



Adding Symbol Changes To Wordlists

. While you are creating resources, you may add your own vocabulary by:

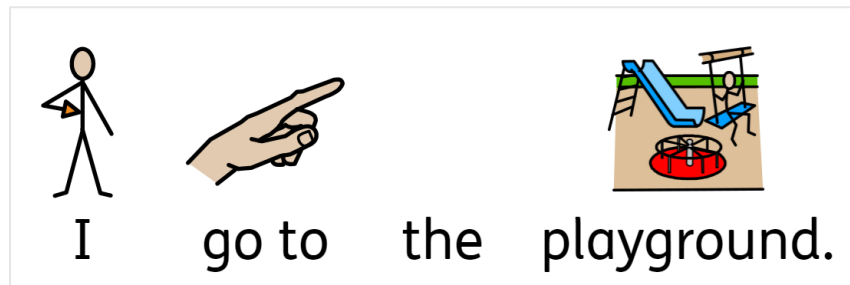
- Changing the Words for a Symbol
- Changing the Image for a Word
- Changing the Colours in a Symbol.

Such changes will be saved to the current resource. You may also decide that you would like to save your changes to use in other resources. You can save these vocabulary additions to a '**wordlist**'. A **wordlist** is a file that links images to words.

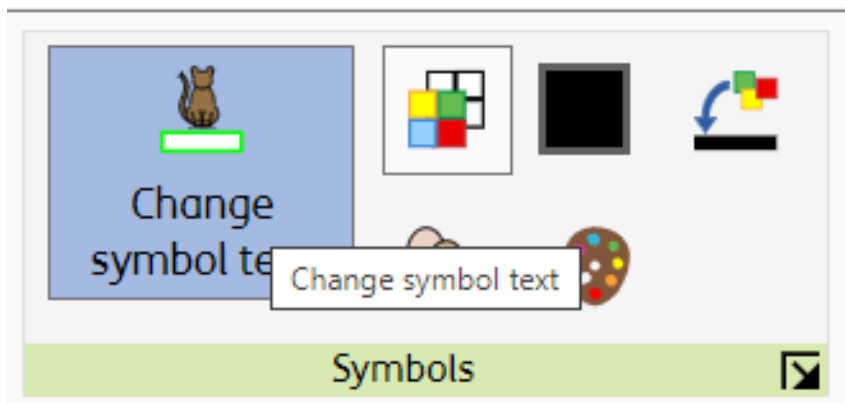
Changing the Text Under a Symbol

In this example a resource is being made for a symbol user who uses the word 'park' for the local space that includes play equipment.

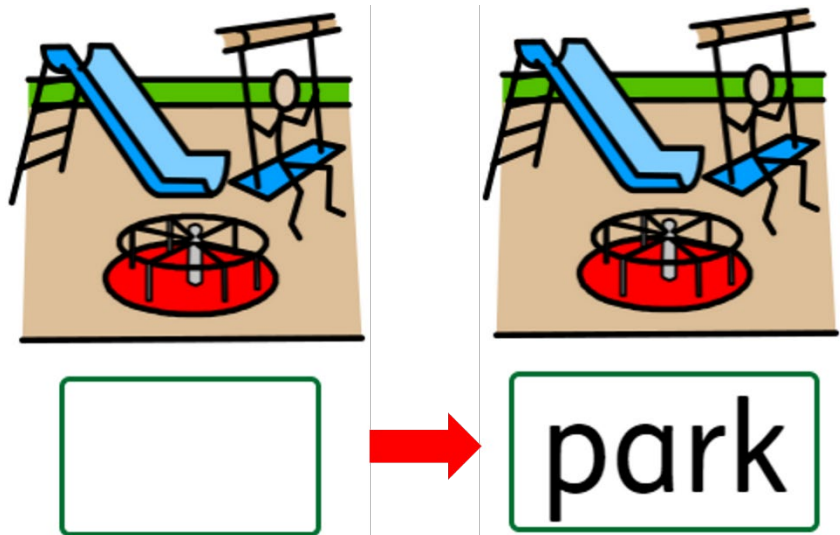
1. **Type** your text as required. **Select**, or place the cursor within, the text for the symbol you wish to change.



