# Introduction to Read&Write 11.5 for Windows

Kimberly Nix, PD Manager
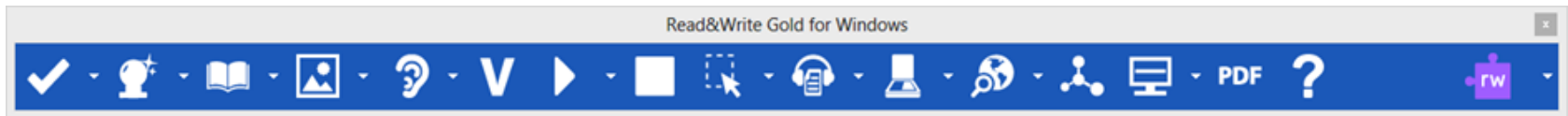
kimberly@texthelp.com
www.texthelp.com

# Literacy Support Software for all Learners

**Training Objective**:  To become familiar with the key features, their functionality, and potential applications and benefits of the Read&Write 11.5 program for students and instructors.



## Works with All Key Programs:

- Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, etc.)
- Internet/Web (HTML)
- PDF (accessible and inaccessible)
- JPG and PNG
- Flash
- Many proprietary programs: (Canvas, Moodle, Blackboard,  etc.)

# Literacy Support Software for all Learners



Read&Write Gold for Windows
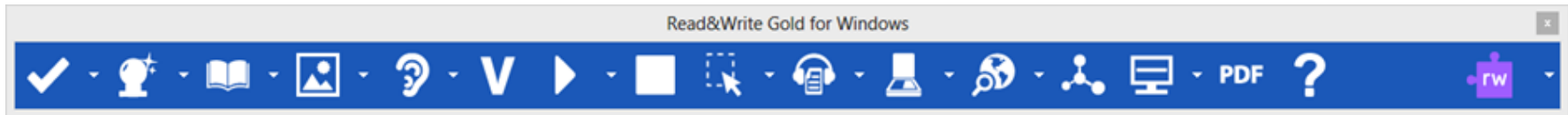
**Works in All Four Major Browsers**:

- Internet Explorer
- Safari
- Chrome*
- Firefox*

*For Chrome, an extension must be added for Read&Write for Windows to work on HTML.  If not prompted to do so or denied doing so please visit http://bit.ly/RWChromeSupport
OR https://chrome.google.com/webstore/detail/readwrite-support-for-goo/ofdopmlmgifpfkijadehmhjccbefaeec

*For Firefox, a plugin must be installed for Read&Write for Windows to work on HTML.  If not prompted to install, please contact our Tech Support at  US-Support@TextHelp.com for instructions on how to do so.

- Works with Microsoft Office 365 – see the video at http://youtu.be/lcz3CS5lEJk
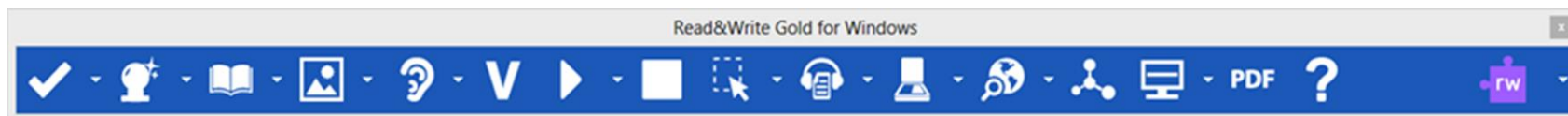
# The Toolbars



- **May float or be anchored**

- **Resize icons**

- **Display or hide text labels**

- **Customize icons view**
  - **Clear Style**
  - **Clear Style Color**
  - **Professional**
  - **Fun**

- **Choice of Toolbars:**
  - **All Features**
  - **Reading Features**
  - **Writing Features**
  - **Research Features**
  - **My Features***
  - **Study Skills Features**

