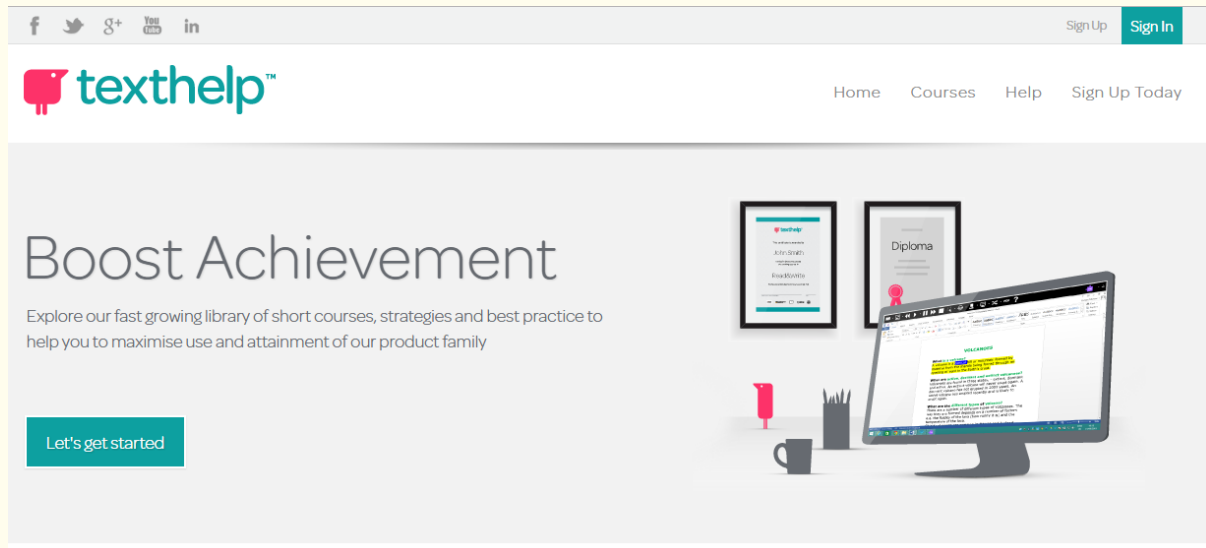**texthelp®**

read&write
for Windows

Training Guide

Jan 2019

Free Professional training for everyone via our Learning Portal

At Texthelp we're famous for our innovative, high quality assistive software that helps all kinds of learners communicate with more confidence.

Technology can be the spark for wonderful things. But its real value comes from empowering users whenever and wherever they need help – in the workplace, at school or at home. To get the most out of our products we offer in-person and web based expert training tailored to the needs of individual users, small groups and larger organizations.

You'll find many short courses that bring together strategies and best practice from leading educators. Each course comes complete with simple instructions, videos, and great examples to help you become experts in our software. **You can gain achievements along the way.**

https://training.texthelp.com/
Simply log in with your Google, Facebook, LinkedIn or Microsoft account.

Contents

1. Introduction

Read&Write for Windows is designed to provide help to computer users with reading and writing difficulties. It can read text aloud and help construct words and sentences. It also has many other features, such as advanced spell checking and document scanning to name but a few.

This guide is designed to familiarize you with all aspects of the software. As well as learning how to use the many features offered in Read&Write, you'll also learn how to set up the software so that it will operate in exactly the way you want it to.

The exercises are color coded and divided into:

- **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write features.

- **Further Exercises** – these exercises will show additional functions/settings that can be used.

2. Toolbar

In this section, you'll learn how to:

- start Read&Write
- position the Read&Write toolbar
- understand the icons on the Read&Write toolbar
- customize the toolbar
- change the color of the toolbar.

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. Alternatively, if available, you can double click on the shortcut on your desktop:

   The toolbar will open.

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.

4. 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 – [Changing how the icons look.](#)
- Alter what icons appear on the toolbar – [Altering what icons appear on the toolbar.](#)
- Use keyboard shortcuts to access features – [Using Keyboard Shortcuts.](#)

Further Exercise

Exercise 4　　Changing how the icons look

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

   You'll see the **General** tab of the **Settings** window:
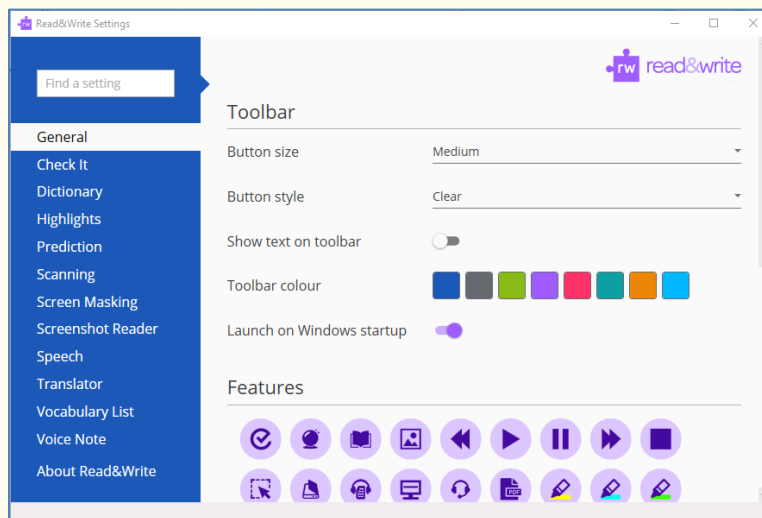
2. To change the size of the icons on the toolbar click on the **Button size** dropdown and select **Small**.

3. The icons on the toolbar immediately change to small.

4. Click on the **Button size** dropdown and select **Large**.

5. The icons on the toolbar immediately change to large.

6. Return the icon size to **Medium**.

7. Click on the **Button style** dropdown and select **Color**.

8. The icons immediately change to have color.

9. Click on the **Button style** dropdown and select **Clear**.

10. Click the **Show text on toolbar** switch to turn it on.

11. Notice how the name of each icon appears below each icon.

12. Click the **Show text on toolbar** switch off.

13. Click on the one of the colors in the **Toolbar color** palette.


14. Select the color you wish to use.

15. The toolbar will change to whichever color you have chosen.

16. Select the options you would prefer to have when using the toolbar.

17. Notice the **Launch on Windows startup** is switched on. This is why Read&Write starts as soon as you start the computer. We recommend that this be left on.

18. When you're happy with the options, click on **X** to close the **Settings** window.

Exercise 5   Altering what icons appear on the toolbar

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

2. You'll see the **General** tab of the **Settings** window. Scroll down till you see all the icons in the **Features** section:
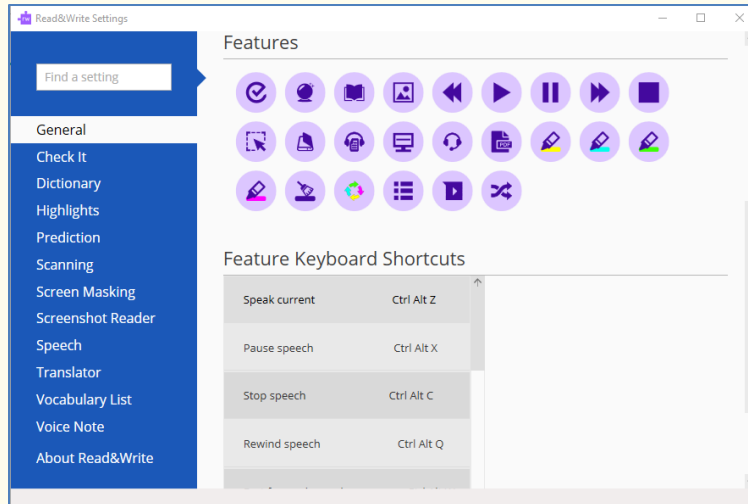
3. Click on **Check It** .

4. Notice that the **Check It** icon has disappeared from the toolbar.

5. Click on **Check It** again and the icon will reappear.

6. Click on **Voice Note** and again you will see the icon has disappeared from the toolbar.

7. Click on **Voice Note** again to have it reappear.

This is how each individual can set the toolbar to have the icons they want to use.

Exercise 6   Using keyboard shortcuts

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

2. You'll see the **General** tab of the **Settings** window and scroll down till you see all the **Feature Keyboard Shortcuts**:
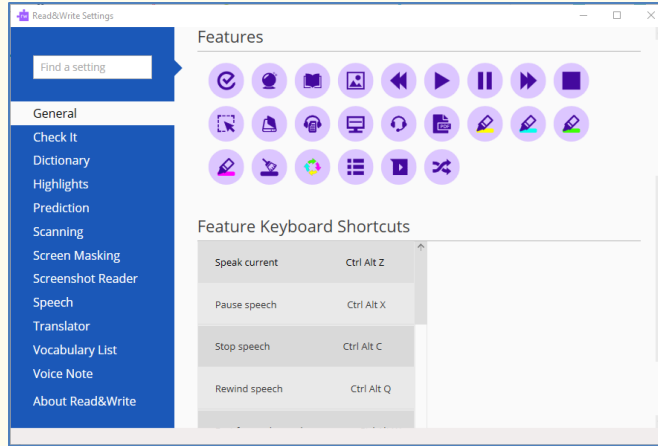
3. You will see the keyboard shortcuts that can be used to access various features.

4. For example, using the **Ctrl Alt C** will stop speech.

Note: These shortcuts have been selected so they won't interfere with shortcuts used by most other applications but we can't guarantee that they won't conflict with all applications.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to start Read&Write.		
How to position the Read&Write toolbar.		
How to identify what the icons on the Read&Write toolbar are.		
How to customize the icons on the toolbar.		
How to change the color of the toolbar.		
How to alter what icons appear on the toolbar.		
How to use feature keyboard shortcuts.		

3. Speech

In this section, you'll learn how to:

- have text read in documents
- change the voice
- specify how you would like words pronounced
- instruct the system to read letters, words and sentences as you type
- set up Screen Reading
- set up speech highlighting and use the speech icons.

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**.

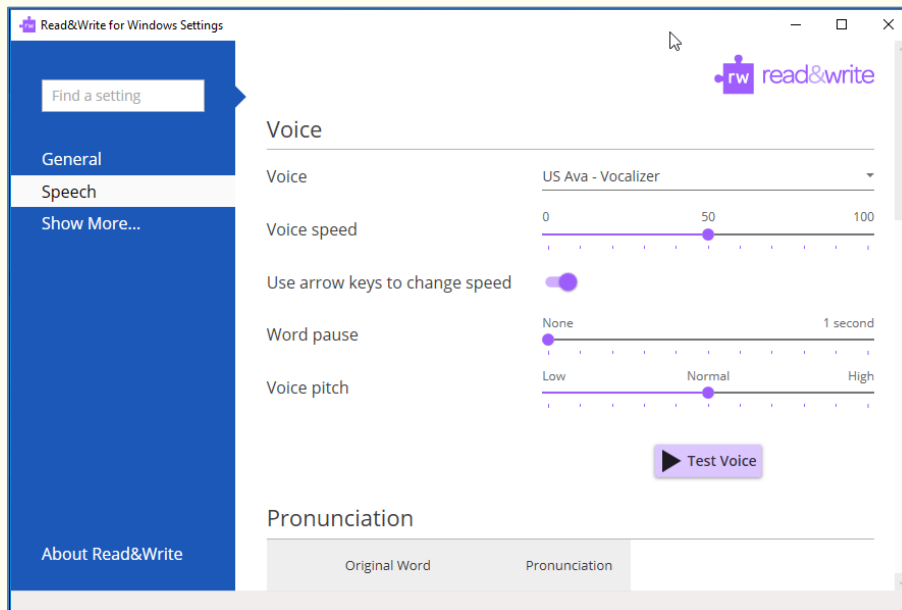   You'll see the **Speech** tab of the **Settings** window:

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 – [Changing how words are pronounced.](#)
- Have the text read as you type – [Instructing the system to read as you type.](#)
- Have the software read buttons and menus – [Setting up screen reading.](#)

- Change how the text is highlighted – [Changing the speech highlighting.](#)

Further Exercises

Exercise 3   **Changing how words are pronounced**

There may be occasions when the software does not pronounce a word correctly. In this exercise, you'll learn how to correct the pronunciation of a word.

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

    You'll see the **Speech** tab of the **Settings** window:
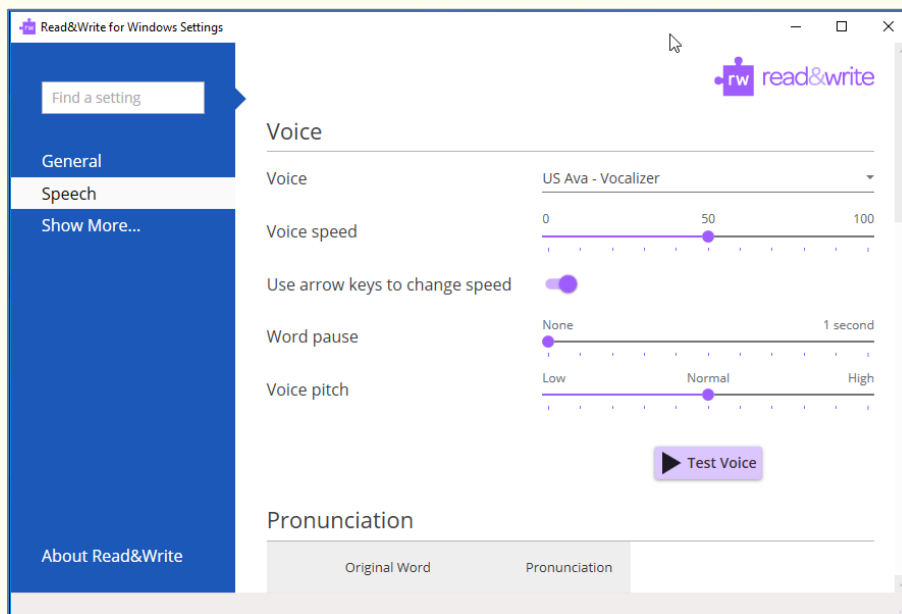
2. Scroll down till you see the **Pronunciation** area:
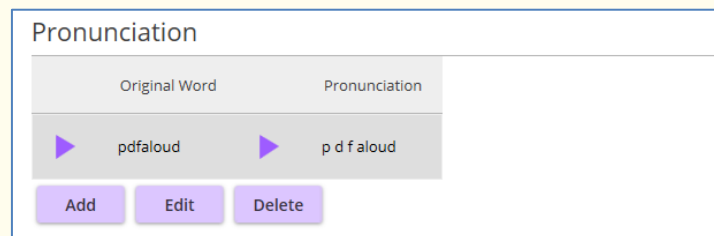
3. Click on **Add**. Type the word **Siobhan** into the **Original Word** text box. Click on the [button] button beside the text box to hear this word read aloud. Currently it's not being pronounced correctly.

4. Type **Shivawn** into the **Pronunciation** text box. Click on the [play button image] button beside the text box to hear the new pronunciation read aloud. This is the correct pronunciation of the word.

5. Click on the **Accept** button. This will add the word to the **Pronunciation** list. Now that it's added, the word will be pronounced correctly.

6. Click on the **X** button to close the **Settings** window.

Exercise 4   Instructing the system to speak as you type

You may want to have the software read as you're typing. In this exercise you'll learn how to set up the system to read letters, words and sentences as you type.

