

# **SOLO® Overview**

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## What's New in SOLO?

### What's New in SOLO?

SOLO is now easier to use than ever. Click a link below for a list of new functions.

#### [In Teacher Central](#)

- Customize [Test Mode](#) for learners – Turn off Spell Checker, Dictionary, Homonym Checker or all three in Write:OutLoud.
- [Assigning Assignment Templates to learners](#) is more flexible. There is a variety of Assignment Template options on the same screen:
  - Assign many Assignment Templates to many learners.
  - Assign many Assignment Templates to just one learner.
  - Assign many learners to one Assignment Template.
- [Delete many Assignment Templates, Pictures, Outline Templates, eText and learner documents](#) at one time, rather than one-by-one.
- [Rename Assignment Templates, Pictures, Outline Templates and eText](#).
- [Group pictures or eText together into new folders](#) so you can find the pictures or eText you want quickly.
- [Create new folders for Start-to-Finish Core Content](#).
- [Change the description](#) of your Assignment Templates.
- In **Class Management**, [create a class](#) and assign learners easily.

#### [In Student Central](#)

- Use a [password](#) to enter Student Central to ensure security of learner data.
- Use a single click to create a [new document](#) in Read:OutLoud, Draft:Builder or Write:OutLoud.

#### [In the SOLO Programs](#)

- [Open any PDF](#) in Read:OutLoud, highlight, read, create an outline and take notes.
- Use the new [Highlight Eraser](#) to easily remove outline topics while in the eText view in Read:OutLoud.
- [Export](#) work from Draft:Builder and Write:OutLoud so that the content can be easily re-used in another application.
- [Speak Notes](#) and [speak Bibliographer entries](#) as they are being written in Draft:Builder or Read:OutLoud.
- Printing your work without a header and footer is now an option. This option is available in [Read:OutLoud](#), [Draft:Builder](#) and [Write:OutLoud](#).
- (Windows only) When you [capture a Web page](#), the URL of the Web page appears at the bottom of the supporting document tab that was created from the Web page.
- The **Bibliographer Wizard** allows learners to see their [references](#) for the selected topic.

## SOLO® Overview

- The first four icons on the [Read:OutLoud, Draft:Builder and Write:Outloud toolbars](#) are the same. Seeing these options in the same order makes it easier to navigate SOLO without needing to know which program you are in.
- (Teachers Only) [Check and correct spelling](#) in your eText in Read:OutLoud.

### SOLO Network Version is Here!

- Now you can open your files on any computer that is connected to the network where SOLO Network Version is installed. This means:
  - Learners can open their work from any computer.
  - The work of many learners can be analyzed, all from one computer.
  - The security of your files is ensured.

**NOTE:** Click on [SOLO Network Version](#) for a detailed description.

## SOLO Overview

### What is SOLO®?

SOLO consists of four programs: Read:OutLoud™, Draft:Builder®, Write:OutLoud® and Co:Writer®. Co:Writer contains its own Help program. SOLO programs can be purchased and/or used individually or as a complete package.



If you want to print a Help topic, place your cursor in the Help topic panel (not in the **Contents** panel)



and click

### How Do I Use the SOLO Programs Together?

Your work may be created and used in Read:OutLoud, Draft:Builder and/or Write:OutLoud. Work that is created in Read:OutLoud can be sent to Draft:Builder for additional outlining, notetaking and drafting. Work that is created or added to in Read:OutLoud and/or Draft:Builder can be sent to Write:OutLoud in order to revise and prepare your work for publishing and sharing with others. Co:Writer may be used at any time to help you with word choice, topic specific or content area vocabulary, sentence construction, and spelling.

If you are using all of SOLO's programs, you might begin working as follows (although SOLO programs may be used in any order as your assignment requires):

1. Begin by doing your reading and note taking in Read:OutLoud. Here, you can create your first outline and notes for the writing portion of your assignment.
2. [Send your Read:OutLoud work to Draft:Builder](#). Here, you can rearrange and/or do more research for the outline and notes you created in Read:OutLoud. Using your revised outline and notes, you can then create a first draft of your written work.
3. [Send your Draft:Builder work to Write:OutLoud](#) for final revision, formatting, adding pictures and getting your work ready to publish so that you can share it with others.

**NOTE:** Co:Writer may be used at any time with any of the other SOLO programs to help the writer with word choice, topic specific vocabulary, sentence construction and spelling. Co:Writer also supports faster writing and reduced physical effort for writers with physical disabilities.

### As I Work, Do I Have To Use the SOLO Programs in a Certain Order?

As you work, you may open your document in any of the SOLO programs at almost any time. For example, as you work on your draft in Draft:Builder, you may decide to [send your outline and notes back to Read:OutLoud](#) in order to do more research on your topic.

This encourages you to perform additional research in Read:OutLoud, revise and add to your outline, notes and draft in Draft:Builder, and then finalize your document in Write:OutLoud.

