

Co:Writer 6 Tools

Select a Guessed Word

Several methods for selecting a guessed word are available because people have differing tastes and abilities. Some individuals are better able to "point and click" while others do better when they use arrow or number keys. Some people prefer to hear the choices spoken before selecting a word, while others may want to hear each letter named as they type it. By using a variety of options and preferences, you can tailor Co:Writer to be as effective as possible for your situation.

The following selection methods apply whenever word choices are in the Co:Writer Window:

- number keys (if numbers are showing in front of the guesses)
- point and click
- arrow keys
- Spacebar or punctuation
- scanning
- display more guesses

Get the Word You Really Want

Sometimes the words Co:Writer predicts are "almost right" but not quite. For example, the sentence you plan may be:

I went to the opera. It was beautifully performed.

However, Co:Writer may predict:

I went to the opera. It was beautiful...

This is both grammatically correct and perfectly acceptable, but it is not what you wanted to write.

The links below describe several quick ways to handle situations like these while you are working in Co:Writer.

Tip: In the vast majority of cases, the word you really want is likely to be appear after you type the next letter or two. When it appears, you may simply select it and not use the techniques described here. However, you may, in some situations, find some of these methods more convenient or more interesting to use.

Click the following links for more help on getting the word you really want:

[The 'Change Endings' Command](#)
[Suffixes](#)
[Word Endings](#)
[Word Combinations](#)
[Prefixes](#)
[Capital Letters](#)
[New Words and Names](#)
[Hyphenated Words](#)
[Accent Marks](#)
[The Flex-Word Command](#)
[Get Purely Statistical Guesses](#)
[Chop off the In-Line Guess at the Cursor](#)

Correct or Edit

Oops! Change that! Everyone makes mistakes. Co:Writer provides a number of ways for you to correct your work when the wrong letter or word has been selected. Most typing mistakes are easily corrected. In some

situations, Co:Writer can also help you make revisions earlier in the current sentence or further back in your application document.


For correcting or editing with **Word Window**, click here.

For correcting or editing with the **Sentence or Paragraph Window**, click here.

Flex-Word Command

Flex-Word turns Flexible Spelling on or off for the current word. This command only functions if you have typed at least one letter of a word. When you finish the word, the previous setting for Flexible Spelling is restored.

To use Flex-Word:

1. Type at least one letter for your word. Several letters is good.
2. Use the Flex-Word command:
 - from the keyboard: type the **plus sign**
 - or
 - from the Co:Writer Window: click  and select **Flex-Word**
3. The guesses will change to include or not include FlexSpell, depending on your original setting.
4. Accept a guess, or type the next letter, in your usual way, until you finish your word. If you want to restore your usual Spelling setting at any time while writing this word, use the Flex-Word command again.


Note: The plus sign only serves as the Flex-Word command if you are in the process of typing a word. If you have just accepted a word, the plus sign functions as Add Suffix.

Numbers, Punctuation, and Other Characters

In Co:Writer, numbers are usually used to select a word from the list of guesses, but you may want to put numbers in your sentence, as in giving your age, address, phone number, or today's date.

Similarly, you may want to use some of Co:Writer's other special function characters in their normal ways. For example, you may want periods within a word or phrase, such as an e-mail address, but a period normally ends your sentence, causing events such as Co:Writer speaking the sentence or sending the sentence to the document.

Co:Writer provides a number of ways for you to enter numbers or other characters into your sentence without triggering special Co:Writer events:

- If you see no numbers in the Co:Writer Window, you can type numbers directly into your sentence. This occurs if numbers are hidden (see Show or Hide the Numbers) or if Predict Ahead is off and no guesses are on the screen.
- If numbered guesses are showing in the Co:Writer Window, and you want to type numbers for an address or phone number, press **Esc** or click  and select **True Keys** - to enter True Keys mode. In this mode, all the special characteristics of typing with Co:Writer are temporarily turned off, including word prediction.
- To use punctuation within a word, use the **Ctrl** key (Windows) or **Cmd** key (Macintosh) with the punctuation you want.
- A dollar or number sign will automatically put you in "numbers" mode for typing a price or a number.

