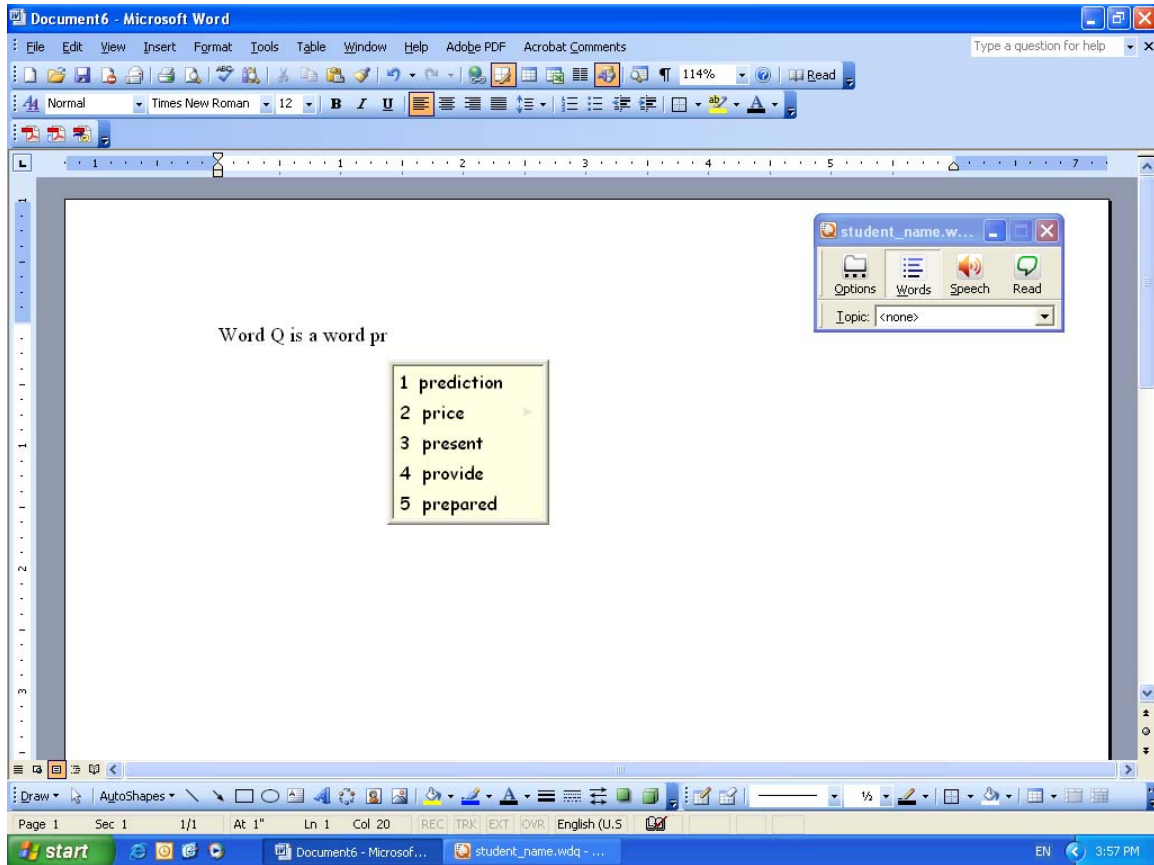
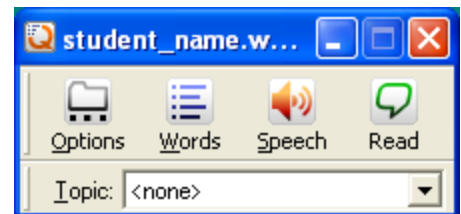


Word Q



WordQ is designed to assist individuals who have reading and writing difficulties.

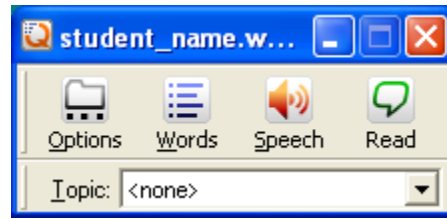
- WordQ can be used with any standard writing software. As you type, WordQ predicts what you might want to type, and displays a list of correctly spelled words in a prediction box.
- WordQ can also be used as an editing tool where you can select text within your document and listen for any mistakes such as misspelled words or missing punctuation.
- WordQ continually learns your writing style and improves over time.



