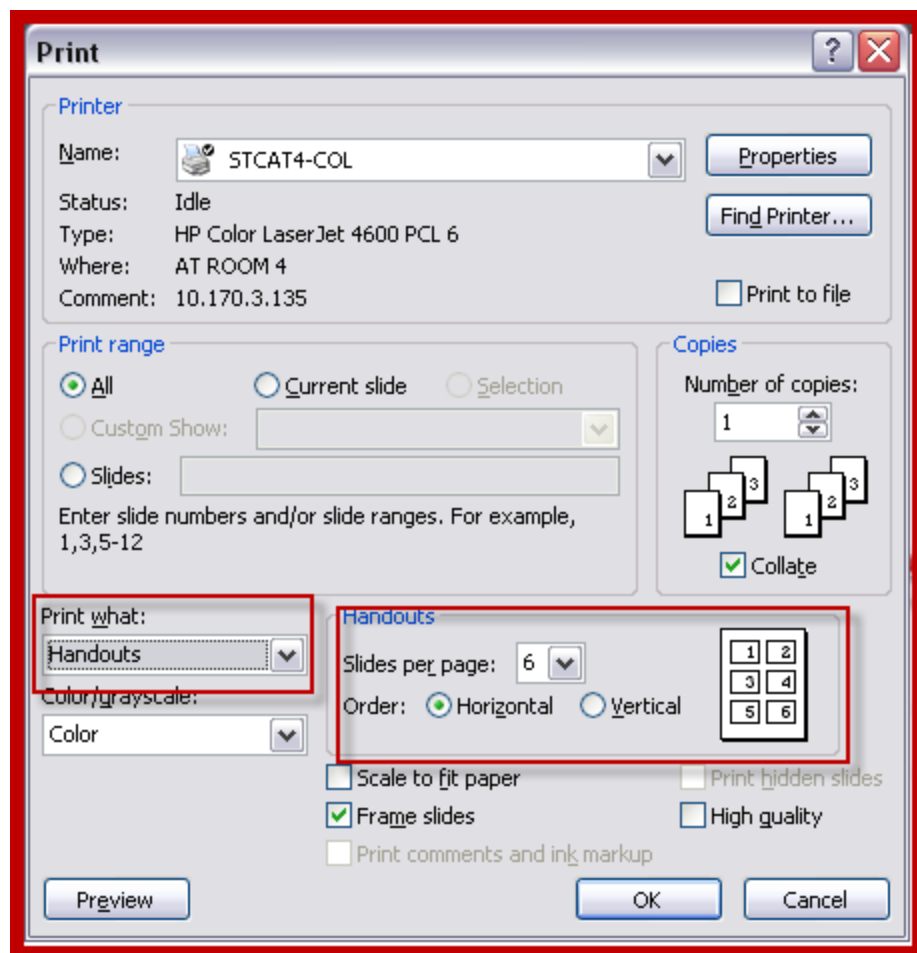


# Read&Write Gold Task Cards

These are meant to be used as desktop reminders or “cheat sheets” for using Read&Write Gold. To use them Print as HANDOUTS by setting your Print Dialog box as shown



Then Print and Cut up as individual cards, and hang on a key ring by your computer!

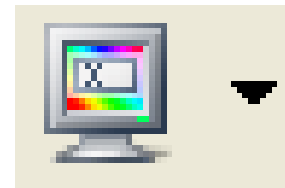
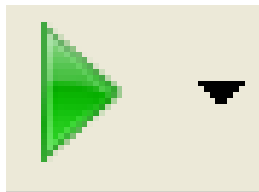




# Using Read and Write GOLD Version 10



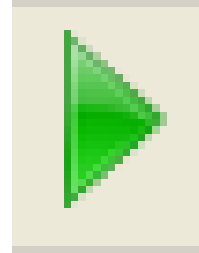
**Instant video tutorials  
of many features are  
available by clicking  
the black arrow next  
to each icon.**



Internet access needed to view.

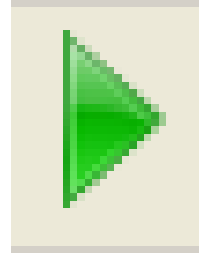
Loudoun County Public Schools  
Assistive Technology Team

# Reading Text in a Document

- Place the cursor at the desired position on the document.
- Make sure the sound on the computer is turned on.
- Click the green **Play** arrow  on the toolbar.

