The six toolbars are:

- All Features – all buttons on the toolbar are visible
- Reading Features – only buttons associated with reading are displayed on the toolbar
- Writing Features – only buttons associated with writing are displayed on the toolbar
- Research Features – only buttons associated with researching are displayed on the toolbar
- My Features – the buttons for all the main features in the software are displayed on the toolbar
- Study Skills Features – only buttons associated with Study Skills are displayed on the toolbar.

At times there may not be enough room on the screen for all the buttons on the toolbar.

When this happens click on the button that appears. This will display the other buttons on the toolbar.

If you cannot see the button you will need to use, click on the button or the button until it appears.

What else can you do:

- Change how the buttons look.
- Change the colour of the toolbar.

To see how this is done:

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Toolbar video tour.
3. Reading

Text-to-speech is one of the most important support features in Read&Write Gold. Text can be read as you type or from any document. It will read each word, sentence, paragraph or selected text. There is a choice of different voices which can be adjusted to suit you by altering the pitch, speed, and volume. You can choose the way text is displayed or highlighted during speech.

By hearing your work read you will be able to identify mistakes in punctuation, spelling and meaning. Having documents read to you will also increase your recognition of words and understanding of the text.

Exercise 1  Reading text in documents

1. Open a Word document with some text in it.

➤ Remember to check that your sound is on!

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

3. Click on the button to stop the reading.

Exercise 2  Changing the voice

If you are not happy with the voice that is used to read the text you can change it. To do this:

1. Click on the drop down list on the toolbar and select Speech Options.

   You will see the Speech tab of the Speech Options window:
2. Select a different voice from the **Select a voice** drop down list.

3. Click on the **Test voice** button to hear the new voice read aloud. If you don’t like the voice select another.

4. You can change the Pitch, Speed and Volume of the voice if you need to by dragging and dropping the track bars.

5. When you are happy with the voice click on the **OK** button.

➤ Other voices can be downloaded from the Read&Write Essentials website – www.texthelp.com/essentials.

What else can you do:

- Change how words are pronounced.
- Have the text read as you type.
- Have the software read buttons and menus.
- Change how the text is highlighted.

To see how this is done:

Watch the Toolbar video - found by clicking on the **Texthelp** button beside the **Help** button and then hovering your mouse over All Video Tours and selecting the Speech video tour.
4. Reading Web Pages

You can have Read&Write Gold read webpages in Internet Explorer, Firefox or Chrome.

Exercise 1  Reading webpages in Internet Explorer

1. Click on the drop down list on the toolbar and look at the Read the web option. If this option is already switched on you will see a tick beside it:

   ![Read the web]

2. If it is turned off it will look at this:

   Read the web

To turn it on, hover your mouse over the Read the web option and click on it.

3. Open a website e.g. www.texthelp.com.

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

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

6. 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.

Exercise 2  Reading webpages in Firefox

1. Open your Firefox browser.
2. Click on Yes when prompted to install the plug-in.
3. After the plug-in has been installed follow Exercise 1 above.

Exercise 3  Reading webpages in Chrome

1. Open Google Chrome.
2. Click on Install Now when prompted to install.
3. Click on Add.
4. Restart Chrome.
5. After the extension has been installed follow Exercise 1 above.
5. Reading Inaccessible Text

In most cases simply using the button or the Read the web option will enable the text in a document or webpage to be read to you. However there are some programs and websites where the text is inaccessible. For example: text in images and locked PDF documents. When you want to have text read in these applications you will need to use the Screenshot Reader.

Exercise 1 Using the Screenshot Reader

1. Open the Texthelp webpage http://texthelp.com/uk/training-screenshot in your Internet browser window.

2. Click on the button. Your cursor now looks like this:.

3. Click and hold your left mouse button on the top left-hand corner of the picture, then drag and drop the rectangle to the bottom right-hand corner.

   Read&Write Gold reads the text aloud:

   This is a picture with text in it. It would not be able to be read normally as text like this is inaccessible. But by using the Screenshot Reader all text is now accessible — including PowerPoint slides.

   You can, if you wish use the Screenshot Reader to put this text in MS Word.

   If you wish to have the text re-read click on the button.

4. Click on the button to close the Screenshot Reader window.

What else can you do:

- Have the text that you have screenshot put into MS Word
- Change the Screenshot Reader options.

To see how this is done:

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Screenshot Reader video tour.
7. Reading PDF documents

PDFaloud is an additional toolbar that will read text aloud from a PDF document.

PDF documents are being increasingly used by government, education and organisations to make documents available on the Internet. By providing PDFaloud these documents are accessible to those with reading difficulties. It is also used in conjunction with the Scanning feature in Read&Write Gold.

Exercise 1 Reading a PDF file using PDFaloud

1. Click on the button on the toolbar and open a PDF file when prompted by the system.

2. 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:

3. Click on the button. PDFaloud starts to read aloud the document.

4. Click on the button to stop the system from reading the document.

If you cannot see the PDFaloud under Tools you may have a different version of Adobe Reader. If there is an Extended option check for PDFaloud here.

What else can you do:

• Change how PDFaloud reads.

