Training Guide

April 2017
Free Professional training for everyone via our Learning Portal

At Texthelp we're famous for our innovative, high quality assistive software that helps all kinds of learners communicate with more confidence.

Technology can be the spark for wonderful things. But its real value comes from empowering users whenever and wherever they need help – in the workplace, at school or at home. To get the most out of our products we offer in-person and web based expert training tailored to the needs of individual users, small groups and larger organisations.

You'll find many short courses that bring together strategies and best practice from leading educators. Each course comes complete with simple instructions, videos, and great examples to help you become experts in our software. You can gain achievements along the way.

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1. Introduction
Read&Write for Windows is designed to provide help to computer users with reading and writing difficulties. It can read text aloud and help construct words and sentences. It also has many other features, such as advanced spell checking and document scanning to name but a few.

This guide is designed to familiarise you with all aspects of the software. As well as learning how to use the many features offered in Read&Write, you will also learn how to set up the software so that it will operate in exactly the way you want it to.

The exercises are colour coded and divided into:

- **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write features.

- **Further Exercises** – these exercises will show additional functions/settings that can be used.
2. **Toolbar**

In this section you will learn how to:

- start Read&Write
- position the Read&Write toolbar
- understand the icons on the Read&Write toolbar
- customise the toolbar
- change the colour of the toolbar.

<table>
<thead>
<tr>
<th>Exercise 1</th>
<th>Starting Read&amp;Write</th>
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</thead>
<tbody>
<tr>
<td>1. Read&amp;Write is set up to start as soon as you start your computer.</td>
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</tr>
<tr>
<td>2. You will see the <strong>Show/Hide</strong> icon in the top right of your screen:</td>
<td></td>
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</tbody>
</table>

![Read&Write](image)

3. Click on the **Show/Hide**.  
4. If you can't see the **Show/Hide** you can start Read&Write from the Windows Start menu. Alternatively, if available, you can double click on the shortcut on your desktop:

![Read&Write](image)

The toolbar will open.

<table>
<thead>
<tr>
<th>Exercise 2</th>
<th>Positioning the toolbar</th>
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<tbody>
<tr>
<td>The toolbar is docked to the top of your screen but you can position the toolbar anywhere on the screen. You can also dock it to side of the screen if you wish.</td>
<td></td>
</tr>
</tbody>
</table>

1. Click on the title bar of the toolbar and then drag and drop it onto any position on your screen. This is how you move the toolbar.  
2. Click on the title bar of the toolbar again and then drag and drop it the far right side of your screen. The toolbar docks to the side of the screen.  
3. Click on the title bar of the toolbar again and then drag and drop it onto the very top of your screen.  
4. The toolbar is docked at the top of your screen. This is where most people choose to keep the toolbar.

<table>
<thead>
<tr>
<th>Exercise 3</th>
<th>Understanding the toolbar</th>
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<tbody>
<tr>
<td>1. Hover your mouse over the <strong>Play</strong>. You will see the tooltip ‘Play’. Hover your mouse over the <strong>Dictionary</strong>. 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.</td>
<td></td>
</tr>
</tbody>
</table>
2. Click on the , then **Show more settings** and then **Show More**. This will open all the settings. From here you can change how the features work.

3. Click on the X to close the **Settings**.

**What else can you do:**

- Change how the icons look – **Changing how the icons look.**

**Further Exercise**

Exercise 4 **Changing how the icons look**

1. Click on the , then **Show more settings** and then click on **General**.

   You will see the **General** tab of the **Settings** window:

   2. To change the size of the icons on the toolbar click on the **Button size** dropdown and select **Small**.

   3. The icons on the toolbar immediately change to small.

   4. Click on the **Button size** dropdown and select **Large**.

   5. The icons on the toolbar immediately change to large.

   6. Return the icon size to **Medium**.

   7. Click on the **Button style** dropdown and select **Color**.

   8. The icons immediately change to have colour.

   9. Click on the **Button style** dropdown and select **Clear**.
10. Click the **Show text on toolbar** switch to turn it on.

11. Notice how the name of each icon appears below each icon.

12. Click the **Show text on toolbar** switch off.

13. Click on the one of the colours in the **Toolbar colour** palette.

![Toolbar colour palette]

14. Select the colour you wish to use.

15. The toolbar will change to which ever colour you have chosen.

16. Select the options you would prefer to have when using the toolbar.

17. Notice the **Launch on Windows startup** is switched on. This is why Read&Write starts as soon as you start the computer. We recommend that this is left on.

