



Introduction to Read&Write for Windows



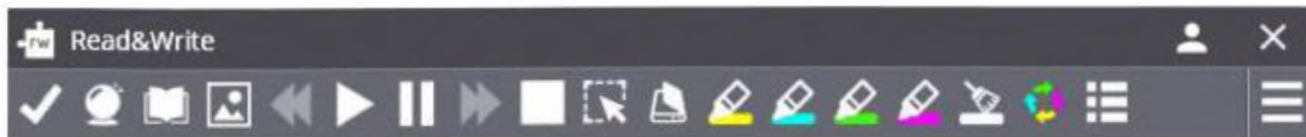
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kimberly@texthelp.com

www.texthelp.com

Literacy Support Software for all Learners

Training Objective: To become familiar with the key features, their functionality, and potential applications and benefits of the Read&Write for Windows program for students and instructors.



Works with All Key Programs:

- Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, etc.)
- Internet/Web (HTML) in Internet Explorer, Chrome*, and Firefox* Browsers
- PDF's (both accessible and inaccessible)
- JPG, PNG, Flash
- Many proprietary programs: (Canvas, Moodle, D2L, etc.)

Launch using either the tab icon or desktop icon:

Training Guide: pp. 3-7



Using with Chrome or Firefox Browsers

*For Chrome, an extension called [Support for Read&Write Desktop](#) must be added for Read&Write for Windows to work on HTML. If not prompted to do so or denied doing so please click on this link [Support for Read&Write Desktop in Chrome](#).
 (<https://chrome.google.com/webstore/detail/support-for-readwrite-des/ofdopmlmgifpfkijadehmhjccbefaee>)

*For Firefox, a plugin must be installed for Read&Write for Windows to work on HTML. If not prompted to install, please visit [Firefox Plugin](#) on our Tech Support website.

FOR THE CHROME BROWSER ONLY: What features are supported and where?

Supported Features for Various Document Types			
Google Docs		Word Online	
Text to speech	Picture Dictionary	Text to speech	Picture Dictionary
Dictionary	Prediction	Dictionary	Prediction
Highlighters	Collect Highlights	Highlighters	
Vocab List Builder			
Google Slides		OneNote Online	
Text to speech	Picture Dictionary	Text to speech	Picture Dictionary
Dictionary	Prediction	Dictionary	Prediction
Highlighters		Highlighters	
Webpages			
Text to speech	Dictionary	Picture Dictionary	Prediction
Highlighters	Collect Highlights	Vocab List Builder	

Toolbar Use - Settings

Functionalities of the Toolbar:

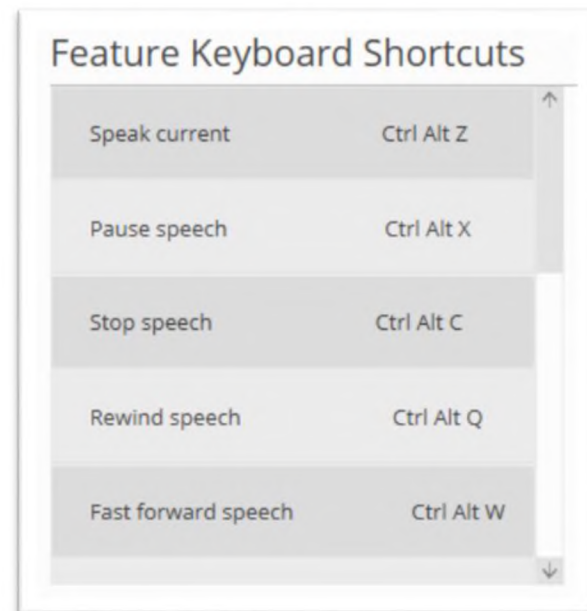
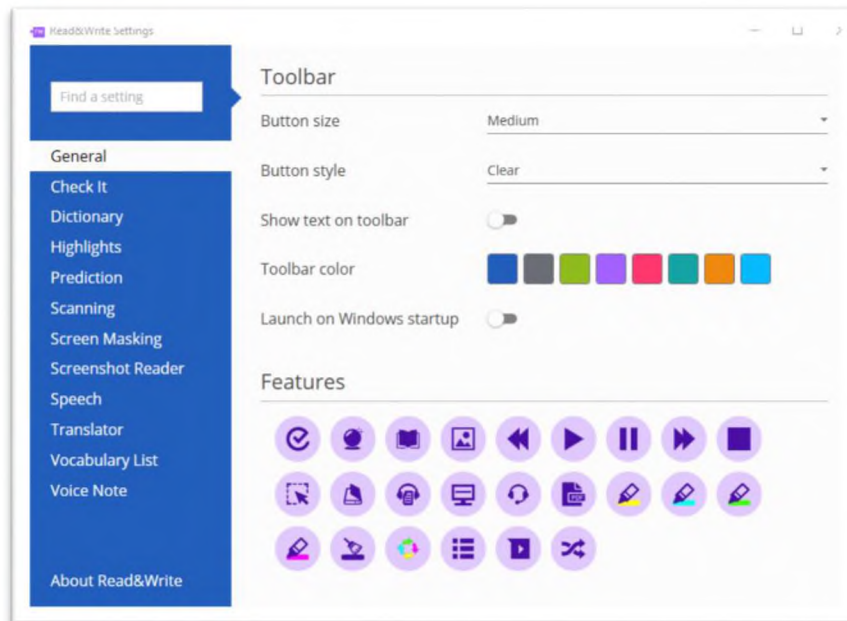
- Resize icons – small, medium or large
- Display/hide text labels
- Change toolbar to one of eight colors
- Turn on/off individual tools
- Launch on startup and docking
- Keyboard Shortcuts available



Video Support for All Tools:

<https://goo.gl/v3knf4>

Training Guide: pp. 5-7



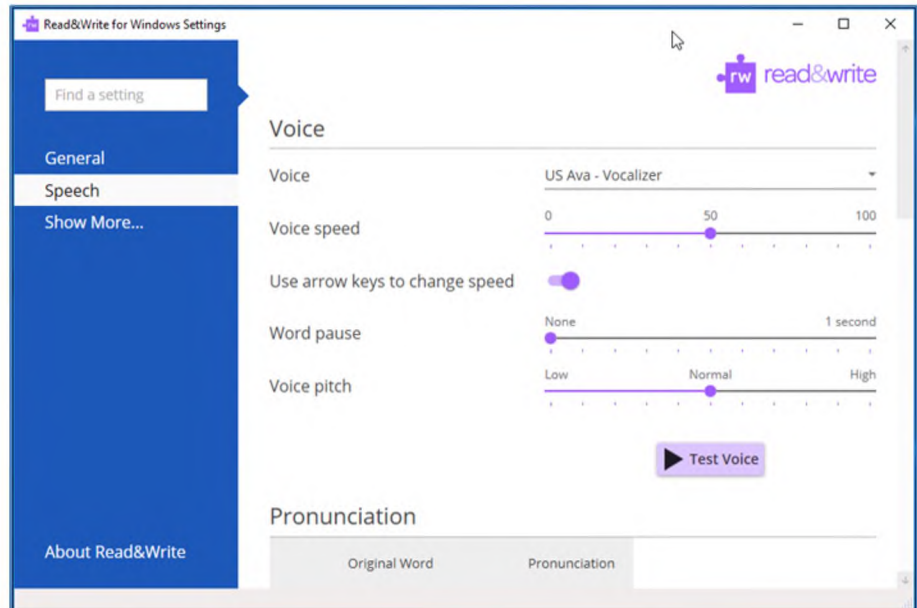
Speech



- **Text-to-Speech**
- Works on MS Office programs
- Works on the Web (Internet Explorer, Firefox, Chrome)
- Supports reading comprehension
- Supports close reading & rereading
- Increases sight word vocabulary
- **Changing the Voice:**
 - Speech Tab in Settings window
 - Edit Voice Choice, Pitch, Speed
- **Change How Words are Pronounced**
- **Read/Speak as You Type**
- **Setting up Screen Reading**
- **Change the Speech Highlighting**
- **Training Guide: p. 8-15**

The Gladiators of Ancient Rome

Gladiator fights were first introduced in 264 BC at the funeral of a nobleman, Junius Brutus. His sons revived an Etruscan custom of having slaves fight at a funeral of a great leader. It was believed a sacrifice would please the gods. In this first Gladiator fight, three pairs of slaves fought to the death. From then the ceremony was increasingly used to honour important men and emperors used them to show how powerful they were.



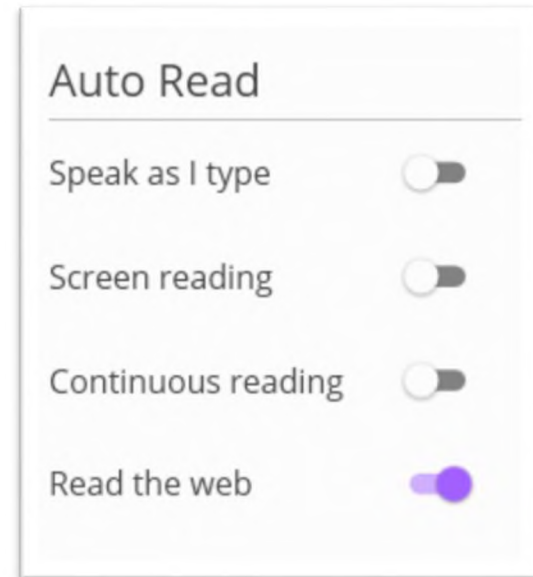
The screenshot shows the Windows Settings application for Read&Write for Windows Settings. The left sidebar is blue and contains a search box labeled "Find a setting", a "General" tab, a "Speech" tab (which is selected), and a "Show More..." link. At the bottom of the sidebar is "About Read&Write". The main content area is white and titled "Voice". It features a dropdown menu for "Voice" set to "US Ava - Vocalizer". Below this is a "Voice speed" slider ranging from 0 to 100, with a purple dot at 50. There is a toggle switch for "Use arrow keys to change speed" which is turned on. Below that is a "Word pause" slider ranging from "None" to "1 second", with a purple dot at approximately 0.5 seconds. At the bottom of the "Voice" section is a "Voice pitch" slider ranging from "Low" to "High", with a purple dot at "Normal". A "Test Voice" button with a play icon is located at the bottom right of the "Voice" section. Below the "Voice" section is a "Pronunciation" section with two tabs: "Original Word" and "Pronunciation".

Read the Web

- **Text-to-Speech for websites**
- Hover Speech - Reads aloud on web pages
- NO CLICKING or HIGHLIGHTING required
- Avoids accidental hyperlink launch
- Works in accessible web pages
- Speech Options remain intact
- **Training Guide** pp. 16-17

Reading webpages in Firefox or Chrome browsers

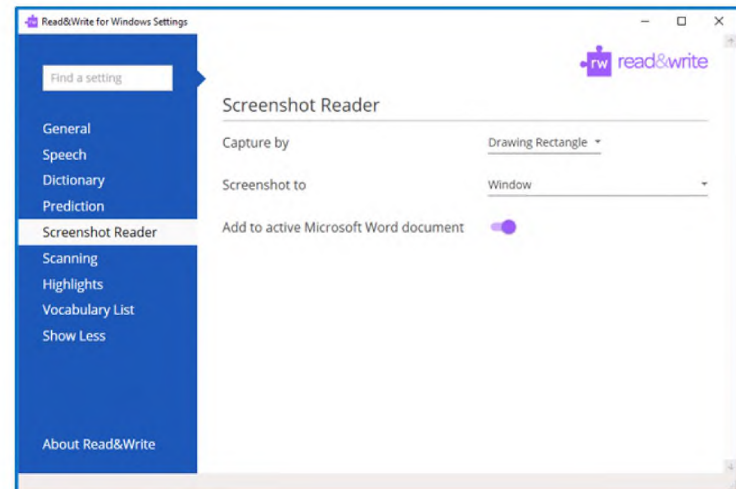
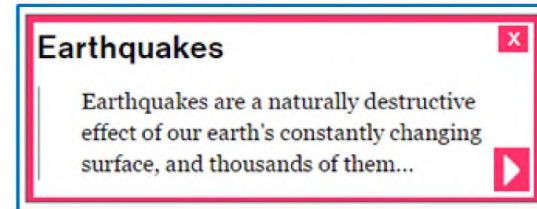
- Open your browser and launch a website
- Click on 'Install Now' when prompted and then Install
- Restart your browser
- Note: You will only need to do this the first time you use each of these browsers with Read&Write
- Click anywhere on the webpage then hover your mouse over an area of text in order to read it aloud. You can use the other **Speech** icons on the toolbar to stop, pause or read the previous or next text aloud.



