



Getting Started

Co:Writer SOLO Edition

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26799 West Commerce Drive
Volo, IL 60073
800.999.4660 (USA/CANADA)
847.740.0749
www.donjohnston.com

Technical Support

Support@donjohnston.com
800.889.5242 (USA/CANADA)

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OVERVIEW

Compose Vocabulary Rich, Grammatically Correct Sentences

Co:Writer SOLO Edition, the industry's leading word prediction and vocabulary assistant, seamlessly adds the highest quality linguistic word prediction to any part of the writing process. Co:Writer provides the explicit vocabulary, spelling, composition and revision supports that build skill and considerably scaffold writers who know what they want to say but won't attempt to write it.

Build Better Sentences

As writers begin typing, linguistic word prediction—the most advanced type of prediction available—provides word choices that are grammatically correct. Writers acquire new vocabulary as they discriminate, then select the word they want. Capitalization and punctuation are modeled and reinforced cementing sentence construction skills.

Expand Written Vocabulary

FlexSpell™ and Topic Dictionaries provide writers with the considerate supports they need to write what they know and what they're learning. FlexSpell accommodates writers who spell words like they sound. Topic Dictionaries allow participation in writing across the curriculum—in every genre.

Create A No-Fail Writing Environment

The “no-fail” Co:Writer Wizard helps educators modify and customize the way information is presented to each learner within minutes. Topic Dictionary Toolkit empowers educators to quickly and easily adapt the content and the tool, NOT the writer.

About Getting Started

The Getting Started guide has been designed to assist trainers, educators and first-time users of Co:Writer as if it were being used in an actual educational setting. The literacy activity uses curriculum-based content and research-based strategies to demonstrate how the product functions in a meaningful context—first you participate as a learner, then as a teacher. Further, the step-by-step directions model a good sequence for learning how to use the product effectively and provide best practice and intervention tips.

This Getting Started Activity does not address every function in the product, but it provides all the essentials needed to use Co:Writer in the classroom after completing the activity. In addition to your Getting Started literacy activity, you may utilize Co:Writer Help, an interactive help utility that provides the just-in-time support you need as you increase your knowledge and proficiency of Co:Writer.

Co:Writer: SOLO Edition Tutorial 1 Meets Standards

Reading Standards:

- Learners use a variety of strategies to extend vocabulary (e.g., know vocabulary related to different content areas)

Writing Standards:

- Learners use strategies to edit and publish written work (e.g., edit for grammar, punctuation, capitalization and spelling at a developmentally appropriate level; use available, appropriate technology to compose and publish work)
- Learners use conventions of spelling in written compositions (e.g., spell high frequency, commonly misspelled words from appropriate grade-level list; use a dictionary and other resources to spell words)
- Learners use conventions of capitalization in written compositions (e.g., first and last names; first word of a sentence; proper names)
- Learners use conventions of punctuation in written compositions (e.g., use periods after declarative sentences)

Listening and Speaking Standards:

- Learners listen and respond to media

Technology Standards:

- Learners use advanced features of word processors (e.g., use a spell checker and grammar checker)

Learning Checklist for These Tutorials:

- Launch Co:Writer
- Use the Wizard to create a New Writer File using a Standard Template
- Connect Co:Writer to a word processing program
- Expand and Collapse Palette sections
- Select and use Topic Dictionaries
- View word lists in the eWord Bank
- Choose words from the List of Guesses
- Hide and Show Co:Writer
- See More Guesses
- Erase a Word
- Use the Wizard to Create a Customized Writer File
- Change Writer File Settings using the Settings dialog
 - Modify Window Type
 - Change Number of Guesses
 - Change Text and Background Color
 - Modify Spelling Support
 - Change Speech Voice and Volume
- Sign In to Co:Writer as a Teacher
- View and access the Teacher Options dialog
- Quit Co:Writer



Note to Teacher



Step to Be Followed

Tutorial 1: Use Co:Writer With a Word Processing Program



NOTE TO TEACHER: In this tutorial, you are playing the role of a **writer**. You will walk through this exercise as if you are a writer using **Co:Writer** for the first time. It will take you approximately 20 minutes to complete Tutorial 1.

NOTE: All screenshots used in the following tutorials are taken from the Windows version of Co:Writer. The Macintosh version of Co:Writer may look slightly different but will function in a similar manner.

After completing this tutorial, you will be able to assist a writer on the first day with launching Co:Writer, creating a new writer file, attaching Co:Writer to a word processing program, and using Co:Writer's linguistic word prediction support to produce written text. The writer will do the following:


- Launch Co:Writer
- Create a New Writer
- Connect Co:Writer to a word processing program
- Select a Topic Dictionary and use the eWord Bank for idea generation and vocabulary support
- Choose words from the list of guesses to write a grammatically-correct sentence
- Use basic features of the Co:Writer Palette to Hide or Show Co:Writer, see More Guesses, Erase Word and Quit

The tutorial is grouped into the following four sections:




1. Launch Co:Writer, Create a New Writer File and Connect Co:Writer to a Word Processing Program
2. Select a Topic Dictionary and Use the eWord Bank
3. Type Sentences using Linguistic Word Prediction and Topic Dictionaries
4. Use the Co:Writer Palette

Co:Writer SOLO Edition

1. Launch Co:Writer, Create a New Writer File and Connect Co:Writer to a Word Processing Program

 In this section of the tutorial, you will launch Co:Writer and create a **New Writer** file as if you are using Co:Writer for the first time.

A. Launch

 Double-click  on your Windows or Macintosh desktop or  on your Macintosh dock to launch Co:Writer.

Sign In appears.





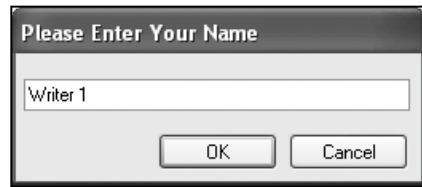
If you are opening Co:Writer for the first time, the **Co:Writer Sign In** list will be blank.





NOTE: If you have installed SOLO, you will see a list of names in the **Sign In** dialog.

B. Create a New Writer File

The first time writers use Co:Writer, they must create a **New Writer** file.



 Click . The following dialog appears.



-  Type **Writer 1** into the field.
-  Click . The Co:Writer **Wizard** appears.
-  *In Tutorial 2, you will go through the complete **Wizard**. For this tutorial, however, you will use the standard **Intermediate Template** to get started using Co:Writer right away.*




The **Wizard** opens to help you create a **New Writer** file. If you are using a Macintosh computer, Co:Writer's **Sentence Window** appears at the bottom of your screen.


-  Click . The **Choose your template** (Windows) or **Start with** (Macintosh) window appears.

Co:Writer SOLO Edition



The button to the left of **Standard template** is automatically selected. A list of templates appears at the bottom of the window.





