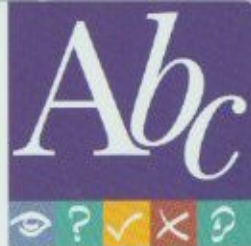




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Read & Write Version 6 Gold

www.texthelp.com

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2 Introduction

Read & Write Gold is designed to provide help to computer users with reading and writing difficulties. It can read text aloud and help you construct words and sentences. It also has many other features, such as, advanced spell checking, document scanning, screen reading, Internet tools, and pronunciation facilities, to name but a few.

This chapter contains:

- an overview of this guide
- advice on who should read this guide
- a description of conventions used in this guide
- an explanation of the key features of the Read & Write Gold system.

2.1 Overview

This user guide is designed to help you learn how to use Read & Write Gold. It will take you through the tasks you will need in order to use the system on a daily basis.

Each chapter in this guide deals with a specific aspect of using Read & Write Gold. It is designed to be of practical help to the user.

2.2 Who should read this guide

This guide is designed to be used:

- by new users who want to learn the system from scratch
- by experienced users who want information on new features
- as a reference guide for all users.

2.3 Conventions used in this guide

The style and conventions in this guide are designed to make reading it as clear and simple as possible.

Conventions used for different types of information are discussed in the following sections.

2.3.1 Notes

Important additional pieces of information that you should be aware of are represented as notes as shown below:

 *This is a note.*

2.3.2 Warnings

Warnings that you must read and observe are represented as shown below:

 **This is a warning.**

2.3.3 References to other information

References to information in other chapters or sections are represented as shown below:

 *This is a reference.*

2.3.4 Numbered lists

Instructions that must be followed in order are shown in numbered lists. To use a numbered list, you:

1. Follow the instructions in the first step.
2. Follow the instructions in the next step.
3. Follow the list in order until you complete the task.

2.3.5 Menu Options

Menu options are represented in italics as shown below:

Click on *Spelling Options*.

2.3.6 Keys

Keyboard keys that you need to press as part of an operation are represented in bold as shown below:

To bring up the Help window, press **F1**.

2.3.7 Buttons

There are two ways that buttons are represented. Buttons with:

- text written on them are represented in bold as shown below:

Click on the **OK** button.

- pictures on them are shown in the sentence as shown below:

Click on the  button.

2.3.8 Tabs

Tabs are represented as pictures within sentences as shown below:

Click on the  tab.

2.3.9 Fields

Fields such as text boxes and radio buttons are represented in bold italic as shown below:

Check or clear the ***Grammar search*** check box.

2.4 Understanding the key features of the system

You access the system from buttons and drop down lists on the Read & Write Gold toolbar. From here you can set up and use the system utilities.



Using the utilities is covered in detail in Chapter 4, Introducing the Read & Write Gold Utilities.



Setting up and changing utilities is discussed in more detail in Chapter 6, Setting Up the System to Suit Your Needs.


2.4.1 Using the Read & Write Gold utilities

You have the following utilities available to you from the Read & Write Gold toolbar:

- word prediction for mis-spelt or unfinished words
- a dictionary
- a word wizard to search for words you have forgotten or related word groups
- a pronunciation tutor to show you how each syllable of a word is pronounced
- an advanced spell checker
- a homophones editor
- a text reader
- screen reading options
- speech options
- Speech Maker utility

- Standard calculator
- Scientific calculator
- Fact Folder
- Fact Finder
- Speech input facility
- Scanning facility.



If you see a  symbol on the bottom right-hand corner of a system window, you can resize it. You do this by clicking and holding down your left mouse button on the corner of the window and dragging and dropping it, or by using the standard Windows resize hotkeys. When you access the system again, the windows will appear as they did when you previously resized them.

2.4.2 Setting up the system to suit your needs

The system is designed so that you can adjust it to suit your needs. You can adjust:

- the speech utility
- the spelling utility
- the prediction utility
- the general text reader options.



Using the separate utilities is discussed in Chapters 7, 8, 9, 10.

2.4.3 Using the Read & Write Gold Teachers toolkit

You can use the Read & Write Gold Teachers toolkit to:

- specify which Read & Write Gold features a particular student has access to
- set up new users
- view and clear student spelling logs
- view and clear student activity logs.



Using the toolkit is discussed in Chapter 5, Using the Read & Write Gold Teachers toolkit.

3 Installing Read & Write Gold

Before you can install Read & Write Gold, you must ensure that:

- you have uninstalled any previous versions of Read & Write and WordSmith
- the computer has Internet Explorer 5.5 or later – this is available on the installation CD
- that Service Pack 6 is installed if the computer is running Windows NT4 – this is available on the installation CD
- the computer has 128 MB Ram (256 MB recommended)
- the computer has 400 MB of free disk space
- the computer is a Pentium 350 processor or later



- the computer has a good quality sound card and speakers
- the computer has a CD ROM drive
- the computer has Windows - 98, 2000, XP, ME or NT4.


3.1 Installing for one user on a single computer

To install Read & Write Gold, you insert the CD in the CD ROM drive. The installation wizard will perform the installation automatically. If this does not happen, you can:

1. Select Settings - Control Panel from the Start menu.
2. Double click on *Add/Remove Programs*.
3. Click on the **Install** button.
4. Click on the **Next** button.

You see the Welcome window of the Installation Wizard displayed.

-  *Make sure there are no other programs running before you begin the installation.*
-  *You can click on the **Back** button to return to a previous step in the wizard, or the **Cancel** button to exit the Installation Wizard.*
- 5. Click on the **Next** button to proceed to the next step.

You see the second step in the Installation Wizard.
-  *You must have Internet Explorer 5.5 on your computer to allow complete compatibility with Read & Write Gold.*

You see a message in the middle of the screen informing you of the current version of Internet Explorer stored on your computer.
- 6. If you do not have Internet Explorer version 5.5, or above, on your computer, click on the **Install Internet Explorer**

Version 5.5 button. Otherwise, click on the **Next** button to proceed to the next step.

You see the third step in the Installation Wizard. You use this step to personalize your installation.

7. Enter your name in the **Full Name** text box.
8. Enter the name of the company you work for in the **Organization** text box.
9. Enter the serial number of the installation disk in the **Serial Number** field.
10. Click on the **Next** button to proceed to the next step.

You see the fourth step in the Installation Wizard. You use this step to set up your personal speech and spelling preferences.
11. Specify whether you want to use US or UK speech and spelling preferences, by selecting the appropriate radio button.

12. Check the **RealSpeak voice** checkbox if you want to install the RealSpeak speech engine.

13. Click on the **Next** button to proceed to the next step.

You see the fifth step in the Installation Wizard. You use this step to specify if you are installing Read & Write Gold for one user, or several users.

14. Select the **Single User** radio button.

15. Click on the **Next** button to proceed to the next step.

You see the sixth step in the Installation Wizard. You use this step to set up the main installation folder.

16. If you want to set up the main installation folder in a location other than the one displayed, click on the **Browse** button and browse to the location in the directory where you want to install Read & Write Gold.

17. Click on the **Next** button to proceed to the next step.

You see the final step in the Installation Wizard.

18. If you are happy with the information and settings you have just selected, click on the **Next** button to install Read & Write Gold using those preferences.

You have now completed the steps required to install Read & Write Gold for one user on a single computer.

3.2 Installing for multiple users on a single computer

Before you can install Read & Write Gold for multiple users on a single computer, you must also ensure that you have created the following folders on the network:

- Administration folder
- Users folder.


To install Read & Write Gold for multiple users on a single computer, you:

1. Follow steps 1 to 13 in Section 3.1, on page 3-1.

You see the fifth step in the Installation Wizard. You use this step to specify if you are installing Read & Write Gold for one user, or several users.

2. Select the **Multiple User** radio button.
3. Click on the **Next** button to proceed to the next step.

You see the sixth step in the Installation Wizard. You use this step to set up the Administration and Users folders.

 *It is recommended that you accept the default Administration and Users folders already displayed.*

4. If you want to change the default Administration folder, click on the Admin Path **Browse** button and browse to the location in the directory where you want to install administration files.
5. If you want to change the default Users folder, click on the User's Path **Browse** button and browse to the location in the directory where you want to install user files.
6. If you want to install the Teachers Toolkit, check the **Teachers Tools** checkbox.
7. Click on the **Next** button to proceed to the next step.

You see the seventh step in the Installation Wizard. You use this step to set up the main installation folder.

8. Click on the **Browse** button and browse to the location in the directory where you want to install Read & Write Gold.

9. Click on the **Next** button to proceed to the next step.

You see the final step in the Installation Wizard.

10. If you are happy with the information and settings you have just selected, click on the **Next** button to install Read & Write Gold using those preferences.

You have now completed the steps required to install Read & Write Gold for multiple users on a single computer.

3.3 Installing for multiple users on a network

If you have a network and you have purchased licenses to run multiple Read & Write Gold, you should plan the installation before you proceed. You must ensure that you have created the following folders on the network:

- **Installation Folder** - this is the folder on the computer, which the main program is installed into. This should be installed onto a local hard disk on the computer to help performance. If you have security concerns, then this folder can be restricted to read only access after the installation is complete. Each computer will have its own Installation Folder. This is normally:
"c:\program files\readandwrite"

- **The Administration Folder** - this is the folder which contains administration files. This folder should be on the network, and should be accessible using the same path from all workstations, whether logged in as an administrator or a user. When the program starts, it checks in this folder to see which features have been enabled or disabled by the teacher. The benefit of this folder is that from one central location, you can globally enable and disable features for all users, rather than having to visit individual computers.
- **The Users Folder** - this is the folder which contains the data files and settings for all of the Read and Write Gold users on the network. The users should have full access to this folder and its sub folders. This folder can be a hidden folder if you have concerns about users deleting files. The Users folder contains a sub folder for each user. Users

can be added and deleted easily using the teacher's toolkit.



Refer to Section 5.2, Configuring user settings, on page 5-4, for more information on adding and deleting users.

You must ensure that you have sufficient access rights to copy new files into the folders, and to create subfolders.



If you have a multi-user license, you should use the same serial number for all installations.

To install Read & Write Gold for multiple users on a network, you follow steps 1 to 10 in Section 3.2, on page 3-4. The program files will be installed onto the computer. You can repeat this process for each workstation.

The majority of networks will have systems management, which will help you to make changes across a network without having to visit each workstation.

4 Introducing the Read & Write Gold Utilities


The Read & Write Gold toolbar provides easy access to the following useful utilities:

- Text Reading
- Spelling and Homophones Checking
- Word Prediction
- Dictionary
- Word Wizard
- Pronunciation Tutor
- Speech Maker utility
- Fact Folder
- Fact Finder
- Standard and Scientific calculators

- Scanning facility
- Speech Input facility.

This chapter provides you with information on how to access and use these utilities.

4.1 Starting Read & Write Gold

You start Read & Write Gold from the Windows desktop. To do this, you click on the  icon. The Read & Write Gold toolbar is displayed as shown in Figure 4.1, on page 4-2.

You can position the toolbar anywhere on screen by clicking and holding down your left mouse button on the title bar, and dragging and dropping the toolbar onto the place where you want it to be positioned, or by using the standard Windows drag and drop hotkeys. An outline of the toolbar follows the cursor.



Figure 4.1 The Read & Write Gold toolbar

4.2 Reading text






You can instruct Read & Write Gold to read text aloud:

- using the Read & Write Gold toolbar
- as you type.

These options are discussed in the following sections.

4.2.1 Reading text using the Read & Write Gold toolbar

You can use the buttons on the Read & Write Gold toolbar in the following way:



-  - click on this button to hear the text in the document read aloud by word, sentence or paragraph or highlight the specific text you want to hear and click on this button
-  - place the cursor after the word, sentence or paragraph you want to hear read aloud, then click on this button
-  - place the cursor before the word, sentence or paragraph you want to hear read aloud, then click on this button
-  - click on this button to pause reading, then click on it again to resume
-  - click on this button to stop the system from reading the text aloud.



Remember to check that your speakers are switched on.

4.2.2 Speaking text as you type

You can configure Read & Write Gold to speak text as you type. To do this, you:

1. Click on the  button to the right of the  button and select Speech Options.
The Speech Properties Panel is displayed.
2. Click on the AutoRead tab.
3. Select one of the following:
 - speak on each letter
 - speak on each word
 - speak on each sentence.

The system will now speak words as you type.

4.3 Using the TextReader window

When you display text in the TextReader window you can use the speech buttons on the Read & Write Gold toolbar to read the text aloud. You can use the TextReader window to display text from the following three sources:

- text files
- PDF files
- from the clipboard.

4.3.1 Displaying text files in TextReader

To display a text file in TextReader, you:

1. Click on the  button to the right of the  button. A drop down list is displayed.
2. Select *Text File* from the *Open in TextReader* menu.

You see the Open window.

3. Browse to the location in the directory where the text file is located.
4. Select the text file and click on the **Open** button.

The text is imported into the TextReader window.

4.3.2 Displaying PDF files in TextReader

To display a PDF file in TextReader, you:

1. Click on the  button to the right of the  button. A drop down list is displayed.
2. Select *PDF File* from the *Open in TextReader* menu.

You see the Select a PDF file to open window.



3. Browse to the location in the directory where the PDF file is located.

4. Select the PDF file and click on the **Open** button.

The text is imported into the TextReader window.

4.3.3 Displaying text from the clipboard in TextReader

To display text from the clipboard in TextReader, you:

1. Highlight the text you want to display in the TextReader window.
2. Right click on the highlighted text and select *Copy* from the popup menu.
3. Click on the  button to the right of the  button. A drop down list is displayed.
4. Select *From Clipboard* from the *Open in TextReader* menu.

The text is imported into the TextReader window.

4.4 Spell checking

You can use the Read & Write Gold spell checker to:

- spell check selected words
- spell check as you type
- spell check selected paragraphs.

Every time you carry out a spell check, the system analyzes your spelling. You can use the results to adjust the spellchecker to suit your needs.

 *Adjusting the Spelling utility is discussed in Chapter 8, Setting Up the Spelling Utility.*


The Spell Checker automatically adjusts to take account of previously corrected spelling mistakes. That is, the list of spelling suggestions in the **Word List** text box in the Spelling Helper window, rearrange depending on which suggestion you selected in a previous spell

check. For example, if you replaced the word 'raed' with the word 'read' during the last spell check, then 'read' will appear at the top of the **Word List** text box the next time you access the Spell Checker. If you then replace the word 'raed' with the word 'reed', the spelling suggestions will again rearrange so that 'reed' will appear at the top of the **Word List** text box and 'read' will appear second in the list.

The spell checking options are discussed in the following sections.

4.4.1 Spell checking selected text

You can set up Read & Write Gold to spell check selected words. To do this you:

1. Select the word that you want to check.
2. Click on the  button on the Read & Write Gold toolbar.


If the selected word is:

- correctly spelt, nothing happens
- incorrectly spelt, the Spelling Helper window is displayed.





The Spelling Helper window is shown in Figure 4-2, on page 4-8.

From the Spelling Helper window, you:

1. Select the appropriate radio button depending on whether you want to view:
 - nouns
 - verbs
 - adjectives
 - adverbs.

 *Select the **All** radio button to view all word types.*
2. Select a word from the **Word List** text box.

A list of alternative words and meanings is displayed in the **Alternative Meanings** text box.

3. Repeat Step 4 until you find an alternative word that you are happy with.
4. Choose from the following options:
 - change the mis-spelt word to a selected word by clicking on the  button
 - change the mis-spelt word throughout your document by clicking on the  button
 - add a selected word to your custom dictionary by clicking on the  button
 - add a word to the auto correct file, by clicking on the  button

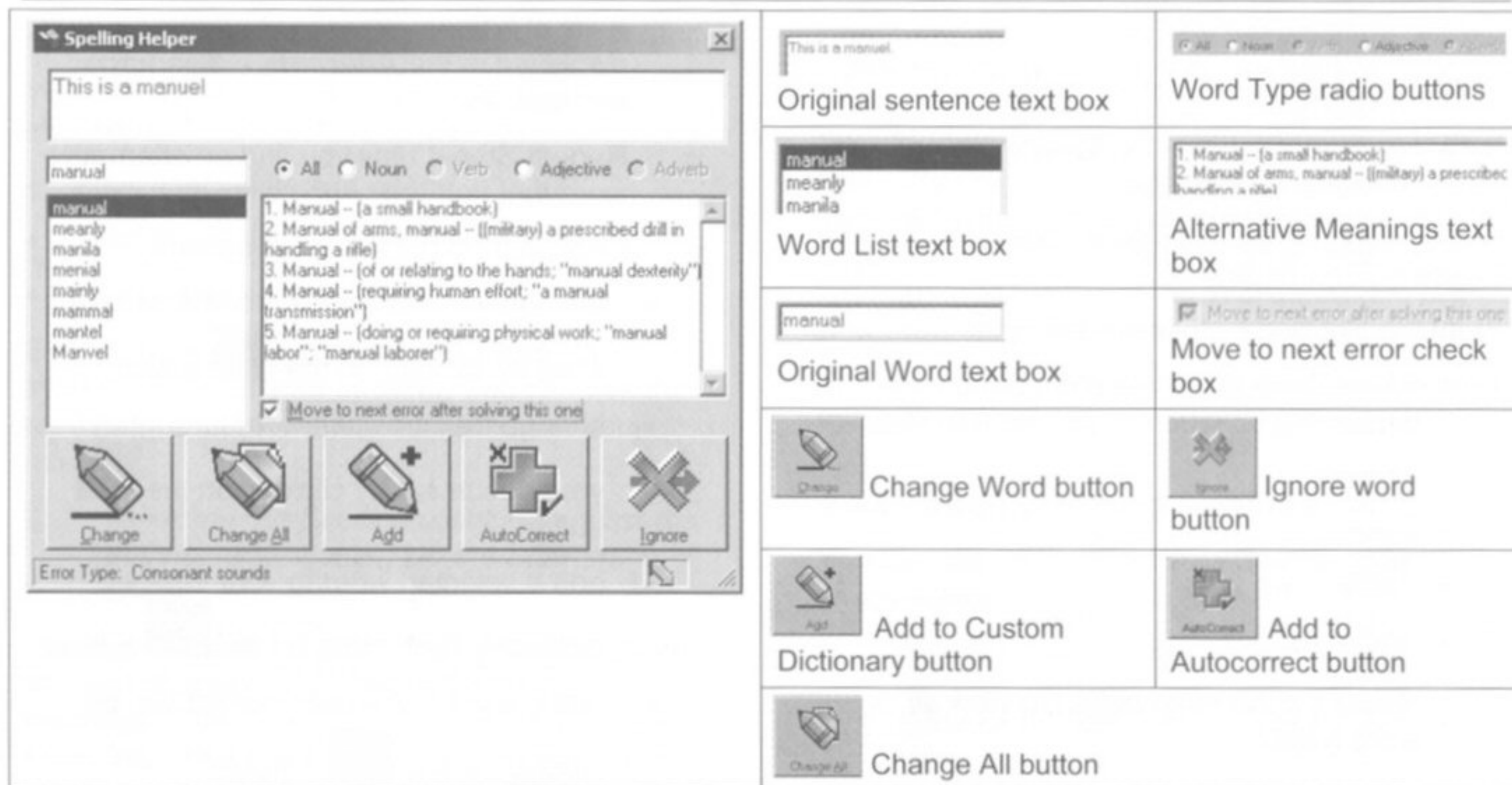





Figure 4-2 The Spelling Helper window

- ignore the word by clicking on the  button.

5. Select the **Move to next error** check box to automatically move to the next error word after correcting the current word.

4.4.2 Spell checking as you type


You can set Read & Write Gold to spell check as you type. To do this, you:

1. Click on the  button to the right of the  button.
2. Select *Spell As I Type* from the drop down list.


Read & Write Gold will now check spelling as you type.

4.5 Using the Homophones utility


You can use the Homophones utility to view descriptions of like sounding words to help you ensure the correct word is selected.



 *You can only highlight homophones, within a document, when using MS Word.*

To use the Homophones utility, you:

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


If the document is in MS Word, all homophones within the document are highlighted. The Same Sounding Words window is displayed. This is shown in Figure 4-3, on page 4-11.

 *If you are using MS Word, and you do not want to see the Same Sounding Words window, but you do want to see*

homophones highlighted, click on the  button on the right of the  button and select Show Homophones in MS Word.


2. Select a word from the **Homophones List** text box.


A list of meanings is displayed in the **Word Meaning** list box.

 *Check the **Move to next homophone** checkbox to automatically continue to the next homophone after you have dealt with the current one.*




3. You can now select one of the following options:

- check or uncheck the **Ignore this Word in Future** check box

- click on the  button to ignore the word. When you select this option, the homophone will no longer be highlighted in the document if you are using MS Word

- click on the  button to replace the word in the text with the selected word.

4. Click on the  button to close the Same Sounding Words window.

 *To hide homophones in an MS Word document, click on the  button on the right of the  button and select Hide Homophones in MS Word.*

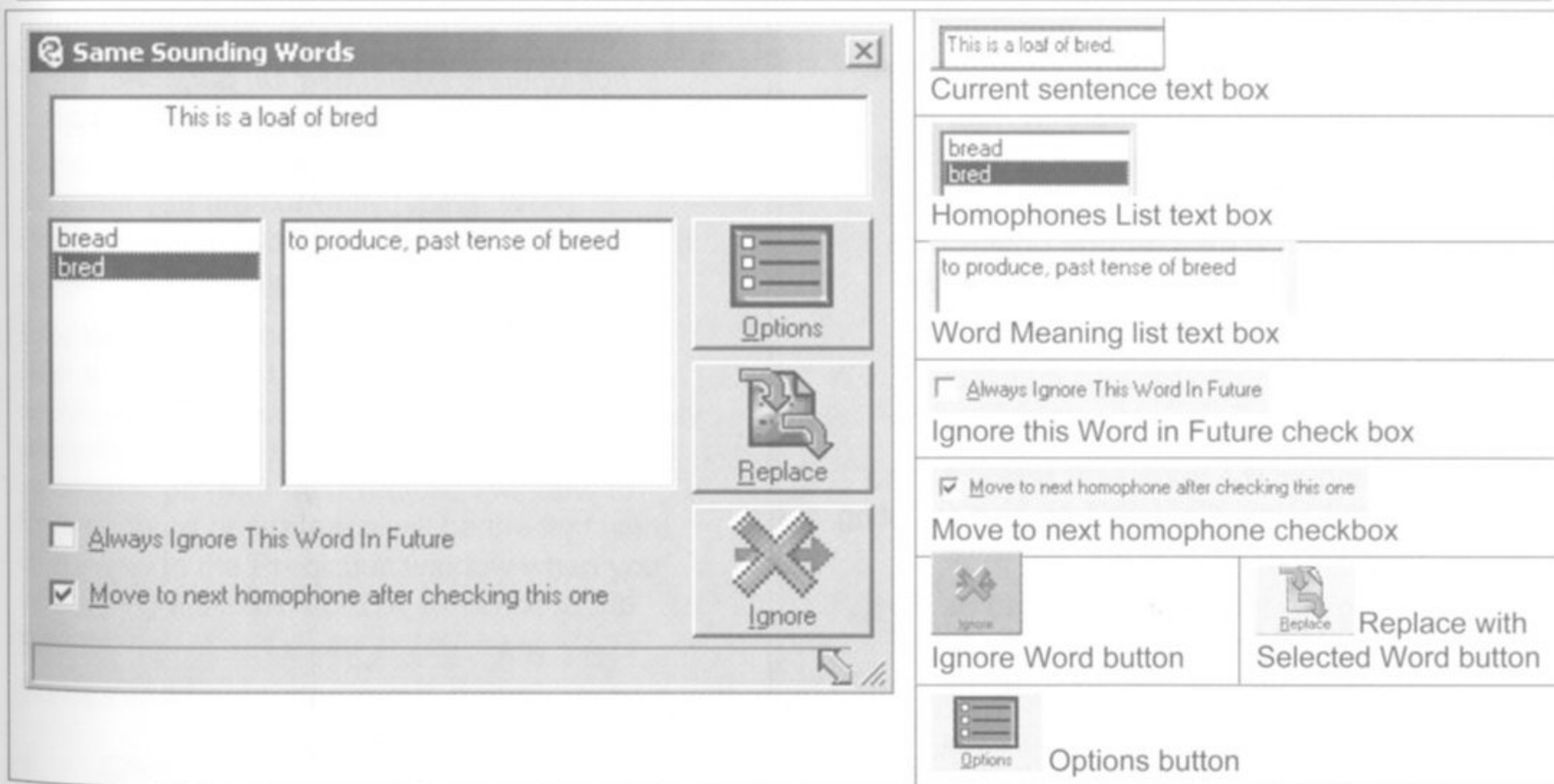




Figure 4-3 The Same Sounding Words window

4.5.1 Editing word groups used by the Homophones utility

The Homophones utility collects homophones together in numbered groups. To edit these groups, you click on the **Options** button. The Similar tab in the General Options window is displayed. This is shown in Figure 9-3, on page 9-7.

 You can also access the Similar tab by:

- clicking on the **textHELP** button on the Read & Write Gold toolbar, and selecting General Options
- clicking on the  button to the right of the  button and selecting Edit Homophones.



Refer to Section 9.3.1, Editing the homophones database, on page 9-6, for more information on editing word groups used by the Homophones utility.

4.6 Using Word Prediction

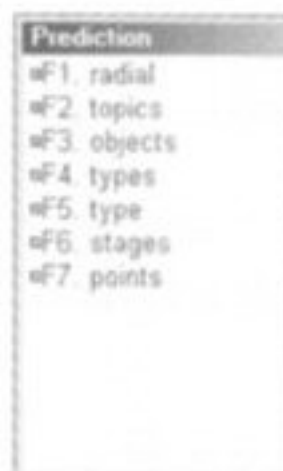
You can use the Word Prediction utility to access a list of words that would complete the one that you are currently typing. Word Prediction will also try to predict your next word as you finish typing a word.

The Word Prediction utility automatically rearranges the list of words in the Prediction window to take account of words you previously selected using the utility. That is, the last word you selected from the Prediction window to finish a word or sentence will be the first word displayed in the Prediction window when you are typing a similar word or sentence in the future.

To use word prediction you:

1. Click on the  button

The **Prediction** text box is displayed as shown below.




This text box displays a list of predicted words from which you can select.

Prediction accuracy for each word is shown by:

- a green indicator if it is highly likely based on probability and grammatically accurate based on word triplets
 - an orange indicator if it is highly likely based on probability and grammatically accurate based on word pairs
 - a blue indicator if it is based on probability only.
2. Press the appropriate function key to select the word that you want to insert.

The word you select from the **Prediction** text box is inserted in the text.

-  *The word will also be spoken aloud if you have selected the speak when clicked option.*

You can access a pop-up list of prediction options by right clicking on the **Prediction** text box. From here you can:

- set the **Prediction** text box to follow the cursor as you type
- include a space after any word inserted
- configure the prediction utility to learn words from highlighted text
- access further prediction options
- toggle between a "Speak the word when it is clicked" option and a "Type the word when it is clicked" option.




Further prediction options are covered in Chapter 10, Setting up the Prediction Utility.

4.7 Using the dictionary

You use the dictionary to find words that have the same meaning or a similar meaning to the one that you have typed.

To use the dictionary, you:

1. Click inside the word you want to check.
2. Click on the  button, or if you are using MS Word, right click and select **Dictionary** from the pop-up menu.

The Dictionary window is displayed. This is shown in Figure 4-4, on page 4-15. The word you specified is shown in the **Original Word** text box.

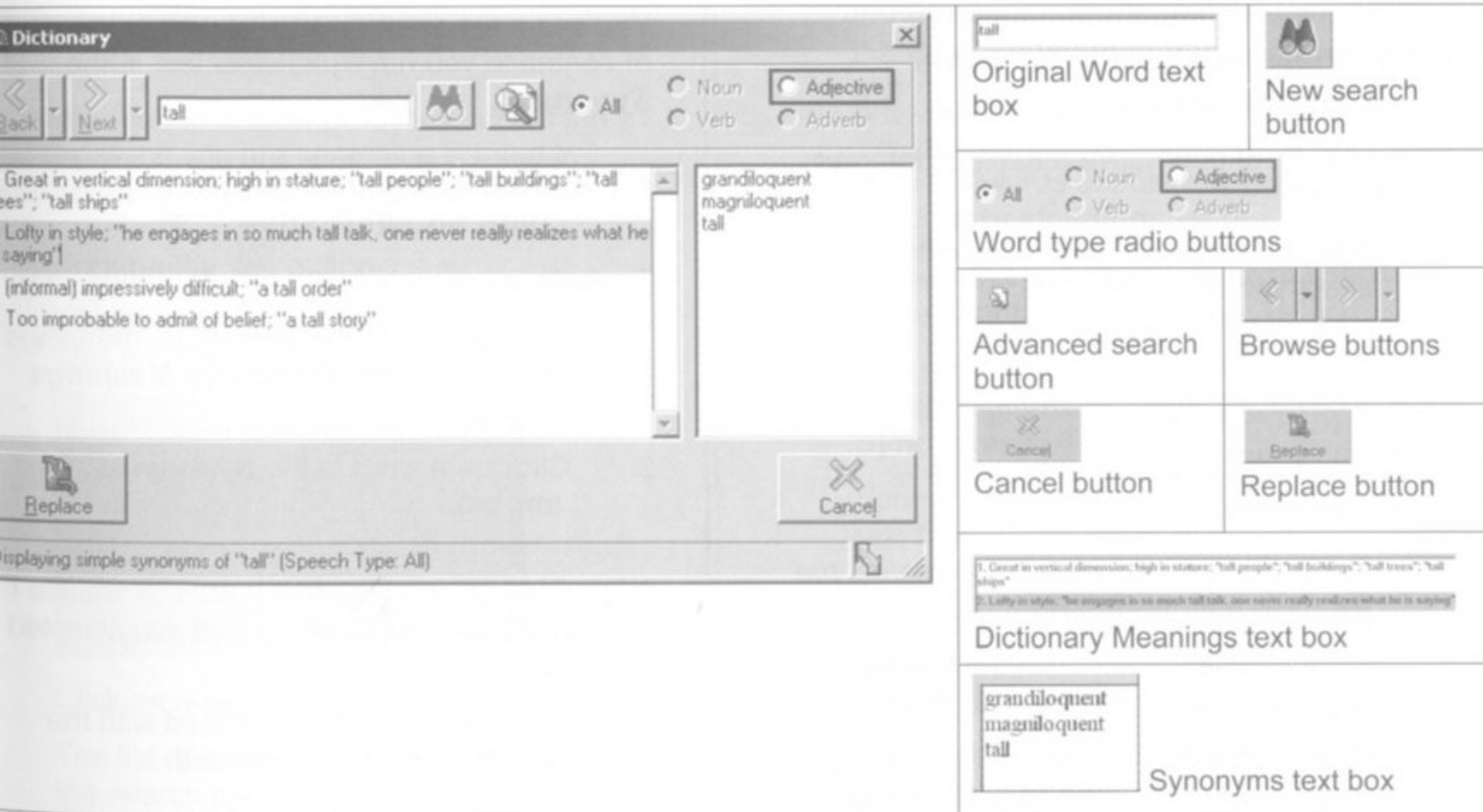



Figure 4-4 The Dictionary window

4.7.1 Viewing alternative words and meanings

To view a list of alternative meanings for your specified word:

1. Select the appropriate radio button to specify whether the word is:

- a noun
- a verb
- an adjective
- an adverb.

 *To view a list of all alternatives select the **All** radio button.*


You see a list of alternative meanings displayed under the specified word.

2. Click on one of the alternative meanings displayed in the **Dictionary Meanings** list box.

You see a list of synonyms relating to the word or sentence you have just selected, in the **Synonyms** text box.

4.7.2 Replacing your word with an alternative

To replace your word with an alternative, you:

1. Click on one of the alternative meanings displayed in the **Dictionary Meanings** list box.
2. Click on a word in the **Synonyms** text box.
3. Click on the  button to replace the original word with the word you selected in Step 2.

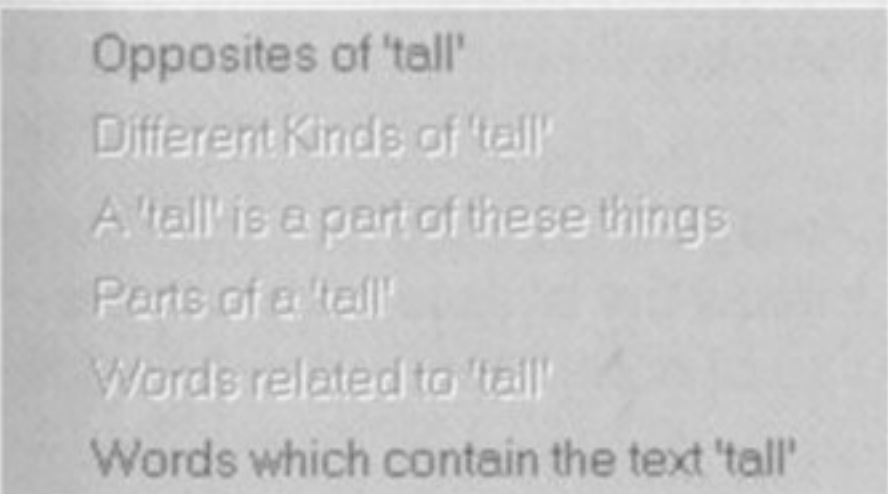
The original word is replaced with the word that you have selected.

7.3 Advanced searching with the dictionary

You may need to narrow down a search if the word for which you are searching is used in any different ways. To do this you:

Click on the  button.

The Search Types menu is displayed. This is shown below:




Opposites of 'tall'
Different Kinds of 'tall'
A 'tall' is a part of these things
Parts of a 'tall'
Words related to 'tall'
Words which contain the text 'tall'

Click on a search type.

The list of alternative meanings relating to the search item you selected is displayed in the **Dictionary Meanings** list box.

Introducing the Read & Write Gold Utilities


For example, if you enter the word 'tall' in the **Original Word** text box, click on the

 button and select the Opposites of 'tall' search, you will see a list of meanings of all the words opposite to tall listed in the **Dictionary Meanings** list box.

3. Browse through the alternative meanings in the **Dictionary Meanings** list box.

You see the synonyms relating to each of the alternative meanings displayed in the **Synonyms** text box.


4. Select a word from the **Synonyms** text box.

5. Click on the  button to replace the original word with the word you selected in Step 4.

The original word is replaced with the word that you have selected.

4.7.4 Conducting a new dictionary search

To conduct a new dictionary search, you:

1. Delete the word displayed in the **Original Word** text box and enter the new word in the text box.
2. Click on the  button.
A list of alternative meanings is displayed in the **Dictionary Meanings** list box.
3. Click on one of the alternative meanings displayed in the **Dictionary Meanings** list box.
You see a list of synonyms relating to the word or sentence you have just selected, in the **Synonyms** text box.



*You use the **Browse** buttons to browse through the different word searches you have conducted. When you close the Dictionary window, the browse history will clear. Therefore, when you launch the Dictionary window again, you will not be able to view previous word searches.*

4.8 Using the Word Wizard


The Word Wizard is similar to the dictionary. You can use the Word Wizard to:

- help you find words or phrases that you cannot remember
- search for words using opposites or other relationships. For example, if you search using the phrase 'parts of a car', the word wizard would list words like wheels, pedals and engine.


If required, you can click on the **Back** button to return to a previous step in the wizard. You can also click on the **Cancel** button to exit the wizard.


To look up the meaning of a specified word, you:

1. Highlight the word for which you require a meaning.


2. Click on the  button, or if you are using MS Word, right click and select *Word Wizard* from the pop-up menu.

If you have not selected a specific word in the text, you see the first screen in the Word Wizard. This is shown in Figure 4-5, on page 4-20.

-  *If you selected a specific word, this first screen is not displayed. The Word Wizard skips straight to the second screen.*
3. Type the word you want to examine in the **Search Word** text box.
 4. Click on the **Next** button to continue.

 *The following screens in the Word Wizard, are the same whether you are looking up the meaning of a word, or searching for suggestions to help you finish a sentence.*

You see the next screen in the Word Wizard. This is shown in Figure 4-6, on page 4-22. You use this window to select the type of word you want to look up.

 *If it is obvious that the specified word is a certain type of word, for example, a noun, this screen is not displayed.*

5. Click on the appropriate radio button. You can choose from the following options:

- noun
- verb
- adjective
- adverb.