- **All toolbars are customizable.**

**\*My Features toolbar was specifically developed for those needing one toolbar with all of "their features" on it.**

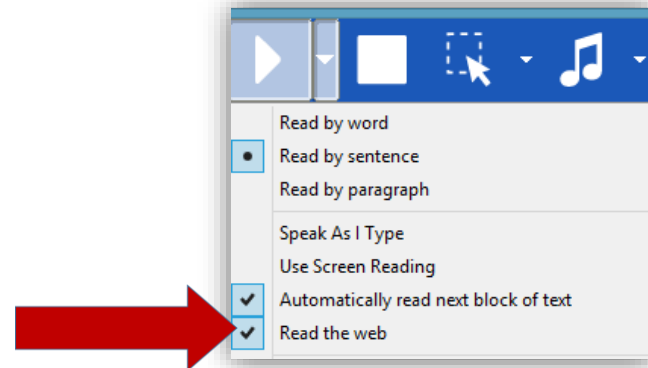| | | | | |
|---|---|---|---|---|
| ✓ **Spell Check** | **Prediction** | 📖 **Dictionary** | 🖼 **Picture Dictionary** | **Word Wizard** |
| **Show** | **Sounds Like and Confusable Words** | **Hide** | V **Verb Checker** | **Calculator** |
| ◀◀ **Rewind** | ▶ **Play** | ⏸ **Pause** | ▶▶ **Forward** | ◼ **Stop** |
| **Screenshot Reader** | **Speech Maker** | ⚙ **Daisy Reader** | **Pronounce** | **Scan** |
| **Fact Finder** | **Fact Folder** | **Fact Mapper** | **Screen Masking** | **Speech Input** |
| ⤨ **Translator** | PDF **PDFAloud** | **Highlight yellow** | **Highlight blue** | **Highlight green** |
| **Highlight pink** | **Clear highlights** | **Collect highlights** | **Vocabulary** | **Word Cloud** |
| **Voice Note** | ? **Help** | rw **Change toolbar** | ⚓ **Undock the toolbar** | |

![texthelp logo]

# ▶ Read Aloud

- Text-to-Speech
- Works on all documents in the Microsoft Office Suite (except PowerPoint) and web pages (HTML)
- Speech Options:
  - Adjust voices
    - English – Male or Female
    - Spanish – Paulina
  - Adjust pronunciations
  - Highlighting color choices
- Choice of on screen visual displays
- Aids with comprehension and proofing Word processing
- *Training Guide* p.14-19 Exercise 1-6

**The Gladiators of Ancient Rome**

Gladiator fights were first introduced in 264 BC at the funeral of a nobleman, Junius Brutus. His sons revived an Etruscan custom of having slaves fight at a funeral of a great leader. It was believed a sacrifice would please the gods. In this first Gladiator fight, three pairs of slaves fought to the death. From then the ceremony was increasingly used to honour important men and emperors used them to show how powerful they were.

# Read the Web

- Text-to-Speech
- Reads aloud on web pages (HTML)
- NO CLICKING or HIGHLIGHTING required
- Avoids accidental hyperlink launch
- Maintains dual color highlighting
- Works in accessible web pages
- Speech Options remain intact
- *Training Guide* p. 21 Exercise 1-3

| | |
|---|---|
| Read by word | |
| ● | Read by sentence |
| Read by paragraph | |
| Speak As I Type | |
| Use Screen Reading | |
| ✓ | Automatically read next block of text |
| ✓ | Read the web |

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![texthelp logo]

# PDFAloud

- Text-to-Speech for accessible (unlocked) PDF's
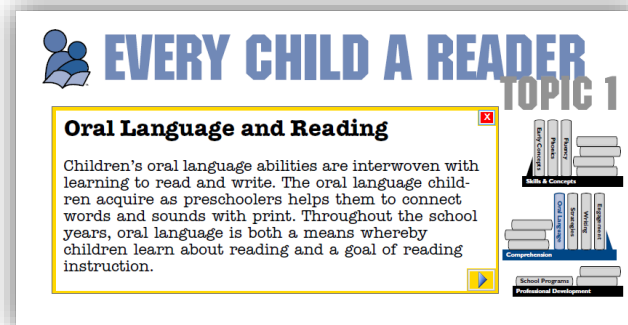
- Accessible = OCR (Optical Character Recognition)

- Open PDF document using icon

- Click To Speak - default setting. Reads one sentence at a time.

