



CO:Writer[®]

for **NEO**

BY RENAISSANCE LEARNING

Reference Guide

Co:Writer for NEO

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Installing Co:Writer for NEO	5
Activating Co:Writer for NEO	5
Co:Writer for NEO Basics	7
Moving between Co:Writer for NEO and AlphaWord™ Plus	7
Writing a Sentence in Co:Writer for NEO and Sending it to AlphaWord Plus	7
Getting Back to Co:Writer for NEO from AlphaWord Plus	9
Editing Your AlphaWord Plus File	10
Getting Back to Co:Writer for NEO after Editing a File	11
Entering Numbers or Special Characters	12
Editing Your Work	14
The More Guesses Key	15
Collecting New Words	16
Resuming Co:Writer for NEO	16
Turning Co:Writer for NEO Off and On	16
Beyond the Basics	17
Guesses and Where They Come From	17
Word Combinations and Hyphenated Words	19
Altering a Selected Word	19
Abbreviation Expansions	22
Activating a Topic Dictionary	24
Drawing from 12,000 Words	25
Co:Writer for NEO Options	26
The Co:Writer for NEO Options Menu	26
Number of Guesses Setting	26
Collected Words Setting	27
Topic Dictionary Setting	28
Grammar Setting	28
Predict Ahead Setting	29
Resetting Options to Defaults	30
The Topic Dictionary Selector	31
Activating a Newly-loaded Topic Dictionary	31
Adding New Topic Dictionaries	31
Sources for Topic Dictionaries	32

Co:Writer for NEO and the English Language Learner	33
Troubleshooting	34
Guesses Do Not Appear	34
Working with True Keys Mode	35
Contacting Technical Support	36
Appendix: Command Summary	37
Summary of Co:Writer for NEO Commands	37
Summary of AlphaWord Plus Commands	39
Appendix: Using Text2Speech	40


Installing Co:Writer® for NEO™

AlphaSmart™ Manager needs to be installed on your computer before you can run the Installer for Co:Writer for NEO.

If you need to install AlphaSmart Manager, see **Chapter 2, Installing AlphaSmart Manager** in the **NEO by AlphaSmart User's Guide** for instructions. You received this user guide when you received your NEO.



Run the Co:Writer for NEO Installer after verifying that AlphaSmart Manager is installed. For instructions, see the **Co:Writer for NEO Installer** document. This document is available on the Co:Writer for NEO Installer CD.

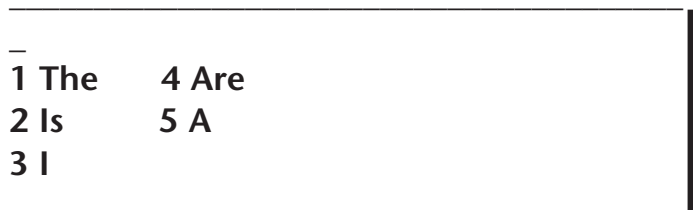
Activating Co:Writer for NEO

Press  to turn on your NEO. If this is the first time you are using Co:Writer for NEO, the SmartApplet that is set as the default appears on the NEO screen.

If AlphaWord™ Plus is set as the default application, the AlphaWord Plus splash screen appears and is followed by a Co:Writer for NEO screen telling you it is turned off.

If you know that Co:Writer for NEO is installed but you do not see the Co:Writer for NEO screen with guesses, follow the procedure below:

1. Press .
2. Press  or  to move the cursor in front of **CoWriter**.
3. Press . The **CoWriter Available** message appears and is followed by the Co:Writer for NEO screen with guesses.



Co:Writer for NEO is now active and linked to AlphaWord Plus. The vertical bar at the right edge of the screen is a reminder that you are in the Co:Writer for NEO screen.

Co:Writer for NEO

Sometimes when you activate Co:Writer for NEO there is a pause of a few seconds while the screen says **Working**; then you go to the AlphaWord Plus screen.


To begin using Co:Writer for NEO, go to the **Writing a Sentence and Sending it to AlphaWord Plus** section in this guide.

You can hear what you type aloud if you own a Text2Speech device. If you have installed the device following the directions that were shipped with the product, you can start using it with Co:Writer for Neo. For instructions, see the **Appendix: Use Text2Speech™ With Co:Writer for NEO** section in this guide.


Co:Writer for NEO Basics

Co:Writer for NEO works only when your NEO is disconnected from the computer.

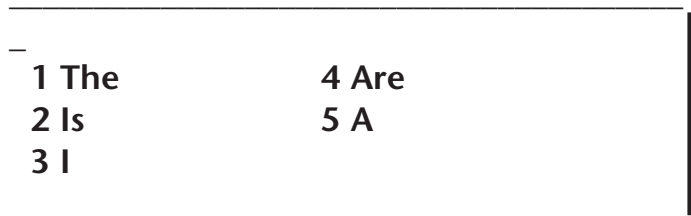
Moving between Co:Writer for NEO and AlphaWord™ Plus

Pressing the **wake-up key**, , takes you from the Co:Writer for NEO screen to the AlphaWord Plus screen and vice-versa.

Writing a Sentence in Co:Writer for NEO and Sending it to AlphaWord Plus



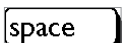
1. Press  to wake up Co:Writer for NEO as soon as AlphaWord Plus loads and opens a file.

After a pause, the Co:Writer for NEO screen appears.



Co:Writer for NEO works with you to write sentences one at a time. The Co:Writer for NEO screen shows the sentence you are writing at the top and up to six numbered guesses in the lower three lines. The guesses change as you type.