1. Click on the [menu icon], then **Show more settings** and then click on **Speech**.

   You'll see the **Speech** tab of the **Settings** window:
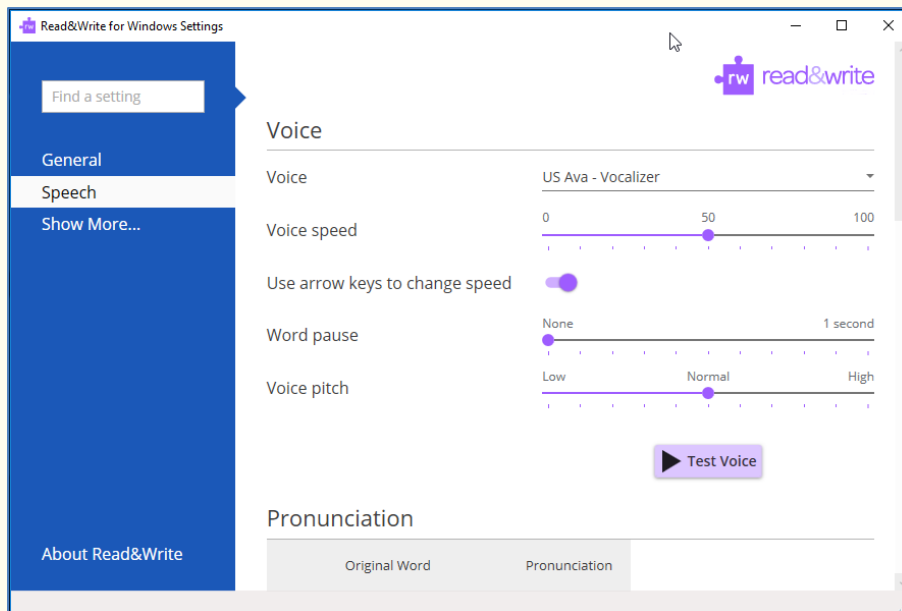
2. Scroll down to the **Auto Read** area:

3. Turn on the **Speak as I type** switch and then select from:

- **Speak on each letter** switch

- **Speak on each word** switch

- **Speak on each sentence** switch

4. Click on the **X** button to save and close the **Settings**.

5. Place your cursor after the text you have already typed and type some text slowly. As you do so, the text will be read aloud.
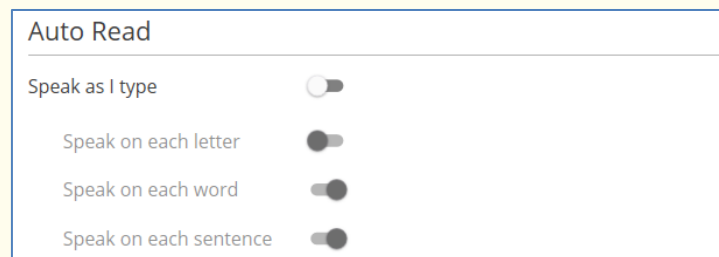
6. If you wish to turn this option off, click on the and turn off the **Speak As I Type** switch to stop the system from reading as you type. This is a shortcut to turning this option on or off.

Exercise 5   **Setting up Screen Reading**

You may have problems reading icons, buttons or menus. In this exercise, you'll learn how to set up the system to read these for you.

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

You'll see the **Speech** tab of the **Settings** window:
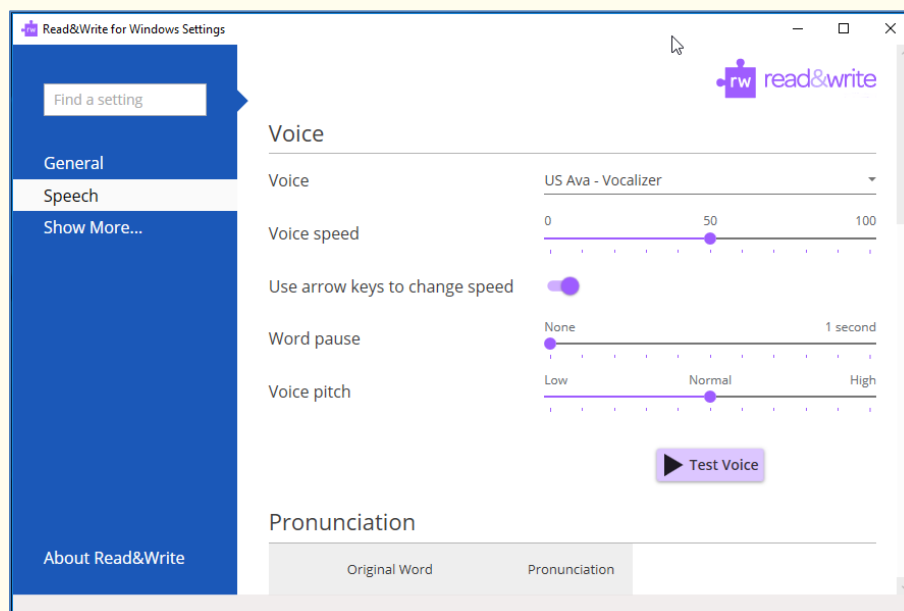
2. Scroll down till you see the **Screen Reading** area:
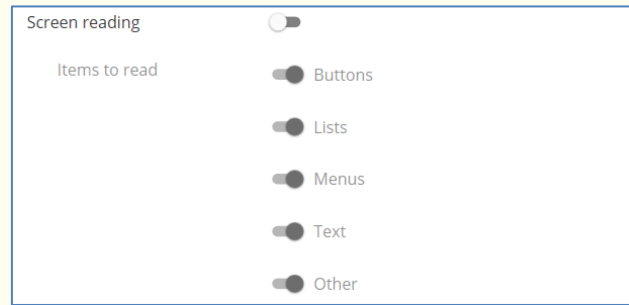
3. Click the **Screen reading** switch to turn it on. Then close the **Settings**.

4. Hover your mouse over the on the toolbar. You'll hear the system say 'Play'.

5. Hover your mouse over the on the toolbar. You'll hear the system say 'Prediction'.

6. If you wish to turn this option off click on the and switch off the **Screen Reading** switch. This is a short cut to turning this option on or off.

<table>
<tr><td>Exercise 6</td><td>**Changing the speech highlighting**</td></tr>
</table>

The system highlights the text in the document as its being read. It uses the colors blue and yellow. You may wish to change this. In this exercise, you'll learn how to alter how text is highlighted as it's read including the colors used and how it's displayed.

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

    You'll see the **Speech** tab of the **Settings** window:
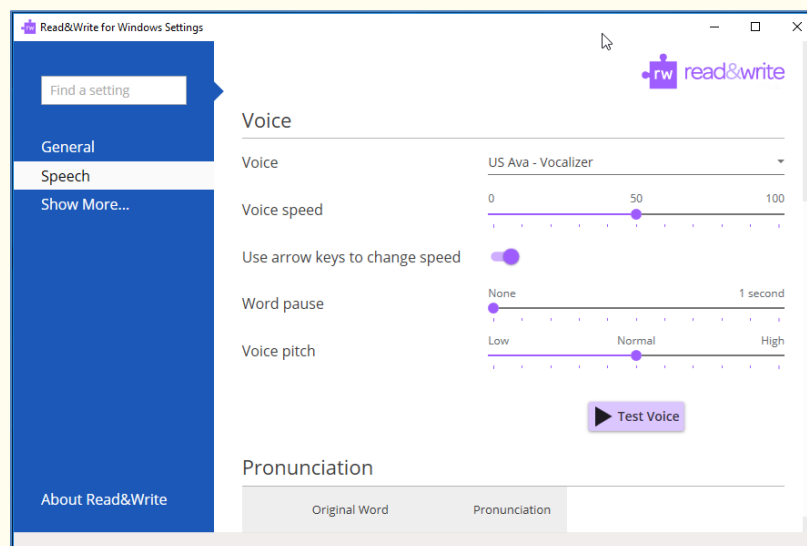
2. Scroll down to the **Speech highlighting** area:


3. To change the color that is used for highlighting the text as its read, click on the **Highlighting colors** dropdown menu and select from the list. A preview will appear.

4. Close the **Settings**.

5. Click in to the text you wish to have read and then click the . The text will be highlighted using the colors you have chosen.

6. To change the speech highlighting method, return to the **Speech Highlighting** area in the **Settings**. There is the choice of:

   - **Speak with highlighting in document**. You have been using this one.

   - **Speak with highlighting in Text Reader**.

   - **Speak using one-word display**.

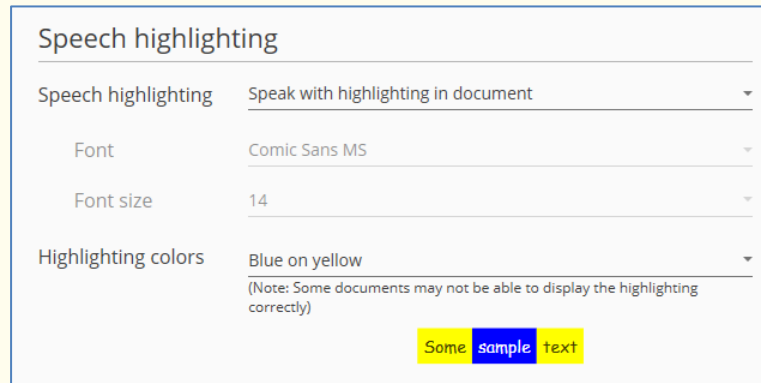7. Select the **Speak with highlighting in Text Reader** option.

8. Click on the **Font size** dropdown, and select 38, and then click on the **Highlighting colors** dropdown and select one of the options. Close the **Settings**.

9. Place your cursor anywhere in the text in your document and then click on the . You'll see the sentence displayed in a popup window as its read aloud. The font size will be 38 and it will be highlighted using the colors you picked.

10. Open the **Speech Highlighting** area again and select **Speak using one-word display**. Choose the font, font size and highlighting color you wish.

11. Place your cursor anywhere in the text in your document and then click on the . You'll see each word displayed in a popup window as its read aloud. The font, font size and highlighting colors will be those you picked.

12. Before finishing this exercise make sure, you turn the highlighting method back to **Speak with highlighting in document**.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to have a document read.		
How to change the voice.		
How to change the pronunciation.		
How to have the software read as I type.		
How to have the software read icons or menus.		
How to change how the software highlights text as its being read.		

4. Read the Web

In this section, you'll learn how to:

- read webpages in Internet Explorer
- read webpages in FireFox
- read webpages in Chrome.

1. Click on the and switch on the **Read the web** option. Close the **Settings**.

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. Close the **Settings**.

Exercise 2   **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.

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 is installed, follow Exercise 1 above.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to have a webpage read in Internet Explorer.		
How to have a webpage read in Firefox.		
How to have a webpage read in Chrome.		

5. Screenshot Reader

In this section, you'll learn how to:

- use the Screenshot Reader
- change the options in the 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.

<table>
<tr><td>Exercise 1</td><td>**Using the Screenshot Reader**</td></tr>
</table>

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 [icon]. 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:
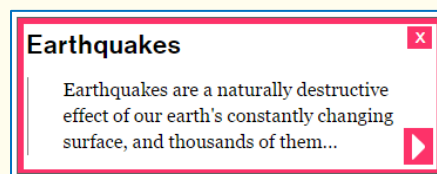
If you wish the text re-read click on the ▶ button that has appeared within the picture.

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

If you wish, you can have the text that the Screenshot Reader finds put directly into

Microsoft Word. Once in Microsoft Word you'll be able to edit it and use the to have it read.

1. Click on the , **Show more settings, Show More** and then click on **Screenshot Reader**.

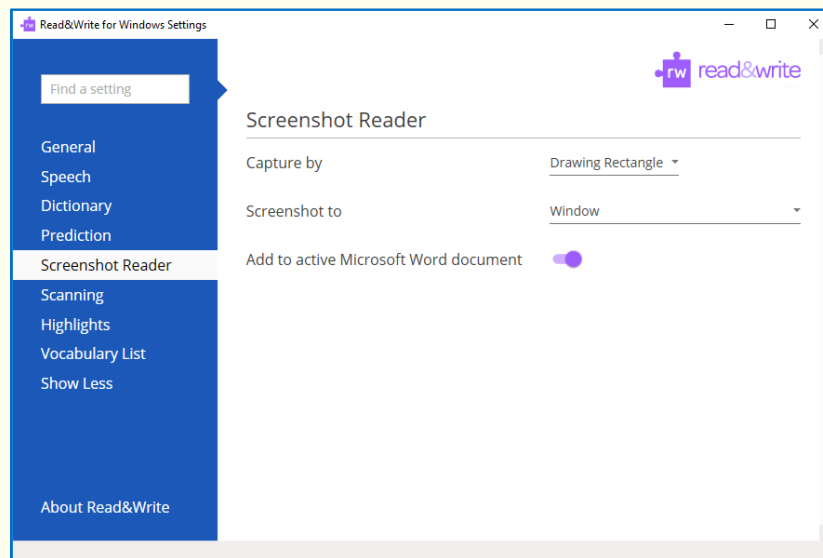   You'll see the **Screenshot Reader** tab of the **Settings** window:

2. Click on the **Screenshot to** dropdown and select **Microsoft Word**. Close the **Settings**.

3. Click on the . Your cursor now looks like this: $+$.

4. Select the area again.

   If you already have a Microsoft Word document open the text is placed at the end of it. If you don't have a Word document open, the Screenshot Reader will create one for you and put the text in.

5. Click on the to read the text aloud.

Note: You can also use the other Read&Write features on the text imported into Microsoft Word.

6. Close the Microsoft Word document when you have finished. You don't need to save it if you don't want to.

7. Return to the **Screenshot Reader Settings** and select **Screenshot to Window** if you **don't** want the text put into Microsoft Word.

What else can you do:

- Change the Screenshot Reader options – [Changing the Screenshot Reader settings.](#)

Further Exercises

Exercise 3	Changing the Screenshot Reader settings

You can alter how you capture the area that you want to use the Screenshot Reader with.

1. Click on the ▤, **Show more settings, Show More** and then click on **Screenshot Reader**.

   You'll see the **Screenshot Reader** tab of the **Settings** window:
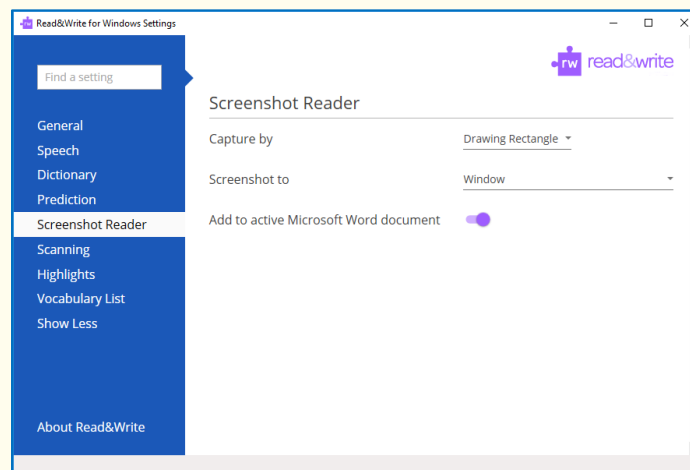
2. In the **Capture by** dropdown:

   - **Drawing rectangle** – this is the usual method of capture

   - **Drawing freehand** – this is useful if the text is in a strange shape

   - **Hover** – this will capture an area highlighted.

