



The Widgit Online Interface

Log In Screen

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

Log in to Widgit Online

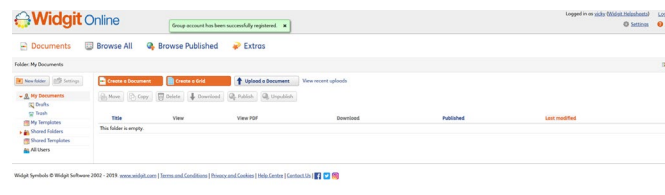
Email address or group ID/username: [?](#)

Password:

Remember Me:

[Forgotten your password?](#) **Log in**

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



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



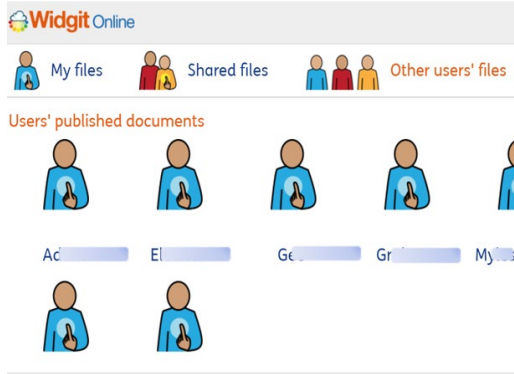
The **Navigation Bar** allows you to access the **Documents Page**, **Extras** for your account, the **Image Library**, to **Browse Published** documents, and **Browse All** documents on the account.

Browse All



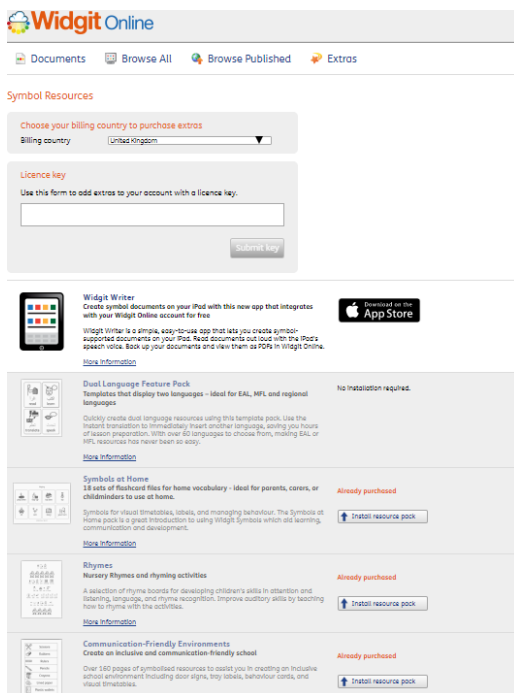
This allows users to view their own, and others' files. These are presented in a user-friendly, more graphical way.

Browse Published



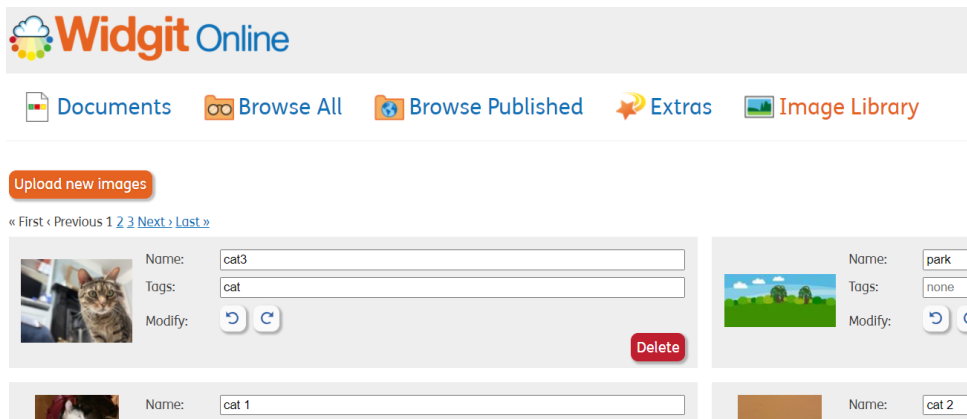
This area is to browse documents that have been published by each user.

