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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
- Check It – to proof your writing
- Dictionary
- Picture Dictionary
- Translation
- Talk&Type (required iOS 10 or higher)

Installing Read&Write for iPad also adds a Web toolbar to your Safari browser, giving you a helping hand with reading webpages or filling in online forms.

Starting Read&Write for iPad

The first time you run Read&Write, you’ll 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**

When you’re in any application where you can type, click on the (Alternative keyboard button) until you see the Read&Write keyboard:

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

If **Keyboard Clicks** is switched on in **Settings**, you’ll hear a click when you tap on any button on the keyboard.

**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 **Reading Panel** will appear with the first sentence from the text being read like this:
The sentence will be read aloud to you, and each word will be highlighted.

If **Continuous Reading** is switched on, it will continue to read the text until it is finished, or until you click on the icon to stop it reading.

To change the voice, click on **Edit Settings**. This will open the **Edit Settings**:

![Edit Settings](image)

Here you can adjust the speed of the voice using the slider bar beside **Speed**.

You can turn on/off **Continuous Reading**, and you can change the voice that is used.

When you have made your changes, click on **Test Voice**.

When you're happy with your settings, click on **Edit Settings** to return to the **Reading Panel** and continue reading.

Alternatively, click on **go to start** to return to the keyboard.

When you're finished with the **Reading Panel**, click on the icon to 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:

![Dictionary Panel]

Noun: If you have potential you have qualities or talents that can be developed; She has the potential to become a great doctor.

Adjective: Potential means that it is possible for something to happen or for someone to become something; He is a potential business partner.

Noun: the difference in electrical charge between two points in a circuit expressed in volts

To hear the definition read aloud, click on the icon.

To return to the keyboard click on the icon.

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.

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

![Keyboard]

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. The Dictionary will appear with the definition and picture (if available).

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.

**Check It**

To use **Check It**, place the cursor in the sentence, and click on the icon and then click on the icon. The **Check It** panel will appear like this:

![Check It panel example](image)

Any confusing words (homophones), spelling or grammar mistakes will be underlined. The first mistake will be highlighted, and a list of suggestions will appear on the right hand side. You can single tap one of these to correct the mistake. The error will be replaced in the **Check It** panel with the suggestion you have chosen. **Check It** will move to the next error in the sentence. Simply correct the errors that **Check It** has found.

Click on the icon to have the corrections put into your text and return to the keyboard.

**Talk&Type (Requires iOS 10 or higher)**

You can dictate what you want to type using the Talk&Type. Click on the icon. You'll be asked to allow Read&Write access to the Speech Recognition. Click **OK**.

You'll be asked to allow Read&Write access to the Microphone. Click **OK**.

The **Listening** panel will open and there will be a message to say it is listening:

![Listening panel](image)

Simply dictate what you want to say.
As you dictate, you’ll see the words starting to appear, like this:

When you’re finished click on the microphone icon to stop.

A message will appear saying **Tap here to return to previous app**....

Click here to be returned to the app you were using. The dictated text will automatically be placed in your app.
Settings
To adjust how Read&Write for iPad works you can access the Settings panel. Tap on the icon on your iPad Home Screen. This will open the Settings panel:

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.

Speech Settings
Opens the Speech settings so you can alter the voice used for reading.
**Keyboard Clicks**
Toggle this setting to switch **Keyboard Clicks** on or off.

**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**

**Sign in**
Use this button to link the app to your Google or Microsoft Account, enabling all of the premium features.

**OR**

**Enter Serial or Product Code**
Use this button to enter a qualifying Read&Write Serial number or Product Code, which will enable all of the premium features.

**Premium Access:**

**Buy**
If you've downloaded Read&Write for iPad from the iPad App Store and don't have an existing Read&Write subscription with a serial number, product code, or linked Google or Microsoft account, you can enable premium features by using the **Buy** button. You can also contact us to purchase a Read&Write subscription which gives you access to premium features on all platforms including iPad.

**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 webpages 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.

If necessary scroll through the black and white icons till you see the Read&Write icon.

Tap on the Read&Write icon.

**If the Read&Write icon does not appear in the list, tap on More.** This will open up **Activities** list:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add to Reading List</td>
<td></td>
</tr>
<tr>
<td>Add Bookmark</td>
<td></td>
</tr>
<tr>
<td>Add to Favourites</td>
<td></td>
</tr>
<tr>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>Open in News</td>
<td></td>
</tr>
<tr>
<td>Add to Home Screen</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Read&amp;Write</td>
<td></td>
</tr>
<tr>
<td>Search Google</td>
<td></td>
</tr>
</tbody>
</table>

Toggle on Read&Write.

Using the you can drag the items in this list to change the order they appear in the **Share** menu. Drag Read&Write up the list. This will make it easier to access.

Tapping on the Read&Write icon in the **Sharing** list will add the Read&Write Web Toolbar into your current webpage.

**NOTE: You’ll need to do this each time you visit a new webpage.**
The Web Toolbar looks like this:

![Web Toolbar Image]

**Tap to Speak**

When the toolbar first loads into the webpage, the icon will be enabled. This lets you tap on any text in the page and it will be read aloud and highlighted.

Alternatively, when this button is unselected 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 icon.

**Dictionary**

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

![Dictionary Window Image]

**important**

**adjective:** If something or someone is important they have a lot of power or influence

**adjective:** If something is important it has great value
**Picture Dictionary**

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

![Picture Dictionary Image]

**Translation**

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

![Translator Image]