
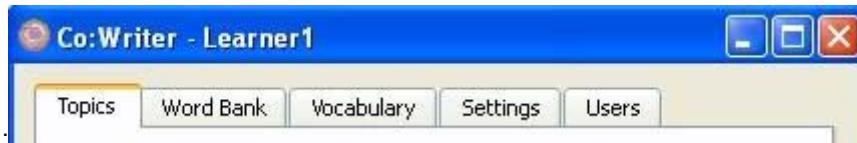


Co:Writer 6 Preferences

Preference Window

The Preference Window lets you change the options and use tools for Co:Writer, turn functionality on or off, and sign in as a named user. The Preference Window is divided into five tabs to allow you to quickly find the options and tools you want.

To get to the Preference Window, click  in the Word, Sentence, or Paragraph Window. This brings up five tabs:



Click the following links for detailed information on each tab. Or, you can get to these help topics in the **Preferences** folder in the **Contents**.


Topics — This is where you select, create, and manage Topic Dictionaries.

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

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

Vocabulary — This is where you choose your Main Dictionary or add words to your Personal Dictionary. This is also where you set other vocabulary options and edit various types of dictionaries and lists.

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

Note: Other ways to open the Preference Window: Click  and select Preferences, or from the keyboard: use Ctrl + comma (Windows) or Cmd + comma (Mac).

Tip: Once you are in the Preference Window, you can use a keyboard shortcut (instead of using your mouse) to use many of the items. To use a keyboard shortcut in Windows, press the **Alt** key then press the underlined letter in the item you want. Or, on Windows and Macintosh, point to the item and see the shortcut in the tooltip. For a complete listing of shortcuts, see Windows Keyboard Shortcuts or Macintosh Keyboard Shortcuts.

Topic Dictionaries (Topics)

Topic Dictionaries can provide vocabulary support and increased keystroke efficiency when you're writing about a specific topic. You can enhance the use of Topic Dictionaries in several ways.

Tip: Once you are in the Preference Window, you can use a keyboard shortcut (instead of using your mouse) to use many of the items. To use a keyboard shortcut in Windows, press the **Alt** key then press the underlined letter in the item you want. Or, on Windows and Macintosh, point to the item and see the shortcut in the tooltip. For a complete listing of shortcuts, see Windows Keyboard Shortcuts or Macintosh Keyboard Shortcuts.

Work with existing dictionaries:

Choose Topic Dictionaries to Use: Choose to activate as many as seven Topic Dictionaries for words and names on a particular theme. Topic Dictionaries can provide vocabulary support and increased keystroke efficiency when you're writing about a specific topic.

Organize Topic Dictionaries: arrange new or existing Topic Dictionaries in categories that make the most sense for you. You can add, delete, or rename categories; delete, rename, copy, or merge Topic Dictionaries.

Add or Personalize Topics: bring in Topic Dictionaries from the web or other sources, edit existing dictionaries, or create new dictionaries of your own.

Create new dictionaries:

Create Topic Dictionaries: use the streamlined 'Create Topic' tool or the more detailed 'Import' process in the Manage Topics toolkit.

The Manage Topics Tool: the central location for most Topic Dictionary tools.

Add or Edit a Description: create or change the description that appears for a Topic Dictionary in Select Topics and several other dialogs.

Learn more:

Where Topic Dictionaries are Saved: Topic Dictionaries are stored in different locations and displayed in different ways, depending on where they are stored and whether they were shipped with Co:Writer or created after installing Co:Writer.

Dictionaries in Automatic Categories: Co:Writer ships with a large number of Topic Dictionaries. To help you find some dictionaries quickly, Co:Writer provides several automatic categories -- _Topics Folder for topics shipped with Co:Writer, _My Topics Folder for dictionaries you've created or edited, _Start-to-Finish Folder for dictionaries published for the Don Johnston Incorporated Start-to-Finish series, and _Other Locations for dictionaries you've saved to or used from other locations.

