

Using CoWriter with Word Processing



CoWriter is word prediction software. It can be used with most programs that take text: *Appleworks, Kidspiration, Graph Club, iPhoto, Pages, Keynote, Word, Powerpoint, and SubEthaEdit.* (But not in *Timeliner, Pixie or WebBlender*)

FYI

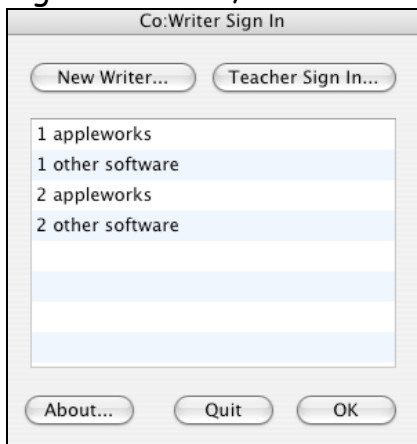
- You can set up individual writers (students), or use the generic writers I have already set up for you. Unless a student has specific needs, you should use the generic writers in *CoWriter*. (see directions for making a new writer if you want to create a new one)
- *CoWriter* works only with another program as the text is really in the other program like *Appleworks*. Nothing can be saved in *CoWriter*.
- *CoWriter* can be used with *Write Out Loud*, but whatever the student saves will be saved only on that computer (not on the server) and cannot be accessed anywhere else.
- The kindergarten and first grade vocabulary lists are already added as dictionaries to *CoWriter*. (Teachers can create new dictionaries too.)
- *CoWriter* can predict most words, even if students use inventive spelling.

Open the program in which you wish to use text (*Appleworks, Graph Club, iPhoto, etc.*)

Open *CoWriter* from the dock



At the Sign-In Screen, select the appropriate writer:



1 = beginners dictionary (grades k-2)

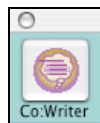
2 = intermediate dictionary (grades 3-5)

appleworks = sentence window (if you want to write the whole sentence in CoWriter and hear it played back)

other software = word window
(if you only want to get a word suggestion when you need it.)

*All of these writers have "as needed" turned on. Predicted/suggested words will only appear when the student asks for them by pressing the right arrow key.

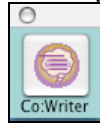
Select one writer. You may see a screen that gives directions. Click Don't show this again



The *CoWriter* Icon will appear on the desktop:

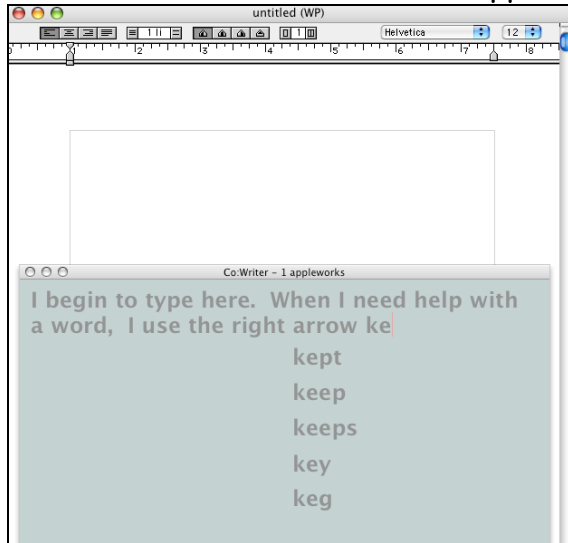
1 = appleworks

This writer will use the beginner dictionary and the sentence window.



Click on the *CoWriter* Icon to begin

The student will see the blank Appleworks page and an empty sentence window.



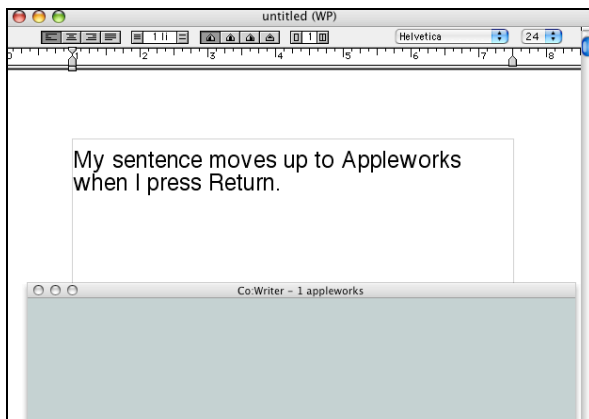
The student begins to type and as he/she adds a space, CoWriter will read each word aloud.

When the student adds punctuation to the end of a sentence, it will read the whole sentence.

The return key will send the written text into Appleworks.

They may type more than one sentence before they press Return to send it to Appleworks.

- Predicted/suggested words will not appear unless the student asks for help by pressing the right arrow key → on the keyboard.
- Move the mouse over each word to hear it spoken.
- If the wanted word isn't in the list, press the right arrow → again until the word appears.
- Select the word in the list and it will appear in the sentence.
- Press Return to move the completed sentence into Appleworks (or open program)



Students can later change font sizes and styles, center text, and add images in Appleworks or other open program.

