



Read&Write 4 Gold For Mac Training Guide

June 2010

CONTENTS

Contents	i
Introduction	1
Conventions used in this guide.....	1
1. Introducing the Floating Toolbar View	3
2. Getting started	4
Exercise 1 Starting Read&Write 4 Gold For Mac	4
Exercise 2 Customising the toolbar	4
3. Reading text	6
Exercise 1 Using the Speech buttons and selecting a system voice	6
Exercise 2 Setting up speech highlighting and using the Speech buttons	7
Exercise 3 Changing how words are pronounced.....	8
Exercise 4 Instructing the system to read text as you type.....	9
Exercise 5 Setting up screen reading	9
Exercise 6 Reading information on web pages	10
Exercise 7 Reading text on images	11
Exercise 8 Creating sound files from text.....	13
Exercise 9 Reading Daisy books	13
Exercise 10 Reading PDF documents	15
4. Spell checking	17
Exercise 1 Using the Spell Checker and setting up general spelling options.....	17
Exercise 2 Setting up the Custom Dictionary	19
Exercise 3 Adding a phonetic map	19
Exercise 4 Reviewing spellings.....	21
5. Predicting text	22
Exercise 1 Using the Prediction facility and setting up predictions	22
Exercise 2 Using the Prediction facility	23
Exercise 3 Specifying how you want the Prediction facility to learn.....	24
6. Using the Dictionary	25
Exercise 1 Using the dictionary.....	25
Exercise 2 Searching for web definitions	26
Exercise 3 Adding user definitions.....	27
7. Using the Homophones facility	28
Exercise 1 Identifying homophones and setting up colours.....	28
Exercise 2 Editing the Homophones database	29
Exercise 3 Setting up homophones to ignore.....	30
8. Using the Scanning facility	32
Exercise 1 Setting up scanning options and scanning documents to PDF	32
Exercise 2 Scanning documents to Microsoft Word	32

Exercise 3	Scanning from a file	33
9.	Using the Fact Finder	34
Exercise 1	Searching for facts using the Fact Finder	34
Exercise 2	Changing the default website to search for facts	34
10.	Using the Fact Mapper	36
Exercise 1	Creating fact maps	36
Exercise 2	Opening fact maps and adding notes to facts.....	39
Exercise 3	Using the Image Library	40
Exercise 4	Linking facts.....	41
Exercise 5	Changing how a fact map is displayed	41
Exercise 6	Brainstorming.....	42
Exercise 7	Exporting fact maps	43
11.	Using Screen Masking	45
Exercise 1	Using Screen Masking and changing the display options	45
Exercise 2	Using the spotlight.....	46
12.	Using the Translator facility.....	47
Exercise 1	Translating English words into another language	47
Exercise 2	Configuring the Translation facility	48
13.	Using Study Skills	49
Exercise 1	Using Study Skills to highlight text.....	49
Exercise 2	Collecting highlighted text	49
1.	Introducing the Application View	50
2.	Getting started.....	51
Exercise 1	Starting Read&Write 4 Gold For Mac	51
Exercise 2	Customising the toolbar	51
Exercise 3	Setting up colours and formatting text	52
3.	Reading text.....	54
Exercise 1	Using the Speech buttons and selecting a system voice	54
Exercise 2	Setting up speech highlighting and using the speech buttons	55
Exercise 3	Changing how words are pronounced.....	56
Exercise 4	Instructing the system to read text as you type.....	57
Exercise 5	Setting up screen reading	57
Exercise 6	Reading information on web pages	57
Exercise 7	Reading text on images	58
Exercise 8	Creating sound files from text.....	60
Exercise 9	Reading Daisy books	61
Exercise 10	Reading PDF documents	62
4.	Spell checking	64
Exercise 1	Using the Spell Checker and setting up general spelling options.....	64
Exercise 2	Setting up the Custom Dictionary	66
Exercise 3	Adding a phonetic map	67

Exercise 4	Reviewing spellings and setting up auto corrections	68
5.	Predicting text	70
Exercise 1	Using the Prediction facility and setting up predictions	70
Exercise 2	Using the Prediction facility	71
Exercise 3	Specifying how you want the Prediction facility to learn.....	72
6.	Using the Dictionary.....	73
Exercise 1	Using the dictionary.....	73
Exercise 2	Adding user definitions.....	74
7.	Using the Homophones facility	75
Exercise 1	Identifying homophones and setting up colours.....	75
Exercise 2	Editing the Homophones database	76
Exercise 3	Setting up homophones to ignore.....	77
8.	Using the Scanning facility	79
Exercise 1	Setting up scanning options and scanning documents to Read&Write 4 Gold For Mac	79
Exercise 2	Scanning documents to PDF.....	79
Exercise 3	Scanning documents to Microsoft Word	80
Exercise 4	Scanning from a file	80
9.	Using the Fact Finder	81
Exercise 1	Searching for facts using the Fact Finder	81
Exercise 2	Changing the default website to search for facts	81
10.	Using the Fact Mapper	83
Exercise 1	Creating fact maps	83
Exercise 2	Opening fact maps and adding notes to facts.....	86
Exercise 3	Using the Image Library	87
Exercise 4	Linking facts.....	88
Exercise 5	Changing how a fact map is displayed	88
Exercise 6	Brainstorming.....	89
Exercise 7	Exporting fact maps	90
11.	Using Screen Masking	92
Exercise 8	Using Screen Masking and changing the display options	92
Exercise 9	Using the spotlight.....	93
12.	Using the Translator facility.....	94
Exercise 1	Translating English words into another language	94
Exercise 2	Configuring the Translation facility	95
13.	Using Study Skills	96
Exercise 1	Using Study Skills to highlight text.....	96
Exercise 2	Collecting highlighted text	96
14.	Editing text from other applications.....	98
Exercise 1	Using the Text Transfer facility	98

Exercise 2	Using the Services sub-menu to transfer text	99
15.	Using the text cache.....	100
Exercise 3	Retrieving text from the text cache	100
16.	Additional Exercises	101
Exercise 1	Customising shortcuts.....	101
Exercise 2	Setting up autotext	102

INTRODUCTION

Read&Write 4 Gold For Mac is designed to provide help to users of Apple Macintosh computers, 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, word prediction and Internet tools, to name but a few.

This guide is designed to familiarise you with all aspects of the system. As well as learning how to use the many facilities offered in Read&Write 4 Gold For Mac, you'll also learn how to set up the system so that it'll operate in exactly the way you want it to.

There are two major sections in this guide which reflect the two ways in which Read&Write 4 Gold For Mac can be used:

- Read&Write 4 Gold For Mac Floating Toolbar View – you can use the Floating Toolbar to work with text within MS Word 2008 and Safari
- Read&Write 4 Gold For Mac Application View – you can copy text from other applications into the Read&Write 4 Gold For Mac window and use the facilities to work with the text.

Conventions used in this guide

In this section you'll learn the style and conventions used in this guide. They are designed to make reading it as clear and simple as possible. The conventions used for different types of information are discussed below:



Important additional pieces of information that you should be aware of are represented like this.



Warnings that you must read and observe are represented like this.



References to information in other chapters or sections are represented like this.

Numbered lists

Instructions that must be followed in order are shown in numbered lists. To use a numbered list, you:

1. Follow the instructions in the first step.
2. Follow the instructions in the next step.
3. Follow the list in order until you complete the task.

Menu Options

Menus and options are represented in italics as shown below:

'Click on the *View* menu and select the *Background* option.'

Keys

Keyboard keys that you need to press as part of an operation are represented in bold as shown below:

'To bring up the Help window, press **F1**.'

Buttons

There are two ways that buttons are represented. Buttons with:

- text written on them are represented in bold as shown below:
'Click on the **OK** button.'
- pictures on them are shown in the sentence as shown below:

'Click on the  button.'

Fields

Fields such as text boxes and radio buttons are represented in bold italic as shown below:

'Select the ***Advanced options*** check box.'

FLOATING TOOLBAR VIEW SECTION

1. INTRODUCING THE FLOATING TOOLBAR VIEW

You can use the Read&Write 4 Gold For Mac Floating Toolbar View to work with text within Microsoft Word 2008 and Safari. The majority of the exercises in this section explain how to use the Floating Toolbar View in Microsoft Word 2008.


The Read&Write 4 Gold For Mac facilities available to use on the Floating Toolbar View are as follows:

- text reading
- spell checker
- word prediction
- dictionary
- homophones checker
- screenshot reader
- speech maker
- scanning
- online fact mapper
- translator
- online translator
- study skills.
- PDFaloud.



You can access the Fact Finder from the Tools menu.

You use the remaining facilities *only* in Read&Write 4 Gold For Mac Application View:

- editing text from other applications using the Text Transfer facility ( button on toolbar) and the Services sub-menu
- retrieving text that has been saved or copied to the text cache
- adding abbreviations, adding auto corrections and customizing shortcuts.

2. GETTING STARTED

In this section you'll learn how to:

- start Read&Write 4 Gold For Mac
- customise the toolbar.

Exercise 1 Starting Read&Write 4 Gold For Mac

You start Read&Write 4 Gold For Mac from the desktop. To do this, you double click on



the icon. Alternatively click on the icon on the dock bar.

You can switch between the Read&Write 4 Gold For Mac Application View and the

Floating Toolbar View (Figure 2-1) by clicking on the  button. Alternatively you can select *Change To Application View/Change To Floating Toolbar View* from the *View* menu.




You can move the Floating Toolbar by clicking on the title bar of the toolbar and then dragging and dropping it onto any position on your screen.



Figure 2-1 Read&Write 4 Gold For Mac Floating Toolbar View

Exercise 2 Customising the toolbar

In this exercise you'll learn how to set up which functions and facilities you want displayed on the Read&Write 4 Gold For Mac Floating Toolbar.

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Make sure the **Display options** check box is selected.
3. Click on the Customize Toolbar tab (Figure 2-2). You may need to click on the  or  button to access this tab.

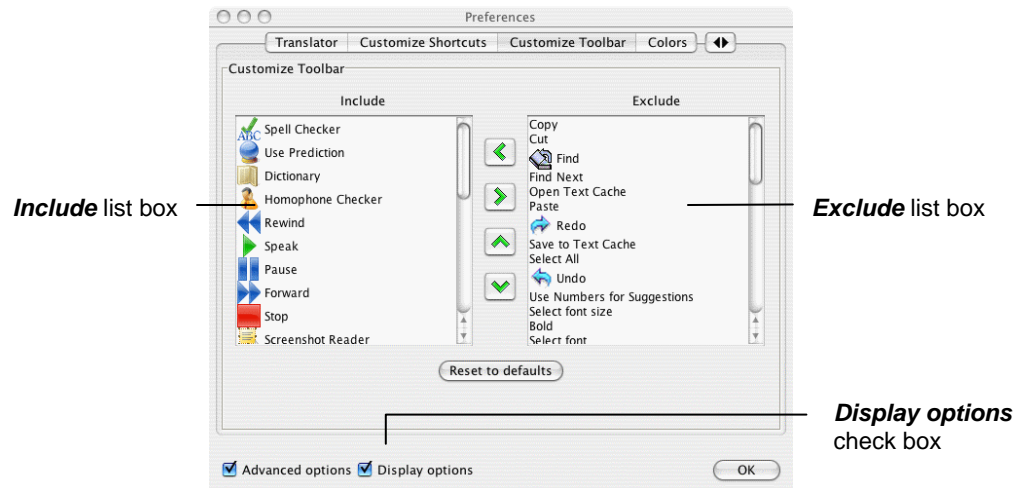







Figure 2-2 Customize Toolbar tab


4. Select the *Undo* option in the **Exclude** list box and then click on the  button. The *Undo* command is added to the **Include** list box, i.e. it will now be included on the toolbar.
5. Select the *Dictionary* option in the **Include** list box and then click on the  button. The *Dictionary* command is removed from the **Exclude** list box, i.e. it will now be removed from the toolbar.
6. Select the *Spell Checker* option in the **Include** list box and then click on the  button. Notice how the *Spell Checker* icon moves further down the list. This means that you've moved it further to the right of the toolbar.
7. Select the *Speak* option in the **Include** list box and then click on the  button twice. Notice how the *Speak* icon moves further up the list. This means that you've moved it further to the left of the toolbar.
8. Try rearranging the toolbar in the way that you want.
9. Click on the **Reset to defaults** button to revert back to the Read&Write 4 Gold For Mac default Floating toolbar (Figure 2-1).
10. Click on the **OK** button to update the system and to close the Preferences window.

 If you remove buttons from the toolbar, you can access these facilities from the various menu options.

3. READING TEXT

In this section you'll learn how to:


- use the speech buttons
- select a system voice
- set up speech highlighting
- specify how you would like words pronounced
- set up screen reading
- read information on web pages
- read text in image files
- convert text into sound files
- read Daisy books
- read PDF documents.

 *If you wish you can instruct Read&Write 4 Gold For Mac to read as you type in the Speech menu.*

Type the following text into a Microsoft Word 2008 document:


'Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom.'

One day, a turtle called Nemo walked slowly by his mushroom.'

 *Make sure the text is split into two paragraphs as shown above. Also, remember to check that your speakers are switched on before you continue with this section.*

Exercise 1 Using the Speech buttons and selecting a system voice

In this exercise you'll learn how to use the **Speech** buttons on the toolbar to read text and alter the way the system voice reads text aloud.

1. Place your cursor anywhere on the following sentence and then click on the  button:

'One day, a turtle called Nemo walked slowly by his mushroom.'


You see each word in the sentence highlighted as it is read aloud.



2. Keep your cursor in the same position and then click on the  button.

You see each word in the previous sentence highlighted as it is read aloud.

You can also instruct the system to pause reading by clicking on the  button or stop it completely by clicking on the  button.

 *You can also read text aloud using the Speak actions options in the Speech menu.*

3. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.

4. Select the Speech tab of the Preferences window (Figure 3-1). You may need to click on the  or  button to access this tab.

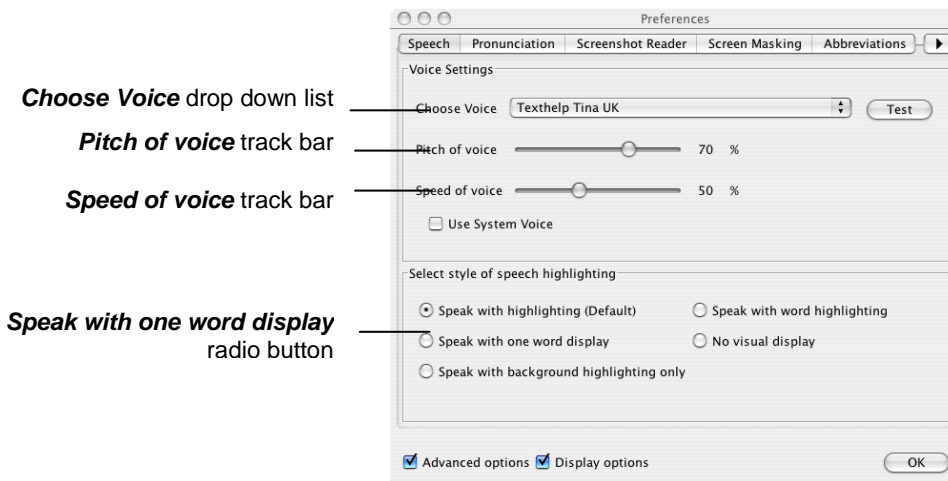





Figure 3-1 Speech tab

5. Select 'Texthelp Tim UK' from the **Choose Voice** drop down list.
6. Drag and drop the track bars to the following settings:
 - **Pitch of voice** – 70 %
 - **Speed of voice** – 60 %.
7. Click on the **Test** button to test the voice. If you decide that you don't like this voice, select another one from the **Choose Voice** drop down list and adjust the track bars until you are happy.
8. Click **OK** to close the Preferences window.

Exercise 2 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 how to use the **Speech** buttons on the toolbar to read the text.

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.
2. Select the Speech tab of the Preferences window (Figure 3-1).
3. Select the **Speak with one word display** radio button in the Speech tab (Figure 3-1). The other highlighting options are as follows:
 - **Speak with highlighting (Default)** – highlights the text in your document and then each word as it is read aloud
 - **Speak with word highlighting** – highlights each word in your document as it is read aloud
 - **No visual display** – the selected text will be read aloud without highlighting.
 - **Speak with background highlighting only** – highlights the background only.
4. Make sure the **Display options** check box is selected and then select the Colors tab (Figure 3-2). You may need to click on the  or  button to access this tab.

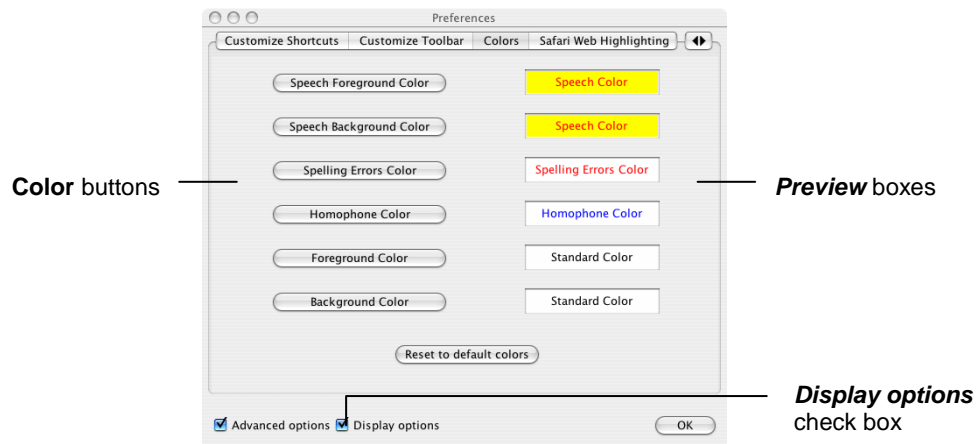



Figure 3-2 Colors tab

5. Click on the **Speech Foreground Color** button and select a colour from the colour palette to specify the colour of the text that is read aloud.
6. Click on the **Speech Background Color** button and select a colour from the colour palette to specify the background colour of the text that is read aloud.

The **Preview** boxes to the right of these buttons show you how the foreground and background colours will look.

7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Click on the *Speech* menu and select the *Paragraph* option from the *Selection Type* sub-menu. This is how you can get the software to read a paragraph at a time.
9. Place your cursor anywhere on the following paragraph and then click on the  button:

'Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom.'


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



10. Access the Speech tab (Figure 3-1) of the Preferences window again and select the **Speak with highlighting (Default)** radio button.
11. Access the Colors tab (Figure 3-2) of the Preferences window and click on the **Reset to default colors** button if you prefer the original colours.

Exercise 3 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  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Click on the Pronunciation tab (Figure 3-3).

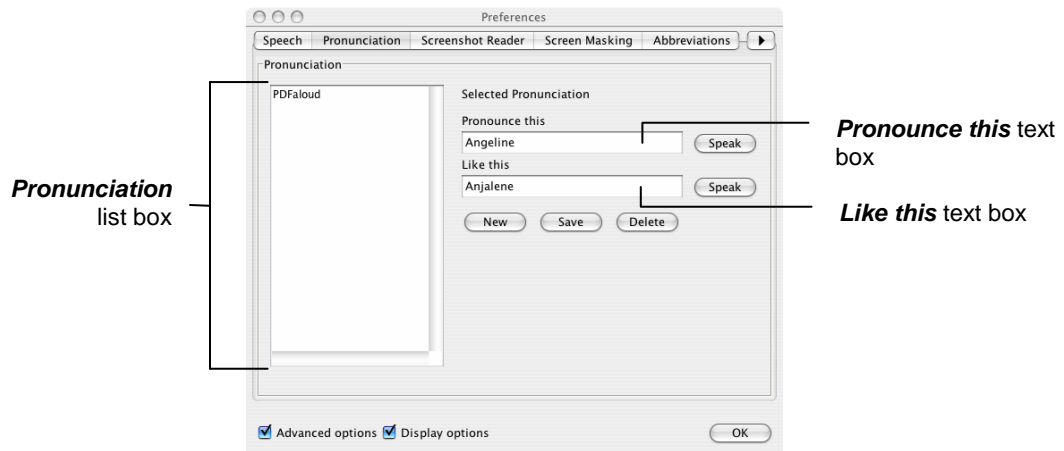


Figure 3-3 Pronunciation tab

3. Type the word '**Angeline**' in the **Pronounce this** text box and then click on the **Speak** button beside the text box to hear this word read aloud.
4. Type '**Anjalene**' in the **Like this** text box and then click on the **Speak** button beside the text box to hear the new pronunciation read aloud.
5. Click on the **Save** button to add the word to the **Pronunciation** list box.
6. Click on the **OK** button to save your settings and to close the Preferences window.
Once you've added the word to the **Pronunciation** list box, the word will be pronounced correctly.


Exercise 4 Instructing the system to read text as you type

In this exercise you'll learn how to set up the system to speak on each letter, word or sentence.

1. Click on the *Speech* menu.
2. Make sure the *Speak as type* option is selected.
3. Click on the *Speech* menu again and select the *Speak each letter* and the *Speak each word* options.
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.
'He noticed that Fred looked very sad and glum.'
5. Click on the *Speech* menu and select the *Speak as type* option again to stop the system from reading text as you type.

Exercise 5 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 menu options etc.

1. Click on the *Speech* menu and then select the *Screen reading* option.
2. Click on the Read&Write 4 Gold For Mac Floating Toolbar to give it focus.
3. Hover your mouse over the  button. You hear the system say 'Speak'.
4. Click on the *Speech* menu and hover your mouse over *Speak each letter* and then *Speak each word*. You hear each menu option read aloud.

5. Hover your mouse over other buttons and menu options to hear them read aloud.
6. Click on the *Speech* menu and de-select the *Screen reading* option to disable this facility.

Exercise 6 Reading information on web pages

In this exercise you'll learn how to use Safari Web Highlighting to read aloud text, images and screen items on web pages.

1. Open the Safari Browser and type '**www.texthelp.com**' into the **Address** field to display the Texthelp homepage.
2. Click on the *Speech* menu and select the *Safari Web Highlighting* option.
3. Hover your mouse over an area of text in order to read it aloud.
You can change the colours that are used to highlight the text as it is being read. To do this:
4. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected and then select the Safari Web Highlighting tab (Figure 3-4). You may need to click on the  or  button to access this tab.

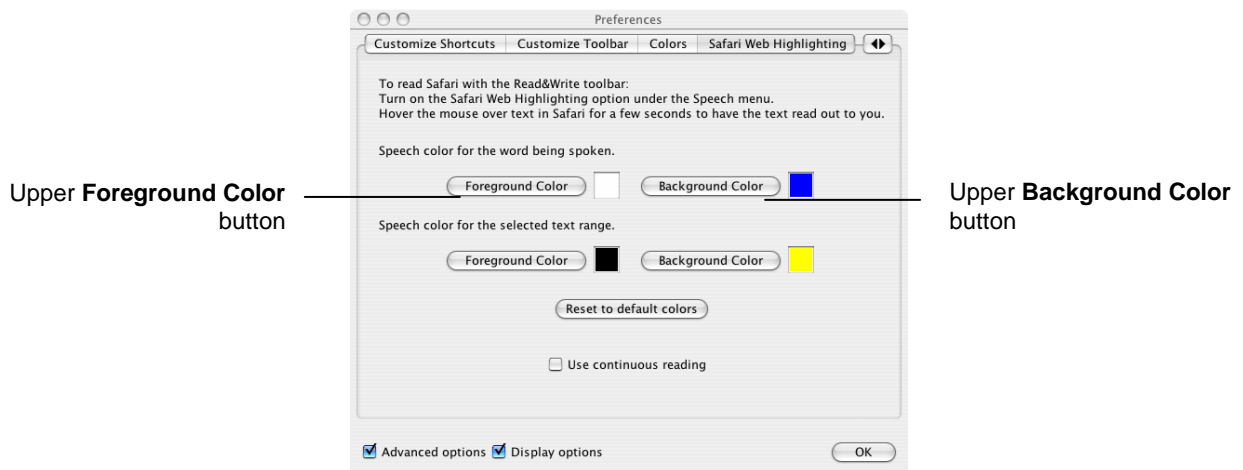




Figure 3-4 Safari Web Highlighting tab


6. Click on the upper **Foreground Color** button and select a green colour from the colour palette. Click on the upper **Background Color** button and select the white colour from the colour palette.
7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Click anywhere on the web page (this is so the software knows where you want it to work) then read text on the web page using Safari Web Highlighting.
Notice how the colours of web highlighting have changed.
9. Return to the Safari Web Highlighting tab (Figure 3-4). Click on **Reset to default colors** to revert back to the original colours
10. Click on the *Speech* menu and de-select the *Safari Web Highlighting* option to stop using Safari Web Highlighting.

 You can still read website content aloud by selecting text and then clicking on the  button. You can also use the other **Speech** buttons using this method. Safari Web Highlighting simply allows you to **hover** your mouse over the text in order to read it aloud.

11. Close the Safari browser.

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. Using the cursor draw a box round the following logo (Figure 3-5):






Figure 3-5 Texthelp logo

After a short time Read&Write 4 Gold for Mac highlights and reads the text aloud. (Figure 3-6).



