



Read&Write 10 Training Guide

Revised 10th Jan 2011

Contents



	i
1. Introduction	1
2. Getting started	2
Exercise 1	Logging into the system	2
Exercise 2	Understanding the toolbar	2
Exercise 3	Positioning the toolbar.....	4
Exercise 4	Setting up toolbar display options.....	4
3. Reading text	7
Exercise 1	Selecting a system voice.....	7
Exercise 2	Instructing the system to read parts of a paragraph.....	8
Exercise 3	Setting up screen reading	9
Exercise 4	Setting up speech highlighting and using the speech buttons	10
Exercise 5	Changing how words are pronounced.....	11
Exercise 6	Reading text on web pages.....	12
Exercise 7	Reading Dragon Recognized Text	13
Exercise 8	Reading a PDF file using PDFaloud.....	13
4. Spell checking	16
Exercise 1	Using the Spell Checker and setting up general spelling options.....	16
Exercise 2	Using the Auto Correct file and spell checking as you type	18
Exercise 3	Adding words to the custom dictionary.....	19
Exercise 4	Reviewing spellings.....	20
Exercise 5	Adding a phonetic replacement.....	21
5. Predicting text	23
Exercise 1	Using Word Prediction	23
Exercise 2	Changing the appearance and behavior of the Prediction window	24
Exercise 3	Setting up prediction speech options.....	25
Exercise 4	Teaching the Prediction facility new vocabulary patterns.....	26
Exercise 5	Downloading prediction word banks.....	28
Exercise 6	Applying prediction word banks.....	29
Exercise 7	Setting up phonetic replacements	30
Exercise 8	Editing phrases in the prediction database.....	31
6. Using the Dictionaries	34
Exercise 1	Using the basic and advanced dictionaries	34
Exercise 2	Searching for web definitions	35
7. Using the Word Wizard	37

Exercise 1	Searching for words using the Word Wizard.....	37
8.	Using the Sounds Like & confusable Words facility	38
Exercise 1	Identifying sounds like and confusable words.....	38
9.	Using the Read&Write 10 Calculator	41
Exercise 1	Using the Standard Calculator	41
10.	Working with Daisy books	42
Exercise 1	Reading Daisy books	42
Exercise 2	Navigating through a Daisy book.....	43
11.	Using Study Skills	44
Exercise 1	Collecting text for your studies	44
12.	Additional Exercises	46
Exercise 1	Reading text files and clipboard text.....	46
Exercise 2	Setting up the prediction context level.....	47
Exercise 3	Setting up hotkeys.....	48
Exercise 4	Setting up autotext	49
Exercise 5	Loading your personal settings	50
13.	Using the Teacher's Toolkit	51
Exercise 1	Setting up feature sets	51
Exercise 2	Setting up new users and assigning feature sets	52
Exercise 3	Adding a new prediction file	54
Exercise 4	Adding your own dictionary definitions	55
Exercise 5	Viewing a user's spelling log	56
Exercise 6	Viewing a user's activity log	56
Exercise 7	Importing users	57

Intentionally Blank

1. INTRODUCTION

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

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

This guide is split into the following four sections:

- **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write 10 facilities
- **Additional Exercises** – these further exercises will help you learn additional skills that are not necessarily fundamental to the running of Read&Write 10
- **Teachers Toolkit** – these exercises are designed for use by teachers and trainers only. They provide instructions on how to use the Teachers Toolkit to set up the system for students and to monitor student activity and progress

2. GETTING STARTED

In this section you'll learn how to:

- log into the system
- understand the Read&Write 10 toolbar
- position the Read&Write 10 toolbar
- customize the toolbar.

Exercise 1 Logging into the system

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

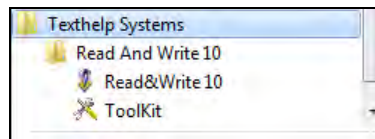


Figure 2-1 Read&Write 10 Menu

Alternatively, you can double click on the **Read&Write 10** shortcut on your Desktop. The Texthelp Login window is displayed (Figure 2-2).

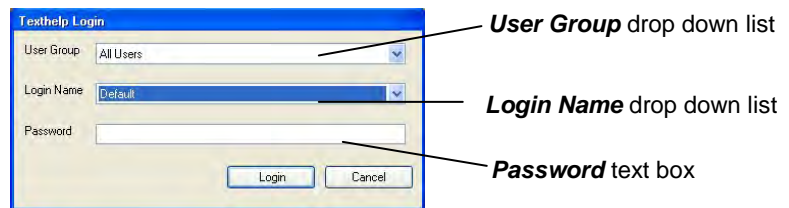



Figure 2-2 Login window

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

2. Make sure that *All Users* is selected from the **User Group** drop down list and *Default* is selected from the **Login Name** drop down list.
3. Click on the **Login** button. After a few seconds you see the *Read&Write 10 toolbar* (Figure 2-3) appear on screen.

Exercise 2 Understanding the toolbar

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

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

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



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



























 Spell Check button	 Word Prediction button	 Dictionary button	 Word Wizard button	 Show button
 Sounds Like and Confusable Words button	 Hide button	 Calculator button	 Rewind Speech button	 Play Speech button
 Pause Speech button	 Forward Speech button	 Stop Speech button	 Daisy Reader button	 Launch PDFAloud button
 Highlight yellow button	 Highlight blue button	 Highlight green button	 Highlight pink button	 Clear highlights button
 Collect highlights button	 Help button	 Change Toolbar button and Read & Write Menu button	 Undock the Toolbar button	

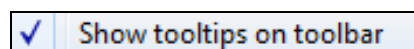
Figure 2-3 The Read&Write 10 toolbar



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





For more information on setting up and using hotkeys, refer to Exercise 3 'Setting up hotkeys' on page 48.








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



3. Hover your mouse over the  button. You see the tooltip 'Spell Check'. Hover your mouse over the  button. You see the tooltip 'Dictionary'.

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

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


-  Anytime you want to set up a facility to suit your needs, you click on the  drop down list beside the appropriate button on the toolbar.
-  You can also select the **Watch video tour** option from the  drop down list to view a short video explaining how to use the facility.
-  In future, anytime this guide asks you to click on the facility drop down list, for example, the  drop down list, you must click on the  button beside the appropriate button.

Exercise 3 Positioning the toolbar

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



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

The toolbar is docked at the top of your screen. If you want to undock the toolbar,

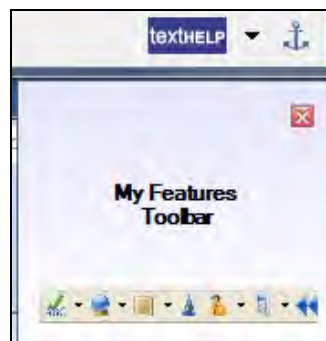
click on the  button. You can also drag and drop the toolbar to either side if you wish to dock the toolbar to the side of the screen.


Exercise 4 Setting up toolbar display options

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

1. Make sure the My Features toolbar is displayed, i.e. the default toolbar. To do this, hover your mouse over the  button on the toolbar. The tooltip informs you of which toolbar you are currently viewing. If it is not the My Features toolbar, click on the  drop down list, select the *Current Toolbar* sub-menu and then select the *My Features* option.

You see a notification tooltip displayed below the toolbar. This tells you which toolbar you have just selected:



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

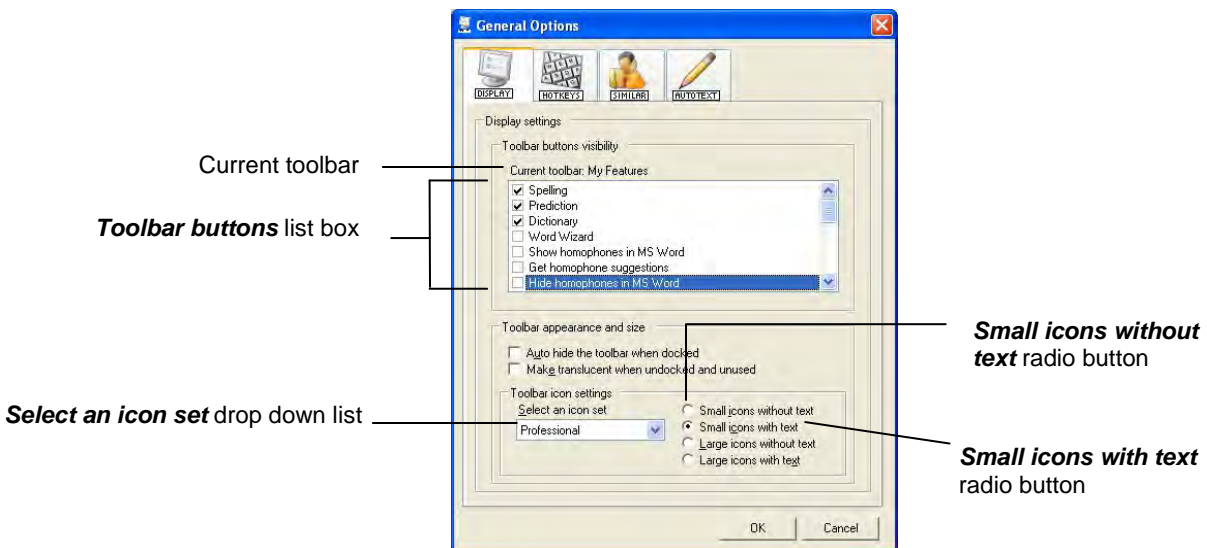




Figure 2-4 Display tab

3. To customize the current toolbar option you selected in step 1, de-select the following check boxes in the **Toolbar buttons** list box:
 - **Prediction**
 - **Dictionary**
4. Select the **Small icons with text** radio button.
5. Select the *Fun* option from the **Select an icon set** drop down list and then click on the **OK** button.

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


6. Click on the  drop down list again and select *General Options*. You see the Display tab of the General Options window (Figure 2-4).
7. Make sure the following check boxes in the **Toolbar buttons** list box are selected:
 - **Prediction**
 - **Dictionary**
8. Select the **Small icons without text** radio button.
9. Select the *Professional* option from the **Select an icon set** drop down list and then click on the **OK** button.



You can also reset Read&Write 10 facilities to the default settings by clicking on the  button and selecting 'Reset all user settings to defaults'.

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

- All Features – all buttons on the toolbar are visible
- Study Skills – only buttons associated with Study Skills are displayed on the toolbar.

10. Click on the  button repeatedly and notice how the toolbar changes between each of the three available toolbars.

3. READING TEXT


In this section you'll learn how to:


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

Exercise 1 Selecting a system voice




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

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

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

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

Read by paragraph

2. Place the cursor anywhere in the paragraph you've just typed and then click on the  button on the toolbar to hear the text read aloud. Click on the  button to stop the system from reading the text.
3. Click on the  drop down list on the toolbar and select *Speech Options*. You see the Speech tab of the Speech Options window (Figure 3-1).

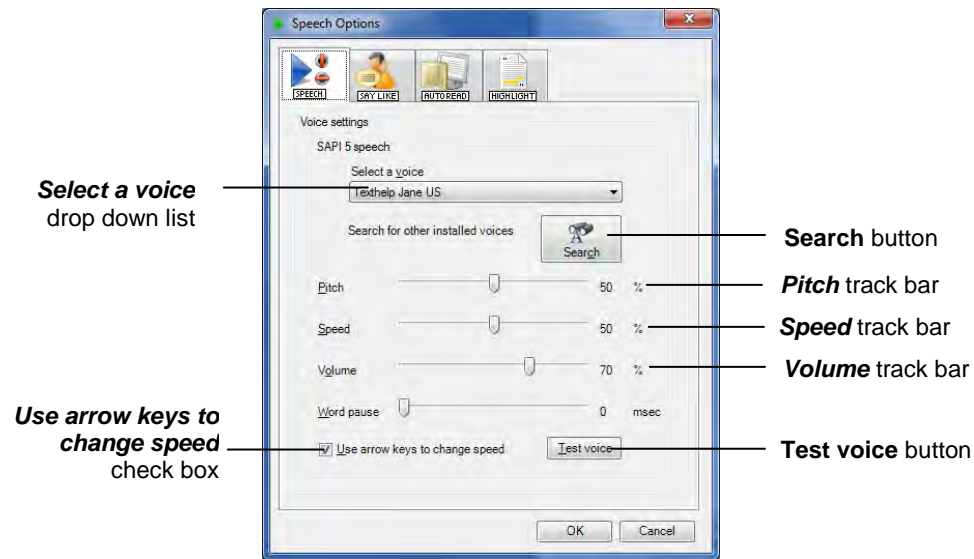



Figure 3-1 Speech tab

4. Select 'Texthelp Jane US' or 'Texthelp Jack US' from the **Select a voice** drop down list.
5. Drag and drop the track bars to the following settings:
 - **Pitch** – 54%
 - **Speed** – 45%
 - **Volume** – 60%.
6. Make sure the **Use arrow keys to change speed** check box is selected. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.
7. Click on the **Test voice** button to hear the new voice read aloud.
8. If you're not happy with the voice, change the settings you've just selected in steps 4 and 5.
9. Click on the **OK** button.

Exercise 2 Instructing the system to read parts of a paragraph

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

1. Click on the  drop down list on the toolbar and select *Speech Options*.
You see the Speech tab of the Speech Options window. Click on the Autoread tab (Figure 3-2).

