



Read&Write for Windows Workplace Training Guide

Aug 2023

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Introduction

This guide is designed to help you learn how to use Read&Write. As well as learning how to use the many features, you'll also learn how to set up the software so that it will work exactly the way you want it to.

The exercises are divided into:

Basic Exercises	These exercises will help you learn all of the basic skills you need to use the different Read&Write features.
Further Exercises	These exercises will show additional functions/settings that can be used.

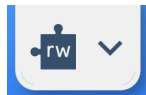
1. Toolbar

In this section, you'll learn how to:

- start Read&Write
- understand the icons on the Read&Write toolbar
- position the Read&Write toolbar
- customise the toolbar
- set up feature keyboard shortcuts.

Exercise 1. Starting Read&Write

1. Read&Write is set up to start as soon as you start your computer. The Read&Write toolbar should be across the top of your screen.
2. If you can't see the toolbar look for the **Show/Hide** icon at the top right of your screen:



3. You can use the **Show/Hide** icon to either show or hide the Read&Write toolbar.
4. If you can't see the Read&Write toolbar or the **Show/Hide**, you can start Read&Write from the Windows Start menu.

Exercise 2. Understanding the toolbar

1. Hover your mouse over **Play** . You'll see the tooltip 'Play'. Hover your mouse over **Dictionary** . You'll 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 **Settings** . Then click on **Settings**. This will open all the settings. From here, you can change how the features work. This guide will look at these settings when each feature is covered.

3. Click **Close**  to close the **Settings**.

To see a full list of the icons and what they do [please use this link](#).

What else can you do:

- [Change the position of the toolbar](#)
- [Change how the icons look](#)
- [Alter what icons appear on the toolbar](#)
- [Use Keyboard shortcuts to access features](#).

Further Exercises

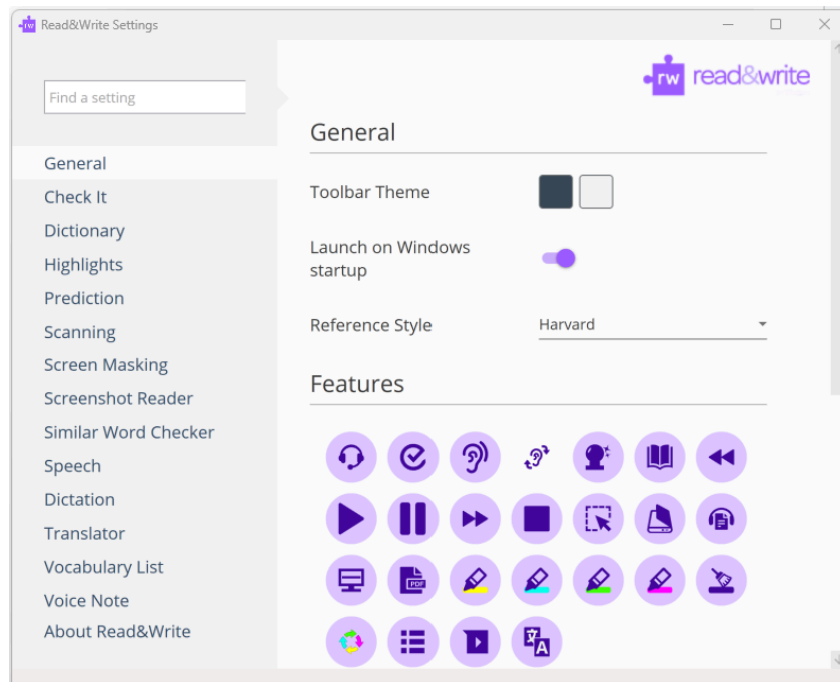
Exercise 3. Change the position of the toolbar

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 the side of the screen if you wish.

1. Click **Move**  on the left of the toolbar and then drag and drop it onto any position on your screen. This is how you move the toolbar.
2. Click **Move**  again, then drag, and drop it on the far right side of your screen. The toolbar docks to the side of the screen.
3. Click **Move**  again, 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.

Exercise 4. Change the toolbar theme

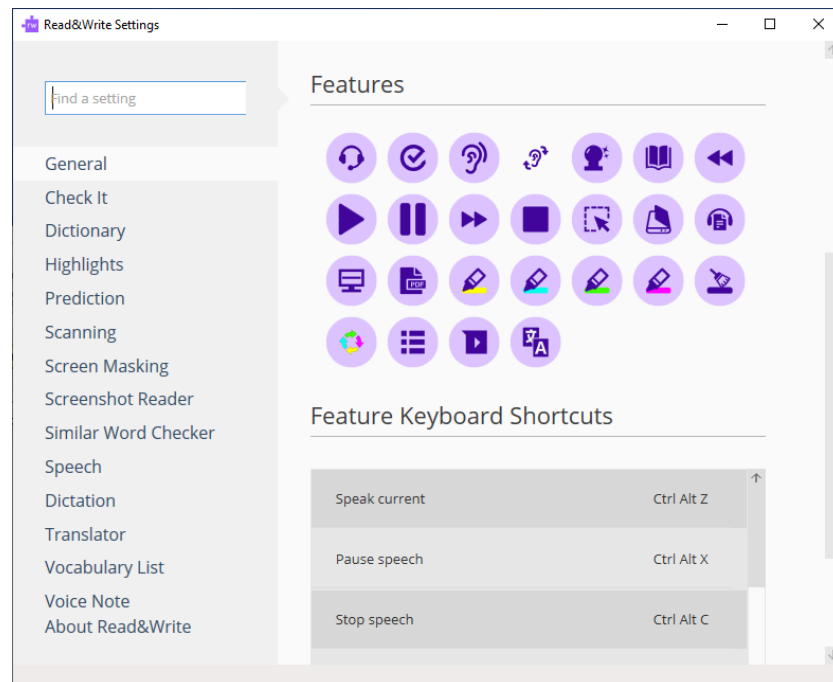
1. Click **Settings** . Then click on **Settings**.
2. When the **Settings** are open, make sure you are in the **General** panel:



3. In the **Toolbar Theme** you can choose which colour you want the toolbar to be. Either dark theme or light theme.
4. 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 be left on.

Exercise 5. Choose which buttons appear on the toolbar

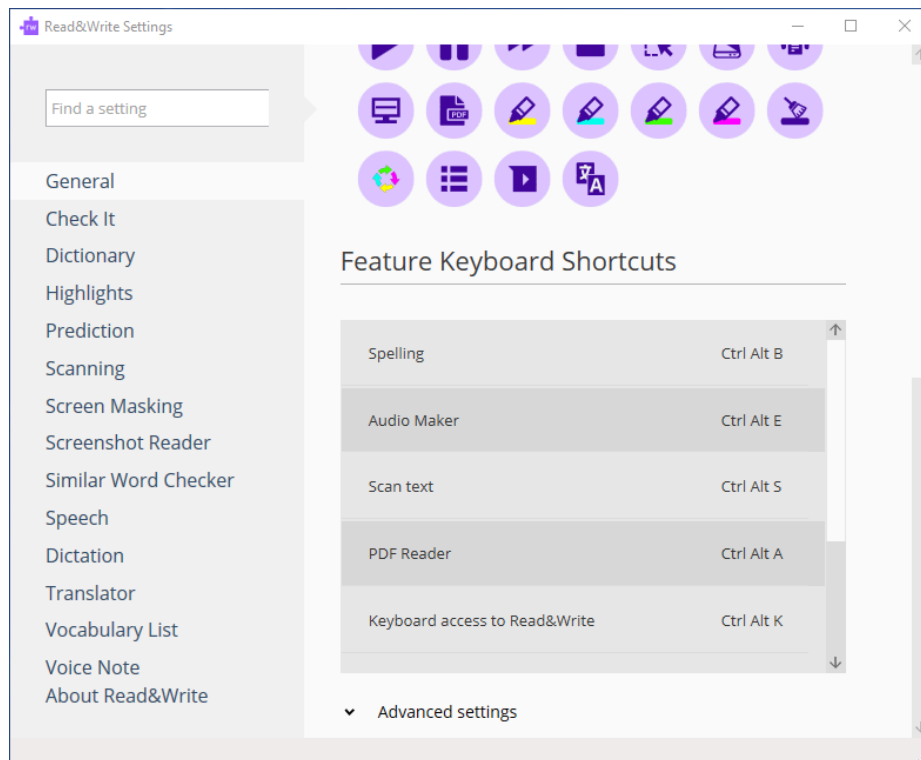
1. Have the **Settings** open and have the **General** panel selected.
2. Scroll down so that you can see the **Features** section:



3. Click **Check It**  .
4. Notice that the **Check It** icon disappeared from the toolbar.
5. Click **Check It**  again and the **Check It** icon will reappear.
6. This is how you can choose which icons appear on your toolbar.

Exercise 6. Use keyboard shortcuts

1. Have the **Settings** open and have the **General** panel selected.
2. Scroll down so that you can see the **Feature Keyboard Shortcuts** section:



3. You will see the keyboard shortcuts that can be used to access various features.
4. For example, using the **Ctrl + Alt + C** will stop speech.

Note: We can't guarantee that these shortcuts will not conflict with shortcuts used by other applications.

2. Text to Speech

In this section, you'll learn how to:

- have text read in Microsoft Word documents
- have text read in web pages
- change the voice
- change how words are pronounced
- have text read as you type
- turn on/off Screen Reading
- change the way text is highlighted as it is read.

Exercise 1. Read a Microsoft Word document

Note: Before carrying out this exercise make sure the computer sound is turned on.

1. Open any Microsoft Word document that has some text in it.
2. Click where you would like the reading to start.

3. Click **Play**  and the text will be read aloud.

4. Click **Pause**  and the speech pauses.

5. Click **Pause**  again and the speech starts again.

6. Click **Rewind**  and the speech reads the previous text.

7. Click **Forward**  and the speech reads the next text.

8. Click **Stop**  to stop the reading.

Using these Text to Speech icons, you can control what's read to you.

Exercise 2. Have text read from a webpage

1. Open your browser (Edge, Chrome or Firefox) and go to any web page.

Note: If prompted to install the Read&Write extension, click Yes and restart your browser.

2. On the web page select the text you wish to have read and then click



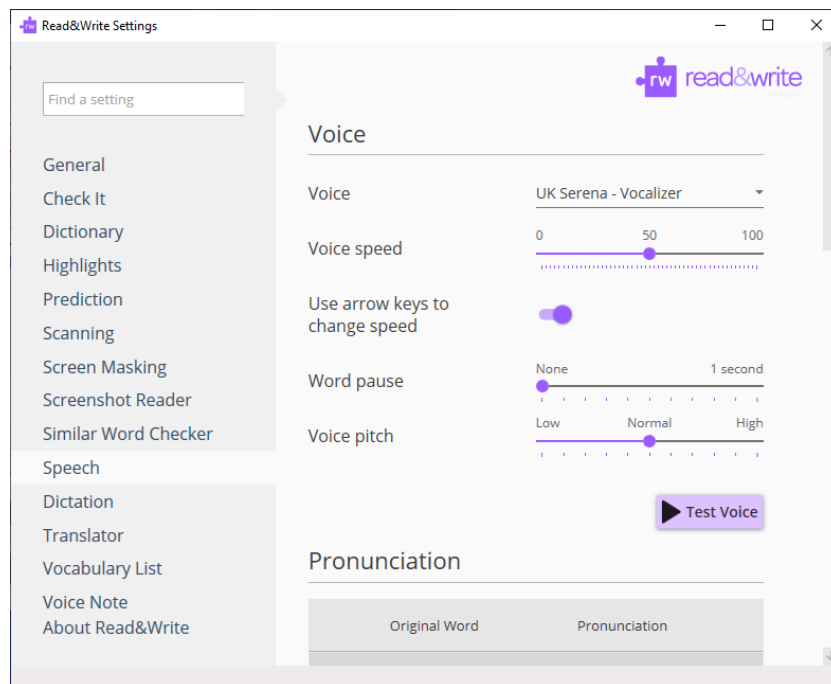
3. The text will be read aloud to you.

Note: For Read&Write to be able to read from Google Chrome, Edge or Firefox an extension has to be installed. If you find any difficulty installing the extension please contact your IT support or email support@texthelp.com.

Exercise 3. Change the voice

If you don't like the voice that is being used to read text, you can change it.

1. Click **Settings** . Then click on **Settings**.
2. When the **Settings** are open, make sure you are in the **Speech** panel:



3. Select a different voice from the **Voice** drop down list.
4. Click the **Test voice** button to hear the new voice read aloud. If you don't like the voice, select another.
5. 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.
6. Notice that the **Use arrow keys to change speed** option is switched on. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed when it's reading.
7. When you're happy with the voice, close **Settings**.

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

What else can you do:

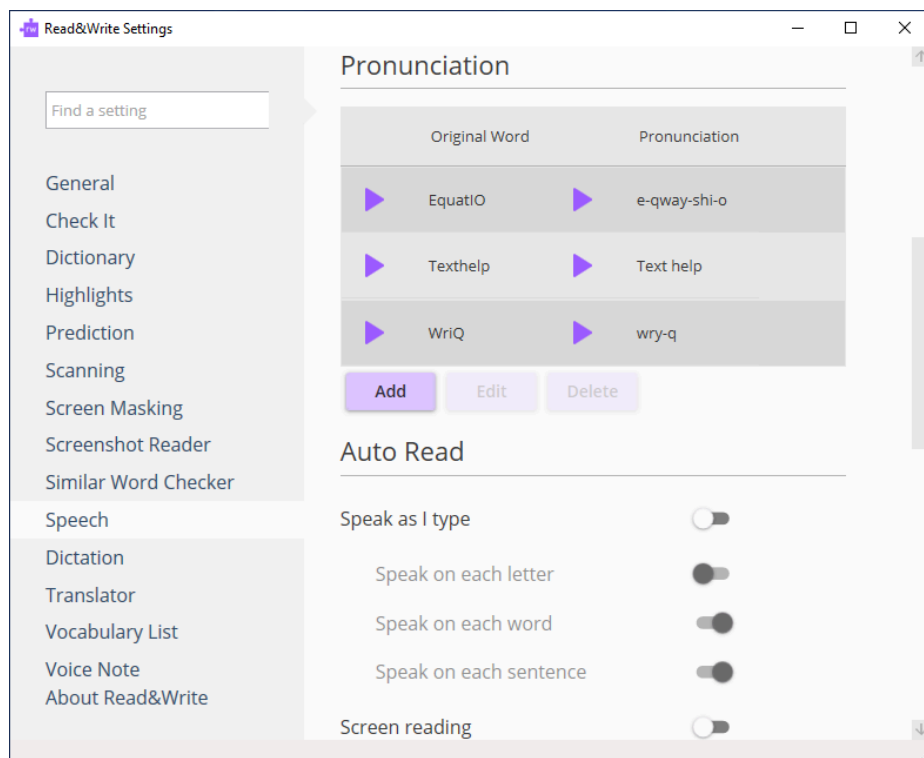
- [Change how words are pronounced](#)
- [Have the text read as you type](#)
- [Have the software read buttons and menus - Screen Reading](#)
- [Change how the text that is being read is highlighted.](#)

Further Exercises

Exercise 4. Change pronunciation

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

1. Have the **Settings** open and have the **Speech** panel selected and scroll to the **Pronunciation** section:

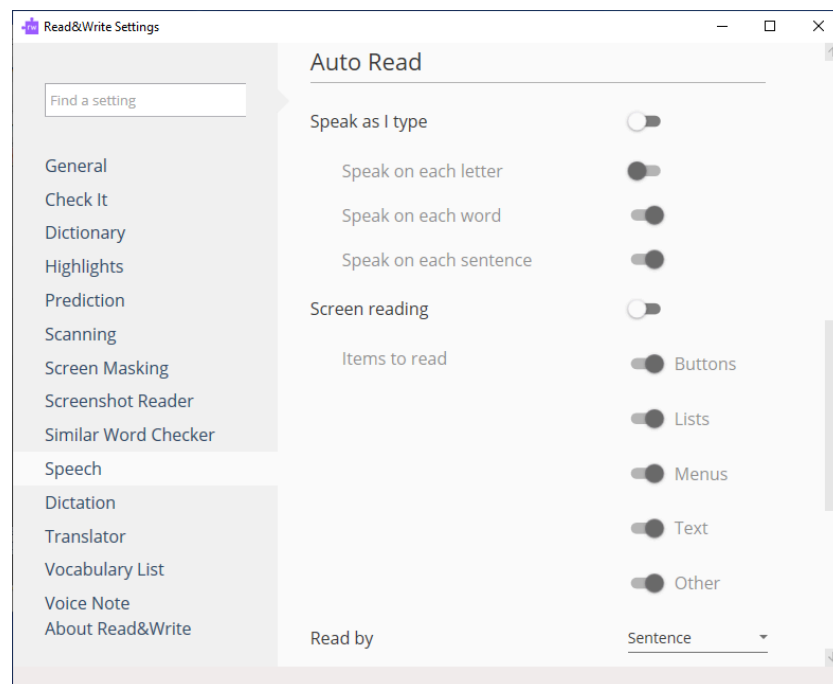


2. Click **Add**. Type the word that is not being pronounced correctly into the **Original Word** text box. Click the  button beside the text box to hear this word read aloud. Currently it's not being pronounced correctly.
3. Type the phonetic spelling of the word into the **Pronunciation** text box.
Click the  button beside the text box to hear the new pronunciation read aloud. This is the correct pronunciation of the word.
4. Click the **Accept** button. This will add the word to the **Pronunciation** list. Now that it's added, the word will be pronounced correctly.
5. Click **Close**  to close the **Settings** window.

Exercise 5. Read as you type

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

1. Have the **Settings** open and have the **Speech** panel selected and scroll to the **Auto Read** section:



2. Turn on the **Speak as I type** switch and then select from:

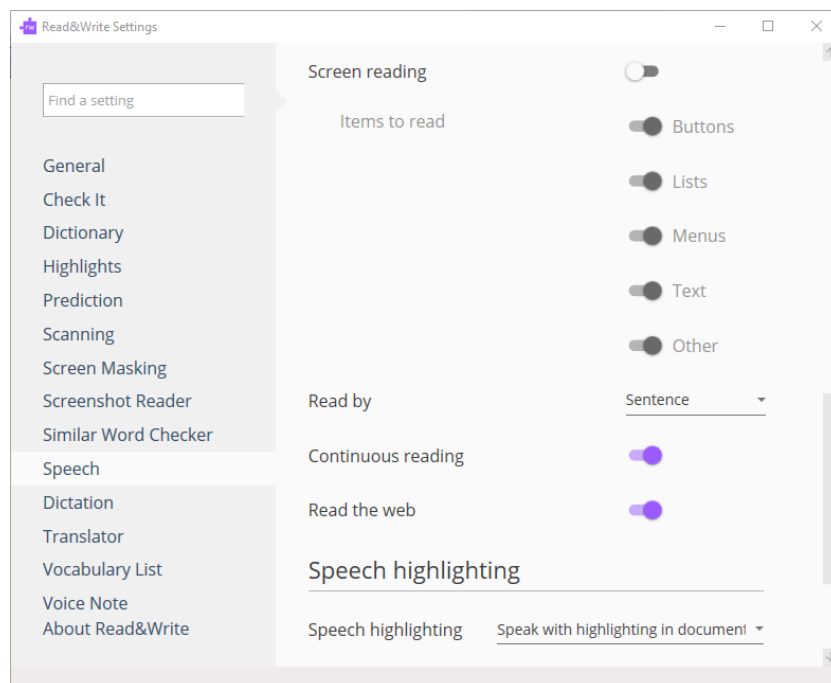
- Speak on each letter switch
- Speak on each word switch
- Speak on each sentence switch

3. Click **Close**  to save and close the **Settings**.
4. Place your cursor after any text you have already typed and type some text slowly. As you do so, the text will be read aloud.
5. Return to the **Settings** to turn this off if you wish.

