User guide for Communicate: Wordlist Manager

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1. What is Communicate: Wordlist Manager?

Communicate: Wordlist Manager deals with editing and managing wordlists for use with Widgit's Communicate software products such as

    Communicate: SymWriter
    Communicate: In-Print version 2 (version 2.80 and above)
    Communicate: By Choice (version 1.40 and above).

The Wordlist Manager enables you to:

- View all of the words and their associated graphics in a wordlist
- Views symbols in colour or black & white
- Modify wordlists by adding new synonyms and new graphics
- Merge wordlists to make larger lists
- Create new wordlists from sets of graphics
- Set the Symbol Choice order for all of the words in a list
- Create symbols with qualifiers
- Use clipart, photos or pictures as symbols

It is aimed at experienced users for creation and manipulation of their wordlists.

Wordlists and SymWriter

It is important to note that the bulk of the "smart" symbolising in SymWriter does not use wordlists. Wordlists in SymWriter are only used for specific topics or personal vocabulary. And third part symbol sets such as Sign & Write.

Note about graphic formats

Widgit have recently changed the way that graphic files are stored within the software. Previously the symbols were stored as individual files, which meant that they could be slow to work with. Now they are stored in special archives and the symbols are wrapped up into sets of graphics. This helps make the software faster and more reliable. It also means that we are able to provide *free symbol updates* in the future.

> ### To access the FREE symbols updates for the Communicate Series visit:
>
> ### http://www.widgit.com/symbolupdates

Newer version of all products share symbol resources in the same location on your machine. If you have older versions of the product where the symbols are not all in the same place, please email support@widgit.com who will be able to help you.

Software Versions

New versions of Communicate: In Print and By Choice require the Wordlist Manager to be used. The new graphic format supplied with these programs means that the old Resource Manager V3 can no longer be used. The new Wordlist Manager is, however, backwardly compatible with the older programs. The advantage of the new graphic format is that it allows us to make available symbol updates to extend the symbol system **free of charge.**

The updated versions that work with the Wordlist Manager are as follows:

- Communicate: In Print version 2.80
- Communicate: By Choice version 1.40
- Communicate: SymWriter version 1.1.7000

Visit www.widgit.com/support for free program updates.

2. What is a wordlist?

A wordlist is a file that links a word and a graphic. If you type 'cat' in symbol mode, then the program looks up the word 'cat' in the wordlist and knows which graphic to show. The graphic shown when you type a word depends on which wordlist the program has in memory.

Standard wordlists are supplied with Widgit programs. You can also create your own. For example, you may wish to create a wordlist containing photos of your classmates.

A graphic in a wordlist can be linked to a number of different words. For example, the same symbol is used for 'courgette' and 'zucchini'. Similarly, different symbols can be linked to the same word. For example, 'Drain' as both a noun and verb.

2.1 Types of wordlists

The Wordlist Manager supports three different wordlist formats.

- **CFWL** - Communicate: SymWriter wordlists.
- **CWL** - Communicate: In Print and Communicate: By Choice wordlists.
- **WUS** - Writing with Symbols 2000 wordlists.

SymWriter uses three types of **CWFL**.
- **Topic wordlists** – Short wordlists for small sets of topic-specific words.
- **Symbol set wordlists** – Long wordlists, usually for alternative symbol sets.
- **User wordlist** – The default wordlist used for each individual currently logging on to your computer. There is only one user wordlist per user.

More information on the types of wordlist used by Communicate: SymWriter can be found in the SymWriter manual in section A11 – More advanced features. (http://www.widgit.com/support/symwriter/manual)

A note on graphics for wordlists
The use of wordlists in the programs listed above assumes that the graphics are available to each program. Widgit's technical support staff can provide help and advice on modifying existing installations if necessary.

Users should also be aware that while the newer programs are backwards compatible with the graphics used by Writing with Symbols, Writing with Symbols is an older product and cannot use the graphics supplied with the newer programs.

3. Interface Guide

You can click on the tabs around the edge of the Wordlist Manager window to switch between interfaces, depending on what you want to do.

The program opens with the '**Wordlist Manager**' tab showing. This has two smaller tabs on the right, '**Copier**' and '**Designer**'.

Copier
The '**Copier**' interface is selected by default whenever you open the program.
The '**Copier**' interface is used for copying entries from one wordlist to another.

Designer
The '**Designer**' interface is used for creating and editing new wordlist entries.

Removal Manager
The '**Removal Manager**' can be used to delete whole wordlists.

In '**Copier**' and '**Designer**' mode, the Wordlist Manager is separated into three panels.
1. Left hand panel - The wordlist you are working on.
2. Centre panel – Information about the entry you are currently working with.
3. Right hand panel – Source data for your wordlist. This could be another wordlist (in the 'Copier' interface) or a graphics browser (in the 'Designer' interface).

© Widgit Software 2008
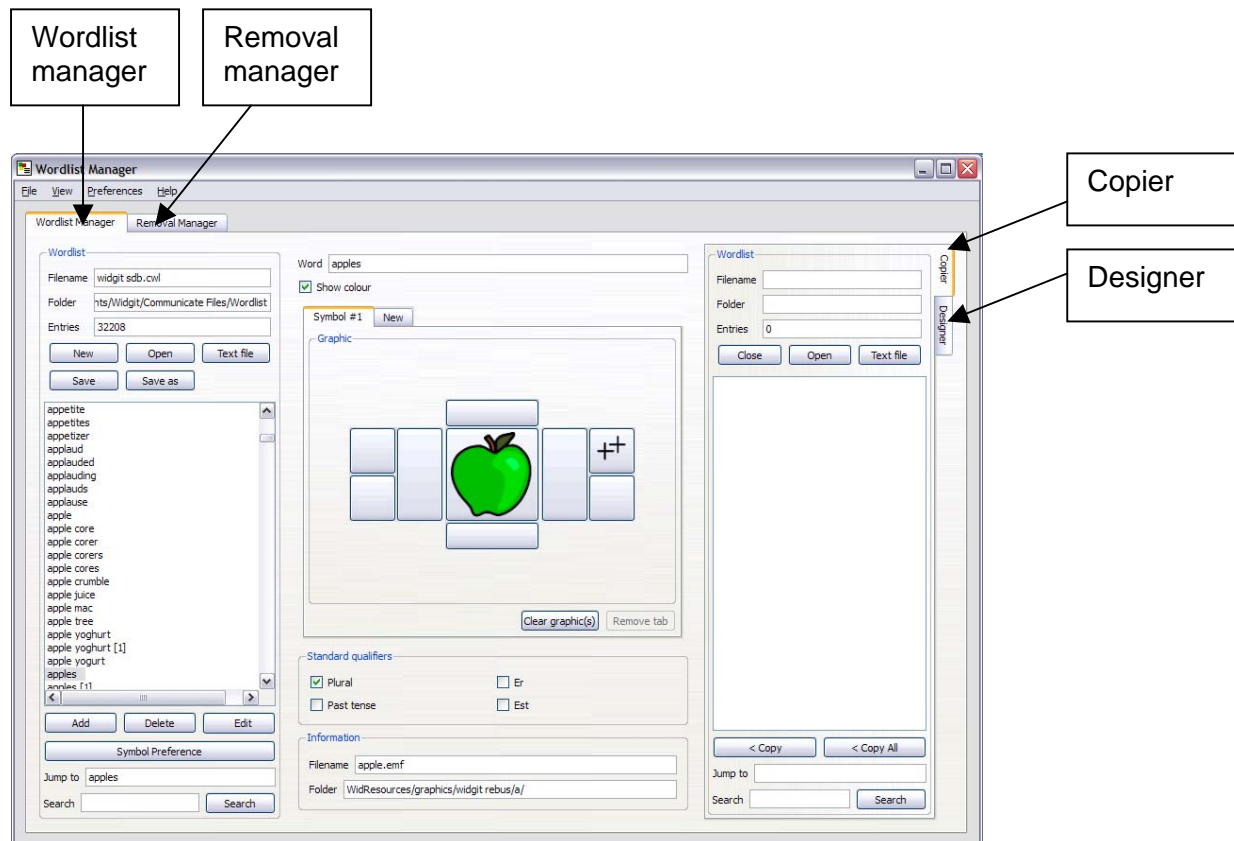
4. Viewing a wordlist

