



Literacy ■ Language ■ Learning



Read&Write 10 Gold Training Guide



Revised October 2012

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1. INTRODUCTION

Read&Write 10 Gold is designed to provide help to computer users with reading and writing difficulties. It can read text aloud and help you construct words and sentences. It also has many other features, such as advanced spell checking, document scanning and Internet tools, to name but a few.

This guide is designed to familiarise you with all aspects of the system. As well as learning how to use the many facilities offered in Read&Write 10 Gold, you'll also learn how to set up the system so that it'll operate in exactly the way you want it to.

This guide is split into the following two sections:

- **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write 10 Gold facilities
- **Additional Exercises** – these further exercises will help you learn additional skills that are not necessarily fundamental to the running of Read&Write 10 Gold

2. GETTING STARTED

In this section you'll learn how to:

- log into the system
- understand the Read&Write 10 Gold toolbar
- position the Read&Write 10 Gold toolbar
- customise the toolbar.

Exercise 1 Logging into the system

1. Click on **Start** on the Windows desktop. Select *All Programs*, *Texthelp Systems*, *Read And Write 10*, then *Read&Write 10*, as shown below:

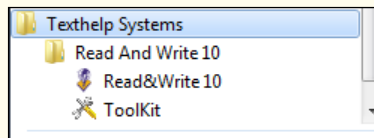
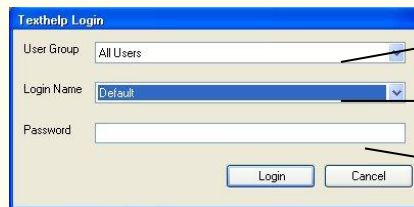


Figure 2-1 Read&Write 10 Menu

Alternatively, you can double click on the **Read&Write 10** shortcut on your Desktop.

The Texthelp Login window is displayed (Figure 2-2).




User Group drop down list

Login Name drop down list

Password text box

Figure 2-2 Login window

 You may see the *User setup wizard* displayed instead of the Login window. This will depend on how your teacher or trainer has set up the system. This wizard will help you specify how you want Read&Write 10 Gold to work for you. Follow each step in the wizard to customise your version of the software.

2. Make sure that *All Users* is selected from the **User Group** drop down list and *Default* is selected from the **Login Name** drop down list.
3. Click on the **Login** button. After a few seconds you see the Read&Write 10 Gold toolbar (Figure 2-3) appear on screen.

Exercise 2 Understanding the toolbar

In this exercise, you'll learn what each of the buttons on the Read&Write 10 Gold toolbar does.

1. Look at the following table (Figure 2-3) and take note of what each button does. You'll not be able to see all of the buttons listed in the table. If you're using the default toolbar, you'll only be able to see the buttons on the My Features toolbar.



For more information on the different types of toolbars, refer to Exercise 4 'Setting up toolbar display options' on page 4.










































 Spell Check button	 Word Prediction button	 Dictionary button	 Picture dictionary	 Word Wizard button
 Show button	 Sounds Like and Confusable Words button	 Hide button	 Verb Checker	 Calculator button
 Rewind Speech button	 Play Speech button	 Pause Speech button	 Forward Speech button	 Stop Speech button
 Screenshot Reader button	 Speech Maker button	 Daisy Reader button	 Pronunciation Tutor button	 Scan button
 Fact Finder button	 Fact Folder button	 Fact Mapper button	 Use the Translator button	 Launch PDFAloud button
 Screen Masking button	 Speech Input button	 Highlight yellow button	 Highlight blue button	 Highlight green button
 Highlight pink button	 Clear highlights button	 Collect highlights button	 Vocabulary tool button	 Help button
 Change Toolbar button and Read & Write Menu button	 Undock the Toolbar button			



Figure 2-3 The Read&Write 10 Gold toolbar



You can also use hotkeys to access the facilities on the Read&Write 10 Gold toolbar.








 For more information on setting up and using hotkeys, refer to Exercise 3 'Setting up hotkeys' on page 90.

- Click on the  drop down list to the right of the  button and make sure the *Show tooltips on toolbar* option is selected. You will know that it has been selected if you can see a tick beside it:

 Show tooltips on toolbar

- Hover your mouse over the  button. You see the tooltip 'Spell Check'. Hover your mouse over the  button. You see the tooltip 'Dictionary'. From now on, if you have difficulty remembering what a button does, hover your mouse over it to see the associated tooltip.


- Click on the  drop down list to the right of the  button. You see a list of options that allow you to setup up how you want the Spell Check facility to work.

-  Anytime you want to set up a facility to suit your needs, you click on the  drop down list beside the appropriate button on the toolbar.
-  You can also select the **Watch video tour** option from the  drop down list to view a short video explaining how to use the facility.
-  In future, anytime this guide asks you to click on the facility drop down list, for example, the  drop down list, you must click on the  button beside the appropriate button.

Exercise 3 Positioning the toolbar



You can position the toolbar anywhere on the screen. You can also dock it at the top or side of the screen so that it stays in one place. Let's practice working with the toolbar.

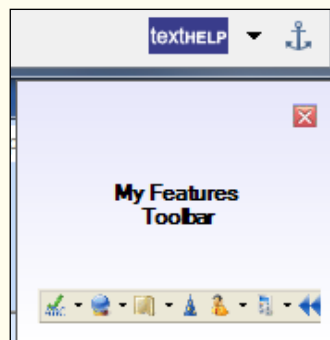
1. Click on the title bar of the toolbar and then drag and drop it onto any position on your screen.
2. Click on the title bar of the toolbar again and then drag and drop it onto the very top of your screen.

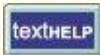
The toolbar is docked at the top of your screen. If you want to undock the toolbar, click on the  button. You can also drag and drop the toolbar to either side if you wish to dock the toolbar to the side of the screen.

Exercise 4 Setting up toolbar display options

Now that you've docked the toolbar, you can practice changing how it looks.

1. Make sure the My Features toolbar is displayed, i.e. the default toolbar. To do this, hover your mouse over the  button on the toolbar. The tooltip informs you of which toolbar you are currently viewing. If it is not the My Features toolbar, click on the  drop down list, select the *Current Toolbar* sub-menu and then select the *My Features* option.
You see a notification tooltip displayed below the toolbar. This tells you which toolbar you have just selected:



2. Click on the  drop down list again and select *General Options*. You see the Display tab of the General Options window (Figure 2-4).

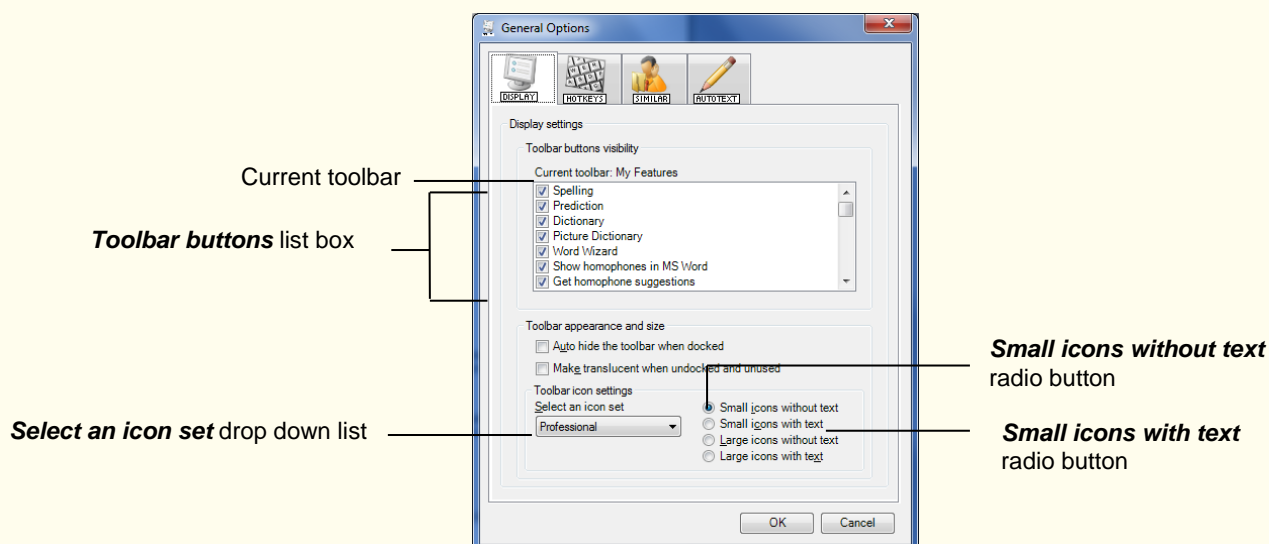



Figure 2-4 Display tab

3. To customise the current toolbar option you selected in step 1, de-select the following check boxes in the **Toolbar buttons** list box:
 - **Prediction**
 - **Picture Dictionary.**
4. Select the **Small icons with text** radio button.
5. Select the *Fun* option from the **Select an icon set** drop down list and then click on the **OK** button.

The buttons on the toolbar change in appearance. Notice how you cannot see the Prediction and Picture Dictionary buttons. Now go back to the Display tab and return the toolbar to its original settings by completing the following steps:


6. Click on the  drop down list again and select *General Options*. You see the Display tab of the General Options window (Figure 2-4).
7. Make sure the following check boxes in the **Toolbar buttons** list box are selected:
 - **Prediction**
 - **Picture Dictionary.**
8. Select the **Small icons without text** radio button.
9. Select the *Professional* option from the **Select an icon set** drop down list and then click on the **OK** button.

 You can also reset Read&Write 10 GOLD facilities to the default settings by clicking on the  drop down list and selecting 'Reset all user settings to defaults'.

There are five other toolbars available from the Current Toolbar menu. You can also use the Display tab to customise these to suit your needs. These toolbars are as follows:

- All Features – all buttons on the toolbar are visible
- Reading Features – only buttons associated with reading are displayed on the toolbar
- Writing Features – only buttons associated with writing are displayed on the toolbar

- Research Features – only buttons associated with researching are displayed on the toolbar
- Study Skills – only buttons associated with Study Skills are displayed on the toolbar.

10. Click on the  button repeatedly and notice how the toolbar changes between each of the six available toolbars.

3. READING TEXT


In this section you'll learn how to:


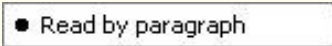



- select a system voice
- instruct the system to read letters, words and sentences as you type
- set up Screen Reading
- set up speech highlighting and use the speech buttons
- specify how you would like words pronounced
- read text on web pages
- using the Screenshot Reader
- read Dragon Recognized Text
- convert text into sound files
- read a PDF file using PDFaloud.

Exercise 1 Selecting a system voice

Before you begin this section, type the following text into a blank Microsoft Word document:

After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

 Remember to check that your speakers are switched on before you continue with this section.

1. Click on the  drop down list on the toolbar and make sure the *Read by paragraph* option is selected. You will know that it has been selected if you can see a dot beside it:

2. Place the cursor anywhere in the paragraph you've just typed and then click on the  button on the toolbar to hear the text read aloud. Click on the  button to stop the system from reading the text.
3. Click on the  drop down list on the toolbar and select *Speech Options*. You see the Speech tab of the Speech Options window (Figure 3-1).

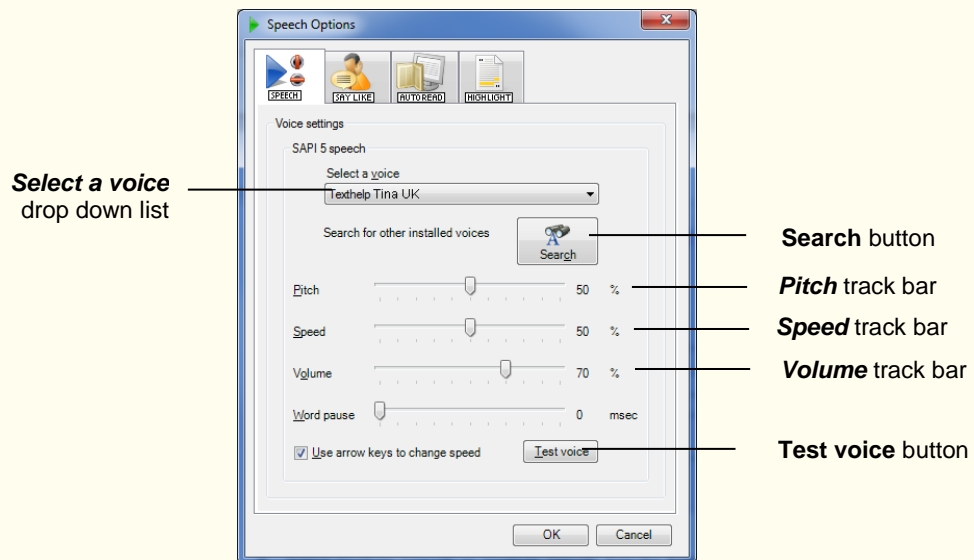



Figure 3-1 Speech tab

4. Select 'Texthelp Tina UK' or 'Texthelp Tim UK' from the **Select a voice** drop down list.
5. Drag and drop the track bars to the following settings:
 - **Pitch** – 54%
 - **Speed** – 45%
 - **Volume** – 60%.
6. Make sure the **Use arrow keys to change speed** check box is selected. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.
7. Click on the **Test voice** button to hear the new voice read aloud.
8. If you're not happy with the voice, change the settings you've just selected in steps 4 and 5.
9. Click on the **OK** button.

Exercise 2 Changing how words are pronounced

In this exercise you'll learn how to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce.

1. Click on the  drop down list on the toolbar and select *Speech Options*. You see the Speech tab of the Speech Options window. Click on the Say Like tab (Figure 3-2).

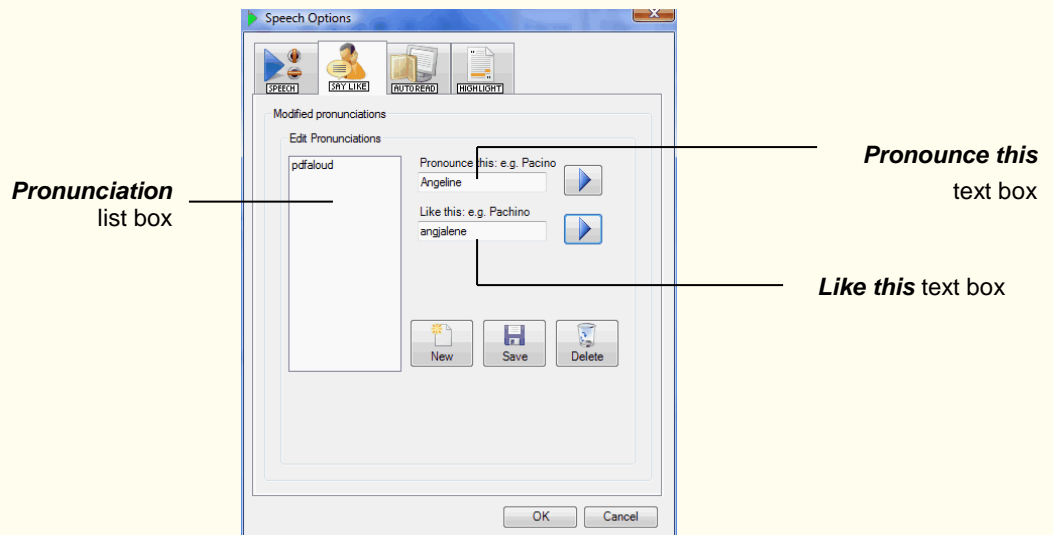





Figure 3-2 Say Like tab

2. Type the word **Angeline** into the **Pronounce this** text box and then click on the  button beside the text box to hear this word read aloud.
3. Type **Angjalene** into the **Like this** text box and then click on the  button beside the text box to hear the new pronunciation read aloud.
4. Click on the **Save** button to add the word to the **Pronunciation** list box and then click on the **OK** button to close the Speech Options window. Once you've added the word to the **Pronunciation** list box, the word will be pronounced correctly.

Exercise 3 Instructing the system to read parts of a paragraph

In this exercise you'll learn how to set up the system to read letters and words as you type.

1. Click on the  drop down list on the toolbar and select *Speech Options*. You see the Speech tab of the Speech Options window. Click on the Autoread tab (Figure 3-3).

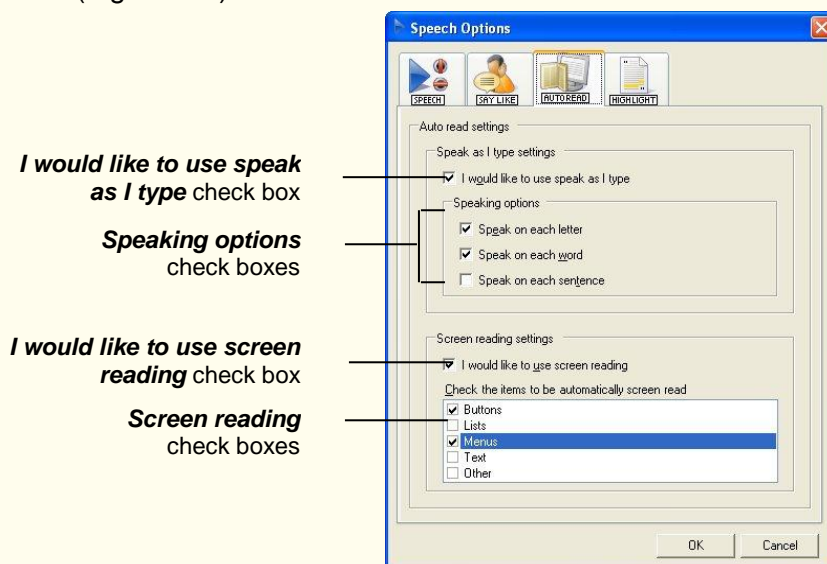






Figure 3-3 Autoread tab

2. Select the ***I would like to use speak as I type*** check box and then select the ***Speak on each letter*** check box. Also make sure the ***Speak on each word*** check box is selected.
3. Click on the **OK** button to save the settings and to close the Speech Options window.
4. Place your cursor after the text you've already typed and then type the following text slowly. As you do so, listen to each letter and word read aloud.
This was a first for me. I had never felt so alone.
5. Click on the  drop down list on the toolbar and de-select the *Speak As I Type* option to stop the system from reading each letter and word as you type.


Exercise 4 Setting up Screen Reading

In this exercise you'll learn how to set up and use Screen Reading. The Screen Reading facility can come in useful if you've trouble reading or understanding items on the screen, e.g. menu options and button labels.

1. Click on the  drop down list on the toolbar and select *Speech Options*. You see the Speech tab of the Speech Options window displayed. Click on the Autoread tab (Figure 3-3).
2. Select the ***I would like to use screen reading*** check box.
3. Make sure the ***Buttons*** and ***Menus*** check boxes are selected from the list at the bottom of the screen and then click on the **OK** button to close the Speech Options window.
4. Hover your mouse over the  button on the toolbar. You hear the system say 'Play'.
5. Click on the  drop down list and hover your mouse over *Read by word* and then *Read by sentence*. You hear each menu option read aloud.
6. De-select the *Use Screen Reading* option to disable this facility.

Exercise 5 Setting up speech highlighting and using the speech buttons

In this exercise you'll learn how to specify how you want the system to highlight text as it is read aloud and to use the **Speech** buttons on the toolbar.

1. Click on the  drop down list on the toolbar and select *Speech Options*. You see the Speech tab of the Speech Options window displayed. Click on the Highlight tab (Figure 3-4).

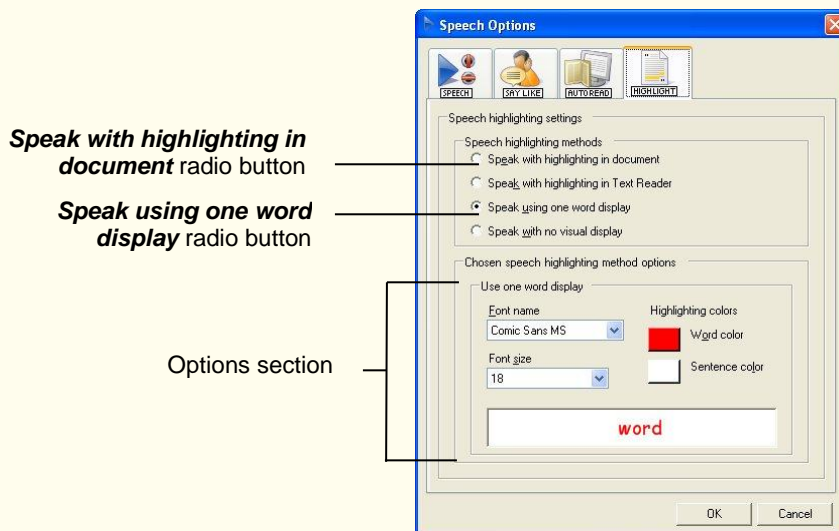







Figure 3-4 Highlight tab

2. Select the **Speak using one word display** radio button.
3. Click on the **Word color** button and select a red colour from the colour palette and then click on the **Sentence color** button and select a green option from the colour palette.
4. Select **50** from the **Font size** drop down list.
5. The 'Speak using one word display' method works better if the system voice is slower. Click on the Speech tab.
6. Drag and drop the **Speed** track bar to 30%.
7. Click on the **OK** button to save the settings and to close the Speech Options window.
8. Click on the  drop down list on the toolbar and make sure *Read by sentence* is selected.
9. Place your cursor anywhere on the following sentence in your document and then click on the  button:
It was dead quiet and empty black, except for the starlight.

You see each word in the sentence displayed in a popup window as it is read aloud. An example of this window is shown below:

empty

10. Click on the  button again, but this time press the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.
11. Open the Highlight tab of the Speech Options window again and select the **Speak with highlighting in document** radio button.
12. Select *Violet background with bright green block highlighting* from the drop down list displayed in the Options section.
13. Click on the Speech tab (Figure 3-1).
14. Drag and drop the **Speed** track bar to 50%.
15. Click on the **OK** button to save the settings and to close the Speech Options window.
16. Click on the  drop down list on the toolbar and make sure the *Automatically read next block of text* is selected to ensure that Read&Write 10 Gold will continue to read the next block of text when it has finished reading the current one. This option should be automatically selected by default.
17. Place your cursor anywhere on the following sentence in your document and then click on the  button:



After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me.

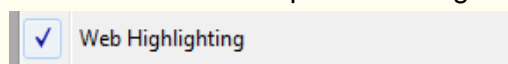
Note how the sentence is highlighted using a violet colour and each word in the sentence is highlighted in pale green as it is read aloud. Also note how the system continues reading the next sentence once it has finished reading the selected one. The other highlighting options are as follows:

- **Speak with highlighting in Text Reader** – the selected text will be displayed and read from the Text Reader Window
- **Speak with no visual display** – the selected text will be read aloud without highlighting.

Exercise 6 Reading text on web pages



In this exercise you'll learn how to use Read&Write 10 Gold to read aloud text on web pages.


1. Click on the  drop down list on the toolbar and select the *Web Highlighting* option. You will know that you have successfully selected this option if you see a tick beside it when you access the  drop down list again, as shown below:



2. Open your Internet browser window and type **www.texthelp.com** into the **Address** field to display the Texthelp homepage.
3. Hover your mouse over an area of text until you see it highlighted. You hear the text read aloud.

 *Read&Write 10 Gold will read aloud any of the text that is under your mouse.*


 Alternatively, if you want to read text in the Firefox browser (3.0), select the text and click on the  button. Click on **Yes** when prompted to install the plug-in.

After the plug-in has been installed simply make a selection and click on the  button to have the text read with dual coloured highlighting.



4. Leave the Texthelp homepage open to complete the next exercise.

Exercise 7 Using the Screenshot Reader

In this exercise you'll learn how to use Screenshot Reader to read aloud text used in images.

 The Screenshot Reader can be used with inaccessible Flash and locked PDF documents as well as images.

1. Make sure the Texthelp homepage is still displayed in your Internet browser window.

2. Click on the  button. Your cursor now looks like this: .

3. Click and hold your left mouse button on the top left-hand corner of the Texthelp logo (Figure 3-5), then drag and drop the rectangle to the bottom right-hand corner, as shown below:






Figure 3-5 Texthelp logo

Read&Write 10 Gold reads the text aloud in a separate window (Figure 3-6).



Figure 3-6 Screenshot Reader window

If you wish the text re-read click on the  button.

4. Click on the  button to close the Screenshot Reader window.
5. Click on the  drop down list and select *Screenshot Reading Options*. You see the Screenshot Reader Options window displayed (Figure 3-7).

