



Creating A Dictated Story

Widgit Online has the option of speech to text – which allows the symbol user to have active involvement in creating a document (so long as your browser allows this).

✓ After making this resource you will be able to...

- Log into your account and access the **Documents**
- Use **Speech Input**
- **Import** an image
- **Save** an image as a symbol in a **Wordlist**
- **Save** the Document
- **Print** the Document



This activity will take you approximately **10 minutes** to complete.

Log In

1. Go to the URL:
www.widgitonline.com
and **Log In**.

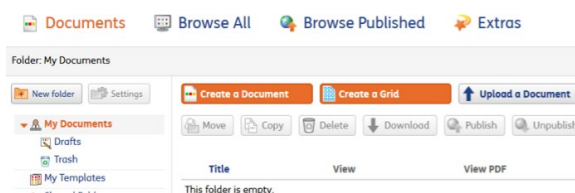
Log in to Widgit Online

The screenshot shows a login form with the following fields and options:

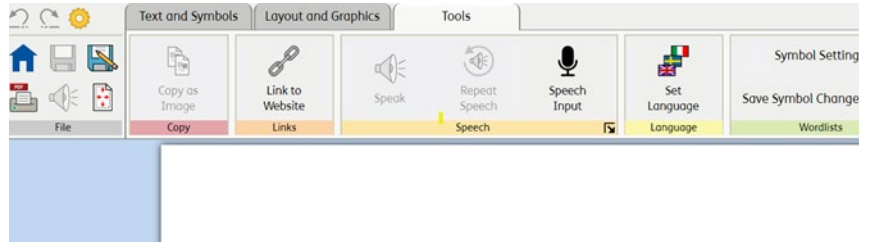
- Email address or group ID/username:
- Password:
- Remember Me:
- [Forgotten your password?](#)
-

Set Up a New Document

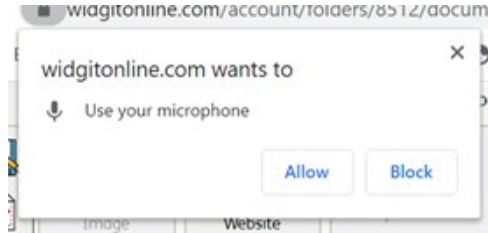
2. Select **Create a Document**.



3. Click on the **Tools** tab, and the **Speech Input** button.

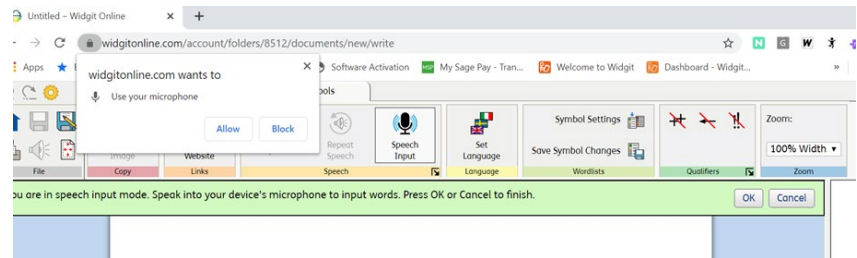


4. You may need to give permission for Widgit Online to use your system microphone.

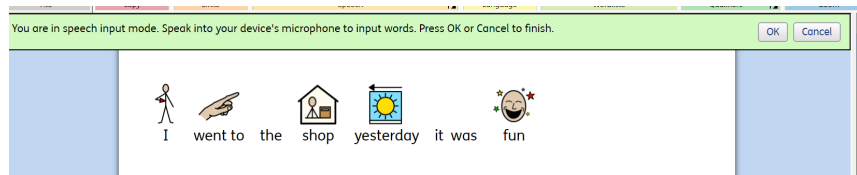


Use Speech Input and Output

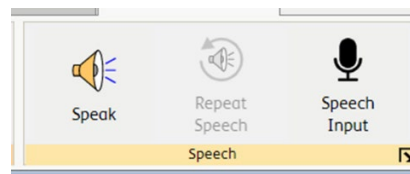
5. You will see the green pop-up. To begin writing the story simply speak into the microphone on your device. You can get a full stop by saying “full stop”.



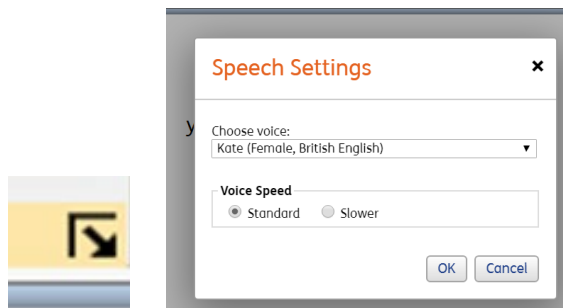
6. When you have finished click **OK**.



7. You can hear the sentence read aloud by clicking on the **Speak** button in the tab.



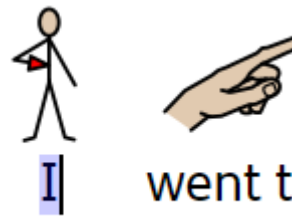
8. Click on the **pop-out** arrow to see options for how the speech sounds.



