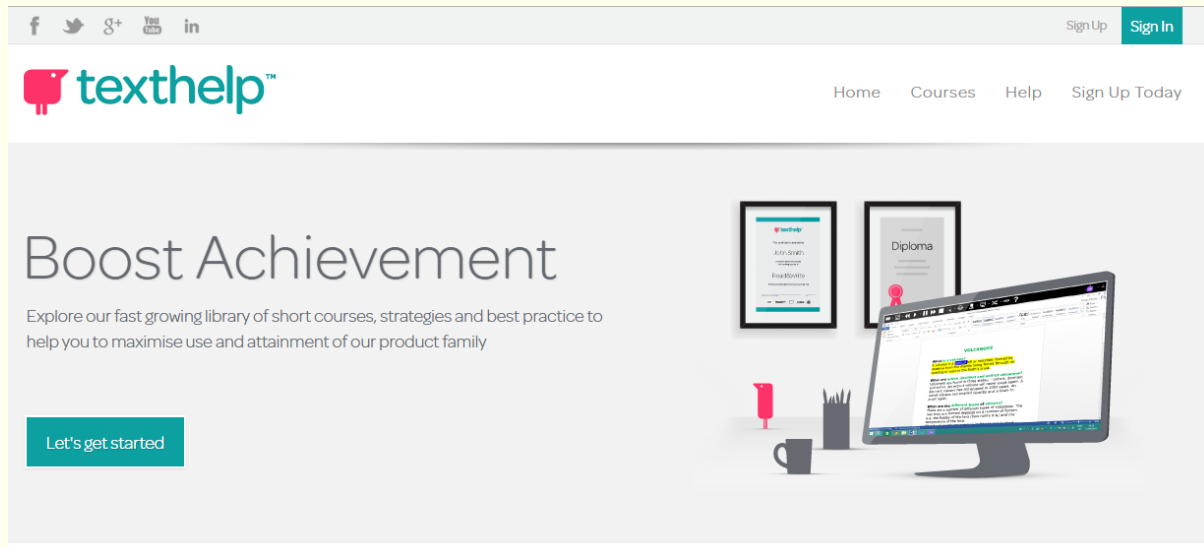**texthelp**®

read&write
for Mac

Training Guide

Updated Jan 2019

Free Professional training for everyone via our Learning Portal

At Texthelp we're famous for our innovative, high quality assistive software that helps all kinds of learners communicate with more confidence.

Technology can be the spark for wonderful things. But its real value comes from empowering users whenever and wherever they need help – in the workplace, at school or at home. To get the most out of our products we offer in-person and web based expert training tailored to the needs of individual users, small groups and larger organizations.

You'll find many short courses that bring together strategies and best practice from leading educators. Each course comes complete with simple instructions, videos, and great examples to help you become experts in our software. **You can gain achievements along the way.**

https://training.texthelp.com/
Simply log in with your Google mail account.

1. Introduction

Read&Write for Mac is designed to provide help to users of Mac computers, 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, prediction and research 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 features offered in Read&Write, you will also learn how to set up the software so that it will operate in exactly the way you want it to.

The exercises are color coded and divided into:

1. **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write features

2. **Further Exercises** – these exercises will show additional functions that can be used.

Note:

You can use Read&Write with text within Microsoft Word, Safari, Chrome, Firefox and Google Docs. The majority of the exercises in this guide explain how to use the toolbar in Microsoft Word.

2. The Toolbar

In this section, you will learn how to:

- start Read&Write
- understand the icons on the Read&Write toolbar
- customize the toolbar.

1. Read&Write is set up to start as soon as you start your computer.
2. You will see the **Show/Hide** Read&Write icon in the top right of your screen:
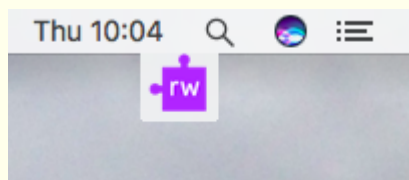
3. Click on the **Show/Hide**.
4. If you can't see the **Show/Hide,** you can start Read&Write from **Applications**. Alternatively, if available, you can double click on the shortcut on your desktop:

   Alternatively, click on the in the dock bar.
5. The toolbar will open:

6. How many icons you see will depend on the size of your screen. If you see this button , click on it see the whole toolbar.
7. You can move the Toolbar by clicking anywhere, except on an icon, and then dragging and releasing it onto any position on your screen.
8. You can dock the toolbar to the side by clicking anywhere, except on an icon, and then dragging it to the side of the screen. Now when you open any application it will appear beside the Read&Write toolbar.
9. Dock the toolbar back to the top of the screen.
10. Notice that the **Menu bar** at the very top of your screen has other Read&Write options:
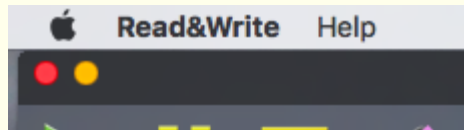
11. The Help is where you can find the Read&Write Help and Video Tours.

Exercise 2   Understanding the Toolbar

1. Hover your mouse over the . You will see the tooltip '**Check It**. Hover your mouse over the . You will see the tooltip '**Dictionary**'. From now on, if you have difficulty remembering what an icon does, hover your mouse over it to see the tooltip.

2. The following table explains what each icon on the toolbar does.
   Simply hover over each icon to see the tooltip.

Check It	Prediction	Dictionary	Picture Dictionary	Verb Checker
Play	Pause	Stop	Screenshot Reader	Audio Maker
Scan	Research Folder	Translator	Screen Masking	PDF Reader
Highlight Yellow	Highlight Green	Erase Highlights	Collect Highlights	Vocabulary List
Preferences	Spell Check	Similar Word Checker	Forward	Rewind
Daisy Reader	Highlight Pink	Highlight Blue	Web Search	Calculator

3. Click on in the Status bar:
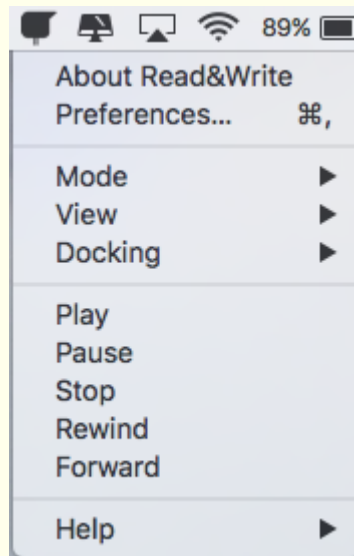
4. You have the option to change to a different mode depending on what you are doing:
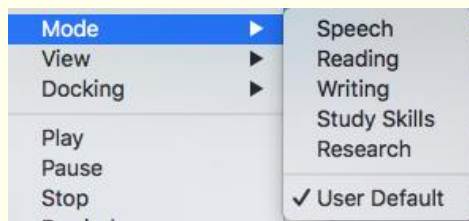
The six modes are:

- **Speech** - only icons associated with speech are displayed on the toolbar

- **Reading** - only icons associated with reading are displayed on the toolbar

- **Writing** - only icons associated with writing are displayed on the toolbar

- **Study Skills** - only icons associated with study skills are displayed on the toolbar

- **Research** - only icons associated with researching are displayed on the toolbar

- **User Default** - the icons for all the main features in the software are displayed on the toolbar

What else can you do:

- Change the size and look of the icons – Changing the size and look of the icons.
- Change what icons appear on the toolbar – Changing the toolbar icons.

Further Exercises

Changing the size and look of the icons

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Customize Toolbar** tab of the **Preferences** window:
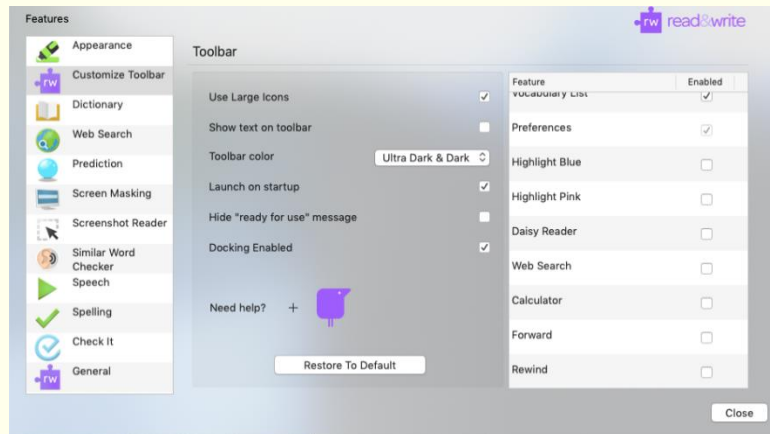
3. Uncheck the **Use Large icons** box. You will see the icons change to a smaller size. Check the box again to return the icons to the larger size.
4. Check the **Show text on toolbar** box.
5. The icons on the toolbar change to having the icon and the name of the icon underneath. Uncheck the box to take the text off again.
6. Click on the **Toolbar color** dropdown and select one of the options. Notice how the color of the toolbar changes. Return the color to **Ultra Dark & Dark**.
7. Notice the **Launch on startup** box is checked. This is why Read&Write starts every time the computer is started. We recommend this is left switched on.
8. Loading Complete is the message that appears when Read&Write is ready to go when you start the computer. You can stop this message appearing by click in this box if you wish.
9. **Docking Enabled** is switched on. This is why you could dock the toolbar like you did in Exercise 1.

Exercise 4 **Changing the toolbar icons**

In this exercise, you will learn how to change what icons are displayed on the Read&Write Toolbar.

1. Click on the ⚙ on the Read&Write Toolbar.

2. Select the **Customize Toolbar** tab of the **Preferences** window:
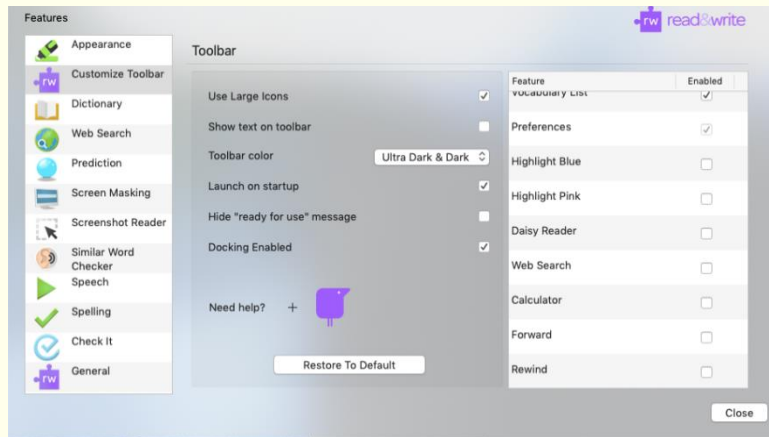
3. Uncheck the tick beside the **Play**. Notice how the **Play** icon disappears from the toolbar.

4. Click in the box beside the **Play** again to switch it back on.

5. This is now you can choose which icons appear on your toolbar.

6. Click and drag the **Collect Highlights** icon up the list until it is below the **Erase Highlights** icon. The Collect Highlights icon moves beside the Erase Highlights icon. This is how you move the icons on the toolbar.

7. Click and drag the **Picture Dictionary** icon up the list until it is below the **Dictionary** icon.

8. Click and drag the **Research Folder** icon up the list until it is below the **Web Search** icon.

9. Click and drag the **Calculator** icon down the list until it is below the **Highlight Blue** icon.

10. Alter the toolbar so that it has all the icons you need and where you want them.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to start Read&Write		
How to position the Read&Write toolbar		
What the icons on the Read&Write toolbar are		
How to customize the icons on the toolbar		

3. Speech

In this section, you will learn how to:

- have text read in documents
- change the voice
- specify how you would like words pronounced
- have the system read each letter, word or sentence as you type
- set up speech highlighting.

Exercise 1 Reading text in documents

Open a Word document with some text in it or type the following text into a blank Microsoft Word document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the island of Lombok. It has a long history of eruptions and erupted in 1994 and more recently in May 2010. Volcanoes can cause major destruction.

Note: It is recommended that you save this document, as you will use it later in the guide.

Remember to check that your sound is enabled!

1. Place your cursor anywhere on the following sentence and then click on the :

   'A volcano tends to occur where tectonic plates meet.'

   You see each word in the sentence highlighted as it is read aloud.

2. You can also instruct the system to pause and resume reading by clicking on and off the or stop it completely by clicking on the .

Exercise 2　　**Changing the Voice**

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Speech** tab of the **Preferences** window:
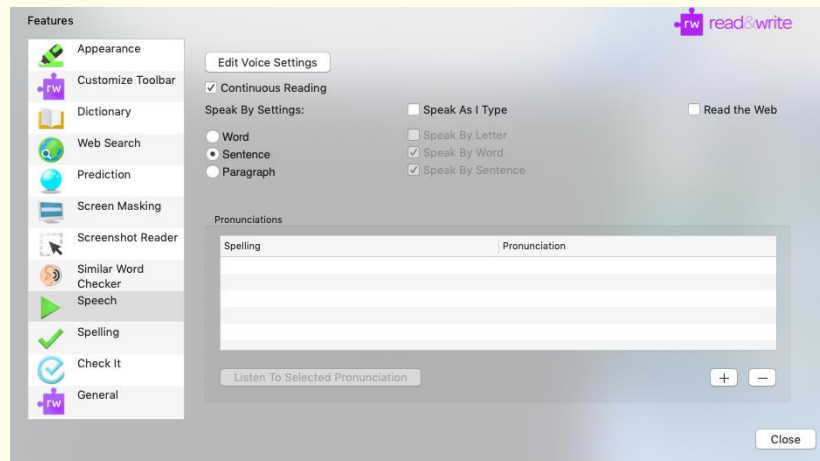
3. Click on **Edit Voice Preferences**. This will open the **Speech** tab of the **Accessibility** window:
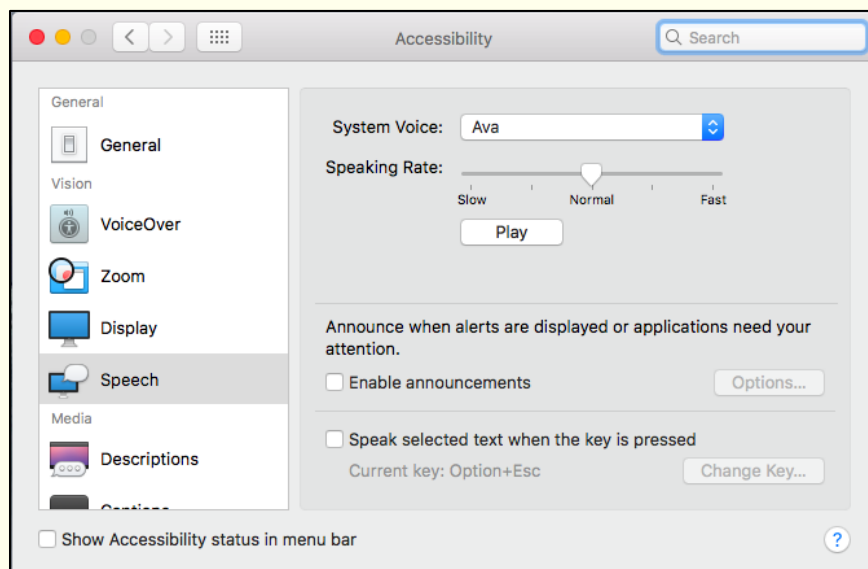
4. Select a different voice from the **System Voice** drop down list.
5. Click on the **Play** button to hear the new voice read aloud. If you don't like the voice, select another.
6. You can change the **Speed** of the voice if you need to by dragging and dropping the **Speaking Rate** track bar.