- When you use a quotation mark to start a quote, Co:Writer will not send that sentence to your document until you enter a second quotation mark and deliberately end the sentence with additional punctuation or an Enter or Return key. The same is true for parentheses.
- To type your wakeup key in a sentence, use True Keys mode in the Sentence or Paragraph Window. For typing the wakeup key in your document, see Wakeup Key in Sentence.

See the topic Get the Word You Really Want for information about using a hyphen, accent marks, or capital letters.

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

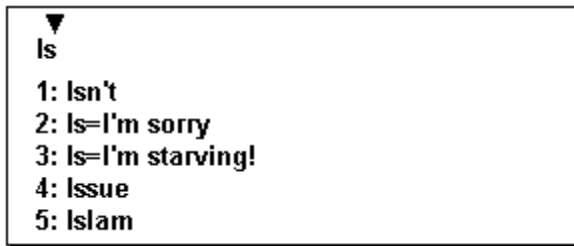
Sentence Window 'Smart' Punctuation
 True Keys Mode
 Punctuation within a Word
 Dollar and Number Signs
 Quotation Marks and Parentheses
 Wakeup Key in Sentence

Abbreviations and Expansions

Co:Writer lets you assign abbreviations to long words or phrases so you can save the time and keystrokes needed to enter the entire item. You can use one abbreviation to stand for several expansions or give each word or phrase a different abbreviation. You might use this feature for:

- [communication phrases and sentences](#)
 - wn = what's new?
 - It = let's talk about it
- [common or frequently-used phrases](#)
 - chb = chairman of the board
 - jgs = John G. Smith
 - sy = Sincerely yours
- [word groups you are using for a topic paper](#)
 - gt = George III
 - gb = Great Britain
 - gw = George Washington
 - tdi = the Declaration of Independence
- [correcting "creative" spelling, frequently misspelled or mistyped words](#)
 - siad = said
 - tipe = type

When you enter an abbreviation, Co:Writer predicts expansions along with regular words, so you have even faster access to the words you really want.



To use abbreviations and expansions, see Using Abbreviations and Expansions.


To create abbreviations and expansions, see Creating Abbreviations and Expansions.

True Keys Mode

Within a particular sentence, you may want to type numbers or extra punctuation or use keys that Co:Writer normally uses for other purposes. How to do this will depend on the type of guess window you're using.


- With **Word Window**, press **Esc** or use the Hide command. This minimizes Co:Writer to the taskbar (Windows) or the Dock (Macintosh). When ready to re-activate Co:Writer, use the wakeup key or click the Co:Writer icon in the taskbar (Windows) or Dock (Macintosh).
- For **Sentence or Paragraph Window**, Co:Writer provides a True Keys mode. This lets you enter into the Co:Writer Window exactly the characters you want to type. In this mode, you are still writing in the Sentence or Paragraph Window, but all of the special characteristics of typing with Co:Writer are turned off. There is no prediction, grammar considerations, automatic spacing, or automatic capitalization. In effect, the keyboard returns to its standard function.

To use True Keys mode:

1. Press the **Esc** key or from the Sentence Window, click  and select **True Keys**. The Sentence / Paragraph Window title bar will add the words "True Keys Mode."
2. Type the numbers or other characters you want into your sentence.



True Keys Mode
is useful when you
want to include
numbers in your
sentence

3. **To go back to using Co:Writer supports:** press the **Esc** key again or from the Sentence Window, click  and select **True Keys**.

Tip: In some situations, using True Keys may not be necessary. See Punctuation within a Word, Dollar and Number Signs, and Quotation Marks and Parentheses. Also, if no numbered guesses are in the Co:Writer Window, you can type numbers directly into your sentence.

Tip: To enter numbers only, you can turn off the display of numbers in the list of guesses. See Show or Hide the Numbers.

Talk Window


Talk Window is a special-needs adaptation primarily for writers who use their computer for augmentative or alternative communication, but it may be useful in other situations. Its features are:

- The Co:Writer Window fills the entire screen.
- Co:Writer does *not* send text to an application.


