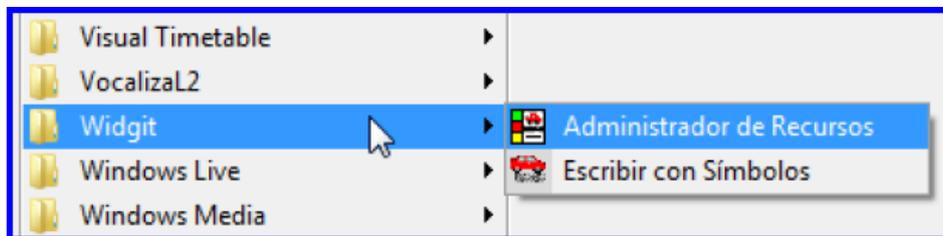


BASIC GUIDE ON ADDING PICTOGRAMS IN WRITING WITH SYMBOLS 2000

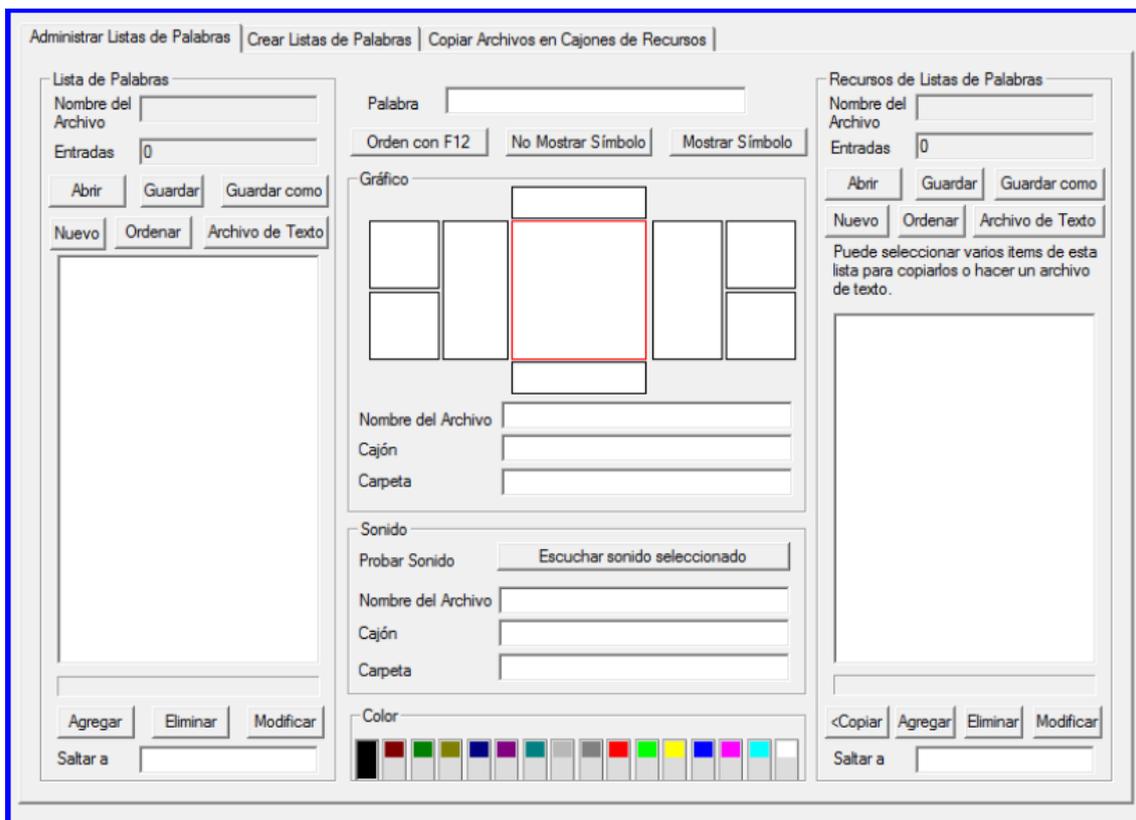
Step 1

In the Windows **START** menu, we select “**Todos los programas**” and we have to start the program “**Administrador de Recursos**” in the **Widgit** folder.



A window with three different options will appear in the upper area:

- Administer word lists
- Create word lists and
- Copy files into “resources drawers”.

