


Read & Write v7.1



Beginners Guide

Quick Start

This is a very quick introduction to using Read&Write Gold v7. For further information on using the software please refer to:

- The Read&Write manual
- The Read&Write training guide
- The Read&Write help 

Speech



Introduction

Text to speech is one of the fundamental support features which Read&Write has. Have text read as you type or from any document. It will read each word, sentence, paragraph or selected text with highlighting. There is a choice of different voices which can be adjusted to suit you by altering the pitch, speed, and volume and the option to have an animated character to accompany you. RealSpeak[®] provides one of the most human-sounding voice available. You can choose the way text is displayed or highlighted during speech:

- Text can be colour highlighted in the document..
- Text can be brought into the Text Reader window – where the colour of highlighting and size of font can be changed to suit your needs.
- Speech can be shown in Speech Balloons – these can be with or without an animated character.
- Speak using One Word Display – this will display one word at a time as it is being spoken in a large letterbox display.
- No visual display.


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

Exercise

1. In MS Word type this text:


**Mary had a little lamb,
Its fleece was white as snow.
And everywhere that Mary went,
The lamb was sure to go.**

2. Notice how it reads as you type.

3. Click anywhere within the text and click on the  button.

4. Use the  button to re-read the text.

5. Click on the  button to fast forward.

6. Click on the  button to pause and resume reading.

7. Click on the  button to stop reading.

Spelling




Introduction

Read & Write has an advanced phonetic spellchecker to analyze and correct spellings. You can choose to spell check as you type or check your completed work. Any spelling mistake will be identified and the Spellchecker window will provide a list of suggested corrections with the meanings of each to aid the correct choice.




The suggestions and meanings can be read by Read & Write to help you choose. A spelling log will record every mistake and correction made.

The spell checker allows you to work independently and increase the accuracy of your work

Exercise

1. Open MS Word. Type in the following exactly: **This is a mistike I have made on purpose.**
2. Click on the  button.
3. The Spelling Helper Panel appears:



4. Click on **mistake** and click on the  button.
5. '**purpose**' will now be highlighted and a list of suggestions will appear.
6. Click on '**purpose**' in the suggestions list. A list of definitions appears in the right panel. Click on the first meaning and then click the  button. The meaning will be read out to you. Click on the  button.

Word Prediction



Introduction


Word Prediction can enable you to develop your writing skills by providing the tools to construct sentences with ease. Our word predictor learns your style of writing and predicts the word you want to use next. It also incorporates a prediction database based on a 100 million-word corpus. As you type, a list of suggestions will appear in the Prediction Panel.

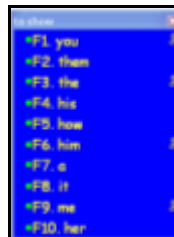
Indicators beside each word show context accuracy. This means that you will be less likely to make a grammatical error so increasing the quality of your work.

Our Word Predictor will also predict words for when you spell phonetically. This improves the quality of the prediction suggestion list and ensures that if you are prone to phonetic errors you will find the Word Prediction more useful.

