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1. Introduction

This is a quick introduction to using Read&Write. For further information on using the software please refer to:

- The Read&Write Training Guide
- The Read&Write Help:

![Read&Write Help Menu]

From the Help menu you can access the Help Guide and videos which explain how to use the software.

➤ The What else can you do sections lists the various options that are in the software. If any of these interest you please see the video for that feature.

Note:
You can use Read&Write with text within Microsoft Word, Safari, Chrome, Firefox and Google Docs. The majority of the exercises in this guide explain how to use the toolbar in Microsoft Word.
2. The Toolbar

Read&Write is normally installed so that it will run every time you start your Mac. It hides out of the way until you need it.

Exercise 1 Starting Read&Write

1. Look at the top right of the screen.
2. You will see the Show/Hide Read&Write icon:

![Show/Hide icon]

3. Click on the Show/Hide.
4. If you can't see the Show/Hide you can start Read&Write from Applications.

Alternatively, if available, you can double click on the Read&Write on your desktop,
or click on the Read&Write in the dock bar.
5. The toolbar will open:

![Toolbar open]

6. How many icons you see will depend on the size of your screen. If you see this button, click on it to see the whole toolbar.
7. You can move the Toolbar by clicking anywhere, except on an icon, and then dragging and releasing it onto any position on your screen.
8. You can dock the toolbar to the side by clicking anywhere, except on an icon, and then dragging it to the side of the screen. Now when you open any application it will appear beside the Read&Write toolbar.
9. Dock the toolbar back to the top of the screen.
10. Notice that the Menu bar at the very top of your screen has other Read&Write options:

![Menu bar]

11. The Help is where you can find the Read&Write Help and Video Tours.
Exercise 2  **The icons on the Toolbar**

1. Hover your mouse over the ![Check It](image). You will see the tooltip ‘Check It’. Hover your mouse over the ![Dictionary](image). You will see the tooltip ‘Dictionary’. From now on, if you have difficulty remembering what an icon does, hover your mouse over it to see the tooltip.

2. Click on ![Mode](image) in the Status bar:

3. You have the option to change to a different mode depending on what you are doing:

![Mode](image)

The six modes are:

- **Speech** - only icons associated with speech are displayed on the toolbar
- **Reading** - only icons associated with reading are displayed on the toolbar
- **Writing** - only icons associated with writing are displayed on the toolbar
- **Study Skills** - only icons associated with study skills are displayed on the toolbar
- **Research** - only icons associated with researching are displayed on the toolbar
- **User Default** - the icons for all the main features in the software are displayed on the toolbar.

**What else can you do:**

- Change the size and look of the icons.
- Change what icons appear on the toolbar.
3. Speech

Text-to-speech is one of the most important support features in Read&Write. Text can be read as you type or from any document. It will read each word, sentence, paragraph or selected text. There is a choice of different voices which can be adjusted to suit you by altering the speed and volume. You can choose the way text is highlighted during speech.

By hearing your work read you will be able to identify mistakes in punctuation, spelling and meaning. Having documents read to you will also increase your recognition of words and understanding of the text.

Exercise 1  Reading text in documents

1. Open a Word document with some text in it.
   Remember to check that your sound is working.

2. Place your cursor anywhere in a sentence and then click on the play button. You will see each word in the sentence highlighted as it is read aloud.

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

   The highlighting colours are the colours that are set as the Speech Foreground and Background Color in the Appearance tab of the Preferences window.

Exercise 2  Changing the Voice

1. Click on the settings icon on the Read&Write Toolbar.

2. Select the Speech tab of the Preferences window:

3. Click on Edit Voice Preferences. This will open the Speech tab of the Accessibility Panel:
4. Select a different voice from the **System Voice** drop down list.

5. Click on the **Play** button to hear the new voice read aloud. If you don’t like the voice, select another.

6. You can change the **Speed** of the voice if you need to by dragging and dropping the **Speaking Rate** track bar.

7. Click on the **Play** button to test the voice.

8. When you are happy with your voice close the **Accessibility Panel**.

   **Note:** Other voices can be downloaded by clicking on **Customize** in the **System Voice** dropdown in the **Speech** tab of the **Accessibility Panel**.

**What else can you do:**

- Change how words are pronounced.
- Have the text read as you type.
- Change how the text is highlighted.
4. **Read the Web**

You can have Read&Write read webpages in Safari, Firefox or Chrome.