The only time Co:Writer for NEO does not show guesses is if you type a letter combination, which Co:Writer for NEO cannot match to any words in its dictionaries.

2. Select a word from the list of guesses by doing one of the following:
 - Type the corresponding number
 - OR**
 - Press  or  to point to the word, then press .

***Note:** You can select a guess at any time, even if you are in the middle of a word.*

Co:Writer for NEO

3. If the word you want is not in the list, continue typing until it is, or until you finish the word.

After you choose a guess, Co:Writer for NEO automatically adds a space. Co:Writer for NEO also adds a space after any punctuation mark (comma, dash, colon, semicolon, closing parenthesis or quote), and adjusts the space between it and the last word chosen.

Dinosaurs l_	
1 like	4 live
2 look	5 light
3 let	6 liked

4. Continue typing and choosing until you are done with the sentence.

Dinosaurs lived a long time ago _	
1 the	4 that
2 a	5 in
3 when	6 not

5. When you are done with the sentence, end it with a period/full stop, question mark, or exclamation point/mark.

Co:Writer for NEO takes the space out between the punctuation and the last word, transfers the completed sentence to the active AlphaWord Plus file, and switches to AlphaWord Plus, displaying the sentence you wrote.

Dinosaurs lived a long time ago.

>

Note: You can also send a sentence or phrase to AlphaWord Plus without ending punctuation by pressing **enter**. This sends the line to AlphaWord Plus and inserts a paragraph return. This is most often used for lists or poetry.

Getting Back to Co:Writer for NEO from AlphaWord Plus

The > in the lower right corner of the AlphaWord Plus screen lets you know that Co:Writer for NEO is ready for your next sentence. Think of it as a right arrow that means, “go ahead and continue typing.”

- Type the first letter of your next sentence. You do not need to press **shift** to capitalize the first word; Co:Writer for NEO automatically does this for you.

Dinosaurs lived a long time ago. I

>

When you type a letter, your NEO switches back to the Co:Writer for NEO screen. Co:Writer for NEO shows the letter you just typed and the first set of guesses. Co:Writer for NEO also automatically capitalizes the letter.

I	
1 Is	4 Isn't
2 I	5 If
3 It	6 In


If you are in AlphaSmart Plus and do not want Co:Writer for NEO to capitalize the first word, press the **wake-up** key (**tab**) to get back to Co:Writer for NEO then press **space**.

Editing Your AlphaWord Plus File


You may want to edit what you have already written (e.g., add a title). Co:Writer for NEO leaves the cursor at the end of each sentence it transfers to AlphaWord Plus.

called herbivores. Our class is going on a trip to the museum to see the big t-rex skeleton. Dinosaurs lived a long time ago. I love reading about them!_ >

To add a title you need to get the cursor to the beginning of the document.

- Press 
OR
Press one of the arrow keys.
























Dinosaurs lived a long time ago, millions and millions of years. I learned that the meat eaters are called carnivores and the leaf eaters are *




Notice that as soon as you press  or an arrow key, the Co:Writer for NEO indicator in the lower right corner changes from a right arrow (>) to an asterisk (*).

The (>) indicates that Co:Writer for NEO is now in the **ready** mode while you are in AlphaWord Plus. As you type in AlphaWord Plus, Co:Writer for NEO guesses appear. The (*) indicates that Co:Writer for NEO is now in the **available** mode while you are in AlphaWord Plus. As you type in AlphaWord Plus, Co:Writer for NEO guesses *do not* appear.



Keys That Change Modes


The keys that switch you from **ready** (>) to **available** (*) are:

- Arrow keys: , , , 
- Function keys: , , , , , , , , , , , , , 
- Non-character keys:  + any letter,  + any letter,  + any letter, , 



The three non-character keys that DO NOT switch you from **ready** (>) to **available** (*) mode are , , .


Keys That Work Differently in Co:Writer for NEO

Two keys work differently in the Co:Writer for NEO version of AlphaWord Plus than in the standard version of AlphaWord Plus: the  and  keys.

- To insert a tab (for indenting or columns), press  + .
- To insert an equals sign, press  + .

Getting Back to Co:Writer for NEO after Editing a File

When you are ready to use Co:Writer for NEO, press one of the Co:Writer for NEO **wake-up** keys. The **wake-up** keys are  and .

These keys always work to take you from AlphaWord Plus to Co:Writer for NEO, whether you are in the **ready** mode (>) or in the **available** mode (*). The  key does not work to take you from Co:Writer for NEO to AlphaWord Plus.

Entering Numbers or Special Characters

Normally, typing a number in Co:Writer for NEO selects a guess. Typing a period/full stop, question mark, or exclamation point/mark ends a sentence and sends it to AlphaWord Plus.

There are times when you might want to type a number within your sentence, or you might want to use punctuation without ending the sentence. For these needs, you use various non-character keys.

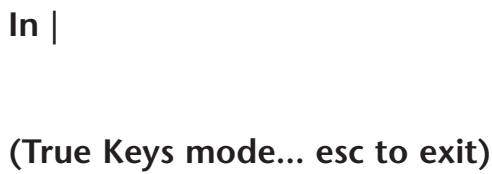
True Keys Mode

To write a sentence with a number or year in it, such as:

In 1998 we made the semifinals.

1. Press .

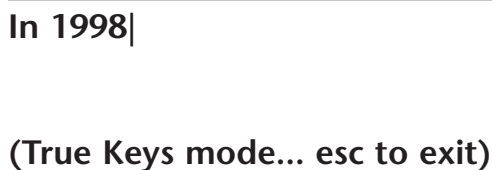
This places you into **True Keys** mode. In **True Keys** mode, the guesses disappear, the cursor changes from horizontal to vertical and there is a reminder message at the bottom of your screen.