Exercise 6. Use Screen Reading

If you have problems reading icons, buttons or menus you can have Read&Write read these for you.

1. Have the **Settings** open and have the **Speech** panel selected and scroll to the **Screen reading** section:



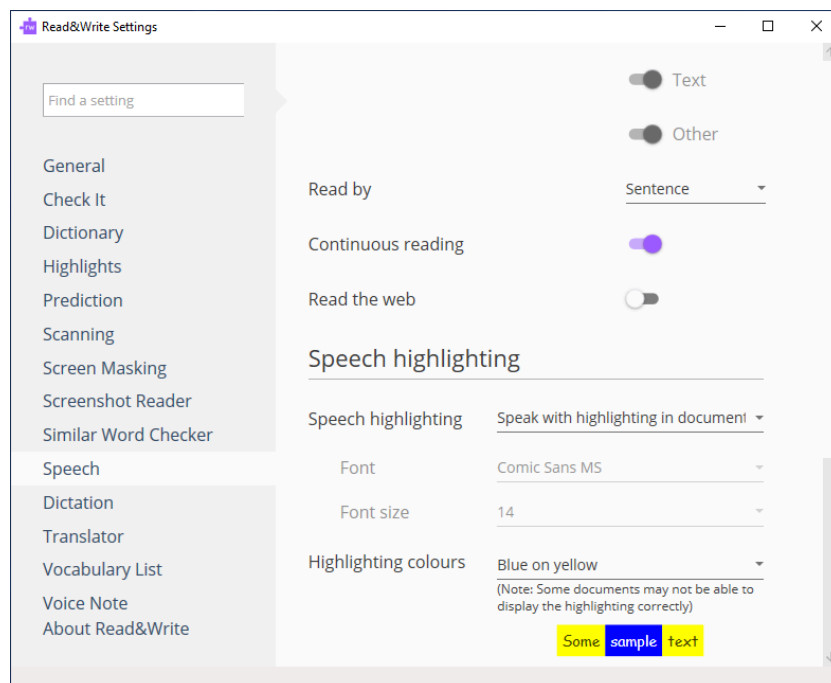
2. Click the **Screen reading** switch to turn it on. Then close the **Settings**.
3. Hover your mouse over **Play**  on the toolbar. You'll hear the system say 'Play'.

4. Hover your mouse over **Dictionary**  on the toolbar. You'll hear the system say 'Dictionary'.
5. Return to the **Settings** to turn this off if you wish.

Exercise 7. Change the speech highlighting

As text is read it is highlighted with blue and yellow. You may wish to change this. In this exercise, you'll learn how to alter how text is highlighted as it's read including the colours used and how it's displayed.

1. Have the **Settings** open and have the **Speech** panel selected and scroll to the **Screen highlighting** section:



2. To change the colour used for highlighting the text as it's read, click the **Highlighting colours** dropdown menu and select from the list. A preview will appear.
3. Close the **Settings**.
4. Click in to the text you wish to have read and then click **Play** . The text will be highlighted using the colours you have chosen.
5. 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.** You have been using this one.
 - **Speak with highlighting in Text Reader.**
 - **Speak using one-word display.**
6. Select the **Speak with highlighting in Text Reader** option.
 7. Click the **Font size** dropdown, and select 38, and then click the **Highlighting colours** dropdown and select one of the options. Close the **Settings**.
 8. Place your cursor anywhere in the text in your document and then click  **Play** . You'll see the sentence displayed in a popup window as it's read aloud. The font size will be 38 and it will be highlighted using the colours you picked.
 9. Open the **Speech Highlighting** area again and select **Speak using one-word display**. Choose the font, font size and highlighting colour you wish. Close the **Settings**.
 10. Place your cursor anywhere in the text in your document and then click  **Play** . You'll see each word displayed in a popup window as it's read aloud. The font, font size and highlighting colours will be those you picked.
 11. Before finishing this exercise make sure you have the highlighting method you prefer switched on.

3. Check It

In this section, you'll learn how to:

- use Check It
- change the Check It settings
- use Spell Check
- change the Spell Check settings.

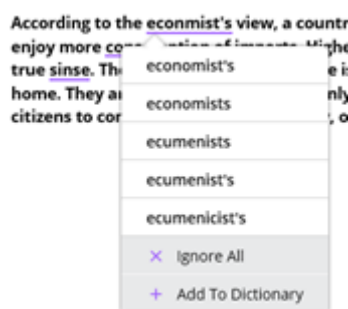
Type the following text into a Microsoft Word document:

According to the econmist's view, a country sells exports only in order to enjoy more consomption of imports. Higher exports are not a gain in the true sinse. They imply that someone else is enjoying goods produced at home. They are benefical to a country only to the extent that they enable its citizens to consume more imports - now, or sometime in the future. The Dow Jones index.

Note: There are deliberate mistakes in the text that you must enter as shown.

Exercise 1. Use Check It

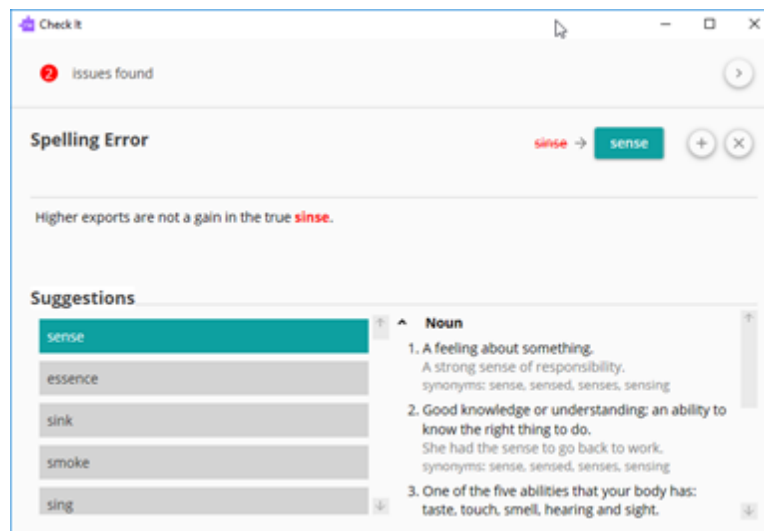
1. Click **Check It** .
2. In your document, you'll see possible errors underlined.
3. Left click the first underlined word which is **"econmist's"** and a panel will appear below:

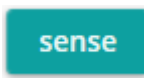


4. Hover your mouse over each of the suggestions to have them read to you.
5. Click **'economist's'** and it will be put into your document.
6. Left click on the next underlined word – **'consomption'** and correct this to **'consumption'**.

Note: This is the quickest way to correct your work in Microsoft Word. However, if you're working in a different application, or for additional support when proofing your work, use the Check It window.

7. To open the Check It window click **Open Check It Window**  in the bottom right of your screen.
8. The Check It window will open with the next error:



9. Hover over any of the suggestions and they will be read aloud.
10. Click the word **'sense'** in the **Suggestions** list.
11. The definition will appear to the right. This can be read aloud by clicking on it, and then the **Play**.
12. Click  to replace the spelling mistake with this correction.
13. Check It moves onto the next error **'benefical'**.
14. Correct this to **'beneficial'**.
15. **'Dow'** is the correct word so click **Ignore**  to ignore this word.
16. Ignore **'Jones'**.

17. The Check It window closes as soon as it's complete and your document will now have all the corrections.

What else can you do:

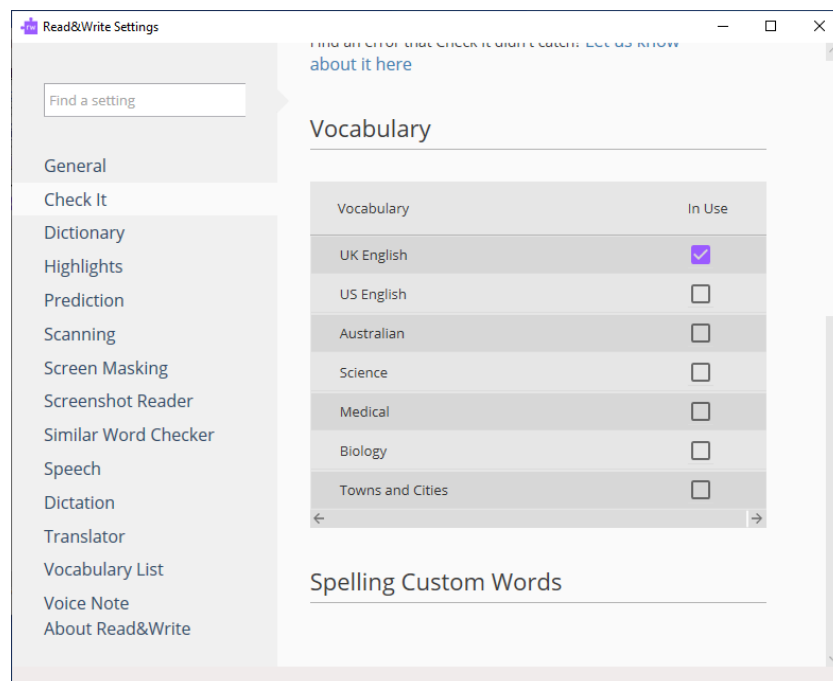
- [Change the vocabulary that Check It uses](#)
- [Use Spell Check instead of Check It](#)
- [Change how the Spell Check window behaves.](#)

Further Exercises

Exercise 2. Change the Vocabulary

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

1. Have the **Settings** open and have the **Check It** panel selected and scroll down to the **Vocabulary** section:



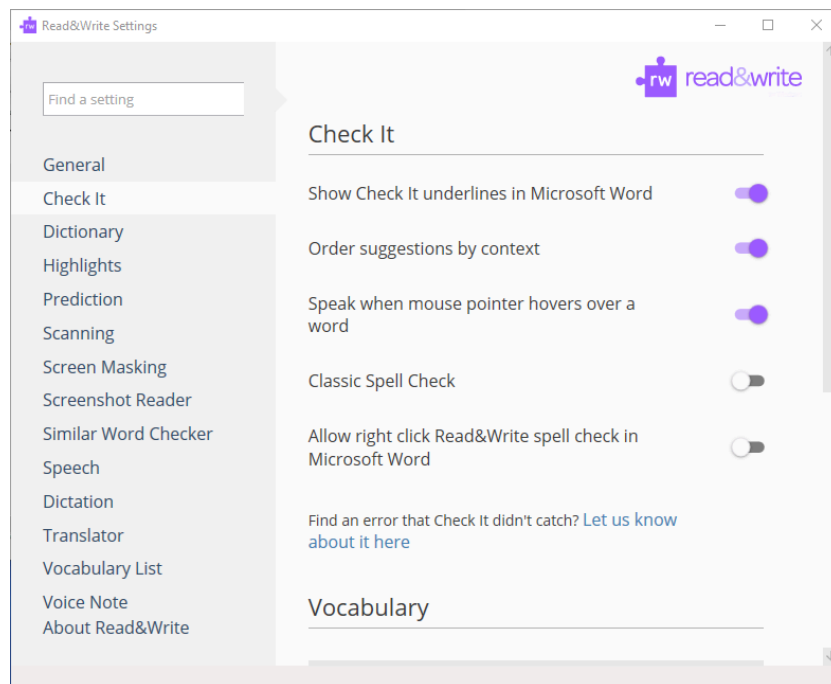
2. Notice the check boxes in the **In Use** area. The vocabulary for your location should be turned on here.

3. Look through the list of Vocabulary and select the categories that you might need.
4. Close the **Settings** window.

Exercise 3. Use Spell Check

You can use the classic Spell Check instead of Check it. To do this:

1. Have the **Settings** open and have the **Check It** panel selected:

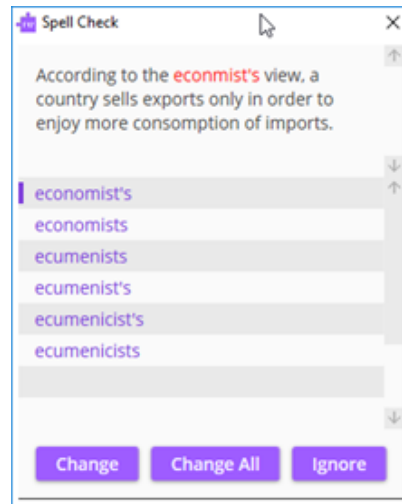


2. Click the switch beside the **Classic Spell Check** and Check It will be turned off and Spell Check will take its place.
3. Type the following text into a blank Microsoft Word document:

According to the econmist's view, a country sells exports only in order to enjoy more consomption of imports.

Note: There are deliberate spelling mistakes in the text that you must enter letter for letter.

4. Click **Spell Check** . You'll see the Spell Check window displayed:



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

5. Hover your mouse over any of the suggested corrections and they will be read for you.
6. Hover your mouse over the word '**economist's**'. It will be read for you

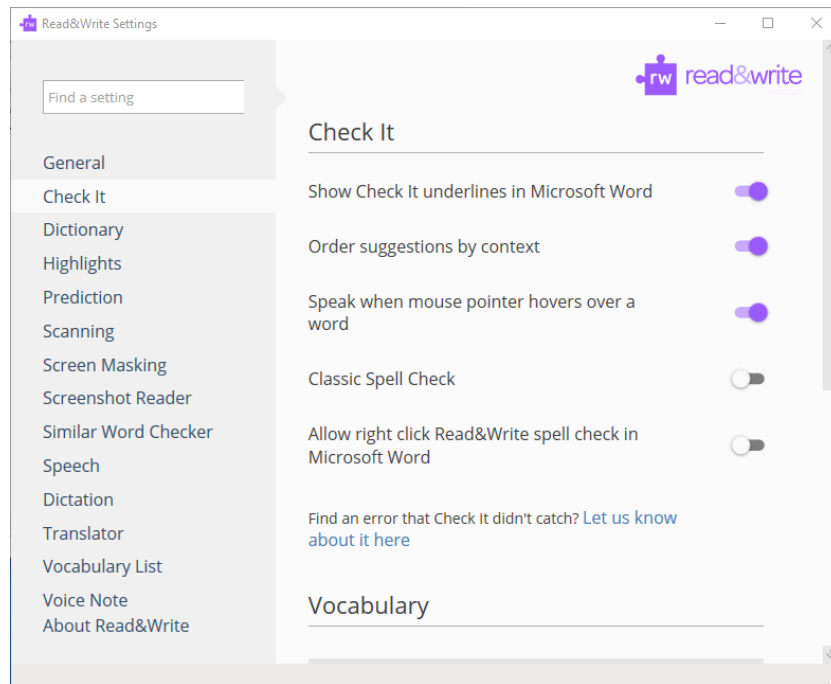
Note: If you still aren't sure which word to use to correct the spelling mistake, you can always open the Dictionary and select the suggestion to get a definition.

7. You can use the following buttons to correct your spellings:
 - **Change** – select a word from the list of suggested corrections and then click this button to change the spelling mistake to the selected word. Use this to correct '**econmist's**' to '**economist's**'.
 - **Change All** – select a word from the list of suggested corrections and then click this button to change all instances of that spelling mistake throughout your document. Use this to correct '**consumption**' to '**consumption**'.
 - **Ignore** – select this button when the Spell Check comes to a correct spelling but as it doesn't appear in the Dictionary, it has been flagged as a possible spelling mistake.

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

Exercise 4. Change how Check It behaves

1. Have the **Settings** open and have the **Check It** panel selected:



2. Notice the following settings:
 - **Order suggestions by context** – with this switched on the CheckIt/Spell Check looks at the words before 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.
 - **Speak when mouse pointer hovers over a word** – this is switched on and is why when you hover over the suggested corrections they are read to you.
 - **Allow right click Read&Write spell check in Microsoft Word** - with this switched on if you right click any spelling mistake in Microsoft Word the Spell Check window will appear.

4. Similar Word Checker

In this section, you will learn how to:

- use the Similar Word Checker to identify and correct words that sound similar or which may be confused with others
- choose what words are checked
- alter the colour used to highlight homophones in Microsoft Word
- return ignored homophones to the list.

Type the following text into a blank Microsoft Word document:

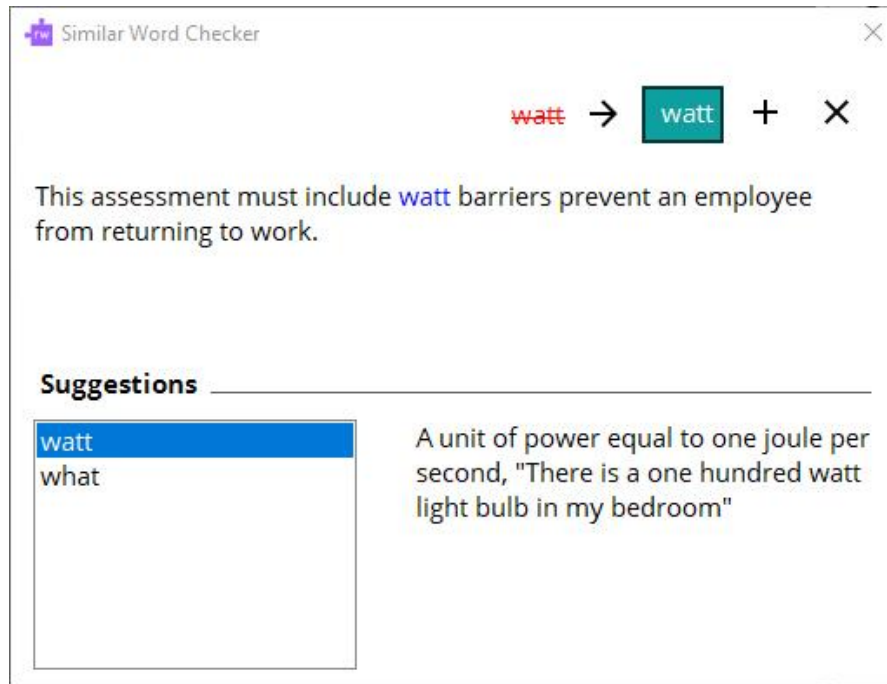
This assessment must include watt barriers prevent an employee from returning too work. It would not be limited to only such assistants that has bean requested by the employee.