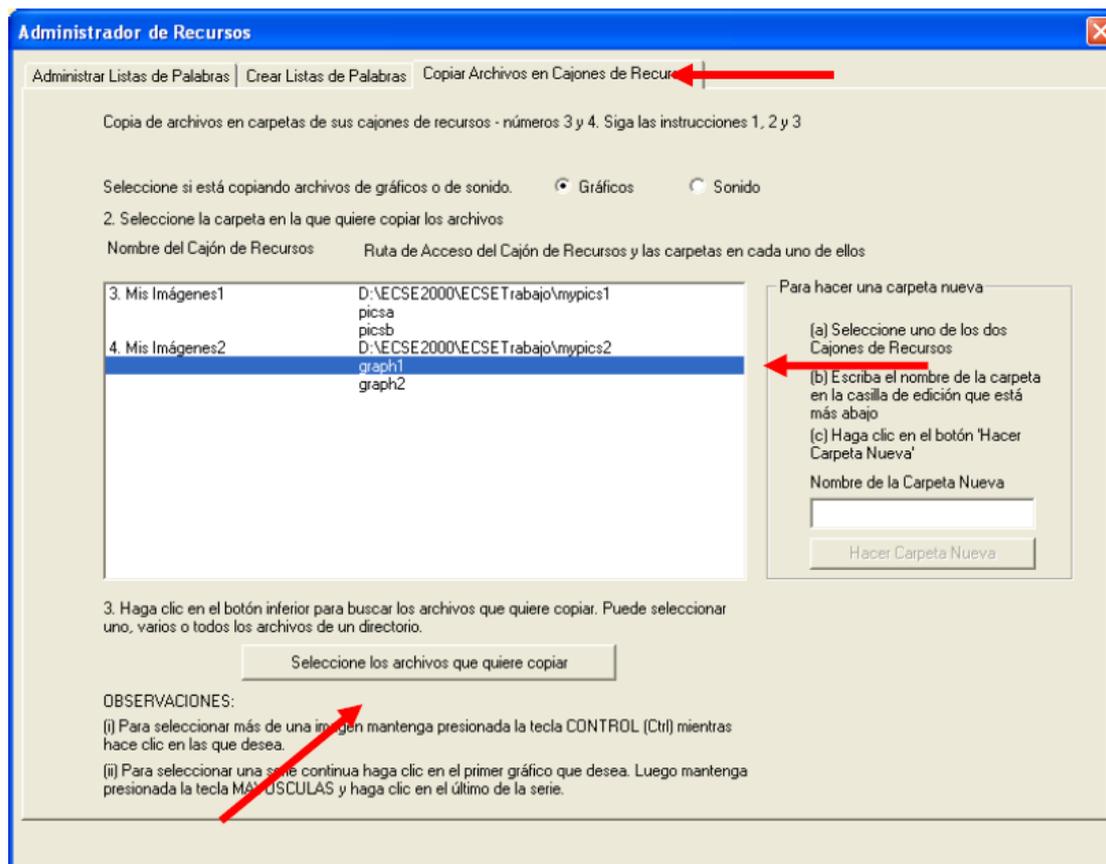


This is the main window from which we will administer the word lists that appear in this application.

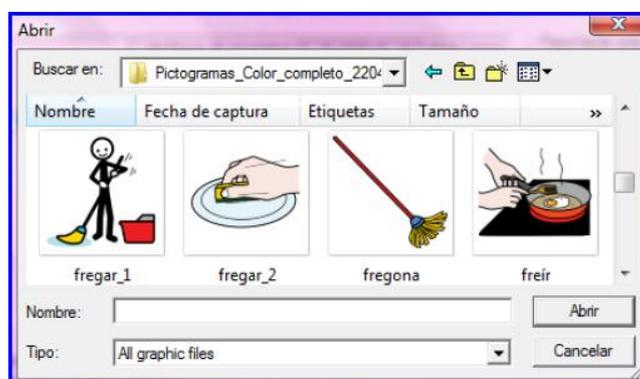
Step 2

We click on **“Copiar Archivos en Cajones de Recursos”**, which is in the upper part. A new screen will appear, in which we have to click on **graph1** or **graph2**. They are the folders where the new pictograms that we are going to insert will save. We will never see these two folders while using the application, as they are inside the installation folder of the program and they are only used for storing purposes.