3. Select **Drawing freehand**. Close the **Settings**.

4. Click on the 🔲. Your cursor now looks like this: ✛.

5. Select the area again, but this time draw around it using the cursor.

   Read&Write reads the text aloud using the settings you have just selected.

6. Click on the button to close the Screenshot Reader window.

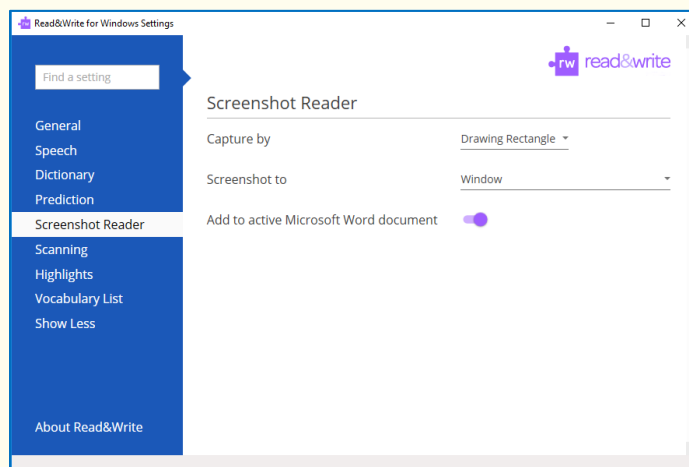7. Click on the , **Show more settings, Show More** and then click on **Screenshot Reader**.   You'll see the **Screenshot Reader** tab of the **Settings** window:

8. Notice that the **Add to active Microsoft Word document** switch is on. This means that any screenshot to MS Word that you take will automatically be put at the end of the Word document that you're using. This is important if you want to have all the screenshots put into the same document.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to screenshot in the window.		
How to screenshot to MS Word.		
How to change the capture method.		
How to change the highlighting colors.		
How to add the screenshot to an existing document.		

6. Audio Maker

In this section, you'll learn how to:

- convert text into an MP3.

It is possible to convert your text into an MP3 using Read&Write for Windows. Once converted the MP3 can be put onto an audio device such as an iPod, MP3 player or smart phone and listened to when and where you wish.

1. Highlight the following text in your document or use your own text:

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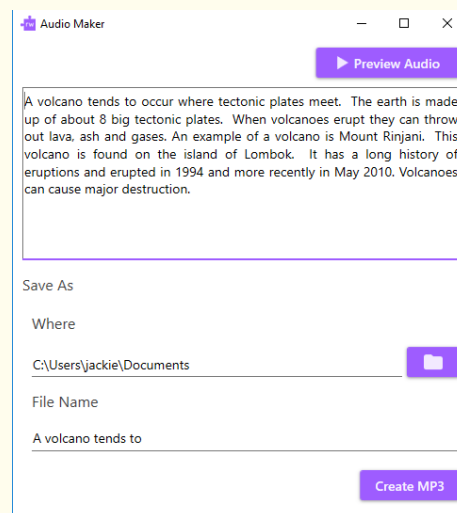
   Note: You can type into this window if you wish to add further text or delete unwanted text.

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 where you want to save your MP3.

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 open and play it.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to convert text into an MP3.		

7. Screen Masking

In this section, you'll learn how to:

- use Screen Masking
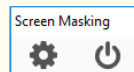- change the Screen Masking options.

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:

   Screen Masking
   ⚙ ⏻

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.

In this exercise, you'll learn how to change the colors 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:
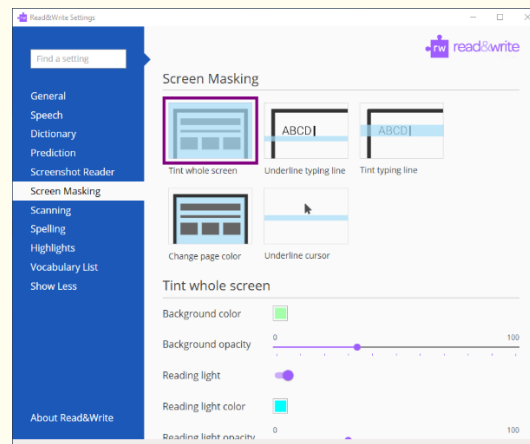
3. There are different masking types available:

    a. Tint whole screen

    b. Underline typing line

    c. Tint typing line

    d. Change page color

    e. Underline cursor

4. Select the **Tint typing line** option.

5. Select a **green** color from the **Line color** palette.

6. Adjust the **Line opacity** track bar until you have selected a more transparent color, 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 are typing on.

10. Click on the to turn off the facility.

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

Exercise 3　　**Using the Reading Light**

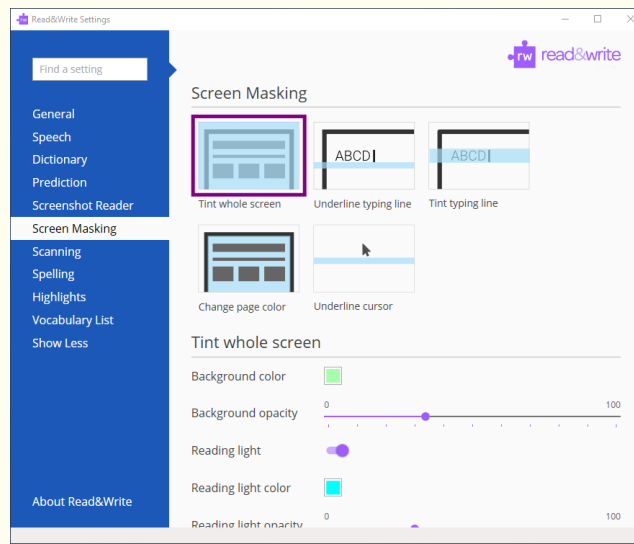In this exercise, you'll learn how to use the Reading Light.

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

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 color, i.e. move the scale more to the right.

4. Notice the Reading light switch is on.

5. Click on the **Reading light color** palette and choose a color.

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.

Learning Check List

| Learning Outcome	☑	Benefit/Suggested use
How to use the Screen Masking.		
How to change the Screen Masking options.		
How to use the Reading light.		

8. PDF Reader

In this section, you'll learn how to:

- read text aloud in a PDF document using PDF Reader.

PDF Reader will help you if you need to read any PDF documents.
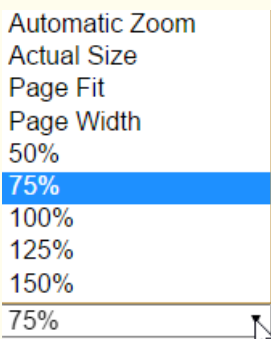
In this exercise, you'll learn how to read text aloud in PDF documents using PDF Reader.

1. Click on the [PDF icon] button and open a PDF document.
2. The PDF document will open and look something like this:
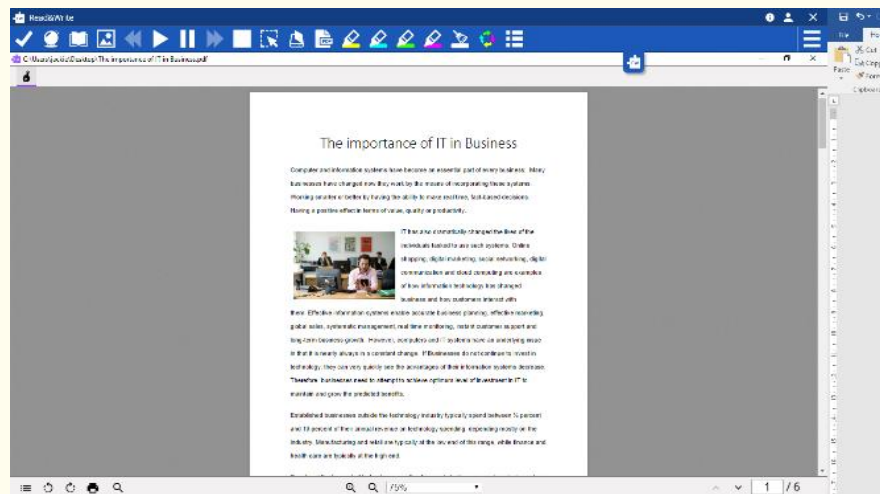
3. Click on the text. PDF Reader reads aloud the text in your document.

4. Click on the [icon] to stop it reading.

5. In the top left window of PDF Reader is this button [icon]. 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: [icon]..
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 [play icon].
9. There are other controls in the toolbar at the bottom of PDF Reader:

    - [icon] - **Table of Contents** when clicked will show the contents of the PDF

- ![Rotate Counter clockwise icon] - **Rotate Counter clockwise** will turn the page counter clockwise

- ![Rotate Clockwise icon] - **Rotate Clockwise** will turn the page clockwise

- ![Print icon] - **Print** will open the Printer controls in order to print the document

- ![Find icon] - **Find in document** will open a search box

- ![Zoom In icon] - **Zoom In** to zoom in to your document

- ![Zoom out icon] - **Zoom out** to zoom out of your document

- Automatic Zoom
  Actual Size
  Page Fit
  Page Width
  50%
  75%
  100%
  125%
  150%
  75% - **Zoom** to choose from a number of pre-set zoom options

- ![up arrow icon] - **Previous Page** to go to previous page

- ![down arrow icon] - **Next Page** to go to next page

- 2 / 6 - **Current Page/Total number of pages**.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to have a PDF document read using PDF Reader.		

9. Scan

In this section, you'll learn how to:

- scan a page to PDF and Word
- scan single documents
- scan multiple documents
- scan a file
- scan from a digital camera or smartphone.

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

Exercise 1   **Performing a scan to PDF or 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:
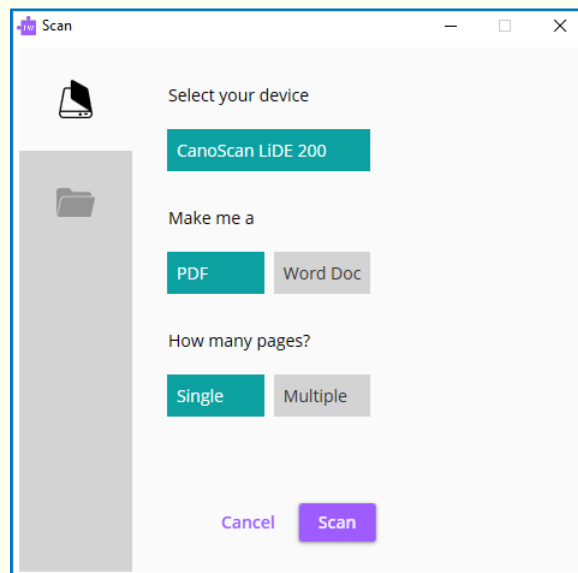
4. Check your scanner is showing in the **Select your device** area.

5. Click on **Scan**.

6. Once the scan is complete, you'll see the **Save As** window displayed.

7. Type **My Scan to PDF** in the **File Name** field, find a location in which to save the scan, and then click on the **Save** button.

The Scanning facility scans your document. When the scan has completed, you'll see the scanned image displayed. This type of scan is recommended if you simply wish to scan a document and have it read. Scanning into PDF provides a 'near' picture image of the original document.

8. Click on the 🖳.

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

10. Click on **Scan**.

11. Once the scan is complete, you'll see the **Save As** window displayed.

12. 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.
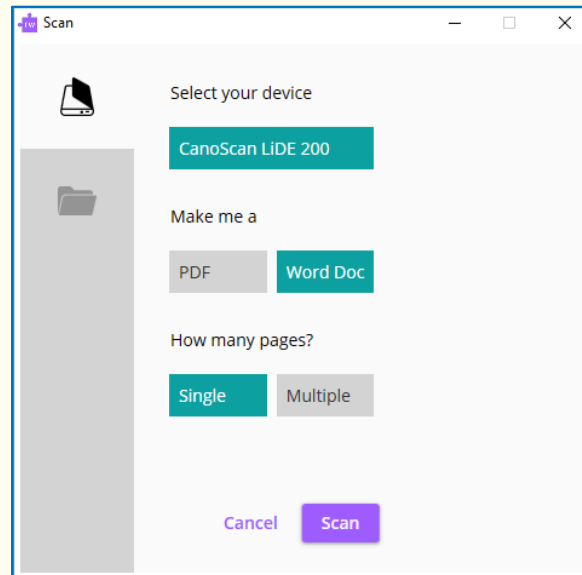
Exercise 2   Scanning multiple pages to Word

In this exercise, you'll learn how to scan a document with multiple pages into Microsoft Word.

1. Click on the 🖳.

2. You'll see the **Scan** window. In the **Make me a** area select **Word Doc** and in the **How many pages** area select **Multiple**:

3. Click on **Scan**.

4. When the page has been scanned you'll be returned to the **Scan** window:

5. Put the second page in the scanner and then click **Scan**.

6. When the page has been scanned you'll be returned to the **Scan** window:
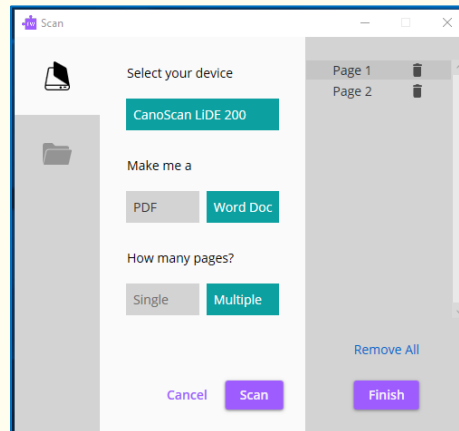
7. Click on **Finish** and the **Save As** window will be displayed.

8. Type **My Multiple scan** in the **File Name** field, find a location in which to save the scan, and then click on the **Save** button.

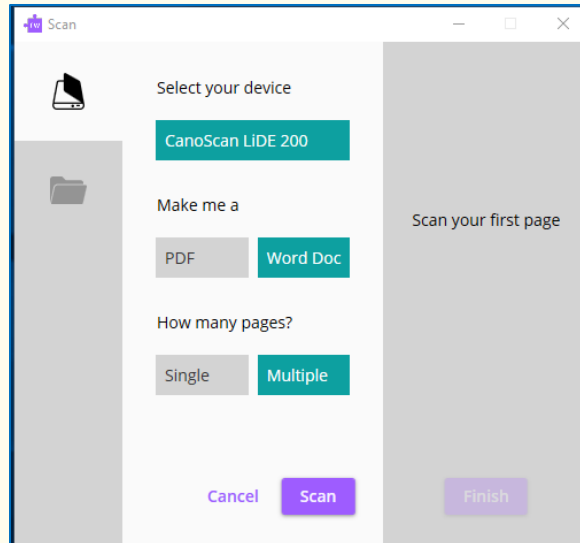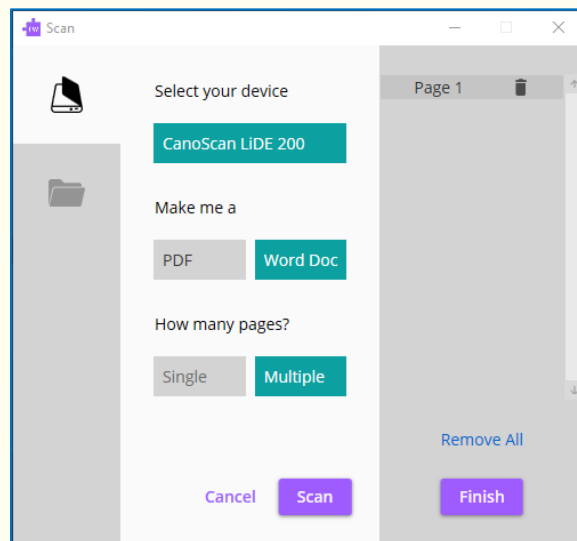   You will see the two scanned pages displayed in Microsoft Word.