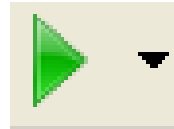


# Reading Text on a Webpage

- Click and drag the mouse cursor over the desired text to highlight it.
- Make sure the sound on the computer is turned on.
- Click the green **Play** arrow  on the toolbar.

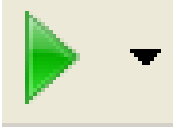
# Reading Text on a Webpage using Web Highlighting

- Click on the black arrow next to the green **Play** button

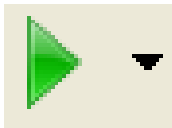


- Click **Web Highlighting** | Web Highlighting
- Move the mouse cursor over any text on the webpage to be read aloud.

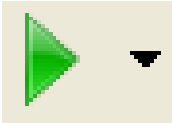
# Changing the Amount of Text Read

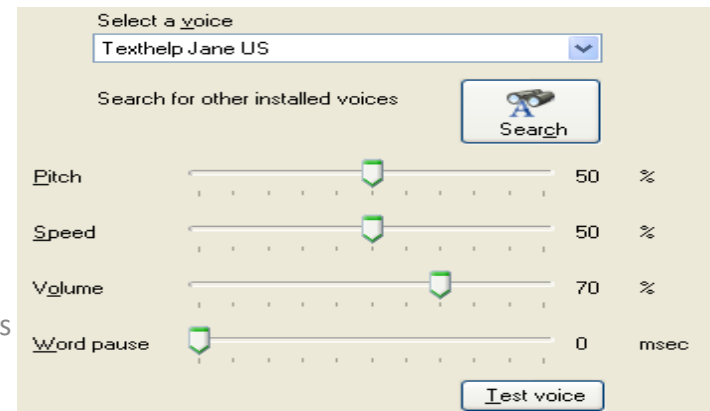
- Click on the black arrow next to the green **Play** button 
- **Read by word** will read one word for each activation of the play button.
- **Read by sentence** will read one sentence for each activation of the play button.
- **Read by paragraph** will read one paragraph for each activation of the play button.
- **Automatically read next block of text** will read text on the page until the red **Stop** button is pressed.

# Using Screen Reading

- Click on the black arrow next to the green **Play** button 
- Click **Use Screen Reading**.
- Move the mouse cursor over any program components, such as toolbars or menus, to be read aloud.

# Changing the Voice and Rate of Speech

- Click on the black arrow next to the green **Play** button 
- Click **Speech Options**.
- Select a voice from the drop-down menu.
- Change the speech rate by sliding the cursor left and right on the speed bar.
- To listen to your selection click **Test Voice**.
- Click **OK** to save changes



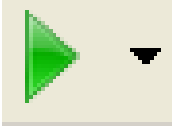
# Changing the Speech Highlighting Settings




- Click on the black arrow next to the green **Play** button
- Click **Speech Options** > Highlight.
- Choose **Speak with highlighting in document** to display highlights in the document while reading.
- Choose **Speak with highlighting in Text Reader** to display highlights in a separate window while reading.
- Choose **Speak using one word display** to display highlights one word at a time while reading.
- Choose the **highlighting colors** by selecting from the drop-down menu.
- Click **OK** to save changes.

**Some sample text**


# Modifying Pronunciations




- Click on the black arrow next to the green **Play** button 
- Click **Speech Options > Say Like**
- Type the word in **Pronounce this**. Click the blue arrow to hear what the word sounds like.
- Type the correct pronunciation in **Like this**. Click the blue arrow to hear how the new pronunciation will sound.
- Click **Save** to save or **Delete** to delete a pronunciation.
- Click **OK** to save changes

Pronounce this: e.g. Pacino




Like this: e.g. Pachino



 **New**  **Save**  **Delete**



# Saving Text as a Speech/Audio File

- Highlight the desired text.
- Click **Speech Maker** 
- Click **Next** or highlight desired text if not already done so.
- Modify the pitch, speed, and voice. Click **Next**.
- Select where to save the file by clicking **Save As**, choosing a location, and typing in a file name.
- Select file format **WAV** or **MP3**
- Click **Finish**.


