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Get Started

WriteOnline is one of a number of Crick Software Apps, which develop reading and writing skills in learners of all abilities, including struggling writers, children with special needs and English language learners.

WriteOnline is a talking word processor that provides extensive support that can be quickly and easily customized for individual needs.

The intelligent word predictor suggests context-relevant words, helping children to spell correctly and use more adventurous vocabulary.

The Wordbars provide tabbed vocabulary support for any subject or topic. Wordbars can be created extremely easily, and a wide range of ready-made ones are available.

Work with Documents



Open or Create a Document

When WriteOnline starts, it opens the last Document used.


To open another Document, tap the  **File Explorer** icon to browse your iPad, [Dropbox](#), [WebDAV](#) or [Google Drive](#), and then tap a Document to open it.

Create a Document

To create a new Document, tap the  **Document** icon and choose **New Document**. Enter a name and tap **Create**.

Alternatively, tap the  **File Explorer** icon, tap the  icon and choose **Document** to create a new Document at the current location. Tap **Done** to finish.

Write into the Document

Write into the Document using the **iPad keyboard** or a **Wordbar**. To switch between them, use the  **Show Keyboard/Grid** tool.

You can also use an external keyboard, such as the Apple Wireless Keyboard.

To learn more about Wordbars, see [Wordbars](#).

Using the Keyboard


- Tap any key to type it in the Document
- To capitalize the next letter, tap the **Shift** key. Double-tap to keep it enabled
- To delete a character, tap the **Backspace** key
- To access numbers and punctuation symbols, tap the **.?123** key. Tap **#+=** for more symbols. To return to letters, tap the **ABC** key

Copy and Paste

To copy all the Document text, long-tap anywhere within it and tap **Copy All**. You can then paste the copied text into another app.

To insert text within the Document that is copied from elsewhere, long-tap your desired location and tap **Paste**.

Word Count

To see how many words, characters, sentences and paragraphs are in your Document, tap the  **Document** icon and choose **Word Count**.

Send a Copy of the Document

To send a copy of the Document, tap the  **Document** icon and choose **Send a Copy**.

To send a Clicker Document, tap **Clicker Document**.

Alternatively, tap **Text File** to attach a universal plain text file.

Choose from the available options to send your file.

Print the Document

To print the Document, tap the  **Document** icon and choose **Print**.

Tap **Select Printer** to choose one from a list of AirPrint printers that your iPad can find on your network.

Specify the number of copies you'd like and tap **Print**.

Your iPad's orientation decides whether your Document is printed in **landscape** or **portrait**.

Writing Support


Writing Support Overview

WriteOnline contains a wide variety of writing support tools that can guide and assist learners when required.

These include:

- The latest [Text-to-Speech](#) technology by Acapela
- A comprehensive, talking [Spell Checker](#)
- Highly configurable [word prediction](#)
- Customizable [Wordbars](#) for vocabulary support

Text-to-Speech

To hear text spoken, use the  **Sound Shift** tool.

Tap this for single use, double tap to keep it enabled.

When Sound Shift is on:

- To speak a word in the Document, tap it
- To speak a sentence in the Document, double-tap it
- To speak the current paragraph in the Document, triple-tap it
- To speak the entire Document, long-tap anywhere within it and tap **Speak All**
- To speak the contents of a cell, tap it

If you can't hear the speech, check that your iPad is not muted via the side switch and that the volume is set correctly.


Predictor

As you type, the Predictor tracks your position in the Document and shows a list of words it thinks you are likely to want to use next.

Tap a suggested word to include it in the Document.

To hear suggestions spoken, tap the  **Sound Shift** tool, and then tap a suggested word.

Enable and Configure

To enable and configure the Predictor, tap the  **Settings** icon, choose **Spell Checker & Predictor**, and then tap **Predictor**.

Predictor - display the Predictor above the keyboard.

Use SoundsLike Prediction - suggest words based on their phonetic sound.

Predict Next Word - predict the next word after space is entered.


Database Size - choose the level of prediction.

Spell Checker

WriteOnline can check the spelling of each word typed and underlines any that are misspelled with red dashes.

To see a list of suggestions for a misspelled word, tap it. Suggestions are displayed above the keyboard in red. Tap a suggestion to replace the misspelled word.


To hear a suggestion spoken, tap the  **Sound Shift** tool, and then tap a suggestion.