4.1 Opening the Wordlist Manager

To open the Wordlist Manager go to the start menu, then choose
"all programs > Widgit>Common> Wordlist manager"

When you open the Wordlist Manager, a blank new wordlist will be loaded into the left hand panel by default. ***You should always use the left hand panel for the wordlist that you are working with.***

4.2 Opening a wordlist
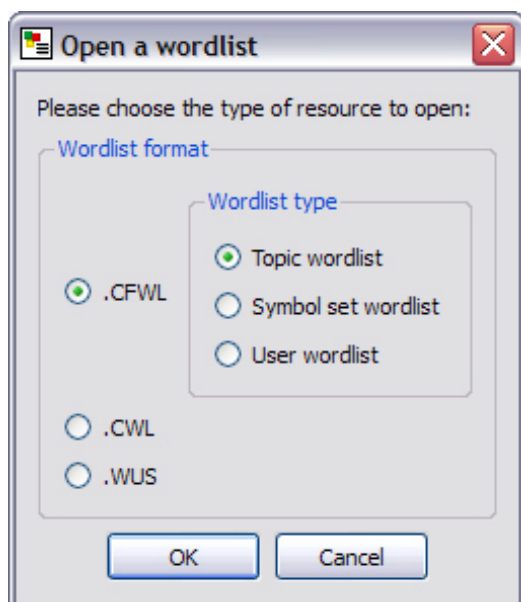
Open an existing wordlist by clicking on '**Open**' in the left hand pane. A dialog box will appear.

Choose which type of wordlist you want to open (see section 2.1, types of wordlist). The Wordlist Manager will then take you to the correct wordlist folder for the type of wordlist you have chosen.

Select the wordlist you wish to open and click '**OK**'.

Your wordlist will be displayed in the left hand pane.

4.3 Making a new wordlist

The Wordlist Manager opens with a blank new wordlist in the left hand pane.

If you are already working on a wordlists and wish to start a new one, simply click on the **'new'** button in the left hand pane.

4.4 Viewing wordlist entries

When you have a wordlist open you will see a list of all the words it contains in the left hand panel. To view the symbol linked to a word, simply click on it and in the centre panel you will see the symbol and it's extra information.

Sets the symbol to display in colour or black & white

The selected word in the wordlist

Symbols linked to the selected word

Clears the whole graphic or selected items

Quick access to most frequently used qualifiers

Information showing the symbol file name and location

Word apples

☑ Show colour

Symbol #1 | New

Graphic

+⁺

Clear graphic(s) | Remove tab

Standard qualifiers

☑ Plural   ☐ Er
☐ Past tense   ☐ Est

Information

Filename apple.emf

Folder 2/graphics/widgit rebus/a/

4.5 Searching wordlists

At the bottom of the left hand pane, under the open wordlist, there are two ways to search through wordlists.
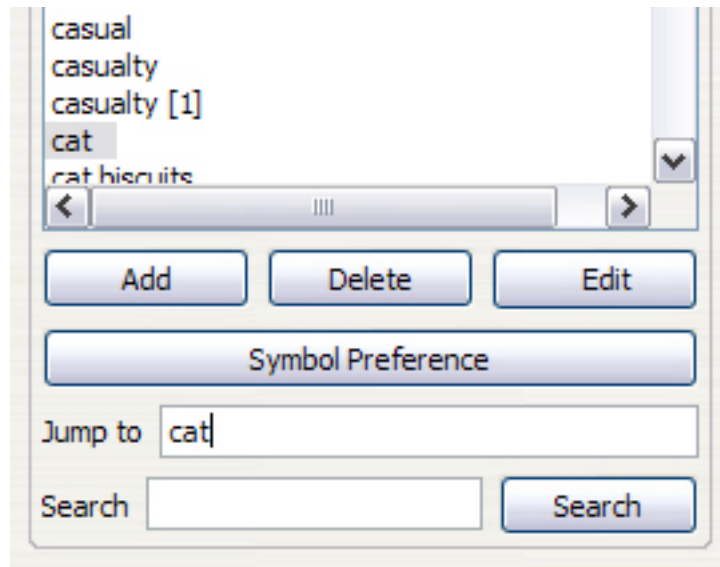
Jump to

You can find something in the list by starting to type in the '**Jump to**' box. As soon as you type a letter it will jump to that part of the list. For example to find the word 'trousers' as soon as you type 't' it will jump to the beginning of words starting with 't' then as soon as you type 'r' it will jump to words starting with 'tr' etc.

Search

You can search for a word by typing into the '**Search'** box and clicking search. This will bring up a list of all the possible matches. The search functionality will look anywhere within the words. For example if you search for 'work' you might find 'workshop, 'work hard' 'homework' 'network'. You can then select a word from the list to view it. When you have found the symbol you require click **'Select'**.

5. Modifying a wordlist

There are several ways you may want to modify a wordlist. Update the vocabulary by adding, editing and deleting words. Update the symbols by adding custom graphics and qualifiers.

5.1 Adding a word

You may wish to add another word to an existing symbol in a wordlist.

In Widgit symbol software you can use the F11 key or the button to give a new name to an existing graphic. You can also make the equivalent change in the Wordlist Manager.
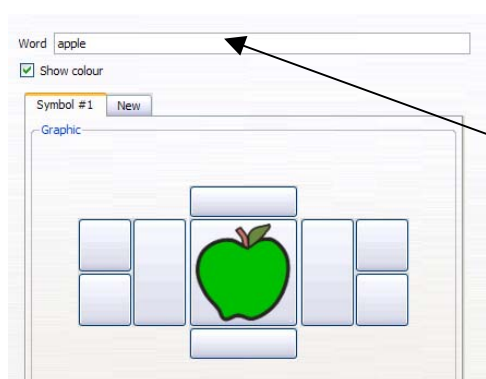
Click on the word in the wordlist that shows the graphic that you want to add a synonym to - for example 'apple'.

