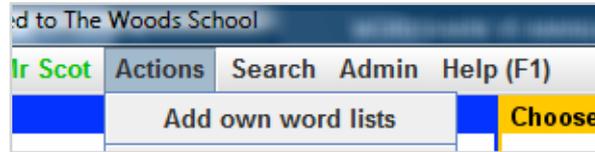# Adding your *own word lists*

Adding your own lists

Sign on as a Wordshark administrator (or teacher), go to *Actions* in the main menu and click on *Add own word lists*. Students can also make their own lists (unless they have been set work.)

Go to *New list* and click.

Choose a suitable name for your list. Giving lists numbers or dates may help to order them e.g.
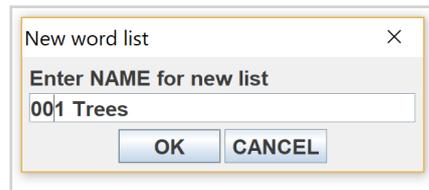
001 Trees

002 Trees etc

or

Week 1 Oct 2018

 Week 2 Oct 2018 etc

You may like to save your list at this point.

Type your words and press *Enter* after each, making sure that the spellings are correct and there are no spaces at the beginning or end.

Ideally have **around 6-10 words** in your list so that the games you use with them are not too long. Alternatively, you can prepare a list in Word or any text file and import it into Wordshark – see below.

As you build up your list, you can see if there is already a sound recording and image for each word.
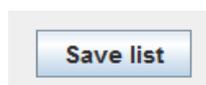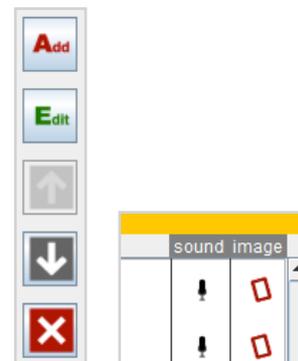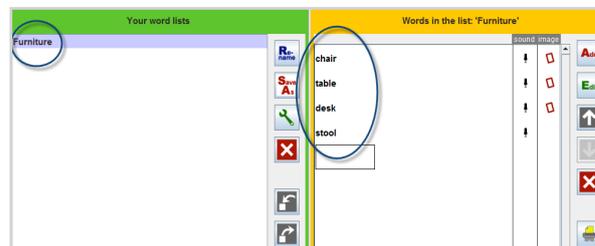
If you want to add a word or edit or delete one, use the buttons on the right.

If using a mouse, hover over any buttons for a tool tip.

Any words not already in Wordshark **will need recording** – see the instructions for 'Recording your own words' in this section.

You can also add pictures if you wish – see the instructions for 'Adding pictures to your own lists'.

Click on *Save list*.

Creating a list in *Word*

Type your list (an easy way is across the page, separating words by commas, but no spaces).
Make sure:
– There are no capitals unless these are needed
– The words are spelt correctly

Highlight the list and copy it.
They should now be on the clip board ready to insert into Wordshark.
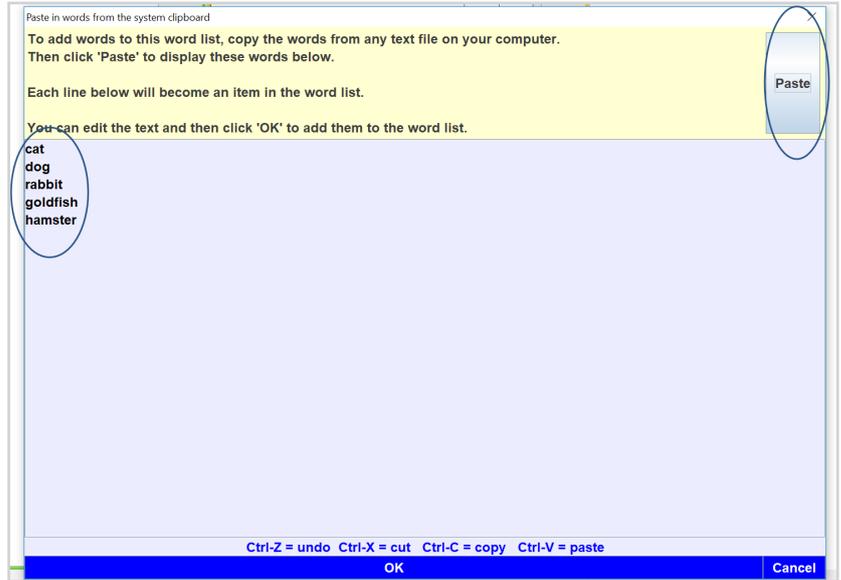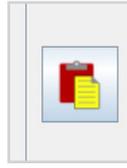Go to Wordshark.
From the main menu select *Actions\Own word lists*.
Select *New list* and give it a name.
Click on the clipboard icon.
Click on *Paste*.

Your list should appear. Edit your list (each line will be a new item in your Wordshark list).
Select *OK*.

Paste in words from the system clipboard

To add words to this word list, copy the words from any text file on your computer. Then click 'Paste' to display these words below.

Each line below will become an item in the word list.

You can edit the text and then click 'OK' to add them to the word list.

Paste

cat
dog
rabbit
goldfish
hamster

Ctrl-Z = undo   Ctrl-X = cut   Ctrl-C = copy   Ctrl-V = paste
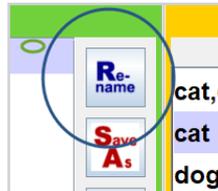
OK   Cancel

Editing, renaming, deleting a word list

You can edit the list in a number of ways:
Pass the mouse over any of the above icons to see their functions:

Your word lists   Words in the list: 'Pets'   The
Pets
cat
dog
rabbit
fish

sound image
Add / c
Add / c
Record new sound:
Sound for 'fish':
Existing sound:
Record new sound

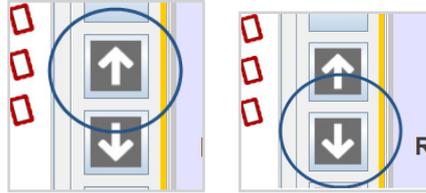Rename the highlighted list
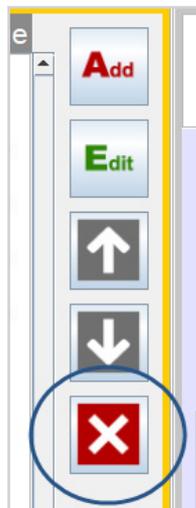
Delete a list

Add a word to a list

Edit a word

Move a word up or down

Delete a word (making sure you have the correct cross as there is one on screen for deleting a word and one for deleting a list)

Finding your own lists

You will find your list under your name in *Administrator/Teacher's own lists* at the bottom of the column on the left of the screen.

Your lists will be available to *All users* – and can also be set as work.

If students make a list under their own name, the list is available only to them.

If you wish, you can export your lists (and import those of others). It is also possible to add descriptions or translations for your words. See the PDF 'Using description and translation lists'.