Read & Write Gold 11 – Text to Speech Software

Edge Hill University

Toolbar
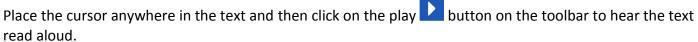

You can dock the toolbar to the top, left and right of the screen by dragging it.

If you want to undock the tool bar, click on the anchor ⚓ icon

Each time you left-click the textHelp **textHELP** icon, the toolbar will change to show different features.

There is a quick reference card in the General Options tab. To access it, click on the drop-down arrow on the textHelp **textHELP ▾** icon.

Reading (Text to Speech) ▶

Place the cursor anywhere in the text and then click on the play ▶ button on the toolbar to hear the text read aloud.

Click on the stop ☐ button to stop reading.

Customising the Voice

To change the voice settings, click on the drop-down arrow on the play button ▶▾ and choose Speech options:

Reading Web Pages

1. Click on the drop down list on the Play button and check the **Read the web** option.

2. Open a website e.g. **www.texthelp.com**.

3. Hover your mouse over an area of text until you see it highlighted. You will hear the text read aloud.

4. Move your mouse to another area of text until you see it highlighted. You will again hear the text read aloud. Read&Write 11 Gold will read aloud any of the text that is under your mouse.

5. To switch the **Read the web** option off click on the drop down list on the toolbar and click on the **Read the web** option.

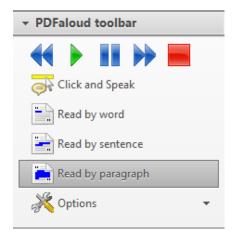**Note:** If you are using Firefox or Chrome you will be asked to install a plugin or add-on.

Reading PDF's

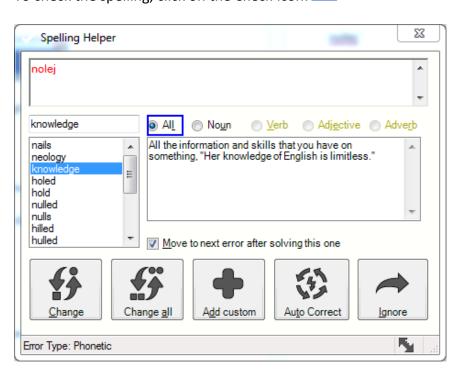To read a PDF, click on the PDF icon: **PDF**

Next, browse to the PDF on your computer

The PDF is displayed in Adobe Reader. However, to view the PDFaloud toolbar, you must click on Tools on the toolbar and select Plug-In PDFaloud. The PDFaloud toolbar is displayed:
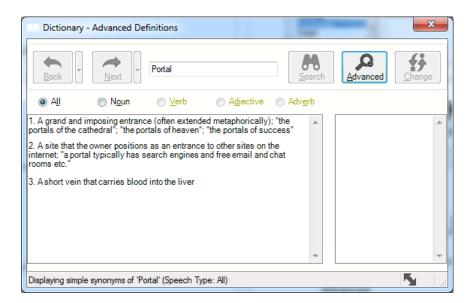

Spell Checking ✔

To check the spelling, click on the *Check* icon: ✔

Dictionary

To use the dictionary, highlight the word you want to check and click on the dictionary icon:

There are 3 dictionaries to choose from:

Basic
Advanced
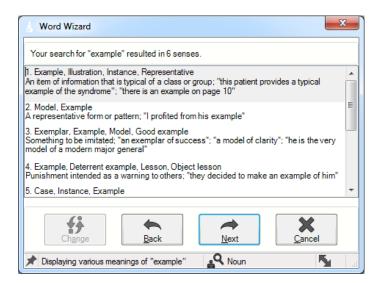Web

You can select which dictionary to use, by clicking on the drop-down arrow on the dictionary icon.

Word Wizard

The Word Wizard is the same as a Thesaurus. Use it to find alternative words.

Highlight the word in your document and click on the Word Wizard icon. Then click Next:
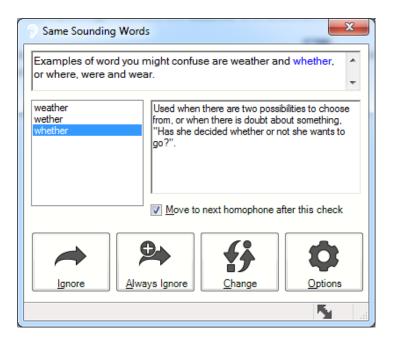
Sounds-Like and Confusable Words

This feature helps you to identify "sounds like" (homophones) and confusable words in your document.

Examples of word you might confuse are **weather** and **whether**, or **where**, **were** and **wear**.

To check the entire document for words like this, click on the homophone icon and read & Write cycles through the document, finding all instances of words that fall into this category.

If you want to check a single word, highlight it then click on the homophone icon.

Word Prediction

To enable word prediction, click on the prediction icon:

After you have typed some letters into the document, the prediction window will make suggestions.

