

Communicate: Wordlist Manager

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What is Communicate: Wordlist Manager?

Communicate: Wordlist Manager is a utility for editing and managing Wordlists for use with Widgit's Communicate software products. When opened in the manager, each Wordlist will show the list of words and corresponding graphics recognised by these programs:

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 graphics and their associated words in a Wordlist
- View 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
- View the vocabulary from the "smart" symbolising in Communicate: Symwriter

It is aimed at experienced users for the manipulation and personalisation of their Wordlists.

Opening the Wordlist Manager

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

Updates and Compatibility

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 party symbol sets such as Makaton. The Wordlist Manager allows you to view the vocabulary in the “smart” symbol list using the built-in [dictionary](#).

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

To access the FREE symbol updates for the Communicate Series visit:

www.widgit.com/symbolupdates

reliable. It also means that we are able to provide **free symbol updates** in the future.

Due to the new graphic format supplied with the new versions of Communicate: In Print and By Choice, the 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 and above
- Communicate: By Choice version 1.40 and above
- Communicate: SymWriter version 1.1.7000 and above

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

What is a Wordlist?

A Wordlist is a file that links words with graphics. If you type 'cat' in 'symbol mode' while using Communicate: In Print for example, the loaded Wordlist will automatically display the graphic associated with the word 'cat'. The graphic shown when you type a word depends on which Wordlist the program has loaded.

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.

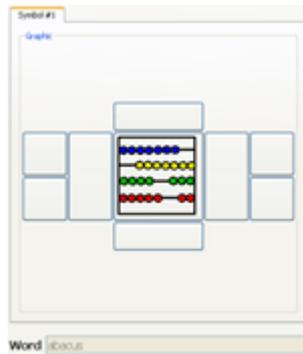
A graphic in a Wordlist can be linked to a number of different words. For example, the same symbol is used for 'courgette' and 'zucchini'. Similarly, different symbols can be linked to the same word. For example, 'Drain' as both a noun and verb.



Why use Communicate: Wordlist Manager?

The Wordlist Manager provides an opportunity to manage and create your own Wordlists. Through using this program, you will be able to refine the way your Widgeit software works, tailor-making Wordlists to your particular activity or personal vocabulary.

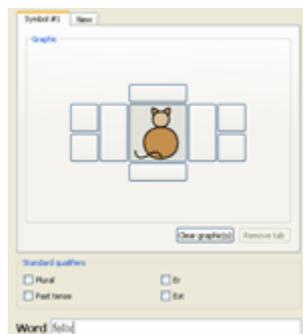
You may want to view existing Wordlists or construct new Wordlists for a specific topic. The most common uses of the Wordlist Manager are:



Viewing the Widgeit Symbols

Initially, you can simply view the Widgeit Symbols by selecting from the words in the loaded Wordlist. In this example, the word 'Abacus' has been selected.

More about [Viewing Wordlist Entries](#)



Adding New Words

You may want to add a word to your Wordlist. To select an accompanying graphic for the new word, you can choose from your own images on your computer or from existing symbols. In this example, the symbol for the word 'cat' has also been used for the new word "Felix".

More about [Adding a Word](#)



Adding Your Own Images

As well as adding new words to the Wordlist, you may also choose to use your own images for specific objects, people and places. In this case a photo of the London Eye has been added to the Wordlist under the word 'London eye'.

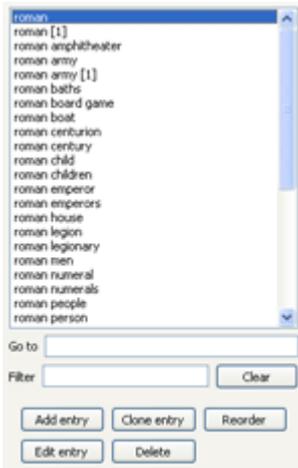
More about [Adding Custom Graphics](#)



Making Compound Symbols

New symbols can be constructed from other symbols. In this case, the graphic for 'Anglo-saxon man' has been combined with the graphic for 'Tudor man' to create a new individual symbol for the two characters from Hamlet, 'Rosencrantz and Guildenstern'.

More about [Qualifiers and Compound Graphics](#)



Making Topic Lists

You may choose to create specific Wordlists to suit a certain topic. In this example, a Wordlist has been created using words exclusively associated

More about [Making a Topic Wordlist](#)

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 **CFWL** Wordlist.

- **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 Help Files.

www.widgit.com/support/symwriter

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.

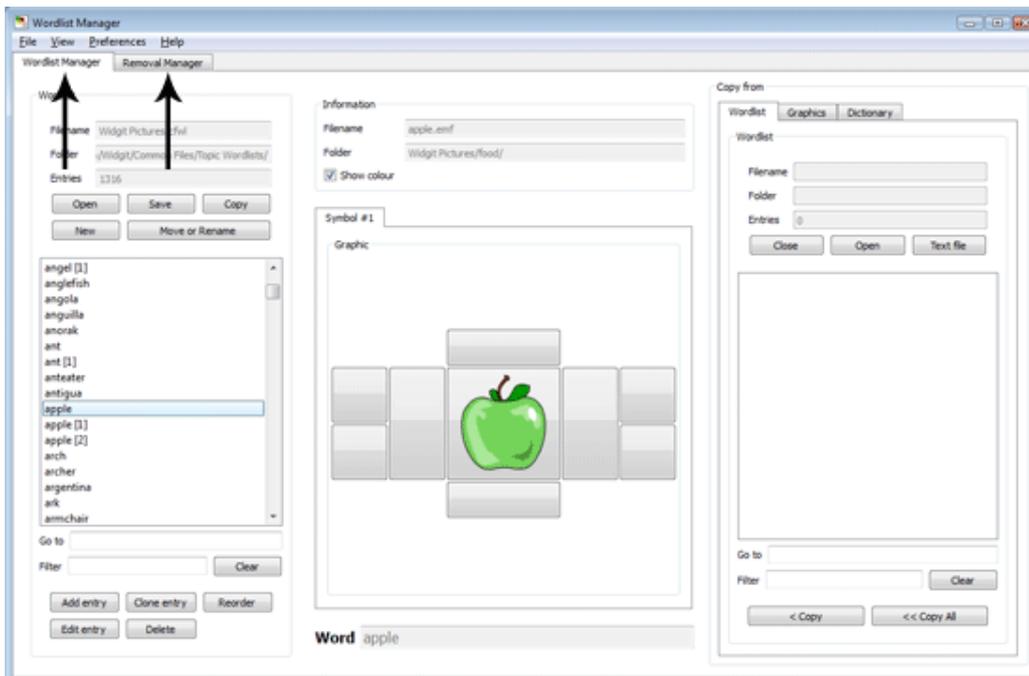
Interface Guide

When the Wordlist Manager is launched, there are two tabs available:

- The 'Wordlist Manager' tab is for creating and editing Wordlists.
- The 'Removal Manager' tab is for deleting whole Wordlists.

For information about the Removal Manager, please see: [Using the Removal Manager](#)

The program automatically opens on the 'Wordlist Manager' tab.



Centre Panel

The centre panel displays the graphic for the word selected from the Wordlist. This includes any additional graphics, such as qualifiers, in the boxes surrounding the one in the centre.

Above the panel, you will find information about the displayed graphic; the filename and file location.

You will also be able to choose whether you want to view the graphic in colour or black and white using the '**Show colour**' checkbox.



