaches a PDF file of your document to an email in your standard email client for the iPad.



If you are running Widgit Go on an iPhone, you will also be able to send text and multimedia messages via **SMS** and **MMS**.

3.17 Documents spanning several pages

The Whole Document screen can display up to five lines of text and symbols at a time. If users write more than that, new pages will be generated automatically and an icon with an arrow will appear at the bottom right of each page where applicable.



To view the next page of the document, you can either tap the icon with arrow or "swipe" across the screen to scroll through. You can also access the previous pages by using the arrow icon in the bottom left of each applicable page or by "swiping" across the screen.

4. Printing

Widgit Go allows you to print Grids, Activities (Grid sets) and documents created within the App. You can print directly to an air printer or to your Mac if you have printing software installed.

4.1 Printing Grids

When in an activity if you edit a cell you will see the **print grid button**.



This will print the current Grid excluding the document bar. Pressing the button will open the print menu where you can select a printer to use and how many copies you want to print.

4.2 Printing Activities

When you are editing an activity from the shelf you will see the **print activity button**.



This will print all of the Grids, including linked Grids, in the Activity. Pressing this button will pop up a dialog asking if you want to print x number of Grids.



This will print the Grids without the document bar.

4.3 Printing Documents



When viewing a document from within an activity you can print the document by clicking the print button.

This will print the document as it is shown in the App.

5. Editing the Home Screen

Using Edit Mode at the Home Screen allows you to:

- Change the order of the Activities on the Shelf
- Edit the details for existing Activities
- Review your Saved Grids and Cells
- Create, delete, import and export Activities
- Change the settings for Widgit Go
- Access information and help for Widgit Go

When you create a new Activity, it will be added to the first place at the top left on the Shelf.



5.1 Edit Mode

At the top right of the Home Screen, you will see the word "edit" in an inconspicuous grey colour. Press "Edit" to enter Edit mode.

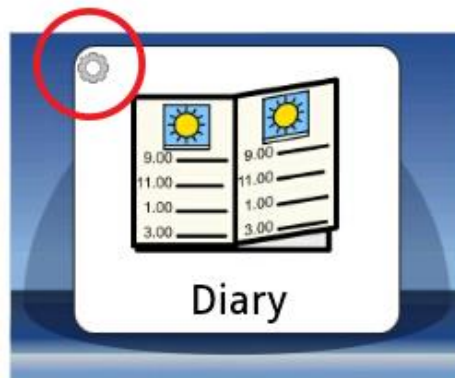
Please note, you can choose to disable Edit mode. This can be useful for preventing users from accidentally entering it. When Edit mode has been disabled the only edit features you will have access to are Settings and Help from the Home Screen.

After pressing "edit" the Home Screen looks like this:



5.2 Edit Mode Icons

When you are in Edit mode, you can see the small edit icon for each Activity icon on the Shelf.



5.3 Rearranging Icons on the Shelf

In Edit mode, you can change the position of the Activity icons on the Shelf. If you want to move an Activity icon, hold your finger on the icon that you want to move for a few seconds. Eventually the icon will attach itself to your finger and you can drag the icon to a new location.



If you want to move an Activity icon the next page, you can drag and drop the icon to the arrow in the bottom right corner.

5.4 Viewing Saved Grids, Cells and Documents

If you have saved a Grid, Cell or Document for use in other activities, you can review them from the **Home Screen** while in **Edit mode**. You will see icons for **Saved Grids**, **Saved Cells** and **Saved Documents** in the top left corner.

Note: In order to prevent users from accidentally changing your settings, you can choose to disallow editing. See more in section 11.



Touch the **Saved Grids** icon to display the list of the Grids you have saved. Touch a Grid to view a screenshot where you can also choose to delete it.



Touch the **Saved Cells** icon to display the list of the Cells that you have saved. Touch a Cell to view a screenshot where you can also choose to delete it.








Touch the **Saved Documents** icon to display the list of documents that you have saved. Touch a document to view a screenshot where you can also choose to delete it.

Saved documents can be created and opened when viewing the whole document in an activity. See more about viewing the whole document in section 3.13.

You can use your Saved Grids and Cells when you are editing an Activity. You can also make a new Activity and choose to import a Saved Grid as an immediate template. See more in section 6.2.

[Cancel](#)





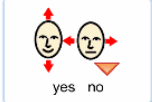
Saved grids

	Anubis was the God of mummies. - He led the... Egyptian Gods
	James - likes - reading - Self assessment
	- tea bags - coffee - Shopping list
	- The date is - January - Date today
	I want - I don't want - people - Communication A

5.5 Archiving Activities

If you want to hide an Activity on your shelf you can archive Activities. This will remove them from the shelf and put them into the archive. You can remove Activities from the archive and put them back on the shelf at any time.

Archived Grid Sets

 Date today	Date today 5 Grids - 0.309 MB
 Self assessment	Self assessment 5 Grids - 0.437 MB
 shopping list	shopping list 9 Grids - 0.682 MB
 Story Planner	Story Planner 7 Grids - 0.315 MB
 yes no	yes no 1 Grids - 0.085 MB

Adding Activities to the archive

To add an Activity to the archive you need to press down on an Activity and drag it to the **archive** button. This is in the button in the bottom middle of the home screen. This will remove it from the shelf and place it in the archive.

Viewing archived activities

To view activities that are archived click on the **archive** button on the home screen. This will bring up a list of all Activities that are in the archive.

Putting Activities back onto the shelf from the archive

To put an activity back from the archive click on the **archive** button on the home screen. This will bring up a list of all of the activities that are currently archived. If no activities are there it will be an empty list.

Click on the Activity that you want to put back onto the shelf. A message will pop up asking if you want to move the archived grid set to be visible on the shelf. Click **YES**. The Activity will be placed at the first position (top left) of the home screen.

Archiving is great if you want to clear space on your shelf.

6. Making a new Activity



You can create a new Activity from the Home Screen using Edit mode. To start making a new Activity, press **Edit** and then select **New**. (If you do not see the New option when you enter Edit mode, you may have Edit mode disabled).

6.1 Creating the Activity Icon

Using the following screen, you can determine how the new Activity icon will look (and sound) on the Shelf.

Search Symbols

This field will provide the words and symbols for your Activity icon. Use this space to enter the word that you want a symbol for. You can either enter a space after you have entered the word/s, or press **Search Graphic** to see the symbol when you have entered a word/s.

If there are several symbols associated with any of your entered words, you will be able to see them in the Symbol Chooser. You can press any of the other symbols in the Symbol Chooser to change the symbol.

If you have used the past tense or plural forms, you will have the option to turn them off or on for each symbol with the qualifier icon. See section 7.4 for more information on qualifiers.



You can also replace a symbol with a picture of your choice from your device using the **Replace with image** button in the Symbol Chooser.

If you would rather take a photo for your Activity icon, press the **Take Photo** button.



Replace Text

This field allows you replace the text on the icon, but keep the symbols you have searched for. Press the **Replace text** button to confirm your change. You will see the text update in the button preview.



Speak This

This field allows you to give audio feedback when the Activity icon is chosen for use. Press the **Speak this** button to activate this feature. Use the box to enter the text you want the synthesizer to say.

See section 12.1 for information on adding speech voices.



Recorded Sound

Use this button to add an audio file that you have saved in your Dropbox account. The sound file will play when the Activity icon is selected. See section 7.10 for more information adding sounds.

Record Sound

Use this button to directly record what you want to hear when user selects the Activity icon. Pressing this button will open up a simple voice recorder, that will save directly into your Activity.

Listen

This button allows you to listen to how your choice of voice / audio will sound.

Voice for speech

You can set a specific voice for an activity by pressing this button.



This feature can be used to personalise activities with your users in mind. For example, you may want to make an activity with a female voice for a female user.

See more about voices in section 12.

Clear Cell Content

Press the **Trash** icon to clear the Icon content.

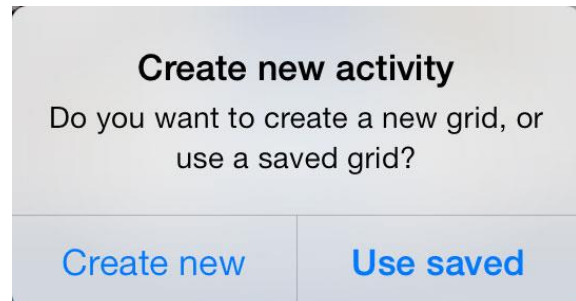
Press **OK** when you are done.



6.2 Use Saved Grid

When you have finished creating an Activity icon, you will see a dialog box where you can choose to create a new Grid or use a saved one.

If you have Saved Grids, you will have the option to use a Saved Grid as the first in your new Activity.



6.3 Creating the new Grid Layout

When you have finished creating your Activity icon, you will be able to set up the appearance of your first Grid or use a previously Saved Grid if there is one.

If you **Create new**, you will see your changes reflected in the Grid preview as you make them.

If you **Use Saved**, you will be asked to choose from your Saved Grids and your Activity will be added to the Shelf.

Activity with Document Bar

Use this button to choose whether the Activity will feature the Document Bar.

Numbers of Cells

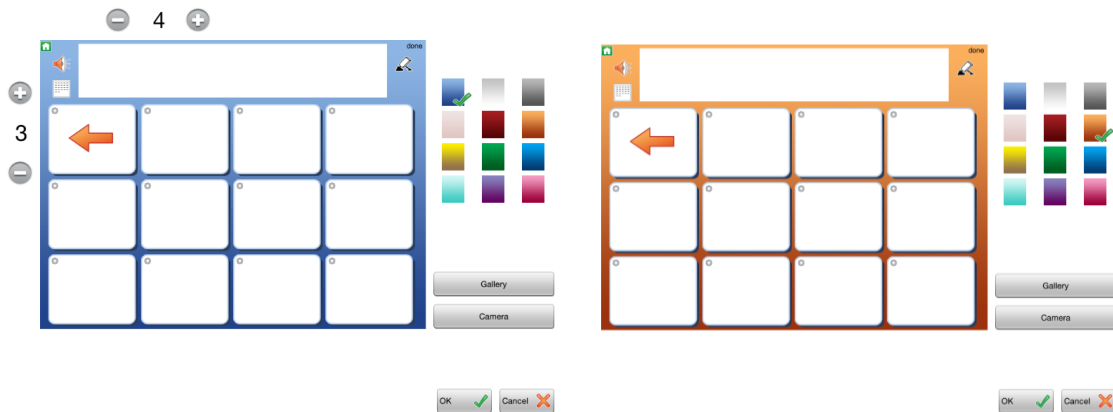
The number of rows and columns can be determined using the appropriate + and - buttons.