In |

(True Keys mode... esc to exit)

2. Type your number.



In 1998|

(True Keys mode... esc to exit)

3. Press **esc** when you are done.

Co:Writer for NEO inserts a space after your number. The cursor changes back to an underscore and guesses appear.

```
In 1998 _  
 1 is          4 you  
 2 I          5 we  
 3 are        6 it
```

When you are in **True Keys** mode, you can use any characters or numbers just as you would in any word processor.

Currency and Number Signs

In certain situations, numbers and punctuation marks may be used without pressing **esc** to get into **True Keys** mode.

Whenever you type the US dollar sign (\$), UK pound sign (£) or the number sign (#) - symbols that are usually followed by numbers - Co:Writer for NEO goes into a **True Keys** mode and hides guesses until you press **space**.

```
The tag on the scooter said $_
```

```
(True Keys mode... space to exit)
```

- If you are ending the sentence with a number, type your final punctuation mark, then press **enter** to send the sentence to AlphaWord Plus.


Quotation Marks and Parentheses

Punctuation within quotes or parentheses does not end the sentence. For example:

She said, "I am going home now."
"Are you hungry? Come here!" he said, and waved.


After you type an opening quote or a parenthesis, Co:Writer for NEO ignores the usual ending characters (period/full stop, exclamation point/mark, question mark) until after you have typed the closing quote or parenthesis.

For example, when you type a sentence like the second example, Co:Writer for NEO ignores both the question mark and the exclamation point because it is waiting for the second quotation mark.

- If your sentence ends with a quotation mark (like the first example), you should press  to send your sentence to AlphaWord Plus.

Punctuation in the Middle of a Word


There is a way to insert punctuation, such as the periods used in web addresses, without using **True Keys** mode.

- To type punctuation within a word, press  plus the punctuation mark.

Editing Your Work

You may want to make a correction or edit a sentence before sending it to AlphaWord Plus. There are several ways to do this.

Erasing a Letter

- To erase the last letter in the word you are typing; press . Doing this backs up the cursor and deletes one letter at a time.

Each time you delete a character, Co:Writer for NEO displays guesses. At any time you can select one of the guesses, continue backing up, or start typing forward.



- To delete a letter in the middle of a word, you need to backspace to that character (although it may be faster to delete the entire word).

Erasing a Word





- Press  to erase the last word or portion of a word.





Note: You can use  to delete as many words as you want.

Erasing an Entire Sentence

- If you want to start a sentence over, press  +  to erase it. When you have deleted a sentence, no guesses appear until you start typing again.

Undoing or Redoing an Action

Use  +  or  +  to undo an action you recently performed with your sentence; this can be used to undo a series of actions.

Use  +  or  +  if you undo something by accident and want to put it back; this can be used to redo a series of actions.

Note: Unlike the full version of Co:Writer, Co:Writer for NEO does not permit you to use **Undo** to bring back a sentence that has been sent to AlphaWord Plus.

The More Guesses Key

If you do not see the word you want in the set of guesses, you have two choices to display additional sets of guesses:

- Continue typing until you see the word you want

OR

- Press  - the **More Guesses** key.

You can press the **More Guesses** key repeatedly. Each time, Co:Writer for NEO offers a different set of guesses. Eventually the sets repeat.

This command has no effect on the **Predict Ahead** guesses that appear at the beginning of a sentence before you have typed any letters.

Co:Writer for NEO

Collecting New Words

If you use a word that Co:Writer for NEO does not know, such as a person's name, Co:Writer for NEO can learn that word and add it to a **Collected Words dictionary**. For example, if you type the following sentence:

My friend's name is Savion.

Co:Writer for NEO does not know the word Savion, so the first time you write it, you should spell it completely, capitalizing the **S** (by pressing **shift** first). The second time you start writing **Savion**, however, you see Savion as one of the guesses as soon as you type a lower-case **s**.

Resuming Co:Writer for NEO

If Co:Writer for NEO is active when you turn off your NEO, Co:Writer for NEO is automatically available when that NEO is turned on. The screen displays **Co:Writer Available** as your NEO starts up.

The AlphaWord Plus file that opens is the one that was active when the NEO was turned off. To start Co:Writer for NEO, press the **wake-up** key (**tab**). Co:Writer for NEO will have the same settings as when it was last used.

Turning Co:Writer for NEO Off and On

If you change applets, such as to select AlphaWord Plus alone or the Calculator applet, your NEO turns Co:Writer for NEO off.

To turn Co:Writer for NEO off:

1. Press **applets**.
2. From the menu, select an applet other than **CoWriter**.
3. Press **enter**.

To turn Co:Writer for NEO back on:

1. Press **applets**.
2. From the menu, select **CoWriter**.
3. Press **enter**.

Co:Writer opens in the **Available** mode indicated by an asterisk (*) in the lower-right corner.

Beyond the Basics

Guesses and Where They Come From


Co:Writer for NEO can draw from up to three sources to predict words: the **Main Dictionary**, your **Collected Words**, and a **Topic Dictionary**.

The **Main Dictionary** contains approximately 6,000 words, specially chosen to support the beginning writer. Each word and its forms (noun, verb, adjective, adverb, etc.), have embedded information about *grammar* - word forms and syntax - and *statistics* - how frequently a word form is used in the English language.