Exercise 3   Scanning from a file to PDF or Word

You can also scan from a saved image file, such as a PDF or jpeg. Scanning a PDF is often used to convert the PDF to Microsoft Word. Alternatively, if a PDF doesn't have any recognizable text that PDF Reader can read, you can scan the PDF to PDF. The scanning uses its OCR (Optical Character Recognition) to convert the text to accessible text. It will then be possible to use PDF Reader to read it.

1. Click on the .

2. When the **Scan** window appears click on the **Scan from File** button:

3. Either drag and drop the image file to the **Select your file** area **or** click on **Select File(s)**, find the image file and click on **Open**.

4. The **Scan** window changes to show the file name and the number of pages:
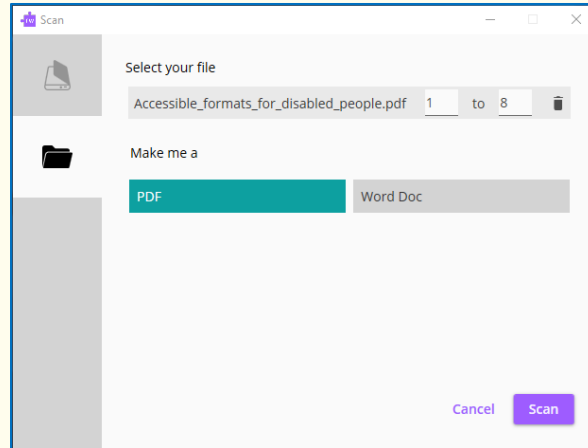
Note: The default is set to scan to PDF but you can choose to scan to Word in the **Make me a** area.

5. Click on **Scan**.

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

7. Type **My File Scan** in the **File Name** field.

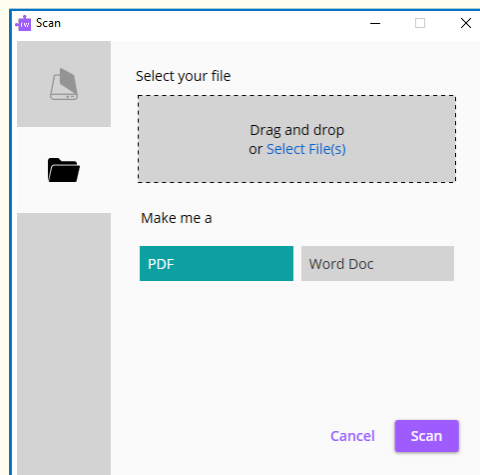8. Find a location in which to save the scan.

9. Click **Save**.

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

Exercise 4   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 have 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:
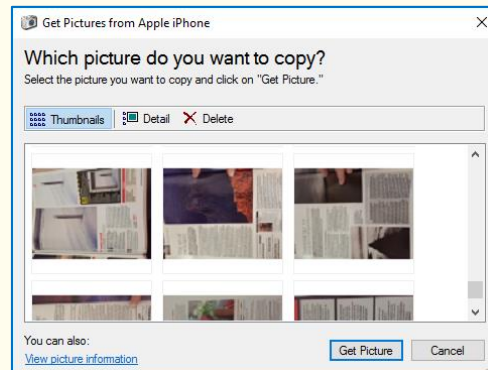
7. Select the photo you have just taken and then click on the **Get Picture** button.

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

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

10. Click **Save**.

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

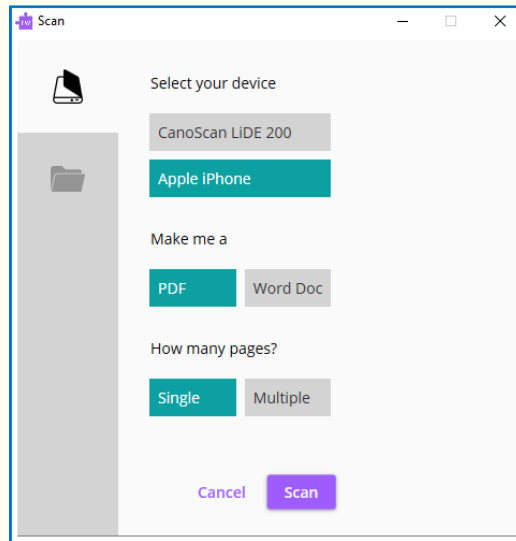When your document is displayed, you can use the features in Read&Write to read aloud the text in the way that you want.

What else can you do:

- Change the settings for the Image Capture – [Changing the Image Capture settings.](#)
- Change the Advanced settings for scanning – [Changing the Advanced Settings](#).

Further Exercises

Exercise 5   **Changing the Image Capture settings**

1. Click on the ▤, **Show more settings, Show More** and then click on **Scanning**. You'll see the **Scanning** tab of the **Settings** window:
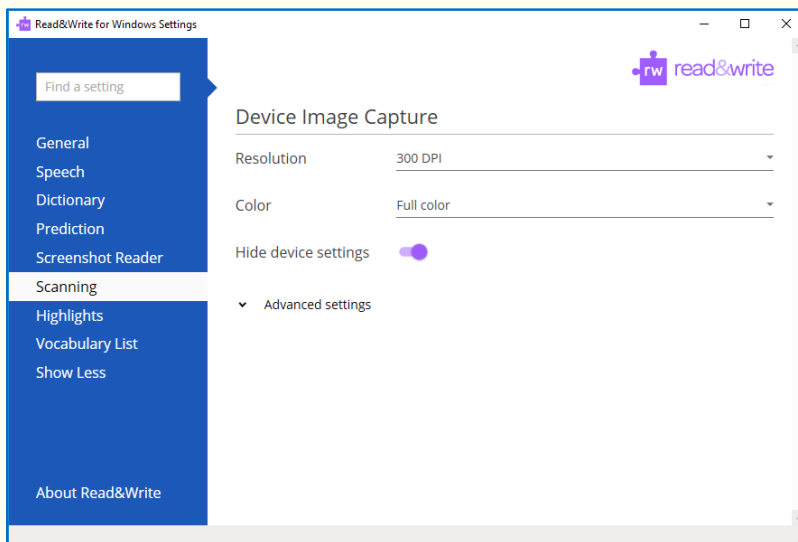
2. Click on the **Resolution** dropdown and select **600 DPI.** This will provide the best quality scan.

3. Click on the **Color** dropdown. You can choose to scan to Full color, Monochrome or GrayScale. Choose which option you prefer.

4. The **Hide device settings** is switched on. This is to make the scanning easier and faster. However, you can turn this off if you wish.

5. Close the **Settings**.

Exercise 6   **Changing the Advanced settings**

1. Click on the ▤, **Show more settings, Show More** and then click on **Scanning.** You'll see the **Scanning** tab of the **Settings** window.

2. Click on the **Advanced settings** dropdown and scroll down until **Device Setup** is at the top of the panel:
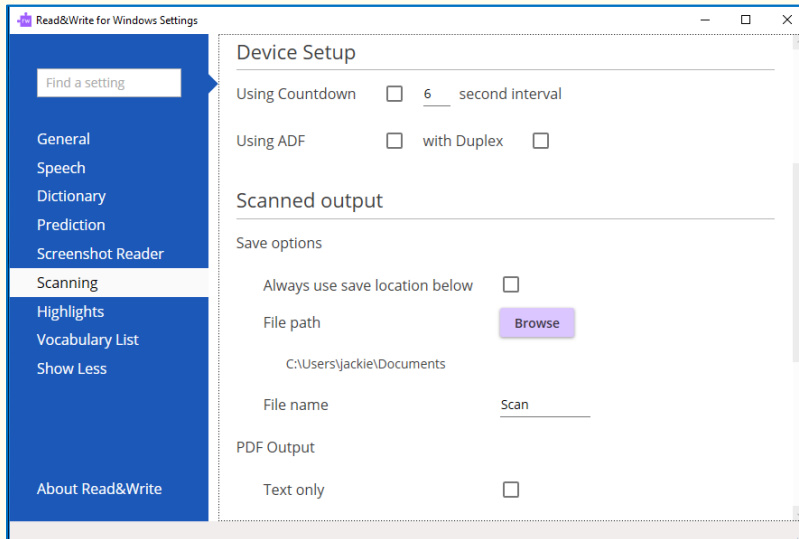
3. Here you can set the **Scan** to automatically scan using a countdown and set the interval between scans – the default is 6 seconds

4. If you use an Automatic Document Feeder to do your scanning, turn on the **Using ADF** setting.

5. If you use a double side scanner turn on **with Duplex**.

6. Scroll down to **Scanned output**:
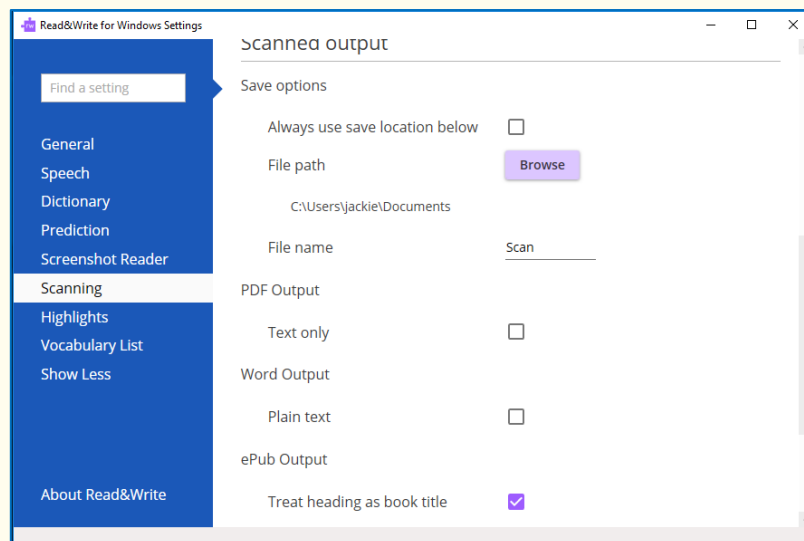
7. This is where you can set all your scans to be saved in the same location and automatically given a file name.

8. In the **Scanned Output** settings, you can set:

- the scan to PDF to text only

- the scan to Word to be plain text

- the scan to ePub to treat headings as book titles

9. Scroll down to **Output Types**:
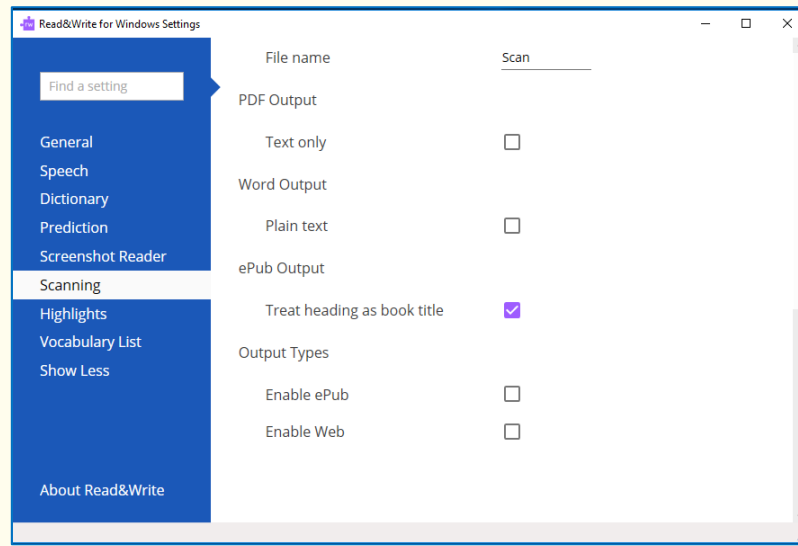
10. Here you can switch on the ability to scan to ePub or Web if you wish.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to scan to PDF and MS Word.		
How to scan single pages.		
How to scan multiple pages.		
How to scan from a file.		
How to scan from a digital camera.		
How set up the scanning settings.		

10. Dictionary

In this section, you'll learn how to:

- use the Pop-up dictionary
- Basic dictionary
- use the Advanced dictionary
- use the Web dictionary.

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

The earth revolves around the sun.

In this exercise, you'll learn how to use the Dictionary to find definitions.

1. Click on **Settings** and turn on the **Pop-up Dictionary**.

2. Highlight the word 'earth'.

3. The **Pop-up Dictionary** will appear beside the word:
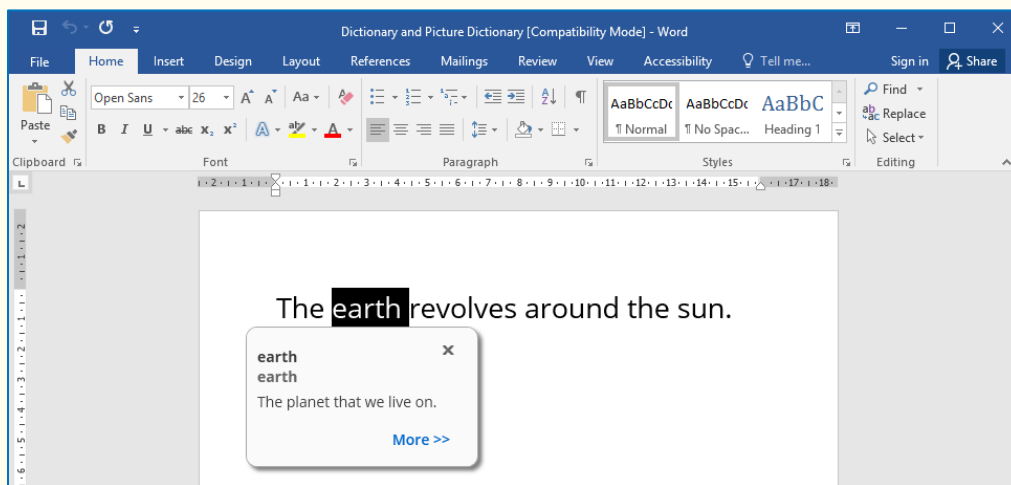
You'll see a simple definition for the word 'earth' displayed

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

The Google Dictionary will appear in your browser:
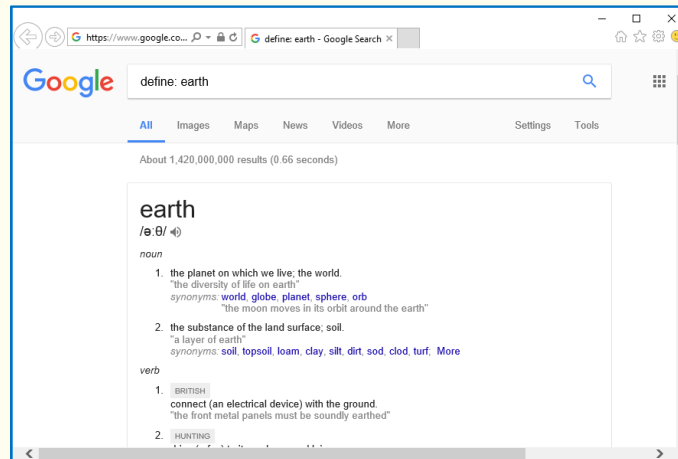
You'll see a list of definitions for the word 'earth' displayed.