 You will use the **Intermediate Template** for this Tutorial. Co:Writer Templates provide a quick way to begin customizing Co:Writer to meet individual writers' needs. The **Intermediate Template** is especially good for writers needing words appropriate for detailed and thoughtful writing across a wide range of school subjects, including geography, history and science. Its 12,000 word list is large enough to help them write on nearly any topic, but not so large as to overwhelm. And with **Flexible Spelling** and grammar turned ON, even phonetic spellers can get their ideas written down successfully.

 In the list of templates, click **Intermediate Template** to select it. If you are using a Macintosh computer, the Co:Writer windows on your screen show you what they will look like when using this template.

NOTE: For more information about Co:Writer's templates, see Tutorial 2.

 Click . The Co:Writer window and the next **Wizard** window appear.




 **Sentence Window** is the default. Click  to close the **Wizard** and activate your **New Writer** file.

C. Connect Co:Writer to Your Word Processing Program

The **Co:Writer Startup** dialog appears:



 *While Co:Writer is a valuable tool for supporting writing, it requires another program into which it can send the words it predicts. You can use Co:Writer with any program that accepts text: a word processor, spreadsheet, email and more.*


In the upper right section of your screen, the **Co:Writer Wakeup** button also appears:

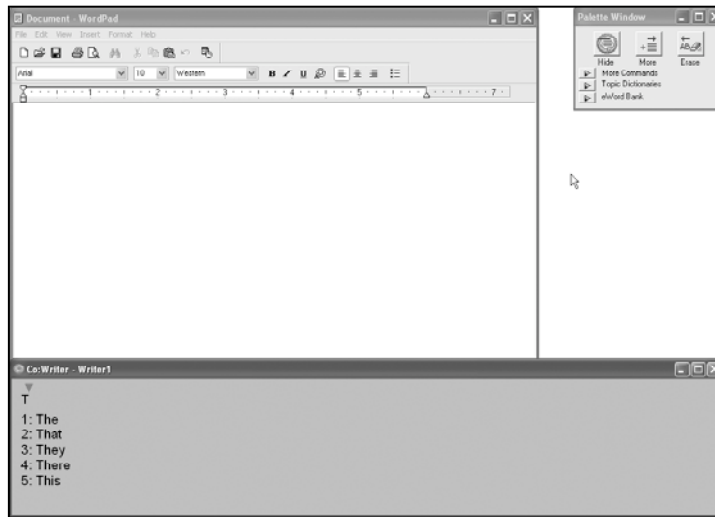



Co:Writer SOLO Edition

- Find and launch your favorite word processing program as you would normally, when using it without Co:Writer.

NOTE: in this tutorial, we are showing Co:Writer being used with Microsoft® Word Pad.

- Click . The Co:Writer **Palette** appears to the right of the word processing document window. The **Sentence Window** opens at the bottom of your screen.




-  The first time you open Co:Writer, the most frequently used commands, or buttons, are visible at the top of the Co:Writer **Palette** for easy use. Other sections of the Co:Writer **Palette** – **More Commands**, **Topic Dictionaries** and **eWord Bank** – may be collapsed, or hidden, until they are needed by the writer.

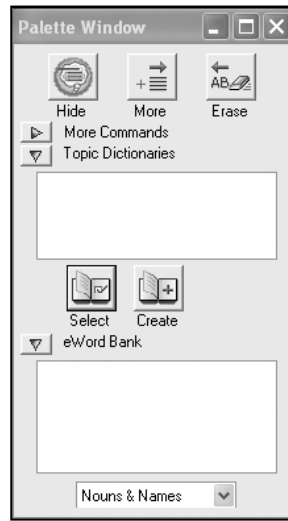
To show or hide parts of your Co:Writer **Palette**, simply click  or  to the left of **More Commands**, **Topic Dictionaries** and/or **eWord Bank** to show or hide those parts of the Co:Writer **Palette**.

2. Select a Topic Dictionary and Use the eWord Bank

☑ Co:Writer's **Topic Dictionaries** give writers quick access to the topic- and genre-specific vocabulary they need, just when they need it. In the following steps, you will choose a **Topic Dictionary** that includes vocabulary needed to write about Egypt. You will also choose a **Topic Dictionary** that includes words frequently used to write an explanatory type of paragraph or essay.

A. Select a Topic Dictionary

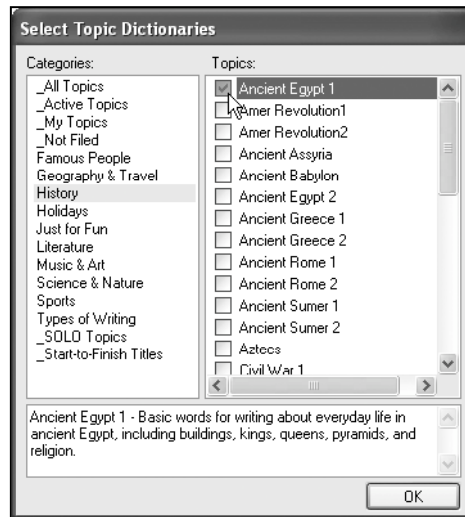
☞ Click  to the left of **Topic Dictionaries** and **eWord Bank** on your Co:Writer **Palette** to expand them.






☞ On the Co:Writer **Palette**, click .

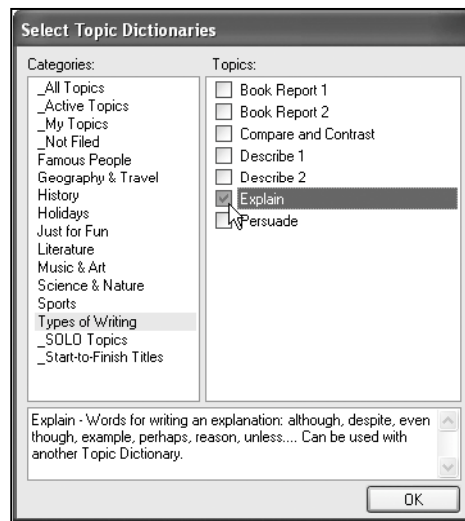
Select **Topic Dictionaries** appears.


NOTE: The list of Topic Dictionaries is slightly different for the British English version of Co:Writer.


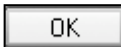


-  You are going to be writing an explanatory paragraph about Egyptian mummies. With Co:Writer's **Topic Dictionaries**, you can have vocabulary support for both the content-specific vocabulary needed to write about Egypt (Egyptian, pyramid, etc.) AND the vocabulary needed to support explanatory writing (although, despite, even though, example, perhaps, reason, unless).
-  In the **Categories** panel on the left side of the window, click **History**.
-  In the **Topics** panel, click the box to the left of **Ancient Egypt 1**. A check mark in the box shows that the **Topic Dictionary** is turned ON.

 In the **Categories** panel, click **Types of Writing**.

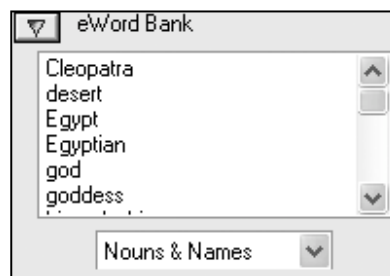


 In the **Topics** panel, click the box to the left of **Explain** to turn it ON.