6.4 Changing the Grid background

You can change the Grid background to a colour or a picture. When you create a **new Grid** you will be asked to set the background. You can also change the background of a Grid by editing a Cell and selecting **Grid settings**.

To change the colour, select a colour from the picker on the right hand side of the screen. The example display on the left will change to show you what the grid will look like.



To change the background of a grid to an image, either choose the **Gallery** to select an image on the iPad or **Camera** to take a picture and use it.

When you select an image, it will ask if you want to set all of the cells to be invisible. If you select Yes, it will set all of the grid cells to be invisible. If you select No, it will keep the current style of the grid cells.

You may want to set the grid cells invisible if you want to use the background as somewhere to press.



7. Creating a Grid

To create the Activity, make sure you are NOT in Edit mode and select the Activity that you want to configure. When the Activity is open, press the **Edit** button in the top right corner.

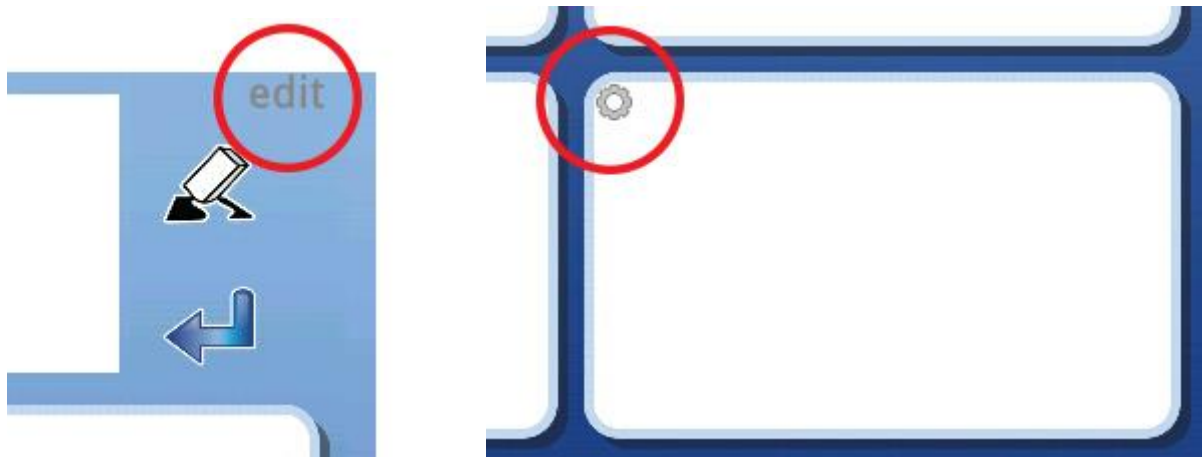


Please note: if you can't see the Edit button, you will need to go to the Home Screen and edit the settings so that editing is enabled.

7.1 Editing Cells

Open the Activity and go to the Grid you wish to edit. Then press the '**Edit**' link in the top right of the screen.

You will see that all the Cells now have the edit icon in the top corner.



You can press a Cell to enter the dialog where you can edit the Cell content.



7.2 Search Symbols



This field will provide the words (you can choose to replace these if you want) and symbols for your Cell.

You can use this space to enter the word that you want a symbol for. You can either enter a space after you have entered the word, or press **Search Graphic** to see the symbol in the Cell preview.



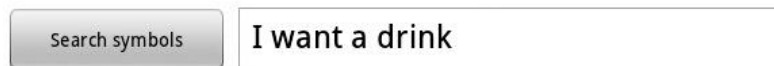
If there are several symbols associated with any of your entered words, you will see a red arrow icon attached to the relevant symbol in the Cell preview. You can see the alternative symbols by pressing the symbol and then looking at the Symbol Chooser. You can press any of the other symbols in the Symbol Chooser to change the symbol or you can turn the symbol off altogether.



If you choose to turn off all the symbols in a Cell, the word in the Cell is enlarged and centered in the Cell. This can be useful for proper names or known word pictures.

7.3 Symbols Sentences

You are not limited to one symbol in a Cell. If you type more words into the 'Search symbol' box then you can build up a sequence of symbols. The symbols will shrink to fit the available space. You can select the symbol choice from the Symbol Chooser for each symbol in the sentence.

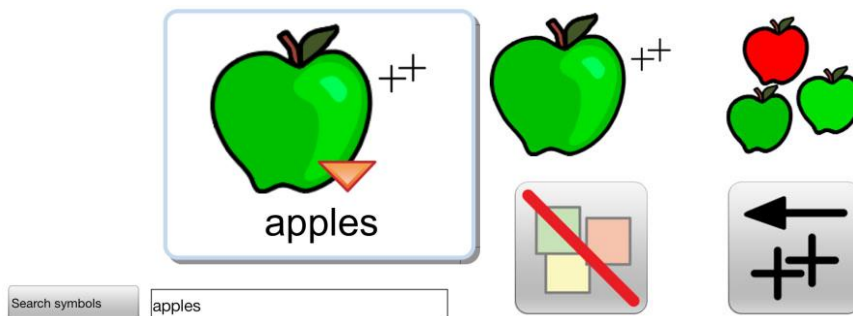


*TIP: If you know what symbols you want to use, it can be easier to enter the specific words in the Search Symbols field and then use the **Replace Text** field to enter the Cell text.*

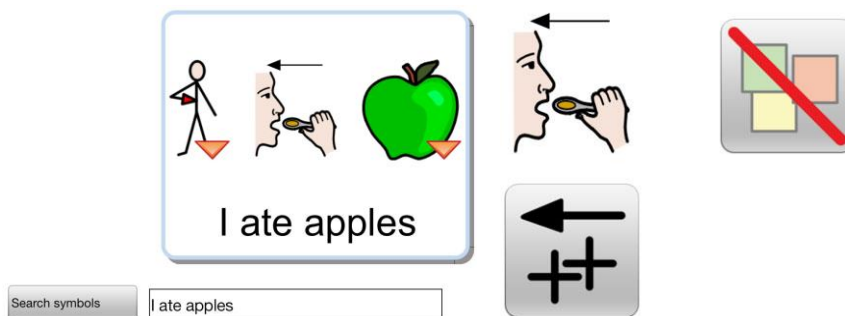
7.4 Qualifiers

If you have entered the past tense or a plural form of a word, you can choose whether or not to display the qualifier. To toggle the qualifier, press the symbol featuring the qualifier and then press the qualifier icon.

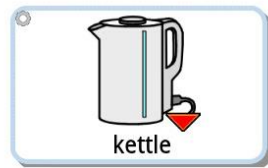
This example shows a plural qualifier:



The next example shows a past tense qualifier for 'ate' where the plural qualifier for 'apples' has been turned off.



7.5 Replace with an image



You can replace a symbol with a picture of your choice from your device using the **Replace with image** button in the Symbol Chooser.

Search symbols

When you press this button it will open up your Photos folder. From here you can select the image you wish to use to replace the symbol.

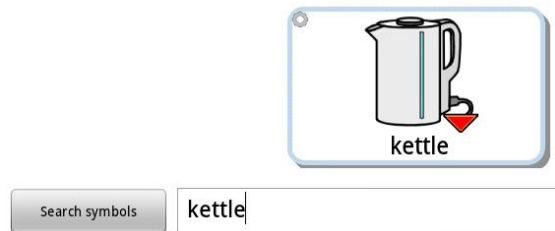


Search symbols

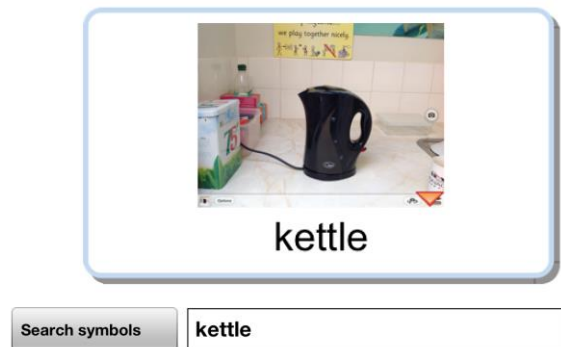
7.6 Take Photo

You can take photos from your iPad and save them directly into your Activity. This is a very quick and simple method for personalising Activities and updating content whilst on the go. For example, if you are using the email Activity, you can add new content by simply taking a picture and then dropping it into the Activity.

Photos of people and places can be better than using the more generic symbols, which can therefore help to reinforce the meaning.



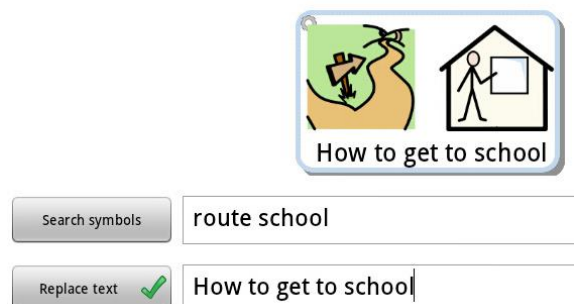
To replace a symbol, press the **Take Photo** button. This will open the iPad's camera. You can take a photo and then press **Use** to automatically use your photo instead of the symbol.



7.7 Replace Text

This field allows you to replace the text in the Cell, but keep the symbols you have searched for.

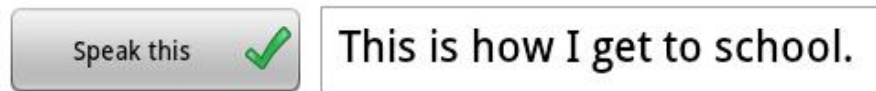
Press the **Replace text** button to confirm your change. You will see the text update in the button preview.



7.8 Speak This

This field allows you to give audio feedback when the Cell is selected. Press the **Speak this** button to activate this feature. Use the box to enter the text you want the Cell to say when selected.

See section 12 for information on voices.

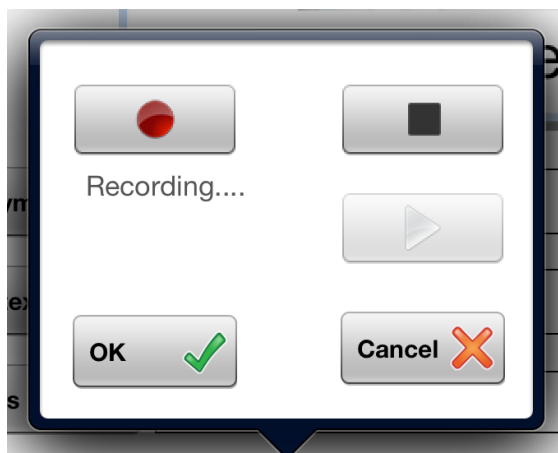


7.9 Add Sound File

Use this button to select a sound or a music file (wav, mp3) from your Dropbox account. The audio files will be stored in: **Dropbox / Apps / Widgit Go.**

When you have selected one, it will play the audio file when the Cell is selected.