5. Close your browser.

6. Click on the ☒ to close the **Pop-up Dictionary**.

7. Click on **Settings** and turn off the **Pop-up Dictionary**.

Exercise 2   **Using the Dictionary**

If you use words that are more complex, you may prefer to use the **Dictionary**. To do this:

1. Highlight the word 'earth'.

2. Click on the 📖.

You'll see the Dictionary window displayed. The word 'earth' is displayed in the **Search** text box:
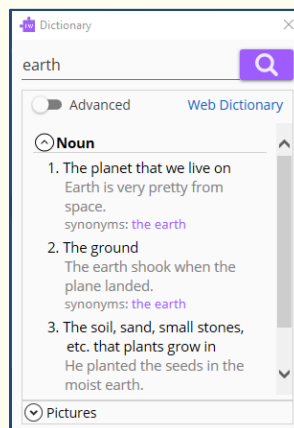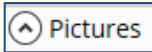
3. Select the text in the first definition - 'The planet that we live on' and then click on the to hear it read aloud.

   Note: If you have Read the web switched on you will just need to hover your mouse over the definition for it to be read.

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

5. Click on the dropdown and you'll see the images for that word available from the **Picture Dictionary**:
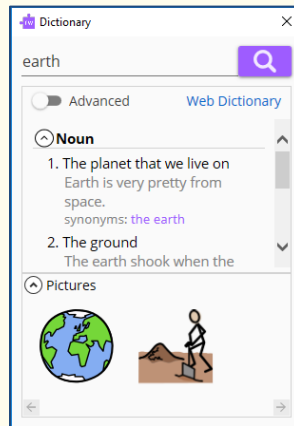
6. Click on the again to hide the images.

7. Click on the **Advanced** switch and the **Dictionary** will change to show you more advanced definitions for the word 'earth':
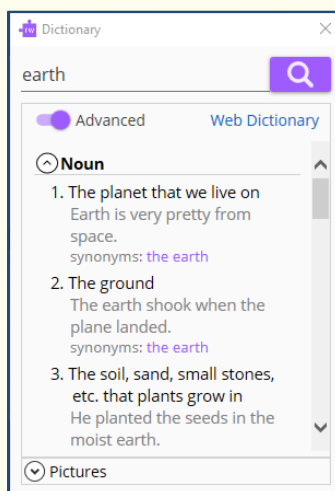
8. Close the Dictionary by clicking on the **X**.

What else can you do:

- Change the settings for the Dictionary – Changing the Dictionary settings.

Further Exercises

Exercise 3   Changing the Dictionary settings

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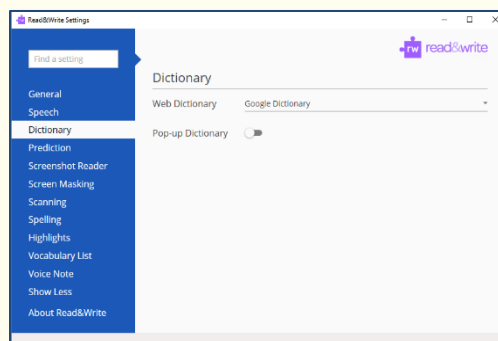
2. Click on the **Web Dictionary** dropdown.

3. You'll see that you have the choice of Google, Bing or Dictionary.com as your **Web Dictionary**. Choose which one you would like to use.

4. Notice the **Pop-up Dictionary** is switched off. You can switch this on if you prefer.

   Note: You can also turn on/off the Pop-Up Dictionary just by clicking on ☰ and turning on/off the **Pop-up Dictionary** switch.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the Pop-up Dictionary.		
How to use the Dictionary.		
How to see the Advanced definitions.		
How to see the images for a word.		

11. Picture Dictionary

In this section, you'll learn how to:

- use the Picture Dictionary.

If you haven't completed the previous exercise, type the following text onto a new line in your document:

The earth revolves around the sun.

In this exercise, you'll learn how to use the Picture Dictionary to find images of words.

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

1. Click on the .

2. Highlight the word '**world**'.

    You'll see the Picture Dictionary window displayed:
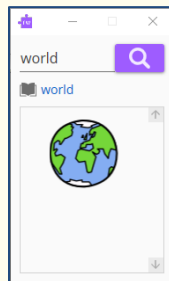
3. Click on the word '**world'** that is beside the small Dictionary icon:

4. The Dictionary appears with the text definition of the word 'world'.

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

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

4. Double click on the picture and it's put in to your document.

5. 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.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the web dictionary.		

12. Highlighters

In this section, you'll learn how to:

- collect text from a webpage or a word document.

You can use the Highlighters to highlight pieces of text, which you may find of interest within a Microsoft Word document, Internet Explorer, Firefox or Chrome and collate the highlighted text into a new document.

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 favorite 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 favorite 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 – <u>Changing the Highlights settings.</u>

Further Exercises

Exercise 2	**Changing the Highlights settings**

1. Click on the ▤, **Show more settings, Show More** and then click on **Highlights.**

2. You'll see the **Highlights** tab of the **Settings** window:
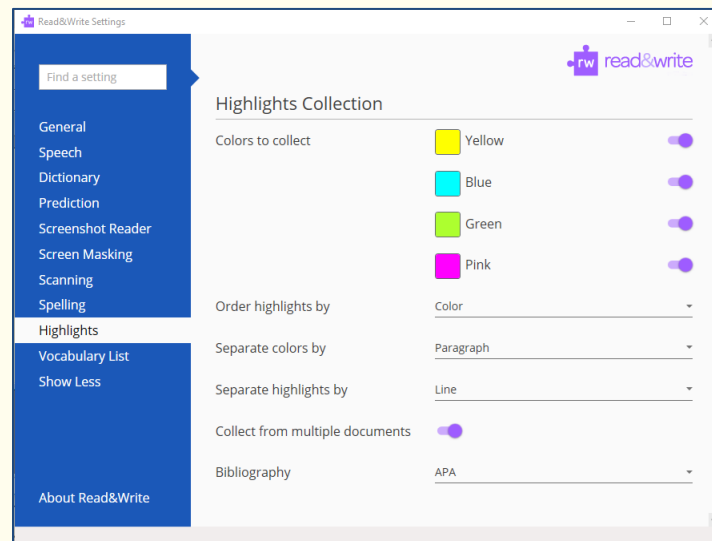
3. The **Colors to collect** has all the highlights selected. With this you can choose which colors you want to be collected.

4. In the **Order Highlights by** dropdown you have the choice of:

- Color

- Time

- Position

The most common choice is **Color** but choose which option you prefer.

5. In the **Separate colors by** dropdown you have the choice of:

- Paragraph

- None

- Page

This is what will separate the different color highlights. Choose which option you prefer.

6. In the **Separate highlights by** dropdown you have the choice of:

- Line

- None

- Tab

- Space

This is what will separate the same color of highlights. Choose which option you prefer.

7. The **Collect from multiple documents** switch is on to allow you to highlight text across multiple documents and be able to collect them.

8. In the **Bibliography** section, you can choose the format of the Bibliography. You have the choice of:

- Harvard

- None

- APA

- MLA

- Chicago

9. Select **Harvard** from the **Bibliography** drop down list.

10. Close the **Settings**.

11. Return to your document and click on .

Read&Write collects the highlighted text from both of the webpages (or Word documents) and inserts it into a new Microsoft Word document. It separates the highlights as you have set it to and the Bibliography at the end is in the Harvard format.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to collect text.		
How to change the Highlighter Settings.		

13. Vocabulary List

In this section, you'll learn how to:

- create a vocabulary list.

In this exercise, you'll learn how to add words to a vocabulary list which you can use for your studies. 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 ![highlighter icon] (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 ![list icon] .

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

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

5. In the **Notes** column, you can add your own text.

6. Save and close the Word document if you wish.

What else can you do:

- Change the settings for the Vocabulary List – [Changing the Vocabulary List settings.](#)

Further Exercises

Exercise 2   **Changing the Vocabulary List settings**

1. Click on the ☰, **Show more settings, Show More** and then click on **Vocabulary List.**

2. You'll see the **Vocabulary List** tab of the **Settings** window:
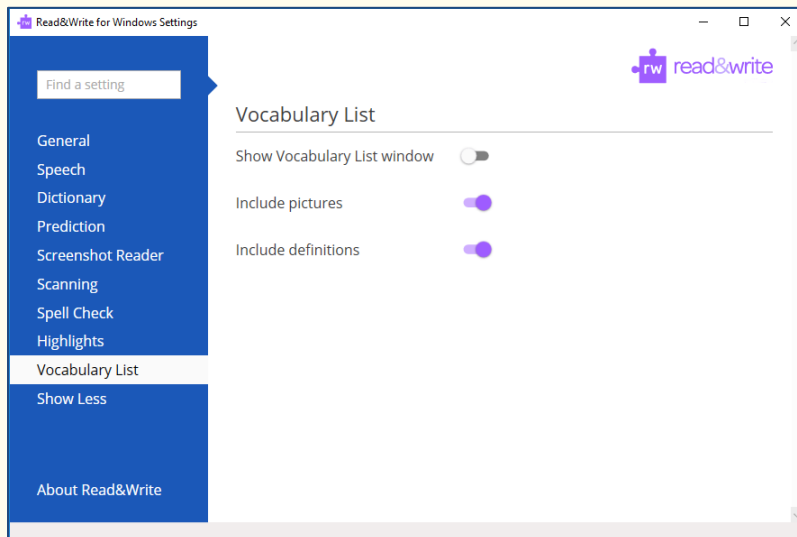
3. Switch on the **Show Vocabulary List window**.

4. Switch off the **Include pictures.**

5. Notice **Include definitions** is switched on. This is why the Vocabulary List provides definitions for the words in the list.

6. Close the **Settings**.

7. Click on the ▦.

8. Rather than go directly to Microsoft Word, the **Vocabulary List** panel appears. It will look something like this:
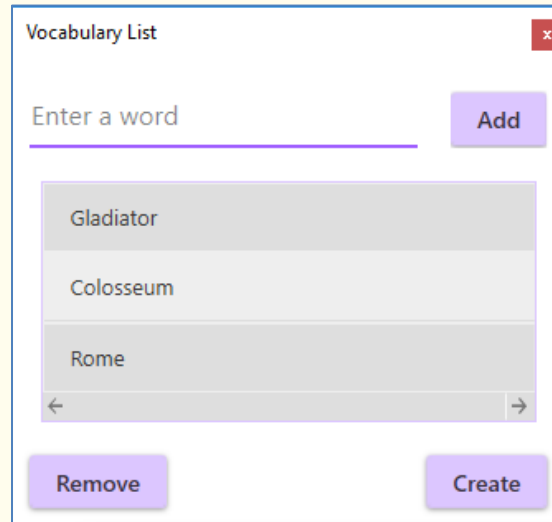
9. In the **Enter a word** text area type 'History'. This is how you can add additional words to the **Vocabulary List**.

10. Click on **Create**. A Word document will be created and look something like this:

11. Notice the word 'History' has been added to the **Vocabulary List**.

12. There is no **Image column** as you switched this off.

13. Save and close the Word document if you wish.

14. Click on the , **Show more settings, Show More** and then click on **Vocabulary List.**

15. Edit the **Vocabulary List Settings** so the Vocabulary List feature will work exactly how you want it to.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to create a vocabulary list.		
How to edit the Vocabulary List Settings.		

14. Voice Note

In this section, you'll learn how to:

- insert a Voice Note in to Microsoft Word
- save a Voice Note to use in other applications
- change how a Voice Note is displayed in Microsoft Word.

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

In this exercise, you will learn how to insert a Voice Note into Microsoft Word. You can use this to make comments or add instructions to a document.

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:
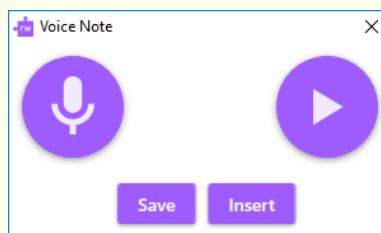
5. When you are ready click on **Record Audio**.

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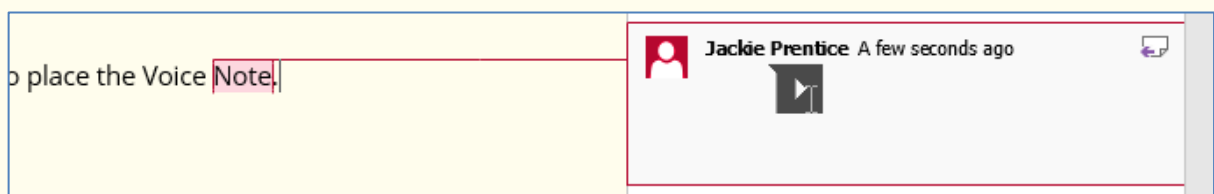
11. You can listen to the **Voice Note** by double clicking on this icon .

In this exercise, you'll learn how to create a Voice Note that you can use in other applications other than Microsoft Word.

1. Click on the button.

2. The **Voice Note** panel will appear:
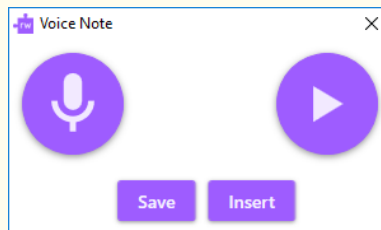
3. When you are ready click on **Record Audio**.

4. Speak into your microphone what you would like to say.

5. When you have finished click on **Stop**.

6. You can Replay the Voice Note by clicking on **Play**.

7. Click on **Save**.

8. Save the **Voice Note** to your chosen destination.

9. The **Voice Note** panel will change:
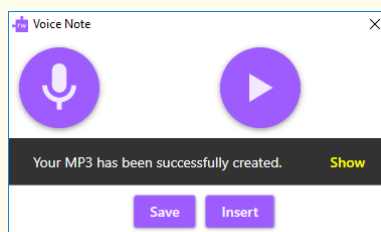
10. Click on **Show**.

11. You will be taken to the folder where you saved the **Voice Note**.

12. You can now use the created MP3 in any application that supports adding audio files.

What else can you do:

- Change how the Voice Note is displayed in Microsoft Word – <u>Changing how the Voice Note is displayed in Microsoft Word.</u>

Further Exercises

Exercise 3   **Change how the Voice Note is displayed in Microsoft Word**

1. Click on the ☰, **Show more settings, Show More** and then click on **Voice Note.**

2. You'll see the **Voice Note** tab of the **Settings** window:
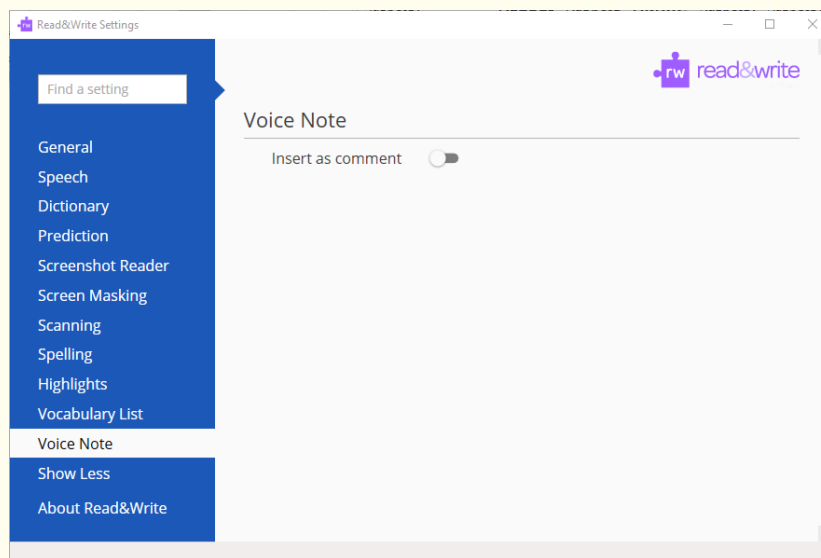
3. Click on the **Insert a comment** switch.

