

# Read&Write for Windows



Add text to the icons in the toolbar by clicking on this ≡ icon. Click on "Show more settings." Default will open to the "General" tab. "Show text on toolbar" is the third option. Click on "Show text on toolbar" slider to activate this feature. The slider will change from a gray color to a purple color when it is activated.

## [Read&Write for Windows - Help Videos](#)

All video tutorials for the features of Read&Write for Windows are available online. Listed and briefly described below are the features most commonly used in postsecondary.

### [Audio Maker](#) (02:28)

This feature converts text into an MP3 (audio file).

1. Select the text you want to convert (highlight with mouse)
2. Click on the Audio Maker icon
3. Click on Create MP3

### [Check It](#) (04:53)

This feature is similar to Spell Check by identifying words that are spelled incorrectly and offering suggestions to correct it. Beyond the traditional use, Check It also reads the word suggestions aloud, includes a definition for each word suggestion and reads the definition aloud.

### [Highlights](#) (02:44)

There are 4 different color highlights you can use to create a study guide or gather some research information. Collect the highlights and a Word document will open with the highlights organized by color. A biography will also appear in the Word document so you can refer back to the article or web location from which you collected the highlighted text.

This feature works in Microsoft Word, Internet Explorer, Chrome, Firefox and Google Docs.

1. Select the text you want to highlight
2. Click on the highlight color icon in the toolbar
3. Repeat 1 & 2 until you highlighted everything you want
4. Click on the Collect Highlights icon in the toolbar

## [PDF Reader](#) (03:11)

This feature will read the text in an accessible PDF aloud and highlight the text as it is read. You can customize the voice, how fast or slow the voice reads and the colors displayed when text is read aloud in Speech settings.

1. Click on the PDF Reader icon
2. Open a PDF document from your computer
3. Click on the play icon to have the document read to you

## [Scan](#) (03:58)

You can physically scan a document with this feature but you are more likely to scan an electronic file. Use this feature when PDF Reader does not work. If PDF Reader does not work, that means the file is a picture of text and therefore inaccessible. Scan will convert the picture into text that is recognized and can be read aloud.

1. Click on the Scan icon
2. Choose your device (scanner or file folder)
3. From a file folder, drag and drop the inaccessible PDF into the designated area within the window. You can also click on select file and open the inaccessible PDF document from your computer
4. Choose the number of pages you want to scan. The scan will take longer when there are several pages to scan.
5. Choose to have the scan generate an accessible PDF or a Word document.
6. Click on Scan
7. You may be prompted to save the scanned document
8. Click on the play icon to have the document read to you

## [Screenshot Reader](#) (02:39)

You can use this feature to read text embedded in a picture, for example, or in Canvas/D2L and just about anywhere else on the web and in text documents.

1. Click on the Screenshot Reader icon
2. Use the mouse to draw a box around the text you want read
3. Text within the box will be read aloud when the OCR (optical character recognition) process is complete
4. Click on the pause icon in the lower right corner of the box or on the x in the upper right corner of the box to close it

## [Speech](#) (07:46)

Speech is where you can customize the voice, how fast or slow the text is read aloud, the highlighting colors used when the text is being read aloud, and much more.