Read&Write 8.1 GOLD Mobile Hands-on Training

Presented by:

Contents

Basic Exercises

1.   GETTING STARTED

In this section you'll learn how to:
- Accept the licensing agreement
- Perform the initial set-up of your Mobile flash drive.
- Understand the Read&Write 8.1 Gold Mobile toolbar
- Position the Read&Write 8.1 Gold Mobile toolbar
- Customize the toolbar.

Exercise 1   Running Read&Write Gold 8.1 Mobile

1. Open *My Computer*.
2. Locate and open the *RW81 MOBILE* drive under removable storage.
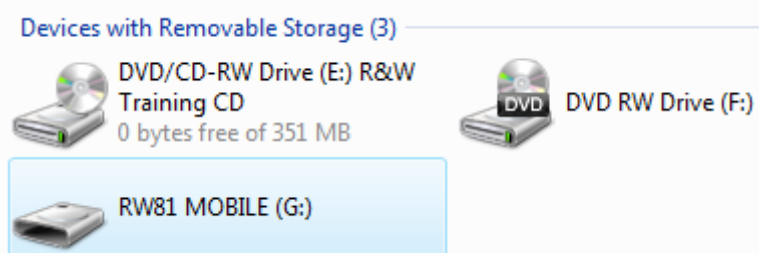
3. Double click the *RW8.1 Mobile* icon to run the program.
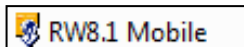
Exercise 2   Licensing Agreement

In this exercise, we will run through the initial set-up of your Read&Write 8.1 Gold Mobile Flash drive.

4. Insert your Read&Write 8.1 Gold Mobile flash drive into the PC's USB port. Upon insertion the flash drives initial Auto-play feature will launch the initial set-up.
5. First you need to read and accept the License Agreement (*Figure 1-1*). The *Next* button will not highlight until you have scrolled to the bottom of the agreement.

Figure 1-1 The License Agreement

6. Next you will have to enter your department information and serial number (*Figure 1-2*). Click *Next* when you are finished.

Office Name
Text Field
Campus Name
Text Field
Serial Number
Text Field
(Located on back of case)
Next
Button

Figure 1-2 Office Information

7. Next select your regional settings (Figure 1-3). For us we will use *US settings*. Click *Next* after selecting the appropriate radio box.

US Settings
Radio Box

Next
Button

Figure 1-3 Regional Settings

8. You have completed the Licensing portion of the set-up. Read&Write will now load so you can set the initial preferences.
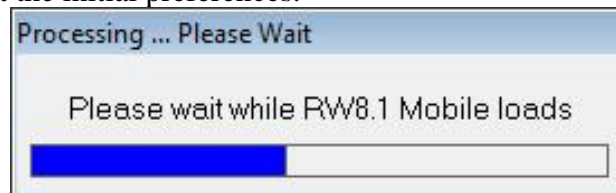
Figure 1-4 Load Screen

Exercise 3   Set Initial Preferences

9. At the welcome screen (Figure 1-5) you have the option to set your own preferences by clicking *Next* or use the default settings by clicking *Cancel.*
    We will click *Next* to customize our settings.

Next
Button

Figure 1-5 Welcome Screen

10. First we will set-up our initial appearance (Figure 1-6).
    We will select *Professional Icons* to eliminate possible distractions.
    Select *Small icons without text*. This will maximize the number of icons displayed.
    Click *Next* when you are finished.

Preview
Automatically changes
to display your settings

Professional Icons
Radio Box

Small icons without text
Radio Box

Next
Button

Figure 1-6 Appearance Settings

11. Now we have to pick our toolbar set (Figure 1-7).
    You may not be familiar with the functions at this point so we will leave it on the
    default option. *My Features* should be selected.
    Click *Next*.

My Features
Radio Box

Preview
Changes to display the
toolbar set selected
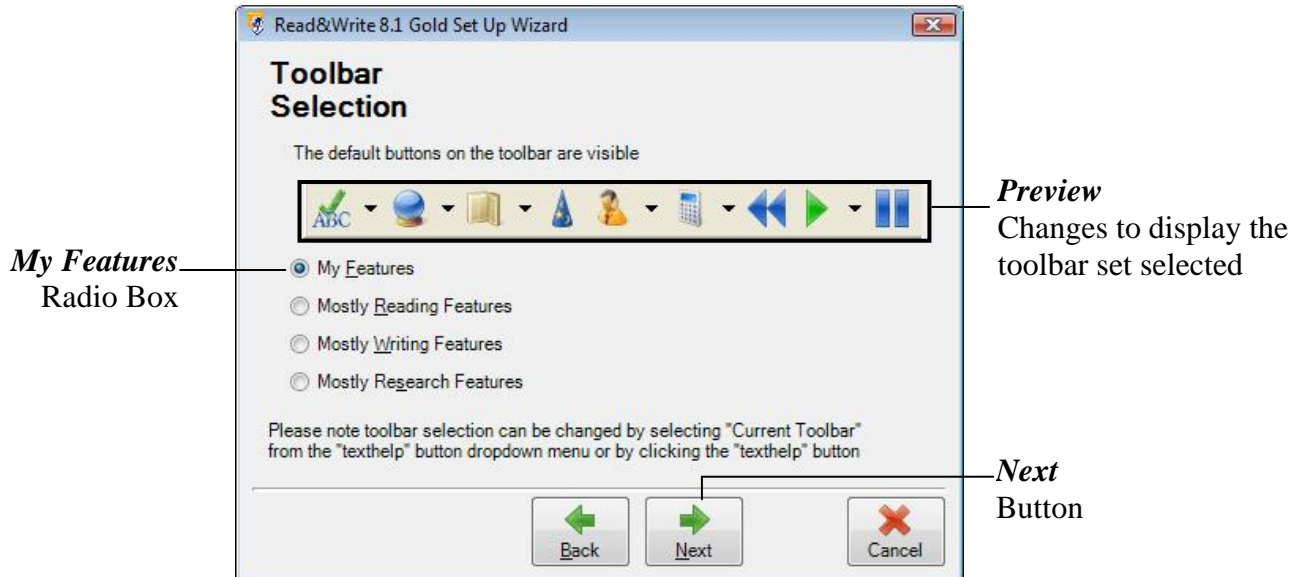
Next
Button

Figure 1-7 Toolbar Selection

12. Next we will choose the types of definitions that will be loaded in the dictionary
    (Figure 1-8).
    The *Basic Definitions* option is appropriate for the average user.
    Click *Next*.

Basic Definitions
Radio Box

Sample Definition
Shows you an example
of the definition type
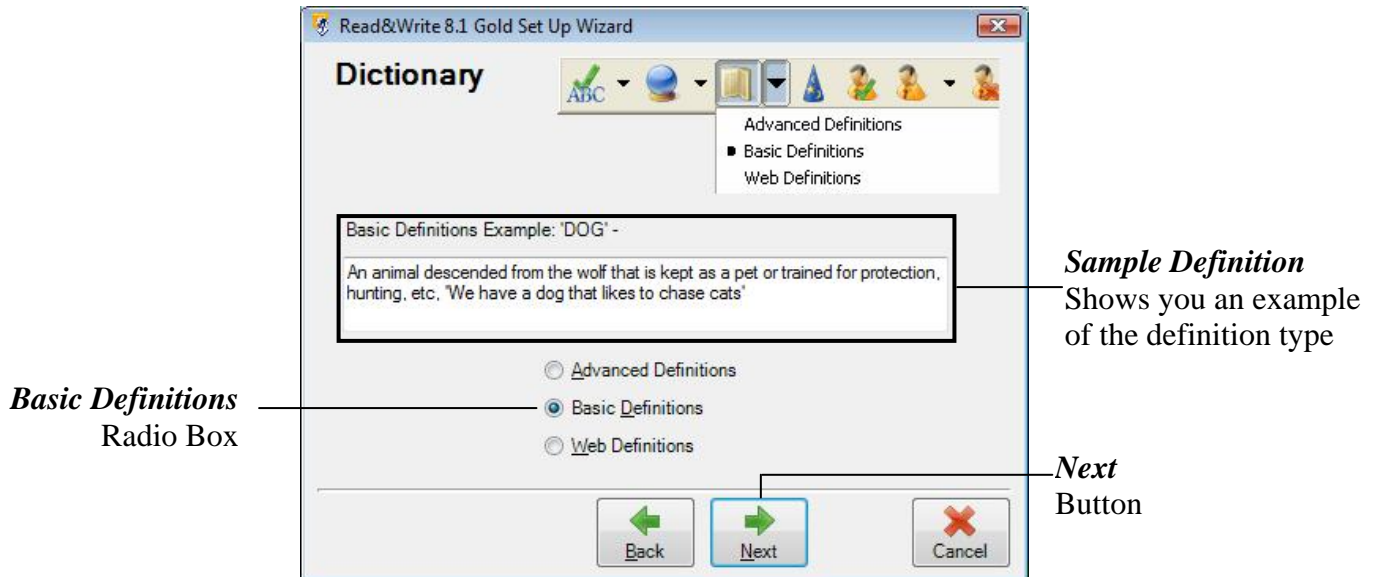
Next
Button

Figure 1-8 Dictionary Settings

13. After that we will set up our speech options (Figure 1-9). Set the following options:
    Voice - Female
    Speed - 30%
    Click **Next**.

Female Voice
Radio Box

Voice Speed
Slider

Voice Preview
Allows you to sample
the voice options

Speak Words as I Type
Check Box
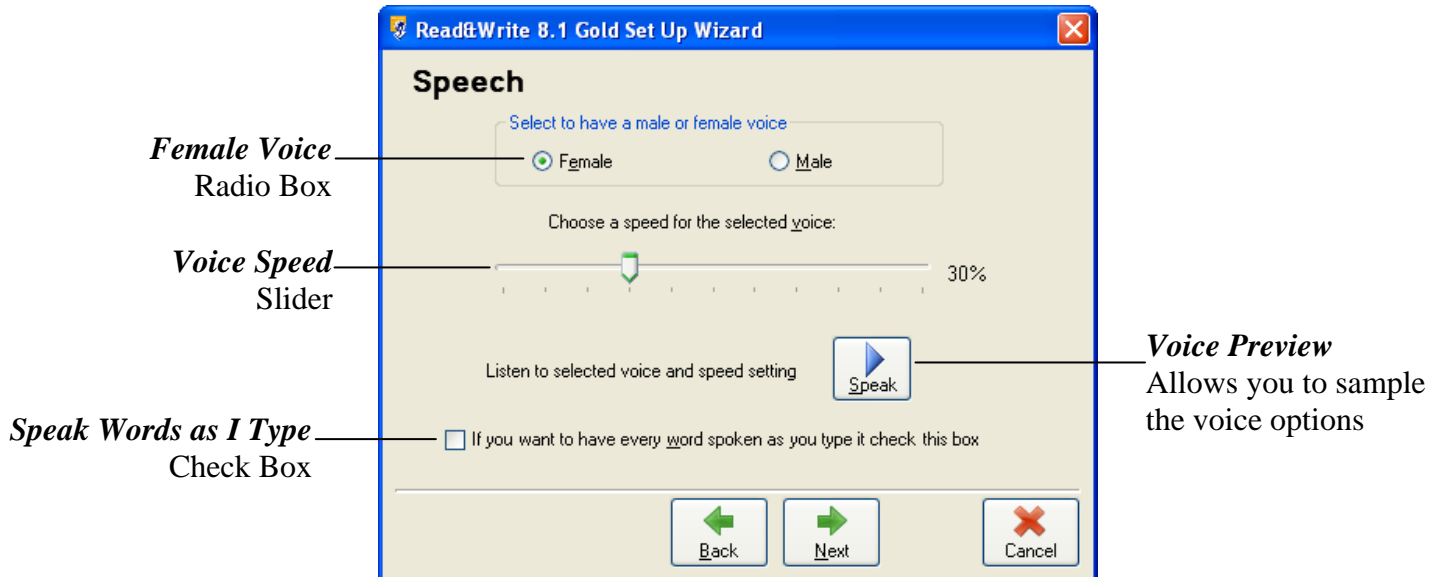
Figure 1-9 Speech Options

14. Finally we need to choose a search engine that will be used by the Fact Finder (Figure 1-10).
    We will leave this on the **Google Search** option.
    Click **Finish**

Search Engine
Drop Down List

Finish
Button

Figure 1-10 Fact Finder Search Engine

Exercise 4   Understanding the Toolbar

In this exercise, you'll learn what each of the buttons on the Read&Write 8.1 Gold toolbar does.

15. Look at the following table (Figure 1-11) and take note of what each button does.

Play Speech	Pause Speech	Rewind Speech	Forward Speech	Stop Speech
Spell Check	Word Prediction	Dictionary	Word Wizard	Pronunciation Tutor
Use the Translator	Speech Input	Screenshot Reader	Daisy Reader	Calculator
Sounds Like (Homophone)	Show Homophones	Hide Homophones	Speech Maker	Summary
Highlight yellow	Highlight blue	Highlight green	Highlight pink	Clear highlights
Collect highlights	Fact Finder	Fact Folder	Fact Mapper	Scan
TextHELP Options		Help		Undock the Toolbar

Figure 1-11 The Read&Write 8.1 Gold toolbar

16. Click on the ▼ drop down list to the right of the **textHELP** button and make sure *the Show ToolTips on toolbar* option is selected.

✔ Show tooltips on toolbar

If you have difficulty remembering what a button does you will be able to hover your mouse over it to see the associated ToolTip.

Exercise 5   Positioning the toolbar

You can position the toolbar anywhere on the screen. You can also dock it at the screen's edges.

17. Click on the title bar of the toolbar and then drag and drop it onto any position on your screen then drag and drop it onto the top of your screen.

The toolbar is now docked at the top of the screen. If you want to undock the toolbar, click on the ⚓ button. You can also dock the toolbar on either side of the screen.

Exercise 6   Setting up toolbar display options

Now that you've docked the toolbar, you can practice changing how it looks.

18. Make sure the *My Features* toolbar is displayed. To do this, hover your mouse over the ![textHELP] button on the toolbar. The ToolTip informs you of which toolbar you are currently viewing. If it is not the My Features toolbar, click on the ![textHELP] drop down list and make sure the *My Features* option from the *Current Toolbar* sub-menu is selected.

19. Click on the ![textHELP] drop down list again and select *General Options*.
You see the Display tab of the General Options (Figure 1-12).
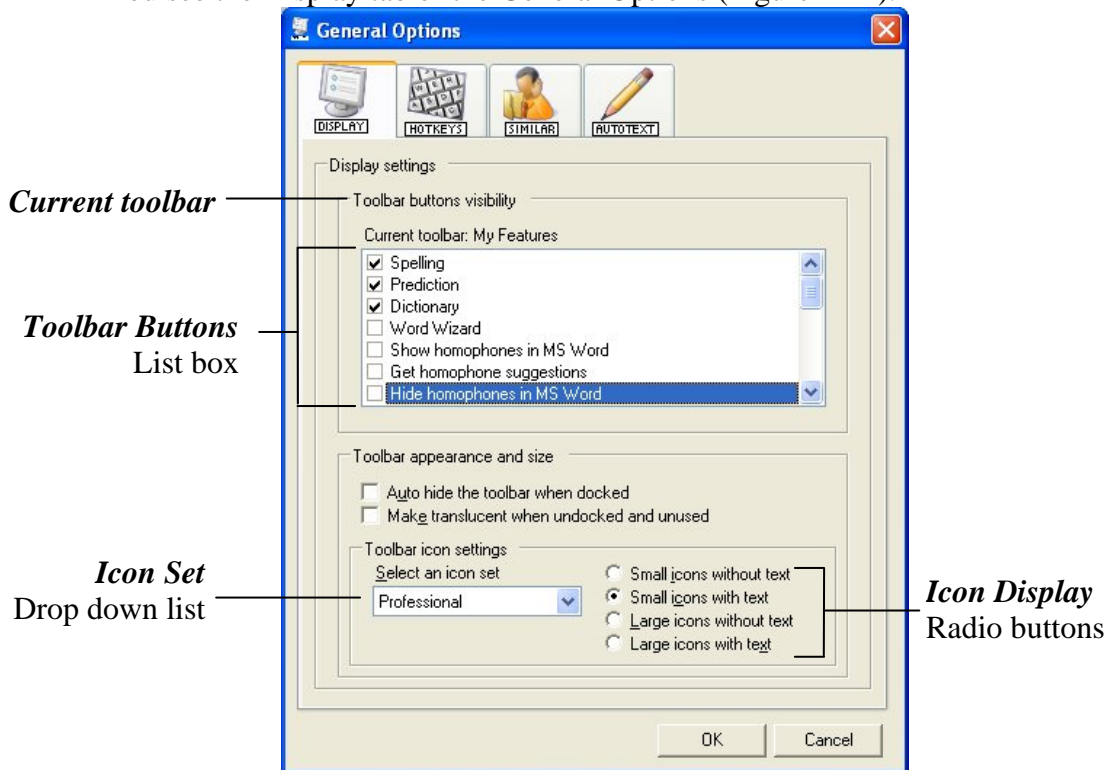
Figure 1-12 Display tab

20. You can customize the toolbar icons by selecting and de-selecting the ones you want to display from the *Toolbar Buttons* list box.
The *Icon Set* drop down list will allow you to change the image styles of the Icons.
The *Icon Display* radio buttons will allow you to change how the icons will appear.
There are five other toolbars available from the Current Toolbar menu. You can also use the Display tab to customize these to suit your needs. These toolbars are as follows:
All Features - **all buttons on the toolbar are visible**
Reading Features - **buttons associated with reading are displayed on the toolbar**
Writing Features - **buttons associated with writing are displayed on the toolbar**
Research Features - **buttons associated with researching are displayed on the toolbar**
Study Skills - **buttons associated with Study Skills are displayed on the toolbar**

21. Click on the ![textHELP] button repeatedly and notice how the toolbar changes between each of the six available toolbars.

2. READING TEXT

In this section you'll learn how to:
- Select a system voice
- Specify how you would like words pronounced
- Instruct the system to read letters, words and sentences as you type
- Set up screen reading
- Set up speech highlighting and use the speech buttons
- Check how words are pronounced
- Read text on web pages
- Read text on images
- Convert text into sound files
- Read Daisy books
- Navigate a Daisy book
- Read a PDF file using PDFaloud.

Exercise 1   Selecting a system voice

22. Click on the ▶ drop down list on the toolbar and select **Speech Options**.
    You see the **Speech tab** of the Speech Options (Figure 2-1).
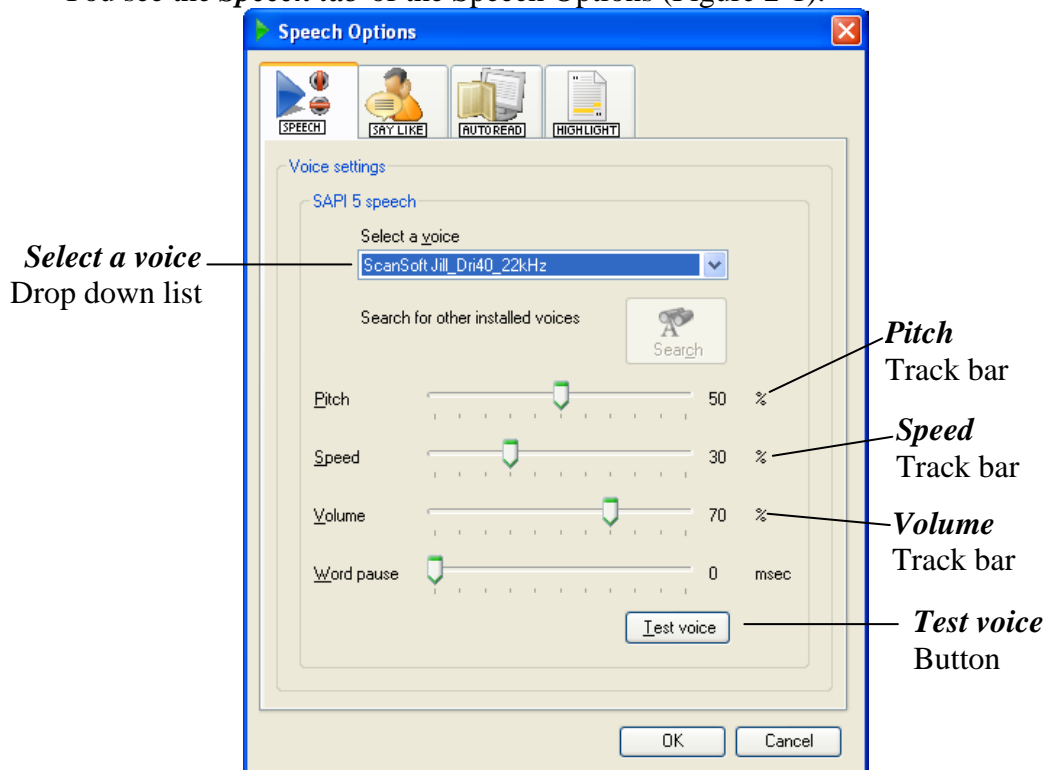
Figure 2-1 Speech tab

23. Select **Microsoft Mary** from the **Select a voice** drop down list.
    Change the settings to the following:
    Pitch - 54%
    Speed - 35%
    Volume - 50%.

Click on the *Test voice* button to hear the new voice read aloud.
If you're not happy with the voice you can change the settings until you are satisfied with the voice.
24. Click on the *OK* button.

Exercise 2   Changing how words are pronounced

In this exercise you'll learn how to change the way that the system pronounces words. This is useful if you type words that are not commonly used and may be difficult for the system to pronounce.

25. Click on the ▶ drop down list on the toolbar and select *Speech Options*.
Click on the *Say Like* tab (Figure 2-2).

Pronunciation
List box

Pronounce this
Text box
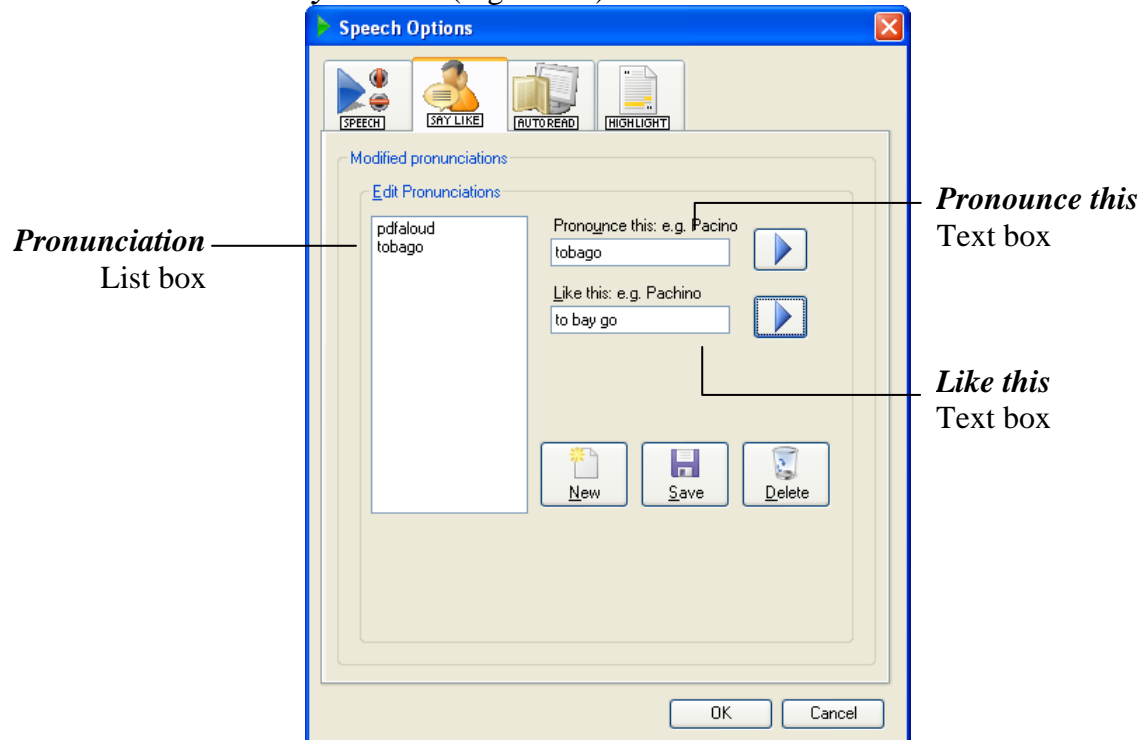
Like this
Text box

Figure 2-2 Say Like tab

26. Type the word ***Tobago*** into the ***Pronounce this*** text box and then click on the ▶ button beside the text box to hear this word read aloud.

27. Type ***to bay go*** into the ***Like this*** text box and then click on the ▶ button beside the text box to hear the new pronunciation read aloud.

28. Click on the *Save* button to add the word to the *Pronunciation* list box and then click on the *OK* button to close the Speech Options window. Once you've added the word to the *Pronunciation* list box, the word will be pronounced correctly.

Exercise 3   Instructing the system to read parts of a paragraph

In this exercise you'll learn how to set up the system to read letters and words as you type.