Where to Store Downloaded Topics: where to put Topic Dictionaries that you download from the web or that you receive from other users.

Technical Note: Word Frequency: a description of how Co:Writer assigns word frequency scores to words you add to a Topic Dictionary.

You can also click the following links for the help topics on this page:

Organize Topic Dictionaries
Add or Personalize Topic Dictionaries
Create Topic Dictionaries
Create with 'Manage Topics'
The Manage Topics Tool
Add or Edit a Description
Where Topic Dictionaries are Saved
Dictionaries in My Topics
Where to Store Downloaded Topics
How Co:Writer Assigns Scores
Compare Topic Dictionary Tools
View or Edit a Dictionary


Word Bank

Teachers often use an educational strategy, called a word bank, to display words a writer should use when writing a particular paper. These might be words the writer is expected to spell correctly or they might be key words for a topic under study. A writer might use a word bank to prompt creative thinking about a topic.

With Co:Writer, whenever you have a Topic Dictionary active, a Word Bank with the highest frequency words from that dictionary is available. The procedure below shows you how to use the Word Bank with the selected Topic Dictionary as you are writing your sentence. To learn about additional options, see the **Word Bank Options** section below.

Note: For words to appear, you need at least one Topic Dictionary active. To activate a Topic Dictionary, see Choose Topic Dictionaries to Use.

To use the Word Bank:

1. Go to [Preference Window > Word Bank](#).
 - a. Click  to open the [Preference Window](#).

This brings up five tabs: Topics, Word Bank, Vocabulary, Settings, and Users.


- b. Click the [Word Bank tab](#).

This brings the Word Bank tab forward.

Tip: Once you are in the Preference Window, you can use a keyboard shortcut (instead of using your mouse) to use many of the items. To use a keyboard shortcut in Windows, press the **Alt** key then press the underlined letter in the item you want. Or, on Windows and Macintosh, point to the item and see the shortcut in the tooltip. For a complete listing of shortcuts, see Windows Keyboard Shortcuts or Macintosh Keyboard Shortcuts.

2. Place a check in the **Show while writing** box.


The Word Bank window appears on your screen, giving the same view and words as showing in the Preference Window Word Bank tab.

3. Bring back Co:Writer by clicking .
4. As you are typing your sentence, look in the Word Bank window for a topic-specific word.
5. If you want to hear the words in the Word Bank Window spoken when you point to them with your mouse before you make your selection, make sure that **Speak words when highlighted by pointing with mouse** is selected in the Settings tab. To learn how to turn this option on or off, see Hear the Guesses.
6. To send a word from the Word Bank Window to your sentence, click the word. Or you can simply start typing the word to see it appear as a guess.

Note: With Sentence or Paragraph Window, you can use the Size-to-Fit command to automatically fit the Word Bank to the right of the Sentence/Paragraph Window.

Word Bank Options

To see the following options, you can:

- in the Co:Writer window: click  to return to the Preference Window and click the Word Bank tab, or
- in the Word Bank Window, right-click the Word Bank word list (Windows) or the Word Bank title bar (Macintosh) to bring up the Word Bank Controls panel

[Types of Words](#)

Click the radio button for the types of words you want to see: nouns (includes proper names), verbs, adjectives, or all words.

