



Quick Start

Education

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1. Introduction

This is a very quick introduction to using Read&Write for Windows. For further information on using the software, please refer to:

- The Read&Write for Windows Training Guide
- The Read&Write Help
- The Read&Write videos

➤ The “***What else can you do?***” sections lists the various options that are in the software. If any of these interests, you please see the video for that feature.

2. Toolbar

Read&Write will appear at the top of your screen. You can move the Read&Write toolbar around the screen and position it where you wish.

Exercise 1 **Starting Read&Write**

1. Read&Write is set up to start as soon as you start your computer.
2. You'll see the **Show/Hide** icon in the top right of your screen:






3. Click on the **Show/Hide**.
4. If you can't see the **Show/Hide**, you can start Read&Write from the Windows Start menu.
The toolbar will open.

Exercise 2 **Positioning the toolbar**

The toolbar is docked to the top of your screen but you can position the toolbar anywhere on the screen. You can also dock it to side of the screen if you wish.

1. Click on the title bar of the toolbar and then drag and drop it onto any position on your screen. This is how you move the toolbar.
2. Click on the title bar of the toolbar again, then drag, and drop it the far right side of your screen. The toolbar docks to the side of the screen.
3. Click on the title bar of the toolbar again, then drag, and drop it onto the very top of your screen. The toolbar is docked at the top of your screen. This is where most people choose to keep the toolbar.

Exercise 3 **Understanding the toolbar**

1. Hover your mouse over the . You'll see the tooltip 'Play'. Hover your mouse over the . You'll see the tooltip 'Dictionary'. From now on, if you have difficulty remembering what an icon does, hover your mouse over it to see the tooltip.
2. Click on the , then **Show more settings**. This will open all the settings. From here, you can change how the features work.
3. Click on the **X** to close the **Settings**.

What else can you do?

- Change how the icons look.
- Change what icons appear on the toolbar.
- Use shortcut keys to access the features.

3. Speech

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. There is a choice of different voices, which can be adjusted to suit you by altering the pitch, speed, and volume. You can choose the way text is displayed or highlighted during speech.

By hearing your work read, you'll be able to identify mistakes in punctuation, spelling and meaning. Having documents read to you will also increase your recognition of words and understanding of the text.







Exercise 1 **Reading text in documents**

Open a Word document with some text in it or type the following text into a blank Microsoft Word document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the island of Lombok. It has a long history of eruptions and erupted in 1994 and more recently in May 2010. Volcanoes can cause major destruction.

Note: It's recommended that you save this document, as you'll use it later in the guide.

Remember to check that your sound is enabled!

1. Place the cursor anywhere in the text and then click on the  on the toolbar to hear the text read aloud.
2. Click on the  and the speech pauses.
3. Click on the  again and the speech starts again.
4. Click on the  and the speech reads the previous text.
5. Click on the  and the speech reads the next text.
6. Click on the  to stop the reading.

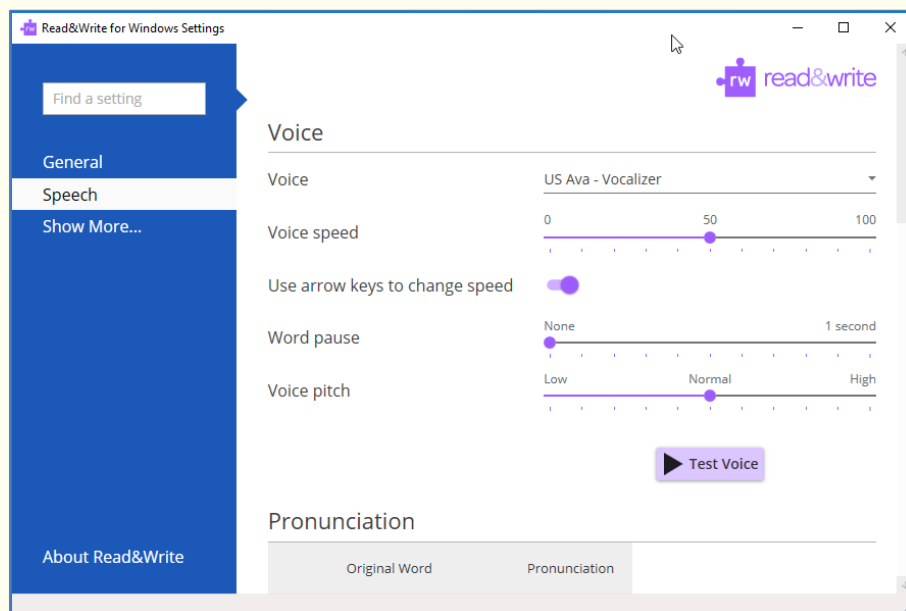
Using these Speech icons, you can control what's read to you.

Exercise 2 **Changing the voice**

If you're not happy with the voice that is used to read the text, you can change it. To do this:

1. Click on the , then **Show more settings** and then click on **Speech**.

You'll see the **Speech** tab of the **Settings** window:



2. Select a different voice from the **Voice** drop down list.
3. Click on the **Test voice** button to hear the new voice read aloud. If you don't like the voice, select another.
4. You can change the Speed and Pitch of the voice if you need to by dragging and dropping the **Voice speed** or **Voice pitch** track bars.

Notice that the **Use arrow keys to change speed** is switched on. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed when it's reading.

5. When you're happy with the voice close the **Settings** window.

Note: Other voices can be downloaded from the Read&Write Essentials website.



What else can you do?

- Change how words are pronounced.
- Have the text read as you type.
- Have the software read buttons and menus.
- Change how the text is highlighted.

4. *Read the Web*

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

Exercise 1 *Reading webpages in Internet Explorer*

1. Click on the  and switch on the **Read the web** option.
2. Open a website e.g. **www.texthelp.com**.
3. Hover your mouse over an area of text until you see it highlighted. You'll hear the text read aloud.
4. Move your mouse to another area of text until you see it highlighted. You'll again hear the text read aloud. Read&Write will read aloud any of the text that is under your mouse.
5. To turn the **Read the web** off click on the  and switch off the **Read the web** option.

Exercise 2 *Reading webpages in Edge*

1. Open your Edge browser.
2. Click on **Allow extensions from other stores**.
3. Click on **Allow**.
4. Click on **Add to Chrome** button.
5. Click on **Add Extension**.
6. A message will appear to let you know that the extension has been successfully added to Microsoft Edge.
7. After the extension has been installed, follow Exercise 1 above.


Exercise 3 *Reading webpages in Chrome*

1. Open Google Chrome.
2. Click on **Install Now** when prompted to install.
3. Click on **Add**.
4. Restart Chrome.
5. After the extension has been installed, follow Exercise 1 above.

Exercise 4 *Reading webpages in Firefox*

1. Open your Firefox browser.
2. Click on **Yes** when prompted to install the plug-in and restart Firefox.
3. After the plug-in has been installed, follow Exercise 1 above.