Figure 3-6 Screenshot Reader window

4. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected and then select the Screenshot Reader tab. You may need to click on the  or  button to access this tab.

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

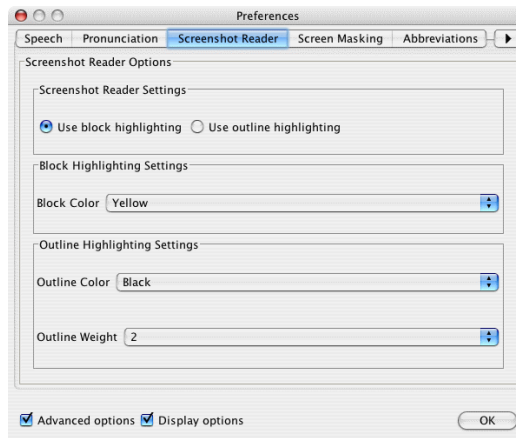


Figure 3-7 Screenshot Reader tab



6. Select the **Use outline highlighting** radio button.
7. Select **Green** from the **Outline color** drop down list.
8. Select **5** from the **Outline Weight** drop down list.
9. Click on the **OK** button.
10. Click on the  button. Your cursor now looks like this: 
11. Using the cursor draw a box round the following logo again (Figure 3-8):






Figure 3-8 Texthelp logo

You can see that the text is highlighted using the settings you have just selected (Figure 3-9).




Figure 3-9 Screenshot Reader window

12. Click on the **Tools** menu, select **Screenshot Reader Options** and then select **Screenshot to MS Word**.
13. Click on the  button. Your cursor now looks like this: 
14. Using the cursor draw a box round the Texthelp logo again.
This time the text is displayed in a new Microsoft Word document.
15. Click on the  button to have the text read aloud.
16. Close the Microsoft Word document when you have finished. You do not need to save the document.

Exercise 8 Creating sound files from text

In this exercise you'll learn how to convert text in Microsoft Word 2008 into sound files, using the Speech Maker facility.

1. Select the text you want to convert in your Microsoft Word 2008 document.
2. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Text tab of the Speech Maker window, displaying the text from your document.
3. Click on the Settings tab (Figure 3-10).

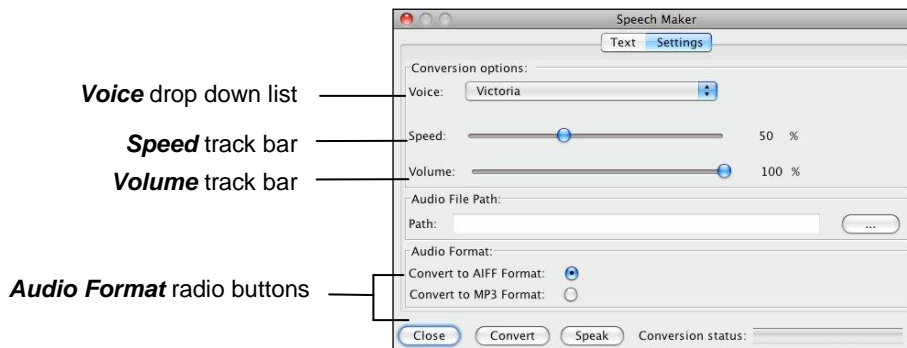



Figure 3-10 Speech Maker window – Settings tab

4. Select 'Texthelp Tim UK' from the **Voice** drop down list.
5. Drag and drop the track bars to the following settings:
 - **Speed** – 55%
 - **Volume** – 45%.
6. Click on the **Speak** button to test the voice. If you decide that you don't like this voice, select another one from the **Voice** drop down list and adjust the track bars until you are happy.
7. Click on the  button to display the Save As window.
8. Type in a name for your audio file in the **Save As** text box.
9. Browse to the folder in the directory in which you want to save the sound file, then click on the **OK** button.
10. Select the type of sound file format you want to create, by selecting the appropriate **Audio Format** radio button.
11. Click on the **Convert** button to create the new sound file.
12. Click on the **OK** button in the Information panel if it is displayed.
13. Click on the **Close** button to close the Speech Maker window.
14. Locate the audio file you've just created. This can now be played on the computer or saved onto a portable media such as an iPod.

Exercise 9 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 download one from the following website address: <http://www.bookshare.org>

1. Click on the Read&Write 4 Gold For Mac *Tools* menu and select the *Daisy Reader* option.

You see the Select a Daisy book window displayed.

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

The Daisy book opens in the Daisy Reader window. An example of this is shown in Figure 3-11.

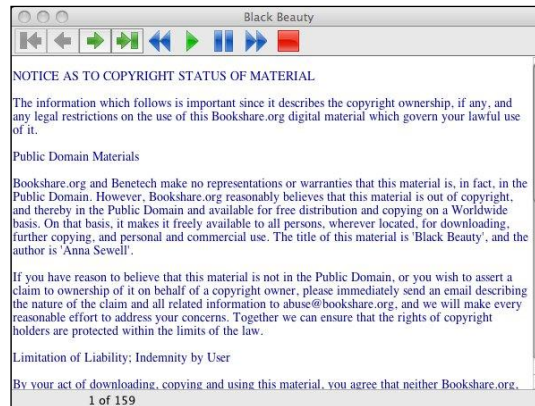







Figure 3-11 Daisy Reader window


3. Click on the appropriate **Navigation** button to find the text you want to read:

-  – 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.

4. You can also find the text that you want by accessing the:

- *Navigation* menu
- *Find* menu and searching for a word or phrase
- *Bookmark* menu and setting your own bookmarks so you can easily find your place again.


5. Click on the paragraph you want to hear read aloud and then click on the  button on the Daisy Book toolbar.

6. Click on the  button on the Daisy Book toolbar to stop the system from reading the word, sentence or paragraph aloud.

7. Close the Daisy Reader window.

Exercise 10 Reading PDF documents

In this exercise you'll learn how to read text aloud from PDF documents, using PDFAloud. You'll also learn how to set up which colours you would like to use to read text aloud, using the Preferences in Read&Write 4 Gold For Mac.

 For further information on using PDFAloud, refer to the PDFAloud help located in the *PDFAloud3* menu.

1. Start Adobe Acrobat and then open a PDF document. You can see the PDFAloud3 Toolbar displayed, as shown in Figure 3-12.

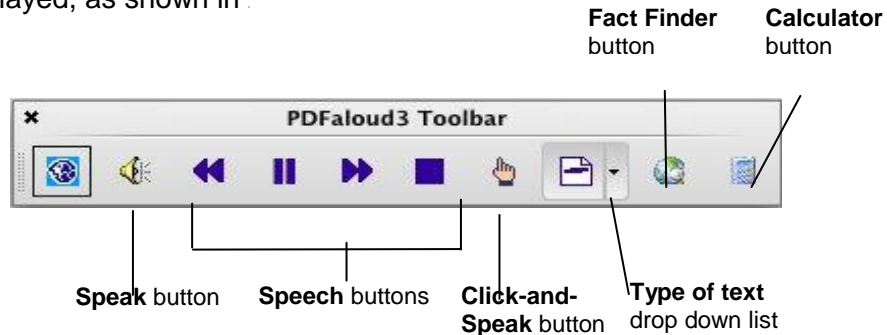











Figure 3-12 PDFAloud3 Toolbar

2. Click on the  button. PDFAloud reads aloud the text in your document.
3. Click on the  drop down list on the toolbar. Here you can choose how much text is read at a time. Choose which option you would prefer.

 You can click on the  button at any time to stop the system from reading the text aloud.

4. Click on the  button to activate the Click-and-Speak facility.
5. Click anywhere in your document. The system reads the text aloud.

 You can access any of the Speech options from the PDFAloud3 menu.

6. Close your PDF document.
7. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
8. Make sure the **Display options** check box is selected and then select the PDFAloud tab (Figure 3-13). You may need to click on the  or  button to access this tab.

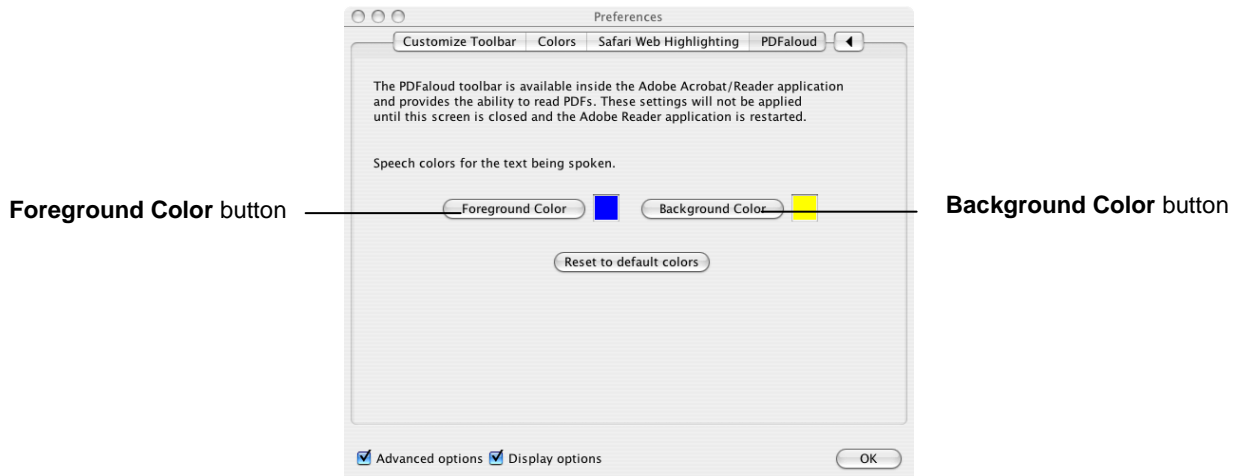





Figure 3-13 PDFAloud tab

9. Click on the **Foreground Color** button and select a green colour from the colour palette. Click on the **Background Color** button and select the white colour from the colour palette. You have just selected the colour of the text that will be read aloud and the background colour of this text, in Adobe Acrobat.
10. Click on the **OK** button to save your settings and to close the Preferences window.
11. Open your PDF document again in Adobe Acrobat and practice reading text aloud. Notice how the text read aloud is highlighted in the colours that you set up.
12. If you do not like the colours return to the PDFAloud tab and either choose other colours or click on **Reset to default colors**.

PDFAloud also has the following facilities available:


- **Calculator** – this is the standard Apple Mac calculator which allows you to perform basic calculator functions. You access the calculator by clicking on the  button
- **Fact Finder** – you can use the Fact Finder to search for information on the Internet using Google, Dictionary.com, Thesaurus.com or Ask Jeeves. To use the Fact Finder, you simply click on the  button and then click on the word you want to investigate. Click on this button again to disable the facility.

 You can adjust the Fact Finder settings by clicking on the PDFAloud menu and selecting the appropriate option from the Fact Finder sub-menu.


4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Checker
- set up general spelling options
- set up the Custom Dictionary
- add a phonetic map
- review spellings.

 You cannot set up auto corrections in the Read&Write 4 Gold For Mac Floating Toolbar View. You can only do this in the Application View.


Type the following text into a Microsoft Word 2008 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 mis-spelt words in your document.

'Fred the frog sat on his old musroom, very tired of his surroundinks. He wished for a new home; but he could phink of none better than his musroom. One day, a turtle called Nemo walked slowly by his musroom.'

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

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

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Spelling Helper window (Figure 4-1). The first incorrect spelling is highlighted, which is 'musroom'.

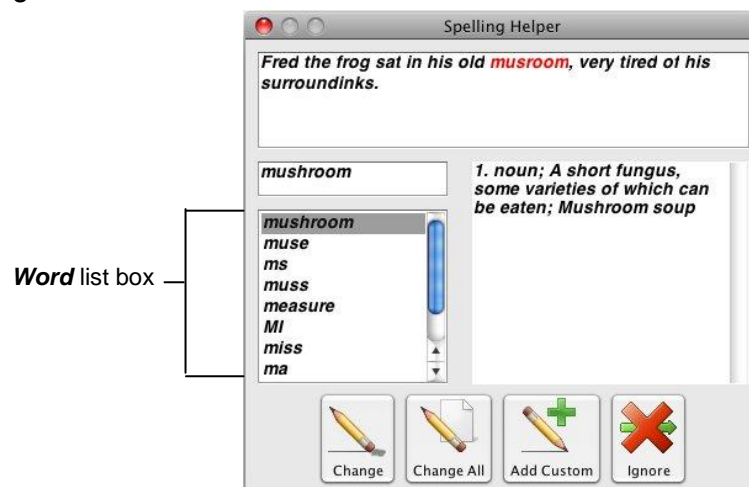










Figure 4-1 Spelling Helper window

2. Select 'mushroom' from the **Word** list box and then click on the  (**Change All**) button. Every instance of 'musroom' is changed to 'mushroom' throughout the text. The next incorrect spelling is highlighted in the text, which is 'surroundinks'.

3. Select 'surroundings' from the **Word** list box and then click on the  (**Change**) button. The word in the text is changed to the correct spelling. The next incorrect spelling is highlighted in the text, which is 'phink'.

4. Select 'think' from the **Word** list box and then click on the  (**Change**) button. The word is changed in the text to the correct spelling.

 If you want to ignore a word for the current session only, click on the  (**Ignore**) button.

5. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
6. Make sure the **Advanced options** check box is selected.
7. Click on the Spell Checker tab (Figure 4-2). You may need to click on the  or  button to access this tab.

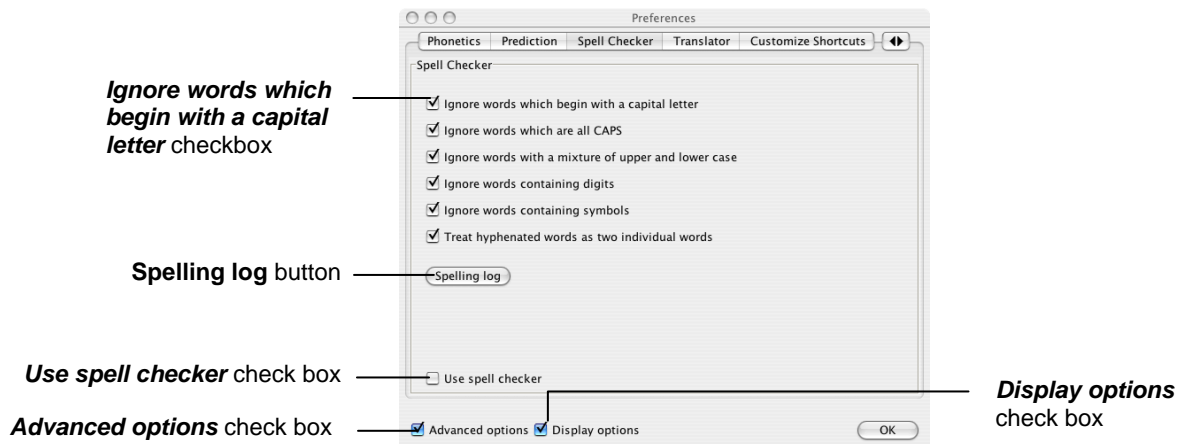




Figure 4-2 Spell Checker tab

8. De-select the **Ignore words which begin with a capital letter** checkbox.
9. Make sure the **Use spell checker** check box is selected to enable the Spell Checker.
10. Make sure the **Display options** check box is selected.
11. Click on the Colors tab (Figure 3-2). You may need to click on the  or  button to access this tab.
12. Click on the **Spelling Errors Color** button, select any colour from the colour palette and then click on the **OK** button.

The **Preview** box to the right of this button shows you how the spelling errors will look.




13. Click on the **Reset to default colors** button if you would prefer to use the original colours.
14. Click on the **OK** button to save your settings and to close the Preferences window. You see the Spelling Helper window (Figure 4-1). The word 'Nemo' is highlighted.



15. Click on the **Add Custom** (**Add Custom**) button to add the word 'Nemo' to the custom dictionary.
16. Close the Spelling Helper window.

Exercise 2 Setting up the Custom Dictionary

You can add words that the Spell Checker does not recognise to the custom dictionary so that they are not mistaken for mis-spelt words. In this exercise you'll learn how to add words to the custom dictionary.

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Custom Dictionary tab (Figure 4-3). You may need to click on the  or  button to access this tab.

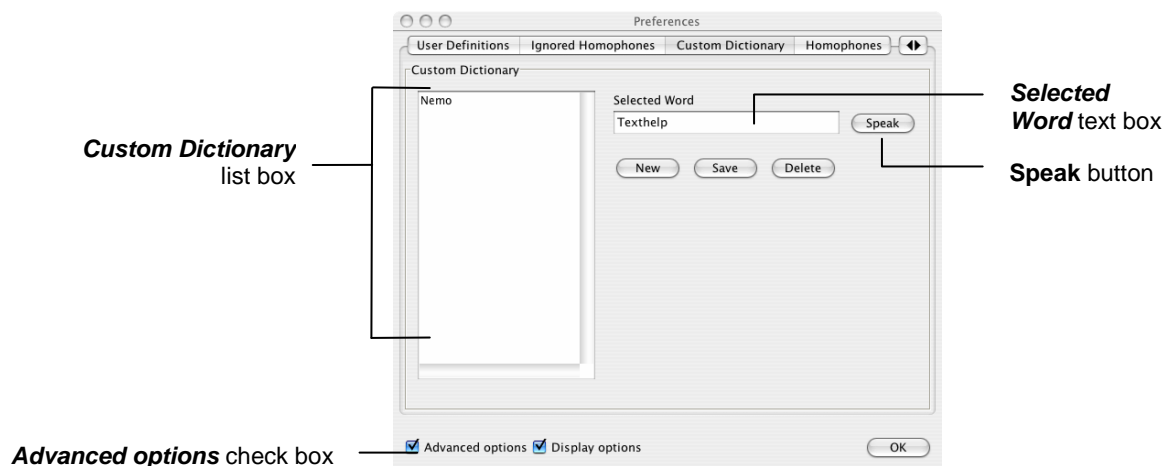


Figure 4-3 Custom Dictionary tab

You can see the word 'Nemo' in the **Custom Dictionary** list box as you added this in the previous exercise.

4. Type the word 'Texthelp' in the **Selected Word** text box and then click on the **Speak** button to hear the word read aloud.
5. Click on the **Save** button. 'Texthelp' is added to the **Custom Dictionary** list box.
6. Click on the **OK** button to save your settings and to close the Preferences window.





Exercise 3 Adding a phonetic map

In this exercise you'll learn how to add a phonetic map.

Phonetic maps help the Spell Checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by scanning (OCR), by using groups of letters that sound the same.

For example, if you often type “telephone” or “elefant”, Read&Write 4 Gold For Mac will be able to use the phonetic mapping of “f = ph” to solve these errors.

Read&Write 4 Gold For Mac can also solve spelling errors where there are many phonetic errors in one word. For example, if you type “nolij”, Read&Write 4 Gold For Mac uses the phonetic mapping of “no = know” and “ij = edge” to solve the error and suggest “knowledge”.

1. Type the letters ‘fone’ into your Microsoft Word 2008 document.
2. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar to display the Spelling Helper window (Figure 4-1).
Note that the Spell Checker has suggested the word ‘phone’ as a replacement in the **Word** list box.
3. Close the Spelling Helper window.
4. Click on the  button on the Floating Toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected.
6. Click on the Phonetics tab (Figure 4-4). You may need to click on the  or  button to access this tab.

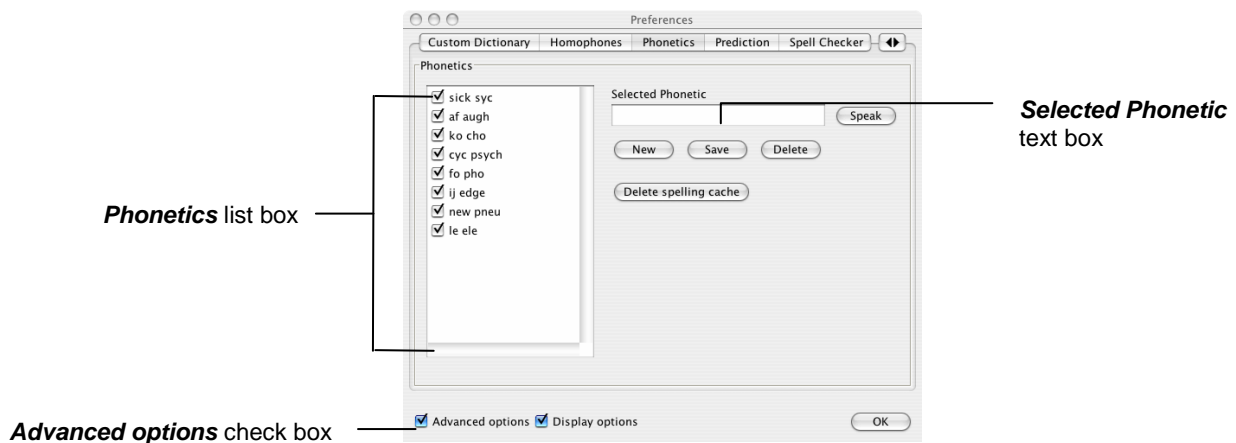


Figure 4-4 Phonetics tab

Notice how ‘fo’ is mapped to ‘pho’ in the **Phonetics** list box. The Spell Checker was able to correct your mis-spelling of ‘fone’ to ‘phone’ using this phonetic mapping.




You can add your own phonetic replacements. To do this:

7. Type the syllable you want to add in the **Selected Phonetic** text box, then press the **Space bar** on your keyboard, followed by the new syllable.
For example, if you enter the syllable ‘f’, followed by a space, then ‘ph’, then for all incorrect words with the syllable ‘f’ in them, the Spell Checker will suggest new words with ‘ph’ in them instead.
8. Click on the **Speak** button beside the **Selected Phonetic** text box to hear the syllables read aloud.
9. Click on the **Save** button.

- Click on the **OK** button to save your settings and to close the Preferences window.

Exercise 4 Reviewing spellings

In this exercise you'll learn how to review your spelling log to see which spelling errors you commonly make.

- Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
- Make sure the **Advanced options** check box is selected.
- Click on the Spell Checker tab (Figure 4-2). You may need to click on the  or  button to access this tab.
- Click on the **Spelling log** button. You see the Spelling Log window displayed (Figure 4-5).

You can see a record of all the words you have mis-spelt.

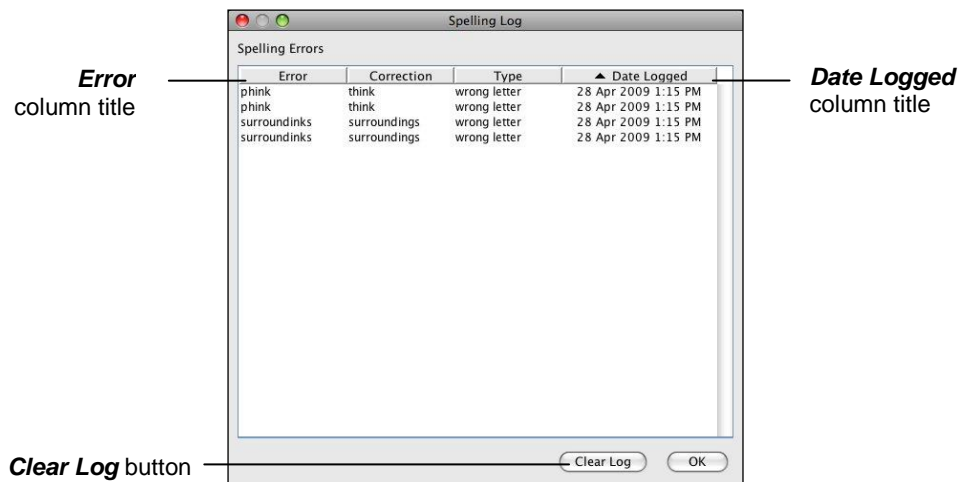


Figure 4-5 Spelling Log window

- Click on the **Error** column title.
The records are re-ordered in either ascending or descending order. Notice how 'mushroom' is spelt incorrectly more than once.
- Click on the **Clear Log** button. You see a message box asking you if you are sure you want to delete the spelling log. Click on the **OK** button.
- Click on the **OK** button to close the Spelling Log window and to return to the Spell Checker tab.
- Click on the **OK** button to save your settings and to close the Preferences window.


5. PREDICTING TEXT

In this section you'll learn how to:

- use the Prediction facility
- set up predictions
- specify how you want the Prediction facility to learn.

Exercise 1 Using the Prediction facility and setting up predictions

In this exercise you'll learn how to use the Prediction facility and set up predictions.

1. Click on the  button on the Floating Toolbar. You see the Prediction window.
2. Type 'T' in your Microsoft Word 2008 document.

You can see 'This' listed in the Prediction window, as shown in Figure 5-1.

