Steps to Creating a "Writer" File When working with Co:Writer

I. Choose a font (Go to "Font," then to "Other Font")
   a. Font Type (e.g., Arial, Snell, Times New Roman)
   b. Style (Bold, italic)
   c. Size (12 pt, 14pt)
   d. Remember to click on "OK"
II. How many word choices can a student handle?
   a. Go to "Format"
   b. Then to "Number of Guesses"
   c. Choose anywhere from 1 to 9 guesses
III. How do you want the words to be displayed on the screen?
   a. Go to "Format"
   b. Then to "Arrange Guesses"
   c. Choose how you want them displayed
IV. How do you want Co:Writer to predict guesses? (To customize, go to "Format"):
   a. Student with minor needs, turn everything off
   b. For just grammar needs, go to "Options" then to "Use Grammar"
   c. "Predict Ahead" will provide words before any typing occurs
   d. "Predict in Line" will provide words as you type right in the user's sentence
   e. Using both "Predict Ahead" and "Predict in Line" will provide the most for a needy student
   f. "Repeat Guesses" will determine the number of letters typed before Co:Writer will provide guesses
   g. Be sure to make the following changes to the "Options" menu before a student begins using this program:
      i. "Recent Words" (both sections should be marked "yes")
      ii. "Collected Words"
         1. "Collect New Words," check "NO"
         2. "Predict Collected Words," check "YES"
V. For a student who misspells the same word the same way every time:
   a. Go to "Dictionaries"
   b. Go to "Edit Active Dictionaries"
   c. Be sure "Personal Dictionary" is checked before adding any words
   d. Type the word the same way the student does (e.g., "thay")
   e. Type an equals sign
   f. Type the word correctly (e.g., "they")
   g. Click "Add word"
   h. When done adding words, click on "Done"
VI. To create a Topic Dictionary:
   a. Go to "Dictionaries"
   b. Go to "Topic Dictionaries ToolKit"
   c. Select "New"
   d. Name your dictionary

e. Select "Edit Dictionary"
f. Begin typing in list of words
g. Select "Done"
h. Save dictionary
i. Exit

VII. Speech Settings (Go to "Speech"):
   a. Go to "Voice Settings"
      i. Choose from a variety of voices
      ii. Choose "Rate" of speech spoken
      iii. Choose "Volume"
   b. Go to "Pronunciations"
      i. Type word as written
      ii. Type word pronounced phonetically
      iii. Check pronunciation
      iv. Add word(s)
VIII. After customizing, go to "File" then to "Save Writer As…"
IX. Other Options and Additional Information:
   a. Speech on/off: Go to "Speech" menu
   b. To turn Co:Writer back on, type the equals sign
   c. Co:Writer learns words used most frequently
   d. To change to a different program (e.g., from"MicrosoftWord" to "Write:OutLoud") and continue using Co:Writer without exiting, go to the "Options" menu and then to "Change Connection"