

Write:OutLoud

Templates/Stationery Pads

Assistive Technology Training Online
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Activity

Learn to create teacher made templates or stationery pads. A template or stationery pad is a file that can be saved and used many times. The original file is customized to meet individual needs or for a specific project and then saved. The file always opens as *Untitled*. Students can use the template or stationery pad to do their own work and then save it as an independent file, or multiple students can use the template as an electronic worksheet.

*Note: If you are using a Macintosh, substitute the ⌘/Command key for the Ctrl/Control key in the keyboard shortcuts.

Instructions

Create a customized writing environment

Write:OutLoud files can be customized for individual users to better enhance the reading, writing and learning process. By setting up an environment (a text font, size, and color) that meets specific learning conditions for an individual student, efficiency and independence is promoted. A new file opens with previously set features.

1. Change the Default Settings

As you work with Write:OutLoud, you will find that certain options and settings are set as default settings. Your preferences for option settings may be very different than this and you may want Write:OutLoud to start new files with your setting preferences.

- To set the settings as you like, open WOL to an untitled document and make your changes. Then choose **Save as Default** in the **Options** menu to make those settings active for all new documents.



2. Create a Template or Stationery Pad

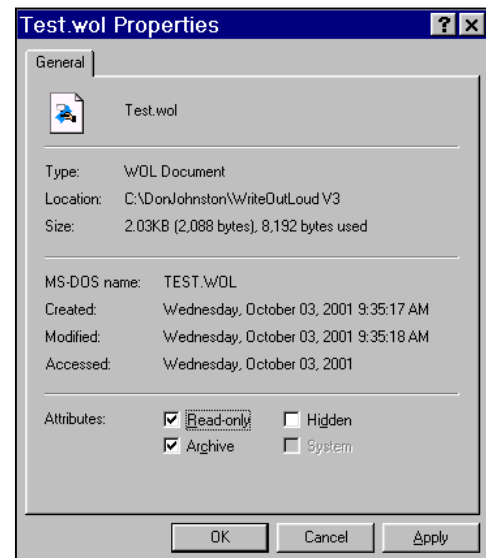
If a number of students need different option settings, you can create “starting files” for each individual that will retain separate file preferences.

- To create individual student files with different settings, open WOL to an untitled document.
- Make the speech, font, and color changes. Set WOL to speak letters and words. Set the font to 24 pt. Make the background yellow.
- Save the document as Test.
- Quit WOL.

A. Create a Template for Windows Users

- Locate your document, Test, in the file directory
- Click on the document ONCE to highlight it. Choose Properties from the File menu.
- Select Read Only. This creates a file that can be used as a template. Select Apply.
- Double click the Test file to launch Write:OutLoud.
- Choose Save As in the File menu. Notice this is the only Save option you have available.
- Save the new file as Book Report. The original document remains unchanged for use over and over again. Even if you typed in the document or made other changes to it, its “ Read Only” status will not let you overwrite the original file.

Name	Size	Type
Manuals		File Folder
Pictures		File Folder
Sample Documents		File Folder
Sounds		File Folder
WOL Abbreviations		File Folder
WOL US Dictionary		File Folder
WOL User Dictionary		File Folder
template.WOL	2KB	WOL Document
Uninst.isu	66KB	ISU File
WriteOutLoud v3.exe	874KB	Application
WriteOutLoud.cnt	1KB	CNT File
WRITEOUTLOUD.HLP	768KB	Help File
Test.wol	3KB	WOL Document



B. Create a Stationery Pad for Macintosh Users

- Locate the document, Test, in the file directory.
Click on the document ONCE to highlight it.
- From the File menu, select Get Info.
- In this window there is a check box called Stationery Pad.
Check it. Close the window.
- Open the file called Test.
- Click Save from the File menu. Notice the only option is to save the file with a new name.
- Save the new file as Book Report. The original document remains unchanged for use over and over again. Even if you typed in the document or made other changes to it, its “ Stationery Pad” status will not let you overwrite the original file.