**Exercise 1  ** **Reading information on webpages**

In this exercise you will learn how to use Read the Web to read aloud text and screen items on webpages.

1. Click on the on the Read&Write Toolbar.
2. Select the Speech tab of the Preferences window:

   ![Read the Web Preferences](image)

3. Click in the Read the Web check box.
4. Click on Close.
5. Open the Safari Browser and type ‘www.texthelp.com’ into the Address field to display the Texthelp homepage.
6. Click on Install Now when prompted and then Install. Restart your Safari Browser.
   
   **Note**: You will only need to do this the first time you use Safari with Read&Write.
7. 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 icons on the toolbar to stop, pause or read the previous or next text aloud.

   The highlighting colours are the colours that are set as the Speech Foreground and Background Color in the Appearance tab of the Preferences window.
5. PDF Reader

PDF Reader will read text aloud from a PDF document. PDF documents are being increasingly used by government, education and organisations to make documents available on the Internet. By providing PDF Reader these documents are accessible to those with reading difficulties. It is also used in conjunction with the Scan feature in Read&Write.

Exercise 1  Reading PDF documents

In this exercise you will learn how to read text aloud from PDF documents using PDF Reader.

1. Click on the and then open a PDF document.
2. The PDF document will open and look something like this:

3. Click on the text. PDF Reader reads aloud the text in your document.
4. Click on the to stop it reading.

5. In the top left window of PDF Reader is this button . This is Click to Speak. It’s switched on by default, which is why just clicking on the text sets it reading aloud.

6. Click on the Click to Speak to turn it off. The button will look like this:
7. Now you’ll be able to select text to use with the Dictionary, or Highlighters if you need them.
8. If you want to read text with Click to Speak off just select the text and click .
9. There are other controls in the toolbar at the bottom of PDF Reader:
   a. - Table of Contents when clicked will show the contents of the PDF
   b. - Rotate Counter clockwise will turn the page counter clockwise.
c. ![Rotate Clockwise] - Rotate Clockwise will turn the page clockwise

d. ![Print] - Print will open the Printer controls in order to print the document

e. ![Find in document] - Find in document will open a search box

f. ![Zoom In] - Zoom In to zoom in to your document

g. ![Zoom out] - Zoom out to zoom out of your document

h. ![Zoom] - Zoom to choose from a number of pre-set zoom options

i. ![Previous Page] - Previous Page to go to previous page

j. ![Next Page] - Next Page to go to next page

k. ![Current Page/Total number of pages] - Current Page/Total number of pages. Click on the and
6. **Screenshot Reader**

In most cases simply using the or the **Read the web** option will enable the text in a document or webpage to be read to you. However, there are some programs and websites where the text is inaccessible, for example, text in pictures and locked PDF documents. When you want to have text read in these applications you will need to use the Screenshot Reader.

**Exercise 1**  **Reading text in pictures**

In this exercise you will learn how to use the Screenshot Reader to read aloud text in pictures.

**Note:** The Screenshot Reader can be used with inaccessible Flash and locked PDF documents as well as pictures.

1. Open Google and search for “picture with text in it”.
2. Click on one of the pictures.

3. Click on the . Your cursor now looks like this +.

4. Click and hold your left mouse button on the top left-hand corner of the picture, then drag and drop the rectangle to the bottom right-hand corner. After a moment Read&Write reads the text aloud:

   ![Screenshot Reader Example](image)

   **Note:** The highlighting colour is the colour that is set as the **Speech Background Color** in the **Appearance** tab of the **Preferences** window.

5. Click on the to close the Screenshot Reader window.

**What else can you do:**

- Have the text you have screenshot put into MS Word.
- Change the Screenshot Reader options.
7. Audio Maker

It is possible to convert your text into an audio file using Audio Maker. Once converted the audio file can be put onto an audio device such as an iPod, MP3 player or smart phone and listened to when and where you wish. This feature is ideal for revising work at the end of the day on the way home from school, college or work. You could convert text from a novel or magazine to listen to when relaxing or studying.

Exercise 1 Creating audio files from text

1. Open a Word document with text in it.

2. Highlight some text in the document.

3. Click on the on the toolbar.

   The highlighted text is displayed in the first window of the Audio Maker. Note: You can type into this window if you wish to add further text or delete unwanted text.