Left Hand Panel

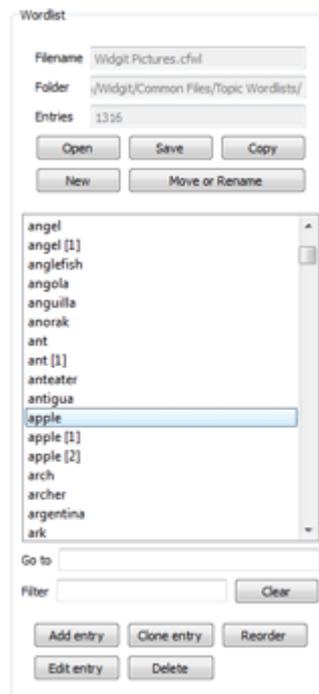
The left hand panel displays the space for a Wordlist. Above this you will find information about the Wordlist when one has been loaded: the filename, the file location and the number of entries. You will also see the following buttons:

- [Open](#) For opening an existing Wordlist.
- [Save](#) For saving the Wordlist.
- [Copy](#) For saving the Wordlist under a different name.
- [New](#) For making a new Wordlist.
- [Move or Rename](#) For moving and renaming Wordlists.

Underneath the Wordlist space are two clear boxes marked 'Go To' and 'Filter', both of which can be used to search the Wordlist. The 'Clear' button can be used to cancel a 'Filter' search.

At the bottom of the left hand panel are the following buttons:

- [Add entry](#) For adding a new entry to the Wordlist.
- [Clone entry](#) For duplicating then editing an existing entry.
- [Reorder](#) For setting the symbol choice order for entries with the same name.
- [Edit entry](#) For changing the word or symbol of an entry.
- [Delete](#) To delete an entry.



Right Hand Panel

The right hand panel can be used as source data for your Wordlist. At the top of the right hand panel are three tabs: 'Wordlist', 'Graphics' and 'Dictionary'.

- The '**Wordlist**' option will be selected by default when the program is opened. It can be used as the source from which to copy entries from other existing Wordlists.
- The '**Graphics**' tab can be used to view and copy graphics and qualifiers from predefined recognised folders or anywhere on your computer.
- Finally, the '[Dictionary](#)' tab can be used to view and copy graphics from a specific national dictionary.

Underneath the Wordlist space are two clear boxes marked '[Go To](#)' and '[Filter](#)', both of which can be used to search the Wordlist. The '**Clear**' button can be used to cancel a '**Filter**' search.

At the bottom of the panel are two buttons:

- **< Copy** – For copying individual entries.
- **<< Copy All** – For copying all entries.



Viewing Wordlists

The Wordlist Manager is an ideal tool to help provide an overview of the extent of Widgit symbols. Without having to make any changes, you can look at every graphic and word in the symbol set.

It provides a method for familiarising yourself with the way Widgit symbols work, and may help you to plan how you can alter, or create your own Wordlists.

Opening A Wordlist

Open an existing Wordlist by clicking on **'Open'** in the left hand pane. A dialog box will appear.



The associated Widgit program for each format is indicated next to the file type.

Choose which type of Wordlist you want to open (see: [Types of Wordlist](#)).

The Wordlist Manager will then take you to the correct Wordlist folder for the type of Wordlist you have chosen.

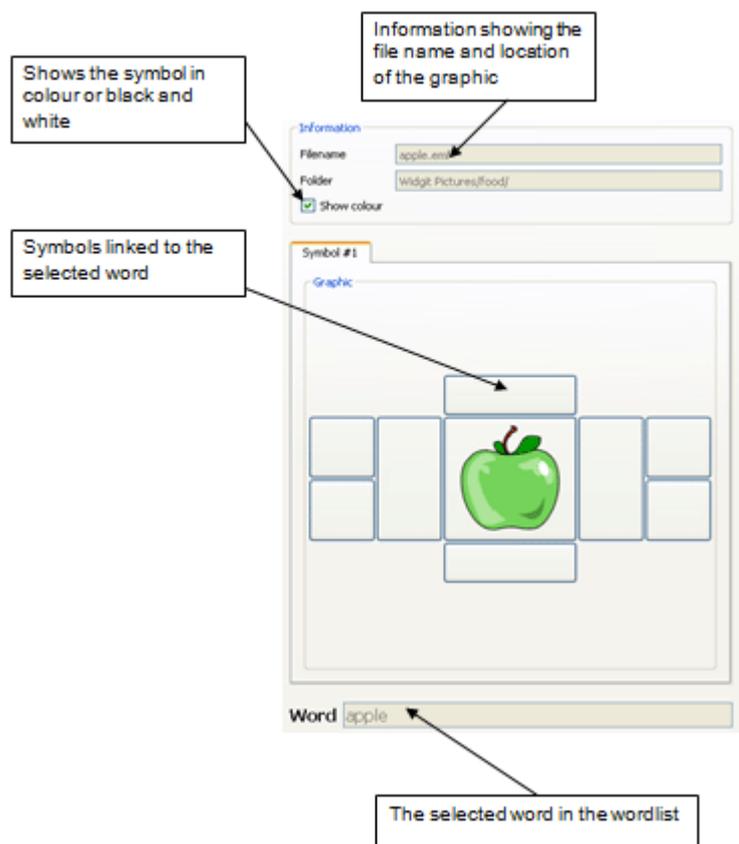
Select the Wordlist you wish to open and click **'OK'**.

Your Wordlist will be displayed in the left hand panel ready to edit.

Viewing Wordlist Entries

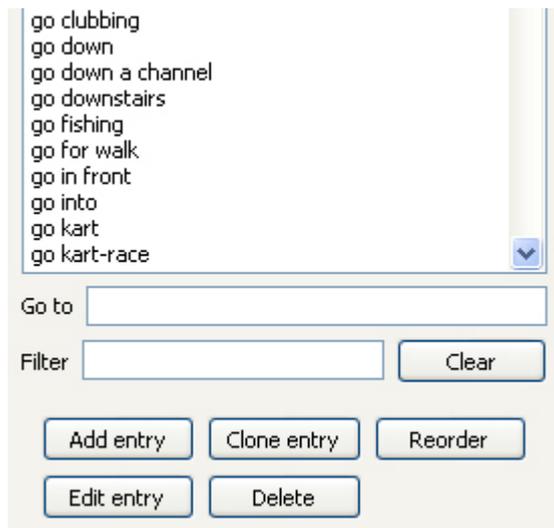
When you have a Wordlist or the dictionary open you will see a list of all the words it contains in the vocabulary panel.

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.



Searching Wordlists

At the bottom of the left hand pane, under the open Wordlist, there are two ways to search through Wordlists.



Go to

You can find something in the list by starting to type in the '**Go 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.

Filter

You can search for a word by typing into the '**Filter**' box. This will bring up a list of all the possible matches as soon as you begin typing. The search functionality will look anywhere within the words for whatever is searched. 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.

Using Spaces To Refine A Search

When searching the Wordlist with '**Filter**', including a space before or after the term being searched can aid finding specific words or phrases. For example, if you searched for 'ing' followed by a space you would find all entries ending with 'ing'. This could be particularly useful for finding verbs.

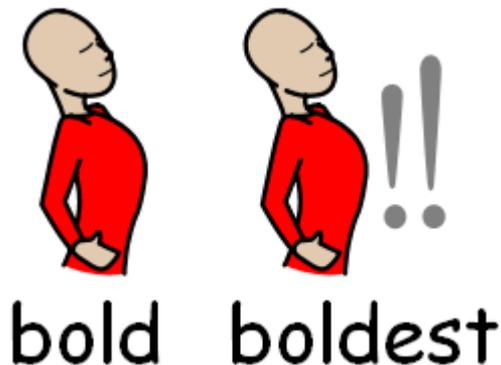
Using the Dictionary

The Wordlist Manager contains an interface for browsing dictionaries.

