



Literacy ■ Language ■ Learning



Read&Write 10 Gold Beginners Guide



Revised May 2012

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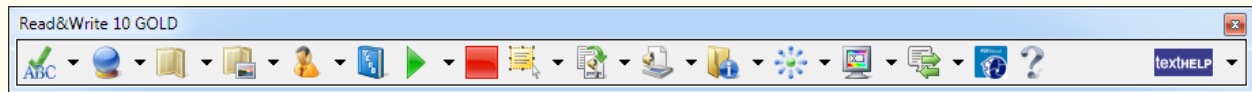
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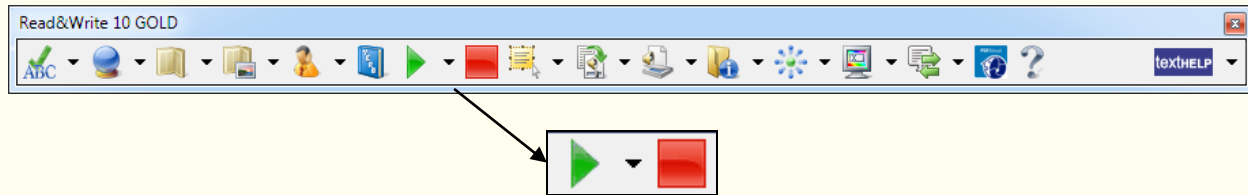
Introduction



This is a very quick introduction to using Read&Write 10 Gold. For further information on using the software please refer to:

- The Read&Write 10 Gold Training Guide
- The Read&Write 10 Gold Help 
- The Read&Write videos which are included in the software.

Speech



Text-to-speech is one of the fundamental support features in Read&Write 10 Gold. Text can be read as you type or from any document. It will read each word, sentence, paragraph or selected text. There is a choice of different voices which can be adjusted to suit you by altering the pitch, speed, and volume. The Texthelp voices are among the most human-sounding voices available. You can choose the way text is displayed or highlighted during speech:


- Text can be colour highlighted in the document.
- Text can be brought into the Text Reader window – where the colour of highlighting and size of font can be changed to suit your needs.
- Speak using One Word Display – this will display one word at a time as it is being spoken in a large letterbox display.
- No visual display.

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


Exercise

1. In Microsoft Word type this text:

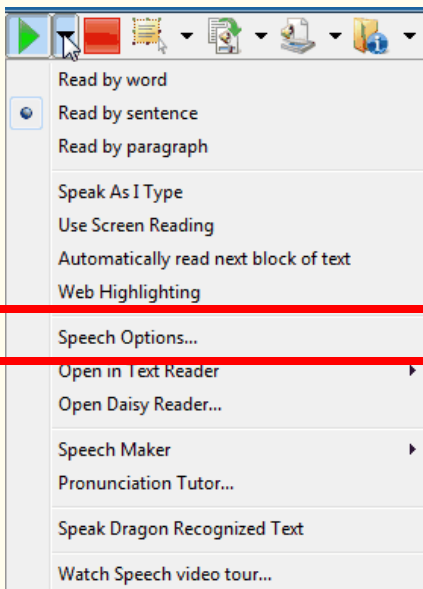
This is to show how text can be read to you by the software.

2. Click anywhere within the text and click on the  button.

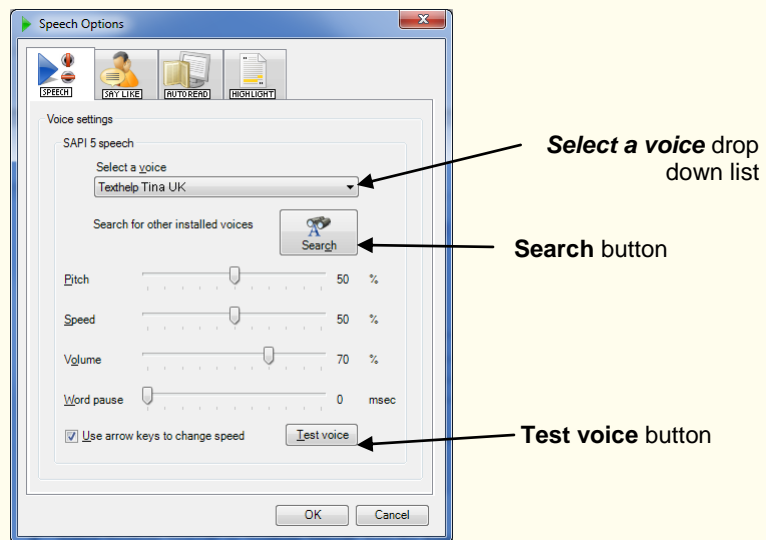
3. Click on the  button to stop reading.

4. This is the way you can get Read&Write 10 Gold to read for you. Simply click in the text you want read and click on the  button.

5. Click on the  beside the  and a drop down list will appear:

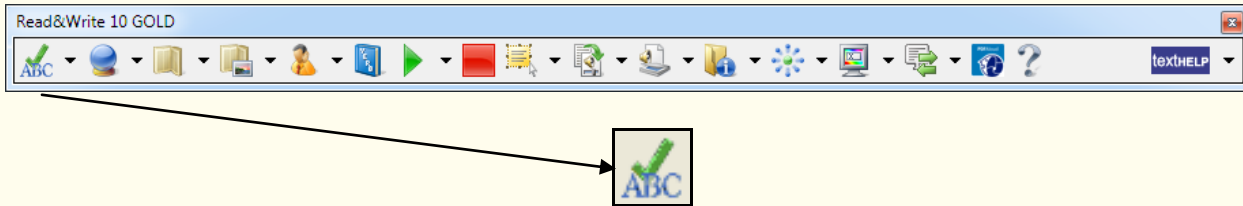


6. Click on **Speech Options**.
7. You see the Speech tab of the Speech Options window:



6. Click on the Select a voice dropdown arrow. A list of voices will appear:
7. Select 'Texthelp Tina UK' or 'Texthelp Tim UK' from the *Select a voice* drop down list.
8. Click on the Test voice button to hear the new voice read aloud.
9. If you're not happy with the voice, change the settings you've just selected in steps 4 and 5.
10. Click on the OK button.

