

TextHELP Read and Write Gold Version 8: The essentials

Edition 3, September 2007

If you would like this document in an alternative format please ask at The Library Help and Information Point where a folder of examples is available. On request we can provide documents with a different size and style of font on a variety of coloured paper. Electronic versions can also be supplied.

Introduction

TextHELP Read and Write is a package which supports your reading and writing skills. It works alongside many Windows based programs including Microsoft Word and Excel, Internet Explorer and email.

Other guides available for this software are:

- TextHELP Read and Write Gold Version 8: Fact folder and Fact finder
- TextHELP Read and Write Gold Version 8: Speech input
- TextHELP Read and Write Gold Version 8: Scanning

Exercises

This guide includes exercises for you to use when trying out the features of TextHELP Read and Write. You will need two files to complete these exercises, these are available from the Library Online website. To download these files please follow these steps:

- 1) Go to **Library Online** at <http://libraryonline.leedsmet.ac.uk/>
- 2) Click on **Information for Disabled and Dyslexic Users**
- 3) Click on **Library Guides** (green menu bar at the top of the screen)
- 4) The files you need can be found under the heading of "TextHelp Read and Write Gold"
- 5) Click on the link to **spelling.doc**
- 6) In the `File` download window which opens choose **Save**
- 7) In the **Save As** window that appear choose a location where you want to save the files to
- 8) Click the **Save** button




Tip

Hearing your work being read aloud is useful as it allows you to concentrate on the meaning rather than the effort of reading. It is similar to asking a friend to read your work aloud to you. It is particularly useful if you have an auditory learning style – you learn best from what you hear.

You can use this as a final check of your own work after the other stages of proofreading. It is also helpful for reading new material such as lecture notes as you can concentrate on the meaning.

Exercise 1a

- 1) To change the voice settings click on the **down arrow** next to the Play button 
- 2) Choose **Speech Options**
- 3) Make sure you are on the **Speech** tab

The Speech Options window will open which allows you to change various settings which affect the way the voice sounds. It is important to change these settings so that you are conformable with how the voice sounds.