 *Select the **All** radio button to search for all word types.*

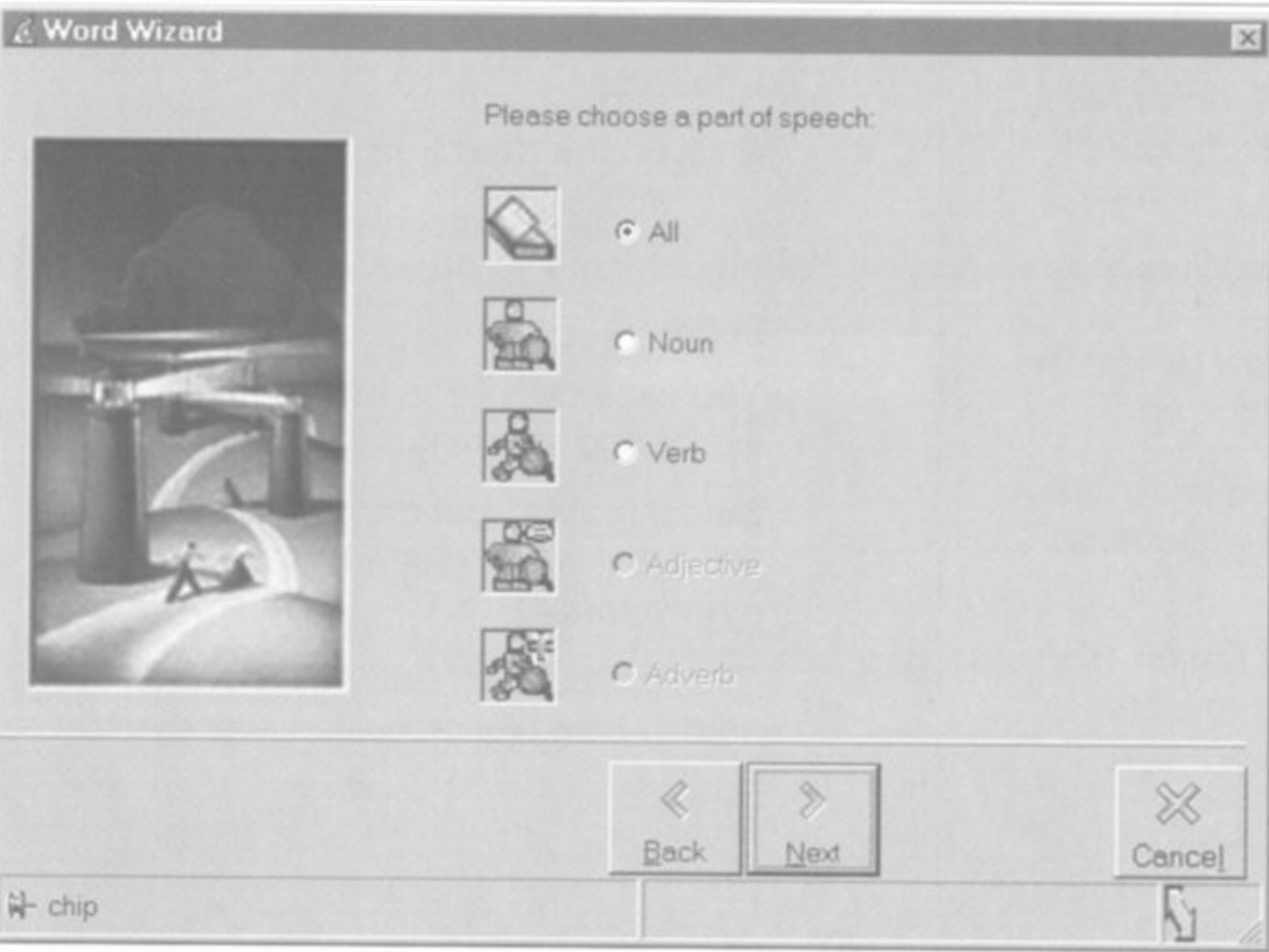
6. Click on the **Next** button to continue.

You see the next screen in the Word Wizard. This is shown in Figure 4-7, on page 4-23.

You can now view a list of alternative words and meanings.

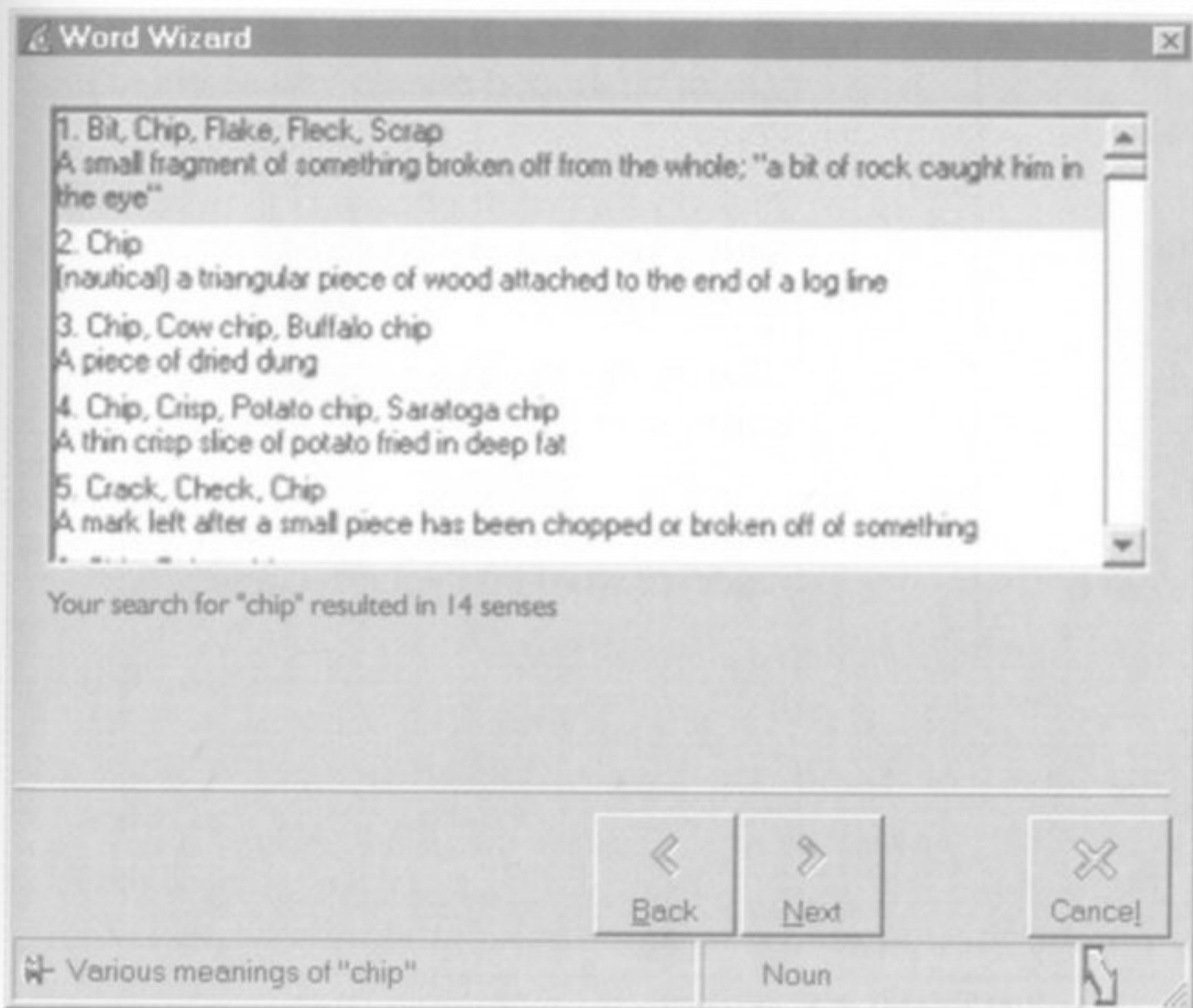
7. Select the appropriate synonym list from the **Alternative meanings and synonyms**.

8. Click on the **Next** button to conduct a search using the specified synonym list.



 <input checked="" type="radio"/> All
All radio button
 <input type="radio"/> Noun
Noun radio button
 <input type="radio"/> Verb
Verb radio button
 <input type="radio"/> Adjective
Adjective radio button
 <input type="radio"/> Adverb
Adverb radio button
 Back
Back button

Figure 4-6 Word Wizard window 2



1. Bit, Chip, Flake, Fleck, Scrap
A small fragment of something broken off from the whole; "a bit of rock caught him in the eye"
2. Chip
(nautical) a triangular piece of wood attached to the end of a log line

Alternative meanings and synonyms list box



Back button



Next button



Cancel button


Figure 4-7 Word Wizard window 3

You see the next screen in the Word Wizard. This is shown in Figure 4-8, on page 4-25. You use this screen to select the type of word search.

10. Click on one of the **Advanced Search** radio buttons depending on the type of search you want to conduct.


11. Click on the **Next** button to continue.

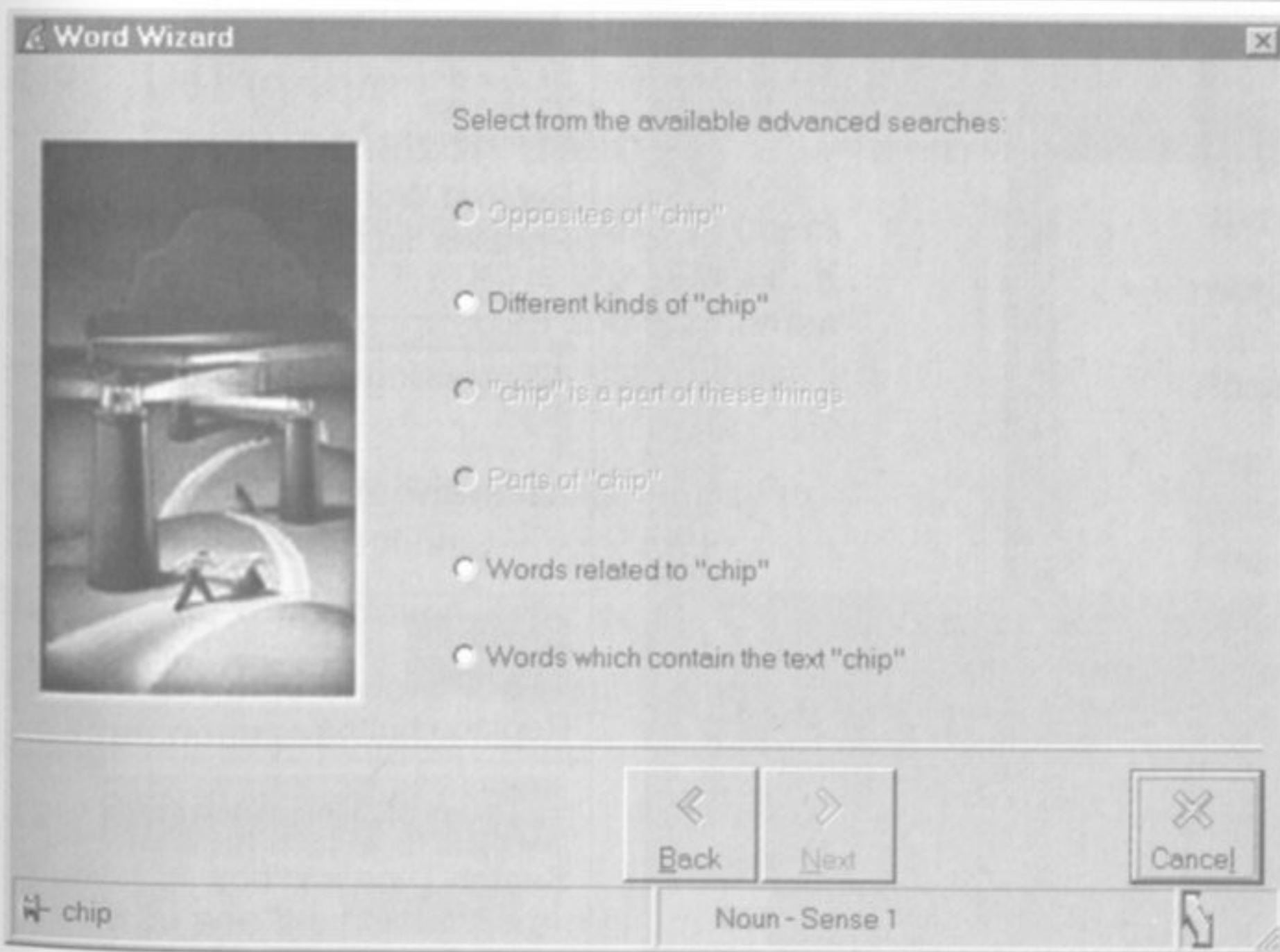
You see the final screen in the Word Wizard. This is shown in Figure 4-9, on page 4-26. You use this screen to select a word to insert into your document.

-  The **Search Type** text box displays the type of advanced search you selected in step 11.

12. Click on a word or phrase in the **Related Words or Phrases** list box to view a list of related synonyms.

13. Click on the word you want to insert into your document in the **Synonyms** list box.

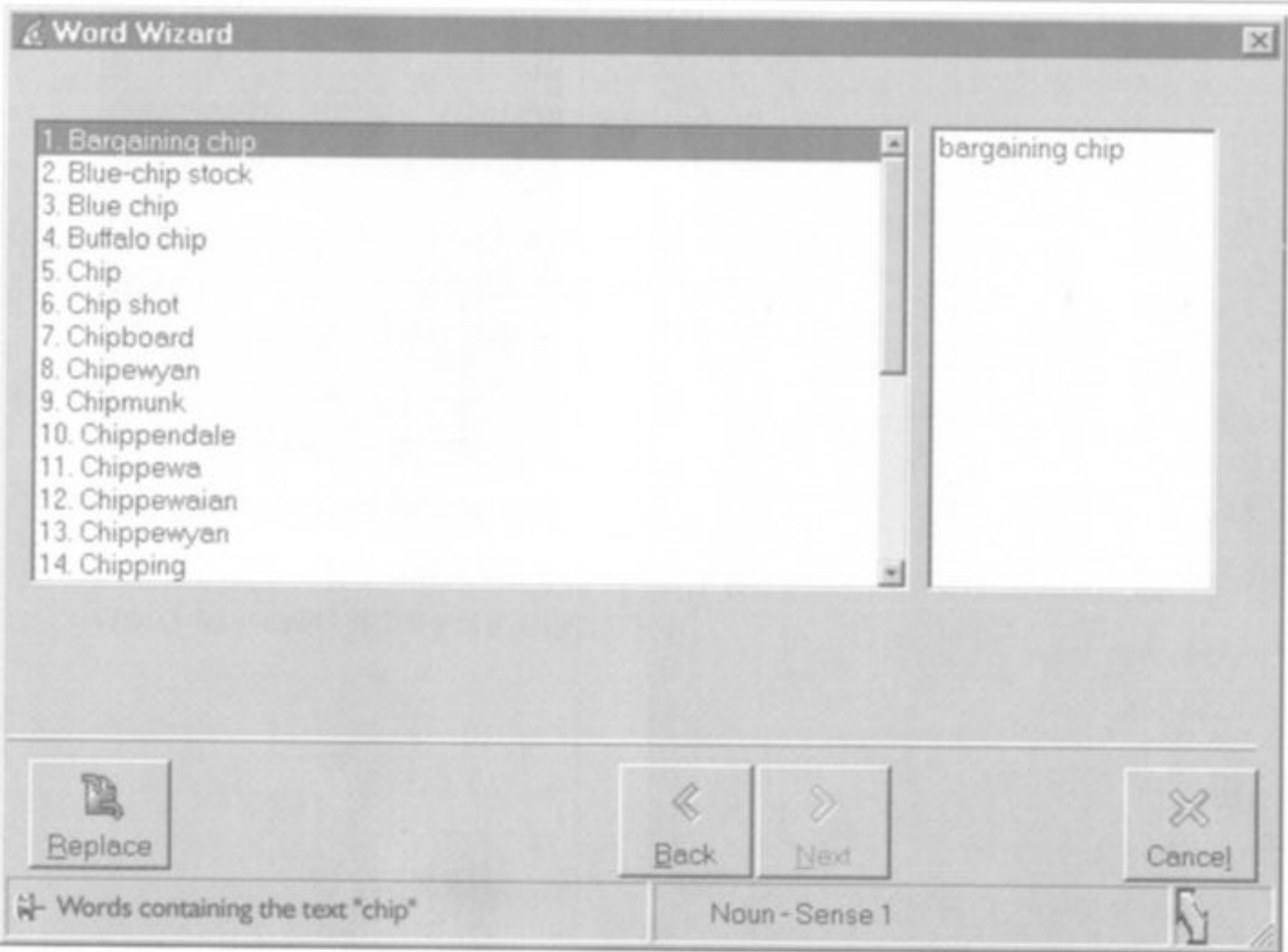
14. Click on the  button to insert the specified word into your document.



- ☐ Opposites of "chip"
- ☐ Different kinds of "chip"
- ☐ "chip" is a part of these things
- ☐ Parts of "chip"
- ☐ Words related to "chip"
- ☐ Words which contain the text "chip"

Advanced Search radio buttons

Figure 4-8 Word Wizard window 4



1. Bargaining chip
2. Blue-chip stock
3. Blue chip
4. Buffalo chip

Related Words and Phrases list box

bargaining chip

Alternative Words list box


Replace

Replace button

 Words containing the text "chip"

Search Type text box

Figure 4-9 Word Wizard window 5


4.9 Using the Pronunciation utility

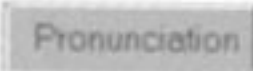
You can use the Pronunciation utility to check how each syllable of a word is pronounced. It breaks the word into syllables and phonemes and shows the mouth positions used when saying the word.

You can also use the Pronunciation utility to create syllable exceptions.

To use the Pronunciation utility, you:

1. Highlight the word you want to hear pronounced.

2. Click on the  button.



You see the  tab of the Pronunciation Tutor window. This is shown in Figure 4-10, on page 4-28. The word you selected is displayed in the Selected Word text box.

You can set the Pronunciation Tutor to:

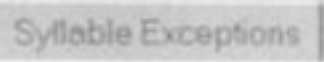
- display the word as separate syllables by selecting the **Show Syllables** check box
 - represent the word using the phonetic alphabet by selecting the **Display Phonetic Alphabet** check box
 - display phonetic equivalents of the selected word by checking the **Display Phoneme Equivalents** check box.
3. Click on the **Speak** button to hear the specified word read aloud syllable by syllable.
 4. Click on components of the phonetic alphabet or phoneme equivalents to view information on their pronunciation in the Phoneme Information section of the tab.

	<p>Pronunciation</p> <p>Pronunciation tab</p> <p>Speak</p> <p>Speak Word button</p> <p><input checked="" type="checkbox"/> com-put-er</p> <p>Show Syllables check box</p> <p><input checked="" type="checkbox"/> k u m p y o o t ʊ r</p> <p>Display Phoneme Equivalents check box</p> <p>Example Words text boxes</p> <p>Type</p> <p>Vowel and Consonant</p> <p>Word type text box</p> <p><input checked="" type="checkbox"/> Use lips</p> <p>Use lips checkbox</p>	<p>computer</p> <p>Selected Word text box</p> <p>Text/background color button</p> <p><input checked="" type="checkbox"/> k ^ m p j u t ə l</p> <p>Display Phonetic Alphabet check box</p> <p>Mary</p> <p>Speech engine drop down list</p> <p>Speech Engine</p> <p>Mary</p> <p>Speech engine information text box</p> <p>IPA Description</p> <p>open-mid back unrounded, retroflex approximant</p> <p>IPA Description box</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Figure 4-10 The Pronunciation Tutor

5. You can customize the following Pronunciation Tutor characteristics to suit your needs:
 - lips display – you can specify whether or not you want the lips displayed, by selecting the **Use lips** checkbox
 - speech engine – you can select a speech engine from the **Speech engine** drop down list
 - the appearance of the **Syllables**, **Phonetic alphabet**, **Phoneme** and **Phoneme Information** text boxes – you can change the appearance of these text boxes, by clicking on the  button and selecting Text color or Background color.
-  *The characteristic options you select are saved, so that the Pronunciation Tutor will appear the same when you next open it.*
6. Click on the **OK** button to exit the utility.

4.9.1 Creating syllable exceptions

Read & Write Gold splits words into syllables by referencing a database containing 168,567 words, which have already been syllabified. However, there are many exceptions. For this reason, you can use the  tab to:

- add exceptions for splitting words into syllables to the pronunciation tutor
- alter the existing exceptions list.

This tab is displayed in Figure 4-11, on page 4-30.

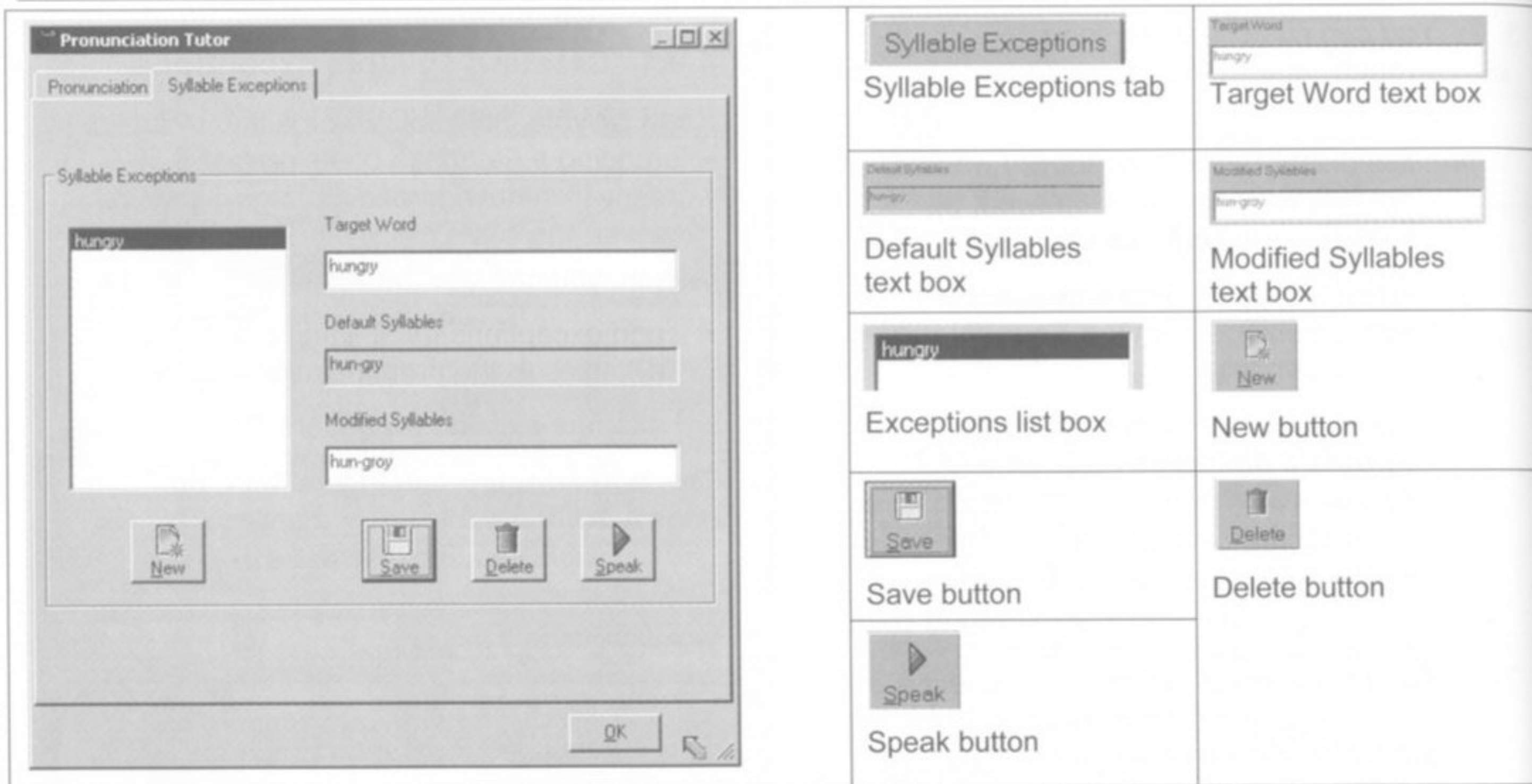


Figure 4-11 Syllable Exceptions tab

4.9.2 Adding exceptions for splitting words into syllables

To add an exception to the pronunciation utility, you:


1. Click on the **New** button.
2. Type the word in the **Target Word** text box.

The word is split into syllables and displayed in the **Default Syllables** text box.
3. Enter the syllables you want to use in place of the default ones, in the **Modified Syllables** text box.
4. Click on the **Speak** button to hear the new syllables spoken aloud.
5. Click on the **Save** button to add the Target Word to the **Exceptions** list box.

4.9.3 Altering the existing Exceptions List

You can alter the existing exceptions list by:

- deleting an exception. To do this, you:
 1. Select the exception in the **Exceptions** list box.
 2. Click on the **Delete** button

The word is deleted from the exceptions list.
 - resetting an exception. To do this, you:
 1. Select the exception in the **Exceptions** list box.
 2. Edit the syllables in the **Modified Syllables** text box.
-  *Remember to click on the **Save** button to update the Exceptions List.*

4.10 Using the Fact Folder

The Fact Folder is a desk research tool, which allows you to capture text and graphics from any application. You can then use the Fact Folder to add other elements to a document to aid you with your study.


You use the Fact Folder to:

- capture and save text from any application
- capture pictures
- create a bibliography and hyperlinks to source
- edit and re-organize the information before revising
- revise using a slide show with speech and highlighting
- create an MS Word or Rich Text document.

4.10.1 Capturing and saving text

Click on the **Clear Screen** button to clear the Fact Folder window of all text and graphics.

To capture text, you:

1. Highlight the text you want to capture.
2. Click on the  button on the Read & Write Gold toolbar.

The textHELP Create a New Fact window is displayed as shown in Figure 4-12 on page 4-33.

You see the text you have just highlighted, displayed in the Create a New Fact window.

You can also add extra text from another document. To do this, you open the document and copy the selected text. You then place the cursor in the appropriate place in the **Captured text** box, and click on the **Paste** button.

Select a category or type a new one: Read & Write	
Category drop down list	
Author: Sharon O'Neill	Description: Fact Folder
Author text box	Description text box
Paste	Browse button
Add Source button	Clear button
Save button	Cancel button
Check Relevant Document Source(s): C:\Sharons\Screenshots\R & W icon.jpg	
Document sources list box	
The Fact Folder is a desk resea you to capture text and graphics 1 Captured text	
Attached picture box	

Figure 4-12 The Fact Folder window

3. You must now complete the following tasks:
 - select the category to which the new document belongs, from the drop down list in the **Category** text box. If a relevant category is not available from the category list, type the new category in the **Category** text box
 - the first line of text you have just copied is displayed in the **Description** text box. Edit this as required
 - select the name of the author from the drop down list in the **Author** text box. If the author is not available, type the new author name straight into the **Author** text box
4. Click on the **Save** button to save the new fact.

4.10.2 Capturing pictures

There are three different methods for capturing pictures. The three methods are as follows:

- right click on the picture you want to capture, and select *Copy*. Then click on the **Paste** button in the Fact Folder – Create a New Fact window
- click on the **Browse** button in the Fact Folder – Create a New Fact window. The *Select Picture File* window is displayed. Select the picture you want to add to your document and click on the **Open** button
- click and hold down the left mouse button on the picture you want to add. Drag and drop the picture onto the **Attached picture** box in the Fact Folder – Create a New Fact window.



You cannot drag and drop a picture from a browser when the picture is linked to another web page.

4.10.3 Creating a bibliography

When you add information from a web page, the web site address is automatically added to the **Document Sources** list box. If you add a document from any other source, you must add the location of the document to the Fact Folder. This is important because at some stage you may need to refer to the original document.

To create a bibliography, you:

1. Click on the **Add Source** button.
You see the Select a Source file window.
2. Select the file from which you copied information and click on the **Open** button.
You see the selected source displayed in the **Document sources** list box.



3. Specify which document sources you want to include in the document bibliography, by selecting the appropriate checkboxes from the **Document sources** list box.
4. Click on the **Save** button to save the new fact.

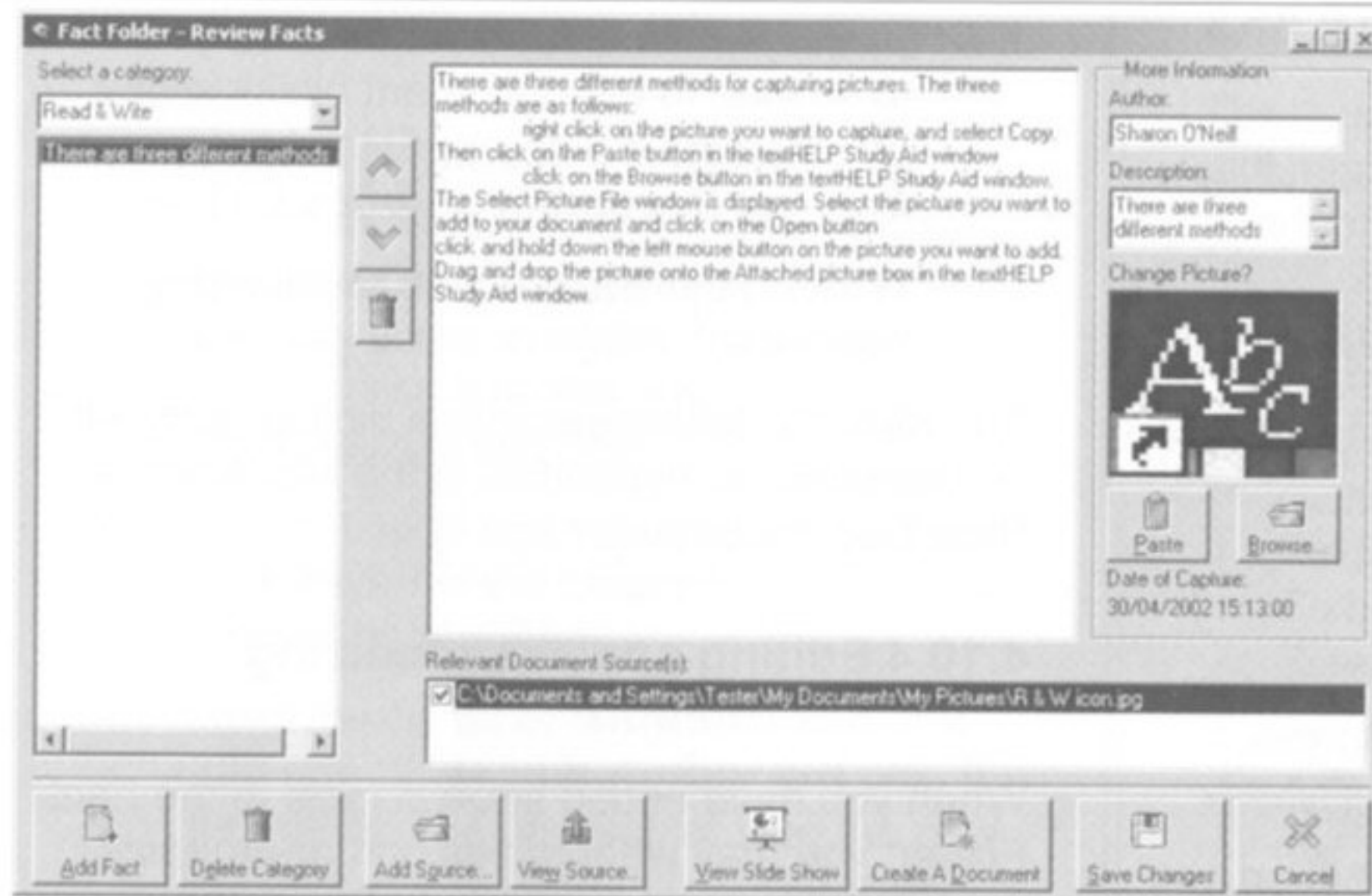
Any web site addresses in the bibliography will be displayed as hyperlinks in the MS Word or Rich Text document.

4.10.4 Editing and re-organizing information

When you have added several facts to the Fact Folder, you may want to edit and re-organize them before you begin to revise.

To edit and re-organize information, you:

1. Click on the  button to the right of the  button and select *Review Facts*.




Select a category:

Read & Write


Select category drop down list

There are three different methods

Fact list box




Move fact up
list button



Move fact down
list button




Delete fact button



Add Fact button



Delete
Category button



View
source button



View Slide
Show button



Create A
Document button

Figure 4-13 The Fact Folder – Review Facts window

The textHELP Review Facts window is displayed. You can now see an extension to this window displayed on the left-hand side, as shown in Figure 4-13 on page 4-36.




You can edit the text of a fact by simply selecting the fact from the **Fact list** box, and changing the text in the **Captured text** box

Reorganizing facts

To reorganize facts, you:

1. Select the category of documents you want to edit and re-organize from the **Select category** drop down list.

You see all facts belonging to the specified category displayed in the **Factlist** box.

2. If you want to move a fact so it appears earlier in the slide show, click on the fact in the **Fact list** box, and then click on the  button.
 3. If you want to move a fact so it appears later in the slide show, click on the fact in the **Fact list** box, and then click on the  button.
-  *You can delete a fact by clicking on it in the **Fact list** box, and clicking on the **Delete fact** button.*

Deleting a fact category

To delete a fact category, you:

1. Click on the **Delete Category** button.
- You see a message box asking if you are sure you want to delete the category and all its references.

2. Click on the **Yes** button if you are sure you want to delete it, or click on the **Cancel** button to cancel the deletion.

Adding facts

To add a new fact, you:

1. Click on the **Add Fact** button.

You see the Fact Folder window as shown in Figure 4-12 on page 4-33.
2. Follow the steps in Sections 4.10.1, 4.10.2, and 4.10.3 to create the new fact.

After you have added the fact, it will appear in the fact list for the specified category.

Viewing a fact source

To view a fact source, you:

1. Check the appropriate fact source checkbox.
2. Click on the **View Source** button.

The application from which the fact originates launches and you see the fact source displayed.

4.10.5 Using the slide show

After you have edited and re-organized the documents, you can view the slide show to help you study.

To use the slide show, you:

1. Click on the **View Slide Show** button.

The Fact Folder – Slide Show window is displayed as shown in Figure 4-14 on page 4-39.

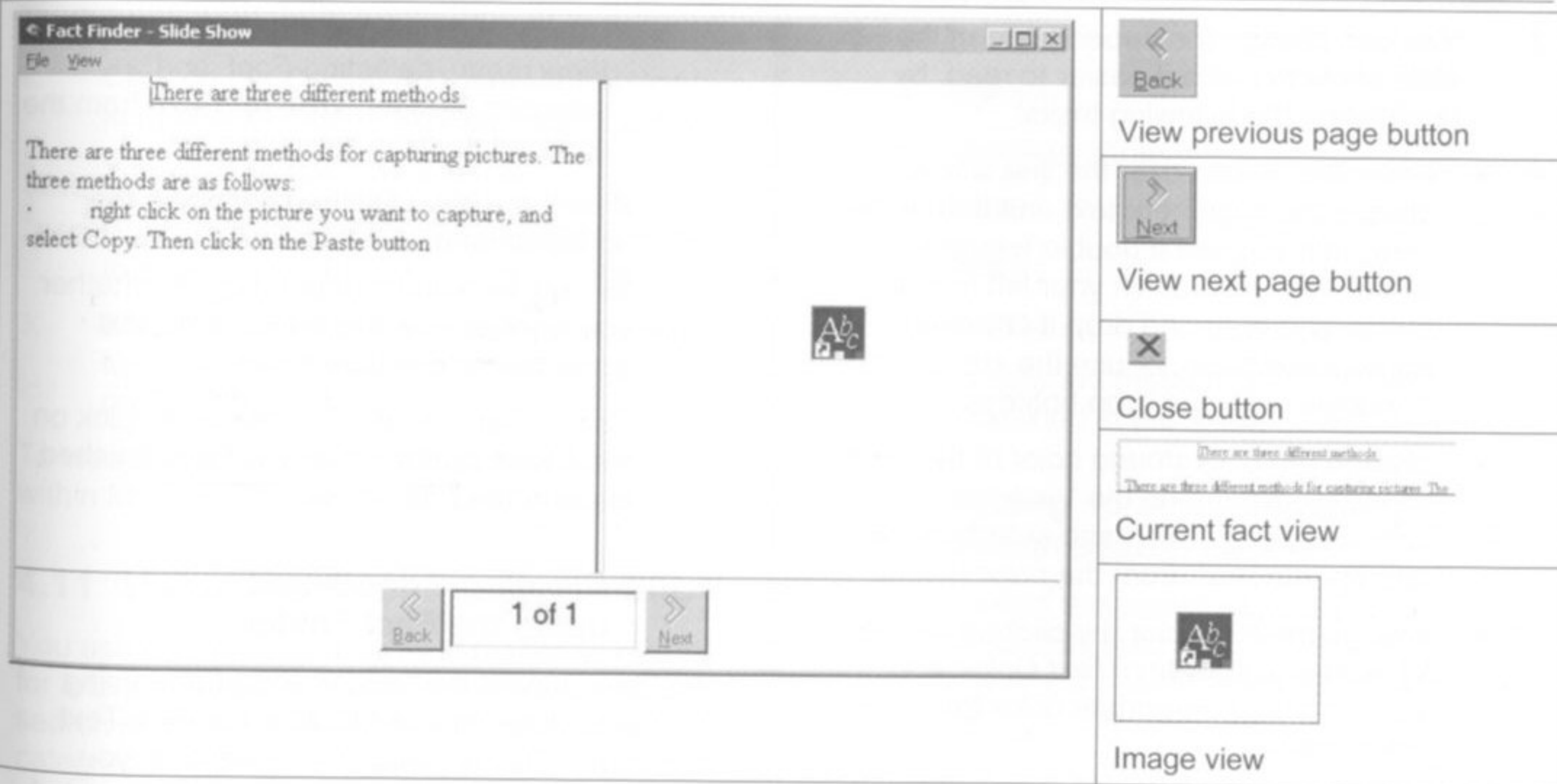




Figure 4-14 The textHELP Study Aid Slide Show

2. You can change the appearance of the slide show to make it easier to read, by completing the following tasks:
 - hover the mouse over the line which divides the document text and the Image view until you see a double headed arrow, then hold down your left mouse button and drag and drop it onto the appropriate place, or use the standard Windows drag and drop hotkeys
 - change the background color of the slide show, by clicking on the *View* menu, selecting *Back Color*, and selecting the appropriate color from the color palette
 - change the text color, by clicking on the *View* menu, selecting *Text Color*, and selecting the appropriate color from the color palette

- change the font type, by clicking on the *View* menu, selecting *Font*, and selecting the font, style and size from the appropriate drop down lists.

