textHELP
Literacy ■ Language ■ Learning

Read&Write 10 GOLD Training Guide

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1. INTRODUCTION

Read&Write 10 GOLD is designed to provide help to computer users with reading and writing difficulties. It can read text aloud and help you construct words and sentences. It also has many other features, such as advanced spell checking, document scanning and Internet tools, to name but a few.

This guide is designed to familiarize you with all aspects of the system. As well as learning how to use the many facilities offered in Read&Write 10 GOLD, you'll also learn how to set up the system so that it'll operate in exactly the way you want it to.

This guide is split into the following four sections:

- **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write 10 GOLD facilities

- **Additional Exercises** – these further exercises will help you learn additional skills that are not necessarily fundamental to the running of Read&Write 10 GOLD

- **Teachers Toolkit** – these exercises are designed for use by teachers and trainers only. They provide instructions on how to use the Teachers Toolkit to set up the system for students and to monitor student activity and progress

- **PDF Accessibility Editor and Lexiflow** – these exercises show you how to use PDF Accessibility Editor in order to have PDF documents read in exactly the way you want. They also show you how to create and work with Lexiflow books.

2. GETTING STARTED

In this section you'll learn how to:

- log into the system

- understand the Read&Write 10 GOLD toolbar

- position the Read&Write 10 GOLD toolbar

- customize the toolbar.

Exercise 1   Logging into the system

1. Click on **Start** on the Windows desktop. Select *All Programs*, Texthelp Systems, *Read And Write 10*, then *Read&Write 10,* as shown below:
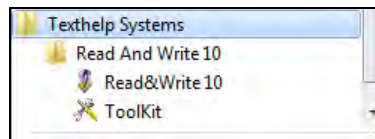
Figure 2-1 Read&Write 10 Menu

Alternatively, you can double click on the **Read&Write 10** shortcut on your Desktop.

The Texthelp Login window is displayed (Figure 2-2).
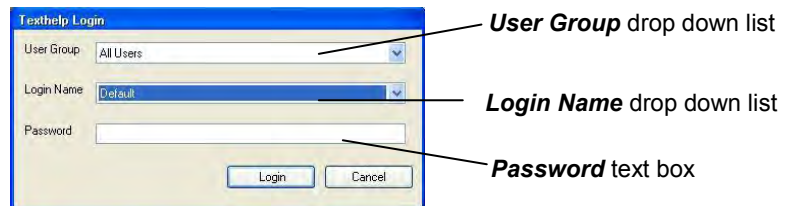
Figure 2-2 Login window

✍ *You may see the User setup wizard displayed instead of the Login window. This will depend on how your teacher or trainer has set up the system. This wizard will help you specify how you want Read&Write 10 GOLD to work for you. Follow each step in the wizard to customize your version of the software.*

2. Make sure that *All Users* is selected from the **User Group** drop down list and *Default* is selected from the **Login Name** drop down list.

3. Click on the **Login** button. After a few seconds you see the Read&Write 10 GOLD toolbar (Figure 2-3) appear on screen.

Exercise 2   Understanding the toolbar

In this exercise, you'll learn what each of the buttons on the Read&Write 10 GOLD toolbar does.

1. Look at the following table (Figure 2-3) and take note of what each button does.

You'll not be able to see all of the buttons listed in the table. If you're using the default toolbar, you'll only be able to see the buttons on the My Features toolbar.

📖 For more information on the different types of toolbars, refer to Exercise 4 'Setting up toolbar display options' on page 4.

Spell Check button	Word Prediction button	Dictionary button	Picture dictionary	Word Wizard button
Show button	Sounds Like and Confusable Words button	Hide button	Verb Checker	Calculator button
Rewind Speech button	Play Speech button	Pause Speech button	Forward Speech button	Stop Speech button
Screenshot Reader button	Speech Maker button	Daisy Reader button	Pronunciation Tutor button	Scan button
Fact Finder button	Fact Folder button	Fact Mapper button	Screen Masking button	Speech Input button
Use the Translator button	Launch PDFAloud button	Highlight yellow button	Highlight blue button	Highlight green button
Highlight pink button	Clear highlights button	Collect highlights button	Vocabulary tool button	Help button
Change Toolbar button and Read & Write Menu button	Undock the Toolbar button			

Figure 2-3 The Read&Write 10 GOLD toolbar

You can also use hotkeys to access the facilities on the Read&Write 10 GOLD toolbar.

📖 For more information on setting up and using hotkeys, refer to Exercise 3 'Setting up hotkeys' on page 101.

2. Click on the ▼ drop down list to the right of the **textHELP** button and make sure the *Show tooltips on toolbar* option is selected. You will know that it has been selected if you can see a check beside it:

> ✓   Show tooltips on toolbar
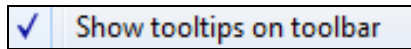
3. Hover your mouse over the 🖊 button. You see the tooltip 'Spell Check'. Hover your

    mouse over the 📙 button. You see the tooltip 'Dictionary'.

    From now on, if you have difficulty remembering what a button does, hover your mouse over it to see the associated tooltip.

4. Click on the ▼ drop down list to the right of the 🖊 button. You see a list of options that allow you to setup up how you want the Spell Check facility to work.

✎ *Anytime you want to set up a facility to suit your needs, you click on the ▼ drop down list beside the appropriate button on the toolbar.*

✎ *You can also select the* **Watch video tour** *option from the ▼ drop down list to view a short video explaining how to use the facility.*

✎ *In future, anytime this guide asks you to click on the facility drop down list, for example, the 🖊 drop down list, you must click on the ▼ button beside the appropriate button.*

Exercise 3   Positioning the toolbar

You can position the toolbar anywhere on the screen. You can also dock it at the top or side of the screen so that it stays in one place. Let's practice working with the toolbar.

1. Click on the title bar of the toolbar and then drag and drop it onto any position on your screen.

2. Click on the title bar of the toolbar again and then drag and drop it onto the very top of your screen.

    The toolbar is docked at the top of your screen. If you want to undock the toolbar,
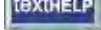
    click on the ⚓ button. You can also drag and drop the toolbar to either side if you wish to dock the toolbar to the side of the screen.

Exercise 4   Setting up toolbar display options

Now that you've docked the toolbar, you can practice changing how it looks.

1. Make sure the My Features toolbar is displayed, i.e. the default toolbar. To do this,

    hover your mouse over the **textHELP** button on the toolbar. The tooltip informs you of which toolbar you are currently viewing. If it is not the My Features toolbar, click on

the drop down list, select the *Current Toolbar* sub-menu and then select the *My Features* option.

You see a notification tooltip displayed below the toolbar. This tells you which toolbar you have just selected:
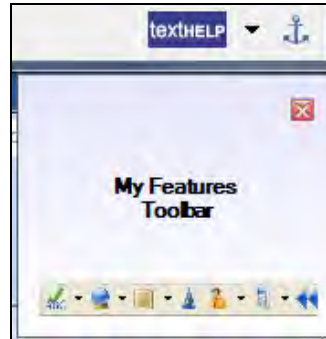
2.   Click on the drop down list again and select *General Options*.

You see the Display tab of the General Options window (Figure 2-4).

Current toolbar

Toolbar buttons list box

Select an icon set drop down list

Small icons without text radio button

Small icons with text radio button
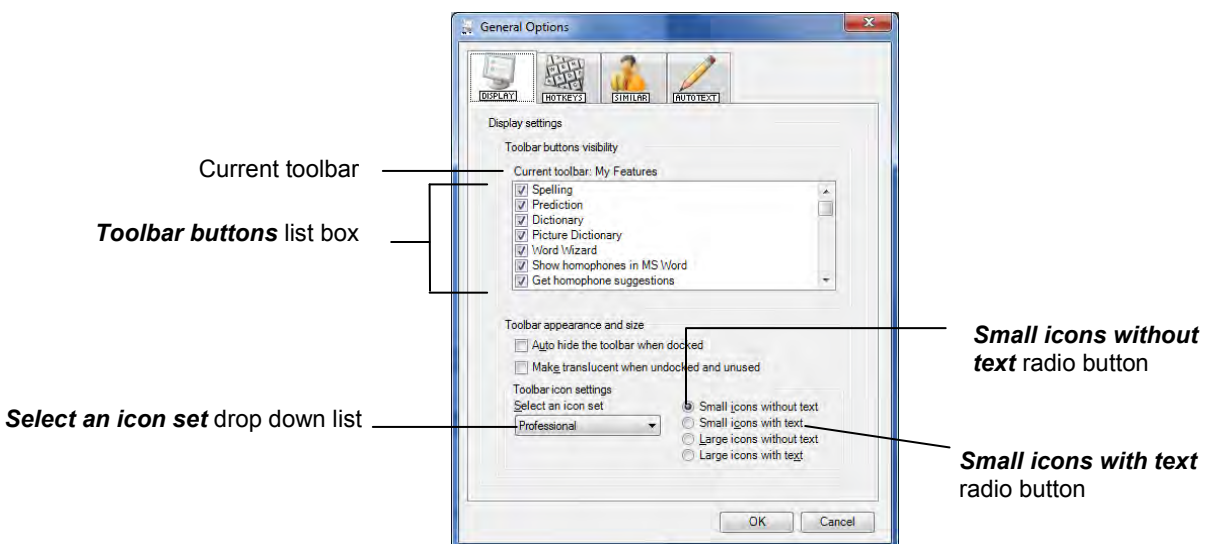
Figure 2-4 Display tab

3.   To customize the current toolbar option you selected in step 1, de-select the following check boxes in the **Toolbar buttons** list box:

- **Prediction**

- **Picture Dictionary**.

4.   Select the **Small icons with text** radio button.

5.   Select the *Fun* option from the **Select an icon set** drop down list and then click on the **OK** button.

The buttons on the toolbar change in appearance. Notice how you cannot see the Prediction and Picture Dictionary buttons. Now go back to the Display tab and return the toolbar to its original settings by completing the following steps:

6. Click on the [textHELP] drop down list again and select *General Options*. You see the Display tab of the General Options window (Figure 2-4).

7. Make sure the following check boxes in the ***Toolbar buttons*** list box are selected:

    - ***Prediction***

    - ***Picture Dictionary***.

8. Select the ***Small icons without text*** radio button.

9. Select the *Professional* option from the ***Select an icon set*** drop down list and then click on the **OK** button.

✎   *You can also reset Read&Write 10 GOLD facilities to the default settings by clicking on the [textHELP] drop down list and selecting 'Reset all user settings to defaults'.*

There are five other toolbars available from the Current Toolbar menu. You can also use the Display tab to customize these to suit your needs. These toolbars are as follows:

- All Features – all buttons on the toolbar are visible

- Reading Features – only buttons associated with reading are displayed on the toolbar

- Writing Features – only buttons associated with writing are displayed on the toolbar

- Research Features – only buttons associated with researching are displayed on the toolbar

- Study Skills – only buttons associated with Study Skills are displayed on the toolbar.

10. Click on the [textHELP] button repeatedly and notice how the toolbar changes between each of the six available toolbars.

3. READING TEXT

In this section you'll learn how to:

- select a system voice
- instruct the system to read letters, words and sentences as you type
- set up Screen Reading
- set up speech highlighting and use the speech buttons
- specify how you would like words pronounced
- read text on web pages
- read text on images
- read Dragon Recognized Text
- convert text into sound files
- read a PDF file using PDFaloud.

Exercise 1   Selecting a system voice

Before you begin this section, type the following text into a blank Microsoft Word document:

After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

✎ *Remember to check that your speakers are switched on before you continue with this section.*

1. Click on the ▶ drop down list on the toolbar and make sure the *Read by paragraph* option is selected. You will know that it has been selected if you can see a dot beside it:

   ● Read by paragraph

2. Place the cursor anywhere in the paragraph you've just typed and then click on the ▶ button on the toolbar to hear the text read aloud. Click on the ■ button to stop the system from reading the text.

3. Click on the ▶ drop down list on the toolbar and select *Speech Options*.

   You see the Speech tab of the Speech Options window (Figure 3-1).
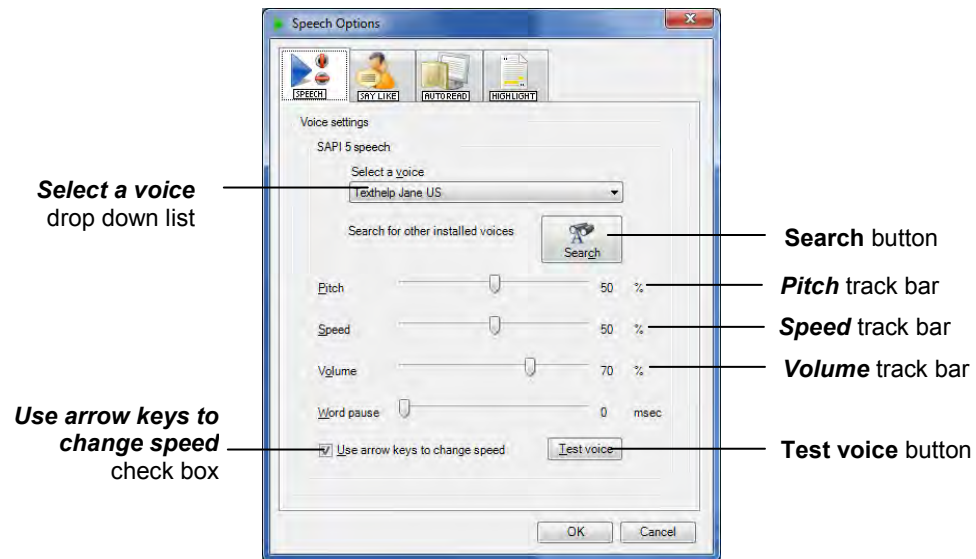
Figure 3-1 Speech tab

4. Select 'Texthelp Jane US' or 'Texthelp Jack US' from the **Select a voice** drop down list.

5. Drag and drop the track bars to the following settings:

- **Pitch** – 54%

- **Speed** – 45%

- **Volume** – 60%.

6. Make sure the **Use arrow keys to change speed** check box is selected. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.

7. Click on the **Test voice** button to hear the new voice read aloud.

8. If you're not happy with the voice, change the settings you've just selected in steps 4 and 5.

9. Click on the **OK** button.

Exercise 2   Instructing the system to read parts of a paragraph

In this exercise you'll learn how to set up the system to read letters and words as you type.

1. Click on the   drop down list on the toolbar and select *Speech Options*.

You see the Speech tab of the Speech Options window. Click on the Autoread tab (Figure 3-2).
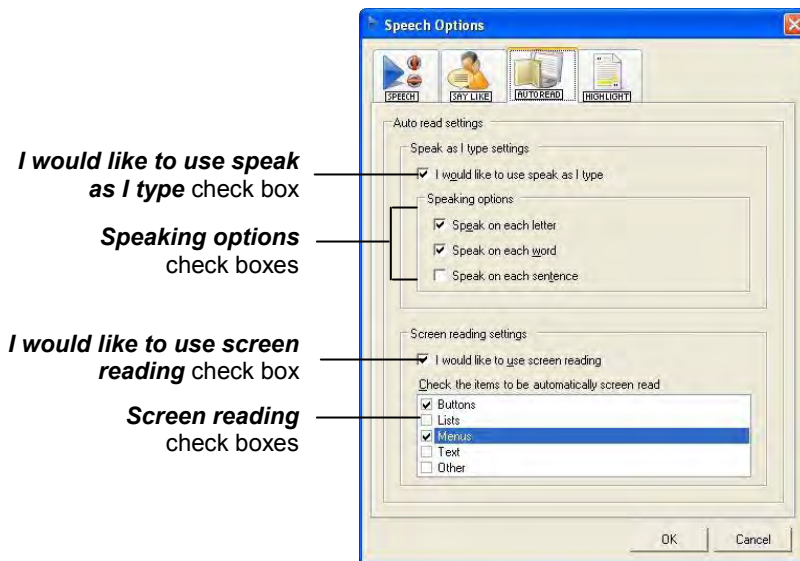
Figure 3-2 Autoread tab

2. Select the *I would like to use speak as I type* check box and then select the **Speak on each letter** check box. Also make sure the **Speak on each word** check box is selected.

3. Click on the **OK** button to save the settings and to close the Speech Options window.

4. Place your cursor after the text you've already typed and then type the following text slowly. As you do so, listen to each letter and word read aloud.

   This was a first for me. I had never felt so alone.

5. Click on the ▶ drop down list on the toolbar and de-select the *Speak As I Type* option to stop the system from reading each letter and word as you type.

Exercise 3   Setting up Screen Reading

In this exercise you'll learn how to set up and use Screen Reading. The Screen Reading facility can come in useful if you've trouble reading or understanding items on the screen, e.g. menu options and button labels.

1. Click on the ▶ drop down list on the toolbar and select *Speech Options*.

   You see the Speech tab of the Speech Options window displayed. Click on the Autoread tab (Figure 3-2).

2. Select the *I would like to use screen reading* check box.

3. Make sure the **Buttons** and **Menus** check boxes are selected from the list at the bottom of the screen and then click on the **OK** button to close the Speech Options window.

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

5. Click on the [icon] drop down list and hover your mouse over *Read by word* and then *Read by sentence*. You hear each menu option read aloud.

6. De-select the *Use Screen Reading* option to disable this facility.

Exercise 4   Setting up speech highlighting and using the speech buttons

In this exercise you'll learn how to specify how you want the system to highlight text as it is read aloud and to use the **Speech** buttons on the toolbar.

1. Click on the [icon] drop down list on the toolbar and select *Speech Options*.

You see the Speech tab of the Speech Options window displayed. Click on the Highlight tab (Figure 3-3).

Speak with highlighting in document radio button

Speak using one word display radio button

Options section
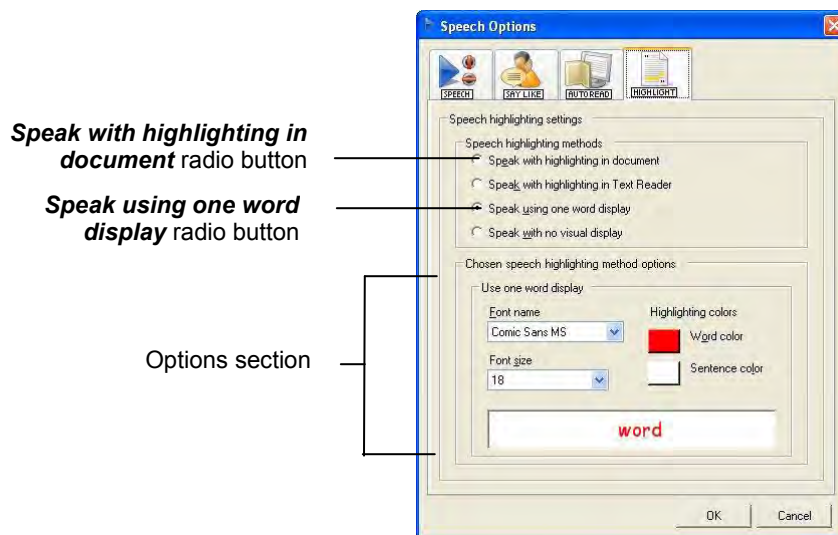
Figure 3-3 Highlight tab

2. Select the ***Speak using one word display*** radio button.

3. Click on the **Word color** button and select a red color from the color palette and then click on the **Sentence color** button and select a green option from the color palette.

4. Select *50* from the ***Font size*** drop down list.

5. The 'Speak using one word display' method works better if the system voice is slower. Click on the Speech tab.

6. Drag and drop the ***Speed*** track bar to 30%.

7. Click on the **OK** button to save the settings and to close the Speech Options window.

8. Click on the [icon] drop down list on the toolbar and make sure *Read by sentence* is selected.

9. Place your cursor anywhere on the following sentence in your document and then click on the [icon] button:

It was dead quiet and empty black, except for the starlight.

You see each word in the sentence displayed in a popup window as it is read aloud. An example of this window is shown below:

10. Click on the ▶ button again, but this time press the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.

11. Open the Highlight tab of the Speech Options window again and select the *Speak with highlighting in document* radio button.

12. Select *Violet background with bright green block highlighting* from the drop down list displayed in the Options section.

13. Click on the Speech tab (Figure 3-1).

14. Drag and drop the *Speed* track bar to 50%.

15. Click on the **OK** button to save the settings and to close the Speech Options window.

16. Click on the ▶ drop down list on the toolbar and make sure the *Automatically read next block of text* is selected to ensure that Read&Write 10 GOLD will continue to read the next block of text when it has finished reading the current one. This option should be automatically selected by default.

17. Place your cursor anywhere on the following sentence in your document and then click on the ▶ button:

After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me.

Note how the sentence is highlighted using a violet color and each word in the sentence is highlighted in pale green as it is read aloud. Also note how the system continues reading the next sentence once it has finished reading the selected one.

The other highlighting options are as follows:

- *Speak with highlighting in Text Reader* – the selected text will be displayed and read from the Text Reader Window

- *Speak with no visual display* – the selected text will be read aloud without highlighting.

Exercise 5   Changing how words are pronounced

In this exercise you'll learn how to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce.

1. Click on the ▶ drop down list on the toolbar and select *Speech Options*.

You see the Speech tab of the Speech Options window. Click on the Say Like tab (Figure 3-4).
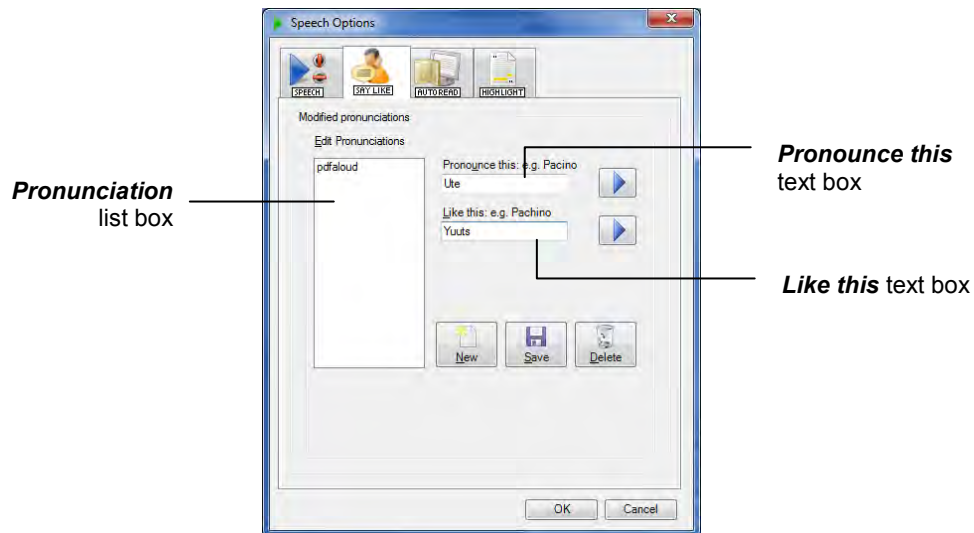
Figure 3-4 Say Like tab

2. Type the word **Ute** into the ***Pronounce this*** text box and then click on the button beside the text box to hear this word read aloud.

**3.** Type **Yuuts** into the ***Like this*** text box and then click on the button beside the text box to hear the new pronunciation read aloud.

4. Click on the **Save** button to add the word to the ***Pronunciation*** list box and then click on the **OK** button to close the Speech Options window. Once you've added the word to the ***Pronunciation*** list box, the word will be pronounced correctly.

Exercise 6   Reading text on web pages

In this exercise you'll learn how to use Read&Write 10 GOLD to read aloud text on web pages.

1. Click on the drop down list on the toolbar and select the *Web Highlighting* option. You will know that you have successfully selected this option if you see a check beside it when you access the drop down list again, as shown below:
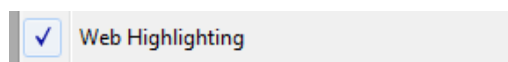
2. Open your Internet browser window and type **www.texthelp.com** into the ***Address*** field to display the Texthelp homepage.

3. Hover your mouse over an area of text until you see it highlighted. You hear the text read aloud.

✎ *Read&Write 10 GOLD will read aloud any of the text that is under your mouse.*

✎ *Alternatively, if you want to read text in the Firefox browser (3.0), select the text and click on the* *button. Click on **Yes** when prompted to install the plug-in. After the*

plug-in has been installed simply make a selection and click on the *button to have the text read with dual colored highlighting.*

4. Leave the Texthelp homepage open to complete the next exercise.

Exercise 7   Reading text on images

In this exercise you'll learn how to use Screenshot Reader to read aloud text used in images.

✎   *The Screenshot Reader can be used with inaccessible Flash and locked PDF documents as well as images.*

1. Make sure the Texthelp homepage is still displayed in your Internet browser window.

2. Click on the button. Your cursor now looks like this: .

3. Click and hold your left mouse button on the top left-hand corner of the Texthelp logo (Figure 3-5), then drag and drop the rectangle to the bottom right-hand corner, as shown below:

Figure 3-5 Texthelp logo

Read&Write 10 GOLD reads the text aloud in a separate window (Figure 3-6).

Figure 3-6 Screenshot Reader window

4. Click on the drop down list and select *Screenshot Reading Options*.

You see the Screenshot Reader Options window displayed (Figure 3-7).
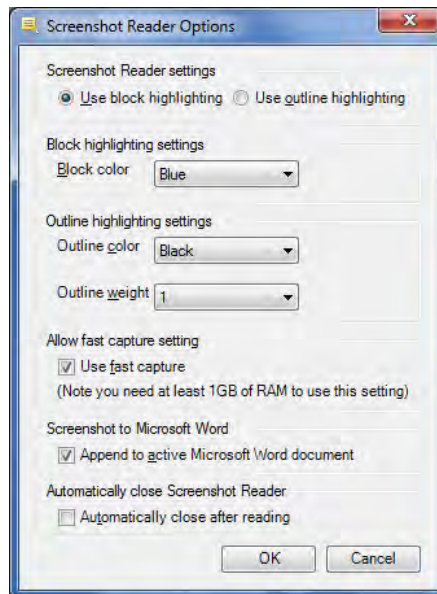
Figure 3-7 Screenshot Reader Options window

5. Select the ***Use outline highlighting*** radio button.

6. Select *Green* from the ***Outline color*** drop down list.

7. Click on the **OK** button.

8. Click on the drop down list and select *Capture by drawing freehand*.

9. Click on the button. Your cursor now looks like this: .

10. Select the following logo again (Figure 3-8), but this time draw around it using the cursor:

Figure 3-8 Texthelp logo

Read&Write 10 GOLD reads the text aloud using the settings you have just selected.

11. Click on the drop down list and select *Screenshot Reading Options*.

12. Make sure the ***Append to active Microsoft Word document*** check box is selected.

13. Click on the **OK** button.

14. Click on the drop down list and select *Screenshot to MS Word*.

15. Click on the button. Your cursor now looks like this: .

16. Select the Texthelp logo again, as shown in Figure 3-8.

The text is displayed at the end of the Microsoft Word document you are currently working with.

17. Click on the button to read the text aloud.

✍ *You can also use the other Read&Write 10 GOLD facilities on text imported into Microsoft Word.*

18. Close the Microsoft Word document when you have finished. You do not need to save the document.

Exercise 8   Reading Dragon Recognized Text

In this exercise you'll learn how to read aloud text recognized by Dragon to ensure that Dragon has recognized exactly what you wanted to say.

Dragon, the speech recognition software, works in a similar way to the Speech Input facility as it allows you to create documents by simply talking into a microphone. Read&Write 10 GOLD can read aloud text recognized by Dragon, which is useful if you want to make sure that Dragon has recognized exactly what you wanted to say.

✍ *You must have Dragon installed in order to complete this exercise.*

1. Make sure that Dragon is running and close all open documents.

2. Click on the drop down list on the Read&Write 10 GOLD toolbar and select *Speak Dragon Recognized text*.

3. Open a new document in Dragon.

4. Speak the following into your new document:

After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

Notice how Read&Write 10 GOLD reads the text aloud.

Exercise 9   Converting text into sound files

In this exercise you'll learn how to convert text in documents into sound files, using the Speech Maker facility.

1. Highlight the following text in your document:

After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

2. Click on the button on the toolbar.

The highlighted text is displayed in the first window of the Speech Maker facility.

3. Click on the **Next** button. You see the second window in the Speech Maker facility (Figure 3-9).
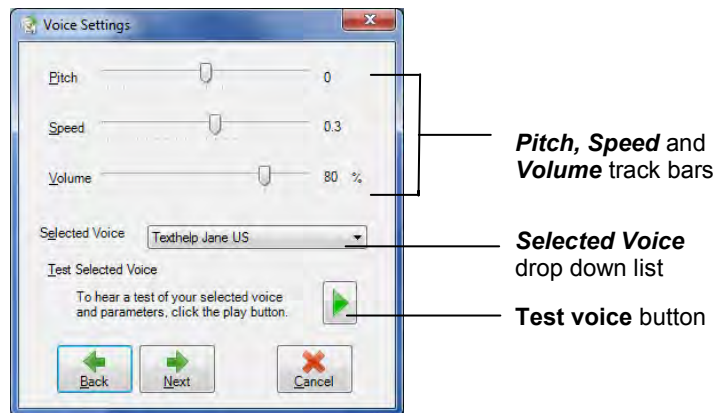
Figure 3-9 Voice settings window

4. Select 'Texthelp Jane US' or 'Texthelp Jack US' from the **Selected Voice** drop down list and then drag and drop the following track bars:

- **Speed** – drag this track bar to 0.3

- **Volume** – drag this track bar to 80%.

5. Click on the ▶ button to test the voice. If you decide that you don't like this voice, select another one from the **Selected Voice** drop down list and adjust the track bars until you are happy.

6. Once you have selected a suitable voice, click on the **Next** button.

You see the third window in the Speech Maker facility (Figure 3-10).
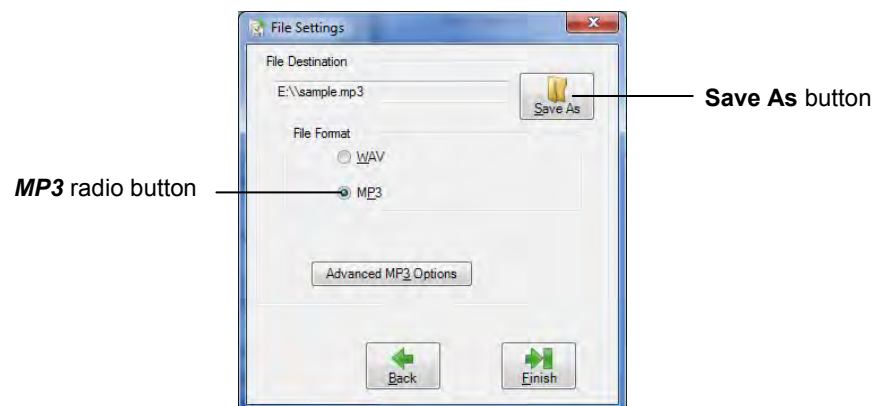
Figure 3-10 File Settings window

7. Click on the **Save As** button to display the Save As window.

8. Browse to the folder in the directory in which you want to save the sound file, type a name for the file in the **File name** text box, and then click on the **Save** button.

The **MP3** sound file format radio button is selected by default.

9. Click on the **Finish** button to create the new sound file.

10. Browse to the directory where you saved the sound file and open it to hear the sound file you've just created. You hear the text you highlighted in step 1 read aloud.

11. Click on the [textHELP] button until you can see the My Features toolbar. The tooltip for this button will help you identify the toolbar you need.

Once you've selected the settings which best suit you, it will not be necessary to repeat steps 3 to 9. Instead, click on the [icon] drop down list on the toolbar and select *Create file using last saved settings.* You'll know this has been selected if you see a check beside it.

Now when you select text and click on the [icon] button, you'll automatically see the Save As window.

If you later decide that you want to change the settings, click on the [icon] drop down list on the toolbar and make sure *Create file using last saved settings* is de-selected.

Exercise 10 **Reading a PDF file using PDFaloud**

PDFaloud is designed to provide help to Adobe Acrobat users with reading difficulties. It does this by reading text aloud from PDF documents, using the Speech Control facility.

You can control how you want to hear the text read aloud by adjusting the speech and the pronunciation settings.