29. Click on the ▶ drop down list on the toolbar and select *Speech Options*.
Click on the *Autoread* tab (Figure 2-3).
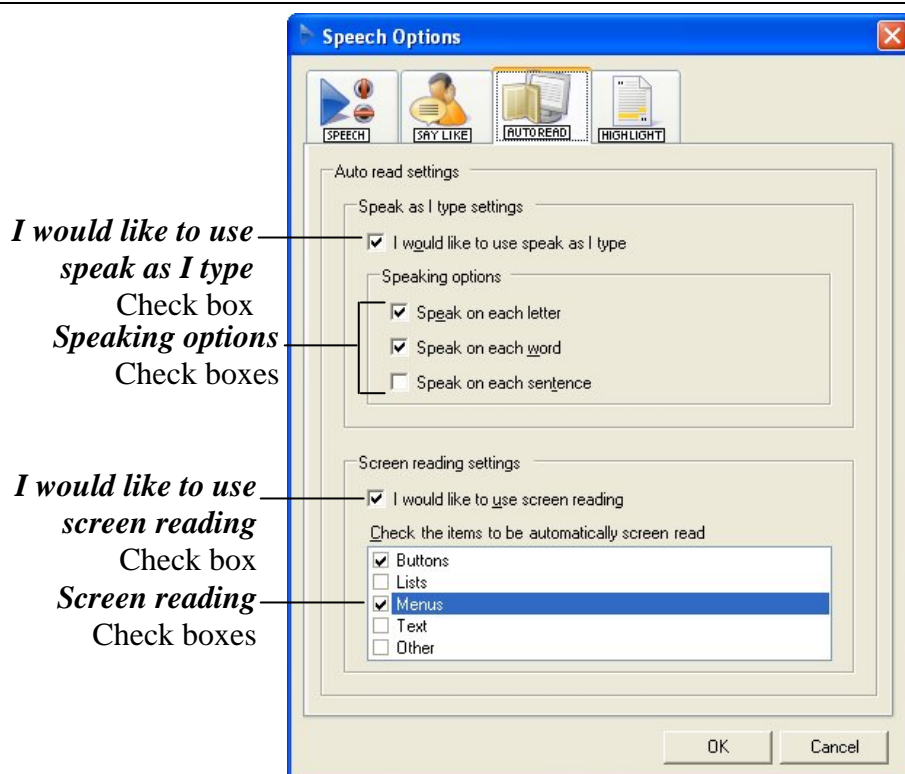
Figure 2-3 Autoread tab

30. Select the ***I would like to use speak as I type*** check box and then select the ***Speak on each letter*** checkbox. Also make sure the ***Speak on each word*** check box is selected.
31. Click on the ***OK*** button to save the settings and to close the Speech Options window.
32. Place your cursor after the text you've already typed and then type the following text slowly. As you do so, listen to each letter and word as it is read aloud to you.
It reads each letter to me and then reads the whole word.
33. Click on the [▶] drop down list on the toolbar and select the ***Speak As I Type*** option to stop the system from reading each letter and word as you type.

Exercise 4   Setting up screen reading

In this exercise you'll learn how to set up and use screen reading. The screen reading utility can be useful if have trouble reading or understanding items on the screen, e.g. menu options and button labels.

34. Click on the [▶] drop down list on the toolbar and select ***Speech Options***.
35. Click on the ***Autoread*** tab (Figure 2-3).
36. Select the ***I would like to use screen reading*** check box.
37. Make sure the ***Buttons*** and ***Menus*** check boxes are selected from the list at the bottom of the screen and then click on the ***OK*** button to close the Speech Options window.
38. Hover your mouse over the [▶] button on the toolbar. You hear the system say 'Play'.
39. Click on the [▶] drop down list and hover your mouse over ***Read by word*** and then ***Read by sentence***. You hear each menu option read aloud.
40. De-select the ***Use Screen Reading*** option to disable this utility.

Exercise 5   Setting up speech highlighting and using the speech buttons

In this exercise you'll learn how to specify how you want the system to highlight text as it is read aloud and to use the Speech buttons on the toolbar.

41. Click on the ▶ drop down list on the toolbar and select *Speech Options*.
    Click on the *Highlight* tab (Figure 2-4).

Speak using one word display Radio button

Options section
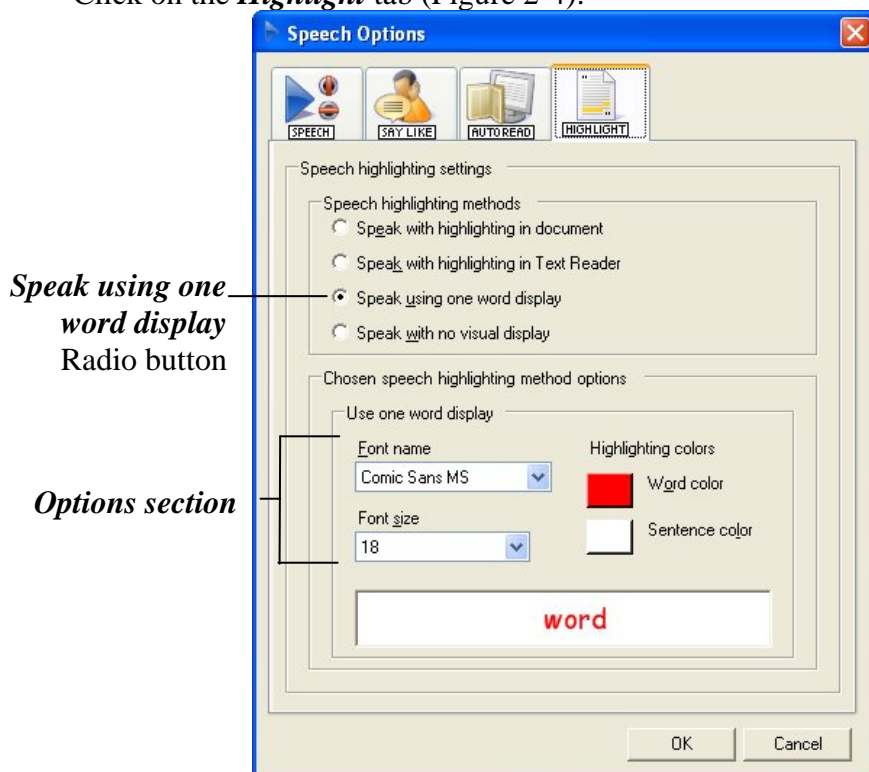
Figure 2-4 Highlight tab

42. Select the Speak using one word display radio button.
43. Click on the *Word color* button and select a red color from the color palette and then click on the *Sentence color* button and select a green option from the color palette.
44. Select *50* from the *Font size* drop down list.
45. The *Speak using one word display* method works better if the system voice is slower. Click on the *Speech* tab.
46. Drag and drop the *Speed* track bar to 30%.
47. Click on the *OK* button to save the settings and to close the Speech Options window.
48. Click on the ▶ drop down list on the toolbar and make sure *Read by sentence* is selected.
49. Place your cursor anywhere on the following sentence in your document and then click on the ▶ button:

> **It reads each letter to me and then reads the whole word.**

You see each word in the sentence displayed in a popup window as it is read aloud. An example of this window is shown below:

50. Keep your cursor in the same position and click on the ◀◀ button.

You see each word in the previous sentence displayed in the popup window as it is

read aloud. You can also instruct the system to pause reading by clicking on the

button or stop it completely by clicking on the   button.

51. Open the *Highlight* tab of the Speech Options window again and select the *Speak with highlighting in document* radio button.
52. Select *Violet background with bright green block highlighting* from the drop down list displayed in the Options section.
53. Click on the *Speech* tab (Figure 2-1).
54. Drag and drop the *Speed* track bar to 50%.
55. Click on the *OK* button to save the settings and to close the Speech Options window.
56. Click on the   drop down list on the toolbar and select *Automatically read next block of text* to ensure that Read&Write 8.1 Gold will continue to read the next block of text when it has finished reading the current one.
57. Place your cursor anywhere on the following sentence in your document and then click

on the   button:

It reads each letter to me and then reads the whole word.

Note how the sentence is highlighted using a violet color and each word in the sentence is highlighted in pale green as it is read aloud. Also note how the system continues reading the next sentence once it has finished reading the selected one.
The other highlighting options are as follows:

Speak with highlighting in Text Reader - the selected text will be displayed and read from the Text Reader Window

Speak with no visual display - the selected text will be read aloud without highlighting.

Exercise 6   Checking how words are pronounced

In this exercise you'll learn how to use the Pronunciation Tutor to check how words are pronounced.

58. Click on the   button on the toolbar to display the Pronunciation Tutor (Figure 2-5).
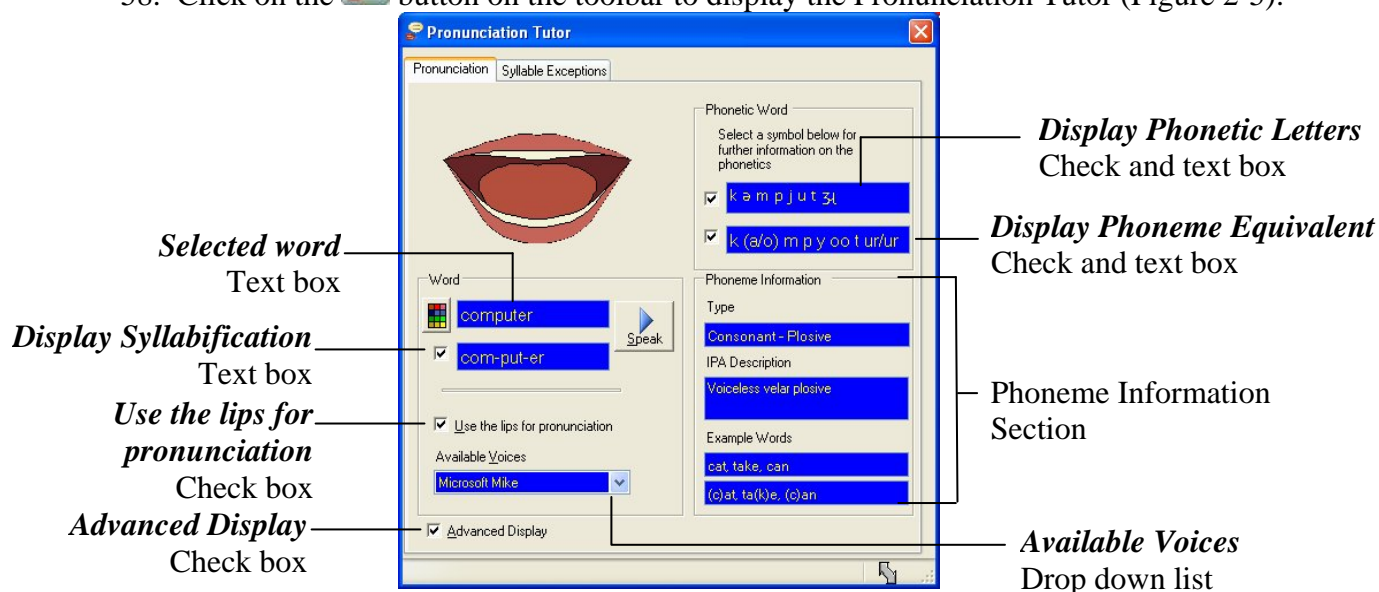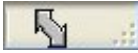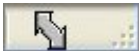
Figure 2-5 Pronunciation tab

59. Click on the [symbol] symbol on the bottom right-hand corner of the window and then drag and drop the window until it reaches the size most suitable for you. Any window that has the [symbol] symbol can be resized.

60. Select *Microsoft Mary* from the *Available Voices* drop down list.

61. Make sure the following check boxes are selected:
    Advanced Display
    Use the lips for pronunciation
    Display Syllabification
    Display Phonetic Letters
    Display Phoneme Equivalent.

62. Type *computer* into the *Selected word* text box and then click on the *Speak* button. Note how the lips and tongue move to show you how to form the word with your mouth. Also note how the word 'computer' is broken down into three syllables in the *Display Syllabification* text box.

63. Double click on the letter *k* in the *Display Phoneme Equivalent* text box. The Phoneme Information section is populated with information, e.g. words that are also pronounced using the 'k' sound used in 'computer' will be listed in the *Example Words* text boxes.

Exercise 7   Reading text on web pages

In this exercise you'll learn how to use Read&Write 8.1 Gold to read aloud text on web pages.

64. Click on the [icon] drop down list on the toolbar and make sure the *Web Highlighting* option is selected. A check mark means that it is enabled.
    [✔ Web Highlighting]

65. Open your Internet browser window and type *www.texthelp.com* into the *Address* field to display the TextHELP homepage.

66. Hover your mouse over an area of text until you see it highlighted. You hear the text read aloud. You can also use the other *Speech* buttons on the toolbar to stop, pause or read the previous or next paragraphs.

67. Leave the TextHELP homepage open to complete the next exercise.

Exercise 8   Reading text on images

In this exercise you'll learn how to use Screenshot Reader to read aloud text used in images.

If you cannot see the [icon] button on the toolbar, you may need to enable it in General Options.

68. Open your Internet browser window and type *www.texthelp.com* into the *Address* field to display the TextHELP homepage.

69. Click on the [icon] button. Your cursor should now looks like this [icon].

70. Select the following logo (Figure 2-6):

Figure 2-6 TextHELP logo

Read&Write 8.1 Gold reads the text aloud in a separate window (Figure 2-7).

Figure 2-7 Screenshot Reader window

71. Click on the ▣ drop down list and select *Screenshot Reading Options*.
    You see the Screenshot Reader Options window displayed (Figure 2-8).
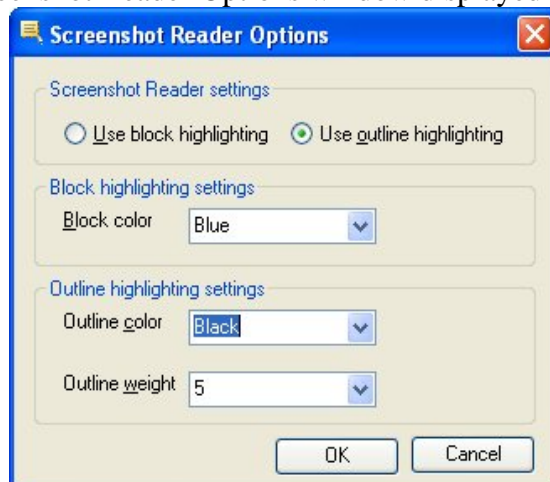
Figure 2-8 Screenshot Reader Options window

72. Select the *Use block highlighting* radio button.
73. Select *Green* from the *Block color* drop down list.
74. Click on the *OK* button.
75. Display the TextHELP homepage. If you cannot see this page, open your Internet browser window and type *www.texthelp.com* into the *Address* field.
76. Click on the ▣ button. Your cursor now looks like this ▣.
77. Select the following logo again (Figure 2-9):

Figure 2-9 TextHELP logo

You can see that the text is highlighted in the way that you set up in options (Figure 2-10).

Figure 2-10 Screenshot Reader window

Exercise 9   Converting text into sound files

In this exercise you'll learn how to convert text in documents into sound files, using the Speech Maker utility.
78. Highlight the following text in your document:
    It reads each letter to me and then reads the whole word.
79. Click on the ▣ button on the toolbar.
    The highlighted text is displayed in the first window of the Speech Maker utility.

80. Click on the *Next* button. You see the second window in the Speech Maker utility (Figure 2-11).
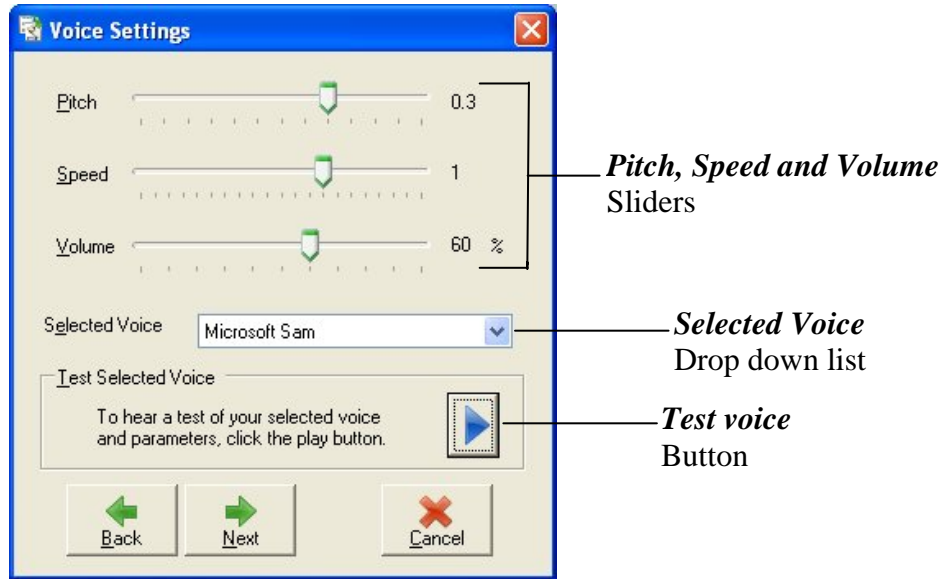
Figure 2-11 Voice settings window

81. Select *ScanSoft Jill* from the *Selected Voice* drop down list and then drag and drop the following track bars:
    Speed - drag this track bar to 0.3
    Volume - drag this track bar to 80%.
82. Click on the ▶ button to test the voice. 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.
83. Once you have selected a suitable voice, click on the *Next* button.
    You see the third window in the Speech Maker utility (Figure 2-12).
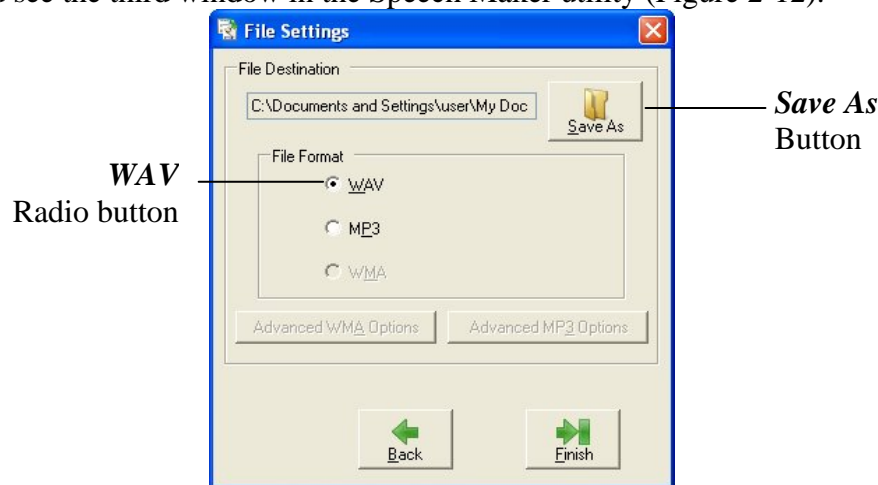
Figure 2-12 File Settings window

84. Click on the *Save As* button to display the Save As window.
85. 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.
86. Select the *WAV* sound file format radio button and then click on the *Finish* button to create the new sound file.

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

Exercise 10 Reading Daisy books

Before you begin this exercise, make sure you have a Daisy book saved on your computer.

88. Click on the ▶ drop down list on the toolbar and make sure the *Read by sentence* option is selected. You'll know it has been selected if you see a dot beside it, as shown below:

```
    Read by word
●   Read by sentence
    Read by paragraph
```
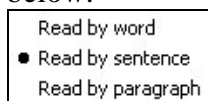
89. Click on the 📖 button on the toolbar.
    You see the Browse for Folder window displayed.
90. Browse to the location in the directory where you have saved the Daisy file, select it and then click on the *OK* button.
    The Daisy book opens in the Daisy Reader window.
91. The table of contents for the book is displayed on the left-hand-side of the Daisy Reader window. Click on a page/section to view it.
92. Complete either of the following options:
    If web highlighting is switched on, hover your mouse over the area of text you want read aloud

    If web highlighting is not switched on, click on the ▶ button on the Read&Write 8.1 Gold toolbar.
93. Click on the Display menu and select *Display Options*. You see the Display Options panel displayed.
94. Change Font Size 20 and Bold the text. If you wish, change the Text and Background Color by clicking on the color dropdown. Click on the *Close* button when done.

Exercise 11 Navigating through a Daisy book

In this exercise you'll learn how to find the text that you want to read aloud in the Daisy book.
95. Make sure the Daisy book is open.
96. Click on the appropriate *Navigation* button to move through the pages:

    ⏮ - displays the first page in the book

    ◀ - displays the previous page in the book

    ▶ - displays the next page in the book

    ⏭ - displays the last page in the book

Exercise 12 Inserting Bookmarks in a Daisy book

97. Click on the 🔖 button. You see the Save Bookmark window displayed.
98. Type *Bookmark1* in the text box provided and then click on the *Save Bookmark* button.
99. Go to another page in the Daisy book and repeat steps 3 and 4 to add another bookmark, and call it *Bookmark2*.
    Now practice finding the bookmarked text:

100.Select **Bookmark1** from the **Bookmarks** drop down list and then click on the ![button] button.

Exercise 13 Find Words in a Daisy book

101.Type a word, that you know is in your Daisy book, in the **Find Text In Book** text box and then click on the ![button] button.
The first instance of the word or phrase is highlighted in your Daisy book. If you want to view the next instance, click on the ![button] button again.

Exercise 14 Reading a PDF file using PDFaloud
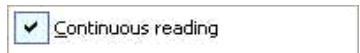
PDFaloud is designed to provide help to Adobe Acrobat users with reading difficulties. It does this by reading text aloud from PDF documents, using the Speech Control utility. You can control how you want to hear the text read aloud by adjusting the speech and the pronunciation settings.

102.Launch Adobe Acrobat Reader and then open a PDF file.
When you open Adobe Acrobat Reader you see the PDFaloud toolbar displayed (Figure 2-13). If you cannot see this toolbar, click on the Windows menu and then select the *PDFaloud toolbar* option from the Toolbars menu.

Figure 2-13 PDFaloud toolbar

103.Click on the ![button] button on the toolbar. PDFaloud starts to read aloud the document.

104.Click on the ![button] button on the toolbar to stop the system from reading the document.

105.Click on the **Options** button on the toolbar. PDFaloud is set to have Continuous Reading. You'll know it has been selected if you see a check mark beside it, as shown below:

![Continuous reading checkbox]

106.Turn off the Continuous Reading by de-selecting it.

107.Click on the ![button] drop down list and select **By sentence**. This means the Speak utility will read by sentence.

108.Click on the ![button] button on the toolbar and then click anywhere in the sentence you want to hear read aloud. PDFaloud reads the selected sentence.

109.Click on the ![button] drop down list and select **By word** and then click on the ![button] button.

110.Click anywhere in the word you want to hear read aloud. PDFaloud reads the selected word.

111.Click on the ![button] button on the toolbar again to disable the Click-and-Speak utility. PDFaloud will no longer read text when you click on the document.

112.You can also change PDFaloud speech and pronunciation settings. Click on the **Options** button on the toolbar and select **Speech Options**. You see the PDFaloud Speech Options window displayed (Figure 2-14).

The Pronunciation Options allow you to change the way that the system pronounces certain words. You can set up Pronunciation Options in a similar way to using the **Say Like** tab.
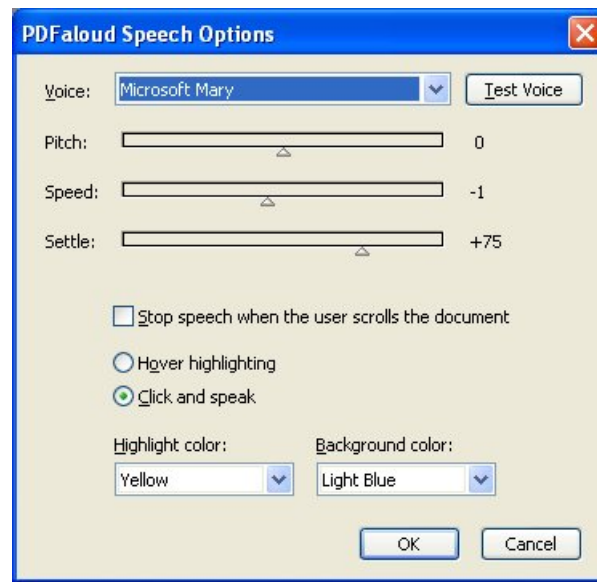
Figure 2-14 PDFaloud Speech Options window

113. Select the **Hover highlighting** radio button.
114. Select **Yellow** from the **Highlight color** drop down list.
115. Select **Blue** from the **Background color** drop down list and then click on the **OK** button.
116. Hover your mouse over an area of text. You see the text highlighted and read aloud.
117. Once you have finished using hover highlighting, access the PDFaloud Speech Options window again (Figure 2-14) and select the **Click and speak** radio button.

3.   SPELL CHECKING

In this section you'll learn how to:
- Use the Spell Checker
- Set up general spelling options
- Use the Auto Correct file
- Spell check as you type
- Add words to the custom dictionary
- Review spellings
- Add a phonetic replacement.

Type the following text into a blank MS Word document:

After the crop duster's old pickup <u>**puled**</u> **away and its tail lights** <u>**disappeered**</u> **down the road towards Bannack, I sat on my suitcase and looked** <u>**arround**</u> **me. It was dead quiet and empty black, except for the Montana starlight** <u>**arround**</u> **me.**

Exercise 1   Using the Spell Checker and setting up general spelling options

In this exercise you'll learn how to set up general spelling options and use the Spell Checker.

118. Click on the [ABC] button on the toolbar. You see the Spell Helper window displayed (Figure 3-1).
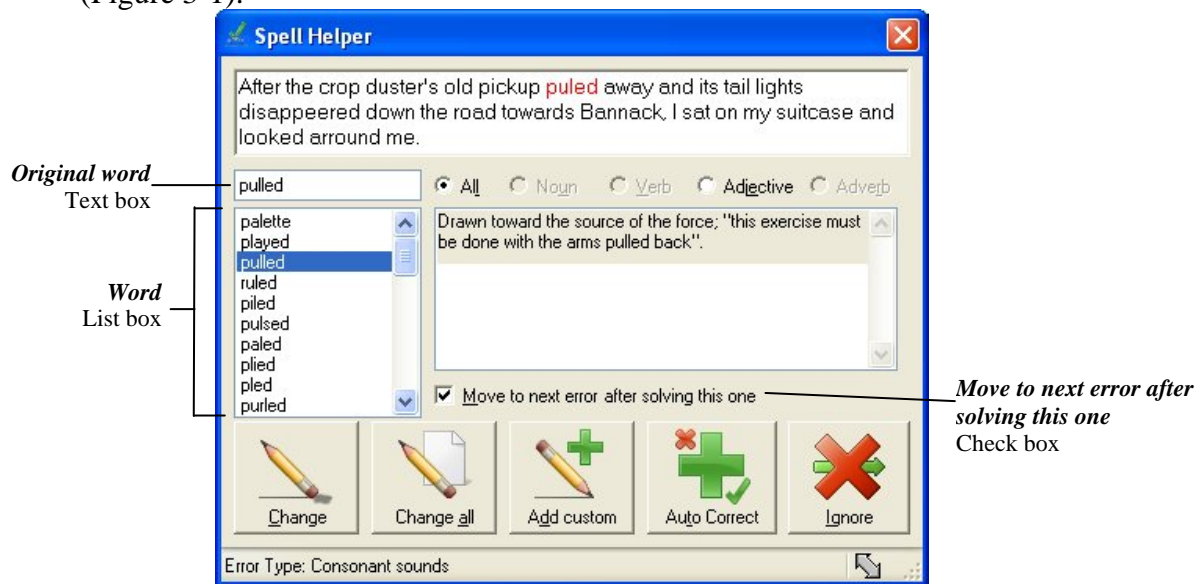
Figure 3-1 Spell Helper window

The first incorrect word in your document is highlighted in the ***Original word*** text box.

