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A Tutorial



Version 3.0

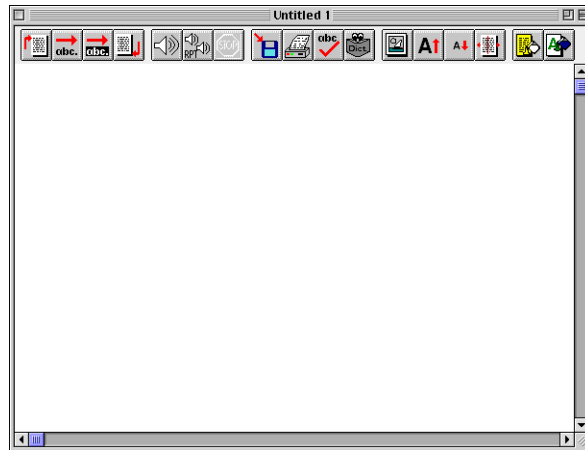
for Windows®
and Macintosh®

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 Create a Document

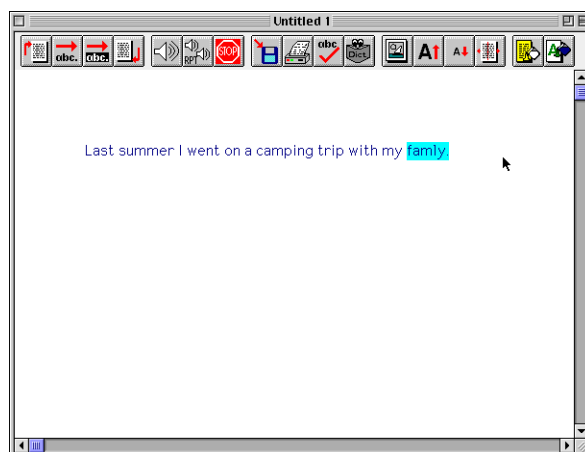
Let's create a short story. Launch Write:OutLoud. An untitled document appears.



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

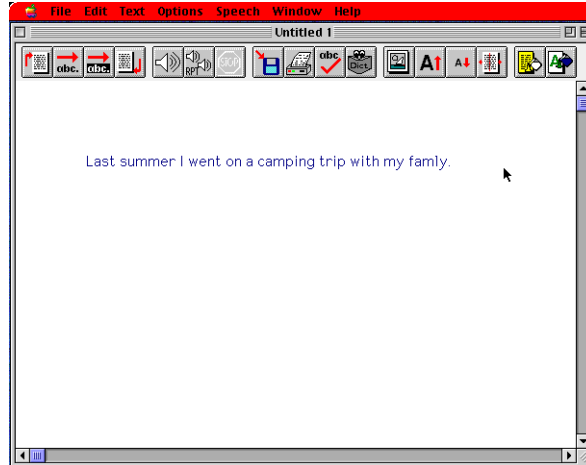
Type this sentence. (Deliberately misspell the word “family.”)

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



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.



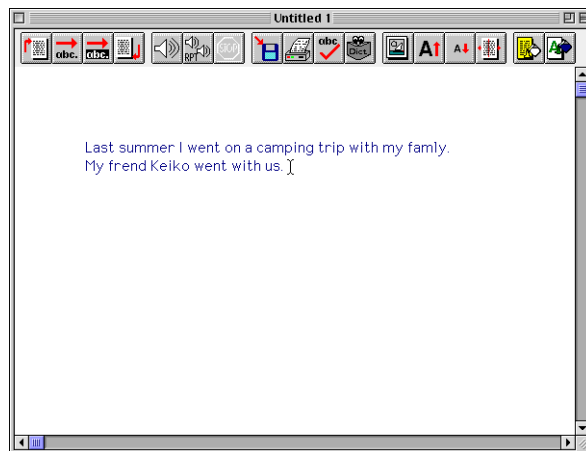
This is Write:OutLoud's built-in spelling monitor. This gives the writer immediate feedback that the last word typed is misspelled.

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.