7. Click on the **Play** button to test the voice.

8. When you are happy with your voice close the **Accessibility** window.

   Note: Other voices can be downloaded by clicking on **Customize** in the **System Voice** dropdown in the **Speech** tab of the **Accessibility** window.

What else can you do:

- Change how words are pronounced – [Changing how words are pronounced](#).
- Have the text read as you type – [Getting the system to read as you type](#).
- Change how the text is highlighted – [Changing the speech highlighting](#).

Further Exercises

Exercise 3   Changing how words are pronounced

There may be occasions when the software doesn't pronounce a word correctly. In this exercise, you will learn how to correct the pronunciation of a word.

1. Click on the ⚙️ on the Read&Write Toolbar.

2. Select the **Speech** tab of the **Preferences** window and click on the ⊕ :
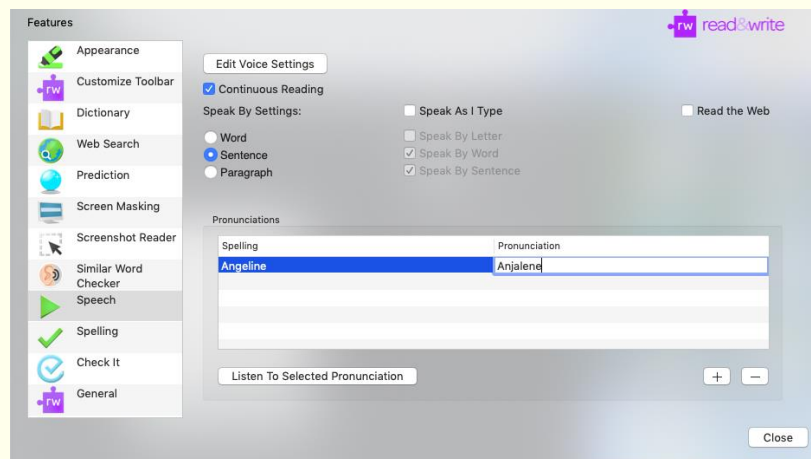
3. Type the word **Angeline** into the **Spelling** text box.

4. Type **Anjelene** into the **Pronunciation** text box.

5. Click on the **Listen to Selected Pronunciation** button to hear the new pronunciation read aloud. This is the correct pronunciation of the word.

6. This word is added to the **Pronunciations** list. The word will be pronounced correctly from now on.

7. Click on **Close** to close the **Preferences**.

Exercise 4   Getting the system to read as you type

You may want to have the software read as you are typing. In this exercise you will learn how to set up the system to read letters, words and sentences as you type.

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Speech** tab of the **Preferences** window:
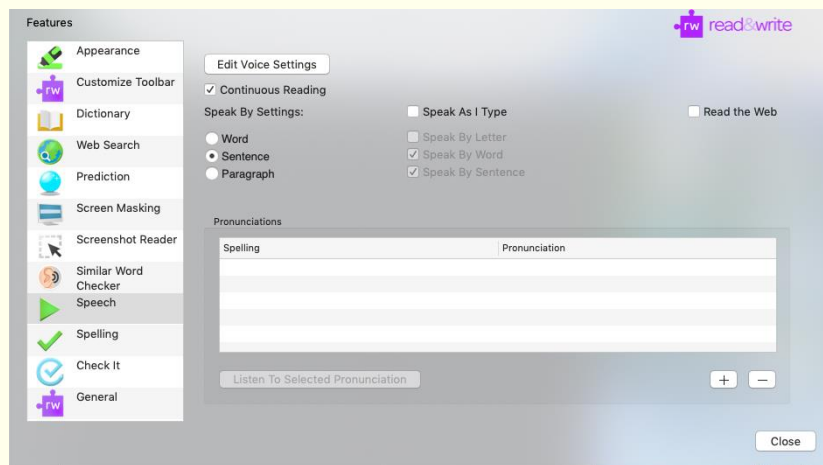
3. Select the **Speak As I Type** check box and then select from:
   - **Speak by letter** check box.
   - **Speak by word** check box
   - **Speak by sentence** check box.
4. Click on the **Close** button to save and close the **Preferences** window.
5. Place your cursor after the text you have already typed and type some text slowly. As you do so, the text will be read aloud.
6. If you wish to turn this option off return to the **Preferences** – **Speech** and deselect the **Speak As I Type** check box.

Exercise 5   Changing the Speech Highlighting

The system highlights the text in the document as it is being read. It uses the colors blue and yellow. You may wish to change this. In this exercise, you will learn how to alter the highlighting colors.

1. Click on the ⚙ on the Read&Write Toolbar.

2. Select the **Appearance** tab of the **Preferences** window:
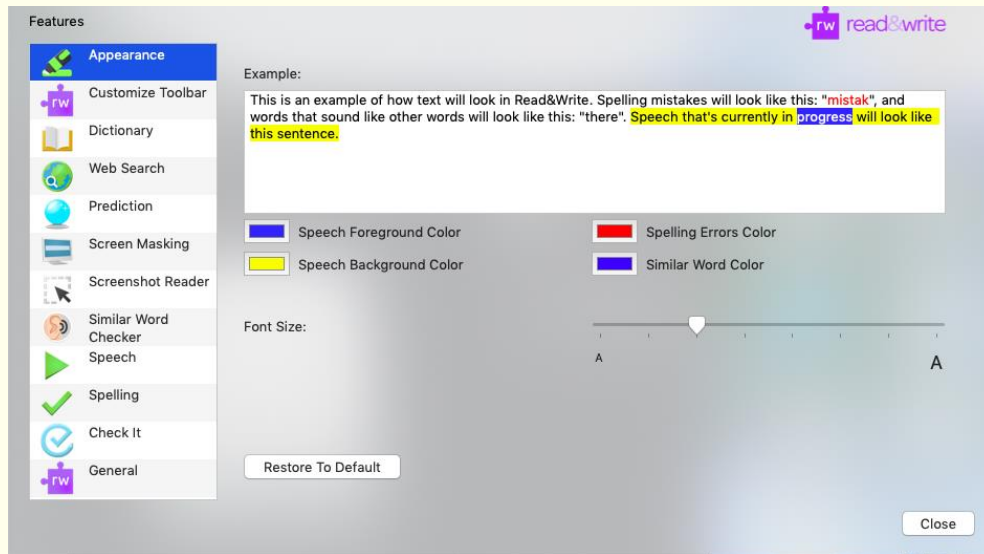
3. Click on the **Speech Foreground Color** button and select a color from the color palette to specify the color of the word that is read aloud.

4. Click on the **Speech Background Color** button and select a color from the color palette to specify the background color of the text (sentence/paragraph) that is read aloud.

5. You will see how your text will be highlighted as it is read in the **Example** box.

6. Click on **Close** when you have the colors you wish to use.

   Note: You can easily return to the default color by clicking on **Restore to Default**.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to have a document read		
How to change the voice		
How to change the pronunciation		
How to have the software read as you type		
How to change how the software highlights text as it is being read		

4. Read the Web

In this section, you will learn how to:

- read information on webpages.

In this exercise, you will learn how to use **Read the Web** to read aloud text and screen items on webpages.

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Speech** tab of the **Preferences** window:
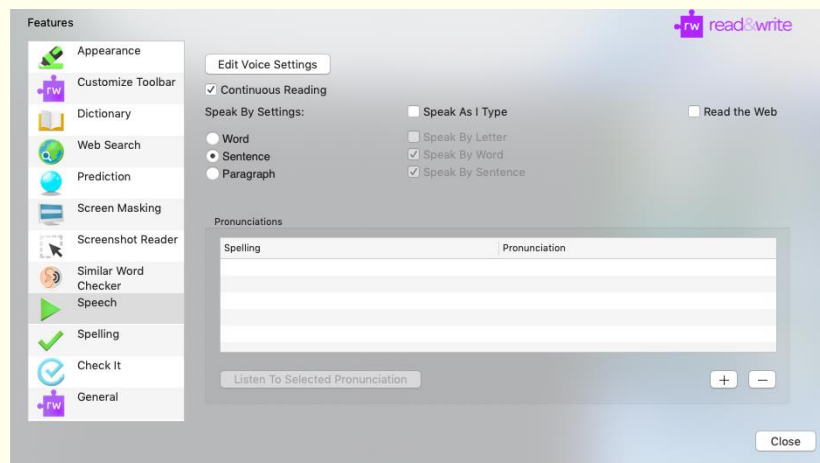
3. Click in the **Read the Web** check box.
4. Click on **Close**.
5. Open the Safari Browser and type 'www.texthelp.com' into the **Address** field to display the Texthelp homepage.
6. Click on **Install Now** when prompted and then **Install**. Restart your Safari Browser.

   Note: You will only need to do this the first time you use Safari with Read&Write.
7. 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.

1. Open your Firefox browser and type 'www.texthelp.com' into the **Address** field to display the Texthelp homepage.

2. Click on **Install Now** when prompted and again click **Install Now** to install the plug-in.
3. Restart Firefox.

   Note: You will only need to do this the first time you use Firefox with Read&Write.

4. 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.

Exercise 3   Reading webpages in Chrome

1. Open Google Chrome and type 'www.texthelp.com' into the **Address** field to display the Texthelp homepage.
2. Click on **Install Now** when prompted to install.
3. Click on **Add.**
4. Restart Chrome.

   Note: You will only need to do this the first time you use Chrome with Read&Write.

5. 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.

   Note: You can still read website content aloud by selecting text and then clicking on the . You can also use the other **Speech** icons using this method. **Read the Web** simply allows you to hover your mouse over the text in order to read it aloud.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to have a webpage read in Safari using Read the Web		
How to have a webpage read in Firefox using Read the Web		
How to have a webpage read in Chrome using Read the Web		

5. PDF Reader

In this section, you will learn how to:
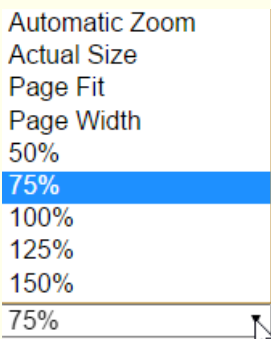
* read PDF documents.

In this exercise, you will learn how to read text aloud from PDF documents using PDF Reader.

1. Click on the and then open a PDF document.
2. The PDF document will open and look something like this:

3. Click on the text. PDF Reader reads aloud the text in your document.

4. Click on the ![yellow square] to stop it reading.

5. In the top left window of PDF Reader is this button ![button]. This is **Click to Speak**. It's switched on by default, which is why just clicking on the text sets it reading aloud.

6. Click on the **Click to Speak** to turn it off. The button will look like this: ![button]..

7. Now you'll be able to select text to use with the Dictionary, or Highlighters if you need them.

8. If you want to read text with **Click to Speak** off just select the text and click ![play].

9. There are other controls in the toolbar at the bottom of PDF Reader:

   a. ![icon] - **Table of Contents** when clicked will show the contents of the PDF

   b. ![icon] - **Rotate Counter clockwise** will turn the page counter clockwise

c. ![rotate clockwise icon] - **Rotate Clockwise** will turn the page clockwise

d. ![print icon] - **Print** will open the Printer controls in order to print the document

e. ![find icon] - **Find in document** will open a search box

f. ![zoom in icon] - **Zoom In** to zoom in to your document

g. ![zoom out icon] - **Zoom out** to zoom out of your document

Automatic Zoom
Actual Size
Page Fit
Page Width
50%
75%
100%
125%
150%

h. 75% - **Zoom** to choose from a number of pre-set zoom options

i. ![up arrow icon] - **Previous Page** to go to previous page

j. ![down arrow icon] - **Next Page** to go to next page

k. 2 / 6 - **Current Page/Total number of pages**.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to have a PDF document read using PDF Reader.		
How to alter how PDF Reader reads		

6. Screenshot Reader

In this section, you will learn how to:
- read text in pictures
- screenshot to MS Word
- change the Screenshot Reader options.

Reading text in pictures

In this exercise, you will learn how to use the Screenshot Reader to read aloud text in pictures.

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

1. Open Google and search for "picture with text in it".
2. Click on one of the pictures.

3. Click on the . Your cursor now looks like this +.

4. Click and hold your left mouse button on the top left-hand corner of the picture, then drag and drop the rectangle to the bottom right-hand corner. After a moment Read&Write reads the text aloud:
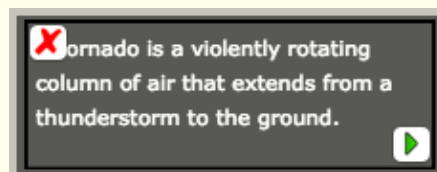
If you wish the text re-read click on the button that has appeared within the picture.

