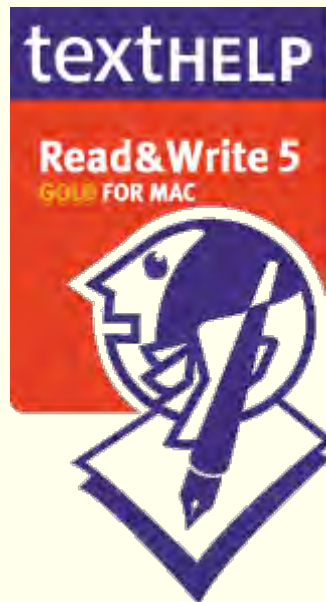




Read&Write 5 Gold For Mac Training Guide



January 2012

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INTRODUCTION

Read&Write 5 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 familiarize you with all aspects of the system. As well as learning how to use the many facilities offered in Read&Write 5 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 5 Gold For Mac can be used:

- Read&Write 5 Gold For Mac Floating Toolbar View – you can use the Floating Toolbar to work with text within MS Word, Apple Pages and Safari.
- Read&Write 5 Gold For Mac Application View – you can copy text from other applications into the Read&Write 5 Gold For Mac window and use the facilities to work with the text.

 *The majority of this guide will explain how to use the Read&Write 5 Gold For Mac Floating Toolbar View with Microsoft Word 2008 or 2011.*

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 5 Gold For Mac Floating Toolbar View to work with text within Microsoft Word, Pages and Safari. The majority of the exercises in this section explain how to use the Floating Toolbar View in Microsoft Word 2008 or 2011.


The Read&Write 5 Gold For Mac facilities available to use on the Floating Toolbar View are as follows:

- text reading
- spell check
- word prediction
- dictionary
- picture dictionary
- sounds like and confusable words
- verb checker
- screenshot reader
- speech maker
- scanning
- fact mapper
- screen masking
- translator
- study skills
- vocabulary
- PDFaloud.



You can access the Fact Finder and Daisy Reader from the Tools menu.

You use the remaining facilities *only* in Read&Write 5 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 5 Gold For Mac
- customize the toolbar.


Exercise 1 Starting Read&Write 5 Gold For Mac

You start Read&Write 5 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 5 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.

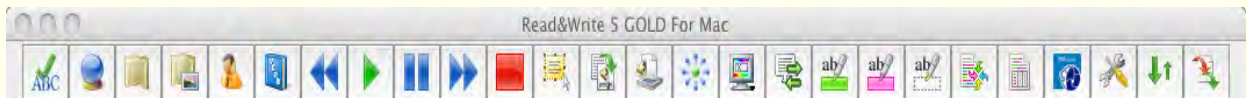





Figure 2-1 Read&Write 5 Gold For Mac Floating Toolbar View

Exercise 2 Customizing the toolbar

In this exercise you'll learn how to set up which functions and facilities you want displayed on the Read&Write 5 Gold For Mac Floating Toolbar.

1. Click on the  button on the Read&Write 5 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.

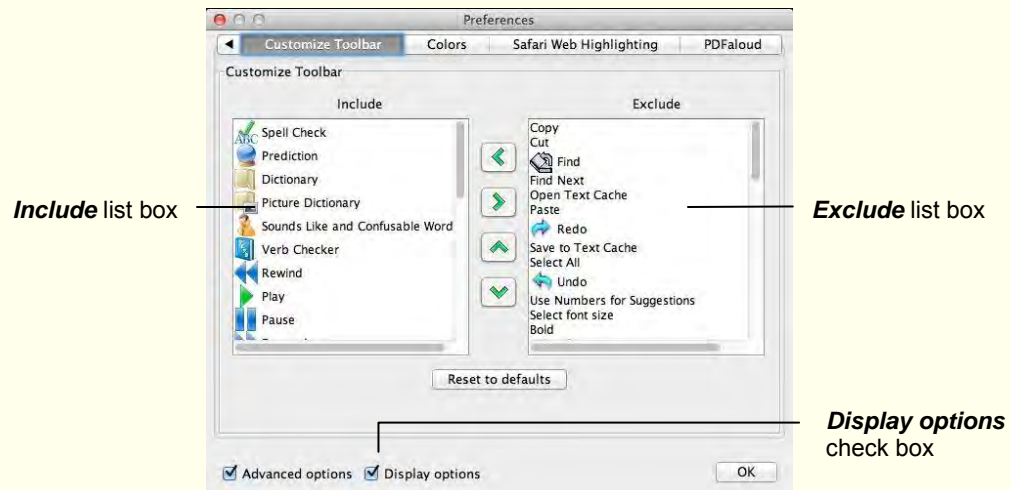







Figure 2-2 Customize Toolbar tab

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 *Prediction* option in the **Include** list box and then click on the  button. Notice how the *Prediction* icon moves further down the list. This means that you've moved it further to the right of the toolbar.
7. Select the *Picture Dictionary* option in the **Include** list box and then click on the  button twice. Notice how the *Picture Dictionary* 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 5 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 5 Gold For Mac to read as you type in the Speech menu.*


Type the following text into a Microsoft Word 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 5 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.

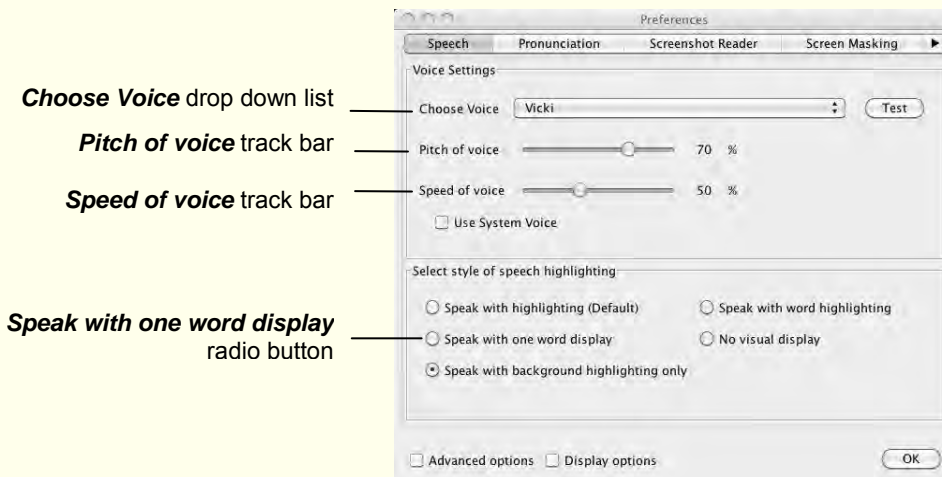





Figure 3-1 Speech tab

5. Select 'Texthelp Jane' from the **Choose Voice** drop down list.
6. Drag and drop the track bars to the following settings:
 - **Pitch of voice** – 75 %
 - **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 5 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.

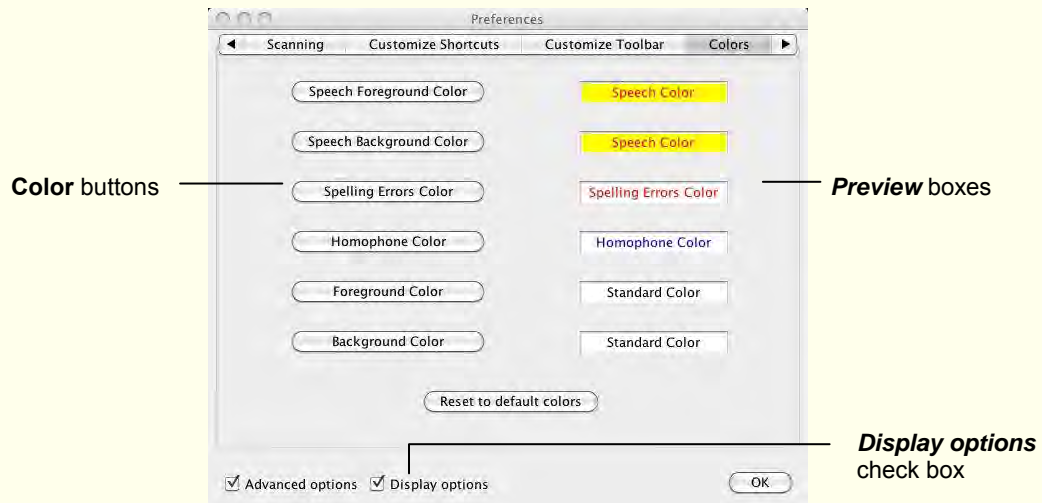




Figure 3-2 Colors tab

5. Click on the **Speech Foreground Color** button and select a color from the color palette to specify the color of the text that is read aloud.
6. Click on the **Speech Background Color** button and select a color from the color palette to specify the background color of the text that is read aloud.
The **Preview** boxes to the right of these buttons show you how the foreground and background colors 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.

 *If you are using Pages, you can only highlight each paragraph; you cannot highlight each word or sentence like you can with Microsoft Word.*




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 colors.

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 5 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Click on the Pronunciation tab (Figure 3-3). You may need to click on the  or  button to access this tab.

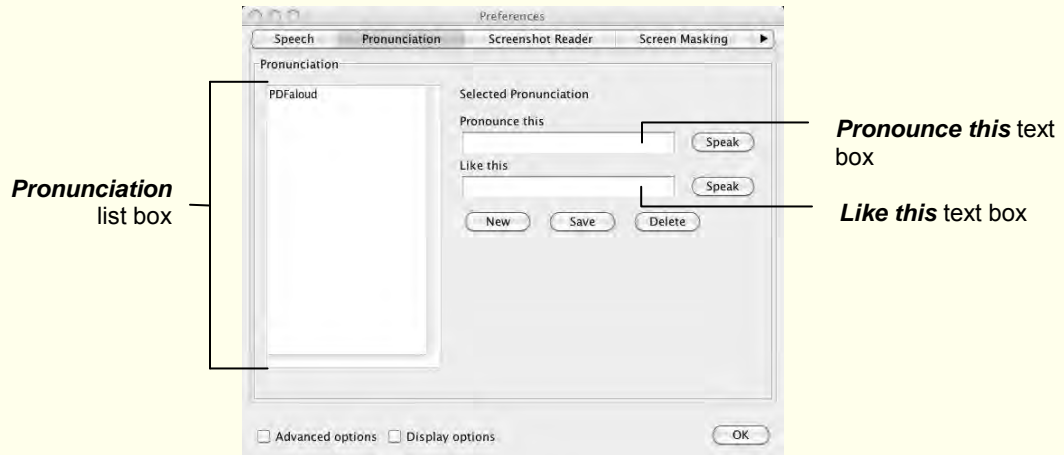


Figure 3-3 Pronunciation tab

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 I 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 I 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 5 Gold For Mac Floating Toolbar to give it focus.
3. Hover your mouse over the  button. You hear the system say 'Play'.
4. Hover your mouse over other buttons 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. Click anywhere on the webpage then 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.

You can change the colors that are used to highlight the text as it is being read. To do this:

4. Click on the  button on the Read&Write 5 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.

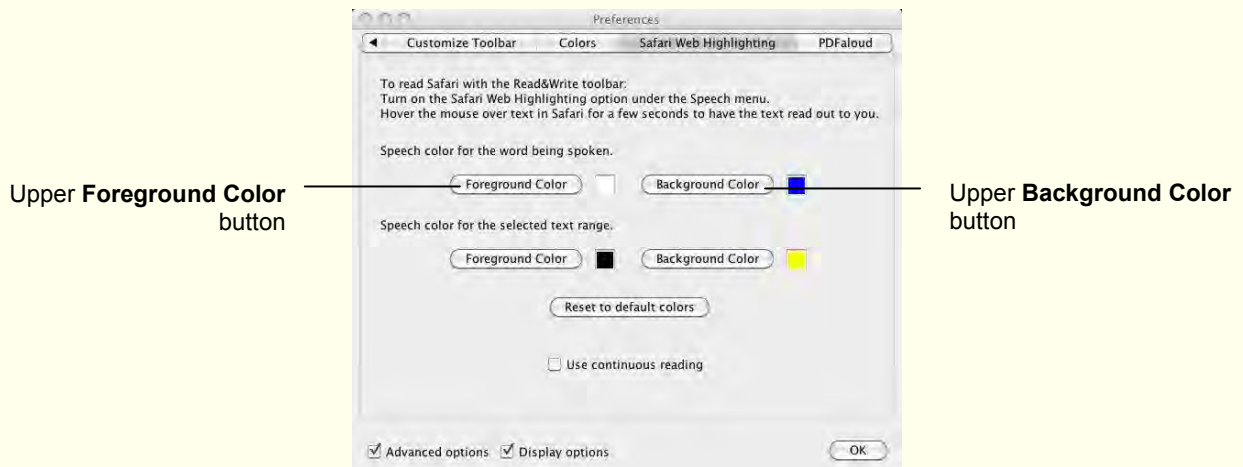




Figure 3-4 Safari Web Highlighting tab

6. Click on the upper **Foreground Color** button and select a green color from the color palette. Click on the upper **Background Color** button and select the white color from the color palette. You have just selected the color of the text that will be read aloud and the background color 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 colors of web highlighting have changed.
10. Return to the Safari Web Highlighting tab (Figure 3-4). Click on **Reset to default colors** to revert back to the original colors
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. In the Safari Browser, type '**www.google.com**' into the **Address** field to display the Google homepage.
2. Click on the  button. Your cursor now looks like this: 
3. Using the cursor draw a box round the Google logo (Figure 3-5):








Figure 3-5 Google logo

After a short time Read&Write 5 Gold for Mac highlights and reads the text aloud (Figure 3-6).



Figure 3-6 Screenshot Reader window

4. Click on the  button to hear the text read aloud again.
5. Click on the  button to close the Screenshot Reader window.

6. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
7. 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 tab displayed (Figure 3-7).

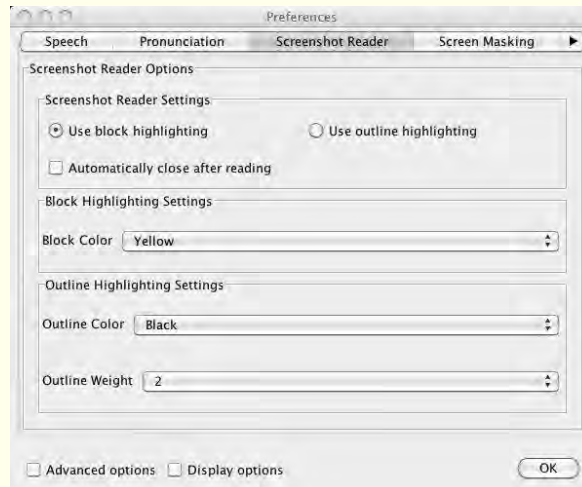


Figure 3-7 Screenshot Reader tab




8. Select the **Use outline highlighting** radio button.
9. Select **Green** from the **Outline color** drop down list.
10. Select **5** from the **Outline Weight** drop down list.
11. Select the **Automatically close after reading** check box.
12. Click on the **OK** button.
13. Click on the  button. Your cursor now looks like this: 
14. Using the cursor draw a box round the Google logo again (Figure 3-8):






Figure 3-8 Google logo

You can see that the text is highlighted using the settings you have just selected. The Screenshot Reader window closes as soon as it reads the text aloud. If you want to hear the text read aloud again, you must repeat steps 13 and 14.

15. Make sure that MS Word is open.
16. Click on the **Tools** menu, select **Screenshot Reader Options** and then select **Screenshot to Word**.


 *Read&Write 5 Gold For Mac also allows you to select Screenshot to Pages.*

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

18. Using the cursor draw a box round the Google logo again.
This time the text is displayed in a new MS Word document.
19. Click on the  button to have the text read aloud.
20. Close the MS 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 into sound files, using the Speech Maker facility.

1. Select the text you want to convert in your Microsoft Word document.
2. Click on the  button on the Read&Write 5 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 3-9).

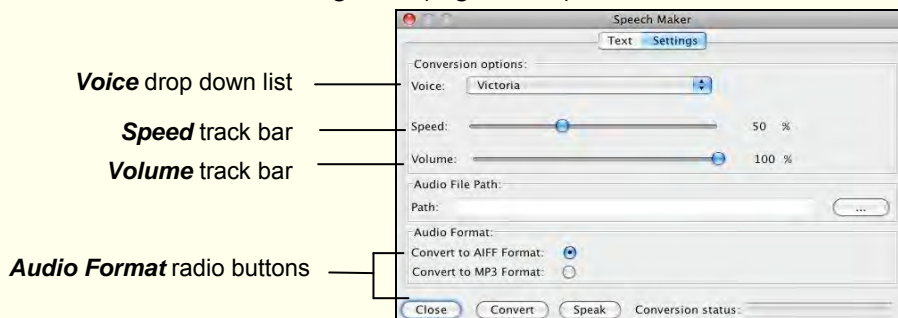



Figure 3-9 Speech Maker window – Settings tab

4. Select 'Texthelp Jane' 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 5 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.

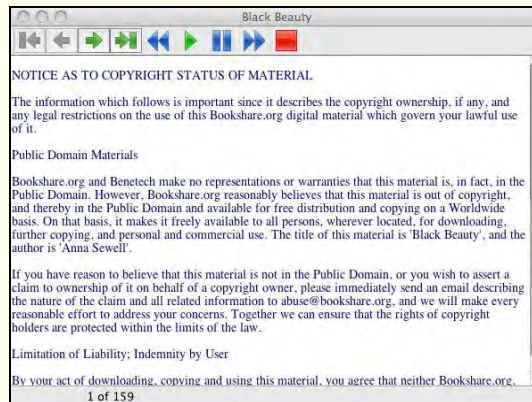







Figure 3-10 Daisy Reader window


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 colors you would like to use to read text aloud, using the Preferences in Read&Write 5 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.

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

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

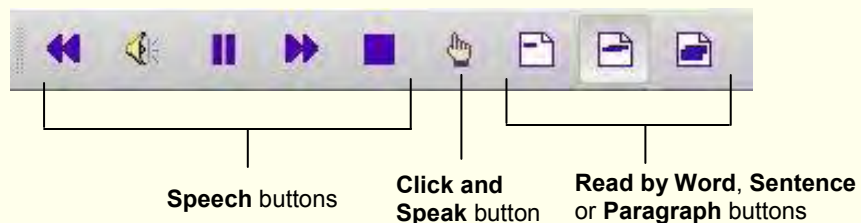


Figure 3-11 PDFaloud toolbar in Acrobat 8 or 9

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

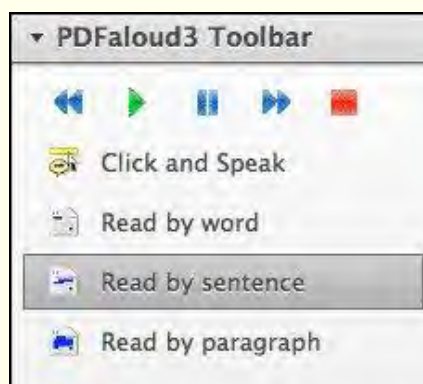




Figure 3-12 PDFaloud toolbar in Acrobat 10

2. Click on the **Play** button. PDFaloud reads aloud the text in your document.
3. Click on the **Stop** button to stop the system from reading the document.
4. Click on the **Click and Speak** button to activate the Click-and-Speak facility.
5. Click anywhere in your document. The system reads the text aloud.

 You can select *Read by word, sentence or paragraph* and then click on the **Play** button to read a word, sentence or paragraph aloud.

 You can access any of the *Speech options* from the *PDFAloud* menu.

6. Close your PDF document.

7. Click on the  button on the Read&Write 5 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 color from the color palette. Click on the **Background Color** button and select the white color from the color palette. You have just selected the color of the text that will be read aloud and the background color 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 colors that you set up.
12. If you do not like the colors return to the PDFAloud tab and either choose other colors or click on **Reset to default colors**.


4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Check
- 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 5 Gold For Mac Floating Toolbar View. You can only do this in the Application View.


Type the following text into a 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.

'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 Check and setting up general spelling options

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

1. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Spelling Helper window (Figure 4-1). The first incorrect spelling is highlighted, which is 'musroom'.

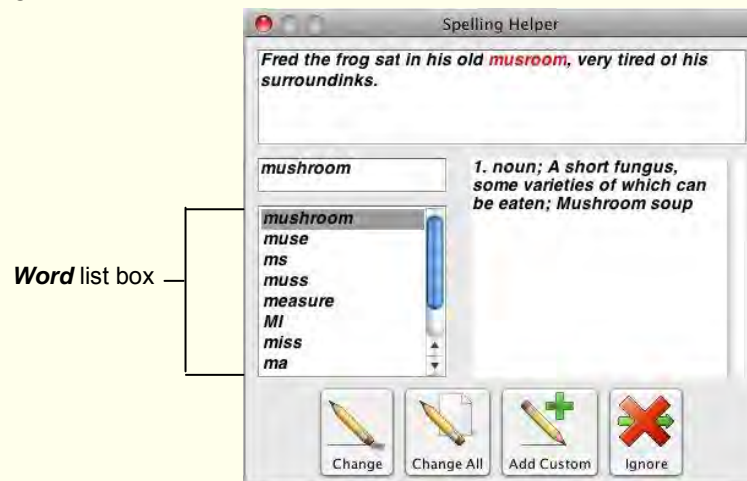










Figure 4-1 Spelling Helper window

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 5 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 Check tab (Figure 4-2). You may need to click on the  or  button to access this tab.