Once we have selected one of the folders, we have to click in the lower button **“Seleccione los archivos que quiere copiar”**.



We search the folder where we have the pictograms and we select all the files we want to add.

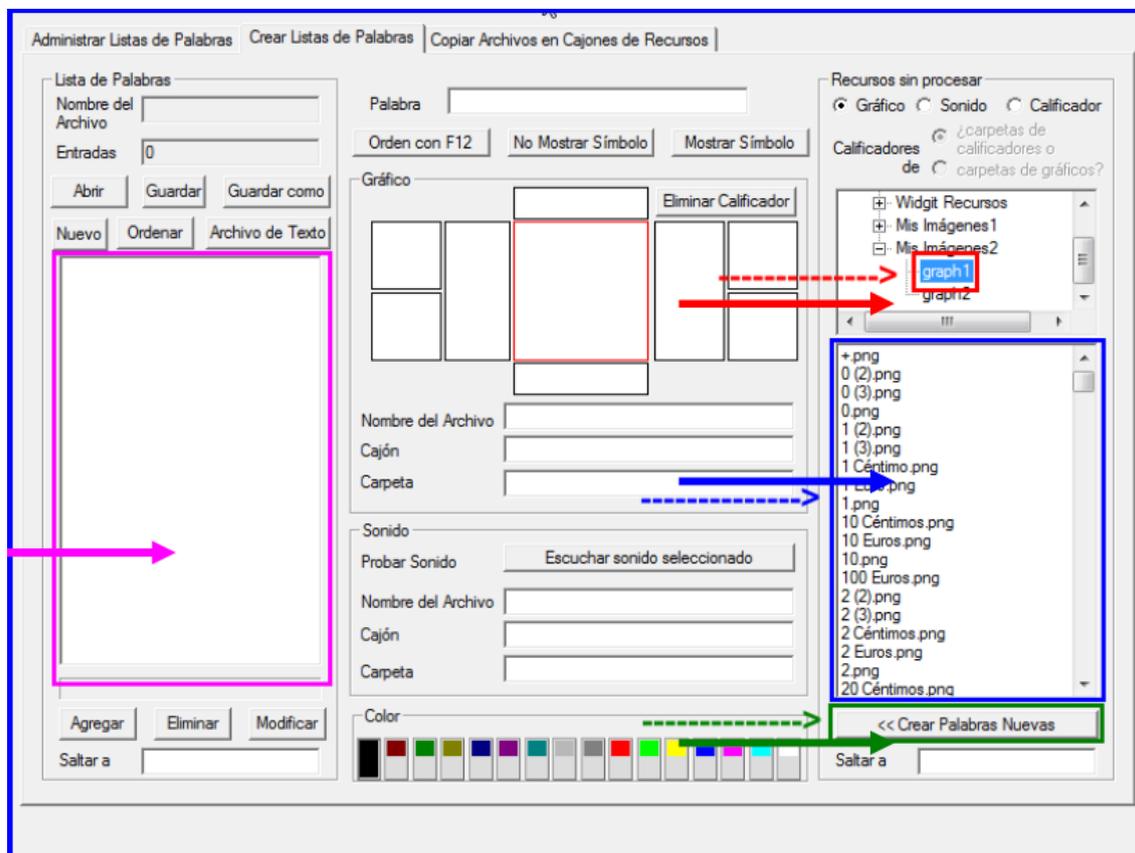


Tip: If you want to select all the pictograms at once, click the first pictogram while you press Shift. Without releasing it, we have to go to the last pictogram and click it. We have all the pictograms selected now.

Step 3

When we have chosen all the pictograms, we have to go to the upper part and select “**Crear listas de Palabras**”.

We click on **graph 1** or **graph 2** in this new window (red square).