Exercise 1. Identify similar words

In this exercise, you'll learn how to identify similar words in your document to help you ensure you have used the correct word. Similar words may be words that sound the same (homophones) or words that can easily be confused with others.

1. Click anywhere in the text you have just typed then click **Similar Word**

Checker . You will see the **Similar Word Checker** window displayed:



2. The first similar word in the text is displayed - '**watt**'. The similar words in your text are highlighted in blue.
3. Make sure the word '**watt**' is selected in the **Suggestions** list box and read the definition beside it. To hear it read aloud, click the definition and then click **Play** . This is not the correct word.
4. Click the word '**what**' in the **Suggestions** list box and read the definition beside it. To hear it read aloud, click the definition and then click **Play** . This is the correct word.
5. Click . The word '**watt**' is replaced in your document by the word '**what**'. The Similar Word Checker window moves on to the next homophone or confusable word in the sentence, which is '**too**'.
6. Correct this to '**to**'. The Similar Word Checker window moves on to the next homophone or confusable word, which is '**would**'.
7. Correct this to '**should**'. The Similar Word Checker window moves on to the next homophone or confusable word, which is '**not**'.
8. This is the correct word. Click **Add to Ignore List**  to add this word to the **Ignore List**. This means that the word '**not**' and all its associated homophones will be ignored from now on.

Note: You can remove words from the **Ignored Words List** if needed.

How to do this is explained in [Exercise 4 Returning Ignored words](#).

The Similar Word Checker window moves on to the next homophone or confusable word, which is **'be'**. Make the following alterations as required:

'be' - 'be'

'to' - 'to'

'assistants' - 'assistance'

'bean' - 'been'

'by' - 'by'

'the' - 'the'

What else can you do:

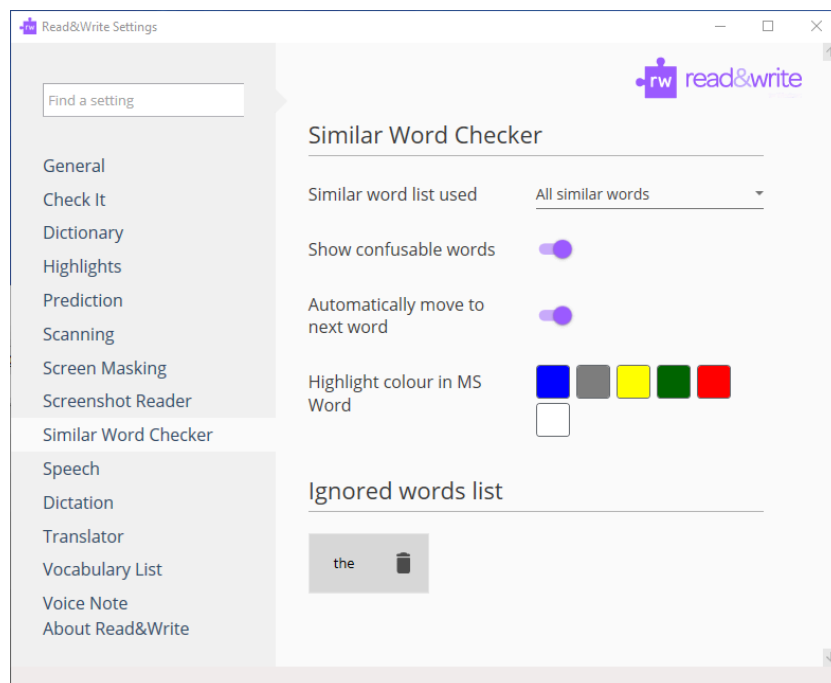
- [Choose which words should be used to check your text against](#)
- [Choose the colour that highlights similar words in Microsoft Word](#)
- [Return always ignored words to the Similar Words Checker.](#)

Further Exercises

Exercise 2. Choose words to be checked

You can choose what homophones are identified with the Similar Word Checker and turn on or off checking for confusing words.

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Similar Word Checker** panel:

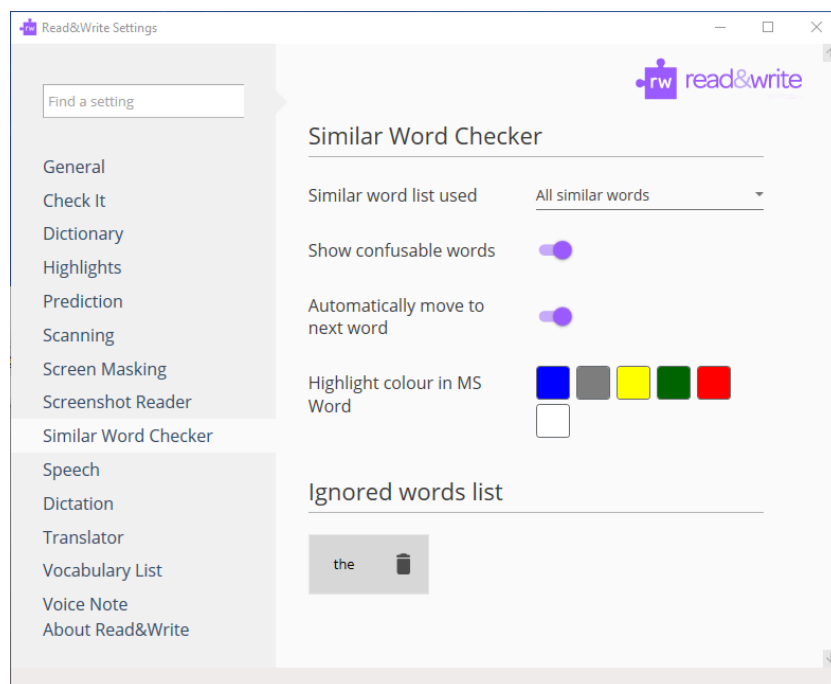


3. Click the dropdown beside **Similar word list used**.
4. There is the choice of:
 - All similar words
 - Basic similar words
5. Choose which list you would prefer to use.
6. Notice the **Show confusable words** option below this. This is a switch to turn on/off the option to check your text for confusing words.
7. Leave this switch on if you wish to include checking for confusing words.

Exercise 3. Choose the Highlight colour in Microsoft Word

The default colour that shows similar words in Microsoft Word is blue but you can change this.

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Similar Word Checker** panel:



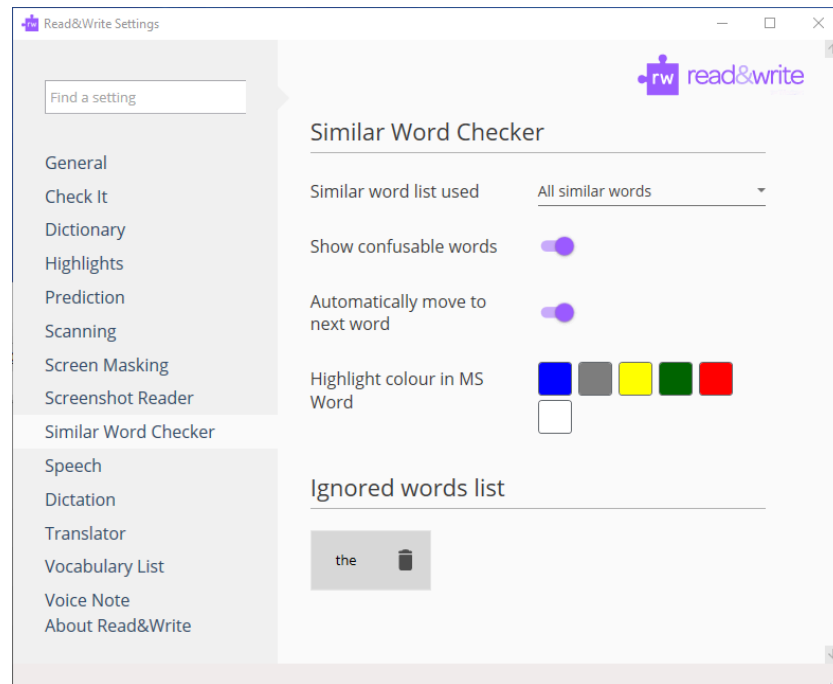
3. Beside the **Highlight colour in MS Word** is a palette of colours.
4. Click the colour you wish used to highlight similar words in Microsoft Word.

Note: You can add a **Show/Hide** icon to the toolbar in the General Tab in Settings.

Exercise 4. Return Ignored words

In Exercise 1 words were excluded from the Similar Word Checker using the Ignore button. You may wish to add these words back. To do this:

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Similar Word Checker** panel:



3. Below the Ignored words list you should see the word 'the' and any other words you chose to ignore.
4. To add these words back into the Similar Word Checker click **Delete**

Ignored Word  beside each of the words.

5. Prediction

In this section, you'll 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. Use Prediction

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

1. Open a new blank Microsoft Word document and then click **Prediction**

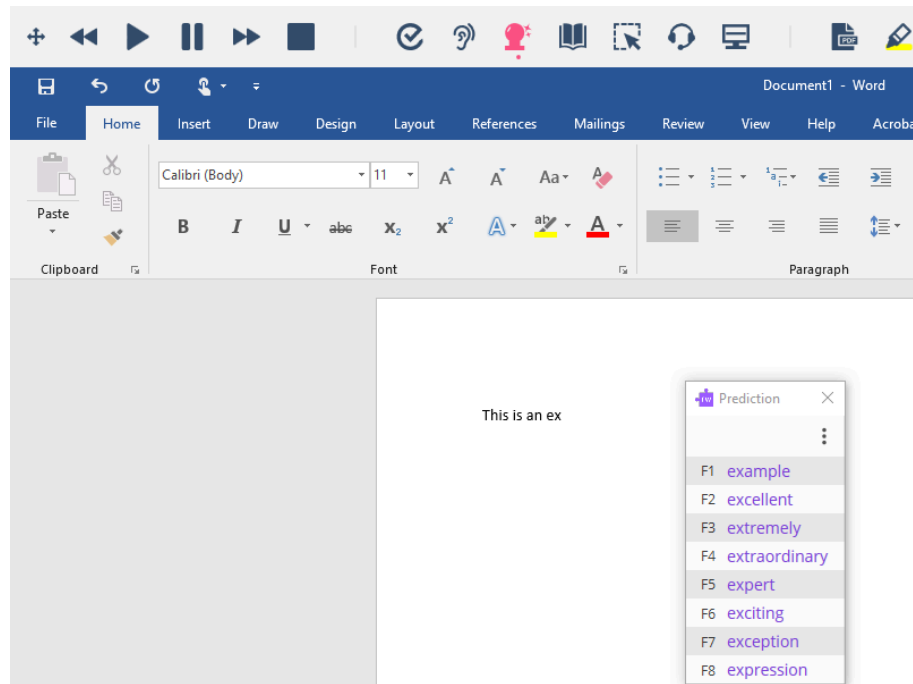


to display the Prediction window.

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'll 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 the word '**excellent**'. The word is inserted into your document, followed by a space. The Prediction window will then have another list of words for you to choose from.
6. Use Prediction to write a few sentences and watch how Prediction provides the type of vocabulary you're likely to want to type.
7. Close Prediction.

What else can you do:

- [Create your own Word Bank to be used by Prediction](#)
- [Download more words to use with Prediction](#)
- [Change how the Prediction window looks and acts](#)
- [Have the suggested words read for you](#)
- [Alter how Prediction learns new words.](#)

Further Exercises

Exercise 2. Create a Prediction Word Bank

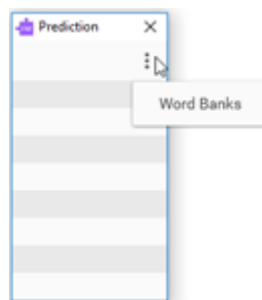
In this exercise, you'll learn how to create your own word bank to improve the predictions you need when you're writing.

1. Select some text from one of your documents. If you don't have any documents available type the following text into yMicrosoft Word:

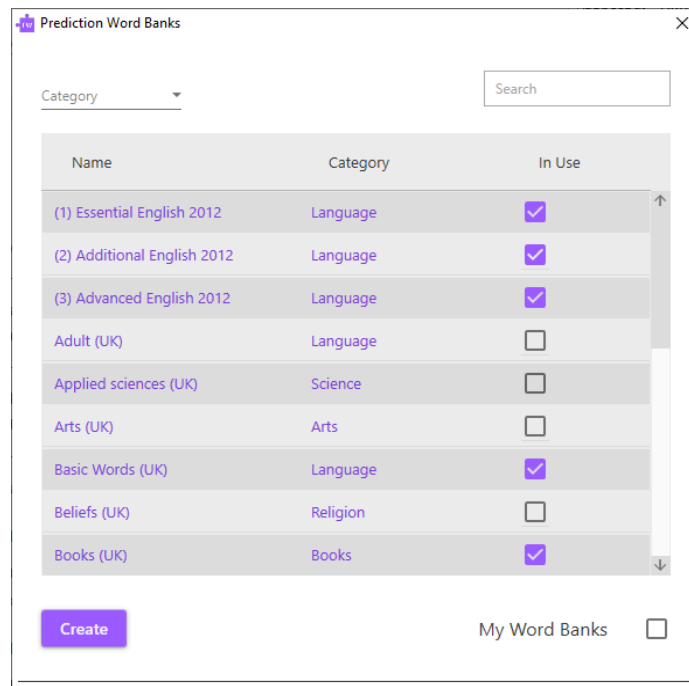
According to the economist's view, a country sells exports only in order to enjoy more consumption of imports. Higher exports are not a gain in the true sense. They imply that someone else is enjoying goods produced at home. They are beneficial to a country only to the extent that they enable its citizens to consume more imports - now, or sometime in the future.

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

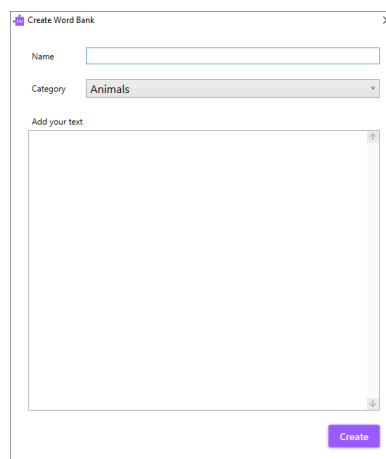
3. Click **Advanced**  and then **Word Banks**:



4. The **Prediction Word Banks** panel appears:



5. Click **Create**.
6. You'll see the **Create Word Bank** window displayed:



7. Right click within the **Add your text** box and paste the text you copied from earlier.
8. Type the following details:
 - **Name** – Exports (if you have used your own text, put in a file name relevant to it)
 - **Category** – Finance (if you have used your own text, select the category most relevant to it).
9. Click **Create**. A message box is displayed. It informs you that a Word Bank has been created and is ready for use:



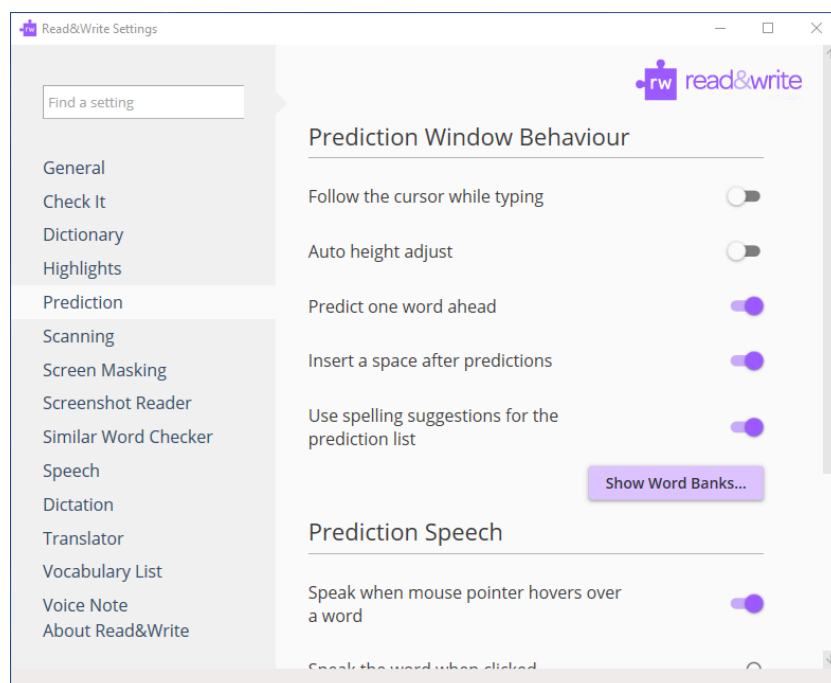
10. In a Microsoft Word document, start to type some of the words that you have just added and notice how Prediction is predicting words based on that text.

Exercise 3. Download Prediction word banks

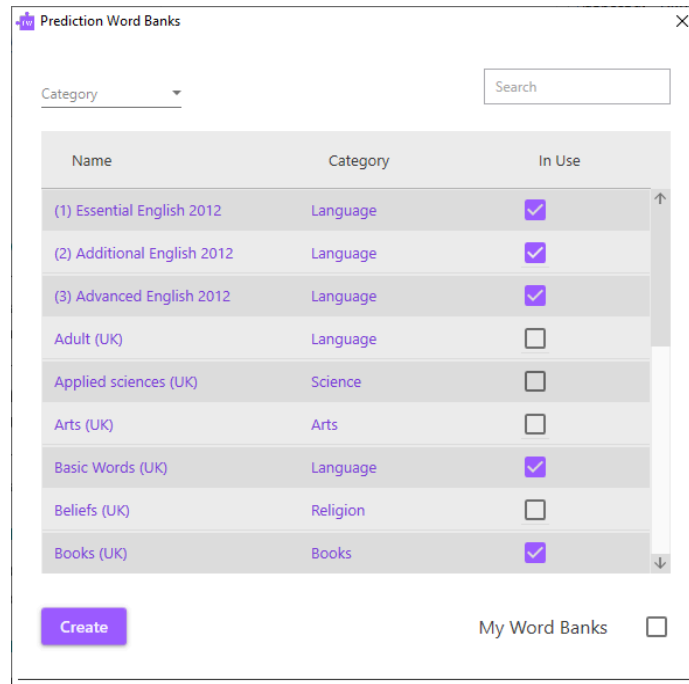
In this exercise, you'll learn how to teach Prediction new vocabulary patterns from word banks downloaded from Texthelp.

Note: You must be online in order to download Prediction Word Banks.

