


























# Read & Write Gold

## QUICK REFERENCE CARD

	<b>Phonetic Spell Checker:</b> use the small arrow button to open options. Click this button when you have selected the text to spell check.
	<b>Word Prediction:</b> use the small arrow button to open options. Click this button to open or close the word prediction window.
	<b>Dictionary:</b> click this button when you have selected a word to look up in the dictionary. Alternatively click the button before selecting a word then type the word into the text box. Use this when looking for definitions.
	<b>Word Wizard:</b> click this button to provide you with help to find words and information.
	<b>Display Homophones:</b> click this button when in MS Word to identify all homophones or commonly confused sounding words.
	<b>Hear Homophones:</b> use the small arrow button to open options. Click on this button to view text and identify alternatives.
	<b>Hide Homophones:</b> click this button when in MS Word to return all text to black that was coloured blue from the display homophones button.
	<b>Calculator:</b> use the small arrow button to open options. Select your preferred calculator from the options panel. Then when you click on this button your preferred calculator will appear on screen.
	<b>Read Previous:</b> click on this button to have the previous word, sentence or paragraph spoken to you.
	<b>SpeakText:</b> use the small arrow button to open options, Click this button if you wish to hear your text spoken, you can first select the text or just click the button.
	<b>Pause Speech:</b> click on this button if you wish to have any current speech paused. Resume with another click.
	<b>Read Next:</b> click on this button to have the next word, sentence, or paragraph, spoken to you.

	<b>Stop Speech:</b> click this button to stop any speech.
	<b>Speech Maker:</b> click this button to convert any text that you select and turn it into a sound file.
	<b>Daisy Book Reader:</b> click on this button to have your Daisy books read out loud. Additional support features include colour highlighting.
	<b>Pronunciation Tutor:</b> click on this button to break words up into syllables whilst displaying a moving mouth.
	<b>Scanning:</b> click this button to OCR/Scan a document. Use the small arrow button to open options.
	<b>Fact Finder:</b> use the small arrow button to open options. Click this button to do a quick web search directly from your windows applications.
	<b>Fact Mapper:</b> this tool allows you to produce a visual representation of facts and ideas on screen.
	<b>Fact Folder:</b> use the small arrow button to review existing facts. Click this button to store selected information.
	<b>Speech Input:</b> this tool allows you to easily create documents by dictating into a microphone connected to your computer. A training program is included with audible prompts to help the User with the setup.
	<b>Translator:</b> Translates words from documents, web pages and emails. (US only)
	<b>Help Files:</b> click on this button to open up the Read&Write manual which can be spoken using the features of the program.
	<b>Options:</b> click here to open the general options panel.
	<b>Screenshot Reader:</b> speech-enables previously inaccessible text such as locked PDF documents.

Additional information on how to use these features can be found in:

1. Your product manual
2. The help file
3. Guided Tour from our website [www.texthelp.com](http://www.texthelp.com)
4. Training guide contact [info@texthelp.com](mailto:info@texthelp.com) for more information.