Each dictionary contains all of the root-forms of the vocabulary in the Widgit database. In other words, through using the dictionary interface, you can browse the full extent of the associated words and graphics used by Widgit software.

While you may find some subsequent forms, like the comparative form "happier" from the root-form "happy", you may not find all forms, despite the fact that they are recognised by Widgit software.

For example: the word "bold" can be found in the dictionary interface, unlike the superlative form "boldest", however; in SymWriter, both words are recognised (through 'Smart Symbolising') and depicted appropriately as different forms of the same word.



To open a dictionary, click on the dictionary tab from the right hand panel and then select a dictionary from the drop down menu.

Once you have selected your desired language, the panel below will be populated with all of the entries available.



Please note that the access you have to different dictionaries is dependent on the languages of the Widgit software that you have installed.

Viewing Restricted Symbols in the Dictionary

Some symbols in the Widgit Database could be upsetting or not suitable for some users. Restricted symbols are not displayed by default when you first launch the Wordlist Manager. To change access to restricted symbols, use the **Preferences** menu to access **Options** and then go to the **System** tab.

Click the radio button next to **More Options...** to reveal the available categories of restricted symbols radio button.

Click the **Show available categories** radio button to view the categories of restricted symbols. Click the radio button next to the category of restricted symbols that you want to be displayed in the dictionary.

Why use the dictionary?

As mentioned previously, one unique aspect of the Wordlist Manager's functionality is the ability to view vocabulary in bulk. Through using the dictionary, you can view every graphic automatically available to the Widgit software you have installed. This can help to give you an overview of the subjects and topics that are covered by Widgit. Furthermore, through exploring the full extent of the dictionary, you can form your own, more specific Wordlists using the '< Copy' and '<< Copy All' buttons located underneath the dictionary panel.

Modifying a Wordlist

There are several ways you may want to modify a Wordlist, for example: updating the vocabulary by adding, editing and deleting words or updating the symbols by adding custom graphics and qualifiers.

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 Wordlist and wish to start a new one, simply click on the '**New**' button in the left hand pane.

You should always use the left hand panel for the Wordlist that you are creating or editing.

Adding a Word

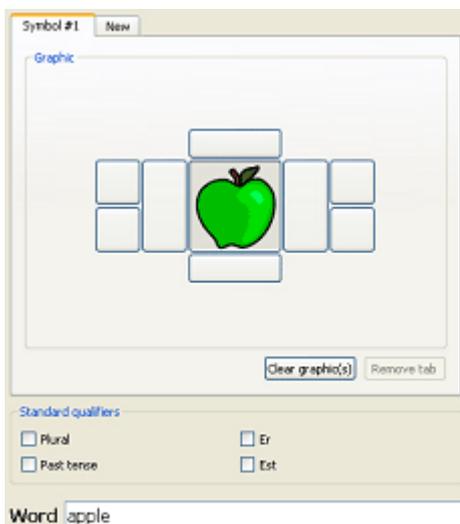
You may wish to add another word to an existing symbol in a Wordlist.

In Widgit symbol software you can use the F11 key or the re-text button:



in **In Print** and **SymWriter**.

You can also make the equivalent change in the Wordlist Manager:



Click on the word that shows the graphic that you want to add a synonym to - for example 'apple'.

Once you have selected the word, click the '**Clone entry**' button.

This brings up the editing interface.

In the '**Word**' box, delete the current text (apple) and type the new text (Golden delicious).

Now click '**OK**'.

The new entry for golden delicious will now appear in the Wordlist.

Apple will also remain as an entry.

Adding a Word from the Dictionary

You may be in the process of creating a Wordlist and simply want to add a word that you have found in the dictionary.

Due to the fact that the dictionary provides a way to view every graphic automatically available to the Widgit software you have installed, it is an ideal source for making new Wordlists.

With the dictionary tab selected in the right hand panel, through using either the search functions "[Go to](#)" and "[Filter](#)" or browsing the Wordlist, you can copy individual entries, numerous entries or all entries using the "< **Copy**" and "<< **Copy All**" buttons.

To copy an individual entry to your Wordlist, select the word you want to copy and click "< **Copy**".

To copy multiple entries to your Wordlist, you can either click and drag the mouse across the desired entries or hold down the "Ctrl" button on your keyboard and individually click the entries, and then click "< **Copy**".

To copy all of the entries in the right hand panel, click "<< **Copy All**".

Editing a Word

Click on the entry in the Wordlist that you want to edit and then click the '**Edit entry**' button.

Type the new word in the '**Word**' box and then click '**OK**'.

This will change the word in the list to the new one, removing the original.

Deleting an Entry

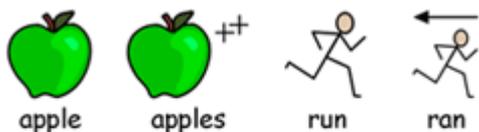
Click on the item in the Wordlist that you want to delete and then click the '**Delete**' button.

You will be prompted by a warning, click '**Yes**' to proceed.

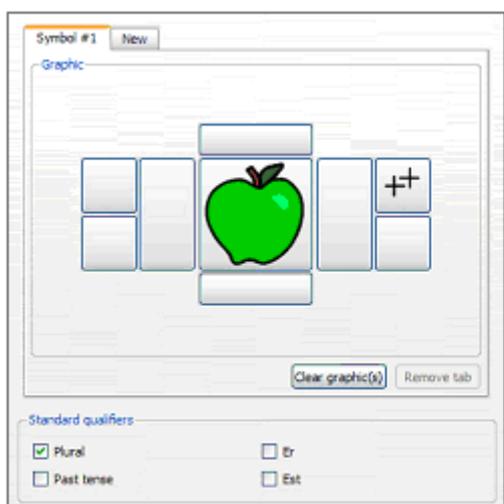
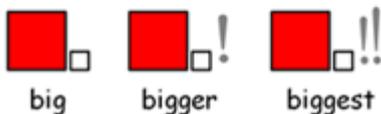
Standard Qualifiers

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)



When individually selected, the buttons **'Add entry'**, **'Clone entry'** and **'Edit entry'** will open a new interface where these standard qualifiers can easily be turned on and off. This can be done through using the check boxes. The qualifier will automatically be added to the symbol in the correct place.