Spelling



Read&Write 10 Gold has an advanced phonetic spellchecker to analyse and correct even the most complex spelling mistakes. You can choose to spell check as you type or check your completed work. Any spelling mistake will be identified and the Spellchecker window will provide a list of suggested corrections with the meanings of each to aid the correct choice.

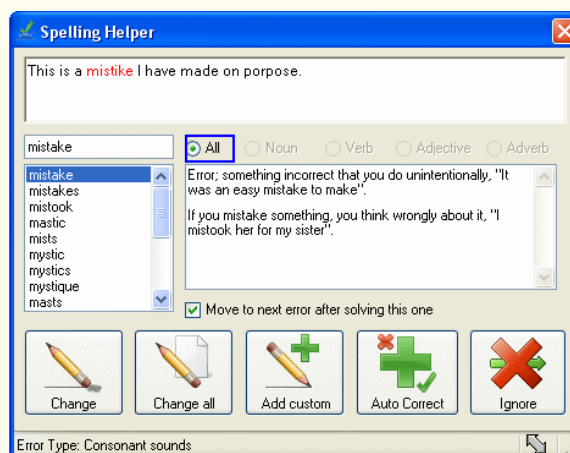
The suggestions and meanings can be read by Read&Write 10 Gold to help you choose.


The spellchecker allows you to work independently and increase the accuracy of your work



Exercise

1. Open Microsoft Word. Type in the following exactly:
This is a mistike I have made on porpose.

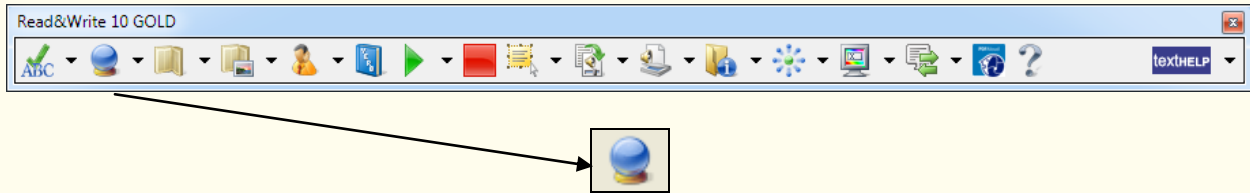
2. Click on the  button.
3. The Spelling Helper Panel appears:



4. Click on **mistake** and click on the  button to correct this mistake.
5. **'porpose'** will now be highlighted and a list of suggestions will appear.

6. Click on '**purpose**' in the suggestions list. A list of definitions appears in the right panel. Click on the first meaning and then click the  button. The meaning will be read aloud to you. Click on the  button.


Prediction

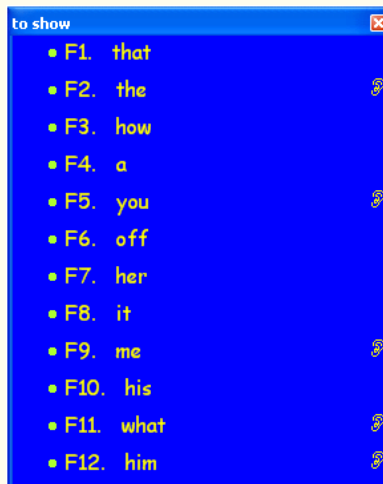


Word Prediction can enable you to develop your writing skills by providing the tools to construct sentences with ease. The Word Prediction tool learns your style of writing and predicts the word you want to use next. As you type, a list of suggestions will appear in the Prediction Panel.

The Word Prediction will predict words even if you start to spell the word incorrectly. Word Prediction will allow you to produce high quality work and reduce the time it takes to do so.

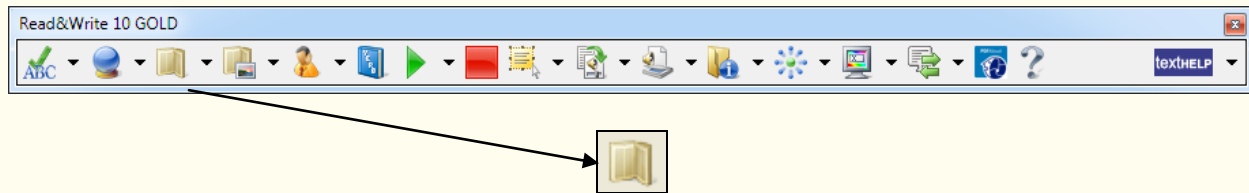
Exercise

1. Click on the  button.
2. In MS Word type: **I am writing this to show**
3. The prediction window will look something like this:



4. To insert any word from the window, click on it or press the corresponding Function key that appears beside it e.g. F1.


