



SEA RCCDSB iWordQ Training Manual

January 2014

(Instructions based on App Version as of January 2014 and prior to the release of iOS 7)



Table of Contents

Preamble	Page #3
Menu Bar	Page #4
Create / Open Document	Page #4
• New Document	Page #4
• Deleting Document	Page #4
• Composing Document	Page #5
• Word Prediction	Page #5
• Speech Feedback	Page #5
• Reading After Punctuation	Page #5
Reading a Document	Page #6
• iPad Feature	Page #6
• Using Reading Mode	Page #6
• Adjusting Speed	Page #6
• Proof Reading Mode	Page #7 & 8
• Reading Mode	Page #8
Sharing / Exporting Document	Page #9
• Sharing Note	Page #9
• Printer Pro	Page #9
• Edit in Pages	Page #9
Settings	Page #10
• Writing /Composing Mode	Page #10
• Word Prediction	Page #10
• Vocabulary	Page #11
• Other	Page #11

Preamble



iWordQ works and has similar features to the desktop version. The biggest difference is that iWordQ does not run within another application, such as MS Word, but as an independent App.

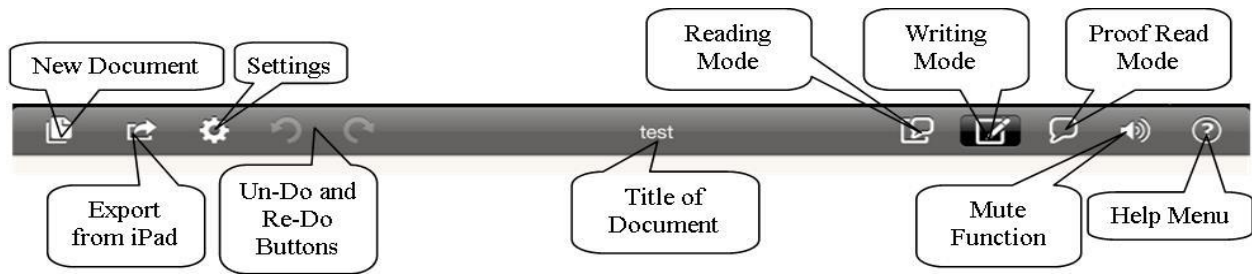
Therefore, iWordQ acts as a basic word processor with word prediction, focusing on the written output not the "format" of the document. The finished document can be printed directly from iWordQ using Printer Pro, or opened in another App, such as Pages, to "format" the document prior to printing. As well text can be copied and pasted into other Apps such as Pages, Tools4Students and Inspirations to name a few.

These instructions refer to the manual Strategic Transitions Inc. have provided and from the Help files on the App itself. A hard copy of the manual has been provided in the SEA Trainer binder.



Think. Write. Go.

Menu Bar



Creating or Open a Document

To Create and Name a new Document

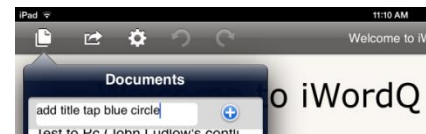
Tap on "Document" icon, top left of screen.



Name Document

Type in "doc name" window.

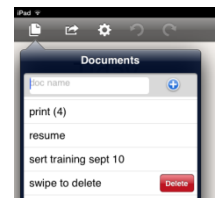
Tap the "+" button.



Note: Name cannot be changed, in iWordQ, once created.

Deleting File

Select document icon, "swipe" left across file you wish to delete. The delete button appears, tap it and the file is deleted. There is no confirmation to delete. Opened files cannot be deleted.



Note: A file that is opened cannot be deleted. Open another file then delete desired file.

Composing Document

Composing a document is basically the same as with the desktop version.