119. Make sure the ***Move to next error after solving this one*** check box is selected to let the Spell Checker know that you want to move onto the next incorrect word when you have finished correcting the current one.

120. You can now 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 incorrect 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 incorrect word throughout your document

Add custom button - click on this button to add the selected word to your custom dictionary

Auto Correct button - select a word from the *Word* list box and then click on this button to add the incorrect word to the auto correct file. In future, when you type the word incorrectly, the Spelling utility will automatically change the word to the selected word

Ignore button - click on this button to ignore the incorrect word.

121. Click on the [ABC] drop down list on the toolbar and select *Spelling Options*.
     Click on the *Settings* tab (Figure 3-2).
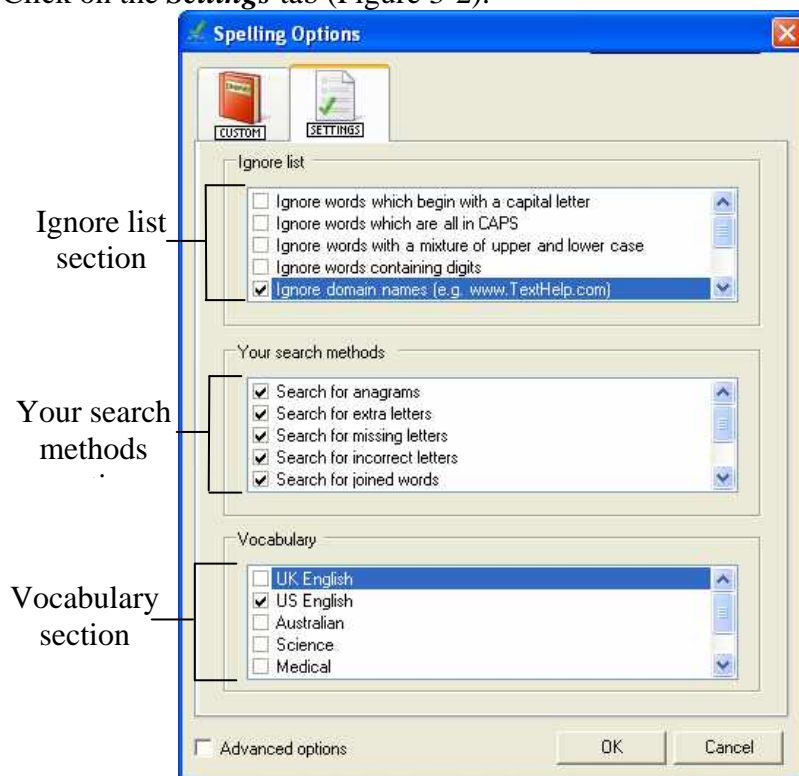
Figure 3-2 Settings tab

122. Select the *Ignore domain names (e.g. www.texthelp.com)* check box in the Ignore list section and then make sure all other check boxes in this section are de-selected.
123. Make sure all of the check boxes in the Your search methods section are selected to specify that you want the Spell Checker to search for all possible types of mistakes.
124. Make sure the *US English* check box in the Vocabulary section is selected so that the Spell Checker will search for mistakes using US English.
125. Click on the *OK* button to save your settings and to close the Spelling Options window.

Exercise 2   Using the Auto Correct file and spell checking as you type

In this exercise you'll learn how to configure the Spell Checker to automatically correct commonly incorrect words and to spell check as you type.

126. Click on the [ABC] drop down list on the toolbar and select *Spelling Options*.
     You see the Custom tab of the Spelling Options window displayed.
127. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Automatic tab (Figure 3-3).

Use automatic corrections to replace the text as you type
Check box

Common Error
Text box

Correction
Text box

Automatic correction
List box

Advanced options
Check box

Figure 3-3 Automatic tab

You may see a list of words in the *Automatic corrections* list box. The words listed will be automatically changed to the correct spelling if you accidentally type them when creating future documents.

128. Make sure the Use automatic corrections to replace the text as you type check box is selected.
129. Click on the *New* button.
130. Type *gramar* in the *Common Error* text box and then type '*grammar*' in the *Correction* text box. Click on the *Save* button to add it to the list.
131. Click on the *OK* button to save the new settings and to close the Spelling Options window.
132. Click on the ABC drop down list on the toolbar and select *Spell As I Type*.
133. Type the following text into your document:
      His gramar was poore.
      Notice how the Spell Checker automatically corrects the incorrect word you've just added to the Auto Correct file earlier in this exercise, i.e. 'grammar'. Also note how the Spell Checker then appears after you type 'poore'.
134. Click on the ABC drop down list on the toolbar and de-select *Spell As I Type* to disable this utility.

Exercise 3   Adding words to the custom dictionary

You can add words that the spell checker does not recognize to the custom dictionary. Once you've added a word, the spell checker will no longer highlight it as an incorrect word.
To add words to the custom dictionary:

135. Click on the ABC drop down list on the toolbar and select *Spelling Options*.

You see the Custom tab of the Spelling Options window (Figure 3-4).

Current custom dictionary — Text box

New word — Text box

Custom dictionary — List box

Change the custom dictionary Button
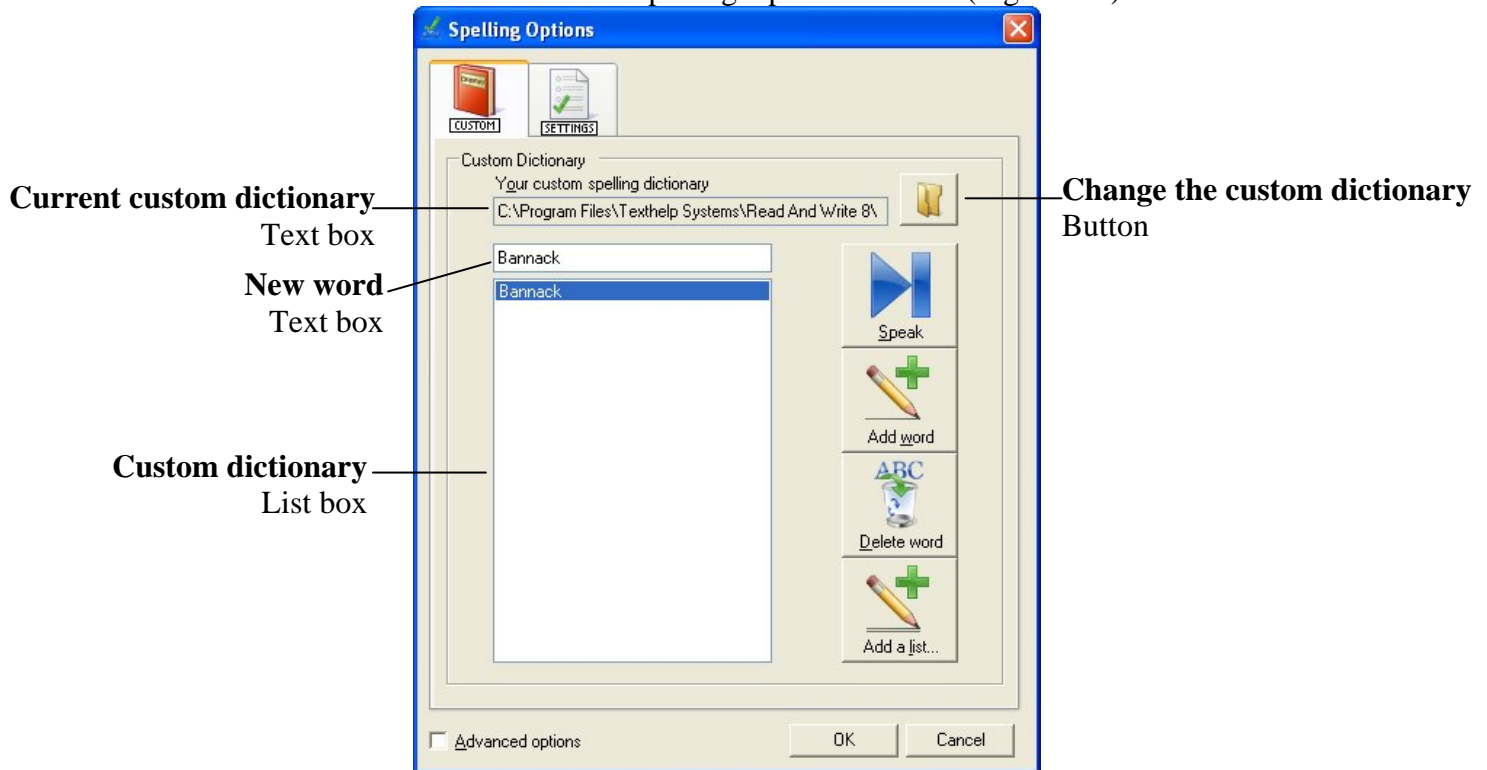
Figure 3-4 Custom tab

The custom dictionary that you are currently using is displayed in the *Current custom dictionary* text box.

136.Type the word *Bannack* in the *New word* text box.

137.Click on the *Add word* button. 'Bannack' is added to the *Custom dictionary* list box. Click on the *Speak* button to hear the word read aloud

138.Click on the *OK* button to save the settings and to close the Spelling Options window.

Exercise 4   Reviewing spellings

In this exercise you'll learn how to review suggestions for incorrect words and review your spelling log.

139.Click on the [ABC] drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.

140.Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the History tab (Figure 3-5).
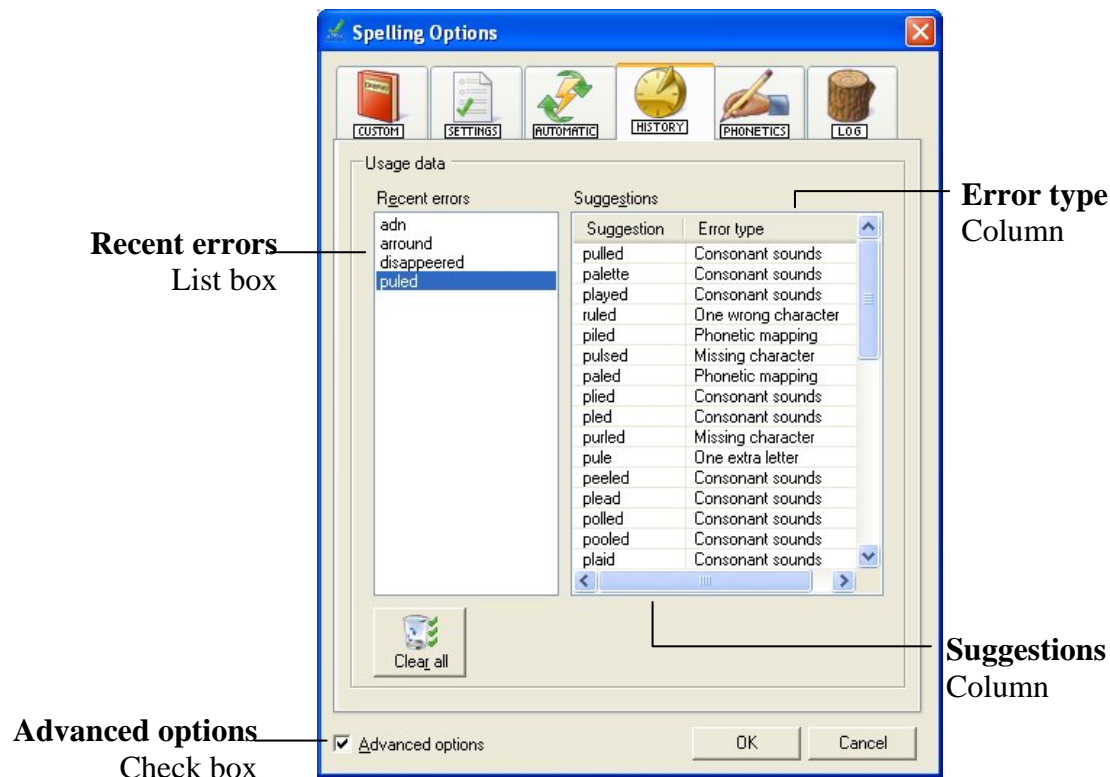
Figure 3-5 History tab

141. Select 'puled' from the ***Recent errors*** list box. You see a list of possible corrections and the error types in the ***Suggestion*** and ***Error type*** columns.
142. Click on the Log tab (Figure 3-6).
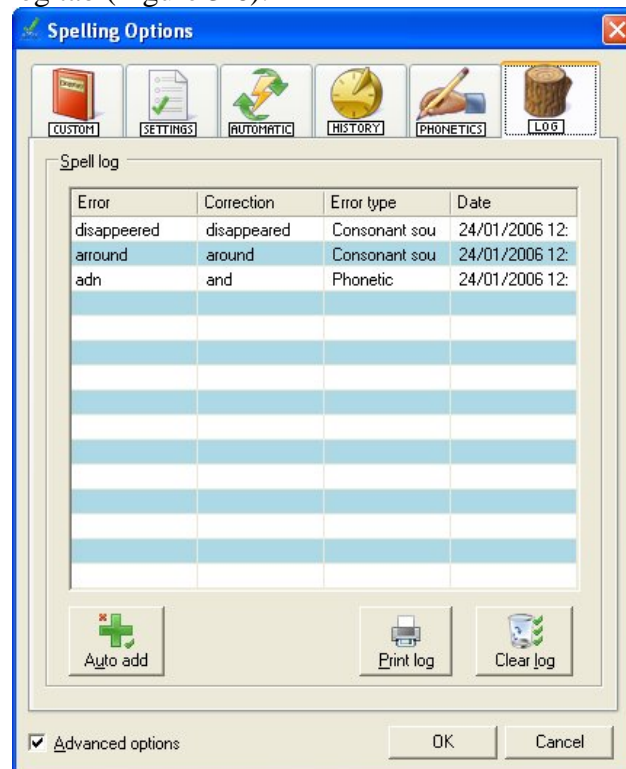
Figure 3-6 Log tab

You can see a record of all the words you have mis-spelt.

If you see a spelling error that you would like the Spelling utility to automatically change to the correction listed in the Log tab, click on the correction and then click on the **Auto add** button to add it to the Auto Correct file.

143. Click on the *Print log* button. MS Word launches and you see the spelling log for your user account displayed in a new document.

Exercise 5   Adding a phonetic replacement

In this exercise you'll learn how the Spelling utility uses a phonetic map to make suggestions for incorrect words. Phonetic maps help the Spell Checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by OCR. It uses groups of letters that sound the same or are normally confused.

For example, if you often type 'telefone' or 'elefant', Read&Write 8.1 Gold will be able to use the phonetic mapping 'f = ph' to solve these errors.

Read&Write 8.1 Gold can also solve spelling errors where there are many phonetic errors in one word. For example, if you type 'nolij', Read&Write 8.1 Gold uses the phonetic mappings 'no = know' and 'ij = edge' to solve the error and suggest 'knowledge'.

144. Type the letters *noledge* into your document.

145. Highlight the word you've just typed and then click on the button on the toolbar. You see the Spell Helper window displayed. Note that the Spelling utility has suggested the word 'knowledge' as a replacement.

146. Click on the button on the top right-hand corner of the Spelling Helper window to close it.

147. Click on the drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.

148. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 3-7).
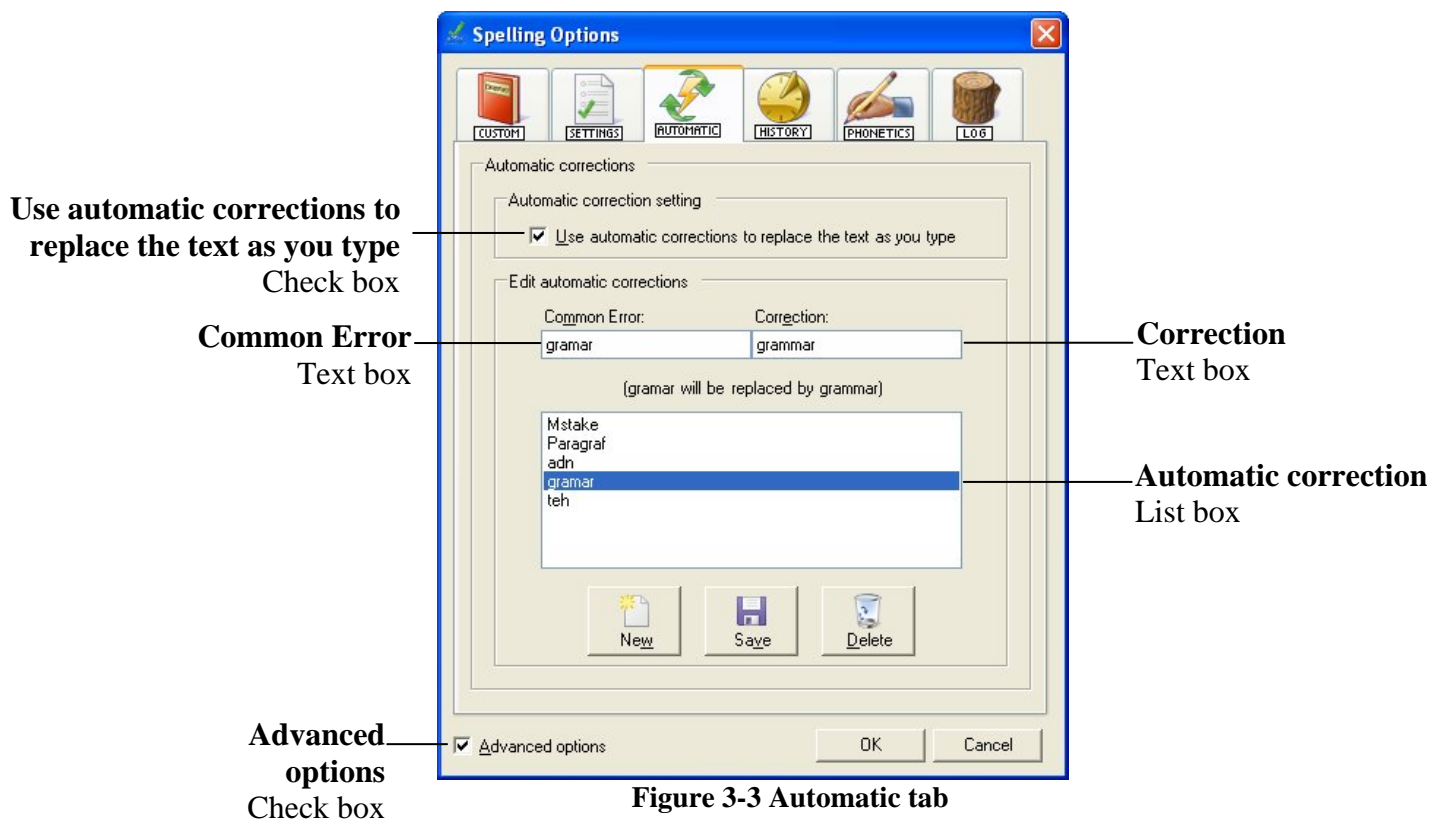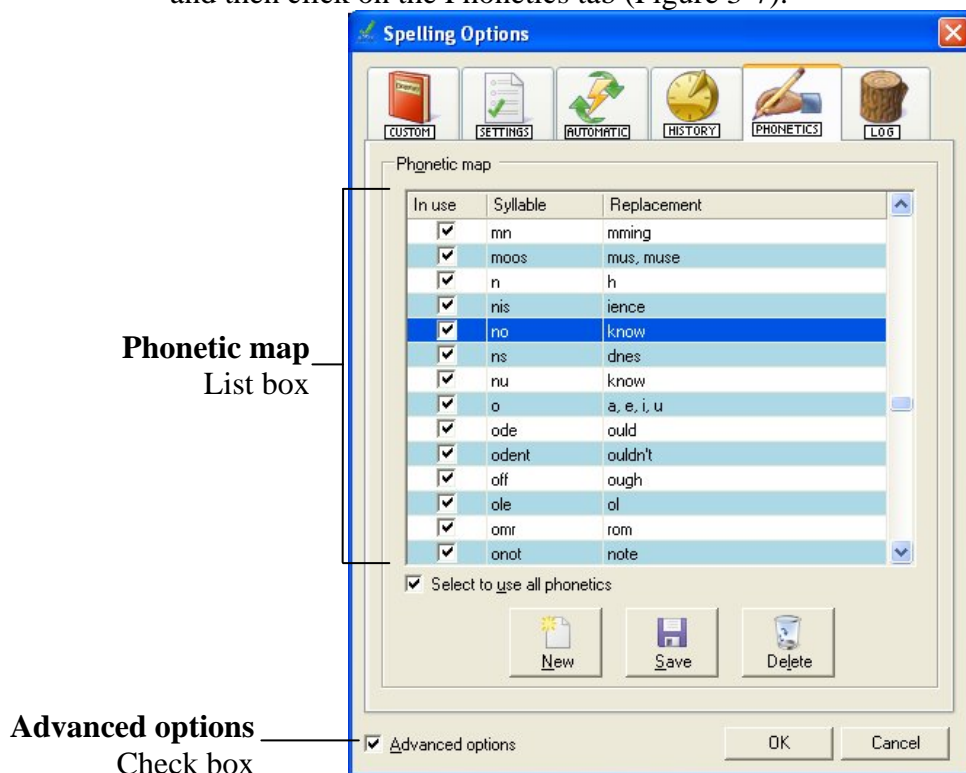

Figure 3-7 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the ***Phonetic map*** list box.

149. Find the phonetic replacement for 'no=know' in the ***Phonetic map*** list box. When you typed the word 'noledge' in step 1, the Spelling utility was able to use this phonetic replacement to suggest the word 'knowledge' as a replacement word.

You can add new phonetic replacements or delete them completely.

150. Click on the ***OK*** button to close the Spelling Options window.

4. PREDICTING TEXT

In this section you'll learn how to:
- Use the Prediction utility
- Change the appearance and behavior of the Prediction window
- Set up prediction speech options
- Specify how you want the Prediction utility to learn
- Set the prediction context level
- Set up phonetic replacements.

Exercise 1   Using Word Prediction

In this exercise you'll learn how to use the Word Prediction to help you finish sentences. It will access a list of words that'll complete the one that you are currently typing and will also try to predict your next word as you finish typing a word. You'll also learn more about using the Display tab of the Predictions Options window.

151. Open a new blank document in MS Word and then click on the button on the toolbar to display the Prediction window.
152. Type the following text into your document: *I enj*
153. You see a list of words beginning with 'enj' displayed in the Prediction window.
154. Click on 'enjoyed' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
155. There's also a useful feature that allows you to view dictionary definitions and homophones in the Prediction window.
156. Type the following letters into your document: *the*.
157. You see a list of words in the Prediction window. 'their' and 'there' are homophones and therefore have the following symbol next to them: .
158. You are having difficulties deciding which of the two words, 'their' and 'there', is the one you need. Hover your mouse over 'their' and then click on the symbol. You see the Dictionary - Basic Definitions window displayed (Figure 4-1).
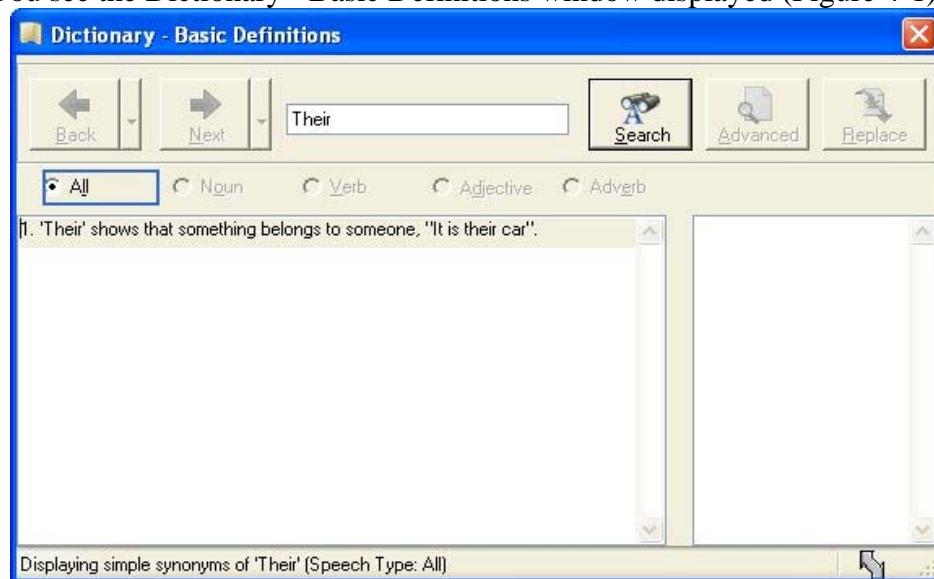
Figure 4-1 Dictionary - Basic Definitions window

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159. You read the definition for the word 'their' in the *Dictionary meanings* list box and decide that it's the word you are looking for. Click on the ![X] button on the top right-hand corner of the Dictionary window to close it.

