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Read&Write 12.0.45 (TextHelp)

TRAINING MODULE

TRAINING MODULE OVERVIEW	
PURPOSE	*How to use the Read&Write Literacy Tool*
OUTCOME	*Be able to teach and use Read&Write*
ASSOCIATED COMPETENCY	
RELATED INFORMATION	• *scan a document and convert the image to text* • *read text on your computer screen out loud to you (This works even if the original page was scanned)* • *store it as a sound (MP3) file or Microsoft Word file* • *help you with spelling and grammar* • *mask the screen with colours to help highlight the text* • *allow you to record notes by voice (if you have a microphone - This hasn't been tested yet)* • *This tutorial will also look at some alternatives to Read&Write such as the Read&Write browser plugin and the Narrator functions already built into the Mac and PC Operating systems.*
OWNER	*Student IT*
REVISION	*1/06/2019 by Steve Dunn*

Using Read & Write Gold - Version 12 (TextHelp)

Introduction

Read and Write Gold - Version 12 (also known as **TextHelp**) is a piece of software designed to:

- scan a document and convert the image to text
- read text on your computer screen out loud to you (This works even if the original page was scanned)
- store it as a sound (MP3) file or Microsoft Word file
- help you with spelling and grammar
- mask the screen with colours to help highlight the text
- allow you to record notes by voice (if you have a microphone)
- This tutorial will also look at some alternatives to Read&Write such as the Read&Write browser plugin and the Narrator functions already built into the Mac and PC Operating systems.

How to access it

Read&Write has been made available freely to students at the University of Otago on the Student Desktop.
Read&Write is also available on students' own computers on request as we have a site licence for its use at the University of Otago.
You can access the **student desktop** in two ways:

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

You can open **Read&Write** by clicking on the **Windows** symbol 🏁 then start typing **Read&Write** in the search box.

This toolbar will appear on the top of the screen.

The settings icon will give you access to some adjustments.
Click on it and then choose **Show more Settings** and turn on **Show text on Toolbar**. This will add text to tell you what each button does.

Tutorials

You can see videos about what all the buttons on the toolbar at the top do. To do this:

- Click on the small *i* icon next to the **X** (top right of screen)
- Click **Video Tours** and choose **Read&Write Windows (You Tube Videos)** which will take you to the Read&Write YouTube

Toolbar features.

When you open **Read&Write**, you will see a toolbar along the top of the screen (see below).

Here are explanations of what some of the buttons do.

Check it

Check it is a spell checker with dictionary.


Reading Text (Play and Pause buttons).

Reading text is probably one of the most useful things TextHelp can do for you.
You can read text from internet browsers, Microsoft Word, PDF documents and other files.

To read text, select it with your mouse, (click and drag) then click the Play button ▷ on the toolbar
You can use, **Play** and **Pause** to control the speaking.

Usually, text is read direct from the document, but sometimes (for example when reading text from a PDF) your highlighted text is automatically transferred to the **Text Reader** box, like this.
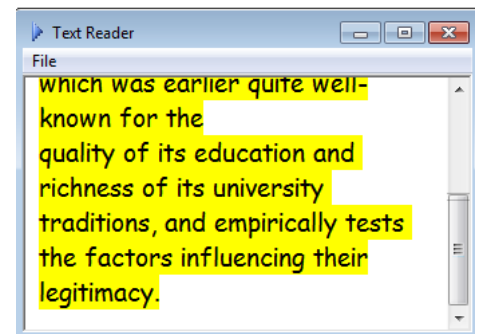
If you are unable to select text, (it may be because it is part of an image), you will need to use the **Screenshot Reader** (see the next section) which can capture any text you can find on the screen.

Screenshot Reader

Screenshot Reader is able to capture any text on the screen even if it is part of a picture, or from a scanned document.
This can take a few moments to process as it has to scan the image, convert it into text and then read it out loud.

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

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

- The applicant must provide, along with the completed application form, a site plan or sketch showing the position of the proposed vehicle crossing in relation to the property boundaries, existing utility poles, trees, existing vehicle crossings, and other relevant features.

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If you want to copy this text into Microsoft Word, you will need to change some settings. (You will need to change it back if you want the Text Reader to be able to read text to you).

Click the **Settings** button ☰ then choose **Show more settings**...

Choose **Screenshot Reader** from the list on the left.

The box on the right will appear.