5. Screenshot Reader

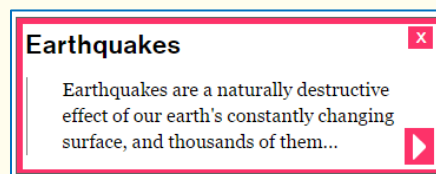
In most cases simply using the  or the **Read the web** option will enable the text in a document or webpage to be read to you. However, there are some programs where the text is inaccessible. For example: inaccessible Flash, locked PDF documents and text in images. When you want to have text read in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

Exercise 1 *Using the Screenshot Reader*


In this exercise, you'll learn how to use the Screenshot Reader to read aloud text in pictures.

Note: The Screenshot Reader can be used with inaccessible Flash and locked PDF documents as well as pictures.

1. Open Google and search for "picture with text in it".
2. Click on one of the pictures.
3. Click on the . Your cursor now looks like this .
4. Click and hold your left mouse button on the top left-hand corner of the picture, then drag and drop the rectangle to the bottom right-hand corner. After a moment Read&Write reads the text aloud:



If you wish the text re-read click on the  button that has appeared within the picture.

5. Click on the  to close the Screenshot Reader window.

What else can you do?

- Screenshot to Microsoft Word
- Change the Screenshot Reader options.

6. Audio Maker


It is possible to convert your text into an MP3. Once converted the MP3 can be put onto an audio device such as an iPod, MP3 player or smart phone and listened to whenever and wherever you wish.

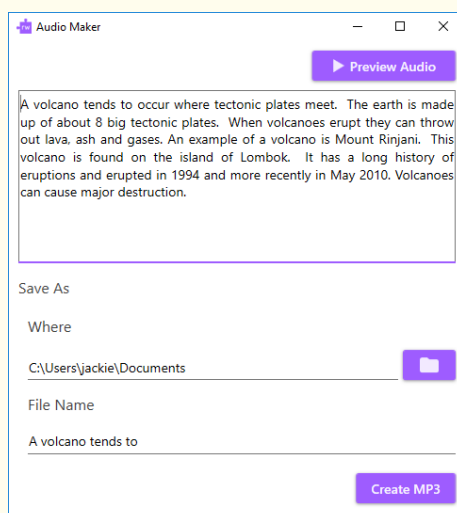
This feature is ideal for revising work at the end of the day on the way home from school, college or work. You could convert text from a novel or magazine to listen to when relaxing or studying.

Exercise 1 **Converting text into an MP3**


1. Highlight the following text in your document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the island of Lombok. It has a long history of eruptions and erupted in 1994 and more recently in May 2010. Volcanoes can cause major destruction.

2. Click on the  button on the toolbar.
3. The text you highlighted will appear in the Audio Maker panel:



Note: You can type into this window if you wish to add further text or delete unwanted text.

4. If you want to hear what the MP3 is going to sound like click on **Preview Audio**.
5. To choose somewhere other than the folder shown in the **Where** area click on the  button.
6. In the **Browse for Folder** panel choose or create the folder you want to save your MP3 in.

7. To give the file a different name to that which is already there, click into the File Name area and edit.
8. Click on **Create MP3**.
9. After a moment a message will appear saying ***Your MP3 has been successfully created.***
10. Click on **Show**.
11. A Windows Explore panel will appear with the MP3 already highlighted.
12. Double click on the MP3 to have it open and play.


7. Screen Masking

Many people, particularly those with dyslexia, find reading text easier when certain colours are used. The Screen Masking in Read&Write has screen tinting options to make reading from a computer screen less stressful. In addition, there is the ability to underline text or block out unnecessary text to aid concentration.

There are many choices to suit individual preferences. The Screen Masking feature therefore enhances your reading ability, improves focus and concentration levels and ultimately provides a more relaxed and enjoyable reading experience.

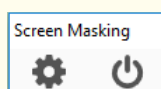
Exercise 1 *Using Screen Masking*


In this exercise, you'll learn how to use the Screen Masking.

1. Open a Microsoft Word document and then click on the .

The screen now has a light blue tint.

2. Notice the small Screen Masking toolbar that has appeared in the bottom right of your screen:




3. Click on the  button in this toolbar and it will turn off Screen Masking so the screen tint is removed.

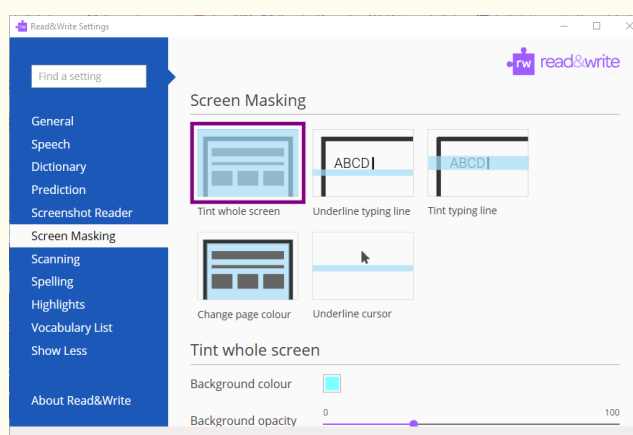
Note: You can click on the  to turn it off instead.


Exercise 2 *Changing the Screen Masking settings*

In this exercise, you'll learn how to change the colours and masking type used by Screen Masking.


1. Click on the , then **Show more settings, Show More** and then click on **Screen Masking**.

You'll see the **Screen Masking** tab of the **Settings** window:



3. There are different masking types available:
 - a. Tint whole screen
 - b. Underline typing line
 - c. Tint typing line
 - d. Change page colour
 - e. Underline cursor
4. Select the **Tint typing line** option.
5. Select a **green** colour from the **Line colour** palette.
6. Adjust the **Line opacity** track bar until you have selected a more transparent colour, i.e. move the scale more to the left.
7. Close the **Settings**.
8. Click on the .
9. Type the following text into a blank Microsoft Word document:


This is Screen Masking.

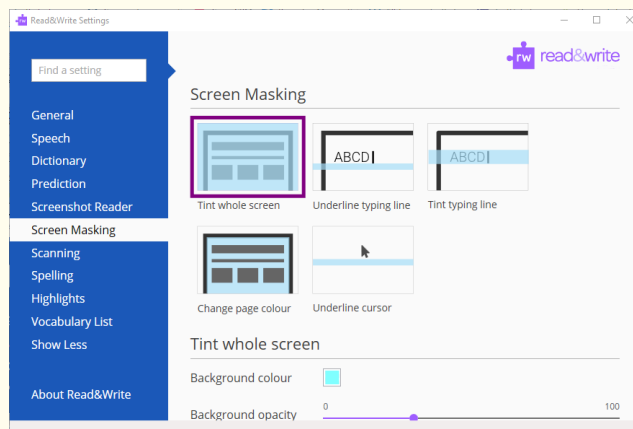
Notice how the Screen Masking facility tints the line of text you're typing.
10. Click the  to turn off the facility.



You can practice setting up some of your own display options.

Exercise 3 **Using the Reading Light**

In this exercise, you'll learn how to use the Reading Light.