Dictionary

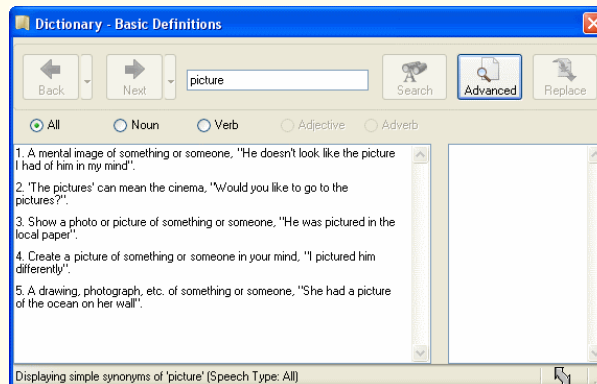



Read&Write 10 Gold has a choice of 3 dictionaries to improve your word comprehension. It allows you to find alternative suggestions for words and provides audible definitions and sample sentence for each selected word.

By providing a dictionary with descriptions and sample sentences that can be read to aid understanding, Read&Write 10 Gold provides the means to increase vocabulary and understanding.

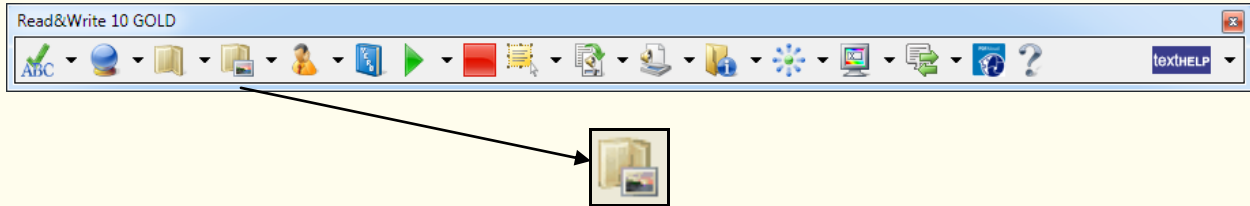
Exercise

1. In Microsoft Word type: **This is a picture of me.**
2. Double click on or highlight the word **picture**.
3. Click on the  button.
4. The Dictionary panel opens:




5. Click on the top meaning (1.) of **picture**, thus highlighting a description and sample sentence of the word.
6. Click on the  button.
7. The description will be highlighted and read to you.

Picture Dictionary



Read&Write 10 Gold has a Picture Dictionary to improve your word comprehension. It shows you images for any word you select.

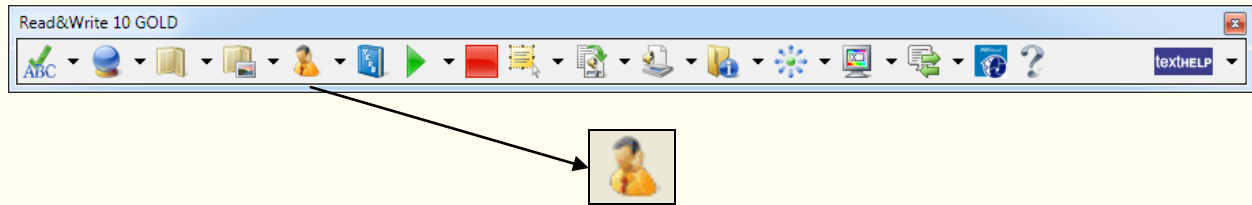
Exercise

1. In Microsoft Word type: **This is a picture of me.**
2. Click on the  button. The Picture Dictionary opens.
3. Highlight the word **picture**.
4. The Picture Dictionary will show an image of a picture:



5. Click on picture .
6. The dictionary opens with the definition of the word.


Sounds Like and Confusable Words

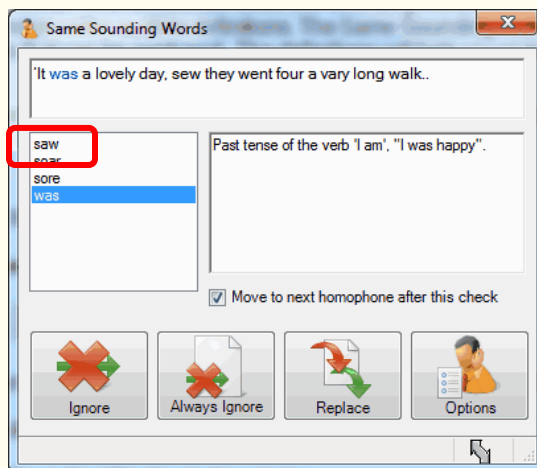



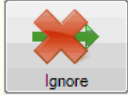
Many people get confused with words that sound the same or look the same. The Sounds Like and Confusable Words feature in Read&Write 10 Gold reduces confusion between these words. This feature identifies like-sounding words and words which can be confused and provides audible definitions. The Same Sounding Words Panel shows the list of words that can be confused. The definitions will help you pick the word you wish to use.

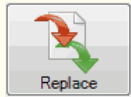
By identifying and providing audible definitions of like-sounding and confusing words, Read&Write 10 Gold ensures you are using the correct word in context.

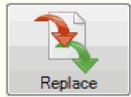
Exercise

- In Microsoft Word type the following exactly:
'It was a lovely day, sew they went four a vary long walk..'
- Click on the  button.
- The text changes to show all the words that can be confused with others in blue:
'It was a lovely day, sew they went four a vary long walk..'
- The Same Sounding Words window opens:

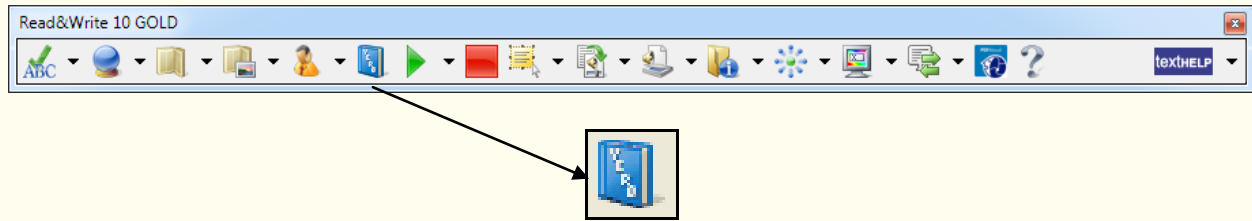


5. Select '**saw**' from the list on the left.
6. Click on the definition that appears on the right.
7. Click on the  button.
8. Click on the  button.
9. The Same Sounding Words moves to the next word – sew.
10. Select '**so**' from the list on the left.
11. Click on the definition that appears on the right.