*Note: If you would like to use a dictionary other than the **Main Dictionary**, see the **Co:Writer for NEO Installer** document. This document is available on the Co:Writer for NEO Installer CD and in the Co:Writer for NEO packaging.*

Co:Writer for NEO's **Collected Words** captures any word you type which is not in an active Co:Writer for NEO dictionary. **Collected Words** are stored and used for future guessing. This feature is especially useful for making sure proper names show up as guesses, and for setting up shortcuts (called *abbreviations*) for commonly used words and phrases.

A **Topic Dictionary** contains words specific to a particular subject or topic, as well as information about the specialized use of that word in that context. Like the **Main Dictionary**, each entry in a **Topic Dictionary** contains grammar and statistics.

After Co:Writer for NEO gathers predictions from the available sources, it prioritizes the predictions based on a combination of grammar and statistics. The top predictions are presented as your first set of guesses. To see additional sets of guesses, use the **More Guesses** key ()

As you type each letter of a word, Co:Writer for NEO re-calculates guesses, repeating them if appropriate.

Co:Writer for NEO can **Predict Ahead**, which presents a set of guesses before any letters have been typed.

For more information on Co:Writer for NEO's **Grammar**, **Collected Words**, **Topic Dictionary**, and **Predict Ahead** settings, see the **Co:Writer for NEO Options** section in this guide.

Co:Writer for NEO

Grammar-based Guesses

Normally, Co:Writer for NEO's use of grammar helps to provide more appropriate guesses than would be predicted using statistics alone.

For example, within the context of the sentence:

We t...

The word *think* is favored over the word *the* on *the* basis of grammatical fit.


We t_	
1 think	4 thought
2 try	5 then
3 told	6 tell

Statistical Guesses

If the sentence you are writing is less straightforward - for example, if it starts out:

We the people...

Co:Writer for NEO's limited knowledge of grammar can get in the way. In this case, you might want to see what Co:Writer for NEO would predict using statistics alone.

If your first set of guesses was based on grammar, pressing  suspends grammar and gives you a set of statistical guesses, based simply on the most common words that start with the letters you have typed. This generally brings up very short, very commonly used words.

Note: Depending on your sentence and what you have typed so far, you do not always get six completely different guesses when suspending grammar; some guesses may repeat.

Based on the statistics of normal word usage, the word *the* would be guessed before *think*.

We t_	
1 to	4 there
2 the	5 than
3 that	6 then

Suspending grammar has no effect on the **Predict Ahead** guesses at the beginning of a sentence before you have typed any letters.

Word Combinations and Hyphenated Words

For word combinations, such as *ice age*, *coffee table*, or *mountain bike*, accept the combination if it comes up as a guess.

If the combination does not appear:

1. Accept the first part of the word when you see it.
2. Type a hyphen (-) to bring up all available combinations and phrases that begin with that word.

If you need a word that is hyphenated, such as *all-star*, type the hyphen as it occurs in the word; if the word does not appear in the guesses, you may need to type the entire word.

Altering a Selected Word

If the word you want is not offered as a guess, it may be possible to select a word that is a close fit and then alter it by changing the ending, selecting a compound word or phrase that extends this word, or by adding a suffix.

Note: *These functions are available right after a word has been selected but before you have begun to type a new word. You need to actually accept the word (by pressing a number or space), even if you have typed all of the letters.*

These functions may be selected directly by using →, - or shift + +, respectively. Or you can simply press the **More Guesses** key (→) repeatedly to cycle through these choices:

- First press: Changes the word ending
- Second press: Searches for phrases or compound words
- Third press: enters **Suffix Mode**
- Fourth press: Repeats the word ending suggestions

Co:Writer for NEO


Changing the Word Ending

Co:Writer for NEO may predict the word you want but not show it with the word ending you have in mind.

To change the word ending:

- Type one more letters and very likely get the ending you want

OR



- Accept the predicted word, then press  to display guesses showing various word endings.

Word endings are based on the word form:

- Noun endings include -s and -'s (plurals and possessives)
- Verb endings include -ing, -ed, -s, -en
- Adjective endings are -er and -est



If you have typed a word Co:Writer for NEO does not know, or one that can be classified under multiple parts of speech (for example both a noun and a verb), Co:Writer for NEO gives you as many endings as it can.

A time _	
1 time	4 timeless
2 times	5 timliness
3 Times	6 timelessness


Co:Writer for NEO inserts one of the alternate word forms in your sentence. If you want the word that Co:Writer for NEO inserted, press  to accept it, or begin typing your next word. If you want one of the other guesses, type its number. If you want to see compound words, press .

Guessing Compound Words or Phrase




To search for compound words or phrases that begin with the word you selected:

- Press  immediately after word selection
- OR
- Press the right arrow () for the second time.

A time-__	
1 time-sharing	4 time machines
2 time-consuming	5 time deposits
3 time and a half	6 time bombs

If no compound words or phrases are found, available suffixes appear the second time you press .

Adding a Suffix

- Press  + 
- OR
- Press  for the third time.

A plus sign (+) is added after the word and a set of the most common suffixes appears.

A time +_	
1 +ly	4 +er
2 +ed	5 +est
3 +ing	6 +s

Typing a letter displays all endings and suffixes that begin with that letter (whether or not they make “word sense”). This allows you to make up your own words.

A time +l_

1 +less

2 +lessly

3 +lessness

4 +lihood

5 +liness

6 +like

Abbreviation Expansions

Co:Writer for NEO allows you to assign **abbreviations** to long words or phrases (the *expansion*) so you can save the time and keystrokes needed to enter the entire item. Abbreviation expansions are stored in your **Collected Words**.

