

Getting Started

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Write:OutLoud Features:

Write:OutLoud is a talking word processor that is filled with features that increase its ease of use. Some special features are:

Talking Toolbar

The Write:OutLoud toolbar gives you one-click access to common tasks, and is displayed at the top of Write:OutLoud documents. It has buttons for moving the text cursor, highlighting text, speaking, checking spelling, checking the meaning of words, adding pictures, printing, changing font sizes, alignment and changing the color of the text and the background. Toolbar buttons also display a label and speak their names for easy identification.

Add Pictures

Place pictures in Write:OutLoud documents. Select a picture from the graphics library that comes with Write:OutLoud or import graphics from other places on your computer. Write:OutLoud uses standard computer graphics so your students can use the graphics they are already familiar with.

Franklin Spell Checker & Dictionary

Write:OutLoud uses the acclaimed Franklin Spell Checker and Dictionary. Franklin is the teachers' choice for electronic children's dictionaries. The spell checker shows and reads words in context. It both reads and spells suggested words. The dictionary shows and reads words in context, gives definitions students can understand and displays homonyms so students can choose the correct form of words.

Speak Text

Speak word by word or sentence by sentence. Speak the whole document in many ways. Use speech features for multisensory learning. Use speech as a way for nonspeaking individuals to communicate: class participation, telling stories and expressing wants and needs.

Highlight Word by Word

Words highlight one-at-a-time as Write:OutLoud reads them aloud. This option is helpful for students who are learning to read, or for students with visual tracking difficulties.

Cross-platform File Compatibility

Write:OutLoud v.3 files can be used on either Macintosh or Windows machines. Students can easily work on files at school and at home regardless of platform.

Navigate Through Document

Easy-to-find toolbar buttons and keyboard shortcuts for document navigation and selection help you get around the document quickly and easily. Go directly to the beginning or end of the document for revision, speaking the text or continuing your work. Move word-by-word, sentence-by-sentence or paragraph-by-paragraph. Highlight text just as easily. These

features are especially important for writers with visual and/or motor difficulties. See Appendix A for additional information on key equivalents for document navigation and selection.

Paragraph Alignment

Choose how to line up each paragraph: align paragraphs left, center or right. Click the Alignment tool to cycle through alignment options, or use the menu commands for each option.

Line Spacing

Write:OutLoud offers single, double and triple line spacing so writers can print drafts for easy editing and revising. Choose how to space the lines for the whole document or individual paragraphs.

Tab

Write:OutLoud now offers preset (.5 inch) tabs so writers can easily indent paragraphs or line up columns of text.

Print One Feature

Print One skips the traditional print window and directly prints one copy of the document. This is easier for the user because it eliminates a step.

Auditory and Visual Cues for Misspelling

Write:OutLoud monitors your words as you type. If you type a word it doesn't recognize, it cues you with a sound and/or menu bar flash. This gives students immediate feedback that a word is misspelled or unknown. Students can identify and correct misspellings immediately or wait until they're ready to spell check their document.

Grow and Shrink Words and Pictures

Change font and picture size at the click of a button. Use large font to increase visibility or to emphasize words in a lesson.

Text Color Tool

Choose from a range of colors for the text color. Use color to create overall visual contrast or to emphasize specific words or blocks of text.

Background Color Tool

Choose from a range of colors for the background color.

Set Highlight Color

Choose from a range of colors for the highlight color. Use the Set Colors... dialog to select the highlight color and preview how it works with the selected text and background colors.

The Write:OutLoud Talking Toolbar

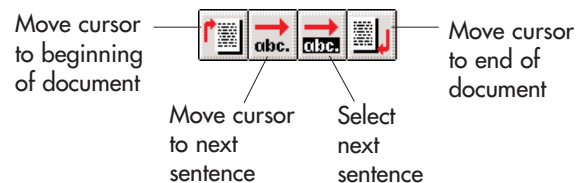
The buttons on the Write:OutLoud toolbar are grouped according to tasks for easier use. To hear a button speak its function, place the mouse pointer over the button. Speech is automatic after your cursor stays on a button for a second or two.