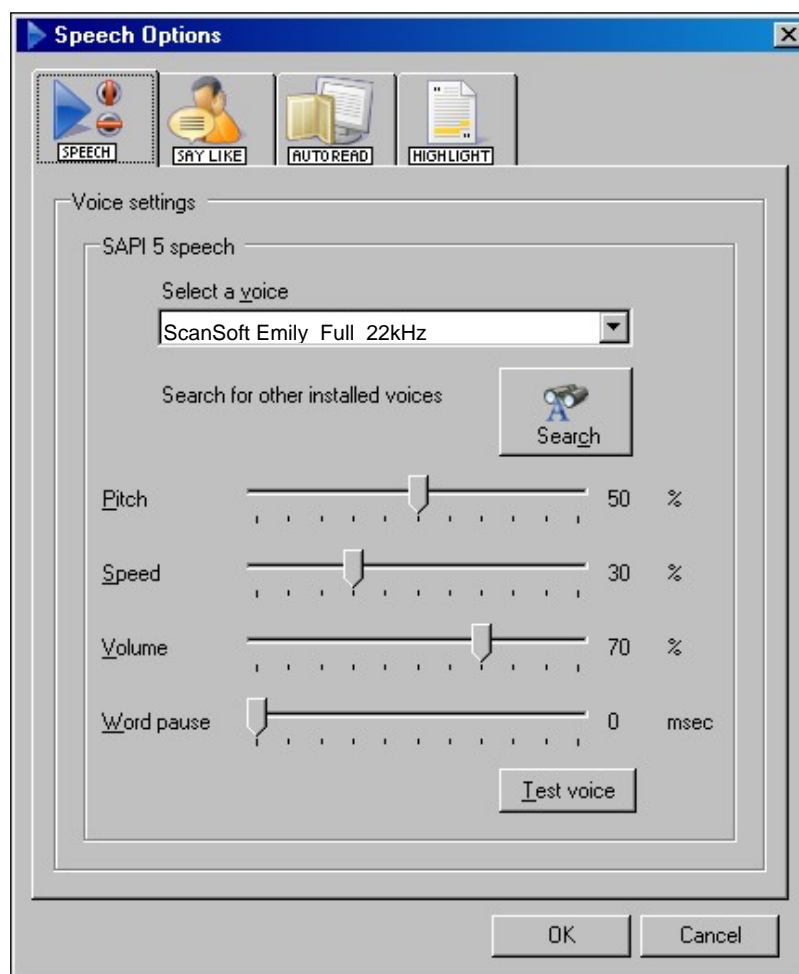


Fig. 3 Speech Options window


- 4) Change the following settings

- Select a voice - Many different voices are available. The most natural sounding voices are **ScanSoft Emily_Full_22kHz** and **ScanSoft Daniel_Full_22kHz**. If these voices are not in the list click the **Search** button and select them from the list.

You can hear your new voice by click on the **Test voice** button

- **Pitch** – how high or low the voice is
 - **Speed** – It is recommended that you set the speech to around **30%**. This is slightly slower than human speech but you will find it easier to work at a slightly slower speed. This will allow you to hear any mistakes and to understand the meaning.
 - **Volume** – how loud or quiet the voice is
 - **Word pause** – this will increase the gap between each word spoken
- 5) Once you are happy with the voice click the **OK** button

Exercise 1b

- 1) Open the Word Document called **Spellings**
- 2) Click on the **down arrow** next to the **Play** button 
- 3) Ensure that **Automatically read next block of text** is selected
- 4) Click the **Play** button on the toolbar

The text in the document will be read out loud

- Use the **Pause** button to temporarily pause the speaking
- Use the **Rewind** and **Forward** buttons to read the previous and next section of text
- Use the **Stop Speech** button to stop reading text

Exercise 1c

Read and Write can also read text from web pages.

- 1) Open a web page you would like to have read aloud
- 2) Click on the **down arrow** next to the **Play** button
- 3) Ensure **Web Highlighting** is selected
- 4) Point your mouse cursor at the part of the website you would like to have read aloud and hold it there.

The speech can be controlled in the same way as in exercise 1a.

Spell checker




The Spell Checker identifies words which are spelt incorrectly by highlighting them in blue. It gives a list of possible correct spellings for

you to choose from. Unlike Microsoft Word it also provides definitions of the correct spellings to help you choose the correct word.

Tip

When checking your work for spellings (proofreading) it is strongly recommended that you do this in stages. A manageable amount for people with dyslexia to proofread is one page at a time. You should have a break between writing and proofreading your work. If you follow these tips your proofreading will be more successful.

Exercise 2

- 1) Open the Word Document called **Spellings.doc**
- 2) Click the **Spell Check** button 
- 3) The Spelling Helper window will open

