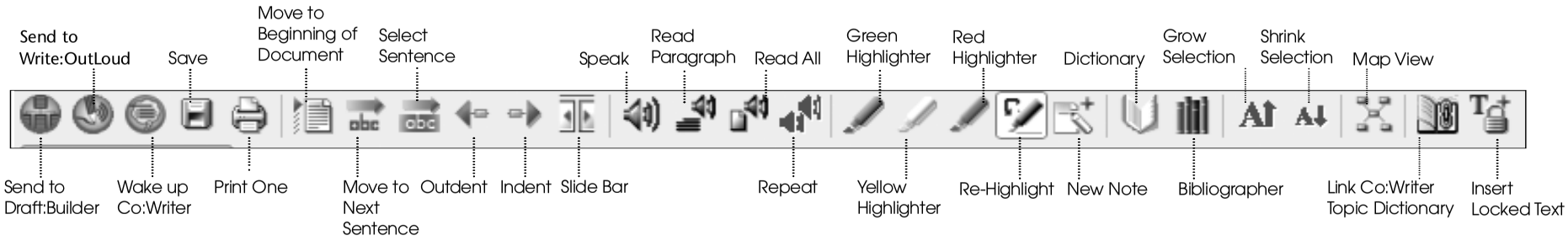
Quick Reference Card

READ:OutLoud™ SOLO

Toolbar



Hints

When you **Outdent** a subtopic, any subtopics to the topic level you **Outdent** stay with the subtopic you outdented and are also outdented one level.

A subtopic can be indented only if there is a higher or same-level subtopic above it.

If you want to see more of a panel, but don't want to use the **Slide Bar**, use the scroll bars at the bottom and right side of the panel to move the view up, down, left or right without changing the size of the panel itself.

The **Green Highlighter** creates Level 1 or green subtopics. The text in your Read:OutLoud subtopics cannot be edited. If you want to replace the text in an outline subtopic with different text from your eText document, use **Re-Highlight.**

If you have started an outline but do not click a subtopic to select it, Read:OutLoud places your new Level 1 subtopic at the end of your outline.

The **Yellow Highlighter** is gray and not available until a Level 1 or green subtopic has been created and selected.

The **Red Highlighter** is gray and not available until a Level 2 or yellow subtopic has been created and selected.

If you want the definition of a specific word, highlight the word and click **Dictionary**.

If you do not select a word by highlighting it, the **Dictionary** starts checking at the beginning of the document.

Text is increased to the next available font size, and pictures are increased in size each time this command is selected.

Text is decreased to the next available font size, and pictures are decreased in size each time this command is selected.

Locked Text can be inserted above a green subtopic only.

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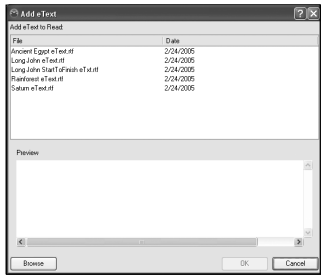
How To's

How to Add eText

1. In the Insert menu, select **Add eText.**
2. In the **Add eText** dialog, select the eText you want .



3. Click OK.

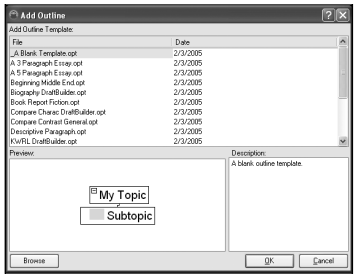
   You can add up to nine eText documents.

How to Create a Note

1. Select the subtopic for the Note. If you are not sure where to put your Note, select **Unassigned Notes.**
2. In the **Insert** menu, select **New Note.**
3. Type your Note **OR** copy text from one of your eText documents and paste it into your note.
4. Click OK.

How to Add an Outline

1. Click to place your cursor anywhere in the **Supported Reading Guide.** (The outline will be added to the end of the Guide.)
2. In the **Outline** menu, select **Add Outline.**
3. Click to select an Outline Template from which you want to add subtopics.



4. Click OK.

How to Use eHighlighters

Use the **Green Highlighter** to create a Level 1 subtopic for your **Supported Reading Guide;** the **Yellow Highlighter** to create a Level 2 subtopic and the **Red Highlighter** to create a Level 3 subtopic.

In your **Supported Reading Guide,** click the subtopic below where you want to place the new subtopic.

1. On the toolbar, click .
2. In your eText document, highlight the text you want to use to create a subtopic.

*NOTE: When you double-click on a subtopic in the **Supported Reading Guide,** the cursor moves to that eText in the Text view.*

How to Increase the Text Size

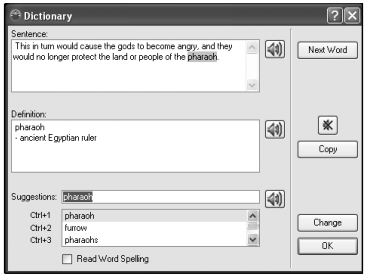
You can increase the size of the text to make it easier to read.

1. Highlight the text or picture you want to make larger.
2. On the toolbar, click .

How to Use the Dictionary

Check word meanings in the eText with the Franklin Dictionary.

1. Highlight a word in your eText.
2. On the toolbar, click .
3. In the **Dictionary** dialog, check definitions and change the word to a different word if needed. (Learners may check definitions, but only teachers can change a word in eText using the **Dictionary.**)



4. Click OK to return to your assignment with your changes.

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