

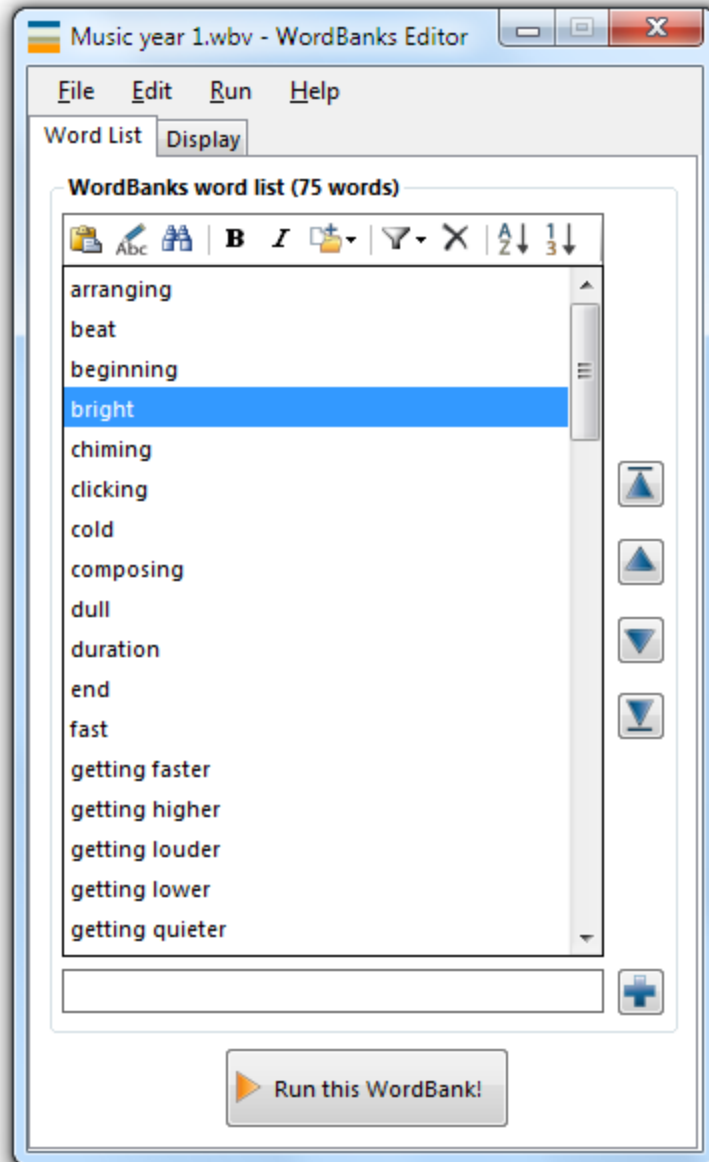
Introduction to WordBanks

On-screen word banks provide a useful technique for introducing students to word processing and writing using a computer. Children generally learn to recognise words before they can construct and spell them, so word banks help students generate meaningful text from an early stage.

Word banks are also good tools for sentence building where vocabulary is predictable and defined or limited.

Writers with spelling difficulties can also use word banks to select longer and more difficult words, as well as generate ideas for word choice. They also allow for faster working by selecting whole or sections of words, where typing is slow.

WordBanks allows a teacher or student to quickly create on-screen word banks. Simply import a list of words from any source using the [WordBanks Editor](#). You can decide the size of each word bank, how to index it, whether the words will speak and other options. The word bank can then be [published](#) and run, and words can be selecting using mouse device or touch screen.