4. Close the **Settings**.

5. Open a Microsoft Word document.

6. Click in the document where you would like to place the **Voice Note**.

7. Click on the ▶ button.

8. The **Voice Note** panel will appear:
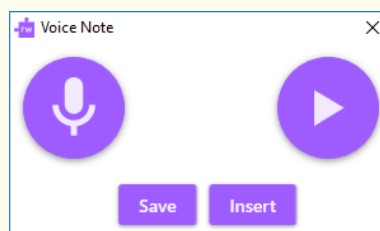
9. When you are ready click on **Record Audio**.

10. Speak into your microphone what you would like to say.

11. When you have finished click on **Stop**.

12. You can Replay the Voice Note by clicking on **Play**.

13. Click on **Insert** to put the Voice Note into the document.

14. In the Word document, this icon will appear where you clicked.

15. The Voice Note has been added directly to Microsoft Word rather than as a comment.

16. You can listen to the **Voice Note** by double clicking on it.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to add a Voice Vote to MS Word as a comment		
How to create a Voice Note to add to other applications		
How to add a Voice Note directly to a MS Word document.		

15. Check It

In this section, you'll learn how to:

- use Check It
- change the Check It settings
- use Spell Check
- change the Spell Check settings.

Type the following text into a blank Microsoft Word document:

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

A <u>volcaneo</u> tends to occur were <u>tectronic</u> plates meet. The earth is maid up of about 8 big <u>tectronic</u> 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 <u>iland</u> of Lombok. It has a long history of <u>eraptions</u> and erupted in 1994 and more recently in May 2010.

Exercise 1	**Using Check It**

1. Click on the .

2. In your document, you will see possible errors underlined.

3. Left click on the first underlined word – **volcaneo** and a panel will appear below:
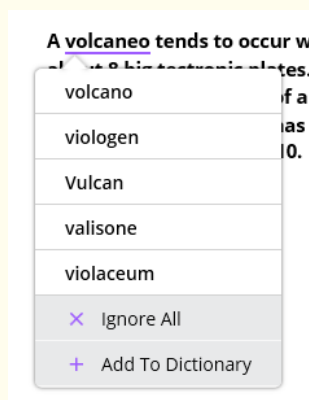
4. Hover your mouse over each of the suggestions to have them read to you.

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:
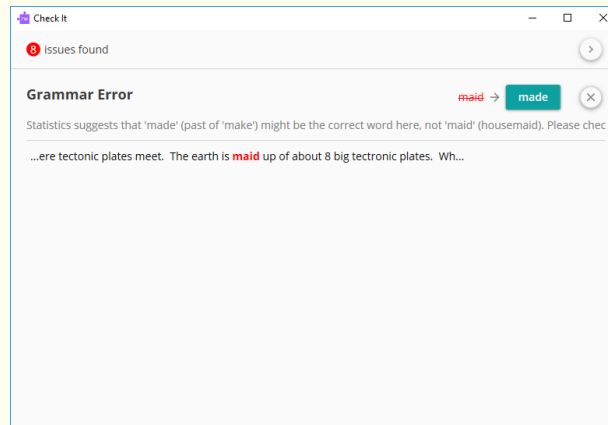
9. Click on .

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 .

14. Correct volcaneo to volcano.

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

16. Find and replace iland to island.

17. Ignore Lombok.

18. Correct eraptions 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:

- Change the vocabulary that Check It/Spell Check uses – [Changing the Check It/Spell Check Vocabulary](#)
- Use Spell Check instead of Check It – [Using Spell Check instead of Check It](#)
- Change how the Spell Check window behaves – [Changing how the Spell Check behaves.](#)

Further Exercises

Exercise 2	Changing the Check It/Spell Check Vocabulary

You can change what vocabulary that the Spell Checker checks words against.

1. Click on the ▤ , **Show more settings, Show More** and then click on **Check It.**

2. You'll see the **Check It** tab of the **Settings** window:
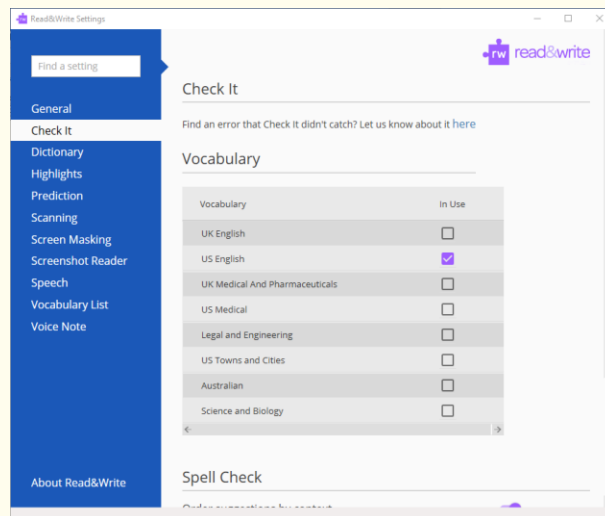
3. Notice the check boxes in the **In Use** area. The vocabulary for your location should be turned on here.

4. Select the **Science**, **Medical** and **Biology** check boxes. This will add these types of vocabulary to the Spell Check. You would particularly want to add these if you commonly use these types of words.

5. Close the **Settings** window.

You can use the classic Spell Check instead of Check It. To do this:

1. Click on the [icon], **Show more settings, Show More** and then click on **Check It.**

2. You'll see the **Check It** tab of the **Settings** window:

3. Scroll down to the **Spell Check** settings.
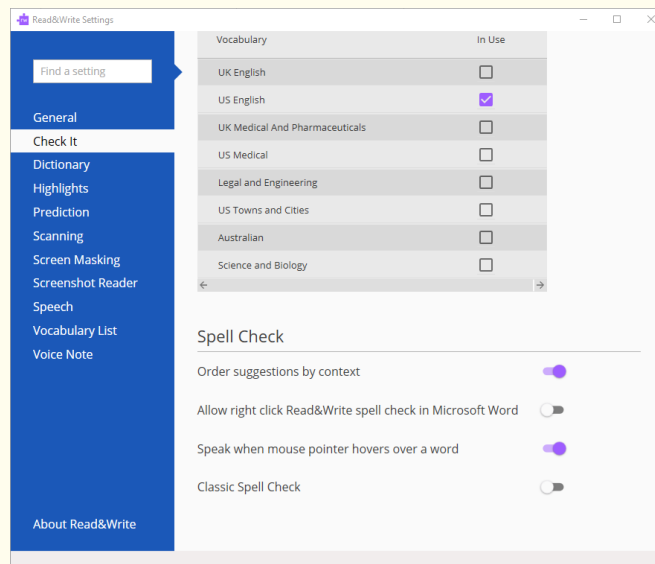
4. Click on the switch beside the **Classic Spell Check** and Check It will be turned off and Spell Check will take its place.

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 <u>volcaneo</u> tends to occur where <u>tectronic</u> plates meet.

5. Click on the [icon]. You'll see the Spell Check window displayed:
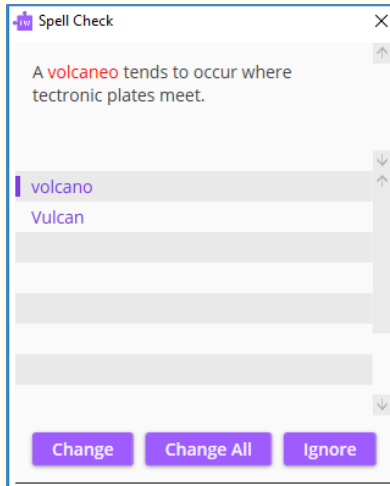
The first mis-spelt word in your document is highlighted in red.

2. Hover your mouse over the word 'Vulcan'. It will be read for you.

3. Hover your mouse over the word 'volcano'. It will be read for you.

   Note: If you still aren't sure which word to use to correct the spelling mistake you can always open the Dictionary and select the suggestion to get a definition.

4. You can use the following buttons to correct your spellings:

   • **Change** button – select a word from the list of suggested corrections and then click on this button to change the spelling mistake to the selected word. **Use this to correct 'volcaneo' to 'volcano'.**

   • **Change all** button – select a word from the list of suggested corrections and then click on this button to change all instances of that spelling mistake throughout your document. **Use this to correct 'tectronic' to 'tectonic'.**

   • **Ignore** button – select this button when the Spell Check comes to a correct spelling but as it doesn't appear in the Dictionary, it has been flagged as a possible spelling mistake.

The Spell Check window closes as soon as it's complete and a panel will appear saying that Spell Check is completed.

You can change now the Spell Check window behaves. To do this:

1. Click on the , **Show more settings, Show More** and then click on **Check It.**

2. You'll see the **Check It** tab of the **Settings** window:
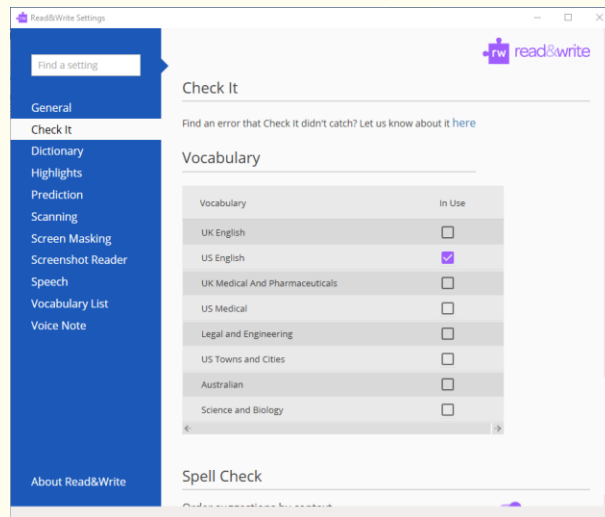

3. Scroll down to the Spell Check settings. Notice the following settings:

- **Order suggestions by context –** with this switched on the Spell Check looks at the words before the spelling mistake and tries to work out which word you were trying to spell. This makes it more likely to be able to find the correction for you.

- **Allow right click Read&Write spell check in Microsoft Word** - with this switched on if you right click on any spelling mistake in Microsoft Word the Spell Check window will appear.

- **Speak when mouse pointer hovers over a word** – this is switched on and is why when you hovered over the suggested corrections they were read to you.

- **Classic Spell Check** – this is where you can switch between using Check It and Spell Check.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use Check It to correct a document		
How to use Spell Check instead of Check It		
How to spell check a document.		
How to change how the Spell Check window behaves.		
Change the vocabulary that the Check it? Spell Check uses to check for spelling mistakes.		

16. Prediction

In this section, you'll learn how to:

- use Prediction
- create prediction word banks
- download prediction word banks
- change the behavior of the Prediction window
- set up prediction speech options.

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 also try to predict your next word as you finish typing a word.

1. Open a new blank Microsoft Word document and then click on the ⬤ 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:
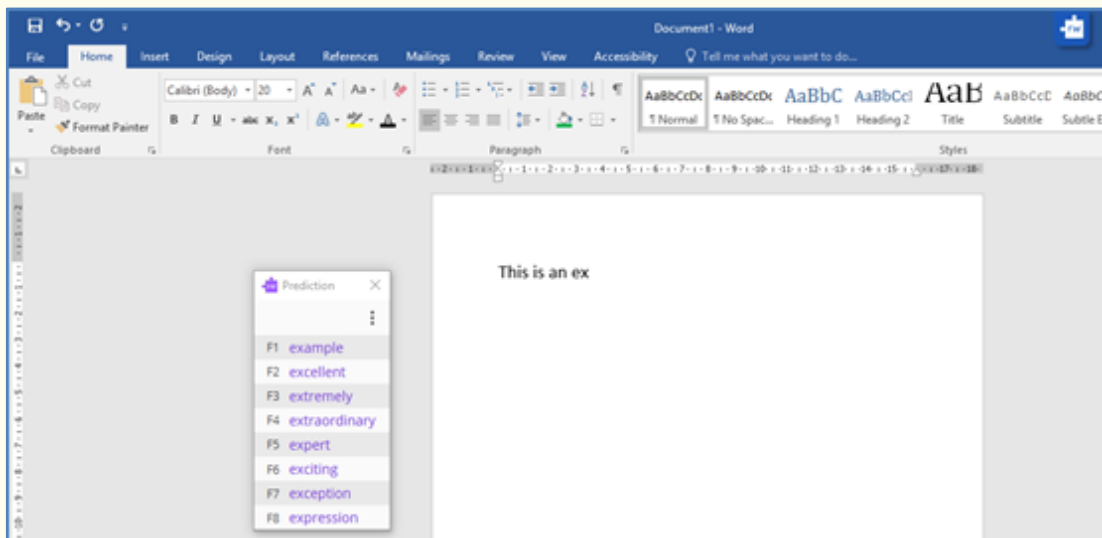
4. Hover your mouse over the words in the list and they will be read aloud to you.

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

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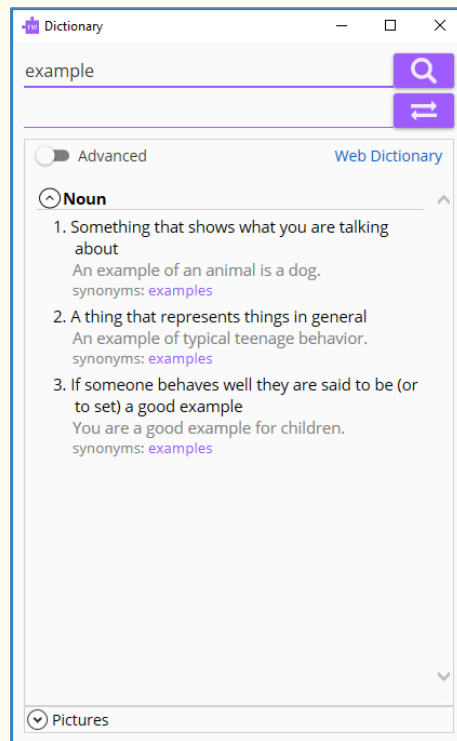by a space.   Press the appropriate function key on your keyboard, which is listed beside the word 'of'. The word 'of' is placed in your document. The Prediction window will then have another list of words for you to choose from.

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 – Create your own Prediction Word Bank.
- Download more words to use with Prediction – Downloading Prediction word banks.
- Change how the Prediction window looks and acts – Changing the behavior of the Prediction window.

- Have the suggested words read for you – [Setting up Prediction speech options.](#)
- Altering how Prediction learns new words – [Setting up the Prediction learning options.](#)

Further Exercises

Exercise 2   Create your own Prediction Word Bank

In this exercise, you'll learn how to create your own word bank to improve the predictions you need when you're writing.

1. Type the following text into your document or select some text from one of your documents:

    A volcano is a geological landform on the surface of the earth (and other planets) where magma from the planet's interior erupts (or once erupted) to the surface. Roughly defined, a volcano consists of a magma chamber, pipes and vents.