1. Click on the , then **Show more settings, Show More** and then click on **Screen Masking**.
2. You'll see the **Screen Masking** tab of the **Settings** window:



2. Select the **Tint whole screen** option.
- Note:** You can only enable the Reading Light when you have chosen to tint the whole screen.
3. Adjust the **Background Opacity** track bar until you have selected a more opaque colour, i.e. move the scale more to the right.
 4. Notice the Reading light switch is on.
 5. Click on the **Reading light colour** palette and choose a colour.
 6. Make the spotlight smaller by moving the **Reading light height** track bar more to the left.
 7. Close the **Settings**.
 8. Click on the .
 9. Move your mouse across the screen and notice how the spotlight works.
 10. Click on the  to turn off Screen Masking when you have finished.


8. PDF Reader

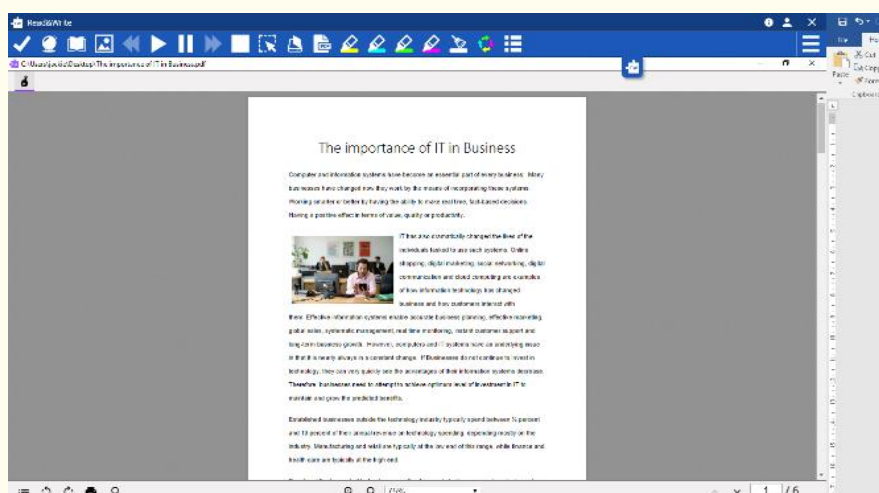
PDF Reader will read text aloud from a PDF document.





Government, education and organisations, to make documents available on the Internet, are increasingly using PDF documents. By providing PDF Reader, these documents are accessible to those with reading difficulties. It's also used in conjunction with the Scanning feature in Read&Write.

Exercise 1 **Reading PDF documents**










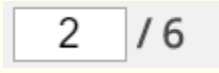
In this exercise, you'll learn how to read text aloud in PDF documents using PDF Reader.

1. Click on the  button and open a PDF document.
2. The PDF document will open and look something like this:



3. Click on the text. PDF Reader reads aloud the text in your document.
4. Click on the  to stop it reading.
5. In the top left window of PDF Reader is this button . This is **Click to Speak**. It's switched on by default, which is why just clicking on the text sets it reading aloud.
6. Click on the **Click to Speak** to turn it off. The button will look like this: .
7. Now you'll be able to select text to use with the Dictionary, or Highlighters if you need them.
8. If you want to read text with **Click to Speak** off just select the text and click .
9. There are other controls in the toolbar at the bottom of PDF Reader:

-  - **Table of Contents** when clicked will show the contents of the PDF.

-  - **Rotate Counter clockwise** will turn the page counter clockwise.
 -  - **Rotate Clockwise** will turn the page clockwise
 -  - **Print** will open the Printer controls in order to print the document
 -  - **Find in document** will open a search box
 -  - **Zoom In** to zoom in to your document.
 -  - **Zoom out** to zoom out of your document.
-
-  - **Zoom** to choose from a number of pre-set zoom options
 -  - **Previous Page** to go to previous page
 -  - **Next Page** to go to next page
 -  - **Current Page/Total number of pages.**

9. Scan


Read&Write allows you to scan any paper document into PDF, Word, HTML or ePub. Not only can the scanning function be used with a scanner, but also you can use it with a smartphone or digital camera. For example, you could take a picture of a poster while you're out, and then use Read&Write to read it aloud for you at home.

Note: To complete this section, you must ensure that you have set up your scanner correctly and have two A4 coloured documents containing text and pictures.

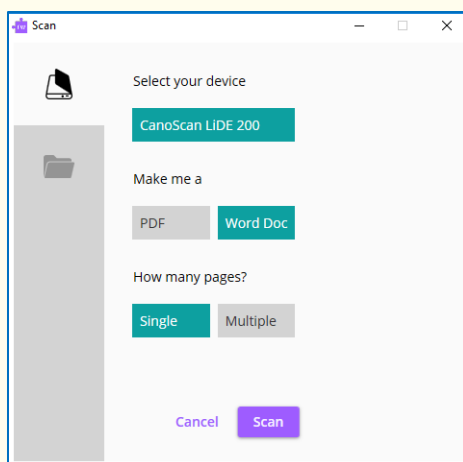
Exercise 1 *Performing a scan to Word*

In this exercise, you'll learn how to scan a single page into PDF or Microsoft Word.

1. Place a page into your scanner.

2. Click on the .

3. You'll see the **Scan** window. In the **Make me a** area select **Word Doc**:




4. Click on **Scan**.
5. Once the scan is complete, you'll see the **Save As** window displayed.
6. Type **My Scan to Word** in the **File Name** field, find a location in which to save the scan, and then click on the **Save** button.

You'll see the scanned image displayed in Microsoft Word. This type of scan is recommended if you want to edit the scanned document.

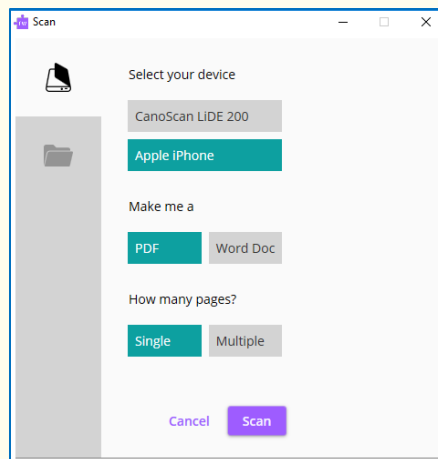
Exercise 2 *Scanning from a Smartphone*

In this exercise, you'll learn how to scan from a photo you have taken with your Smartphone. This is useful if you don't have access to a scanner.

1. Place an A4 page of paper containing text on your desk and take a photo of it.
2. Connect your phone to your computer using your USB cable.
3. Make sure you allow this device to access to your photos.

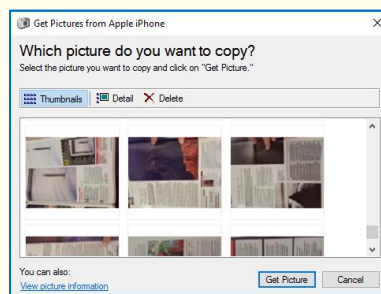
4. Click on the .

5. When the **Scan** window appears select your phone:



5. Click on **Scan**.

6. The **Which picture do you want to copy?** window will appear:



7. Select the photo you have just taken and then click on the **Get Picture** button.

8. You'll see the **Save As** window displayed.

9. Type **My Picture Scan** in the **File Name** field; find a location in which to save the scan.

10. Click **Save**.

11. The image is scanned and saved where you wanted it.

When your document is displayed, you can use the features in Read&Write to read aloud the text in the way that you want.