Tip: If you do not want to hear the buttons speak their functions, turn Speak Toolbar off in the Options menu.

Text Navigation and Selection Buttons

The buttons on this part of the toolbar let students move their cursor around their Write:OutLoud document or select text quickly and easily.



Beginning



Moves cursor to the beginning of the document. Students can quickly get back to the beginning of the document to add a title or reread the story.

Move



Moves cursor to the next sentence. Students can quickly navigate through their document for reading and revising the story.

Select



Selects the next sentence. Students can quickly select "chunks" of text for formatting or reading aloud, sentence-by-sentence.

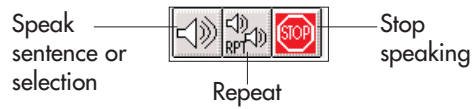
End



Moves cursor to the end of the document. Students can quickly get to the end of the document to add to existing work.

Speech Buttons

Common speech functions are available at the click of a mouse:



Speak



Speaks the current sentence or selected text. Click Speak again to speak the next sentence. Students can control reading of their document for comprehension or revision.

Repeat



Click Repeat to hear again what was just spoken. Students can repeat what was just heard to increase comprehension or when proofreading their work.

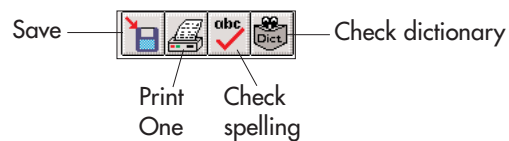
Stop



Click Stop to stop the current speech. Students can immediately interrupt speech for any reason: to revise their work, work quietly, end a work session, make a different selection, etc.

File Management Buttons

Common commands for file management and editing are here.



Save



Save your file to disk. Use Save frequently while you're working to save changes to the document.

Print One



Prints one copy of your document, bypassing the regular print dialog. Print One gives students simplified access to printing—there are no additional windows to navigate through.

Check Spelling



Checks the entire document for spelling errors. For more information on using the spell checker, see Chapter 3 of the Write:OutLoud User's Guide.

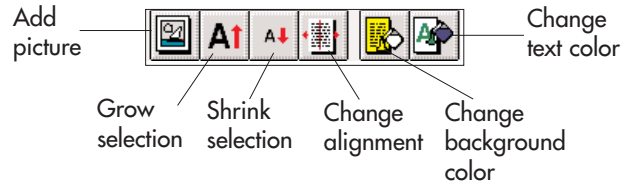
Check Dictionary



Checks word meanings with the Franklin Dictionary and Homonym Checker. If you don't select a word, Write:OutLoud checks the word you just finished typing. For more information on using the dictionary, see Chapter 3 of the Write:OutLoud User's Guide.

Text and Page Appearance Buttons

Use these buttons to change the way your text document looks:



Add Picture



Brings up the Add Picture dialog, where you can choose a picture to insert into your document. See Chapter 4 in the User's Guide for more information on how to use pictures with Write:OutLoud.

Grow & Shrink



Click Grow or Shrink to change the size of the font or picture.



Highlight letters, words, sentences or pictures. Click Grow to increase the size. Click Shrink to decrease the size. Each time you click Grow or Shrink, the font will change to the next available size. Continue clicking until you get the size you want.

Alignment



Change the alignment of the selected paragraphs. Each time you click Alignment, you cycle through the alignment options of Align Left, Align Center and Align Right. Continue clicking to cycle through the alignment options.

Text Color

Background Color



Change the color of the entire document background. Each time you click this button, it cycles to the next available background color. Continue clicking to cycle through the color options.

Text Color



Change the color of the selected text. Each time you click Text Color, it cycles to the next available text color. Continue clicking to cycle through the color options.