 Click . The dialog closes and you're ready to use the words in your selected **Topic Dictionaries** as you write. When you look at the Co:Writer **Palette**, you see the names of the **Topic Dictionaries** you chose in the **Topic Dictionaries** box.


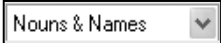


A list of topic- and genre-specific vocabulary also appears in the **eWord Bank** at the bottom of the Co:Writer **Palette**. The following section explains the **eWord Bank**.



B. Use the eWord Bank

✓ When you select one or more **Topic Dictionaries**, key vocabulary words from those dictionaries appear in the **eWord Bank** at the bottom of the Co:Writer **Palette**. The words are sorted into lists of Nouns & Names, Verbs and Adjectives from the **Topic Dictionaries**. The lists can be used to help struggling writers focus on the topic and/or genre, brainstorm ideas for writing, build vocabulary and spell more-difficult words.

☞ Click the  on  at the bottom of the Co:Writer **Palette** to see the drop-down field.


☞ Select the type of words you want to view.




☞ Use the scroll bar at the right of the **eWord Bank** to view all the words.

3. Type Sentences using Linguistic Word Prediction and Topic Dictionaries

A. Type a Sentence using Linguistic Word Prediction


 *Co:Writer's linguistic word prediction provides struggling writers with the help they need to compose grammatically correct sentences using the vocabulary most appropriate to their individual writing needs.*

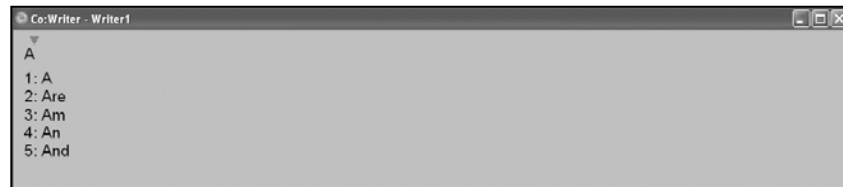
 Click anywhere inside of the Co:Writer **Sentence Window** to make it active.


NOTE: If there are any letters or words in your **Sentence Window**, press the **Delete** key on your keyboard to delete them.

Begin to type the following sentence:

Archaeologists have found thousands of mummies in the tombs of Ancient Egypt.

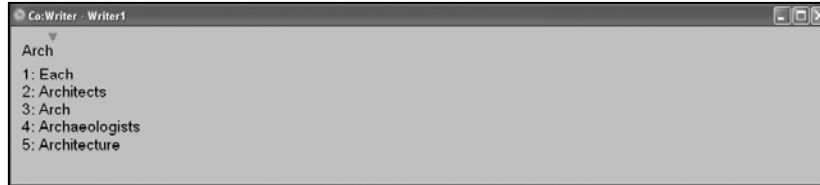
 Type the letter "a". (Co:Writer knows to capitalize the first word in a sentence.) Text appears in the **Sentence Window** as you type. Predicted words, or guesses, appear in a list below your text.



 Move and pause your cursor over the guesses to hear them spoken aloud.

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- ☞ You will see that the word **Archaeologists** is not in the list of guesses. Type the next few letters of the word. Continue to type letters until the word **Archaeologists** appears in the list of guesses.



- ☑ Notice that some of the words in the list of guesses do not begin with the letters you have typed. **Flexible Spelling** is an option that is turned ON in the **Intermediate Template** that **Writer I** is using, so Co:Writer is offering guesses that are based on phonetic and other common developmental spelling patterns.

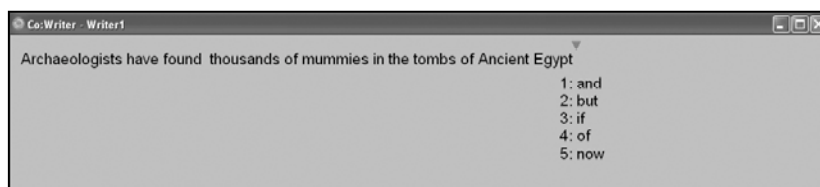
- ☞ When you see the word **Archaeologists**, click the word to place it into your sentence.

- ☞ Now, type the rest of the words in the sentence:


Archaeologists have found thousands of mummies in the tombs of Ancient Egypt.

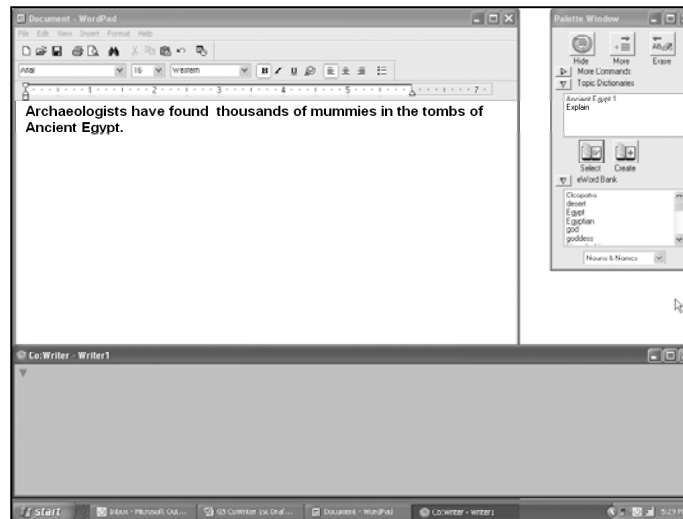
For each word, type letters until you see the word you want in the list of guesses. Then, click that word to place it into your sentence.

- ☑ Notice how Co:Writer predicts words that are grammatically appropriate within the sentence as you type. For example, as you begin to type the word following **Archaeologists**, the guesses include the verb form that matches the plural subject. Other examples of grammar prediction include **thousands** instead of *thousand*, and **mummies** instead of *mummy*.





- When you type the punctuation mark at the end of your sentence, Co:Writer sends the sentence to the connected text document in your word processing program.

 Type a period (.).



B. Add More Sentences to Your Text Document

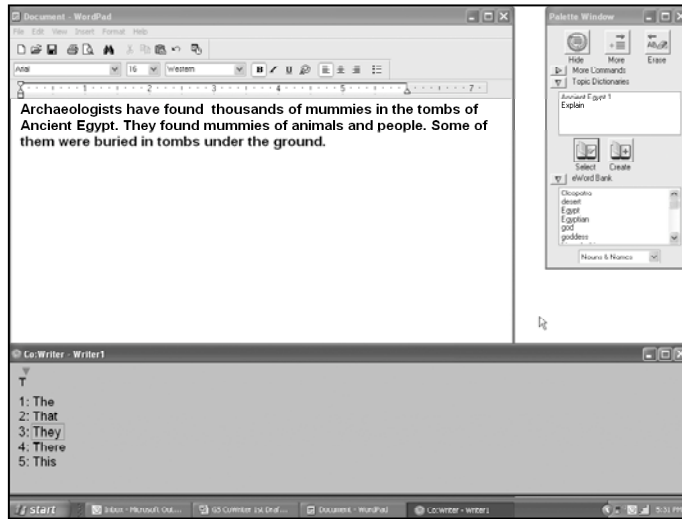
 Begin typing the first sentence below. Your text automatically appears in the Co:Writer **Sentence Window**.

