



User Guide

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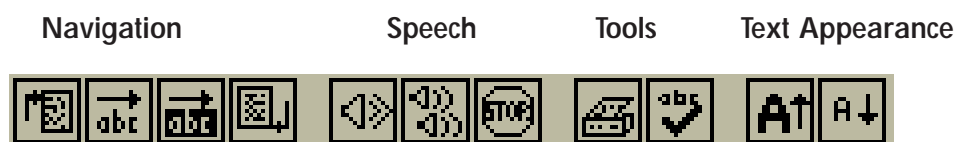
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Write:OutLoud To Go Toolbar

Write:OutLoud To Go is a talking word processor filled with features that increase its ease of use. Many functions can be carried out by simply clicking the toolbar at the top of the Write:OutLoud To Go screen, making important word processing features immediately available without using pull-down menus. Writers click buttons to navigate through text, check spelling and more.

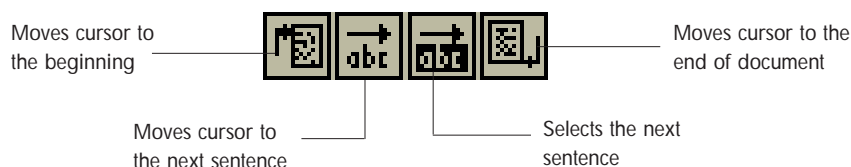
One-Click Access to Common Tasks

When you activate Write:OutLoud To Go, you're ready to type and create documents immediately. For ease of use, the buttons on the toolbar are grouped according to tasks.




Text Navigation and Selection Buttons

Tools for text navigation and selection help writers quickly and efficiently move through and review their writing.




These self-explanatory tools are designed for ease of use by students. There are many more keyboard shortcuts for text navigation and selection listed in Keyboard Shortcuts at the end of this User Guide.

Beginning

 Tap **Beginning** to move your cursor to the beginning of the document. Use this to reread the work.

Move

 Tap **Move** to move your cursor to the next sentence. Use this to quickly navigate through a document for reading and revising the work.

Note: A sentence must end with a period, question mark or exclamation point in order for Write:OutLoud To Go to recognize it as a sentence.

Select

Tap **Select** to highlight the next sentence. Use this to quickly select “chunks” of text for reading aloud or revising sentence-by-sentence.

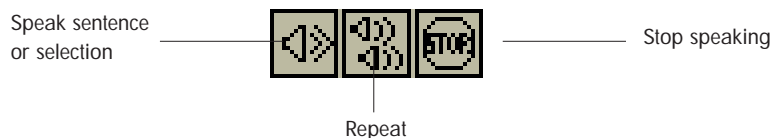
Note: If your cursor is in the middle of a sentence, **Select** highlights words from the cursor to the end of the sentence.

End

Tap **End** to move directly to the end of the document. Use this to quickly get to the end of a document to add to existing work.


Speech Buttons

Speech feedback gives writers immediate auditory reinforcement of what they have just typed, the opportunity to self-correct based on what they hear and motivating auditory support during the revision process.

**Speak**

Tap **Speak** to hear the highlighted text or the sentence containing the cursor. Tap again to hear the next sentence spoken. Use this to read through the document sentence-by-sentence for more effective revision.

Write:OutLoud To Go speaks highlighted text or, if no text is highlighted, speaks the sentence containing the cursor.

Select  again and the next sentence is spoken. With this feature, you can move through your entire document sentence-by-sentence, speaking each sentence as you go.

To speak specific words or sentences, highlight the text first, then tap **Speak**.

To speak the entire document, choose **Select All** in the Edit menu and tap **Speak**.

Note: Sentences are spoken until sentence-ending punctuation or new paragraphs are encountered.

Repeat

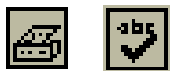
Tap **Repeat** to hear again what was just spoken. Use this to repeat what was just heard to facilitate accurate proofreading and effective revision.