Set the Symbol Choice Order

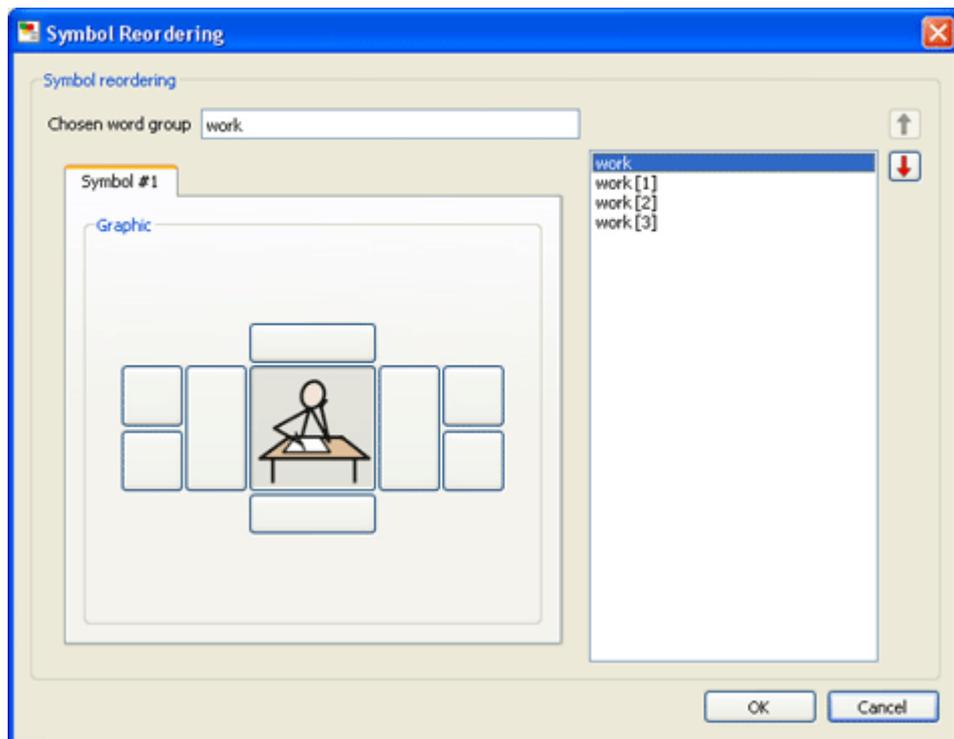
Widgit's symbol software shows you the symbol choices as you type. Some words have more than one symbol available. You can change the symbol that is shown in your document through using the symbol chooser box, or by pressing the F9 key. (This is the same function as the F12 key in WWS).

With the Wordlist Manager it is possible to set your own preference for the order in which symbols will appear. For example, the most commonly used symbol for 'work' is likely to be the symbol for 'desk work' in a school, 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 the '**Reorder**' button 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.



Please note: you cannot set the symbol choice order in the 'smart symbol' list in Communicate: Symwriter.

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 and open the Wordlist you wish to copy from in the right hand pane.

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

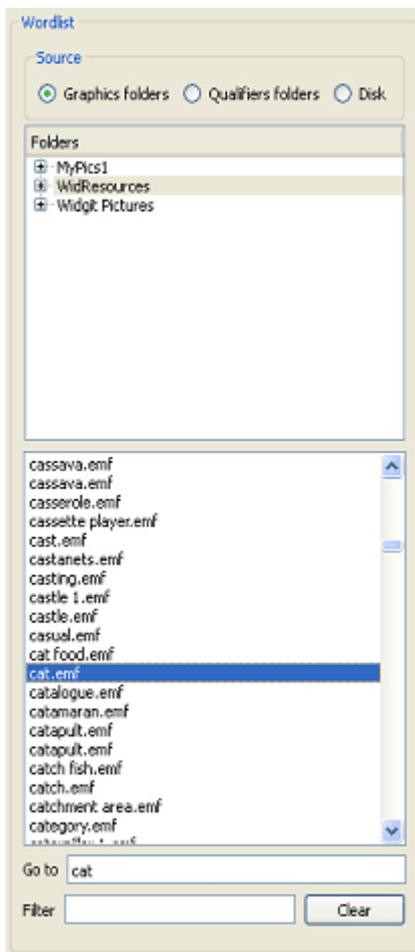
Alternatively it is possible to select several entries from the list by holding down the SHIFT or CTRL keys. Then click '**<Copy**'.

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

The new entries will be set as last in the [symbol choice order](#), if you have entries with the same word.

It is possible to copy between Wordlists of different types.

Adding a new Symbol



You may wish to make a new Wordlist entry from a symbol in the Widgit set.

In this example we will add the word 'Felix' to the existing symbol for the word 'Cat'.

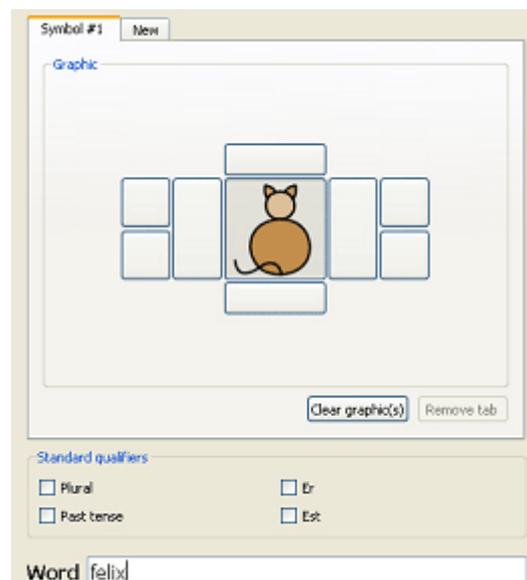
To do this, first select the '**Add entry**' button.

Select '**Graphics folders**'. Then select the '**WidResources**' folder to access all the Widgit Symbols you have installed. Find '**cat.emf**' in the list and select it.

In order to commit the new entry, you will need to change the associated text. To do this, type the new word 'Felix' into the '**Word**' box.

Finally, to add this entry to your Wordlist click '**OK**'.

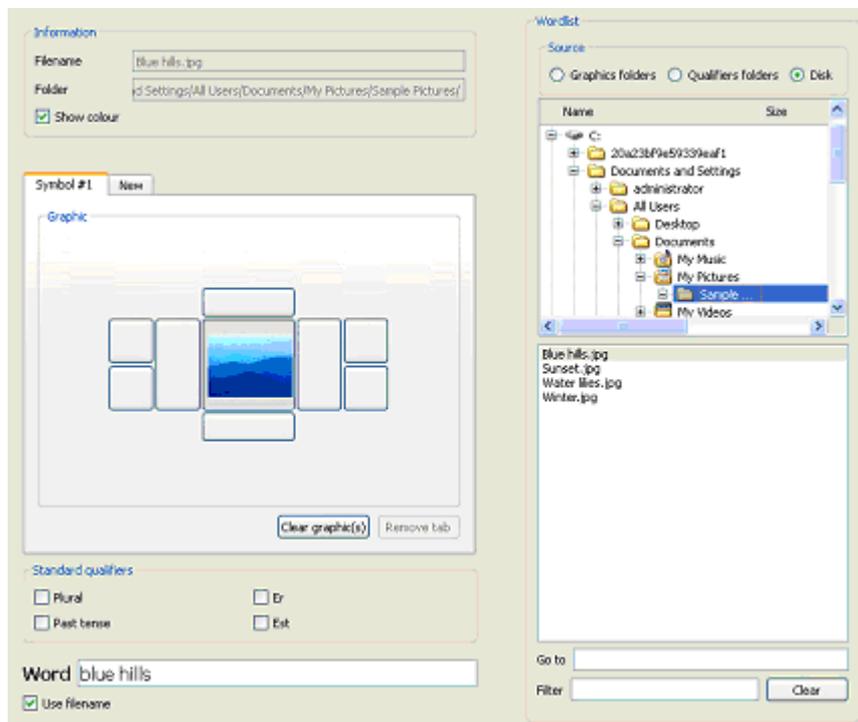
It is worth saving your Wordlist frequently.



Adding Custom Graphics

You may wish to add your own individual photos, clipart, or pictures as symbols. To do this, select the '**Add entry**' button and select '**Disk**' from the three radio buttons at the top of the right hand panel.

From here you can navigate to anywhere on your computer and select the graphic you wish to add. Any compatible file you may have can be viewed in the graphic panel when selected.



When you have selected the graphic that you want to add to your Wordlist, type the text you wish to associate with this graphic into the '**Word**' box and then click '**OK**'.