What else can you do?

- Scan to PDF, ePub or HTML
- Scan multiple pages
- Scan a file such as a PDF into Word
- Change the settings for the Image Capture.
- Change the Advanced settings for scanning.

10. Dictionary

Read&Write has a Dictionary to improve your word comprehension. It allows you to find alternative suggestions for words and provides audible definitions and sample sentence for each selected word.

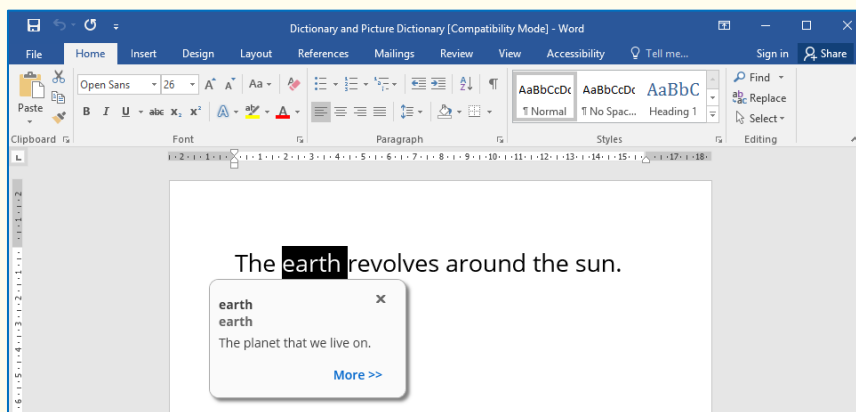
By providing a dictionary with descriptions and sample sentences that can be read to aid understanding, Read&Write provides the means to increase vocabulary and understanding.

Type the following text onto a new line in your document:

The earth revolves around the sun.

Exercise 1 *Using the Dictionary*

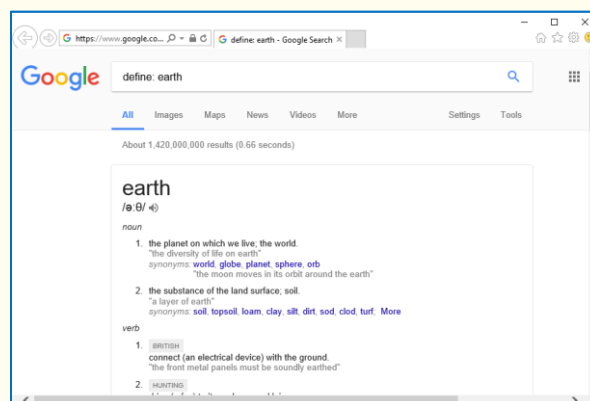
1. Highlight the word 'earth'.
2. The Pop-up Dictionary will appear beside the word.




You'll see a simple definition for the word 'earth' displayed


3. Click on the **More >>** button.

The Google Dictionary will appear in your browser:

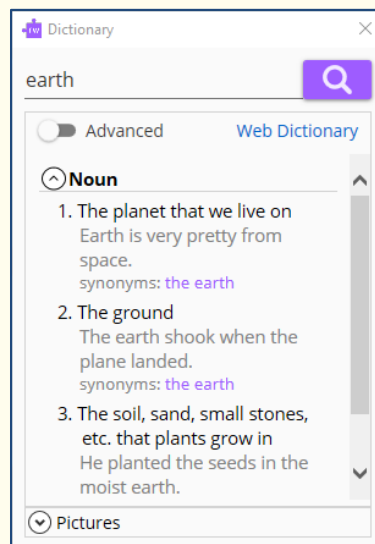



3. Close your browser.


4. Click on the  to close the Pop-up Dictionary.

5. Click on the .

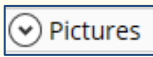
You'll see the Dictionary window displayed. The word 'earth' is displayed in the **Search** text box:



6. Select the text in the first definition 'The planet that we live on' and then click on the  on the Read&Write toolbar to hear it read aloud.

7. Click on the  to stop the definitions being read to you.

8. Click on the **Advanced** switch and the **Dictionary** will change to show you more advanced definitions for the word 'earth'.

9. Click on the  dropdown and you'll see the images for that word available from the **Picture Dictionary**

10. Close the Dictionary by clicking on the **X**.

What else can you do?


- Change the settings for the Dictionary.

11. Picture Dictionary

Read&Write has a Picture Dictionary to improve your word comprehension. It shows you images for any word you select.

Note: You must be online in order to use the Picture Dictionary.

Exercise 1 *Using the Picture Dictionary*

1. Click on the . Highlight the word '**world**'.

You'll see the Picture Dictionary window displayed:




2. Highlight the word '**revolve**' in your document.

The Picture Dictionary window displays a picture representing the word revolve.

3. Click on the '**revolve**' hyperlink. This will open the Dictionary.
4. Close the Dictionary.

Note: You can highlight words in any of the Read&Write facilities to display pictures in the Picture Dictionary window.

5. Click on the  button on the top right-hand corner of the Picture Dictionary window to close it.

12. Highlighters

Often when reading notes, books or journals we use coloured markers to highlight pieces of text, which are of particular relevance to the subject we are studying. With the Highlighters in Read&Write, this same ability is brought to the computer.

You can use Highlighters 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.


This is particularly useful when you have a large piece of text with multiple themes or categories that are important. You can give each category a different colour and collate each colour's information later.

Exercise 1 *Collecting text for your studies*

In this exercise, you'll learn how to collect different types of text and then insert them into a new document in the order in which you want them displayed.


1. Open your Internet browser window and then 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  (Highlight green).


Read&Write highlights the text in green. An example is shown below:

Texthelp Systems Ltd is the worldwide leader of literacy software solutions provided through three core business divisions.

3. Highlight some more text on this page and then click on the  (Highlight pink).

Read&Write highlights the text in pink.


4. Repeat step 3 to highlight two further separate paragraphs in pink.

5. Highlight some of the text in pink and then click on the .


Read&Write de-selects the highlighted text in pink.

6. Open another one of your favourite websites.

Alternatively, open another Microsoft Word document of your choice.

7. Highlight some text on the page and then click on the  (Highlight green).

Read&Write highlights the text in green.

8. Click on the .

9. 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.

What else can you do?

- Change the settings for the Highlighters.


13. Vocabulary List

You can use Vocabulary List feature to highlight words in Microsoft Word and in Internet Explorer using different colours. You can then collect the highlighted words and insert it into a new document with the Dictionary definitions and Picture Dictionary definitions.


Exercise 1 *Creating a vocabulary list for your studies*




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). Repeat this step until you have several words highlighted.

Note: You can use any highlighter with the Vocabulary List.

3. Click on the  on the toolbar.
4. Your **Vocabulary List** is displayed in Microsoft Word, complete with definitions and explanatory images. It will look something like this:

Vocabulary List			
Date		24/03/2017	
Word	Definition	Picture	Notes
Gladiator	(ancient Rome) a professional combatant or a captive who entertained the public by engaging in mortal combat a professional boxer		
Rome	Capital city of Italy. "We went to see the Coliseum when we were in Rome." capital and largest city of Italy; on the Tiber; seat of the Roman Catholic Church; formerly the capital of the Roman Republic and the Roman Empire the leadership of the Roman Catholic Church		
Colosseum	a large amphitheater in Rome whose construction was begun by Vespasian about AD 75 or 80		

Your selected words are listed in the **Word** column. There is the definition for the words in the **Definition** column and an image for the word in the **Picture** column.

