How do I log in and register for access to SpeechPlanner?

Students and instructors both access SpeechPlanner at www.sagepub.com/speechplanner using a unique username and password. Students are required to register using the access code included inside the SpeechPlanner access card.

Don’t lose your registration code! We recommend that you hold onto your access card throughout the duration of your course in case you encounter problems accessing the SpeechPlanner product.

Instructors will receive registration information from a SAGE sales representative.

Student Registration Steps:

1. Go to www.sagepub.com/speechplanner and click on the Register button below the login button to complete the registration process.
2. After you enter your email address on the first page of the registration process, click the Next button.
3. On the next registration page, enter your first and last name, enter the registration code or access code provided on the inside of the SpeechPlanner access card you purchased, select a username and password, and enter your institution name.
4. After you register, you can log in with the username and password you created.
5. This individual registration code can only be used by one person and will allow you access to SpeechPlanner for a period of 180 days after registration. If the seal on the access card was broken when you received it, the registration code may no longer be valid. If you bought a new copy, please return it to your place of purchase for an exchange or refund.

What are the system requirements?

You can access SpeechPlanner by using a Web browser.  
**Online Access Browsers:** Google Chrome 32+, Firefox 27+, Internet Explorer 10+, Safari 6+  
Speakers or headphones are required for audio and video playback.
Can I use SpeechPlanner on a tablet or mobile device?
Yes! SpeechPlanner’s responsive design is fully accessible on tablets and smartphones.

How do I find Help or Technical Support?
1. Click the Help link on the top right corner of the site for more online support documents and additional resources offering guidance on using SpeechPlanner.
2. For further assistance, please contact Technical Support at supplements@sagepub.com.

How do I create a speech?
1. Click on the + NEW SPEECH button in the horizontal navigation to create a new speech. You can also add a new speech from the + CREATE A NEW SPEECH button on the My Speeches page.
2. On the Create a new speech page, enter the new speech title, the date when the speech is to be presented (by typing in the date or using the pop-up calendar), and then hit the CREATE SPEECH button below the title and date.

3. After hitting the Create Speech button, SpeechPlanner navigates to 1. Topic, Type, and Purpose, the first step in preparing a speech.

4. Users may edit the speech title or delivery date at any point by clicking on pencil icon next to the speech title at the top of the page.
How do I find a speech that I already created?

1. Click on My Speeches at the top of the left menu to return to the main list of speeches.

2. In the main My Speeches view, users can click on the purple button containing the speech title to begin working on that speech. Users will automatically return to the last step accessed.

How do I delete a speech?

1. Return to the main My Speeches menu and then click on x Delete link on the right.

2. Users will see a prompt to confirm (click OK) that they want to delete the speech. If not, click Cancel to keep the speech intact.
What is the Step-by-Step approach of SpeechPlanner?

1. SpeechPlanner walks users through 11 steps of speech preparation. The 11 steps appear in a vertical navigation menu on the left side of the screen. Links for active and completed steps appear in blue while incomplete steps remain grey. Users can jump between completed steps by clicking on various blue links.

2. Each step is contained on a single web page and includes a series of questions with a textbox or radio buttons. Users respond to each question by entering text in the textbox or selecting a radio button.

3. Tip and Examples buttons accompany each question within a step. Tips offer advice on best practices in preparing and organizing a speech, while Examples offer helpful models for reference. “Tip” and “Example” buttons change to “Close” when selected.
4. For additional guidance and support, the **Video Resources** link at the top left of the page offers a comprehensive collection of over 100 SAGE premium videos, including full length speeches and short clips of various speech elements.

5. After answering all questions and prompts within a step, click on the **Next** button on the bottom of the page to move forward to the next step. Users will not be able to proceed to the next step without completing all questions and prompts in the current step.

How do I save my work in SpeechPlanner?
There are no “Save” buttons to worry about! SpeechPlanner automatically saves entries for each step as users work – even if a user leaves SpeechPlanner in the middle of working on a step.

How do I edit my entries within SpeechPlanner?
Users can return to any step of any speech and change entries as needed. **Tip:** Create multiple versions of speeches if you anticipate making many changes, so that you can hold onto both the original and new versions of the speech.
How do I cite References in SpeechPlanner?

1. Enter reference citations in Step 11.
2. Use the Add another and Remove buttons to add a new text box for each citation.
3. SpeechPlanner will automatically set the list of References in alphabetical order at the bottom of the outline.
   a. Please note that users will not be able to enter special formatting such as italics directly into SpeechPlanner. Users will need to make such formatting changes in a word processor after downloading the outline document from the My Speeches menu.

4. To insert citations for your main points and subpoints in the outline, add the citations in the same main point text box entered in Step 5 or the subpoint textbox entered in Step 6.

How do I view and edit the outline of my speech?

1. Click on Speech Outlines in My Speeches menu.
2. Users have the option to view speeches in two outline formats: as full-sentence Main Ideas or Keywords.

3. The Main Ideas outline is automatically generated from the information entered in each Step. The Main Ideas outline also contains a brief header with the Title, Topic, Purpose, Thesis Statement, Audience Analysis, Presentation Aids, and References.
4. The **Keywords** outline feature allows users to create an abbreviated version of the full-sentence outline with a few keywords or phrases to use as prompts when presenting. In the **Edit** menu, users will find the full sentences of the speech in purple text above empty text boxes. Summarize each component of the speech in the text box with a few keywords to create a **Keywords** outline.

5. To view the final **Keywords** outline, navigate back to the **My Speeches** page and click the **View** link under **Keywords** heading.
How do I email an outline to an instructor or classmate?

1. Go to the My Speeches page and click on the Email link under the Speech Outlines heading.

2. On the next page, the user must enter his/her email address, his/her name, and the recipient’s email address. Enter a subject that makes it clear that you are sending your outline.
   **Tip:** Check the course syllabus for specific instructions on subject formatting.

3. Users may also include a brief message to the recipient to appear in the body of the email, along with the attached outline.
How do I download an outline?

1. Navigate to the My Speeches page and click the Download link under the Speech Outlines heading.
2. The speech outline will then download to your local hard drive as a Word-compatible document.
3. Users may continue to edit, revise, and save the outline as a Word document.

How do I practice delivering a speech?

1. SpeechPlanner includes a unique Practice Timer that allows users to practice delivering a speech within an allotted time. To get started, click on the Practice Speech button. Depending on which version of the speech’s outline you want to practice, click Full Sentences (to practice from the full sentence or main idea outline) or Keywords (to practice from the keyword outline).

2. Enter the total time you have to deliver your speech in the mins and secs boxes. Once you click the Start button, the Speech Breakdown menu displays the amount of seconds you have for each section (introduction, each main point section, and conclusion).
3. As the timer counts down, bullet points from your full sentence outline appear below the timer as cue cards for your reference.
4. To start again, click the Reset Timer button. Re-enter the speech time and give it another go!