

Forte Operation Hot Sheet

Aug. 2011



All options listed below can be found by pressing the “Menu” key. (Menu options change depending on the screen you are in)

S E T U P	Create a student workspace (desktop)	In opening screen, press N. Enter information. Press Enter to move forward. (16 available)
	Delete a student workspace (desktop)	In opening screen, highlight the student and press the “Del” key
	Edit student information	Open a student workspace (Desktop) press Ctrl-E
	Create a new file or folder	Open a student workspace and press N for a new file or F for a new folder. While in a folder, press N to add a new file to that folder
	Password protect student desktop	Open a student workspace, press Ctrl-P
	Change or delete a student password	At opening screen, press Ctrl/Alt – P. Enter Master Password (see Op. Guide) Open the student workspace, press Ctrl-P and enter new password. Leave fields blank to delete the password. Press Esc twice, then Ctrl/Alt-P to escape.
	Delete a File or Folder	Highlight the file or folder and then press the “Del” key
	Adjust LCD contrast	Press the contrast icon key (F2 or F3)
	Reset the unit	Press the small, black reset button (hole in back). Data will not be lost
	Set date	In opening screen, press Menu/Setup/Set Clock
W R I T I N G	Thesaurus	Place cursor on the word and press Thesaurus Press the Thesaurus key multiple times to view additional word options
	Cut, copy and paste text	Select text (press and hold the shift key and use arrows to select text) Copy = Ctrl C Cut = Ctrl X Paste = Ctrl V
	Change the Writing Checklist	Press Alt-C while in the written file - arrow right or left to see new choices
	Change the default setting for the Writing Checklist	At opening screen, press Ctrl/Alt – P. Enter master password (see Op. Guide) Open the student folder, open a file, press Menu/Setup/Select Defaults. Select the new default checklist. Press Esc twice, then Ctrl/Alt-P to exit.
	Edit the Writing Checklist	At opening screen, press Ctrl/Alt - P. Enter Master Password (see Op. Guide) Select Writing Checklist and press Enter. Select a writing checklist to edit. After editing, press Esc twice. Press Ctrl/Alt-P to exit.
	Dictionary	Place the cursor on the word and press the Dictionary key
	Score and word count	Open file and press the Score key
	Spell Check	Press Spell Check key to check. Press again to skip. Press Esc once to edit, twice to exit
O P T I O N S	Change font size of text or student desktop	Press Font Size key
	Disable Spell check, Thes. & Word-Prediction	Open a file, press Menu/Setup/Disable Helpers. To enable, repeat the steps. (Password is “pass”)
	Enable Sticky Keys	Open a student workspace and press Menu/Setup/Sticky Keys
	Enable Auto-Repeat	Open a file and press Alt –R. (toggles on and off. Factory setting is Off)
	Send text only to the computer	Press Ctrl - send
	Turn Word Prediction “Learn” feature off	Open file and press Menu/Predict/Prediction Setup. Arrow to “Collect New Words”. Select “NO”
	Hear word prediction options	Open a file, press Menu/Predict/Prediction Setup. Arrow to “Prediction Readback”. Select “Yes”
Type numbers while in word pred. mode	Hold down the Alt key while pressing numbers	
U S B	Save a file to a USB flash drive	Insert a flash drive into the Fusion. Open your desktop, highlight the file and press Alt – Send.
	Copy a file from a USB flash drive	Insert a flash drive with a .txt file into the USB slot on Fusion. Open to the Fusion desktop and press the menu key. Select “Load File from USB” and press Enter. Select file then press Enter
S P E E C H	To hear text read- back	Place the cursor within the text, then press the Speak key
	To stop the read-back	Press the Space Bar or Esc
	Adjust read-back speed	Open the student workspace - press Option - Speak key. Use arrow to select speed
	Spell then speak the word	Place the cursor on the word then press Alt-Speak
	Automatically read-back sentence	While in the file press Alt-S to toggle On or Off
	Automatically read-back each word	While in the file press Alt-W to toggle On or Off
	To hear all file names, menus and messages	Open the student workspace, press Menu/Setup/Menu Readback
Enable Abbreviation Expansion	Open the student workspace, press Menu/Setup/Abbreviation Expansion (Open AAC folder on desktop for directions and Expansion File)	

For Word Pred., Text to Speech, MATH 101, Spell it!, Calendar and Keyboard Instruction documentation, please refer to the Forte Operation Guide.
Check our website regularly for new program and feature upgrades. www.writerlearning.com 800.797.7121