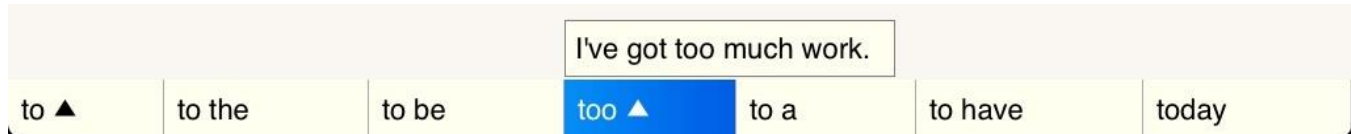
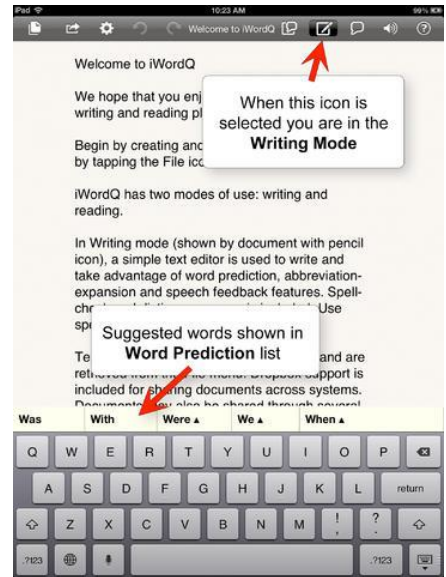
Word Prediction

Predicted words are displayed as you type. Tap a predicted word to select it. Usage examples are provided to help distinguish close-sounding words (including homonyms). Even if you are creative in your spelling, iWordQ will still predict. As you move the text cursor, predictions are shown accurately.

Speech Feedback

Touch and hold a predicted word to hear it spoken with high-quality text-to-speech. Words typed or selected from the prediction list will be read out loud.

Tapping the word, selects it and tapping and holding reads the word. Words in the prediction window with triangles provide a sentence showing the word's usage.



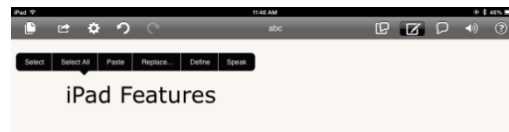
Reading After Punctuating

As you complete each sentence by adding end punctuation, the sentence will be read back to you when you tap the space bar. You can also have text read by selecting the word, sentence etc... Double-tap a word to select a word; drag to extend selection to what you wish to be read and select the speech tab.

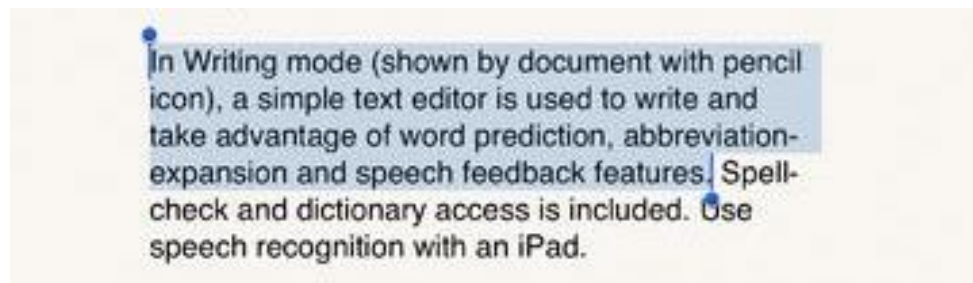
Reading a Document

iPad Feature in Compose Mode

There are three methods of reading the document aloud.



Use the iPad feature, in composing mode, by tapping, holding and selecting the desired text to be read.



Prior to using the Reading Mode

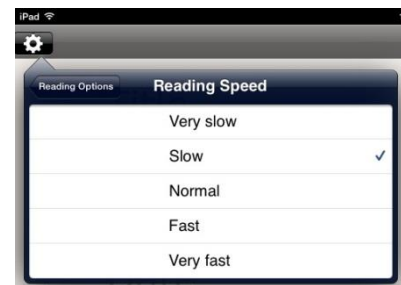
Adjust Reading Speed.

