

**textHELP**

Literacy ■ Language ■ Learning



## Read&Write 10 Gold Training Guide



Revised October 2012

### 3. READING TEXT


In this section you'll learn how to:


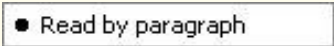



- select a system voice
- instruct the system to read letters, words and sentences as you type
- set up Screen Reading
- set up speech highlighting and use the speech buttons
- specify how you would like words pronounced
- read text on web pages
- using the Screenshot Reader
- read Dragon Recognized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

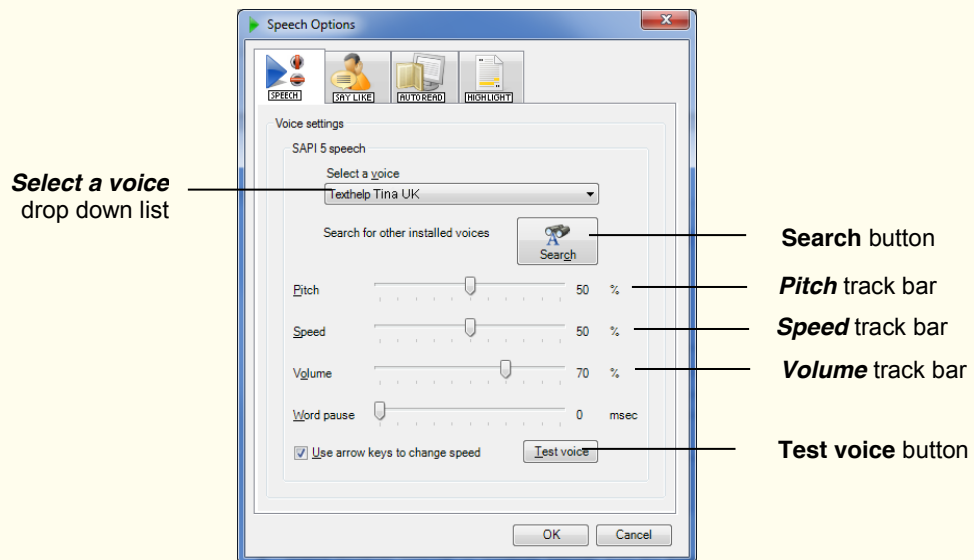



Figure 3-1 Speech tab

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).

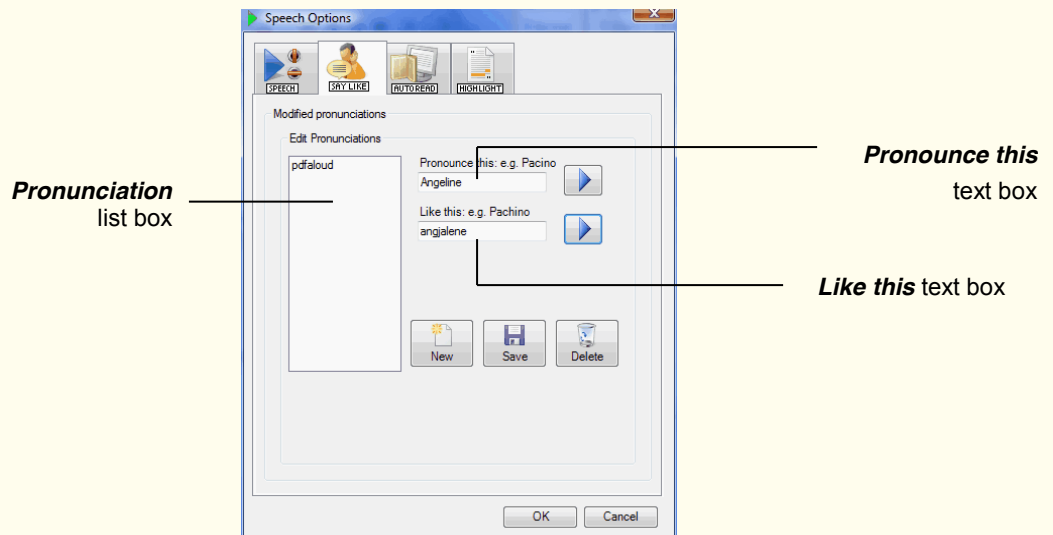





Figure 3-2 Say Like tab

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).