18. When you are happy with the options, click on **X** to close the **Settings** window.

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**Learning Check List**

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<tr>
<td>How to identify what the icons on the Read&amp;Write toolbar are.</td>
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<tr>
<td>How to customise the icons on the toolbar.</td>
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<tr>
<td>How to change the colour of the toolbar.</td>
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3. **Speech**

In this section you will learn how to:

- have text read in documents
- change the voice
- specify how you would like words pronounced
- instruct the system to read letters, words and sentences as you type
- set up Screen Reading
- set up speech highlighting and use the speech icons.

### Exercise 1  **Reading text in documents**

Open a Word document with some text in it or 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. 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. Volcanoes can cause major destruction.*

**Note:** It is recommended that you save this document as you will use it later in the guide.

Remember to check that your sound is enabled!

1. Place the cursor anywhere in the text and then click on the on the toolbar to hear the text read aloud.

2. Click on the and the speech pauses.

3. Click on the again and the speech starts again.

4. Click on the and the speech reads the previous text.

5. Click on the and the speech reads the next text.

6. Click on the to stop the reading.

Using these Speech icons you can control what is read to you.
Exercise 2  Changing the voice

If you are not happy with the voice that is used to read the text you can change it. To do this:

1. Click on the ☰, then Show more settings and then click on Speech.

   You will see the Speech tab of the Settings window:

   ![Speech Settings Window]

2. Select a different voice from the Voice drop down list.

3. Click on the Test voice button to hear the new voice read aloud. If you don't like the voice, select another.

4. You can change the Speed and Pitch of the voice if you need to by dragging and dropping the Voice speed or Voice pitch track bars.

   Notice that the Use arrow keys to change speed is switched on. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed when it is reading.

5. When you are happy with the voice close the Settings window.

   Note: Other voices can be downloaded from the Read&Write Essentials website.

What else can you do:

- Change how words are pronounced – Changing how words are pronounced.
- Have the text read as you type – Instructing the system to read as you type.
- Have the software read buttons and menus – Setting up screen reading.
- Change how the text is highlighted – Changing the speech highlighting.
Further Exercises

Exercise 3  Changing how words are pronounced

There may be occasions when the software does not pronounce a word correctly. In this exercise you will learn how to correct the pronunciation of a word.

1. Click on the ☰, then **Show more settings** and then click on **Speech**.
   
   You will see the **Speech** tab of the **Settings** window:

   ![Speech Settings](image)

2. Scroll down till you see the **Pronunciation** area:

   ![Pronunciation Settings](image)

3. Click on **Add**. Type the word **Siobhan** into the **Original Word** text box. Click on the **Play** button beside the text box to hear this word read aloud. Currently it is not being pronounced correctly.

4. Type **Shivawn** into the **Pronunciation** text box. Click on the **Play** button beside the text box to hear the new pronunciation read aloud. This is the correct pronunciation of the word.

5. Click on the **Accept** button. This will add the word to the **Pronunciation** list. Now that it is added the word will be pronounced correctly.
6. Click on the X button to close the **Settings** window.

**Exercise 4  Instructing the system to speak as you type**

You may want to have the software read as you are typing. In this exercise you will learn how to set up the system to read letters, words and sentences as you type.

1. Click on the 📚, then **Show more settings** and then click on **Speech**.
   
   You will see the **Speech** tab of the **Settings** window:

   ![Speech tab of Settings window]

2. Scroll down to the **Auto Read** area:

   ![Auto Read settings]

3. Turn on the **I would like to use speak as I type** switch and then select from:
   - **Speak on each letter** switch
   - **Speak on each word** switch
   - **Speak on each sentence** switch

4. Click on the X button to save and close the **Settings**.

5. Place your cursor after the text you have already typed and type some text slowly. As you do so, the text will be read aloud.
6. If you wish to turn this option off. Click on the  and turn off the **Speak As I Type** switch to stop the system from reading as you type. This is a shortcut to turning this option on or off.

**Exercise 5  Setting up Screen Reading**

You may have problems reading icons, buttons or menus. In this exercise you will learn how to set up the system to read these for you.

1. Click on the  and then **Show more settings** and then click on **Speech**.

You will see the **Speech** tab of the **Settings** window:

2. Scroll down till you see the **Screen Reading** area:

3. Click the **Screen reading** switch to turn it on. Then close the **Settings**.

4. Hover your mouse over the  on the toolbar. You will hear the system say ‘Play’.
5. Hover your mouse over the on the toolbar. You will hear the system say ‘Prediction’.

6. If you wish to turn this option off click on the and switch off the Screen Reading switch. This is a short cut to turning this option on or off.

