Contents

1. **Introduction** .......................................................... 4
2. **Getting started** ......................................................... 5
   - Exercise 1 Moving the toolbar ........................................... 5
   - Exercise 2 The buttons on the toolbar .................................. 5
3. **Reading** ................................................................ 7
   - Exercise 1 Reading text in documents ................................... 7
   - Exercise 2 Changing the voice ............................................. 7
4. **Reading Webpages** ..................................................... 9
   - Exercise 1 Reading webpages in Internet Explorer ................... 9
   - Exercise 2 Reading webpages in Firefox ............................... 9
   - Exercise 3 Reading webpage in Chrome ............................... 9
5. **Reading Inaccessible Text** ............................................. 10
   - Exercise 1 Using the Screenshot Reader .............................. 10
6. **Converting text into sound files** .................................... 11
   - Exercise 1 Converting text into sound files .......................... 11
7. **Reading PDF documents** ............................................. 13
   - Exercise 1 Reading PDF documents ..................................... 13
   - Exercise 2 Reading a PDF file in Adobe using PDF Aloud .......... 14
8. **Spell checking** .......................................................... 15
   - Exercise 1 Using the Spell Checker ...................................... 15
9. **Predicting text** .......................................................... 17
   - Exercise 1 Using Word Prediction ....................................... 17
10. **Using the Dictionary** ................................................... 19
    - Exercise 1 Using the Basic Dictionary .................................. 19
11. **Using the Picture Dictionary** ........................................ 21
    - Exercise 1 Using the Picture Dictionary .............................. 21
12. **Using the Sounds Like & Confusable Words facility** .......... 22
    - Exercise 1 Identifying sounds like and confusable words .......... 22
13. **Using the Verb Checker** .............................................. 25
    - Exercise 1 Using the Verb Checker .................................... 25
14. **Using the Scanning facility** ......................................... 27
    - Exercise 1 Performing a scan .......................................... 27
15. **Using the Fact Finder** ................................................ 29
16. **Using the Fact Mapper**

- Exercise 1 Working with the Fact Mapper ................................................. 30
- Exercise 2 Creating fact maps ..................................................................... 31
- Exercise 3 Adding note to facts .................................................................. 32
- Exercise 4 Using the Image Library ............................................................. 32
- Exercise 5 Printing your Fact Maps ............................................................. 33

17. **Using Screen Masking** ........................................................................ 34

- Exercise 1 Using Screen Masking ............................................................... 34

18. **Using Study Skills** ............................................................................. 35

- Exercise 1 Collecting text for your studies .................................................. 35

19. **Vocabulary** ....................................................................................... 37

- Exercise 1 Creating a vocabulary list for your studies ............................... 37

20. **Creating a Word Cloud** ....................................................................... 39

- Exercise 1 Creating a Word Cloud from your own text ............................ 39

21. **Using a Voice Note** ............................................................................ 41

- Exercise 1 Adding a Voice Note to MS Word ............................................ 41
1. Introduction

This is a very quick introduction to using Read&Write Gold. For further information on using the software please refer to:

- The Read&Write Gold Training Guide
- The Read&Write Gold Help
- The Read&Write videos which can be found by clicking on the button beside the button and then hovering your mouse over All Video Tours.

The “What else can you do” sections lists the various options that are in the software. If any of these interest you please see the video for that feature.
2. Getting started

When you first start Read&Write Gold the toolbar will appear in the middle of the screen. You can move the Read&Write Gold toolbar around the screen and position it where you wish.

Exercise 1  Moving the toolbar

You can position the toolbar anywhere on the screen. You can also dock it at the top or side of the screen so that it stays in one place.

1. Click on the title bar of the toolbar and then drag and drop it anywhere on your screen.

2. Click on the title bar of the toolbar again and then drag and drop it onto the very top of your screen.

3. The toolbar is docked at the top of your screen. This is where most people choose to keep the toolbar.

4. If you want to undock the toolbar, click on the button. You can also drag and drop the toolbar to either side if you wish to dock the toolbar to the side of the screen.