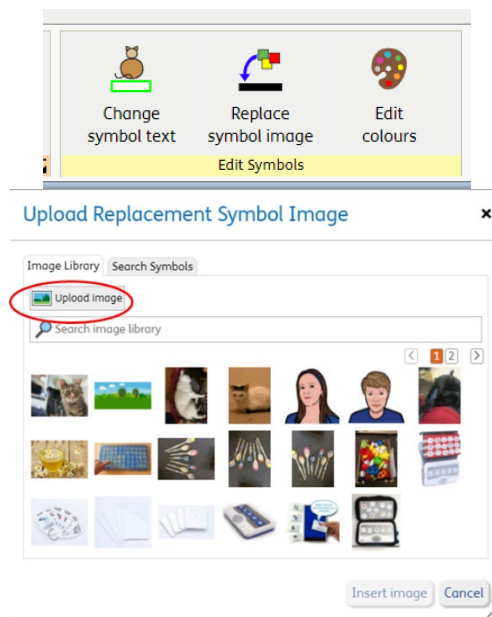
Replace Symbol with Image (Optional)

It is possible to change a symbol for a photograph or other image stored on your machine to personalise a piece of work.

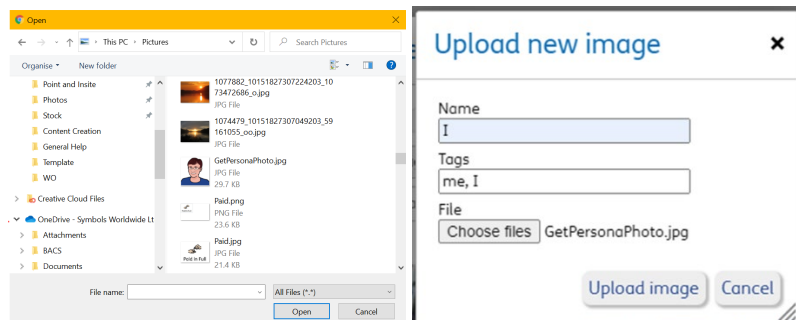
9. Highlight the text you wish to associate with the image.



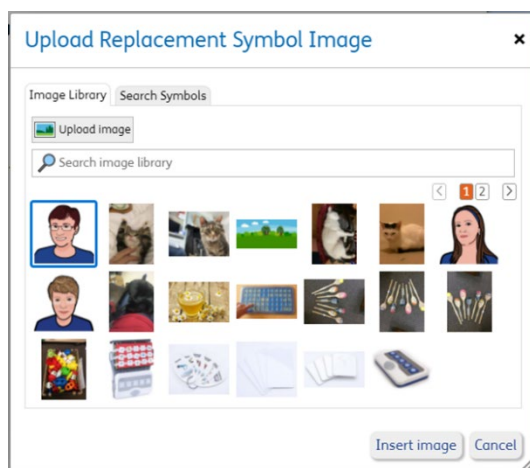
10. Click **Replace symbol image** in the **Text and Symbols** tab. You will see a pop-up window. Click **Upload Image**.



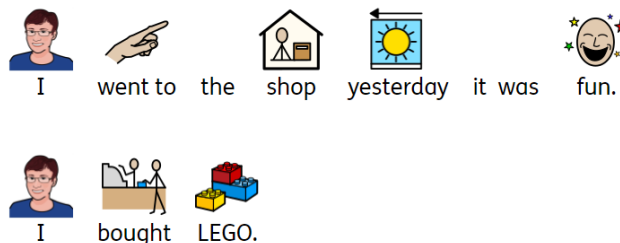
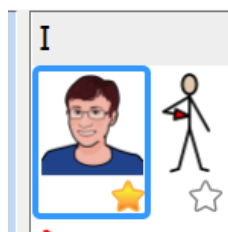
11. You will see your files, from where you can select and open the image you wish to use. Add a **Name** and **Tags** as desired. Click **Upload image** to add to your **Image Library**.



12. With the image selected, click **Insert Image**.



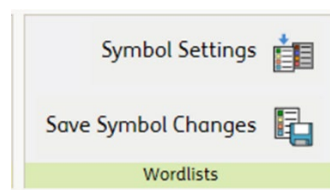
13. You can favourite the image by clicking on the **star** in the symbol chooser. Click on the image to use it in the text.



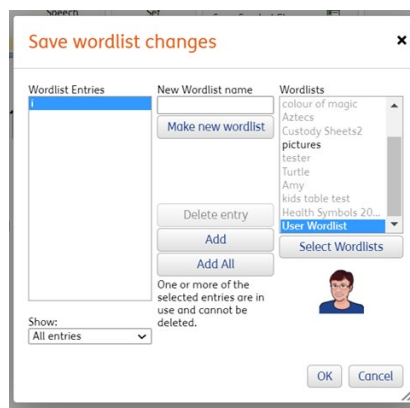
14. To be able to use this image as a replacement in other documents, you need to add it to your wordlist. For this, use the **Tools** tab and the **Wordlists** section.



15. Click **Save Symbol Changes**.

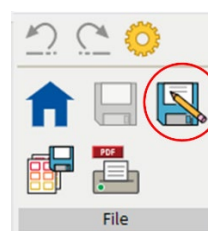


16. In the pop-up box, make sure you have the word highlighted on the left, and the User Wordlist on the right. Click **Add**. Click **OK**.

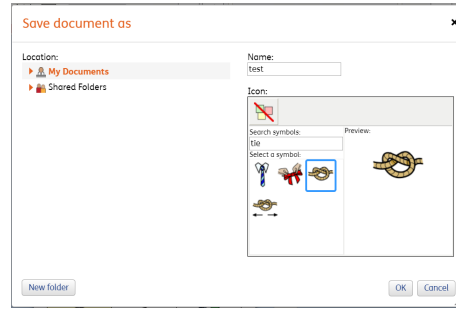


Save and Print the Resource

17. To save the document click on the **Save As** icon.



18. Choose the **Location** to save in, from the left-hand side. Type a **Filename** in the box, and you can also choose a symbol for the file (optional). Click **OK** to save.



19. To print a document, click the **Print as PDF** icon. Click **View PDF** on the pop-up window. You can then send to your printer.