1. Click on the [icon] button on the toolbar and open a PDF file when prompted by the system.

What happens next depends on the version of Adobe Reader you have installed. If you have:

- **Adobe Reader 8 or 9** – the PDF is displayed and the PDFaloud toolbar is automatically displayed (Figure 3-11):
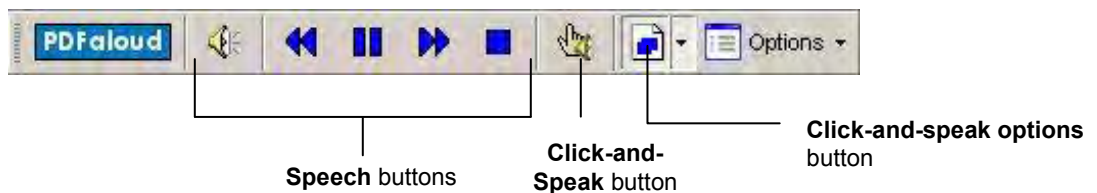
Figure 3-11 PDFaloud toolbar in Acrobat 8 and 9

- **Adobe Reader 10** – the PDF is displayed in Adobe Reader. However, to view the PDFaloud toolbar, you must click on the **Tools** button on the toolbar and select **Plug-In PDFaloud**. The PDFaloud toolbar is displayed:
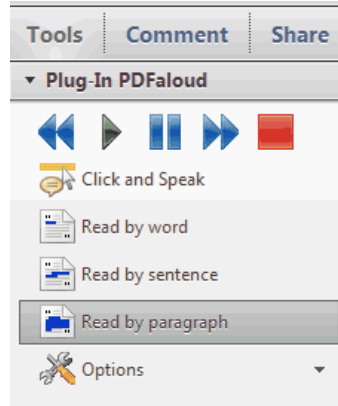
Figure 3-12 PDFaloud toolbar in Acrobat 10

2. Click on the **Play** button. PDFaloud starts to read aloud the document.

3. Click on the **Stop** button to stop the system from reading the document.

4. Click on the **Options** button on the toolbar. PDFaloud is set to have Continuous Reading. You'll know it has been selected if you see a check beside it, as shown below:
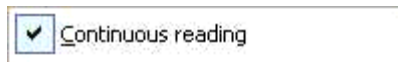
5. Turn off the Continuous Reading by de-selecting it.

6. Click on the drop down list and select *By sentence* (Adobe 8/9), click on the

 button (Adobe 10). This means the Speak facility will read by sentence.

7. Click on the **Click and Speak** button on the toolbar and then click anywhere in the sentence you want to hear read aloud.

PDFaloud reads aloud the selected sentence.

8. Click on the drop down list and select *By word* (Adobe 8/9), click on the button (Adobe 10), and then click on the **Click and Speak** button.

9. Click anywhere in the word you want to hear read aloud.

PDFaloud reads aloud the selected word.

10. Click on the **Click and Speak** button on the toolbar again to disable the Click-and-Speak facility. PDFaloud will no longer read aloud text when you click on the document.

11. You can also change PDFaloud speech and pronunciation settings. Click on the **Options** button on the toolbar and select *Speech Options*. You see the PDFaloud Speech Options window displayed (Figure 3-13).

The Pronunciation Options allow you to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce. You can set up Pronunciation Options in a similar way to using the Say Like tab.

📖 For information on using the Say Like tab, refer to Exercise 5 'Changing how words are pronounced' on page 11.

Figure 3-13 PDFaloud Speech Options window

12. Select the ***Hover highlighting*** radio button.

13. Select *Yellow* from the ***Highlight color*** drop down list.

14. Select *Blue* from the ***Background color*** drop down list and then click on the **OK** button.

15. Hover your mouse over an area of text. You see the text highlighted and read aloud.

16. Once you have finished using hover highlighting, access the PDFaloud Speech Options window again (Figure 3-13) and select the **Click and speak** radio button.

4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Checker and set up general spelling options

- use the Auto Correct file and spell check as you type

- add words to the Custom Spelling Dictionary

- review spellings

- add a phonetic replacement.

Type the following text into a blank Microsoft Word document:

✍ *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 misspelled words in your document.*

After the crop duster's old pickup *puled* **away and its tail lights** *disappeered* **down the road towards Bannack, I sat on my suitcase and looked** *arround* **me. It was dead quiet and empty black, except for the Montana starlight** *arround* **me.**

Exercise 1   Using the Spell Checker and setting up general spelling options

In this exercise you'll learn how to set up general spelling options and use the Spell Checker.

1. Click on the ![ABC] button on the toolbar. You see the Spelling Helper window displayed (Figure 4-1).
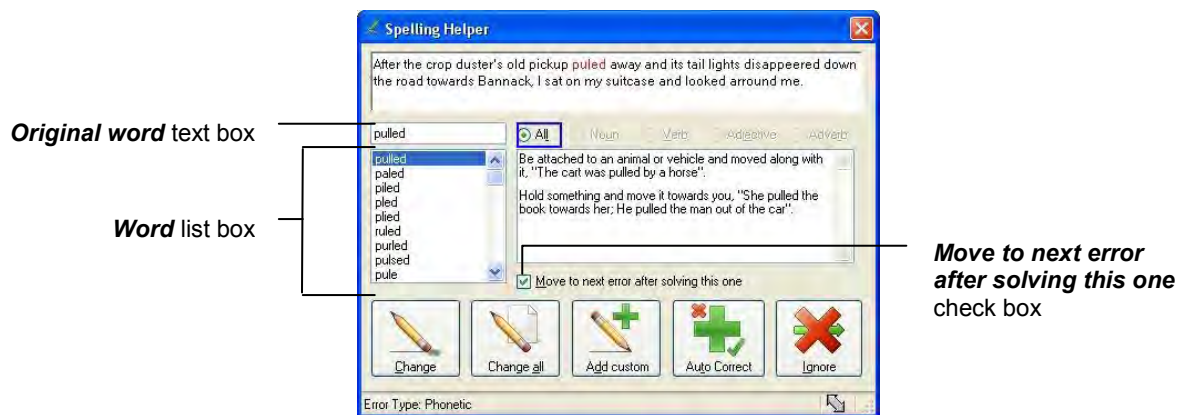
Figure 4-1 Spelling Helper window

The first misspelled word in your document is highlighted in the **Original word** text box.

2. Make sure the *Move to next error after solving this one* check box is selected to let the Spell Checker know that you want to move onto the next misspelled word when you have finished correcting the current one.

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

    • **Change** button – select a word from the *Word* list box and then click on this button to change the misspelled word to the selected word

    • **Change all** button – select a word from the *Word* list box and then click on this button to change all instances of the misspelled word throughout your document

    • **Add custom** button – click on this button to add the selected word to your Custom Spelling Dictionary

    • **Auto Correct** button – select a word from the *Word* list box and then click on this button to add the misspelled word to the auto correct file. In future, when you type the word incorrectly, the Spelling facility will now automatically change the word to the selected word

    • **Ignore** button – click on this button to ignore the misspelled word.

4. The Spelling Helper window closes as soon as the spell check is complete. If it doesn't, click on the [X] button on the top right-hand corner of the window.

5. Click on the [ABC] drop down list on the toolbar and select *Spelling Options*.

    You see the Custom tab of the Spelling Options window. Click on the Settings tab (Figure 4-2).
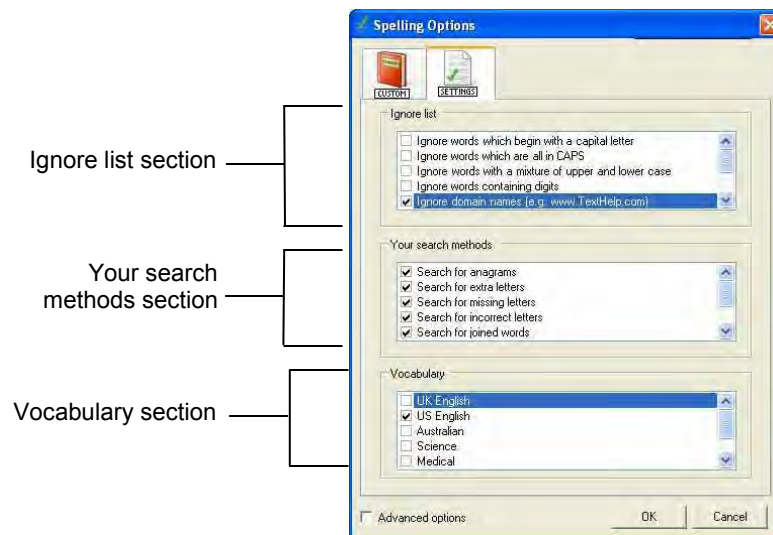
Figure 4-2 Settings tab

6. Select the *Ignore domain names (e.g. www.TextHelp.com)* check box in the Ignore list section and then make sure all other check boxes in this section are de-selected.

7. Make sure all of the check boxes in the Your search methods section are selected to specify that you want the Spell Checker to search for all possible types of mistakes.

8. Make sure the *US English* check box in the Vocabulary section is selected so that the Spell Checker will search for mistakes using US English.

9. Click on the **OK** button to save your settings and to close the Spelling Options window.

Exercise 2   **Using the Auto Correct file and spell checking as you type**

In this exercise you'll learn how to configure the Spell Checker to automatically correct commonly misspelled words and to spell check as you type.

1. Click on the [icon] drop down list on the toolbar and select *Spelling Options*.

   You see the Custom tab of the Spelling Options window displayed.

2. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Automatic tab (Figure 4-3).

Use automatic corrections to replace the text as you type check box

Common Error text box

Correction text box

Automatic corrections list box

Advanced options check box
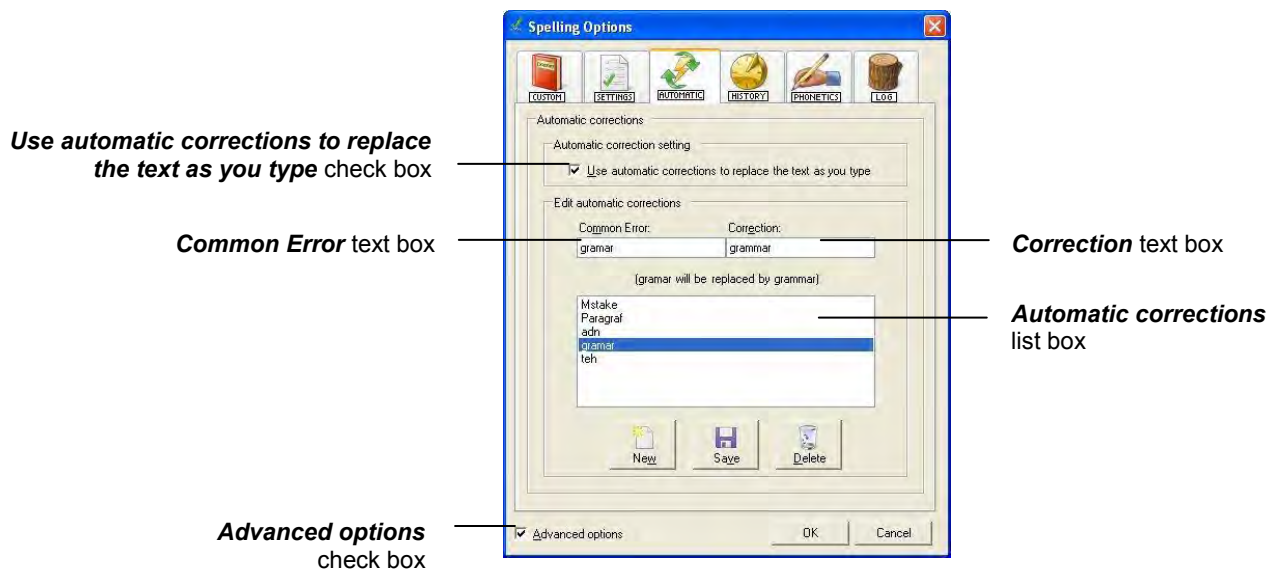
Figure 4-3 Automatic tab

You may see a list of words in the *Automatic corrections* list box. The words listed will be automatically changed to the correct spelling if you accidentally type them when creating future documents.

3. Make sure the *Use automatic corrections to replace the text as you type* check box is selected.

4. Click on the **New** button.

5. Type **gramar** in the *Common Error* text box and then type '**grammar**' in the *Correction* text box. Click on the **Save** button to add it to the list.

6. Click on the **OK** button to save the new settings and to close the Spelling Options window.

7. Click on the [icon] drop down list on the toolbar and select *Spell As I Type*.

8. Type the following text into your document:

> ✎ *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 misspelled words in your document.*

His gramar was poore.

Notice how the Spell Checker automatically corrects the misspelled word you've just added to the Auto Correct file earlier in this exercise, i.e. 'grammar'. Also note how the Spell Checker then appears after you type 'poore'.

9. Click on the [ABC] drop down list on the toolbar and de-select *Spell As I Type* to disable this facility.

Exercise 3   Adding words to the Custom Spelling Dictionary

You can add words that the spell checker does not recognize to the Custom Spelling Dictionary. Once you've added a word, the spell checker will no longer highlight it as a misspelled word.

To add words to the Custom Spelling Dictionary:

1. Click on the [ABC] drop down list on the toolbar and select *Spelling Options*.

You see the Custom tab of the Spelling Options window (Figure 4-4).
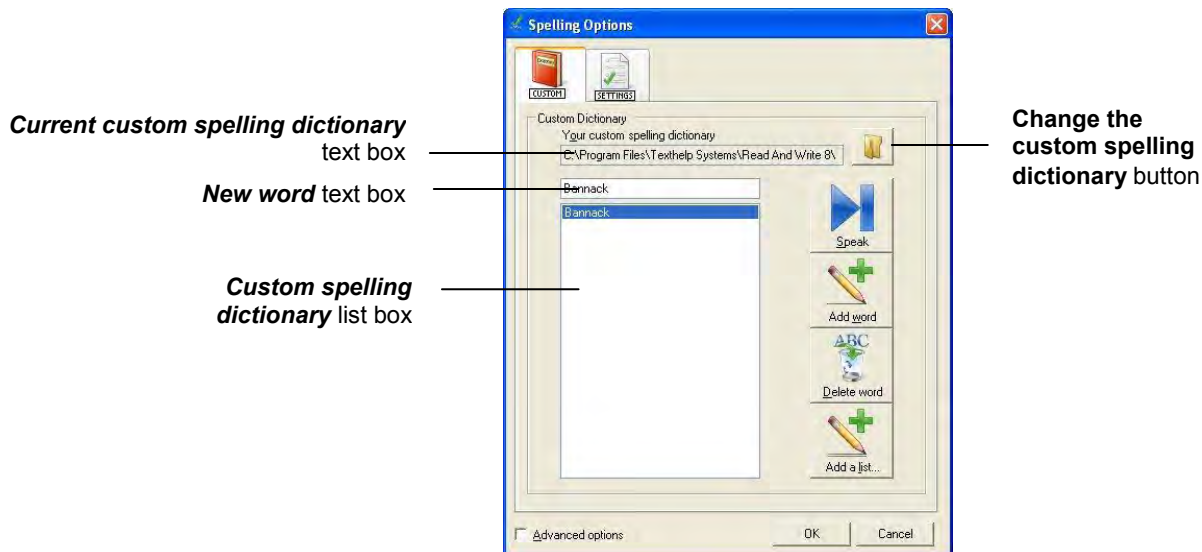
Figure 4-4 Custom tab

The Custom Spelling Dictionary that you are currently using is displayed in the ***Current custom spelling dictionary*** text box.

2. Type the word **Bannack** in the ***New word*** text box.

3. Click on the **Add word** button. 'Bannack' is added to the ***Custom spelling dictionary*** list box. Click on the **Speak** button to hear the word read aloud

4. Click on the **OK** button to save the settings and to close the Spelling Options window.

Exercise 4   Reviewing spellings

In this exercise you'll learn how to review suggestions for misspelled words and review your spelling log.

1.   Click on the ![ABC icon] drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.

2.   Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the History tab (Figure 4-5).
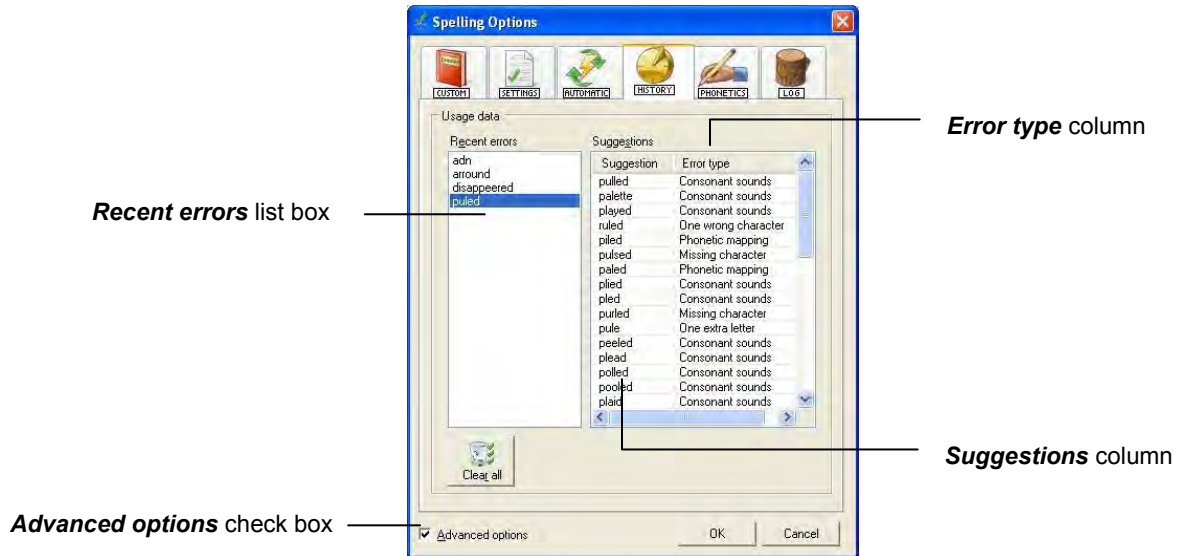
Figure 4-5 History tab

3.   Select 'puled' from the **Recent errors** list box. You see a list of possible corrections and the error types in the **Suggestion** and **Error type** columns.

4.   Click on the Log tab (Figure 4-6).
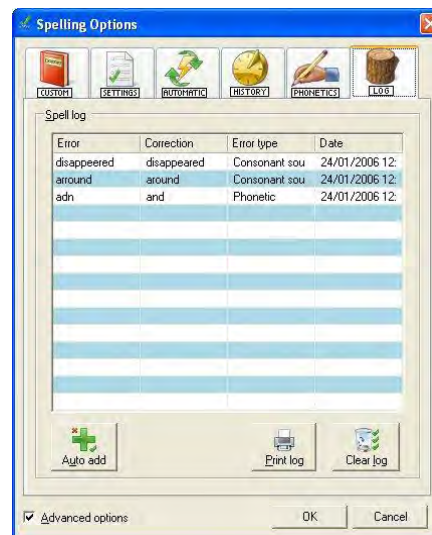
Figure 4-6 Log tab

You can see a record of all the words you have misspelled.

If you see a spelling error that you would like the Spelling facility to automatically change to the correction listed in the Log tab, click on the correction and then click on the **Auto add** button to add it to the Auto Correct file.

5. Click on the **Print log** button. Microsoft Word launches and you see the spelling log for your user account displayed in a new document.

Exercise 5   Adding a phonetic replacement

In this exercise you'll learn how the Spell Check facility uses a phonetic map to make suggestions for misspelled words. Phonetic maps help the Spell Checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by OCR. It uses groups of letters that sound the same or are normally confused.

For example, if you often type 'telefone' or 'elefant', Read&Write 10 GOLD will be able to use the phonetic mapping 'f = ph' to solve these errors.

Read&Write 10 GOLD can also solve spelling errors where there are many phonetic errors in one word. For example, if you type 'nolij', Read&Write 10 GOLD uses the phonetic mappings 'no = know' and 'ij = edge' to solve the error and suggest 'knowledge'.

1. Type the letters **noledge** into your document.

2. Highlight the word you've just typed and then click on the ![button] button on the toolbar.

    You see the Spelling Helper window displayed. Note that the Spelling facility has suggested the word 'knowledge' as a replacement.

3. Click on the ![button] button on the top right-hand corner of the Spelling Helper window to close it.

4. Click on the ![button] drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.

5. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 4-7).
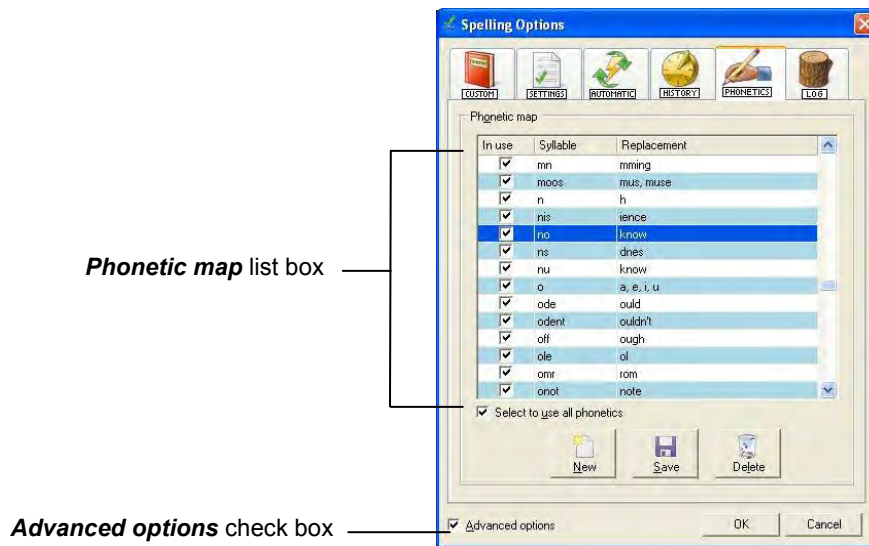
Figure 4-7 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the *Phonetic map* list box.

6. Find the phonetic replacement for 'no=know' in the *Phonetic map* list box. When you typed the word 'noledge' in step 1, the Spelling facility was able to use this phonetic replacement to suggest the word 'knowledge' as a replacement word.

You can add new phonetic replacements or delete them completely.

7. Click on the **OK** button to close the Spelling Options window.

5. PREDICTING TEXT

In this section you'll learn how to:

- use the Prediction facility

- change the appearance and behavior of the Prediction window

- set up prediction speech options

- teach the Prediction facility new vocabulary patterns

- downloading prediction word banks

- set up phonetic replacements

- applying prediction word banks

- edit phrases in the prediction database.

Exercise 1 Using Word Prediction

In this exercise you'll learn how to use the Word Prediction to help you finish sentences. It will access a list of words that'll complete the one that you are currently typing and will also try to predict your next word as you finish typing a word. You'll also learn more about using the Display tab of the Predictions Options window.

1. Open a new blank document in Microsoft Word and then click on the button on the toolbar to display the Prediction window.

2. Type the following text into your document: **I enj**

3. You see a list of words beginning with 'enj' displayed in the Prediction window.

4. Click on 'enjoyed' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.

    There's also a useful feature that allows you to view dictionary definitions and homophones in the Prediction window.

5. Type the following letters into your document: **the**.

6. You see a list of words in the Prediction window. 'their' and 'there' are homophones and therefore have the following symbol next to them: .

7. You are having difficulties deciding which of the two words, 'their' and 'there', is the one you need. Hover your mouse over 'their' and then click on the symbol.

    You see the Dictionary - Basic Definitions window displayed (Figure 5-1).
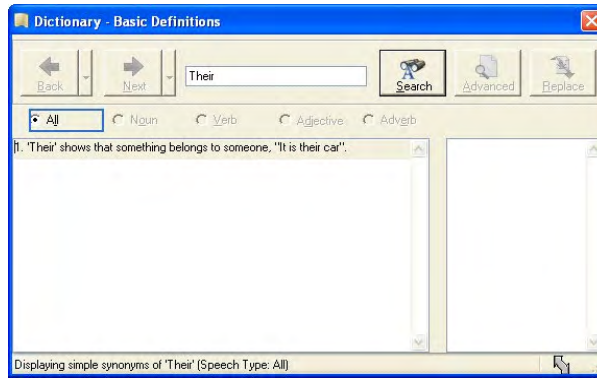
Figure 5-1 Dictionary - Basic Definitions window

8. You read the definition for the word 'their' in the ***Dictionary meanings*** list box and decide that it's the word you are looking for. Click on the ⬛ button on the top right-hand corner of the Dictionary window to close it.

9. Click on 'their' in the Prediction window. The word is inserted into your document.

10. Close Prediction by clicking on the 🔵 button.

Exercise 2   Changing the appearance and behavior of the Prediction window

1. Click on the 🔵 drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed (Figure 5-2).
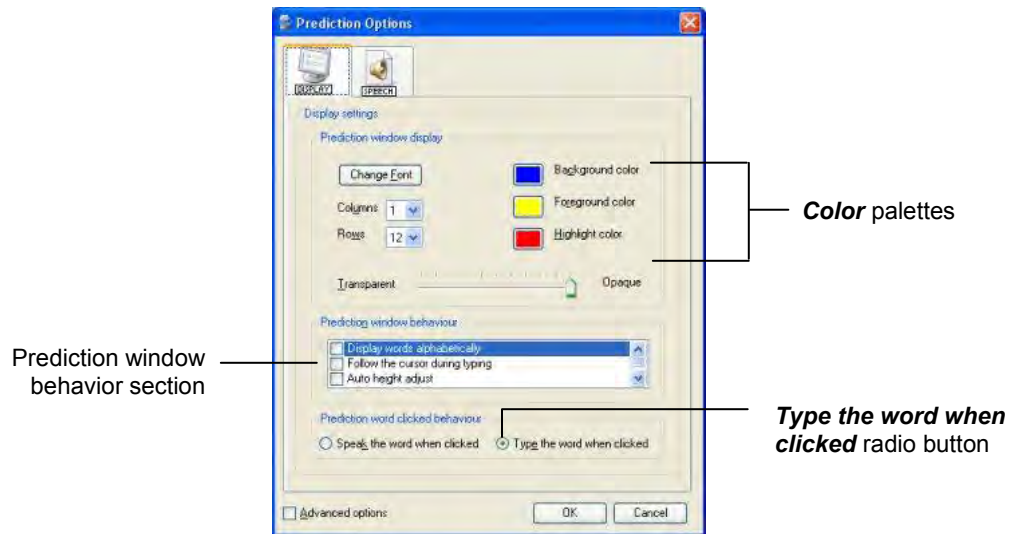
Figure 5-2 Display tab

2. Make sure the following check boxes are selected in the Prediction window behavior section and then click on the **OK** button:

- • ***Insert a space after predictions*** – instructs the system to automatically insert a space after a word when it is inserted

- • ***Display dictionary buttons*** – allows you to find the definition of words suggested in the Prediction window

- • ***Indicate words that are homophones*** – instructs the system to list words that are homophones in the Prediction window.

3. Click on the **Color** palettes and select the colors you want to use for the background, text and highlighting colors in the Prediction window. Make sure you don't pick colors that clash because this will make it hard to read words.

4. Click on the **Change Font** button and select a font size of 20.

5. Select '2' from the ***Columns*** drop down list and '6' from the ***Rows*** drop down list to specify the amount of columns and rows with which you want to display the information in the Prediction window.

6. Click on the [button] button and as you start to use the word prediction again you will see the changes you have made.

Exercise 3   Setting up prediction speech options

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

1. Click on the [button] drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Click on the Speech tab (Figure 5-3).
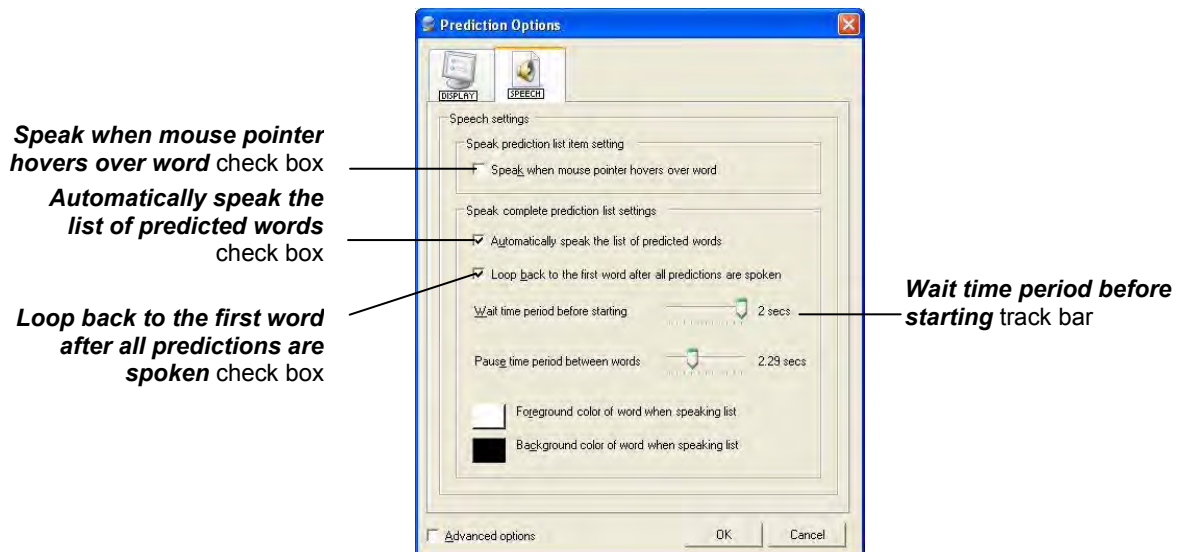
Figure 5-3 Speech tab

2. Select the ***Automatically speak the list of predicted words*** check box to specify that you want the Prediction facility to speck each word in the Prediction window.

3. De-select the *Loop back to the first word after all predictions are spoken* check box to specify that you don't want the Prediction facility to keep repeating the list of predicted words.

4. Drag and drop the *Wait time period before starting* track bar until it reaches 2 seconds to specify that you want the Prediction facility to wait 2 seconds before reading the words aloud.

5. Click on the **OK** button to save the settings and to close the window.

6. Open a new blank document in Microsoft Word and then click on the button on the toolbar to display the Prediction window.

7. Type the following text into your document:

I want to write a let

You see a list of words beginning with 'let' displayed in the Prediction window. When you stop typing, the Prediction facility waits for 2 seconds and then reads aloud each of the words.

8. Click on the word 'letter' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.

9. Open the Speech tab of the Prediction Options window again and de-select the *Automatically speak the list of predicted words* check box to stop the Prediction facility from automatically reading words aloud from the Prediction window.

10. Select the *Speak when mouse pointer hovers over word* check box to specify that you want the Prediction facility to speak a word when you hover your mouse over it in the Prediction window.

11. Click on the **OK** button to save the settings and to close the window.

12. Type the following text into your document:

I want a drink of wat

You see a list of words beginning with 'wat' displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.

13. Click on the word 'water' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.

14. Click on the button on the top right-hand corner of the Prediction window to close it.

Exercise 4   Teaching the Prediction facility new vocabulary patterns

In this exercise you'll learn how to specify exactly how you want the Prediction facility to learn vocabulary patterns to improve its predictions. This will only be applied to the user account that you used to log into the system. The text file will not be used by any other user account.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Type the following text into your document:

I like to eat mangoes and bananas in a fruit salad.

2. Copy the text and then click on the [icon] drop down list and select *Create prediction word bank from the clipboard*.

    You see the Create a new prediction word bank window displayed (Figure 5-4).
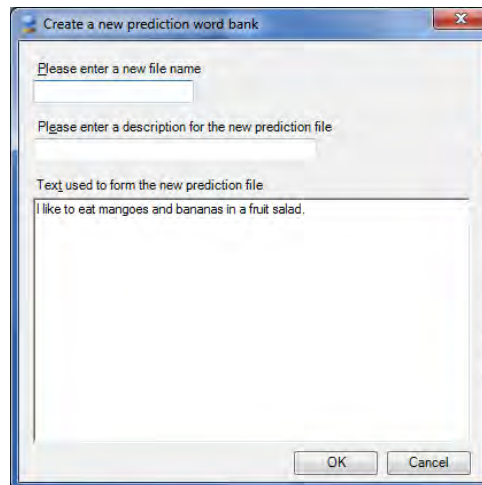
Figure 5-4 Create a new prediction file window

3. Type the following details:

    - File name – **Fruit**

    - Description – **Fruit I like to eat**.

4. Click on the **OK** button.

    A message box is displayed. It informs you that a new prediction word bank has been created and saved in your User Setting's folder. It is turned on and now available for use.

    You can also teach the Prediction facility new vocabulary patterns from the Learning Tab in the Prediction Options.

5. Click on the [icon] drop down list on the toolbar and select *Prediction Options*.

   You see the Display tab of the Prediction Options window displayed.