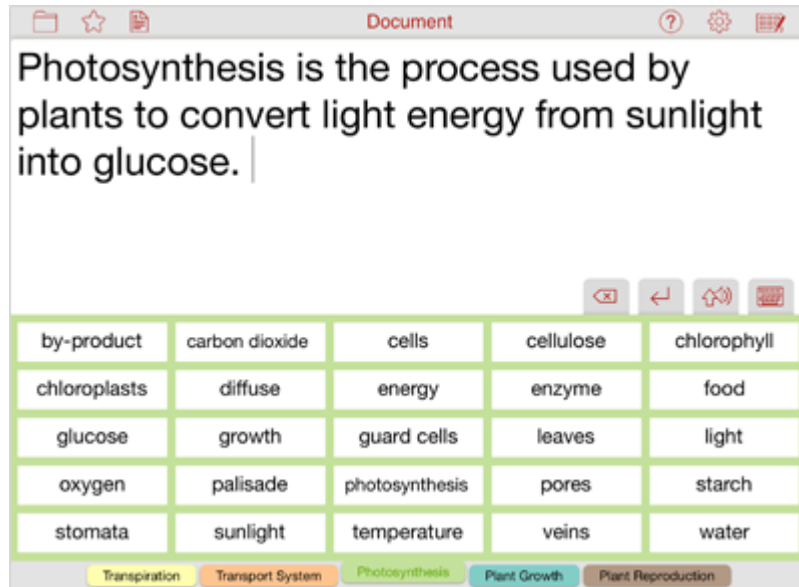
To turn the Spell Checker on or off, tap the  **Settings** icon, and then tap **Spell Checker & Predictor**.

Write with a Wordbar

Wordbars provide tabbed vocabulary support for any subject or topic when writing in the Document.

A Wordbar contains a number of **grids**. Each grid contains a number of **cells**.

To switch between the [keyboard](#) and the Wordbar, tap the  **Show** **Keyboard/Grid** tool.



To add a word to the Document, tap it.

Swipe the grid backwards/forwards to move to the previous/next grid, or tap the tabs at the bottom.

Tools

Use the **Tools** when writing:



Backspace - delete the last character



New Line - start writing on a new line



Sound Shift - turn [Sound Shift](#) on





Show Keyboard/Grid - switch between the keyboard and the grid

Use, Create, and Edit Wordbars

Open a Wordbar

When WriteOnline starts, it loads the last Wordbar used.

To switch between the [keyboard](#) and the Wordbar, tap the  **Show Keyboard/Grid** tool.


To open another Wordbar, tap the  **File Explorer** icon to browse your iPad, [LearningGrids](#), [Dropbox](#), [WebDAV](#) or [Google Drive](#), and then tap a Wordbar to open it.

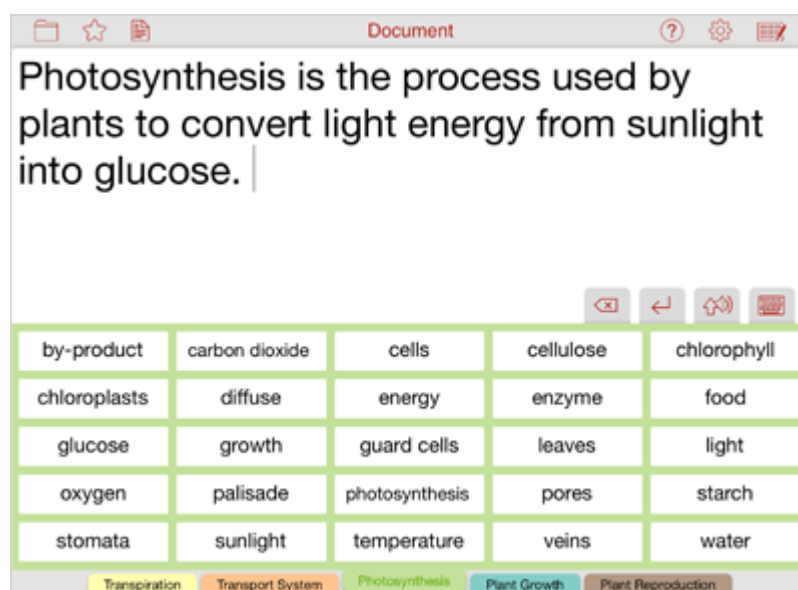
Alternatively, tap the  **Favorites** icon to choose a Wordbar from a list of [favorites](#).

Write with a Wordbar

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Tools

Use the **Tools** when writing:



Backspace - delete the last character



New Line - start writing on a new line




Sound Shift - turn [Sound Shift](#) on



Show Keyboard/Grid - switch between the keyboard and the grid

Get Wordbars from LearningGrids

As a WriteOnline user, you get **free** access to the growing library of Wordbars on our LearningGrids site. To access these, tap the  **File Explorer** icon and tap **LearningGrids** on the left.

