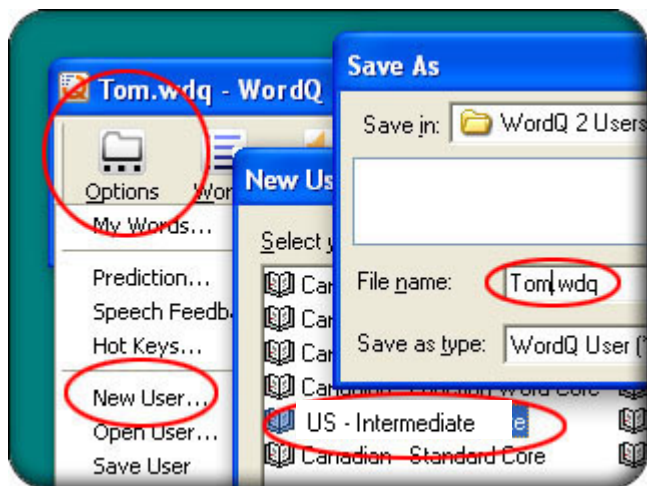


Using WordQ

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). In MCPS Tech Mod 09 schools, WordQ is found in the Programs-->AT folder.

Setting Up a New User

WordQ is what is called 'intelligent' software, i.e., it learns from the user. The more you use WordQ, the more WordQ learns about the way you write (as long as you always save your user profile). This means that the more you use WordQ, the better it gets at predicting what you want to say. For this reason, it is important to have students set up their own user names.

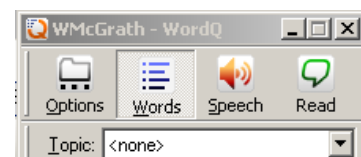


Open WordQ then:

1. Find and click on the Options button (far left of WordQ's tool bar).
2. Click on menu item "New User."
3. Double-click on English (US)
4. Choose a vocabulary, such as "US - Intermediate" and then click on Next.
5. Type in the user's name
6. Click Save to save this user file (this user profile will follow the user when they use their log-on on any computer on the school network). Profiles can also be saved on flash drives and transferred to other locations.

Predicting Words

1. Open a word processor, such as Microsoft Word and then open WordQ if not already running
2. Make sure the "Words" icon is selected
3. Try typing "The sunset is beautiful."
4. Type one letter at a time and look at the word list that appears
5. Notice how long it takes for the word you want to appear and where on the list it is
6. Select the word you want by using the mouse or selecting the number. If you select the wrong word by mistake, you can quickly correct it by pressing Esc. The last word will be erased and you can now select the correct word.
7. Try typing the sentence again and note that WordQ moved "beautiful" up on the prediction list – it has learned that this is word you have used before

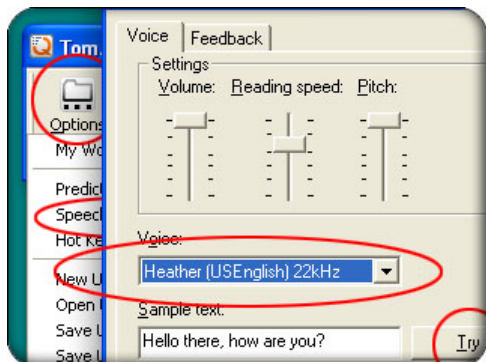


Depress the "Speech" button on the WordQ bar so that the word prediction list can be read out loud when you place the cursor over each word in the list

Text-to-Speech in WordQ

WordQ can turn MS Word into a talking word processor.

1. Depress the “Speech” button on the *WordQ* bar
2. Choose Options-->Speech Feedback and then click the feedback tab
3. Click the check boxes to indicate if you want to hear letters, words, and/or sentences spoken while you type, then click OK
4. Now you will hear *WordQ* read to you as you type
5. You can either use the prediction window at the same time or not



Choosing a Voice

Open *WordQ* if it is not already running.

1. Go to **Options**, find and click on **Speech Feedback...**
2. Choose from the various voices installed on the computer. The default "Heather" voice or "Microsoft Mary" are recommended as being the clearest.
3. The volume, reading speed and pitch can all be adjusted from this menu.

Changing Settings of the Prediction Box

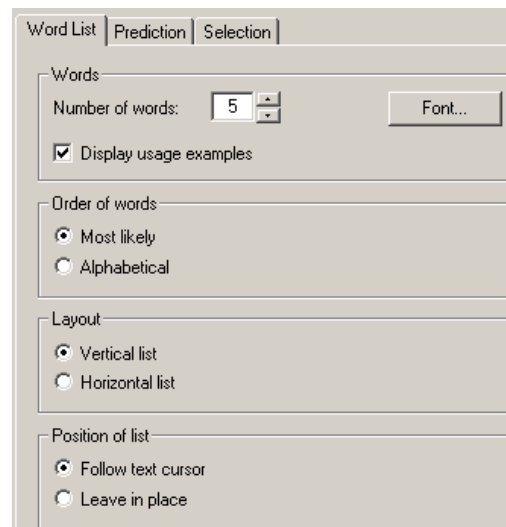
Go to *Options*, find and click on *Predictions...*

“Words”: You can change the number of words presented on the prediction list, font size, and appearance of prediction list.

“Position of list”: The default setting in *WordQ* is for the prediction box to follow the cursor. If you are using quite a lot of text, especially web pages, you may find that this gets in the way with the box covering the text you want to read. Some people also prefer to have the box always in a fixed place so that they can look for suggestions in a constant location.

See the Quick Guide, “WordQ: Editing and Topic Dictionaries” to learn more ways to use *WordQ*.

Another software program, *SpeakQ*, is a voice recognition program that works with *WordQ* to generate text from speech. Purchasing and more detailed information can be provided to schools upon request.



Information adapted from: www.WordQ.com/teachingideas.html