

Write:OutLoud® 6

User Guide

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To use this guide, click a topic in the Contents. To return to the Contents, click the Back arrow on the toolbar.

To do a quick keyword search: (Windows) In the Edit menu, select Find on this Page (entire guide) or press Ctrl F. (Macintosh) In the Edit menu, select Find, Find (again) or press Cmd F.

On the Web

[Show-Me-How Tutorials](#)

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About Write:OutLoud 6

Write:OutLoud 6 is an easy-to-use talking word processor with purposeful revising and editing supports.

Use Write:OutLoud 6 to:

- Use revising and editing tools to support the quality of your writing
- Get auditory feedback as you type
- Change text color, style and fonts
- Add pictures to your document
- Change paragraph line spacing, alignment and page margins
- Create and add to your bibliography
- As a Teacher, monitor learner progress with tracking reports
- As a Teacher, view before and after learner writing samples

About SOLO 6

What is SOLO 6?

SOLO 6 brings together word prediction, a text reader, graphic organizer and talking word processor—putting students in charge of their own learning and accommodations.

Use SOLO 6 to:

- Provide accommodations that help students with disabilities read and write
- Access curriculum and reading materials provided in electronic text formats
- Develop skills through a structured approach to reading and writing

What's New in SOLO 6?

- New and improved voices
- Easier to use interface
- Optional login – students can read and write in seconds
- Better compatibility with Windows Vista and Macintosh OS 10.5
- Network Ready – save files to any network server, USB drive or WebDisk
- Read NIMAS files WITHOUT CONVERSION
- Supports very large NIMAS files
- Provide the same reading experience to any accessible book file including NIMAS, PDF, RTF, HTML, DAISY, XML and TXT
- Improved support for PDF files
- Large and small toolbar options

How to Use Write:OutLoud 6

Launch Write:OutLoud 6

- Windows: Start menu and/or Shortcut on Desktop
- Macintosh: Dock and/or Alias on Desktop

Create a New Document

1. Type your text. Your words are spoken aloud as you type them.
2. Use Write:OutLoud's toolbar to check your spelling, look up word definitions in the dictionary, check your use of homonyms, hear how your document sounds when it is read aloud, and more.

As you create your work in Write:OutLoud 6, you may want to add a picture, format text,

format paragraphs and edit your work to correct mistakes. You can find procedures for these tasks in this guide.

Use Speech


Hear Individual Letters as You Type

- In the **Speech** menu, select **Speak Letters** to turn it on or off.

Hear Individual Words as You Type

- In the **Speech** menu, select **Speak Words** to turn it on or off.

Hear a Word You Have Already Written


- Highlight the word you want to hear and click 
OR
In the **Speech** menu, select **Speak**.

Hear Your Sentences as You Write

In the **Speech** menu, select **Speak Sentence** to turn it on or off.

Note: A sentence must be followed by punctuation before the program can speak it.

Hear a Sentence You Have Already Written


- Highlight the sentence you want to hear and click .

Hear Your Paragraphs as You Write


- In the **Speech** menu, select **Speak Paragraph** to turn it on or off.

Note: A paragraph must be followed by an **Enter** or **Return** before the program can speak it.

Hear a Paragraph You Have Already Written


- Highlight the paragraph you want to hear and click .


Hear a Section of Text

- Highlight the section of text you want to hear and click .

Hear Your Entire Document

1. Place your cursor anywhere in your text.

2. On the toolbar, click **Read All** 
OR
In the **Speech** menu, select **Read All**.

Note: To stop the speech, click **Stop** .


Speak What a Toolbar or Dialog Box Button Does

1. Place your mouse pointer over the button. You see and hear what the button does.

Note: If you don't hear anything, select the **Speech** menu and make sure that **Speak Toolbar and Dialog Boxes** is checked.


Repeat What Was Last Spoken

Use **Repeat** to listen to the last text spoken again.

- On the toolbar, click **Repeat** 
OR
In the **Speech** menu, select **Repeat**.


Check and Correct Spelling


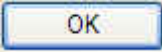
1. Place the cursor anywhere in your document.

2. On the toolbar, click **Check Spelling** 
OR
In the **Tools** menu, select **Check Spelling**.

The **Spell Checker** window opens. Your entire document is checked for spelling.

3. When the Spell Checker finds a misspelled word, highlight the correctly-spelled word in the box at the bottom of the window.

Note: Click  to the right of the **Sentence** or **Suggestions** field to hear items read aloud.


4. Click  to place the new word into your document.
5. Click  to return to your work with your spelling corrections.

Note: A questioned word might be spelled phonetically (the way it sounds) and, when spoken, sounds correct. Use **Read Word Spelling** to hear the word spelled aloud.

Identify Homonyms

Homonyms are words that sound the same but are spelled differently and have different meanings. The Identify Homonyms feature checks selected text for homonyms.

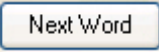

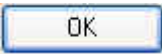
1. Select the text you want to search for homonyms
OR
Place your cursor anywhere in your text to search your entire document.


2. On the toolbar, click **Identify Homonyms** 
OR
In the **Tools** menu, select **Identify Homonyms**.

The **Homonyms** window opens and shows the first sentence with a homonym in your document.


3. Read the definition of the highlighted homonym in the **Definition** field.

Note: Click  to the right of the **Sentence**, **Definition** or **Suggestions** field to hear items read aloud.

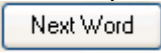
4. If you think the definition is the correct one, go to the next word by clicking .
5. If you want to learn the other homonyms for the selected word, click a suggestion in the list below the **Suggestions** field.
6. Read the definition in the **Definition** field.
7. If you want to change the selected word to another homonym, select the homonym in the list below the **Suggestions** field and click .
8. Click  to return to your work with your changes.

Note: To speak and spell aloud both the found homonym and the word in the **Suggestions** field, place a check in the **Read Word Spelling** check box and then click .


Check Word Meanings With the Franklin Dictionary


1. Select a word in your document.
2. On the toolbar, click **Dictionary** 
OR
In the **Tools** menu, select **Dictionary**.


The **Dictionary** window opens and shows the first sentence with a misspelled word in your document.

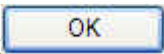
3. If you think the spelling is correct, leave the word unchanged and go to the next word by clicking .


4. If you want to see the suggested spellings for the selected word, scroll through the list below the **Suggestions** field.

Note: To speak and spell aloud both the word you looked up and the suggested word, place a check in the **Read Word Spelling** check box and click .




5. If you want to change the spelling of the selected word to another spelling, select the word in the list below the **Suggestions** field and click .


You can get help reading the text in the **Dictionary** window. Click  to the right of the **Sentence, Definition** or **Suggestions** field to hear different parts of the **Dictionary** window read aloud.

6. Click  to return to your work.

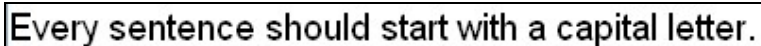
Note: To speak and spell aloud both the word you looked up and the suggested word, place a check in the **Read Word Spelling** check box and then click .

Check Capitalization and Correct Errors



1. Click **Move To Beginning Of Document**  to go to the beginning of your draft or document.
2. Click **Move To Next Sentence** . Check to make sure that the key words in your title and the first word in each sentence start with a capital letter.
3. Click **Move To Next Sentence**  again to go to the next sentence.
4. If you find a sentence that does not begin with a capital letter, replace the lower case letter with a capital letter by doing the following:
 - a. Highlight the lower case letter you want to change to a capital letter.



- b. Press **Shift** and the letter with which you want to start your sentence. The lower case letter is replaced with the capital letter.



Check Punctuation and Correct Errors

1. Click **Move To Beginning Of Document**  to go to the beginning of your document.
2. Click  to hear each sentence read aloud.
3. Listen for the pause that a punctuation mark causes at the end of each sentence.
4. If you find a sentence that does not end with punctuation, add the punctuation mark you want by doing the following:
 - a. Place the cursor where you want to add punctuation.

This is sentence one| This is sentence two.

- b. Type the punctuation mark with which you want to end your sentence.


This is sentence one.| This is sentence two.

Write More

When you review and revise your work, you may decide that there are places where you want to add more information. **Write More** adds two blank spaces after the cursor to give you room to write more.

1. Place the cursor in your document where you want to write more.

As I am writing about my topic I may have a place where I want to write more about my topic. Here, I have placed my cursor where I want to add more text.

2. On the toolbar, click **Write More** 
OR
In the **Tools** menu, select **Write More**.

As I am writing about my topic I may have a place where I want to write more about my topic.

Here, I have placed my cursor where I want to add more text.

3. Place the cursor in the space you have made between your sentences.
4. Type your new text.

Mark for Deletion

When reviewing and revising your work, you may be thinking about removing some text. **Mark for Deletion** strikes out selected text and changes the color of that text to red. This lets you take your time deciding whether to remove the text or keep it in your document.

1. Highlight the text you want to delete.

2. On the toolbar, click **Mark for Deletion** 
OR

In the **Tools** menu, select **Mark for Deletion**. The selected text is marked for deletion as shown below.

~~This text is Marked for Deletion.~~

Keep the Text You Marked for Deletion

1. Highlight the text you marked for deletion, but have decided to keep.

2. On the toolbar, click **Mark for Deletion** 
OR

In the **Tools** menu, select **Mark for Deletion**. The selected text returns to normal.

Remove Text You Have Marked for Deletion from Your Work

1. Highlight the text you marked for deletion.
2. On your keyboard, press **Delete**. The selected text is removed from your work.

Add Extra Spaces for Review Comments


It is a good idea to leave more space between lines of text so that anyone who reviews your work has room to write comments.

1. In the **Edit** menu, select **Select All**.
2. In the **Text** menu, select **Double Space** or **Triple Space**.

Add and Work with Pictures

Add a Picture

1. Place your cursor where you want your picture to appear.

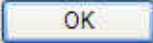
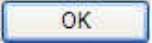
2. On the toolbar, click **Add Picture** 
OR
In the **Insert** menu, select **Add Picture**.



3. Select a picture in the Don Johnston library of pictures and click .

Note: You can open a picture located anywhere on your computer. It would make it easier if you put all pictures in the Don Johnston library so that you have quick access to them: C:\Program Files\Don Johnson\Pictures.


Add a Caption to your Picture


When you add a picture to your work, a caption of that picture's file name appears just below the picture. You can keep the file name as your picture caption, or you can change or add to that caption.

1. Add a picture to your work following the immediately preceding procedure. The picture's file name appears below the picture.
2. Double-click anywhere on the picture or the file name caption. The **Image Caption** window opens.
3. Begin typing your new caption.
4. Click  to save your new caption and return to your document. The new caption appears below your picture.
5. If you want to keep the file name but add more text before or after that file name, open the **Image Caption** window by double-clicking the caption; then, place your cursor where you want to add the new caption text and begin typing. The new text is added to your caption when you click .

Note: When you click **Grow Selection**  or **Shrink Selection**  with the picture highlighted, both the picture and the caption text increase/decrease in size.



Align a Picture

1. Click the picture you want to align to select it.
2. On the toolbar, click **Align**  to align picture the way you want it
OR
In the **Text** menu, select **Align Left**, **Align Center** or **Align Right**. Your picture moves to where you want it on the page.

Note: The Align function cycles through the left, center and right align types. To see what the next alignment type will be when you click **Align** , hold your mouse over the button.

Change Picture Size

Change the Size of Your Picture with Toolbar Buttons

1. Click a picture to select it. A frame appears around your picture.
2. Click **Grow Selection**  to make your picture larger. Click **Shrink Selection**  to make your picture smaller. Click the button until the picture is the size you want it to be.

Change the Size of Your Picture with Your Mouse

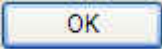
1. Click a picture to select it. A frame appears around your picture.
2. Move the cursor over the bottom right corner of the frame around your picture. The cursor changes to a double-sided arrow.
3. Press and hold the mouse button. Move your mouse to make your picture larger or smaller.
4. When the picture is the size you want it to be, let go of the mouse button.

Move a Picture within Your Document

1. Click the picture to select it. A frame appears around the picture.
2. Place your cursor anywhere over the picture.
3. Press the mouse button and hold it down. Move the cursor to the place in your document to which you want to move your picture.
4. Let go of the mouse button. Your picture, along with the caption, is moved to the new place in your document.

Format Your Work

Change Margins

1. In the **File** menu, select **Page Setup**. The **Page setup** window opens.
2. In the **Page setup** window, type your new margins.
3. Click  to save your changes and return to your document.

Note: Any changes you make to your margins apply to your whole document. You cannot change the margins for individual pages or sections of your document.

About Page Numbers

Write:OutLoud 6 automatically adds page numbers to the bottom (footer) of any document that you print. The page number is centered at the bottom of each page. You cannot change the page numbers.

Note: If you do not want the page number to print, remove the check from the **Header/Footer** checkbox in the **Print Options** window. The header and the footer will not print. You cannot print the footer without the header.

About the Document Header

Write:OutLoud 6 automatically adds your name, the title of your document and the date to any document that you print. Your name is in the upper left corner and the document name and date of printing are in the upper right corner of your printed document. You cannot change the document header.

Note: If you do not want the header to print, remove the check from the **Header/Footer** checkbox in the Print Options window.


Format Paragraphs Using Tabs

Tabs are set every five spaces in Write:OutLoud. Each time you press Tab on your keyboard, your cursor will move to the next tab to the right.