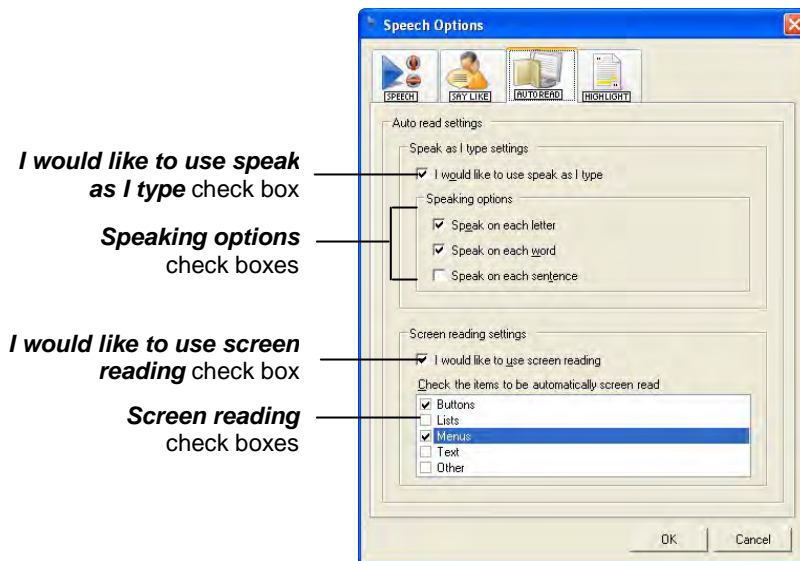






Figure 3-2 Autoread tab

2. Select the ***I would like to use speak as I type*** check box and then select the ***Speak on each letter*** check box. Also make sure the ***Speak on each word*** check box is selected.
3. Click on the **OK** button to save the settings and to close the Speech Options window.
4. Place your cursor after the text you've already typed and then type the following text slowly. As you do so, listen to each letter and word read aloud.
This was a first for me. I had never felt so alone.
5. Click on the  drop down list on the toolbar and de-select the *Speak As I Type* option to stop the system from reading each letter and word as you type.

Exercise 3 Setting up screen reading


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

1. Click on the  drop down list on the toolbar and select *Speech Options*.
You see the Speech tab of the Speech Options window displayed. Click on the Autoread tab (Figure 3-2).
2. Select the ***I would like to use screen reading*** check box.
3. Make sure the ***Buttons*** and ***Menus*** check boxes are selected from the list at the bottom of the screen and then click on the **OK** button to close the Speech Options window.
4. Hover your mouse over the  button on the toolbar. You hear the system say 'Play'.

5. Click on the  drop down list and hover your mouse over *Read by word* and then *Read by sentence*. You hear each menu option read aloud.
6. De-select the *Use Screen Reading* option to disable this facility.

Exercise 4 Setting up speech highlighting and using the speech buttons

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

1. Click on the  drop down list on the toolbar and select *Speech Options*.
You see the Speech tab of the Speech Options window displayed. Click on the Highlight tab (Figure 3-3).

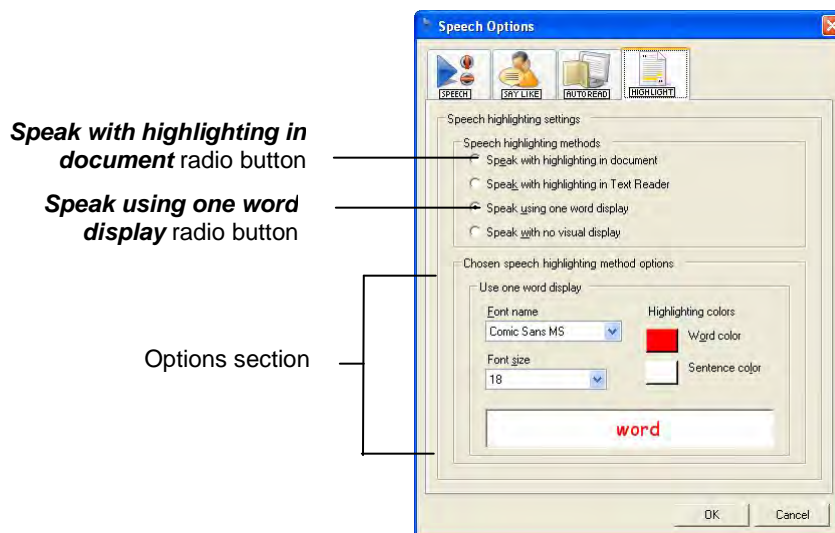







Figure 3-3 Highlight tab

2. Select the **Speak using one word display** radio button.
3. Click on the **Word color** button and select a red color from the color palette and then click on the **Sentence color** button and select a green option from the color palette.
4. Select 50 from the **Font size** drop down list.
5. The 'Speak using one word display' method works better if the system voice is slower. Click on the Speech tab.
6. Drag and drop the **Speed** track bar to 30%.
7. Click on the **OK** button to save the settings and to close the Speech Options window.
8. Click on the  drop down list on the toolbar and make sure *Read by sentence* is selected.
9. Place your cursor anywhere on the following sentence in your document and then click on the  button:

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

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

empty

10. Click on the  button again, but this time press the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.
11. Open the Highlight tab of the Speech Options window again and select the **Speak with highlighting in document** radio button.
12. Select *Violet background with bright green block highlighting* from the drop down list displayed in the Options section.
13. Click on the Speech tab (Figure 3-1).
14. Drag and drop the **Speed** track bar to 50%.
15. Click on the **OK** button to save the settings and to close the Speech Options window.
16. Click on the  drop down list on the toolbar and make sure the *Automatically read next block of text* is selected to ensure that Read&Write 10 will continue to read the next block of text when it has finished reading the current one. This option should be automatically selected by default.
17. Place your cursor anywhere on the following sentence in your document and then click on the  button:

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


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

The other highlighting options are as follows:

- **Speak with highlighting in Text Reader** – the selected text will be displayed and read from the Text Reader Window
- **Speak with no visual display** – the selected text will be read aloud without highlighting.

Exercise 5 Changing how words are pronounced

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

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

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

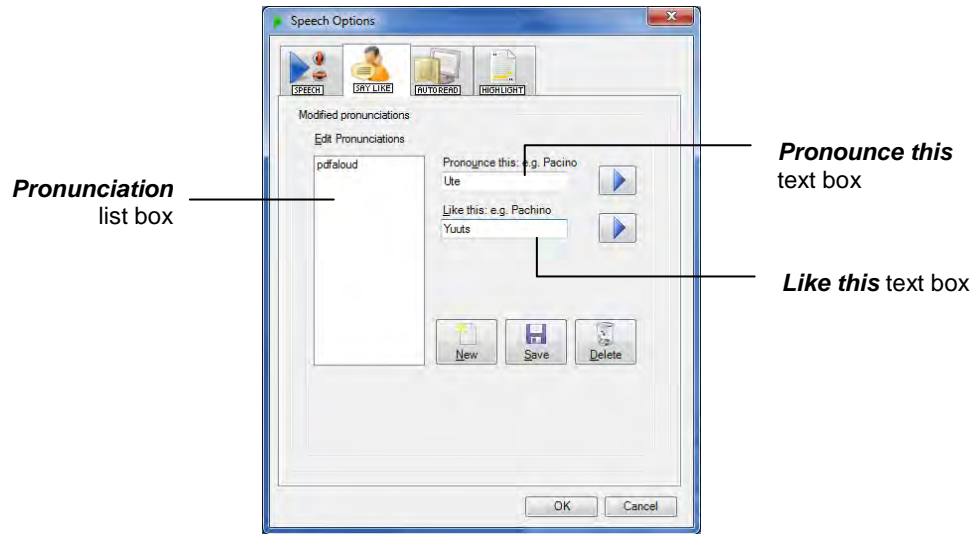






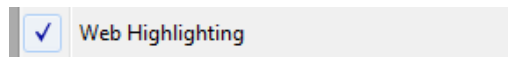
Figure 3-4 Say Like tab

2. Type the word **Ute** into the **Pronounce this** text box and then click on the  button beside the text box to hear this word read aloud.
3. Type **Yuuts** into the **Like this** text box and then click on the  button beside the text box to hear the new pronunciation read aloud.
4. Click on the **Save** button to add the word to the **Pronunciation** list box and then click on the **OK** button to close the Speech Options window. Once you've added the word to the **Pronunciation** list box, the word will be pronounced correctly.

Exercise 6 Reading text on web pages



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


1. Click on the  drop down list on the toolbar and select the *Web Highlighting* option. You will know that you have successfully selected this option if you see a check beside it when you access the  drop down list again, as shown below:



2. Open your Internet browser window and type **www.texthelp.com** into the **Address** field to display the Texthelp homepage.
3. Hover your mouse over an area of text until you see it highlighted. You hear the text read aloud.

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

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


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

Exercise 7 Reading Dragon Recognized Text

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

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

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

1. Make sure that Dragon is running and close all open documents.
2. Click on the  drop down list on the Read&Write 10 toolbar and select *Speak Dragon Recognized text*.
3. Open a new document in Dragon.
4. Speak the following into your new document:


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

Notice how Read&Write 10 reads the text aloud.

Exercise 8 Reading a PDF file using PDFaloud

PDFaloud is designed to assist to Adobe Reader users who have reading difficulties. It does this by reading text aloud from PDF documents, using the Speech Control facility.

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

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

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

- **Adobe Reader 8 or 9** – the PDF is displayed and the PDFaloud toolbar is automatically displayed (Figure 3-5):

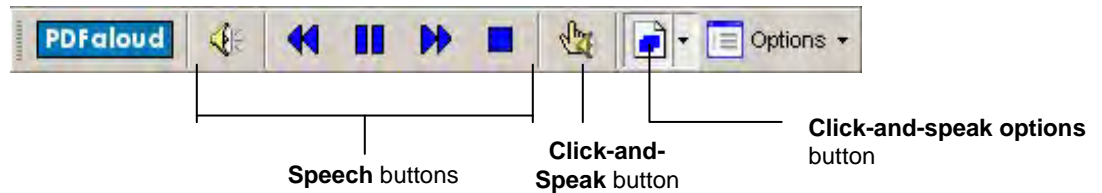


Figure 3-5 PDFaloud toolbar in Acrobat 8 and 9

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

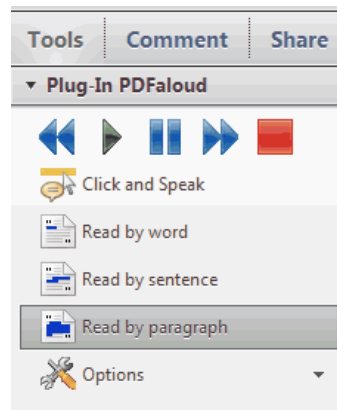






Figure 3-6 PDFaloud toolbar in Acrobat 10

2. Click on the **Play** button. PDFaloud starts to read aloud the document.
3. Click on the **Stop** button to stop the system from reading the document.
4. Click on the **Options** button on the toolbar. PDFaloud is set to have Continuous Reading. You'll know it has been selected if you see a check beside it, as shown below:
5. Turn off the Continuous Reading by de-selecting it.
6. Click on the  drop down list and select *By sentence* (Adobe 8/9), click on the  button (Adobe 10). This means the Speak facility will read by sentence.
7. Click on the **Click and Speak** button on the toolbar and then click anywhere in the sentence you want to hear read aloud.
PDFaloud reads aloud the selected sentence.
8. Click on the  drop down list and select *By word* (Adobe 8/9), click on the  button (Adobe 10), and then click on the **Click and Speak** button.
9. Click anywhere in the word you want to hear read aloud.

PDFaloud reads aloud the selected word.

10. Click on the **Click and Speak** button on the toolbar again to turn off the Click-and-Speak facility. PDFaloud will no longer read aloud text when you click on the document.
11. You can also change PDFaloud speech and pronunciation settings. Click on the **Options** button on the toolbar and select *Speech Options*. You see the PDFaloud Speech Options window displayed (Figure 3-7).

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



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



Figure 3-7 PDFaloud Speech Options window


12. Select the **Hover highlighting** radio button.
13. Select *Yellow* from the **Highlight color** drop down list.
14. Select *Blue* from the **Background color** drop down list and then click on the **OK** button.
15. Hover your mouse over an area of text. You see the text highlighted and read aloud.
16. Once you have finished using hover highlighting, access the PDFaloud Speech Options window again (Figure 3-7) and select the **Click and speak** radio button.

4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Checker and set up general spelling options
- use the Auto Correct file and spell check as you type
- add words to the custom dictionary
- review spellings
- add a phonetic replacement.


Type the following text into a blank Microsoft Word document:

 *There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these misspelled words in your document.*

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

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

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

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

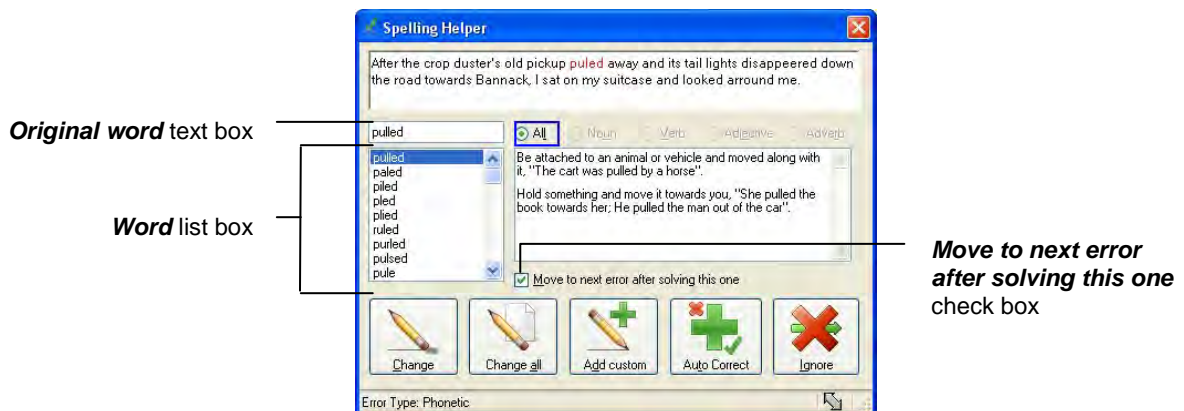




Figure 4-1 Spelling Helper window

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

2. Make sure the **Move to next error after solving this one** check box is selected to let the Spell Checker know that you want to move onto the next misspelled word when you have finished correcting the current one.
3. You can now use the following buttons to correct your spellings:
 - **Change** button – select a word from the **Word** list box and then click on this button to change the misspelled word to the selected word
 - **Change all** button – select a word from the **Word** list box and then click on this button to change all instances of the misspelled word throughout your document
 - **Add custom** button – click on this button to add the selected word to your custom dictionary
 - **Auto Correct** button – select a word from the **Word** list box and then click on this button to add the misspelled word to the auto correct file. In future, when you type the word incorrectly, the Spelling facility will now automatically change the word to the selected word
 - **Ignore** button – click on this button to ignore the misspelled word.
4. The Spelling Helper window closes as soon as the spell check is complete. If it doesn't, click on the  button on the top right-hand corner of the window.
5. Click on the  drop down list on the toolbar and select *Spelling Options*.