4. Click on the Next button. You will see the second window in the Audio Maker:

5. Select one of the voices from the Selected Voice drop down list and then drag and drop the following track bars:

   - **Speed** – drag this track bar slightly to the left to slow the voice down.
   - **Volume** – drag this track bar to the left to decrease the volume or to the right to increase the volume.
6. Click on the button to hear what the voice will sound like. If you decide that you don't like this voice, select another one from the Selected Voice drop down list and adjust the track bars until you are happy.

7. Once you have selected a suitable voice, click on the Create button.

   You will see the third window in the Audio Maker:

   ![Audio Maker Window](image)

8. Type a name for the file in the Save As text box. Browse to the folder in the directory in which you want to save the audio file.

9. The MP3 audio file format is selected by default as this is the most popular format. This format is supported by most audio players such as MP3 players, iPods, etc.

   **Note:** In the File Format you can choose from MP3, M4A or AIFF.

10. Click on Save to create the audio file.

11. Browse to the directory where you saved the audio file and open it to hear the audio file you have just created. You will hear the text you highlighted in step 1 read aloud. This can now be played on the computer or saved onto any MP3 player or a portable media such as an iPod.
8. Screen Masking

Many people, particularly those with dyslexia, find reading text more difficult when certain colours are used. The Screen Masking in Read&Write has unique screen tinting options to make reading from a computer screen easier. In addition, there is the ability to underline text or block out unnecessary text to aid concentration. There are many choices to suit individual preferences. The Screen Masking feature therefore enhances your reading ability, improves focus and concentration levels and ultimately provides a more relaxed and enjoyable reading experience.

Exercise 1 Using Screen Masking

In this exercise you will learn how to use the Screen Masking.

1. Click on the on the Read&Write toolbar.
   The screen is tinted blue.

2. Click on the on the Read&Write toolbar.
   The screen is returned to its normal colour.

What else can you do:
- Change the Screen Masking type and colour.
- Use the spotlight option.
9. Check It

Read&Write has Check It to help proof your writing. Spelling and grammar mistakes will be identified and Check It will provide suggested corrections to solve these.

Check It allows you to work independently and increase the accuracy of your work.

Exercise 1 Using Check It

Type the following text into a blank Microsoft Word document.

**Note**: There are deliberate spelling mistakes underlined in the text that you must enter letter for letter to use for practice. You don't need to underline these spelling mistakes in your document.

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the island of Lombok. It has a long history of eruptions and erupted in 1994 and more recently in May 2010.

1. Click on the

2. In your document, you'll see possible errors underlined.

3. Left click on the first underlined word – volcano and a panel will appear below:

4. Click on volcano and it will be put into your document.

5. Correct the rest of the errors in the document using the same method. When you come to Rinjani it is the correct word so click on Add to Dictionary.

6. In the same way when you come to Lombok Add to Dictionary.

**Note**: If using Check It outside of Word select the text before clicking on

What else can you do:

- Add/Delete words in the Custom Dictionary.
10. Verb Checker

Many people get confused with verbs. The Verb Checker feature in Read&Write reduces confusion with verbs. With this feature you can look up a verb and check it's past, present or future conjugation. The conjugations can be read by the software so that you can check if you are using the right one.

Exercise 1  Using the Verb Checker

Type the following text into a Microsoft Word document:

I *seen* a volcano erupt.

1. Place your cursor on the word ‘seen’ in your document.

2. Click on the **V** on the Read&Write Toolbar. You will see the Verb Checker window displayed:

3. Click on the **Next** button. You will see the second step of the Verb Checker displayed:
4. Select the ‘Is this in the past?’ radio button and then click on the Next button. You will see the third step of the Verb Checker displayed:

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 saw’ in the Past list box.

6. Click on the [ ] on the toolbar to hear the sentence read aloud.

7. Click on the Replace button.

The Verb Checker replaces the word in your document with the past tense of the word which is correct for this sentence.
11. Prediction

Prediction can help you finish sentences. As you type, a list of suggestions will appear in the Prediction. The Prediction learns your style of writing and will predict words even if you start to spell the word incorrectly.

Prediction will allow you to produce high quality work and reduce the time it takes to do so.

