Read & Write Gold

Training Guide

Normandale Community College
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**Introduction and Installation Information**
Read&Write Gold is a text-to-speech software that Normandale has made available to all current Normandale students for FREE. Log into D2L/Brightspace with your Star ID and password. Then you will have access to download the program by clicking on ReadWrite Gold Documentation under the Resources Tab.

**Important Note**: A full 10 part how to training video is also available at http://tinyurl.com/ReadAndWrite-Gold. This training guide will correspond with those training videos.

**Initial Setup, Customizing and Importing/Exporting user settings- Video 1**

**Initial setup**
Click the RW icon to switch between toolbars

**Helpful Note**: The different toolbar options are: My Features, Study Skills Features, All Features, Reading Features, Writing Features, Research Features

RW arrow ➔ General options ➔ make translucent when undocked ➔ OK (This will make the toolbar fade into the background when not in use)
Changing the toolbar icon settings:

BEFORE

RW arrow ➔ General options ➔ Large icons with text ➔ OK

After
How to change to voice settings
Click on the arrow left of the play button → speech options → make the speed a little faster than 50% to make the voice sound a little more natural → OK

Helpful Voice Speed Tip: To make the voice speed up or slow down when reading word documents or internet explorer web pages, use the up and down arrows on your keyboard.

How to save your toolbar settings to use on other computers that have Read & Write Gold installed on it

Right arrow next to RW icon → Save my settings..
** Reading Webpages, Word Documents and Speech Options - Video 2 **

** Make sure to be on the READING TOOLBAR**

Reading word documents
Open up Microsoft Word → Put your cursor where you want it to start → click play.

Click stop to stop.
How to have Read & Write read web pages

Open webpage: Helpful Tip: Use Internet Explore

Click on arrow next to play button ➔ Click on read the web

Hover over where you would like the program to start reading. Helpful Note: Using the read the web function could take some practice to master and may not work with every website.

Helpful Tip: If there is text on the page highlight that text and hit play for it to start reading.
Using the screen reading function

Arrow next to play ➔ click on Use Screen Reading Helpul Tip: Make sure the Read the Web option is still checked
Read as you type feature for Microsoft Word: Arrow next to play ➔ speech options…

➔ audio read
I would like to use speak as I type each sentence

Play arrow ➔ speak as I type ➔ as soon as you hit enter it will read that sentence back to you.

Helpful Tip: You can also choose to have Read & Write speak out each letter or word if you would prefer.
How to fix incorrect pronounced words

speech options → say like

Enter how the word is actually spelled → click on play button to the right of it → you will notice it does not sound right → in the like this box type the word how it sounds → click the play button to see how it sounds like → once you are happy with the sounding hit the save button and the word will be saved to your edited pronunciations list.
Reading inaccessible text- Video 3

**Make sure to be on the READING TOOLBAR**

How to use the screenshot reader

Reading inaccessible web documents

Have the webpage up that you want to read → Click the screen shoot reader button
(HELPFUL TIP: Click on the arrow next to the screenshot reader and make sure it is set to Capture by drawing rectangle)

HELPFUL NOTE: The format of your screen may momentarily change while you are drawing the screenshot rectangle.

→ Top left hand corner of where you want to read. Hold your mouse down and drag to bottom left hand corner → once you complete the rectangle Read&Write will read the text in that box.
How to screenshot to word document

Click on arrow next to screenshot reader→ screenshot to MW Option

Click the screenshot button→ Drag screenshot rectangle from top left to bottom right on the webpage

Read and Write will import the information that was on the webpage into a word document. Helpful note: The formatting will not be perfect, and will need some editing.
How to change the screenshot options

Click on arrow next to the screenshot button ➔ Screenshot reader options

**Helpful Note:** It is strongly recommend that you use the fast capture option

Hit Ok when your settings are complete.
How to use capture by hover

Click on the arrow that is right of the screenshot reader button ➔ click on capture by hover

Click on the screenshot button ➔ click in the webpage you want and it will read all information that was in that captured box.

Helpful Tip: It is not recommended that you use the capture by freehand method for the screenshot options

If you would like to save your personal screenshot options to use on other computer with Read & Write installed on it click on the arrow next to the RW icon ➔ save my setting ➔ save to your USB.
**Reading PDF documents-Video 4**

**Make sure to be on the READING TOOLBAR**
Open up the PDF that you want in Adobe

Activate the pdf by either clicking the tools button or the extended button on the far right hand side of the PDF (depends on what adobe you are using)→ click on PDF aloud toolbox.

