

Read & Write Gold 11 – Text to Speech Software

Read & Write Gold is a text-to-Speech software package. It reads text out loud from Word documents, PDFs and Web pages.

It is ideal for anyone who finds reading difficult and is also excellent for proofreading your work.

As well as reading text out loud, read & Write Gold also has many other features that can help with your literacy.

Read & Write Toolbar

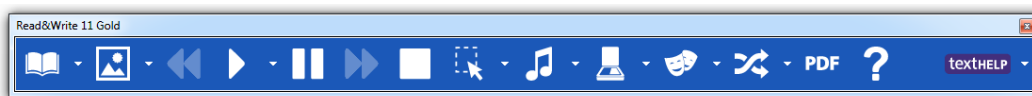



Figure 1: The read & Write Gold Toolbar

You can dock the toolbar to the top, left or right hand side of the screen by dragging it into place. If you want to undock the tool bar from its current position, click on the anchor icon: 

Each time you left-click the textHelp icon, the toolbar will change to show a different feature set.



You can choose from the following feature sets:


- Writing features
- Reading features
- Research features
- Study skills features
- All features
- My Features (You can customise what features appear on this feature set)

There is a quick reference card in the General Options tab. The reference card provides a short description of what each of the features does. To access it, click on the drop-down arrow on the textHelp icon:




Reading (Text to Speech)



To have text read out loud, position the mouse cursor at the start of the text and click on the play button on the toolbar. 

Click on the stop button to stop reading. 

Customising the Voice

To change the voice settings, click on the drop-down arrow on the play button and choose Speech options from the menu: 