**Exercise 6  Changing the speech highlighting**

The system highlights the text in the document as it is being read. It uses the colours blue and yellow. You may wish to change this. In this exercise you will learn how to alter how text is highlighted as it is read including the colours used and how it is displayed.

1. Click on the , then Show more settings and then click on Speech.

You will see the Speech tab of the Settings window:

2. Scroll down to the Speech Highlighting area:
3. To change the colour that is used for highlighting the text as it is read, click on the **Highlighting colours** dropdown menu and select from the list. A preview will appear.

4. Close the **Settings**.

5. Click in to the text you wish to have read and then click the 🎧. The text will be highlighted using the colours you have chosen.

6. To change the speech highlighting method, return to the **Speech Highlighting** area in the **Settings**. There is the choice of:

   - **Speak with highlighting in document.** This is the one you have been using.
   - **Speak with highlighting in Text Reader.**
   - **Speak using one-word display.**

7. Select the **Speak with highlighting in Text Reader** option.

8. Click on the **Font size** dropdown and select 38 and then click on the **Highlighting colours** dropdown and select one of the options. Close the **Settings**.

9. Place your cursor anywhere in the text in your document and then click on the 🎧. You will see the sentence displayed in a popup window as it is read aloud. The font size will be 38 and it will be highlighted using the colours you picked.

10. Open the **Speech Highlighting** area again and select **Speak using one-word display**. Choose the font, font size and highlighting colour you wish.

11. Place your cursor anywhere in the text in your document and then click on the 🎧. You will see each word displayed in a popup window as it is read aloud. The font, font size and highlighting colours will be those you picked.

12. Before finishing this exercise make sure you turn the highlighting method back to **Speak with highlighting in document**.
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</tr>
<tr>
<td>How to have the software read icons or menus.</td>
<td></td>
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<tr>
<td>How to change how the software highlights text as it is being read.</td>
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</tbody>
</table>
4. Read the Web

In this section you will learn how to:

- read webpages in Internet Explorer
- read webpages in FireFox
- read webpages in Chrome.

**Exercise 1  Reading webpages in Internet Explorer**

1. Click on the \[\text{icon}\] and switch on the Read the web option.
2. Open a website e.g. www.texthelp.com.
3. Hover your mouse over an area of text until you see it highlighted. You will hear the text read aloud.
4. Move your mouse to another area of text until you see it highlighted. You will again hear the text read aloud. Read&Write will read aloud any of the text that is under your mouse.
5. To turn the Read the web off click on the \[\text{icon}\] and switch off the Read the web option.

**Exercise 2  Reading webpages in Firefox**

1. Open your Firefox browser.
2. Click on Yes when prompted to install the plug-in and restart Firefox.
3. After the plug-in has been installed follow Exercise 1 above.

**Exercise 3  Reading webpages in Chrome**

1. Open Google Chrome.
2. Click on Install Now when prompted to install.
3. Click on Add.
4. Restart Chrome.
5. After the extension has been installed follow Exercise 1 above.
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<td>How to have a webpage read in Chrome.</td>
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5. **Screenshot Reader**

In this section you will learn how to:

- use the Screenshot Reader
- change the options in the Screenshot Reader.

In most cases simply using the [Play Audio] 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 where the text is inaccessible. For example: inaccessible Flash, locked PDF documents and text in images. When you want to have text read in these applications you will need to use the Screenshot Reader.

**Exercise 1 Using the Screenshot Reader**

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 [Select Image] button. Your cursor now looks like this ![Select Image].
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:

   ![Earthquakes](image)

   If you wish the text re-read click on the [Read Again] button that has appeared within the picture.

5. Click on the [Close Reader] to close the Screenshot Reader window.
Exercise 2  **Screenshot to MS Word**

If you wish you can have the text that the Screenshot Reader finds put directly into Microsoft Word. Once in Microsoft Word you will be able to edit it and use the to have it read.

1. Click on the **Show more settings, Show More** and then click on **Screenshot Reader**.

   You will see the **Screenshot Reader** tab of the Settings window:

2. Click on the **Screenshot to** dropdown and select **Microsoft Word**. Close the Settings.

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

4. Select the area again.

   If you already have a Microsoft Word document open the text is displayed at the end of it. If you don’t have a Word document open the Screenshot Reader will create one for you and put the text in.

5. Click on the to read the text aloud.

   **Note**: You can also use the other Read&Write features on the text imported into Microsoft Word.

6. Close the Microsoft Word document when you have finished.

7. Return to the **Screenshot Reader Settings** and select **Screenshot to Window** if you don’t want the text put into Microsoft Word.
What else can you do:

- Change the Screenshot Reader options – [Changing the Screenshot Reader options](#).