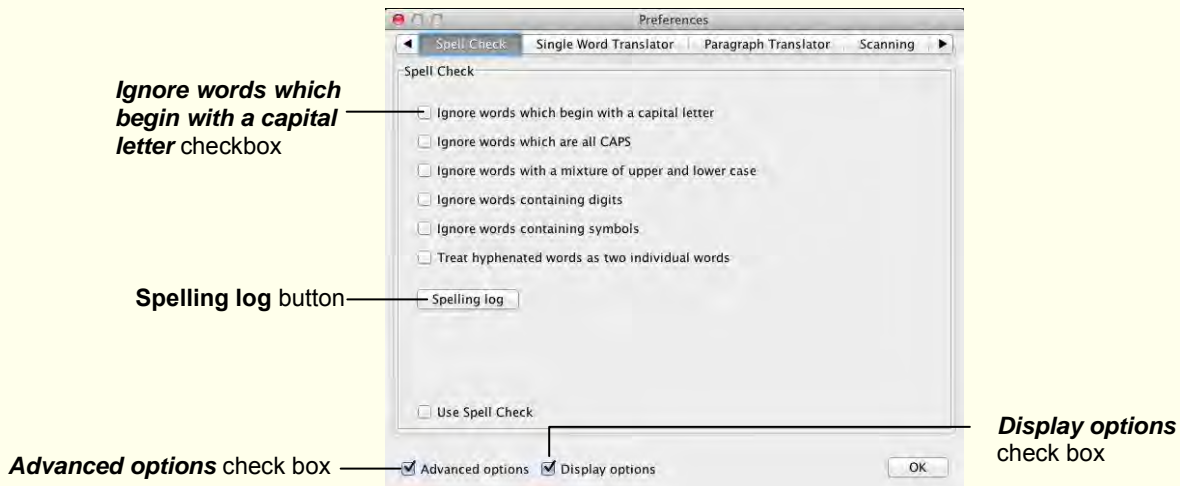




Figure 4-2 Spell Check tab

8. Select the **Ignore words containing digits** checkbox. This means that the Spell Check will ignore words which contain numbers.
9. Make sure the **Display options** check box is selected.
10. Click on the Colors tab (Figure 3-2). You may need to click on the  or  button to access this tab.
11. Click on the **Spelling Errors Color** button, select any color from the color 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.




12. Click on the **Reset to default colors** button if you would prefer to use the original colors.
13. 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.



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

Exercise 2 Setting up the Custom Dictionary

You can add words that the Spell Check does not recognize to the custom dictionary so that they are not mistaken for misspelled words. In this exercise you'll learn how to add words to the custom dictionary.

1. Click on the  button on the Read&Write 5 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.

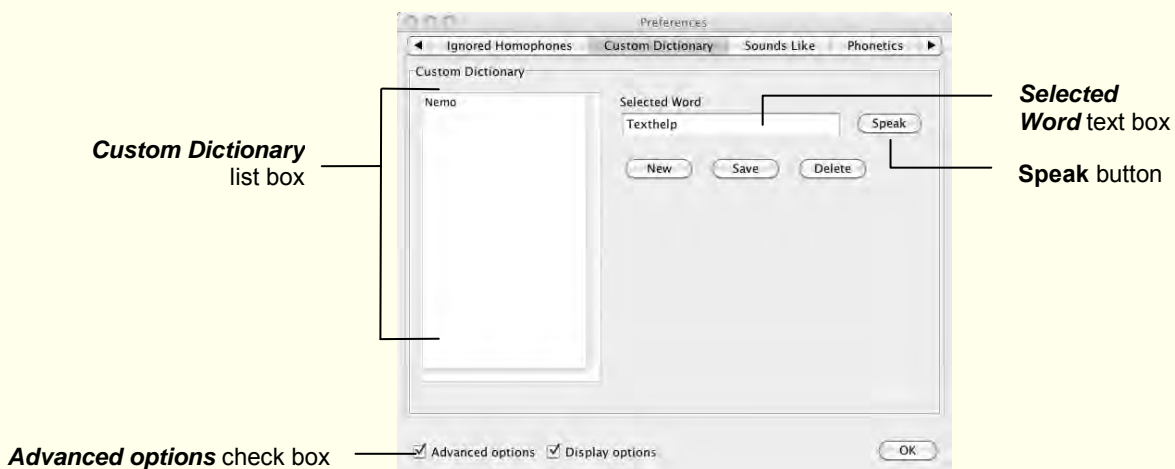


Figure 4-3 Custom Dictionary tab

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 Check 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 5 Gold For Mac will be able to use the phonetic mapping of “f = ph” to solve these errors.

Read&Write 5 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 5 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 document.
2. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar to display the Spelling Helper window (Figure 4-1).
Note that the Spell Check 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.

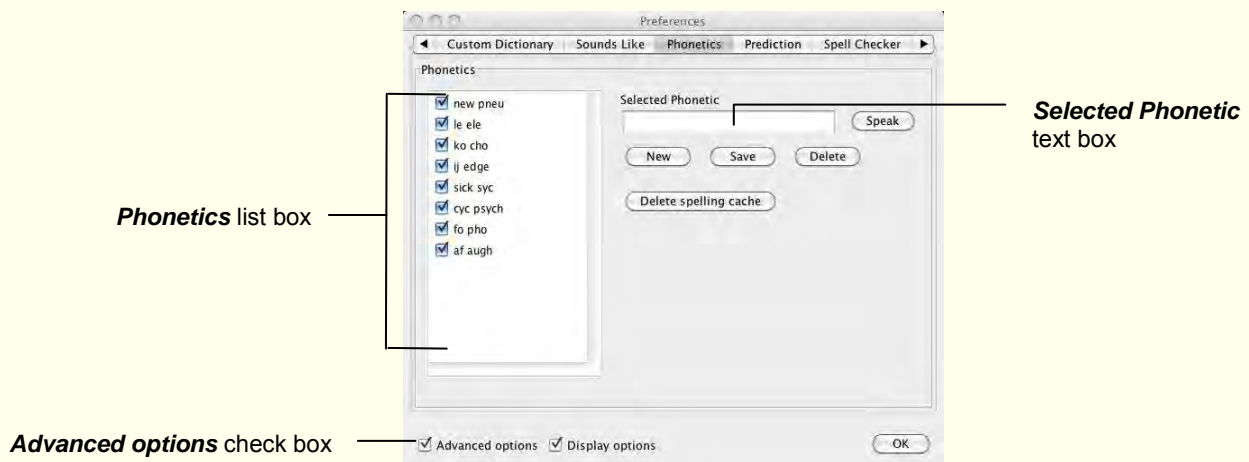


Figure 4-4 Phonetics tab

Notice how ‘fo’ is mapped to ‘pho’ in the **Phonetics** list box. The Spell Check 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 Check 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

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

1. Click on the  button on the Read&Write 5 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 Spell Checker tab (Figure 4-2). 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 4-5).

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

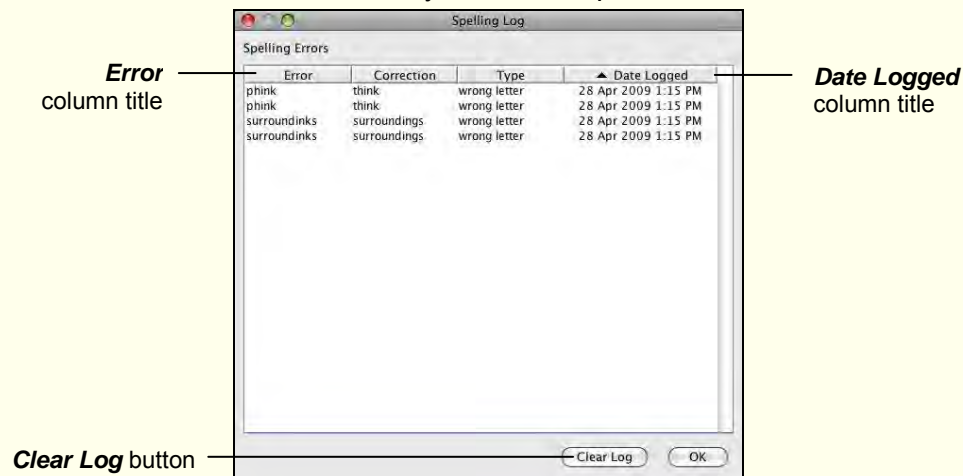


Figure 4-5 Spelling Log window

5. Click on the **Error** column title.
The records are re-ordered in either ascending or descending order. Notice how 'mushroom' is spelled 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 **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
- specify how you want the Prediction facility to learn.

Exercise 1 Using the Prediction facility

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

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

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

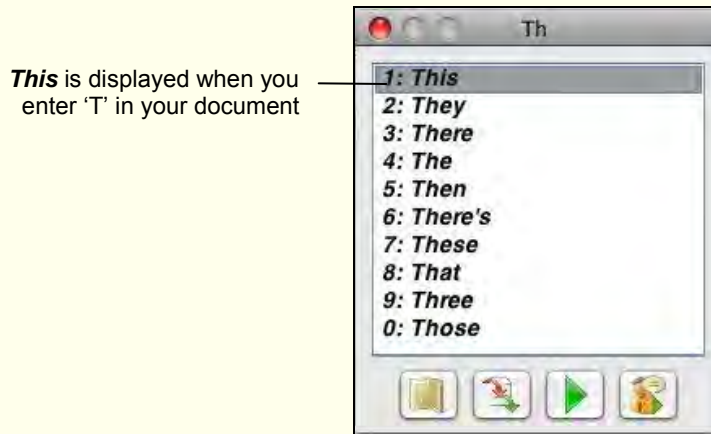







Figure 5-1 Prediction window

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

3. Add some words of your own using the same method.




The buttons at the bottom of the Prediction window (Figure 5-1) allow you to perform the following functions:

-  – 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.

4. Click on the  button to disable the Prediction facility.

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

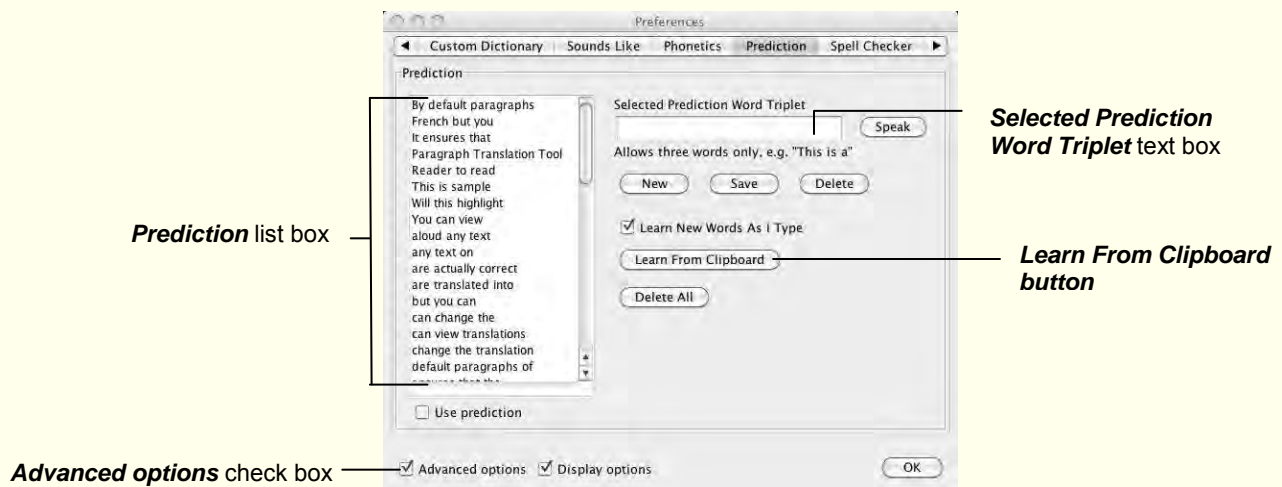


Figure 5-2 Prediction tab

5. Click on the **Learn From Clipboard** button.
Notice how the copied text is divided into word triplets and displayed in the **Prediction** list box.
6. Click on the **OK** button to close the Preferences window.
7. Begin to type the paragraph of text you selected in step 1 in a Microsoft Word 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:

- find basic and advanced definitions
- find web definitions
- add your own definitions to the dictionary
- find graphical representations of words using the Picture 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 document:
'The moon revolves around the earth.'
2. Click inside the word 'moon'.
3. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Dictionary window displayed (Figure 6-1).

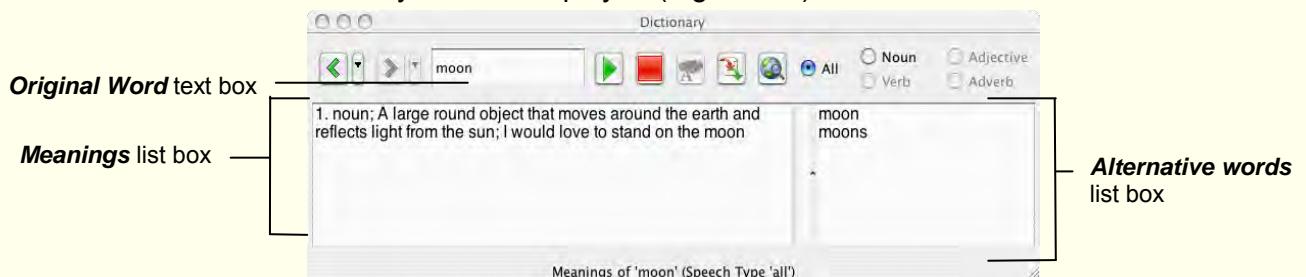



Figure 6-1 Dictionary window




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 5 Gold For Mac to find definitions on the Internet.

1. Type the following text into a Microsoft Word document:
'The moon revolves around the earth.'
2. Click inside the word 'moon'.
3. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Dictionary window displayed (Figure 6-2).

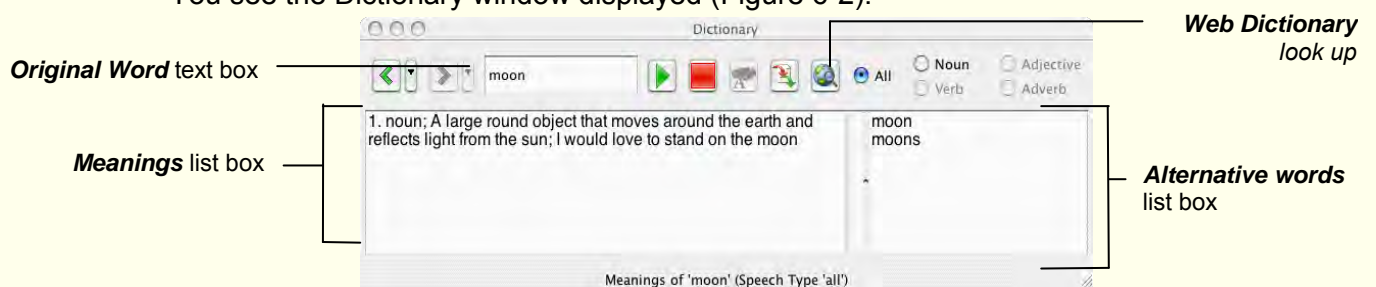






Figure 6-2 Dictionary window

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 5 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.

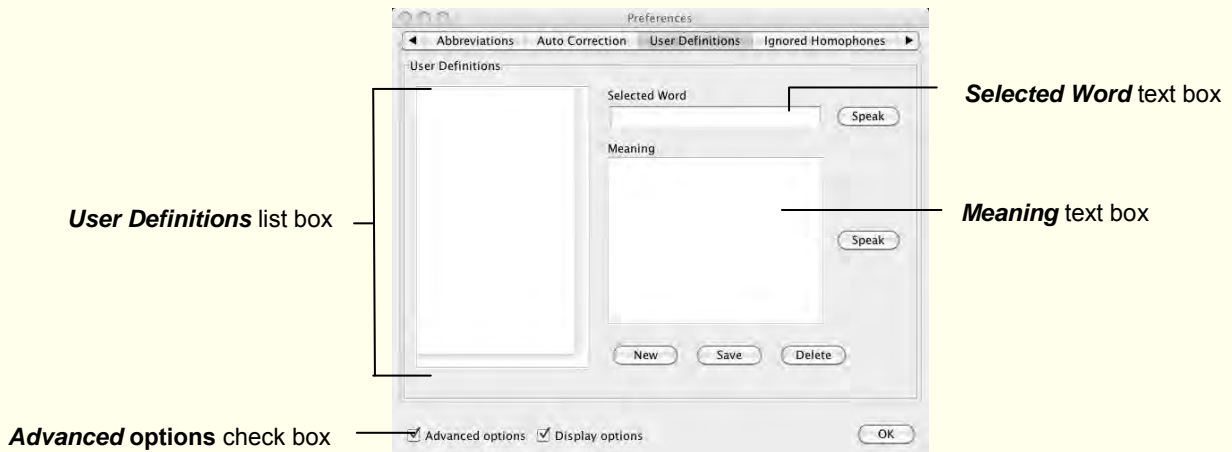


Figure 6-3 User Definitions tab


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.

Exercise 4 Using the Picture Dictionary

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

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

1. Type the following text onto a new line in your Microsoft Word document:
A bird in the hand is worth two in the bush.
2. Highlight the word 'bird' and then click on the  button.
You see the Picture Dictionary window displayed (Figure 6-4). It displays a picture of a bird.

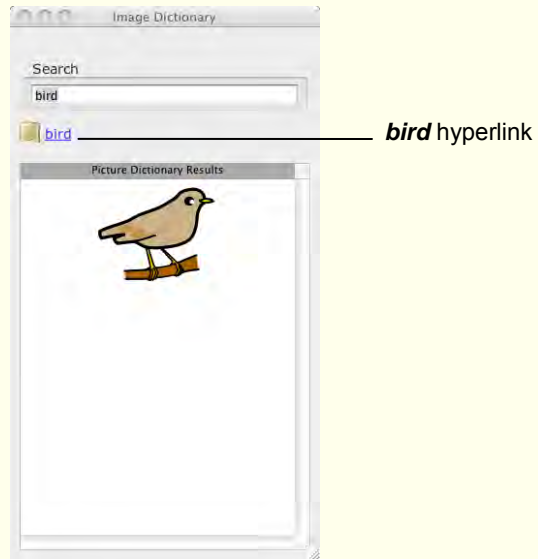


Figure 6-4 Picture Dictionary window

3. Highlight the word '**hand**' in your document.
The Picture Dictionary window displays a picture of a hand.
4. Click on the '**hand**' hyperlink.
You see the Dictionary window displayed (Figure 6-5).



Figure 6-5 Dictionary window

- Definitions for the word 'hand' are listed.
5. Close the Dictionary.
 6. Close the Picture Dictionary.

7. USING THE SOUNDS LIKE AND CONFUSABLE WORDS FACILITY

In this section you'll learn how to:

- identify like sounding words (homophones) and confusable words in your text and set up colors
- edit the Sounds Like and Confusable words database
- set up homophones you want ignored.

Type the following text into a Microsoft Word document:

'They awl went too thee play together inn their new car, even though it was a tight squeeze.'

Exercise 1 Identifying like sounding and confusable words and setting up colors

In this exercise you'll learn how to identify like sounding words (homophones) and confusable words in your document to help you ensure you've typed the correct word. You'll also learn how to set up the colors of homophones and confusable words.

1. Place your cursor on the text you typed in your document and then click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar.

The homophones and confusable words in your text are highlighted in blue. You also see the Sounds Like window (Figure 7-1).

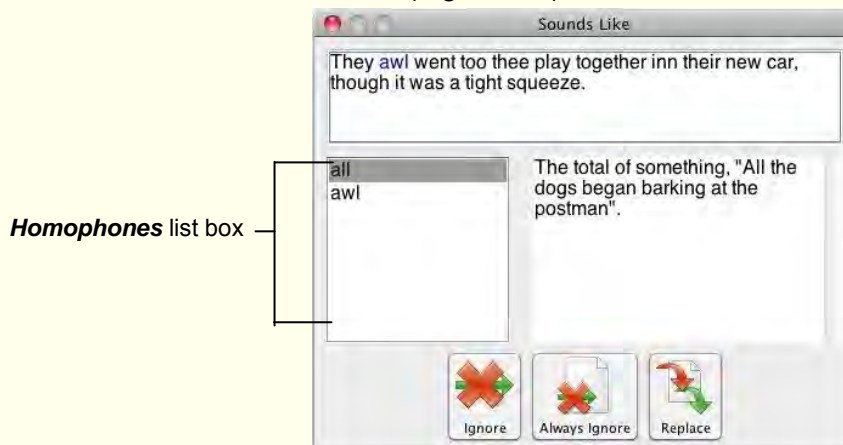




Figure 7-1 Sounds Like window

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. When the word 'went' is highlighted in blue, click on the  (**Ignore**) button as this is the correct word to use in this sentence.
4. Replace the following homophones:
 - too – to
 - thee – the
 - inn – in.



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






6. When the word 'new' is highlighted in blue, click on the  (**Always Ignore**) button to ensure that Read&Write 5 Gold For Mac always ignores this word as a homophone.
7. Ignore the words 'even', 'though' and 'was'.

Your sentence should now look like this:

'They all went to the play together in their new car, even though it was a tight squeeze.'





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

8. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
9. Make sure the **Advanced options** check box is selected.
10. Click on the Colors tab (Figure 3-2). You may need to click on the  or  button to access this tab.
11. Click on the **Homophone Color** button, select a green color from the color palette and then click on the **OK** button.

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






*You can prevent the Sounds Like and Confusable Words facility from suggesting confusable words like 'though' and 'thorough'. If you want to do this in future, click on the Sounds Like tab in Preferences and deselect the **Use Confusable Words** checkbox.*

12. Click on the **OK** button to save your settings and to close the Preferences window.
13. Click on the  button on the Floating Toolbar.
Notice how the homophones in the Sounds Like window are displayed in green.
14. Click on the  button again to disable the Sounds Like and Confusable Words facility.

15. 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 color.
16. Click on the **OK** button.

Exercise 2 Editing the Sounds Like and Confusable Words database

In this exercise you'll learn how to add a new word group to the Sounds Like and Confusable Words database.

1. Click on the  button on the Read&Write 5 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 Sounds Like tab (Figure 7-2). You may need to click on the  or  button to access this tab.

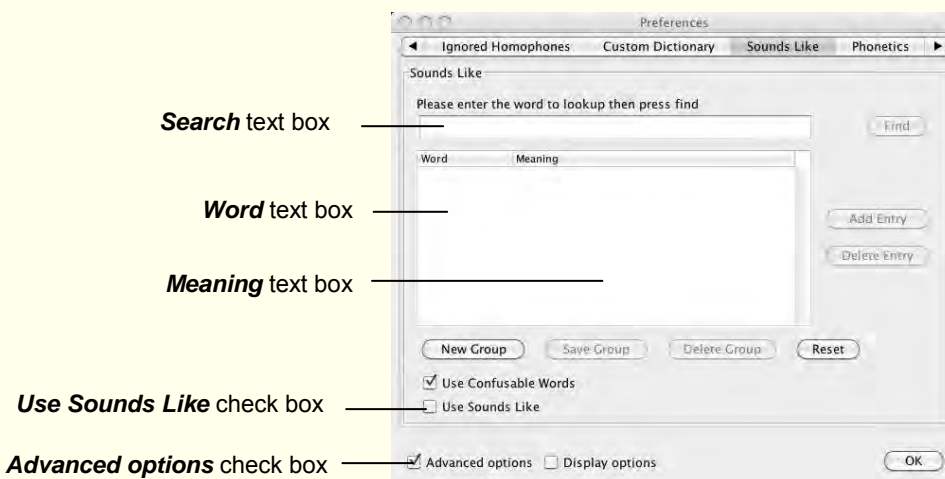


Figure 7-2 Sounds Like tab

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 Sounds Like and Confusable Words 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 word 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 document.