A screenshot of the 'Spelling' window. The text 'Last summer I went on a camping trip with my family.' is in the top text area, with 'family.' highlighted. Below it is a 'Change to' field with 'family' entered. A list of suggestions includes 'family', 'filmy', 'female', 'formula', and 'foamy'. The 'Change' button is highlighted. Annotations with arrows point to various parts of the window: 'Speak the sentence and the word in question' points to the top text area; 'Speak suggested word' points to the suggestion list; 'When checked, words in question and suggested words are also spelled out, letter-by-letter' points to the 'Change to' field; 'Add the highlighted word to the WOL User Dictionary' points to the 'Learn' button; 'Stop speaking' points to the red 'STOP' button; 'Continue the spell check without changing the current word' points to the 'Next Word' button; 'Change word in question to the word in the Change to field' points to the 'Change' button; and 'Return to the document' points to the 'OK' button. There are also speaker icons for the text and suggestion lists, and a 'Read Word Spelling' checkbox at the bottom left.

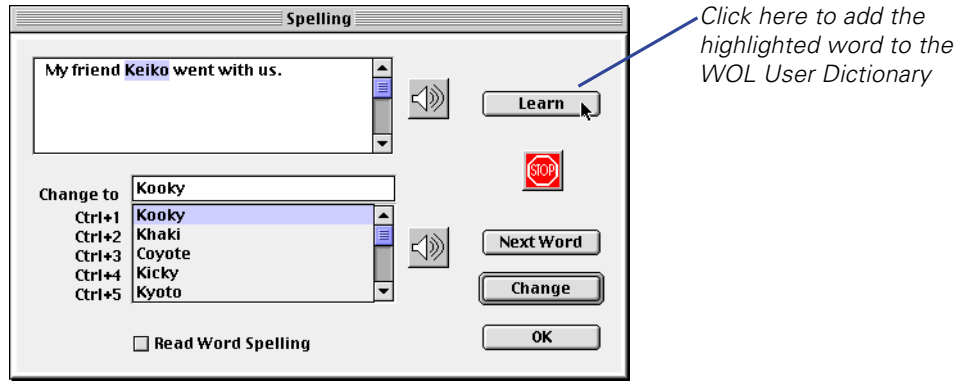
The first word in question is “family.” Look at the list of suggested words to see if a better spelling is listed. Select “family” and click Change to use that word instead.

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

A screenshot of the 'Spelling' window. The text 'My frend Keiko went with us.' is in the top text area, with 'frend' highlighted. Below it is a 'Change to' field with 'friend' entered. A list of suggestions includes 'friend', 'trend', 'frond', 'franc', and 'frank'. The 'Change' button is highlighted. The 'Learn' button is disabled. The 'Next Word' button is highlighted. The 'Change' button is highlighted. The 'OK' button is highlighted. There are speaker icons for the text and suggestion lists, and a 'Read Word Spelling' checkbox at the bottom left.

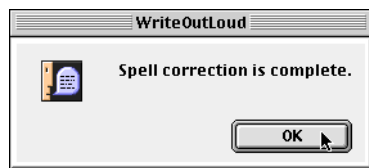
Select the correct spelling, “friend,” and click Change.

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 WOL User Dictionary. Or, if you don’t want the word in the permanent WOL User Dictionary, click OK 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.

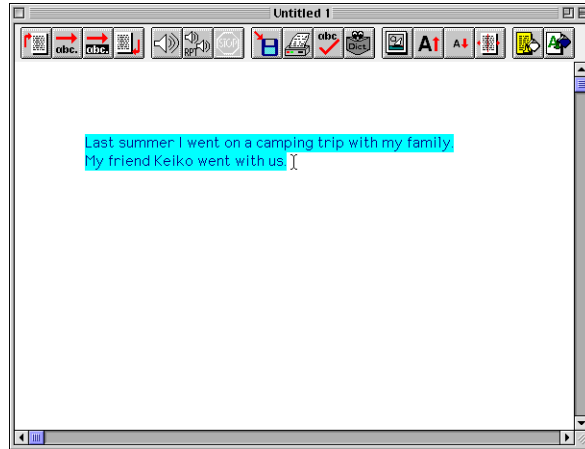


Then, select Speak Words from the Speech menu to uncheck it.

The new settings are now in effect for the current document.

How to Change Text Size

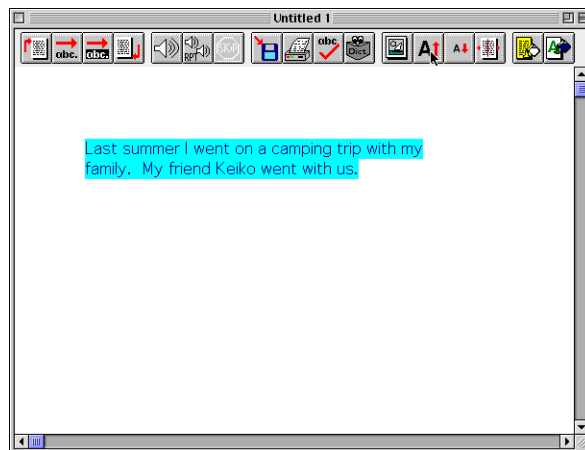
You may want to change the text size for your document. Let's make our text larger. To do this, use your mouse to select the entire document, or choose Select All from the Edit menu.