Using Write:OutLoud—A Tutorial

It's easy to use Write:OutLoud, especially since many frequently-used features are available right in the toolbar. This tutorial is designed to familiarize you with how to set up and use Write:OutLoud for everyday writing.

How to Launch Write:OutLoud

Note: Icons in Write:OutLoud's toolbar are "grayed out" when they are not yet available. Most icons will become available (and visible) as soon as you begin typing.

Windows

1. Click Start.
2. Click Programs.
3. Click the Write:OutLoud icon to launch the program.



An untitled document appears.

4. Begin typing.

Macintosh

1. Open the Write:OutLoud v3 folder.
2. Double-click Write:OutLoud application icon to launch the program

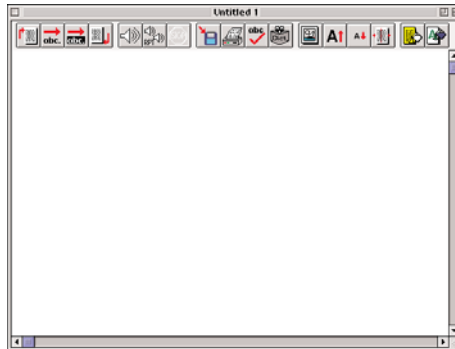


An untitled document appears.

3. Begin typing.

How to Create a Document

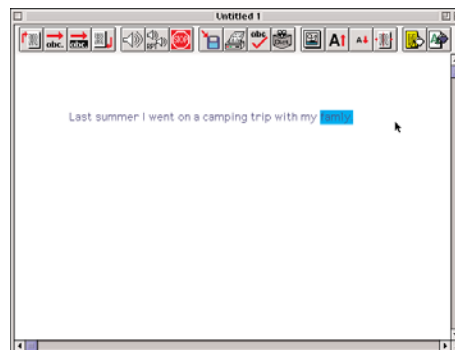
Let's create a short story. Launch Write:OutLoud. An untitled document appears.



Tip: Every time you start a new document, it will use the settings currently saved as the default settings for Write:OutLoud.

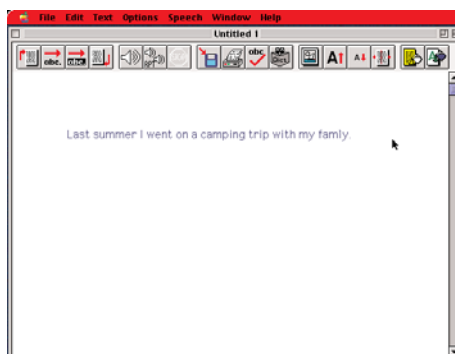
Type this sentence. (Deliberately misspell the word "family.")

Last summer I went on a camping trip with my family.



Notice that as you finish each word (with **Spacebar** or punctuation), the word is spoken by Write:OutLoud. As you complete the sentence, the entire sentence is spoken.

As you finish the misspelled word, the menu bar flashes and you hear a sound.



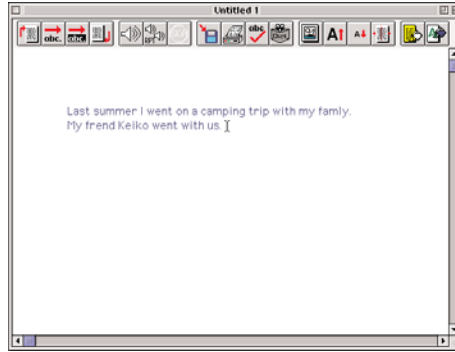
This is Write:OutLoud's built-in spelling monitor. This gives the writer immediate feedback that the last word typed is misspelled.

How to Check Spelling

Type another sentence. (Deliberately misspell the word "friend.")

My frend Keiko went with us.