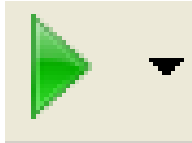
*Another way to get **Speech Maker** is to click on the black arrow next to the **Play** button.* 




# Using Screen Masking

- Click on the black arrow next to **Screen Masking** 
- Select **Masking Type** from the drop-down arrow.
- Select color used when masking and adjust the transparency and underlining.
- Click **OK** to save the changes.
- Click on Screen Masking  to mask the screen and limit the amount of text displayed.

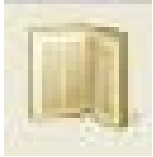
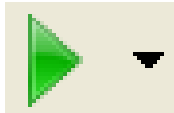
# Reading a PDF

- Click on **PDF Aloud** 
- A window will appear. Select where the PDF is located on your computer and click **OK**.
- The PDF will open.
- Click and drag to highlight the desired text to be read aloud.
- Click the green **Play** button 
- Text will be displayed in a separate window.

# Reading a Locked Document or Other Text

- Click **Screen Shot Reader** 
- Click and drag to create a box around the desired text to be read aloud.
- A red box will appear around the section of the screen selected. The text will automatically be read aloud in the red box.
- Text can also be displayed in a separate box by clicking the black arrow next to **Screen Shot Reader** and clicking **Use Text Reader for Speaking**.
- Screen shots can be exported to MS Word by clicking the black arrow next to **Screen Shot Reader** and clicking **Screen Shot to MS Word**.

# Using the Dictionary

- Highlight a word and click on the Dictionary  or click on the Dictionary and type in a word.
- Definitions with sample sentences and any synonyms will be displayed.
- To create a talking dictionary, click on the dictionary entries and click the green Play button 



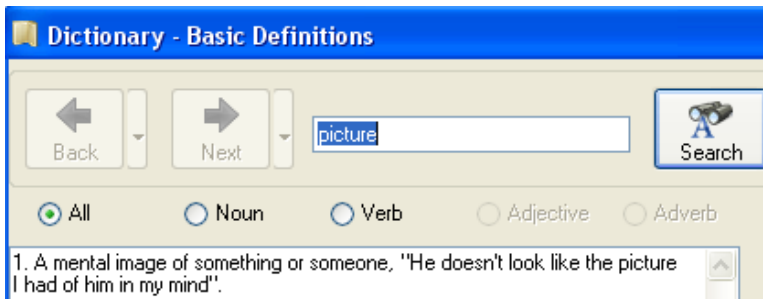
# Picture Dictionary





This is the picture dictionary dialogue box.

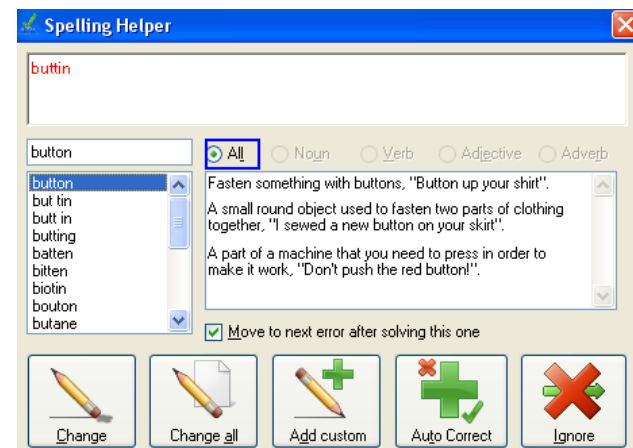
- There is a search window, where you can type a word.
- There is also a link to the dictionary tool.

Right next to the Dictionary tool is a Picture Dictionary. Select a word in your document and then picture dictionary, and this dialogue box will appear with an image to go with the word. You can access the dictionary as well.




