WYNN
Quick Start Guide

The Reading, Writing, Studying Tool from Freedom Scientific Inc.

Introduction

You operate WYNN using the rotating tool bars located at the top of the screen. Each tool bar button is labeled and has an accompanying tool tip. If a button is grayed, it is not currently available. When you first launch WYNN, some buttons will not be available, but once you open or scan in a document, additional buttons become available. Also, some buttons change when you press them, to give you an alternate option. These are called **toggle buttons.** Only one option appears shows on the toolbar at a time.

WYNN is a Windows program, and many features are familiar to Windows users.

- **The cursor** is a visual screen element that indicates your exact position in the document. WYNN uses a "spotlight," a brightly-colored block or outline, and a cursor, indicated by a word set off in differently-colored text.
- **The insertion point** is a flashing screen element that indicates the position in the document where text will be entered when you are typing.
- **The mouse cursor** is the on-screen graphic – often an arrow -- that represents the position of your mouse.

Please note that if you are using WYNN Reader, some tool bar buttons will be not be available to you.

On Every Tool Bar

Next: Press this button to switch to the next tool bar.

Read: Press this button and WYNN reads the open document aloud, moving the cursor along as it reads.

…OR…

Pause: The **Pause** button is a toggle for **Read**.

> Note that these buttons display what WYNN will do when you press them, *not* what state they are in now, so that when you are reading, the Pause button will be displayed. **This rule applies to all the toggle buttons.**

Write: Press this button to switch from Read-Only mode to Writing mode. (When you start WYNN, you are in Read-Only mode.) Once you have selected Write, you can type into the document.

> *...OR...*

Read-Only: The **Read-Only** button is a toggle for **Write**.

A Note About Writing

When WYNN reads aloud, it reads the Text View version of the page. If you make changes in Text View, they only show up in Text View, not Exact View.

If you scan in a page, then make changes to the text in Text View, the Exact View will still (and always) show the original scanned text. Therefore, if you significantly change the Text View, you may want to get rid of the Exact View, since it no longer matches the scanned image.

This is why, whenever you edit a scanned page, WYNN will open the Edit Page Dialog Box, which warns you that you're about to make changes that will affect the relationship between the document's Text View and Exact View.

Text View: Press this button to view *just the text* from the page, without any formatting, including graphics, line art, tables, and columns that affect how the page looks.

...OR...

Exact View: Press this button to display the page on the screen just as it is in the original document. This includes any graphics, line art, tables, and columns elements that affect how the page looks.

The **Text View** and **Exact View** buttons are toggles. When you are in Exact View, WYNN shows the Text View button. Press that button to switch to Text View.

In **Text View**, you can modify the way WYNN presents the text on the screen using the green Visual Presentation tool bar. You can also modify the words in the file using the yellow Writing tool bar.

While in **Exact View**, you can read the page, change text and background colors, and Zoom in and out, but you cannot edit the text. To make modifications, you must switch to Text View (see above).

Note: Exact View is only available for scanned pages. It is therefore only available with WYNN Wizard, which includes scanning.

Other Document: Press this button to switch between two open documents.

Note: You cannot have more than two documents open at the same time. If you already have two documents open, WYNN will close one document, checking to see if you want to save it first.

File Management Tool Bar (Blue)
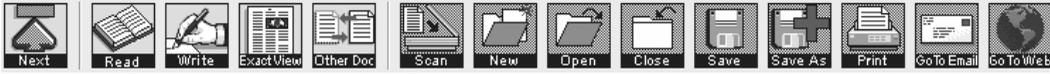
This is the File Management tool bar, which is color-coded blue. On this tool bar you will find buttons that help you scan, open, close, save, and print files. This tool bar also lets you access WYNN's email system and the Internet, or World Wide Web.

Each tool bar begins with the *Next*, *Read/Pause*, *Write/Read-Only*, *Exact View/Text View*, and *Other Doc* buttons.

To learn more about these buttons, see the 'On Each Tool Bar' section of this guide.

Scan: Press this button to begin scanning the page you have placed on the scanner.

