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1. INTRODUCTION

Read&Write 10 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.

2. INSTALLING READ&WRITE 10 GOLD

Before you can install Read&Write 10 Gold, you must ensure that the computer has:

- Internet Explorer version 7 or above
- 512 MB RAM (Recommended: 1 GB RAM or greater)
- 2 GB of free disk space

- a Pentium 4 1.8 GHz Processor (Recommended: Pentium 4 2.4GHz or greater)
- a sound card and speakers
- a DVD Player (for install purpose only)
- Windows XP SP3 or above.

After a moment, a dialog box will prompt you for your serial number. Enter your serial number and click **OK**. Your serial number is displayed on the DVD Cover. The Read&Write 10 Setup Menu dialog box is now displayed. Click on **Install Now**.

 *For site license installation instructions, refer to the Installation and Toolkit guide.*

Follow the steps in the Microsoft Windows installation wizard.

If the dialog box prompting you for your serial number does not appear:

1. Browse to the location of the DVD drive and locate the AutoRun.exe.
2. Double-click on it.

2.1 Entering your user details



For site license activation instructions see the Installation and Toolkit guide.

When Read&Write 10 Gold starts up for the first time you will see the Read&Write User Details dialog box.

To enter your details:

1. Enter your serial number.
2. Enter your name and email address.
3. If you want to allow Texthelp to gather usage information to help them improve subsequent versions of Read&Write Gold, select the check box at the bottom of the dialog box.
4. Click **OK** to finish entering your details.

3. INTRODUCING READ&WRITE 10 GOLD

You have many facilities available to you in Read&Write 10 Gold. The majority of them are covered in this user guide. If you want information on the following facilities, refer to the online help:

- Daisy Reader
- Pronunciation Tutor
- Fact Mapper
- Speech Input
- Translator.



Refer to 'Setting up the system' in the online help for information on setting up and changing how facilities work.



If you want to reset your Read&Write 10 Gold settings to the original default

*settings, click the  drop down list and select **Reset all user settings to***

defaults.

3.1 Using the toolbar

Figure 3-1 labels all of the buttons on the Read&Write 10 Gold toolbar. You may also see the following Study Skills buttons:

-  – Highlight color button
-  – Clear highlights button
-  – Collect highlights button
-  – Vocabulary tool button.

You can:

- position the toolbar anywhere on the screen by dragging and dropping it onto the appropriate position. If you dock the toolbar, you can undock it by clicking the  button
- access the functions on the toolbar using hotkeys. You can set up your own hotkeys



For information on setting up hotkeys, refer to 'Choosing General Options' in the online help.

- customize the toolbar
- load your personal settings
- view any hidden buttons that cannot fit

on the toolbar by clicking on .

Customizing the toolbar

To customize the toolbar:

1. Click the  drop down list, select the *Current Toolbar* option and then select the type of features you want to display.

Alternatively, click the  button until the toolbar of your choice is displayed. A notification popup is displayed below the  button to let you know what toolbar you have just selected.

 Spell Check	 Word Prediction	 Dictionary	 Picture dictionary	 Word Wizard	 Show Homophones	 Sounds Like and Confusable words
 Hide Homophones	 Verb Checker	 Calculator	 Rewind Speech	 Play Speech	 Pause Speech	 Forward Speech
 Stop Speech	 Screenshot Reader	 Speech Maker	 Daisy Reader	 Pronunciation Tutor	 Scan	 Fact Finder
 Fact Folder	 Fact Mapper	 Screen Masking	 Speech Input	 Extra options	 Change Toolbar button and Read and Write Menu	 Help
			 Translator	 Launch PDFAloud		 Undock the Toolbar

Figure 3-1 The Read&Write 10 GOLD toolbar

The tooltip for the  button also indicates which toolbar is currently displayed.



For information on setting up which buttons you see when you select any of the options and to customize the toolbar further, refer to 'Choosing General Options' in the online help.

2. Click the  drop down list and select any of the following:
 - *Show tooltips on toolbar*
 - *Show windows behind docked toolbar.*

Loading your personal settings

To load your personal settings, click the  drop down list and select *Load my settings*.

You can save your personal settings to a location of your choice, e.g. a folder on

your hard drive or on a memory stick.

To save your personal settings, click the  drop down list and select *Save my settings*.

To load your personal settings:

1. Click the  drop down list and select *Load my settings*.

The Browse For Folder window is displayed.

2. Browse to the appropriate drive on your computer and then click **OK** to load your personal settings.

4. READING TEXT

This section explains how to use Read&Write 10 Gold to read text. It also explains how to convert text into sound files.

4.1 Reading text using the toolbar

 You can also read text within OpenOffice Writer (3.0) using dual color highlighting.

To read text using the toolbar:

1. Click the  drop down list, and select *Read by word*, *Read by sentence* or *Read by paragraph*.
2. Select the *Automatically read next block of text* from this menu if you would like to set up the system to automatically read aloud the next word, sentence or paragraph. To disable this facility, select this option again.
3. Click one of the following buttons:
 -  – place the cursor on the word, sentence or paragraph, then click this button
 -  – to move speech back click this button

-  – to move speech forward click this button.

 You can use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.

The system reads the text aloud. You can click on either of the following buttons at any stage:

-  – click this button to pause reading, then click on it again to resume
-  – click this button to stop reading the text aloud.

4.2 Reading text as you type

To read text as you type:

1. Click the  drop down list and select *Speech Options*. You see the Speech options window.
2. Click the AUTOREAD tab and then select

the ***I would like to use speak as I type*** check box.

3. Select any combination of the ***Speak on each letter***, ***Speak on each word***, and ***Speak on each sentence*** check boxes and then click **OK**.

You can disable/enable the Speak As I Type facility more easily by clicking the  drop down list and selecting the *Speak As I Type* option.

4.3 Activating Screen Reading

You can instruct the system to read aloud information on most objects, including icons, toolbars and buttons, when you hover your mouse over them.

To activate the Screen Reading facility:

1. Click the  drop down list and select *Speech Options*. You see the Speech options window.
2. Click the AUTOREAD tab and then select

the ***I would like to use screen reading*** check box.

3. Select the types of information you want the system to read by selecting the appropriate check boxes from the list at the bottom of the window and then click **OK**.

The system will now read out information on the selected object types when you place the cursor over them or tab to them.

You can disable/enable the Screen Reading facility more easily by clicking the  drop down list and selecting the *Use Screen Reading* option.

4.4 Reading text on web pages

To read text on a web page:

1. Click the  drop down list and select *Web Highlighting*.
2. Hover your mouse over an area of text

on a web page until it becomes highlighted. The system reads aloud the highlighted text.

You can then use the Speech buttons on the Read&Write 10 Gold toolbar.

To read text in the Firefox browser (3.0)

select the text and click the  button. Click **OK** when prompted to install the plug-in.

4.5 Using the Text Reader window

You can use the Text Reader window to display text from text files, from the clipboard, or from Screenshot Reader. You can then use the Speech buttons on the Read&Write 10 Gold toolbar as required.