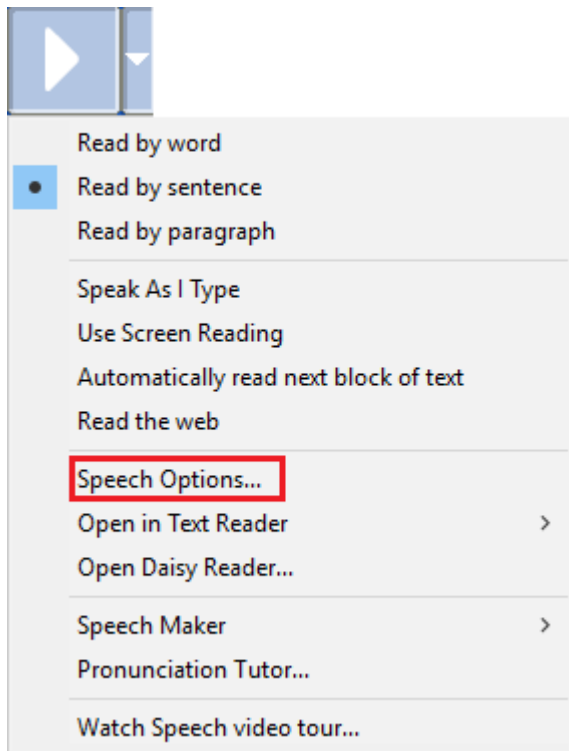


Figure 2: Speech options menu

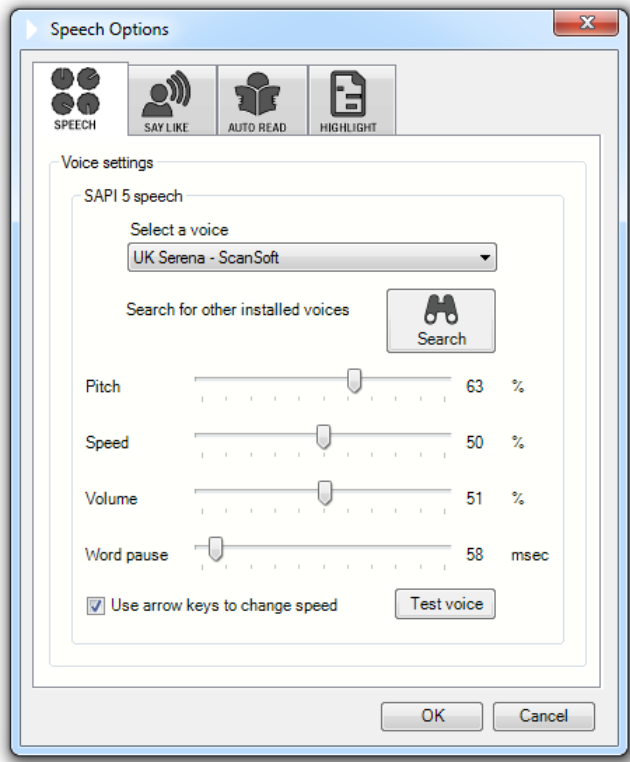



Figure 3: Read & Write Gold Speech Options

From the Speech Options menu, you can change the type of voice, pitch, volume and speed of the voice.

Reading Web Pages

1. Click on the drop down list on the Play button and check the **Read the web** option. 
2. Open a website e.g. www.texthelp.com.
3. Hover your mouse over an area of text until you see it highlighted. You will hear the text read aloud.
4. 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 cursor.
5. 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.


Note: If you are using Firefox or Chrome you might be asked to install a plugin or add-on. If this happens just follow the on-screen instructions.

Reading PDF's

Reading a PDF is slightly different to reading a Word document.

To read a PDF document, you have to open it from the Read & Write Toolbar.

Follow the steps below:

1. Click on the PDF icon on the Read & Write Toolbar: 
2. Next, browse to the PDF document on the computer and click on it to open it.
3. The PDF opens up in the Adobe reader, but to read it you need to use a feature called the PDFaloud toolbar.
4. To view the PDFaloud Toolbar select **Tools** from the Adobe reader menu and choose Plug-in PDFaloud. The PDFaloud toolbar is displayed:

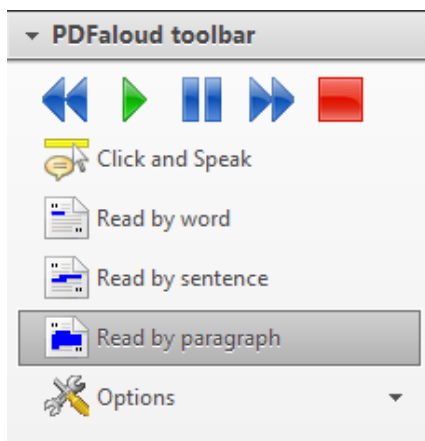



Figure 4: The PDFaloud Toolbar. Used to read PDFs

Spell Checking



To check the spelling in your document, click on the *Check* icon: 

If the software finds any spelling mistakes it will display the Spelling Helper and suggest spelling corrections:

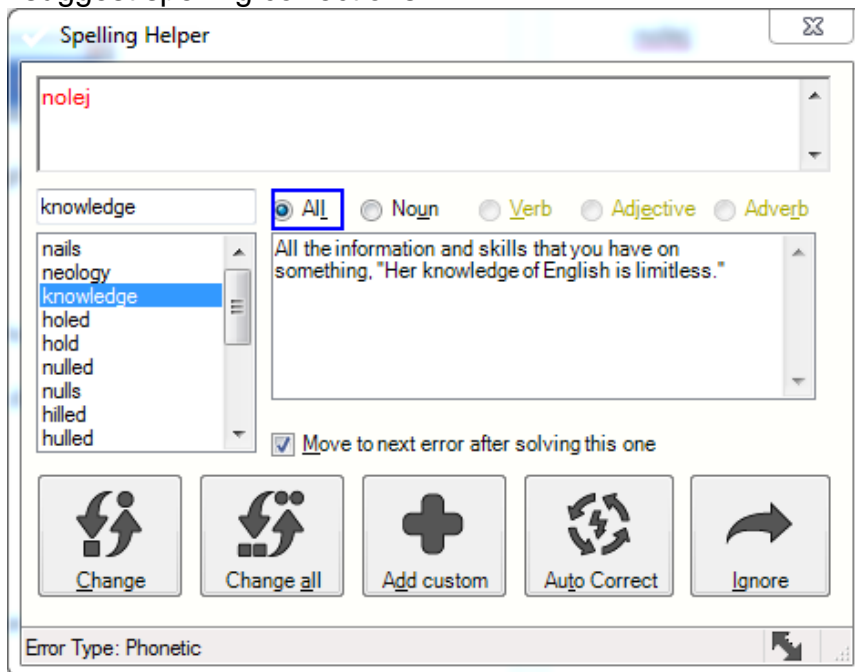


Figure 5: Read & Write Gold Spell Checker

The first misspelled 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 misspelled word to the selected word.
- **Change all** button – select a word from the **Word** list box and then click on this button to change all instances of the misspelled word throughout your document.
- **Add custom** button – click on this button to add the selected word to your Custom Spelling Dictionary.
- **Auto Correct** button – select a word from the **Word** list box and then click on this button to add the misspelled 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.

Dictionary



To use the dictionary, highlight the word you want to check and click on the dictionary icon:

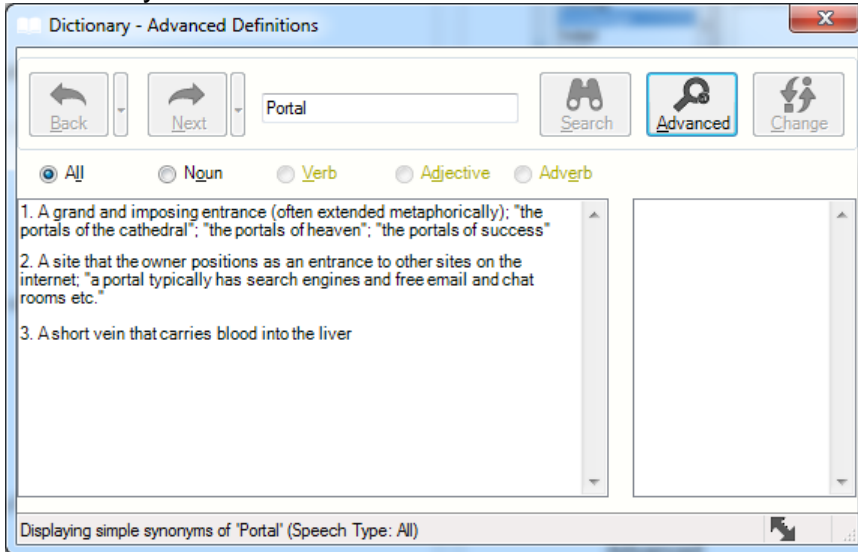


Figure 6: Advanced Dictionary Definitions

There are 3 dictionaries to choose from. These are Basic, Advanced and Web.

You can select which dictionary to use, by clicking on the drop-down arrow on the dictionary icon:

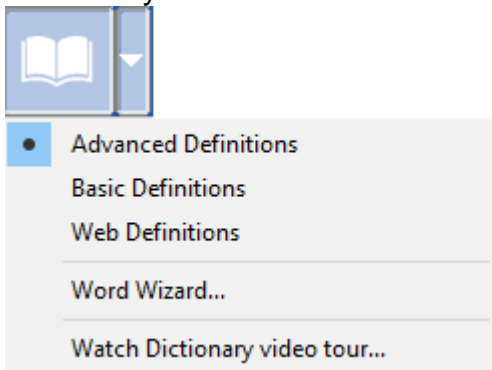



Figure 7: Selecting what dictionary to use



Word Wizard

The Word Wizard is the same as a Thesaurus. Use it to find similar words.