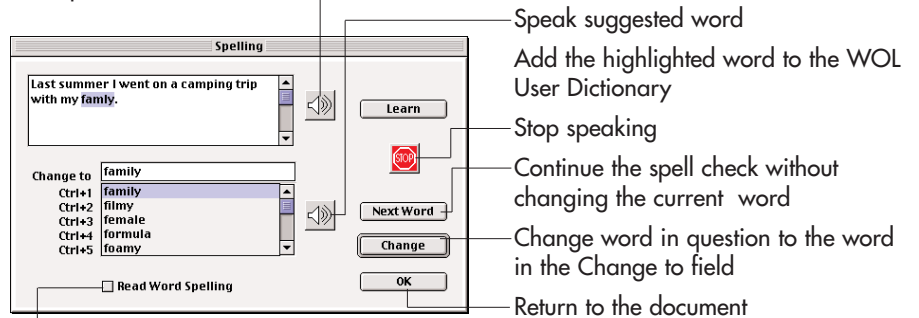
Because "Keiko" is an uncommon proper name, you get another misspelling cue as you finish that word.



Click the Check Spelling button

Write:OutLoud checks your entire document for spelling errors and opens the Spelling window if any misspellings or unknown words are found.

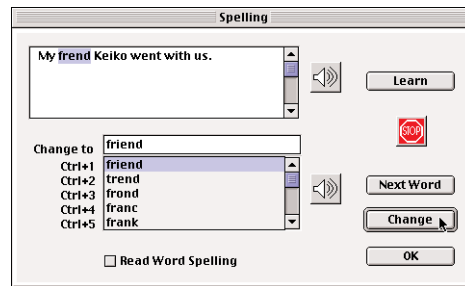
Speak the sentence and the word in question



When checked, words in question and suggested words are also spelled out, letter-by-letter

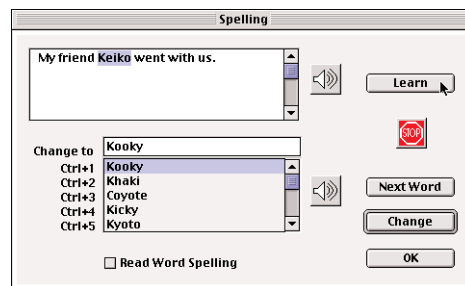
The first word in question is "family." Look at the list of suggested words to see if a better spelling is listed. Select "family" and click Change to use that word instead.

Write:OutLoud makes the change and finds the next word in question, "frend."



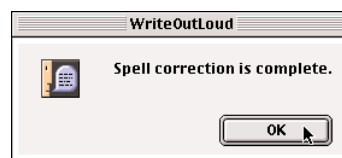
Select the correct spelling, "friend," and click Change.

Write:OutLoud makes the change and finds the next word in question, "Keiko."



Since "Keiko" is the correct spelling of a name, you can click Learn to add it to the Write:OutLoud User Dictionary. Or, if you don't want the word in the permanent Write:OutLoud User Dictionary, click Next Word to allow the spelling this time and continue writing.

When there are no more words in question, Write:OutLoud displays a window telling you the Spell Correction is complete.

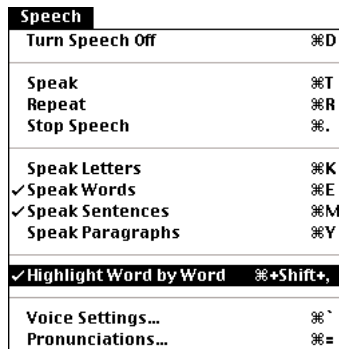


Click OK. The spelling changes are now in your document.

How to Change Speech Settings for the Current Document

By now, you have heard Write:OutLoud speak the words and sentences as you typed them. Many users prefer turning the Speak Words and Highlight Word-by-Word options off while they work. This will also speed up the reading and rereading of text.

Select Highlight Word-by-Word from the Speech menu to uncheck it.



Then, select Speak Words from the Speech menu to uncheck it. The new settings are now in effect for the current document.