Tap on Reading Mode icon.



Tap on the "gear."

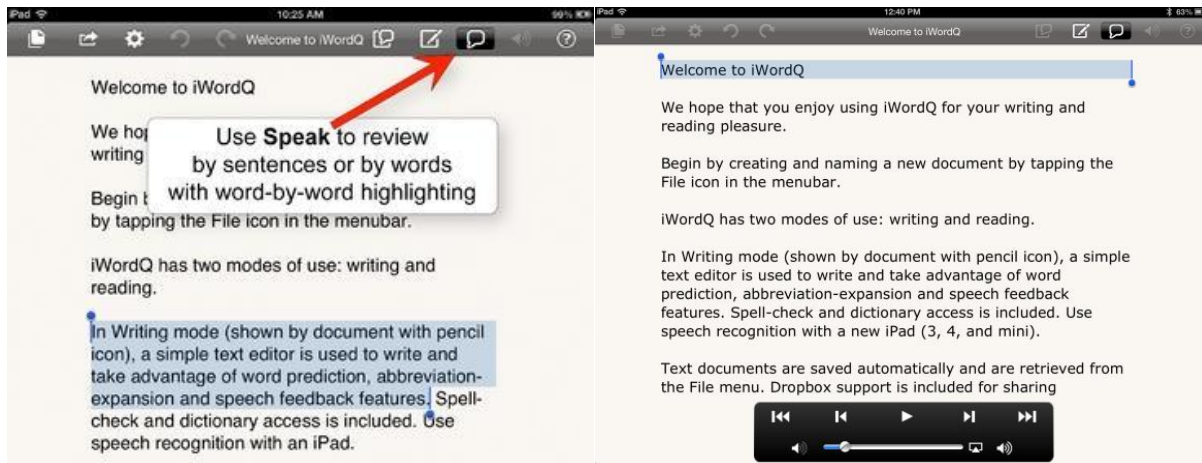
The default is normal, select slow.



iWordQ Reading Modes

iWordQ "Proof Reading" Mode

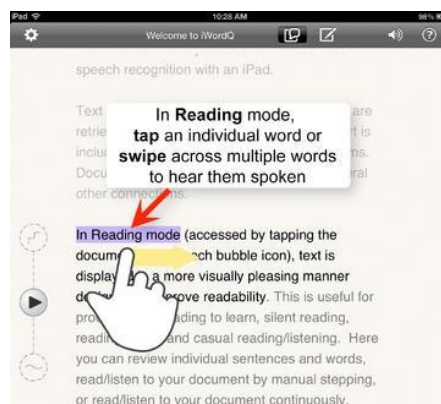
From the menu bar, select the "Proof Reading" speech bubble which provides a quick read of the text selected. In this mode the reading speed cannot be adjusted.



The document is read quite fast. Using the iPad reading feature while in composing mode provides a similar result.

iWordQ "Reading" Mode

From the menu bar select the "Reading" speech bubble. This is the one with the square and a speech bubble.

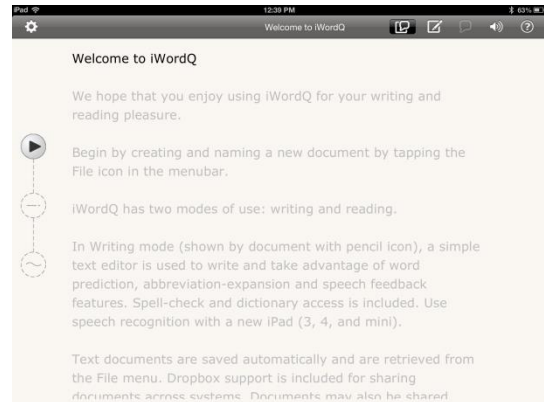


Reading Modes from Slider on the Left of Screen

In the top position (hiding the stairs) the text that is to be read is highlighted. After that text is read, the next section that will be read is highlighted.