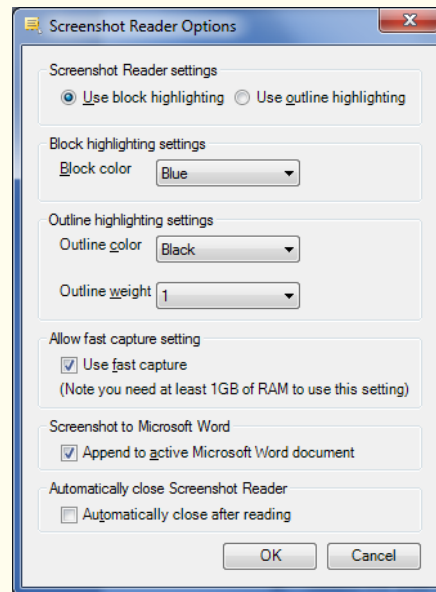


Figure 3-7 Screenshot Reader Options window









6. Select the **Use outline highlighting** radio button.
7. Select **Green** from the **Outline color** drop down list.
8. Click on the **OK** button.
9. Click on the  drop down list and select *Capture by drawing freehand*.
10. Click on the  button. Your cursor now looks like this: .
11. Select the following logo again (Figure 3-8), but this time draw around it using the cursor:



Figure 3-8 Texthelp logo

Read&Write 10 Gold reads the text aloud using the settings you have just selected.

12. Click on the  drop down list and select *Screenshot Reading Options*.
13. Make sure the **Append to active Microsoft Word document** check box is selected.
14. Click on the **OK** button.
15. Click on the  drop down list and select *Screenshot to MS Word*.
16. Click on the  button. Your cursor now looks like this: .
17. Select the Texthelp logo again, as shown in Figure 3-8.
The text is displayed at the end of the Microsoft Word document you are currently working with.
18. Click on the  button to read the text aloud.


 You can also use the other Read&Write 10 Gold facilities on text imported into Microsoft Word.


19. Close the Microsoft Word document when you have finished. You do not need to save the document.

Exercise 8 Reading Dragon Recognized Text

In this exercise you'll learn how to read aloud text recognised by Dragon to ensure that Dragon has recognised exactly what you wanted to say.

Dragon, the speech recognition software, works in a similar way to the Speech Input facility as it allows you to create documents by simply talking into a microphone. Read&Write 10 Gold can read aloud text recognised by Dragon, which is useful if you want to make sure that Dragon has recognised exactly what you wanted to say.


 You must have Dragon installed in order to complete this exercise.

1. Make sure that Dragon is running and close all open documents.
2. Click on the  drop down list on the Read&Write 10 Gold toolbar and select *Speak Dragon Recognized text*.
3. Open a new document in Dragon.
4. Speak the following into your new document:
After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

Notice how Read&Write 10 Gold reads the text aloud.

Exercise 9 Converting text into sound files

In this exercise you'll learn how to convert text in documents into sound files, using the Speech Maker facility.

1. Highlight the following text in your document:
After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.
2. Click on the  button on the toolbar.
The highlighted text is displayed in the first window of the Speech Maker facility.
3. Click on the **Next** button. You see the second window in the Speech Maker facility (Figure 3-9).

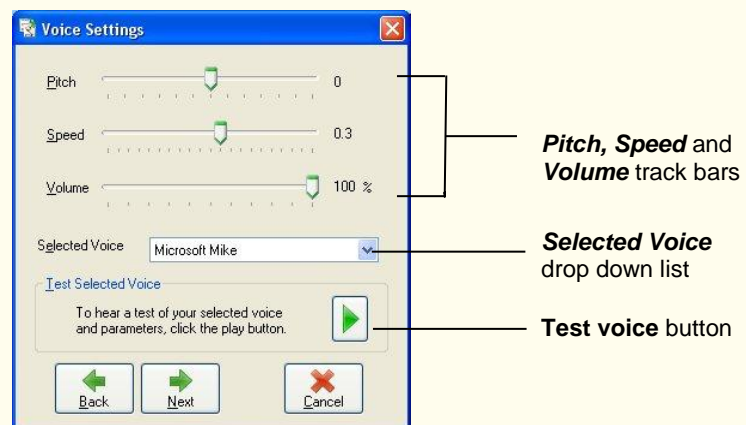



Figure 3-9 Voice settings window

4. Select 'Texthelp Tina UK' or 'Texthelp Tim UK' from the **Selected Voice** drop down list and then drag and drop the following track bars:
 - **Speed** – drag this track bar to 0.3
 - **Volume** – drag this track bar to 80%.
5. Click on the  button to test the voice. If you decide that you don't like this voice, select another one from the **Selected Voice** drop down list and adjust the track bars until you are happy.
6. Once you have selected a suitable voice, click on the **Next** button. You see the third window in the Speech Maker facility (Figure 3-10).

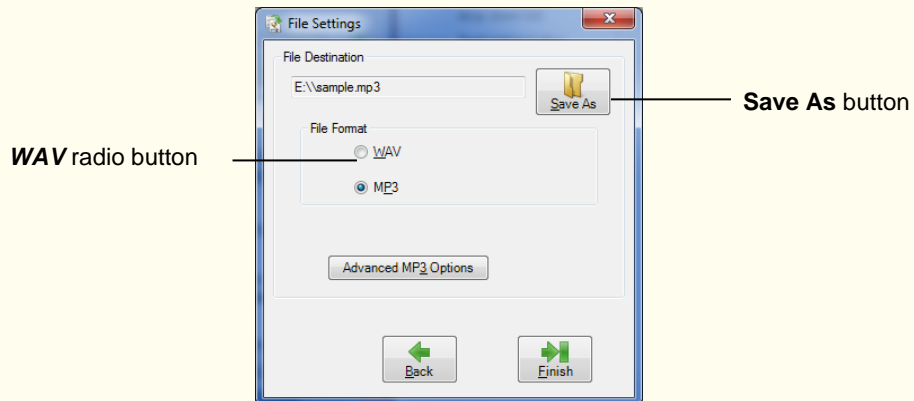





Figure 3-10 File Settings window

7. Click on the **Save As** button to display the Save As window.
8. Browse to the folder in the directory in which you want to save the sound file, type a name for the file in the **File name** text box, and then click on the **Save** button. The **MP3** sound file format radio button is selected by default.
9. Click on the **Finish** button to create the new sound file.
10. Browse to the directory where you saved the sound file and open it to hear the sound file you've just created. You hear the text you highlighted in step 1 read aloud.

Once you've selected the settings which best suit you, it will not be necessary to

repeat steps 3 to 9. Instead, click on the  drop down list on the toolbar and select *Create file using last saved settings*. You'll know this has been selected if you see a


tick beside it. Now when you select text and click on the  button, you'll automatically see the Save As window.

If you later decide that you want to change the settings, click on the  drop down list on the toolbar and make sure *Create file using last saved settings* is de-selected.

Exercise 10 Reading a PDF file using PDFaloud

PDFaloud is designed to provide help to Adobe Acrobat users with reading difficulties. It does this by reading text aloud from PDF documents, using the Speech Control facility.

You can control how you want to hear the text read aloud by adjusting the speech and the pronunciation settings.

1. Click on the  button on the toolbar and open a PDF file when prompted by the system.

What happens next depends on the version of Adobe Reader you have installed. If you have:

- **Adobe Reader 8 or 9** – the PDF is displayed and the PDFAloud toolbar is automatically displayed (Figure 3-11):

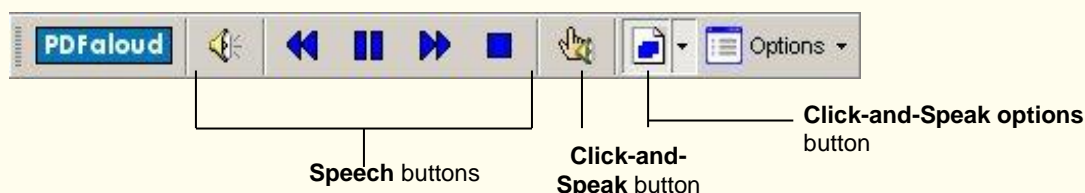


Figure 3-11 PDFAloud toolbar in Acrobat 8 and 9

- **Adobe Reader 10** – the PDF is displayed in Adobe Reader. However, to view the PDFAloud toolbar, you must click on the **Tools** button on the toolbar and select **Plug-In PDFAloud**. The PDFAloud toolbar is displayed:

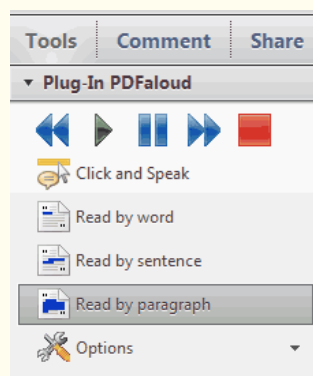
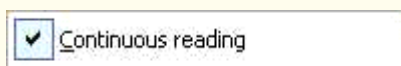






Figure 3-12 PDFAloud toolbar in Acrobat 10

2. Click on the **Play** button. PDFAloud starts to read aloud the document.
3. Click on the **Stop** button to stop the system from reading the document.
4. Click on the **Options** button on the toolbar. PDFAloud is set to have Continuous Reading. You'll know it has been selected if you see a tick beside it, as shown below:



5. Turn off the Continuous Reading by de-selecting it.
6. Click on the  drop down list and select *By sentence* (Adobe 8/9), click on the  button (Adobe 10). This means the Speak facility will read by sentence.
7. Click on the **Click and Speak** button on the toolbar and then click anywhere in the sentence you want to hear read aloud.
PDFAloud reads aloud the selected sentence.
8. Click on the  drop down list and select *By word* (Adobe 8/9), click on the  button (Adobe 10), and then click on the **Click and Speak** button.
9. Click anywhere in the word you want to hear read aloud.

PDFaloud reads aloud the selected word.

10. Click on the **Click and Speak** button on the toolbar again to disable the Click-and-Speak facility. PDFaloud will no longer read aloud text when you click on the document.
11. You can also change PDFaloud speech and pronunciation settings. Click on the **Options** button on the toolbar and select *Speech Options*. You see the PDFaloud Speech Options window displayed (Figure 3-13).

The Pronunciation Options allow you to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce. You can set up Pronunciation Options in a similar way to using the Say Like tab.



For information on using the Say Like tab, refer to Exercise 2 'Changing how words are pronounced' on page 8.



Figure 3-13 PDFaloud Speech Options window

12. Select the **Hover highlighting** radio button.
13. Select **Yellow** from the **Highlight color** drop down list.
14. Select **Blue** from the **Background color** drop down list and then click on the **OK** button.
15. Hover your mouse over an area of text. You see the text highlighted and read aloud.
16. Once you have finished using hover highlighting, access the PDFaloud Speech Options window again (Figure 3-13) and select the **Click and speak** radio button.

4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Checker and set up general spelling options
- use the Auto Correct file and spell check as you type
- add words to the Custom Spelling Dictionary
- review spellings
- add a phonetic replacement.


Type the following text into a blank Microsoft Word document:

There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.

After the crop duster's old pickup puled away and its tail lights disappeered down the road towards Bannack, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the Montana starlight around me.

Exercise 1 Using the Spell Checker and setting up general spelling options

In this exercise you'll learn how to set up general spelling options and use the Spell Checker.

1. Click on the  button on the toolbar. You see the Spelling Helper window displayed (Figure 4-1).

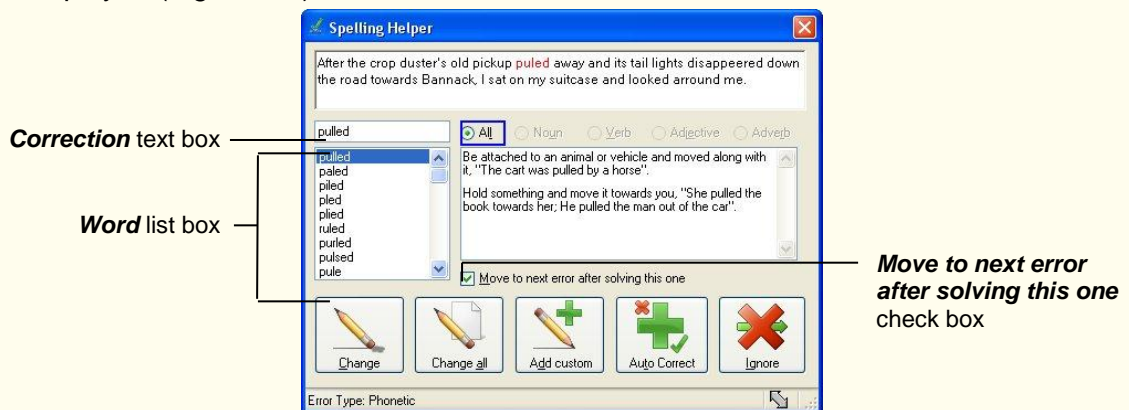




Figure 4-1 Spelling Helper window

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

2. Make sure the **Move to next error after solving this one** check box is selected to let the Spell Checker know that you want to move onto the next mis-spelt word when you have finished correcting the current one.
3. You can now use the following buttons to correct your spellings:
 - **Change** button – select a word from the **Word** list box and then click on this button to change the mis-spelt word to the selected word

- **Change all** button – select a word from the **Word** list box and then click on this button to change all instances of the mis-spelt word throughout your document
 - **Add custom** button – click on this button to add the selected word to your Custom Spelling Dictionary
 - **Auto Correct** button – select a word from the **Word** list box and then click on this button to add the mis-spelt word to the auto correct file. In future, when you type the word incorrectly, the Spelling facility will now automatically change the word to the selected word
 - **Ignore** button – click on this button to ignore the mis-spelt word.
4. The Spelling Helper window closes as soon as the spell check is complete. If it doesn't, click on the  button on the top right-hand corner of the window.
 5. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window. Click on the Settings tab (Figure 4-2).

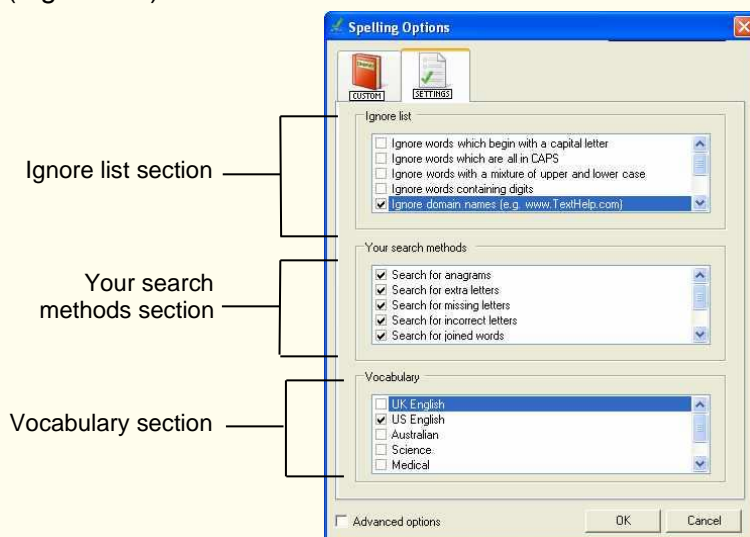



Figure 4-2 Settings tab

6. Select the **Ignore domain names (e.g. www.TextHelp.com)** check box in the Ignore list section and then make sure all other check boxes in this section are de-selected.
7. Make sure all of the check boxes in the Your search methods section are selected to specify that you want the Spell Checker to search for all possible types of mistakes.
8. Make sure the **UK English** check box in the Vocabulary section is selected so that the Spell Checker will search for mistakes using UK English.
9. Click on the **OK** button to save your settings and to close the Spelling Options window.

Exercise 2 Using the Auto Correct file and spell checking as you type

In this exercise you'll learn how to configure the Spell Checker to automatically correct commonly mis-spelt words and to spell check as you type.

1. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.

2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Automatic tab (Figure 4-3).

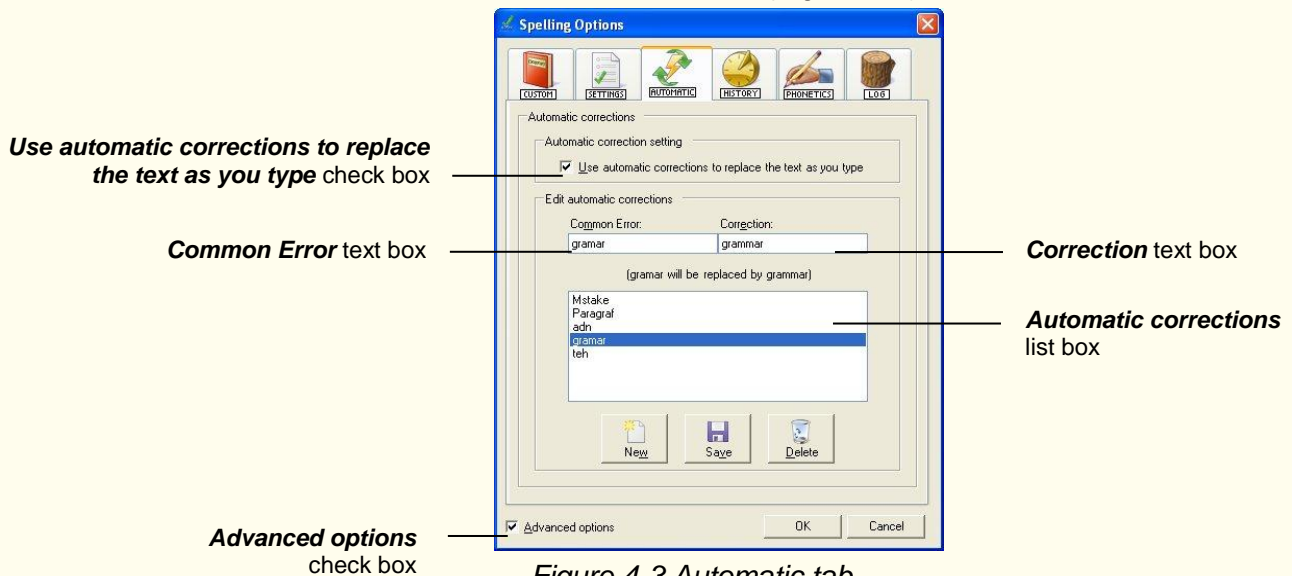




Figure 4-3 Automatic tab


You may see a list of words in the **Automatic corrections** list box. The words listed will be automatically changed to the correct spelling if you accidentally type them when creating future documents.

3. Make sure the **Use automatic corrections to replace the text as you type** check box is selected.
4. Click on the **New** button.
5. Type **grammar** in the **Common Error** text box and then type '**grammar**' in the **Correction** text box. Click on the **Save** button to add it to the list.
6. Click on the **OK** button to save the new settings and to close the Spelling Options window.
7. Click on the  drop down list on the toolbar and select *Spell As I Type*.
8. Type the following text into your document:

 *There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.*

His g~~ra~~mar was p~~oo~~re.


Notice how the Spell Checker automatically corrects the mis-spelt word you've just added to the Auto Correct file earlier in this exercise, i.e. 'grammar'. Also note how the Spell Checker then appears after you type 'poore'.

9. Click on the  drop down list on the toolbar and de-select *Spell As I Type* to disable this facility.

Exercise 3 Adding words to the Custom Spelling Dictionary

You can add words that the spell checker does not recognise to the Custom Spelling Dictionary. Once you've added a word, the spell checker will no longer highlight it as a mis-spelt word.

To add words to the Custom Spelling Dictionary:

1. Click on the  drop down list on the toolbar and select *Spelling Options*.

You see the Custom tab of the Spelling Options window (Figure 4-4).

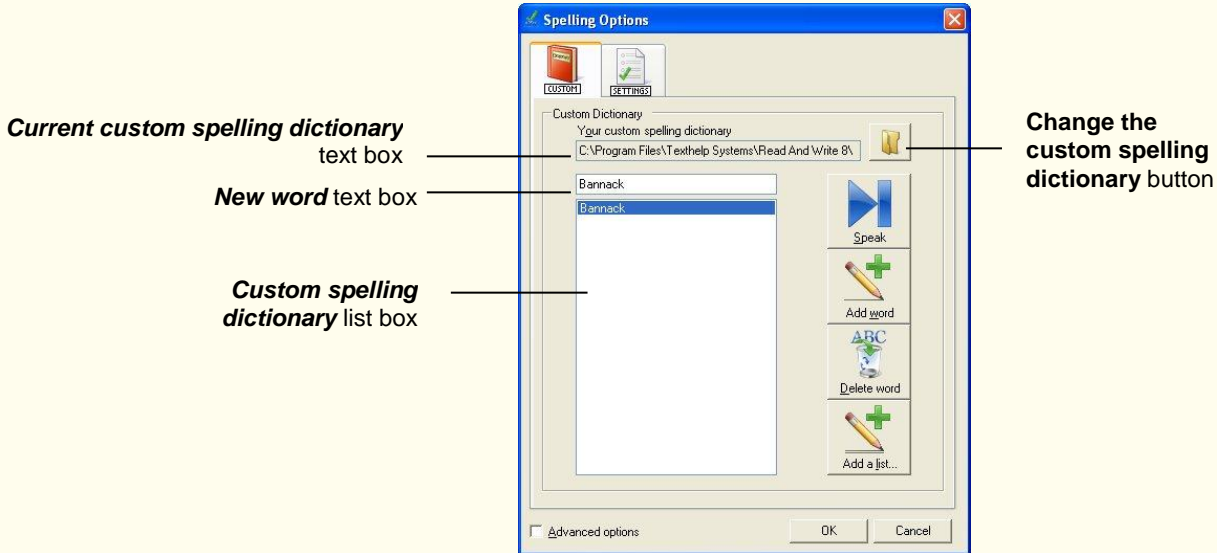



Figure 4-4 Custom tab

The Custom Spelling Dictionary that you are currently using is displayed in the **Current custom spelling dictionary** text box.

2. Type the word **Bannack** in the **New word** text box.
3. Click on the **Add word** button. ‘Bannack’ is added to the **Custom spelling dictionary** list box. Click on the **Speak** button to hear the word read aloud
4. Click on the **OK** button to save the settings and to close the Spelling Options window.

Exercise 4 Reviewing spellings

In this exercise you’ll learn how to review suggestions for mis-spelt words and review your spelling log.

1. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the History tab (Figure 4-5).

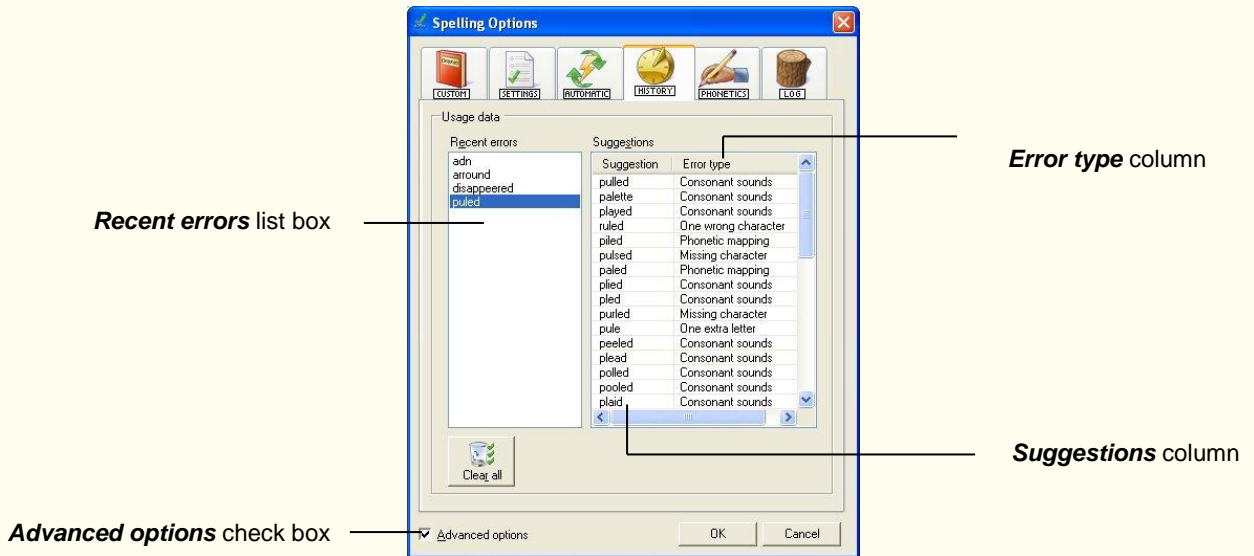


Figure 4-5 History tab

3. Select 'puled' from the **Recent errors** list box. You see a list of possible corrections and the error types in the **Suggestion** and **Error type** columns.
4. Click on the Log tab (Figure 4-6).

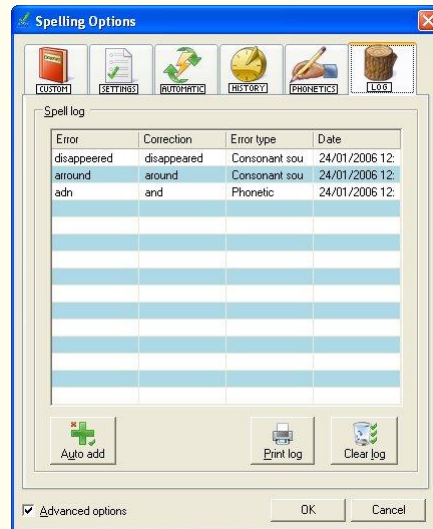


Figure 4-6 Log tab

You can see a record of all the words you have mis-spelt.

If you see a spelling error that you would like the Spelling facility to automatically change to the correction listed in the Log tab, click on the correction and then click on the **Auto add** button to add it to the Auto Correct file.




5. Click on the **Print log** button. Microsoft Word launches and you see the spelling log for your user account displayed in a new document.

