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

How it Works

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

**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:
   - Click to return to typing text, click 
3. To return to the traditional word prediction box - grab the horizontal bar and pull it back up on the page.
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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.

4. To return to the word prediction box, click Topics.

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.

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.

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
   - As needed off
   - As needed
   - As needed - Speech-to-text