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# Co:Writer<sup>®</sup> 4000 Checklist

See how much you know about Co:Writer 4000's features using this skill checklist.

## Basic Co:Writer 4000

- Set up a new Writer file
- Open an existing Writer file
- Connect to and sent text to a word processor
  - Send Text**
  - Undo/Redo**
  - Erase Sentence**
- Use **Save Words** command
- Use **Format Menu**
  - Set Colors**
  - Change presentation/appearance of guesses
    - Change Number of Guesses**
    - Show Numbers**
    - Arrange Guesses**
    - Repeat Guesses**


 Change prediction appearances


 **Predict Ahead/Predict In Line**

 Arrange Co:Writer window

 **Fit to screen/Auto-Space**

 Use the **Font Menu**

 Choose font size

 Choose another font

 Use **Speech Menu**

 **Click Feedback**

 Set **Voice Settings**

 **Voice/Rate/Volume**

 Change **Pronunciations**

 **Special Words**

 **Roots**

 **Abbreviations**

 Use the **Dictionary Menu**

 Select a **Main/Topic Dictionary**

 Use **Options Menu**

 Turn **Talk Mode** on/off

- Change **Recent Word/Collected Word** settings
- Use/Don't Use **Check Grammar**
- Turn **Flexible Spelling** on/off
- Change **Wake Up** and **Connection** settings

## Advanced Co:Writer 4000

- Send Text**
  - Edit sent text
    - Erase word**
    - Change ending**
    - Add prefix/suffix**
- Use the **Dictionary Menu**
  - Use **Edit Active Dictionaries** command
    - Choose dictionary to edit
    - Make changes
    - Print
    - Save
    - Zoom In** on grammar
      - Change word frequency on dictionary words

 Use **Topic Dictionary Toolkit**

 Open an existing **Topic Dictionary**

 **Import Words**

 **Edit Dictionary**

 **Other Tools**

 **Export Word list**


 **Convert to/from Personal Dictionary**


 **Merge Dictionaries**

 Create a new **Topic Dictionary**

 Type words into dictionary

 Import words


 From text/From list

 Save/Save As

 Print

 Use **Save Writer As** option

 Save a file as a template

 Use scanning capabilities

 Create writer files for different writers

 Use abbreviation expansion

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