5. In the **Notes** column, you can add your own text.
6. Close the Word document and save it if you wish.

What else can you do?


- Change the settings for the Vocabulary List.

14. Research Folder

The Research Folder can be used to quickly collect and save information that you want to keep. This information can later be exported to Microsoft Word and include a Bibliography.

Exercise 1 **Adding text to the Research Folder**

In this exercise, you'll learn how to add text to the **Research Folder**.

1. Open **Internet Explorer** and using www.google.com search for information on any topic that appeals to you.
2. Choose one of the results and click on the link.
3. Click on the . The **Research Folder toolbar** is displayed:



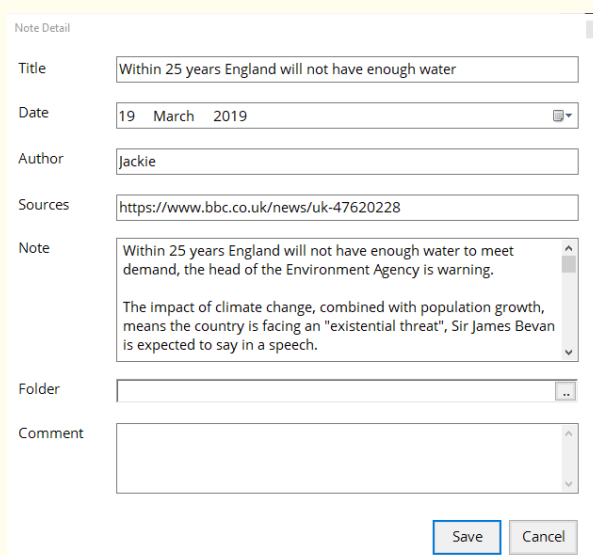
Note: You can move the **Research Folder toolbar** around the screen by keeping

your left click down on this  and moving it as needed.

4. On the webpage highlight some interesting information and then click on the



5. The **Note Detail** panel will appear, looking like this:

The image shows the Note Detail panel, which is a form for adding a new note. It has a title field with the text "Within 25 years England will not have enough water", a date field with "19 March 2019", an author field with "Jackie", and a sources field with "https://www.bbc.co.uk/news/uk-47620228". The note field contains two paragraphs of text. There is also a folder dropdown menu and a comment text area. At the bottom right, there are "Save" and "Cancel" buttons.

Note Detail

Title: Within 25 years England will not have enough water

Date: 19 March 2019

Author: Jackie

Sources: https://www.bbc.co.uk/news/uk-47620228

Note: Within 25 years England will not have enough water to meet demand, the head of the Environment Agency is warning.
The impact of climate change, combined with population growth, means the country is facing an "existential threat", Sir James Bevan is expected to say in a speech.

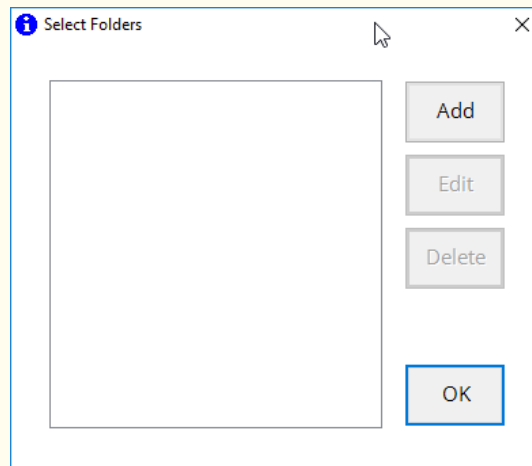
Folder: ..

Comment:

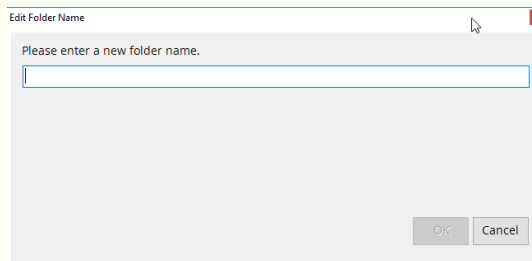
Save Cancel

6. Edit the fields beside **Title** and **Author** as required.
7. Check the **Source** field has the website address.
8. The text you selected will be in the **Note** section.

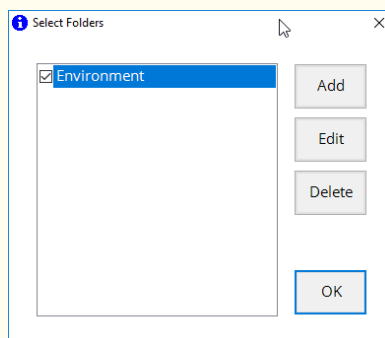
9. Click on the  beside the **Folder** field. **The Select Folders** panel will appear:



10. Click on **Add** to open the **Edit Folder Name** panel:



11. Type in a Folder name that relates to the text you are adding then click **OK**. You will be returned to the **Select Folders** panel. It will look like this:



12. Check the box that is beside the Folder name that you have just added, then click **OK**. You will be returned to the **Note Details** panel.

13. Click **Save**.


14. The text that you selected will be saved in your **Research Folder**.


Exercise 2 ***Adding images to the Research Folder***

In this exercise, you'll learn how to add images to the **Research Folder**.

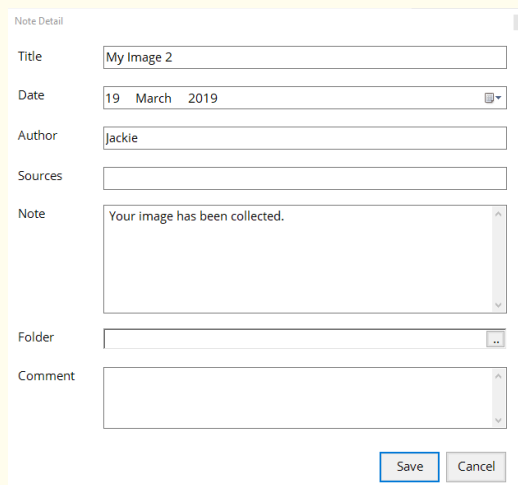
1. Look for a picture on the webpage you have open. If you can't find one, navigate to another website that contains images.

2. If you have closed the **Research Folder toolbar**, click on the  to open it.

3. Click on the .

4. Your cursor will change to look like this .

5. Using this cursor draw a box round the image you would like to save. When you release your click the **Note Details** panel will automatically appear, looking like this:



The screenshot shows the 'Note Detail' panel with the following fields:

- Title:** My Image 2
- Date:** 19 March 2019
- Author:** Jackie
- Sources:** (empty field)
- Note:** Your image has been collected.
- Folder:** (empty field with a folder icon)
- Comment:** (empty text area)

At the bottom right are 'Save' and 'Cancel' buttons.