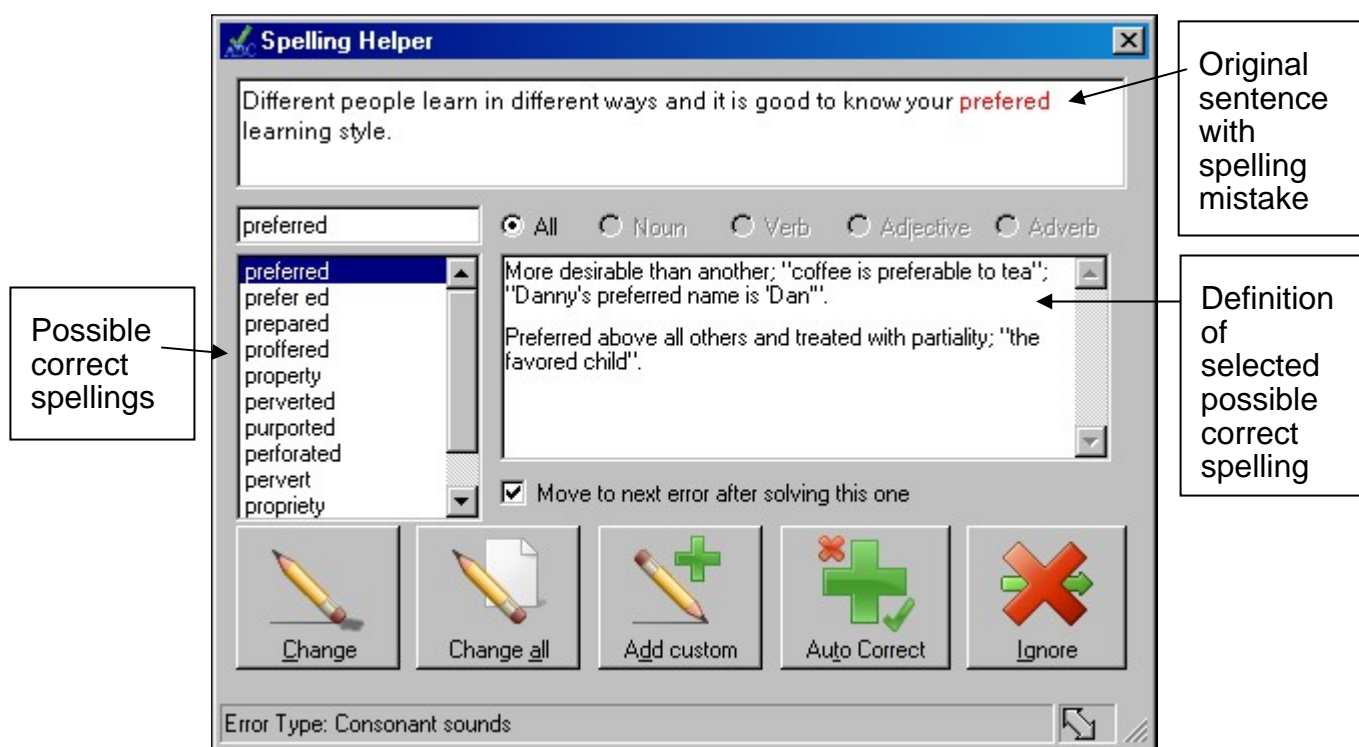


Fig.4 Spelling Helper Window

- 4) The first word which has been spelt incorrectly will be shown in a red. In this example the word is **preferred**
- 5) A list of possible correct spelling will be displayed. Select the correct word from the word list

A list of definitions for the chosen word will be displayed. This will help you to choose the correct word. To hear a definition read aloud click in the definition then click the **Play** button

- 6) To replace the miss-spelt word click the **Change** button

Word prediction



Word prediction can help you to finish sentences by predicting which word you are starting to type. As you begin to type the word it will give a list a possible words for you to choose from. When you choose a word from the list it will finish typing it for you.

Exercise 3

- 1) Open a new Word document
- 2) Click on the **Word Prediction** button



The Word Prediction window will open

- 3) Type **man** in the Word document
- 4) A list of words which begin with **man** will appear in the Word Prediction window

Fig.5 Word Prediction window using 'man' keyword



- 5) Click on the word **management** or press the corresponding **Function key** (F5 in this example)

This word will now appear in your document without you having to type it in full

Dictionary




A dictionary gives an explanation of the meaning of words. Unlike standard dictionaries the Read and Write dictionary also provides examples of how the word can be used in a sentence.

Tip

Use the sample sentences to check that you are using the correct word.