160. Click on 'their' in the Prediction window. The word is inserted into your document.

161. Close Prediction by clicking on the ![button] button.

Exercise 2   Changing the appearance and behavior of the Prediction window

162. Click on the ![icon] drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed (Figure 4-2).
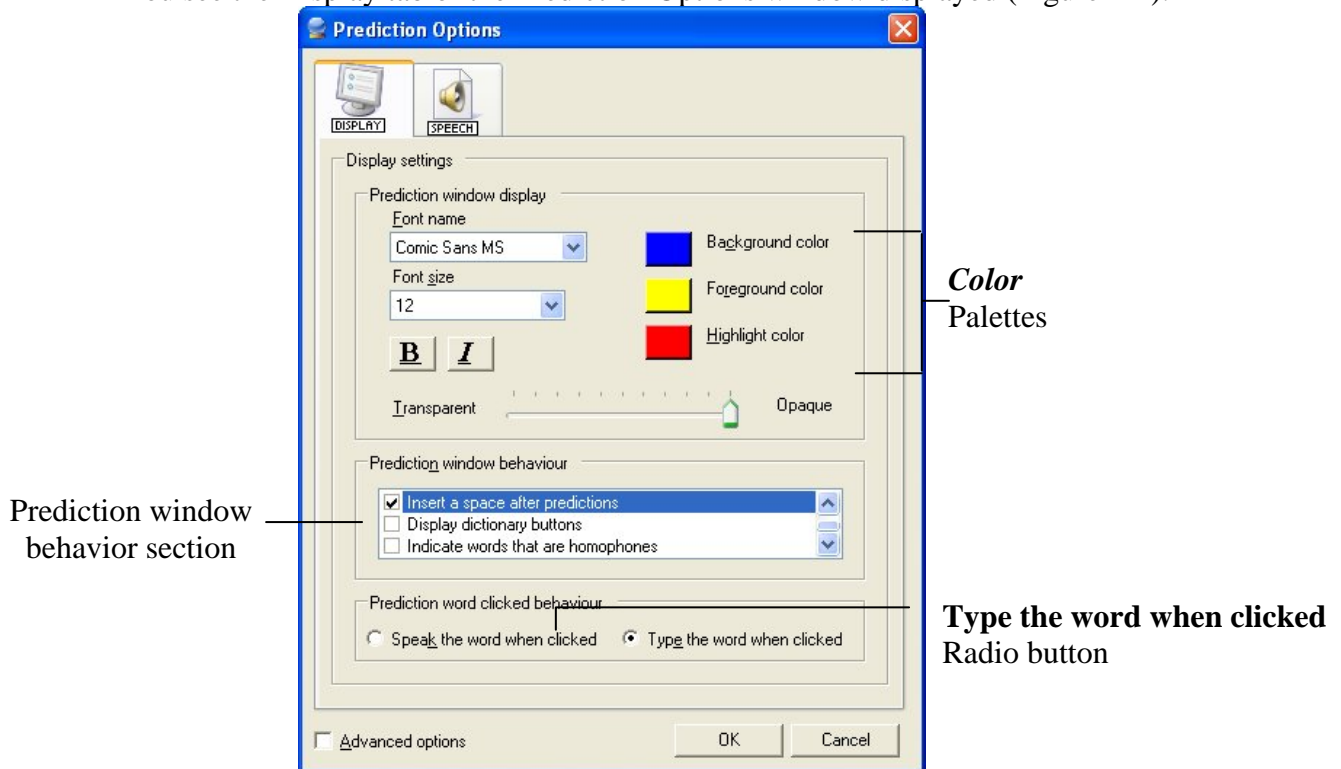
Figure 4-2 Display tab

163. Make sure the following check boxes are selected in the Prediction window behavior section and then click on the *OK* button:

Insert a space after predictions **- instructs the system to automatically insert a space after a word when it is inserted**

Display dictionary buttons **- allows you to find the definition of words suggested in the Prediction window**

Indicate words that are homophones **- instructs the system to list words that are homophones in the Prediction window.**

164. Click on the *Color* palettes and select the colors you want to use for the background, text and highlighting colors in the Prediction window. Make sure you don't pick colors that clash because this will make it hard to read words.

165. Select a font size of 20.

166. Click on the ![button] button and as you start to use the word prediction again you will see the changes you have made.

Exercise 3   Setting up prediction speech options

In this exercise you'll learn how to configure the system to read aloud words from the Prediction window.

167. Click on the ![icon] drop down list on the toolbar and select ***Prediction Options***.
You see the Display tab of the Prediction Options window displayed. Click on the Speech tab (Figure 4-3).

Speak when mouse pointer hovers over word
Check box

Automatically speak the list of predicted words
Check box

Loop back to the first word after all predictions are spoken
Check box

Wait time period before starting
Track bar

Figure 4-3 Speech tab

168. Select the ***Automatically speak the list of predicted words*** check box to specify that you want the Prediction utility to speak each word in the Prediction window.
169. De-select the ***Loop back to the first word after all predictions are spoken*** check box to specify that you don't want the Prediction utility to keep repeating the list of predicted words.
170. Drag and drop the ***Wait time period before starting*** track bar until it reaches 2 seconds to specify that you want the Prediction utility to wait 2 seconds before reading the words aloud.
171. Click on the ***OK*** button to save the settings and to close the window.

172. Open a new blank document in MS Word and then click on the ![icon] button on the toolbar to display the Prediction window.
173. Type the following text into your document:
I want to write a let
You see a list of words beginning with 'let' displayed in the Prediction window. When you stop typing the Prediction utility waits for 2 seconds then reads aloud each of the words that you have typed.
174. Click on the word 'letter' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.

175. Open the Speech tab of the Prediction Options window again and de-select the *Automatically speak the list of predicted words* check box to stop the Prediction utility from automatically reading words aloud from the Prediction window.
176. Select the *Speak when mouse pointer hovers over word* check box to specify that you want the Prediction utility to speak a word when you hover your mouse over it in the Prediction window.
177. Click on the *OK* button to save the settings and to close the window.
178. Type the following text into your document:
I want a drink of wat
You see a list of words beginning with 'wat' displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.
179. Click on the word 'water' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
180. Click on the ⌧ button on the top right-hand corner of the Prediction window to close it.

Exercise 4   Specifying how you want the Prediction utility to learn

In this exercise you'll learn how to specify exactly how you want the Prediction utility to learn vocabulary patterns to improve its predictions. This will only be applied to the user account that you used to log into the system. This text file will not be used by any other user account.
Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

181. Click on the 🌐 drop down list on the toolbar and select *Prediction Options*.
You see the Display tab of the Prediction Options window displayed.
182. Select the *Advanced options* check box in the bottom left-hand corner of the window.
183. Click on the Learning tab (Figure 4-4).

Spell check each word before learning
Check box

Advanced options
Check box
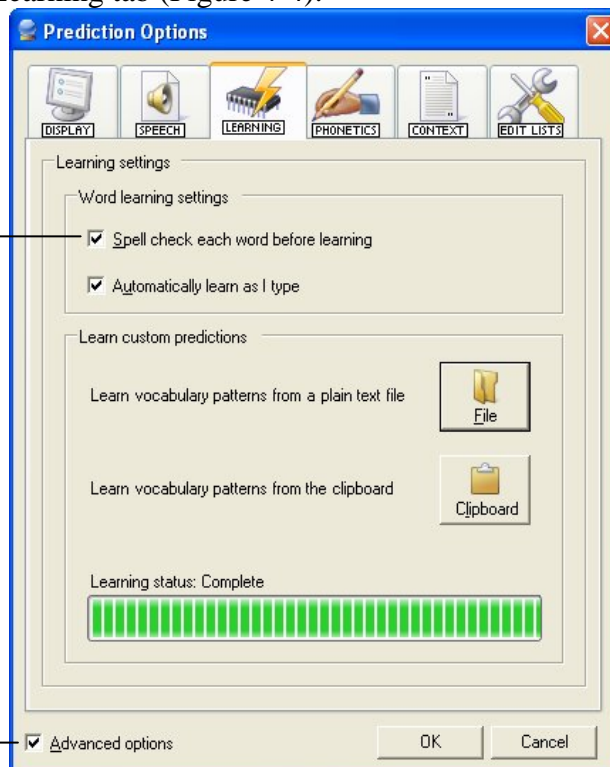
Figure 4-4 Learning tab

184. Make sure the *Spell check each word before learning* check box is selected to make sure the Prediction utility does not learn any incorrect words to the Prediction database.
185. Click on the *File* button.
    You see the Open window displayed.
186. Select a file with a '*.txt' file extension and click on the *Open* button.
    The words and phrases in this text file will now be used by the Prediction utility to provide you with a list of possible words and phrases with which you can finish sentences as you type.
    The Prediction utility can also learn from text that you've copied to the clipboard when you click on the Clipboard button.

Exercise 5 Setting up the prediction context level

In this exercise you'll learn how to set the context level of predictions. This means that the Prediction utility will suggest words based on probability and/or accuracy depending on which level is set.

187. Click on the [icon] drop down list on the toolbar and select *Prediction Options*.
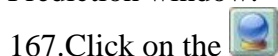   You see the Display tab of the Prediction Options window displayed. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 4-5).
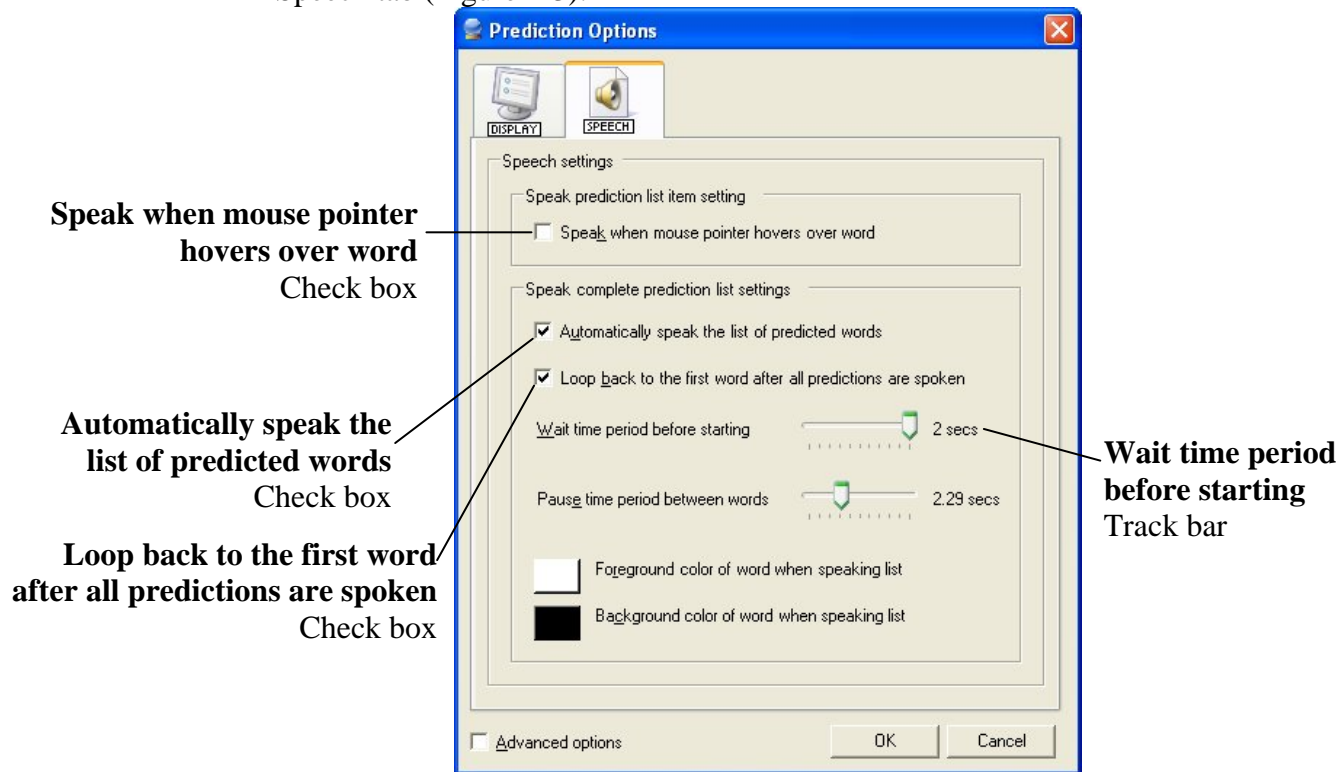

Context
Track bar

Show context sensitivity accuracy using indicators
Check box

Advanced options
Check box
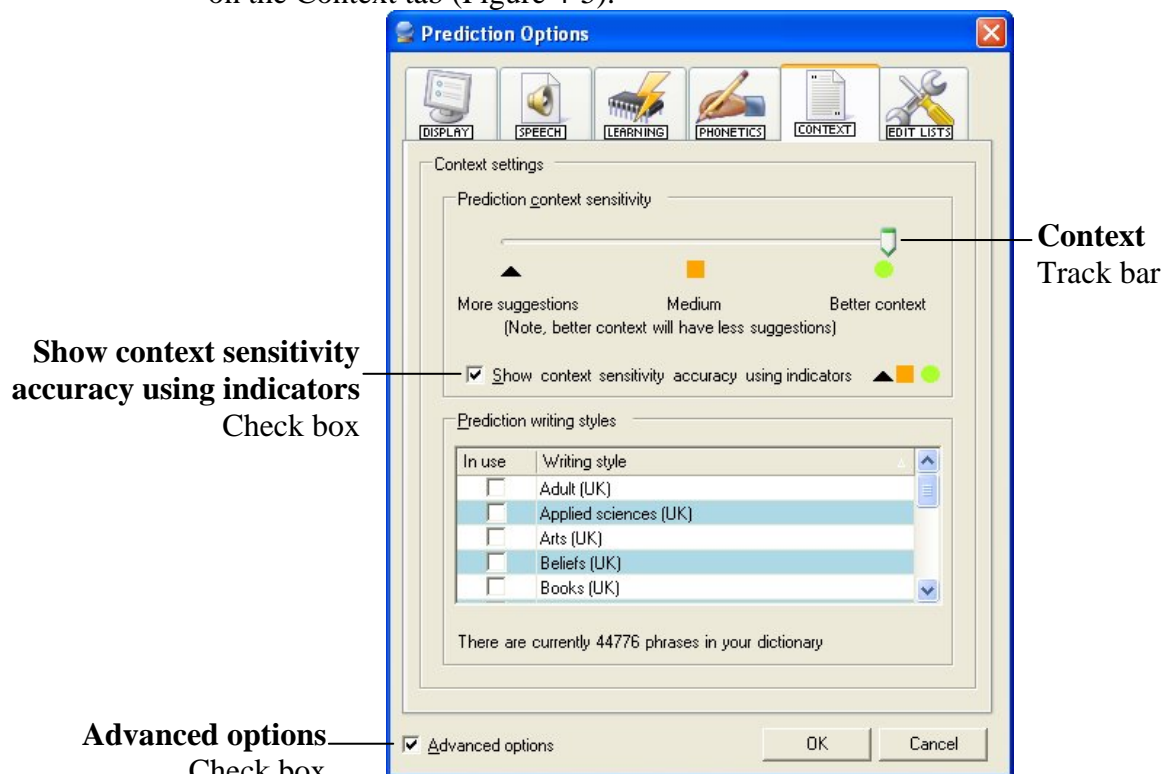
Figure 4-5 Context tab

188. Make sure the Show context sensitivity accuracy using indicators check box is selected.
189. Drag the *Context* track bar from 'More suggestions' to 'Better context' and then click on the *OK* button.

190. Click on the [image] button and then type the following text into your document. Keep an eye on what predictions are offered in the Prediction window:
     The little girl skipped merrily in the playground.
191. Open the Context tab of the Prediction Options window again.
192. Drag the *Context* track bar from 'Better context' back to 'More suggestions' and then click on the *OK* button.
193. Re-type the text into your document. Keep an eye on what predictions are now offered in the Prediction window.
     There is a stark contrast between 'More suggestions', the majority of which appear with a black triangle, and 'Better context' which appear with a green circle. With 'Better context' there are fewer words predicted but they are more accurate. Please choose which setting best suits you.
     You can also specify which prediction files you want the Prediction utility to use when predicting words, by selecting the appropriate check boxes from the list at the bottom of the Context tab. For example, if you select the *Applied sciences* check box, the Prediction utility will use words and phrases from the Applied sciences prediction file to suggest words in the Prediction window.
     If you have the Teacher's Toolkit installed, you can add your own prediction files to the list at the bottom of the Context tab.
194. Click on the [image] button on the top right-hand corner of the Prediction window to close it.

Exercise 6   Setting up phonetic replacements

In this exercise you'll learn how to set up phonetic replacements which will be used in the Prediction utility. Sometimes people make the mistake of spelling words phonetically. For example, typing 'fone' instead of 'phone'. Read&Write 8.1 Gold's phonetic prediction can use phonetic mappings to help suggest the words that you are trying to spell.

195. Click on the [image] button on the toolbar. You see the Prediction window displayed.
196. Type the letters *foto* into your document. Note how you are also given predictions beginning with 'ph', e.g. 'photo'.
197. Close the Prediction window.

198. Click on the [image] drop down list on the toolbar and select *Prediction Options*.
     You see the Display tab of the Prediction Options window displayed. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 4-6).

Predict words using the phonetic replacements listed below
Check box

Phonetic map
List box

Advanced options
Check box
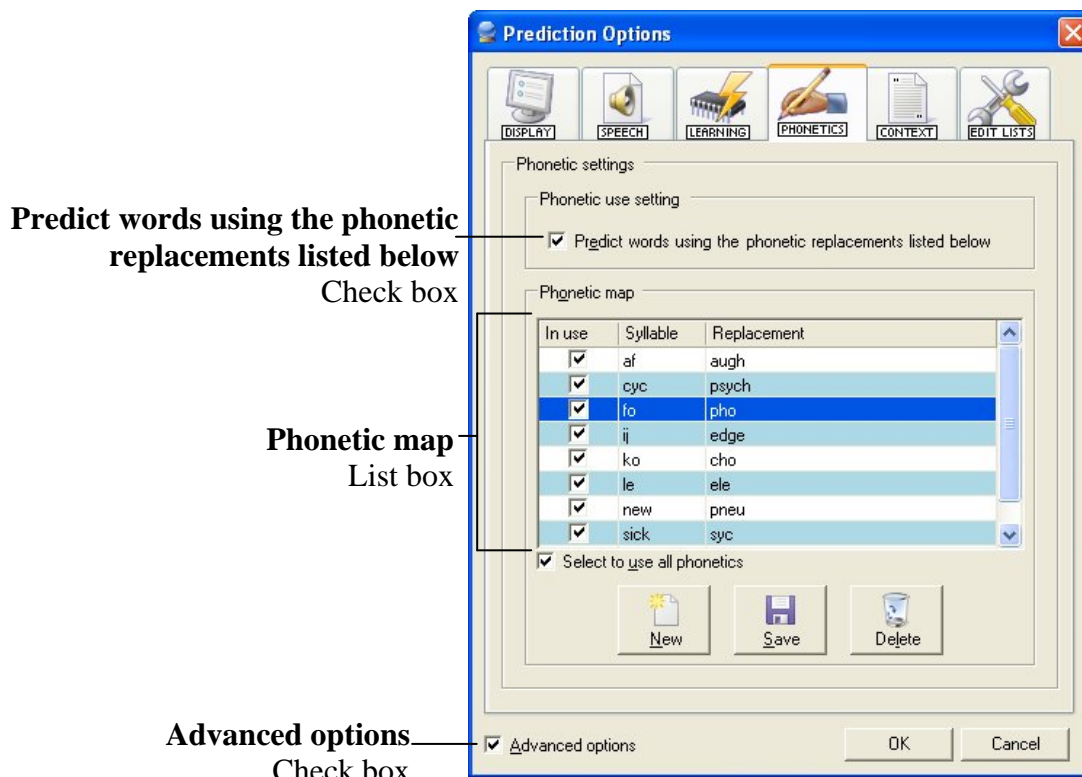
Figure 4-6 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the *Phonetic map* list box.

199. Find the phonetic replacement for 'fo=pho' in the *Phonetic map* list box. When you typed the word 'foto' in step 2, the Prediction utility was able to use this phonetic replacement to suggest words beginning with 'photo' as replacement words.

200. De-select the *Predict words using the phonetic replacements listed below* check box if you wish to disable this utility.

201. Click on the *OK* button to close the Prediction Options window

5. USING THE DICTIONARY

In this section you'll learn how to:
- Use the basic and advanced dictionaries
- Search for web definitions
- Use the Word Wizard.

Exercise 1   Using the dictionaries

In this exercise you'll learn how to use the dictionary to find basic and advanced definitions.

202. Type the following text onto a new line in your document:
    Strangers are just friends waiting to happen.
203. Highlight the word 'happen'.
204. Click on the ▢ drop down list on the toolbar and select ***Basic Definitions***, then click on the ▢ button. From now on the Basic Dictionary will be displayed when you click on this button.
    You see the Dictionary - Basic Definitions window displayed (Figure 5-1).
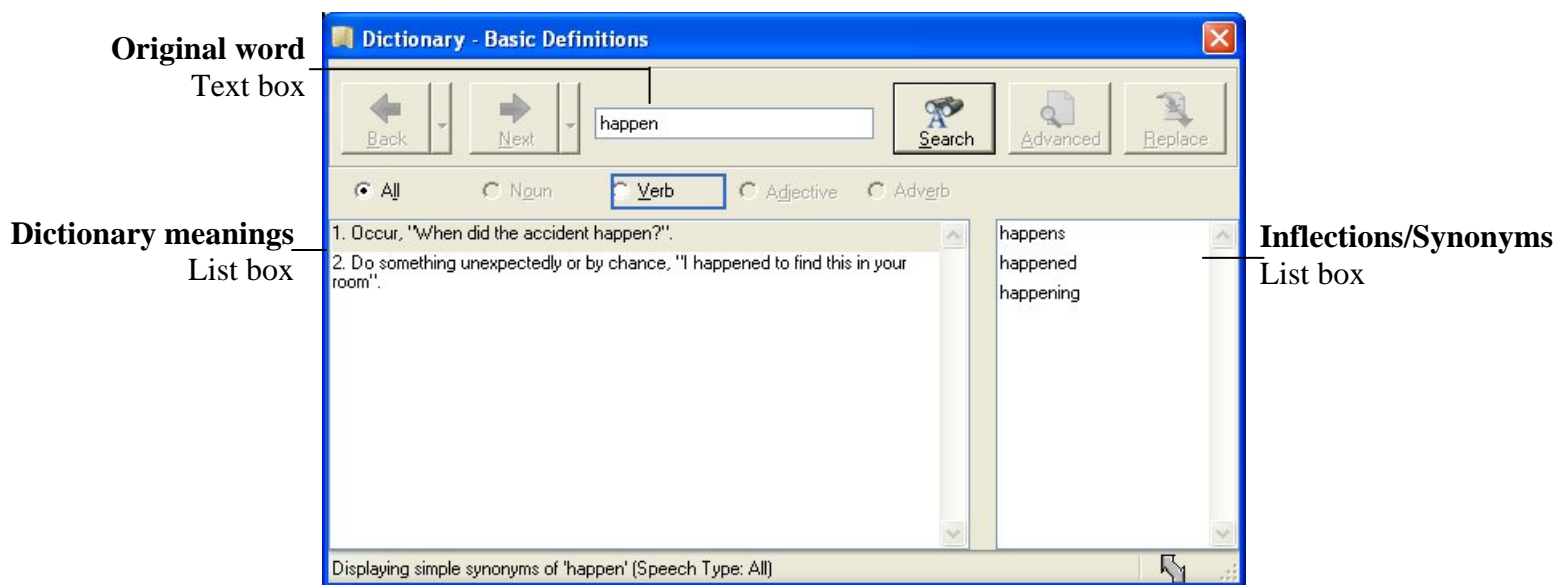
Figure 5-1 Dictionary - Basic Definitions window

The word 'happen' is displayed in the ***Original word*** text box. You can also see a list of definitions for the word 'happen' displayed in the ***Dictionary meanings*** list box.

205. Click on the first definition and then click on the ▶ button on the Read&Write 8.1 Gold toolbar to hear it read aloud.
206. Type the word ***approach*** into the ***Original word*** text box and then click on the ***Search*** button.
    You see a list of definitions for the word 'approach' displayed in the ***Dictionary meanings*** list box.
207. To close the Dictionary - Basic Definitions window, click on the ✖ button on the top right-hand corner of the window.

You want to replace the word 'happen' with a word similar to it. You can do this by conducting an advanced dictionary search for this word. Complete the following:

208. Highlight the word 'happen' in your text.

209. Click on the [image] drop down list on the toolbar and select **Advanced Definitions**, then click on the [image] button. From now on the Advanced Dictionary will be displayed when you click on this button.
    You see the Dictionary - Advanced Definitions window displayed. The word 'happen' is displayed in the **Original word** text box.

210. Click on the **Advanced** button and select **Words related to 'happen'** from the popup menu. You see a list of definitions for the word 'happen' in the **Dictionary meanings** list box.

211. Click on the definition that begins with 'Come to pass; occur'. The word 'occur' appears in the **Inflections/Synonyms** list box and you decide that you want to replace the word 'happen' in your text with this new word.

212. Click on the word 'occur' in the **Inflections/Synonyms** list box and then click on the [image] button on the Read&Write 8.1 Gold toolbar to hear it read aloud.

213. Click on the **Replace** button to replace the word 'happen' in your text.

Exercise 2   Searching for web definitions

In this exercise you'll learn how to use Read&Write 8.1 Gold to find definitions on the Internet.
You decide that you want to check the definition of 'strangers' on the web. Complete the following:

214. Click on the [image] drop down list on the toolbar and select **Web Definitions,** then click on the [image] button. From now on the Web Definitions Dictionary will be displayed when you click on this button.
    You see the Manual Text Search window displayed (Figure 5-2).
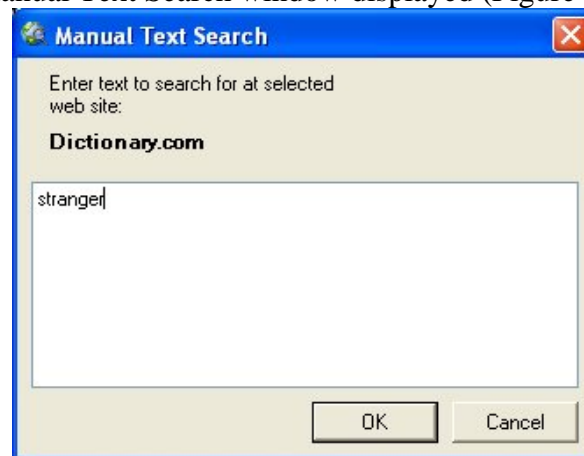
Figure 5-2 Manual Text Search window

215. Type **stranger** in the text box provided and then click on the **OK** button.
    Your browser window automatically opens and displays the Dictionary.com website. You can see a list of definitions for the word 'stranger'.

216. Click on the [image] button on the top right-hand corner of the window when you have finished viewing this page.

Exercise 3   Using the Word Wizard

In this exercise you'll learn how to use the Word Wizard to search for specific words.

217. Type *tree* onto a new line in your document and then highlight it.

218. Click on the [icon] button on the toolbar.
    You see the first window in the Word Wizard, which displays the highlighted word.