<p>This is the first tab. This is the second tab. Each tab moves your cursor five spaces to the right.</p>
--

Align Paragraphs

Align one or more paragraphs on your page. You can also align the entire document.

1. Place your cursor in the paragraph you want to change
OR
Highlight more than one paragraph
OR
In the **Edit** menu, choose **Select All** to highlight the entire document.
2. On the toolbar, click **Align**  to align your document the way you want it
OR
In the **Text** menu, select **Align Left**, **Align Center** or **Align Right**. Your document is aligned on the page.

Change Line Spacing

Each paragraph can have its own spacing: single space, double space or triple space.

1. Place your cursor in the paragraph you want to change.
2. In the **Text** menu, select **Single Space**, **Double Space** or **Triple Space**.

Change Alignment for the Current Paragraph

1. Place your cursor in the paragraph you want to align.

2. In the **Text** menu, select the alignment and/or spacing options you want: **Align Left**, **Align Center**, **Align Right**, **Single Space**, **Double Space** and **Triple Space**. The paragraph changes.

3. To quickly change alignment only, click **Align**  on the toolbar. Your paragraph aligns left, centered or to the right.

Change Alignment for the Next Paragraph

1. Press **Return** or **Enter** to start a new paragraph.
2. In the **Text** menu, select the alignment and/or spacing options you want: **Align Left**, **Align Center**, **Align Right**, **Single Space**, **Double Space** and **Triple Space**.
3. Begin typing to see the change.

Note: Because no text was selected, if you move your cursor before typing the next letter, the change is cancelled.

Change Alignment for a Section of Your Document


1. Highlight the section of the document you want to change.

In the **Text** menu, select the alignment and/or spacing options you want: **Align Left**, **Align Center**, **Align Right**, **Single Space**, **Double Space** and **Triple Space**.

Note: To quickly change alignment only, click **Align**  on the toolbar. The paragraphs in your selection align left, centered or to the right.


Change Alignment for Your Whole Document

1. In the **Edit** menu, select **Select All**.
2. In the **Text** menu, select the alignment and/or spacing options you want: **Align Left**, **Align Center**, **Align Right**, **Single Space**, **Double Space** and **Triple Space**. The whole document changes.

Note: To quickly change alignment only, click **Align**  on the toolbar. Your document aligns left, centered or to the right.

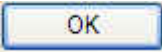
More About Align

The Align function cycles through the left, center and right align types.

To see what the next alignment type will be when you click **Align** , hold your mouse over the button. If you click the button and nothing happens, your selection is already the same align type.



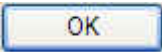
For example, if the next align type is **Left** and your paragraph is already left aligned, nothing will happen when you click. All you need to do to continue the cycle is click the button again.

Change Your Font

1. Highlight the text you want to change
OR
In the **Edit** menu, choose **Select All** to highlight the entire document.
2. In the **Text** menu, select **Font**. The Font window opens.
3. Click to select a font from the list on the left side of the window.
4. Click to choose a font size in the panel on the right side of the window. In the **Sample** box at the bottom of the window, you see how your new font looks.
4. Click . The changes appear in your document.




Change Text Color

Change text color to make your title, special words and phrases stand out on the page. You can also change the color of all of the text in your work.

1. Highlight the letters, words, sentences or phrases for which you want to change the text color
OR
In the **Edit** menu, choose **Select All** to select the entire document.
2. On the toolbar, click **Set Colors** 
OR
In the **Text** menu, select **Set Colors**. The Set Colors window opens.
3. If you want to change the color of the background, select **Background Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the text, select **Text Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the highlighted text, select **Selection Color** on the left side and then click a color in the **Selected Color** list.
Note: If you don't see the color you want to use, click  to see other additional colors from which you can choose.
4. Click .



Change Text Options for a Section of Your Document

1. Highlight the text you want to change.




2. On the toolbar, click **Grow Selection** , **Shrink Selection**  or **Set Colors** 
OR
In the **Text** menu, select **Grow Selection**, **Shrink Selection** or **Set Colors**. The selected text changes.
3. Further modify your text in the **Text** menu by selecting **Italic**, **Bold** or **Underline**.

Change Text Options for the Next Text Typed

If you haven't started typing yet and you want to change the size and/or color of the text you are about to type, do the following:

1. On the toolbar, click **Grow Selection** , **Shrink Selection**  or **Set Colors** 
OR
In the **Text** menu, select **Grow Selection**, **Shrink Selection** or **Set Colors**.
2. Further modify your text in the **Text** menu by selecting **Italic**, **Bold** or **Underline**.
3. Type to see your changes.

Change Text Options for Your Entire Document


1. In the **Edit** menu, select **Select All**.
2. On the toolbar, click **Grow Selection** , **Shrink Selection**  or **Set Colors** 
OR
In the **Text** menu, select **Grow Selection**, **Shrink Selection** or **Set Colors**. The text in your entire document changes.
3. Further modify your text in the **Text** menu by selecting **Italic**, **Bold** or **Underline**.

Work on a Document with Locked Text

Teachers may add locked text to a Write:OutLoud 6 assignment to give directions and extra help to learners. Locked Text can be read aloud for extra help in understanding teacher comments, and can be hidden for reading and/or printing a finished document.

Hear Locked Text Read Aloud

1. In the **View** menu, select **Show/Hide Locked Text**.

Note: Locked Text is highlighted in yellow. When you highlight Locked Text, it is highlighted in gray.
2. Place your cursor in locked text.
3. Click . The Locked Text is read aloud using the settings for highlighting that are set in the **Speech** menu.

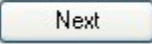
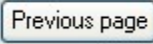
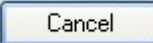
Type Text Before and/or After Locked Text

1. Place your cursor where you want to type: before or after the Locked Text.
2. Begin to type. Any Locked Text below where you are typing moves down to make room for your new text.

- In the **View** menu, select **Show/Hide Locked Text**. If Locked Text is showing, it becomes hidden. If Locked Text is hidden, it becomes visible.

Print Your Work

Print Preview

1. In the **File** menu, select **Print Preview**. The first page of your printout appears.
2. If your document is on more than one page, you can look at all of the pages before sending the document to the printer or closing the window. To see the next page, click . To see the previous page, click .
3. When you have finished looking at the print preview, click  in the **Print Preview** window to close the window.

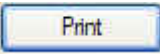
Print

There are many ways to print. You can print your text, Locked Text, Bibliography and/or header/footer.

Print Using Print One

- On the toolbar, click **Print One** 
OR
In the **File** menu, select **Print One**. Your work prints automatically.


Print Using the Print Commands for Print Options

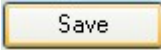


1. In the **File** menu, select **Print**.
2. Place a check in the check boxes to select the items you want to print.
3. Click .


Save Your Work

Your work is saved in the location of the last file you opened; however, you can change the location.

Note: If you are signed in to Student Central, your work is saved to the **My Work** folder in Student Central. For more information, see the **Student Central** section in this guide.

1. On the toolbar, click **Save** 
OR
In the **File** menu, select **Save**.

If you have saved your work before, you are finished saving.
2. If you have not yet named your work, the Save As window opens.
3. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.
4. If you want to change the default location click , select a different location and click .

Note: If you have previously saved your work, click **Save**  on the toolbar to save it with the same name.

Take Your Work Home


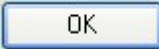
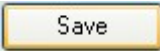

Take-home Rights

When you have a BUILDING LICENSE for Read:OutLoud 6, Draft:Builder 6, Write:OutLoud 6 or SOLO 6 at school, students and teachers are allowed to install the software on their home computers as well. This allows students and teachers to work on the same file both at school and at home. (Refer to your license agreement or contact your license administrator to ensure copyright laws are respected.)

Taking Files Home

A pen drive (also known as a thumb drive or USB drive) is an easy device for transferring files between home and school. (There are other options for transferring files such as creating a web disk, accessing the school, etc. Check with your system administrator for your school's preferred method.)

Note: Be sure you have the software installed on your home computer.

1. At school, when you are finished working on your file, select **Save As** from the **File** menu. In the dialog, click  and locate the pen drive. Click  to select it. Then click .
2. At home, find your file on the pen drive and double-click it. The file opens and you are ready to work on it.
3. When you are done, click  on the toolbar and your file is automatically saved on your pen drive.


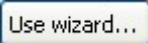
4. When you return to school, repeat the directions.


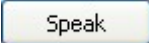
Create and Work with the Bibliographer

Create a bibliography of the references (sources) you used in your work. You can create your references in two ways: using the Wizard or manually.

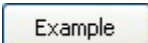
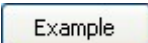
Use the Bibliographer Wizard to Create a Reference

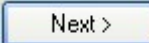

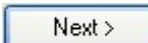

The **Bibliographer Wizard** gives you step-by-step directions for creating a new bibliography reference.


1. On the toolbar, click **Bibliographer** 
OR
In the **Tools** menu, select **Bibliographer**.
2. Choose a **Main Category** and **subcategory** for your reference.
3. On the bottom right, click . The first screen of the Bibliographer Wizard opens. Each Bibliographer Wizard screen gives you instructions to type a different part of the reference (e.g., author, title, publisher, etc.).
4. Read the directions at the top of the screen. Look at the example shown below the directions for help on what your entry should look like.
5. In the box below the example, type the part of your reference that is described in the directions and is shown in the example.

Note: You can check your work as you go. Use the first  to hear the example. Use the second  to listen to what you have typed.



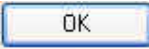

6. Select the button next to **MLA** or **APA** to select your bibliography style.

Note: To see the example of the complete reference in the MLA or APA style, click . To hide the example, click  again. Use the same bibliography style for all references in the same document.

7. Click  to type the next part of the reference.
8. Follow the directions at the top of the Bibliographer Wizard window and click  after you finish each part of your reference.
9. When you have entered all the information required for your reference,  is replaced with  to show that you are done.



10. Click  to close the Bibliographer Wizard. Your new bibliography reference appears in the **My Bibliography** list in the Bibliographer.











Manually Create a Reference Using the Bibliography



1. On the toolbar, click **Bibliographer** 
OR
In the **Tools** menu, select **Bibliographer**.
2. Select the button next to **MLA** or **APA** to select your bibliography style.
3. At the top of the Bibliographer window, click a **Main Categories** tab to choose the kind of reference you want to add to your bibliography.
4. On the left side of the Bibliographer window, click the specific type of reference.
5. Click . A box appears in the **My Bibliography** field.
6. Type your reference using the example as a guide.
7. Use the buttons at the bottom to easily format your entries (e.g., underscore, brackets, italics, etc.)
8. Click  to return to your work
OR
Click  to create another bibliography reference.

Editor's Checklist

A good written document is clearly written, makes sense to the reader, and is free of mistakes in spelling, punctuation and capitalization. Use this Editor's Checklist to get help editing and revising your work.

- My document makes sense.
 1. Place your cursor anywhere in the Document panel.
 2. In the **Edit** menu, select **Select All**.
 3. On the toolbar, click  to hear your document read aloud.
 4. When you hear something that does not make sense, click  to stop speaking.
 5. Change the sentence(s) you are not happy with, add more text, or remove text that you don't want.
- The sentences in my document are clear and complete.

1. Click **Move To Beginning of Document**  to go to the beginning of your document.
 2. Click  to hear the first sentence read aloud.
 3. Listen to make sure your sentences are clear and make sense.
 4. Click  to hear the next sentence read aloud, and so on.
- The words in my document are spelled correctly.
 1. Click **Check Spelling**  to check your spelling.
 2. Use the Spell Checker to correct any spelling errors.
 - The correct homonyms (to, too, two; they're, their) were used. My sentences make sense.
 1. Click **Identify Homonyms**  to check homonyms.
 2. Replace incorrect words with the words you need.
 - The correct words were used. My sentences make sense.
 1. Click **Dictionary**  to check word definitions in the dictionary.
 2. Replace incorrect words with the words you need.
 - The first word in every sentence starts with a capital letter.
 1. Click **Move To Beginning of Document**  to go to the beginning of your document.
 2. Click **Move To Next Sentence** . Check to make sure that the first word in each sentence starts with a capital letter.
 - The title has capital letters where needed.
 1. Click **Move To Beginning of Document**  to go to the beginning of your document.
 2. Check your use of capital letters in your title.
 - Each sentence ends with a punctuation mark.
 1. Click **Move To Beginning of Document**  to go to the beginning of your document.

2. Click  to hear each sentence read aloud.
 3. Listen for the pause that a punctuation mark causes at the end of each sentence.
 4. Add punctuation where needed.
- I re-read the document carefully for all errors.
 1. Place your cursor anywhere in the text.
 2. In the **Edit** menu, select **Select All**.
 3. On the toolbar, click  to hear your document read aloud.

Keyboard Shortcuts

Keyboard shortcuts can be used instead of toolbar buttons or menu selections. For learners who require alternative computer access, keyboard commands provide access to Write:OutLoud 6 using alternate keyboards, special on-screen keyboards, scanning setups for switch users or communication devices compatible with computer input.