6. Select the *Advanced options* check box in the bottom left-hand corner of the window.

7. Click on the Learning tab (Figure 5-5).

Spell check each word before learning check box

Advanced options check box
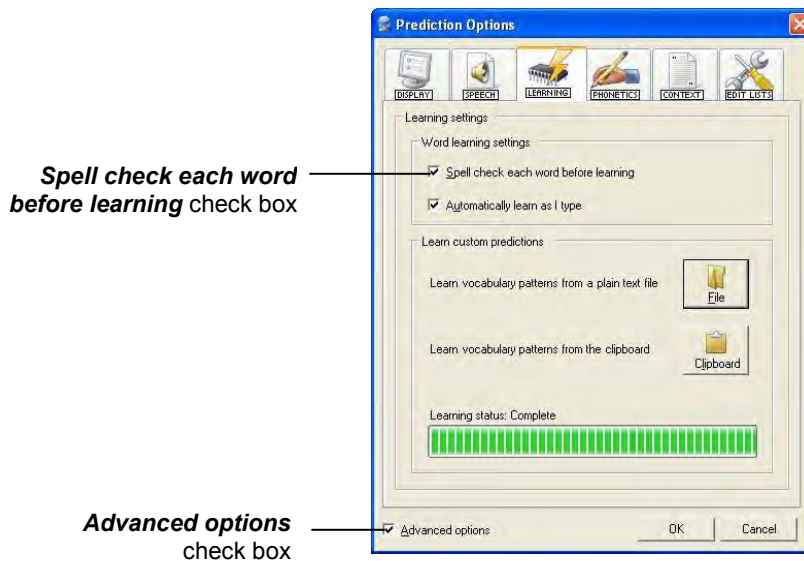
Figure 5-5 Learning tab

8. Make sure the *Spell check each word before learning* check box is selected to make sure the Prediction facility does not learn any misspelled words to the Prediction database.

9. Click on the **File** button.

   You see the Open window displayed.

10. Select a file with a '*.txt' file extension and click on the **Open** button.

11. Click on the **OK** button in the Learning tab.

    The words and phrases in the text file will now be used by the Prediction facility to provide you with a list of possible words and phrases with which you can finish sentences as you type.

    The Prediction facility can also learn words that you've copied to the clipboard. To do this, you simply click on the **Clipboard** button in the Learning tab. However, the remaining exercises in this chapter show you how to save the clipboard text to a prediction file in your user settings. This means that the text can be reviewed and/or deleted at a later date.

Exercise 5   Downloading prediction word banks

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

✎ *You must be online in order to download prediction word banks.*

1. Click on the ⬛ drop down list on the toolbar and select *Download prediction word banks.*

   A list of the prediction files currently available for download is displayed in the Download prediction word banks dialog box (Figure 5-6).
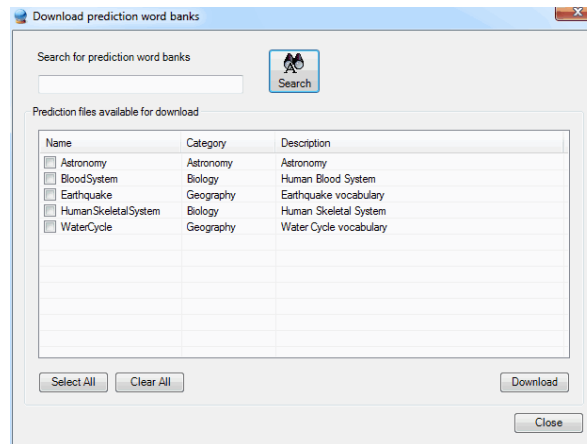
Figure 5-6 Download prediction word banks dialog box

If required, you can filter this list for a specific topic. To do this, enter the topic you want to search for in the ***Search for prediction word banks*** text box and then click **Search**.

2.   Select the check box beside one of the prediction word banks and then click **Download**.

3.   When the download is shown as 'Complete', click on the **Close** button.

Exercise 6   Setting up phonetic replacements

In this exercise you'll learn how to set up phonetic replacements which will be used in the Prediction facility. Sometimes people make the mistake of spelling words phonetically. For example, typing 'fone' instead of 'phone'. Read&Write 10 GOLD's phonetic prediction can use phonetic mappings to help suggest the words that you are trying to spell.

1.   Click on the button on the toolbar. You see the Prediction window displayed.

2.   Type the letters **foto** into your document. Note how you are also given predictions beginning with 'ph', e.g. 'photo'.

3.   Close the Prediction window.

4.   Click on the drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the ***Advanced options*** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 5-7).

Predict words using the phonetic replacements listed below check box

Phonetic map list box

Advanced options check box
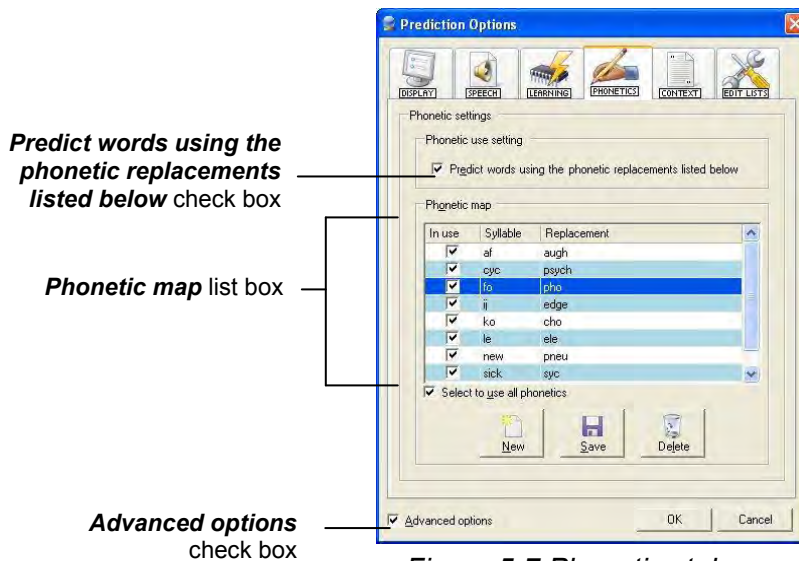
Figure 5-7 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the *Phonetic map* list box.

5. Find the phonetic replacement for 'fo=pho' in the *Phonetic map* list box. When you typed the word 'foto' in step 2, the Prediction facility was able to use this phonetic replacement to suggest words beginning with 'photo' as replacement words.

6. De-select the *Predict words using the phonetic replacements listed below* check box if you wish to disable this facility.

7. Click on the **OK** button to close the Prediction Options window.

✍ *The Prediction facility will only provide you with a list of predictions using phonetic replacements if you have set the context level to 'More suggestions' in the Context tab.*

Exercise 7   Applying prediction word banks

In this exercise you'll learn how to apply the prediction word banks you've added or downloaded. This means that the Prediction facility will suggest words based on the word banks you have chosen to use.

1. Click on the [icon] drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 5-8).
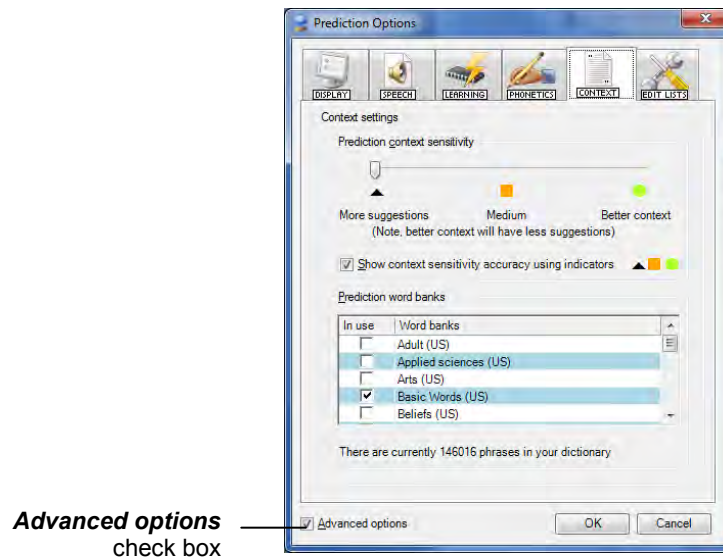
Advanced options
check box

Figure 5-8 Context tab

2. Click on the check box beside Applied sciences in the Prediction word banks section and then click on the **OK** button.

This will ensure that all words and phrases in the Applied sciences prediction dictionary are added to the Prediction facility.

3. Scroll down the list of Prediction word banks until you see the 'Fruit' word bank. This is the word bank you added in Exercise 4. Notice how the check box is already selected. This is because user-created word banks are automatically selected for use.

4. Right-click on the 'Fruit' word bank and select the *Preview word bank* option from the popup menu.

✍ *You can only preview words in word banks that you have downloaded or user-created word banks.*

A separate window is displayed which lists all of the words and phrases in the word bank. You can search the word bank for a particular word or phrase by typing directly into the **Search word bank** field. The list is automatically filtered as you type.

5. Click **Close** to close this window and return to the Context tab.

6. Click on the ✖ button on the top right-hand corner of the Prediction window to close it.

Exercise 8   Editing phrases in the prediction database

In this exercise you'll learn how to edit phrases in the prediction database. This means that when you next use the Prediction window to predict your next words, it will suggest words based on the phrases you've edited.

1. Click on the 🔵 drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Edit Lists tab (Figure 5-9).
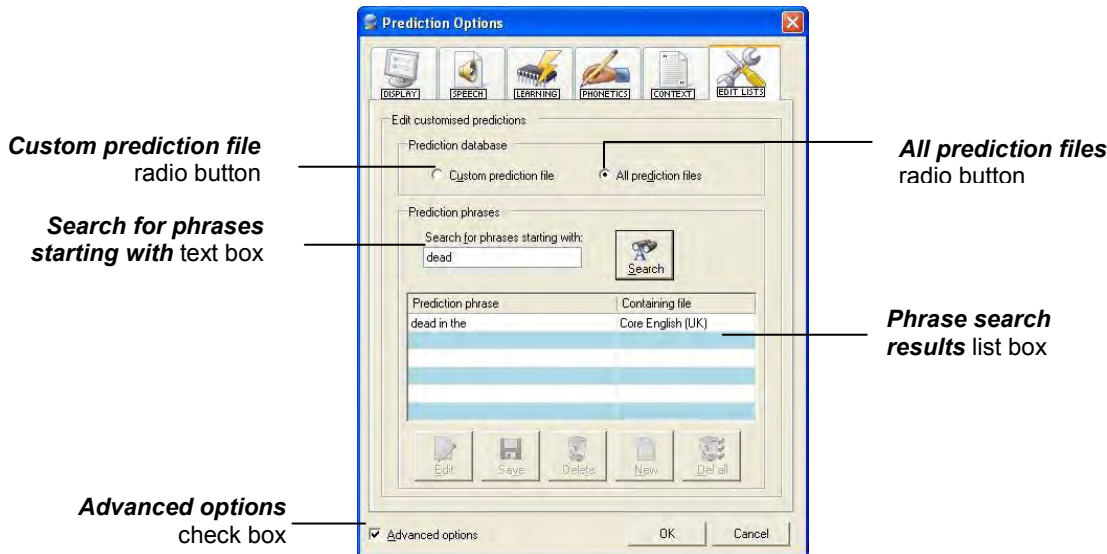

Figure 5-9 Edit Lists tab

2. Select the *All prediction files* radio button to specify that you want to search for a phrase in all available prediction databases.

3. Type the word **dead** into the *Search for phrases starting with* text box and then click on the **Search** button. You see a list of all the phrases containing the word 'dead' displayed in the *Phrase search results* list box.

You notice that the phrase 'dead quiet' is not listed. To add this phrase to the list:

4. Select the *Custom prediction file* radio button and then click on the **New** button. You see the Add a new word or phrase window displayed.

5. You must select the *Other* radio button because the phrase 'dead quiet' is an adjective. You see a second Add a new word or phrase window displayed (Figure 5-10).
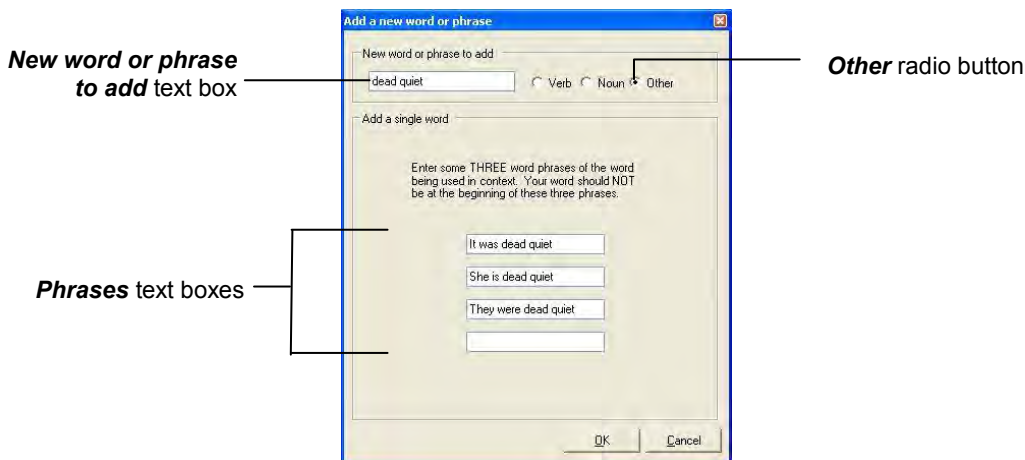
Figure 5-10 Add a new word or phrase window (2ⁿᵈ window)

6. Type the phrase **dead quiet** into the *New word or phrase to add* text box and then type the following text into the first three *Phrases* text boxes:

- **It was dead quiet**

- **She is dead quiet**

- **They were dead quiet**.

7. Click on the **OK** button in both the Add a new word or phrase window and the Prediction Options window.

8. Click on the button and then type the following text into your document followed by a space: **It was dead**. Keep an eye on the Prediction window. You'll see the word 'quiet' listed. Click on 'quiet' or use the appropriate function key to insert it into your document.

6. USING THE DICTIONARIES

In this section you'll learn how to:

- use the Basic and Advanced Dictionaries
- search for web definitions
- use the Picture Dictionary.

Exercise 1   Using the Basic and Advanced Dictionaries

In this exercise you'll learn how to use the dictionary to find basic and advanced definitions.

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

    Strangers are just friends waiting to happen.

2. Highlight the word 'happen'.

3. Click on the ![icon] drop down list on the toolbar and select *Basic Definitions*, then click

    on the ![icon] button. From now on the Basic Dictionary will be displayed when you click on this button.

    You see the Dictionary - Basic Definitions window displayed (Figure 6-1).
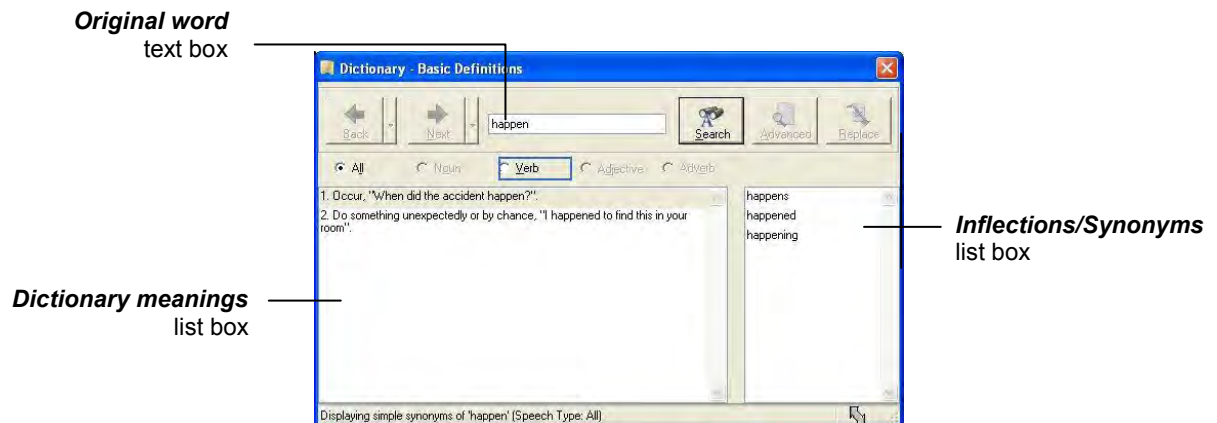
Figure 6-1 Dictionary - Basic Definitions window

The word 'happen' is displayed in the *Original word* text box. You can also see a list of definitions for the word 'happen' displayed in the *Dictionary meanings* list box.

4. Click on the first definition and then click on the ![icon] button on the Read&Write 10 GOLD toolbar to hear it read aloud.

5. Type the word **approach** into the *Original word* text box and then click on the **Search** button.

You see a list of definitions for the word 'approach' displayed in the **Dictionary meanings** list box.

6. To close the Dictionary - Basic Definitions window, click on the button on the top right-hand corner of the window.

    You want to replace the word 'happen' with a word similar to it. You can do this by conducting an advanced dictionary search for this word. Complete the following:

7. Highlight the word 'happen' in your text.

8. Click on the drop down list on the toolbar and select *Advanced Definitions*, then click on the button. From now on the Advanced Dictionary will be displayed when you click on this button.

    You see the Dictionary - Advanced Definitions window displayed. The word 'happen' is displayed in the **Original word** text box.

9. Click on the **Advanced** button and select *Words related to 'happen'* from the popup menu. You see a list of definitions for the word 'happen' in the **Dictionary meanings** list box.

10. Click on the definition that begins with 'Come to pass; occur'. The word 'occur' appears in the **Inflections/Synonyms** list box and you decide that you want to replace the word 'happen' in your text with this new word.

11. Click on the word 'occur' in the **Inflections/Synonyms** list box and then click on the button on the Read&Write 10 GOLD toolbar to hear it read aloud.

12. Click on the **Replace** button to replace the word 'happen' in your text.

Exercise 2   Searching for web definitions

In this exercise you'll learn how to use Read&Write 10 GOLD to find definitions on the Internet.

You decide that you want to check the definition of 'strangers' on the web. Complete the following:

1. Click on the drop down list on the toolbar and select *Web Definitions,* then click on the button. From now on the Web Definitions Dictionary will be displayed when you click on this button.

    You see the Manual Text Search window displayed (Figure 6-2).

Figure 6-2 Manual Text Search window

2.   Type **stranger** in the text box provided and then click on the **OK** button.

Your browser window automatically opens and displays the Dictionary.com website. You can see a list of definitions for the word 'stranger'.

3.   Click on the ⬛ button on the top right-hand corner of the window when you have finished viewing this page.

Exercise 3   Using the Picture Dictionary

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

✎   *You must be online in order to use the Picture Dictionary.*

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

A bird in the hand is worth two in the bush.

2.   Highlight the word '**bird**' and then click on the ⬛ button.

You see the Picture Dictionary window displayed (Figure 6-3). It displays a picture of a bird.
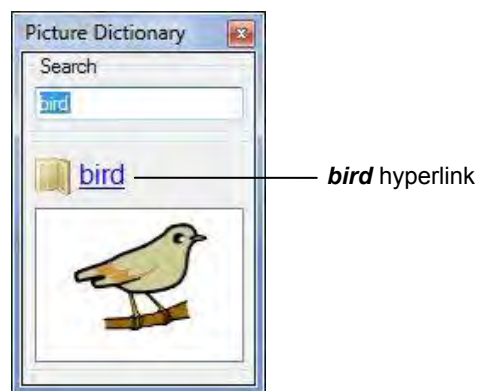
Figure 6-3 Picture Dictionary window

3.   Highlight the word '**hand**' in your document.

The Picture Dictionary window displays a picture of a hand.

4.   Click on the '**hand**' hyperlink.

You see the Dictionary.com website displayed in a new browser window (Figure 6-4).

The Picture Dictionary will use whatever dictionary you have currently selected from the drop down list, i.e. basic, advanced or Web Definitions.
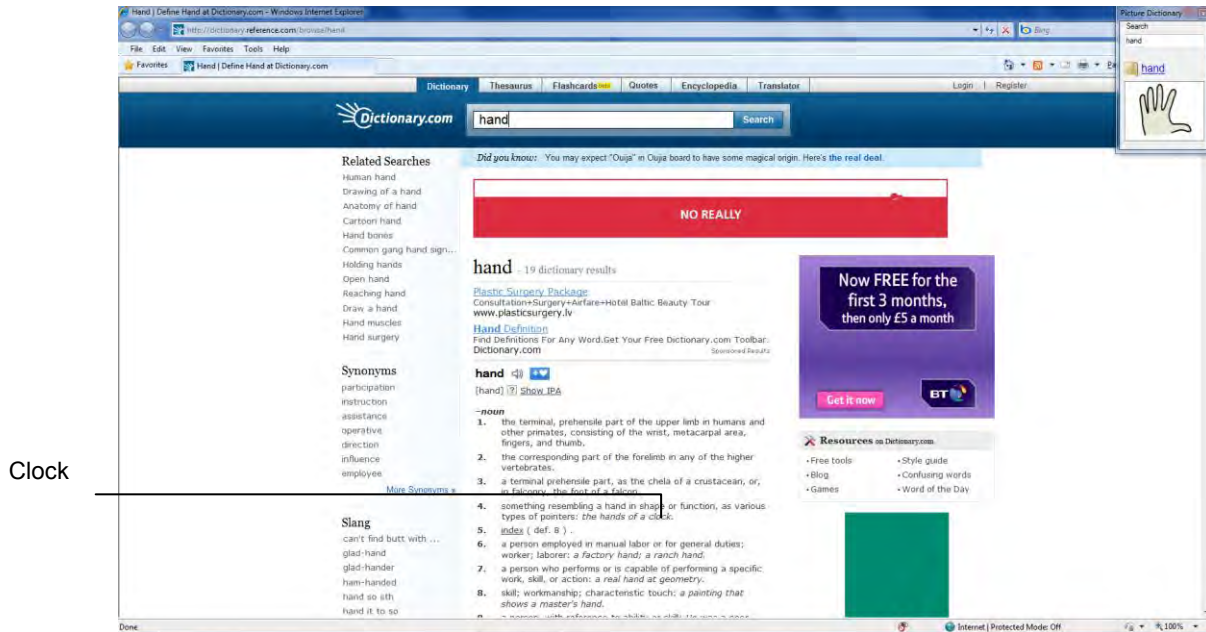
Clock

Figure 6-4 Dictionary.com

Definitions for the word 'hand' are listed.

5. Select the word '**clock'** as shown in Figure 6-4 (4th definition).

The Picture Dictionary window displays pictures of clocks.

You can highlight words in any of the Read&Write 10 Gold facilities to display pictures in the Picture Dictionary window.

6. Click on the ❌ button on the top right-hand corner of the Picture Dictionary window.

7. Click on the ❌ button on the top right-hand corner of the browser window to close it.

7. USING THE WORD WIZARD

In this section you'll learn how to use the Word Wizard.

Exercise 1 Searching for words using the Word Wizard

In this exercise you'll learn how to use the Word Wizard to search for specific words.

To complete this exercise, click on the [textHELP] button until you can see the All Features toolbar. The tooltip for this button will help you identify the toolbar you need.

1. Type **tree** onto a new line in your document and then highlight it.

2. Click on the [ ] button on the toolbar.

    You see the first window in the Word Wizard, which displays the highlighted word.

3. Click on the **Next** button. You see the next window in the Word Wizard.

4. Select the *Noun* radio button to specify that you are looking for a noun and then click on the **Next** button.

    You see the next window displayed. Read the two senses which provide you with two different meanings for the word 'tree'.

5. Make sure the first sense (1) is selected and then click on the **Next** button, i.e. 'A tall perennial woody plant having a main trunk and branches forming a distinct elevated crown'. You see the next window in the Word Wizard.

6. Select the *Parts of a 'tree'* radio button and then click on the **Next** button. You see the next window (Figure 7-1).

Related words or phrases list box — *Synonyms* list box

Figure 7-1 Word Wizard

7. Click on the first phrase (1) in the *Related words or phrases* list box, i.e. 'Stump, Tree stump'. You can view a list of related synonyms displayed in the *Synonyms* list box.

8. Select 'stump' from the *Synonym* list box and then click on the **Replace** button.

    'Stump' replaces the word 'tree' in your text.

8. USING THE SOUNDS LIKE & CONFUSABLE WORDS FACILITY

> In this section you'll learn how to use the **Sounds Like and Confusable Words** buttons to access and use the Sounds Like and Confusable Words facility.

Type the following text into a blank Microsoft Word document:

Put the magazine here and clothes the window pleas. She has bought you a letter.

Exercise 1   Identifying sounds like and confusable words

In this exercise you'll learn how to identify sounds like (homophones) and confusable words in your document to help you ensure you've typed the correct word.

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

   You see the Same Sounding Words window displayed (Figure 8-1). The first homophone or confusable word in the text is displayed, i.e. 'the'.

   The homophones and confusable words in your text are highlighted in blue. The homophones are 'the', 'here', 'clothes', 'pleas' and 'you'. The only confusable word in the sentence is 'bought'.

Homophones list box

Word meaning list box

Move to next homophone after this check check box
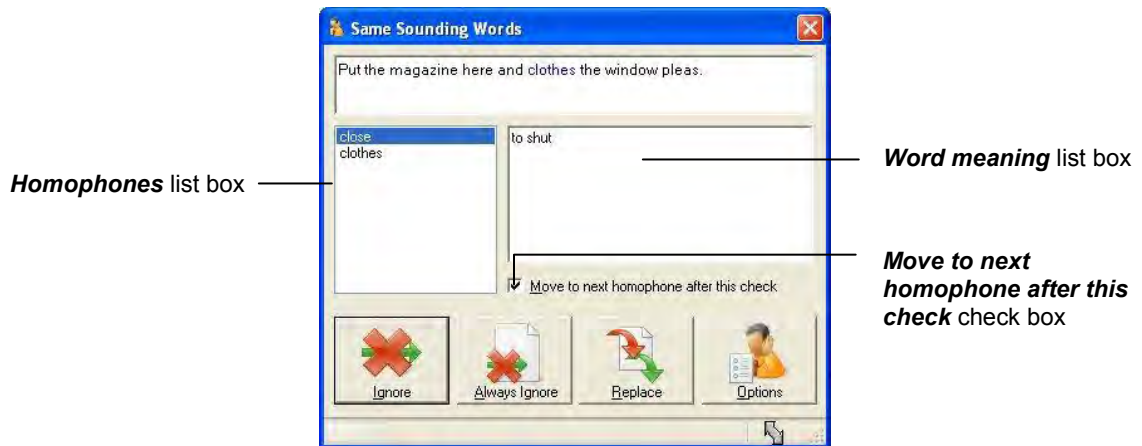
Figure 8-1 Same Sounding Words window

2. Make sure the **Move to next homophone after this check** check box is selected.

3. You decide that the word '**the**' is the correct word. Click on the **Ignore** button.

   The Same Sounding Words window moves on to the next homophone or confusable word in the sentence, which is '**here**'.

4. You decide that this is the correct word. Click on the **Ignore** button.

   The Same Sounding Words window moves on to the next homophone or confusable word, which is '**clothes**'.

5. Make sure the word 'clothes' is selected in the **Homophones** list box and read the definition in the **Word meaning** list box. To hear it read aloud, click on the definition

   and then click on the ▶ button on the toolbar.

6. Select 'close' from the **Homophones** list box.

7. Click on the **Replace** button.

   The Same Sounding Words window moves on to the next homophone or confusable word, which is '**the**'.

8. Again, you decide that the word 'the' is the correct word. Click on the **Ignore** button.

   Alternatively you could click on the **Always Ignore** button to ensure that the word 'the' will no longer be identified as a homophone.

   The Same Sounding Words window moves on to the next homophone or confusable word, which is '**pleas**'.

9. Make sure 'pleas' is selected in the **Homophones** list box. You want to change the definition for this word. Click on the **Options** button. You see the Similar tab of the General Options window displayed (Figure 8-2).
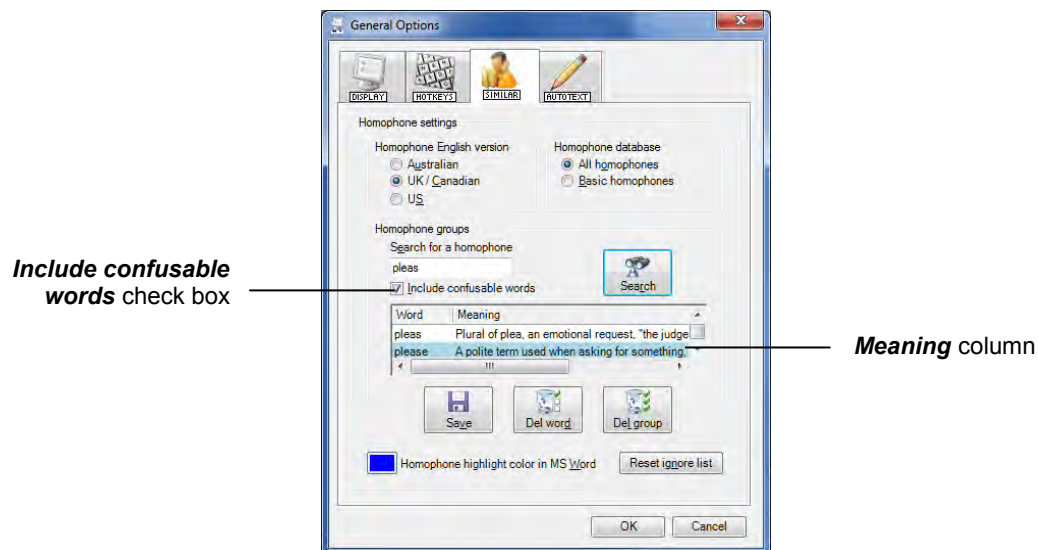
Figure 8-2 Similar tab

10. Insert the cursor after 'requests for help' in the **Meaning** column and then type in the following text: '**,appeals**'. Click on the **Save** button.

11. A message box is displayed asking you if you are sure you want to save this group and make a permanent change. Click on the **Yes** button to save the change.

12. Click on the **OK** button to close the General Options window.

    The Same Sounding Words window is re-displayed. If you want to see the new definition for pleas, click on another word in the **Homophones** list box and then on pleas again.

13. Select 'please' from the **Homophones** list box.

14. Click on the **Replace** button.

The Same Sounding Words window moves on to the next homophone or confusable word, which is '**bought**'.

15. Select 'brought' from the *Homophones* list box.

16. Click on the **Replace** button.

The Same Sounding Words window moves on to the final homophone or confusable word in the text, i.e. '**you**'.

17. You decide that the word 'you' is the correct word. Click on the **Ignore** button.

The Same Sounding Words window closes. Your text should now read as follows:

Put the magazine here and close the window please. She has brought you a letter.

9. USING THE VERB CHECKER

In this section you'll learn how to use the Verb Checker.

Exercise 1   Using the Verb Checker

In this exercise you'll learn how to use the Verb Checker to search for verb conjugations of the word 'run' so that you can use them to write sentences (in different tenses) in your document.