 As you type text into Co:Writer, try spelling some words phonetically to see how **Flexible Spelling** predicts the word you want. For example, type the letters **p-e-r-a-m-i-d** and watch to see how quickly the word **pyramids** appears in the list of guesses.

They found mummies of animals and people. Some of them were buried in tombs under the ground. They found many other mummies in the pyramids.

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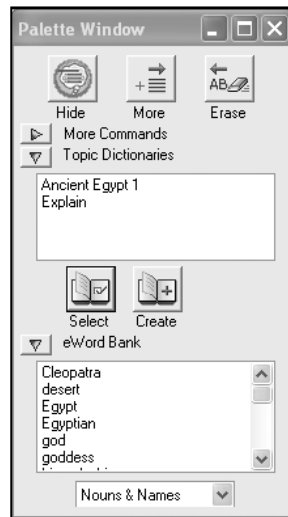
- Use Co:Writer to write the rest of the sentences.




Tip If your text appears in your word processing document instead of in Co:Writer's **Sentence Window**, stop typing. To get back to writing in Co:Writer, simply click anywhere in the **Sentence Window** or press **+/=** on your keyboard to make Co:Writer active (if you have Macintosh OS 10.X, you must press **CTRL +/=**). As you type, the text once more appears in the **Sentence Window**.

4. Use the Co:Writer Palette


- ✓ In addition to **Topic Dictionaries** and the **eWord Bank**, the Co:Writer **Palette** gives writers easy access to the things they will do most often when using Co:Writer, such as: **Show** or **Hide Co:Writer**, see **More Guesses**, **Erase a Word** and **Quit**.




A. Hide or Show Co:Writer


- ✓ When ready to review and revise their draft, writers can **Hide Co:Writer** to focus on the text and make changes directly into the word processing document. If writers decide to add more sentences to the draft, clicking  makes Co:Writer available for continued writing support.

B. More Guesses

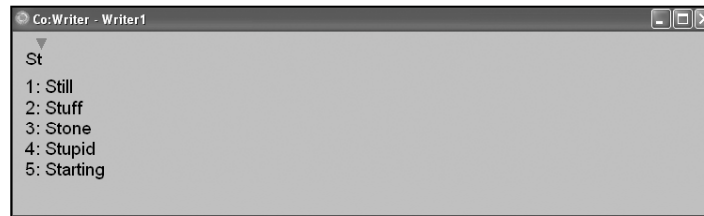
 Co:Writer may not predict the desired word in the first list of guesses. Instead of typing more letters, writers can use the



More Guesses button  to see a new list of words.

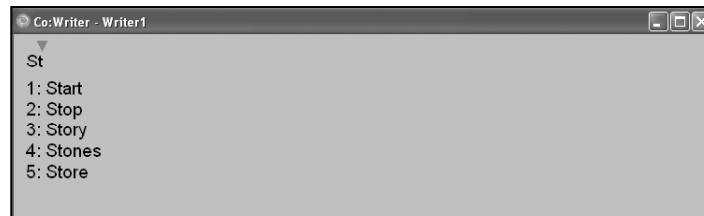
New words will be shown each time the writer clicks  until all appropriate words have been displayed.



 In the **Sentence Window**, type the letters “st”. Read the words in the list of guesses.

NOTE: Depending upon your Co:Writer settings and previous use, the words in your **Sentence Window** may not exactly match the words shown on these sample screens.



 Click . A new list of words appears.





 Click  several more times to see additional guesses.






 Select the word **Statues** from the list of guesses.

C. Erase Word



 As writers select words to express their ideas, they will sometimes decide that a different word—other than the one they chose—might be better to use in their sentence. The **Erase Word** button makes it quick and easy to get rid of the last word selected and replace it with the word the writer wants.

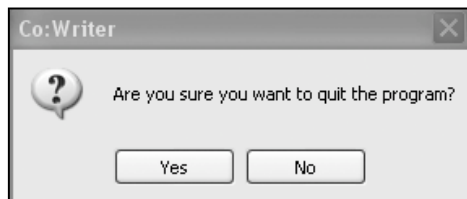
 In the **Sentence Window**, after the word **Statues**, continue to type the words “of the Egyptian god”.

 On the Co:Writer **Palette**, click . The last word you selected (**god**) is erased. A new list of guesses appears.

 Begin to type the word **goddess**. Select the word when it appears in the list of guesses.


D. Quit

 On the Co:Writer **Palette** under **More commands**, click . You get the following message:



NOTE: The Macintosh dialog shows slightly different wording and button choices.

 Click  (Windows) or  (Macintosh).


 All Co:Writer windows close. Your word processing program continues to be available for more writing, revision, formatting, etc.

 Close your word processing program to complete this tutorial.

Congratulations! You have just used Co:Writer with your word processing program to successfully write a short paragraph. When you are ready, try Tutorial 2.



Tutorial 2: Use the Wizard and the Settings Dialog to Create and Modify a New Writer

 *In this tutorial, you are playing the role of an independent writer or a teacher selecting Co:Writer settings for a writer. After completing this tutorial, you will be able to use the Wizard to select a Co:Writer Template and/or select or change a few basic Co:Writer settings to create a new Writer File. You will also be able to use the Settings dialog to modify window type, number of guesses, text and background color, prediction and spelling support, and speech settings while working in Co:Writer. It will take you approximately 30 minutes to complete Tutorial 2.*

The writer will do the following:

- *Launch Co:Writer*
- *Create a New Writer File Using the Wizard*
- *Change Writer File Settings using the Settings Dialog, including:*
 - *Modify Window Type*
 - *Number of Guesses*
 - *Text and Background Color*
 - *Prediction and Spelling Support*
 - *Speech Voice and Volume*

The tutorial is grouped into the following two sections:

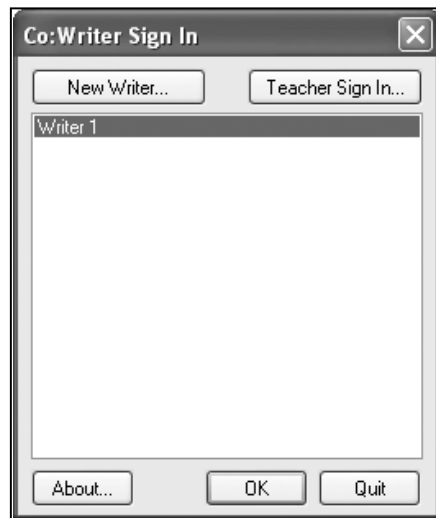
1. *Launch Co:Writer and Create a New Writer File Using the Wizard*
2. *Change Writer File Settings Using the Settings Dialog*

1. Launch Co:Writer and Create a New Writer File Using the Wizard

A. Launch Co:Writer

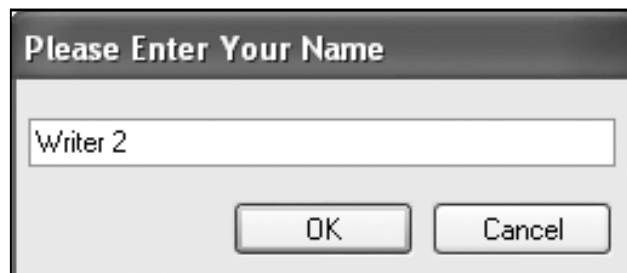
- Double click  on your Windows desktop or  on your Macintosh dock to launch Co:Writer.