Further Exercises

**Exercise 3  Changing the Screenshot Reader settings**

You can alter how you capture the area that you want to use the Screenshot Reader with.

1. Click on the ![Show more settings, Show More](#) and then click on **Screenshot Reader**.

   You will see the **Screenshot Reader** tab of the **Settings** window:

   ![Screenshot Reader settings](#)

2. In the **Capture by** dropdown:

   - **Drawing rectangle** – this is the usual method of capture
   - **Drawing freehand** – this is useful if the text is in a strange shape
   - **Hover** – this will capture an area highlighted.

3. Select **Drawing freehand**.

4. Click on the ![Cursor select](#). Your cursor now looks like this: +.

5. Select the area again, but this time draw around it using the cursor.

   Read&Write reads the text aloud using the settings you have just selected.
6. Click on the button to close the Screenshot Reader window.

7. Click on the , Show more settings, Show More and then click on Screenshot Reader. You will see the Screenshot Reader tab of the Settings window:

![Screenshot Reader Settings](image)

8. Notice that the Append to active Microsoft Word document is switched on. This means that any screenshot to MS Word that you take will automatically be put at the end of the Word document that you are using. This is important if you want to have all the screenshots put into the same document.

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<td>How to screenshot to MS Word.</td>
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<tr>
<td>How to change the capture method.</td>
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<tr>
<td>How to change the highlighting colours.</td>
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<td></td>
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<tr>
<td>How to append the screenshot to an existing document.</td>
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</tbody>
</table>
6. **Scan**

In this section you will learn how to:

- scan a page to PDF and Word
- scan single documents
- scan multiple documents
- scan a file
- scan from a digital camera or smartphone
- create a style sheet for HTML.

**Note:** To complete this section, you must ensure that you have set up your scanner correctly and have two A4 coloured documents containing text and pictures.

**Exercise 1  Performing a scan to PDF or Word**

In this exercise you will learn how to scan a single page into PDF or Microsoft Word.

1. Place a page into your scanner.
2. Click on the ![Scan icon](image)
3. You will see the Scan window:

![Scan window](image)

4. Check your scanner is showing in the **Select your device** area.
5. Click on **Scan**.
6. Once the scan is complete you will see the **Save As** window displayed.
7. Type **My Scan to PDF** in the **File Name** field, find a location in which to save the scan, and then click on the **Save** button.

The Scanning facility scans your document. When the scan has completed, you will see the scanned image displayed. 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.

8. Click on the Scan icon.

9. You will see the Scan window. In the Make me a area select Word Doc:

10. Click on Scan.

11. Once the scan is complete click you will see the Save As window displayed.

12. Type My Scan to Word in the File Name field, find a location in which to save the scan, and then click on the Save button.

You will see the scanned image displayed in Microsoft Word.

This type of scan is recommended if you want to edit the scanned document.

Exercise 2  Scanning multiple pages to Word

In this exercise you will learn how to scan a document with multiple pages into Microsoft Word.

1. Click on the Scan icon.

2. You will see the Scan window. In the Make me a area select Word Doc and in the How many pages area select Multiple:
3. Click on **Scan**.

4. When the page has been scanned you will be returned to the **Scan** window:

5. Put the second page in the scanner and then click **Scan**.

6. When the page has been scanned you will be returned to the **Scan** window:
7. Click on **Finish** and the **Save As** window will be displayed.

8. Type **My Multiple scan** in the **File Name** field, find a location in which to save the scan, and then click on the **Save** button.

   You will see the 2 scanned pages displayed in Microsoft Word.

**Exercise 3  Scanning from a file to PDF or Word**

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

1. Click on the **Scan** button.

2. When the **Scan** window appears click on the **Scan from File** button:

3. Either drag and drop the image file to the **Select your file** area or click on **Select File(s)**, find the image file and click on **Open**.

4. The **Scan** window changes to show the file name and the number of pages:
Note: The default is set to scan to PDF but you can choose to scan to Word in the Make me a area.

5. Click on Scan.

6. You will see the Save As window displayed.

7. Type My File Scan in the File Name field, find a location in which to save the scan.

8. Click Save.

9. The image is scanned and saved where you wanted it.

Exercise 4 Scanning from a Smartphone

In this exercise you will learn how to scan from a photo you have taken with your Smartphone. This is useful if you don't have access to a scanner.