Click on Click to Speak **(Helpful tip: It is recommended that you have the program set for Read by Paragraph)**

→ Put your curser where you would like to have Read and Write Start to read the PDF→ hit play
**Helpful tip** you can set up Read and Write to read the whole document by clicking on Options in the PDF aloud toolbar located inside the PDF and click on continuous reading.

**Helpful Note:** You cannot use study features with the PDF version.
Making files accessible-Video 5

**Make sure to be set to the READING TOOLBAR**
Scanning into MS Word

**The scanning setting needs to be set up before you hit the scan button. Follow the below instructions to set it up.**

How to set up the scanning settings

Right click next to scan button → scan by files

→ go back and click scan to word
How to convert PDF’s to word documents

Click on scan button

→ locate the pdf you want

→ indicate the pages that you want → scan
save as a new document
hit save and the document will be converted

New file will open in word
Using scan to convert pictures to a word document

Scan from WIA and you want to still have it scan to word

Then hit the Read and Write scan icon → The below screen will pop up → Hit scan

Then choose the picture that you want to scan → hit get picture → finish scanning → then follow the same saving process that you did for the PDF to Word converting process.
How to scan and convert into HTML. **Helpful Note:** This is useful if you do not have Microsoft Word installed on your computer.

Right arrow next to scan → change to HTML and make sure scan from files is selected

→ hit the scan button

→ Save the new HTML document **Helpful Tip:** When you are saving the new HTML create and save it under a new folder.

Read and Write will open the HTML in a webpage

You can then use the **Read the Web** option (located in the play button drop down menu) to have Read &Write read the information to you out loud.
Spell Checking and Dictionary Features (Part 1) – Video 6

**Make sure to be on the WRITING TOOLBAR**

How to use the spell check feature

Once you are in a word document and have your curser on the page hit the spell check button

→ hit change once you have the correct word highlighted.

Helpful Note: Read & Write can read the listed definition if you put the curser in box and hit the play button on the toolbar.
Using spell as I type feature

Right arrow next to spell checker ➔ spell as I type

➔ as soon as you type a wrong word in Microsoft Word a spell check box will pop up ➔ once you selection an option you will be returned to your document to keep writing.
Advanced dictionaries

Right arrow next to spell checker → spelling options

→ settings
Helpful Tip: Under vocabulary you can also check off science, medical, biology, and towns and cities. This action will tell the spell checker to also look for words in these categories. **REMEMBER** to save these settings if you would like to use them on another computer. *See page 6 for information on how to save your settings.*
Spell checking and dictionary features part 2 – Video 7

**Set to the WRITING TOOLBAR**

How to use the basic dictionary

Right arrow to the dictionary → verify the settings are set to basic definitions

→ highlight a word → hit the dictionary button → dictionary window will pop up →

Helpful Note: You can listen to the definitions by putting curser in box and hitting play.
Using the advanced dictionary

Right arrow next to the dictionary → advanced dictionary

→ highlight a word → hit dictionary button → window pops up → click on advanced
To make a change click on one of the options in the advance drop down menu ➔ click on a word in the right box and click change.

How to use the web dictionary

**Note must be connected to the internet for this feature to work**
Right arrow next to dictionary ➔ web dictionary

➔ highlight a word ➔ click dictionary ➔ webpage with definition will pop up
Helpful Tip: To read what is on the web turn on the **read the web** option.

**How to use the picture dictionary** *Must be connected to the web to use*

Picture dictionary icon ➔ double click on a word ➔ picture pops up with a hyperlink to definitions.

**Helpful Tip:** Click on this hyperlink to be redirected to web definitions of the word.
Using the word Prediction Feature-Video 8

**Make sure to set to the WRITING TOOLBAR**

How to use the prediction feature
Prediction button → blue window pops up → Start typing → click or hit the corresponding F function key to add that word to your document

Helpful Tip: You can also hit the little dictionary icon next to the word if you would like the word to be defined.

How to download a word prediction bank
Right arrow next to prediction button → Download prediction word banks...