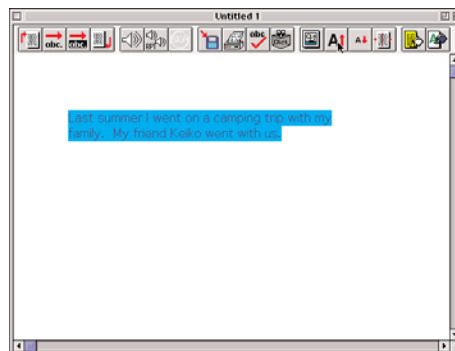
How to Change Text Size

You may want to change the text size for your document. Let's make our text larger. To do this, use your mouse to select the entire document, or choose Select All from the Edit menu.

Now, click the Grow Selection button in the toolbar.



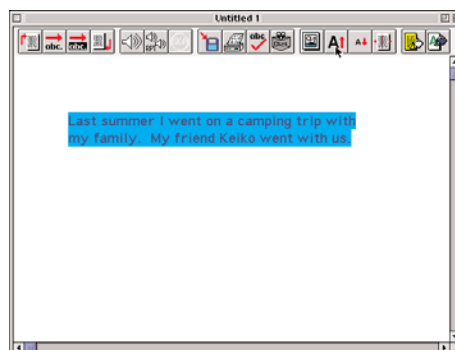
The text gets one size larger.



Click the Grow Selection button again.



The text gets even larger.



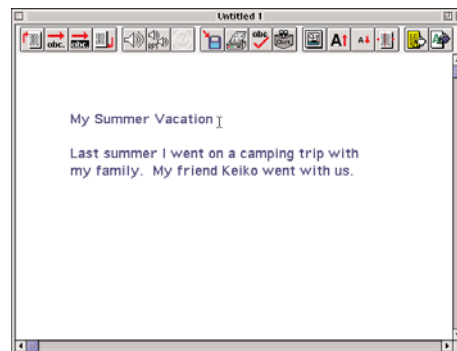
How to Add a Title to Your Document

After you begin writing your story, you may want to add a title. First, click the Beginning button in the toolbar to move your cursor to the beginning of the document. Move the sentence(s) down by hitting Return. Then, move to the top of the document by clicking the Beginning button again.



Now, type the title.

My Summer Vacation

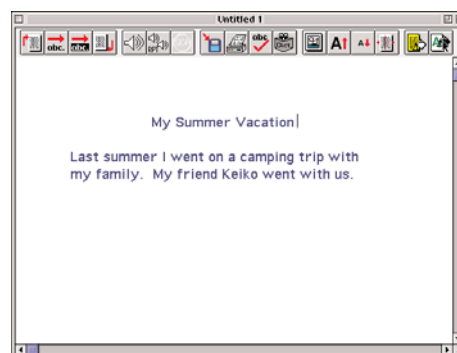


How to Change Alignment

Let's center the title. Make sure the cursor is still on the same line as the title, then click the Change Alignment button.

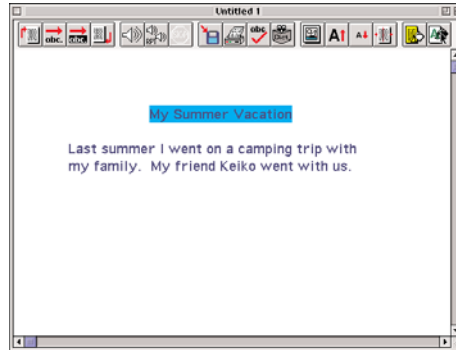


The title is centered.