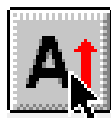
Now, click the Grow Selection button in the toolbar.



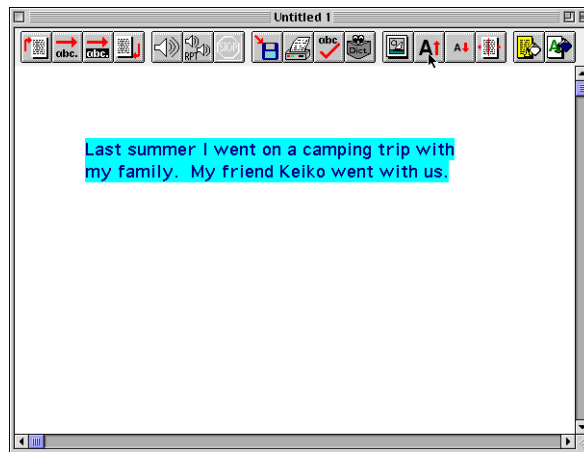
The text gets one size larger.



Click the Grow Selection button again.



The text gets even larger.



How to Add a Title to Your Document

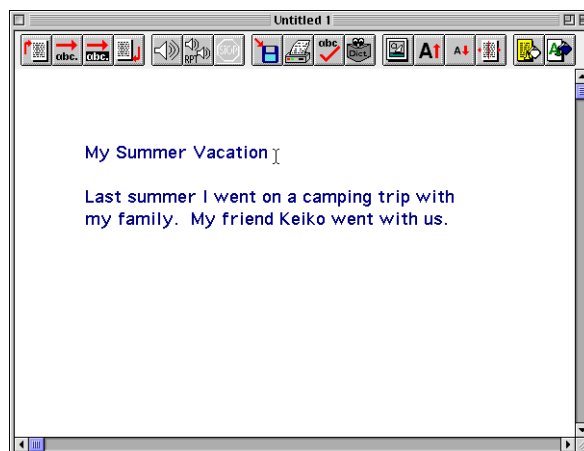
After you begin writing your story, you may want to add a title.

First, click the Beginning button in the toolbar to move your cursor to the beginning of the document.



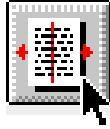
Now, type the title.

My Summer Vacation

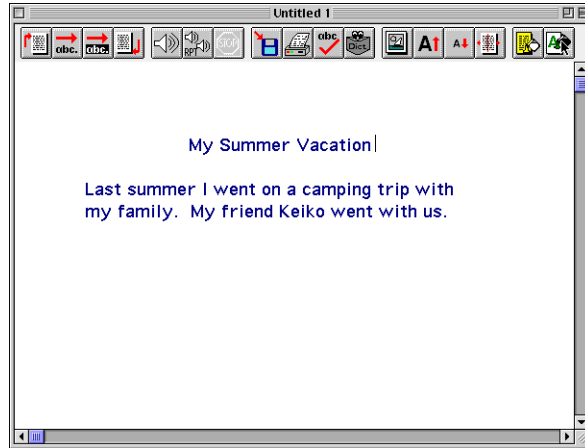


How to Change Alignment

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

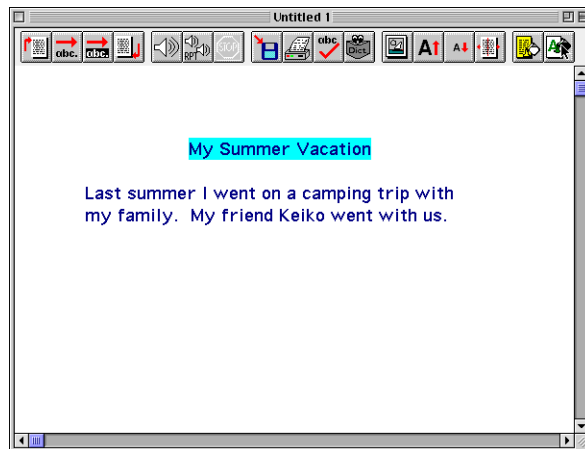


The title is centered.