Then in the '**Word'** box, at the top of the centre panel, delete the current text (apple) and type the new text (Golden delicious). Now click '**Add**' at the bottom of the list. The new entry for golden delicious will now appear in the wordlist. Apple will also remain as an entry.

5.2 Editing a word

Click on the item in the wordlist that you want to edit.

Type the new word in the '**Word**' box and then click '**Edit'** at the bottom of the list.
NB. The edit button will turn red as soon as you have made a change.
This will change the word in the list to the new one (removing the original).

5.3 Deleting an entry

Click on the word you want to delete and click on the '**Delete'** button at the bottom of the list. You will be prompted by a warning, click **'Yes'** to proceed.

5.4 Standard qualifiers

Qualifiers are extra graphics added to a symbol. In the Widgit Symbols set we use qualifiers to help determine the part of speech. For example, to show past tense or plurality. The standard qualifiers in English are
- Plural
- Past tense
- Er (comparative)
- Est (superlative)
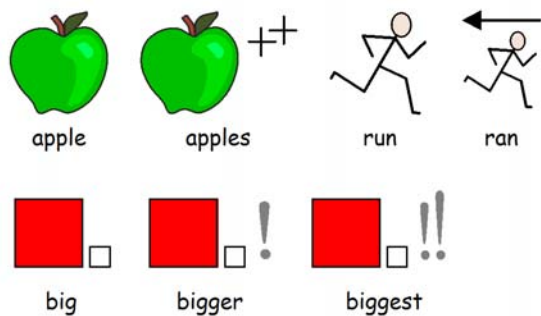
These standard qualifiers can easily be turned on and off from the check boxes at the bottom of the middle pane. The qualifier will automatically be added to the symbol in the correct place.
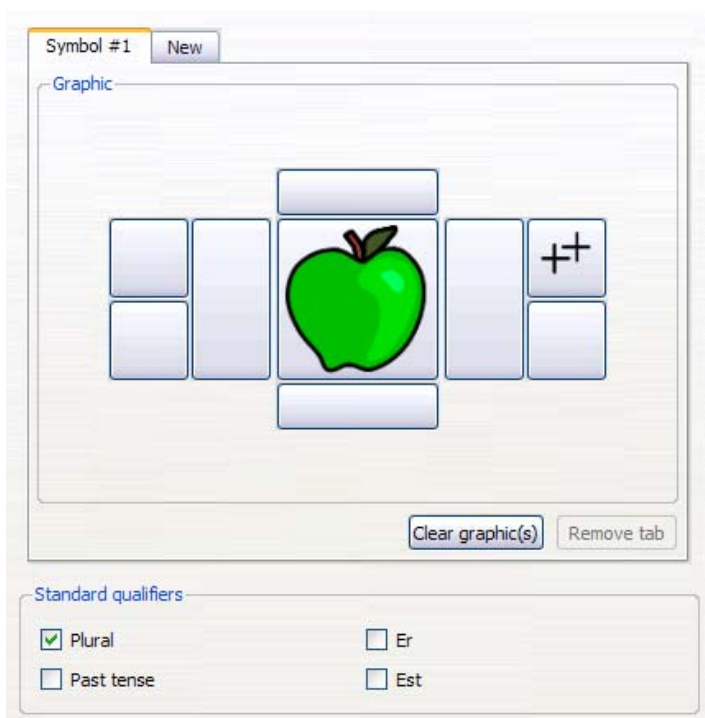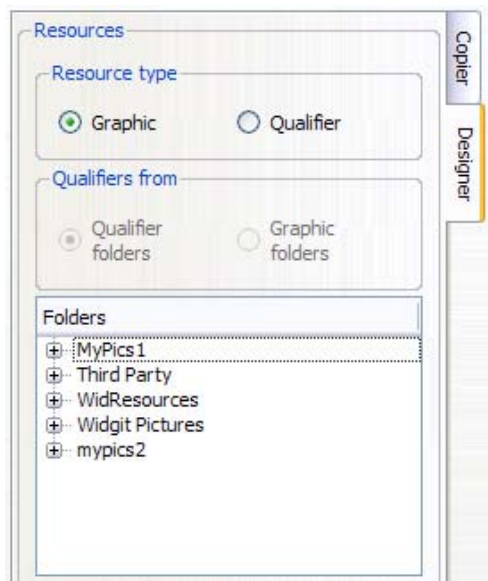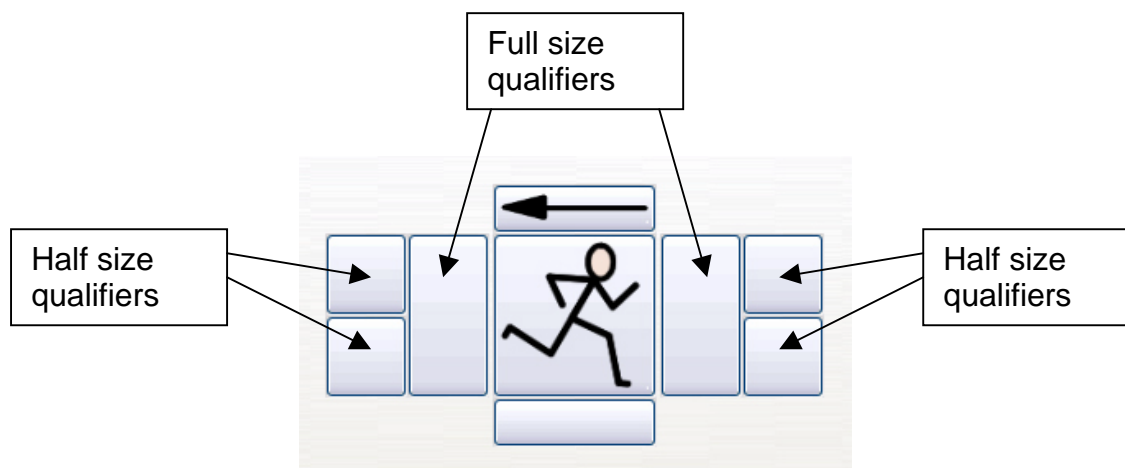
5.5 Qualifiers and compound graphics

You may wish to add your own qualifiers to a symbol. For example, you may want to add the letter B to city to make 'Birmingham'. Or you may wish to make a compound graphic. For example, combining rope and climb for 'climbing rope'.

There are 8 spaces around the main symbol that can contain qualifying graphics. The larger ones on each side will place a 'full size' graphic next to the main one, the 4 smaller squares will put the graphic in at half the size.

To build your own compound graphic with a qualifier, first click on the **'Designer'** tab in the right hand pane, then select the main word you want to add to, in the left pane. Within the **'Designer'** tab in the right hand pane, you will see two radio buttons at the top – Graphic and Qualifier. Choose '**Qualifier'** (the type of resource you are adding).

Under that there are two choices where you might find the graphic you want. The Qualifiers folder is where the grammatical markers and letters are stored, but if you want to put an ordinary graphic then you should choose the graphics folder.

In this example we want to make a symbol for Ogwen Cottage, which is a climbing school. We want to combine two equal size symbols for 'climb' and 'school' for this.