Highlight the word in your document and click on the Word Wizard  icon. Then click Next:

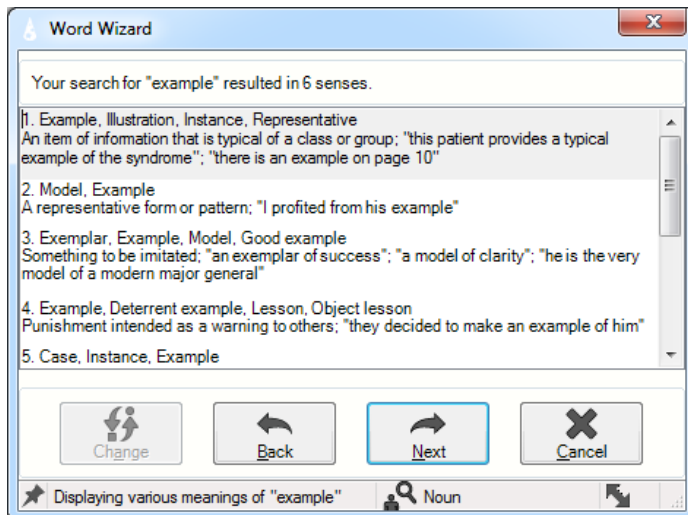




Figure 8: Word Wizard in use

Sounds-Like and Confusable Words



This feature helps you to identify “sounds like” (homophones) and confusable words in your document. Examples of words you might confuse are **weather** and **whether**, or **where**, **were** and **wear**.

To check the entire document for words like this, click on the homophone  icon and read & Write cycles through the document, finding all instances of words that fall into this category.

If you want to check a single word, highlight it then click on the homophone  icon.

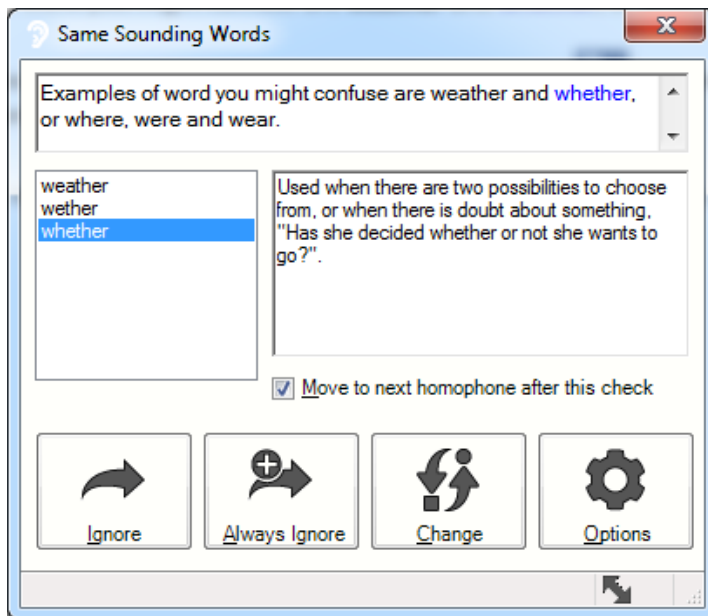


Figure 9: homophone / Same sounding words checker



Word Prediction

To enable word prediction, click on the prediction icon: 

After you have typed some letters into the document, the prediction window will make suggestions.

o select any of the words that are suggested, double-click on it with the mouse, or press the corresponding function key. Pressing **F8** would place the word *Expansion* into your document.



Verb Checker

The **verb checker** lets you check if you are using the correct tense for the chosen word.

Highlight the word and click on the Verb Checker icon  then click **Next**.

