TextHelp Read and Write

What does it do?

Spell checker
Homophone checker
Read text aloud
Highlighting tool

Contents

To read a passage

1. Highlight the passage of text you want it to read.

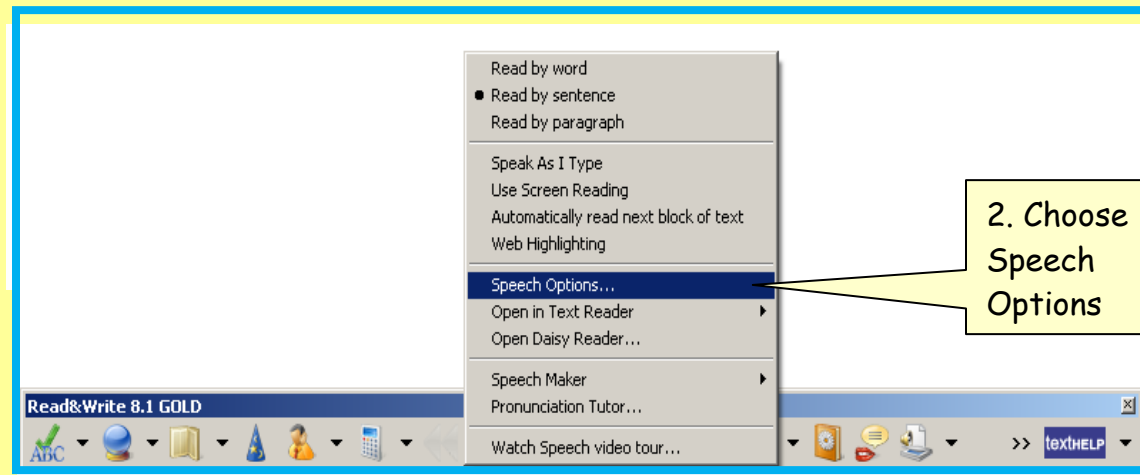2. Then click on the green arrow.

To move to the next sentence

1. Click on the blue "fast forward" arrows.
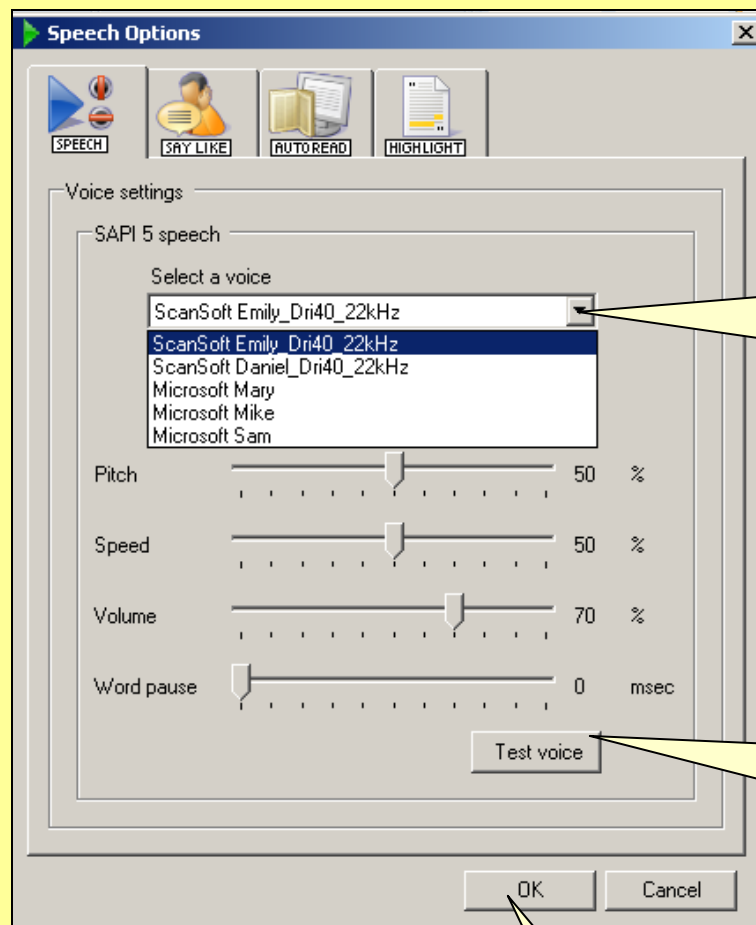
To change the voice settings

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1. Click on the arrow.

Read by word
● Read by sentence
Read by paragraph

Speak As I Type
Use Screen Reading
Automatically read next block of text
Web Highlighting

Speech Options...
Open in Text Reader
Open Daisy Reader...

Speech Maker
Pronunciation Tutor...

Watch Speech video tour...