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Prediction** panel:



3. Click **Show Word Banks** and a list of the word banks available will be shown:



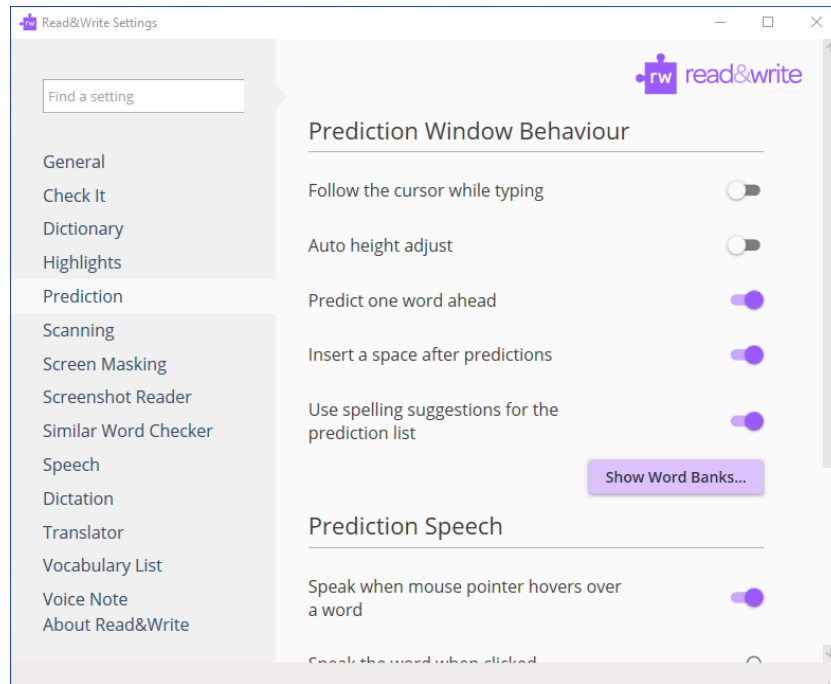
4. If required, you can filter this list for a specific category. To do this click the **Category** dropdown and select the one you need.
5. Alternatively, you can enter the topic you want to search for in the **Search** text box.
6. Select the check box beside any of the prediction word banks that you 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. Change Prediction window behaviour

In this exercise, you'll learn how to alter the behaviour of the prediction window.

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Prediction** panel:

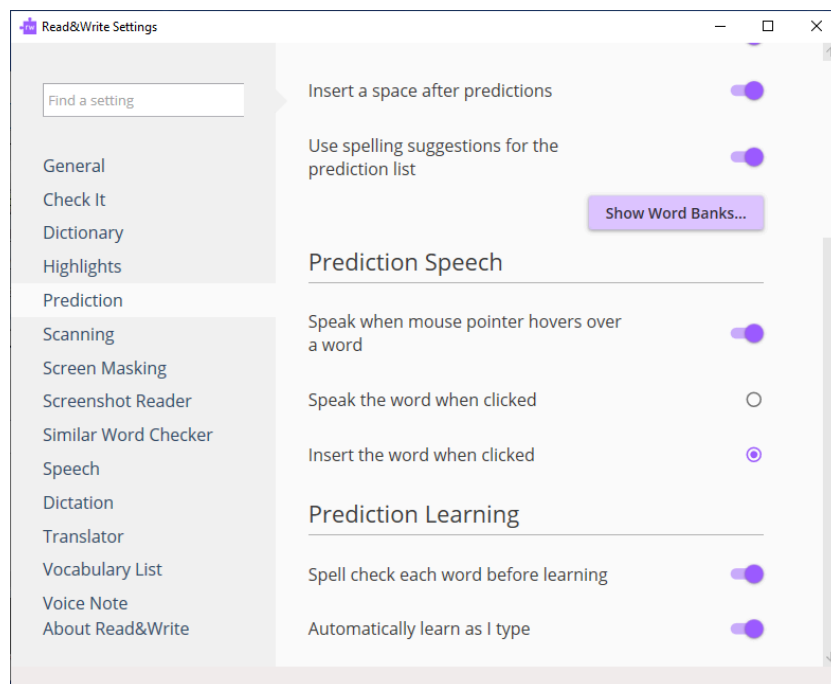


3. Select from the check boxes in the **Prediction Window Behaviour** section, which you would like to turn on/off.
 - **Follow the cursor while typing** – instructs the Prediction window to follow where the cursor goes.
 - **Auto height adjust** – instructs the Prediction window to change size depending on the amount of words appearing.
 - **Predict one word ahead** – instructs Prediction to predict a word ahead.
 - **Insert a space after predictions** – instructs Prediction to insert a space after a word when it's been inserted.
 - **Use spelling suggestions for the prediction list** – allows Prediction to suggest words even if you start to spell them wrong.
4. Close the **Settings**.
5. Click **Prediction**  and as you start to use Prediction again you'll see the changes you have made.

Exercise 5. Set up prediction speech options

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

1. Click **Settings** . Then click **Settings**.
2. When the settings are open make sure you are in the **Prediction** panel.
3. Scroll down till you see **Prediction Speech** displayed:

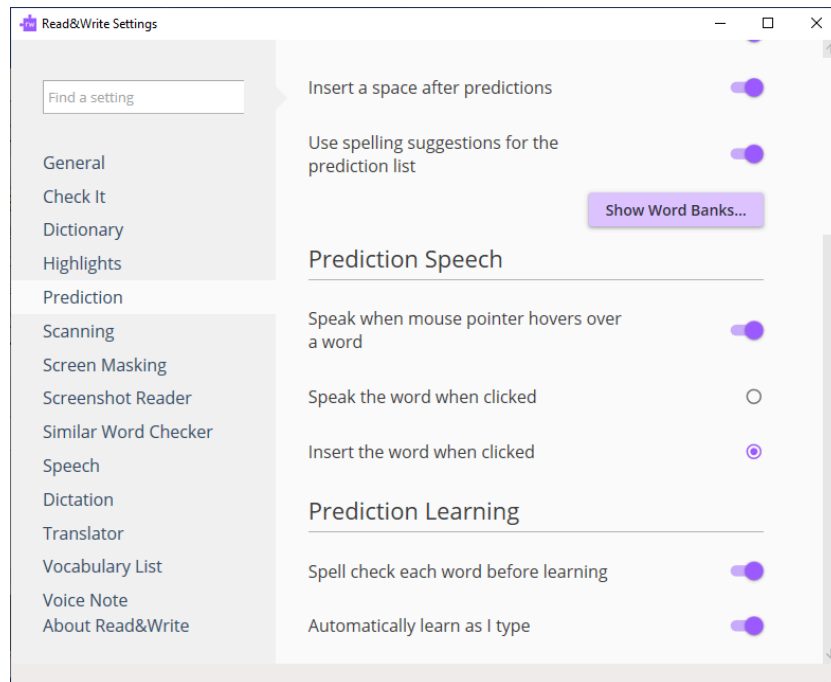


4. Turn off the **Speak when mouse pointer hovers over a word**.
5. Select the **Speak the word when clicked** option.
6. Close the **Settings**.
7. Return to your Microsoft Word document. Click **Prediction** .
8. Start to type into your document. Click on a suggested word in the Prediction window and it will be read to you instead of being inserted.
9. Use the Function buttons to insert any of the words.
10. If you do not like this option - return to the **Prediction Speech** area. Turn back on the **Speak when mouse pointer hovers over word** option. With this turned on Prediction will speak the word when you hover your mouse over it in the Prediction window.
11. Close the **Settings**.

Exercise 6. Set up prediction learning options

In this exercise, you'll learn how to alter how Prediction learns.

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Prediction** panel.
3. Scroll down till you see **Prediction Learning** displayed:



4. 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're using text that has many 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. Just remember to switch it back on again!
 - **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're using Prediction. If you would prefer it not to do this, turn this option off.

6. Dictionary

In this section, you'll learn how to:

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

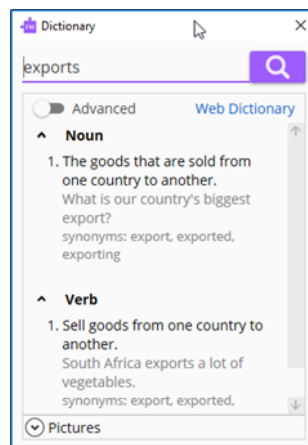
Exercise 1. Use the Dictionary

To look up a word in the **Dictionary**:

1. Highlight a word. For this example, we'll use the word 'exports'.

2. Click **Dictionary** .

You'll see the Dictionary window displayed. The word 'exports' is displayed in the **Search** text box:

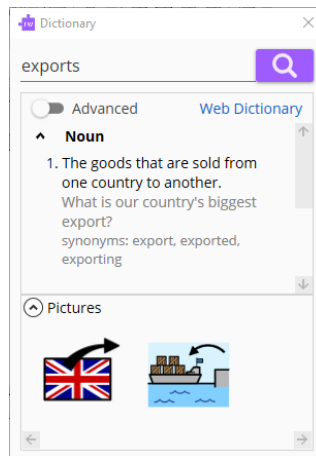


3. Click the first definition - 'The goods that are sold from one country to another' and then click **Play**  to hear it read aloud.

Note: If you have **Read the web** switched on you'll just need to hover your mouse over the definition for it to be read.

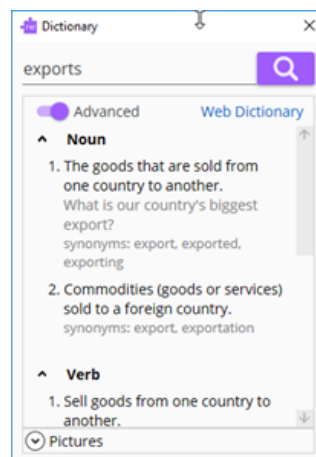
4. Click **Stop**  to stop the definitions being read to you.

5. Click the **Pictures** dropdown and you'll see the images for that word:



6. If you don't want to see the pictures you can hide them by clicking on **Pictures** again.

7. Click the **Advanced** switch and the **Dictionary** will change to show you more advanced definitions for the word 'exports':



8. Click the **Web Dictionary** and your browser will open to show the definition provided by Google.

9. Close the Dictionary by clicking on **Close** .

What else can you do:

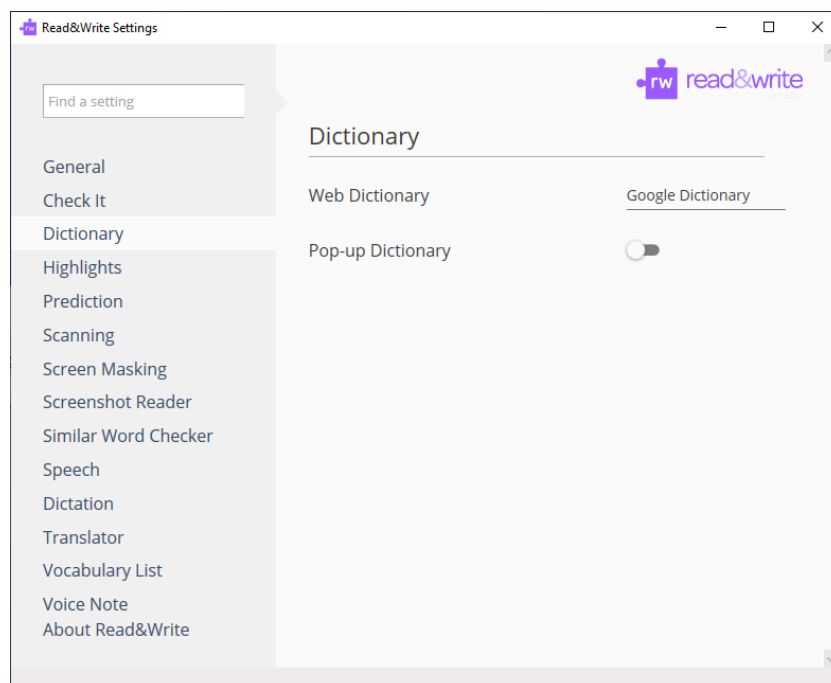
- [Use the Pop-up Dictionary](#)
- [Change the settings for the Dictionary.](#)

Further Exercises

Exercise 2. Use the Pop-up Dictionary

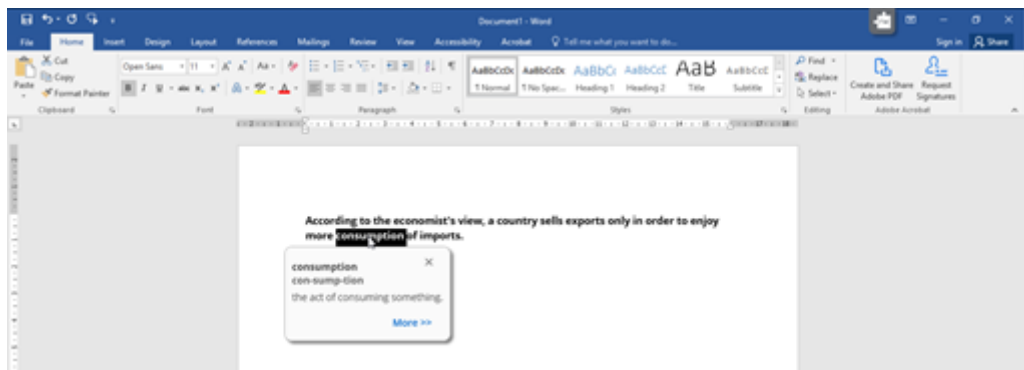
In this exercise, you'll learn how to use the Pop-up Dictionary to find definitions.

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Dictionary** panel:



3. Click the **Pop-up Dictionary** to switch it on.

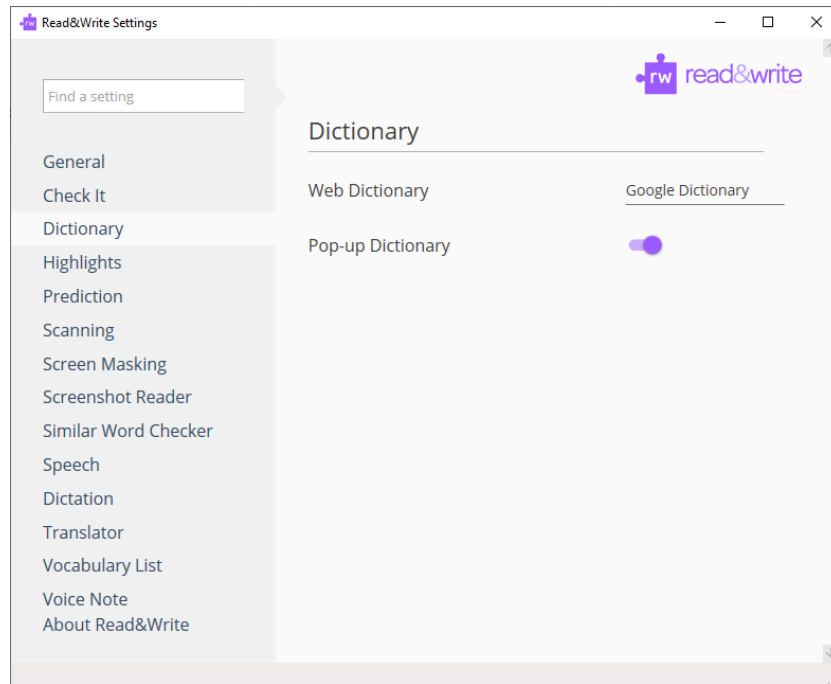
4. In your document select a word and the Pop-up Dictionary will appear something like the example below:



5. If you click **More** it will open the Google dictionary within your browser.
6. Close your browser.
7. Click **Close**  to close the **Pop-up Dictionary**.
8. Return to the **Dictionary Settings** and turn off the **Pop-up Dictionary** if you do not want to use it.

Exercise 3. Change the Dictionary settings

1. Click **Settings** . Then click **Settings**.
2. When the settings are open make sure you are in the **Dictionary** panel:



3. Click the **Web Dictionary** dropdown.
4. You'll see that you have the choice of Google, Bing or Dictionary.com as your **Web Dictionary**. Choose which one you would like to use.
5. Close the **Settings**.

7. Screenshot Reader

In this section, you'll learn how to:

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

In most cases simply using **Play**  or the **Read the web** option will enable the text in a document or web page to be read to you. However, there are some programs where the text can not be easily read by Read&Write (inaccessible text). For example: inaccessible Flash, locked PDF documents and text in images or diagrams. When you want to have text read in these applications, you'll need to use the Screenshot Reader.

Exercise 1. Use the Screenshot Reader

In this exercise, you'll 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. Select one of the pictures you want to use.
3. Click **Screenshot Reader** . Your cursor now looks like this .
4. Click and hold your left mouse button on the top left-hand corner of the text, then drag and drop the rectangle to the bottom right-hand corner of the text - make sure the box you are drawing is round the text you want read. After a moment Read&Write reads the text aloud.

If you wish the text to be read again, click **Play**  button that has appeared within the picture.

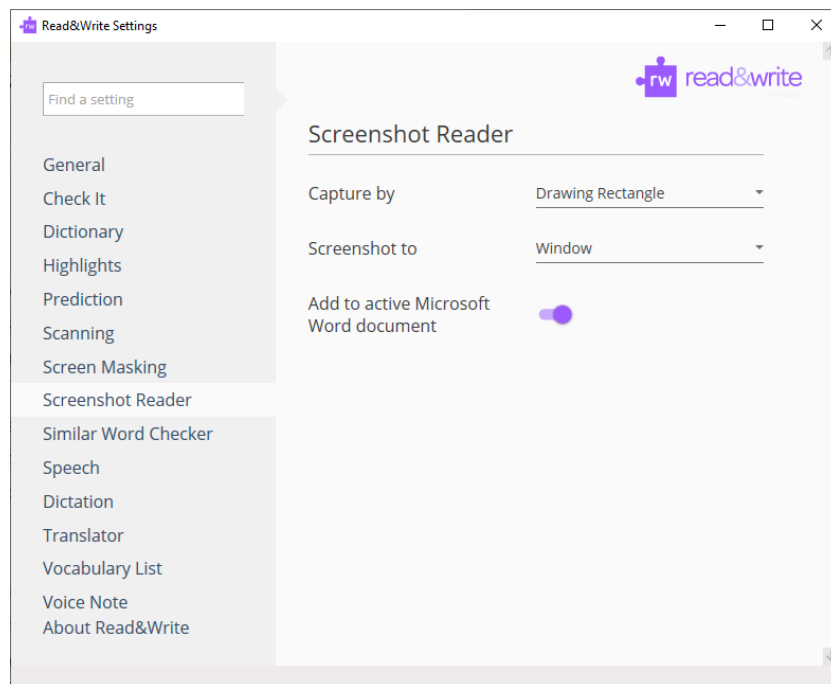
- Click **Close**  to close the Screenshot Reader window.

Exercise 2. Screenshot to Microsoft Word

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

the **Play**  to have it read.

- Click **Settings** . Then click on **Settings**.
- When the settings are open make sure you are in the **Screenshot Reader** panel:



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

- Click **Screenshot Reader** . Your cursor now looks like this: .

- Select the area again. If you already have a Microsoft Word document open the text is placed at the end of it. If you don't have a Microsoft

Word document open, the Screenshot Reader will create one for you and put the text in.