E.g. I **seen** the volcano erupt last week:

Choose if the verb is in the past, present, or future:

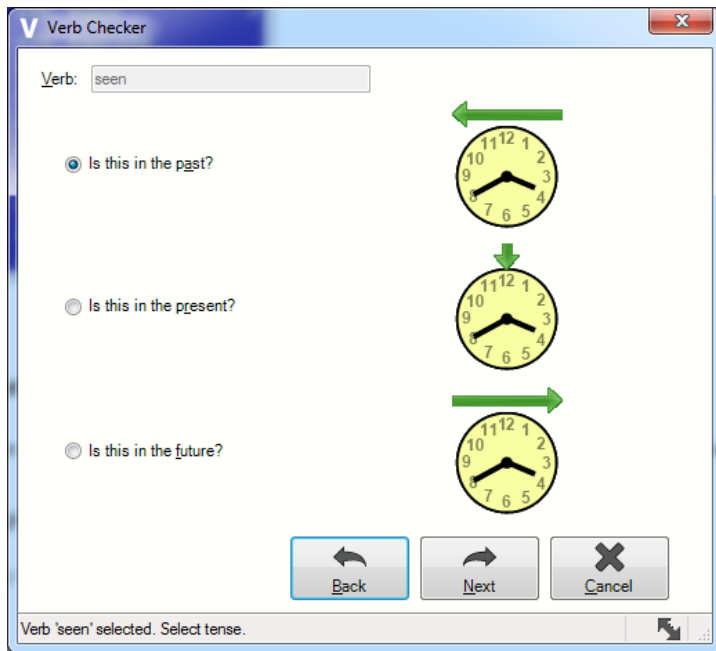


Figure 11: Verb Checker dialog box

Click Next. The image below shows the verb table showing all past tenses for the word **seen**:

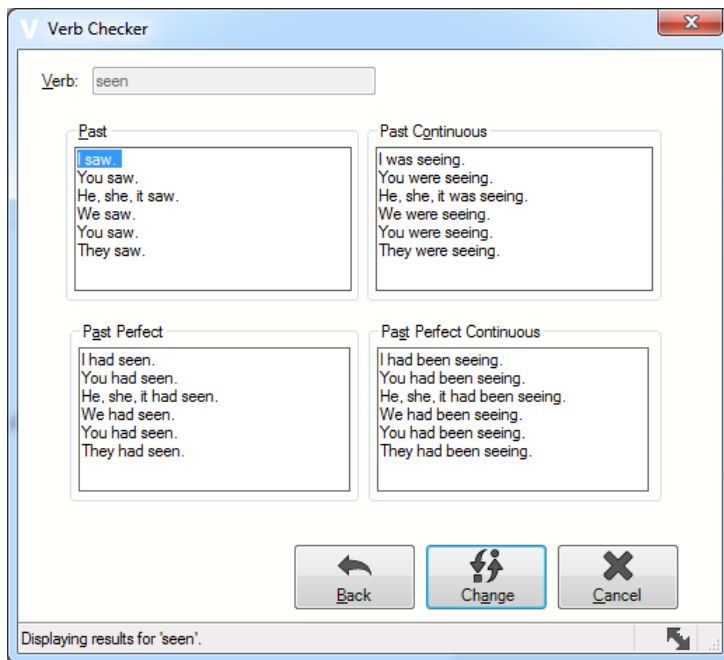



Figure 12: Verb Checker results


Screen Masking



Screen masking can be used to *tint* all, or parts of the screen in the colour of your choice. There are lots of ways you can customise it.

Screen masking is similar to using a coloured overlay on printed materials and can prevent your eyes from getting tired and help with tracking text on-screen.

To use screen masking, click on the screen masking icon. 

