



## Co:Writer Tools

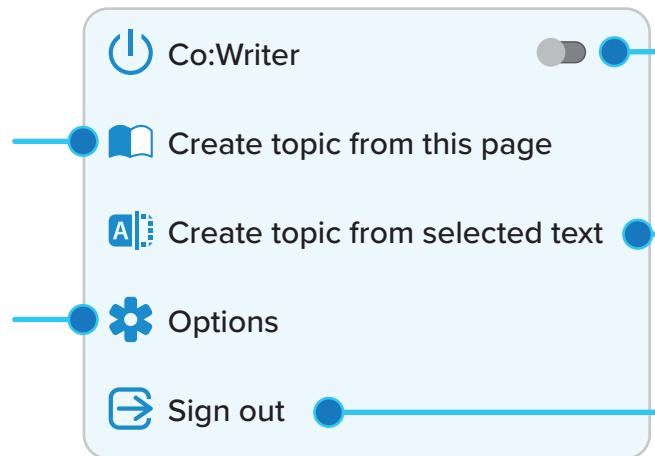


### Co:Writer Tools Overview

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

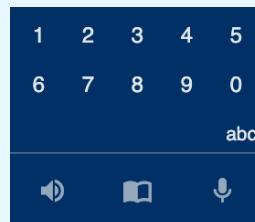


Turn Co:Writer **ON** and **OFF**

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:



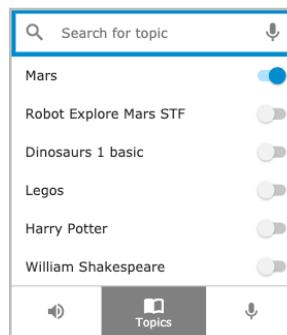
3. To return to the traditional word prediction box - grab the horizontal bar and pull it back up on the page.



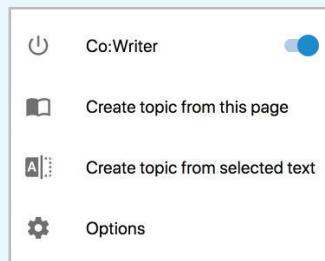
## Co:Writer Tools



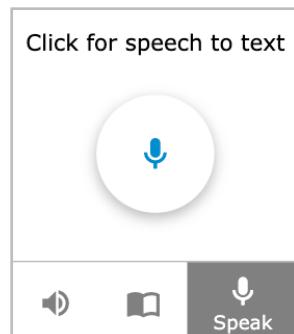
### Turn Topic ON/OFF



### Create a Topic from Page or Selected Text



### 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 Speak.

## How it Works

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

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

### 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