Note: The highlighting color is the color that is set as the **Speech Background Color** in the **Appearance** tab of the **Preferences** window.

5. Click on the to close the Screenshot Reader window.

Screenshot to Microsoft Word

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Screenshot** tab of the **Preferences** window:
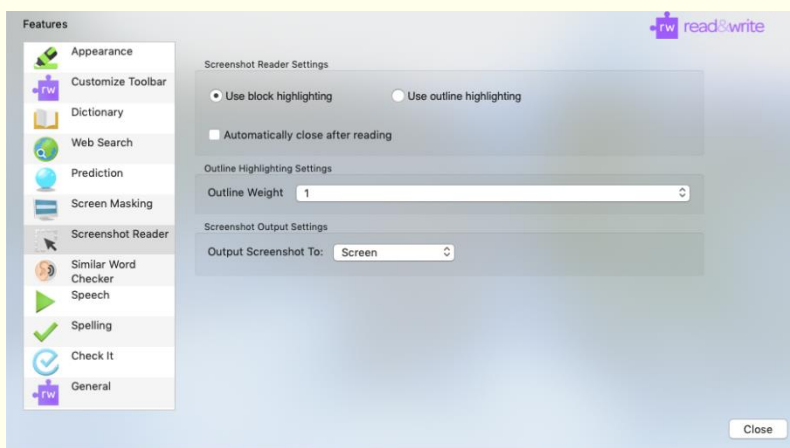
3. Click on the **Output Screenshot To** dropdown and select **Microsoft Word**.
4. Close the **Preferences**.
5. Click on the ⬚. Your cursor now looks like this ✛.
6. Click and hold your left mouse button on the top left-hand corner of the picture, then drag and drop the rectangle to the bottom right-hand corner.
7. Screenshot Reader will create a new Microsoft Word document and put the text in.

   Note: You will be able to use the other Read&Write features on the text imported into Microsoft Word.

8. Save and close the Microsoft Word document when you have finished.

What else can you do:

- Change the Screenshot Reader options – Change the Screenshot Reader options.

Further Exercises

Exercise 3 **Change the Screenshot Reader Options**

You can change how the Screenshot Reader highlights the text.

1. Click on the ⚙ on the Read&Write Toolbar.

2. Select the **Screenshot** tab of the **Preferences** window:
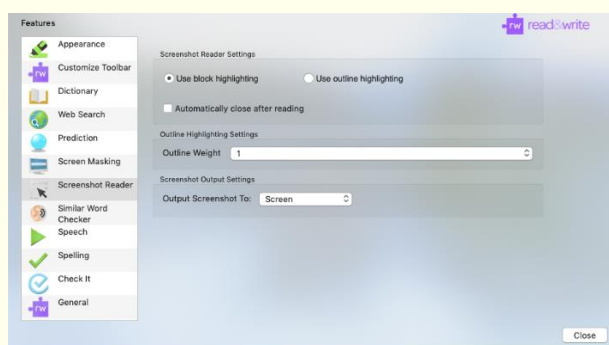
3. Click on the **Output Screenshot To** dropdown and select **Screen**.
4. Select the **Use outline highlighting** radio button.

5. Select **5** from the **Outline Weight** drop down list.

6. Click on the **Close** button.

7. Click on the [icon]. Your cursor now looks like this ✛.

8. Click and hold your left mouse button on the top left-hand corner of the picture, then drag and drop the rectangle to the bottom right-hand corner.

9. Read&Write reads the text aloud using the Preferences you have just selected.

   Note: The highlighting color is the color that is set as the **Speech Foreground Color** in the **Appearance** tab of the **Preferences** window.

10. Click on the [icon] to close the Screenshot Reader window.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to Screenshot in the window		
How to Screenshot to MS Word		
How to change the Screenshot Reader options		

7. Audio Maker

In this section, you will learn how to:

- convert text into an audio file.

It is possible to convert your text into an audio file using Read&Write. Once converted the audio file can be put onto a device such as an iPod, MP3 player or smart phone and listened to when and where you wish.

Exercise 1   Creating audio files from text

1. Highlight the following text in your document:

   A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the island of Lombok. It has a long history of eruptions and erupted in 1994 and more recently in May 2010. Volcanoes can cause major destruction.

2. Click on the [MP3] on the toolbar.

   The highlighted text is displayed in the first window of the **Audio Maker**:
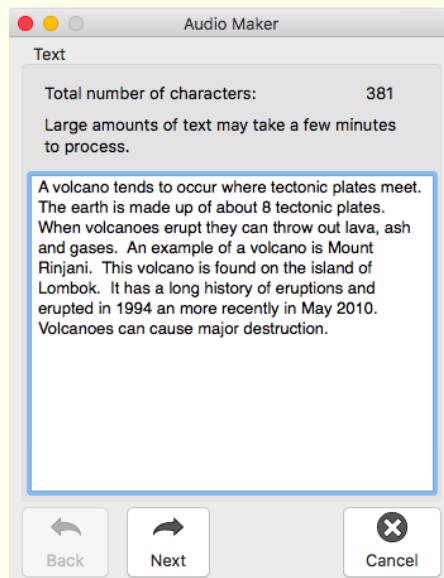
Note: You can type into this window if you wish to add further text or delete unwanted text.

3. Click on the **Next** button. You will see the second window in the **Audio Maker**:
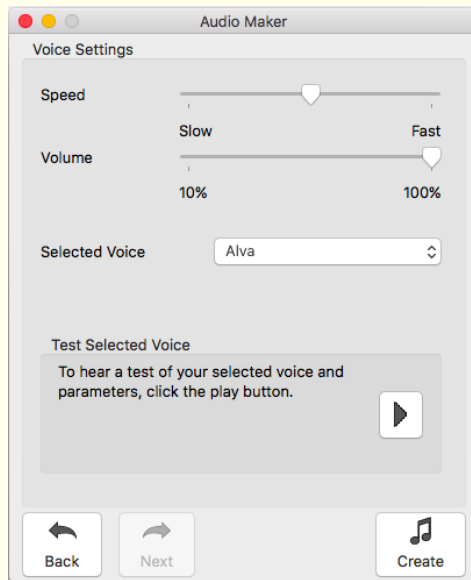
4. Select one of the voices from the **Selected Voice** drop down list and then drag and drop the following track bars:

   - **Speed** – drag this track bar slightly to the left to slow the voice down.

   - **Volume** – drag this track bar to the left to decrease the volume or to the right to increase the volume.

5. Click on the ▶ button to hear what the voice will sound like. 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 **Create** button.

   You will see the third window in the Audio Maker:
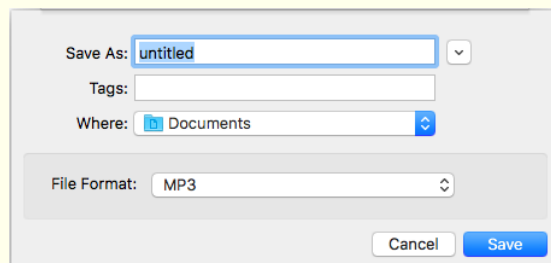
7. Type a name for the file in the **Save As** text box. Browse to the folder in the directory in which you want to save the audio file.

8. The **MP3** audio file format is selected by default as this is the most popular format. Most audio players such as MP3 players, iPods, etc support this format.

   Note: In the File Format, you can choose from MP3, M4A or AIFF.

9. Click on **Save** to create the audio file.

10. Browse to the directory where you saved the audio file and open it to hear the audio file you have just created. You will hear the text you highlighted in step 1 read aloud. This can now be played on the computer or saved onto any MP3 player or a portable media such as an iPod.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to convert text into an audio file		

8. Screen Masking

In this section, you will learn how to:

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

Using Screen Masking

In this exercise, you will learn how to use the Screen Masking.

1. Click on the [icon] on the Read&Write toolbar.

   The screen is tinted blue.

2. Click on the [icon] on the Read&Write toolbar.

   The screen is returned to its normal color.

Changing the display options

In this exercise, you will learn how to change the colors and masking type used by Screen Masking.

1. Click on the [icon] on the Read&Write toolbar.
2. Select the **Screen Masking** tab of the **Preferences** window:
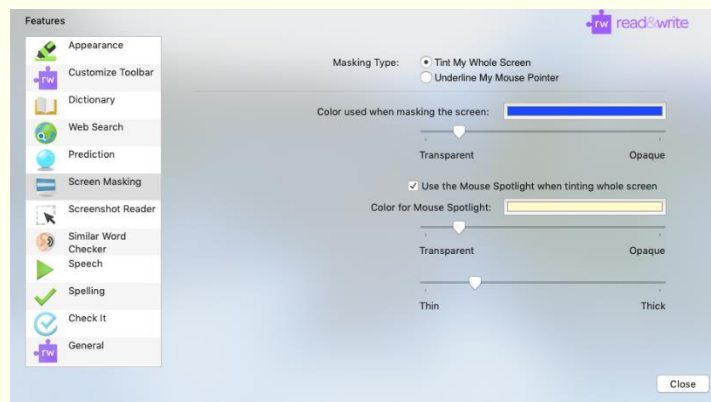
3. Select the **Underline My Mouse Pointer** option.
4. Select a color from the **Masking Color** palette.
5. Adjust the **Transparent/Opaque** track bar until you have selected a more opaque color, i.e. move the scale more to the right.
6. Adjust the **Thin underline/Thick underline** track bar until you are happy with it.
7. Click on the **Close** button.

8. Click on the [icon] on the Read&Write toolbar.

9. Move your mouse up and down the screen and notice how the underline follows.

10. Click on the [icon] on the Read&Write toolbar.

    The screen is returned to its normal color.

Exercise 3   Using the spotlight

In this exercise, you will learn how to use the spotlight.

1. Click on the [icon] on the Read&Write toolbar.
2. Select the **Screen Masking** tab of the **Preferences** window:
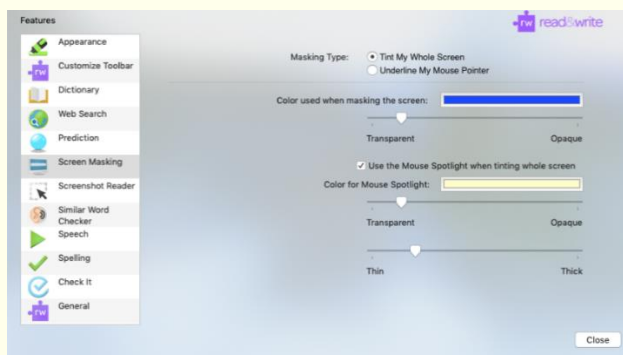
3. Select the **Tint my Whole Screen** option.
4. Select a color from the **Masking Color** palette.
5. Adjust the **Transparent/Opaque** track bar until you have selected a more transparent color, i.e. move the scale more to the left.
6. Make sure the **Use the Mouse Spotlight when tinting the whole screen** check box is selected.
7. Make the spotlight larger by moving the **Height of mouse spotlight** track bar more to the right - Thick.
8. Click on the **Close** button.

9. Click on the [icon].

10. Move your mouse across the screen and notice how the spotlight works.

11. Click on the [icon] to turn off Screen Masking.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the Screen Masking		
How to change the Screen Masking options		
How to use the spotlight		

9. Check It

In this section, you'll learn how to:

- use Check It
- change the Check It settings
- use Spell Check
- change the Spell Check settings.

Type the following text into a blank Microsoft Word document:

Note: There are deliberate mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mistakes in your document.

> **A <u>volcaneo</u> tends to occur where <u>tectronic</u> plates meet. The earth is maid up of about 8 big <u>tectronic</u> plates. When volcanoes erupt, they can throw out lava, ash and gases. An example of a volcaneo is Mount Rinjani. This volcaneo is found on the <u>iland</u> of Lombok. It has a long history of <u>eraptions</u> and erupted in 1994 and more recently in May 2010.**

Exercise 1   Using Check It

1. Click on the [icon].

2. In your document, you'll see possible errors underlined.

3. Left click on the first underlined word – **volcaneo** and a panel will appear below:
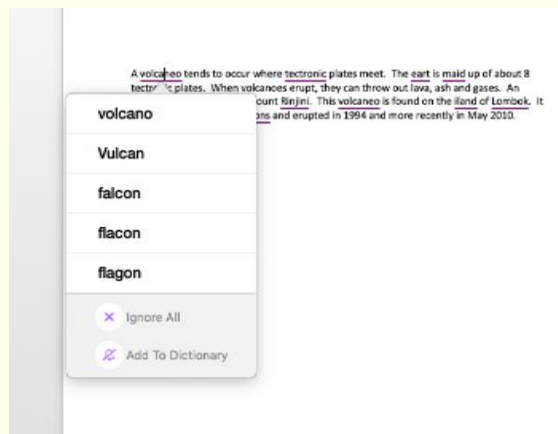
4. Click on **volcano** and it will be put into your document.

5. Correct the rest of the errors in the document using the same method. When you come to Rinjani, it is the correct word so click on **Add to Dictionary**.

6. In the same way when you come to Lombok **Add to Dictionary**.

Note: If using Check It outside of Word select the text before clicking on

What else can you do:

- Change the Check It preferences– [Changing the Check It preferences](#)

Further Exercises

<table>
<tr><td>Exercise 2</td><td>**Changing the Check It preferences**</td></tr>
</table>

You can change how Check It behaves.