Exercise 4

- 1) Open the Word Document called **Spelling**
- 2) Highlight a word in the text that you would like to look up a definition for. For example highlight the word **learn**
- 3) Click on the **Dictionary** button 

The Dictionary window will open

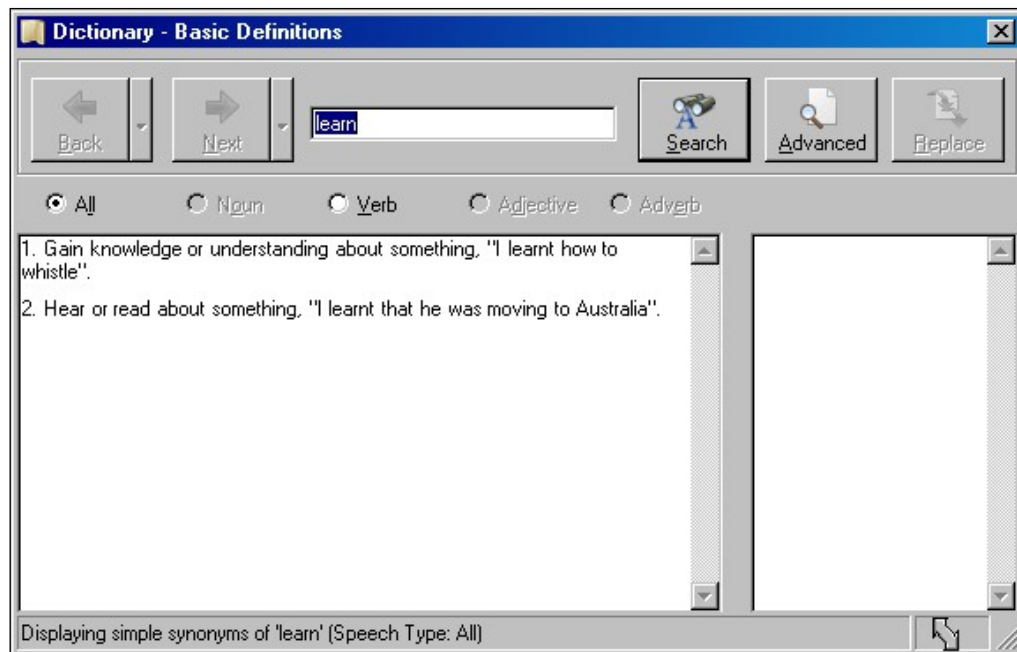


Fig.6 Dictionary window showing the definition of 'learn'

A list of definitions for the chosen word will be displayed. This will help you to choose the correct word. To hear a definition read aloud click in the definition then click the **Play** button.

- 4) Click the **Cross** button at the top right of the window when you have finished

Homophones



A homophone is a word which sounds the same as another word but which is spelt differently and has a different meaning.

For example:

- Whales - plural of whale, large mammals that live in the sea such as the Blue Whale
- Wails - plural of wail, to utter a prolonged high-pitched cry as a grief or misery
- Wales – one of the 4 countries which makes up the United Kingdom

Read and Write will highlight all of the homophones in your document in blue. It will then give a list of all possible words with definitions of their meaning.

Tip

To avoid confusion and repetition it is advisable that you proofread for homophones when you have completed your final draft. As with spell checking break this into chunks of 2 pages with a small rest break in between.

Exercise 5

1) Open the Word Document called **Homophones**

2) Click the **Show** button.



All words which sound similar to other words will be highlighted.