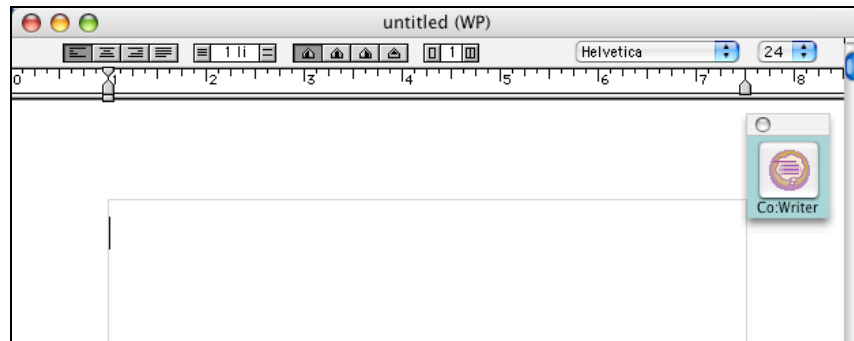
2 = other software

This writer will use the intermediate dictionary and the word window.

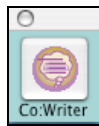



Click on the *CoWriter* Icon to begin

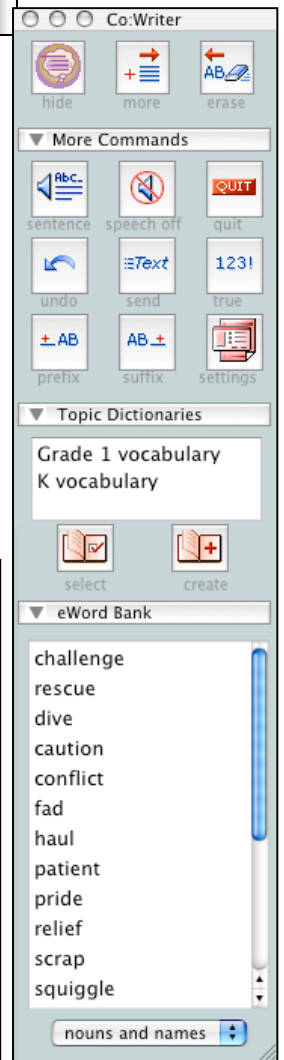
- The student will see the blank *Appleworks* page but no *CoWriter* window.



- Begin typing in *Appleworks*.



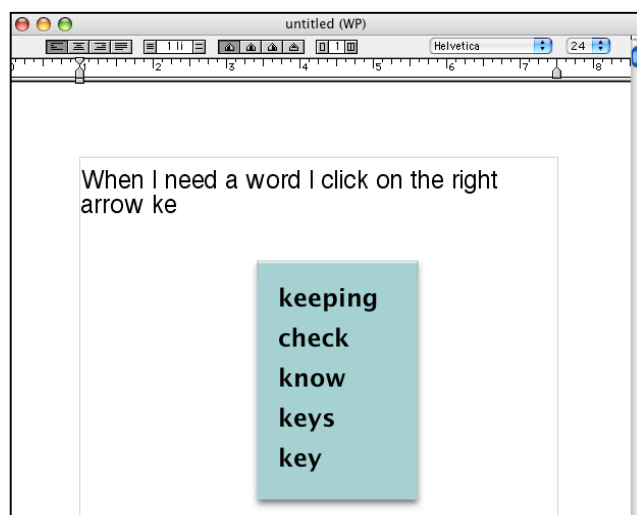
- Click on the *CoWriter* Icon to wake it up. A long palette of icons will appear on the right.
- *CoWriter* will read words aloud as the student types (if the palette is open) and read a whole sentence when punctuation is entered.
- If the student needs help, they press the right arrow key and a word window will appear. Select the wanted word and the word window disappears.
- Press the right arrow key  to get the word list back when needed.




Quit *CoWriter* by clicking



in the palette.





Tips:

 Delete Key on the keyboard - deletes the previous space

 Back Arrow on the keyboard - deletes the previous word

= Equal key on the keyboard - wakes up *CoWriter* palette

FAQ:

1. Why won't *CoWriter* let me type? If *CoWriter* seems stuck, just press the = key.
2. Why won't it read aloud?
 - *CoWriter* will only read aloud if the *CoWriter* Palette is open. If it isn't reading, click on the *CoWriter* Icon to open the palette.
 - Make certain the Speech button is turned on.  It will be labeled speech off (so you can turn it off)
3. How can I stop the reading aloud? In the palette, click the  button, but remember to turn it back on when you log out! It will be turned off for the next user.
4. How can I move the word window out of the way? Just click and drag the window to a new location.
5. How can I add special words from my classroom? Create your own dictionary and add it to *CoWriter*. (see Dictionary directions) You will have to copy the dictionary to every computer.
6. What is the word bank? This list of words are in the current dictionaries you have chosen. You can see the nouns, verbs, and adjectives.
7. Can I use Write Out Loud with *CoWriter*? Yes, but it will save to the individual computer, not the server. Students will have to use the same computer each time.
8. How is using Keynote, Word, Powerpoint, and SubEthaEdit with *CoWriter* different? When using these programs, *CoWriter* moves the sentence up to the program as soon as you press a punctuation mark, not when you press Return.