7.10 Record Sound



Press the red circle to start recording and the black square to stop recording.

Press the green triangle to listen to your recording.

When you are satisfied with the recording, press OK to confirm that you want to use the recording. Your recording is automatically stored in the Cell.

7.11 Listen

This button allows you to listen to how your choice of voice / audio will sound.

Please note, a Cell can have speech OR an audio file, but not both together.

7.12 Links

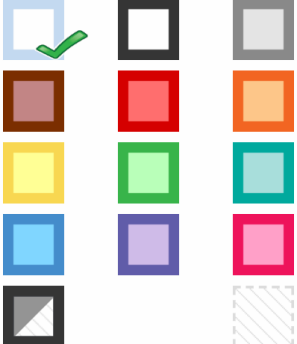
Link to Previous

Use this button to link the Cell to: the previous Grid, first Grid or Home Screen.

Link to Grid

Use this button to either create a new Grid that will be linked from the current Cell, or link to an existing Saved Grid.

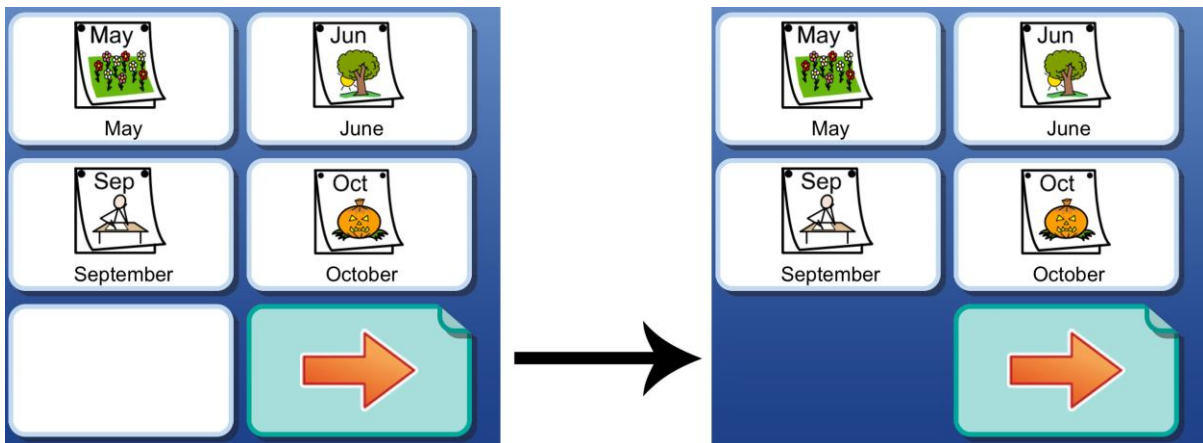
7.13 Cell Background Colour



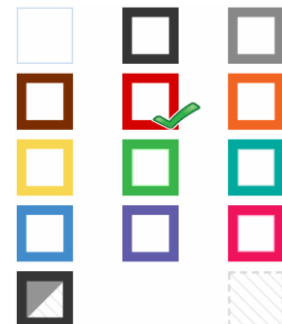
To change the background colour of the Cell you are working on, simply press the colour that you desire.

You may want to render a Cell as transparent in order to hide a Cell. This option is displayed with a dotted border underneath the colours.

Transparent Cells can be useful for designing tailored Grid layouts.



The bottom left selection switches between background colours and border colours with a white background.



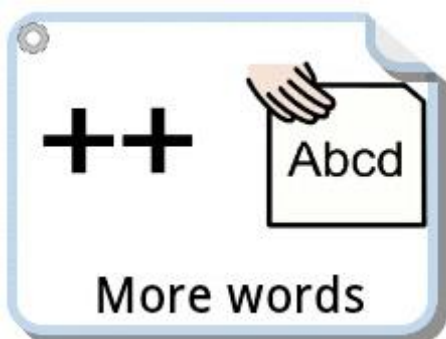
7.14 Grid Background Colour



To change the background colour of the Grid you are working on press the **Grid Settings** Button. You can select this button when editing any Cell in the Grid. From here you can select the colour you require.

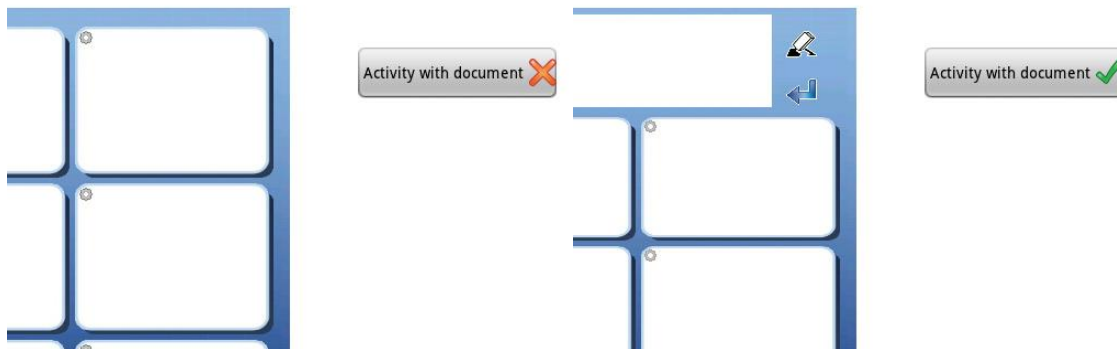
Please note that you can also do this from the Shelf screen by entering Edit mode, selecting an activity and pressing **Activity Settings**.

7.15 Hiding / showing the Document Bar



Setting the document bar to be displayed or hidden will apply to the entire Activity and cannot be configured specifically for different Grids within the Activity.

To change the status of this, go to the shelf and enter **Edit** mode. Select the activity, then press the **Activity Settings** button. From here you can select or deselect '**Activity with Document**'.



7.16 Send Cell Content

Activate this button to send the Cell content to the Document Bar. If the Cell is a link, you may wish to not send the linked Cell contents to the document.

If you are editing a linked Cell, this option will be turned off by default.

7.17 Erase and Speak Cells

You can add Erase and Speak functions to Cells. To add a function, press the one you want and you will see a green tick next to it. Doing this will automatically deactivate the Send Cell Content function.

These Cell functions may help users who find the Document Bar icons too small.

Tip: You should choose a colour or image for the Cell that reflects its function.



7.18 Send a Return

Press the **Return** icon to send the Cell content to the next line on the Document Bar.

You can also add a return to a linked Cell that doesn't send any content. This can be useful if the Activity is used to build up one sentence per Grid and then moving to the next Grid to start a new sentence.



7.19 Clear Cell Content

Press the **Trash** icon to clear the Cell content and the colour information. This will not affect any links within the Cell.



7.20 Save Cell

It is likely that in the process of creating Cells, you will create some that you will want to use again in other activities.

Saved Cells can contain images, audio files, functions, colours etc, however any links in the Cell have to be removed.



To save a Cell, press the **Save Cell** icon and follow the instructions.

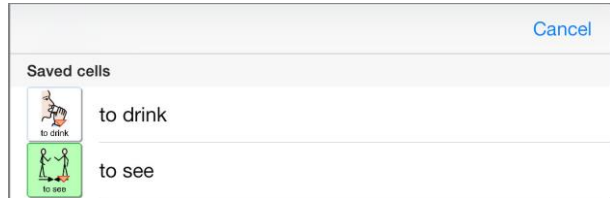
7.21 Open Cell



If you want to load a Cell that you have previously saved, click the **Open Cell** icon.

This displays a list of all the Cells you have saved. Select the Cell you want to use.

You can also choose to delete Cells from your saved list.



7.22 Save Grid

If you have created a Grid that you think you will want to use again, you can choose to save it for reuse by pressing this button:



Note: Links will not be saved with the Grid.

This Grid will now be added to your list of Saved Grids that can be accessed from the Home Screen when in Edit mode.

7.23 Link to Saved Grid

You can link from the current cell that you are editing to a Saved Grid by pressing the **Link to Grid** button.

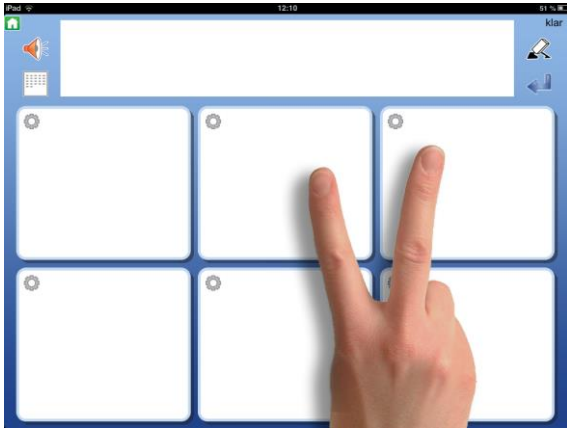


You will then have the option to **Use saved** where you can choose from your Saved Grids.

Note: If you have saved a Grid for use in other activities, you can review them from the Home Screen while in Edit mode. See section 5.4 for more information.

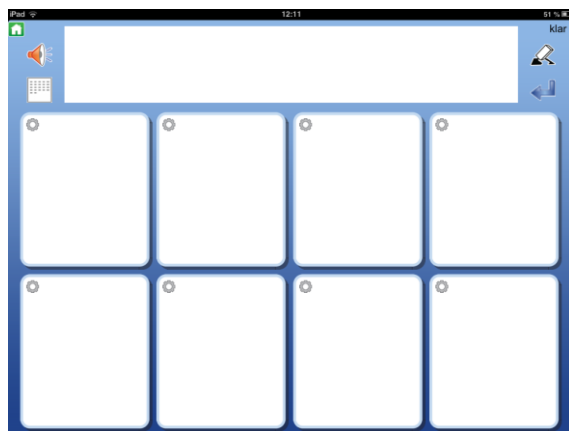
7.24 Adding Rows and Columns

You can add new rows and columns to a Grid at any time when you are in Edit mode.



