



Read&Write for iPad

User Guide

January 2015

Introduction

Read&Write for iPad is an alternative keyboard for your iPad. It offers several friendly tools to help if you're writing emails, creating documents or entering and editing any kind of text.

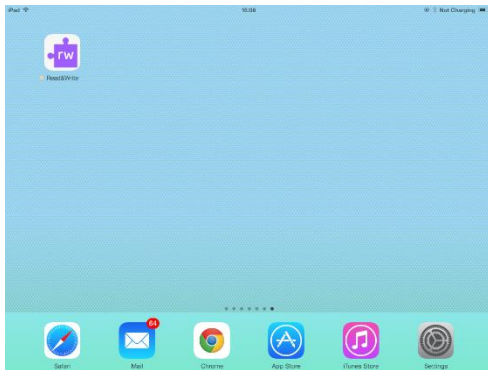
Use Read&Write for iPad for everyday typing, just like you'd use your iPad's normal keyboard. Reading and writing text is made quicker, easier and more accurate with these features:

- Speech with dual colour highlighting
- Speak as you type
- Word Prediction as you type
- Spell Checker
- Dictionary
- Picture Dictionary

Installing Read&Write for iPad also adds a [Web toolbar](#) to your Safari browser, giving you a helping hand with reading web pages or filling in online forms.


Starting Read&Write for iPad

The first time you run Read&Write, you will be shown a setup wizard. This gives information on how to activate the keyboard and access the Web toolbar. Launching Read&Write subsequently will take you straight to the Settings screen.



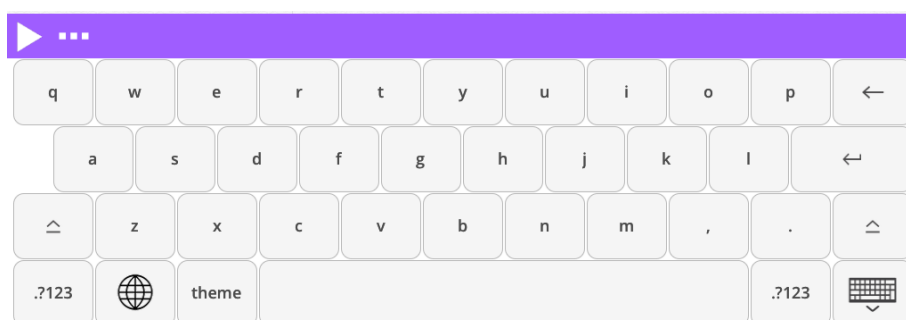
From the [Settings](#) screen you can alter how Read&Write for iPad works.

Installing the Read&Write for iPad Keyboard

To change to the Read&Write for iPad keyboard go to **Settings**  then **General** and then **Keyboard**. Tap on **Keyboards** and then select **Add New Keyboard**. Select **Read&Write**. Now select **Read&Write Keyboard – Read&Write** and switch on **Allow Full Access**.

Using the Keyboard

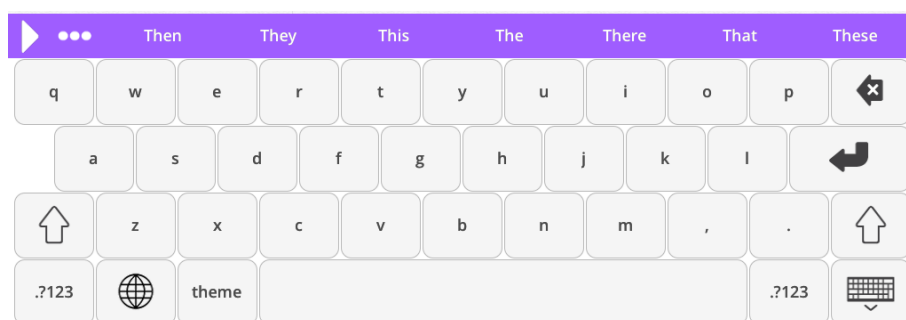
With the keyboard installed and selected, you'll have access to it in any application where you need to type:



Simply use Read&Write for iPad to type text like your normal keyboard.