Underneath the '**Word**' box is the '**Use filename**' checkbox. This checkbox is only visible when in the '**Add Entry**' interface. If the checkbox is selected with a tick mark, the filename for any graphic chosen will automatically become the associated word. The file extension (.jpg for example) will also be removed. In the example above, the checkbox has been filled and the selected graphic 'Blue Hills.jpg' has become the associated word: blue hills.

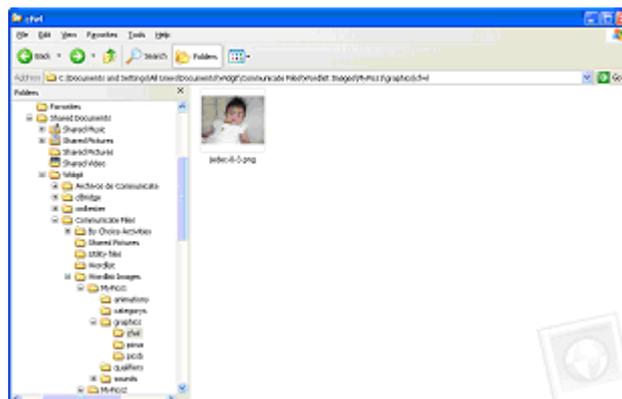
It is worth [saving your Wordlist](#) frequently.

The supported graphic formats are JPG or JPEG (Joint Photographic Experts Group), PNG (Portable Network Graphics), BMP (bitmap), GIF (Graphics Interchange Format), SVG (Scalable Vector Graphics), XBM (X BitMap) and XPM (X PixMap).

Extra note when making CWL Wordlist files:

When you save the Wordlist as a CWL for Communicate: In Print, 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.

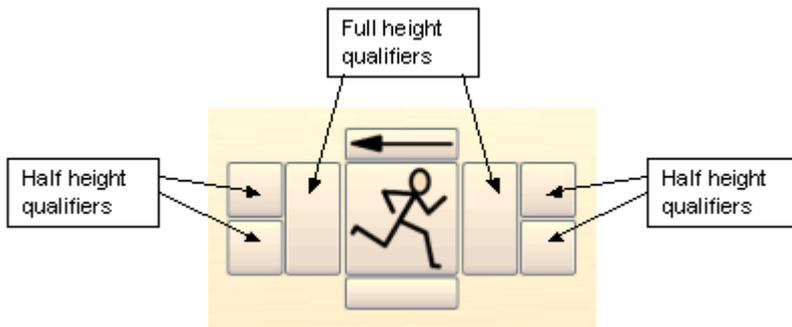
The program saves images in the MyPics1 area by default. There is no particular reason for changing this but see [Legacy Images Tab](#) if you wish to do so.



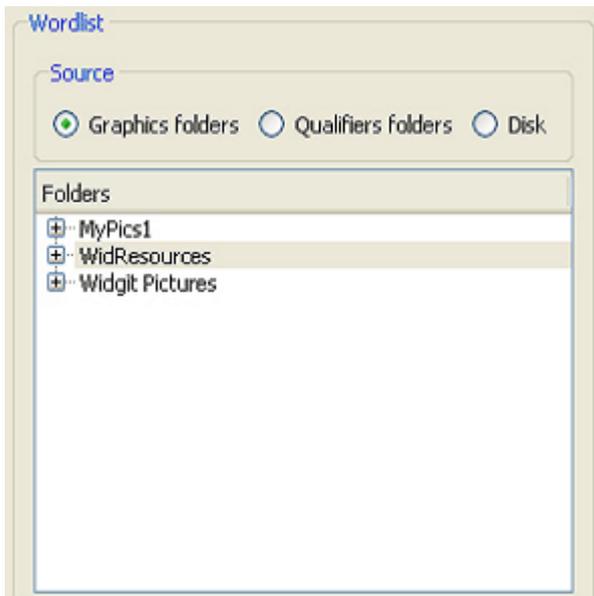
Qualifiers and Compound Graphics

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 height' 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 select the **'Add Entry'** button.



In this interface you will see three radio buttons at the top of the right hand panel: **'Graphics folders'**, **'Qualifiers folders'** and **'Disk'**.

These are the choices from which you can locate the graphic you want: if you want to use an ordinary graphic then you should choose the **'Graphics folders'**; the **'Qualifiers folders'** is where the grammatical markers and letters are stored and choosing **'Disk'** will enable you to navigate your computer for any other compatible images you may have.

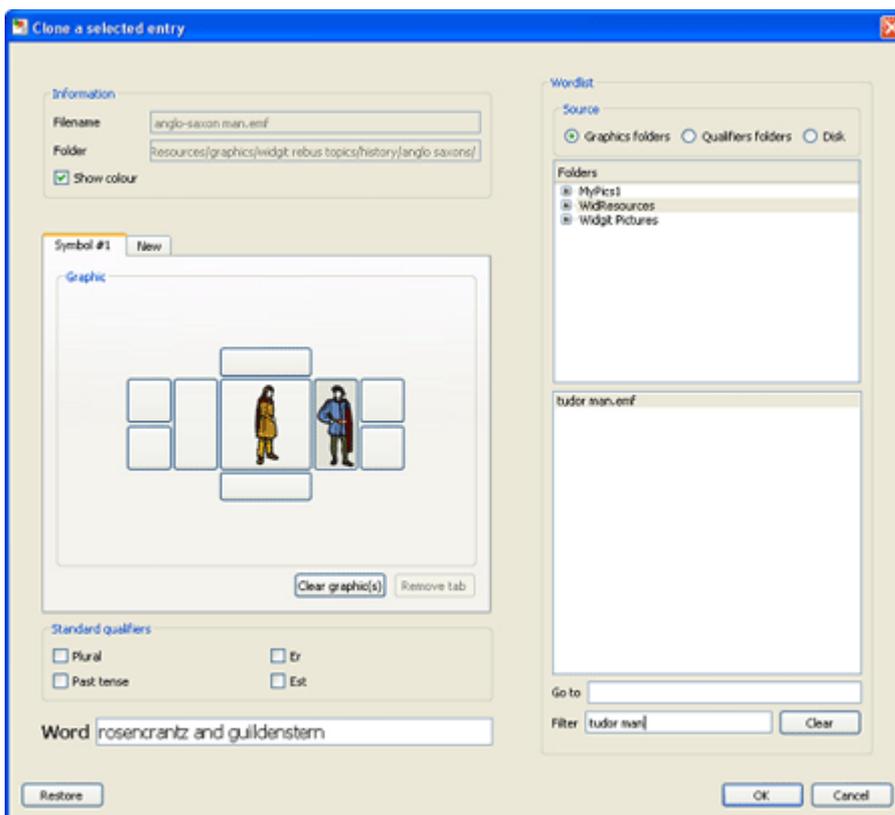
In this example we will be making a symbol for the two characters from Hamlet, 'Rosencrantz and Guildenstern'. For this, we will combine two equal size symbols featuring a man from the feudal era: '**Anglo-saxon man**' and '**Tudor man**'.

Choose the '**Graphics folders**' radio button and select the folder '**WidResources**'. This will show you a list of all the symbols you have installed.

To find '**Anglo-saxon man**' you can either start typing in the '**Go to**' box, or search for '**Anglo-saxon man**' in the '**Filter**' box. When you have selected this graphic, it should appear in the centre of the graphic panel.

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.

Once you have selected the qualifier box, search for '**Tudor man**'. When you have found it, click on the tudor man.emf graphic and it will be added next to the symbol in the centre pane.



To set the name, type 'Rosencrantz and Guildenstern' in the '**Word**' box. These are the words you would type in Widgit's symbol software to bring up this symbol. Then click '**OK**' at the bottom of the right panel to commit your new symbol.

If you make a mistake...