Screenshot Reader





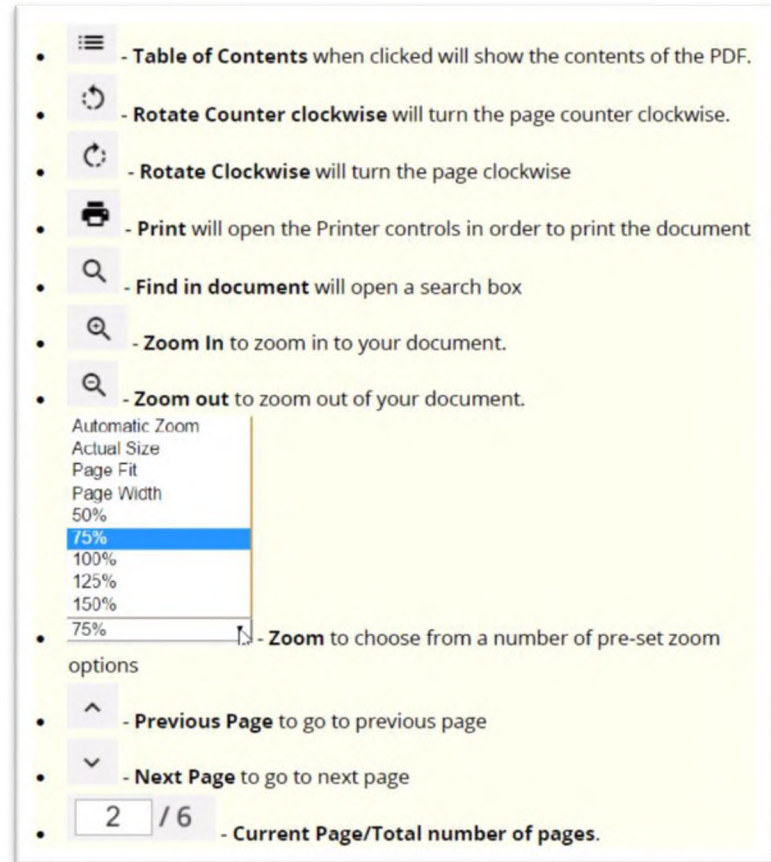
- Text-to-Speech - Selected text will be read aloud with highlighting
- Provides read aloud for "locked" files
- Reads virtually any text including images, Flash, and inaccessible PDF documents
- Converts "screenshot" of text to Word document for instructional adaptations
- Capture by:
 - Drawing a rectangle
 - Drawing freehand
 - Hover
- **Training Guide** pp.18-21








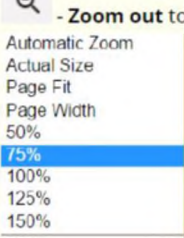





PDF Reader



- **Text-to-Speech**
- Supports reading comprehension
- 2 PDFs can be opened in PDF Reader at the same time.
- Text-to-Speech for accessible (unlocked) PDF's
- Accessible = OCR (Optical Character Recognition)
- Open PDF document using 
- **Click To Speak** - default set  Reads one sentence at a time.
- Allows for interaction with other Read&Write tools (Dictionary, Picture Dictionary, Highlighters, Collection of Highlights, and Vocabulary List Builder)
- **Training Guide** pp. 28-29



-  - **Table of Contents** when clicked will show the contents of the PDF.
-  - **Rotate Counter clockwise** will turn the page counter clockwise.
-  - **Rotate Clockwise** will turn the page clockwise
-  - **Print** will open the Printer controls in order to print the document
-  - **Find in document** will open a search box
-  - **Zoom In** to zoom in to your document.
-  - **Zoom out** to zoom out of your document.
-  - **Zoom** to choose from a number of pre-set zoom options
-  - **Previous Page** to go to previous page
-  - **Next Page** to go to next page
-  - **Current Page/Total number of pages.**

Scan



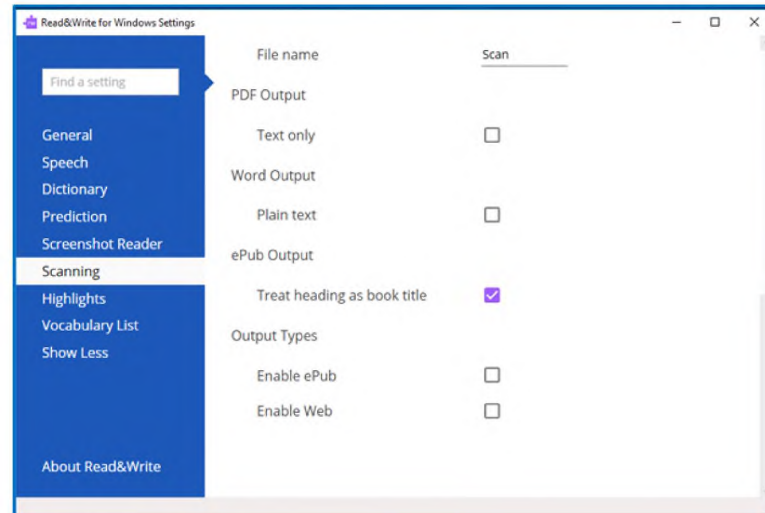
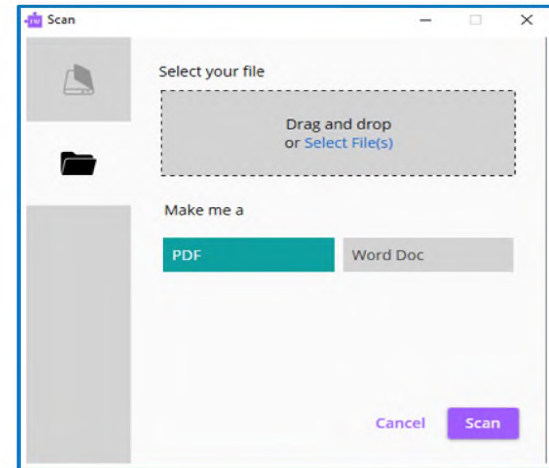
Use our Scanning tool to run your documents through OCR (Optical Character Recognition)

Scan to:

- **PDF** - the scanned image looks exactly the same as the source image. Recommended if layout retention is important.
- **Word** – used if editing the text is required
- **ePub** – to treat headings as book titles

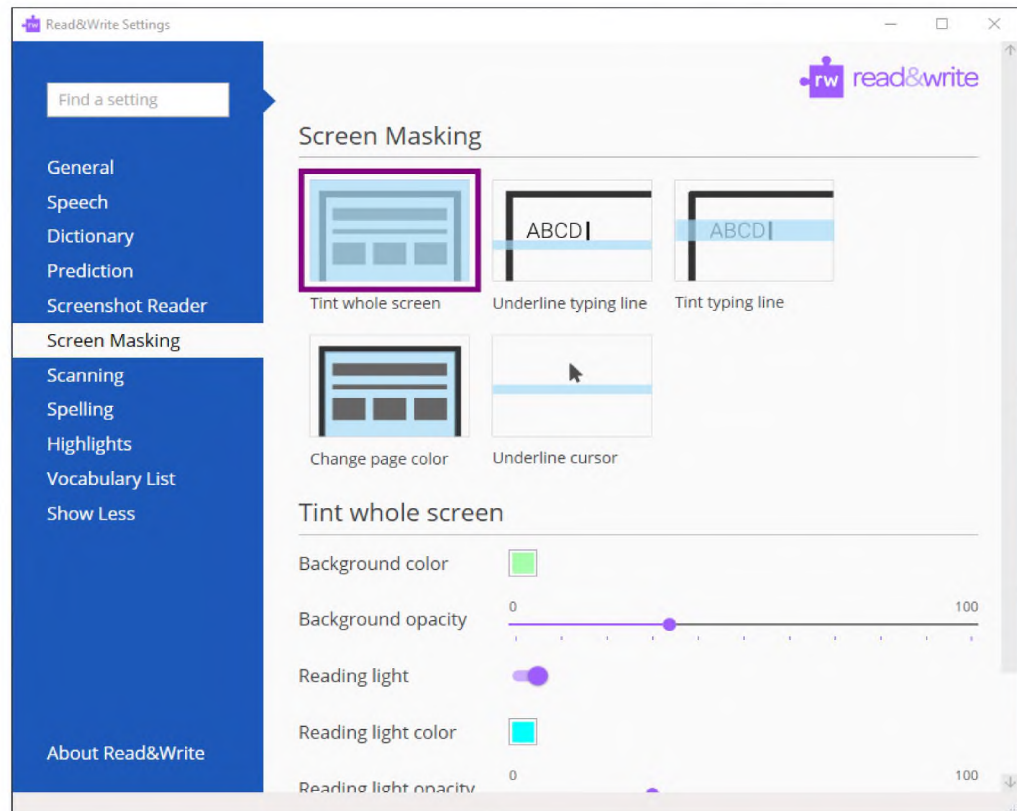
Scan from:

- **Scanner**
- **File**
- **Smartphone**
- Multi-page scanning available
- **Training Guide** pp. 30-37



Screen Masking

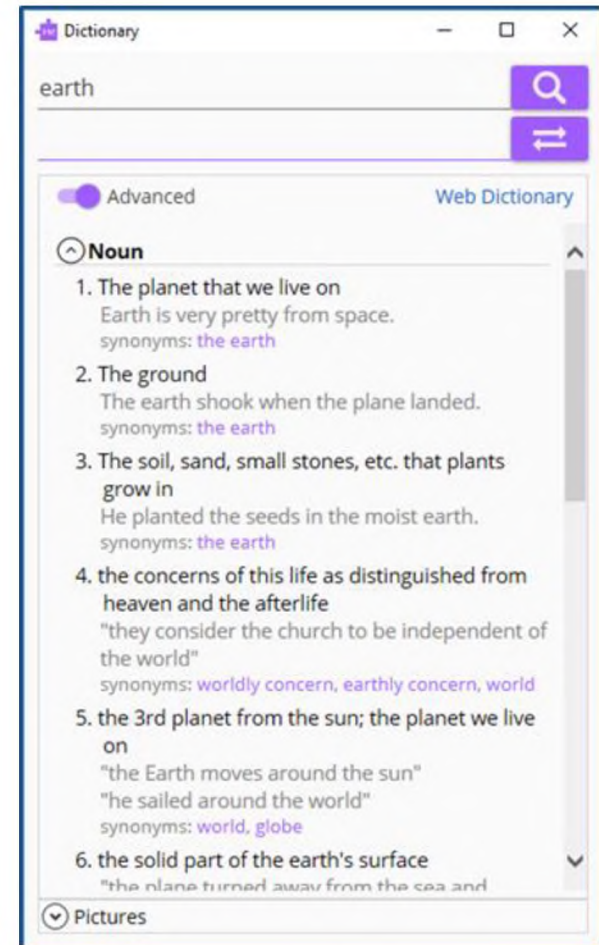
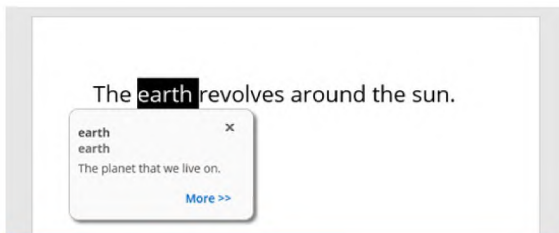
- Aids **Reading Focus** with color overlay or color line
- Aids **Writing Focus** for quick location of cursor
- Different masking types available:
 - Tint whole screen
 - Underline typing line
 - Tint typing line
 - Change page color
 - Underline cursor
- Adjust reading light size
- Change opacity
- Choice of 16 basic colors
- **Training Guide** pp. 24-27



Dictionary

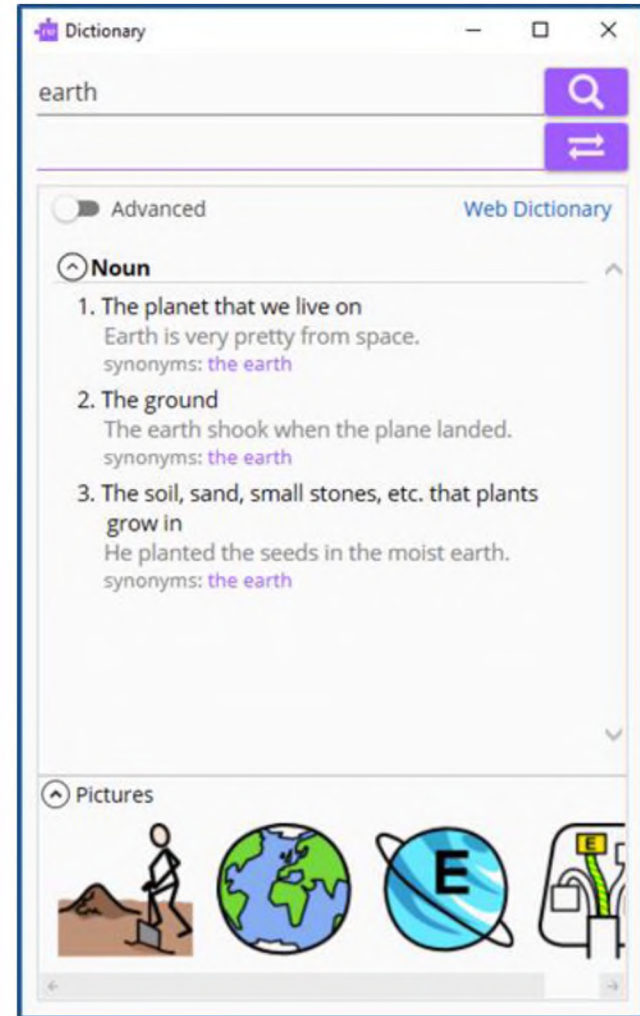


- **Pop-up Dictionary with basic definition** available just by highlighting the word
- **Choice of Basic, Advanced or Web definitions**
- Web definitions = Google, Bing, or Dictionary.com
- Each definition gives part of speech, synonyms and can be speech-enabled
- Sample sentences and descriptions included
- Easy access to Picture Dictionary
- **Training Guide** pp. 39-43