219. Click on the *Next* button. You see the next window in the Word Wizard.

220. Select the *Noun* radio button to specify that you are looking for a noun and then click on the *Next* button.
    You see the next window displayed. Read the two senses which provide you with two different meanings for the word 'tree'.

221. Make sure the first sense (1) is selected and then click on the *Next* button, i.e. 'A tall perennial woody plant having a main trunk and branches forming a distinct elevated crown'. You see the next window in the Word Wizard.

222. Select the *Parts of a 'tree'* radio button and then click on the *Next* button. You see the next window (Figure 5-3).

Related words or phrases List box
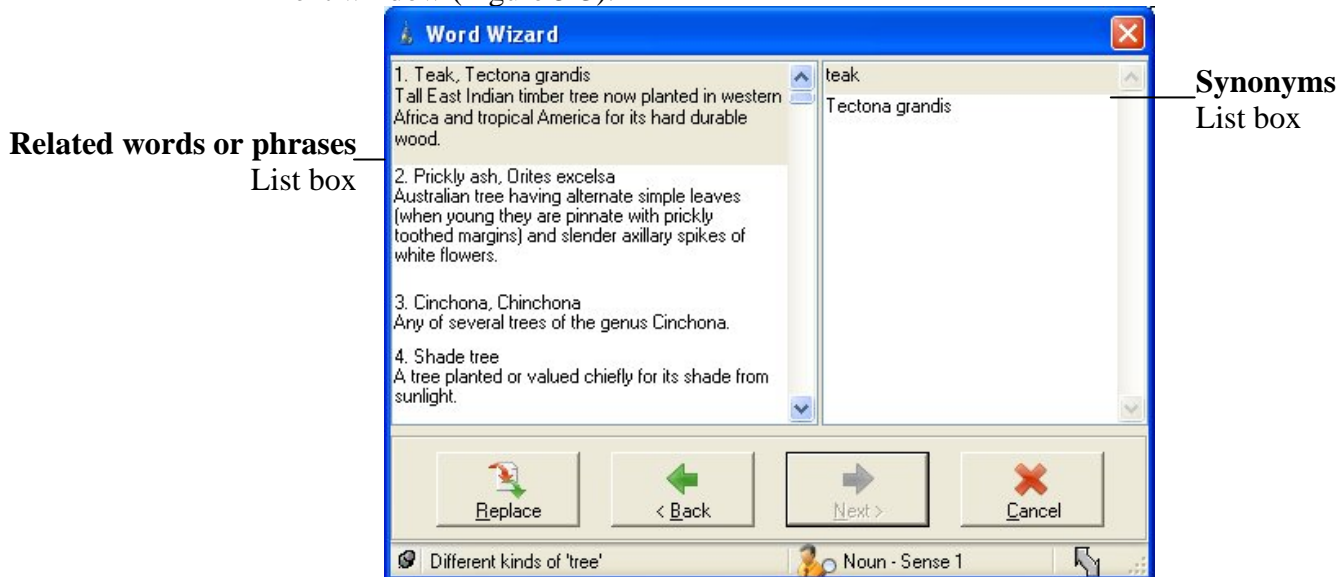
Synonyms List box

Figure 5-3 Word Wizard

223. Click on the first phrase (1) in the *Related words or phrases* list box, i.e. 'Stump, Tree stump'. You can view a list of related synonyms displayed in the *Synonyms* list box.

224. Select 'stump' from the *Synonym* list box and then click on the *Replace* button.
    'Stump' replaces the word 'tree' in your text.

6.   USING THE HOMOPHONES UTILITY

In this section you'll learn how to use the Homophones buttons to access and use the Homophones utility.

Type the following text into a blank MS Word document:
> **Put the magazine here and clothes the window pleas.**

Exercise 1   Identifying homophones

In this exercise you'll learn how to identify homophones in your document to help you ensure you've typed the correct word.

225. Click on the [image] button on the toolbar.
You see the Same Sounding Words window displayed (Figure 6-1). The first homophone in the text is displayed, i.e. 'the'.
The homophones in your text are highlighted in blue. They are 'the', 'here', 'clothes' and 'pleas'.
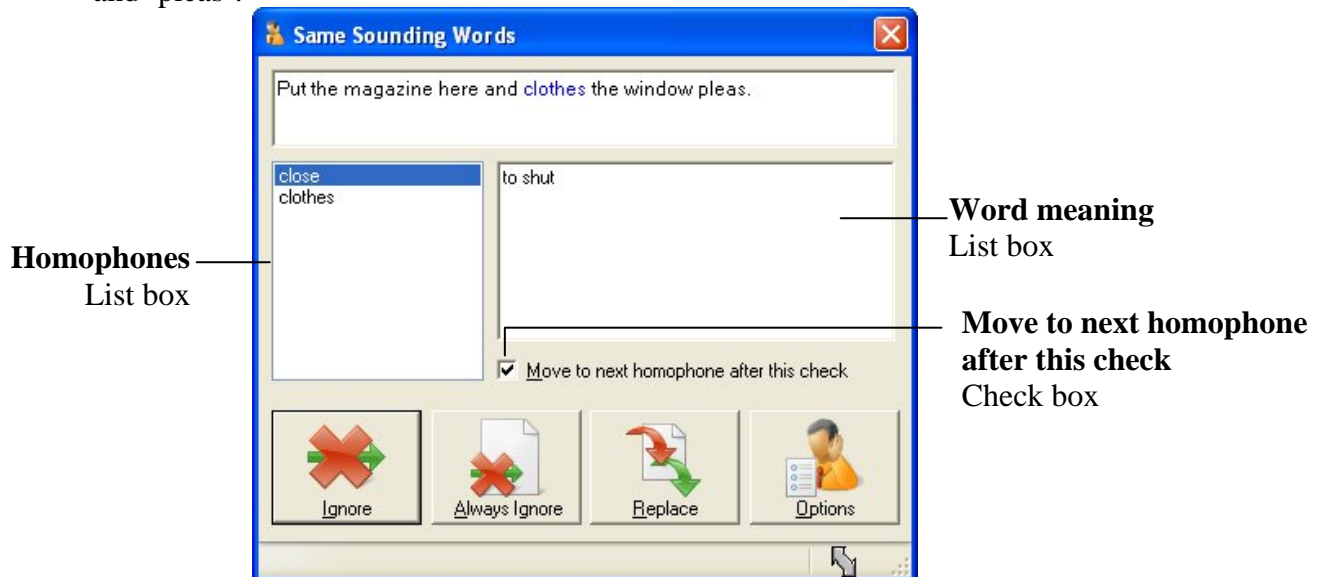
Figure 6-1 Same Sounding Words window

226. Make sure the ***Move to next homophone after this check*** check box is selected.
227. You decide that the word '***the***' is the correct word. Click on the ***Ignore*** button.
The Same Sounding Words window moves on to the next homophone in the sentence, which is '**here**'.
228. You decide that this is the correct word. Click on the ***Ignore*** button.
The Same Sounding Words window moves on to the next homophone, which is '**clothes**'.
229. Make sure the word 'clothes' 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 [image] button on the toolbar.
230. Select 'close' from the ***Homophones*** list box.
231. Click on the ***Replace*** button.
The Same Sounding Words window moves on to the next homophone, which is '**the**'.
232. Again, you decide that the word 'the' is the correct word. Click on the ***Ignore*** button.

Alternatively you could click on the **Always Ignore** button to ensure that the word 'the' will no longer be identified as a homophone.

The Same Sounding Words window moves on to the next homophone, which is '**pleas**'.

233. Make sure 'pleas' is selected in the *Homophones* list box. You want to change the definition for this word. Click on the *Options* button. You see the Similar tab of the General Options window displayed (Figure 6-2).
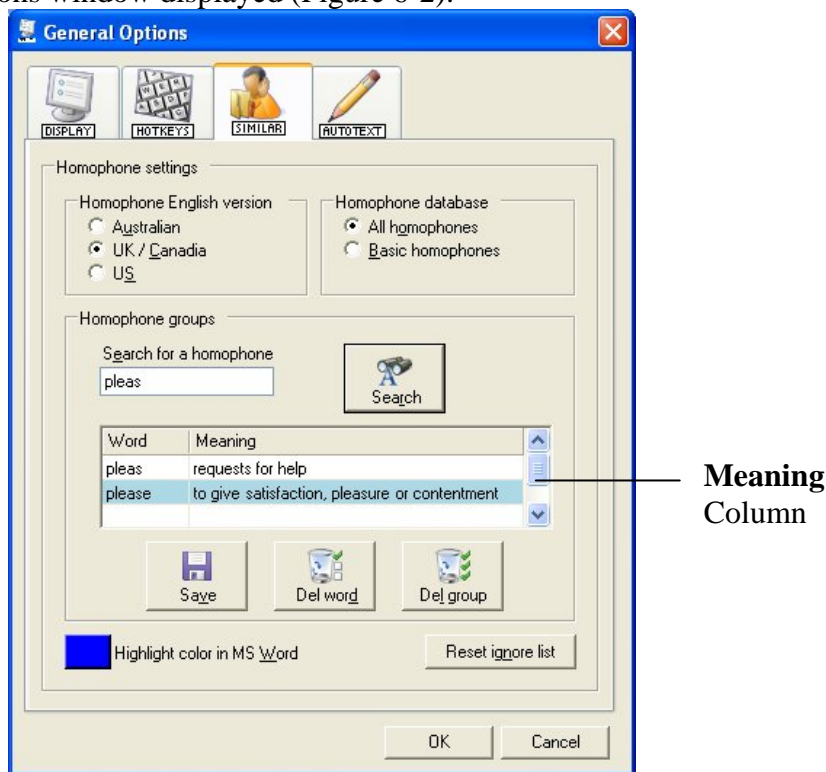
Figure 6-2 Similar tab

234. Insert the cursor after 'requests for help' in the *Meaning* column and then type in the following text: '*,appeals*'. Click on the *Save* button.

235. A message box is displayed asking you if you are sure you want to save this group and make a permanent change. Click on the *Yes* button to save the change.

236. Click on the *OK* button to close the General Options window.

The Same Sounding Words window is re-displayed. If you want to see the new definition for pleas, click on another word in the *Homophones* list box and then on pleas again.

237. Select 'please' from the *Homophones* list box.

238. Click on the *Replace* button.

The Same Sounding Words window closes and the word is replaced. Your text should now read as follows: **Put the magazine here and close the window please.**

To complete the remaining steps, you must use a Read&Write 8.1 Gold toolbar that allows you to view the and buttons on the toolbar. By default, the My Features toolbar does not allow you to view these buttons.

239. Click on the button on the toolbar.

The homophones in your text are highlighted in blue again.

240.Click on the button on the toolbar to hide the highlighted homophones in your text.

7. USING THE READ&WRITE 8.1 GOLD CALCULATORS

In this section you'll learn how to:
- Use the Standard Calculator
- Use the Scientific Calculator
- Evaluate calculations within documents
- Convert values in a document.

Exercise 1 Using the Standard Calculator

In this exercise, you'll learn how to use the Standard Calculator.

241. Click on the [calculator icon] drop down list on the toolbar and select *Standard Calculator*.
You see the Standard Calculator window displayed.
242. Select the following options from the Speech menu:
Speak on Click
Confirm on Equals.
243. Complete the following using the View menu:
Select *Background Color*, then select a green color from the color palette, and then click on the OK button
Select *Foreground Color*, then select a navy color from the color palette, and then click on the OK button
Point your cursor over *Button Colors*, select *Number Color* from the popup menu, then select a yellow color from the color palette and then click on the OK button
Make sure the *Show Audit Trail* option is selected.
244. Click on the following buttons: *5 + 9 + 4 =*
The system calculates the sum and then reads it aloud. Your calculator should look similar to Figure 7-1.

Input Display

Audit Trail
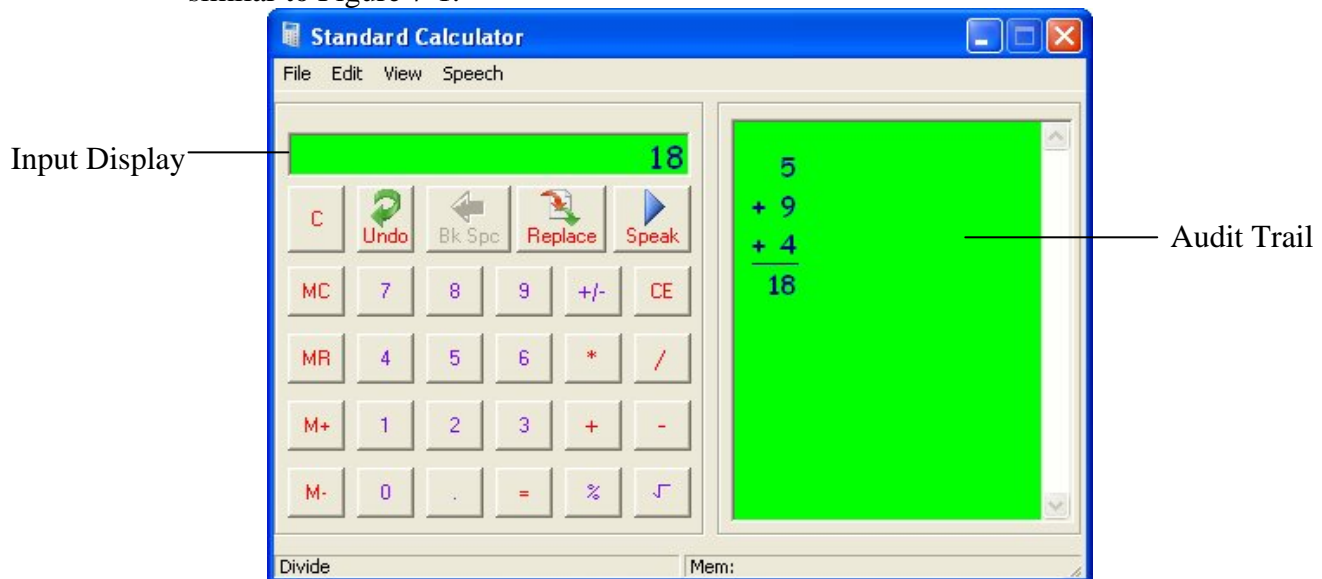
Figure 7-1 Standard Calculator window

245. Click on the [X] button on the top right-hand corner to close the Standard Calculator.

Exercise 2   Using the Scientific Calculator

In this exercise, you'll learn how to use the Scientific Calculator.

246. Type the following into a blank MS Word document: ***638/2***.

247. Highlight the sum in your document and then click on the drop down list on the toolbar and select ***Scientific Calculator***.

You see the Scientific Calculator window displayed (Figure 7-2). The text you've just highlighted is displayed in the Input Display.
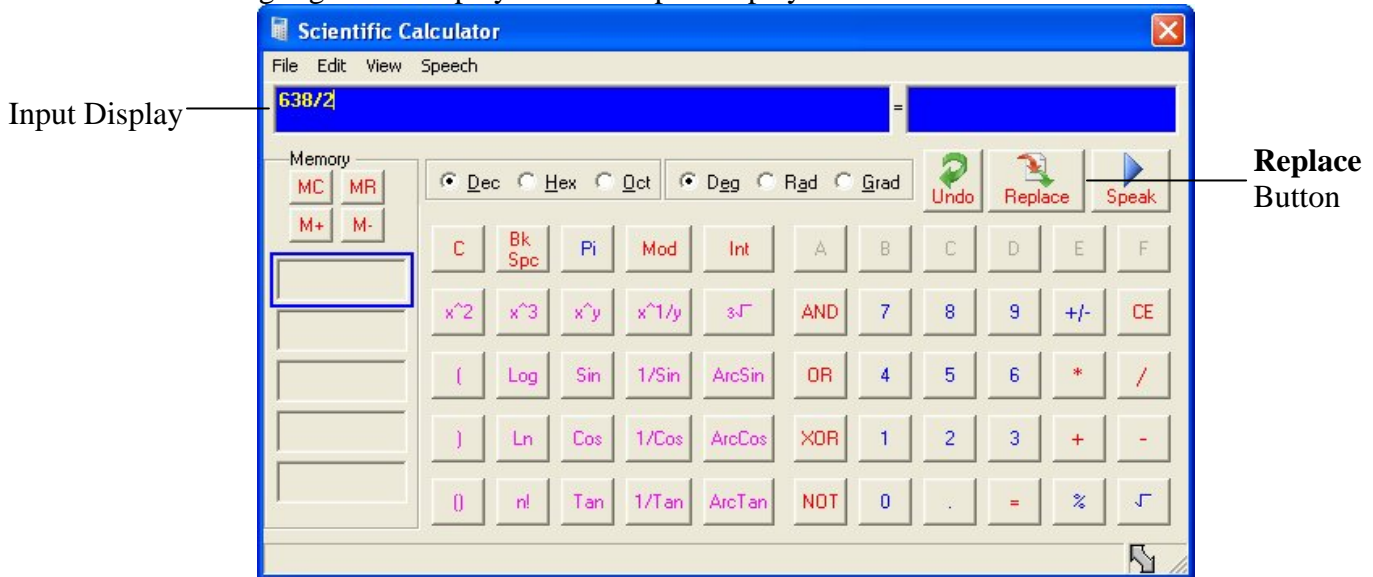
Figure 7-2 Scientific Calculator window

248. Click on the = button. The answer to the calculation is displayed.

249. Click on the ***Replace*** button.

The sum you highlighted in step 2 is replaced with the answer 319.

Exercise 3   Evaluating calculations within documents

In this exercise, you'll learn how to evaluate calculations in your document without having to access the calculators.

250. Click on the drop down list on the toolbar and select ***Scientific Calculator***.

You see the Scientific Calculator window displayed (Figure 7-2).

251. Click on the View menu and select ***Variables and Constants*** to display the Stored Constants and Variables window (Figure 7-3).
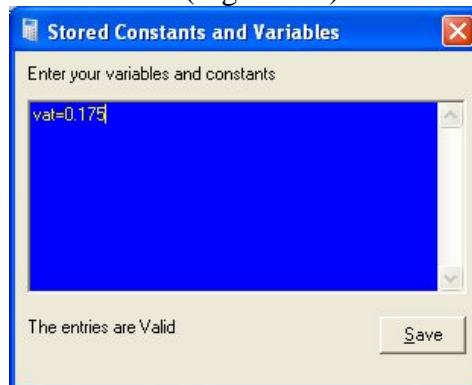
Figure 7-3 Stored Constants and Variables window

252. Type ***vat=0.175*** into the space provided and then click on the ***Save*** button.

253. Click on the File menu and select the *Exit* option to close the Scientific Calculator.
254. Type the following into your MS Word document: *50.00*vat*

255. Highlight the sum in your document and then click on the 🖩 drop down list on the
     toolbar and select *Evaluate in Document*.
The answer is inserted after the calculation.

Exercise 4   Converting values in documents

In this short exercise, you'll learn how to convert values in your document. In this example
you're going to convert a value in centimeters to inches.
256. Type the following into your MS Word document: *167*.
257. Highlight the figure in your document.

258. Click on the 🖩 drop down list on the toolbar, point your cursor over *Convert*, then
     Length, then *centimeters*, and then select *to inches* as shown in Figure 7-4.
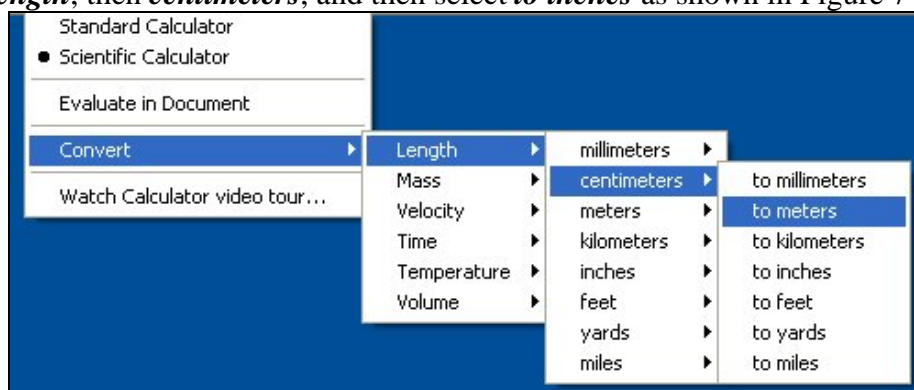
Figure 7-4 Conversion menu option

The figure in your document is replaced by the inches equivalent (65.7480336).

8.   USING THE SCANNING UTILITY

In this section you'll learn how to use the Scanning utility to:
- Perform a fast scan
- Scan single documents
- Scan multiple documents
- Scan from a file
- Scan from a digital camera.

Exercise 1   Performing a fast scan

In this exercise you'll learn how to perform a fast scan. A fast scan allows you to scan directly into MS Word, Internet Explorer or Adobe Acrobat.

259. Place a page into your scanner.

260. Click on the [icon] drop down list and make sure **Scan to PDF** is selected. You'll know that it has been selected if you can see a dot beside it:

    ● Scan to PDF

261. Click on the [icon] button on the toolbar.

    The Scanning utility scans your document. When the scan has completed, you see the scanned image displayed in Adobe Acrobat. From here you can use PDFaloud to read the document.

    This type of scan is recommended if you simply wish to scan a document and have it read. Scanning into PDF provides a 'near' picture image of the original document.

262. Click on the [icon] drop down list and select **Scan to Word**. Repeat step 3.

    The Scanning utility scans your document. When the scan has completed, you see the scanned image displayed in MS Word.

    This type of scan is recommended if you want to edit the scanned document.

263. Click on the [icon] drop down list and select **Scan to HTML**. Repeat step 3.

264. The Scanning utility scans your document. When the scan has completed, you see the scanned image displayed in Internet Explorer.

    This type of scan is recommended if you want to display the document using your own choice of colored fonts and backgrounds. Instructions on how to change fonts and backgrounds will be explained later.

Exercise 2   Scanning single documents

In this exercise you'll learn how to set up scanner options and scan single documents.

265. Click on the [icon] drop down list on the toolbar and select **Scanning Options**.

    You see the Output tab of the Scanner Settings window displayed (Figure 8-1).
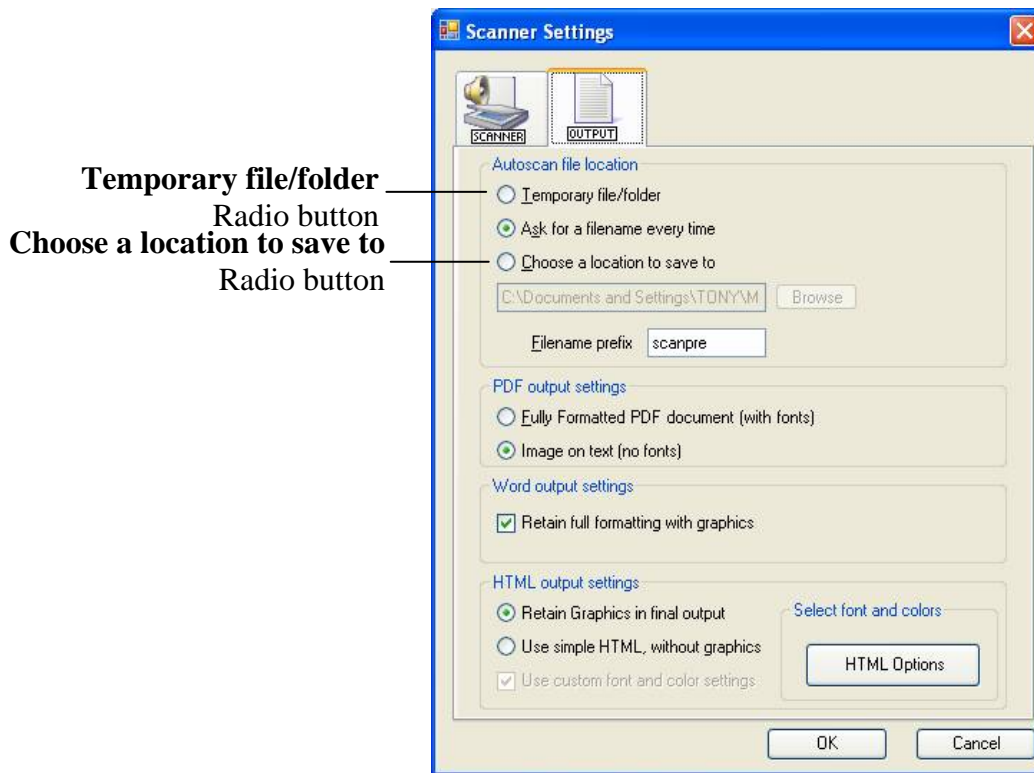
Figure 8-1 Scanner Settings window - Output tab

266. Select the *Temporary file/folder* radio button.
267. Make sure the *Retain full formatting with graphics* check box is selected in the Word output settings section and then click on the *OK* button.
268. Click on the Scanner tab (Figure 8-2).
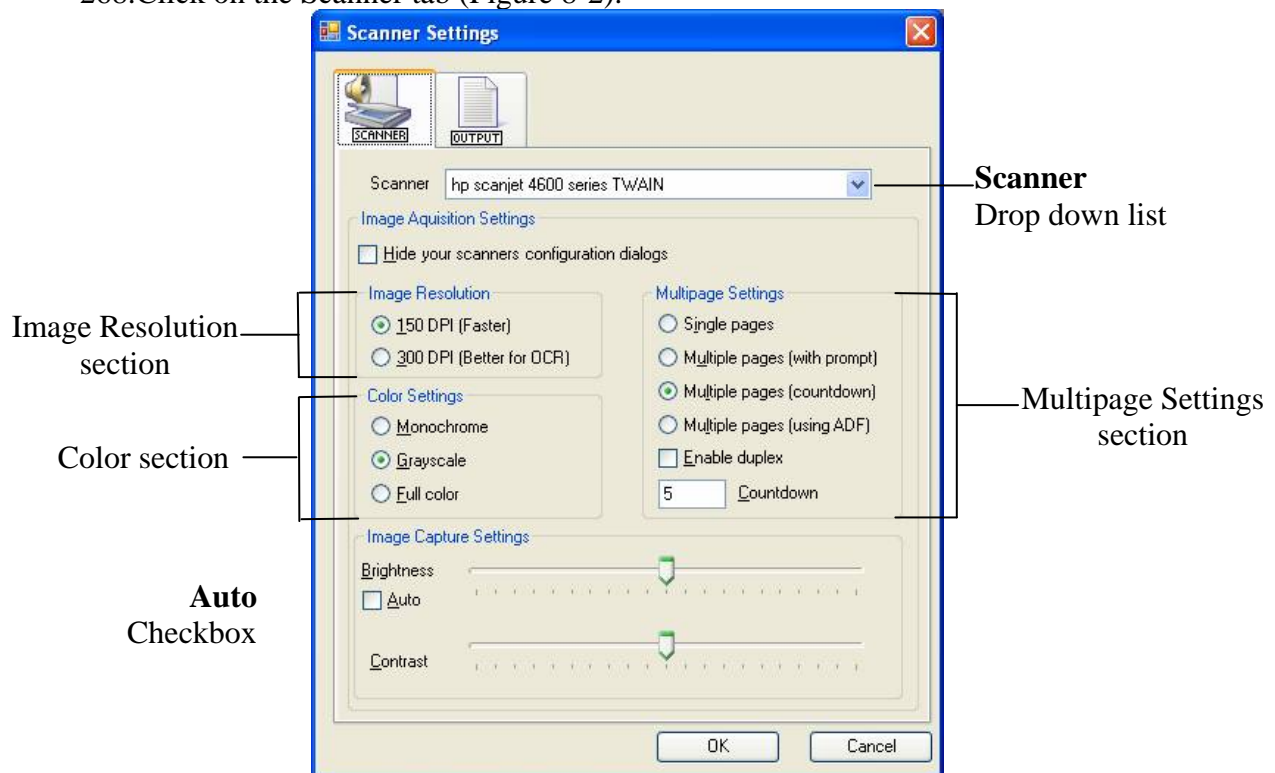
Figure 8-2 Scanner Settings window - Scanner tab

269. Select the type of scanner you are using from the *Scanner* drop down list.

270. Make sure the *300 DPI* radio button from the Image Resolution section is selected.
271. Select the *Single pages* radio button from the Multipage Settings section.
272. Select the *Full color* radio button from the Color Settings section.
273. Select the *Auto* check box to ensure that the system automatically adjusts the brightness of the scan.
274. Click on the *OK* button to save your settings.
275. Place a single page into your scanner and then click on the drop down list on the toolbar and select *Scan to Word*.
276. Click on the button.