1. Click on the [icon] button on the toolbar. You see the Verb Checker window displayed (Figure 9-1).
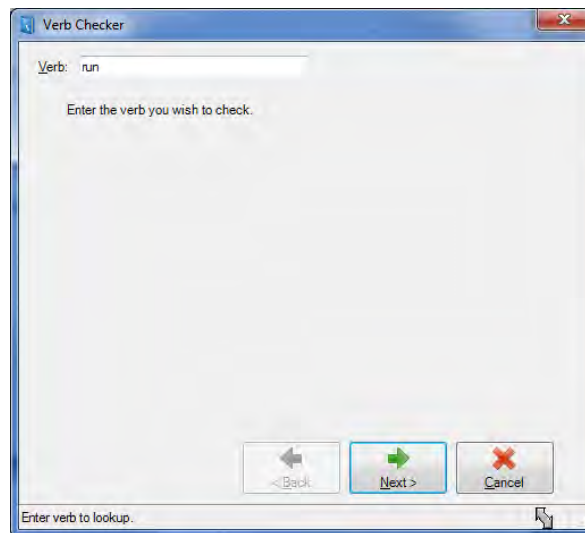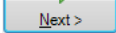
Figure 9-1 Verb Checker window

2. Type '**run**' in the ***Verb*** text box and then click on the [Next >] button. You see the second step of the Verb Checker displayed (Figure 9-2).
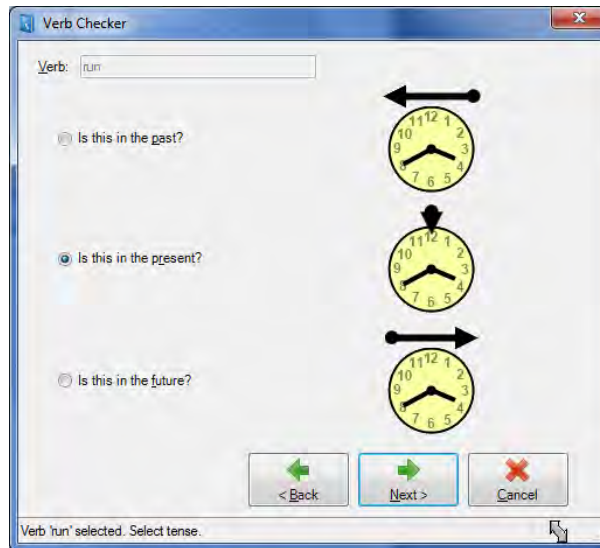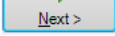
Figure 9-2 Verb Checker window: second step

3. Select the **Is this in the future?** radio button and then click on the [Next >] button. You see the third step of the Verb Checker displayed (Figure 9-3).
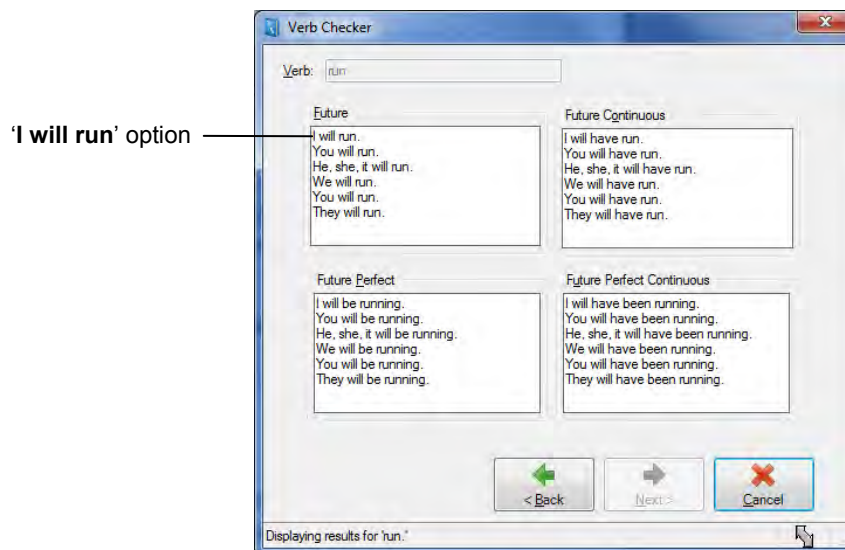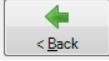
Figure 9-3 Verb Checker window: third step

The verb is shown in sentence format preceded by different personal pronouns, i.e.

I, you (singular), he, she, we, you (plural) and they. Variations of these sentences are shown in the future tense.

4. Place your cursor in the sentence '**I will run**' in the **Future** list box.

5. Click on the [button] button on the toolbar to hear the sentence read aloud.

6. In your document, type the following text:

I will run in the charity fun run.

7. Click on the [< Back] button in the Verb Checker window.

8. Select the **Is this in the past** radio button and then click on the [Next >] button.

    The Verb Checker shows variations of sentences using 'run', but this time in the *past* tense.

9. In your document, type the following text:

    You ran in the charity fun run last year.

10. Click on the [Cancel] button in the Verb Checker window.

10. USING THE READ&WRITE 10 GOLD CALCULATORS

In this section you'll learn how to:

- use the Standard Calculator
- use the Scientific Calculator
- evaluate calculations within documents
- convert values in a document.

Exercise 1   Using the Standard Calculator

In this exercise, you'll learn how to use the Standard Calculator.

1. Click on the [icon] drop down list on the toolbar and select *Standard Calculator*.

    You see the Standard Calculator window displayed.

2. Select the following options from the Speech menu:

    - *Speak on Click*
    - *Confirm on Equals*.

3. Complete the following using the View menu:

    - select *Background Color*, then select a green color from the color palette, and then click on the **OK** button
    - select *Foreground Color*, then select a navy color from the color palette, and then click on the **OK** button
    - point your cursor over *Button Colors*, select *Number Color* from the popup menu, then select a yellow color from the color palette and then click on the **OK** button
    - make sure the *Show Audit Trail* option is selected.

4. Click on the following buttons: **5 + 9 + 4 =**

✎ *If you click on the wrong button you can undo your last action by clicking on the **Undo** button. If required, you can click on this button several times if you decide that you want to undo several actions.*

The system calculates the sum and then reads it aloud. Your calculator should look similar to Figure 10-1.
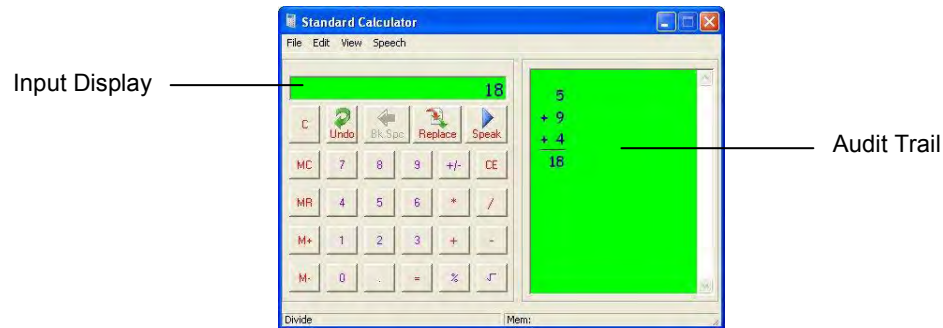
Figure 10-1 Standard Calculator window

5. Click on the ❌ button on the top right-hand corner to close the Standard Calculator.

Exercise 2   Using the Scientific Calculator

In this exercise, you'll learn how to use the Scientific Calculator.

1. Type the following into a blank Microsoft Word document: **638/2**.

2. Highlight the sum in your document and then click on the 🖩 drop down list on the toolbar and select *Scientific Calculator*.

You see the Scientific Calculator window displayed (Figure 10-2). The text you've just highlighted is displayed in the Input Display.

Figure 10-2 Scientific Calculator window

3. Click on the **=** button. The answer to the calculation is displayed.

4. Click on the **Replace** button.

The sum you highlighted in step 2 is replaced with the answer 319.

5. Click on the **C** button to clear the Input Display.

6. Click on the View menu and select *Variables and Constants* to display the Stored Constants and Variables window (Figure 10-3).
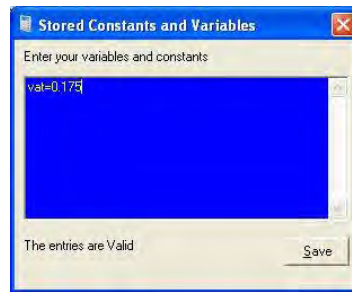
Figure 10-3 Stored Constants and Variables window

7. Type **vat=0.175** into the space provided and then click on the **Save** button.

8. Click on the File menu and select the *Exit* option to close the Scientific Calculator.

Exercise 3   Evaluating calculations within documents

In this exercise, you'll learn how to evaluate calculations in your document without having to access the calculators.

1. Type the following into your Microsoft Word document: **50.00*vat**

2. Highlight the sum in your document and then click on the drop down list on the toolbar and select *Evaluate in Document*.

The answer is inserted after the calculation.

Exercise 4   Converting values in documents

In this short exercise, you'll learn how to convert values in your document. In this example you're going to convert a value in centimeters to inches.

1. Type the following into your Microsoft Word document: **167**.

2. Highlight the figure in your document.

3. Click on the drop down list on the toolbar, point your cursor over *Convert*, then *Length*, then *centimeters*, and then select *to inches* as shown in Figure 10-4.
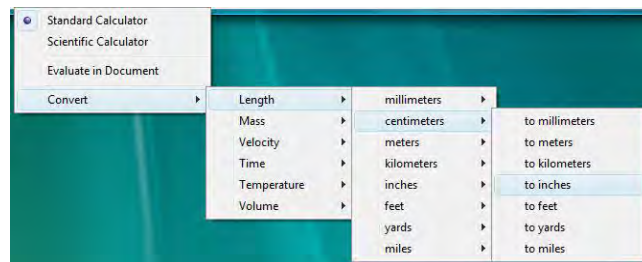
Figure 10-4 Conversion menu option

The figure in your document is replaced by the inches equivalent (65.7480336).

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11. WORKING WITH DAISY BOOKS

In this section you'll learn how to:

- read Daisy books

- navigate through a Daisy book.

Exercise 1   Reading Daisy books

Before you begin this exercise, make sure you have a Daisy book saved on your computer.

> ✎ *If you don't have a Daisy book to work with, you can carry out a search on the Internet for Daisy Books.*

> ✎ *You can open an AudioPlus book which you may have received from the RFB&D (Recordings for the Blind and Dyslexic). However, you cannot use the Read&Write 10 GOLD toolbar to read the chapters aloud. Instead, you can use the Speech buttons at the bottom of the Daisy Reader window.*

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

   You see the Browse For Folder window displayed.

2. Browse to the location in the directory where you have saved the Daisy file, select it and then click on the **OK** button.

> ✎ *If you are opening an AudioPlus book, you must browse to the location of your User Authorization Key, select it and then click on the **Open** button. You can then enter the PIN code supplied to you by the RFB&D.*

   The Daisy book opens in the Daisy Reader window.

3. The table of contents for the book is displayed on the left-hand-side of the Daisy Reader window. Click on a page/section to view it.

4. Complete either of the following options:

   - if web highlighting is switched on, hover your mouse over the area of text you want read aloud

   - if web highlighting is not switched on, click on the ![icon] button on the Read&Write 10 GOLD toolbar.

5. Click on the Display menu and select *Display Options*. You see the Display Options panel displayed.

6. Specify that you would like to make the Font Size 20 and the text Bold. If you wish, change the Text and Background Color by clicking on the color dropdown. Click on the **Cancel** button when you are happy with the settings.

Exercise 2   Navigating through a Daisy book

In this exercise you'll learn how to find the text that you want to read aloud in the Daisy book.

1. Make sure the Daisy book is open. You may need to complete steps 2 and 3 in the previous exercise.

2. Click on the appropriate **Navigation** button to move through the pages:

    - ⬛ – displays the **first** page in the book

    - ⬛ – displays the **previous** page in the book

    - ⬛ – displays the **next** page in the book

    - ⬛ – displays the **last** page in the book.

    Insert bookmarks in the text. To do this:

3. Click on the ⬛ button. You see the Save Bookmark window displayed.

4. Type **Bookmark1** in the text box provided and then click on the **Save Bookmark** button.

5. Go to another page in the Daisy book and repeat steps 3 and 4 to add another bookmark, and call it **Bookmark2**.

    Now practice finding the bookmarked text:

6. Select *Bookmark1* from the **Bookmarks** drop down list and then click on the ⬛ button.

    Find specific words in the text. To do this:

7. Type a word that you know is in your Daisy book, in the **Find Text In Book** text box, and then click on the ⬛ button.

The first instance of the word or phrase is highlighted in your Daisy book. If you want to view the next instance, click on the ⬛ button again.

12. USING THE PRONUNCIATION TUTOR

In this section you'll learn how to use the Pronunciation Tutor to:

- check how words are pronounced
- create syllable exceptions.

Exercise 1   Checking how words are pronounced

1. Click on the [icon] button on the toolbar to display the Pronunciation Tutor window (Figure 12-1).

Display Phonetic Letters check and text box

Selected word text box

Display Phoneme Equivalent check and text box

Phoneme Information section

Display Syllabification text box

Use the lips for pronunciation check box

Advanced Display check box

Available Voices drop down list
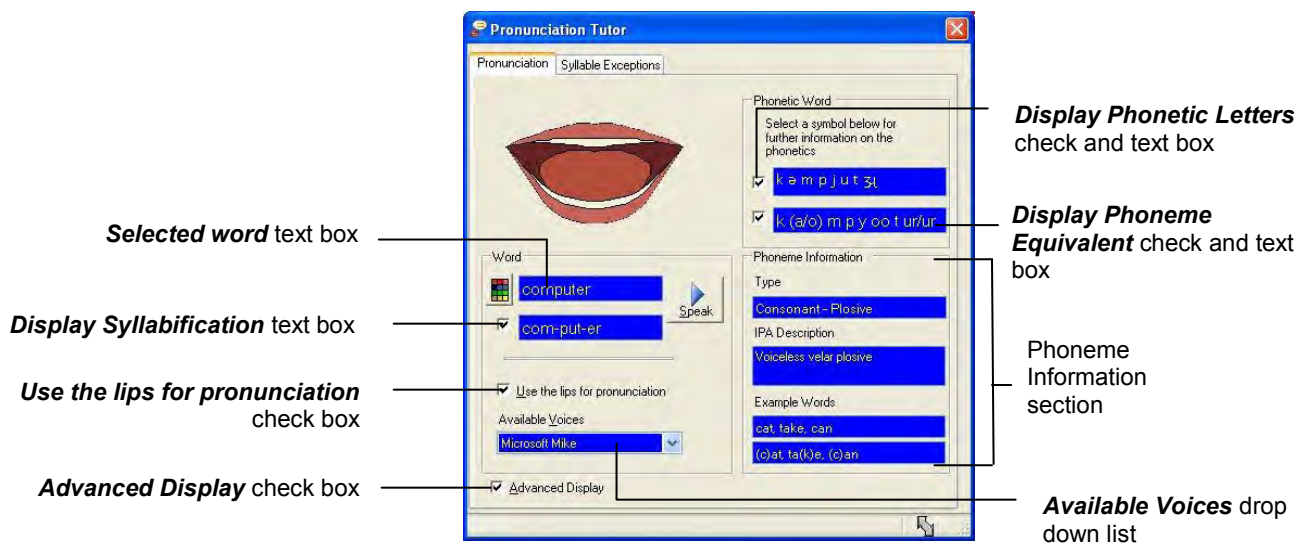
Figure 12-1 Pronunciation tab

2. Click on the [icon] symbol on the bottom right-hand corner of the window and then drag and drop the window until it reaches the size most suitable for you. Any window that has the [icon] symbol can be resized.

3. Select 'Texthelp Jane US' from the **Available Voices** drop down list.

4. Make sure the following check boxes are selected:

- **Advanced Display**
- **Use the lips for pronunciation**
- **Display Syllabification**
- **Display Phonetic Letters**
- **Display Phoneme Equivalent**.

5. Type **computer** into the **Selected word** text box and then click on the **Speak** button.

Note how the lips and tongue move to show you how to form the word with your mouth. Also note how the word 'computer' is broken down into three syllables in the **Display Syllabification** text box.

6. Double click on the letter **k** in the **Display Phoneme Equivalent** text box. The Phoneme Information section is populated with information, e.g. words that are also pronounced using the 'k' sound used in 'computer' are listed in the **Example Words** text boxes.

Exercise 2   Creating syllable exceptions

In this exercise you'll learn how to teach the system to pronounce the word 'hungry' differently. You'll do this using the Pronunciation Tutor.

1. Type the word **hungry** into your document, highlight it and then click on the button. Notice how the Pronunciation Tutor breaks the word into the syllables 'hun' and 'gry'.

2. Click on the Syllable Exceptions tab (Figure 12-2).

Figure 12-2 Syllable Exceptions tab
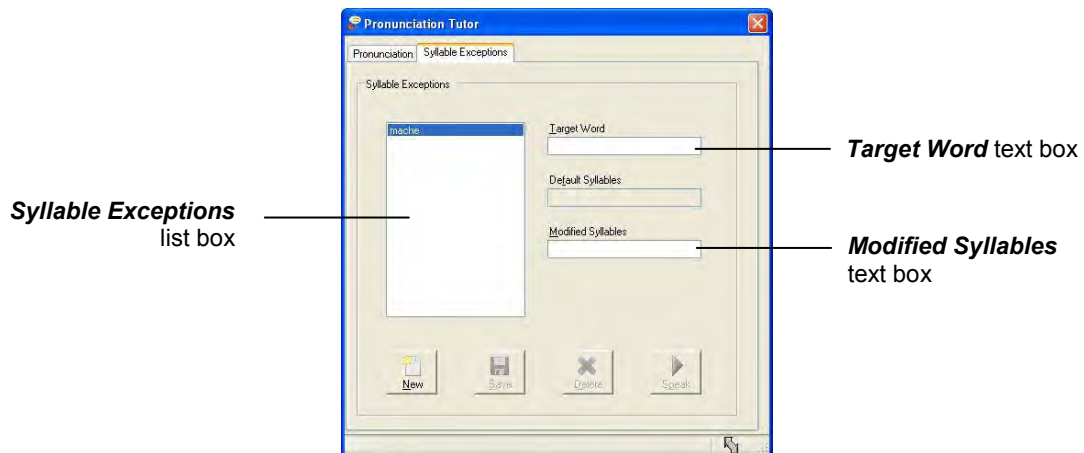
3. Click on the **New** button.

4. Type **hungry** into the **Target Word** text box and then type **hung-ry** into the **Modified Syllables** text box.

5. Click on the **Speak** button to hear the new pronunciation read aloud and then click on the **Save** button to add it to the **Syllable Exceptions** list box.

6. Click on the button to close the Pronunciation Tutor window.

13. USING THE SCANNING FACILITY

In this section you'll learn how to use the Scanning facility to:

- perform a fast scan

- scan single documents

- scan multiple documents

- scan from a file

- scan from a digital camera.

✎ *To complete this section, you must ensure that you've set up your scanner correctly and have two 8.5x11 colored documents containing text and pictures.*

Exercise 1 Performing a fast scan

In this exercise you'll learn how to perform a fast scan. A fast scan allows you to scan directly into Microsoft Word, Internet Explorer or Adobe Acrobat.

1. Place a page into your scanner.

2. Click on the [icon] drop down list and make sure *Scan to PDF* is selected. You'll know that it has been selected if you can see a dot beside it:

   ● Scan to PDF

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

   You see the Save As window displayed.

4. Type **My Scan to PDF** in the *File Name* field, locate a file 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 see the scanned image displayed in Adobe Acrobat. From here you can use PDFaloud to read the document.

   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.

5. Click on the [icon] drop down list and select *Scan to Word*.

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

   You see the Save As window displayed.

7. Type **My Scan to Word** in the *File Name* field, locate a file 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 see the scanned image displayed in Microsoft Word.

This type of scan is recommended if you want to edit the scanned document.

8. Click on the [icon] drop down list and select *Scan to HTML*.

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

You see the Save As window displayed.

10. Type **My Scan to HTML** in the *File Name* field, locate a file 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 see the scanned image displayed in Internet Explorer.

This type of scan is recommended if you want to display the document using your own choice of colored fonts and backgrounds. Instructions on how to change fonts and backgrounds will be explained later.

Exercise 2   Scanning single documents

In this exercise you'll learn how to set up scanner options and scan single documents.

1. Click on the [icon] drop down list on the toolbar and select *Scanning Options*.

You see the Output tab of the Scanner Settings window displayed (Figure 13-1).

Temporary file/folder radio button

Choose a location to save to radio button
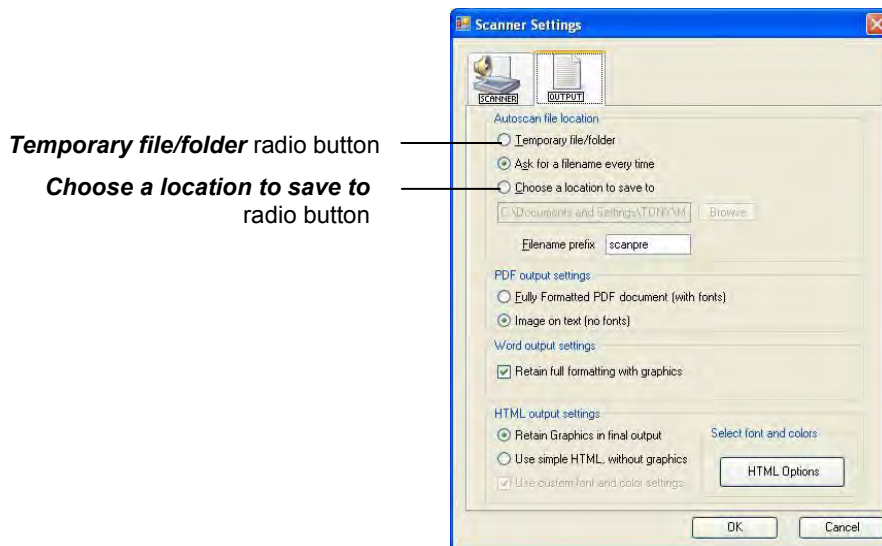
Figure 13-1 Scanner Settings window – Output tab

2. Select the *Temporary file/folder* radio button.

3. Make sure the *Retain full formatting with graphics* check box is selected in the Word output settings section and then click on the **OK** button.

4. Click on the Scanner tab (Figure 13-2).
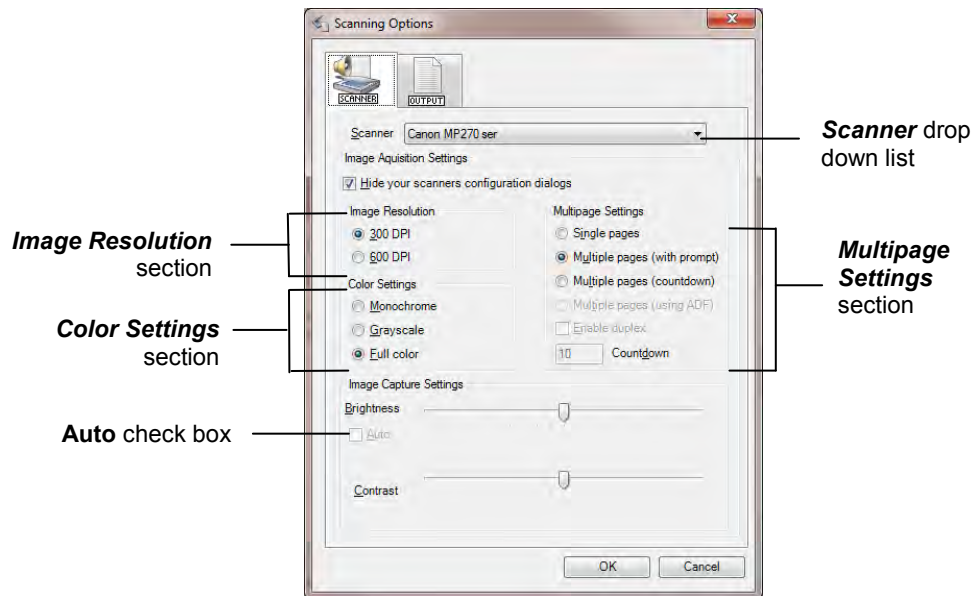
Figure 13-2 Scanner Settings window – Scanner tab

5. Select the type of scanner you are using from the *Scanner* drop down list.

6. Make sure the *600 DPI* radio button is selected from the *Image Resolution* section.

7. Select the *Single pages* radio button from the *Multipage Settings* section.

8. Select the *Full color* radio button from the *Color Settings* section.

9. Select the *Auto* check box to ensure that the system automatically adjusts the brightness of the scan.

10. Click on the **OK** button to save your settings.

11. Place a single page into your scanner and then click on the [icon] drop down list on the toolbar and select *Scan to Word*.

12. Click on the [icon] button.

Your page is scanned and automatically opened in Microsoft Word. It is saved in a temporary file and folder created by Read&Write 10 GOLD.

Exercise 3   Scanning multiple documents

In this exercise you'll learn how to set up scanner options and scan multiple documents.

1. Click on the [icon] drop down list on the toolbar and select *Scanning Options*.

   You see the Output tab of the Scanner Settings window displayed (Figure 13-1).

2. Select the *Choose a location to save to* radio button. Click on the **Browse** button, browse to the location of the folder in which you want to save your scanned images, enter a name for the image and then click on the **OK** button.

3. Select the *Use simple HTML, without graphics* radio button and then make sure the *Use custom font and color settings* check box is selected.

4. Click on the **HTML Options** button, adjust the following settings for the Font, and then click on the **OK** button:

   - Arial font

   - red color

   - 28 size.

5. Click on the Scanner tab (Figure 13-2).

6. If you are using a different scanner form the previous exercise, select the type of scanner you are using from the *Scanner* drop down list.

7. Select the *Multiple pages (countdown)* radio button from the *Multipage Settings* section. Type **60** in the *Countdown* text box.

8. Select the *Auto* check box to ensure that the system adjusts the brightness of the scan automatically. Move the *Contrast* scale up to +20%.

9. Click on the **OK** button to save your settings.

10. Place a single page into your scanner and then click on the [icon] drop down list on the toolbar and select *Scan to HTML*.

11. Click on the [icon] button.

   Your page is scanned and then you will see a 60 second countdown displayed. This means you have 60 seconds before your next page will be scanned.

12. Place another page into your scanner.

Read&Write 10 GOLD will automatically scan this page 60 seconds after the first page has been scanned. You also see it open in Internet Explorer with the font settings you specified earlier. Your scanned images are saved in the folder of your choice.

Exercise 4   Scanning from a file

You can also scan from a saved image file on your computer.

1. Click on the [icon] drop down list on the toolbar and select *Scan to PDF*.

2. Again, click on the [icon] drop down list and select *Scan from File*.

3. Click on the [icon] button.

   The Open files window is displayed.

4. Browse to the location where you store your images, select the image and then click on the **Open** button. The image is scanned and opened in a PDF file.

Exercise 5   **Scanning from a digital camera**

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

> ✍ *To complete this exercise, your camera **must** be WIA compatible. If it is not, you can use the 'Scan from File' as detailed in Exercise 4 above and select your image.*

1. Place an 8.5x11 page of paper containing text on your desk and take a photo of it.

2. Connect your camera to your computer using your USB cable.

3. Click on the [icon] drop down list on the toolbar and select *Scan from WIA*.

4. Click on the [icon] icon.

You can see either of the following windows displayed:

- Select Device window (Figure 13-3)

Figure 13-3 Select Device window
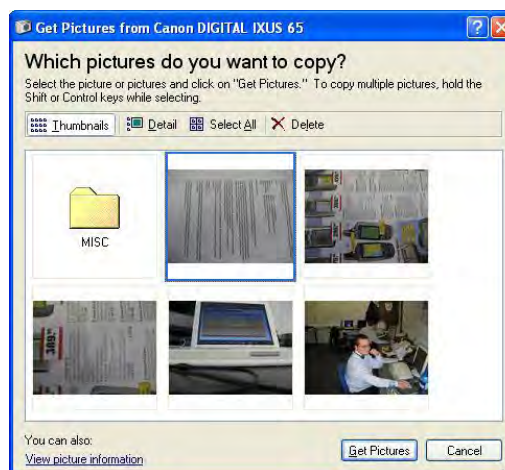
- Get Pictures from window (Figure 13-4).

Figure 13-4 Get Pictures from window

5. Complete either of the following tasks, depending on which window you can see:

- Select Device window – select your camera from the list and then click on the **OK** button. The Get pictures from window is displayed (Figure 13-4). Locate and select the photo you have just taken and then click on the **Get Pictures** button

- Get Pictures from window (Figure 13-4) – locate and select the photo you have just taken and then click on the **Get Pictures** button.

When you display your document you can use the features in Read&Write 10 GOLD to read aloud the text in the way that you want.

14. USING THE FACT FINDER

In this section you'll learn how to:

- use the Fact Finder default search engine

- add search engines to the Fact Finder facility.

Exercise 1 **Using the default search engine**

In this exercise you'll learn how to set up the default search engine and search for facts using the default search engine.

1. In Microsoft Word type in the word 'dyslexia'.

2. Select the word and click on the [button image] button.

3. Your browser window opens displaying the search results for 'dyslexia' in Google.

4. Click on the [button image] drop down list on the toolbar and select *Fact Finder Options*. You see the Fact Finder Options window displayed (Figure 14-1).

Default search engine ──────

Figure 14-1 Fact Finder Options window

5. Click on the **Change Default** button and then point your cursor over the *Search using* option. You see a drop down list displaying different categories of search engines.

6. Point your cursor over *General* and select the *Yahoo* search engine.

7. Click on the **OK** button to save Yahoo as the default search engine.

8. Click on the [button image] button on the toolbar. You see the Manual Text Search window, allowing you to search for facts using the default search engine, Yahoo (Figure 14-2).

Figure 14-2 Manual Text Search window

9. Type **What are sloths** in the text box provided and then click on the **OK** button.

Your browser window opens displaying the search results for 'sloths' in Yahoo.

Exercise 2   Adding search engines

In this exercise you'll learn how to add a new search engine to Read&Write 10 GOLD for use with the Fact Finder facility.

1. Click on the ![icon] drop down list on the toolbar and select *Fact Finder Options*. You see the Fact Finder Options window displayed (Figure 14-1).

2. Click on the **Add New Entry** button.

You see the Download Fact Finder Sites window, which allows you to download new search engines from www.texthelp.com.
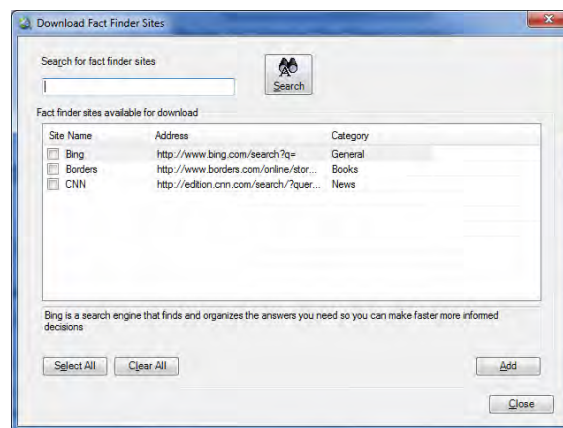

Figure 14-3 Download Fact Finder Sites window

3. Select the check box beside the search engine you want to download. Take note of the *Category* under which it is listed. For example, in Figure 14-3 the CNN search engine is listed under the 'News' category.

4. Click on the **Add** button.

5. Click on the **Close** button when you have finished downloading search engines.

6. Click on the ![icon] drop down list on the toolbar and then point your cursor over the *Search using* option. Point your cursor over the category to which your newly downloaded search engine belongs. You can now see it displayed in the list. It is now available for use.

15. USING THE FACT FOLDER

In this section you'll learn how to:

- add text facts
- add image facts
- add URLs and documents
- change fact details and properties
- export facts.

✎ *The Fact Folder is used mainly to add facts from the Internet.*

Exercise 1   Adding text facts

In this exercise you'll learn how to use the Fact Folder to save a paragraph of text as a new fact. Type the following text into a new document:

The United States of America is comprised of fifty states and one federal district. The country celebrates its founding date as July 4th 1776.

1. Save the document in the directory of your choice.

2. Highlight this text and then click on the [button image] button. The Fact Details window is displayed (Figure 15-1).
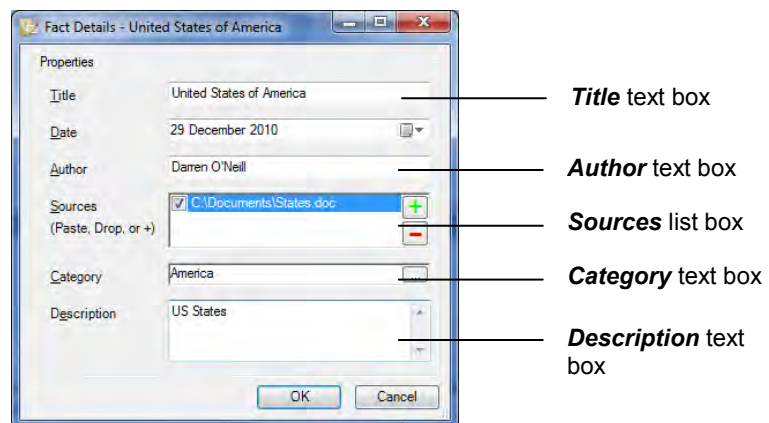

Figure 15-1 Fact Details window

3. Type the text **United States of America** into the *Title* text box.

4. Type your name in the *Author* text box.

    The locations and URLs of any documents and websites you have open are displayed in the *Sources* list box.

5. Select the check box beside the location of the document you created in step 1.

6. Click on the [...] button beside the *Categories* text box. You see the Select Categories window displayed.

7. Click on the **Add** button and type the text **America** in the text box provided.

8. Click on the **OK** button to add the new category.

9. Select the check box beside 'America' in the *Category List* and then click on the **OK** button.

10. Enter the text **US States** in the *Description* text box and then click on the **OK** button.

You see a message popup from the system tray informing you that the fact 'United States of America' has been added.