Exercise 1  Using Prediction

1. Open a new blank document in Microsoft Word and then click on the on the toolbar to display the Prediction window.

2. Type the following text into your document and notice how the Prediction window is predicting words for you to use:

   This is an ex

3. When you type in the ‘ex’ you will see a list of words beginning with ‘ex’ displayed in the Prediction window.

4. Click on ‘example’ in the Prediction window.

5. Click on the .

6. You will see the Dictionary displayed:

7. You can read the definition and decide if it is the word you are looking for. Close the Dictionary window.

8. Double click on ‘example’ to put the word into your document.

9. Use the Prediction to write a few sentences and watch how the word box provides suggestions.

10. Close Prediction by clicking on the .

What else can you do:

- Add words to the Prediction.
12. Dictionary

Read&Write has a choice of 3 dictionaries to improve your word comprehension. It allows you to find alternative suggestions for words and provides audible definitions and sample sentences for each selected word.

By providing a dictionary with descriptions and sample sentences that can be read to aid understanding, Read&Write provides the means to increase vocabulary and understanding.

Exercise 1 Using the Dictionary

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

The earth revolves around the sun.

1. Highlight the word ‘earth’.

2. Click on the [ ] on the Read&Write Toolbar.
   
   You will see the Dictionary window displayed:

   The definitions of the word ‘earth’ are displayed in the Meanings list box.

3. Click on the first definition and then click on the [ ] to hear it read aloud.

What else can you do:

- Find alternative words.
- Change the Dictionary to the Web Dictionary.
- Add your own words to the dictionary.
13. Picture Dictionary

In this exercise you will learn how to use the Picture Dictionary to find image representations of words. Images are sometimes easier to remember.

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

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

The earth revolves around the sun.

Exercise 1 Using the Picture Dictionary

1. Highlight the word ‘world’ and then click on the .
   You will see the Picture Dictionary window displayed:

   ![Picture Dictionary Window]

2. Highlight the word ‘revolve’ in your document.
   The Picture Dictionary window displays a picture representing the word revolve.

3. Click on the and the Dictionary will open with the text definition for the word revolve.
14. Scan

Read&Write allows you to scan any paper document into PDF, Word or HTML. By scanning into PDF you can use the PDF Reader to have any of the text read to you. This will allow you to read faster and have a greater comprehension of what is being said. If you scan into Word, you can then edit and have the scanned material read to you. Scanning offers a greater degree of flexibility by making paper documents accessible.

Text may also be scanned into HTML allowing you to see the scan in your web browser.

Not only can the scanning function be used with a scanner, but you can use it with digital cameras. For example, you could take a picture of a poster while you are out, and then use Read&Write to read it aloud for you at home.

To complete this section, you must ensure that you’ve set up your scanner correctly and have a document ready to scan.

Read&Write uses your default scanner.

Exercise 1  Performing a Scan

In this exercise you will learn how to perform a scan. A scan allows you to scan directly into a PDF, MS Word or HTML document. This exercise will show you how to scan to MS Word.

1. Place a page into your scanner and then click on the on the Read&Write Toolbar.
2. The Scanning Options will appear.
3. Make sure the following options are selected:
   - Your scanner
   - Mode - Single Page
   - Output options – Word
4. Click on **Scan**.

5. Complete the **Save As** panel and then click **Save**.

The Scan scans your document. When the scan has completed, you will see the scanned image displayed in Microsoft Word.

Scanning to Word is recommended if you want to edit the scanned document.

**What else can you do:**

- Scan to PDF or HTML
- Scan multiple documents
- Scan from a file
15. Highlighters

Often when reading notes, books or journals we use coloured markers to highlight pieces of text, which are of particular relevance to the subject we are studying. With the Highlighters in Read&Write this same ability is brought to the computer.
You can use the Highlighters to highlight text in Microsoft Word, Internet Explorer, Firefox and Chrome using different colours. You can then collect the highlighted text and insert it into a new document.
This is particularly useful when you have a large piece of text with multiple themes or categories that are important. You can give each category a different colour and collate each colour’s information.