3) Click the **Sounds Like** button



The Same Sounding Words window will open

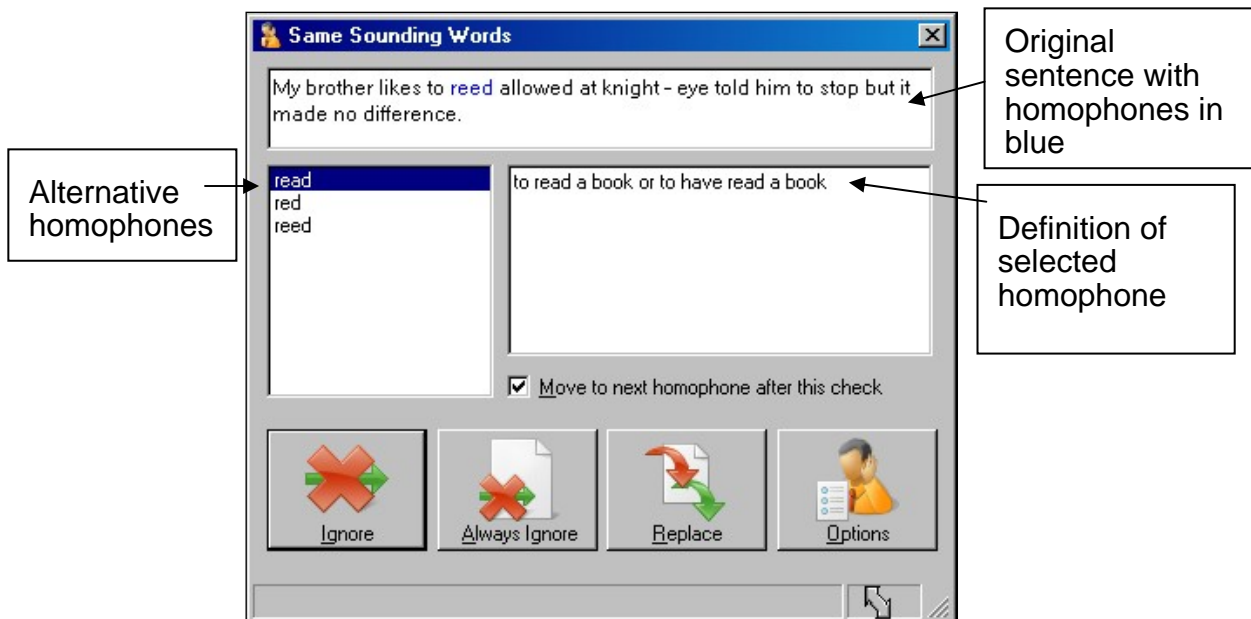


Fig.7 Same Sounding Words window

- 4) The homophones will be shown in the list on the left side of the window.

The definition for each will be given in the box on the right. To hear a definition read aloud click in the definition then click the **Play** button.

- 5) Chose the correct word and click on the **Replace** button

Or

Click **Ignore** to move to the next homophone in your document without making changes

- 6) When you have finished close the *Same Sounding Words* window with the cross button at the top right of the window

- 7) Remove all the highlighting from your document using the **Hide** button

Tip

The homophones button is extremely useful for proofreading your work. There are hundred of different homophones, even words such as 'the' and 'read'. Many of these homophones may be words you are already familiar with and therefore you will not want to have to repeatedly check them.

To avoid proof-reading all of these standard words you can ask Read and Write to always ignore them by clicking the **Always Ignore** button. Next time you proofread for homophones these words will not be checked. Importantly this allows you to concentrate on identifying and learning the homophones you struggle with. For example 'their' and 'there' or 'here' and 'hear'.



Speech Maker


In addition to reading your work back Read and Write can also record this into a sound file which you can listen to away from the computer. This is similar to recording yourself reading your work into a tape recorder. You can create files which allow you to listen to the file on a CD or mp3 player.

Tip

Creating an audio file of your work can be really useful for revision notes as you can listen to the file repeatedly. It can also be useful for complex information as you can listen to it over and over until you understand it.

If you want to create an audio file of a long document – more than a couple of pages in Microsoft Word - it is best to break the document up into sections. You can then create a separate file for each section rather than one long file which you will have to fast-forward through.

Exercise 6

- 1) Highlight the text you want to convert to spoken word
- 2) Click on the **Speech Maker** button on the toolbar 
- 3) The highlighted text will be displayed. Click the **Next** button

The Voice Settings window will open

- 4) Choose the required voice options. You can test how the voice sounds by click on the **Play** button.