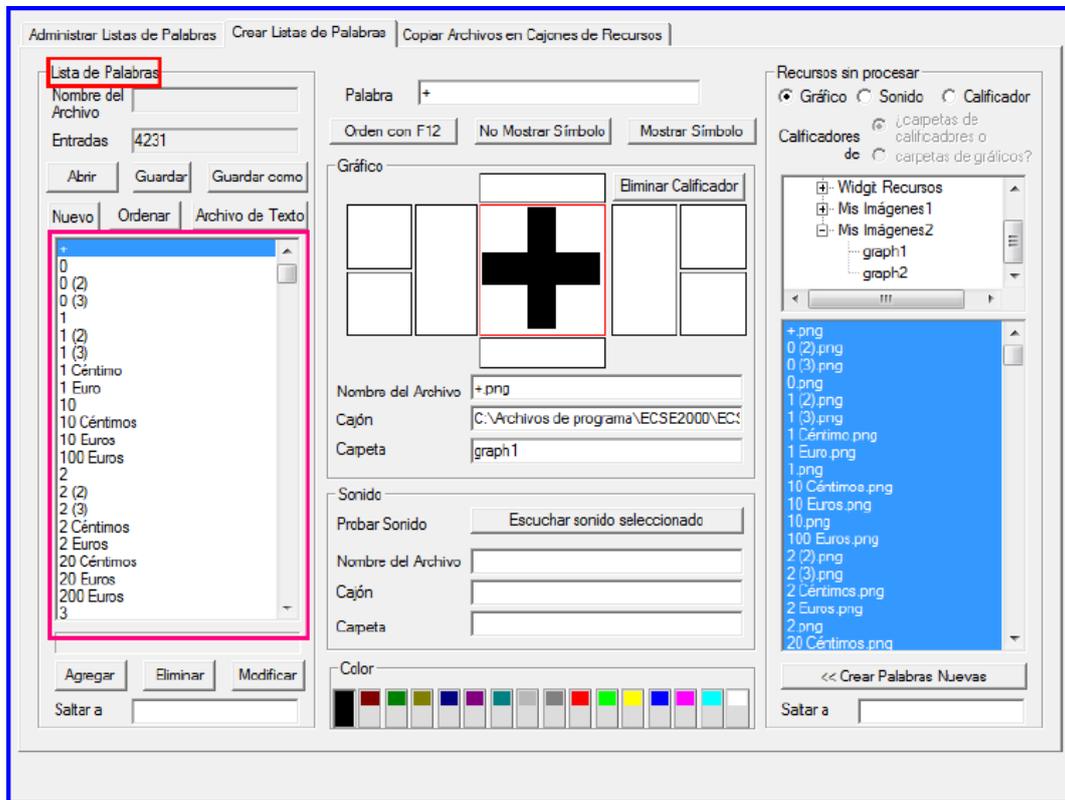
All the pictograms that we have selected previously will appear in the blue square area. We have got them.

We select all of them again (remember the Shift tip) and we click on “**Crear Palabras Nuevas**” (green square). All the selected pictograms will place in the left side area (pink square) that had been empty until now automatically.

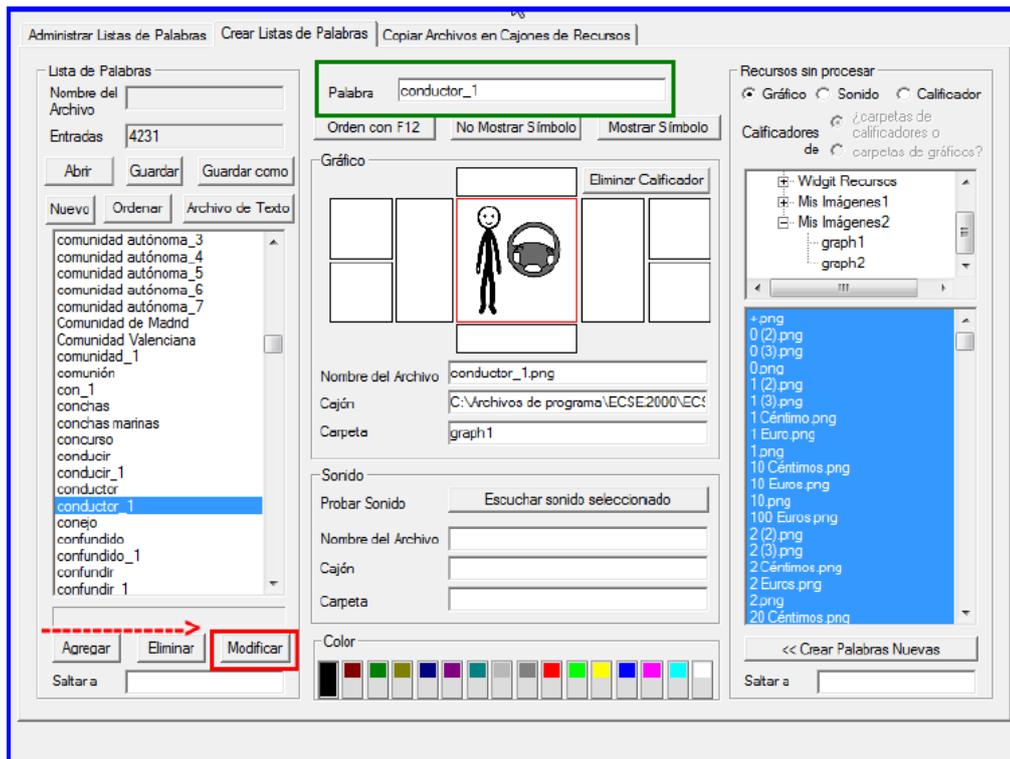
In the following picture we can see that we have all the pictograms in the left hand side, where we administer the **word lists**.

