

Read and Write
v. 4

Training Guide

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I. BACKGROUND

- A. Program designed for individuals with reading and writing difficulties
 - 1. Allows user to proofread own writing by having it read aloud
- B. Works with a variety of applications
 - 1. *Examples:* Word processing, spreadsheet, database, email, Internet
- C. Offers several options:
 - 1. *Speech feedback:* Reads text back as you type it or reads selected text
 - 2. *Spelling check:* Highlights incorrect word and reads alternative words aloud
 - 3. *Word completion:* Finishes a word after you type first few letters.
 - 4. *Word prediction:* Displays list of word choices it believes you may use next

II. STEPS

- A. *TO LOAD READ & WRITE:*
 - 1. On the desktop, click **Start**
 - 2. In Start menu, highlight **Programs**
 - 3. In 2nd-level menu, highlight **Assistive Technology**
 - 4. In 3rd-level menu, click **Read and Write 4**
 - a. This will put Read and Write toolbar (and character) on screen
- B. *TO LOAD APPLICATION:*
 - 1. Launch Microsoft Word (or other application) as you normally would

III. Read and Write OPTIONS



A. Toolbar buttons (from left to right)

1. *Drag button*
Drag button on far left lets you move toolbar via click & drag
2. *Speak button*
Speaks selected text and displays words onscreen
3. *Text Reader button*
Speaks selected text in Text Reader window
4. *Stop Speak button*
Silences speaking
5. *Spelling check button*
Checks spelling of selected text
6. *Word Wizard button*
Switches on/off word prediction
7. *Thesaurus button*
Provides synonyms for selected word
8. *Main Menu button:* Provides access to several options in menu

Spelling

Lets you activate real-time spelling check

Word Processor

Lets you select appropriate word processor (e.g., Microsoft Word 97)

Speak As I Type

Select what you want spoken: each letter, word, sentence, punctuation

Text Reader

Reads text aloud, highlighting each word as it is spoken

Speech Options

Spelling Options

General Options

Prediction Options

Help

Close Read & Write

B. Speech Feedback

1. Options:

- a. *Speak As I Type:* Reads text as you type
- b. *Speak It:* Reads text you select

2. Speak As I Type option:

- Reads character, word, sentence or punctuation as you type
- Can also read a combination of these (e.g., word and sentence)
- a. Click **Main Menu** on toolbar
- b. Click **Speak As I Type** in menu
- c. Click items you want to have spoken (e.g., word and sentence)

Preferred options: Letter / Word / Sentence / Punctuation

3. Speak It option:

- a. Select text via click and drag
- b. Click **Speak** button on toolbar

4. To adjust voice:

- a. Click **Main Menu**
- b. Click **Speech Options** in menu
- c. Adjust Pitch & Speed
- d. Click **Test Voice** to hear different settings & click **OK**

Preferred setting: Pitch = ____ Hertz

Speed = ____ WPM

Voice = Normal / Whisper / Monotone

5. To choose onscreen character:

- a. Click **Main Menu**
- b. Click **Speech Options** in menu
- c. Click tab with face
- d. Select a character: Merlin the Wizard
Peedy the Parrot
Robbie the Robot
Genie

<OR>

Put checkmark in box to not see a character.

- e. Select character size: Small, Normal, Large
- f. Click **OK**

Preferred character: No character
Merlin / Peedy / Robbie / Genie

Preferred character size: Small / Normal / Large

6. To adjust speech balloons:

- a. Click **Main Menu**
- b. Click **Speech Options** in menu
- c. Click tab with ABC characters
- d. Select conditions for speech balloons
- e. Click **OK**

Preferred rule for displaying balloon: All speech / Sentences only / Never

Preferred balloon location: Top Left / Top Right / Bottom Left / Bottom Right

C. Text Reader

1. Function:
 - a. Displays enlarged text in color in special Text Reader window
 - b. Puts special toolbar on screen
 - c. Highlights text as it reads aloud
 - d. Can read by word, sentence or paragraph
 - e. User can change font and highlight colors

2. To activate Text Reader:
 - a. Select text
 - b. Click **Text Reader** button on toolbar

3. To use Text Reader:
 - a. To read continuously, click Text Reader button on Text Reader toolbar

 - b. To read text by unit:
 - (1) Click far right button on Text Reader toolbar
 - (2) Choose text unit: word, sentence, or paragraph
 - (3) Click right arrow to read next text unit; click left arrow to read previous text unit

4. To choose highlight colors:
 - a. Click **Color** button on Text Reader toolbar
 - b. Select color for word and sentence from color palette
 - c. Click **OK**

5. To change font face and size:
 - a. Click **Font** button on Text Reader toolbar
 - b. Select font face and size
 - c. Click **OK**

6. Auto Close option:
 - a. With this in effect, Text Reader window will close automatically after text is read aloud

 - b. To change:
 - (1) Click **Stop Speech** button
 - (2) On status bar, click **Auto Close On**
 - (3) Status bar should now read **Auto Close Off**

D. Spelling Check

1. To check spelling as you type:

Read & Write displays spelling dialog box when possible spelling errors occur

Will also beep or say a phrase when spelling error occurs

To activate :

- a. Click **Main Menu** on toolbar
- b. Highlight **Spelling** in menu
- c. Click **Spellcheck As You Type** to activate

2. To use spelling dialog box:

- a. Click a word in list to select it and click **Speak** to hear it
- b. Click a word to select it and click **Replace** to replace original word in text

3. To check individual word:

- a. Select word
- b. Click **Spelling Check** button to see list of replacement words
- c. Use Spelling dialog box according to above directions

4. To determine what should be ignored:

- a. Click **Main Menu** on toolbar
- b. Click **Spelling Options** in menu
- c. Click **General** tab
- d. Click to place checkmark next to items you want in effect
- e. Click **OK**

E. Thesaurus

1. To use Thesaurus for selected word:
 - a. Double-click word to select it
 - b. Click **Thesaurus** on toolbar
Thesaurus dialog box displays selected word and part of speech
 - c. Click a numbered item on left to see related individual words listed on right
 - d. Click **Speak** button to hear selected item read aloud
 - e. Select a synonym from list on right and click **Keyboard** button to replace original word
2. To use Thesaurus for word you provide:
 - a. Click **Thesaurus** on toolbar
 - b. Type word for which you want a synonym
 - c. Thesaurus dialog box will appear; use it according to above directions
 - d. NOTE: If uncertain about how to spell your word, type the first few letters and click **Partial Word Search** button (binoculars) to help complete word correctly.

F. Word Completion & Prediction

1. To display Word Prediction panel:
 - a. Click Word Prediction button on toolbar
 - b. Prediction panel will be displayed
 - c. Prediction panel can be moved via click & drag on its Title Bar
2. Word completion:
 - a. As you type the first few letters of a word, Read & Write displays possible words in panel
 - b. To have a word completed, press the Function Key next to it

3. Word prediction:
 - a. After using word completion, a follow-up list might appear with suggested words
 - b. To have a word inserted, press the Function Key next to it
4. To customize Prediction panel:
 - a. Click **Main Menu** button on toolbar
 - b. Click **Prediction Options** in menu
 - c. Click **Appearance** tab
 - d. Set color, font and font style preferences
 - e. Click **OK**

G. Word Wizard

Helps you find a word you may have forgotten or have difficulty bringing to mind

To use Word Wizard:

- a. Click **Word Wizard** button on toolbar
- b. Type the word closest to the word you want & click **Next**
- c. Continue to follow the onscreen instructions until you find your word

IV. TO EXIT:

- A. Click **Main Menu** on toolbar
- B. Click **Close Read & Write** in menu