Exercise 2   Adding image facts

In this exercise you'll learn how to use the Fact Folder to save an image from a web page as a new fact.

1. Find a map of America on the Internet and then click on the [icon] drop down list and select the *Add Web Image* option. You see the Texthelp Web Hover popup on the bottom right-hand corner of your screen.

2. Hover your mouse over the image of America until you see it appear in this popup and then click on it. You see the Fact Details window displayed (Figure 15-1).

3. Type the text **Map of America** into the *Title* text box.

4. Type the name of the author of the website in the *Author* text box.

   The locations and URLs of any documents and websites you have open are displayed in the *Sources* list box.

5. Select the check box beside the URL which contains the image you have just selected.

6. Click on the [...] button beside the *Categories* text box. You see the Select Categories window displayed.

7. Select the check box beside 'America' in the *Category List* and then click on the **OK** button.

8. Enter the text **Map of America** in the *Description* text box and then click on the **OK** button.

You see a message popup from the system tray informing you that the fact 'Map of America' has been added.

Exercise 3   Adding URLs and documents

You can add a URL by dragging and dropping it from Internet Explorer into the Fact Folder. You can use the same method to drag and drop documents from Windows Explorer. In this exercise you'll learn how to add a URL to the Fact Folder and then access it directly from the Fact Folder.

1. Click on the [icon] drop down list and select the *Review Facts* option. You see the Fact Folder window displayed (Figure 15-2).
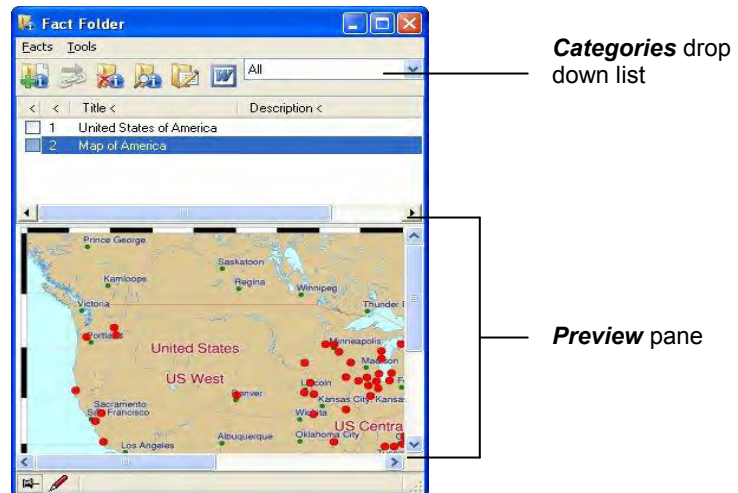
Figure 15-2 Fact Folder window

2. Find a website which details facts relating to American states.

3. Click and hold down your left mouse button on the Internet Explorer icon in the Address line as shown below (Figure 15-3), then drag and drop it onto the Fact Folder window.

Figure 15-3 Internet Explorer icon

You see the Fact Details window displayed (Figure 15-1).

4. Type the text **American states** into the *Title* text box.

5. Type the name of the author of the website in the *Author* text box.

6. Select the check box beside the websites URL in the *Sources* list box.

7. Click on the [...] button beside the *Categories* text box. You see the Select Categories window displayed.

8. Select the check box beside 'America' in the *Category List* and then click on the **OK** button.

9. Enter the text **Lists of states** in the *Description* text box and then click on the **OK** button.

You see a message popup from the system tray informing you that the fact 'American states' has been added. You also see the new fact listed in the Fact Folder.

10. Click on the ☒ button on the top right-hand corner of your browser window to close Internet Explorer.

11. Click on the 'American states' fact in the Fact Folder window and then click on the

 button to see the website displayed again in your browser window.

Exercise 4   Changing fact details and properties

In this exercise you'll learn how to change the details of facts that you've already added to the Fact Folder. You'll also learn how to update fact content.

1. Click on the 'Map of America' fact in the Fact Folder window. You can see a preview of the image in the *Preview* pane.

2. Click on the 'American states' fact in the Fact Folder window and then click on the

 button. You see the Fact Details window displayed (Figure 15-1).

3. Type the text **Also lists other useful information** in the *Description* text box and then click on the **OK** button. The description is updated in the Fact Folder window.

4. Click on the 'United States of America' fact and then click on the button. You see the Displaying Fact window.

5. Add the text **The United States shares land borders with Canada and Mexico** to the text that is already there.

6. Click on the **OK** button.

Exercise 5   Exporting facts from the Fact Folder

In this exercise, you'll learn how to select facts and export them to a Microsoft Word document.

1. In the Fact Folder window, select *America* from the drop down list next to the toolbar. This will ensure that only the facts you have added to this category are displayed.

2. Click on the Tools menu and select the *Select All Facts* option.

3. Click on the Tools menu again and select the *Export Selected Facts* option. You see the Export Facts window displayed.

4. Select the *Word Export* option.

✎ *You can also export to a HTML document by selecting the Web Export option.*

5. Click on the **Browse** button. The Select Export File window is displayed.

6. Browse to the location where you want to save the Microsoft Word document and type **American** in the *File name* field. Click on the **Save** button and then click on **OK**.

You see the Bibliography window displayed.

7. Select the *MLA* option from the drop down list and then click **OK**.

Read&Write 10 GOLD automatically creates the Microsoft Word document and lists all of the selected facts for the America category. A bibliography in the MLA style is also included.

8. After you've viewed your new Microsoft Word document, close it and return to the Fact Folder window.

9. Deselect the 'American states' fact and then click on the ▥ button.

You see the Bibliography window displayed.

10. Select the *APA* option from the drop down list and then click **OK**.

Read&Write 10 GOLD automatically creates the Microsoft Word document and lists the selected facts for the America category. A bibliography in the APA style is also included.

16. USING THE FACT MAPPER

In this section you'll learn how to:

- create fact maps

- open fact maps and add notes to facts

- use the Image Library to add images to a map

- link facts

- change how a fact map is displayed

- brainstorm

- export fact maps.

You use the Fact Mapper, which is an online graphical user interface, to add different types of facts to a fact map. You can then link each of the facts to each other to represent a relationship between them. This enables you to create a diagram of your ideas and information on a particular subject and therefore help you understand it a lot better.

To access the Fact Mapper, click on the button on the Read&Write 10 GOLD toolbar. You see the Fact Mapper window displayed (Figure 16-1).
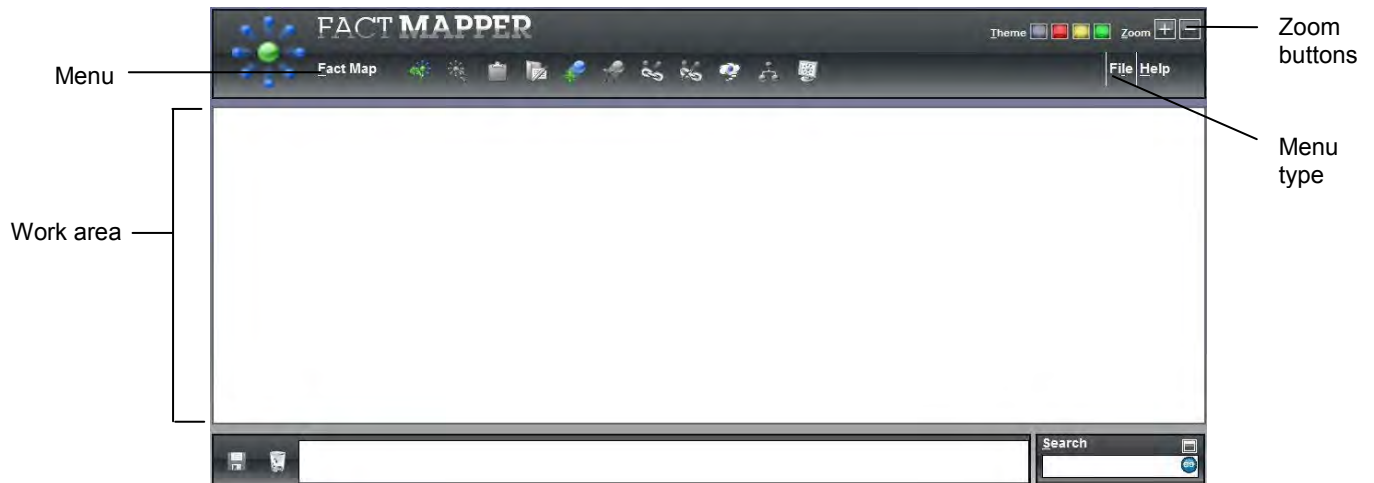
Figure 16-1 Fact Mapper window

The first time you attempt to use any of the facilities in Fact Mapper, you see the following message box (Figure 16-2). Click on the **Allow access** button.
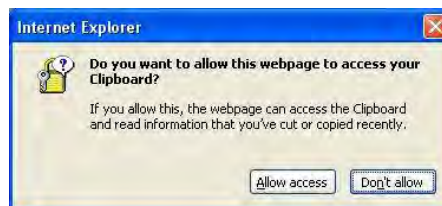
Figure 16-2 Clipboard message

> ✍ *When working with fact maps, make sure you save before closing the Fact Mapper or you will lose your work.*

Exercise 1   Creating fact maps

In this exercise, you'll learn how to create a fact map and add facts.

1. Click on the green option on the **Theme** palette:
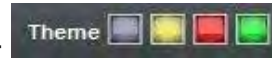
   Wait a few moments while the Fact Mapper changes the color of the window to green.

2. Change it back to the original blue color, i.e. the first color on the **Theme** palette, or select the color of your choice.

3. Click on the File menu in order to view the File toolbar (Figure 16-3):

> ✍ *The 'Menu type' label in Figure 16-1 can help you find this menu.*

Figure 16-3 File toolbar

4. Click on the Fact Map menu in order to view the Fact Map toolbar (Figure 16-4):
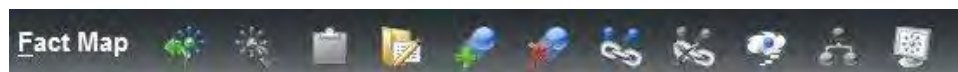
Figure 16-4 Fact Map toolbar

5. Click on the [] button on the Fact Map toolbar.

   A new fact is displayed in the main work area.

6. Type the text **America** into the new fact:
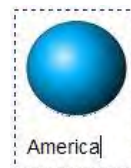
   America|

   Figure 16-5 America fact

7. Click on the America fact and then click on the [] button.

   A new fact is displayed in the main work area and is linked to the first fact.

8. Type the text **Map of America** into the new fact.

9. Add the following facts to the fact map using the same process:

> ✍ *Make sure that you click on the America fact before you add them.*

> ✎ *You may need to drag and drop the last fact onto a different position on the fact map to ensure that you can easily see it coming from the America fact.*

- **United States of America**
- **American states**
- **Flag**.
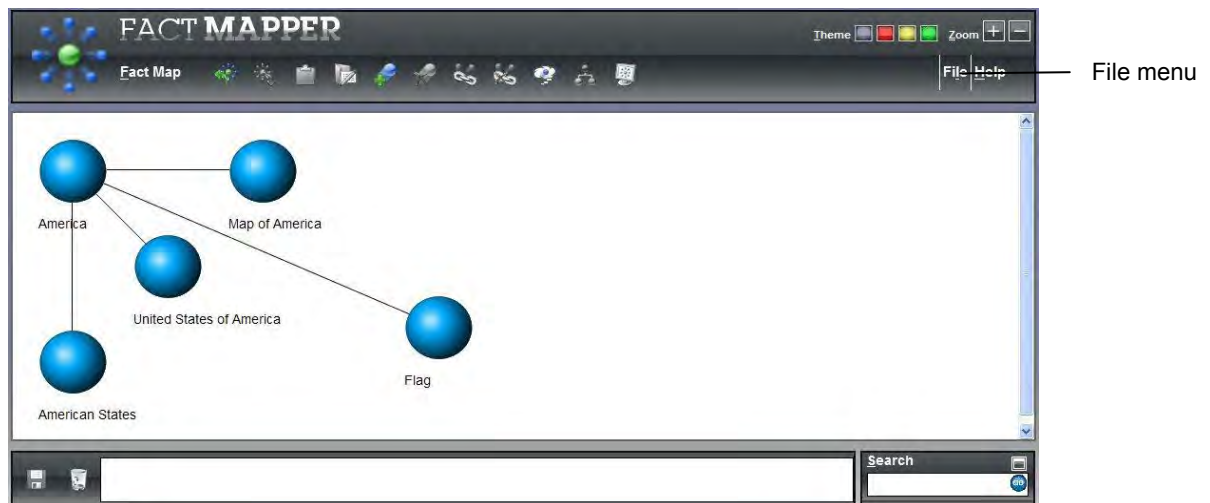
The Fact map should look like Figure 16-6:

Figure 16-6 Fact Mapper window with facts

10. Click on the ⊞ and ⊟ buttons at the top right-hand-side of the Fact Mapper window to select the zoom level at which you want to view the fact map.

11. Select the 'Flag' fact and then click on the 🔵 button. This fact is removed from the fact map.

12. Click on the File menu and then click on the 🗐 button.

You see the File Download window.

13. Click on the **Save** button.

The Save As window is displayed.

14. Browse to the folder in the directory in which you want to save the fact map, type the name **America** in the **File name** text box and then click on the **Save** button.

The Download complete window is displayed.

15. Click on the **Close** button.

> ✎ *Any time you need to save the fact map in future, you will have to override the file you just saved.*

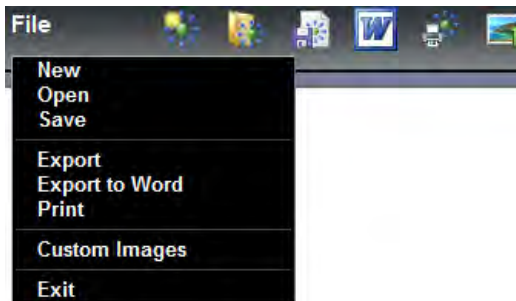**16.** Click on the File menu and select the *Exit* option:

Figure 16-7 Exit option in File menu

17. Click on the **Yes** button when you are asked to confirm the closure of the window.

Exercise 2   Opening fact maps and adding notes to facts

In this exercise, you'll learn how to open fact maps and add Sticky notes to facts.

1. Click on the button on the Read&Write 10 GOLD toolbar to access the Fact Mapper window (Figure 16-1).

✎ *Remember to click on the **Allow access** button when you see the Clipboard message (Figure 16-2).*

2. Click on the File menu.

3. Click on the File menu again and select the Open option (Figure 16-7).

You see the Open File window displayed (Figure 16-8):

Figure 16-8 Open File window

4. Click on the **Browse** button.

You see the Choose file window displayed.

5. Locate the **America** fact map and then click on the **Open** button.

You see the Open File window re-displayed.

6. Click on the **OK** button.

The **America** fact map opens in the Fact Mapper window (similar to Figure 16-6).

7. Select the 'American states' fact.

8. Type the following text into the text area at the bottom of the Fact Mapper window (Figure 16-9):

There are 50 states in the USA.

Figure 16-9 Fact Mapper window: adding notes

9. Click on the ⬚ button. The Post It note is added to the fact. It is represented by the ✍ icon.

10. Select the 'United States of America' fact.

11. Type the following text into the text area at the bottom of the Fact Mapper window:

The motto for the USA is 'In God We Trust'.

12. Click on the ⬚ button. The Post It note is added to the fact.

13. Select the 'American states' fact and then click on the ⬚ button at the bottom of the Fact Mapper window. The Post It note is removed from the fact.

14. Make sure the 'American states' fact is still selected.

15. Click on the Fact Map menu and then click on the ⬚ button.

16. Change the name of the fact to the following: **50 states**.

17. Save the fact map.

Exercise 3   Using the Image Library

In this exercise, you'll learn how to add images from the Image Library to your fact map. You'll also learn how to add your own custom images for use in fact maps.

1. Type **America** in the **Search** textbox at the bottom right-hand-side of the Fact Mapper window.

2. Click on the **Go** button. The Search tab expands to display the list of images that match your search word.

3. Click and hold down your left mouse button on the American Coin image and drag and drop it onto the 'America' fact in the fact map:

Figure 16-10 American Coin image

✍ *If you find it difficult to drag and drop images, you can right-click on an image and select 'Copy Image', then select a fact in the fact map and click on the* *button (on the Fact Map menu).*

4. Click and hold down your left mouse button on the American Football image and drag and drop it onto the '50 states' fact in the fact map:

Figure 16-11 American Football image

5. Right-click on the '50 states' fact and select *Restore Default Image* from the popup menu.

6. Click on the button on the Search tab.

7. Click on the drop down list of image categories and select the *Classic Tourism* option.

8. Click and hold down your left mouse button on the Statue of Liberty image and drag and drop it onto the '50 states' fact in the fact map:

Figure 16-12 Statue of Liberty image

9. Save the fact map.

10. Click on the button (on the *File* menu).

You see a new browser window displayed.

11. Click on the **Allow access** button.

12. Click on the button (on the *Image* menu). The Add Multiple Images window is displayed.

13. Click on the **Select Images** button. The Select file(s) to upload by factmapper.texthelp.com window is displayed.

14. Browse to the location in your directory where you store your images.

15. Click on an image and then click **Open**.

16. Make sure the **All images received** message is displayed and then click the **OK** button.

    The selected image is shown in the Fact Mapper window.

17. Click on **Close**.

18. In the Search tab, select the *Custom* option from the Category drop down list.

19. The image you uploaded in step 15 is listed. You can now add this to your fact maps.

✎   *You should make sure that your images are named appropriately to allow you to search for them more easily.*

Exercise 4   Linking facts

In this exercise, you'll learn how to remove links between facts and create them again.

1. Click on the 'Map of America' fact and then click on the ![button] button (on the Fact Map menu). The fact is highlighted in blue to show that it has been selected.

2. Click on the 'America' fact.

    The link between the two facts is removed.

3. Repeat this process to remove the remaining links from the fact map:

   • United States of America

    • 50 states.

    To reinsert the links:

4. Click on the 'America' fact and then click on the ![button] button (on the Fact Map menu). The fact is highlighted in blue to show that it has been selected.

5. Click on the 'Map of America' fact.

    You now see a line linking the two facts.

6. Repeat this process to link the remaining facts to the 'America' fact.

7. Save the fact map.

Exercise 5   Changing how a fact map is displayed

In this exercise you'll learn how to specify how you want your fact map displayed. You'll also learn how to print your fact map.

1. Click on the ![button] drop down list (on the Fact Map menu) and select the *Document Outline* option. Your fact map is now displayed in a bulleted list.

2. Click on the [icon] drop down list again and select the *Tree* option. Your fact map is now displayed in a tree view.

3. Change it back to the way it was originally by selecting the *Fact Map* option from the [icon] drop down list.

4. Select 'America' in your fact map and then click on the [icon] button. You see the Arrange Facts window displayed (Figure 16-13).
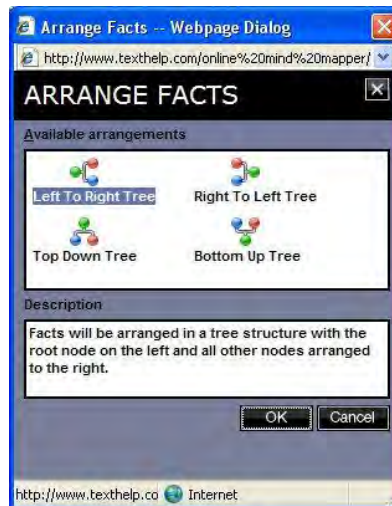

Figure 16-13 Arrange Facts window

> ✍ *You were asked to select 'America' because it is the category to which all of the facts are linked.*

5. Select the **Bottom Up Tree** arrangement and then click on the **OK** button.

> ✍ *The description of each arrangement will help you decide which one you want to use in future.*

The facts in your fact map are rearranged so that the American flag is displayed at the bottom and all the other facts are displayed above.

6. Click on the [icon] button (on the File menu).

You see the Print window displayed.

7. Select your preferred print options and then click on the **Print** button.

Exercise 6   Brainstorming

In this exercise you'll learn how to use the Fact Mapper to brainstorm. This will entail adding several American states to a fact map as quickly as possible.

1. Click on the [icon] button (on the File menu).

A blank fact map is opened in the Fact Mapper and the Fact Map menu is displayed at the top.

2. Click on the [button icon] button.

A new fact is displayed in the main work area.

3. Type the text **American states** into the new fact:

Figure 16-14 American states fact

4. Make sure the American states fact is selected and then click on the [button icon] button.

A new fact is displayed on top of the American states fact.

5. Type the text **Arizona** into the new fact and then press **Enter**:

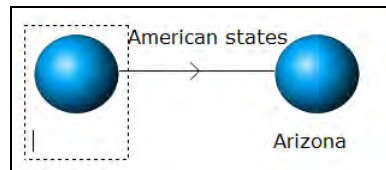Another fact is added to the work area and is automatically linked to the first fact:

Figure 16-15 American states fact

6. Add the following facts using the same process:

- **Alabama**

- **Georgia**.

7. Click on a blank area on the fact map to stop using brainstorming.
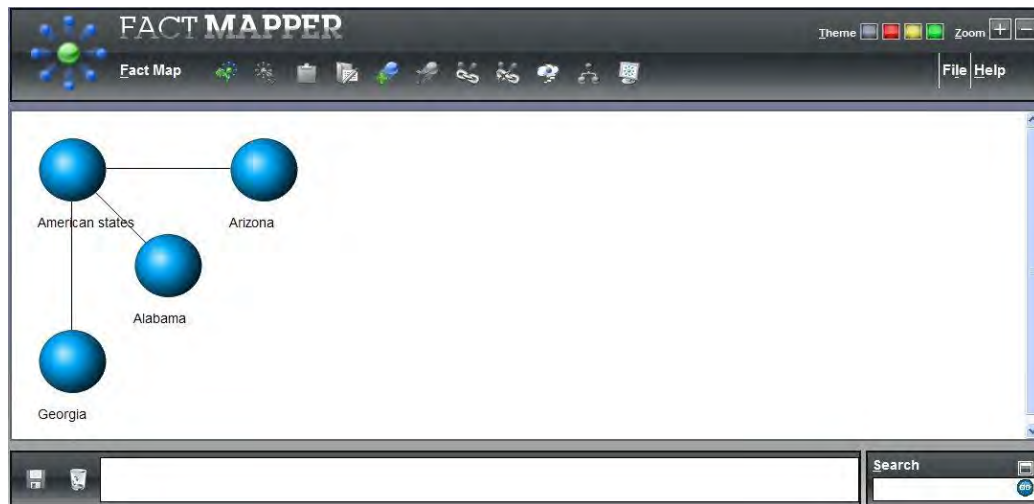
Your fact map should look like Figure 16-16:

Figure 16-16 Fact Mapper window: brainstorming

8. If you wish to add more states, click on the [image] button or the [image] button.

Exercise 7   Exporting fact maps

In this exercise you'll learn how to export a fact map to a Microsoft Word document.

1. Click on the [image] button (on the File menu). Then **Open**.

The fact map is opened and displayed in Microsoft Word. It is displayed in Document Outline view.

2. Close Microsoft Word.

✎ *You can also export a fact map to Microsoft Word or to an HTML page by clicking on the File menu on the left-hand-side of the File toolbar and selecting Export. The Export Facts - Webpage window allows you to select the option you prefer.*

17. USING SCREEN MASKING

In this section you'll learn how to:

- change display options when using Screen Masking
- use the spotlight.

Exercise 1   Using Screen Masking and changing the display options

In this exercise you'll learn how to use the Screen Masking defaults and then change how you want it displayed.

1. Open a document in Microsoft Word and then click on the ![button] button on the Read&Write 10 GOLD toolbar.

    The Windows system background color changes to light blue.

2. Click on the ![button] drop down list.

    You see the Display tab of the Screen Masking Options window (Figure 17-1).
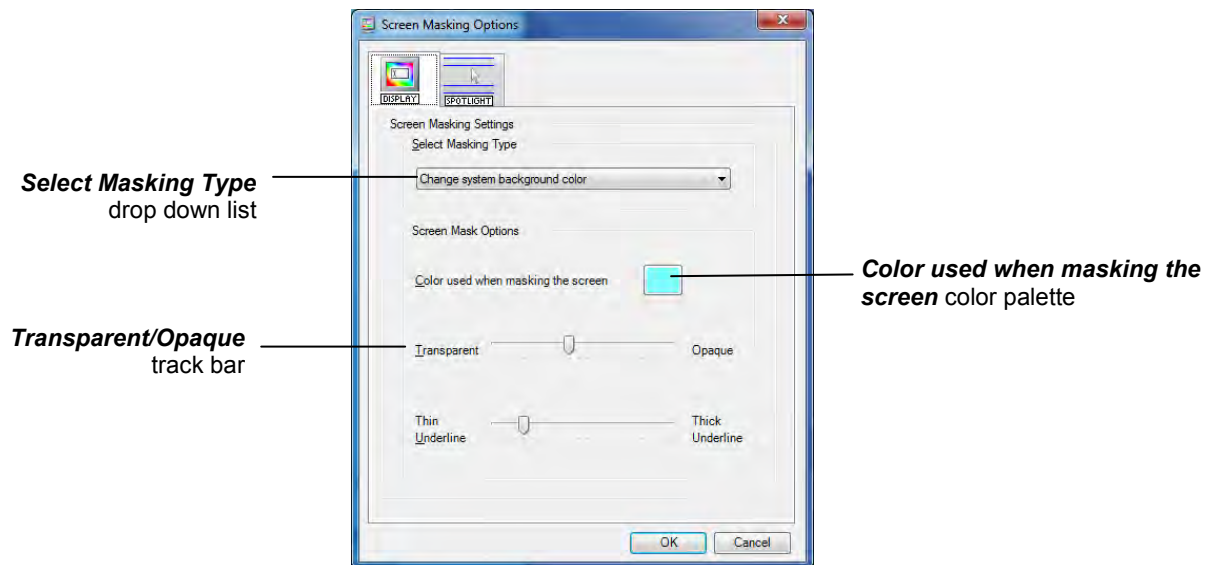

Figure 17-1 Screen Masking Options window: Display tab

3. Select the *Tint the line I'm typing on* option from the **Select Masking Type** drop down list.

4. Select a **blue** color from the **Color used when masking the screen** color palette.

5. Adjust the **Transparent/Opaque** track bar until you have selected a more transparent color, i.e. move the scale more to the left.

6. Click on the **OK** button.

7. 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 type on.

8. Click on the [▣] button to disable the facility.

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

Exercise 2   Using the spotlight

In this exercise you'll learn how to use the spotlight.

1. Click on the [▣] drop down list on the Read&Write 10 GOLD toolbar.

You see the Screen Masking Options window (Figure 17-1).

2. Select the *Tint my whole screen* option from the **Select Masking Type** drop down list.

✎ *You can only enable the spotlight when you have chosen to tint the whole screen.*

3. Adjust the **Transparent/Opaque** track bar until you have selected a more opaque color, i.e. move the scale more to the right.
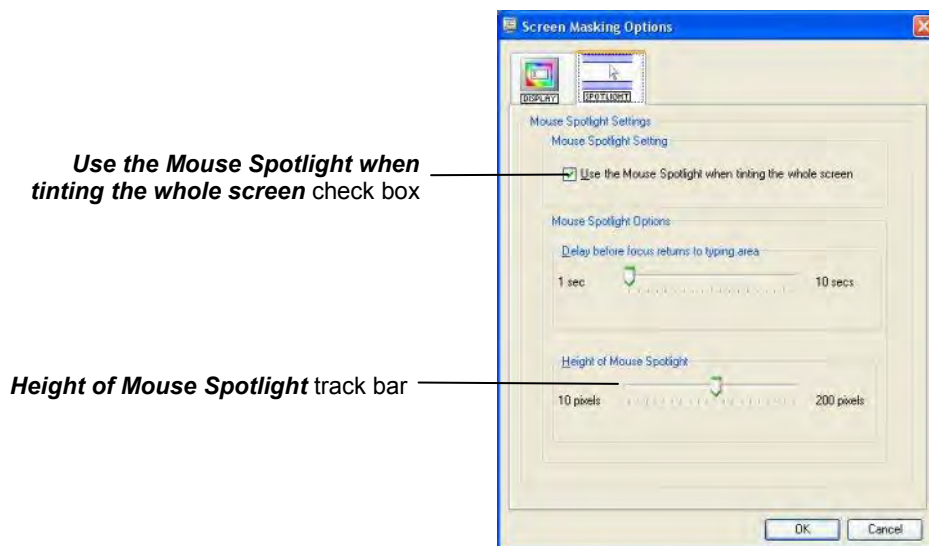
4. Click on the Spotlight tab (Figure 17-2).

Use the Mouse Spotlight when tinting the whole screen check box

Height of Mouse Spotlight track bar

Figure 17-2 Spotlight tab

5. Make sure the **Use the Mouse Spotlight when tinting the whole screen** check box is selected.

6. Make the spotlight larger by moving the **Height of Mouse Spotlight** track bar more to the right.

7. Click on the **OK** button.

8. Click on the [▣] button.

9. Move your mouse across the screen and notice how the spotlight works.

---

10. Click on the button to disable the facility when you have finished.

The other Masking Types are as follows:

- *Tint the window I'm typing in*
- *Tint everything except the window I'm typing in*
- *Tint everything except the line I'm typing on*
- *Underline the line I'm typing on*
- *Underline my mouse pointer*
- *Change system background color*.

18. USING THE SPEECH INPUT FACILITY IN XP

In this section you'll learn how to:

- add user profiles

- create a document

- set up and use the Alternatives window.

To complete this section, you must ensure that:

- you're in a quiet room and are not likely to be distracted

- you've clicked on the [icon] button and can see the Texthelp Speech Input window

- you've followed the instructions in 'Adjusting the microphone' in the online help to ensure that you've positioned your microphone correctly.

Exercise 1   Adding your user profile

In this exercise you'll learn how to add your user profile to the Speech Input facility so that it can save your own personal voice settings.

1. Click on the [icon] button.

You see the Speech Input User Profile window displayed (Figure 18-1).

Figure 18-1 Speech Input User Profile window

2. Type your name in the *Add a new profile* text box and then click on the **Add** button to add your user profile.

The first step in the Training Wizard is displayed.

3. Follow the on screen instructions to train the Speech Input facility to recognize your voice.

Exercise 2   Creating documents

In this exercise you'll learn how to create documents using the Speech Input facility.

1. Click on the ⬜ button.
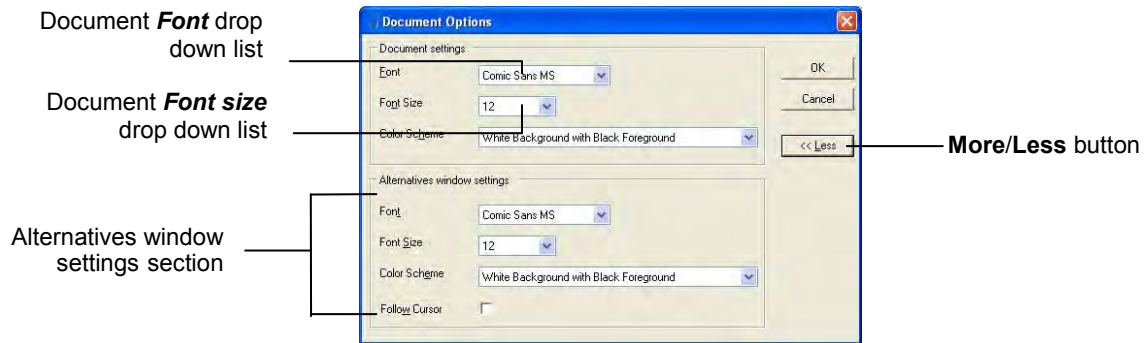
You see the Document Options window displayed (Figure 18-2).

Document *Font* drop
down list

Document *Font size*
drop down list

Alternatives window
settings section

More/**Less** button

Figure 18-2 Document Options window

2. Select *Times New Roman* from the Document *Font* drop down list and *14* from the Document *Font Size* drop down list.

3. Click on the **OK** button to save the new settings and to close the Document Options window.

4. Make sure you can see the 🎧 button on the toolbar. If you can't see it, click on the 🎧 button.

5. Read the following text into the microphone:

'**Fred the frog sat on his old mushroom, very tired of his surroundings. One day, a turtle called Nemo walked slowly by his mushroom. Fred jumped down to say hello.**'

6. Click on the 🔊 button to hear the text read back to you. After a few seconds, click on the 🔊 button to stop the system from reading the text aloud. Click on the 🔊 button again to resume.