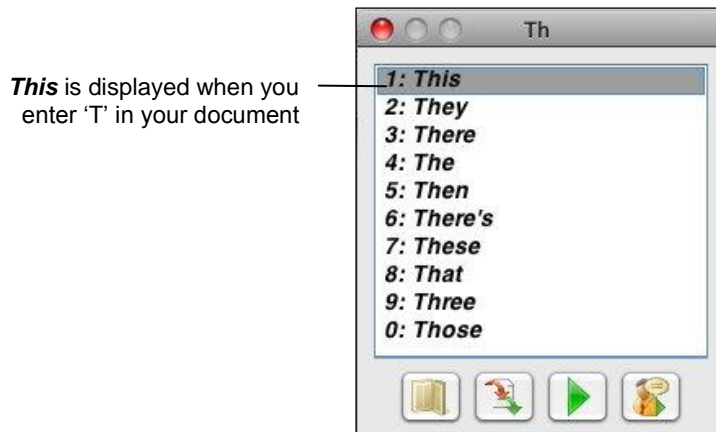






Figure 5-1 Prediction window

Double click on 'This' in the Prediction window to complete the word you have started to type.

3. Click on the  button to disable the Prediction facility.
4. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected.
6. Click on the Prediction tab (Figure 5-2). You may need to click on the  or  button to access this tab.

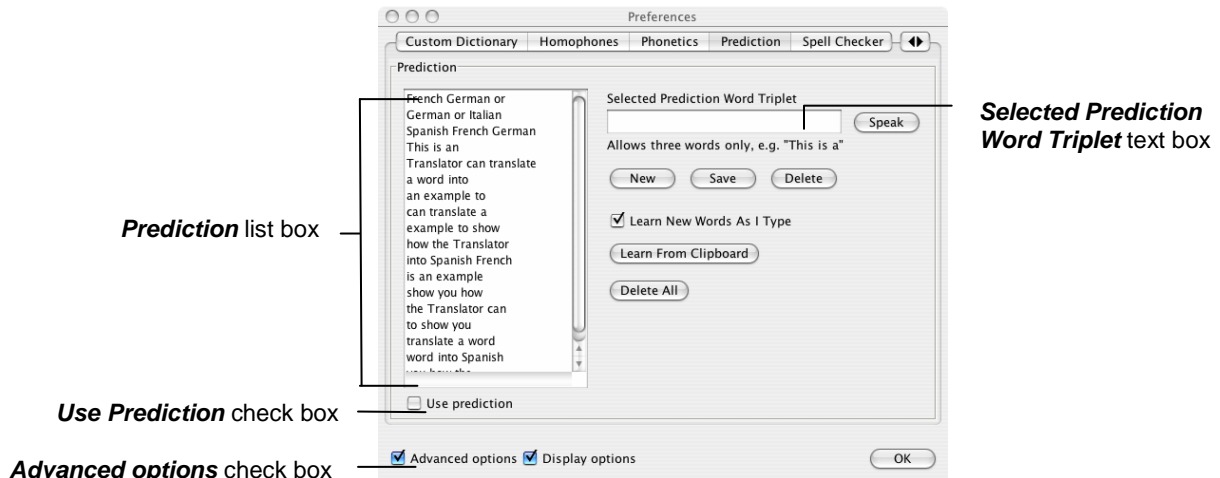



Figure 5-2 Prediction tab


7. Type 'you can use' in the **Selected Prediction Word Triplet** text box. Click on the **Speak** button to hear this phrase read aloud.
8. Click on the **Save** button to add the phrase to the **Prediction** list box.
9. Type 'we should have' in the **Selected Prediction Word Triplet** text box and then click on the **Save** button to add the phrase to the **Prediction** list box.
10. Select the 'you can use' phrase from the **Prediction** list box and then click on the **Delete** button to remove the phrase from the list.
11. Select the **Use Prediction** checkbox to enable the Prediction facility.
12. Click on the **OK** button to save your settings and to close the Preferences window.
13. Type 'w' on a new line in your Microsoft Word 2008 document.
You can see 'we' listed in the Prediction window.
14. Double click on 'we' in the Prediction window to complete the word you have started to type.

Exercise 2 Using the Prediction facility

In this exercise you'll learn how to use more Prediction facility functions.

1. Click on the *Edit* menu and select the *Use Numbers for Suggestions* option.

 *If you select the Use Numbers for Suggestions option from the Edit menu, you will not be able to use the number keys on your keyboard to type numbers into your document in Read&Write 4 Gold For Mac. To do this, you must use the Numeric keypad.*





2. Click on the *Prediction* menu and make sure the *Insert Space after prediction* option is selected.
3. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.
4. On a new line, type 'w' in a Microsoft Word 2008 document.
You can see 'we' listed in the Prediction window alongside a number.
5. Press the number displayed beside 'we' in the Prediction window to complete the word you have started to type.

The Prediction facility automatically inserts a space directly after 'we'. It also suggests the word 'should' as the word you may want to use next, in the Prediction window.

6. Press the number displayed beside 'should' in the Prediction window.

The Prediction facility automatically inserts a space directly after 'should'. It also suggests the word 'have' as the word you may want to use next, in the Prediction window.

7. Click on the word 'have' in the Prediction window and then click on any of the following buttons:

-  – click on this button to display the Dictionary window (Figure 6-1), which lists definitions for the predicted word
-  – click on this button to replace the word in the text with the predicted word
-  – click on this button to hear the predicted word read aloud
-  – click on this button to hear the meaning of the predicted word read aloud.

8. Once you have finished, click on the *Edit* menu and select the *Use Numbers for Suggestions* option again to disable this facility.

Exercise 3 Specifying how you want the Prediction facility to learn

You can specify how you want the Prediction facility to learn vocabulary patterns to improve its predictions. You can instruct it to learn vocabulary patterns as you type and/or information that you have previously copied onto the clipboard. In this exercise you'll learn how to make the Prediction facility learn from the clipboard.

1. Copy a paragraph from text of your choice onto the clipboard, for example, from your favourite website or from a previously saved document.
2. Open the Prediction tab of the Preferences window (Figure 5-2).
3. Click on the **Learn From Clipboard** button.

Notice how the copied text is divided into word triplets and displayed in the **Prediction** list box.

4. Click on the **OK** button to close the Preferences window.
5. Begin to type the paragraph of text you selected in step 1 in a Microsoft Word 2008 document.

Notice how the Prediction facility is able to provide you with a list of possible words with which you can complete your sentences.


6. USING THE DICTIONARY

In this section you'll learn how to use the dictionary to find:

- basic definitions
- advanced definitions
- web definitions
- add your own definitions to the dictionary.

Exercise 1 Using the dictionary

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

1. Type the following text into a Microsoft Word 2008 document
'The cow jumped over the moon.'
2. Click inside the word 'moon'.
3. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Dictionary window displayed (Figure 6-1).

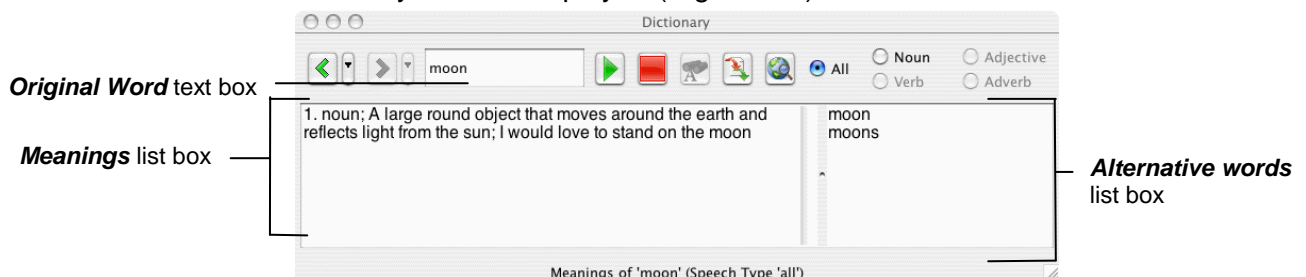



Figure 6-1 Dictionary window




The word 'moon' is displayed in the **Original Word** text box. You can also see the definition of the word 'moon' displayed in the **Meanings** list box.

4. Click on the definition and then click on the  button to hear it read aloud.
5. Type the word 'house' in the **Original Word** text box. You see a list of definitions for the word 'house' displayed in the **Meanings** list box.
6. Click on the first definition. You see a list of words displayed in the **Alternative words** list box.

 If you want to add a word listed in the **Alternative words** list box to your text, click on the word and then click on the  button.


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

7. Type the word 'moon' in the **Original Word** text box.

8. Click and hold your mouse down on the  button and then select the *Related to 'moon'* option from the popup menu. You see a list of advanced definitions for the word 'moon' in the **Meanings** list box.
9. Click on the first meaning in the **Dictionary Meanings** list box, i.e. 'Any celestial body orbiting around a planet or star'. The word 'satellite' appears in the **Alternative words** list box and you decide that you want to replace the word 'moon' in your text with this new word.
10. Click on the word 'satellite' in the **Alternative words** list box and then click on the  button on the toolbar to hear it read aloud.
11. Click on the  button to add the word 'satellite' to your text.

Exercise 2 Searching for web definitions

In this exercise you'll learn how to use Read&Write 4 Gold For Mac to find definitions on the Internet.

1. Type the following text into a Microsoft Word 2008 document
'The cow jumped over the moon.'
2. Click inside the word 'moon'.
3. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Dictionary window displayed (Figure 6-1).

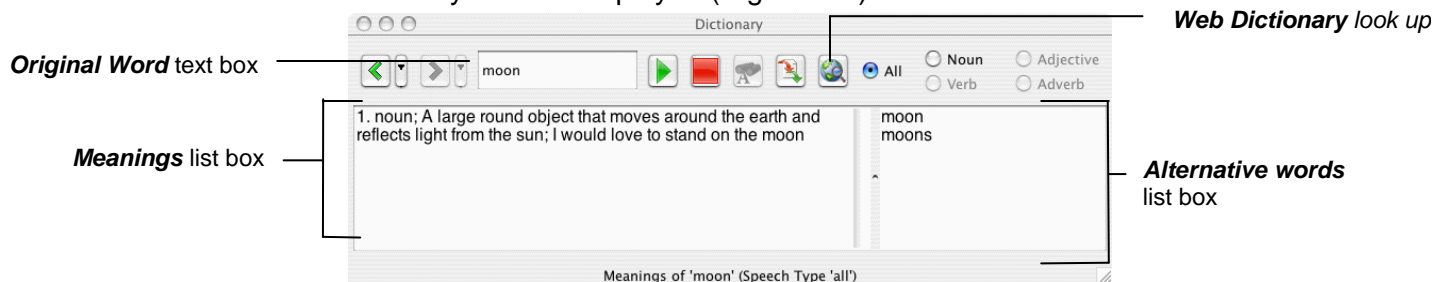






Figure 6-2 Dictionary window

The word 'moon' is displayed in the **Original Word** text box. You can also see the definition of the word 'moon' displayed in the **Meanings** list box.

4. Click on the  button in the Dictionary panel. Your browser window automatically opens and displays the Dictionary.com website. You can see a list of definitions for the word 'moon'.
5. Close your browser when you have finished viewing this page.

Exercise 3 Adding user definitions

In this exercise you'll learn how to add your own definitions to the dictionary.

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the User Definitions tab (Figure 6-3). You may need to click on the  or  button to access this tab.

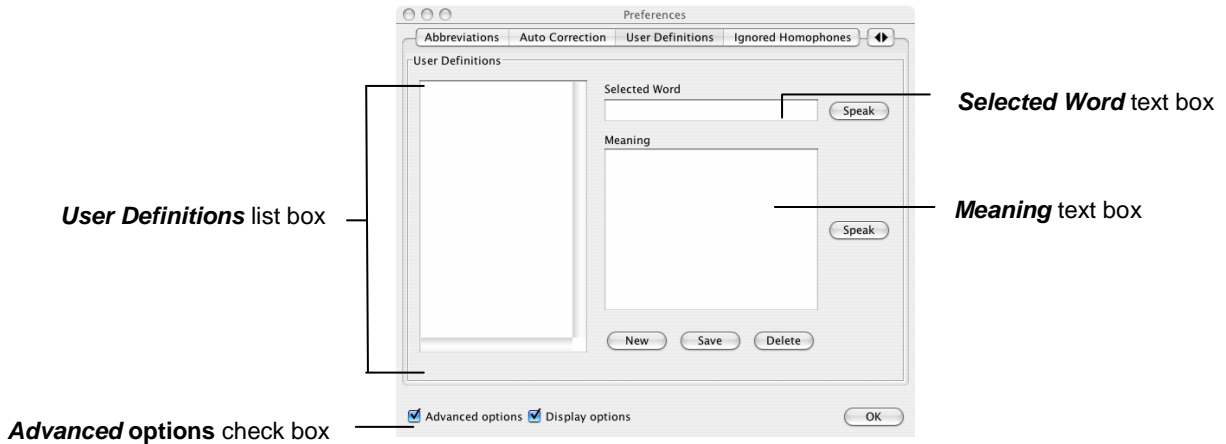


Figure 6-3 User Definitions tab

You can use this tab to enter new words plus their definitions which may not be in the Dictionary, e.g. a slang word. To do this:

4. Enter the word in the **Selected Word** text box.
5. Enter the definition of the word in the **Meaning** text box.
6. Click on the **Save** button.
The word is added to the **User Definitions** list box.
7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Try accessing the dictionary to find the word and its meaning.

7. USING THE HOMOPHONES FACILITY

In this section you'll learn how to:


- identify homophones in your text and set up colours
- edit the Homophones database
- set up homophones you want ignored.

Type the following text into a Microsoft Word 2008 document:

'They awl went too thee play together inn their new car.'

Exercise 1 Identifying homophones and setting up colours

In this exercise you'll learn how to identify homophones in your document to help you ensure you've typed the correct word. You'll also learn how to set up the colours of homophones.

1. Place your cursor on the text you typed in your document and then click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.

The homophones in your text are highlighted in blue. You also see the Homophone Helper window (Figure 7-1).

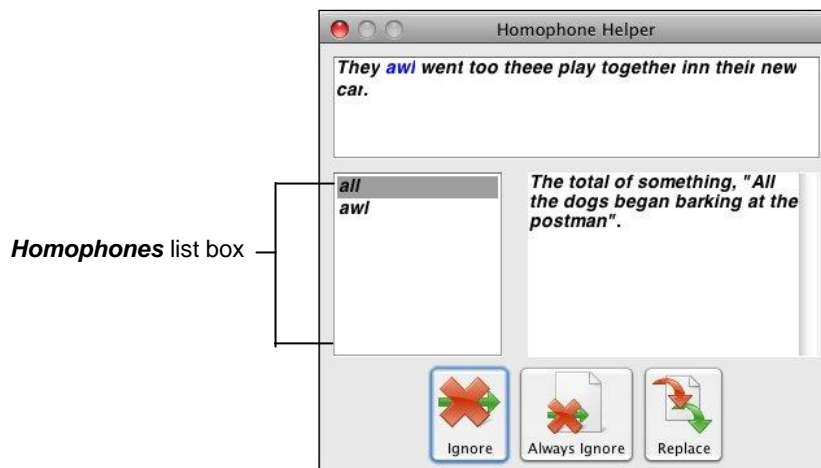


Figure 7-1 Homophone Helper window


The first homophone is highlighted in this window, which is 'awl'.


2. Click on the word 'all' in the **Homophones** list box and then click on the **(Replace)** button.



The homophone in your text is replaced with the homophone 'all'.


3. Replace the following homophones using the same method:
 - too – to
 - thee – the
 - inn – in.






4. When the word 'their' is highlighted in blue, click on the  (Ignore) button as this is the correct word to use in this sentence.

5. When the word 'new' is highlighted in blue, click on the  (Always Ignore) button to ensure that Read&Write 4 Gold For Mac always ignores this word as a homophone.

Your sentence should now look like this:




'They all went to the play together in their new car.'

 *The word 'new' will not be highlighted as a homophone when you activate the Homophones facility as it was removed from the homophones when you clicked on **Always Ignore**.*

6. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
7. Make sure the **Advanced options** check box is selected.
8. Click on the Colors tab (Figure 3-2). You may need to click on the  or  button to access this tab.
9. Click on the **Homophone Color** button, select a green colour from the colour palette and then click on the **OK** button.
- The **Preview** box to the right of this button shows you how the homophones will look.
10. Click on the **OK** button to save your settings and to close the Preferences window.
11. Click on the  button on the Floating Toolbar.
- Notice how the homophones in the Homophone Helper window are displayed in green.
12. Click on the  button again to disable the Homophones facility.
13. Access the Colors tab again (Figure 3-2) in the Preferences window and click on the **Reset to default colors** button to revert back to the original homophones colour.

Exercise 2 Editing the Homophones database

In this exercise you'll learn how to add a new word group to the Homophones database.

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Homophones tab (Figure 7-2). You may need to click on the  or  button to access this tab.

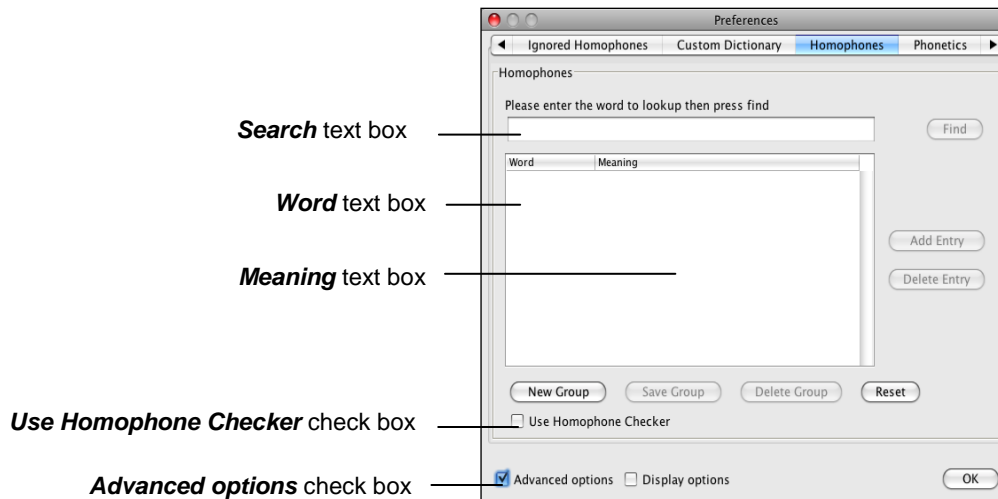



Figure 7-2 Homophones tab

4. Type the word **'primer'** in the **Search** text box and then press the **Find** button.
You see a message box informing you that the word does not exist in the homophone database. It then asks if you want to create a word group for this word.
5. Click on the **Yes** button.
'Primer' is displayed in the **Word** text box.
6. Click on the **Meaning** text box to the right of the word 'Primer'. Type **'an elementary textbook'** in the **Meaning** text box and then press **Enter**.
7. Click on the **Add Entry** button again.
8. Type the word **'primmer'** in the **Word** text box and then press **Enter**.
9. Click on the **Meaning** text box to the right of the text box you have just populated. Type **'more prim; very proper'** in the **Meaning** text box and then press **Enter**.
10. Click on the **Save Group** button. You see a message box informing you that the homophone group has been saved.
11. Click on the **OK** button to close the Data Saved message box.
12. Click on the **OK** button to save your settings and to close the Preferences window.
The words 'primer' and 'primmer' will now be highlighted as homophones when you type them into a Microsoft Word 2008 document.

Exercise 3 Setting up homophones to ignore




In this exercise you'll learn how to add words which you want the Read&Write 4 Gold For Mac Homophones facility to ignore when it highlights homophones in your text.

1. Type the following text into a Microsoft Word 2008 document:
'There are many new things I would like to do'.

2. Place your cursor on the sentence you have just typed and then click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.

The homophones in your text are highlighted and the Homophone Helper window is displayed (Figure 7-1).

The remaining steps are going to show you how to instruct the Homophones facility to ignore the word 'would' as a homophone.

3. Close the Homophone Helper window.
4. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected.
6. Click on the Ignored Homophones tab (Figure 7-3). You may need to click on the  or  button to access this tab.

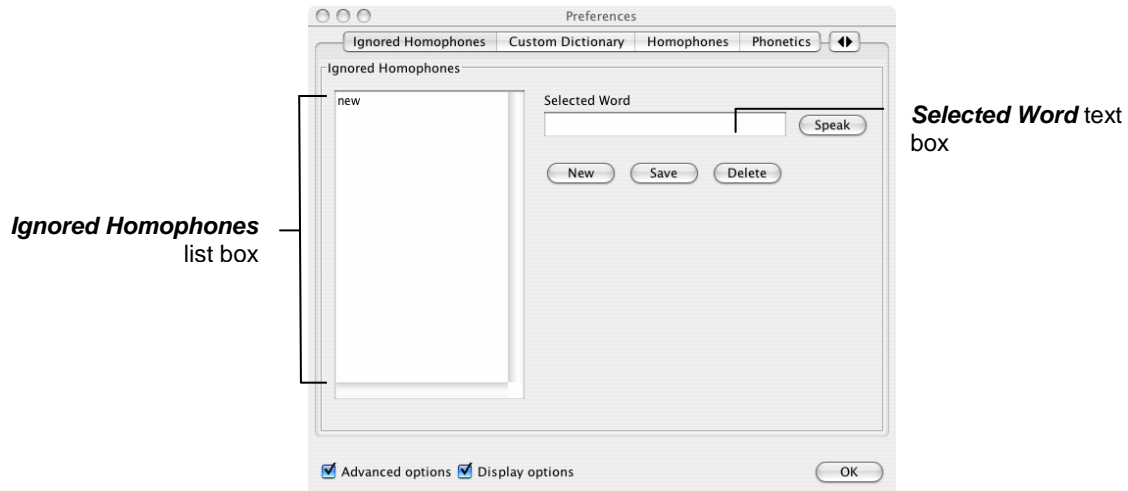



Figure 7-3 Ignored Homophones tab

Notice how the word 'new' is displayed in the **Ignored Homophones** list box as you added this in a previous exercise.

7. Select the word 'new' in the **Ignored Homophones** list box and then click on the **Delete** button.
8. Enter the word 'would' in the **Selected Word** text box.
9. Click on the **Speak** button to hear the word read aloud.
10. Click on the **Save** button.
The word is added to the **Ignored Homophones** list box.
11. Click on the **OK** button to save your settings and to close the Preferences window.


12. Place your cursor on the text you typed for this exercise and then click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.
Notice how the word 'would' is **not** highlighted as a homophone in your text and the word 'new' **is** highlighted as a homophone.

13. Close the Homophone Helper window.
14. Return to the Ignored Homophones tab (Figure 7-3).
15. Select the word 'would' in the **Ignored Homophones** list box and then click on the **Delete** button.


8. USING THE SCANNING FACILITY

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

- select scanning options
- scan documents to different applications
- scan from a file.

 *To complete this section, you must ensure that you've set up your scanner correctly and have two A4 documents ready to scan.*


 *Read&Write 4 Gold For Mac uses your default scanner.*


 *You must be using the Application View to scan images to Read&Write 4 Gold For Mac.*

Exercise 1 **Setting up scanning options and scanning documents to PDF**

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

1. Click on the *Tools* menu, select the *Scan Options* sub-menu and then make sure the following options are selected:
 - *Scan to PDF*
 - *Auto Open Output*
 - *Load from Scanner.*

2. Place a page into your scanner and then click on the  button.


 *You see the scanning options window displayed. The window you see depends on the scanning software you have installed on your Apple Mac. Set up your scanning options to continue.*


The image is scanned and opened as a PDF document.

Exercise 2 **Scanning documents to Microsoft Word**

In this exercise you'll learn how to scan documents to Microsoft Word.

1. Click on the *Tools* menu, select the *Scan Options* sub-menu and then make sure the following options are selected:
 - *Scan to Word*
 - *Auto Open Output*
 - *Load from Scanner.*

2. Place a page into your scanner and then click on the  button.


 *You see the scanning options window displayed. The window you see depends on the scanning software you have installed on your Apple Mac. Set up your scanning options to continue.*

The image is scanned and opened as a Microsoft Word document.

Exercise 3 Scanning from a file

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

1. Click on the *Tools* menu, select the *Scan Options* sub-menu and then make sure the following options are selected:
 - *Scan to HTML*
 - *Auto Open Output*.
2. Click on the *Tools* menu, select the *Scan Options* sub-menu and then the *Load from File* option.

3. Click on the  button.

You see the Open File window displayed.

4. Browse to the location where you store your images.
5. Select the image and then click on the **Open** button.

The image is scanned and opened in your Safari browser.

9. USING THE FACT FINDER

In this section you'll learn how to use the Fact Finder to:

- search for information on the Internet
- change the default website.

Type the following text into a Microsoft Word 2008 document:
'What do Pollen and Sepal mean?'

Exercise 1 Searching for facts using the Fact Finder

In this exercise you'll learn how to search for facts using the Fact Finder.

1. Highlight the word 'Pollen' in your text.
2. Click on the *Tools* menu and select the *Fact Finder* option.
You see the Manual Text Search window displayed.
3. Click on the **OK** button.

Your browser window opens displaying the search results for 'Pollen' in Google.com.

Exercise 2 Changing the default website to search for facts

In this exercise you'll learn how to change the default website and search for facts using this website.

1. Highlight the word 'Pollen' in your text again.
2. Click on the *Tools* menu and select the *Fact Finder* option.
You see the Manual Text Search window displayed.
3. Click on the Switch site tab (Figure 9-1).

