**Co:Writer Cheat Sheet**

* Open Co:Writer
* Open Word
* Select User, Click OK
* Click on the document where you want your text to go.
* Click on the Co:Writer box at the bottom of the screen and start typing.
  + To hear the word choices read, you can either:
    - Scroll over the words with your mouse, and click on the desired word
    - Press the down arrow button to hear words, press the spacebar to select the word.
    - You can also type the number next to the desired word

*If you don’t see your desired word, you can either type another letter,*

*or press the right arrow key or select “More” to see more suggestions.*

* When you get to the end of the sentence, the punctuation will automatically send the text to the Word document. The sentence will be read back.

To add a word to a sentence using Co:Writer (You can also just add a word without using Co:Writer):

* Click on the word document where you want the word to be inserted.
* Click on Co:Writer (bottom toolbar) to get your box up again. Start typing your word.
* Select the correct word, and press “Send” (Under “More Commands”) to have it inserted in your document.

***More Commands:***

You can turn Speech on and off with Speech button.

Send will send what you have typed to your document.

If you want to type with actual numbers, press the “True” key. Press it again to get word choices to return.