

Using Text Help (Read & Write Gold - Version 11) - the basics

Introduction

TextHelp (also known as **Read and Write Gold - Version 11**) is a piece of software designed to:

- scan a document and convert the image to text
- read text on your computer screen out loud to you (This works even if the original page was scanned)
- store it as a sound (MP3) file or Microsoft Word file
- help you with spelling and grammar
- mask the screen with colours to help highlight the text
- convert your spoken word to text (if you have a microphone - This hasn't been tested yet.)
- allow you to record notes by voice (if you have a microphone - This hasn't been tested yet)
- plus a number of other features

How to access it

TextHelp has been made available freely to students at the University of Otago on the **Student Desktop**.

If you want to use it, email us at studentIT@otago.ac.nz or call us on 03 479 5170

TextHelp will then be added to the **Student Desktop** for you.

You can access the **student desktop** in two ways:

- login to a student computer on campus
- on your own computer, go to www.otago.ac.nz/studentdesktop, follow instructions, and install Citrix Receiver.

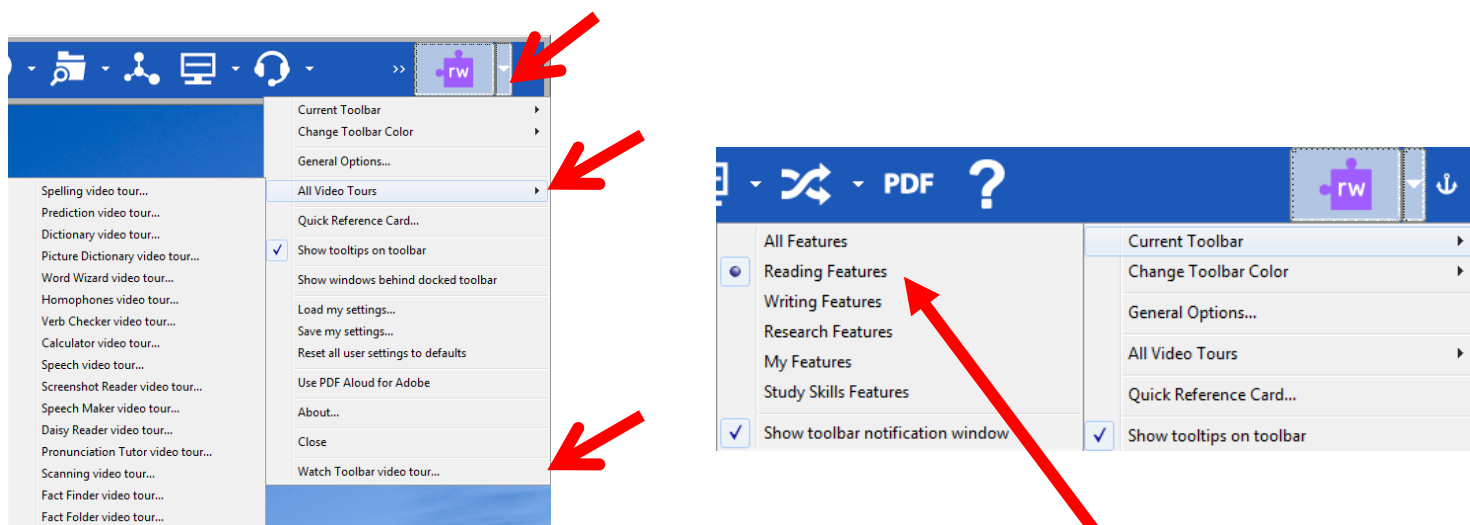
You can open **TextHelp** by clicking on the **Windows** symbol  then **General Software > Accessories > Read&Write**

Using the Toolbar

See the last two pages of this handout for a list of the things the toolbar can offer to you.

You can see videos about what all the buttons do. To do this:

- click on down arrow to the right of the purple puzzle piece (top-right of screen)
- click **All Video Tours** to see a list of all the videos. Click on the one you want to see.
- **Watch Toolbar Video Tour** is useful if you want to know how to change the toolbar at the top of the screen.




In the next section we will look at the reading options so click on the **Reading Features** toolbar.

Reading Text.

Reading text is probably one of the most useful things **TextHelp** can do for you.

You can read text from internet browsers, Microsoft Word, PDF documents and other files.

To read text, select it with your mouse, then click the Play button  on the toolbar

If you are unable to select text, you will need to use the **Screenshot Reader** (see the next section) which can capture any text you can find on screen.

The selected text will be highlighted in yellow and you can use, **Play, Pause** etc. to control the speaking.



Back Play Pause Forward Stop

and household pests.

Cats are similar in anatomy to the other felids, with strong, flexible bodies, quick reflexes, sharp retractable claws, and teeth adapted to killing small prey. Cat senses **fit** a crepuscular and predatory ecological niche. Cats can hear sounds too faint or too high in frequency for human ears, such as those made by mice and other small animals. They can see in near darkness. Like most other mammals, cats have poorer color vision and a better sense of smell than humans.


Despite being solitary hunters, cats are a social species and cat communication includes the

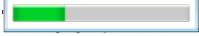
Screenshot Reader

Screenshot Reader is able to capture any text on the screen even if it is part of a picture.

The small down arrow next to the **Play** button  lets you see lots of options, such as how the speech sounds.

Speech Options allows you to change from a male to a female voice and adjust, pitch, speed and volume and

To use it, click on the **Screenshot Reader** icon  then hold down the left mouse button and draw around the text you wish to read and release the left mouse button.

After the progress bar  has reached the end you will see a yellow box around the text you have selected, and the text will be read to you. When it has been read, you will see an arrow on the bottom right of the yellow box. Click this to hear the words read to you again.