Notes on Scanning:
- If you do not have a scanner installed, this button will not be available.
- Place the page on the scanner *first* (with print side down), then begin scanning.
- While the page is being scanned, a dialog box informs you that WYNN is processing the page.
- To interrupt scanning, you can press the Cancel button on this dialog box, however, all other buttons and menu items will be unavailable. There may be a slight delay before WYNN interrupts the scanning process.
- WYNN keeps you posted on the progress of the scanning procedure with a message in this dialog box, and describes the page's orientation on the status bar – the area at the bottom left side of the screen.
- Once scanning is done, WYNN displays the scanned page on your screen in Text View.
- When you scan subsequent pages using this button, they are automatically inserted after the page your cursor is on.

Note: If you are using WYNN Reader, this tool bar button will not be available to you.

New: Press this button to create a new document. You can type into this document, or scan pages into it.

Open: Press this button to open an existing document.

Important: You cannot have more than two documents open at a time! If you already have two documents open, WYNN will ask if you want to close the document you are not currently using, then open the requested document.

When you press Open, WYNN opens the 'Select a File to Open' dialog box with a list of files in your personal folder. WYNN can open and read most files, including Microsoft Word, Word Perfect, ASCII, Text, HTML, and RTF files, as well as files you have previously scanned and saved.

A note about opening files: if you create files using a word processing program or other application, those files will be saved in the appropriate location *for that application*. This may not be the same place that your WYNN files are stored. You can open files stored in other locations (including floppy drives) by using the "Look In:" field in the File Open dialog box.

Close: Press this button to close the document you are currently reading.

WYNN will ask you if you want to save any changes you have made to the document. These changes include edits and mark-ups inserted into the document (highlighting, bookmarks and notes). However, if you have scanned in additional pages, WYNN will automatically save these when you close.

Save: Press this button to save the document you are currently reading without closing it. When you press Save, WYNN automatically saves the document with its existing file name and location.

Save As: Press this button to save a copy of the current document under a new name. When you select Save As, WYNN opens the standard Windows Save As dialog box with a list of files.

You can use this button to choose the file type (or format). The default file type is the WYNN (.wyn) format, which saves any changes or mark-ups you added to the document, such as bookmarks, notes, highlighting, etc. It also saves the Exact View of scanned pages. The other formats only save the actual text – they do not save the Exact View, nor do they save WYNN mark-ups.
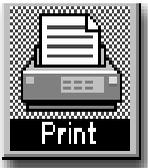
Print: Press this button to print the document. When you select Print, WYNN opens the Print dialog box.

The printed copy of your file will reflect the text size, font, and spacing choices you have selected. If you are using a color printer, your highlighted text will print in color.
If you do not have a document open to print, this item will not be available. Print is only available when displaying a document in Text View. You cannot print the Exact View of a document.

Go To Email (see Note below): Press this button to open WYNN's email system. Using the email system, you can send and receive email messages. You can also store them in folders and create an address book. When you select Email, WYNN opens the Email system and takes you to your In Box.

From the In Box, you can select Compose to write a new email message. You can also select Check for Email to download any new email messages you may have. To read an email message, press the Read button.

For more information about using WYNN's email system, see the WYNN Tutorial book.

Note: Before you can send and receive email messages, you must set up WYNN's email system using Email Settings in the Settings menu item. You must have an account with an ISP (Internet Service Provider) and a method to connect to the Internet, such as a modem, DSL line, cable modem, or corporate network.

Go To Web (see Note below): Press this button to go to the Internet using WYNN's Web-browsing system. When you select Web, WYNN will make a connection to the Internet and open the special Web-browser.

Note: Before you can use WYNN's Web capabilities, you must set up WYNN's Web using the Web Settings in the Settings menu item. You must have an account with an ISP (Internet Service Provider) and a method to connect to the Internet, such as a modem, DSL line, cable modem, or corporate network.