Keyboard Shortcuts to Edit Your Work

Action	Windows	Macintosh
Undo	Ctrl Z	Cmd Z
Redo	Ctrl Y	Cmd Y
Cut	Ctrl X	Cmd X
Copy	Ctrl C	Cmd C
Paste	Ctrl V	Cmd V
Clear	Backspace	Delete
Select All	Ctrl A	Cmd A
Find	Ctrl F	Cmd F
Move to Beginning of Document	Ctrl Home	Cmd Up Arrow
Move to Next Sentence	Ctrl Shift M	Cmd Shift M
Select Sentence	Ctrl Shift X	Cmd Shift X
Move to End of Document	Ctrl End	Cmd Down Arrow or End
Check Spelling	Ctrl G	Cmd G
Dictionary	Alt . (period)	Opt . (period)

Identify Homonyms	Ctrl Shift H	Cmd Shift H
Cue Misspelling	Ctrl Alt [Cmd Opt [
Write More	Ctrl Shift W	Cmd Shift W
Mark for Deletion	Ctrl Shift D	Cmd Shift D
Dictionary Dialog: Move through suggested words	Ctrl 1 through 5	Ctrl1 through 5
Learn (in spell checker)	Ctrl L	Cmd L
Next Word (spell checker)	Alt [Opt [
Select Characters Beside and Above	Shift Up arrow	Shift Up Arrow
Select Characters Beside and Below	Shift Down Arrow	Shift Down Arrow
Select Next Character	Shift Right Arrow	Shift Right Arrow
Select Previous Character	Shift Left Arrow	Shift Left Arrow
Select Previous Field	Shift Tab	Shift Tab
Spell Checking Dialog: Move through suggested words	Ctrl 1 through 5	Cmd 1 through 5
Spell Checking Dialog: Close Window	Esc	Esc
Spell Checking Dialog: Move between fields	Tab	Tab
Stop	Ctrl .	Cmd .
Subcategory	Alt C	Opt C

Keyboard Shortcuts for Speech and Highlight

Action	Windows	Macintosh
Turn Speech On/Off	Ctrl D	Cmd D
Speak Toolbar	Ctrl ;	Cmd ;
Speak	Ctrl T	Cmd T
Repeat	Ctrl R	Cmd R
Speak Letters	Ctrl K	Cmd K
Speak Words	Ctrl E	Cmd E
Speak Sentence	Ctrl M	Cmd M
Speak Paragraph	Ctrl \	Cmd \

Voice Settings	Ctrl /	Cmd /
Pronunciations	Ctrl ~	Cmd ~

Keyboard Shortcuts to Move Around

Action	Windows	Macintosh
Open Student Central	Ctrl 1	Cmd 1
Help	F1	None
Close Window	Esc	Esc
Move Between Windows	Tab	Tab
Quit (Sign In screen and Student Central)	Ctrl Q or Alt F4	Cmd Q

Keyboard Shortcuts to Change Display

Action	Windows	Macintosh
Switch between the Simple Toolbar and the Advanced Toolbar	Ctrl Alt T	Cmd Opt T
Switch between a small toolbar and large toolbar	Ctrl Alt X	Cmd Opt X
Show/Hide Locked Text	Alt S	Opt S
Show/Hide Toolbar	Ctrl Alt ;	Cmd Opt ;
Align Left	Ctrl ,	Cmd ,
Align Center	Ctrl Alt -	Cmd Opt -
Align Right	Ctrl Alt /	Cmd Opt /
Single Space	Ctrl Alt 1	Cmd Opt 1
Double Space	Ctrl Alt 2	Cmd Opt 2
Triple Space	Ctrl Alt 3	Cmd Opt 3
Grow Selection	Ctrl]	Cmd]
Shrink Selection	Ctrl [Cmd [
Regular / Plain	Ctrl Shift R	Cmd Shift R
Italic	Ctrl I	Cmd I
Bold	Ctrl B	Cmd B

Underline	Ctrl U	Cmd U
Set Colors	Ctrl '	Cmd '

Keyboard Shortcuts to Manage Files

Action	Windows	Macintosh
New	Ctrl N	Cmd N
Open	Alt O	Opt O
Close	Ctrl W / Ctrl F4	Cmd W
Save	Ctrl S	Cmd S
Save As	Alt ,	Opt ,
Export	Ctrl Shift F	Cmd Shift F
Page Setup	Ctrl J	Cmd J
Print Preview	Ctrl Alt P	Cmd Opt P
Print One	Ctrl Shift P	Cmd Shift P
Print	Ctrl P	Cmd P

Keyboard Shortcuts for Bibliographer

Action	Windows	Macintosh
Bibliographer	Ctrl Alt B	Cmd Opt B
Article	Alt 1	Opt 1
Artwork	Alt 2	Opt 2
Book	Alt 3	Opt 3
Electronic	Alt 4	Opt 4
Interview	Alt 5	Opt 5
Letters	Alt 6	Opt 6
Presentation	Alt 7	Opt 7
Reference	Alt 8	Opt 8
Other	Alt 9	Opt 9
Speak	Ctrl T	Cmd T
Select a reference below the highlighted one in My Bib. field	Tab	Tab

Spell	Ctrl G	Cmd G
Print	Ctrl P	Cmd P
Help (in Wizard)	F1	
Brackets	Alt]	Opt]
Parentheses	Alt \	Opt \
MLA	Alt M	Opt M
APA	Alt P	Opt P
My Bibliographer	Alt B	Opt B
Wizard	Ctrl Alt H	Cmd Opt H
Wizard Dialog: Speak Style Example	Alt T	Opt T
Wizard Dialog: Speak Content Field	Ctrl T	Cmd T
Wizard Dialog: Go to next portion	Ctrl Right Arrow	Cmd Right Arrow
Wizard Dialog: Go to Previous Portion	Ctrl Left Arrow	Cmd Left Arrow
Wizard Dialog: Open Help	Ctrl ?	Cmd ?
Wizard Dialog: Show Example	Ctrl Shift E	Cmd Shift E
Wizard Dialog: Close Dialog	Ctrl W	Cmd W
Wizard Dialog: OK, done with activity	Enter	Return

Keyboard Shortcuts for Teacher Only

Action	Windows	Macintosh
New Assignment	Alt A	Opt A
Add Picture	Ctrl Alt]	Cmd Opt]
Align Left	Ctrl ,	Cmd ,
Align Center	Ctrl Alt -	Cmd Opt -
Align Right	Ctrl Alt /	Cmd Opt /
Single Space	Ctrl Alt 1	Cmd Opt 1
Double Space	Ctrl Alt 2	Cmd Opt 2
Triple Space	Ctrl Alt 3	Cmd Opt 3

Bold	Ctrl B	Cmd B
Underline	Ctrl U	Cmd U

Menus in Write:OutLoud 6

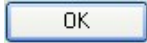
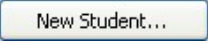
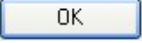
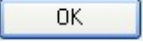
File Menu

File, New



1. In the **File** menu, select **New**.
2. Create your work. . See the **How to Use Write:OutLoud 6** section in this guide for step-by-step procedures.
3. When you are finished, save and close your work or exit the program.
- 4.

File, Open Student Central

If you have signed into Student Central before, you can open an existing document or delete your own work. If you have not signed in before, you can create a user sign in and begin using Student Central. (To learn more about Student Central, see the **Student Central** section in the guide.)

1. In the **File** menu, select **Open Student Central**.
2. If you have signed in before, select your name in the list and click .
3. If you have not signed in before, click , type your name and click . Click  in the Login screen and Student Central opens.

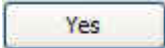
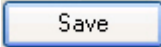

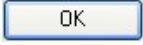
File, Open

1. On the toolbar, click **Open** 
OR
In the **File** menu, select **Open**.
2. Find and highlight your file and click .


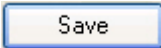

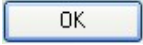
File, Close

Close the document that is open.

1. In the **File** menu, select **Close**.

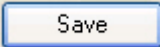

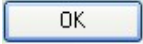
2. If you have not saved the document before your last change, a message appears asking if you want to save your changes.
3. If you have not yet named your document and want to save it, click .
4. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.
5. If you want to change the default location click , select a different location and click .

File, Save

1. On the toolbar, click **Save** 
OR
In the **File** menu, select **Save**. If you have saved your work before, you are finished saving.
2. If you have not yet named your work, the Save As window opens.
3. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.
4. If you want to change the default location click , select a different location and click .

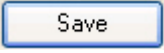
File, Save As

Save your work with a new name. If you saved your work before with another name, you will keep both copies of your work.

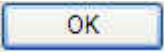
1. In the **File** menu, select **Save As**. The **Save As** window opens.
2. In the **NAME** field, type your new name for your work and click .
3. If you want to change the default location click , select a different location and click .

File, Export

Save your work as eText. The document will automatically be saved with an .rtf extension added to the file name that you give it.



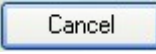
1. In the **File** menu, select **Export**. The **Choose a filename to save under** window appears.
2. In the **Save** in drop-down list, select the location where you want to store the eText.
3. In the **File name** field, type the name for the eText and click .

File, Page Setup



1. In the **File** menu, select **Page Setup**.
2. Highlight the margin you want to change.
3. Type the new number. The new number replaces the old number.
4. When you are finished, click .

File, Print Preview

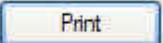
Look at the entire document on screen before you send it to the printer. The way the document appears in **Print Preview** is the way it will appear on paper.

1. In the **File** menu, select **Print Preview**. The first page of your printout appears.
2. If your document is on more than one page, you can look at all of the pages before sending the document to the printer or closing the window. To see the next page, click . To see the previous page, click .
3. When you have finished looking at the print preview, click  in the **Print Preview** window to close the window.

File, Print One

- On the toolbar, click **Print One** 
- OR
- In the **File** menu, select **Print One** . Your work prints automatically.

File, Print

1. In the **File** menu, select **Print**.
2. Place a check in the check boxes to select the items you want to print and click .

Note: Remember that locked text should not be part of the final printed document; it is there only to help you remember what you need to do in your work.

File, Recent Files

Show the last five documents you opened in a menu.

- In the **File** menu, select **Recent Files** and select the file name.

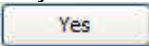
File, Quit/Exit

Close open documents and then exit the program.

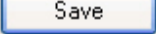
Note: (In Windows) The last option in the **File** menu is **Quit/Exit**. (On a Macintosh) The last option in the **File** menu is **Recent Files**; there is no option to **Quit/Exit** in the **File** menu.


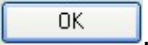
1. In the **File** menu, select **Quit/Exit**.

Note: If you have saved your work immediately before selecting **File, Quit/Exit**, your work is saved with that file name and the program closes.

2. If you are working on a document you have opened before and made changes, the **Save Changes** window opens. Click  to save your work.

3. If you are working on a new document and have not yet named your work, the **Save As** window opens.

- a. In the **NAME** field, type a name for your work and click . The field below the name displays the location that the file will be stored in.

- b. If you want to change the default location click , select a different location and click .

Edit Menu

Edit, Undo

Cancel your last action. For example: If you paste text into your work but decide you don't want it, select **Undo** and it disappears.

Note: Select **Undo** a second time to cancel your next-to-last action.

Edit, Redo

Redo the last action that you undid. For example: If you have selected **Undo** to remove a section of text, but decide you want the text after all, select **Redo** and the text reappears.

Note: Select **Redo** a second time to redo the next-to-last action you undid.

Edit, Cut

Remove selected text or graphics from your work. Use with **Paste** to move a selected item within or between documents.

1. Select the text or picture to be cut.
2. In the **Edit** menu, select **Cut**. The selected item is removed from your work, but available to paste in another location.

Note: Only the last item copied or cut from your work is available for pasting.

Edit, Copy

Make a copy of selected text or graphics. Use with **Paste** to copy a selection within or between documents.

1. Select the text or picture to be copied.
2. In the **Edit** menu, select **Copy**. The selected item is copied from your work, leaving the original text untouched. Your copied item is available to **Paste** in another location.

Note: Only the last item copied or cut from your work is available for pasting.

Edit, Paste

Place a cut or copied selection in your work at the cursor.

1. Cut or copy text or graphics from your work.
2. Place your cursor in the location where you want to paste the item.
3. In the **Edit** menu, select **Paste**. The cut or copied item is pasted into your work at the cursor.


Note: You can paste the cut or copied item into more than one place within your work. Place the cursor in additional locations and select **Paste** one or more times.

Edit, Clear

Remove selected text or graphics from your work.

1. Select the text or picture to clear from your work.
2. In the **Edit** menu, select **Clear**.

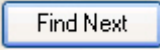



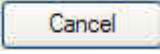
Edit, Select All

When reviewing and revising your work for overall flow of ideas, use **Select All** to highlight all text in your work. Then, click  to hear your work read from beginning to end.

1. Place the cursor anywhere in your work.
2. In the **Edit** menu, choose **Select All**.


Edit, Find

Locate a specific word or group of words in your work. Listen to the word or group of words spoken either alone or as they are used in the sentence where they are found.

1. Place your cursor at the beginning of the document or where you want to begin the search.
2. In the **Edit** menu, select **Find**.
3. Type the word or group of words that you want to find.
4. Click  to search for the word or group of words.
5. To hear the found text read aloud, click the first . To hear the text in the **Find what** field read aloud, click the second . To stop speaking at any time, click **Stop** .
6. Click  to return to your document at the location that was in the **Find** window.


Edit, Move to Beginning of Document

Move the cursor to the top of the first page of your document.

- On the toolbar, click **Move To Beginning Of Document** 
OR
In the **Edit** menu, select **Move To Beginning Of Document**.


Edit, Move to Next Sentence

Move the cursor to the beginning of the next sentence. Uses a period, question mark or exclamation point to determine the end of a sentence.

- On the toolbar, click **Move To Next Sentence** 
OR
In the **Edit** menu, select **Move To Next Sentence**.

