



Co:Writer Tools

How it Works

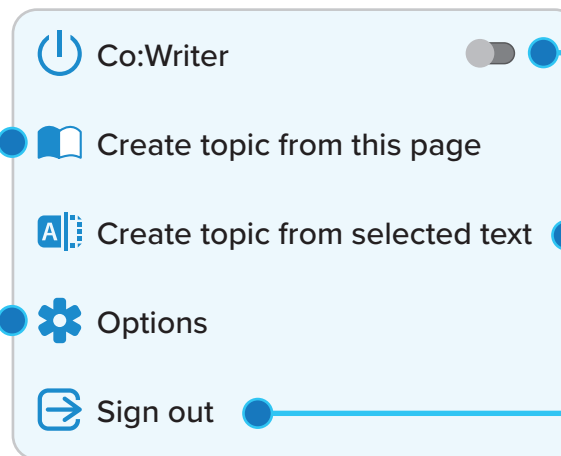


Co:Writer Tools Overview

Sign in and out of Co:Writer, change your settings, and create your topics

Create topic from current page

Change your speech, font, and color settings in Co:Writer



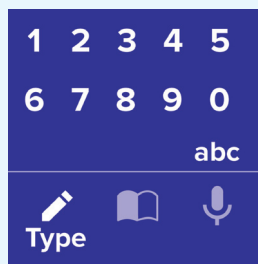
Turn Co:Writer **ON** and **OFF**

Create topic from highlighted text

Sign out of your Co:Writer account

Get Words

(Word Prediction)



1. Type one or two letters of a word.
2. Choose the word from the list (in the word prediction box) or hover the mouse over a word to hear it spoken before selecting.
 - a. Click the word to put it into the document — **OR** —
 - b. Use the keyboard to press the number next to the predicted word.
3. To type numbers into the document, click **123** — type the numbers by clicking on the numbers or using the keyboard keys. To return to typing text, click **abc**

Horizontal View

1. Click and hold the Co:Writer word prediction box.
2. Drag the word prediction box to the bottom of the page and release for Horizontal View:



3. To return to the traditional word prediction box - grab the horizontal bar and pull it back up on the page.

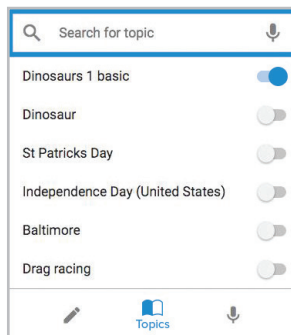





Co:Writer Tools

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Turn Topic ON/OFF



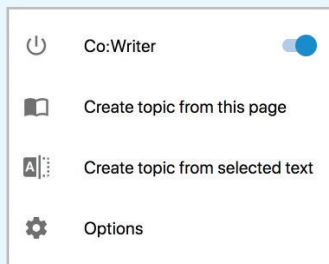
1. Click  in the word prediction box.
2. Toggle a Topic from the list **ON**  / **OFF**  —OR—
3. To create a new Topic, type key words in the "Search for topic" field at the top of the window, and then select a Topic that matches. Look at bottom of page -



Your topic has been created and is now active. TOPICS

4. To return to the work prediction box, click 



Create a Topic from Page or Selected Text






1. Open the page needed to create a Topic.
2. Click on  and select "Create topic from this page." —OR—
3. Highlight text, click on  and select "Create topic from selected text."
4. Once completed, look for this pop-up at the bottom of the page -



Your topic has been created and is now active. TOPICS



Speech to Text

1. Click  in the word prediction box to open Speech to Text.
2. Click  to start recording.
3. Speak when the icon turns blue 
4. Click again to stop recording.

As Needed

1. Click the Co:Writer extension icon 
2. Click  "Options"

3. Click on 

4. Select an As Needed choice