12. Click on the  button.
13. Follow steps 5 to 11 replacing the words '**four**' to '**for**' and '**vary**' to '**very**'.
14. The finished text should now read as follows:
'It was a lovely day, so they went for a very long walk.'

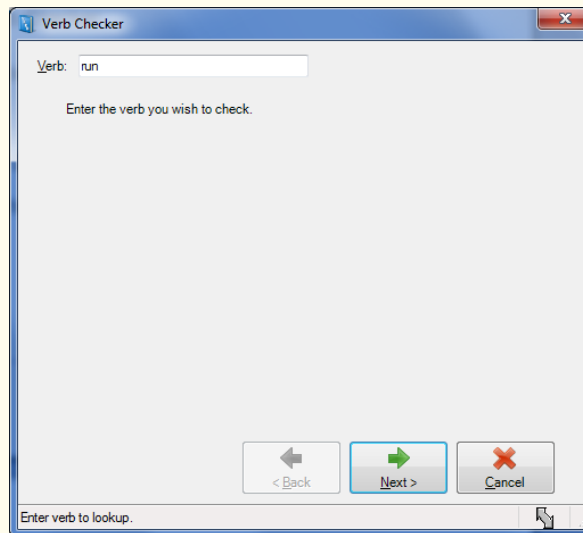
Verb Checker

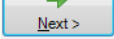


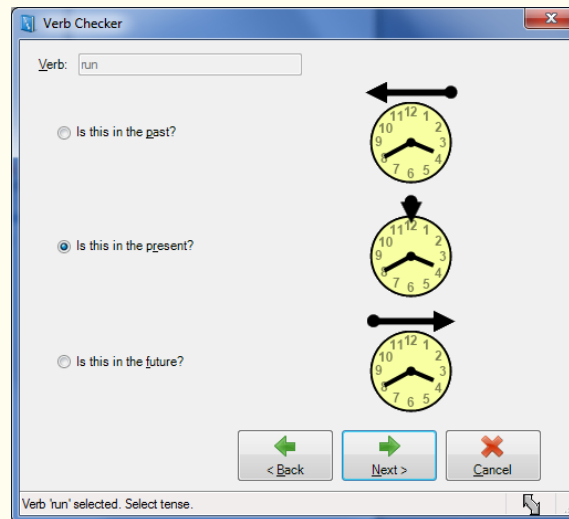
Many people get confused with verbs. The Verb Checker feature in Read&Write 10 Gold reduces confusion with verbs. With this feature you can look up a verb and check its past, present or future conjugation. The conjugations can be read by the software so that you can check if you are using the right one.


Exercise

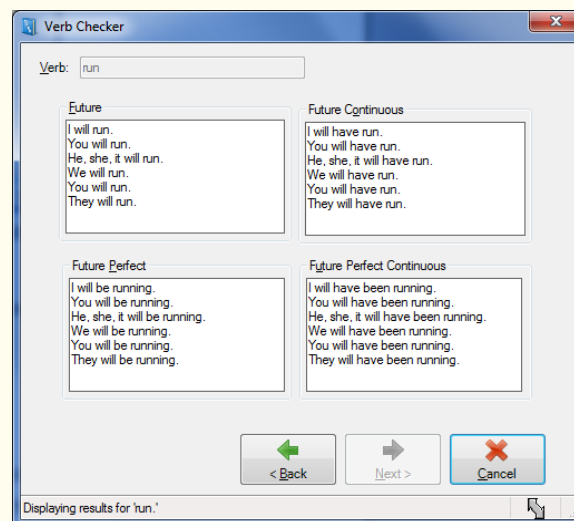
1. In Microsoft Word type the following:
'I run in the charity fun run.'
2. Select the word 'run' and click on the  button. You will see the Verb Checker window displayed:




3. Click on the  button.
4. You see the second step of the Verb Checker displayed:



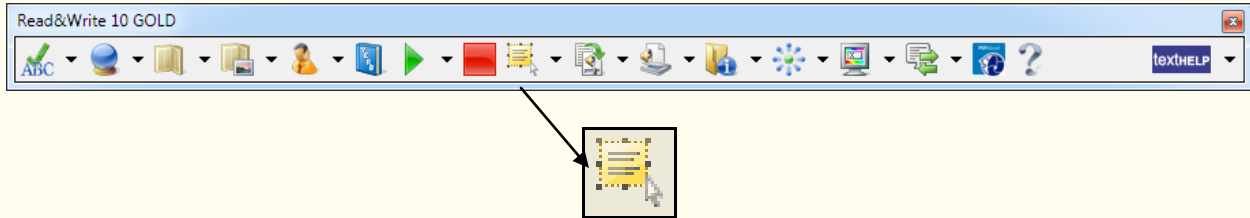
5. Select the “**Is this in the future?**” radio button to indicate that it is something that is going to happen in the future and then click on the  button. You will see the third step of the Verb Checker displayed:



6. The verb is shown in sentence format preceded by different personal pronouns, e.g. I, you, he, she, we, you and they. Variations of these sentences are shown in the future tense.
7. Place your cursor in the sentence ‘**I will run**’ in the Future list box.
8. Click on the  button on the toolbar to hear the sentence read aloud.
9. In your document, type the following text:



I will run in the charity fun run.