Exercise 2  The buttons on the toolbar

1. Hover your mouse over the button. You will see the tooltip ‘Spell Check’.

Hover your mouse over the button. You will see the tooltip ‘Dictionary’. From now on, if you have difficulty remembering what a button does, hover your mouse over it to see the tooltip.

2. Click on the button to the right of the button. You will see a drop down list with a number of options that allow you to setup up how you want the Spell Check facility to work.

3. Click on the button repeatedly and notice how the toolbar changes between each of the six available toolbars. You will see a tooltip displayed below the toolbar. This tells you which toolbar you have just selected:
The six toolbars are:

- All Features – all buttons on the toolbar are visible
- Reading Features – only buttons associated with reading are displayed on the toolbar
- Writing Features – only buttons associated with writing are displayed on the toolbar
- Research Features – only buttons associated with researching are displayed on the toolbar
- My Features – the buttons for all the main features in the software are displayed on the toolbar
- Study Skills Features – only buttons associated with Study Skills are displayed on the toolbar.

At times there may not be enough room on the screen for all the buttons on the toolbar. When this happens click on the button that appears. This will display the other buttons on the toolbar.

If you cannot see the button you will need to use, click on the button or the button until it appears.

What else can you do:

- Change how the buttons look.
- Change the colour of the toolbar.

To see how this is done:

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Toolbar video tour.
3. Reading

Text-to-speech is one of the most important support features in Read&Write Gold. Text can be read as you type or from any document. It will read each word, sentence, paragraph or selected text. There is a choice of different voices which can be adjusted to suit you by altering the pitch, speed, and volume. You can choose the way text is displayed or highlighted during speech.

By hearing your work read you will be able to identify mistakes in punctuation, spelling and meaning. Having documents read to you will also increase your recognition of words and understanding of the text.

**Exercise 1  Reading text in documents**

1. Open a Word document with some text in it.

   ![Remember to check that your sound is on!](image)

   2. Place the cursor anywhere in the text and then click on the button on the toolbar to hear the text read aloud.

   3. Click on the button to stop the reading.

**Exercise 2  Changing the voice**

If you are not happy with the voice that is used to read the text you can change it. To do this:

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

   ![You will see the Speech tab of the Speech Options window:](image)
2. Select a different voice from the **Select a voice** drop down list.

3. Click on the **Test voice** button to hear the new voice read aloud. If you don't like the voice select another.

4. You can change the Pitch, Speed and Volume of the voice if you need to by dragging and dropping the track bars.

5. When you are happy with the voice click on the **OK** button.

Other voices can be downloaded from the Read&Write Essentials website – [www.texthelp.com/essentials](http://www.texthelp.com/essentials).

What else can you do:

- Change how words are pronounced.
- Have the text read as you type.
- Have the software read buttons and menus.
- Change how the text is highlighted.

To see how this is done:

Watch the Toolbar video - found by clicking on the **Search** button beside the **pitch** button and then hovering your mouse over All Video Tours and selecting the Speech video tour.
4. Reading Webpages

You can have Read&Write Gold read webpages in Internet Explorer, Firefox or Chrome.

Exercise 1  Reading webpages in Internet Explorer

1. Click on the drop down list on the toolbar and look at the Read the web option. If this option is already switched on you will see a tick beside it:

![Read the web option](image)

2. If it is turned off it will look at this:

![Read the web option](image)

To turn it on, hover your mouse over the Read the web option and click on it.

3. Open a website e.g. www.texthelp.com.

4. Hover your mouse over an area of text until you see it highlighted. You will hear the text read aloud.

5. Move your mouse to another area of text until you see it highlighted. You will again hear the text read aloud. Read&Write Gold will read aloud any of the text that is under your mouse.

6. To switch the Read the web option off click on the drop down list on the toolbar and click on the Read the web option.

Exercise 2  Reading webpages in Firefox

1. Open your Firefox browser.
2. Click on Yes when prompted to install the plug-in.
3. After the plug-in has been installed follow Exercise 1 above.