Sign In appears.





B. Create a New Writer File Using the Wizard

- Click  .
- In the **Please Enter Your Name** dialog, type **Writer 2**.




 Click . The **Co:Writer Wizard** appears.



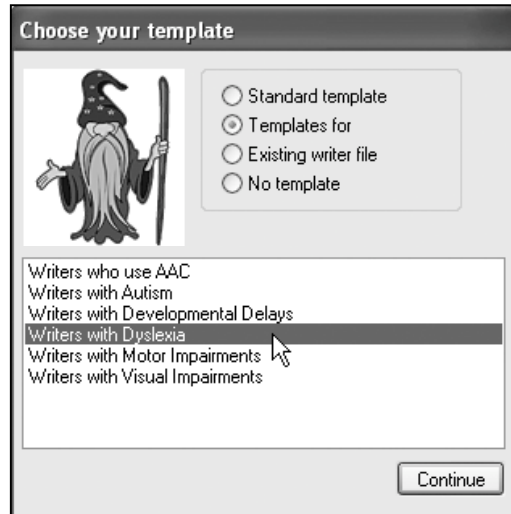
 Click . The **Choose your template** window appears.




 *The Wizard lets you create a **New User** using a **Standard template**, **Templates for** (writers with special physical and/or learning needs), an **Existing writer file** or **No template** (to create a New Writer file from scratch). There are nine templates from which to choose.*



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- Click the template category, **Templates for**. A list of available templates for the category appears in the box at the bottom of the window.


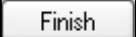



- Click the category, **Standard template**. In the box at the bottom of the window, **Intermediate template** may still be selected. If it is not selected, click **Intermediate template** to select it.

-  *Co:Writer templates are intended to provide a starting point for creating the most-appropriate writing support for individual, unique writers. As you consider the individual needs of a New Writer, you may want to change one or more of the template settings to customize Co:Writer to meet those needs. The **Wizard** takes you through a series of windows that allows you to see and/or change a few basic Co:Writer settings.*



-  Click  to go to the next **Wizard** window:
Please choose your Co:Writer Window.




-  **Tip** Once you have selected a Co:Writer template or existing writer file, you can choose to modify the template settings or to close the **Wizard** at any time by clicking .

-  Place your cursor over each Co:Writer Window option: **Word Window**, **Sentence Window** and **Paragraph Window**. At the bottom of the **Wizard** window, read the description of each option.

Make no changes to this setting at this time.


-  Click  to go to the next window: **Please pick a Support Level.**

-  *Struggling writers working at an Intermediate level are most likely to require ongoing support for spelling and vocabulary. When **Predict Always** is ON, writers will see a list of guesses each time they begin to type a word. For writers needing less support, **Predict As Needed** lets them see a list of guesses only when they want it.*

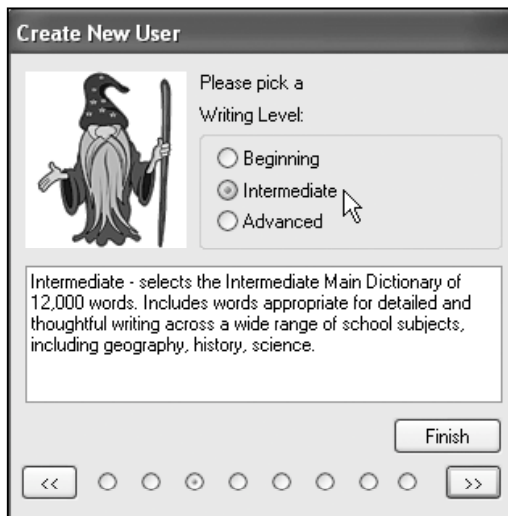


- ☞ Place your cursor over **Predict Always** and **Predict As Needed**. Read the descriptions for each option.

Make no changes to this setting at this time.


- ☞ Click  to go to the next window: **Please pick a Writing Level**.


- ☑ The **Writing Level** window offers three main **Co:Writer Dictionaries** from which to choose the most appropriate spelling and vocabulary support for an individual writer: **Beginning** (6,000 words), **Intermediate** (12,000 words) or **Advanced** (40,000 words).



- Place your cursor over **Beginning**, **Intermediate** and **Advanced**. Read the descriptions for each option.

Do not change this setting at this time. Since you began with an **Intermediate Template**, the Intermediate Dictionary is already selected and most appropriate for our New Writer.


- Click  to go to the next window: **Please choose Spelling**.

-  *Co:Writer's spelling options promote a fluent writing environment for writers at all levels. **Exact Spelling** allows skilled spellers to write more quickly and fluently, while continuing to build vocabulary and grammar skills. **Flexible Spelling** provides more-accurate word guesses to phonetic and transitional spellers.*



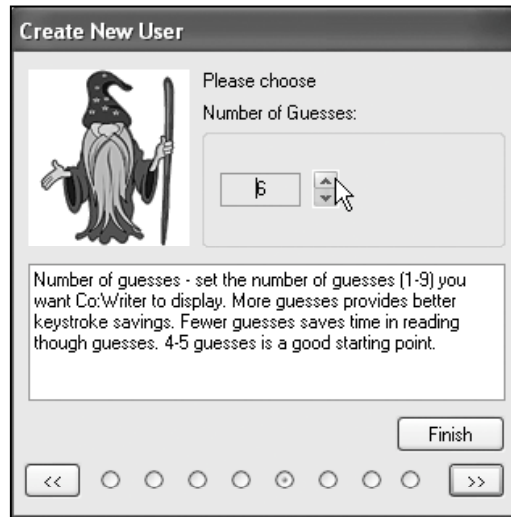
- Place your cursor over **Exact Spelling** and **Flexible Spelling**. Read the descriptions for each option.






Do not change this setting at this time.

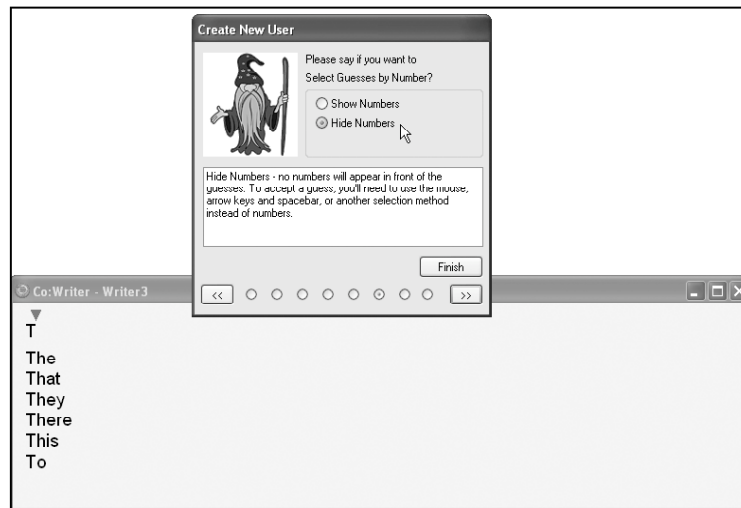
- Click  to go to the next window: **Please choose Number of Guesses**.