A list of recently added Wordbars is displayed. Use the top search bar to find Wordbars for your topic.

To open a Wordbar, tap its **Run Now** button.

Wordbars opened from LearningGrids are automatically saved in your **LearningGrids Downloads** folder, so you can easily use them again.


You can also access LearningGrids by visiting www.learninggrids.com from any web browser.



Send a Copy of the Wordbar

To send a copy of the Wordbar, tap the  **Edit View** icon, tap the  **Wordbar** icon and tap **Send a Copy**.

Choose from the available options to send your file.

Create a Wordbar

To create a new Wordbar in [Edit View](#), tap the  **Wordbar** icon, tap **New Wordbar**, enter a name and tap **Create**.

Alternatively, tap the  **File Explorer** icon, tap the  icon and choose **Wordbar** to create a new Wordbar at the current location. Tap **Done** to finish.

Tap your new Wordbar to open it in [Edit View](#).

Edit a Wordbar

To edit a Wordbar, tap the top-right  **Edit View** icon.

A Wordbar contains a number of **grids**. These are listed in the left pane. To select a grid, tap it.

The right pane displays the selected grid and its settings.

Add a Grid

To add a grid, tap **Add** and type a name into the **Grid Name** box.

To quickly create a set of A-Z grids from copied text, tap **Paste A-Z**. Choose whether to exclude common words, then tap **Create Grids**.


Add words to a Grid

Type or paste words into the **Grid Content** box.

To include several words in one cell, [surround them with square brackets].

Arrange Grids

To arrange your grids, tap **Edit**.

To change a grid's position in the list, drag its  handle.

To delete a grid, tap its  icon, and then tap **Delete**.

Press **Done** to finish.

Word Order

To change the ordering of words on the grid, tap one of the following:

- **Alpha (rows)** - words appear in alphabetical order in rows
- **Alpha (columns)** - words appear in alphabetical order in columns
- **Random** - words are randomized each time the grid is opened

- **Fixed** - words are shown in the order they were entered

Background Color


Choose your preferred background color from the selection.

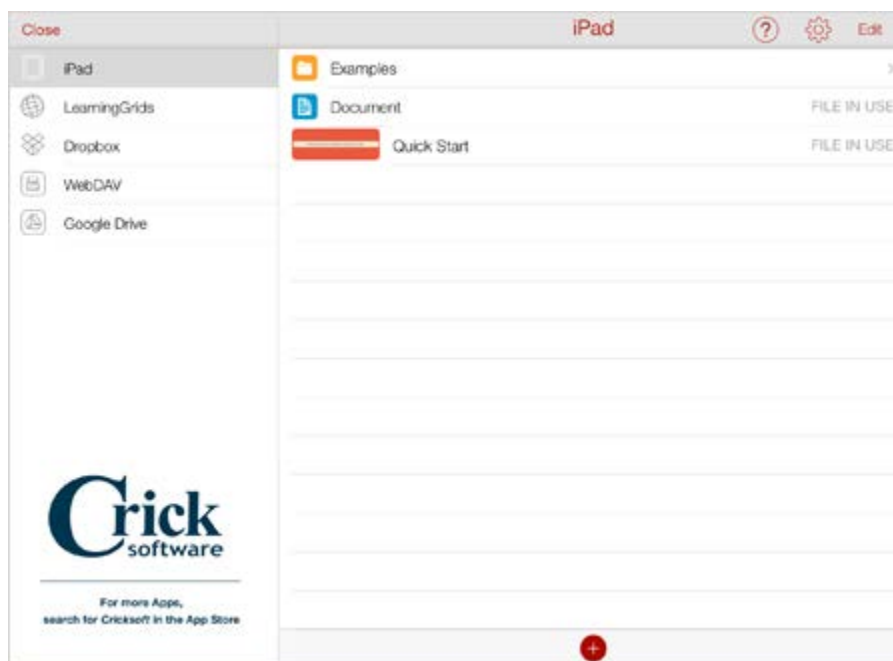
Apply Settings to All Grids

To apply the current grid settings to all grids in the Wordbar, tap **Apply Settings to All Grids**.


Manage Documents and Wordbars

File Explorer

To access all the Documents and Wordbars on your iPad, tap the  **File Explorer** icon.