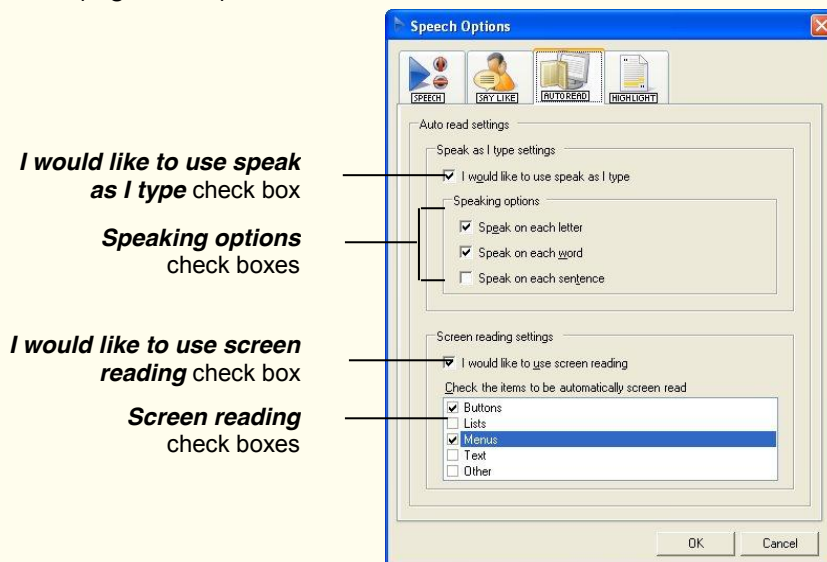






Figure 3-3 Autoread tab

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).

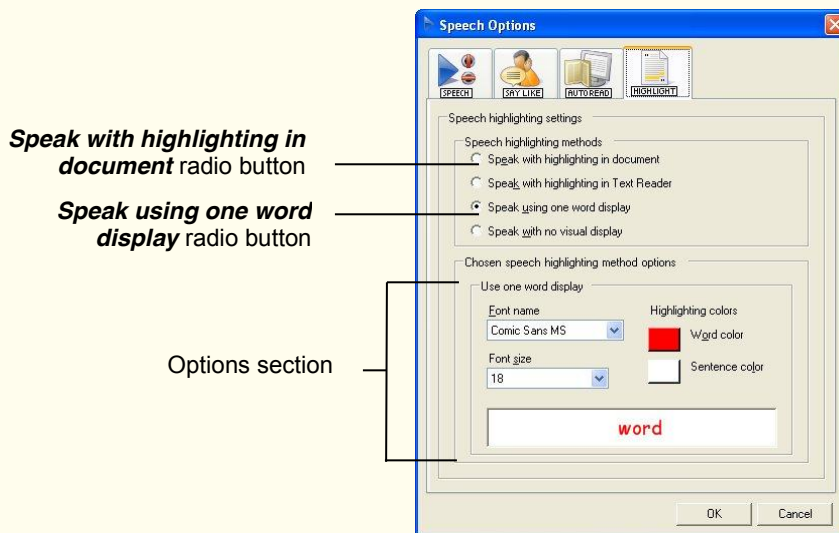







Figure 3-4 Highlight tab

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.**

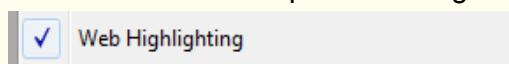
Note how the sentence is highlighted using a violet colour and each word in the sentence is highlighted in pale green as it is read aloud. Also note how the system continues reading the next sentence once it has finished reading the selected one. The other highlighting options are as follows:

- **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).



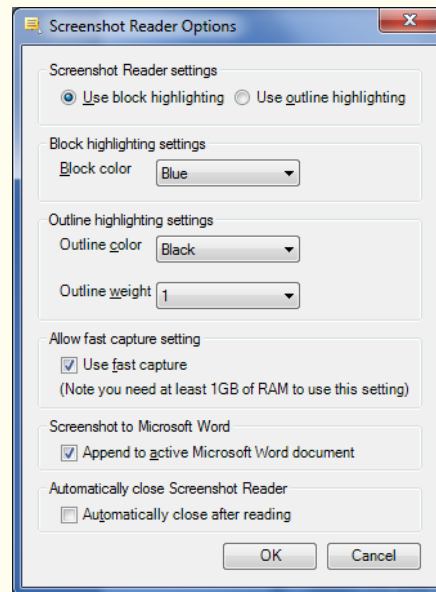


Figure 3-7 Screenshot Reader Options window









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.



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