Prediction

When you start to type, word suggestions will be predicted in the top bar:



If you want to use any of these predicted words, just tap once on the word you want. Your chosen word will be put into the text, and the words displayed will change to the next set of predictions.

To find a definition for a suggested word long press on it.

If Speak Suggestion is switched on in [Settings](#), the suggestion will be read aloud when you tap on it. To insert the word double tap on it.

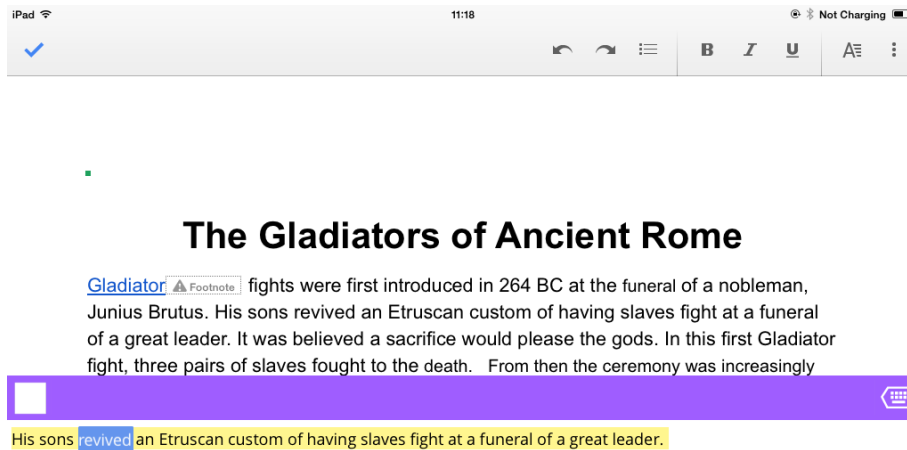
If Swipe to Insert is switched on in [Settings](#) swipe the word up to insert it into the text. Swipe the word down to see a definition for the word.

Speech



To hear text read back to you, place the cursor in the text where you want to start

reading and then click on the  icon.

The keyboard will disappear and a speech panel will appear with the first sentence from the text like this:




The sentence will be read aloud to you and each word will be highlighted. If Continuous Reading is switched on in the [Settings](#), it will continue to read the text until it is finished,


or until you click on the  icon to stop it reading, or you click on the  icon to return to the keyboard.

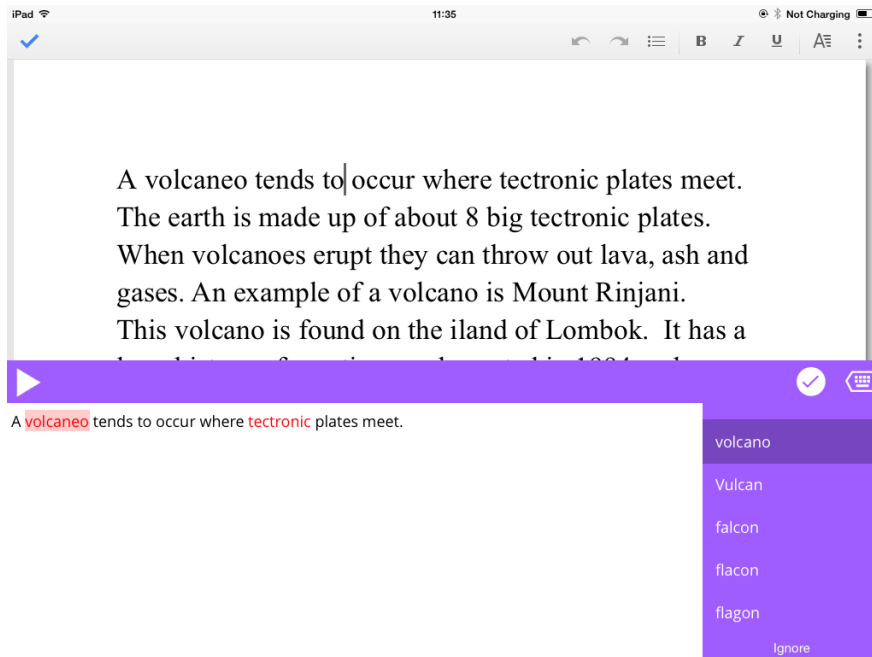
Speak as you type

If you have **Speak as I Type** switched on in the [Settings](#) for Read&Write for iPad, you'll hear each word and sentence read aloud as you type.