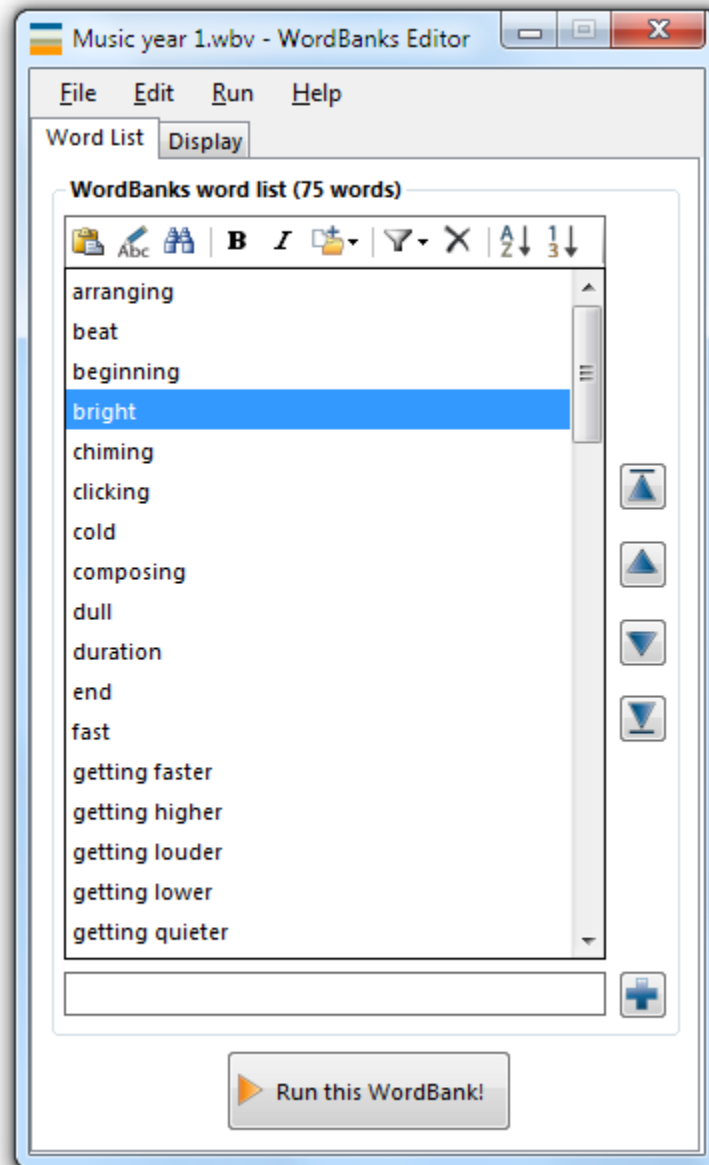
Music year 1.wbp - WordBanks

Page 1 of 2 ABCD EFGH IJKL MNOP QRST UVWXYZ Search...

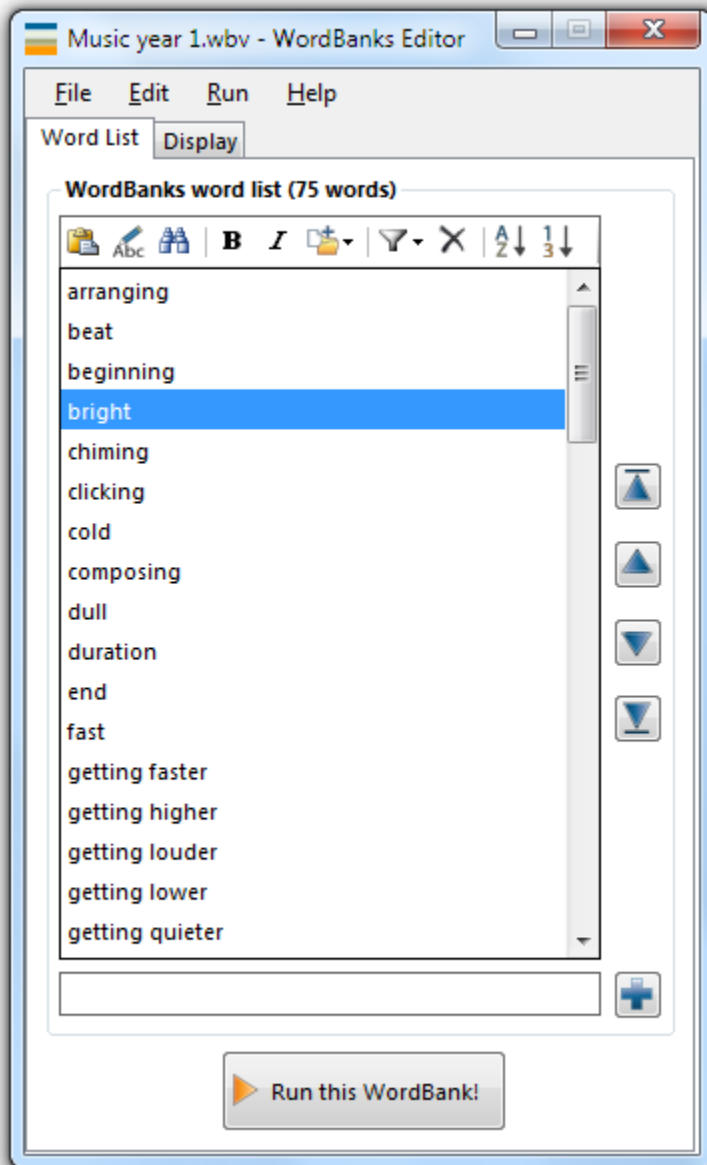
arranging	beat	beginning
bright	chiming	clicking
cold	composing	dull

WordBanks Editor

Use the WordBanks Editor program to [import or create a list of words](#), [alter how the word bank looks](#) and [publish](#) the word bank.