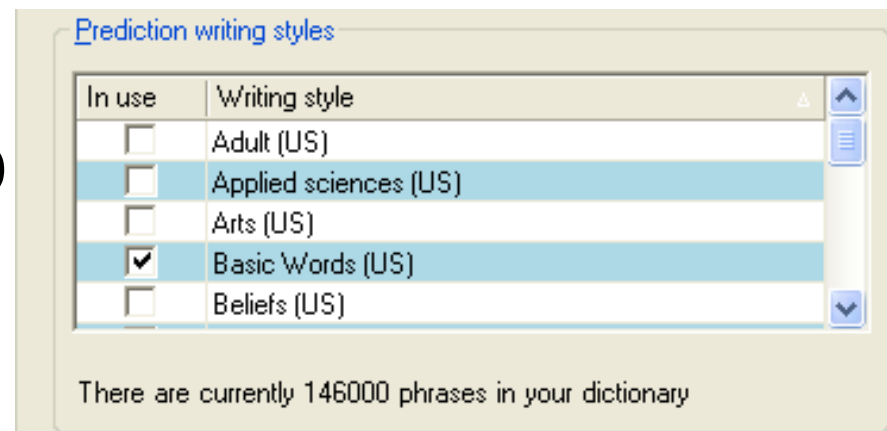
# Using Spell Check

- Click on **Spell Check**  to have the spelling checked in a document.
- Click on the black arrow next to **Spell Check** and select **Spell As I Type** to have the spelling constantly checked as the text is typed into a document.
- Highlight a word, click on the black arrow next to **Spell Check**, and select **Spell Aloud Selected Word** *to the selected word* spelled out loud.
- To make the Spelling Helper window “talk”, click in the window and click the green **Play** button 




# Expanding the Dictionary

- Click on the black arrow next to **Word Prediction** 
- Click **Prediction Options**.
- Check **Advanced Options** in the bottom left corner.
- Click the **Context** tab



- Select dictionaries to add by clicking on the check boxes under **Prediction writing styles**.

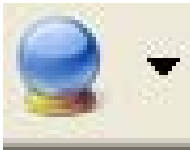
# Using Word Prediction

- Click on the **Word Prediction** 
- A floating window will appear.
- As text is typed onto a document, words will appear in the window. These are the words the program “predicts” may fit into the document.
- To select a predicted word, click on it OR press the corresponding function key listed to the left of the word (F1, F2, etc.) he (symbols next to words?)






# Changing Word Prediction Settings - Display

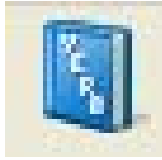
- Click on the black arrow next to the **Word Prediction** button 
- Select **Prediction options** > **Display**
- Change the font and colors of the window
- Change the **Prediction window behavior** by clicking on/off the check boxes.
- Change the **Prediction word clicked behavior** to have the words in the window **Spoken when clicked** or **Typed when clicked**.

# Changing Word Prediction Settings- Advanced Options

- Click on the black arrow next to the **Word Prediction** button and click the **Advanced Options** check box in the bottom right.
- Select **Speech** tab > **Speak when mouse hovers over word** to have word read when the mouse cursor hovers over it.
- Select **Learning** tab > **Spell Check before learning** to ensure correctly spelled words are added to Word Prediction.
- Select **Learning** tab > **Learn as I type** to add words to Word Prediction as the user types.
- Select **Learning** tab > **Learn custom predictions** to import Word Prediction choices from a file or the clipboard.
- Select **Context** tab to add dictionaries to Word Prediction by checking on/off the checkboxes.

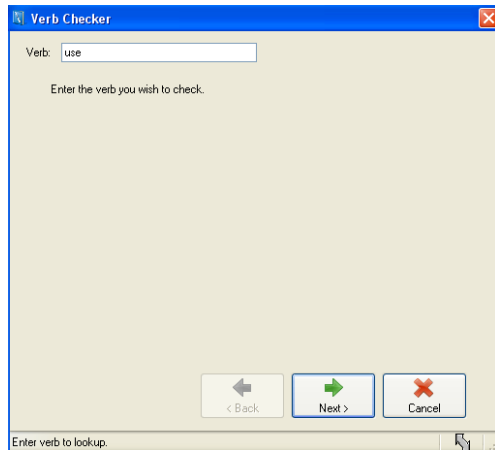
# Using Word Wizard

- Click on **Word Wizard** 
- The Word Wizard window will appear.
- Enter a word and click **Next**.
- Select the parts of speech to search for and click **Next**.
- Click on the desired meaning of the word and click **Next**.
- Select an advanced search option: **Opposites**, **Different kinds of \_\_**, **A \_\_ is a part of these things**, **Parts of a \_\_\_\_**, or **Words related to \_\_\_\_** and click **Next**.
- Words meeting the criteria will be displayed.