6. Click **Play**  to read the text aloud.

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

7. Close the Microsoft Word document when you have finished. You don't need to save it if you don't want to.
8. 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:

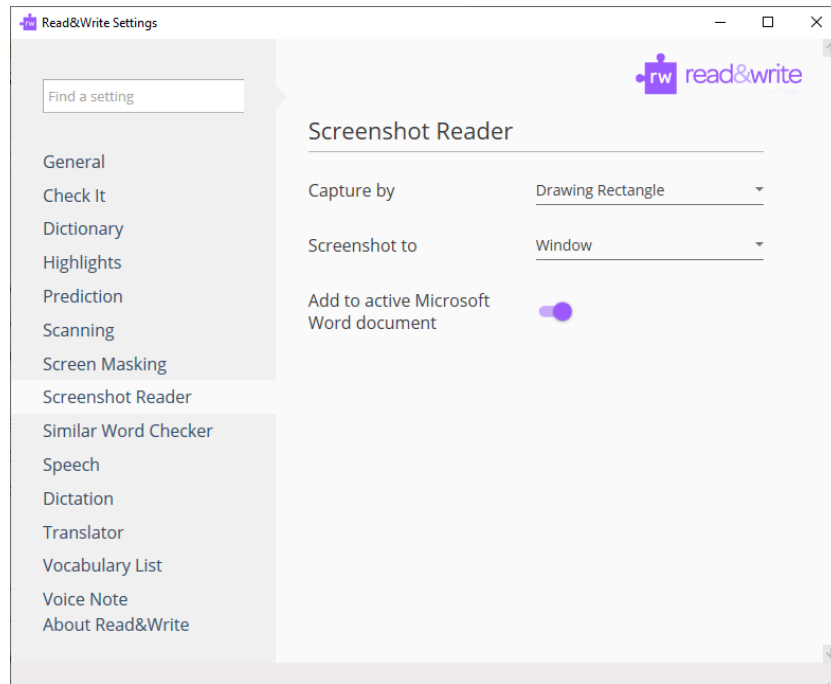
- [Change the Screenshot Reader settings.](#)

Further Exercises

Exercise 3. Screenshot Reader settings

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

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Screenshot Reader** panel:



3. In the **Capture by** dropdown you have the choice of:
- **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 when you hover your mouse over it.
3. Choose which capture method you would prefer to use before closing the **Settings**.

8. Dictation

In this section, you'll learn how to:

- use Dictation
- change Dictation to use the offline version.

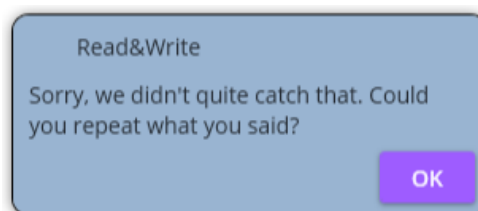
Exercise 1. Use Dictation

In this exercise, you'll learn how to use Dictation to be able to dictate what it is you want to write.

Note: Dictation requires an Internet connection. If one is not available or not allowed please see [Using Dictation offline](#).

1. Open a Word document.
2. Click **Dictation** . The icon on the toolbar will change to **Speak**  to indicate that Dictation is listening.
3. Dictate the text you wish to place into the document.
4. When you are finished click **Speak**  to turn off Dictation.

Note: On occasions Dictation might miss what you have said and this message will appear:



If this happens just click **OK** and repeat the text you wish to add.

What else can you do:

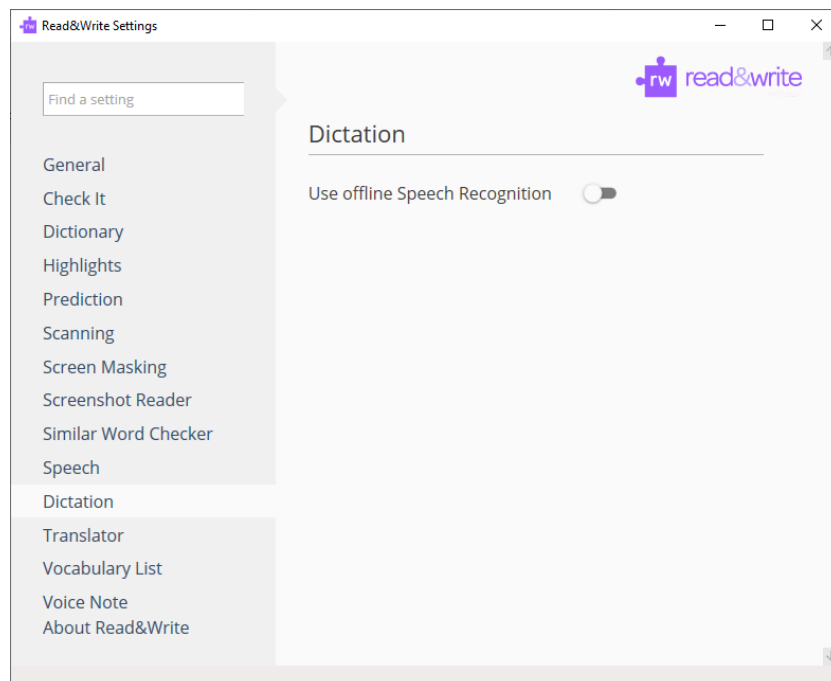
- [Using Dictation\(offline\)](#).

Further Exercises

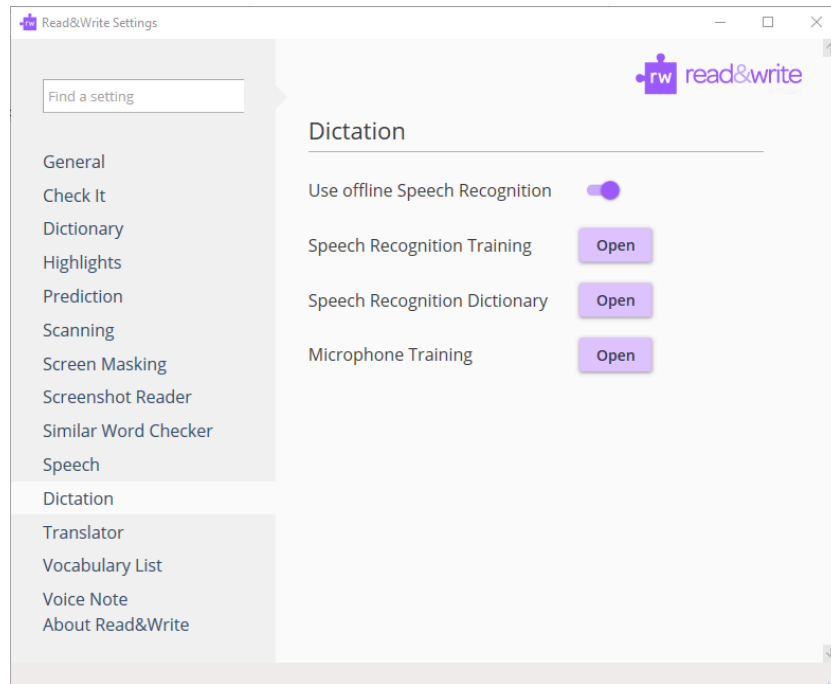
Exercise 2. Use Dictation (offline)

In this exercise, you'll learn how to use the offline version of Dictation.

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Dictation** panel:

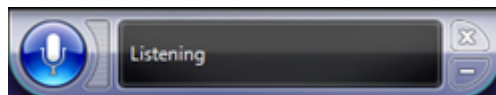


3. Click the switch beside **Use offline Speech Recognition**.
4. The panel will change to this:



5. Before using the offline Dictation we recommend that you complete the **Speech Recognition Training** so click **Open** beside this option.

6. After you have trained the Dictation click **Dictation** . This panel will appear:



7. It is in listening mode so dictate what you want to say and it will be put into your document.

8. To stop the Dictation click **Listening** .

Note: The offline Dictation uses the Speech Recognition from Windows. For more information on using this please visit:

[How to use Speech Recognition in Windows](#)

9. Screen Masking

In this section, you'll learn how to:

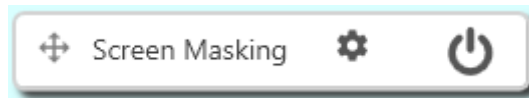
- use Screen Masking
- change the Screen Masking settings.

Exercise 1. Use Screen Masking

1. Click **Screen Masking** .

The screen now has a light blue tint.

2. Notice the small Screen Masking toolbar that has appeared in the bottom right of your screen:



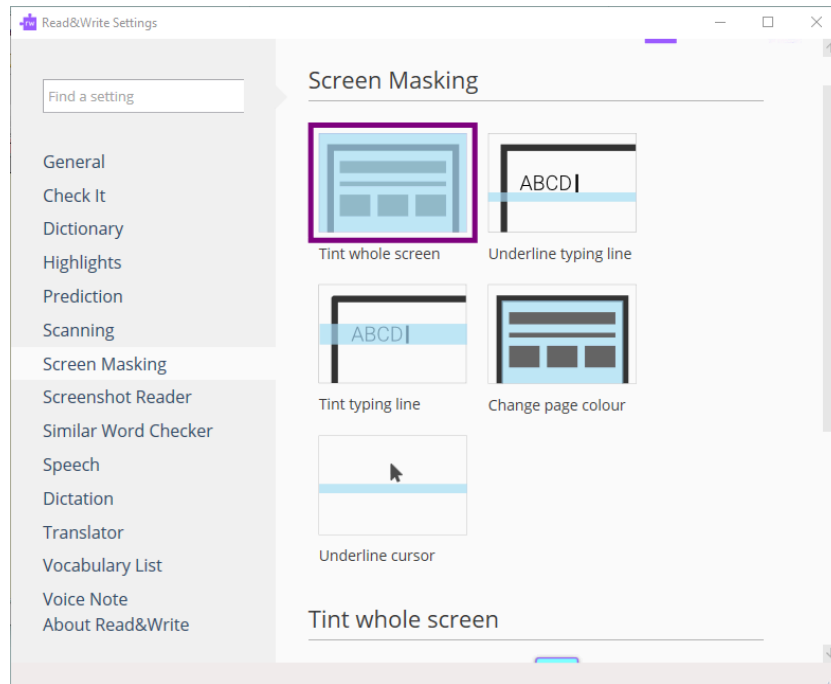
3. Click **Turn ScreenMasking off**  button in this toolbar and it will turn off Screen Masking so the screen tint is removed.

Note: You can click **Screen Masking**  to turn Screen Masking off instead.

Exercise 2. Screen Masking settings

In this exercise, you'll learn how to change the colours and masking type used by Screen Masking.

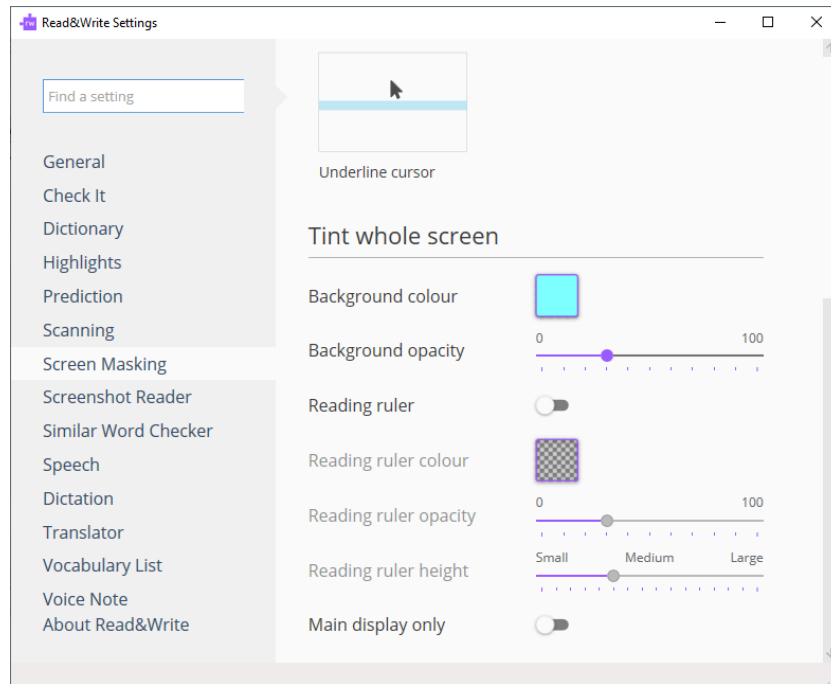
1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Screen Masking** panel:



3. There are different masking types available:
 - a. Tint whole screen
 - b. Underline typing line
 - c. Tint typing line
 - d. Change page colour
 - e. Underline cursor

Depending on which Screen Masking option you choose the bottom of the panel will change to give you further options.

4. Scroll down till you see all the options for the **Tint whole screen**:



5. Select a different colour from the **Background colour** palette.
6. Adjust the **Background opacity** track bar until you have selected a less transparent colour, i.e. move the scale more to the right.
7. The **Reading ruler** is turned off so left click the switch beside it to turn it on. Notice there is a clear line across the screen now - this is the Reading Ruler.
8. If you wish you can select a colour for the Reading Ruler using the **Reading ruler colour** palette.
9. You can adjust the opacity of the Reading Ruler using the slider beside the **Reading ruler opacity**.
10. The height of the ruler can be changed using the **Reading ruler height** slider.
11. Screen Masking can work across multiple displays. This ability is switched on. If you just want to use Screen Masking on your main screen, turn on the **Main display only** switch.
12. Adjust the Screen Masking settings till they suit your needs then close the **Settings**.

10. PDF Reader

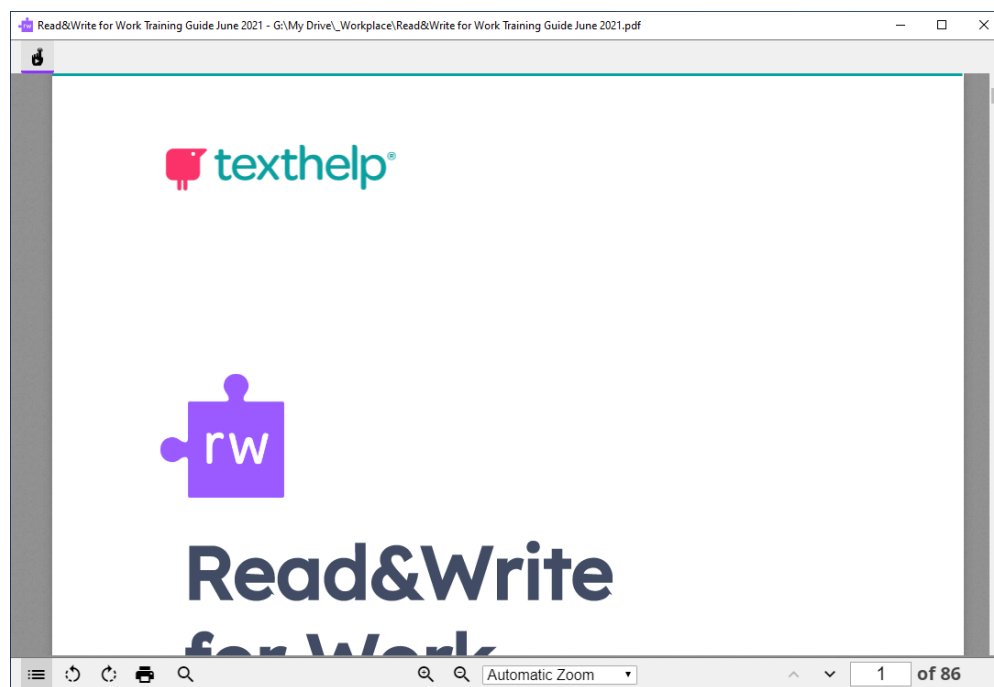
In this section, you'll learn how to:

- have read text aloud in a PDF document.

Exercise 1. Read PDF documents

In this exercise, you'll learn how to read text aloud in PDF documents using PDF Reader.

1. Click **PDF Reader**  and 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 **Stop**  to stop it reading.
5. In the top left window of PDF Reader is **Click to Speak On** . It's switched on by default, which is why just clicking on the text sets it reading aloud.

6. Click **Click to Speak** to turn it off. The button will look like this: **Click to**

Speak Off .

7. Now you'll be able to select text to use with the other features of Read&Write such as the Dictionary.
8. If you want to read text with **Click to Speak** off just select the text and

click **Play** .

9. There are other controls in the toolbar at the bottom of PDF Reader:
- **Show Thumbnails** - when clicked will show the contents of the PDF.
 - **Rotate Counter clockwise** - will turn the page counter clockwise.
 - **Rotate Clockwise** - will turn the page clockwise.
 - **Print** - will open the Printer controls in order to print the document.
 - **Find in document** - will open a search box.
 - **Zoom In** - to zoom in to your document.
 - **Zoom out** - to zoom out of your document.
 - **Zoom** - to choose from a number of pre-set zoom options.
 - **Previous Page** - to go to the previous page.
 - **Next Page** - to go to the next page.
 - **Current Page/Total number of pages** - showing what page you are on and how many pages are in the whole document.

11. Highlighters

In this section, you'll learn how to:

- collect text from a web page or a word document.

Often we use Highlighters to highlight important information. With the Highlighters in Read&Write you can use them the same way with digital text. You can also collect the highlighted text into a new document.

Exercise 1. Collect text

In this exercise, you'll learn how to collect text and then insert them into a new document

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 **Highlight Yellow** .
3. Read&Write highlights the text in yellow.
4. Highlight some more text on this page using the **Highlight Yellow** .
5. Click the arrow beside the Yellow highlight to see the dropdown options:

	Selected option
	Yellow highlight
	Blue highlight
	Green highlight
	Pink highlight
	Erase highlights
	Collect highlights

6. Select a different highlight colour.

7. Highlight some text in the new colour.

8. Click the Highlight dropdown menu and select **Erase Highlights**  .

9. Highlight some of the text that you have already highlighted and click

Erase Highlights  . The highlight colour is removed from the document/web page.

10. Click the Highlight dropdown menu and select **Collect Highlights**  .

11. Once selected click **Collect Highlights**  again.

Read&Write collects the highlighted text and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.

