



These “Bite-sized” Training Program guides are designed to help Lifelites Volunteers and champions to train and support hospice staff on the use of the magical Lifelites equipment in small bite-sized chunks.



## Introduction to Symwriter2

### 1. Introduction – checking previous knowledge

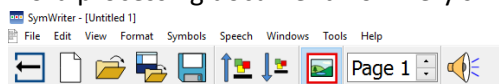
Begin the session by checking if your trainees have used SymWriter before.

### 2. Explain the benefits

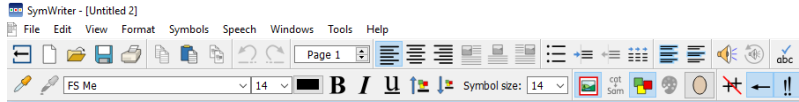
- SymWriter 2 enables easy symbol writing for everyone
- It is a symbol-supported word processor that any writer, regardless of literacy levels, can use to create documents.
- Writers of any age or ability can use the Widgit Symbols to see the meaning of words as they type, supporting access to new or challenging vocabulary.
- Other benefits include:
  - Write with symbols or text
  - Environments supports new and emergent writers
  - Create your own or use pre-made environments
  - Download free and low-cost environments
  - Show symbol choices, even in text mode
  - Adjustable text and symbol size
  - Import graphics to support specific words
  - Smart Symbolising based on parts of speech
  - Spell checking with symbols
  - Full speech support
  - Full access for one or two switches and switch scanning

### 2. Basic operation

- When the application is opened you will automatically be sent to the launcher screen
- From this screen you can select to write a document, use an Environment or design your own environment. You can also adapt the environmental toolbars
- Environmental toolbars alter the complexity at the top of the word processing document from very simple...




to very complex ...

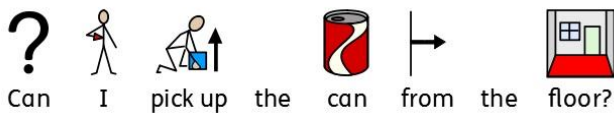


- To return to the launcher in whichever capacity you are using symwriter simply click the



### 3. Writing a document

Choose the full toolbar and write a document from the launcher. Choose 3 or 4 sentences to show your trainee - how to change the symbol image, to illustrate the smart symbolising and to illustrate speech and altering when the words are spoken. Press the speech icon  to speak the sentence out loud.



Discuss its potential applications: children themselves using the word processor either on its own (with or without symbolising), as a tool for communication either by giving the child a voice or care staff developing their own symbolised documents, perhaps as an aid to communication problems with relatives e.g. when English is not their first language.

### 4. Write own sentences

Ask your trainees to word process a sentence and alter the symbol image. Ask your trainees to think about where and who would be able to use this application. Ask your trainees to import their own image to be used as a symbol.


### 5. Use an environment

Go back to the launcher screen and choose to 'Use an environment'. Select an English UK template Getting started Grid 1. Illustrate the use of the grids to create sentences to enable communication or create a document about specific topics

### 6. Trying different environments

Ask your trainees to open some of the other template environments to see the versatility of using set environments for different topics and activities.

### 7. Designing own environments

Environments can be modified or new ones created. Demonstrate to your trainee that if they wish to modify an environment then they can use the  icon to toggle to the design mode. From here they can go into part of the grid and

- change the symbols within the grid by going to that symbol and choosing an alternative
- add new grid page if needed



- alter the phrase by going into the grid and deleting and re-typing a phrase (symbols will automatically appear and can be altered as above). For example altering



Designing can also be done from the launcher page by selecting Design an environment. It will then give you an option to load an environment for you to modify or create from a template and it can be modified as above.

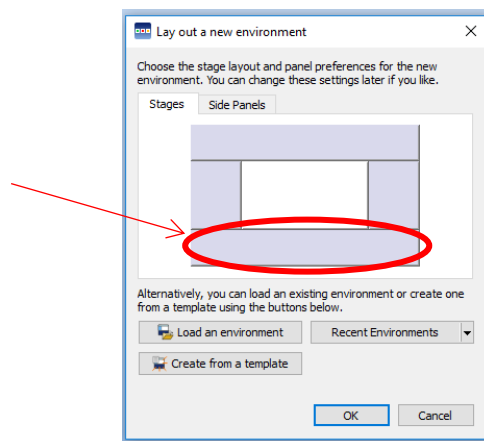
When saving the environment it is best practice to use the 'Save as' option so the original is still there. Don't forget to save within the 'save it here' area of the touchscreen computer.

### 8. Modify an environment



Ask your trainees to choose to alter an environment and change the contents of one of the cells. Ask them to modify the symbols and text and then test the changes are working.

### 9. Creating an environment from scratch

You can create from the scratch in which case select a stage (usually the long rectangle at the bottom) and click ok.





You can then insert a grid into that bottom section by selecting insert grid . Select your grid size and move in to the stage area. You can then modify its size. By using the edit text or edit object buttons  you can then add text and symbols to your cells, or insert action buttons such as delete or return. By clicking the small square in the top left hand corner of the cell will bring up your action menu. Text cells automatically are set to send the cell contents to your document. If you require an action button then this can be modified and you can search for an appropriate symbol.

### **10. Create your own environment**

Ask your trainees to create their own environment requiring a 2 x 2 grid. 2 of the cells requiring text and two being action cells (delete and return).