6. Edit the fields beside **Title** and **Author** as required.

7. Check the **Source** field has the website address. If this is blank type in the source.

8. The text "Your image has been collected" will be in the **Note** section.

9. Click on the  beside the **Folder** field. **The Select Folders** panel will appear.

10. Check the box that is beside the Folder name that you have just added, then click **OK**. You will be returned to the **Note Details** panel.

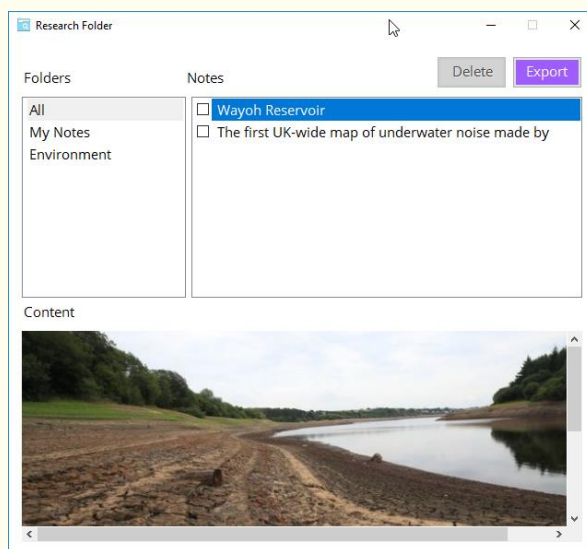
11. Click **Save**.

Exercise 3 **Exporting from the Research Folder**

In this exercise, you'll learn how to export from your **Research Folder**.

1. If you have closed the **Research Folder toolbar** click on the  to open it.

2. Click the  to open your **Research Folder**. It will look like this:



3. Click the boxes that appear beside each of the items you saved to your **Research Folder** that you would like to export.
4. Click on **Export**.
5. A Microsoft Word document will be created with each of the items you had selected in the **Research Folder**.
6. Under each item will be the reference details that were entered for it in the **Notes Detail** panel. This information can be used to create a bibliography.


What else can you do?

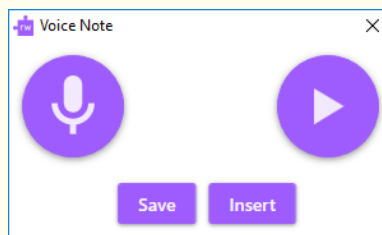
- Change the style that the reference is provided in – Change the reference style used.

15. Voice Note

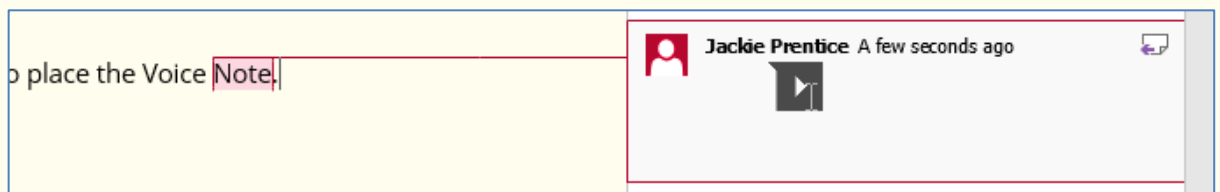
You can use the Voice Note to add comments or instructions to a Microsoft document. You can also save the Voice note independently and use with other applications that support audio files such as PowerPoint.


Exercise 1 *Adding a Voice Note as a comment in Microsoft Word*

1. Open a Microsoft Word document.
2. Click in the document where you would like to place the **Voice Note**.
3. Click on the  button.
4. The **Voice Note** panel will appear:



5. When you are ready click on **Record Audio**.
6. Speak into your microphone what you would like to say.
7. When you have finished click on **Stop**.
8. You can Replay the Voice Note by clicking on **Play**.
9. Click on **Insert** to put the Voice Note into the document.
10. In the Word document a comment will appear beside where you clicked which look something like this:



11. You can listen to the **Voice Note** by double clicking on this icon .

What else can you do?

- Create a Voice Note to add to an application.
- Change how the Voice Note is displayed in Microsoft Word.

16. Check It

Read&Write's Check It is able to analyse and correct even the most complex spellings, homophones and grammar mistakes. Any error will be identified and Check It will provide a list of suggested corrections. Additional support of text-to-speech and dictionary definitions are available to help you choose the right correction.


Check It allows you to work independently and increase the accuracy of your work

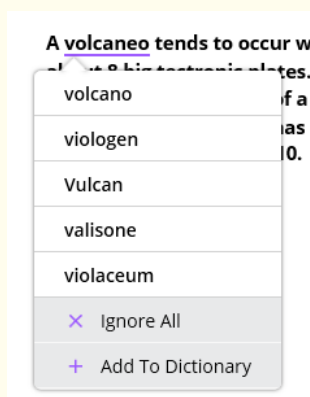
Type the following text into a blank Microsoft Word document:

Note: There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these spelling mistakes in your document.

A volcaneo tends to occur were tectronic plates meet. The earth is maid up of about 8 big tectronic plates. When volcanoes erupt, they can throw out lava, ash and gases. An example of a volcaneo is Mount Rinjani. This volcaneo is found on the iland of Lombok. It has a long history of erapptions and erupted in 1994 and more recently in May 2010.

Exercise 1 Using Check It

1. Click on the .
2. In your document, you'll see possible errors underlined.
3. Left click on the first underlined word – **volcaneo** and a panel will appear below:



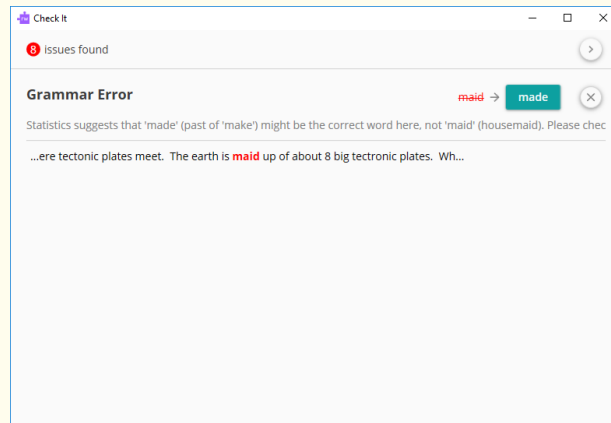
4. Hover your mouse over each of the suggestions to have them read to you.
5. Click on **volcano** and it will be put into your document.
6. Left click on the next underlined word – **were** and correct this to **where**.

Note: This is the quickest way to correct your work in Microsoft Word. However, if you're working in a different application, or for additional support when proofing your work, use the Check It window.



7. To open the Check It window click on this button in the bottom right of your screen.

8. The Check It window will open with the next error:



9. Click on **made**.


10. Check It moves on to the next error tectronic. This time you have a choice of suggestions. Hover over any of the suggestions and it will be read aloud.

11. Click on tectonic and beside it the definition will appear to the right.

12. Click on the second definition and then click **Play**. The definition will be read to you.

13. Click on **tectonic**.

14. Correct volcaneo to volcano.

15. Rinjani is the correct word so click on  to ignore.

16. Replace iland with island.

17. Ignore Lombok.

18. Correct erapptions to eruptions.

The Check It window closes as soon as it's complete and your document will now have all the corrections.