Word List






Adding and importing words to the list

Adding

To add an entry to the list, type it in the box below the list and press return or click on the Add button .

Importing

To import words from the clipboard, click on the Paste button  on the toolbar, or select "File |  Import list from... |  Clipboard" in the [file menu](#). Each word from the clipboard is inserted as a list entry.

To import lines from a text file select "File |  Import list from... |  Text File" in the [file menu](#). Each line from the text file is inserted as a list entry.

The List Toolbar

-  **Paste**

Use to add words from the clipboard to the list (see "Importing" section above for more detail).

-  **Edit**

Use to edit the currently selected list entry. This can also be done by double clicking the list entry.

-  **Find**

Use to find a word in the list.

- **B Bold**

Use to bold the selected list entry. In the list this is displayed as a "*" before the word. The word will display as bold in the published word bank.

- *I* **Italics**

Use to italicise the selected list entry. In the list this is displayed as a "/" before the word. The word will display as italic in the published word bank.

-  **Groups**

Use to assign the currently selected entry to a particular group. This grouping will only be used if "Groups" is selected as the index option in the [Display tab](#). You can alter the group names in the [Settings](#) by selecting "Name Groups" from the Group button drop down list.

-  **Filter**

Use to remove words from the current list if they are shorter than a particular character length and/or present in another word list file.

- **Exclude entries shorter than...** Choose from 2-8 characters. This will remove any entries in the current list that are shorter than the specified length and also prevent you from adding words shorter than this length.
- **Exclude entries present in this list file...** Browse for a .wbv file. This will remove any entries in the current list which also appear in the selected .wbv file and also prevent you from adding words which also appear in this file.

- **X Delete**

Use to delete the currently selected entry.

- **A↓ Sort Alphabetically**





Use to sort the list alphabetically.

- **1↓ Sort by groups**

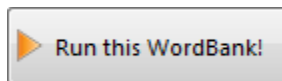
Use to sort the list by group number.

List buttons

To the right of the list are four buttons. These buttons move the currently selected list entry:

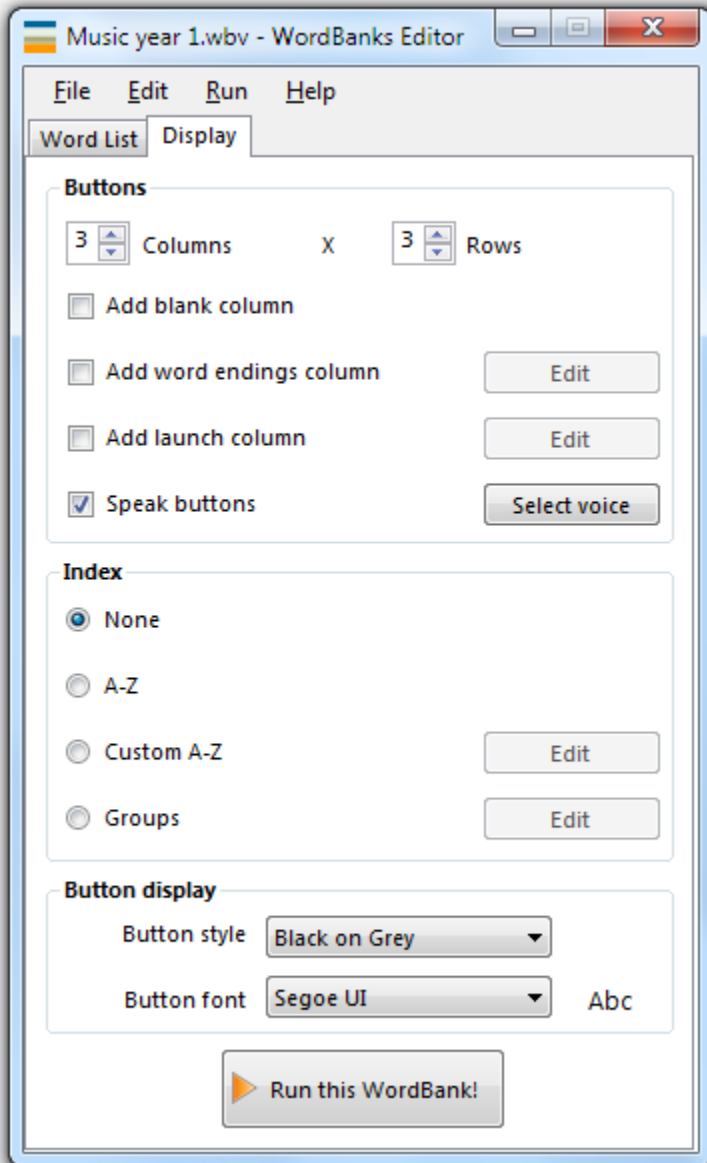
-  to the top of the list;
-  up by one place;
-  down by one place;
-  to the bottom of the list.