Choose **Add to active Microsoft Word document** and click on the down arrow next to **Screenshot to,** and choose **Microsoft Word**

Open a **Word** document. Next time you use **Screenshot Reader**, your document will be converted and added to it.
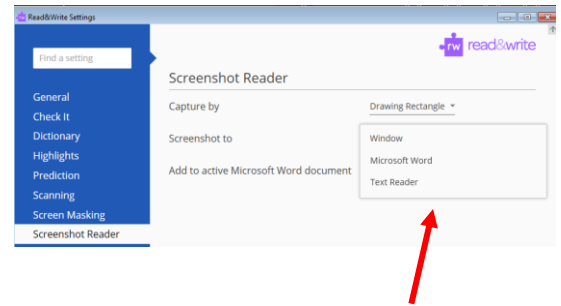
Scan

This is untested, but would need to be used on a computer connected to a scanner. At this university, you would scan a document on our Canon printers which can also scan. You would then send the scanned document to either a USB drive, or use the **Scan and Send** function which emails it to your student email account. You would then open the PDF and use **Screenshot Reader** (see above) to read the document.

Audio Maker

Audio Maker allows you to select some text, have it read and turn this into and audio sound file so that you can listen to it later.

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

To make a sound file:

- click on the Audio Maker icon 🎧
- paste text into the text box
- click **Preview Audio to listen to it**
- chose where you are going to save it and what you are going to call it
- click **Create MP3**
-
- Your file will be created in a few seconds
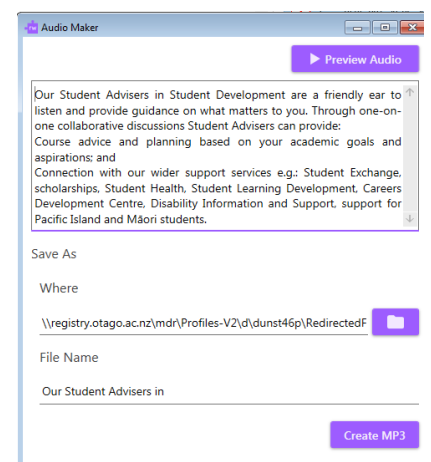
Screen Masking

This helps you read by covering the screen in some light shading and giving you a slot to view the words you are using.

Try it.

Talk and Type

Click this button and start typing in a Word document. It will read each word once you have typed it.
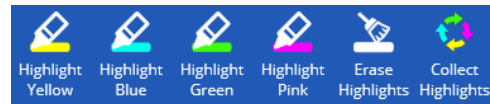
PDF Reader

Click this icon and a dialogue box opens allowing you to choose a PDF to open. When you have chosen one, allow it to open then click anywhere in the document to start reading it. Click again to stop it.

This will not work with a scanned document which doesn't have editable text. To read these kinds of PDFs:

- open the PDF
- click on **Screenshot Reader**
- select the area you want to be read and wait for it to read it to you.

Highlighters

This feature allows you to highlight text in different   colours

Vocabulary list

Voice Note

Allows you to record a voice message and attach it to a document.

Read&Write alternatives for your own computer.

If you want to use text reading features on your own computer and do not wish to install Read&Write here are some alternatives.

Free Screenshot Reader for your browser.

If you just want to have text in a web browser spoken aloud to you on your own computer, you can add **Screenshot Reader** to your browser without needing to install **Read&Write**.

Chrome instructions: Google "install Read&Write screenshot reader for Chrome" or go here:

https://chrome.google.com/webstore/detail/screenshot-reader/enfolipbjmnmleonhhebhalojdpcpdoo?hl=en

Follow the instructions to install it. When it is installed it will add a purple icon to the right of the toolbar at the top of the screen,

Click on it then select the text you want read.

Use the reader built into your computer

Windows 10

Right click on the **Windows** icon, > choose **Settings** > choose **Ease of Access** > choose **Narrator.**

Turn the switch to the **On** position and check **Allow the shortcut key to start Narrator**

You can now turn **Narrator** off and on by tapping **Windows logo key-Ctrl_Enter**

There are many more settings you can adjust in this box, such as voice, speed, etc.

Youtube Tutorial (iPad https://www.youtube.com/watch?v=SMhtY20Zcig)

Mac VoiceOver

To open **VoiceOver** Utility:

- Choose **Apple menu > System Preferences, Universal Access**, and then click the **VoiceOver Utility button.**
- Turn on **VoiceOver** by pressing **Command-F5**, and then hold down the **Control** and **Option** keys (the VO key) and press **F8**.

There are instructions on the Apple website on how to use VoiceOver here https://support.apple.com/en-nz/guide/voiceover-guide/welcome/web   and YouTube tutorials eg https://www.youtube.com/watch?v=0Xk8tvBRzNg

Download a Reader

There are also many free text readers available to download eg Zabaware

Optical Character Recognition (OCR)

If you need a scanned document read to you, or just need it to be editable it needs to be converted to text (OCR).
Screenshot Reader can do this but not always very reliably.
The easiest (and free) way to do this is to use Google Docs (you need a Gmail account)
Upload your scanned PDF to Google Drive, right click on it and choose **Open With** (Google Docs)
This document can be pasted into a Word Doc if you want (you will probably need to fix it up a bit)
Instructions: https://business.tutsplus.com/tutorials/how-to-ocr-documents-for-free-in-google-drive--cms-20460