If you wish to remove any graphic in a symbol, select the position of the image and click '**clear graphic(s)**'. The '**Restore**' button in the bottom left corner allows you to revert to the original graphic before any changes were made.

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 eight 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.



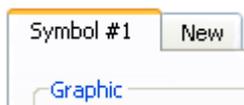
Select the 'Add entry' button.

Select source type 'Graphics folder' from the panel on the right. From your graphic list in 'WidResources' find the entry 'woman' and add this to the central symbol position.

Select source type 'Qualifiers folder'. 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 graphic layout 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 and click 'OK' to commit this symbol to your Wordlist.

It is worth saving your Wordlist frequently. See [Saving your Wordlist](#) for more information.

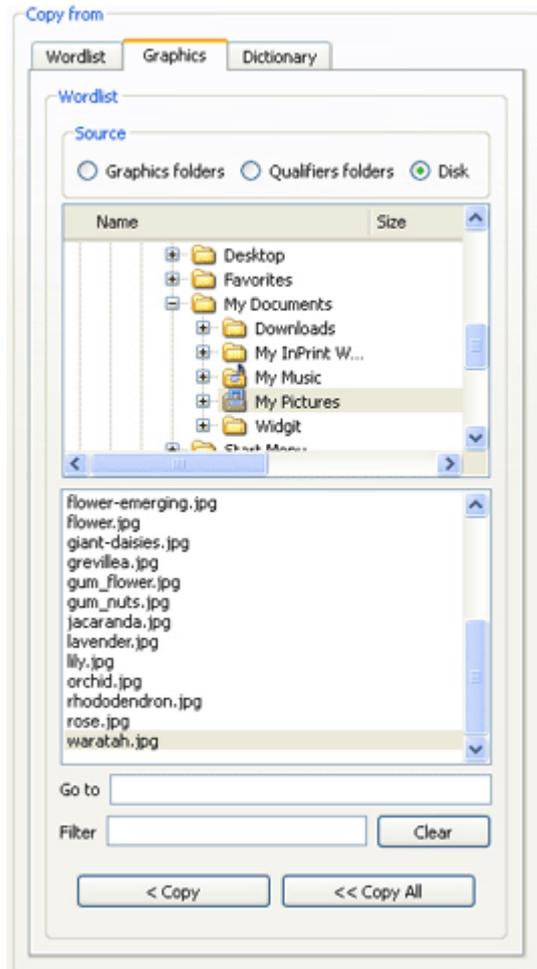
Now in SymWriter, when using this Wordlist, you can access your new symbol for 'Bronte sisters'.

Please note: 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.

Making a Topic Wordlist

As previously mentioned, a topic Wordlist can be utilised to create small sets of topic-specific words. This feature could be used as a memory aid, for example: photographs taken on a school trip could be used to create a topic Wordlist about the day's events.

In this example, the images that will be used are stored in 'My Pictures' in 'My Documents'.



In the right hand panel, select the '**Graphics**' tab and then select '**Disk**' from the three radio buttons.

From here you will be able to navigate to any location on your computer.

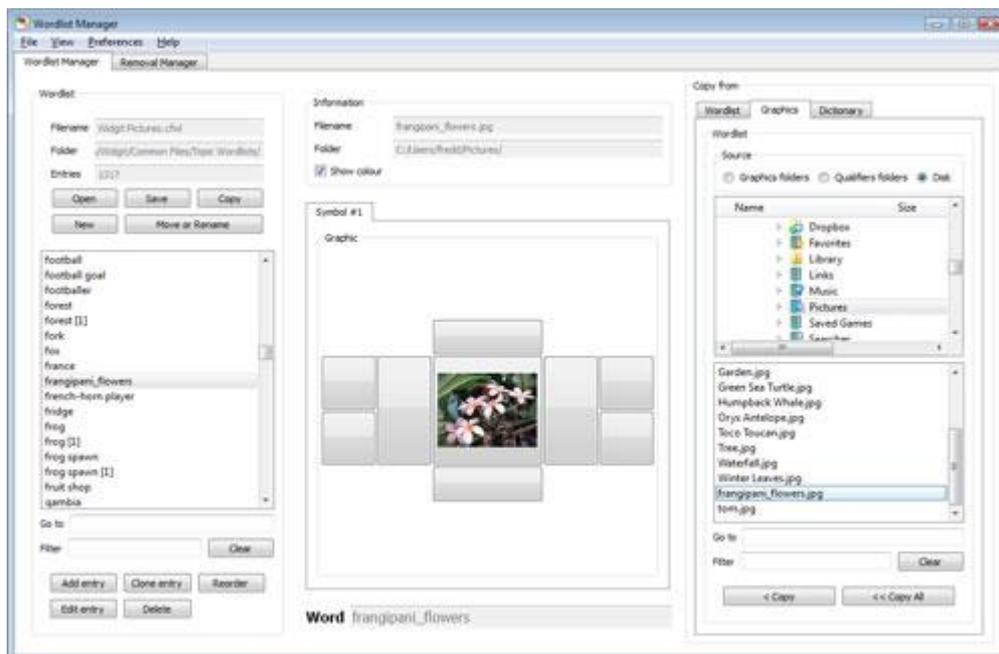
Once you have located the folder containing the images you would like to use, you will be able to see the filenames of the folder's contents in the separate panel below, and when selected, the new image in the graphic panel.

You can copy individual entries to your new Wordlist in the left panel with the '**< Copy**' button or you can choose to copy everything from that folder using the '**<< Copy All**' button.

In this instance, the chosen folder contains lots of digital photos of flowers. All of these can be used to form a topic Wordlist.

The filename of the image copied from the right hand panel to the left will automatically become the name of the new entry, minus the file extension (.jpg for example). In the example below, one of the copied entries is 'frangipani_flowers' as the filename is 'frangipani_flowers.jpg'. Using the '**Edit**' button, the entry can be amended to 'frangipani flowers'.

When you are happy with your Wordlist, click '**Save**'. In the following dialog box, choose the appropriate format: SymWriter (*.cwl) and select Topic Wordlist from the Wordlist type. Please note that you can only create Topic Wordlists for use with Communicate: SymWriter.



Saving and Managing Wordlists

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

Please Note: Actions that you may want to perform regarding Wordlists, such as copying, renaming or moving, should be done in the Wordlist Manager rather than the Windows Explorer. This way the Wordlist Manager and your associated Widgit programs will retain all of your Wordlist information.

Saving Your Wordlist

When you have made a Wordlist, or made any alterations to a Wordlist you must remember to save the Wordlist. When you make a new Wordlist, you can use the **Save** button in the left hand panel where the ensuing dialog box will prompt you to select a Wordlist format and name the file.

Once you have saved a Wordlist, the **Save** button will overwrite the file.

For more information about Wordlist formats see section [Types of Wordlist](#).



Copying Wordlists

The **Copy** button in the left hand panel can be used in a similar way to the common command "Save As". When you use the Copy button, you will be required to specify a Wordlist type and a name for the Wordlist. It is important to remember that if you use the **Copy** function on a Wordlist that is linked to a Widgit program, the program will still link to the original Wordlist.

For more information about Wordlist formats see section [Types of Wordlist](#).