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textHELP

2. Choose Speech Options

To change the voice settings (continued)

Speech Options ☒

SPEECH SAY LIKE AUTO READ HIGHLIGHT

Voice settings

SAPI 5 speech

Select a voice

ScanSoft Emily_Dri40_22kHz ▼

ScanSoft Emily_Dri40_22kHz
ScanSoft Daniel_Dri40_22kHz
Microsoft Mary
Microsoft Mike
Microsoft Sam

Pitch		50	%
Speed		50	%
Volume		70	%
Word pause		0	msec

Test voice

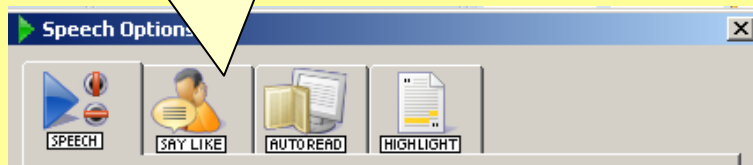OK   Cancel

3. Choose a voice from the drop down box.

4. Click here for a preview of the new voice.
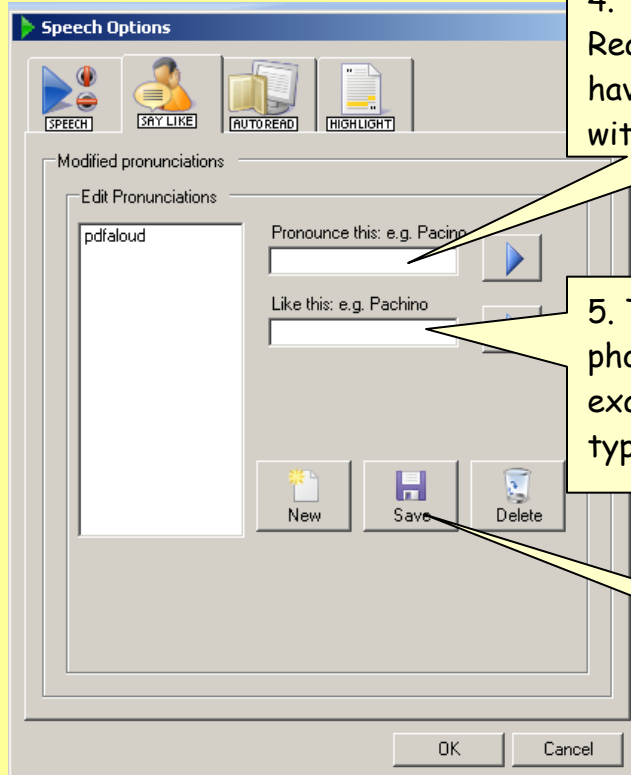
5. Click here when you're happy with the new voice.

To change the pronunciation of a word.

Follow steps 1 and 2 for changing the voice settings, then;

3. Click on the "say like" tab.

Speech Options

SPEECH   SAY LIKE   AUTO READ   HIGHLIGHT

Speech Options

SPEECH   SAY LIKE   AUTO READ   HIGHLIGHT

Modified pronunciations

Edit Pronunciations

pdfaloud

Pronounce this: e.g. Pacino

4. Type the word Read & Write is having difficulty with.

Like this: e.g. Pachino

5. Then type the word phonetically. For example for "menai" – type "men eye".

New   Save   Delete

6. Then click save.
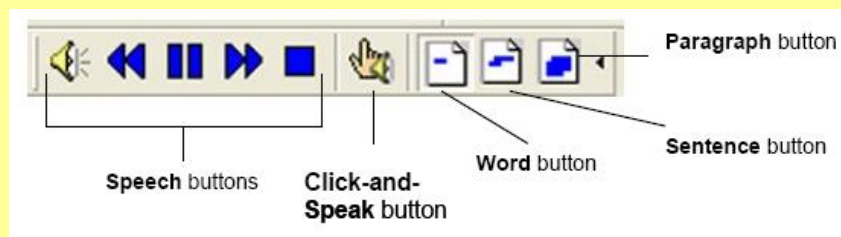
OK   Cancel

Reading text from the Internet

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1. Click here and make sure the
Web Highlighting option
has a tick beside it.

Reading PDFs aloud

1. Close Read & Write text help
2. Open a PDF file, you should then see the PDFaloud toolbar

Speech buttons   Click-and-Speak button   Word button   Sentence button   Paragraph button

Word, Sentence and Paragraph buttons – These change the length
of text that is read.

Creating sound files

1. Select the text that you want to convert into a sound file.

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2. Click here to open speech maker facility.

3. Click on the **next** button twice.

File Settings

File destination

Please specify the file destination.