Spell Check

To use the spell check, place the cursor in the sentence and click on the  icon

and then click on the  icon. The spelling panel will appear like this:



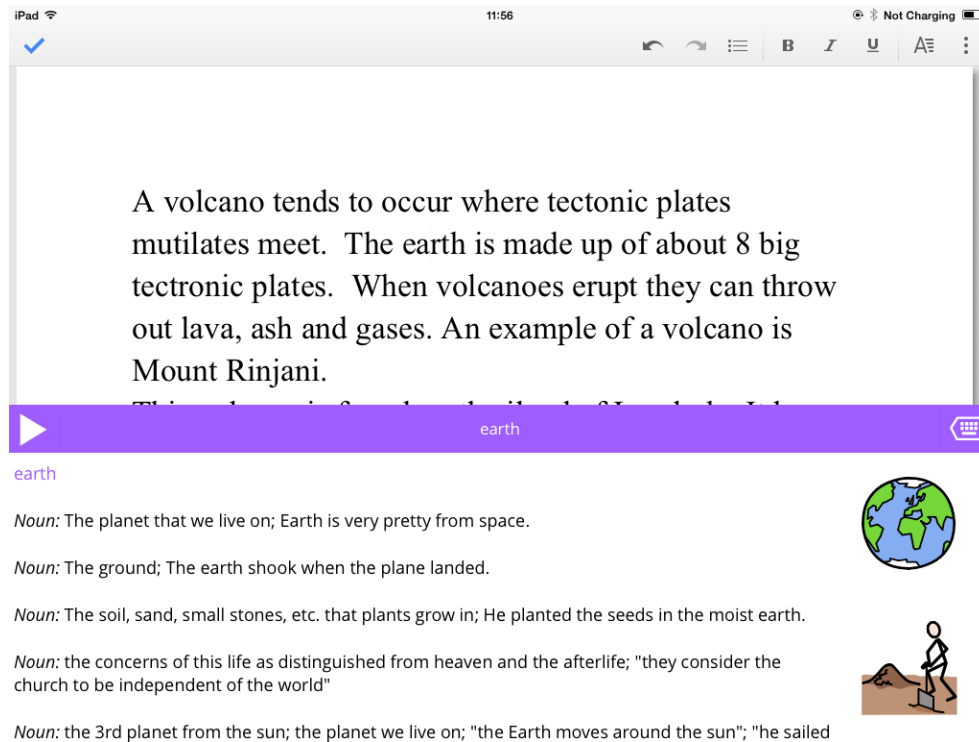
Any spelling mistakes will be highlighted. For the first mistake a list of suggestions will appear on the right hand side. You can single tap one of these to correct the mistake. The spelling mistake will be replaced in the spelling panel with the suggestion you have



chosen. The spelling will move to the next error in the sentence. Click on the  icon to have the corrections put into your text and return to the keyboard.

Dictionary

To use the dictionary place the cursor anywhere in the word you wish to look up. Next,


click on the  icon and then the  icon. A panel will appear like this:



To hear the definition read aloud, click on the  icon. To return to the keyboard click on the  icon.

