Read&Write for Windows™
Quick Guide for Tool Usage 12.21

Tools	Icon	What each tool does	How to make the tool work
Check It		A proofreading tool that checks for spelling, grammar, capitalization, punctuation and confusable word errors.	Turn the feature on to see your errors underlined in purple in your MS Word doc. Click on each underlined error to see suggested corrections. To choose a correction from the list, click on it. You can also ignore the error, or add the word to your custom dictionary. Click on the ⬤ to open the Check It panel if you wish to proof all possible issues.
Prediction		Provides word suggestions as you type and helps construct error-free sentences more easily.	Click on the 🔮 to turn Prediction on and off. Hover over words in the prediction suggestion box to hear the word read aloud. To insert a suggested word click on it or press the corresponding Function button shown beside it.
Dictionary		Provides definitions which can be read out loud.	Highlight a word and click on the 📖. Click on the definition and then the ▶ to have it read aloud. Once the Dictionary is open, the Dictionary box can be moved anywhere on the screen. You can choose Advanced or Web Dictionary to see other definitions.
Picture Dictionary		Provides symbols and images of words to help support fluency and understanding.	Highlight a word and click the 🖼. Once the Picture Dictionary is open, the Picture Dictionary box can be moved anywhere on the screen. Images within the Picture Dictionary box can be added to MS Word by double clicking on them.
Text to Speech		Reads text aloud with dual color highlighting.	Highlight the text you wish to read.

	▶ ⏸ ⏩ ⏹	Click on ☰ **Settings/More Settings/Speech** to choose the voice and speed.	Click the ▶ to start reading. Click the ⏸ to stop for a moment, and again to keep going. Click the ⏹ to quit reading. Use the ⏪ to read the previous text. Use the ⏩ to read the next text.
Screenshot Reader	⬚	Reads text on diagrams, photos, worksheets, maps, advertisements, and inaccessible PDF documents aloud. Converts inaccessible images of text to accessible text through OCR Click on ☰ **Settings/More Settings/Speech** to choose voice and speed.	Click the ⬚ The cursor becomes a **+** sign. Click the upper corner of text and drag the box to the lower corner. Let go and after a short time it reads. Click the ▶ button in the lower right corner of the box to reread. Click the **X** at the top right of the box, when done.
Scan	🖨	Use with a scanner or camera to convert paper documents to Word or PDF. Can convert inaccessible PDF to accessible PDF. Can convert a PDF to MS Word.	Click on the 🖨. The scanning panel appears. Choose what you want to scan from and scan to. Click on **Scan**. Save the document then click **Scan**. The scan will appear automatically.
Audio Maker	🎧	Converts text you select into an audio file - MP3, which will be automatically downloaded to where you choose.	Highlight the text you would like as part of your audio file. Click on the 🎧 and the Audio Maker panel will appear. Choose where you wish to save the audio file then click **Save**. Once your audio file is ready, the **Show** button will appear. Click on **Show** to see the file.

Screen Masking		Tints your screen and provides a reading ruler. Settings let you choose the color, masking type, screen ruler and opacity.	Click on the and the Screen Masking will turn on and the Screen Masking toolbar will appear: ⊕ Screen Masking ⚙ ⏻ When you click on the settings gear, the Screen Masking settings panel will appear. The settings will allow you to change the color and opacity. You can also change the screen masking type and choose to turn on/off a reading ruler. Click on the or the ⏻ icon to turn Screen Masking off.
Talk&Type		Turns the spoken word into text (Speech to Text) by dictating into a microphone.	Click on the when you are ready to speak. Dictate what it is you wish to say.
Translator		Allows words to be translated into many languages.	Click on **Settings/More Settings/Translator** to choose the translation language. Select the text to translate and click on the If a ▶ appears above the translation click on it to hear the translation read aloud.
PDF Reader		To open and have PDF's read aloud. Click on **Settings/More Settings/Speech** to choose voice and speed.	Click on the and open the PDF. Click on the text to have it read aloud. Click on the **Click to Speak** to turn it on and off.
Highlights & Erase Highlights		Allows users to highlight with four different colors. Color can be chosen to indicate a category of information (color-coding).	Select the information you wish to highlight by running your cursor over it , then click on the or the color you desire. Erase highlights when you are done with them, by running your cursor back over the highlighted information and clicking the icon.
Collect Highlights		Collects your highlighted information and places it	

		onto a new MS Word document.	When you are ready to collect your highlights, click on the ⟳ . The highlighted text will all be collected into a new MS Word document with a bibliography at the end.
Vocabulary List	▦	Build vocabulary lists with words you select. Creates a 4-column table in MS Word, including your selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column.	Use any coloured 🖍 highlights to select words individually. Click the ▦ icon to create a vocabulary list which will automatically open in a new MS Word doc.
Voice Notes	▶	Records a short audio file of your voice, which can be inserted into a MS Word or creates an MP3	For MS Word, highlight text where you'd like to place your Voice Note inserted, then click the ▶ icon and use the 🎤 to record. After making the recording, you can press the ▶ to hear what you have recorded. If you do not like the recording, you may record right over it by clicking on the microphone button 🎤 again. When you are happy with the recording, click on the **Insert** button to have it added into your document as a comment. Or click on **Save** to save it as an MP3.
Settings	☰	Access settings to customize any of the tools in Read&Write	Click on ☰ for some quick access settings. Click on **Show more settings** to see settings for all features.

YouTube Feature playlist

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