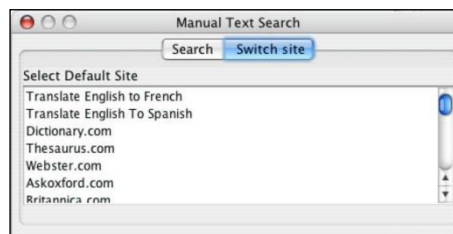


Figure 9-1 Manual Text Search window – Switch site tab

4. Select the *Ask.com* option from the list of websites available.
5. Click on the Search tab (Figure 9-2).
You see the word 'Pollen' displayed in the text box provided.



Figure 9-2 Manual Text Search window – Search tab

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

Your browser window opens displaying the search results for 'pollen' in Ask.com.



You can also select the default website by clicking on the Tools menu, selecting the Fact Finder sub-menu and then selecting the appropriate website from the Search using sub-menu.

10. 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 subject and therefore help you understand and remember it better.

To access the Fact Mapper, click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Fact Mapper window displayed (Figure 10-1).



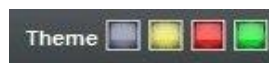
Figure 10-1 Fact Mapper window

 *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 colour of the window to green.

2. Change it back to the original blue colour, i.e. the first colour on the **Theme** palette, or select the colour of your choice.
3. Click on the File menu in order to view the File toolbar (Figure 10-2):

 *The 'Menu type' label in Figure 10-1 can help you find this menu.*




Figure 10-2 File toolbar

4. Click on the Fact Map menu in order to view the Fact Map toolbar (Figure 10-3):



Figure 10-3 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:

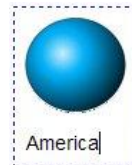




Figure 10-4 America fact

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 that it is coming from the America fact.*

- **United States of America**
- **American states**
- **Flag.**

The Fact map should look like Figure 10-5:

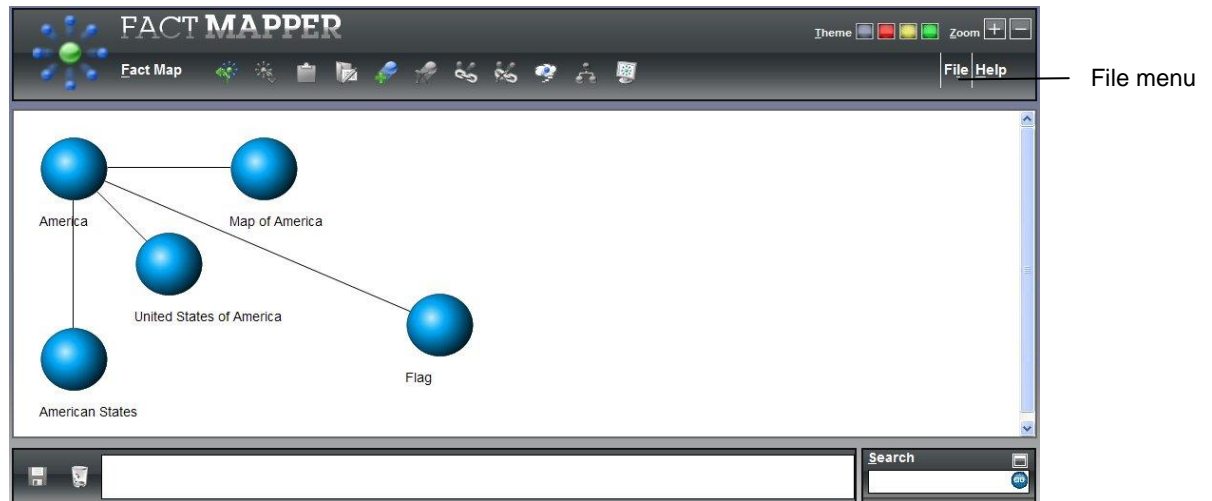





Figure 10-5 Fact Mapper window with facts

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 Downloads dialog box:

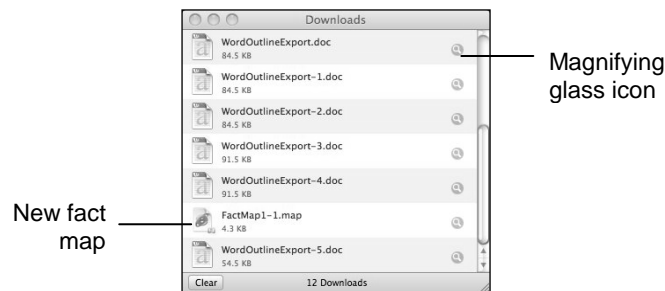



Figure 10-6 Downloads dialog box

The Fact Map is called FactMap.map and is given the next sequential number, e.g. 1,2,3.

13. Click on the magnifying glass icon on the right-hand-side to view the file in the finder window.
14. Save the Fact Map and call it **America**.

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

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



Figure 10-7 Exit/Open option in File menu

16. 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 Post It notes to facts.


1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar to access the Fact Mapper window (Figure 10-1).
2. Click on the File menu.
3. Click on the File menu again and select the Open option (Figure 10-7).
You see the Open File window displayed (Figure 10-8):



Figure 10-8 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 10-5).
7. Select the 'American states' fact.
8. Type the following text into the text area at the bottom of the Fact Mapper window (Figure 10-9):
There are 50 states in the USA.

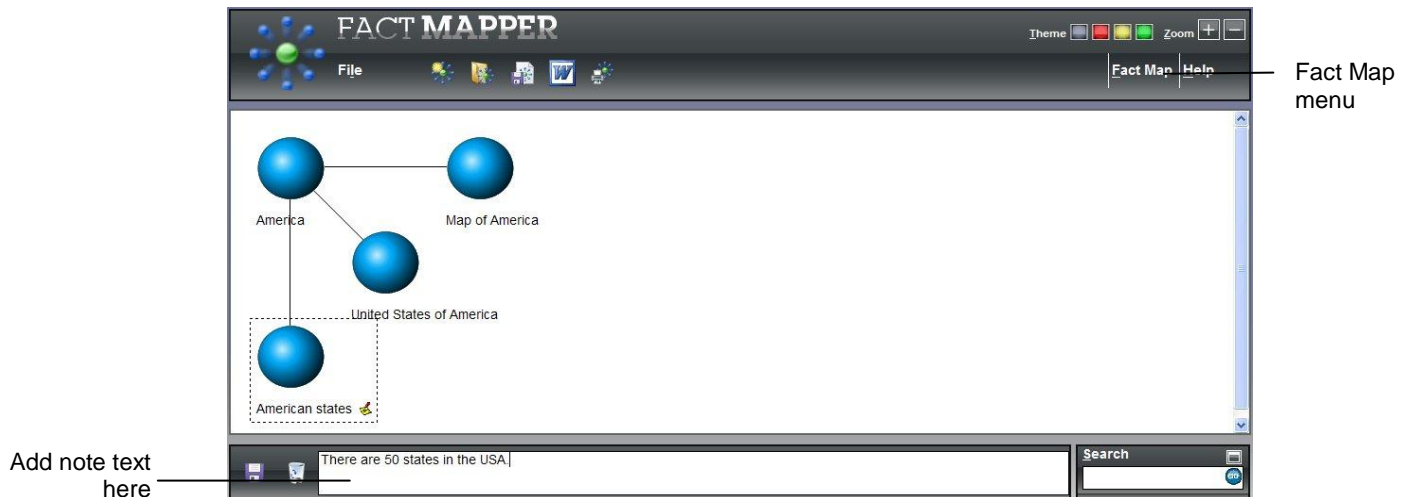







Figure 10-9 Fact Mapper window: adding notes

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.

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 10-10 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 10-11 American Football image


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

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 (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 (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  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  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  drop down list.
4. Select 'America' in your fact map and then click on the  button. You see the Arrange Facts window displayed (Figure 10-12).

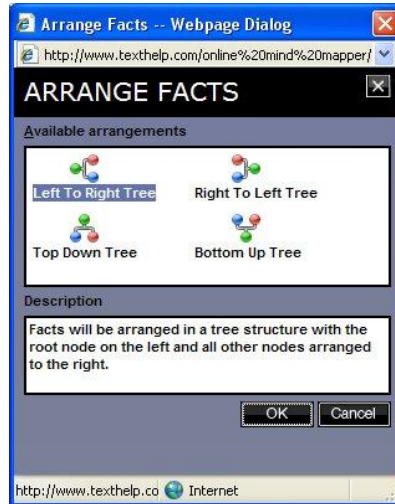





Figure 10-12 Arrange Facts window

 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  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  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.
A new fact is displayed in the main work area.
3. Type the text **American states** into the new fact:

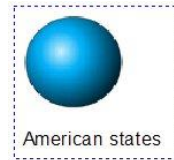



Figure 10-13 American states fact

4. Make sure the American states fact is selected and then click on the  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.
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 10-14:

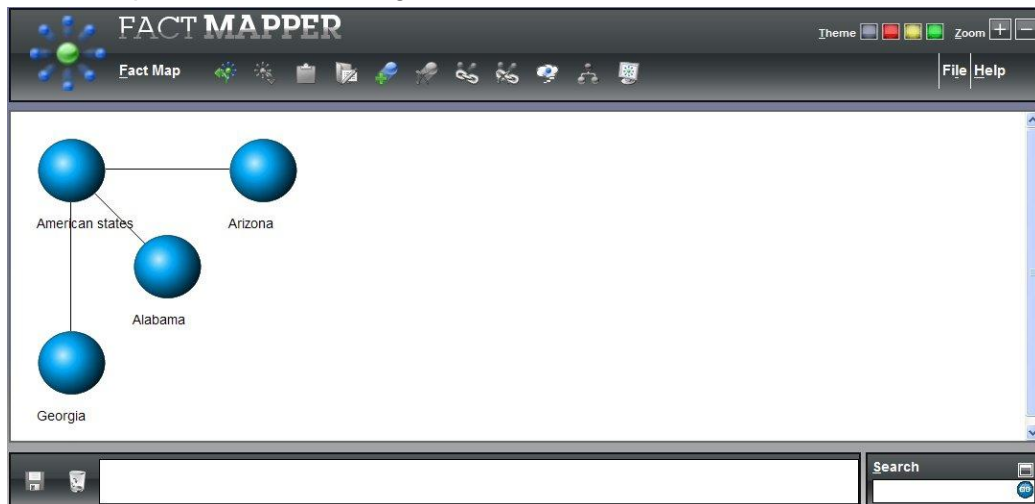



Figure 10-14 Fact Mapper window: Brainstorming

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

Exercise 7 Exporting fact maps

In this exercise you'll learn how to export a fact map to a Microsoft Word 2008 document.

1. Click on the  button (on the File menu). The Downloads dialog box is displayed (Figure 10-6). The Fact Map is called WordOutlineExport.doc and is given the next sequential number, e.g. 1,2,3.
2. Click on the magnifying glass icon on the right-hand-side to view the file in Microsoft Word 2008.

 You can also export a fact map to Microsoft Word 2008 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.





11. 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. Click on the  button on the Read&Write 4 Gold for Mac toolbar. The screen is tinted a pale blue colour..
1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Screen Masking tab (Figure 7-1) You may need to click on the  or  button to access this tab.

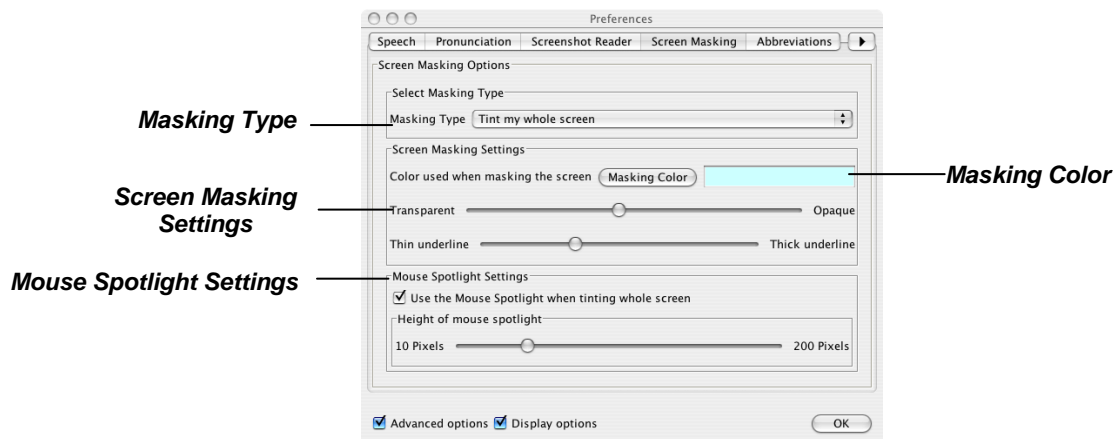






Figure 11-1 Screen Masking tab

4. Click on the **Masking Type** drop down list and select *Underline my mouse pointer*.
5. Select a colour from the **Masking Color** palette.
6. Adjust the **Transparent/Opaque** track bar until you have selected a more opaque colour, i.e. move the scale more to the right.
7. Adjust the Underline thickness track bar until you are happy with it.
8. Click on the **OK** button.
9. Move your mouse up and down the screen and notice how the underline follows.
10. Click on the  button to disable the facility.

Exercise 2 Using the spotlight

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

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Screen Masking tab (Figure 7-1) You may need to click on the  or  button to access this tab.

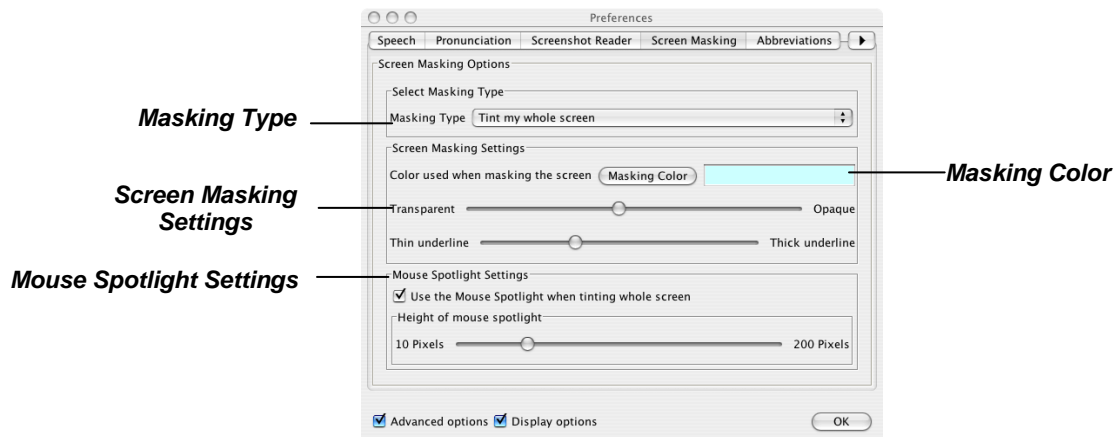




Figure 11-2 Screen Masking tab

4. Click on the **Masking Type** drop down list and select Tint my whole screen.
5. Select a colour from the **Masking Color** palette.
6. Adjust the **Transparent/Opaque** track bar until you have selected a more transparent colour, i.e. move the scale more to the left.
7. Make sure the **Use the Mouse Spotlight when tinting the whole screen** check box is selected.
8. Make the spotlight larger by moving the **Height of Mouse Spotlight** track bar more to the right.
9. Click on the **OK** button.
10. Click on the  button.
11. Move your mouse across the screen and notice how the spotlight works.
12. Click on the  button to disable the facility when you have finished.

12. USING THE TRANSLATOR FACILITY

In this section you'll learn how to:

- translate English words into another language
- configure the Translator facility.

Type the following text into a blank Microsoft Word 2008 document:


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

 *You must be online in order to use the Translator facility.*

Exercise 1 Translating English words into another language

In this exercise you'll learn how to translate words from English into Spanish (the default translation language).

1. Highlight the word 'dead' in your document.

2. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Translator window displayed (Figure 12-1).

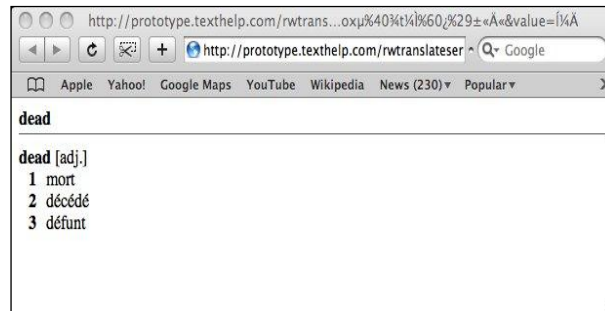






Figure 12-1 The Translator window

You see the word 'dead' and a list of Spanish translations displayed below.

3. Hover your mouse over a translation to hear it read aloud.
4. Close the Translator window.
5. Highlight the word 'empty' in your document.
6. Click on the  button again to see a list of Spanish translations.
7. Close the Translator window.

Exercise 2 Configuring the Translation facility

In this exercise, you'll learn how to set up the Translator facility to suit your needs.

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Translator tab (Figure 12-2). You may need to click on the  or  button to access this tab.

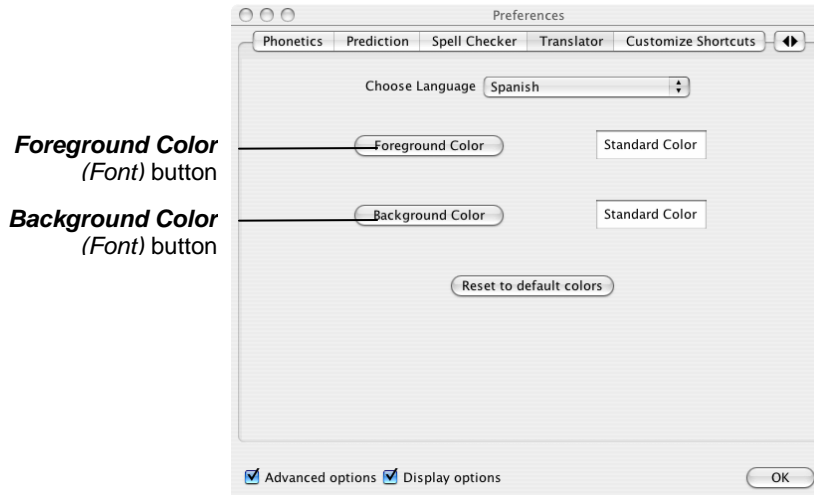



Figure 12-2 Translator tab

4. Select *French* from the **Choose Language** drop down list.
5. Click on the **Foreground Color** button and select a blue colour.
6. Click on the **Background Color** button and select a yellow colour.
7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Highlight the word 'starlight' in your text.
9. Click on the  button on the Floating Toolbar.

You can now see the translations for the word 'starlight' in French in the Translator window. The font and background colours are shown using the selected colours.

13. USING STUDY SKILLS

In this section you'll learn how to:




- use Study Skills to highlight text
- collect highlighted text into a document.

To complete this section, make sure the following text is displayed in a Microsoft Word 2008 document:

**'The Owl and the Pussy-Cat went to sea
In a beautiful pea-green boat:
They took some honey,
and plenty of money
Wrapped up in a five-pound note.'**


Exercise 1 Using Study Skills to highlight text

In this exercise you'll learn how to use Study Skills to highlight text in your document.

1. Highlight the following text in your document:
'The Owl and the Pussy-Cat went to sea.'
2. Click on the  (**Highlight Green**) button on the Read&Write 4 Gold For Mac Floating Toolbar.
3. Highlight the following text in your document:
'They took some honey.'
4. Click on the  (**Highlight Pink**) button on the Floating Toolbar.
5. Highlight the following text in your document:
'and plenty of money.'
6. Click on the *Study Skills* menu and select the *Highlight Yellow* option.
7. Highlight the following text in your document:
'Wrapped up in a five-pound note.'
8. Click on the *Study Skills* menu and select the *Highlight Blue* option.
9. Highlight the following text again in your document:
'and plenty of money.'
10. Click on the  button on the Floating Toolbar.
Notice how Read&Write 4 Gold For Mac deselects the highlighted text.

Exercise 2 Collecting highlighted text

In this exercise you'll learn how to copy highlighted text and paste it into a new document.

1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.
You see the Collect Highlights window displayed (Figure 13-1).

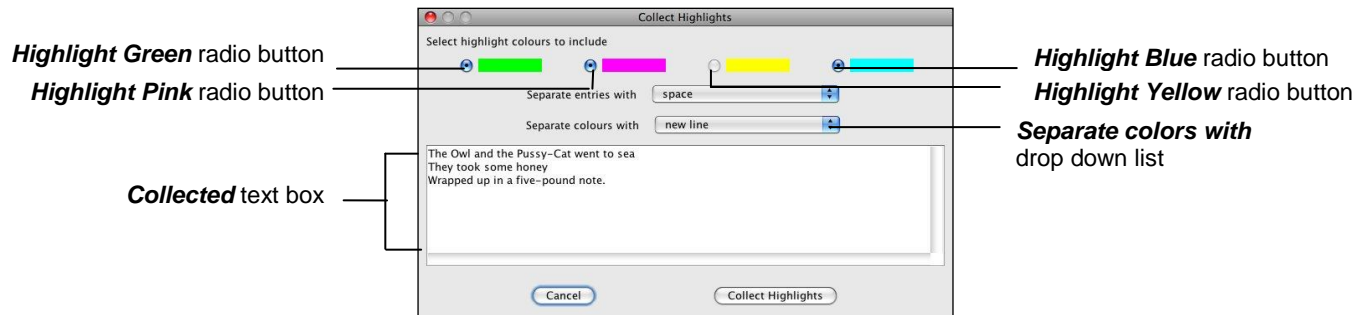


Figure 13-1 Collect Highlights window

2. Make sure the **Highlight Green** and the **Highlight Blue** radio buttons are selected and the **Highlight Pink** and **Highlight Yellow** radio buttons are deselected.
The text you highlighted in green and blue in the previous exercise is displayed in the **Collected** text box.
3. Select the **space** option from the **Separate colors with** drop down list.
4. Click on the **Collect Highlights** button.
The text in the **Collected** text box is inserted into a new Microsoft Word 2008 document.

APPLICATION VIEW SECTION

1. INTRODUCING THE APPLICATION VIEW

This section is designed to help you learn how to use the Read&Write 4 Gold For Mac window (Application View). You can copy text from other applications into this window and use the facilities to work with the text.

You have the following facilities available to you in the Read&Write 4 Gold For Mac Application View:

- text reading
- spell checker
- word prediction
- dictionary
- homophones checker
- screenshot reader
- speech maker
- scanning
- online fact mapper
- online translator
- study skills
- PDFaloud.

 *You can access the Fact Finder from the Tools menu.*

Read&Write 4 Gold For Mac also allows you to:

- edit text from other applications using the aforementioned facilities
- retrieve text that has been saved or copied to the text cache
- format text.

2. GETTING STARTED

In this section you'll learn how to:

- start Read&Write 4 Gold For Mac
- customise the toolbar
- set up the colours of the main work area.

Exercise 1 Starting Read&Write 4 Gold For Mac

You start Read&Write 4 Gold For Mac from the desktop. To do this, you double click on

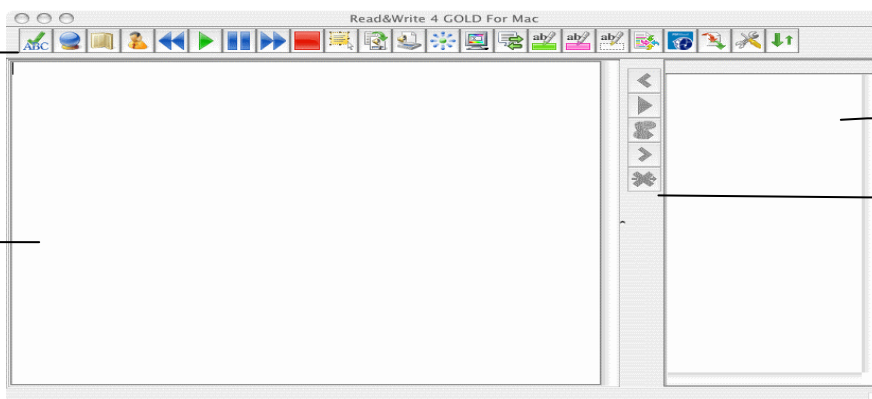


the icon. The Read&Write 4 Gold For Mac main window is displayed (Figure 2-1).

If you do not see the main window click on the button.

Read&Write
4 Gold For
Mac toolbar

Main work area



Suggestion list

Suggestion
toolbar

Figure 2-1 Read&Write 4 Gold For Mac main window

Exercise 2 Customising the toolbar

In this exercise you'll learn how to set up which functions and facilities you want displayed on the Read&Write 4 Gold For Mac toolbar.

1. Click on the button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Display options** check box is selected.
3. Click on the Customize Toolbar tab (Figure 2-2). You may need to click on the or button to access this tab.