1. Place an A4 page of paper containing text on your desk and take a photo of it.

2. Connect your phone to your computer using your USB cable.

3. Make sure you allow this device to access to your photos.

4. Click on the

5. When the Scan window appears select your phone:
5. Click on **Scan**.

6. The **Which picture do you want to copy?** window will appear:

7. Select the photo you have just taken and then click on the **Get Picture** button.

8. You will see the **Save As** window displayed.

9. Type **My Picture Scan** in the **File Name** field, find a location in which to save the scan.

10. Click **Save**.

11. The image is scanned and saved where you wanted it.

When your document is displayed you can use the features in Read&Write to read aloud the text in the way that you want.

**What else can you do:**

- Change the settings for the Image Capture – [Changing the Image Capture settings.](#)
- Change the Advanced settings for scanning – [Changing the Advanced Settings.](#)
Further Exercises

Exercise 5  Changing the Image Capture settings

1. Click on the Show more settings, Show More and then click on Scanning. You will see the Scanning tab of the Settings window:

2. Click on the Resolution dropdown and select 600 DPI. This will provide the best quality scan.

3. Click on the Color dropdown. You can choose to scan to Full color, Monochrome or GrayScale. Choose which option you prefer.

4. The Hide device settings is switched on. This is to make the scanning easier and faster. However, you can turn this off if you wish.

5. Close the Settings.

Exercise 6  Changing the Advanced settings

1. Click on the Show more settings, Show More and then click on Scanning. You will see the Scanning tab of the Settings window.

2. Click on the Advanced settings dropdown and scroll down until Device Setup is at the top of the panel:
3. Here you can set the **Scan** to automatically scan using a countdown and set the interval between scans – the default is 6 seconds.

4. If you use an Automatic Document Feeder to do your scanning turn on the **Using ADF** setting.

5. If you use a double side scanner turn on **with Duplex**.

6. Scroll down to **Scanned output**:

7. This is where you can set all your scans to be placed in the same location and automatically give it a file name.

8. In the **Scanned Output** settings, you can set:
   - the scan to PDF to text only
   - the scan to Word to be plain text
   - the scan to ePub to treat headings as book titles
9. Scroll down to **Output Types:**

10. Here you can switch on the ability to scan to ePub or Web if you wish.

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7. Dictionary
In this section you will learn how to:

- use the Pop-up dictionary
- Basic dictionary
- use the Advanced dictionary
- use the Web dictionary.

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

The earth revolves around the sun.

Exercise 1 Using the Pop-up Dictionary
In this exercise you will learn how to use the Dictionary to find definitions.

1. Highlight the word ‘earth’.

2. The Pop-up Dictionary will appear beside the word:

You will see a simple definition for the word ‘earth’ displayed

3. Click on the More >> button.

The Google Dictionary will appear in your browser:
You will see a list of definitions for the word ‘earth’ displayed.

5. Close your browser.

6. Click on the to close the Pop-up Dictionary.

Exercise 2  **Using the Dictionary**

If you use more complex words you may prefer to use the Dictionary. To do this:

1. Highlight the word ‘earth’.

2. The Pop-up Dictionary will appear beside the word.

3. Click on the to close the Pop-up Dictionary.

4. Click on the .

   You will see the Dictionary window displayed. The word ‘earth’ is displayed in the Search text box:

5. Click on the first definition ‘The planet that we live on’ and then click on the on the Read&Write toolbar to hear it read aloud.

6. Click on the to stop the definitions being read to you.
7. Click on the **Pictures** dropdown and you will see the images for that word available from the **Picture Dictionary**: 

8. Click on the **Pictures** again to hide the images.

9. Click on the **Advanced** switch and the **Dictionary** will change to show you more advanced definitions for the word ‘earth’:
10. Find the fifth definition that begins with *The 3rd planet from the sun.*

11. There are two synonyms listed: ‘world’ and ‘globe.’

12. Click on the word ‘world’ and it will appear in the Change text box.

13. Click on the – to replace the word ‘earth’ with the word ‘world’ in your text.

14. Close the Dictionary by clicking on the X.

**What else can you do:**

- Change the settings for the Dictionary – [Changing the Dictionary settings](#).

**Further Exercises**

**Exercise 2  Changing the Dictionary settings**

1. Click on the , Show more settings, Show More and then click on Dictionary. You will see the Dictionary tab of the Settings window:

2. Click on the Web Dictionary dropdown.

3. You will see that you have the choice of Google, Bing or Dictionary.com as your Web Dictionary. Choose which one you would like to use.

4. Notice the Pop-up Dictionary switch is turned on. This is why the Pop-up Dictionary appears when you select the word. You can switch this off if you prefer.

   **Note**: You can also turn off the Pop-Up Dictionary just by clicking on and turning off the Pop-up Dictionary switch.
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8. Picture Dictionary
In this exercise you will learn how to use the Picture Dictionary to find images of words.

