

How to use Read and Write – for Microsoft Word

- 1) Click and drag the toolbar to the top of your screen to dock it and free up the rest of the screen.
- 2) Open the file you want to read. You can open up documents from your USB key or create a new Word document to read from.
- 3) Click and drag to highlight the section of text to read
- 4) Click the **Play** button.



These buttons control the speech in Read and Write. Click on each of the buttons once to:

- “rewind” to the previous section of text,
- “play” the current section,
- “pause” reading,
- “fast forward” to the next section, and;
- “stop” reading entirely.

How to use Read and Write – for Internet

Read and Write works with Google Chrome, Mozilla Firefox, and Safari. You **cannot** use Microsoft Edge or Microsoft Internet Explorer.

- 1) Open your favourite internet browser – the first time you use Read and Write with the internet, you may be asked to install a “**plug-in**”. Follow the instructions on your screen to install the plug-in and get Read and Write working on the internet.
- 2) Click and drag to highlight a section of text to read.
- 3) Click on the Play button.

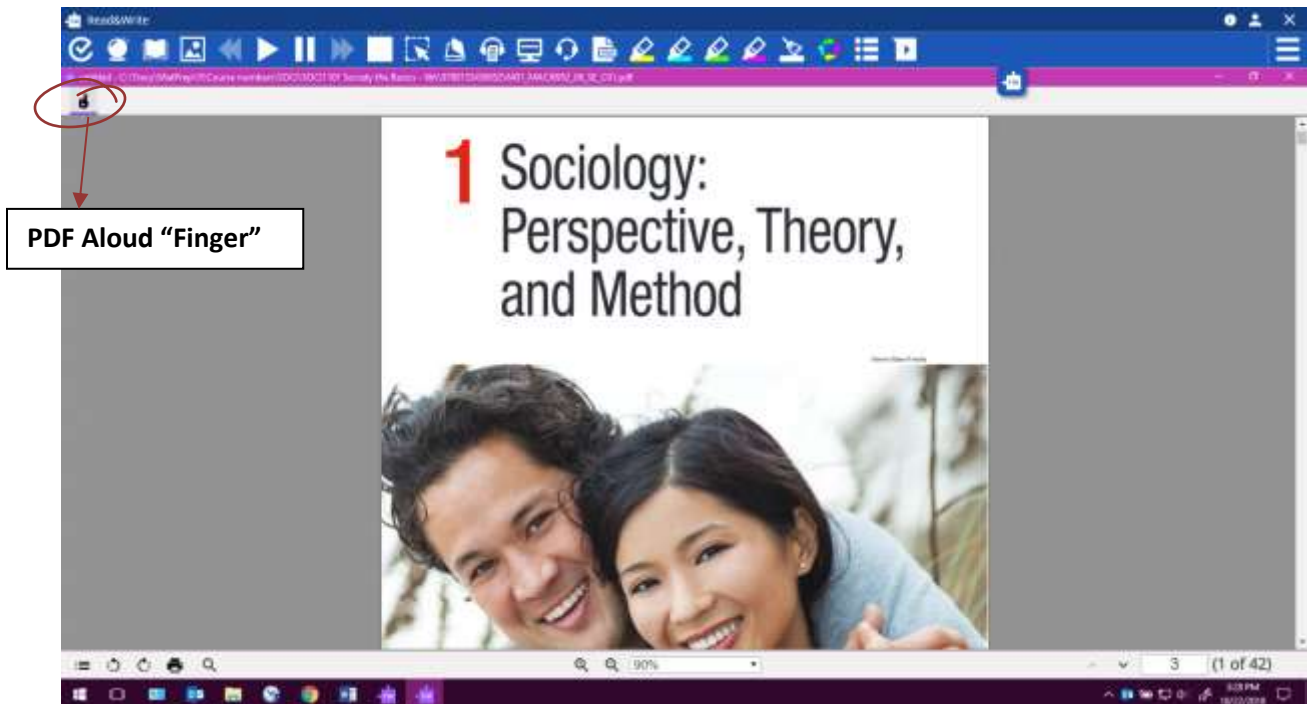
***Note: If you are having trouble reading directly from a webpage, you can also **Copy** the text from the internet and **Paste** it to Microsoft Office. Then use the Play button to read the copied text out loud.

How to use Read and Write Gold – for PDF files (e-textbooks)

Most textbooks are provided in PDF format. For any PDF files, you can use the **PDF Aloud** tool to click and speak directly from a PDF document.