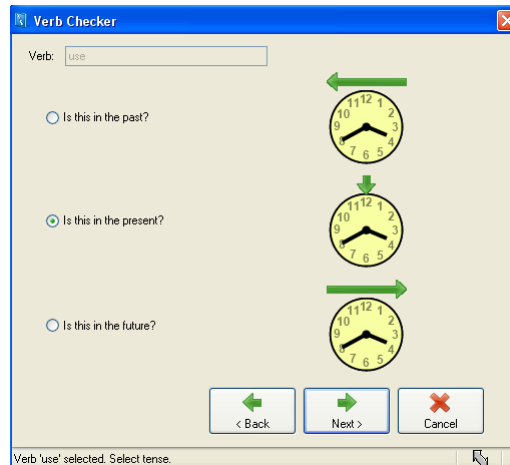


# Verb Checker

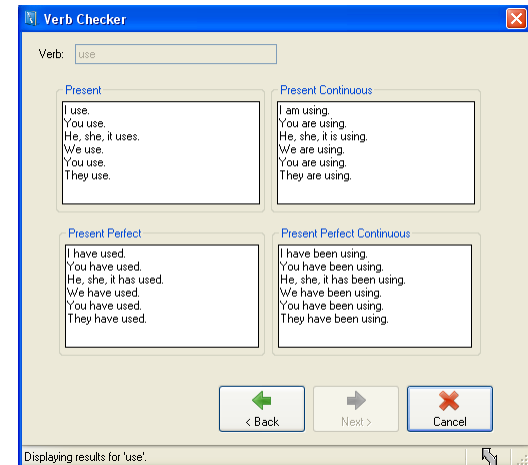
The Verb checker is another new tool. You can use this to check your verb usage in a document. Verb > Tense > Sample sentences



Verb




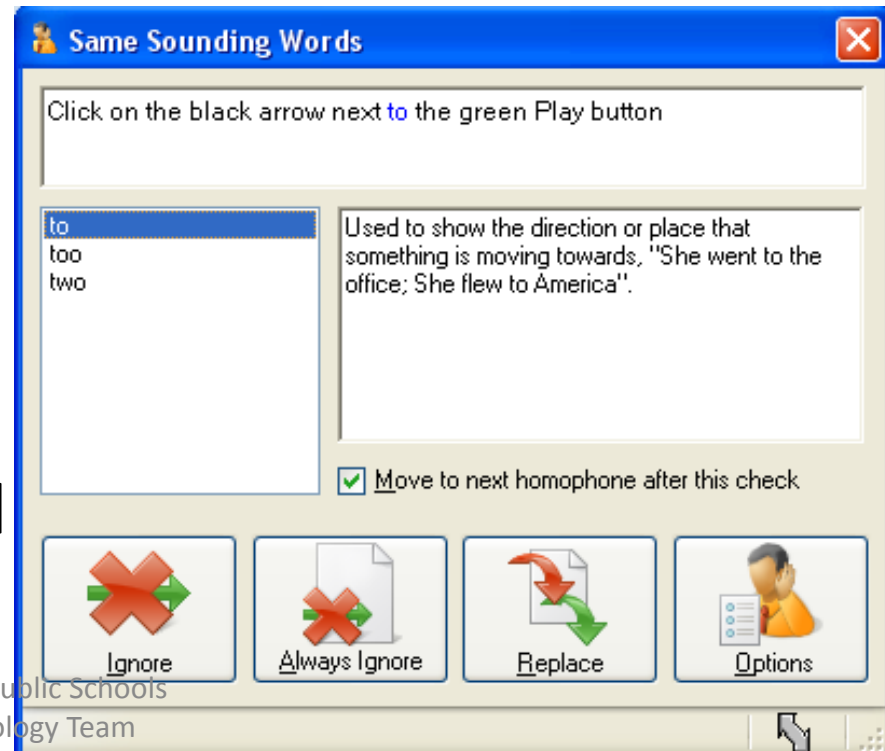
Tense: Past,  
Present, Future



Verb used in sentences,  
conjugated different  
ways

# Identifying Homophones

- Click on **Sounds Like** 
- The **Same Sounding Words** window will appear.
- The top window will contain the sentence from the text with the homophone highlighted. The choices for homophones will appear in the left window.
- Click on each homophone to see its definition in the right window.
- To ignore the homophone click **Ignore**.
- To replace the highlighted word with the selected homophone click **Replace**.