1. Click on the ⚙ on the Read&Write Toolbar.

2. Select the **Check It** tab of the **Preferences** window:
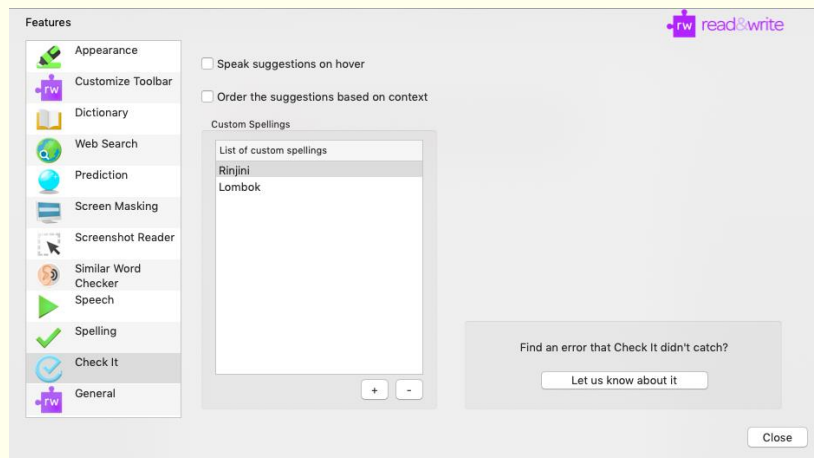
3. Notice the options to:

- **Speak suggestions on hover**

- **Order the suggestions based on context**

4. You can select these options if you wish.

5. Notice in the **List of custom spellings** there is the words Rinjini and Lombok, which you added, in the previous exercise. You can remove custom spellings or add further ones if needed.

6. Close the **Preferences** window.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use Check It to correct a document		
Change the Check It preferences		

10. Verb Checker

In this section, you will learn how to:

- use the Verb Checker

Type the following text into a Microsoft Word document:

I seen a volcano erupt.

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

1. Place your cursor on the word 'seen' in your document.

2. Click on the on the Read&Write Toolbar. You will see the **Verb Checker** window displayed:
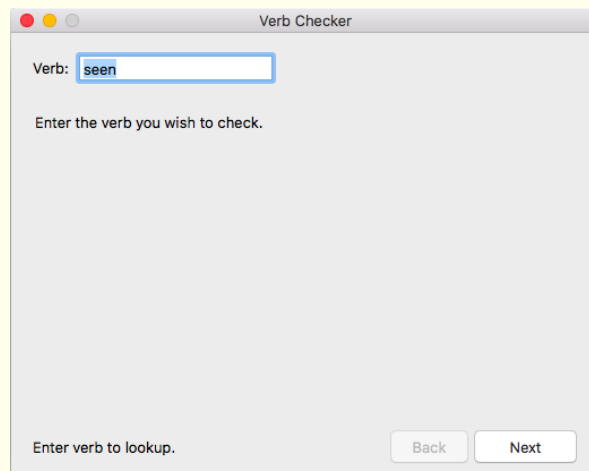
3. Click on the **Next** button. You will see the second step of the **Verb Checker** displayed:

4. Select the '**Is this in the past?'** radio button and then click on the **Next** button. You will see the third step of the **Verb Checker** displayed:

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 past tense.

5. Place your cursor in the sentence 'I saw' in the **Past** list box.

6. Click on the on the toolbar to hear the sentence read aloud.

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

The Verb Checker replaces the word in your document with the past tense of the word, which is correct for this sentence.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the Verb Checker		

11. Prediction

In this section, you will learn how to:
- use the Prediction
- specify how you want the Prediction to learn.

In this exercise, you will learn how to use Prediction to help you finish sentences. It will access a list of words that will complete the one that you are currently typing and will also try to predict your next word.

1. Open a new blank document in Microsoft Word and then click on the ![globe icon] on the toolbar to display the **Prediction** window.

2. Type the following text into your document and notice how the **Prediction** window is predicting words for you to use:

   This is an ex

3. When you type in the 'ex' you will see a list of words beginning with 'ex' displayed in the **Prediction** window.

4. Click on 'example' in the **Prediction** window.

5. Click on the ![book icon].

6. You will see the **Dictionary** displayed:
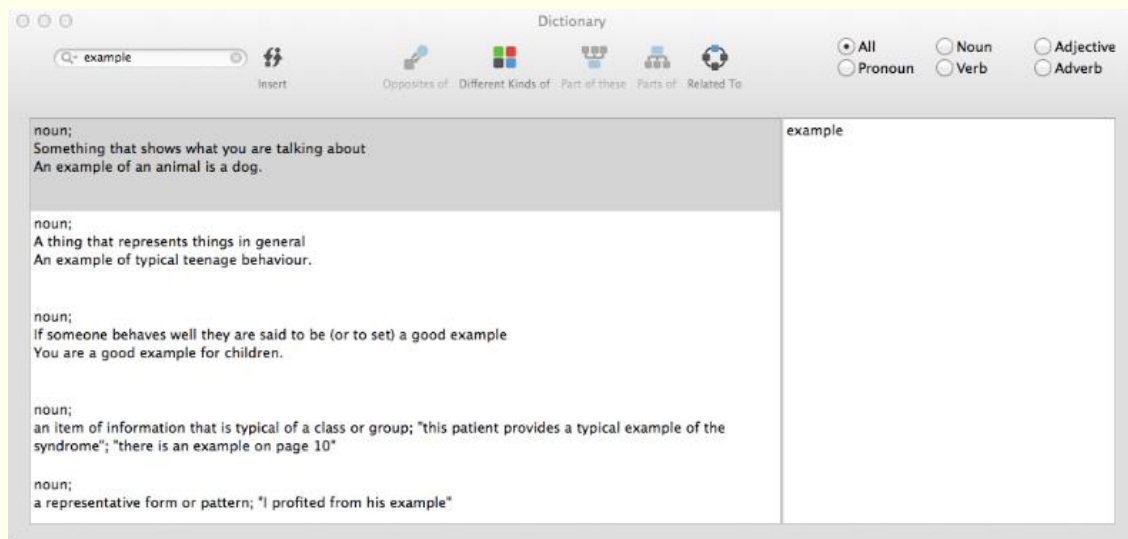
7. You can read the definition and decide if it is the word you are looking for. Close the **Dictionary** window.

8. Double click on 'example' to put the word into your document.

9. Use the **Prediction** to write a few sentences and watch how the word box provides suggestions.

10. Close **Prediction** by clicking on the .

What else can you do:

- Add words to the Prediction – Adding your own Word Banks.

Further Exercises

Exercise 2   Adding your own Word Banks

In this exercise, you will learn how to get Prediction to learn vocabulary so that the words predicted are more tailored to your needs.

1. Type the following text into your document or select some text from one of your documents:

   A volcano is a geological landform on the surface of the earth (and other planets) where magma from the planet's interior erupts (or once erupted) to the surface. Roughly defined, a volcano consists of a magma chamber, pipes and vents.

2. Copy the text and then click on the on the Read&Write Toolbar.

3. Select the **Prediction** tab of the **Preferences**:
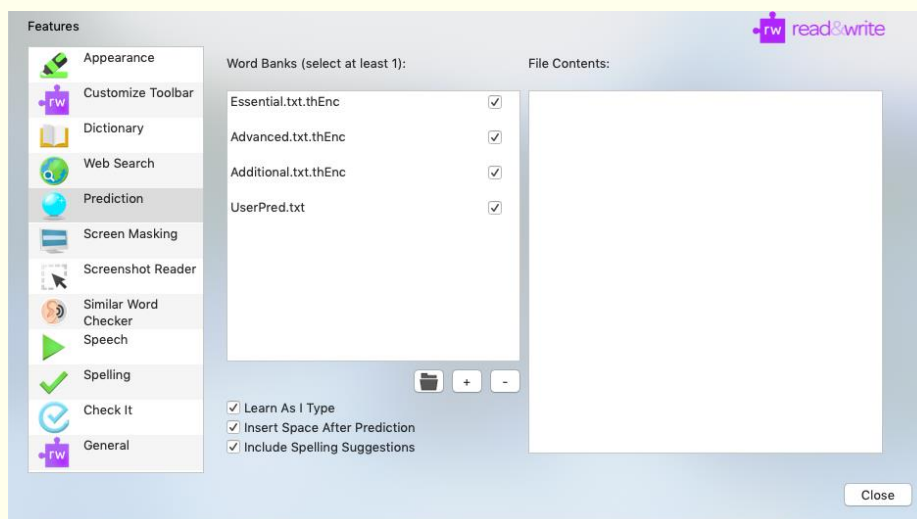
4. Click on the button.

5. A panel will appear with the words you had copied.

6. Click **OK**.

7. You will be asked to save the file.

8. Type the following details:

   Save As – Volcano (if you have used your own text put in a file name relevant to it)

9. Click on **Save**.

10. Your new **Word Bank** will appear in the **Word Banks** list.

11. In a Word document start to type some of the words that you have just added and notice how the Prediction is predicting words based on that text.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use Prediction		
How to teach the Prediction new vocabulary		

12. Dictionary

In this section, you will learn how to:
- find basic and advanced definitions
- find web definitions
- add your own definitions to the Dictionary.

Type the following text onto a new line in your document:

The earth revolves around the sun.

Exercise 1   Using the Dictionary

In this exercise, you will learn how to use the Dictionary to find basic and advanced definitions.

1. Highlight the word 'earth'.

2. Click on the 📖 on the Read&Write Toolbar.
   You will see the **Dictionary** window displayed:
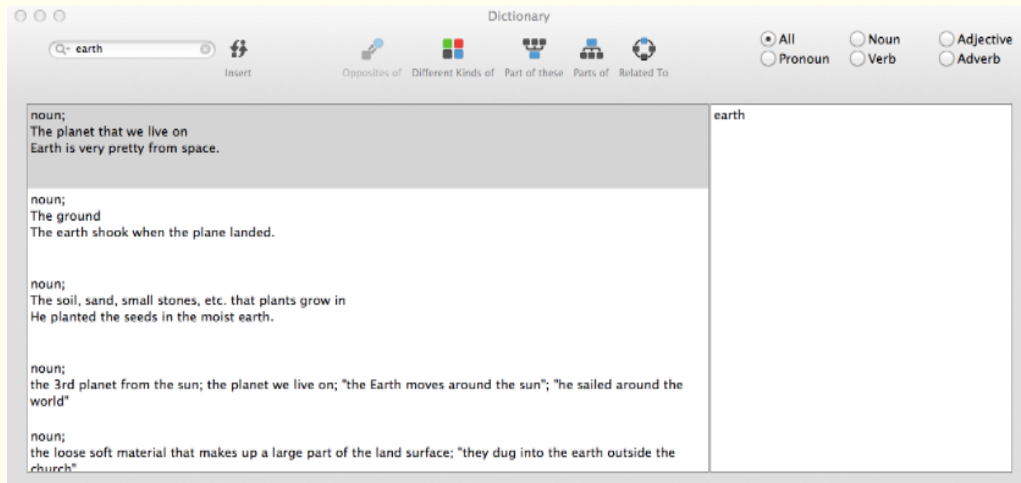
The definitions of the word '**earth**' are displayed in the **Meanings** list box.

3. Click on the first definition and then click on the ▶ to hear it read aloud.

Exercise 2   Using the alternative searches

You can find alternative related words using the advanced searches:
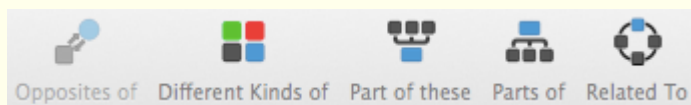
1. With the word 'earth' in the **Original Word** text box. Click on **Part of these.**
2. You will see two definitions provided. Click on the definition that begins with '**The 3rd planet from the sun….**'
3. Click on the word 'world' in the **Advanced** list box and then click on the to hear it read aloud.
4. Click on the button to replace the word 'earth' with the word 'world' in your text.

Exercise 3   Searching for web definitions

In this exercise, you will learn how to use Read&Write to find definitions on the Internet.

1. Click on the on the Read&Write Toolbar.
2. Select the **Dictionary** tab of the **Preferences**:
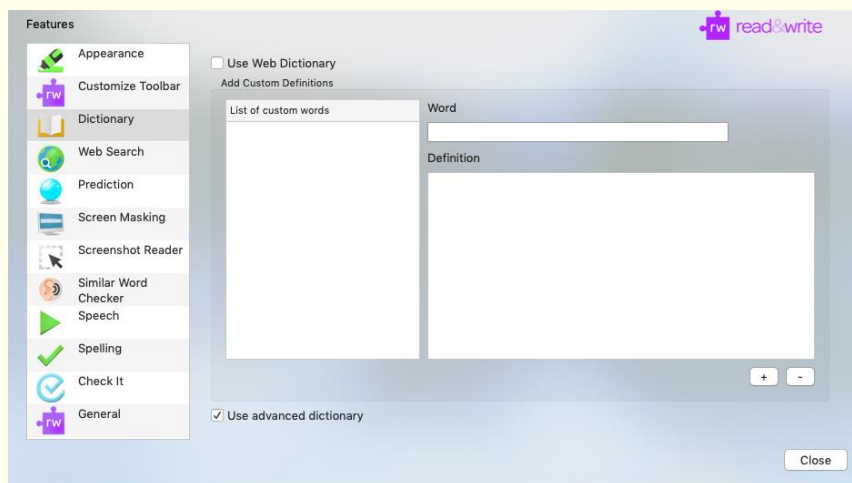
3. Click into the **Use Web Dictionary** option to turn this on. **Close** the Preferences.
4. Select the word 'world' in your text.

5. Click on the ▥ on the Read&Write Toolbar. Your web browser window automatically opens and displays the Google dictionary. You will see a list of definitions for the word 'world'.

6. Close your web browser when you have finished viewing this page.

What else can you do:

- Add your own words to the Dictionary – <u>Adding user definitions</u>.

Further Exercises

Exercise 4   **Adding user definitions**

In this exercise, you will learn how to add your own definitions to the Dictionary.