They have the form *abbreviation=expansion*. For example: you can set up an abbreviation expansion for a name:

eas=Elizabeth A. Smith

You can use the same abbreviation for several expansions or give each word or phrase a unique abbreviation.

***Note:** Before performing any procedure in the **Abbreviated Expansions** section, make sure the **Collected Words** feature is **ON**. If you want to check, press **home** and then press **2** **Collected Words**. The first line will tell you if **Collected Words** is **ON** or **OFF**. If **Collected Words** is **ON**, press **esc** twice to return to the Co:Writer guesses and then start the procedure below. If **Collected Words** is **OFF**, press **1** **Turn ON**. You return to the Co:Writer guesses and then start the procedure below.*

Creating Multiple-Word Abbreviation Expansions

You can add abbreviation expansions for multiple words (e.g., names and phrases) that you use frequently by using the **Collected Words** feature.

1. While in Co:Writer for NEO, press **home**.
2. Press **2** to select **Collected Words** from the **Options** menu.

***Note:** Read the first line to make sure **Collected Words** is **ON**.*

3. Press **3** to select **Edit Words**.
4. Press **end** to go to the end of your file.
5. Type your abbreviation expansions.

6. Press **esc** to exit **Collected Words**.
7. Press **Y** to save your abbreviation expansion. You return to the Co:Writer screen.

Creating Single-Word Abbreviation Expansions

You can add abbreviation expansions for single words or names (with no spaces or end punctuation) that you use frequently.

1. Within your sentence, type the abbreviation.
2. Press **=**.
3. Type the entire expansion.

Co:Writer for NEO automatically deletes the abbreviation and equals sign from your sentence and saves the new abbreviation and expansion in the **Collected Words** file.

Using Abbreviation Expansions

1. Begin typing your sentence in the Co:Writer for NEO screen.
2. When ready, type an abbreviation.
A list of guesses appears.

My name is eas_	
1 easy	4 eas=Elizabeth A.
2 easier	5 eas=Eastern Alba
3 easily	6 east

3. Accept the abbreviation expansion as you would a regular guess.
The entire expansion may not display in the guesses, but it does appear in your sentence.
4. If you have typed the complete abbreviation and it has not shown up among the guesses, type **=**.
If there is only one expansion for this abbreviation, Co:Writer for NEO inserts the full expansion into your sentence. If there is more than one expansion for this abbreviation, Co:Writer for NEO displays a list of all the expansions, and you can select the one you want.

Editing or Deleting Abbreviation Expansions

Over time, you may find that an abbreviation expansion may need to be modified or deleted. For example, a person's name may change or you need to add another word to a phrase. To edit or delete an abbreviation expansion, open **Collected Words**.

1. While in Co:Writer for NEO, press **home**.
2. Press **2** to select **Collected Words** from the **Options** menu.
3. Press **3** to select **Edit Words**.
4. Use basic AlphaWord Plus functions to modify or delete your entries.

***Note:** Word entries do not need to be in alphabetical order. Abbreviation expansions need to follow the form abbreviation=expansion. To remove a word, delete it from this list.*

5. When you are done, press **esc** to exit the **Edit** mode.
6. Press **Y** to save your changes.

Activating a Topic Dictionary

Another powerful way to expand the source of your guesses is to use a **Topic Dictionary**.

To activate a **Topic Dictionary**:

1. While in Co:Writer for NEO, press **home**.
2. Press **3** to select **Topic Dictionary** from the Co:Writer for NEO Options menu.
3. Press the number for the **Topic Dictionary** you want to activate.

The **Topic Dictionary** is activated and you return to the Co:Writer for NEO screen.

Adding Other Topic Dictionaries

The five dictionaries shown on the **Topic Dictionary** screen are the default dictionaries that are automatically loaded by Co:Writer for NEO. To substitute other topic dictionaries, see the **Co:Writer for NEO Installer** document. This document is available on the Co:Writer for NEO Installer CD and in the Co:Writer for NEO packaging.

Drawing from 12,000 Words

Co:Writer for NEO uses a 6,000 word **Main Dictionary**, which was created to support beginning writers.

If you wish to draw from a higher-level, 12,000 word dictionary, download and activate the **Topic Dictionary** called **z_Asmart 12K** as your **Topic Dictionary**. This adds about 6,000 higher-level words to the word base for Co:Writer for NEO's guesses, giving you about the equivalent of a 12,000-word, general purpose **Intermediate Writer's Dictionary**.


***Note:** If you are using the 12,000-word dictionary, you cannot use a **Topic Dictionary**. For instructions on downloading a **Topic Dictionary**, see the **Co:Writer for NEO Topic Dictionary Selector** document in the **Topic Selector** folder on the Co:Writer for NEO Installer CD.*

Co:Writer for NEO Options

The Co:Writer for NEO Options Menu





Co:Writer for NEO's default settings are designed to meet the needs of the largest number of writers. However, Co:Writer for NEO also has the flexibility to allow you to tailor the settings to meet your learners' needs.

To view or change Co:Writer for NEO options:

1. From the Co:Writer for NEO screen, press . The **Co:Writer Options** menu appears.

Co:Writer Options	esc=exit
1 Number of Guesses	4 Grammar
2 Collected Words	5 Predict Ahead
3 Topic Dictionary	

*Note: The Co:Writer for NEO used in the UK has a 6th choice in the **Co:Writer Options** menu. The option is 'ise'/'ize'. This option allows you to choose the suffix for words ending in -ise or -ize.*

2. Type a number to view the setting for an option in the list. You can also or use  and  to move through the choices, then press  to select.
3. Press  to exit.