2. Click the **Change symbol text** button,

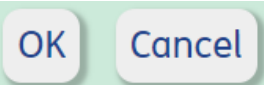


3. You will see the original text has been replaced with a box, to type your new word.

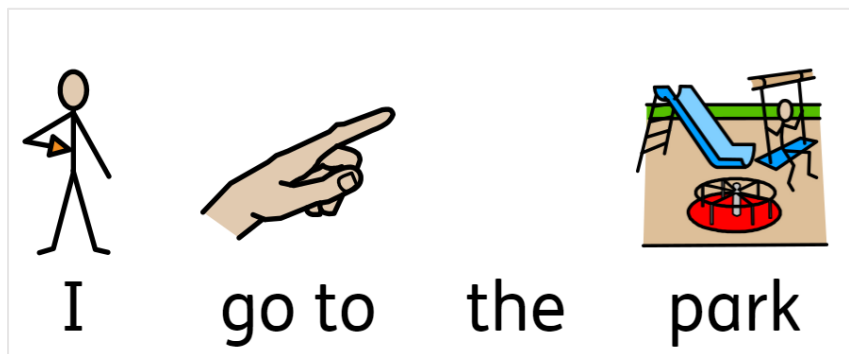


4. When you have typed the new word, click **OK** in the notification at the top of the page.

You are changing the text for the current symbol. Press 'OK' or Enter key to confirm, or 'Cancel' or Escape key to cancel



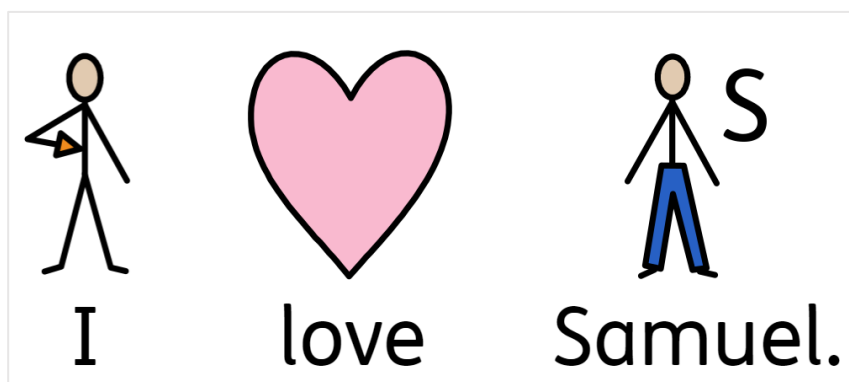
5. Your new sentence will now be displayed.



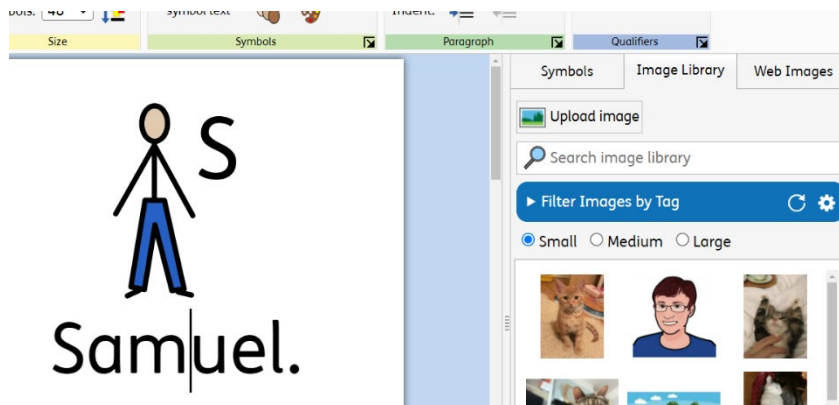
Changing a Symbol to a Photograph

This is useful when wanting to link a photograph of a pet to their name.