1. Click on the ⚙ on the Read&Write Toolbar.

2. Select the **Dictionary** tab of the **Preferences**:
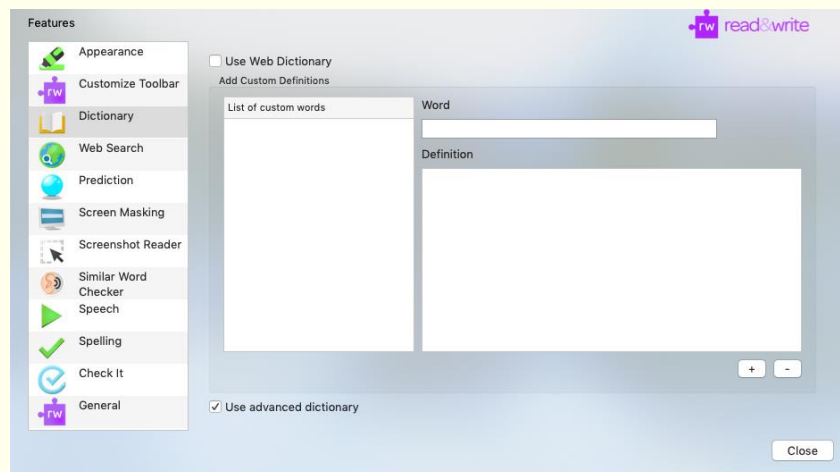
You can use this tab to enter new words plus their definitions, which may not be in the Dictionary, e.g. a slang word. To do this:

3. Enter the word in the **Word** text box.

4. Enter the definition of the word in the **Definition** text box.

5. Click on the [+] button.

   The word is added to the **List of custom words**.

6. Click on the **Close** button to save and close the Preferences.

7. Open the Dictionary and find the word and its meaning.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the Dictionary		
How to find alternative words		
How to use the Web Dictionary		
How to add your own words to the Dictionary		

13. Picture Dictionary

In this exercise, you will learn how to use the Picture Dictionary to find image representations of words.

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

Type the following text onto a new line in your document:

The earth revolves around the sun.

Exercise 1   Using the Picture Dictionary

1. Highlight the word 'world' and then click on the .

   You will see the **Picture Dictionary** window displayed:
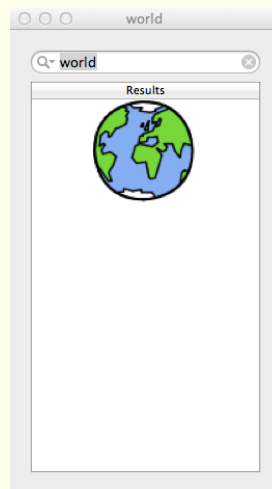
2. Highlight the word 'revolve' in your document.

   The **Picture Dictionary** window displays a picture representing the word revolve.

3. Click on the and the Dictionary will open with the text definition for the word revolve.

4. Close the Dictionary and the Picture Dictionary.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the Picture Dictionary		

14. Scan

In this section, you will learn how to use the Scan to:

- perform a scan
- scan multiple documents
- scan from a file

> To complete this section, you must ensure that you've set up your scanner correctly and have two documents ready to scan.

> Read&Write uses your default scanner.

Exercise 1   Performing a Scan

In this exercise, you will learn how to perform a scan. A scan allows you to scan directly into a PDF, MS Word or HTML document. This exercise will show you how to scan to PDF and to MS Word.

1. Place a page into your scanner and then click on the ⬚ on the Read&Write Toolbar.
2. The **Scanning Options** will appear.
3. Make sure the following options are selected:
   - **Your scanner**
   - **Mode - Single Page**
   - **Output options – PDF**
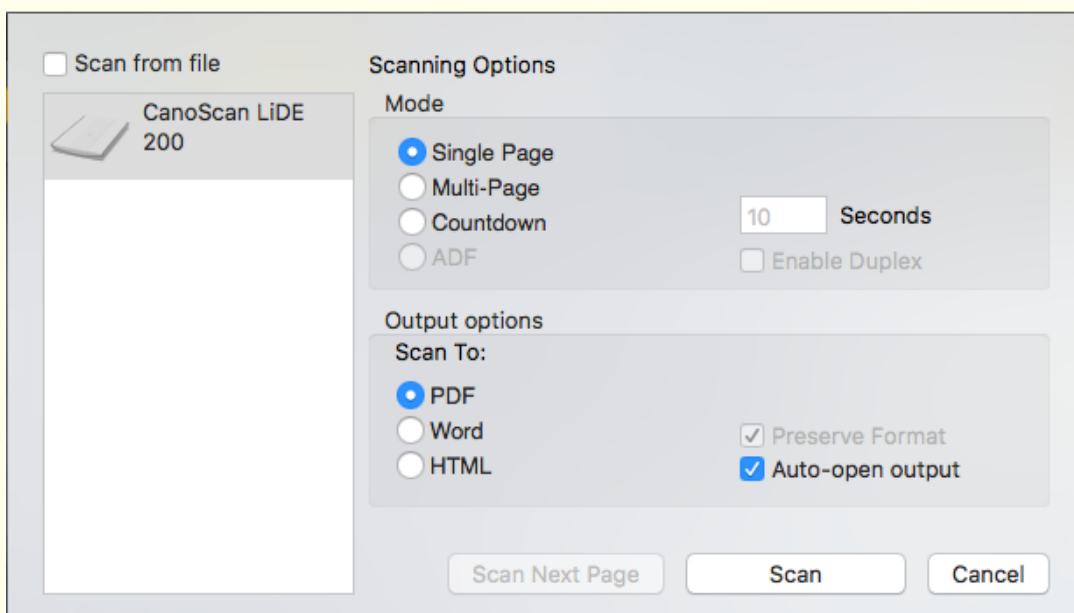
4. Click on **Scan**.

5. Complete the **Save As** panel and then click **Save**.

6. When the scan has completed, you will see the scanned image displayed in PDF Reader. You can use PDF Reader 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.

7. Click on the [icon] on the Read&Write Toolbar.

8. The **Scanning Options** will appear.

9. Make sure the following options are selected:

   - **Your scanner**
   - **Mode - Single Page**
   - **Output options – Word**
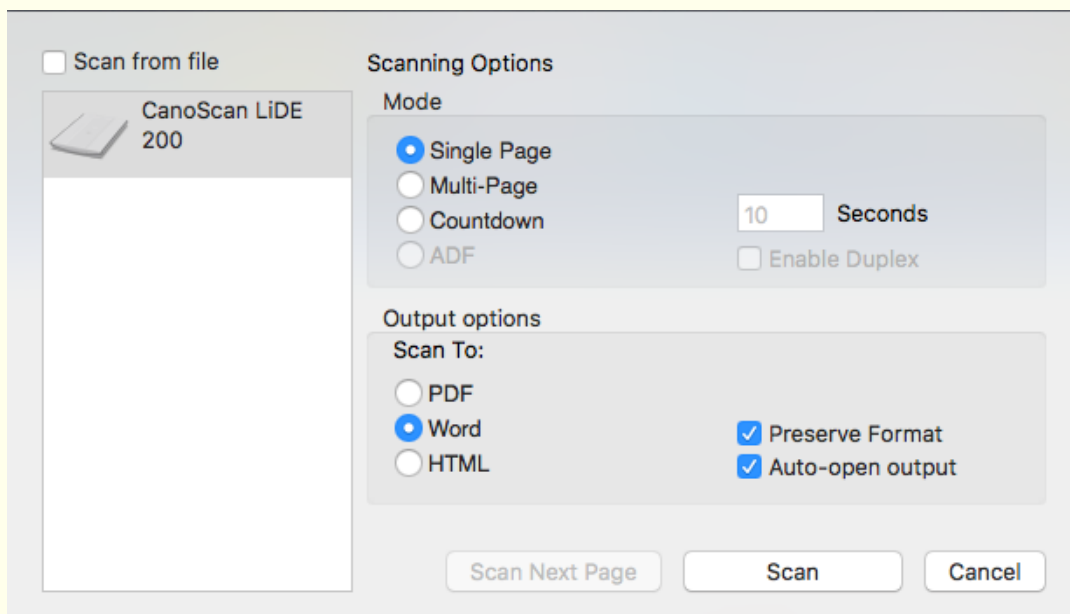
10. Click on **Scan**.

11. Complete the **Save As** panel and then click **Save**.

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

   Scanning to Word is recommended if you want to edit the scanned document.

   You can also Scan to HTML. This opens the scanned image in your web browser.

Exercise 2   Scanning multiple documents

In this exercise, you will learn how to scan multiple documents.

1. Click on the ⬜ on the Read&Write Toolbar.
2. The **Scanning Options** will appear.
3. Make sure the following options are selected:
   - **Your scanner**
   - **Mode – Multi-Page**
   - **Output options – Word**
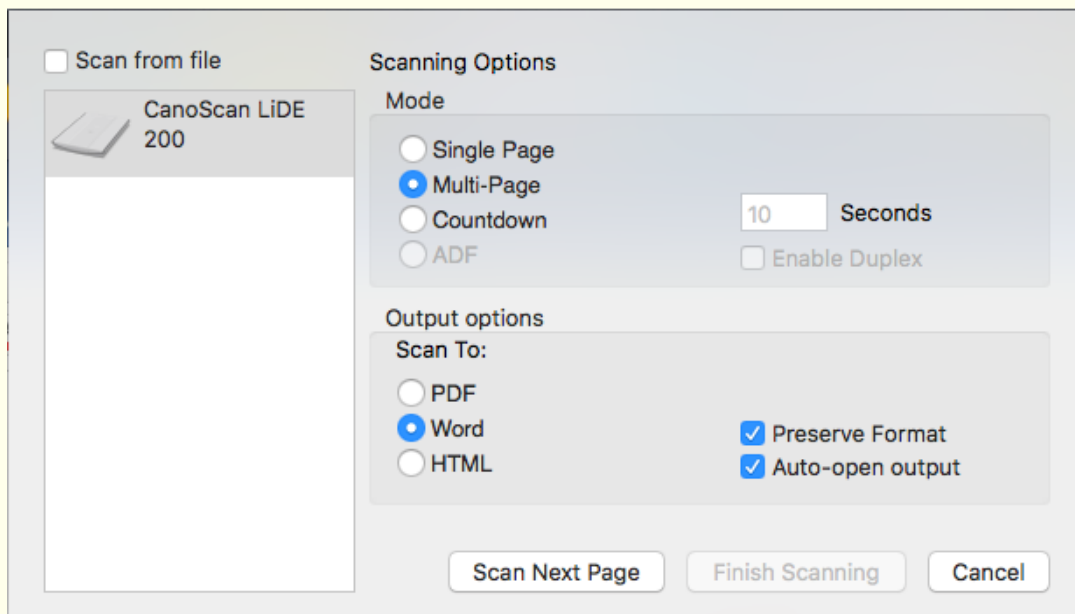
4. Click on **Scan**.
5. The **Scanning in progress** panel appears.
6. Once this panel disappears place the next page in the scanner and click on **Scan Next Page.**
7. The **Scanning in progress** panel appears.
8. When this disappears click on **Finish Scanning**.
9. Complete the **Save As** panel and then click **Save**.
10. Once the scan is complete, the scanned document will appear in Microsoft Word.

Exercise 3   Scanning from a file

You can also scan from a saved image file on your computer. So for example, you could take a picture of a page of a book, or a poster and have it scanned.

For this exercise, make sure that you have an image file or PDF with multiple pages stored on your computer.

1. Click on the ▨ on the Read&Write Toolbar.
2. The **Scanning Options** will appear.
3. Make sure the following options are selected:
   - **Scan from file**
   - **Mode - Multiple Page**
   - **Output options – Word**
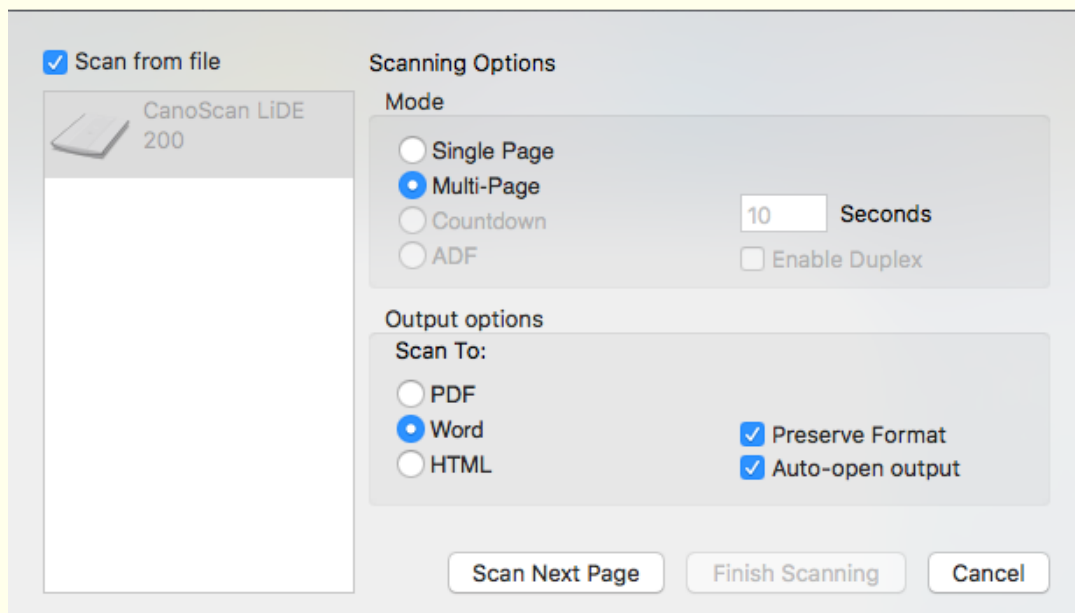
4. Click on **Scan Next Page**.
5. Browse to the location where you have stored your image or PDF.
6. Select the image or PDF and then click on the **Open** button.
7. A dialog box is displayed asking you to enter a range of pages you would like to scan. Enter '**1-2**' in the text box provided.
8. Click on **Scan**.
9. After the **Scanning in Progress** panel disappears click on **Finish Scanning**.
10. Complete the **Save As** panel and then click **Save**. The image is scanned and opened in Microsoft Word.
11. Click **Cancel** to close the **Scanning Options**.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to scan to PDF, MS Word or HTML		
How to scan single pages		
How to scan multiple pages		
How to scan from a file		

15. Highlighters

In this section, you will learn how to:

- Collect text from a webpage or a Word document.