Your page is scanned and automatically opened in Microsoft Word. It is saved in a temporary file and folder created by Read&Write 8.1 Gold.

Exercise 3   Scanning multiple documents

In this exercise you'll learn how to set up scanner options and scan multiple documents.

277. Click on the drop down list on the toolbar and select *Scanning Options*.
     You see the Output tab of the Scanner Settings window displayed (Figure 8-1).
278. Select the *Choose a location to save to* radio button. Click on the *Browse* button, browse to the location of the folder in which you want to save your scanned images, enter a name for the image and then click on the *OK* button.
279. Select the *Use simple HTML, without graphics* radio button and then make sure the *Use custom font and color settings* check box is selected.
280. Click on the *HTML Options* button, adjust the following settings for the Font, and then click on the *OK* button:
     Arial font
     Red color
     28 point size.
281. Click on the Scanner tab (Figure 8-2).
282. If you are using a different scanner form the previous exercise, select the type of scanner you are using from the *Scanner* drop down list.
283. Select the *Multiple pages (countdown)* radio button from the Multipage Settings section. Type *60* in the *Countdown* text box.
284. Select the *Auto* checkbox to ensure that the system adjusts the brightness of the scan automatically. Move the *Contrast* scale up to +20%.
285. Click on the *OK* button to save your settings.
286. Place a single page into your scanner and then click on the drop down list on the toolbar and select *Scan to HTML*.
287. Click on the button.
     Your page is scanned and then you will see a 60 second countdown displayed. This means you have 60 seconds before your next page will be scanned.
288. Place another page into your scanner.
     Read&Write 8.1 Gold will automatically scan this page 60 seconds after the first page has been scanned. You also see it open in Internet Explorer with the font settings you specified earlier. Your scanned images are saved in the folder of your choice.

Exercise 4   Scanning from a file

You can also scan from a saved image file on your computer.

289. Click on the ⬛ drop down list on the toolbar and select *Scan to PDF*.

290. Again, click on the ⬛ drop down list and select *Scan from File*.

291. Click on the ⬛ button.
    The Open files window is displayed.

292. Browse to the location where you store your images, select the image and then click on the ***Open*** button. The image is scanned and opened in a PDF file.

Exercise 5   Scanning from a digital camera

In this exercise you'll learn how to scan from a photo you have taken with your digital camera. This is useful if you don't have access to a scanner.

293. Place an A4 page of paper containing text on your desk and take a photo of it.

294. Connect your camera to your computer using your USB cable.

295. Click on the ⬛ drop down list on the toolbar and select *Scan from WIA*.

296. Click on the ⬛ icon.

297. You can see either of the following dialog boxes displayed:

Select Device dialog box (Figure 8-3)
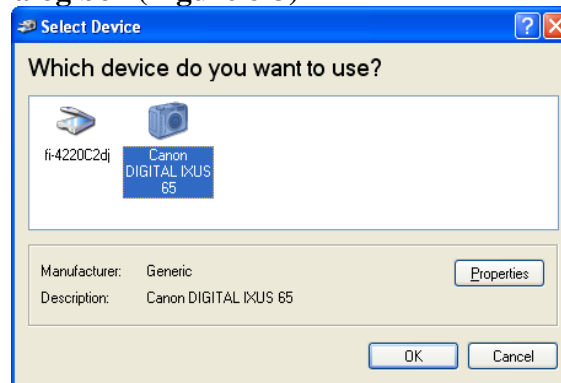
Figure 8-3 Select Device dialog box

Get Pictures from dialog box (Figure 8-4).
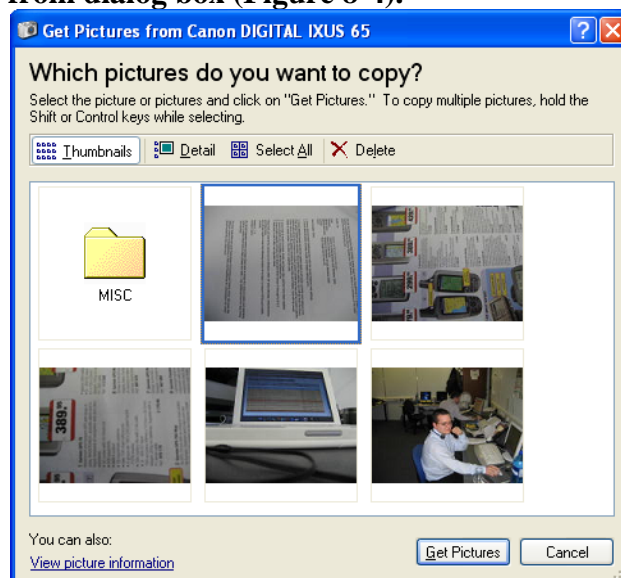
Figure 8-4 Get Pictures from dialog box

298. Complete either of the following tasks, depending on which dialog box you can see:

Select Device dialog box - select your camera from the list and then click on the OK button. The Get pictures from dialog box is displayed (Figure 8-4). Locate and select the photo you have just taken and then click on the Get Pictures button

Get Pictures from dialog box (Figure 8-4) - locate and select the photo you have just taken and then click on the Get Pictures button.

When you display your document you can use the features in Read&Write 8.1 Gold to read aloud the text in the way that you want.

9.   USING THE FACT FINDER

In this section you'll learn how to use the Fact Finder default search engine.

Exercise 1   Using the default search engine

In this exercise you'll learn how to set up the default search engine and search for facts using the default search engine.

299.In MS Word type in the word 'dyslexia'.

300.Select the word and click on the button.

301.Your browser window opens displaying the search results for 'dyslexia' in Google.

302.Click on the drop down list on the toolbar and select *Fact Finder Options*. You see the Fact Finder Options window displayed (Figure 9-1).

Default search engine ———
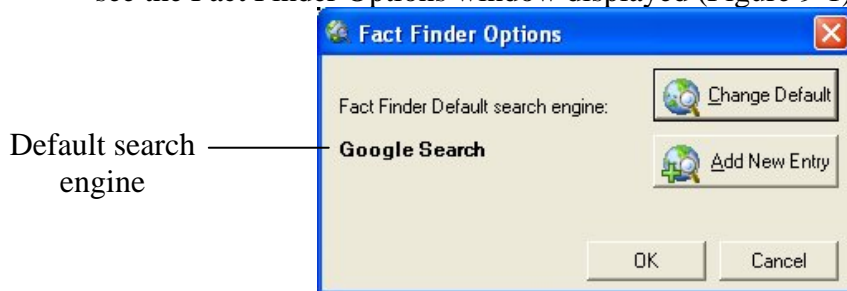
Figure 9-1 Fact Finder Options window

303.Click on the *Change Default* button and then point your cursor over the *Search using* option. You see a drop down list displaying different categories of search engines.

304.Point your cursor over *General* and select the *Yahoo* search engine.

305.Click on the *OK* button to save Yahoo as the default search engine.

306.Click on the button on the toolbar. You see the Manual Text Search window, allowing you to search for facts using the default search engine, Yahoo (Figure 9-2).
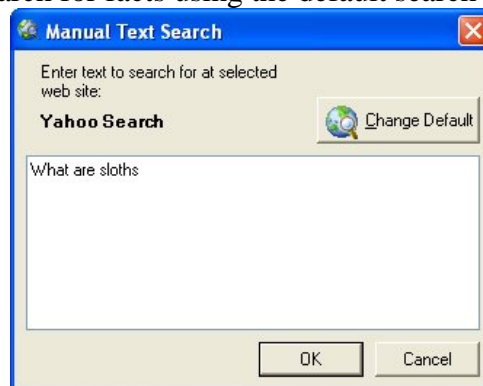
Figure 9-2 Manual Text Search window

307.Type *What are sloths* in the text box provided and then click on the *OK* button. Your browser window opens displaying the search results for 'sloths' in Yahoo.

10. USING THE FACT FOLDER

In this section you'll learn how to:
- Add text facts
- Add image facts
- Add URLs and documents
- Change fact details and properties
- Create fact maps from exported facts.

Exercise 1 Adding text facts

In this exercise you'll learn how to use the Fact Folder to save a paragraph of text as a new fact. Type the following text into a new document:

The United States of America is comprised of fifty states and one federal district. The country celebrates its founding date as July 4th 1776.

308.Save the document in the directory of your choice.

309.Highlight this text and then click on the ![button] button. The Fact Details window is displayed (Figure 10-1).
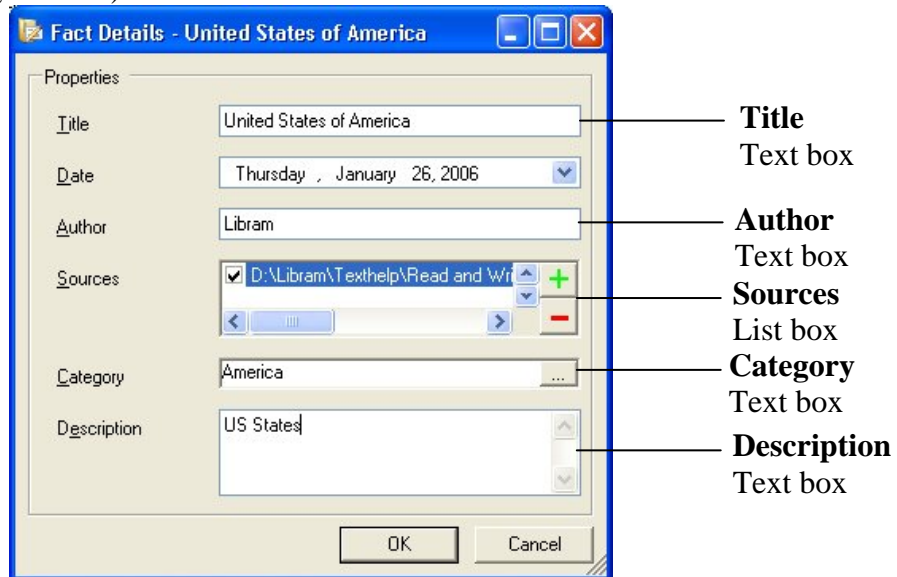
Figure 10-1 Fact Details window

310.Type the text *United States of America* into the *Title* text box.

311.Type your name in the *Author* text box.

The locations and URLs of any documents and websites you have open are displayed in the *Sources* list box.

312.Select the check box beside the location of the document you created in step 1.

313.Click on the ![button] button beside the *Categories* text box. You see the Select Categories window displayed.

314.Click on the *Add* button and type the text *America* in the text box provided.

315.Click on the *OK* button to add the new category.

316.Select the check box beside 'America' in the *Category List* and then click on the *OK* button.

317.Enter the text *US States* in the *Description* text box and then click on the *OK* button.

You see a message popup from the system tray informing you that the fact 'United States of America' has been added.

Exercise 2   Adding image facts

In this exercise you'll learn how to use the Fact Folder to save an image from a web page as a new fact.

318. Click on the [icon] drop down list and select the *Manual Text Search* option. You see the Manual Text Search window displayed (Figure 10-2).

Figure 10-2 Manual Text Search window

319. Make sure Google has been selected as the default website. If it hasn't, click on the *Change Default* button, point your cursor over *Search using*, then the *General* option and finally *Google Search*.
320. Enter the text *Maps of America* and then click on the *OK* button.
   You see the results of your search listed in your browser window.

321. Find a map of America to your liking and then click on the [icon] drop down list and select the *Add Web Image* option. You see the TextHELP Web Hover popup on the bottom right-hand corner of your screen.
322. Hover your mouse over the image of America until you see it appear in this popup and then click on it. You see the Fact Details window displayed (Figure 10-1).
323. Type the text *Map of America* into the *Title* text box.
324. Type the name of the author of the website in the *Author* text box.
   The locations and URLs of any documents and websites you have open are displayed in the *Sources* list box.
325. Select the check box beside the URL which contains the image you have just selected.
326. Click on the [icon] button beside the *Categories* text box. You see the Select Categories window displayed.
327. Select the check box beside 'America' in the *Category List* and then click on the *OK* button.
328. Enter the text *Map of America* in the *Description* text box and then click on the *OK* button.

You see a message popup from the system tray informing you that the fact 'Map of America' has been added.

Exercise 3   Adding URLs and documents

You can add a URL by dragging and dropping it from Internet Explorer into the Fact Folder. You can use the same method to drag and drop documents from Windows Explorer. In this exercise you'll learn how to add a URL to the Fact Folder and then access it directly from the Fact Folder.

329. Click on the ▣ drop down list and select the ***Review Facts*** option. You see the Fact Folder window displayed (Figure 10-3).

Categories
Drop down list

Preview
Pane
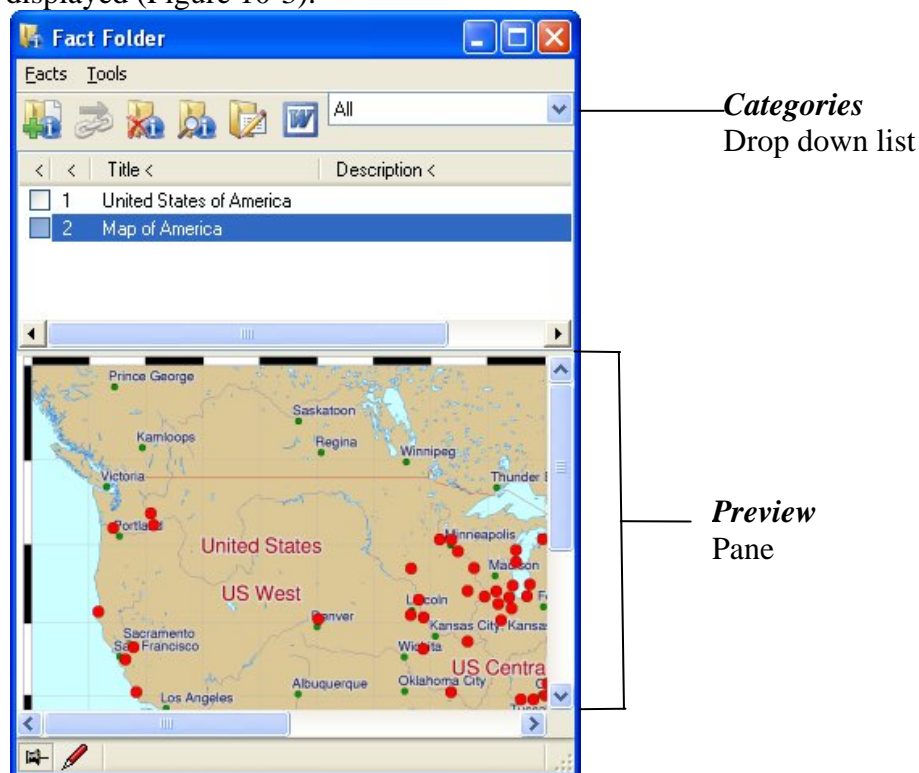
Figure 10-3 Fact Folder window

330. Click on the ▣ drop down list and select the ***Manual Text Search*** option. You see the Manual Text Search window displayed (Figure 10-2).
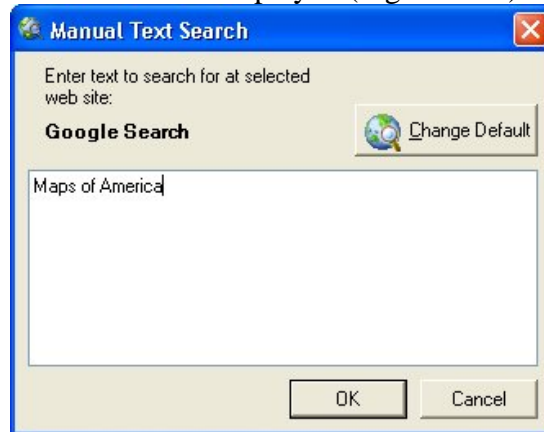331. Enter the text ***States of America*** and then click on the ***OK*** button.
     You see the results of your search listed in your browser window.
332. Find a website which details facts relating to American states.
333. Click and hold down your left mouse button on the Internet Explorer icon in the Address line as shown below (Figure 10-4), then drag and drop it onto the Fact Folder window.

Internet Explorer
Icon

Figure 10-4 Internet Explorer icon

You see the Fact Details window displayed (Figure 10-1).

334. Type the text *American states* into the *Title* text box.
335. Type the name of the author of the website in the *Author* text box.
336. Select the check box beside the websites URL in the *Sources* list box.
337. Click on the [...] button beside the *Categories* text box. You see the Select Categories window displayed.
338. Select the check box beside 'America' in the *Category List* and then click on the *OK* button.
339. Enter the text *Lists of states* in the *Description* text box and then click on the *OK* button.

You see a message popup from the system tray informing you that the fact 'American states' has been added. You also see the new fact listed in the Fact Folder.

340. Click on the [X] button on the top right-hand corner of your browser window to close Internet Explorer.
341. Click on the 'American states' fact in the Fact Folder window and then click on the [→] button to see the website displayed again in your browser window.

Exercise 4   Changing fact details and properties

In this exercise you'll learn how to change the details of facts that you've already added to the Fact Folder. You'll also learn how to update fact content.

342. Click on the 'Map of America' fact in the Fact Folder window. You can see a preview of the image in the *Preview* pane.
343. Click on the 'American states' fact in the Fact Folder window and then click on the [ ] button. You see the Fact Details window displayed (Figure 10-1).
344. Type the text *Also lists other useful information* in the *Description* text box and then click on the *OK* button. The description is updated in the Fact Folder window.
345. Click on the 'United States of America' fact and then click on the [ ] button. You see the Displaying Fact window.
346. Add the text The United States shares land borders with Canada and Mexico to the text that is already there.
347. Click on the *OK* button.

Exercise 5   Creating fact maps from exported facts

In this exercise you'll learn how to export a category of facts into the Fact Mapper.

348. Select 'America' from the *Categories* drop down list, i.e. the drop down list at the top right-hand corner of the Fact Folder window. This will ensure that only the facts you have added to this category are displayed.
349. Click on the Tools menu and select the *Select All Facts* option.
350. Click on the Tools menu again and select the *Export Selected Facts* option. The Export to Fact Map window is displayed (Figure 10-5).
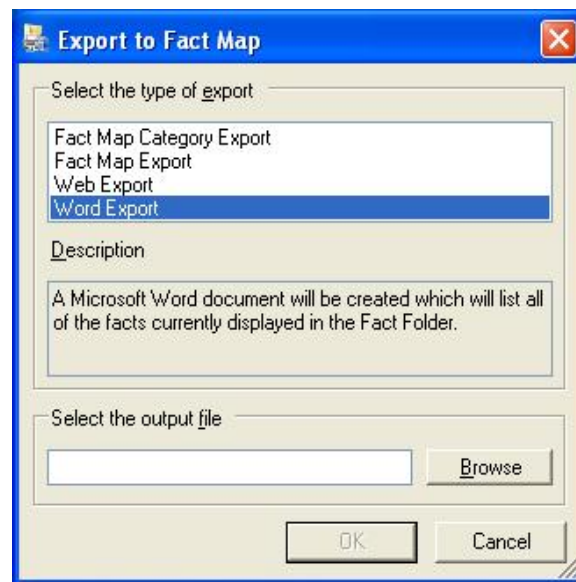
Figure 10-5 Export to Fact Map window

351.Select the *Fact Map Category Export* option. This will ensure that all facts are linked to the 'America' category in the fact map.

You can also select the following types of export:

Fact Map Export - selected facts will be represented as fact map elements but won't be connected by links

Web Export - a HTML file will be created which will list all of the selected facts

Word Export - an MS Word document will be created which will list all of the selected facts.

352.Click on the *Browse* button. The Select Export File window is displayed.

353.Browse to the location where you want to save the fact map and type *American fact map* in the *File name* field. Click on the *Save* button. Click on *OK*.

You see your new fact map displayed in the Fact Mapper window.

354.Click on the ☒ button on the top right-hand corner to close the Fact Mapper.

11.   USING THE FACT MAPPER

In this section you'll learn how to:
- Open fact maps
- Add elements to a map
- Use the Image Library to add images to a map
- Link elements
- Brainstorm
- Change how a fact map is displayed
- Export fact maps.

You use the Fact Mapper 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 ideas and information on a particular subject and therefore help you understand it a lot better.

To access the Fact Mapper, click on the ▦ button on the Read&Write 8.1 Gold toolbar. You see the Fact Mapper window displayed (Figure 11-1).

When you first open the Fact Mapper, the Fact Folder and Image Library may also be displayed depending on how the Fact Mapper has been set up.

Exercise 1   Opening fact maps

In this exercise, you'll learn how to open the fact map you created when you exported facts from the Fact Folder.

355.Click on the ▦ button.

356.Browse to the location where you saved the 'American fact map', select it and then click on the *Open* button. You see the fact map displayed in the Fact Mapper window (Figure 11-1).
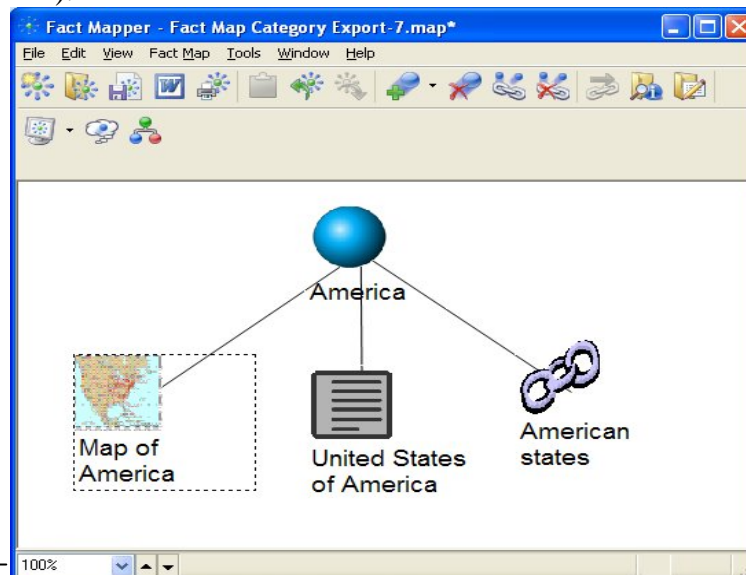
Zoom _____
Drop down list
Figure 11-1 Fact Mapper window

357.If you have difficulty in seeing the fact map, click on the View menu and select the *Zoom In* option. This increases the size of the fact map. You can select the *Zoom Out* option if you have increased the size a little too much. You can also change the zoom

level using the *Zoom* drop down list which is located at the bottom left-hand corner of the Fact Mapper window.

358. You can drag and drop the elements onto different positions in the Fact Mapper window. Click and hold down your left mouse button on the 'Map of America' element and drag and drop it onto the right-hand-side of the Fact Mapper window.

359. Drag and drop the other elements until you are happy with how the fact map is displayed.

Exercise 2   Adding elements

In this exercise, you'll learn how to add elements to your fact map.

360. Click on the [icon] drop down list and make sure the *Text* option is selected. This will ensure that a text element will be created the next time you click on this button.

361. Click on the [icon] button. You see the Fact Details window displayed (Figure 10-1).

362. Type the text *Byways* into the *Title* text box.

363. Type your name in the *Author* text box.

364. Enter the text *Details of byways in America* in the *Description* text box and then click on the *OK* button.
    The new text element is added to the fact map as shown below (Figure 11-2):

Figure 11-2 New text element

365. Click on the [icon] drop down list and make sure the *Link* option is selected.

366. Click on the [icon] button. You see the Fact Details window displayed (Figure 10-1).

367. Type the text *Capitals* into the *Title* text box.

368. Type your name in the *Author* text box.

369. Enter the text Capital cities of states in America in the *Description* text box.

370. Click on the [icon] drop down list and select the *Manual Text Search* option. You see the Manual Text Search window displayed (Figure 10-2).

371. Enter the text *Capitals of America* and then click on the *OK* button.
    You see the results of your search listed in your browser window.

372. Find a website which details facts relating to capitals of American states.

373. Click and hold down your left mouse button on the Internet Explorer icon in the Address line as shown below (Figure 11-3), then drag and drop it into the *Sources* list box in the Fact Folder window.

Internet Explorer⎯
        Icon

Figure 11-3 Internet Explorer icon

374. Make sure the check box is check marked for the web address in the *Sources* list box.
375. Click on the *OK* button.

