

Co:Writer

Using Collected Words

Assistive Technology Training Online
University at Buffalo - The State University of New York
USDE# H324M980014
<http://at-training.com>

Activity

Co:Writer collects new words you use and has them available for future guesses. It also offers you several dictionaries, as well as the option to create personalized dictionaries that are student or topic specific. Learn how to change dictionaries, set your **Collected Words** settings, edit your collected words and create your own dictionaries.

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

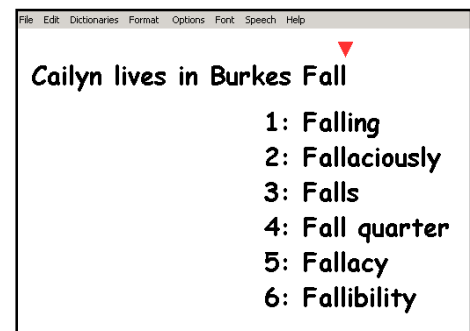
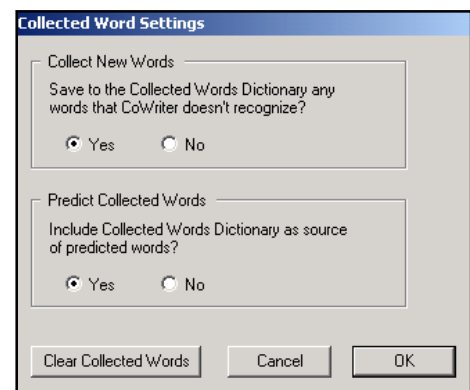
Instructions

1. Using the Collected Words Dictionary

There are some words that Co:Writer's dictionary does not contain by default, such as names, places, town names, or slang expressions. But Co:Writer can "collect" these words and store them for your students for later use. If **Collect New Words** is **ON**, Co:Writer automatically collects unfamiliar words and names as they are typed and saves them in the Collected Words Dictionary.

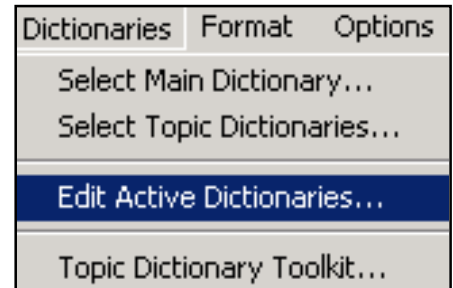
- Launch Co:Writer.
- Launch your word processing program (e.g. Microsoft Word, Write:OutLoud, IntelliTalk II etc.).
- **Note:** To use the **New Writer Wizard**, select **Program Menu\Co:Writer 4000\Getting Started**, or choose **New Writer** from the **File** menu if Co:Writer is already opened.
- From the **Options** menu turn **ON Collected Words** by making sure it has a \checkmark next to it.
- In the **Collected Words Settings** dialog box, select **Yes** to Collect New Words and **Yes** to Predict New Words.
- Type the sentence **Cailyn lives in Burkes Falls**.
Regardless of which writing level you chose when you set up your Writer File, **Beginning, Intermediate** or **Advanced**, Co:Writer will not recognize the names Cailyn or Burkes the first time you type them.

Note: If **Predict Collected Words** **ON**, Co:Writer will offer them among the word choices the next time you begin typing them.

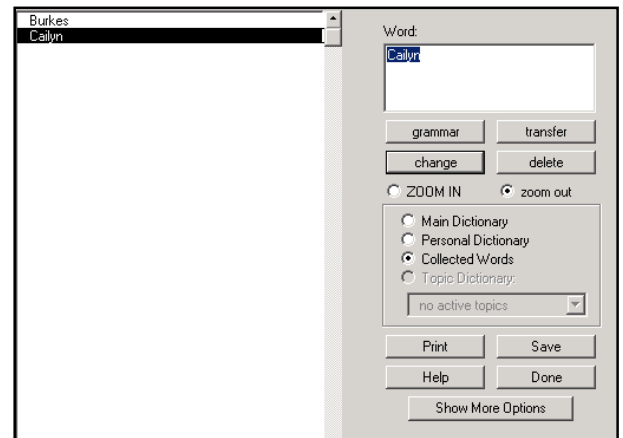


2. Transferring Collected Words to the Personal

You may want to transfer collected words to the Personal Dictionary for word prediction. This is useful if you don't want to predict collected words because of misspellings and seldom-used names typed in Co:Writer. This option lets you periodically go in and "review" your collected words and decide what to do with each entry.



- Select **Edit Active Dictionaries** from the **Dictionaries** menu.
- In the Dictionary Editor, select **Collected Words**.
- Highlight the phrase you want to move. Click **Transfer**. Click **Yes**. Co:Writer automatically moves the word into the Personal Dictionary.
- Click **Personal Dictionary** to view the new entry.
- Repeat steps 3-4 for any other words you want to transfer. When you are finished, click **Save**, then click **Done**



3. Editing Collected Words

The Collected Words Dictionary is for *temporary* storage of personal words and terminology that Co:Writer does not recognize. Co:Writer recommends that you do regular "maintenance" to your Collected Words Dictionary to remove misspellings prior to transferring desired words to your Personal Dictionary. The Collected Words Dictionary is saved to the open writer file.

- If misspelled words have been collected, you may want to edit them or delete them from the Collected Words Dictionary.
- Select **Edit Active Dictionaries** from the **Dictionaries Menu**.
- In the Dictionary Editor, click the radio button to select **Collected Words**.
- To **Delete** a word, highlight the word or phrase you want to delete. Click **Delete**. Click **OK**.
- Repeat steps 3-4 for any other words you want to delete. When you are finished, click **Save**, then click **Done**.
- To **Edit** a word, highlight the word or phrase to be edited. Click **Change**.
- In the **Change Spelling From** dialog box correct the word or phrase. Click **OK**. Click **Save** to save the changes to your Collected Words.
- Transfer the Collected Words to your Personal Dictionary.