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- ☑ *Co:Writer allows you to see anywhere from 1 to 9 guesses in the window at any one time. Beginning writers are generally more successful with a smaller number of guesses (3 to 5), Intermediate writers with 4 to 6, and Advanced writers with 5 or more. Use settings within these ranges to begin with, and then adjust up or down based on what works best for the individual writer.*






- ☞ Place your cursor over  or  to the right of the number field. Read the description of this setting.
- ☞ Click  to increase the number of guesses to 8. The Co:Writer window at the bottom of your screen changes to show you a sample of what that window will look like when using this setting.
- ☞ Click  to decrease the number of guesses to 6.
- ☞ Click  to go to the next window: **Please say if you want to Select Guesses by Number.**
- ☑ *Display Co:Writer's list of guesses as a numbered list of words—**Show Numbers**—or as a list of words without numbers—**Hide Numbers**. Use **Show Numbers** for writers who might prefer typing numbers to select a guess. Use **Hide Numbers** for writers who can use a mouse easily and/or for writers who might be distracted by trying to read or type numbers.*










-  Place your cursor over **Show Numbers** and **Hide Numbers**. Read the descriptions for each option.
-  Click **Hide Numbers** to select it. The Co:Writer window at the bottom of your screen changes to show you a sample of what that window will look like when using this setting.
-  Click  to go to the next window: **Please choose Text Size**.
-  *Change text size to meet individual visual needs and/or to give Co:Writer an age-appropriate look and feel.*







-  Place your cursor over  or . Read the description of this setting.

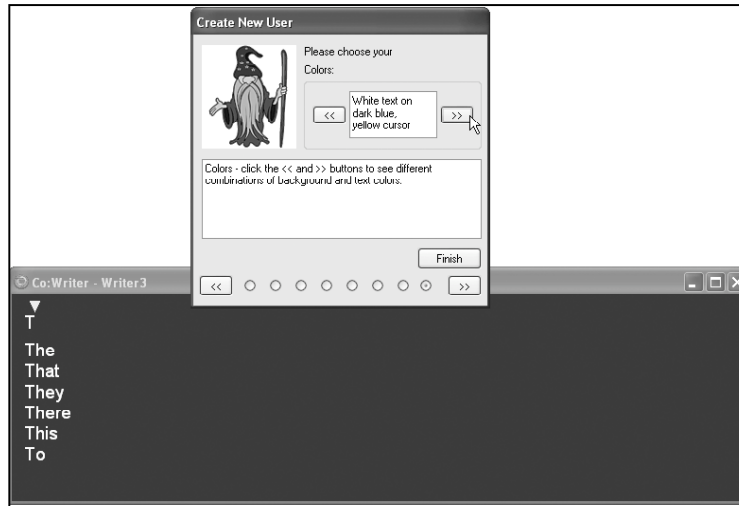
Co:Writer SOLO Edition


-  Click  two times. Look at the Co:Writer **Sentence Window** to see how the text size has changed.
-  Click  two times to reduce the text size again.
-  Click  to go to the next window. **Please choose your Colors.**
-  *Set background, text and cursor colors to meet individual writers' visual needs and/or personal preferences.*




-  Place your cursor over  or  in the top part of the Wizard window. Read the description of this setting.

- Click  until you see **Peach text on blue-green, yellow cursor**. Look at the Co:Writer **Sentence Window** to see how the colors have changed.




- Click  at the bottom of the Wizard window to go to the final Wizard window.



- Click  to close the **Wizard** and activate your new Writer File.

2. Change Writer File Settings Using the Settings Dialog


 The **Wizard** lets you customize frequently-used Co:Writer options by using a Template or creating a New Writer file from scratch. As new writers work, however, they may discover that they need to change one or more of those settings to better meet their needs. And they want a quick and easy way to make those changes without major interruption to their writing.

The **Settings** dialog is available as a **Palette** button on many of Co:Writer's Templates. Through **Settings**, Co:Writer can quickly and easily be customized for an individual writer “on the fly.”

A. Connect Co:Writer to a Word Processor



The Co:Writer Startup dialog appears.

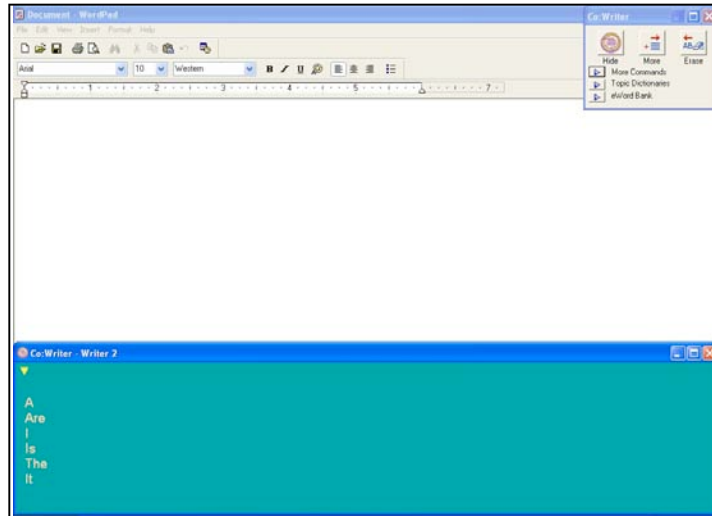


 Find and launch your favorite word processing program as you would normally, when using it without Co:Writer. The word processing window opens.





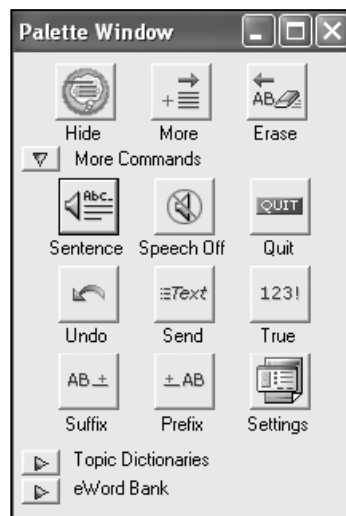
 *this tutorial, we are showing Co:Writer being used with Microsoft WordPad®.*

 In the upper right section of your screen, click . The Co:Writer **Palette** appears to the right of the word processing document window. The **Sentence Window** opens at the bottom of your screen.




