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
- Create topic from this page
- Create topic from selected text
- Options
- Sign out

How it Works

Turn Co:Writer ON and OFF

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

**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 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 As needed off
4. Select an As Needed choice

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