



Co:Writer Tools

How it Works

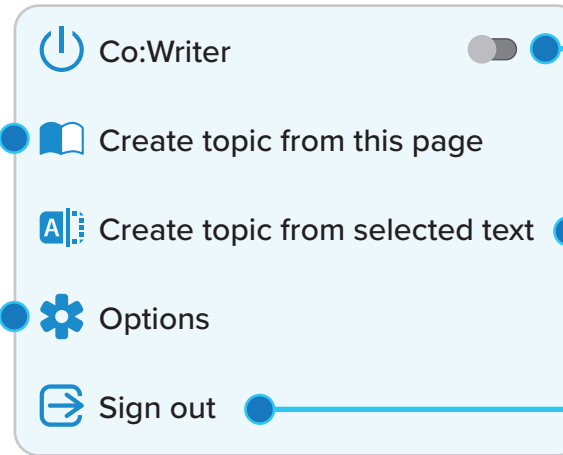


Co:Writer Tools Overview

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

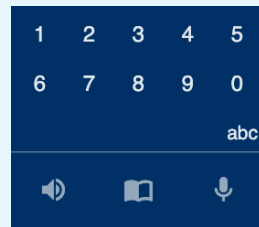
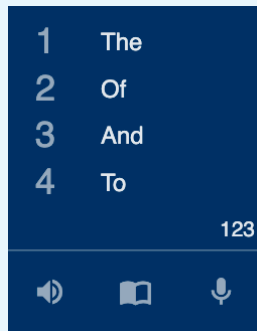


Turn Co:Writer **ON** and **OFF**

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.

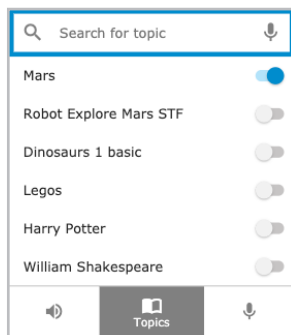


Co:Writer Tools

How it Works



Turn Topic ON/OFF



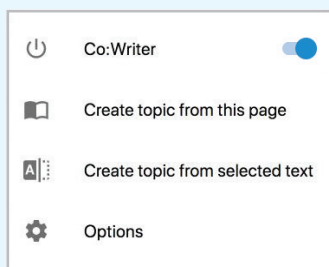
1. Click in the word prediction box.
2. Toggle a Topic from the list **ON** / **OFF** — **OR** —
3. To create a new Topic, type key words in the "Search for topic" field at the top of the window, and then select a Topic that matches. Look at bottom of page -

Your topic has been created. **TOPICS**

4. To return to the word prediction box, click



Create a Topic from Page or Selected Text

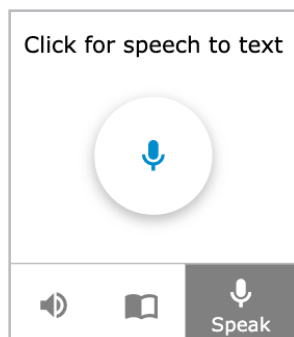


1. Open the page needed to create a Topic.
2. Click on and select "Create topic from this page." — **OR** —
3. Highlight text, click on and select "Create topic from selected text."
4. Once completed, look for this pop-up at the bottom of the page -

Your topic has been created. **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.
5. To return to the word prediction box, click

As Needed

1. Click the Co:Writer extension icon
2. Click "Options"
3. Click on
4. Select an As Needed choice