To see how this is done:

Watch the Toolbar video - found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the PDFaloud video tour.
8. Spell checking

Read&Write Gold has an advanced phonetic spellchecker to analyse and correct even the most complex spelling mistakes. You can choose to spell check as you type or check your completed work. Any spelling mistake will be identified and the Spellchecker window will provide a list of suggested corrections with the meanings of each to help you choose the correct word.

The spellchecker allows you to work independently and increase the accuracy of your work

Exercise 1  Using the Spell Checker

1. Type the following text into a blank Microsoft Word document:

There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the island of Lombok. It has a long history of eruptions and erupted in 1994 and more recently in May 2010.

2. Click on the button on the toolbar. You will see the Spelling Helper window displayed:

The first mis-spelt word in your document is highlighted in red.

You can use the following buttons to correct your spellings:

- **Change** button – select a word from the Word list box and then click on this button to change the mis-spelt word to the selected word. Use this to correct volcano to volcano.
17. Using Screen Masking

Many people, particularly those with dyslexia, find reading text more difficult when certain colours are used. The Screen Masking in Read&Write Gold has unique screen tinting options to make reading from a computer screen easier. In addition, there is the ability to underline text or block out unnecessary text to aid concentration.

There are many choices to suit individual preferences. The Screen Masking feature therefore enhances the your reading ability, improves focus and concentration levels and ultimately provides a more relaxed and enjoyable reading experience.

Exercise 1 Using Screen Masking

In this exercise you will learn how to use Screen Masking.

1. Open a document in Microsoft Word and then click on the button on the Read&Write Gold toolbar.

   The Windows system background colour changes to light blue.

2. Click on the button on the Read&Write Gold toolbar.

   The Windows system background colour returns to white.

What else can you do:

- Change the Screen Masking type and colour.
- Use the spotlight option.

To see how this is done:

Watch the Toolbar video – found by clicking on the button beside the button and then hovering your mouse over All Video Tours and selecting the Screen Masking video tour.
18. Using Study Skills

Often when reading notes, books or journals we use coloured markers to highlight pieces of text, which are of particular relevance to the subject we are studying. With the Study Skills Toolbar in Read&Write Gold this same ability is brought to the computer.

You can use Study Skills to highlight text in Microsoft Word, Internet Explorer, Firefox and Chrome using different colours. You can then collect the highlighted text and insert it into a new document.

This is particularly useful when you have a large piece of text with multiple themes or categories that are important. You can give each category a different colour and collate each colour’s information later.

To access Study Skills, click on the button until you can see the Study Skills buttons. The tooltip for this button will help you identify the buttons you need.

Exercise 1 Collecting text for your studies

In this exercise you will learn how to collect different types of text and then insert them into a new document in the order in which you want them displayed.

1. Open your Internet browser window and then open one of your favourite websites.

   Alternatively, open a Microsoft Word document of your choice.

2. Highlight some text on the page and then click on the (Highlight green) button.

   Read&Write Gold highlights the text in green. An example is shown below:

   ![highlighted text]

3. Highlight some more text on this page and then click on the (Highlight pink) button.

   Read&Write Gold highlights the text in pink.

4. Repeat step 3 to highlight two further separate paragraphs in pink.

5. Highlight some of the text in pink and then click on the (Clear highlights) button.

   Read&Write Gold de-selects the highlighted text in pink.

6. Open another one of your favourite websites.

   Alternatively, open another Microsoft Word document of your choice.
7. Highlight some text on the page and then click on the (Highlight green) button.

Read&Write Gold highlights the text in green.

8. Click on the (Collect highlights) button.

The Collect Highlights window is displayed:

- Order highlights by collection time radio button
- Color collections separation drop down list
- Highlighted Items separation drop down list
- Include bibliography check box
- Collect highlights from multiple documents check box
- Bibliography format drop down list

9. Make sure the following options are selected:
   - the Page option is selected from the Color collections separation drop down list
   - the New line option is selected from the Highlighted Items separation drop down list
   - Collect highlights from multiple documents checkbox

10. Select the Include bibliography checkbox and then select Harvard from the Bibliography format drop down list.

11. Click on the OK button.

Read&Write Gold collects the highlighted text from both of the webpages (or Word documents) and inserts it into a new Microsoft Word document. It also inserts a bibliography at the bottom of the page.

12. Save your document and call it My Studies.

19. Vocabulary

You can use Vocabulary Tool to highlight words in Microsoft Word and in Internet Explorer using different colours. You can then collect the highlighted words and insert it into a new document with the dictionary definitions and picture dictionary definitions.

Exercise 1  Creating a vocabulary list for your studies

In this exercise you will learn how to add words to a vocabulary list which you can use for your studies. A vocabulary list provides definitions and explanatory images for your selected words.

1. Open your Internet browser window and then a website of your choice.
   Alternatively, open a Microsoft Word document of your choice.

2. Highlight a word on the page and then click on the (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.

3. Click on the button on the toolbar.
   You will see the Vocabulary window displayed:
   ![Vocabulary Window]

   - Add new word to list text box
   - Vocabulary list box
   - Subject/Title text box
   - Include Images check box

   Your selected words are listed in the Vocabulary list box.

4. Type 'happy' in the Add new word to list text box and then click on the Add button to add the word to the Vocabulary list box.

5. Type 'My text' in the Subject/Title text box.