Number of Guesses Setting

Number of Guesses lets you change the number of guesses in a range from 1 through 6. The default number of guesses is 6.

|Number of Guesses (currently 6)

Please type a number from 1 to 6.

To change the number of guesses:

- Type a number from 1 through 6 to change the number of guesses. You go back to the Co:Writer for NEO screen with that number of guesses active.

OR

- Press **[esc]** to return to the **Options** menu without making any changes.

Collected Words Setting

The **Collected Words** setting allows Co:Writer for NEO to collect new words as you use them, and draw from these words when generating guesses. The default setting is **ON**.

Collected Words ...currently ON

1 Turn OFF	3 Edit Words
2 Clear	

- Press **[1]** to change the setting for **Collected Words**. If you turn **Collected Words OFF**, words that are not in the active Co:Writer for NEO dictionaries (Main and/or Topic), will not be stored. Any words or abbreviation expansions already in your **Collected Words** will not contribute to guesses.

OR

- Press **[esc]** to return to the **Options** menu without making any changes.

Editing Collected Words

You may find that a collected word would be more useful if it was spelled differently. For example, you might use a word more often if it had a different ending or a singular ending instead of plural. If you want to edit your **Collected Words** list, follow the procedure in **Editing or Deleting Abbreviation Expansions**. Abbreviation Expansions are stored in the same location as your **Collected Words**.

Co:Writer for NEO

Topic Dictionary Setting

The **Topic Dictionary** setting specifies which, if any, **Topic Dictionary** is active. You can get to this screen directly by pressing **file 8**.

The default setting is **none**.

When Co:Writer for NEO is downloaded to your NEO, five topic dictionaries are loaded. This screen lists the first 16 characters of the name of each **Topic Dictionary** on your NEO.

Select Topic Dictionary	(* = active)
*1 none	4 Football 2 advan
2 Dinosaurs 2 adva	5 Halloween
3 Fantasy 2 advanc	6 Space Science

Changing the Topic Dictionary

Select the number of the **Topic Dictionary** you want to use. You get a brief message as the **Topic Dictionary** is selected and then you return to the Co:Writer for NEO screen.

The topic dictionaries available here can be changed by using the **Topic Dictionary Selector**. For more information, see the **Co:Writer for NEO Topic Dictionary Selector** document in the Topic Selector folder on the Co:Writer for NEO Installer CD.

While you are in the **Select Topic Dictionary** screen, if you decide that you do not want to make any changes, press **esc**. You are taken to the **Options** menu.

Grammar Setting

The **Grammar** setting turns grammar on and off. The default setting is **ON**.

Grammar ...currently ON

Do you want to turn Grammar OFF?
(y/n)

When Grammar is **ON**, Co:Writer for NEO uses a number of factors, including grammar and statistical frequency of words, to give its best word choices for where you are in your sentence. In some situations, however, such as worksheets, you may prefer purely statistical guesses to guesses that take grammar into account.

Turning grammar **OFF** means that the guesses are based on the frequency of the words in the dictionary that match the letters typed.

- Press **Y** to turn **Grammar** off.

OR

- Press **esc** or **N** to return to the **Options** menu without making any changes.

*Note: Grammar can be suspended for a single set of guesses by pressing **~**. If grammar is already off, pressing **~** has no effect.*

Predict Ahead Setting

The **Predict Ahead** setting controls pre-guessing. When it is on, after you finish a word, Co:Writer for NEO generates a set of guesses for your next word before you type the first letter. The default value is **ON**.

Predict Ahead ...currently ON

Do you want to turn Predict Ahead OFF?
(y/n)

- Press **Y** to turn Predict Ahead off.

When **Predict Ahead** is **OFF**, no guesses appear in the Co:Writer for NEO screen until you type the first letter of a word. You might want to turn off **Predict Ahead** if you think the user might be distracted from the word they have in mind by the sight of six other choices.

With no guesses on the screen, you may be unsure if you are in the Co:Writer for NEO screen or in a blank AlphaWord Plus file. Just look at the right side of your screen. If you see a vertical bar, you are in Co:Writer for NEO.

OR

- Press **esc** or **N** to exit without making any changes and return to the **Options** menu.

Resetting Options to Defaults

To reset all Co:Writer for NEO options to the factory default:

1. Press **applets**.
2. Select **Co:Writer** from the menu.
3. Press **⌘** + **enter**.

Co:Writer for NEO resets to the following settings:

Number of Guesses: **6**

Collect Words: **ON (Collected Words is cleared)**

Topic Dictionary: **NONE**

Grammar: **ON**

Predict Ahead: **ON**

***Note:** If you have a sentence in progress on the Co:Writer for NEO screen, it will be erased when you reset the defaults.*

***Note:** Resetting Co:Writer for NEO options does not change the topic dictionaries currently loaded.*

The Topic Dictionary Selector

The **Topic Dictionary Selector** allows you to specify up to five topic dictionaries for use with Co:Writer for NEO. The only limit is that the combined file size cannot exceed 128K.

Once you have selected a set of topic dictionaries, you can load them into one or more NEOs. The **Topic Dictionary** loading process does not erase your files; it just overwrites whatever topic dictionaries are present on your NEO.

***Note:** For information on using the **Topic Dictionary Selector**, see the **Co:Writer for NEO Topic Dictionary Selector** document in the **Topic Selector** folder on the **Co:Writer for NEO Installer CD**.*

Activating a Newly-loaded Topic Dictionary

To use a newly-loaded **Topic Dictionary**:

1. From the Co:Writer for NEO screen, press **file 8**.
The **Select Topic Dictionary** menu displays your new topic dictionaries.
2. Press the number of the **Topic Dictionary** you want to activate.