Index

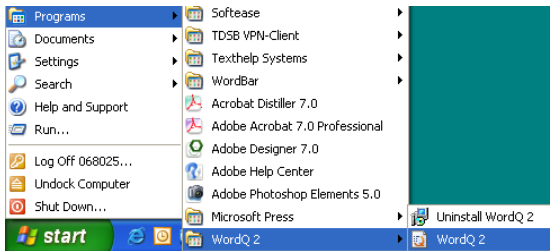
Adding words to an existing vocabulary list	8
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Getting Started



Opening WordQ

1. Click on **Start** on the Windows desktop. Select **Programs**, **WordQ 2**, and then **WordQ 2** again as shown below.



Alternatively, you can double click the WordQ icon located on your desktop.



Creating and Saving a New User Vocabulary File

When you use WordQ for the first time, you will need to create a New User using the Setup Wizard. If for some reason the New User Setup Wizard does not appear when

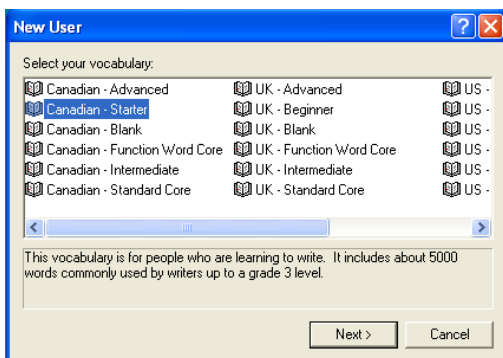
you launch the application, click on WordQ's Options icon



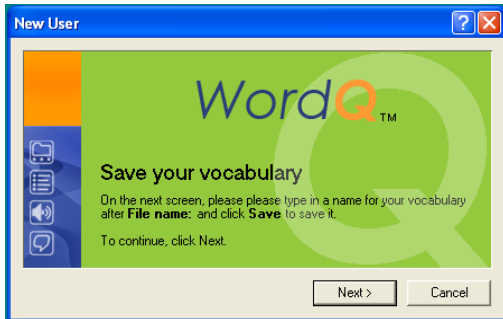
and select New User.



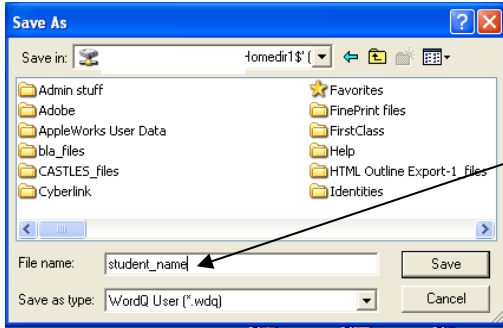
1. Click **Next** to access the vocabulary list.



2. Select a **vocabulary list** that best matches your writing level. Canadian-Starter is recommended as it is a good starting point.
3. Select **Next**

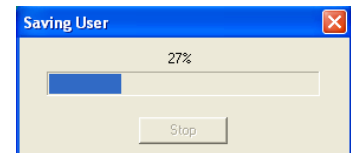


4. Click on **Next** to **Save** the Vocabulary list **into your homedrive**
5. Using the **drop down menu** located in the **Save In: box**, click on your homedrive. For example ... ##### on Tdsbhome#\Homedir1\$(H:).



6. **Name** the file **using your name** in the **File name: box**


7. Click on **Save**




Opening/Saving Existing User File

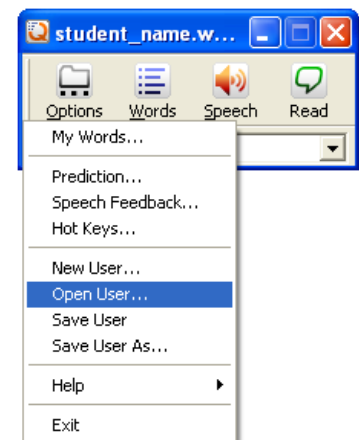
Once you have created a vocabulary list file and saved it into your homedrive, it is important to remember to **use (open) that file whenever you use WordQ**. Why? WordQ will improve its prediction over time because it continually learns your writing style from the words you use.

To open your vocabulary list from your homedrive ...


1. Click on the **Options** icon 
2. Scroll down and select **Open User ...**
3. Select your **homedrive** from the drop down list in the Look in: box
4. **Select** the file name with **.wdq** at the end of it. It should look similar to the example below

 student_name.wdq

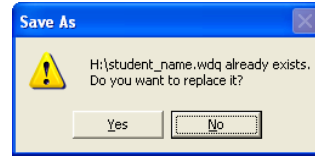
5. Click **Open**.



To save your vocabulary list to your homedrive ...