<u>Visual Presentation Tool Bar (Green)</u>
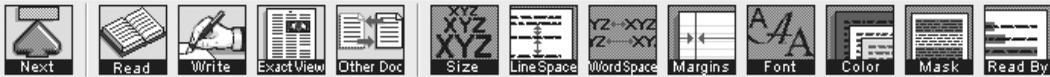
This is the Visual Presentation tool bar, which is color-coded green. On this tool bar you will find buttons that let you determine how WYNN displays your documents on the screen: the size of the text, the spacing, the margins, and the type of font. There are also buttons to select specific combinations of text and background colors and mask out portions of the page – all to make documents more readable for you.

Note: some features in this tool bar are only available when displaying a document in Text View.

Each tool bar begins with the *Next*, *Read/Pause*, *Write/Read-Only*, *Exact View/Text View*, and *Other Doc* buttons.

To learn more about these buttons, see the 'On Each Tool Bar' section of this guide.

Size: Press this button to choose the size of the text. Each time you press Size, the size of the font increases, until it returns to the original setting.

Line Space: Press this button to adjust the amount of space between lines of text. Each time you press Line Space, the space between lines increases, until it returns to the original setting.

Word Space: Press this button to adjust the amount of space between each word. Each time you press Word Space, the amount of space between words increases, until it returns to the original setting.

Margins: Press this button to adjust the amount of blank space at the right and left sides of the document page. Each time you press Margins, the amount of space on each side increases, until it returns to the original setting.

Font: Press this button to change the type of font used for text on the page. When you press Font, WYNN cycles through several fonts, and then back to the original font.

Color: Press this button to choose a specific combination of text and background colors to make the page more readable. When you press Color, WYNN cycles through the available color combinations.

Mask: Press this button to change which type of masking to use. Masking uses shading to de-emphasize all areas of the text except the area of focus. When you press Mask, WYNN cycles through four options:

- **Line Masking** shades the entire page except the line the cursor is currently on.
- **Sentence Masking** shades the entire page except the sentence the cursor is currently on.
- **Paragraph Masking** shades the entire page except the paragraph the cursor is currently on.
- **No Masking** presents the page normally, with no shading.

Note: Masking is only available in Read-only mode and in Text View. Also, when you are using Masking, the Read By button is not available.

Read By: Press this button to determine how much of the text WYNN includes in the Spotlight. The Spotlight is a way of emphasizing a portion of the text. When you press Read By, WYNN cycles through five options:

- Word
- 3 Words
- Line
- Sentence
- Paragraph

If you choose Read By Word, the Spotlight includes a single word, and moves word by word. With this option, the Spotlight is essentially the same as the cursor. If, however, you choose Read By 3 Words, the Spotlight includes 3 words, and moves through the document in groups of 3 words.

Within the Spotlight, WYNN indicates the cursor — your exact position in the document — as a word in differently-colored text. Read By Line, By Sentence, and By Paragraph work similarly to Read By 3 Words, except that the Spotlight moves along by line, sentence, or paragraph, respectively.

Note: Read By is only available in Read-only mode. Also note that when you are using Read By, the Masking button is unavailable.

Study Tools Tool Bar (Pink)

This is the Study Tools tool bar, which is color-coded pink. On this tool bar you will find buttons that give you access to a dictionary and a thesaurus, allow you to add a bookmark, text note, or voice note to the document, or even highlight a section of text. You can also ask WYNN to create a list of highlighted words, or spell a word out loud.

Note: some features in this tool bar are only available when displaying a document in Text View.

Each tool bar begins with the *Next*, *Read/Pause*, *Write/Read-Only*, *Exact View/Text View*, and *Other Doc* buttons.

To learn more about these buttons, see the 'On Each Tool Bar' section of this guide.

Dictionary: Press this button to open the dictionary and thesaurus. To look up a word, click on the word, then press Dictionary. Now select either Basic or Standard.

Using the Dictionary, you can hear the word and its definition spoken aloud. You can also look up additional words or go back to see the definition of a previous word.

Using the Thesaurus, you can look up synonyms for each word. You can hear the synonyms spoken aloud, one by one. You can also look up additional synonyms or go back to see the synonyms for a previous word.