→ window with list of current word banks available → click on the one you want → download
How to change the prediction setting

Right arrow of prediction → prediction options

→ change settings as desired
Study Skills- Highlighting, Extracting and Vocabulary- Video 9

**Make sure to set to STUDY SKILLS TOOLBAR**

Collecting highlighting text from webpages and word documents
Highlight the text you want → choose highlighting color

WHY NORMANDALE

10 REASONS TO CONSIDER NORMANDALE

So here’s a look at some of what makes Normandale unique—and uniquely valuable.

1. COST

Fact: Normandale is one of Minnesota’s most affordable colleges. Our $190.30 per-credit cost is 2 1/2 times less than the University of Minnesota-Twin Cities and 6 times less than the average Minnesota private college. We also haven’t raised tuition in two years.

→ When highlighting is done click on collect highlighting button
→ choose what you would like the program to do

Here is an example of what the word document would look like if you were to currently hit OK.

Helpful Note: The bibliography that is listed will not be formatted perfectly.
Creating a vocabulary list
Highlight the word that you want - choose a color (preferably a color that you have not used yet in the document) → click on the word that you want to highlight to add to the vocabulary list

10 REASONS TO CONSIDER NORMANDALE

So here’s a look at some of what makes Normandale unique:

1. COST

Fact: Normandale is one of Minnesota’s most affordable colleges, lower than the University of Minnesota-Twin Cities and St. Olaf College. We also haven’t raised tuition in two years.

2. CONVENIENT LOCATION

We’re located just off 494 in Bloomington. Why travel when there’s no need for hassles?

3. SMALL CLASS SIZES

Our average class size is 24 students, a number more comfortable than large lecture halls.

4. TRANSFER OPTIONS

Normandale offers the Minnesota Transfer Curriculum transfer to the University Minnesota system, Minnesota
once you have highlighted the words you want to add to the list click on the vocabulary icon

Helpful Tip: It is highly recommended that you give your vocab lists a title
Study Skills Toolbar (Part 2)-Video 10

**Make sure to be on the STUDY SKILLS TOOLBAR**

**Using the word cloud feature**
Open a website→highlight the information that you want in the word cloud→click the word cloud button

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**Vocabulary List**

<table>
<thead>
<tr>
<th>Word</th>
<th>Meaning</th>
<th>Symbol</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>The amount of money needed to do or buy something. &quot;The cost of bread has gone up again.&quot; The damage or loss involved in achieving something. &quot;We continued to work even though we knew the cost to his health would be.&quot; Buying something costs money. &quot;What will it cost to buy all of these?&quot; Cause; a loss of something. &quot;The cost of his life.&quot;</td>
<td>![Symbol Image]</td>
<td>![Notes Image]</td>
</tr>
<tr>
<td>Location</td>
<td>The place or the position of something. &quot;Can anyone remember the location of the flat?&quot;</td>
<td>![Symbol Image]</td>
<td>![Notes Image]</td>
</tr>
</tbody>
</table>
A Create word cloud dialog box will pop up→ click on create

A word cloud will be populated and you can click on any of the words in the list to hear them read out loud

Helpful Note: You will also have the option to save your word clouds for later use. When you go to exit the word cloud simply indicate that you wish to save it→ Then to reopen it you will click on the arrow next the word cloud button and choose “open word cloud”
Altering word cloud options
Click on the arrow next to the word cloud button→ click on word cloud options

Modify the word cloud settings as you would like→ hit OK

Inserting a voice note into Microsoft Word
Open a word document and choose the place that you would like to place a voice note as the answer to one of the questions

Helpful Tip: Remember if you would like to use these change options on another computer you will want to save your current settings. See page 6 for more information.
Click on the voice note button ➔

A voice note recording window will pop up ➔ hit start recording

Speak your answer into your computer’s microphone ➔ hit stop recording when you are done

Once you have stopped the recording you have a few options including replaying the recording to make sure you like it. Once you are happy with the recording hit Insert and the voice note will be added to your word document and then hit the X to close the voice window.
A speaker icon will now appear where you curser is currently located.

Click on the speaker icon to hear your voice note played back to you.

→ Save the word document like you normally would → The voice notes will be saved in the document and you will be able to re-listen to them at a later time. **Helpful Note:** The voice notes will play back even if you do not have Read &Write installed in your computer.

For more detailed information regarding Read & Write Gold. Refer to the full training video at [http://tinyurl.com/ReadAndWrite-Gold](http://tinyurl.com/ReadAndWrite-Gold)