- Allows for interaction with other Read&Write tools (Dictionary, Picture Dictionary, Highlighters, Collection of Highlights, Vocabulary List Builder and Paragraph Translator)

- *Training Guide* p.38 Exercise 1-3

Table of Contents | Page: 1 of 8 — +
Previous Page   Next Page   Current Page   Magnification   Click and Speak
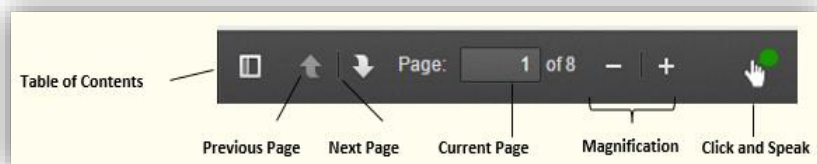
# Screenshot Reader

- Text-to-Speech -- Selected text will be read aloud with highlighting

- Provides read aloud for "locked" files

- Reads virtually any text including images, Flash, and locked PDF documents

- Converts "screenshot" text to Word document for instructional adaptations

- *Training Guide* p.23 Exercise 1-3

**EVERY CHILD A READER**
TOPIC 1

**Oral Language and Reading**

Children's oral language abilities are interwoven with learning to read and write. The oral language children acquire as preschoolers helps them to connect words and sounds with print. Throughout the school years, oral language is both a means whereby children learn about reading and a goal of reading instruction.

# Scanning

**Use our Scanning tool to run your documents through OCR (Optical Character Recognition).**

**Scan to:**

- <u>PDF</u> - the scanned image looks exactly the same as the source image. Recommended if layout retention is important.
- <u>Word</u> – used if editing the text is required.
- <u>HTML</u> - automatically converted into a font size, color and background color of choice.
- <u>ePub</u> – a standard format for eBooks
- Multi-page scanning available
- *Training Guide* p.82 Exercise 1-7

# Screen Masking

- Aids **Reading Focus** with color overlay or color line
- Aids **Writing Focus** for quick location of cursor
- Tint screen, window, and/or line
- Spotlight and underline width adjusts
- Choice of 48 basic colors + more custom colors
- *Training Guide* p.103 Exercise 1-3
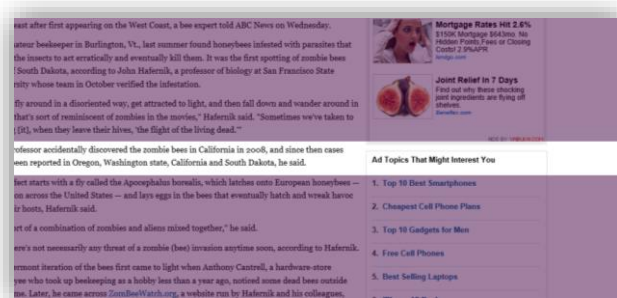
# Dictionary

- **Choice of Basic, Advanced or Web**
- Web definitions = Google dictionary
- Each definition gives part of speech and can be speech-enabled
- Sample sentences and descriptions included
- *Training Guide* p.64 Exercise 1-3
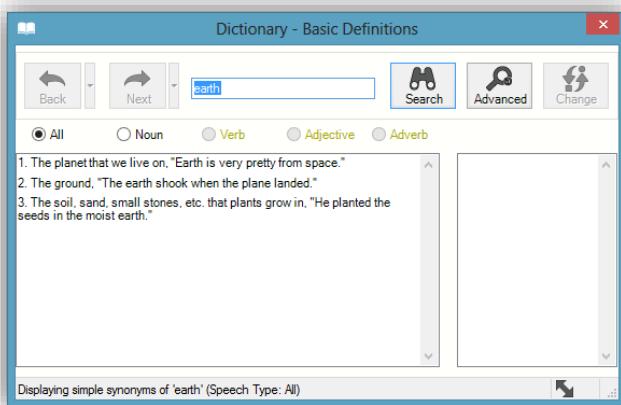


# Picture Dictionary

- Online dictionary tool finds images or symbols for selected word(s)
- More than 50,000 images/symbols
- Works with selected or clipboard text
- Requires online connection and gets faster as it caches the images
- *Training Guide* p.65 Exercise 4

