

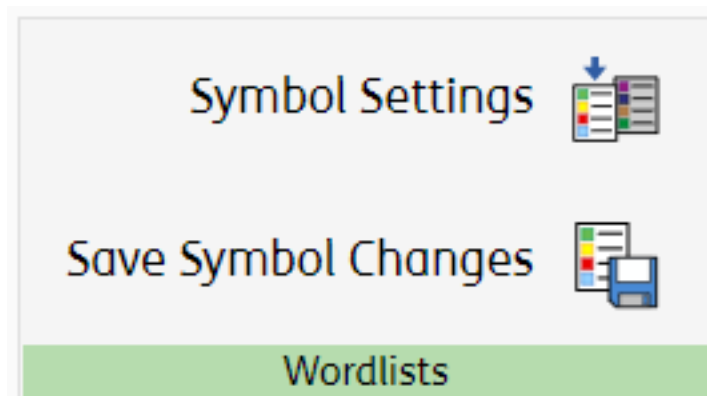


## Using Wordlists

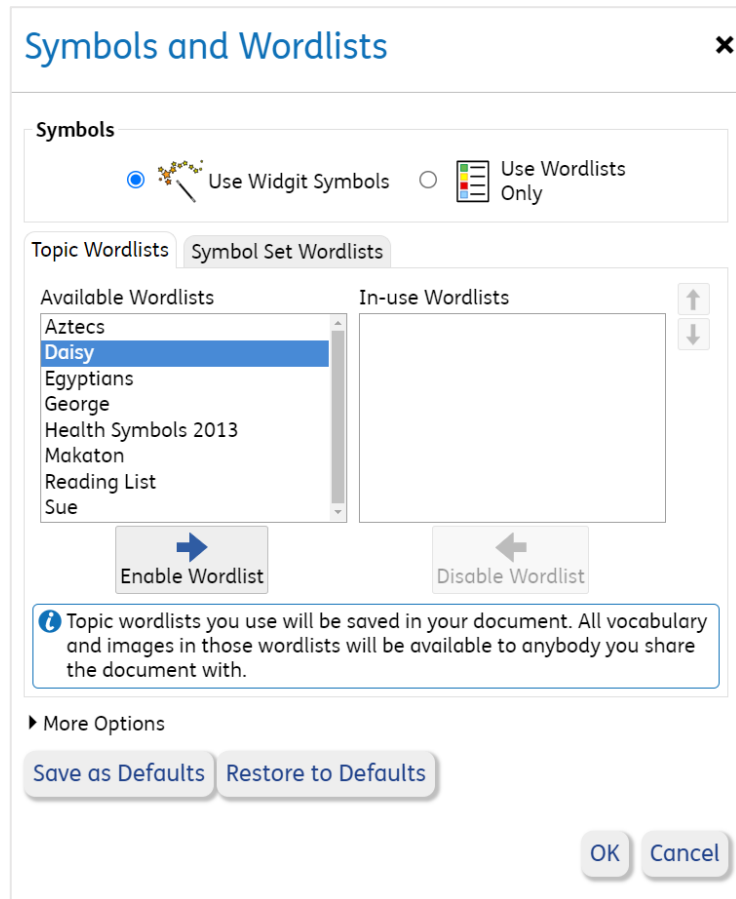
A Wordlist is a file that links images to words. See the helpsheet “Adding Symbol Changes to Wordlists” in addition to this guide.

