

Additional Instructions / Notes

for the Five Square Organizer for Dictation

For All Versions:

- The teacher should make a copy of the downloaded file for use as a backup or template.
- The teacher or student needs to make a copy of the template form before the student uses the form each time.
 - With the Word document or PDF, this can also be done after the student uses the form by using “save as” and saving with a new file name.
- All versions can be filled out using dictation on a computer OR on an iPad.

Teaching Notes:

- **The student will most likely have issues getting dictation to work properly on the computer or the iPad at first. Direct supervision and help is recommended for all students until they develop the necessary skills and confidence.**
 - **The program needs time to “learn”** how the student speaks (almost all dictation programs will “learn” and get better with repeated use)
 - **The student needs time to learn** the correct commands to use, how fast to speak, how clearly to speak, how to correct mistakes or wrong words, etc.
- Teach the student how to correct spelling by tapping or clicking on a word to get the autocorrect spelling menu.
 - The word can also be selected and re-dictated if it is the wrong word.
- When the student is done filling out the organizer, review the contents to be sure the student understood the assignment for each box. Give guidance to help the student clarify and revise the contents as needed.
 - If the student is having trouble with organizing longer pieces of writing, back them up to using the organizer to create one paragraph at a time, and then use the organizer again to put the completed paragraphs in the right order (if needed).

- **When the student is done getting thoughts into the organizer, the contents of each box in order should be copied and pasted to a new Google or Word document to create a draft for further revision and editing work.**

For the PDF Version:

- Don't forget to "save as" with a new file name!
- This version needs to be opened in or exported to Acrobat or a browser like Chrome, Edge, or Safari in order for the form fields to show up and work.
- The boxes **will not expand** to contain the text, but the text will continue to fill each field.
 1. It may not all be visible when you are done entering text, but you will be able to scroll through it.
 2. You **will** be able to copy and paste it to a new document.
 3. The page **will not** expand, so if you go beyond the printed boxes, it will not be usable if printed.
- **For dictation on a computer:**
 1. Right click in the box and select "voice typing."
 2. This will turn on a floating menu with a dictation mic that can then be used similarly to the one on the iPad or the one in Word.

For the Word Doc:

- Don't forget to make a copy or "save as" a new file name first!
- It can be opened in Word or in Google, but the cover page isn't pretty when opening in Google Docs. It will still be usable in either format.
- **For dictation on the computer:** on the Home menu in Word, the "Dictate" button is all the way to the right. Click to begin dictating.
- The boxes **do expand** and will push off the page if more vertical space is necessary. They will not expand horizontally.
 - It will be ugly but readable/printable if the text box expands to these heights.

- Copying and pasting from the organizer to a new document (each box's contents in order) is still the recommended way to use the organizer.

For the Google Doc:

- Don't forget to make a copy first!
- **For dictation on the computer:** click on "Tools" in the menu bar, then "Voice Typing."
 - A floating menu with the dictation mic as well as access to the help menu will appear.
 - Click on the mic to dictate; click again to stop dictation.
 - The mic may stop on its own after a period of silence. Tap again to restart.

If you need more help getting this organizer to work correctly, please email jen@specialneedsspa.com and I'd be glad to help!

Resource provided by [The Special Needs Spa, LLC](#)