Edit, Select Sentence

Highlight the next sentence. If the cursor is at the end of a sentence, it highlights the next sentence. If the cursor is in the middle of a sentence, it highlights the words from the cursor to the end of the sentence.

- On the toolbar, click **Select Sentence** 
OR
In the **Edit** menu, select **Select Sentence**.

Edit, Move to End of Document

Move the cursor to the bottom of the last page of your document.

- On the toolbar, click **Move To End Of Document** 
OR
In the **Edit** menu, select **Move To End Of Document**.

View Menu

View, Show/Hide Locked Text

See comments and directions your teacher has placed in your work, or hide them when you just want to look at what you have written. You can tell if text is locked because it is yellow and looks like this:

Read about the two characters you want to compare and contrast.

Note: If there is a check next to **Show/Hide Locked Text** in the **View** menu, your Locked Text appears. If there is no check next to **Show/Hide Locked Text** in the **View** menu, the Locked Text does not appear.

View, Show/Hide Toolbar

Switch between displaying the icons on the toolbar as small or large.

Note: If you are using the Advanced toolbar, you may not see all the icons on the screen if you choose to view your toolbar as Large. The icons that do not appear are listed in a drop-down list that appears when you click the right arrow at the right end of the toolbar.

View, Simple/Advanced Toolbar

Switch between the Simple toolbar and the Advanced toolbar. The Simple toolbar contains fewer icons for the most commonly used functions. The Advanced toolbar contains icons for more functions.

View, Small/Large Toolbar

Switch between displaying the icons on the toolbar as small or large.

Note: If you are using the Advanced toolbar, you may not see all the icons on the screen if you choose to view your toolbar as Large. The icons that do not appear are listed in a drop-down list that appears when you click the right arrow at the right end of the toolbar.

Insert Menu

Insert, Add Picture

1. Place your cursor where you want your picture to appear.
2. In the **Insert** menu, select **Add Picture**
OR

On the toolbar, click **Add Picture** 

3. Select a picture in the Don Johnston library of pictures and click .

Note: You can open a picture located anywhere on your computer. It would make it easier if you put all pictures in the Don Johnston library so that you have quick access to them: C:\Program Files\Don Johnson\Pictures.

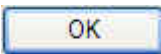
Text Menu

Text, Font

You may decide to use a different font in order to change the way your text looks. You can change the font for letters, words, sentences or the whole document.


1. Highlight the text you want to change
OR
In the **Edit** menu, choose **Select All** to highlight the entire document.
2. In the **Text** menu, select **Font**.
3. In the Font window, click to select a font from the list on the left side of the window. Click to choose a font size in the panel on the right side of the window.

In the **Sample** box at the bottom of the window, you see how your new font looks.


4. Click . The changes appear in your document.

Text, Align Left, Align Center, or Align Right

2. Select the text or picture you want to align.

3. On the toolbar, click **Align** 
OR

In the **Text** menu, select **Align Left**, **Align Center** or **Align Right**. Your selection moves to where you want it on the page.

Note: The Align function cycles through the left, center and right align types. To see what the next alignment type will be when you click **Align** , hold your mouse over the button.

Text, Single Space

Show very little space between lines of text in your document.

When you are using single spacing, the space between your lines looks like this.

1. Highlight the paragraph(s) you want to single space
OR
In the **Edit** menu, select **Select All** to highlight your whole document.
2. In the **Text** menu, select **Single Space**. Your highlighted text is single-spaced.

Text, Double Space

Add one line of extra space between lines of text in your document.

When you are using double spacing, the space between your lines looks like this.

1. Highlight the paragraph(s) you want to double space
OR
In the **Edit** menu, choose **Select All** to highlight your whole document.
2. In the **Text** menu, select **Double Space**. Your highlighted text is double-spaced.

Text, Triple Space

Add two lines of extra space between lines of text in your document.


When you are using triple spacing, the space between your lines looks like this.

1. Highlight the paragraph(s) you want to triple space
OR
In the **Edit** menu, select **Select All** to highlight your whole document.
2. In the **Text** menu, select **Triple Space**. Your highlighted text is triple-spaced.

Text, Grow Selection

Make selected text and/or pictures larger.


1. Highlight the text or picture you want to make larger.

2. On the toolbar, click **Grow Selection** 
OR
In the **Text** menu, select **Grow Selection**.

Text, Shrink Selection

Make selected text and/or pictures smaller.

1. Highlight the text or picture you want to make smaller.

2. On the toolbar, click **Shrink Selection** 
OR
In the **Text** menu, select **Shrink Selection**.

Text, Regular/Plain Text

Remove all other text styles (bold, italics or underline) from selected text.

This is an example of regular text.

1. Highlight the text from which you want to remove all text styles.
2. In the **Text** menu, select **Regular/Plain**.

Text, Italic

Change selected text to the italic version of the font you are using.

This is an example of italics text.

1. Highlight the text you want to make italicized.
2. In the **Text** menu, select **Italic Text**.

Text, Bold

Change selected text to the bold version of the font you are using.

This is an example of bold text.

1. Highlight the text you want to make bold.
2. In the **Text** menu, select **Bold Text**.

Text, Underline


Change selected text to the underline version of the font you are using.

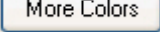
This is an example of underlined text.

1. Highlight the text you want to underline.
2. In the **Text** menu, select **Underline**.

Text, Set Colors

Set options for the colors you want to use in your work.

1. On the toolbar, click **Set Colors** 
OR
In the **Text** menu, select **Set Colors**. The **Set Colors** window opens.
2. If you want to change the color of the background, select **Background Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the text, select **Text Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the highlighted text, select **Selection Color** on the left side and then click a color in the **Selected Color** list.

Note: If you don't see the color you want to use, click  to see other additional colors from which you can choose.

3. Click .

Speech Menu

Speech, Turn Speech On/Off

Turn all speech options off or on.


Speech, Speak Toolbar and Dialog Boxes

Speak the button name when the mouse pointer is placed over a button in the toolbar or in a dialog box.

Speech, Speak

Speak highlighted text or, if no text is highlighted, speak the sentence containing the cursor.


1. Highlight the text you want to speak.

2. On the toolbar, click 
OR
In the **Speech** menu, select **Speak**.

Speech, Read All


Speak the entire document.

1. Place your cursor anywhere in the text you want to speak.

2. On the toolbar, click **Read All** 
OR
In the **Speech** menu, select **Read All**.

Speech, Repeat

Repeat the last text spoken.

- On the toolbar, click **Repeat** 
OR
In the **Speech** menu, select **Repeat**.

Speech, Speak Letters

Speak each letter as it is typed.

- In the **Speech** menu, select **Speak Letters** to turn it on or off.

Speech, Speak Words

Speak each word as it is completed.

- In the **Speech** menu, select **Speak Words** to turn it on or off.

Note: A word must be followed by a space or punctuation (period, exclamation point or question mark) before the program can speak it.

Speech, Speak Sentence

Speak each sentence as it is completed being written with ending punctuation.

- In the **Speech** menu, select **Speak Sentence** to turn it on or off.

Note: A sentence must be followed by punctuation (period, exclamation point or question mark) before the program will speak it.

Speech, Speak Paragraph

Speak each paragraph as it is completed being written. When you have completed writing the paragraph, the text is spoken again.

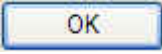
- In the **Speech** menu, select **Speak Paragraph** to turn it on or off.

Note: A paragraph must be followed by a **Return** or **Enter** before the application will speak it.

Speech, Voice Settings

Change and test voice, rate (speed), pitch and speech volume.

Note: You cannot change the pitch for Heather or Ryan (Windows) or Alex (Macintosh).

1. In the **Speech** menu, select **Voice Settings**.
2. Select the voice settings you want. Each time you change a voice, you hear a sample of your chosen voice with your settings.
3. Click  to return to your work with your changes.

Speech, Pronunciations

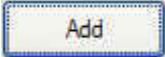
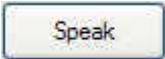
Add or correct pronunciation of words and abbreviations.

1. In the **Speech** menu, select **Pronunciations**.
2. Add, edit or delete word(s) in the Pronunciation Dictionary. For the procedures, see the following topics.

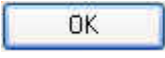
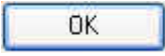
To add a new word or abbreviation to the Pronunciation Dictionary:

Add a word or abbreviation to the Pronunciation Dictionary to have it pronounced correctly.

1. In the **Speech** menu, select **Pronunciations**
2. Click the **Special Words** tab to add a word
OR
Click the **Abbreviations** tab to add an abbreviation.

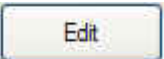
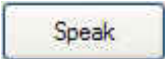
3. Click . The **New Entry** window opens.
4. In the **Key** field, type the word or abbreviation you want spoken (pronounced) correctly.
5. In the **Translation** field, type the word phonetically—spell it the way it sounds. For example, if the key word is Triceratops, spell it phonetically—tri sara tops. The will be how the word is pronounced when spoken.
6. Click  next to the **Translation** field to hear how your **Translation** spelling sounds.

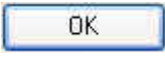
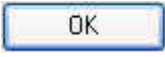
Note: If the word is not pronounced correctly, try different spellings until the word is pronounced the way you want it to be spoken.

7. Click  to return to the **Pronunciation** window.
8. Click  to return to Write:OutLoud 6 with your changes.

To edit the pronunciation of a word or abbreviation in the Pronunciation Dictionary:


Edit the way the computer speaks (pronounces) a word or abbreviation.

1. In the **Speech** menu, select **Pronunciations**.
2. Click the **Special Words** tab to find the word to change
OR
Click the **Abbreviations** tab to find the abbreviation to change.
3. Select the word or abbreviation for which you want to change the pronunciation and click .
4. In the **Translation** field, change the phonetic spelling of the word—spell it the way it sounds.
5. Click the second  to hear how your **Translation** spelling sounds.

Try different spellings until the word is pronounced correctly.
6. Click  to return to the Pronunciations window.
7. Click  to return to the program with your changes.

To delete a word or abbreviation from the Pronunciation Dictionary:

1. In the **Speech** menu, select **Pronunciations**.
2. Click the **Special Words** tab to find the word to delete
OR
Click the **Abbreviations** tab to find the abbreviation to delete.

3. Select the word or abbreviation you want to remove and click .


4. Click  to return to Write:OutLoud 6 with your changes.

Tools Menu

Tools, Check Spelling

Check and correct your spelling with the Franklin Spell Checker.

1. Place the cursor anywhere in you outline, notes, draft or document.

2. On the toolbar, click **Check Spelling** 
OR
In the **Tools** menu, select **Check Spelling**.

The **Spell Checker** window opens. Your entire document is checked for spelling.

3. When the program finds a misspelled word, highlight the correctly-spelled word in the box at the bottom of the window.

4. Click  to place the new word into your document.

5. Click  to return to your work with your spelling corrections.


Note: A questioned word might be spelled phonetically (the way it sounds) and, when spoken, sounds correct. Use **Read Word Spelling** to hear the difference between the word you typed and the correct spelling.

Tools, Dictionary

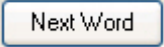

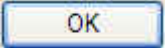
Check word meanings with the Franklin Dictionary.

1. Select a word in your document.


Note: If you do not select a word in your document by highlighting it, the Dictionary gives you the definition of the word that the cursor is currently in, or the word immediately following the cursor.

2. On the toolbar, click **Dictionary** 
OR
In the **Tools** menu, select **Dictionary**.

The **Dictionary** window opens and shows the first sentence with a misspelled word in your document.

3. If you think the spelling is correct, leave the word unchanged and go to the next word by clicking .
4. If you want to see the suggested spellings for the selected word, scroll through the list below the **Suggestions** field.
5. If you want to change the spelling of the selected word to another spelling, select the word in the list below the **Suggestions** field and click .
6. Click  to return to your work with your changes.


Note: If the cursor is at the end of a word or at the end of your document, the Dictionary gives you the definition of the word preceding the cursor.

Note: To speak and spell aloud both the word you looked up and the suggested word, place a check in the **Read Word Spelling** check box and then click .

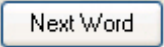
Tools, Identify Homonyms


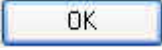
Search for homonyms in your work. Homonyms are words that sound the same but are spelled differently and have different meanings.

1. Select the text you want to search for homonyms
OR
Place your cursor anywhere in your text to search your entire document.

2. On the toolbar, click 
OR
In the **Tools** menu, select **Identify Homonyms**.

The **Homonyms** window opens and shows the first sentence with a homonym in your document.

3. Read the definition of the highlighted homonym in the **Definition** field.
4. If you think the definition is the correct one, leave the word unchanged and go to the next word by clicking .

5. If you want to learn the other homonyms for the selected word, click a suggestion in the list below the **Suggestions** field.
6. Read the definition in the **Definition** field.
7. If you want to change the selected word to another homonym, select the homonym in the list below the **Suggestions** field and click .
8. Click  to return to your work with your changes.

Note: To speak and spell aloud both the found homonym and the word in the **Suggestions** field, place a check in the **Read Word Spelling** check box and then click



Tools, Cue Misspelling

Turn auditory misspelling cue on or off. If you spell a word incorrectly, when the word is spoken, you will hear a sound afterwards. This will let you know you need to go back and spell the word correctly.

1. In the **Tools** menu, select **Cue Misspelling**.

Note: When there is a check mark in the box, audio cuing is on. Click the box again to remove the check mark and turn audio cuing off.