Refer to 'Using Screenshot Reader' on page 9 for more information.

To display a text file in Text Reader:

1. Click the  drop down list and select *Text file* from the *Open in Text Reader* menu. You see the Select file to open window.
2. Browse to the location in the directory where the text file is located, and then click **Open**.

To display text from the clipboard in Text Reader:

1. Highlight the text in your document.
2. Right click on the highlighted text and select *Copy* from the pop-up menu.
3. Click the  drop down list and select **from clipboard** from the *Open in Text Reader* menu.

4.6 Using the Speech Maker

You use the Speech Maker facility to convert text in any document or program into speech, which can then be converted into a sound file.

To convert text to sound:

1. Highlight the text you want to convert.

2. Click the  button on the toolbar.

Alternatively, click the  drop down list and select *Speech Maker* from the *Speech Maker* menu. You see the first window in the Speech Maker facility, which displays the text you selected in step 1.

3. Click **Next**.
4. Alter the current voice settings until you are happy with the settings. Click the  button to test the new voice.
5. Click **Next**.
6. Click **Save As** and browse to the folder in the directory in which you want to save the sound file, then click **Save**, or if you have an MP3 player attached to your computer, select the MP3 drive.
7. Select the appropriate **File Format** radio button to specify the type of sound file

format you want to create.

8. You can customize the MP3 settings by clicking on the **Options** buttons.
9. Click **Finish** to create the new sound file.

The next time you want to convert text into sound using the settings you have just configured:

1. Highlight the text you want to convert into a sound media file.
2. Click the  drop down list and select *Create file using last saved settings* from the *Speech Maker* menu.

4.7 Using Screenshot Reader

You use Screenshot Reader to read aloud any text on the screen. In particular, it can read aloud text used in images or any application, even if this text is not accessible, for example, flash.

To use Screenshot Reader to read text:

1. Click the  drop down list and specify whether or not you want to use Text Reader to read aloud the text. If you do not select this option the text will be read aloud and highlighted directly on the screen.
2. Click the  drop down list again and specify the method you want to use to capture screen information:
 - *Capture by drawing rectangle* – click and hold your mouse down at the corner of the text/image and drag and drop the rectangle around the text/image
 - *Capture by hover* – hover your mouse over a window and then click
 - *Capture by drawing freehand* – hold down the left button on your mouse and draw around the text/image.
3. Click the  button. Your cursor now

looks like this:



4. Select the area of text you want to read aloud using the method you selected in step 2.

Read&Write 10 Gold reads the text aloud and highlights it directly on the screen/Text Reader.

 *If you make sure the **Automatically close after reading** option is switched **off** in the Screenshot Reader Options window, you can re-read the last screenshot you captured.*

Importing text into MS Word

You can also import text from a screenshot into either a brand new MS Word document, or append it to the document you are currently working with in MS Word.

Once you have done this you can use the other Read&Write 10 Gold facilities on

the text.

To import text into MS Word:

1. Click the  drop down list and select *Screenshot to MS Word*.
 *To add the text to the MS Word document you are currently working with, click the  drop down list and select Screenshot Reading Options. Then select **Append to active Microsoft Word document** and click **OK**.*
2. Click the  button. Your cursor now looks like this: 
3. Select the area of text you want to import.

The text is displayed in a new MS Word document.

5. SPELL CHECKING

You use the Spell Checker to spell check selected words, your entire document or as you type.

5.1 Spell checking selected words

To spell check selected words:

1. Select the word that you want to check.
2. Click the  button on the toolbar. If the selected word is:
 - correctly spelt, nothing happens
 - incorrectly spelt, you see the Spell Helper window (Figure 5-1).

From the Spell Helper window, you:

3. Select the appropriate radio button depending on whether you want to view nouns, verbs, adjectives or adverbs. To view all word types, select the **All** radio button.

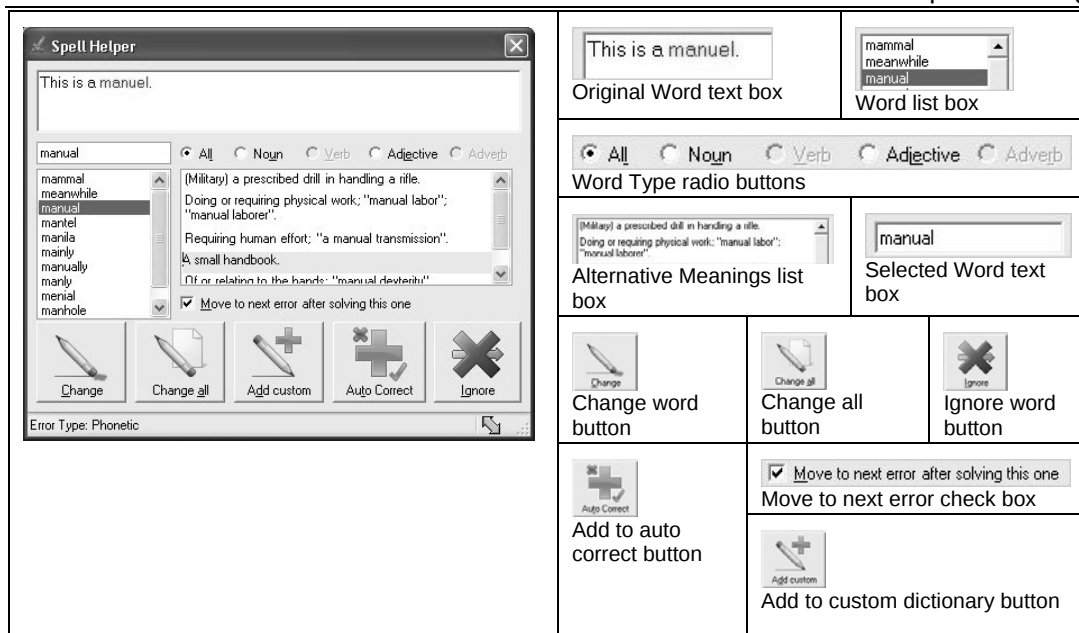


Figure 5-1 The Spell Helper window

4. Select a word from the **Word** list box. A list of alternative words and their meanings is displayed in the **Alternative Meanings** list box.
5. Choose from the following options:
 - change the mis-spelt word to the selected word by clicking **Change word**
 - change the mis-spelt word throughout your document by clicking **Change all**
 - add the selected word to your custom dictionary by clicking **Add to custom dictionary**
 - add a mis-spelt word to the auto correct file by clicking **Add to auto correct**
 - ignore the mis-spelt word by clicking **Ignore word**.
6. Select the **Move to next error** check box to automatically move to the next mis-spelt word after analyzing the current word.

5.2 Spell checking your document

To spell check your document:

1. Click the  button on the toolbar.

You see the Spell Helper window (Figure 5-1) and the first suggested mis-spelt word in the **Original Word** text box.

2. Follow steps 3 to 5 in the previous section.

5.3 Spell checking as you type

To spell check as you type, click the  drop down list and select *Spell As I Type*.

