

# Co:Writer 6 Keyboard Shortcuts

## Windows Keyboard Shortcuts

### Basic Operations

Bring back Co:Writer	= (default, can be changed)
Preferences	Ctrl + comma
Hide Co:Writer	Ctrl + H (in Word Window, also Esc)
Quit Co:Writer	Ctrl + Q

### Writing with Co:Writer

More Guesses	Right Arrow
Show Guesses	Right Arrow (if Predict as Needed on)
Change Endings	Right Arrow (after accepting a guess)
Refresh	Right Arrow (Word Window, if application does not provide information to Co:Writer)
Erase Last Letter	Delete
Erase Word	Left Arrow
Erase Sentence	Ctrl + E (Sentence and Paragraph Window)
Chop Word	\ (backslash - if In-Line guess is too long) (Sentence and Paragraph Window)
Undo	Ctrl + Z
Redo	Ctrl + Y
Send Sentence Again	Ctrl + Y (Sentence and Paragraph Window)
Flex-Word	+ (plus sign - while working on a word)
Try without grammar	Shift + ~
True Keys	Esc (Sentence and Paragraph Window)
Send Text	Ctrl + Enter (Sentence and Paragraph Window)
Size to Fit	Ctrl + F (Sentence and Paragraph Window)
Add Prefix	* (asterisk - before starting a word)
Add Suffix	+ (plus sign - after accepting a word)
Capture Words	Ctrl + K
Insert = (default wakeup key) in text document	Ctrl + =

### Speech & Scanning

Turn Speech On/Off	Ctrl + D
Speak	` (speak the sentence in which the cursor is located or speak highlighted text)
Speak Word	Ctrl + R or Ctrl + number of the guess (1, 2, 3 etc)
Speak Sentence	Ctrl + T
Scan Words	Ctrl + U
Talk Window	Ctrl + M

### Help

Co:Writer Help	F1
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### Co:Writer with SOLO

## Co:Writer 6 Keyboard Shortcuts

Launch Co:Writer	Ctrl + =
Wake up Co:Writer	Ctrl + = or Co:Writer wakeup key

### Preference Window

**Note:** Keyboard equivalents for the Preference Window will work only when the Preference Window is forward.

They will not work when the Word, Sentence, Paragraph, or Talk Window is forward.

Preferences – enter or exit	Ctrl + comma
Help	Alt + H (or F1)
Topics tab	Alt + T
Word Bank tab	Alt + W
Settings tab	Alt + S
Vocabulary tab	Alt + V
Users tab	Alt + U

### Topics tab

More Topics	Alt + M
Create Topic	Alt + C
Deselect All Topics	Alt + D
Manage Topics	Alt + G

### Word Bank tab

all words	Alt + A
nouns	Alt + N
verbs	Alt + B
adjectives	Alt + J
list	Alt + L
cloud	Alt + C
show while writing	Alt + R

### Vocabulary tab

More Vocabulary	Alt + M
Advanced Main	Alt + A
Intermediate Main	Alt + I
Beginning Main	Alt + B

### Settings tab

More Settings	Alt + M
Speech Active	Alt + A

### Users tab

New User	Alt + N
Create Shortcut	Alt + C
Activate User	Alt + A
Browse	Alt + B

## Macintosh Keyboard Shortcuts

### Basic Operations

Bring back Co:Writer Preferences	= (default, can be changed) Cmd + comma
Hide Co:Writer	Cmd + H (in Word Window, also Esc)
Quit Co:Writer	Cmd + Q

### Writing with Co:Writer

More Guesses	Right Arrow
Show Guesses	Right Arrow (if Predict as Needed is on)
Change Endings	Right Arrow (after accepting a guess)
Refresh	Right Arrow (Word Window, if application does not provide information to Co:Writer)
Erase Last Letter	Delete
Erase Word	Left Arrow
Erase Sentence	Cmd + E (Sentence and Paragraph Window)
Chop Word	\ (backslash - if In-Line guess is too long) (Sentence and Paragraph Window)
Undo	Cmd + Z
Redo	Cmd + Y
Send Sentence Again	Cmd + Y (Sentence and Paragraph Window)
Flex-Word	+ (plus sign - while working on a word)
Try without Grammar	Shift + ~
True Keys	Esc (Sentence and Paragraph Window)
Send Text	Cmd + Return (Sentence and Paragraph Window)
Size to Fit	Cmd + F (Sentence and Paragraph Window)
Add Prefix	* (asterisk - before starting a word)
Add Suffix	+ (plus sign - after accepting a word)
Capture Words	Cmd + K
Insert = (default wakeup key) in text document	Cmd + =

### Speech & Scanning

Turn Speech On/Off	Cmd + D
Speak	` (speak the sentence in which the cursor is located or speak highlighted text)
Speak Word	Cmd + R or Cmd/Ctrl + number of the guess (1, 2, 3 etc)
Speak Sentence	Cmd + T
Scan Words	Cmd + U
Talk Window	Cmd + M

### Help

Co:Writer Help	Cmd + ?
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### Co:Writer with SOLO

Launch Co:Writer	Cmd + =
Wake up Co:Writer	Cmd + = or Co:Writer wakeup key

### Preference Window

**Note:** Keyboard equivalents for the Preference Window will work only when the Preference Window is forward and has focus.

They will not work when the Word, Sentence, Paragraph, or Talk Window is forward.

Preferences – enter or exit            Cmd + comma

Help                                        Cmd + ?

#### Topics tab

More Topics                              Cmd + M

Create Topic                             Cmd + C

Deselect All Topics                    Cmd + D

Manage Topics                         Cmd + G

#### Word Bank tab

all words                                Cmd + A

nouns                                     Cmd + N

verbs                                     Cmd + B

adjectives                               Cmd + J

list                                        Cmd + L

cloud                                     Cmd + C

show while writing                     Cmd + R

#### Vocabulary tab

More Vocabulary                        Cmd + M

Advanced Main                         Cmd + A

Intermediate Main                     Cmd + I

Beginning Main                         Cmd + B

#### Settings tab

More Settings                         Cmd + M

Speech Active                         Cmd + A

#### Users tab

New User                                Cmd + N

Create Shortcut                        Cmd + C

Activate User                         Cmd + A

Browse                                  Cmd + B

## Window Controls (Windows)

### Sentence or Paragraph Window

move to new location            drag by title bar

size-to-fit	click the maximize button in window
change size	drag corner of window change size of font change number or arrangement of guesses
hide Co:Writer	click the minimize button
quit Co:Writer	click the close button in window

**Word Window**

move to new location	drag by title bar
size-to-fit	does not apply
change size	drag corner of window - does not apply to Dynamic Word Window - with Horizontal Word Window, can make the window wider but not taller  change size of font change number or arrangement of guesses
hide Co:Writer	click the minimize button in window
quit Co:Writer	click the close button in window

**Window Controls (Macintosh)****Sentence or Paragraph Window**

move to new location	drag by title bar
size-to-fit	click the green button in window
change size	drag corner of window change size of font change number or arrangement of guesses
hide Co:Writer	click the yellow button in the window
quit Co:Writer	click the red button in window

**Word Window**

move to new location	drag by title bar
size-to-fit	does not apply to Word Window
change size	drag corner of window - does not apply to Dynamic Word Window - with Horizontal Word Window, can make the window wider but not taller  change size of font

## Co:Writer 6 Keyboard Shortcuts

	change number or arrangement of guesses
hide Co:Writer	click the minimize button in window
quit Co:Writer	click the red button in window