Stop

Tap **Stop** to stop the current speech. Use this to immediately interrupt speech during revision.

Write:OutLoud To Go includes many more speech options that you can turn on and off to meet writers' needs. See *Write:OutLoud To Go Menus*, for more information.

Tool Buttons



Print One



Tap **Print One** to print one copy of the current document. Use this to bypass choosing any print settings.

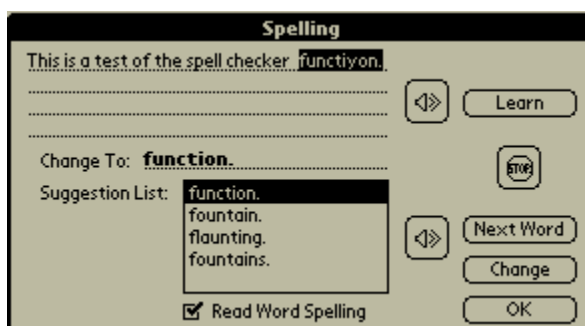
Check Spelling

Often, struggling writers write very little text because of poor spelling or vocabulary. The Check Spelling Tool feature in Write:OutLoud To Go helps writers with editing for mechanics.




Tap **Check Spelling** from anywhere in the document to begin the Franklin Spell Checker. Write:OutLoud To Go always checks the entire document for spelling errors.

Write:OutLoud To Go displays the Spelling dialog when it finds a word that is not in either the regular Franklin or User dictionaries.





The spell checker displays the sentence containing the unknown or misspelled word (highlighted) along with suggested known or correct words.

To hear the word in question spoken in context, tap the first .

To hear suggested words, tap the second  to speak the new word.

To select the word suggested in the "Change To" box, tap .

To select a word other than the one suggested in the "Change To" box, tap one of the alternate suggested words to select it. Then, tap .

To leave the word in question as it is and search for the next word in question, tap .

File Menu



New

Creates a new document. The new document uses the current default settings.

Open

Opens an existing document. Write:OutLoud To Go displays an Open dialog box. Choose a file.



Close

Closes the current document.

Save

Saves changes to document and allows you to continue working. If the document is untitled, the **Save As** window displays so you can give it a name.

Save As...

Saves document with a new name and allows you to continue working. The original document remains intact.



Delete File

Opens a Delete File dialog box.



Select the document to be deleted. Alert message appears to verify that you want to delete the selected document.



Note: Delete File will only delete the selected document file. It will not delete other Dana files (i.e. F1, F2, etc.).

Beam File

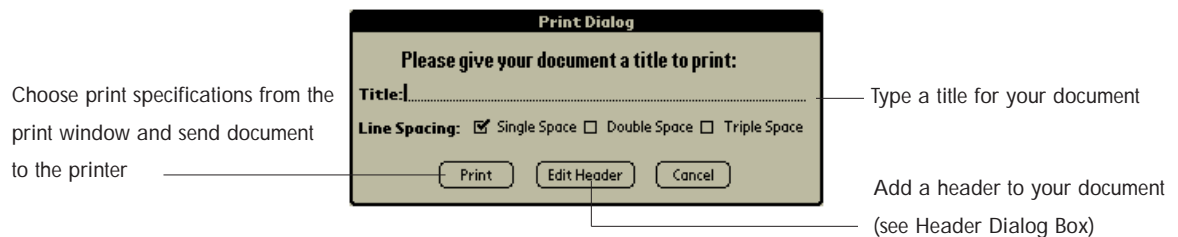
Allows you to beam files between the Dana™ by AlphaSmart® and a desktop or laptop computer or between Danas. You cannot beam the application.

Print One

Prints one copy of the document without prompting for settings.

Print

Opens the Print Dialog box.

