

## Co:Writer 6 How-To Overview

### Co:Writer 6 Self-Study

#### [What is Co:Writer 6?](#)

Co:Writer 6 is an independent intelligent word prediction program that works with any program that accepts text.

#### [What will I get from this Self-Study?](#)

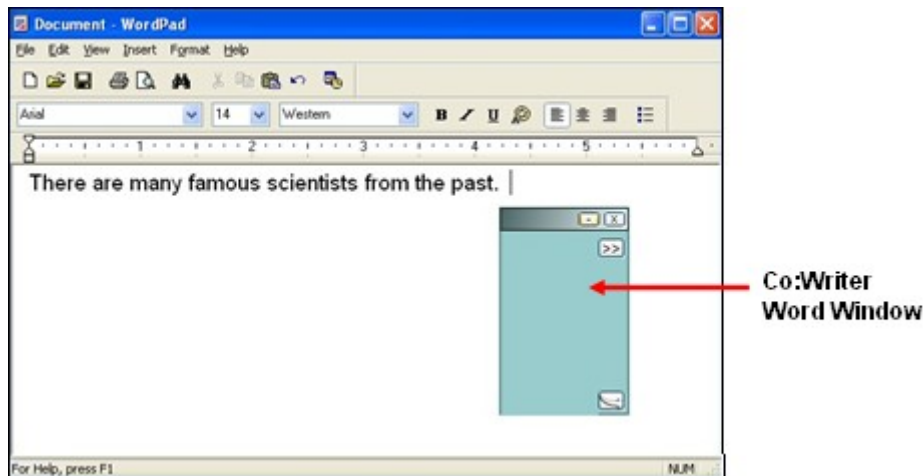
The Self-Study will walk you through the basics of using Co:Writer 6 so that you can get started quickly. When you complete this Self-Study, you will have used Co:Writer 6 from beginning to end. (See the topics in this Help program for help on using *all* of the features.)

#### [How do I use this Self-Study?](#)

Print this Self-Study and follow the steps on your computer. To print, click anywhere on this help topic and then click the printer icon or use the print command for your browser.



### Think IT! Try IT! Choose IT!

You will write the sentence in the illustration by selecting from the word predictions in the Co:Writer 6 Word Window:



#### ⇒ Think IT

##### Think about what you want to express

1. Launch any word processor.
2. Launch Co:Writer.
  - Windows: On the desktop, click 
  - Macintosh: On the Dock, click 
3. You decide to write about scientists, so you think of the sentence to write.

#### ⇒ Try IT

##### Try typing the first letters of the word

1. Point to and click in your text program.

2. T



The first word in your sentence is **There**, so type **t**. Does it appear in the Word Window?

If not, type **h**, to make "**th**". The word **There** should appear in the Word Window. There's no need for you to capitalize it -- Co:Writer 6 does this for the first word in every sentence!

## ⇒ Choose IT

### Point and click to choose the words you want

1. Click **There** in the Word Window. Watch the word move to your text program followed by a space.  
**Note:** Another option to select the predicted word is to press the number in front of the word on your keyboard. This is a good method for writers who are better with the keyboard than the mouse.
2. Start typing the next word **are**. A new list of word predictions appears. Sometimes the word will already appear without having to type anything because Co:Writer predicted your next word!
3. Click **are** in the Word Window or press the number in front of the word on your keyboard. Follow these steps to enter the word **many**.

### FlexSpell


Sometimes, writers are not sure how to spell words in their minds. Typically, they don't try at all. They can use whatever spelling skills they have because Co:Writer's FlexSpell feature tries to match their inventive spellings to offer the word they want.

1. You'll **type the next word incorrectly** to see how Co:Writer's FlexSpell feature works. Type **famus**.  
  
Look at the word predictions in the Word Window -- Co:Writer 6 predicted that you might be looking for "famous".
2. Select **famous** in the Word Window and type the rest of the sentence: **scientists from the past**. As you type each word, find it in the list of guesses and place it in your sentence.
3. Finish your sentence by typing your ending punctuation. Here, type a period.  
  
Co:Writer 6 reads the sentence aloud. It also inserts a space after the punctuation to get ready for the next sentence.