In the File Explorer:

- To open a Document, Wordbar or folder, tap it
- To return to the previous folder, tap the back arrow
- To create a new Document, Wordbar or folder, tap the  icon
- You can also [delete, rename, copy and share](#) files

Free Wordbars can be downloaded from [LearningGrids](#).

You can also connect to a [Dropbox](#) account, a [WebDAV](#) file server, or a [Google Drive](#) account. To enable these features, see [Sharing](#).

Delete, Rename, Copy and Share

To perform these actions on a file or folder, tap **Edit** in the top-right corner.


Tap to select items. The number of selected items appears in each of the three buttons below:

- To delete selected items, tap **Delete**.
- To copy selected items, tap **Copy**. Browse to your desired location and tap **Paste** to copy them there
- To share selected items, tap **Share** and choose from the available options to share your files
- To rename an item, long-tap its current name

Tap **Done** to finish.

(It is not possible to rename or delete files directly within [Dropbox](#), [WebDAV](#) or [Google Drive](#))

Get Wordbars from LearningGrids

As a WriteOnline user, you get **free** access to the growing library of Wordbars on our LearningGrids site. To access these, tap the  **File Explorer** icon and tap **LearningGrids** on the left.

A list of recently added Wordbars is displayed. Use the top search bar to find Wordbars for your topic.

To open a Wordbar, tap its **Run Now** button.

Wordbars opened from LearningGrids are automatically saved in your **LearningGrids Downloads** folder, so you can easily use them again.

You can also access LearningGrids by visiting www.learninggrids.com from any web browser.

Dropbox

Use Dropbox to share files between iPads. To learn about Dropbox, visit www.dropbox.com.

To enable sharing with Dropbox, tap the  **Settings** icon, tap **Sharing** and turn on **Dropbox**.

To access Dropbox, open the  **File Explorer** and tap **Dropbox** on the left.



Link Your Account

To link your account, tap **Link to Dropbox**. Enter your account details and tap **Sign in**.

To unlink your account, tap **Edit** and tap **Unlink Dropbox**.

Add Files to Dropbox

To add a file to Dropbox, first create it on your iPad, and then [copy and paste](#) it to Dropbox.

You can also send files to Dropbox from the  **Document** and  **Wordbar** menus.

These files will be available to all devices that are linked to your Dropbox account.

Open Files from Dropbox

To open a file from Dropbox, tap it.

This also copies it to the **Dropbox Downloads** folder on your iPad so that the file can be accessed later, even without an Internet connection.

Manage Dropbox files

To delete or rename Dropbox files, log into Dropbox from your web browser or use the Dropbox app on your iPad.


Your WriteOnline files are stored in the **Apps\WriteOnline** folder.

WebDAV


Use WebDAV to share files between iPads.

WebDAV allows you to access files stored on your server over the Internet. Ask your network administrator to set this up and add the WriteOnline MIME Types to the server.

To enable sharing with WebDAV, tap the  **Settings** icon, tap **Sharing** and turn on **WebDAV**.

To access files on a WebDAV server, open the  **File Explorer** and tap **WebDAV** on the left.



Link to WebDAV

To link to a WebDAV server, tap **Link to WebDAV**. Enter the address of the server and your account details, and then tap the  icon.

To unlink from the server, tap **Edit** and tap **Unlink WebDAV**.

Add Files to WebDAV

To add a file to WebDAV, first create it on your iPad, then [copy and paste](#) it to WebDAV.

You can also send files to WebDAV from the  **Document** and  **Wordbar** menus.

Open Files from WebDAV

To open a file from WebDAV, tap it.


This also copies it to the **WebDAV Downloads** folder on your iPad so that the file can be accessed later, even without an Internet connection.

Manage WebDAV files

To delete or rename WebDAV files, access your WebDAV server from elsewhere.

Google Drive

Use Google Drive to share files between iPads. To learn about Google Drive, visit drive.google.com.

To enable sharing with Google Drive, tap the  **Settings** icon, tap **Sharing** and turn on **Google Drive**.

To access Google Drive, open the  **File Explorer** and tap **Google Drive** on the left.



Link Your Account

To link your account, tap **Link to Google Drive**. Enter your account details and tap **Sign in**.

To unlink your account, tap **Edit** and tap **Unlink Google Drive**.

Add Files to Google Drive

To add a file to Google Drive, first create it on your iPad, and then [copy and paste](#) it to Google Drive.

You can also send files to Google Drive from the  **Document** and  **Wordbar** menus.

These files will be available to all devices that are linked to your Google Drive account.

Open Files from Google Drive


To open a file from Google Drive, tap it.

This also copies it to the **Google Drive Downloads** folder on your iPad so that the file can be accessed later, even without an Internet connection.