6. USING WORD PREDICTION

You can use the Word Prediction facility to access a list of words that will complete the one that you are currently typing. Word Prediction will also try to predict your next word as you finish typing a word.

To use the Word Prediction facility:

1. Click the  button on the toolbar. You see the Prediction window. This window displays a list of predicted words from which you can select. Homophones are marked by the  symbol. Prediction accuracy for each word is shown by:
 - a green indicator or circle if it is highly likely. This is based on probability and grammatically accurate based on word triplets

- an orange indicator or a square if it is likely. This is based on probability and grammatically accurate based on word pairs
 - a black indicator or a triangle if it is least likely. This is based on probability only.
2. If required, place the cursor over a predicted word and then click the  button. You see the Dictionary window (Figure 7-1) listing definitions for the predicted word.
 -  Refer to Section 7, 'Using the Dictionary', for information on using the Dictionary window.
 3. Right click on the Prediction window and select the prediction options.
 4. Complete one of the following depending on the prediction options you selected in step 3:
 - if you selected the ***Speak the word when clicked*** option, click on a word to hear it read aloud

- if you selected the **Type the word when clicked** option, click on a word to insert it into the document
- press the appropriate function key to select the word that you want to insert.

6.1 Creating your own prediction files

You can set up your own prediction files and use them to enhance the Prediction facility. For example, you may have a text file containing text relating to biochemistry which contains words that are not present in the default Prediction file. If you add this text, the Prediction facility will become better equipped to provide you with predictions relating to biochemistry.

To create your own prediction files:

1. Highlight the text you want to use to create a prediction file and then copy it to the clipboard.

2. Click the  drop down list and select *Create prediction word bank from the clipboard*. The Create a new prediction word bank dialog box is displayed.
3. Enter a unique name and description for the new prediction file in the fields provided.

The text you copied to the clipboard is displayed at the bottom of the dialog box. If required, you can edit this text from within this dialog box.

4. Click **OK**. A message box is displayed explaining that the file has been saved in your User Setting's folder.

6.2 Downloading word banks

You can download new prediction word banks and use them to enhance the Prediction facility.

To download a word bank:

1. Click the  drop down list and select *Download prediction word banks*. A list of the prediction files currently available for download is displayed in the Download prediction word banks dialog box.
2. If required, you can filter this list for a specific topic. To do this, enter the topic you want to search for in the **Search for prediction word banks** text box and then click **Search**.
3. You can now select the word bank(s) you want to download by:
 - selecting the checkbox(es) beside the appropriate word bank(s)
 - clicking the **Select All** button to select all of the available word banks.
4. Click **Download**.

6.3 Previewing words in a word bank

You can preview the words in a user-created word bank.

To do this:

1. Click the  drop down list and select *Prediction Options*. The Prediction Options window is displayed.
2. Select the **Advanced options** checkbox at the bottom of the window and then select the Context tab.
3. Right click on the word bank in the **Prediction word banks** list box and select the **Preview word bank** option.

7. USING THE DICTIONARY

You use the dictionary to look up different meanings for selected words. You can configure the dictionary to display:

- basic definitions – lists meanings and word inflections

- advanced definitions – allows you to conduct advanced dictionary functions and displays synonyms
- web definitions – lists meanings in the Dictionary.com website.

This chapter also helps you use the Word Wizard.

7.1 Finding basic definitions

To find basic definitions:

1. Make sure the *Basic Definitions* option is selected in the  drop down list.
2. Highlight the word in the text you want to check.
3. Click the  button on the toolbar. You see the Dictionary – Basic Definitions window (Figure 7-1).

The selected word is shown in the **Original Word** text box.

4. Select the appropriate radio button to specify whether you want to look up meanings for nouns, verbs, adjectives, or adverbs for the word. To look up all word types, select the **All** radio button.

You can also use the Dictionary window for the following functions:

- replace the original word with a different word. To do this, click on one of the meanings displayed in the **Dictionary Meanings** list box, then click on a word in the **Inflections** list box and then click on **Replace**
- conduct a new dictionary search. To do this, enter the new word in the **Original Word** text box and then click **Search**
- browse through the different word searches you have conducted using the **Browse** buttons. When you close the Dictionary window, the browse history will clear.

	have Original Word text box Search button
☒ All ☐ Noun ☐ Verb ☐ Adjective ☐ Adverb Word type radio buttons	Browse buttons Advanced button
Replace button has had having Inflections/Synonyms list box	1. Used with past participles to make the perfect tense, "They have gone home". 2. Own or hold something, "I have a blue car". Dictionary Meanings list box

Figure 7-1 The Dictionary – Basic Definitions window

7.2 Finding advanced definitions

You may need to narrow down a search if the word is used in many different ways.

To do this:

1. Make sure the *Advanced Definitions* option is selected from the  drop down list.
 2. Highlight the word in the text you want to check.
 3. Click the  button on the toolbar. You see the Dictionary – Search All Definitions window. The selected word is shown in the **Original Word** text box.
-  *This window is similar in appearance to the Basic Definitions window.*
4. Click **Advanced** to view a list of search types.
 5. Click on a search type.

The list of alternative meanings relating to the search item you selected is displayed.

6. You can now use the other dictionary functions as described on page 17. The only difference is that you can replace the original word with a synonym instead of a word inflection. A list of synonyms is displayed in the **Synonyms** list box.

7.3 Finding web definitions

To find web definitions:

1. Make sure the *Web Definitions* option is selected from the  drop down list.
2. Highlight the word in the text you want to check.
3. Click the  button on the toolbar.

The Dictionary.com website is displayed. Your selected word and definition(s) are

listed.

7.4 Using Word Wizard

You can use the Word Wizard to:

- help you find words or phrases that you cannot remember
- search for words using opposites or other relationships. For example, if you search using the phrase 'parts of a car', the Word Wizard will list words like throttle, tailpipe and fender.

To use the Word Wizard:

1. Highlight the word you want to look up.
2. Click the  button on the toolbar.

Alternatively, click the  drop down list and select *Word Wizard*. You see the first window in the Word Wizard.

3. Select the appropriate radio button to specify whether the word is a noun, verb, adjective, or adverb, and then click **Next**.



If it is obvious that the specified word is a certain type of word, for example, a noun, the first window is not displayed.

You see the next window in the Word Wizard.

4. Select the synonyms list and meaning that corresponds to the word you are searching for and then click **Next**.
5. Click on one of the **Advanced Search** radio buttons depending on the type of search you want to conduct, for example, you can look for words that are opposite to the words in the specified synonym list.
6. Click **Next** to continue.
7. Click on a word or phrase in the **Related Words or Phrases** list box to view a list of related synonyms, i.e. click on a word or phrase from the list on the left.

8. Select the word you want to insert into your document, from the **Synonyms** list box.
9. Click **Replace** to insert the specified word.

7.5 Using the Verb Checker

The Verb Checker allows you to search for verb conjugations.