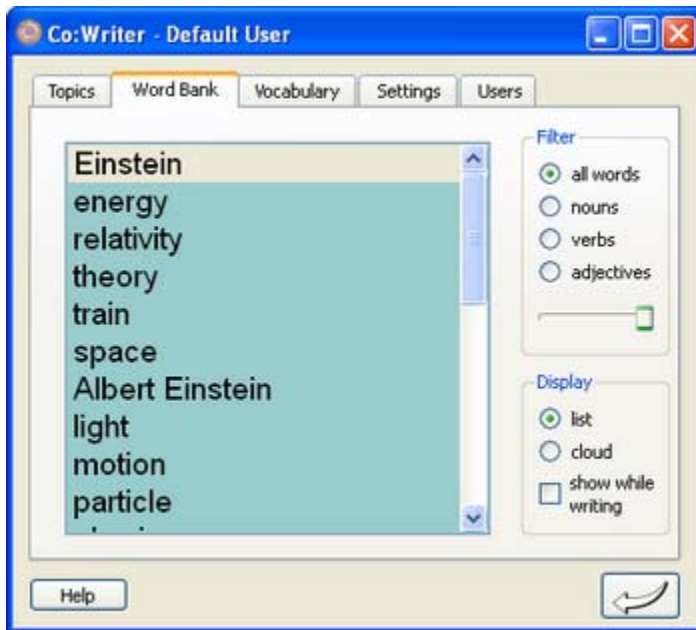
[Number of Words](#)

In the Preference Window Word Bank, move the slider to the left to see fewer words, or to the right to see more words. Or in the Word Bank Controls panel, click the **-** button to see fewer words or the **+** button to see more words.

[Display List View](#)

Shows words in a vertical list. The first words are those with the highest frequency score, in alphabetical order, then the words with the next-highest frequency score, in alphabetical order, etc. The text size in the list will be similar to the text size of your Co:Writer guesses.

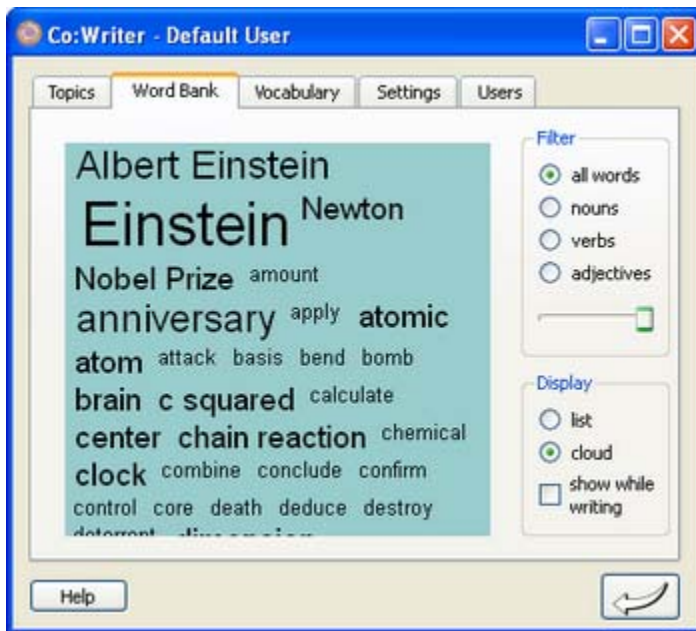
Example:



Display Cloud View

Shows the words in a cloud form. Words with a higher frequency score will be larger; those with a lower score will be smaller .

Example:



Reasons to use Word Bank:

- seeing or hearing the top words in a topic can trigger ideas for that topic.
- setting the Word Bank to a particular type of word can support specific writing goals for building vocabulary or written expression with that type of word.

Example of Word Bank words:


If the active Topic Dictionary is **Titanic**, the Word Bank will show:

<u>nouns & names</u>	<u>verbs</u>	<u>adjectives</u>
ship	sank	sinking
Titanic	sink	unsinkable
passenger	save	brittle
water	rescue	afloat
wreck	sunk	cold
boat	die	deep
disaster	drown	deep-sea
meter	help	icy
sea	swim	naval
shipwreck	dive	safe
sinking	flood	brave
survivor	hit	British
damage	survive	French
deck	swam	huge
mile	design	safety
position	discover	sonar
safety	locate	famous
scientist	perish	sea
section	remain	terrible
site	search	American

Settings

The Settings tab in the Preference Window lets you customize the display, prediction, and speech settings of Co:Writer.

