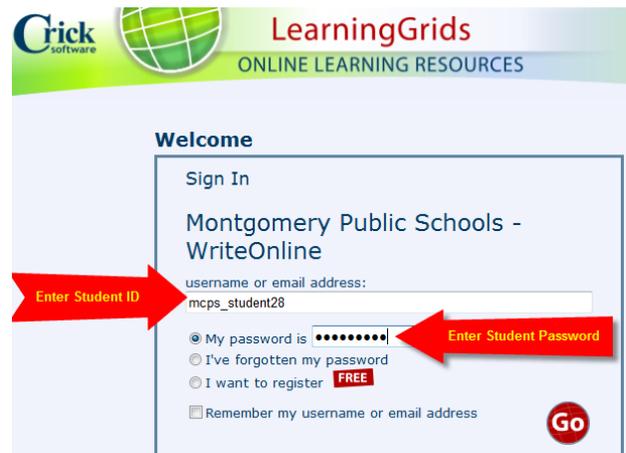


Tech Quick Guide

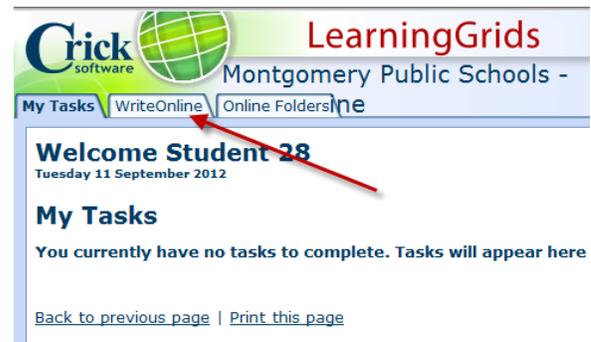
Launching WriteOnline from Any Computer with an Internet Connection

WriteOnline is a web based word processing program with many student and teacher features that support the writing process. Available features include read aloud capability, a digital graphic organizer, and flexible spelling supports such as word prediction. Students can access the WriteOnline program and their online folder from any computer with an internet connection by following these steps.

1. Your school's specific website address should be available from your media specialist. Be sure to check with them before trying to login from home.
2. When you enter your schools website address the home screen appears as in the image on the right.
3. The student enters his/her ID and password, which should be the same as his school login and password.
4. Select "Go"



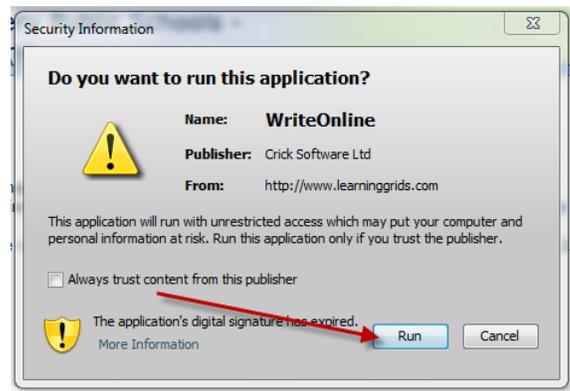
5. When your personal home screen opens it should look like the image on the right.
6. Select "WriteOnline."
7. The screen below should appear. Select "Launch WriteOnline."



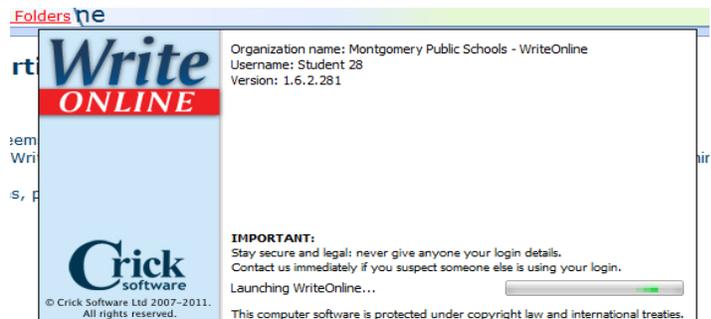

NOTE: You must have JAVA downloaded on your computer in order for WriteOnline to work. It is a free download from a trusted site. WriteOnline will generally prompt you to download JAVA if it does not detect it.



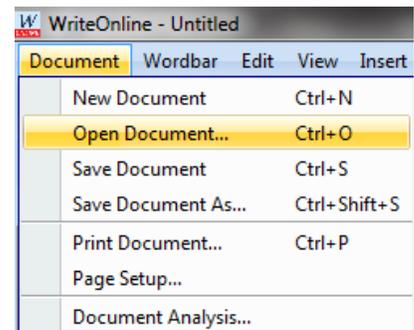
8. You may see a screen asking you to “Run” or “Cancel.” **Select “Run.”**
9. This screen may appear twice – select “Run” each time.
10. You may see a prompt indicating it could not create a shortcut to WriteOnline. Select “OK.”



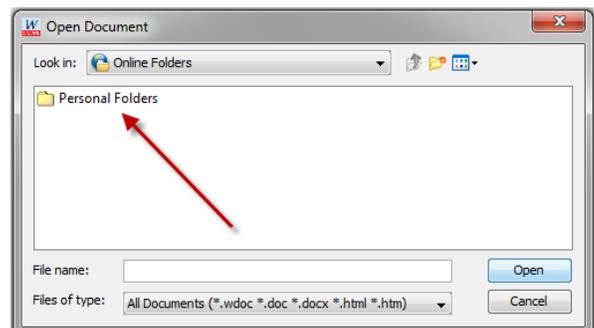
11. The WriteOnline program should start to open. You will see the screen on the right as it opens. This may take a minute.



12. Write Online opens to a new document and is ready to use.
13. To open a document previously saved in your online folder select “Document” and “Open Document” from the menu at the top of the screen.
14. Click on “Personal Folders.”
15. Select the desired document and click “Open.”
16. You are ready to start writing in WriteOnline.



See additional quick guides and videos on features of WriteOnline on the HIAT website:



www.montgomeryschoolsmd.org/departments/hiat/tech_quick_guides/write_onlineQG.shtm

Tip: For tech support email support@cricksoft.com