What else can you do?

- Use Spell Check instead of Check It.
- Change how the Spell Check window behaves.
- Change the vocabulary that the Check It/Spell Check uses.


17. Prediction

Prediction can help you finish sentences. As you type, a list of suggestions will appear in the Prediction Panel. Prediction learns your style of writing and will predict words even if you start to spell the word incorrectly.

Prediction will allow you to produce high quality work and reduce the time it takes to do so.

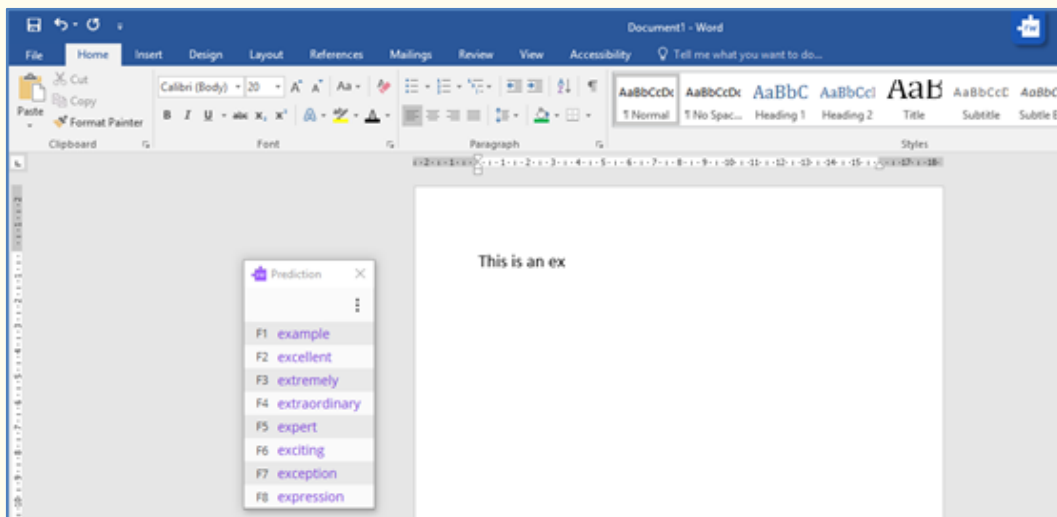
Exercise 1 *Using Prediction*


In this exercise, you'll learn how to use Prediction to help you finish sentences. It will access a list of words that will complete the one that you're currently typing and will try to predict your next word as you finish typing a word.

1. Open a new blank document in Microsoft Word and then click on the  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'll see a list of words beginning with 'ex' displayed in the Prediction window:

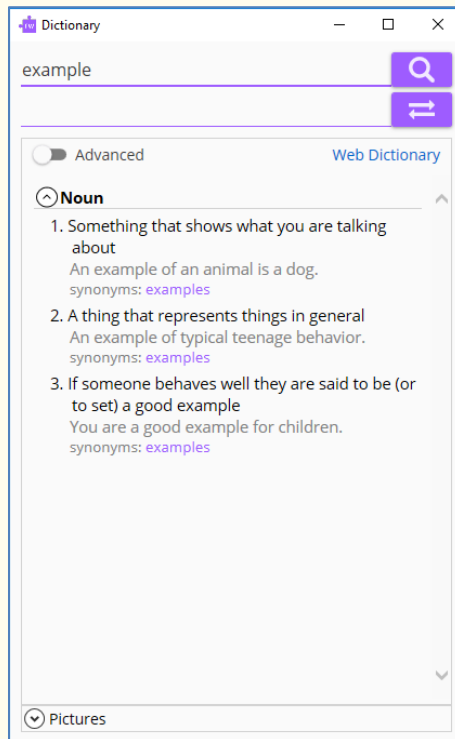


4. Hover your mouse over the words in the list and they will be read aloud to you.
5. Hover your mouse over the word 'excellent' and when the cursor changes to a hand  click on the word 'excellent'. The word is inserted into your document, followed by a space. Press the appropriate function key on your keyboard that is listed beside the word 'of'. The word 'of' is placed in your document. The

Prediction window will then have another list of words from which you can choose.

6. If you're unsure what a word means. Click on the .

7. You'll see the Dictionary displayed. Something like this:



8. You can read the definition in the Dictionary and decide if it's the word you're looking for. Close the Dictionary when you're sure of the word you want to use.

9. Use Prediction to write a few sentences and watch how Prediction provides the type of vocabulary you're likely to want to type.

10. Close Prediction.

What else can you do?

- Create your own Word Bank to be used by Prediction.
- Download more words to use with Prediction.
- Change how the Prediction window looks and acts.
- Have the suggested words read for you.
- Altering how Prediction learns new words.

18. Talk&Type

Using Read&Write you can dictate what you want to type. It uses Microsoft's voice recognition. This helps those who have difficulty typing.

To complete this section, you must ensure that you are in a quiet room and are not likely to be distracted.

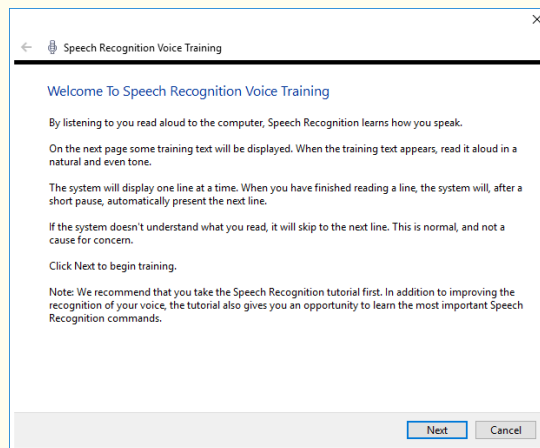
Note: This exercise assumes that the Talk&Type has not been previously used.

Exercise 1 *Preparing to use Talk&Type*

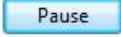
In this exercise, you'll learn how to start Talk&Type and carry out a training exercise.

1. Click on the  button on the toolbar.

The Speech Recognition Voice Training Wizard is displayed:



2. Follow the instructions in the wizard to train Talk&Type to recognise your voice.

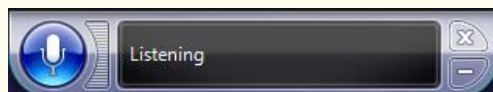
You can pause the training at any stage by clicking on the  button. The more training you do the better Talk&Type will be at recognising your voice.

Exercise 2 *Create text using Talk&Type*

In this exercise you'll learn how to use Talk&Type to create text by reading into the microphone.

1. Click on the  button on the toolbar.

You'll see the 'Listening' mode displayed:



2. Open Microsoft Word.
3. Speak the following text into the microphone:


'A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases.'

Note: Don't worry if it makes a mistake. You'll learn how to correct mistakes in the next exercise.

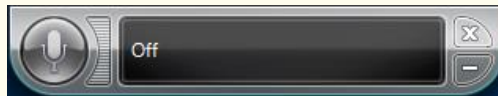
4. Click on **Insert** to put the text in your Word document.


5. Click on the  button on the toolbar.

The text you just spoke into the microphone is read back to you.

