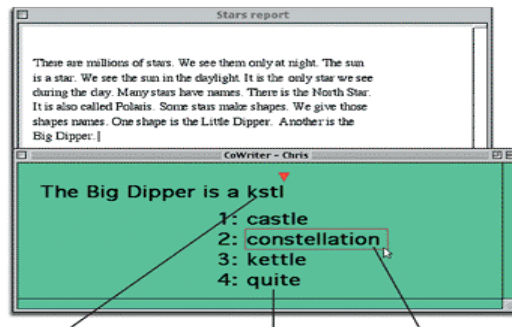


SHORTCUT SHEET

Co:WRITER 4000



Co:Writer 4000 adds word prediction, grammar and vocabulary support capabilities to any word processor or email program. The result? Students with disabilities produce quality, content-rich sentences that exceed the expectations of teachers, parents and... even themselves.

TO USE

The first time you launch Co:Writer 4000, it will step you through setting up a writer file and getting connected to your word processing program.

LAUNCH CO:WRITER

Macintosh

Locate the Co:Writer 4000 folder on your hard drive and open it. Double-click the **CoWriter application icon**.

Windows

Select Co:Writer 4000 from Programs in the Windows Start menu OR Locate the Co:Writer 4000 folder on your hard drive and open it. Double-click the **Co:Writer** application icon.

SET UP A WRITER FILE

1. After Co:Writer 4000 launches, you see the Welcome to Co:Writer screen. You need to name your Writer file, so Co:Writer presents the Who's Writing screen.

2. Type in your name (or the name of the student you are setting this up for). If the writer uses Discover or other alternate input to access the computer, click the **Discover** checkbox.
3. Select **Next**.
4. Use the radio buttons to select the writing level. Look at the sample sentences for each writing level to help decide which level is most appropriate. The choices you make in the Writing Level screen affect the default settings that Co:Writer assigns to this writer file.
5. Select **Next**.

Note: You can make changes to the settings any time you use Co:Writer. Co:Writer will save and remember your most recent settings for next time.

SET SPECIAL NEEDS OPTIONS

If you checked the **Check here if you use with Discover** checkbox in the Who's Writing screen, you are presented with an additional dialog after the Support Level screen, the Special Needs screen. **If you did not check it, skip ahead to "Connect Co:Writer 4000 to Another Program"**

When you select options in this screen, Co:Writer 4000 automatically adjusts some settings to help make alternate input easier. The choices made in the Special Needs screen affect the default settings as listed below:

1. **Select Guesses: Options that change:**
 - By numbers. Word choices will be numbered
 - By point-and-click. Word choices will *not* be numbered
 - By scanning. Word choices will be numbered Word choices will be scanned automatically to allow selection with x or a switch
2. **Size of Text: Font size changes to:**
 - Medium. Geneva / Arial 18 pt
 - Large. Geneva / Arial 24 pt
 - Extra large. Geneva / Arial 48 pt
3. Select the options you desire. Then click **Next**.

CONNECT CO:WRITER TO ANOTHER PROGRAM

Now that your writer file is created, you will be prompted to select a word processor or other text program to use with Co:Writer 4000 in the Co:Writer Connection dialog.

Macintosh

1. Choose the first option, **Choose an Application**.
2. Use the dialog to select the program you want to use. Co:Writer automatically lists your "Recent Applications." If the application you want to use is *not* listed, use the

directory dialog to navigate to it. Or, click **Cancel** and select an application from the Finder (desktop).

3. Select the application you want to use and click **Open**. The application will launch. Usually, an untitled document will appear.
4. Press the wakeup key (default is **+ or =**) to “wake up” Co:Writer and bring it to the foreground. The Co:Writer window is active, with Write:OutLoud document ready to receive text.
5. You are now ready to start using Co:Writer 4000. Skip ahead to “Use Co:Writer 4000.”

Windows

1. Choose the first option, **Choose an Application**. Co:Writer 4000 opens the Windows Start menu and prompts you to select the application or document you want from either the Taskbar or Start menu.
2. Select the document or application you want to use. • If you select from the Taskbar, Co:Writer 4000 brings that window to the foreground. • If you select from the Start menu, the application launches and opens a window.
3. When the application is open, a dialog prompts you to position your text insertion cursor and wake up Co:Writer 4000.
4. Click anywhere in the Co:Writer Connection dialog OR press the wakeup key (**+ or =**) to “wake up” Co:Writer 4000 and bring it to the foreground.

USE CO:WRITER 4000

You write sentences one at a time in Co:Writer 4000. As you begin to type a word, Co:Writer 4000 offers guesses as to what the word is, based on the letters you typed and other factors. If the word you want is in the list of guesses, you select the word and continue to the next word. If the word you want is not on the list, continue typing until it is, or until you finish the word. When you finish your sentence, Co:Writer 4000 will “send” it to your word processing program.

