



Toolbar

Available for SOLO® users

Send to Draft:Builder

Wake up Co:Writer

Save

Send to Read:OutLoud

Print One

Move to Next Sentence

Move to Beginning of Document

Select Sentence

Move to End of Document

Slide Bar

Speak

Repeat

Dictionary

Bibliographer

Check Spelling

Identify Homonyms

Write More

Mark for Deletion

Add Picture

Alignment


Grow Selection


Shrink Selection


Set Colors


Locked/Unlock Text


Hints


 Add new words to the dictionary by clicking . By doing this, the **Spell Checker** will not identify the word as incorrect the next time you use the **Spell Checker**.

 To read the definition of a specific word, highlight the word and click **Dictionary**.

 Write:OutLoud includes a **library of sample pictures**. Add any pictures that are in .bmp, .pct, .gif or .jpg formats located on your hard drive. Pictures are organized by categories and kept in folders to make finding the right picture quick and easy.

 Text is increased to the next available font size, and pictures are increased in size each time this command is selected.

 Text is decreased to the next available font size, and pictures are decreased in size each time this command is selected.

 If you don't see the color you want to use, click to see additional colors.



To make your text easy to read, choose colors that have good contrast between text, background and highlight colors.






Editor's Checklist

Use this checklist with your learners to help them edit their work.


My document makes sense.

1. Place your cursor anywhere in the Document panel.
2. In the **Edit** menu, choose **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 any sentence(s) you are not happy with. You can also add more text to your document or remove text that you don't want.


The sentences in my document are clear and complete.

1. Click  to go to the beginning of your document.
2. Click  to hear the first sentence read aloud.
3. Listen to make sure your sentence is clear and makes sense. Fix the sentence if it doesn't make sense.
4. Click  to hear the next sentence read aloud, and so on. Fix any sentences that don't make sense.


The words in my document are spelled correctly.

1. Click  to check your spelling.
2. Use the **Spell Checker** to fix any spelling mistakes you find.



I used the correct homonyms (to, too, two; they're, their). My sentences make sense.

1. Click  to check homonyms (words that sound the same but are spelled differently and have different meanings).
2. Replace incorrect words with the words you need.


I used the correct words. My sentences make sense.

1. Highlight each word that you want to check.
2. Click  to check the definition of each word in the **Dictionary**.
3. Replace incorrect words with the words you need.



The first word in every sentence starts with a capital letter.

1. Click  to go to the beginning of your document.
2. Click  to move the cursor to the beginning of each sentence.
3. Check to make sure that the first word in each sentence starts with a capital letter.


The title has capital letters where they belong.

1. Click  to go to the beginning of your document.
2. Check the title to make sure you used capital letters in the right places. Fix any mistakes that you find.

Each sentence ends with a punctuation mark.

1. Click  to go to the beginning of your document.
2. Click  to hear each sentence read aloud.
3. Listen to each sentence. Does each sentence end in the right place?
4. Fix any mistakes that you find.

I listened to my document read aloud again. I looked for any mistakes I might have missed.

1. Place your cursor anywhere in the text.
2. In the **Edit** menu, choose **Select All**.
3. On the toolbar, click  to hear your document read aloud.
4. Fix any mistakes that you find.