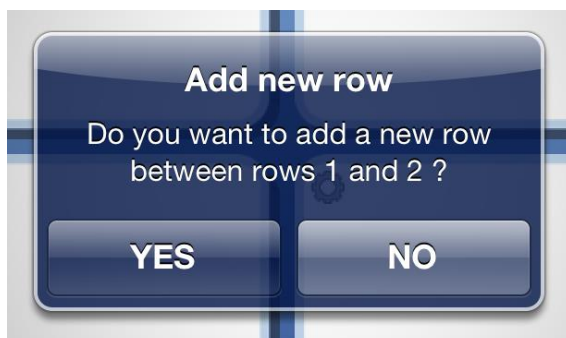
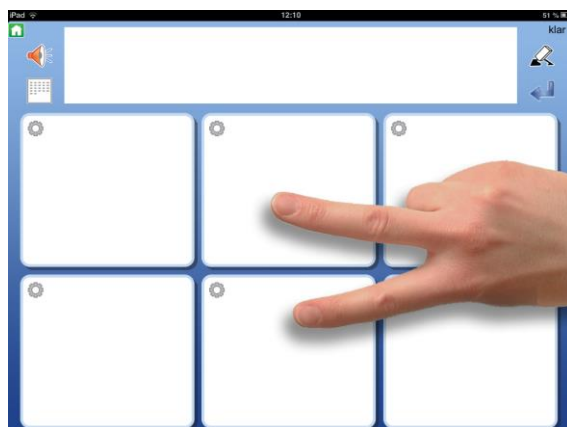
Columns

To add a column, press two fingers on either side of a column divide where you would like to insert a row. You will then be asked if you wish to add a column. Select **Yes**. The new column will be inserted in the space between your fingers.



Rows

To add a row, press two fingers on either side of a row divide where you would like to insert a row. You will then be asked if you wish to add a row. Select **Yes**. The new row will be inserted between your fingers.



Tip: If you have only one row or one column, you can press two fingers into a Cell to add a row or column.

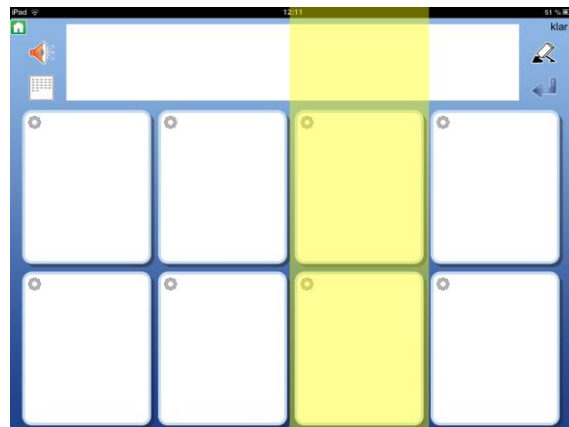
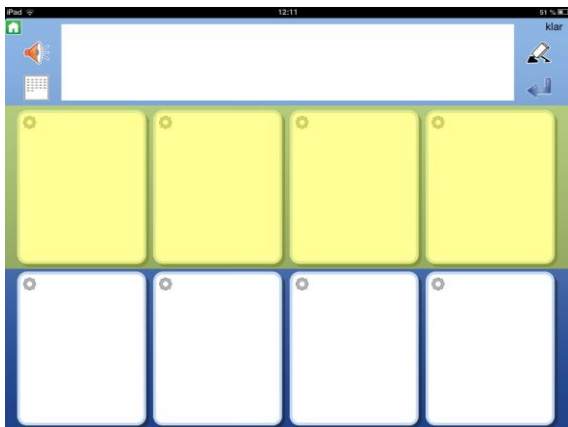
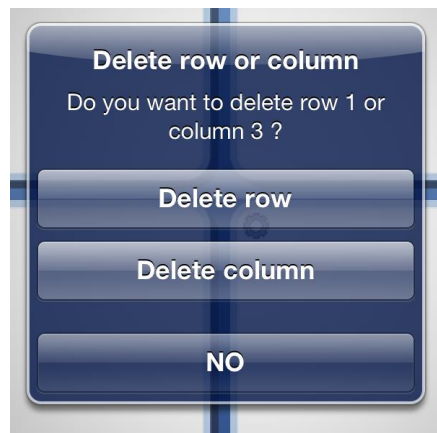
7.25 Deleting Rows and Columns

You can delete rows and columns at any time when you are in Edit mode.

Please note that if you delete a row or column, you will lose any content or links within the deleted Cells.

To delete a row or column, press two fingers inside a Cell which is part of the row or column that you want to remove. You will then be asked if you wish to delete the row or the column.

Select either **Delete Row** or **Delete Column**.



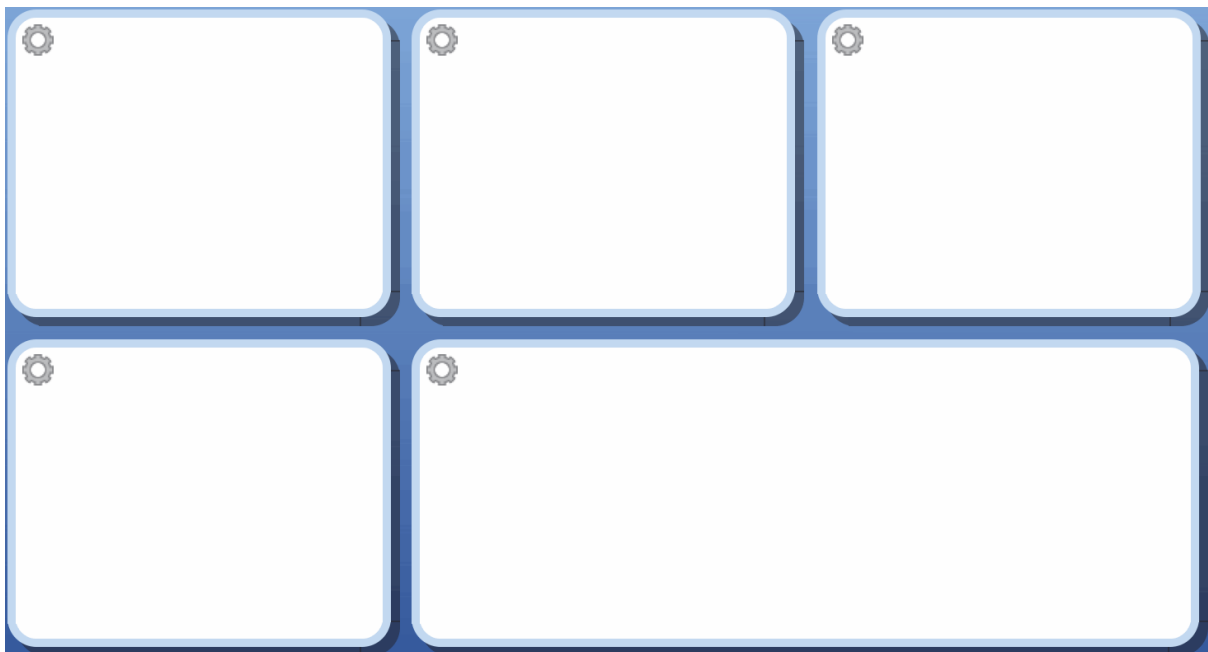
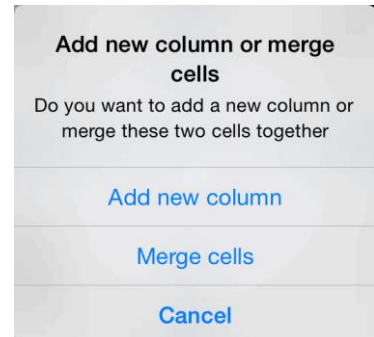
7.26 Merging and Unmerging Cells

Merging Cells

To merge two Cells press two fingers down on either side of the Cells that you want to merge. A menu will pop up asking if you want to merge Cells or add a new row/column.

You can merge two Cells together if they are of equal size and next to each other. You cannot merge two Cells that are of unequal size.

When you have selected '**Merge cells**' it will then confirm your choice by asking you if you want to merge these two cells together.

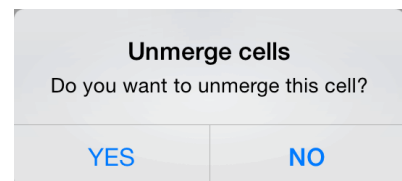


The style of the Cell will always be selected from the top or left most Cell when merged.

Unmerging Cells

To unmerge Cells press two fingers down inside the Cell that you want to unmerge. A question will pop up asking if you want to unmerge this Cell.

All content in the merged Cells will be placed into the top left Cell. The style of the merged Cell will only be placed in the top left most unmerged Cell. The rest will go back to their default.

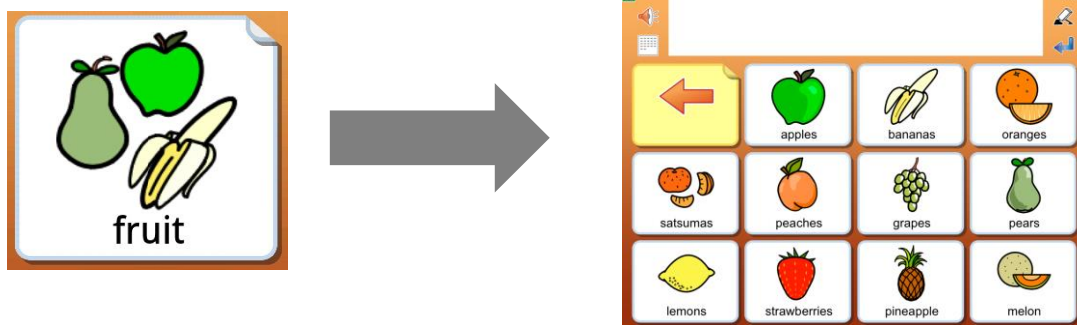


8. Linked Cells

Cells can link to other Grids, enabling navigation around the Activity. Cells can

- Link to the first Grid
- Link to the previous Grid
- Link to a new Grid
- Link to the home screen
- Link to a Saved Grid

Cells can be linked to new Grids to provide space for a wider selection of vocabulary. For example, a Cell could contain the name of a topic and link to a Grid that contains words that relate to that topic, while providing a Cell to return to the previous Grid.



8.1 Creating a New Grid from a Cell

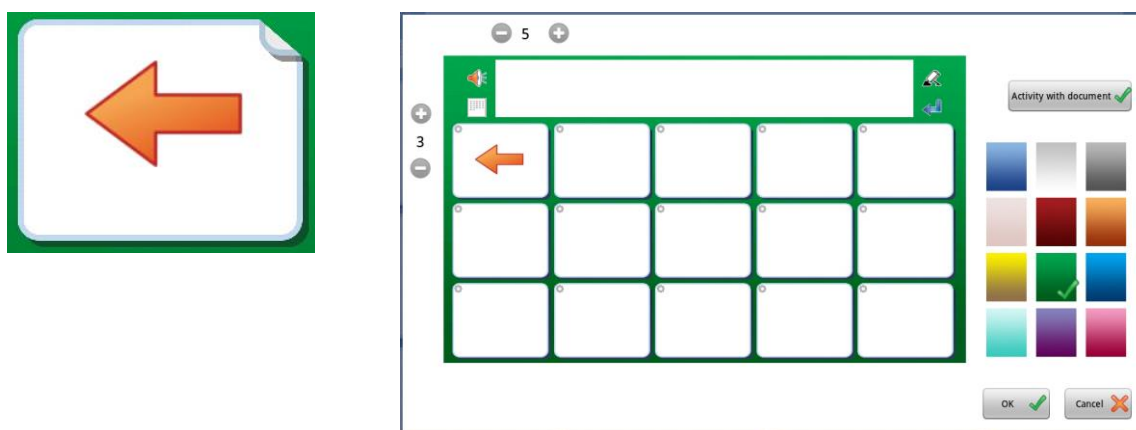
When you are editing the content of a Cell, you have the option to link to a new Grid with the **Link to Grid** button. This button allows you to either create a new Grid or link to a Saved Grid.