Picture Dictionary

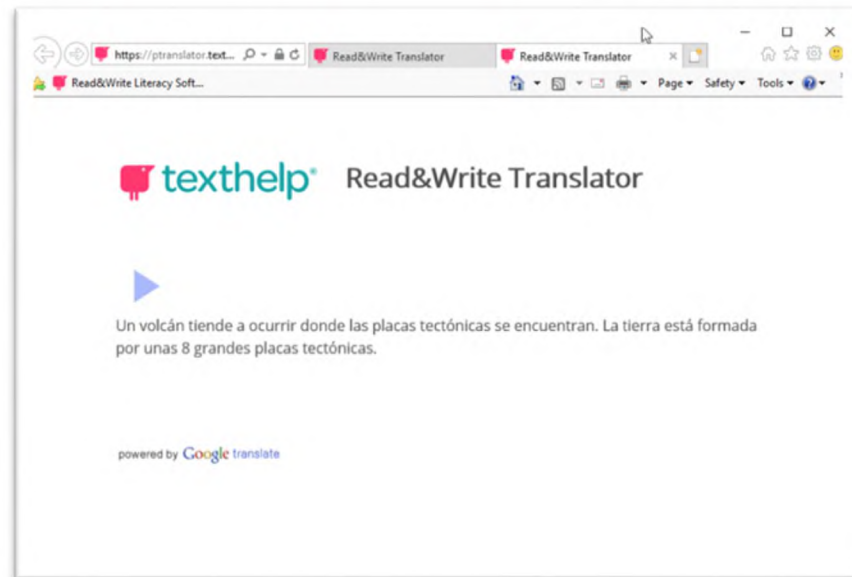
- Online dictionary tool finds images or symbols for selected word(s)
- More than 15,000 images/symbols available
- Multiple meaning pictures available
- Can be used with the Dictionary or by itself
- **Training Guide** p.44-45



Translator

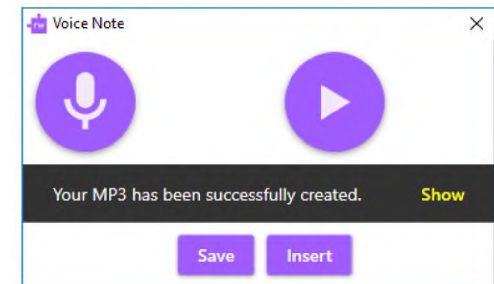
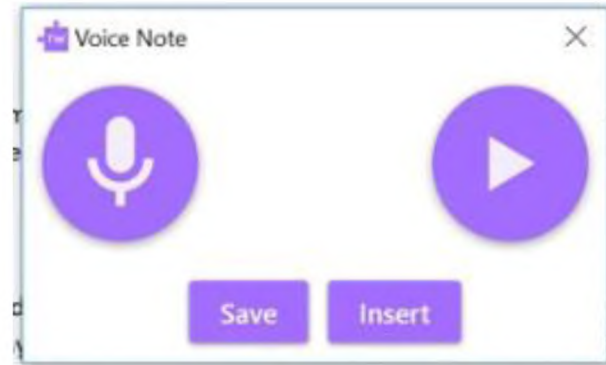


- Translate single word, phrase, sentence or paragraph
- The languages have translations which can be speech-enabled are **Italian, Swedish, French, Spanish, English, Catalan, Finnish, Galician, Greek, Indonesian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Turkish, Hindi, Hungarian, Dutch**
- Requires internet for translation to work
- Contains 52 language translation choices
- ***Training Guide*** p.83-85



Voice Note

- Make an MP3 voice recording of up to 5 minutes
- Can be added to a Word document as a comment, inserted into document or saved for later
- Share document and add voice recordings from additional people
- **Training Guide** p. 54-57



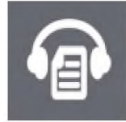
to place the Voice Note,



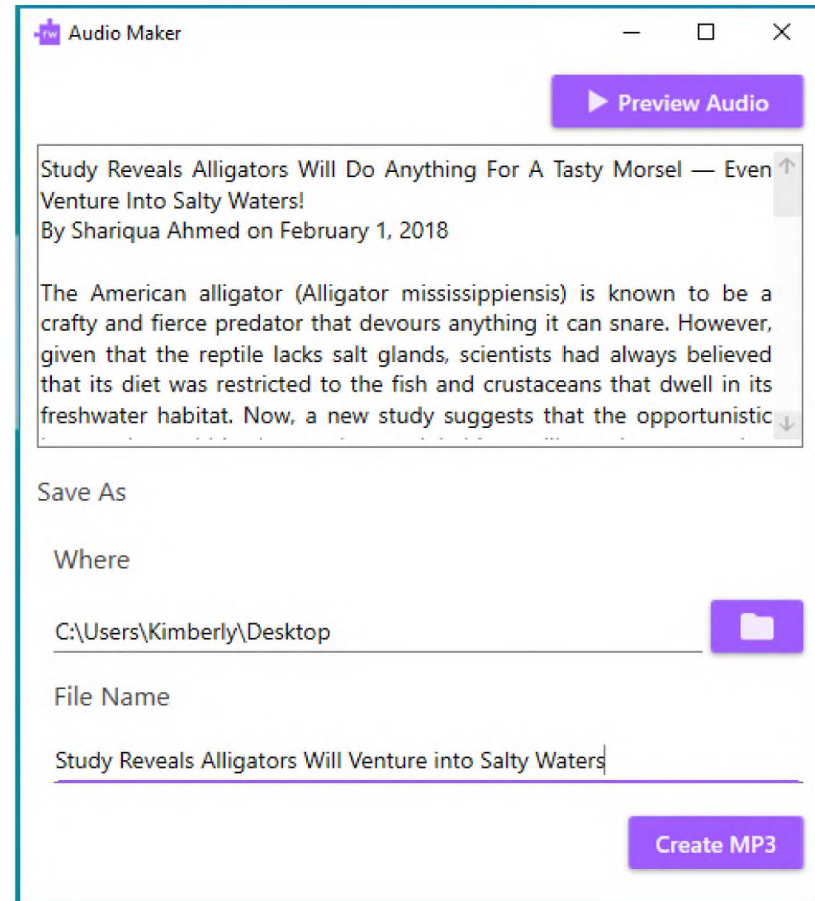
Jackie Prentice A few seconds ago



Audio Maker



- Converts digital text into a MP3 sound file
- Works on any unlocked digital text (Word, Web, accessible PDF)
- Up to 20,000 characters in one file
- Allows for voice choice, selection of speed and pitch in Speech settings
- Helpful for auditory learners, repeated reading, and memorization.
- **Training Guide** p. 22-23



Highlighters



- Highlights can be made in four colors
- Highlighted information can be collected and placed onto new Word document
- Highlighted information can be gathered from one or more Word documents and/or websites
- Information highlighted information can be grouped by:
 - Color, collection time , position in the original document
- Bibliographic information available in:
 - Harvard, APA, MLA, Chicago, or None
- **Training Guide** pp. 46-48