Screenshot Reader

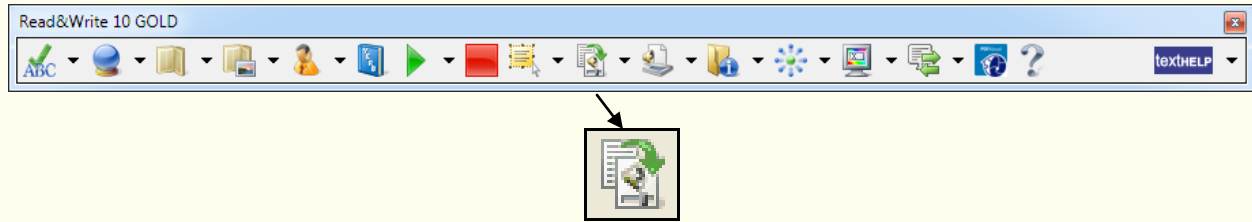


Most text in any Windows application is easily accessible with Read&Write 10 Gold and other assistive software. However, there are some programmes which have not been designed with accessibility in mind. Some examples are Inaccessible Flash and "Locked" PDF documents. The Screenshot Reader is the first to remove the barriers inherent in such programs. This means that previously inaccessible text is now accessible.

Exercise

1. Click on the  button. Your cursor now looks like this: 
2. Select the area of text you want to read aloud. Read&Write 10 Gold reads the text aloud and highlights the text as it is being read.

Speech Maker




Read&Write 10 Gold allows the conversion of text to an audio file. The play back voice can be adjusted to suit the individual's needs. This feature is ideal for revising work at the end of the day on the way home from school, college or work. Once converted the audio file can be saved directly to the user's media player, e.g. MP3 player or iPod.

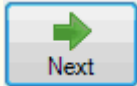
The Speech Maker can be used in any number of ways. For example, you could convert text from a novel or magazine to listen to when relaxing or studying, or you could even convert a script to audio format to help learn lines for a school play or amateur production.

Exercise


1. In Microsoft Word type the following text:

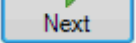
Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom. One day, a turtle walked slowly by his mushroom. Fred saw this as a chance for travel, so he jumped on the turtle's back.


2. Highlight or select the text that you have just typed and click on the  button.

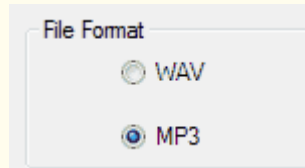
3. The textbox will open. Click the  button.


4. Click on voice settings and choose Texthelp Tina UK as your voice.

5. Click on the  button to test the voice. If you are happy with your voice

click . If not, then change to your preferred settings.

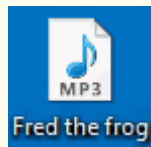
6. Click on the  button and choose 'Desktop' as the destination to save your file.
7. Enter the File name 'Fred the frog':
8. Check the MP3 File radio button is selected:



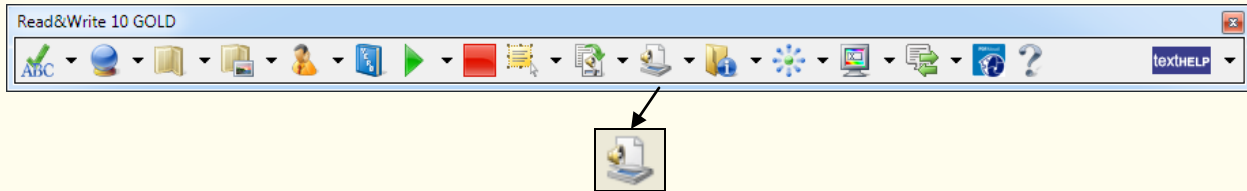
9. Click on the  button.
10. File Transfer takes place: 

To Listen to the sound file

Minimize all applications and double click on the "Fred the frog" icon on your desktop to hear the spoken file.



Scanning




Read&Write 10 Gold allows you to scan any paper document into PDF, Word or HTML. By scanning into PDF you can use the PDFaloud tool bar to have any of the text read to you. This will allow you to read faster and have a greater comprehension of what is being said.

If you scan into Word you can then edit and have the scanned material read to you. The incorporation of scanning offers a greater degree of flexibility by inserting paper documentation into a familiar editing environment. Once changes have been made, you can make the document available to other Users.

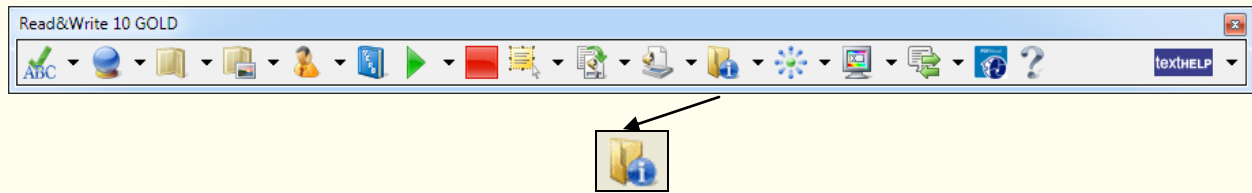
Text may also be scanned into Internet Explorer (HTML) allowing the user to apply "style sheets" so that regardless of the original document scanned, the software will display their preferred style with colours, font type and font size.