# Highlighting


- Highlight the desired text.
- Click on the desired highlighter color.



- To remove the highlighter color, highlight the text and click on **Clear highlights**



# Collecting and Organizing Highlights

- Highlight text using the Read and Write Gold highlighters.
- Click **Collect Highlights** 
- Select what highlights to collect
- Select how the highlights should be displayed.

# Creating Vocabulary Lists



**Vocabulary**

Selected words

Add new word to list

Vocabulary list

- Government
- judicial branch
- executive branch
- legislative branch

Vocabulary list options

Subject/Title

Vocabulary List


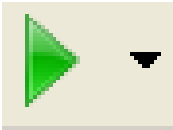
Date 9/16/2011

Word	Meaning	Symbol	Notes
Government	<p>The body of people that governs a country, "I wonder what the new government will be".</p> <p>The activity which involves governing a country, "The day-to-day government is continuing as usual".</p>		


This is the new Vocabulary tool. This allows the user the ability to highlight words in a document to add to their vocabulary list or create a list from scratch. It builds you a vocabulary sheet with words definitions, pictures and a space for notes.




# Summarizing Text

- Highlight desired text.
- Click **Summary** 
- Select **Length of summary** from the drop-down menu. Click OK.
- A separate MS Word document will appear with the summary.
- The summary can be manipulated and/or saved in MS Word.
- To read the summary aloud, click on the document and click **Play** 





# Collecting Written Facts for Fact Folder

- Highlight the text fact on a document or webpage.
- Click on the **Fact Folder** 
- A window will appear to edit the citation information. Click **OK** when finished.
- A pop-up window will appear in the bottom right corner stating that the fact has been added.

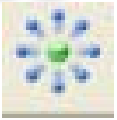




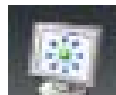
# Collecting Images for Fact Folder

- Click on the black arrow next to the Fact Folder 
- Select **Add Web Image**.
- A pop-up window will appear in the bottom right of the screen.
- Hover over a picture and it will appear in the pop-up window.
- To collect the desired image, click on the pop-up window.
- A window will appear to edit citation information. Click **OK** when finished.


# Exporting Fact Folder To MS Word

- Click on the black arrow next to **Fact Folder** 
- Select **Review Facts**.
- Highlight each fact to see its description in the lower half of the window.
- To delete a fact, highlight it and click **Delete Fact**  To edit, click **Edit Fact** 
- To export the Fact Folder to MS Word, select **Export all facts to Microsoft Word** 
- This creates a separate MS Word document complete with bibliographic citations.