# Translator

- Translate Single Word or Paragraph
- Many languages have translations which can be speech-enabled
- Requires internet for paragraph translation
- Paragraph translator contains 52 Language translation choices
- *Training Guide* p.118 Exercise 1-4
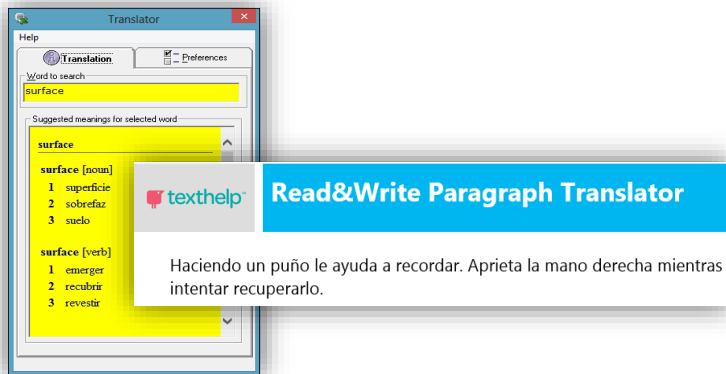
# Speech Maker

- Converts digital text into a sound file such as MP3 or WAV.
- Works on any unlocked digital text
- Up to 20,000 characters at one time can be selected to Allows for voice choice, selection of speed and pitch
- Helpful for auditory learners, repeated reading, and memorization.
- *Training Guide* p.28 Exercise 1
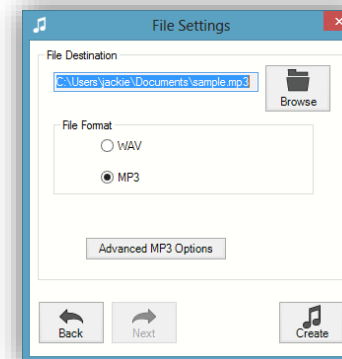
# Highlighters



- Highlighted info is collected by:
  - color
  - collection time or
  - position in document
- Highlighted info can be exported to a new Word document with bibliographical info
- Bibliographic info for APA, MLA or Harvard formats is gathered
- *Training Guide* p. 123 Exercise 1

# Vocabulary List Builder

- Highlight or enter words manually for creation of graphic organizer
- Creates a Word document with columns:
  - vocabulary word
  - word meaning
  - symbol for word (if available)
  - note column
- *Training Guide* p. 125 Exercise 1

# Fact Folder

- Electronic Index Card Maker & Organizer
- Research aid with Source cited
- Information can be converted to MS Word
- Bibliographical information collected for APA, MLA and Harvard formats
- *Training Guide* p.88 Exercise 1-4
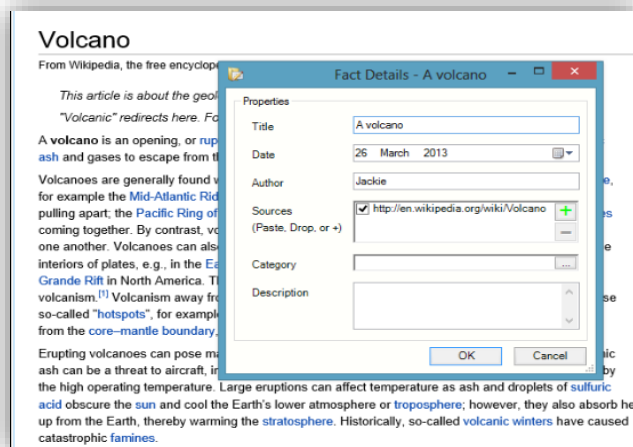


# Fact Finder

- Performs Internet search on word or topic
- Range of search engine choices
- Launches from any application
- Efficient way of searching on a given subject
- Gives opportunity for quick look up for background information while reading
- *Training Guide* p. 92 Exercises 1-2