Not only can the scanning function be used with a scanner, but you can use it with digital cameras. For example, you could take a picture of a poster while you are out, and then use Read&Write 10 Gold to read it aloud for you at home.

Exercise (assuming your computer is attached to a scanner)








1. Insert a document in to your scanner.
2. Click on  button.
3. The scanner starts to scan the document.
4. After a few moments the document will open in PDF where you can use PDFaloud to read it (see PDFaloud).




Fact Folder



Read&Write 10 Gold incorporates a research tool to help you revise or prepare information to write reports or assignments. This Fact Folder allows you to capture text and pictures from any application, classify it and record its source. This information can be converted to a Word document or a Web page to help with studying and revision.

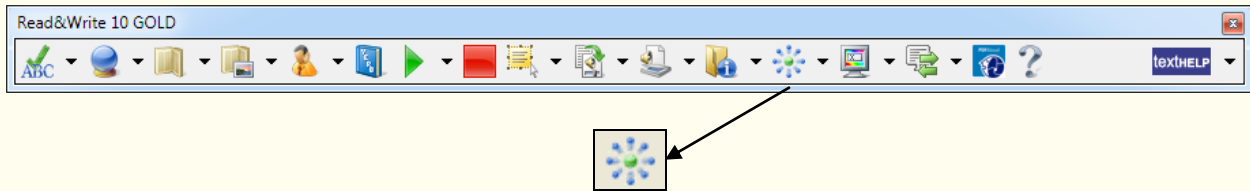
Exercise (requires connection to the Internet)

1. Open your web browser and go to www.texthelp.com
2. Select some text on the page and click on the  button. The Fact Details panel appears.
3. Notice how the Item Title, Date, Author and Source fields have been completed automatically. You can alter this by clicking in each box and editing as required.
4. In the Author field type Texthelp.
5. Click on  and then  type Software and then OK to add it as a Category. Select it and then click OK. In the description box type “Producers of Read&Write Gold” then click OK. A little popup will say a fact has been added.
6. Click on the  beside the  and select Add web image. The Texthelp Web Hover will appear in the bottom right corner. Move your mouse over a picture on the web page and it will appear in this panel. Click on the picture to capture it. The Fact Details panel will appear. Complete this with details relevant to this picture.
7. Click on the  beside the  and select Review Facts.

8. The Fact Folder opens with the information you have added. If you want to see the content of any fact, select it and a thumbnail will appear on the preview panel, or click on the  button. To see the details of any fact, click on the  button.
9. Click on the  button.
10. Select the bibliography format you wish to use, such as Harvard and then click OK.

A Microsoft Word document will be created with all the information you have just captured and the Bibliography in the format you set.





Fact Mapper




This online mind mapping feature offers the User the ability to produce a visual representation of facts and ideas on screen. This is particularly useful when brainstorming, revising and drafting work.

Mind Mapping has been shown to help children and adults with learning difficulties to achieve higher exam grades.


Exercise (requires connection to the Internet)

1. Click on the  button.
2. Click on the  button.
3. Type the text Modes of Transport.
4. Click on the  button.
5. Type Walking
6. Click on Modes of Transport and then the  button.
7. Type Bus

8. Click on Walking 
9. In the note section at the bottom of the Fact Mapper, type in “Considered good for your health” :



10. Click on the  button to save this note.

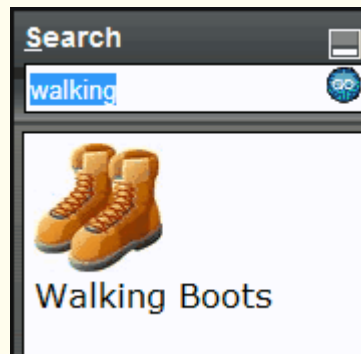
11. Notice now there is a little  note icon beside Walking to show you there is



a note attached to this Fact:


12. Click in the *Search* box  and type in walking then click on **GO**.



13. The image library will expand to show you any pictures related to walking:



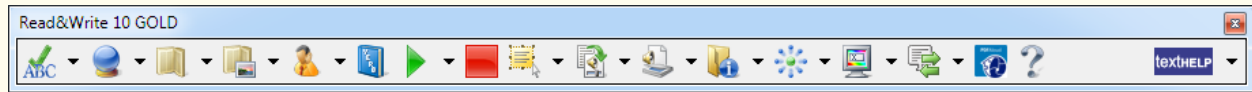
14. Left click on the picture of the walking boots and while keeping the click pressed down drag this picture over to the Walking Fact. It should now appear like this:



15. Click on the  drop down list and select the *Document Outline* option. Your Fact Map is now displayed in a bulleted list.



16. Click on the  drop down list and select the *Tree* option. Your Fact Map is now displayed like a tree.
17. Once you've selected the layout you think looks best, click on **File**. From the new menu that appears select the  button. You see the Print window displayed.
18. Select your preferred print options and then click on the **Print** button.