If you use a Saved Grid, you will be able to choose from your existing Saved Grids and it will be automatically inserted into your activity.

If you create a new Grid, you will be presented with a dialog box that allows you to set up the new Grid:

- Choose how many rows and columns will be available
- Set the background colour of the new Grid

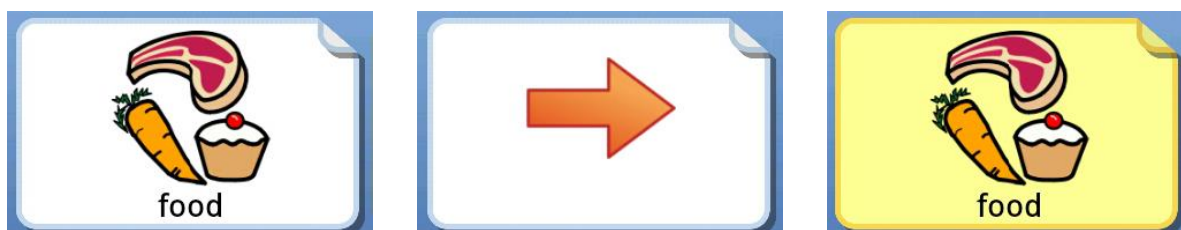
As you make changes, you will see them reflected in the Grid preview.



In the new Grid, the Cell in the top left corner will automatically be linked back to the previous Grid. The default appearance for this Cell is a left pointing 'Arrow', but you can change the symbol if you want. Press **OK** when you have finished.

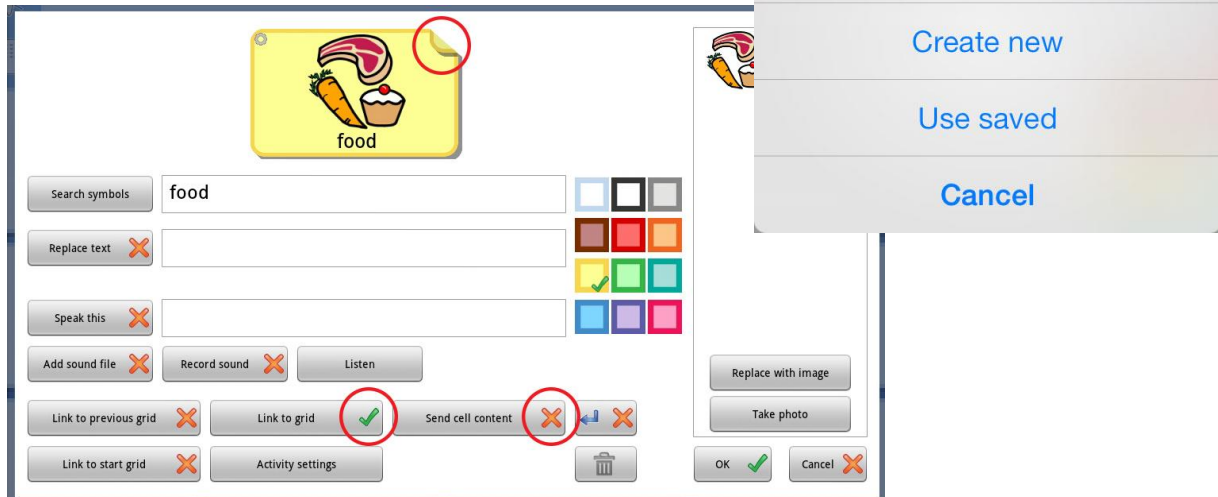
If your linked Cell contains symbol content, you will be able to see that the Cell is linked by the 'fold' effect in the top right corner of the Cell. If the Cell is empty, in addition to the folded corner an arrow will also be inserted automatically.

Please note, it is recommended that you change the colour of all linked Cells to a distinctive colour reserved for the linked Cells throughout your Activity.



8.2 Settings for Linked Cells

When editing the settings for a Cell, you can see that a Cell is linked in the live preview area by the 'fold' effect in the top right corner and the green tick in either **Link to Previous** or **Link to Grid**.



Tip for Linked Cells: If you have a linked Cell with symbol content to indicate the content of the following Grid, you may not want to send the Cell contents to the Document Bar.

If you do not want to send Cell contents, make sure there is a **red cross** icon next to **Send Cell Content**.

8.3 Link to previous

You can set a Cell to link to the first or previous Grid in the Activity or to the Home Screen by pressing **the Link to previous** button.

If the Cell already contains a link, you will be prompted to first remove the existing link.

Linking to the first Grid is most useful when you have Grids in several layers.



Link to the home screen



Link to the first Grid

You can change the link icon to another symbol or picture if you want.

8.4 Remove the link to a Grid

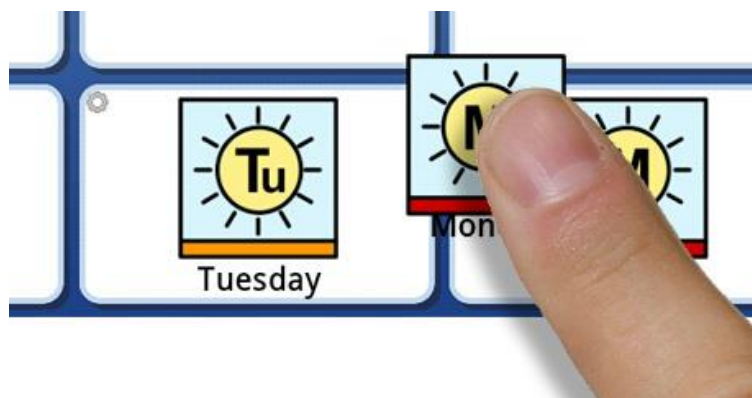
A **green tick** in the **Link to Grid** button indicates that a Cell contains a link to a new Grid .

NOTE: This means that ALL Grids that branch from this Cell will also be deleted, so think carefully before you remove the link. The green tick will change to a red cross, indicating that there is no longer a link to another Grid.

You will receive a warning before you delete any Grids.

9. Moving Cells on a Grid

If you would like to swap the positions of certain Cells in an Activity, first make sure you are in Edit mode and then hold your finger on the Cell that you want to move until it appears to "come loose". Drag the Cell to another Cell and drop it there. All of the Cell content will be moved, including sounds, colours and links.



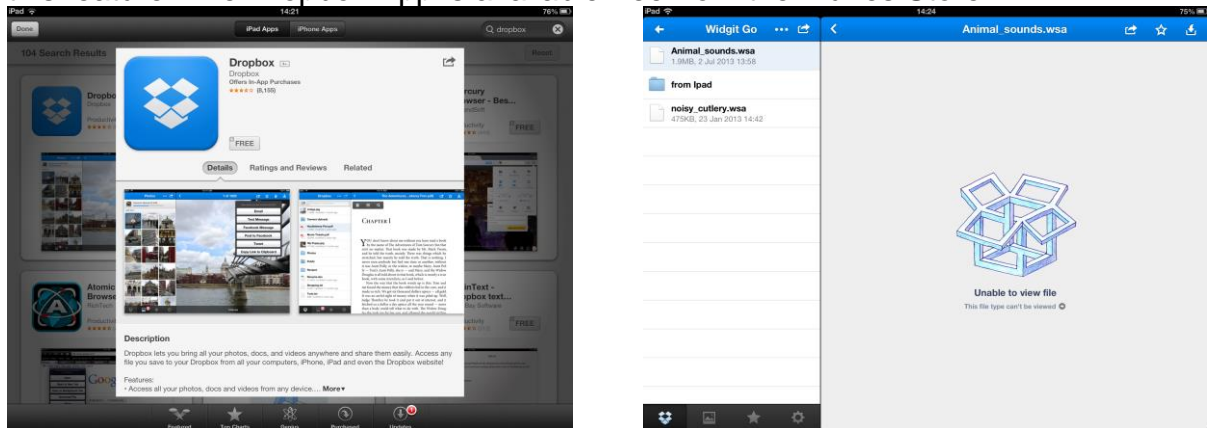
10. Export and Import Activities to Dropbox

Widgit Go comes with direct access to Dropbox so that you can import and export Activities immediately. Dropbox accounts allow you to back up files to the internet. You can also use Dropbox to share files with other people. Dropbox standard accounts are FREE.

For more about Dropbox visit: www.dropbox.com

10.1 Setting up Dropbox

You need to have the Dropbox App installed on your tablet or phone in order to use this feature. The Dropbox App is available free from the iTunes Store.

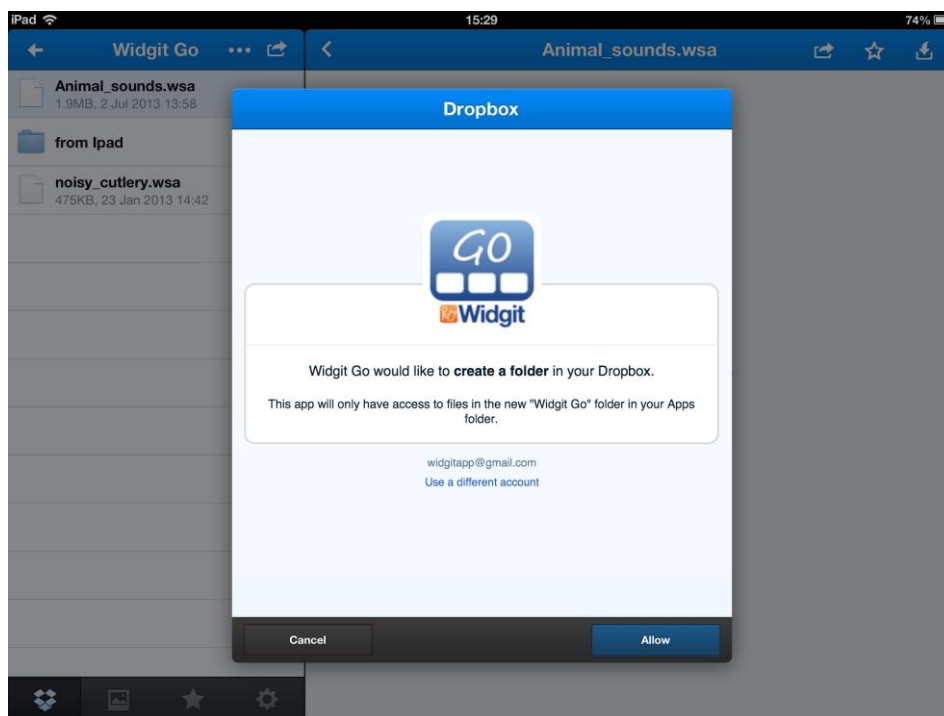


When you have installed the Dropbox app you need to make an account (if you do not already have one). Dropbox standard accounts are free.