2. Copy the text and then click on the ⦾ to open the Prediction panel (if you don't already have it open).

3. Click on the ⋮ and then **Word Banks**.
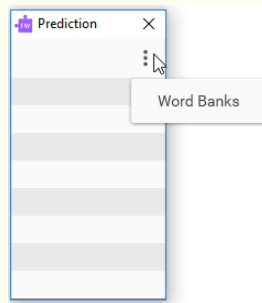
4. The **Prediction Word Banks** panel appears:
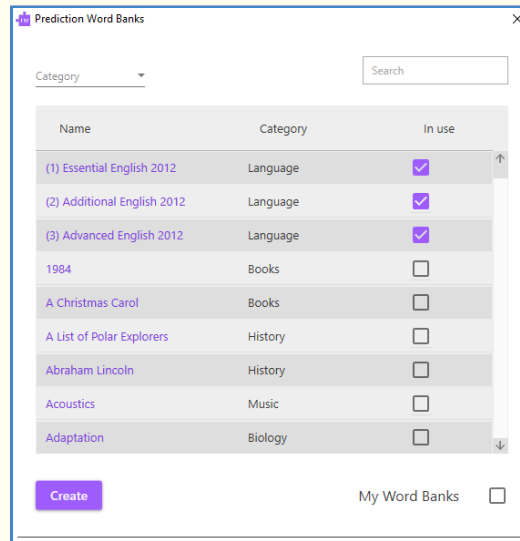
5. Click on **Create**.

6. You'll see the **Create Word Bank** window displayed:

7. Type the following details:

    - Name – **Volcano** (if you have used your own text put in a file name relevant to it)

    - Category – **Geography** (if you have used your own text put in a description relevant to it).

8. Click on the **Create** button.

A message box is displayed. It informs you that a **Word Bank has been created and is ready for use**:

9. In a Microsoft Word document start to type some of the words that you have just added and notice how Prediction is predicting words based on that text.

Exercise 3   **Downloading Prediction word banks**

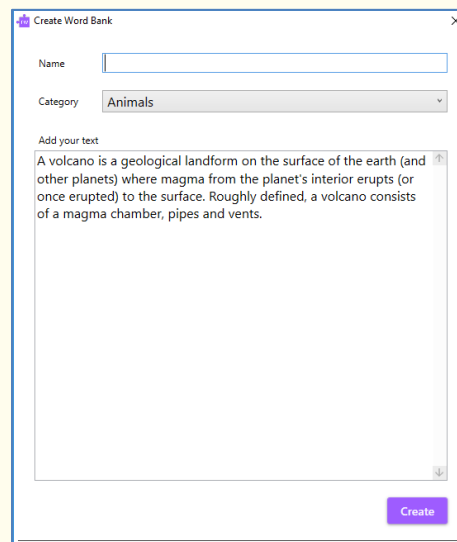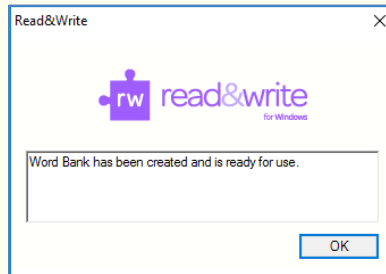In this exercise, you'll learn how to teach the Prediction new vocabulary patterns from word banks downloaded from Texthelp.

Note: You must be online in order to download Prediction Word Banks.

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

2. You'll see the **Prediction** tab of the **Settings** window:
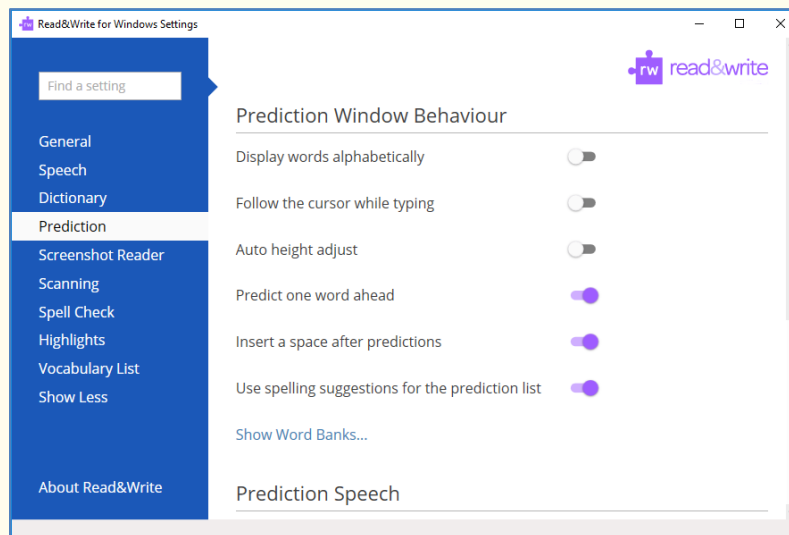
3. Click on **Show Word Banks** and a list of the word banks available will be shown:

4. If required, you can filter this list for a specific category. Click on the **Category** dropdown and select the one you need.

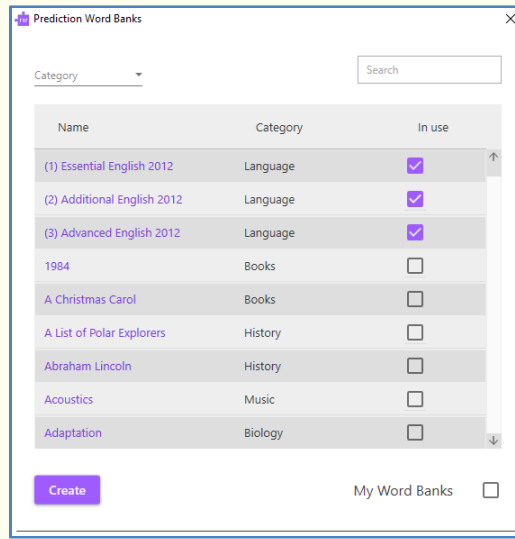5. Alternatively, you can enter the topic you want to search for in the **Search** text box.

6. Select the check box beside any of the prediction word banks that you want to use.

7. Close the **Prediction Word Bank** panel and the **Settings**.

   Words based on the topic you have chosen will now be available when you use Prediction.

In this exercise, you'll learn how to alter the behavior of the prediction window.

1. Click on the ▤, **Show more settings, Show More** and then click on **Prediction.**

2. You'll see the **Prediction** tab of the **Settings** window:
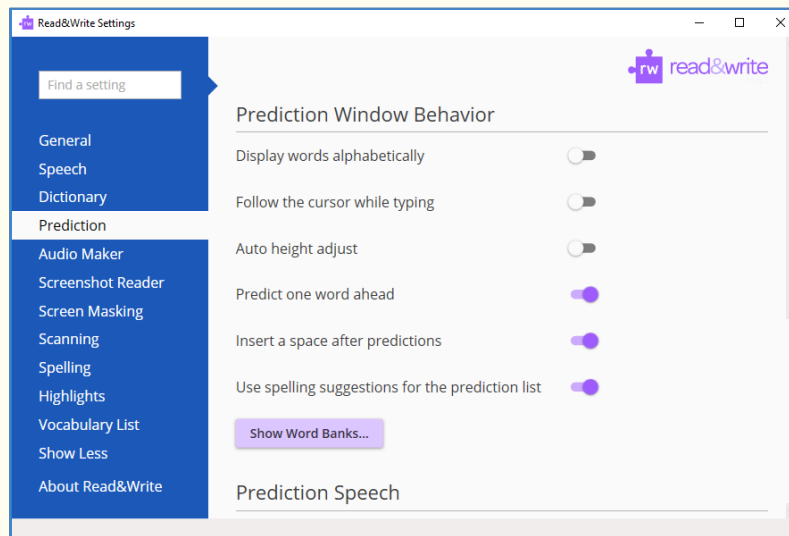
3. Select from the check boxes in the **Prediction Window Behavior** section, which you would like to turn on/off.

- **Display words alphabetically**- instructs the system to list the words in the Prediction window alphabetically.

- **Follow the cursor while typing** – instructs the system to have the Prediction window follow where the cursor goes.

- **Auto height adjust** – instructs the system to have the Prediction window change size depending on the amount of words appearing.

- **Predict one word ahead** – instructs the system to predict a word ahead.

- **Insert a space after predictions** – instructs the system to automatically insert a space after a word when it's inserted.

- **Use spelling suggestions for the prediction list** – allows the system to suggest words even if you start to spell them wrong.

4. Close the **Settings**.

5. Click on the ⬤ and as you start to use the Prediction again you'll see the changes you have made.

In this exercise, you'll learn how to get the system to read aloud words from the Prediction window.

1. Click on the ☰, **Show more settings, Show More** and then click on **Prediction.**

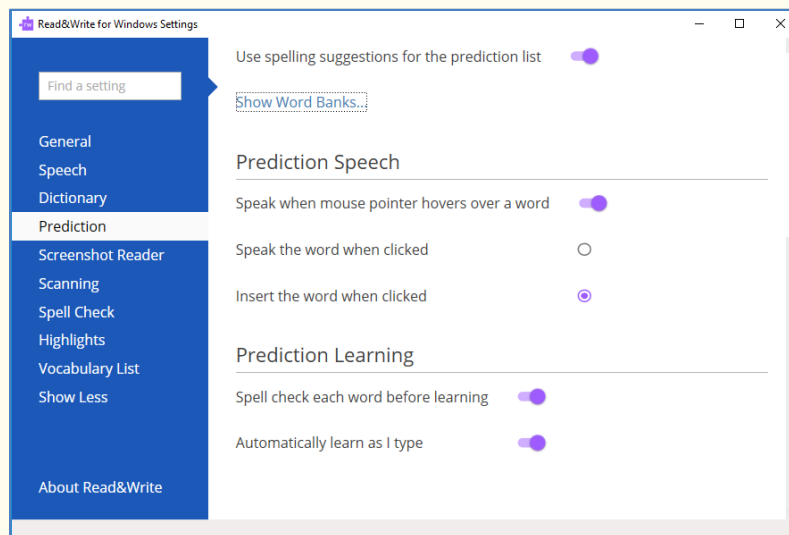2. You'll see the **Prediction** tab of the **Settings** window.

3. Scroll down till you see **Prediction Speech** displayed:

4. Turn off the **Speak when mouse pointer hovers over a word**.

5. Select the **Speak the word when clicked** option.

6. Close the **Settings**.

7. Return to your Word document. Click on the ⬤.

8. Start to type into your document. Click on a suggested word in the Prediction window and it will be read to you.

9. Use the Function buttons to insert the word.

10. Return to the **Prediction Speech** area. Turn back on the **Speak when mouse pointer hovers over word.**   Prediction will speak a word when you hover your mouse over it in the Prediction window.

11. Close the **Settings**.

12. Click on the on the toolbar to display the Prediction window.

13.   Start typing into your document. You'll see a list of words displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.

14. Close Prediction.

Exercise 6   Setting up the prediction learning options

In this exercise, you'll learn how to alter how Prediction learns.

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

2. You'll see the **Prediction** tab of the **Settings** window.

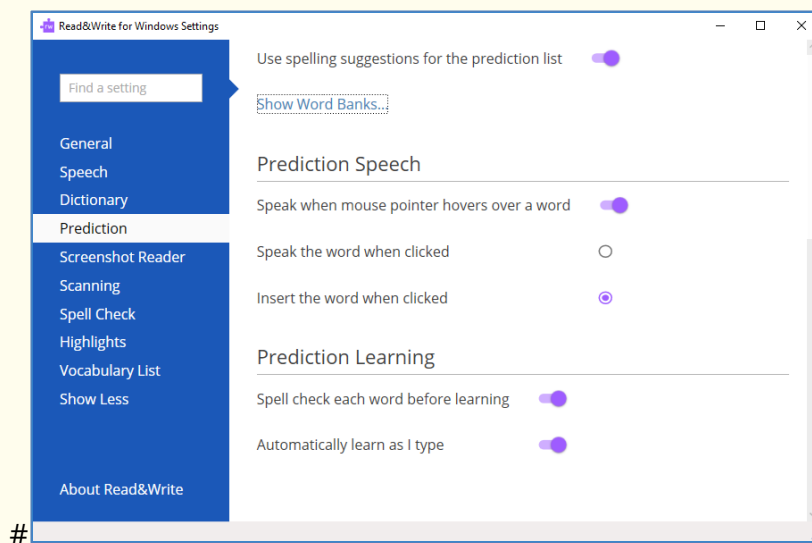3.   Scroll down until you see **Prediction Learning** displayed:

6. Select from the switches in the **Prediction Learning** section which you would like to turn on/off.

- **Spell check each word before learning**- this is switched on by default, as you don't want the Prediction to learn spelling mistakes. However, there may be times when you're using text that has many custom words which aren't in the Dictionary and which therefore will not be learned by Prediction. If this is ever the case, you can turn this option off so that Prediction learns the custom words as well.

- **Automatically learn as I type** – this is switched on by default. It means that the Prediction is going to learn everything that you type when you're using Prediction. If you would prefer it not to do this, turn this option off.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use Prediction.		
How to create your own Prediction Word Banks.		
How to download Prediction word banks.		
How to change the behavior of the Prediction window.		
How to set up the speech options.		
Alter the Prediction Learning.		

17. Talk&Type

In this section, you'll learn how to:

- train Talk&Type
- create text using Talk&Type
- correct text
- add words to the Speech Dictionary.

To complete this section, you must ensure that you are in a quiet room and are not likely to be distracted.
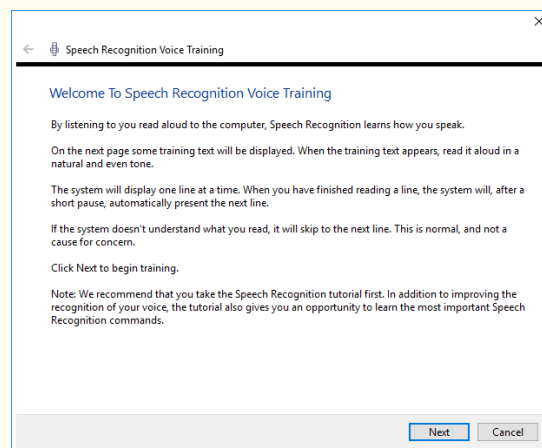
Note: This exercise assumes that the Talk&Type has not been previously used.
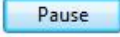
In this exercise you'll learn how to start Talk&Type and carry out a training exercise.

1. Click on the [icon] button on the toolbar.

    The Speech Recognition Voice Training Wizard is displayed:

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

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

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

1. Click on the [icon] button on the toolbar.

    You will see the 'Listening' mode displayed:
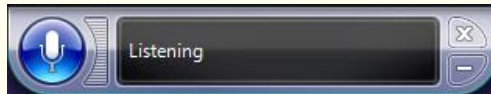
2. Open Microsoft Word.

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 will learn how to correct mistakes in the next exercise.
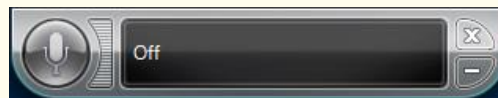
4. Click on **Insert** to put the text in your Word document.