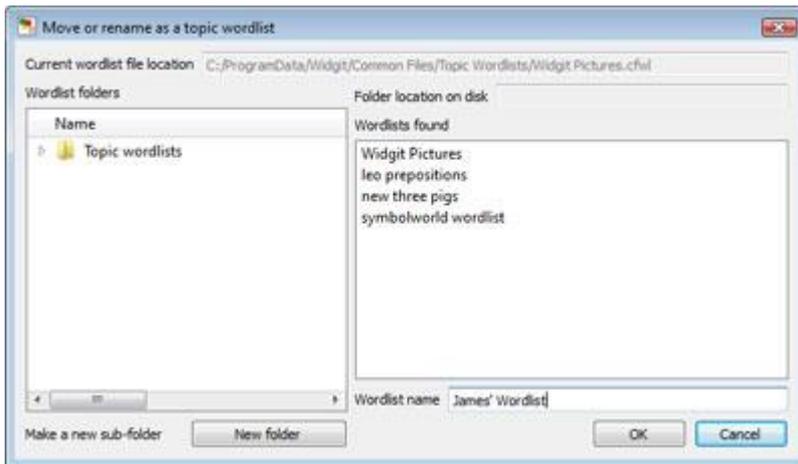
Moving and Renaming Wordlists

Please note: If you want to move and rename Wordlists, you must do it through the Wordlist Manager rather than Windows Explorer.

If you want to move or rename a Wordlist, you can use the **Move or Rename** button in the left hand panel. It is important to remember that if your Wordlist is linked to a Widgit Program, using this function will ensure that the link is retained.

When you have loaded a Wordlist that you want to rename, move or both, click the **Move or Rename** button.

In the ensuing dialog box you will be taken to the appropriate Wordlist file location where you can see the other Wordlists that are the same format as the one loaded.



You can create a new folder within the folder containing the existing Wordlists if you want to keep your Wordlists separate. You can also type a Wordlist name.

Managing Your Wordlists

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

[Types of Wordlist](#) 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”

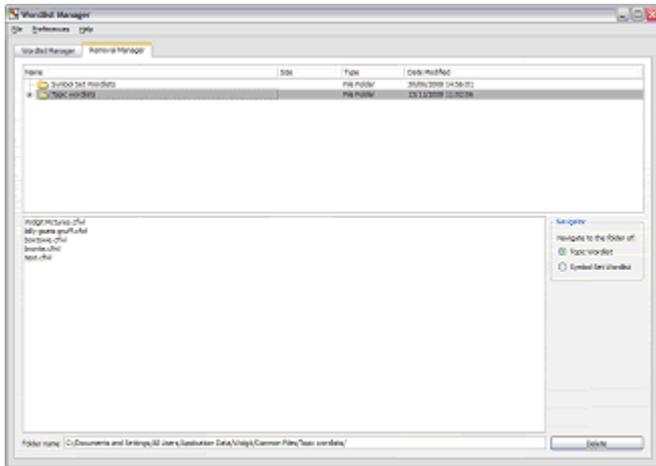
Please note: that your software may have been installed with a custom setup; if so, contact your network manager for details.

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.

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 'File' and then the 'Close All' option from the drop-down list.



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.

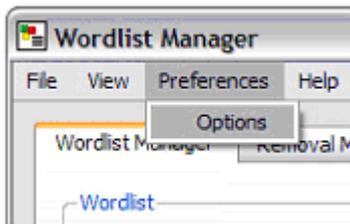
On the right hand side there are quick shortcuts to the different types of Wordlist.

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.

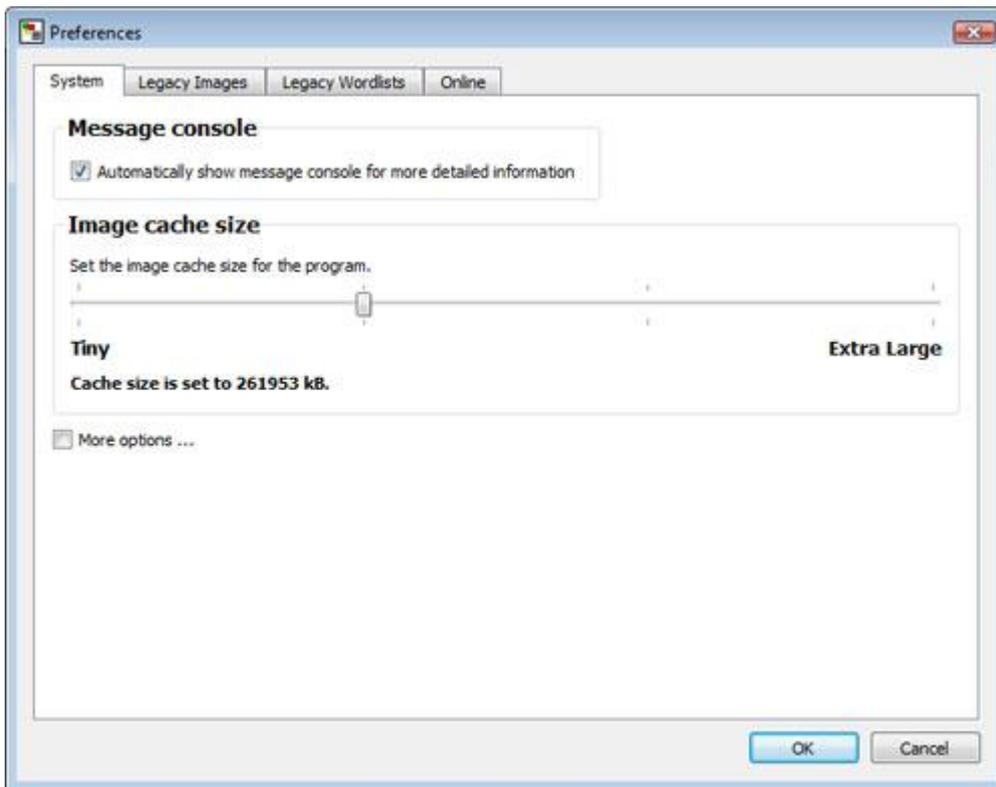
Preferences



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'**.

System Tab



Message console

A Wordlist with compound symbols (multiple symbols mapped to a word) is only allowed to be saved as a .cfl (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 a 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 available RAM 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.

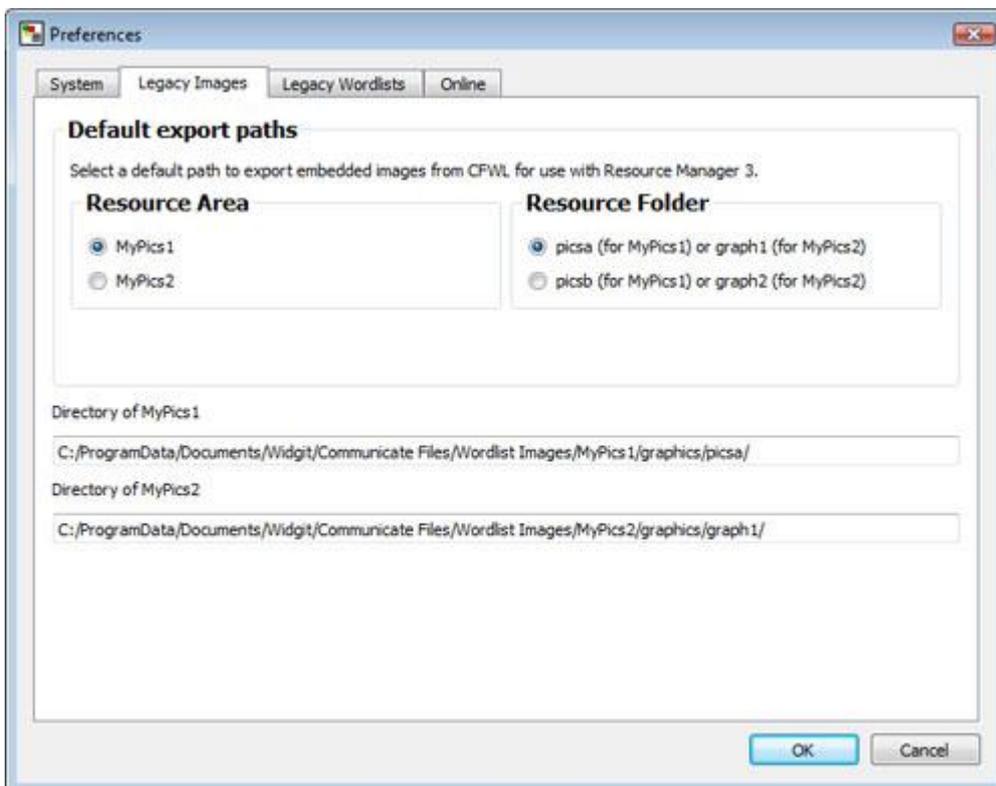
Legacy Images Tab

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.