    You can use the highlighters to highlight pieces of text, which you may find of interest within a Microsoft Word document, Safari, Firefox, Chrome or Google Docs and collect the highlighted text into a new document.

    To access all the Highlighters, click on the **Mode** and select **Study Skills**.

Exercise 1	Collecting text for your studies

In this exercise, you will learn how to collect different types of text and then insert them into a new document.

1. Open your web browser window and then open one of your favorite websites.

    Alternatively, open a Microsoft Word document of your choice.

2. Highlight some text on the page and then click on the (Highlight Green).

    Read&Write 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 some more text on this page and then click on the (Highlight Yellow).

    Read&Write highlights the text in yellow.

4. Repeat step 3 to highlight two further separate paragraphs using the Highlight Pink.

5. Highlight some of the text in pink and then click on the .

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

    Be careful using the Erase Highlights on websites as it will clear **ALL** of your highlights!

6. Highlight some text on the page and then click on the (Highlight blue).

    Read&Write highlights the text in blue.

7. Repeat step 3 to highlight two further separate paragraphs using the Highlight Pink.

8. Click on the .

The **Collect Highlights** window is displayed:
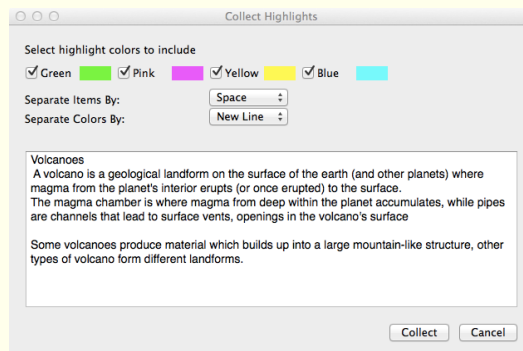
9. Make sure the following options are selected:

- the New Line option is selected from the **Separate Items By** drop down list

- the New line option is selected from the **Separate Colors By** drop down list

10. Click on the **Collect** button.

Read&Write collects the highlighted text from the webpage or Word document and inserts it into a new Microsoft Word document.

11. Save your document and call it **My Studies**.

12. Close the webpage and Microsoft Word documents.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to collect text using the Highlighters		

16. Vocabulary List

In this section, you will learn how to:

- create a Vocabulary List

In this exercise, you will 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 a Microsoft Word document of your choice.

2. Highlight a word on the page and then click on the ![highlight icon] (Highlight Green). Repeat this step until you have highlighted several words.

3. Click on the ![toolbar icon] on the toolbar.

   You will see the **Vocabulary List** window displayed:
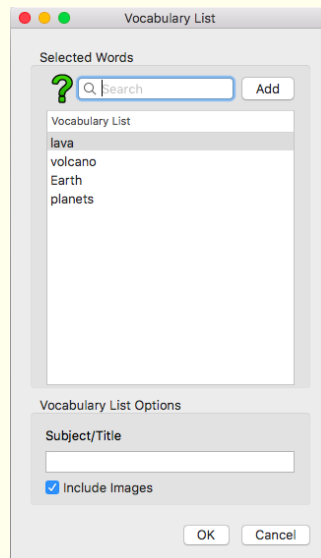
Your selected words are listed in the **Vocabulary List** box.

4. Type 'world' in the **Search** text box and then click on the **Add** button to add the word to the **Vocabulary List** box.

5. Type 'My text' in the **Subject/Title** text box.

6. Make sure the **Include images** checkbox is selected.

   Note: You will need to be online to view the images in the Vocabulary List.

7. Click on the **OK** button.

Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images:

8. Type the following text in the **Notes** column for the word 'earth':

'What we live on'.

9. Save your document and call it 'My Vocabulary List'.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to create a Vocabulary List		

17. Web Search

In this section, you will learn how to use the Web Search to:

- search for information on the Internet
- change the default search engine.

Type the following text into a Microsoft Word document:

Volcanoes tend to occur where tectonic plates meet.

Searching for facts using the Web Search

In this exercise, you will learn how to search for facts using the Web Search.

1. Highlight the word 'volcanoes' in your text.

2. Click on the .

   Note: If you can't see it on the toolbar click on **Mode** and select **Research**.

   Your web browser window opens displaying the search results for 'volcanoes' in Google.com.

What else can you do:

- Change the default search engine – [Changing the default search engine to search for facts](#).

Further Exercises

Exercise 2 **Changing the default search engine to search for facts**

In this exercise, you will learn how to change the default search engine and search for facts using this website.

1. Click on the on the Read&Write Toolbar.

2. Select the **Web Search** tab of the **Preferences**:
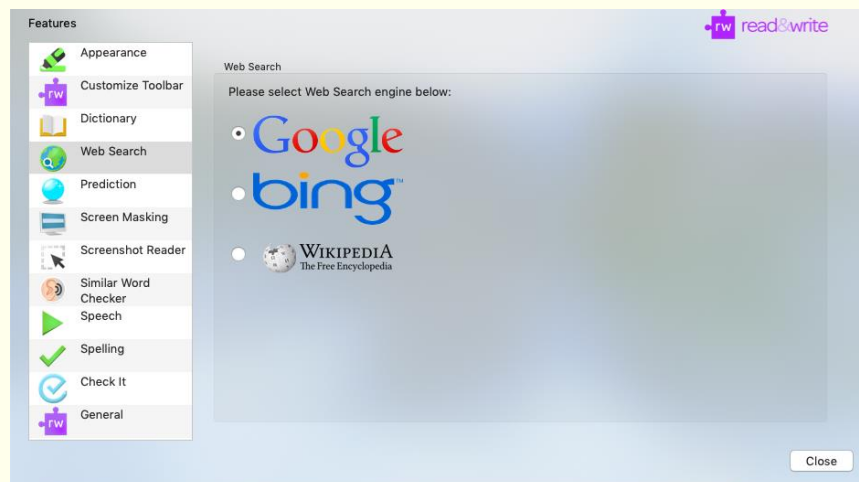
3. Choose one of the other search engines and then click **Close**.

4. Highlight the word 'volcanoes' again and click on the .

5. Your web browser opens showing the result in the search engine you had chosen.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the Web Search		
How to add additional search engines		

18. Research Folder
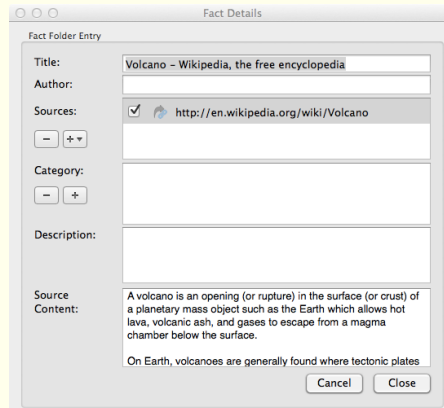
In this section, you will learn how to:
- add text facts
- add images
- change fact details and properties
- export facts.

The Research Folder is used mainly to collect facts from the Internet.

Adding text facts

In this exercise, you will learn how to use the Research Folder to save a paragraph of text as a new fact.

1. Open your web browser and using www.google.com search for 'volcano'.

2. Choose one of the results and click on the link.

3. On the webpage highlight some interesting information and then click on the and then select **Add Fact**.

4. The **Fact Details** window is displayed:

5. Type the word 'Volcano' into the **Title** text box.

6. Type the name of the author in the **Author** text box. If there is none given, type 'Unknown'.

   The locations and URLs of any documents and websites that are open are displayed in the **Sources** list box.

6. There will be a tick in the check box beside the location of the website you have collected the text from.

7. Click on the ⊞ button under the **Category**. You will see the **Select Categories** window displayed:
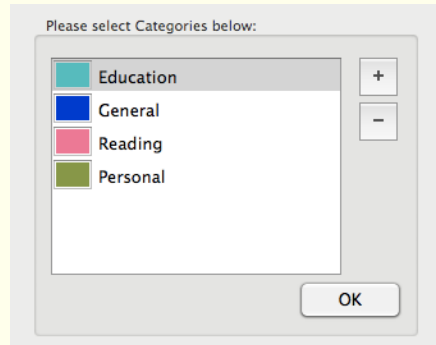
8. Click on the ➕ button and type the text 'Geography' in the **<Enter Title Here>.** Press **Return** on your keyboard.

9. With **Geography** selected, click on the **OK** button to add the new Geography category.

10. In the **Description** text box, type something to explain what the fact is about.

11. Click on the **Close** button.

Exercise 2   Adding images

In this exercise, you will learn how to use the Research Folder to save an image from a webpage.

1. Find a picture of a volcano on the Internet. Then click on the 🔍 and select the **Add Image Fact** option. You will see the **Add Image** panel appear:
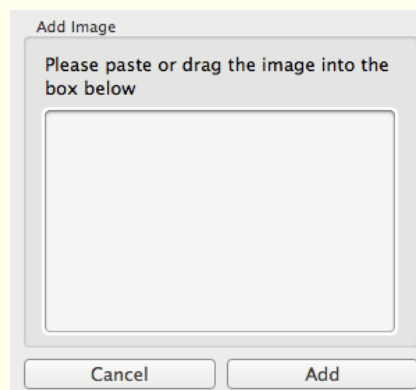
2. Drag and drop the image of a volcano into the **Add Image** panel.

3. Click on **Add**. You will see the **Fact Details** window displayed.

4. Type the text 'Volcano picture' into the **Title** text box.

5. Type the name of the author of the photo if available in the **Author** text box. If it isn't, type 'Unknown'.

6. The check box beside the URL, which contains the image you have just selected, will have automatically been selected.

7. Click on the ⊕ button beside the **Categories** text box. You will see the **Select Categories** window displayed.

8. Select **Geography** in the **Category List** and then click on the **OK** button.

9. Enter the text 'Picture of a volcano' in the **Description** text box and then click on the **Close** button.

Exercise 3   Changing fact details and properties

In this exercise, you will learn how to change the details of facts that you have already added to the Research Folder. You will also learn how to update fact content.

1. Click on the 🔍 and select **Review Facts**.

2. The **Research Folder** window opens and will look something like this:
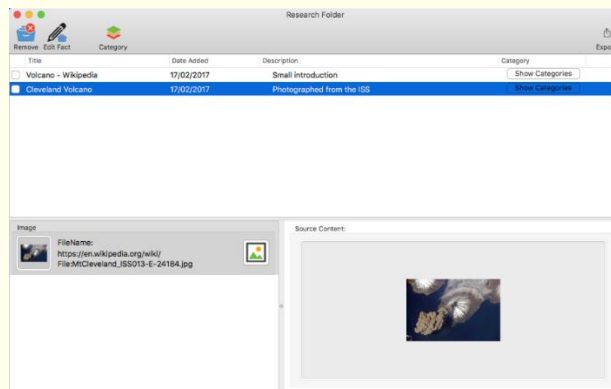
3. Click on the 'Volcano picture' fact in the **Research Folder** window. You will see a preview of the image in the **Source Content** panel.

4. Click on the ✏️ button. You will see the **Fact Details** window displayed.

5. Type the text 'Also lists other useful information**'** in the **Description** text box and then click on the **Close** button. The description is updated in the **Research Folder** window.

6. Click on the 'Volcano' fact and then click on the ✏️ button. You will see the **Displaying Fact** window.

7. Add the text 'Volcanoes tend to occur near tectonic plates' to the text that is already there.

8. Click on the **Close** button.

9. Close the **Research Folder** window.

<div style="background-color:#29ABE2;">

Exercise 4   **Exporting facts from the Research Folder**

</div>

In this exercise, you will learn how to export facts to a Microsoft Word document.

1. Click on the and select the **Review Facts** option.   The **Research Folder** window opens:
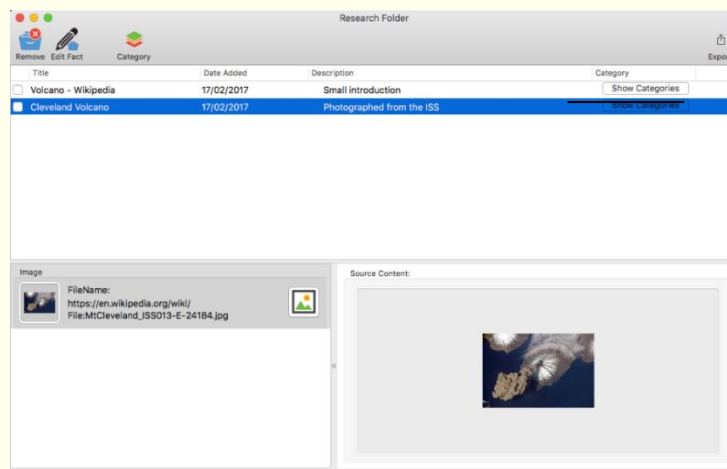
2. In the **Research Folder** window, select **Geography** from the category drop down list. This will ensure that only the facts you have added to this category are displayed.

3. Select the **Fact** check boxes beside the 2 facts you recently added.

4. Click on the button.

You will see the **Export to** window displayed.

5. Select the **Harvard** option from the **Bibliography Format** drop down list and then click the button. Close the **Research Folder** window.

Read&Write automatically creates a Microsoft Word document and lists all of the facts for the Volcano category. The bibliographical information for a bibliography in the Harvard style is also included.

6. After you have viewed your new Microsoft Word document, you can save and close it.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to add text		
How to add images		
How to change fact details and properties		
How to export facts		

19. Translator

In this section, you will learn how to:
- translate single English words into another language
- translate phrases, sentences or paragraphs of text into another language
- configure the Translator.

Type the following text into a blank Microsoft Word document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases.

Note: You must be online in order to use the Paragraph Translator.

Exercise 1   Translating single English words

In this exercise, you will learn how to translate words from English into another language.

1. Select the word 'volcano' in your document.

2. Click on the on the toolbar.

   The **Language** options are displayed:
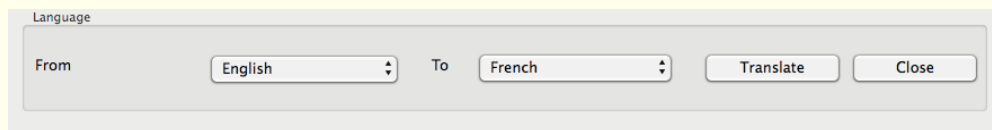
   This is where you can choose which language to translate from and to. Leave it translating to French.