In the middle position (hiding a line and dot) the highlighted text is read.

In the lower position (hiding the fluid line) all the text will be read from where you have selected. A larger paragraph will be highlighted where the sentence being read is black and the next sentence(s) are in grey.

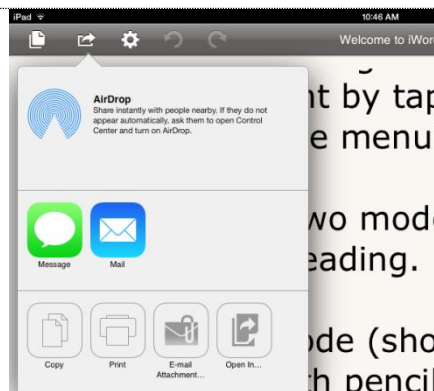
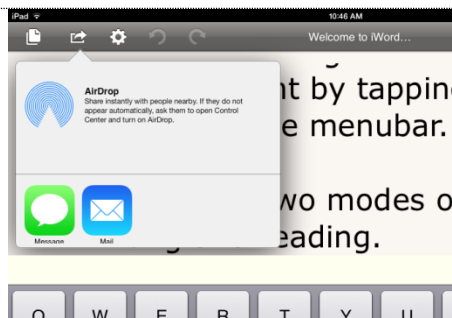


Swiping across words can also select the text to be read. See above right picture.

Sharing /Exporting Document

Sharing Note:

When using the on-screen iPad keyboard, all of the sharing options do not appear. From the pictures below on the left only AirDrop, Messaging and Mail are visible. On the right, with the on-screen keyboard closed Copy, Print Email and Open in appear.



Some of the features such as Messaging, Mail, Copy, Print or Email are not accessible due to restrictions set on the SEA iPads.

Sharing to Printer Pro to Print

Note: After September 2014 RCDSB will not be using the Printer Pro App for the default printer. The Native Print feature will be used.

After selecting sharing and Open in, locate and select Printer Pro.

The Document will be sent to and the Printer Pro App will open to then print.



Sharing to Edit Document in Pages

After selecting sharing and Open in, locate and select Pages



Settings from Writing Mode:

Tap on the settings icon. Third icon from left on top of screen.



Word Prediction:

Predictions - "On" will show "predictions" for words being typed.

Usage Examples - "On" will provide sentences for easily confused words

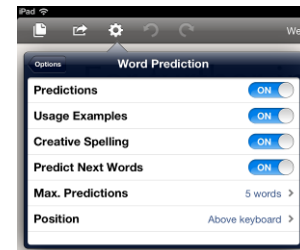
Creative Spelling - "On" will suggest correctly spelled words when iWordQ detects a misspelled word.

Predicting Next Words - "On" will predict next word prediction before more letters are typed.

Max. Predictions - Option to choose up to 10 predicted words, default is 5.

Position - Change the position of the predicted words from above the keyboard to left or right-hand side. Allow the student to select the location of the Word Prediction box

Font Size - Option is located under the "Position" option; it is cut off in above diagram. Changing this font size refers to the size of font in the prediction box, not in the document. Allow students to select the size of font in the prediction box.



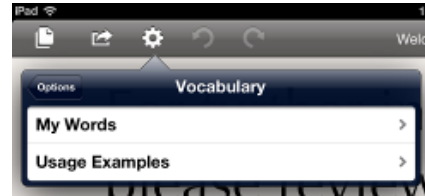
Vocabulary:

My Words



Add words and or names that are not presently in iWordQ.

Usage Examples

You can add or edit "Usage Example" for words in iWordQ's data base. These examples appear in the prediction window with a triangle beside the word.



Other Controls

Help - Top right icon. Provides help menu for iWordQ	
Mute - Second from top right. Mutes sound in iWordQ.	
Undo and Redo - Circular arrows that "Undo" or "Redo" actions on the keyboard.	