The new link element is added to the fact map as shown below (Figure 11-4):

Figure 11-4 New link element

Exercise 3   Using the Image Library

In this exercise, you'll learn how to add images from the Image Library to your fact map.

376. If the Image Library isn't already open, click on the View menu and select the *Image Library* option. You see the Image Library window displayed (Figure 11-5).

Select Image Category
Drop down list

Figure 11-5 Image Library

377. Click on the *Select Image Category* drop down list and select 'signs_and_symbols - flags - america'.
378. Scroll down until you see the 'united states' flag, then click and hold down your left mouse button on it and drag and drop it onto the 'America' element in the Fact Mapper.

The icon which represents the 'America' element is replaced with the American flag. Notice how you can actually see an image of the flag in the Fact Mapper, similar to the image shown below (Figure 11-6). Read&Write 8.1 Gold displays a preview of any picture elements that you add to the fact map.

Figure 11-6 New picture element
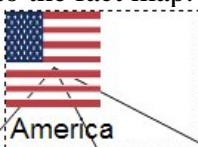
379. Click on the button to save your fact map.

Exercise 4   Linking elements

In this exercise, you'll learn how to create links between map elements. In this case, you'll link the 'Byways' element you added in Exercise 2 to the 'America' element.

380. Click on the 'Byways' element and then click on the button. The element is highlighted in red to show that it has been selected.

381. Click on the 'America' element. You now see a line linking the two elements.
382. To delete a link, simply click on the element from which you want to delete a link,

   click on the ✂ button and then click on the element to which the selected element is
   linked.

Exercise 5   Brainstorming

In this exercise you'll learn how to use the Fact Mapper to brainstorm, i.e. you will add
several American states to a fact map as quickly as possible.

383. Click on the 🕸 button to create a new fact map.

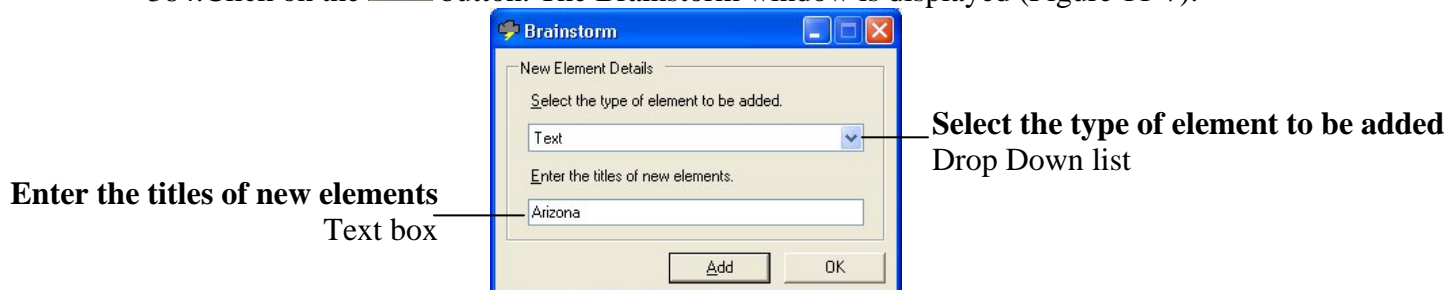384. Click on the 💬 button. The Brainstorm window is displayed (Figure 11-7).

Enter the titles of new elements
Text box

Select the type of element to be added
Drop Down list

Figure 11-7 Brainstorm window

385. Select the *Text* option from the *Select the type of element to be added* drop down list.
386. Type *American states* in the *Enter the titles of new elements* text box and then click
   on the *Add* button or alternatively press *Enter*.
387. Type *Arizona* in the *Enter the titles of new elements* text box and then click on the
   Add button.
388. Type Alabama in the *Enter the titles of new elements* text box and then press Enter.
389. Type *Georgia* in the *Enter the titles of new elements* text box and then click on the
   OK button.
   These new elements are added to your new fact map.
390. Link the states you've just added using the Brainstorm, to the 'American states'
   element.

391. If you wish to add more states, click on the 💬 button or the ➕ button.

392. If you wish to add fact details to the elements you have just added, click on the

   element and then click on the 📝 button, and if you wish to add fact properties, click

   on the element and then click on the 📇 button.

Exercise 6   Changing how a fact map is displayed

In this exercise you'll learn how to specify how you want your fact map displayed. You'll
also learn how to print your fact map.

393. Click on the 🖼 drop down list and select the *Document Outline* option. Your fact
   map is now displayed in a bulleted list.

394. Change it back to the way it was by selecting the *Fact Map* option from the 🖼 drop
   down list.

395. Select 'America' in your fact map and then click on the 🕸 button. You see the
   Arrange Facts window displayed (Figure 11-8).
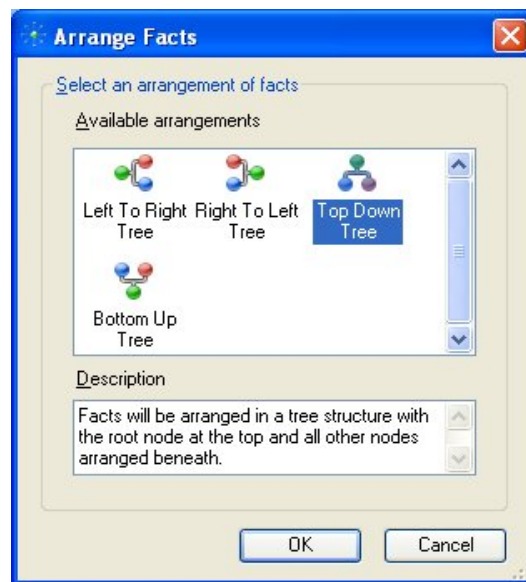
Figure 11-8 Arrange Facts window

396.Select the ***Bottom Up Tree*** arrangement and then click on the ***OK*** button.
The facts in your fact map are rearranged so that the American flag is displayed at the bottom and all the other facts are displayed above.

397.Click on the button. You see the Print window displayed.

398.Select your preferred print options and then click on the ***Print*** button.

Exercise 7   Exporting fact maps

In this exercise you'll learn how to export a fact map to an MS Word document and an HTML web page.

399.Click on the button on the toolbar.
The fact map is opened and displayed in Microsoft Word. It is displayed in Document Outline view.

400.Close Microsoft Word.

401.In the Fact Mapper window, click on the File menu and select the ***Export*** option.
You see the Export to Web Page window displayed (Figure 11-9).

Figure 11-9 Export to Web Page window

402.Select the ***HTML Outline Export*** option.

403.Click on the ***Browse*** button. The Select Export File dialog box is displayed.

404. Specify where you want to save the file, enter *America* in the *File name* field and then click on the *Save* button.

405. Click on the *OK* button in the Export to Web Page window.

Your browser window launches automatically and the fact map is displayed. It is displayed in Document Outline view.

12. USING THE TRANSLATOR UTILITY

In this section you'll learn how to:
- Translate English words into Spanish
- Configure the Translator utility.

Type the following text into a blank MS Word document:
It was dead quiet and empty black, except for the starlight.

Exercise 1   Translating English words into Spanish

In this exercise you'll learn how to translate words from English into Spanish.

406. Click on the ![icon] button on the toolbar. You see the Translation tab of the Translator window displayed (Figure 12-1).

Word to search — Text box
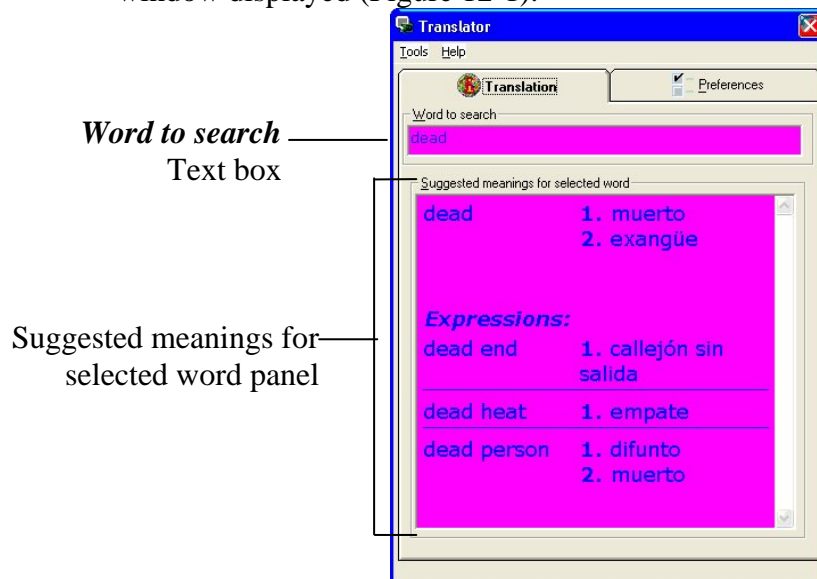
Suggested meanings for selected word panel

Figure 12-1 The Translator window: Translation tab

407. Highlight the word 'dead' in your document.
You see the word 'dead' displayed in the ***Word to search*** text box and a list of Spanish translations displayed in the ***Suggested meanings for selected word*** panel. You also see common expressions that use the word 'dead' listed.
408. Click on the Tools menu and de-select the ***Disable Speech*** option. Now click on the Spanish translations in the ***Suggested meanings for selected word*** panel to hear them read aloud.
409. Highlight the word 'empty' in your document to view a list of Spanish translations in the Translator tab.

Exercise 2   Configuring the Translation utility

In this exercise, you'll learn how to use the Preferences tab to configure speech, text and display options.
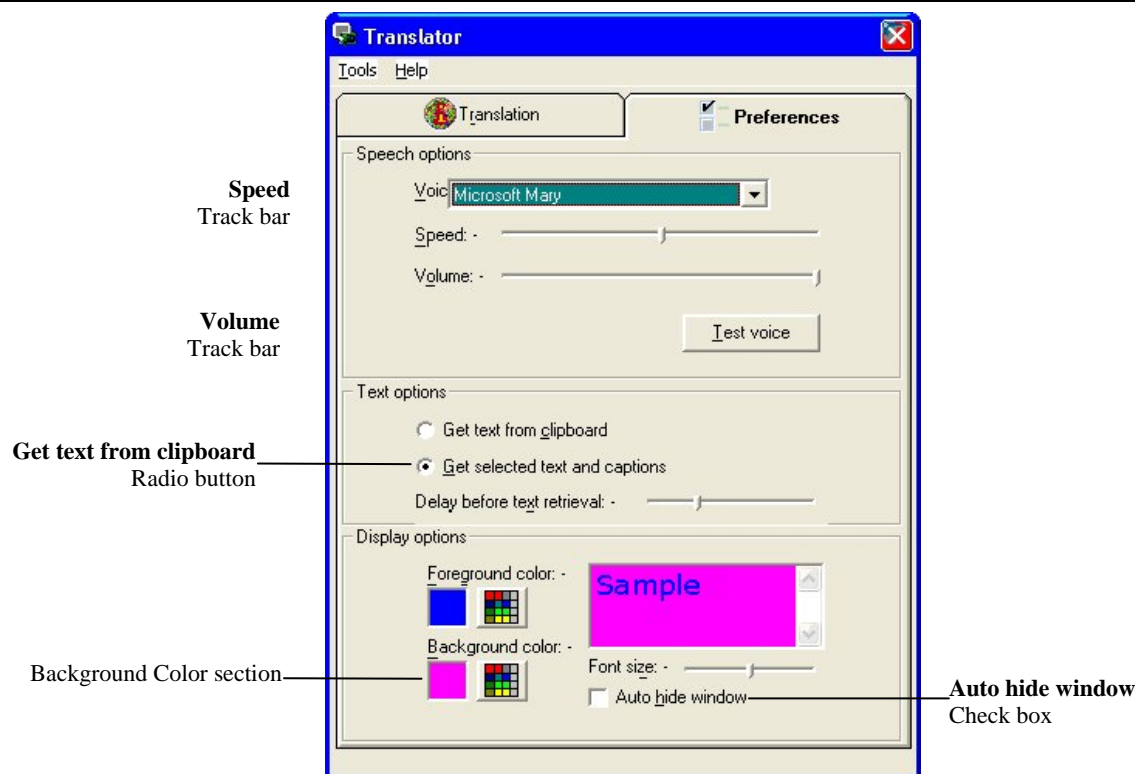410. Click on the Preferences tab in the Translator window (Figure 12-2).

Figure 12-2 The Translator window: Preferences tab

411. Adjust the following speech option track bars:
    ***Speed* track bar - -2**
    ***Volume* track bar - 90.**
412. Click on the ***Test voice*** button to check that the new speech settings are suitable.
413. Select the ***Get text from clipboard*** radio button to specify that you'd like to select words for translation by copying them to the clipboard.
414. Click on the [icon] button in the Background color section and select a yellow color for the background of the text in the Translation tab.
415. Select the ***Auto hide window*** check box to specify that you'd like to hide most of the Translator window when using the Translation tab.
416. Click on the Translation tab (Figure 12-1).
417. Highlight the word 'starlight' in your text. Notice how the Translator utility does not provide you with any translations for this word. You must press the ***Ctrl*** and ***C*** buttons on your keyboard to copy the word to your clipboard.
    You can now see the translations for the word 'starlight' in the ***Suggested meanings for selected word*** panel. If you want to see the rest of the window, hover your mouse over this panel.

13. USING STUDY SKILLS

In this section you'll learn how to:
- Collect text that you can use for your studies
- Summarize the text that you have collected.

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

Read&Write 8.1 Gold also allows you to summarize text in your document/web page using Study Skills.

To access Study Skills, click on the [textHELP] 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'll 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.

418. Open your Internet browser window and type *www.texthelp.com* into the *Address* field to display the TextHELP homepage.

419. Highlight the first paragraph on this page and then click on the [ab] (Highlight green) button.

Read&Write 8.1 Gold highlights the text in green, as shown below:

Texthelp Systems Ltd is the worldwide leader of literacy software solutions provided through three core business divisions:

420. Highlight the paragraph on 'Education' on this page and then click on the [ab] (Highlight pink) button.

Read&Write 8.1 Gold highlights the text in pink.

421. Highlight the paragraph on 'Government & Corporate' on this page and then click on the [ab] (Highlight pink) button.

Read&Write 8.1 Gold highlights the text in pink.

422. Highlight the paragraph on 'Education Publishers' on this page and then click on the [ab] (Highlight pink) button.

Read&Write 8.1 Gold highlights the text in pink.

423. Highlight the paragraph on 'Government & Corporate' again and then click on the [ab] (Clear highlights) button.

Read&Write 8.1 Gold de-selects the highlighted text in pink.

424. Click on the [icon] (Collect highlights) button.

The Collect Highlights window is displayed (Figure 13-1).

Figure 13-1 Collect Highlights window

425. Make sure the following options are selected:
  Collect green check box
  Collect pink check box
  Order highlights by collection time radio button
  The *None* 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.
426. Click on the *OK* button.
  Read&Write 8.1 Gold collects the highlighted text and inserts it into a new MS Word document.
427. Save your document and call it *About TextHELP*.

Exercise 2   Summarizing text for your studies

In this exercise you'll learn how to summarize text on a webpage. Read&Write 8.1 can also summarize text in a document.
428. Open your Internet browser window and type *www.texthelp.com* into the *Address* field to display the TextHELP homepage.

429. Click on the *Publishers* link at the top of the page:
430. Highlight all of the text on this page using your mouse.

431. Click on the (Summary) button.
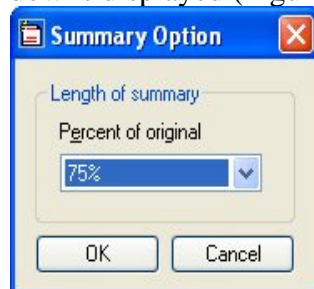 The Summary Option window is displayed (Figure 13-2).

Figure 13-2 Summary Option window

432. Make sure *50%* is selected from the *Percent of original* drop down list.
  Read&Write 8.1 Gold displays the summarized text in a new document. Notice the AutoSummarize toolbar also displayed (Figure 13-3).

Figure 13-3 AutoSummarize toolbar

433. Click on the ◀ and ▶ buttons on the AutoSummarize toolbar to decrease and increase the percentage of summarized text. Notice how your text changes as you do this.

434. Click on the 🔲 button on the AutoSummarize toolbar.
You can now see the original text displayed, i.e. all of the text on the Publishing webpage. The summarized text is highlighted in yellow and the rest is displayed as faded text.

435. Click on the 🔲 button again to display only the summarized text.

14. ADDITIONAL EXERCISES

In this section you'll learn how to:
- Set up hotkeys
- Set up autotext
- Create syllable exceptions
- Read text files and clipboard text
- Edit phrases in the prediction database
- Work with Fact Finder search engines
- Load your personal settings.

Exercise 1   Setting up hotkeys

You can set up hotkeys for each of the buttons on the Read&Write 8.1 Gold toolbar or for some of the menu options. In this exercise you'll learn how to set up your own hotkeys.

436. Click on the textHELP drop down list on the toolbar and select *General Options*.
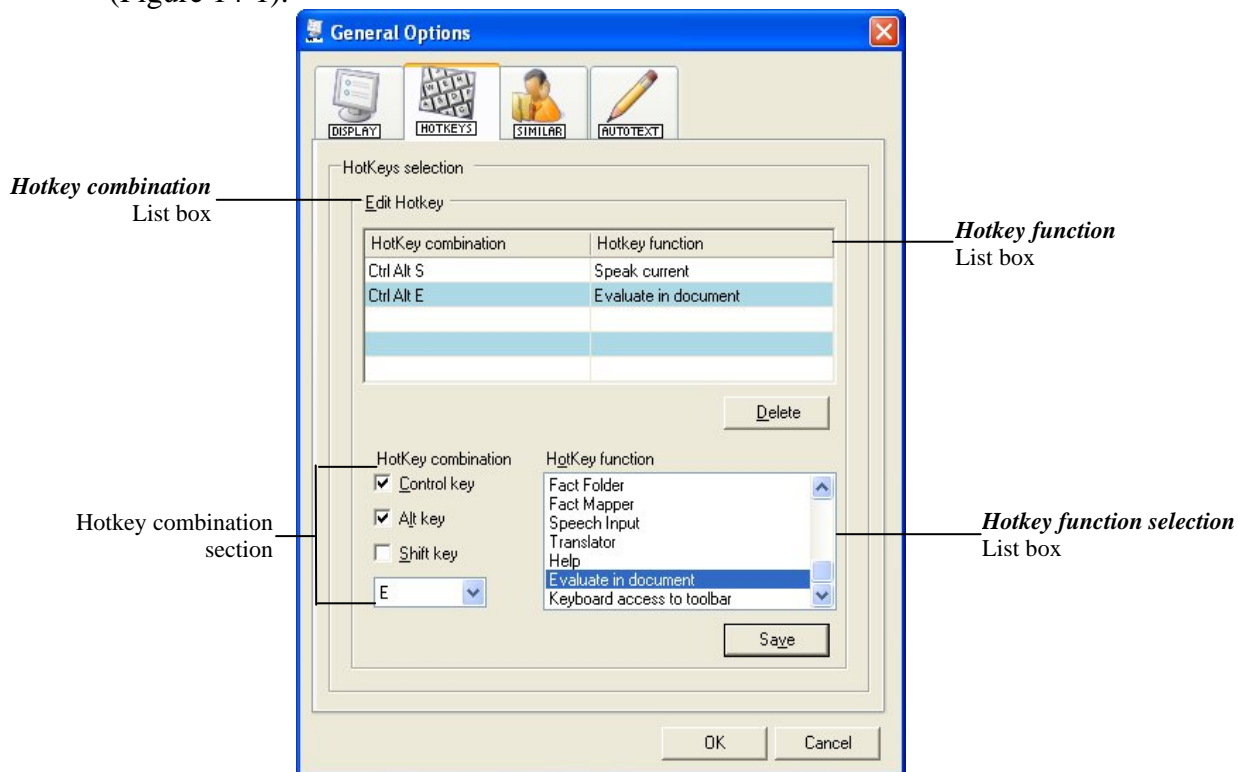You see the Display tab of the General Options window. Click on the Hotkeys tab (Figure 14-1).

Figure 14-1 Hotkeys tab

437. Select the Evaluate in document option from the *Hotkey function selection* list box.
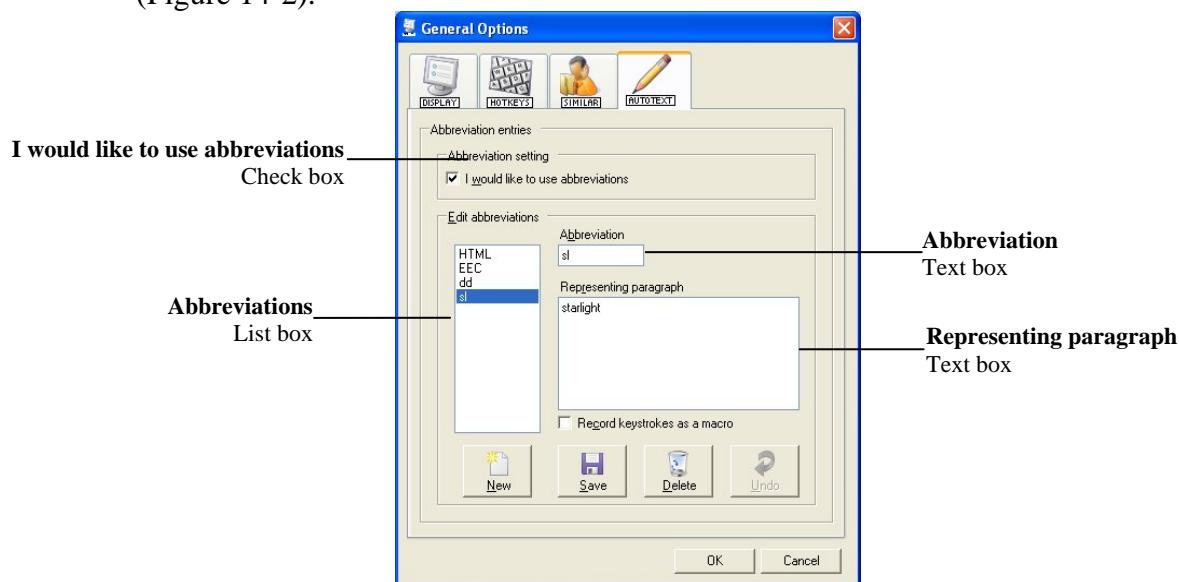438. Select the *Control key* and the *Alt key* check boxes in the Hotkey combination section and then select 'E' from the *Keyboard keys* drop down list. If you click on the drop down list and press the *E* key on your keyboard, 'E' will be selected.

439. Click on the *Save* button. The entry is listed in the *Hotkey combination* and *Hotkey function* list boxes.
440. Select the *Speak current* option from the *Hotkey function selection* list box.
441. Select both the *Control key* and *Alt key* check boxes and then select 'S' from the *Keyboard keys* drop down list.
442. Click on the *Save* button.
     The entry is listed in the *Hotkey combination* and *Hotkey function* list boxes.
443. Click on the *OK* button to save your settings and to close the General Options window.
444. Type *766/2* into a MS Word document and then highlight the sum.
445. Press the *Ctrl Alt* and *E* keys on your keyboard. The sum is evaluated in your document and the answer is inserted.
446. Click anywhere on the sum and then press the *Ctrl Alt* and *S* keys on your keyboard. You hear the sum read aloud.
447. Open the Hotkeys tab of the General Options window again and try setting up a few of your own hotkeys.

Exercise 2   Setting up autotext

You can create short cuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation into your document and Read&Write 8.1 Gold will automatically replace it with the text. In this exercise, you'll learn how to set up your own abbreviations.

448. Click on the **textHELP** drop down list on the toolbar and select *General Options*.
449. You see the Display tab of the General Options window. Click on the Autotext tab (Figure 14-2).

I would like to use abbreviations Check box

Abbreviations List box

Abbreviation Text box

Representing paragraph Text box

Figure 14-2 Autotext tab

450. Select the I would like to use abbreviations check box.
451. Type *sl* in the *Abbreviation* text box, then type *starlight* in the *Representing paragraph* text box and then click on the *Save* button.
452. Click on the *OK* button to save the new setting and to close the General Options window.
453. Type *sl* into your MS Word document and then press *Enter* on your keyboard. Note how the system automatically replaces the letters, 'sl', with the word 'starlight'.

454. Open the Autotext tab of the General Options window again and try setting up a few of your own abbreviations.

Exercise 3   Creating syllable exceptions

In this exercise you'll learn how to teach the system to pronounce the word 'hungry' differently. You'll do this using the Pronunciation Tutor.

455. Type the word **hungry** into your document, highlight it and then click on the button. Notice how the Pronunciation Tutor breaks the word into the syllables 'hun' and 'gry'.
456. Click on the Syllable Exceptions tab (Figure 14-3).
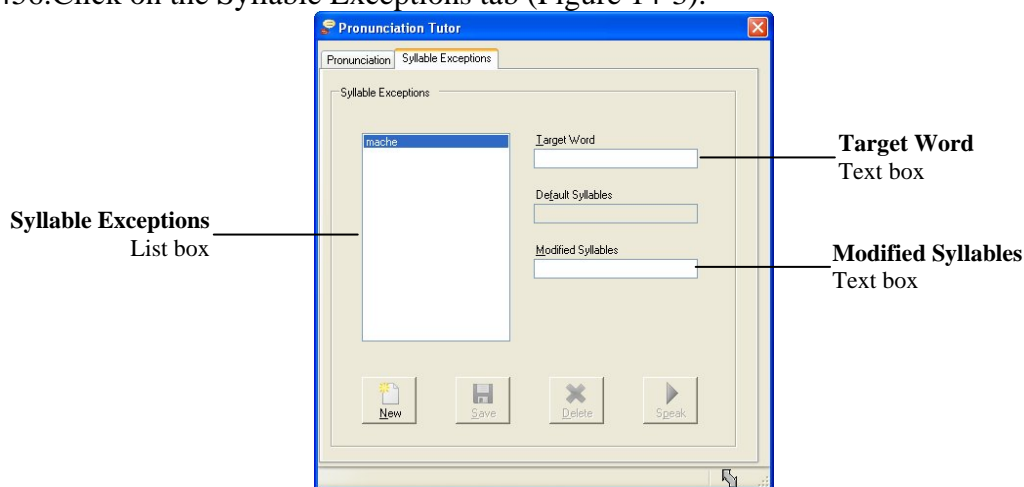
Figure 14-3 Syllable Exceptions tab

457. Click on the *New* button.
458. Type **hungry** into the **Target Word** text box and then type **hung-ry** into the **Modified Syllables** text box.
459. Click on the *Speak* button to hear the new pronunciation read aloud and then click on the *Save* button to add it to the *Syllable Exceptions* list box.