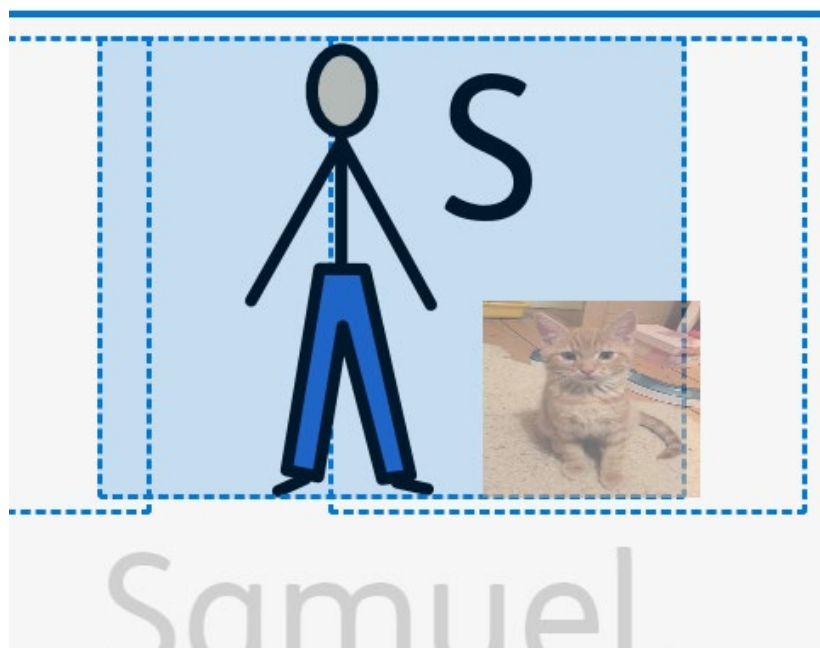
1. **Type** your text as required. **Select**, or place the cursor within, the text for the symbol you wish to change.



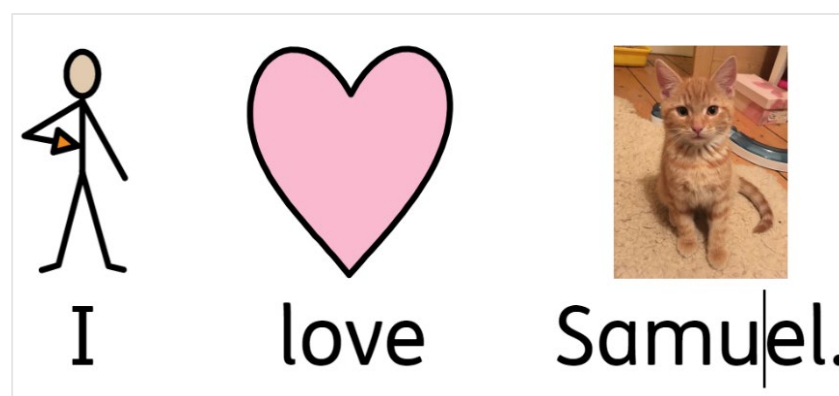
2. Select the **Image Library** tab to navigate to your photographs.



3. Click and drag the desired photograph and **drop** over the symbol – the dotted lines will show you where you are moving it to.