To find Settings:

1. On the Co:Writer Window, click  - the Preference Window.

Tip: Once you are in the Preference Window, you can use a keyboard shortcut (instead of using your mouse) to use many of the items. To use a keyboard shortcut in Windows, press the **Alt** key then press the underlined letter in the item you want. Or, on Windows and Macintosh, point to the item and see the shortcut in the tooltip. For a complete listing of shortcuts, see Windows Keyboard Shortcuts or Macintosh Keyboard Shortcuts.

2. Click the Settings tab.
3. View or change the speech and text options on this tab.
4. Click the [More Settings button](#). In the Settings dialog, click any of the tabs to view or change the options on that tab.

This brings up a set of three tabs - Display, Prediction, Speech.

Types of Settings

- **Display** — you can customize the look-and-feel of the guesses and the Co:Writer Window in several ways, including the type of window, number and arrangement of guesses, text size and color.


This is also where you can use the Setup Wizard to customize a user's preferences.
- **Prediction** — you can adjust the features, other than Vocabulary, which affect the actual predictions Co:Writer makes. This includes Flexible Spelling, Predict Always or As Needed, Repeat Guesses, Predict Ahead, Grammar.
- **Speech and Scanning** — you can make changes in Co:Writer's speech features, including voice, rate, volume, and when and how Co:Writer speaks its guesses, your writing or the descriptions.

You can also have Co:Writer automatically step through the guesses by moving a selection box through the word choices, one guess at a time, at a rate you set. You can combine speech with scanning, to have each guess automatically read to you.

Vocabulary

Co:Writer uses several different sources to find words for its guesses. All of these can be tailored to your personal writing needs.

To find Vocabulary settings:

1. On the Co:Writer Window, click  - the Preference Window.

Tip: Once you are in the Preference Window, you can use a keyboard shortcut (instead of using your mouse) to use many of the items. To use a keyboard shortcut in Windows, press the **Alt** key then press the underlined letter in the item you want. Or, on Windows and Macintosh, point to the item and see the shortcut in the tooltip. For a complete listing of shortcuts, see Windows Keyboard Shortcuts or Macintosh Keyboard Shortcuts.

2. Select your Main Dictionary: Advanced, Intermediate, or Beginning.
3. (Optional) Add or edit words in your Personal Dictionary.

Vocabulary sources

- **Main** — you select one of five Main Dictionaries which contain detailed word entries with grammatical information and word frequency scores. You can see sample words for, or view the contents of, any dictionary.
- **Topics** — you can activate one or more Topic Dictionaries which contain words geared to a particular theme, such as a favorite sport, school topic, or holiday. In addition to the dictionaries shown here, you can download more from <www.donjohnston.com> or quickly create your own.
- **Personal** — you can add personal words or word combinations, such as names of family, friends, or colleagues; local place names; specialized vocabulary; technical terms; current slang, unusual expressions. This dictionary will always be active when you use Co:Writer.
- **Collected** — Co:Writer can collect any new words that you use and have them available for future guesses. You can edit or clear these words, or transfer them to your Personal Dictionary. A teacher can review this list to see what words, including misspellings, the writer typed that were not in the active Co:Writer dictionaries.
- **Recent** — Co:Writer can keep track of words or phrases you have used recently and predict these more quickly when you write new sentences. You can turn this option on or off, and view or clear the list.