You can easily switch from the Dictionary to the Thesaurus using the "Look Up Synonyms" button. To switch back to the Dictionary, select the "Look Up Definition" button.

To hear the definition for a word, click on the "Read -->" button. WYNN will read one definition or synonym at a time. Click on "Read <--" to hear the previous definition or synonym.

To look up a word in the definition or synonym list, click on that word, then click the "Look Up Selected Word" button.

Recursive features: You can go back to the previous word and see its definition again by clicking the "Go Back One Word" button. This shows the definition of the last word you looked up. You can use this button to review words in your look-up list from this dictionary session. Once you have

used the "Go Back One Word" button, the "Go Forward One Word" button is active and can take you forward in your look-up list.

Spell: Press this button to spell the word the cursor is on. When you press Spell, WYNN speaks the selected word aloud, spells and highlights it letter by letter, then speaks it again.

Syllables: Press this button to break the word the cursor is on into syllables. When you press Syllables, WYNN opens the Syllables dialog box. You can then read the word or the syllables.

Highlight: Press this button if you want to highlight text. When you press Highlight, WYNN opens a drop-down menu with four options: a green, blue, or pink highlighter, or an eraser.

NOTE: When you highlight text, the cursor spotlight (which is usually yellow) will cover up the highlight color on the current word. Don't worry: your text is really highlighted; it's just behind the cursor spotlight!

If you don't have any text already selected, when you select your Highlight color, your mouse cursor turns into a "highlighter pen." Drag this (that is, hold down the left mouse button while sweeping the mouse) over the areas that you want highlighted, and WYNN surrounds the text with a bold color highlight. You can also click on a word to highlight the word. If you choose the eraser, drag it over an area you had previously highlighted, and it erases the highlighting.

To stop highlighting, press the Highlight button again. Your highlight pen turns back to a cursor.

If you have already selected text using the mouse, when you press Highlight and choose your highlighter color, WYNN automatically surrounds the selected text with that highlight color. If your selected text was previously highlighted and you choose the eraser, it erases the highlighting.

Lists: Press this button if you want to create a separate document listing your highlighted or bookmarked text.

When you press List, WYNN opens a drop-down menu with four options: By Highlight Color, In Original Highlight Order, By Bookmark Type, and In Original Bookmark Order.

NOTE: *If you already have two documents open, WYNN will warn you that it is about to close the one you are not using before creating the List document.*

If you select By Highlight Color, WYNN opens a new document with all the highlighted words or phrases from the original document. In this new document, WYNN sorts your highlighted text into separate lists by highlight color. All items highlighted in green will be listed first, those in blue will be after them, and those in pink will be listed last.

If you select In Original Highlight Order, WYNN opens a new document with all the highlighted words or phrases from the original document listed in the order that they appeared. All text will retain its original highlight color.

If you select By Bookmark Type, WYNN opens a new document with all the bookmarked words or phrases from the original document. In this new document, WYNN sorts your bookmarked text into separate lists by bookmark type.

If you select In Original Bookmark Order, WYNN opens a new document with all the bookmarked words or phrases from the original document listed in the order that they appeared.

WYNN also suggests a name for this new file, using the name of the old document. For example, a list for the document named Harvest.wyn would be named Harvest-list1.wyn. Once you open a List file, WYNN treats the file just like any other document. All WYNN's reading, writing and mark-up tools can be used, and you can save or print a copy of the marked-up List file.

Bookmark: Press this button to insert a bookmark in the document text. When you press Bookmark, WYNN opens a drop-down menu with five bookmark options: a red asterisk, blue circle, green square, yellow triangle, or eraser. Click on the bookmark type you want to use.

If you don't have any text already selected, when you select the bookmark type, WYNN will bookmark the word the cursor is on. You will see a beginning bookmark character at the beginning of the word, and a smaller ending bookmark character at the end of the word.

If you have already selected text, when you select the bookmark type, WYNN will bookmark the entire phrase you have selected. The beginning and ending bookmark

characters will help you keep track of the phrase you have bookmarked.

