





# Tip Sheet


www.wordq.com


support@wordq.com



 The **Options** menu is used to customize your vocabulary, choose your prediction and speech options, assign hotkeys, and create user files.

 The **Words** button shows or hides the word list which displays predicted words. Click or press **F9** hot key (or assigned hot key).

 The **Speech** button turns speech on and off. Click or press **F10** hot key (or assigned hot key).


 The **Read** button reads your (selected) text. Click or press **F11** hot key (or assigned hot key).

The **Topics** list shows the topics that you have created. Click and select a topic, or press **F12** hot key (or assigned hot key) to display the topic list.



## WRITING WITH WORD PREDICTION

### To turn prediction on and off and hide word list

- Click on the **Words** button 
- **OR** Press **F9** (or assigned hot key)

### To select a word from the list

- Type the number in front of the word
- **OR** Click on the desired word
- **OR** Use the ↓ key to browse down a vertical list; use the → key to browse across a horizontal list; select with the **Enter** key


### To remove the last word that you selected from the list

- Press the **Esc** key immediately after selecting a word

### To display different word endings

- Select your word and then press the **Backspace** key until the list displays your word with its proper endings

### To type numbers

- Hide the word list by clicking on the **Words** button  or press **F9** (or assigned hot key)
- **OR** Use the set of number keys that is not being used to select words from the list

### To use topic words


- Click on the **Topics** list
- **OR** Press **F12** and select a topic

### To customize the word list and change prediction options


- Select **Prediction...** from the **Options** menu 

## USING TEXT-TO-SPEECH

### To turn speech on and off

- Click the **Speech** button 
- **OR** Press **F10** (or assigned hot key)


### To read selected text


- Click the **Read** button 
- **OR** Press **F11** (or assigned hot key)

### To stop reading


- Press the **Esc** key
- **OR** Click on your document

### To adjust voice settings and change feedback options


- Select **Speech...** from the **Options** menu 

 The following additional speech control features are available in Microsoft Word, Wordpad, Notepad and Outlook:

### To read a sentence

- Click the **Read** button 
- **OR** Press **F11** (or assigned hot key)
- Press the **Spacebar** key to begin reading.
- Use ↓ or ↑ to move to the sentence that you want to read

### To read word-by-word at your own pace

- Click the **Read** button 
- **OR** Press **F11** (or selected hot key)
- Use → or ← to read one word at a time.

### To pause or resume reading

- Press the **Spacebar** key.