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

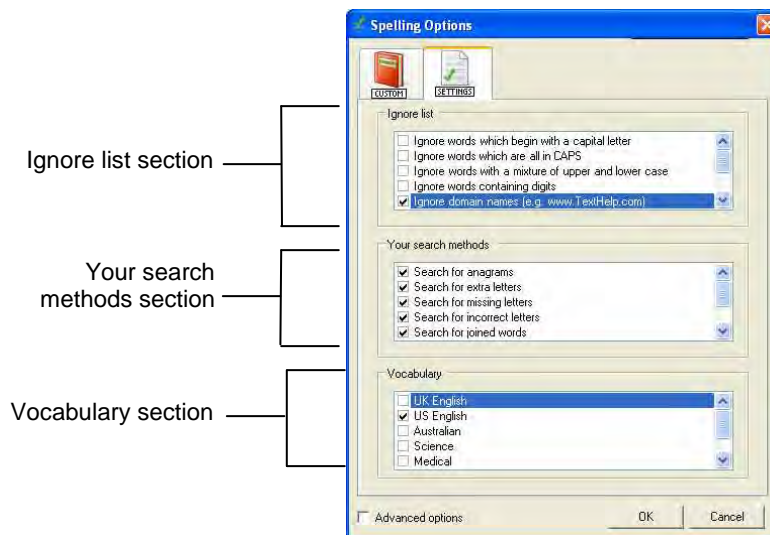



Figure 4-2 Settings tab

6. Select the **Ignore domain names (e.g. www.TextHelp.com)** check box in the Ignore list section and then make sure all other check boxes in this section are de-selected.
7. Make sure all of the check boxes in the Your search methods section are selected to specify that you want the Spell Checker to search for all possible types of mistakes.

8. Make sure the **US English** check box in the Vocabulary section is selected so that the Spell Checker will search for mistakes using US English.
9. Click on the **OK** button to save your settings and to close the Spelling Options window.

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

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

1. Click on the  drop down list on the toolbar and select *Spelling Options*.
You see the Custom tab of the Spelling Options window displayed.
2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Automatic tab (Figure 4-3).

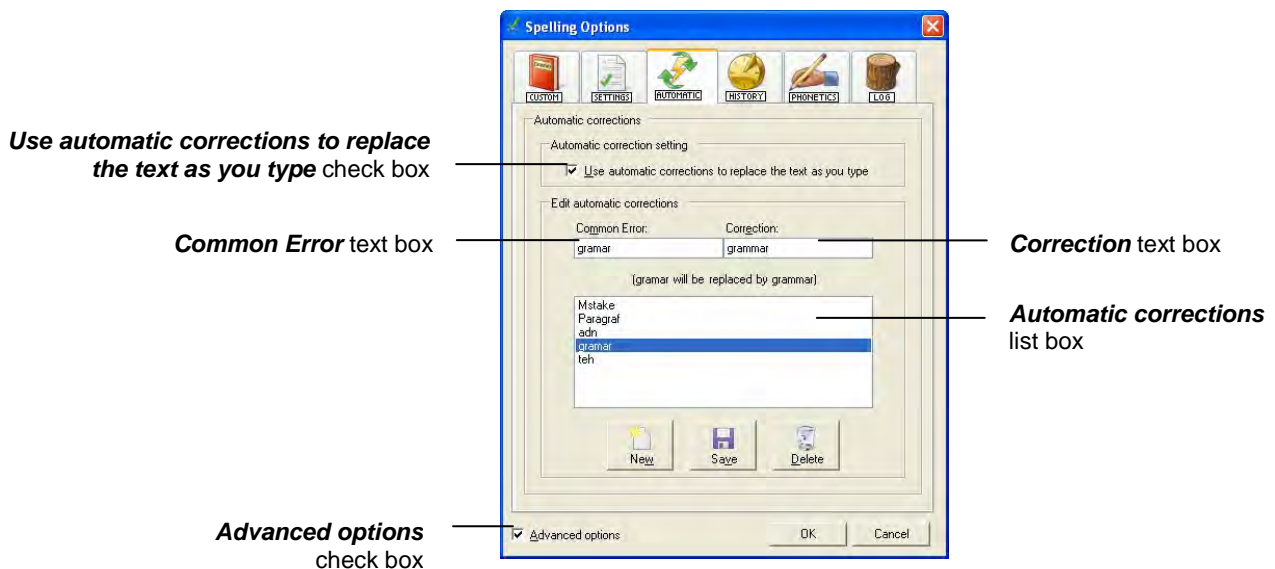




Figure 4-3 Automatic tab


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

3. Make sure the **Use automatic corrections to replace the text as you type** check box is selected.
4. Click on the **New** button.
5. Type **gramar** in the **Common Error** text box and then type **grammar** in the **Correction** text box. Click on the **Save** button to add it to the list.
6. Click on the **OK** button to save the new settings and to close the Spelling Options window.
7. Click on the  drop down list on the toolbar and select *Spell As I Type*.
8. Type the following text into your document:

 There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these misspelled words in your document.

His gramar was poore.


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

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

Exercise 3 Adding words to the custom dictionary

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

To add words to the custom dictionary:

1. Click on the  drop down list on the toolbar and select *Spelling Options*.
You see the Custom tab of the Spelling Options window (Figure 4-4).

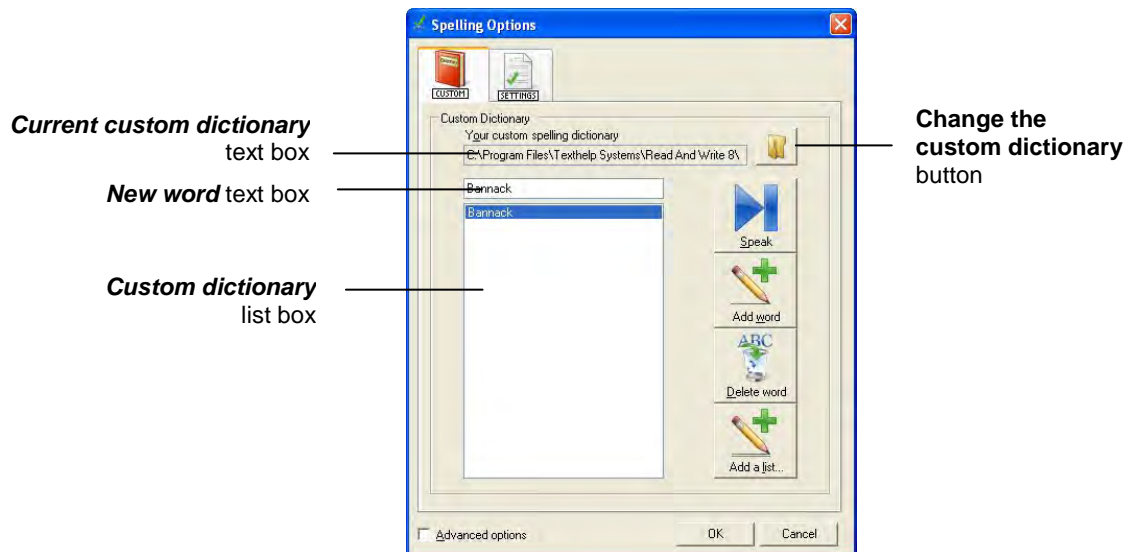



Figure 4-4 Custom tab

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

2. Type the word **Bannack** in the **New word** text box.
3. Click on the **Add word** button. 'Bannack' is added to the **Custom dictionary** list box. Click on the **Speak** button to hear the word read aloud
4. Click on the **OK** button to save the settings and to close the Spelling Options window.

Exercise 4 Reviewing spellings

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

1. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the History tab (Figure 4-5).

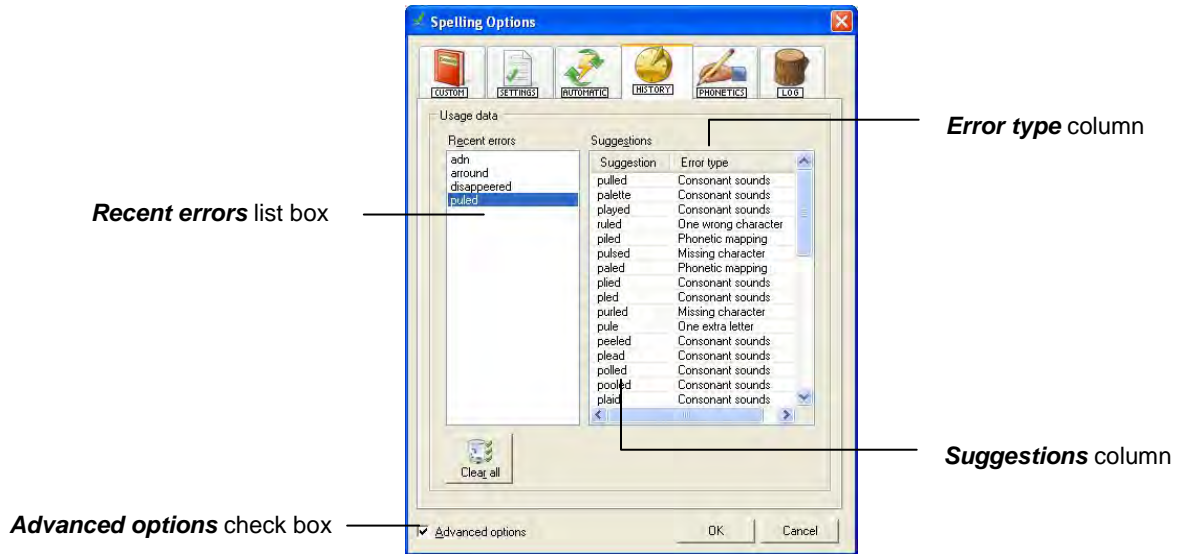


Figure 4-5 History tab

3. Select 'puled' from the **Recent errors** list box. You see a list of possible corrections and the error types in the **Suggestion** and **Error type** columns.
4. Click on the Log tab (Figure 4-6).

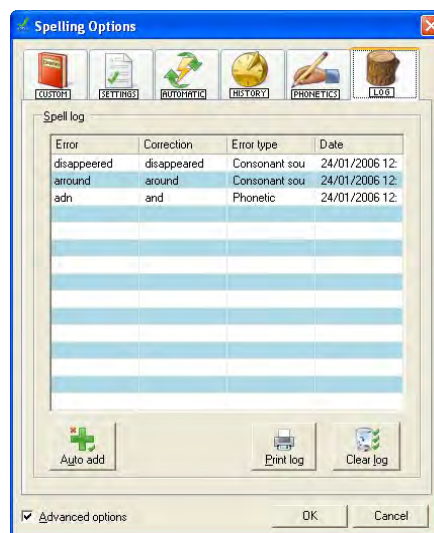


Figure 4-6 Log tab

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

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




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

Exercise 5 Adding a phonetic replacement

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

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

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

1. Type the letters **noledge** into your document.
2. Highlight the word you've just typed and then click on the  button on the toolbar. You see the Spelling Helper window displayed. Note that the Spelling facility has suggested the word 'knowledge' as a replacement.
3. Click on the  button on the top right-hand corner of the Spelling Helper window to close it.
4. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
5. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 4-7).

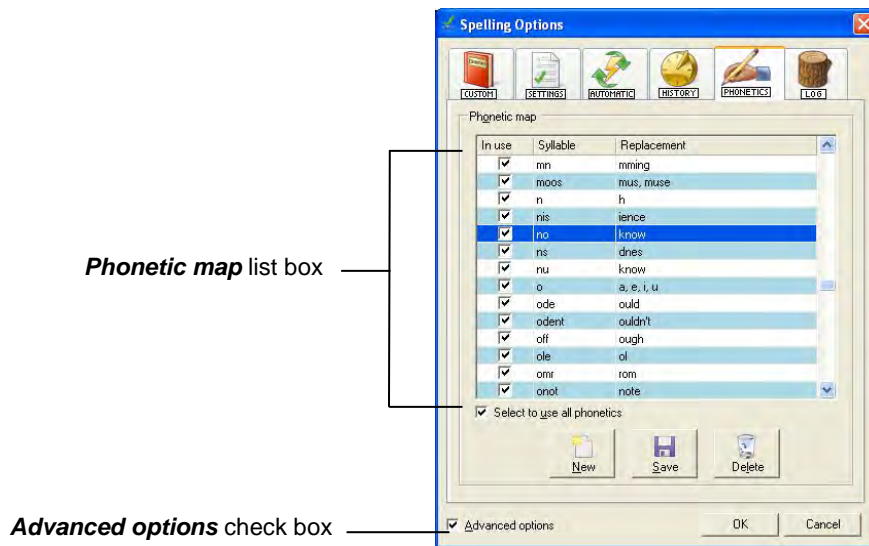


Figure 4-7 Phonetics tab

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

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

You can add new phonetic replacements or delete them completely.

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


5. PREDICTING TEXT

In this section you'll learn how to:



- use the Prediction facility
- change the appearance and behavior of the Prediction window
- set up prediction speech options
- teach the Prediction facility new vocabulary patterns
- downloading prediction word banks
- set up phonetic replacements
- applying prediction word banks
- edit phrases in the prediction database.

Exercise 1 Using Word Prediction

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

1. Open a new blank document in Microsoft Word and then click on the  button on the toolbar to display the Prediction window.
2. Type the following text into your document: **I enj**
3. You see a list of words beginning with 'enj' displayed in the Prediction window.
4. Click on 'enjoyed' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.

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

5. Type the following letters into your document: **the**.
6. You see a list of words in the Prediction window. 'their' and 'there' are homophones and therefore have the following symbol next to them: .
7. You are having difficulties deciding which of the two words, 'their' and 'there', is the one you need. Hover your mouse over 'their' and then click on the  symbol.

