

Setting up an Individual Student File on the Computer in Co:Writer 4000

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Getting Started:

- Open up the *Co:Writer* program
- You will be prompted to open another application
(e.g. *ClarisWorks*, *Word*, *Write:OutLoud*)
- Click on the *Co:Writer* Connection or the “+” key to wake up *Co:Writer*
- On the *Co:Writer* menu, choose File - New Writer
- Choose the Dictionary Writer that is appropriate for the student
(Click Show Samples to see examples)
- Save the Writer as “Your Name”

Go to Speech:

- Voice Setting
- For Mac’s - Give the student the choice of Kathy, Fred, Junior and adjust the speed. (Recommend 180) - Click OK.
- For PC’s - Give the student the choice of Wade or Kathy and adjust the speed. (Recommend 170) - Click OK.

Go to Font:

- Set the font to a size that the student likes.

Go to Options:

- If the student is a poor speller, turn off “Collected Words” and turn on Flexible Spelling.

Go to Format:

- Set colors - Change the background and text color if desired.
(Suggested: Light blue or yellow background with dark blue text color.
These are available under “More colors”.)
- Number of Guesses - Suggestion: “Predict 5 words”

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- Turn off “Predict Ahead and Predict In-line.”
- Turn on Show Numbers

Go to Dictionaries:

- Topic Dictionaries are available - these are groups of theme words that have been previously programmed with *Co:Writer*.
- You can also customize you own personal dictionary with common names and words used by the student.
- See the Help Menu - Selecting Topic Dictionaries
- See the Help Menu - Personal and Collected Words and Creating A New Topic Dictionary

Go to the File Menu:

- Print Writer - Print the customized student file you have just created for your own records

You are finished!!

Remember each time you open *Co:Writer*
it will open up to the last student who was using it.