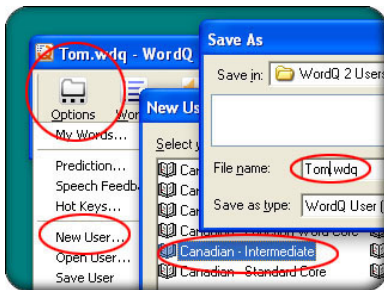


## WordQ Getting Started - for Secondary Students

### Starting WordQ for the First Time

1. Click on “WordQ 2.” (next)
2. Choose “Advanced” Vocabulary. (next) (next)
3. “Save As” window will come up.
4. Save yourself as “New User”: for example, “YourNameUser.” This will save you as a New User, so that you can use this program on your documents.
5. Close WordQ: **YOU ARE NOW A NEW USER!**



### Working on a document in WordQ

1. Open up a new or already-started WORD document.
6. Open up WordQ. You should see the vocabulary box in your document.
7. If you want the box to show you words as you type, make sure that the “**Words**” button is pressed down on the WordQ tool bar.



8. If you want the computer to read as you type, then make sure the “**Speech**” button is pressed down on the WordQ tool bar.

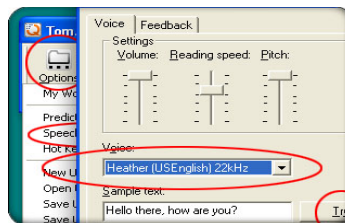


9. OR YOU CAN DO BOTH!

10. The **“Read”** button is if you want to stop and read parts of what you have written, or the whole thing, after you are done!
11. Save your Word document as a Word file. If it asks if you want to “save changes” to your WordQ file, say “Yes.”

### Settings you may want to use or change

- **OPTIONS/ Prediction/ Layout:** You can change if the Word Box is vertical or horizontal. Do not change any other setting.
- **OPTIONS/ Speech Feedback/ Feedback:** Typing Feedback – you probably only want to hear the words and/or sentences read to you. Do not change any other setting.
- **OPTIONS/ Speech Feedback/ Voice:** If you want the reading to be faster, slower, softer, or louder, you can make changes by moving the bars up and down.



- **OPTIONS/ My Words/ Main:** You can add your own word, if you know you will be using “special” words in your writing (such as “photosynthesis”). Just type in the word and press “Add.”

### How can you use WordQ ?

- **WORDS** BUTTON: You can use it to check your SPELLING as you type!
- **WORDS** BUTTON: You can use it to give you IDEAS FOR WORDS as you type!
- **SPEECH** BUTTON: You can HEAR either EACH WORD or EACH SENTENCE as you type to see if your writing sounds right / sounds like you want it to sound!
- **SPEECH** BUTTON: You can LISTEN FOR PUNCTUATION corrections (like if it sounds like you have a run-on sentence, a sentence fragment, need a comma or a period, or any other sentence corrections)!
- **READ** BUTTON: You can HIGHLIGHT PARTS OF YOUR WRITING or your WHOLE WRITING TO HEAR IT and then change it if it doesn’t sound right! Or...
- **READ** BUTTON: You can LISTEN TO YOUR WRITING SENTENCE BY SENTENCE: type a sentence, highlight it, and then listen to how it sounds. Make changes if you think something will make it better, and then move on to your next sentence!
- **READ** BUTTON: If you are having problems coming up with more ideas, or a conclusion, you can hear what you have already written, and maybe it will give you NEW IDEAS! (Re-reading what you have written can help give you new ideas)!