E.g. After typing **Exp** the prediction window shows words beginning with those 3 letters:

```
Exp                          ⊠
   • F1.   Experts
   • F2.   Explain
   • F3.   Expect              👂
   • F4.   Experience
   • F5.   Exposure
   • F6.   Expecting
   • F7.   Exploration
   • F8.   Expansion
   • F9.   Expresses
   • F10.  Expression
   • F11.  Expressions
   • F12.  Explodes
```

To select any of the words that are suggested, double-click on it with the mouse , or press the corresponding function key. Pressing F8 would place the word *Expansion* into your document.
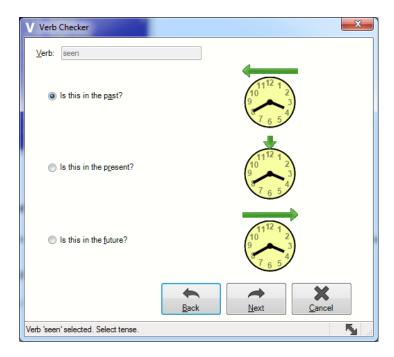
Verb Checker

The **verb checker** lets you check if you are using the correct tense for the chosen word.
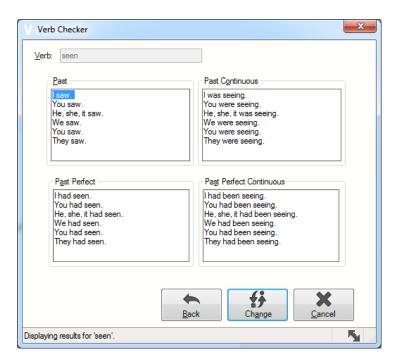
Highlight the word and click on the Verb Checker icon, then click **Next**.

E.g. I **seen** the volcano erupt last week:

Choose if the verb is in the past, present, or future:

Click Next. The image below shows the verb table showing all past tenses for the word **seen**:
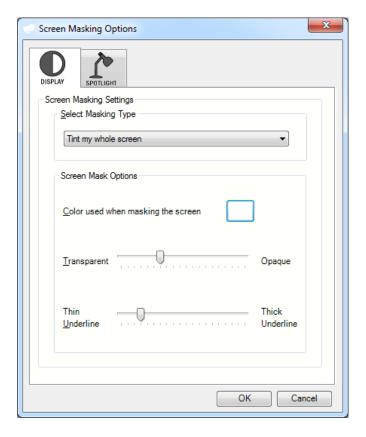
Screen Masking

Screen masking can be used to *tint* all, or parts of the screen in the colour of your choice. There are lots of ways you can customise it.
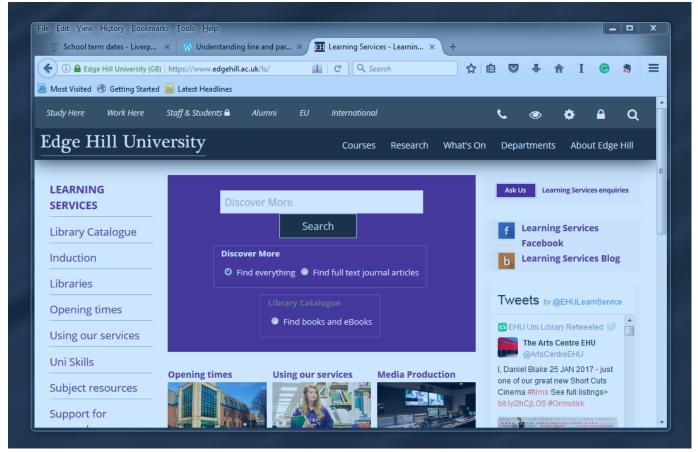
Screen masking is similar to using a coloured overlay on printed materials and can prevent your eyes from getting tired, or with tracking text on-screen.

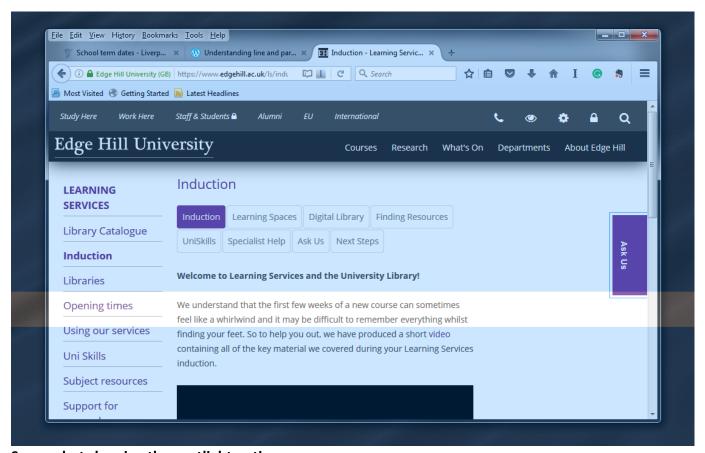To use screen masking, click on the screen masking icon.

If you wish to customise screen masking, to change how it works, or change the colour, click on the drop-down arrow on the screen masking icon:

Experiment with different colour, transparency and masking types, to find a type of masking that suits you.

Screenshot with the entire screen tinted with a blue overlay:

Screenshot showing the spotlight option