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

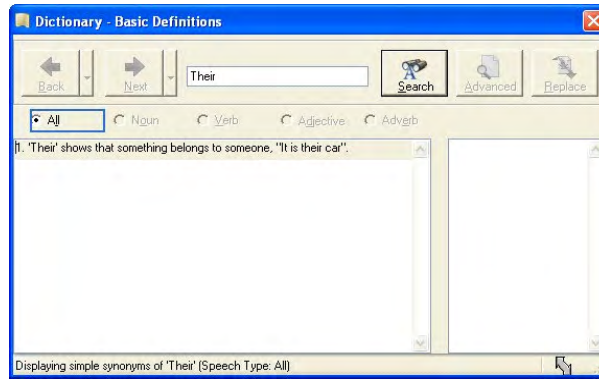





Figure 5-1 Dictionary - Basic Definitions window

8. You read the definition for the word ‘their’ in the **Dictionary meanings** list box and decide that it’s the word you are looking for. Click on the  button on the top right-hand corner of the Dictionary window to close it.
9. Click on ‘their’ in the Prediction window. The word is inserted into your document.
10. Close Prediction by clicking on the  button.

Exercise 2 Changing the appearance and behavior of the Prediction window

1. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed (Figure 5-2).

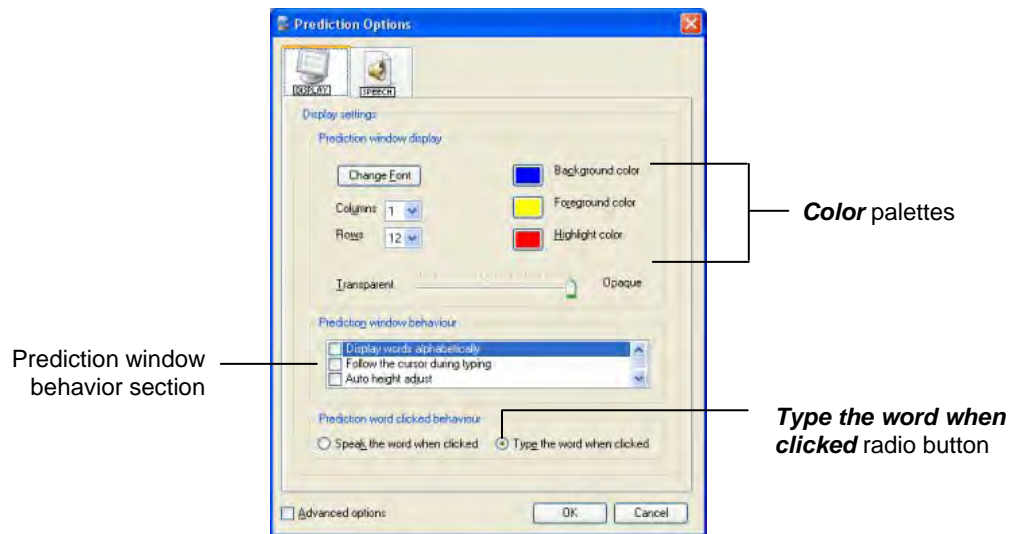




Figure 5-2 Display tab

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

- **Insert a space after predictions** – instructs the system to automatically insert a space after a word when it is inserted
 - **Display dictionary buttons** – allows you to find the definition of words suggested in the Prediction window
 - **Indicate words that are homophones** – instructs the system to list words that are homophones in the Prediction window.
3. Click on the **Color** palettes and select the colors you want to use for the background, text and highlighting colors in the Prediction window. Make sure you don't pick colors that clash because this will make it hard to read words.
 4. Click on the **Change Font** button and select a font size of 20.
 5. Select '2' from the **Columns** drop down list and '6' from the **Rows** drop down list to specify the amount of columns and rows with which you want to display the information in the Prediction window.
 6. Click on the  button and as you start to use the word prediction again you will see the changes you have made.

Exercise 3 Setting up prediction speech options

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

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

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

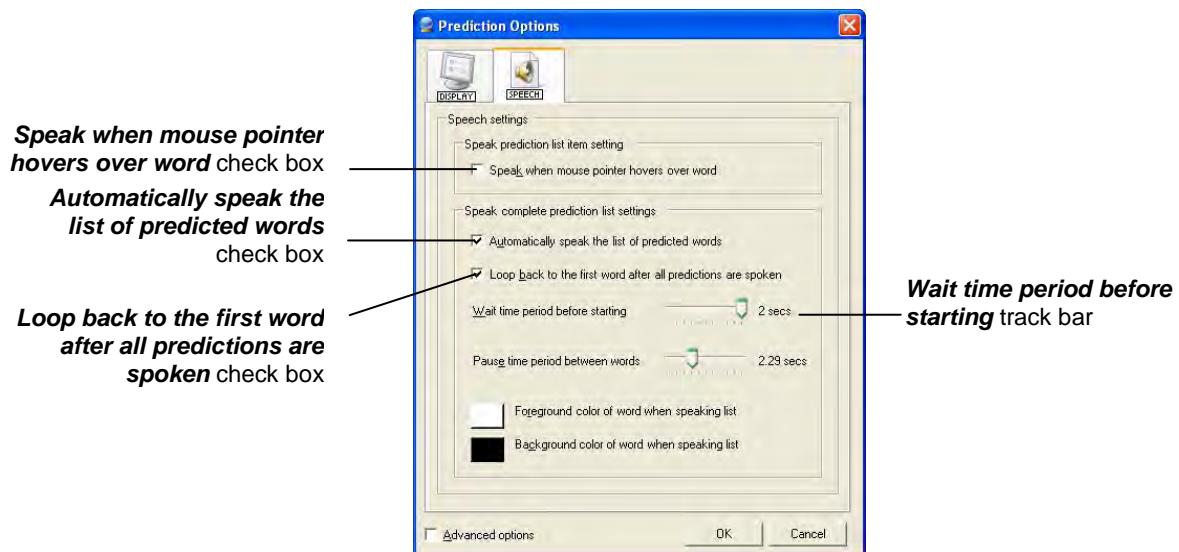




Figure 5-3 Speech tab

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

3. De-select the **Loop back to the first word after all predictions are spoken** check box to specify that you don't want the Prediction facility to keep repeating the list of predicted words.
4. Drag and drop the **Wait time period before starting** track bar until it reaches 2 seconds to specify that you want the Prediction facility to wait 2 seconds before reading the words aloud.
5. Click on the **OK** button to save the settings and to close the window.
6. Open a new blank document in Microsoft Word and then click on the  button on the toolbar to display the Prediction window.
7. Type the following text into your document:
I want to write a let
You see a list of words beginning with 'let' displayed in the Prediction window. When you stop typing, the Prediction facility waits for 2 seconds and then reads aloud each of the words.
8. Click on the word 'letter' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
9. Open the Speech tab of the Prediction Options window again and de-select the **Automatically speak the list of predicted words** check box to stop the Prediction facility from automatically reading words aloud from the Prediction window.
10. Select the **Speak when mouse pointer hovers over word** check box to specify that you want the Prediction facility to speak a word when you hover your mouse over it in the Prediction window.
11. Click on the **OK** button to save the settings and to close the window.
12. Type the following text into your document:
I want a drink of wat
You see a list of words beginning with 'wat' displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.
13. Click on the word 'water' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
14. Click on the  button on the top right-hand corner of the Prediction window to close it.


Exercise 4 Teaching the Prediction facility new vocabulary patterns

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

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

1. Type the following text into your document:

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

- Copy the text and then click on the  drop down list and select *Create prediction word bank from the clipboard*.

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

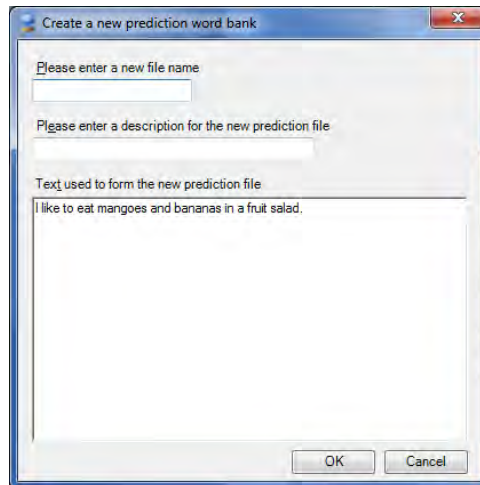



Figure 5-4 Create a new prediction file window

- Type the following details:
 - File name – **Fruit**
 - Description – **Fruit I like to eat.**
- Click on the **OK** button.

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

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

- Click on the  drop down list on the toolbar and select *Prediction Options*.
You see the Display tab of the Prediction Options window displayed.
- Select the **Advanced options** check box in the bottom left-hand corner of the window.
- Click on the Learning tab (Figure 5-5).

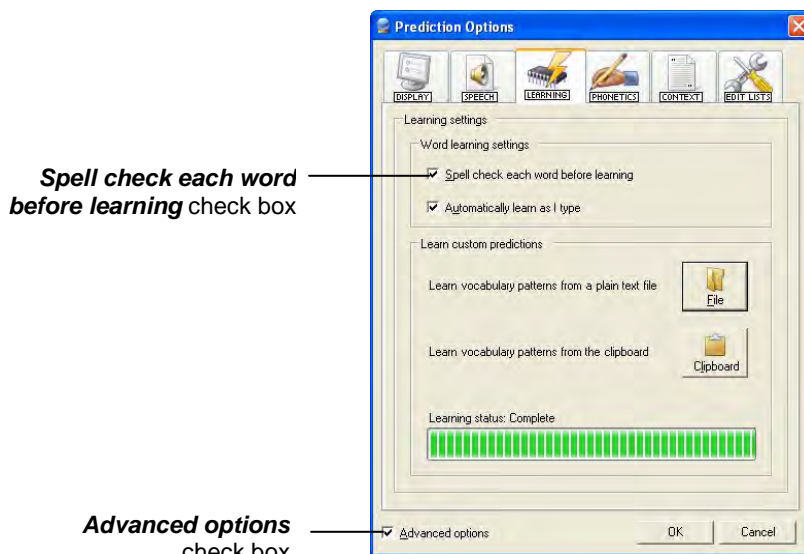


Figure 5-5 Learning tab

8. Make sure the **Spell check each word before learning** check box is selected to make sure the Prediction facility does not learn any misspelled words to the Prediction database.
9. Click on the **File** button.
You see the Open window displayed.
10. Select a file with a '*.txt' file extension and click on the **Open** button.
11. Click on the **OK** button in the Learning tab.


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

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

Exercise 5 Downloading prediction word banks

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

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

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

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

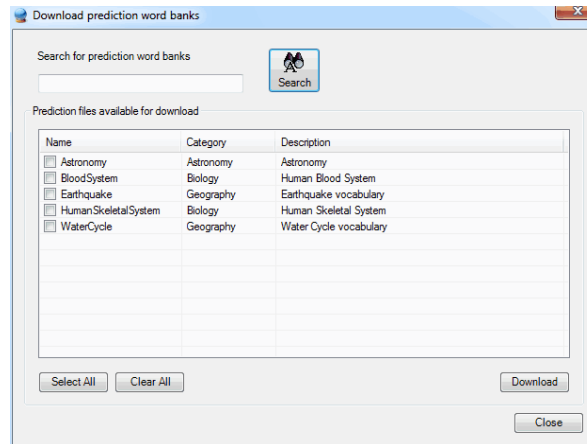



Figure 5-6 Download prediction word banks dialog box

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

2. Select the check box beside one of the prediction word banks and then click **Download**.
3. When the download is shown as 'Complete', click on the **Close** button.

Exercise 6 Applying prediction word banks

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

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

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

Advanced options
check box

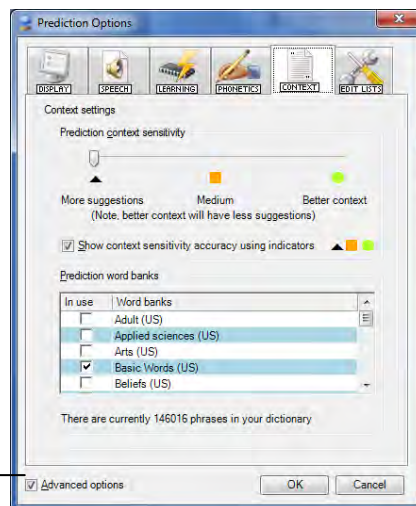



Figure 5-7 Context tab


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

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

3. Scroll down the list of Prediction word banks until you see the 'Fruit' word bank. This is the word bank you added in Exercise 4. Notice how the check box is already selected. This is because user-created word banks are automatically selected for use.
4. Right-click on the 'Fruit' word bank and select the *Preview word bank* option from the popup menu.


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


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

5. Click **Close** to close this window and return to the Context tab.
6. Click on the  button on the top right-hand corner of the Prediction window to close it.

Exercise 7 Setting up phonetic replacements

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

1. Click on the  button on the toolbar. You see the Prediction window displayed.
2. Type the letters **foto** into your document. Note how you are also given predictions beginning with 'ph', e.g. 'photo'.
3. Close the Prediction window.

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

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

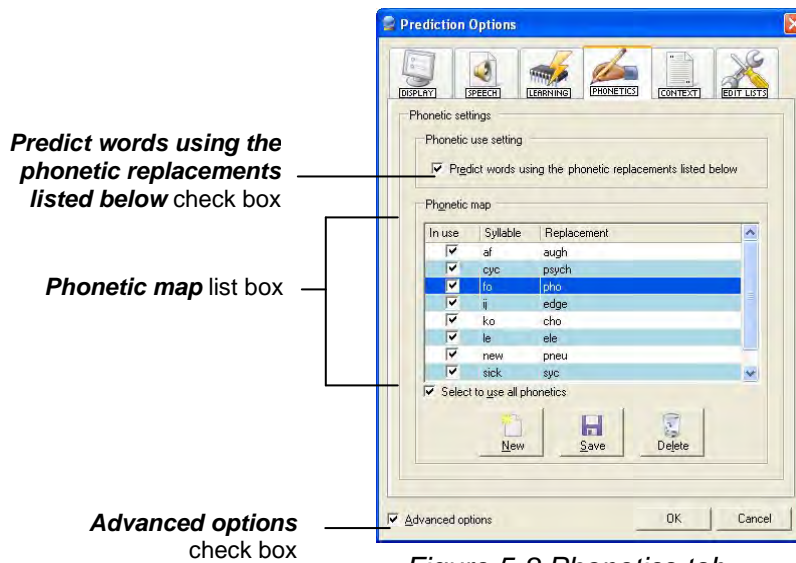



Figure 5-8 Phonetics tab


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

5. Find the phonetic replacement for 'fo=pho' in the **Phonetic map** list box. When you typed the word 'foto' in step 2, the Prediction facility was able to use this phonetic replacement to suggest words beginning with 'photo' as replacement words.
6. De-select the **Predict words using the phonetic replacements listed below** check box if you wish to disable this facility.
7. Click on the **OK** button to close the Prediction Options window.