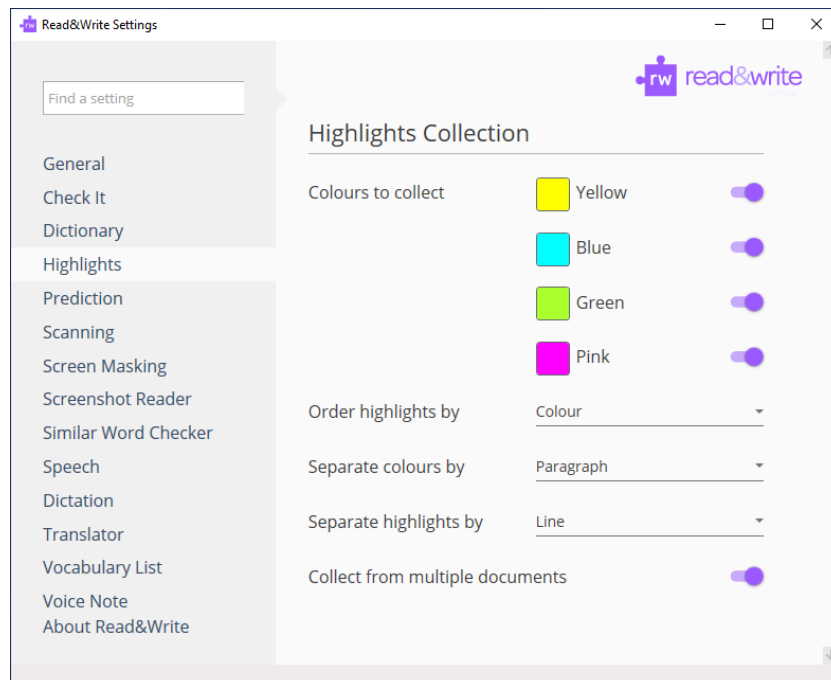
What else can you do:

- [Change the settings for the Highlighters](#)

Further Exercises

Exercise 2. Change the Highlighters settings

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Highlights** panel:



3. The **Colours to collect** has all the highlights selected. With this, you can choose which colours you want to be collected.
4. In the **Order Highlights by** dropdown you have the choice of:
 - Colour
 - Time
 - Position
5. The most common choice is **Colour** but choose which option you prefer.
6. In the **Separate colours by** dropdown you have the choice of:
 - Paragraph
 - None

- Page
7. This is what will separate the different colour highlights. Choose which option you prefer.
 8. In the **Separate highlights by** dropdown you have the choice of:
 - Line
 - None
 - Tab
 - Space
 9. This is what will separate the same colour of highlights. Choose which option you prefer.
 10. The **Collect from multiple documents** switch is on to allow you to highlight text across multiple documents and be able to collect them.
 11. Close the **Settings**.

12. Scan

In this section, you'll 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.

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.

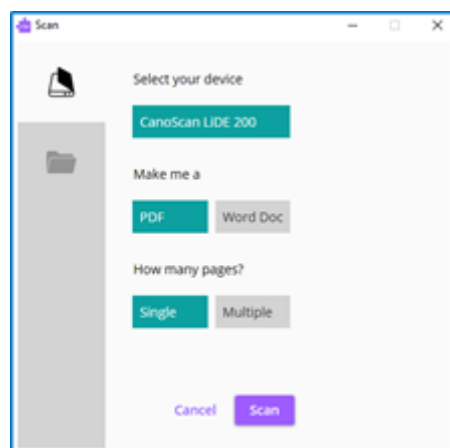
Exercise 1. Perform a scan to PDF or Word

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

1. Place a page into your scanner.

2. Click **Scan** .

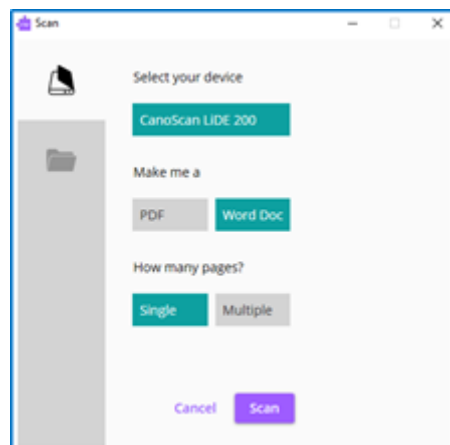
3. You'll see the **Scan** window:



4. Check your scanner is showing in the **Select your device** area, PDF is selected in the **Make me a** area and Single is selected in the **How many pages** area.
5. Click **Scan**.
6. You'll see the **Save As** window displayed. Type **My Scan to PDF** in the **File Name** field, find a location in which to save the scan, and then click **Save**.
7. The Scanning scans your document. When the scan is completed, you'll 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 **Scan** .

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

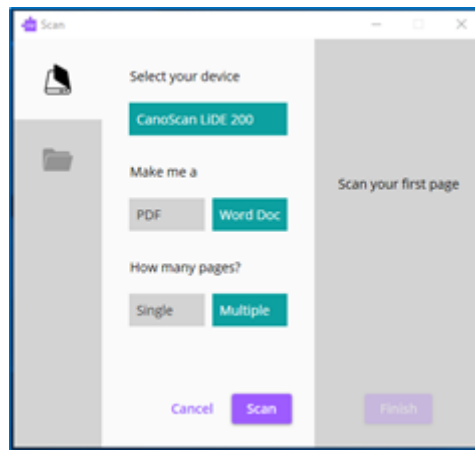


10. Click **Scan**.
11. You'll see the **Save As** window displayed. Type **My Scan to Word** in the **File Name** field, find a location in which to save the scan, and then click **Save**.
12. You'll see the scanned image displayed in Microsoft Word. This type of scan is recommended if you want to edit the scanned document.

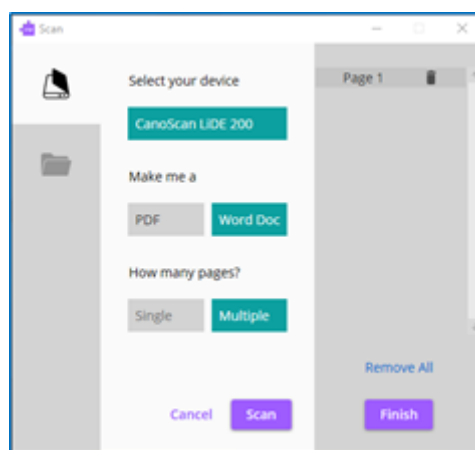
Exercise 2. Scan multiple pages to Word

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

1. Click **Scan** .
2. You'll see the **Scan** window. In the **Make me a** area select **Word Doc** and in the **How many pages?** area select **Multiple**:

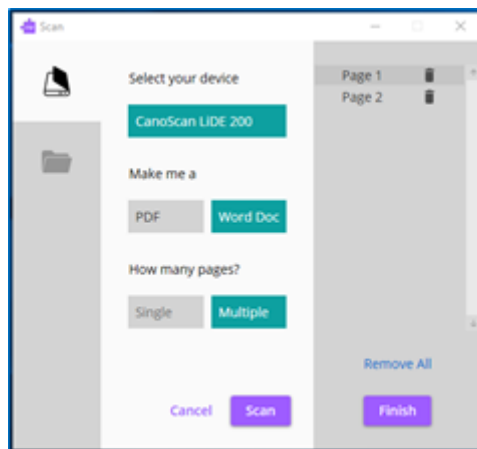


3. Click **Scan**.
4. When the page has been scanned you'll be returned to the **Scan** window:



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

6. When the page has been scanned you'll be returned to the **Scan** window:



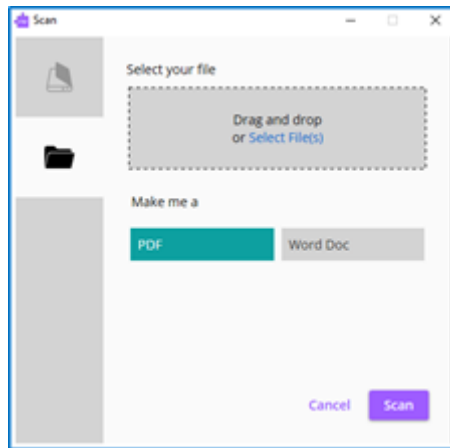
7. Click **Finish** and the **Save As** window will be displayed.
8. Type **My Multiple scan** in the **File Name** field, find a location in which to save the scan, and then click **Save**.

You'll see the two scanned pages displayed in Microsoft Word.

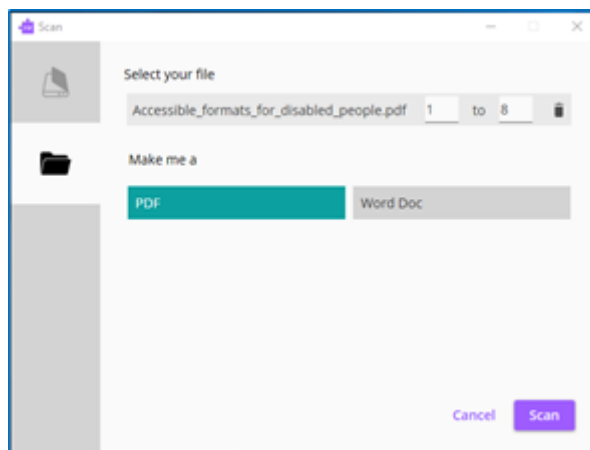
Exercise 3. Scan from a file to PDF or Word

You can also scan from a saved image file, such as a PDF or jpeg. Scanning a PDF is often used to convert the PDF to Microsoft Word. Alternatively, if a PDF doesn't have any recognisable text that PDF Reader can read, you can scan the PDF to PDF. The scanning uses its OCR (Optical Character Recognition) to convert the hidden text to accessible text. It will then be possible to use PDF Reader to read it.

1. Click **Scan** .
2. When the **Scan** window appears click **Scan from File**:



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 **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 **Scan**.
6. You'll see the **Save As** window displayed.
7. Type **My File Scan** in the **File Name** field.
8. Find a location in which to save the scan.
9. Click **Save**.
10. The image is scanned and saved where you wanted it.

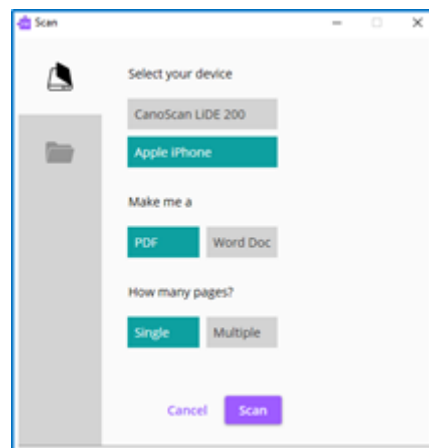
Exercise 4. Scan from a Smartphone

In this exercise, you'll 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.

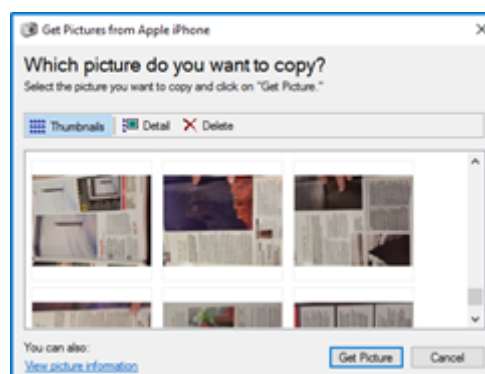
1. Place an A4 page of paper containing text on your desk and take a photo of it.
2. Connect your phone to your computer using your USB cable.
3. Make sure you allow this device to have access to your photos.

4. Click **Scan** .

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



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



8. Select the photo you have just taken and then click **Get Picture**.
9. You'll see the **Save As** window displayed.

10. Type **My Picture Scan** in the **File Name** field and find a location in which to save the scan.
11. Click **Save**.
12. 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.

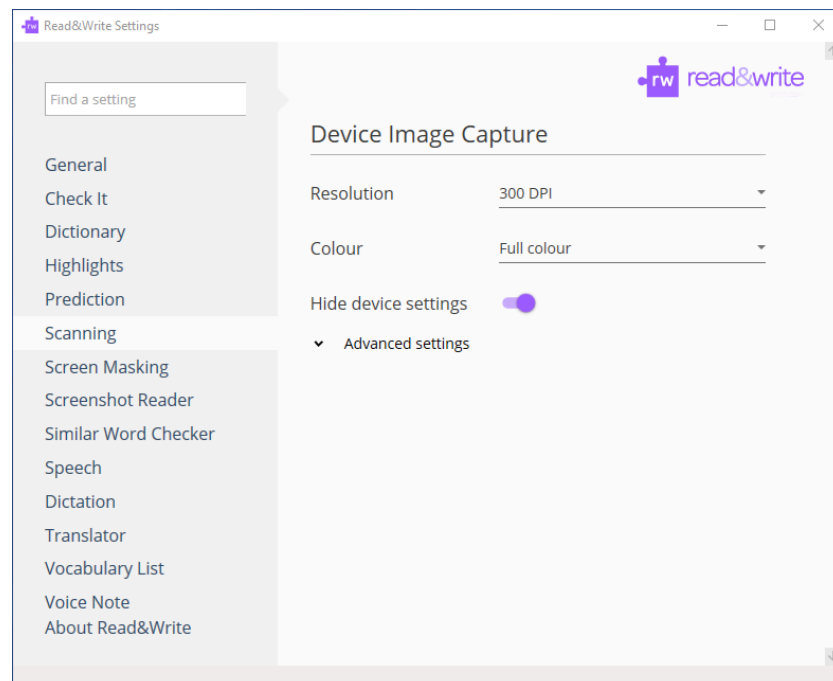
What else can you do:

- [Change the settings for the Image Capture](#)
- [Change the Advanced settings for scanning.](#)

Further Exercises

Exercise 5. Change Image Capture settings

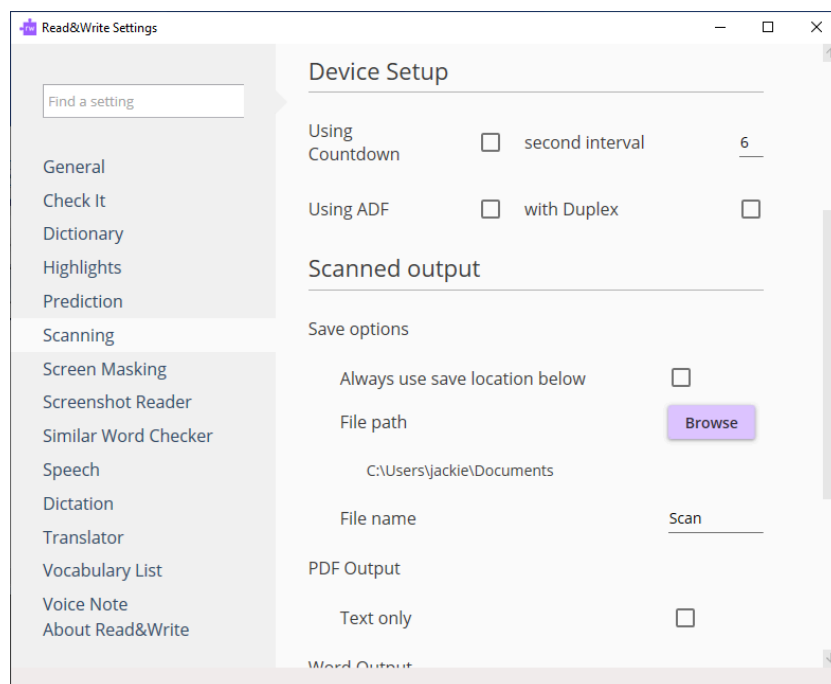
1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Scanning** panel:



3. Click the **Resolution** dropdown and select **600 DPI**. This will provide the best quality scan but will take longer to scan.
4. Click the **Colour** dropdown. You can choose to scan to Full colour, Monochrome or GrayScale. Choose which option you prefer.
5. 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.
6. Close the **Settings**.

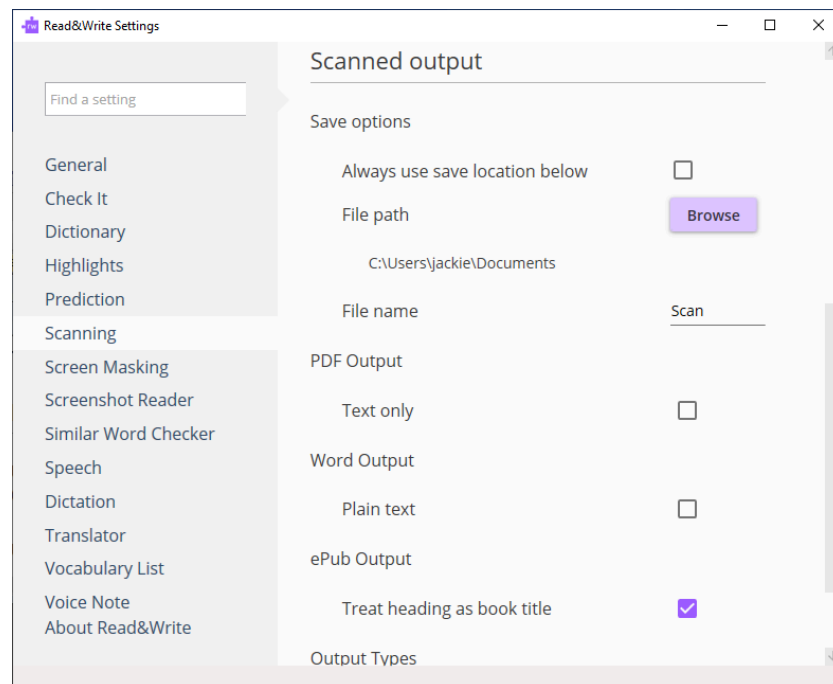
Exercise 6. Advanced Scanning settings

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Scanning** panel.
3. Click the **Advanced settings** dropdown and scroll down until the **Device Setup** area is at the top of the panel:



4. Here you can set the **Scan** to automatically scan using a countdown and set the interval between scans – the default is 6 seconds. This will give you 6 seconds before it will start to scan again.
5. If you use an Automatic Document Feeder to do your scanning, turn on the **Using ADF** setting.
6. If you use a double sided scanner, turn on **with Duplex**.

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

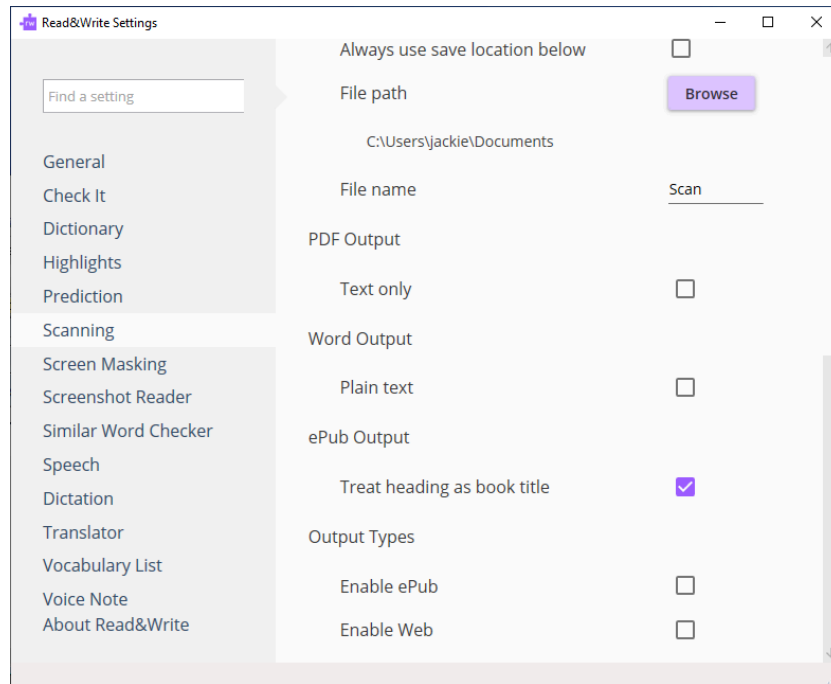


8. This is where you can set all your scans to be saved in the same location and automatically given a file name.

9. 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 title**.