If you wish to customise screen masking, to change how it works, or change the colour, click on the drop-down arrow on the screen masking icon: 

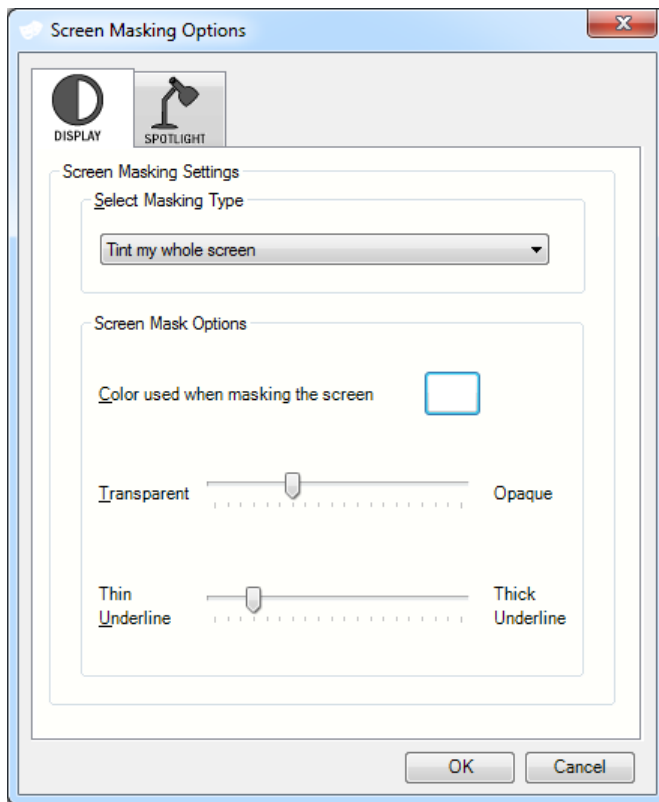


Figure 13: Screen masking options

Experiment with different colour, transparency and masking types, to find a type of masking that suits you.