Run this WordBank!



Use this button to preview what the published word bank will look like in the WordBanks program.

Display




Buttons

Columns and rows

Use the up and down arrows to set how many rows and columns to use in the word bank (maximum of 10 x 10).

Add blank column

Check this box to add a column of blank buttons. Once published, right click on these blank buttons to add text. A published word bank will remember these button changes. If the

word bank has been run using the "Run this WordBank!" button , changes will not be saved.

Add word endings column

Check this box to add a word endings column. This column displays a number of common word endings such as "s" and "ing". It is possible to edit which word endings are displayed by clicking on the Edit button which opens the [Settings](#) window.

Add launch column

Check this box to add a launch column. This column displays a number of applications/files to launch when a button is clicked. Populate which applications/files to launch by clicking on the Edit button which opens the [Settings](#) window.

Speak buttons

Check this box to have the word bank buttons spoken when the mouse pointer is hovered over them. The WordBanks program will use the system voice for this. Click on the "Select Voice" button to launch the system's Speech Control Panel to choose the voice.

Index

Use the index option to select the index to use along the top of a published word bank in the WordBanks program. Choose from:

- None
- A-Z
- Custom A-Z - click on the Edit button to alter the [Settings](#) for this index
- Groups - click on the Edit button to alter the [Settings](#) for this index

Button display

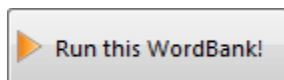
Button style

Select the colour of the word bank text and buttons from this drop down.

Button font

Select the button font of the word bank text from this drop down.

Run this WordBank!











Use this button to preview what the published word bank will look like in the WordBanks program.










File Menu

Below is a description of each of the file menu entries:



File

-  **New:** Creates a new, blank WordBanks Editor file.
-  **Open:** Open an existing WordBanks Editor file (.wbv).
-  **Import list from...:** Import text from either the clipboard or a text file.
-  **Save:** Save the current word bank list and display settings.
-  **Save as:** Save the current word bank list and display settings as a different name.
-  **Publish WordBank:** Create a published WordBanks file (.wbp).
-  **Print:** Prints the current word list.
-  **Exit:** Closes the program.



Edit

-  **Undo:** Undoes the last word list action.
-  **Redo:** Redoes the last undo action.
-  **Cut:** Cuts the current text from the word list or the add word box (depending which is active).
-  **Copy:** Copies the current text from the word list or the add word box (depending which is active).
-  **Paste:** Pastes text from the clipboard into the word list or the add word box (depending which is active).
-  **Select all:** Selects all entries in the word list.
-  **Clear list formatting:** Removes all bold and italic formatting from the word list.
-  **Clear list:** Removes all entries from the word list.
-  **Settings:** Opens the [Settings](#) window.


Run

-  **Run this WordBank:** Use this option to preview what the published word bank will look like in the WordBanks application.
-  **Run a published WordBank (.wbp file):** Opens a published word bank (.wbp) file in the WordBanks application.