10. Scroll down to **Output Types**:



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

13. Translator

In this section, you'll learn how to:

- translate English text in to another language
- set the translation languages.

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

Exercise 1. Translate text

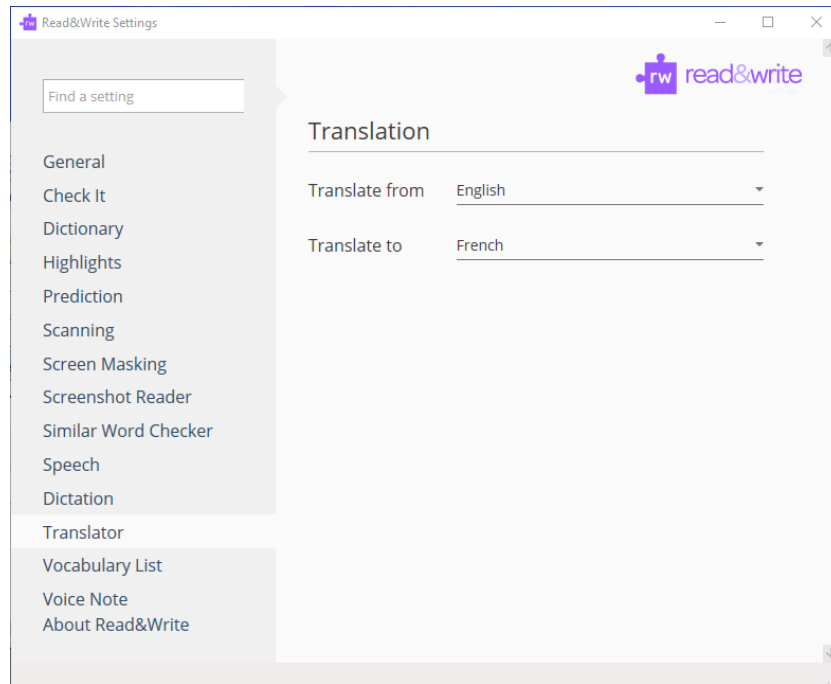
In this exercise, you'll learn how to translate text from English into French.

1. Highlight some text in a document.
2. Click **Translator** .
3. You'll see the Read&Write Paragraph Translator in a new browser window. A translation is shown in French.
4. Click **Play**  that appears just above the translated text to have the translation read back in French.

Exercise 2. Change the Translator language

In this exercise, you'll learn how to change the languages that the Translator translates from and to.

1. Click **Settings** . Then click on **Settings**. .
2. When the settings are open make sure you are in the **Translator** panel:



3. Notice in the **Translate from** box English is selected. Click the dropdown and you'll see there are lots of other languages you could translate from but as the text we have is in English leave it as English.
4. Click **Translate to** dropdown and choose a different language.
5. Close the **Settings** window.
6. Highlight the text in your document again.
7. Click **Translator**  .
8. You'll see the Read&Write Paragraph Translator in a new browser window with the translation.
9. If there is a  above the translation click it to have the translation read to you in that language.

14. Voice Note

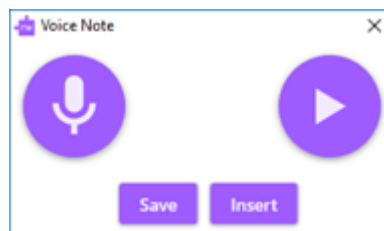
In this section, you'll learn how to:

- insert a Voice Note in to Microsoft Word
- save a Voice Note to use in other applications
- change how a Voice Note is displayed in Microsoft Word.

Exercise 1. Add a Voice Note to MS Word

In this exercise, you'll learn how to insert a Voice Note into Microsoft Word. You can use this to make comments, add reminders, insert instructions or provide feedback in a document.

1. Open a Microsoft Word document.
2. Click in the document where you would like to place the Voice Note.
3. Click **Voice Note** .
4. The **Voice Note** panel will appear:



5. When you are ready click **Record** .
6. Speak into your microphone what you would like to say.
7. When you have finished, click **Stop** .
8. You can Replay the Voice Note by clicking **Play** .
9. Click **Insert** to put the Voice Note into the document.

10. In the Microsoft Word document a comment will appear beside where you clicked, which will look something like this:

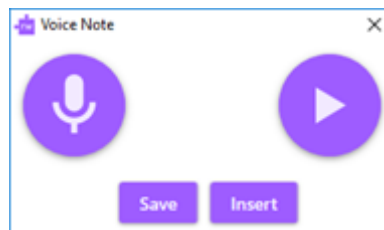


11. You can listen to the Voice Note by double clicking on this  button.

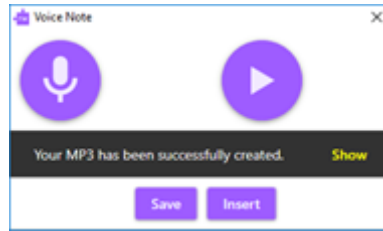
Exercise 2. Create a Voice Note as an MP3

In this exercise, you'll learn how to create a Voice Note that you can use in other applications than Microsoft Word.

1. Click **Voice Note** .
2. The **Voice Note** panel will appear:



3. When you are ready click **Record** .
4. Speak into your microphone what you would like to say.
5. When you have finished, click **Stop** .
6. You can Replay the Voice Note by clicking **Play** .
7. Click **Save**.
8. Save the Voice Note where you want it to be saved.
9. The **Voice Note** panel will change:



10. Click **Show**.
11. You'll be taken to the folder where you saved the Voice Note.
12. You can now use the created MP3 in any application that supports adding audio files.

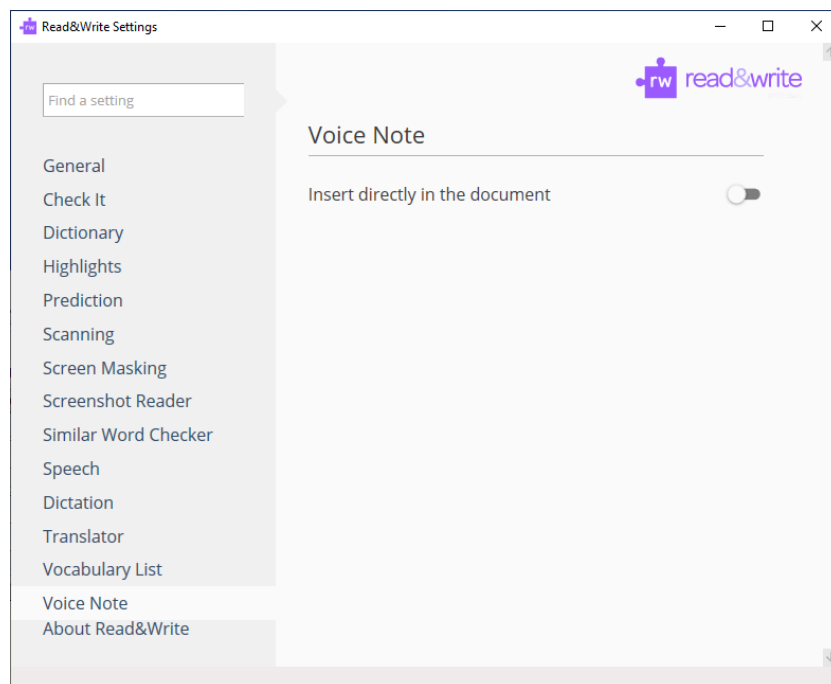
What else can you do:

- [Change how the Voice Note is displayed in Microsoft Word.](#)

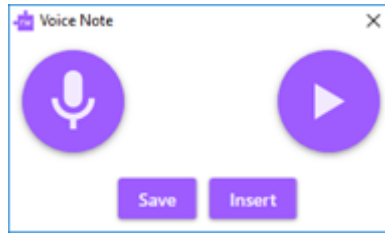
Further Exercises

Exercise 3. Change how the Voice Note is displayed in Microsoft Word

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Voice Note** panel:



3. Click the **Insert directly in the document** switch.
4. Close the **Settings**.
5. Open a Microsoft Word document.
6. Click in the document where you would like to place the Voice Note.
7. Click **Voice Note** .
8. The **Voice Note** panel will appear:



9. When you are ready click **Record**  .
10. Speak into your microphone what you would like to say.
11. When you have finished, click **Stop**  .
12. You can replay the Voice Note by clicking **Play**  .
13. Click **Insert** to put the Voice Note into the document.
14. In the Word document this **Voice Note**  button will appear. The Voice Note has been added directly into Microsoft Word rather than as a comment. You can listen to the Voice Note by double clicking on it.

15. Vocabulary List

In this section, you'll learn how to:

- create a vocabulary list.

Exercise 1. Create a vocabulary list

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

1. Open a document or a website of your choice.
2. Highlight a word on the page and then click **Highlight Yellow**  (or any other highlighter). Repeat this step until you have several words highlighted.
3. Click **Vocabulary List** .
4. Your **Vocabulary List** is displayed in Microsoft Word, complete with definitions and explanatory images.
5. Your selected words are listed in the **Word** column. There are the definitions for the words in the **Definition** column and images (if available) in the **Picture** column.
6. In the **Notes** column, you can add your own text if you wish.

Note: as this is a Microsoft Word document you can edit as required.

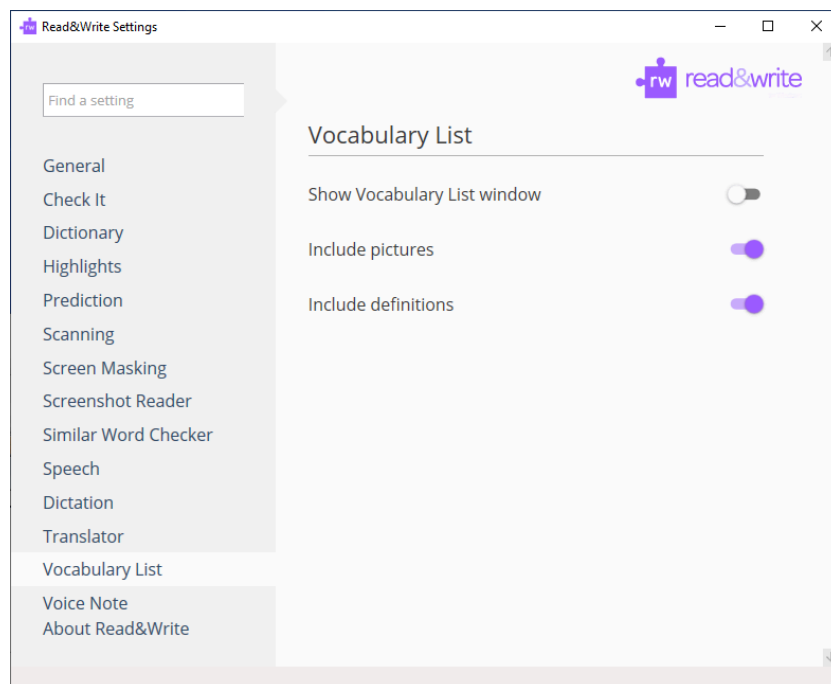
What else can you do:

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

Further Exercises

Exercise 2. Change Vocabulary List settings

1. Click **Settings** . Then click on **Settings**.
2. When the settings are open make sure you are in the **Vocabulary List** panel:



3. There are various options you might wish to change here:
 - **Show Vocabulary List window** - with this switched on you will get a preview of the words that are going to be added and the opportunity to type in other words.
 - **Include pictures** - if you don't want to include images you can switch this off.
 - **Include definitions** - if you don't want to include definitions for the words you can switch this off.
4. Close the **Settings**.

16. Audio Maker

In this section, you'll learn how to:

- convert text into an MP3.

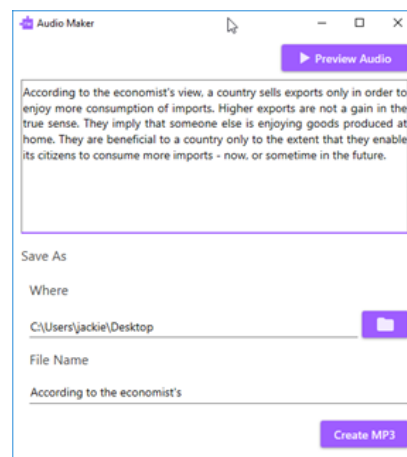
It is possible to convert your text into an MP3 using Read&Write. Once converted the MP3 can be put onto an audio device such as an iPod, MP3 player or smartphone and listened to when and where you wish.

Exercise 1. Convert text into an MP3

1. Highlight some text.

2. Click **Audio Maker** .

3. The text you highlighted will appear in the **Audio Maker** panel, something like this:



Note: You can type into this window if you wish to add further text or delete unwanted text.

4. If you want to hear what the MP3 is going to sound like click **Preview Audio**.
5. To choose somewhere other than the folder shown in the **Where** area click **Folder** .

6. In the **Browse for Folder** panel choose or create the folder you want to save your MP3 in.
7. To give the file a different name to that which is already there, click into the **File Name** area and edit it.
8. Click **Create MP3**.
9. After a moment a message will appear saying **Your MP3 has been successfully created**.
10. Click **Show**.
11. A Windows Explore panel will appear with the MP3 already highlighted.
12. Double click the MP3 to open and play it.

Note: You can now put this MP3 on any device that plays them such as a smartphone.

17. Auto Correct

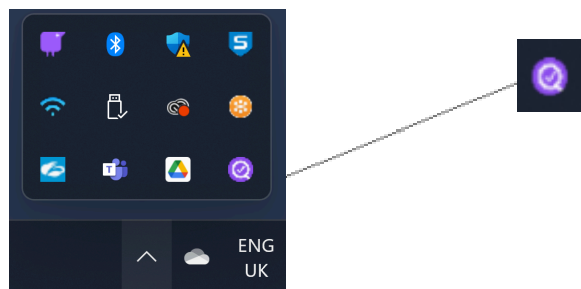
In this section, you'll learn how to:

- use Autocorrect
- see a list of corrections made
- add custom corrections
- print a list of common corrections
- add custom dictionaries
- edit the shortcuts used
- exclude applications from AutoCorrect.

Note: End users will need to have Read&Write installed and activated to be able to access AutoCorrect. Autocorrect will only work if the end user has the correct licence file.

Exercise 1. Use Autocorrect

1. Autocorrect should start as soon as you start Microsoft Windows and run silently in the background. On starting your computer you will see a notification on the bottom right to tell you that it is running.
2. If you missed the notification and wish to check it is running you can look for it in your **Task Tray**:



3. If you don't see Autocorrect in your **Task Tray**, you can start it from the Windows **Start** menu.
4. With Autocorrect running it will automatically correct any mistakes you make in the program you are working in. This will reduce the distraction of errors and spelling decisions so you can focus on what you want to write.

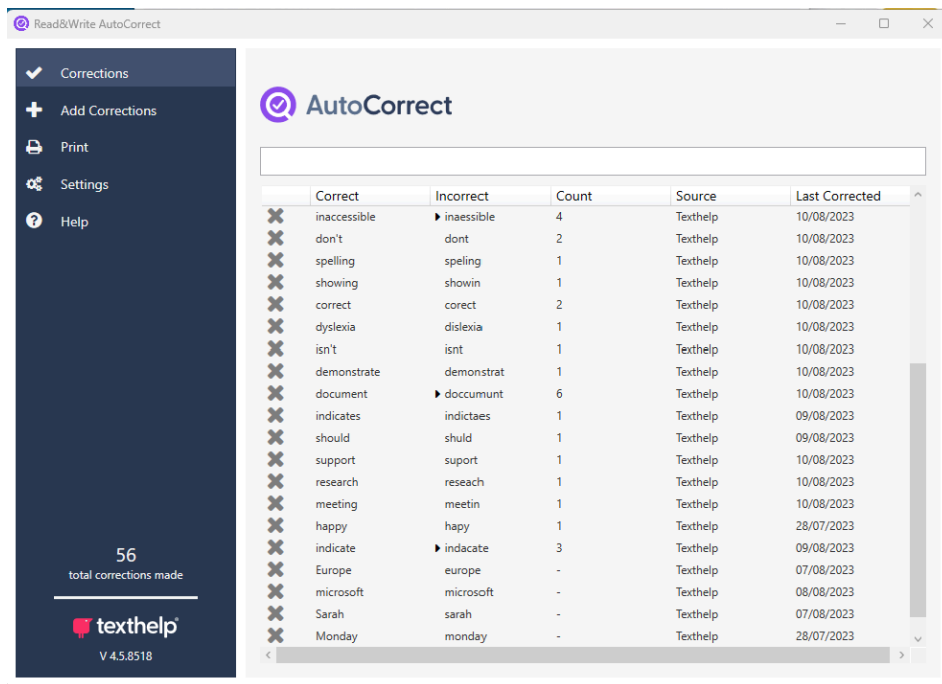
What else can you do:

- [View your corrections](#)
- [Add corrections](#)
- [Print a list of common corrections](#)
- [Alter how AutoCorrect works](#)
- [Add dictionaries to AutoCorrect](#)
- [Edit the shortcuts](#)
- [Exclude applications.](#)

Further Exercises

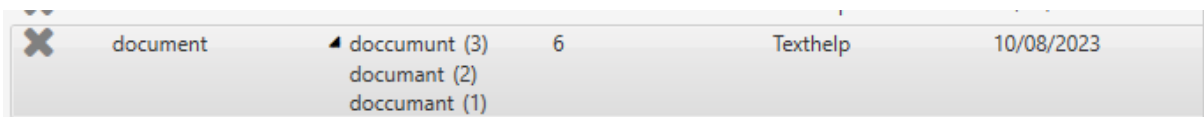
Exercise 2. View your list of corrections

- To see a list of the corrections that AutoCorrect has made open the **Settings** by either:
 - Press **Ctrl + Shift + G**
 - Right click **AutoCorrect** in the Task Tray and click **Settings**.
- In the AutoCorrect dashboard have **Corrections** selected from the panel on the left.
- A table will appear showing Correct, Incorrect, Count, Source and Last Corrected.



Correct	Incorrect	Count	Source	Last Corrected
inaccessible	inaessible	4	Texthelp	10/08/2023
don't	dont	2	Texthelp	10/08/2023
spelling	speling	1	Texthelp	10/08/2023
showing	showin	1	Texthelp	10/08/2023
correct	corect	2	Texthelp	10/08/2023
dyslexia	dislexia	1	Texthelp	10/08/2023
isn't	isnt	1	Texthelp	10/08/2023
demonstrate	demonstrat	1	Texthelp	10/08/2023
document	doccumunt	6	Texthelp	10/08/2023
indicates	indictaes	1	Texthelp	09/08/2023
should	shuld	1	Texthelp	09/08/2023
support	suport	1	Texthelp	10/08/2023
research	reseach	1	Texthelp	10/08/2023
meeting	meetin	1	Texthelp	10/08/2023
happy	hapy	1	Texthelp	28/07/2023
indicate	indacate	3	Texthelp	09/08/2023
Europe	europe	-	Texthelp	07/08/2023
microsoft	microsoft	-	Texthelp	08/08/2023
Sarah	sarah	-	Texthelp	07/08/2023
Monday	monday	-	Texthelp	28/07/2023

- The count will indicate how often you have made the same error.
- If you have made different errors for the same correction you will see a dropdown arrow beside the incorrect word. Click the dropdown to see all the alternative spelling mistakes made for the same word.