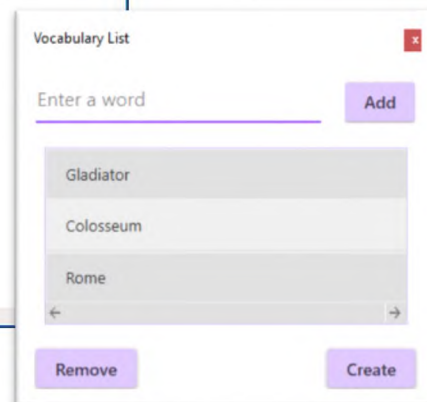
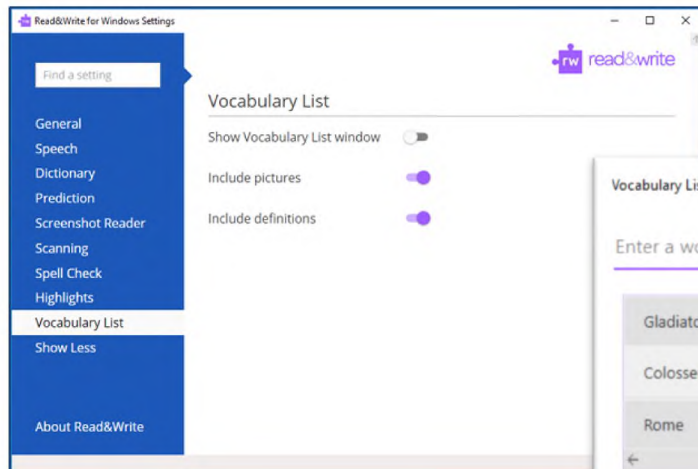
Vocabulary List

- Highlight or enter words manually for creation of graphic organizer
- Creates a Word document with columns:
 - vocabulary word
 - word meaning
 - symbol for word (if available)
 - note column
- Options allow for pictures and definitions not to be included in list built
- **Training Guide** pp. 50-52

Vocabulary List

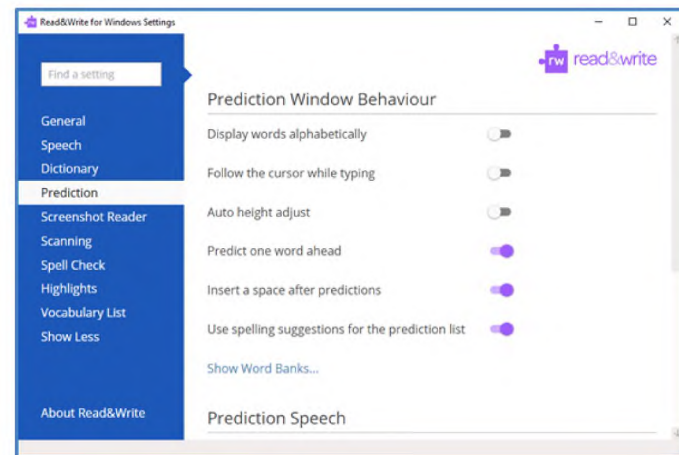
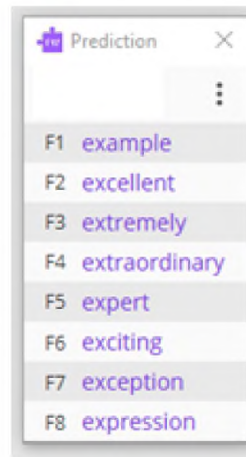
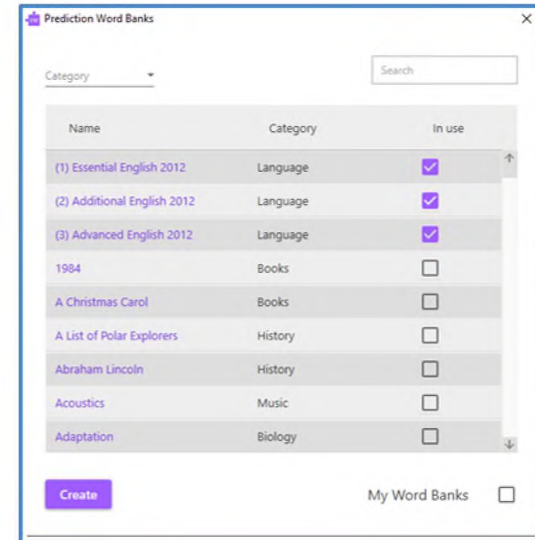
Date 24/03/2017

Word	Definition	Picture	Notes
Gladiator	(ancient Rome) a professional combatant or a captive who entertained the public by engaging in mortal combat a professional boxer		
Rome	Capital city of Italy. "We went to see the Coliseum when we were in Rome." capital and largest city of Italy; on the Tiber; seat of the Roman Catholic Church; formerly the capital of the Roman Republic and the Roman Empire the leadership of the Roman Catholic Church		
Colosseum	a large amphitheater in Rome whose construction was begun by Vespasian about AD 75 or 80		



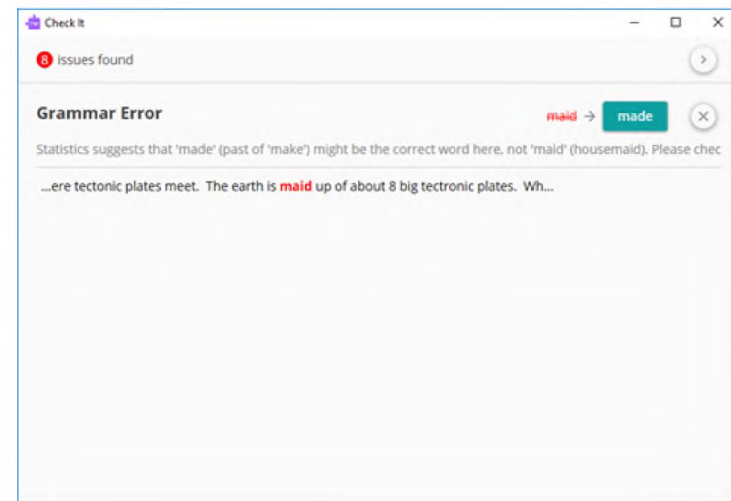
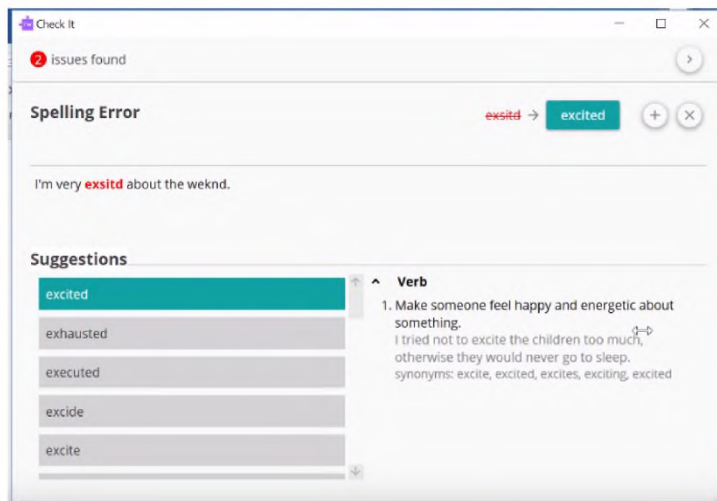
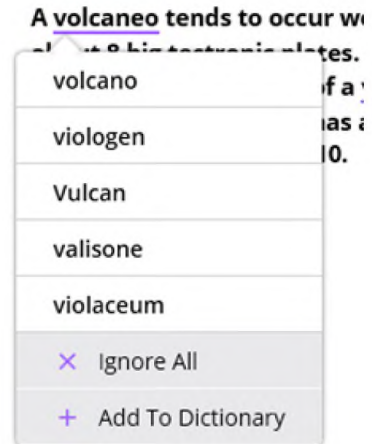
Prediction