Extras



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

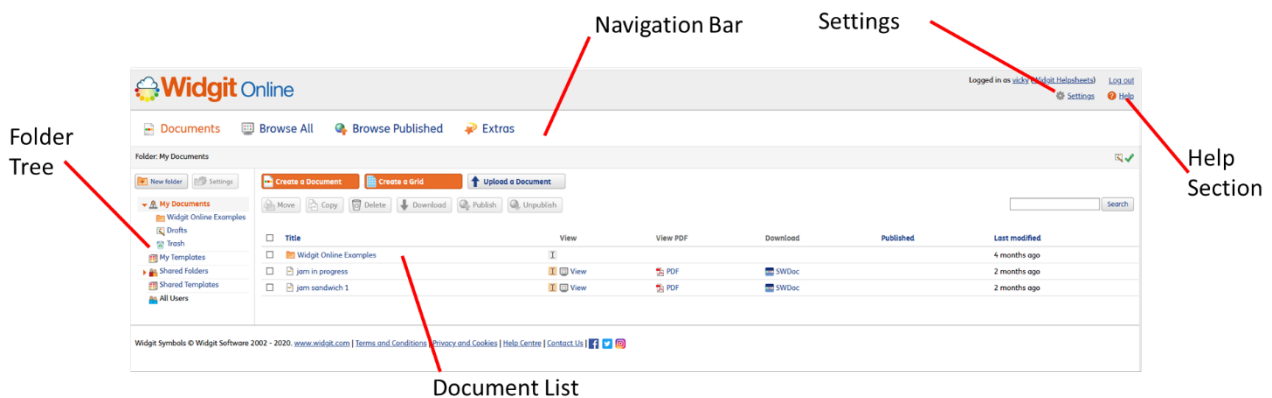
Image Library



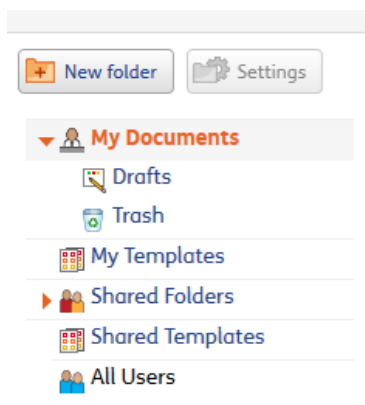
The **Image Library** can be used to manage images that you have uploaded for use in symbol grids.

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 Grids** (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

Folder: [My Documents](#) / [Test Items](#)


[New folder](#)
[Settings](#)
[Create a Document](#)
[Create a Grid](#)
[Upload a Document](#)

[Move](#)
[Copy](#)
[Delete](#)
[Download](#)
[Publish](#)
[Unpublish](#)

Title	View	View PDF	Download	Published	Last modified
2Dshapedefs	View	PDF	SWDoc		4 years ago
Punctuation	View	PDF	SWDoc		4 years ago
Symwriter	View	PDF	SWDoc		4 years ago

The Help Section

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



Help Centre UK

- Contact Us / Resellers
- Videos
- Sign up
- Log in
- Documents List
- Create a Document
- Create a Grid

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...

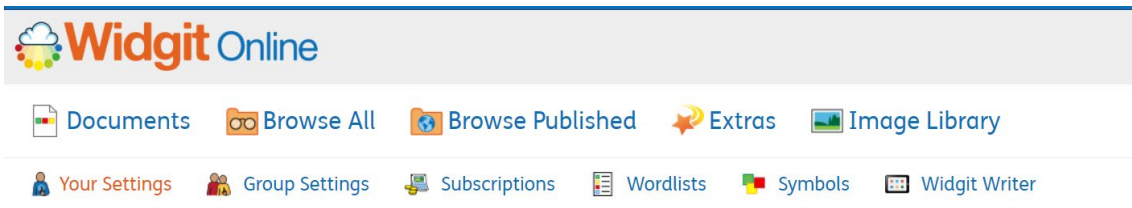
Online Training

Widgit are now offering free online training sessions for Widgit Online. These 30 minute sessions are an ideal way to familiarise yourself with the main features.

[More information and registration](#)

Settings

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



Settings Details

Your Settings:

Your 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](#)

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.

Manage Users Account is using 34 of a maximum of 100 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

Wordlists:

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

- Upload a wordlist
- Create a new wordlist
- Delete wordlists
- Make wordlists default
- View the number of entries in a wordlist
- Delete wordlist entries



Default wordlists are enabled for new documents.
If no entries from the wordlists are used, then the wordlists will be disabled for the document when it is closed.

Name	Type	Entries	Clear	Download	Make default for me	Make default for group
User Wordlist	User	4	✗	CFWL		
adam test	Topic	1	✗	CFWL	☆	☆
test	Topic	7	✗	CFWL	★	☆

Wordlists with less than 500 entries should be uploaded as Topic Wordlists.

Widgit Writer:

For those that also have the **Widgit Writer App** on an iPad, this page can be used to manage your devices.

Manage your iPads

You are using 2 of a maximum of 2 devices.

Device ID	Device Name	Last seen at	Actions
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