Note: Cue Misspelling will sound for any word or name not found in the Franklin Dictionary.

Tools, Write More

When you review and revise your work, you may decide that there are places where you want to add more information. **Write More** adds two blank lines after the cursor to give you room to write more.

1. Place the cursor in your document where you want to write more.

As I am writing about my topic I may have a place where I want to write more about my topic. Here, I have placed my cursor where I want to add more text.

2. In the **Tools** menu, select **Write More**
OR

On the toolbar, click **Write More** .

As I am writing about my topic I may have a place where I want to write more about my topic.


Here, I have placed my cursor where I want to add more text.

3. Place the cursor in the space you have made between your sentences.
4. Type your new text.

Tools, Mark for Deletion

When reviewing and revising your work, you may be thinking about removing some text. **Mark for Deletion** strikes out selected text and changes the color of that text to red, but leaves the text in your document for you to see.

1. Highlight the text you want to delete.


2. On the toolbar, click 
OR

In the **Tools** menu, select **Mark for Deletion**. The selected text is marked for deletion as shown below.

~~This text is Marked for Deletion.~~

To keep the text you marked for deletion:

1. Highlight the text you marked for deletion, but have decided to keep.

2. On the toolbar, click 
OR


In the **Tools** menu, select **Mark for Deletion**. The selected text returns to normal.

To remove text you have marked for deletion from your work:

1. Highlight the text you marked for deletion and want to delete from your work.
2. On your keyboard, press **Delete**.

Tools, Bibliographer

Create a bibliography of the references (sources) you used in your work.

- On the toolbar, click **Bibliographer** 
OR

In the **Tools** menu, select **Bibliographer**.

Note: See the **Create and Work with the Bibliographer** section in this guide for step-by-step procedures on how to use the Bibliographer tool.

Window Menu

The **Window** menu lets you switch between documents that you are working on. All currently open documents are listed in the menu.

- To switch to a particular document, select it in the **Window** menu.

Help Menu

Help, Write:OutLoud Help

The **Help** menu lets you find answers to your questions about how to use Write:OutLoud 6.

How To...

If you are connected to the Internet, view short videos on how to do Write:OutLoud 6 tasks.

Help, About

See contact information for getting help through Customer Success / Sales, technical support, and Internet.


Teacher Central


Teacher Central is available if you are signed in as a teacher. In Teacher Central, you can:

- Open and comment on learner documents
- Create Assignment Templates and assign them to learners
- Set learner preferences
- Manage learners' work
- Create new learners
- Analyze student progress


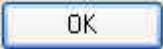
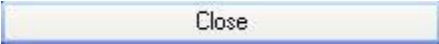
Note: You can access Teacher Central if you have SOLO 6 installed.

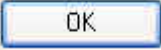
Sign In as a New Teacher

1. On your Desktop, double-click .


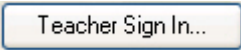
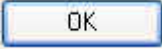
2. Click 
OR

In the **Tools** menu, select **Teacher sign in**.

3. To create a new teacher name, click .
4. In the **Type your name** field, type your name.
5. In the **Type default password** field, type **school**.
6. In the **Type New Password** field, type a new password to use with the sign in name.
7. In the **Re-Type New Password** field, type in the same password.
8. Click .
9. In the Class Management window, click . **Teacher Central** opens.

Note: If the name you typed is already in the **User** drop-down list, you will get a message letting you know. Click  in the message. In the New Teacher window, create a new Teacher Sign In again using a different user name.

Sign In as an Existing Teacher

1. On your Desktop, double-click .
2. Click 
OR
In the **Tools** menu, select **Teacher sign in**.
3. In the **User** drop-down list, select your sign in name.
4. In the **Password** field, type your password.
5. Click . Teacher Central opens.

Content Management View

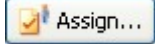
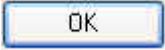
Teacher Central opens in the **Content Management**  view.

Assign an Assignment Template to a Learner

Assign your Assignment Templates to specific learners. By doing this, learners see only the Assignment Templates that they need to see in their **Document-Existing Work** list.

1. In the Content Management view, select the assignment that you want to assign in the **File** list.

Note: Look at the **Preview** panel to confirm this is the Assignment Template you want.

2. On the toolbar, click . The **Assign Content** window opens.
3. Select the tab that contains the learners you want to assign.
4. Place a check in the checkbox next to the learner name or names of the learner to whom you want to assign this Assignment Template.
5. When you are finished, click .


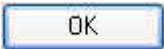
Change the Description of an Assignment Template

When you created an Assignment Template, you entered a short description to help you remember what the Assignment Template is about. Later, you might find that the description should be changed. For example, you may want to make it clearer, more complete or delete some text.

1. In the **File** list in the Content Management view, select the Assignment Template that contains the description you want to change.
2. In the **Description** panel on the lower right, place your cursor where you want to add text.
3. Begin typing. If there is text to the right, it will move to the right to make room for the new text.
4. If you want to replace or remove text in the **Description**, highlight the text and type to replace it or press **Delete** to remove it.

Create a Curriculum Folder

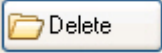
Organize content according to your instructional needs by creating Curriculum Folders. Curriculum Folders allow the teachers to quickly find and assign content within their curricula.

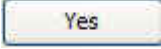
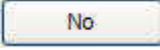
1. In the Content Management view, click  at the bottom of the **Curriculum folders** list on the left. The **New Folder** window opens.
2. Type a name for the new folder in the **Please enter a name for the new folder** field.
3. Click . The new Curriculum Folder name appears in the **Curriculum folders** list.
4. Click and drag the Assignment Template you want to save in the new Curriculum Folder from the **File** list from the right. Release the mouse button when your cursor is over the new Curriculum Folder.

Delete a Curriculum Folder

You might find that your Curriculum Folder list contains a Curriculum Folder that you no longer use. You can remove the Curriculum Folder that you do not find helpful to your instructional needs.

1. In the **Curriculum folders** list on the left in the Content Management view, select the Curriculum Folder you want to remove.

2. Click  at the bottom of the **Curriculum Folders** list. A message appears asking you if you want to delete the selected folder.



3. If you are sure you want to remove the Curriculum Folder, click 
OR
If you want to keep the Curriculum Folder, click . You return to the Content Management view.

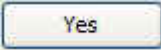
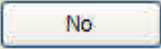
Note: When you delete a Curriculum Folder, you do not delete the Assignment Templates or other contents within it. Only the Curriculum Folder is deleted.

Delete an Assignment Template

You can remove any template that you do not use or do not want your learners to use.


Note: Only a teacher can remove an Assignment Template or Outline Template.

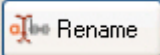
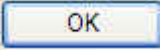
1. In the upper-left panel in the Content Management view, click  **Assignment Templates**. The list of templates appears in the **File** list to the right.
2. Find the template you want to delete and select it.
3. On the toolbar, click . A message appears asking you if you want to delete the selected file.

4. If you are sure you want to remove the document, click 
OR
If you want to keep the document, click . You return to the Content Management view.

Rename Assignment Templates



You can change the name of an Assignment Template. You may find that your template will be more meaningful if it had a different name.

1. In the upper-left panel in the Content Management view, click  **Assignment Templates**. The list of templates appears in the **File** list to the right.
2. In the **File** list, select the document you want to rename.

3. On the toolbar, click . The **Rename file or folder** window opens.
4. Type a new name for the document or folder.
5. Click . You return to Teacher Central and the new name appears in the **File** list.

Search for an Assignment Template


Use the Search feature to quickly find an Assignment Template. Type all or part of a word and search for Assignment Templates or Outline Templates with that word in their names.

1. In the Content Management view, click  **Assignment Templates**. The list of templates appears in the **File** list to the right.
2. On the toolbar in the **Search** field , type all or part of a word you are looking for.

Note: The letter or sequence of letters does not have to be at the beginning of a file name. They are found anywhere within the file name. For example, if you type READ, you find the files “Read and Write about Space” and “Take Notes From Reading”.

View and Open Documents


The Content Management view lets you view and open files. You may want to open files to edit them if you are creating Assignment Templates.

1. In the upper-left panel in the Content Management view, click  **Assignment Templates**. The list of templates appears in the **File** list to the right.
2. To open a document, double-click a document name in the **File** list.

Note: For a brief description of the selected Assignment Template, view the description in the **Description** panel in the lower-right. The teacher typed this description when the file was created and saved.




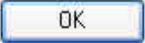
Create an Assignment Template

An Assignment Template is a document created by teachers and assigned to learners. Assignment Templates provide differentiated instruction for learners to use before, during and after writing.

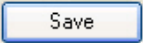
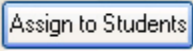
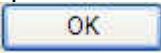

1. On the toolbar, click .
OR
In the **File** menu in Teacher Central, select **New Assignment**. The Create New Assignment window opens.

2. To help you decide what you want to do next, refer to the following procedures for the different ways a teacher can create a new Assignment Template.

Open a Blank Assignment Template

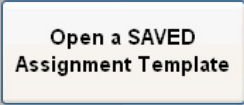
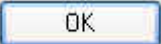
1. Click .
2. Click  OR
In the Teacher Central **File** menu, select **New in** and **Write:OutLoud**.
3. Create your Assignment Template.
4. Click **Save**  to save your assignment.
5. In the **Template Description** field, enter a brief description of the Assignment Template and click .

Note: Later, this description appears in Teacher Central and Student Central when you or a learner selects the Assignment Template to see a preview.


6. In the **File name** field, enter a name for the Assignment Template.
7. If you want to save your template and return to your assignment, click .
8. If you also want to assign your template to learners, click , place a check in the checkbox next to the name of the learner you want to assign, click  and then .

Open a Saved Assignment Template

This is where you can create an assignment template based on an already existing Assignment Template. This saves you the time it would take to create a new Assignment Template.

1. Click .
2. Select the Assignment Template on which you want to base your new Assignment Template and click .


3. Create your Assignment Template.

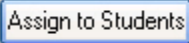
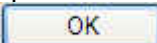
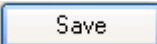
4. On the toolbar, click **Save** .

5. Enter a brief description of the Assignment Template and click .

Note: Later, this description appears in Teacher Central and Student Central when you or a learner selects the Assignment Template to see a preview.

6. In the **File name** field, enter a name for the Assignment Template.

7. If you want to save and return to your work, click .

8. If you also want to assign your template to learners, click , place a check in the checkbox next to the name of the learner you want to assign, click  and then .

Student Documents View

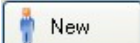
The Student Documents view is where work for learners is organized. Each learner has a folder that contains Assignment Templates and also a folder that contains the learner's own work. Teachers can review work in progress or work completed and comment on the work in the learner's document.

To see the Student Documents view, click **Student Documents** .

View Learners and Classes

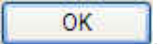
- Display a list of the learners in a specific class by selecting a class name from the **Class** drop-down list.

To Add a New Learner

1. At the bottom of the list of learner names on the left, click .


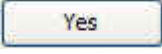
2. Enter the learner's name.

Note: You cannot enter a name of a learner already in the list of learners. The name must be unique.

3. Click . The new name appears in the class list.

Note: If you add a learner with a class selected, the learner is automatically added to that class. The learner is also added to the complete list of learners.

Delete a Learner


1. In the list of learners, select the name of the learner you want to delete.
2. At the bottom of the list of learner names on the left, click .
3. Click  to confirm that you want to delete the learner from the list.

View and Open Learner Documents

Documents are organized in two folders:

- **Assignment Templates** – all Assignment Templates assigned to the learner.
- **My Work** – all documents worked on by the learner or documents that the learner created.

Note: You can see learner documents only if they were saved in Student Central. If learners saved their documents somewhere else, you need to copy them from that folder and paste them into their folder within the program. When a learner is first set up, the program automatically creates this folder.

1. Sign in as a teacher.
2. At the top left of the Teacher Central window, click **Student Documents** .
3. In the Class List, select the learner's name. The **Assignment Templates** and **My Work** headings contain the Assignment Templates and work for the selected learner.

Note: The Class List in the left panel lists all learners by default. If your list is long, you can display a shorter list by selecting the class that contains the learner's name in the **Class** drop-down list.

4. Double-click a document that is in the My Work folder to open it. You can then write comments on completed work as well as work-in-progress.

Search for Learners' Work

Use the Search feature to quickly find work saved by your learners. Type all or part of a word and search for documents with that word in their names.


1. In the Student Documents view, select **My Work** and the learner's name.
2. On the toolbar in the **Search** field  , type all or part of a word you are looking for.

Note: The letter or sequence of letters does not have to be at the beginning of a file name. They are found anywhere within the file name. For example, if you type READ, you find the files "Read and Write about Space" and "Take Notes From Reading".


Create Locked Text

You can use Locked text to write comments in your learner's work. You can also add Locked Text to give directions and extra help to learners. Locked Text can be read aloud for extra help in understanding teacher comments and can be hidden for reading and/or printing a finished assignment.

1. Enter the comments, instructions or example you want to save as Locked Text.

2. Highlight the selection and click **Lock/Unlock Text** .

3. Click outside of the Locked Text. The Locked Text is highlighted in yellow.

Note: To unlock Lock Text, highlight it and click **Lock/Unlock Text** .

Student Preferences View

The Student Preferences view is where teachers can set speech, highlighting, display and font attributes. Teachers can also set options for learner passwords. Teachers have to set them only one time.

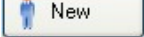
Note: Learners need to be signed in for them to use the display preferences you set here.