When you have set up the Dropbox App on your iPad, you need to link it to Widgit Go. To do this click the 'Edit' link on the home page, then select 'Import'.



You will then be asked if you wish to connect Widgit Go with your Dropbox account. Enter your details for your Dropbox account and press the Sign in.



When the apps are linked you will have a new folder in your Dropbox account:

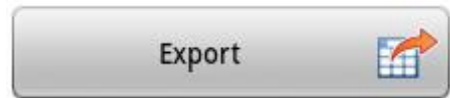
Apps / Widgit Go

This folder is where your Activities will be stored and linked to the import and export functions in Widgit Go.

If someone shares an activity with you via Dropbox, these must be saved into the **Apps / Widgit Go** folder. This is so that Widgit Go can find any new activities when you next want to import them to your iPad.

10.2 Export an Activity

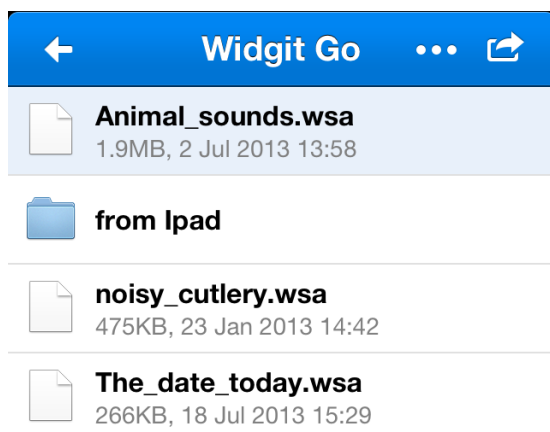
To export an Activity, first enter Edit mode at the Home Screen and make sure editing is allowed from the Settings menu. Press the Activity that you want to export and press the **Export** button.



You will then be asked if you wish to upload the file to Dropbox. Click **Yes**.



Your file will be uploaded to Dropbox. You see a small marker that spins in the middle of the screen and then you will get a confirmation that the file has been exported.



If you open your Dropbox app you can now see your uploaded files in the folder **Apps / Widgit Go**.

Please note: you do not need to be running the Dropbox App to export your files.

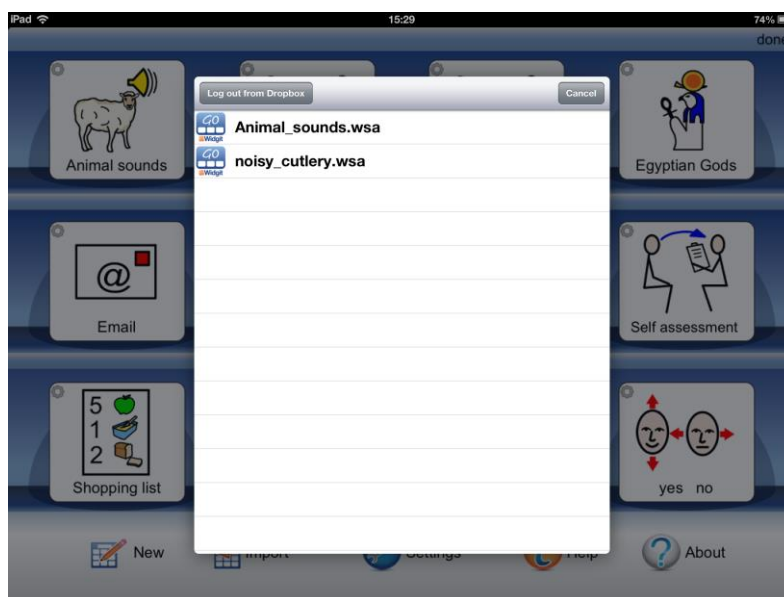
10.3 Import an Activity

To import an Activity, enter Edit mode at the Home Screen and select **Import**. If you cannot see the **Import** button, make sure editing is allowed from the Settings menu.



When you press the "Import" button you will see a list of all the activities you have stored in the **Apps / Widgit Go** folder in Dropbox.

Tap the file you want to import. It will then be downloaded to your iPad and added first on the Shelf.



10.4 Sharing Activities with other people

You can share your files within Dropbox with other people. In the Dropbox App, select the files or folder you want and select '**share**'. Then enter the email address of the person you want to send the files to. This will email them a link that they can use to download the file to their Dropbox account or straight to their tablet.

Activities in Widgit Go are made so that they can be shared between users of both the Android and iPad versions. An activity can be created in an iPad, and then further edited and used in an Android tablet or vice versa.

Please note: if you wish to move files within your different Dropbox folders, it is best to do this by logging into your Dropbox account in a browser, rather than through the App.

11. Settings

To access the Widgit Go “Settings”, enter edit mode from the Home Screen and press **Settings**.



Allow editing

Slide the slider to the left to lock editing so that the user cannot accidentally get into the editing mode. When editing is off, the user will not see the edit button during the Activity and will not be able to make new Activities or Import from the Home Screen.

Speech

Use this button to turn the Speech feature on or off.

Sound

Use this to turn the sound on or off.

Allow save document as image or PDF

Use this to choose whether users will have the option to save a document as an image or PDF.

Highlight when speaking

Choose whether spoken words will be highlighted or not.

About

This opens a PDF containing information about the version of Widgit Go that is installed.

Allow send as MMS, SMS or email

Use this to choose whether users will have the option to send sms, mms or email documents.

Confirm before returning to home

Turn this off if you do not want the question "Do you want to exit the Activity?" to be displayed when you press the home icon.

Start with latest Activity

Use this to select whether Widgit Go will start directly with the last Activity that was used. If this option is not selected, Widgit Go will start at the Home Screen.

Show icons for Video and Browse Extras

Choose whether these icons will be visible on your shelf.

Voice for speech

See the voices you have installed, and set the default voice. The default voice will be displayed under this button.

11.1 Password for Settings

When you first click on the **settings** button you can choose to use or not use a password. The password is **1199**.

Note: The password cannot be changed.

When a password is set you will be asked if you want to continue using or disable the password when you click on the **settings** button.



12. Voices

Widgit Go for iPad comes with a 'voice' called 'Serena' and will find system voices for all available languages. You can also purchase new voices from within the app.

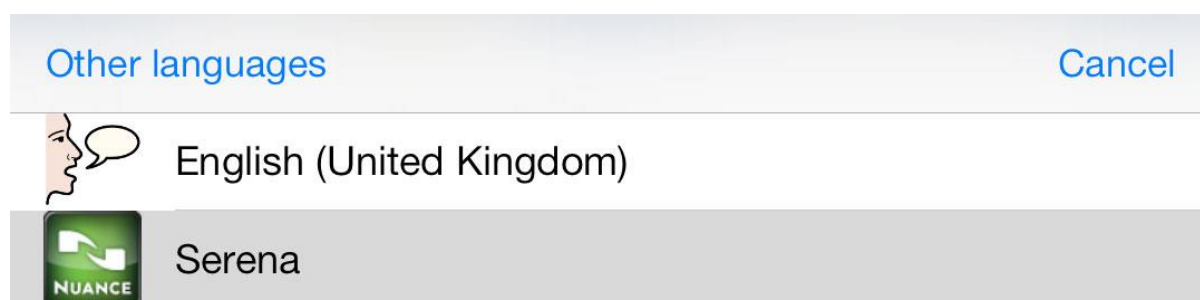
12.1 Voice Selection

To choose a voice, select Settings from the Home Screen while in Edit Mode and press **Voice for speech**.

Note: The name of the selected voice will be displayed underneath this button.

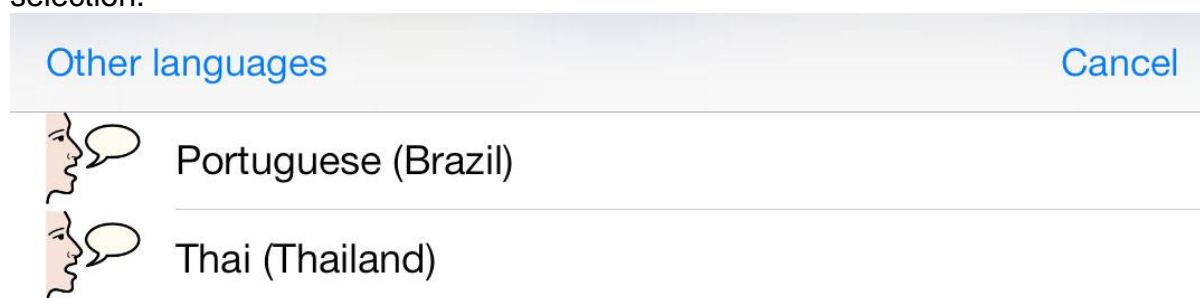
You will then see a list of all available voices.

Note: If your iPad is running iOS7, you will get a range of different language voices that can be automatically accessed through Widgit Go.



Press the voice that you want to use and then confirm your selection.

To change the language of your selected voice, press **Other languages** and make a selection.

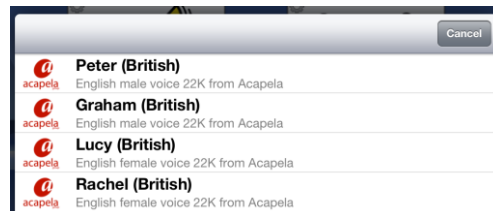


Note: You can choose specific voices for activities when creating a new activity or editing an activity icon from the Home Screen. See more about Voice for speech for individual activities in section 6.1.