Exercise 3 Setting up homophones to ignore

In this exercise you'll learn how to add words which you want the Sounds Like and Confusable Words facility to ignore when it highlights homophones (like sounding words) in your text.




1. Type the following text into a Microsoft Word 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 5 Gold For Mac Floating Toolbar.

The like sounding words (homophones) and confusable words in your text are highlighted and the Sounds Like window is displayed (Figure 7-2).

The remaining steps are going to show you how to instruct the Sounds Like and Confusable Words facility to ignore the word 'would' as a homophone.

3. Close the Sounds Like window.
4. Click on the  button on the Read&Write 5 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.

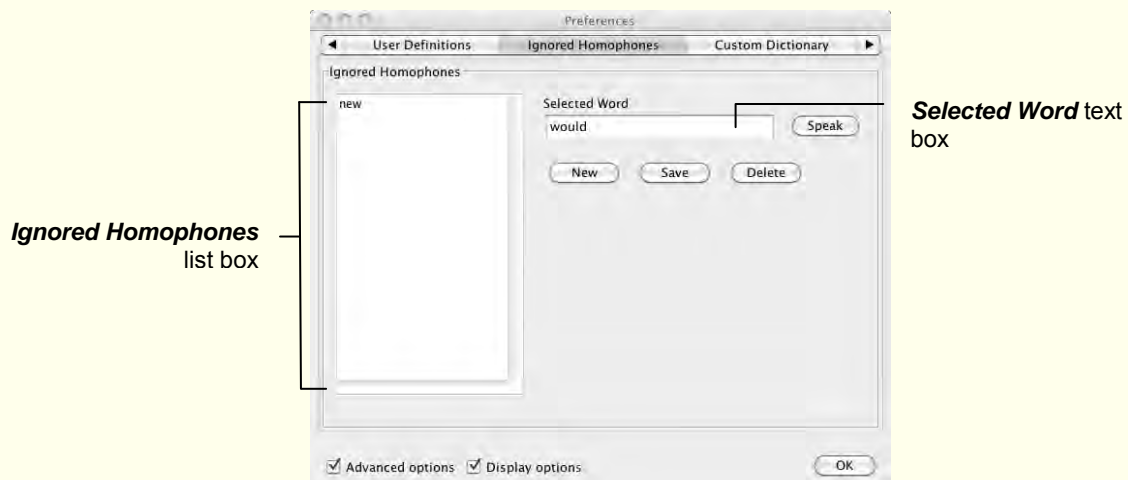



Figure 7-3 Ignored Homophones tab

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 5 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 Sounds Like 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 VERB CHECKER

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

Type the following text into a Microsoft Word document:
'I search everywhere for my keys.'

Exercise 1 Using the Verb Checker

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

1. Place your cursor on the word 'search' in your document.
2. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Verb Checker window displayed (Figure 8-1).

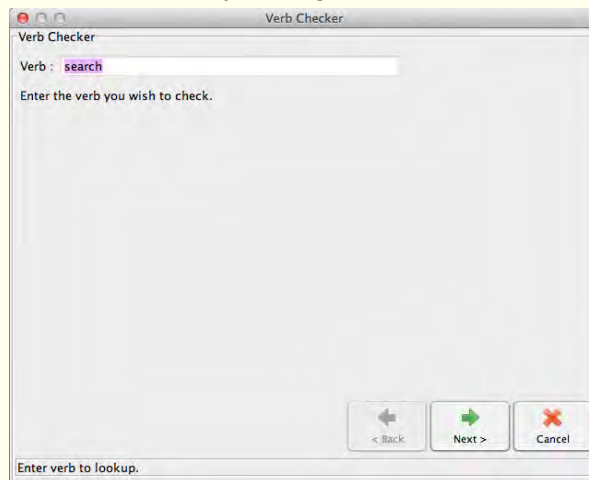
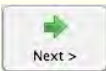


Figure 8-1 Verb Checker window

3. Click on the  button. You see the second step of the Verb Checker displayed (Figure 8-2).

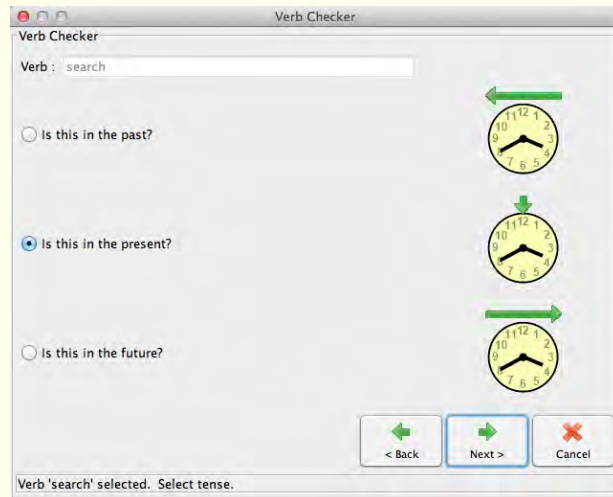



Figure 8-2 Verb Checker window: second step

4. Select the **Is this in the past?** radio button and then click on the  button. You see the third step of the Verb Checker displayed (Figure 8-3).

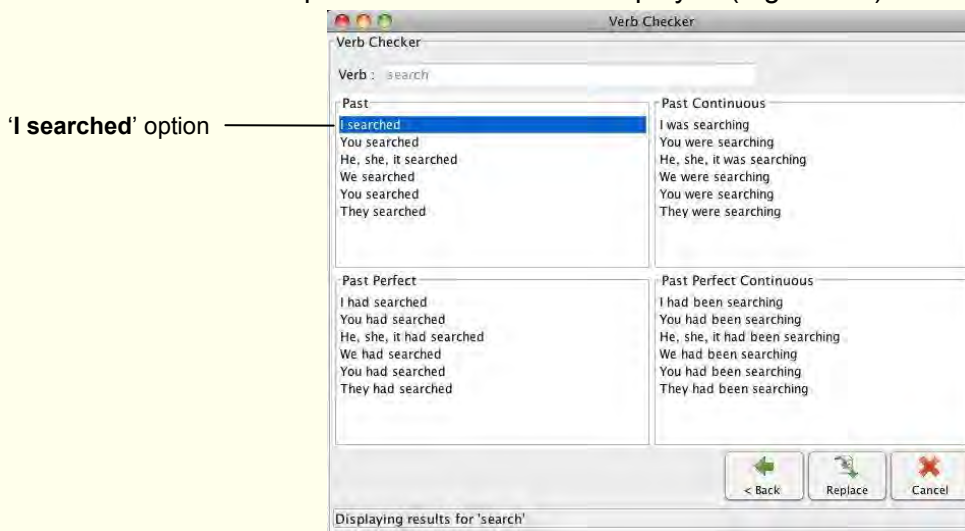




Figure 8-3 Verb Checker window: third step

The verb is shown in sentence format preceded by different personal pronouns, i.e. I, you (singular), he, she, we, you (plural) and they. Variations of these sentences are shown in the past tense.

5. Place your cursor in the sentence **'I searched'** in the **Past** list box.
6. Click on the  button on the toolbar to hear the sentence read aloud.
7. Click on the  button.

The Verb Checker replaces the word in your document with the *past tense* of the word.

9. USING THE SCANNING FACILITY

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

- perform a scan
- scan multiple documents
- 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 5 Gold For Mac uses your default scanner.

Exercise 1 Performing a scan

In this exercise you'll learn how to perform a scan. A scan allows you to scan directly into a PDF, MS Word, Pages or HTML document or directly into Read&Write 5 Gold For Mac. This exercise will show you how to scan to PDF and to MS Word.


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 on the Read&Write 5 Gold For Mac Floating Toolbar.



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 Scanning facility scans your document. When the scan has completed, you see the scanned image displayed in PDF Viewer. From here you can use PDFaloud to read the document.

This type of scan is recommended if you simply wish to scan a document and have it read. Scanning into PDF provides a 'near' picture image of the original document.


3. Click on the *Tools* menu, select the *Scan Options* sub-menu and then *Scan to Word*.
4. 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 Scanning facility scans your document. When the scan has completed, you see the scanned image displayed in MS Word.

Scanning to Word (or Pages) is recommended if you want to edit the scanned document.

 You can also Scan to HTML. This opens the scanned image in your Safari browser. This is recommended if you do not have Adobe Reader, Microsoft Word or Pages installed.

Exercise 2 Scanning multiple documents

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

1. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
2. Click on the Scanning tab (Figure 9-1 **Error! Reference source not found.**). You may need to click on the  or  button to access this tab.

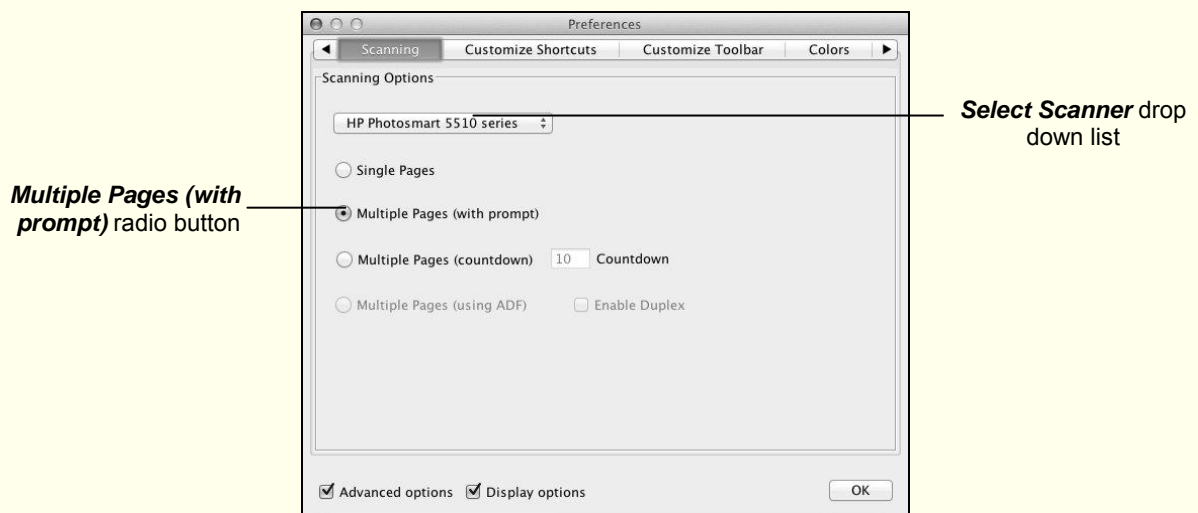





Figure 9-1 Scanner tab

 Read&Write 5 Gold For Mac uses your default scanner. If you have MAC OS 10.6, you can select a different scanner from the **Select Scanner** drop down list.

3. Select the **Multiple Pages (with prompt)** radio button. This option allows you to set up the Scanning facility to ask you if you want to scan more pages after each scan has been completed.


 The **Multiple Pages (countdown)** radio button allows you to scan multiple pages at a time. You can then enter the number of seconds you want to leave between each scan, in the **Countdown** text box.


4. Click on the **OK** button to save your settings.
5. Click on the *Tools* menu, select the *Scan Options* sub-menu and then *Scan to Word*.
6. Place a single page into your scanner and then click on the  button.
Your page is scanned into MS Word. You also see a prompt asking you if you want to scan another page.

7. Place another page into your scanner and confirm that you want to scan another page.

Exercise 3 Scanning from a file

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

 For this exercise, make sure that you have an image file with **multiple pages** stored 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 Word*
 - *Auto Open Output*
 - *Load from File.*
2. Click on the  button.
You see the Open File window displayed.
3. Browse to the location where you store your images.
4. Select the image and then click on the **Open** button.
5. A dialog box is displayed asking you to enter a range of pages you would like to scan. Enter '1-2' in the text box provided.

The image is scanned and opened in Microsoft Word.

10. 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 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 10-1).

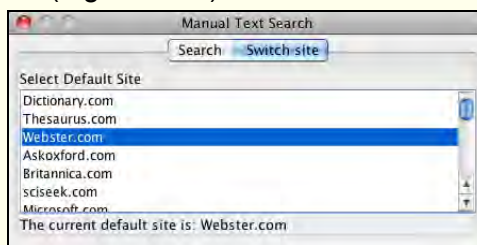


Figure 10-1 Manual Text Search window – Switch site tab


4. Select the *Webster.com* option from the list of websites available.
5. Click on the Search tab (Figure 10-2).
You see the word 'Pollen' displayed in the text box provided.



Figure 10-2 Manual Text Search window – Search tab

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

Your browser window opens displaying the search results for 'pollen' in *Webster.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.*

11. 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 5 Gold For Mac Floating Toolbar. You see the Fact Mapper window displayed (Figure 11-1).

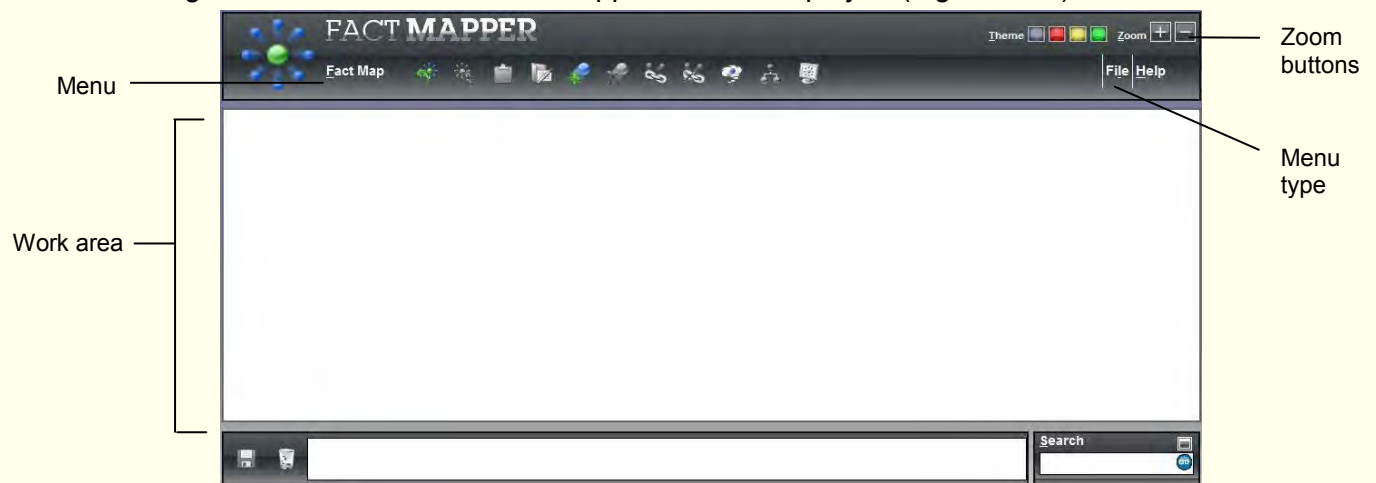




Figure 11-1 Fact Mapper window

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

Exercise 1 Creating fact maps

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

1. Click on the green option on the **Theme** palette: 
Wait a few moments while the Fact Mapper changes the color of the window to green.
2. Change it back to the original blue color, i.e. the first color on the **Theme** palette, or select the color of your choice.

- Click on the File menu in order to view the File toolbar (Figure 11-2).

 *The 'Menu type' label in Figure 11-1 can help you find this menu.*

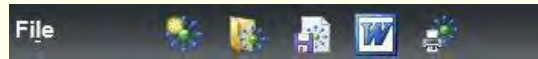


Figure 11-2 File toolbar

- Click on the Fact Map menu in order to view the Fact Map toolbar (Figure 11-3):

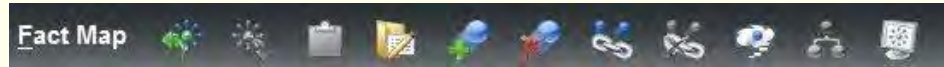


Figure 11-3 Fact Map toolbar




- 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 11-4 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 that it is coming from the America fact.*

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

The Fact map should look like Figure 11-5:

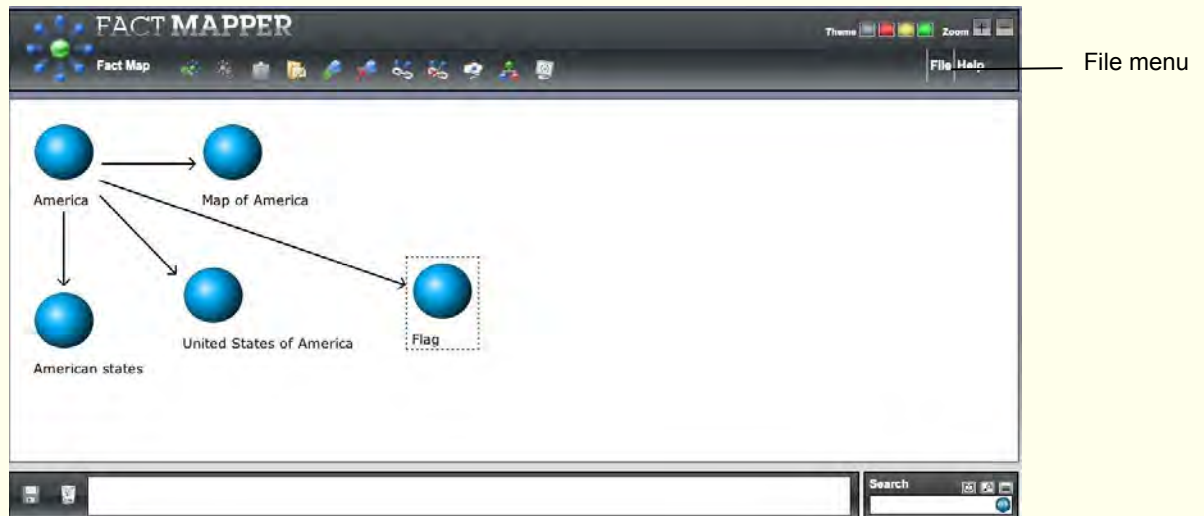




Figure 11-5 Fact Mapper window with facts

10. Select the 'Flag' fact and then click on the  button. This fact is removed from the fact map.
11. Click on the File menu and then click on the  button.
The Fact Map is called FactMap.map, is given the next sequential number, e.g. 1,2,3 and is saved in your Downloads folder.
12. Close the Fact Mapper.

Exercise 2 Opening fact maps and adding notes to facts

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


1. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar to access the Fact Mapper window (Figure 11-1).
2. Click on the File menu.
3. Click on the File menu again and select the Open option (Figure 11-5).
You see the Open File window displayed (Figure 11-6):



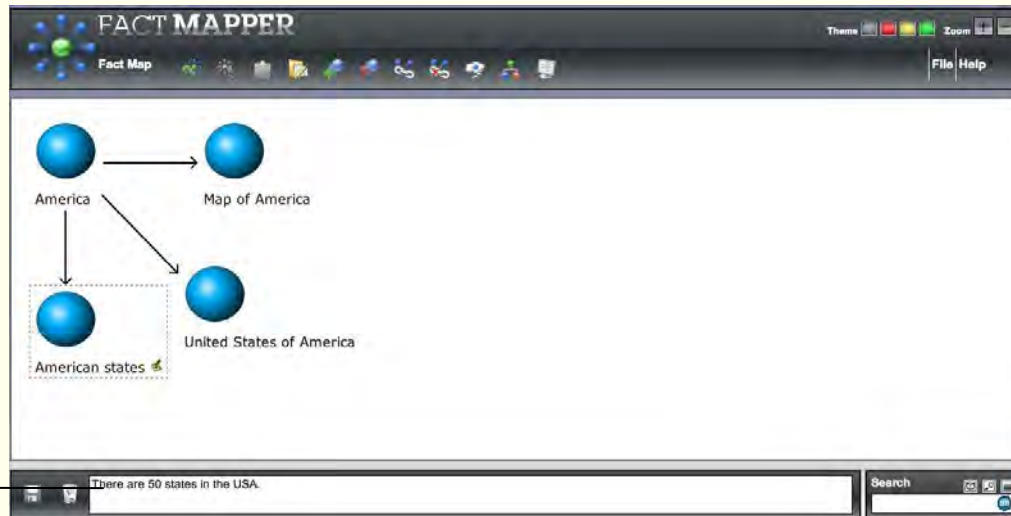
Figure 11-6 Open File window

4. Click on the **Browse** button.
You see the Choose file window displayed.
5. Locate the fact map you created in the previous exercise and then click on the **Choose** button.

You see the Open File window re-displayed.






6. Click on the **OK** button.
The fact map opens in the Fact Mapper window (similar to Figure 11-5).
7. Select the 'American states' fact.
8. Type the following text into the text area at the bottom of the Fact Mapper window (Figure 11-7):

There are 50 states in the USA.



Add note text
here

Figure 11-7 Fact Mapper window: adding notes

9. Click on the  button. The 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 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 note is removed from the fact.
14. Make sure the 'American states' fact is still selected.
15. Click on the  button.
16. Change the name of the fact to the following: **50 states**.
17. Save the fact map.

Exercise 3 Using the Image Library

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

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

2. Click on the **Go** button. The Search tab expands to display the list of images that match your search word.
3. Click and hold down your left mouse button on the American Coin image and drag and drop it onto the 'America' fact in the fact map:



 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).



Figure 11-8 American Coin image

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 11-9 American Football image





5. Right-click on the '50 states' fact and select *Restore Default Image* from the popup menu.
6. Click on the  button on the Search tab.
7. Click on the drop down list of image categories and select the *Classic Tourism* option.
8. Click and hold down your left mouse button on the Statue of Liberty image and drag and drop it onto the '50 states' fact in the fact map:



Figure 11-10 Statue of Liberty image



9. Save the fact map.
10. Click on the  button (on the *File* menu).
You see a new browser window displayed.
11. Click on the  button (on the *Image* menu). The Add Images window is displayed.
12. Enter '**My Image**' in the text box provided.
13. Click on the **Browse** button. The Select file to upload by factmapper.texthelp.com window is displayed.
14. Browse to the location in your directory where you store your images.

15. Click on an image and then click **Choose**. Then click **OK**.
The selected image is shown in the Fact Mapper window.
16. Click on **Close**.
17. In the Search tab, select the *Custom* option from the **Category** drop down list.
18. The image you uploaded is listed. You can now add this to your fact maps.