Exercise 5 Adding a phonetic replacement

In this exercise you'll learn how the Spell Check facility uses a phonetic map to make suggestions for mis-spelt words. Phonetic maps help the Spell Checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by OCR. It uses groups of letters that sound the same or are normally confused.

For example, if you often type 'telefone' or 'elefant', Read&Write 10 Gold will be able to use the phonetic mapping 'f = ph' to solve these errors.

Read&Write 10 Gold can also solve spelling errors where there are many phonetic errors in one word. For example, if you type 'nolij', Read&Write 10 Gold uses the phonetic mappings 'no = know' and 'ij = edge' to solve the error and suggest 'knowledge'.

1. Type the letters **noledge** into your document.
2. Highlight the word you've just typed and then click on the  button on the toolbar.
You see the Spelling Helper window displayed. Note that the Spelling facility has suggested the word 'knowledge' as a replacement.
3. Click on the  button on the top right-hand corner of the Spelling Helper window to close it.
4. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
5. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 4-7).

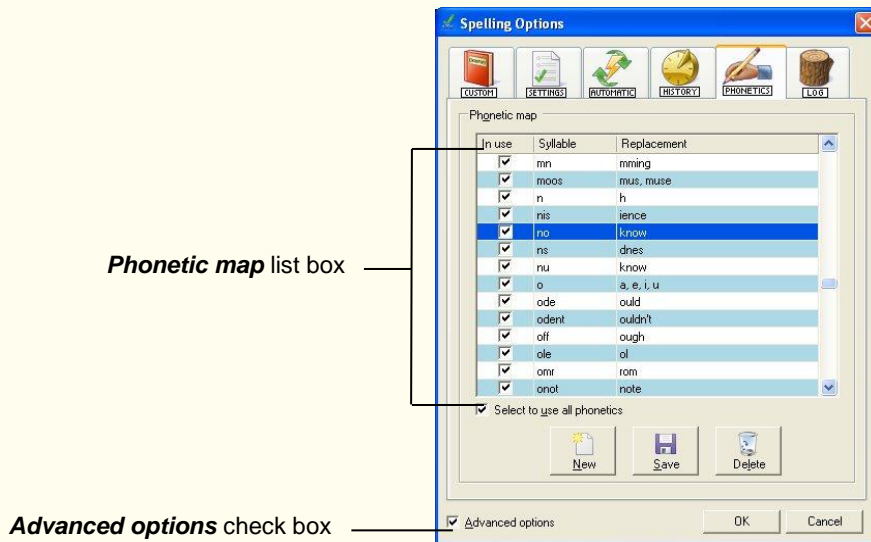


Figure 4-7 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the **Phonetic map** list box.

6. Find the phonetic replacement for 'no=know' in the **Phonetic map** list box. When you typed the word 'noledge' in step 1, the Spelling facility was able to use this phonetic replacement to suggest the word 'knowledge' as a replacement word. You can add new phonetic replacements or delete them completely.
7. Click on the **OK** button to close the Spelling Options window.




5. PREDICTING TEXT

In this section you'll learn how to:

- use the Prediction facility
- change the appearance and behaviour of the Prediction window
- set up prediction speech options
- teach the Prediction facility new vocabulary patterns
- downloading prediction word banks
- set up phonetic replacements
- applying prediction word banks
- edit phrases in the prediction database.

Exercise 1 Using Word Prediction

In this exercise you'll learn how to use the Word Prediction to help you finish sentences. It will access a list of words that'll complete the one that you are currently typing and will also try to predict your next word as you finish typing a word. You'll also learn more about using the Display tab of the Predictions Options window.

1. Open a new blank document in Microsoft Word and then click on the  button on the toolbar to display the Prediction window.
2. Type the following text into your document: **I enj**
3. You see a list of words beginning with 'enj' displayed in the Prediction window.
4. Click on 'enjoyed' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
There's also a useful feature that allows you to view dictionary definitions and homophones in the Prediction window.
5. Type the following letters into your document: **the**.
6. You see a list of words in the Prediction window. 'their' and 'there' are homophones and therefore have the following symbol next to them: .
7. You are having difficulties deciding which of the two words, 'their' and 'there', is the one you need. Hover your mouse over 'their' and then click on the  symbol.

You see the Dictionary - Basic Definitions window displayed (Figure 5-1).

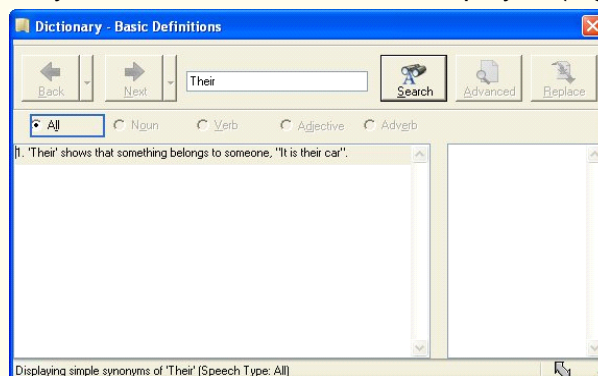





Figure 5-1 Dictionary - Basic Definitions window

8. You read the definition for the word 'their' in the **Dictionary meanings** list box and decide that it's the word you are looking for. Click on the  button on the top right-hand corner of the Dictionary window to close it.
9. Click on 'their' in the Prediction window. The word is inserted into your document.
10. Close Prediction by clicking on the  button.

Exercise 2 Changing the appearance and behaviour of the Prediction window

1. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed (Figure 5-2).

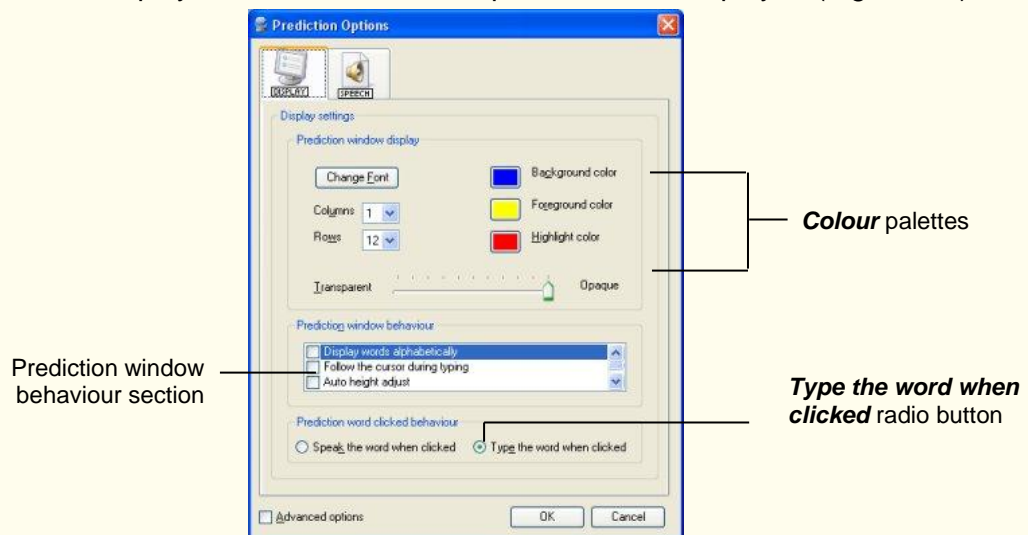




Figure 5-2 Display tab

2. Make sure the following check boxes are selected in the Prediction window behaviour section and then click on the **OK** button:
 - **Insert a space after predictions** – instructs the system to automatically insert a space after a word when it is inserted
 - **Display dictionary buttons** – allows you to find the definition of words suggested in the Prediction window
 - **Indicate words that are homophones** – instructs the system to list words that are homophones in the Prediction window.
3. Click on the **Color** palettes and select the colours you want to use for the background, text and highlighting colours in the Prediction window. Make sure you don't pick colours that clash because this will make it hard to read words.
4. Click on the **Change Font** button and select a font size of 20.
5. Select '2' from the **Columns** drop down list and '6' from the **Rows** drop down list to specify the amount of columns and rows with which you want to display the information in the Prediction window.
6. Click on the  button and as you start to use the word prediction again you will see the changes you have made.

Exercise 3 Setting up prediction speech options

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

1. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed. Click on the Speech tab (Figure 5-3).

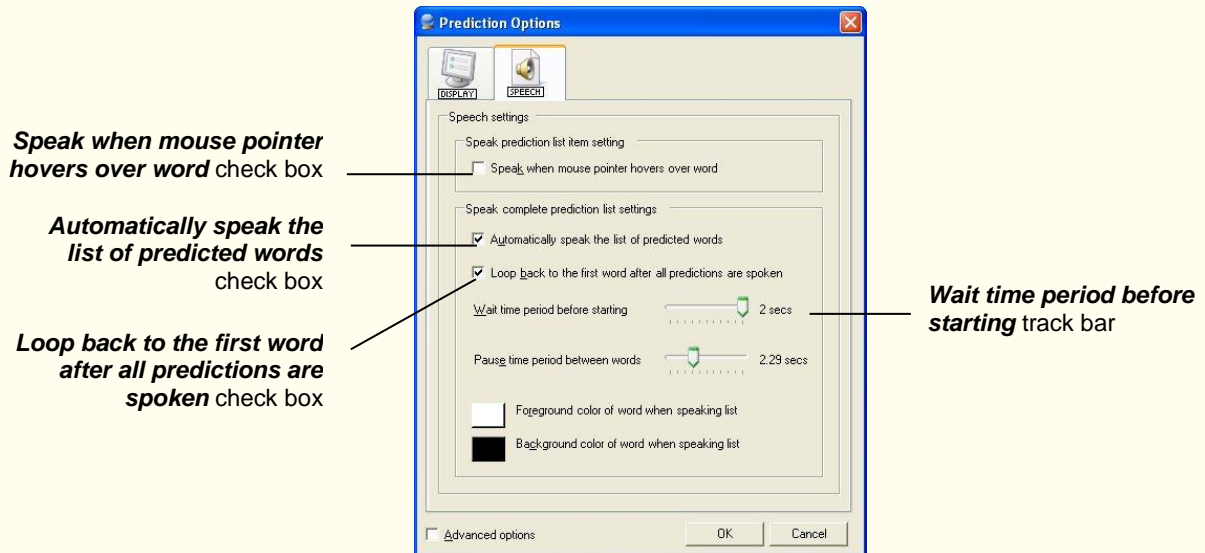




Figure 5-3 Speech tab


2. Select the **Automatically speak the list of predicted words** check box to specify that you want the Prediction facility to speak each word in the Prediction window.
3. De-select the **Loop back to the first word after all predictions are spoken** check box to specify that you don't want the Prediction facility to keep repeating the list of predicted words.
4. Drag and drop the **Wait time period before starting** track bar until it reaches 2 seconds to specify that you want the Prediction facility to wait 2 seconds before reading the words aloud.
5. Click on the **OK** button to save the settings and to close the window.
6. Open a new blank document in Microsoft Word and then click on the  button on the toolbar to display the Prediction window.
7. Type the following text into your document:
I want to write a let
 You see a list of words beginning with 'let' displayed in the Prediction window. When you stop typing, the Prediction facility waits for 2 seconds and then reads aloud each of the words.
8. Click on the word 'letter' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
9. Open the Speech tab of the Prediction Options window again and de-select the **Automatically speak the list of predicted words** check box to stop the Prediction facility from automatically reading words aloud from the Prediction window.

10. Select the **Speak when mouse pointer hovers over word** check box to specify that you want the Prediction facility to speak a word when you hover your mouse over it in the Prediction window.
11. Click on the **OK** button to save the settings and to close the window.
12. Type the following text into your document:
I want a drink of wat
You see a list of words beginning with 'wat' displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.
13. Click on the word 'water' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
14. Click on the  button on the top right-hand corner of the Prediction window to close it.

Exercise 4 Teaching the Prediction facility new vocabulary patterns

In this exercise you'll learn how to specify exactly how you want the Prediction facility to learn vocabulary patterns to improve its predictions. This will only be applied to the user account that you used to log into the system. The text file will not be used by any other user account.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Type the following text into your document:
I like to eat mangoes and bananas in a fruit salad.
2. Copy the text and then click on the  drop down list and select *Create prediction word bank from the clipboard*.
You see the Create a new prediction word bank window displayed (Figure 5-4).

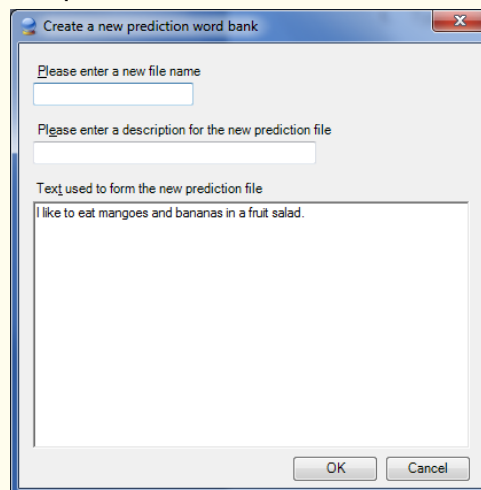



Figure 5-4 Create a new prediction word bank window

3. Type the following details:
 - File name – **Fruit**
 - Description – **Fruit I like to eat.**
4. Click on the **OK** button.
A message box is displayed. It informs you that a new prediction word bank has been created and saved in your User Setting's folder. It is turned on and now available for use.

You can also teach the Prediction facility new vocabulary patterns from the Learning Tab in the Prediction Options.

5. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed.
6. Select the **Advanced options** check box in the bottom left-hand corner of the window.
7. Click on the Learning tab (Figure 5-5).

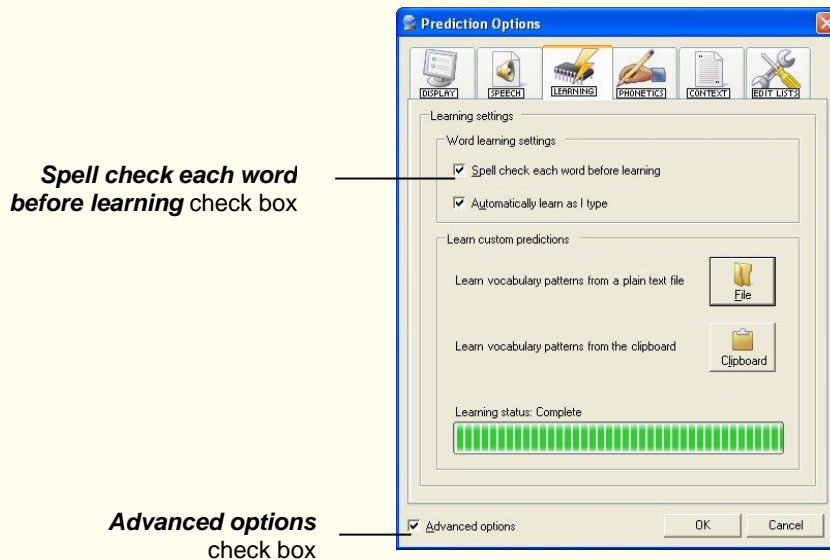


Figure 5-5 Learning tab

8. Make sure the **Spell check each word before learning** check box is selected to make sure the Prediction facility does not learn any mis-spelt words to the Prediction database.
9. Click on the **File** button.
You see the Open window displayed.
10. Select a file with a '*.txt' file extension and click on the **Open** button.
11. Click on the **OK** button in the Learning tab.


The words and phrases in the text file will now be used by the Prediction facility to provide you with a list of possible words and phrases with which you can finish sentences as you type.

The Prediction facility can also learn words that you've copied to the clipboard. To do this, you simply click on the **Clipboard** button in the Learning tab.

Exercise 5 Downloading prediction word banks

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

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

1. Click on the  drop down list on the toolbar and select *Download prediction word banks*.
A list of the prediction files currently available for download is displayed in the Download prediction word banks dialog box (Figure 5-6).

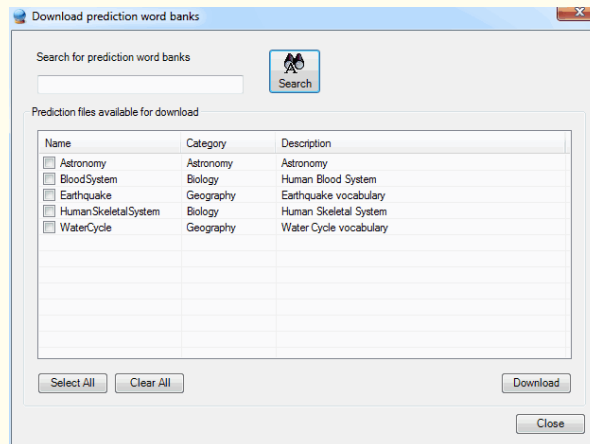




Figure 5-6 Download prediction word banks dialog box

If required, you can filter this list for a specific topic. To do this, enter the topic you want to search for in the **Search for prediction word banks** text box and then click **Search**.

2. Select the check box beside one of the prediction word banks and then click **Download**.
3. When the download is shown as 'Complete', click on the **Close** button.

Exercise 6 Setting up phonetic replacements

In this exercise you'll learn how to set up phonetic replacements which will be used in the Prediction facility. Sometimes people make the mistake of spelling words phonetically. For example, typing 'fone' instead of 'phone'. Read&Write 10 Gold's phonetic prediction can use phonetic mappings to help suggest the words that you are trying to spell.

1. Click on the  button on the toolbar. You see the Prediction window displayed.
2. Type the letters **foto** into your document. Note how you are also given predictions beginning with 'ph', e.g. 'photo'.
3. Close the Prediction window.
4. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 5-7).

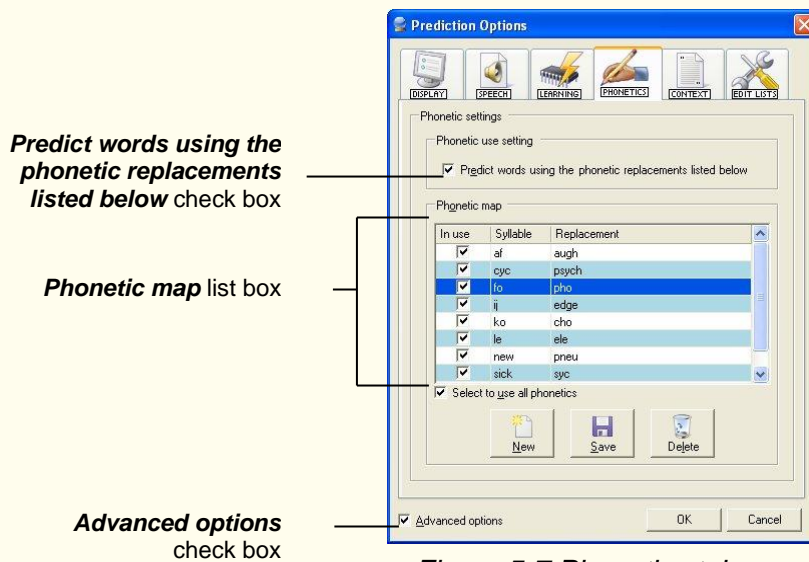



Figure 5-7 Phonetics tab


The phonetic replacements already present on the phonetic map are listed in the **Phonetic map** list box.

- Find the phonetic replacement for 'fo=pho' in the **Phonetic map** list box. When you typed the word 'foto' in step 2, the Prediction facility was able to use this phonetic replacement to suggest words beginning with 'photo' as replacement words.
- De-select the **Predict words using the phonetic replacements listed below** check box if you wish to disable this facility.
- Click on the **OK** button to close the Prediction Options window.

 *The Prediction facility will only provide you with a list of predictions using phonetic replacements if you have set the context level to 'More suggestions' in the Context tab.*

Exercise 7 Applying prediction word banks

In this exercise you'll learn how to apply the prediction word banks you've added or downloaded. This means that the Prediction facility will suggest words based on the word banks you have chosen to use.

- Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 5-8).

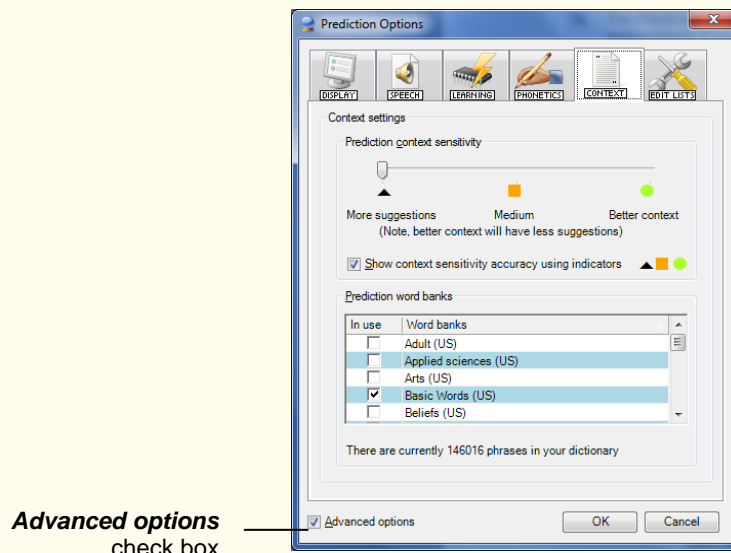




Figure 5-8 Context tab

2. Click on the check box beside Applied sciences in the Prediction word banks section and then click on the **OK** button.
This will ensure that all words and phrases in the Applied sciences prediction dictionary are added to the Prediction facility.
3. Scroll down the list of Prediction word banks until you see the 'Fruit' word bank. This is the word bank you added in Exercise 4. Notice how the check box is already selected. This is because user-created word banks are automatically selected for use.
4. Right-click on the 'Fruit' word bank and select the *Preview word bank* option from the popup menu.


 You can only preview words in word banks that you have downloaded or user-created word banks.

A separate window is displayed which lists all of the words and phrases in the word bank. You can search the word bank for a particular word or phrase by typing directly into the **Search word bank** field. The list is automatically filtered as you type.

5. Click **Close** to close this window and return to the Context tab.
6. Click on the  button on the top right-hand corner of the Prediction window to close it.

Exercise 8 Editing phrases in the prediction database

In this exercise you'll learn how to edit phrases in the prediction database. This means that when you next use the Prediction window to predict your next words, it will suggest words based on the phrases you've edited.

1. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Edit Lists tab (Figure 5-9).

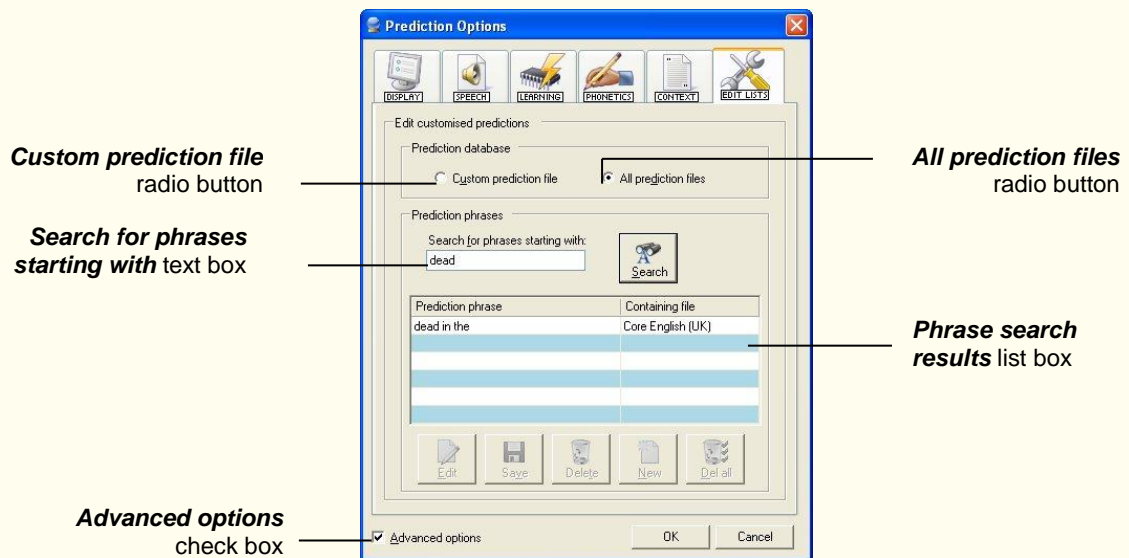
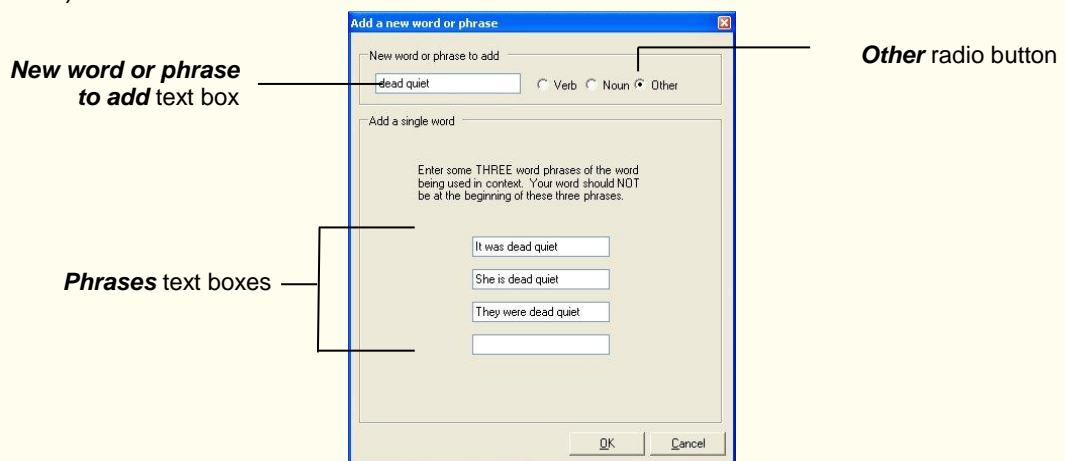



Figure 5-9 Edit Lists tab

2. Select the **All prediction files** radio button to specify that you want to search for a phrase in all available prediction databases.
3. Type the word **dead** into the **Search for phrases starting with** text box and then click on the **Search** button. You see a list of all the phrases containing the word 'dead' displayed in the **Phrase search results** list box. You notice that the phrase 'dead quiet' is not listed. To add this phrase to the list:
4. Select the **Custom prediction file** radio button and then click on the **New** button. You see the Add a new word or phrase window displayed.
5. You must select the **Other** radio button because the phrase 'dead quiet' is an adjective. You see a second Add a new word or phrase window displayed (Figure 5-10).