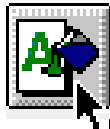


How to Change Text Color

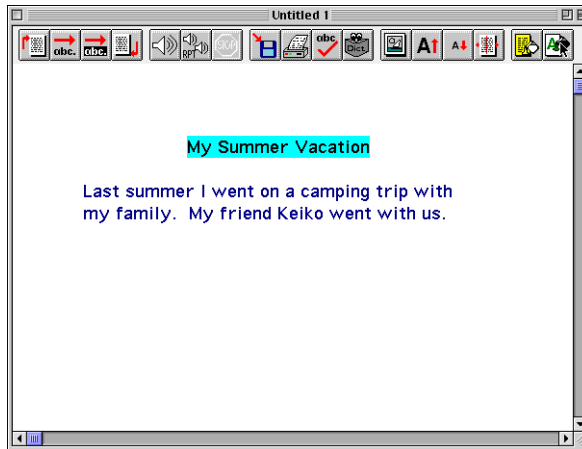
Let's change the color of the title text. First, use your mouse to highlight the title text.



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.



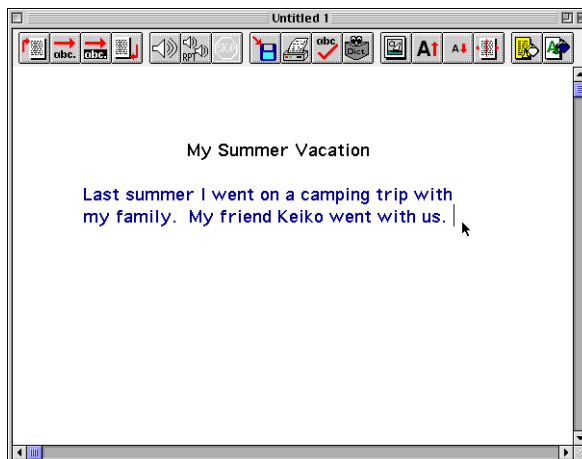
Tip: If no text is selected, the color change will affect the next text typed from the point of the insertion cursor. IF YOU MOVE THE CURSOR with either the mouse or arrow keys, the changes will be cancelled.

How to Add a Picture

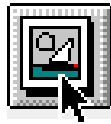
Lets's add a picture to our document. First, let's go to the end of the document. Click the End button in the toolbar.



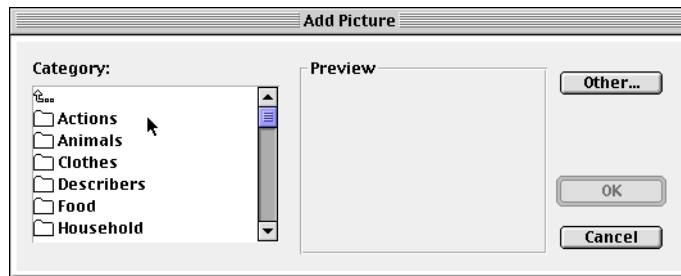
The cursor moves to the end of the document.



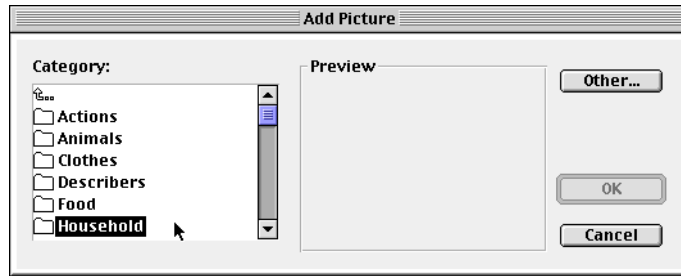
Next, click the Add Picture button in the toolbar.



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

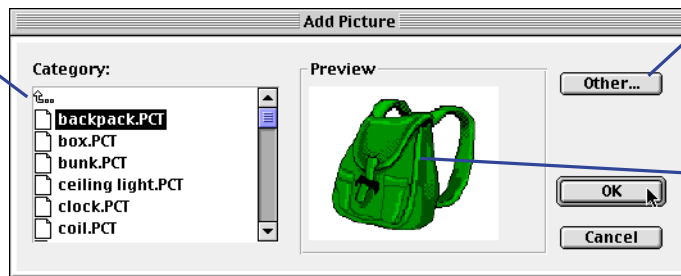


Select the Household folder.