Note that you cannot bookmark part of a word. If you want to erase a bookmark, choose the eraser, then drag the mouse over the bookmark. Or, even simpler, you can put the cursor on the beginning of the bookmarked phase, then press the Backspace key. Also, you cannot have a bookmark inside another bookmark.

Text Note: Press this button to insert a text note where your cursor is in the document. When you press Note, WYNN opens the Text Note dialog box. To open a previously created note, double click on the Note symbol. The Note dialog box will open at the bottom of the screen.

Voice Note: Press this button to insert a voice note into the document at the insertion point. **You must have a microphone attached to your sound card to use this feature.** To open a previously created note, double click on the Voice Note symbol. The Voice Note dialog box will open at the bottom of the screen.

<u>Writing Tool Bar (Yellow)</u>

This is the Writing tool bar, which is color-coded yellow. On this tool bar you will find buttons that help you write, edit, and spell check a document. There is also a button that lets you search for text or markups. **Note: Some features in this tool bar are only available when displaying a document in Text View.**

Important Note: To use the features in the Writing tool bar, you must be in Writing mode. To do this, press the Write button. Once you are in Writing mode, the Write button changes to the Read-only button.

Each tool bar begins with the *Next*, *Read/Pause*, *Write/Read-Only*, *Exact View/Text View*, and *Other Doc* buttons.

To learn more about these buttons, see the 'On Each Tool Bar' section of this guide.

Cut/Copy/Paste: Press this button to cut, copy, or paste text from one place in your document to another. When you press this button, you then select the Cut, Copy, or Paste item, depending on what you want to do with your text next.

NOTE: You must be in Writing mode to Cut or Paste text. In addition, you can only use this item if you have already selected text using the mouse or arrow keys.

To cut text, once you have selected the text, press the Cut/Copy/Paste button, then select Cut. WYNN will remove the text from the document and temporarily put it in the Windows clipboard. You can then paste the text into another part of the open document, or into a new WYNN document.

Note: The Microsoft Windows clipboard is a temporary storage place in your computer for things you want to move around. Every time you use Cut, Copy, or Paste, you are moving text into and out of the Windows clipboard. You won't ever see the text in the clipboard, but it stays there throughout your current computer session.

Using *Cut* vs. *Delete*: There is a slight difference between Cut and Delete. You should use the Delete key if you simply want to get rid of your text. You should use the Cut function if you want to move the text from its current location to a new location. The Cut function is usually used in combination with Paste: first Cut the text from its current location, then Paste it into its new location.

To copy text, once you have selected the text, press the Cut/Copy/Paste button, then select Copy. WYNN will copy the selected text to the Windows clipboard *without* removing it from its current place in your document. You can then paste the text into another part of the open document, or into a new WYNN document. Copied text does not copy bookmarks, highlighting, text and voice notes, or bold, italic, and underline attributes.

To paste text that you have Cut or Copied, press the Cut/Copy/Paste button, then select Paste. WYNN will move the text from the Windows clipboard into the new location in your document. You can paste the text into another part of the open document or into a new WYNN document.

Style: Press this button to make your text bold, underlined, or italicized.

When you select Style, you have a choice of **Bold,** *Italic*, or Underline. When you select one of these items, WYNN will apply that style to your text. If you have selected text before you choose the style, WYNN will apply the style to the selected text. If you have not selected text, WYNN will apply the style to the current word only. If you are on text that already has the style applied, selected it again will remove the style. For example, if you have your cursor on a word that is underlined, when you select Underline, the underline will be removed from your text.

Find: Press this button to find a word or part of a word within the open document, or to search for Mark-Up symbols, such as bookmarks and notes. When you press Find, WYNN opens a drop-down menu with two options: Text or Mark-Up.

If you select Text: WYNN opens the Find and Replace Text dialog box. You can then enter the text you want WYNN to find. If you want WYNN to replace this text with something else, enter the replacement text in the Replace With area. Then click on the "Find Next" button to begin the search.