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

Exercise 8 Editing phrases in the prediction database

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

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

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

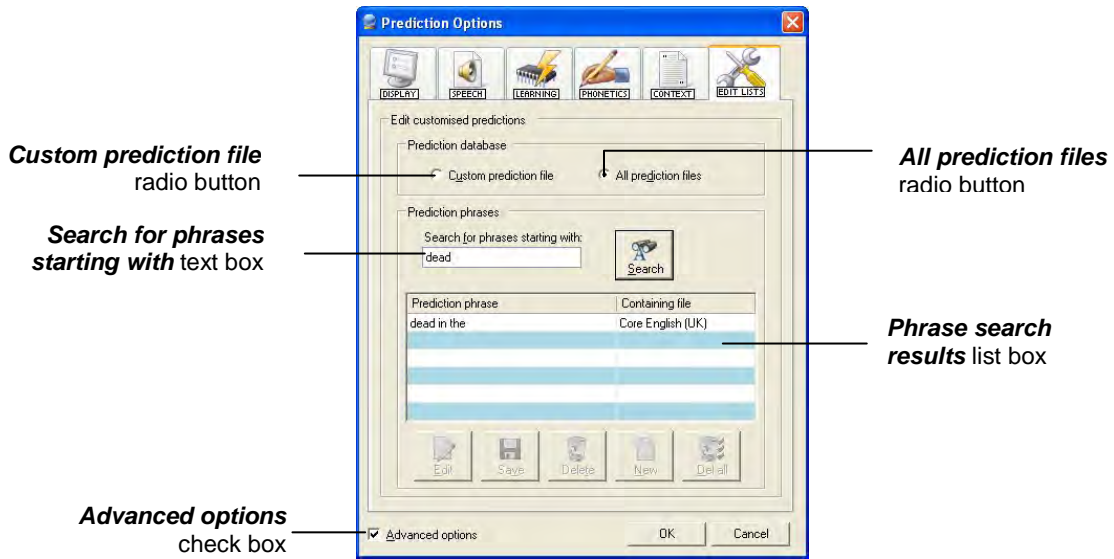


Figure 5-9 Edit Lists tab

2. Select the **All prediction files** radio button to specify that you want to search for a phrase in all available prediction databases.
3. Type the word **dead** into the **Search for phrases starting with** text box and then click on the **Search** button. You see a list of all the phrases containing the word 'dead' displayed in the **Phrase search results** list box.

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

4. Select the **Custom prediction file** radio button and then click on the **New** button. You see the Add a new word or phrase window displayed.
5. You must select the **Other** radio button because the phrase 'dead quiet' is an adjective. You see a second Add a new word or phrase window displayed (Figure 5-10).

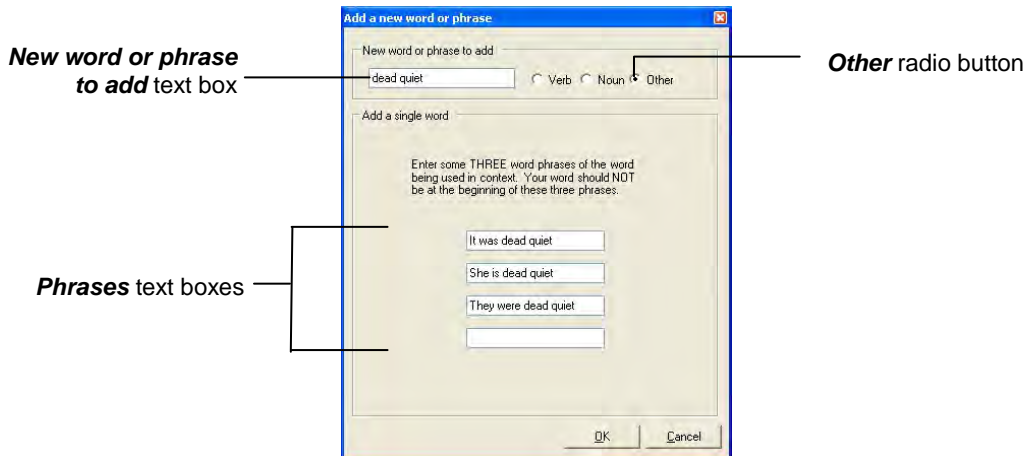



Figure 5-10 Add a new word or phrase window (2nd window)

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

- **It was dead quiet**
 - **She is dead quiet**
 - **They were dead quiet.**
7. Click on the **OK** button in both the Add a new word or phrase window and the Prediction Options window.
 8. Click on the  button and then type the following text into your document followed by a space: **It was dead**. Keep an eye on the Prediction window. You'll see the word 'quiet' listed. Click on 'quiet' or use the appropriate function key to insert it into your document.



6. USING THE DICTIONARIES

In this section you'll learn how to:

- use the basic and advanced dictionaries
- search for web definitions.

Exercise 1 Using the basic and advanced dictionaries

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

1. Type the following text onto a new line in your document:
Strangers are just friends waiting to happen.
2. Highlight the word 'happen'.
3. Click on the  drop down list on the toolbar and select *Basic Definitions*, then click on the  button. From now on the Basic Dictionary will be displayed when you click on this button.

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

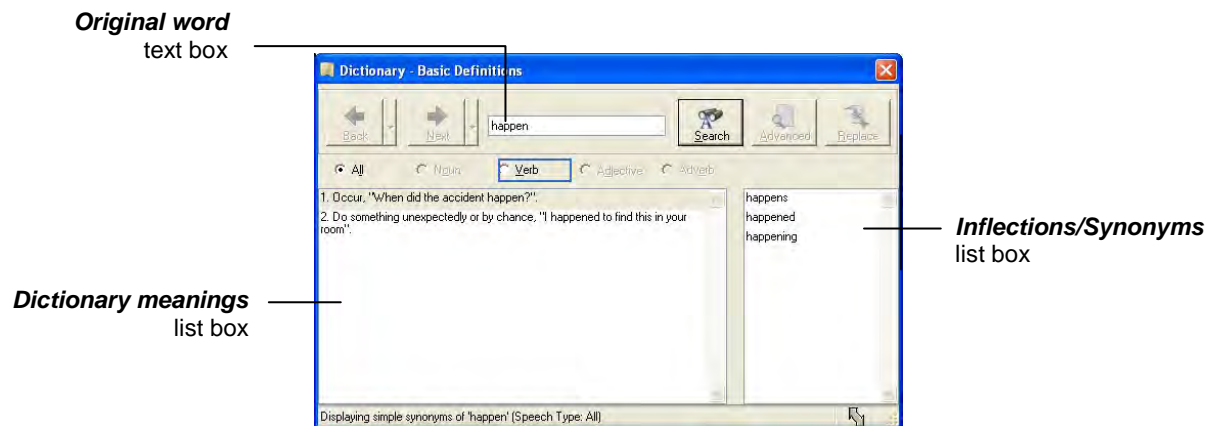







Figure 6-1 Dictionary - Basic Definitions window

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



4. Click on the first definition and then click on the  button on the Read&Write 10 toolbar to hear it read aloud.
5. Type the word **approach** into the **Original word** text box and then click on the **Search** button.

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

6. To close the Dictionary - Basic Definitions window, click on the  button on the top right-hand corner of the window.
You want to replace the word 'happen' with a word similar to it. You can do this by conducting an advanced dictionary search for this word. Complete the following:
7. Highlight the word 'happen' in your text.
8. Click on the  drop down list on the toolbar and select *Advanced Definitions*, then click on the  button. From now on the Advanced Dictionary will be displayed when you click on this button.
You see the Dictionary - Advanced Definitions window displayed. The word 'happen' is displayed in the **Original word** text box.
9. Click on the **Advanced** button and select *Words related to 'happen'* from the popup menu. You see a list of definitions for the word 'happen' in the **Dictionary meanings** list box.
10. Click on the definition that begins with 'Come to pass; occur'. The word 'occur' appears in the **Inflections/Synonyms** list box and you decide that you want to replace the word 'happen' in your text with this new word.
11. Click on the word 'occur' in the **Inflections/Synonyms** list box and then click on the  button on the Read&Write 10 toolbar to hear it read aloud.
12. Click on the **Replace** button to replace the word 'happen' in your text.

Exercise 2 Searching for web definitions


In this exercise you'll learn how to use Read&Write 10 to find definitions on the Internet. You decide that you want to check the definition of 'strangers' on the web. Complete the following:

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

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



Figure 6-2 Manual Text Search window


2. Type **stranger** in the text box provided and then click on the **OK** button.
Your browser window automatically opens and displays the Dictionary.com website.
You can see a list of definitions for the word 'stranger'.
3. Click on the  button on the top right-hand corner of the window when you have finished viewing this page.

7. USING THE WORD WIZARD

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

Exercise 1 Searching for words using the Word Wizard

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

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

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

2. Click on the  button on the toolbar.

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

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

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

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

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

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



Figure 7-1 Word Wizard

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

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

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

8. USING THE SOUNDS LIKE & CONFUSABLE WORDS FACILITY

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

Type the following text into a blank Microsoft Word document:

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

Exercise 1 Identifying sounds like and confusable words

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

1. Click on the  button on the toolbar.

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

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

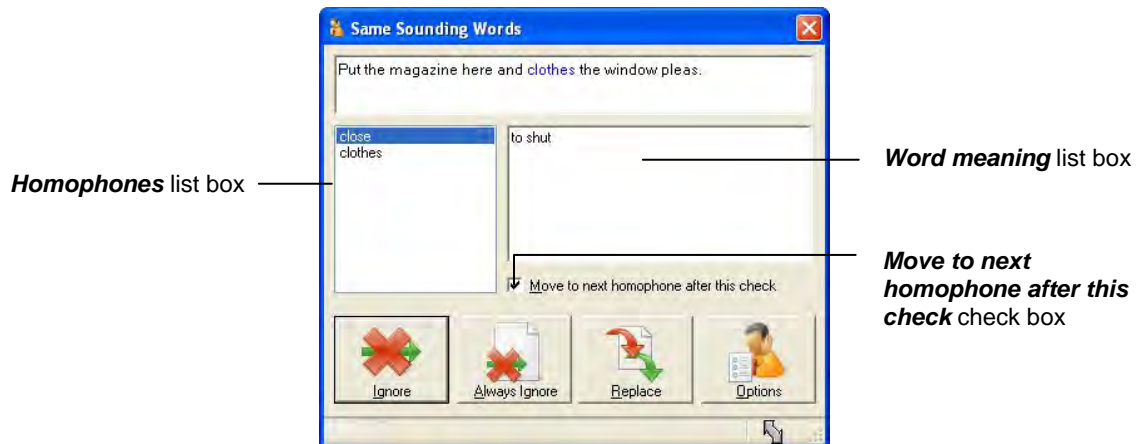


Figure 8-1 Same Sounding Words window


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

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

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

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

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

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

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

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

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

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

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

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

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

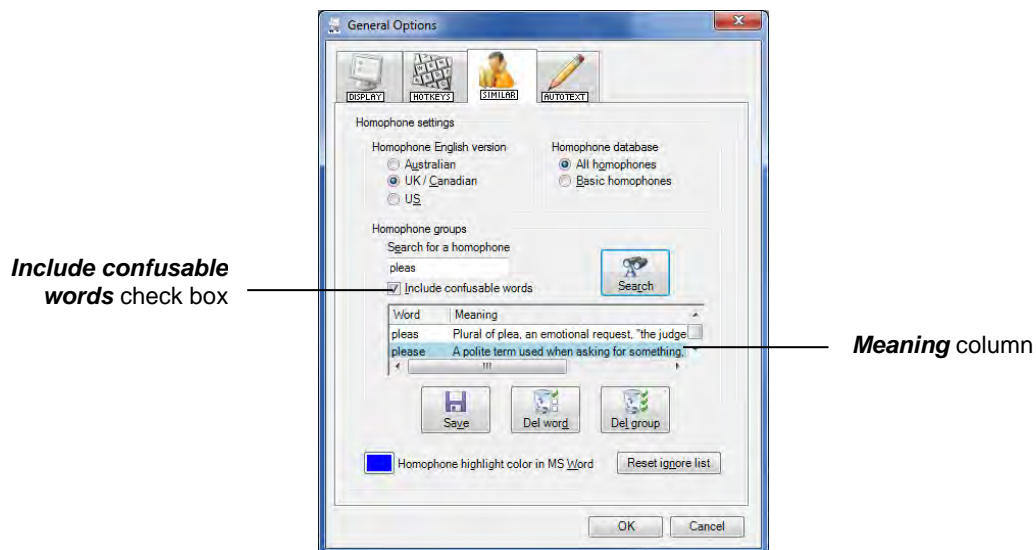


Figure 8-2 Similar tab

10. Insert the cursor after 'requests for help' in the **Meaning** column and then type in the following text: ',appeals'. Click on the **Save** button.
11. A message box is displayed asking you if you are sure you want to save this group and make a permanent change. Click on the **Yes** button to save the change.
12. Click on the **OK** button to close the General Options window.

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

13. Select 'please' from the **Homophones** list box.
14. Click on the **Replace** button.

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

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

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

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

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

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

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


9. USING THE READ&WRITE 10 CALCULATOR


In this section you'll learn how to:

- use the Standard Calculator

Exercise 1 Using the Standard Calculator

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

1. Click on the  drop down list on the toolbar and select *Standard Calculator*.
You see the Standard Calculator window displayed.
2. Select the following options from the Speech menu:
 - *Speak on Click*
 - *Confirm on Equals*.
3. Complete the following using the View menu:
 - select *Background Color*, then select a green color from the color palette, and then click on the **OK** button
 - select *Foreground Color*, then select a navy color from the color palette, and then click on the **OK** button
 - point your cursor over *Button Colors*, select *Number Color* from the popup menu, then select a yellow color from the color palette and then click on the **OK** button
 - make sure the *Show Audit Trail* option is selected.
4. Click on the following buttons: **5 + 9 + 4 =**

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

The system calculates the sum and then reads it aloud. Your calculator should look similar to Figure 9-1.