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

### Exercise 1 Using the Picture Dictionary

1. Click on the button. Highlight the word ‘world’.

   You will see the Picture Dictionary window displayed:

   ![Picture Dictionary Window](image)

2. Highlight the word ‘revolve’ in your document.

   The Picture Dictionary window displays a picture representing the word revolve.

3. Click on the ‘revolve’ hyperlink. This will open the Dictionary.


   **Note:** You can highlight words in any of the Read&Write facilities to display pictures in the Picture Dictionary window.

5. Click on the button on the top right-hand corner of the Picture Dictionary window to close it.

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9. Highlighters

In this section you will learn how to:

- collect text from a webpage or a word document.

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

**Exercise 1 Collecting text for your studies**

In this exercise you will 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.

1. Open your Internet 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 (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 (Highlight pink).
   Read&Write highlights the text in pink.

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

5. Highlight some of the text in pink and then click on the .
   Read&Write de-selects the highlighted text in pink.

6. Open another one of your favourite websites.
   Alternatively, open another Microsoft Word document of your choice.

7. Highlight some text on the page and then click on the (Highlight green).
   Read&Write highlights the text in green.

8. Click on the .

9. Read&Write collects the highlighted text from both of the webpages (or Word documents) and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.
What else can you do:

- Change the settings for the Highlighters – [Changing the Highlights settings](#).

**Further Exercises**

**Exercise 2 Changing the Highlights settings**

1. Click on the , Show more settings, Show More and then click on Highlights.

2. You will see the Highlights tab of the Settings window:

3. The Colors to collect has all the highlights selected.

4. In the Order Highlights by dropdown you have the choice of:
   - Color
   - Time
   - Position

   The most common choice is Color but choose which option you prefer.

5. In the Separate colors by dropdown you have the choice of:
   - Paragraph
   - None
   - Page

   This is what will separate the different colour highlights. Choose which option you prefer.

6. In the Separate highlights by dropdown you have the choice of:
This is what will separate the same colour of highlights. Choose which option you prefer.

7. Collect from multiple documents switch is on to allow you to highlight text across multiple documents and be able to collect them.

8. If you scroll down, you will see the Bibliography section.

9. Here you can choose the format of the Bibliography. You have the choice of:
   - Harvard
   - None
   - APA
   - MLA
   - Chicago

10. Select Harvard from the Bibliography drop down list.

11. Close the Settings.

12. Return to your document and click on 

   Read&Write collects the highlighted text from both of the webpages (or Word documents) and inserts it into a new Microsoft Word document. It separates the highlights as you have set it to and the Bibliography at the end is in the Harvard format.
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10. Vocabulary List
In this section you will learn how to:

- create a vocabulary list.

Exercise 1  Creating a vocabulary list for your studies
In this exercise you will 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.

4. Open your Internet browser window and then a website of your choice.
   Alternatively, open a Microsoft Word document of your choice.

5. Highlight a word on the page and then click on the (Highlight green). Repeat this step until you have several words highlighted.
   
   **Note**: You can use any highlighter with the Vocabulary List.

6. Click on the on the toolbar.

7. Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images. It will look something like this:

   ![Vocabulary List Illustration]

   Your selected words are listed in the **Word** column. There is the definition for the words in the **Definition** column and an image for the word in the **Picture** column.

8. In the **Notes** column you can add your own text.

9. Close the Word document and save it if you wish.
What else can you do:

- Change the settings for the Vocabulary List – [Changing the Vocabulary List settings](#).

Further Exercises

**Exercise 2  Changing the Vocabulary List settings**

1. Click on the Show more settings, Show More and then click on Vocabulary List.
2. You will see the Vocabulary List tab of the Settings window:

![Vocabulary List settings window](#)

4. Switch off the Include pictures.
5. Notice Include definitions is switched on. This is why the Vocabulary List provides definitions for the words in the list.
6. Close the Settings.
7. Click on the .
8. The Vocabulary List panel appears. It will look something like this:
9. In the **Enter a word** text area type History. This is how you can add additional words to the **Vocabulary List**.

10. Click on **Create**. A Word document will be created and look something like this:

11. Notice the word History has been added to the **Vocabulary List**.

12. There is no **Image column** as you switched this off.

13. Close the Word document and save it if you wish.

14. Click on the **Show more settings, Show More** and then click on **Vocabulary List**.
15. Edit the **Vocabulary List Settings** so the Vocabulary List feature will work exactly how you want it to.

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11. Spell Checker
In this section you will learn how to:

- use the Spell Checker
- change the spelling settings.

