

Quick Reference Card



Palette

Hide Co:Writer Erase Last Word

Speak Sentence in Co:Writer Window See More Guesses

Undo Last Action Turn Speech On/Off

Send Text to Document Quit

Add Prefix to Root Word Send Text to Document

..... True Keys

..... Add Suffix to Root Word

..... See/Change Settings

Select Topic Dictionary Active Topic Dictionaries List

..... Create New Topic Dictionary

eWord Bank eWord Bank List

Word Type Nouns & Names

Hints

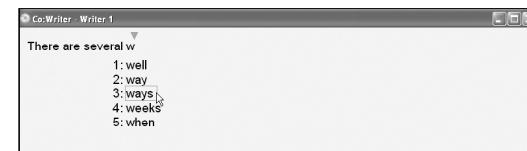
- Expand sections of your Co:Writer **Palette** to see and use more Co:Writer tools. To collapse a section of your Co:Writer **Palette**, click .
- Hide the **Co:Writer Window** and **Palette**, leaving only the wakeup button. Useful if you want your full screen available for editing or formatting. To bring Co:Writer back, click .
- As you are writing a word, click **More Guesses** to show additional word guesses for the letters you have typed. If **Flexible Spelling** is turned ON, word guesses will include phonetically-spelled word guesses.
- Use **Speak Sentence** to hear the part of the sentence you've written in the Co:Writer Window. In the **Sentence** and **Paragraph** windows, this can be useful for long sentences where part of the sentence is not visible in the Co:Writer window.
- When speech is turned ON, Co:Writer can do one or more of the following: speak guesses, speak letters, words and/or the entire sentence as you write it, and/or speak descriptions of Co:Writer **Palette** buttons as you place your cursor over them.
- True Keys** lets you type numbers or extra punctuation into your sentence or use keys that Co:Writer normally uses for other purposes. When ready to go back to regular Co:Writer, press this key again.

Use **Send Text** to send your words or sentence to anywhere in the connected application without adding punctuation or pressing **Enter** or **Return**.

Seeing and Selecting Gussed Words

Finding and choosing the word you want works the same way whether you are using Co:Writer's **Sentence**, **Paragraph** or **Word Window**.

1. Type the first letter(s) of the word you want. Predicted words, or guesses, appear in the **Guesses List**.
2. Move and pause your cursor over the guesses to hear them spoken aloud (if the speech option is turned ON in your Settings).
3. To select the word you want, **click** the guess with the **mouse** **OR** Type the **number** in front of the guess (if numbers are showing) **OR** Use the **Down Arrow** to step through the guesses. Press the **Spacebar** to select the word.





Quick Reference Card



How To's


Getting Started with Co:Writer SE

Co:Writer is a writing assistant designed to be used together with another application. The first time you use Co:Writer, follow these simple steps:

1. Double-click  on your Windows desktop or click  on your Macintosh dock.
2. Click and type your name into the **Enter Name** dialog. Then, click .




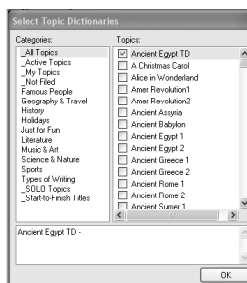
3. Follow the directions in the Co:Writer **Wizard** to create a **New Writer** file that meets YOUR individual needs.
4. When you have set up your **New Writer** file using the **Wizard**, click .
5. Find and launch your favorite word processing program as you would normally, when using it without Co:Writer.

6. Click . The Co:Writer **Palette Window** and **Guesses Window** appear.
7. Begin typing in your Co:Writer **Guesses Window**.

Selecting a Topic Dictionary

Use one or more of Co:Writer's **Topic Dictionaries** to get quick access to the topic- and genre-specific vocabulary you need.


1. On the Co:Writer **Palette**, click . The **Select Topic Dictionaries** dialog appears.

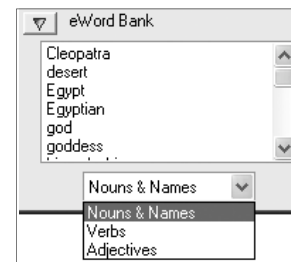


2. In the **Categories** panel, select a category.
3. In the **Topics** panel, select one or more Topic Dictionaries.
4. If you want to select Topic Dictionaries from additional categories, repeat steps 2 and 3.
5. Click to close the dialog and begin using the words in your selected Topic Dictionaries as you write.

Using the eWord Bank

When you have one or more Co:Writer **Topic Dictionaries** selected, a list of key words from those dictionaries appears in the **eWord Bank**. You can choose to show **Names & Nouns**, **Verbs** or **Adjectives** listed in your **eWord Bank** at any one time.

1. Click  at the bottom of the Co:Writer **Palette Window**.
2. From the drop down list, select the type of words you want to view.



3. Use the scroll bar at the right of the **eWord Bank** to view all the words.