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





Exercise 4 Linking facts

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

1. Click on the 'Map of America' fact and then click on the  button (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 11-11).

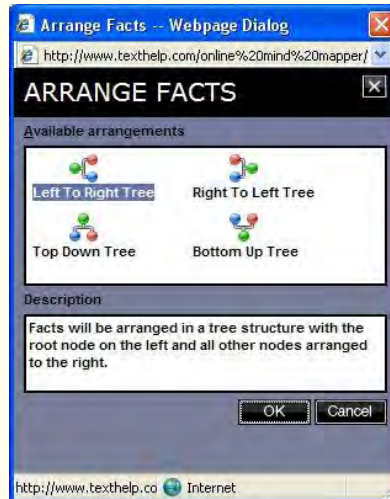





Figure 11-11 Arrange Facts window

 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 11-12 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 11-13:

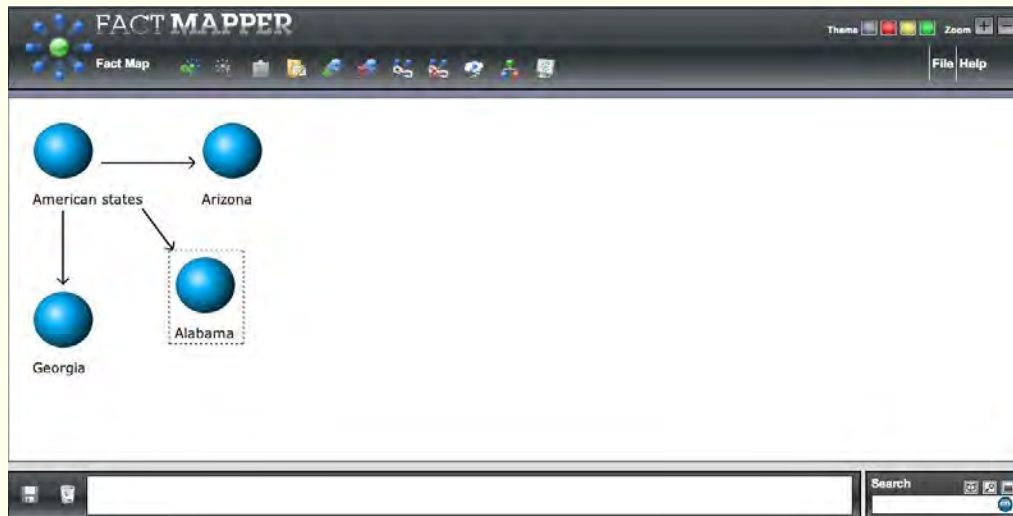






Figure 11-13 Fact Mapper window: Brainstorming

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 document.

1. Click on the  button (on the File menu). The Fact Map is saved to your Downloads folder. It is called WordOutlineExport.doc and is given the next sequential number, e.g. 1,2,3.

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





12. 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 5 Gold for Mac toolbar. The screen is tinted blue.
2. Click on the  button on the Read&Write 5 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 12-1). You may need to click on the  or  button to access this tab.

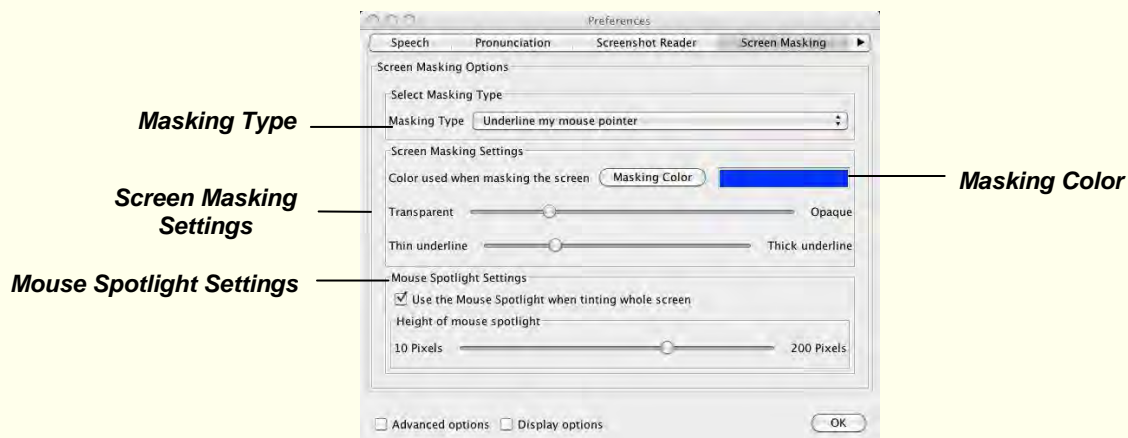






Figure 12-1 Screen Masking tab

4. Click on the **Masking Type** drop down list and select *Underline my mouse pointer*.
5. Select a color from the **Masking Color** palette.
6. Adjust the **Transparent/Opaque** track bar until you have selected a more opaque color, i.e. move the scale more to the right.
7. Adjust the **Thin underline/Thick underline** 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 5 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 12-2). You may need to click on the  or  button to access this tab.

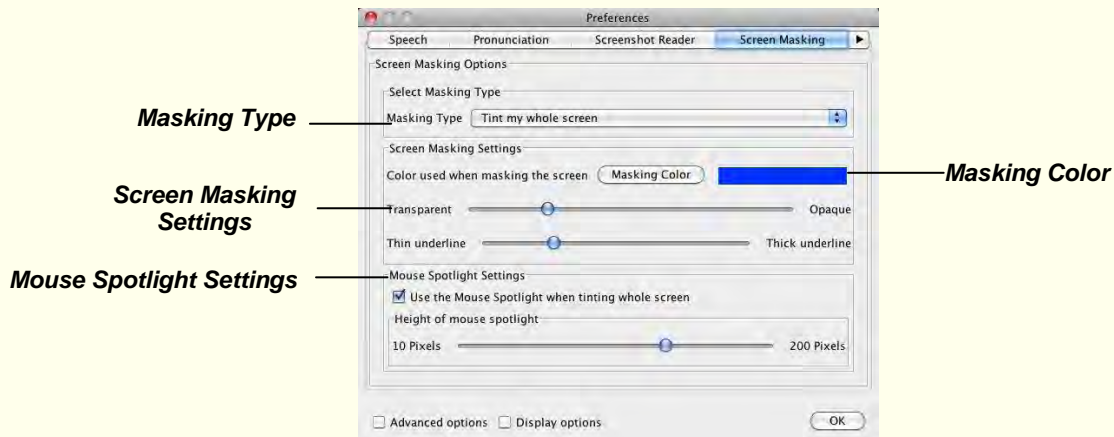




Figure 12-2 Screen Masking tab

4. Click on the **Masking Type** drop down list and select *Tint my whole screen*.
5. Select a color from the **Masking Color** palette.
6. Adjust the **Transparent/Opaque** track bar until you have selected a more transparent color, 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.

13. USING THE TRANSLATOR FACILITY

In this section you'll learn how to:

- translate single English words into another language
- configure the Single Word Translator facility
- translate paragraphs of text into another language
- configure the Paragraph Translator facility.


Type the following text into a blank Microsoft Word document:

It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

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

Exercise 1 Translating single English words into another language

In this exercise you'll learn how to translate words from English into another language.

1. Select the *Translator Options* and then the *Single Word Translate* option from the *Tools* menu.
2. Place your cursor on the word '**quiet**' in your document that you want to translate.
3. Click on the  button on the toolbar.

You see the Online Translator window displayed (Figure 13-1).

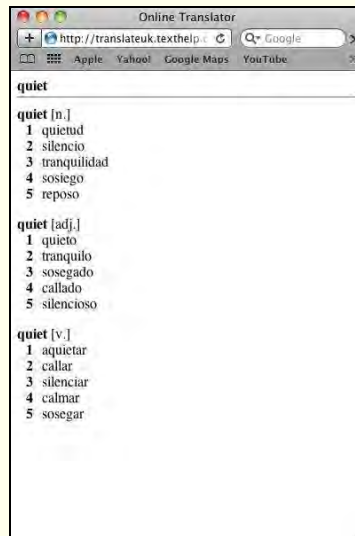



Figure 13-1 The Online Translator window




A list of Spanish translations is provided for the word 'quiet'.

4. Hover your mouse over the Spanish translations to hear them read aloud.
5. Close the Online Translator window.
6. Highlight the word 'empty' in your document and then click on the  button to view a list of Spanish translations.

7. Close the Online Translator window.

Exercise 2 Configuring the Single Word Translation facility

In this exercise, you'll learn how to use the Single Word Translation tab to configure the translation language and color of text in the Online Translator window.

1. Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Single Word Translator tab (Figure 13-2). You may need to click on the  or  button to access this tab.

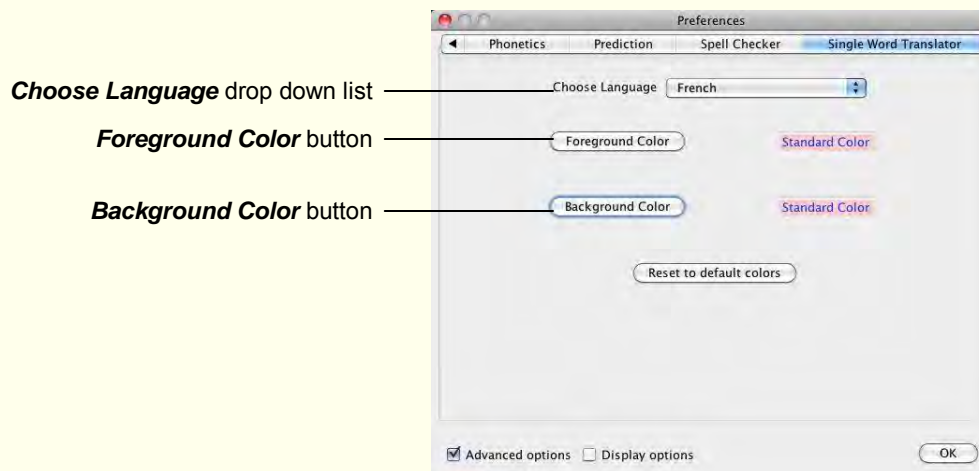



Figure 13-2 Single Word Translator tab

4. Select the *French* option from the **Choose Language** drop down list.
5. Click on the **Foreground Color** button and select a blue color for the color of the font in the Online Translator window.
6. Click on the **Background Color** button and select a pink color for the background of the text in the Online Translator window.
7. Click on the **OK** button to save your settings.
8. Highlight the word 'starlight' in your text and then click on the  button on the toolbar.
You see the Online Translator window displayed (Figure 13-1) in the colors you selected. A list of *French* translations is provided for the word 'starlight'.
9. Close the Online Translator window.

Exercise 3 Translating paragraphs of text into another language

In this exercise you'll learn how to translate paragraphs of text from English into another language.

1. Select the *Translator Options* and then the *Paragraph Translate* option from the *Tools* menu.

- Highlight the following paragraph in your document:
It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.



- Click on the  button.
 You see the Read&Write Paragraph Translator in a new browser window (Figure 13-3). A translation is shown in Spanish.






Figure 13-3 The Read&Write Paragraph Translator

- Hover your mouse over the translated text and then click on the  button to hear it read aloud.
- Close the browser window.

Exercise 4 Configuring the Paragraph Translator facility

In this exercise, you'll learn how to use the Paragraph Translation tab to configure the translation language and color of text in the Paragraph Translation window.

- Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Preferences window displayed.
- Click on the Paragraph Translator tab (Figure 13-4). You may need to click on the  or  button to access this tab.

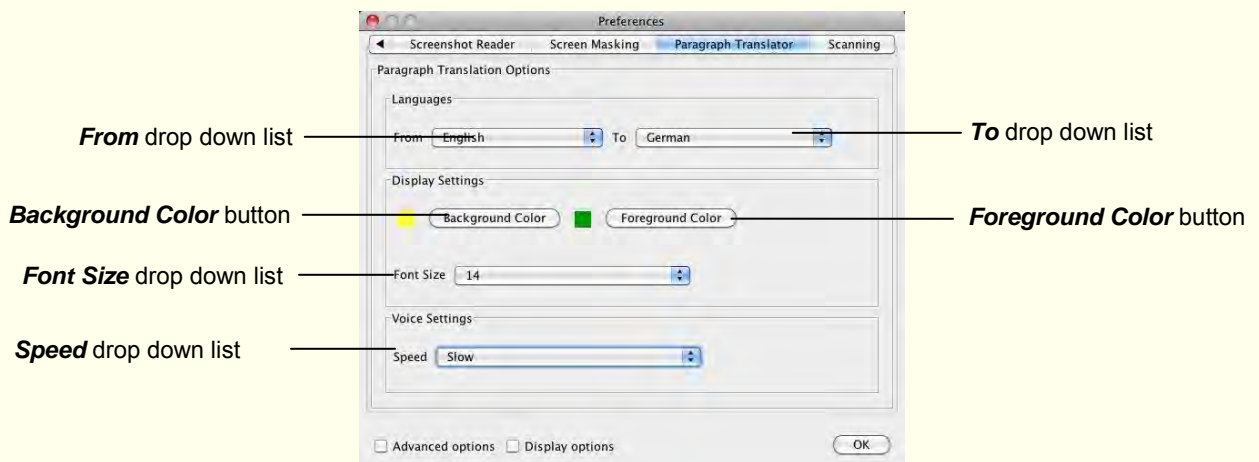




Figure 13-4 Paragraph Translator tab

3. Make sure that *English* is selected in the **From** drop down list (in the **Languages** section) and then select *German* in the **To** drop down list.
4. Click on the **Background Color** button and select a yellow color for the background of the text in the Paragraph Translation window.
5. Click on the **Foreground Color** button and select a green color for the color of the font in the Paragraph window.
6. Select *14* from the **Font Size** drop down list.
7. Select *Slow* from the **Speed** drop down list.
8. Click on the **OK** button to save your settings.
9. Highlight the following paragraph in your document:
It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

10. Click on the  button.
You see the Read&Write Paragraph Translator in a new browser window (Figure 13-3) in the colors you selected. A translation is shown in German.

11. Hover your mouse over the paragraph and then click on the  button to hear it read aloud.
12. Close the browser window.

14. USING STUDY SKILLS

In this section you'll learn how to:

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


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

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 Safari and then open one of your favorite websites.
Alternatively, open a Microsoft Word document of your choice.

 *The web page or Microsoft Word document should have several paragraphs of text.*

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


Read&Write 5 Gold For Mac 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 5 Gold For Mac 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 5 Gold For Mac de-selects the highlighted text in pink.

6. Click on the *Tools* menu and select *Collect Highlights to MS Word* from the *Safari Study Skills Options* menu.

7. Click on the  (Collect highlights) button.

The Collect Highlights window is displayed (Figure 14-1).

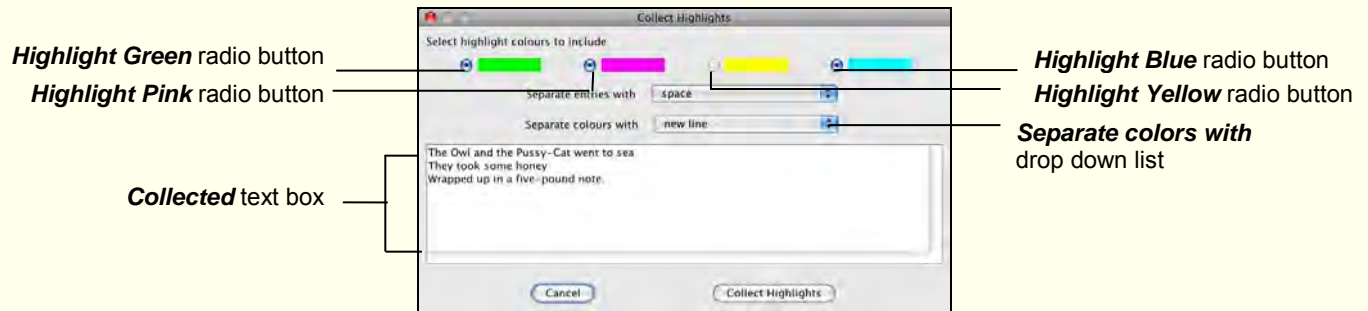



Figure 14-1 Collect Highlights window



8. Make sure the following options are selected:
 - **Highlight green** radio button
 - **Highlight pink** radio button
 - the *new line* option is selected from the **Separate entries with** drop down list
 - the *new line* option is selected from the **Separate colours with** drop down list.
 9. Click on the **Collect Highlights** button.
- Read&Write 5 Gold For Mac collects the highlighted text from the web page (or Word document) and inserts it into a new Microsoft Word document.
10. Save your document and call it **My Studies**.
 11. Close the web page (and/or Microsoft Word document).

Exercise 2 Creating a vocabulary list for your studies

In this exercise you'll learn how to add words to a vocabulary list which you can use for your studies. A vocabulary list provides definitions and explanatory images for your selected words.

1. Open a Microsoft Word document of your choice.

 *The document must have at least one paragraph of text.*

2. Select *Vocabulary Tool Options* from the *Tools* menu and then *Open Vocab List in MS Word*.
3. Highlight a word on the page and then click on the  (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.
4. Click on the  button on the toolbar.
You see the Vocabulary window displayed (Figure 14-2).

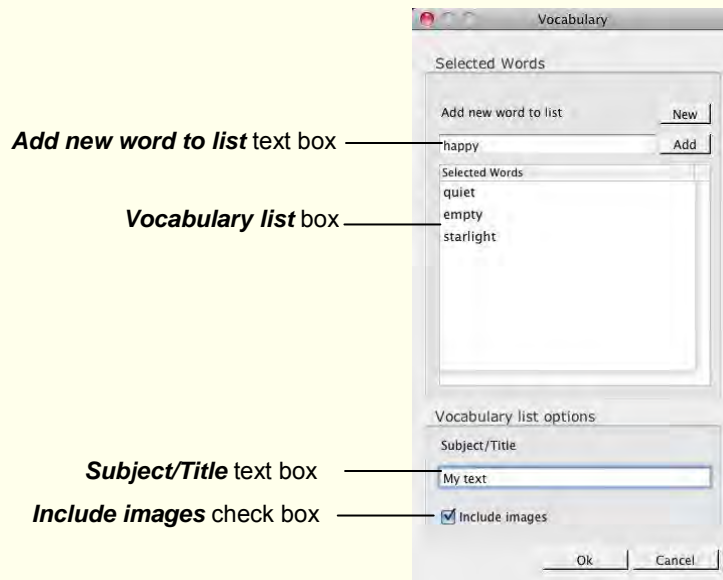


Figure 14-2 Vocabulary window

Your selected words are listed in the **Vocabulary list** box.

5. Type 'happy' in the **Add new word to list** text box and then click on the **Add** button to add the word to the **Vocabulary list** box.
6. Type 'My text' in the **Subject/Title** text box.
7. Make sure the **Include images** checkbox is selected.

You will need to be online to view the images in the Vocabulary List.

8. Click on the **OK** button.

Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images (Figure 14-3).

Vocabulary List			
Subject	My text		
Date	07/12/2011		
Word	Meaning	Symbol	Notes
happy	If you are happy to do something you would gladly do it; "I'm happy to help you move house!" Satisfied; "I'm happy with those arrangements!" Feeling pleasure; "I am really happy today!"	 	

Figure 14-3 Vocabulary List

9. Type the following text in the **Notes** column for the word 'happy':

A positive state of mind.

- 10.** Save your document and call it **My text**.

APPLICATION VIEW SECTION

1. INTRODUCING THE APPLICATION VIEW


This section is designed to help you learn how to use the Read&Write 5 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 5 Gold For Mac Application View:

- text reading
- spell check
- word prediction
- dictionary
- picture dictionary
- sounds like and confusable words
- verb checker
- screenshot reader
- speech maker
- scanning
- fact mapper
- screen masking
- translator
- study skills
- vocabulary
- PDFaloud.

 *You can access the Fact Finder and Daisy Reader from the Tools menu.*

Read&Write 5 Gold For Mac also allows you to:

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

2. GETTING STARTED

In this section you'll learn how to:

- start Read&Write 5 Gold For Mac
- customize the toolbar
- set up the colors of the main work area.

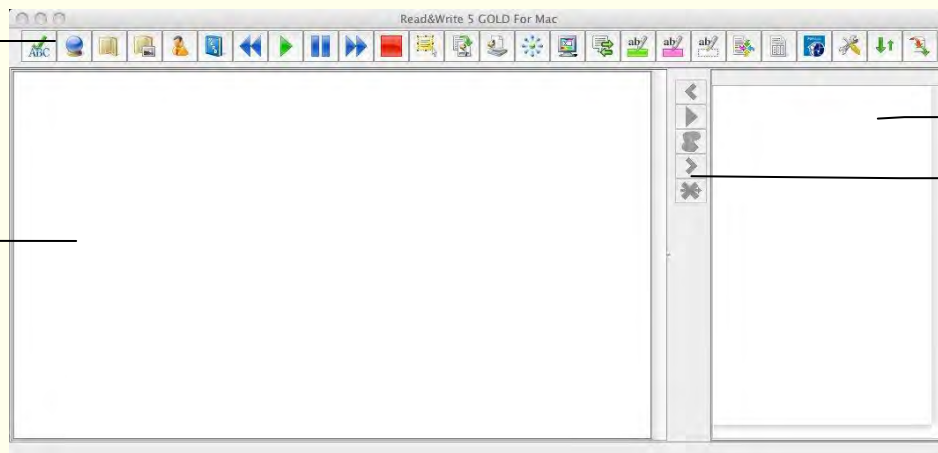
Exercise 1 Starting Read&Write 5 Gold For Mac

You start Read&Write 5 Gold For Mac from the desktop. To do this, you double click on



the icon. The Read&Write 5 Gold For Mac main window is displayed (Figure 2-1). If you do not see the main window click on the button.

Read&Write
5 Gold For
Mac toolbar



Suggestion list

Suggestion
toolbar

Main work area

Figure 2-1 Read&Write 5 Gold For Mac main window

Exercise 2 Customizing the toolbar

In this exercise you'll learn how to set up which functions and facilities you want displayed on the Read&Write 5 Gold For Mac toolbar.