When WYNN finds your text, it will outline the text in black in the document. If you want to replace it, click the "Replace" button. If you want to replace every instance of text with your replacement text, choose "Replace All.. If you don't want to change the text, press "Find Next" again. WYNN will continue searching until it has gone through all the text in your document. You can stop the search and return to your document at any time by pressing the "Close" button. WYNN will return you to your previous location.

WYNN has several ways to search for text. It can search up or down. It can also find whole words only, and it can match the case of the text. Here is a brief description of how each of those two items works.

Find whole words only: Use this option if you want WYNN to point out whole words only. For example, if you search for the word "the" and you have this option selected, WYNN will

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find only the word "the" in your document. It will not find the letters 'the' in "they" and "there" and "mother."

Match Case: Use this if you want WYNN to differentiate between uppercase and lowercase letters. For example, select Match Case if you want to find the word "United" (as in "United States" or "United Kingdom") but you don't want to find the word "united" without capital letters (as in "we were united in our desire to correct mistakes").

If you select Mark-Up: WYNN opens the Find Mark-Up dialog box. You now have a choice of what kind of mark-ups you want WYNN to find for you. It can find just highlighted text, just bookmarks, just text notes, just voice notes, or all of these mark-ups. It can also search up or down. When it finds the mark-up you inquired about, you can select "Find Next" or you can "Close" to return to your document.

Go To Page: Press this button to go to a new page in the open document. When you press Go To, WYNN opens the Go To Page dialog box. If you enter a page number that the document does not have (such as if you want to go to page 12 of a 3-page document), WYNN will take you to the closest page, usually the last page in the document.

NOTE: This item is only available if the open document contains more than one page.
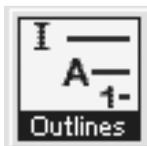
Outlines: When you press Outlines, WYNN opens a new document in outline format.

Outline Title: The first thing to do in your Outline is to give it a title. That's why the word "**[Title]**" appears. After you type in a title and press **ENTER**, WYNN takes you to the first item in your new outline. This is Roman numeral I. Just type in the first item, and press **ENTER**. The second item will be Roman numeral II, and so on.

Entering Sub-items: If you want to enter sub-items instead of a new item at that level, press the **TAB** key. WYNN will make the item into the next level, which is letter A. Type your text and press **ENTER**. WYNN will create a letter B.

The order of the Outline levels is:
I. Roman Numerals.
   A.   Capital Letters.
       1.   Regular Numbers.
          a.   Lowercase Letters.
            i.   Lowercase Romans.

If you want to make another sub-item, press **TAB** again to get a regular number 1. If instead you want to make an item become a top-level item, press **SHIFT+TAB**.

We call these movements *Move Back One Level* and *Move Forward One Level*. This is what it means:

- The **TAB** key *moves forward* an item (it moves a Roman Numeral to the Capital Letter level, or moves a Capital Letter level to a Regular Number level, and so on).

- The **SHIFT+TAB** key *moves back* an item (it moves a Capital Letter item to the Roman Numeral level, or it moves a Regular Number item to the Capital Letter level, and so on).

You can also move items around within the current level. We call this *Move Up* and *Move Down*. Let's suppose you are making an outline of the items in the yellow tool bar. You have listed several tool bar buttons, like this:

I. Yellow Tool Bar.
    A.   Cut/Copy/Paste
    B.   Style
    C.   Go To Page
    D.   Find

If you realize that the Find button actually comes before the Go To Page button on the tool bar, you will want to *move up* the Find button in the order. You want to make item D become item C. To do this, press **ALT+UP ARROW**. The item will be outlined in black and will immediately move to the new location. If you want to *move down* an item, press **ALT+DOWN ARROW**.

Outline Adjustments: The items in the Outline Adjustments button allow you to make changes in the order of the items in your outline. Press this button to *Move Back One Level, Move Forward One Level, Move Up,* or *Move Down* outline items. When you select Outline Adjustments, you can then choose which of these functions you want. When you select the function, WYNN will apply it to the current item in your document. **Note:** This moves the item at the cursor, plus all its sub-items. It does not move items before the cursor. **You should read and understand everything listed in the Outlines section above before you use this item.**

Using the example above, if you want to *move up* the Find item in your outline, put your cursor anywhere on the line that has Find in it. Next press the Outline Adjustments button and select *Move Up*. As soon as you click on Outline Adjustments, the current line is outlined in black. When you select *Move Up*, the item is raised in the document.