3. Click on **Translate**.
4. You will see the **Online Translator window** displayed:
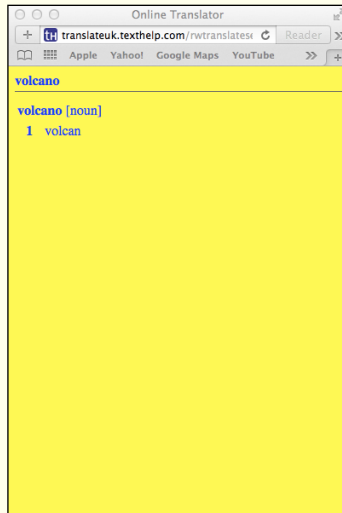
5. Hover your mouse over the French translations to hear them read aloud.

6. Close the **Online Translator** window.

Exercise 2   Translating paragraphs of text into another language

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

1. Highlight the following paragraph in your document:

   A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases.

2. Click on the on the toolbar.

   The **Language** options are displayed:
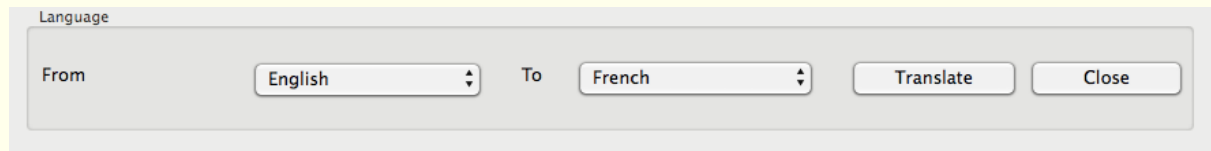
3. Click on **Translate**.

   You will see the Read&Write Paragraph Translator window. A translation is shown in French.
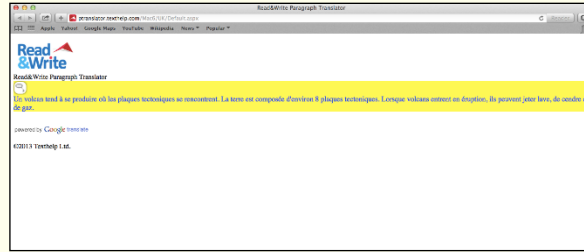
4. Hover your mouse over the translated text and then click on the button to hear it read aloud.

5. Close the window.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to translate a single word		
How to translate a paragraph		

20. Spell Check

In this section, you will learn how to:

- use the Spell Check
- set up general spelling options
- set up the Custom Dictionary
- add a phonetic map
- review spellings.

Type the following text into a blank Microsoft Word document:

Note: There are deliberate spelling mistakes underlined in the text that you must enter letter for letter to use for practice. You don't need to underline these spelling mistakes in your document.

A <u>volcaneo</u> tends to occur where <u>tectronic</u> plates meet. The earth is made up of about 8 big <u>tectronic</u> plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount <u>Rinjani</u>. This volcano is found on the <u>iland</u> of Lombok. It has a long history of <u>eraptions</u> and erupted in 1994 and more recently in May 2010.

<div style="background-color:#29ABE2">Exercise 1   Using the Spell Check</div>

1. Click on the ✓ on the toolbar. You will see the **Spelling Helper** window displayed:
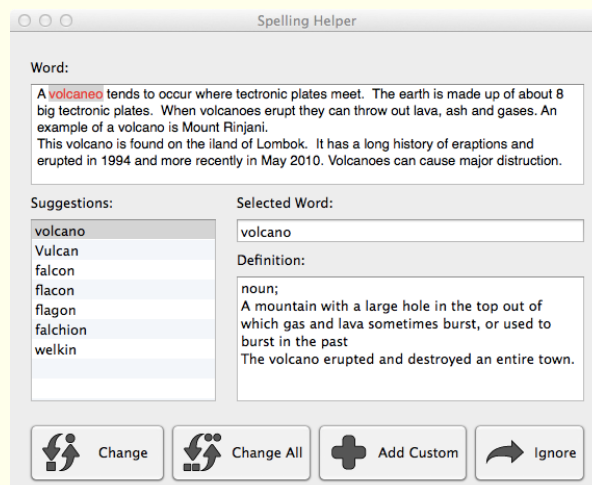
The first spelling mistake in your document is highlighted in red.

2. You can use the following buttons to correct the mistakes:

- **Change** button – select a word from the Suggestions list box and then click on this button to change the spelling mistake to the selected word. Use this to correct 'volcaneo' to 'volcano'.

- **Change All** button – select a word from the Suggestions list box and then click on this button to change all instances of the spelling mistake throughout your document. Use this to correct 'tectronic' to 'tectonic'.

- **Add Custom** button – click on this button to add the selected word to your Custom Spelling Dictionary. Use this to add 'Rinjani' to the **Custom Dictionary**.

- **Auto Correct** button – select a word from the Suggestions list box and then click on this button to add the spelling mistake to the auto correct file. In future, when you type the word incorrectly, the spelling mistake will now automatically change the word to the selected word. Use this to correct 'iland' to 'island'.

  Correct the rest of the document.
- **Ignore** button – click on this button to ignore the spelling mistake.

3. The Spelling Helper window closes and the **No Spelling Errors** window appears.
4. Click **OK**.

What else can you do:

- Change the color used to identify spelling mistakes – <u>Changing the color used to identify spelling mistakes</u>.
- Add words to the Custom Dictionary – <u>Adding words to the Custom Spelling Dictionary</u>.
- Alter the spelling suggestions – <u>Adding a phonetic replacement</u>.
- View your spelling log, which records all the spelling mistakes you have made - <u>View your spelling log</u>.

Further Exercises

<div style="background-color:#33cc66">

Exercise 2   **Changing the color used to identify spelling mistakes**

</div>

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Appearance** tab of the **Preferences** window:

3. Click on the **Spelling Errors Color** button and select a color from the color palette to specify the color that will be used to identify all spelling mistakes.
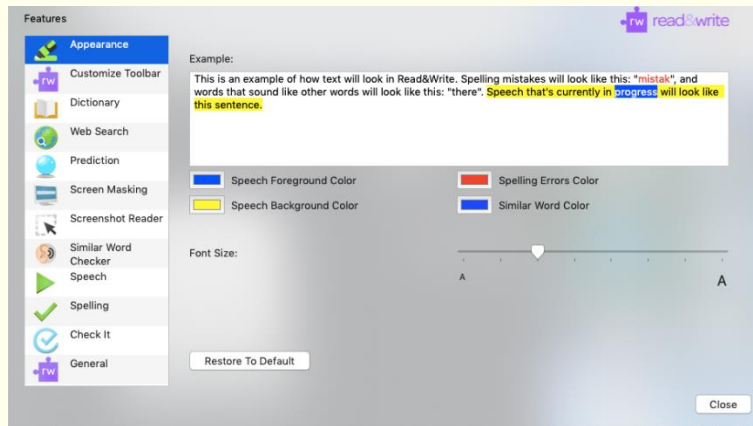
   The **Example** box shows you how it will look.

<div style="background-color:#33cc66">

Exercise 3   **Adding words to the Custom Spelling Dictionary**

</div>

In this exercise, you will learn how to add words that the Spell Check doesn't recognize to the Custom Spelling Dictionary. (Once you have added a word, the Spell Check will no longer identify it as a spelling mistake.) These tend to be names of people or places.

To add words to the **Custom Spelling Dictionary**:

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Spelling** tab of the **Preferences** window:
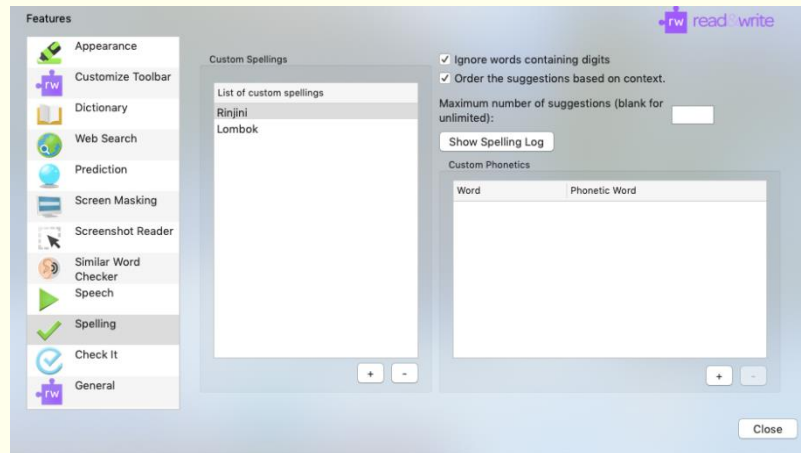
3. Notice that the word 'Rinjani' and 'Lombok' are in here. These were added in the last exercise.

4. Click on the [+] button.

5. Type the word Bannack in the **Word** text box. Bannack is the name of a town and isn't recognized as being a correct word.

6. Bannack is added to the **Custom spellings** list box.

7. Click on the **Close** to save and close the **Preferences**.

8. This means from now on if you should ever type Bannack, the Spell Check will recognize it is a correct word. You can add further words in to the Custom Dictionary in the same way if you need to.

Exercise 4   Adding a phonetic replacement

The Spell Check uses a phonetic map to make suggestions for spelling mistakes. Phonetic maps help the Spell Check 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 'telephone' or 'elefant', Read&Write will be able to use the phonetic mapping 'f = ph' to solve these errors.

1. Click on the on the Read&Write Toolbar.

2. Select the **Spelling** tab of the **Preferences** window:
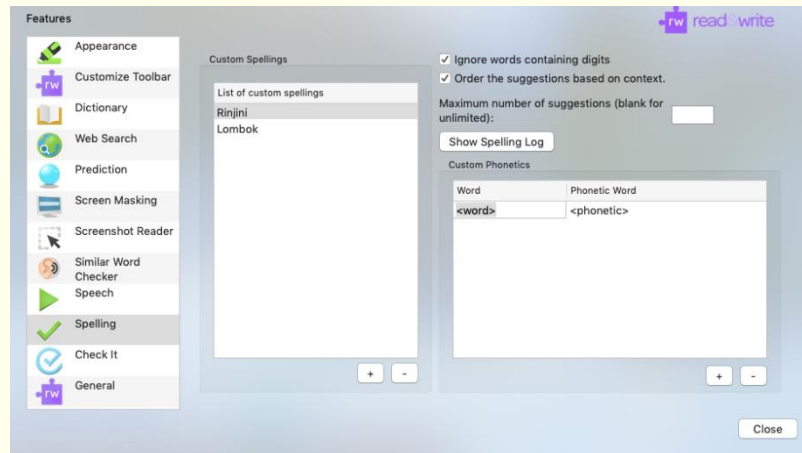
3. Click on the [+] button.
4. Click in the word box and type in 'knowledge'.
5. Click in the Phonetic word and type in 'nolij'.
6. Click on **Close** to close the Preferences.
7. In a new Microsoft Word document type the following exactly:

   She was keen to improve her nolij of geography.

8. Click on the [✓] on the toolbar. You will see the Spelling Helper window displayed with the correction for **'**nolij' to 'knowledge' at the top of the list. Correct the spelling mistake.
   You can add new phonetic replacements when needed.

Exercise 5   View your Spelling Log

1. When you use the Spell Check, it will keep a record of all the spelling mistakes made and the corrections. To open the Spelling Log:

2. Click on the [⚙] on the Read&Write Toolbar.

3. Select the **Spelling** tab of the **Preferences** window:
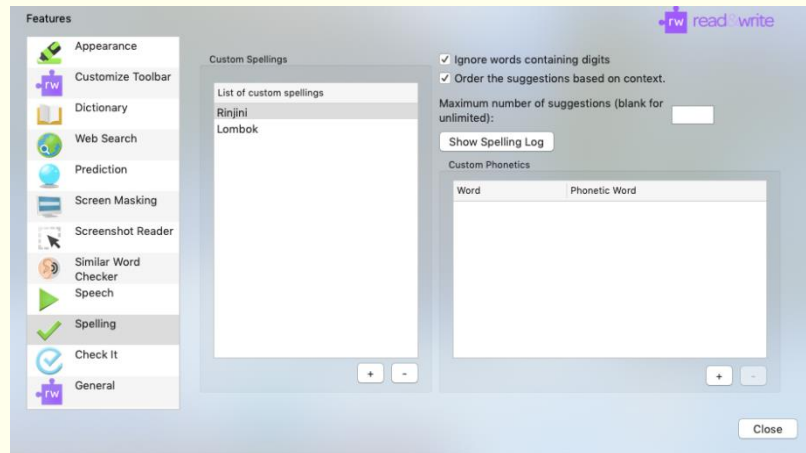
4. Click on **Show Spelling Log**.

5. The **Spelling Log** appears looking something like this:

6. If you wish you can **Export** the log, which will create a spreadsheet.

7. **Close** the Spelling Log.

8. **Close** the Preferences.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to Spell Check a document		
How to use Spell as I Type		
How to add words to the Custom Dictionary		
How to set the spelling preferences		
How to use the auto correct		
How to review the spelling suggestions		
How to add a phonetic replacement		
How to view the spelling log		

21. Similar Word Checker

In this section, you will learn how to:

- use the Similar Word Checker icon to identify and correct words that sound similar or which may be confused with others
- add additional confusing words
- Return always ignored similar words to the list.

Type the following text into a blank Microsoft Word document:

A magma chamber is were magma from deep within the planet gathers. Pipes allow the larva too get threw to the surface.

In this exercise, you will learn how to identify like sounding (homophones) and confusing words in your document to help you ensure you have typed the correct word.