1. Click on the button on the Read&Write 5 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.

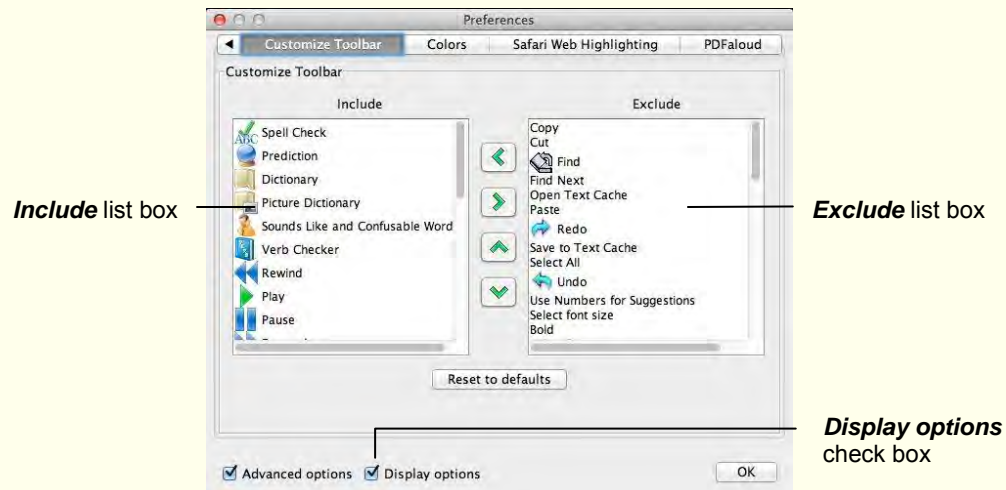








Figure 2-2 Customize Toolbar tab



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 *Prediction* option in the **Include** list box and then click on the  button. Notice how the *Prediction* icon moves further down the list. This means that you've moved it further to the right of the toolbar.
7. Select the *Picture Dictionary* option in the **Include** list box and then click on the  button twice. Notice how the *Picture Dictionary* 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 5 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 colors and formatting text

In this exercise you'll learn how to specify the background and foreground colors of the text in the Application View. You will also learn how to format the text using Read&Write 5 Gold For Mac.

1. Click on the  button on the Read&Write 5 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.

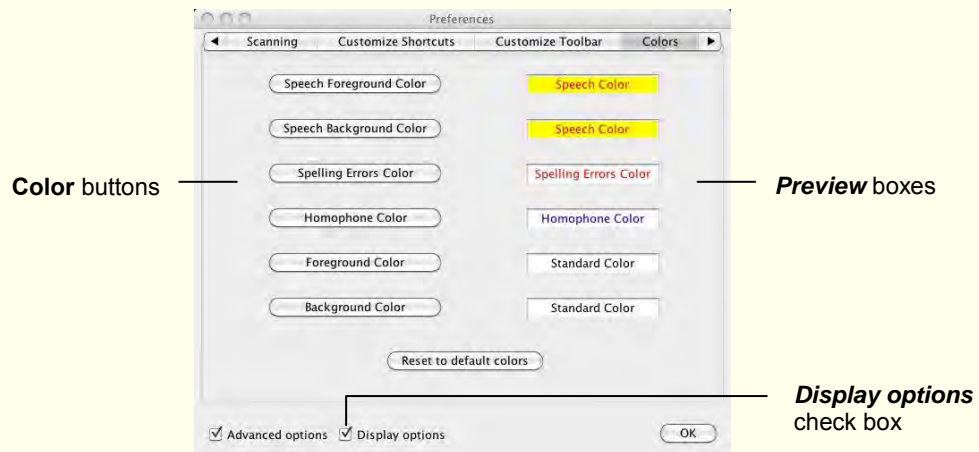


Figure 2-3 Colors tab

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

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

6. Select your own colors 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 colors.
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 colors of your choice.

10. Click on the Read&Write 5 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 5 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 5 Gold For Mac toolbar.
4. Select the Speech tab of the Preferences window (Figure 3-1).

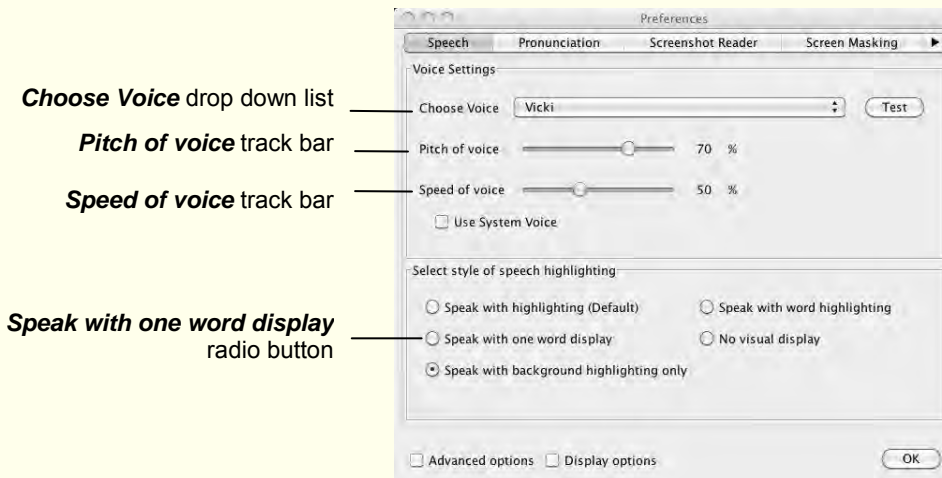





Figure 3-1 Speech tab

5. Select 'Texthelp Jane' from the **Choose Voice** drop down list.
6. Drag and drop the track bars to the following settings:
 - **Pitch of voice** – 75 %
 - **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 5 Gold For Mac 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 color from the color palette to specify the color of the text that is read aloud.
6. Click on the **Speech Background Color** button and select a color from the color palette to specify the background color of the text that is read aloud.

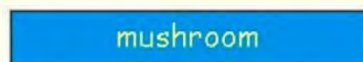
The **Preview** boxes to the right of these buttons show you how the foreground and background colors will look.

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 colors.

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 5 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.

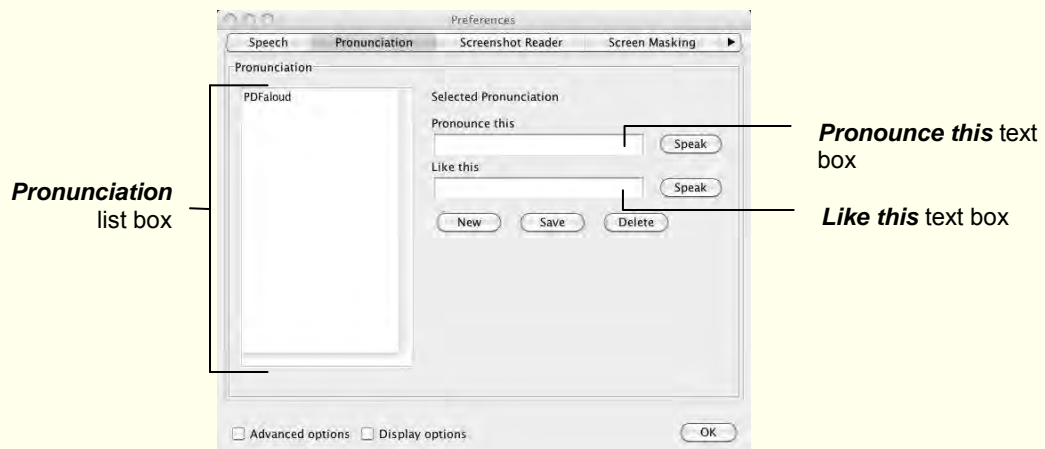


Figure 3-2 Pronunciation tab

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.

1. Click on the *Speech* menu.
2. Make sure the *Speak as I 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 I 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 'Play'.
3. Hover your mouse over other buttons to hear them read aloud.
4. 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. Click anywhere on the webpage and then 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.

You can change the colors that are used to highlight the text as it is being read. To do this:

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.

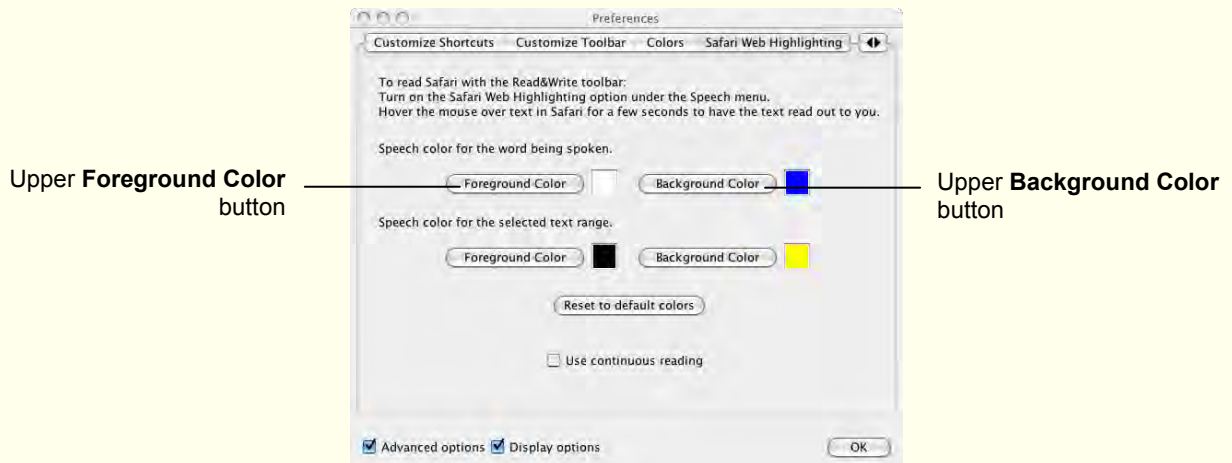




Figure 3-3 Safari Web Highlighting tab


6. Click on the upper **Foreground Color** button and select a green color from the color palette. Click on the upper **Background Color** button and select the white color from the color palette. You have just selected the color of the text that will be read aloud and the background color 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 colors of web highlighting have changed.
10. Return to the Safari Web Highlighting tab (Figure 3-3). Click on **Reset to default colors** to revert back to the original colors
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. In the Safari Browser, type '**www.google.com**' into the **Address** field to display the Google homepage.
2. Click on the  button. Your cursor now looks like this: 

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








Figure 3-4 Google logo

After a short time Read&Write 5 Gold for Mac highlights and reads the text aloud (Figure 3-5).



Figure 3-5 Screenshot Reader window

- Click on the  button to hear the text read aloud again.
- Click on the  button to close the Screenshot Reader window.
- Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Preferences window displayed.
- 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 tab displayed (Figure 3-6).

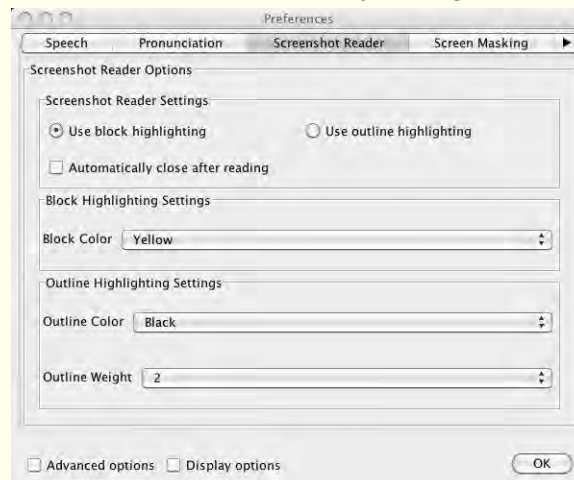


Figure 3-6 Screenshot Reader tab

- Select the **Use outline highlighting** radio button.
- Select **Green** from the **Outline color** drop down list.
- Select **5** from the **Outline Weight** drop down list.






11. Select the **Automatically close after reading** check box.
12. Click on the **OK** button.
13. Click on the  button. Your cursor now looks like this: .
14. Using the cursor draw a box round the Google logo again (Figure 3-7):




Figure 3-7 Google logo

You can see that the text is highlighted using the settings you have just selected. The Screenshot Reader window closes as soon as it reads the text aloud. If you want to hear the text read aloud again, you must repeat steps 13 and 14.

15. Click on the **Tools** menu, select **Screenshot Reader Options** and then select **Screenshot to Read&Write**.
16. Click on the  button. Your cursor now looks like this: .
17. Using the cursor draw a box round the Google logo again.
This time the text is displayed in Read&Write 5 Gold For Mac.
18. 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 5 Gold For Mac into sound files, using the Speech Maker facility.

1. Ensure there is text displayed in the Read&Write 5 Gold For Mac Application View.
2. Click on the  button on the Read&Write 5 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 3-8).

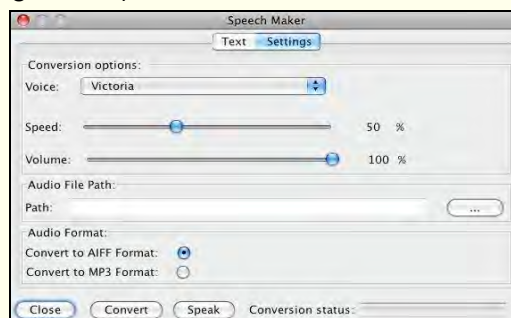


Figure 3-8

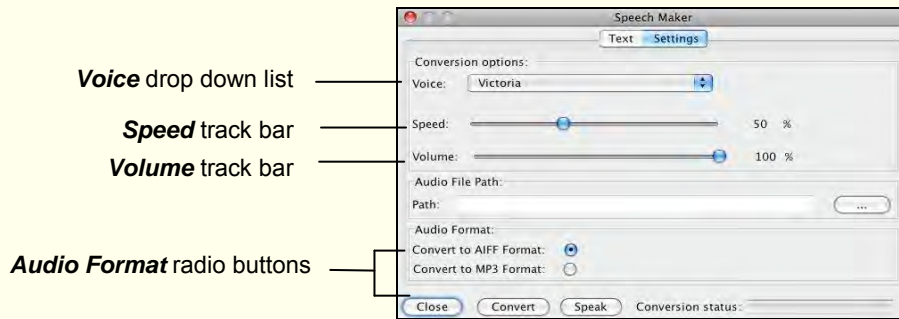


Figure 3-8 Speech Maker window – Settings tab

3. Select 'Texthelp Jane' from the **Voice** drop down list.
4. Drag and drop the track bars to the following settings:
 - **Speed** – 55%
 - **Volume** – 45%.
5. 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.
6. Click on the button to display the Save As window.
7. Type in a name for your audio file in the **Save As** text box.
8. Browse to the folder in the directory in which you want to save the sound file, then click on the **OK** button.
9. Select the type of sound file format you want to create, by selecting the appropriate **Audio Format** radio button.
10. Click on the **Convert** button to create the new sound file.
11. Click on the **OK** button in the Information panel if it is displayed.
12. Click on the **Close** button to close the Speech Maker window.
13. 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 5 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 3-9.

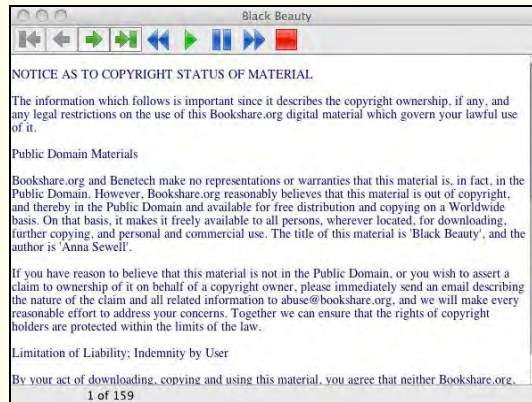








Figure 3-9 Daisy Reader window

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 colors you would like to use to read text aloud, using the Preferences in Read&Write 5 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.
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 3-10):

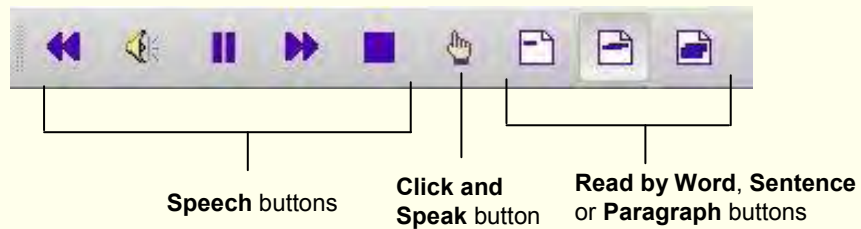


Figure 3-10 PDFaloud toolbar in Acrobat 8 or 9

- **Adobe Reader 10** – the PDF is displayed in Adobe Reader. However, to view the PDFaloud toolbar, you must click on the **Tools or Extended** button on the toolbar and select **Plug-In PDFaloud**. The PDFaloud toolbar is displayed (Figure 3-11):

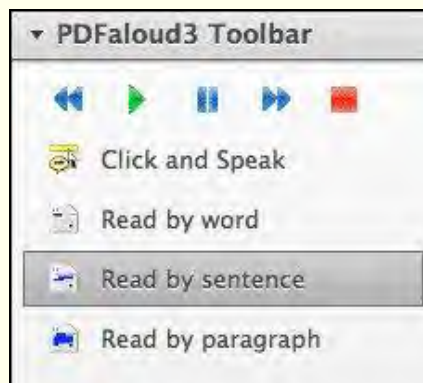







Figure 3-11 PDFaloud toolbar in Acrobat 10

2. Click on the **Play** button. PDFaloud reads aloud the text in your document.
3. Click on the **Stop** button to stop the system from reading the document.
4. Click on the **Click and Speak** button to activate the Click-and-Speak facility.
5. Click anywhere in your document. The system reads the text aloud.

 You can select *Read by word, sentence or paragraph* and then click on the **Play** button to read a word, sentence or paragraph aloud.

 You can access any of the *Speech options* from the *PDFaloud menu*.

6. Close your PDF document.
7. Click on the  button on the Read&Write 5 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 3-12). You may need to click on the  or  button to access this tab.

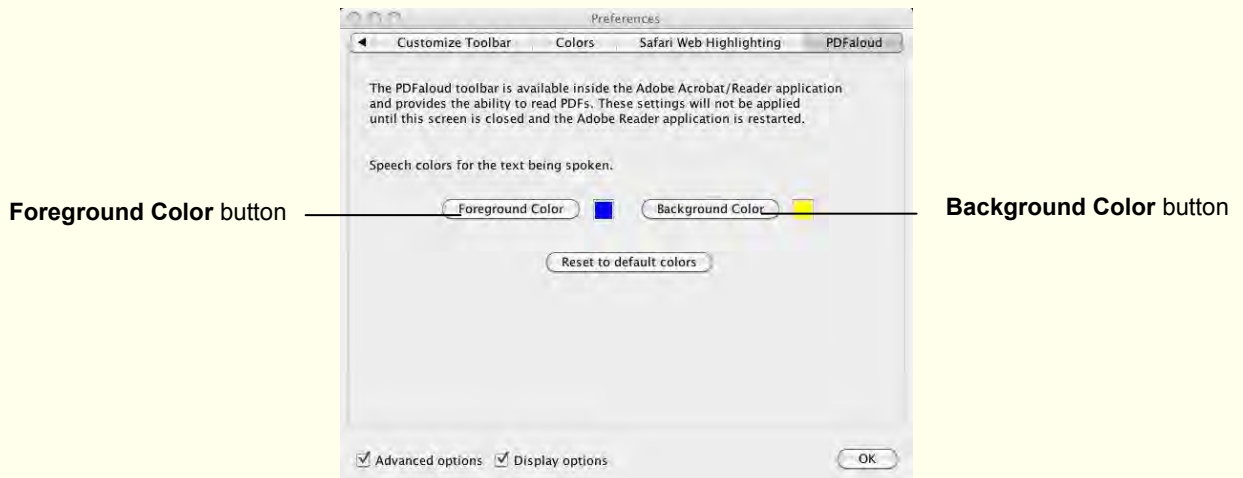


Figure 3-12 PDFAloud tab


9. Click on the **Foreground Color** button and select a green color from the color palette. Click on the **Background Color** button and select the white color from the color palette. You have just selected the color of the text that will be read aloud and the background color 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 colors that you set up.
12. If you do not like the colors return to the PDFAloud tab and either choose other colors or click on **Reset to default colors**.

4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Check
- 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 5 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 misspelled 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 Check and setting up general spelling options

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

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

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

2. Click inside the first misspelled 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 Check.
 6. Click on the  button on the Read&Write 5 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 Check tab (Figure 4-1). You may need to click on the  or  button to access this tab.

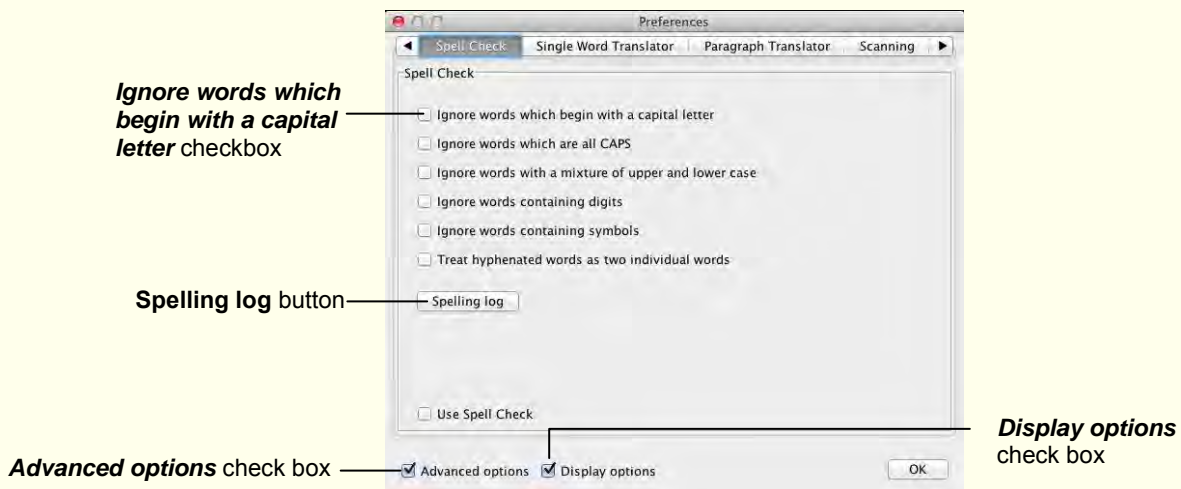








Figure 4-1 Spell Check tab




9. Select the **Ignore words containing digits** checkbox. This means that the Spell Check will ignore words that contain numbers.
10. Make sure the **Display options** check box is selected.
11. Click on the Colors tab (Figure 2-3). You may need to click on the  or  button to access this tab.
12. Click on the **Spelling Errors Color** button, select any color from the color 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 colors.
14. Click on the **OK** button to save your settings and to close the Preferences window.
The Spell Check is activated and the word 'Nemo' is highlighted in your text.
15. 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.