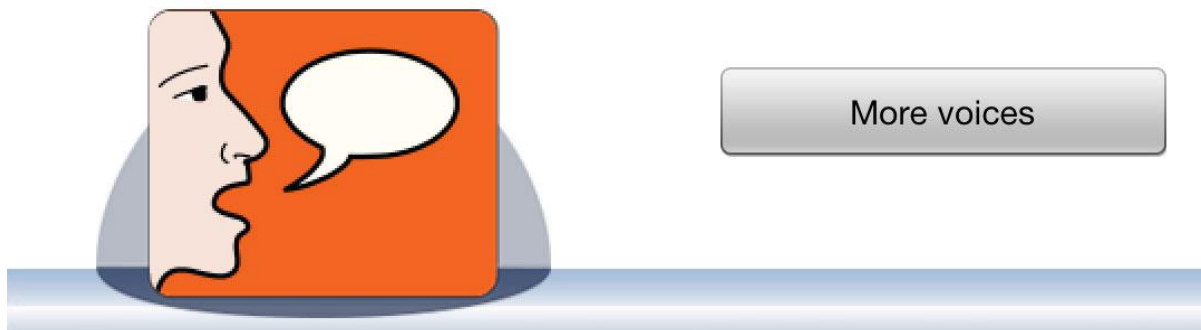
12.2 Purchase Voice

You can buy voices from Acapela from within the app.

- **Adult** voices are priced equivalent to **\$1**
- **Children** voices are priced equivalent to **\$14.99**



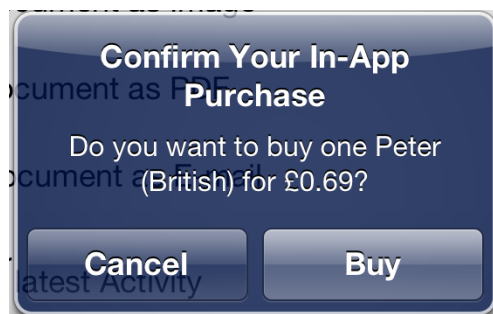
You can choose from both male and female voices.



On the Home screen, press the **Browse Extras** icon and then choose **More voices**.

This displays a list of the English voices provided by Acapela.

Select the voice you want to buy. Then confirm the purchase by pressing the **Buy button** and then enter your **AppleID** and **password**.



This will then download the voice for direct use in Widgeo. Each voice uses about 35 MB of storage.

If you have previously bought speech voices with your Apple ID, you can use the **Restore purchases** option to download voices again.

If you purchased multiple voices go to the **Settings** menu to choose which of the voices should be used by default in Widgeo.

NOTE: If you want to listen to the voices before choosing which one to buy, you can do it on Acapela website:

<http://www.acapela-group.com/text-to-speech-interactive-demo.html>

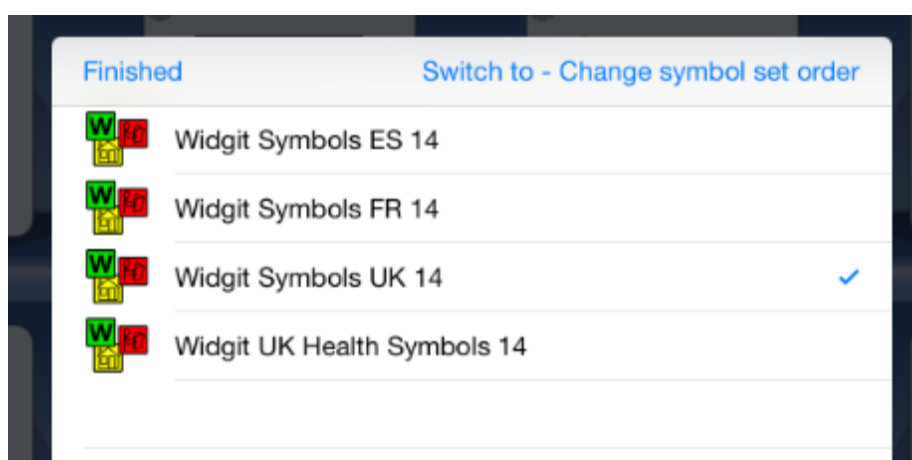
13. Symbol sets / Languages

A symbol set is a list of words that match to symbols. These can be used to change between languages, or include/exclude extra symbols when searching.

13.1 Symbol set selection

You can select which **Symbol sets** are available by going to **Settings** and clicking on **Select symbol set**. This will bring up a list of available Symbol sets. If they are selected there will be a tick next to them.

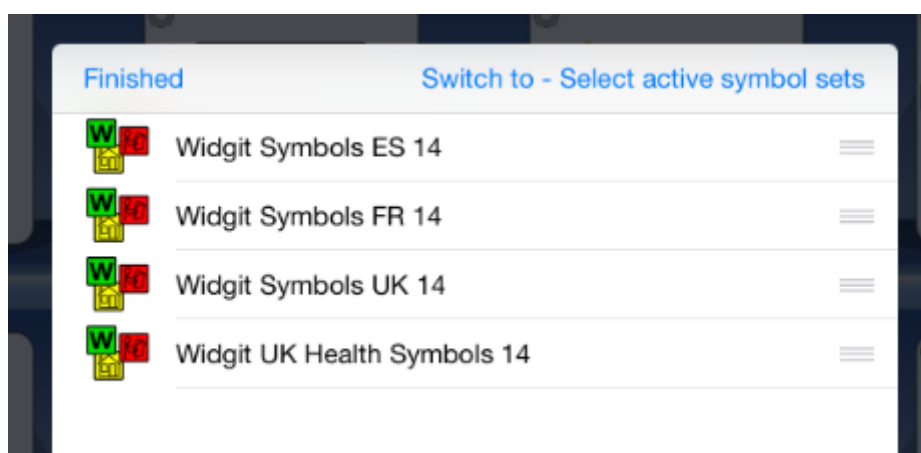
Click to enable/disable a Symbol set. This will bring up a question asking if you want to make that Symbol set active.



13.2 Symbol set order

When you search for symbols the order of the results it brings back will be related to the order of the Symbol sets. You can change the order of the Symbol sets by switching to **Change symbol set order** on the **Select symbol set** dialog. You can switch between setting and ordering from the top right of the dialog.

You can change the order by **dragging** the Symbol sets up and down.



13.3 Purchase Symbol sets / Languages

You can purchase Symbol sets / Languages from within the app.



On the **Home screen** go to **Browse Extras** and select **Symbols/Languages** to see a list of available Symbol sets to purchase.

Select the Symbol set you wish to buy. Then confirm the purchase by pressing the **Buy** button and then by entering your **Apple ID** and **password**.

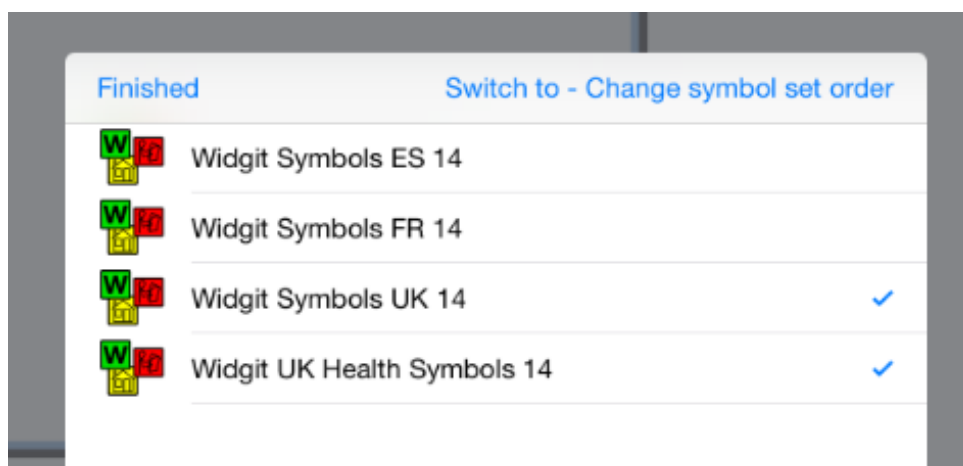
Once you have purchased the Symbol set it will start to download. When it has finished downloading it will be available to use.

If you have previously bought Symbol sets with your Apple ID, you can use the **Restore purchases** option to download them again.

13.4 Setting a Symbol set / Language for a specific Activity

By default when you make a new Activity, it will use the currently enabled Symbol sets, in the order they are, from the **Settings** menu.

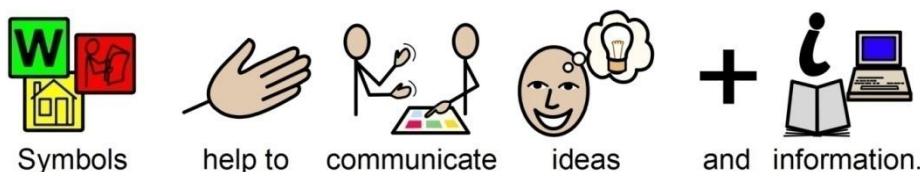
You can, however, change these for a specific Activity. When you create or edit an Activity you can select **Symbols / Languages** from the edit Activity screen. This will allow you to change the enabled Symbol Sets for **this Activity only**.



14. Widgit Symbols

Widgit Go comes with the entire Widgit Symbol Set. The Widgit Symbol Set is created to support reading and writing and in order to explain the meaning of the words. They are currently 12,000 images in set.

Widgit Symbols can also support communication, cognition and learning. The symbols have been made as simple and clean as possible with the focus of each concept. Most of the symbols can be instantly recognised by most, while other symbols need to be taught. The symbols are designed in a uniform manner which makes learning easier.



14.1 Symbol Levels

There are three levels of complexity within the set of Widgit symbols: **self-explanatory**, **learned** and **abstract**.

Self-explanatory

The first symbol level 'self-explanatory symbols' are direct images of the words they illustrate. A person familiar with the concept or object illustrated should be able to interpret and understand symbol.

Learned

The second symbol level 'learned symbols', based on the symbol shows the concept has been developed based on the schematic structure (or drawing rules) and it therefore needs to be learned.

Abstract

Symbols for abstract words have no obvious importance and must always be learned. It may be word as a, a, as, for etc.

In many cases a sentence is clearer by removing the abstract symbols.

14.2 The Widget Symbol Schema

Widget Symbol Set has a schematic structure, which means that there are "rules" for how they are constructed. This logical structure for the symbols is assembled quickly becomes recognisable to new users, which provides a degree of independence when presented to the new symbols and concepts.

Buildings

There are two styles of building: standard and large buildings. This enables distinction between buildings such as corner shop and supermarket, clinic and hospital.



clinic



florist



shop



school



hospital



garden centre



shopping centre



university

Rooms

A room is a square. This enables distinction between a library as a separate building and the library as a room in a school, or between a restaurant and a dining room.



conference room



conference centre



library



library



dining room



restaurant



office



office



classroom



school



IT room



IT centre

Shops

The generic shop is a building with a cash till. Types of shop are the building with the cash till plus the minimum number of items required to describe the type of shop, with a maximum of 3. This way we can show the difference between a library and a book shop.