Figure 5-10 Add a new word or phrase window (2nd window)

6. Type the phrase **dead quiet** into the **New word or phrase to add** text box and then type the following text into the first three **Phrases** text boxes:
 - **It was dead quiet**
 - **She is dead quiet**
 - **They were dead quiet.**
7. Click on the **OK** button in both the Add a new word or phrase window and the Prediction Options window.

8. Click on the  button and then type the following text into your document followed by a space: **It was dead**. Keep an eye on the Prediction window. You'll see the word 'quiet' listed. Click on 'quiet' or use the appropriate function key to insert it into your document.



6. USING THE DICTIONARIES

In this section you'll learn how to:

- use the Basic and Advanced Dictionaries
- search for web definitions
- use the Picture Dictionary.

Exercise 1 Using the Basic and Advanced Dictionaries

In this exercise you'll learn how to use the dictionary to find basic and advanced definitions.

1. Type the following text onto a new line in your document:
Strangers are just friends waiting to happen.
2. Highlight the word 'happen'.
3. Click on the  drop down list on the toolbar and select *Basic Definitions*, then click on the  button. From now on the Basic Dictionary will be displayed when you click on this button. You see the Dictionary - Basic Definitions window displayed (Figure 6-1).

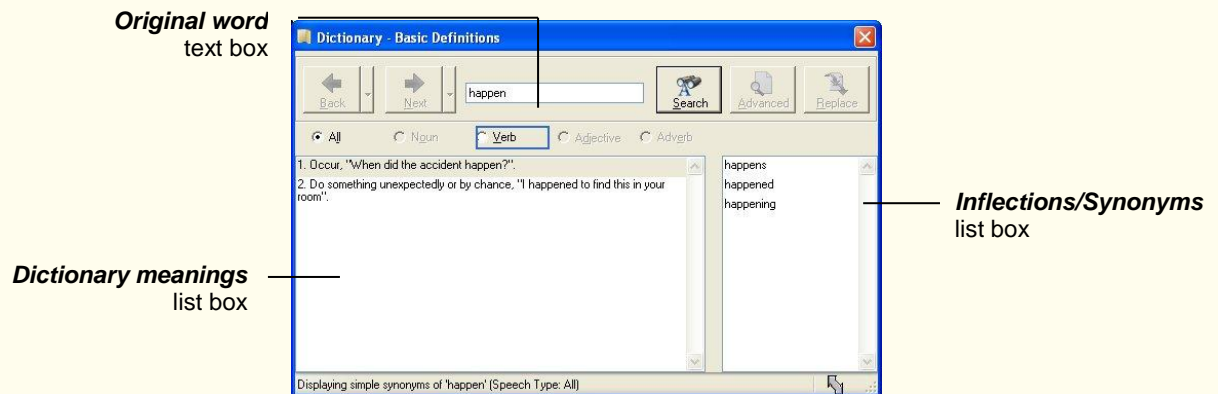







Figure 6-1 Dictionary - Basic Definitions window

The word 'happen' is displayed in the **Original word** text box. You can also see a list of definitions for the word 'happen' displayed in the **Dictionary meanings** list box.

4. Click on the first definition and then click on the  button on the Read&Write 10 Gold toolbar to hear it read aloud.
5. Type the word **approach** into the **Original word** text box and then click on the **Search** button. You see a list of definitions for the word 'approach' displayed in the **Dictionary meanings** list box.
6. To close the Dictionary - Basic Definitions window, click on the  button on the top right-hand corner of the window. You want to replace the word 'happen' with a word similar to it. You can do this by conducting an advanced dictionary search for this word. Complete the following:
7. Highlight the word 'happen' in your text.

8. Click on the  drop down list on the toolbar and select *Advanced Definitions*, then click on the  button. From now on the Advanced Dictionary will be displayed when you click on this button.
You see the Dictionary - Advanced Definitions window displayed. The word 'happen' is displayed in the **Original word** text box.
9. Click on the **Advanced** button and select *Words related to 'happen'* from the popup menu. You see a list of definitions for the word 'happen' in the **Dictionary meanings** list box.
10. Click on the definition that begins with 'Come to pass'. The word 'occur' appears in the **Inflections/Synonyms** list box and you decide that you want to replace the word 'happen' in your text with this new word.
11. Click on the word 'occur' in the **Inflections/Synonyms** list box and then click on the  button on the Read&Write 10 Gold toolbar to hear it read aloud.
12. Click on the **Replace** button to replace the word 'happen' in your text.

Exercise 2 Searching for web definitions

In this exercise you'll learn how to use Read&Write 10 Gold to find definitions on the Internet.

You decide that you want to check the definition of 'strangers' on the web. Complete the following:




1. Click on the  drop down list on the toolbar and select *Web Definitions*, then click on the  button. From now on the Web Definitions Dictionary will be displayed when you click on this button.
You see the Manual Text Search window displayed (Figure 6-2).




Figure 6-2 Manual Text Search window

2. Type **stranger** in the text box provided and then click on the **OK** button.
Your browser window automatically opens and displays the Dictionary.com website. You can see a list of definitions for the word 'stranger'.
3. Click on the  button on the top right-hand corner of the window when you have finished viewing this page.

Exercise 3 Using the Picture Dictionary

In this exercise you'll learn how to use the Picture Dictionary to find graphical representations of words.

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

1. Type the following text onto a new line in your document:
A bird in the hand is worth two in the bush.
2. Highlight the word 'bird' and then click on the  button.
You see the Picture Dictionary window displayed (Figure 6-3). It displays a picture of a bird.

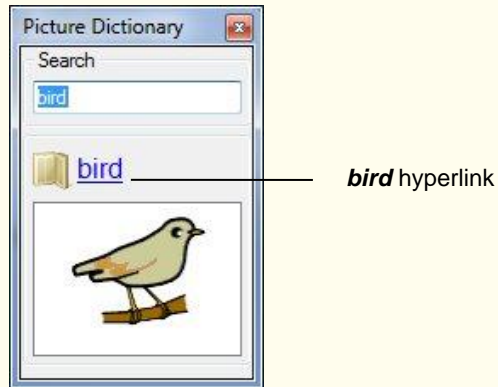




Figure 6-3 Picture Dictionary window

3. Highlight the word 'hand' in your document.
The Picture Dictionary window displays a picture of a hand.
4. Click on the 'hand' hyperlink.
You see the Dictionary.com website displayed in a new browser window (Figure 6-4).

 The Picture Dictionary will use whatever dictionary you have currently selected from the  drop down list, i.e. basic, advanced or Web Definitions.

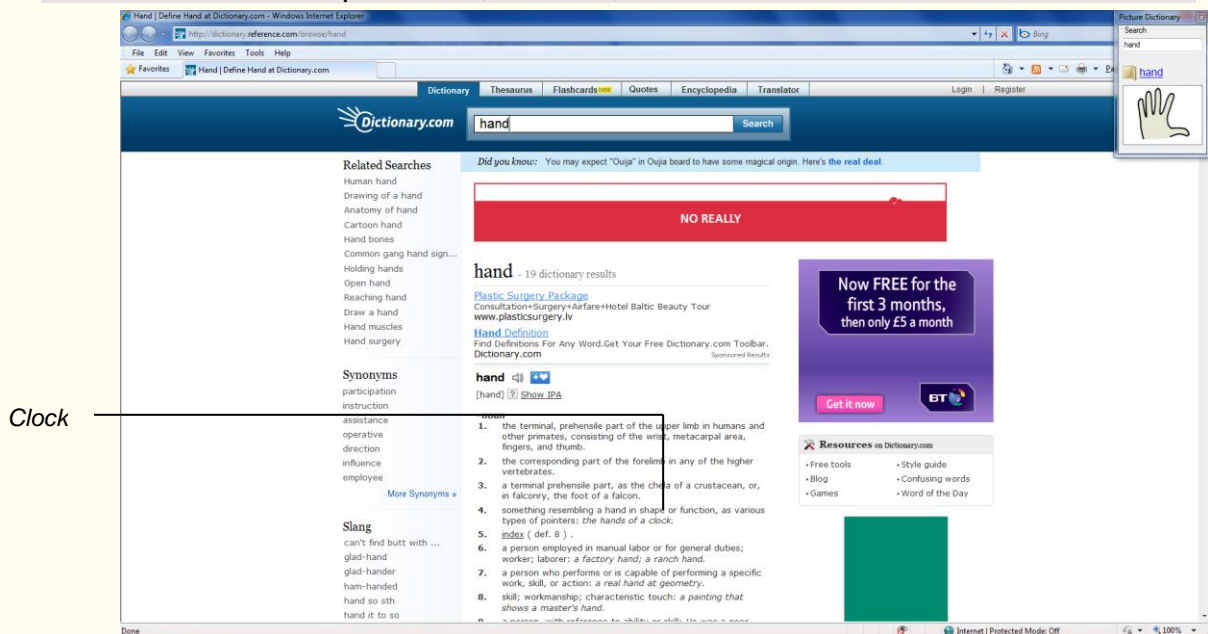





Figure 6-4 Dictionary.com

Definitions for the word 'hand' are listed.

5. Select the word 'clock' as shown in Figure 6-4 (4th definition).
The Picture Dictionary displays pictures of clocks.

 You can highlight words in any of the Read&Write 10 Gold facilities to display pictures in the Picture Dictionary window.

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

7. USING THE SOUNDS LIKE & CONFUSABLE WORDS FACILITY

In this section you'll learn how to use the **Sounds Like and Confusable Words** buttons to access and use the Sounds Like and Confusable Words facility.

Type the following text into a blank Microsoft Word document:

Put the magazine here and clothes the window pleas. She has bought you a letter.

Exercise 1 Identifying sounds like and confusable words

In this exercise you'll learn how to identify sounds like (homophones) and confusable words in your document to help you ensure you've typed the correct word.


1. Click on the  button on the toolbar.

You see the Same Sounding Words window displayed (Figure 7-1). The first homophone or confusable word in the text is displayed, i.e. 'the'.

The homophones and confusable words in your text are highlighted in blue. The homophones are 'the', 'here', 'clothes', 'pleas' and 'you'. The only confusable word in the sentence is 'bought'.



Figure 7-1 Same Sounding Words window

2. Make sure the **Move to next homophone after this check** check box is selected.
3. You decide that the word 'the' is the correct word. Click on the **Ignore** button.
The Same Sounding Words window moves on to the next homophone or confusable word in the sentence, which is 'here'.
4. You decide that this is the correct word. Click on the **Ignore** button.
The Same Sounding Words window moves on to the next homophone or confusable word, which is 'clothes'.
5. Make sure the word 'clothes' is selected in the **Homophones** list box and read the definition in the **Word meaning** list box. To hear it read aloud, click on the definition and then click on the  button on the toolbar.
6. Select 'close' from the **Homophones** list box.

7. Click on the **Replace** button.

The Same Sounding Words window moves on to the next homophone or confusable word, which is **'the'**.

8. Again, you decide that the word **'the'** is the correct word. Click on the **Ignore** button.

Alternatively you could click on the **Always Ignore** button to ensure that the word **'the'** will no longer be identified as a homophone.

The Same Sounding Words window moves on to the next homophone or confusable word, which is **'pleas'**.

9. Make sure **'pleas'** is selected in the **Homophones** list box. You want to change the definition for this word. Click on the **Options** button. You see the Similar tab of the General Options window displayed (Figure 7-2).

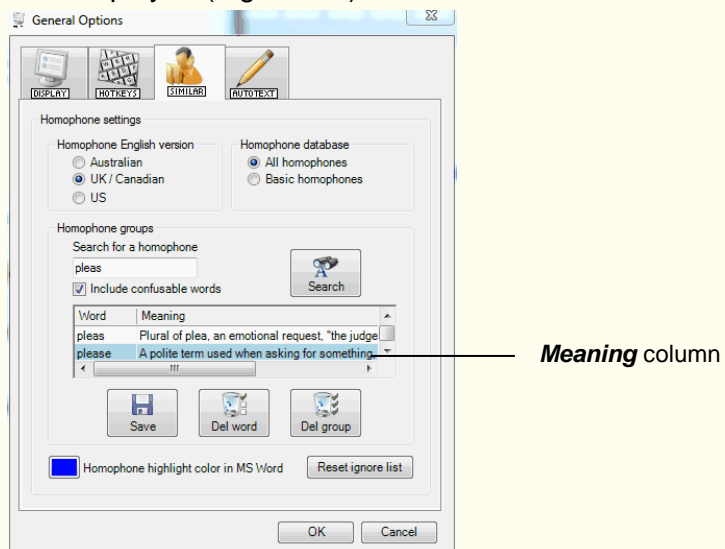


Figure 7-2 Similar tab

10. Insert the cursor after **'an emotional request'** in the **Meaning** column and then type in the following text: **','appeals'**. Click on the **Save** button.
11. A message box is displayed asking you if you are sure you want to save this group and make a permanent change. Click on the **Yes** button to save the change.
12. Click on the **OK** button to close the General Options window.

The Same Sounding Words window is re-displayed. If you want to see the new definition for **pleas**, click on another word in the **Homophones** list box and then on **pleas** again.

13. Select **'please'** from the **Homophones** list box.
14. Click on the **Replace** button.

The Same Sounding Words window moves on to the next homophone or confusable word, which is **'bought'**.

15. Select **'brought'** from the **Homophones** list box.
16. Click on the **Replace** button.

The Same Sounding Words window moves on to the final homophone or confusable word in the text, i.e. **'you'**.


17. You decide that the word **'you'** is the correct word. Click on the **Ignore** button. The Same Sounding Words window closes. Your text should now read as follows:
Put the magazine here and close the window please. She has brought you a letter.

8. USING THE VERB CHECKER

In this section you'll learn how to use the Verb Checker.

Exercise 1 Using the Verb Checker

In this exercise you'll learn how to use the Verb Checker to search for verb conjugations of the word 'run' so that you can use them to write sentences (in different tenses) in your document.

1. Click on the  button on the toolbar. You see the Verb Checker window displayed (Figure 8-1).

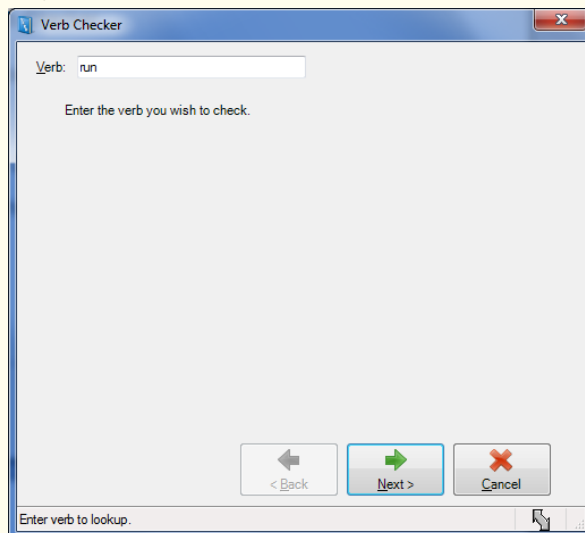
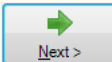


Figure 8-1 Verb Checker window

Type 'run' in the **Verb** text box and then click on the  button. You see the second step of the Verb Checker displayed (Figure 8-2).

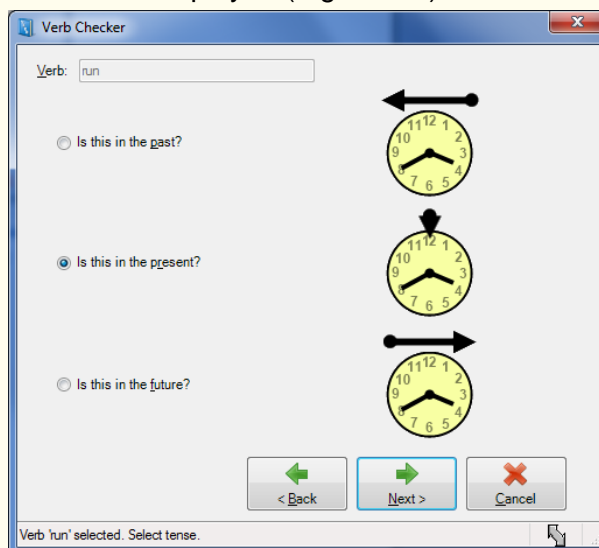



Figure 8-2 Verb Checker window: second step

2. Select the **Is this in the future?** radio button and then click on the  button. You see the third step of the Verb Checker displayed (Figure 8-3).

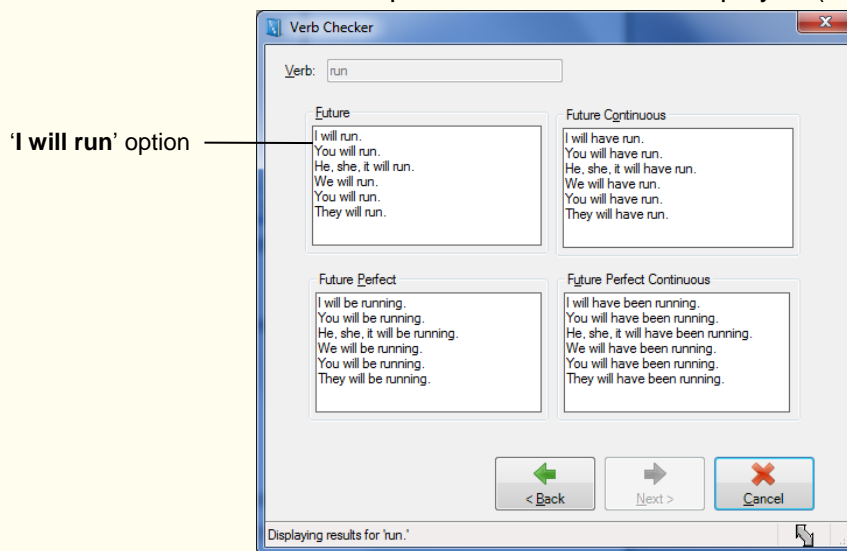



Figure 8-3 Verb Checker window: third step

The verb is shown in sentence format preceded by different personal pronouns, i.e.

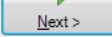
I, you (singular), he, she, we, you (plural) and they. Variations of these sentences are shown in the future tense.

3. Place your cursor in the sentence **'I will run'** in the **Future** list box.


4. Click on the  button on the toolbar to hear the sentence read aloud.
5. In your document, type the following text:

I will run in the charity fun run.

6. Click on the  button in the Verb Checker window.

7. Select the **Is this in the past** radio button and then click on the  button. The Verb Checker shows variations of sentences using 'run', but this time in the *past* tense.

8. In your document, type the following text:
You ran in the charity fun run last year.

9. Click on the  button in the Verb Checker window.

9. USING THE SCANNING FACILITY

In this section you'll learn how to use the Scanning facility to:

- perform a fast scan
- scan single documents
- scan multiple documents
- scan from a file
- scan from a digital camera.




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


Exercise 1 Performing a fast scan

In this exercise you'll learn how to perform a fast scan. A fast scan allows you to scan directly into Microsoft Word, Internet Explorer or Adobe Acrobat.

1. Place a page into your scanner.

2. Click on the  drop down list and make sure *Scan to PDF* is selected. You'll know that it has been selected if you can see a dot beside it:




3. Click on the  button on the toolbar. You see the Save As window displayed.

4. Type **My Scan to PDF** in the **File Name** field, locate a file in which to save the scan, and then click on the **Save** button.

The Scanning facility scans your document. When the scan has completed, you see the scanned image displayed. From here you can use PDFaloud to read the document.

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.


5. Click on the  drop down list and select *Scan to Word*.


6. Click on the  button on the toolbar. You see the Save As window displayed.

7. Type **My Scan to Word** in the **File Name** field, locate a file in which to save the scan, and then click on the **Save** button.

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

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

8. Click on the  drop down list and select *Scan to HTML*.

9. Click on the  button on the toolbar. You see the Save As window displayed.


10. Type **My Scan to HTML** in the **File Name** field, locate a file in which to save the scan, and then click on the **Save** button.

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

This type of scan is recommended if you want to display the document using your own choice of coloured fonts and backgrounds. Instructions on how to change fonts and backgrounds will be explained later.

Exercise 2 Scanning single documents

In this exercise you'll learn how to set up scanner options and scan single documents.

1. Click on the  drop down list on the toolbar and select *Scanning Options*. You see the Output tab of the Scanner Settings window displayed (Figure 9-1).

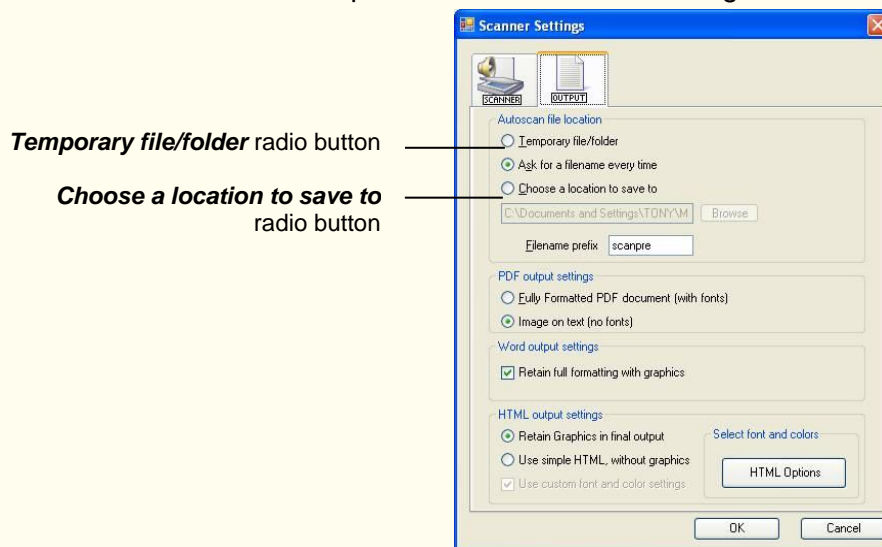


Figure 9-1 Scanner Settings window – Output tab

2. Select the **Temporary file/folder** radio button.
3. Make sure the **Retain full formatting with graphics** check box is selected in the Word output settings section and then click on the **OK** button.
4. Click on the Scanner tab (Figure 9-2).

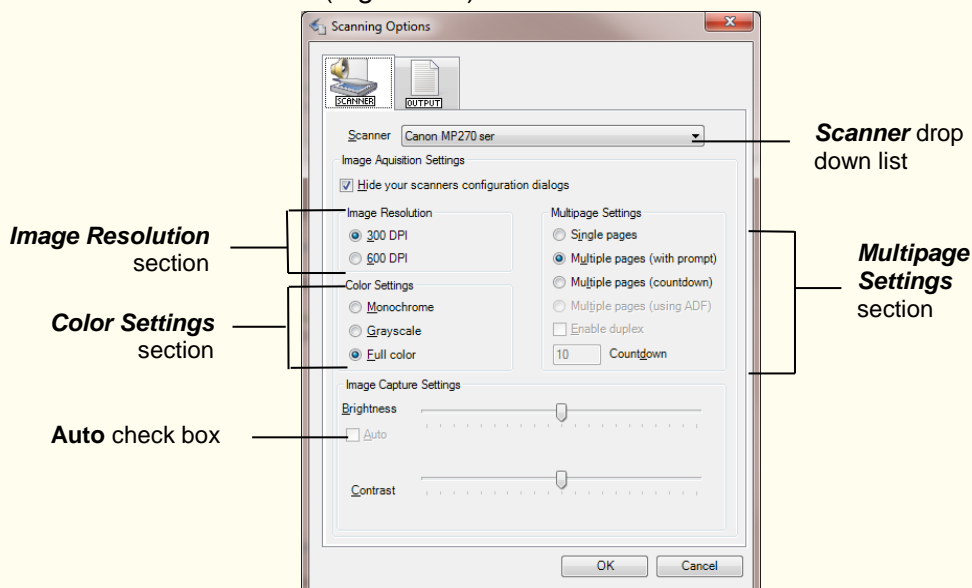







Figure 9-2 Scanner Settings window – Scanner tab

5. Select the type of scanner you are using from the **Scanner** drop down list.
6. Make sure the **600 DPI** radio button is selected from the **Image Resolution** section.
7. Select the **Single pages** radio button from the **Multipage Settings** section.
8. Select the **Full color** radio button from the **Color Settings** section.
9. Select the **Auto** check box to ensure that the system automatically adjusts the brightness of the scan.
10. Click on the **OK** button to save your settings.
11. Place a single page into your scanner and then click on the  drop down list on the toolbar and select *Scan to Word*.
12. Click on the  button.