Screen Masking



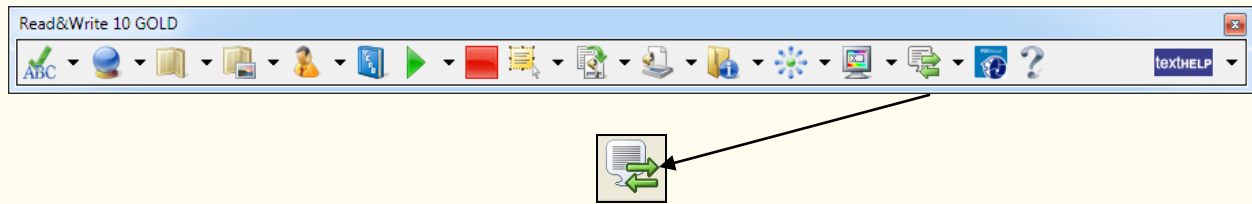
Many people, particularly those with dyslexia, find reading text more difficult when certain colours are used. The Screen Masking in Read&Write 10 Gold has unique screen tinting options to make reading from a computer screen easier. In addition, there is the ability to underline text or block out unnecessary text to aid concentration. There are many choices to suit individual user preferences. The Screen Masking feature therefore enhances the user's reading ability, improves focus and concentration levels and ultimately provides a more relaxed and enjoyable reading experience.

Exercise

1. Open up a Microsoft Word document containing text.
2. Click on the  button.
3. Notice how the document colour changes from white to a pale blue.
4. Click on the  button again. The colour changes back to white.


For more information on changing the options please click on the  button.


Translator



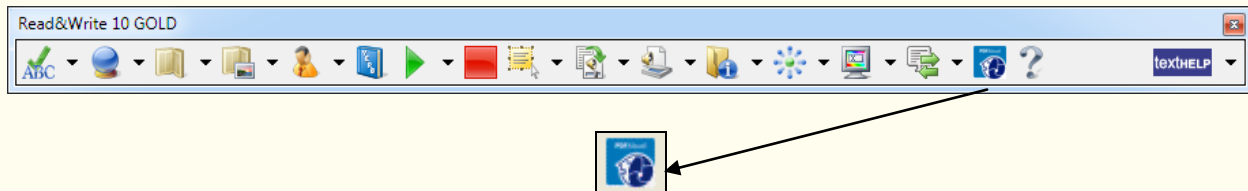
The Translator included with Read&Write 10 Gold provides one-click translation of English words into Spanish, French, German or Italian. By simply selecting the word in any digital content, on-screen selections, accessible applications, website content or digital textbooks, the Translator will automatically show the translation in the relevant language. In addition, these translations can be read by Read&Write 10 Gold. This simple-to-use function is perfect for ESL students.

Exercise (requires connection to the Internet)

1. Open a Microsoft Word document and type in the word “car”.
2. Click on the  button.
3. The Translator panel will appear.
4. Double click on the word “car” in the MS Word document.
5. The translations for the word will appear in the Translator panel.
6. Click on any of the translations to have them read to you.


You can use the Translator in other applications in the same way. You can also change the language that the word is translated into. For more information on changing the language please click on the  button.

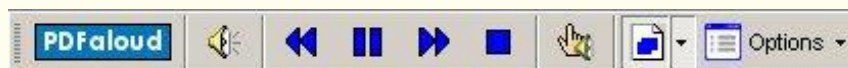
PDFaloud



PDFaloud is an additional toolbar that will read text aloud from a PDF document. PDF documents are being increasingly used by government, education and organisations to make documents available on the Internet. By providing PDFaloud these documents are accessible to those with reading difficulties. It is also used in conjunction with the Scanning feature in Read&Write 10 Gold.

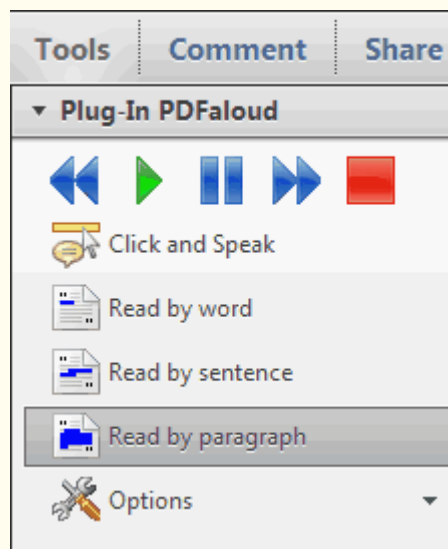
Exercise





1. For this exercise you will need a PDF document saved somewhere on your computer.
2. Click on the  button.
3. Find the PDF document you have on your computer and click on **Open**.
4. The PDF document will open.
5. In Adobe 8 or 9 there will be an extra toolbar:



If you find the toolbar is grey just click in the PDF document.

6. In Adobe 10 click on Tools, Plug in and then PDFaloud. You will then see this:



7. Click on the  (Adobe 8 or 9) or  (Adobe 10). Then click on the text you wish to be read.
8. The text will be read to you and highlighted at the same time.
9. Click on the  (Adobe 8 or 9) or  (Adobe 10) at any time to stop PDFaloud reading.

Study Skills





Often when reading notes, books or journals we use coloured markers to highlight pieces of text, which are of particular relevance to the subject we are studying. With the Study Skills Toolbar in Read&Write 10 Gold this same ability is brought to the computer.

You can use Study Skills to highlight text in Microsoft Word and in Internet Explorer using different colours. You can then collect the highlighted text and insert it into a new document.


This is particularly useful when you have a large piece of text with multiple themes or categories that are important. You can give each category a different colour and collate each colour's information later.

Exercise





In this exercise you'll learn how to collect different types of text and then insert them into a new document in the order in which you want them displayed.

