### Co:Writer Tools Overview

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

### How it Works

#### Co:Writer

- Turn Co:Writer ON and OFF

#### Create topic from current page

#### Create topic from this page

#### Create topic from selected text

#### Options

- Options for changing your speech, font, and color settings in Co:Writer

#### Sign out

- 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 — type the numbers by clicking on the numbers or using the keyboard keys. To return to typing text, click

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>0</th>
<th>abc</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>The</td>
<td>Of</td>
<td>And</td>
<td>To</td>
<td></td>
<td>123</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>1</th>
<th>both</th>
<th>2</th>
<th>but</th>
<th>3</th>
<th>bottom</th>
<th>4</th>
<th>bothering</th>
<th>5</th>
<th>better</th>
<th>123</th>
<th>abc</th>
</tr>
</thead>
</table>

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

**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 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 As needed
4. Select an As Needed choice