16. Click on the  button to deactivate the Spell Check.

Exercise 2 Setting up the Custom Dictionary

You can add words that the Spell Check does not recognize to the custom dictionary so that they are not mistaken for misspelled words. In this exercise you'll learn how to add words to the custom dictionary.

1. Click on the  button on the Read&Write 5 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.

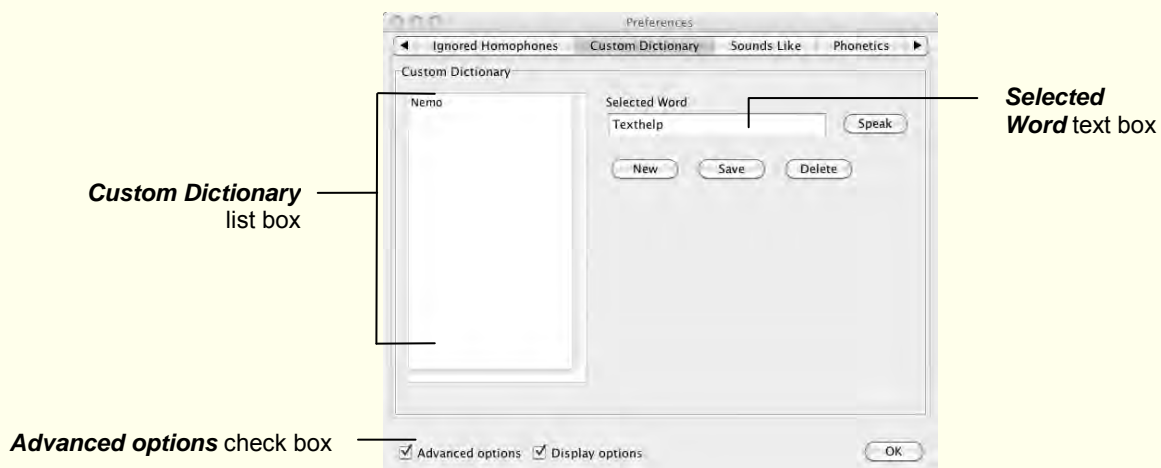


Figure 4-2 Custom Dictionary tab

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 Check 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 5 Gold For Mac will be able to use the phonetic mapping of "f = ph" to solve these errors.

Read&Write 5 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 5 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 5 Gold For Mac Application View.

- Click on the  button on the Read&Write 5 Gold For Mac toolbar to activate the Spell Check.

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

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

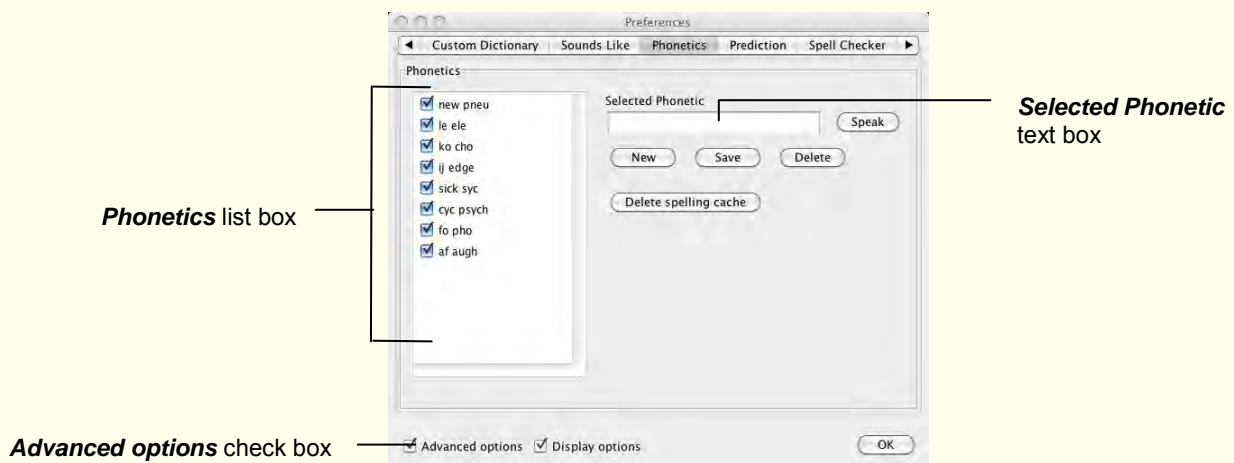


Figure 4-3 Phonetics tab




Notice how 'fo' is mapped to 'pho' in the **Phonetics** list box. The Spell Check 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:

- 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 Check will suggest new words with 'ph' in them instead.
- Click on the **Speak** button beside the **Selected Phonetic** text box to hear the syllables read aloud.
- Click on the **Save** button.
- 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 misspelled words.

1. Click on the  button on the Read&Write 5 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 4-4). 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 misspelled.

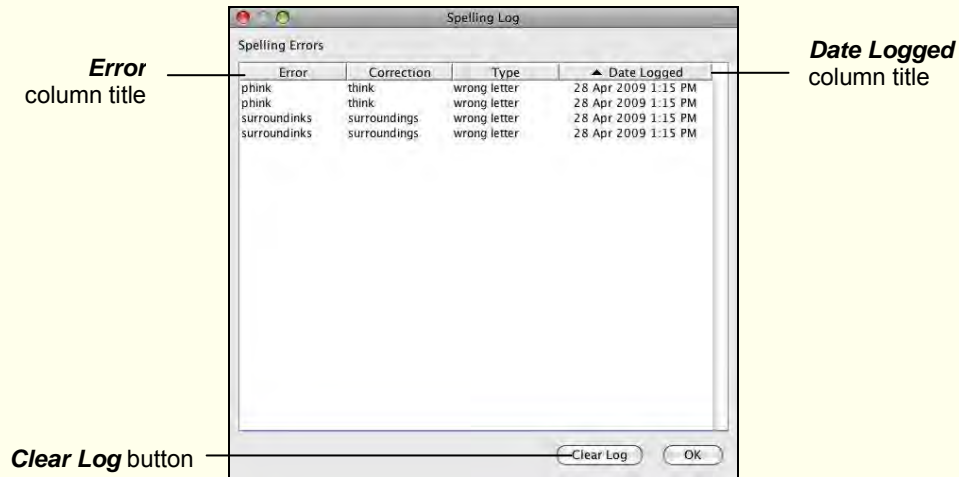




Figure 4-4 Spelling Log window

5. Click on the **Error** column title. The records are re-ordered in either ascending or descending order. Notice how 'mushroom' is spelled 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.

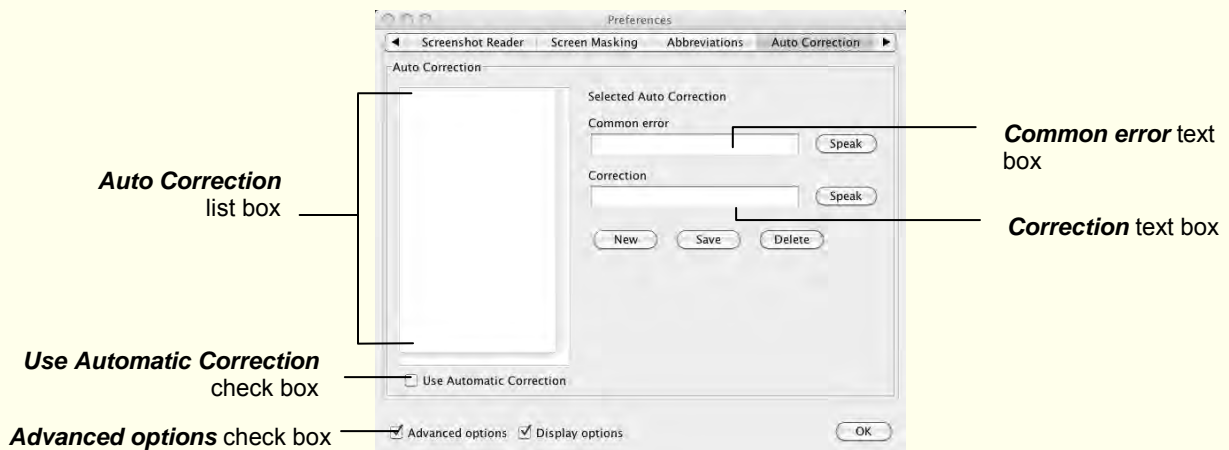



Figure 4-5 Auto Correction tab

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 5 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 misspelled word in your document.*

'Fred lives on a musroom.'

Notice how the system automatically corrects the misspelled 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
- specify how you want the Prediction facility to learn.


Exercise 1 Using the Prediction facility

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

1. Click on the  button on the Read&Write 5 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. Add some words of your own using the same method.




The other buttons on the **Suggestion** toolbar allow you to perform the following functions:

-  – 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 5 Gold For Mac window
-  – click on this button to replace the word in the text with the predicted word.

5. Click on the  button to disable the Prediction facility.

Exercise 2 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 favorite website or from a previously saved document.
2. Click on the  button on the Read&Write 5 Gold For Mac Toolbar. You see the Preferences window displayed.
3. Make sure the **Advanced options** check box is selected.
4. Click on the Prediction tab (Figure 5-1). You may need to click on the  or  button to access this tab.

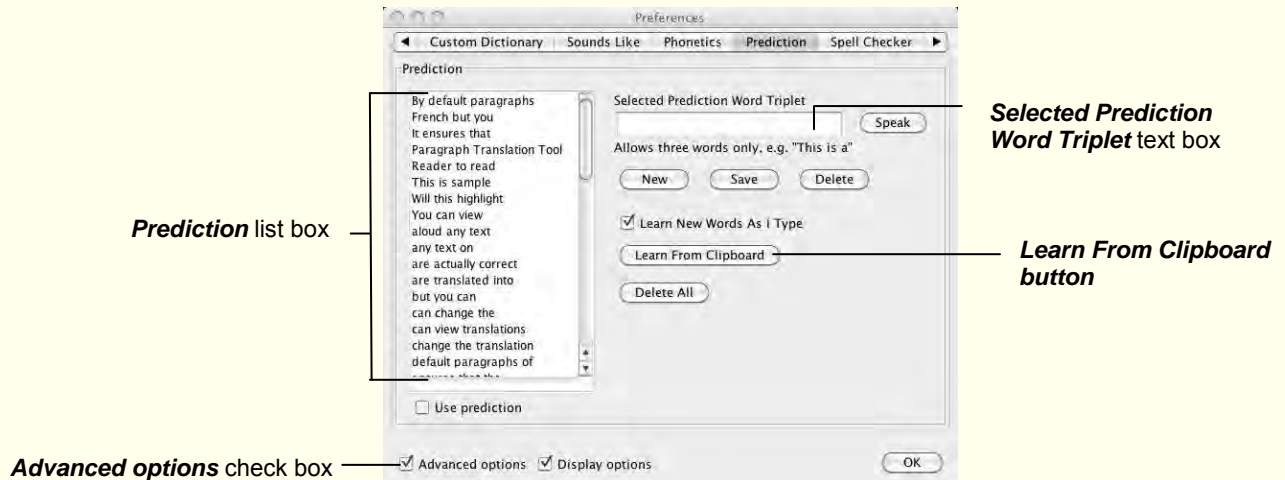


Figure 5-1 Prediction tab

5. Click on the **Learn From Clipboard** button.
Notice how the copied text is divided into word triplets and displayed in the **Prediction** list box.
6. Click on the **OK** button to close the Preferences window.
7. Begin to type the paragraph of text you selected in step 1 in the Read&Write 5 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:

- find basic and advanced definitions
- add your own definitions to the dictionary
- find graphical representations of words using the Picture 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 5 Gold For Mac Application View:
'The moon revolves around the earth.'
2. Click inside the word 'moon'.
3. Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Dictionary window displayed (Figure 6-1).

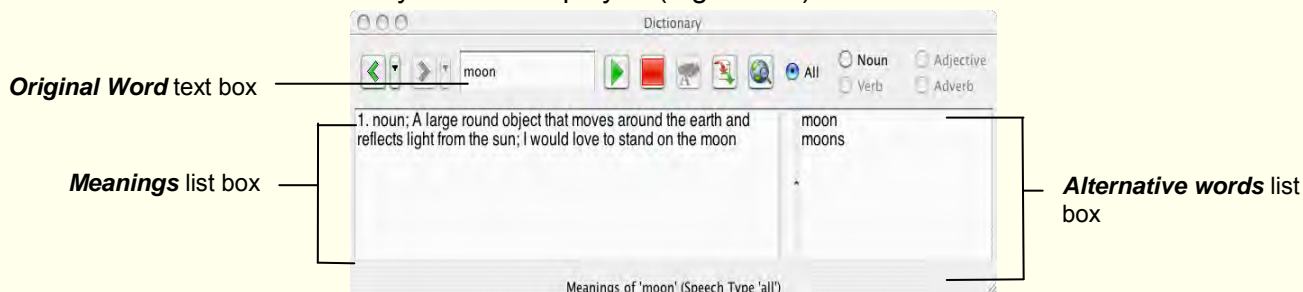



Figure 6-1 Dictionary window




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 5 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.

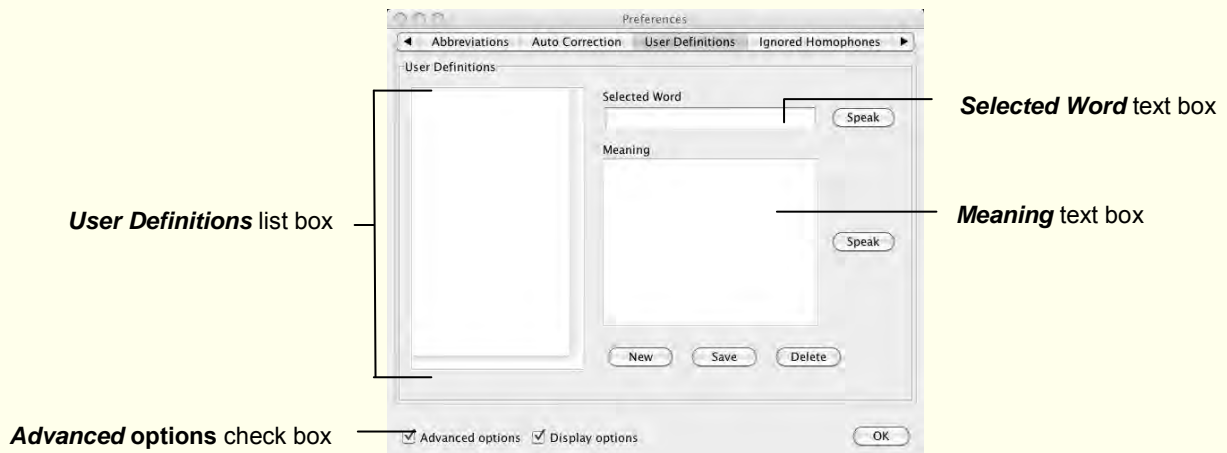


Figure 6-2 User Definitions tab

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.


Exercise 3 Using the Picture Dictionary

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

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

1. Type the following text onto a new line in the Read&Write 5 Gold For Mac Application View::

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

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

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

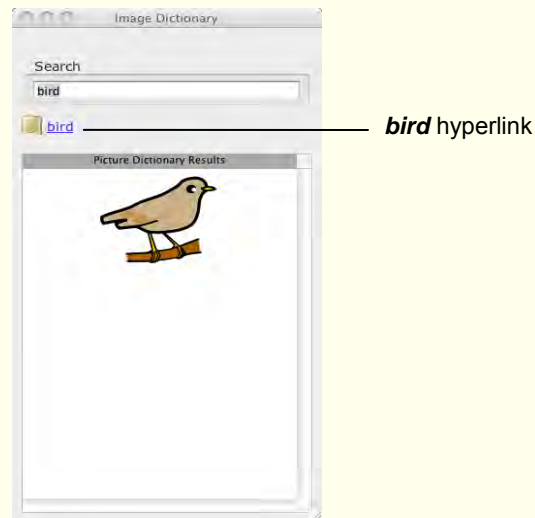


Figure 6-3 Picture Dictionary window

3. Highlight the word '**hand**' in your document.
The Picture Dictionary window displays a picture of a hand.
4. Click on the '**hand**' hyperlink.
You see the Dictionary window displayed (Figure 6-4Figure 6-5).

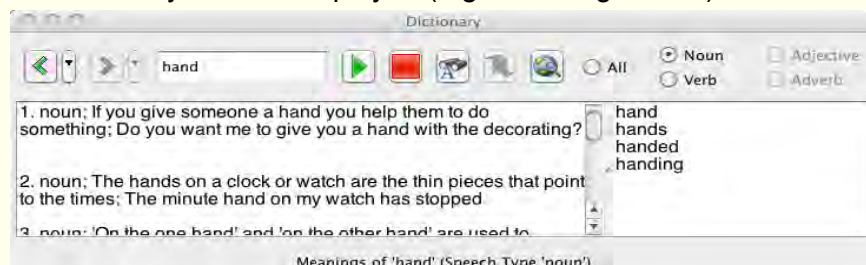


Figure 6-4 Dictionary window

Definitions for the word 'hand' are listed.

5. Close the Dictionary.
6. Close the Picture Dictionary.

7. USING THE SOUNDS LIKE AND CONFUSABLE WORDS FACILITY

In this section you'll learn how to:




- identify like sounding words (homophones) and confusable words in your text and set up colors
- edit the Sounds Like and Confusable words database
- set up homophones you want ignored.

Type the following text into the Read&Write 5 Gold For Mac Application View:


'They awl went too thee play together inn their new car, even though it was a tight squeeze'

Exercise 1 Identifying like sounding and confusable words and setting up colors

In this exercise you'll learn how to identify like sounding words (homophones) and confusable words in your document to help you ensure you've typed the correct word. You'll also learn how to set up the colors of homophones and confusable words.

1. Click on the  button on the toolbar.
The homophones and confusable words 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 5 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. When the word 'went' is highlighted in blue, click on the  (Ignore) button as this is the correct word to use in this sentence.
6. Replace the following homophones:
 - too – to
 - thee – the

- inn – in.
7. Ignore the homophones 'their' and 'new' as these are the correct words to use in this sentence. Also ignore the words 'even', 'though' and 'was'.

Your sentence should now look like this:



'They all went to the play together in their new car, even though it was a tight squeeze.'

8. Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Preferences window displayed.
9. Make sure the **Advanced options** check box is selected.
10. Click on the Colors tab (Figure 3-2). You may need to click on the  or  button to access this tab.
11. Click on the **Homophone Color** button, select a purple color from the color palette and then click on the **OK** button.

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






*You can prevent the Sounds Like and Confusable Words facility from suggesting confusable words like 'though' and 'thorough'. If you want to do this in future, click on the Sounds Like tab in Preferences and deselect the **Use Confusable Words** checkbox*

12. Click on the **OK** button to save your settings and to close the Preferences window.
13. Click on the  button on the toolbar.
Notice how the homophones are highlighted in purple.
14. Click on the  button again to disable the Sounds Like and Confusable Words facility.
15. 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 color.
16. Click on the **OK** button.

Exercise 2 Editing the Sounds Like and Confusable Words database

In this exercise you'll learn how to add a new word group to the Sounds Like and Confusable Words database.

1. Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Sounds Like tab (Figure 7-1). You may need to click on the  or  button to access this tab.

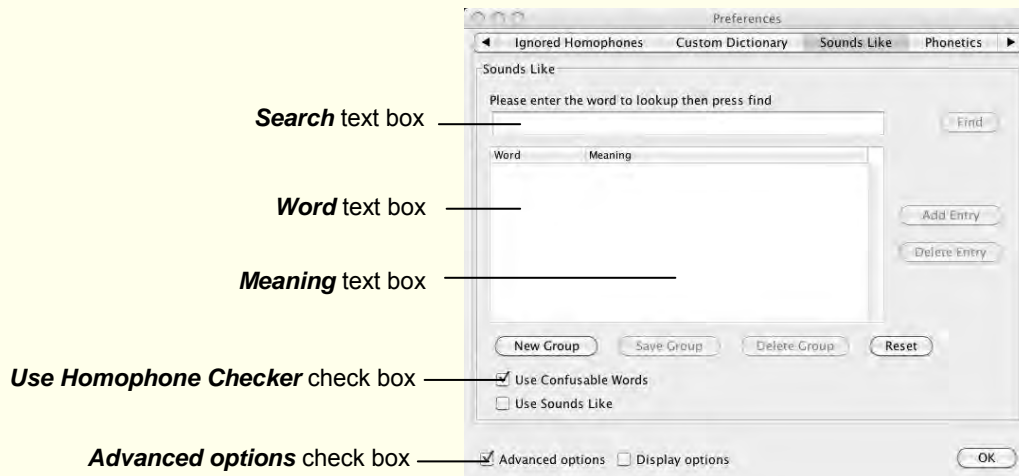







Figure 7-1 Sounds Like tab

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 Sounds Like and Confusable Words 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 word 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 5 Gold For Mac.

Exercise 3 Setting up homophones to ignore

In this exercise you'll learn how to add words which you want the Sounds Like and Confusable Words facility to ignore when it highlights homophones (like sounding words) in your text.

1. Type the following text into the Read&Write 5 Gold For Mac Application View: **'There are many things I would like to do'**.
2. Click on the  button on the Read&Write 5 Gold For Mac toolbar. The like sounding words (homophones) and confusable words in your text are highlighted. The remaining steps are going to show you how to instruct the Sounds Like and Confusable Words facility to ignore the word 'would' as a homophone.

3. Click on the  button on the toolbar to disable the Sounds Like and Confusable Words facility.
4. Click on the  button on the Read&Write 5 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.