To see the Student Preferences view, click .

View Learners and Classes

- Display a list of the learners in a specific class by selecting a class name from the **Class** drop-down list.

Add a New Learner

1. At the bottom of the list of learner names on the left, click .
2. Enter the learner's name.

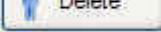
Note: You cannot enter a name of a learner already in the list of learners. The name must be unique.

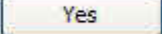
3. Click . The new name appears in the class list.

Note: If you add a learner with a class selected, the learner is automatically added to that class. The learner is also added to the complete list of learners.

Delete a Learner

1. In the list of learners, select the name of the learner you want to delete.

2. At the bottom of the list of learner names on the left, click .

3. Click  to confirm that you want to delete the learner from the list.

Set Preferences to Highlight Text When Speaking

When the speech option is on, words are highlighted as they are spoken. This helps learners follow text as they read or write and hear at the same time.

If you want the text to be highlighted one sentence at a time as it is spoken, select **Highlight Sentence by Sentence** in the **Highlight text when speaking** group on the left in the Learner Preferences view.

Set Speech Preferences

When the speech option is on, you can speak text or Locked Text in a voice of your choice. You can also set the sound and speed of the text to make it easier for your learners to follow along.

1. To choose the type of text to speak, select **Text** or **Locked Text**.

Note: When you select **Text**, the **Same voice for locked text** check box becomes active. You can use the same voice for all text by placing a check in the **Same voice for locked text** check box. If you want to use different voices for text and locked text, leave the **Same voice for locked text** check box empty.

2. Select the type of voice to use in the **Voice** drop-down list.

IMPORTANT LEGAL NOTE: The voices from which you can choose are **Heather**, **Ryan**, any Microsoft system voice and any Macintosh system voice. If you have other text reader programs installed on your computer, you may see additional choices. *You need to contact the manufacturer of those voices to get permission to legally use them depending on your license agreement.*

3. Adjust the speed of the speech by dragging the **Speech Rate** slide bar to the left to make the speech slower

OR

Drag the **Speech Rate** slide bar to the right to make the speech faster.

4. Adjust the pitch of the speech by dragging the **Pitch** slider bar to the left to make the pitch lower

OR

Drag the **Pitch** slide bar to the right to make the pitch higher.

5. Adjust the volume of the speech by dragging the **Volume** slide bar to the left to make the speech quieter

OR

Drag the **Volume** slide bar to the right to make the speech louder.

Note: The numbers above the slide bars will increase or decrease as you drag the slider bar to the left or right to indicate the amount of the adjustment.

Set Toolbar Preferences

The toolbar you see is known as the Advanced Toolbar. The difference between the Advanced Toolbar and the Simple Toolbar is that the Simple Toolbar contains fewer buttons – only the most frequently used buttons display.

1. Select **Simple Toolbars** or **Advanced Toolbar**.
2. Select the size of the toolbar buttons by selecting either **Small Toolbars** or **Large Toolbars**.


Note: Although both toolbars can be set to small or large, keep in mind that if you set Advanced Toolbars to **Large**, all buttons do not appear on your screen. You need to click the arrow where the toolbar ends and select an option from the drop-down list.

Set Display Preferences


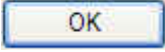
Set options for how you want text to appear and the color to use for the background, text and selection.

1. In the **Display** group on the right, select the font to use in the first drop-down list to the right of **Text Font & Size**.
2. In the **Display** group on the right, select the text size to use in the drop-down list next to the font drop-down list.

Note: To help you make your font and size choices, you can see a sample of your selections in the **Sample** field.

3. Click .
4. If you want to change the color of the background, select **Background Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the text, select **Text Color** on the left side and then click a color in the **Selected Color** list
OR
If you want to change the color of the selection, select **Selection Color** on the left side and then click a color in the **Selected Color** list.

5. Click .

Note: If you do not see the color you want to use, click  to see additional colors from which you can choose. Click  when you have selected your color preference.


Set Preferences to Speak Toolbar Buttons and Dialog Boxes


You can choose whether or not a description of a toolbar button or dialog box (window) is spoken when you place your mouse over it.

- Click the box to turn **Speak Toolbar Buttons and Dialog Boxes** on or off. When the box is checked, **Speak Toolbar Buttons and Dialog Boxes** is turned on. When the box is clear, **Speak Toolbar Buttons and Dialog Boxes** is turned off.

See and Reset Learner Password

When you select a learner in Teacher Central, the learner's password appears as a row of bullets under **Student Passwords** at the bottom-right side of the screen. If learners forget their password and they ask you to tell them what it is, you can use Teacher Central to see it.

- To see the current password, click and hold . The password appears in the field and replaces the bullets.

Note: The default password for all learners is **123456**. If a password has been changed to something else and you want to reset it back to **123456**, click .

Student Progress View

Use this to help track progress over time. Reports can be viewed on screen or printed in portfolios.

To see the Student Progress view, click **Student Progress** .

Compare and Analyze Student Documents

You can compare and analyze student documents in two views: Writing Progress Graph and Writing Data. Both views display the same data in different formats.


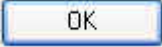
Following are examples of some of the data you can analyze in the Writing Progress Graph view and Writing Data views:

- Word count
- Average word length
- Number of sentences
- Average sentence length
- Number of sequential words used
- Number of high-frequency words used

Choose up to nine documents to analyze:

1. In the Class List, select the learner's name.
2. Click the box next to the documents you want to analyze in the Document list.

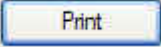
Note: As you select documents, remember that you want to get a progression analysis.

3. Click .
4. Read the *Warning about grades* message and click .
5. Compare and analyze the documents in the Writing Progress Graphs view
OR
Compare and analyze the documents in the Writing Data view.

See the following topics in this section for details.

More About the Writing Progress Graph View

This is the default view for the selected documents. The document names at the bottom of the window are color-coded to match the points on the graph. The same information can be analyzed in the Writing Data view.

You can print this graph by clicking .

More About the Writing Data View

Click the Writing Data tab to change views. The writing data here gives you the same information you see in the Writing Progress Graph view.

You can print this writing data by clicking .

Menus in Teacher Central

File Menu in Teacher Central

File, New Assignment in Teacher Central

1. On the toolbar, click 
OR.
In the **File** menu in Teacher Central, select **New Assignment**.
2. To help you decide what you want to do next, read the options below for an overview of the different ways a teacher can create a new Assignment Template.

Note: For step-by-step procedures on using these options, see the **Create an Assignment Template** section in this guide.


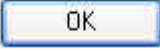
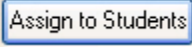
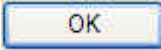
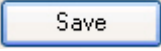
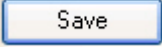
Open a **BLANK** Assignment Template

Create your own new assignment.


Open a **SAVED** Assignment Template

Create an Assignment Template based on an Assignment Template on your computer.


File, New In - in Teacher Central

1. In the **File** menu, select **New In** and select **Write:OutLoud**.
 2. Create your Assignment Template.
 3. On the toolbar, click **Save** .
 4. Enter a brief description of the Assignment Template and click .
 5. In the **NAME** field, enter a name for the Assignment Template.
 6. Click  to assign the new Assignment Template to learners. To do this, place a check in the checkbox for the learners you want to assign and click .
- Note:** If you want to assign your new Assignment Template at a later time, you can skip this step and click .
7. Click .

File, Open In - in Teacher Central

1. Click **Student Documents** .
2. In the column on the left, select the learner's name in the list of learners.
3. In the column on the right, select the Assignment Template or document you want to open in the **Assignment Templates** folder or the **My Work** folder.
4. In the **File** menu, select **Open in**.
5. Choose **Write:OutLoud**.

File, Quit/Exit in Teacher Central

- On the Teacher Central toolbar, click **Quit/Exit** 
OR.
In the **File** menu, select **Quit/Exit**

Note: If you have any open documents, a message appears asking if you want to save them.

Edit Menu in Teacher Central

The **Edit** menu contains standard commands for editing.

Edit, Cut in Teacher Central

Cut is a standard command used for editing. Remove selected text.

Edit, Copy in Teacher Central

Copy is a standard command used for editing. Make a copy of selected text.

Edit, Paste in Teacher Central

Paste is a standard command used for editing. Place cut or copied selection in your work at the cursor.

Tools Menu in Teacher Central

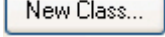
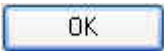
The **Tools** menu provides tools to help you manage learners and classes, edit the way words are pronounced, customize the dictionary, change your password and make backup copies of Write:OutLoud 6.

Tools, Class Management in Teacher Central

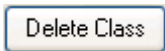
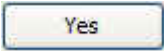
In the **Class Management** window, you can add or delete classes or learners.

- In the **Tools** menu, select **Class Management**.

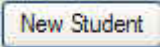
To add a class:

1. At the bottom of the **Class Lists** panel on the left, click .
2. In the **Class Name** field, type a new class name.
3. Click .
4. Add learners to the new class by selecting **All Students** in the **Class List**. Then, click and drag the learners that you want to assign to your new class from the **Students** list to the new class.

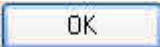
To delete a class:

1. In the **Class List**, select the class you want to delete.
2. At the bottom of the **Class Lists** panel on the left, click . A message appears asking if you are sure you want to delete the class.
3. Click  to confirm that you want to delete the class you selected.

To add a new learner:

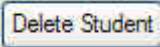
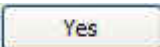
1. Click . The **New Student** window opens.
2. Enter the learner's name.

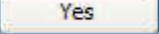
Note: You cannot enter a name of a learner already in the list of learners. The name needs to be unique.

3. Click . The new name appears in the class list.

Note: You can add a new learner to all classes or to all classes and a selected class. If you add a learner with a class selected, the learner is automatically added to that class. The learner is also added to the list of all learners.

To delete a learner:

1. In the list of learners, select the name of the learner you want to delete.
2. Click . A message appears asking if you are sure you want to delete the learner.
3. Click  to confirm that you want to delete the learner from the list.

Note: If you click  and do not have a name selected, Teacher Central deletes the name at the top of the list.

Tools, Pronunciation in Teacher Central

Display the Pronunciation window where you can add a word or abbreviation to the Pronunciation Dictionary, change the pronunciation or delete a word or abbreviation.

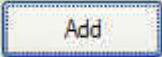
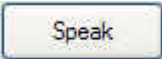
Note: This feature is not available if you are using Heather or Ryan (Windows) or Alex (Macintosh) voice settings.

Note: Teachers and learners can find the same Pronunciation window in **Speech** menu.

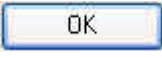
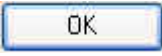
To add a new word or abbreviation to the Pronunciation Dictionary:

Add a word or abbreviation to the Pronunciation Dictionary to have it pronounced correctly.

1. In the **Tools** menu, select **Pronunciation**. The Pronunciation window opens.
2. Click the **Special Words** tab to add a word
OR
Click the **Abbreviations** tab to add an abbreviation.

3. Click . The New Entry window opens.
4. In the **Key** field, type the word or abbreviation you want spoken (pronounced) correctly.
5. In the **Translation** field, type the word phonetically—spell it the way it sounds. For example, if the key word is Triceratops, spell it phonetically—tri sara tops. This will be how the word is pronounced when spoken.
6. Click  next to the **Translation** field to hear how your **Translation** spelling sounds.

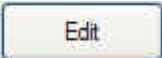
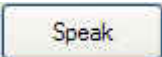
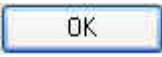
Note: If the word is not pronounced correctly, try different spellings until the word is pronounced the way you want it to be spoken.

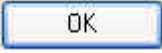
8. Click  to return to the Pronunciation window.
9. Click  to return to Write:OutLoud 6 with your changes.

To edit the pronunciation of a word or abbreviation in the Pronunciation Dictionary:

Edit the way the computer speaks (pronounces) a word or abbreviation.

Note: Learners and teachers can use the Pronunciation Dictionary found in the **Speech** menu. Only teachers can use the same Pronunciation Dictionary found in the Teacher Central **Tools** menu.


1. In the **Tools** menu, select **Pronunciation**. The **Pronunciation** window opens.
2. Click the **Special Words** tab to find the word to change
OR
Click the **Abbreviations** tab to find the abbreviation to change.
3. Select the word or abbreviation for which you want to change the pronunciation.
4. Click . The Edit Entry window opens.
5. In the **Translation** field, change the phonetic spelling of the word—spell it the way it sounds.
6. Click the second  to hear how your **Translation** spelling sounds. Try different spellings until the word is pronounced correctly.
7. Click  to return to the Pronunciations window.

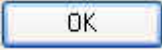
8. Click  to return to the program with your changes.

To delete a word or abbreviation from the Pronunciation Dictionary:

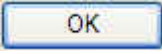
Learners and teachers can use the Pronunciation Dictionary found in the **Speech** menu.

1. In the **Tools** menu, select **Pronunciation**. The Pronunciation window opens.
2. Click the **Special Words** tab to find the word to delete
OR
Click the **Abbreviations** tab to find the abbreviation to delete.

3. Select the word or abbreviation you want to remove and click .

4. Click  to return to the program with your changes.

Tools, Teacher Password in Teacher Central

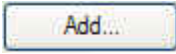
1. In the **Tools** menu, select **Teacher Password**. The **Change Password** window opens.
2. In the **Old password** field, type your current password.
3. In the **Type New Password** field, type a new password.
4. In the **Re-Type New Password** field, type the new password again.
5. Click . You return to Teacher Central.