# Adding Facts to Fact Mapper

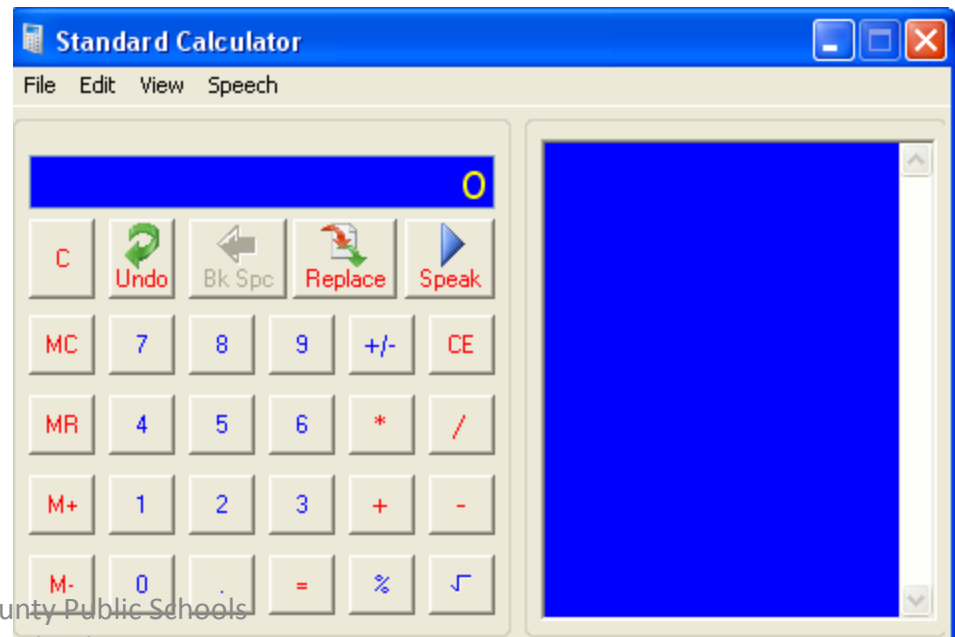
- Click on **Fact Mapper**  *Internet access needed!*
- To add new facts, select **Add a new element** 
- To delete an element, click on it, and select **Delete the currently selected element** 
- To add an image to an element, click on it, click the **Search** box in the bottom right corner, type the desired word, and click on the image.
- To link or unlink objects, click on one element, click **Add a new link** or **Delete a link** 
- To arrange facts a certain way, click **Arrange Facts** 
- To view in outline or tree form, click **Select Current View** 

# Exporting Fact Mapper to MS Word

- Click on **File** on the right of the main toolbar within Fact Mapper
- Click on **Export the Outline View to Microsoft Word** 
- This will open up a separate MS Word document.

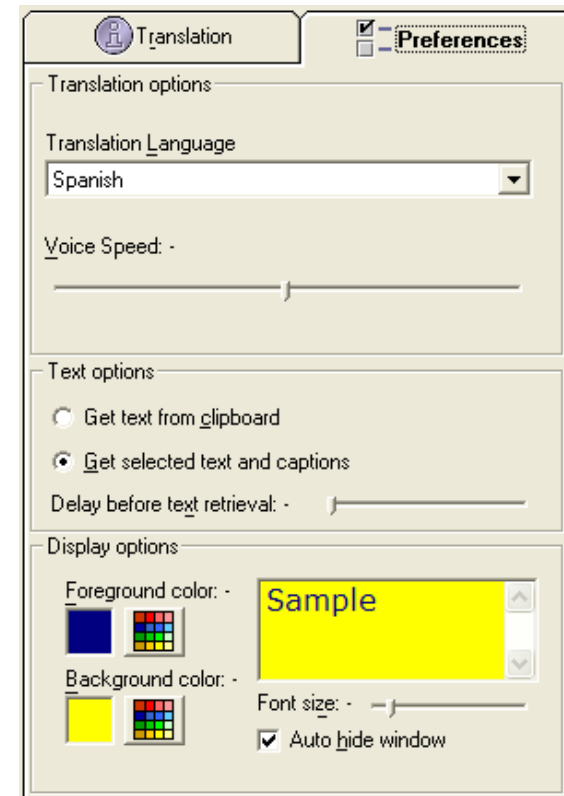
# Using the Scientific Calculator

- Click on the **Calculator** 
- Click on the numbers and symbols to complete a mathematical equation.
- To have the calculator buttons speak, select **Speech > Speak on Click OR Speak on Mouse over**.
- To have the calculator read the numbers in the display, click **Speak**.
- To change the colors/display, select **Edit**.



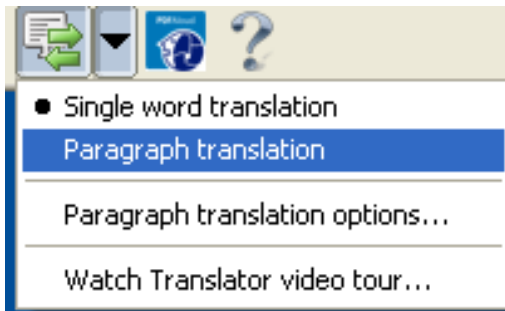
# Using the Translator

- Highlight the desired text.
- Click the **Translator**
- Select the language to translate to by clicking **Preferences** and selecting from the drop-down menu.
- To change display options, select the foreground/background colors.
- The possible translation will be displayed under the **Translation** tab.