Choose **'Climbing'** as the main symbol from the wordlist in the left hand pane.

Click on the **'Qualifier'** radio button in **'Resource type'**. Then in **'Qualifiers from'** select **'Graphics folder'**. Then click on the **'WidResources'** folder. This will then show you a list of all the symbols you have installed.

To add the qualifier, first select the position you want to add the qualifier into. In this example it's the tall box to the right of the symbol.

To find **'school'** you can either start typing in the **'jump to'** box, or search for school in the **'search'** box. Click on the school.emf graphic and it will be added to the symbol in the centre pane.
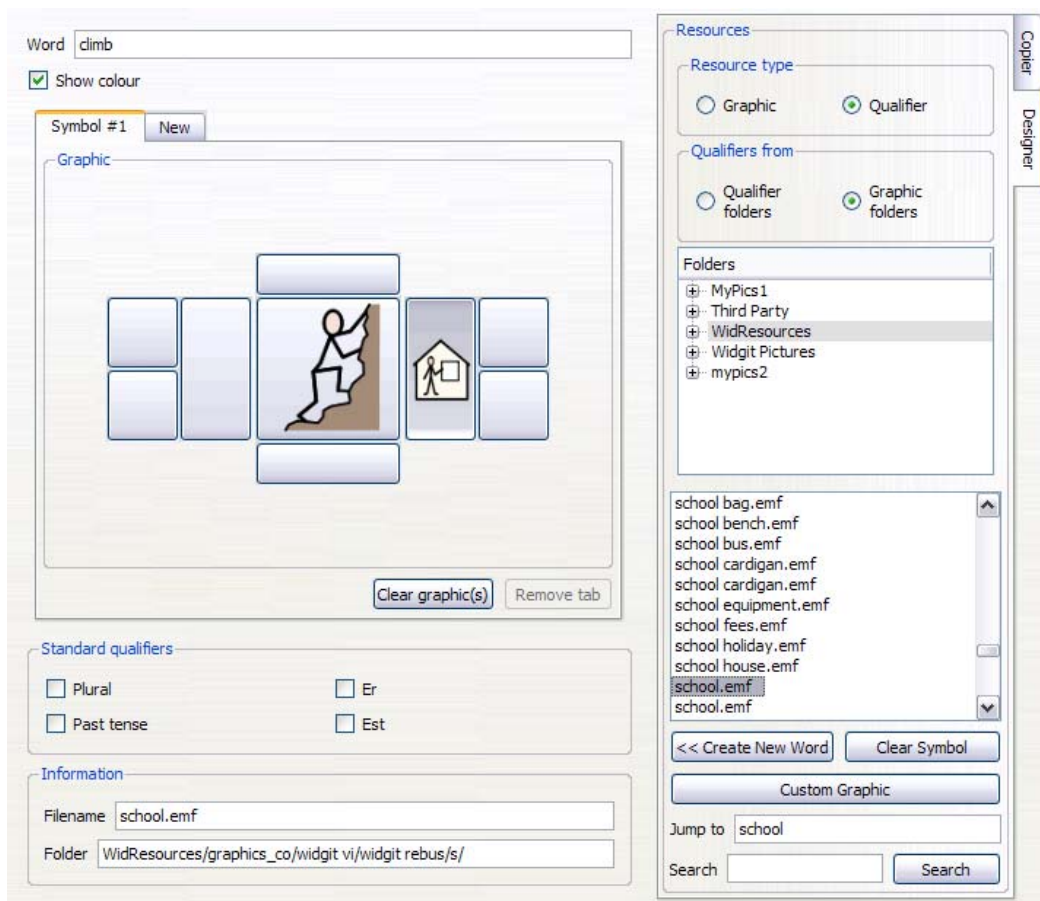
Then to set the name, type 'ogwen cottage' into the 'word' box at the top of the centre pane. These are the words you would type in Widgit's symbol software to bring up this symbol.

Then click **'Add'** at the bottom of the left pane to commit your new symbol.

If you wish to remove any graphic in a symbol, select the position of the image and click **'clear graphic(s)'**.

5.6 Set the symbol choice order

Widgit's symbol software shows you the symbol choices as you type. Some words have more than one symbol available. You can change the symbol that is shown in your document either by clicking on your choice in this display box, or by pressing the F9 key. (This is the same function as the F12 key in WWS).

With the Wordlist Manager it is possible to set your own preference for the order symbols will appear. For example, in a school the symbol of 'desk work' is most likely to be the most commonly used, so this could be set as the first to appear when typed. This can help a school have consistency in its approach to symbols.

In the Wordlist Manager to set the symbol choice order, select the word you wish to change in the left hand pane. In this case 'work'. Then click on **'symbol preference'** at the bottom of the left hand pane. This brings up a list of the symbol options. The list shows the current order of the symbols. The first symbol that would appear is 'work' then 'work [1]' then 'work [2]' and so on.

To change the order, click on the symbol you wish to move and then use the arrows on the right to move the symbol up and down. Click **'OK'** to submit your changes.
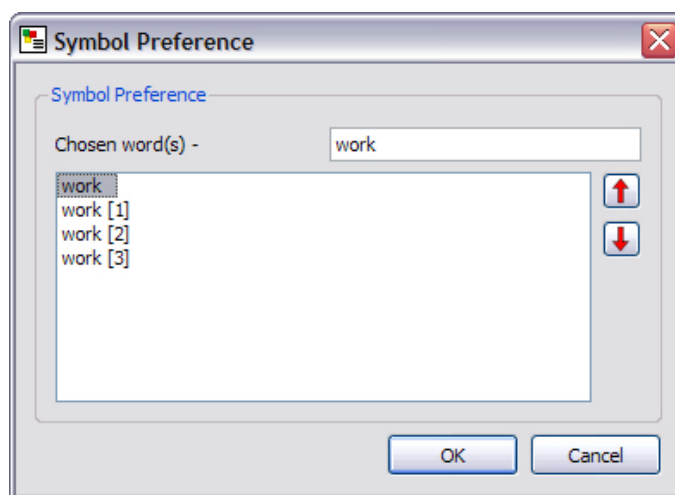
5.7 Adding entries from other wordlists

You may wish to copy entries from one wordlist to another. To do this, open the wordlist you want to add to, in the left hand pane. Then select the '**Copier**' tab in the right hand pane and open the wordlist you wish to copy from.

Select the word you wish to copy in the right hand pane and then click '**<Copy**'.

Alternatively it is possible to select several entries from the list by holding down the SHIFT or CTRL keys. Then click '**<Copy**'.

You may wish to copy across the entire list. You can do this by selecting '**<Copy All**'.

The new entries will be set as second in the symbol choice order, if you have entries with the same word. See section 5.6 for information on setting the symbol choice order.

It is possible to copy between wordlists of different types.