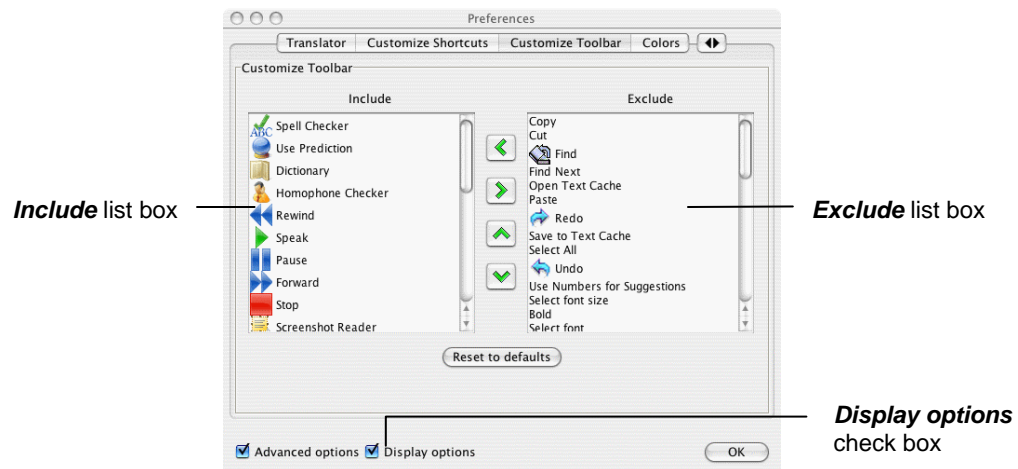








Figure 2-2 Customize Toolbar tab



4. Select the *Undo* option in the **Exclude** list box and then click on the  button. The *Undo* command is added to the **Include** list box, i.e. it will now be included on the toolbar.
5. Select the *Dictionary* option in the **Include** list box and then click on the  button. The *Dictionary* command is removed from the **Exclude** list box, i.e. it will now be removed from the toolbar.
6. Select the *Spell Checker* option in the **Include** list box and then click on the  button. Notice how the *Spell Checker* icon moves further down the list. This means that you've moved it further to the right of the toolbar.
7. Select the *Speak* option in the **Include** list box and then click on the  button twice. Notice how the *Speak* icon moves further up the list. This means that you've moved it further to the left of the toolbar.
8. Try rearranging the toolbar in the way that you want.
9. Click on the **Reset to defaults** button to revert back to the Read&Write 4 Gold For Mac default toolbar (Figure 2-1).
10. Click on the **OK** button to update the system and to close the Preferences window.

 If you remove buttons from the toolbar, you can access these facilities from the various menu options.

Exercise 3 Setting up colours and formatting text

In this exercise you'll learn how to specify the background and foreground colours of the text in the Application View. You will also learn how to format the text using Read&Write 4 Gold For Mac.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Display options** check box is selected.

3. Click on the Colors tab (Figure 2-3). You may need to click on the  or  button to access this tab.

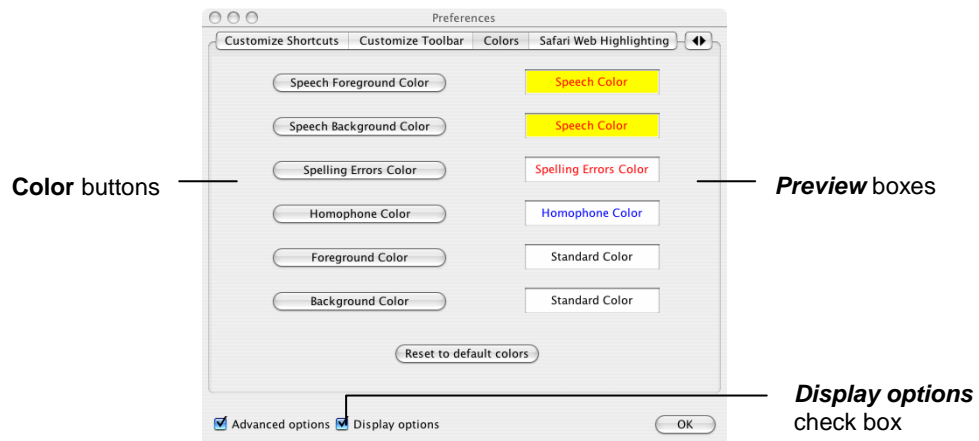


Figure 2-3 Colors tab

4. Click on the **Foreground Color** button, select a dark navy colour from the colour palette and then click on the **OK** button.
5. Click on the **Background Color** button, select a light yellow colour from the colour palette and then click on the **OK** button.

The **Preview** boxes to the right of these buttons show you how the foreground and background colours of the text in the Application View will look.

6. Select your own colours for the foreground and background.
7. If you're not happy with the changes you've made, click on the **Reset to default colors** button if you prefer the original colours.
8. Click on the **OK** button to update the system and to close the Preferences window.
9. Type the following text into the Application View:

'Two wrongs do not make a right'.

Notice how the text and background are displayed in the colours of your choice.

10. Click on the Read&Write 4 Gold For Mac *Font* menu and then select the *Bold* option. All of the text in the Application View is formatted in Bold.

 *You cannot format individual words in the Application View.*

3. READING TEXT


In this section you'll learn how to:

- use the speech buttons
- select a system voice
- set up speech highlighting
- specify how you would like words pronounced
- instruct the system to read letters, words and sentences as you type
- set up screen reading
- read information on web pages
- read text in image files
- convert text into sound files
- read Daisy books
- read PDF documents.

Type the following text into the Read&Write 4 Gold For Mac Application View:


'Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom.'

One day, a turtle called Nemo walked slowly by his mushroom.'

 *Make sure the text is split into two paragraphs as shown above. Also, remember to check that your speakers are switched on before you continue with this section.*

Exercise 1 Using the Speech buttons and selecting a system voice

In this exercise you'll learn how to use the **Speech** buttons on the toolbar to read text and alter the way the system voice reads text aloud.

1. Place your cursor anywhere on the following sentence and then click on the  button:


'One day, a turtle called Nemo walked slowly by his mushroom.'


You see each word in the sentence highlighted as it is read aloud.

2. Keep your cursor in the same position and then click on the  button.

You see each word in the previous sentence highlighted as it is read aloud.

You can also instruct the system to pause reading by clicking on the  button or stop it completely by clicking on the  button.

 *You can also read text aloud using the Speak actions options in the Speech menu.*

3. Click on the  button on the Read&Write 4 Gold For Mac toolbar.
4. Select the Speech tab of the Preferences window (Figure 3-1).

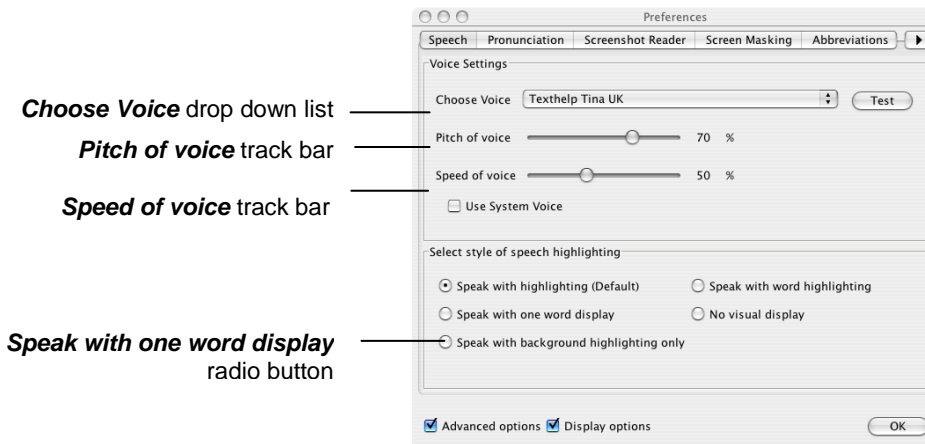



Figure 3-1 Speech tab



5. Select 'Texthelp Tim UK' from the **Choose Voice** drop down list.
6. Drag and drop the track bars to the following settings:
 - **Pitch of voice** – 70 %
 - **Speed of voice** – 60 %.
7. Click on the **Test** button to test the voice. If you decide that you don't like this voice, select another one from the **Choose Voice** drop down list and adjust the track bars until you are happy.
8. Click **OK** to close the Preferences window.

Exercise 2 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 how to use the **Speech** buttons on the toolbar.


1. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar.
2. Select the Speech tab of the Preferences window (Figure 3-1).
3. Select the **Speak with one word display** radio button in the Speech tab (Figure 3-1).

The other highlighting options are as follows:

- **Speak with highlighting (Default)** – highlights the text in the application and then each word as it is read aloud
 - **Speak with word highlighting** – highlights each word in the application as it is read aloud
 - **No visual display** – the selected text will be read aloud without highlighting.
 - **Speak with background highlighting only** – highlights the background only.
4. Make sure the **Display options** check box is selected and then select the Colors tab (Figure 2-3). You may need to click on the  or  button to access this tab.
 5. Click on the **Speech Foreground Color** button and select a colour from the colour palette to specify the colour of the text that is read aloud.
 6. Click on the **Speech Background Color** button and select a colour from the colour palette to specify the background colour of the text that is read aloud.




The **Preview** boxes to the right of these buttons show you how the foreground and background colours will look.

7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Click on the *Speech* menu and select the *Paragraph* option from the *Selection Type* sub-menu. This is how you can get the software to read a paragraph at a time.
9. Place your cursor anywhere on the following paragraph and then click on the  button:
 'Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom.'
 You see each word in the paragraph displayed in a popup window as it is read aloud. An example of this window is shown below:


10. Access the Speech tab (Figure 3-1) of the Preferences window again and select the **Speak with highlighting (Default)** radio button.
11. Access the Colors tab (Figure 2-3) of the Preferences window and click on the **Reset to default colors** button if you prefer the original colours.

Exercise 3 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  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Click on the Pronunciation tab (Figure 3-2). You may need to click on the  or  button to access this tab.

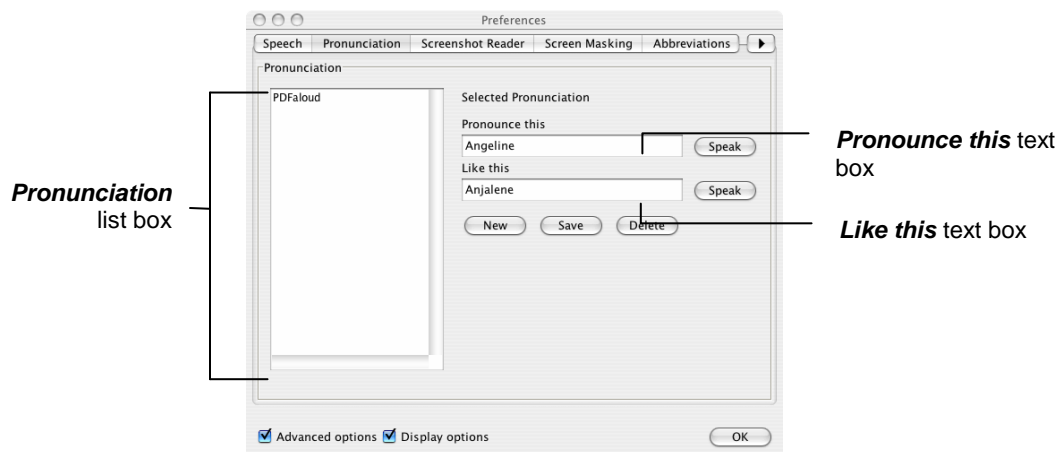


Figure 3-2 Pronunciation tab

3. Type the word '**Angeline**' in the **Pronounce this** text box and then click on the **Speak** button beside the text box to hear this word read aloud.
4. Type '**Anjalene**' in the **Like this** text box and then click on the **Speak** button beside the text box to hear the new pronunciation read aloud.
5. Click on the **Save** button to add the word to the **Pronunciation** list box.
6. Click on the **OK** button to save your settings and to close the Preferences window.

Once you've added the word to the **Pronunciation** list box, the word will be pronounced correctly.


Exercise 4 Instructing the system to read text as you type

In this exercise you'll learn how to set up the system to speak on each letter, word or sentence.

7. Click on the *Speech* menu.
8. Make sure the *Speak as type* option is selected.
9. Click on the *Speech* menu again and select the *Speak each letter* and the *Speak each word* options.
10. 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.
'He noticed that Fred looked very sad and glum.'
11. Click on the *Speech* menu and select the *Speak as type* option again to stop the system from reading text as you type.




Exercise 5 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 menu options etc.

1. Click on the *Speech* menu and then select the *Screen reading* option.
2. Hover your mouse over the  button on the toolbar. You hear the system say 'Speak'.
3. Click on the *Speech* menu and hover your mouse over *Speak each letter* and then *Speak each word*. You hear each menu option read aloud.
4. Hover your mouse over other buttons and menu options to hear them read aloud.
5. Click on the *Speech* menu and de-select the *Screen reading* option to disable this facility.

Exercise 6 Reading information on web pages

In this exercise you'll learn how to use Safari Web Highlighting to read aloud text, images and screen items on web pages.

1. Open the Safari Browser and type '**www.texthelp.com**' into the **Address** field to display the Texthelp homepage.
2. Click on the *Speech* menu and select the *Safari Web Highlighting* option.
3. Hover your mouse over an area of text in order to read it aloud. You can use the other **Speech** buttons on the toolbar to stop, pause or read the previous or next text aloud.
4. Click on the  button on the toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected and then select the Safari Web Highlighting tab (Figure 3-3). You may need to click on the  or  button to access this tab.

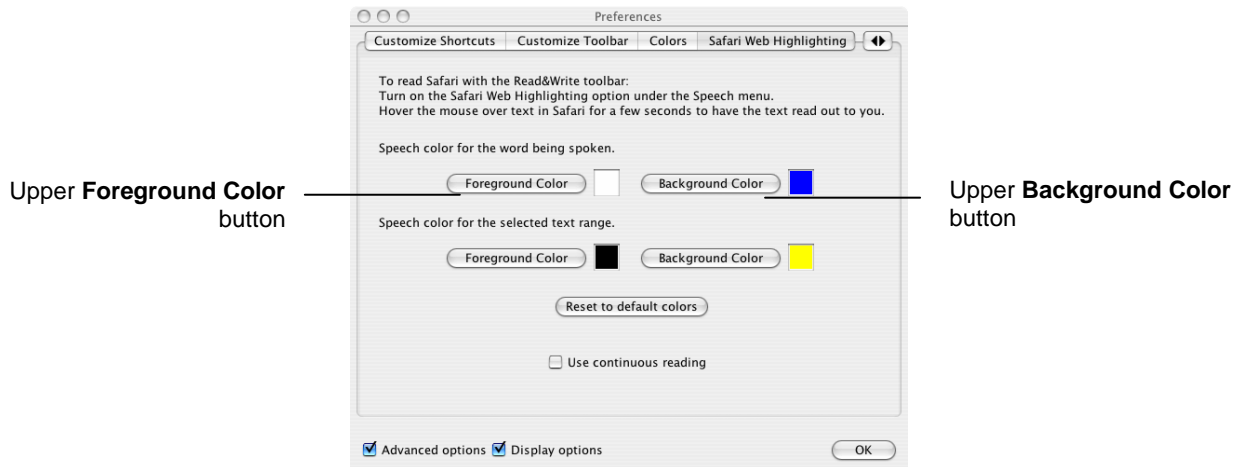




Figure 3-3 Safari Web Highlighting tab


6. Click on the upper **Foreground Color** button and select a green colour from the colour palette. Click on the upper **Background Color** button and select the white colour from the colour palette. You have just selected the colour of the text that will be read aloud and the background colour of this text.
7. Click on the Speech tab (Figure 3-1) and ensure the **Speak with highlighting** radio button is selected.
8. Click on the **OK** button to save your settings and to close the Preferences window.
9. Click anywhere on the web page (this is so the software knows where you want it to work) then read text on the web page using Safari Web Highlighting.
Notice how the colours of web highlighting have changed.
10. Return to the Safari Web Highlighting tab (Figure 3-4 3-3). Click on **Reset to default colors** to revert back to the original colours
11. Click on the *Speech* menu and de-select the *Safari Web Highlighting* option to stop using Safari Web Highlighting.

 You can still read website content aloud by selecting text and then clicking on the  button. You can also use the other **Speech** buttons using this method. Safari Web Highlighting simply allows you to **hover** your mouse over the text in order to read it aloud.

12. Close the Safari browser.

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. Using the cursor draw a box round the following logo (Figure 3-4):






Figure 3-4 Texthelp logo

After a short time Read&Write 4 Gold for Mac highlights and reads the text aloud. (Figure 3-6).



Figure 3-5 Screenshot Reader window

4. Click on the  button on the Read&Write 4 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected and then select the Screenshot Reader tab. You may need to click on the  or  button to access this tab.

You see the Screenshot Reader Options tab displayed (Figure 3-6).

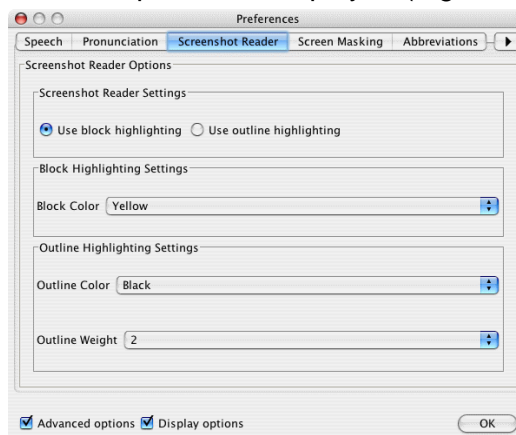


Figure 3-6 Screenshot Reader tab



6. Select the **Use outline highlighting** radio button.
7. Select **Green** from the **Outline color** drop down list.
8. Select **5** from the **Outline Weight** drop down list.
9. Click on the **OK** button.
10. Click on the  button. Your cursor now looks like this: 
11. Using the cursor draw a box round the following logo again (Figure 3-7):





Figure 3-7 Texthelp logo

You can see that the text is highlighted using the settings you have just selected (Figure 3-8).




Figure 3-8 Screenshot Reader window

- Click on the *Tools* menu, select *Screenshot Reader Options* and then select *Screenshot to Application View*.


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

- Using the cursor draw a box round the Texthelp logo again. This time the text is displayed in Read&Write 4 Gold For Mac.

- Click on the  button to have the text read aloud.

Exercise 8 Creating sound files from text

In this exercise you'll learn how to convert text in Read&Write 4 Gold For Mac into sound files, using the Speech Maker facility.

- Ensure there is text displayed in the Read&Write 4 Gold For Mac Application View.
- Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Text tab of the Speech Maker window, displaying the text currently visible in the Application View.
- Click on the Settings tab (Figure 3-9).

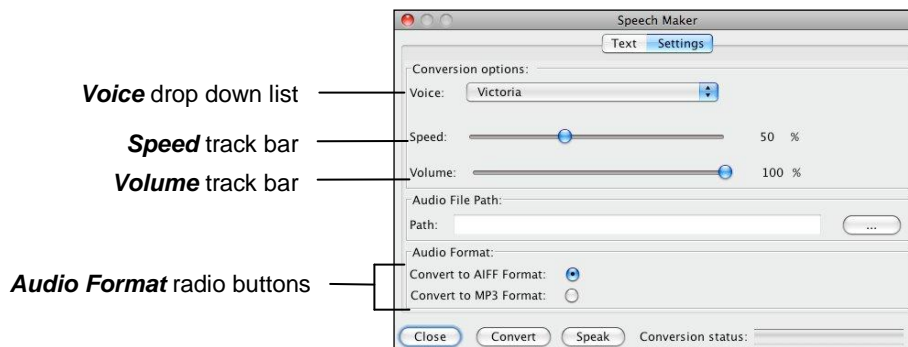



Figure 3-9 Speech Maker window – Settings tab

- Select 'Texthelp Tim UK' from the **Voice** drop down list.
- Drag and drop the track bars to the following settings:
 - Speed** – 55%
 - Volume** – 45%.
- Click on the **Speak** button to test the voice. If you decide that you don't like this voice, select another one from the **Voice** drop down list and adjust the track bars until you are happy.
- Click on the  button to display the Save As window.

8. Type in a name for your audio file in the **Save As** text box.
9. Browse to the folder in the directory in which you want to save the sound file, then click on the **OK** button.
10. Select the type of sound file format you want to create, by selecting the appropriate **Audio Format** radio button.
11. Click on the **Convert** button to create the new sound file.
12. Click on the **OK** button in the Information panel if it is displayed.
13. Click on the **Close** button to close the Speech Maker window.
14. Locate the audio file you've just created. This can now be played on the computer or saved onto a portable media such as an iPod.

Exercise 9 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 download one from the following website address: <http://www.bookshare.org>

1. Click on the Read&Write 4 Gold For Mac *Tools* menu and select the *Daisy Reader* option.

You see the Select a Daisy book window displayed.

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

The Daisy book opens in the Daisy Reader window. An example of this is shown in Figure 3-10.

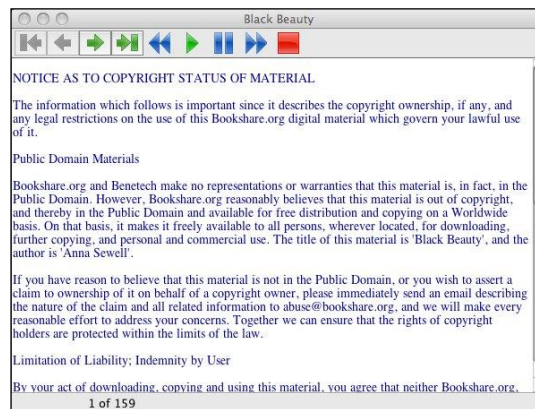








Figure 3-10 Daisy Reader window

3. Click on the appropriate **Navigation** button to find the text you want to read:

-  – 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.


4. You can also find the text that you want by accessing the:

- *Navigation* menu

- *Find* menu and searching for a word or phrase
 - *Bookmark* menu and setting your own bookmarks so you can easily find your place again.
5. Click on the paragraph you want to hear read aloud and then click on the  button on the Daisy Book toolbar.
 6. Click on the  button on the Daisy Book toolbar to stop the system from reading the word, sentence or paragraph aloud.
 7. Close the Daisy Reader window.

Exercise 10 Reading PDF documents

In this exercise you'll learn how to read text aloud from PDF documents, using PDFaloud. You'll also learn how to set up which colours you would like to use to read text aloud, using the Preferences in Read&Write 4 Gold For Mac.

 For further information on using PDFaloud, refer to the PDFaloud help located in the *PDFaloud3* menu.

1. Start Adobe Acrobat and then open a PDF document.

You can see the PDFaloud3 Toolbar displayed, as shown in Figure 3-11.

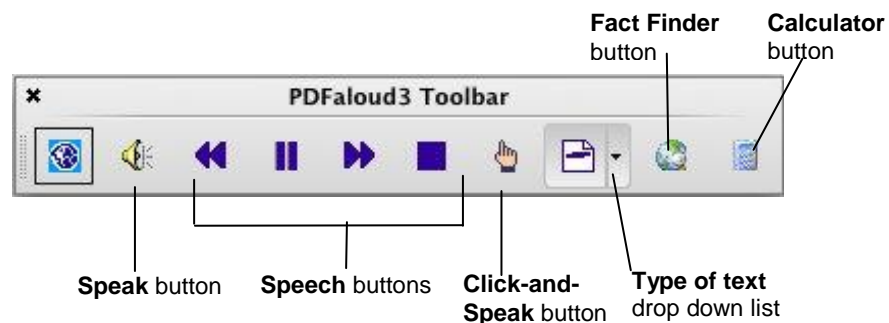













Figure 3-11 PDFaloud3 Toolbar

2. Click on the  drop down list on the toolbar and select the *Select text one word at a time* option.
3. Click on the  button. PDFaloud reads aloud the first word in your document.
4. Click on the  drop down list on the toolbar and select the *Select text one sentence at a time* option.
5. Click on the  button. PDFaloud reads aloud the first sentence in your document.

 You can click on the  button at any time to stop the system from reading the text aloud.

6. Click on the  button to activate the Click-and-Speak facility.
 7. Click on any sentence in your document. The system reads the sentence aloud.
-  *You can access any of the Speech options from the PDFAloud3 menu.*
8. Close your PDF document.
 9. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
 10. Make sure the **Display options** check box is selected and then select the PDFAloud tab (Figure 3-12). You may need to click on the  or  button to access this tab.