Your page is scanned and automatically opened in Microsoft Word. It is saved in a temporary file and folder created by Read&Write 10 Gold.

Exercise 3 Scanning multiple documents

In this exercise you'll learn how to set up scanner options and scan multiple documents.

1. Click on the  drop down list on the toolbar and select *Scanning Options*. You see the Output tab of the Scanner Settings window displayed (Figure 9-1).
2. Select the **Choose a location to save to** radio button. Click on the **Browse** button, browse to the location of the folder in which you want to save your scanned images, enter a name for the image and then click on the **OK** button.
3. Select the **Use simple HTML, without graphics** radio button and then make sure the **Use custom font and color settings** check box is selected.
4. Click on the **HTML Options** button, adjust the following settings for the Font, and then click on the **OK** button:
 - Arial font
 - red colour
 - 28 size.
5. Click on the Scanner tab (Figure 9-2).
6. If you are using a different scanner from the previous exercise, select the type of scanner you are using from the **Scanner** drop down list.
7. Select the **Multiple pages (countdown)** radio button from the Multipage Settings section. Type **60** in the **Countdown** text box.
8. Select the **Auto** check box to ensure that the system adjusts the brightness of the scan automatically. Move the **Contrast** scale up to +20%.
9. Click on the **OK** button to save your settings.
10. Place a single page into your scanner and then click on the  drop down list on the toolbar and select *Scan to HTML*.
11. Click on the  button.




Your page is scanned and then you will see a 60 second countdown displayed. This means you have 60 seconds before your next page will be scanned.

12. Place another page into your scanner.

Read&Write 10 Gold will automatically scan this page 60 seconds after the first page has been scanned. You also see it open in Internet Explorer with the font settings you specified earlier. Your scanned images are saved in the folder of your choice.


Exercise 4 Scanning from a file



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

1. Click on the  drop down list on the toolbar and select *Scan to PDF*.
2. Again, click on the  drop down list and select *Scan from File*.
3. Click on the  button.
The Open files window is displayed.
4. Browse to the location where you store your images, select the image and then click on the **Open** button. The image is scanned and opened in PDF Viewer.

Exercise 5 Scanning from a digital camera

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

 *To complete this exercise, your camera **must** be WIA compatible. If it is not, you can use the 'Scan from File' as detailed in Exercise 4 above and select your image.*

1. Place an A4 page of paper containing text on your desk and take a photo of it.
2. Connect your camera to your computer using your USB cable.
3. Click on the  drop down list on the toolbar and select *Scan from WIA*.
4. Click on the  icon.

You can see either of the following windows displayed:

- Select Device window (Figure 9-3)

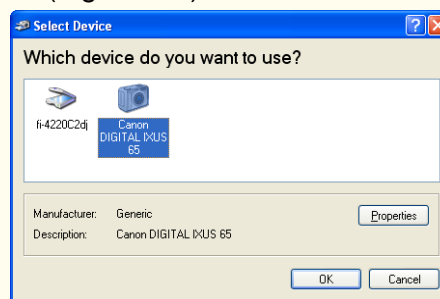


Figure 9-3 Select Device window

- Get Pictures from window (Figure 9-4).

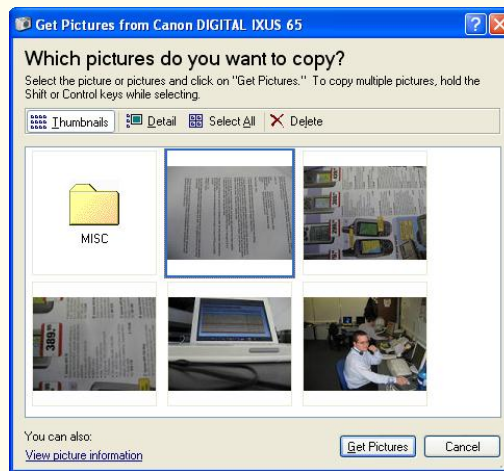


Figure 9-4 Get Pictures from window

5. Complete either of the following tasks, depending on which window you can see:
 - Select Device window – select your camera from the list and then click on the **OK** button. The Get pictures from window is displayed (Figure 9-4). Locate and select the photo you have just taken and then click on the **Get Pictures** button
 - Get Pictures from window (Figure 9-4) – locate and select the photo you have just taken and then click on the **Get Pictures** button.

When you display your document you can use the features in Read&Write 10 Gold to read aloud the text in the way that you want.

10. USING THE FACT FOLDER

In this section you'll learn how to:


- add text facts
- add image facts
- add URLs and documents
- change fact details and properties
- export facts.

 *The Fact Folder is used mainly to add facts from the Internet.*

Exercise 1 Adding text facts

In this exercise you'll learn how to use the Fact Folder to save a paragraph of text as a new fact. Type the following text into a new document:

The United States of America is comprised of fifty states and one federal district. The country celebrates its founding date as July 4th 1776.

1. Save the document in the directory of your choice.
2. Highlight this text and then click on the  button. The Fact Details window is displayed (Figure 10-1).

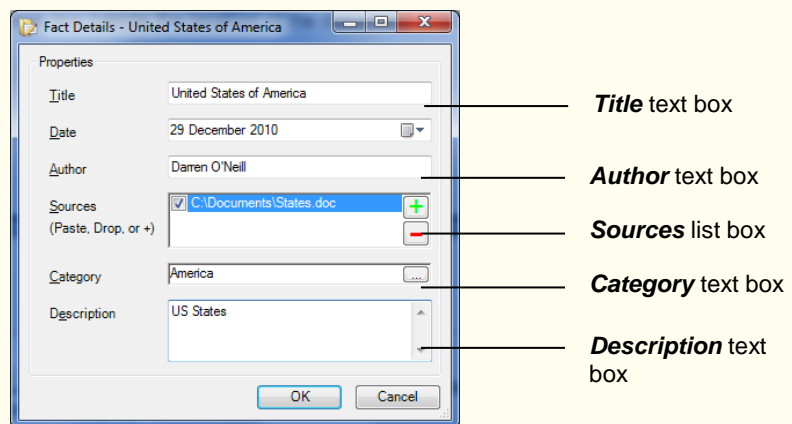





Figure 10-1 Fact Details window

3. Type the text **United States of America** into the **Title** text box.
4. Type your name in the **Author** text box.
The locations and URLs of any documents and websites you have open are displayed in the **Sources** list box.
5. Select the check box beside the location of the document you created in step 1.
6. Click on the  button beside the **Categories** text box. You see the Select Categories window displayed.
7. Click on the **Add** button and type the text **America** in the text box provided.
8. Click on the **OK** button to add the new category.
9. Select the check box beside 'America' in the **Category List** and then click on the **OK** button.
10. Enter the text **US States** in the **Description** text box and then click on the **OK** button.

You see a message popup from the system tray informing you that the fact 'United States of America' has been added.

Exercise 2 Adding image facts



In this exercise you'll learn how to use the Fact Folder to save an image from a web page as a new fact.

1. Find a map of America on the Internet and then click on the  drop down list and select the *Add Web Image* option. You see the Texthelp Web Hover popup on the bottom right-hand corner of your screen.
2. Hover your mouse over the image of America until you see it appear in this popup and then click on it. You see the Fact Details window displayed (Figure 10-1).
3. Type the text **Map of America** into the **Title** text box.
4. Type the name of the author of the website in the **Author** text box.
The locations and URLs of any documents and websites you have open are displayed in the **Sources** list box.
5. Select the check box beside the URL which contains the image you have just selected.
6. Click on the  button beside the **Categories** text box. You see the Select Categories window displayed.
7. Select the check box beside 'America' in the **Category List** and then click on the **OK** button.
8. Enter the text **Map of America** in the **Description** text box and then click on the **OK** button.

You see a message popup from the system tray informing you that the fact 'Map of America' has been added.

Exercise 3 Changing fact details and properties

In this exercise you'll learn how to change the details of facts that you've already added to the Fact Folder. You'll also learn how to update fact content.

1. Click on the 'Map of America' fact in the Fact Folder window. You can see a preview of the image in the **Preview** pane.
2. Click on the 'American states' fact in the Fact Folder window and then click on the  button. You see the Fact Details window displayed (Figure 10-1).
3. Type the text **Also lists other useful information** in the **Description** text box and then click on the **OK** button. The description is updated in the Fact Folder window.
4. Click on the 'United States of America' fact and then click on the  button. You see the Displaying Fact window.
5. Add the text **The United States shares land borders with Canada and Mexico** to the text that is already there.
6. Click on the **OK** button.

Exercise 4 Exporting facts from the Fact Folder


In this exercise, you'll learn how to select facts and export them to a Microsoft Word document.

1. In the Fact Folder window, select *America* from the drop down list next to the toolbar. This will ensure that only the facts you have added to this category are displayed.
2. Click on the Tools menu and select the *Select All Facts* option.
3. Click on the Tools menu again and select the *Export Selected Facts* option. You see the Export window displayed.
4. Select the *Word Export* option.

 You can also export to a HTML document by selecting the *Web Export* option.

5. Click on the **Browse** button. The Select Export File window is displayed.
6. Browse to the location where you want to save the Microsoft Word document and type **American** in the **File name** field. Click on the **Save** button and then click on **OK**.

You see the Bibliography window displayed.

7. Select the *MLA* option from the drop down list and then click **OK**.
Read&Write 10 Gold automatically creates the Microsoft Word document and lists all of the selected facts for the America category. A bibliography in the MLA style is also included.
8. After you've viewed your new Microsoft Word document, close it and return to the Fact Folder window.
9. Deselect the 'American states' fact and then click on the  button.
You see the Bibliography window displayed.
10. Select the *APA* option from the drop down list and then click **OK**.

Read&Write 10 Gold automatically creates the Microsoft Word document and lists the selected facts for the America category. A bibliography in the APA style is also included.

11. USING THE FACT MAPPER

In this section you'll learn how to:

- create fact maps
- open fact maps and add notes to facts
- use the Image Library to add images to a map
- link facts
- change how a fact map is displayed
- brainstorm
- export fact maps.

You use the Fact Mapper, which is an online graphical user interface, to add different types of facts to a fact map. You can then link each of the facts to each other to represent a relationship between them. This enables you to create a diagram of your ideas and information on a subject and therefore help you understand and remember it better.

To access the Fact Mapper, click on the  button on the Read&Write 10 Gold toolbar. You see the Fact Mapper window displayed (Figure 11-1).

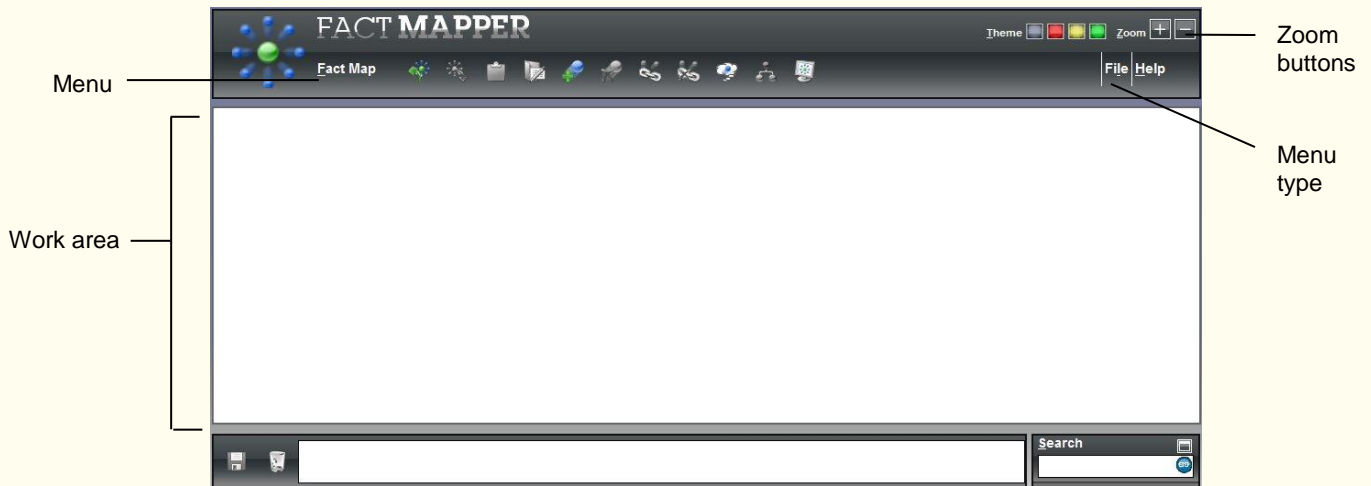



Figure 11-1 Fact Mapper window

The first time you attempt to use any of the facilities in Fact Mapper, you may see the following message box (Figure 11-2). Click on the **Allow access** button.




Figure 11-2 Clipboard message

 *When working with fact maps, make sure you save before closing the Fact Mapper or you will lose your work.*

Exercise 1 Creating fact maps

In this exercise, you'll learn how to create a fact map and add facts.

1. Click on the green option on the **Theme** palette: 

Wait a few moments while the Fact Mapper changes the colour of the window to green.
2. Change it back to the original blue colour, i.e. the first colour on the **Theme** palette, or select the colour of your choice.
3. Click on the File menu in order to view the File toolbar (Figure 11-3):

 *The 'Menu type' label in Figure 11-1 can help you find this menu.*




Figure 11-3 File toolbar

4. Click on the Fact Map menu in order to view the Fact Map toolbar (Figure 11-4):



Figure 11-4 Fact Map toolbar

5. Click on the  button on the Fact Map toolbar.

A new fact is displayed in the main work area.
6. Type the text **America** into the new fact:

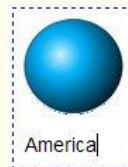




Figure 11-5 America fact

7. Click on the America fact and then click on the  button.

A new fact is displayed in the main work area and is linked to the first fact.
8. Type the text **Map of America** into the new fact.
9. Add the following facts to the fact map using the same process:

 *Make sure that you click on the America fact before you add them.*

 *You may need to drag and drop the last fact onto a different position on the fact map to ensure that you can easily see it coming from the America fact.*

- **United States of America**
- **American states**
- **Flag.**

The Fact map should look like Figure 11-6:

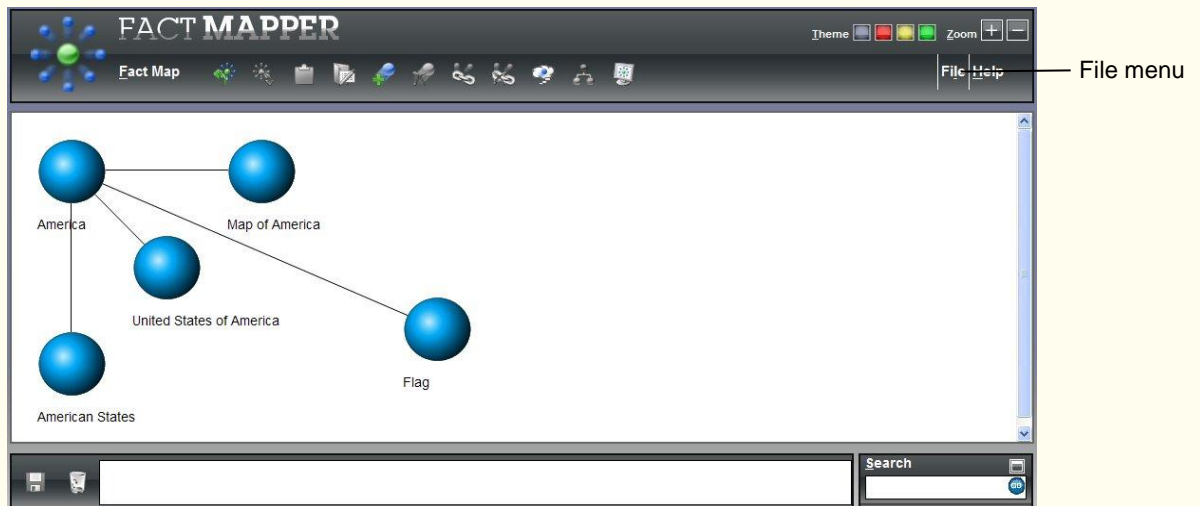







Figure 11-6 Fact Mapper window with facts

10. Click on the  and  buttons at the top right-hand-side of the Fact Mapper window to select the zoom level at which you want to view the fact map.
 11. Select the 'Flag' fact and then click on the  button. This fact is removed from the fact map.
 12. Click on the File menu and then click on the  button.
You see the File Download window.
 13. Click on the **Save** button.
The Save As window is displayed.
 14. Browse to the folder in the directory in which you want to save the fact map, type the name **America** in the **File name** text box and then click on the **Save** button.
The Download complete window is displayed.
 15. Click on the **Close** button.
-  *Any time you need to save the fact map in future, you will have to override the file you just saved.*
16. Click on the File menu and select the *Exit* option:

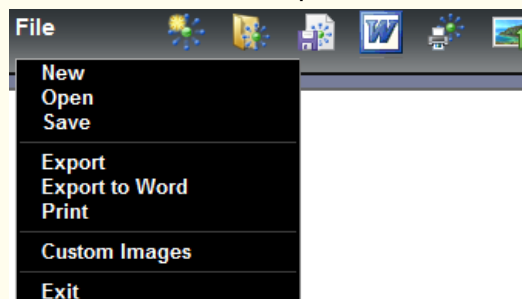



Figure 11-7 Exit option in File menu

17. Click on the **Yes** button when you are asked to confirm the closure of the window.

Exercise 2 Opening fact maps and adding notes to facts

In this exercise, you'll learn how to open fact maps and add Post It notes to facts.

1. Click on the  button on the Read&Write 10 Gold toolbar to access the Fact Mapper window (Figure 11-1).

 Remember to click on the **Allow access** button when you see the Clipboard message (Figure 11-2).

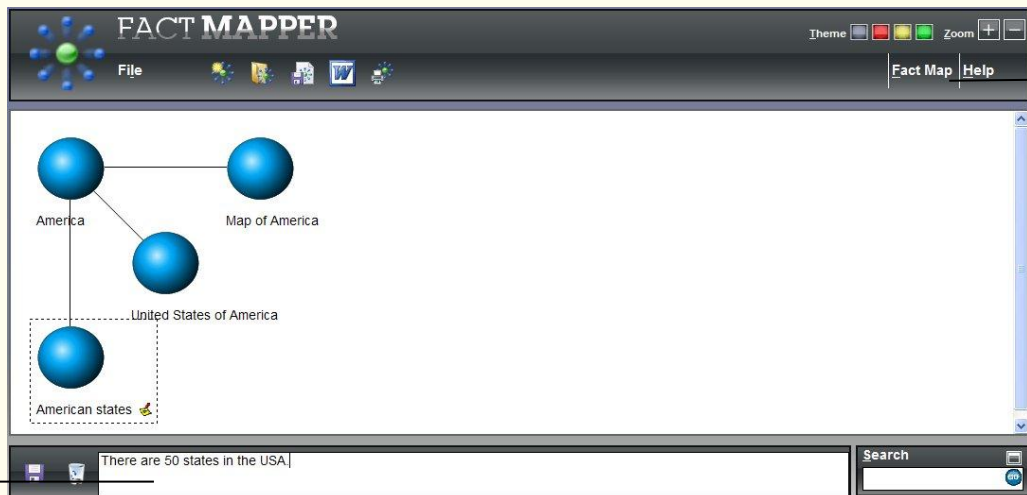
2. Click on the File menu.
3. Click on the File menu again and select the Open option (Figure 11-7).
You see the Open File window displayed (Figure 11-8):



Figure 11-8 Open File window

4. Click on the **Browse** button.
You see the Choose file window displayed.
5. Locate the **America** fact map and then click on the **Open** button.
You see the Open File window re-displayed.
6. Click on the **OK** button.
The **America** fact map opens in the Fact Mapper window (similar to Figure 11-6).
7. Select the 'American states' fact.
8. Type the following text into the text area at the bottom of the Fact Mapper window (Figure 11-9):



There are 50 states in the USA.






Fact Map menu

Add note text here

Figure 11-9 Fact Mapper window: adding notes

9. Click on the  button. The Post It note is added to the fact. It is represented by the  icon.
10. Select the 'United States of America' fact.
11. Type the following text into the text area at the bottom of the Fact Mapper window:
The motto for the USA is 'In God We Trust'.

12. Click on the  button. The Post It note is added to the fact.
13. Select the 'American states' fact and then click on the  button at the bottom of the Fact Mapper window. The Post It note is removed from the fact.
14. Make sure the 'American states' fact is still selected.
15. Click on the Fact Map menu and then click on the  button.
16. Change the name of the fact to the following: **50 states**.
17. Save the fact map.



Exercise 3 Using the Image Library

In this exercise, you'll learn how to add images from the Image Library to your fact map. You'll also learn how to add your own custom images for use in fact maps.

1. Type **America** in the **Search** textbox at the bottom right-hand-side of the Fact Mapper window.
2. Click on the **Go** button. The Search tab expands to display the list of images that match your search word.
3. Click and hold down your left mouse button on the American Coin image and drag and drop it onto the 'America' fact in the fact map:



Figure 11-10 American Coin image

 If you find it difficult to drag and drop images, you can right-click on an image and select 'Copy Image', then select a fact in the fact map and click on the  button (on the Fact Map menu).

4. Click and hold down your left mouse button on the American Football image and drag and drop it onto the '50 states' fact in the fact map:



Figure 11-11 American Football image






5. Right-click on the '50 states' fact and select *Restore Default Image* from the popup menu.
6. Click on the  button on the Search tab.
7. Click on the drop down list of image categories and select the *Classic Tourism* option.
8. Click and hold down your left mouse button on the Statue of Liberty image and drag and drop it onto the '50 states' fact in the fact map:





Figure 11-12 Statue of Liberty image

9. Save the fact map.
10. Click on the  (Manage Custom Images) button (on the *File* menu).
You see a new browser window displayed. This is the Fact Mapper Custom Image Library window
11. If a warning box appears click on the **Allow access** button.
12. Click on the  (Add a new image) button (on the *Image* menu). The Add Multiple Images window is displayed.
13. Click on the **Select Images** button. The Select file(s) to upload by factmapper.texthelp.com window is displayed.
14. Browse to the location in your directory where you store your images.
15. Click on an image and then click **Open**.
16. Make sure the **All images received** message is displayed and then click the **OK** button.
The selected image is shown in the Fact Mapper Custom Image Library window.
17. Close the Fact Mapper Custom Image Library window by clicking on the  (Close) button.
18. In the Search tab, select the *Custom* option from the Category drop down list.
19. The image you uploaded in step 15 is listed. You can now add this to your fact maps.

 You should make sure that your images are named appropriately to allow you to search for them more easily.





Exercise 4 Linking facts

In this exercise, you'll learn how to remove links between facts and create them again.

1. Click on the 'Map of America' fact and then click on the  button (on the Fact Map menu). The fact is highlighted in blue to show that it has been selected.
2. Click on the 'America' fact.
The link between the two facts is removed.
3. Repeat this process to remove the remaining links from the fact map:
 - United States of America
 - 50 states.
 To reinsert the links:
4. Click on the 'America' fact and then click on the  button (on the Fact Map menu). The fact is highlighted in blue to show that it has been selected.
5. Click on the 'Map of America' fact.
You now see a line linking the two facts.
6. Repeat this process to link the remaining facts to the 'America' fact.
7. Save the fact map.

Exercise 5 Changing how a fact map is displayed

In this exercise you'll learn how to specify how you want your fact map displayed. You'll also learn how to print your fact map.

1. Click on the  drop down list (on the Fact Map menu) and select the *Document Outline* option. Your fact map is now displayed in a bulleted list.
2. Click on the  drop down list again and select the *Tree* option. Your fact map is now displayed in a tree view.
3. Change it back to the way it was originally by selecting the *Fact Map* option from the  drop down list.
4. Select 'America' in your fact map and then click on the  button. You see the Arrange Facts window displayed (Figure 11-13).

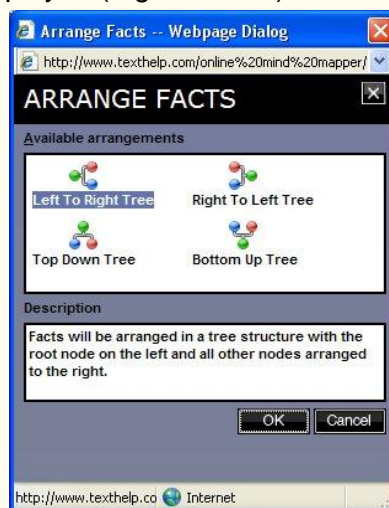





Figure 11-13 Arrange Facts window

 You were asked to select 'America' because it is the category to which all of the facts are linked.