Settings

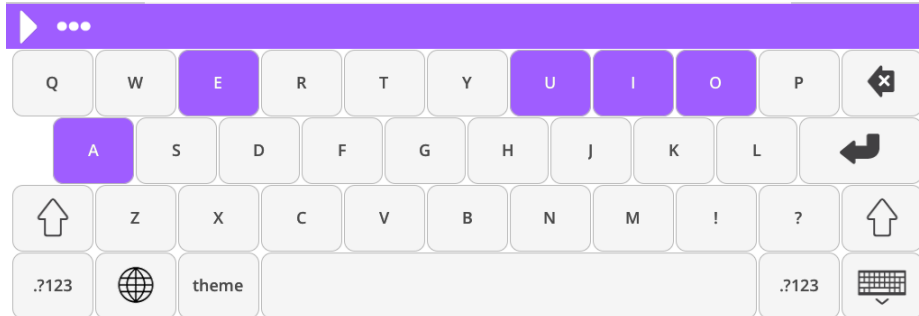
To adjust how Read&Write for iPad works you can access the Settings panel from the

 icon on your iPad Home Screen.



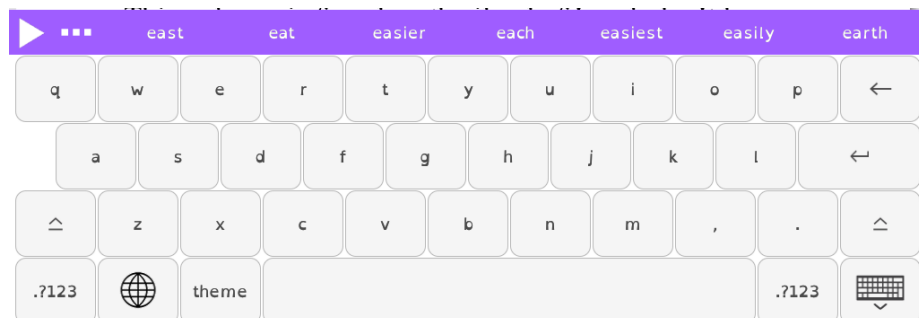
Highlight Vowels

Toggle this option to see vowels highlighted on the keyboard in the theme colour:



Use Open Dyslexic font

Toggle this setting to change the keyboard font to Open Dyslexic:



Change Colour Theme

You can choose from five colour themes (purple, pink, teal, orange or green) for the keyboard.

Speak As I Type

Toggle this setting to switch Speak As I Type on or off. Speak As I Type reads each Word and Sentence aloud as you type them.

Continuous Reading

Turn this setting on to have speech automatically continue after each sentence.

Speak Suggestion

With this setting toggled on, a single tap on the suggested word will speak that word. A double tap will then insert the word into the document.

Swipe To Insert

With this setting toggled on, you can swipe the suggestion into the document rather than double tapping it. With this setting on, you swipe down to display a definition for the suggestion. With it switched off, a long press on the suggestion will show the definition.

Existing Read&Write Account

Link Google ID

Use this button to link the application to your Google Account, enabling all of the premium features.

Or

Enter Serial

Use this button to enter a qualifying Read&Write serial number which will enable all of the premium features.

Premium Access:

Buy

If you've downloaded Read&Write for iPad from the Apple App Store and don't have a serial number or Google Account, you can enable premium features by using the Buy button.

Help:

Setup Wizard

This button will take you back through the Setup wizard, allowing you to view the keyboard setup video.


Web Toolbar

The Web Toolbar will be available after installing Read&Write for iPad. It offers these features when you're viewing web pages with the Safari browser:

- Speech with dual colour highlighting
- Dictionary (Premium version only)
- Picture Dictionary (Premium version only)
- Translation