3. When you have finished changing the appearance of the slide show, click on the  and  buttons depending on whether you want to view the previous or next document in the slide show.
4. Select *Exit* from the *File* menu, or click on the **Close** button when you have finished viewing the slide show.

4.10.6 Creating a document using the Fact Folder

You can convert the facts you captured using the Fact Folder into an MS Word or Rich Text document. This is useful if, for example, you want to use the additional functionality provided by MS Word to enhance your study document.

To create a document, you:

1. Click on the **Create A Document** button in the Fact Folder – Review Facts window.
You see the Save As window.
2. Browse to the directory in which you want to save the document.
3. Enter the name of the document you want to create in the **File name** field and click on the **Save** button.

To view the document, you must open it from within MS Word or equivalent word processor.


4.11 Using the Fact Finder facility


You use the Read & Write Fact Finder to search for information on the Internet using specific search engines. The search engines are categorized to help you select the search engine, which will provide you with the best results. The categories are as follows:

- general knowledge
- science
- computers/Internet
- books
- news
- general.



The three different methods used to search for facts are outlined in the following sections.

4.11.1 Setting up and using the default search engine

You can select the search engine you want to use as the default Fact Finder search engine. This will be the one used when you click on the  button.

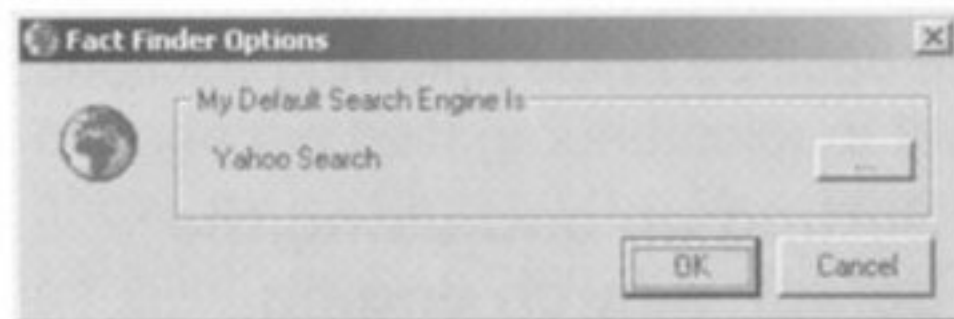
 *You must first highlight a word or phrase in the document before you click on the  button.*

To set up the default search engine, you:

1. Click on the  button on the right of the  button on the Read & Write Gold toolbar.

2. Select *Fact Finder Options*.

You see the Fact Finder Options window as shown below:



3. Click on the  button.


You see a drop down list displaying the different categories of search engine available.

4. Select the search engine category you want to use, by hovering the mouse over the arrow beside the specific category.

You see another drop down list displaying a list of search engines.

5. Click on the search engine you want to use as your default search engine.
6. Click on the **OK** button to save the changes you have just made.



To search for facts using the default search engine, you:

1. Highlight a word or phrase in the document.
2. Click on the  button.

You see the browser window open and the search results displayed in your default search engine.

4.11.2 Searching for facts using a different search engine

If you want to conduct a search using a different search engine, but you do not want to change the default search engine, you:

1. Highlight a word or phrase in the document.
2. Click on the  button to the right of the  button.

3. Select the *Search Using* option.

You see a drop down list displaying the different categories of search engine available.

4. Select the search engine category you want to use, by hovering the mouse over the arrow beside the specific category.

You see another drop down list displaying a list of search engines.

5. Click on the search engine you want to use to search for the specified word or phrase.

You see the browser window open and the search results displayed in the specified search engine.

4.11.3 Searching for facts using a manual text entry

You may want to use the manual text entry search method if:

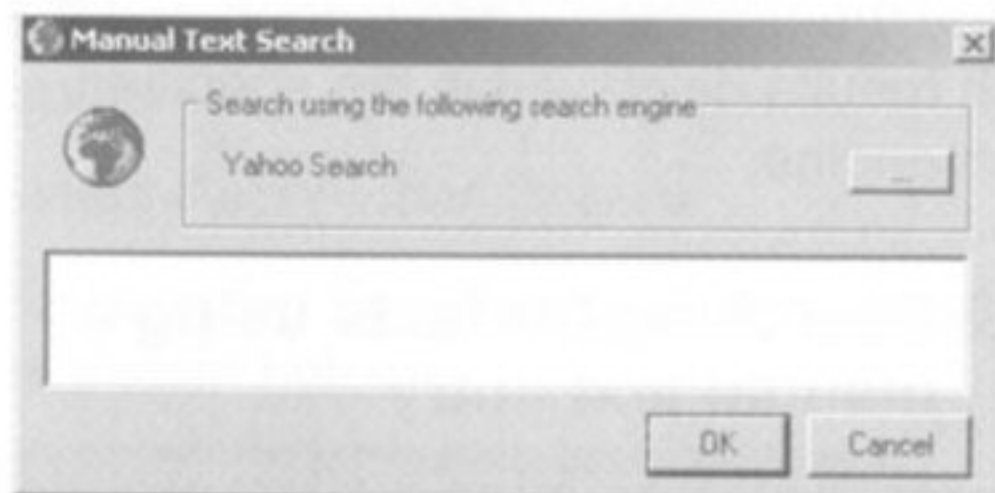
- the word or phrase you want to search for is not in the document you have open
- the application you are using does not allow you to highlight words and phrases.


To search for facts using manual text entry, you:

1. Click on the  button to the right of the  button.

2. Select the *Manual Text Entry* option.

You see the Manual Text Entry window as shown below:



3. Enter the word or phrase you want to search for, in the field provided.
4. If you want to use a search engine other than the default one, click on the  button and select the search engine.
5. Click on the **OK** button.

You see the browser window open and the search results displayed in the specified search engine.

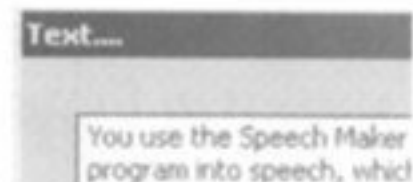
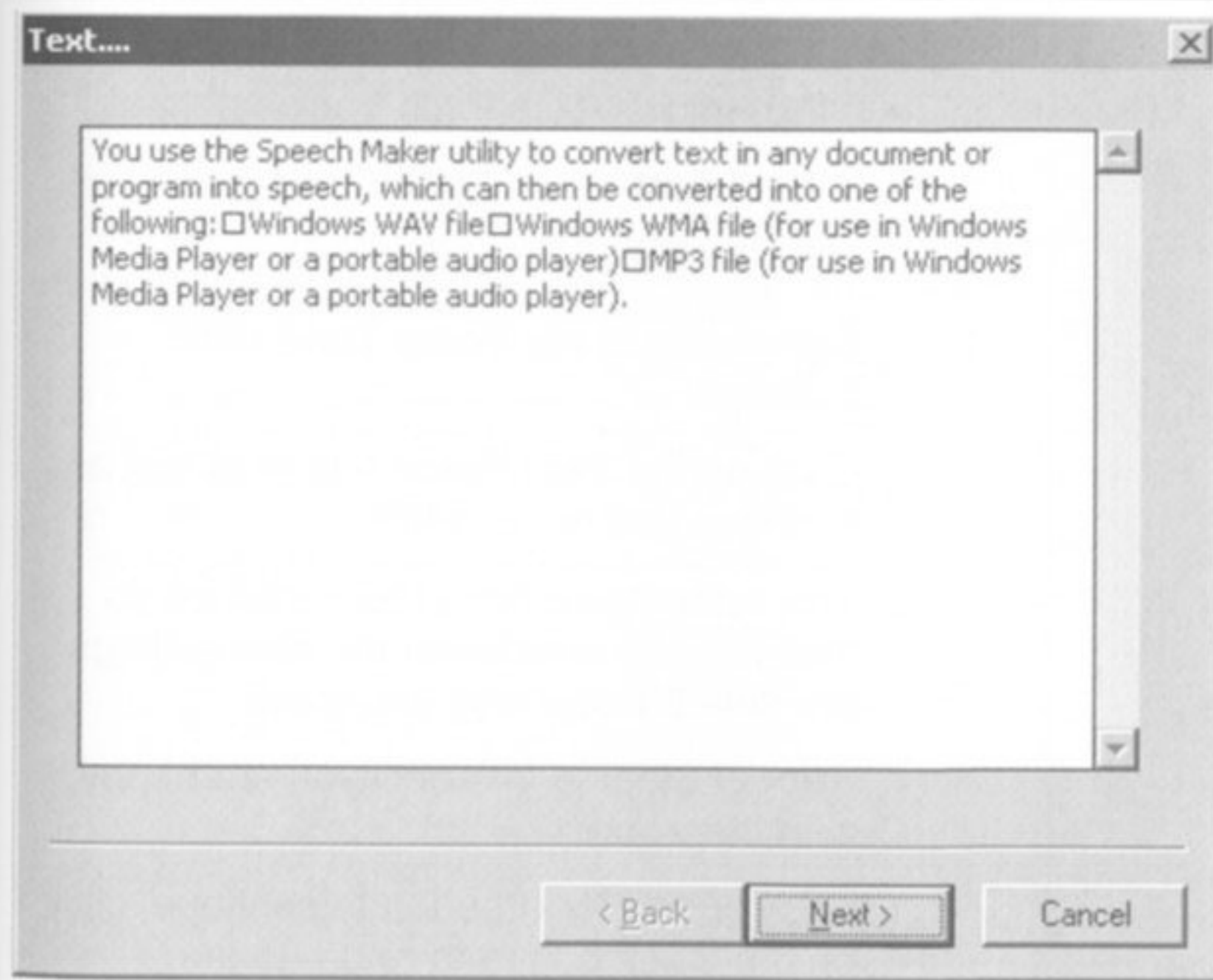
4.12 Using the Speech Maker utility

You use the Speech Maker utility to convert text in any document or program into speech, which can then be converted into one of the following:

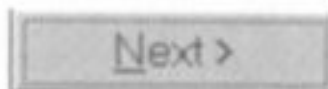
- Windows WAV file
- Windows WMA file (for use in Windows Media Player or a portable audio player)
- MP3 file (for use in Windows Media Player or a portable audio player).

To convert text to sound, you:

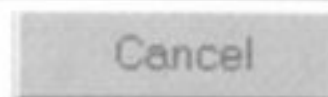
1. Highlight the text you want to convert into a sound media file.
2. Click on the  button or, if you are using MS Word, right click and select Create MP3 from the pop-up menu.



Selected text display



Next button



Cancel button

Figure 4-15 Speech Maker utility– Step 1

You see the first screen in the Speech Maker utility. This is shown in Figure 4-15 on page 4-45.

You see the text you selected in step 1 displayed in the **Selected text** display.

3. Click on the **Next** button to continue or click on the **Cancel** button to exit the Speech Maker utility.

The second step in the Speech Maker utility is displayed as shown in Figure 4-16, on page 4-47.

You use the second step in the Speech Maker utility to alter the current voice settings.

To alter the voice settings, you:

4. Select the speech engine you want to use by selecting one from the **Speech engine** drop down list.

5. Adjust any or all of the following:
 - the Adjust Voice Pitch track bar
 - the Adjust Voice Speed track bar
 - the Adjust Voice Volume track bar.

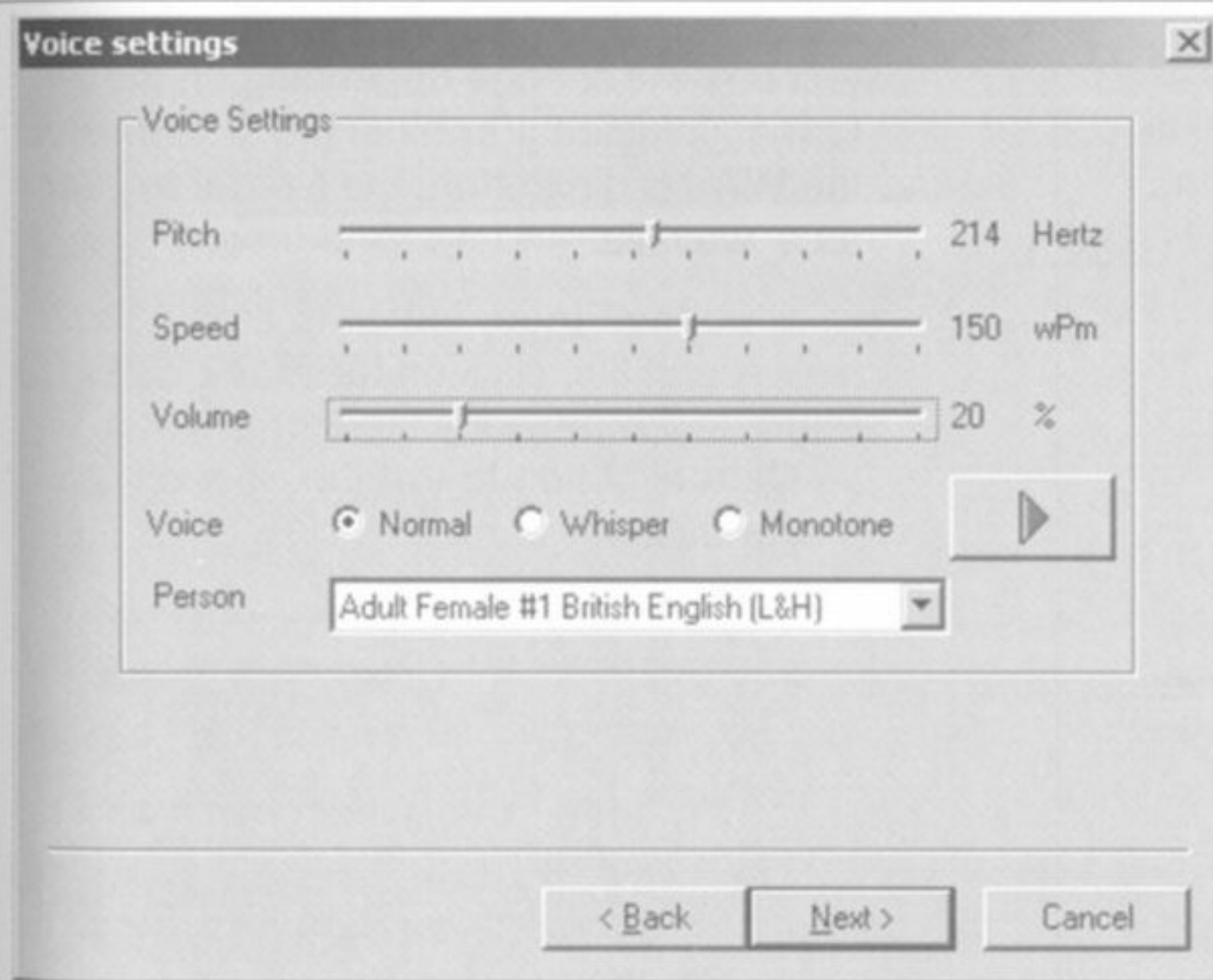
6. Select one of the **Voice Tone** radio buttons.

7. Click on the **Test Voice** button to test any changes you have made.

The system speaks a test sentence so that you can check that the new settings are set up in the way you want.

8. Repeat Steps 4 to 7 until you are happy with the voice.

9. Click on the **Next** button to continue, click on the **Back** button to return to the previous step, or click on the **Cancel** button to exit the Speech Maker utility.



Pitch 214 Hertz

Adjust Voice Pitch track bar

Speed 150 wPm

Adjust Voice Speed track bar

Volume 20 %

Adjust Voice Volume track bar

Voice ☒ Normal ☐ Whisper ☐ Monotone

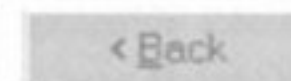
Voice Tone radio buttons

Person Adult Female #1 British English (L&H)

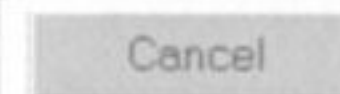
Speech engine drop down list



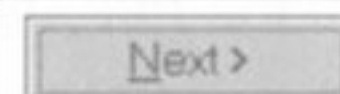
Test Voice button



Back button




Cancel button



Next button

Figure 4-16 Speech Maker utility – Step 2

 *You can also alter the volume control on your computer.*

The third step in the Speech Maker utility is displayed as shown in Figure 4-17 on page 4-49.

10. Click on the **Save As** button.

The Browse for Folder window is displayed.

11. Browse to the folder in the directory in which you want to save the sound file, then click on the **OK** button, or if you have an MP3 player attached to your computer, select the MP3 drive and click on the **OK** button.

The specified destination is now displayed in the **File Destination** text box.

12. Select the type of sound file format you want to create, by selecting the appropriate **Sound File Format** radio button.

The file extension in the **File Destination** text box will change depending on the file format selected. For example, if you select the **WAV** radio button, the file will appear as a .wav file.

13. Click on the **Finish** button to create the new sound file, click on the **Back** button to return to the previous step, or click on the **Cancel** button to exit the Speech Maker utility.

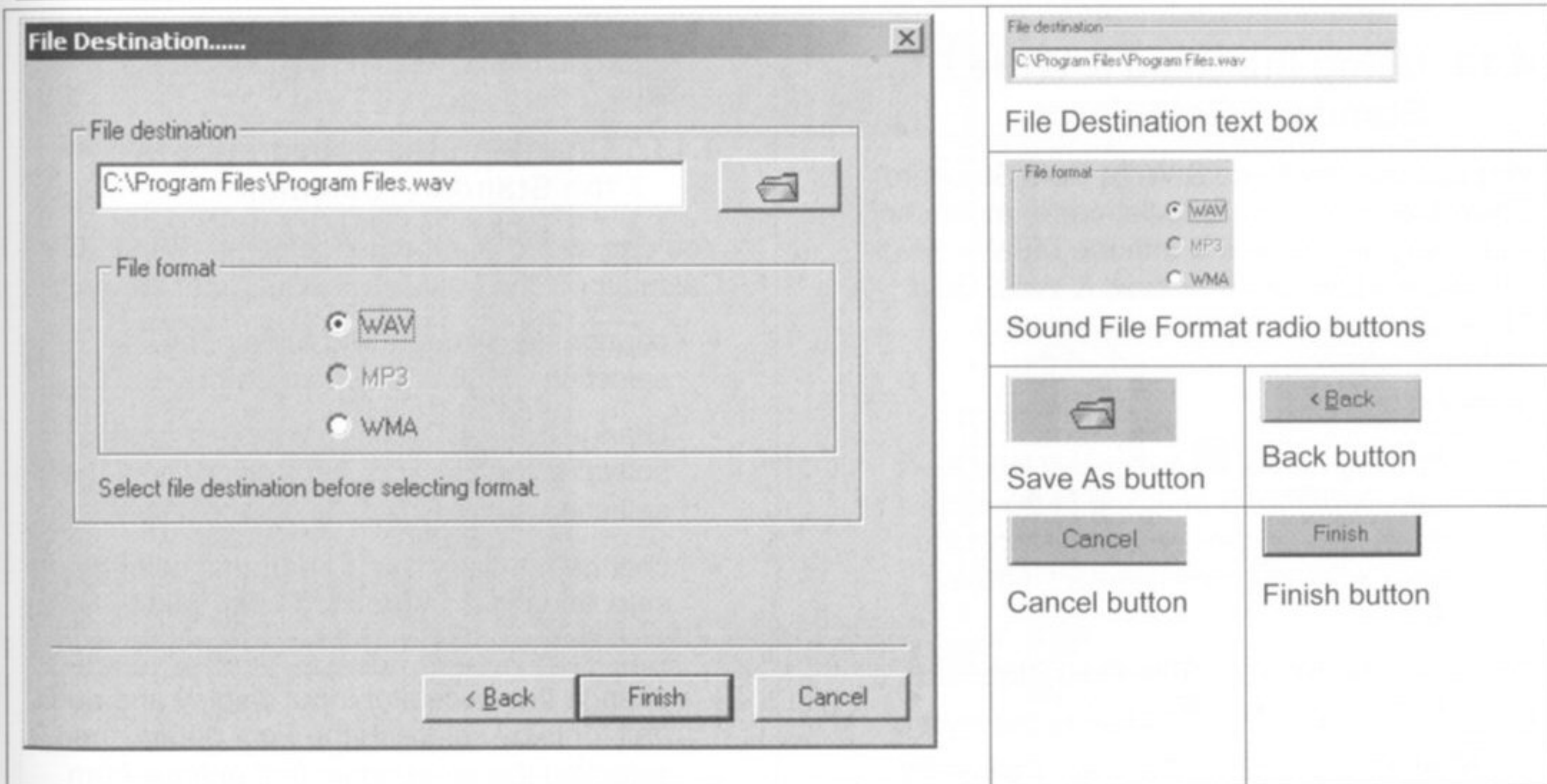







Figure 4-17 Speech Maker utility – Step 3

4.13 Using the Read & Write Gold Standard Calculator

You can use the Read & Write Gold Standard Calculator to perform calculations in much the same way as you would with the MS Windows calculator. However, the Read & Write Gold Standard Calculator has several added features, which are discussed, in the following sections.

 Clicking on the  button will load the calculator that is checked in the drop down list. To check a calculator in the drop down list, simply select it from the list.

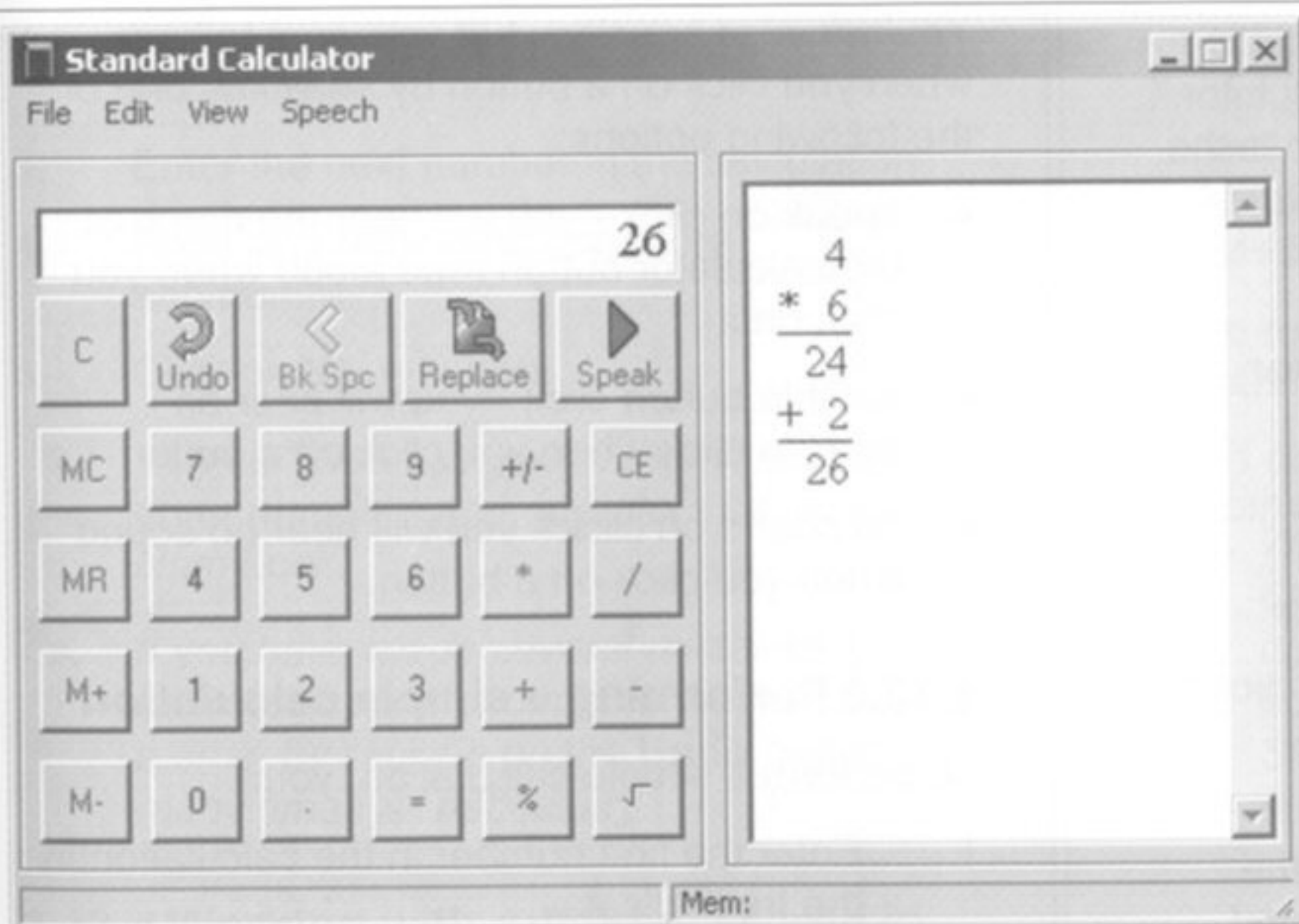
To access the Read & Write Gold Standard Calculator, click on the  button to the right of the  button and select Standard Calculator. The next time you want to access the Standard Calculator, you will only have to click on the 

button. The Standard Calculator is displayed, as shown in Figure 4-18 on page 4-51.

4.13.1 Changing the appearance of the Standard Calculator

You can alter the appearance of the Standard Calculator using the *View* menu. You can:

- change the size of the calculator by selecting Small, Medium or Large
- change the calculator background color by selecting the *Background Color* option, then selecting a color from the color palette
- change the calculator foreground color by selecting the *Foreground Color* option, then selecting a color from the color palette
- change the calculator input display and audit trail fonts by selecting the *Font* option, then selecting the appropriate font options from the Font window.



26

Input display

Audit Trail window

Speak button

Replace button

Delete button

Undo button

Clear button

Figure 4-18 Read & Write Gold Standard Calculator

If you decide that you prefer the default settings after you have made changes to the calculator appearance, you can reset the calculator to the way it appeared originally, by selecting *Reset Defaults* from the *View* menu.

4.13.2 Selecting Standard Calculator speech options

You can specify how you want Read & Write Gold to read aloud when you perform calculations using the Standard Calculator.

To select calculator speech options, you click on the *Speech* menu and select one of the following options:


- speak on mouse over - you will hear the name of the calculator button read aloud when you hover the mouse over it
- confirm on equals - you will hear the whole calculation read aloud after you click on equals.

You can also specify what you want to hear when you click on a button by selecting one of the following options:


- speak on click - you will hear the name of the calculator button read aloud when you click on it
- audible button click - you will hear an audible click when you click on a button
- no sound on click - you will hear no sound when you click on a button.


4.13.3 Performing a simple calculation

To perform a simple calculation, you:

1. Enter the first number in the calculation in the Input display.
-  *You can add a number from a document by copying it, clicking on the *Edit* menu in the Calculator, and selecting *Paste*.*

2. Click **+** to add, **-** to subtract, ***** to multiply, or **/** to divide.
3. Enter the next number in the calculation.
4. Enter any remaining operators and numbers.
5. Click on the **=** button.


 *You can also use your numeric keypad to enter numbers and operators by pressing Num Lock.*

 *If you have made several mistakes, you have the option of undoing them all one at a time, by clicking on the **Undo** button as many times as necessary.*

4.13.4 Working with numbers stored in memory

You can perform the following memory functions on both the Read & Write Gold Standard and Scientific Calculator:

- to add the number displayed in the Input display to the memory click on the **M+** button. To add another number to the number already in memory, click on the **M+** button again
- to recall a stored number, click on the **MR** button
- to clear the memory, click on the **MC** button.

 *When you store numbers on the Scientific Calculator, you can see the numbers displayed in the **Memory storage** text boxes. When you store numbers in the Standard Calculator, you see the numbers displayed in the status bar.*

4.13.5 Using the calculator audit trail



The Read & Write Gold calculators provide you with an audit trail facility, which enables you to view the history of any calculations you have made. Calculations are divided by a double line (**==**).




 *The audit trail clears when you click on the **Clear** button.*

If the Audit Trail window is not visible when you open the calculator, click on the *View* menu and select the *Show Audit Trail* option.

4.14 Using the Read & Write Gold Scientific Calculator

You can use the Read & Write Gold Scientific Calculator to perform scientific calculations. It also has several added features, which make it easier to use. These features are discussed in the following sections.

 *Clicking on the  button will load the calculator that is checked in the drop down list. To check a calculator in the drop down list, simply select it from the list.*

To access the Read & Write Gold Scientific Calculator, click on the  button to the right of the  button and select the *Scientific Calculator* option. The next time you want to access the Scientific Calculator, you will only have to click on the  button. The Scientific Calculator is displayed, as shown in Figure 4-19 on page 4-55.

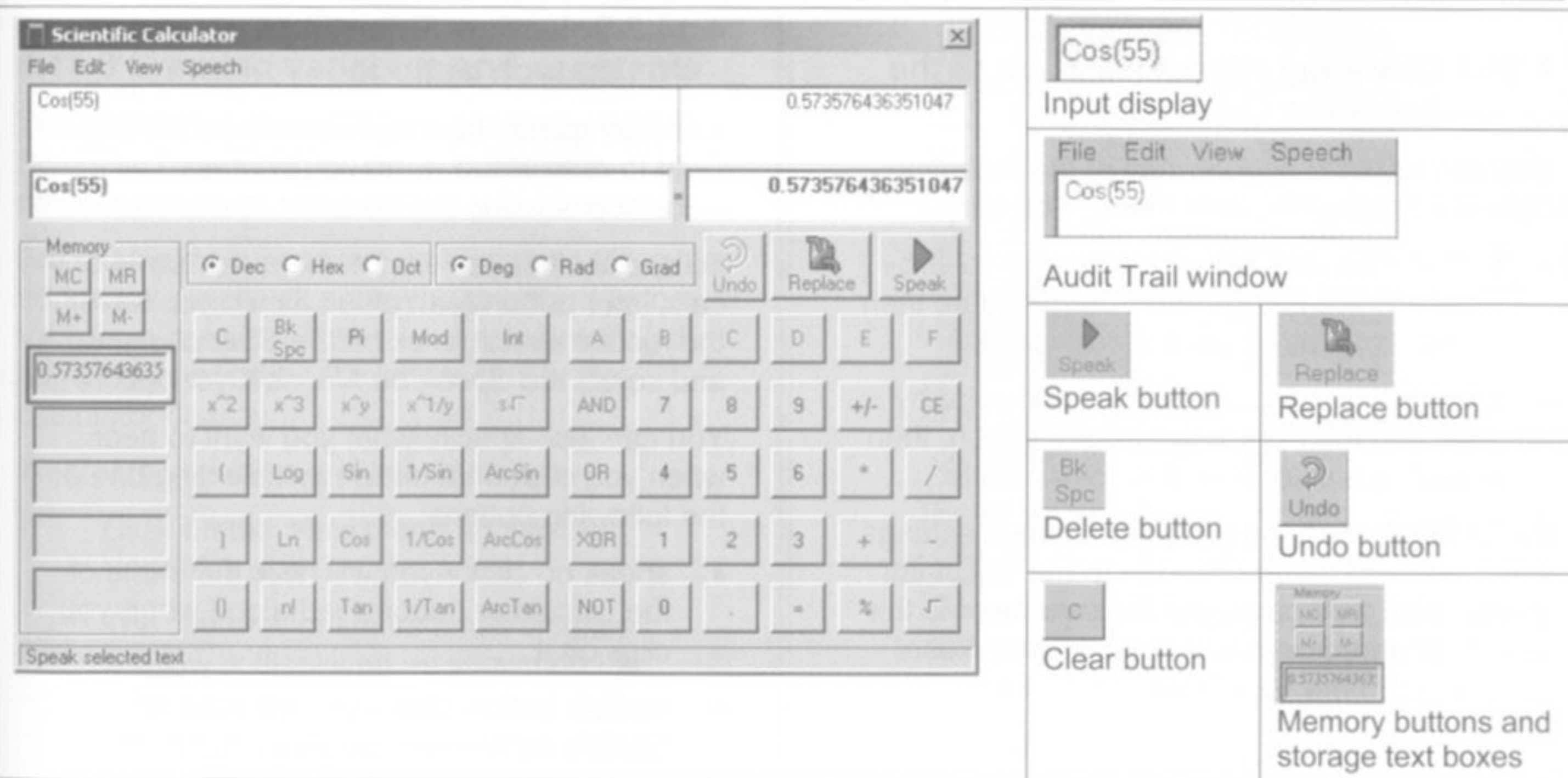


Figure 4-19 Read & Write Gold Scientific Calculator

4.14.1 Changing the appearance of the Scientific Calculator

You can alter the appearance of the Scientific Calculator using the *View* menu. You can:

- change the calculator background color by selecting the *Background Color* option, then selecting a color from the color palette
- change the calculator foreground color by selecting the *Foreground Color* option, then selecting a color from the color palette.

If you decide that you prefer the default settings after you have made changes to the calculator appearance, you can reset the calculator to the way it appeared originally, by selecting *Reset Defaults* from the *View* menu.

4.14.2 Selecting Scientific Calculator speech options

You can specify how you want Read & Write Gold to read aloud when you perform calculations using the Scientific Calculator.

To specify that you want to hear the name of the calculator button read aloud, when you hover the mouse over it, click on the *Speech* menu and select the *Speak on Mouse Over* option.

You can also specify what you want to hear when you click on a button by selecting one of the following options:

- speak on click - you will hear the name of the calculator button read aloud when you click on it
- audible button click - you will hear an audible click when you click on a button
- no sound on click - you will hear no sound when you click on a button.

4.14.3 Creating variables and constants

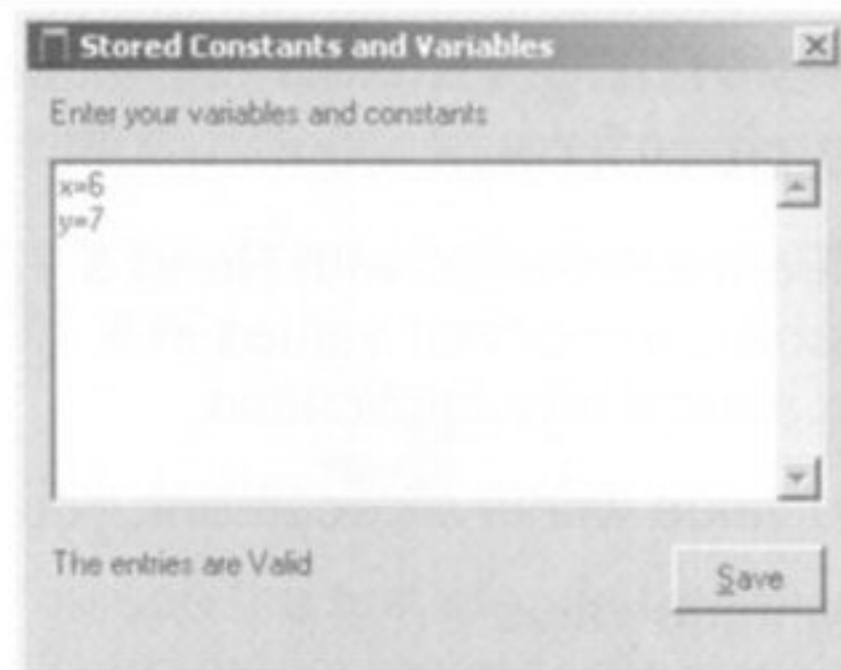
You can set up variables and constants in the Scientific Calculator to help you perform calculations more efficiently.

For example, you can set up a variable for value added tax which will allow you to calculate the VAT for a certain number by simply entering the number, followed by the letters 'vat' in the calculator display.

To create variables and constants, you:

1. Click on the *View* menu and select Variables and Constants.

The Stored Constants and Variables window is displayed as shown on the next page:



You use this window to enter and edit constants and variables.

2. Enter your new constant and variable and click on the **Save** button.

For example, if you are setting up a variable for VAT, you would enter the following: vat=0.175





You will only be able to save the new constants and variables if the values you have entered are valid.

4.15 Converting values in a document

A valuable feature included with Read & Write Gold is the ability to convert values in a document in almost any application.



To convert a value within a document, you:

1. Highlight the value.
2. Click on the  button to the right of the  button, select the *Convert* menu.
3. Select one of the following options depending on the type of measurement you want to use to convert the number:
 - length
 - mass
 - velocity
 - time
 - temperature.

4. Select the method you want to use to convert the value.

For example, if you want to convert centimeters to meters, you must select the *Length* menu, then select the *centimeters* menu and finally select the *to meters* option.


4.16 Evaluating calculations within documents

If you require a quick answer to a calculation within a document, you do not necessarily have to launch the calculator to get the answer. You can obtain the answer by highlighting the calculation within the document, clicking on the  button to the right of the  button, and selecting the *Evaluate in Document* option.

4.17 Using the Speech Input facility


The Speech Input facility allows you to create documents by simply talking into a microphone. Read & Write Gold is compatible with any industry standard microphone.

 Refer to the *textHELP* website for a list of recommended microphones.



To access the Speech Input facility, you click on the  button. The Speech Input window is displayed as shown in Figure 4-20, on page 4-60.

