Contents

1. INTRODUCTION

Read&Write 8 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 familiarize you with all aspects of the system. As well as learning how to use the many facilities offered in Read&Write 8 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 three 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 8 Gold facilities

- **Additional Exercises** – these further exercises will help you learn additional skills that are not necessarily fundamental to the running of Read&Write 8 Gold

- **Teachers Toolkit** – these exercises are designed for use by teachers and trainers only. They provide instructions on how to use the Teachers Toolkit to set up the system for students and to monitor student activity and progress.

2. GETTING STARTED

In this section you'll learn how to:

- log into the system

- understand the Read&Write 8 Gold toolbar

- position the Read&Write 8 Gold toolbar

- customize the toolbar.

Exercise 1 ## Logging into the system

1. Click on **Start** on the Windows desktop. Select *All Programs*, *Texthelp Systems*, then *Read and Write 8* and then *Read&Write Gold,* as shown below:

📁 Texthelp Systems ▸	📁 Read And Write 8 ▸	🔧 ToolKit
📁 Paint Shop Pro 5 ▸		📕 Read&Write Gold

Figure 2-1 Read&Write 8 Gold Menu

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

Texthelp Login

Login Name Default ⌄ ——————— ***Login Name*** drop down list

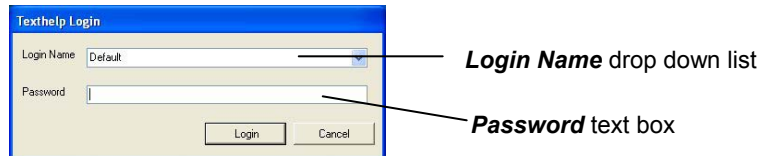Password | ——————— ***Password*** text box

Login   Cancel

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 8 Gold to work for you. Follow each step in the wizard to customize your version of the software.*

2. Select *Default* from the ***Login Name*** drop down list.

3. Click on the **Login** button. After a few seconds you see the Read&Write 8 Gold toolbar appear on screen.

✏ *This chapter has been shortened for the purposes of the sample documentation.*

3. READING TEXT

In this section you'll learn how to:

- select a system voice

- specify how you would like words pronounced

- 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

- check how words are pronounced

- read text on web pages

- convert text into sound files

- read Daisy books

- navigate a Daisy book

- read a PDF file using PDFaloud.

Exercise 1 **Selecting a system voice**

Before you begin this section, type the following text into a blank MS 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:

    ● Read by paragraph

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*.

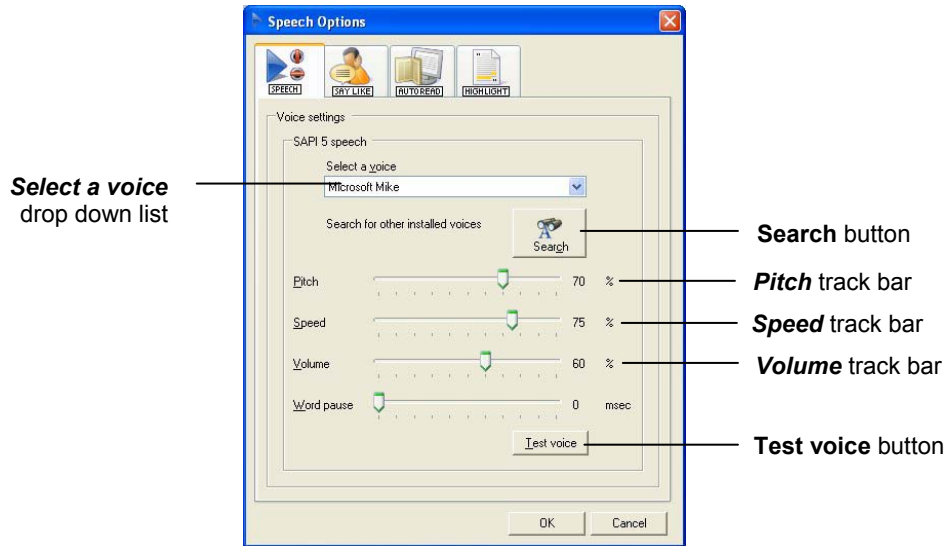   You see the Speech tab of the Speech Options window (Figure 3-1).

Figure 3-1 Speech tab

4. Select 'Microsoft Mary' 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. Click on the **Test voice** button to hear the new voice read aloud.

7. If you're not happy with the voice, change the settings you've just selected in steps 4 and 5. You'll probably find that Jill or Tom sound the best. You can also click on the **Search** button to search for other speech engine voices.

8. 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 [icon] drop down list on the toolbar and select *Speech Options*.

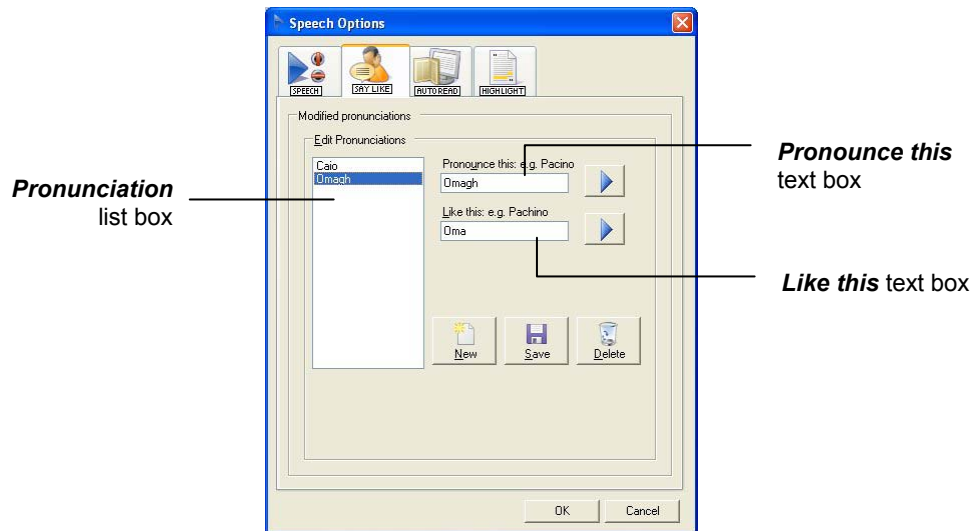You see the Speech tab of the Speech Options window. Click on the Say Like tab (Figure 3-2).

Figure 3-2 Say Like tab

2. Type the word **Omagh** into the *Pronounce this* text box and then click on the ▶ button beside the text box to hear this word read aloud.

3. Type **Oma** 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.

✎   *This chapter has been shortened for the purposes of the sample documentation.*