You notice that the Speech Input facility has difficulty pronouncing the name 'Nemo'.

7. Click on the 🔊 button.

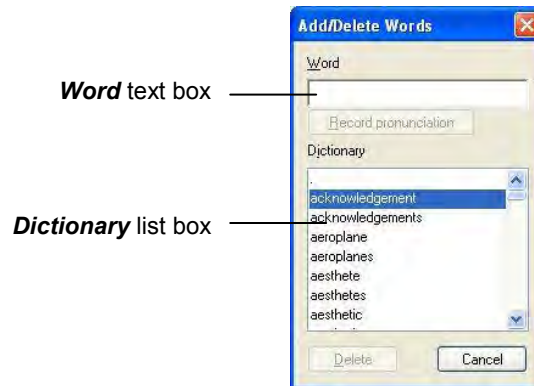You see the Add/Delete Words window displayed (Figure 18-3).

Figure 18-3 Add/Delete Words window

8. Type **Nemo** in the *Word* text box.

9. Click on the **Record pronunciation** button and then speak the word 'Nemo' into the microphone. The word 'Nemo' is added to the *Dictionary* list box.

10. Click on the ![X] button to close the Add/Delete Words window and to return to the Speech Input window.

11. Click on the File menu and select *Save As*.

The Save As window is displayed.

12. Type **Speech Input test** in the *File name* field.

13. Browse to the location in which you want to save the document and then click on the **Save** button.

Exercise 3   Using the Alternatives window

In this exercise you'll learn how to use the Alternatives window to view a list of alternative words which you can then insert into your document.

✎ *You can use the Document Options window (Figure 18-2) to change the Alternatives window display settings.*

1. Click on the ![button] button to enable the Alternatives window. Highlight the word 'jumped' in your document.

You see the Alternatives window displayed.

2. Scroll through the list until you find the word 'leapt' and then double click on it.

You see the word you highlighted in step 1 replaced with the word you've just selected.

19. USING THE SPEECH INPUT FACILITY IN VISTA

In this section you'll learn how to:

- set up the Speech Input facility

- create text using Speech Input

- correct text

- add words to the Speech Dictionary.

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

✎ This exercise assumes that the Speech Input facility has not been previously used.

Exercise 1   Preparing to use the Speech Input facility

In this exercise you'll learn how to start the Speech Input facility, correctly position the microphone and carry out a training exercise.

1. Click on the ⬚ button on the toolbar.

    You see the Speech Input window displayed (Figure 19-1).
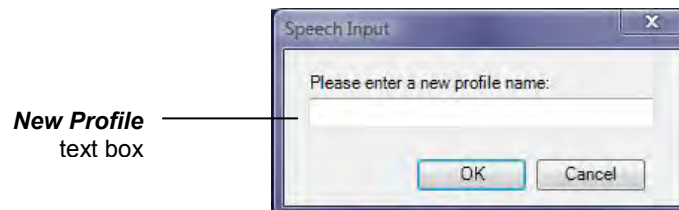
Figure 19-1 Speech Input window

2. Type your name in the **New Profile** text box and then click on the **OK** button to add your user profile.

    The Microphone Setup Wizard is displayed (Figure 19-2).

Figure 19-2 Microphone Setup Wizard
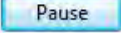
3. Follow the instructions in the wizard to ensure that the microphone is in the correct position.

When you have finished adjusting the microphone, the Speech Recognition Voice Training Wizard is displayed (Figure 19-3).

Figure 19-3 Speech Recognition Voice Training wizard

4. Follow the instructions in the wizard to train the Speech Input facility 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 the Speech Input facility will be at recognizing your voice.

Exercise 2   Create text using the Speech Input facility

In this exercise you'll learn how to start the Speech Input facility and create text by reading into the microphone.

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

You see the Speech Input panel (Figure 19-4). It is currently in 'Listening' mode.
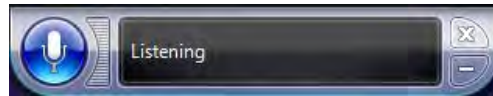
Figure 19-4 Speech Input panel – Listening mode

2. Open Microsoft Word.

3. Speak the following text into the microphone:

'**Fred the frog sat on his old mushroom, very tired of his surroundings. One day, a turtle called Nemo walked slowly by his mushroom. Fred jumped down to say hello.**'

> ✎ Don't worry if the Speech Input makes a mistake. You will learn how to correct mistakes in the next exercise.

4. Click on the ▶ button on the toolbar.

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

5. Click on the 🎤 button on the Speech Input panel.

The Speech Input panel changes to 'Sleeping' mode (Figure 19-5).
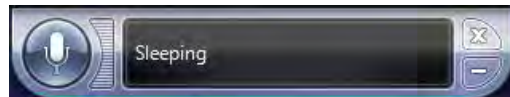
Figure 19-5 Speech Input panel – Sleeping mode

> ✎ *You can toggle between the Listening and Sleeping modes by clicking on the 🎤 button.*

Exercise 3   Correcting text using the Speech Input facility

In this exercise you'll learn how to correct any mistakes the Speech Input facility 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 any word which is recorded incorrectly.

4. Speak the following into the microphone:

Correct that.

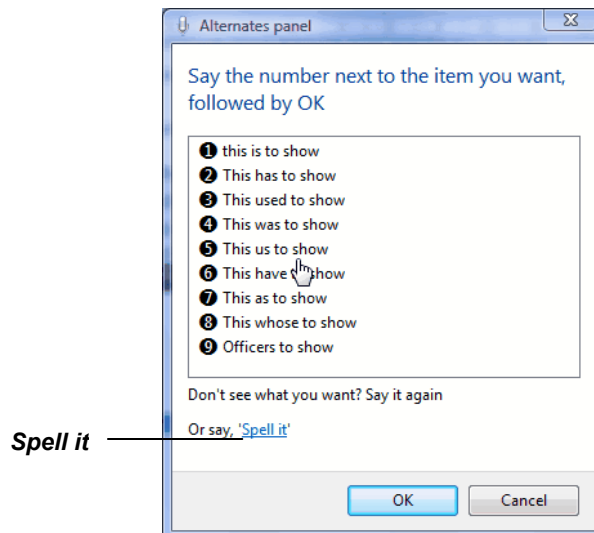You see the Alternates panel displayed (Figure 19-6).

Figure 19-6 Alternates panel

5. 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.

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

> *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 **Spell it** if your correction does not appear in the Alternates panel.

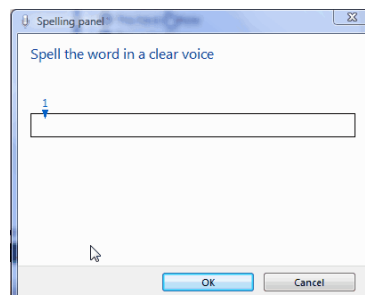 You see the Spelling panel (Figure 19-7). Continue with the steps.

Figure 19-7 Spelling panel

9. Spell aloud a 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.

Exercise 4   Adding words to the Speech Dictionary

In this exercise you'll learn how to add words to the Speech Dictionary. This is useful for any words that the Speech Input frequently mishears or does not recognize.

1. Click on the [icon] drop down list and select the *Open Speech Dictionary* option.

You see the Speech Dictionary window displayed (Figure 19-8).
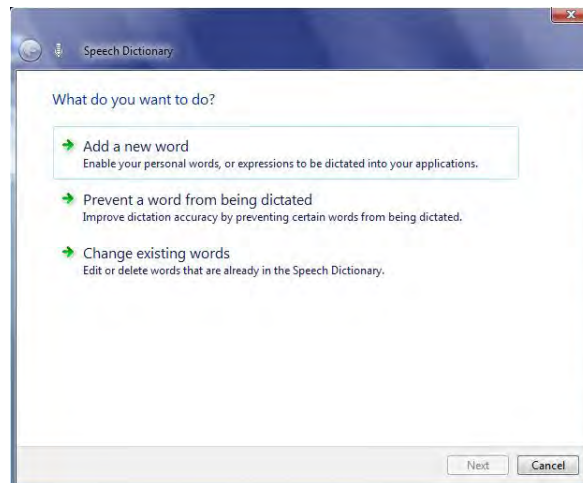
Figure 19-8 Speech Dictionary window

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

You see the second step of the Speech Dictionary window displayed (Figure 19-9).
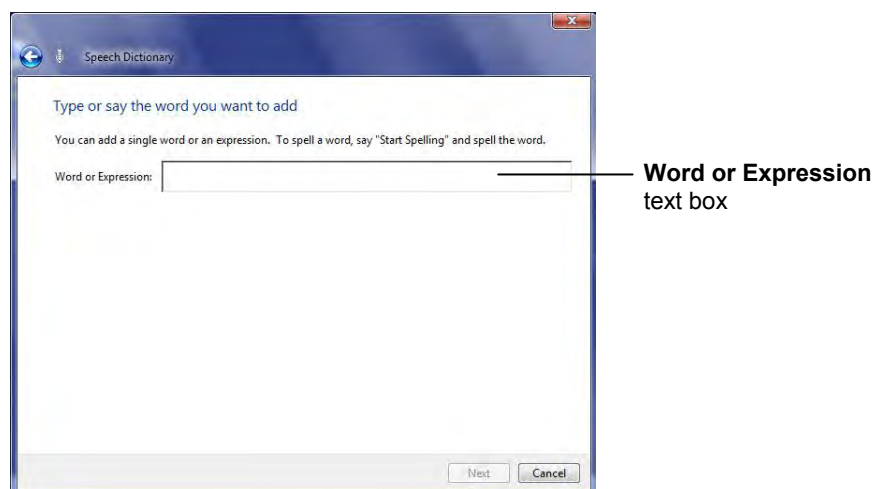
Figure 19-9 Speech Dictionary window: second step

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

You see the third step of the Speech Dictionary window displayed (Figure 19-10).
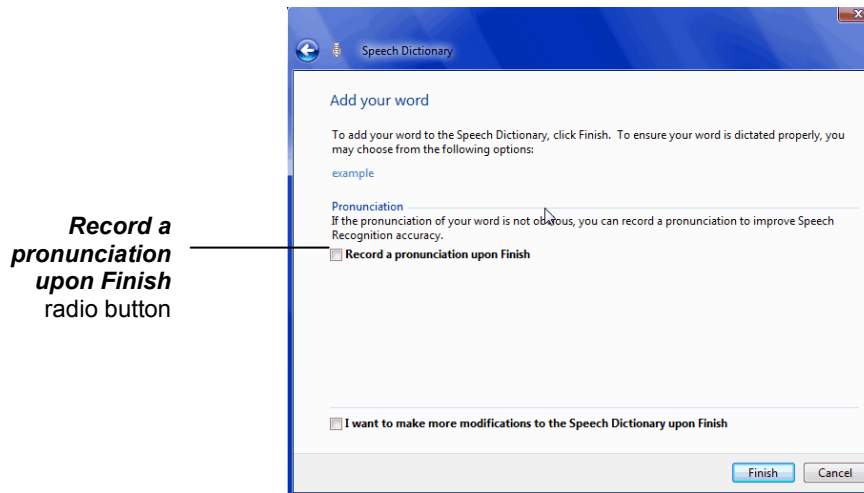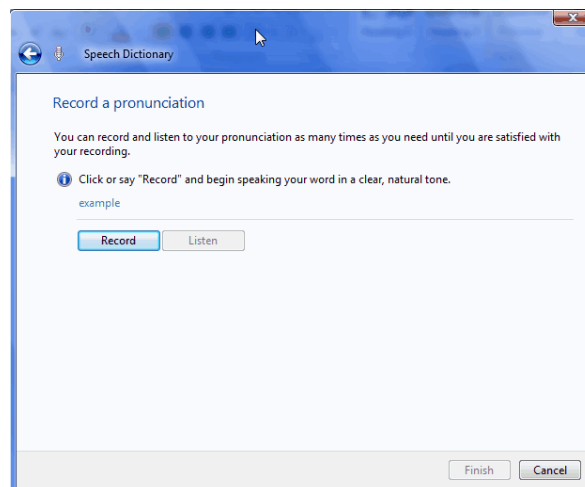
Record a pronunciation upon Finish radio button

Figure 19-10 Speech Dictionary window: third step

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

You see the fourth step of the Speech Dictionary window displayed (Figure 19-11).

Figure 19-11 Speech Dictionary window: fourth step

5. Click on the **Record** button and then say the word into the microphone.

✎ *You can hear the word read back to you by clicking on the **Listen** button.*

6. Click on the **Finish** button.

20. USING THE TRANSLATOR FACILITY

In this section you'll learn how to:

- translate single English words into another language

- configure the Translator facility

- translate paragraphs of text into another language.

Type the following text into a blank Microsoft Word document:

It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

✎ *You must be online in order to use the Translator facility.*

Exercise 1   Translating single English words into another language

In this exercise you'll learn how to translate words from English into another language.

1. Click on the ⬚ drop down list on the toolbar and select *Single word translation*.

2. Click on the ⬚ button. You see the Translation tab of the Translator window displayed (Figure 20-1).

Word to search text box

Suggested meanings for selected word panel
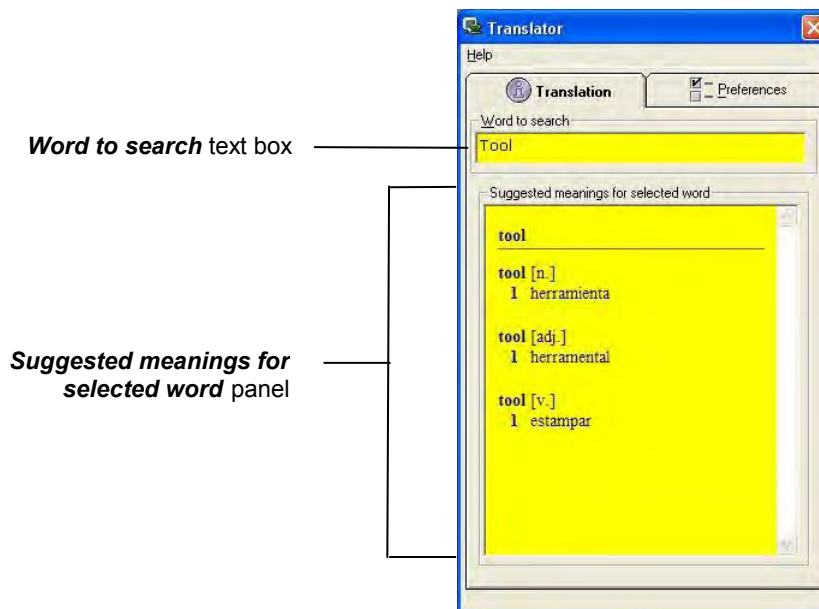
Figure 20-1 The Translator window: Translation tab

3. Click on the Preferences tab (Figure 20-2).

Translation Language drop down list

Voice Speed track bar

Get text from clipboard radio button

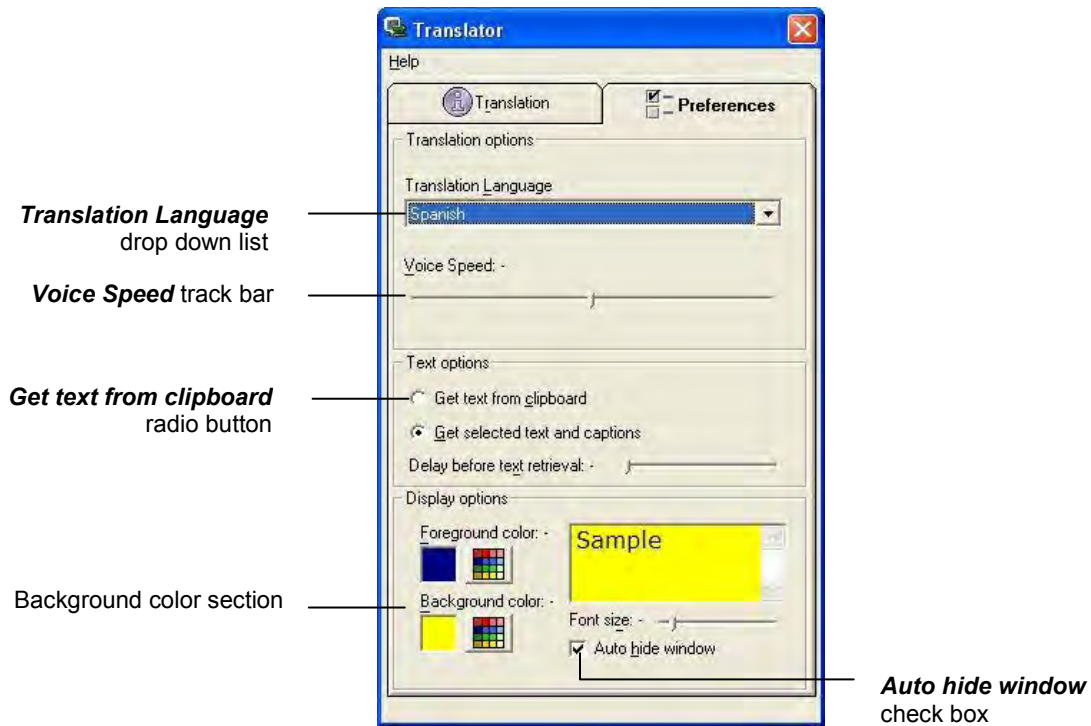Background color section

Auto hide window check box

Figure 20-2 Preferences tab

4. Select the *Spanish* option from the *Translation Language* drop down list.

5. Click on the Translation tab.

6. Highlight the word 'dead' in your document.

   You see the word 'dead' displayed in the *Word to search* text box and a list of Spanish translations displayed in the *Suggested meanings for selected word* panel.

7. Click on the Spanish translations to hear them read aloud.

8. Highlight the word 'empty' in your document to view a list of Spanish translations in the Translator tab.

Exercise 2   Configuring the Translation facility

In this exercise, you'll learn how to use the Preferences tab to configure speech, text and display options.

1. Click on the Preferences tab in the Translator window (Figure 20-2).

2. Select the *French* option from the *Translation Language* drop down list.

3. Adjust the *Voice Speed* track bar to the setting '**30**'.

4. Make sure the **Get selected text and captions** radio button is selected to specify that you'd like to select words for translation by simply highlighting them in your document.

5.   Click on the [ ] button in the **Background color** section and select a pink color for the background of the text in the Translation tab.

6.   Click on the Translation tab (Figure 20-1).

7.   Highlight the word 'starlight' in your text.

You can now see the translations for the word 'starlight' in the *Suggested meanings for selected word* panel.

Exercise 3   Translating paragraphs of text into another language

In this exercise you'll learn how to translate paragraphs of text from English into another language.

1.   Click on the [ ] drop down list on the toolbar and select *Paragraph translation*.

2.   Highlight the following paragraph in your document:

It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

3.   Click on the [ ] button.

You see the Read&Write Paragraph Translator in a new browser window (Figure 20-3). A translation is shown in Spanish.
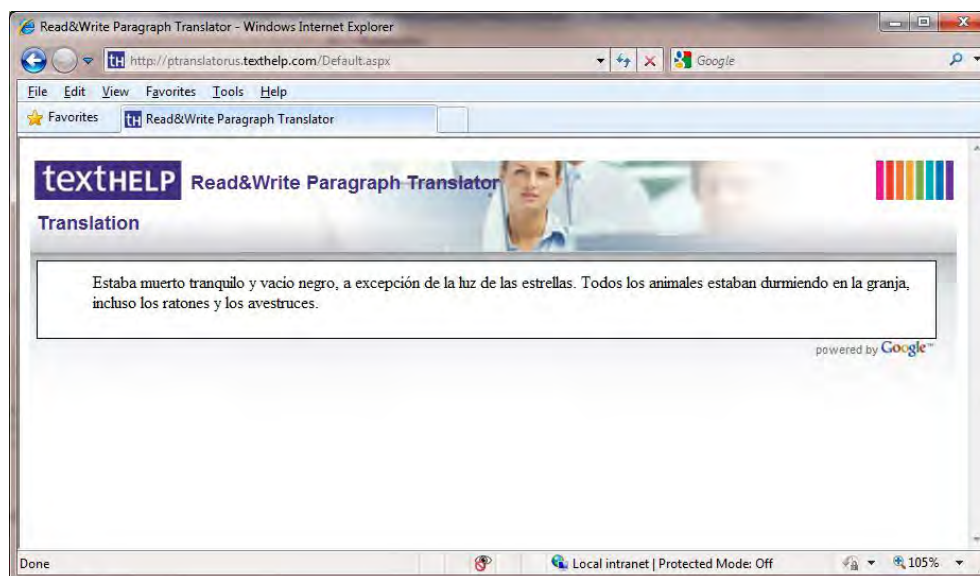
Figure 20-3 The Read&Write Paragraph Translator

4.   Hover your mouse over the paragraph and then click on the [ ] button to hear it read aloud.

✎   *The [ ] button will only be shown if there is a supported speech engine.*

5. Close the browser window.

6. Click on the ⬚ drop down list on the toolbar and select *Paragraph translation options*.

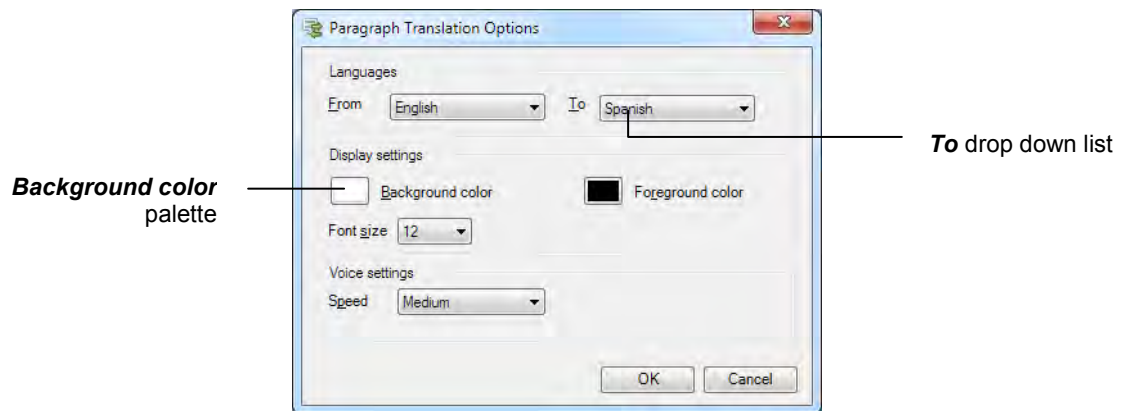You see the Paragraph Translation Options window displayed (Figure 20-4).

Background color palette ⎯⎯⎯⎯⎯

To drop down list

Figure 20-4 Paragraph Translation Options window

7. Select the *French* option from the *To* drop down list under *Languages*.

8. Click on the *Background color* palette and select a **yellow** color from the color palette.

9. Click on the **OK** button.

10. Highlight the paragraph in your document (the same one you highlighted in step 2).

11. Click on the ⬚ button.

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

12. Hover your mouse over the paragraph and then click on the ⬚ button to hear it read aloud.

13. Close the browser window.
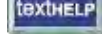
21. USING STUDY SKILLS

In this section you'll learn how to:

- collect text that you can use for your studies
- create a vocabulary list for your studies.

You can use Study Skills to highlight pieces of text which you may find of interest within a Microsoft Word document or Internet Explorer, and collate the highlighted text into a new document. You can collect the highlighted text using either the Collect highlight tool or the Vocabulary tool.

To access Study Skills, click on the [textHELP] button until you can see the Study Skills buttons. The tooltip for this button will help you identify the buttons you need.

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. You'll learn how to do this using the Collect highlight tool.

1. Open your Internet browser window and then open one of your favorite websites.

Alternatively, open a Microsoft Word document of your choice.

✎ *The webpage or Microsoft Word document must have several paragraphs of text.*

2. Highlight the first paragraph on the page and then click on the [ab] (Highlight green) button.

Read&Write 10 GOLD 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 another paragraph on this page and then click on the [ab] (Highlight pink) button.

Read&Write 10 GOLD highlights the text in pink.

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

5. Highlight one of the paragraphs in pink and then click on the [ab] (Clear highlights) button.

Read&Write 10 GOLD 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 the first paragraph on the page and then click on the [ab] (Highlight green) button.

Read&Write 10 GOLD highlights the text in green.

8. Click on the button.
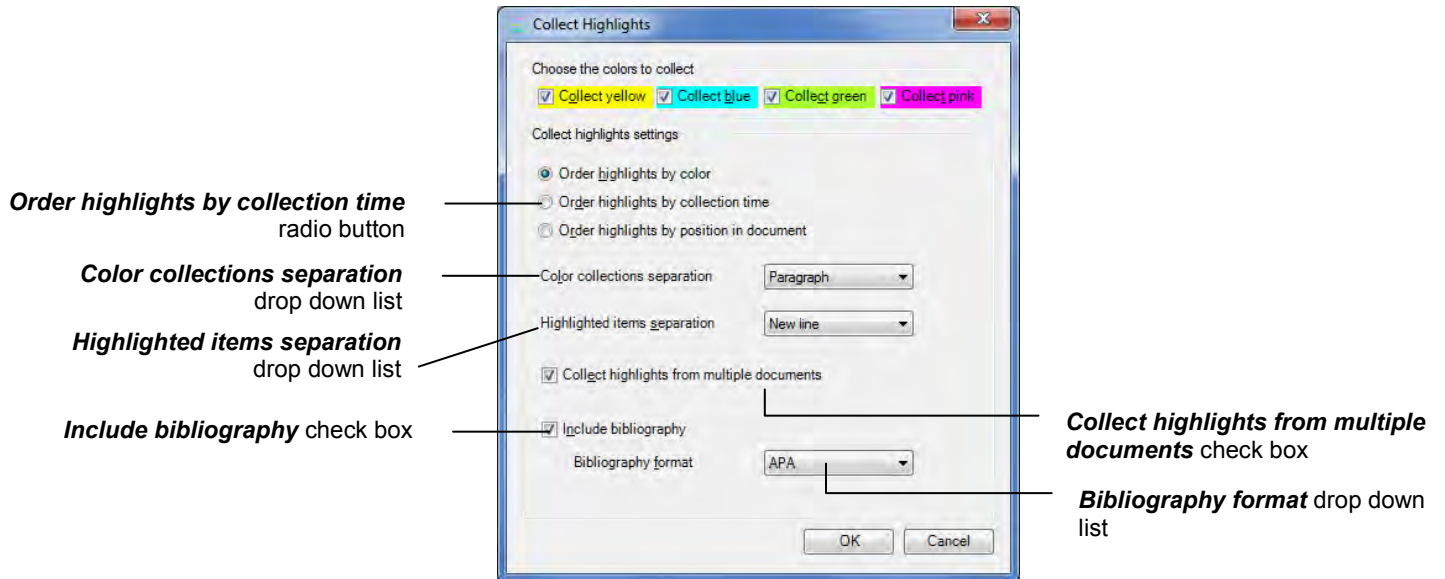
The Collect Highlights window is displayed (Figure 21-1).

Order highlights by collection time radio button

Color collections separation drop down list

Highlighted items separation drop down list

Include bibliography check box

Collect highlights from multiple documents check box

Bibliography format drop down list

Figure 21-1 Collect Highlights window

9. Make sure the following options are selected:

- *Collect green* check box

- *Collect pink* check box

- *Order highlights by collection time* radio button

- the *None* option is selected from the *Color collections separation* drop down list

- the *New line* option is selected from the *Highlighted items separation* drop down list

- *Collect highlights from multiple documents* checkbox

10. Select the *Include bibliography* checkbox and then select *Harvard* from the *Bibliography format* drop down list.

11. Click on the **OK** button.

Read&Write 10 GOLD collects the highlighted text from both of the web pages (or Word documents) and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.

12. Save your document and call it **My Studies**.

13. Close the web pages (and/or Microsoft Word documents).

Exercise 2   Creating a vocabulary list for your studies

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.

✎   *The webpage or Microsoft Word document must have at least one paragraph of text.*

2. Highlight a word on the page and then click on the ![ab] (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.

3. Click on the ![icon] button on the toolbar.

You see the Vocabulary window displayed (Figure 21-2).
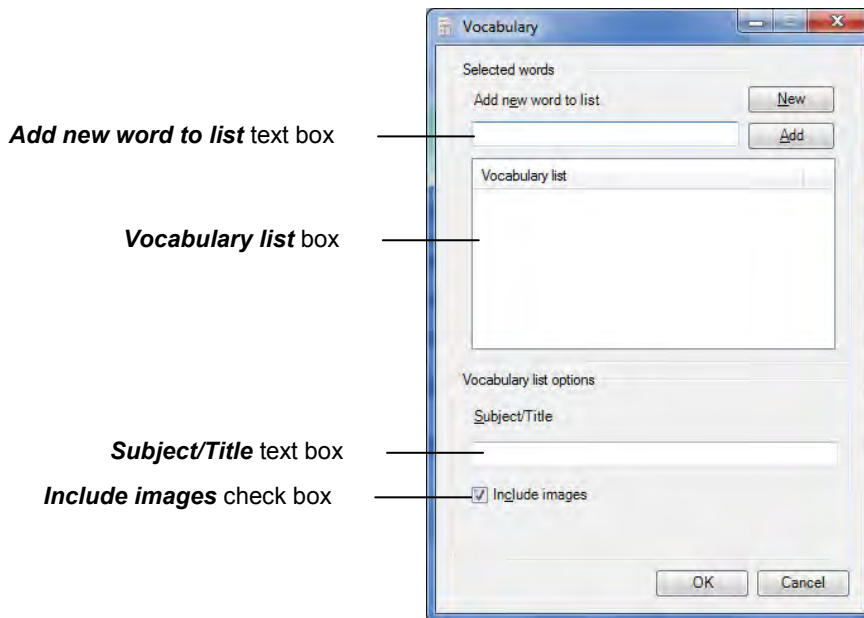
Figure 21-2 Vocabulary window

Your selected words are listed in the *Vocabulary list* box.

4. Type '**happy**' in the *Add new word to list* text box and then click on the **Add** button to add the word to the *Vocabulary list* box.

5. Type '**My text**' in the *Subject/Title* text box.

6. Make sure the *Include images* checkbox is selected.

7. Click on the **OK** button.

Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images (Figure 21-3).

Figure 21-3 Vocabulary List

8. Type the following text in the ***Notes*** column for the word 'happy':

A positive state of mind.

9. Save your document and call it **My text**.

22. ADDITIONAL EXERCISES

In this section you'll learn how to:

- read text files and clipboard text
- set the prediction context level
- set up hotkeys
- set up autotext
- load your personal settings.

Exercise 1   Reading text files and clipboard text

Before you begin this exercise, make sure you have a text file saved on your computer.

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

   Start every day with an inspiring thought.

2. Highlight the text and then right click and select *Copy* from the popup menu.

3. Click on the [icon] drop down list on the toolbar. Point your cursor at *Open in Text Reader* and select the *From Clipboard* option from the menu.

   You see the text you highlighted in step 1 displayed in the Text Reader window.

4. Click on the [icon] button on the toolbar to hear the sentence read aloud.

5. Click on the [icon] button to close the Text Reader window.

6. Click on the [icon] drop down list on the toolbar, point your cursor at *Open in Text Reader* and select the *Text file* option from the menu.

   You see the Select file to open in Text Reader window displayed.

7. Browse to the location in the directory where the text file is located, select the text file and then click on the **Open** button.

   The text is imported into the Text Reader window.

8. Use the **Speech** buttons on the Read&Write 10 GOLD toolbar as required and then click on the [icon] button to close the Text Reader window.

Exercise 2   Setting up the prediction context level

In this exercise you'll learn how to set the context level of predictions. This means that the Prediction facility will suggest words based on probability and/or accuracy depending on which level is set.