# Fact Mapper

- Online Mind Mapping/Graphic Organizing tool
- Brainstorm, Revise, Outline for Writing
- Add elements to your screen
- Add images to the map elements
- Adjust the layout of map elements
- Export the Fact Map to MS Word and save the file or Save the Fact Map
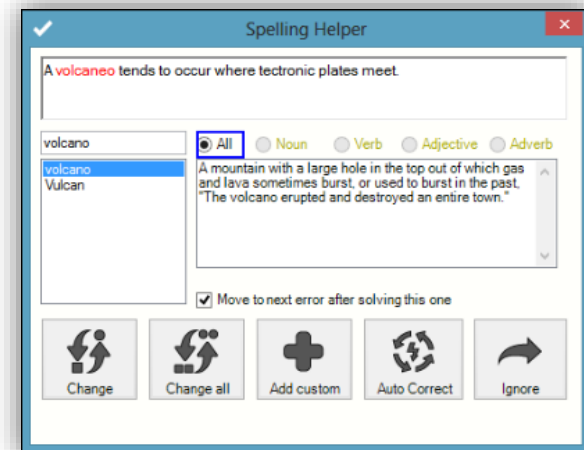- *Training Guide* p.98-106 Exercise 1-10
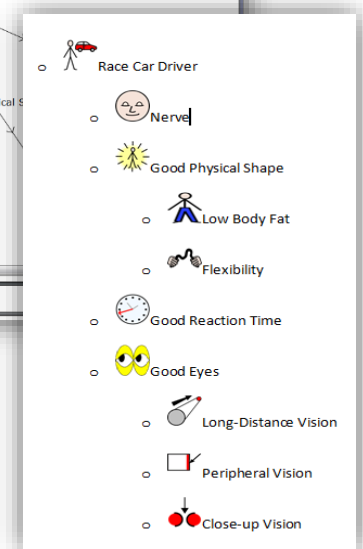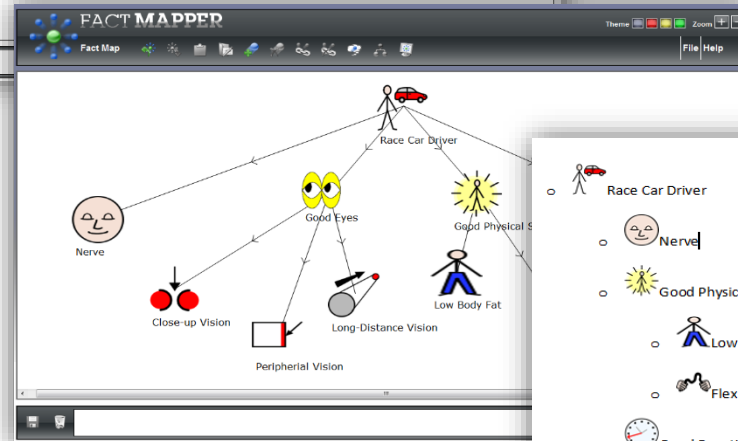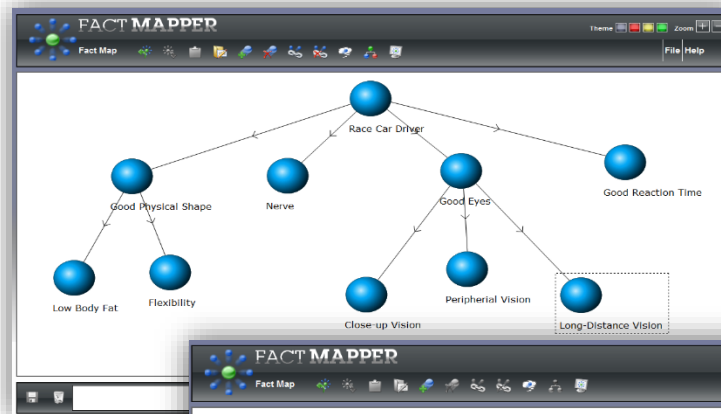
# Word Prediction

- Phonetic-based mapping
- Customize display and use of available word banks
- Add additional word banks by downloading from 150 topic-specific word banks
- Create your own word bank
- Dictionary Look up link
- Suggestions can be speech-enabled
- *Training Guide* p.26 Exercise 1-10

# Spelling Checker

- Suggestions made based on phonetic-based mapping
- Audible definitions & sample sentences
- Custom Dictionary
- Error Log
- *Training Guide* p. 38 Exercise 1-8