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

Exercise

1. Click on the  button.
2. In MS Word type: **I am writing this to show**
3. The prediction window is populated:



4. To insert any word from the window press the corresponding Function key or click on it.

Dictionary




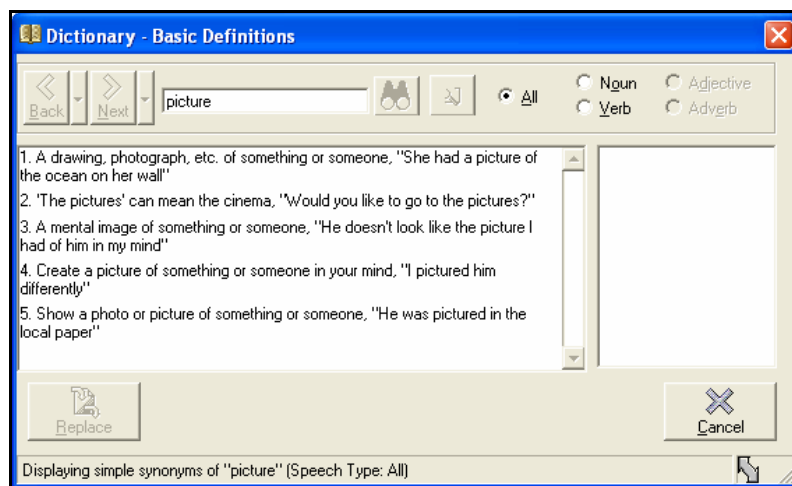
Introduction


Read & Write has the choice of 3 dictionaries to increase your literacy and creative writing skills. It allows you to find alternative suggestions for words and provides audible definitions and sample sentence for each selected word.

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

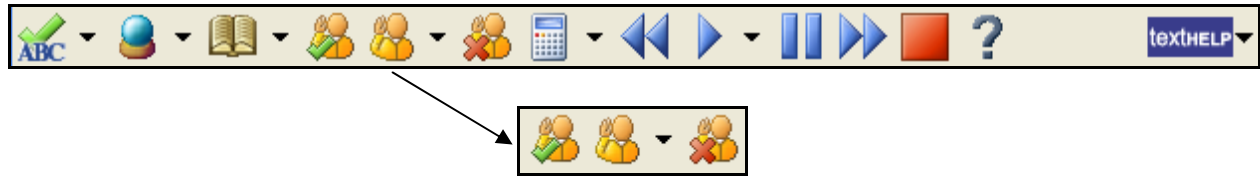
Exercise

1. In MS Word type the word **picture**, remembering to place a space after the word.
2. Double click on or highlight the word **picture**.
3. Click on the  button.
4. The Dictionary panel opens:



5. Click on the top meaning (1.) of **picture**, thus highlighting a descriptive and sample sentence of the word.
6. Click on the  button.
7. The description will be highlighted and read to you.

Homophone Support




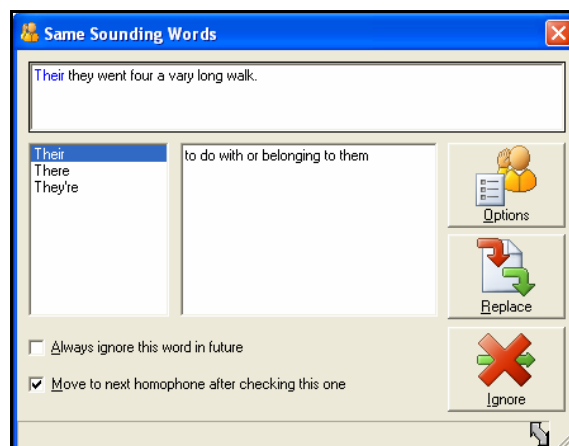
Introduction



Many people get confused with like sounding words. Read & Write homophone support reduces confusion between like sounding words with different meanings. This feature identifies homophones and provides audible definitions. 1400 of these are listed as standard. The Same Sounding Words Panel shows the list of words that can be confused and a definition for each one to help pick the one you want to use.

By identifying and providing audible definitions of homophones Read & Write ensures you are using the correct word in context.

Exercise

1. In MS Word type the following exactly **'Their they went four a vary long walk.'**
2. Click on the  button.
3. The text appears showing homophones in blue and the Homophone window opens:



4. Select **'Their'**
5. Click on the  button.
6. Click on the  button.
7. Follow steps 4 to 6 replacing the words **'four'** to for and **'vary'** to very.
8. The finished text should now read as follows: **'There they went for a very long walk.'**











Calculator



Introduction

Read & Write has an easy to use Simple Calculator. Not only does this provide the most common functions associated with a Simple Calculator but it also provides an audit trail so that you can see your calculations as you go.

Exercise

1. Click on  button.
2. Click on     .
3. Click on the  button. Click on  and then .
4. The answer will be read to you. To hear it again click on the  button.