1. Type the first letter of the first word. There is no need to press shift to capitalize it, Co:Writer 4000 automatically capitalizes the first word in each new sentence. Co:Writer 4000 brings up a list of guesses that match the letter you typed AND other options that are set.
2. Click it to accept the word you want. Co:Writer 4000 speaks the word and moves it to the in-line sentence. Co:Writer 4000 tries to guess what your next word *might* be, based on grammar and sentence structure, before you even type any letters. This feature is called *Predict Ahead*.
3. If none of the choices predicted was the word you wanted type the letters, one at a time, until the word you want is on the list of guesses. Click to accept it.
4. Continue Typing in Co:Writer 4000 Whenever you end a sentence with a period (or other ending punctuation), Co:Writer 4000 sends the sentence to the word processor. Co:Writer 4000 “wakes up” automatically when you begin typing again.
5. When finished Select **Quit** (Macintosh) or **Exit** (Windows) to quit Co:Writer 4000.

LAUNCH A WRITER FILE

If you use more than one writer file, or multiple writers use the same computer, you can set up the computer so that you always get the writer file you wanted, regardless of who last used the computer.

1. Locate the CoWriter 4000 folder.
2. Open the Writer Files folder. Locate the writer file you want to use.
3. Double-click to launch the writer file.
4. Launch your word processor and connect to Co:Writer 4000.

Tip: Make an alias (Macintosh) or shortcut (Windows) of your writer file(s) and keep them on your desktop, in your documents folder, or any other convenient location. Then, launch Co:Writer 4000 from your alias/shortcut.

CHANGE APPEARANCE AND SPEECH OPTIONS

CHANGE THE WAY GUESSES LOOK

Change Number of Guesses

You can display from zero to nine guesses under the Co:Writer 4000 in-line sentence, depending on your preference and ability. With a higher number of guesses, the likelihood that Co:Writer 4000 will guess your word is greater, but it also increases the difficulty level for reading and selecting guesses.

Select **Number of Guesses > Predict Words** (Format menu). The number of choices in the Co:Writer 4000 window changes to reflect your choice.

Change Arrangement of Guesses

You can arrange your guesses in a number of different ways.

1. Select **Arrangement of Guesses** (Format menu). In the Arrangement dialog, there are a number of different options. Click **Help** for more information on each option.
2. Choose different arrangement options. The Co:Writer 4000 window changes to reflect your choice.

Show or Hide Numbers

This is a toggle command that turns the display of numbers among the word choices on or off. When numbers are hidden, you can select words only with the mouse or by scanning. When numbers are shown, you can also type the number of the guess to select it.

Show Numbers

1. Select **Show Numbers** (Format menu). The Co:Writer 4000 window changes to reflect your choice.
2. Select word choices by typing the number.

Hide Numbers

1. Select **Hide Numbers** (Format menu). The Co:Writer 4000 window changes to reflect your choice.
2. Select word choices by pointing and clicking with your mouse, or by scanning the word choices and pressing **x** (or your switch).

CHANGE SPEECH SETTINGS

Change the Voice, Volume or Rate of Speech

1. Select **Voice Settings** (Speech menu) to display the Voice Settings dialog. When you highlight a voice, you will hear a sample of the voice at the selected rate and volume settings.
2. Select a different voice to hear it. Adjust the rate and volume settings as desired.
3. When you are done, click **OK**.

Change the Speech Options

1. Select **Speech & Scanning Options** (Speech menu) to display the Speech & Scanning Options dialog. In this dialog, you can decide when you want guesses and selections spoken in Co:Writer 4000.
2. Click the checkboxes to select (or deselect) options.
3. When you are done, click **OK**.

Turn the Speech OFF/ON

1. Select **Turn Speech Off** (Speech menu). All speech settings will be unavailable until you turn speech back on.
2. To turn speech back on, just select **Turn Speech On** (Speech menu).

CHANGE FONTS AND COLORS

Change Font and Font Size

1. Select **Other** (Font menu).
2. Use the scroll bars to view the fonts available on your system. Click to select the font and size you would like to try.
3. Click **OK**. The new font settings are now displayed in the Co:Writer window.

Change Colors in the Co:Writer 4000 Window

1. Select **Set Colors** (Format menu). The **Set Colors** dialog displays the current color settings.
2. Click **More Colors** to see all the color options.
3. Select **Set Colors** (Format menu).
4. Click **OK**. The colors are now displayed in the Co:Writer window.

ADJUST THE CO:WRITER WINDOW

Adjust the Window Position

1. Drag the Co:Writer 4000 window by the title bar/taskbar to move it to a new position.
2. Besides using the wakeup key, you can click the window when Co:Writer 4000 is in the background to bring it forward and make it the active window.

Adjust the Window Size

1. Change the size of the window with the size box (Macintosh) or by dragging a corner or side of the window in any direction (Windows).
2. Maximize the size of the window by clicking the zoom box (Macintosh) or the maximize button (Windows).

