

Working With the Co:Writer Dictionaries

- *Co:Writer uses three types of dictionaries:*

- It's own main dictionaries
- A personal dictionary that the writer creates
- List of new words that is collected as the writer types

- *Main Co:Writer Dictionaries*

- Co:Writer has four main dictionaries:
 - 40,000-word dictionary
 - 10,000-word dictionary
 - 2,000-word dictionary
 - 0-word dictionary
- Select a main dictionary when customizing a writer file for a student (see *Select a Main Dictionary* in the section *Customizing Co:Writer for Individual Students*)
- You may change the main dictionary size after a writer file has already been created:
 - Go to Options choose Select Main Dictionary Size
 - Select the dictionary size for the writer and click OK

- *Personal Dictionary*

- The **Personal Dictionary** is the dictionary in which the writer may enter and store unique words:
 - **Names** — Mary, John Smith, Bulldogs, Pocahontas
 - **Places** — Egypt, Peoria, Virginia
 - **Specialized spellings** — theatre, realise
 - **Technical terms** — occipital, vagus, sforzando
 - **Jargon** — RAM, ADB, startup
 - **Slang** — gotcha, knothead
- **Two ways to enter words into the personal dictionary:**
 - Transfer words from the Collected Words dictionary to the Personal Dictionary.
 - Collect New Words (Options menu) must be selected before Co:Writer collect and save words into this dictionary. See *Collect New Words* in the section *Customizing Co:Writer for Individual Students*)
 - See *Collected Words* later in this section for directions for transferring collected words to the Personal Dictionary.

collected words to the Personal Dictionary.

- Enter words directly into the Personal Dictionary

- **Advantages to Adding Words to the Personal Dictionary:**

- Eliminate typing out new words while typing a sentence
- Set up specific vocabulary lists (such as SOL specific vocabulary)
- Use Save As... to start a new writer file that includes the same personal dictionary

- **Entering Words in the Personal Dictionary**

- Select Edit Dictionaries from the Edit menu
- Click on the Personal Dictionary button to view the Personal Dictionary
- Enter a word in the word in the Word box
- Click the add word button — the word will appear on the list on the left in the list of words in the Personal Dictionary
- Optional: Click Zoom In to change the frequency and add grammar attributes

Tip: It is NOT required to add grammar attributes to personal words. They are still predicted using other statistics such as frequency and recency. Adding grammar attributes to a word lets Co:Writer know where, as well as when, to predict it within a sentence you are typing.

- Click Save and Done when finished

- **Using Zoom In to Change Frequency and Grammar Attributes**

- Click on a word in the dictionary list and click Zoom In. The following dialogue box appears
- Click on the frequency box to change the frequency of prediction of a word.
- A frequency of 20 is the highest score you may set.
- Click the New box to select the part of speech

- **Adding Vocabulary Word Lists to the Personal Dictionary**

Tip: Words added to the Personal Dictionary that are assigned a part of speech and frequency score of 20 will be predicted with greater frequency.

- When entering specific vocabulary lists to a Personal Dictionary, identify the part of speech for each word and group by category before adding to the dictionary
- To add vocabulary words in the same category (ex. names):
 - Use the View pop-up menu to select a part of speech (ex. names)
 - Select the Frequency Range button and type “20” in each of the boxes (20 is the highest frequency score for words in the Personal Dictionary)
 - Type in the vocabulary words for that category (ex. all the names). These words will all be assigned to part of speech category and will all have a frequency of 20
- Examples of vocabulary lists:
 - Vocabulary to support SOLs
 - Vocabulary from books or short stories
 - Vocabulary specific to current events
 - Terminology specific to curriculum

- *Collected Words Dictionary*

- Words in the Collected Words Dictionary are words that you have previously used in typed sentences. As you type them, Co:Writer collects words it does not recognize (from the Main and Personal Dictionaries), assuming they are personal words that you will want later.
- You may add grammar, delete a word, or transfer a collected word to your Personal Dictionary anytime.
- **Transferring collected words to your Personal Dictionary:**
 - Select Edit Dictionaries... from the Edit menu
 - Review the words in the collected words list. Check for spelling and make any necessary corrections.
 - Select a word and click Transfer to transfer the word to the Personal Dictionary.

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Tip: Collected words can be deleted all at once by selecting Clear Collected Words from the Options menu.

Tip: If you don't want Co:Writer to collect new words, deselect Collect New Words in the Options menu

Important: If you have Co:Writer set to Collect New Words you need to periodically review the words in the Collected Words Dictionary, check for spelling and appropriateness, and transfer words to keep to the Personal Dictionary. Periodic maintenance of the Personal and Collect Words Dictionaries will improve the overall performance of Co:Writer.

Software Supporting Co:Writer

All of the Don Johnston Start-to-Finish Books come with a Co:Writer Writer file that contains the unique vocabulary (names of characters, places, etc.) that is specific to that book. Students are encouraged to read the Start-to-Finish titles and then use the Co:Writer Writer file to retell the story or complete comprehension activities specific to that book. The Co:Writer Writer file may be copied from the Start-to-Finish CD Rom to the Co:Writer folder on the hard drive by clicking, holding and dragging to the appropriate location.