To use the Verb Checker:

1. Either highlight the word you want to check and click the  button on the toolbar, or click the  button and then enter the word in the Verb Checker window.
2. Click **Next**. The second stage in the Verb Checker is displayed.

If your selected word is not a verb, the Verb Checker makes suggestions as to the word you may be looking for. In this case you must select a word from a list of suggestions and then click **Next**.

3. Specify whether you want to use the selected word in the past, present or future tense by selecting the appropriate radio button.
4. Click **Next**.

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 different tenses.

An example is shown in Figure 7-2.

5. If required, you can hear a sentence read aloud by placing the cursor anywhere within the sentence and then clicking on the  button on the toolbar.

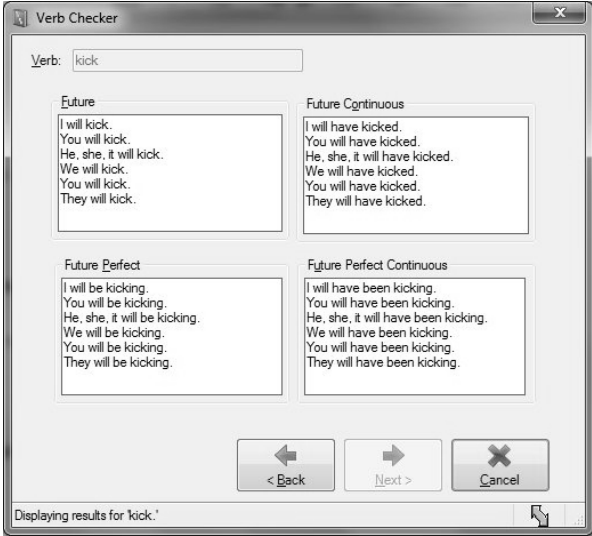
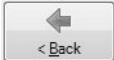
 The screenshot shows a window titled "Verb Checker" with a close button (X) in the top right corner. Inside the window, there is a text box labeled "Verb:" containing the word "kick". Below this, there are four text boxes arranged in a 2x2 grid, each containing a list of verb conjugations: Future: I will kick. You will kick. He, she, it will kick. We will kick. You will kick. They will kick. Future Continuous: I will have kicked. You will have kicked. He, she, it will have kicked. We will have kicked. You will have kicked. They will have kicked. Future Perfect: I will be kicking. You will be kicking. He, she, it will be kicking. We will be kicking. You will be kicking. They will be kicking. Future Perfect Continuous: I will have been kicking. You will have been kicking. He, she, it will have been kicking. We will have been kicking. You will have been kicking. They will have been kicking. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A status bar at the very bottom says "Displaying results for 'kick.'" and has a small icon on the right.	Verb: kick
	Selected Word text box
	
	Back button
	
	Cancel button

Figure 7-2 The Verb Checker window – step 3

7.6 Using the Picture Dictionary

The Picture Dictionary allows you to view graphical representations for words. You can use it on its own or alongside one of the other Read&Write 10 Gold facilities.

To use the Picture Dictionary separately:

1. Select the appropriate option from the drop down list depending on whether you want to display pictures for a selected word, or display pictures using a word you have copied onto the clipboard. 
2. Click the  button. The Picture Dictionary is displayed.
3. If you want to see a Dictionary definition for the selected word, click on the hyperlinked word in the Picture Dictionary window.

To use the Picture Dictionary directly from another facility, e.g. the Word Prediction facility:

1. Make sure the Picture Dictionary is displayed. 
2. Click the  button on the toolbar. You see the Prediction window. This window displays a list of predicted words from which you can select.
3. Start typing a word. A list of predicted words is displayed.
4. Hover over any word in the list. A pictorial representation of the word is displayed in the Picture Dictionary window.

8. USING THE HOMOPHONES FACILITY

You use the Homophones facility to view descriptions of like sounding words to help you ensure that you have typed the correct word. This facility also allows you to view descriptions for words that you often get

confused, e.g. 'thorough' and 'though'.



You can only highlight homophones and confusable words when using MS Word.

To activate the Homophones facility either:

- click the  button on the toolbar
- click the  drop down list and select *Show Homophones in MS Word.*

All homophones and confusable words within the text are highlighted.

To deactivate the Homophones facility either:

- click the  button on the toolbar
- click the  drop down list and select *Hide Homophones in MS Word.*

To use the Homophones facility:

1. Click the  button on the toolbar.
If the document is in MS Word, all homophones and confusable words within the document are highlighted. You see the Same Sounding Words window (Figure 8-1).
2. Select a word from the **Homophones** list box. A list of meanings is displayed in the **Word Meaning** list box.
3. Choose from the following options:
 - ignore the word highlighted in the text by clicking **Ignore**
 - always ignore the word highlighted in the text by clicking **Always Ignore**
 - replace the word in the text with the selected word by clicking **Replace**.
4. Select the **Move to next homophone** check box to automatically continue to the next homophone after you have dealt with the current one.

	These are homophones There are boy Current Sentence text box are hour our r Homophones list box present tense plural of is e.g. He is, They are Word Meaning list box ☒ Move to next homophone after this check Move to next homophone check box Ignore button Always Ignore button Replace button Options button
--	--

Figure 8-1 The Same Sounding Words window



Refer to 'Editing the Homophones facility' in the online help for information on editing homophone groups.

9. USING THE CALCULATORS

In this section, you will learn how to use the Read&Write 10 Gold Standard and Scientific Calculators.

9.1 Using the Standard Calculator

You can use the Standard Calculator to perform calculations in much the same way as you would with the MS Windows calculator. However, the Standard Calculator has several added features, which are discussed in the following sections.

To access the Standard Calculator, click the  drop down list and select *Standard Calculator*. The next time you

want to access the Standard Calculator, you will only have to click the  button. The Standard Calculator is displayed.

9.2 Changing the appearance of the calculators

You alter the appearance of the calculators using the *View* menu. You can change the calculator background/foreground color by selecting the *Background Color/Foreground Color* option, then selecting a color from the color palette.

In the Standard Calculator you can also use the *View* menu to:

- change the size of the calculator by selecting *Small*, *Medium* or *Large*
- change the calculator input display and audit trail fonts by selecting the *Font* option, then selecting the your font options from the Font window.

To revert to the default settings, click the *View* menu and select *Reset Defaults*.

9.3 Selecting calculator speech options

You can specify how you want Read&Write 10 Gold to read aloud when you perform calculations using the Standard and Scientific Calculators.

To select calculator speech options, click the *Speech* menu and then select one of the following options:

- *Speak on Mouse Over* – you will hear the name of the button read aloud when you hover the mouse over it
- *Confirm on Equals* – you will hear the whole calculation read aloud after you click on equals



This option is not available on the Scientific Calculator.

- *Speak on Click* – you will hear the name of the button read aloud when you click on it
- *Audible Button Click* – you will hear an audible click when you click a button
- *No Sound on Click* – you will hear no sound when you click a button.