6. Click on the  button to turn off the 'Listening' mode.

The panel changes to 'Off' mode.



You can toggle between the 'Listening' and 'Off' modes by clicking on the  button.

Note: Remember you can complete more training to make Talk&Type more accurate.

Exercise 3 ***Correcting text using Talk&Type***

In this exercise you'll learn how to correct any mistakes Talk&Type may have made.

1. Open a new Microsoft Word document.

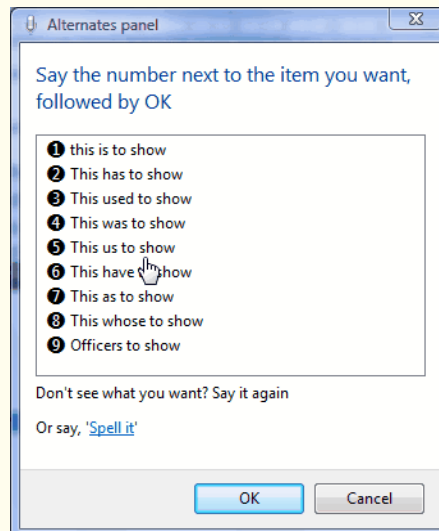
2. Click on the  button on the toolbar.

3. Speak some text into the microphone and stop ***immediately*** after a word is recorded ***incorrectly***.

4. Speak the following into the microphone:

Correct that.

You'll see the Alternates panel displayed which will look something like this:



5. Say the number displayed next to a word (or group of words) you would like to use instead.

The Talk&Type replaces the word in your text.

6. Speak some more text into the microphone and only stop after speaking several sentences, i.e. after the software has made a couple of mistakes.
7. Speak the following into the microphone:

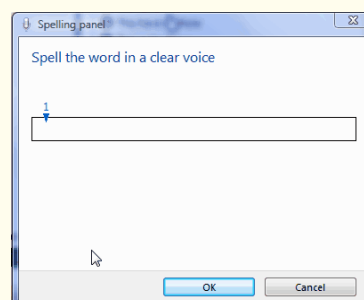
Correct 'say the word that was recorded incorrectly'.

The Alternates panel is re-displayed

Note: If the incorrect word appears more than once, each instance will have a number beside it. In this case, you speak the following into the microphone: ***Correct 'number displayed beside the instance you want to correct'.***

8. You can now either:
 - say the number displayed next to a word (or group of words) you would like to use instead. The Speech Input facility replaces the word in your text
 - click on or say ***Spell it*** if your correction does not appear in the Alternates panel.

You'll see the Spelling panel displayed:



9. Spell aloud the word you would like to insert in the text, in place of the original word, and then click on the **OK** button.
10. Close the Alternates panel.

What else can you do?

- Add words to the Speech Dictionary
- Set up your microphone

19. Translator

Read&Write can translate text in to over 50 different languages. This helps those who are English language learners or those learning another language.

Type the following text into a blank Microsoft Word document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates.

Note: You must be online in order to use the Translator facility.

Exercise 1 **Translating text**

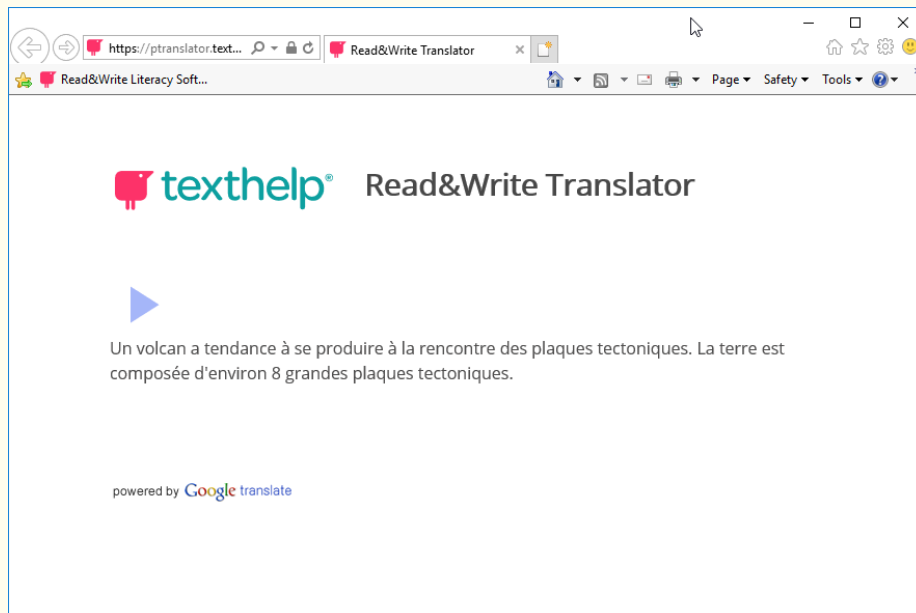
In this exercise, you'll learn how to translate text from English into French.


1. Highlight the following text in your document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates.

2. Click on the  button.

You'll see the Read&Write Paragraph Translator in a new browser window. A translation is shown in French:



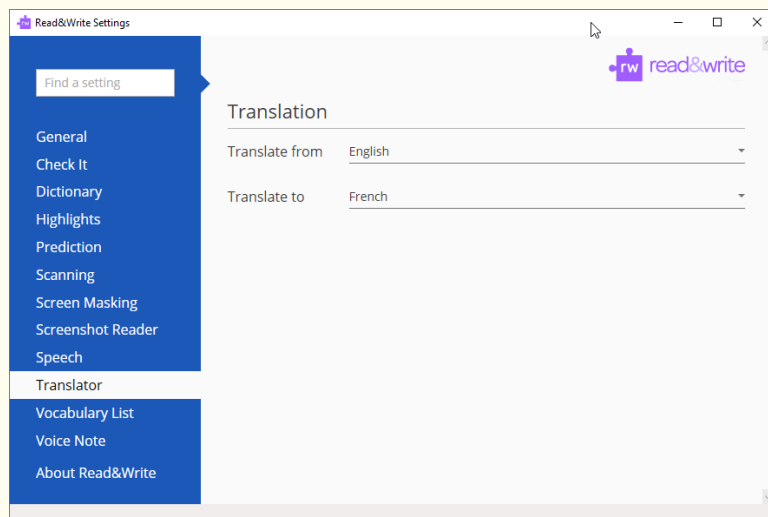
3. Click on the  button that appears just above the translated text to have the translation read back in French.

Exercise 2 ***Changing the languages the Translator uses***

In this exercise, you'll learn how to change the languages that the Translator translates from and to.

1. Click on the , then **Show more settings** and then click on **Translator**.

You'll see the **Translator** tab of the **Settings** window:




2. Notice in the **Translate from** box English is selected. Click on the dropdown and you'll see there are lots of other languages you could translate from but as the text we have is in English leave it as English.
3. Click on **Translate to** dropdown and choose German.
4. Close the **Settings** window.
5. Highlight the following text in your document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates.

6. Click on the  button.

You'll see the Read&Write Paragraph Translator in a new browser window. A translation is shown in German.

7. Click on the  button that appears just above the translated text to have the translation read back in German.

