Read and Write
v. 4

Training Guide

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<div align="center">Read and Write</div>

I. BACKGROUND

    A.   Program designed for individuals with reading and writing difficulties

        1.   Allows user to proofread own writing by having it read aloud

    B.   Works with a variety of applications

        1.   *Examples:* Word processing, spreadsheet, database, email, Internet

    C.   Offers several options:

        1.   *Speech feedback*: Reads text back as you type it or reads selected text

        2.   *Spelling check*: Highlights incorrect word and reads alternative words aloud

        3.   *Word completion*: Finishes a word after you type first few letters.

        4.   *Word prediction*: Displays list of word choices it believes you may use next

II. STEPS

    A.   *TO LOAD READ & WRITE:*

        1.   On the desktop, click **Start**

        2.   In Start menu, highlight **Programs**

        3.   In 2nd-level menu, highlight **Assistive Technology**

        4.   In 3rd-level menu, click **Read and Write 4**

            a.   This will put Read and Write toolbar (and character) on screen

    B.   *TO LOAD APPLICATION:*

        1.   Launch Microsoft Word (or other application) as you normally would

III. Read and Write OPTIONS

A. Toolbar buttons (from left to right)

1. *Drag button*
    Drag button on far left lets you move toolbar via click & drag

2. *Speak button*
    Speaks selected text and displays words onscreen

3. *Text Reader button*
    Speaks selected text in Text Reader window

4. *Stop Speak button*
    Silences speaking

5. *Spelling check button*
    Checks spelling of selected text

6. *Word Wizard button*
    Switches on/off word prediction

7. *Thesaurus button*
    Provides synonyms for selected word

8. *Main Menu button:*   Provides access to several options in menu

    Spelling
    Lets you activate real-time spelling check

    Word Processor
    Lets you select appropriate word processor (e.g., Microsoft Word 97)

    Speak As I Type
    Select what you want spoken: each letter, word, sentence, punctuation

    Text Reader
    Reads text aloud, highlighting each word as it is spoken

    Speech Options
    Spelling Options
    General Options
    Prediction Options

    Help

    Close Read & Write

B.   Speech Feedback

1.   <u>Options</u>:

    a.   *Speak As I Type:*   Reads text as you type

    b.   *Speak It:*   Reads text you select

2.   <u>Speak As I Type option</u>:

- Reads character, word, sentence or punctuation as you type
- Can also read a combination of these (e.g., word and sentence)

    a.   Click **Main Menu** on toolbar

    b.   Click **Speak As I Type** in menu

    c.   Click items you want to have spoken (e.g., word and sentence)

    Preferred options: Letter / Word / Sentence / Punctuation

3.   <u>Speak It option</u>:

    a.   Select text via click and drag

    b.   Click **Speak** button on toolbar

4.   <u>To adjust voice</u>:

    a.   Click **Main Menu**

    b.   Click **Speech Options** in menu

    c.   Adjust Pitch & Speed

    d.   Click **Test Voice** to hear different settings & click **OK**

    Preferred setting: Pitch   = _____ Hertz

                                Speed = _____ WPM

                                Voice = Normal / Whisper / Monotone

5. <u>To choose onscreen character</u>:

    a.   Click **Main Menu**

    b.   Click **Speech Options** in menu

    c.   Click tab with face

    d.   Select a character: Merlin the Wizard

                                     Peedy the Parrot

                                     Robbie the Robot

                                     Genie

        <OR>

        Put checkmark in box to <u>not</u> see a character.

    e.   Select character size: Small, Normal, Large

    f.   Click **OK**

Preferred character: No character
                                    Merlin / Peedy / Robbie / Genie

Preferred character size: Small / Normal / Large

6. <u>To adjust speech balloons</u>:

    a.   Click **Main Menu**

    b.   Click **Speech Options** in menu

    c.   Click tab with ABC characters

    d.   Select conditions for speech balloons

    e.   Click **OK**

Preferred rule for displaying balloon: All speech / Sentences only / Never

Preferred balloon location: Top Left / Top Right / Bottom Left / Bottom Right

C. Text Reader

1. Function:

   a. Displays enlarged text in color in special Text Reader window
   b. Puts special toolbar on screen
   c. Highlights text as it reads aloud
   d. Can read by word, sentence or paragraph
   e. User can change font and highlight colors