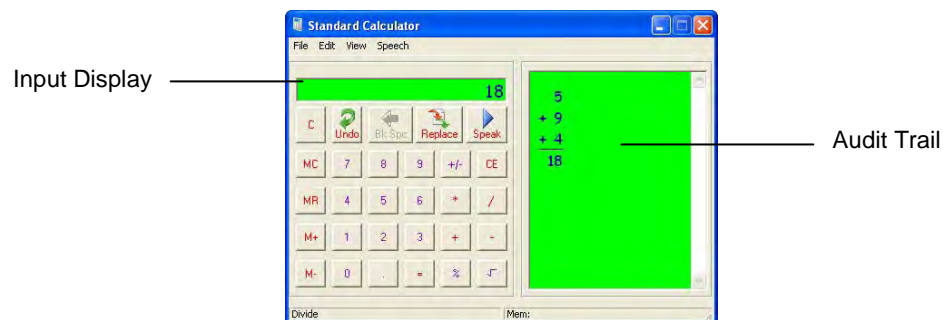


Figure 9-1 Standard Calculator window

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

10. WORKING WITH DAISY BOOKS


In this section you'll learn how to:

- read Daisy books
- navigate through a Daisy book.

Exercise 1 Reading Daisy books

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


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

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


1. Click on the  button on the toolbar.

You see the Browse For Folder window displayed.

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

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





The Daisy book opens in the Daisy Reader window.

3. The table of contents for the book is displayed on the left-hand-side of the Daisy Reader window. Click on a page/section to view it.
4. Complete either of the following options:
 - if web highlighting is switched on, hover your mouse over the area of text you want read aloud
 - if web highlighting is not switched on, click on the  button on the Read&Write 10 toolbar.
5. Click on the Display menu and select *Display Options*. You see the Display Options panel displayed.
6. Specify that you would like to make the Font Size 20 and the text Bold. If you wish, change the Text and Background Color by clicking on the color dropdown. Click on the **Cancel** button when you are happy with the settings.


Exercise 2 Navigating through a Daisy book

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

1. Make sure the Daisy book is open. You may need to complete steps 2 and 3 in the previous exercise.
2. Click on the appropriate **Navigation** button to move through the pages:

-  – displays the **first** page in the book
-  – displays the **previous** page in the book
-  – displays the **next** page in the book
-  – displays the **last** page in the book.


Insert bookmarks in the text. To do this:


3. Click on the  button. You see the Save Bookmark window displayed.
4. Type **Bookmark1** in the text box provided and then click on the **Save Bookmark** button.
5. Go to another page in the Daisy book and repeat steps 3 and 4 to add another bookmark, and call it **Bookmark2**.

Now practice finding the bookmarked text:

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

Find specific words in the text. To do this:

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

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

11. USING STUDY SKILLS

In this section you'll learn how to:

- collect text that you can use for your studies.

You can use Study Skills to highlight pieces of text which you may find of interest within a Microsoft Word document or Internet Explorer, and collate the highlighted text into a new document. You can collect the highlighted text using the Collect highlight tool.


To access Study Skills, click on the  button until you can see the Study Skills buttons. The tooltip for this button will help you identify the buttons you need.

Exercise 1 Collecting text for your studies

In this exercise you'll learn how to collect different types of text and then insert them into a new document in the order in which you want them displayed. You'll learn how to do this using the Collect highlight tool.


1. Open your Internet browser window and then open one of your favorite websites.
Alternatively, open a Microsoft Word document of your choice.

 *The webpage or Microsoft Word document must have several paragraphs of text.*

2. Highlight the first paragraph on the page and then click on the  (Highlight green) button.


Read&Write 10 highlights the text in green. An example is shown below:

Texthelp Systems Ltd is the worldwide leader of literacy software solutions provided through three core business divisions

3. Highlight another paragraph on this page and then click on the  (Highlight pink) button.

Read&Write 10 highlights the text in pink.


4. Repeat step 3 to highlight two further separate paragraphs in pink.

5. Highlight one of the paragraphs in pink and then click on the  (Clear highlights) button.


Read&Write 10 de-selects the highlighted text in pink.

6. Open another one of your favorite websites.

Alternatively, open another Microsoft Word document of your choice.

7. Highlight the first paragraph on the page and then click on the  (Highlight green) button.

Read&Write 10 highlights the text in green.

8. Click on the  (Collect highlights) button.
The Collect Highlights window is displayed (Figure 11-1).

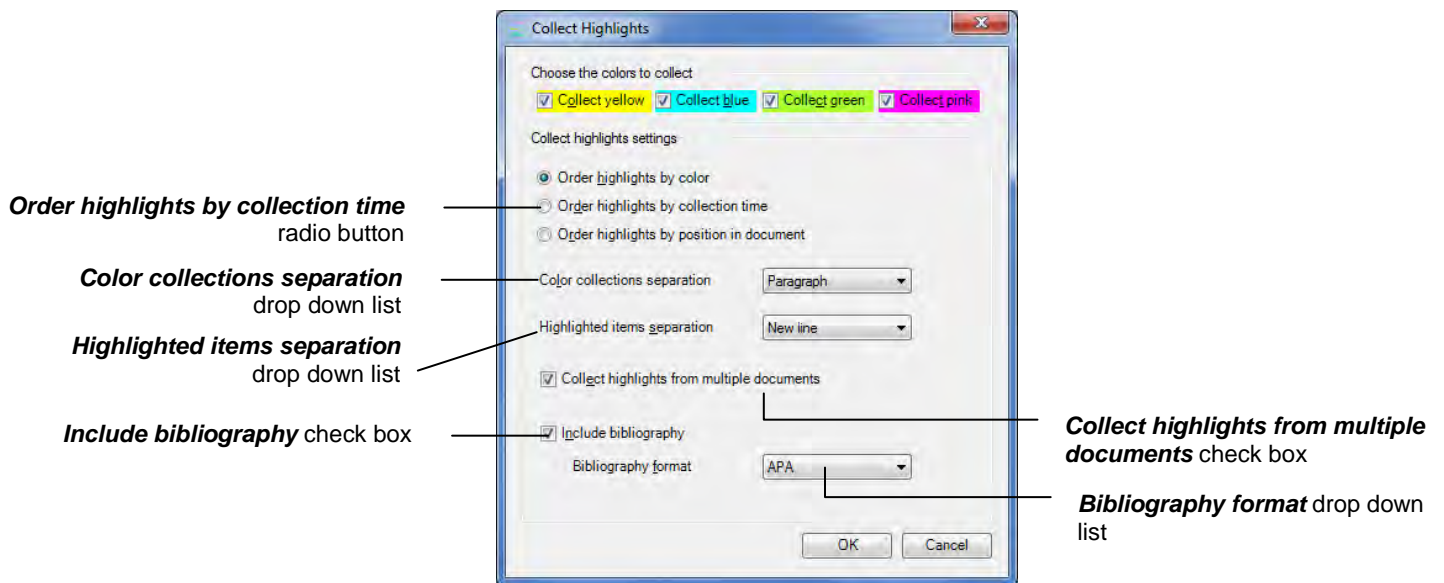


Figure 11-1 Collect Highlights window

9. Make sure the following options are selected:
- **Collect green** check box
 - **Collect pink** check box
 - **Order highlights by collection time** radio button
 - the *None* option is selected from the **Color collections separation** drop down list
 - the *New line* option is selected from the **Highlighted items separation** drop down list
 - **Collect highlights from multiple documents** checkbox
10. Select the **Include bibliography** checkbox and then select *Harvard* from the **Bibliography format** drop down list.
11. Click on the **OK** button.
- Read&Write 10 collects the highlighted text from both of the web pages (or Word documents) and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.
12. Save your document and call it **My Studies**.
13. Close the web pages (and/or Microsoft Word documents).

 **Additional Exercises**

12. ADDITIONAL EXERCISES

In this section you'll learn how to:

- read text files and clipboard text
- set the prediction context level
- set up hotkeys
- set up autotext
- load your personal settings.


Exercise 1 Reading text files and clipboard text

Before you begin this exercise, make sure you have a text file saved on your computer.

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


Start every day with an inspiring thought.


2. Highlight the text and then right click and select *Copy* from the popup menu.

3. Click on the  drop down list on the toolbar. Point your cursor at *Open in Text Reader* and select the *From Clipboard* option from the menu.

You see the text you highlighted in step 1 displayed in the Text Reader window.

4. Click on the  button on the toolbar to hear the sentence read aloud.


5. Click on the  button to close the Text Reader window.

6. Click on the  drop down list on the toolbar, point your cursor at *Open in Text Reader* and select the *Text file* option from the menu.

You see the Select file to open in Text Reader window displayed.


7. Browse to the location in the directory where the text file is located, select the text file and then click on the **Open** button.

The text is imported into the Text Reader window.

8. Use the **Speech** buttons on the Read&Write 10 toolbar as required and then click on the  button to close the Text Reader window.

Exercise 2 Setting up the prediction context level

In this exercise you'll learn how to set the context level of predictions. This means that the Prediction facility will suggest words based on probability and/or accuracy depending on which level is set.

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

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 12-1).

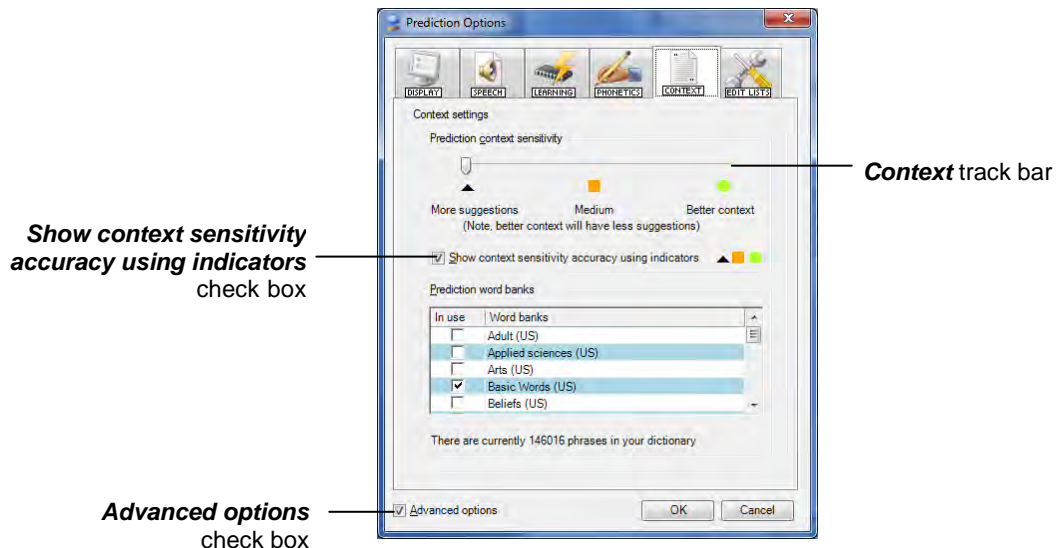




Figure 12-1 Context tab

2. Make sure the **Show context sensitivity accuracy using indicators** check box is selected.
3. Drag the **Context** track bar from 'More suggestions' to 'Better context' and then click on the **OK** button.
4. Click on the  button and then type the following text into your document. Keep an eye on what predictions are offered in the Prediction window:
The little girl skipped merrily in the playground.
5. Open the Context tab of the Prediction Options window again.
6. Drag the **Context** track bar from 'Better context' back to 'More suggestions' and then click on the **OK** button.
7. Re-type the text into your document. Keep an eye on what predictions are now offered in the Prediction window.

There is a stark contrast between 'More suggestions', the majority of which appear with a black triangle, and 'Better context' which appear with a green circle. With 'Better context' there are fewer words predicted but they are more accurate. Please choose which setting best suits you.


You can also specify which prediction word banks you want the Prediction facility to use when predicting words, by selecting the appropriate check boxes from the list at the bottom of the Context tab. For example, if you select the **Applied sciences** check box, the Prediction facility will use words and phrases from the Applied sciences prediction word bank to suggest words in the Prediction window.

If you have the Teacher's Toolkit installed, you can add your own prediction word banks to the list at the bottom of the Context tab.

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

Exercise 3 Setting up hotkeys

You can set up hotkeys for each of the buttons on the Read&Write 10 toolbar or for some of the menu options. In this exercise you'll learn how to set up your own hotkeys.

- Click on the  drop down list on the toolbar and select *General Options*.
You see the Display tab of the General Options window. Click on the Hotkeys tab (Figure 12-2).

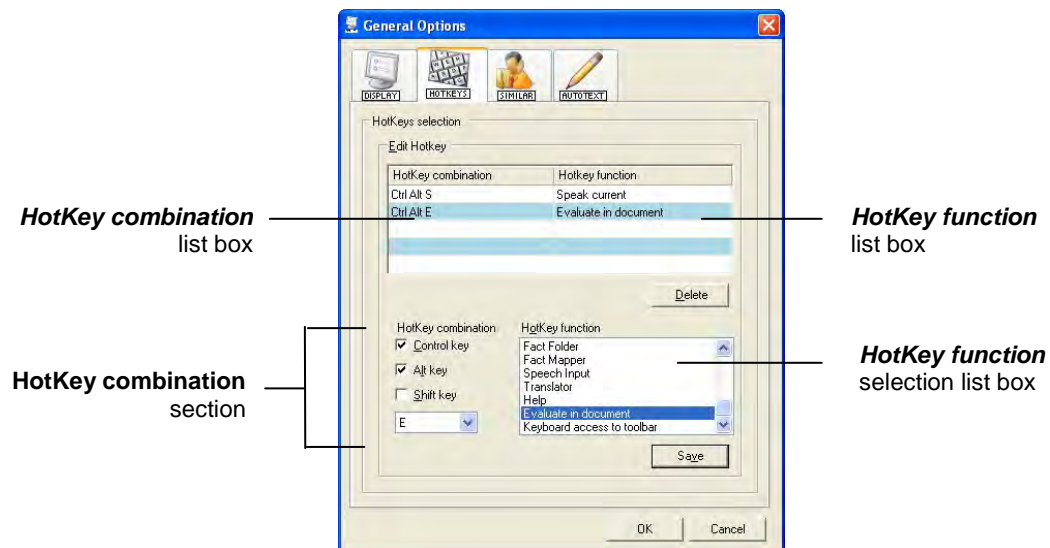



Figure 12-2 Hotkeys tab

- Select the *Evaluate in document* option from the **HotKey function** selection list box.
- Select the **Control key** and the **Alt key** check boxes in the HotKey combination section and then select 'E' from the **Keyboard keys** drop down list. If you click on the drop down list and press the **E** key on your keyboard, 'E' will be selected.
- Click on the **Save** button. The entry is listed in the **HotKey combination** and **HotKey function** list boxes.
- Select the *Speak current* option from the **HotKey function** selection list box.
- Select both the **Control key** and **Alt key** check boxes and then select 'S' from the **Keyboard keys** drop down list.