Exercise 3  Reading webpage in Chrome

1. Open Google Chrome.
2. Click on Install Now when prompted to install.
3. Click on Add.
4. Restart Chrome.
5. After the extension has been installed follow Exercise 1 above.
5. **Reading Inaccessible Text**

In most cases simply using the button or the Read the web option will enable the text in a document or webpage to be read to you. However there are some programs and websites where the text is inaccessible. For example: text in images and locked PDF documents. When you want to have text read in these applications you will need to use the Screenshot Reader.

**Exercise 1 Using the Screenshot Reader**

1. Open the Texthelp webpage [http://texthelp.com/uk/training-screenshot](http://texthelp.com/uk/training-screenshot) in your Internet browser window.

2. Click on the button. Your cursor now looks like this: .

3. 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. Read&Write Gold reads the text aloud:

![Screenshot Reader graphic]

If you wish to have the text re-read click on the button.

4. Click on the button to close the Screenshot Reader window.

**What else can you do:**

- Have the text that you have screenshot put into MS Word
- Change the Screenshot Reader options.

**To see how this is done:**

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Screenshot Reader video tour.
6. Converting text into sound files

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

This feature is ideal for revising work at the end of the day on the way home from school, college or work. You could convert text from a novel or magazine to listen to when relaxing or studying.

Exercise 1: Converting text into sound files

1. Highlight some text in your document:

2. Click on the microphone button on the toolbar.

The highlighted text is displayed in the first window of the Speech Maker facility.

💡 You can type into this window if you wish to add further text.

3. Click on the Next button. You will see the second window in the Speech Maker facility:

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 to the left to slow the voice down or drag the track bar to the right to speed up the voice.

   - **Volume** – drag this track bar to the left to decrease the volume or to the right to increase the volume.
5. Click on the **Speak Voice** 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 **Next** button.