5.8 Adding a new symbol
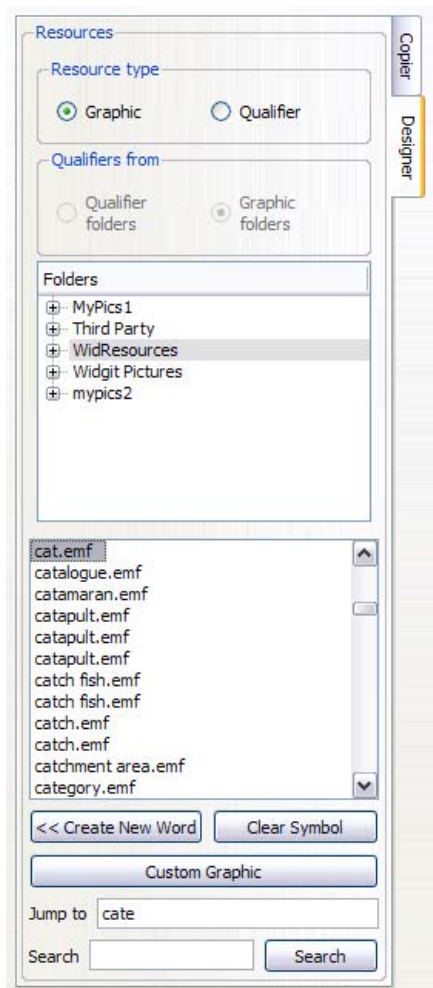
You may wish to make a new wordlist entry from a symbol in the Widgit set. To do this select the '**Designer**' tab on the right.

Select '**Graphic**' in '**Resource type**'. Then select the '**WidResources**' folder to access all the symbols you have installed. From the list click on the symbol you require and this will appear in the centre pane.

To add this graphic to your wordlist click '**<<Create new word**'. This will copy the graphic and use the file name as the text for the entry.

To change the text in the entry, type the new word into the '**word**' box at the top of the centre pane, then click '**Edit**'.

It is worth saving your wordlist wordlist frequently. See section 6-1 for more information.

5.9 Adding custom graphics

You may wish to add your own photos, clipart, or pictures as symbols. To do this select the '**Designer**' tab on the right. Then click on '**Custom Graphic**'.

This will take you to your '**My Pictures**' folder in '**My Documents**'. From here you can navigate to anywhere on your computer. Select the graphic you wish to add and click '**Open**'.

Then type the text you wish to associate with this graphic into the '**Word**' box at the top of the centre pane. Then click '**Add**'.

It is worth saving your wordlist wordlist frequently. See section 6-1 for more information.
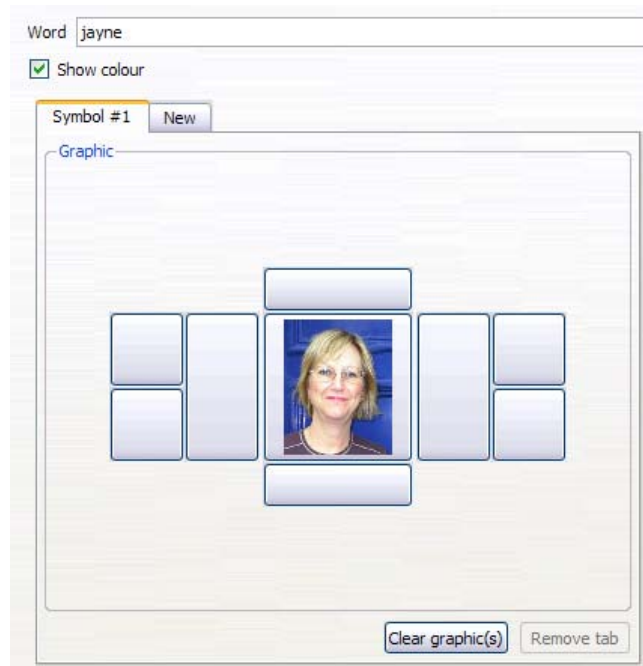
The supported graphic formats are JPG or JPEG (Joint Photographer Experts Group), PNG (Portable Network Graphics), BMP (Bit Mapped Pictures), GIF (Graphics Interchange Format), SVG (Scalable Vector Graphics), XBM (X11 Bit Map) and XPM (X11 Pix Map).

Extra note when making CWL wordlist files:

When you save the wordlist as a CWL the custom images are copied into a folder on your PC that the program knows about. The program does not use the graphic from its original location. The graphics will all be copied into the same location which will be either MyPics1 or MyPics2.
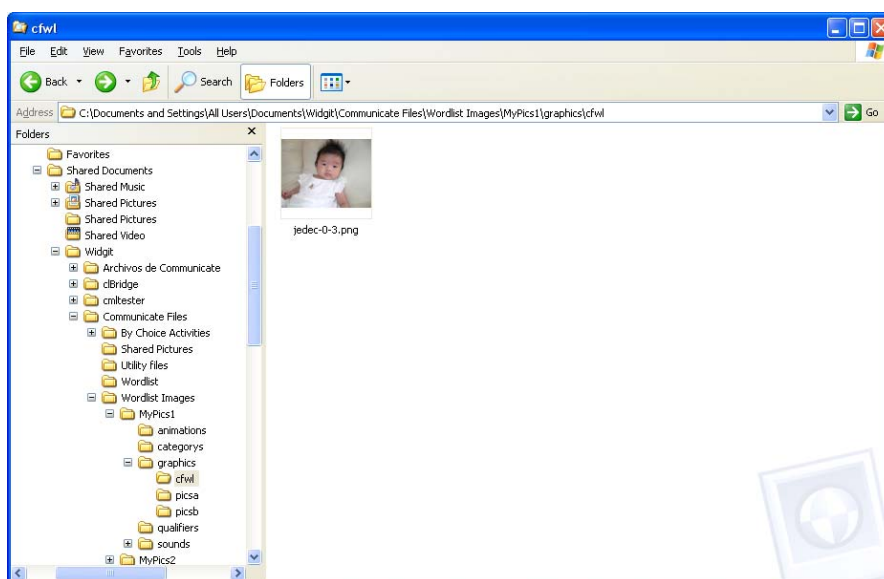
The program saves images in the MyPics1 area by default. There is no particular reason for changing this but see Section 8 – Advanced if you wish to do so.

5.10 Mapping multiple symbols to a word

Please note this functionality only works with Communicate: SymWriter.

In Communicate: SymWriter, it is possible to 'map' one or more symbols to a word. This feature allows you to chain whole symbols, with their qualifiers, together to cover one concept. This provides the flexibility to create a word that maps to compound symbols.

This feature more likely to be of use in languages that make much use of compound words e.g. Danish, Norwegian and Swedish.

You can chain up to four symbols together in a wordlist entry.

An example of where this may be useful is 'Bronte Sisters' where you show the three sisters combined, Anne, Emily and Charlotte.

Select the **'Designer'** tab on the right.

Then in the centre press the **'Clear Graphic'** button so start a new symbol.

Select resource type **'Graphic'**
From your graphic list on the right find 'woman' and add this to the central symbol position.

Select resource type **'Qualifier'**
Select the top right qualifier position, then select the letter 'A' from the qualifiers.

You have now made the first symbol that will appear in the chain.