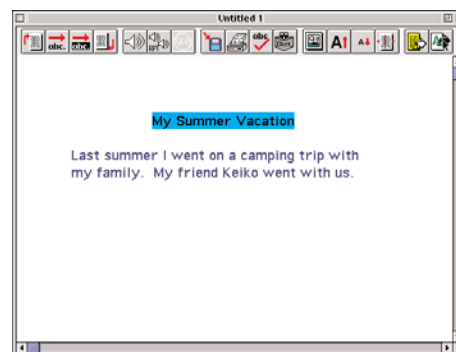
How to Change Text Color

Let's change the color of the title text. First, use your mouse to highlight the title text.



Then, click the Change Text Color button in the toolbar.

The text color will cycle through a set of standard colors. Continue clicking the Change Text Color button until you find the color you want.



Tip: If no text is selected, the color change will affect the text typed from the point of the insertion cursor. IF YOU MOVE THE CURSOR with either the mouse or arrow keys, the changes will be cancelled.

How to Add a Picture

Let's add a picture to our document. First, let's go to the end of the document.



Click the End button in the toolbar.

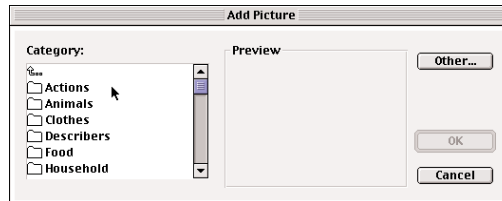
The cursor moves to the end of the document.

Next,

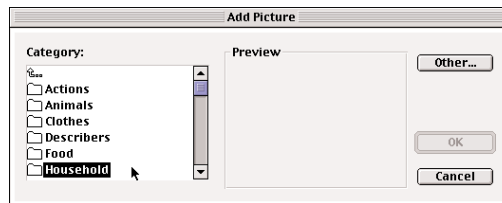


Click the Add Picture button in the toolbar.

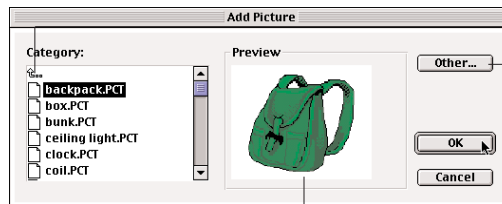
The Add Picture window comes up. The Category directory (on the left) lists all the folders within the Pictures folder in WriteOutLoud.



Select the Household folder



Double-click the folder to list the pictures inside it.



Click arrow at the top of the list to go back a level in the Pictures file directory

Click to add a picture that is not in the WriteOutLoud Pictures folder

Preview of the selected graphic.

When you click a picture name, a preview of the picture is shown in the window. Select any picture which helps illustrate your story and click OK. The picture is inserted into your document.

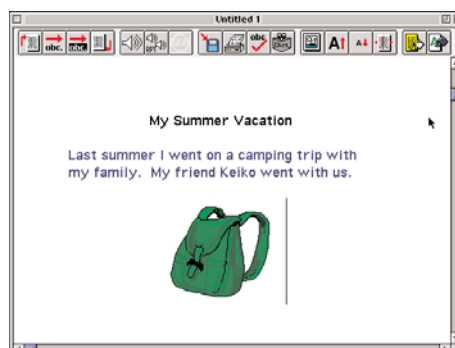
Notice that Write:OutLoud automatically puts the picture on its own line, with blank lines both before and after the picture. This sets it off visually from the text around it, and also makes it easy for the student to select the picture for formatting.

You can change the alignment of pictures in the same way as text. Click to position the cursor in the same line as the picture.



Click the Change Alignment button in the toolbar to center the picture.

The picture is now centered in the document.



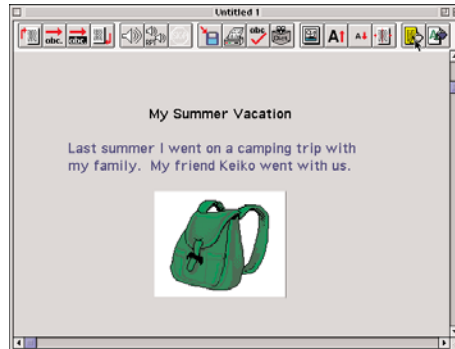
How to Change Background Color

You can change the background color of your document, too. Click the Change Background Color button in the toolbar.



