

READ&WRITE GOLD – CAMPUS WINDOWS MACHINES

Complete instruction guide located at

<http://fastdownloads.texthelp.com/ReadWrite11/Docs/ReadWriteHelp/Default.htm#Welcome.htm>

TURN ON READ&WRITE GOLD

- 1) Click on **Start**.
- 2) Click on the **Read&Write** icon on the “Accessibility and Internet” panel.
- 3) Wait for the Read&Write software and toolbar to load. This may take a couple of minutes.
The toolbar can be moved around the desktop by clicking and dragging.

BUTTONS ON THE TOOLBAR



Spell Check



Word Prediction



Dictionary



Picture Dictionary



Sounds Like & Confusable Words



Verb Checker



Play



Pause

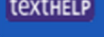


Stop



Texthelp - Use the drop down menu to go to General Options in order to change the Toolbar or access the Quick Reference Card and Video Tours.

BUTTONS ALSO AVAILABLE

***Click on the  Texthelp button until the buttons below appear.



Screenshot Reader



Speech Maker



Daisy Reader



“Scan” (Virtual)



Fact Finder



Fact Folder



Fact Mapper



Screen Masking



Speech Input



Translator







PDF Aloud






Help

READ TEXT USING THE TOOLBAR:

1. Open the document you want to read.
2. Place the cursor on the word, sentence or paragraph where you want to start reading.
3. Click on the drop down button next to the  **Play button** to choose to read by word, sentence or paragraph,
4. Click on the  **Play button** to start reading. The system will highlight each word as it reads it aloud.
5. Click on the  **Pause button** to pause reading, then click on it again to resume.
6. Click on the  **Stop button** to stop reading the text aloud.




SCREENSHOT READER

Screenshot Reader will read aloud any text on the screen including web pages, even if this text is not accessible.

- 1) Click the  **Texthelp** button until  **Screenshot Reader** button appears.
- 2) Click on the drop down menu to choose how you want to capture the screen information:
 - a) *Capture by drawing rectangle* – click and hold your mouse down at the corner of the text/image and drag and drop the rectangle around the text/image.
 - b) *Capture by hover* – hover your mouse over a window and then click.
 - c) *Capture by drawing freehand* – hold down the left button on your mouse and draw around the text/image.
- 3) Click on the  **Screenshot Reader** button on the toolbar.
- 4) Select the area of text you want to read aloud. A screen analyzer progress bar will appear.
- 5) When the analyzer bar disappears the text will be read aloud and highlighted.

“SCAN” (Virtual)


The Scan button allows you to virtually scan a pdf document and put it directly in to Word, Internet Explorer or to a PDF file.

1. Choose a pdf document that you want to OCR scan and save it to the computer or a flashdrive.
2. Click on the  **Texthelp** button until the  **Scan** button appears.
3. Click on the drop down list next to the Scan button to choose what you want the document to scan to: Word, HTML, PDF or ePub.
4. Click on “Scan from file(s)”
5. Click on the  **Scan** button on the toolbar.
6. Choose the file and click OPEN.
7. Choose a location to Save to and type in a name for the file. Click **SAVE**.
8. The pdf document is OCR scanned and opened in the application of your choice.
9. You can now have the text read to you using the toolbar reading controls.



STUDY SKILLS:

Study Skills can be used to highlight important text.

1. Click on  the Texthelp button until the different color highlighters appear
2. Select the text in your document that you want to highlight
3. Click on the color highlighter you want to use.



– Highlight yellow.



– Highlight blue.



– Highlight green.




– Highlight pink.

4. Create a study guide of the all the text you highlighted by clicking on the  Collect Highlights button.



WORD PREDICTION

You can use Word Prediction to access a list of words that will complete the one that you are currently typing. Word Prediction will also try to predict your next word as you finish typing a word.

1. Open the document you want to type.
2. Click on the  Word Prediction button on the toolbar.

The *Prediction* window will display.

3. Click on a word to choose it from the list.




SPEECH INPUT



Speech Input allows you to create documents by simply talking into a microphone.

- It is recommended that you take the Speech Recognition tutorial before you begin to train Speech Input to recognize your voice. In addition to improving the recognition of your voice, the tutorial also gives you an opportunity to learn the most important Speech Recognition commands.

TRAIN THE SPEECH RECOGNITION:

- 1) Plug in a headset microphone.
- 2) Click on the >> arrows on the toolbar and then click on the  **Speech** button.
- 3) Select **Open Speech Recognition Training** from the drop down list.
The first step in the Training Wizard is displayed. This step also provides you with instructions on how to proceed with the training session. Read the instructions carefully before continuing.
- 4) Click on the **Next** button to continue.
- 5) Read the sentence into the microphone in a natural and even tone. If the system does not move onto the next training sentence, repeat the sentence more clearly. You will be taken through several more training exercises to ensure that Speech Recognition has enough examples.
- 6) After you have finished the training exercises, you will see the last step in the Training Wizard. You can now either click on the Finish button to finish the training session, or click on the More Training button to start a new training session.

CREATE A DOCUMENT:

- 1) Open a document in Word.
- 2) Click on the  **Speech Button**. The Speech Recognition indicator status is automatically set to 'Listening.'
- 3) Read the text you want to add to the document into the microphone.
You can use speech input commands to change the text, e.g. spelling mistakes.
- 4) To view a list of commonly used commands, say "**What can I say?**". The Windows Speech Recognition Reference Card is displayed.
- 5) If you want to hear the text read back to you, click on the  **Play button** on the Read&Write toolbar.
- 6) Select **Save As** from the File menu. The Save As window is displayed. Enter a name for the document in the File name field, and click on the **Save** button.

If you want Speech Recognition to stop dictation mode, say "Stop listening".