### Using Wordlists in a Document

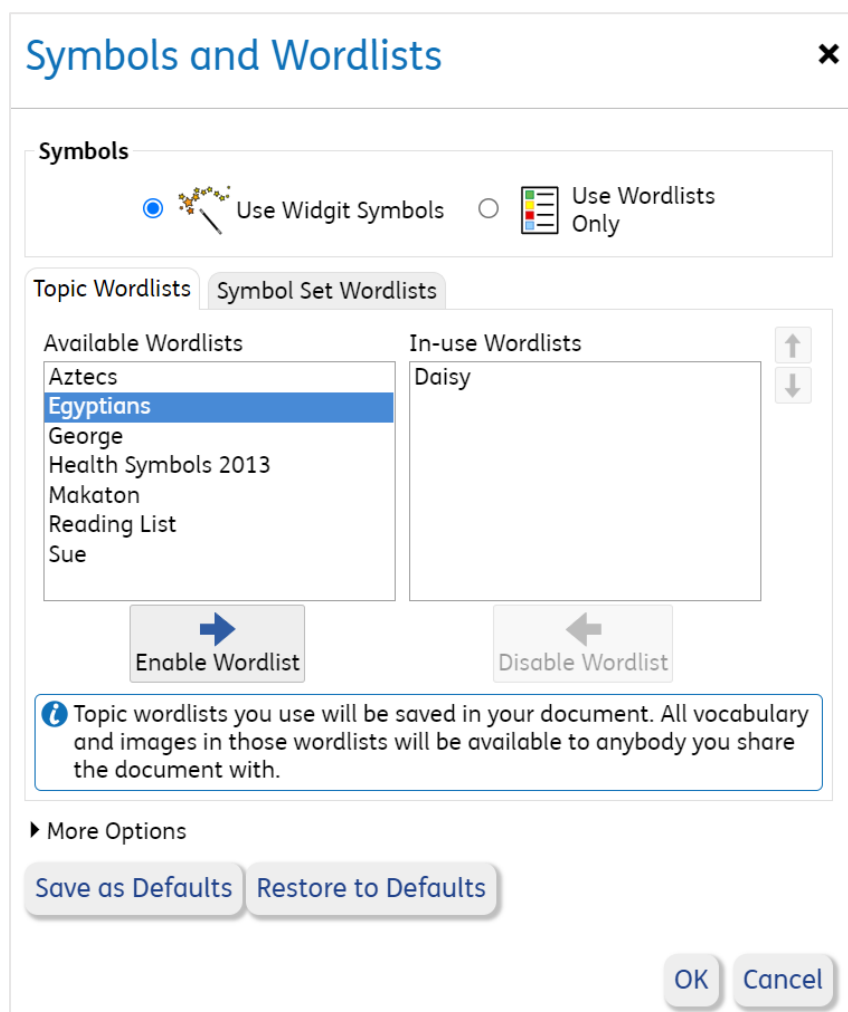
1. While in a resource click on the **Tools** tab and select **Symbol Settings**.



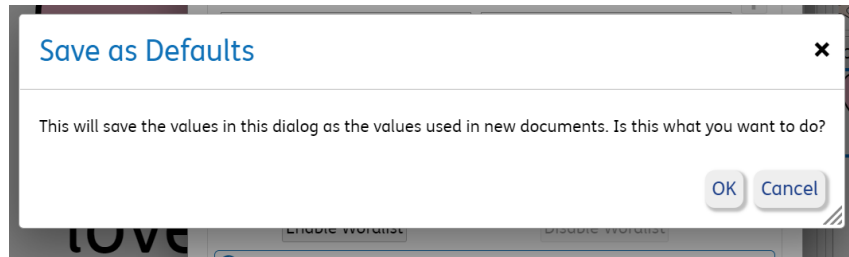
2. You will see the following pop-up. Click on your desired **Wordlist** on the left to highlight it. Click the **Enable Wordlist** button.



3. Your chosen **Wordlist** is now displayed as an **In-use Wordlist** on the right. If you just wish to use the Wordlist on the current document, click **OK**. To save the Wordlist as a personal default, click **Save as Defaults**.



4. If you chose **Save as Defaults** you will get a pop-up, click **OK** to confirm.



## The Wordlist Page

To access the **Wordlists Page**, click **Settings** in the top right of the screen.



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

- Create a new Wordlist
- Upload and download a Wordlist
- Choose to make a Wordlist a default
- Edit Wordlists.

## Create a Wordlist

In addition to creating from within a document, you can create a Wordlist in the Wordlist page, ready to add entries later. Simply type the name you wish to use and click the **Create** button.

## Upload a Wordlist

If you have our desktop software, you can upload wordlists created there, to use in Widgit Online (in Group Accounts this is only available to Managers and Administrators).

