

File Menu Shortcuts


New document	ctrl + N
Open...	ctrl + O
Save to Drive	ctrl + S
Save as... to Drive	shift + ctrl + S
Print...	ctrl + P

Standard Buttons



B	<u>U</u>				
Bold ctrl/⌘ + B	Underline ctrl/⌘ + U	Centre Text	Justify Text	Number List	Redo ctrl/⌘ + Y
<i>Italic</i> ctrl/⌘ + I	Left Align	Right Align	Bullet List	Undo ctrl/⌘ + Z	

WordQ Buttons



Options Menu	Speech On/Off ctrl + 2	Proofread On/off ctrl + 4	Increase Text Size ctrl + 6	Narrow Margins ctrl + 8	Shortcut Info	Topic Selection
Predictions On/Off ctrl + 1	Read Selection On/off ctrl + 3	Decrease Text Size ctrl + 5	Widen Margins ctrl + 7	Microphone On/Off ctrl + 9		

Options Menu

Word Prediction	Usage Examples • Predict next words • Number of predictions • Prediction font size
User Vocabulary	Add/Edit personal words & usage examples
Topics	Add topic words one-at-a-time • Import topic word list from ThoughtQ
Appearance	Color theme • Font • Font size • Letter spacing • Line spacing • Margin
Speech Feedback	Voice • Speaking rate • Speech Feedback choices
Speech Recognition	Turn mic off (never, while editing, after speaking) • Language by country

Edit Shortcuts



Select all	ctrl/⌘ + A
Find and replace	ctrl/⌘ + F
Cut	ctrl/⌘ + X
Copy	ctrl/⌘ + C
Paste	ctrl/⌘ + V

Accent Shortcuts

´	alt + E	Adds ´ to next letter – é
`	alt + `	Adds ` to next letter – è
¨	alt + U	Adds ¨ to next letter – ö
~	alt + N	Adds ~ to next letter – ñ
^	alt + I	Adds ^ to next letter – î
ç	alt + C	












Read text

1. **Select text** that you want spoken.
2. **Click Read**  (ctrl + 3) to have it read out loud.
3. **Click Read**  (ctrl + 3) again to stop speaking or click within document.

Note: Word-by-word highlighting is not used here. Focus on whether the flow of words makes sense.

Proofread (with word-by-word highlighting)




1. **Position** the text cursor within a sentence.
2. **Click Proofread**  (ctrl + 4).
3. **Focus on sentence.** The sentence is highlighted and the predictions temporarily disappear.
4. **Listen to sentence.** Press SPACEBAR, or click  to read the sentence. Each word is highlighted as it is spoken. Listen for any mistakes.
5. **Play or pause/resume.** Press SPACEBAR, or click  or  to pause/resume reading.
6. **Focus on sentence again.** The sentence is highlighted again after it has been read.
7. **Listen to individual words for any mistakes.** Move across words by pressing the RIGHT or LEFT arrow keys, or by clicking  or .
8. **Edit** as necessary. Click within the text to make corrections.
9. **Repeat proofreading** as necessary.
10. **Proofread other sentences.** Go to the next or previous sentence by pressing DOWN or UP arrow keys, or by clicking  or .
11. **Exit proofreading.** Click within the text, press ESC key or click .

Speech recognition

Set up

1. **Ensure** high-speed Internet.
2. **Choose country** for recognition. Open **Options>Speech Recognition** dialog. You may choose Australia, Canada, India, New Zealand, South Africa, United Kingdom, or United States.
3. **Configure microphone use.** Open **Options>Speech Recognition** dialog. By default, the microphone turns off after every recognition. You can choose to have the microphone automatically turn off while typing/editing, after every recognition, or never.
4. **Configure speech feedback.** Open **Options>Speech Feedback** dialog. By default, recognized text is spoken back. Speech recognition is temporarily turned off during speech feedback.

Speaking

1. **Turn on microphone** by clicking the Mic  button (ctrl + 9).
2. **Speak a short phrase** after the Mic button changes to waiting . Speak as clearly as possible and not too softly. Recognition is best with short phrases (maximum 30s). As the computer is recognizing your voice, the Mic button changes to an animation .
3. **Recognized text is spoken back** if speech feedback turned on.
4. **Undo a mis-recognized phrase** by pressing ESC.