**Exercise 1  Collecting text for your studies**

1. Open your web browser window and then open one of your favourite websites.
   Alternatively, open a Microsoft Word document of your choice.
2. Highlight some text on the page and then click on the \(\text{Highlight Green}\). Read&Write highlights the text in green. An example is shown below:
3. Highlight some more text on this page and then click on the \(\text{Highlight Yellow}\). Read&Write highlights the text in yellow.
4. Repeat step 3 to highlight two further separate paragraphs using the Highlight Pink.
5. Highlight some of the text in pink and then click on the \(\text{Highlight Pink}\).
   Read&Write de-selects the highlighted text in pink.
   ** quizzes ** Be careful using the Erase Highlights on websites as it will clear ** ALL ** of your highlights!
6. Highlight some text on the page and then click on the \(\text{Highlight blue}\). Read&Write highlights the text in blue.
7. Repeat step 3 to highlight two further separate paragraphs using the Highlight Pink.
8. Click on the \(\text{Highlight Pink}\).
The **Collect Highlights** window is displayed:

![Collect Highlights Window](image)

9. Make sure the following options are selected:
   - the New Line option is selected from the ** Separate Items By ** drop down list
   - the New line option is selected from the ** Separate Colors By ** drop down list

10. Click on the **Collect** button.
    
    Read&Write collects the highlighted text from the webpage or Word document and inserts it into a new Microsoft Word document.

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

12. Close the webpage and Microsoft Word documents.
16. Vocabulary List

You can use the Vocabulary List to highlight words in Microsoft Word or web browser using different colours. You can then collect the highlighted words and insert it into a new document with the dictionary definitions and picture dictionary images.

Exercise 1  Creating a Vocabulary List

1. Open a Microsoft Word document of your choice.

2. Highlight a word on the page and then click on the (Highlight Green). Repeat this step until you have highlighted several words.

3. Click on the on the toolbar.
   You will see the Vocabulary List window displayed:

   ![Vocabulary List Window]

   Your selected words are listed in the Vocabulary List box.

4. Type ‘world’ in the Search text box and then click on the Add button to add the word to the Vocabulary List box.

5. Type ‘My text’ in the Subject/Title text box.

6. Make sure the Include images checkbox is selected.
   **Note:** You will need to be online to view the images in the Vocabulary List.

7. Click on the OK button.
   Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images:
8. Type the following text in the **Notes** column for the word ‘earth’: ‘What we live on’.

9. Save your document and call it ‘My Vocabulary List’.
17. Web Search

Many of us use the web to find information. The Web Search makes this easier.

**Exercise 1**  **Searching for facts using the Web Search**

Type the following text into a Microsoft Word document:

**Volcanoes tend to occur where tectonic plates meet.**

1. Highlight the word ‘volcanoes’ in your text.

2. Click on the $\mathbf{\text{Internet}}$.

*Note*: If you can't see it on the toolbar click on **Mode** and select **Research**.

Your web browser window opens displaying the search results for ‘volcanoes’ in Google.com.

**What else can you do:**

- Change the default search engine.
18. Research Folder

Read&Write has a tool to help you revise or prepare information to write reports or assignments. The Research Folder allows you to capture text and pictures from any application, classify it and record its source. The information can be converted into a Word document to help with studying and revision.

**Exercise 1  Adding text facts**

1. Open your web browser and using [www.google.com](http://www.google.com) search for ‘volcano’.

2. Choose one of the results and click on the link.

3. On the webpage highlight some interesting information and then click on the and then select **Add Fact**.

4. The **Fact Details** window is displayed:

![Fact Details window](image)

5. Type the word ‘Volcano’ into the **Title** text box.

6. Type the name of the author in the **Author** text box. If there is none given, type ‘Unknown’.

   The locations and URLs of any documents and websites that are open are displayed in the **Sources** list box.

7. There will be a tick in the check box beside the location of the website you have collected the text from.

8. Click on the button under the **Category**. You will see the **Select Categories** window displayed:
8. Click on the + button and type the text ‘Geography’ in the <Enter Title Here>. Press Return on your keyboard.

9. With Geography selected, click on the OK button to add the new Geography category.

10. In the Description text box, type something to explain what the fact is about.

11. Click on the Close button.

**Exercise 2 ** Adding images

In this exercise you will learn how to use the Research Folder to save an image from a webpage.