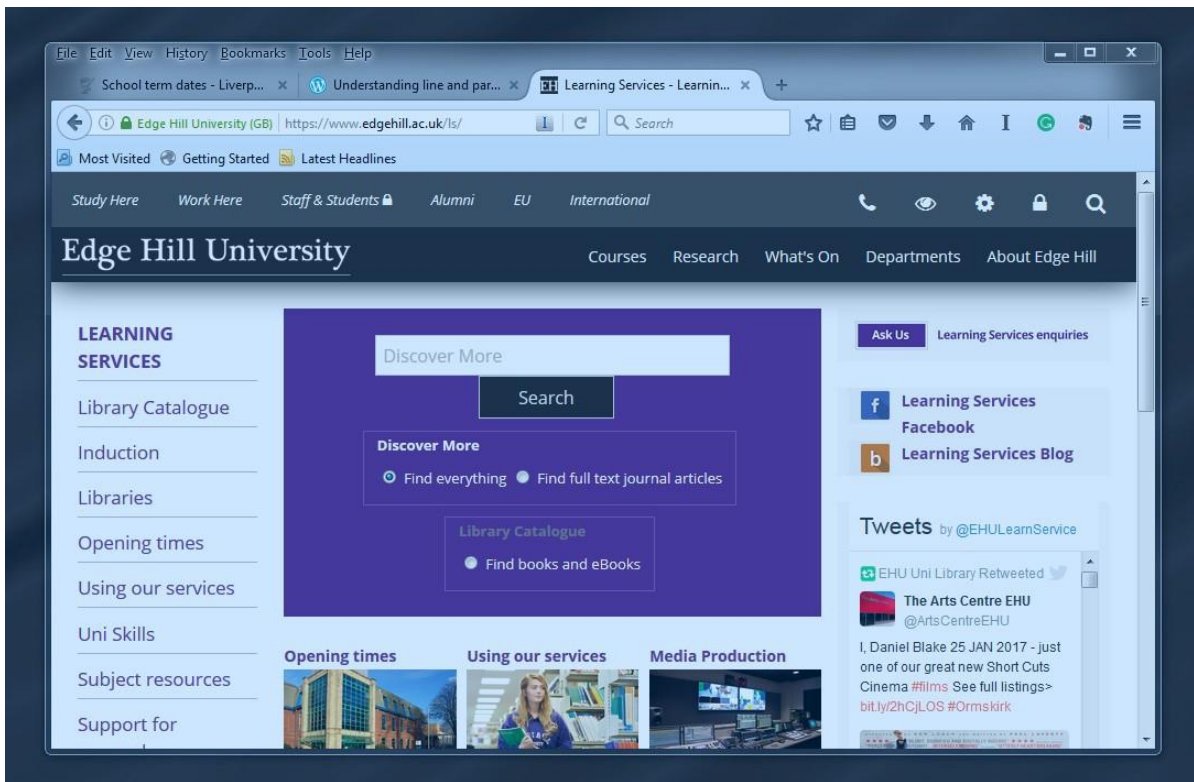


Figure 14: A screenshot showing a blue coloured screen overlay

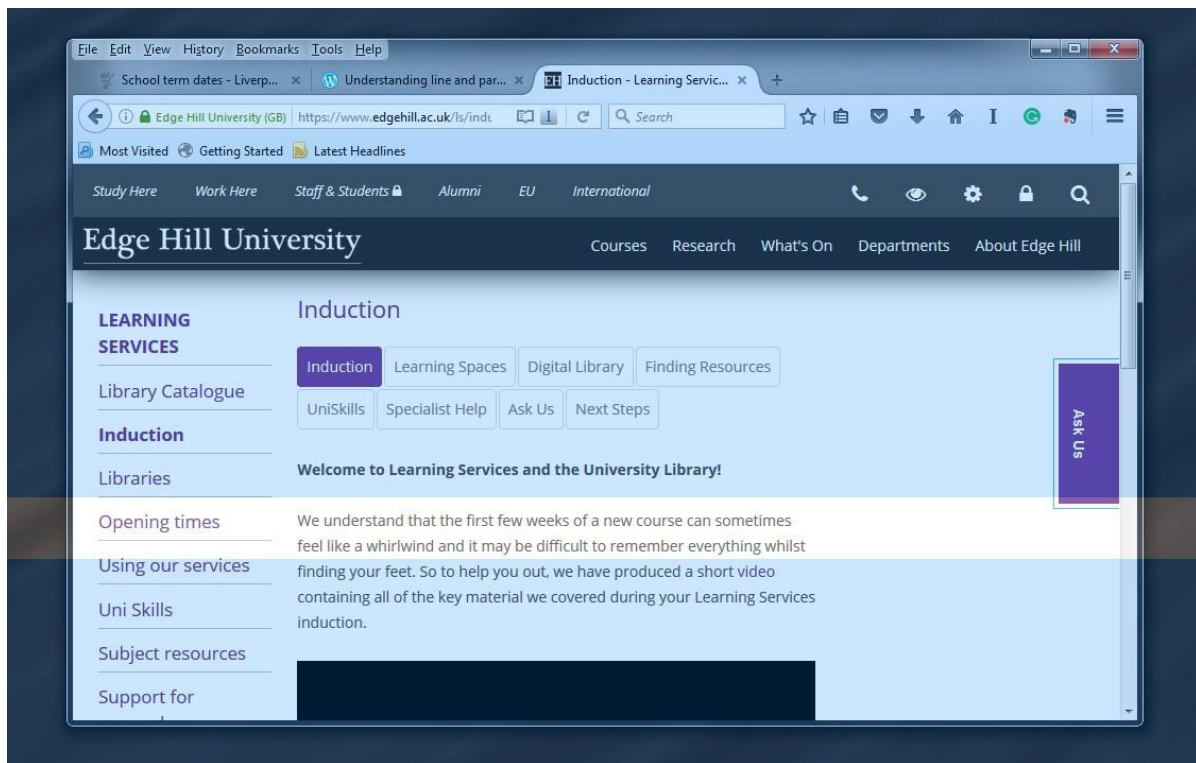


Figure 15: A screenshot showing the Spotlight option