2. To activate Text Reader:

   a. Select text
   b. Click **Text Reader** button on toolbar

3. To use Text Reader:

   a. To read continuously, click Text Reader button on Text Reader toolbar

   b. To read text by unit:
      (1) Click far right button on Text Reader toolbar
      (2) Choose text unit: word, sentence, or paragraph
      (3) Click right arrow to read next text unit; click left arrow to read previous text unit

4. To choose highlight colors:

   a. Click **Color** button on Text Reader toolbar

   b. Select color for word and sentence from color palette

   c. Click **OK**

5. To change font face and size:
   a. Click **Font** button on Text Reader toolbar
   b. Select font face and size
   c. Click **OK**

6. Auto Close option:
   a. With this in effect, Text Reader window will close automatically after text is read aloud

   b. To change:
      (1) Click **Stop Speech** button
      (2) On status bar, click **Auto Close On**
      (3) Status bar should now read **Auto Close Off**

D. **Spelling Check**

1. <u>To check spelling as you type</u>:

   Read & Write displays spelling dialog box when possible spelling errors occur

   Will also beep or say a phrase when spelling error occurs

   <u>To activate</u>:

   a. Click **Main Menu** on toolbar

   b. Highlight **Spelling** in menu

   c. Click **Spellcheck As You Type** to activate

2. <u>To use spelling dialog box</u>:

   a. Click a word in list to select it and click **Speak** to hear it

   b. Click a word to select it and click **Replace** to replace original word in text

3. <u>To check individual word</u>:

   a. Select word

   b. Click **Spelling Check** button to see list of replacement words

   c. Use Spelling dialog box according to above directions

4. <u>To determine what should be ignored</u>:

   a. Click **Main Menu** on toolbar

   b. Click **Spelling Options** in menu

   c. Click **General** tab

   d. Click to place checkmark next to items you want in effect

   e. Click **OK**

E. Thesaurus

    1.   <u>To use Thesaurus for selected word</u>:

        a.   Double-click word to select it

        b.   Click **Thesaurus** on toolbar
            Thesaurus dialog box displays selected word and part of speech

        c.   Click a numbered item on left to see related individual words
            listed on right

        d.   Click **Speak** button to hear selected item read aloud

        e.   Select a synonym from list on right and click **Keyboard** button
            to replace original word

    2.   <u>To use Thesaurus for word you provide</u>:

        a.   Click **Thesaurus** on toolbar

        b.   Type word for which you want a synonym

        c.   Thesaurus dialog box will appear; use it according to above
            directions

        d.   NOTE: If uncertain about how to spell your word, type the first
            few letters and click **Partial Word Search** button (binoculars)
            to help complete word correctly.

F.   Word Completion & Prediction

    1.   <u>To display Word Prediction panel</u>:

        a.   Click Word Prediction button on toolbar

        b.   Prediction panel will be displayed

        c.   Prediction panel can be moved via click & drag on its Title Bar

    2.   <u>Word completion</u>:

        a.   As you type the first few letters of a word, Read & Write displays
            possible words in panel

        b.   To have a word completed, press the Function Key next to it

3. Word prediction:

    a. After using word completion, a follow-up list might appear with suggested words

    b. To have a word inserted, press the Function Key next to it

4. To customize Prediction panel:

    a. Click **Main Menu** button on toolbar

    b. Click **Prediction Options** in menu

    c. Click **Appearance** tab

    d. Set color, font and font style preferences

    e. Click **OK**

G.   **Word Wizard**

Helps you find a word you may have forgotten or have difficulty bringing to mind

To use Word Wizard:

a. Click **Word Wizard** button on toolbar

b. Type the word closest to the word you want & click **Next**

c. Continue to follow the onscreen instructions until you find your word

IV.   **TO EXIT:**

A.   Click **Main Menu** on toolbar

B.   Click **Close Read & Write** in menu