460. Click on the button to close the Pronunciation Tutor window.

Exercise 4   Reading text files and clipboard text

Before you begin this exercise, make sure you have a text file saved on your computer.
461. Type the following text onto a new line in your document:

<div align="center">

Start every day with an inspiring thought.

</div>

462. Highlight the text and then right click and select *Copy* from the popup menu.

463. Click on the drop down list on the toolbar. Point your cursor at *Open in Text Reader* and select the *From Clipboard* option from the menu.
You see the text you highlighted in step 1 displayed in the Text Reader window.

464. Click on the button on the toolbar to hear the sentence read aloud.

465. Click on the button to close the Text Reader window.

466. Click on the drop down list on the toolbar, point your cursor at *Open in Text Reader* and select the *Text file* option from the menu.
You see the Select file to open in Text Reader window displayed.

467. Browse to the location in the directory where the text file is located, select the text file and then click on the *Open* button.

The text is imported into the Text Reader window.

468. Use the *Speech* buttons on the Read&Write 8.1 Gold toolbar as required and then click

on the ![X] button to close the Text Reader window.

Exercise 5   Editing phrases in the prediction database

In this exercise you'll learn how to edit phrases in the prediction database. This means that when you next use the Prediction window to predict your next words, it will suggest words based on the phrases you've edited.

469. Click on the ![icon] drop down list on the toolbar and select *Prediction Options*.
   You see the Display tab of the Prediction Options window displayed. Make sure the *Advanced options* check box in the bottom left-hand corner is selected and then click on the Edit Lists tab (Figure 14-4).
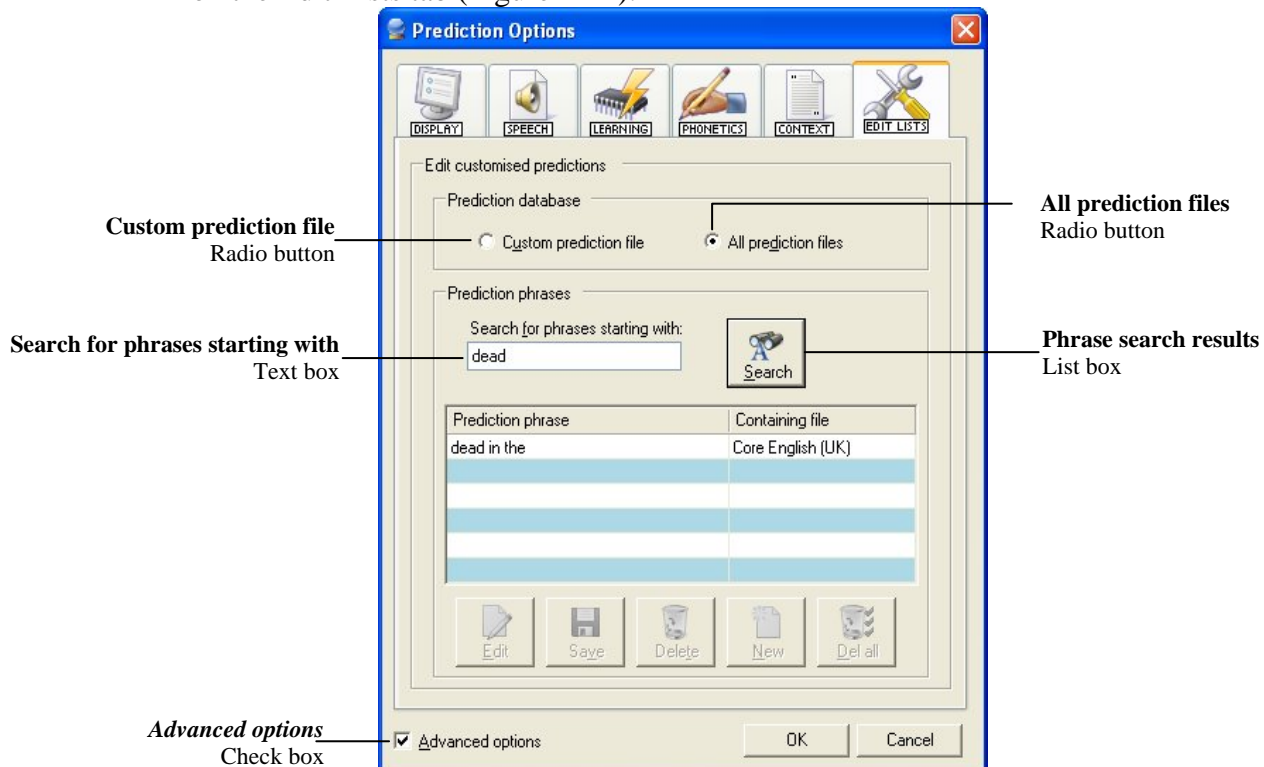

Figure 14-4 Edit Lists tab

470. Select the *All prediction files* radio button to specify that you want to search for a phrase in all available prediction databases.
471. Type the word *dead* into the *Search for phrases starting with* text box and then click on the *Search* button. You see a list of all the phrases containing the word 'dead' displayed in the *Phrase search results* list box.
   You notice that the phrase 'dead quiet' is not listed. To add this phrase to the list:
472. Select the *Custom prediction file* radio button and then click on the *New* button. You see the Add a new word or phrase window displayed.
473. You must select the *Other* radio button because the phrase 'dead quiet' is an adjective. You see a second Add a new word or phrase window displayed (Figure 14-5).
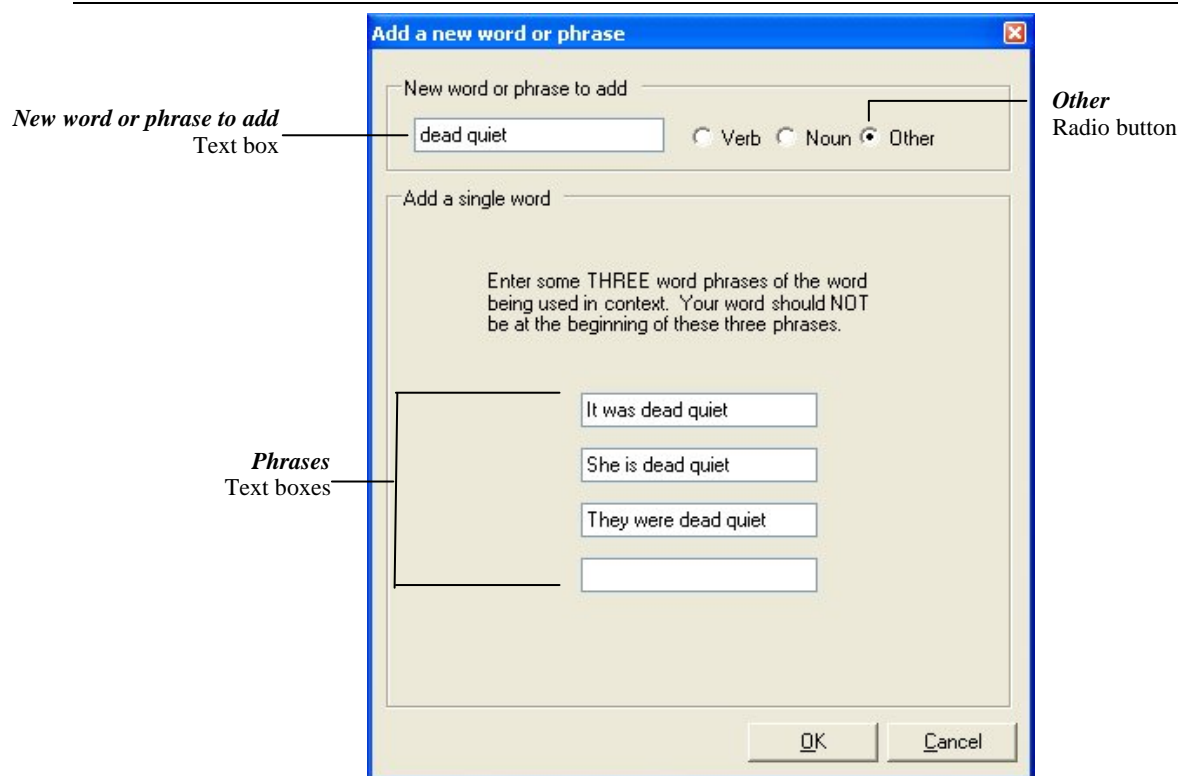
Figure 14-5 Add a new word or phrase window (2nd window)

474. Type the phrase *dead quiet* into the *New word or phrase to add* text box and then type the following text into the first three *Phrases* text boxes:
It was dead quiet
She is dead quiet
They were dead quiet.

475. Click on the *OK* button in both the Add a new word or phrase window and the Prediction Options window.

476. Click on the ![] button and then type the following text into your document followed by a space: *It was dead*. Keep an eye on the Prediction window. You'll see the word 'quiet' listed. Click on 'quiet' or use the appropriate function key to insert it into your document.

Exercise 6   Working with Fact Finder search engines

In this exercise you'll learn how to add new search engines to Fact Finder and search for facts using different search engines.

477. Click on the ![] drop down list on the toolbar and select Fact Finder Options.
You see the Fact Finder Options window displayed (Figure 14-6).
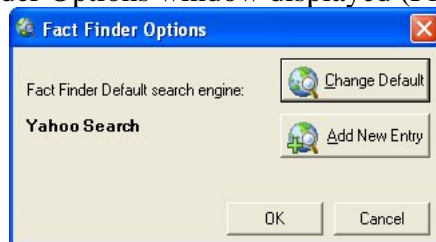

Figure 14-6 Fact Finder Options window

478. Click on the *Add New Entry* button.

      You see the first step in the Fact Finder - Add Website wizard.

479.Complete the wizard to add the 'WebCrawler' website (www.webcrawler.com).gg;
      Make sure you add it to the 'General' website category.

480.Click on the drop down list on the toolbar and point your cursor over *Search using*. You see a drop down list displaying the different categories of search engines available.

481.Point your cursor over *General* and select the *WebCrawler* search engine.
      You see the Manual Text Search window displayed (Figure 14-7).

Figure 14-7 Manual Text Search window

482.Type *A charm of Finches* in the text box provided and then click on the *OK* button. Your browser window opens displaying the search results for 'A charm of Finches' in WebCrawler.

Exercise 7   Loading your personal settings

In this exercise you'll learn how to save your personal settings to a memory check mark and take them home. You can then load your personal settings from the memory check mark at home.

483.Click on the textHELP drop down list and select *Take settings home*.
      To load your personal settings at home:

484.Insert your USB drive into your USB port.

485.Click on the textHELP drop down list and select *Load my settings*.
      The Browse For Folder window is displayed.

486.Browse for the USB drive on your computer and then click on the *OK* button to load your personal settings.

Exercise 8   Read&Write Gold Mobile Recovery Instructions

487.Insert your Read&Write Mobile drive into the PC's USB port.

488.Insert the Recovery DVD into the PC's DVD drive

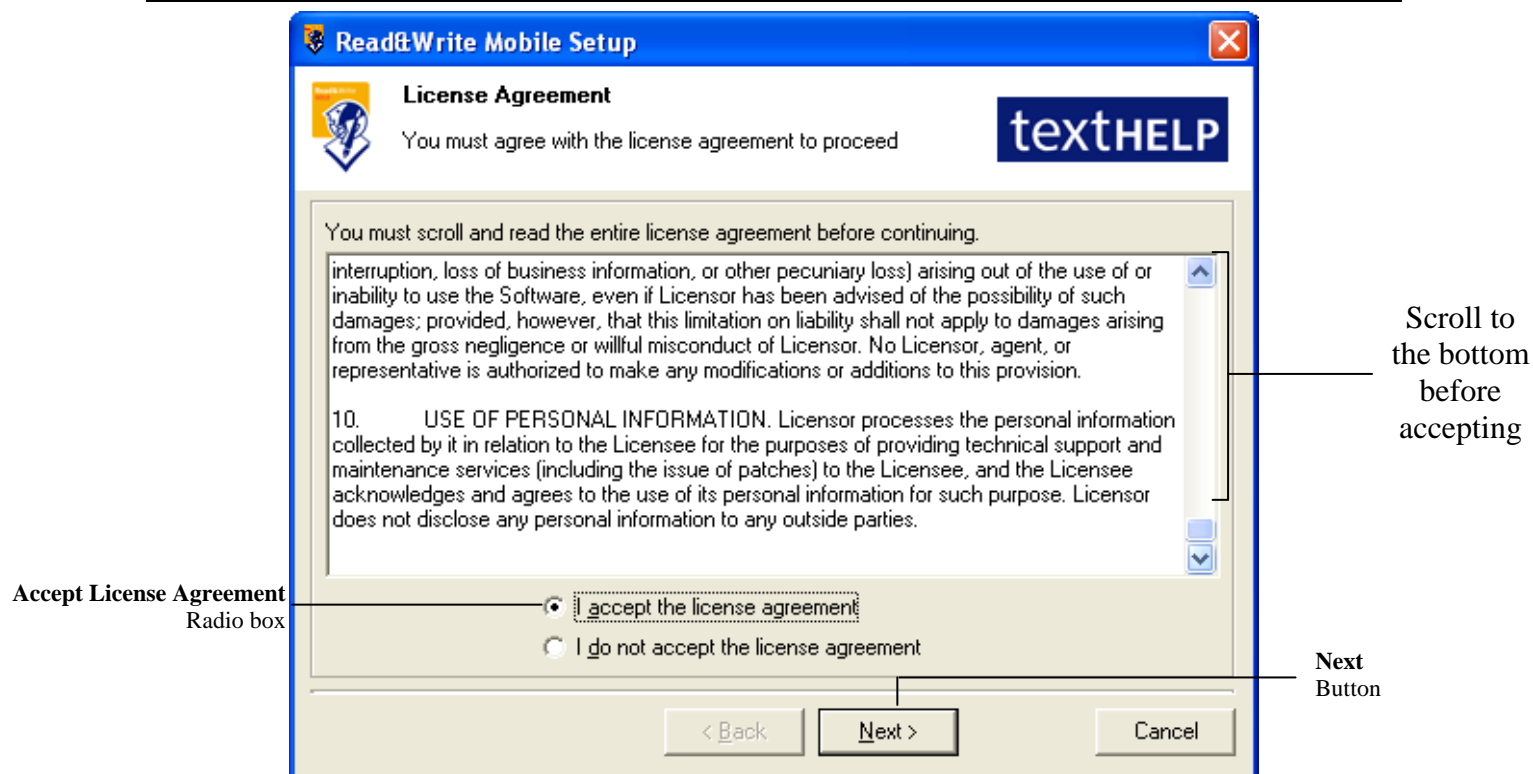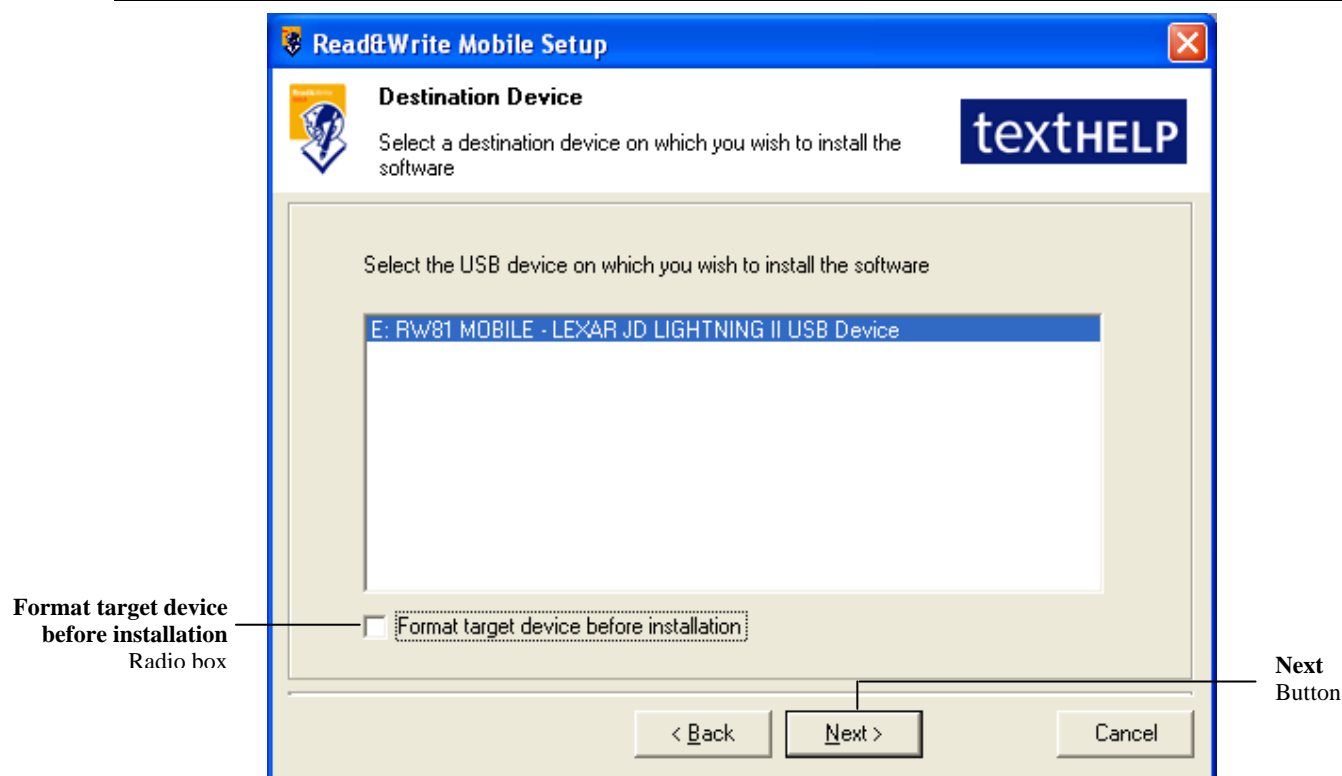489.Scroll to the bottom of the license agreement and then accept and click *Next*

Figure 14-8 License Agreement
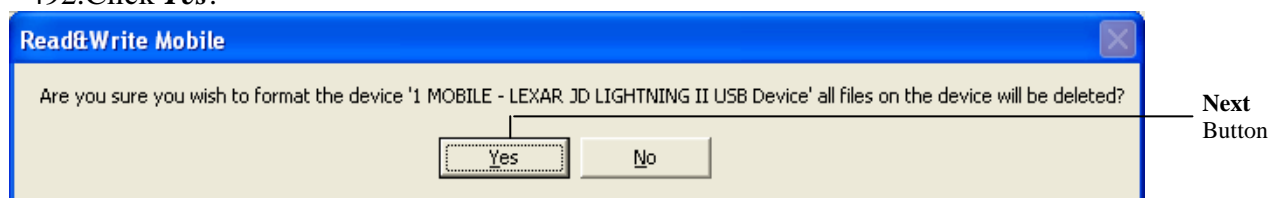
490. Read the instructions. Click *Next*.

Figure 14-9 Instruction Window

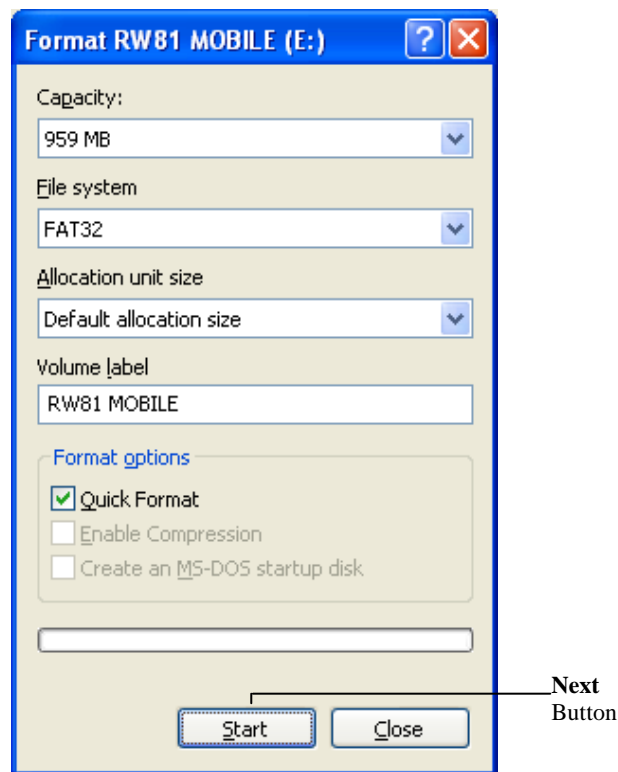491. Select Flash Drive. Select the *Format target device before installation* check box. Click *Next*.

Format target device before installation
Radio box

Next
Button

Figure 14-10 Select The Flash Drive

492.Click *Yes*.

Next
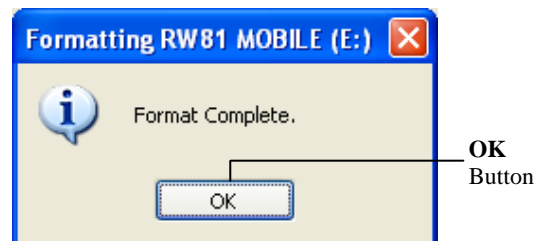Button

Figure 14-11 Formatting Confirmation Box
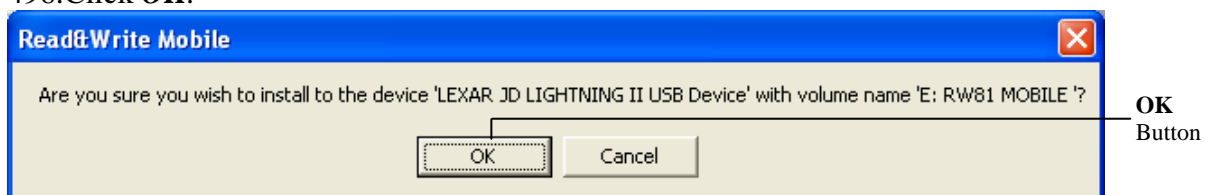
493. Click *Start*.

Figure 14-12 Format Drive

494. Click *OK*.
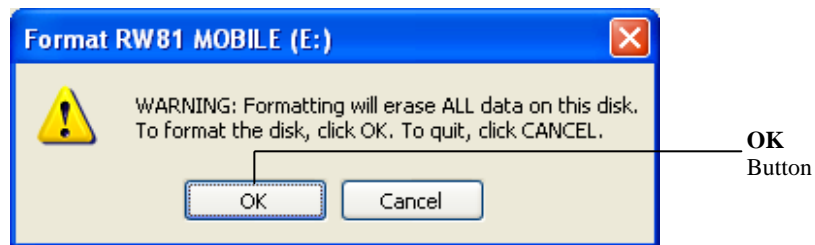
Figure 14-13 Data Loss Confirmation Window

495. Click *OK*.

Figure 14-14 Format Completion Pop-up

496. Click *OK*.

Figure 14-15 Installation Confirmation Window

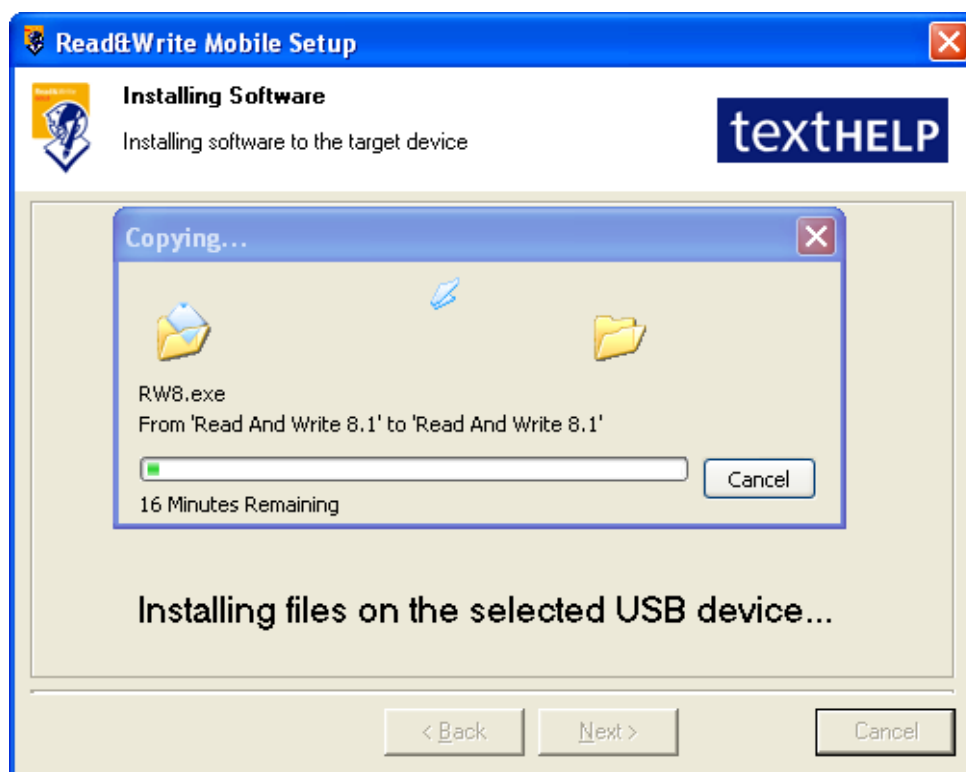497. After Installation is complete the Installation Completion Pop-up will appear (Figure 14-17), Click *OK*.
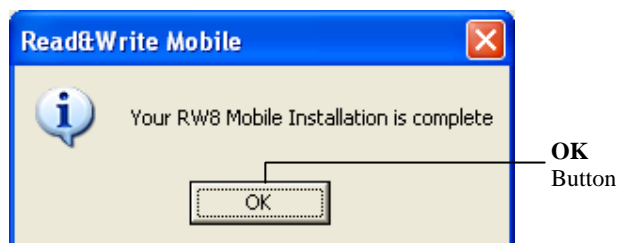
Figure 14-16 Installation Window

Figure 14-17 Installation Completion Pop-up