1. Place your cursor on the text you typed in your document and then click on the on the Read&Write Toolbar.

You will see the **Similar Word Checker** window:
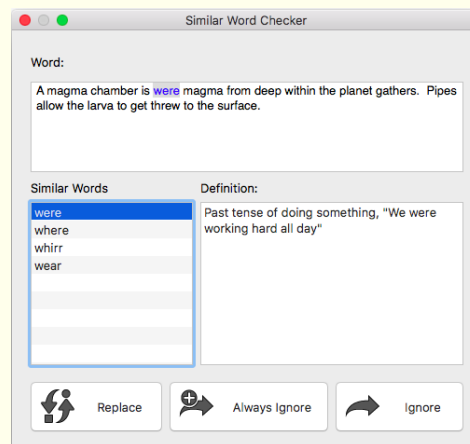
The first similar word highlighted in this window is 'were'.

2. Make sure the word 'were' is selected in the **Similar Words** list box and read the definition in the **Definitions** list box. To hear it read aloud, click on the definition and then click on the on the toolbar. This isn't the correct word based on the context of this sentence.

3. Click on the word 'where' in the **Similar Words** list box and read the definition in the **Definition** list box. To hear it read aloud, click on the definition and then click on the ▶ on the toolbar. This is the correct word based on the context of this sentence.

4. Click on the **Replace** button. The word 'were' is replaced in your document by the word 'where'.

5. The **Similar Word Checker** window moves on to the next similar or confusing word in the sentence, which is 'within'.

6. This is the correct word. Click on the **Ignore** button.

   The **Similar Word Checker** window moves on to the next similar or confusing word, which is 'the'.

7. This is the correct word. Click on the **Always Ignore** button. This means that the word 'the' and all its associated similar or confusing words will be ignored from now on.

   Note: You can return words that you have decided to Always Ignore. How to do this is explained in Exercise 4 Returning Always Ignored words.

   The **Similar Word Checker** window moves on to the next similar or confusing word, which is 'larva'.

8. Select 'lava' from the **Similar Words** list box as this is the correct word.

9. Click on the **Replace** button.

   The **Similar Word Checker** window moves on to the next similar or confusing word, which is 'too'.

10. Select 'to' from the **Similar Words** list box, as this is the correct word.

11. Click on the **Replace** button.

    The **Similar Word Checker** window moves on to the next similar or confusing word, which is 'threw'.

12. Select the word 'through' which is the correct word. Click on the **Replace** button.

    The **Similar Word Checker** window moves on to the next similar or confusing word, which is 'to'.

13. This is the correct word. Click on the **Always Ignore** button. This means that the word '**to**' and all its associated similar or confusing words will be ignored from now on.

14. The **Similar Word Checker complete** panel appears.   Click **OK**.

15. Your text should now be like this:

A magma chamber is where magma from deep within the planet gathers. Pipes allow the lava to get through to the surface.

What else can you do?

- Change the color used to identify similar or confusing words – [Changing the color used to identify similar or confusing words](#).
- Add other words that you get confused with – [Editing the Similar Word Checker database](#).
- Return always ignored words to the Similar Word Checker – [Returning Always Ignored words](#).

Further Exercises

Exercise 2   **Changing the color used to identify similar or confusing words**

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Appearance** tab of the **Preferences** window:
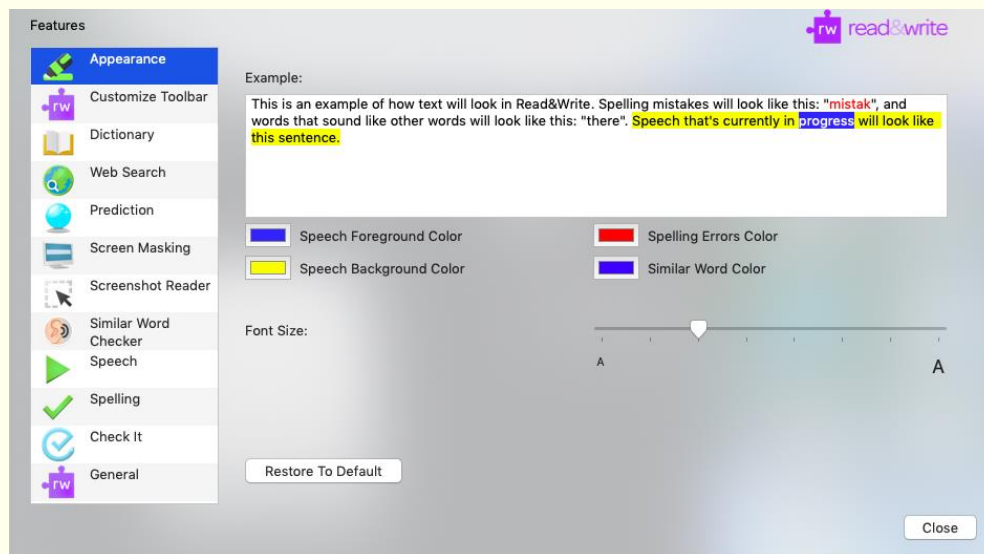
3. Click on the **Similar Word Color** button and select a color from the color palette to specify the color that will be used to identify all similar words.

   The **Example** box shows you how it will look.
4. Close the **Preferences**.

Exercise 3   Editing the Similar Word Checker Database

In this exercise, you will learn how to add a new word group to the **Similar Word Checker** database.

1. Click on the ⚙ on the Read&Write Toolbar.

2. Select the **Similar Word Checker** tab of the **Preferences** window:
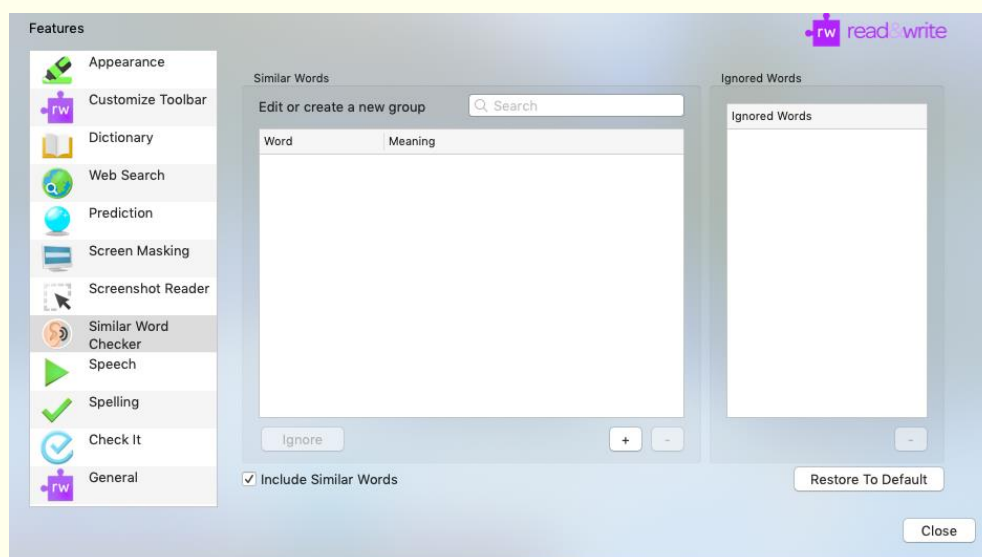

3. Type the word 'primer' in the **Search** text box.

   No meaning appears, showing that the word doesn't exist in the **Similar Word Checker** database.

4. Click on the ＋ button.

   'primer' is displayed in the **Create Sounds Like Entry** Panel.

5. Click on the **Definition** text box and type 'an elementary textbook' and then click **Save**.

6. Click on the ＋ button again.

7. Type the word 'primmer' in the **Word** text box.

8. Click on the **Definition** text box and type 'more prim; very proper' in the **Definition** text box and then click **Save**.

9. Click on the **Close** button to save and close the Preferences window.

   The words 'primer' and 'primmer' are now added to the **Similar Word Checker** database.

Exercise 4   Returning Always Ignored words

In Exercise 1, words were excluded from the **Similar Word Checker** feature using the **Always Ignore** button. You may wish to add these words back. To do this:

1. Click on the ⚙ on the Read&Write Toolbar.
2. Select the **Sounds Like** tab of the **Preferences** window:
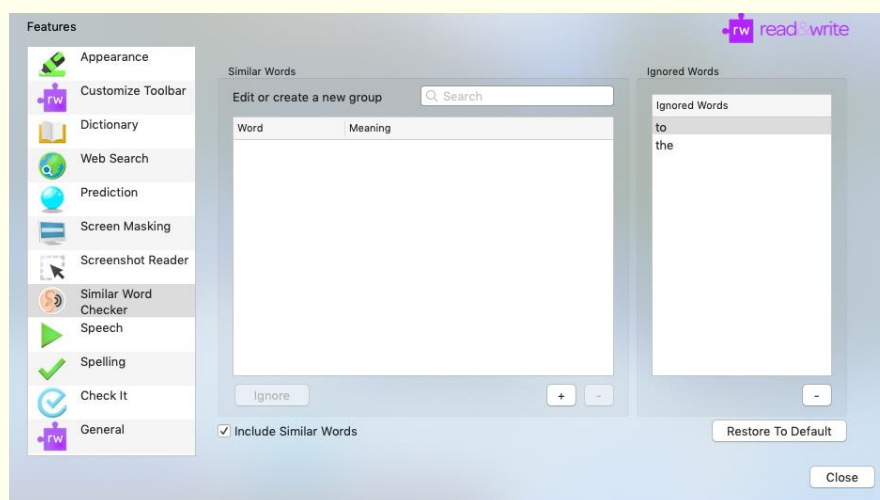
3. The words 'the' and 'to' are in the **Ignored Words** list box.
4. Click on the word 'the' and then on the ⎯ button. This removes 'the' from the list.
5. Click on the word 'to' and then the ⎯ button. 'to' is removed from the list.
6. Now the words 'the' and 'to' will be checked.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to identify same sounding and confusing words		
How to change the color used to identify same sounding and confusing words		
How to add additional confusing words		
How to return Always Ignored words		

22. Daisy Reader

In this section, you will 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 download one from the following website address: http://www.bookshare.org
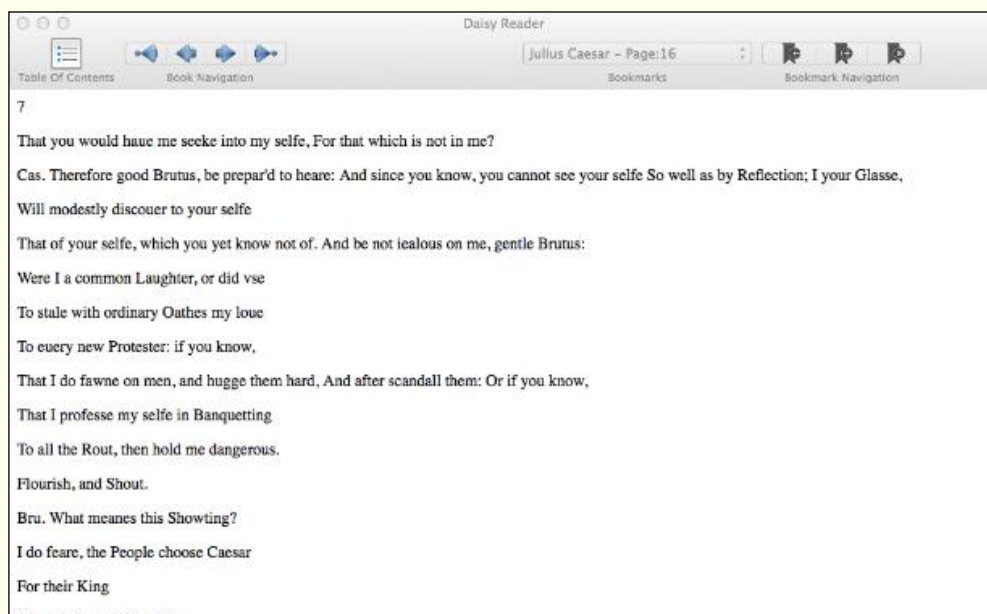
1. Click on the .

   If you can't find this icon on your toolbar, select **Mode** and then **Reading**.

   You will see the **Select a Daisy book** window displayed.

2. Browse to the location in the directory where you've saved the Daisy file, select it and then click on the **Open** button.

   The Daisy book opens in the Daisy Reader window. An example of this is shown below:

3. Click on the appropriate **Navigation** button to find the text you want to read:

   - – 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.

4. Click on the on the Read&Write toolbar to have the text read aloud.

5. Click on the on Read&Write toolbar to stop the system from reading aloud.

6. You can also find the text that you want by using the:

   - **Table of Contents** menu
   - **Bookmark** menu and setting your own bookmarks so you can easily find your place again.

7. Close the **Daisy Reader** window.

Learning Check List

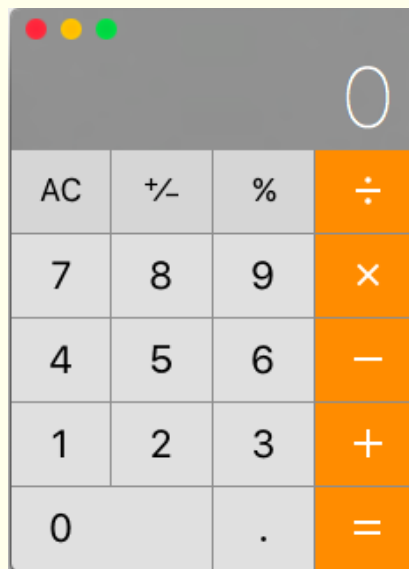| Learning Outcome	☑	Benefit/Suggested use
How to read a Daisy book		
How to navigate through a Daisy book		

23. Calculator

In this section, you will learn how to:

- use the Calculator

In this exercise, you will learn how to use the Calculator.

The Calculator is not on the default toolbar. You will need to add the icon using the **Preferences** – **Customize Toolbar** option.

1. Click on the .

You will see the **Calculator** window displayed:

2. Click on the following buttons: **5 + 9 + 4 =**

The system calculates the sum for you.

3. Click on the **C** (clear all values) button. To clear the sum.

4. Close the Calculator.

Learning Check List

Learning Outcome	☑	Benefit/Suggested use
How to use the Calculator		