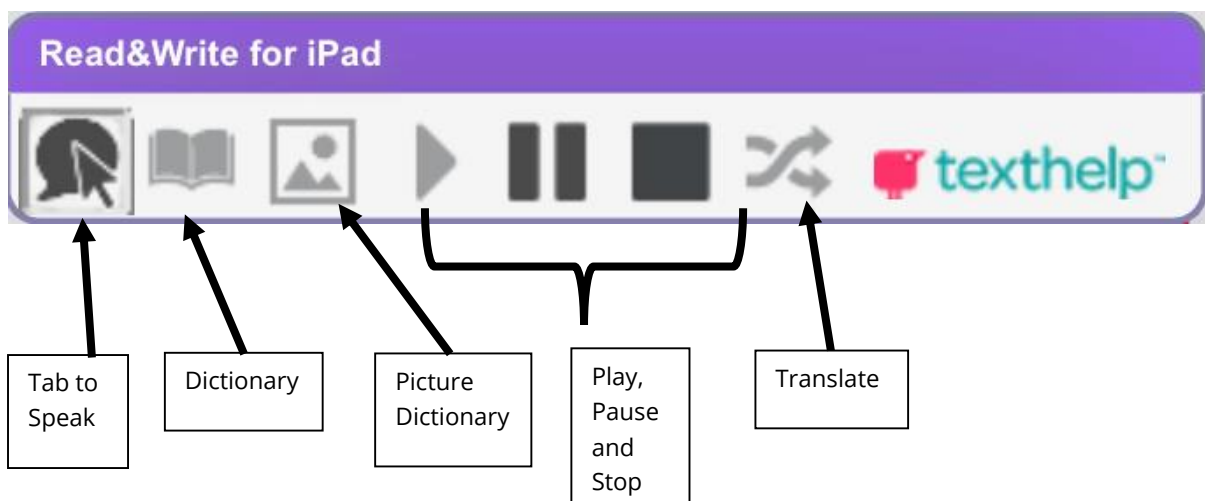
Accessing the Web Toolbar

In Safari tap on the sharing  icon. Scroll through the black and white icons in the

sharing popup window and tap on the Read&Write  icon. If the Read&Write icon does not appear in the list, tap on More, and then toggle Read&Write on in the list provided. You can drag the items in this list to change the order they appear in the Share menu.

This will add the Read&Write Web Toolbar into your current web page. You will need to do this each time you visit a new web page.

The Web Toolbar looks like this:



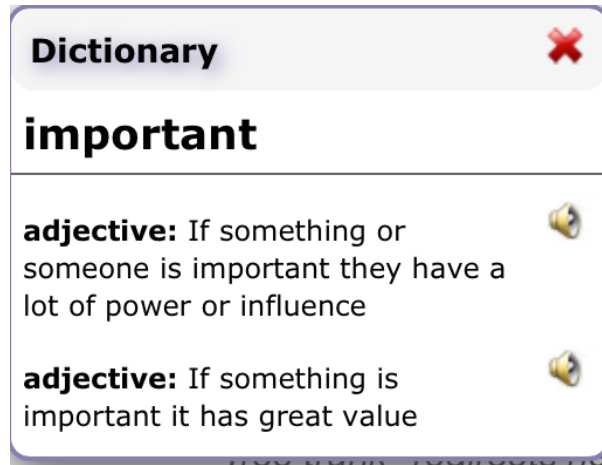
Tap to Speak

When the toolbar first loads into the web page, the Tap to Speak button will be enabled. This lets you tap on any text in the page: it will be read aloud and highlighted.

Alternatively when this button is unchecked on the toolbar, the other features become available. Now if you wish to hear text spoken, select the text on screen and then tap the Play icon.

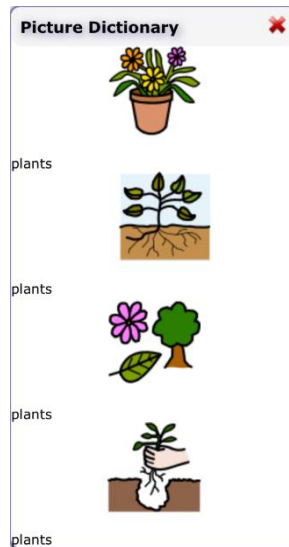
Dictionary

Select a single word in a web page and tap the Dictionary icon to see the Dictionary window display a definition for the word. For example:



Picture Dictionary

Select a single word in a web page and tap the Picture Dictionary icon to see the Picture Dictionary window display images for the word. For example:



Translation

Select a single word in a web page and tap the Translation icon to see a Translation window display a French or Spanish translation (depending on your location) for the word.