10. SCANNING

The Read&Write 10 Gold Scanning facility allows you to scan documents directly to Microsoft Word, Internet Explorer or to a PDF file. It also allows you to acquire images from a digital camera. Before you perform a scan, you can specify the scanner settings, where you want to save scanned images and how you want them to look.

10.1 Configuring scanning options

To configure scanning options, click the



button and select *Scanning Options*. You see the Scanner Settings window.

You use this window to configure:

- output settings
- scanner settings.

Configuring output settings

You can specify where you want to save scanned images and how you want them to look, using output settings. To do this:

1. Click the Output Settings tab.
2. Specify where you want to save scanned images by selecting one of the following radio buttons:

- **Temporary file/folder** – saves images to a temporary file/folder created by Read&Write 10 Gold
- **Ask for a filename every time** – allows you to specify the filename and directory in which you want to save scanned images each time you scan a document
- **Choose a location to save to** – allows you to specify the directory in which you want to save all scanned images.

If you select this radio button, click **Browse** and browse to the location in the directory where you want to save your images. Then enter a prefix for each saved image in the **Filename prefix** text box.

3. Select either of the following radio buttons from the **PDF output settings** section, depending on how you want your scanned images to look if they are scanned to a PDF document:
 - **Fully Formatted PDF document** – will

contain font information

- **Image on text** – will contain an image with embedded text. This option produces a more accurate representation of the scanned document.
- 4. Select the **Retain full formatting with graphics** check box in the **Word output settings** section if you want images, scanned to Microsoft Word, to contain images and text with formatting. If you deselect this checkbox, the Microsoft Word document will contain only text.
- 5. Select either of the following radio buttons from the **HTML output settings** section, depending on how you want your scanned images to look if they are scanned to an Internet Explorer file:
 - **Retain Graphics in final output** – will contain images and text with formatting
 - **Use simple HTML, without graphics** – will contain only text. If you select this option, specify if you want to use your

own font size, style and color and background color by selecting the **Use custom font and color settings** check box. Click **HTML Options** to select the font and colors.

6. Click **OK**.

Configuring scanner settings

You can specify how you want to scan documents using scanner settings. Before you can do this, you must be using TWAIN mode. Your scanner must also be connected to the system, as it is necessary to communicate with the scanner to accurately configure settings.

To configure scanner settings:

1. Click the Scanner tab (Figure 10-1). The options you can see depend upon the type of scanner you are using.
2. Select the scanner you want to use from the **Scanner** drop down list.

	Scanner Canon MP270 ser	Scanner drop down list
☒ Hide your scanners configuration dialogs	Hide your scanners configuration dialogs check box	
Image Resolution ☒ 300 DPI ☐ 600 DPI	Image Resolution section	
Multipage Settings ☐ Single pages ☒ Multiple pages (with prompt) ☐ Multiple pages (countdown) ☐ Multiple pages (using ADF) ☐ Enable duplex 10 Countdown	Color Settings ☐ Monochrome ☐ Grayscale ☒ Full color	Multipage Settings section
Contrast	Brightness ☐ Auto	Contrast scale
Brightness scale and Auto check box		

Figure 10-1 Scanner Settings window – Scanner tab

3. Select the **Hide your scanners configuration dialogs** check box if you do not want to use your scanner's configuration screens.
4. Specify the resolution at which you want to scan documents by selecting either the **300 DPI** or the **600 DPI** radio button from the **Image Resolution** section.
 *300 DPI is recommended for most OCR scanning; 600 DPI produces sharper text.*
5. Select one of the following radio buttons from the **Multipage Settings** section:
 - **Single pages** – allows you to scan one page at a time
 - **Multiple pages (with prompt)** – allows you to set up the Scanning facility to ask you if you want to scan more pages after each scan has been completed
 - **Multiple pages (countdown)** – allows you to scan multiple pages at a time. You can then enter the number of seconds you want to leave between each scan, in the

Countdown text box

- **Multiple pages (with ADF)** – allows you to scan multiple pages at a time using Automatic Document Feeder (ADF).
6. Select the **Enable duplex** check box if you want to scan on both sides of the paper and your scanner allows you to do this.
 7. Specify the level of color required for the scanned document by selecting one of the **Monochrome**, **Grayscale** or **Full color** radio buttons from **Color Settings**.
 8. Move the **Brightness** and **Contrast** scales as required. Select the **Auto** check box if you want the system to adjust the brightness automatically.
 *Contrast increases the difference in shading between areas.*

10.2 Scanning documents

To scan a document:

1. Place the document you want to scan into the scanner.

2. Select the appropriate option from the  drop down list depending on whether you want to scan to a Microsoft Word, Internet Explorer or PDF file. For example, select *Scan to HTML* if you want to scan to Internet Explorer.

3. Click the  button on the toolbar.

The document is scanned and opened in the application of your choice.

You can also scan from a saved image file, by selecting the *Scan from File* option from

the  drop down list.

10.3 Scanning from a digital camera

To scan from a digital camera:

1. Take the required photo using your digital camera.
2. Connect your camera to your computer using your USB cable.
3. Click the  drop down list and select either of the following options:
 - *Scan from WIA* – select this option if your camera is WIA compatible.

The MS Windows WIA Browse dialog box is displayed. Select the photo you want to scan.

If there are two devices attached to your computer, for example, your camera and the scanner, the Select Device dialog box is displayed. Select your camera and then click **OK**. You can browse for the photo you want to scan.

- *Scan from file* – select this option if your camera is not WIA compatible but instead opens in Windows Explorer. This option allows you to browse for the photo you want to convert.

11. USING THE FACT FOLDER

The Fact Folder is a desk research tool, which allows you to capture text and graphics from any application and organize them into categories that can aid you with your study.

11.1 Capturing text using the toolbar

You can capture and save text using the Read&Write 10 Gold toolbar or the Fact Folder window. This section deals with the former.

To capture and save text:

1. Highlight the text you want to capture

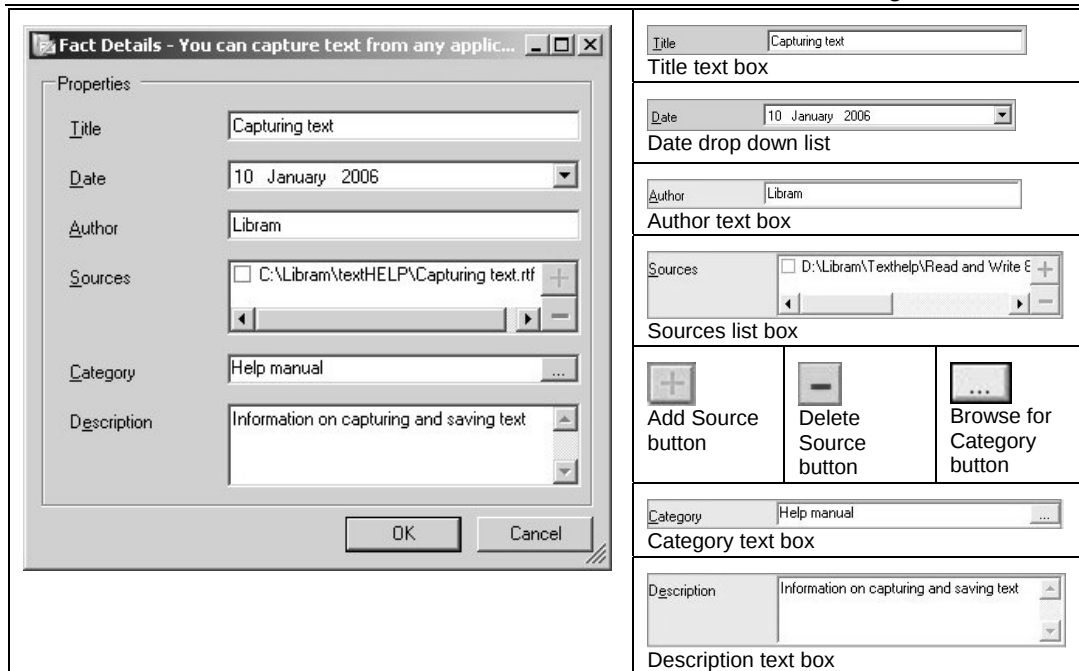
and then click the  button on the toolbar.

Alternatively, copy the text to the

clipboard, click the  drop down list and select the *Add Clipboard Contents* option. You see the Fact Details window (Figure 11-1).

2. Complete the following fields:

- **Title** – enter a name for the item
- **Date** – the current date is displayed by default. Click the drop down list to use the Calendar to select a different date
- **Author** – enter the name of the author of the item

**Figure 11-1 Fact Details window**

- **Sources** – the website addresses of any web pages you have open are automatically added to the **Sources** list box. If you captured the item from a different source, you must add the location of the document to the Fact Folder. This is important because at some stage you may need to refer to the original document.

Select the check boxes of the sources from which the item originated.

To add a different source, click the  button and locate the document in the Browse for a Source dialog box.

To remove a source from the list, select the source and then click the  button.

- **Category** – click the  button to access the Categories window, which allows you to specify to which category you would like to add the item



For more information on the Categories

window, refer to 'Managing categories' on page 40.

- **Description** – enter a statement to help identify the item.
3. Click **OK** to save the new item to the Fact Folder.

11.2 Capturing graphics using the toolbar

You can capture and save graphics using the Read&Write 10 Gold toolbar or the Fact Folder window. This section deals with the former.

To capture and save a graphic:

1. Open the web page containing the graphic.
2. Click the  drop down list on the toolbar and select *Add Web Image*.

The Texthelp Web Hover popup is displayed at the bottom right-hand corner

of your screen. Hover your mouse over the images on the website to see them appear in the popup.

3. Click on the image you want to capture. You see the Fact Details window (Figure 11-1).
4. Complete steps 2 and 3 on page 33.

11.3 Reviewing facts

You can review the facts you have collected using the Fact Folder window (Figure 11-2). You access the Fact Folder

window by clicking the  drop down list and selecting the *Review Facts* option.

You can reorder the facts by clicking on the column titles, and adjust the column widths using the double arrowed cursor.

If you select a fact, a preview of it is shown in the Preview pane. If you cannot see this pane, click the *Tools* menu and select *Preview Pane*.

11.4 Using the Fact Folder window

You can use the Fact Folder window to review all of the facts you have collected and add additional facts and graphics.

To view facts within different categories, click the **Category** drop down list and select the category for which you want to view facts.

 *You can select and deselect all facts by clicking the Tools menu and selecting either Select All Facts or Deselect All Facts.*

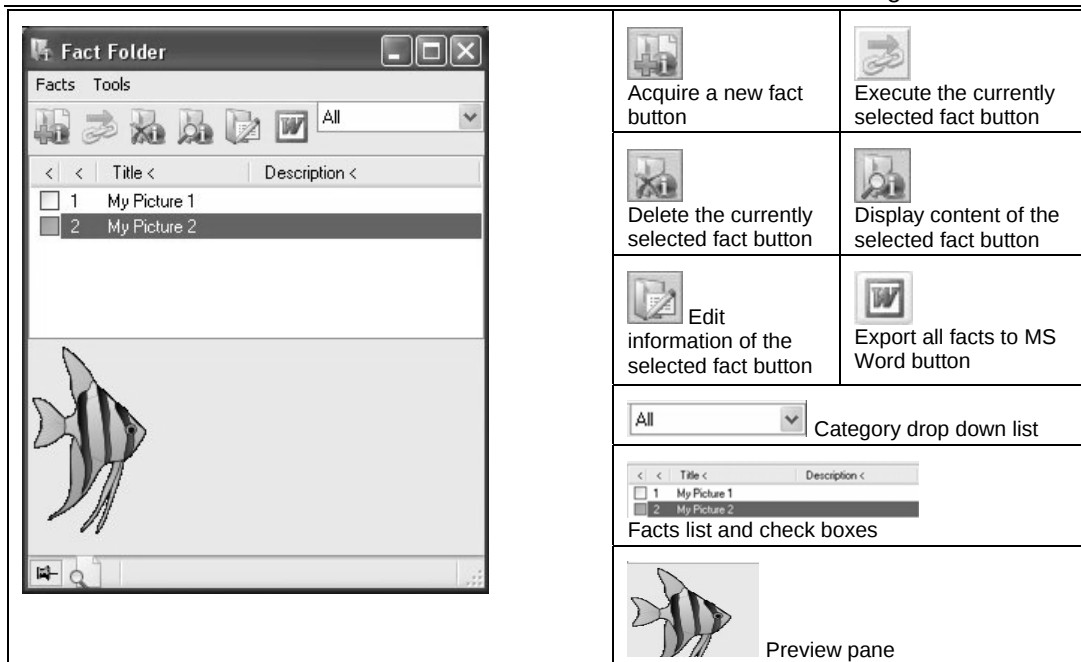


Figure 11-2 Fact Folder window

Displaying and editing the contents of facts

If you select a fact, a preview of it is shown in the Preview panel.

To display and edit the contents of a fact:

1. Select the fact you want to view and then



either click the  button on the toolbar or click the *Facts* menu and select *Display Contents*. Alternatively, double click on the fact you want to view. You see the Displaying Fact window, which allows you to view the fact contents.

2. If required, edit the fact contents and then click **Apply** to save the changes.

Editing fact properties

To edit the properties of a fact:

1. Select the fact you want to edit and then



either click the  button on the toolbar or click the *Facts* menu and select *Edit*

Information. You see the Fact Details window (Figure 11-1).

2. Edit the fields as required.



Refer to steps 2 and 3 on page 33 for information on completing these fields.

Capturing text

To capture and save text:

1. Highlight the text you want to capture



and then click the  button on the toolbar. Alternatively, copy the text to the clipboard, click the *Tools* menu and select *Add Clipboard Contents*.

You see the Fact Details window (Figure 11-1).