- You can enter and leave the Talk Window without losing any work in your regular Co:Writer Window or causing any changes in your text document.

To open the Talk Window:

You can open the Talk Window at any time, even if you are in the middle of writing a sentence.

- from the keyboard: use **Ctrl + M** (Windows) or **Cmd + M** (Macintosh)
- from the Co:Writer Window: click , select **Speech**, and select **Talk Window**.

To exit the Talk Window:

- from the keyboard: use **Ctrl M** (Windows) or **Cmd + M** (Macintosh)
- from the Talk Window: click , select **ExitTalk Window** at the top of the Menu.
- in the Talk Window title bar, click the **Close** button.

How Talk Window works:

Talk Window is available from any Co:Writer Window (Word, Sentence, or Paragraph).

Opening the Talk Window brings up a full-screen Co:Writer Paragraph Window with a limited number of separate preferences such as color, font, and number of guesses. You write sentences directly in the Talk Window and select guesses in your usual way. You can use the Talk Window at any time without having any text sent to your application.

You can move or resize the Talk Window, but Co:Writer does not save these changes. Whenever you return to the Talk Window, it opens as a full-screen window.

The Talk Window does not have a Preferences button, and the Word Bank does not appear. The Commands menu is available, with a few modifications:

- Exit Talk Window appears at the top of the menu.
- The **Size to Fit** command does not appear.
- The **Send Text** command changes to the **Clear Text** command. Use this if you want to quickly erase what you've written in the Talk Window.
- The **Preferences** command does not bring up the Co:Writer Window. Instead, it immediately brings up the Settings dialog, where you can modify certain settings which are saved separately for Talk Window.

When you exit the Talk Window, Co:Writer returns to your Co:Writer Window. The text you wrote in the Talk Window is erased. If you had been working before entering the Talk Window, that sentence will still be there. If Word Bank had been on the screen, it will still be there. You can complete the sentence and resume your work.

Examples of when the Talk Window might be useful:



- You want to demonstrate or experiment with Co:Writer in a least-distracting environment — no other windows showing, no application to deal with.
- You want to use Co:Writer as a communication augmentation tool with a young or non-speaking person.
- You typically use Co:Writer to send text to a word processor, but as a communication augmentation consumer, you'd like to be able to stop your current work, fill the entire screen with a Co:Writer Window, and write text for viewing and/or hearing by another person. The Talk Window allows you to do this without any loss to the work in your regular Co:Writer Window and without any unwanted text in your document.

To customize Talk Window settings:

Co:Writer lets you have certain Display settings that are separate for Talk Window and your regular Co:Writer Window, such as smaller text and one set of colors for word processing, larger text and different colors for conversation.

To make changes for the Talk Window, first open the Talk Window, then select **Preferences** from the Commands menu (or use the keyboard equivalent).

To make changes in Talk Window:

1. Press **Ctrl + M** (Windows) or **Cmd + M** (Macintosh) to enter the Talk Window.
2. Click . The Settings dialog appears.
3. Make changes in any of the active choices in any of the three tabs: Display, Prediction, Speech.
4. When done, click  to bring back the Talk Window, then press **Ctrl + M** (Windows) or **Cmd + M** (Macintosh) to return to the regular Co:Writer Window. The changes you made in the Talk Window settings will be saved only for the Talk Window.

Add Words

Co:Writer provides several different ways for adding your own words to its predictions:

- For words you want available all the time, regardless of the topic you're writing about, you can add words to your Personal Dictionary.
- For words that apply only to a particular topic, you can add words to a Topic Dictionary.
- For Co:Writer to automatically remember and predict new words that you write, you can set Co:Writer to collect and use new words.
- To capture and store word combinations or phrases as you write, you can use the Capture Words command. The combinations you "capture" can be stored as simple dictionary entries or as abbreviations and expansions.
- To add Topic Dictionaries for new topics, you can add topics from other sources or create new Topic Dictionaries of your own.

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

[Add Words to a Personal Dictionary](#)
[Add Words to a Topic Dictionary](#)
[Capture Word Combinations](#)