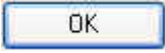
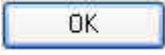
Tools, User Dictionary in Teacher Central

Allows a teacher to add to, edit or delete from the User Dictionary. The User Dictionary is used to make changes to the dictionary, which is used to check spelling. Making changes to the User Dictionary lets you add spellings that are not recognized by the Franklin Spell Checker. This means that words that are spelled correctly will not be flagged as incorrect because they are not in the dictionary.

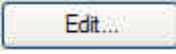
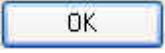
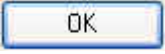
1. In the **Tools** menu, select **User Dictionary**.
2. Do one of the following to use the User Dictionary:

To add an entry to the User Dictionary:


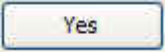
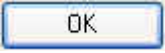
1. Select the word that is below where you want your entry to appear. If this is the first word being added, skip this step.
2. Click . The **Add** window opens.

3. Type the word you want to add to the dictionary.
4. Click . The new word appears above the selected entry.
5. Click  to close the User Dictionary and return to Teacher Central. The next time you open the User Dictionary, your word will appear in alphabetical order.

To edit an entry in the User Dictionary:

1. Select the word that you want to edit.
2. Click . The Edit window opens.
3. Enter your change.
4. Click . Your changed word appears in the User Dictionary.
5. Click  to close the User Dictionary and return to Teacher Central.

To delete an entry from the User Dictionary:

1. Select the word you want to delete.
2. Click . The Delete Word message opens asking if you are sure you want to delete the selected word.
3. Click  to confirm that you want to delete the selected word.
4. Click  to close the User Dictionary and return to Teacher Central.

Tools, Create Backup in Teacher Central

Store a backup copy of your Write:OutLoud 6 data so that you can restore it in case you lose or damage your current data.

1. In the **Tools** menu, select **Create Backup**. A message appears letting you know that you are about to back up teacher names and passwords, lists of learners and learner profiles.

Note: You need to back up Assignment Templates and learners' work with a separate backup system.

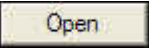
2. Read the message and click . The **Choose a file** window opens.

3. In the **Save in** drop-down list, choose a location for the backup copy.
4. In the **File name** field, either accept the default name or type a new name for the backup copy.

5. Click .

Note: Save the backup copy on another medium (e.g., CD, network, or another computer) than the location of the current copy of Write:OutLoud 6 in case your computer stops working.

Tools, Restore Backup in Teacher Central

1. In the **Tools** menu, select **Restore Backup**. The Choose a file window opens.
2. In the **Look in** field, select the location of the backup copy you want to restore.
3. In the field below the **Look in** field, select the backup file to restore.
4. Click . The data from the date of the backup is restored on your computer.

Help Menu in Teacher Central

The **Help** menu lets you find answers to your questions about how to use Write:OutLoud 6.

Student Central

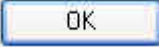
Student Central keeps all of your work in one place. Both you and your teacher may access your work. In Student Central, you can:

- Work on an existing document
- Open an assignment created by a teacher
- Create a new document
- Delete your own work
- Use individual preferences set by your teacher
- Search for a document you created

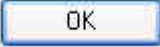
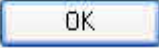
Note: You can access Student Central if you have SOLO 6 installed.

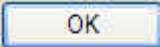
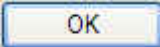
Sign In as a New Learner

1. On your Desktop, double-click .
2. In the **File** menu, select **Sign In**. The Sign In window appears.
3. In the Sign In window, click .

4. In the **Please enter your name** field, type your name.
5. To finish creating your sign in name, click . Your name appears in the list of learners.


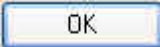
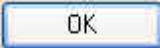
Note: If the name you typed is already in the list, you will get a message telling you to enter a different name.

If you see this message, click , type in another name, and click . You return to the Sign In window.

6. In the Sign In window, select your name.
7. Click .
8. If you are asked for a password, type **123456**.
9. Click . **Student Central** opens.

Tip: To make your sign in name different and still describe yourself, try typing your first name and the first initial of your last name.

Sign In as an Existing Learner

1. On your Desktop, double-click .
2. In the **File** menu, select **Sign In**. The Sign In window appears.
3. In the Sign In window, select your name.
4. Click .
5. If you are asked for a password, type **123456**.
6. Click . Student Central opens.

Assignment Templates Folder

The **Assignment Templates** folder in the **Document** list contains the Assignments Templates created by your teacher. Assignment Templates provide instruction for you to use before, during and after reading.

1. To open an Assignment Template, click the plus sign (+) next to the **Assignments Templates** folder. (No plus sign means that no Assignment Templates are assigned to the selected learner.)

2. Double-click a file name in the Assignment Templates folder to open it.
3. Follow the directions in the Assignment Template to create your own work.
4. Save your work. (See the **Save Your Work** section in this guide for details.)


Note: When you save an Assignment Template, it is saved in the **My Work** folder and .djs is added to the end of the file name.

My Work Folder


The **My Work** folder contains the documents created or modified by a learner. Whenever you save your work in Student Central, it is saved in the **My Work** Folder.

1. Double-click a file name in the **My Work** folder to open it.
2. If your teacher reviewed your work since you opened it last, you can see teacher comments highlighted in yellow.
3. Modify your work and save it. Follow the procedures in this guide to learn how to modify and save your work.

Note: When you save your work, the file name appears in the **My Work** folder.

4. To delete your work, select an item in the **My Work** folder and click .

Create a New Document

1. In the top-left corner of the Student Central screen, click .
2. Create your work and save it. Follow the procedures in this guide to learn how to create and save your work.

Note: When you save your work, the file name appears in the **My Work** folder.

Menus in Student Central

File Menu in Student Central

File, New Document in Student Central


1. On the toolbar, click .

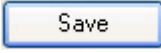
OR


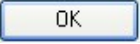


In the **File** menu, select **New** and click


2. Create your work. Follow the procedures in this guide to learn how to create your work.

3. On the toolbar, click **Save** .

4. In the **NAME** field, type a name for your work and click .

5. If you want to change the default location click , select a different location and click .

Quit/Exit in Student Central

- On the Student Central toolbar, click **Quit/Exit** 
OR
In the **File** menu, select **Quit/Exit**.

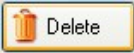
Note: If you have any open documents, a message appears asking if you want to save them.

Edit Menu in Student Central

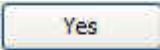
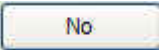
Delete in Student Central

In Student Central, you can delete any documents in the **My Work** folder. You cannot delete Assignment Templates in the **Assignment Templates** folder.

1. In the **My Work** folder, select the document that you want to delete.

2. On the toolbar, click 
OR
In the **Edit** menu, select **Delete**.

A message appears asking you if you want to delete the selected document.

3. Click  to delete the document or click  if you want to keep the document.

Help Menu in Student Central

Get help on using Write:OutLoud 6 features.


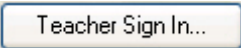
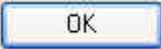
Administrator Activities

Administrator activities are available if you are signed in as the Administrator. The Administrator can:


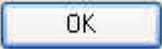
- Change the universal student password
- Enable and disable student passwords
- Add, delete and rename teachers
- Change teacher passwords

Note: You can perform Administrator activities if you have SOLO 6 installed.

Sign In as the Administrator


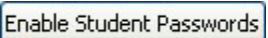
1. On your Desktop, double-click .
2. Click 
OR
In the **Tools** menu, select **Teacher sign in**.
3. In the **User** drop-down list, make sure that **Administrator** is selected.
4. In the **Password** field, type **admin1**.
5. To complete the sign in, click . The Administrator window appears.
6. In the Administrator window, delete a teacher, reset a teacher's password, add or rename a new teacher:

Change the Universal Student Password

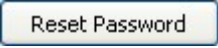
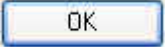
1. In the Administrator window, click .
2. Type the new password.
3. Re-type the new password in the next field and click .

Enable and Disable Student Passwords


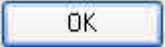
The status of student passwords appears on the left side of the Administrator window. ENABLED means that learners need to use their password to sign in Student Central. DISABLED means that learners *do not* need to use their password to sign in Student Central.

1. If the status is ENABLED and you do not want learners to enter a password, click .
2. If the status is DISABLED and you want learners to be required to use a password, click .


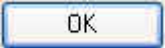
Reset a Teacher's Password

1. In the **Teacher's name** drop-down list, select the teacher.
2. Click .
3. In the **Type New Password** field, type the new password.
4. In the **Re-Type New Password** field, type the new password again.
5. Click .


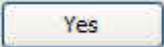
Add a New Teacher

1. Click .
2. In the **Teacher's name** field, enter the name of the new teacher.
3. In the **Teacher's password** field, enter the new password for the teacher.
4. Click .

Rename a Teacher

1. Click .
2. In the **Old teacher's name** drop-down list, select the teacher.
3. In the **New teacher name** field, type the new name.
4. Click .

Delete a Teacher

1. In the **Teacher's name** drop-down list, select the teacher you want to remove.
2. Click .
3. In the Delete Teacher window, click .

Frequency Words

This list of approximately 300 high frequency words make up about 65 percent of all written material and represent words that are normally learned between Pre-Kindergarten and Grade 3. The words listed in alphabetical order.

A

a
about
above
across
after
again
against
air
all
almost
along
also
always
am
America
an
and
animal
animals
another
answer
answered
answering
answers
any
are
aren't
around
as
ask
asked
asking
asks
at
ate
away

B

back
be
because
been
before
began
begin
beginning
begins
begun
below
best

better
between
big
bigger
biggest
black
blue
bodies
body
book
books
both
boy
boys
brown
but
by

C

call
called
calling
calls
came
can
can't
car
cars
cat
cats
change
changed
changes
charging
child
children
cities
city
cold
colder
coldest
come
comes
coming
could
couldn't
countries
country
course
courses
cut

cuts
cutting

D

dad
dads
day
days
did
didn't
different
do
does
doesn't
dog
dogs
doing
done
don't
door
down
during

E

each
earlier
earliest
early
earth
eat
eaten
eating
eats
end
ended
ending
ends
enough
even
ever
every
eye

F

face
faces
faced
facing
families
family
farther

farthest
father
fathers
feet
few
find
finding
finds
five
flies
flew
flown
fly
flying
follow
followed
following
follows
food
foods
foot
for
found
four
from
front
fronts
funnier
funniest
funny

G

gave
get
gets
getting
girl
girls
give
given
gives
giving
go
goes
going
gone
good
got
gotten
great
ground

group
groups

H

had
hadn't
half
hand
hands
hard
harder
hardest
has
hasn't
have
haven't
he
head
heads
hear
heard
hearing
hears
help
her
herself
here
high
him
himself
his
home
homes
house
houses
how
however

I

I
I'd
I'll
I'm
if
important
in
into
is
isn't
it
it's

its
I've

J

jump
jumped
jumping
jumps
just

K

keep
keeping
keeps
kind
kinds
knew
know
knowing
knows

L

land
large
larger
largest
last
late
later
latest
laugh
laughed
laughing
laughs
learn
learned
learning
learns
left
let
lets
letting
life
light
lighting
lights
like
line
lines
little
live

lived
lives
living
long
longer
longest
look
looked
looking
looks
love
loved
loves
loving

M

made
make
makes
making
man
many
may
me
mean
meaner
meanest
men
might
mile
miles
mom
moms
money
more
morning
mornings
most
mother
mothers
move
moved
moves
moving
Mr.
Mrs.
Ms.
much
must
my
myself

N

name
named
names
naming
near
need
needed
needing
needs
never
new
next
night
nights
no
not
now
number
numbers

O

of
off
often
old
older
oldest
on
once
one
only
open
opened
opening
opens
or
order
orders
other
our
out
over
own
owned
owning
owns

P

page

pages
paper
papers
part
parts
people
picture
pictures
place
places
play
played
playing
plays
please
point
pointed
pointing
points
put
puts
putting

R

ran
read
reading
reads
really
red
remember
remembered
remembering
remembers
ride
rides
riding
right
rode
room
rooms
round
run
running
runs

S

said
same
saw
say

saying
says
school
schools
second
see
seeing
seen
sees
set
sets
setting
several
she
short
shorter
shortest
should
shouldn't
show
showed
showing
shows
side
sides
since
small
smaller
smallest
so
some
somebody
something
soon
sound
sounded
sounding
sounds
space
spaces
still
stop
stopped
stopping
stops
stories
story
studied
studies
study
studying

such
sun
sure

T

table
tables
take
taken
takes
taking
tell
telling
tells
than
thank
thanked
thanking
thanks
that
the
their
them
then
there
these
they
thing
things
think
thinking
thinks
this
those
thought
thoughts
three
through
time
times
to
today
together
told
too
took
top
toward
tree
trees
tried

tries
try
trying
turn
turned
turning
turns
two

U

under
until
up
upon
us
use
used
uses
using
usually

V

Very

W

walk
walked
walking
walks
want
wanted
wanting
wants
was
water
watered
watering
waters
way
ways
we
well
went
were
what
when
where
which
while
white
who

whole
why
will
with
without
woman
women
won't
word
words
work
worked
working
works
world
worlds
would
wouldn't
write
writes
writing
wrote

Y

year
years
yellow
you
you'd
you're
young
younger
youngest
your
you've

Words in this list were chosen based on the following resources:

Fry, Edward Bernard, Jacqueline E. Kress, and Dona Lee Fountoukidis. "Instant Words." *The Reading Teacher's Book of Lists*. 3rd ed. Englewood Cliffs, NJ: Prentice Hall, 1993. 23-25.