There are several things you can do with the text you have chosen:

Use Text Reader for speaking puts the text you chose into the **Text Reader** box.

You can also edit copy and save this text.

This allows you to use the **Back, Play, Pay Forward, Stop** controls.

Screenshot to MS Word puts the text directly into Microsoft Word.


Speech Maker

Speech Maker allows you to save the reading voice as a sound file so that you can listen to it later.



Note that if you want to create a sound file with **Speech Maker**, you need to convert it to editable text first. You would do this using **Screenshot Reader** (see previous section.)

To make a sound file:

- select the text you want to use with the mouse
- click on the headphone icon 
- click **Next**, then **Next** then **Browse**
- type in a filename and choose where you will save it
- click **Save**
- click **Create**
- Your file will be created in a few seconds

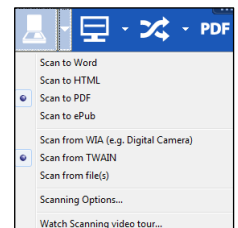
Scan

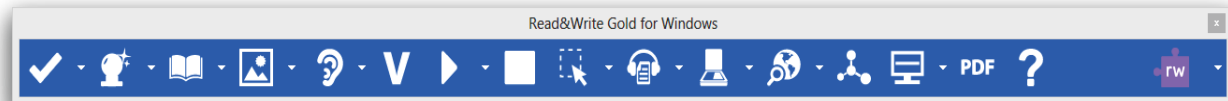
Scan allows you to place documents and books onto your scanner, if you have one, and convert the scanned article into a Microsoft Word document. This process is called OCR (Optical Character Recognition).


















If you don't have a scanner,

- go to any student Canon printer on campus and swipe your card
- choose **Scan** and scan your document to PDF
- use the **Scan from file(s)** option
- open it on your computer and read it using the to read it from the PDF into **Word**.





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Spell Check: click this button when you have selected the text you wish to spell check. Press **Play** on the main toolbar to read the dictionary definition aloud.
- 
Prediction: click this button to open or close the word prediction window. Start typing and words will be predicted.
- 
Dictionary: click this button when you have selected a word to look up in the dictionary. Alternatively, click the button before selecting a word, then type the word into the text box. Definitions can be read aloud by clicking **Play**.
- 
Picture Dictionary: click on the **Picture Dictionary** icon and then select a word. An image of the word will be displayed. Click on the dictionary icon to get a text definition of the word. Double click on the image to insert it into your document.
- 
Word Wizard: select a word and click on this button. The software will search for alternative words and associated information.
- 
Sounds Like and Confusable Words: click this button to identify same sounding and confusable words. Definitions can be read aloud by clicking Play.
- 
Verb Checker: click this button to see a verb table with conjugation options for a selected verb. Click **Play** to hear them read aloud and click the **Change** button to add the selected verb into your document.
- 
Calculator: click on this button to open the calculator. You can have your calculations read aloud. Use the small arrow button to change calculator.
- 
Rewind: click this button to have the previous word, sentence or paragraph spoken to you.
- 
Play: place your cursor where you wish the text to be spoken. Click button to hear it read aloud
- 
Pause: click this button if you wish to have any current speech paused. Resume with another click.
- 
Forward: click this button to have the next word, sentence or paragraph spoken to you.
- 
Stop: click this button to stop any speech.
- 
Screenshot Reader: click this button and drag the mouse around any inaccessible text you wish to read e.g. locked PDFs or inaccessible Flash.
- 
Speech Maker: select a piece of text then click this button to convert the text into a sound file e.g. MP3. A wizard will guide you through the conversion process.

Tip: Use key commands.
(not with Screenshot Reader)

Ctrl-Alt-Z Rewind
Ctrl-Alt-A Fast Forward
Ctrl-Alt-Up Pause/play
Ctrl-Alt-Q Stop



Read&Write
QUICK REFERENCE CARD FOR WINDOWS



Daisy Reader: click this button and then browse to the Daisy book you wish to hear read aloud.



Pronunciation Tutor: click on this button to show the Pronunciation Tutor. Words are pronounced and syllables displayed.



Scan: click this button to OCR/Scan a paper document to PDF, Word, or HTML format. Use the small arrow button to open options.



Fact Finder: click this button to do a quick web search directly from your Windows applications. Use the small arrow button to open options.



Fact Folder: select information you wish to store, then click this button and complete the dialogue box. The web address is automatically saved.



Fact Mapper: click this button to create a visual representation of facts and ideas on screen.
Note: You must be online to use this feature.



Screen Masking: click this button to tint or mask sections of the window. Use the small arrow button to change the options.



Speech Input: this tool allows you to easily create documents by dictating into a microphone connected to your computer.



Translator: click this button to open the single word translator, then select a word to have it translated. The Paragraph translation option in the dropdown menu allows you to select whole paragraphs to translate into the language of your choice. Note: You must be online to use this feature.



PDF Aloud: click this button and open your PDF document. Click Play to have the whole document read or click the 'Click to Speak' icon to select what you would like read aloud. You can also use the other features on the toolbar within your PDF.



Options: click here to toggle through the different toolbars. Use the small arrow button to change the options.



Study Skills: use the buttons on this toolbar to highlight and collect sections of text. You can also highlight words to automatically create a vocabulary list with definitions and images.



Word Cloud: select your own text or use the online word banks to create a Word Cloud. Use the small arrow button to open options.



Voice Note: place your cursor where you wish the voice note to be inserted in your MS Word document. Click this button to record the voice note.



Help: click this button to access help on how to use the software.

Go to <http://readwrite.texthelp.com/ReadAndWrite/v11.0/QuickRef/Gold/> to read this online.