Remember the most natural sounding voices are **ScanSoft Emily_Full_22kHz** and **ScanSoft Daniel_Full_22kHz**

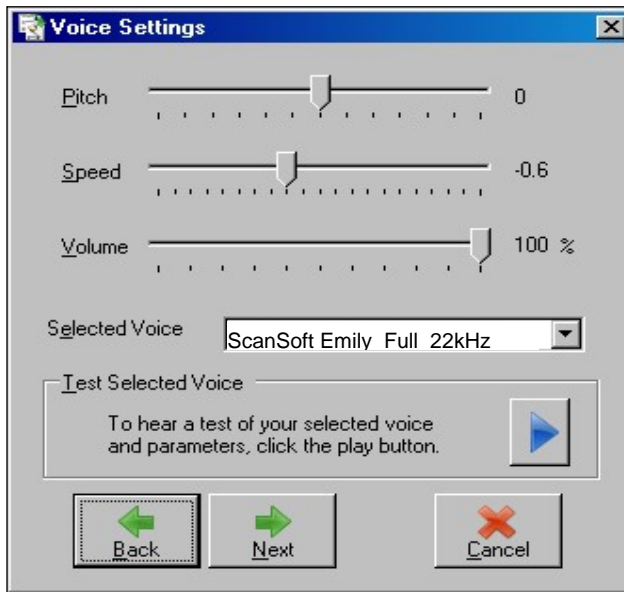


Fig. 8 Voice settings window

- 5) Once you are happy with the voice click the **Next** button

The File Settings window will appear

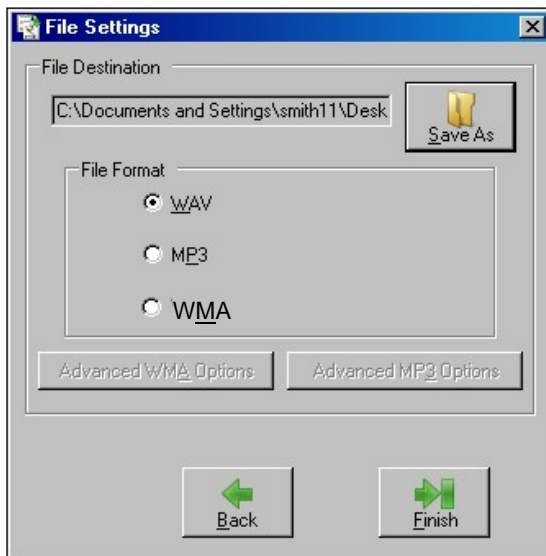


Fig. 9 File Settings window

- 6) Choose a file format
 - .wav for files which can be played on a CD player
 - .mp3 for files to save onto an mp3 player
 - .wma for files to be played on a PC
- 7) Click the **Save as** button and choose a location to save the file
- 8) Type a name for the file in the File Name: box
- 9) Click **Finish**

It will now convert the text to audio. You can then burn the files to CD or send them to your mp3 player. For help saving your files to CD see the Library Guide 'CD writing in XP' available on Library Online.

Other guides available for this software are:

Don't forget this guide has only covered some of the features of TextHELP Read and Write. Other features are available and are covered in the following library guides:

- TextHELP Read and Write Gold Version 8: Fact folder and Fact finder
- TextHELP Read and Write Gold Version 8: Speech input
- TextHELP Read and Write Gold Version 8: Scanning

Getting help in The Library

- You can borrow headphones from the Help and Information Point
- You can also use the built in help menu. To access this click on the question mark ? on the Read and Write toolbar
- User manuals are available in the Disability Resource Area and on the Library shelves at 006 REA
- You can arrange an appointment with The Library Learning Support Officer if you would like some more help using the software. Contact your Learning Support Officer on **disability.lc@lmu.ac.uk**
- IT staff at the Help and Information Point can also help you use the software.