1. Find a picture of a volcano on the Internet. Then click on the and select the Add Image Fact option. You will see the Add Image panel appear:

2. Drag and drop the image of a volcano into the Add Image panel.

3. Click on Add. You will see the Fact Details window displayed.

4. Type the text ‘Volcano picture’ into the Title text box.

5. Type the name of the author of the photo if available in the Author text box. If it isn't, type ‘Unknown’.
6. The check box beside the URL which contains the image you have just selected will have automatically been selected.

7. Click on the button beside the Categories text box. You will see the Select Categories window displayed.

8. Select Geography in the Category List and then click on the OK button.

9. Enter the text 'Picture of a volcano' in the Description text box and then click on the Close button.

Exercise 3  Exporting facts from the Research Folder

In this exercise, you will learn how to export facts to a Microsoft Word document.

1. Click on the and select the Review Facts option. The Research Folder window opens:

2. In the Research Folder window, select Geography from the category drop down list. This will ensure that only the facts you have added to this category are displayed.

3. Select the Fact check boxes beside the 2 facts you recently added.

4. Click on the button.

You will see the Export to window displayed.

5. Select the Harvard option from the Bibliography Format drop down list and then click the button. Close the Research Folder window.

Read&Write automatically creates a Microsoft Word document and lists all of the facts for the Volcano category. The bibliographical information for a bibliography in the Harvard style is also included.

6. After you have viewed your new Microsoft Word document, you can save and close it.
19. Translator

The Translator included with Read&Write provides one-click translation of English words. By simply selecting the word in any digital content, on-screen selections, accessible applications, website content or digital textbooks, the Translator will automatically show the translation in the relevant language. This simple-to-use function is perfect for ESL students.

Exercise 1  Translating single English words

Type the following text into a blank Microsoft Word document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases.

Note: You must be online in order to use the Paragraph Translator.

1. Select the word ‘volcano’ in your document.

2. Click on the on the toolbar.

The Language options are displayed:

   ![Translator window](image)

   This is where you can choose which language to translate from and to. Leave it translating to French.

3. Click on Translate.

4. You will see the Online Translator window displayed:

   ![Online Translator window](image)

5. Hover your mouse over the French translations to hear them read aloud.

6. Close the Online Translator window.
Exercise 2  Translating paragraphs of text into another language

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

1. Highlight the following paragraph in your document:

   A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases.

2. Click on the on the toolbar.
   The Language options are displayed:

<table>
<thead>
<tr>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
</tr>
<tr>
<td>English</td>
</tr>
</tbody>
</table>

3. Click on Translate.
   You will see the Read&Write Paragraph Translator window. A translation is shown in French.

4. Hover your mouse over the translated text and then click on the button to hear it read aloud.

5. Close the window.
20. Spell Check

Read&Write has an advanced Spell Check to analyse and correct even the most complex spelling mistakes. Any spelling mistake will be identified and the Spell Check will provide a list of suggested corrections with the meanings of each to help you choose the correct word.

The Spell Check allows you to work independently and increase the accuracy of your work.

Exercise 1 Using the Spell Check

Type the following text into a blank Microsoft Word document.

**Note:** There are deliberate spelling mistakes underlined in the text that you must enter letter for letter to use for practice. You don't need to underline these spelling mistakes in your document.

A **volcano** tends to occur where **tectonic** plates meet. The earth is made up of about 8 big **tectonic** plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the **iland** of Lombok. It has a long history of **eraptions** and erupted in 1994 and more recently in May 2010.

7. Click on the **on t** on the toolbar. You will see the **Spelling Helper** window displayed:

![Spelling Helper window]

The first spelling mistake in your document is highlighted in red.

2. You can use the following buttons to correct the spelling mistakes:
- **Change** button – select a word from the Suggestions list box and then click on this button to change the spelling mistake to the selected word. Use this to correct ‘volcano’ to ‘volcanic’.

- **Change All** button – select a word from the Suggestions list box and then click on this button to change all instances of the spelling mistake throughout your document. Use this to correct ‘tectonic’ to ‘tectonic’.

- **Add Custom** button – click on this button to add the selected word to your Custom Spelling Dictionary. Use this to add ‘Rinjani’ to the **Custom Dictionary**.

- **Auto Correct** button – select a word from the Suggestion list box and then click on this button to add the spelling mistake to the auto correct file. In future, when you type the word incorrectly, the Spell Check will now automatically change the word to the selected word. Use this to correct ‘iland’ to ‘island’.

