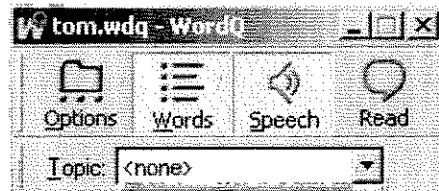


## Creating New User in Word Q

1. Open Word Q program.



2. Click on the options button in box.

3. Choose new user from drop down menu.

4. Follow directions choosing appropriate language (either Canadian French or English). Then choose appropriate vocabulary list. (Most common-intermediate, however, other lists may be chosen depending on student)

5. Choose voice profile from drop down menu that you would like to hear. You can click on the try button to hear the voice.

6. Save the profile using student name. This will save the language and vocabulary list for the student. Students are now ready to open other programs to use Word Q (ie. Microsoft word, email, internet, etc).

**\*\*If more than one student is using the program on the same computer, students will need to open their profile each time they want to use it.**

## To open profile:

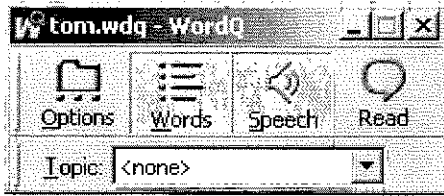
1. Open word Q program.
2. Click on options.
3. Choose open user.
4. Choose user name that you saved the profile under.
5. Students are now ready to open other programs and use Word Q.



# Tip Sheet

[www.wordq.com](http://www.wordq.com)

Quillsoft Ltd.  
190 Silver Birch Ave.  
Toronto, ON M4E 3L5  
1-866-629-6737  
416-698-0111  
416-698-1555 FAX  
sales@quillsoft.ca



The **Options** menu is used to customize your vocabulary, choose your prediction and speech options, assign hotkeys, and create user files.



The **Words** button shows or hides the word list which displays predicted words. Click or press **F9** hot key (or assigned hot key).

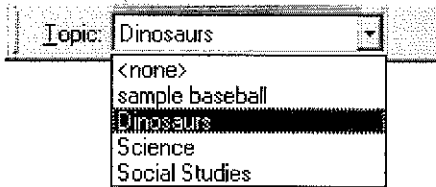


The **Speech** button turns speech on and off. Click or press **F10** hot key (or assigned hot key).




The **Read** button reads your (selected) text. Click or press **F11** hot key (or assigned hot key).

The **Topics** list shows the topics that you have created. Click and select a topic, or press **F12** hot key (or assigned hot key) to display the topic list.



## WRITING WITH WORD PREDICTION

### To turn prediction on and off and hide word list

- Click on the **Words** button 
- **OR** Press **F9** (or assigned hot key)

### To select a word from the list

- Type the number in front of the word
- **OR** Click on the desired word
- **OR** Use the ↓ key to browse down a vertical list; use the → key to browse across a horizontal list; select with the **Enter** key


### To remove the last word that you selected from the list

- Press the **Esc** key immediately after selecting a word

### To display different word endings

- Select your word and then press the **Backspace** key until the list displays your word with its proper endings


### To type numbers

- Hide the word list by clicking on the **Words** button  or press **F9** (or assigned hot key)
- **OR** Use the set of number keys that is not being used to select words from the list

### To use topic words


- Click on the **Topics** list
- **OR** Press **F12** and select a topic

### To customize the word list and change prediction options


- Select **Prediction...** from the **Options** menu 

## USING TEXT-TO-SPEECH

### To turn speech on and off

- Click the **Speech** button 
- **OR** Press **F10** (or assigned hot key)


### To read selected text

- Click the **Read** button 
- **OR** Press **F11** (or assigned hot key)

### To stop reading

- Press the **Esc** key
- **OR** Click on your document


### To adjust voice settings and change feedback options

- Select **Speech...** from the **Options** menu 




The following additional speech control features are available in Microsoft Word, Wordpad, Notepad and Outlook:

### To read a sentence

- Click the **Read** button 
- **OR** Press **F11** (or assigned hot key)
- Press the **Spacebar** key to begin reading.
- Use ↓ or ↑ to move to the sentence that you want to read

### To read word-by-word at your own pace

- Click the **Read** button 
- **OR** Press **F11** (or selected hot key)
- Use → or ← to read one word at a time.

### To pause or resume reading

- Press the **Spacebar** key.