Step 4

When we reach this point, we will find a graphic like this in which we are going to work on the “Lista de Palabras”:

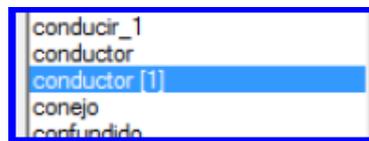


Before continuing, you have to know that we have to carefully revise the names of the pictograms, because WWS2000 works with names as we have added them to the list.



To insert the correct names, we select the pictogram in the left hand side square (pink square), and in the upper part, where we can read “**Palabra**” (green square), we write the correct meaning. In the previous image, we are going to remove the low dash and #1 from the pictogram “conductor_1” to add it to the word list as “conductor”. Once we have corrected the name, we have to click on “**Modificar**” (red square). If we do not click this button after giving the correct name of each pictogram, the name will not be modified.

We are going to modify “conductor_1” in our example. To do this, we delete the low dash and #1. Next, we click on “Modificar”, and, if you look carefully, as we had another word called “conductor”, WWS2000 has assigned the word a number between parenthesis, “conductor(1)”. This means that it will be the second option when writing “conductor” in the text processor. In conclusion, it is a way to let the application organize the word lists correctly.

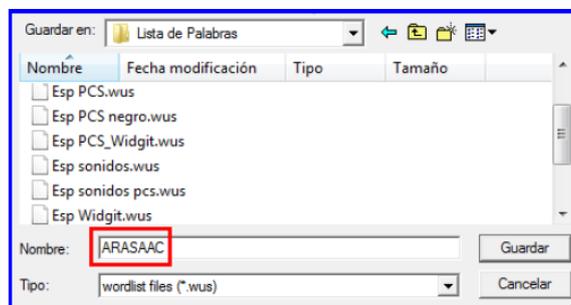


Once we have reached this point, we have to consider a series of rules:

- The pictograms’ names must have their punctuation marks (accents, diaeresis, exclamation marks,...). If we write “camion” without accent, WWS2000 will insert it into the text processor without accent; so we must correct this before we do it.
- Pictograms that are made of several words, like “coche_de_bomberos”, must be added with the words perfectly separated: “coche de bomberos”.
- Pictograms that have several meanings are normally written with a low dash and a number. For example: “clase_1”, “clase_2”, “clase_3”,... We must delete the low dash and the number. From now and on, WWS2000 will change the name for “clase(1)”, “clase(2)”, “clase(3)”, etc.

