

Read&Write Quick Guide:

1. Visit <https://students.usask.ca/health/aes/assistive-technology.php#ReadWriteSoftware>.
2. Select either Install Read&Write on a PC or Install Read&Write on a Mac
3. Follow the instructions to download and install the software

Tool Bar:

1. You can minimize it (click the puzzle piece), or move it around on your screen to where you prefer (drag it to the sides of the screen where you want it).
2. If you click the 3 rows on the right side of the tool bar , you open up the settings. You can turn features on and off here.

Spell Check & Word Prediction

1. Highlight your text, and then click the “Check It” icon. 
 - If there are errors, a window will appear with the misspelled word(s). If you hover over with the mouse, the suggested words will be read to you.
2. Click the “Prediction”  icon to have the program predict words as you type. Hover over the words to hear them.

Dictionary and Picture Dictionary:

1. You can have the dictionary pop-up on its own when you highlight a word. “Settings”  → turn on “Pop-up Dictionary”.
2. Or you can click on the “Dictionary” icon,  and type in words there.
 - You can click on the text of a definition and have it read to you by pressing “play”.
 - If you click on “more” it will open up the Google definition for you.
 - If you click on “pictures” it will show you a picture of the word.
3. For the picture dictionary, you can click on the “Picture Dictionary”  icon and highlight the word you want. You can click on the word to bring you to the text definition.
4. To create a vocabulary list: Highlight words in green  → click on the “Vocabulary List” icon. 
Another word document should open up with your list of words, their definitions, and their picture definition.

Highlighters:

1. Highlight a text in Word or on a website, and then click a highlighter icon.
2. Click on the “Erase Highlights” icon  to remove a highlight.
3. You can click on the “Collect Highlights” icon  to collect highlighted texts from the documents and it inserts it into a new Microsoft Word document (good for note taking).
 - It also inserts a bibliography at the bottom of the page. The format can be changed between APA, MLA, etc.
 - “Settings”  → “Show more settings..” → “General” left side → “Reference style”.

Text-to-Speech:

1. Either highlight or just press the “play” button. You can pause and stop anytime, and skip or rewind a section.
2. To change the voice, go to “settings”  and click on “Show more settings...” Click on the heading “Speech”. In this window you can change the Voice, pitch, speed. Close the dialog box.
 - You can also have the software talk as you type. Via settings tab. Then turn on function.
3. To read the web, click on “settings”,  → and turn on the “read the web” function (might have to download the google chrome extension).

Screenshot Reader:

1. If you come across a locked PDF file or text within images, you can use the “Screenshot reader”  tool. Once you click it, highlight the text you want by dragging the rectangular box outwards. It will play automatically in a few moments. Click the “□” to stop the speech and the “x” to close the Screenshot reader window.
2. You can change how you want to capture the text (in a rectangle, or hover over the text, or freeform drawing). You can also have the screenshot inputted into a Word document. This is done by clicking on “settings”  → “Show more settings” → “Screenshot Reader tab on the left.

PDF Reader:

1. Click on the “PDF reader” icon.  It prompts you to open up a PDF. Click on the text and press “play” to have it read. You can press the “Click to Speak” button in the top left window to turn it off to use the highlighters/dictionaries if needed. To continue, turn the “Click to Speak” back on and press “play”.

Voice Notes:

1. Open a word document → click on an area where you would like to add the voice note
2. Click the “Voice Note” icon  and then click on the Microphone icon on the Voice Note pop up when you are ready to record.
3. Click the “stop” button when you are done. You can replay the voice note by clicking on the “play” button.
4. Click on the “Insert” button to insert it into your document.

Scanning:

1. Allows you to scan any paper document into PDF, Word, HTML, or ePub. Can be used with a camera as well.
2. Scanning to Word Document:
 - Click on the “Scanner” icon.  Click on the “Scan from File” icon (folder icon).
 - Select or drop the file and choose if you want a PDF or Word Doc.
 - Click “Scan”.
3. Scanning from a Phone:

- Take a photo of a paper → connect your phone to your computer → click on the “Scan” icon  → from “select your device” choose your phone → choose a PDF or Word document → click “Scan” → a window will appear of your phone images. Choose which one you want and click the “Get Picture” button → Save the picture where you want and it will appear in the document. Read it out loud from “Speech to Text” section above.

Translator:

1. Highlight a text → click on the “Translator” button  → click on the “play” button to hear the text in the language.
 - To change the language: click “settings”  → “Show more settings” → click on “Translator” on the left.

Talk&Type:

1. Click on the “Talk&Type” icon  and the Speech Recognition Voice Training Wizard will be displayed. Follow the set-up Wizard to sync Talk&Write with your voice. You can pause it by clicking on the “pause” button anytime. But the more training you do, the better the program will be at recognizing your voice.
2. Click the “Talk&Type”  → Open Microsoft Word → speak → click on “Insert” to put the text into the document.
 - You can toggle between on and off mode by clicking on the microphone icon.

How to make MP3 Files:

1. Highlight what you want to convert → click on the “Audio Maker” icon  on the toolbar.
2. Choose where you want you save your MP3 file. You can hear the MP3 file before you save it by clicking on “Preview Audio”.
3. After a moment, a message will appear saying that the MP3 has been successfully created. Click on “Show”. Double click on the MP3 to have it open and play.