# Sounds Like and Confusable Words

- Highlights homophones and words that are easily confused
- Definitions are given for each suggestion
- Suggestions can be speech enabled
- Add other confusing words
- *Training Guide* p.70 Exercise 1-3
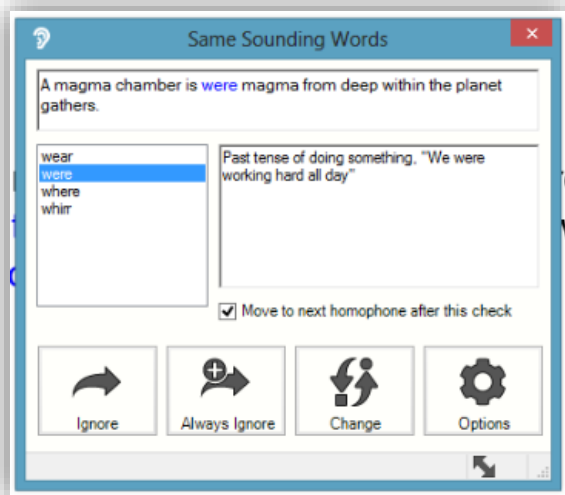
# Voice Note

- Make an MP3 voice recording
- Insert the recording into your Word document indicated by this icon
- Allows for multiple voice comments on one document
- Share document and add voice recordings from additional people
- *Training Guide* p.131 Exercise 1
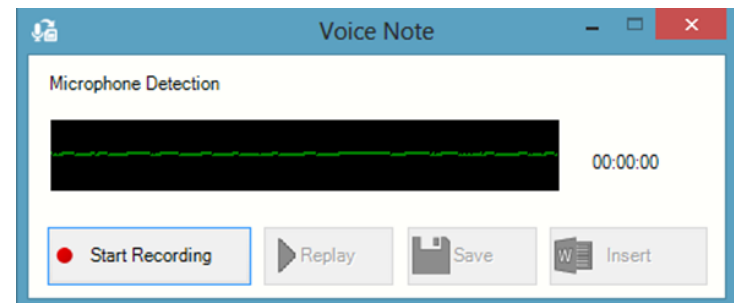
# Office 365 Support



- Text to Speech supported by selecting text by highlighting  or by placing cursor and pressing the play icon.

- Additional features of Read&Write for Windows 11.5 will work with Office 365 apps:
  - Picture Dictionary
  - Dictionary
  - Speech Maker
  - Word Prediction
  - Screenshot Reader
  - Fact Finder
  - Screen Masking
  - Translator

- Read&Write for Windows 11.5 will work in Word Online, Excel Online and One Note Online in Edit Mode

- Office 365 is supported using Internet Explorer or Edge as your browser.
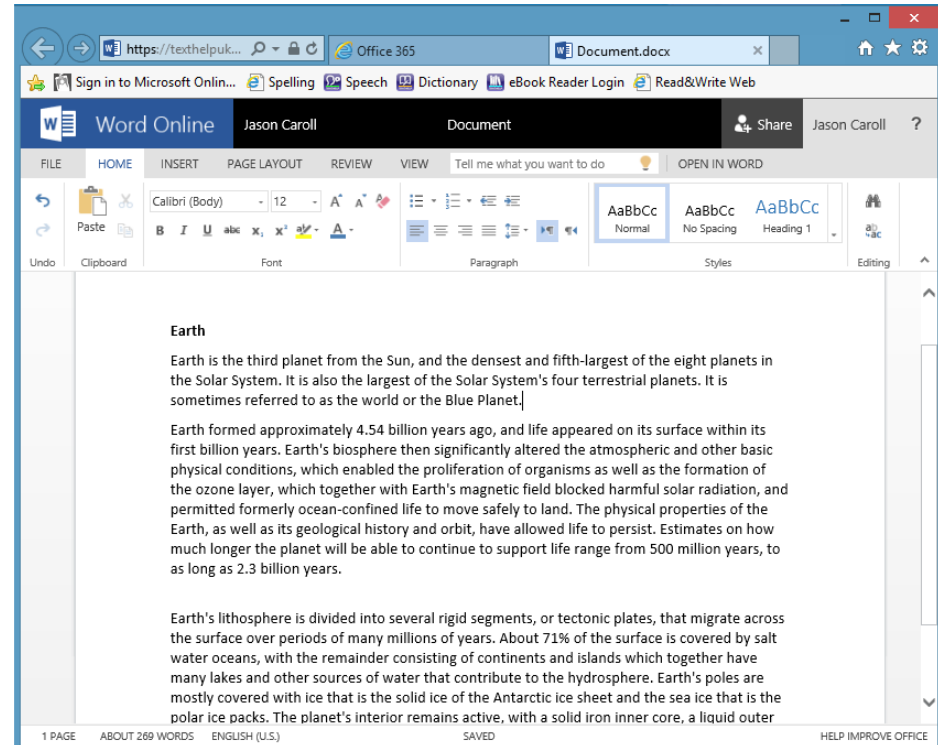
See the video at HTTP://YOUTU.BE/LCZ3CS5LEJK