1. Click the **Upload wordlist** button.

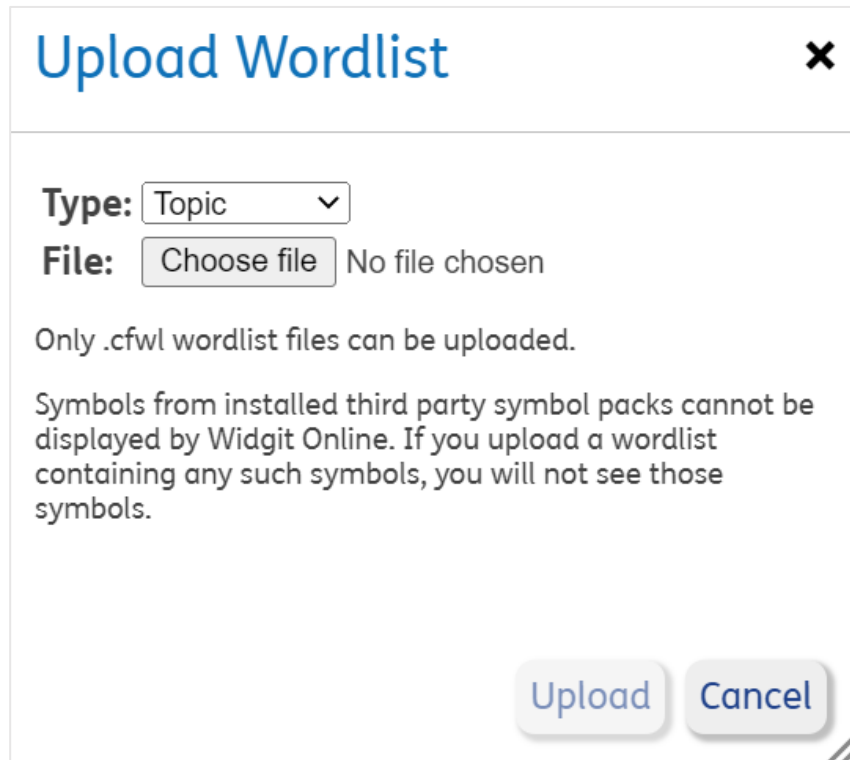


Wordlists with less than 500 entries should be uploaded as Topic Wordlists.

Default wordlists are enabled for new documents.

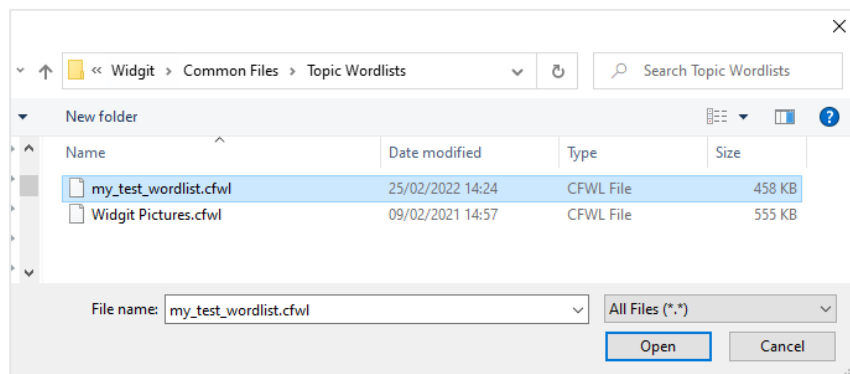
If no entries from the wordlists are used, then the wordlists will be disabled for the document when it is closed.

2. You will get a pop-up to upload your chosen list . Click on the **Choose file** button.



3. Browse to your Wordlist on your PC.  
The default path to your wordlists is usually:  
C:\ProgramData\Widgit\  
Common Files\Topic  
Wordlists

*Note: The ProgramData folder is hidden by default. To access this folder, you can either type the path above directly into your explorer or change the folder settings to show this folder.*



4. Your chosen Wordlist should now be listed. Click **Upload**.

## Upload Wordlist ✕

**Type:**

**File:**  my\_test\_wordlist.cfwl

Only .cfwl wordlist files can be uploaded.

Symbols from installed third party symbol packs cannot be displayed by Widgit Online. If you upload a wordlist containing any such symbols, you will not see those symbols.

5. Your list is now available.

<input type="checkbox"/>	Name	Type	Entries	Clear	Download	Make default for me	Make default for group
	User Wordlist	User	10	✕	CFWL		
<input type="checkbox"/>	Daisy	Topic	1	✕	CFWL	★	★
<input type="checkbox"/>	Geography	Topic	2	✕	CFWL	★	★
<input type="checkbox"/>	my_test_wordlist	Topic	9	✕	CFWL	★	★

## Download a Wordlist

To download a wordlist from Widgit Online to use in SymWriter 2 or InPrint 3, click the CFWL download link in the wordlists list. You will then need to save it to the wordlists folder on your PC.