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

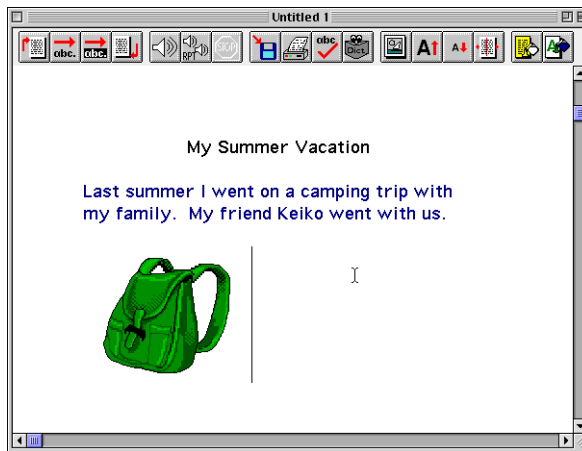
Click arrow at the top of the list to go back a level in the Pictures file directory



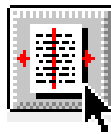
To add a picture that is not in the Write:OutLoud Pictures folder, click Other... to locate it.

Preview of the graphic you just selected

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.



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.”)

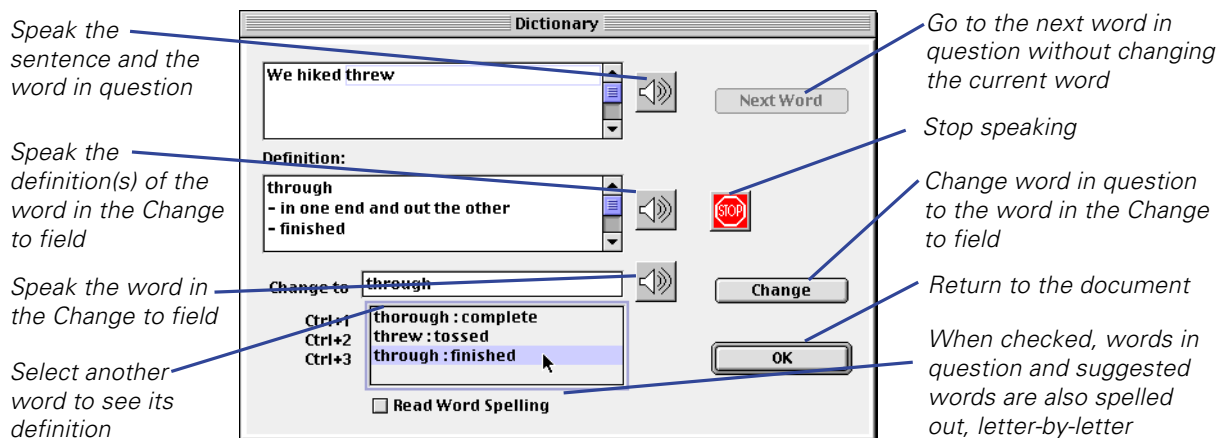
My mother told us that we had to carry our own backpacks. We hiked threw



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.



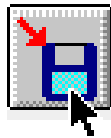
The word is replaced in the sentence.

How to Save Your Document

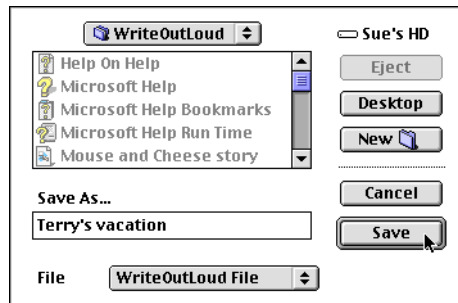
Type the rest of your story.



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 Write:OutLoud 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)

Tip: To restore these settings at any time, find the WOL Preferences file (in the Preferences folder within the System folder) and throw it in the Trash. The next time you launch Write:OutLoud, the original settings will be active.

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
<input checked="" type="checkbox"/> Speak Words	⌘E
<input checked="" type="checkbox"/> Speak Sentences	⌘M
Speak Paragraphs	⌘Y
<input checked="" type="checkbox"/> Highlight Word by Word	⌘+Shift+,
Voice Settings...	⌘^
Pronunciations...	⌘=

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

How to Change Spelling Monitor Settings

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.



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.

How to Find Out More

For more information on using all the toolbar and menu functions in Write:OutLoud, see the Write:OutLoud *User's Guide*.