

# 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

..... Active Topic Dictionaries List

Select Topic Dictionary ..... Create New Topic Dictionary

..... eWord Bank List

eWord Bank Word Type ..... eWord Bank List

## Hints

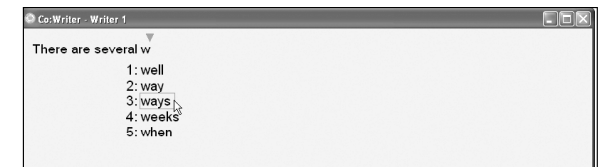
- Expand sections of your Co:Writer **Palette** to see and use more Co:Writer tools. To collapse a section of your Co:Writer **Palette**, click .
- Hide the **Co:Writer Window** and **Palette**, leaving only the wakeup button. Useful if you want your full screen available for editing or formatting. To 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.





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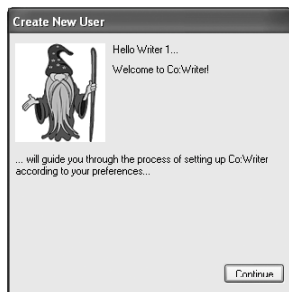


## How To's


### 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 .




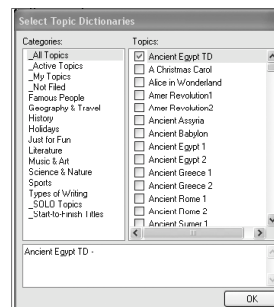
3. Follow the directions in the Co:Writer **Wizard** to create a **New Writer** file that meets YOUR individual needs.
4. When you have set up your **New Writer** file using the **Wizard**, click .
5. Find and launch your favorite word processing program as you would normally, when using it without Co:Writer.

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.

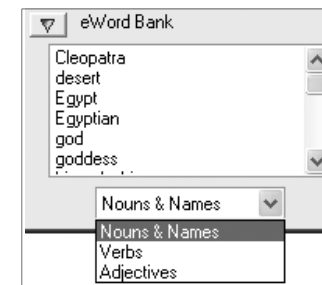


2. In the **Categories** panel, select a category.
3. In the **Topics** panel, select one or more Topic Dictionaries.
4. If you want to select Topic Dictionaries from additional categories, repeat steps 2 and 3.
5. Click  to close the dialog and begin using the words in your selected Topic Dictionaries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