Following is a summary of the ways you can adjust outlines:

Function	Adjust Button or Menu Item	Keyboard Shortcut
Move Back One Level	Select *Move Back One Level*	SHIFT+TAB ALT+LEFT ARROW
Move Forward One Level	Select *Move Forward One Level*	TAB ALT+RIGHT ARROW
Move Up	Select *Move Up*	ALT+UP ARROW
Move Down	Select *Move Down*	ALT+DOWN ARROW

Word Prediction: Press Word Prediction to bring up WYNN's new feature to help you write. Word Prediction helps suggest words and spelling to make writing easier.

The first time you press Word Prediction, WYNN loads your prediction dictionary. (You can use the Word Prediction Settings item in the Settings menu to change the way Word Prediction works. Use the Word Prediction Teacher Controls in the Advanced menu to make more comprehensive changes to Word Prediction.)

WYNN now displays the word prediction box on the screen. This box will follow your cursor as you write, constantly suggesting word spellings and new words for you based on what you have just written.

If you want to type the word "you" you can first type the letter Y. The prediction box will list six choices of words beginning with the letter Y. The word "You" will be one of the words. You can press the function key listed next to the word. The function keys are F1, F2, F3, F4, F5, and F6—these are the keys at the top of the computer keyboard.

You can also move your mouse over the word you want in the box. That word will be highlighted. You can click the mouse to select the word. WYNN will automatically pop the word into your document.

Whenever you select a word, WYNN puts a space after the word and brings up a list of suggestions for the next word.

If you want WYNN to read the list aloud, click "Speak List" button and WYNN will automatically read each word in the list. WYNN will read the list each time it changes, until you turn off the reading by clicking the button again.

If you want to change the word database size for different age levels, use the Word Prediction Teacher Controls in the Advanced menu. Choose "Load Different Word List Size" and pick one.

If you want to use phonetic spelling options, use the Word Prediction Settings in the Settings menu. Select "Make predictions using phonetic replacements" to have WYNN include phonetic spelling when suggesting words. This option will, for example, include the word "phone" when the user types "fon" in the document.

A number of other options exist for word prediction.

- You can add words to the database.
- You can have WYNN learn new words from a list or while you are typing.
- You can change the colors of the predictor box.
- You can have the predictor box sit in one place rather than following the cursor around.
- You can have the word list displayed alphabetically instead of in order of statistical frequency.

All these options (and more) are found in the Settings menu and Tools menu. The Advanced menu contains options that

teachers should control. The Settings menu options are ones that either teachers or students might change.

Speak Word Prediction List: Press this button to have WYNN automatically speak the list of words in the predictor box.

Note: You can change the way the box speaks using the Word Prediction Settings item in the Settings menu.

Spell Check: Press this button to open WYNN's spell checker. You can check the spelling of a specific word or phrase, or of all the words in your document.

WYNN checks words against a standard dictionary and against your "personal dictionary," a list of words that you can add.

When WYNN finds a misspelled word, you can choose "Replace" to have WYNN put the "Replace With" word in the document. Notice that the "Replace With" area has a little arrow pointing down on the right. This means there are more choices. Click on that arrow to see all the spelling choices. Select one with your mouse or arrow keys, then

click "Replace." If you want WYNN to replace every occurrence of that misspelled word, choose "Replace All."

If you don't want to change the spelling of the word, choose "Ignore" or "Ignore All."

If WYNN has marked a word as misspelled, but it isn't misspelled, that is, if it is a word that isn't in WYNN's spelling list, you can add the word to the spelling list by pressing the "Add to Dictionary" button.

You can have WYNN spell the misspelled word by clicking the "Spell Misspelled Word" button.

You can have WYNN spell the replacement suggestion by clicking the "Spell Replacement Word" button.