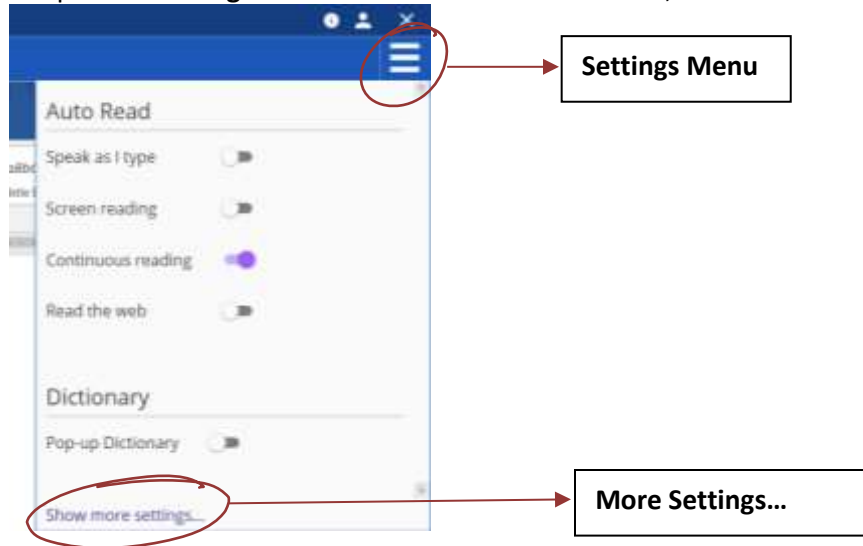


- 1) Click on the **PDF Aloud** tool button
- 2) A file window will appear asking you to open a file. Find where you saved your textbooks and choose one to open in the PDF Aloud tool.
- 3) Your PDF will open as usual, but you will now have a **Finger tool** available at the top left, just under the Read and Write toolbar.
- 4) Check that the finger icon is underlined in Purple, and then click anywhere in your document to hear the text read aloud. Click the **Stop button** or in any blank space in your textbook to stop the text reading.

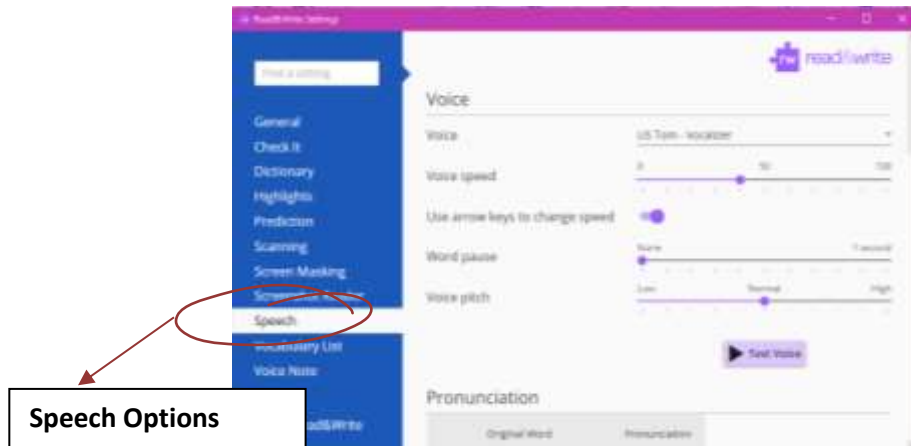


How to change the voice:





1) At the far right on the Read and Write toolbar, you'll see an icon with three lines – click on this once to open the **Settings menu**. At the bottom of the menu, click on **Show more settings...**



2) A pop-up will appear on screen with lots of different options. On the list on the left, pick **Speech**. This will open the menu where you can change the voice (male and female) and also change the reading speed. Try different options to find the one that will work best for you!



What else can I do with Read and Write?

Read&Write Tool	What does it do?	Ways to use it
 <p>Speech Maker</p>	<ul style="list-style-type: none"> - Create MP3 (audio) files of your text to upload to your phone 	<ul style="list-style-type: none"> - Make audio flash cards for terminology - Make audio files to listen to when you're away from a computer
 <p>Screenshot Reader</p>	<ul style="list-style-type: none"> - Click and drag a box around text that is not selectable to have it read out loud 	<ul style="list-style-type: none"> - Listen to labels in pictures like maps or diagrams - Listen to scanned PDFs that do not have text that you can click on or select
 <p>Scanning</p>	<ul style="list-style-type: none"> - Scan in handouts and other paper materials and convert them into computer text 	<ul style="list-style-type: none"> - Listen to handouts or other materials that are handed out in class - Scan and read your own stories from magazines, newspapers, or books
 <p>Screen Masking</p>	<ul style="list-style-type: none"> - Change the coloured background of the text - Choose how the text is highlighted as you read 	<ul style="list-style-type: none"> - Set your masking to show only one line at a time to help with focus and attention - Set your background to something other than white and help reduce eye strain