1. Click on the **Options** icon 
2. Scroll down and select **Save User As ...**

3. Select your **homedrive** from the drop down list in the Save in: box
4. Click **Save**
5. When asked if you want to replace your existing file, click **Yes**. If you say no, your vocabulary list will not be updated or improved.

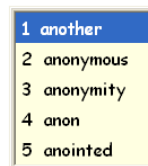


Using Word Prediction

As you type, WordQ's word prediction helps you complete words or select the next word from a list of possibilities.


1. **Open** a word processing document. For example, a Microsoft Word document.
2. To view the word prediction list box, click on the **Words icon** on WordQ's floating toolbar. The word prediction box is defaulted to appear at, and follow, your cursor. 
3. Begin to **type the following text** into your document (paying attention to the list of words that appear in the prediction list) ... **Students differ from one ano...**
4. **Click** on the word "**another**" that has appeared in the prediction list to **insert** it into the document. Alternatively, you could use the number key on the keyboard associated with the word.

Students differ from one ano



Tip: Click the Words icon repeatedly to turn the prediction list on and off.

Listening to Text While Typing

1. To listen to your work while typing, click on the **Speech icon** on WordQ's floating toolbar. 
2. Continue typing the following text into your document ... **in many ways and present unique learn...** you should hear each word spoken aloud as you type.

Note: If you do not hear any sound, check that the speakers are connected and turned on in addition to checking the computer's volume setting.


3. **Position your mouse cursor** over the word **learning** in the prediction list. You should hear that word spoken aloud as well. Listen to the other words listed in the prediction list by moving your mouse. Click on the word “learning” to **insert** it into the document.

Listening to Your Document


Type the following text into your document,

Students differ from one another in many ways and present unique learning needs in the classroom setting. Assistive technology provides students with another tool to experience ways of absorbing and presenting concepts being taught.

To listen to a sentence,

1. **Insert** your cursor anywhere within the first sentence.
2. Click on the **Read icon**.  You should see the sentence become highlighted.
3. Press the **spacebar** to hear the sentence. (The spacebar is also used to pause the reading)
4. **Pause** the **reading** in the middle of the sentence by pressing the spacebar again.
5. Using the arrow keys on your keyboard, slowly **move** the cursor to the **left** or **right**. Notice that each word is highlighted and read as you move the cursor.
6. **Press** the **down arrow** to go to the next sentence.
7. **Press** the **up arrow** to go to the previous sentence.

To listen to a block of text,

1. **Highlight** the **block of text** you want to have read.
2. Click the **Read icon**. 
3. **Stop** the **reading** by clicking on the Read icon again or by clicking the mouse anywhere within your document.

Vocabulary Lists

You can increase the probability of words appearing in the predication list by creating and using a list of words relating to a specific topic, adding individual words to your existing vocabulary list, or extracting words contained within a document.

Creating a New Vocabulary List by Topic

1. Click on the **Options** icon.



2. Scroll down and select **My Words ...**

3. Click on the **Topics tab**

4. Click on **New**

5. Type the name of the **topic**

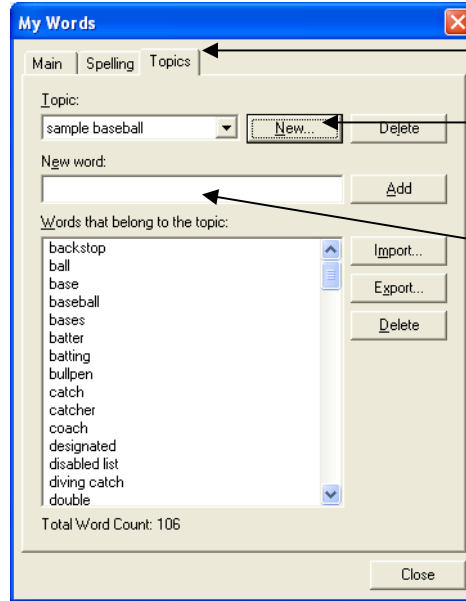
6. Click **OK** (the new topic should appear in the Topic: box)

7. **Type** a word associated with the topic in the **New word:** box

8. Click on **Add**

9. Continue adding words until have completed your list (be careful with your spelling)

10. You can delete individual words or topics at any point in time (select/highlight word/topic, then press delete)

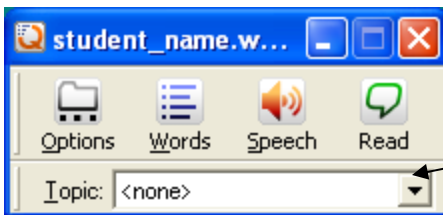


Topics Tab

Create a new topic

Add words to new/existing list

To use a topic ...