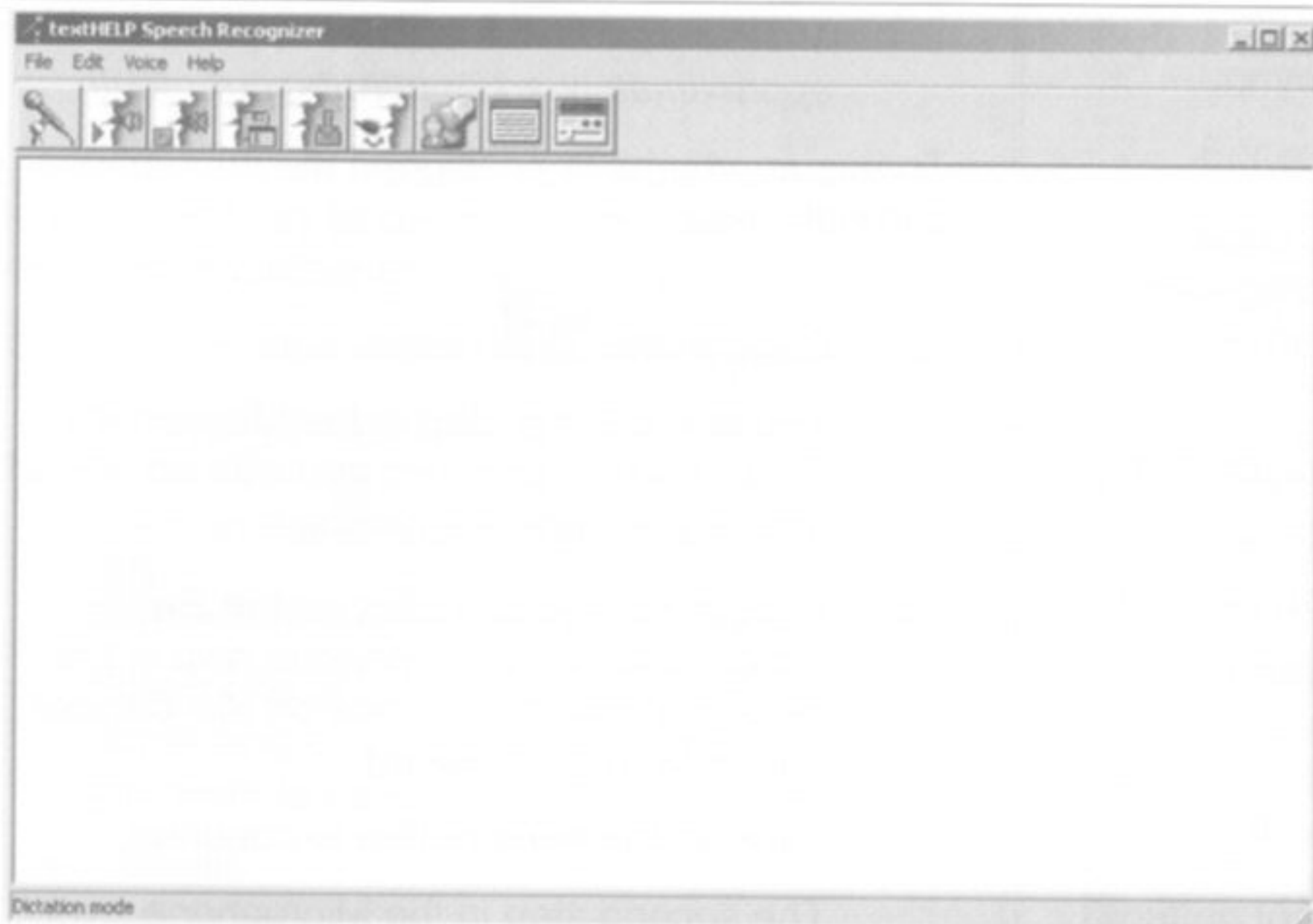
4.17.1 Adjusting the microphone

Before you begin to use the Speech Input facility, you must ensure that the microphone is in the correct position.

 Make sure the microphone is placed approximately an inch from your mouth.

To ensure you have positioned the microphone correctly, you:

1. Click on the  button.
You see the first step in the Microphone Wizard, which provides you with advice on how to position your headset.
-  If required, you can click on the **Back** button to return to a previous step in the wizard. You can also click on the **Cancel** button to exit the wizard.
2. Click on the **Next** button to continue.
The second step in the Microphone Wizard is displayed.
3. Read the test sentence into the microphone.



Speech input
button



Speak text button



Stop speech
button



Add new
word/phrases
button



Training button



Microphone
Positioning
button



Profiles button




Show/Hide button



Document options button

Figure 4-20 Read & Write Gold Speech Input Window

4. If the volume meter stays in the green area, the microphone volume is correct and you can click on the **Next** button to continue to the next step in the Microphone Wizard.
 *If the volume meter does not move as you are speaking, follow the instructions provided in the Microphone Wizard – Step 2 window.*
5. Read the test sentence into the microphone.
A recording of you reading the test sentence is played back to you.
6. If it sounds like you are blowing into the microphone, reposition the microphone and repeat the test sentence.
7. When you are happy with the recording, click on the **Finish** button to complete the Microphone Wizard.

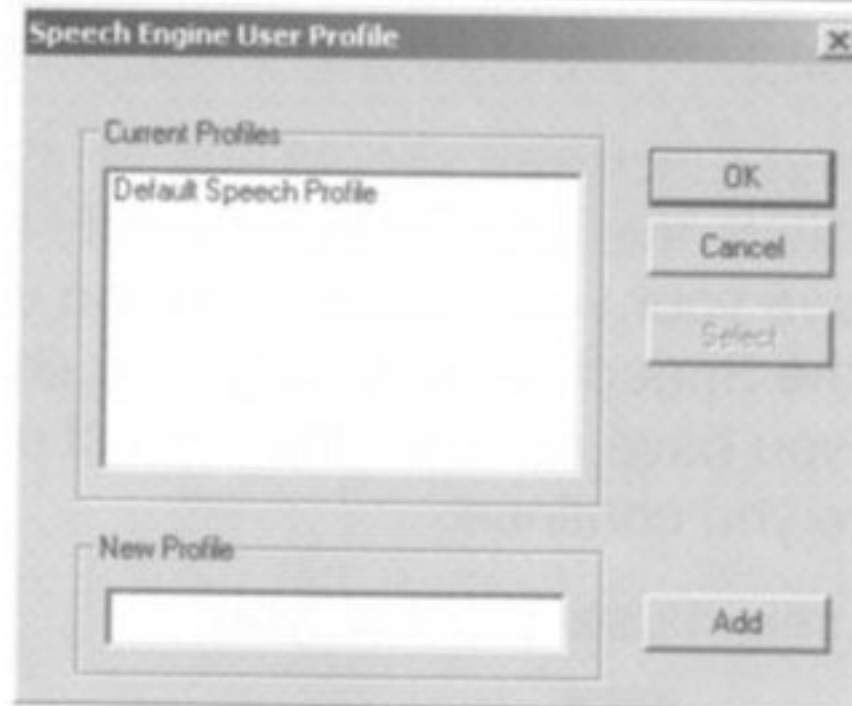
4.17.2 Adding and selecting user profiles

If you are a new user, you should add your speaker profile to the Speech Input facility so that it can save your voice settings. When you first launch the Speech Input facility, you should ensure that you have selected the correct user profile before you continue.

To add and select user profiles, you:

1. Click on the  button.

You see the Speech Engine User Profile window displayed, as displayed on the following page:



To select a user profile, you:

2. Highlight your profile in the **Current Profiles** list box, then click on the **Select** button.

To add a new profile, you:

3. Enter the name of the new user profile in the **New Profile** text box.
4. Click on the **Add** button to add the new speaker profile.

The first step in the Training Wizard is displayed when you add a new profile. It is recommended that you follow the steps in the Training Wizard to train the Speech Input facility to recognize the new user's voice.


4.17.3 Training the Speech Input facility to recognize your voice

It is recommended that you train the Speech Input facility to recognize your voice because everyone has their own unique way of pronouncing words. The speech recognition engine needs to collect samples of your voice so that it can adjust to your speaking style.


The first five steps of the Training Wizard are used to prepare you for the training sessions.

To train the Speech Input facility, you:


1. Click on the  button and highlight your profile in the **Current Profiles** list box, then click on the **Select** button.


2. Click on the  button.


The first step in the Training Wizard is displayed. This step welcomes you to the Training Wizard and provides you with a brief explanation of why you need to train the Speech Input facility.

 *If required, you can click on the **Back** button to return to a previous step in the wizard. You can also click on the **Cancel** button to exit the wizard.*
3. Click on the **Next** button to continue.

You see the second step in the Training Wizard displayed.
4. Select the appropriate **Gender** radio button.
5. Select the appropriate **Age** radio button.
6. Click on the **Next** button to continue.

- You see the third step in the Training Wizard displayed. This step provides you with instructions on how to proceed with the training session.
7. Read the instructions carefully before continuing.
 -  *Click on the **Sample** button to hear a sample sentence read aloud.*
 8. Click on the **Next** button to continue.

You see the fourth step in the Training Wizard displayed.
 -  *If this is not the first time you have used the Training Wizard, you will automatically skip the first three steps and see the fourth step displayed instead.*
 9. Select the training session you want to use to train the Speech Input facility, from the list provided.


 *It is recommended that you complete all of these training sessions, as the more you complete, the more accurate the Speech Input facility becomes.*

10. Click on the **Next** button to continue.


You see the fifth step in the Training Wizard displayed. This step is used to ensure that you are properly prepared for the training session, for example, it requests that you ensure that your microphone is positioned properly before you begin.

11. Click on the **Next** button to continue.

You see the sixth step in the Training Wizard displayed as shown in Figure 4-21, on page 4-65. This is the first training exercise.

 *To take a break in the training session, click on the **Pause** button, then click on the **Resume** button to continue again.*

 Click on the **Skip Word** button to skip words the system will not accept.

 *If you want to hear the sample sentence read aloud, click on the **Speak** button.*

12. Read the sentence into the microphone in a natural and even tone.

As you read the text, each recognized word is highlighted. A mispronunciation or mistake will cause the Wizard to stop highlighting words. The Wizard will then back up to the last pause detected.

13. Click on the **Next** button to proceed to the next training exercise.

You will be taken through several more training exercises to ensure the Speech Input facility has enough examples to work with.

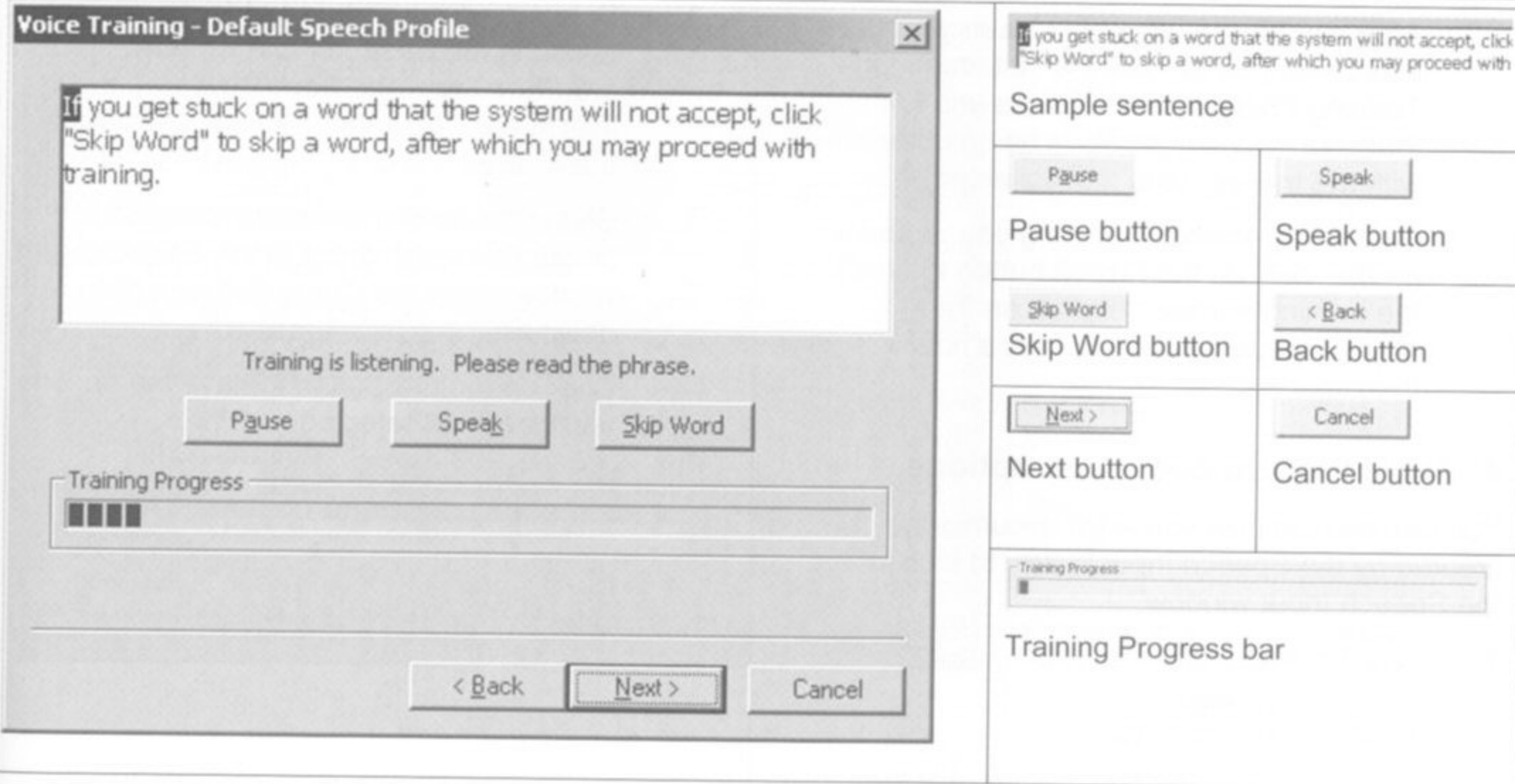


Figure 4-21 The Training Session window

After you have finished the training exercises, you will see the last step in the Training Wizard. This step lets you know that your speaker profile is being updated with the training data just collected.

14. After it has finished updating your speaker profile, click on the **Finish** button to finish the training session, or click on the **More Training** button to start a new training session.

4.17.4 Setting up document options

You can choose how you want documents created by the Speech Input facility to look in the Speech Input window.

To set up document options, you:

1. Click on the  button.

You see the Document Options window displayed, as shown in Figure 4-22 on page 4-67.

2. Select the type and size of font you want to use in the Speech Input window, from the **Font Type** and **Font Size** drop down lists in the Document Settings section of the window.
3. Select the background and foreground colors you want to use in the Speech Input window, from the **Color Scheme** drop down list.
4. Click on the **OK** button to save the options you have just selected.

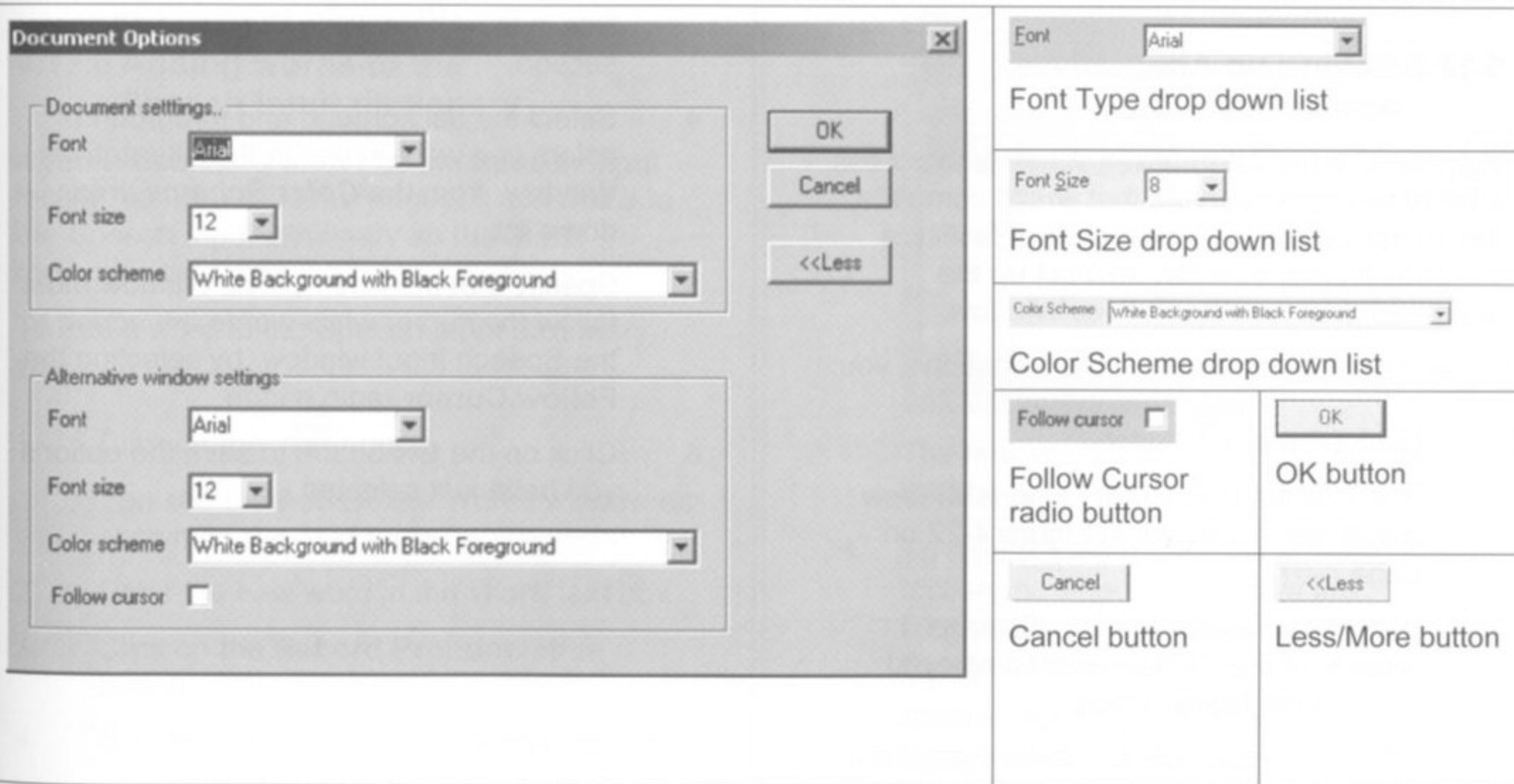



Figure 4-22 Document Options window

4.17.5 Setting up Alternatives window options

You can use the Alternatives Window to access a list of words or phrases that would complete the sentence that the Speech Input facility is currently typing. You can also set up the appearance of the Alternatives Window.

To set up the Alternatives Window options, you:

1. Click on the  button.
You see the Document Options window displayed, as shown in Figure 4-22 on page 4-67.
2. If the Alternatives Window Settings section of the window is not displayed, click on the **More** button.
3. Select the type and size of font you want to use in the Alternatives Window, from the **Font Type** and **Font Size** drop down

lists in the Alternatives Window Settings section.

4. Select the background and foreground colors you want to use in the Alternatives Window, from the **Color Scheme** drop down list.
5. Specify that the Alternatives Window must follow the cursor while words are added to the Speech Input window, by selecting the **Follow Cursor** radio button.
6. Click on the **OK** button to save the options you have just selected.


4.17.6 Adding words to the Speech Input dictionary

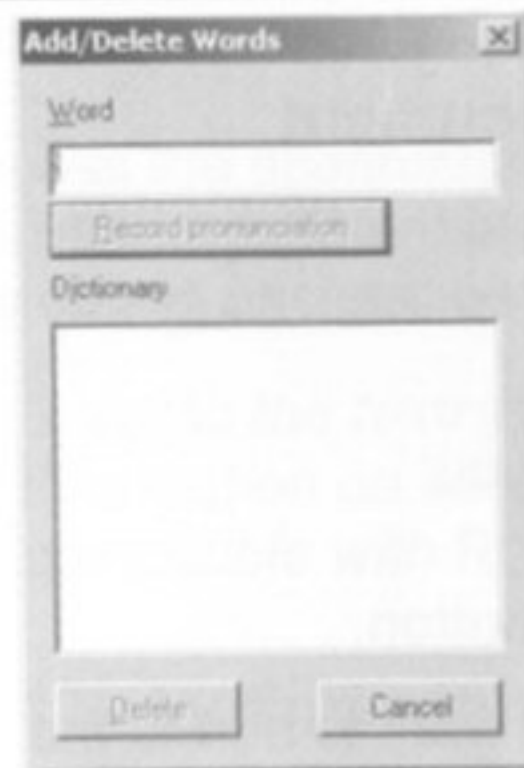
If you encounter a word that the Speech Input facility has trouble identifying, you can add it to the Speech Input dictionary so that it will recognize the word in future.

To add a word to the Speech Input dictionary, you:


1. Click on the  button.

You see the Add/Delete Words window as shown on the next page.

2. Enter the new word in the **Word** text box.
3. Click on the **Record Pronunciation** button.
4. Speak the new word into the microphone.
-  Click on the **Cancel recording** button if you want to delete the recording.







The new word is added to the **Dictionary** list box.

-  To delete a word from the Speech Input dictionary, select the word in the **Dictionary** list box and click on the **Delete** button.
5. Click on the **Close** button to exit the Speech Input dictionary.

4.17.7 Creating a document

After you have completed the Microphone and Training Wizards, you can begin to create a document.


To create a document, you:

1. Click on the  button.
2. Read the text you want to add to the document into the microphone.
3. If you want to hear the text read back to you, click on the  button.
-  Click on the  button to stop the Speech Input facility from reading the text.
4. Select the *Save As* option from the *File* menu. The Save As window is displayed.
5. Enter a name for the document in the **File name** field, and click on the **Save** button.

4.17.8 Using the Alternatives window

If the Speech Input facility has entered the wrong word or phrase, you can use the Alternatives window to select an alternative instead of typing it in manually.


To use the Alternatives Window, you:

1. Click on the  button to enable the Alternatives window.
2. Highlight the word for which you want to view a list of alternatives, or highlight the whole document to view alternatives for all words and phrases.

You see the Alternatives window displayed.
3. Scroll through the list until you find the word or phrase you are looking for.
4. Double click on the word to select it.

You see the word you highlighted in step 2, replaced with the word selected in step 4.

You can change the appearance of the Alternatives window.


 Refer to Section 4.17.5, *Setting up Alternatives Window options*, on page 4-68, for information on changing the appearance of the Alternatives window.


4.18 Using the Scanning facility

The Read & Write Gold Scanning facility allows you to manage your scanning projects. You can import an existing image file, or scan a new image into your project. You can then:

- rearrange the documents into a suitable order
- create zones around text, graphics and tables so that they will behave in the appropriate manner when you open them in MS Word

- save projects as MS Word or HTML files.

To access the scanning facility, click on the  button. The Scanning window is displayed as shown in Figure 4-23 on page 4-72.

 Refer to the textHELP website for information on scanners which are compatible with Read & Write Gold.

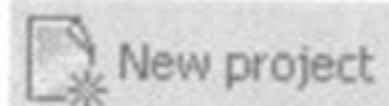
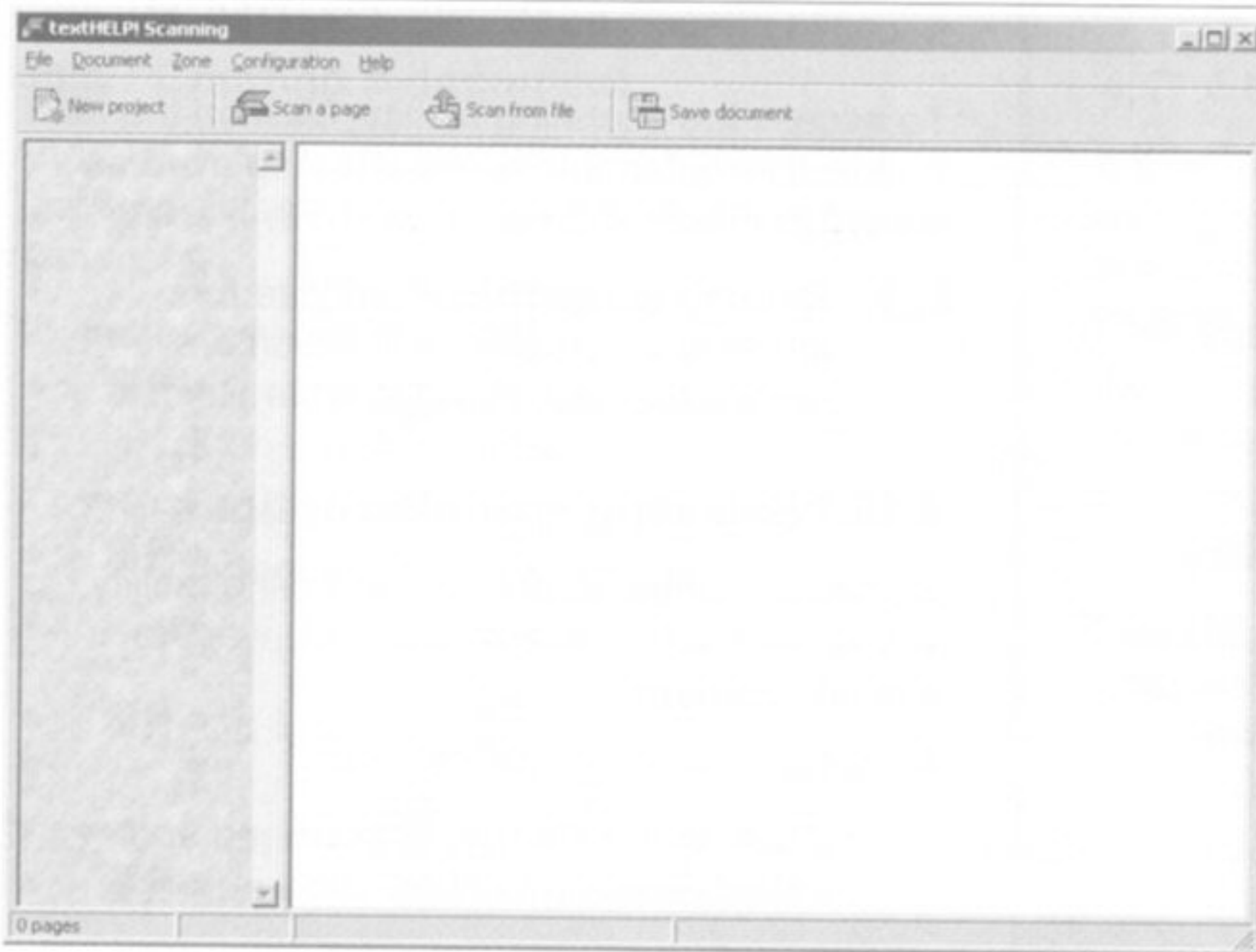
4.18.1 Selecting scanning options

Before you begin to use the Scanning facility, you should set up exactly how you want to scan documents.

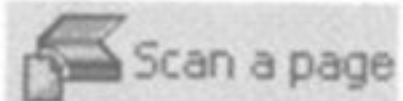
To set up scanning options, you:

1. Click on the *Configuration* menu and select Scanner configuration.

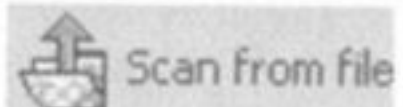
The Scanner properties window is displayed. This is shown in Figure 4-24, on page 4-73.



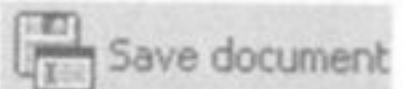
New project button



Scan a page button



Scan from file button



Save document button

Figure 4-23 Scanning window

Paper size	
Paper size drop down list	
Width 9921	Height 14016
Width text box	Height text box
Margin fields	
Resolution drop down list	
Brightness scale	Contrast scale
Image type drop down list	
Paper source drop down list	
Test scan button	Defaults button
Close button	


Figure 4-24 Scanner properties window

2. Specify the size of the page you want to scan, by selecting the appropriate option from the **Paper size** drop down list, or enter the approximate width and height in the **Width** and **Height** text boxes.

3. Set up the scanning margins by either:

- selecting the **Same as paper size** checkbox
- unchecking the **Same as paper size** checkbox and entering the margin details in the appropriate fields in the Margins section of the window.

4. Select the resolution at which you want to scan documents from the **Resolution** drop down list.

 *For the best results, it is recommended that you scan between 150 and 300 dpi.*

5. Move the **Brightness** and **Contrast** scales up to increase the brightness and

contrast of the scanned image, or down to decrease the brightness and contrast.



Contrast increases the difference in shading between areas. The brightness and contrast values are expressed as percentages.

6. Select the type of image you want to scan, for example, if you want to scan a colored image, you must select Color from the **Image type** drop down list.

7. Select the scanning device you want to use to scan documents from the list of sources in the **Paper source** drop down list.

8. Place a document into the scanner and click on the **Test scan** button to test the settings you have just selected.


You see the scanned image in the Preview section of the Scanner properties window.

9. You can now select the following buttons:

-  - click on this button to fit the scanned image to the full width of the Preview section
-  - click on this button to fit the scanned image to the full height of the Preview section
-  - click on one of these magnification buttons to magnify the scanned image.

10. If required, you can now make adjustments to the appropriate scanner property text boxes and click on the **Test scan** button again to view how the adjustments will affect the scanned image.

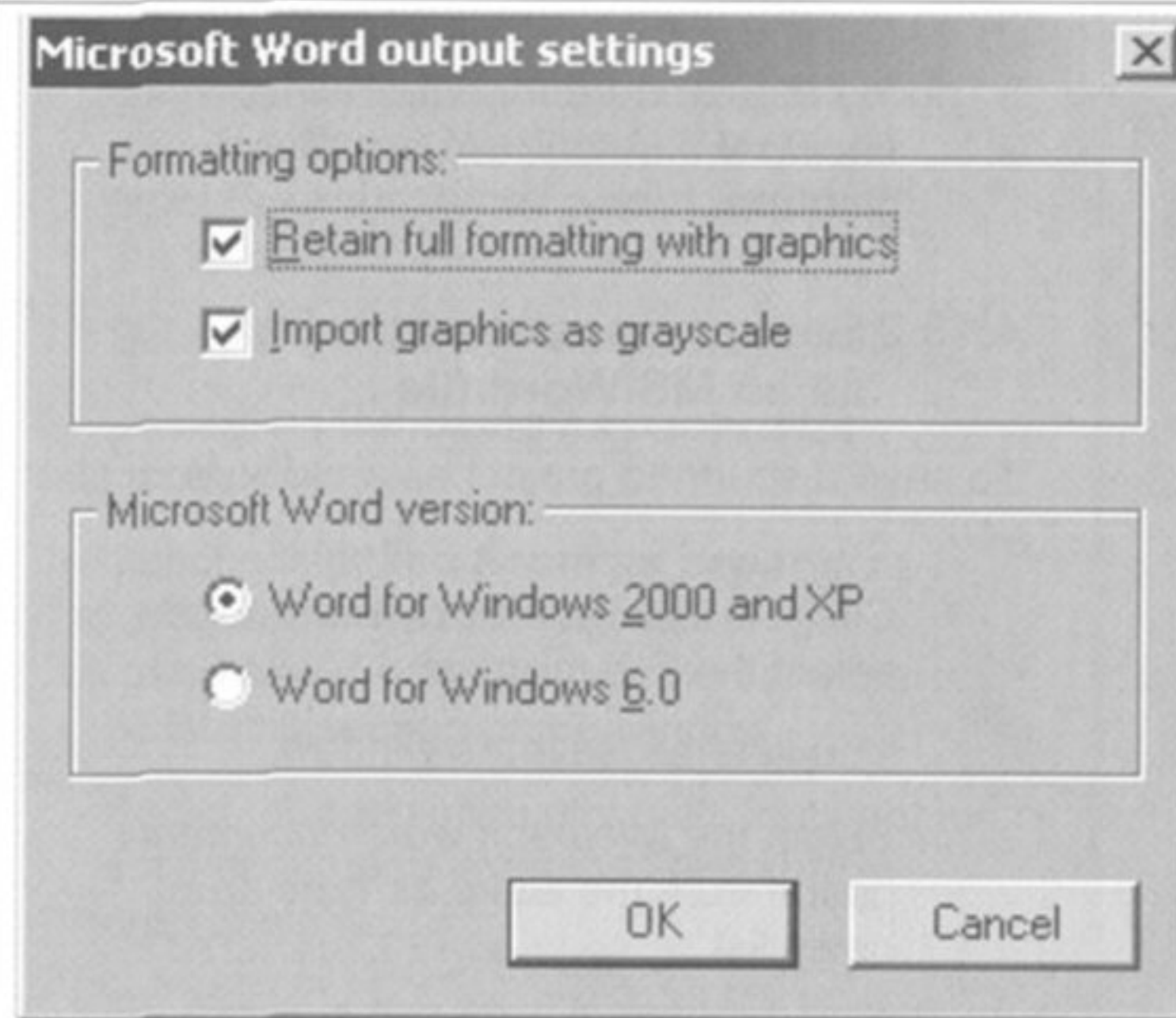
11. When you are happy with the test scan, click on the **Close** button to save the settings.

 If you want to reset each of the values in the Scanner properties window back to the default values, click on the **Defaults** button.

4.18.2 Saving a scanned project as an MS Word file

To save a scanned project as an MS Word file, you:

1. Click on the **Save document** button, or select the *File* menu and select *Save As*.
You see the *Save As* window.
2. Select the *Microsoft word documents* option from the **Save as type** drop down list.
3. Browse to the location in the directory where you want to save the MS Word project.
4. Enter the name of the project in the **File name** text box.



☒ Retain full formatting with graphics

Retain full formatting with graphics checkbox

☒ Import graphics as grayscale

Import graphics as grayscale checkbox

Microsoft Word version:

☒ Word for Windows 2000 and XP

☐ Word for Windows 6.0

Microsoft Word version radio button

Figure 4-25 Microsoft Word output settings window

5. If you want to change the document formatting options, and specify in which version of Word you want save the document, click on the **Advanced** button.

The Microsoft Word output settings window is displayed as shown in Figure 4-25, on page 4-76.

6. Select the appropriate checkboxes depending on whether you want to:
- retain full formatting with graphics
 - import graphics as grayscale.
7. Select the appropriate **Microsoft Word version** radio button depending on which version you have on your computer.
8. Click on the **OK** button to save the output settings, or click on the **Cancel** button to close the window without saving the settings.

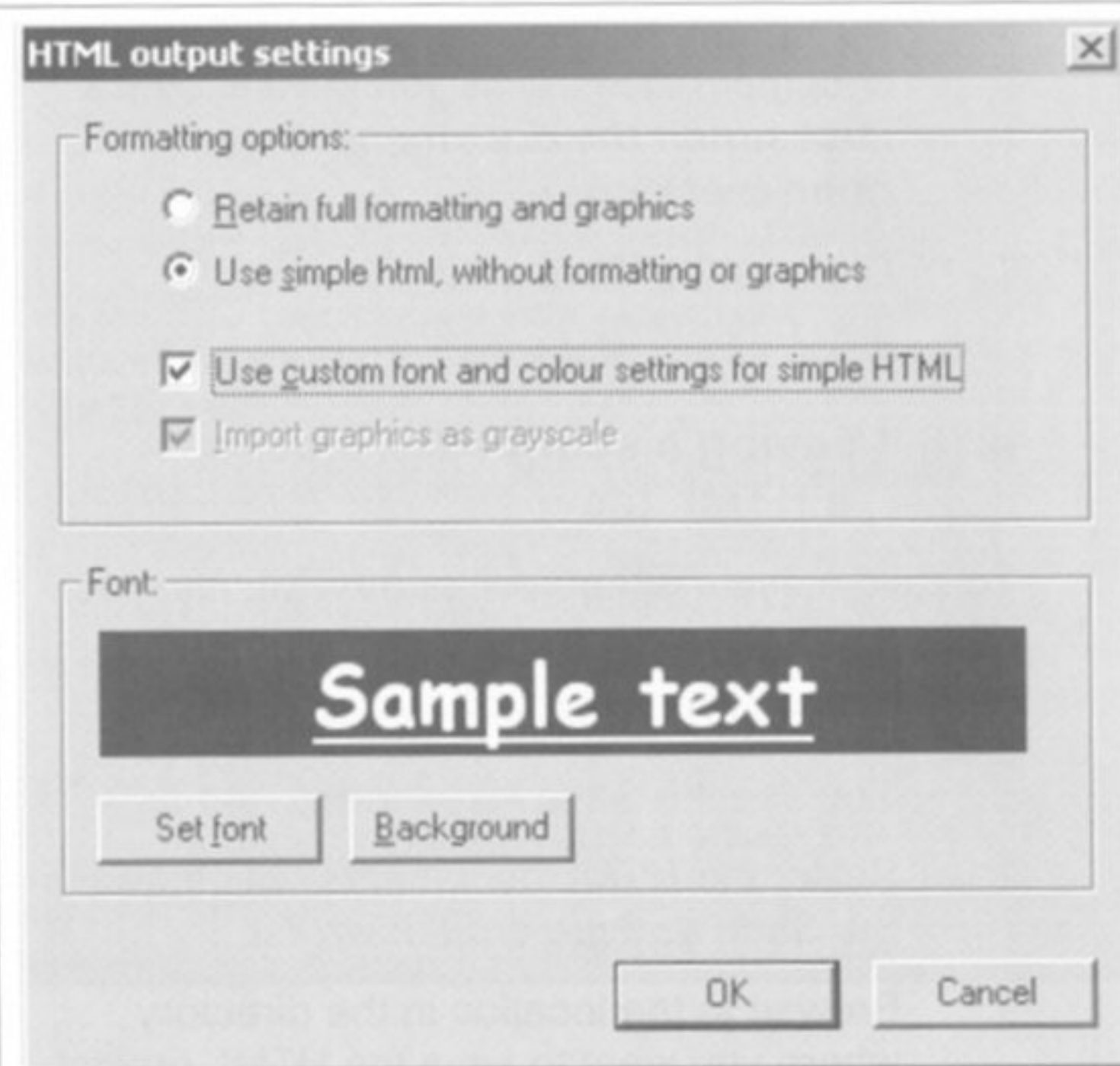
You see the Save As window.