B. Open the Settings Dialog

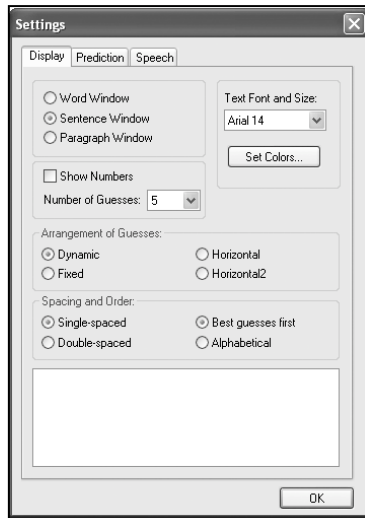
 Click  to the left of **More Commands** on the Co:Writer **Palette** to expand this section of the palette.




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 On the Co:Writer **Palette**, click . The **Settings** dialog appears.

The **Display** dialog should be active. If the **Display** dialog is not active, click the **Display** tab. The **Display** dialog appears.



NOTE: As in the Co:Writer **Wizard**, you can see and hear a description of a setting option by placing your cursor over the name of that option. The description appears in the box at the bottom of the **Settings** dialog, and is spoken aloud when your cursor remains over the option name.

If  is not available on your Co:Writer **Palette** (as in the **Beginning Template**), sign in to Co:Writer as a Teacher to see and use the **Settings** dialog for a particular writer. See **Tutorial 3** to learn more about signing in to Co:Writer as a Teacher.

C. Change Window Type

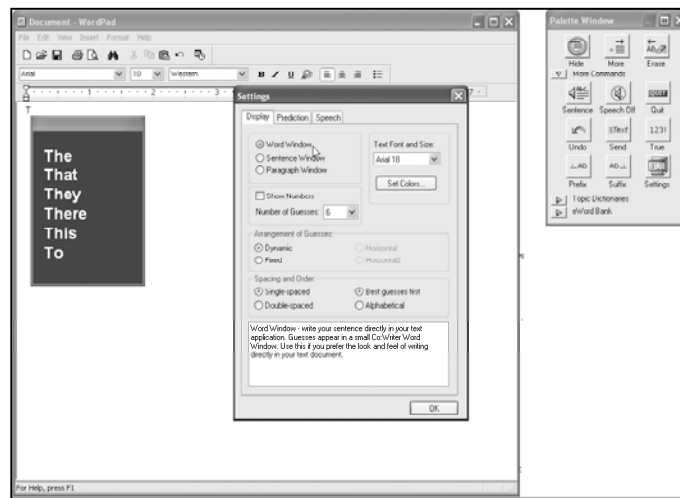
Co:Writer offers you a choice between three types of **Guess Windows**.



Co:Writer's **Sentence Window** encourages writers to focus on writing one sentence at a time in order to avoid being distracted by text they've already written. The **Paragraph Window** helps more-skilled writers focus on a complete section of text, providing writing support while also allowing them to see how their sentences are being combined to express an overall idea. For writers who prefer to do all of their writing on one screen, Co:Writer's new **Word Window** is the answer.





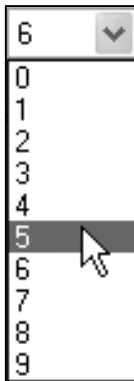
In the **Settings** dialog, click the button to the left of **Word Window** to select it. The Co:Writer **Guess Window** changes to reflect the change.



NOTE: On the Macintosh, the Co:Writer **Palette** disappears when the **Settings** dialog is open and reappears when you close the dialog.

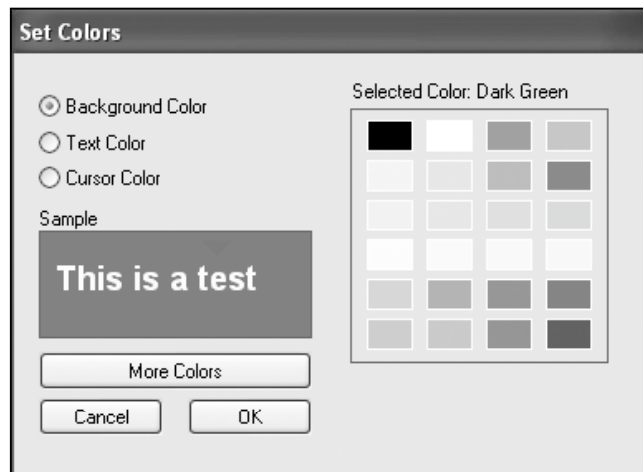
D. Change Number of Guesses

-  In the **Settings** dialog, find **Number of Guesses**. Click  to the right of the box showing the current number of guesses. From the list, select the number **5**. The Co:Writer **Word Window** changes to reflect the change.








E. Change Text and Background Color

-  In the **Settings** dialog, click . The **Set Colors** dialog appears.





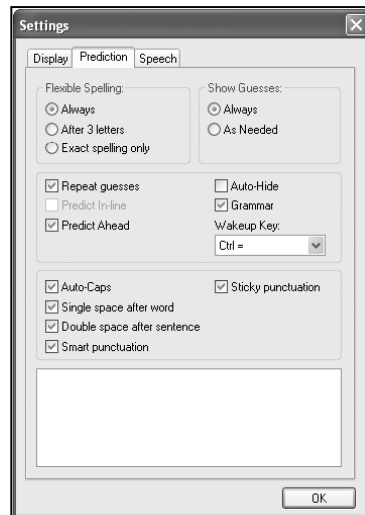
NOTE: The **Set Colors** dialog looks very different on the Macintosh but functions the same way.


-  A dot in the button to the left of **Background Color** shows that it is selected. Click a color square to choose a new background color from the color palette on the right side of the dialog. The new background color appears in the **Sample** box (Windows) or in the **Word Window**(Macintosh).

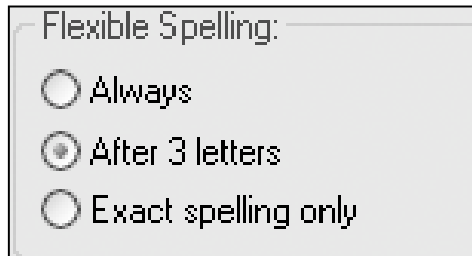
-  Click the button to the left of **Text Color** to select it.
-  Click a color square to choose a new text color from the color palette. The new text color appears in the **Sample box** (Windows) or the **Word Window** (Macintosh).
-  Click  to save your changes and return to the **Settings** dialog.

F. Change Spelling Support Option


-  *As writers become better spellers, they can begin to write successfully with fewer supports. Use the **Flexible Spelling, After 3 letters** option to provide ongoing support for phonetic spelling, while encouraging writers to use their increased spelling skills to see their words predicted more quickly.*
-  In the **Settings** dialog, click the **Prediction** tab. The **Prediction Settings** dialog appears.