Correct the rest of the document.

- **Ignore** button – click on this button to ignore a spelling mistake.

3. The Spelling Helper window closes and the **No Spelling Errors** window appears.
4. Click **OK**.

**What else can you do:**

- Change the colour used to identify spelling errors.
- Add words to the Custom Dictionary.
- Alter the spelling suggestions.
- View your spelling log, which records all the spelling mistakes you have made.
21. Similar Word Checker

Many people get confused with words that sound the same or look the same. The Similar Word Checker feature in Read&Write reduces confusion between these words. This feature identifies like-sounding words and words, which can be confused and provides audible definitions.

By identifying and providing audible definitions of like-sounding and confusing words, Read&Write ensures you are using the correct word in context.

Exercise 1  Identifying similar words

Type the following text into a blank Microsoft Word document:

A magma chamber is \textcolor{red}{were} magma from deep within the planet gathers. Pipes allow the larva too \textcolor{red}{threw} to the surface.

1. Place your cursor on the text you typed in your document and then click on the \textcolor{red}{|} on the Read&Write Toolbar.
   You will see the \textcolor{red}{Similar Word Checker} window:

   ![Similar Word Checker Window](image)

   The first similar word highlighted in this window is ‘were’.

2. Make sure the word ‘\textcolor{red}{were}’ is selected in the \textcolor{red}{Similar Words} list box and read the definition in the \textcolor{red}{Definitions} list box. To hear it read aloud, click on the definition and then click on the \textcolor{red}{|} on the toolbar. This isn’t the correct word based on the context of this sentence.

3. Click on the word ‘\textcolor{red}{where}’ in the \textcolor{red}{Similar Words} list box and read the definition in the \textcolor{red}{Definition} list box. To hear it read aloud, click on the definition and then click on the \textcolor{red}{|} on the toolbar. This is the correct word based on the context of this sentence.
4. Click on the Replace button. The word ‘were’ is replaced in your document by the word ‘where’.

5. The Similar Word Checker window moves on to the next similar or confusing word in the sentence, which is ‘within’.

6. This is the correct word. Click on the Ignore button.

   The Similar Word Checker window moves on to the next similar or confusing word, which is ‘the’.

7. This is the correct word. Click on the Always Ignore button. This means that the word ‘the’ and all its associated similar or confusing words will be ignored from now on.

   The Similar Word Checker window moves on to the next similar or confusing word, which is ‘larva’.

8. Select ‘lava’ from the Similar Word list box as this is the correct word.

9. Click on the Replace button.

   The Similar Word Checker window moves on to the next similar or confusing word, which is ‘too’.

10. Select ‘to’ from the Similar Word list box, as this is the correct word.

11. Click on the Replace button.

   The Similar Word Checker window moves on to the next similar or confusing word, which is ‘threw’.

12. Select the word ‘through’ which is the correct word. Click on the Replace button.

   The Similar Word Checker window moves on to the next similar or confusing word, which is ‘to’.

13. This is the correct word. Click on the Always Ignore button. This means that the word ‘to’ and all its associated similar or confusing words will be ignored from now on.

14. The Similar Word Checker complete panel appears. Click OK.

15. Your text should now be like this:

   A magma chamber is where magma from deep within the planet gathers. Pipes allow the lava to get through to the surface.

What else can you do:

- Change the colour used to identify similar or confusing words.
- Add other words that you get confused with.
- Return always ignored words to the Similar Word Checker.
22. Daisy Reader

Daisy Books are a popular format of book for those who have difficulty reading text. The Daisy Reader in Read&Write can be used to access these books and have them read aloud.

Exercise 1  Reading Daisy books

Before you begin this exercise, make sure you have a Daisy book saved on your computer. If you don't have a Daisy book to work with, you can download one from the following website address: http://www.bookshare.org.

1. Click on the .

If you can't find this icon on your toolbar select Mode and then Reading. You will 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 Open button.

The Daisy book opens in the Daisy Reader window. An example of this is shown below:

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. Click on the on the Read&Write toolbar to have the text read aloud.
5. Click on the \text{ } on Read&Write toolbar to stop the system from reading aloud.
6. You can also find the text that you want by using the:
   - Table of Contents menu
   - Bookmark menu and setting your own bookmarks so you can easily find your place again.
7. Close the Daisy Reader window.