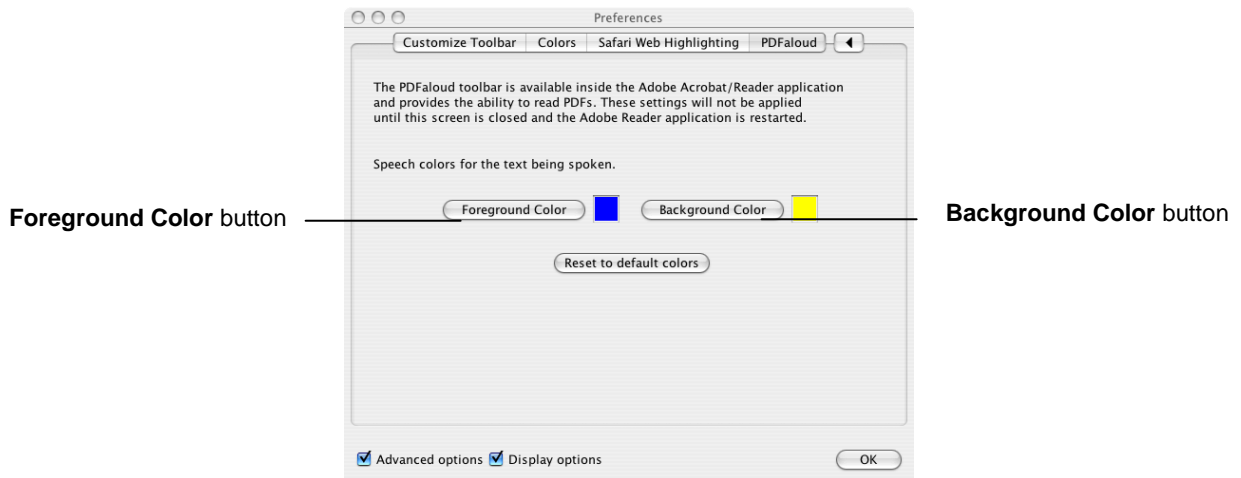




Figure 3-12 PDFAloud tab

11. Click on the **Foreground Color** button and select a green colour from the colour palette. Click on the **Background Color** button and select the white colour from the colour palette. You have just selected the colour of the text that will be read aloud and the background colour of this text, in Adobe Acrobat.
12. Click on the **OK** button to save your settings and to close the Preferences window.
13. Open your PDF document again in Adobe Acrobat and practice reading text aloud. Notice how the text read aloud is highlighted in the colours that you set up.

PDFAloud also has the following facilities available:

- **Calculator** – this is the standard Apple Mac calculator which allows you to perform basic calculator functions. You access the calculator by clicking on the  button
- **Fact Finder** – you can use the Fact Finder to search for information on the Internet using Google, Dictionary.com, Thesaurus.com or Ask Jeeves. To use the Fact Finder, you simply click on the  button and then click on the word you want to investigate. Click on this button again to disable the facility.


You can adjust the Fact Finder settings by clicking on the PDFAloud menu and selecting the appropriate option from the Fact Finder sub-menu.

4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Checker
- set up general spelling options
- set up the Custom Dictionary
- add a phonetic map
- review spellings
- set up auto corrections.


Type the following text into the Read&Write 4 Gold For Mac Application View:


 *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 mis-spelt words in your document.*




'Fred the frog sat on his old musroom, very tired of his surroundinks. He wished for a new home; but he could phink of none better than his musroom. One day, a turtle called Nemo walked slowly by his musroom.'





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

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

1. Make sure the  button on the Read&Write Gold For Mac toolbar is activated.
The Spell Checker will have highlighted the mis-spelt words in your document in red if it is switched on.

 *If the Spell Checker button looks like this: , the Spell Checker is already activated.*

2. Click inside the first mis-spelt word 'musroom' in your document.
A list of alternative spelling suggestions is displayed in the **Suggestion** list.
3. Click on 'mushroom' in the **Suggestion** list and then click on the following buttons on the **Suggestion** toolbar:
 -  – click on this button to hear the selected word read aloud
 -  – click on this button to hear the meaning of the selected word read aloud.
The meaning is also displayed at the bottom of the Read&Write Gold For Mac window
 -  – click on this button to replace the word in the text with the selected word.
The next spelling mistake is highlighted in the text.
4. Repeat step 3 to correct the mis-spellings of the following words:

- surroundinks
 - phink
 - musroom.
5. Click on the  button to deactivate the Spell Checker.
 6. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
 7. Make sure the **Advanced options** check box is selected.
 8. Click on the Spell Checker tab (Figure 4-1). You may need to click on the  or  button to access this tab.

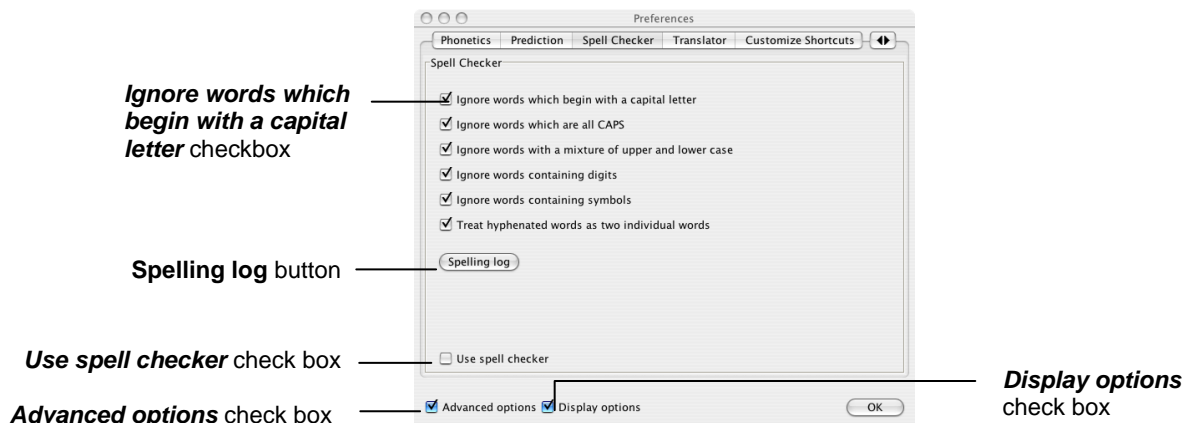








Figure 4-1 Spell Checker tab




9. De-select the **Ignore words which begin with a capital letter** checkbox.
10. Make sure the **Use spell checker** check box is selected to enable the Spell Checker.
11. Make sure the **Display options** check box is selected.
12. Click on the Colors tab (Figure 2-3). You may need to click on the  or  button to access this tab.
13. Click on the **Spelling Errors Color** button, select any color from the colour palette and then click on the **OK** button.
The **Preview** box to the right of this button shows you how the spelling errors will look.
14. Click on the **Reset to default colors** button if you would prefer to use the original colours.
15. Click on the **OK** button to save your settings and to close the Preferences window.
The Spell Checker is activated and the word 'Nemo' is highlighted in your text.
16. Click inside the word 'Nemo' and then click on the  button on the **Suggestion** toolbar to add this word to the custom dictionary.

 If you want to ignore a word for the current session only, click on the  button on the **Suggestion** toolbar.

17. Click on the  button to deactivate the Spell Checker.

Exercise 2 Setting up the Custom Dictionary

You can add words that the Spell Checker does not recognise to the custom dictionary so that they are not mistaken for mis-spelt words. In this exercise you'll learn how to add words to the custom dictionary.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Custom Dictionary tab (Figure 4-2). You may need to click on the  or  button to access this tab.

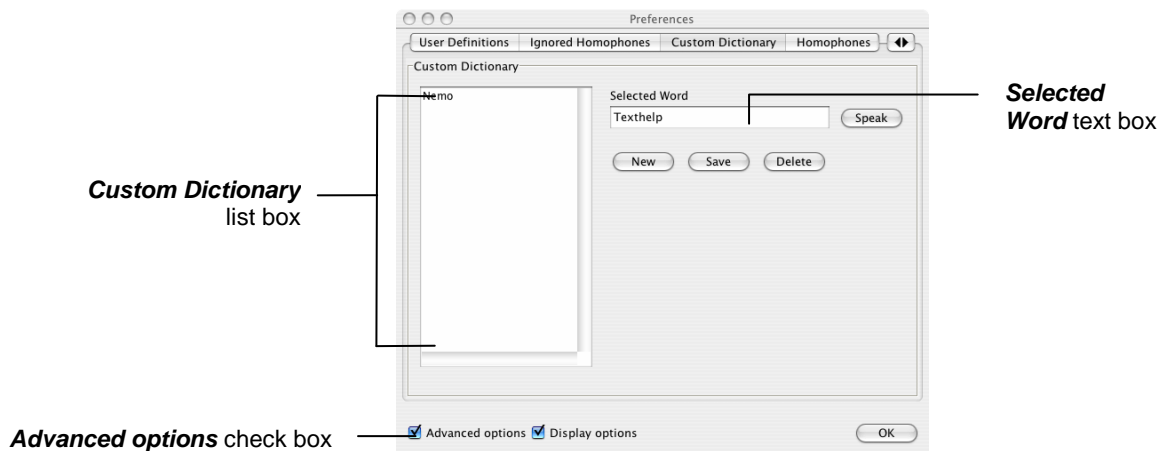


Figure 4-2 Custom Dictionary tab

4. Type the word '**Texthelp**' in the **Selected Word** text box and then click on the **Speak** button to hear the word read aloud.
5. Click on the **Save** button. 'Texthelp' is added to the **Custom Dictionary** list box.
6. Click on the **OK** button to save your settings and to close the Preferences window.


Exercise 3 Adding a phonetic map



In this exercise you'll learn how to add a phonetic map.




Phonetic maps help the Spell Checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by scanning (OCR), by using groups of letters that sound the same.

For example, if you often type “telephone” or “elefant”, Read&Write 4 Gold For Mac will be able to use the phonetic mapping of “f = ph” to solve these errors.

Read&Write 4 Gold For Mac can also solve spelling errors where there are many phonetic errors in one word. For example, if you type “nolij”, Read&Write 4 Gold For Mac uses the phonetic mapping of “no = know” and “ij = edge” to solve the error and suggest “knowledge”.

1. Type the letters ‘fone’ in the Read&Write 4 Gold For Mac Application View.
2. Click on the  button on the Read&Write 4 Gold For Mac toolbar to activate the Spell Checker.

 If the Spell Checker button looks like this: , the Spell Checker is already activated.

3. Click inside the mis-spelt word ‘fone’ in the Application View.
Note that the Spelling facility has suggested the word ‘phone’ as a replacement in the **Suggestion** list.
4. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected.
6. Click on the Phonetics tab (Figure 4-3). You may need to click on the  or  button to access this tab.

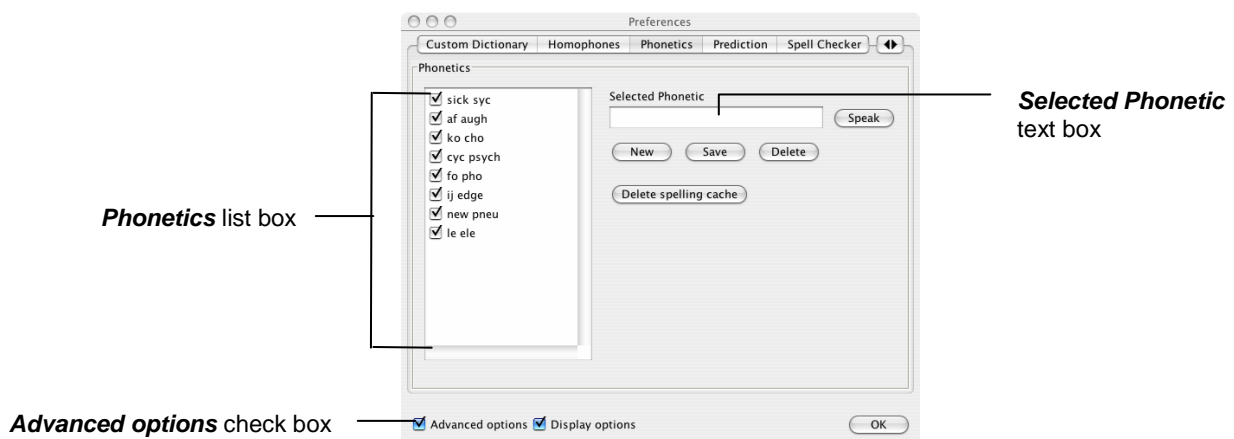


Figure 4-3 Phonetics tab

Notice how ‘fo’ is mapped to ‘pho’ in the **Phonetics** list box. The Spell Checker was able to correct your mis-spelling of ‘fone’ to ‘phone’ using this phonetic mapping.

You can add your own phonetic replacements. To do this:




7. Type the syllable you want to add in the **Selected Phonetic** text box, then press the **Space bar** on your keyboard, followed by the new syllable.

For example, if you enter the syllable 'f', followed by a space, then 'ph', then for all incorrect words with the syllable 'f' in them, the Spell Checker will suggest new words with 'ph' in them instead.

8. Click on the **Speak** button beside the **Selected Phonetic** text box to hear the syllables read aloud.
9. Click on the **Save** button.
10. Click on the **OK** button to save your settings and to close the Preferences window.

Exercise 4 Reviewing spellings and setting up auto corrections

In this exercise you'll learn how to review your spelling log to see which spelling errors you commonly make. You'll also learn how to instruct the system to correct commonly mis-spelt words.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Spell Checker tab (Figure 4-1). You may need to click on the  or  button to access this tab.
4. Click on the **Spelling log** button. You see the Spelling Log window displayed (Figure 4-4).

You can see a record of all the words you have mis-spelt.

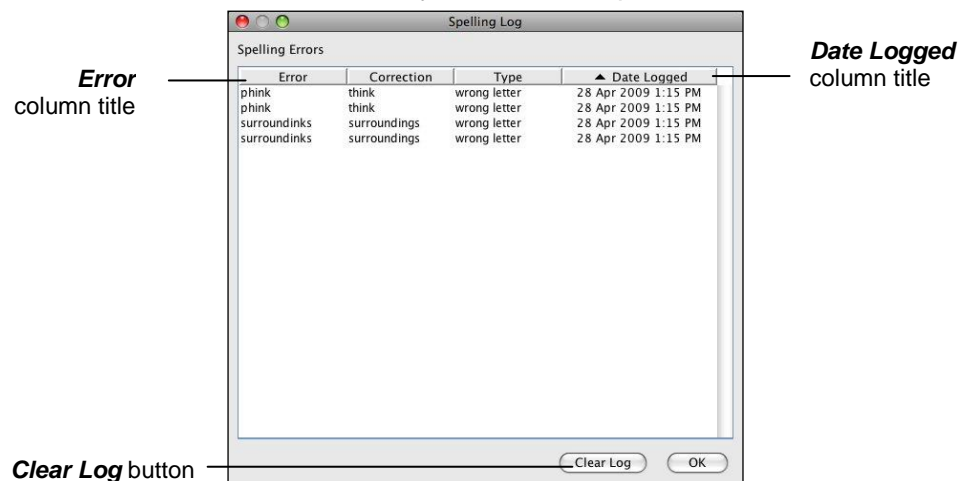




Figure 4-4 Spelling Log window

5. Click on the **Error** column title.
The records are re-ordered in either ascending or descending order. Notice how 'mushroom' is spelt incorrectly more than once.
6. Click on the **Clear Log** button. You see a message box asking you if you are sure you want to delete the spelling log. Click on the **OK** button.
7. Click on the **OK** button to close the Spelling Log window and to return to the Spell Checker tab.
8. Click on the Auto Correction tab (Figure 4-5). You may need to click on the  or  button to access this tab.

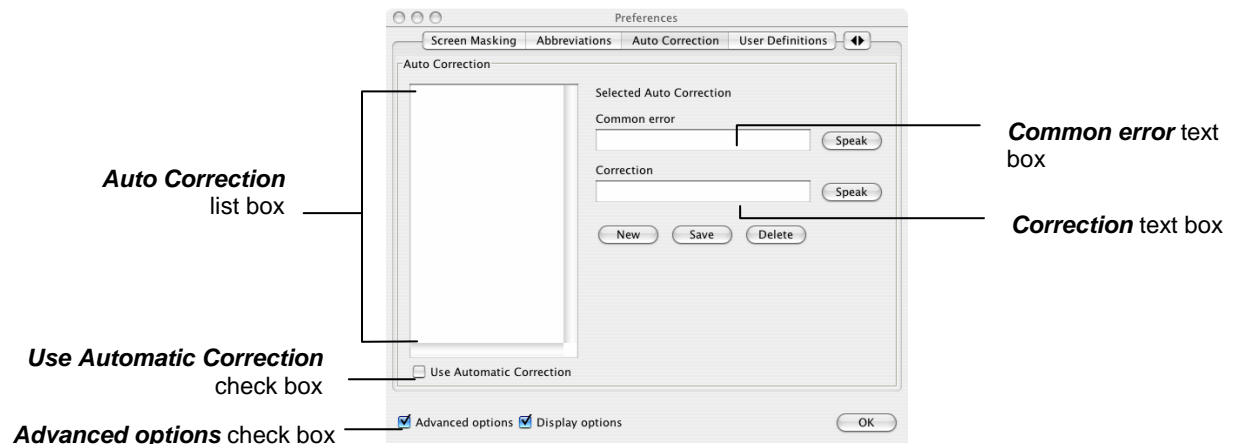



Figure 4-5 Auto Correction tab

9. Type 'musroom' in the **Common error** text box and then type 'mushroom' in the **Correction** text box. Click on the **Speak** button beside each of the text boxes to hear the word read aloud.
10. Click on the **Save** button to add the auto correction to the list.
11. Make sure the **Use Automatic Correction** check box is selected.
12. Click on the **OK** button to save your settings and to close the Preferences window.
13. Type the following text into the Read&Write 4 Gold For Mac Application View:

 *There is a deliberate spelling mistake in the text that you must enter letter for letter. It is underlined. You do not need to underline this mis-spelt word in your document.*

'Fred lives on a musroom.'

Notice how the system automatically corrects the mis-spelt word.

14. Open the Auto Correction tab of the Preferences window again and try setting up a few of your own auto corrections. Try to think of words that you regularly mis-spell.







5. PREDICTING TEXT

In this section you'll learn how to:

- use the Prediction facility
- set up predictions
- specify how you want the Prediction facility to learn.

Exercise 1 Using the Prediction facility and setting up predictions

In this exercise you'll learn how to use the Prediction facility and set up predictions.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar to activate the Prediction facility.
2. Type 'T' in the Application View.
You can see 'This' listed in the **Suggestion** list.
3. Select 'This' in the **Suggestion** list and then click on the  button on the **Suggestion** toolbar to complete the word you were typing.
4. Click on the  button to disable the Prediction facility.
5. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
6. Make sure the **Advanced options** check box is selected.
7. Click on the Prediction tab (Figure 5-1). You may need to click on the  or  button to access this tab.

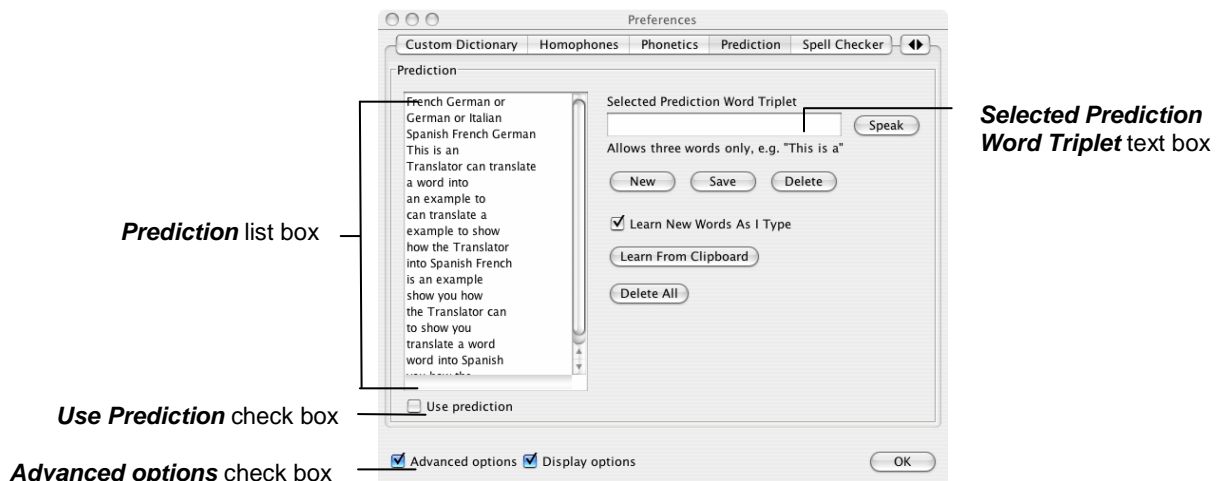



Figure 5-1 Prediction tab


8. Type 'you can use' in the **Selected Prediction Word Triplet** text box. Click on the **Speak** button to hear this phrase read aloud.
9. Click on the **Save** button to add the phrase to the **Prediction** list box.

10. Type **'we should have'** in the **Selected Prediction Word Triplet** text box and then click on the **Save** button to add the phrase to the **Prediction** list box.
11. Select the **'you can use'** phrase from the **Prediction** list box and then click on the **Delete** button to remove the phrase from the list.
12. Select the **Use Prediction** checkbox to enable the Prediction facility.
13. Click on the **OK** button to save your settings and to close the Preferences window.
14. Type **'w'** on a new line in the Application View.
You can see **'we'** listed in the **Suggestion** list.
15. Select **'we'** in the **Suggestion** list and then click on the  button on the **Suggestion** toolbar to complete the word you were typing.

Exercise 2 Using the Prediction facility


In this exercise you'll learn how to use more Prediction facility functions.

1. Click on the *Edit* menu and select the *Use Numbers for Suggestions* option.



 If you select the *Use Numbers for Suggestions* option from the *Edit* menu, you will not be able to use the number keys on your keyboard to type numbers into your document in Read&Write 4 Gold For Mac. To do this, you must use the Numeric keypad.


2. Click on the *Prediction* menu and make sure the *Insert Space after prediction* option is selected.

3. Click on the  button on the Read&Write 4 Gold For Mac toolbar.

 If the *Prediction* button looks like this: , the *Prediction* facility is already activated.

4. On a new line, type **'w'** in the Application View.
You can see **'we'** listed in the **Suggestion** list alongside a number.
5. Press the number displayed beside **'we'** in the **Suggestion** list to complete the word you have started to type.
The Prediction facility automatically inserts a space directly after **'we'**. It also suggests the word **'should'** as the word you may want to use next, in the **Suggestion** list.
6. Press the number displayed beside **'should'** in the **Suggestion** list.
The Prediction facility automatically inserts a space directly after **'should'**. It also suggests the word **'have'** as the word you may want to use next, in the **Suggestion** list.
7. Click on the word **'have'** in the **Suggestion** list and then click on any of the following buttons on the **Suggestion** toolbar:

-  – click on this button to hear the predicted word read aloud
-  – click on this button to hear the meaning of the predicted word read aloud.
The meaning is also displayed at the bottom of the Read&Write 4 Gold For Mac window

-  – click on this button to replace the word in the text with the predicted word.
8. Once you have finished, click on the *Edit* menu and select the *Use Numbers for Suggestions* option again to disable this facility.

Exercise 3 Specifying how you want the Prediction facility to learn

You can specify how you want the Prediction facility to learn vocabulary patterns to improve its predictions. You can instruct it to learn vocabulary patterns as you type and/or information that you have previously copied onto the clipboard. In this exercise you'll learn how to make the Prediction facility learn from the clipboard.

1. Copy a paragraph from text of your choice onto the clipboard, for example, from your favourite website or from a previously saved document.
2. Open the Prediction tab of the Preferences window (Figure 5-1).
3. Click on the **Learn From Clipboard** button.
Notice how the copied text is divided into word triplets and displayed in the **Prediction** list box.
4. Click on the **OK** button to close the Preferences window.
5. Begin to type the paragraph of text you selected in step 1 in the Read&Write 4 Gold For Mac Application View.

Notice how the Prediction facility is able to provide you with a list of possible words with which you can complete your sentences.


6. USING THE DICTIONARY

In this section you'll learn how to use the dictionary to find:

- basic definitions
- advanced definitions
- add your own definitions to the dictionary.

Exercise 1 Using the dictionary

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 the Read&Write 4 Gold For Mac Application View:
'The cow jumped over the moon.'
2. Click inside the word 'moon'.
3. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Dictionary window displayed (Figure 6-1).

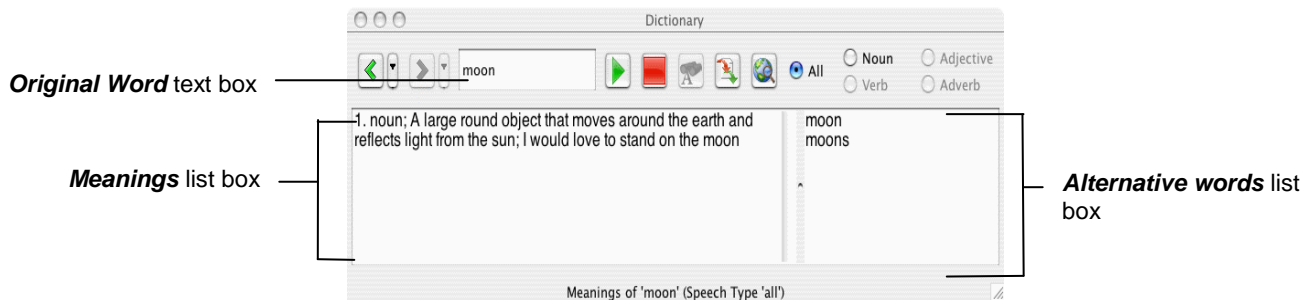



Figure 6-1 Dictionary window




The word 'moon' is displayed in the **Original Word** text box. You can also see the definition of the word 'moon' displayed in the **Meanings** list box.