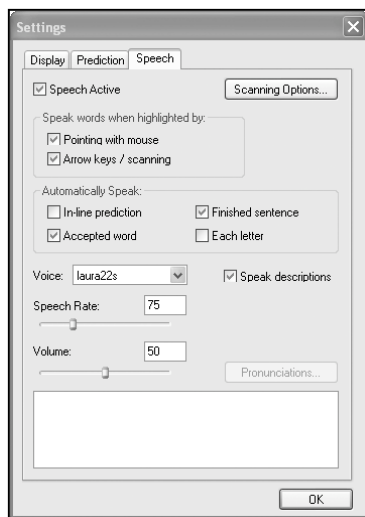
-  Find **Flexible Spelling** in the upper left of the dialog. Click the button to the left of **After 3 letters**. Words will now be predicted using flexible spelling **ONLY** after 3 letters have been typed.

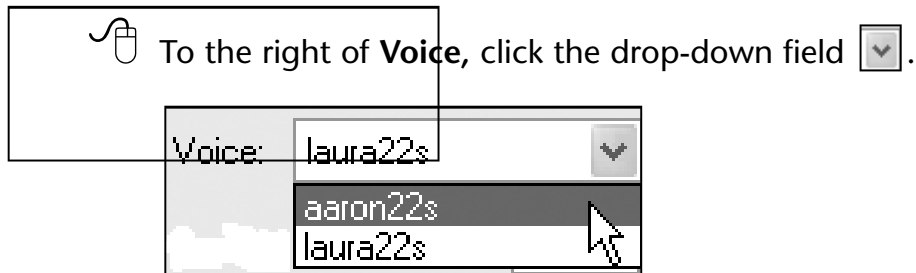


G. Change Speech Settings



-  *Customize Co:Writer's speech to meet individual writers' auditory needs and/or preferences. Change voice and volume to increase voice clarity, or turn the speech OFF to encourage more-independent reading and writing.*

In the **Settings** dialog, click the **Speech** tab. The **Speech Settings** dialog appears.




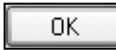



NOTE: The Macintosh voice list displays different voices from the Windows voices shown above.

-  Click a new voice to select it.
-  Under **Volume**, press and hold the mouse button to drag the bar to the left or right to increase or decrease the volume. When the volume is where you want it, release the mouse button. Your volume is set.



H. Close the Settings Dialog and Return to Working in Co:Writer

-  In the **Settings** dialog, click  to save your changes and close the dialog.
-  Use your modified Writer File to write with Co:Writer in your word processing program

OR

In the Co:Writer **Palette Window**, select  to close Co:Writer.

Congratulations! You have successfully created and modified a New Writer File. When you are ready, try Tutorial 3.



Note to Teacher



Step to Be Followed

Tutorial 3: Sign In To Co:Writer as a Teacher



*In this tutorial, you are playing the role of a **teacher** or of an independent writer signing in as a Teacher to access Co:Writer's Teacher Options. After completing this tutorial, you will be able to sign in to Co:Writer as a Teacher and access Teacher Options through Co:Writer's Home page. It will take you approximately 10 minutes to complete Tutorial 3.*

The teacher or independent writer will do the following:



- *Launch Co:Writer*
- *Sign Into Co:Writer as a Teacher*
- *Identify and Access Co:Writer Teacher Options*

The tutorial is grouped into the following two sections:

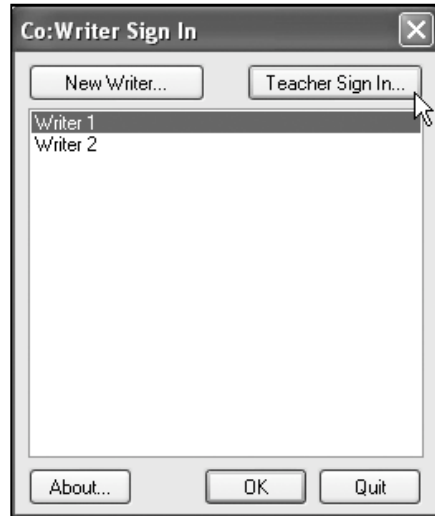
1. *Launch Co:Writer and Sign In as a Teacher*
2. *Identify and Access Co:Writer Teacher Options*

1. Launch Co:Writer and Sign In as a Teacher

A. Launch

Double click  on your Windows desktop or  on your Macintosh dock to launch Co:Writer.


Sign In appears.

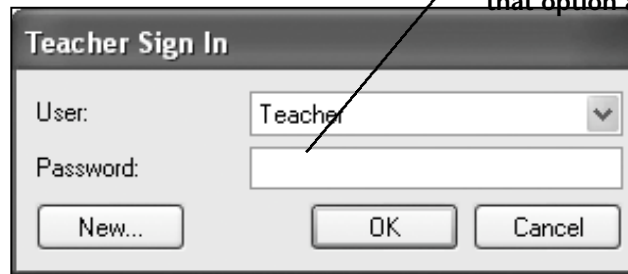


 If you are opening Co:Writer for the first time, the **Co:Writer Sign In** list will be blank.

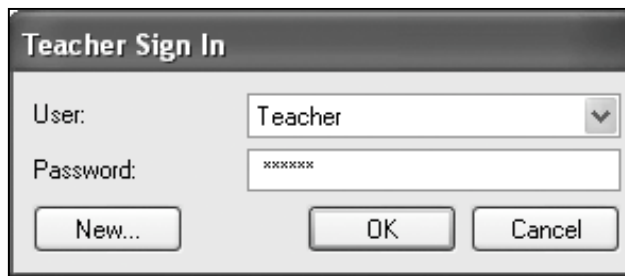
Click to see a list of Writer names. Choose a Writer name to see and change that Writer's settings options.



B. Sign In as a Teacher

Click . **Teacher Sign In** appears. When your cursor is placed over a Teacher Option, a description of that option appears.




 Type in your Password: **school**

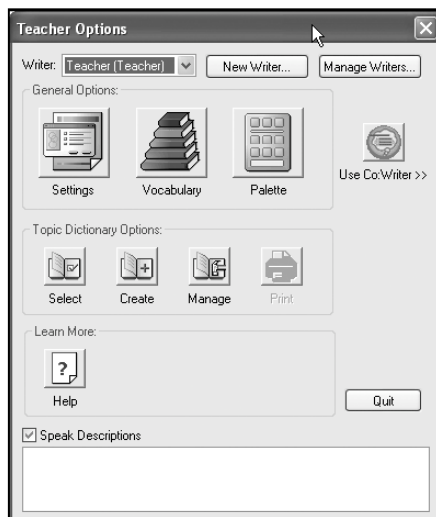


 Click . **Teacher Options** appears.

NOTE: The Co:Writer **Guess Window** also appears on your screen. As you make selections and/or changes in **Teacher Options**, those changes are reflected in the **Guess Window**.



2. View and Access Co:Writer Teacher Options

 **Teacher Options** lets a teacher perform administrative tasks needed to create, modify and manage customized Co:Writer Writer Files to meet individual writers' needs.



 Click  and click **Get Started: Classroom Setting** or **Get Started: Single User Setting** for more information about setting up and using Co:Writer

OR

 Click  to use Co:Writer with your favorite word processing program

OR

 Click  to close Co:Writer.

Congratulations! You have successfully signed in as a Teacher and completed the Co:Writer Tutorials!

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