9. If you want to open the new MS Word document as soon as you save it, check the ***Launch the document when done*** checkbox.
10. Click on the **Save** button to save the new document.

4.18.3 Saving a scanned project as a HTML file

To save a scanned project as a HTML file, you:

1. Click on the **Save document** button, or select the *File* menu and select Save As. You see the Save As window.
2. Select the *HTML documents* option from the **Save as type** drop down list.
3. Browse to the location in the directory where you want to save the HTML project.
4. Enter the name of the project in the **File name** text box.



- ☐ Retain full formatting and graphics
- ☒ Use simple html, without formatting or graphics

Formatting radio buttons

- ☒ Use custom font and colour settings for simple HTML

Use custom font and color settings checkbox

- ☒ Import graphics as grayscale

Import graphics as grayscale checkbox

Set font

Set font button

Background

Background button

OK

OK button

Cancel

Cancel button

Figure 4-26 HTML output settings window

5. If you want to change the formatting of the HTML file, click on the **Advanced** button.
The HTML output settings window is displayed as shown in Figure 4-26, on page 4-78.
6. Select the appropriate radio button depending on whether you want to:
 - retain full formatting and graphics in the HTML document
 - use simple html, without formatting or graphics in the HTML document.
7. If you specify that you want to use simple HTML, without formatting or graphics, the **Import graphics as grayscale** checkbox is disabled.
8. Specify whether you want graphics imported in color or grayscale, by checking or unchecking the **Import graphics as grayscale** checkbox.

9. To specify that you want to select a font and font colors, select the **Use custom font and color settings** checkbox.
The Font section of the HTML output settings window is enabled.
10. Click on the **Set font** button and select the font settings you want to use in the HTML document from the Font window.
11. Click on the **Background** button and select the color you want to use as the background color of the HTML document from the Color palette.
A preview of what the text will look like in the HTML document is displayed in the Font section of the HTML output settings window.
12. Click on the **OK** button to save the output settings, or click on the **Cancel** button to close the window without saving output settings.



You see the Save As window.

13. If you want to open the new HTML file as soon as you save it, check the **Launch the document when done** checkbox.
14. Click on the **Save** button to save the HTML file.

4.19 Performing a fast scan

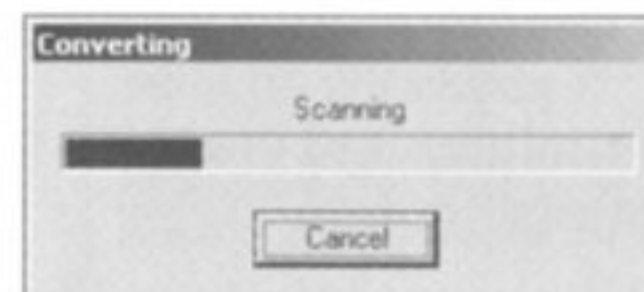
You can scan an image directly into MS Word or Internet Explorer. You may want to do this if you decide that it is not necessary to change scanning options and formatting.

To perform a fast scan, you:


1. Place the document you want to scan into the scanner.
2. Click on the  button to the right of the  button.
3. Select one of the following:

- Scan to HTML – scans the image directly into Internet Explorer
- Scan to Word – scans the image directly into MS Word.

You see the Converting window displayed, as shown below:



This window informs you of scanning progress.

-  *You can click on the **Cancel** button at any time to abort the scan.*

You see the scanned image displayed in MS Word or Internet Explorer.

4.20 Creating a scanned project


You can add documents to a project by:

- scanning a new page
- scanning from a saved image.

4.20.1 Scanning a page

To scan a page, you:



1. Click on the **New Project** button if there is already a project open.
2. Place the document you want to scan into the scanner.
3. Click on the **Scan a page** button.

 *Alternatively, click on the File menu and select Load page from scanner.*

The progress bar at the bottom of the window informs you of scanning progress. You see the document displayed in the Preview section of the window as shown in Figure 4-27, on page 4-82.

4.20.2 Scanning from a saved image

To scan from a saved image, you:

-  *Click on the **Scan from file** button.*
-  *Alternatively, click on the File menu and select Load page from file.*

1. You see the Open window displayed.
2. Browse to the location in the directory where the file is located.
3. Click on the file you want to add.

Click on the **Open** button to add the image to the project, or click on the **Cancel** button to exit the window without adding the image.

The screenshot shows the 'textHELP Scanning' application window. The menu bar includes 'File', 'Document', 'Zone', 'Configuration', and 'Help'. The toolbar has buttons for 'New project', 'Scan a page', 'Scan from file', and 'Save document'. The main area displays a scanned document titled 'WordSmith 2.0' with various text boxes and graphics. A cartoon character is visible in the center. The status bar at the bottom shows '1 page', 'Text', and 'Analyzing'.






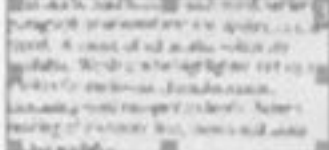

 <p>New project</p>	 <p>Scan a page</p>
 <p>Scan from file</p>	 <p>Save document</p>
 <p>Thumb nail view</p>	
 <p>Text box</p>	
 <p>Graphic box</p>	

Figure 4-27 Scanning window

4.20.3 Creating document zones

The Scanning facility automatically designates each part of the scan as a block of text, a graphic or a table. This is to ensure that when you save it as a document, each part of the document will behave as required. For example, if a block of text has not been designated as a text zone, you will not be able to edit it when you open it in MS Word or Internet Explorer.

Each zone is represented as follows:

- text - black
- graphics - green
- tables - blue.

To create document zones, you:

1. Ensure that each area in the document has been allocated to the correct zone. If an area has not been allocated correctly, right click on the area and select Text, Graphics or Table as appropriate.



Alternatively, select the Zone menu and select the appropriate zone.

2. You can also select one of the following options from the Zone menu as required:
 - remove a zone
 - remove all zones in the document
 - recalculate the zones in the document.
3. To re-size a zone, click and hold down your left mouse button on one of the zone anchors, then drag and drop it to the size you want.

4.20.4 Changing the orientation


You can change the orientation of the document to suit your needs.

To change the orientation, you:

1. Select the document from the Thumbnail view.

2. Right click on an area that has not been zoned, and select one of the following options:

- Rotate left
- Rotate right.

 *Alternatively, click on the Document menu and select the appropriate rotation option.*


3. You may need to repeat step 2 until the document is in the desired position.

4.20.5 Magnifying the document

You may need to change the size of the scanned document to make it easier to work with.

To magnify the document, you right click on an area that has not been zoned and select one of the following options:


- Fit page
- Fit width
- 100 %
- 75 %
- 50%
- 25%.

 *Alternatively, click on the Document menu and select the appropriate magnification.*

4.20.6 Deleting a document

To delete a document from a project, you:

1. Select the document from the Thumbnail view.
2. Right click on an area that has not been zoned, and select Delete document.


 *Alternatively, click on the Document menu and select the Delete option.*

4.20.7 Rearranging the documents in the project


After you have scanned several documents into a project, you may want to rearrange them into a different order before you save them. To do this, you use the Thumbnail view in the Scanning window.



Each scanned document is represented by a thumbnail. To rearrange the thumbnails, you:

1. Click and hold down your left mouse button on the thumbnail that you want to move.

The cursor is now represented using a hand, as follows: 

2. Drag and drop the thumbnail onto the new position.

 *You can only drop the thumbnail when you see the outline of the page displayed above the position.*

 *You cannot drop a thumbnail when the following symbol is displayed: *

4.20.8 Adding a new scanner

To add a scanner you must use the Scanner Setup Wizard.

If required, you can click on the **Back** button to return to a previous step in the wizard. You can also click on the **Quit** button to exit the wizard.

To add a new scanner, you:

1. Click on the *Configuration* menu and select Add a new scanner.


You see the first step in the Scanner Setup Wizard.

2. Select the **Select scanning source** radio button.

3. Click on the **Next** button to continue.

You see the second step in the Scanner Setup Wizard.

4. Click on the **Next** button to test the connection from the computer to the scanner, and to proceed to the next step.

 *Close any other applications that may be using the scanner to ensure that the test is accurate.*


You see the third step in the Scanner Setup Wizard. The wizard informs you of the test result.

5. If the test was successful click on the **Next** button to proceed. If the test was unsuccessful, click on one of the trouble shoot buttons provided. A window is displayed with recommendations on how to solve the problem.

You see the fourth step in the Scanner Setup Wizard. A list of all the page sizes supported by the scanner is displayed.

6. Click on the **Next** button to proceed.

You see the fifth step in the Scanner Setup Wizard. The wizard will now use a series of tests to confirm that the scanner settings are working properly. The first test is used to examine if the scanner can scan a black and white image correctly.

 *You can skip each test by checking the **Skip this test** checkbox. However, to ensure that the scanner is working properly, it is recommended that you do not skip any of the tests.*

A preview of each test scan will be displayed on the left-hand side of the window.

7. Insert a page containing text only into the scanner.
8. Click on the **Next** button to begin the test scan, and proceed to the next step.

You see the sixth step in the Scanner Setup Wizard. You see a message at the

top of the window informing you of the test result.

9. If the test was successful, click on the **Next** button to proceed to the next step. If it was unsuccessful, click on one of the trouble shoot buttons provided, depending on whether the image was missing or inversed.

You see the seventh step in the Scanner Setup Wizard. You see a message informing you that the wizard will now run a second test to examine if the scanner can scan a colored image correctly.

10. Insert a page containing a colored image into the scanner.
11. Click on the **Next** button to begin the test scan, and proceed to the next step.
12. If the test was successful, click on the **Next** button to proceed to the next step. If it was unsuccessful, click on one of the trouble shoot buttons provided, depending

on whether the image was missing or inversed.

You see the eighth step in the Scanner Setup Wizard. You see a message informing you that the wizard will now run a third test to examine if the scanner can scan an image in grayscale.

13. Insert a page containing a colored image into the scanner.
14. Click on the **Next** button to begin the test scan, and proceed to the next step.
15. If the test was successful, click on the **Next** button to proceed to the next step. If it was unsuccessful, click on one of the trouble shoot buttons provided, depending on whether the image was missing or inversed.

You see the last step in the Scanner Setup Wizard displayed. A message is displayed informing you that the Scanner Setup Wizard has successfully configured your scanner to work with the textHELP's Scanner facility.

16. Click on the **Finish** button to complete the wizard.

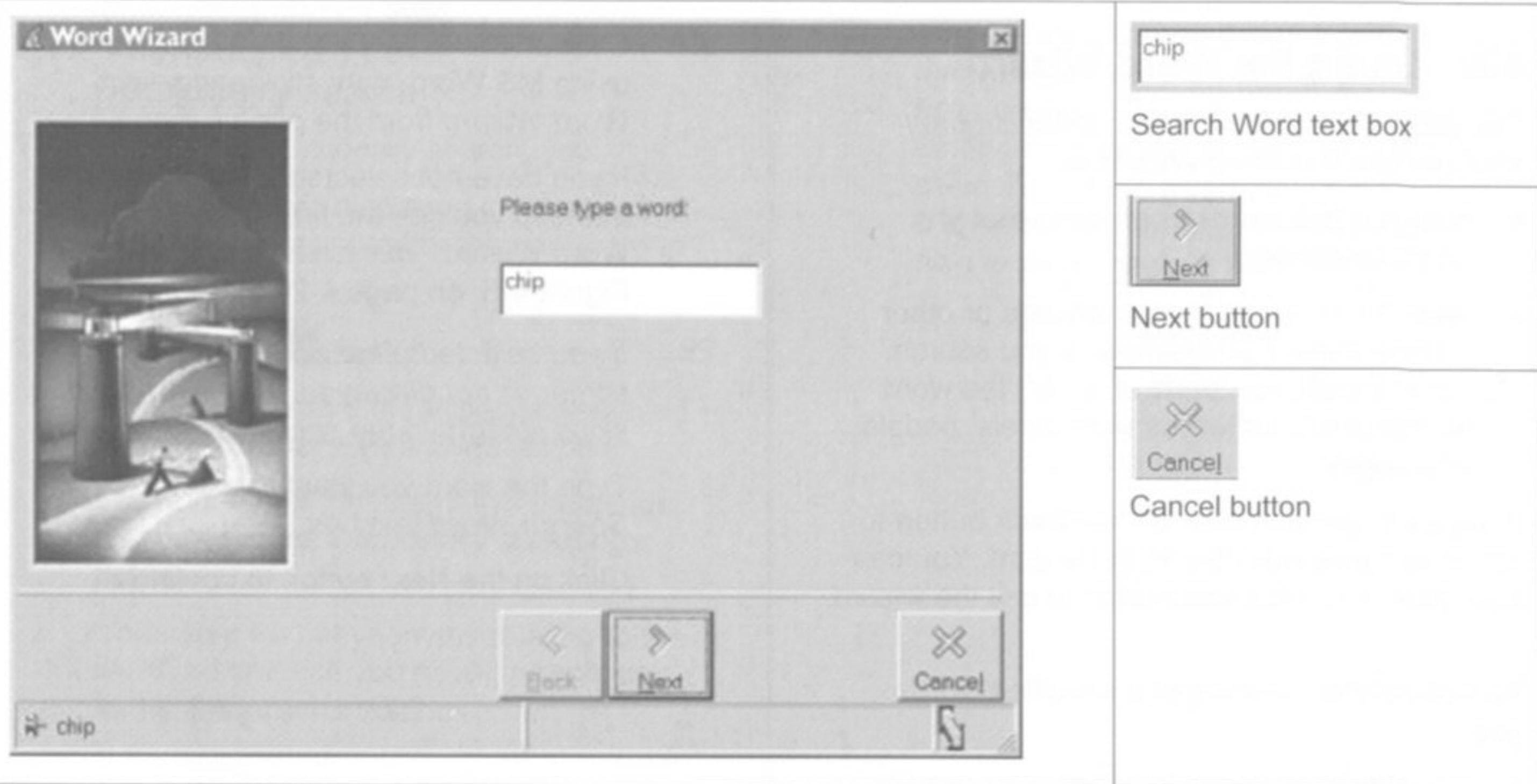


Figure 4-5 Word Wizard window 1

5 Using the Teacher toolkit

The Teacher toolkit allows teachers and trainers to:

- specify which Read & Write Gold features a particular student, or group of students, has access to
- set up new users
- view and clear student spelling logs
- view and clear student activity logs.

To access the Teachers toolkit, you:

1. Click on **Start** on the Windows desktop.
2. From the *Programs* menu, select the *textHELP programs* menu.
A list of textHELP programs is displayed.
3. Select *Teachers Tools*.

The Read & Write Gold Teachers Tools window is displayed as shown in Figure 5-1, on page 5-2.

5.1 Setting up feature sets

You can set up feature sets, or privileges profiles, and assign them to users as you add them to the system. These feature sets determine what Read & Write Gold features will be available to each student.

5.1.1 Adding a new feature set

To add a new feature set, you:

1. Click on the **New** button.
You see the Feature Sets window displayed.
2. Enter a name for the new feature set in the text box provided.

<p>Read and Write 6 Teachers Tools</p> <p>Feature Sets Users Settings Spelling Logs Activity Logs</p> <p>Enable or or disable features for groups of users</p> <p>Select the feature set you want to edit Exam Features</p> <p>Enabled Toolbar Buttons</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Spelling <input checked="" type="checkbox"/> Prediction <input type="checkbox"/> Dictionary <input type="checkbox"/> Word Wizard <input checked="" type="checkbox"/> Highlight Homophones <input checked="" type="checkbox"/> Get Homophone Suggestions <input checked="" type="checkbox"/> Hide Homophones <input type="checkbox"/> Calculator <input checked="" type="checkbox"/> Rewind Speech <input checked="" type="checkbox"/> Speak Current <input checked="" type="checkbox"/> Pause Speech <input checked="" type="checkbox"/> Fast Forward Speech <input checked="" type="checkbox"/> Stop Speech <input checked="" type="checkbox"/> Speech Maker <input checked="" type="checkbox"/> Pronunciation Tutor <p>Enable options dialogs & features</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Spelling options dialog <input checked="" type="checkbox"/> Advanced spelling options <input checked="" type="checkbox"/> Prediction options dialog <input checked="" type="checkbox"/> Advanced prediction options <input checked="" type="checkbox"/> General options dialog <input checked="" type="checkbox"/> Speech options dialog <input checked="" type="checkbox"/> Calculator Conversion Tool <input checked="" type="checkbox"/> Scientific Calculator <p>New Save Revert Delete</p> <p>Help Exit</p>	<p>Select the feature set you want to edit Exam Features</p> <p>Feature Set drop down list</p> <table border="1"> <tr> <td data-bbox="1766 555 2310 789"> <p>New button</p> </td> <td data-bbox="2325 555 2875 789"> <p>Save button</p> </td> </tr> <tr> <td data-bbox="1766 800 2310 1034"> <p>Revert button</p> </td> <td data-bbox="2325 800 2875 1034"> <p>Delete button</p> </td> </tr> </table> <table border="1"> <tr> <td data-bbox="1766 1044 2310 1417"> <p>Toolbar Button checkboxes</p> </td> <td data-bbox="2325 1044 2875 1417"> <p>Options dialogs and feature checkboxes</p> </td> </tr> </table>	<p>New button</p>	<p>Save button</p>	<p>Revert button</p>	<p>Delete button</p>	<p>Toolbar Button checkboxes</p>	<p>Options dialogs and feature checkboxes</p>
<p>New button</p>	<p>Save button</p>						
<p>Revert button</p>	<p>Delete button</p>						
<p>Toolbar Button checkboxes</p>	<p>Options dialogs and feature checkboxes</p>						

Figure 5-1 Feature Sets tab

3. Click on the **OK** button to add the new feature set.
4. Check and uncheck the appropriate **Toolbar Button** checkboxes, depending on which toolbar buttons you want to be made available to the feature set.
5. Check and uncheck the appropriate **Open Dialogs and feature** checkboxes, depending on which Open Dialogs and extra features you want to be made available to the feature set.
6. Click on the **Save** button to save the new feature set.


5.1.2 Editing existing feature sets

To edit an existing feature set, you:

1. Select the feature set from the **Feature Set** drop down list.

You see the toolbar buttons, open dialogs and extra features available to the specified feature set.

2. Check and uncheck the appropriate **Toolbar Button** checkboxes, depending on which toolbar buttons you want to be made available to the feature set.
3. Check and uncheck the appropriate **Open Dialogs and feature** checkboxes, depending on which Open Dialogs and extra features you want to be made available to the feature set.

 *If you decide that you want to change the feature set back to the way it was before you made the changes, click on the **Revert** button. The **Revert** button only undoes the changes you made since the last time you clicked on the **Save** button.*

4. Click on the **Save** button to save the new feature set.

5.1.3 Deleting a feature set

To delete a feature set, you:

1. Select the feature set from the **Feature Set** drop down list.
2. Click on the **Delete** button.

5.2 Configuring user settings

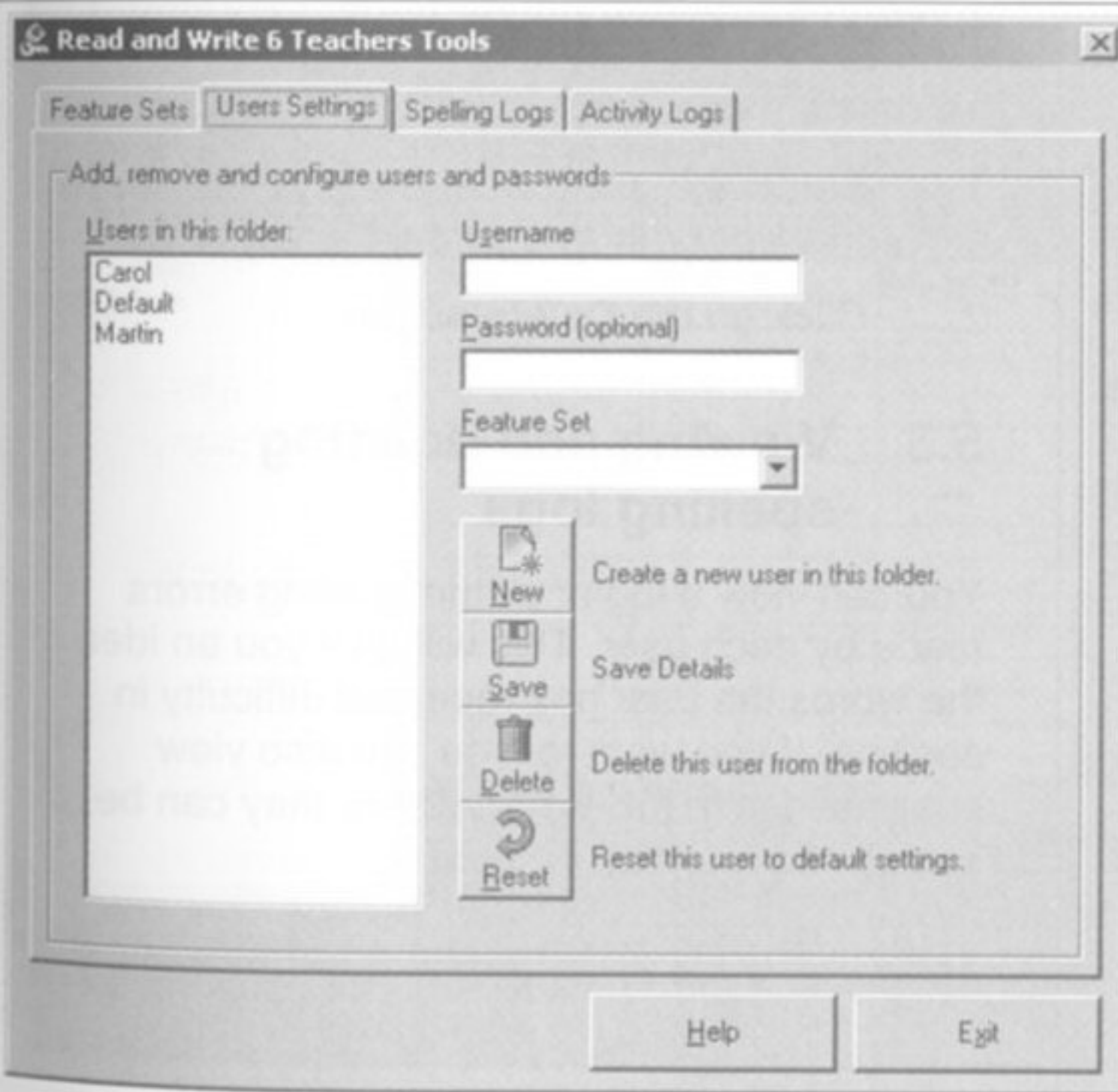
When you add a new user, you can set up the user name and password they must use to log into the system. You can also assign a feature set to them.

5.2.1 Adding a new user

To add a new user, you:

1. Click on the User Settings tab.
You see the User Settings tab as shown in Figure 5-2, on page 5-5.
2. Click on the **New** button.

3. Enter the name of the new user in the **Username** textbox
4. If you want the user to enter a password every time they log into Read & Write Gold, enter the password in the **Password** text box.
5. Select the feature set you want to assign to the new user, from the **Feature Set** drop down list.
6. Click on the **Save** button to add the new user.



Users in this folder:
Carol
DEFAULT
Martin

Users in this folder list box

Username
[text box]

Username text box

Password (optional)
[text box]

Password text box

Feature Set
[dropdown menu]

Feature Set drop down list

New
[button]

New button

Save
[button]

Save button

Delete
[button]

Delete button

Reset
[button]

Reset button


Figure 5-2 User Settings tab


5.2.2 Changing the details of an existing user

To change the details of an existing user, you:


1. Select the user, whose details you want to change, from the **Users in this folder** list box.

2. Change the appropriate details.

 *When you assign a feature set to a user, you override their personal preferences.*

 *Refer to Section 9.1, on page 9-2, Changing the appearance of the Read & Write Gold toolbar, for more details on setting up personal preferences.*

3. Click on the **Save** button.

 *If you decide that you want to reset the user's details to the way they were previously, click on the **Reset** button.*

5.2.3 Deleting a user

To delete a user, you:

1. Select the user you want to delete, from the **Users in this folder** list box.
2. Click on the **Delete** button.

5.3 Viewing and deleting spelling logs

You can view a log of all the spelling errors made by each user. This will give you an idea of the words the user has repeated difficulty in spelling. If you want to, you can also view spelling logs in MS Word, where they can be sorted and printed.

5.3.1 Viewing spelling logs

To view a user's spelling log, you:

1. Click on the Spelling Logs tab.

You see the Spelling Logs tab as shown in Figure 5-3, on page 5-7.

2. Select the user, whose spelling log you wish to view, from the **Users** list box.

You see a list of spelling errors made by the specified user in the **Errors** list box.

To view users' spelling logs in MS Word, you:

1. Select the checkboxes of the users, whose spelling logs you wish to view, from the **Users** list box.
2. Click on the **View selected logs in MS Word** button.

You see MS Word launch. Each of the specified spelling logs is displayed.

5.3.2 Deleting a spelling log

To delete a spelling log, you:

1. Select the user, whose spelling log you wish to delete, from the **Users** list box.
2. Click on the **Clear Log** button.

5.4 Viewing and deleting activity logs

You can view an activity log for each user. This includes the:

- time and date at which they logged on
- duration of time spent on the system
- number of words typed during each period.

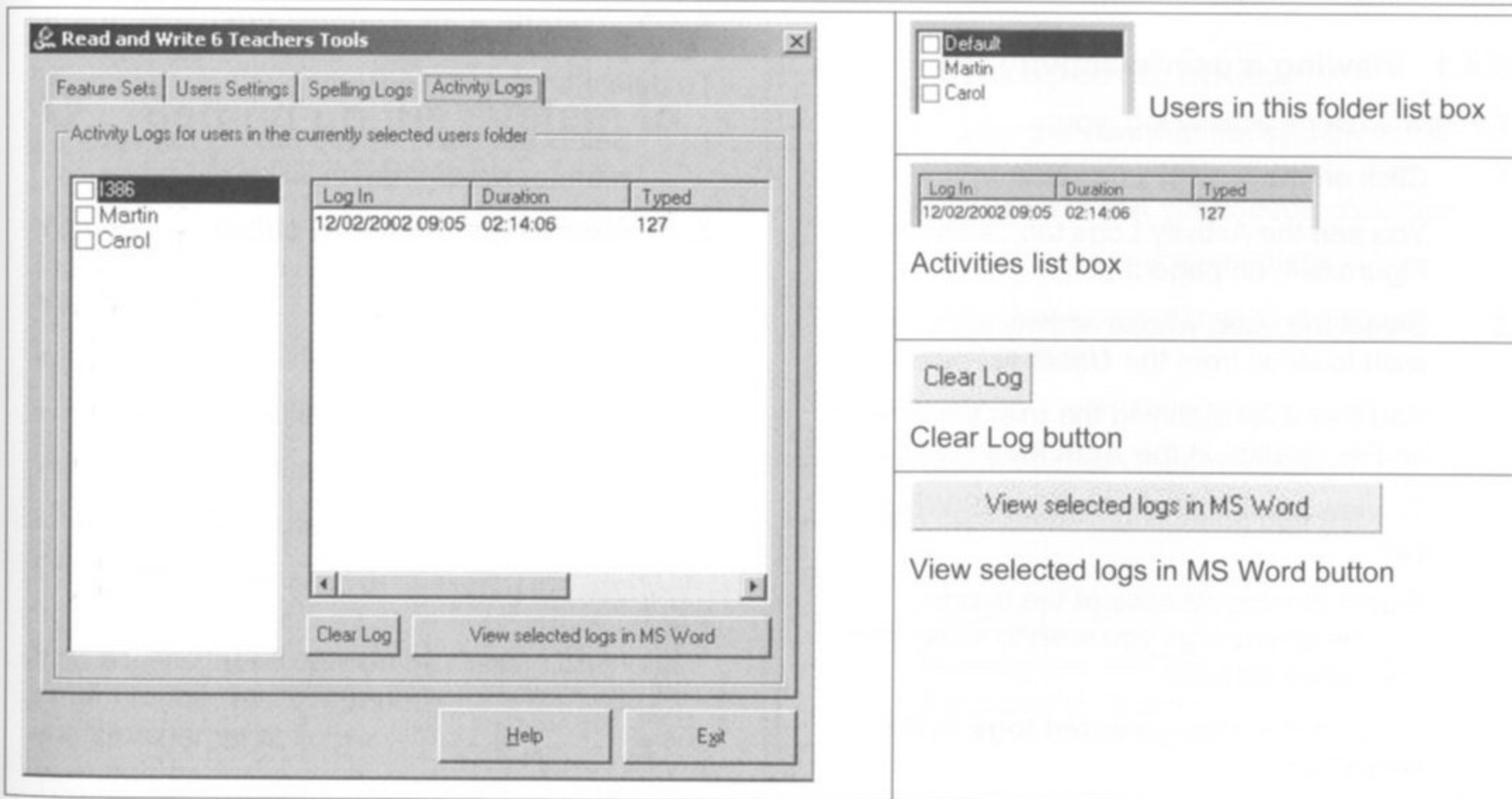


Figure 5-4 Activity Logs tab

5.4.1 Viewing a user's activity log

To view a user's activity log, you:

1. Click on the Activity Logs tab.

You see the Activity Logs tab as shown in Figure 5-4, on page 5-9.

2. Select the user, whose activity log you wish to view, from the **Users** list box.

You see a list outlining the user's activities on the system, in the **Activities** list box.

To view users' activity logs in MS Word, you:

1. Select the checkboxes of the users, whose activity logs you wish to view, from the **Users** list box.
2. Click on the **View selected logs in MS Word** button.

You see MS Word launch. Each of the specified activity logs is displayed.

5.4.2 Deleting an activity log

To delete an activity log, you:

1. Select the user, whose activity log you wish to delete, from the **Users** list box.
2. Click on the **Clear Log** button.

6 Setting up the system to suit your needs

You can set up the Read & Write Gold utilities in a number of ways to suit your needs.

You can alter:

- the speech utility
- the spelling utility
- the word prediction utility
- the scanning utility
- general options.

You access these options by clicking on the button to the right of the utility for which you want to change options.

The following sections provide a brief overview of these options.

6.1 The speech utility

You can alter the way that the system voice speaks and what information it reads in a number of ways to suit your needs. You can:

- adjust the system voice settings
- choose character settings and set up speech balloons
- specify how words are pronounced
- set up the screen reading facility
- set up speech highlighting options.



The speech utility is discussed in detail in Chapter 7, Setting Up the Speech Utility.





Reading text with the speech utility is discussed in Section 4.2, Reading text.

6.2 The spelling utility

You can set up the spelling utility to take account of your particular requirements when spell checking your work. You can:

- set up and use a custom dictionary
- configure general spellchecker options
- set up an autocorrect file
- view the spelling history
- use a phonetic map
- use the error log file.

 *The spelling utility is discussed in detail in Chapter 8, Setting up the spelling utility.*

 *Using the spellchecker is discussed in Section 4.4, Spell checking.*

6.3 The word prediction utility

The system can predict words from word fragments or mis-spelt words using the word prediction utility. You can access these words from the Predictor window.

You can alter this utility to suit your needs by:

- specifying the appearance of the Predictor window
- selecting and editing a prediction list
- specifying how the system should learn vocabulary patterns
- specifying the phonetic groups used to predict words
- specifying what style of writing Read & Write Gold will predict for
- defining how Read & Write Gold should speak words from the predictor window.



The word prediction utility is discussed in detail in Chapter 10, Setting up the prediction utility.



Using word prediction is discussed in Section 4.6, Using word prediction.

6.4 General options

You can alter some of the general system settings from the Read & Write Gold Properties panel. You can:

- change the appearance of the Read & Write Gold toolbar
- create hot keys
- edit the homophones utility
- create a list of abbreviations for inserting standard text.



The general options are discussed in detail in Chapter 9, Choosing general options.

2.4.3 Using the Read & Write Gold Teachers toolkit

You can use the Read & Write Gold Teachers toolkit to:

- specify which Read & Write Gold features a particular student has access to
- set up new users
- view and clear student spelling logs
- view and clear student activity logs.



Using the toolkit is discussed in Chapter 5, Using the Read & Write Gold Teachers toolkit.

7 Setting up the Speech Utility



You can alter the way that the system voice reads out your text in a number of ways to suit your needs. You have the following options:

- adjust the system voice settings
- choose character settings and set up speech balloons
- specify how words are pronounced
- set up the screen reading facility
- set up speech highlighting options.




Reading text with the speech utility is covered in Section 4.2, Reading text.

To access the speech utility, you:

1. Click on the  button to the right of the  button on the Read & Write Gold toolbar.
2. Select *Speech Options*.

The Speech Properties Panel window is displayed as shown in Figure 7-1, on page 7-2.

You alter the speech utility using the five tabs on this window.

-  *To make alterations on more than one tab at a single visit to the Speech Properties Panel window, only click on the **OK** button when you have made all changes.*

Information on using each tab is provided in the following sections.

Speech Properties Panel

Speech Character Say Like AutoRead Highlight

Pitch 70 Hertz

Speed 149 WPM

Volume 92 %

Word Pause 0 MilliSecs

Voice: ☒ Normal ☐ Whisper ☐ Monotone **Test Voice**

If you have other compatible speech engines installed, you can use one:

Mike **Search**


Callouts:

- Speech tab
- Adjust Voice Pitch track bar
- Adjust Voice Speed track bar
- Adjust Voice Volume track bar
- Adjust Voice Word Pause track bar
- Voice Tone radio buttons
- Speech engine drop down list
- Test Voice button
- Search button

Figure 7-1 The Speech Properties Panel - Adjust Voice tab

7.1 Adjusting the system voice settings



You use the  tab to alter the current voice settings.


To alter the voice settings, you:


1. Select the speech engine you want to use by selecting one from the **Speech engine** drop down list.
2. To add or remove a search engine from the **Speech engine** drop down list, click on the **Search** button.
3. Adjust any or all of the following:
 - the Adjust Voice Pitch track bar
 - the Adjust Voice Speed track bar
 - the Adjust Voice Volume track bar
 - the Adjust Voice Word Pause track bar.

4. Select one of the **Voice Tone** radio buttons.
5. Click on the **Test Voice** button to test any changes you have made.

The system speaks a test sentence so that you can check that the new settings are set up in the way you want.

6. Repeat Steps 3 to 5 until you are happy with the voice
7. Click on the **OK** button to save your alterations.

 *The Word Pause facility only operates in the Text reader window, or if you are using dual color highlighting in the document.*

 *You can also alter the volume control on your computer.*

7.2 Setting up speech balloons

You can set up the system to show speech balloons when it reads your text aloud. You can also set up Read & Write Gold character



options. The  tab is shown in Figure 7-2, on page 7-5.

To set up character options, you:

1. Select one of the following options:
 - choose whether or not to have a character on screen. To do this you select or clear the **Character** check box
 - choose the character you want from the Character Type drop down list
 - choose the character size you want from the Size of Character drop down list.

2. Once you are happy with your selection, click on the **OK** button to update the system character.

To set up speech balloons, you:

1. Select any combination of the following to create the balloon type:
 - automatically hide the balloon once speech has finished
 - automatically pace the text with the speech
 - automatically alter the size of the balloon to suit the text.
2. Select the font and size of the balloon text from the drop down lists.
3. Select the position at which the balloon will be seen when the speaking character is hidden, from the **Balloon Position** text box.