Type the following text into a blank Microsoft Word document:

**Note:** 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 spelling mistakes in your document.

A volcano tends to occur where tectronic plates meet. The earth is made up of about 8 big tectronic 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.

**Exercise 1 Using the Spell Checker**

1. Click on the ** Spell Check ** on the toolbar. You will see the Spell Check window displayed:

   ![Spell Check Window]

   The first mis-spelt word in your document is highlighted in red.

2. Hover your mouse over the word ‘Vulcan’. It will be read for you.

3. Hover your mouse over the word ‘volcano’ and this will be read for you.

   **Note:** If you still aren't sure which word to use to correct the spelling mistake you can always open the Dictionary and select the suggestion to get a definition.

4. You can use the following buttons to correct your spellings:
• **Change** button – select a word from the list of suggested corrections and then click on this button to change the spelling mistake to the selected word. **Use this to correct ‘volcaneo’ to ‘volcano’**.

• **Change all** button – select a word from the list of suggested corrections and then click on this button to change all instances of the volcano throughout your document. **Use this to correct ‘tectronic’ to ‘tectonic’**.

• **Ignore** button – select this button when the Spell Check comes to the word ‘Rinjani’. This is the correct spelling but as it doesn't appear in the Dictionary it has been flagged as a possible spelling mistake.

  **Correct the rest of the document.**

The Spell Check window closes as soon as it is complete and a panel will appear saying that Spell check is completed.

**What else can you do:**

• Change how the Spell Check window behaves – [Changing how the Spell Check behaves](#).

• Change the vocabulary that the Spell Check uses – [Changing the Spell Check Vocabulary](#).

**Further Exercises**

**Exercise 2 Changing how the Spell Check behaves**

You can change now the Spell Check window behaves. To do this:

1. Click on the ![Show more settings, Show More](#) and then click on **Spell Check**.

2. You will see the **Spell Check** tab of the **Settings** window:

![Spell Check settings](#)
3. Notice the following settings:

- **Order suggestions by context** – with this switched on the Spell Check looks at the words previous to the spelling mistake and tries to work out which word you were trying to spell. This makes it more likely to be able to find the correction for you.

- **Allow right click Read&Write spell check in Microsoft Word** - with this switched on if you right click on any spelling mistake in MS Word the Spell Check window will appear.

- **Speak when mouse pointer hovers over a word** – this is switched on and is why when you hovered over the suggested corrections they were read to you.

- **Move to next error** – this is switched on and is why the Spell Check immediately moved on to the next error after you corrected the first.

**Exercise 3  Changing the Spell Check Vocabulary**

You can change what vocabulary that the Spell Checker checks words against.

1. Click on the **Show more settings, Show More** and then click on **Spell Check**.

2. You will see the **Spell Check** tab of the **Settings** window. Scroll down until Spell Check Vocabulary List is at the top of the panel:

3. Notice the check boxes in the **In Use** area. The vocabulary for your location should be turned on here.

4. Select the **Science**, **Medical** and **Biology** check boxes. This will add these types of vocabulary to the Spell Check. You would particularly want to add these if you commonly use these types of words.
5. Close the **Settings** window.

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12. Prediction

In this section you will learn how to:

- use Prediction
- create prediction word banks
- download prediction word banks
- change the behaviour of the Prediction window
- set up prediction speech options.

Exercise 1   Using Prediction

In this exercise you will learn how to use Prediction to help you finish sentences. It will access a list of words that will complete the one that you are currently typing and will also try to predict your next word as you finish typing a word.

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. Hover your mouse over the words in the list and they will be read aloud to you.

5. Hover your mouse over the word ‘excellent’ and when the cursor changes to a hand , click on the word ‘excellent’. The word is inserted into your document, followed by a space. Press the appropriate function key on your keyboard which
is listed beside the word ‘of’. The word ‘of’ is placed in your document. The Prediction window will then have another list of words for you to choose from.

6. If you are unsure what a word means. Click on the button in the Prediction panel.

7. You will see the Dictionary displayed. Something like this:

![Dictionary Window](image)

8. Click on the line that the word appears on to see the definition for that word.

   **Note**: Make sure you don't click on the word when the appears otherwise the word will go into your document rather than be looked up in the Dictionary.

9. You can read the definition in the Dictionary and decide if it is the word you are looking for. Click on the button on the top right-hand corner of the Dictionary window to close it.

10. Use Prediction to write a few sentences and watch how Prediction provides the type of vocabulary you are likely to want to type.

11. Close Prediction by clicking on the .

**What else can you do:**

- Create your own Word Bank to be used by Prediction – Create your own Prediction Word Bank.
Further Exercises

Exercise 2  Create your own Prediction Word Bank

In this exercise you will learn how to create your own word bank to improve the predictions you need when you are writing.