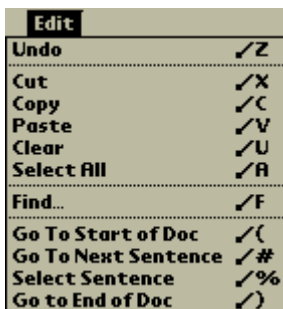


Header Dialog Box

Available as an option from the Print Dialog box. Allows you to add a name, date and any other class information required in your document into the heading.

Exit

Exits the program.

Edit Menu**Undo**

Cancels your last action. This item is unavailable if your last action cannot be undone.

Cut

Removes selection from document. Cut may be used with Paste.

Copy

Duplicates selection. Copy may be used with Paste.

Paste

Places cut or copied selection in your document at the cursor.

Clear

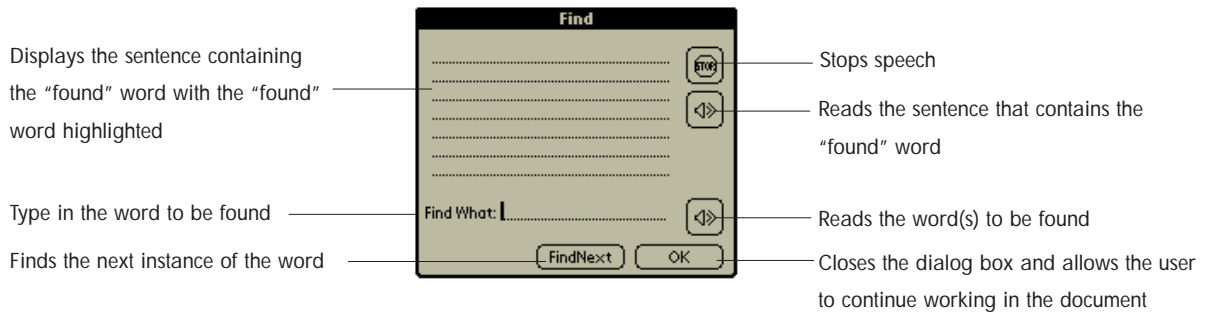
Removes selection from document. Not used with Paste.

Select All

Highlights all text in the document.

Find...

Locates a specific word or group of words in text. Write:OutLoud To Go displays the Find dialog box.

**Go to Start of Doc**

Moves the cursor to the top of the first page of the document.

Works exactly like  in the toolbar.

Go to Next Sentence

Moves the cursor to the beginning of the next sentence.

Works exactly like  in the toolbar.

Select Sentence

Highlights the next sentence. Works exactly like  in the toolbar.

If the cursor is at the end of a sentence, it highlights the whole next sentence. If the cursor is in a sentence, it highlights from the insertion point to the end of the sentence.

Go to End of Doc

Moves the cursor to the bottom of the last page of the document.

Works exactly like  in the toolbar.

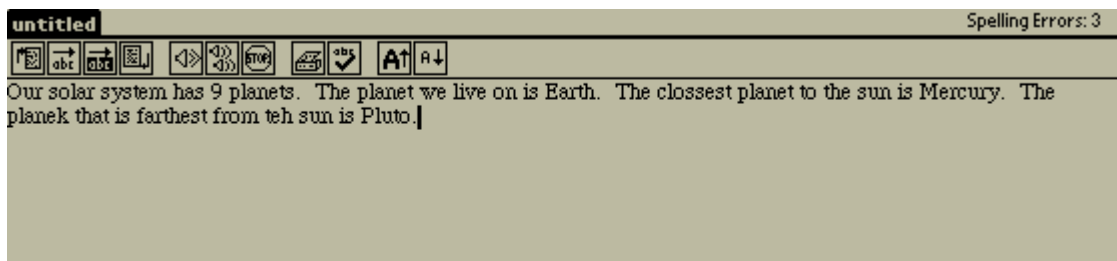
Tools Menu**Check Spelling**

Select **Check Spelling** from anywhere in the document to begin the Franklin Spell Checker.

Works exactly like  in the toolbar.

Cue Misspelling...