Carroll, J. B., Peter Davies, and Barry Richman. *The American Heritage Word Frequency Book*. New York: Houghton Mifflin, 1971.

Stemach, Gerald, and William B. Williams. *The First 2,500 Words of Spoken English*. Novato, CA: Academic Therapy Publications, 1988.

Sequential Word List

additionally

adjacent
after
aftermath
afterward
afterwards
again
always
another
before
beforehand
began
begin
begins
begun
during
early
earlier
earliest
final
finally
first
following
former
formerly
further
furthermore
hence
immediate
immediately
interim
last
lastly
late
later
latter
main
mainly
meanwhile
more
moreover
next
now
nowadays
o'clock
original
originally
presently
previous
previously
respective
respectively

second
secondly
simultaneous
simultaneously
since
soon
start
started
starts
subsequent
subsequently
then
thereafter
third
thirdly
ultimate
ultimately
until
when
while

Resource:

The Writing Teacher's Book of Lists, Second Edition, by Gary Robert Muschla, copyright 2004, Jossey-Bass, San Francisco.

Speech Abbreviations

When Write:OutLoud 6 speaks what you write, it recognizes common abbreviations and speaks them correctly. For example, when you type the word "Mr." the computer speaks the word "mister." Following is a list of the abbreviations that Write:OutLoud 6 recognizes.

Note: New abbreviations may be added to the Pronunciation Dictionary, which is found in the **Speech** menu.

A

Abbreviation	Spoken as ...
a.c.	air conditioning
A.D.	AD
a.k.a.	also known as
a.m.	AM
A.M.	AM
A.P.	AP
A.R.	AR
AC	alternating current
AL	Alabama
Ala.	Alabama

Alas.	Alaska
Alta.	Alberta
anon.	anonymous
Apr.	April
apt.	apartment
AR	Arkansas
Ariz.	Arizona
Ark.	Arkansas
ASAP	as soon as possible
assn.	association
assoc.	association
asst.	assistant
atm.	atmosphere
attn.	attention
ave.	avenue
Ave.	avenue
AZ	Arizona

B

Abbreviation	Spoken as ...
B.	B
b.	B
B.A.	BA
B.C.	BC
B.S.	BS
BC	British Columbia
Bldg.	Building
Blvd.	boulevard
bp	boiling point
BP	blood pressure
bro.	brother
bros.	brothers
BSA	Boy Scouts of America
bsh.	bushel

C

Abbreviation	Spoken as ...
c.	C
C.	C
C.D.T.	Central Daylight Time
C.E.O	CEO
C.I.A.	Central Intelligence Agency

C.J.	chief justice
C.P.A.	CPA
C.P.U.	CPU
C.S.T.	Central Standard Time
CA	California
cal	calorie
Cal.	California
Calif.	California
Can.	Canada
capt.	captain
cc.	chapters
CDT	Central Daylight Time
cg	centigram
cm	centimeters
CO	Colorado
Co.	Company
Colo.	Colorado
Conn.	Connecticut
contd.	continued
Corp.	corporation
cos	cosine
cosec	cosecant
Cr.	credit
csc	cosecant
CST	Central Standard Time
CT	Connecticut
ctn.	carton
cu	cubic
cu.	cubic

D

Abbreviation	Spoken as ...
D.	D
d.	D
D.C.	DC
D.J.	DJ
DC	District of Columbia
DE	Delaware
Dec.	December
deg.	degree
Del.	Delaware
Dept.	Department

dia.	diameter
diam.	diameter
Dir.	director
Dist.	district
DJ	DJ
doz.	dozen
Dr.	doctor
dz.	dozen

E

Abbreviation	Spoken as ...
E	East
E.	E
e.	E
E.D.T.	Eastern Daylight Time
E.S.T.	Eastern Standard Time
ea.	each
EDT	Eastern Daylight Time
ENE	east-northeast
ER	emergency room
ESE	east-southeast
esp.	especially
EST	Eastern Standard Time
est.	established
etc.	et cetera

F

Abbreviation	Spoken as ...
F	Fahrenheit
F.	F
f.	F
Feb.	February
fl	fluid
FL	Florida
Flor.	Florida
Fr.	French
Fri.	Friday
ft.	feet
fth.	fathom
fur.	furlong
FYI	for your information

G

Abbreviation	Spoken as ...
g	gram
G.	G
g.	G
G.B.	Great-Britain
GA	Georgia
Ga.	Georgia
gal.	gallon
gm	gram
gtd.	guaranteed

H

Abbreviation	Spoken as ...
H.	H
h.	h
H.S.	high school
hf	high frequency
hgt.	height
HI	Hawaii
Hon.	honorable
hp	horsepower
Hq.	Headquarters
hr	hour
hr.	hour
hrs	hours
hrs.	hours
HS	high school
ht	height
Hts.	Heights
Hwy.	highway
hwy.	highway
Hz	Hertz

I

Abbreviation	Spoken as ...
I.	I
i.	I
i.e.	IE
IA	Iowa
Ia.	Iowa

ID	Idaho
Id.	Idaho
ie	IE
IL	Illinois
Ill.	Illinois
IN	Indiana
in.	inch
Inc.	incorporated
Ind.	Indiana
intl.	international
IRS	Internal Revenue Service
is.	island
Is.	island
isth.	isthmus

J

Abbreviation	Spoken as ...
J.	J
j.	J
Jan.	January
Jr.	junior
jr.	junior
Jul.	July
Jun.	June
JV	junior varsity

K

Abbreviation	Spoken as ...
k	karat
K	karat
K.	K
k.	K
Kans.	Kansas
Ken.	Kentucky
kg	kilogram
kg.	kilogram
km	kilometer
km.	kilometer
KS	Kansas
kW	kilowatt
kWh	kilowatt-hour
KY	Kentucky

Ky.	Kentucky
-----	----------

L

Abbreviation	Spoken as ...
l	liter
L	liter
L.	L
l.	L
LA	Los Angeles
La.	Louisiana
lat.	latitude
lb.	pound
lm	lumen
Ln.	lane
long.	longitude
lt.	lieutenant
Ltd	Limited
Ltd.	Limited

M

Abbreviation	Spoken as ...
m	meter
M.	M
m.	M
M.A.	MA
M.B.A	MBA
M.D.	MD
M.Ed.	Master of Education
M.F.A.	Master of Fine Arts
M.L.S.	Master of Library Science
m.p.g.	miles per gallon
m.p.h.	miles per hour
M.S.	MS
M.S.T.	Mountain Standard Time
M.T.	Mountain Time
MA	Massachusetts
Maj.	major
Man.	Manitoba
Mar.	March
Mass.	Massachusetts
max.	maximum
MB	Manitoba

MD	Maryland
Md.	Maryland
Mdm.	Madam
mdse.	merchandise
ME	Maine
Me.	Maine
mfd.	manufactured
mg	milligram
MI	Michigan
MIA	missing in action
Mich.	Michigan
min	minute
min.	minute
Minn.	Minnesota
misc.	miscellaneous
Miss.	Mississippi
ml	milliliter
Mlle.	Mademoiselle
mm	millimeter
mm.	millimeter
MM.	Messieurs
Mme.	Madame
Mmes.	Mesdames
MN	Minnesota
MO	Missouri
Mo.	Missouri
mo.	month
Mon.	Monday
Mont.	Montana
mos.	months
mpg	miles per gallon
mph	miles per hour
Mr.	mister
Mrs.	missus
ms	millisecond
MS	Mississippi
Ms.	mizz
msec	millisecond
Msgr.	Monsignor
MST	Mountain Standard Time
MT	Montana
MVP	most valuable player
MW	megawatt

N

Abbreviation	Spoken as ...
N	north
N.	N
n.	N
N.C.	North Carolina
N.D.	North Dakota
N. Dak.	North Dakota
N.H.	New Hampshire
N.J.	New Jersey
N.M.	New Mexico
N. Mex.	New Mexico
N.S.	Nova Scotia
N.W.T.	Northwest Territories
n. wt.	net weight
N.Y.	New York
natl.	national
NB	New Brunswick
NC	North Carolina
ND	North Dakota
NE	Nebraska
Nebr.	Nebraska
Nev.	Nevada
Newf.	Newfoundland
NF	Newfoundland
Nfld.	Newfoundland
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NNE	north-northeast
NNW	north-northwest
no.	number
No.	number
nos.	numbers
Nos.	numbers
NS	Nova Scotia
ns	nanosecond
nsec	nanosecond
nt. wt.	net weight
NV	Nevada
NW	northwest

NY	New York
NYC	New York City
NYSE	New York Stock Exchange

O

Abbreviation	Spoken as ...
O.	O
o.	O
O.K.	OK
O.R.	operating room
Oct.	October
OD	overdose
OH	Ohio
OK	Oklahoma
Okla.	Oklahoma
ON	Ontario
Ont.	Ontario
OR	Oregon
Or.	Oregon
Ore.	Oregon
oz	ounce
oz.	ounce

P

Abbreviation	Spoken as ...
P.D.T.	Pacific Daylight Time
P.E.	physical education
P.E.I.	Prince Edward Island
p.m.	PM
P.M.	PM
P.O.	post office
P.O.W.	prisoner of war
P.R.	Puerto Rico
P.S.T.	Pacific Standard Time
P.T.	Pacific Time
P.T.A.	PTA
PA	Pennsylvania
Pa.	Pennsylvania
pat.	patent
PC	personal computer
pct.	percent
PDT	Pacific Daylight Time

PE	Prince Edward Island
Penn.	Pennsylvania
Penna.	Pennsylvania
pdf.	preferred
Ph.D.	PHD
pkg.	parking
pkwy.	parkway
Pkwy.	parkway
Pl.	place
PO	post office
pop.	population
POW	prisoner of war
ppd.	postpaid
PR	Puerto Rico
Pres.	president
Prof.	professor
PST	Pacific Standard Time
PT	Pacific Time
pty.	proprietary
PWA	Public Works Administration

Q

Abbreviation	Spoken as ...
Q.	Q
q.	Q
qt	quart
qt.	quart
QU	Quebec
Que.	Quebec

R

Abbreviation	Spoken as ...
r	radius
R&B	rhythm and blues
R.	R
r.	R
R.I.	Rhode Island
R.I.P.	rest in peace
R.R.	railroad
rd	rod
Rd.	road
RDA	recommended daily allowance

rep.	representative
Rep.	representative
reqd.	required
rev.	revision
RI	Rhode Island
RN	registered nurse
ROI	return on investment
RR	railroad
Rt.	route
Rte.	route
RV	recreational vehicle
rwy.	railway
ry.	railway

S

Abbreviation	Spoken as ...
S	south
S.	S
s.	S
S.C.	South Carolina
S. Dak.	South Dakota
S.E.	southeast
S.W.	southwest
Sask.	Saskatchewan
Sat.	Saturday
SC	South Carolina
SD	South Dakota
SE	southeast
Sen.	Senator
Sep.	September
Sept.	September
SK	Saskatchewan
SLC	Salt Lake City
so.	southern
So.	southern
Soc.	society
Sq.	square
Sr.	senior
sr.	senior
SSE	south-southeast
SSW	south-southwest
ST	Standard Time

St.	street
Sun.	Sunday
Supt.	superintendent
SW	southwest

T

Abbreviation	Spoken as ...
T.	T
t.	T
tan	tangent
tbs.	tablespoon
tbsp.	tablespoon
Tenn.	Tennessee
Terr.	Terrace
Tex.	Texas
Thu.	Thursday
Thurs.	Thursday
TLC	tender loving care
TM	trademark
TN	Tennessee
tn.	ton
tnpk.	turnpike
tpk.	turnpike
Treas.	Treasurer
tsp.	teaspoon
Tue.	Tuesday
Tues.	Tuesday
TVA	Tennessee Valley Authority
TX	Texas

U

Abbreviation	Spoken as ...
u.	U
U.	U
U.K.	United Kingdom
U.N.	United Nations
U.S.	United States
U.S.A.	United States of America
ult.	ultimate
UN	United Nations
Univ.	University
USA	United States of America

UT	Utah
Ut.	Utah
UV	ultraviolet

V

Abbreviation	Spoken as ...
V	volt
V.	V
v.	V
V.I.	Virgin Islands
V.P.	vice-president
VA	Virginia
Va.	Virginia
VI	Virgin Islands
VP	vice-president
vs.	versus
VT	Vermont
Vt.	Vermont

W

Abbreviation	Spoken as ...
W.	W
w.	W
w.p.m.	words per minute
W. Va.	West Virginia
W.W.I.	World War One
W.W.II.	World War Two
w/o	without
WA	Washington
Wash.	Washington
Wed.	Wednesday
WH	watt-hour
whsle.	wholesale
WI	Wisconsin
Wis.	Wisconsin
wk.	week
WNW	west-northwest
wpm	words per minute
WSW	west-southwest
wt.	weight
WV	West Virginia
WW I	World War One

WW II	World War Two
WY	Wyoming
Wyo.	Wyoming

X

Abbreviation	Spoken as ...
X.	X
x.	X

Y

Abbreviation	Spoken as ...
Y.	Y
y.	Y
Y.T.	Yukon Territory
yd	yard
yr.	year
YT	Yukon Territory

Z

Abbreviation	Spoken as ...
Z.	Z
z.	Z