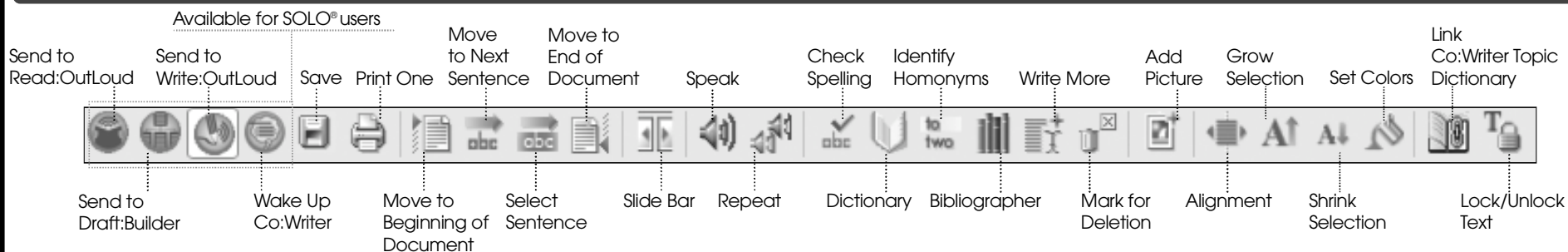







# Quick Reference Card







## Toolbar



## Hints

-  If you want to see more of a panel but don't want to use the **Slide Bar**, use the scroll bars at the bottom and right side of the panel to move the view up, down, left or right without changing the size of the panel itself.
-  A questioned word might be spelled phonetically (the way it sounds) and, when spoken, sound correct. Use **Check Spelling** to hear the difference between the word you typed and the correct spelling.  
Your Assignment Template may contain a word that is not in the dictionary but it is spelled correctly. You can add this word to the dictionary by clicking . By doing this, the **Spell Checker** will not find the word incorrect the next time you use the **Spell Checker**.
-  If you want the definition of a specific word, highlight the word and click **Dictionary**.  
If you do not select a word by highlighting it, the **Dictionary** starts checking at the beginning of the document.
-  Write:OutLoud includes a library of sample **pictures** and supports adding any **pictures** that are in .bmp, .pct, .gif or .jpg formats. Pictures are organized by categories and kept in folders to make finding the right picture quick and easy.  
To make finding new pictures (not included with Write:OutLoud) easier, add your own pictures directly into Write:OutLoud's pictures directory. Place pictures into existing category folders or add new category folders to fit your specific needs.

-  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.

# Quick Reference Card



## 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.

To add more text, use **Write More** . **Write More** adds one blank line after the cursor to give you room to write more.

To remove text that you do not want, use **Mark for Deletion** . **Mark for Deletion** crosses out selected text and changes the color of that text to red but leaves the text in the document for you to see.

### 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.