Adding New Topic Dictionaries

You are not limited to the set of topic dictionaries that were included with your NEO.

***Note:** If you have additional Co:Writer for NEO topic dictionaries that you would like to use with your NEO, see the **Co:Writer for NEO Topic Dictionary Selector** document in the **Topic Selector** folder on the **Co:Writer for NEO Installer CD**.*

Sources for Topic Dictionaries

The following list contains sources for additional topic dictionaries.

To obtain them:

- Download topic dictionaries on a variety of subjects from the Don Johnston Incorporated web site:
www.donjohnston.com/downloads/topic_dictionaries/index.html
- Create your own topic dictionaries using Co:Writer.
(available separately)

Co:Writer for NEO and the English Language Learner

Because of its careful attention to appropriate subject and verb agreement and its ability to foster correct spelling, Co:Writer for NEO is particularly suitable for English Language Learners. Co:Writer for NEO can help facilitate English Language Learners' learning by eliminating the obstacles that hinder their performance, such as linguistic complexity and factors that involve the learner and the text. By providing English Language Learners with Co:Writer for NEO, they can participate in class and be able to express their understanding through written expression.

Co:Writer for NEO addresses linguistic complexity and the factors related to the learner listed below in the following ways:

Sentence Structure – Writing sentences in past, present and future tense in English (e.g., The girls were going..., the girls find..., the girl finds..., I went..., I am going..., I will go....), is drastically different from writing sentences in other languages. Co:Writer for NEO is designed to assist the writer in choosing the appropriate English words to make an effective sentence.

The way that English Language Learners and struggling learners construct complete, grammatically correct sentences is through using Co:Writer for NEO's Linguistic Word Prediction intelligence. Learners are presented with a selection of the most-likely word choices with various word endings. Using a single keystroke, they can select the appropriate word and begin to build a sentence.

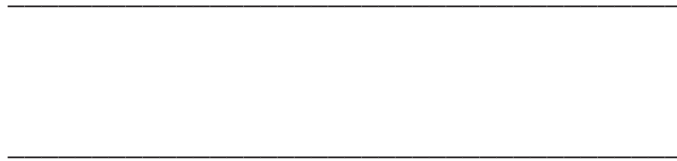
Spelling – Writing text on a topic for which we have little knowledge is difficult for native English speakers and English Language Learners alike. One difficulty is remembering how the appropriate words are spelled. Co:Writer for NEO is designed to offer innovative considerate learning supports to assist English Language Learners with their command of the English language.

Troubleshooting

Guesses Do Not Appear

There are a number of reasons why guesses may not be appearing on your NEO screen. Find the picture that matches your NEO screen for probable cause and solution.

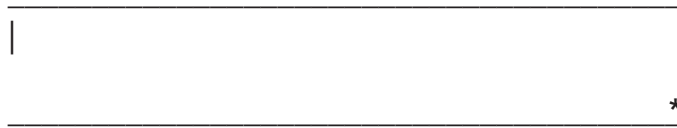
Screen A:




CAUSE: Your NEO has powered off.

SOLUTION: Press .

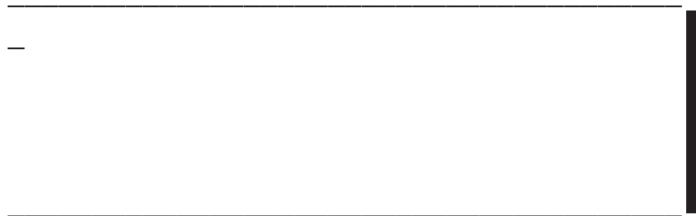
Screen B:



CAUSE: You are in AlphaWord Plus, in an empty file.

SOLUTION: Press  to return to Co:Writer for NEO. If nothing happens, Co:Writer for NEO is either inactive or not installed.

Screen C:



CAUSE: You are in Co:Writer for NEO, at the beginning of a sentence, and **Predict Ahead** is **OFF**.

SOLUTION: Type a letter and guesses should appear.


Screen D:

My brother and I went to the _

CAUSES: You are in Co:Writer for NEO, and one of the following is true:

- **Predict Ahead** is **OFF**
- You have been deleting letters, words or portions of words
- You have typed a letter combination for which Co:Writer for NEO has no guesses, such as **yz**

SOLUTIONS: Type a letter.

Check the **Predict Ahead** setting by pressing , then choosing **Predict Ahead** from the **Options** menu.

When **Predict Ahead** is **ON**, the only time guesses do not appear is if you type a letter combination for which Co:Writer for NEO has no guesses, such as **yz**.

Working with True Keys Mode

Screen A:

|

(True Keys mode... esc to exit)

CAUSE: As the line at the bottom of the screen says, you are in **True Keys** mode.

SOLUTION: Press  to exit.

Co:Writer for NEO

Screen B:

19|

(True Keys mode... esc to exit)

CAUSE: You are in the numbers and currency option of **True Keys**.

SOLUTION: Press  to exit.

Screen C:

19|

(True Keys mode... space to exit)

CAUSE: You are in the numbers and currency option of **True Keys**.

SOLUTION: Press  to exit.

Contacting Technical Support

If your issue does not appear in the **Troubleshooting** section or if you still need assistance, contact Don Johnston Incorporated.

