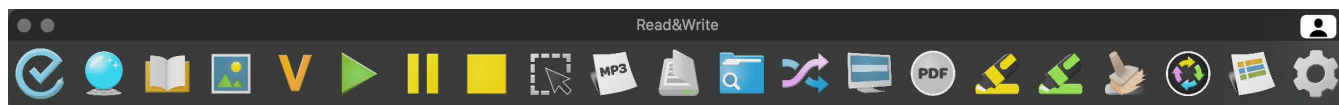









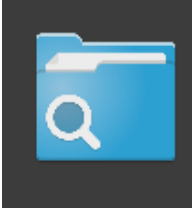





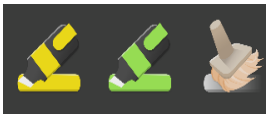



## Read&Write for Mac Quick Tool Usage Guide



Tool	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.	<p>Turn the feature on to see your errors underlined in purple in your MS Word doc.</p> <p>Click on each underlined error to see suggested corrections.</p> <p>To choose a correction from the list, click on it. You can also ignore the error, or add the word to your custom dictionary.</p>
Prediction		Provides word suggestions as you type and helps construct error-free sentences more easily.	<p>Click the Prediction icon to turn Prediction on and off.</p> <p>To hear a word read aloud press the click the Play icon in the tool bar.</p> <p>To insert a suggested word, double click on it</p>
Dictionary		Provides definitions which can be read out loud.	<p>Highlight a word and click on the Dictionary icon.</p> <p>Click on the definition and then the Play icon to have it read aloud.</p> <p>Once the Dictionary is open, the Dictionary box can be moved anywhere on the screen.</p>
Picture Dictionary		Provides symbols and images of words to help support fluency and understanding.	<p>Highlight a word and click on the Picture Dictionary icon.</p> <p>Once the Picture Dictionary is open, the Picture Dictionary box can be moved anywhere on the screen.</p> <p>Images within the Picture Dictionary box can be added to MS Word by double clicking on them.</p>

<p>Verb Checker</p>		<p>Helps you check whether you are using the correct tense in your written document.</p>	<p>Highlight a verb and click on the Verb Checker icon.</p> <p>Once the Verb Checker is open, click <b>Next</b> choose which tense of the verb you want to use.</p> <p>Click on a verb and then the Play icon to have it read aloud.</p> <p>If the written verb is correct, close the panel or select the correct verb and click <b>Replace</b> to add the new verb to the document.</p>
<p>Text to Speech</p>		<p>Reads text aloud in Word docs, on the web and more, with dual color highlighting and natural-sounding voices.</p>	<p>Click the Play icon to start reading.</p> <p>Click the Pause icon to stop for a moment, and again to keep going.</p> <p>Click the Stop icon to quit reading.</p>
<p>Screenshot Reader</p>		<p>Reads text on diagrams, photos, worksheets, maps, advertisements, and inaccessible PDF documents aloud.</p> <p>Converts inaccessible images of text to accessible text through OCR.</p>	<p>Click the Screenshot Reader icon. The cursor become a + sign. Click the upper corner of a text and drag the box to the lower corner. Let go and after a short time it reads.</p> <p>Click the <b>Play</b> button in the lower right corner of the box to reread.</p> <p>Click the <b>X</b> at the top left of the box, when done.</p>
<p>Audio Maker</p>		<p>Converts text you select into an audio file - MP3, which will be automatically downloaded to where you choose.</p>	<p>Highlight the text you would like as part of your audio file.</p> <p>Click on the Audio Maker icon and the panel will appear. Once the desired text is in the panel, click <b>Create</b>. Choose where you wish to save the audio file and then click <b>Save</b>.</p> <p>Once your audio file is ready, the <b>Show</b> button will appear.</p> <p>Click on <b>Show</b> to see the file.</p>

Scanning		Scan a paper document and convert it to accessible PDF or Word format, or OCR an existing PDF to make it accessible.	Click on the Scan icon. The scanning panel appears. Choose what you want to scan from and scan to. Click on <b>Scan</b> . Save the document then click <b>Scan</b> . The scan will appear automatically.
Research Folder		Used to collect information from a wide range of sources including website addresses, highlighted content, and website images.	<p>Highlight the text you would like to save and click on the Research Folder icon. Click on <b>Add Fact</b> and fill out additional details. Click <b>Close</b> when all information has been added.</p> <p>To save an image, click on the Research Folder icon. Select <b>Add Image Fact</b>. Paste or drag the appropriate image and click <b>Add</b>. Fill out additional details. Click <b>Close</b> when all information has been added.</p> <p>To review text and images that you have saved from a document click on the Research Folder icon. Choose <b>Review Facts</b>. You can select and search specific content that has been saved.</p>
Translator		Translates single words and larger selections of text into multiple languages.	<p>Highlight the word or text to translate and click on the Translator icon.</p> <p>Choose the translation language and click <b>Translate</b>.</p>
Screen Masking		Tints your screen and provides a reading ruler.	<p>Select the Settings icon to change the color, opacity, and other masking option.</p> <p>Click on the Screen Masking icon to turn on masking and click the Screen Masking icon to turn off masking</p>
PDF Reader		Use Click to Speak to read the document, or use dictionaries, highlighters and other features to interact with the text.	<p>Click on the PDF Reader icon and select the PDF file to open. Click on the text in the file to have it read aloud.</p> <p>Click on the <b>Click to Speak</b> button in the upper left hand corner to turn it on and off.</p>

<p>Highlights &amp; Erase Highlights</p>		<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p>	<p>Select the information you wish to highlight by running your cursor over it, then click on the Highlight icon and the color you desire.</p> <p>Erase highlights when you are done with them, by running your cursor back over the highlighted information and clicking on the Erase Highlights icon.</p>
<p>Collect Highlights</p>		<p>Collects your highlights into a new MS Word doc.</p>	<p>When you are ready to collect your highlights, click on the Collect Highlights icon.</p> <p>The highlighted text will all be collected into a new MS Word document.</p>
<p>Vocabulary List</p>		<p>Builds vocabulary lists in a Word doc, including selected words, dictionary definitions, images from Widgit® Symbols, and an editable notes column.</p>	<p>Use any colored Highlight icon to select words individually.</p> <p>Click on the Vocabulary List icon to create a vocabulary list which will automatically open in a new MS Word doc.</p>
<p>Settings</p>		<p>Customize options for all the Read&amp;Write features or use the Quick Access panel for frequently used settings, About menu, video tours, and Support site.</p>	<p>Click on the Settings icon for some quick access settings.</p>

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