5. Select the **Bottom Up Tree** arrangement and then click on the **OK** button.

 *The description of each arrangement will help you decide which one you want to use in future.*

The facts in your fact map are rearranged so that the American flag is displayed at the bottom and all the other facts are displayed above.

6. Click on the  button (on the File menu).
You see the Print window displayed.
7. Select your preferred print options and then click on the **Print** button.

Exercise 6 Brainstorming

In this exercise you'll learn how to use the Fact Mapper to brainstorm. This will entail adding several American states to a fact map as quickly as possible.




1. Click on the  button (on the File menu). Then **OK**.
A blank fact map is opened in the Fact Mapper and the Fact Map menu is displayed at the top.
2. Click on the  button.
A new fact is displayed in the main work area.
3. Type the text **American states** into the new fact:



Figure 11-14 American states fact

4. Make sure the American states fact is selected and then click on the  button.
A new fact is displayed on top of the American states fact.
5. Type the text **Arizona** into the new fact and then press **Enter**:
Another fact is added to the work area and is automatically linked to the first fact:

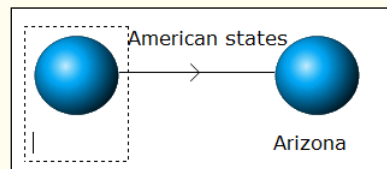


Figure 11-15 American states fact

6. Add the following facts using the same process:
 - **Alabama**
 - **Georgia**.
7. Click on a blank area on the fact map to stop using brainstorming.
Your fact map should look like Figure 11-16:

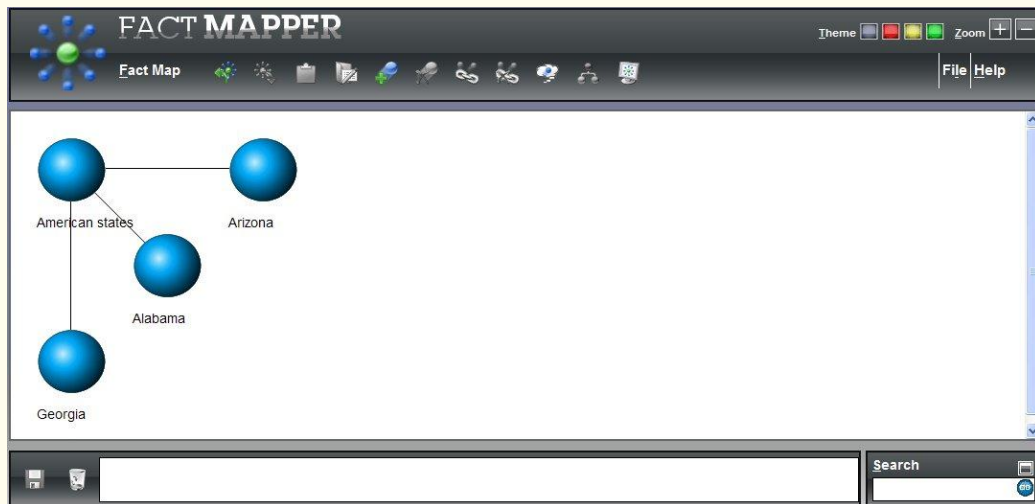






Figure 11-16 Fact Mapper window: Brainstorming

8. If you wish to add more states, click on the  button or the  button.

Exercise 7 Exporting fact maps

In this exercise you'll learn how to export a fact map to a Microsoft Word document.

1. Click on the  button (on the File menu). Then **Open**.
The fact map is opened and displayed in Microsoft Word. It is displayed in Document Outline view.
2. Close Microsoft Word.

 You can also export a fact map to Microsoft Word or to an HTML page by clicking on the File menu on the left-hand-side of the File toolbar and selecting **Export**. The **Export Facts - Webpage** window allows you to select the option you prefer.


12. USING SCREEN MASKING

In this section you'll learn how to:


- change display options when using Screen Masking
- use the spotlight.

Exercise 1 Using Screen Masking and changing the display options

In this exercise you'll learn how to use the Screen Masking defaults and then change how you want it displayed.

1. Open a document in Microsoft Word and then click on the  button on the Read&Write 10 Gold toolbar.

The Windows system background colour changes to light blue.

2. Click on the  drop down list and select Screen Masking Options.

You see the Display tab of the Screen Masking Options window (Figure 12-1).

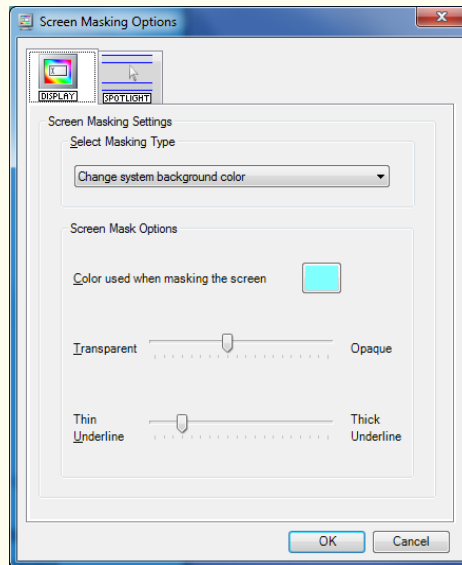





Figure 12-1 Screen Masking Options window: Display tab

3. Select the *Tint the line I'm typing on* option from the **Select Masking Type** drop down list.
4. Select a **blue** colour from the **Colour used when masking the screen** colour palette.
5. Adjust the **Transparent/Opaque** track bar until you have selected a more transparent colour, i.e. move the scale more to the left.
6. Click on the **OK** button.
7. Type the following text into a blank Microsoft Word document:
This is Screen Masking.
Notice how the Screen Masking facility tints the line of text you type on.
8. Click on the  button to disable the facility.
You can practice setting up some of your own display options.

Exercise 2 Using the spotlight

In this exercise you'll learn how to use the spotlight.

1. Click on the  drop down list on the Read&Write 10 Gold toolbar. You see the Screen Masking Options window (Figure 12-1).
 2. Select the *Tint my whole screen* option from the **Select Masking Type** drop down list.
-  *You can only enable the spotlight when you have chosen to tint the whole screen.*
3. Adjust the **Transparent/Opaque** track bar until you have selected a more opaque colour, i.e. move the scale more to the right.
 4. Click on the Spotlight tab (Figure 12-2).

Use the Mouse Spotlight when tinting the whole screen check box

Height of Mouse Spotlight track bar

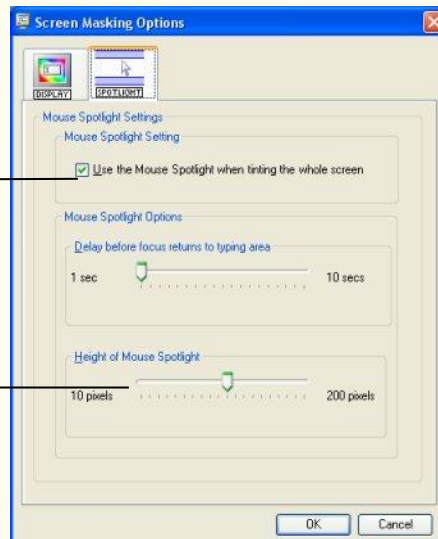




Figure 12-2 Spotlight tab

5. Make sure the **Use the Mouse Spotlight when tinting the whole screen** check box is selected.
6. Make the spotlight larger by moving the **Height of Mouse Spotlight** track bar more to the right.
7. Click on the **OK** button.
8. Click on the  button.
9. Move your mouse across the screen and notice how the spotlight works.
10. Click on the  button to disable the facility when you have finished.

The other Masking Types are as follows:

- *Tint the window I'm typing in*
- *Tint everything except the window I'm typing in*
- *Tint everything except the line I'm typing on*
- *Underline the line I'm typing on*
- *Underline my mouse pointer*
- *Change system background color.*

13. USING THE TRANSLATOR FACILITY

In this section you'll learn how to:

- translate single English words into another language
- configure the Translator facility
- translate paragraphs of text into another language.



Type the following text into a blank Microsoft Word document:

It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

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

Exercise 1 Translating single English words into another language

In this exercise you'll learn how to translate words from English into another language.

1. Click on the  drop down list on the toolbar and select *Single word translation*.
2. Click on the  button. You see the Translation tab of the Translator window displayed (Figure 13-1).

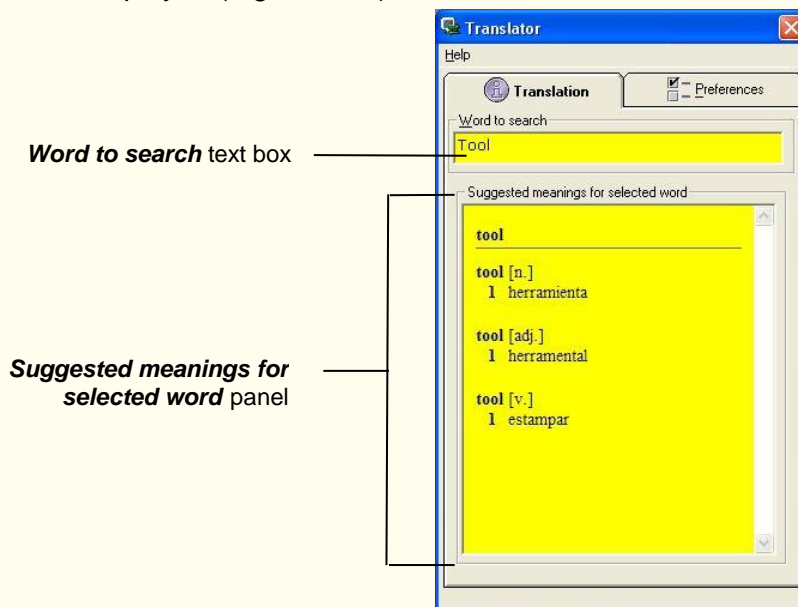


Figure 13-1 The Translator window: Translation tab

3. Click on the Preferences tab (Figure 13-2).

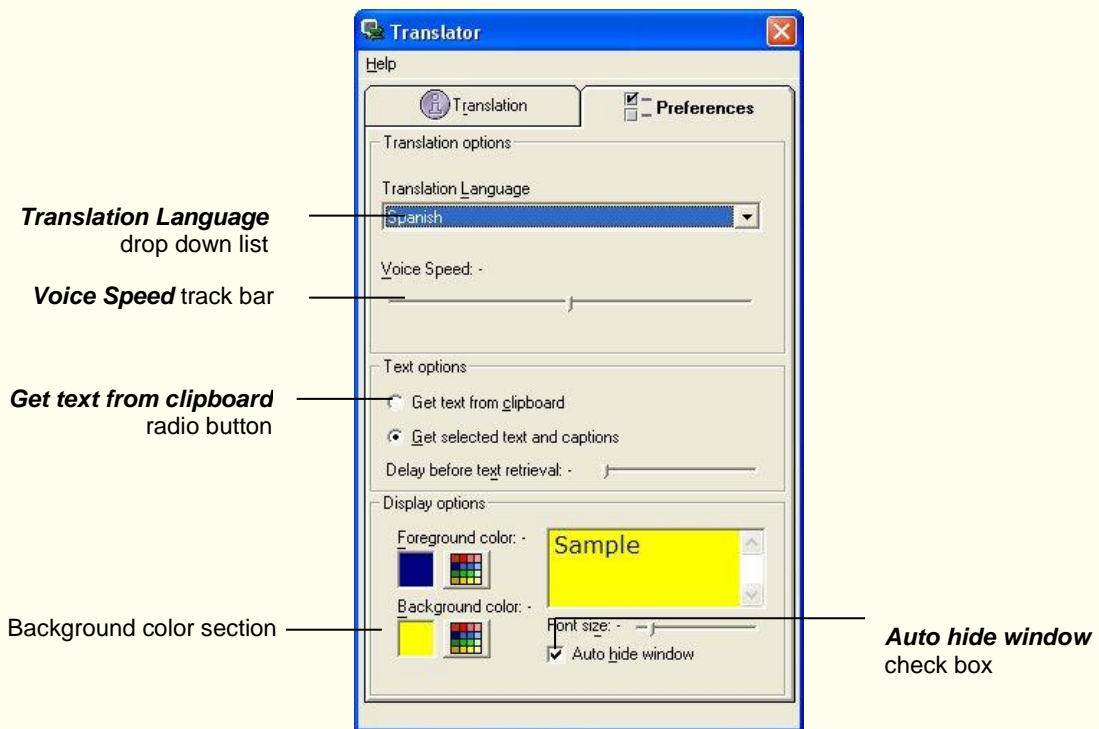



Figure 13-2 Preferences tab

4. Select the *Spanish* option from the **Translation Language** drop down list.
5. Click on the Translation tab.
6. Highlight the word 'dead' in your document.
You see the word 'dead' displayed in the **Word to search** text box and a list of Spanish translations displayed in the **Suggested meanings for selected word** panel.
7. Click on the Spanish translations to hear them read aloud.
8. Highlight the word 'empty' in your document to view a list of Spanish translations in the Translator tab.

Exercise 2 Configuring the Translation facility


In this exercise, you'll learn how to use the Preferences tab to configure speech, text and display options.

1. Click on the Preferences tab in the Translator window (Figure 13-2).
2. Select the *French* option from the **Translation Language** drop down list.
3. Adjust the **Voice Speed** track bar to the setting '30'.
4. Make sure the **Get selected text and captions** radio button is selected to specify that you'd like to select words for translation by simply highlighting them in your document.
5. Click on the  button in the **Background color** section and select a pink colour for the background of the text in the Translation tab.
6. Click on the Translation tab (Figure 13-1).
7. Highlight the word 'starlight' in your text.


You can now see the translations for the word 'starlight' in the **Suggested meanings for selected word** panel.

Exercise 3 Translating paragraphs of text into another language

In this exercise you'll learn how to translate paragraphs of text from English into another language.

1. Click on the  drop down list on the toolbar and select *Paragraph translation*.
2. Highlight the following paragraph in your document:

It was dead quiet and empty black, except for the starlight. All of the animals were asleep on the farm – even the mice and the owls.

3. Click on the  button.

You see the Read&Write Paragraph Translator in a new browser window (Figure 13-3). A translation is shown in French.

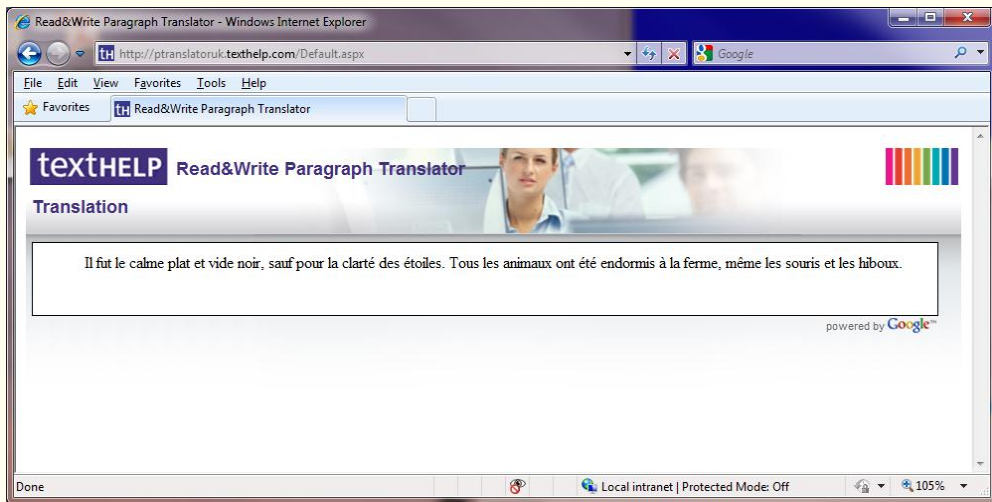






Figure 13-3 The Read&Write Paragraph Translator

4. Hover your mouse over the paragraph and then click on the  button to hear it read aloud.

 The  button will only be shown if there is a supported speech engine.

5. Close the browser window.
6. Click on the  drop down list on the toolbar and select *Paragraph translation options*.

You see the Paragraph Translation Options window displayed (Figure 13-4).

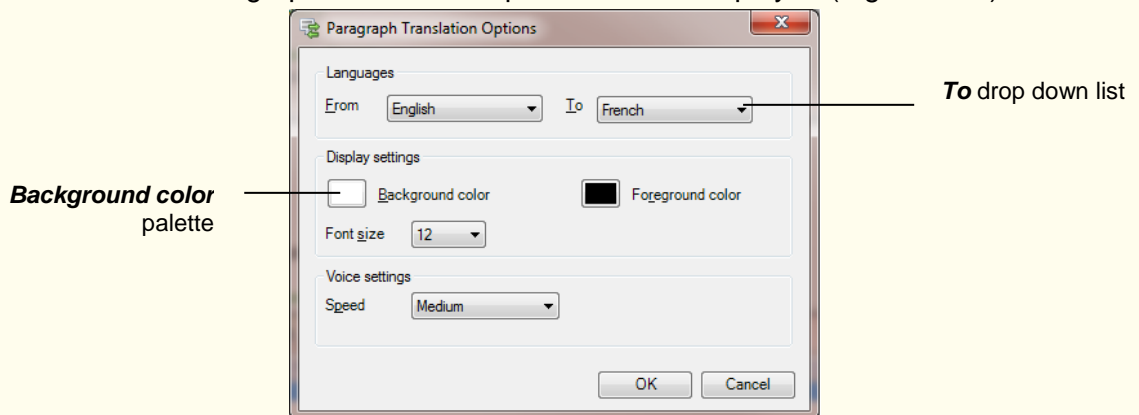




Figure 13-4 Paragraph Translation Options window

7. Select the *Spanish* option from the **To** drop down list under **Languages**.
8. Click on the **Background color** palette and select a **yellow** colour from the colour palette.
9. Click on the **OK** button.
10. Highlight the paragraph in your document (the same one you highlighted in step 2).

11. Click on the  button.

You see the Read&Write Paragraph Translator redisplayed in a new browser window. A translation is shown in Spanish.


12. Hover your mouse over the paragraph and then click on the  button to hear it read aloud.
13. Close the browser window.

14. USING STUDY SKILLS

In this section you'll learn how to:

- collect text that you can use for your studies
- create a vocabulary list for your studies.

You can use Study Skills to highlight pieces of text which you may find of interest within a Microsoft Word document or Internet Explorer, and collate the highlighted text into a new document. You can collect the highlighted text using either the Collect highlight tool or the Vocabulary tool.


To access Study Skills, click on the  button until you can see the Study Skills buttons. The tooltip for this button will help you identify the buttons you need.

Exercise 1 Collecting text for your studies

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. You'll learn how to do this using the Collect highlight tool.


1. Open your Internet browser window and then open one of your favourite websites. Alternatively, open a Microsoft Word document of your choice.

 *The webpage or Microsoft Word document must have several paragraphs of text.*

2. Highlight the first paragraph on the page and then click on the  (Highlight green) button.


Read&Write 10 Gold highlights the text in green. An example is shown below:

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

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


Read&Write 10 Gold highlights the text in pink.

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

5. Highlight one of the paragraphs in pink and then click on the  (Clear highlights) button.

Read&Write 10 Gold de-selects the highlighted text in pink.

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

7. Highlight the first paragraph on the page and then click on the  (Highlight green) button.

Read&Write 10 Gold highlights the text in green.

8. Click on the  (Collect highlights) button.

The Collect Highlights window is displayed (Figure 14-1).

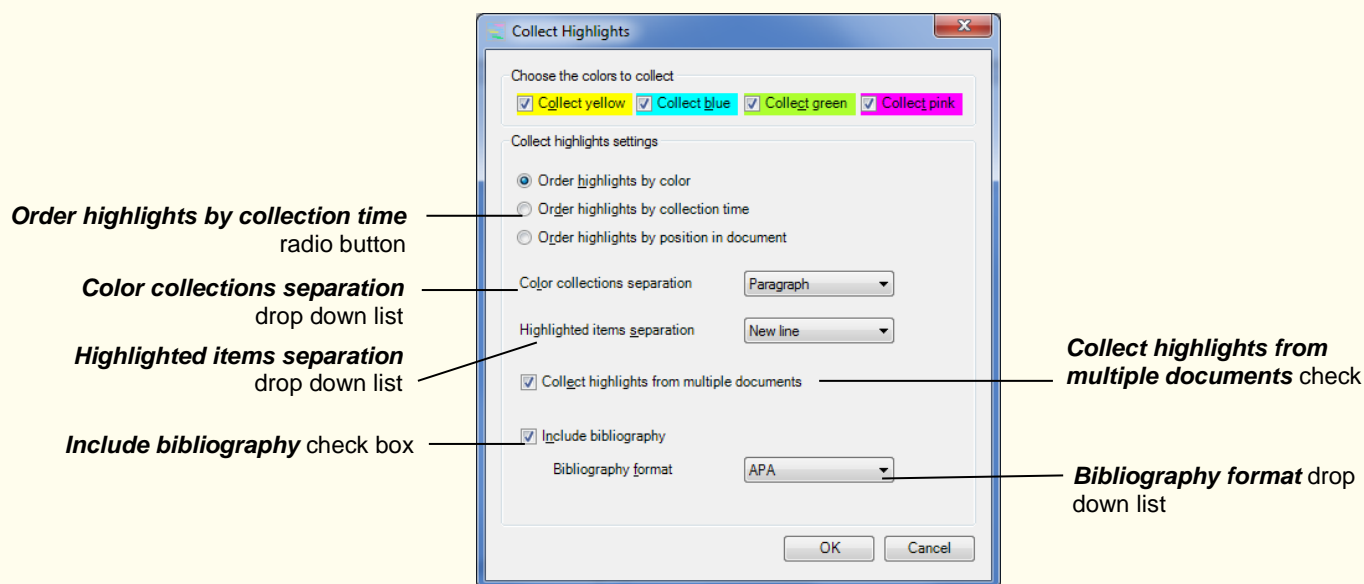


Figure 14-1 Collect Highlights window

9. Make sure the following options are selected:
 - **Collect green** check box
 - **Collect pink** check box
 - **Order highlights by collection time** radio button
 - the *None* option is selected from the **Color collections separation** drop down list
 - the *New line* option is selected from the **Highlighted items separation** drop down list
 - **Collect highlights from multiple documents** checkbox
10. Select the **Include bibliography** checkbox and then select *Harvard* from the **Bibliography format** drop down list.
11. Click on the **OK** button.


Read&Write 10 Gold collects the highlighted text from both of the web pages (or Word documents) and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.
12. Save your document and call it **My Studies**.
13. Close the web pages (and/or Microsoft Word documents).


Exercise 2 Creating a vocabulary list for your studies

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

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

 *The webpage or Microsoft Word document must have at least one paragraph of text.*

2. Highlight a word on the page and then click on the  (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.

- Click on the  button on the toolbar.
You see the Vocabulary window displayed (Figure 14-2).

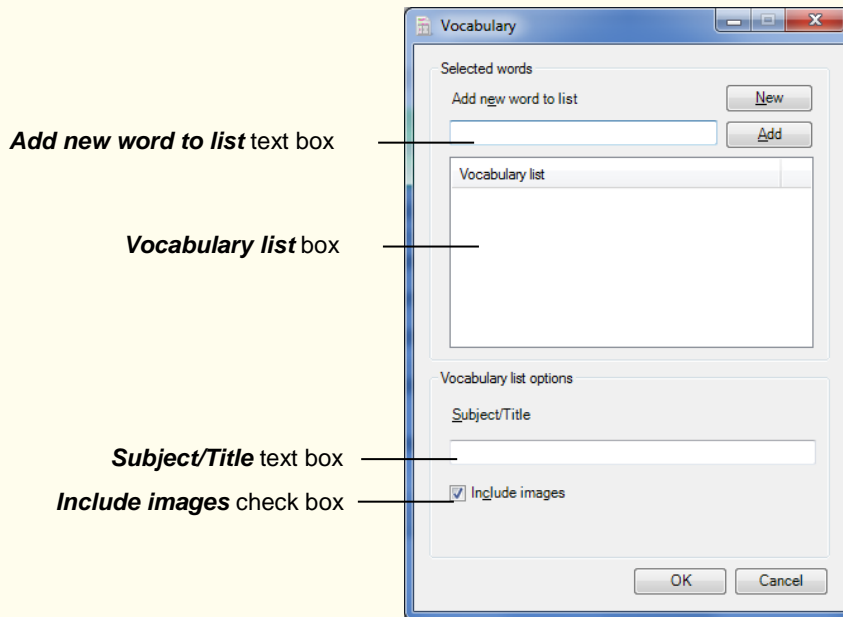


Figure 14-2 Vocabulary window

Your selected words are listed in the **Vocabulary list** box.

- Type 'happy' in the **Add new word to list** text box and then click on the **Add** button to add the word to the **Vocabulary list** box.
- Type 'My text' in the **Subject/Title** text box.
- Make sure the **Include images** checkbox is selected.
- Click on the **OK** button.

Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images (Figure 14-3).






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".		