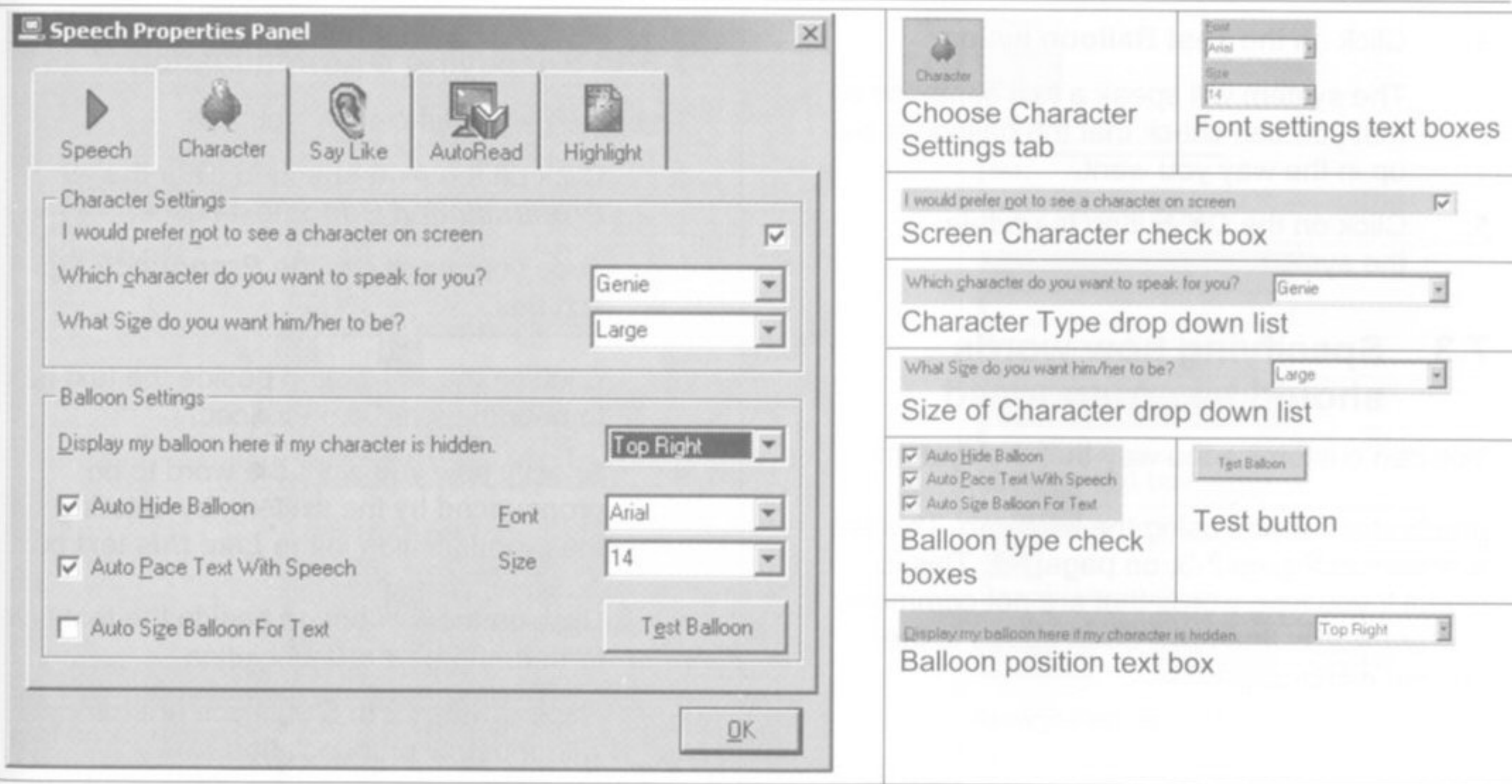


Figure 7-2 The Balloon settings and character tab


4. Click on the **Test Balloon** button.

The system will speak a test sentence so that you can check that the balloon is set up in the way you want.

5. Click on the **OK** button to update the system.



7.3 Specifying how words should be pronounced

You can customize the way that the system

pronounces words using the  tab. This tab is shown in Figure 7-3, on page 7-7. This is useful if you type words that are not commonly used or words that have been added to the custom dictionary.

7.3.1 Specifying a pronunciation

To specify a pronunciation, you:

1. Click on the **Add** button to clear the **Pronunciation Editor** text boxes.
2. Type your word into the **Pronounce this** text box.
3. Click on the  button beside the text box to hear the word pronounced.
4. Specify how you want the word to be pronounced by the system, by entering the pronunciation in the **Like this** text box.
5. Click on the  button beside the text box to hear the new pronunciation.
6. Repeat Steps 2 to 5 until you are happy with the new pronunciation.
7. Click on the **Save** button to add the word to the Word List text box.

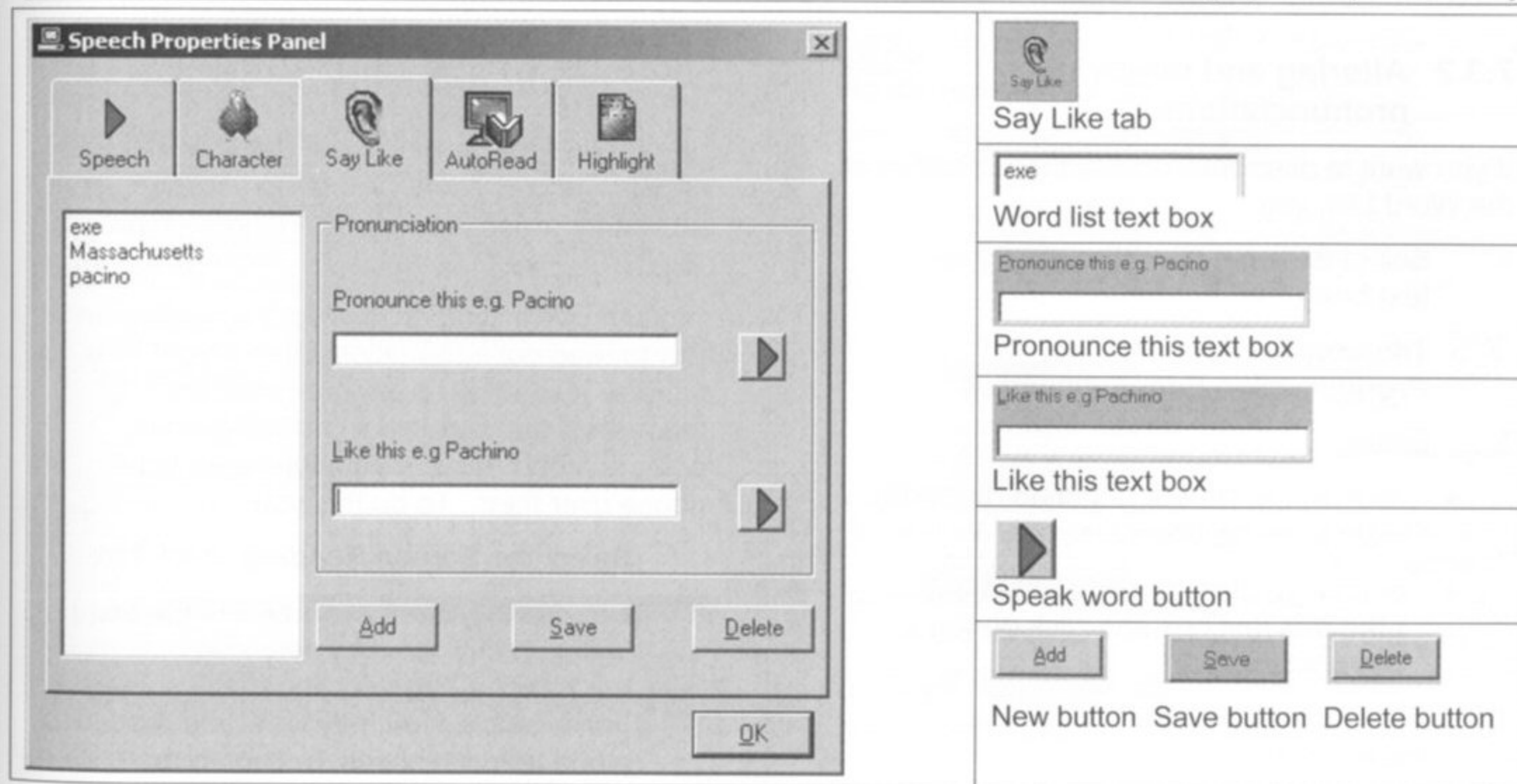


Figure 7-3 The Pronunciation tab

7.3.2 Altering and removing pronunciations

If you want to alter or remove a pronunciation in the Word List, you:

1. Select the word from the **Word List** text box.
The word will appear in the **Pronunciation Editor** text boxes.
2. Either:
 - click on the **Delete** button to delete the word from the Word List
 - or change the pronunciation in the **Like this** text box and click on the **Save** button.
3. Click on the **OK** button to update the system.

7.4 Setting up the screen reading facility

To set up Screen Reading facility, you use the



tab, which is shown in Figure 7-4, on page 7-9.

You can use this tab to instruct the system on how to read out information as you type. You can also instruct the system to read out information on any facility, including icons, toolbars and buttons, when you hover your mouse over them. To do this you:

1. Select the **Screen Reading** check box.
2. Select the types of information you want the system to read by selecting options in the **Facility Type** section of the screen. For example, you may want text read aloud from list boxes, but not from push buttons.

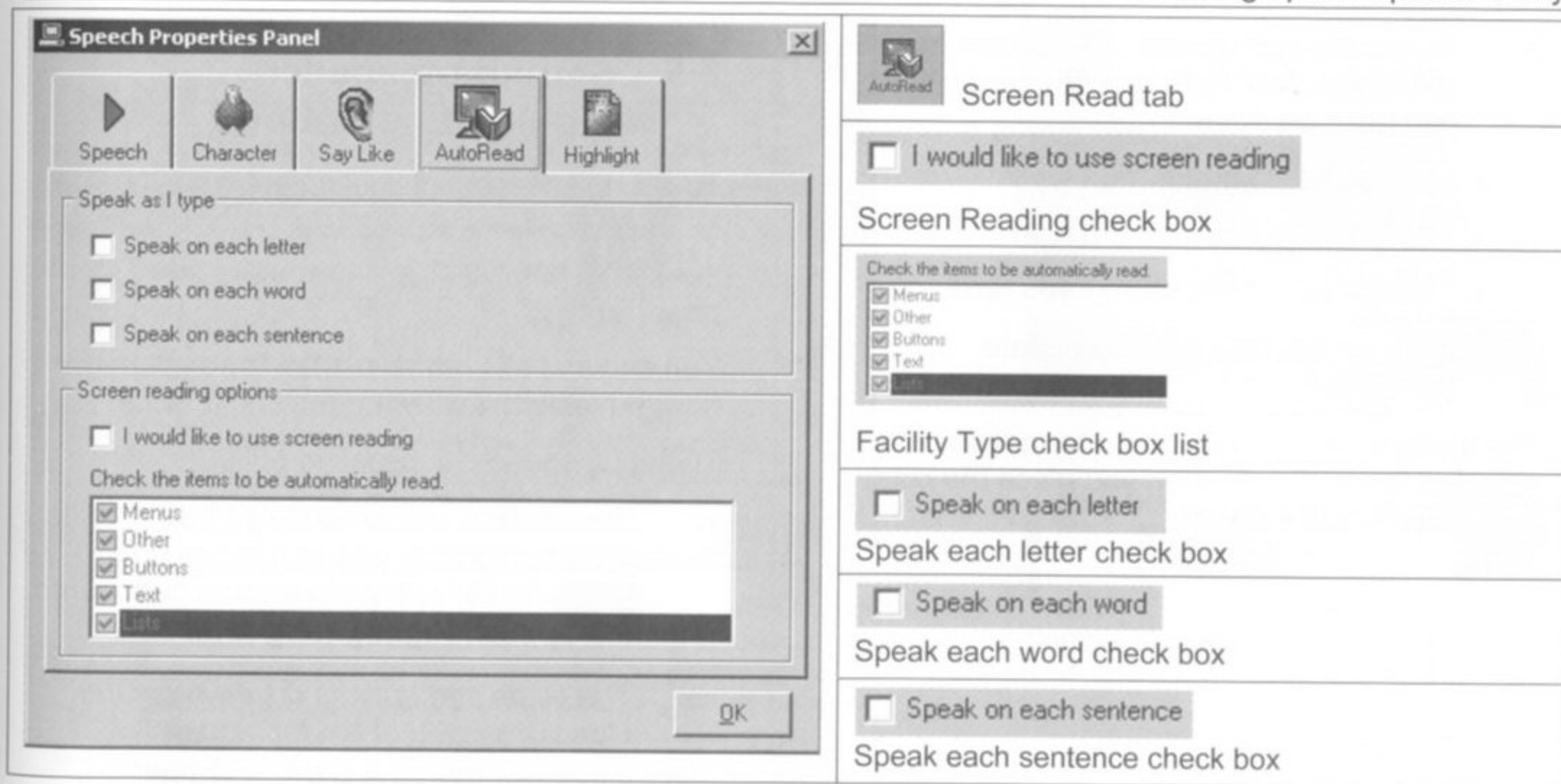


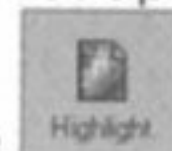
Figure 7-4 The Screen Reading tab

3. Select the appropriate radio button from the Speak As I Type Section. You can instruct the system to:
 - speak each letter as you type
 - speak each word as you type
 - speak each sentence as you type.
4. Click on the **OK** button to update the system.

The system will now read out information on the selected facility types when you place the cursor over them or tab to them.

7.5 Setting up speech highlighting options

To set up speech highlighting options, you use



the **Highlight** tab, which is shown in Figure 7-5, on page 7-11.

You can use this tab to instruct the system on how to highlight text when reading it aloud.

To set up speech highlighting options, you:

1. Specify how you would like Read & Write Gold to highlight text as it is being read by selecting the appropriate radio button from the **Speech Highlighting** radio buttons.
-  *The fields and buttons displayed in the Options section of the tab appear differently depending on the **Speech Highlighting** radio button that you select in step 1.*

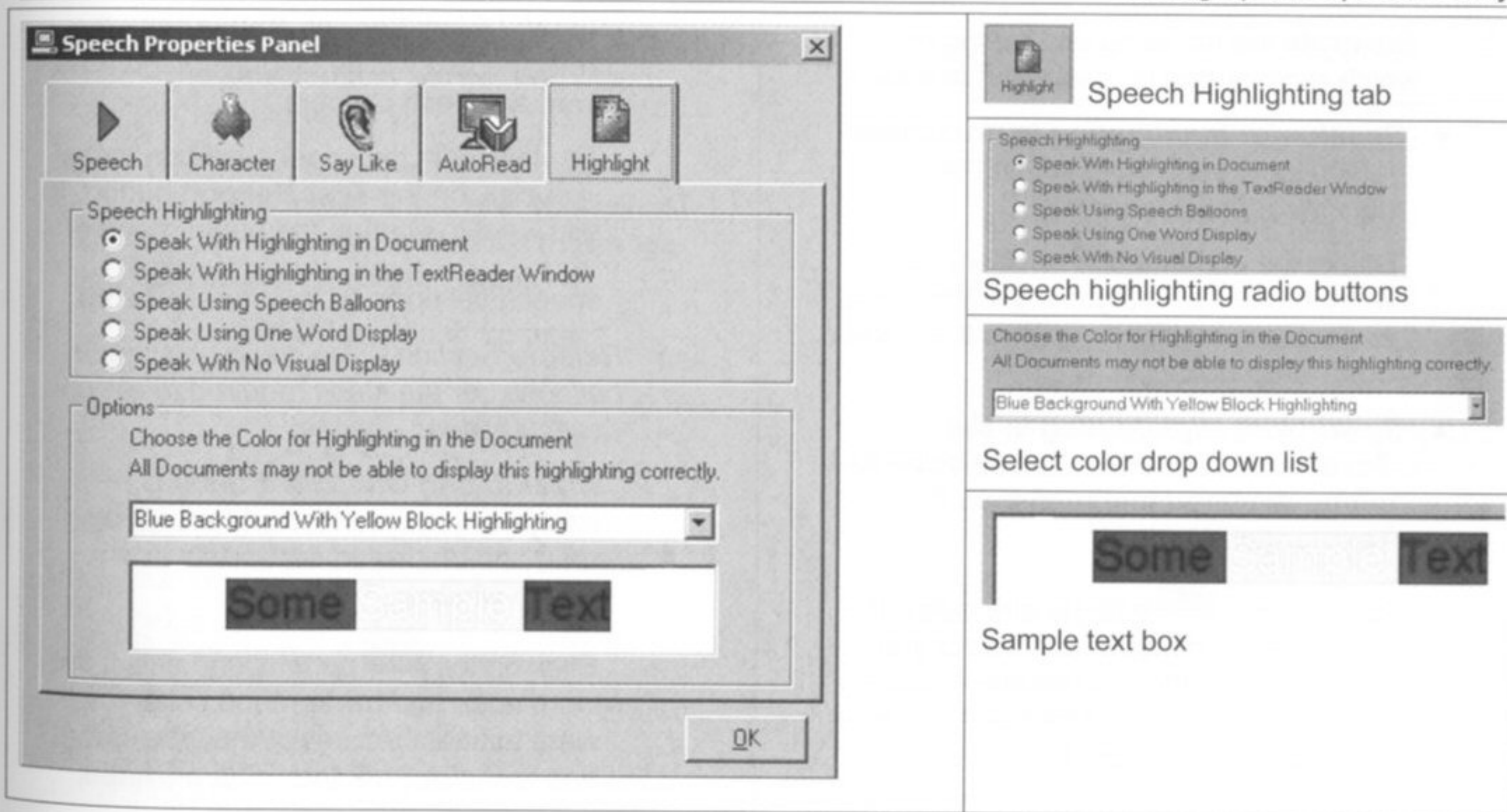


Figure 7-5 The Speech Highlighting tab


2. Complete the following depending on which radio button you selected in step 1:

- ***Speak with highlighting in document***

– highlights each word within the document as it is read aloud

Select the combination of colors you want to use for background highlighting and speech highlighting, from the **Select color** drop down list.

- ***Speak With Highlighting in the TextReader Window*** – the selected text will be displayed and read from the TextReader Window

Click on the  buttons and select the word color and background color you want to use in the TextReader Window, then select the type of font and font size from the fields provided.

- ***Speak Using Speech Balloons*** – the selected text will be displayed and read from a speech balloon


To view what the speech balloon looks like, click on the **Test Balloon** button. If you want to change the appearance of

speech balloons click on the  tab.



Refer to Section 7.2, Setting up speech balloons, for the steps required to set up speech balloon options.

- ***Speak Using One Word Display*** – each word in the selected text will be read and displayed separately in a popup window

Click on the  buttons and select the word color and background color you want to use, then select the type of font and font size from the fields provided.

- ***Speak With No Visual Display***

- the selected text will be read aloud without highlighting

This option will have speech with no visual feedback. Therefore, you will not be given any further options to change font colors, types and sizes.

3. Click on the **OK** button to update the system.

8 Setting Up the Spelling Utility


You can set up the spelling utility to take account of your particular requirements when spell checking your work. You can:

- set up and use a custom dictionary
- configure general spellchecker options
- set up an autocorrect file
- view and clear suggestions for regularly misspelt words
- add and delete phonetic maps
- use the error log file.


To access the spelling utility, you:

1. Click on the  button to the right of the



The  tab of the Spelling Options window is displayed. This is shown in Figure 8-1, on page 8-3.

Select the **Show advanced options** checkbox to view all of the Spelling option tabs. You alter the spelling utility using the six tabs on this window.

 *To make alterations on more than one tab at a single visit to the Spelling Options window, only click on the **OK** button when you have made all changes.*

Information on using each tab is provided in the following sections.

8.1 Using the custom dictionary

You can add words that the spell checker does not recognize to the custom dictionary. Words that you add to the custom dictionary are shown



in the **Custom Dictionary** text box on the tab. This tab is shown in Figure 8-1, on page 8-3.

8.1.1 Adding words to the custom dictionary


To add words to the custom dictionary, you:

1. Type the word in the **New Word** text box.



2. Click on the  button.

The system will read the word aloud.

3. Click on the  button to add the word to the custom dictionary.

8.1.2 Adding words to the custom dictionary from a text file

You can add lists of words to the custom dictionary from text files. This allows you to use word lists from previous work or lists prepared by other people. To do this you:



1. Click on the  button.

You will see the Choose a Text File window.

2. Select a text file from a folder and click on the **Open** button.
3. Click on the **OK** button.

The list of words is imported into the custom dictionary.

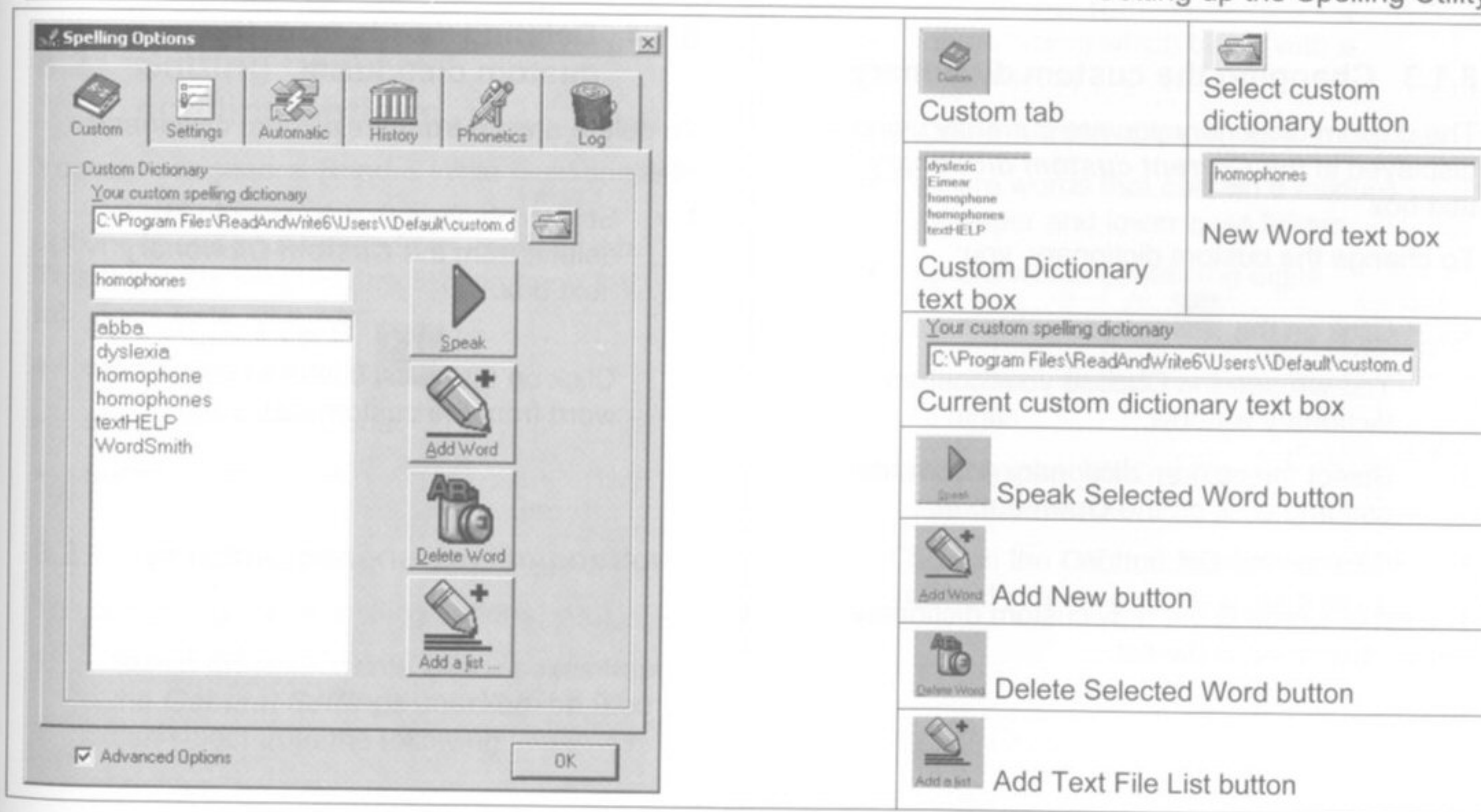



Figure 8-1 The Spelling Options Custom tab

8.1.3 Changing the custom dictionary

The custom dictionary you are currently using is displayed in the **Current custom dictionary** text box


To change the custom dictionary, you:

1. Click on the  button.
You will see the Choose your custom dictionary window.
2. Select the custom dictionary you want to use and click on the **Open** button.
3. Click on the **OK** button.

The list of words in the new custom dictionary will be displayed in the list.

8.1.4 Deleting words from the custom dictionary

To delete a word from the custom dictionary, you:

1. Select the word that you would like to delete, from the **Custom Dictionary** text box.
2. Click on the  button to delete the word from the custom dictionary.

8.2 Setting general spelling options

You can set general Read & Write Gold spelling



options to suit your needs from the tab. This tab is shown in Figure 8-2, on page 8-6. From here, you can:

- select general spelling options
- select search methods
- select vocabularies

8.2.1 Selecting general spelling options

To configure general spelling options, you:

1. Select the appropriate check boxes from the **General Settings** checkboxes. You can select from the following:

- ignore words which begin with a capital letter
 - ignore words written entirely in capitals
 - ignore words that contain a mixture of upper and lower case letters
 - ignore words containing digits
 - ignore domain names
 - ignore words that consist entirely of digits
 - treat hyphenated words as separate words.
2. Click on the **OK** button when you have finished selecting general spelling options.

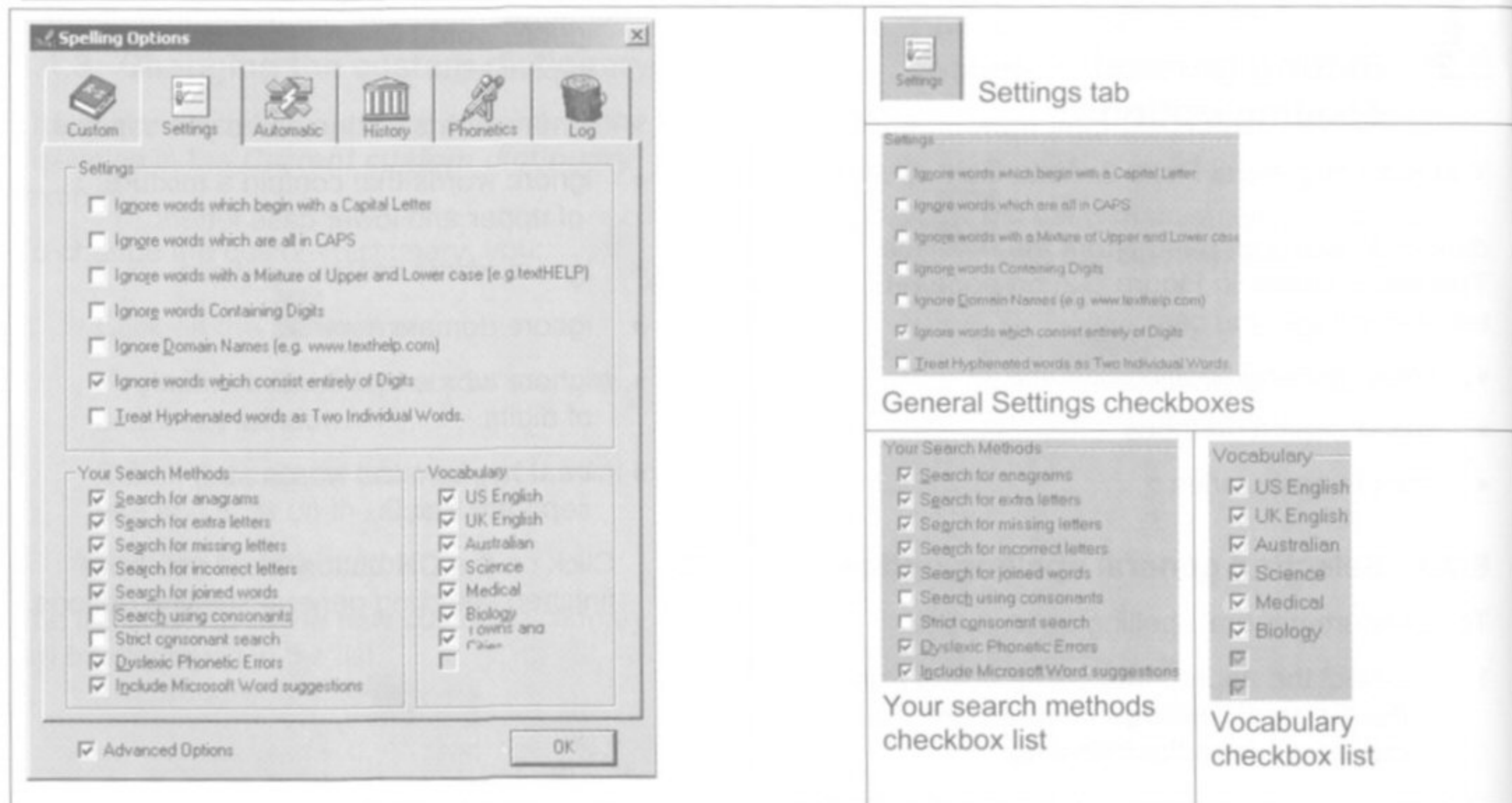


Figure 8-2 The General Spelling Options tab

8.2.2 Selecting search methods

You can configure the spelling utility to search:

- for anagrams
- for extra letters
- for missing letters
- for incorrect letters
- for joined words
- using consonants
- using strict consonants
- for dyslexic phonetic errors
- and include Microsoft Word suggestions.

To do this, you select the appropriate check boxes from the **Your Search Methods** checkbox list.

8.2.3 Selecting a vocabulary


You can configure the spelling utility for the following vocabularies:

- US English
- UK English
- Australian
- Scientific
- Medical
- Biological.

To do this, you select the appropriate check boxes from the **Vocabulary** check box list.

8.3 Using the AutoCorrect file

You can configure the Spelling utility to automatically change common errors to specific

words from the  tab. For example, if you type 'abd', it will be corrected to 'and'. This tab is shown in Figure 8-3, on page 8-9. If the tab is not visible, check the **Show advanced options** checkbox. From here, you can:

- add words to the autocorrect list
- edit words in the autocorrect list
- delete words from the autocorrect list
- add the existing Microsoft Word autocorrect file.

To use autocorrect, you select the **Use These Automatic Corrections** check box.

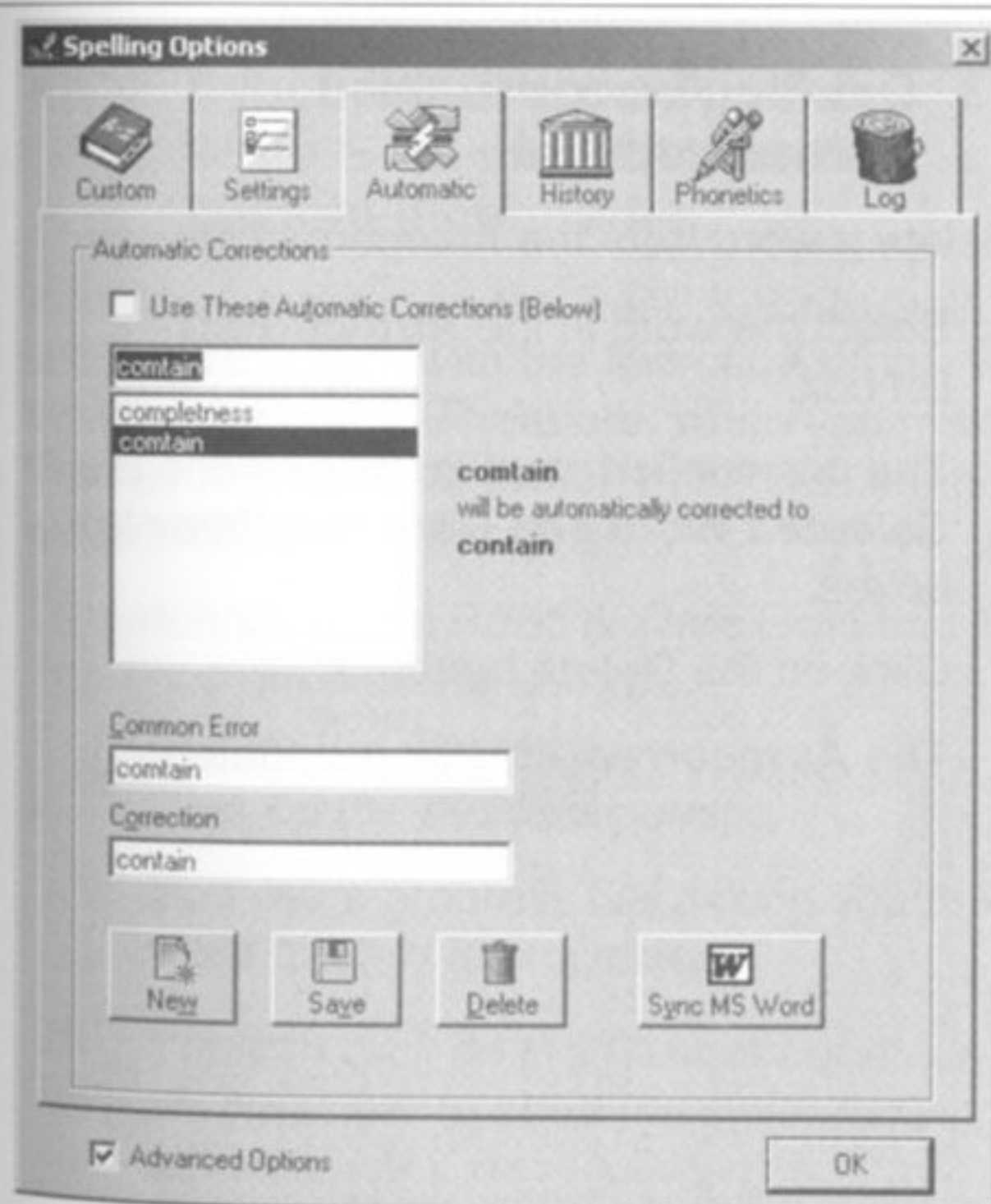
The autocorrect options are discussed in the following sections.

8.3.1 Adding a word to the Autocorrect list

To add a word to the Autocorrect list, you:

1. Click on the **New** button.
2. Type the mis-spelling in the **Common Error** text box.
3. Type the correct spelling in the **Correction** text box.
4. Click on the **Save** button.

The mis-spelling is added to the **Autocorrect** list box.



	Automatic tab
<input type="checkbox"/> Use These Automatic Corrections (Below)	Use These Automatic Corrections check box
<input type="text" value="comtain"/>	Selected Word text box
<input type="text" value="completness"/> <input type="text" value="comtain"/>	Autocorrect list box
<input type="text" value="Common Error"/> <input type="text" value="comtain"/>	Common Error text box
<input type="text" value="Correction"/> <input type="text" value="comtain"/>	Correction text box
	New button
	Delete button
	Save button
	Synchronize MS Word button

Figure 8-3 The Spelling Options Auto Correct tab

8.3.2 Editing words from the Autocorrect list

To edit a word from the autocorrect list, you:

1. Select the word in the **Autocorrect** list box.

The mis-spelled word is displayed in the **Selected Word** and **Common Error** text boxes. The correct spelling is displayed in the **Correction** text box.

2. Edit the spelling in the **Correction** text box.

3. Click on the **Save** button.

The **Autocorrect** list box is updated.

8.3.3 Deleting words in the Autocorrect list

To delete a word from the Autocorrect list, you:

1. Select the word in the **Autocorrect** list box.

The mis-spelled word is displayed in the **Selected Word** and **Common Error** text boxes.

2. Click on the **Delete** button.

The **Autocorrect** list box is updated.


8.3.4 Synchronizing the Read & Write Gold and MS Word custom dictionaries

You can synchronize the Read & Write Gold custom dictionary with the Microsoft Word custom dictionary. Therefore, when you make a change to one of the dictionaries, the change will be reflected in the other.

To synchronize the Read & Write Gold and MS Word custom dictionaries, you:

1. Click on the  button.

You see a progress bar asking you to wait while the text is processed.


-  *You can click on the **Cancel** button on the progress bar to abort the synchronizing process.*

When the process is complete, all MS Word custom dictionary entries will be displayed in the **Autocorrect list box** along with the Read & Write Gold entries.

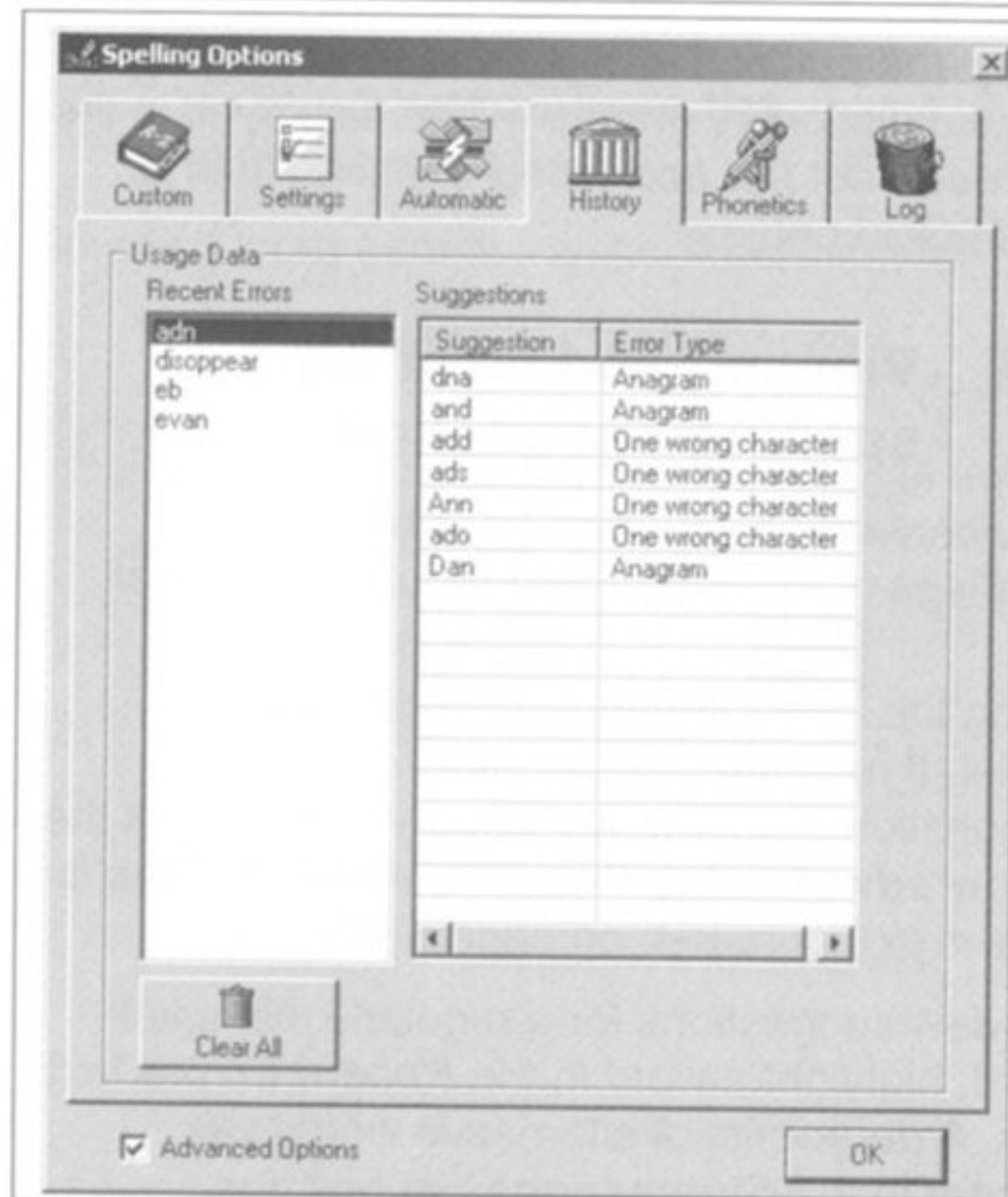
8.4 Viewing and clearing spelling suggestions

You can view a list of the possible correct spellings of words that you regularly mis-spell



using the  tab on the Spelling Options panel. If required, you can also delete the suggestion list. If the tab is not visible, check the **Show advanced options** checkbox. This tab is shown in Figure 8-4, on page 8-12.