You will see the third window in the Speech Maker facility:

```
7. Click on the **Browse** button to display the Save As window.

8. Browse to the folder in the directory in which you want to save the sound file, type a name for the file in the **File name** text box, and then click on the **Save** button.

9. The **MP3** sound file format radio button is selected by default as this is the most popular format. This format is supported by most audio players such as MP3 players, iPods, etc.

10. Click on the **Create** button to create the sound file.

11. Browse to the directory where you saved the sound file and open it to hear the sound file you have just created. You hear the text you highlighted in step 1 read aloud.

Now you will be able to put the sound file on to whichever audio player you wish.
7. Reading PDF documents

PDF Aloud is an additional toolbar that will read text aloud from a PDF document.

PDF documents are being increasingly used by government, education and organisations to make documents available on the Internet. By providing PDF Aloud these documents are accessible to those with reading difficulties. It is also used in conjunction with the Scanning feature in Read&Write Gold.

Exercise 1  Reading PDF documents

In this exercise you will learn how to read text aloud from PDF documents using PDF Aloud. You will also learn how to choose the colours for use during the reading of text aloud using the Preferences in Read&Write.

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

3. Click on the button on the Read&Write toolbar. PDF Aloud reads aloud the text in your document.

   To just have part of the text read, select the text and click.

4. Click on the button on the Read&Write Gold for toolbar to stop the reading.
5. Across the top of the window is a toolbar:
6. The **Table of Contents** when clicked will show the contents of the PDF.
7. The **Current Page** shows you what page you are on. You can change the page using the **Previous Page** and **Next Page** arrows.
8. Click on ‹ to zoom in to your document.
9. Click on ‒ to zoom out of your document.
10. The **Click to Speak** is active if the circle next to the hand is green. This means you can click somewhere specific in the document to have it read aloud.

**Exercise 2  Reading a PDF file in Adobe using PDF Aloud**

1. Open a PDF document in Adobe Reader 10, 11 or Adobe Acrobat 11.
2. The PDF is displayed in Adobe. However, to view the PDF Aloud toolbar, you must click on **Tools** on the toolbar and select **Plug-In PDFaIoud**. The PDF Aloud toolbar is displayed:

![PDF Aloud toolbar](image)

3. Click on the **green button**. PDF Aloud starts to read aloud the document.
4. Click on the **red button** to stop the system from reading the document.

⚠️ If you cannot see the PDFaIoud plugin under Tools you may have a different version of Adobe Reader. If there is an Extended option check for PDFaIoud plugin here.

**What else can you do:**

- Change how PDF Aloud reads.

**To see how this is done:**

Watch the Toolbar video - found by clicking on the **button beside the** button and then hovering your mouse over All Video Tours and selecting the PDF Aloud video tour.
8. Spell checking

Read&Write Gold has an advanced phonetic spellchecker to analyse and correct even the most complex spelling mistakes. You can choose to spell check as you type or check your completed work. Any spelling mistake will be identified and the Spellchecker window will provide a list of suggested corrections with the meanings of each to help you choose the correct word.

The spellchecker allows you to work independently and increase the accuracy of your work.

Exercise 1 Using the Spell Checker

1. Type the following text into a blank Microsoft Word document:

There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.

A volcano tends to occur where tectronic plates meet. The earth is made up of about 8 big tectronic 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.

2. Click on the button on the toolbar. You will see the Spelling Helper window displayed:

The first mis-spelt word in your document is highlighted in red.
You can use the following buttons to correct your spellings:

- **Change** button – select a word from the **Word** list box and then click on this button to change the mis-spelt word to the selected word. Use this to correct volcano to **volcano**.

- **Change all** button – select a word from the **Word** list box and then click on this button to change all instances of the mis-spelt word 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 **Word** list box and then click on this button to add the mis-spelt word to the auto correct file. In future, when you type the word incorrectly, the Spelling facility will now automatically change the word to the selected word. Use this to correct island.

- Correct the rest of the document.

- **Ignore** button – click on this button to ignore the mis-spelt word.

The Spelling Helper window closes as soon as the spell check is complete.

**What else can you do:**

- Spell check as you type.
- Add words to the Custom Dictionary.
- Alter how the spelling works.
- Have spelling mistakes automatically corrected.
- Review the spelling suggestions that have been provided.
- Alter the spelling suggestions.
- View your spelling log which records all the spelling mistakes you have made.

**To see how this is done:**

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Spelling video tour.
9. **Predicting text**

Word Prediction can help you finish sentences. As you type, a list of suggestions will appear in the Prediction Panel. The Word Prediction learns your style of writing and will predict words even if you start to spell the word incorrectly.