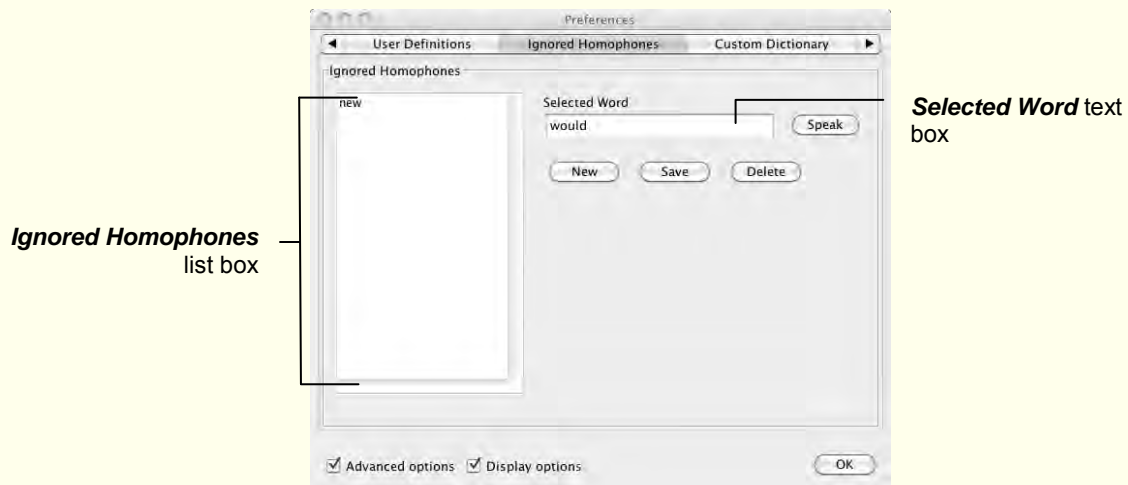




Figure 7-2 Ignored Homophones tab

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 5 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 7-2).
14. Select the word '**would**' in the **Ignored Homophones** list box and then click on the **Delete** button.


8. USING THE VERB CHECKER

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

Type the following text into the Read&Write 5 Gold For Mac Application View:
'I search everywhere for my keys.'

Exercise 1 Using the Verb Checker

In this exercise you'll learn how to use the Verb Checker to search for verb conjugations of the word 'search' so that you can use them to write sentences (in different tenses) in the Read&Write 5 Gold For Mac Application View.

1. Place your cursor on the word 'search' in your document.
2. Click on the  button on the Read&Write 5 Gold For Mac Floating Toolbar. You see the Verb Checker window displayed (Figure 8-1).

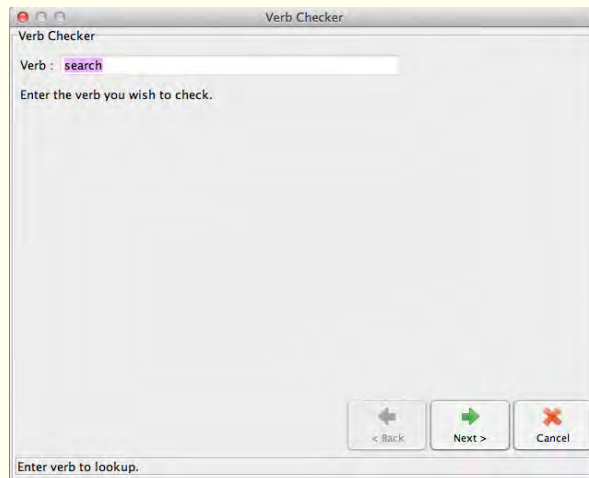
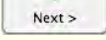


Figure 8-1 Verb Checker window

3. Click on the  button. You see the second step of the Verb Checker displayed (Figure 8-2).

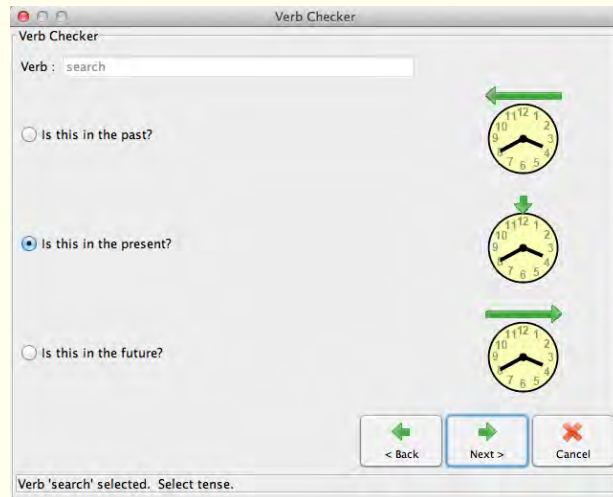



Figure 8-2 Verb Checker window: second step

4. Select the **Is this in the past?** radio button and then click on the  button. You see the third step of the Verb Checker displayed (Figure 8-3).

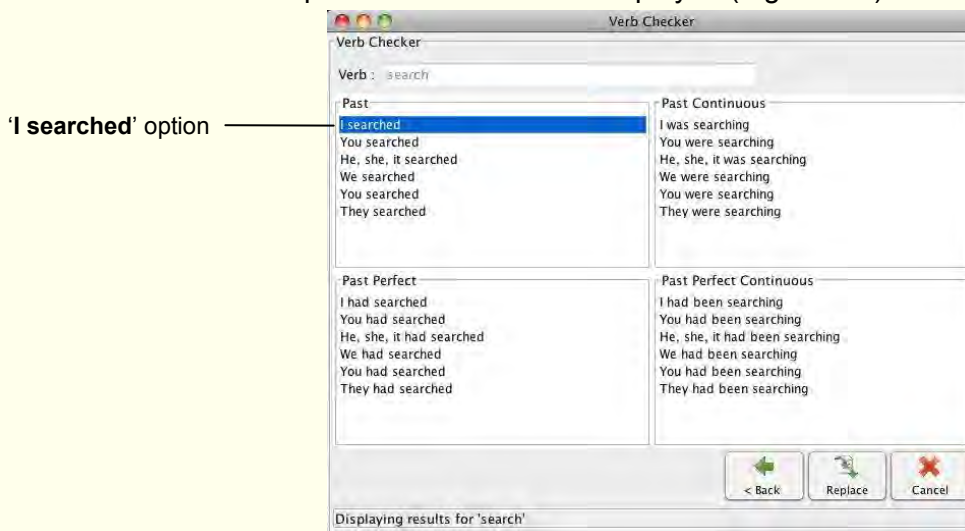



Figure 8-3 Verb Checker window: third step

The verb is shown in sentence format preceded by different personal pronouns, i.e. I, you (singular), he, she, we, you (plural) and they. Variations of these sentences are shown in the past tense.

5. Place your cursor in the sentence **'I searched'** in the **Past** list box.

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

7. Click on the  button.

The Verb Checker replaces the word in your document with the *past tense* of the word.

9. USING THE SCANNING FACILITY

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

- perform a fast scan
- scan single documents
- scan multiple documents
- scan from a file.




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 5 Gold For Mac uses your default scanner.

Exercise 1 Performing a scan


In this exercise you'll learn how to scan directly into Read&Write 5 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*
 - *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.

Your page is scanned and automatically opened in Read&Write 5 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 5 Gold For Mac.

Exercise 2 Scanning multiple documents

In this exercise you'll learn how to set up scanner options and scan multiple documents. You'll also learn how to scan to other applications, specifically to Microsoft Word.

1. Click on the  button on the Read&Write 5 Gold For Mac Toolbar. You see the Preferences window displayed.
2. Click on the Scanning tab (Figure 9-1). You may need to click on the  or  button to access this tab.

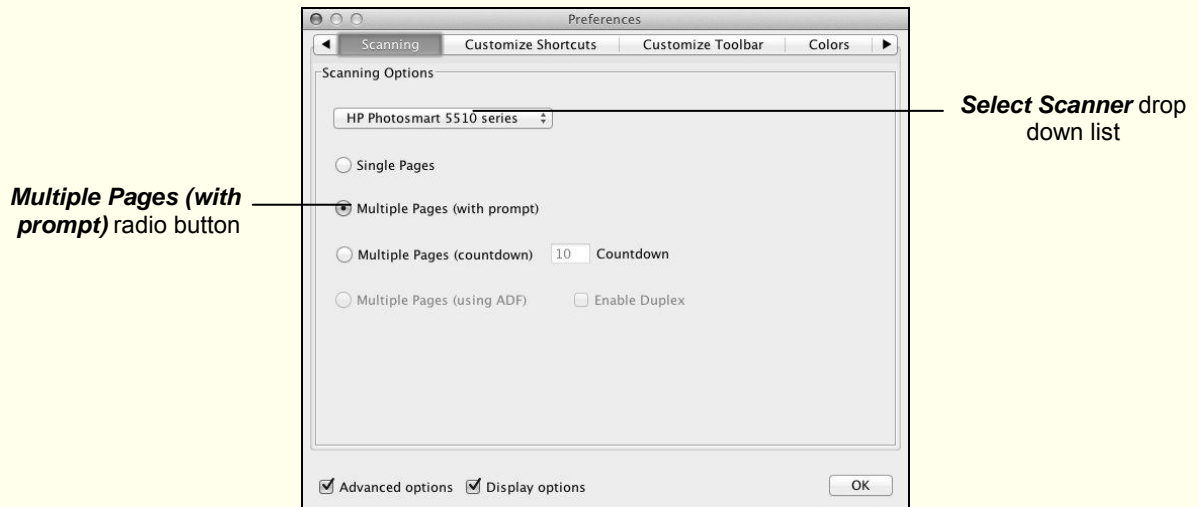





Figure 9-1 Scanner tab

 *Read&Write 5 Gold For Mac uses your default scanner. If you have MAC OS 10.6, you can select a different scanner from the **Select Scanner** drop down list.*

3. Select the **Multiple Pages (with prompt)** radio button. This option allows you to set up the Scanning facility to ask you if you want to scan more pages after each scan has been completed.


 *The **Multiple Pages (countdown)** radio button allows you to scan multiple pages at a time. You can then enter the number of seconds you want to leave between each scan, in the **Countdown** text box.*

4. Click on the **OK** button to save your settings.
5. Click on the *Tools* menu, select the *Scan Options* sub-menu and then *Scan to Word*.
6. Place a single page into your scanner and then click on the  button. Your page is scanned into MS Word. You also see a prompt asking you if you want to scan another page.
7. Place another page into your scanner and confirm that you want to scan another page.

Scanning to Microsoft Word (or Pages) is recommended if you want to edit the scanned document.


Exercise 3 Scanning from a file

You can scan from a saved image file on your computer. In this exercise, you'll also learn how to scan to PDF.

 *For this exercise, make sure that you have an image file with **multiple pages** stored 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 PDF*

- *Auto Open Output*
- *Load from File.*

2. Click on the  button.

You see the Open File window displayed.


3. Browse to the location where you store your images.

4. Select the image and then click on the **Open** button.

5. A dialog box is displayed asking you to enter a range of pages you would like to scan. Enter '1-2' in the text box provided.

The Scanning facility scans your document. When the scan has completed, you see the scanned image displayed in PDF Viewer. From here you can use PDFaloud to read the document.

Scanning to PDF is recommended if you simply wish to scan a document and have it read. Scanning into PDF provides a 'near' picture image of the original document.

 *You can also Scan to HTML. This opens the scanned image in your Safari browser. This is recommended if you do not have Adobe Reader, Microsoft Word or Pages installed.*

10. USING THE FACT FINDER

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

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

Type the following text into the Read&Write 5 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 10-1).



Figure 10-1 Manual Text Search window – Switch site tab

4. Select the *Webster.com* option from the list of websites available.
5. Click on the Search tab (Figure 10-2).
You see the word 'Pollen' displayed in the text box provided.



Figure 10-2 Manual Text Search window – Search tab

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

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

11. 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 5 Gold For Mac toolbar. You see the Fact Mapper window displayed (Figure 11-1).




Figure 11-1 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 color of the window to green.
2. Change it back to the original blue color, i.e. the first color on the **Theme** palette, or select the color of your choice.
3. Click on the File menu in order to view the File toolbar (Figure 11-2):

 The 'Menu type' label in Figure 11-1 can help you find this menu.

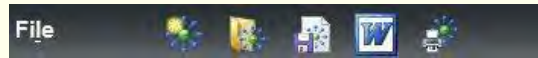


Figure 11-2 File toolbar

4. Click on the Fact Map menu in order to view the Fact Map toolbar (Figure 11-3):

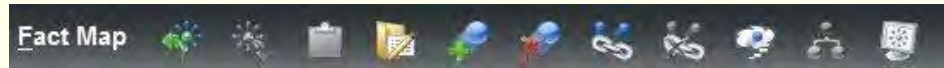



Figure 11-3 Fact Map toolbar

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:

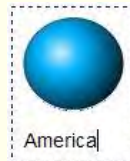



Figure 11-4 America fact

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 it coming from the America fact.

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

The Fact map should look like Figure 11-5:

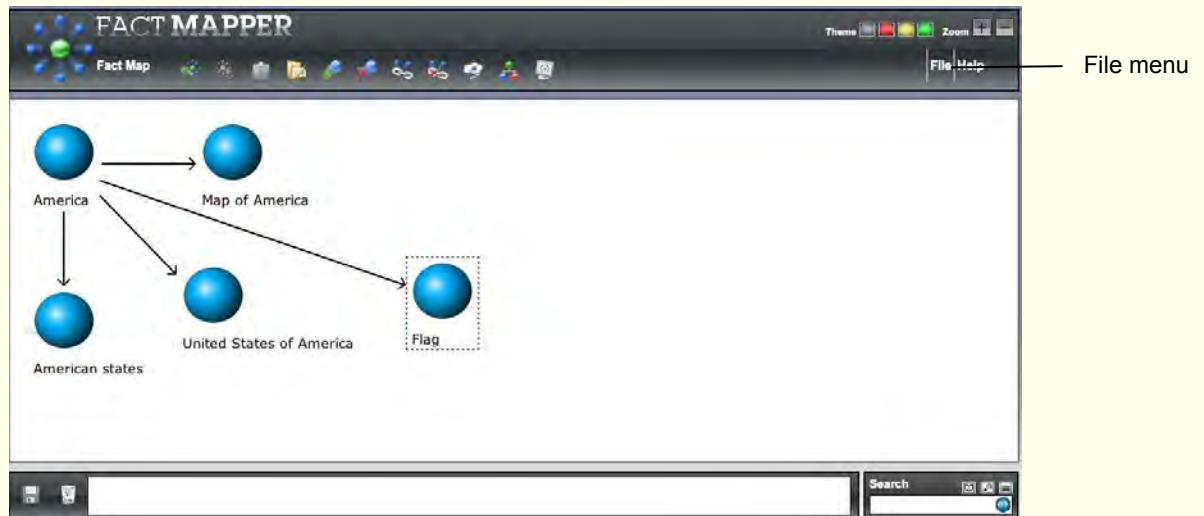




Figure 11-5 Fact Mapper window with facts

10. Select the 'Flag' fact and then click on the  button. This fact is removed from the fact map.
11. Click on the File menu and then click on the  button.
The Fact Map is called FactMap.map, is given the next sequential number, e.g. 1,2,3 and is saved in your Downloads folder.
12. Close the Fact Mapper.

Exercise 2 Opening fact maps and adding notes to facts

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


1. Click on the  button on the Read&Write 5 Gold For Mac toolbar to access the Fact Mapper window (Figure 11-1).
2. Click on the File menu.
3. Click on the File menu again and select the Open option (Figure 11-5).
You see the Open File window displayed (Figure 11-6):



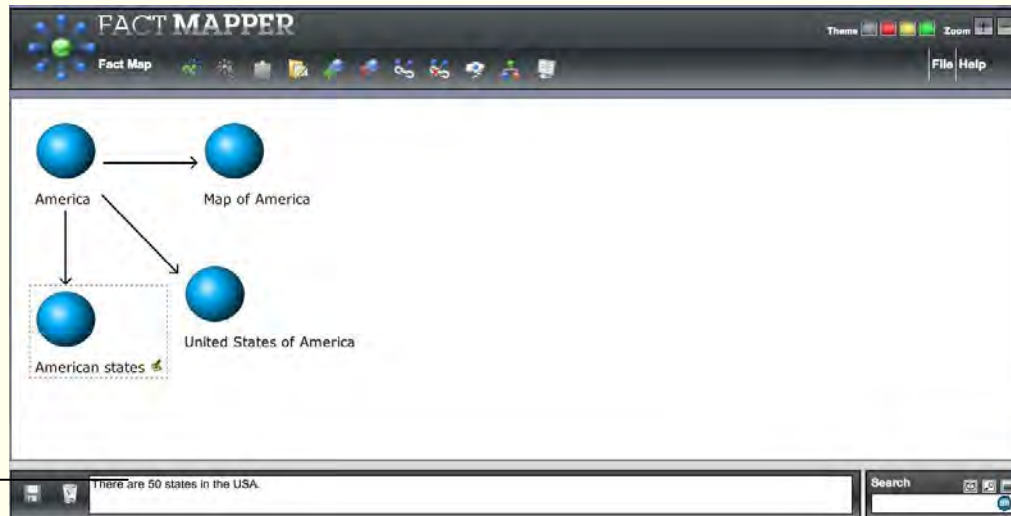
Figure 11-6 Open File window

4. Click on the **Browse** button.
You see the Choose file window displayed.
5. Locate the fact map you created in the previous exercise and then click on the **Choose** button.

You see the Open File window re-displayed.






6. Click on the **OK** button.
The fact map opens in the Fact Mapper window (similar to Figure 11-5).
7. Select the 'American states' fact.
8. Type the following text into the text area at the bottom of the Fact Mapper window (Figure 11-7):

There are 50 states in the USA.



Add note text
here

Figure 11-7 Fact Mapper window: adding notes

9. Click on the  button. The 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 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 note is removed from the fact.
14. Make sure the 'American states' fact is still selected.
15. Click on the Fact Map menu and then click on the  button.
16. Change the name of the fact to the following: **50 states**.
17. Save the fact map.



Exercise 3 Using the Image Library

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

1. Type **America** in the **Search** textbox at the bottom right-hand-side of the Fact Mapper window.
2. Click on the **Go** button. The Search tab expands to display the list of images that match your search word.
3. Click and hold down your left mouse button on the American Coin image and drag and drop it onto the 'America' fact in the fact map:



Figure 11-8 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 11-9 American Football image





5. Right-click on the '50 states' fact and select *Restore Default Image* from the popup menu.
6. Click on the  button on the Search tab.
7. Click on the drop down list of image categories and select the *Classic Tourism* option.
8. Click and hold down your left mouse button on the Statue of Liberty image and drag and drop it onto the '50 states' fact in the fact map:



Figure 11-10 Statue of Liberty image



9. Save the fact map.
10. Click on the  button (on the *File* menu).
You see a new browser window displayed.

11. Click on the  button (on the *Image* menu). The Add Images window is displayed.
12. Enter '**My Image**' in the text box provided.
13. Click on the **Browse** button. The Select file to upload by factmapper.texthelp.com window is displayed.
14. Browse to the location in your directory where you store your images.
15. Click on an image and then click **Choose**. Then click **OK**.
The selected image is shown in the Fact Mapper window.
16. Click on **Close**.
17. In the Search tab, select the *Custom* option from the Category drop down list.
18. The image you uploaded is listed. You can now add this to your fact maps.

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



Exercise 4 Linking facts



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

1. Click on the 'Map of America' fact and then click on the  button (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 11-11).

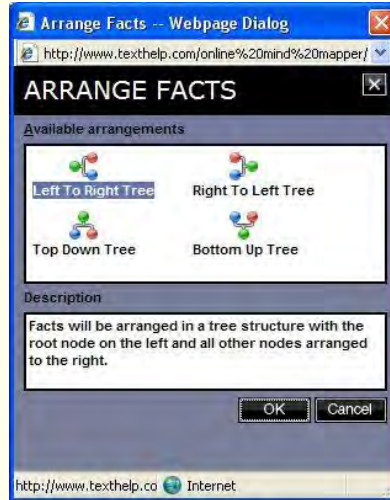





Figure 11-11 Arrange Facts window

 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:

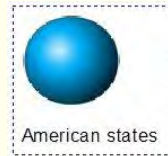



Figure 11-12 American states fact

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 11-13:

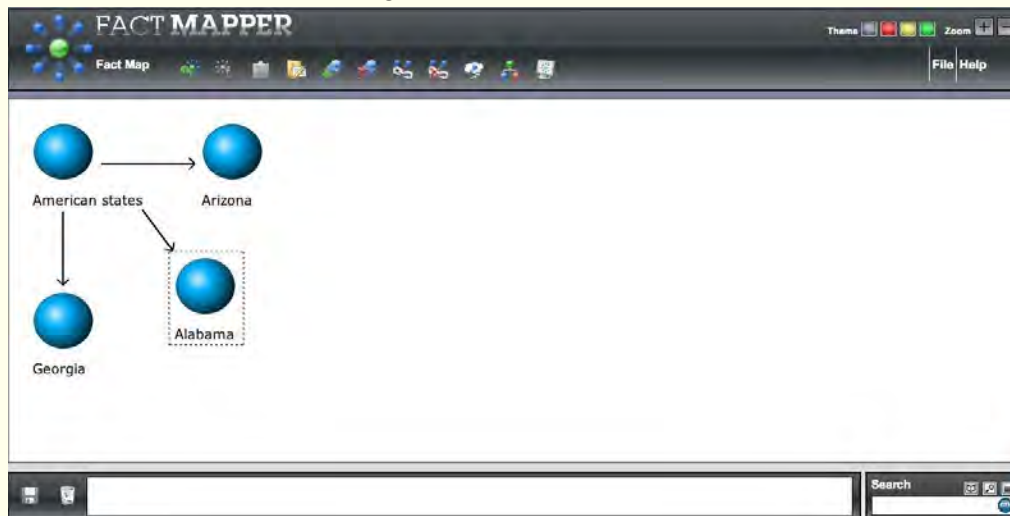




Figure 11-13 Fact Mapper window: Brainstorming

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 document.

1. Click on the  button (on the File menu). The Fact Map is saved to your Downloads folder. It is called WordOutlineExport.doc and is given the next sequential number, e.g. 1,2,3.

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





12. 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 5 Gold for Mac toolbar. The screen is tinted a pale blue color.
2. Make sure the **Advanced options** check box is selected.
3. Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Preferences window displayed.
3. Click on the Screen Masking tab (Figure 12-1). You may need to click on the  or  button to access this tab.