Figure 14-3 Vocabulary List

- Type the following text in the **Notes** column for the word 'happy':
A positive state of mind.
- Save your document and call it **My text**.


15. USING THE WORD WIZARD

In this section you'll learn how to use the Word Wizard.

Exercise 1 Searching for words using the Word Wizard

In this exercise you'll learn how to use the Word Wizard to search for specific words.

To complete this exercise, click on the  button until you can see the All Features toolbar. The tooltip for this button will help you identify the toolbar you need.

1. Type **tree** onto a new line in your document and then highlight it.
2. Click on the  button on the toolbar.
You see the first window in the Word Wizard, which displays the highlighted word.
3. Click on the **Next** button. You see the next window in the Word Wizard.
4. Select the **Noun** radio button to specify that you are looking for a noun and then click on the **Next** button.

You see the next window displayed. Read the two senses which provide you with two different meanings for the word 'tree'.

5. Make sure the first sense (1) is selected and then click on the **Next** button, i.e. 'A tall perennial woody plant having a main trunk and branches forming a distinct elevated crown'. You see the next window in the Word Wizard.
6. Select the **Parts of a 'tree'** radio button and then click on the **Next** button. You see the next window (Figure 15-1).

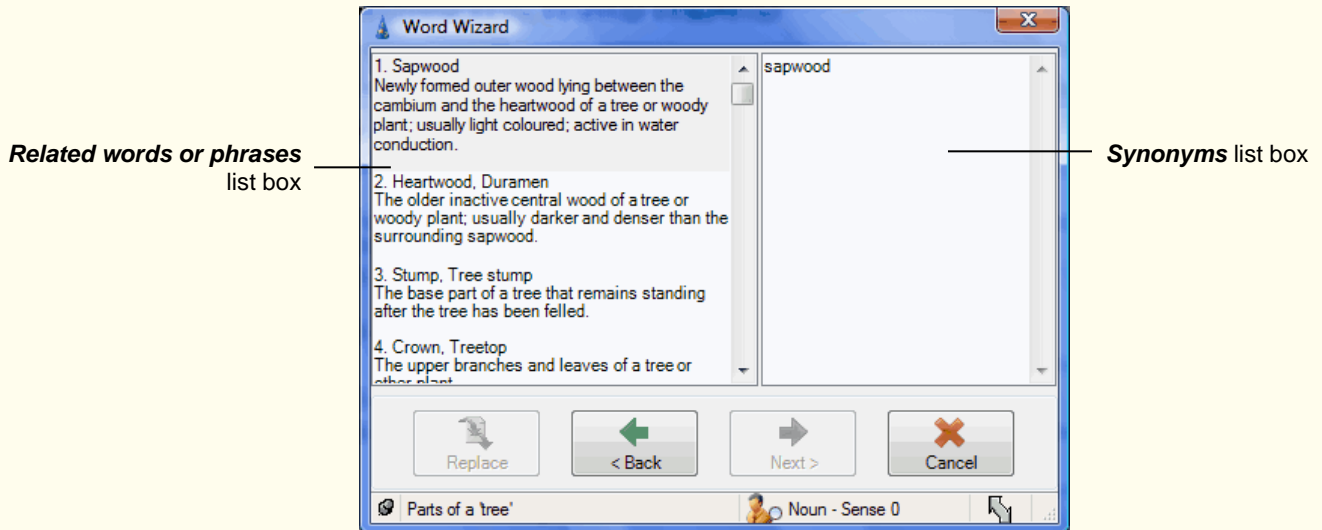


Figure 15-1 Word Wizard

7. Click on the third phrase (3) in the **Related words or phrases** list box, i.e. 'Stump, Tree stump'. You can view a list of related synonyms displayed in the **Synonyms** list box.
8. Select 'stump' from the **Synonym** list box and then click on the **Replace** button.
'Stump' replaces the word 'tree' in your text.


16. USING THE READ&WRITE 10 GOLD CALCULATORS


In this section you'll learn how to:

- use the Standard Calculator
- use the Scientific Calculator
- evaluate calculations within documents
- convert values in a document.

Exercise 1 Using the Standard Calculator

In this exercise, you'll learn how to use the Standard Calculator.

1. Click on the  drop down list on the toolbar and select *Standard Calculator*. You see the Standard Calculator window displayed.
2. Select the following options from the Speech menu:
 - *Speak on Click*
 - *Confirm on Equals*.
3. Complete the following using the View menu:
 - select *Background Color*, then select a green colour from the colour palette, and then click on the **OK** button
 - select *Foreground Color*, then select a navy colour from the colour palette, and then click on the **OK** button
 - point your cursor over *Button Colors*, select *Number Color* from the popup menu, then select a yellow colour from the colour palette and then click on the **OK** button
 - make sure the *Show Audit Trail* option is selected.
4. Click on the following buttons: **5 + 9 + 4 =**

 *If you click on the wrong button you can undo your last action by clicking on the **Undo** button. If required, you can click on this button several times if you decide that you want to undo several actions.*

The system calculates the sum and then reads it aloud. Your calculator should look similar to Figure 16-1.

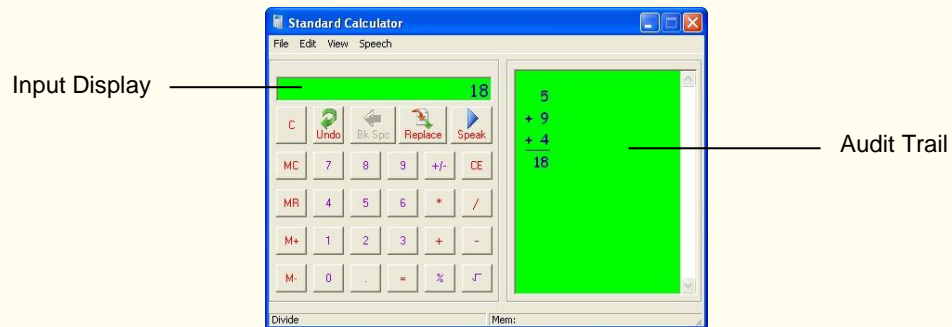




Figure 16-1 Standard Calculator window

- Click on the  button on the top right-hand corner to close the Standard Calculator.

Exercise 2 Using the Scientific Calculator

In this exercise, you'll learn how to use the Scientific Calculator.

- Type the following into a blank Microsoft Word document: **638/2**.
- Highlight the sum in your document and then click on the  drop down list on the toolbar and select *Scientific Calculator*.

You see the Scientific Calculator window displayed (Figure 16-2). The text you've just highlighted is displayed in the Input Display.

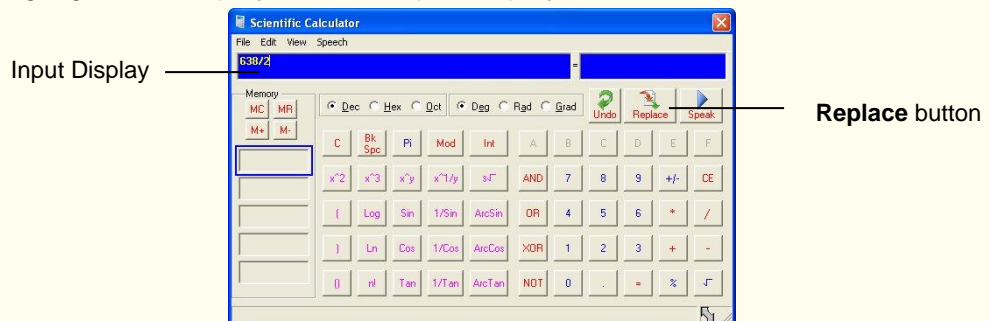


Figure 16-2 Scientific Calculator window

- Click on the = button. The answer to the calculation is displayed.
- Click on the **Replace** button.
The sum you highlighted in step 2 is replaced with the answer 319.
- Click on the **C** button to clear the Input Display.
- Click on the View menu and select *Variables and Constants* to display the Stored Constants and Variables window (Figure 16-3).

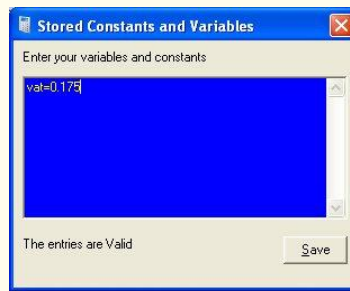



Figure 16-3 Stored Constants and Variables window

7. Type **vat=0.175** into the space provided and then click on the **Save** button.
8. Click on the File menu and select the *Exit* option to close the Scientific Calculator.

Exercise 3 Evaluating calculations within documents


In this exercise, you'll learn how to evaluate calculations in your document without having to access the calculators.

1. Type the following into your Microsoft Word document: **50.00*vat**
2. Highlight the sum in your document and then click on the  drop down list on the toolbar and select *Evaluate in Document*.

The answer is inserted after the calculation.

Exercise 4 Converting values in documents

In this short exercise, you'll learn how to convert values in your document. In this example you're going to convert a value in centimetres to inches.

1. Type the following into your Microsoft Word document: **167**.
2. Highlight the figure in your document.
3. Click on the  drop down list on the toolbar, point your cursor over *Convert*, then *Length*, then *centimeters*, and then select *to inches* as shown in Figure 16-4.

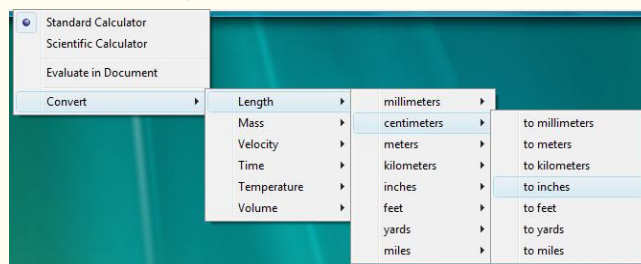


Figure 16-4 Conversion menu option

The figure in your document is replaced by the inches equivalent (65.7480336).

17. WORKING WITH DAISY BOOKS


In this section you'll learn how to:


- read Daisy books
- navigate through a Daisy book.


Exercise 1 Reading Daisy books

Before you begin this exercise, make sure you have a Daisy book saved on your computer.


 *If you don't have a Daisy book to work with, you can carry out a search on the Internet for Daisy Books.*

 *You can open an AudioPlus book which you may have received from the RFB&D (Recordings for the Blind and Dyslexic). However, you cannot use the Read&Write 10 Gold toolbar to read the chapters aloud. Instead, you can use the Speech buttons at the bottom of the Daisy Reader window.*

1. Click on the  button on the toolbar.
You see the Browse For Folder window displayed.
2. Browse to the location in the directory where you have saved the Daisy file, select it and then click on the **OK** button.

 *If you are opening an AudioPlus book, you must browse to the location of your User Authorization Key, select it and then click on the **Open** button. You can then enter the PIN code supplied to you by the RFB&D.*





The Daisy book opens in the Daisy Reader window.

3. The table of contents for the book is displayed on the left-hand-side of the Daisy Reader window. Click on a page/section to view it.
4. Complete either of the following options:
 - if web highlighting is switched on, hover your mouse over the area of text you want read aloud
 - if web highlighting is not switched on, click on the  button on the Read&Write 10 Gold toolbar.
5. Click on the Display menu and select *Display Options*. You see the Display Options panel displayed.
6. Specify that you would like to make the Font Size 20 and the text Bold. If you wish, change the Text and Background Colour by clicking on the colour dropdown. Click on the **Cancel** button when you are happy with the settings.


Exercise 2 Navigating through a Daisy book

In this exercise you'll learn how to find the text that you want to read aloud in the Daisy book.

1. Make sure the Daisy book is open. You may need to complete steps 2 and 3 in the previous exercise.
2. Click on the appropriate **Navigation** button to move through the pages:

-  – displays the **first** page in the book
-  – displays the **previous** page in the book
-  – displays the **next** page in the book
-  – displays the **last** page in the book.


Insert bookmarks in the text. To do this:


3. Click on the  button. You see the Save Bookmark window displayed.
4. Type **Bookmark1** in the text box provided and then click on the **Save Bookmark** button.
5. Go to another page in the Daisy book and repeat steps 3 and 4 to add another bookmark, and call it **Bookmark2**.

Now practice finding the bookmarked text:

6. Select *Bookmark1* from the **Bookmarks** drop down list and then click on the  button.

Find specific words in the text. To do this:

7. Type a word that you know is in your Daisy book, in the **Find Text In Book** text box, and then click on the  button.


The first instance of the word or phrase is highlighted in your Daisy book. If you want to view the next instance, click on the  button again.

18. USING THE PRONUNCIATION TUTOR

In this section you'll learn how to use the Pronunciation Tutor to:

- check how words are pronounced
- create syllable exceptions.

Exercise 1 Checking how words are pronounced

1. Click on the  button on the toolbar to display the Pronunciation Tutor window (Figure 18-1).

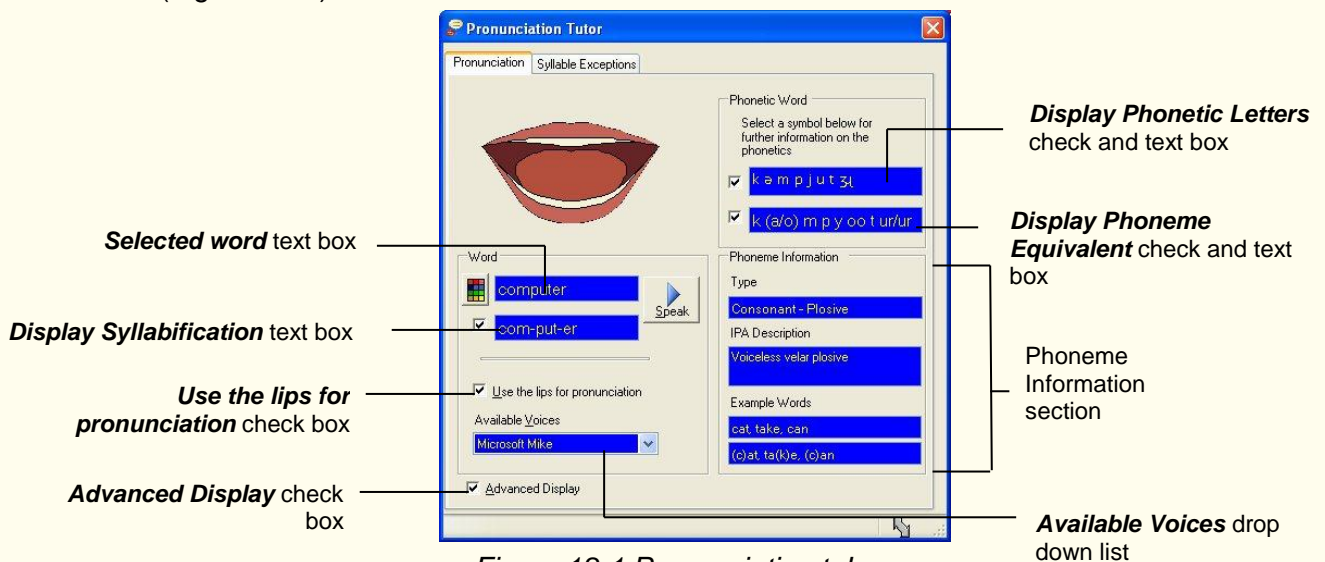





Figure 18-1 Pronunciation tab

2. Click on the  symbol on the bottom right-hand corner of the window and then drag and drop the window until it reaches the size most suitable for you. Any window that has the  symbol can be resized.
3. Select 'Texthelp Tina UK' from the **Available Voices** drop down list.
4. Make sure the following check boxes are selected:
 - **Advanced Display**
 - **Use the lips for pronunciation**
 - **Display Syllabification**
 - **Display Phonetic Letters**
 - **Display Phoneme Equivalent.**
5. Type **computer** into the **Selected word** text box and then click on the **Speak** button.

Note how the lips and tongue move to show you how to form the word with your mouth. Also note how the word 'computer' is broken down into three syllables in the **Display Syllabification** text box.
6. Double click on the letter **k** in the **Display Phoneme Equivalent** text box. The Phoneme Information section is populated with information, e.g. words that are also pronounced using the 'k' sound used in 'computer' are listed in the **Example Words** text boxes.

Exercise 2 Creating syllable exceptions

In this exercise you'll learn how to teach the system to pronounce the word 'hungry' differently. You'll do this using the Pronunciation Tutor.

1. Type the word **hungry** into your document, highlight it and then click on the  button. Notice how the Pronunciation Tutor breaks the word into the syllables 'hun' and 'gry'.
2. Click on the Syllable Exceptions tab (Figure 18-2).

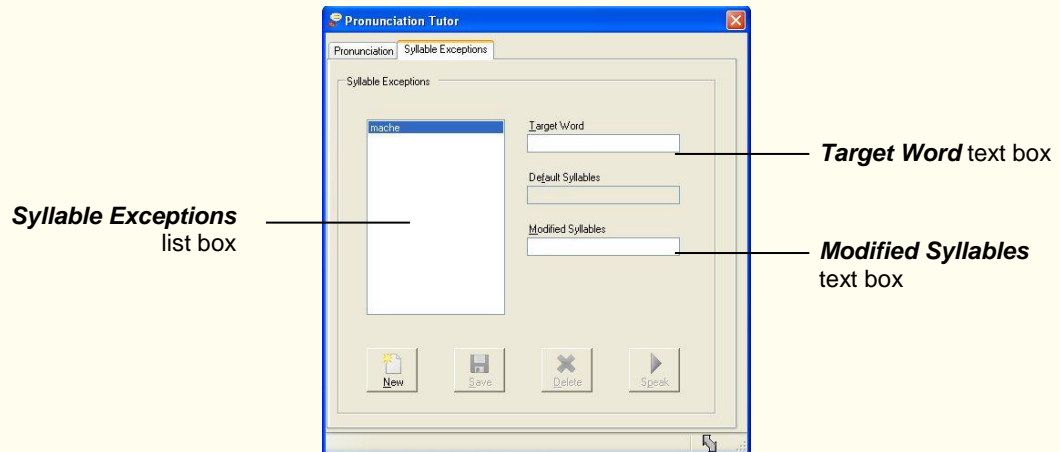



Figure 18-2 Syllable Exceptions tab

3. Click on the **New** button.
4. Type **hungry** into the **Target Word** text box and then type **hung-ry** into the **Modified Syllables** text box.
5. Click on the **Speak** button to hear the new pronunciation read aloud and then click on the **Save** button to add it to the **Syllable Exceptions** list box.
6. Click on the  button to close the Pronunciation Tutor window.

19. USING THE FACT FINDER

In this section you'll learn how to:

- use the Fact Finder default search engine
- add search engines to the Fact Finder facility.

Exercise 1 Using the default search engine

In this exercise you'll learn how to set up the default search engine and search for facts using the default search engine.



1. In Microsoft Word type in the word 'dyslexia'.
2. Select the word and click on the  button.
3. Your browser window opens displaying the search results for 'dyslexia' in Google.
4. Click on the  drop down list on the toolbar and select *Fact Finder Options*. You see the Fact Finder Options window displayed (Figure 19-1).



Figure 19-1 Fact Finder Options window


5. Click on the **Change Default** button and then point your cursor over the *Search using* option. You see a drop down list displaying different categories of search engines.
6. Point your cursor over *General* and select the *Yahoo* search engine.
7. Click on the **OK** button to save Yahoo as the default search engine.
8. Click on the  button on the toolbar. You see the Manual Text Search window, allowing you to search for facts using the default search engine, Yahoo (Figure 19-2).




Figure 19-2 Manual Text Search window

9. Type **What are sloths** in the text box provided and then click on the **OK** button. Your browser window opens displaying the search results for 'sloths' in Yahoo.

Exercise 2 Adding search engines

In this exercise you'll learn how to add a new search engine to Read&Write 10 Gold for use with the Fact Finder facility.

1. Click on the  drop down list on the toolbar and select *Fact Finder Options*. You see the Fact Finder Options window displayed (Figure 19-1).
2. Click on the **Add New Entry** button.
You see the Download Fact Finder Sites window, which allows you to download new search engines from www.texthelp.com.

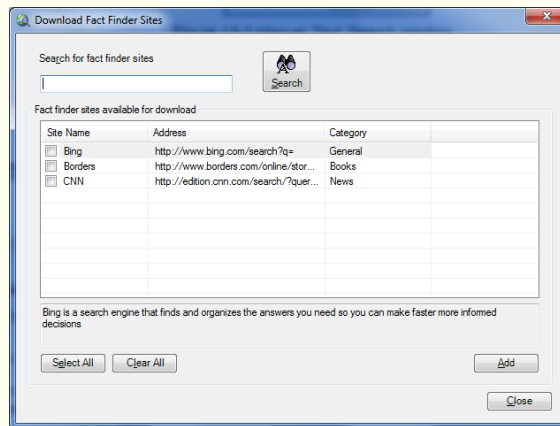



Figure 19-3 Download Fact Finder Sites window


3. Select the check box beside the search engine you want to download. Take note of the **Category** under which it is listed. For example, in Figure 19-3 the CNN search engine is listed under the 'News' category.
4. Click on the **Add** button.
5. Click on the **Close** button when you have finished downloading search engines.
6. Click on the  drop down list on the toolbar and then point your cursor over the *Search using* option. Point your cursor over the category to which your newly downloaded search engine belongs. You can now see it displayed in the list. It is now available for use.

20. USING THE SPEECH INPUT FACILITY IN XP

In this section you'll learn how to:

- add user profiles
- create a document
- set up and use the Alternatives window.

To complete this section, you must ensure that:

- you're in a quiet room and are not likely to be distracted
- you've clicked on the  button and can see the Texthelp Speech Input window
- you've followed the instructions in 'Adjusting the microphone' in the online help to ensure that you've positioned your microphone correctly.

Exercise 1 Adding your user profile

In this exercise you'll learn how to add your user profile to the Speech Input facility so that it can save your own personal voice settings.

1. Click on the  button.

You see the Speech Input User Profile window displayed (Figure 20-1).




Figure 20-1 Speech Input User Profile window

2. Type your name in the **Add a new profile** text box and then click on the **Add** button to add your user profile.
The first step in the Training Wizard is displayed.
3. Follow the on screen instructions to train the Speech Input facility to recognise your voice.

Exercise 2 Creating documents

In this exercise you'll learn how to create documents using the Speech Input facility.

1. Click on the  button.

You see the Document Options window displayed (Figure 20-2).

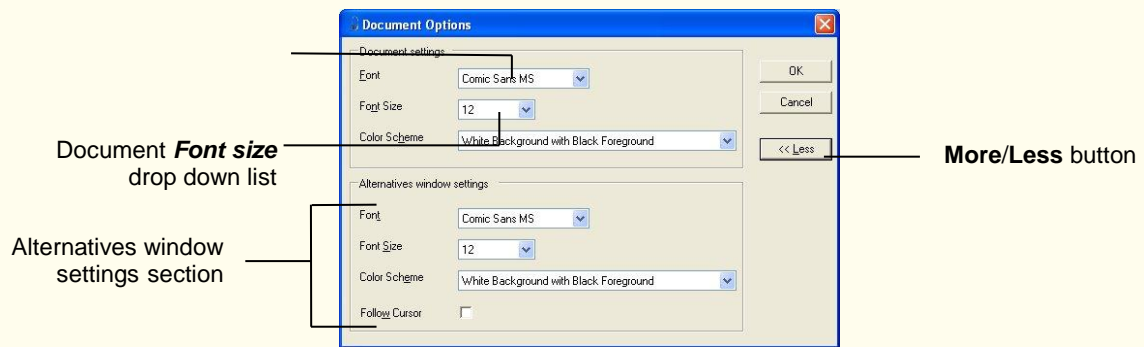








Figure 20-2 Document Options window

2. Select *Times New Roman* from the Document **Font** drop down list and *14* from the Document **Font Size** drop down list.
3. Click on the **OK** button to save the new settings and to close the Document Options window.
4. Make sure you can see the  button on the toolbar. If you can't see it, click on the  button.
5. Read the following text into the microphone:
'Fred the frog sat on his old mushroom, very tired of his surroundings. One day, a turtle called Nemo walked slowly by his mushroom. Fred jumped down to say hello.'
6. Click on the  button to hear the text read back to you. After a few seconds, click on the  button to stop the system from reading the text aloud. Click on the  button again to resume.
7. Click on the  button.
You see the Add/Delete Words window displayed (Figure 20-3).

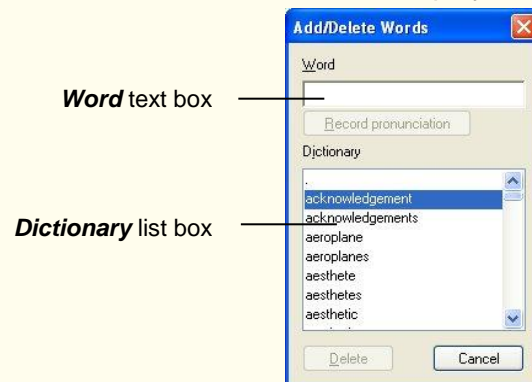



Figure 20-3 Add/Delete Words window


8. Type **Nemo** in the **Word** text box.
9. Click on the **Record pronunciation** button and then speak the word 'Nemo' into the microphone. The word 'Nemo' is added to the **Dictionary** list box.
10. Click on the  button to close the Add/Delete Words window and to return to the Speech Input window.
11. Click on the File menu and select *Save As*.