Word Prediction will allow you to produce high quality work and reduce the time it takes to do so.

**Exercise 1 Using Word Prediction**

1. Open a new blank document in Microsoft Word and then click on the button 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 or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space. The Prediction window will then have another list of words for you to choose from.

There is also a useful feature that allows you to see dictionary definitions and similar sounding words in the Prediction window.

5. Beside the list of words in the Prediction window some of them have the following symbol next to them: ❒. This indicates that the word is a similar sounding or confusing word.

6. If you are unsure what a word means. Hover your mouse over it and then click on the ❒ symbol.

7. You will see the Dictionary displayed. Something like this:
8. You can read the definition in the **Dictionary meanings** list box and decide if it is the word you are looking for. Click on the **close** button on the top right-hand corner of the Dictionary window to close it.

9. Use the Prediction to write a few sentences and watch how the Prediction provides the type of vocabulary you are likely to want to type.

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

**What else can you do:**

- Add words to the prediction.
- Download more words to use with prediction.
- Change how the Prediction window looks and acts.
- Have the suggested words read for you.
- Learn vocabulary patterns from existing text.
- Add phonetic replacements.
- Set the context level.
- Add additional word banks.
- Adding individual words to the prediction word bank.

**To see how this is done:**

*Watch the Toolbar video - found by clicking on the **chevron** button beside the **predict** button and then hovering your mouse over All Video Tours and selecting the Prediction video tour.*
10. Using the Dictionary

Read&Write Gold has a choice of 3 dictionaries to improve your word comprehension. It allows you to find alternative suggestions for words and provides audible definitions and sample sentence for each selected word.

By providing a dictionary with descriptions and sample sentences that can be read to aid understanding, Read&Write Gold provides the means to increase vocabulary and understanding.

Exercise 1 Using the Basic Dictionary

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

   The earth revolves around the sun.

2. Click on the drop down list on the toolbar and select Basic Definitions.
3. Highlight the word ‘earth’.
4. Click on the button.

   You will see the Dictionary - Basic Definitions window displayed:

   You will see a list of definitions for the word ‘earth’ displayed in the Dictionary meanings list box.

5. Click on the first definition and then click on the button on the Read&Write Gold toolbar to hear it read aloud.

6. To close the Dictionary - Basic Definitions window, click on the button on the top right-hand corner of the window.
What else can you do:

- Change the Dictionary to Advanced Dictionary or Web Dictionary

To see how this is done:

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Dictionary video tour.
11. Using the Picture Dictionary

Read&Write Gold has a Picture Dictionary to improve your word comprehension. It shows you images for any word you select.

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

Exercise 1 Using the Picture Dictionary

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

The earth revolves around the sun.

1. Click on the button. Highlight the word ‘world’.
   
   You will see the Picture Dictionary window displayed:

2. Click on the ‘world’ hyperlink. This will open the dictionary.
   
   The Picture Dictionary window displays a picture representing the word revolve.

   The Picture Dictionary will use which ever dictionary you have currently selected from the drop down list, i.e. Basic, Advanced or Web Definitions.

   Definitions for the word ‘revolve’ are listed.


4. Click on the button on the top right-hand corner of the Picture Dictionary window to close it.
12. Using the Sounds Like & Confusable Words facility

Many people get confused with words that sound the same or look the same. The Sounds Like and Confusable Words feature in Read&Write Gold reduces confusion between these words. This feature identifies like-sounding words and words which can be confused and provides audible definitions.

By identifying and providing audible definitions of like-sounding and confusing words, Read&Write Gold ensures you are using the correct word in context.

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.

Exercise 1 Identifying sounds like and confusable words

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

1. Click anywhere in the text you have just typed then click on the button on the toolbar.

You will see the Same Sounding Words window displayed:

The first sounds like or confusable word in the text is displayed, i.e. ‘were’.
The sounds like and confusable words in your text are highlighted in blue. The sounds like are ‘were’, ‘the’, ‘too’, ‘threw’ and ‘to’. The confusing words in the sentence are ‘within’ and ‘larva’.

2. Make sure the word ‘were’ is selected in the **Homophones** list box and read the definition in the **Word meaning** list box. To hear it read aloud, click on the definition and then click on the play button on the toolbar. This is not the correct word.

