



Tip Sheet

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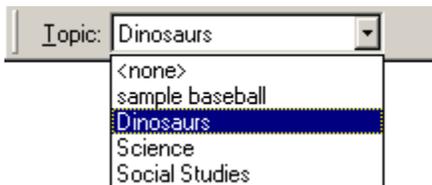
 The **Options** menu is used to customize your vocabulary, choose your prediction and speech options, assign hotkeys, and create user files.

 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.

WordQ Demo Installation

REQUIREMENTS

WordQ™ software has been designed for individual workstations with single or multiple users. That is, only one user may run a single installation of WordQ software at a time. However, that copy of WordQ software may open and run more than one user vocabulary file. There are no limits on the number of user vocabulary files used with WordQ.

- Windows 95, 98, ME, 2000, NT (Service Pack 6), XP
- Pentium 133 or faster (Pentium II 300+ suggested)
- 64 MB RAM; 128+ MB RAM suggested
- Sound card and speakers

For compatibility information, please see:

<http://www.wordq.com/Description/Compatibility/compatibility.html>

INSTALL FROM WORDQ DEMO CD

1. Insert the WordQ software CD.
2. If the CD Autoplay feature is turned on, you will be prompted to choose **Install WordQ** or to cancel the installation.
3. If the CD Autoplay feature is turned off, view the contents of the CD by double-clicking on **My Computer** and then on the **WordQ CD** icon. Then double-click on the **Setup.exe** file.
4. Follow the online instructions that are presented.
5. The following software will be installed:
 - WordQ™ application for Windows 95/98/ME/NT/2000
 - Microsoft® Active Accessibility® Version 1.3
 - Microsoft® SAPI 4.0a Drivers
 - Microsoft® Text-to-Speech Engine
 - Microsoft® Speech Control Panel

During the installation you may be prompted to locate certain files relating to the Microsoft® SAPI 4.0a drivers. If so, choose 'Skip Files' when prompted in the window that pops up. After completing the installation, locate the c:\Program Files\Wordq\Speech_Engine folder and double-click the files 'msttsl.exe', 'spchcpl.exe' and 'spchapi.exe' to install these drivers.

Important: Windows 2000/XP

If you are prompted during the installation to overwrite any files that are older than existing files, choose **No to all** in response to this prompt.

ON-LINE HELP

1. Download the complete User Guide from:
<http://www.wordq.com/Downloads/downloads.html>
2. View WordQ online help by choosing **Options>Help>WordQ Help**

USING WORDQ FOR THE FIRST TIME

1. Start WordQ from the WordQ desktop icon

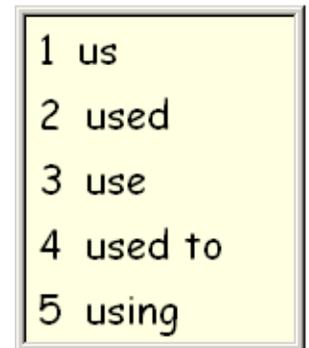
The first time that you use WordQ, you will need to choose and save your own user vocabulary file. This involves selecting a writing vocabulary that you want to use (US or Canadian Starter, Intermediate, or Advanced); then naming and saving your vocabulary in a **Save As** dialog. Enter your name as an example.

Two windows will then appear. One window will display the WordQ control buttons and the other will show suggested words.



2. Start your writing application

Start a writing application such as Microsoft Word. The word list will appear at the text cursor. Whenever you switch to another writing application, the word list will automatically move to the location of the text cursor.



3. Begin typing

Type the first letter of a word to begin your sentence. (WordQ automatically capitalizes the first word of each subsequent sentence.) Words will appear in the word list. If the word that you want is in the list, select it by typing the number in front of it. If your word is not in the list, continue typing until your word appears.

As soon as you select a word, it will be typed into your application. It will also be spoken aloud to confirm your selection. WordQ will then display the words that are most likely to follow the previous word. You don't have to select words that WordQ suggests. You can type as you would normally and only refer to the word list when you are stuck.

If there is no sound from your speakers, please ensure that they are connected and powered on. Also, ensure that the volume is adjusted on both the speakers and in Windows.

4. Complete your sentence

End your sentence by typing a period, question mark or exclamation point. WordQ will automatically add a space and capitalize the next word for you. The entire sentence will be spoken.

5. Read your sentence

Select the **Read** button . The sentence will be highlighted. Press the **Spacebar** and it will be spoken, highlighting each word as it is spoken.

Press the **Esc** key or **click** in the text with your mouse to resume writing.