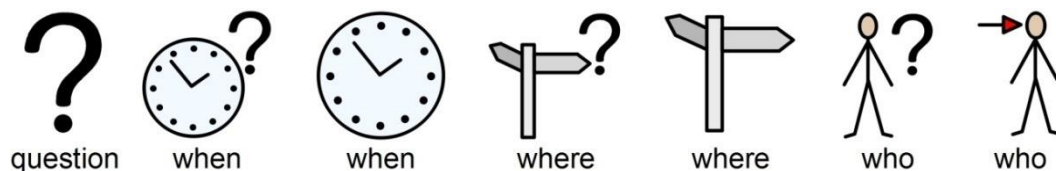
Business and organisations

An organisation or charity has a similarity to a building in that it is a contained shape, but has an arch to indicate an over-arching entity. A business is a commercial organisation and has money linked to the arch.



Question words and non-questions

It is important to distinguish between the use of a word indicating a question and its other uses.



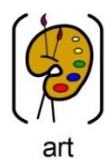
Categories

Symbols containing three elements are usually showing examples of the larger category.



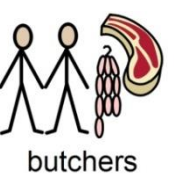
Groups and subjects

Brackets are used to indicate 'about' in the sense of a group of people or things. For example in music class the brackets indicate that it is the study of music rather than music itself. Another example is committee which is a particular group meeting.



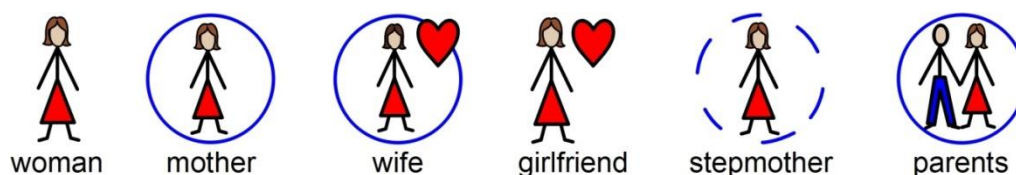
People and jobs

People and their jobs are represented by a person plus qualifying elements. The plurals of many jobs are available with more than one person rather than using the plural qualifier. (see section on 'qualifiers').



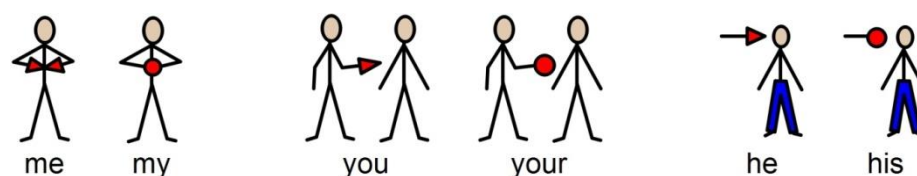
Family

The circle indicates 'belonging'. Mother is woman in a circle (my woman) and wife has a heart attached. Girlfriend has the heart but no circle. Step relations are indicated by a dashed circle.



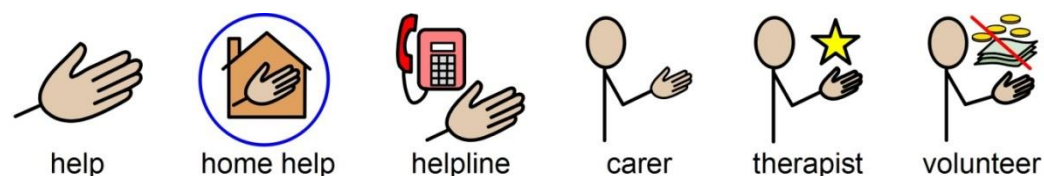
Pronouns

There are two types of pronouns illustrated: personal and possessive. With personal pronouns the hand is represented by an arrow head to point to the person. The possessive pronoun has a small filled circle to represent the clenched fist. The second person 'you' can be either singular or plural.



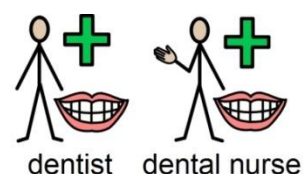
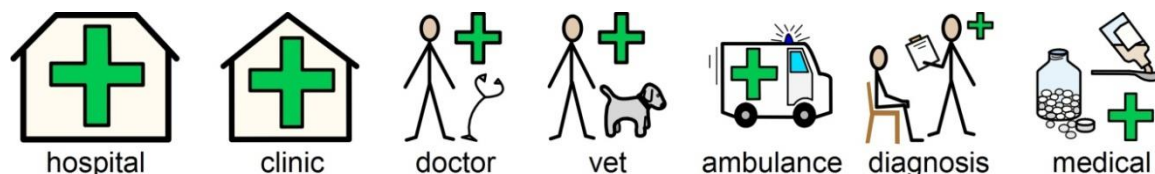
Help symbols

Help is indicated by the 'helping hand' either on its own or in conjunction with a person to signify helper/carer.



Medical symbols

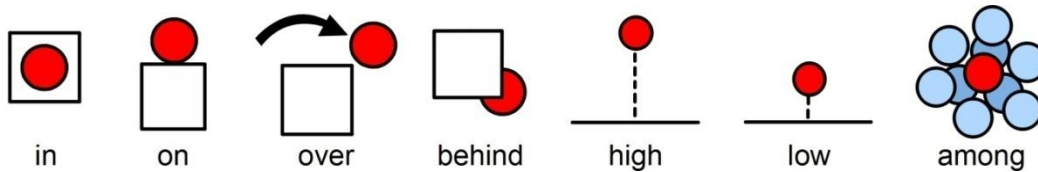
Medical symbols are represented by a green cross (previously a red cross was used).



The difference between a doctor and nurse e.g. dentist and dental nurse, vet and veterinary nurse is indicated by the 'helping hand' (previously this was indicated by colour).

Prepositions

Preposition or position is indicated by a red/grey ball relative to other elements. Prepositions on their own may seem abstract but when learnt as a set the reader will be able to identify the red ball and make sense of its position.

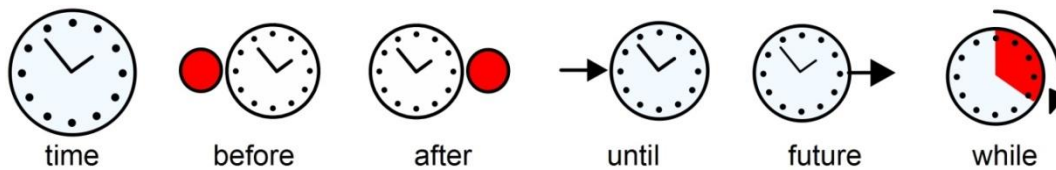


The red is also used alongside other parts of the symbol to highlight a feature or relationship such as foreground to background.

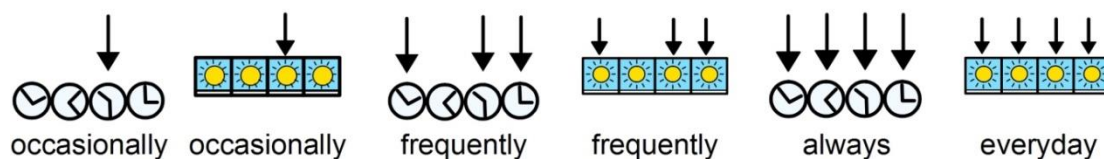


Time

Time is normally set in relation to the basic clock. The passages of time are either indicated with similar red elements to prepositions or arrows indicating the direction.

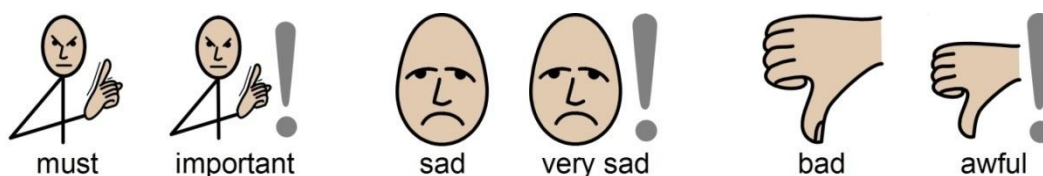


The day symbol can also be used instead of the clock for periods of time measured in days rather than hours.



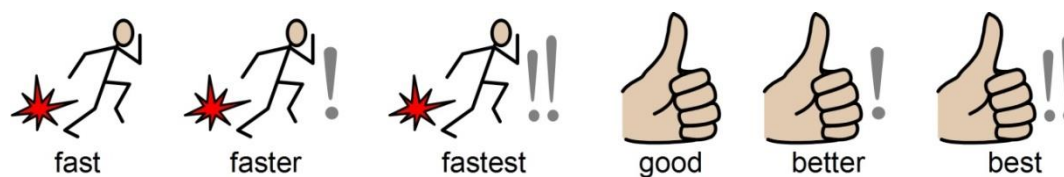
Exclamations

Black exclamation marks are used for emphasis or degree. For example must and important.



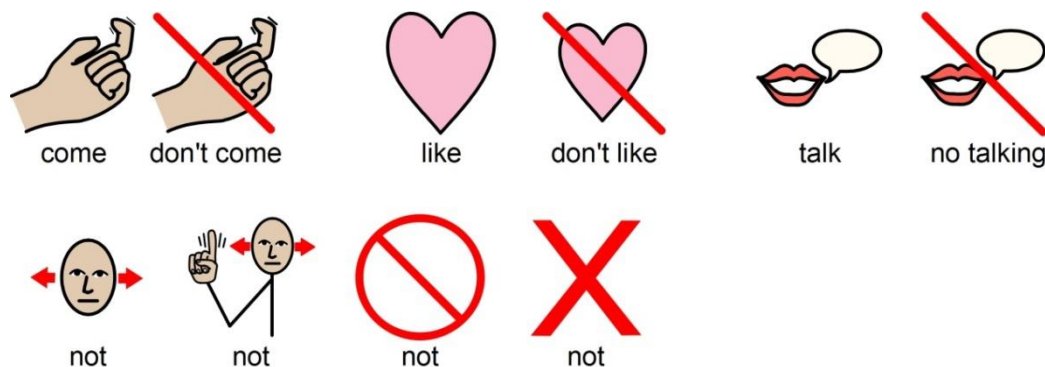
Comparatives

The exclamation mark used for emphasis is also used for comparatives and superlatives. One exclamation mark is used for the comparative and two for the superlative to show the increased emphasis.



Negatives

There are a number of common negatives which are normally indicated with a red line, in both colour and black & white symbols. Other negatives are created with the use negative symbols:



Other key elements

As well as the rules outlined here, there are other standard elements that appear within the set, for example the star indicates 'special' e.g. special day.



15. Support

Contact us for support:

Widgit Software
Phone: 01926 333680
Email: support@widgit.com
Web: www.widgit.com/support

Demo Video:



To see a short video demonstrating the editing features of Widgit Go, visit www.widgit.com/widgit-go-demo

The password for settings is: 1199