3. Click on the word ‘where’ in the **Homophones** list box and read the definition in the **Word meaning** list box. To hear it read aloud, click on the definition and then click on the play button on the toolbar. This is the correct word.

4. Click on the **Change** button. The word ‘were’ is replaced in your document by the word ‘where’.

The Same Sounding Words window moves on to the next homophone or confusable word in the sentence, which is ‘within’.

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

The Same Sounding Words window moves on to the next homophone or confusable word, which is ‘the’.

6. This is the correct word. Click on the **Always Ignore** button. This means that the word ‘the’ and all its associated homophones will be ignored from now on.

The Same Sounding Words window moves on to the next homophone or confusable word, which is ‘larva’.

7. Select ‘lava’ from the **Homophones** list box as this is the correct word.

8. Click on the **Change** button.

The Same Sounding Words window moves on to the next homophone or confusable word, which is ‘too’.

9. Select ‘to’ from the **Homophones** list box as this is the correct word.

10. Click on the **Change** button.

The Same Sounding Words window moves on to the next homophone or confusable word, which is ‘threw’.

11. Select the word ‘through’ which is the correct word. Click on the **Change** button.

The Same Sounding Words window moves on to the next homophone or confusable word, which is ‘to’.
12. This is the correct word. Click on the **Always Ignore** button. This means that the word ‘to’ and all its associated homophones will be ignored from now on.

13. The Same Sounding Words panel closes. 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:

- Add other words that you get confused with.
- Return always ignored words to the Sounds Like and Confusable Words.

To see how this is done:

*Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Homophones video tour.*
13. Using the Verb Checker

Many people get confused with verbs. The Verb Checker feature in Read&Write Gold reduces confusion with verbs. With this feature you can look up a verb and check the past, present or future conjugation. The conjugations can be read by the software so that you can check if you are using the right one.

Type the following text into a blank Microsoft Word document:

I seen a volcano erupt.

Exercise 1 Using the Verb Checker

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 make sure you are using the correct tense in your document.

1. Select the word ‘seen’.

2. Click on the button on the toolbar. You will see the Verb Checker window displayed:

3. Click on the 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 **Play** button on the toolbar to hear the sentence read aloud. This is the correct verb.

7. Click on the **Change** button in the Verb Checker window.

The word ‘**seen**’ is replaced with ‘**saw**’. This has corrected your text.

8. Close the document.
14. Using the Scanning facility

Read&Write Gold allows you to scan any paper document into PDF, Word, HTML or ePub. By scanning into PDF you can use the PDF Aloud tool bar to have any of the text read to you. This will allow you to read faster and have a greater comprehension of what is being said.

If you scan into Word you can then edit and have the scanned material read to you. The incorporation of scanning offers a greater degree of flexibility by making paper documents accessible.

Text may also be scanned into Internet Explorer (HTML) allowing you to apply “style sheets” so that regardless of the original document scanned, the software will display their preferred style with colours, font type and font size.

By scanning in to ePub you can use an ePub reader to read the document.

Not only can the scanning function be used with a scanner, but you can use it with digital cameras. For example, you could take a picture of a poster while you are out, and then use Read&Write Gold to read it aloud for you at home.

To complete this section, you must ensure that you have set up your scanner correctly.

Exercise 1  Performing a scan

In this exercise you will learn how to perform a scan into Adobe Reader.

1. Place a page into your scanner.

2. Click on the drop down list and make sure Scan to PDF is selected. You will know that it has been selected if you can see a dot beside it:

3. Click on the button on the toolbar.

4. You will see the Scan multiple pages window:
5. Click on **Scan**.

6. Once the scan is complete click on **Finished Scanning**.

7. You will see the Save As window displayed.

8. Type **My Scan to PDF** in the **File Name** field, locate a file in which to save the scan, and then click on the **Save** button.

The Scanning facility scans your document. When the scan has completed, you will see the scanned image displayed. From here you can use PDF Aloud to read the document.

**What else can you do:**

- Scan to Word, HTML and ePub
- Scan single documents
- Scan from a file
- Scan from a digital camera

**To see how this is done:**

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Scanning video tour.
15. **Using the Fact Finder**

Read&Write Gold incorporates a search tool to help you find information on the Internet quickly and efficiently.

**Exercise 1 Using the Fact Finder**

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

1. In Microsoft Word type in the word ‘volcano’.

2. Select the word and click on the button.

Your browser window opens displaying the search results for ‘volcano’ in Google.

3. Close this webpage.

**What else can you do:**

- Add other search engines.

**To see how this is done:**

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Fact Finder video tour.