To view suggestions for a regularly mis-spelt word, highlight a word in the **Recent Errors** text box. A default list of alternative words will appear in the **Suggestions** List text box.



History tab

Recent Errors

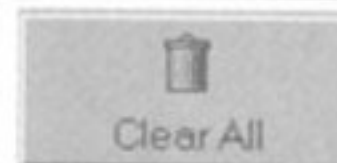
adn
disoppear
eb
evan

Recent Errors text box

Suggestions

Suggestion	Error Type
dna	Anagram
and	Anagram
add	One wrong character
ads	One wrong character
Ann	One wrong character
ado	One wrong character
Dan	Anagram

Suggestions List text box



Clear All button

Figure 8-4 The Spelling Options History tab

 To clear the **Recent Errors** list, click on the **Clear All** button.


8.5 Using the phonetic map

The phonetic map helps the spelling checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by OCR by using groups of letters that sound the same.

For example, if you often type “telefone” or “elefant”, Read & Write Gold will be able to use the phonetic mapping “f = ph” to solve these errors.

Read & Write Gold can also solve spelling errors where there are many phonetic errors in one word. For example, if you type “nolij”, Read & Write Gold uses the phonetic mappings “no = know” and “ij = edge” to solve the error and suggest “knowledge”.



The  tab is shown in Figure 8-5, on page 8-14. If the tab is not visible, check the **Show advanced options** checkbox. There is a set of common phonetic phrases loaded into the Phonetic Map List as a default. Commonly confused mappings are displayed on separate lines, separated by commas.

8.5.1 Adding phonetic replacements

To add phonetic replacements, you:

1. Click on the **Add** button.
You see the cursor appear at the bottom of the **Phonetic Map** list box.
2. Enter the syllable you want to add to the phonetic map in the **Syllable** list, then click the box to the right of the new syllable in the **Replacement** list.
3. Type your letter groups. Put commas between each letter group with no spaces.

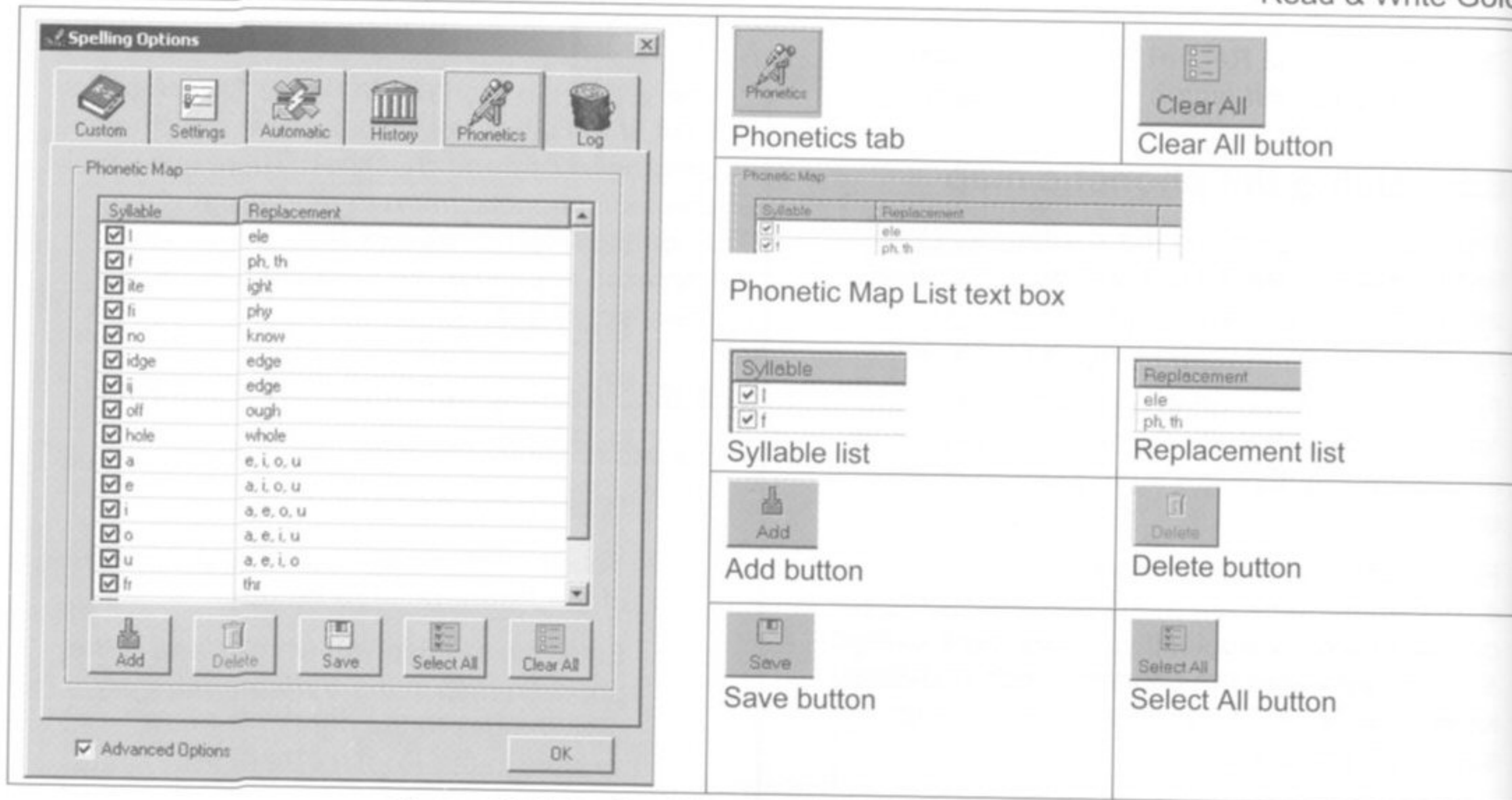


Figure 8-5 The Spelling Options Phonetic Map tab

4. Click on the **Save** button.

The spell checker will now use these word groups to find word suggestions.

8.5.2 Deleting phonetic replacements

To delete phonetic replacements, you:

1. Click on the phonetic map item you want to delete in the **Phonetic Map** list box.
2. Click on the **Delete** button.

To delete the phonetic map, you:

1. Click on the **Select All** button.
2. Click on the **Clear All** button.


You see a message box asking if you are sure you want to delete the phonetic map.

3. Click on the **Yes** button if you are sure you want to delete it, or click on the **Cancel** button if you do not want to delete it.

8.6 Using the Error Log

The error log is a powerful aid to learning. It allows you to analyze user errors to find emerging patterns. You can then use this to check if the user's writing is improving or to update the prediction utility.



The  tab is shown in Figure 8-6 on page 8-16. If the tab is not visible, check the **Show advanced options** checkbox. The error log entries can be sorted by:

- the error type
- the correction made
- the error type
- the date of the error.

To do this you click on the appropriate **Sort By** button. The entries are re-listed according to your choice.



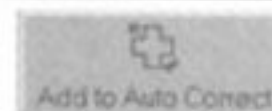
Log tab

error	correction	error type	date
-------	------------	------------	------

Sort By Error/ Correction/ Type/ Date buttons

error	correction	error type	date
thosse	those	Missing Letter	13 Mar 2002

Error Log Entries text box



Add to AutoCorrect facility button




Print log button



Clear the Log File button

Figure 8-6 The Spelling Options Log tab

-  To delete the error log, click on the *Clear Log* button.

8.6.1 Printing the error log

You can print the error log. To do this you:

1. Click on the **Print Log** button.
The error log is opened in MS Word.
2. Format the error log, as required.
3. Select the *Print* option from the *File* menu.
The MS Word Print window is displayed.
4. Alter the printer settings if required and click on the **OK** button.
The error log is printed.


9 Choosing general options

You use the Read & Write Gold Properties panel to:

- change the appearance of the Read & Write toolbar
- create hot keys
- edit the homophones utility
- create a list of abbreviations.

To access the Read & Write Gold Properties panel, you click on the **textHELP** button on the Read & Write toolbar and select *General Options*



The  tab of the General Options panel is displayed. You alter the general options using the four tabs on this panel.



*To make alterations on more than one tab at a single visit to the General Options window, only click on the **OK** button when you have made all changes.*



*Click on the **Cancel** button to close the General Options window without saving any changes.*

Information on using each tab is provided in the following sections.

9.1 Changing the appearance of the Read & Write toolbar

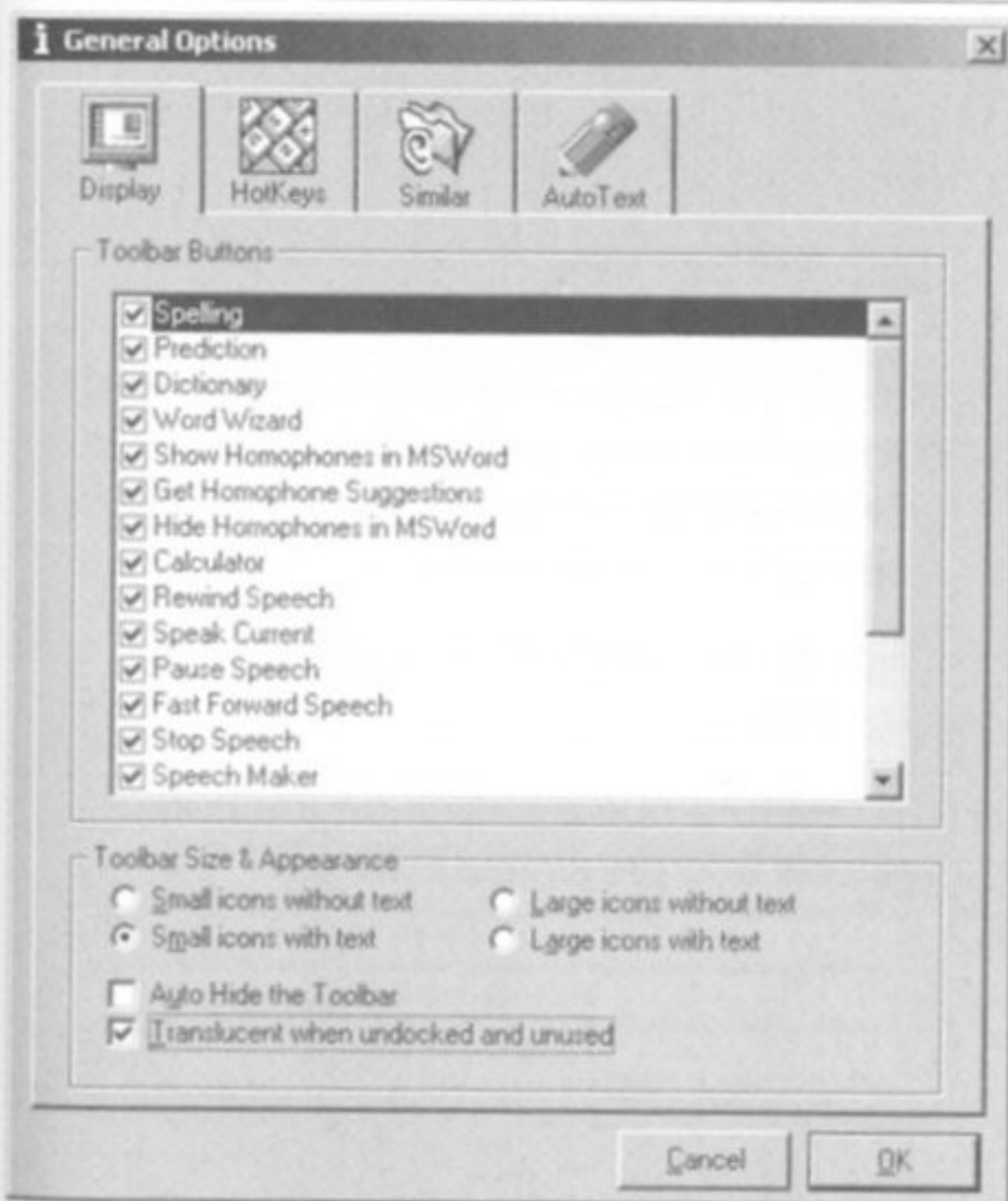
You can change the appearance of the Read &



Write toolbar to suit your needs using the tab on the General Options panel. This tab is shown in Figure 9-1, on page 9-3.

To do this, you:

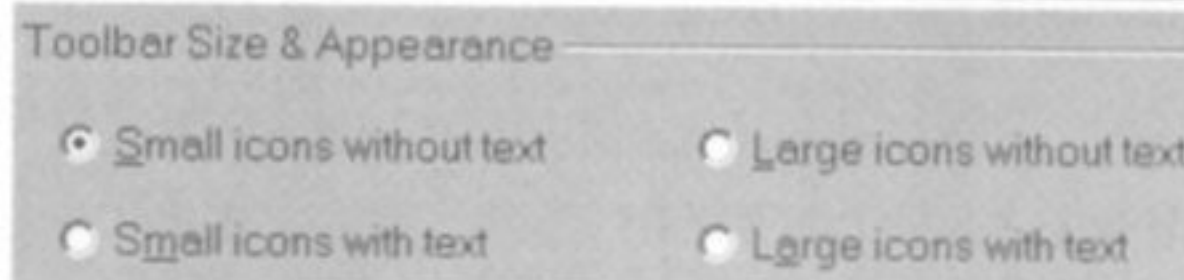
1. Select which Read & Write utilities you want displayed on the toolbar, by checking the appropriate checkboxes in the **Toolbar Buttons** checkbox list.
2. Specify how you want the buttons on the toolbar to appear, by selecting one of the following radio buttons:
 - small icons without text
 - small icons with text
 - large icons without text
 - large icons with text.
3. Specify whether you want the toolbar to hide automatically when docked, by checking or unchecking the **Auto Hide** checkbox.
4. Specify whether you want the toolbar to appear translucent when it is undocked or unused, by checking or unchecking the **Translucent** checkbox.



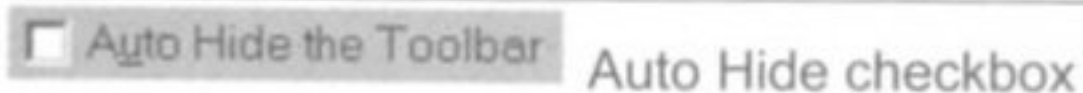
Display tab



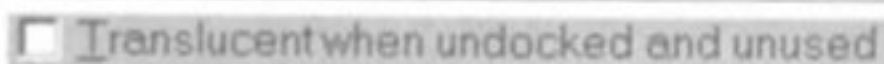
Toolbar buttons checkbox list



Appearance radio buttons



Auto Hide checkbox




Translucent checkbox

Figure 9-1 The Read & Write Gold Panel - Appearance tab

9.2 Creating hot keys






The  tab on the General Options panel is used to set up hot keys. This tab is shown on Figure 9-2, on page 9-5. You can set up hot keys for each of the functions represented by buttons on the Read & Write Gold toolbar.

 *You can only set up twelve hotkeys.*

If you have MS Word open, any hotkeys you set up in Read & Write Gold will not override the MS Word hotkey settings. If you want to override the MS Word hotkeys, you must launch Read & Write Gold first, change the hotkey settings and then launch MS Word.

To set up hotkeys, you:

1. Click on a **Hotkey** textbox that has not yet been allocated, and enter the hotkeys you want to use.

-  *If you want to change an existing hotkey, click on the appropriate **Hotkey** textbox and enter the new hotkeys.*
-  *You must include Ctrl, Alt or Shift as one of the hotkeys.*
2. Select the function to which you want to allocate the new hotkey, from the drop down list to the right of the hotkey textbox you have just populated.
3. Click on the **OK** button to save the new hotkey.
-  *To delete a hotkey, click on the hotkey textbox and press the **Esc** key.*

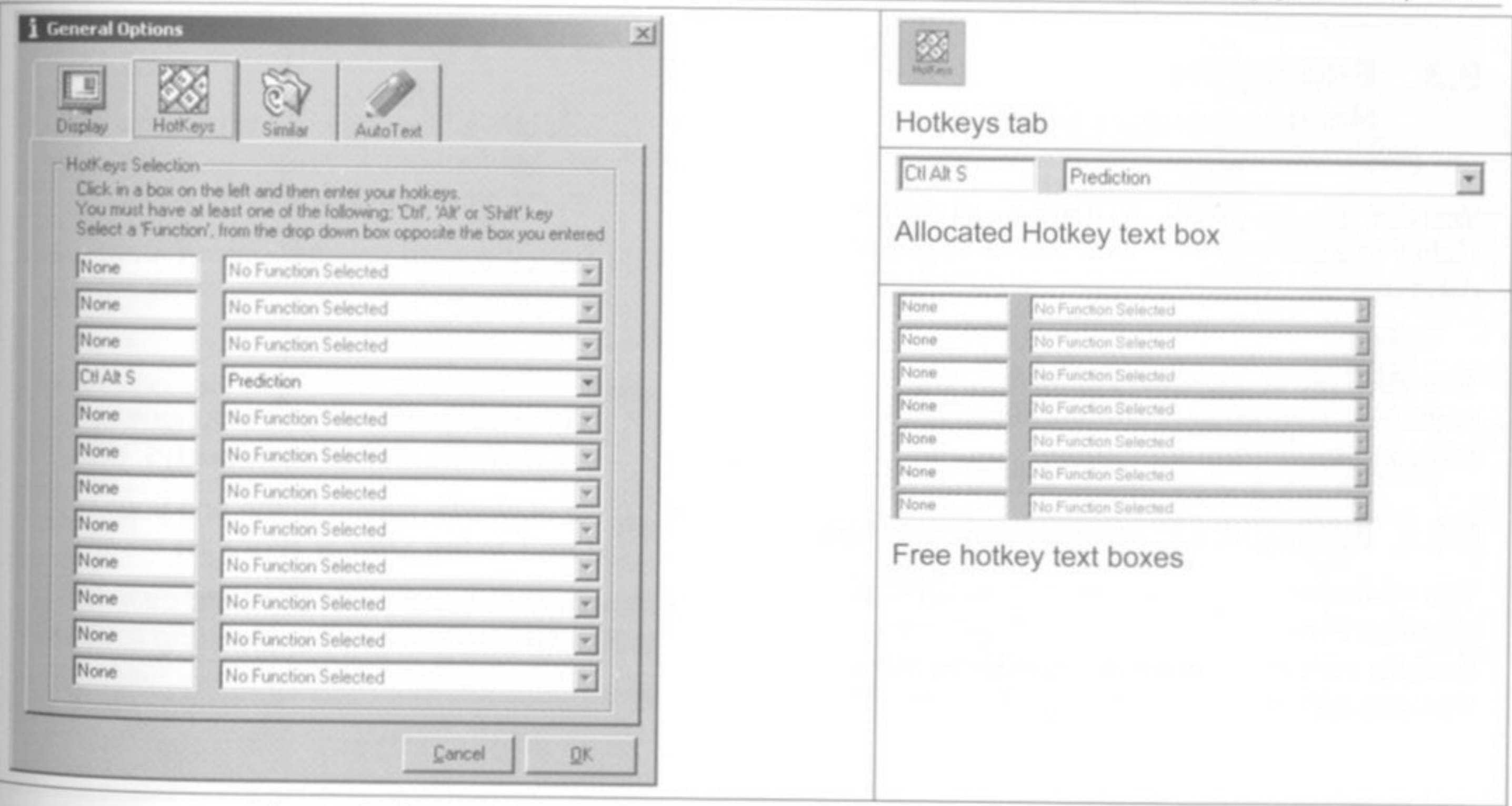




Figure 9-2 The Read & Write Gold Properties panel - Keyboard tab

9.3 Editing the Homophones utility



You can use the  tab of the Read & Write Gold Properties panel to edit the homophones database using the Homophones Editor.



The  tab is shown in Figure 9-3, on page 9-7. Your options are discussed in the following sections.

9.3.1 Editing the homophones database

The Homophones utility collects homophones together in groups. It then uses these groups to analyze spelling errors and make predictions. You can edit these groups to suit your needs.

To display a word in the Homophones Editor, you:

1. Select the language, for which you want to edit homophones, by selecting the appropriate **Language** radio button.
2. Type the word you are looking for in the **Search** text box and click on the **Find** button.

If the word you entered in the **Search** box has any matching homophones, the Homophones Editor displays:

- a list of words, similar to the one you entered, in the **Similar Word** list
- the meanings of each of the words in the **Similar Word** list, in the **Meaning** list box.

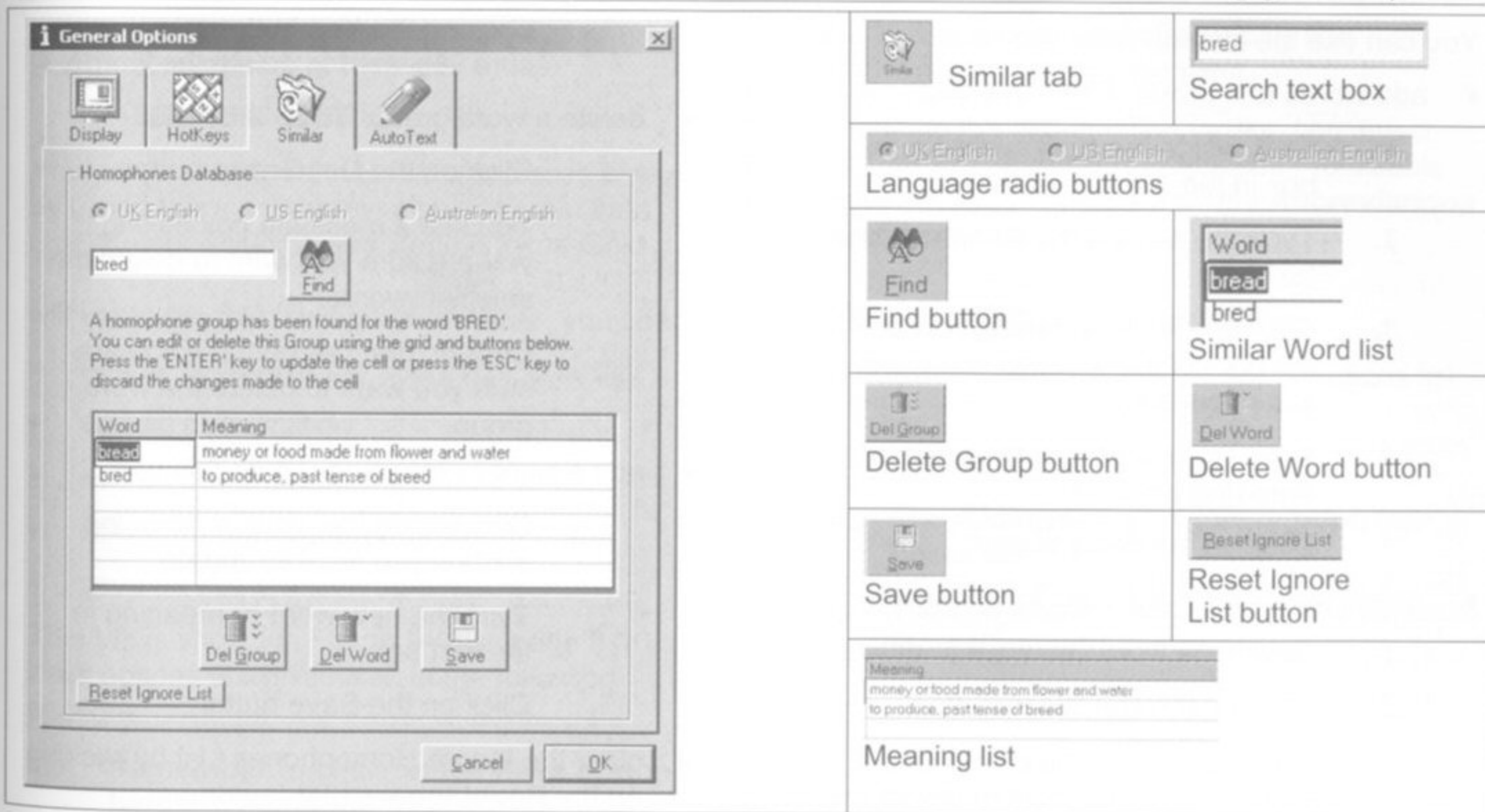


Figure 9-3 The Read & Write Gold Panel - Homophones tab

You can use the Homophones Editor to:

- add words to a group. To do this you:
 1. Click inside the next available text box in the **Similar Word** list.
 2. Type the word in the **Similar Word** text box.
 3. Click inside the **Meaning** text box to the right of the text box you have just populated.
 4. Type the meaning of the word in the **Meaning** text box.
 5. Click on the **Save** button.
- delete words from a group. To do this:
 1. Select the word you want to delete.
 2. Click on the **Del Word** button.

You see a message box asking if you are sure you want to delete the selected word.

3. Click on the **Yes** button if you are sure you want to delete the word.
- delete a word group. To do this, you:
 1. Click on the **Del Group** button.

You see a message box asking if you are sure you want to delete the selected word.

 2. Click on the **Yes** button if you are sure you want to delete the word group.
 - edit a word or meaning. To do this you:
 1. Click inside the word or meaning textbox you want to update.
 2. Type the new word or meaning in the text box.
 3. Click on the **Save** button.
 - clear the Ignore Homophones List by clicking on the **Reset Ignore List** button.

9.4 Creating a list of abbreviations

You can create short cuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation and Read & Write Gold



will insert the text. Using the  tab, you can:

- enable or disable the abbreviation facility
- add an abbreviation
- edit an abbreviation
- delete an abbreviation
- save an abbreviation as a macro.

This tab is shown in Figure 9-4, on page 9-10. Your options are discussed in the following sections.



Remember to click on the Save button before closing the Abbreviations tab.

9.4.1 Enabling and disabling the abbreviation facility

To enable the abbreviation facility, you select the **Use Abbreviations** check box. To disable the facility, you deselect the **Use Abbreviations** check box.

9.4.2 Adding an abbreviation

To add an abbreviation to the abbreviations list, you:

1. Click on the **New** button.

The **Abbreviation** and **Paragraph** text boxes are cleared.

2. Type an abbreviation of up to five letters in the **Abbreviation** text box.

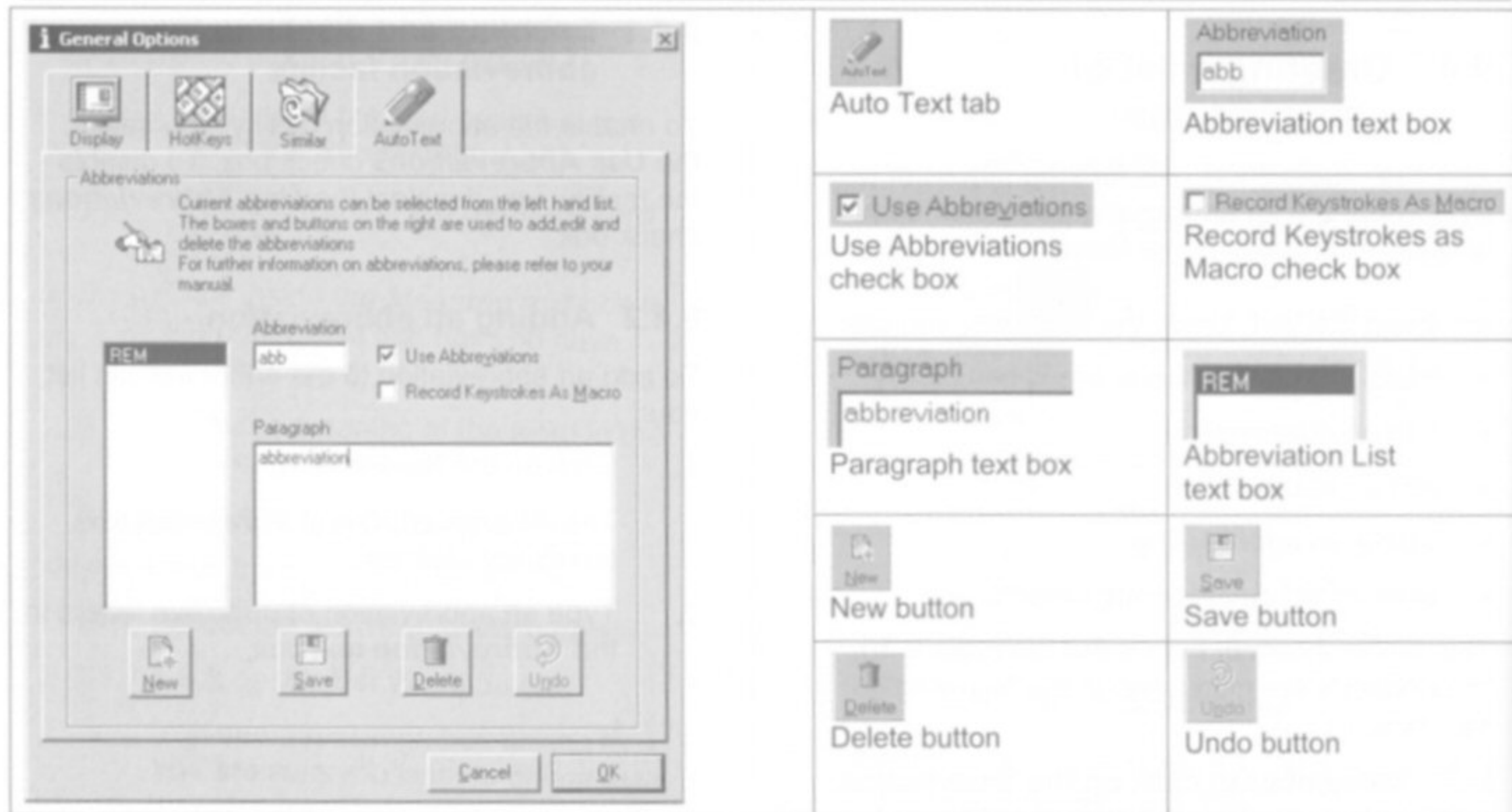


Figure 9-4 The Read & Write Gold Properties Panel - Abbreviation tab

3. Type or paste the text in the **Paragraph** text box.

4. Click on the **Save** button.

The abbreviation is added to the **Abbreviations List** text box.

9.4.3 Editing an abbreviation

To edit an existing abbreviation, you:

1. Click on the abbreviation in the **Abbreviations List** text box.

The abbreviation is displayed in the **Abbreviation** text box. The text is displayed in the **Paragraph** text box.

2. Edit the abbreviation and paragraph text boxes as required.

3. Click on the **Save** button.

The abbreviation is updated.

9.4.4 Deleting an abbreviation

To delete an abbreviation, you:

1. Click on the abbreviation in the **Abbreviations List** text box.

The abbreviation is displayed in the **Abbreviation** text box. The text is displayed in the **Paragraph** text box.

2. Click on the **Delete** button.

The abbreviation is deleted from the **Abbreviations List** text box.

9.4.5 Saving abbreviations as macros

Read & Write Gold saves abbreviations as macros. You can do this:

- automatically by selecting the **Record Keystrokes As Macro** check box
- manually (advanced users only) see:
<http://msdn.microsoft.com/library/officedev/office2000/xlmthSendKeys.htm>

10.1 Specifying the appearance of words in the Predictor window

You can alter the appearance of the Predictor

window using the  **Display** tab. To do this you:

1. Select any of the following options:
 - select text font from the **Font** drop down list
 - select text size from the **Font Size** drop down list
 - select bold text by clicking on the **Bold** button
 - select italic text by clicking on the **Italic** button

- display predicted words alphabetically by selecting the **Display words alphabetically** check box
- specify that the Predictor window must follow the cursor while you type, by selecting the **Follow the cursor during typing** checkbox
- adjust the size of the Predictor window to suit the Microsoft Word window size. You do this by selecting the **Auto Height Adjust** check box
- specify that you want the Predictor window to predict one word ahead while you type, by selecting the **Predict ahead one word** checkbox
- select background, foreground and highlight colors, by selecting from the Predictor Window Color pallets

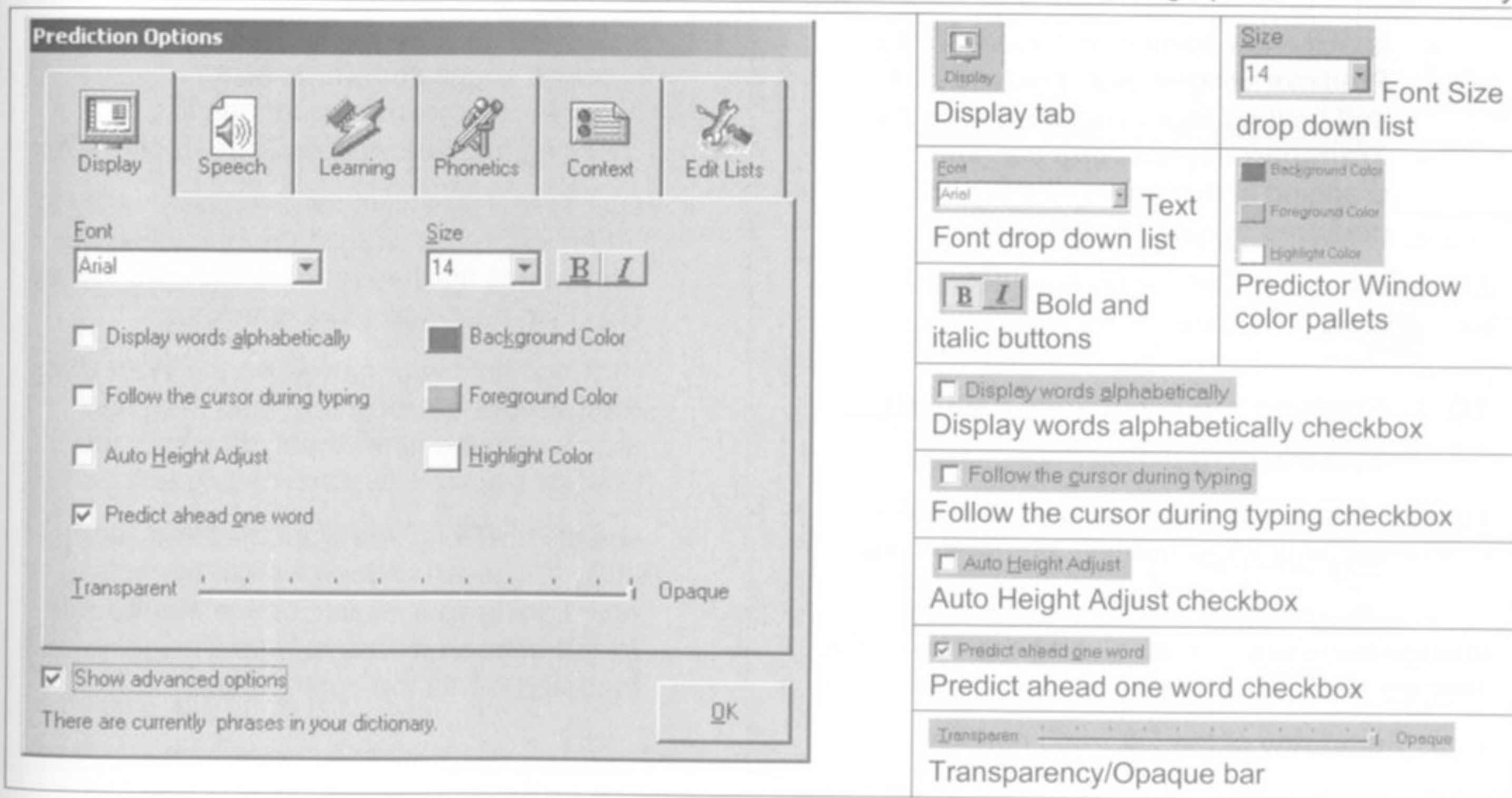


Figure 10-1 Prediction Options panel - Display tab

- ∞ specify how transparent you want the Predictor window displayed, by clicking and holding down your mouse on the **Transparency/Opaque** bar, and dragging and dropping it onto your preferred transparency level.
- 2. Click on the **OK** button to update the Predictor window.