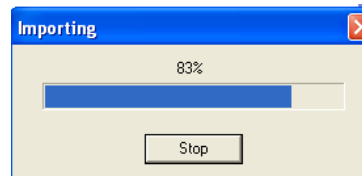
1. Select the topic from the drop down menu located on WordQ's toolbar.
2. Click back in your document and resume typing.

Extracting Words from an Existing Document:

Note: Documents must be saved in *.txt format in order to extract the words. For example, documents created in Microsoft Word need to be opened and re-saved as Plain Text (*.txt). However, you could copy and paste the text into Notepad if you prefer.

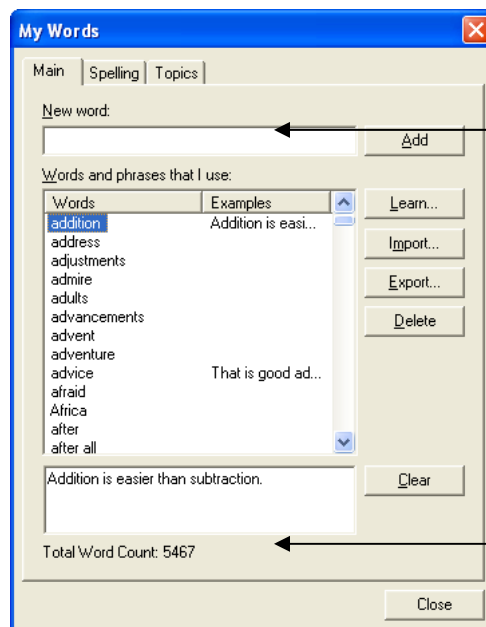


1. Click on the **Options** icon 
2. Scroll down and select **My Words ...**
3. Click on **Learn**
4. Navigate to your ***.txt document** (either in your CTMI share folder or homedrive).
5. Click **Open**. The words from your document will automatically be imported into your vocabulary list.
6. **Repeat** with as many documents as you wish
7. Click **Close**.



Adding Words to an Existing Vocabulary List:

1. Click on the **Options icon**
2. Scroll down and select **My Words...**
3. Select the **Main Tab** (if not already appearing)
4. **Type** a word in the **New word:** box
5. Click **Add** (your word should automatically appear in the list below)
6. If you wish, you can type a definition, or example, for each of your words in the space below.



Type word here to add to list

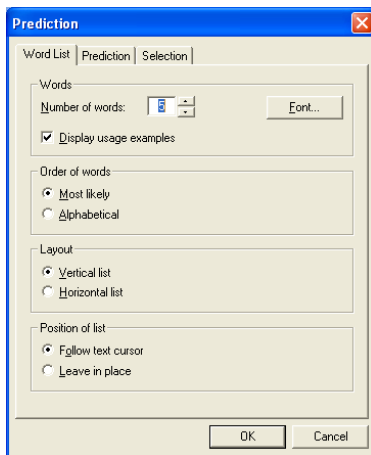
Type definition or example here

Prediction Options

Should the prediction defaults not meet your needs, you can change the various prediction features within WordQ to reflect how you would like the word list to function, in addition to changing its appearance. These changes may include;

- the number of words displayed in the prediction box
- the order, style, layout or position of the prediction list
- how words are predicted
- what happens after a word is predicted
- how to select a word in the prediction list

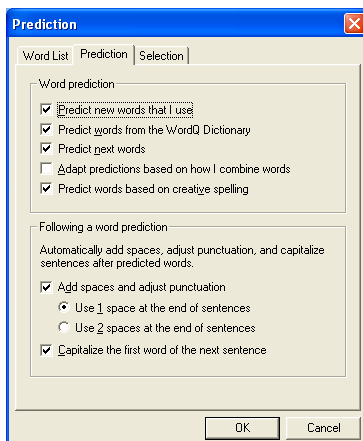
1. Click on the **Options icon...**
2. **Scroll** down and select **Prediction...**



Word List Tab

Allows you to;

