

Write:OutLoud: Basics



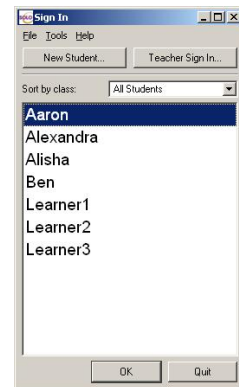
Write:OutLoud is a word processor with voice output and other specialized features to assist students with writing difficulties. It is part of the SOLO Suite which also includes Read:OutLoud, Draft:Builder, and Co:Writer.

1. Launching Write:OutLoud: When Write:OutLoud is used within the SOLO Suite, first launch

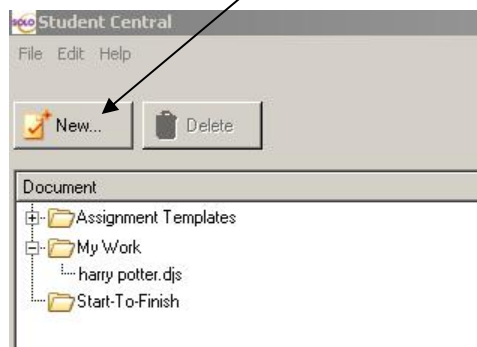


SOLO . At Tech Mod 06 schools, SOLO is found in the Programs-->AT folder at. Other schools may have made individual purchases of parts of the program, or of the suite and installed them to different locations.

2. Sign in: The first step in using Write:OutLoud is to sign in. To do this click on a student name and click OK . (You can also sign in under “Teacher Sign In”.)

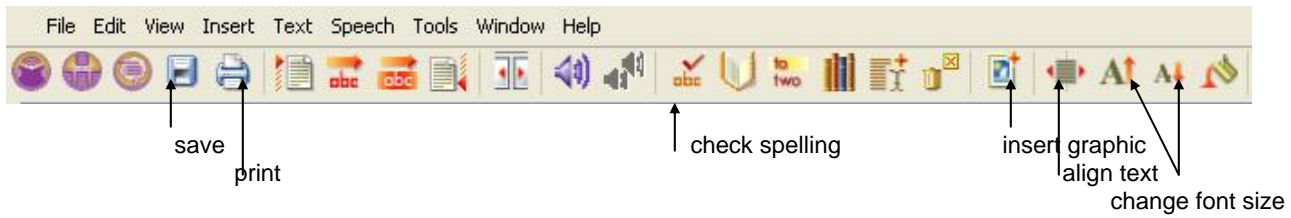


3. Open a new file: In “Student Central”, click on “New”. Then click on the Write:OutLoud icon.



4. Write:OutLoud basics: Write:OutLoud has standard word processing functions with a simplified interface that is suitable for young students as well as older students and those with learning delays. Many standard features are available from the **toolbar** as well as the **menu bar**.

a. Familiar word processing functions are pointed out on the **toolbar** below.



b. **Cut**, **Copy** and **Paste** functions are available from the Edit **menu**. You can also use the keyboard shortcuts.

- To **Cut**, highlight the text, then hold CONTROL and press **X**
- To **Copy**, highlight the text, then hold CONTROL and press **C**
- To **Paste**, highlight the text, then hold CONTROL and press **V**

5. Write:OutLoud special features: There are several features that are useful in assisting students with a variety of learning issues.

a. Easy navigation through the document. Students with fine motor difficulties and students who use adapted keyboards can use buttons on the tool bar or keyboard equivalents rather than clicking and dragging in order to:

- Move to the beginning of the document
- Move to the next sentence
- Select the sentence
- Move to the end of the document



b. Speech output options. Slow typists or students with learning disabilities, attention difficulties, or visual delays will benefit from speech output. The toolbar offers


- Speak
- Repeat

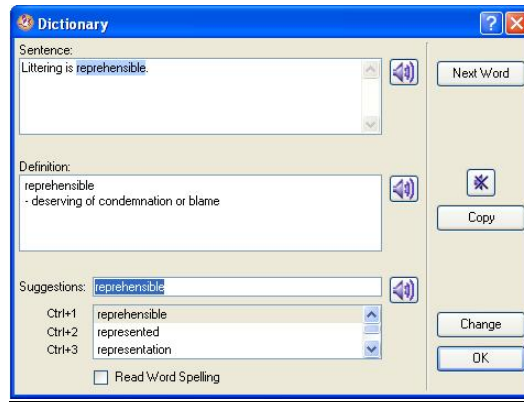



Both of these functions will work on any highlighted text. In addition, you can use the Speech menu to set the following options:

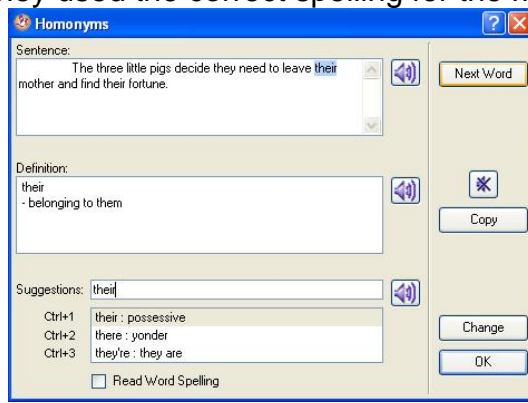
- Turn speech on or off
- Speak each letter
- Speak each word
- Speak each sentence
- Speak each paragraph
- Change the rate, pitch, and volume and choose either a male or female voice from the Voice Settings option
- Correct the way the computer pronounces words it doesn't recognize


c. Dictionary. Students can select any word in the document and then click the dictionary


button for a definition . Use the speaker buttons within the definition window to have the sentence, definition, or suggestions read aloud.



- d. Homonym checker. The homonym checker  works like a spell checker, except that it finds words that are correctly spelled and offers the student a chance to check whether they used the correct spelling for the meaning that they intended.



- e. Bibliography helper. The bibliography helper  is a wizard for creating MLA or APA style references. It provides examples of many types of materials and how to reference them and gives you a wizard to step you through the process.

- f. Colors. Students with visual and learning issues may benefit from a different color scheme. Use the set colors button  to change the foreground, background and highlight colors.

- g. Advanced Features. Write:OutLoud has other features which are not the scope of this quick guide. Use the “help” command from an Internet connected computer to access the online manuals to read more about these features and the SOLO software.
- Use Co:Writer with Write:OutLoud. See the Quick Guide titled “Co:Writer SOLO Edition” for more information on using these two programs together.
 - Create worksheets with locked text. Teachers have access to a “lock text” feature on the toolbar which allows them to put prompts or directions into the document that the student cannot edit.
 - Integrate writing with Draft:Builder. Students can begin working in Draft:Builder and then click the “Send to Write:OutLoud” button on the toolbar to continue working on their draft in Write:OutLoud and prepare it for publishing.