

Read & Write Version 11

5 Top Tips

Read & Write reads text from your PC aloud to help you construct and proof read your written work.



The functions are the same as using a CD player with additional options on the drop-down arrows. You will need headphones.

1 Getting Started

- In Start, type Read & Write in the **Search Programs and Files** box. Select Read & Write 11 **OR** if you have it, click the Read and Write 11 icon on your desktop/taskbar
- Wait for the program to load and open your document.
- Position the tool bar by dragging and dropping it to the top/foot/side of the page.
- Check the sound is on and your headphones are plugged in.

2 Reading Text

- **Read Text:** use the drop-down arrow to the right of the 'play' button to select your options, then press 'play', or you can highlight the text to be read
- **Read Previous:** click on the rewind button to have the previous word, sentence or paragraph spoken to you.
- **Pause Speech:** click the pause button, resume with another click.
- **Stop Speech:** to stop speech, click the stop button

3 Phonetic Spell Checker

- Click this button when selecting one word, sentence, paragraph or your entire document to spell check.
- Use the small arrow button to open options, e.g. correct error, change all, auto-correct, ignore.

4 Homophones (e.g. there / their / they're)

- **Display Homophones:** click this button when in MS Word to identify all homophones or commonly confused sounding words.
- **Hear Homophones:** click on this button to analyse text and identify alternatives.
- **Hide Homophones:** click this button when in MS Word to return all text to black that was coloured blue from the 'Display Homophones' button.

- **5 Help** – Please see Training Videos on drop-down arrows on toolbar or see website: www.texthelp.com

Additional functions – study skills