7. Click on the **Save** button.
The entry is listed in the **HotKey combination** and **HotKey function** list boxes.
8. Click on the **OK** button to save your settings and to close the General Options window.
9. Type **766/2** into a Microsoft Word document and then highlight the sum.
10. Press the **Ctrl Alt** and **E** keys on your keyboard. The sum is evaluated in your document and the answer is inserted.
11. Click anywhere on the sum and then press the **Ctrl Alt** and **S** keys on your keyboard. You hear the sum read aloud.
12. Open the Hotkeys tab of the General Options window again and try setting up a few of your own hotkeys.

Exercise 4 Setting up autotext

You can create short cuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation into your document and Read&Write 10 will automatically replace it with the text. In this exercise, you'll learn how to set up your own abbreviations.

1. Click on the  drop down list on the toolbar and select *General Options*.
2. You see the Display tab of the General Options window. Click on the Autotext tab (Figure 12-3).

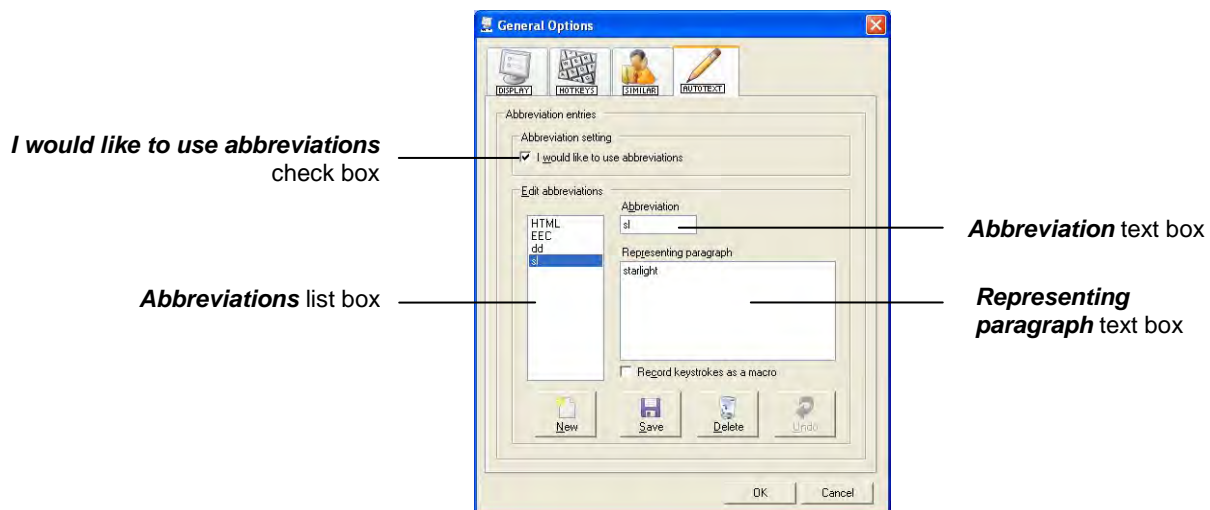



Figure 12-3 Autotext tab



3. Select the ***I would like to use abbreviations*** check box.
4. Type **sl** in the **Abbreviation** text box, then type **starlight** in the **Representing paragraph** text box and then click on the **Save** button.
5. Click on the **OK** button to save the new setting and to close the General Options window.
6. Type **sl** into your Microsoft Word document and then press **Enter** on your keyboard. Note how the system automatically replaces the letters, 'sl', with the word 'starlight'.

7. Open the Autotext tab of the General Options window again and try setting up a few of your own abbreviations.

Exercise 5 Loading your personal settings

In this exercise you'll learn how to save your personal settings to a memory stick and take them home. You can then load your personal settings from the memory stick at home.

 *It is possible to save your personal settings to a location of your choice, for example, on your hard drive. However, in this exercise, you are required to save them to a memory stick.*

1. Click on the  drop down list and select *Save my settings*.
To load your personal settings at another location:
2. Insert your USB drive into your USB port.
3. Click on the  drop down list and select *Load my settings*.
The Browse For Folder window is displayed.
4. Browse for the USB drive on your computer and then click on the **OK** button to load your personal settings.

13. USING THE TEACHER'S TOOLKIT

In this section you'll learn how to use the Teachers Toolkit to:

- set up feature sets
- set up new users and assign them feature sets
- add a new prediction file
- add dictionary definitions
- view users spelling logs
- view users activity logs
- import users.



In order to complete these exercises you must have the Teachers Toolkit installed on your computer.



You can also use the Teacher's Toolkit to change how words are pronounced by the system using the Say Like tab. For information on using the Say Like tab, refer to Exercise 5 'Changing how words are pronounced' on page 11.

To access the Teachers Toolkit, click on **Start** on the Windows desktop. Select *All Programs*, *Texthelp Systems*, then *Read And Write 10* and then *Toolkit*, as shown below:

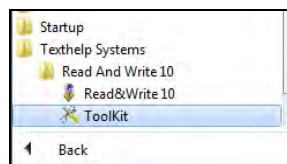


Figure 13-1 Teachers Toolkit Menu

You see the User Settings tab of the Read and Write Teacher's Toolkit window (Figure 13-4).

Exercise 1 Setting up feature sets

You can set up feature sets and then assign them to users. These feature sets determine which Read&Write 10 features will be available to each student.

Let us start by setting up a feature set that'll allow you to use all of the Read&Write 10 facilities.

1. Click on the Feature Sets tab (Figure 13-2).

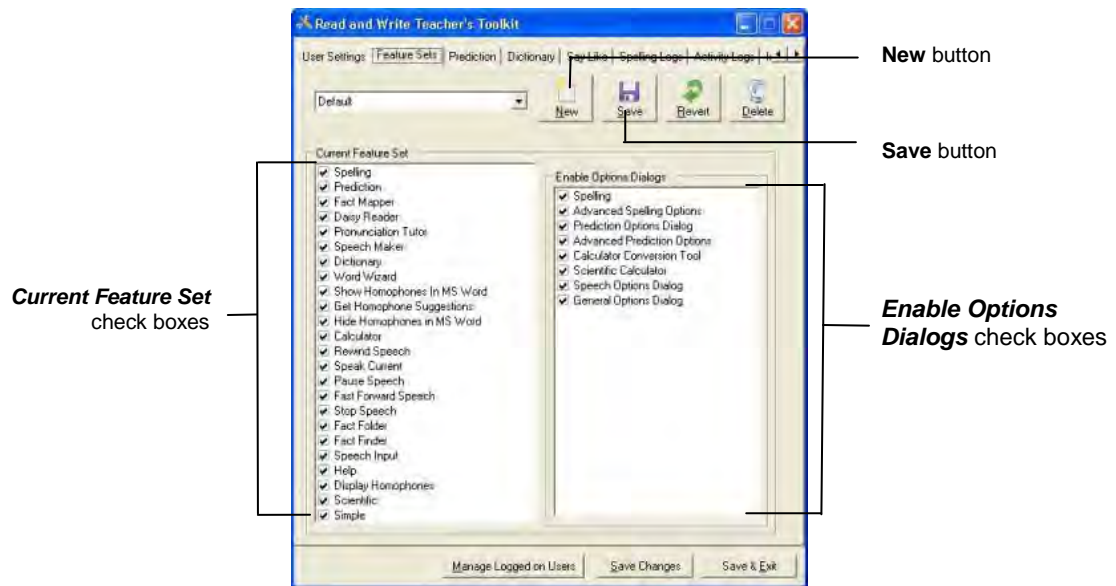


Figure 13-2 Feature Sets tab

2. Click on the **New** button. You see the New Feature Set window (Figure 13-3).

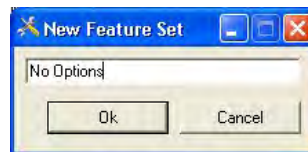


Figure 13-3 New Feature Set window

3. Type **No Options** in the text box provided and then click on the **OK** button.
All of the **Current Feature Set** check boxes and the **Enable Options Dialogs** check boxes are selected automatically when you add a new feature set.
4. De-select all of the **Enable Options Dialogs** check boxes to specify that you don't want users with this feature set to have access to any of the Read&Write 10 Options windows.
5. Click on the **Save** button. You've now set up a new feature set which will allow you to access all of the Read&Write 10 facilities but none of the Options windows. Users with this feature set will therefore be unable to alter any of the default settings.

Now you need to make sure that the feature set is applied to the appropriate users. Complete the next exercise.

Exercise 2 Setting up new users and assigning feature sets

When you add a new user you should assign them to a user group. This makes it easier to manage their account. Once you have done this you can assign a feature set to them.

Use the instructions below to create a new user group, assign a new user to this group and then apply the feature set you've just set up.

1. Click on the User Settings tab (Figure 13-4).

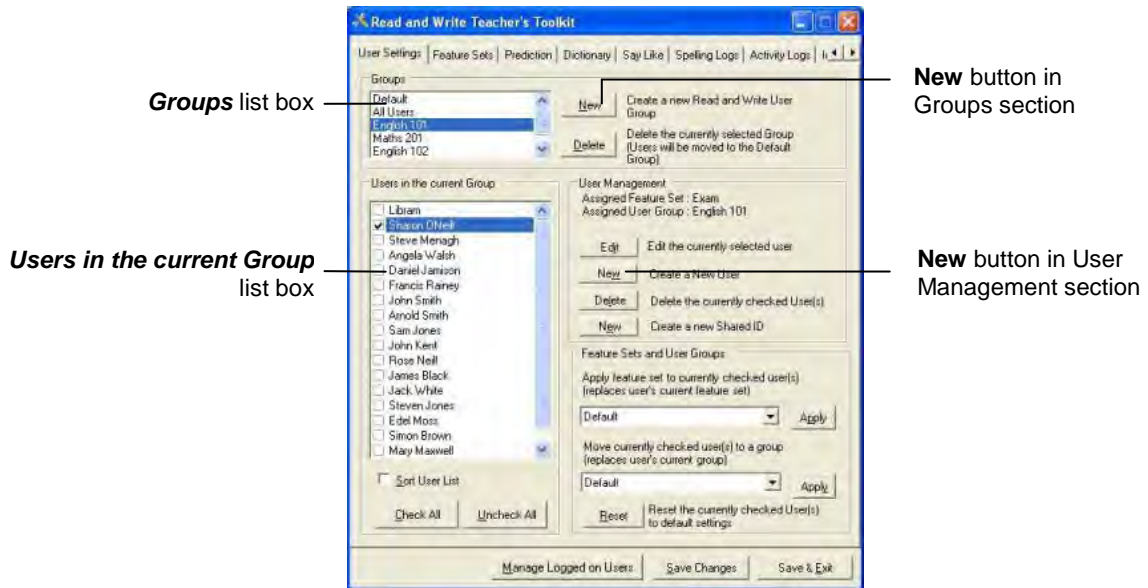


Figure 13-4 User Settings tab

2. Click on the **New** button in the Groups section of the tab. You see the Create New User Group window (Figure 13-5).



Figure 13-5 Create New User Group window

3. Type the text **Class 1A** in the text box provided and then click on the **OK** button. This user group is now listed in the **Groups** list box.
4. Click on the **New** button in the User Management section of the tab. You see the Create a new User account window (Figure 13-6).

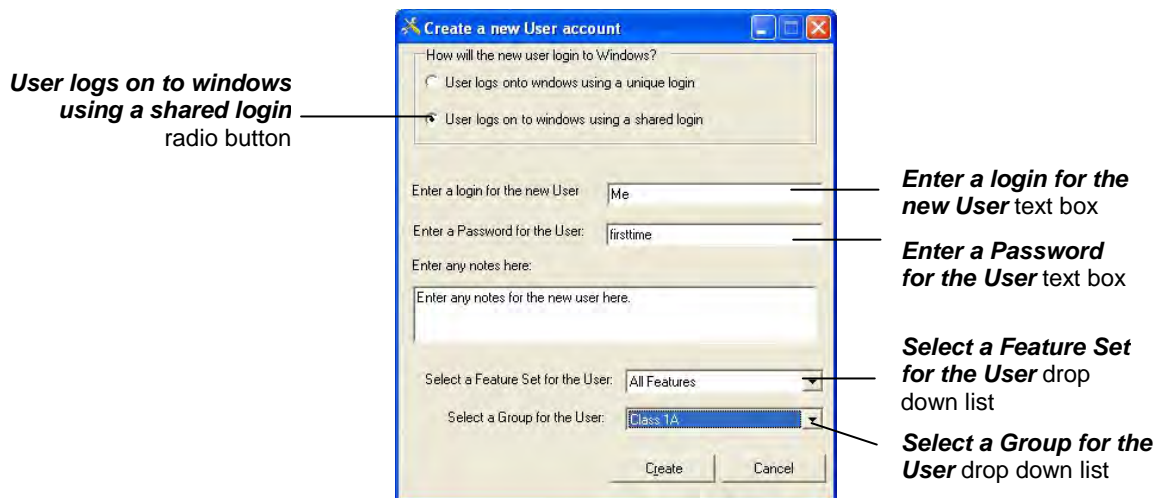


Figure 13-6 Create a new User account window

5. Select the **User logs on to windows using a shared login** radio button.
6. Type the word **Me** in the **Enter a login for the new User** text box.
7. Type the text **firsttime** in the **Enter a Password for the User** text box.
8. Select **No Options** from the **Select a Feature Set for the User** drop down list.
9. Select the **Class 1A** option from the **Select a Group for the User** drop down list.
10. Click on the **Create** button. You have now added your user account, assigned it to the Class 1A user group and applied the 'All Features' feature set to it.