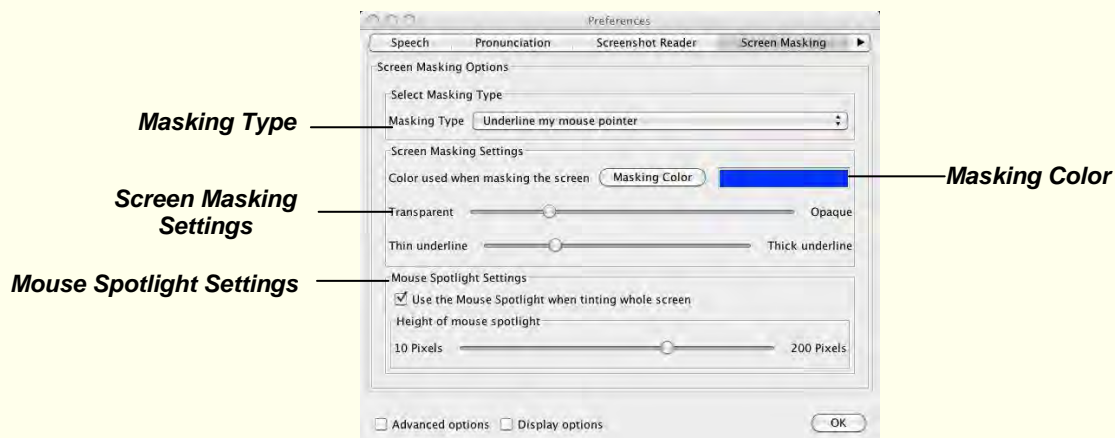






Figure 12-1 Screen Masking tab

4. Click on the **Masking Type** drop down list and select *Underline my mouse pointer*.
5. Select a color from the **Masking Color** palette.
6. Adjust the **Transparent/Opaque** track bar until you have selected a more opaque color, 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 5 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 12-2). You may need to click on the  or  button to access this tab.

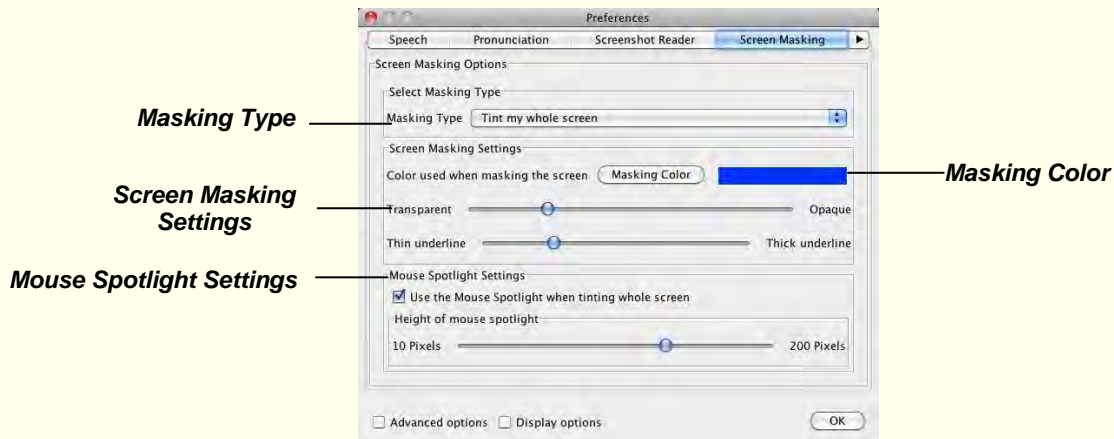




Figure 12-2 Screen Masking tab

4. Click on the **Masking Type** drop down list and select *Tint my whole screen*.
5. Select a color from the **Masking Color** palette.
6. Adjust the **Transparent/Opaque** track bar until you have selected a more transparent color, 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.

13. USING THE TRANSLATOR FACILITY

In this section you'll learn how to:

- translate single English words into another language
- configure the Single Word Translator facility
- translate paragraphs of text into another language
- configure the Paragraph Translator facility.


Type the following text into the Read&Write 5 Gold For Mac Application View:

It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

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

Exercise 1 Translating single English words into another language

In this exercise you'll learn how to translate words from English into another language.

1. Select the *Translator Options* and then the *Single Word Translate* option from the *Tools* menu.
2. Place your cursor on the word '**quiet**' in your document that you want to translate.
3. Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Online Translator window displayed (Figure 13-1).

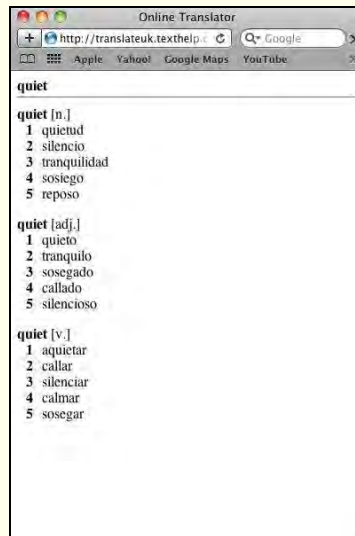



Figure 13-1 The Online Translator window




A list of Spanish translations is provided for the word 'quiet'.

4. Hover your mouse over the Spanish translations to hear them read aloud.
5. Close the Online Translator window.
6. Highlight the word 'empty' in your document and then click on the  button to view a list of Spanish translations.

7. Close the Online Translator window.

Exercise 2 Configuring the Single Word Translation facility

In this exercise, you'll learn how to use the Single Word Translation tab to configure the translation language and color of text in the Online Translator window.

1. Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Preferences window displayed.
2. Make sure the **Advanced options** check box is selected.
3. Click on the Single Word Translator tab (Figure 13-2). You may need to click on the  or  button to access this tab.

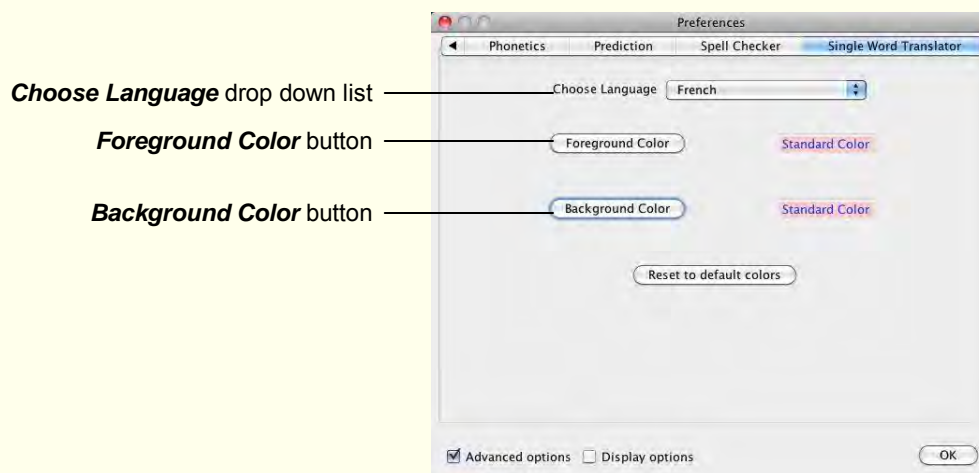



Figure 13-2 Single Word Translator tab

4. Select the *French* option from the **Choose Language** drop down list.
5. Click on the **Foreground Color** button and select a blue color for the color of the font in the Online Translator window.
6. Click on the **Background Color** button and select a pink color for the background of the text in the Online Translator window.
7. Click on the **OK** button to save your settings.
8. Highlight the word 'starlight' in your text and then click on the  button on the toolbar.
You see the Online Translator window displayed (Figure 13-1) in the colors you selected. A list of *French* translations is provided for the word 'starlight'.
9. Close the Online Translator window.

Exercise 3 Translating paragraphs of text into another language

In this exercise you'll learn how to translate paragraphs of text from English into another language.

1. Select the *Translator Options* and then the *Paragraph Translate* option from the *Tools* menu.

- Highlight the following paragraph in your document:
It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.



- Click on the  button.
 You see the Read&Write Paragraph Translator in a new browser window (Figure 13-3). A translation is shown in Spanish.






Figure 13-3 The Read&Write Paragraph Translator

- Hover your mouse over the translated text and then click on the  button to hear it read aloud.
- Close the browser window.

Exercise 4 Configuring the Paragraph Translator facility

In this exercise, you'll learn how to use the Paragraph Translation tab to configure the translation language and color of text in the Paragraph Translation window.

- Click on the  button on the Read&Write 5 Gold For Mac toolbar. You see the Preferences window displayed.
- Click on the Paragraph Translator tab (Figure 13-4). You may need to click on the  or  button to access this tab.

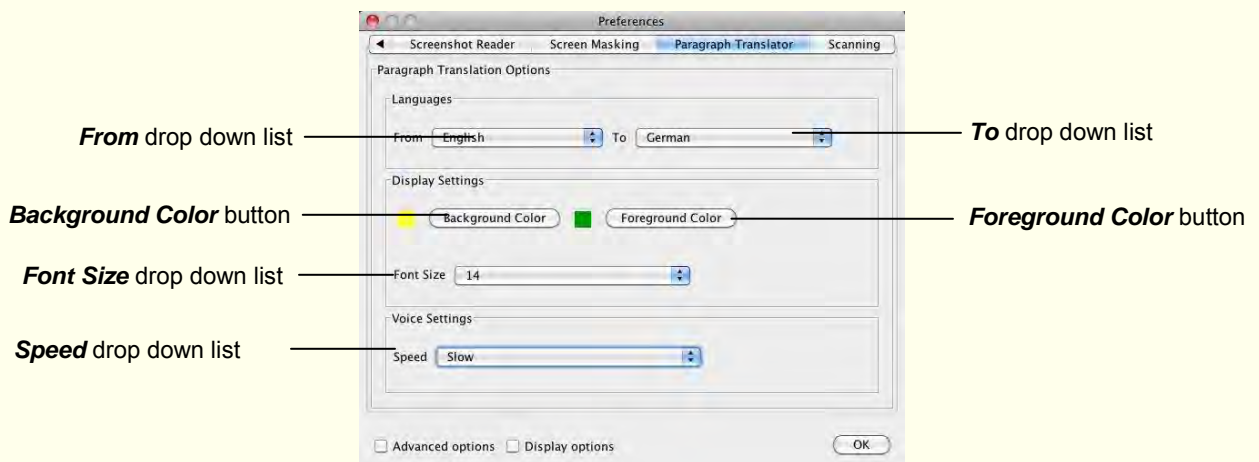




Figure 13-4 Paragraph Translator tab

3. Make sure that *English* is selected in the **From** drop down list (in the **Languages** section) and then select *German* in the **To** drop down list.
4. Click on the **Background Color** button and select a yellow color for the background of the text in the Paragraph Translation window.
5. Click on the **Foreground Color** button and select a green color for the color of the font in the Paragraph window.
6. Select *14* from the **Font Size** drop down list.
7. Select *Slow* from the **Speed** drop down list.
8. Click on the **OK** button to save your settings.
9. Highlight the following paragraph in your document:
It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

10. Click on the  button.
You see the Read&Write Paragraph Translator in a new browser window (Figure 13-3) in the colors you selected. A translation is shown in German.

11. Hover your mouse over the paragraph and then click on the  button to hear it read aloud.
12. Close the browser window.

14. 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
- use the Vocabulary tool to collect highlighted text.


You can use Study Skills to highlight pieces of text which you may find of interest within the Read&Write 5 Gold For Mac Application View or Safari web page, and collate the highlighted text into a new document. You can collect the highlighted text using either the Collect highlight tool or the Vocabulary tool.

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 Safari and then open one of your favorite websites.
Alternatively, display text in the Read&Write 5 Gold For Mac Application View.

 *The web page or document should have several paragraphs of text.*

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


Read&Write 5 Gold For Mac 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 5 Gold For Mac 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 5 Gold For Mac de-selects the highlighted text in pink.

6. Click on the *Tools* menu and select *Collect Highlights to Read&Write* from the *Safari Study Skills Options* menu.

7. Click on the  (Collect highlights) button.

The Collect Highlights window is displayed (Figure 14-1).

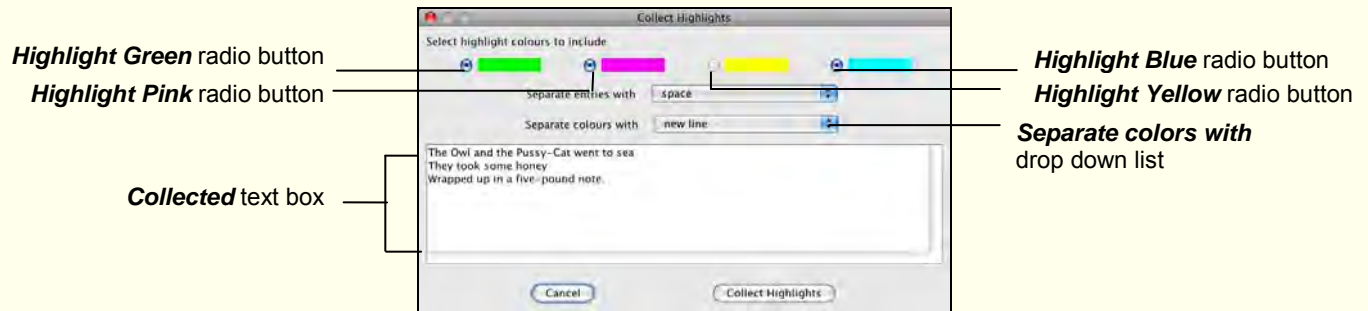


Figure 14-1 Collect Highlights window

8. Make sure the following options are selected:
 - **Highlight green** radio button
 - **Highlight pink** radio button
 - the *new line* option is selected from the **Separate entries with** drop down list
 - the *new line* option is selected from the **Separate colors with** drop down list.

9. Click on the **Collect Highlights** button.


Read&Write 5 Gold For Mac collects the highlighted text from the web page (or Read&Write 5 Gold For Mac Application View) and inserts it into a new document in Read&Write 5 Gold For Mac Application View.

10. Save your document and call it **My Studies**.

11. Close the web page (and/or remove the text from your document).

Exercise 2 Creating a vocabulary list for your studies

In this exercise you'll learn how to add words to a vocabulary list which you can use for your studies. A vocabulary list provides definitions and explanatory images for your selected words.

1. Copy and paste a paragraph of text (of your choice) into the Read&Write 5 Gold For Mac Application View.
2. Select *Vocabulary Tool Options* from the *Tools* menu and then *Open Vocab List in MS Word*.
3. Highlight a word in your document and then click on the  (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.

4. Click on the  button on the toolbar.

You see the Vocabulary window displayed (Figure 14-2).

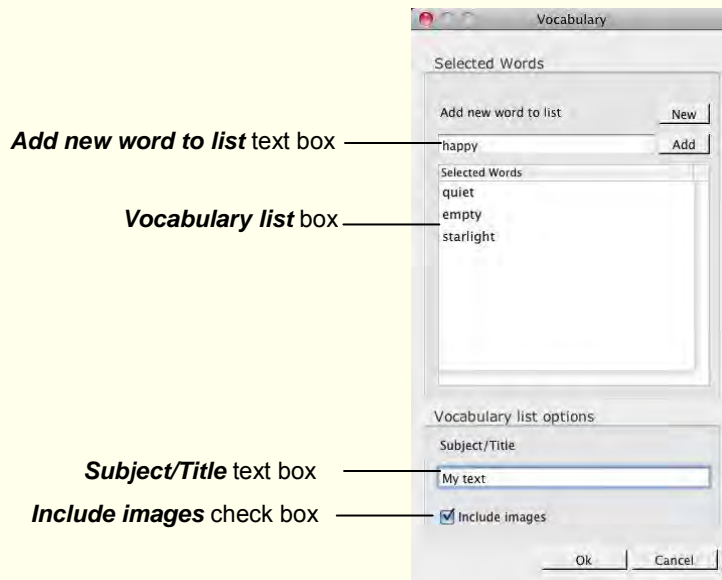


Figure 14-2 Vocabulary window

Your selected words are listed in the **Vocabulary list** box.

5. Type 'happy' in the **Add new word to list** text box and then click on the **Add** button to add the word to the **Vocabulary list** box.
6. Type 'My text' in the **Subject/Title** text box.
7. Make sure the **Include images** checkbox is selected.

You will need to be online to view the images in the Vocabulary List.

8. Click on the **OK** button.

Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images (Figure 14-3).

Vocabulary List			
Subject	My text		
Date	07/12/2011		
Word	Meaning	Symbol	Notes
happy	If you are happy to do something you would gladly do it; "I'm happy to help you move house" Satisfied; "I'm happy with those arrangements" Feeling pleasure; "I am really happy today"		

Figure 14-3 Vocabulary List

9. Type the following text in the **Notes** column for the word 'happy':


A positive state of mind.

10. Save your document and call it **My text**.

15. EDITING TEXT FROM OTHER APPLICATIONS

In this section you'll learn how to transfer text from other applications into Read&Write 5 Gold For Mac and then back again.


Type the following text into a blank document in an application of your choice, except Read&Write 5 Gold For Mac, Microsoft Word or Pages:

 *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 misspelled 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 5 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 Check. You can use the other Read&Write 5 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 5 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 5 Gold For Mac Application View. If the  button on the Read&Write 5 Gold For Mac toolbar is activated, you see the misspelled word 'plentie' highlighted.

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


 *If you want to copy text from Microsoft Word or Pages, you must **paste** the text into the Read&Write 5 Gold For Mac Application View.*

3. Click inside the misspelled 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 5 Gold For Mac toolbar.

The text is inserted into the selected application. You can now see the correction of the misspelled 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 5 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 5 Gold For Mac* sub-menu and select the *Send Text* option. You see the selected text automatically displayed in Read&Write 5 Gold For Mac.
4. In Read&Write 5 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 5 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.

16. 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 5 Gold For Mac Application View:
'This is a sample sentence'

Exercise 1 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.

1. Click on the *Edit* menu and select the *Save to Text Cache* option. This ensures that the text in the Read&Write 5 Gold For Mac Application View is added to the text cache for future use.
2. Delete all of the text in the Application View.
3. Click on the *Edit* menu and select the *Open Text Cache* option.
You see the Text cache archive window displayed (Figure 16-1).

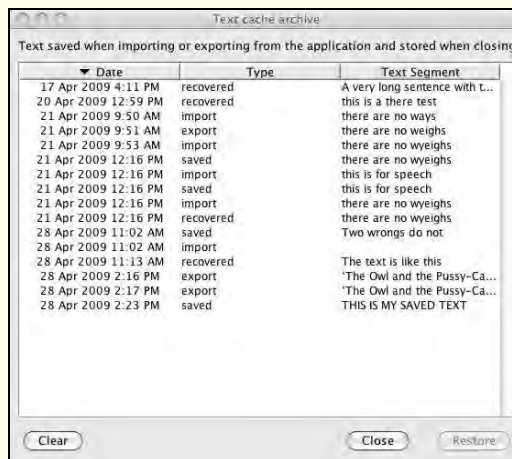


Figure 16-1 Text cache archive window

4. 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 5 Gold For Mac Application View.




17. ADDITIONAL EXERCISES

In this section, you'll learn how to:

- customize shortcuts
- set up autotext.

Exercise 1 Customizing shortcuts

You can create your own keyboard shortcuts for each of the buttons on the Read&Write 5 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 5 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 17-1). You may need to click on the  or  button to access this tab.

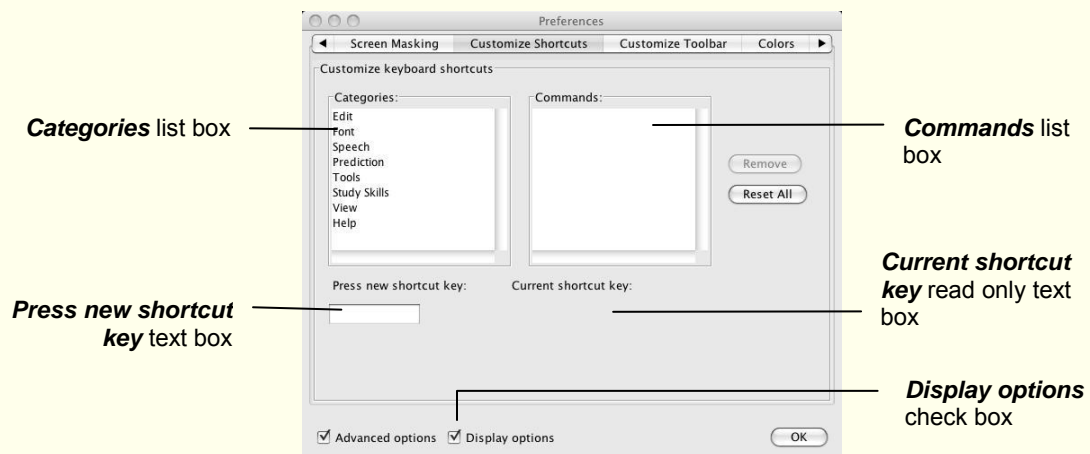






Figure 17-1 Customize Shortcuts tab

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 5 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 5 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 5 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 17-2). You may need to click on the  or  button to access this tab.

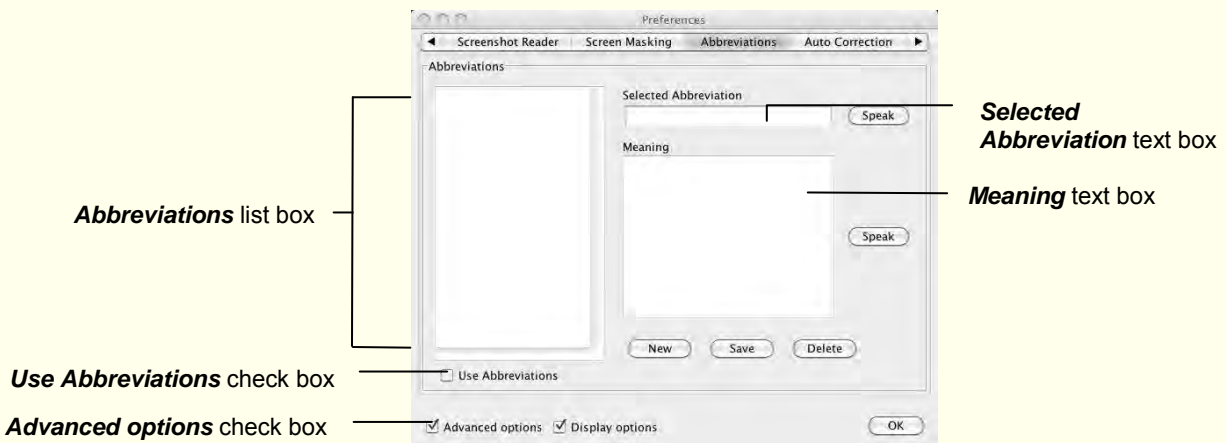


Figure 17-2 Abbreviations tab

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 5 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'.