There are a few things you need to know about sending your documents between SOLO programs:

- If your work was created in Write:OutLoud, you have not created an outline or notes to be sent into Read:OutLoud or Draft:Builder.
- If you [send a Write:OutLoud document to Draft:Builder](#), you will see your text in the Draft view, but your Outline and Notes views will be blank.
- If you create a document in Write:OutLoud and send it to Read:OutLoud, there is no text component, and the outline and notes have never been created. Therefore, you will see a blank document in Read:OutLoud.

- Co:Writer may be used at any time with any of the other SOLO programs to help the writer with topic-specific vocabulary, sentence construction, spelling and/or faster writing for learners with physical disabilities who use alternate access methods for writing on the computer.

## How Do I Know in Which SOLO Program I am Working?

The title bar at the very top of your screen includes the program name.

## Working in Read:OutLoud

There are two panels on your screen at all times when you are working in Read:OutLoud: the [eText area](#) and [Outline/Notes](#).

You can also [see your outline in a Map view](#) and use the [Bibliographer](#) to create references for your notes and link your notes to the source where you found the information.

### Things you can do in Read:OutLoud

- [Work on an Assignment Template](#) created by your teacher.
- Create an [outline](#), [view a map of your outline](#), and [create notes](#) for your written assignment.
- Get help reading your [eText documents](#), [outline](#), [map](#), [notes](#) and [bibliography](#).
- [Look for information on the Internet](#).
- [Create and add](#) to your Bibliography.
- [Link your notes](#) to the references listed in your bibliography.
- [Add to an outline](#), [add to notes](#) or [edit notes](#) created in Draft:Builder (see also [Send to Read:OutLoud](#)).
- [Print](#) your eText documents, Web page, outline with notes, and/or map and your bibliography.



With SOLO, it is helpful to begin your work by [reading](#) and taking [notes](#) in Read:OutLoud. Once you have finished doing your research, [send your assignment to Draft:Builder](#) to revise and add to your [outline](#) and [notes](#), and [create the first draft](#) of your written assignment. When you have finished your first draft, [send your assignment to Write:OutLoud](#) to get it ready to publish.

## Working in Draft:Builder

There are three views in which you can work in Draft:Builder: [Outline/Map](#), [Notes](#) and [Draft](#). In addition, the [Bibliographer](#) lets you create references for your notes and link your notes to the source where you found the information.

### Things you can do in Draft:Builder

- [Work on an outline assignment](#) created by your teacher.
- Create an [outline](#), [map](#), [notes](#) and [first draft](#) of your written work from scratch.
- Get help reading your [outline](#), [map](#), [notes](#), [draft](#) and [bibliography](#).

- Revise and add to an [outline](#) and [notes](#) created in Read:OutLoud.
- [Create a first draft](#) of your written work from the outline and notes you created in Read:OutLoud.
- Create an outline, map and notes from a document that was created in Write:OutLoud.
- [Create and add](#) to your bibliography.
- [Link your notes](#) to the references listed in your bibliography.
- Print your outline, notes, draft, Write:OutLoud document and/or bibliography.



With SOLO, it is helpful to begin your work by [reading](#) and taking [notes](#) in Read:OutLoud. Once you have finished doing your research, [send your assignment to Draft:Builder](#) to revise and add to your [outline](#) and [notes](#), and [create the first draft](#) of your written assignment. When you have finished your first draft, [send your assignment to Write:OutLoud](#) to get it ready to publish.

### Working in Write:OutLoud

In Write:OutLoud, you can [create your work from scratch](#) or [continue working](#) in Read:OutLoud and/or Draft:Builder.

If you have created an [outline](#) and/or [notes](#) in Read:OutLoud or Draft:Builder, there are two panels on your screen when you are working in Write:OutLoud: [Outline/Notes](#) and [Document](#). In addition, you can use the [Bibliographer](#) to create references for your document.

**NOTE:** If you have not created an outline and/or notes in Read:OutLoud or Draft:Builder, only the document panel appears on your screen.

#### Things you can do in Write:OutLoud

- [Work on an assignment](#) created by your teacher.
- [Type new text into your document](#).
- Get help reading your [outline](#), [notes](#), [document](#) and [bibliography](#).
- Edit and add to a first draft created in Draft:Builder (see also [Send to Write:OutLoud](#)).
- Copy your [outline](#) and [notes](#) into your document.
- [Add pictures](#) to your document.
- [Edit](#) your document.
- Change text color, [style](#) and [fonts](#) used in your work.
- Change paragraph [line spacing](#) and [alignment](#).
- Change [page margins](#).
- See how your printed work will look before you print it.
- [Create and add](#) to your bibliography.
- [Print](#) your outline and notes as well as your document.



With SOLO, it is helpful to begin an assignment by [reading](#) and taking [notes](#) in Read:OutLoud. Once you have finished doing your research, [send your assignment to Draft:Builder](#) to revise and add to your [outline](#) and [notes](#), and [create the first draft](#) of your written assignment. When you have finished your first draft, [send your assignment to Write:OutLoud](#) to get it ready to publish.