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 will 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 will see the Alternates panel displayed which will look something like this:
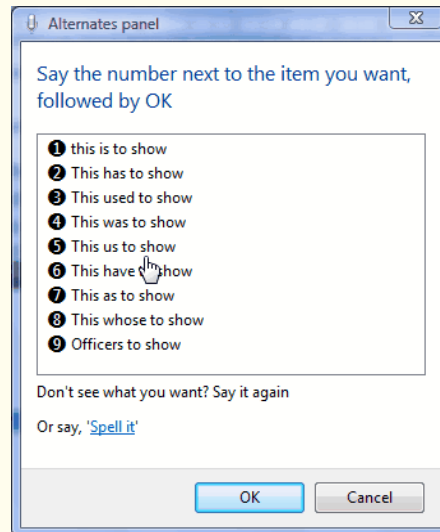
5. Say the number displayed next to a word (or group of words) you would like to use instead.

   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 will see the Spelling panel displayed:
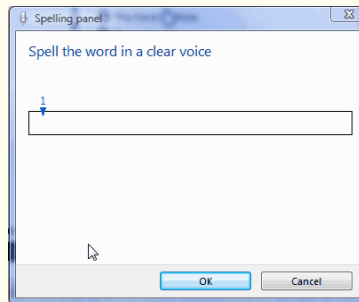
9. Spell aloud the word you would like to insert in the text, in place of the original word, and then click on the **OK** button.

10. Close the Alternates panel.

<div style="background-color:#00cc66">

Exercise 4   **Adding words to the Speech Dictionary**

</div>

In this exercise, you will learn how to add words to the Speech Dictionary. This is useful for any words that Talk&Type frequently mishears or does not recognize.

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

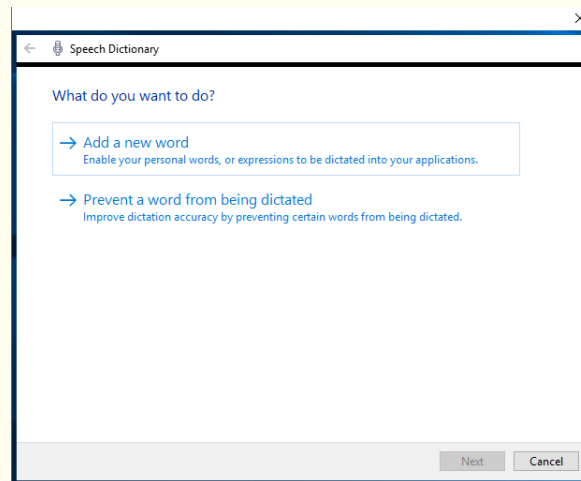   You'll see the **Speech** tab of the **Settings** window:
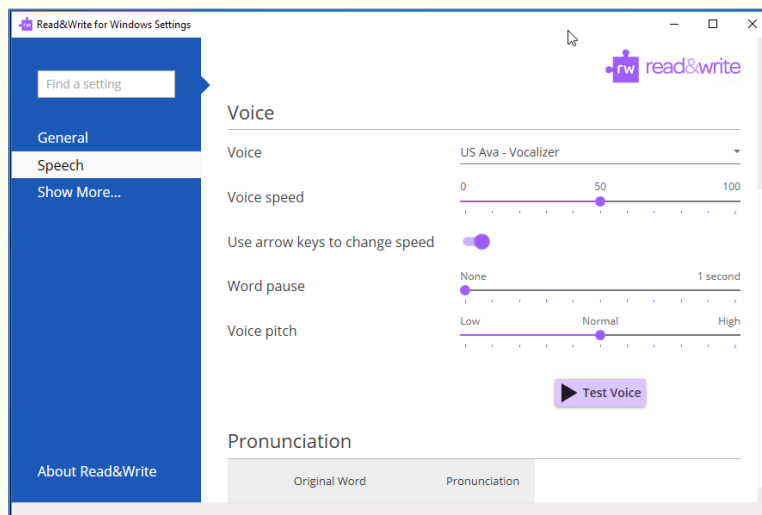
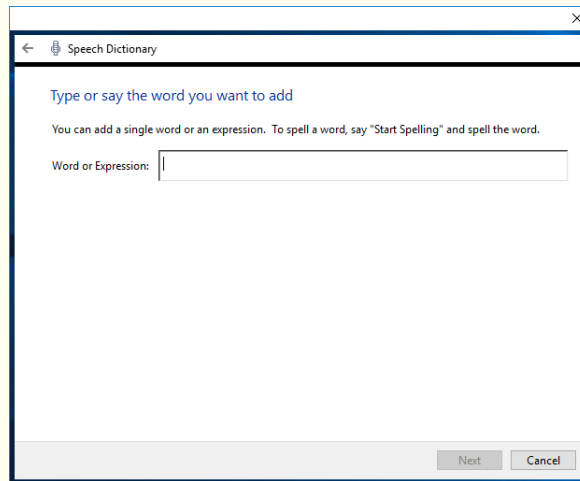Scroll down until you see the Talk&Type options displayed:
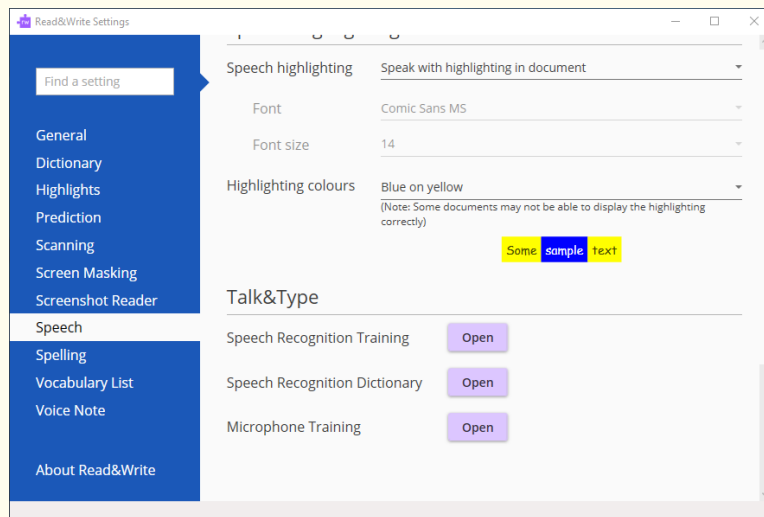
2. Click on **Open** beside the **Speech Recognition Dictionary**.

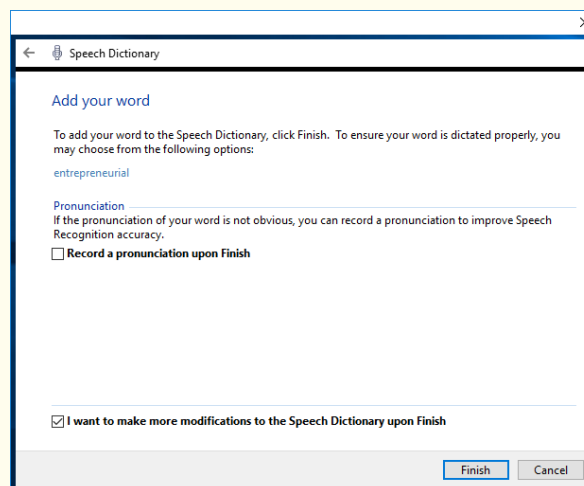3. The **Speech Dictionary** opens:

4. Click on **Add a new word**.

You will see the second step of the Speech Dictionary window displayed:

5. Type the word **entrepreneurial** into the **Word or Expression** text box, and then click on the **Next** button.

   You will see the third step of the **Speech Dictionary** window displayed:

6. Select the **Record a pronunciation upon Finish** check box, and then click on the **Finish** button.

You will see the fourth step of the **Speech Dictionary** window displayed:
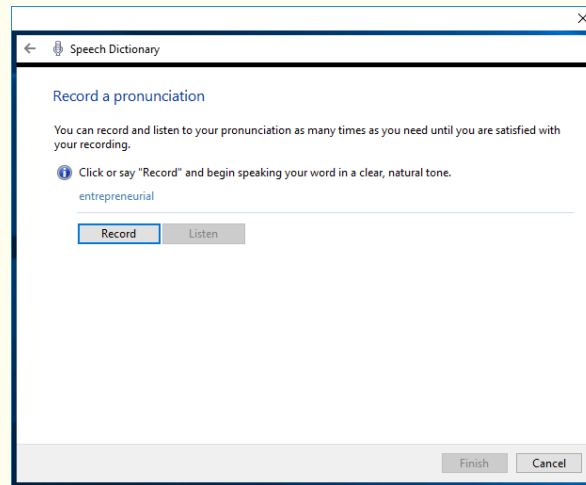
7. Click on the **Record** button and then say the word **entrepreneurial** into the microphone.

Note: You can hear the word read back to you by clicking on the **Listen** button.
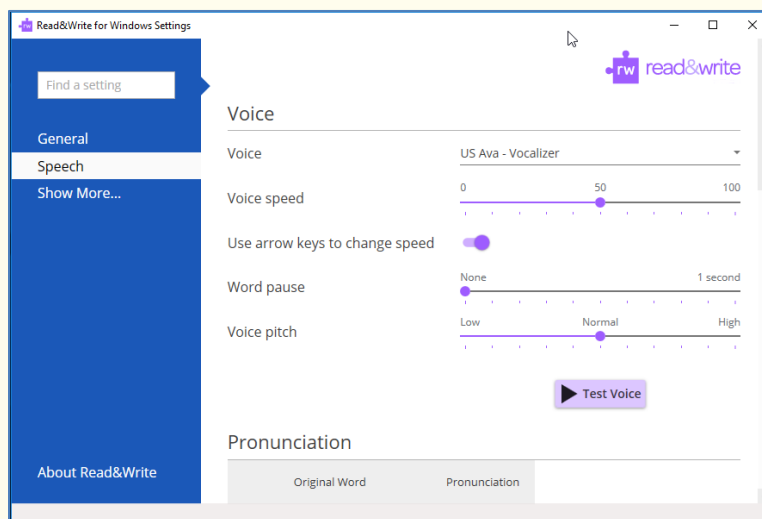
8. Click on the **Finish** button.
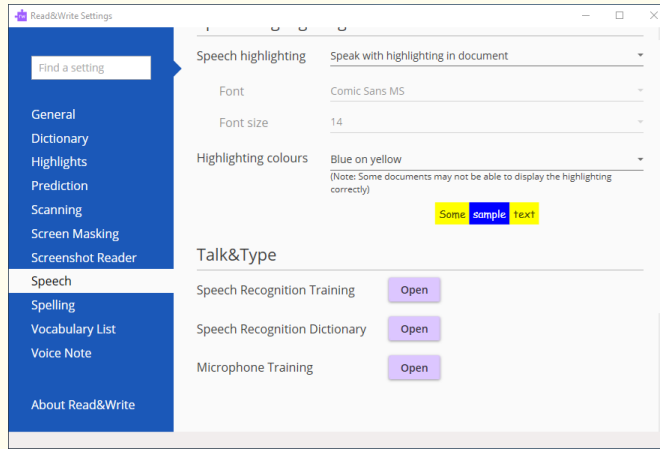
Exercise 5   Set up your microphone

In this exercise you will learn how to make sure your microphone is correctly placed and working with Talk&Type.

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

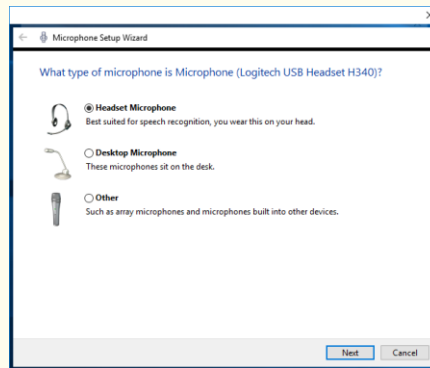   You'll see the **Speech** tab of the **Settings** window:

   Scroll down until you see the Talk&Type options displayed:

2. Click on **Open** beside the **Microphone Training**.

   The Microphone Setup Wizard is displayed:

3. Follow the instructions in the wizard to ensure that the microphone is in the correct position.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to set up Talk&Type		
How to create text.		
How to correct text.		
How to add words to the Dictionary		
How to set up the microphone		

18. Translator

In this section, you'll learn how to:

- translate English text in to another language
- set the translation languages

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.
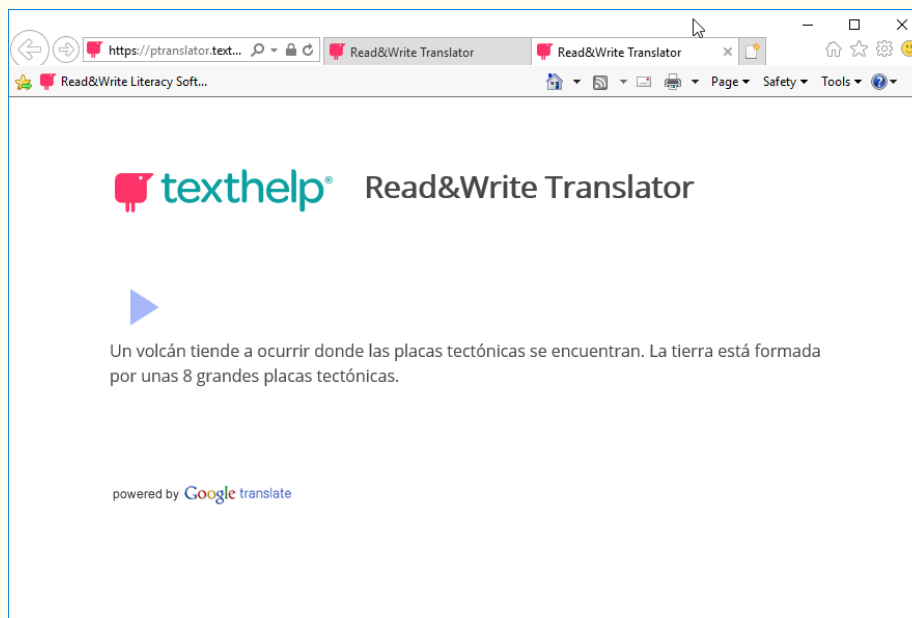
Exercise 1   **Translating text**

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 Spanish:
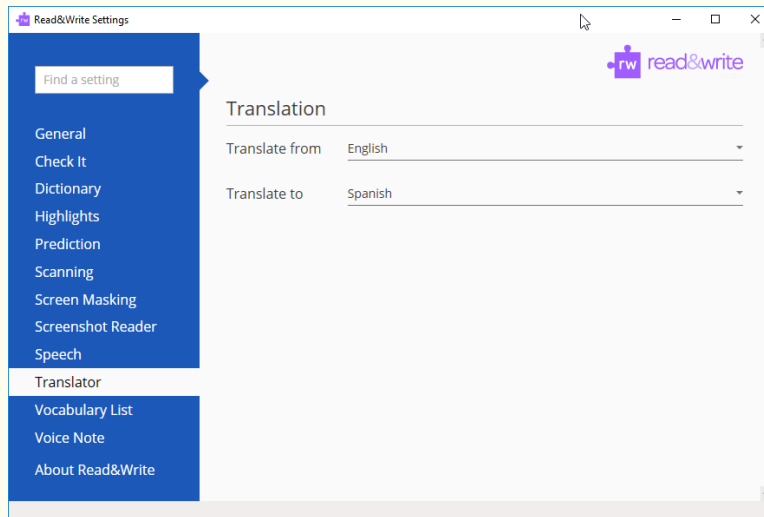

3. Click on the ▶ button that appears just above the translated text to have the translation read back in Spanish.

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.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to translate text from English to another language		
How change the languages that the Translator uses.		