CHANGE PREDICTION OPTIONS

CHANGE THE MAIN DICTIONARY

1. Choose **Select Main Dictionary** (Dictionaries menu). The dialog will show which dictionary is currently selected.
2. Click **Show Description** to display the number of words in the dictionary and samples of words typically included and *not* included in the dictionary.
3. Click the radio button next to the name of the dictionary to select it.
4. Click **OK**.

CHECK OR CHANGE FLEXIBLE SPELLING SETTINGS

1. Select **Flexible Spelling** (Options menu). The Flexible Spelling dialog lets you select how you want Flexible Spelling to work.
2. Click **Help** for more information on each option.
3. Click to select the option you want.
4. When you are done, click **OK**.

PREDICTION SETTINGS

Turn Predict In-Line On

1. If Flexible Spelling is ON, select **Flexible Spelling** (Options menu) and select **Don't use flexible spelling**. Click **OK**.
2. Select **Predict In-Line** (Format menu). The Co:Writer window changes to reflect your choice.
3. Press x to select the in-line guess. If the in-line guess is not the word you want, you can select any of the other guesses, or continue typing as usual.
4. If you decide you do not want to use **Predict In-Line**, just select it again to uncheck the option.

Turn Predict As Needed On

1. Select **Predict as Needed** (Format menu). A dialog box will appear.
2. Click to select **as needed**.
3. Click **OK**.
4. When you type in the Co:Writer 4000 window, no guesses will appear.
5. To get help with a word, type one or more letters for that word, then press K . Guesses will appear for that word.
6. Select the word you want, press K« again to see additional guesses, or type the next letter of your desired word. Once guesses appear, they will stay on the screen until you have finished that word, and won't reappear until the next time you press K. While guesses are present, you may press K repeatedly to see additional guesses for that word.

4. Use a Topic Dictionary

1. Choose **Select Topic Dictionaries** (Dictionaries menu). The dialog will list available topics and categories (groups of topics).
2. Click **Show Description** to display more information on the topic dictionary, including a sample word list, number of words and a description of the dictionary.
3. Click the checkbox next to the topic you want to select.
4. Select **OK** to accept your choice.
5. Type About the Topic

EDIT AND CREATE DICTIONARIES

CLEAN UP YOUR COLLECTED WORDS DICTIONARY

Deleting Words

1. Select **Edit Active Dictionaries** (Dictionaries menu).
2. In the Dictionary Editor, click the radio button to select **Collected Words**.
3. Highlight the word or phrase you want to delete. Click **Delete**. You will be prompted by a dialog:
4. Click **OK to Delete**.
5. Repeat steps 3-4 for any other words you want to delete. When you are finished, click **Save**, then click **Done**.

Transferring Collected Words to the Personal Dictionary

1. Select **Edit Active Dictionaries** (Dictionaries menu).
2. In the Dictionary Editor, select **Collected Words**.
3. Highlight the word or phrase you want to move. Click **Transfer**. You will be prompted by a dialog:
4. Click **Yes**. Co:Writer automatically moves the word or phrase into the Personal Dictionary and saves the changes.
5. Click **Personal Dictionary** to view the new entry.
6. Repeat steps 3-4 for any other words you want to transfer. When you are finished,
7. click **Save**, then click **Done**.

CREATE A NEW TOPIC DICTIONARY

Enter Words by Hand

To enter words by hand:

1. Select **Topic Dictionary Toolkit** (Dictionaries menu).
2. Click **New**.
3. Enter a name for the new dictionary. Click **Save**.
4. Type a brief description in the Comments field.
5. Click **Edit Dictionary**.
6. Type the word in the Word field.
7. Click **Add Word** or press **e**.
8. Continue adding words until you are done. Click **Save** periodically if you are adding lots of words.
9. When you are finished, click **Exit**.
10. If you want the topic dictionary to be active, click **Yes**. If you don't, click **No**.

Import a Text File

1. Select **Topic Dictionary Toolkit** (Dictionaries menu).
2. Click **New**. For this example, let's use the sample text file "Treasure Island" that was included with Co:Writer.
3. Enter a name for the new dictionary. Click **Save**.
4. Type a brief description in the Comments field.
5. Click **Import Words**.
6. Select **Import words from text**. Click **OK**.
7. Locate the text file to be imported, then click **Open**.

8. Click **Show Options** to set dictionary and grammar options if desired. Click **Import**.
9. When you are finished, click **Exit**.
10. If you want the topic dictionary to be active, click **Yes**. If you don't, click **No**.

Import a List

1. Select **Topic Dictionary Toolkit** (Dictionaries menu).
2. Click **New**. For this example, let's use the sample list "Animals" that was included with Co:Writer.
3. Enter a name for the new dictionary. Click **Save**.
4. Type a brief description in the Comments field.
5. Click **Import Words**.
6. Select **Import words from a list**. Click **OK**.
7. Locate the text file to be imported, then click **Open**.
8. Click **Show Options** to set dictionary and grammar options. Click **Import**.
9. When you are finished, click **Exit**.
10. If you want the topic dictionary to be active, click **Yes**. If you don't, click **No**.

PRODUCT INFORMATION

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