Click the Change Background Color button in the toolbar.

The background color will cycle through a set of standard colors. Continue clicking the Change Background Color button until you find the color you want.



How to Use Check Dictionary

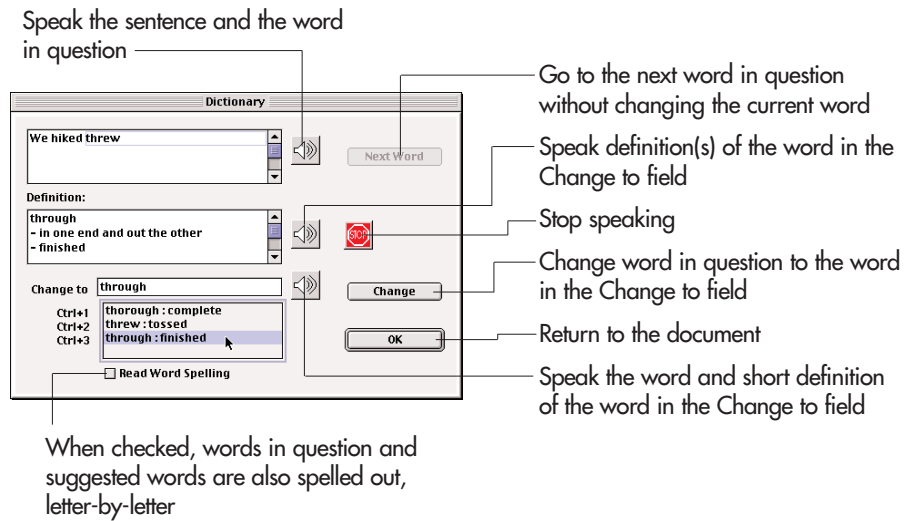
Type a little more of the story. (Deliberately use the word "threw" instead of its homonym "through.")

My mother told us that we had to carry our own backpacks. We hiked threw



Click the Check Dictionary button to try out the Check Dictionary feature of Write:OutLoud.

The Dictionary window displays the word in question in the context of the sentence or phrase you typed. You can click the Speaker button by each field to hear the sentence, the word definition(s) and the homonyms and "confusables" listed for the word in question.



Select the correct word, "through," and click the Change button.

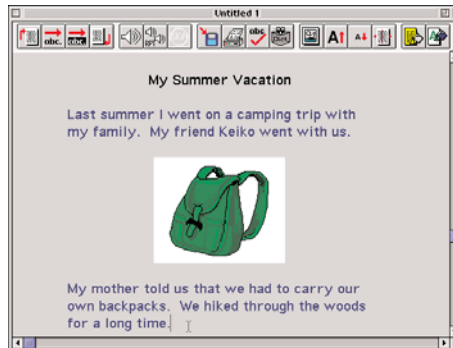
Note: The Dictionary dialog is designed to suggest homonyms and "confusables" from the Franklin Dictionary. You cannot type your own words in the Change to field. To change the word to something other than the suggested words, click OK to return to the document and retype the word.



The word is replaced in the sentence.

How to Save Your Document

Type the rest of your story.

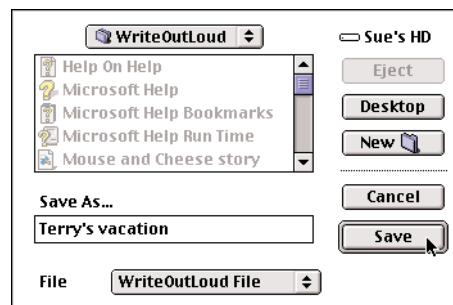


Now, let's save your document.



Click the Save button in the toolbar.

