








Write IT!

- 1 Launch Write:OutLoud 6 
- 2 Write your draft

Saturn

Saturn is huge. It is the second largest planet in our Solar System. Saturn is made mostly of hydrogen and helium.


Hear IT!

-  Go to Beginning of document (or click where you want to start reading)
-  Speak sentence
-  Read All
-  Stop Speak
-  Move sentence by sentence
He saw a huge wall of water
-  Select sentences one by one

Revise IT!

Check Spelling →  → Identify Homonyms
Dictionary Look-Up

Write More →  → Mark for Deletion

Add a Picture →  → Change size of text
Change Text Alignment

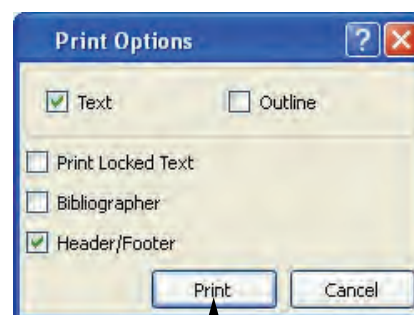
Print Your Work

Click to automatically print



OR

- 1 Use **Print** from the **File** menu for print options
- 2 Select what options you want to print



- 3 Click Print

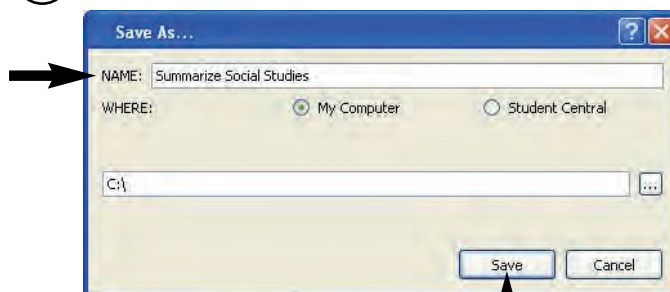
Save Your Work

- 1 Click Save



Tip: Click **Save** every 10 minutes while you work

- 2 Type the name for your work





- 3 Click Save




Editor's Checklist

Use this checklist with your learners to help them edit their work.


☐ My document makes sense.

1. Place your cursor anywhere in the Document panel.
2. In the **Edit** menu, choose **Select All**.
3. On the toolbar, click  to hear your document read aloud.
4. When you hear something that does not make sense, click  to stop speaking.
5. Change any sentence(s) you are not happy with. You can also add more text to your document or remove text that you don't want.


☐ The sentences in my document are clear and complete.

1. Click  to go to the beginning of your document.
2. Click  to hear the first sentence read aloud.
3. Listen to make sure your sentence is clear and makes sense. Fix the sentence if it doesn't make sense.
4. Click  to hear the next sentence read aloud, and so on. Fix any sentences that don't make sense.


☐ The words in my document are spelled correctly.

1. Click  to check your spelling.
2. Use the **Spell Checker** to fix any spelling mistakes you find.



☐ I used the correct homonyms (to, too, two; they're, their). My sentences make sense.

1. Click  to check homonyms (words that sound the same but are spelled differently and have different meanings).
2. Replace incorrect words with the words you need.


☐ I used the correct words. My sentences make sense.

1. Highlight each word that you want to check.
2. Click  to check the definition of each word in the **Dictionary**.
3. Replace incorrect words with the words you need.



☐ The first word in every sentence starts with a capital letter.

1. Click  to go to the beginning of your document.
2. Click  to move the cursor to the beginning of each sentence.
3. Check to make sure that the first word in each sentence starts with a capital letter.


☐ The title has capital letters where they belong.

1. Click  to go to the beginning of your document.
2. Check the title to make sure you used capital letters in the right places. Fix any mistakes that you find.

☐ Each sentence ends with a punctuation mark.

1. Click  to go to the beginning of your document.
2. Click  to hear each sentence read aloud.
3. Listen to each sentence. Does each sentence end in the right place?
4. Fix any mistakes that you find.

☐ I listened to my document read aloud again. I looked for any mistakes I might have missed.

1. Place your cursor anywhere in the text.
2. In the **Edit** menu, choose **Select All**.
3. On the toolbar, click  to hear your document read aloud.
4. Fix any mistakes that you find.