You can also click the following links for the help topics on this page:


Main Dictionaries
Topic Dictionaries
Personal and Collected Words
The Personal Dictionary
Collect and Use New Words
Collected Words and Capital Letters
Manage Your Personal and Collected Words
Recent Words and Phrases

Users

Co:Writer provides its best writing support if individual preferences are set up for individual writers. This includes settings such as the size of the Main Dictionary, the size and position of the Co:Writer Window, the

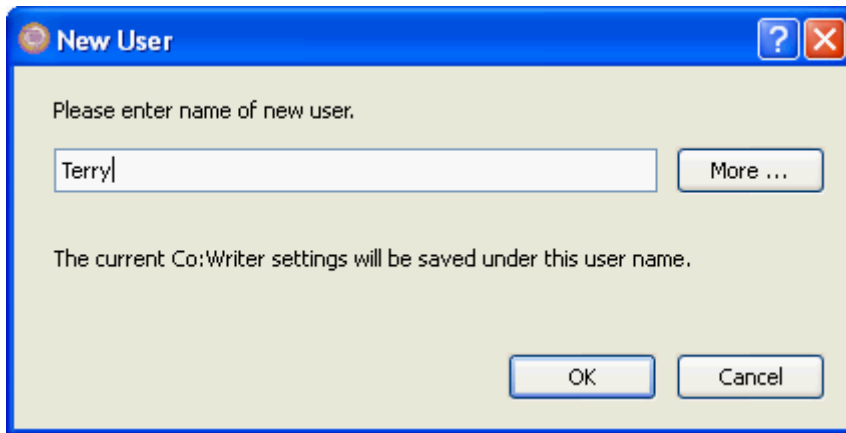
number of guesses, text size, colors, and so forth. You can make initial choices for these settings whenever you set up a new user.

To **add** new users:

1. On the Co:Writer Window, click  - the Preference Window.

Tip: Once you are in the Preference Window, you can use a keyboard shortcut (instead of using your mouse) to use many of the items. To use a keyboard shortcut in Windows, press the **Alt** key then press the underlined letter in the item you want. Or, on Windows and Macintosh, point to the item and see the shortcut in the tooltip. For a complete listing of shortcuts, see Windows Keyboard Shortcuts or Macintosh Keyboard Shortcuts.

2. Click the Users tab.
3. Click the **New User** button. The Create New User window opens.



4. Enter the user's name and click the **OK** button. Co:Writer automatically capitalizes the first letter.

Notes:

When you create a new user, the settings for the currently highlighted user in the User list are saved for the new user. You can change them in the Settings, Vocabulary, or Word Bank tab for the new user. If the previously highlighted user had words in the Personal, Collected, or Recent Words dictionaries, these words will NOT be carried over to the new user.

You can also set many of these important writer preferences very quickly for the new writer. To do this, go to [Settings > More Settings > Display](#) and click the **Use Setup Wizard** button.

If you have a limited user account or are in a restricted user group where you can only save changes to a particular location, your system may not allow you to save a new user to Co:Writer's default location. In this case, click the **More** button, then click the **Browse** button, and select your desired location.

- a. Click the [Settings tab](#).

This brings the Settings tab forward. Your current Co:Writer Window is hidden and your work is not lost.

- b. Click the [More Settings button](#).


This brings up a set of three tabs - Display, Prediction, Speech.

- c. Click the [Display tab](#).


This brings the Display tab forward. Your current Co:Writer Window is hidden and your work is not lost.

5. (Optional) Create a Shortcut on the Desktop for the new user so that the user can quickly enter Co:Writer with the customized settings and vocabulary. To do this, click the [Create Shortcut button](#).

Creates a Shortcut on your desktop for the selected user. When the user double-clicks the shortcut, Co:Writer launches with the user's preferences, such as the color of your Co:Writer Window, the number of guesses, and size of Main Dictionary you prefer.

6. When you create a new user, that user is immediately active. You can now go to the Settings, Vocabulary, or Word Bank tab to make changes for this user, or you can click  to begin writing as this new user.

To **delete** users:

1. On the Co:Writer Window, click  - the Preference Window.
2. Click the Users tab.
3. Click the name then press the **Delete/Backspace** key. A confirmation dialog appears with the message, "Are you sure you want to delete the settings and vocabulary for '<name>' from Co:Writer?"

Note: You cannot delete Default User or delete the currently active user.