10.2 Setting up Predictor window speech options

You can set up the Predictor window to behave in a certain way when reading words. You can



change the speech options using the  tab. This tab is shown in Figure 10-2, on page 10-5

1. Select any of the following options:

- specify that you want the Predictor window to speak suggested words as it automatically scans through the list, by checking the **Automatically scan** checkbox
- specify that you want the Prediction utility to return to the first word in the prediction list when it has finished reading the word list, by checking the **Loop back** checkbox
- click and hold your mouse on the **Wait this long before starting** bar, then drag and drop it onto the time when you want the Predictor window to start reading text
- specify how long you want the Prediction utility to pause between words, by clicking and holding your mouse on the **Pause this long between words** bar, and dragging and dropping it onto the appropriate time

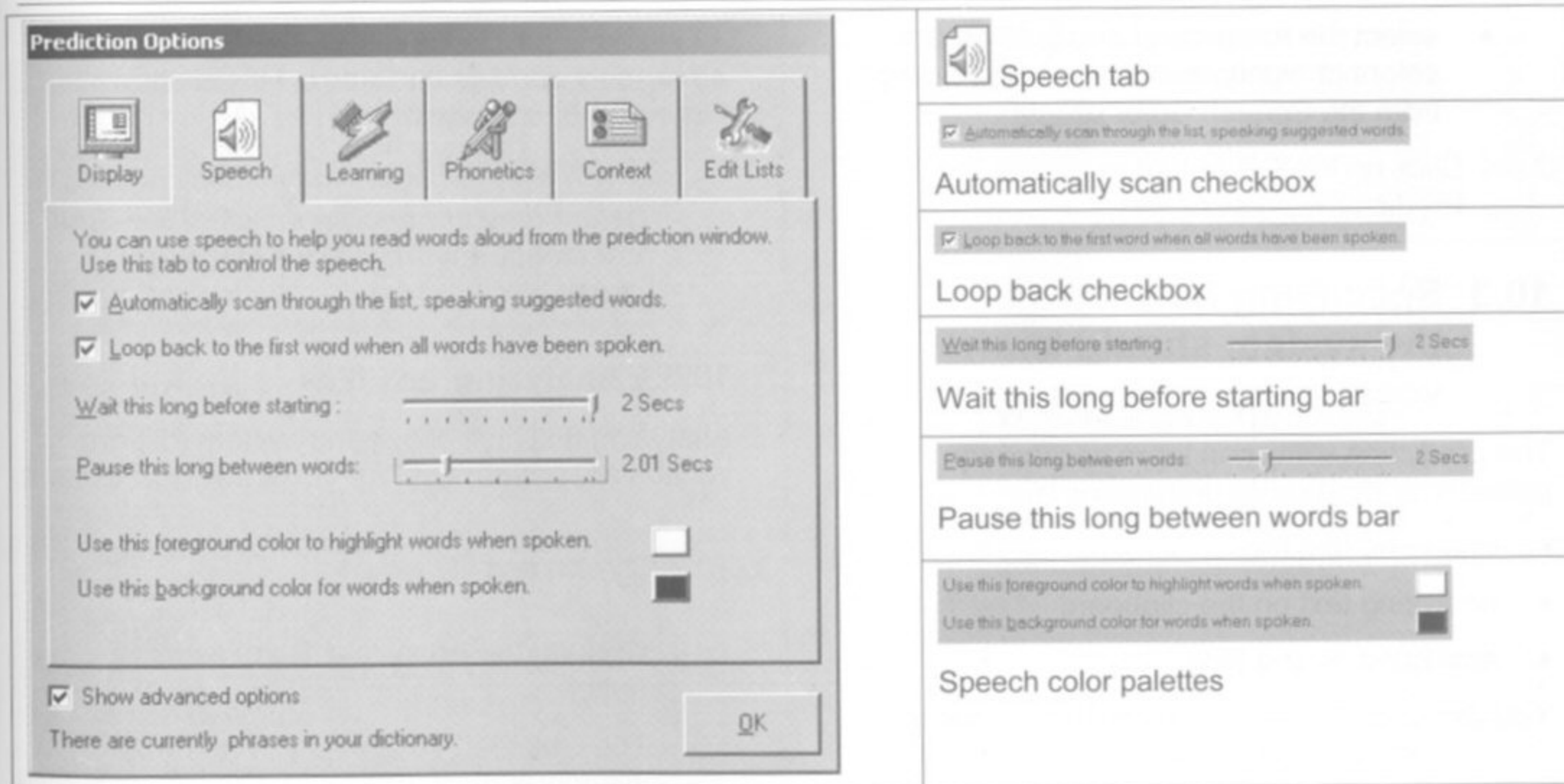


Figure 10-2 The Prediction Options Panel - Speech tab


- select the foreground and background colors of highlighted words by selecting from the Speech Color palettes.
2. Click on the **OK** button to update the Predictor window.

10.3 Specifying how the system should learn vocabulary patterns


The prediction utility can learn vocabulary patterns to improve its predictions by:

- analyzing text files
- analyzing text on the clipboard
- analyzing as you type.

You can specify the way in which the system

learns using the  tab.

If this tab is not visible, check the **Show advanced options** checkbox. This is shown in Figure 10-3, on page 10-7.

 *If you want all words to be spell checked before they are analyzed, select the **Spell check each word before learning** check box.*

10.3.1 Analyzing text files

Analyzing text files allows the system to learn vocabulary patterns before you even start using it.

To analyze a text file, you:

1. Click on the Analyze a Text File  button.

The Choose File to Analyze and Add window is displayed.

2. Select a file with a '*.txt' file extension and click on the **Open** button.

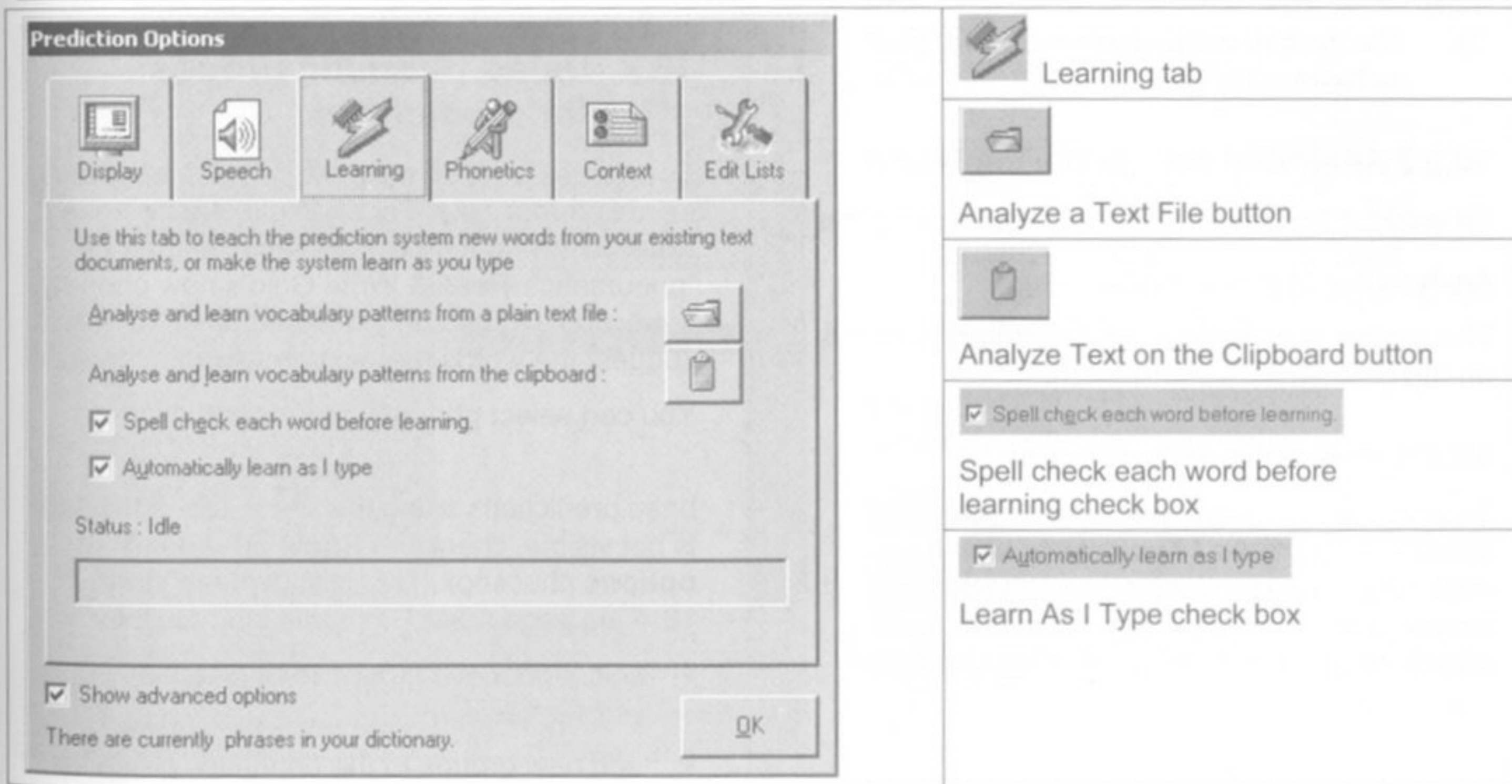




Figure 10-3 The Prediction Options - Learning tab

 *The system will analyze the vocabulary patterns in the text file.*

10.3.2 Analyzing text on the clipboard

To analyze text in the clipboard, you click on the Analyze the Clipboard  button.

The system will analyze the vocabulary patterns on the clipboard.

10.3.3 Analyzing as you type


To analyze vocabulary patterns as you type, select the **Learn As I Type** check box. If you want Read & Write Gold to spell check these words before learning them, select the **Spell check each word before learning** check box.

10.4 Using phonetic groups for predictions

Sometimes people make the mistake of spelling words phonetically. For example, typing “fone” instead of “phone”, or “newmatic” instead of “pneumatic”. Read & Write Gold’s new phonetic prediction can use phonetic mappings to help suggest the words that you are trying to spell.

You can select phonetic groups on which to



base predictions using the  tab. If this tab is not visible, check the **Show advanced options** checkbox. This is shown in Figure 10-4, on page 10-9. From this tab, you can:

- select phonetic groups to be used in word prediction
- add new groups to the phonetics group list.

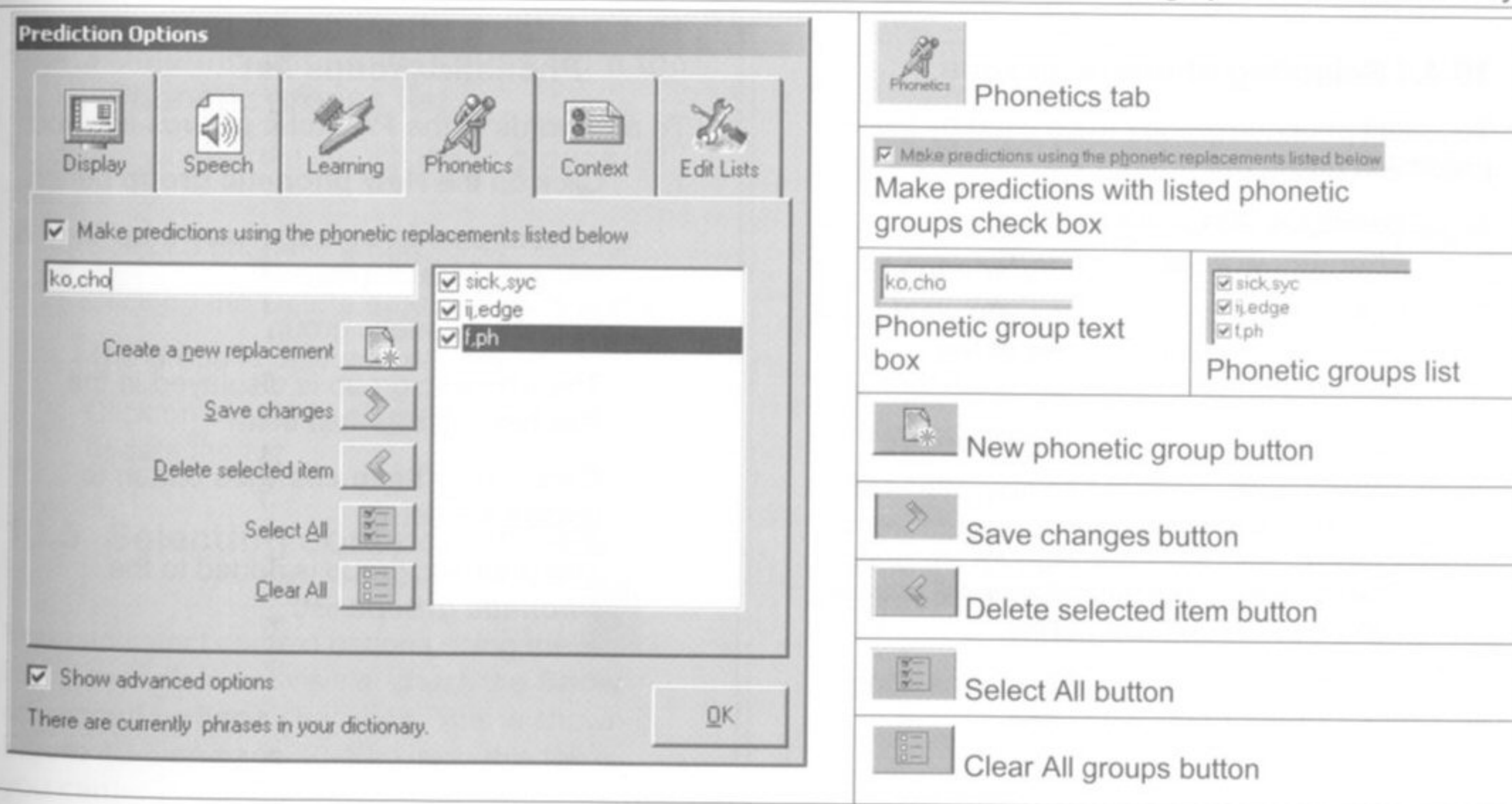


Figure 10-4 The Prediction Options- Phonetics tab

10.4.1 Selecting phonetic groups

To select phonetic groups to be used by the prediction utility, you:

1. Select the ***Make predictions with phonetic groups*** check box.
2. Select the phonetic groups you want to be used. To do this select one of the following options:
 - select check boxes in the ***Phonetic groups*** list
 - click on the **Select All** button.

The selected phonetic groups will now be used by the Prediction utility.

You can start selecting phonetic groups again by clicking on the **Clear All** button.

10.4.2 Adding phonetic groups to the Phonetic groups list

To add words to the ***Phonetic groups*** list, you:

1. Click on the **New phonetic group** button.
A list of phonetic groups known to Read & Write Gold is displayed.
2. Select a phonetic group.
The phonetic group is displayed in the ***Phonetic group*** text box.
3. Click on the **Save changes** button to update the list.

The phonetic group is added to the ***Phonetic groups*** list.

10.4.3 Deleting phonetic groups from the Phonetic groups list

To delete words from the *Phonetic groups* list, you:

1. Select a phonetic group.
2. Click on the **Delete selected item** button.

The group is deleted from the list.

3. Click on the **Save changes** button to update the list.

10.5 Selecting context options



You can select context options using the tab. If this tab is not visible, check the **Show advanced options** checkbox. This is shown in Figure 10-5 on page 10-13. Using this tab, you can:

- set a context level
- select writing styles.

10.5.1 Setting a context level

You select a context level by moving the context track bar between:

- more suggestions
- medium
- best context.

Additionally, you can instruct Read & Write Gold to show the context level in the Predictor window. To do this, you select the **Prediction Accuracy colored indicators** check box.

10.5.2 Selecting a writing style

To select one or more writing styles, you select from the following check boxes in the **Writing styles** list:


- creative (imaginative)
- world affairs, commerce and politics
- pure, applied and natural science
- arts and leisure
- social science
- personal text learned from typing and text files.

These vocabulary categories have been developed from detailed linguistic research and analysis of 100 million words of spoken and written English.

10.6 Selecting and customizing a prediction list

The Predictor window uses a word list to search for alternative words to the one you have written. If this tab is not visible, check the **Show advanced options** checkbox. You can change



this list using the  tab. This tab is shown in Figure 10-6 on page 10-15.

You have two options:

- select an existing word list
- customize a word list.

These options are discussed in the following sections.

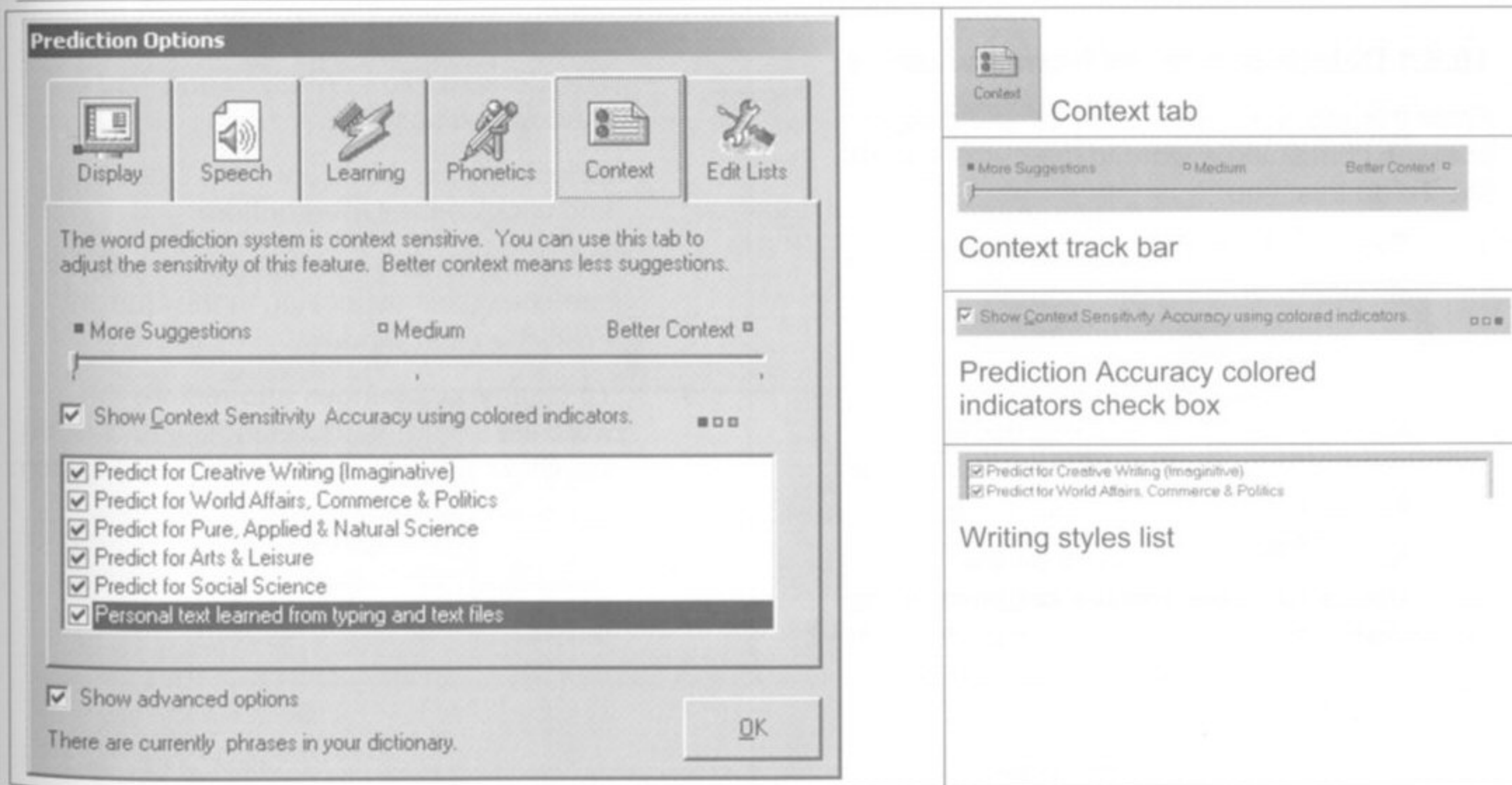


Figure 10-5 The Prediction Options - Context tab

10.6.1 Deleting phrases from a word list

From this tab, you can search for and delete phrases containing a word in the current word list. To do this, you:

1. Type the word in the **Phrase search** text box.
2. Click on the  button.
A list of phrases containing the word is displayed in the **Phrase search results** list box.
3. Select a phrase and click on the **Delete selected phrase** button to delete the phrase.

The word list is updated.

10.6.2 Selecting an existing word list

To select an existing word list, you:

1. Click on the **Open** button.
The Choose File to Analyze and Add window is displayed.
2. Select any file with a '.pre' file extension and click on the **Open** button.
The word list has now been changed. You can check this by looking in the Current Prediction List window.
3. To clear your changes and restore the word list to its default settings, you click on the **Clear all personal learned text** button.

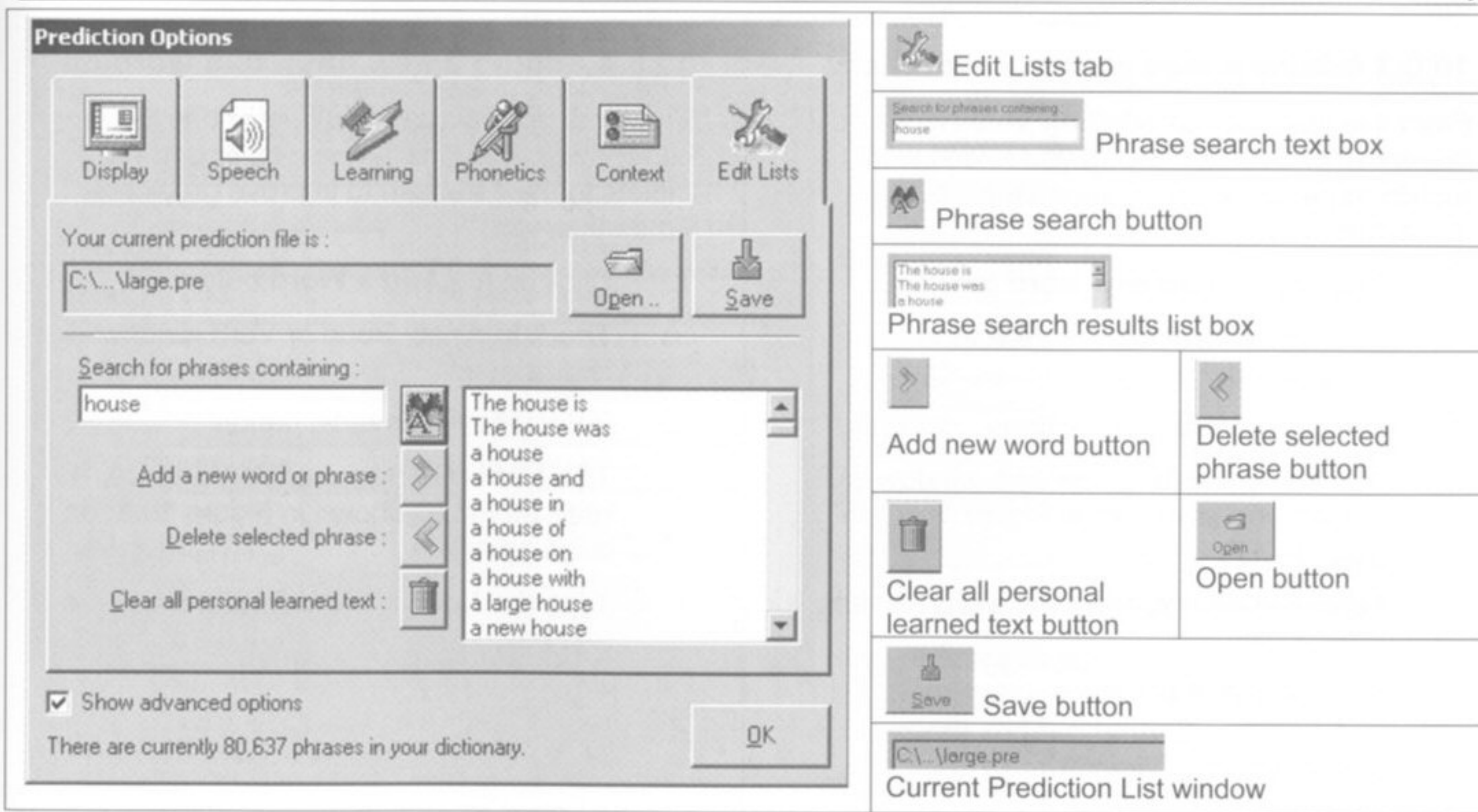


Figure 10-6 The Prediction Options Panel - Edit Lists tab

10.6.3 Adding a new verb to a wordlist

From this tab, you can add new verbs to the current word list. This allows you to add word triplets to the database to improve prediction. To do this, you:

1. Click on the **Add new word** button.
The Add a new Noun or Verb window is displayed.
2. Select the **Verb** radio button.
The Add a new Noun or Verb window is redisplayed as shown in Figure 10-7, on page 10-17.
3. Type the verb into the **New word** text box.
4. Correct the grammatical suggestions in the **Present**, **Past**, **Participle** and **Future / Conditional** text box groups.
5. Click on the **OK** button to add the word to your word list.

10.6.4 Adding a new noun to a wordlist

From this tab, you can add new nouns to the current word list. This allows you to add word triplets to the database to improve prediction. To do this, you:

1. Click on the **Add a Word** button.
The Add a new Noun or Verb window is displayed.
2. Select the **Noun** radio button.
The Add a new Noun or Verb window is redisplayed as shown in Figure 10-8, on page 10-18.
3. Type the Noun into the **New word** text box.

The figure shows a screenshot of the 'Add a new Noun or Verb' window and a breakdown of its components. The window is titled 'Add a new Noun or Verb' and has a close button (X). It contains a text box with 'kick' and three radio buttons: 'Verb' (selected), 'Noun', and 'Other'. Below this is a section titled 'Correct these suggestions before adding to your wordlist' which is divided into four columns: Present, Past, Participle, and Future / Conditional. Each column contains several text boxes for different subjects (I, we/you, he/she/it, they) to enter verb forms. At the bottom are 'Cancel' and 'OK' buttons. To the right of the window, the components are listed with corresponding small screenshots: 'New word text box' (kick), 'Verb / Noun / Other radio buttons', 'Present text box group', 'Past text box group', 'Participle text box group', and 'Future/Conditional text box group'.

Add a new Noun or Verb

kick ☒ Verb ☐ Noun ☐ Other

Correct these suggestions before adding to your wordlist

Present		Past	
I	I kick	I	I kicked
we/you	you kick	we/you	you kicked
he/she/it	it kicks	he/she/it	it kicked
they	they kick	they	they kicked

Participle		Future / Conditional	
I	I am kicking	I/you/it	I will kick
I/you/we	I have kicked	I/you/it	will have kicked
he/she/it	it has kicked	I/you/it	I would kick
he/she/it	it had kicked	I/you/it	would have kicked

Cancel OK

Components:

- kick New word text box
- ☒ Verb ☐ Noun ☐ Other Verb / Noun / Other radio buttons
- Present text box group
- Past text box group
- Participle text box group
- Future/Conditional text box group

Figure 10-7 The Add a new Noun or Verb (Verb) window

Add a new Noun or Verb	
group	<input type="radio"/> Verb <input checked="" type="radio"/> Noun <input type="radio"/> Other
Add a new noun	
the /one	<input type="text" value="one group is"/> <input type="button" value="Del"/> (Delete if uncountable)
two / several	<input type="text" value="two groups are"/> <input type="button" value="Del"/> (Delete if uncountable)
'a' or 'an'	
the thing is	<input type="text" value="is a group"/> ('a' cat versus 'an' apple)
Uncountable	
a quantity	<input type="text"/> <input type="button" value="Del"/> (e.g. A kilo of sand is heavy)
Collective / Group	
they are a /an	<input type="text" value="they are a group"/> <input type="button" value="Del"/> (e.g. they are a team)
one of the	<input type="text" value="one of the group"/> <input type="button" value="Del"/> (e.g. one of the flock)
Delete any boxes which do not make sense.	
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

group	New word text box
<input type="radio"/> Verb <input checked="" type="radio"/> Noun <input type="radio"/> Other	Verb / Noun / Other radio buttons
<input type="button" value="Del"/>	Delete grammatical suggestion button
the /one <input type="text" value="one group is"/> two / several <input type="text" value="two groups are"/>	Singular / Plural text boxes
'a' or 'an' the thing is <input type="text" value="is a group"/>	'a or an' text box
Uncountable a quantity <input type="text"/>	Quantity text box
Collective / Group they are a /an <input type="text" value="they are a group"/> one of the <input type="text" value="one of the group"/>	Collective / Group text boxes


Figure 10-8 The Add a new Noun or Verb (Noun) window

4. Delete or correct the grammatical suggestions in the ***Singular / Plural, a or an, Uncountable*** and ***Collective / Group*** text box groups.
5. Click on the **OK** button to add the word to your word list.

10.6.5 Adding other words to a word list

Using this tab, you can add words other than nouns or verbs to the current word list. This allows you to add word triplets to the database to improve prediction. To do this, you:

1. Click on the **Add new word** button.
The Add a new Noun or Verb window is displayed.
2. Select the **Other** radio button.
The Add a new Noun or Verb window is redisplayed as shown in Figure 10-9, on page 10-20.

3. Type the word in the ***New word*** text box.
 4. Type three or four word phrases that include the word in the ***Phrase example*** text boxes.
-  **Do not begin these phrases with the new word. If you do, Read & Write Gold will not analyze the phrase properly.**
5. Click on the **OK** button to add the word to your word list.

Add a new Noun or Verb [X]

cat ☐ Verb ☐ Noun ☒ Other

Add a single word

Enter some THREE word phrases of the word being used in context. Your word should NOT be at the beginning of these three phrases.

the cat food

a cat sat

the little cat

Cancel OK

cat

New word text box

☐ Verb ☐ Noun ☒ Other

Verb / Noun / Other radio button

Enter some THREE word phrases of the word being used in context. Your word should NOT be at the beginning of these three phrases.

the cat food

a cat sat

the little cat

Phrase example text boxes

Figure 10-9 The Add a new Noun or Verb (Other) window

11 Notes for network administrators

This section provides technical information that network administrators require to manage multiple users on one computer or on a network.

The sections below contain information on:

- registry locations for textHELP Systems software
- default settings created for new users by the textHELP toolkit
- frequently asked questions.

11.1 Registry locations

All textHELP Systems software settings are stored in the following directory:

HKEY_CURRENT_USER\Software\VB and VBA Programs\textHELP\

If you want to create default settings for new users, you create them in the directory:

HKEY_USER\DEFAULT\Software\VB and VBA Programs\textHELP\

These settings are used if a user:

- does not have personal settings saved on the computer or network
- chooses to use default settings.

11.2 Default settings

Default settings for all new users are located in a folder called "Defaults" inside the main installation folder. These settings are used for all new users and settings files are copied to all new users data folders the first time they use the software.

After a user has used Read & Write Gold for the first time, the following files are created by the textHELP toolkit:

- prediction.pre
This file contains the user's prediction data.
- phonetic.map
This file contains the user's phonetic map data.
- spelling.log
This file contains the user's spelling log file.
- custom.dic
This file contains the user's custom spelling dictionary.

It is these files that are exported and imported by users. As network administrator, you can:

- access the files to check a user's settings
- edit the files to meet required standards.

11.3 Frequently Asked Questions

Q. What happens when a multiple user installation of Read & Write Gold starts up?

When you launch Read & Write Gold, it searches inside the application folder for a file called STARTUP.INI. This file contains two pieces of information that will affect the way Read & Write Gold starts. These pieces of information are the Administration Folder and the Users Folder.

If the STARTUP.INI file is not present, or if the Administration Folder and Users Folder are not nominated in the file, then Read & Write Gold will simply start as a Single User program. It will use Windows Profiles to manage the users settings. However if the STARTUP.INI file is present (as it should be after a multi-user installation) then the following chain of events occur. For discussion purposes, we will use the following sample STARTUP.INI file, and we will imagine that the users name is TIM:

[STARTUP]

USERPATH=\\pluto\texthelp_users

ADMINPATH=\\pluto\texthelp_admin

LANGUAGE=USA

1. The program reads the Users Folder, and acquires a list of all the users from that folder. (\\pluto\texthelp_users)
2. The Login Dialog is displayed. The user selects their name from the drop down list, and enters their password if required by their teacher.

 *Passwords are optional.*

3. The program looks in that particular Users Folder (\\pluto\texthelp_users\TIM) and finds a file called USER.INI. The program reads a value from the USER.INI file called "FEATURESET". This value corresponds to a group of features, which the teacher or administrator has allowed for the user. For the sake of argument let

us imagine that the *featureset* was called "Default Features".

4. The program reads information from the Administration Folder (\\pluto\texthelp_admin) which tells it about the FEATURESET "Default Features". The information in this *featureset* will tell the program which features and buttons have been disabled, and which have been enabled.
5. TIM can now use the program. His settings will be loaded from his folder, and they will be saved back again when he has finished using the program.

One of the benefits of having a central administration folder, and a teachers toolkit, is that a teacher can open the *featureset* "Default Features", and quickly disable any dialogs or advanced settings for all users who use that *featureset*. The next time any users who use the "Default Features" *featureset* log in, the changes will take effect.

Q. What happens when a single user installation of Read & Write Gold starts up?

When Read & Write Gold starts it loads data files from the UserData folder, and the settings from the Registry. The UserData folder is specific to the Windows user, and could for instance be:

C:\Documents and Settings\TIM\Application Data\ReadAndWriteGold\

If the folder does not exist, it will be created on first use, and default data files will be copied into the folder from the ReadAndWriteGold\Defaults folder.

Similarly if there are no settings in the registry, then default settings will be created and used.

Read & Write Gold uses the HKEY_CURRENT_USER registry hive and the CSIDL_APPDATA windows folder to store user specific information. For this reason, the single user installation of Read & Write Gold can be used on a network with roaming profiles.

Q. What happens when a single user installation of Read & Write Gold is started with a command line?

Regardless of whether a single user or multiple user installation was selected during the installation, an additional method exists to launch Read & Write Gold. If the program is launched with a command line which is a valid folder which the user has full access to, then the program will be started, and the users settings will be loaded from that folder. At the end of the session, the users data will be saved back to that folder. For example, either of the following would start Read & Write Gold, and load settings from that folder:

- c:\program files\readandwritegold\rw.exe
 \pluto\users\tim\texthelpdata\
- c:\program files\readandwritegold\rw.exe
 H:\texthelpdata

Q. How can I change default settings for new users, or change settings for existing users?

The "C:\Program Files\ReadAndWriteGold\Defaults" and the Administration folder contain default settings for new users. You can edit these files with Notepad (carefully):

a. Default files are as follows:

- settings.ini – this stores settings like pitch, speed, volume etc.
- custom.dic – this is the custom dictionary for the spelling engine
- msword.dic – this is an additional custom dictionary for MS Word
- phonetic.map – this is a phonetic map file for the spelling engine
- auto.dic – this is the automatic corrections file
- spelllog.txt – this is a users spelling log

- cache.dic
 - activity.txt
 - prediction.pre – default prediction file.
- b. The Admin folder contains the following settings files which effect all new and existing users:
- Prohib.ini – contains censored words
 - Conversions.ini – conversions menu for the calculator
 - Factfinder.ini – web search menu for fact finder.
- c. The Installation folder contains the following settings files, which effect all users on a specific computer.
- Screenreading.ini – controls screen reading
 - Voices.ini – controls MP3 voices

- Verbs.ini – verb conjugation file for learning text
- Pronounce.ini – syllable exceptions file
- Wordproc.ini
- Keyboard.ini
- Defaultvoices.ini – to restore voice settings
- Highlight.ini

If you change any of the files in the Defaults folder, then all new users created after that point will have those default settings. If you want to revert an existing user to the changed default settings, you can use the Teachers toolkit to check for voices. If no voices are available in registry, then populate from default voices.ini and populate registry with defaults.

Feature list for memory jogging:

- a. Spelling
- b. Predictions
- c. Homophones
- d. Dictionary
- e. Word Wizard
- f. Speech
- g. Calculator
- h. Scanning
- i. Fact Finder
- j. Help System
- k. Speech Input
- l. Fact Folder
- m. Pronunciation Tutor – test read only database access.

12 Glossary

This chapter discusses terms used in this guide which might be unfamiliar to you.

Homophones

Homophones are words that are pronounced the same but spelt differently. For example, bred and bread.

The phonetic alphabet

This is based on the conventional alphabet, but is different because in the phonetic alphabet, characters are represented phonetically.

Phoneme equivalents

Phoneme equivalents are representations of phonetic spellings using the English alphabet.

The phonetic map

The phonetic map is a method used by Read & Write Gold to group together letters and groups of letters that can sound the same. For example, ph is grouped with f.

Dyslexic phonetic errors

Dyslexic phonetic errors arise from spelling words as they sound rather than how they should be spelt. For example, a phonetic misspelling of photograph might be fotograf.

Custom dictionary

Read & Write Gold has the facilities for you to customize an existing dictionary by adding rare words that you use. The result is called a custom dictionary.

SAPI

Speech Applications Programmers Interface (SAPI) is the standard voice application for Microsoft applications.

Dictionary

A dictionary is a reference document which groups together words with the same or similar meanings.

Word prediction

Word prediction is a Read & Write Gold utility that can predict words to follow a word that you are typing.

Partial word match

Partial word match is a Read & Write Gold facility that can suggest words to complete a word fragment.

Syllable

A part of a word that is spoken as one sound.

Consonant

A letter or group of letters that represents a speech sound.

Strict Consonant

A letter that represents a speech sound excluding vowels.

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