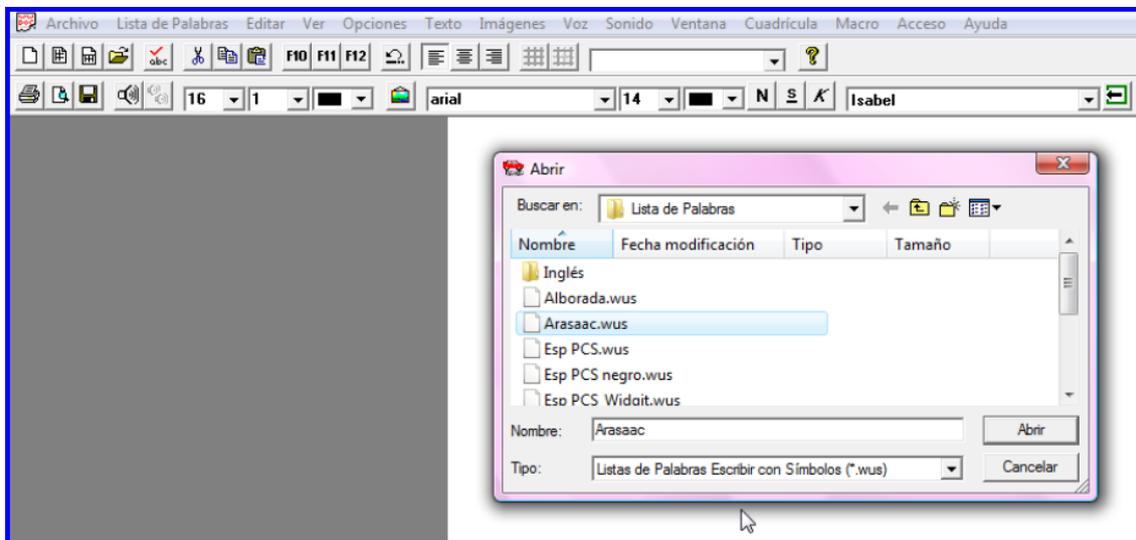
Step 5

The last thing we have to do is to **save** our **word list**. To do this, we have to click on “**Guardar como...**” and we write a name for our list.



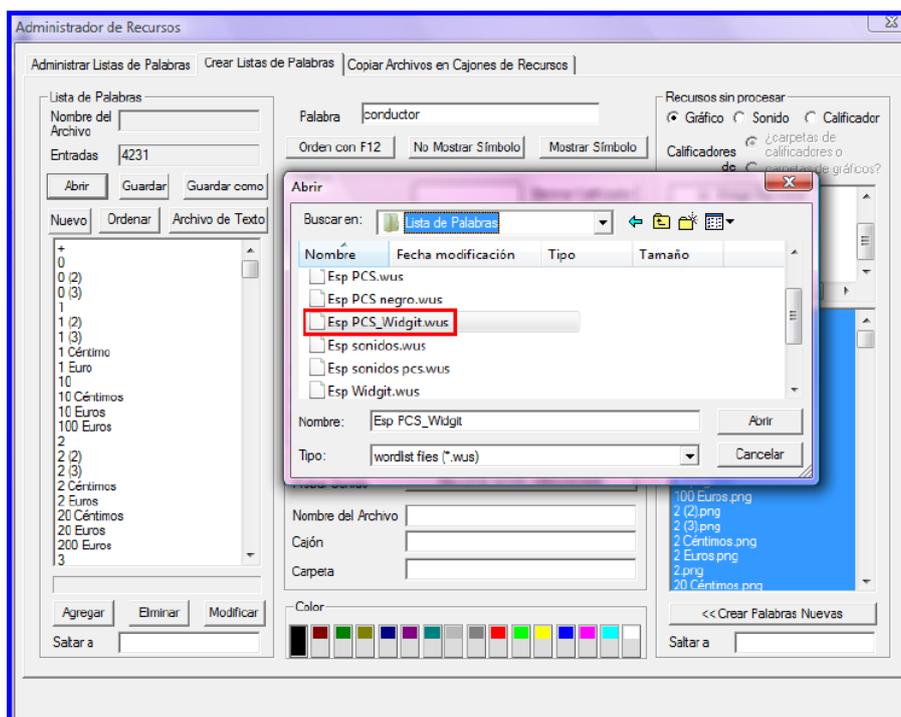
Normally, the program opens the folder named “Lista de Palabras”, because it is the right place where we have to save our new list.

The next time that we start Writing with Symbols, we will have to go to “**Lista de Palabras**” and select “**Reemplazar lista de palabras**”. A new word list with all the symbols that we have added will appear.



Final tip

We can combine several lists of words. For instance, if we want to combine ARASAAC pictograms with SPC and Rebus symbols, we have to go to “**Administrador de Recursos**”. Then, we have to open the ARASAAC word list, and once it is visible, we have to reopen the file **Esp PCS_Widgit.wus**. All the new symbols in this file will be added automatically.



Finally, we save this new list with the name we want for it and we will have a new word list with a combination of all the symbols.

It is advisable that the name of the new list does not replace any former list if you want to keep the files with the original lists.