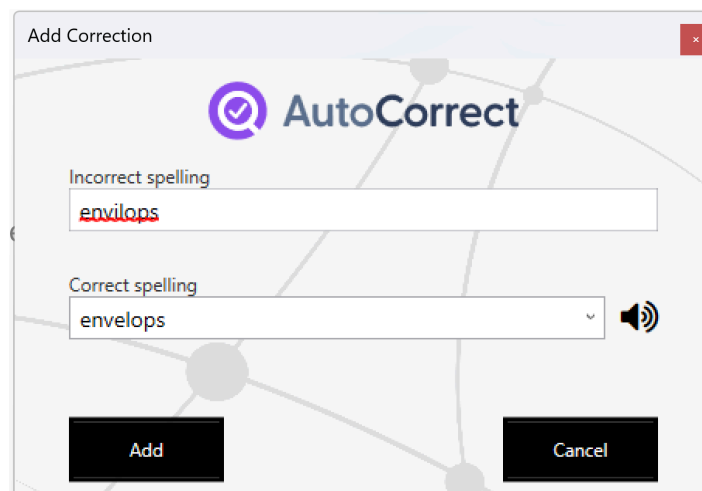
document	documunt (3)	6	Texthelp	10/08/2023
	documant (2)			
	documant (1)			

Exercise 3. Add corrections

If AutoCorrect fails to fix a spelling mistake using the Dictionaries that are loaded you can easily add it.

Note: To see how to add additional dictionaries see [Adding Dictionaries](#).

1. Select the word and then either:
 - a. In Windows - **F2**
 - b. Laptops - **Fn + F2**
 - c. Mac - **Command, Shift + A**
2. This will open the **Add Correction** panel:

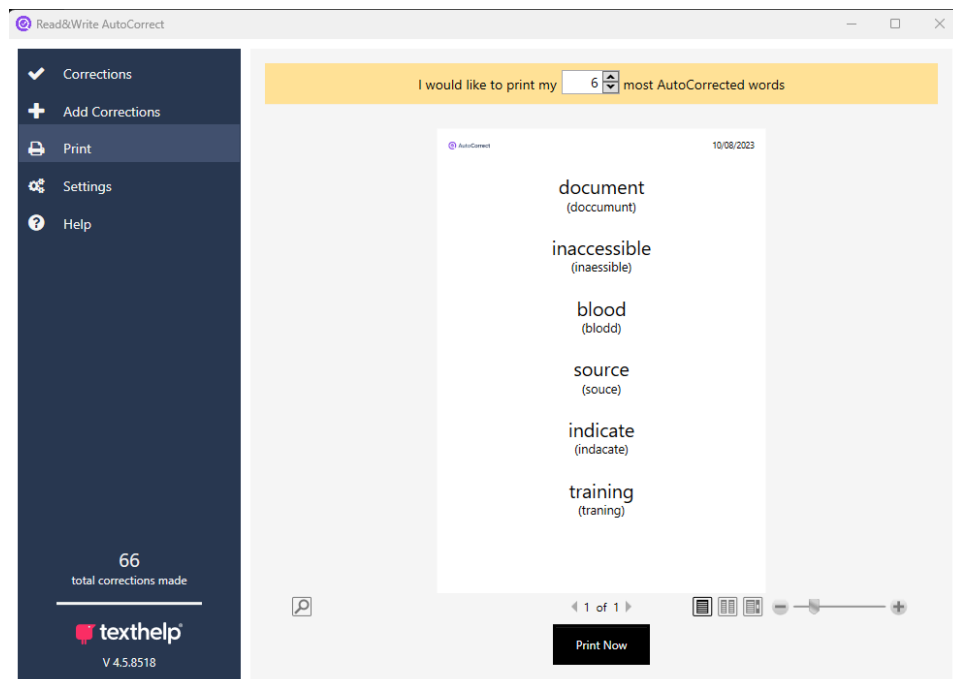


3. Check the Correct spelling is in place and then click **Add**.

Note: You can complete an interactive tutorial on this by going to **Settings - Add Corrections**.

Exercise 4. Print a list of most AutoCorrected words

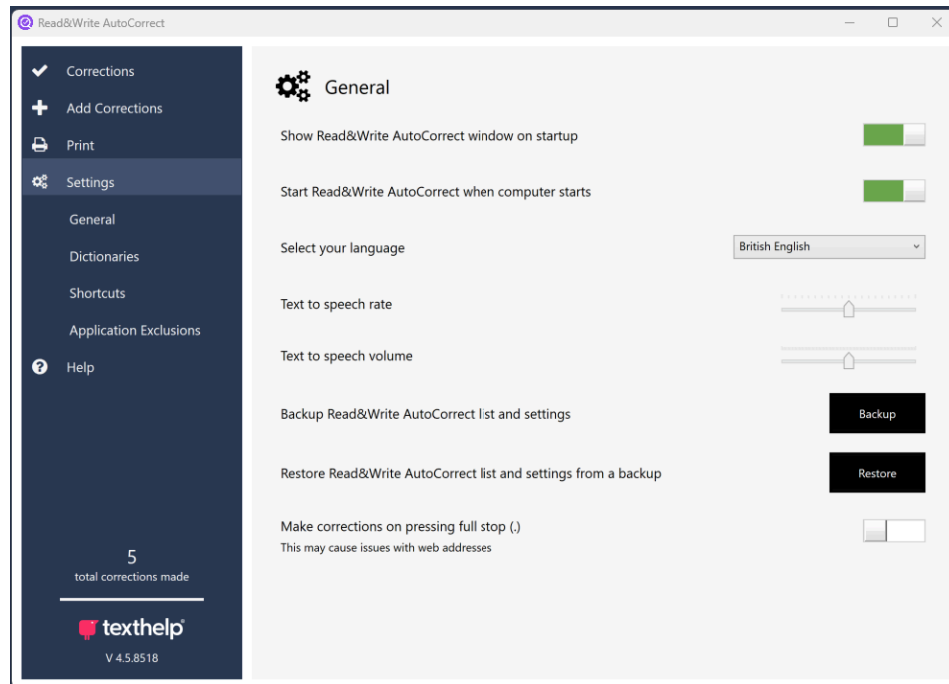
1. To see and print a list of your most commonly made corrections, open the **Settings** by either:
 - a. Press **Ctrl + Shift + G**
 - b. Right click **AutoCorrect** in the Task Tray and click **Settings**.
2. In the AutoCorrect dashboard have **Print** selected from the panel on the left:



3. You can choose the number of most AutoCorrected words from the dropdown at the top then click **Print Now**.

Exercise 5. Alter how AutoCorrect works

1. To alter the general settings of AutoCorrect open the **Settings** by either:
 - a. Press **Ctrl + Shift + G**
 - b. Right click **AutoCorrect** in the Task Tray and click **Settings**.
2. In the AutoCorrect dashboard have **Settings** selected from the panel on the left.



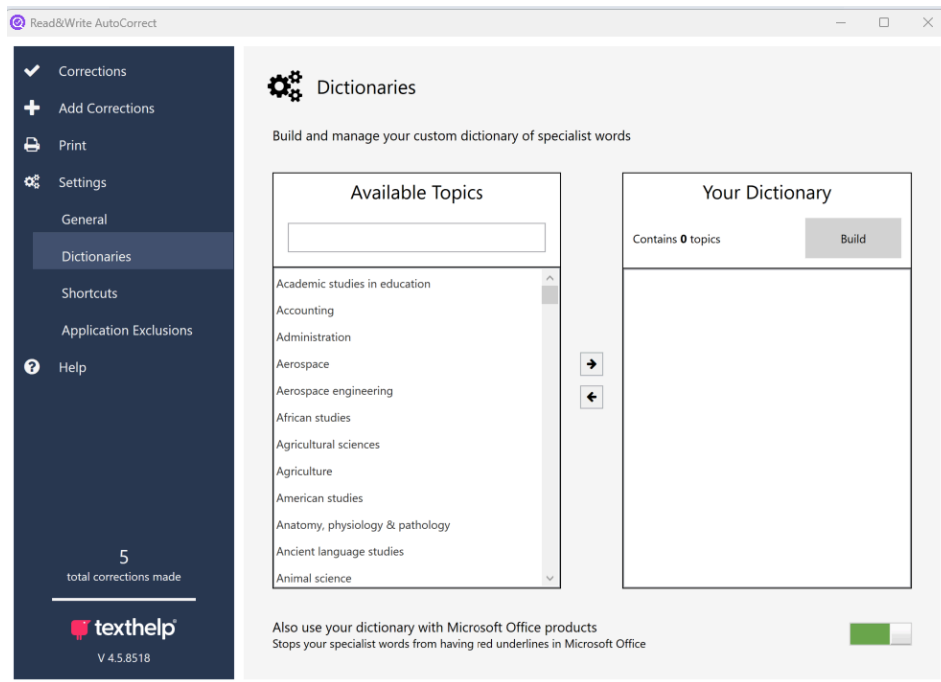
3. From here you can:

- a. Turn on/off AutoCorrect starting with Windows
- b. Turn on/off AutoCorrect starting when the computer starts
- c. Select your language
- d. Alter the speech rate
- e. Alter the speech volume
- f. Backup AutoCorrect list and settings
- g. Restore AutoCorrect list and settings
- h. Turn on/off AutoCorrect making corrections when the full stop is pressed.

Exercise 6. To add dictionaries to AutoCorrect

Depending on your role you may wish to add additional dictionaries into AutoCorrect so that the corrections are better based on the vocabulary you use.

1. To add dictionaries open the **Settings** by either:
 - a. Press **Ctrl + Shift + G**
 - b. Right click **AutoCorrect** in the Task Tray and click **Settings**.
2. In the AutoCorrect dashboard click **Settings** then **Dictionaries**:



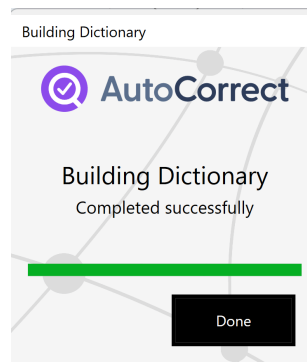
3. To add a dictionary select it from the **Available Topics** section and then

click **Add**



4. When you have the dictionaries added click **Build**.

5. When the message appears to say it has been successful, like below, click **Done**.



Note: Instructions to alter the settings for Microsoft Outlook will appear which you can follow if required.

6. To remove a dictionary select it from the **Available Topics** section and

then click **Remove**

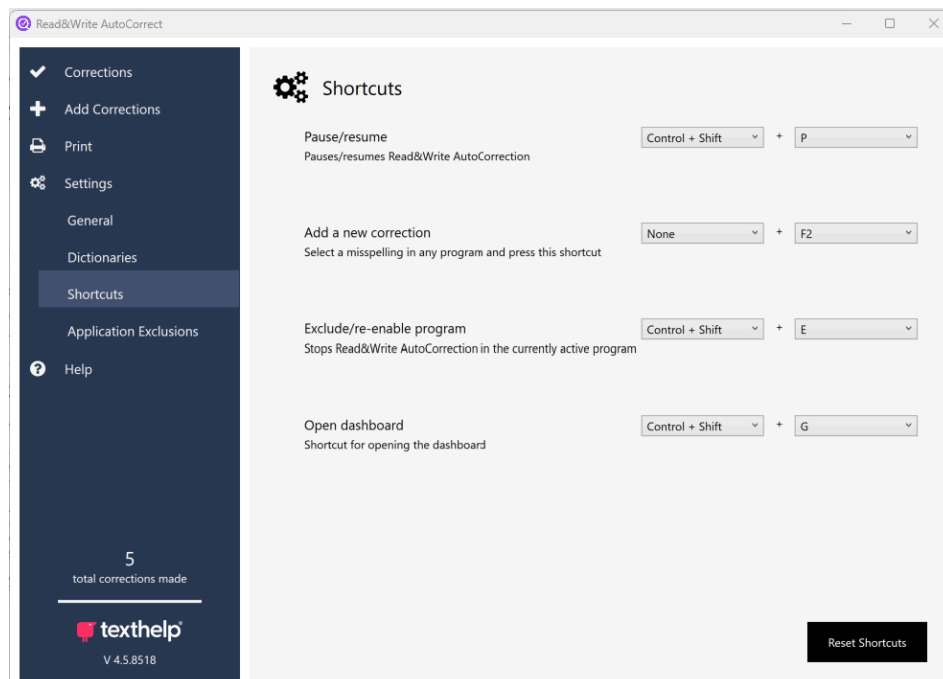


7. Click **Build** then **Done**.

Exercise 7. Edit the shortcuts

AutoCorrect has a number of shortcuts that can be used. These can be changed.

1. To change the shortcuts open the **Settings** by either:
 - a. Press **Ctrl + Shift + G**
 - b. Right click **AutoCorrect** in the Task Tray and click **Settings**.
2. In the AutoCorrect dashboard click **Settings** then **Shortcuts**:

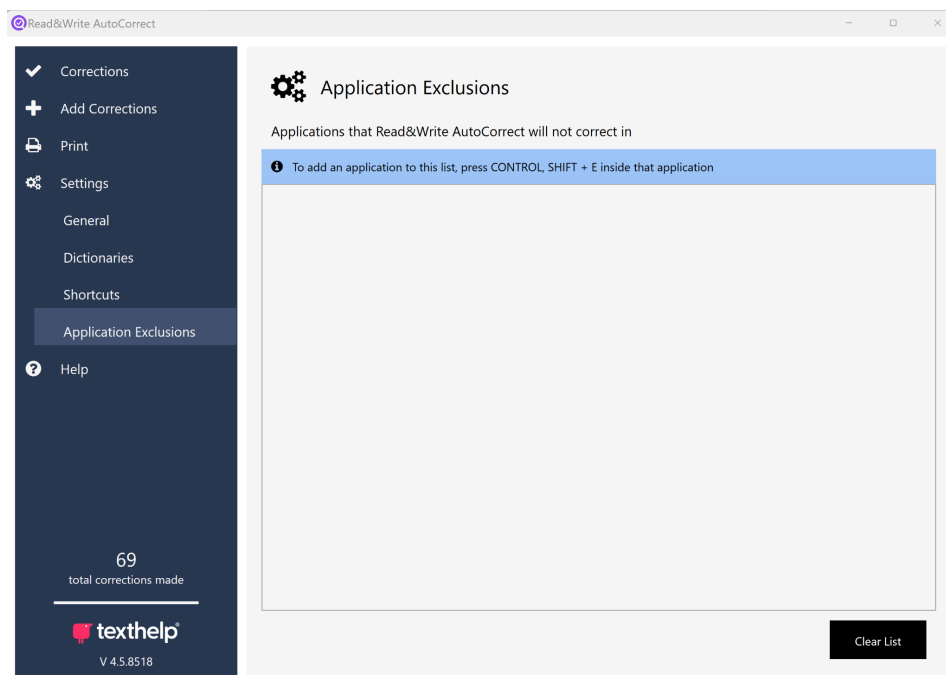


3. Beside the available actions there are 2 dropdown boxes with the selected shortcuts.
4. To change the default, simply select one of the other options offered from one or both of these dropdown boxes.
5. If you wish to reset the shortcuts click **Reset Shortcuts**.

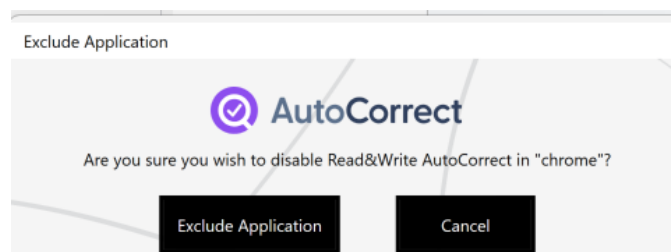
Exercise 8. Application Exclusions

AutoCorrect works in all applications however, there may be some applications that you don't want changes being made.

1. To exclude an application open the **Settings** by either:
 - a. Press **Ctrl + Shift + G**
 - b. Right click **AutoCorrect** in the Task Tray and click **Settings**.
2. In the AutoCorrect dashboard click **Settings** then **Application Exclusions**:

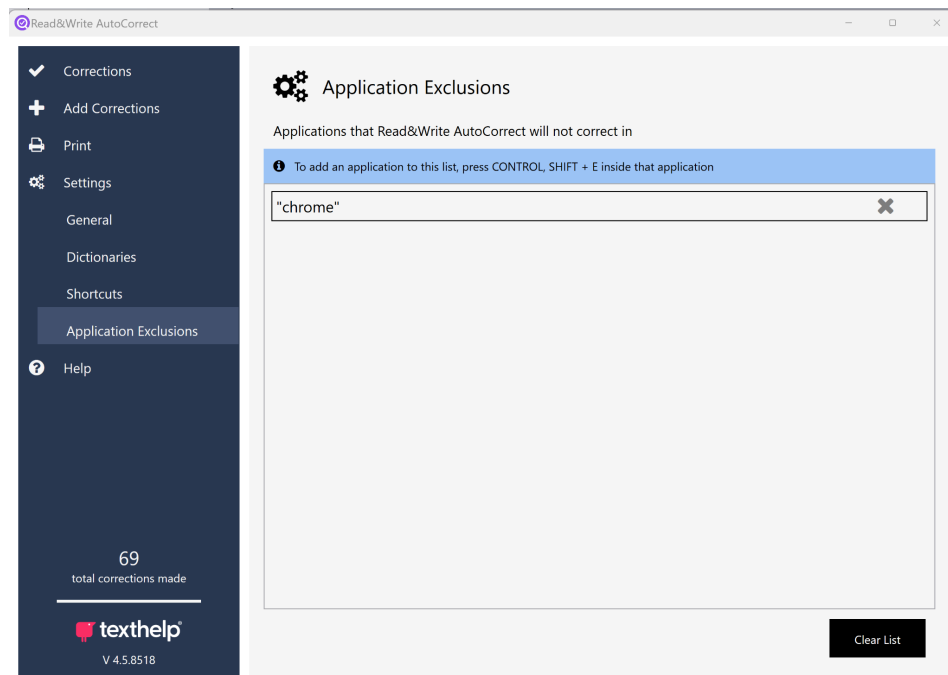


3. The Application Exclusions tab will have a list of any previous excluded applications.
4. To add an application to the list, press **Ctrl, Shift + E** inside the application. The **Exclude Application** window will appear:



5. Click **Exclude Application**.

6. The application will now appear in the **Application Exclusions** panel, like shown following:



7. To remove an application from the list, select it and click **Delete** .
8. To remove the whole list of excluded applications, click **Clear List**.