

Teachers Guide: An Introduction to WordQ and SpeakQ Software

Overview:

- Word Q allows users to use *both* the WordQ and SpeakQ features
- WordQ **must be** installed to run the SpeakQ software
- an overview of WordQ is recommended before using SpeakQ

Getting Started . . . Cool Features to get you Hooked:

- Choose Start, Programs and WordQ or double click the WordQ icon on the desktop
- the **New User set up** will prompt you to save your starting vocabulary; it automatically saves this vocabulary file to your m:drive; use a unique and recognizable user name
- two windows will then appear; the WordQ buttonbar with your file name at the top and the word prediction box
- open a Microsoft Word document; the prediction list will appear at the text cursor
- begin typing in the document
- by choosing the number in front of the word or highlighting the word using your mouse, you can choose the appropriate word; this word will be placed in your text document; write a few lines . . .
- highlight what you have typed and click the **Read** button

Features of Buttonbar:

- **Options** button has all of the main features of WordQ and SpeakQ (see “An Introduction to SpeakQ” document)
- the **Words** button or F9 shows or hides the suggested word list
- the **Speech** button or F10 turns speech on and off
- the **Mic** or F8 key button turns the microphone on or off
- **Replay** or F7 will reread the last words/features spoken in Speak Q
- the **Read** button or F11 will read highlighted text ; text *must* be highlighted and then “read” button clicked; a great feature for proofreading written work; WordQ can read most highlighted text (ie. Websites)
- the **Topic** window or F12 shows the *topics* that you have created through the Options menu under My Words and Topics; *sample baseball* is shown so that if that topic is chosen, words involving baseball will be predicted as you type (this feature is explored more in depth below within Options Features)

Options Features:

Below are some “**key**” features of **WordQ and SpeakQ to introduce** to students, teachers, support staff and parents/guardians to help get them working successfully with the software.

The **Options** menu has various features that are important for customizing the use of WordQ (#1-4 below) and SpeakQ (#5-7).

1. **My Words** - allows the user to customize the main words, spelling and frequently used vocabulary topics that may be predicted in the text to be written
 - the **Topics** tab includes vocabulary words that can be saved under specific topic names; *sample baseball* will be shown and the word bank within the this topic
 - topic lists are already built into WordQ (ie. Dinosaurs); choosing **Import** will allow you to view the topics and their word banks already in WordQ
 - if you want to use one of these files or create your own vocabulary list choose **Cancel** and go back to **Topics** and choose **New** and create a *topic name* for the word bank to be created
 - then you can either **Add** your own words or **Import** words from the topics already in WordQ
 - to Import from text that you have written elsewhere, the file *must be* saved in Plain Text format (*.txt)

2. **Prediction** - 3 features (ie. Word List, Prediction, and Selection) which include ways to customize the suggested word list that displays in the writing software, the way in which the words are predicted and how the user can select from the word list
 - for ease-of-use, choose the **Word List** tab and at the bottom click the Position of the List to be “left in place;” now the prediction list can be placed where you want it and will not move with the cursor
 - within Word List, and for younger users, you may want to limit the “number of predicted words” shown to make it less confusing; up to 9 words can be shown in the word prediction list

3. **Speech Feedback** - feature allows the user to change the **Voice** and hear the choices and alter the volume, reading speed and pitch of the voice chosen; the **Feedback** tab permits choice in how the text is spoken back to you and whether or not you want file names/menus read aloud.

4. **Hot Keys** - “F” keys linked to features from the buttonbar (ie. F8 turns the mic on/off); consider organizing F keys in a way that the user can remember

5. **Speech Recognition** has the key features involved in using SpeakQ (see “An Introduction to SpeakQ” document)

6. **Train Speech** – speech training folders with “readings” for training speech; Advanced, Intermediate and Beginner levels

7. **Train Word** – train pronunciation of a word

8. **Users** – allows multiple users of a computer to log in to WordQ; it will remember each user’s particular vocabulary when logged in once the user has chosen it; if you open WordQ and it is not your vocabulary choose Options and Open User and choose your vocabulary file

-students, like board staff using WordQ and SpeakQ, will have their user name saved to their m:drive

9. *Help* and *Exit*

Next Steps:

- For more detailed information see the WordQ and SpeakQ grey User Guides

Download WordQ and/or order the trial CD version at

http://www.wordq.com/cgi-bin/download/CD_step_1.pl