1.   Click on the [icon] drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 22-1).
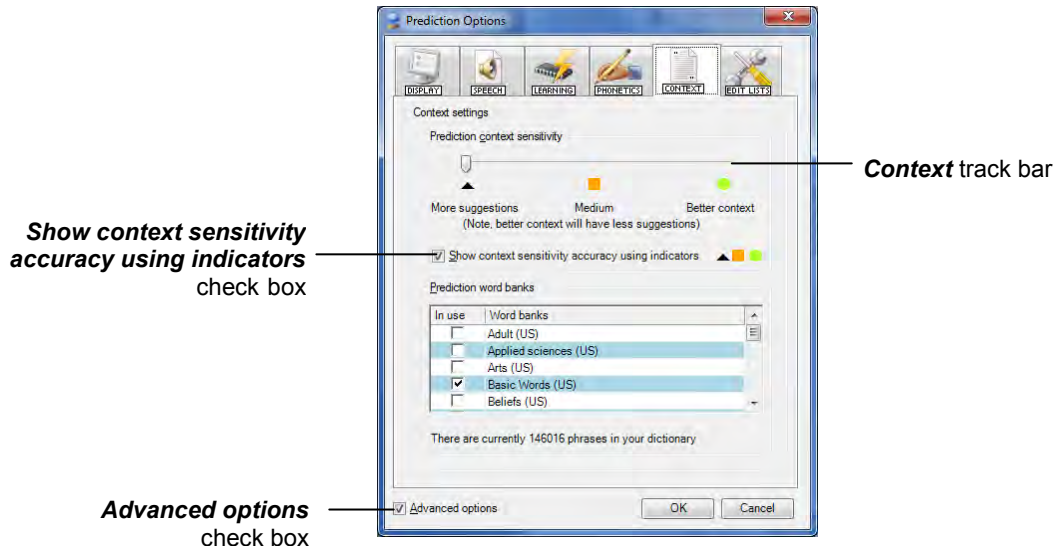
Figure 22-1 Context tab

2.   Make sure the **Show context sensitivity accuracy using indicators** check box is selected.

3.   Drag the **Context** track bar from 'More suggestions' to 'Better context' and then click on the **OK** button.

4.   Click on the [icon] button and then type the following text into your document. Keep an eye on what predictions are offered in the Prediction window:

The little girl skipped merrily in the playground.

5.   Open the Context tab of the Prediction Options window again.

6.   Drag the **Context** track bar from 'Better context' back to 'More suggestions' and then click on the **OK** button.

7.   Re-type the text into your document. Keep an eye on what predictions are now offered in the Prediction window.

There is a stark contrast between 'More suggestions', the majority of which appear with a black triangle, and 'Better context' which appear with a green circle. With 'Better context' there are fewer words predicted but they are more accurate. Please choose which setting best suits you.

You can also specify which prediction word banks you want the Prediction facility to use when predicting words, by selecting the appropriate check boxes from the list at the bottom of the Context tab. For example, if you select the *Applied sciences* check box, the Prediction facility will use words and phrases from the Applied sciences prediction word bank to suggest words in the Prediction window.

If you have the Teacher's Toolkit installed, you can add your own prediction word banks to the list at the bottom of the Context tab.

8.   Click on the ❌ button on the top right-hand corner of the Prediction window to close it.

Exercise 3   **Setting up hotkeys**

You can set up hotkeys for each of the buttons on the Read&Write 10 GOLD toolbar or for some of the menu options. In this exercise you'll learn how to set up your own hotkeys.

1.   Click on the [textHELP] drop down list on the toolbar and select *General Options*.

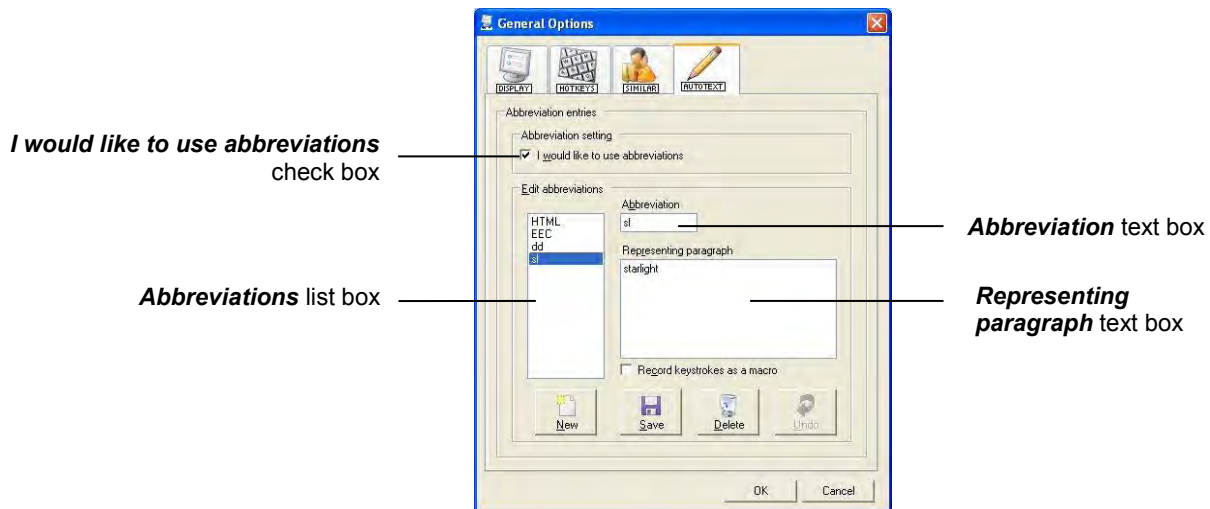You see the Display tab of the General Options window. Click on the Hotkeys tab (Figure 22-2).
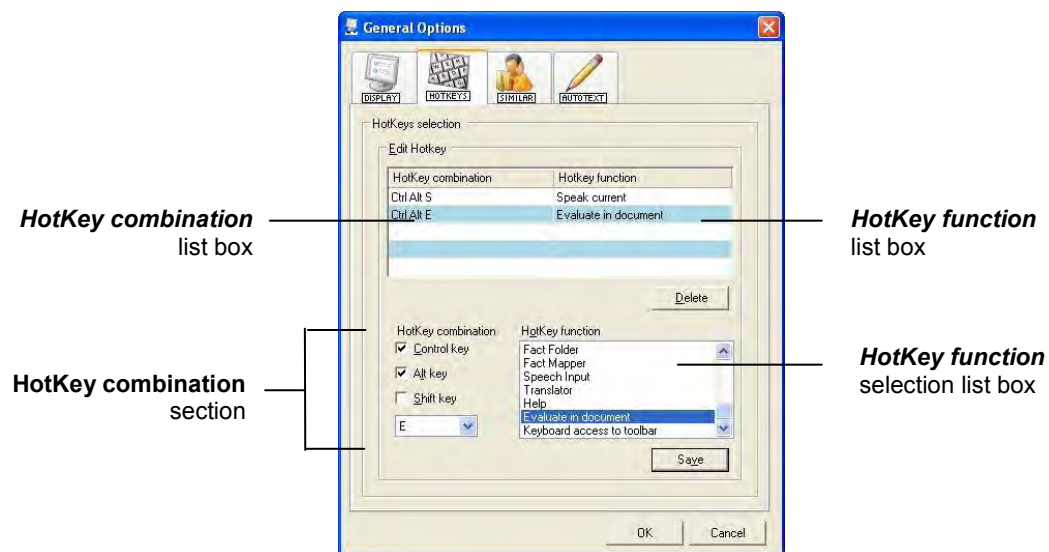
Figure 22-2 Hotkeys tab

2.   Select the *Evaluate in document* option from the **HotKey function** selection list box.

3.   Select the **Control key** and the **Alt key** check boxes in the HotKey combination section and then select 'E' from the **Keyboard keys** drop down list. If you click on the drop down list and press the **E** key on your keyboard, 'E' will be selected.

4.   Click on the **Save** button. The entry is listed in the **HotKey combination** and **HotKey function** list boxes.

5.   Select the *Speak current* option from the **HotKey function** selection list box.

6.   Select both the **Control key** and **Alt key** check boxes and then select 'S' from the **Keyboard keys** drop down list.

7. Click on the **Save** button.

    The entry is listed in the *HotKey combination* and *HotKey function* list boxes.

8. Click on the **OK** button to save your settings and to close the General Options window.

9. Type **766/2** into a Microsoft Word document and then highlight the sum.

10. Press the **Ctrl Alt** and **E** keys on your keyboard. The sum is evaluated in your document and the answer is inserted.

11. Click anywhere on the sum and then press the **Ctrl Alt** and **S** keys on your keyboard. You hear the sum read aloud.

12. Open the Hotkeys tab of the General Options window again and try setting up a few of your own hotkeys.

Exercise 4   Setting up autotext

You can create short cuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation into your document and Read&Write 10 GOLD will automatically replace it with the text. In this exercise, you'll learn how to set up your own abbreviations.

1. Click on the [textHELP] drop down list on the toolbar and select *General Options*.

2. You see the Display tab of the General Options window. Click on the Autotext tab (Figure 22-3).

I would like to use abbreviations check box

Abbreviations list box

Abbreviation text box

Representing paragraph text box

Figure 22-3 Autotext tab

3. Select the *I would like to use abbreviations* check box.

4. Type **sl** in the *Abbreviation* text box, then type **starlight** in the *Representing paragraph* text box and then click on the **Save** button.

5. Click on the **OK** button to save the new setting and to close the General Options window.

6. Type **sl** into your Microsoft Word document and then press **Enter** on your keyboard.

Note how the system automatically replaces the letters, 'sl', with the word 'starlight'.

7. Open the Autotext tab of the General Options window again and try setting up a few of your own abbreviations.

Exercise 5   Loading your personal settings

In this exercise you'll learn how to save your personal settings to a memory stick and take them home. You can then load your personal settings from the memory stick at home.

> ✎   *It is possible to save your personal settings to a location of your choice, for example, on your hard drive. However, in this exercise, you are required to save them to a memory stick.*

1. Click on the ⬛ drop down list and select *Save my settings*.

To load your personal settings at another location:

2. Insert your USB drive into your USB port.

3. Click on the ⬛ drop down list and select *Load my settings*.

The Browse For Folder window is displayed.

4. Browse for the USB drive on your computer and then click on the **OK** button to load your personal settings.

23. USING THE TEACHER'S TOOLKIT

In this section you'll learn how to use the Teachers Toolkit to:

- set up feature sets
- set up new users and assign them feature sets
- add a new prediction file
- add dictionary definitions
- view users spelling logs
- view users activity logs
- import users.

✎ *In order to complete these exercises you must have the Teachers Toolkit installed on your computer.*

📖 You can also use the Teacher's Toolkit to change how words are pronounced by the system using the Say Like tab. For information on using the Say Like tab, refer to Exercise 5 'Changing how words are pronounced' on page 11.

To access the Teachers Toolkit, click on **Start** on the Windows desktop. Select *All Programs*, *Texthelp Systems*, then *Read And Write 10* and then *Toolkit*, as shown below:
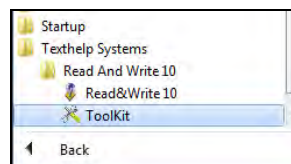
Figure 23-1 Teachers Toolkit Menu

You see the User Settings tab of the Read and Write Teacher's Toolkit window (Figure 23-4).

Exercise 1 Setting up feature sets

You can set up feature sets and then assign them to users. These feature sets determine which Read&Write 10 GOLD features will be available to each student.

Let us start by setting up a feature set that'll allow you to use all of the Read&Write 10 GOLD facilities.

1. Click on the Feature Sets tab (Figure 23-2).
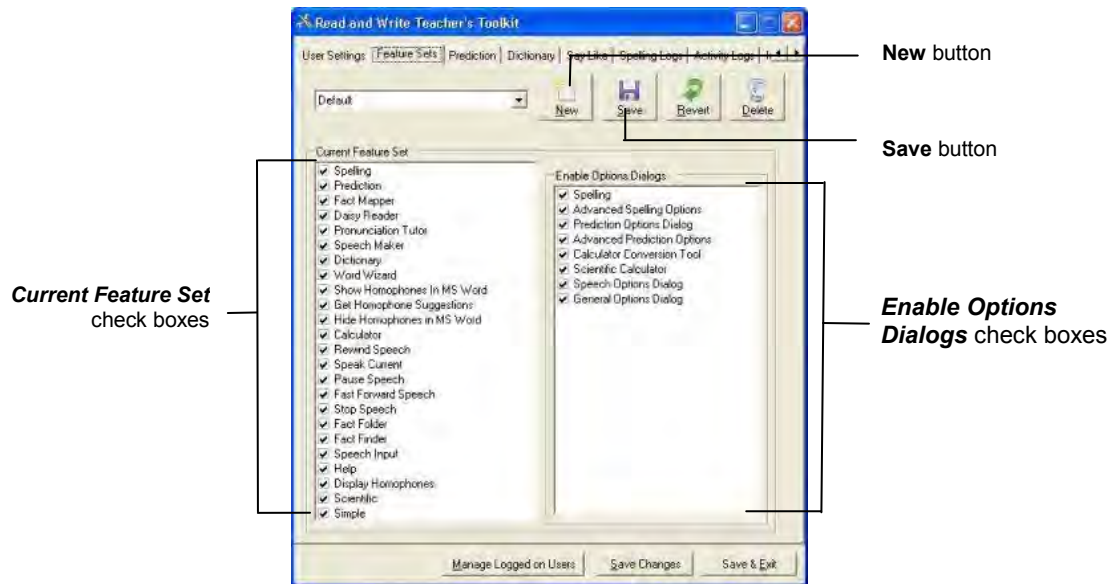
Figure 23-2 Feature Sets tab

2. Click on the **New** button. You see the New Feature Set window (Figure 23-3).
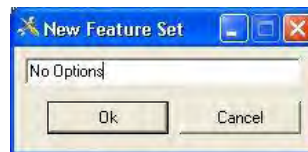
Figure 23-3 New Feature Set window

3. Type **No Options** in the text box provided and then click on the **OK** button.

All of the *Current Feature Set* check boxes and the *Enable Options Dialogs* check boxes are selected automatically when you add a new feature set.

4. De-select all of the *Enable Options Dialogs* check boxes to specify that you don't want users with this feature set to have access to any of the Read&Write 10 GOLD Options windows.

5. Click on the **Save** button. You've now set up a new feature set which will allow you to access all of the Read&Write 10 GOLD facilities but none of the Options windows. Users with this feature set will therefore be unable to alter any of the default settings.

Now you need to make sure that the feature set is applied to the appropriate users. Complete the next exercise.

Exercise 2   Setting up new users and assigning feature sets

When you add a new user you should assign them to a user group. This makes it easier to manage their account. Once you have done this you can assign a feature set to them.

Use the instructions below to create a new user group, assign a new user to this group and then apply the feature set you've just set up.

1. Click on the User Settings tab (Figure 23-4).
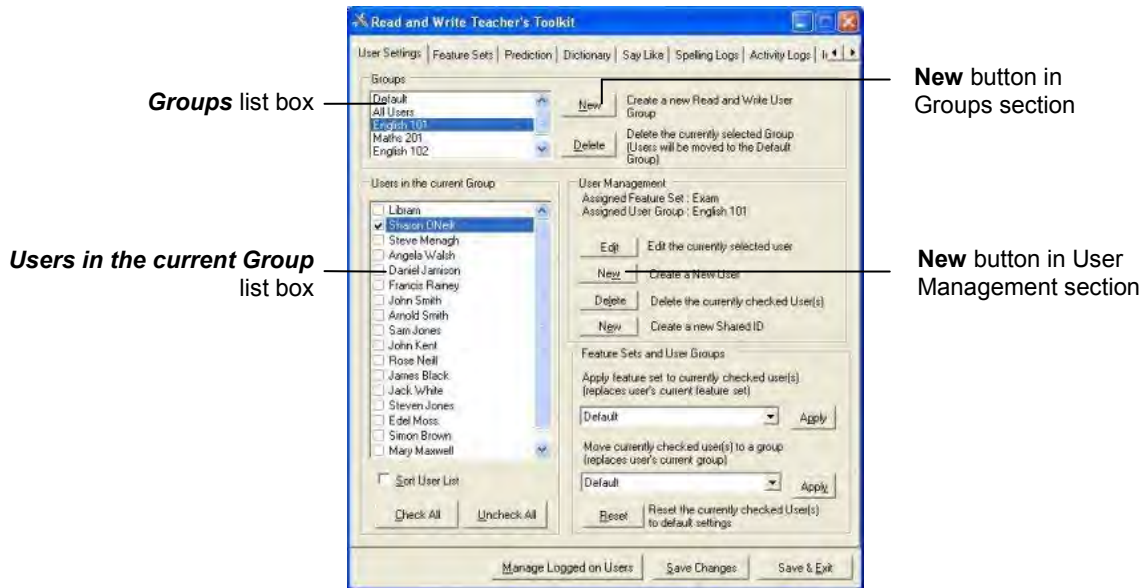
Figure 23-4 User Settings tab

2. Click on the **New** button in the Groups section of the tab. You see the Create New User Group window (Figure 23-5).

Figure 23-5 Create New User Group window

3. Type the text **Class 1A** in the text box provided and then click on the **OK** button. This user group is now listed in the **Groups** list box.

4. Click on the **New** button in the User Management section of the tab. You see the Create a new User account window (Figure 23-6).
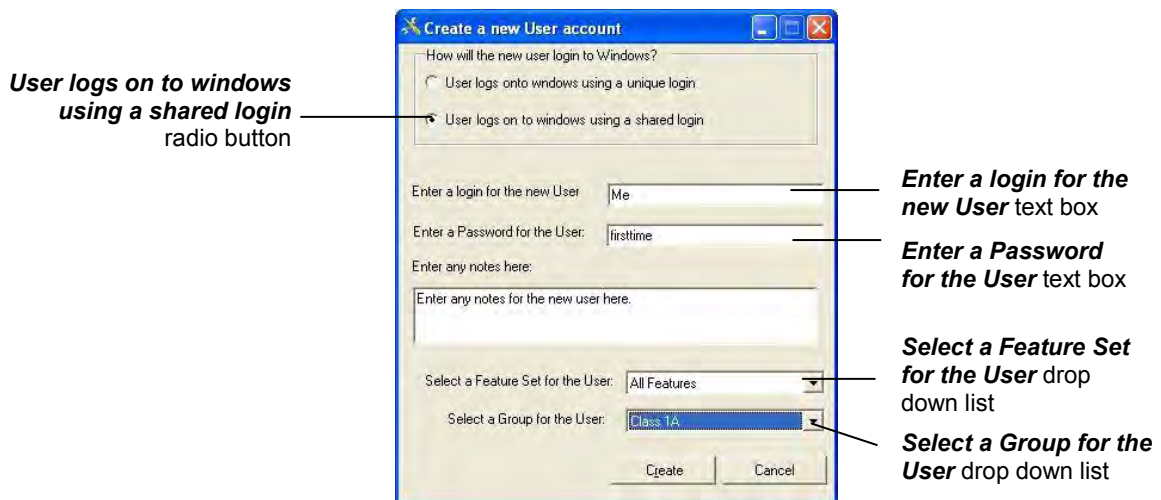
Figure 23-6 Create a new User account window

5. Select the *User logs on to windows using a shared login* radio button.

6. Type the word **Me** in the *Enter a login for the new User* text box.

7. Type the text **firsttime** in the *Enter a Password for the User* text box.

8. Select *No Options* from the *Select a Feature Set for the User* drop down list.

9. Select the *Class 1A* option from the *Select a Group for the User* drop down list.

10. Click on the **Create** button. You have now added your user account, assigned it to the Class 1A user group and applied the 'All Features' feature set to it.

It's easy to change the user group or feature set to which your user account is assigned, by simply selecting your user account check box in the *User in the current Group* list box and selecting a different user group/feature set from the Feature Sets and User Groups section of the tab.

Exercise 3   Adding a new prediction file

In this exercise you'll learn how to add a new prediction file which can then be used by the Prediction facility to learn new words and phrases. You'll then specify to which user accounts you want to make this new prediction file available.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Click on the Prediction tab (Figure 23-7).
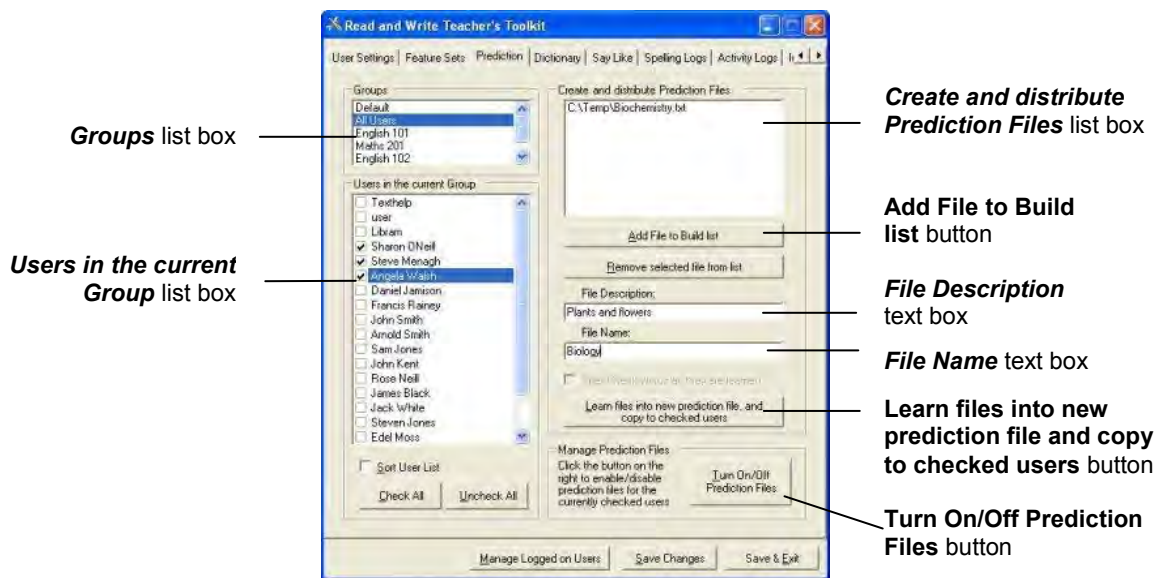
Figure 23-7 Prediction tab

2. Click on the **Add File to Build list** button.

    The Open window is displayed.

3. Browse to the location in the directory where the text file you want to add is located and then click on the **Open** button.

    The name of the text file is added to the *Create and distribute Prediction Files* list box.

4. Type **Prediction test** in the *File Description* text box.

5. Type **Test Prediction file** in the *File Name* text box.

6. Select the *Spell Check words as they are learned* check box. This will ensure that the text in the text file will be spell checked before it is added to the Prediction file.

✎ *If you want to create a prediction file with very specialized terms and/or jargon you should keep the* **Spell Check words as they are learned** *switched off.*

7. Click on the Class 1A user group in the *Groups* list box.

8. Select the *Me* check box in the *Users in the current Group* list box.

9. Click on the **Learn files into new prediction file and copy to checked users** button.

The words and phrases in this text file will now be used by the Prediction facility to provide the specified user account with a list of possible words and phrases with which they can finish sentences as they type.

✎ *You can enable and disable prediction files for different users by clicking on the* **Turn On/Off Prediction Files** *button and selecting the appropriate check boxes.*

Exercise 4   Adding your own dictionary definitions

In this exercise you'll learn how to add your own dictionary definitions.

✎ *Any new definitions that you add will be added to current definitions and will be applied to all user accounts.*

1. Click on the Dictionary tab (Figure 23-8).
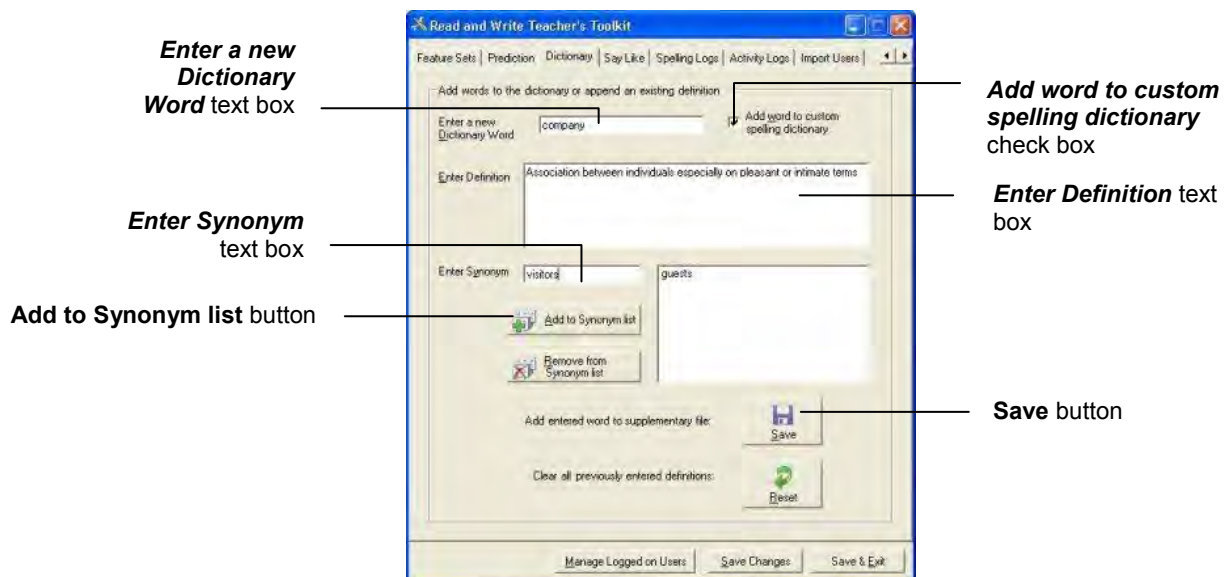
Figure 23-8 Dictionary tab

2. Type **Discombobulate** in the *Enter a new Dictionary Word* text box.

3. Select the *Add word to custom spelling dictionary* check box.

4. Type the following text in the *Enter Definition* text box:

    Throw into state of confusion

5. Type **upset** in the *Enter Synonym* text box and then click on the **Add to Synonym list** button.

6. Click on the **Save** button and then click on the **Yes** button when it asks you if you want to add the entered information as an additional definition.

Exercise 5   Viewing a user's spelling log

To view a user's spelling log:

1. Click on the Spelling Logs tab (Figure 23-9).
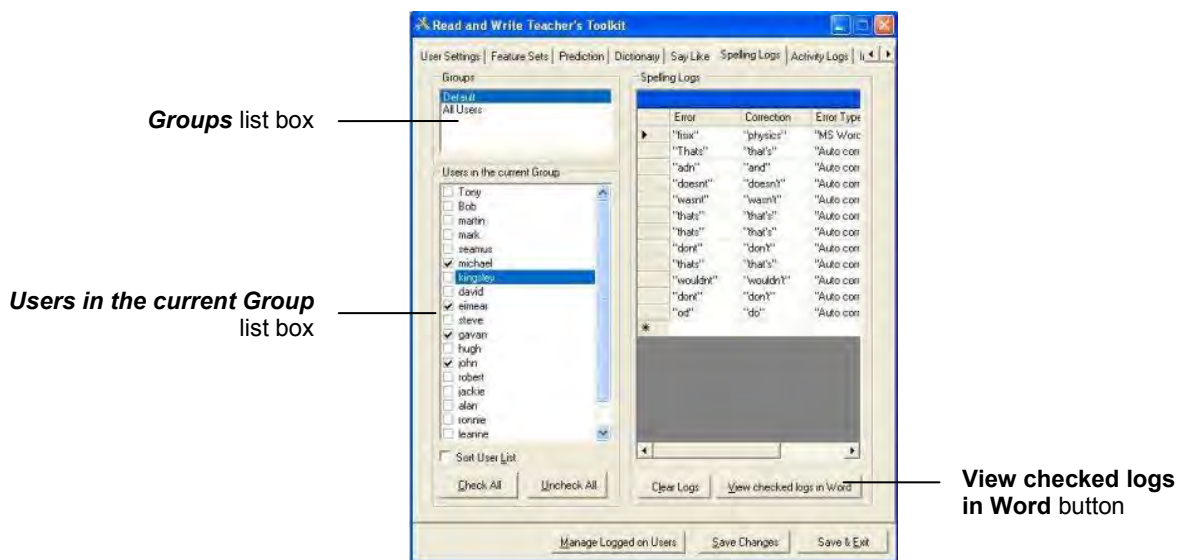
Figure 23-9 Spelling Logs tab

2. Click on the Class 1A user group in the *Groups* list box.

3. Select the *Me* check box in the *Users in the current Group* list box.

    You see a list of spelling errors you've made while using the 'Me' profile in the panel on the right of the Spelling Logs tab.

4. Click on the **View checked logs in Word** button.

Microsoft Word launches and you see your spelling log displayed in a new document.

Exercise 6   Viewing a user's activity log

To view a user's activity log:

1. Click on the Activity Logs tab (Figure 23-10).
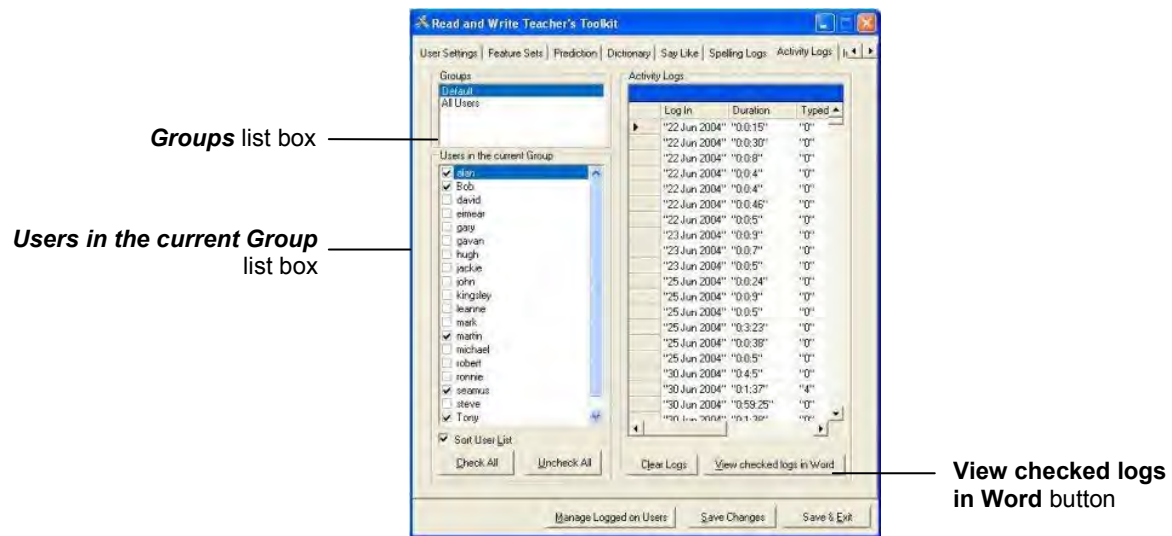
Figure 23-10 Activity Logs tab

2. Click on the Class 1A user group in the **Groups** list box.

3. Select the **Me** check box in the **Users in the current Group** list box.

    You see the following information relating to your activities on the system in the panel on the right of the Activity Logs tab:

    *   Log In - time and date at which you logged on

    *   Duration - duration of time spent on the system

    *   Typed - number of words typed during each period

    *   %Errors - percentage of errors made during each period

    *   Learned Words - number of words learned during each period.

4. Click on the **View checked logs in Word** button.

Microsoft Word launches and you see your activity log displayed in a new document.

Exercise 7   Importing users

The Teachers Toolkit allows you to import users with roaming profiles or from a .CSV file. In this exercise, you'll learn how to import users directly from a CSV file.

✍   *To complete this exercise, you must have a CSV file containing users saved on your computer.*

1. Click on the Import Users tab (Figure 23-11).
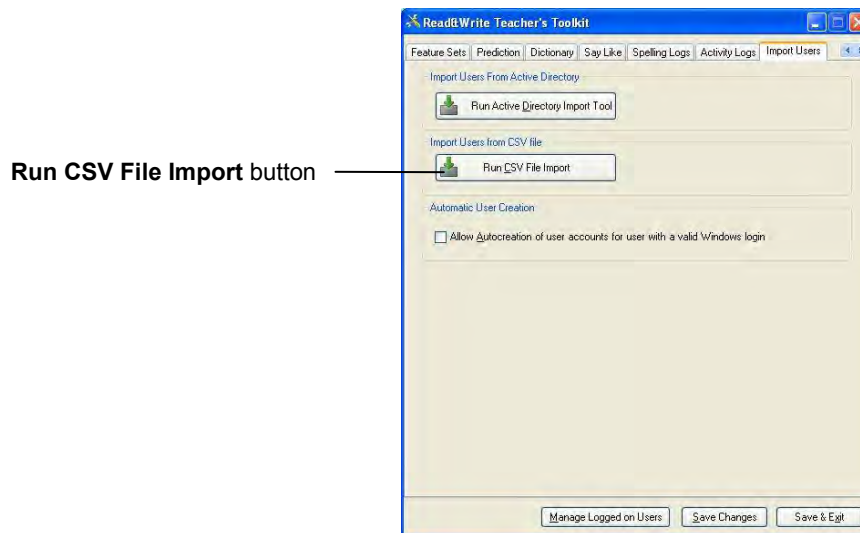
Figure 23-11 Import Users tab

2. Click on the **Run CSV File Import** button.

You see a window which allows you to browse for the file.

