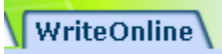



## How students can use WriteOnline from any computer with an internet connection

**Starting WriteOnline** (more detailed instructions on logging into WriteOnline are available in the [Student Login Procedures](#) quick guide on the HIAT website):

- 1) Go to your schools specific WriteOnline web address (available from your media specialist)
- 2) Log into the site: login and password are exactly the same as you use on the computers at school
- 3) Click with “WriteOnline” tab 
- 4) Click “Launch WriteOnline”  – the program will start launching from the website.
- 5) Click “Run” (you may also have to click “OK” when it says it cannot add a shortcut)

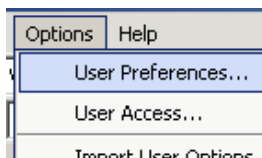
*It usually takes about a minute for the program to start on your screen.*

### Using WriteOnline:

WriteOnline looks and works like Microsoft Word but has some additional tools you can use to write:

#### Reading your writing aloud

Your words are read aloud to you when you add punctuation at the end of a sentence. You can click on the speaker button to have all of your writing read aloud.

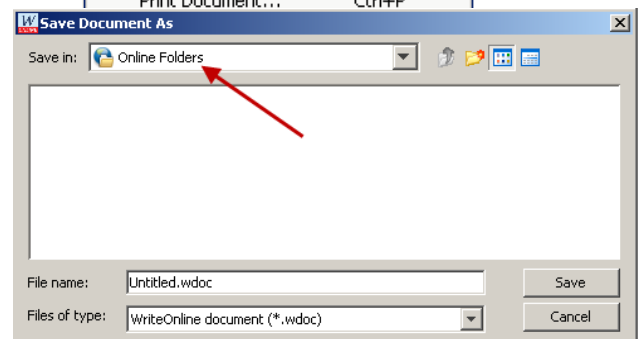
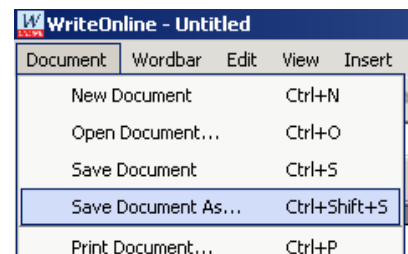
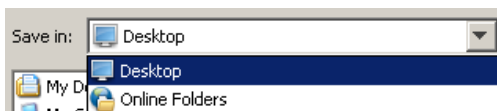


You can change how fast the voice read and other read aloud settings under “Options” and “User Preferences”.

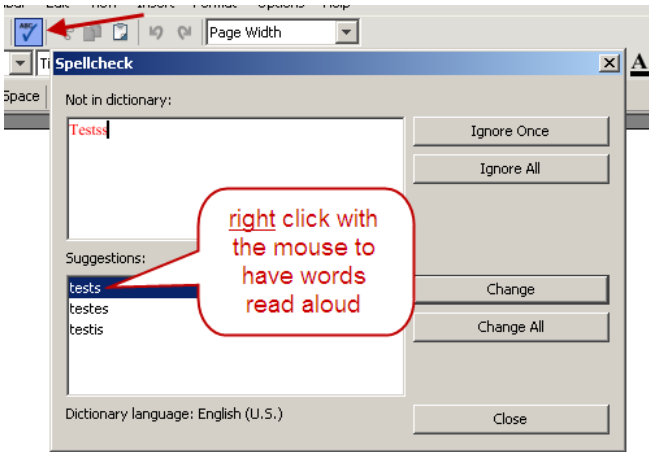
#### Saving a document

You can save the document in your online folder. You can get to it from any computer when you log into WriteOnline.

You can also save a document on the computer or the school network (e.g. “hand in” folder). Choose “Desktop” from the pull-down menu and then find the place you want it saved.




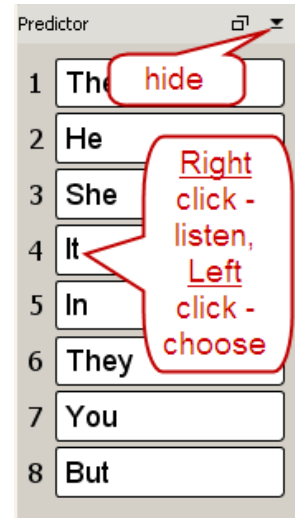
**Talking spell-check**



Click the spell check button.  
Make better choices using the read aloud feature.

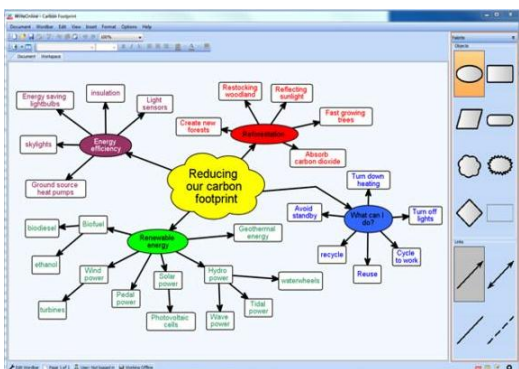
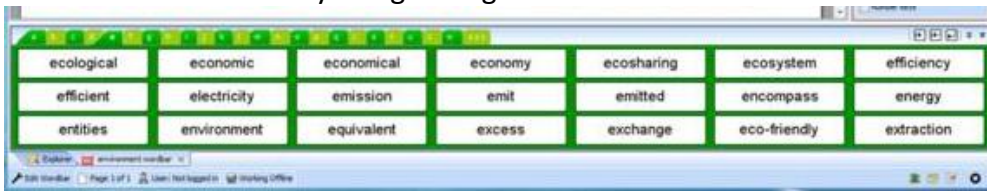
**Word prediction**

The Word Prediction Panel can be shown by clicking the  button at the bottom right corner of the screen.



**Other features** (quick guides and links to videos on these topics are available on the HIAT website)

**Word Bars:** Your teacher may create talking word banks for you to help your writing in WriteOnline. Any text can be read aloud by using the right mouse button to click on the word.



**Work Space:** You or your teacher may use the “Work Space” within WriteOnline to create graphic organizers. Your writing document and the graphic organizer can be view side by side. All the writing supports of Write Online can be used in the graphic organizer. Text from the graphic organizer can be copies and pasted into your document as well.

**Additional tips on features of WriteOnline are available on**

**the help menu within WriteOnline**