Check our website (www.donjohnston.com) for more information or updates for Co:Writer for NEO.

e-mail: support@donjohnston.com

Appendix: Command Summary
































Summary of Co:Writer for NEO Commands

Note: For most of these commands, **ctrl** and **⌘** work the same as **alt option**. However, if a command calls for more than one modifier (e.g., **ctrl** / **⌘** + **Z**) to undo your last action or **ctrl** / **⌘** + **Y** to redo your last action, then these must be used as given.











In the Co:Writer for NEO screen, all NEO function keys in the top row except for **home**, **applets** and **file 8** (select a Topic Dictionary) are disabled.

If you want to ...	Do this ...
Select a guess	Type the number or use ↑ or ↓ to move the pointer (>) to indicate your word choice, then select it using space
Switch from Co:Writer for NEO screen to AlphaWord Plus (without sending sentence)	Press tab
Send a sentence to AlphaWord Plus, followed by a new-paragraph command	Press enter
Send a sentence to AlphaWord Plus without adding a new-paragraph command	Press alt option + enter
Enter a True Keys mode so that numbers do not select a guess	(On a US or UK NEO) Press esc or # OR (On a US NEO) Press \$ OR (On a UK NEO) Press £
Exit a True Keys mode	Follow the prompt if available: Press esc or space

Co:Writer for NEO

If you want to ...	Do this ...
Get more guesses	Press  repeatedly
Bring up word combinations that start with a selected word	Select word, then press 
Erase one letter	Press 
Guess without grammar	Press 
Erase the current word or previous word	Press 
Erase the current sentence	Press  +  or  +  or  + 
Change the ending on the word just selected	Press 
Add a suffix to the word you just selected	Press  + 
Undo	Press  +  or  +  or  + 
Redo	Press  +  or  +  or  + 
Start a sentence with a lower-case letter, rather than a capital	Press 
Allow punctuation in the middle of a sentence (e.g., for abbreviations)	Press 
Bring up the screen of Co:Writer for NEO Options	Press 
Shortcut to Select Topic Dictionaries screen	Press 
Bring up the applets menu	Press 

Summary of AlphaWord Plus Commands

If you want to ...	Do this ...
Wake up Co:Writer for NEO from AlphaWord Plus screen	Press  or 
Insert a tab character in your text	Press  + 
Insert an equals sign (=) in your text	Press  + 
Insert a plus sign (+) in your text	Press  + 
Change the active file (where Co:Writer for NEO sends your sentences)	Press the file # key ( ,  , etc.), then use the Co:Writer for NEO wake-up key from the new active file

Note If you have a sentence in progress on the Co:Writer for NEO screen, it will be erased when you change files.

Appendix: Use Text2Speech™ With Co:Writer for NEO

You can start using your Text2Speech device right away with the default settings to convert any text you write in your Co:Writer for NEO to spoken words.

***Note:** Make sure your Text2Speech device and headphones or speakers are set up and positioned according to the instructions you received with your Text2Speech device.*

To hear the text you write, follow the steps below:

1. Turn on your NEO and press a file key when AlphaWord Plus starts. This is where you select the file in which you want to type text.

***Note:** If Co:Writer is OFF and you know it is installed, turn it ON. For the procedure, see **Turning Co:Writer for NEO Off and On** in this guide.*

2. Press **Ctrl + J**.
3. Select **Text2Speech ON**, press **Enter**, then press **Esc**.

You can now begin typing and hear your text read aloud. Notice that each word is highlighted as it is being read. If you are using Spell Check or the Thesaurus, the options in these screens are also read aloud.

***Note:** To stop Text2Speech, press **Ctrl + J**, make sure that the cursor is next to **Text2Speech OFF** and press **Enter**. Press **Esc** to return to your document. Make sure to turn off the Text2Speech device to save on available battery time.*

Choose Text to Read Aloud

- Select the text that you want to hear and press **Ctrl + M**.

Change Text2Speech Settings

You can change the default settings for Text2Speech to help learners of all levels and abilities become even more successful.

To change the settings, follow the steps below:

1. Press **Ctrl + J**.
2. Using the up and down arrow keys, select one of the settings to change (System Voice, Read Back, Voice Speed or Volume) and press **Enter**.

The following are the default settings:

System Voice: Male

Read Back: Every word

Voice Speed: Normal

Volume: 4 (out of 1 through 8)

3. If you want to change the default settings, see the list below in the **Settings You Can Change** section to help you make your changes.
4. Press **Esc** to return to your document.

Settings You Can Change

- **System Voice.** Press 1 for male or 2 for female.
- **Read Back.** Using the up, down, left and right arrow keys, move the cursor next to a setting (letter, word, sentence or paragraph) and press the spacebar or **Enter** to place an **X** to indicate your selection.

Your selection tells Text2Speech what to read and when. If you place an **X** next to:

- o **Every letter** – Each letter is read only in AlphaWord Plus.
- o **Every word** – Each word is read after you type a space, punctuation, parenthesis or bracket in Co:Writer and AlphaWord Plus.
- o **Every sentence** – The sentence is read after you type a period (.), ? or !, which sends it to AlphaWord Plus.
- o **Every paragraph** – All text previously sent to AlphaWord Plus and the current sentence or text you recently sent to AlphaWord Plus are read.

Settings You Can Change Continued

Note: You can select more than one Read Back setting.

- **Set Voice Speed:** Press the **Up Arrow** to increase the speech rate (**Fast**), or press the **Down Arrow** to decrease the speech rate (**Slow**).
- **Set Volume:** Press the **Up Arrow** to increase the volume, or press the **Down Arrow** to decrease the volume. You can choose between **1** and **8**.

The recommended settings for speech are listed below:

- **Set Voice Speed:** either Slow or Normal
- **Set Volume:** 2-5

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