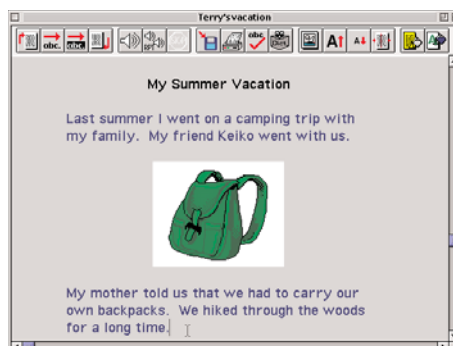
A standard Save dialog comes up.



Type a name for your document.

Tip: Documents will automatically be saved in the WriteOutLoud folder. You can save individual students' work in separate folders by clicking the New button in the Save window before naming and saving your document.

Your document is now saved.



Tip: Save your documents frequently as you work.

How to Change Default Settings

Original Default Settings

When you install Write:OutLoud, options are set as follows:

Cue Misspelling	ON
Left Alignment	ON
Show Toolbar	ON
Speak Toolbar	ON
Text Color	Blue
Background Color	White
Highlight Color	Aqua
Show Page Breaks	OFF
Speak Letters	OFF
Single Spacing	ON
Speak Words	ON
Speak Sentences	ON
Speak Paragraphs	OFF
Highlight Word by Word	ON
Font	Arial (Windows) Geneva (Macintosh)
Size	14 pt
Style	Plain
Page Margins	1 inch (on each side)

Before you start changing settings, type a few sentences (or start with the document we just created in the tutorial). It's easier to change settings for a document that has some text in it already so you can see the changes as they are made.

How to Change Text and Color Settings

Use the toolbar and menus to adjust the size, color and font used for the text, background color, spacing and alignment options, etc. Get all the options set the way you want them for all new documents created.

How to Change Speech Settings

The default speech settings for Write:OutLoud are:

Speak Letters	OFF
Speak Words	ON
Speak Sentences	ON
Speak Paragraphs	OFF
Highlight Word-by-Word	ON

You may prefer other speech settings when you work. To change these settings, click the Speech menu.

Speech	
Turn Speech Off	⌘D
Speak	⌘T
Repeat	⌘R
Stop Speech	⌘.
Speak Letters	⌘K
✓ Speak Words	⌘E
✓ Speak Sentences	⌘M
Speak Paragraphs	⌘Y
✓ Highlight Word by Word	⌘+Shift+,
Voice Settings...	⌘`
Pronunciations...	⌘=

Select items to toggle them on or off (checked or unchecked).

How to Change Spelling Monitors Settings

Use To change the way misspelling is cued, select Cue Misspelling... in the Edit menu.

Edit	
Undo	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	Delete
Select All	⌘A
Find...	⌘F
Check Spelling...	⌘G
Check Dictionary...	⌘I
Cue Misspelling...	⌘+Shift+[
Add Picture...	⌘+Shift+]
Move to Beginning of Document	⌘Up
Move to Next Sentence	⌘+ -->
Select Sentence	Shift+⌘+ -->
Move to End of Document	⌘Dn

The Cue Misspellings window is displayed.



Choose whether or not you want a visual and/or audio cue, or none at all. Click OK when you are done.

How to Save New Default Settings

After making changes to the speech and spelling monitor settings, you may want them to be the new default settings for Write:OutLoud. To do this, select Save As Default from the Options menu.

Options	
Hide Toolbar	⌘+Shift+;
<input checked="" type="checkbox"/> Speak Toolbar	⌘;
Set Colors...	⌘*
<input checked="" type="checkbox"/> Align Left	⌘,
Align Center	⌘-
Align Right	⌘/
<input checked="" type="checkbox"/> Single Space	
Double Space	
Triple Space	
Show Page Breaks	⌘\
Save As Default	⌘+Shift+`

The new settings will be active for any new documents. Use Save As Default to save other settings like preferred font, size, color, alignment, and line spacing, too.