4. Click on the definition and then click on the  button on the toolbar to hear it read aloud.
5. Type the word 'house' in the **Original Word** text box. You see a list of definitions for the word 'house' displayed in the **Meanings** list box.
6. Click on the first definition. You see a list of words displayed in the **Alternative words** list box.

 If you want to add a word listed in the **Alternative words** list box to your text, click on the word and then click on the  button.




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

7. Type the word 'moon' in the **Original Word** text box.

8. Click and hold your mouse down on the  button and then select the *Related to 'moon'* option from the popup menu. You see a list of advanced definitions for the word 'moon' in the **Meanings** list box.
9. Click on the first meaning in the **Dictionary Meanings** list box, i.e. 'Any celestial body orbiting around a planet or star'. The word 'satellite' appears in the **Alternative words** list box and you decide that you want to replace the word 'moon' in your text with this new word.
10. Click on the word 'satellite' in the **Alternative words** list box and then click on the  button on the toolbar to hear it read aloud.
11. Click on the  button to add the word 'satellite' to your text.

Exercise 2 Adding user definitions

In this exercise you'll learn how to add your own definitions to the dictionary.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the User Definitions tab (Figure 6-2). You may need to click on the  or  button to access this tab.

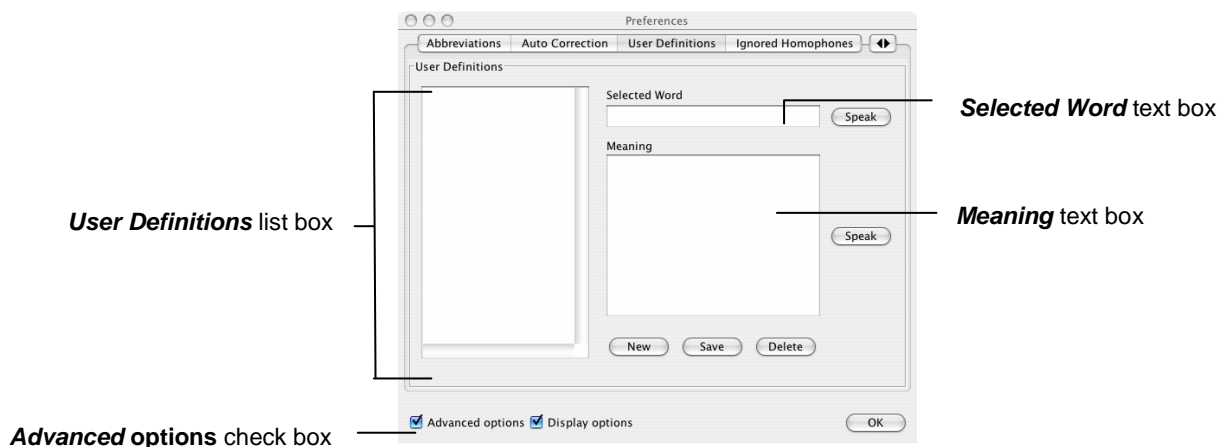


Figure 6-2 User Definitions tab

You can use this tab to enter new words plus their definitions which may not be in the Dictionary, e.g. a slang word. To do this:

4. Enter the word in the **Selected Word** text box.
5. Enter the definition of the word in the **Meaning** text box.
6. Click on the **Save** button.
The word is added to the **User Definitions** list box.
7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Try accessing the dictionary to find the word and its meaning.

7. USING THE HOMOPHONES FACILITY

In this section you'll learn how to:




- identify homophones in your text and set up colours
- edit the Homophones database
- set up homophones you want ignored.

Type the following text into the Read&Write 4 Gold For Mac Application View:

'They awl went too thee play together inn their new car.'

Exercise 1 Identifying homophones and setting up colours

In this exercise you'll learn how to identify homophones in your document to help you ensure you've typed the correct word. You'll also learn how to set up the colours of homophones.


1. Click on the  button on the toolbar.
The homophones in your text are highlighted in blue.
2. Click inside the homophone 'awl' in your document.
A list of alternative homophones is displayed in the **Suggestion** list.
3. Click on the word 'all' in the **Suggestion** list and then click on the following buttons on the Suggestion toolbar:
 -  – click on this button to hear the homophone read aloud
 -  – click on this button to hear the meaning of the homophone read aloud.
The meaning is also displayed at the bottom of the Read&Write 4 Gold For Mac window.
4. To replace the word in your document, press the **Ctrl** key and then the number displayed beside the word 'all' in the **Suggestion** list.





 Alternatively, you can click on the  button on the **Suggestion** toolbar to replace the word in your document.

5. Repeat steps 2 to 4 to replace the following homophones:
 - too – to
 - thee – the
 - inn – in.
6. Ignore the homophones 'their' and 'new' as these are the correct words to use in this sentence.

Your sentence should now look like this:




'They all went to the play together in their new car.'

7. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.

8. Make sure the **Advanced options** check box is selected.
9. Click on the Colors tab (Figure 2-3). You may need to click on the  or  button to access this tab.
10. Click on the **Homophone Color** button, select a purple colour from the colour palette and then click on the **OK** button.
The **Preview** box to the right of this button shows you how the homophones will look.
11. Click on the **OK** button to save your settings and to close the Preferences window.
12. Click on the  button on the toolbar.
Notice how the homophones are highlighted in purple.
13. Click on the  button again to disable the Homophones facility.
14. Access the Colors tab again (Figure 2-3) in the Preferences window and click on the **Reset to default colors** button to revert back to the original homophones colour.

Exercise 2 Editing the Homophones database

In this exercise you'll learn how to add a new word group to the Homophones database.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Homophones tab (Figure 7-1) You may need to click on the  or  button to access this tab.

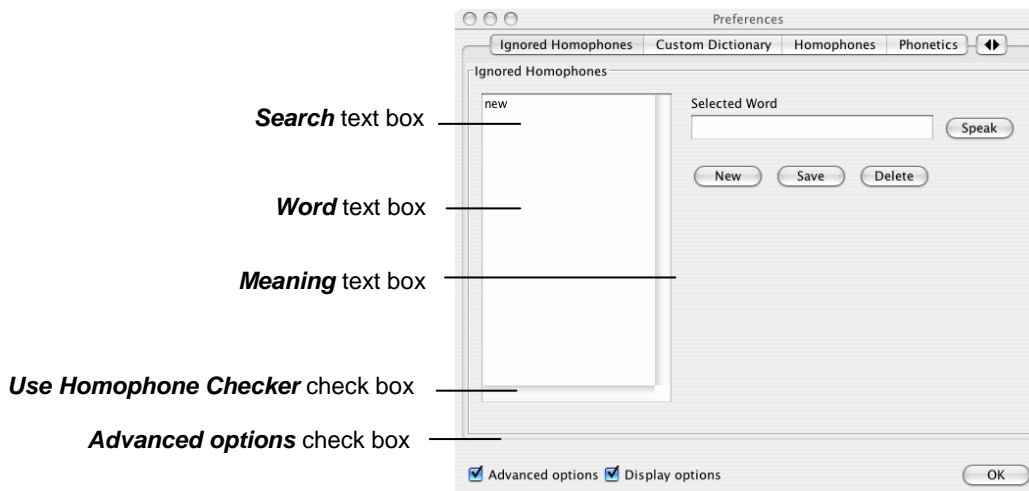







Figure 7-1 Homophones tab

4. Type the word '**primer**' in the **Search** text box and then press the **Find** button.
You see a message box informing you that the word does not exist in the homophone database. It then asks if you want to create a word group for this word.
5. Click on the **Yes** button.
'Primer' is displayed in the **Word** text box.
6. Click on the **Meaning** text box to the right of the word 'Primer'. Type '**an elementary textbook**' in the **Meaning** text box and then press **Enter**.

7. Click on the **Add Entry** button again.
8. Type the word '**primer**' in the **Word** text box and then press **Enter**.
9. Click on the **Meaning** text box to the right of the text box you have just populated. Type '**more prim; very proper**' in the **Meaning** text box and then press **Enter**.
10. Click on the **Save Group** button. You see a message box informing you that the homophone group has been saved.
11. Click on the **OK** button to close the Data Saved message box.
12. Click on the **OK** button to save your settings and to close the Preferences window. The words 'primer' and 'primmer' will now be highlighted as homophones when you type them into Read&Write 4 Gold For Mac.

Exercise 3 Setting up homophones to ignore

In this exercise you'll learn how to add words which you want the Read&Write 4 Gold For Mac Homophones facility to ignore when it highlights homophones in your text.

1. Type the following text into the Read&Write 4 Gold For Mac Application View:
'**There are many things I would like to do**'.
2. Click on the  button on the Read&Write 4 Gold For Mac toolbar. The homophones in your text are highlighted. The remaining steps are going to show you how to instruct the Homophones facility to ignore the word 'would' as a homophone.
3. Click on the  button on the toolbar to disable the Homophones facility.
4. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
5. Make sure the **Advanced options** check box is selected.
6. Click on the Ignored Homophones tab (Figure 7-2). You may need to click on the  or  button to access this tab.

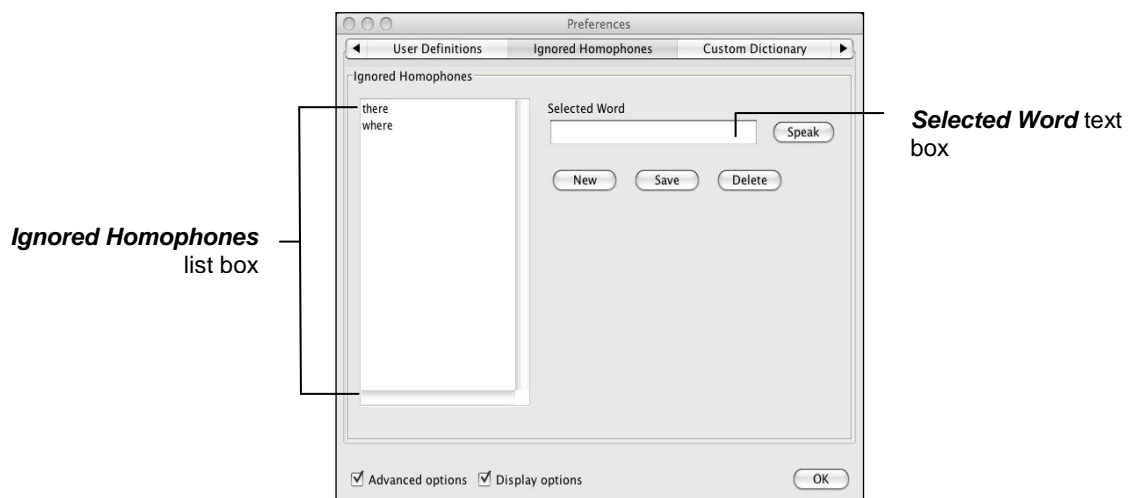




Figure 7-2 Ignored Homophones tab


7. Enter the word '**would**' in the **Selected Word** text box.

8. Click on the **Speak** button to hear the word read aloud.
9. Click on the **Save** button.
The word is added to the **Ignored Homophones** list box.
10. Click on the **OK** button to save your settings and to close the Preferences window.
11. Click on the  button on the Read&Write 4 Gold For Mac toolbar
Notice how the word 'would' is **not** highlighted as a homophone in your text.
12. Click on the  button on the toolbar to disable the Homophones facility.
13. Return to the Ignored Homophones tab (Figure 7-3).
14. Select the word '**would**' in the **Ignored Homophones** list box and then click on the **Delete** button.

8. USING THE SCANNING FACILITY

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


- select scanning options
- scan documents to Read&Write 4 Gold For Mac
- scan documents to other applications
- scan from a file.


 *To complete this section, you must ensure that you've set up your scanner correctly and have two A4 documents ready to scan.*

 *Read&Write 4 Gold For Mac uses your default scanner.*


Exercise 1 **Setting up scanning options and scanning documents to Read&Write 4 Gold For Mac**

In this exercise you'll learn how to set up scanning options and scan documents to Read&Write 4 Gold For Mac.

1. Click on the *Tools* menu, select the *Scan Options* sub-menu and then make sure the following options are selected:
 - *Scan to Read & Write*
 - *Load from Scanner.*
2. Place a page into your scanner and then click on the  button.


 *You see the scanning options window displayed. The window you see depends on the scanning software you have installed on your Apple Mac. Set up your scanning options to continue.*


Your page is scanned and automatically opened in Read&Write 4 Gold For Mac.

3. Place another page into your scanner. Click on the  button.
The second page is scanned and automatically opened in Read&Write 4 Gold For Mac.

Exercise 2 **Scanning documents to PDF**

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


1. Click on the *Tools* menu, select the *Scan Options* sub-menu and then make sure the following options are selected:
 - *Scan to PDF*
 - *Auto Open Output*
 - *Load from Scanner.*
2. Place a page into your scanner and then click on the  button.


 You see the scanning options window displayed. The window you see depends on the scanning software you have installed on your Apple Mac. Set up your scanning options to continue.

The image is scanned and opened as a PDF document.

Exercise 3 Scanning documents to Microsoft Word

In this exercise you'll learn how to set up scanning options and scan documents to documents to Microsoft Word.


1. Click on the *Tools* menu, select the *Scan Options* sub-menu and then make sure the following options are selected:
 - *Scan to Word*
 - *Auto Open Output*
 - *Load from Scanner.*
2. Place a page into your scanner and then click on the  button.

 You see the scanning options window displayed. The window you see depends on the scanning software you have installed on your Apple Mac. Set up your scanning options to continue.

The image is scanned and opened as a Microsoft Word document.

Exercise 4 Scanning from a file

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

1. Click on the *Tools* menu, select the *Scan Options* sub-menu and then make sure the following options are selected:
 - *Scan to HTML*
 - *Auto Open Output.*
2. Click on the *Tools* menu, select the *Scan Options* sub-menu and then the *Load from File* option.
3. Click on the  button.
You see the Open File window displayed.
4. Browse to the location where you store your images.
5. Select the image and then click on the **Open** button.

The image is scanned and opened in your Safari browser.

9. USING THE FACT FINDER

In this section you'll learn how to use the Fact Finder to:

- set up the default website
- search for information on the Internet.

Type the following text into the Read&Write 4 Gold For Mac Application View:
'What do Pollen and Sepal mean?'

Exercise 1 Searching for facts using the Fact Finder

In this exercise you'll learn how to search for facts using the Fact Finder.

1. Highlight the word 'Pollen' in your text.
2. Click on the *Tools* menu and select the *Fact Finder* option.
You see the Manual Text Search window displayed.
3. Click on the **OK** button.

Your browser window opens displaying the search results for 'Pollen' in Google.com.

Exercise 2 Changing the default website to search for facts

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

1. Highlight the word 'Pollen' in your text.
2. Click on the *Tools* menu and select the *Fact Finder* option.
You see the Manual Text Search window displayed.
3. Click on the Switch site tab (Figure 9-1).

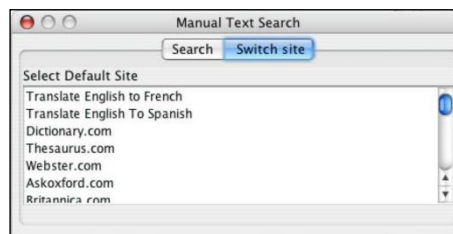


Figure 9-1 Manual Text Search window – Switch site tab

4. Select the *Ask.com* option from the list of websites available.
5. Click on the Search tab (Figure 9-2).
You see the word 'Pollen' displayed in the text box provided.



Figure 9-2 Manual Text Search window – Search tab

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

Your browser window opens displaying the search results for 'pollen' in Ask.com.



You can also select the default website by clicking on the Tools menu, selecting the Fact Finder sub-menu and then selecting the appropriate website from the Search using sub-menu.

10. 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 subject and therefore help you understand and remember it better.

To access the Fact Mapper, click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Fact Mapper window displayed (Figure 10-1).

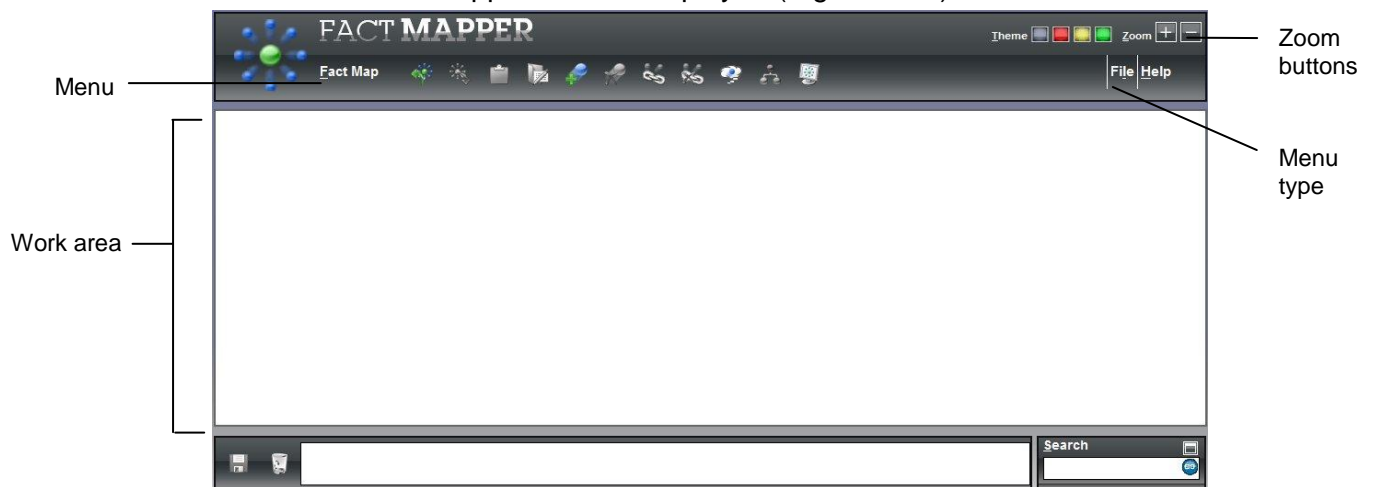



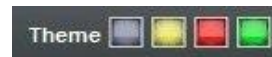
Figure 10-1 Fact Mapper window

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

- Click on the File menu in order to view the File toolbar (Figure 10-2):

 The 'Menu type' label in Figure 10-1 can help you find this menu.



Figure 10-2 File toolbar

- Click on the Fact Map menu in order to view the Fact Map toolbar (Figure 10-3):



Figure 10-3 Fact Map toolbar




- Click on the  button on the Fact Map toolbar.
A new fact is displayed in the main work area.
- Type the text **America** into the new fact:



Figure 10-4 America fact

- 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.
- Type the text **Map of America** into the new fact.
- 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 10-5:

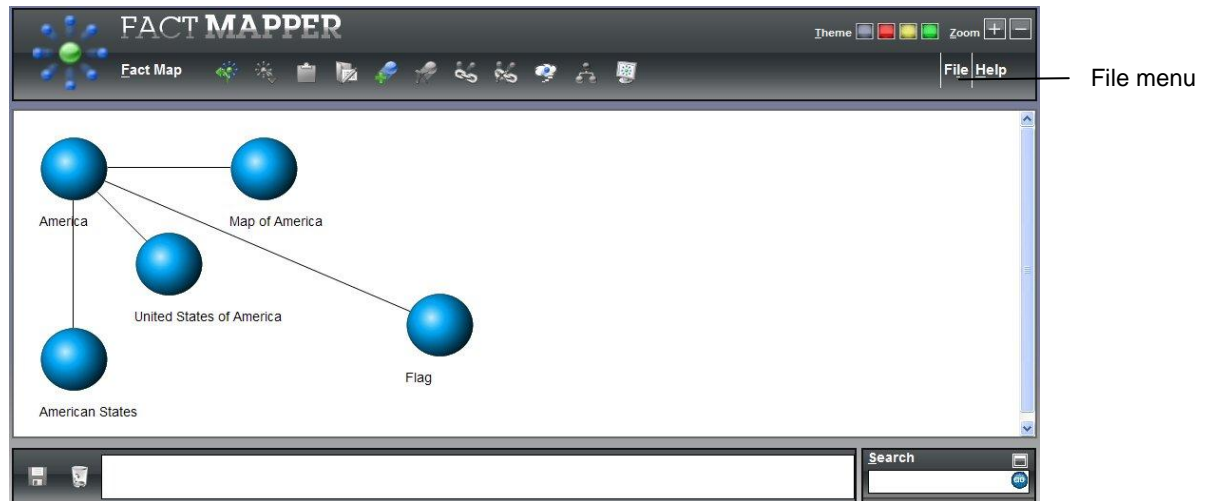






Figure 10-5 Fact Mapper window with facts

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 Downloads dialog box:

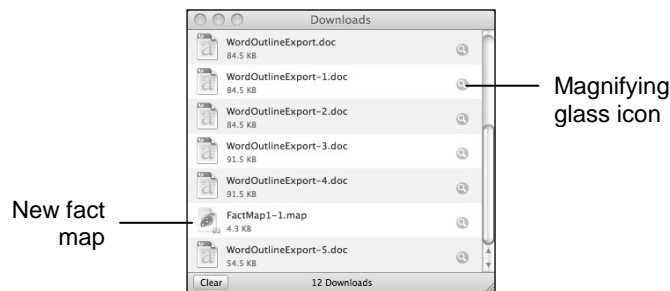



Figure 10-6 Downloads dialog box

The Fact Map is called FactMap.map and is given the next sequential number, e.g. 1,2,3.

13. Click on the magnifying glass icon on the right-hand-side to view the file in the finder window.
14. Save the Fact Map and call it **America**.

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

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



Figure 10-7 Exit/Open option in File menu

16. 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 Post It notes to facts.


1. Click on the  button on the Read&Write 4 Gold For Mac toolbar to access the Fact Mapper window (Figure 10-1).
2. Click on the File menu.
3. Click on the File menu again and select the Open option (Figure 10-7).
You see the Open File window displayed (Figure 10-8):



Figure 10-8 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 10-5).
7. Select the 'American states' fact.
8. Type the following text into the text area at the bottom of the Fact Mapper window (Figure 10-9):
There are 50 states in the USA.

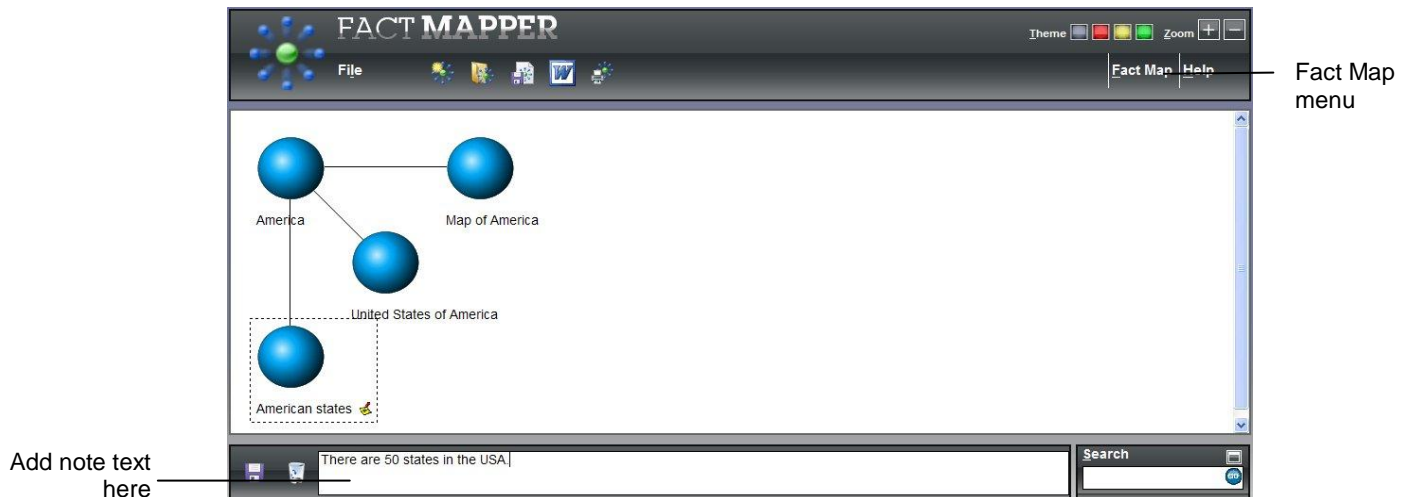







Figure 10-9 Fact Mapper window: adding notes

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.

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 10-10 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 10-11 American Football image


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

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 (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 (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  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  drop down list again and select the *Tree* option. Your fact map is now displayed in a tree view.

- Change it back to the way it was originally by selecting the *Fact Map* option from the  drop down list.
- Select 'America' in your fact map and then click on the  button. You see the Arrange Facts window displayed (Figure 10-12).