## Make a Wordlist Default

<input type="checkbox"/>	Name	Type	Entries	Clear	Download	Make default for me	Make default for group
	User Wordlist	User	10	✕	CFWL		
<input type="checkbox"/>	Daisy	Topic	1	✕	CFWL	★	★
<input type="checkbox"/>	Geography	Topic	2	✕	CFWL	★	★
<input type="checkbox"/>	my_test_wordlist	Topic	9	✕	CFWL	★	★

If you have a wordlist that you wish to use all the time, you can choose to make it default. This means that any new resource created will have that wordlist loaded automatically. In the list of available Wordlists, you can click on the stars (change from grey to yellow) to make a specific Wordlist the default for yourself or for the group. There are no stars next to “User Wordlist” as this is permanently the default for a user.

## Deleting a Wordlist

To delete a wordlist, select by ticking the box, and click the delete button.

Name

---

User Wordlist

Daisy

Geography

## Editing a Wordlist

1. Click on the **Name** of the Wordlist you wish to edit

<input type="checkbox"/> Name	Type	Entries	Clear	Download	Make default for me	Make default for group
User Wordlist	User	10	✗	CFWL		
<input type="checkbox"/> Daisy	Topic	1	✗	CFWL	★	★
<input type="checkbox"/> Geography	Topic	2	✗	CFWL	★	★
<input type="checkbox"/> my_test_wordlist	Topic	9	✗	CFWL	★	★

2. You can **Rename** your Wordlist by changing the text in the box and clicking.

**Rename wordlist**

Name:

Type: Topic

UUID: {23510eaa-a8ba-498a-9d78-0dc803703080}

**Save**

3. All your **Entries** in the selected Wordlist are listed below in alphabetical order, with a thumbnail.

## Entries in wordlist my\_test\_wordlist

This wordlist has 9 entries.

[Back to wordlists](#)

 Delete

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y

Word

Thumbnail

ball




friends



glue



4. To **Delete** an entry, click to tick the box to the left of the word, and then click the wastebasket.

 **Delete**

---

**Name**

---

**User Wordlist**

---


**Daisy**

---

**Geography**

5. To **Search** for a specific entry in the wordlist, type in the box and click **Search**. Alternatively click a letter (in blue) to see all entries beginning with the chosen letter.

There is 1 entry matching 'me': [Clear Search Results](#)

 Delete


Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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Word Thumbnail

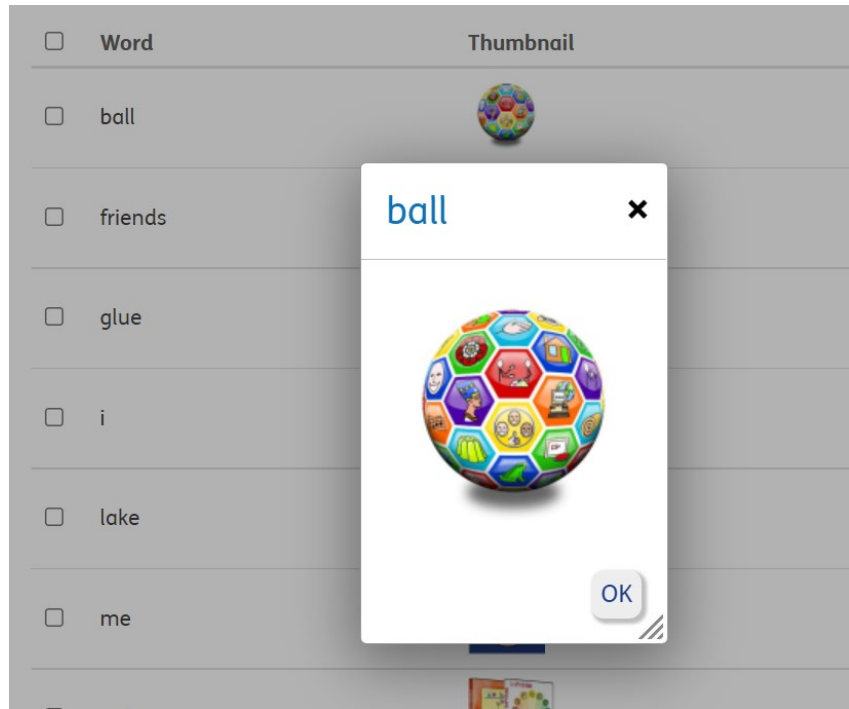
---

me 

6. To see the full list once more, or to search a new entry click **Clear Search Results** button.

**Clear Search Results**

7. To see a larger version of a symbol, click its **Thumbnail**.



8. To clear all the entries in a Wordlist, *without* deleting the list itself, click the X.

Entries	Clear	Download
10	X	 CFWL
1	X	 CFWL
0	X	 CFWL
9	X	 CFWL
4	X	 CFWL