

Text Help User Guide



Introduction

This is a very quick introduction to using Read & Write. When you first start Read & Write software will appear on top of your screen. You can position the toolbar anywhere on the screen. You can also dock it at the top or side of the screen so that it stays in one place.

The buttons on the toolbar



If you have difficulty remembering what an icon does, hover your mouse over the icons and see the tooltip.

Reading

Text-to-speech is one of the most important support features in Read & Write. Text can be read as you type or from any document. It will read each word, sentence, paragraph or selected text. The system highlights the text in the document as it is being read. It uses the colours blue and yellow.

Reading text in documents

1. Open a Word document with some text in it.
 - Remember to check that your computer sound is on.
2. Place the cursor anywhere in the text and then click “Play”  button on the toolbar to hear the text read aloud.
3. Click on the “Stop”  button to stop the reading.



Reading Webpages

You can have Read & Write to read webpages in Internet Explorer, Firefox or Google Chrome.

Reading webpages in Internet Explorer

1. Click on the  it will start the read the whole webpage aloud.
2. If you want to read a specific area, please highlight the text you want to read and click on .

Reading webpages in Firefox

1. Open your Firefox browser
2. Click on “Yes” when prompted to install the plug-in.
3. After the plug-in has been installed follow the above process.

Reading webpages in Google Chrome

1. Open your Google Chrome browser
2. Click on “Install Now” when prompted to install the plug-in.
3. Click “Add”
4. Restart Chrome
5. After the plug-in has been installed follow the above process.

Screenshot Reader

In most cases simply using the  button will enable the text in a document or webpage to be read to you. However there are some programs and websites where the text is inaccessible. For example: Text in images and locked PDF documents. When you want to have text read in these applications you will need to use the Screenshot Reader .

1. Open the document you want to read.
2. Click on the  button.
3. Highlight the area you want to read
4. Click on 
5. Click on the  button to close the Screenshot Reader window.

Converting text into sound files

It is possible to convert your text into a sound file using Read & Write.

1. Highlight some text in your document
2. Click on the  button on the toolbar
3. Select or type in the location where you want to save



4. Change file name and click on “Create MP3”

Reading PDF documents

PDF Reader will read text aloud from a PDF document.

1. Click on the  button and then open a PDF document.
2. Click on the  button, PDF Reader will reads aloud the text in your document.

Spell checking

Read & Write has an advanced spellchecker to analyse and correct spelling mistakes. You can choose to spell check as you type or check your completed work.

Any spelling mistake will be identified by clicking  and the Spellchecker window will provide a list of suggested corrections with the meanings of each to help you choose the correct word.

Prediction

Word Prediction can help you finish sentences. As you type, a list of suggestions will appear in the Prediction Panel.

1. Open a new blank document in Microsoft Word and then click on the  button on the toolbar to display the Prediction window.
2. Type the following text into your document and notice how the Prediction window is predicting words for you to use:
 - **This is an ex**
3. When you type in the ‘ex’ you will see a list of words beginning with ‘ex’ displayed in the Prediction window.

Dictionary

Using dictionary:

1. Highlight the word
2. Click on  you will see the Dictionary window displayed.



Picture Dictionary

Type the following text onto a new line in your document

- **The earth revolves around the sun.**

1. Highlight the word “World” and click on the 

You will see the Picture Dictionary window displayed :



Screen Masking

Many people, particularly those with dyslexia, find reading text more difficult when certain colours are used. The Screen Masking in Read&Write has unique screen tinting options to make reading from a computer screen easier.

1. Click on the  button. The windows system background colour changes to light blue or colour has been set.
2. You can also change the colour by clicking on  icon on the bottom right corner of your screen.
3. Click on the button on the  button again the Windows system background colour returns to white.

Study Skills



You can use Study Skills to highlight text in Microsoft Word, Internet Explorer, Firefox and Chrome using different colours. You can then collect the highlighted text and insert it into a new document.

1. Open your Internet Browser and open one of your favourite websites. Alternatively, open a Microsoft Word document of your choice.
2. Highlight some text on the page and then click on the  button. The highlighted text will be green.

Removing Highlighted Text

1. Highlight some text and then click on the  (Erase Highlight) button to clear the highlight.

Collecting Highlighted Text



Read & Write collects the highlighted text from both of the webpages (or Word documents) and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.



Vocabulary List

A vocabulary list  provides definitions and explanatory images for your selected words.

1. Open your Internet browser window and then a website of your choice. Alternatively, open a Microsoft Word document of your choice.
2. Highlight a word on the page and then click on the  (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.
3. Click on the  button, Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images:

Word	Meaning	Symbol
happy	If you are happy to do something you would gladly do it, "I'm happy to help you move house". Satisfied, "I'm happy with those arrangements". Feeling pleasure, "I am really happy today".	 
sad	Unhappy, "She was sad because he was leaving". If something is sad, it makes you feel unhappy, "The movie was very sad".	
excited	Make someone feel happy and energetic about something, "I tried not to excite the children too much, otherwise they would never go to sleep".	

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06/08/2019