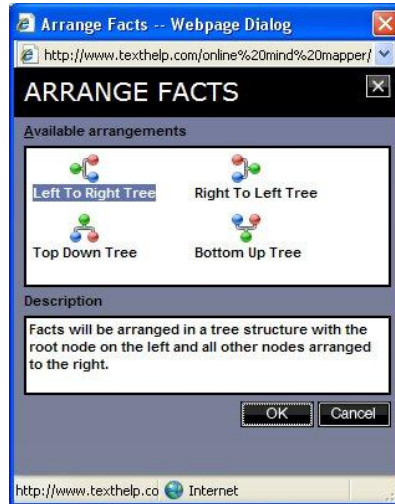





Figure 10-12 Arrange Facts window

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

- 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.

- Click on the  button (on the File menu).
You see the Print window displayed.
- 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.

- Click on the  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.
- Click on the  button.
A new fact is displayed in the main work area.
- Type the text **American states** into the new fact:

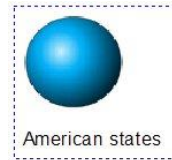



Figure 10-13 American states fact

4. Make sure the American states fact is selected and then click on the  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.
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 10-14:

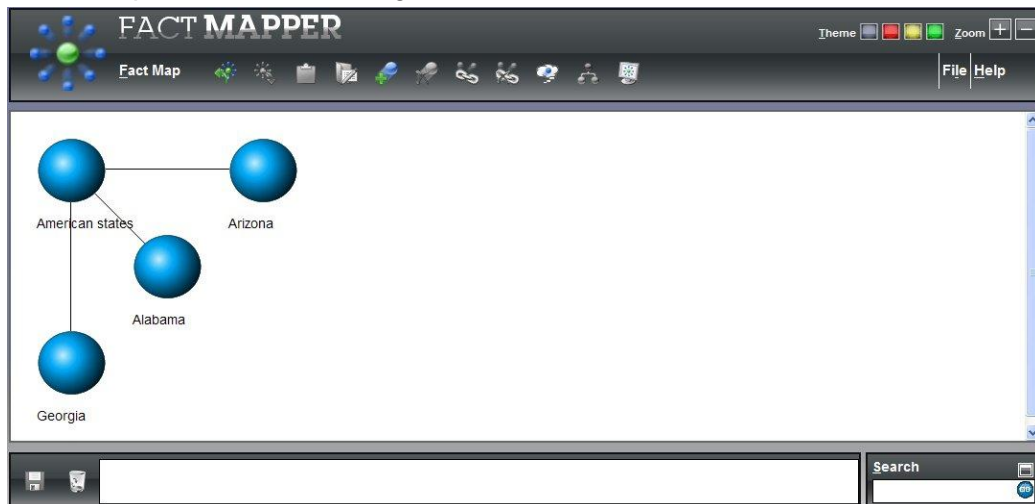



Figure 10-14 Fact Mapper window: Brainstorming

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

Exercise 7 Exporting fact maps

In this exercise you'll learn how to export a fact map to a Microsoft Word 2008 document.

1. Click on the  button (on the File menu). The Downloads dialog box is displayed (Figure 10-6). The Fact Map is called WordOutlineExport.doc and is given the next sequential number, e.g. 1,2,3.
2. Click on the magnifying glass icon on the right-hand-side to view the file in Microsoft Word 2008.

 You can also export a fact map to Microsoft Word 2008 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.





11. USING SCREEN MASKING

In this section you'll learn how to:

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

Exercise 8 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. Click on the  button on the Read&Write 4 Gold for Mac toolbar. The screen is tinted a pale blue colour.
2. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
3. Make sure the **Advanced options** check box is selected.
4. Click on the Screen Masking tab (Figure 7-1) You may need to click on the  or  button to access this tab.

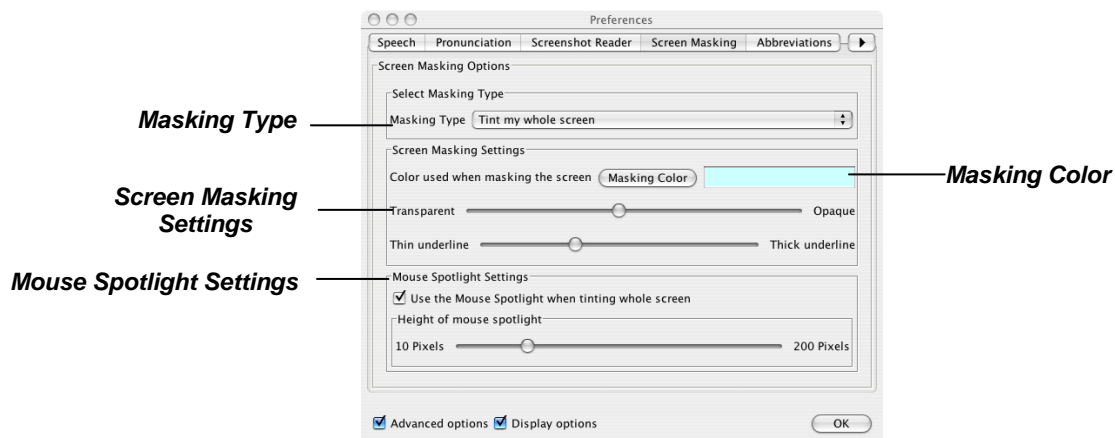






Figure 11-1 Screen Masking tab

5. Click on the **Masking Type** drop down list and select *Underline my mouse pointer*.
6. Select a colour from the **Masking Color** palette.
7. Adjust the **Transparent/Opaque** track bar until you have selected a more opaque colour, i.e. move the scale more to the right.
8. Adjust the Underline thickness track bar until you are happy with it.
9. Click on the **OK** button.
10. Move your mouse up and down the screen and notice how the underline follows.
11. Click on the  button to disable the facility.

Exercise 9 Using the spotlight

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

12. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
13. Make sure the **Advanced options** check box is selected.
14. Click on the Screen Masking tab (Figure 7-1) You may need to click on the  or  button to access this tab.

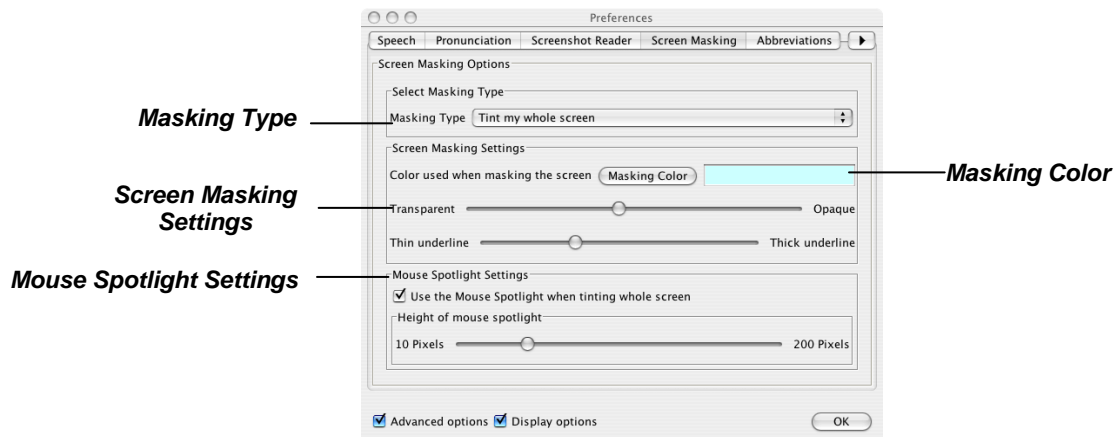




Figure 11-2 Screen Masking tab

15. Click on the **Masking Type** drop down list and select Tint my whole screen.
16. Select a colour from the **Masking Color** palette.
17. Adjust the **Transparent/Opaque** track bar until you have selected a more transparent colour, i.e. move the scale more to the left.
18. Make sure the **Use the Mouse Spotlight when tinting the whole screen** check box is selected.
19. Make the spotlight larger by moving the **Height of Mouse Spotlight** track bar more to the right.
20. Click on the **OK** button.
21. Click on the  button.
22. Move your mouse across the screen and notice how the spotlight works.
23. Click on the  button to disable the facility when you have finished.

12. USING THE TRANSLATOR FACILITY

In this section you'll learn how to:

- translate English words into another language
- configure the Translator facility.

Type the following text into the Read&Write 4 Gold For Mac Application View:


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

 *You must be online in order to use the Translator facility.*

Exercise 1 Translating English words into another language

In this exercise you'll learn how to translate words from English into Spanish (the default translation language).

1. Highlight the word 'dead' in the Application View.

2. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Translator window displayed (Figure 12-1).

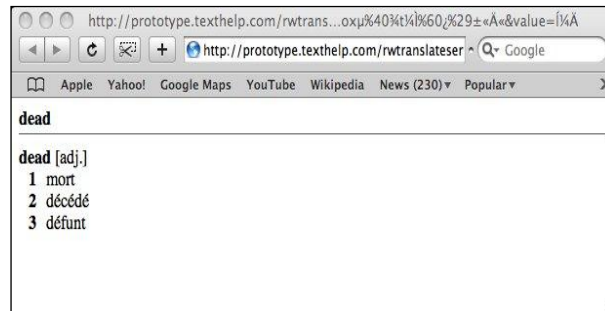






Figure 12-1 The Translator window

You see the word 'dead' and a list of Spanish translations displayed below.

3. Hover your mouse over a translation to hear it read aloud.
4. Close the Translator window.
5. Highlight the word 'empty' in the Application View.
6. Click on the  button again to see a list of Spanish translations.
7. Close the Translator window.

Exercise 2 Configuring the Translation facility

In this exercise, you'll learn how to set up the Translator facility to suit your needs.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Translator tab (Figure 12-2). You may need to click on the  or  button to access this tab.

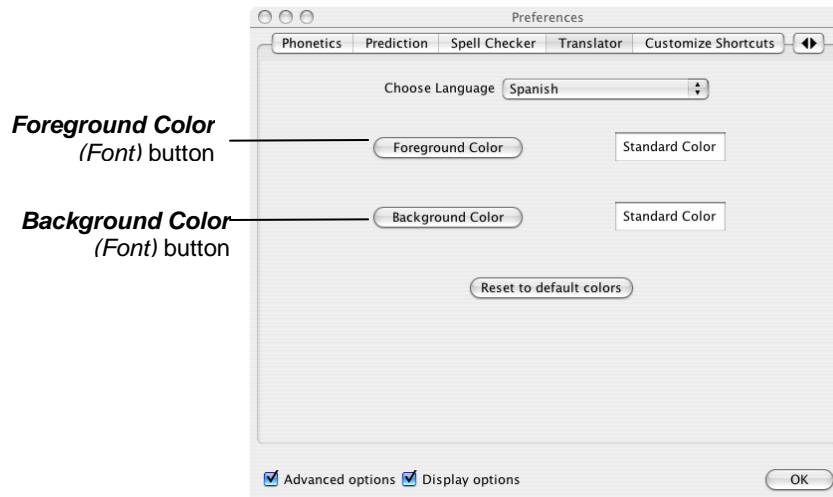



Figure 12-2 Translator tab

4. Select *French* from the **Choose Language** drop down list.
5. Click on the **Foreground Color** button and select a blue colour.
6. Click on the **Background Color** button and select a yellow colour.
7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Highlight the word 'starlight' in the Application View.
9. Click on the  button on the toolbar.

You can now see the translations for the word 'starlight' in French in the Translator window. The font and background colours are shown using the selected colours.

13. USING STUDY SKILLS

In this section you'll learn how to:

- use Study Skills to highlight text
- collect highlighted text into a new paragraph or document.

To complete this section, make sure the following text is displayed in the Read&Write 4 Gold For Mac Application View:


**'The Owl and the Pussy-Cat went to sea
In a beautiful pea-green boat:
They took some honey,
and plenty of money
Wrapped up in a five-pound note.'**

Exercise 1 Using Study Skills to highlight text

In this exercise you'll learn how to use Study Skills to highlight text in your document.

1. Highlight the following text in your document:

'The Owl and the Pussy-Cat went to sea.'

2. Click on the  (**Highlight Green**) button on the Read&Write 4 Gold For Mac toolbar.

3. Highlight the following text in your document:

'They took some honey.'

4. Click on the  (**Highlight Pink**) button on the toolbar.

5. Highlight the following text in your document:

'and plenty of money.'

6. Click on the *Study Skills* menu and select the *Highlight Yellow* option.

7. Highlight the following text in your document:

'Wrapped up in a five-pound note.'

8. Click on the *Study Skills* menu and select the *Highlight Blue* option.

9. Highlight the following text again in your document:

'and plenty of money.'

10. Click on the  button on the toolbar.

Notice how Read&Write 4 Gold For Mac deselects the highlighted text.

Exercise 2 Collecting highlighted text

In this exercise you'll learn how to collect highlighted text in your document to allow you to rearrange it into a new paragraph.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar.

You see the Collect Highlights window displayed (Figure 13-1).

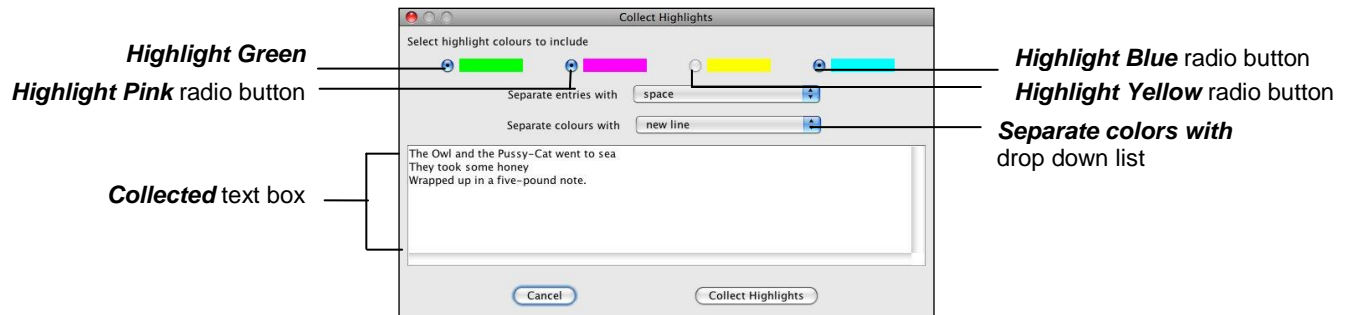



Figure 13-1 Collect Highlights window

2. Make sure the **Highlight Green** and the **Highlight Blue** radio buttons are selected and the **Highlight Pink** and **Highlight Yellow** radio buttons are deselected.
The text you highlighted in green and blue in the previous exercise is displayed in the **Collected** text box.
 3. Select the **space** option from the **Separate colors with** drop down list.
 4. Click on the **Collect Highlights** button.
- The text in the **Collected** text box is added to the end of the text in your document.

14. EDITING TEXT FROM OTHER APPLICATIONS

In this section you'll learn how to transfer text from other applications into Read&Write 4 Gold For Mac and then back again.


Type the following text into a blank document in an application of your choice, except Read&Write 4 Gold For Mac or Microsoft Word 2008:

 *There is a deliberate spelling mistake in the text that you must enter letter for letter. It is the word 'plentie'. You do not need to underline this mis-spelt word in your document.*

**'The Owl and the Pussy-Cat went to sea
In a beautiful pea-green boat:
They took some honey,
and plentie of money
Wrapped up in a five-pound note.'**


Exercise 1 Using the Text Transfer facility

In this exercise you'll learn how to use the Text Transfer facility to insert text from another application into Read&Write 4 Gold For Mac. You'll then learn how to edit the text and then re-insert it back into the original application.



 *In this exercise, the text is edited using the Spell Checker. You can use the other Read&Write 4 Gold For Mac facilities to update the text.*

1. Make sure the *Auto Speak Imported Text* option is selected in the *Speech* menu in Read&Write 4 Gold For Mac.
2. Highlight the text you typed in another application and then press the **Command** and **C** buttons on your keyboard.

You see the selected text automatically displayed and read aloud in the Read&Write 4 Gold For Mac Application View. If the  button on the Read&Write 4 Gold For Mac toolbar is activated, you see the mis-spelt word 'plentie' highlighted.

 *If the Spell Checker button looks like this: , the Spell Checker is activated.*


 *If you want to copy text from Microsoft Word 2008, you must **paste** the text into the Read&Write 4 Gold For Mac Application View.*

3. Click inside the mis-spelt word 'plentie' in your document.
A list of alternative spelling suggestions is displayed in the **Suggestion** list.
4. Click on 'plenty' in the **Suggestion** list and then click on the  button on the **Suggestion** toolbar to replace the word in the text with the selected word.
5. Click on the  button on the Read&Write 4 Gold For Mac toolbar.

The text is inserted into the selected application. You can now see the correction of the mis-spelt word.

Exercise 2 Using the Services sub-menu to transfer text

In this exercise you'll learn how to use another method of transferring text from other applications into Read&Write 4 Gold For Mac.

1. Highlight the text you typed in another application.
2. Select the *Services* sub-menu from the appropriate menu in the application.
3. Click on the *Read&Write 4 Gold For Mac* sub-menu and select the *Send Text* option. You see the selected text automatically displayed in Read&Write 4 Gold For Mac.
4. In Read&Write 4 Gold For Mac, type the following text in a new paragraph:
**'The Owl looked up to the stars above,
And sang to a small guitar.'**
5. Click on the *Speech* menu and make sure the *Paragraph* option is selected from the *Selection type* sub-menu.
6. Place your cursor anywhere in the new paragraph and then click on the  button to hear the text read aloud.
7. Make sure the application to which you want to return the text is selected, by clicking inside the application.
8. Select the *Services* sub-menu.
9. Select the *Read And Write 3 Gold For Mac* sub-menu and click on the *Return Text* option.

 *Alternatively, you can select the Text Transfer option from the Edit menu.*

The text is inserted into the selected application. You can now see the new paragraph added to the text.

15. USING THE TEXT CACHE

In this section you'll learn how to use the text cache to select text you previously imported, exported or saved and insert it into a new document.

Type the following text into the Read&Write 4 Gold For Mac Application View:
'This is a sample sentence'

Exercise 3 Retrieving text from the text cache

In this exercise you'll learn how to use the text cache to select text you previously saved and insert it into a new document.

10. Click on the *Edit* menu and select the *Save to text cache* option. This ensures that the text in the Read&Write 4 Gold For Mac Application View is added to the text cache for future use.
11. Delete all of the text in the Application View.
12. Click on the *Edit* menu and select the *Open text cache* option.
You see the Text cache archive window displayed (Figure 15-1)

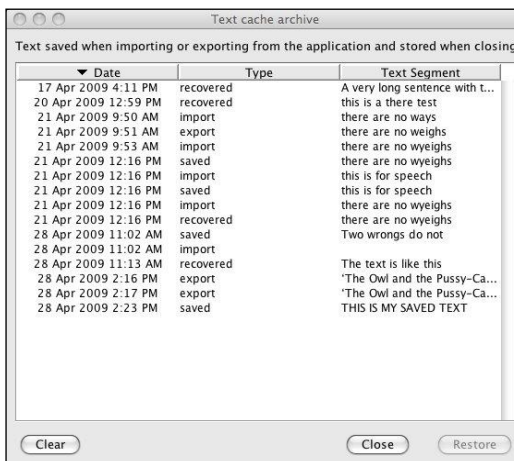


Figure 15-1 Text cache archive window

13. Select the **'This is a sample sentence'** entry from the list displayed and then click on the **Restore** button.
You see the restored text displayed in the Read&Write 4 Gold For Mac Application View.




16. ADDITIONAL EXERCISES

In this section, you'll learn how to:

- customise shortcuts
- set up autotext.

Exercise 1 Customising shortcuts

You can create your own keyboard shortcuts for each of the buttons on the Read&Write 4 Gold For Mac toolbar and for some of the menu options. In this exercise you'll learn how to set up your own keyboard shortcuts in the Application View.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Display options** check box is selected.
3. Click on the Customize Shortcuts tab (Figure 16-1). You may need to click on the  or  button to access this tab.

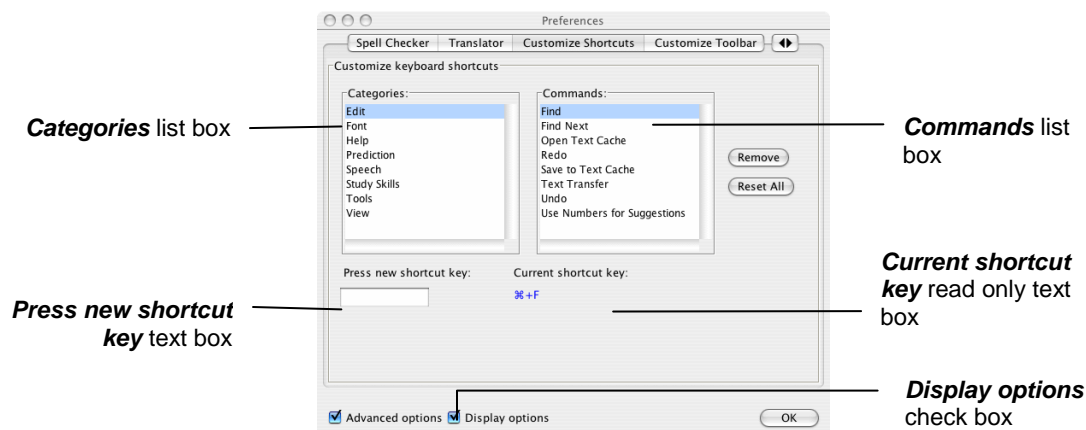






Figure 16-1 Customize Shortcuts tab

4. Select the *Speech* option in the **Categories** list box.
You see the menu options for the *Speech* menu displayed in the **Commands** list box.
5. Select the *Screen reading* option in the **Commands** list box.
Screen reading doesn't have any shortcut keys currently assigned to it otherwise they would be listed in the **Current shortcut key** read only text box.
6. Click in the **Press new shortcut key** text box and then press the **Command** and **R** keys on your keyboard.
The system does not allow you to use a shortcut that has already been assigned to another menu option. The menu option it has been assigned to is displayed below the **Current shortcut key** read only text box.
7. Click on the **OK** button to save the new setting and to close the Preferences window.
8. Press the **Command + R** keys on your keyboard to activate the Screen Reading facility.

9. Hover your mouse over the  button on the toolbar. You hear the system say 'Speak'. Practice hovering your mouse over other buttons and menu options to hear them read aloud.
10. Press the **Command** and **R** keys on your keyboard to disable Screen Reading.
11. Open the Customize Shortcuts tab again and try setting up a few of your own shortcuts. Remember you can only assign shortcut keys that are not already reserved.
12. If you're not happy with the shortcuts you've created, click on the **Reset All** button to revert back to the original Read&Write 4 Gold For Mac shortcuts.

Exercise 2 Setting up autotext

You can create shortcuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation into your document and Read&Write 4 Gold For Mac will automatically replace it with the text. In this exercise, you'll learn how to set up your own abbreviations.

1. Click on the  button on the Read&Write 4 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Abbreviations tab (Figure 16-2). You may need to click on the  or  button to access this tab.

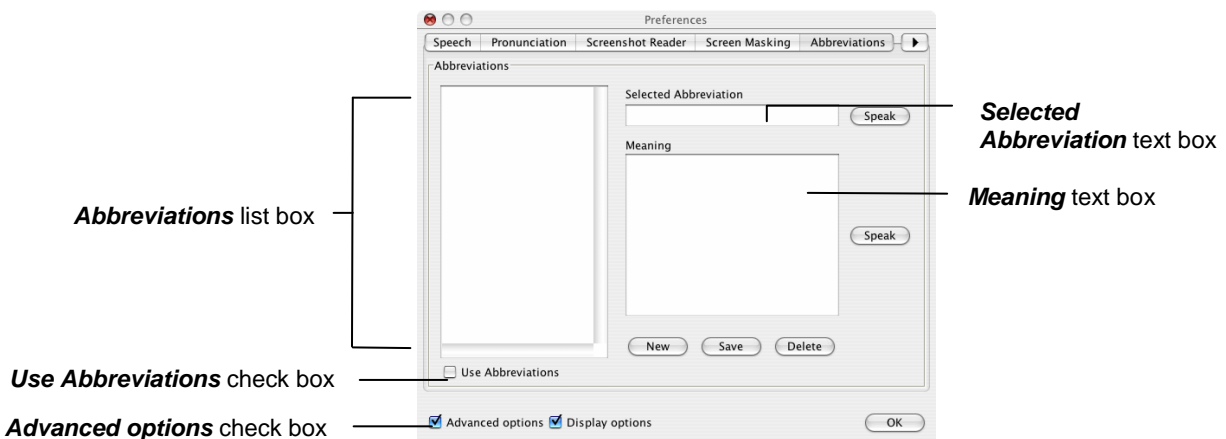


Figure 16-2 Abbreviations tab

4. Type 'mm' in the **Selected Abbreviation** text box and then type 'mushroom' in the **Meaning** text box. Click on the **Speak** button beside each of the text boxes to hear the word read aloud.
5. Click on the **Save** button to add the abbreviation to the list.
6. Select the **Use Abbreviations** check box.
7. Click on the **OK** button to save your settings and to close the Preferences window.
8. Type 'mm' into the Read&Write 4 Gold For Mac Application View and then press **Enter** on your keyboard.

Notice how the system automatically changes the letters 'mm' with the word 'mushroom'.



Literacy ■ Language ■ Learning