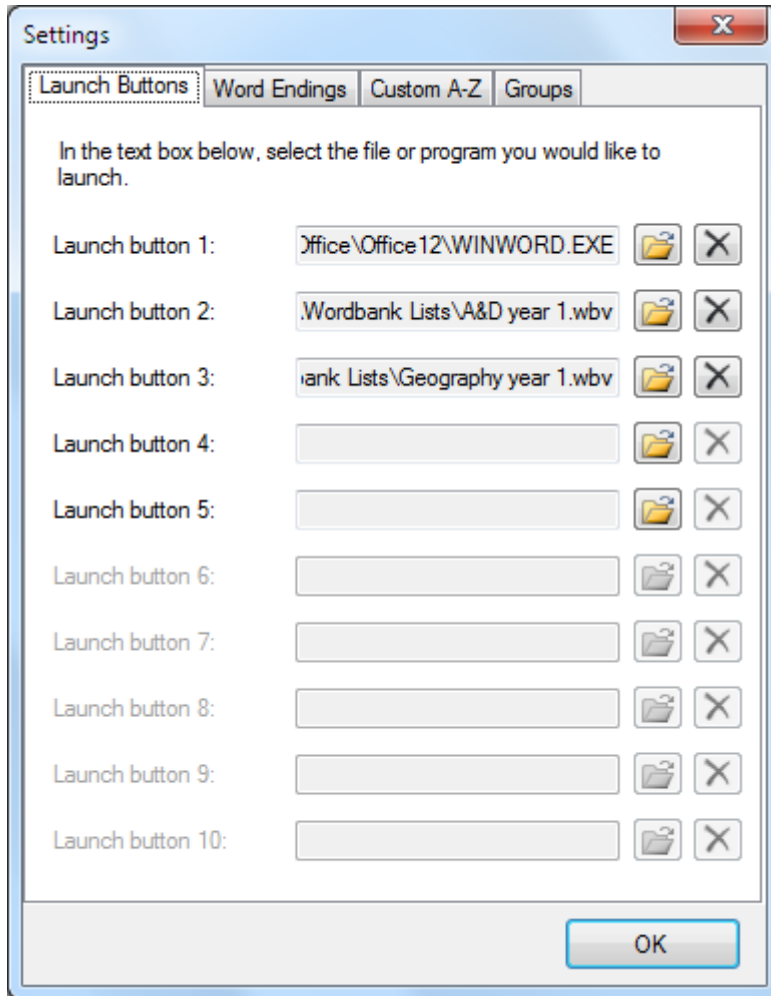
Help

-  **Help:** Opens the help file.
-  **About:** Displays the version number of the program. This is useful to know if you are [contacting support](#).

Settings

To open the Settings window, select "Edit |  Settings" in the file menu.

Launch Buttons



In this tab, browse for files and applications to launch if the "Add launch column" check box is checked in the [Display](#) tab.

The number of enabled entries depends on the number of rows set in the [Display](#) tab.

Word Endings

Settings

Launch Buttons Word Endings Custom A-Z Groups

In the text box below, enter the word endings you would like per button.

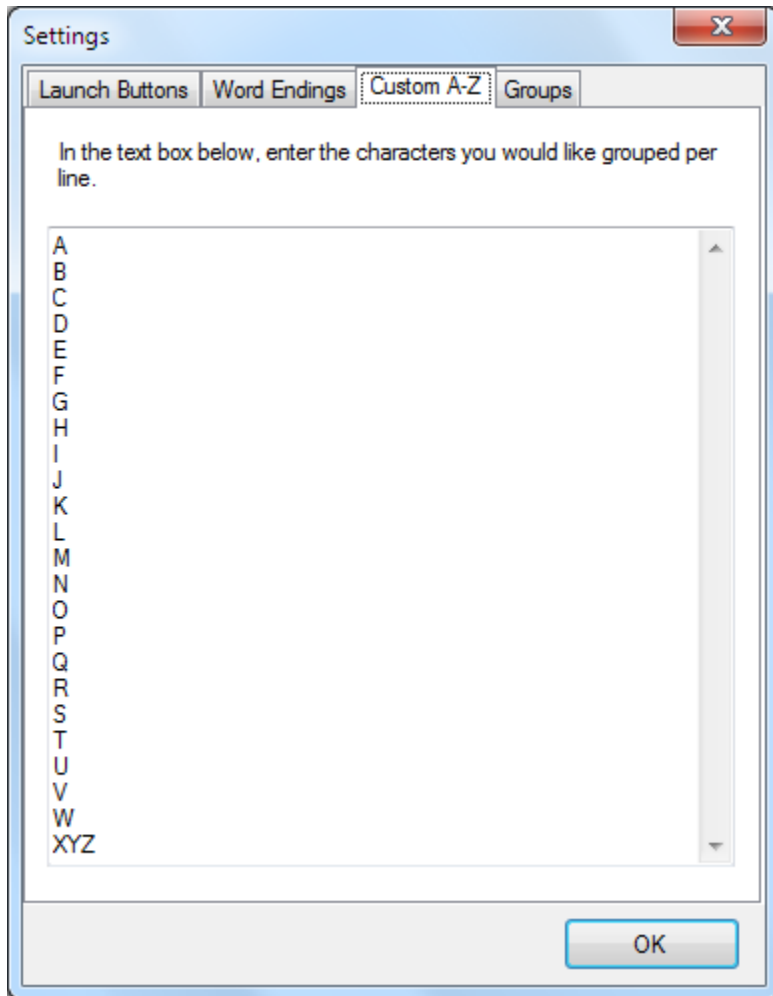
Word ending 1:	s
Word ending 2:	ing
Word ending 3:	ed
Word ending 4:	er
Word ending 5:	es
Word ending 6:	est
Word ending 7:	ly
Word ending 8:	ness
Word ending 9:	ful
Word ending 10:	ous