16. Using the Fact Mapper

This online mind mapping feature offers you the ability to produce a visual representation of facts and ideas on screen. This is particularly useful when brainstorming, revising and drafting work.

Mind Mapping has been shown to help those with learning difficulties to achieve higher exam grades.

You can use the Fact Mapper, which is an online graphical user interface, to add different types of facts to a fact map. You can then link each of the facts to each other to represent a relationship between them. This enables you to create a diagram of your idea or information on a subject, and therefore help you to understand and remember it better.

Exercise 1  Working with the Fact Mapper

1. To access the Fact Mapper, click on the button on the Read&Write Gold toolbar. You will see the Fact Mapper window displayed.

2. The first time you attempt to use any of the facilities in Fact Mapper, you may see the following message box. Click on the Allow access button.
Exercise 2  
**Creating fact maps**

In this exercise, you will learn how to create a fact map and add facts.

1. Click on the button on the Fact Map toolbar.
   
   A new fact is displayed in the main work area.

2. Type the text *America* into the new fact:
   
   ![America](image)

3. Click on the America fact and then click on the button.
   
   A new fact is displayed in the main work area and is linked to the first fact.

4. Type the text *Map of America* into the new fact.

5. Add the following facts to the fact map using the same process:
   
   - United States of America
   - American States
   - Flag.

   The Fact map should look something like this:

   ![Fact Map Example](image)

6. Select the ‘Flag’ fact and then click on the button. This fact is removed from the fact map.
Exercise 3   Adding note to facts
In this exercise, you will learn how to add notes to facts.

1. Select the ‘American States’ fact.

2. Type the following text into the text area at the bottom of the Fact Mapper window:

   There are 50 states in the USA.

3. Click on the button. The note is added to the fact. It is represented by the icon.

Exercise 4   Using the Image Library
In this exercise, you will learn how to add images from the Image Library to your fact map. You will also learn how to add your own custom images for use in fact maps.

1. Type America in the Search textbox at the bottom right-hand-side of the Fact Mapper window.

2. Click on the Go button. The Search tab expands to display the list of images that match your search word.

3. Click and hold down your left mouse button on the American Coin image and drag and drop it onto the ‘America’ fact in the fact map:
Exercise 5  Printing your Fact Maps

In this exercise you will learn how to print, save and open a fact map.

1. Click on the printer button (on the File menu).

   You will see the Print window displayed. Select your preferred print options and then click on the Print button.

2. Close all open maps. You do not have to save them.

What else can you do:

- Add your own images to the Image Library
- Link facts
- Change how a fact map is displayed
- Brainstorm ideas into your Fact Map
- Export your Fact Map
- Save and open a Fact Map

To see how this is done:

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Fact Mapper video tour.
17. Using Screen Masking

Many people, particularly those with dyslexia, find reading text more difficult when certain colours are used. The Screen Masking in Read&Write Gold has unique screen tinting options to make reading from a computer screen easier. In addition, there is the ability to underline text or block out unnecessary text to aid concentration.

There are many choices to suit individual preferences. The Screen Masking feature therefore enhances your reading ability, improves focus and concentration levels and ultimately provides a more relaxed and enjoyable reading experience.

Exercise 1  Using Screen Masking

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

1. Open a document in Microsoft Word and then click on the button on the Read&Write Gold toolbar.

   The Windows system background colour changes to light blue.

2. Click on the button on the Read&Write Gold toolbar.

   The Windows system background colour returns to white.

What else can you do:

- Change the Screen Masking type and colour.
- Use the spotlight option.

To see how this is done:

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Screen Masking video tour.
18. Using Study Skills

Often when reading notes, books or journals we use coloured markers to highlight pieces of text, which are of particular relevance to the subject we are studying. With the Study Skills Toolbar in Read&Write Gold this same ability is brought to the computer.

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

This is particularly useful when you have a large piece of text with multiple themes or categories that are important. You can give each category a different colour and collate each colour’s information later.

To access Study Skills, click on the button until you can see the Study Skills buttons. The tooltip for this button will help you identify the buttons you need.

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 in the order in which you want them displayed.

1. Open your Internet browser window and then open one of your favourite websites.

   Alternatively, open a Microsoft Word document of your choice.

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

   Read&Write Gold highlights the text in green. An example is shown below:

3. Highlight some more text on this page and then click on the (Highlight pink) button.

   Read&Write Gold highlights the text in pink.

4. Repeat step 3 to highlight two further separate paragraphs in pink.

5. Highlight some of the text in pink and then click on the (Clear highlights) button.

   Read&Write Gold de-selects the highlighted text in pink.
6. Open another one of your favourite websites.

   Alternatively, open another Microsoft Word document of your choice.

7. Highlight some text on the page and then click on the \(\text{Highlight green}\) button.

   Read&Write Gold highlights the text in green.

8. Click on the \(\text{Collect highlights}\) button.

   The Collect Highlights window is displayed:

   ![Collect Highlights window diagram]

9. Make sure the following options are selected:
   
   - the Page option is selected from the Color collections separation drop down list
   - the New line option is selected from the Highlighted items separation drop down list
   - Collect highlights from multiple documents checkbox

10. Select the Include bibliography checkbox and then select Harvard from the Bibliography format drop down list.

11. Click on the OK button.

   Read&Write Gold collects the highlighted text from both of the webpages (or Word documents) and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.

12. Save your document and call it My Studies.

19. Vocabulary

You can use Vocabulary Tool to highlight words in Microsoft Word and in Internet Explorer using different colours. You can then collect the highlighted words and insert it into a new document with the dictionary definitions and picture dictionary definitions.

Exercise 1 Creating a vocabulary list for your studies

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 your Internet browser window and then a website of your choice. Alternatively, open a Microsoft Word document of your choice.

2. Highlight a word on the page and then click on the (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.

3. Click on the button on the toolbar. You will see the Vocabulary window displayed:

Your selected words are listed in the Vocabulary list box.

4. Type 'happy' in the Add new word to list 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. Click on the **OK** button.

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

7. Type the following text in the **Notes** column for the word ‘happy’:

   A positive state of mind.

8. Save your document and call it **My text**.
Exercise 1  Creating a Word Cloud from your own text

In this exercise you will learn how to add words to create a word cloud from your own text. A Word Cloud provides the most important words in the text you have selected.

1. Open your Internet browser window and then a website of your choice. The Word Cloud works best if you have a good amount of text so try and have a webpage with lots of text.

2. Select the text and click on the button.

3. The Word Cloud panel will appear with the text you have selected:

4. Click on Create.

5. A Word Cloud will be created something like this:
6. Click on one of the words and it will be read for you.

7. To close the Word Cloud click on the button. You will be asked if you wish to save it.

8. Click on **Yes**. Give the Word Cloud a name and then click on **Save**.

9. To open the Word Cloud again click on the drop down and select **Open Word Cloud**.

10. Navigate to where you saved the Word Cloud and click on **Open**.

11. To close the Word Cloud click on the button again.

**What else can you do:**

- Create a Word Cloud from a Word Bank.
- Alter the Word Cloud options.

**To see how this is done:**

**Watch the Toolbar video** - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Word Cloud video tour.
21. Using a Voice Note

The Voice Note feature in Read&Write Gold allows you to add a spoken comment to Microsoft Word. This can be saved along with the document and can be accessed easily by double clicking on the Voice Note icon. You can add your own comments, recommendations or reminders for yourself.

Exercise 1 Adding a Voice Note to MS Word

In this exercise you will learn how to insert a voice note into Microsoft Word. You can use this to make comments or add instructions to a document.

1. Open a Microsoft Word document.
2. Click in the document where you would like to place the Voice Note.
3. Click on the button.
   The Voice Note panel will appear:

4. When you are ready click on **Start Recording**.
5. Speak into your microphone what you would like to say.
6. When you have finished click on **Stop Recording**.
7. You can Replay the Voice Note by clicking on **Replay**.
8. Click on **Insert** to put the Voice Note into the document.
9. In the Word document you will see an icon similar to this: 🎤
10. You can listen to the Voice Note by double clicking on this icon.

> If you wish you can save the Voice Note separately from the Word document by clicking on **Save**.
What else is in Read&Write Gold?

Word Wizard – this is a little like a thesaurus. It will provide alternative words that you can use.

Calculator – just like any other calculator except it has the ability of having any sum read for you.

Daisy Reader – allows you to access any Daisy Book. This feature provides text-to-speech so the book can be read for you.

Pronunciation Tutor – show you how words are spoken.

Translator – has a choice of single word translation to French, German, Spanish or Italian or a paragraph translator which has numerous translation languages.

Speech Input – allows you to speak into the computer and have the spoken words transcribed into your document.