- Phonetic-based mapping
- Customize display and use of available word banks
- Add additional word banks by downloading from 150 topic-specific word banks
- Create your own word bank
- Suggestions are speech-enabled
- **Training Guide** pp. 65-74




Check It

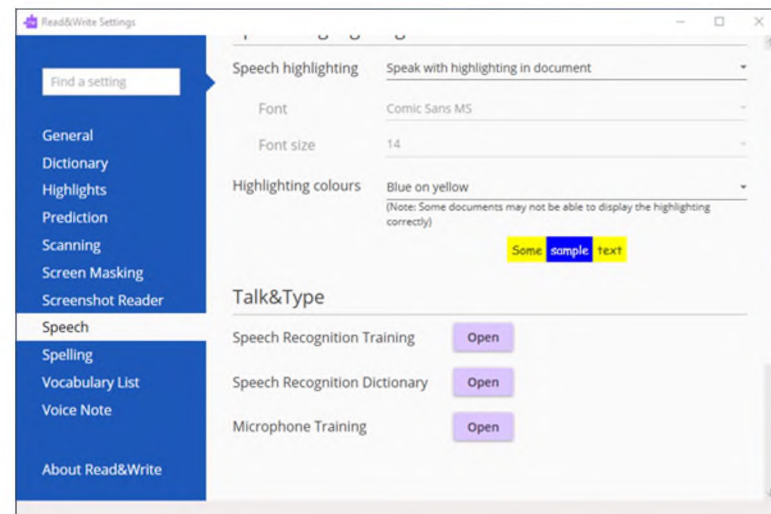
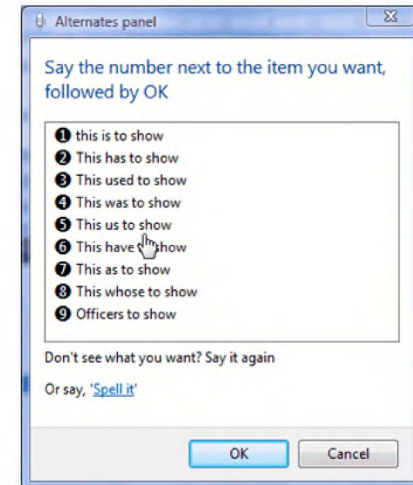
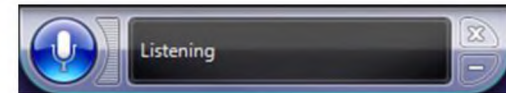
- Proofreading tool that checks spelling, grammar, homophone and confusable word errors
- Hover over each suggestion to hear aloud
- For different applications (PowerPoint, Outlook or webpage, or for additional support when proofing your work, use the Check It window.
- **Training Guide** pp. 58-64



Talk&Type



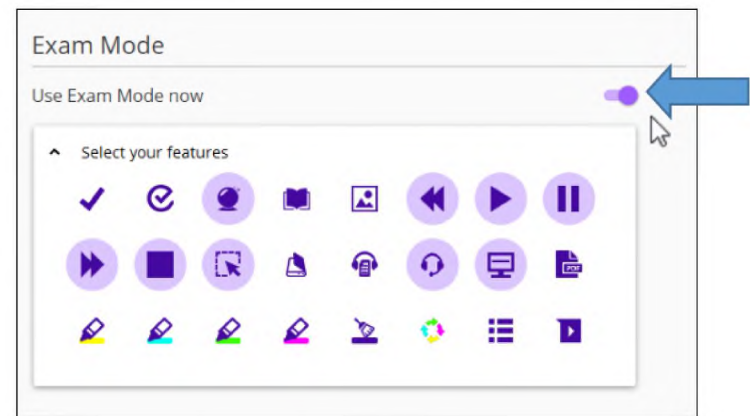
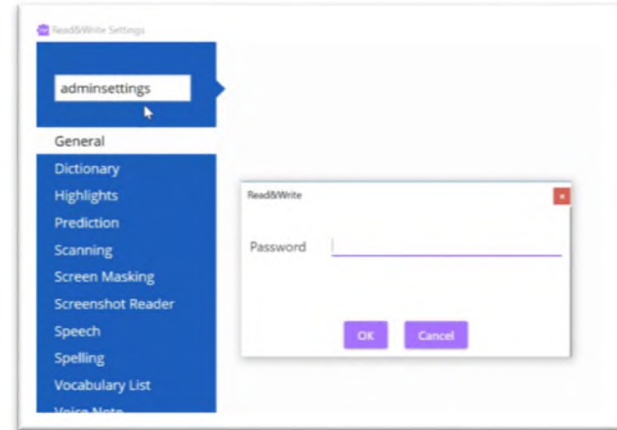
- Speech to Text
- Speech Recognition Voice Training Wizard
 - Follow the instructions in the wizard to train Talk&Type to recognize your voice
 - The more training you do the better Talk&Type will be at recognizing your voice.
-  Create text on the page by speaking or reading into the microphone
- Many ways to correct what was said/typed:
 - Speak "Correct that."
 - Spell it
- Add words to the Speech Dictionary
- Test or train your microphone set up
- **Training Guide** pp. 75-81



Exam Mode

Exam Mode will allow a teacher/admin to turn Read&Write toolbar features off for exam scenarios. This setting is for locking down the toolbar on an individual computer.