### Review your work with Speech

You can use either of the following methods to hear a word, phrase or sentence read aloud at any time:


#### **Highlight the text you want to hear**

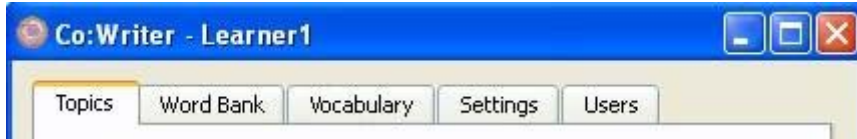
- In the Word Window, click  and select the first option, **Speak**.

#### **Place the cursor anywhere in the sentence or word you want to hear**

- In the Word Window, click , select **Speech** (about half way down the menu), and select either **Speak Word** or **Speak Sentence**.
1. Experiment using Speech with the sentence, "**There are many famous scientists from the past.**"
  2. Use  to hear the entire sentence. Then, use  to hear only part of the sentence.

To customize Co:Writer for your own use, explore the settings in the Preference Window.

1. In the Word Window, click . The Preference Window opens and displays five tabs:



2. Get an introduction to more features by clicking each tab and reading the descriptions below.

**Topics** – This is where you select, create, and manage Topic Dictionaries (special words in a specific category).

**Word Bank** – This is where you can choose to display on screen a topic-specific word bank to further support writers.

**Vocabulary** – This is where you choose your Main Dictionary or add words to your Personal Dictionary. This is also where you create and edit various other vocabulary lists.

**Settings** – This is where you set speech, text display, and prediction options. From here, you can also find a Setup Wizard to help you set up new users or modify existing users.

**Users** – This is where you can save preferences for specific users.

3. When you are ready to start using these features, you can learn more about them by opening the Help within Co:Writer 6.

***Congratulations! You have just used Co:Writer 6 with your word processor to successfully write and explore other features!***

## Getting Started

Co:Writer is a writing assistant, designed to be used with another application, such as a word processor or e-mail program. The basic sequence you will follow every time you write with Co:Writer is listed below.

**Note:** If you completed the **Co:Writer Self-Study** in this Help program, you followed this basic sequence.

1. Launch any word processor.  
  
If you don't see a text cursor in your document, click in the document at the point where you want to start typing.

2. [Launch Co:Writer.](#)

**Windows:**

- Select Co:Writer from Programs in the Start menu, or
- Double-click the Co:Writer shortcut on your desktop, or
- Double-click the Co:Writer icon in the Co:Writer folder

### Macintosh:

Select Co:Writer from the Dock

3. Type a sentence.
4. Finish your sentence.

#### **That's it!**

- For details on how to use the Co:Writer features, click the help topics under the **Co:Writer Tools** heading in the Contents to the left.
- For details on how to customize user preferences, click Use the Setup Wizard or click the help topics under the **Preferences** heading in the Contents to the left.
- For all other shortcuts, tips, and supports, click the other topics in the Contents to the left. Or, use the Index button to find a topic by searching a particular word.

## **Write with Co:Writer**

This section includes the features and commands you'll use in writing with Co:Writer, such as how to select a guessed word or how to correct a mistake.

If you'd like to customize features such as number of guesses or size of Main Dictionary used, see Set Preferences.

### **Writing Basics**

Select a Guessed Word: choose the method that works best for you.

Use Commands in the Commands Menu: the Commands Menu is where you find all Co:Writer commands to help you write.

The More Guesses Key: a multiple-use command for getting different types of guesses for the word you're working on.

Correct or Edit: commands for correcting mistakes as you write or for editing farther back in your sentence or document.

### **Refinements**

Get the Word You Really Want: ways you can use Co:Writer to change endings, show suffixes or prefixes, have automatic capitals, add new words and names, and more.

Numbers, Punctuation, and Other Characters: how to place punctuation within a word without ending the sentence, how to type numbers in a sentence if you have numbers in front of your guesses, how Co:Writer works with number signs, quotation marks, and parentheses.

### **More Features**

Abbreviations and Expansions: how to create and use abbreviation-expansions, such as *imh = in my humble opinion*.

Use Word Bank: how to use the options available in Co:Writer's Topic Dictionary Word Bank.

Use the Talk Window: for writers who use augmentative communication, how to use Co:Writer for conversation without losing any work in the Co:Writer Window or causing any changes in your text document.

### **Where to Look**

For details on how to use the Co:Writer features, click the help topics under the **Co:Writer Tools** heading in the Contents to the left.

For details on how to customize user preferences, click the help topics under the **Preferences** heading in the Contents to the left.

For all other shortcuts, tips, and supports, click the other topics in the Contents to the left. Or use the Index button to find a topic by searching for a particular word.