When toggled on, displays the number of spelling errors in the right, top corner of the application window. If an error is corrected or deleted, the counter reflects the change.



Text Menu

The Text menu lets you make changes to the font and size of text in your document.



Font

Choose the font, style and size of text for your document.



Note: Multiple fonts cannot be used with a document.

Grow Selection

Increases the size of all words in the document.

Works exactly like  in the toolbar.

Shrink Selection

Decreases the size of all words in the document.

Works exactly like  in the toolbar.

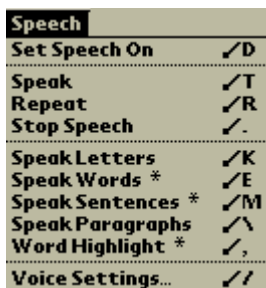
Options Menu





Show/Hide Toolbar

Shows or hides the toolbar at the top of the Write:OutLoud To Go document.

Speech Menu



Set Speech On/Off

Toggles all speech options On and Off. When turned off, the  and  are not active in the toolbar.

Tap **Set Speech On** to activate your speech settings again.

Speak

Speaks text. Works exactly like  in the toolbar.

Repeat

Repeats last spoken text. Works exactly like  in the toolbar.

Stop Speech

Immediately stops the current speech.

Works exactly like  in the toolbar.

Speak Letters

When checked, speaks each letter as it is typed. Tap **Speak Letters** to uncheck.

Speak Words

When checked, speaks each word as it is completed. A word must be followed by a space, punctuation or a paragraph return before Write:OutLoud To Go can speak it. Tap **Speak Words** to uncheck.

Speak Sentences

When checked, speaks each sentence as it is completed. A sentence must be followed by punctuation (period, exclamation point or question mark) before Write:OutLoud To Go can speak it. Choose **Speak Sentences** to uncheck.

Speak Paragraphs

When checked, speaks each paragraph as it is completed. There must be a return for the paragraph to be spoken. Tap **Speak Paragraphs** to uncheck.

Word Highlight

When checked, individual words are highlighted as they are spoken. Tap **Word Highlight** to uncheck.

Voice Settings

Adjusts speed and voice volume.

To increase voice volume, move the volume slide bar to the right.
To decrease the voice volume, move the volume slide bar to the left.

To increase the speed of the voice, slide the speed bar to the right.
To decrease the speed of the voice, slide the speed bar to the left.

Choose OK to accept any changes and return to the document.

Choose Cancel to return to the document without any changes.

Keyboard Shortcuts

	Keys
File	
New	CMD + N
Open	CMD + O
Close	CMD + W
Save	CMD + S
Save As	CMD + H
Delete	CMD + J
Beam File	CMD + B
Print One	CMD + I
Print	CMD + P
Exit	CMD + Q
Edit	
Undo	CMD + Z
Cut	CMD + X
Copy	CMD + C
Paste	CMD + V
Clear	CMD + U
Select All	CMD + A
Find...	CMD + F
Go to Start of Doc	CMD + (
Go to Next Sentence	CMD + #
Select Sentence	CMD + %
Go to End of Doc	CMD +)
Tools	
Check Spelling	CMD + G
Text	
Grow Selection	CMD +]
Shrink Selection	CMD + [
Options	
Show/Hide Toolbar	CMD + ;

Speech

Set Speech On	CMD + D
Speak	CMD + T
Repeat	CMD + R
Stop Speech	CMD + .
Speak Letters	CMD + K
Speak Words	CMD + E
Speak Sentences	CMD + M
Speak Paragraphs	CMD + \
Word Highlight	CMD + ,
Voice Settings	CMD + /

Window

About	CMD + Y
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Other

Spell Checker Dialog	
Learn	CMD + L
Next Word	Alt + [
Close window	CMD + !
Select Characters Beside and Above	CMD + *
Select Characters Beside and Below	CMD + @
Select Next Character	CMD + >
Select Previous Character	CMD + <

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