The Save As window is displayed.

12. Type **Speech Input test** in the **File name** field.
13. Browse to the location in which you want to save the document and then click on the **Save** button.

Exercise 3 Using the Alternatives window

In this exercise you'll learn how to use the Alternatives window to view a list of alternative words which you can then insert into your document.

 You can use the Document Options window (Figure 20-2) to change the Alternatives window display settings.

1. Click on the  button to enable the Alternatives window. Highlight the word 'jumped' in your document.
You see the Alternatives window displayed.
2. Scroll through the list until you find the word 'leapt' and then double click on it.
You see the word you highlighted in step 1 replaced with the word you've just selected.

21. USING THE SPEECH INPUT FACILITY IN VISTA

In this section you'll learn how to:


- set up the Speech Input facility
- create text using Speech Input
- correct text
- add words to the Speech Dictionary.

To complete this section, you must ensure that you're in a quiet room and are not likely to be distracted.

 This exercise assumes that the Speech Input facility has not been previously used.

Exercise 1 Preparing to use the Speech Input facility

In this exercise you'll learn how to start the Speech Input facility, correctly position the microphone and carry out a training exercise.

1. Click on the  button on the toolbar.
You see the Speech Input window displayed (Figure 21-1).

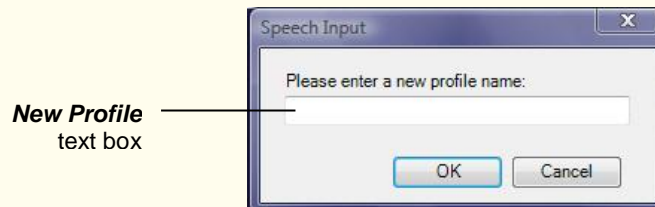


Figure 21-1 Speech Input window

2. Type your name in the **New Profile** text box and then click on the **OK** button to add your user profile.
The Microphone Setup Wizard is displayed (Figure 21-2).

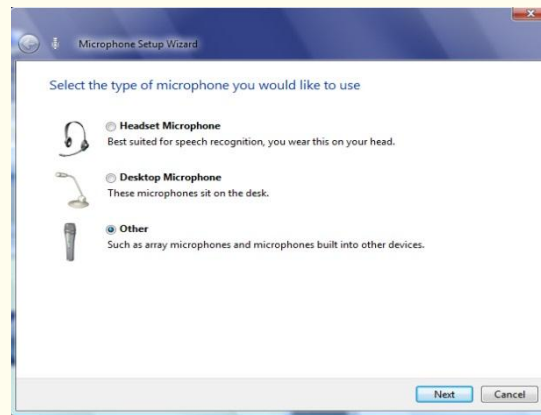


Figure 21-2 Microphone Setup Wizard

3. Follow the instructions in the wizard to ensure that the microphone is in the correct position.

When you have finished adjusting the microphone, the Speech Recognition Voice Training Wizard is displayed (Figure 21-3).

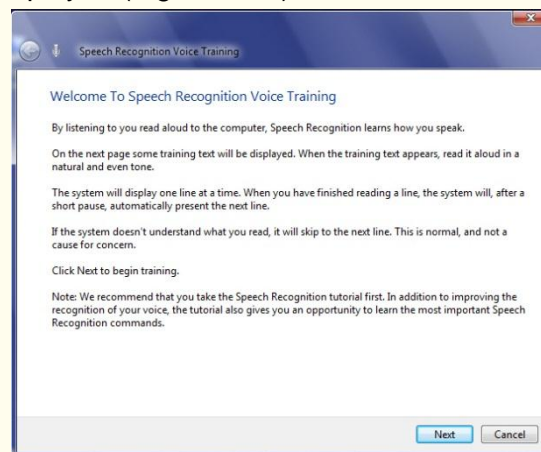
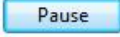



Figure 21-3 Speech Recognition Voice Training wizard

4. Follow the instructions in the wizard to train the Speech Input facility to recognise your voice.

You can pause the training at any stage by clicking on the  button. The more training you do the better the Speech Input facility will be at recognising your voice.

Exercise 2 Create text using the Speech Input facility

In this exercise you'll learn how to start the Speech Input facility and create text by reading into the microphone.

1. Click on the  button on the toolbar. You see the Speech Input panel (Figure 21-4). It is currently in 'Listening' mode.

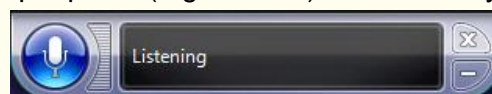





Figure 21-4 Speech Input panel – Listening mode

2. Open Microsoft Word.
3. Speak the following text into the microphone:

'Fred the frog sat on his old mushroom, very tired of his surroundings. One day, a turtle called Nemo walked slowly by his mushroom. Fred jumped down to say hello.'

 Don't worry if the Speech Input makes a mistake. You will learn how to correct mistakes in the next exercise.

4. Click on the  button on the toolbar.
The text you just spoke into the computer is read back to you.

5. Click on the  button on the Speech Input panel.
The Speech Input panel changes to 'Sleeping' mode (Figure 21-5).

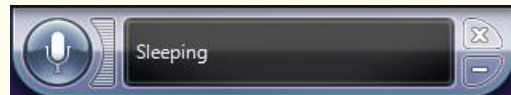





Figure 21-5 Speech Input panel – Sleeping mode

 You can toggle between the Listening and Sleeping modes by clicking on the  button.

Exercise 3 Correcting text using the Speech Input facility

In this exercise you'll learn how to correct any mistakes the Speech Input facility may have made.

1. Open a new Microsoft Word document.
2. Click on the  button on the toolbar.
3. Speak some text into the microphone and stop *immediately* after a word is recorded incorrectly.
4. Speak the following into the microphone:
Correct that.

You see the Alternates panel displayed (Figure 21-6).

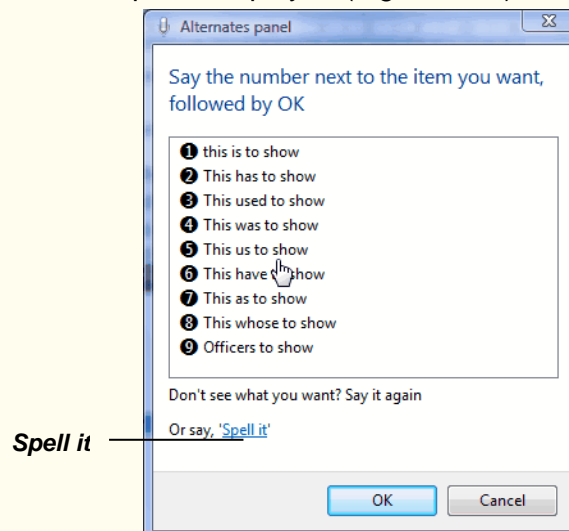


Figure 21-6 Alternates panel


5. Say the number displayed next to a word (or group of words) you would like to use instead.

The Speech Input facility replaces the word in your text.

6. Speak some more text into the microphone and only stop after speaking several sentences, i.e. after the software has made a couple of mistakes.
7. Speak the following into the microphone:

Correct 'say the word that was recorded incorrectly'.

The Alternates panel is re-displayed

 *If the incorrect word appears more than once, each instance will have a number beside it. In this case, you speak the following into the microphone: **Correct 'number displayed beside the instance you want to correct'.***

8. You can now either:
 - say the number displayed next to a word (or group of words) you would like to use instead. The Speech Input facility replaces the word in your text
 - click on or say **Spell it** if your correction does not appear in the Alternates panel.

You see the Spelling panel displayed (Figure 21-7).

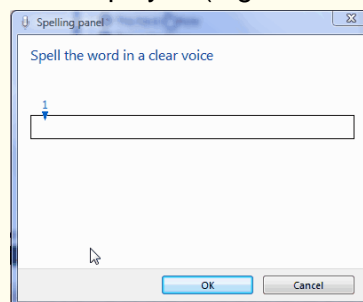



Figure 21-7 Spelling panel

9. Spell aloud the word you would like to insert in the text, in place of the original word, and then click on the **OK** button.
10. Close the Alternates panel.

Exercise 4 Adding words to the Speech Dictionary

In this exercise you'll learn how to add words to the Speech Dictionary. This is useful for any words that the Speech Input frequently mishears or does not recognise.

1. Click on the  drop down list and select the **Open Speech Dictionary** option. You see the Speech Dictionary window displayed (Figure 21-8).

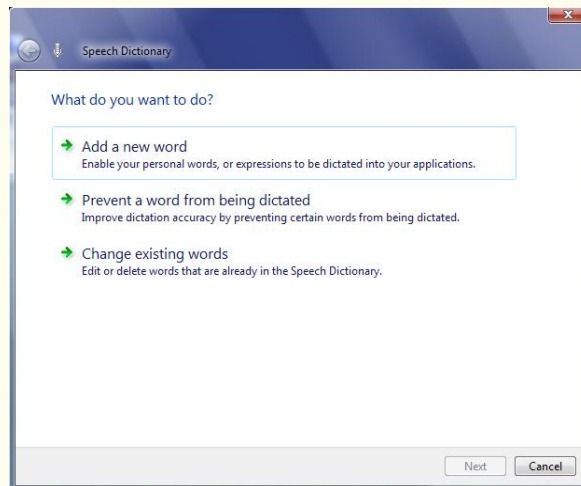


Figure 21-8 Speech Dictionary window

2. Click on **Add a new word.**

You see the second step of the Speech Dictionary window displayed (Figure 21-9).

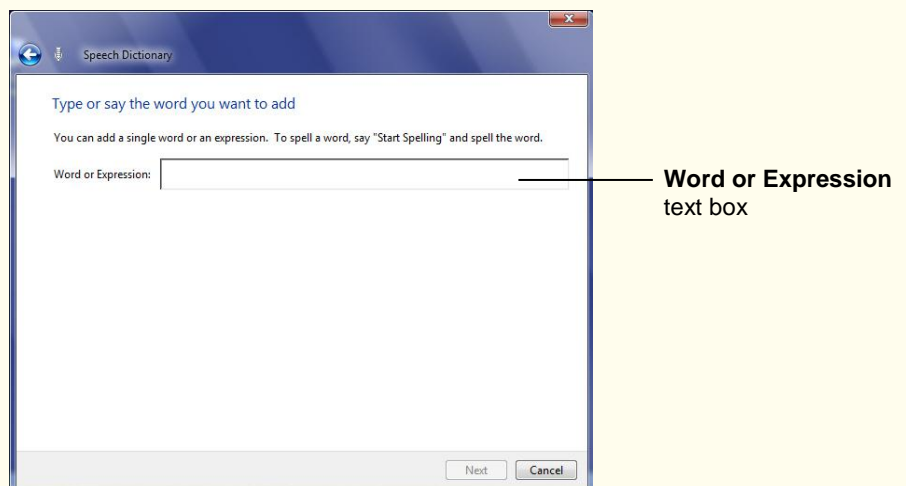


Figure 21-9 Speech Dictionary window: second step

3. Type the word **entrepreneurial into the **Word or Expression** text box, and then click on the **Next** button.**

You see the third step of the Speech Dictionary window displayed (Figure 21-10).

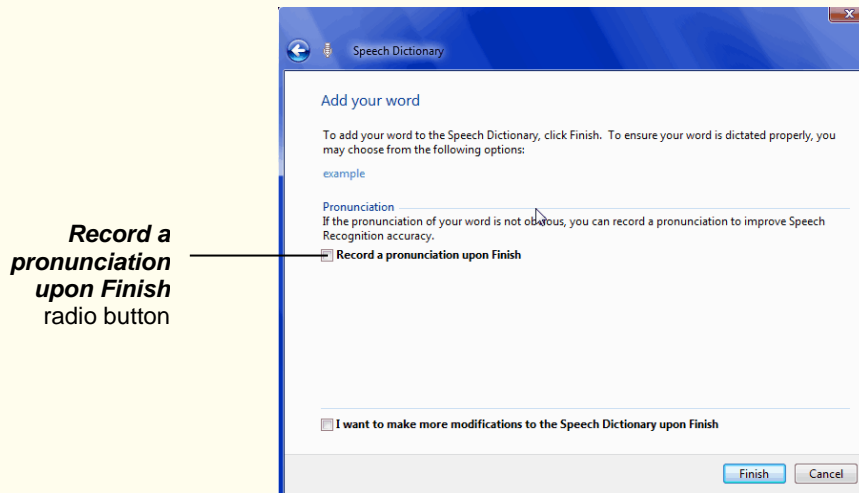


Figure 21-10 Speech Dictionary window: third step

4. Select the **Record a pronunciation upon Finish** check box, and then click on the **Finish** button.

You see the fourth step of the Speech Dictionary window displayed (Figure 21-11).

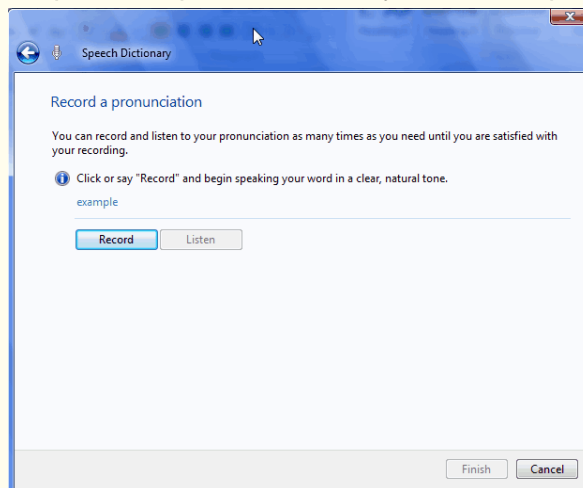


Figure 21-11 Speech Dictionary window: fourth step

5. Click on the **Record** button and then say the word **entrepreneurial** into the microphone.

 You can hear the word read back to you by clicking on the **Listen** button.

6. Click on the **Finish** button.






22. ADDITIONAL EXERCISES

In this section you'll learn how to:

- read text files and clipboard text
- set the prediction context level
- set up hotkeys
- set up autotext
- load your personal settings.


Exercise 1 Reading text files and clipboard text

Before you begin this exercise, make sure you have a text file saved on your computer.

1. Type the following text onto a new line in your document:
Start every day with an inspiring thought.
2. Highlight the text and then right click and select *Copy* from the popup menu.
3. Click on the  drop down list on the toolbar. Point your cursor at *Open in Text Reader* and select the *From Clipboard* option from the menu.
You see the text you highlighted in step 1 displayed in the Text Reader window.
4. Click on the  button on the toolbar to hear the sentence read aloud.
5. Click on the  button to close the Text Reader window.
6. Click on the  drop down list on the toolbar, point your cursor at *Open in Text Reader* and select the *Text file* option from the menu.
You see the Select file to open in Text Reader window displayed.
7. Browse to the location in the directory where the text file is located, select the text file and then click on the **Open** button.
The text is imported into the Text Reader window.
8. Use the **Speech** buttons on the Read&Write 10 Gold toolbar as required and then click on the  button to close the Text Reader window.

Exercise 2 Setting up the prediction context level

In this exercise you'll learn how to set the context level of predictions. This means that the Prediction facility will suggest words based on probability and/or accuracy depending on which level is set.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.
You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 22-1).

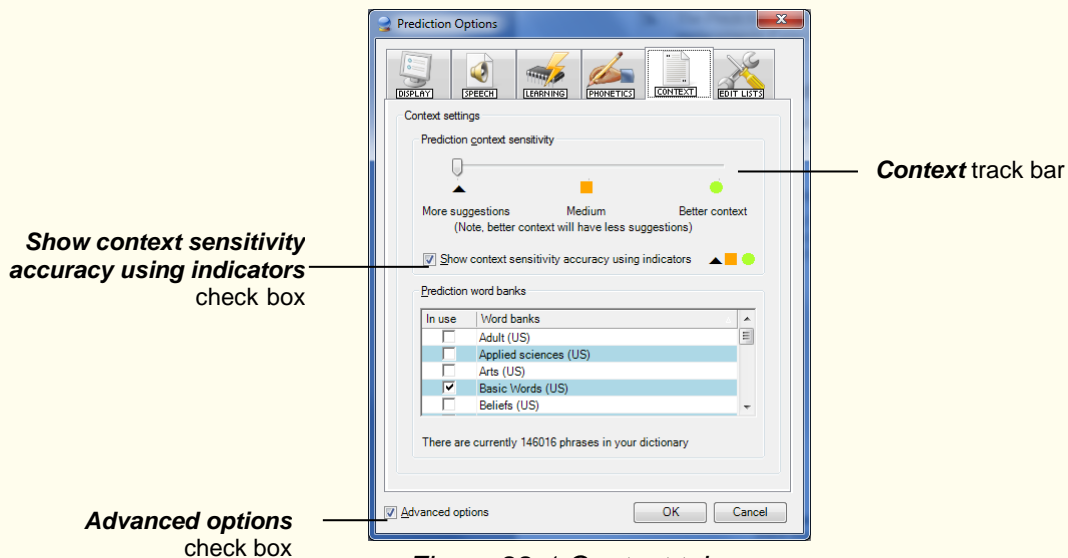




Figure 22-1 Context tab

2. Make sure the **Show context sensitivity accuracy using indicators** check box is selected.
3. Drag the **Context** track bar from 'More suggestions' to 'Better context' and then click on the **OK** button.
4. Click on the  button and then type the following text into your document. Keep an eye on what predictions are offered in the Prediction window:
5. Open the Context tab of the Prediction Options window again.
6. Drag the **Context** track bar from 'Better context' back to 'More suggestions' and then click on the **OK** button.
7. Re-type the text into your document. Keep an eye on what predictions are now offered in the Prediction window.

There is a stark contrast between 'More suggestions', the majority of which appear with a black triangle, and 'Better context' which appear with a green circle. With 'Better context' there are fewer words predicted but they are more accurate. Please choose which setting best suits you.


You can also specify which prediction word banks you want the Prediction facility to use when predicting words, by selecting the appropriate check boxes from the list at the bottom of the Context tab. For example, if you select the **Applied sciences** check box, the Prediction facility will use words and phrases from the Applied sciences prediction word bank to suggest words in the Prediction window.

If you have the Teacher's Toolkit installed, you can add your own prediction word banks to the list at the bottom of the Context tab.

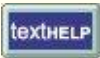
8. Click on the  button on the top right-hand corner of the Prediction window to close it.

Exercise 3 Setting up hotkeys

You can set up hotkeys for each of the buttons on the Read&Write 10 Gold toolbar or for some of the menu options. In this exercise you'll learn how to set up your own hotkeys.

 *It is only possible to have a total of 12 hotkey combinations. To carry out the following exercise you may have to delete some of the hotkey combinations*

already in the software. To do this select the Hotkey combination in the Hotkey combination list box and click on Delete.

1. Click on the  drop down list on the toolbar and select *General Options*. You see the Display tab of the General Options window. Click on the Hotkeys tab (Figure 22-2).

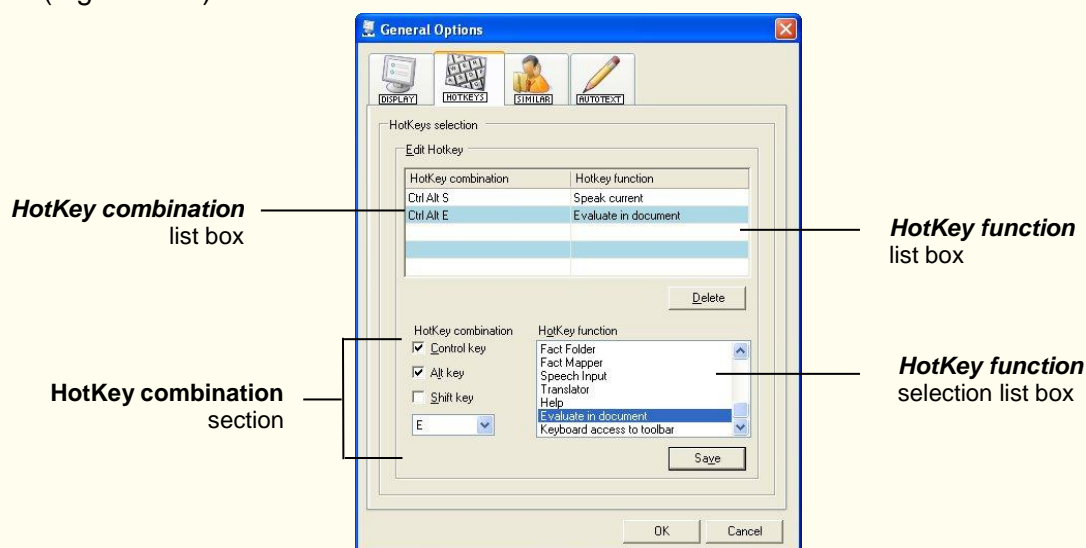



Figure 22-2 Hotkeys tab

2. Select the *Fact Finder* option from the **HotKey function** selection list box.
3. Select the **Control key** and the **Shift key** check boxes in the HotKey combination section and then select 'S' from the **Keyboard keys** drop down list. If you click on the drop down list and press the **S** key on your keyboard, 'S' will be selected.
4. Click on the **Save** button. The entry is listed in the **HotKey combination** and **HotKey function** list boxes.
5. Click on the **OK** button to save your settings and to close the General Options window.
6. Type **Dyslexia** into a Microsoft Word document and then highlight the word.
7. Press the **Ctrl Shift** and **S** keys on your keyboard. Your browser will open with the search results found by the Fact Finder.
8. Open the Hotkeys tab of the General Options window again and try setting up a few of your own hotkeys.

Exercise 4 Setting up autotext

You can create short cuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation into your document and Read&Write 10 Gold will automatically replace it with the text. In this exercise, you'll learn how to set up your own abbreviations.

1. Click on the  drop down list on the toolbar and select *General Options*.
2. You see the Display tab of the General Options window. Click on the Autotext tab (Figure 22-3).

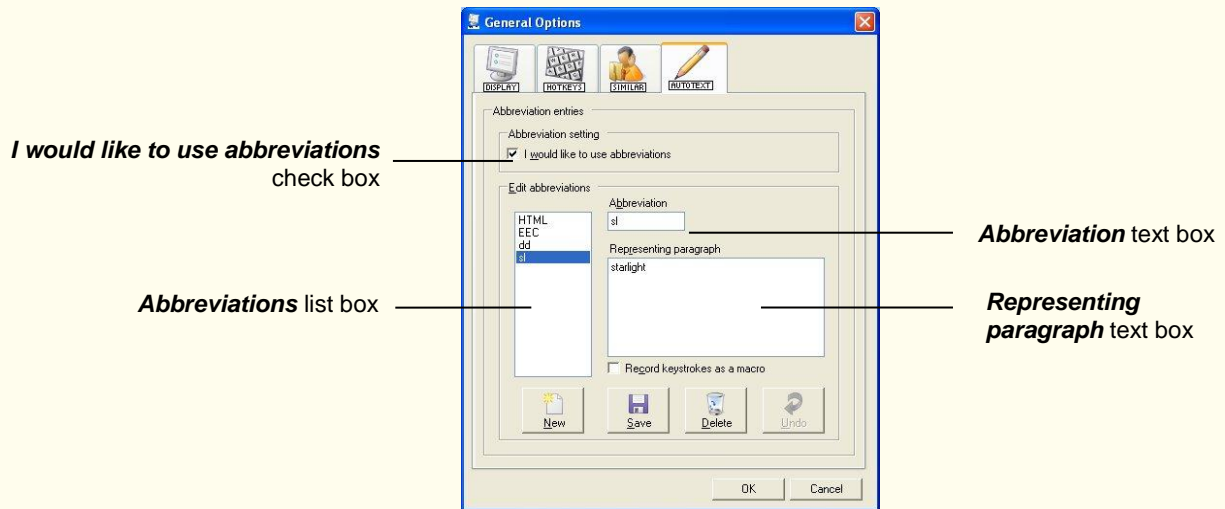





Figure 22-3 Autotext tab

3. Select the *I would like to use abbreviations* check box.
4. Type **sl** in the **Abbreviation** text box, then type **starlight** in the **Representing paragraph** text box and then click on the **Save** button.
5. Click on the **OK** button to save the new setting and to close the General Options window.
6. Type **sl** into your Microsoft Word document and then press **Enter** on your keyboard.
Note how the system automatically replaces the letters, 'sl', with the word 'starlight'.
7. Open the Autotext tab of the General Options window again and try setting up a few of your own abbreviations.

Exercise 5 Loading your personal settings

In this exercise you'll learn how to save your personal settings to a memory stick and take them home. You can then load your personal settings from the memory stick at home.

 *It is possible to save your personal settings to a location of your choice, for example, on your hard drive. However, in this exercise, you are required to save them to a memory stick.*

1. Click on the  drop down list and select *Save my settings*.
To load your personal settings at another location:
2. Insert your USB drive into your USB port.
3. Click on the  drop down list and select *Load my settings*.
The Browse For Folder window is displayed.
4. Browse for the USB drive on your computer and then click on the **OK** button to load your personal settings.



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