1. Type the following text into your document or select some text from one of your documents:

   A volcano is a geological landform on the surface of the earth (and other planets) where magma from the planet’s interior erupts (or once erupted) to the surface. Roughly defined, a volcano consists of a magma chamber, pipes and vents.

2. Copy the text and then click on the button to open the Prediction panel (if you don’t already have it open).

3. Click on the button and then Word Banks.

4. The Prediction Word Banks panel appears:
5. Click on **Create**.

6. You will see the **Create Word Bank** window displayed:

7. Type the following details:
   - **Name** – *Volcano* (if you have used your own text put in a file name relevant to it)
   - **Category** – *Geography* (if you have used your own text put in a description relevant to it).

8. Click on the **Create** button.

   A message box is displayed. It informs you that a **Word Bank has been created and is ready for use**:
9. In a Word document start to type some of the words that you have just added and notice how Prediction is predicting words based on that text.

**Exercise 3  Downloading Prediction word banks**

In this exercise you will learn how to teach the Prediction new vocabulary patterns from word banks downloaded from the Texthelp.

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

1. Click on the ☰, Show more settings, Show More and then click on Prediction.

2. You will see the Prediction tab of the Settings window:

3. Click on Show Word Banks and a list of the word banks available will be shown:
4. If required, you can filter this list for a specific category. Click on the **Category** dropdown and select the one you need.

5. Alternatively, you can enter the topic you want to search for in the **Search** text box.

6. Select the check box beside one of the prediction word banks that you want to use.

7. Close the **Prediction Word Bank** panel and the **Settings**.

   Words based on the topic you have chosen will now be available when you use Prediction.

**Exercise 4  Changing the behaviour of the Prediction window**

In this exercise you will learn how to alter the behaviour of the prediction window.

1. Click on the **Show more settings**, **Show More** and then click on **Prediction**.

2. You will see the **Prediction** tab of the **Settings** window:
3. Select from the check boxes in the **Prediction Window Behaviour** section which you would like to turn on/off.

- **Display words alphabetically** - instructs the system to list the words in the Prediction window alphabetically.

- **Follow the cursor while typing** – instructs the system to have the Prediction window follow where the cursor goes.

- **Auto height adjust** – instructs the system to have the Prediction window change size depending on the amount of words appearing.

- **Predict one word ahead** – instructs the system to predict a word ahead.

- **Insert a space after predictions** – instructs the system to automatically insert a space after a word when it is inserted.

- **Use spelling suggestions for the prediction list** – allows the system to suggest words even if you start to spell them wrong.

4. Click on the **Close** button.

5. Click on the and as you start to use the Prediction again you will see the changes you have made.

**Exercise 5 Setting up prediction speech options**

In this exercise you will learn how to get the system to read aloud words from the Prediction window.

1. Click on the **Show more settings, Show More** and then click on **Prediction**.
2. You will see the **Prediction** tab of the **Settings** window:

3. Scroll down till you see **Prediction Speech** displayed:

4. Turn off the **Speak when mouse pointer hovers over a word**.

5. Select the **Speak the word when clicked** option.

6. Close the **Settings**.

7. Return to your Word document. Click on the 📝.

8. Start to type into your document. Click on a word being suggested in the Prediction window. It will be read to you.

9. Use the Function buttons to insert the word.

10. Return to the **Prediction Speech** area. Turn back on the **Speak when mouse pointer hovers over word**. Prediction will speak a word when you hover your mouse over it in the Prediction window.
11. Close the **Settings**.

12. Click on the on the toolbar to display the Prediction window.

13. Start typing into your document. You will see a list of words displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.

14. Close Prediction by clicking on the  

**Exercise 6** **Setting up the prediction learning options**

In this exercise you will learn how to alter how Prediction learns.

1. Click on the , **Show more settings, Show More** and then click on **Prediction**.

2. You will see the **Prediction** tab of the **Settings** window:

3. Scroll down until you see **Prediction Speech** displayed:
6. Select from the switches in the **Prediction Learning** section which you would like to turn on/off.

- **Spell check each word before learning** - this is switched on by default as you don't want the Prediction to learn spelling mistakes. However, there may be times when you are using text that has a lot of custom words which aren't in the Dictionary and which therefore will not be learned by Prediction. If this is ever the case, you can turn this option off so that Prediction learns the custom words as well.

- **Automatically learn as I type** – this is switched on by default. It means that the Prediction is going to learn everything that you type when you are using Prediction. If you would prefer it not to do this turn this option off.

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