# Read&Write for iPad



Here is support for installation:
http://bit.ly/InstallingRWiPad
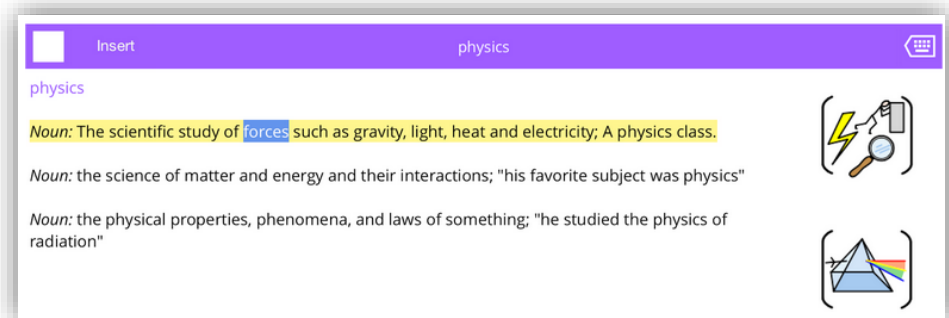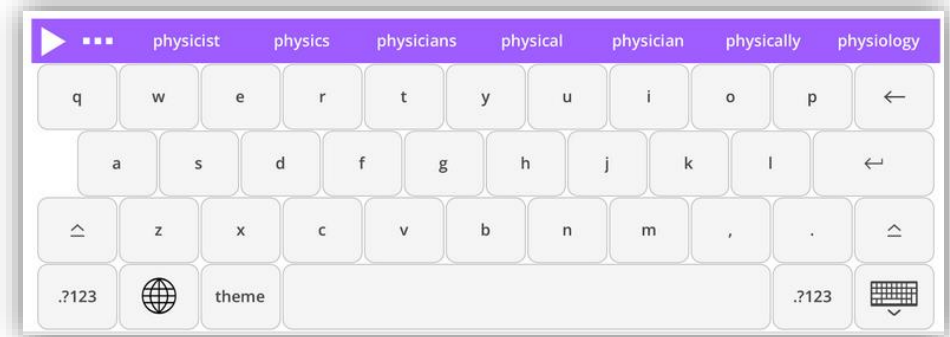
Here is support for using Read&Write for the iPad:
http://bit.ly/UsingRWiPad

~Read&Write for Google, Read&Write for Windows and Mac customers* and subscription customers have access to:

- Text-to-Speech **
- Word Prediction
- Speak as I Type
- Talking Dictionary
- Picture Dictionary
- Spell Checker
- Web Toolbar (Safari only)

*With current SMS
**Free Feature





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# Tech Support

*For Installation and Functionality Questions~*
**Tech Support Website:** http://support.texthelp.com

**1-888-248-0652   TECH SUPPORT**
  8:30am - 5pm EST Mon –Thurs
  8:30am - 4pm EST Fri

**Email -  US-Support@TextHelp.com**


# Implementation & Video Support

**https://www.texthelp.com/en-us/support/training**

**Kimberly Nix, Professional Development Manager & Reading Specialist –**
**Kimberly@Texthelp.com**

**\*NEW Training Portal -** https://training.texthelp.com/