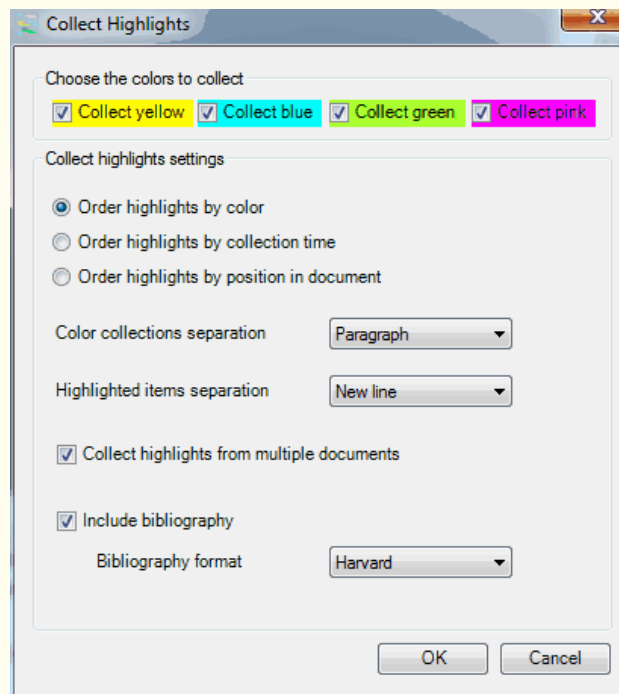
1. To access Study Skills, click on the  button until you can see the Study Skills buttons. The tool tip for this button will help you identify the buttons you need.
2. Open a web page on something you are interested in.
3. Highlight the first paragraph on this page and then click on the  (Green highlight) button. Read&Write 10 Gold highlights the text in green, so it looks something like this:

Texthelp Systems Ltd is the worldwide leader of literacy software solutions provided through three core business divisions:

4. Highlight another paragraph on this page and then click on the  (Highlight pink) button.

Read&Write 10 Gold highlights the text in pink.

5. Highlight another paragraph on this page and then click on the  (Highlight pink) button.
Read&Write 10 Gold highlights the text in pink.
6. Highlight another paragraph on this page and then click on the  (Highlight pink) button.
Read&Write 10 Gold highlights the text in pink.
7. Highlight the paragraph you have just highlighted in pink and then click on the  (Clear highlights) button.
Read&Write 10 Gold de-selects the highlighted text in pink.
8. Click on the  (Collect highlights) button.
The Collect Highlights window is displayed.

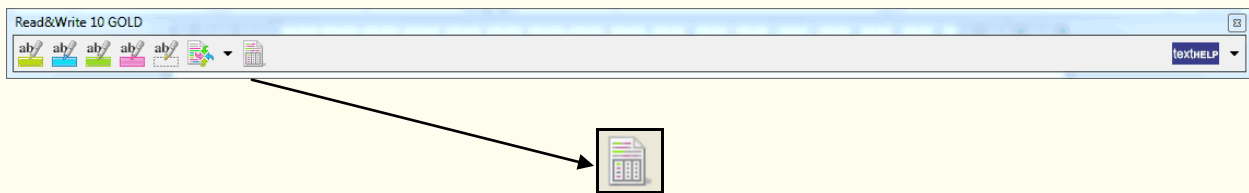


9. Here you can select what colours you wish to collect, what order they are collected and how the highlights are separated. You can also set it to collect from multiple documents and include a bibliography (Harvard, APA or MLA)
10. Click on the **OK** button.

Read&Write 10 Gold collects the highlighted text and inserts it into a new Microsoft Word document with a bibliography.




11. Save your document.

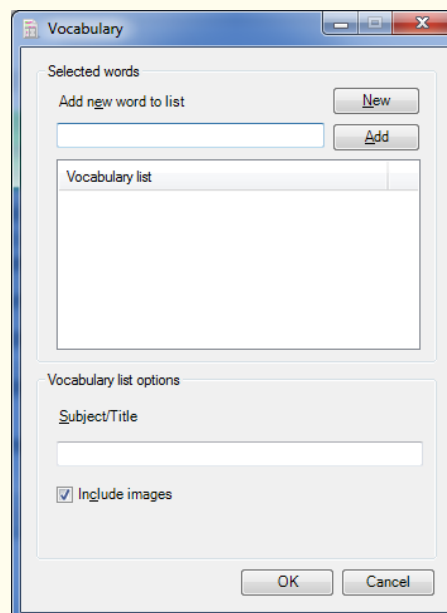
Vocabulary Tool








You can use Vocabulary Tool to highlight words in Microsoft Word and in Internet Explorer using different colours. You can then collect the highlighted words and insert it into a new document with the dictionary definitions and picture dictionary definitions.

Exercise

1. Open a web page on something you are interested in.
2. Highlight a word on this page and then click on the  (Green highlight) button. Read&Write 10 Gold highlights the word in green.
3. Highlight another word on the page and then click on the  (Green highlight) button.
4. Repeat steps 2-3 until you have 4 or 5 words highlighted.
5. Click on the  button. You will see the Vocabulary window displayed:



6. Type 'My text' in the Subject/Title text box and then click on OK.
7. Your Vocabulary list is displayed in Microsoft Word and will look something like this:

Vocabulary List			
Subject	My text		
Date	30/12/2010		
Word	Meaning	Symbol	Notes
happy	If you are happy to do something you would gladly do it, "I'm happy to help you move house". Satisfied, "I'm happy with those arrangements". Feeling pleasure, "I am really happy today".	 	A positive state of mind
sad	Unhappy, "She was sad because he was leaving". If something is sad, it makes you feel unhappy, "The movie was very sad".		
excited	Make someone feel happy and energetic about something, "I tried not to excite the children too much, otherwise they would never go to sleep".		
dull	If something is dull it is boring, "I hate talking to her, she's so dull". Not having bright colours or light, "The picture was quite dull".		

8. For each word you selected you will see its meaning, and symbol(s). In the Notes section you can add your own text if you wish.



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