OK

In this tab, set the word endings to use if the "Add blank column" check box is checked in the [Display](#) tab.

The number of enabled entries depends on the number of rows set in the [Display](#) tab.

Custom A-Z



In this tab, set the alphabetical groupings of the index. Each line represents an index entry. This will only be used if the "Custom A-Z" option is selected in the index section of the [Display](#) tab.

Groups

Settings

Launch Buttons | Word Endings | Custom A-Z | Groups

In the text box below, enter the names for each of the groups.

Name for Group 1:

Name for Group 2:

Name for Group 3:

Name for Group 4:

Name for Group 5:

Name for Group 6:

Name for Group 7:

Name for Group 8:


Name for Group 9:

Name for Group 10:

OK

In this tab, set the group names which word list entries can be assigned to. This will only be used if the "Groups" option is selected in the index section of the [Display](#) tab.

Published WordBanks

To publish a word bank, select "File |  Publish WordBank" from the file menu. This will produce a .wbp file. To run this file, navigate to it in Windows Explorer and double click to run it in the WordBanks application:



Using WordBanks

To type using the published word bank, click where you would like to start typing and then click on the relevant WordBanks buttons.

If there are more words in the list than available buttons, more than one page is created. Use the left and right arrow buttons along the top to view the other pages.

If the word bank has been published with an index, this is shown in the toolbar along the top.

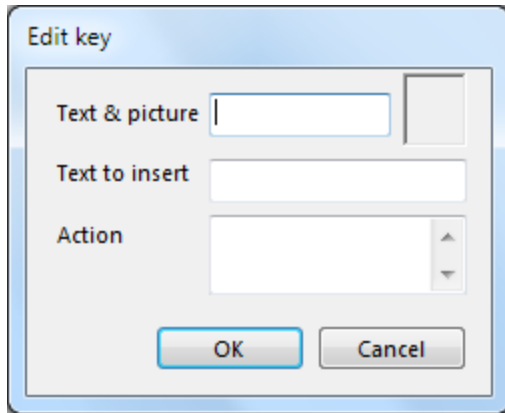
A search box is available allowing you to search for a particular word in the word bank. Type in the search word and press return, or click on the Find button.

Loading other WordBanks files

To load another published WordBanks file, right click on any button and select "Load".

Using blank columns

In the [Display](#) tab of the WordBanks Editor, there is an option to "Add blank column". To edit buttons in this blank column, right click on a button and select "Edit key". The following window will appear:



Enter the text to display on the button in the "Text & picture" box. If you would like to add an image to the button, click in the grey square box to select a picture (.png) file.

Enter the text that should be typed when the button is clicked in the "Text to insert" box.

To add an action to the button, such as running an application or file, enter the text in the Action box. Below is a list of possible actions and how to write them:

- Run a file or application: type <Run:[filename]>
e.g. **<Run:C:\Users\JoeBloggs\Documents\test.doc>**
- Play a wav file: type <Play:[filename]>
e.g. **<Play:C:\Users\JoeBloggs\Documents\test.wav>**
- Speak something: type <Speak:[text to speak]> e.g. **<Speak:this is a test>**