

Co:Writer 4000 for the Macintosh
(Most features are the same on computers running Windows only
the Alt. Key is used in place of the Command Key)

1. Open Co:Writer 4000 first (or a Writer file that has previously been created for a specific user).
2. Open the word processing program that will be used with Co:Writer 4000 (eg. Write Outloud, Microsoft Works, Word, ClarisWorks, etc.)
3. Press the '=/+ ' key to attach Co:Writer 4000 to the word processor (This is the Wake-up Key). Co:Writer 4000 can be resized by dragging it to the desired size.
4. Begin typing.

If the word you want is in the list of predicted words-select it by:

1. Pressing the **spacebar**
2. Typing its **number**
3. Pressing the **arrow keys** to move the selection box through the choices-the space bar to accept it
4. Using the **mouse** to point and click on the word

If the word you want is not in the list of predicted choices, type the next letter. Co:Writer 4000 will automatically space for you if you want it to do that. After the last word of the sentence is typed, add the correct punctuation. Co:Writer 4000 will automatically transfer the sentence to the word processor.

FlexSpell is a feature of Co:Writer that can be turned on or off. FlexSpell allows for phonetic substitutions, common letter confusions, letter reversals, letter omissions, and letter additions. **Flexible Spelling** can be found under the **Options Menu**.

The wavy outline of the Co:Writer 4000 window tells you that Co:Writer 4000 is still active, so you do not need to use the Wake-up key. If you want to edit what you typed once it is in the word processing document, you may work right in the document. Then press the Wake-up key to return to Co:Writer 4000. Hint: Co:Writer 4000 can be placed in the background and only used when needed.

If a word is chosen accidentally, it can be deleted one letter at a time by pressing the **Delete key**. Co:Writer 4000 will then predict backwards. An entire word can be deleted by pressing the **left arrow** key.

To delete an entire sentence, Select **Erase Sentence** from the **Edit Menu** or use the keyboard equivalent (**Command+E**)

To add a different suffix to a word select the word that is close and then select the right arrow key. A list of suffixes will appear. For example, if the word 'run' is wanted but only 'run' appears in the list of choices, select 'run' and then select the **right arrow** key. The word 'runs' should appear in a list along with running.

To add a number or a punctuation mark such as a period for an abbreviation without sending it to the word processor, the **'esc'** key needs to be selected to take the program to **true keys** mode.

To add punctuation within a word such as "Washington D.C." you must type the **Command + the punctuation mark** -in this case a period.

Words can be added to the Co:Writer 4000 dictionary by importing them from another text document. A new topic dictionary can be established.

New words can also be added to the Co:Writer 4000 dictionary by typing them in and pressing **return**. It only works if Collect new words is checked. (This works well for words that have been brainstormed ahead of time for a particular topic.)

If an individual spells many words incorrectly, do **not** check **Collect new words** so they will not be added to the dictionary. If specific words are needed for a topic, they can be added prior to the student typing the words.

Prefixes can be added by selecting **Command +left arrow** before typing any letters.

Suffixes can be added to the end of an accepted word by pressing **Command + +**

Speech feedback is available by selecting desired speech options from the **Speech Menu**. It can be set to speak each letter, speak guesses automatically or when selected, or speak the entire sentence. Speech feedback can also be turned off.

Abbreviation Expansions can be added to Co:Writer 4000's dictionary. For example, when JD is typed it could predict Jane Doe's e-mail address.

The written information will be saved in the word processing document not in Co:Writer 4000. So if a paper is to be worked on again:

- a.) Open Co:Writer 4000
- b.) Open the Word Processor
- c.) Go to the File menu and select open-find the paper's name and open it.

Personalizing Co:Writer 4000

Co:Writer 4000 has options that can be changed and that are critical to the special needs of individuals. These include Main dictionary size, (0, 1000, 3000, 6000, 12,000, or 40,000 words), topic dictionaries, number of predicted choices (1-9), 4 arrangements of guesses, double spacing, alphabetical order instead of frequency, predict ahead (adds a grammatically correct word to the sentence prior to any letters being typed), predict in-line (Co:Writer 4000's best guess after a letter is typed), and different speech and scanning options.

After features are set for an individual-Select Save Writer As from the File Menu. Name it as "Student's name start up" file. This file can be opened in place of the original Co:Writer 4000 at the beginning of each time.