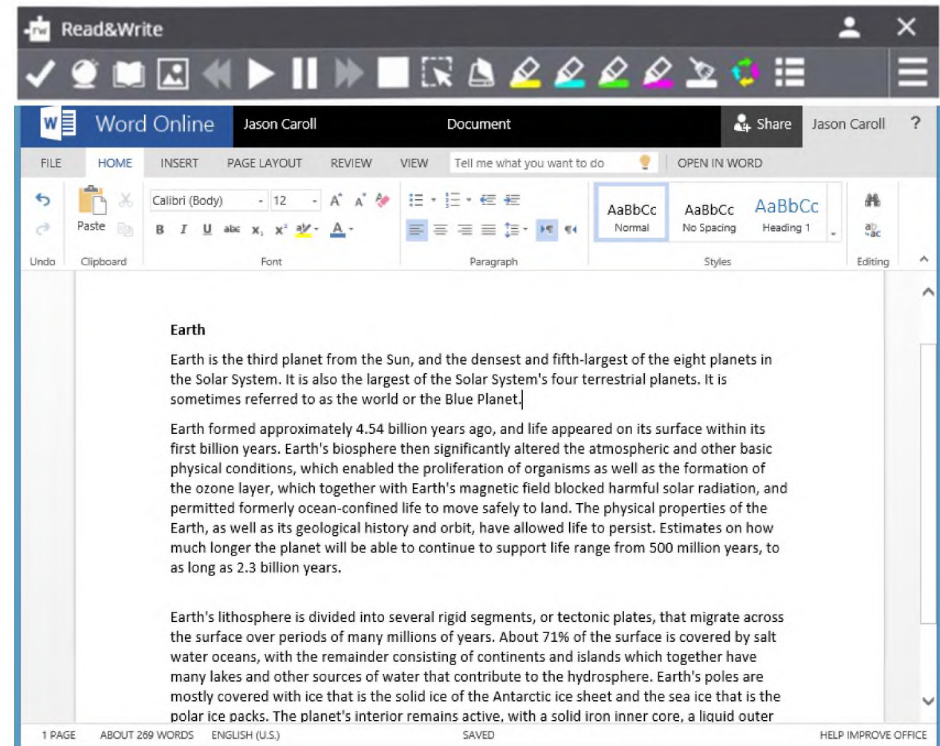
- In the Settings panel, type “**adminsettings**” in search bar.
- If accessing for the first time, you are prompted to create and confirm a password.
- Features can then be selected to turn on or off.
- Toggle on **Exam Mode** to lock down the toolbar.
- Once completed, user will only have access to the features selected and access to Speech settings on the Quick Access Panel.
- After an exam is finished, the teacher/admin can go back to the Settings panel, type “adminsettings” in the search bar, enter the admin password, and toggle off “Exam Mode” to restore the default toolbar.
- <https://support.texthelp.com/help/using-exam-mode-in-readwrite-for-windows>



Read&Write for Windows

Support for Office 365 in Internet Explorer

- Tools Available :
 - Text to Speech (supported by selecting text by highlighting)
 - Picture Dictionary
 - Dictionary
 - Audio Maker
 - Word Prediction
 - Screenshot Reader
 - Screen Masking
- Read&Write for Windows will work in Word Online, PowerPoint and One Note Online in Edit Mode.
- For Microsoft only districts, Office 365 is supported using ONLY Internet Explorer as your browser.



Read&Write for Microsoft Edge™

Support for Office 365 in Edge

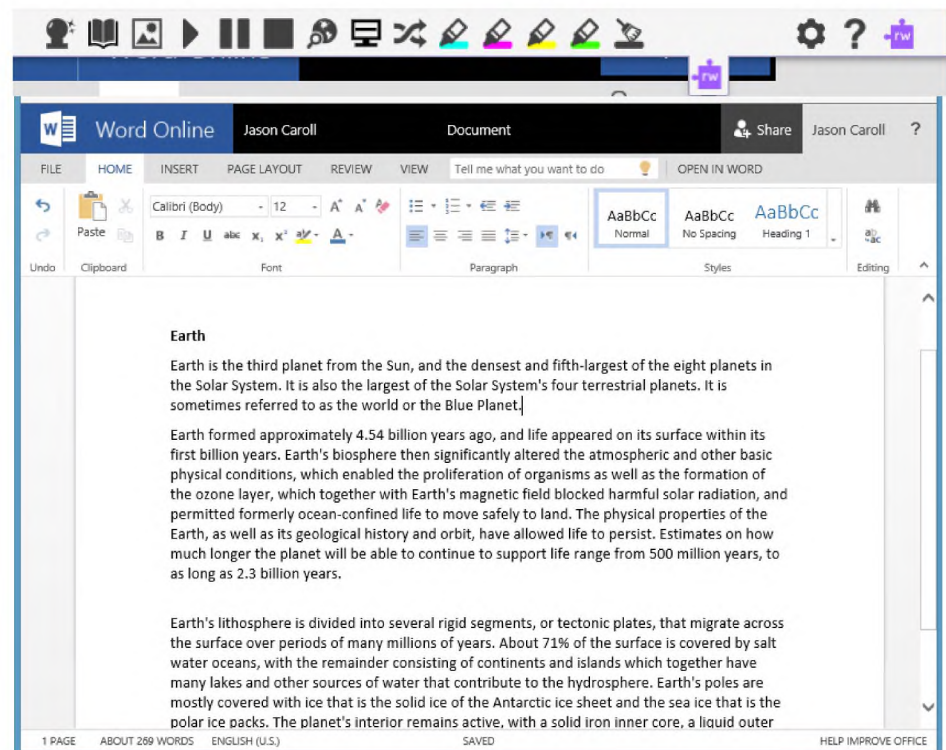
•Tools Available :

- Text to Speech
- Picture Dictionary
- Dictionary
- Word Prediction
- Screenshot Reader
- Web Search
- Screen Masking
- Translator
- Highlighters

• Using Read&Write for Microsoft Edge™ will allow you to use Hover Speech and Simplify on web pages in the Edge browser.

• Read&Write for Microsoft Edge™ will work in Word Online, One Note Online and Web.

• [Read&Write for Microsoft Edge™ Quick Reference Guide](#)



Read&Write for iPad

Here is support for installation:

<http://bit.ly/InstallingRWiPad>

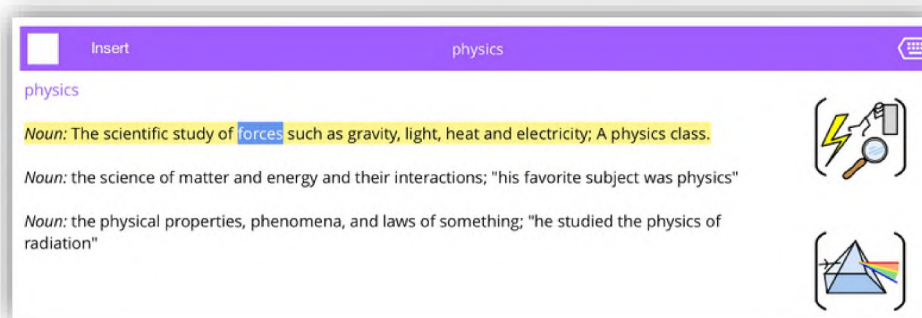
Here is support for using Read&Write for the iPad: [Getting Started Using R&W for iPad](#)

~Read&Write for Google, Read&Write for Windows and Mac customers* and subscription customers have access to:

- Text-to-Speech **
- Word Prediction
- Speak as I Type
- Talking Dictionary
- Picture Dictionary
- Spell Checker
- Web Toolbar (Safari only)

*With current SMS

**Free Feature



Tech Support

For Installation and Functionality Questions~

Tech Support Website: <http://support.texthelp.com>

1-888-248-2479 TECH SUPPORT

8:30am - 5pm EST Mon -Thurs

8:30am - 4pm EST Fri

Email - US-Support@TextHelp.com

Implementation Support

Toolmatcher, Videos, and Training Guides:

<https://www.texthelp.com/en-us/support/training>

Training Portal - <https://training.texthelp.com/>