In the centre pane click the **'new'** tab over the symbols to create the second symbol in the chain. This will be a tab called **'Symbol #2'**. Repeat the process to create the symbol for Emily ('woman' with the qualifier 'E').
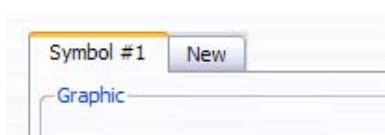
Do the same again to create the third symbol for 'Charlotte'.

Enter 'bronte sisters' in the **'Word'** box at the top of the centre pane and click **'add'** to insert this symbol to your wordlist.

It is worth saving your wordlist wordlist frequently. See section 6-1 for more information.

Now in SymWriter, when using this wordlist, you can access your new symbol for 'Bronte sisters'.

This wordlist must be saved as a CFWL. If you save this wordlist as a CWL or WUS, only symbol #1 of the chain will appear.

6. Saving and managing wordlists

This section concerns the saving and interchange of wordlist files between different Widgit products.

6.1 Saving your wordlist

When you have made ANY alterations to a wordlist you must remember to save the list. To over copy the wordlist you opened, just click **'Save'** in the left pane.

If you wish to save this as a new wordlist click **'Save as'** then select the appropriate wordlist type for the software you are using (see section 2.1, types of wordlist).
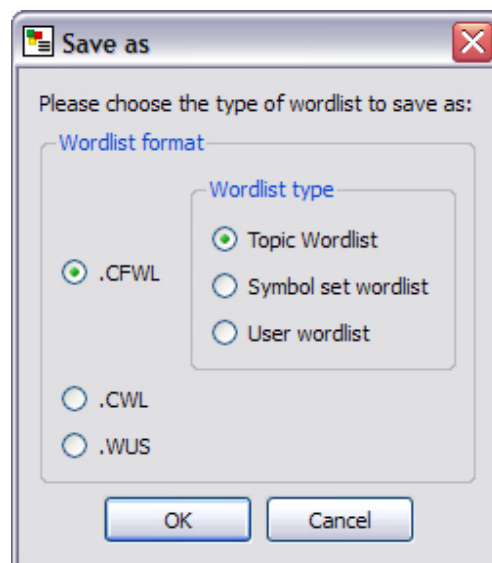
6.2 Managing your wordlists

The different symbol software uses different wordlist types. If you want to use a wordlist in more than on application, you must save it in the appropriate format.

Section 6.1 details the types of wordlist appropriate for each piece of software.

When you save a wordlist, the Wordlist Manager should automatically navigate to the correct wordlist folder by default. However if you are having problems locating the correct folder these are the default paths.

For Windows XP:

CFWL – Topic wordlists: "Documents and Settings\All Users\Application Data\Widgit\Common Files\Topic wordlists"

CFWL – Symbol Set wordlists: "Documents and Settings\All Users\Application Data\Widgit\Common Files\Symbol Set Wordlists"

CFWL – User wordlists: "Documents and Settings\[User]\Application Data\Widgit\Common Files\User Wordlists"

CWL: "Documents and Settings\All Users\Documents\Widgit\Communicate Files\Wordlist"

WUS: "C:\WWS2000Work\Wordlist"

For Windows Vista:

CFWL – Topic wordlists: "ProgramData\Widgit\Common Files\Topic wordlists"

CFWL – Symbol Set wordlists: "ProgramData\Widgit\Common Files\Symbol Set Wordlists"

CFWL – User wordlists: "Users\[User]\Application Data\Widgit\Common Files\User Wordlists"

CWL: "Users\Public\Documents\Widgit\Communicate Files\Wordlist"

(Please note that your software may have been installed with a custom set-up, if so contact your network manager for details.)


SymWriter wordlists cannot be edited outside the set paths above. Communicate: In Print and By Choice wordlists can be stored and used outside the set paths.

6.2 Exporting text lists

You can export a text list of the words in your wordlist. This creates a .txt file with the vocabulary listed separated by tabs.

This is done by opening the list in the left hand pane, then clicking on the **'Text file'** button.
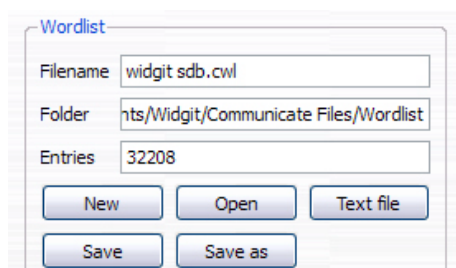
An export dialog will open where you can set the name and navigate to where you want to save it.

This is an example of the saved text file.
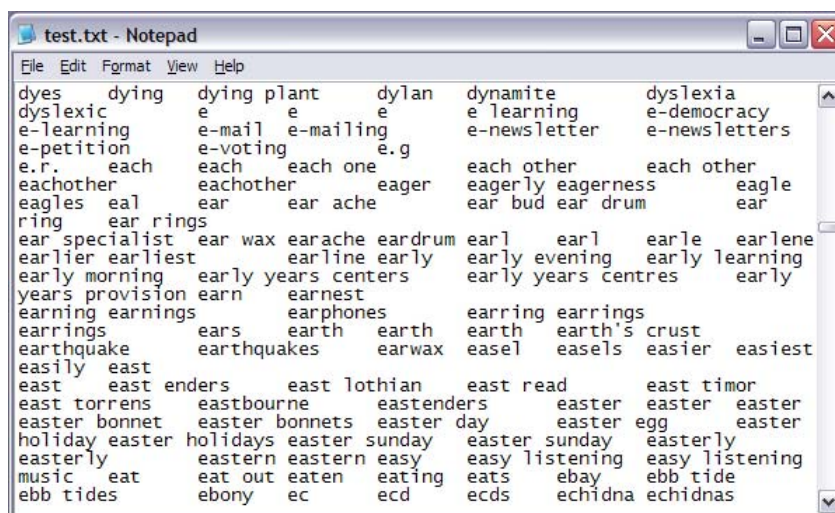
7. Using the Removal Manager

The Removal Manager is an easy way to delete unwanted **SymWriter** wordlists. Please note this utility does not delete wordlists for Communicate: In Print, By Choice or Writing with Symbols.