4. Click here and locate the folder you want to save to

File format

- ○ WAV
- ○ MP3
- ○ WMA
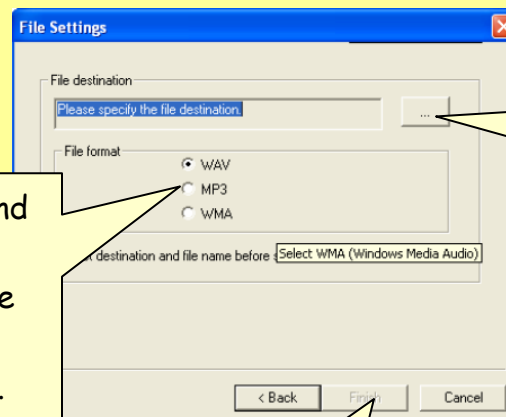
5. Click here and select an appropriate file format (MP3 recommended).

destination and file name before | Select WMA (Windows Media Audio)

< Back   Finish   Cancel

6. Click here to finish.

To run the spellchecker

1. Click here to open up spellchecker

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To add words into the dictionary

1. Click here to open up the spellchecker options.

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Spelling Options

CUSTOM   SETTINGS

Custom Dictionary
Your custom spelling dictionary

\Program Files\textHELP Systems\ReadAndWrite7\Users

2. Type your new word here.

nemo

nemo
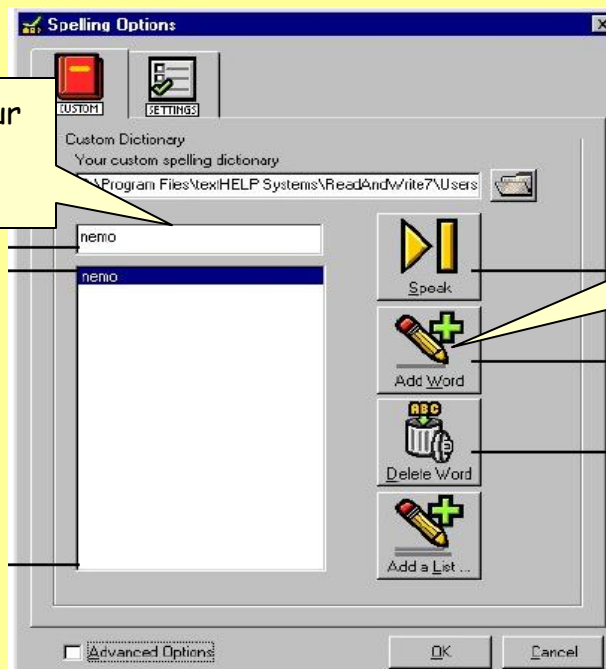
3. Click here to add the new word.

Speak

Add Word

Delete Word

Add a List ...

Advanced Options   OK   Cancel

Homophone checker

Remember to turn off the homophone checker when printing, otherwise all homophones will be highlighted

	`Show Homophones` - will highlight all homophones in the document. Homophones are words which sound alike but are spelt differently, for example 'for' and 'four' or 'witch' and 'which'. This can aid users in deciding if they have typed the correct spelling.
	`Sounds Like` - will display the `Same Sounding Words` window giving similar sounding words with definitions to help in determining which word is correct.
	`Hide Homophones` - will remove highlighting from homophones.

Glossary of functions

	`Spell Check` - **Spell check a document, selected text or as you type**
	`Word Prediction` - will provide a list of possible words as you type. Selecting the required word will type the rest of the word. For example typing **man** will produce a list of words beginning with the letters 'man', for example `manage, manager, management`. Use the **F** keys on the keyboard to select the word you require.
	`Dictionary` - will provide definitions of highlighted words. The definition can be read aloud.
	`Show Homophones` - will highlight all homophones in the document. Homophones are words which sound alike but are spelt differently, for example 'for' and 'four' or 'witch' and 'which'. This can aid users in deciding if they have typed the correct spelling.
	`Sounds Like` - will display the `Same Sounding Words` window giving similar sounding words with definitions to help in determining which word is correct.
	`Hide Homophones` - will remove highlighting from homophones.
	`Calculator` - both standard and scientific calculators are available. Calculators can be spoken aloud.
	`Speech` buttons - rewind, play, pause, fast-forward and stop. Text can be spoken by word, sentence or paragraph. This includes the `Speech Maker` facility which converts text documents into sound files which can be saved to CD.

Glossary of functions (continued)

	`Scan` - documents can be scanned and converted into editable text. Documents can be scanned directly into Microsoft Word.
	`Fact Folder` - a research tool which organises text and pictures from any application. Material can be organised by research category which can be transferred into Microsoft Word. Details about the material can be collected including the source, date accessed, website address.
	`Fact Finder` - a research tool to assist with internet searching. Web sites are organised by category including search engine. `Fact Finder` then provides a simple interface to search the web sites. Additional web sites can be added.
	`Help` - access Read and Write online help manual.
	`Speech Input` - Read and Write will convert speech into text