AT Quick Guide

WordQ: Editing and Customizing Vocabulary

WordQ is a program that 1) predicts words as students start to spell them and 2) reads screen text out-loud. It is not a word-processor by itself but runs over-top of another software program (e.g. Word, Outlook, PowerPoint). The Quick Guide *Using WordQ* will introduce you to the basic features of *WordQ*. This quick guide will explain some more advanced functions.

Proofreading in *WordQ*

WordQ offers a special proofreading mode if you are using Microsoft Word, WordPad, Notepad, or Outlook. In these applications, *WordQ* can read the document back to you with word-by-word highlighting.

1. Make sure the **Speech** button is depressed
2. Highlight a paragraph or section of text
3. Select the **Read** button
4. Press the space bar to hear the sentence
5. Use the down arrow key to go to the next sentence

Hearing text read aloud can help students find missed periods and punctuation or phrases that should be reworded.

Note: If you want to be able to read a web page or document that is not in Microsoft Word, WordPad, Notepad, or Outlook, select the text and click the Read button. You will not see the individual words highlighted as it reads.

Editing in *WordQ*

When the **Words** button is depressed, *WordQ* will show you appropriate predictions, wherever you position the text cursor in your document, even when the cursor is in the middle of a word.

If you type a letter within an existing word, the predicted words will be based on the letters that came before, including the one just typed. Selecting a predicted word will replace the existing word.
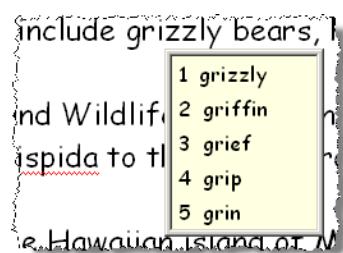
Customizing your vocabulary

Learned vocabulary
WordQ remembers words that you typed that were not in the dictionary. At any time, you can review those words and add them to your main vocabulary list.

1. Select **My Words...** from the **Options** menu. Then click the **Spelling** tab.
2. You will see a list of words that may be misspelled or not found in the *WordQ* Dictionary. Review this list of words for proper spelling.
3. Select the words you would like to add to your main vocabulary.
4. Click the **Add to Main** button to add the selected words to your vocabulary. These words will now be used in word prediction.
5. Any remaining words can be deleted with the **Delete** button after selecting them so that you don't have to review them again.
6. Click **Close** when done.

Limiting the word list
Beginning with a blank vocabulary is a useful way to have a very limited set of words predicted that will not confuse you. This is useful for beginning writers.

1. Select **New User** from the **Options** menu.
2. Select a **Blank vocabulary** and save it with a descriptive name such as a lesson name.
3. Now select **My Words...** from the **Options** menu. Note that the vocabulary list is blank.
4. Type in any new words that you want to use.
5. Select **Add** or press Enter after each word that you type to add it to the vocabulary list. When done, select **Close**.
6. Select **Prediction...** from the **Options** menu. Then click the **Prediction** tab.
7. Uncheck all options under **Word Prediction: Choose your prediction options**. This will ensure that no additional words will be predicted.
8. Click **OK** when done.

Adding to the word list
There are different ways to add words to *WordQ's* prediction. You can add words one-by-one. You can have *WordQ* "learn" words from a document that you wrote or that you are reading about. Or, you can choose a topic list that pertains to what you are writing about.

Adding words one-by-one
1. Click **Options**-**My Words…**
2. Type a word that you want to add in the **New Word** box
3. Click **Add**
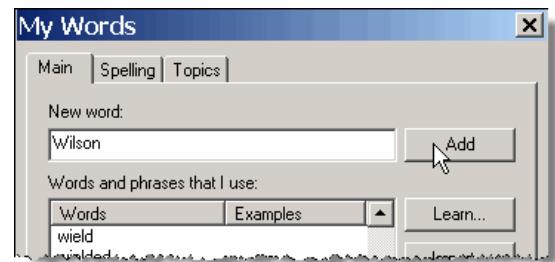
Adding words from a document
Your document can be something you wrote or something that you are reading. Either way, you must save it in .txt format.
1. Click **Options**-**My Words**
2. Click **Learn…**
3. Navigate to the text file that you want *WordQ* to learn words from and double-click on the file name
4. Words from that document will become part of your permanent vocabulary
5. Misspelled and unknown words are put aside for you to review. They will not be predicted until you specifically add them to your vocabulary. See **Learned Vocabulary** above

Note: This does not work in the same way if you click the **Import** button. In that case, the document you import needs to be a specially formatted file. See the *WordQ* User Guide for more.

Adding a Topic List
You can also add vocabulary by using a topic list that remains active only as long as you keep it active. This is useful for writing about special topics. In the *WordQ* bar, there is a dropdown list of topics. Notice that *WordQ* comes with one topic ready for you to use, "baseball."

To create a new topic list

1. Click **Options**-**My Words**   Click the **Topics** tab   Click **New**
2. Type a name for your topic and click **OK**
3. Now you can either import a topic list or type words one by one, just as you did with your main vocabulary.

*To import a list   Click **Import…***
- Navigate to the text file that has the topic list you want to use and double-click on it. You can any list of words that you have saved in .txt format.

To add words one-by-one
- Type a word that you want to add in the **New Word** box   Click **Add**