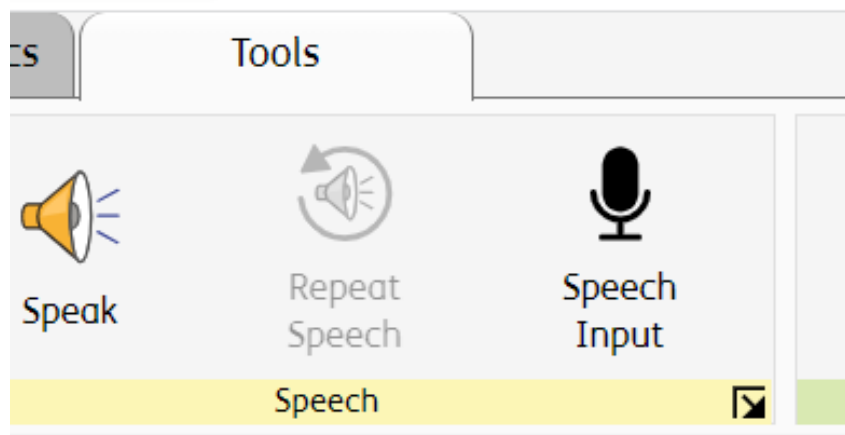


4. You have now replaced the symbol with your photograph.

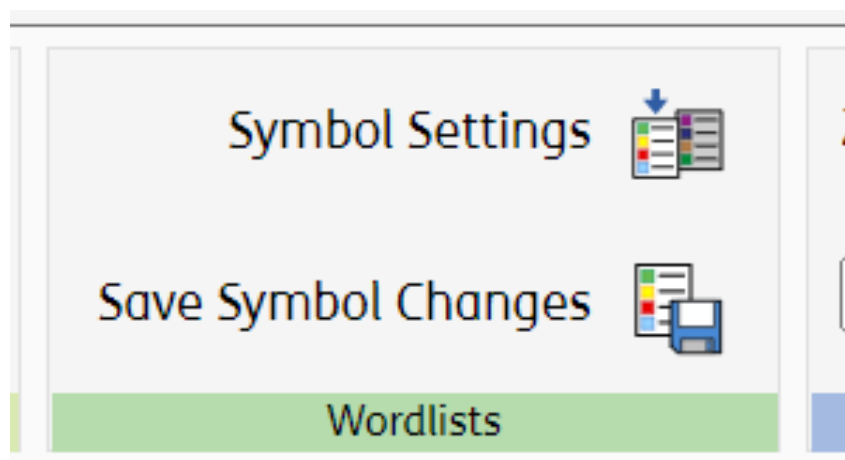


Saving Changes to a Wordlist

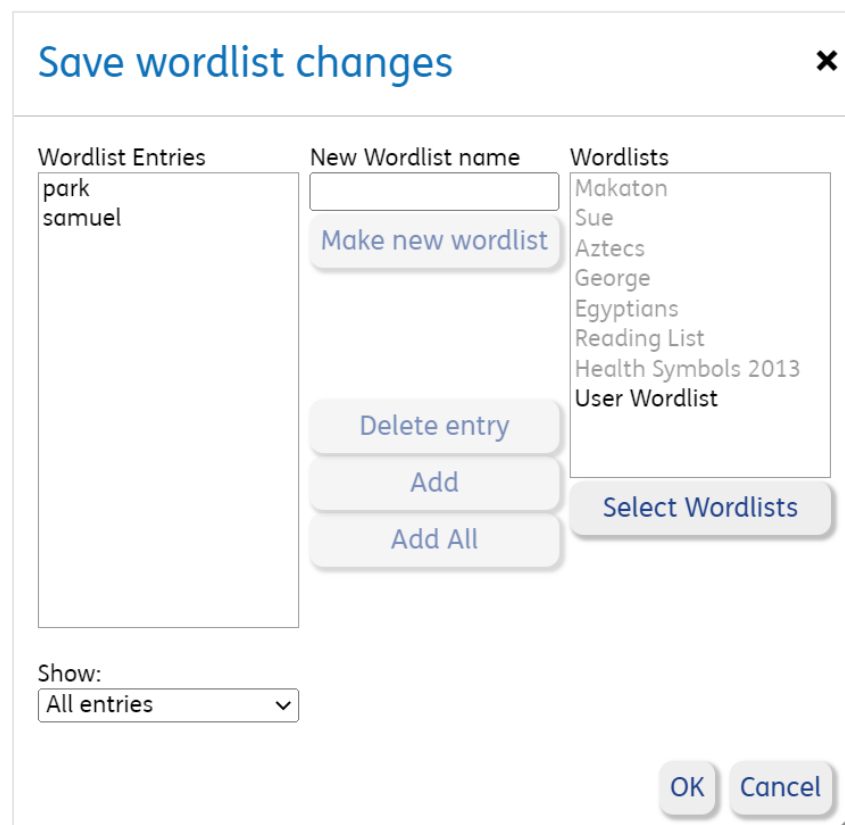
1. Whilst still on the page where you changed the symbol(s), select the tools tab.



2. Click **Save Symbol Changes** in the Wordlists section.



3. You will see a pop-up window. On the left are listed any words you have made changes to in the resource. On the right is the list of existing **Wordlists** on the Account. The default list is the **User Wordlist** (in Bold). You can also create a new wordlist here. This could be useful if there are changes relating to specific symbol users.



4. To make a **New Wordlist** type the desired name in the central box, and click the **Make new wordlist** button.

5. **Select** on the right-hand side the wordlist you wish to use. To add all the words listed click **Add All**, to add just specific words, select on the left-hand side and then click the **Add** button. When you have finished click the **OK** button.



To learn how to use these changes in a new document see the separate helpsheet **“Using Wordlists”**.