2. Complete steps 2 and 3 on page 33.

Capturing graphics

To capture and save a graphic:

1. Open the web page containing the graphic.

2. Click the *Tools* menu and select *Web Hover*. The Texthelp Web Hover popup is displayed at the bottom right-hand corner of your screen. Hover your mouse over the images on the website to see them appear in the popup.
3. Click on the image you want to capture. You see the Fact Details window (Figure 11-1).
4. Complete steps 2 and 3 on page 33.

Capturing files

You can add files to the Fact Folder, for example, Microsoft Word documents.

To add a file:

1. Open Windows Explorer and locate the file you want to add to the Fact Folder.
2. Click and hold down your left mouse button on the file and drag and drop it onto the Fact Folder. You see the Fact Details window (Figure 11-1).
3. Complete steps 2 and 3 on page 33.

 You can access this file from within the Fact Folder by clicking the  button or clicking on the *Facts* menu and selecting *Execute*.

Capturing URLs

To add a URL to the Fact Folder:

1. Open your browser window and then open the webpage you want to add.
2. Click and hold down your left mouse button on the Internet Explorer icon displayed beside the URL in the **Address** text box, as shown below:



Internet Explorer icon

3. Drag and drop the icon onto the Fact Folder. You see the Fact Details window (Figure 11-1).
4. Complete steps 2 and 3 on page 33.



You can access this URL from within the Fact Folder by clicking the  button or clicking the *Facts* menu and selecting *Execute* option.

Opening files and URLs in their native application

If you have added a file/URL to the Fact Folder, you can open it in its native application from within the Fact Folder.

To open a file/URL in its native application:

1. Click the fact containing the file/URL.
2. Click the  button or click the *Facts* menu and select *Execute*. You see the file/URL displayed in it's native application.

Deleting facts

To delete a fact, you select the fact you want to delete, then click the *Facts* menu and select *Delete*.

To delete several facts at once, select the

check boxes beside the facts you want to delete and then click the *Tools* menu and select *Delete Selected Facts*.

Managing categories

You use the Categories window to manage categories containing facts and to specify to which categories you would like to add facts.



You can only do the latter function if you have accessed this window from the *Fact Details* window, i.e. if you are entering fact details.

To access this window, click the *Tools* menu and select *Manage Categories*. You can now:

- add a new category – click **Add**, enter a name for the category in the *Edit Category Name* dialog box and then click **OK**

- edit a category – select the category from the **Category List**, click **Edit**, enter a new name for the category in the Edit Category Name dialog box and then click **OK**
- delete a category – select the category from the **Category List** and then click **Delete**
- specify to which categories you would like to add facts – select the check boxes beside the appropriate categories.

Exporting facts

You can export a category of facts to an HTML web page or a Microsoft Word document.



For a more direct way of exporting facts to a Microsoft Word document, select the facts and then click the  button, or click the Tools menu and select Export All to Word. You will be asked to select the Bibliography format you want to use to display facts in Microsoft Word.

To export facts:

1. Select the category of facts you want to export, from the **Category** drop down.
2. You can now:
 - select the check boxes of the facts you want to export, click the *Tools* menu and select *Export Selected Facts*
 - click the *Tools* menu and select the *Export All* option.You see the export window.
3. Select the type of export you want:
 - **Web Export** – creates a new HTML web page based on the facts you have selected. The HTML page will list all of the selected facts under the same headings as the Fact Folder, for example, Name and Description

- **Word Export** – creates a new Microsoft Word document based on the facts you have selected. The document will list all of the selected facts under the same headings as the Fact Folder, for example, Name and Description. You will be asked to select the Bibliography format you want to use to display facts in Microsoft Word. Choose one of the following:
 - * Harvard – the most commonly used referencing system in social sciences and education. It uses the author and the date of the work in the main body of the text, and then uses a reference list at the end of the text which contains the references cited in alphabetical order by author; this contains full details of the text cited
 - * APA – developed to assist reading comprehension in the social and behavioral sciences. The date of publication follows the author name(s)

and in-text references refer to items in the bibliography using the author surname and date of publication, in brackets

- * MLA – widely used in the humanities, especially in writing on language and literature. Generally simpler and more concise than other styles, MLA style features brief parenthetical citations in the text keyed to an alphabetical list of works cited that appears at the end of the text.
4. Click **Browse** to display the Select Export File dialog box, specify where you want to save the file, enter a file name and then click **Save**.
 5. Click **OK**.

Read&Write 10 Gold automatically creates the HTML page or Microsoft Word document and displays it in the appropriate application.

12. USING THE FACT FINDER

You use the Fact Finder to search for information on the Internet using specific search engines. The search engines are categorized to help you select the one that will provide you with the best results.

You access the Fact Finder by clicking the  button on the toolbar.

12.1 Setting up the default search engine

To set up the default search engine:

1. Click the  drop down list on the toolbar and select *Fact Finder Options*. You see the Fact Finder Options window displayed.
2. Click **Change Default**. You see a drop down list displaying different categories of search engines available.

3. Hover the mouse over a specific category to display search engines available within the category.
4. Click on the search engine you want to use as your default search engine.
5. Click **OK**.

The next time you click the  button, you see the Manual Text Search window, allowing you to search for facts using the default search engine.

12.2 Searching for facts using a different search engine

To search for facts using a different search engine:

1. Click the  drop down list on the toolbar and select the *Search using* option. You see a drop down list displaying the different categories of search engines available.

2. Hover the mouse over a specific category to display search engines available within the category.
3. Click on the search engine you want to use to search for a word or phrase.

You see the Manual Text Search window displayed, allowing you to search for facts using the specified search engine.

12.3 Downloading new search engines

You can download new search engines to the Fact Finder from www.texthelp.com.

To do this:

1. Click the  drop down list on the toolbar and select *Fact Finder Options*.

You see the Fact Finder Options window displayed.

2. Click **Add New Entry**.

The Download Fact Finder Sites window is displayed. When you click on one of the

sites a description of it is displayed.

3. You can now:

- select the checkboxes beside the sites you want to download
 - click **Select All** to select all of the sites for download
 - search for a specific site by entering its name in the **Search for fact finder sites** field and clicking **Search**. If the site is available it will be listed. Select the checkbox beside it.
4. Click **Add** to add the selected site(s) to your list of search engines.
 5. Click **Close**.

12.4 Searching for facts using manual text entry

To search for facts using manual text entry:

1. Click the  drop down list and select *Manual Text Search*. You see the Manual Text Search window.

2. Enter the word or phrase you want to search for, in the text box provided.
3. If required, change the default search engine.

13. USING STUDY SKILLS

You can use Study Skills to highlight text in Microsoft Word and in Internet Explorer using different colors. You can then collect the highlighted text and insert it into a new document using the:

- Collect highlights tool
- Vocabulary tool.

The following sections explain how to use these tools.

To use Study Skills, click the  button until you can see the Study Skills buttons. The tooltip for this button helps you identify the appropriate toolbar.

Alternatively, click the  drop down list, select the *Current Toolbar* option and then select *Study Skills*.