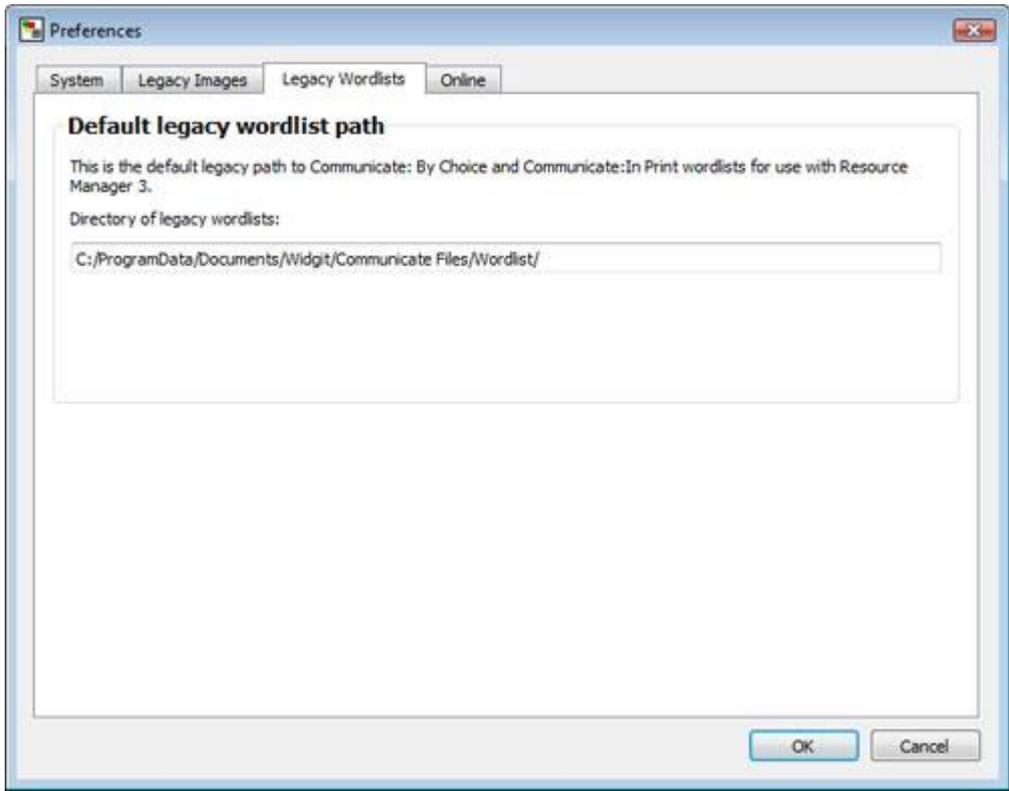
The paths for the MyPics1 and MyPics2 folders are fully compatible with Resource Manager 3 and Communicate: In Print or By Choice. They are usually in the "Shared Documents\Communicate Files\Wordlist Images" folder.

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.



Legacy Wordlists Tab

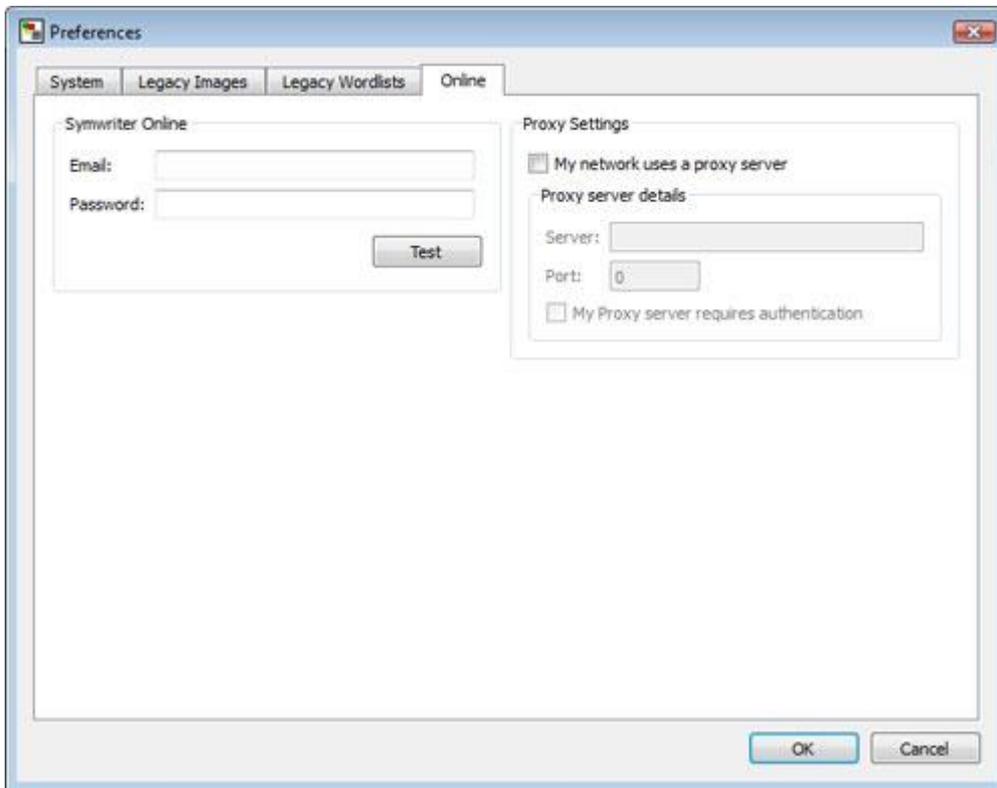
The Legacy Wordlists tab shows the default Wordlists path if Communicate: In Print or By Choice is installed on your computer. We cannot change the path and it is for information only.



Online Tab

If you have registered a SymWriter Online account, you can save Wordlists directly to it using the **Online** tab. In order to be able to save your Wordlists to your SymWriter Online account, you will need to synchronise it with the Wordlist Manager. To synchronise your account with the Wordlist Manager, enter the email address and password that you registered SymWriter Online with and click **Test**. If you have entered your information correctly, you will see the word 'Success!' appear accompanied by a green tick icon.

You will now be able to save Wordlists to your SymWriter Online account.



Proxy Settings

If your network uses a proxy server, you can use this section to configure it to work with SymWriter Online.

A proxy server is used as a specialised way of accessing the internet across an entire network. Effectively, a proxy server acts as a buffer between a user and the internet itself. It is recommended that either an expert user or administrator uses this section.

Click the **My network uses a proxy server** checkbox to unlock this section and enter your proxy server details. If your **proxy server requires authentication**, click this checkbox and enter your **Server credentials**.