To access the Removal Manager, you will need to click on the Removal Manager tab at the top. **You must close all of the currently open wordlists before using the Removal Manager.** You can do this by clicking on the '**File**' then **Close All** menu.
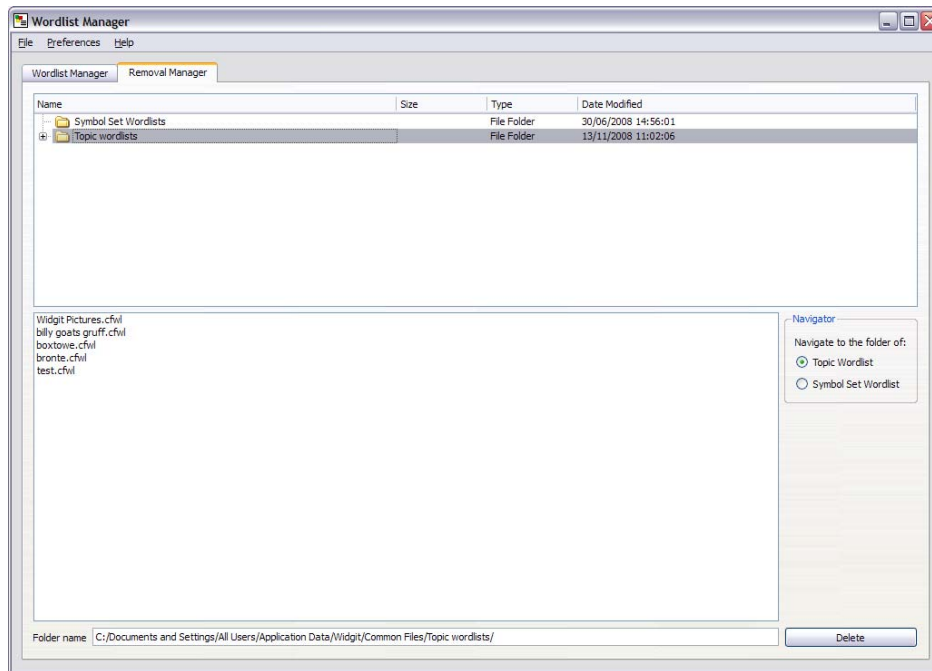
The Removal manager is split into two panes. The top pane is used for navigating between folders. The bottom pane displays the wordlists within the selected folder.

On the right hand side there are quick shortcuts to the different types of wordlist.

At the bottom of the Removal Manager you can see the full path of where the selected wordlist is stored.

To delete a wordlist, simply navigate to the wordlist, select it in the bottom pane and click '**Delete**'.

IMPORTANT NOTE: You should be careful not remove important wordlists when using this aspect of the program. Once a wordlist has been deleted it cannot be retrieved.

8. Preferences

This section covers available options in Communicate: Wordlist Manager, which users can tweak according to their preferences.

The options can be accessed from the **'Preferences'** menu then clicking on **'Options'**.
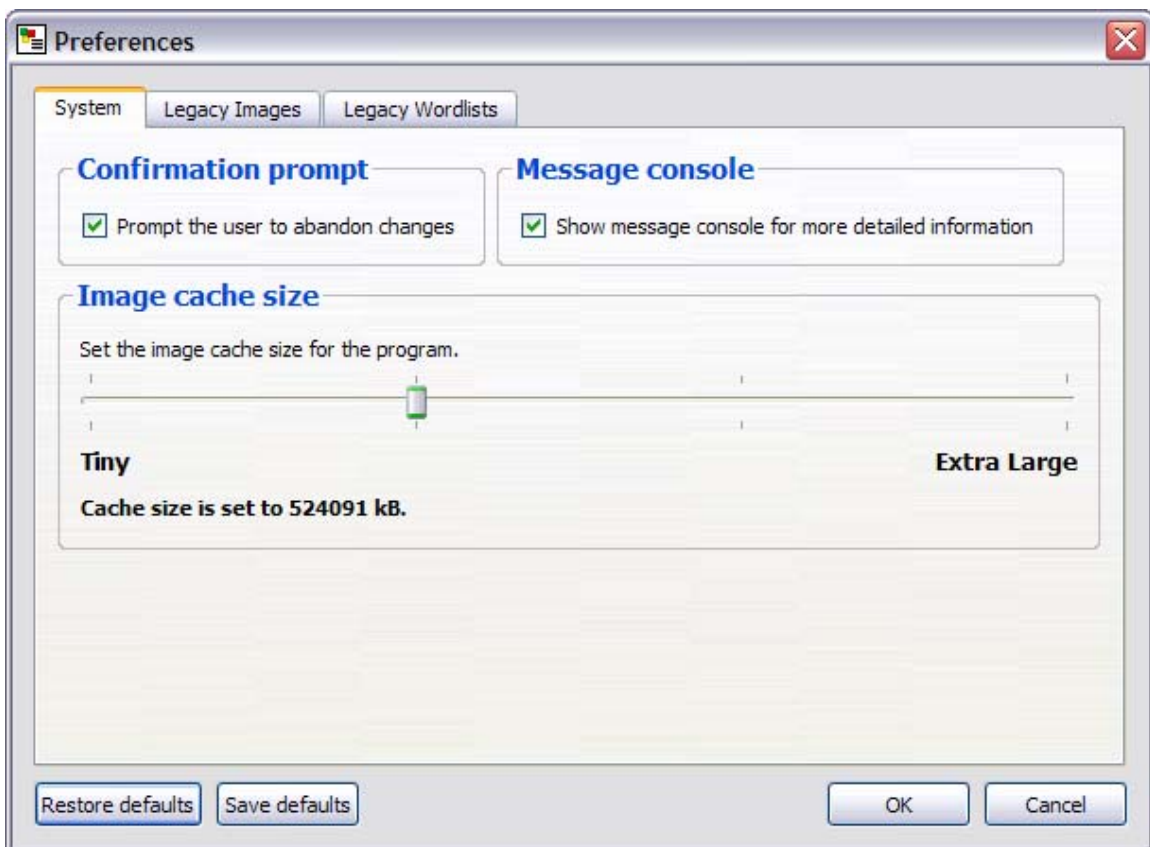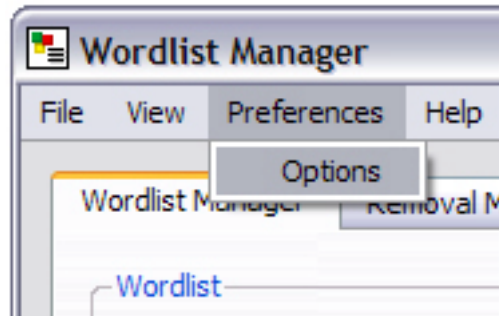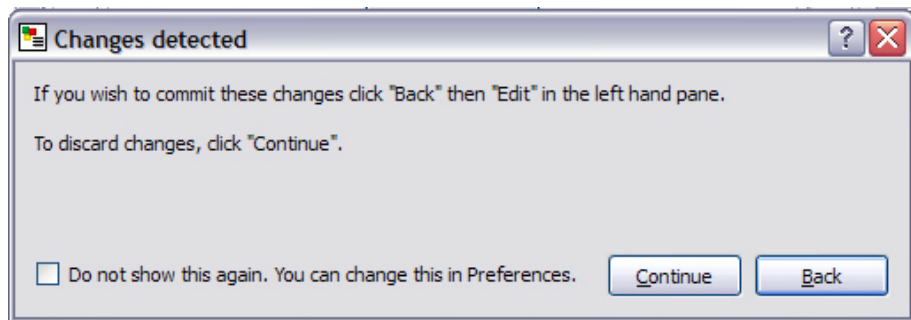
8.1 System tab

Confirmation prompt

You may have already noticed this feature whilst using the Wordlist Manager. If this option is ticked, whenever you make a change to an entry in the wordlist, the software prompts you to confirm the changes.

If you accept the changes then they are committed to the wordlist. Otherwise, the changes are abandoned.

To disable this confirmation prompt, uncheck the '**Prompt the user to abandon changes'** box and click **'OK'**.