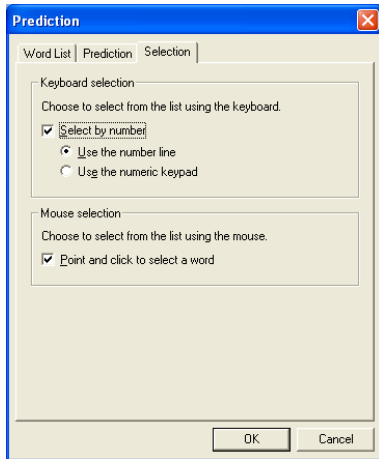
- change the number of words that appear in the prediction list as well as how they appear (alphabetical or most likely to be used)
- change the font type, style, and size
- change the layout of the prediction window (vertical, horizontal)
- change the position of the prediction box (to follow the cursor or leave in place)



Prediction Tab

Allows you to;

- add correctly spelled words to your vocabulary (predict new words that I use)
- suggest words from the WordQ Dictionary
- predict words that are likely to be used next, used in combination or creatively spelled
- change punctuation settings



Selection Tab

Allows you to;

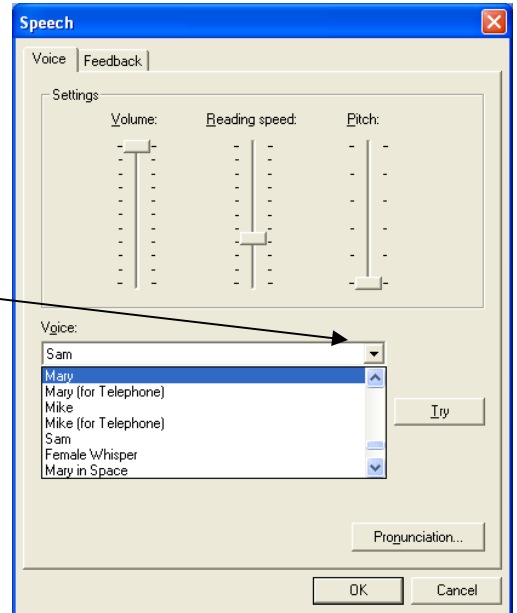
- change the options for selecting words from the prediction list (using keyboard & mouse)

Speech Feedback Options

You have the option to change the various speech settings to adjust how the reading voice (speaker) sounds.

Selecting a New Voice

1. Click on the **Options** icon
2. Scroll down and select **Speech Feedback...**
3. Click on the **Voice** tab
4. **Select a new voice** using the drop down menu
5. Click on **Try** to hear how the voice sounds
6. Click **OK** once you have found a voice that appeals the most to you.



Adjusting the Voice

1. **Click and drag** the **volume** track bar to increase or decrease the volume of the voice
2. **Click and drag** the **Reading speed** track bar to increase or decrease the speed in which the speaker is talking
3. **Click and drag** the **Pitch** track bar to increase or decrease the pitch of the speaker's voice.

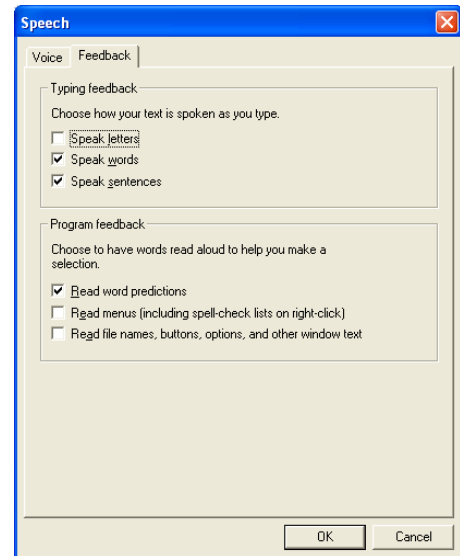
Speech Feedback

It is often helpful to hear what you have typed because sometimes it is not necessarily what you think you typed. WordQ gives you the opportunity to customize the text-to-speech options to assist you with the writing process.

Instructing the system to read as you type

The Typing feedback section allows you to choose how text is spoken as you type.

1. Click on the **Options** icon
2. Scroll down and select **Speech Feedback...**
3. Select **Speak letters**, **Speak words**, or **Speak Sentences** in the Typing feedback section.
4. Click **OK**
5. **Type** a sentence into your document.



Instructing the system to read the prediction list

1. Click on the **Options** icon
2. Scroll down and select **Speech Feedback...**
3. Select **Read word predictions**
4. Click **OK**

Instructing the system to read Windows interface objects

1. Click on the **Options** icon
2. Scroll down and select **Speech Feedback ...**
3. **Select ...**

Read menus (including spell check lists on right-click) to hear items spoken when you point to them with the mouse

AND/OR

Read file names, buttons, options, and other window text to hear the names of these objects. This includes desktop icons and file lists.

4. Click **OK**