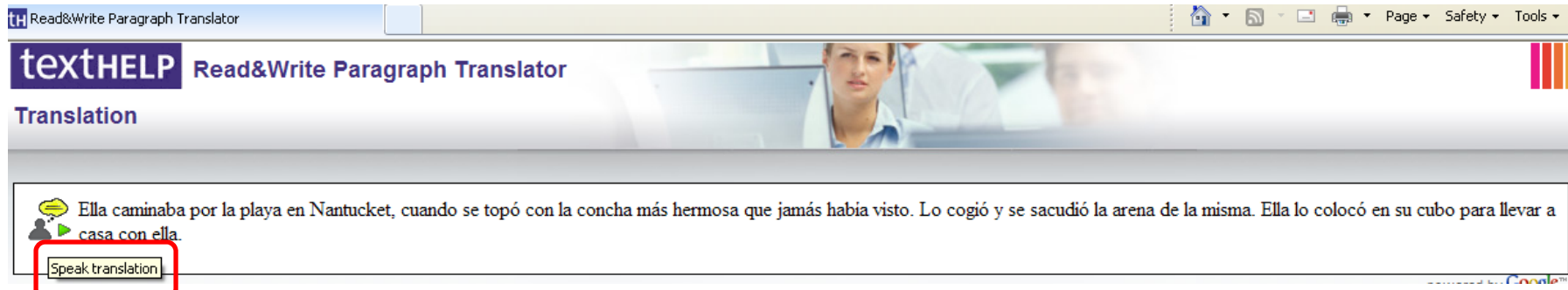
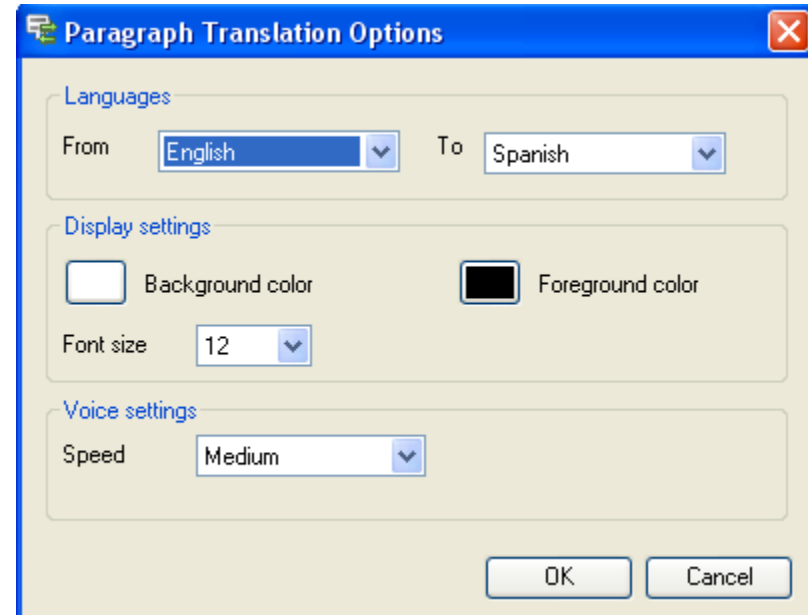




# Translating Passages

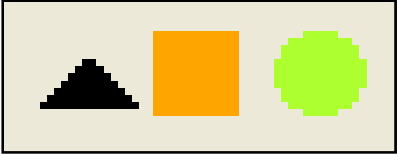




The translator tool can translate entire paragraphs now! Select Paragraph translation, select language, then translate the text.





The translation happens on the website. You can listen to the translation too!


# Word Prediction Symbols

-  These are context indicator lights: Green=most likely to be correct. Black=least likely.
- When you mouse over a prediction choice the dictionary icon appears for you to access 
- The Ear Icon indicates homophones 

# Customizing the Toolbar

- Click on the black arrow next to the  select *Current Toolbar* to select the type of features you want to display.
- Click the  repeatedly to scan the tools and select the toolbar of your choice.

# Converting measurements/ values in a document

- In your document highlight the value/measurement in your document that you wish to convert
- Click on the  black arrow next to the calculator and select the type and units desired.
- Your conversion will appear in your document!