Manage Google Drive files

To delete or rename Google Drive files, log into Google Drive from your web browser or use the Google Drive app on your iPad.

Favorites and Recents


Tap the  **Favorites** icon to access a list of frequently used Wordbars.

To add the current Wordbar to the list, tap **Add**.

To remove an item from the list, tap **Edit**, tap its  icon and tap **Delete**.

Additionally, tap **Recents** to display a list of recently used Wordbars.

Favorites and Recents

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To add the current Wordbar to the list, tap **Add**.

To remove an item from the list, tap **Edit**, tap its  icon and tap **Delete**.

Additionally, tap **Recents** to display a list of recently used Wordbars.

Customize Settings

Document Appearance

Tap the  **Settings** icon and choose **Document** to set the following appearance options for all Documents:

Font - choose a font style from the list.

Font Size - drag the slider bar to change font size.

Background - choose the color of the Document.

Text Color - choose the color of the text.

Customize Speech

Tap the  **Settings** icon and choose **Speech** to adjust the following preferences:

Voice - choose which voice to use.

Speed - choose the speed that text is read.

Highlight Color - choose which color is used to highlight spoken words.

Speak Each Letter - letters are spoken when sent to the Document.

Speak Each Word - words are spoken when sent to the Document.

Speak Each Sentence - the current sentence is spoken when completed with punctuation.

Configure Spell Checker & Predictor

Tap the  **Settings** icon and choose **Spell Checker & Predictor** to adjust the following preferences:

Spell Checker - underlines misspelled words in red and displays suggestions above the keyboard when one is tapped. See [Spell Checker](#) for more information.

Predictor - tap to view various Predictor settings. See [Predictor](#) for more information.

Words to display - choose the number of suggestions.

Display size - choose the size of suggestions.

Sharing


Tap the  **Settings** icon and choose **Sharing** to set the following sharing options:

Dropbox - enables the [Dropbox](#) section of the File Explorer.

WebDAV - enables the [WebDAV](#) section of the File Explorer.

Google Drive - enables the [Google Drive](#) section of the File Explorer.

Accessibility

Tap the  **Settings** icon and choose **Accessibility** to adjust the following preferences:

Swipe Grids - turn this off to prevent swiping between grids. Instead, tap the arrows at the bottom of the screen.

Show Touches - when turned on, a red circle briefly appears to indicate when and where a touch occurs.

Display Settings

For learners with low vision, use the [appearance settings](#) to adjust the font style, size and color, along with the background color.


Guided Access

To prevent access to parts of WriteOnline (such as **Settings** or the **File Explorer**), use your iPad's Guided Access feature.

Enable **Guided Access** in your iPad's **Settings** app, open WriteOnline and triple-press the **Home** button to draw around the tools you wish to make inaccessible.

Set Language

To change the language options for WriteOnline:

1. Press the Home button on your iPad
2. Tap the  **Settings** app
3. Scroll down the left-hand pane and tap **WriteOnline**

To set the language of the user interface, tap **Language**.

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To set your region, tap **Resources**. This determines the type of resources that appear on [LearningGrids](#) and in the **Examples** folder.

Please note: changing the language does not automatically change the voice. To change this, see [speech settings](#).

Managing Apps in Your School

To efficiently manage our apps within your school, we strongly recommend the **Apple Volume Purchase Program**.

This is now available in many countries, including the UK, US, Australia, Canada, France, Germany, Italy, Japan, New Zealand, and Spain.

The Volume Purchase Program is **free** to join, and helps you in these ways:

- Saves you **50%** on purchases of **20 or more** apps
- Helps you to manage your apps across all your iPads
- Helps you to stay **legal***

*An Educational Institution needs to purchase one copy of an app for each device it is installed to. This ensures that you are compliant with the iTunes Terms and Conditions. By doing so, you will remain legal and help us to create more great apps!

For more information, visit www.apple.com/education/ipad/volume-purchase-program

More Crick Software Apps

This app is one of a number of **Crick Software Apps**.

Search for **cricksoft** in the App Store to find more, or visit www.cricksoft.com for the latest information.

Contact Us

We provide **free** technical support to our customers.

Visit our Support site (www.cricksoft.com/support) for access to common solutions and a PDF version of these Help Topics.

Alternatively, you can email us at support@cricksoft.com with the following information:

- Your name
- The name and postcode/zipcode of your organization
- The model of your iPad and version of iOS
- The Crick Software App you are using
- Details of your problem including any error messages
- If possible, provide a screenshot