It's easy to change the user group or feature set to which your user account is assigned, by simply selecting your user account check box in the **User in the current Group** list box and selecting a different user group/feature set from the Feature Sets and User Groups section of the tab.

Exercise 3 Adding a new prediction file

In this exercise you'll learn how to add a new prediction file which can then be used by the Prediction facility to learn new words and phrases. You'll then specify to which user accounts you want to make this new prediction file available.

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

1. Click on the Prediction tab (Figure 13-7).

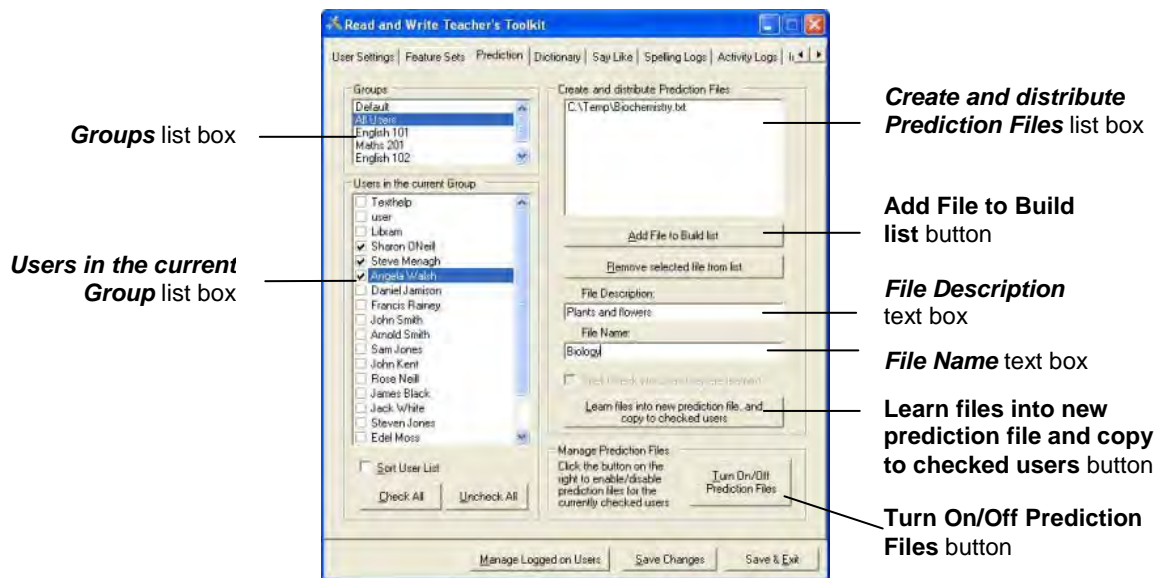



Figure 13-7 Prediction tab


2. Click on the **Add File to Build list** button.
The Open window is displayed.
3. Browse to the location in the directory where the text file you want to add is located and then click on the **Open** button.
The name of the text file is added to the **Create and distribute Prediction Files** list box.

4. Type **Prediction test** in the **File Description** text box.
5. Type **Test Prediction file** in the **File Name** text box.
6. Select the **Spell Check words as they are learned** check box. This will ensure that the text in the text file will be spell checked before it is added to the Prediction file.

 *If you want to create a prediction file with very specialized terms and/or jargon you should keep the **Spell Check words as they are learned** switched off.*


7. Click on the Class 1A user group in the **Groups** list box.
8. Select the **Me** check box in the **Users in the current Group** list box.
9. Click on the **Learn files into new prediction file and copy to checked users** button.

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

 *You can enable and disable prediction files for different users by clicking on the **Turn On/Off Prediction Files** button and selecting the appropriate check boxes.*

Exercise 4 Adding your own dictionary definitions

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

 *Any new definitions that you add will be added to current definitions and will be applied to all user accounts.*

1. Click on the Dictionary tab (Figure 13-8).

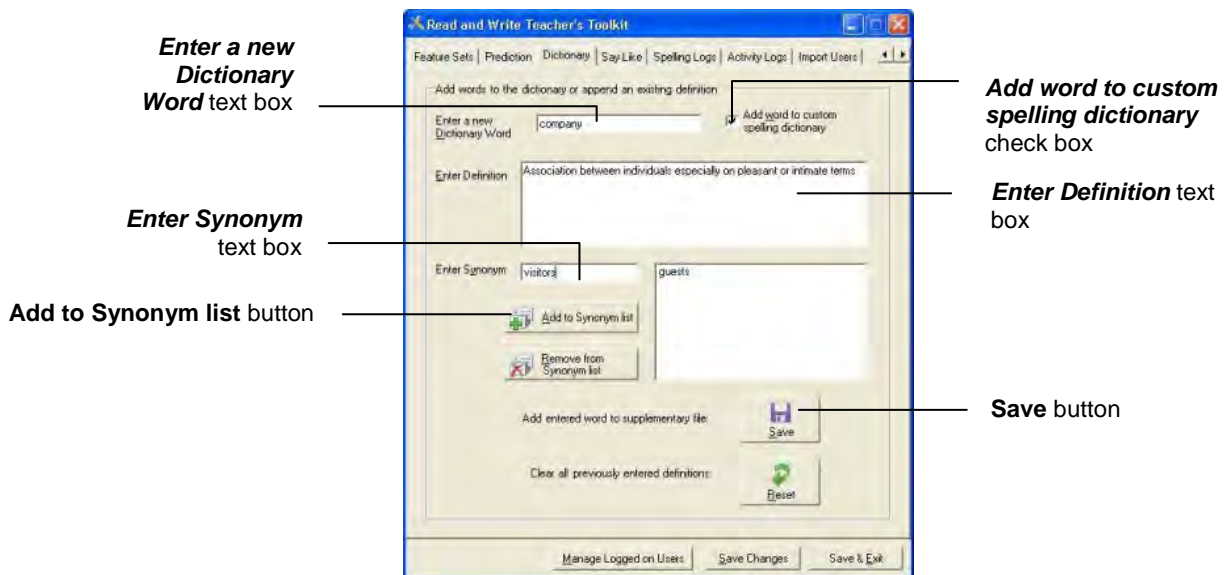


Figure 13-8 Dictionary tab

2. Type **Discombobulate** in the **Enter a new Dictionary Word** text box.

3. Select the **Add word to custom spelling dictionary** check box.
4. Type the following text in the **Enter Definition** text box:
Throw into state of confusion
5. Type **upset** in the **Enter Synonym** text box and then click on the **Add to Synonym list** button.
6. Click on the **Save** button and then click on the **Yes** button when it asks you if you want to add the entered information as an additional definition.

Exercise 5 Viewing a user's spelling log

To view a user's spelling log:

1. Click on the Spelling Logs tab (Figure 13-9).

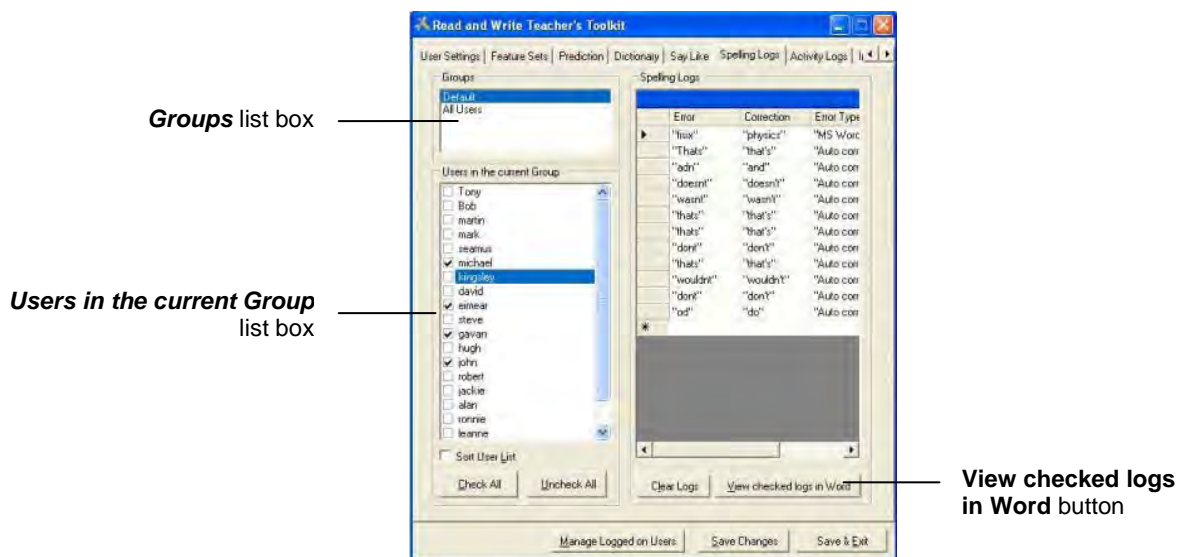


Figure 13-9 Spelling Logs tab

2. Click on the Class 1A user group in the **Groups** list box.
3. Select the **Me** check box in the **Users in the current Group** list box.
You see a list of spelling errors you've made while using the 'Me' profile in the panel on the right of the Spelling Logs tab.
4. Click on the **View checked logs in Word** button.
Microsoft Word launches and you see your spelling log displayed in a new document.

Exercise 6 Viewing a user's activity log

To view a user's activity log:

1. Click on the Activity Logs tab (Figure 13-10).

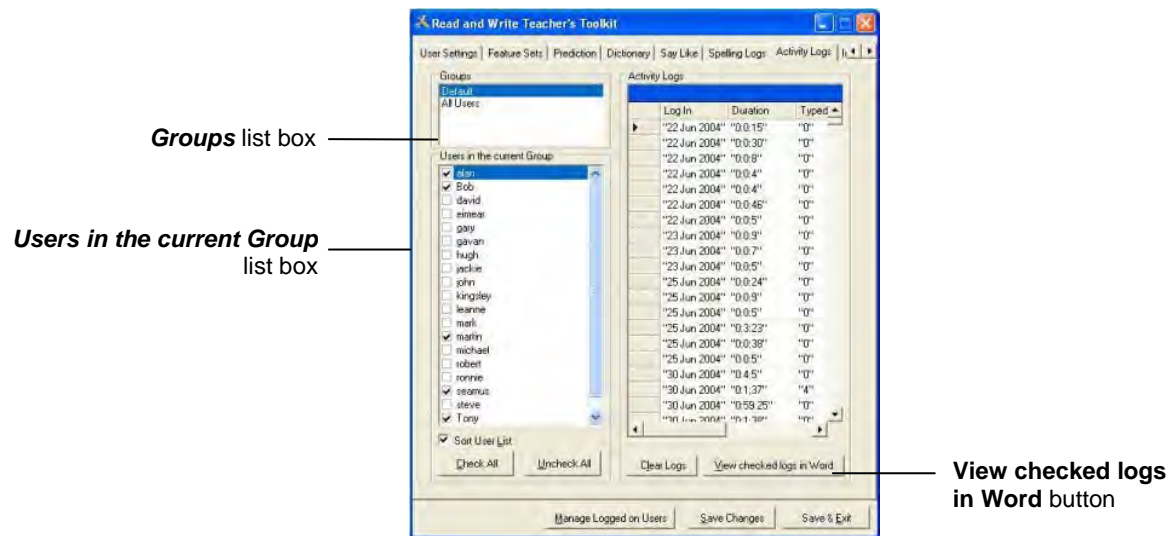


Figure 13-10 Activity Logs tab

2. Click on the Class 1A user group in the **Groups** list box.
3. Select the **Me** check box in the **Users in the current Group** list box.


You see the following information relating to your activities on the system in the panel on the right of the Activity Logs tab:

- Log In - time and date at which you logged on
 - Duration - duration of time spent on the system
 - Typed - number of words typed during each period
 - %Errors - percentage of errors made during each period
 - Learned Words - number of words learned during each period.
4. Click on the **View checked logs in Word** button.

Microsoft Word launches and you see your activity log displayed in a new document.

Exercise 7 Importing users

The Teachers Toolkit allows you to import users with roaming profiles or from a .CSV file. In this exercise, you'll learn how to import users directly from a CSV file.

 *To complete this exercise, you must have a CSV file containing users saved on your computer.*

1. Click on the Import Users tab (Figure 13-11).

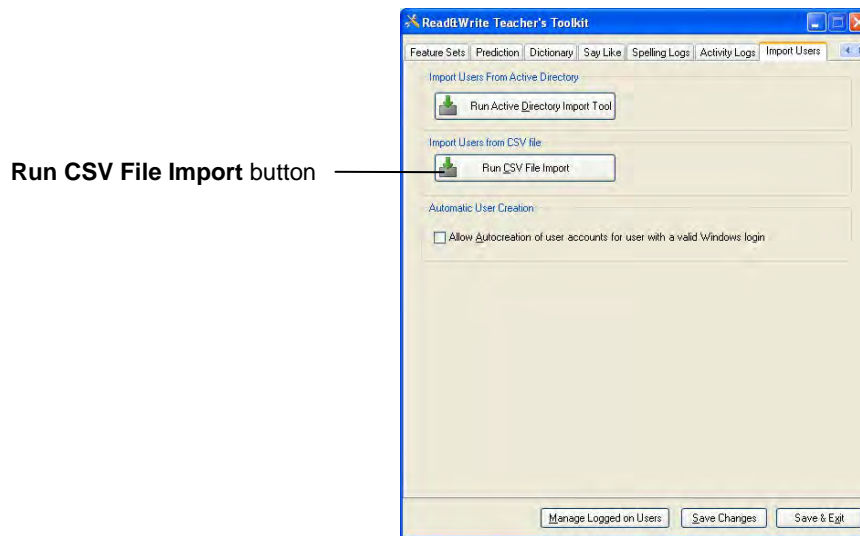


Figure 13-11 Import Users tab

2. Click on the **Run CSV File Import** button.

You see a window which allows you to browse for the file.

3. Select the CSV file that you want to import and then click on the **Open** button.

The User Import Summary window is displayed. This shows the users who were successfully imported and those who failed to import. The reason for the import failure, if any, is also displayed.

The successfully imported users are added to the 'Default' user group and assigned the 'Default' feature set.