Message console

A wordlist with compound symbols (multiple symbols mapped to a word) is only allowed to be saved as a .cfwl (SymWriter) wordlist. If you save a list with this feature as a .cwl (Communicate: In Print or By Choice) wordlist the additional symbols will be removed, leaving only 'symbol #1'. A message console will appear warning you of this. You can set this message console to not appear by unchecking the option in the system tab.

Image cache size

Sometimes if you are using many images of a large file size in a wordlist, then you may find some seem to be missing or not displaying correctly. To prevent this, try adjusting the cache size to larger setting.

It is generally not necessary to set the cache size to **'Extra Large'**, as this may degrade the system performance of your computer. The Extra Large cache size uses about ½ of the maximum RAM available of the PC.

The cache size can be set with the slide bar to the desired value that you wish then clicking on the **'OK'** button on the Preference dialog box.

8.2 Legacy Images tab
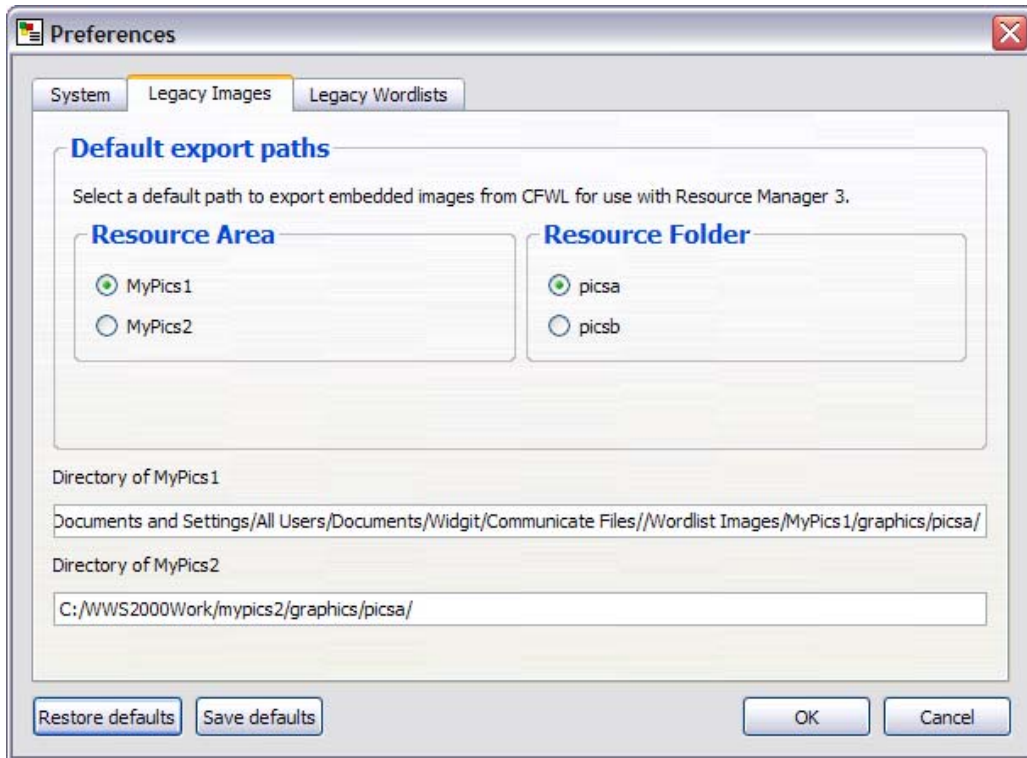
This tab is mainly for users of Communicate: In Print or By Choice.

If you have Communicate: In Print or By Choice installed on the computer, Wordlist Manager will automatically search for the MyPics1 and MyPics2 folders. These folders are where custom images used in wordlists are located.

The paths for the MyPics1 and MyPics2 folders are fully compatible with Resource Manager 3 and Communicate: In Print or By Choice. They are usually in the "Shared Documents\Communicate Files\Wordlist Images folder".

You can choose whether to save to MyPics1 or MyPics2 in this tab. Clicking **'OK'** confirms the preferred choice for this run of the program.

8.3 Legacy wordlists tab
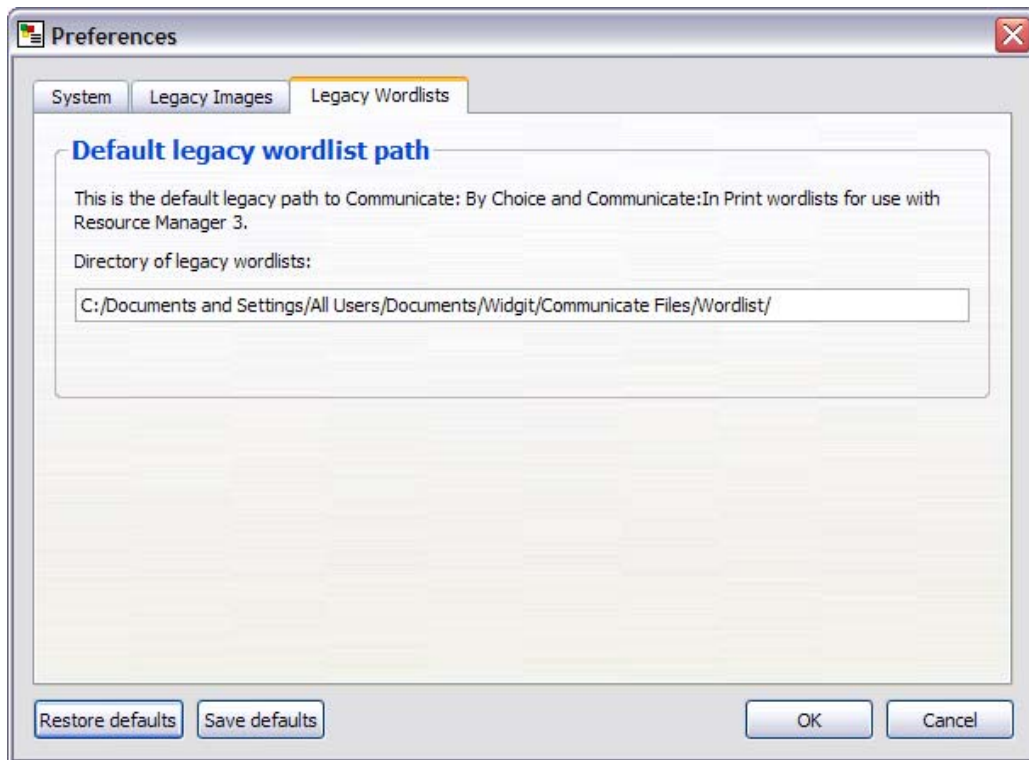
The Legacy Wordlists tab shows the default wordlists path if Communicate: In Print or By Choice is installed on your computer. We cannot change the path and it is for information only.

8.4 Start-up defaults

If you want to save your changes for future runs of the program select the '**Save defaults**' button. To restore the system defaults select '**Restore defaults'.**
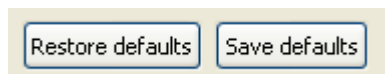
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