3. Select the CSV file that you want to import and then click on the **Open** button.

The User Import Summary window is displayed. This shows the users who were successfully imported and those who failed to import. The reason for the import failure, if any, is also displayed.

The successfully imported users are added to the 'Default' user group and assigned the 'Default' feature set.

24. USING THE PDF ACCESSIBILITY EDITOR

In this section you'll learn how to use the PDF Accessibility Editor to:

- check how your PDF document is read by PDFaloud
- alter how the PDF document is read by sentence and paragraph
- have PDFaloud read Alternative text for an image
- alter the order that the PDF document is read
- alter how PDFaloud reads a word
- create a Lexiflow book.

> ✑ *In order to complete these exercises you should have the PDF Sample document. This can be downloaded from www.texthelp.com/support/documents. It is recommended that you save this PDF document to its own folder on your computer.*

PDF documents are increasingly being used by Publishers, Governments and Educational bodies to make information available via the Internet. Read&Write 10 GOLD incorporates PDFaloud in order to provide speech support for these documents. Due to the format of PDF documents there can sometimes be problems with how accessibility software reads them. PDF Accessibility Editor provides the tools in order to have PDF documents read in exactly the way you want.

Exercise 1   Check how your PDF document is read

1. Click on the button on the toolbar and open the Sample PDF file when prompted by the system.

   When you open Adobe Acrobat Reader you see the PDFaloud toolbar displayed (Figure 24-1).

Click-and-speak options button

Speech buttons

Click-and-Speak button
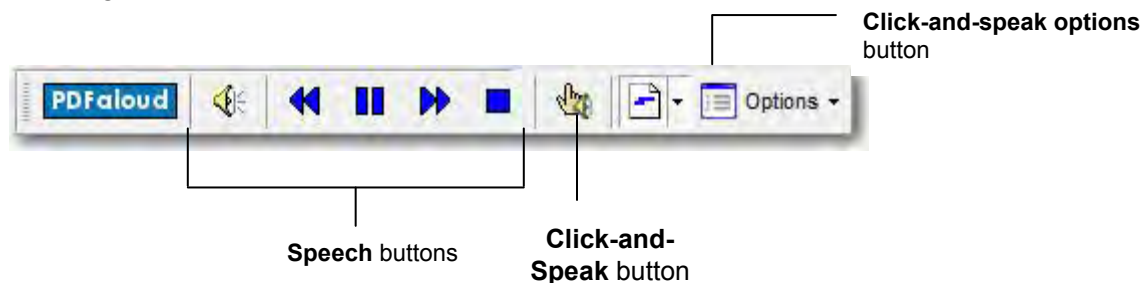
Figure 24-1 PDFaloud toolbar

2. Click on the button on the toolbar. PDFaloud starts to read aloud the Sample PDF document.

3. You will notice that it reads the date and then the text. It doesn't always read from the correct position and it also pronounces some words incorrectly.

4. You are going to use PDF Accessibility Editor to make the document read exactly the way you want it to.

Exercise 2 Changing how the document reads paragraphs and sentences

1. Click on **Start** on the Windows desktop. Select *Programs*, *Read&Write 10*, then *Accessibility Editor,* as shown below:
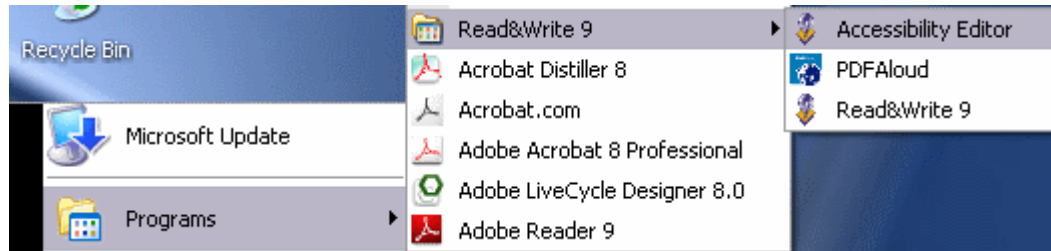
Figure 24-2 Accessibility Editor Menu

Alternatively, you can double click on the **Accessibility Editor** shortcut on your Desktop.

The PDF Accessibility Editor Toolbar is displayed (Figure 24-3).
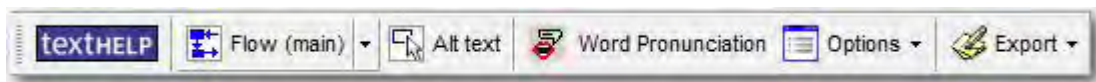
Figure 24-3 PDF Accessibility Editor Toolbar

2. Click on the button. Your document will look like this:
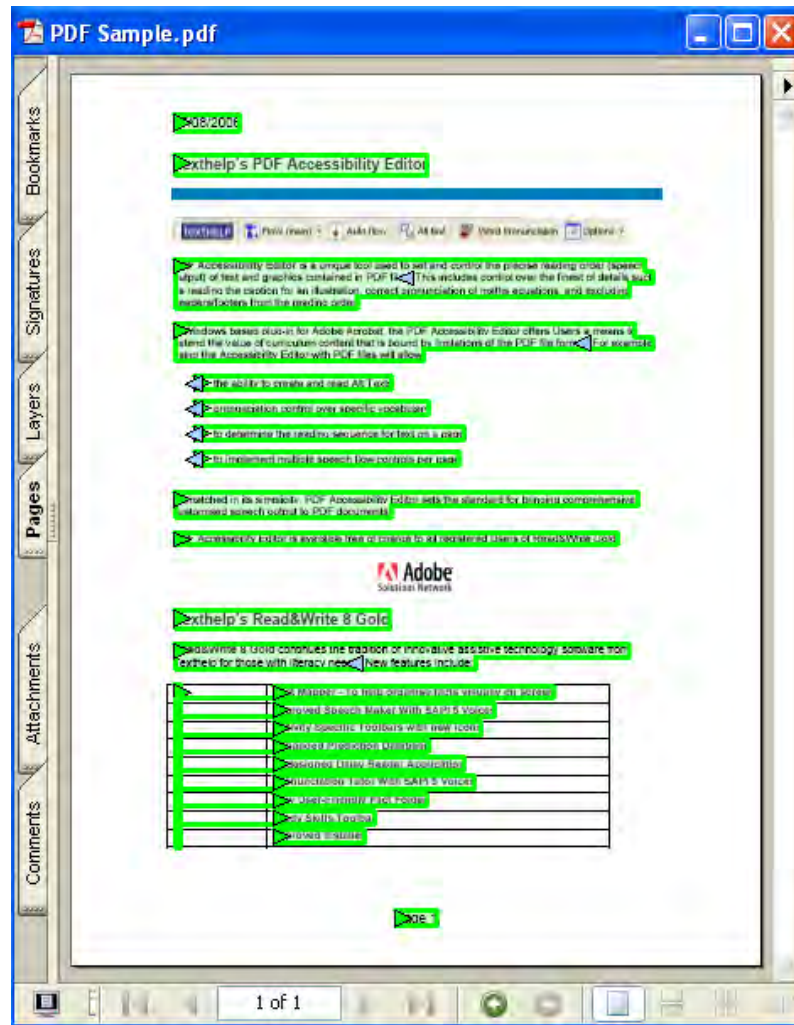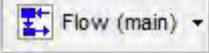
Figure 24-4 Flow illustration
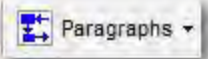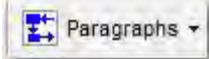
3. A blue arrow ◁ indicates the end of sentence, i.e. where there is a full stop.

4. A green arrow ▷ indicates the start of each paragraph.

5. How the PDF document is divided into sentences and paragraphs will dictate the pace at which the document is read. There is a smaller break in speech between sentences than there is between paragraphs.

✍ *You can change the colors used to indicate sentences and paragraphs in the Publishing Options in the* 🗐 Options ▼ *drop down list.*

In the table you may have noticed that the numbers are not being read out with the text in that row. It is highlighting the text and the number below.
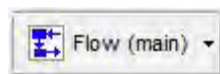
6. Click on the [Flow (main) ▼] drop down list. The Main Document flow should be selected (it will have a check beside it).

7. Select [Paragraphs] so that it will be switched on. Now the icon will look

like this [Paragraphs ▾] or if you click on the [Paragraphs ▾] drop down list you will

see a check beside Paragraphs [✓ Paragraphs] .

Currently the table looks like this:

1		Fact Mapper - To help organise facts visually on screen
2		Improved Speech Maker With SAPI 5 Voices
3		Activity Specific Toolbars with new icons
4		Expanded Prediction Database
5		Redesigned Daisy Reader Application
6		Pronunciation Tutor With SAPI 5 Voices
7		New User-Friendly Fact Folder
8		Study Skills Toolbar
9		Improved Installer

Figure 24-5 Paragraph flow (1)

8. Click on each of the green arrows, which appear at the beginning of the text in each row. This will remove them. It should now look like this:

1		Fact Mapper - To help organise facts visually on screen
2		Improved Speech Maker With SAPI 5 Voices
3		Activity Specific Toolbars with new icons
4		Expanded Prediction Database
5		Redesigned Daisy Reader Application
6		Pronunciation Tutor With SAPI 5 Voices
7		New User-Friendly Fact Folder
8		Study Skills Toolbar
9		Improved Installer

Figure 24-6 Paragraph flow (2)

9. Now click on each number starting from 2. Until it looks like this:

1	Fact Mapper - To help organise facts visually on screen
2	Improved Speech Maker With SAPI 5 Voices
3	Activity Specific Toolbars with new icons
4	Expanded Prediction Database
5	Redesigned Daisy Reader Application
6	Pronunciation Tutor With SAPI 5 Voices
7	New User-Friendly Fact Folder
8	Study Skills Toolbar
9	Improved Installer
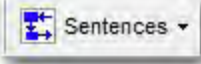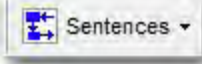
Figure 24-7 Paragraph flow (3)

10. To see the effect of this change click on the ⬚ button and then on each of the rows.

You will notice that the bullet points are not being read correctly. The numbers are not being read with the line of text. We are going to set each bullet point to read the number and then the relevant text.

11. Click on the ⬚ Paragraphs ▾ drop down list.

12. Select ⬚ Sentences so that it will be switched on. Now the icon will look like this ⬚ Sentences ▾ and if you click on the ⬚ Sentences ▾ drop down list you will see a check beside Sentences: ✔ Sentences .

Currently the bullet points look like this:

1. the ability to create and read Alt Texts

2. pronunciation control over specific vocabulary

3. to determine the reading sequence for text on a page

4. to implement multiple speech flow controls per page
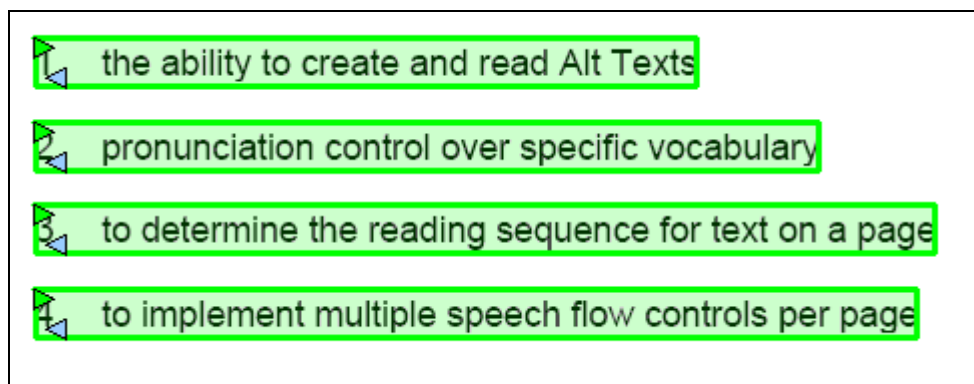
Figure 24-8 Sentence flow (1)

13. Click on each of the blue arrows ◁ which appear after the numbers of the bullet points. This removes the green arrows so the bullet points look like this:

1.   the ability to create and read Alt Texts

2.   pronunciation control over specific vocabulary

3.   to determine the reading sequence for text on a page

4.   to implement multiple speech flow controls per page
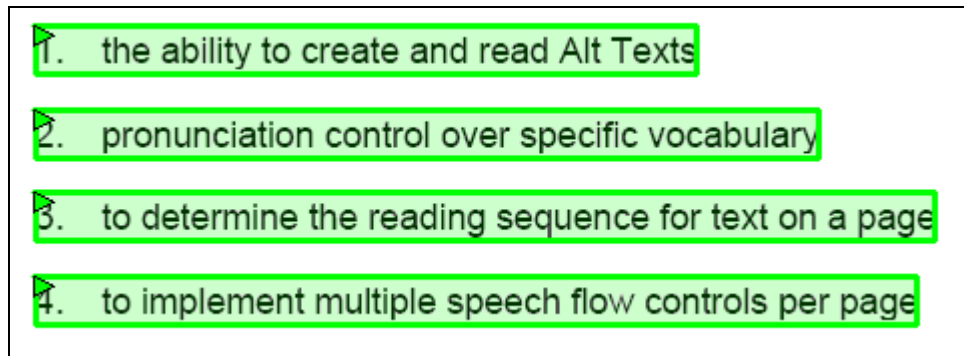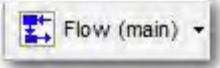
Figure 24-9 Sentence flow (2)

14. To see the effect of this change click on the [   ] button and then on the first bullet point.

Exercise 3   Have Alternative text for an image

There are a number of images in the PDF document. Currently PDFaloud does not read anything for these. We are going to set up alternative text for each of the images.

The first image we are going to work on is the image of the PDF Accessibility Editor toolbar.

1. Click on the [Alt text] button. When you put the cursor over the PDF document it

will appear like this [   ].

2. Click and hold down the left button on your mouse so that it draws a box round the

[Flow (main) ▾] icon in the picture of the toolbar.

When you release the button, the Alt text dialog box is displayed (*Figure 24-10*).
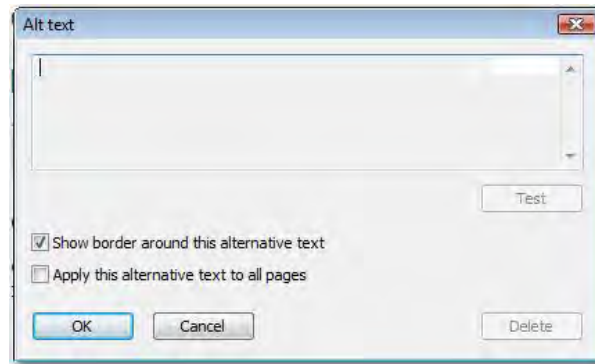
Figure 24-10 Alt text dialog box

3. Type in **Flow**.

4. Repeat steps 2-4 for each of the icons on the toolbar so you have – Flow, Auto Flow, Alt Text, Word Pronunciations and Options.

5. Set up alternative text for the **Solutions Network** image.

6. To see the effect of this change click on the button and then click on each of the icons and the Adobe image.

Exercise 4   Altering how PDFaloud reads a word

You may have noticed that when PDFaloud reads the date at the top of the document, it pronounced it as zero seven slash zero eight slash two thousand and six. Also anytime that it reads the word toolbar it does not sound clear. With the PDF Accessibility Editor you can change how these are read. To change how something is read in one instance in a document you use the Word Pronunciation. To change how something is read throughout the document you use the PDFaloud Global Pronunciation Option.
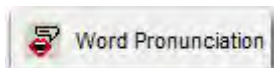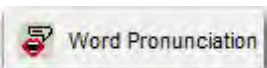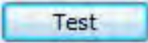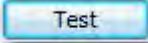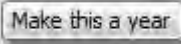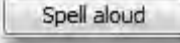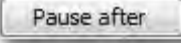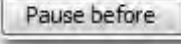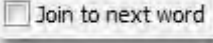
1. Select and then click on the 07.

The Pronunciation panel is displayed (*Figure 24-11*).

Figure 24-11 Pronunciation dialog box

2. Type in **the seventh**. Click on then **OK**. By clicking on **Test** you can easily check how the selection will be pronounced with the change you have made.

3. Click on the 08 and when the Pronunciation Panel appears type **of August**. Click on .

4. To see the effect of this change click on the button and then click on the date. It is now read out as **The Seventh of August Two Thousand and Six**.

5. In order to complete these exercises you should have the PDF Sample document.

    • You may find some years are pronounced incorrectly. For example, 2007 instead of being pronounced two thousand and seven might be pronounced two zero zero seven. If this is the case you can use the option.

    • Where acronyms are used e.g. BBC, TUC, ITN etc. you may find that is tries to pronounce it as a word. In this case you can use the option.

    • If you find the selection is following on too quickly to the next word you can add a pause after the selection using the option.

    • If you find the selection is being read too quickly after the previous word you can add a pause before the selection by using the option.

    • In certain cases you may find that a word is being broken up into 2 sections. In this case you select the first section and click on the check box.

Where you want to change how a word is read throughout the document you can use the PDFaloud Global Pronunciation Options.

6. Click on the [Options ▾] drop box and select [Document Pronunciation].
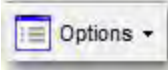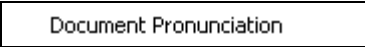
The PDFaloud Global Pronunciation Options panel is displayed (*Figure 24-12*).
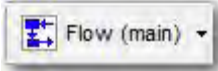
Figure 24-12 PDFaloud Global Pronunciation Options dialog box

7. Type toolbar in the ***Pronounce this word*** text box. Click on **Speak** button to hear how it is currently read.

8. Type **tool bar** in the ***Like this*** text box. Click on the **Speak** button to hear how it will sound.

9. Click on the **Add** button and then **OK**.

10. To see the effect of this change click on the [button] button and then click on an instance of the word toolbar.

For some words you may have to type in the phonetic spelling of the word e.g. For Omagh type Oma.

Exercise 5   Altering the order your PDF document is read

You will have noticed that the PDF document reads the Header before starting to read the content and page number. Also, now that we have added Alternative text for the images it would be good if they were incorporated. With the PDF Accessibility Editor you can change what text is read and in what order it is read.

1. Click on the [Flow (main) ▾] drop down list and select *Main document flow* as shown below:
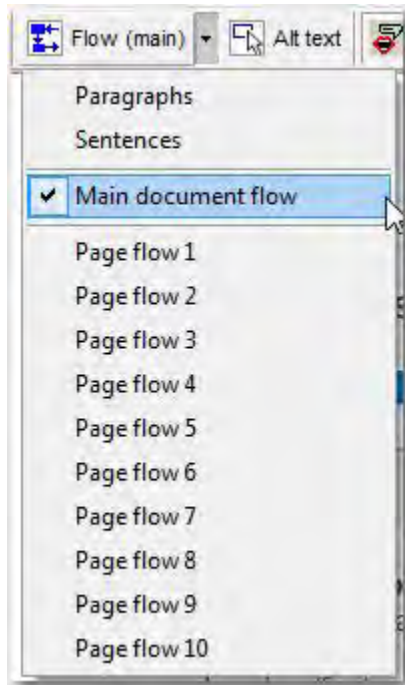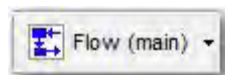
Figure 24-13 Flow (main) drop down list
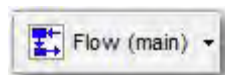
2. Click on the ![Flow (main)] button.

3. Click on the Date at the head of the page, then the title 'Texthelp's PDF Accessibility Editor', followed by the first paragraph.

Your PDF will look like this:
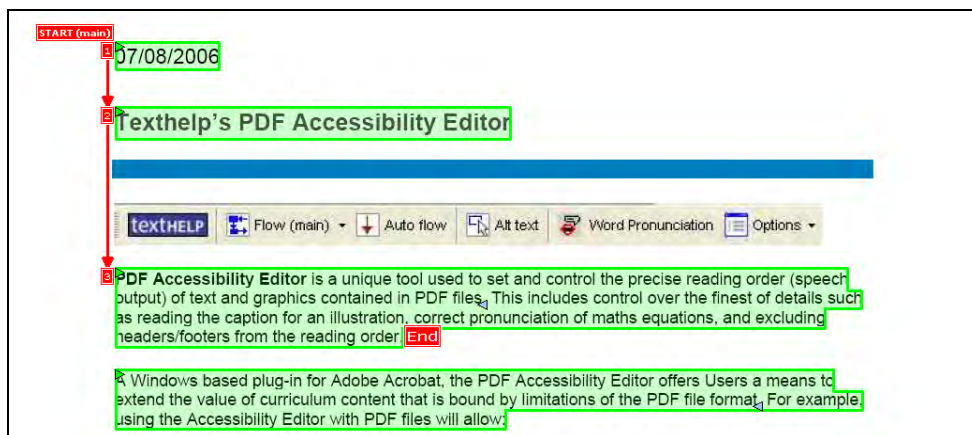
Figure 24-14 Main document flow (1)

4. If you make a mistake, right click at the start of the text you have added incorrectly and select *Remove*.

5. Continue to add all the other areas of text starting with a green arrow ![arrow] until your PDF looks like this:
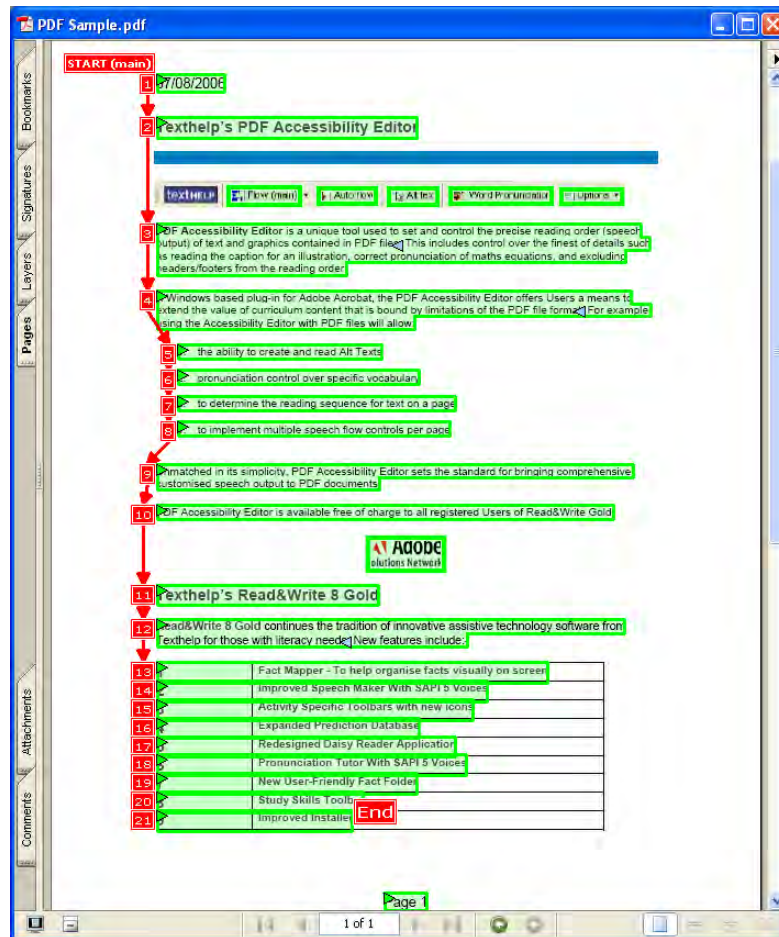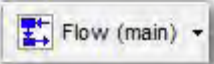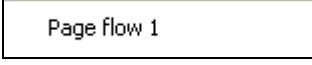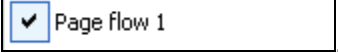
Figure 24-15 Main document flow (2)

6. To see the effect of this change click on the [button image] button and then click on the date. The PDF will be read in exactly the order you have specified. It doesn't read out the page number at the bottom unless you click on it.

We are now going to set up another flow to read out the Alt text we made for the toolbar.

7. Click on the [Flow (main) ▾] drop down list and select [Page flow 1]. It will now look like this [✔ Page flow 1].

Your PDF will now show all text and alt text which can be included in a separate flow from the main document as seen here:
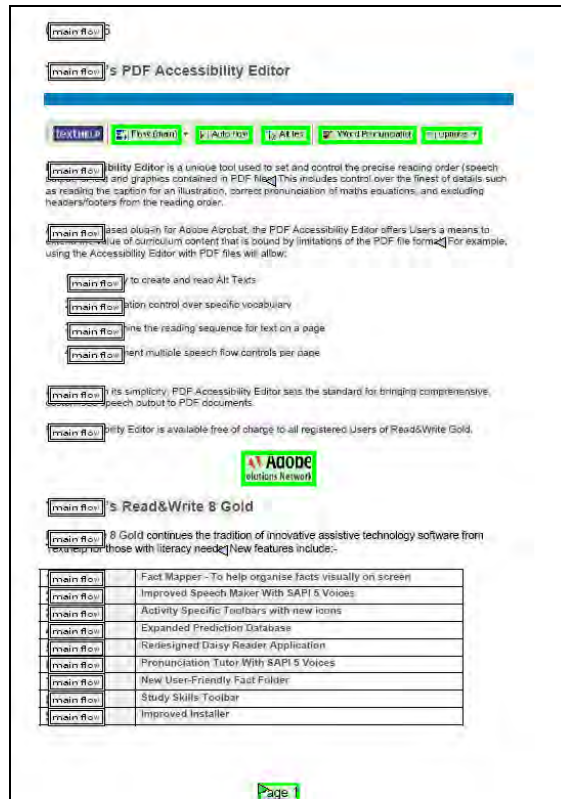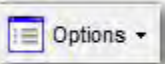
Figure 24-16 Main document flow (3)

8. Click on the Flow, Auto Flow, Alt text, Word Pronunciation and Options so it looks like this:

9. To see the effect of this change click on the [image] button on the Flow in the image of the toolbar.
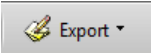
If you require any further help with using PDF Accessibility Editor please refer to the Help.

This can be accessed by clicking on [Options ▼] drop down and selecting Help:
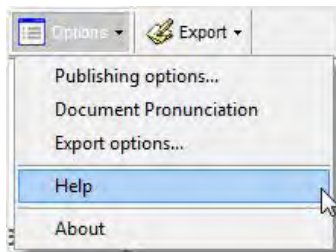
Exercise 6   Creating a Lexiflow book

Lexiflow 2 is a secure and affordable solution to publish accessible, digital talking books for students who require extra assistance with their reading. The ability to create Lexiflow books is not available to users of Adobe Reader. It is only available to users of Adobe Acrobat Standard or Professional.

1. Open a PDF in Adobe Acrobat (this could have been scanned and saved using Read&Write 10 Gold). It can be altered using PDF Accessibility Editor as above.

2. Click on the [Export ▾] button on the PDF Accessibility toolbar and choose **Export to Lexiflow book** as shown below:
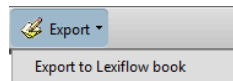
The Export to Lexiflow book window is displayed:
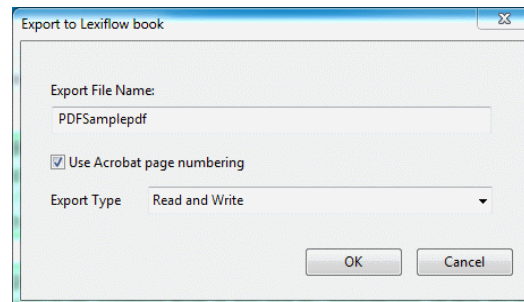
Figure 24-17 Export to Lexiflow book window

3. Choose the appropriate type from the ***Export Type*** drop down list, as shown below:
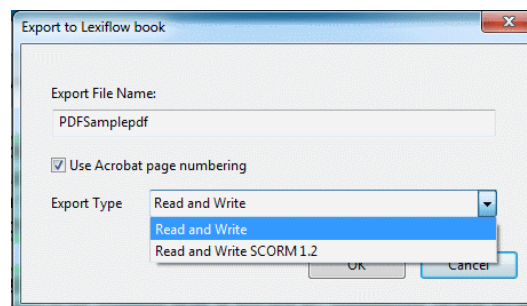
Figure 24-18 Export to Lexiflow book window – Export Type drop down

4. Click on **OK**.

The Lexiflow book is created and placed in the folder where the original PDF document was saved:

5. Close Adobe Acrobat.

Exercise 7   Working with Lexiflow books

A Lexiflow book is an accessible digital talking book. Once created, it can be distributed to students who need to use it.

1. Locate the folder in which the Lexibook was saved:

Name	Date modified	Type	Size
ebooks	30/06/2010 12:06	File folder	
OpenBook.app	30/06/2010 12:06	File folder	
player	30/06/2010 12:06	File folder	
OpenBook	15/06/2010 11:16	Application	264 KB

2. Double-click on the **OpenBook.exe**.

3. If you get the following warning, click on **Allow Access** (*Figure 24-19*):
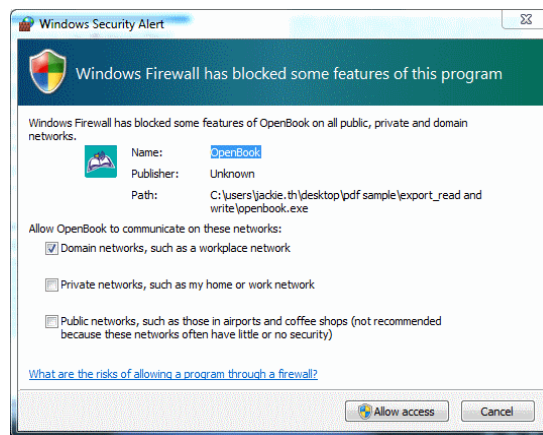
Figure 24-19 Warning message

✍ *If you don't have Administrative rights on your computer you will need to click on **Cancel**. The book will still open but you will not be able to save highlights and annotations.*

The book opens and looks something like this:

Figure 24-20 Sample Lexiflow book

The Lexiflow Viewer application provides a number of features which allow you to navigate, read back and interact with your e-book. There are a number of toolbars along the top and bottom of the book, these are as follows:

Speech Toolbar	
	Start speaking from the current position or speak the current selection
	Stop the speech
	Read the previous sentence
	Read the next sentence
	Toggle between the Speech and Annotations Toolbars

Annotations Toolbar	
	Highlight the selection in blue
	Highlight the selection in green
	Highlight the selection in yellow
	Highlight the selection in pink
	Clear the selected highlights

Annotations Toolbar	
	Click this button to add a Sticky Note
	Click this button to add a Typewriter Note
	Click on this button to export your annotations.
	Toggle between the Speech and Annotations Toolbars

Adding Sticky Notes

To add a Sticky Note:

1. Click the [button] button.

2. Click on the position in the book where you wish the Sticky Note to appear.

3. Enter text in the note.

4. You can minimize the note by clicking on the rectangle at the top of the window.

You can delete the note by clicking on **Del**.

Adding Typewriter Notes

To add a Typewriter note:

1. Click the [button] button.

2. Click on the position in the book where you wish to make a Typewriter Note.

3. Type inside the dotted line and when you are finished typing click outside the note.

You can delete the note by clicking on **Del**.

Exporting annotations

To export annotations:

1. Click the [button] button.

2. Ensure there is a web connection.

The annotations are displayed on a web page.

3. Click on the MS Word icon to save this page as a MS Word document.

| Side Panel Buttons	
	View the table of contents
	Clicking this button displays a search dialog box
	View any resources or links associated with the book
	View a dialog of all the annotations made in the book
	Click this button to see a dictionary definition of the word at the current selection position (This feature requires a web connection)
	Click this button to see a Spanish translation of the word at the current selection position (This feature requires a web connection)
	Click this button to access the Lexiflow calculator
	Click this button to access the Lexiflow preferences dialog. You can then change the: • Word Highlight Color • Sentence Highlight Color • Continuous reading on/off • Voice Track (if more than one voice track was exported)

Searching

To search:

1. Type a word to search for and click the   button.

    The sentences containing this word are displayed in the dialog.

2. Click on any of the occurrences listed in the dialog.

The page containing the word is displayed and the word being searched for is selected.

Status Bar Buttons	
	Zoom in on the current page
	Zoom out of the current page

	Fit the width of the page to the width of the Lexiflow viewer
	Fit the height of the page to the height of the Lexiflow viewer
	View the book one page at a time
	View the book two pages at a time

Navigation Bar
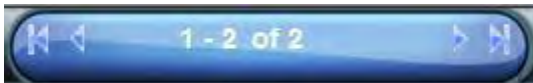
The navigation bar shows which page(s) of the book you are viewing and the amount of pages in the book.

You can move between the pages of the book using the arrow buttons. The buttons provide the ability to view the first page, previous page, next page and last page.