13.1 Using Study Skills to highlight text

To use Study Skills to highlight text:

1. Highlight text in your document/web page.
2. Click any of the following  buttons:
 - Highlight yellow
 - Highlight blue
 - Highlight green
 - Highlight pink.

Read&Write 10 Gold highlights the text in the selected color.

13.2 Collect highlights tool

To collect highlighted text:

1. Highlight the text you want to collect.



You can highlight the text in several different colors if you want.

2. Click the  button. The Collect Highlights window is displayed.
3. Select the color(s) of highlighted text you want to collect from the **Choose the colors to collect** check boxes, for example, select the **Collect yellow** and the **Collect pink** check boxes if you want to collect text highlighted in these colors.
4. Select one of the following radio buttons depending on how you want the collected text displayed:
 - **Order highlights by color** – displays collected text according to the color in which it is highlighted

- **Order highlights by collection time** – displays collected text according to the time at which it was highlighted
 - **Order highlights by position in document** – displays collected text according to the order in which it appears in the document.
5. Specify how you want to separate one color selection from the other, by selecting the appropriate option from the **Color collections separation** drop down list.
 6. Specify how you want to separate each selection of highlighted text, by selecting the appropriate option from the **Highlighted items separation** drop down list.
 7. If required, you can specify that you want to collect highlighted text from several different documents, by selecting the **Collect highlights from multiple documents** checkbox.

8. If required, you can specify that you want to include a bibliography with the collected text, by selecting the ***Include bibliography*** checkbox and selecting the bibliography style you want to use.
9. Click on the **OK** button.

The collected text is displayed in a new Microsoft Word document.



Refer to 'Using Study Skills' in the online help for more information on Study Skills.

13.3 Vocabulary tool

The Vocabulary tool not only enables you to collect all of the words you have highlighted, it also allows you to add more words to this list and then import these into a new Microsoft Word document, complete with definitions and explanatory images.

To use the Vocabulary tool:

1. Highlight the words you want to include in your vocabulary list.



2. Click the  button. The Vocabulary window is displayed. The words you have highlighted are shown in the ***Vocabulary list*** box.
3. If you want to add a new word or phrase, type it into the ***Add new word to list*** text box and click **Add**.
4. Enter a title for your vocabulary list in the ***Subject/Title*** text box.
5. Specify whether or not you want to include images from the Picture Dictionary for each word in the ***Vocabulary list***, by (de)selecting the ***Include images*** checkbox.
6. Click **OK**. Your Vocabulary List is displayed in Microsoft Word.
7. Save your document.

The words are shown in a table, complete with dictionary meaning(s) and images.

At this stage you can add additional notes for each word.

14. USING SCREEN MASKING

Screen Masking allows you to 'mask' out areas of your screen and change the Windows system background color. This enables you to focus on a key area.

To use Screen Masking, click the  button on the toolbar.

The defaults set up for this facility mean that when you click the  button, the Windows system background color changes, with no masking. You can change this functionality to suit your needs.

To change Screen Masking options:

1. Click the  drop down list and select *Screen Masking Options*.

The Screen Masking Options window is displayed.

2. Select the type of masking you want to use from the **Select Masking Type** drop down list, e.g. if you select *Tint everything except the window I'm typing in*, the main area of focus is highlighted.
3. Click the Spotlight tab to enable or disable the spotlight functionality. If the spotlight option is enabled, the focal point moves as you move your mouse around, and settles on the main area of focus when you start to type.
4. Click **OK** to save your settings.

15. APPENDIX

15.1 Accessing PDFaloud from the Read&Write 10 Gold toolbar

You can access PDFaloud by clicking the



button on the Read&Write 10 Gold toolbar. A Browse dialog box is displayed,

which allows you to locate and open a PDF file. Once the Adobe window opens, the PDFaloud toolbar is made available for use.

15.2 The PDFaloud toolbar

The PDFaloud toolbar is added onto your Adobe Acrobat/Reader toolbar. This simple toolbar has various buttons to activate speech within the PDF document.



– Select to have one word spoken at a time or an area of selected text. You can choose to have text spoken by word, sentence or paragraph.



– The click and Speak tool when pressed allows you to point and click on the text which is to be spoken.

Text will be read back with dual color

highlighting.



– Speak the selection.



– Read the previous selection.



– Pause the speech.

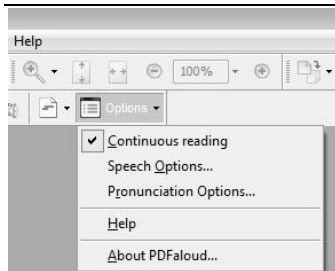


– Read the next selection.

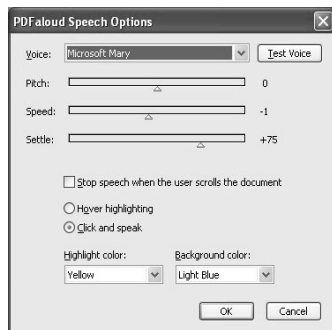


– Stop the speech.

All key features have keyboard shortcuts. The **Options** button provides access to the program settings:



The voice pitch, speed and volume can be varied and a variety of male and female voices are available:



From time to time the voice may mispronounce a word. This is easily fixed by opening the Pronunciation Options menu and typing words into the box, as illustrated in the following diagram. To ensure proper pronunciation, simply type the word phonetically into the second text box and save the changes.



 To access the PDF Aloud toolbar from Adobe Reader 10, click **Tools** at the top of the PDF document. A panel is displayed on the right-hand side of the window. Click **Plug-in: PDF Aloud**.

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Read&Write 10 GOLD software is a comprehensive toolbar that works with many Windows-based applications, such as word processors, email, Internet, spreadsheets or databases, to provide outstanding literacy support.

Minimum System Requirements:

Pentium 4 1.8GHz Processor (Recommended: Pentium 4 2.4GHz or greater)

512 MB RAM (Recommended: 1 GB RAM or greater)

2 GB Free Disk Space

Windows XP SP3 or Above

Sound Card

Good Quality Speakers

Microphone (for Speech Input)

DVD Player (for Install purposes only)

Texthelp Systems Ltd.

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Key Features:

- ***NEW*** Picture Dictionary
- ***NEW*** Verb Checker
- ***NEW*** Vocabulary Tool
- ***ENHANCED*** Text-to-Speech
- ***ENHANCED*** Word Prediction
- ***ENHANCED*** Sounds Like
- ***ENHANCED*** Screenshot Reader
- ***ENHANCED*** Speech Maker
- ***ENHANCED*** Daisy Reader
- ***ENHANCED*** Fact Folder
- ***ENHANCED*** Fact Finder
- ***ENHANCED*** Fact Mapper
- ***ENHANCED*** Translator
- ***ENHANCED*** Study Skills
- Screen Masking
- High Quality Voices
- Phonetic Spell Checker
- Speaking Dictionary
- Web Highlighting
- Scanning
- Word Wizard
- Speech Input
- PDF Aloud
- Pronunciation Tutor

