



## **Read&Write 8.1 Training Guide**



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# 1. INTRODUCTION

Read&Write 8.1 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 and Internet tools, to name but a few.

This guide is designed to familiarize you with all aspects of the system. As well as learning how to use the many facilities offered in Read&Write 8.1, you'll also learn how to set up the system so that it'll operate in exactly the way you want it to.

This guide is split into the following four sections:

- **Basic Exercises** – these exercises will help you learn all of the basic skills you need to set up and use the different Read&Write 8.1 facilities
- **Additional Exercises** – these further exercises will help you learn additional skills that are not necessarily fundamental to the running of Read&Write 8.1
- **Teachers Toolkit** – these exercises are designed for use by teachers and trainers only. They provide instructions on how to use the Teachers Toolkit to set up the system for students and to monitor student activity and progress



## Basic Exercises

## 2. GETTING STARTED

In this section you'll learn how to:

- log into the system
- understand the Read&Write 8.1 toolbar
- position the Read&Write 8.1 toolbar
- customize the toolbar.

### Exercise 1 Logging into the system

1. Click on **Start** on the Windows desktop. Select *All Programs*, *Texthelp Systems*, then *Read and Write 8* and then *Read&Write*, as shown below:



Figure 2-1 Read&Write 8.1 Menu

The Texthelp Login window is displayed (Figure 2-2).

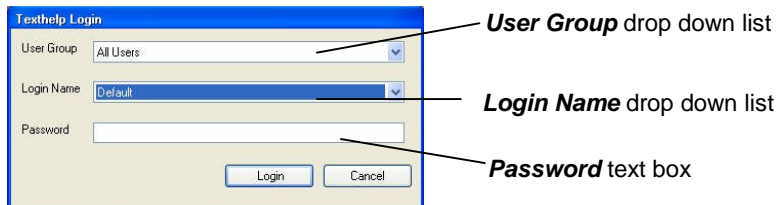



Figure 2-2 Login window

 You may see the User setup wizard displayed instead of the Login window. This will depend on how your teacher or trainer has set up the system. This wizard will help you specify how you want Read&Write 8.1 to work for you. Follow each step in the wizard to customize your version of the software.

2. Make sure that *All Users* is selected from the **User Group** drop down list and *Default* is selected from the **Login Name** drop down list.
3. Click on the **Login** button. After a few seconds you see the Read&Write 8.1 toolbar (Figure 2-3) appear on screen.

### Exercise 2 Understanding the toolbar

In this exercise, you'll learn what each of the buttons on the Read&Write 8.1 toolbar does.

1. Look at the following table (Figure 2-3) and take note of what each button does.



























|   |   |   |  |  |
|---|---|---|--|--|
| <br>Spell Check button             | <br>Word Prediction button | <br>Dictionary button                                    | <br>Word Wizard button        | <br>Show Homophones button    |
| <br>Sounds Like (Homophone) button | <br>Hide Homophones button | <br>Calculator button                                    | <br>Rewind Speech button      | <br>Play Speech button        |
| <br>Pause Speech button            | <br>Forward Speech button  | <br>Stop Speech button                                   | <br>Daisy Reader button       | <br>Highlight yellow button   |
| <br>Highlight blue button          | <br>Highlight green button | <br>Highlight pink button                                | <br>Clear highlights button   | <br>Collect highlights button |
| <br>Summary button                 | <br>Help button            | <br>Change Toolbar button and Read and Write Menu button | <br>Undock the Toolbar button |  |



Figure 2-3 The Read&Write 8.1 toolbar

You'll not be able to see all of the buttons listed in the table. If you're using the default toolbar, you'll only be able to see the buttons on the My Features toolbar.



 For more information on the different types of toolbars, refer to Exercise 4 'Setting up toolbar display options' on page 7.

You can also use hotkeys to access the facilities on the Read&Write 8.1 toolbar.



 For more information on setting up and using hotkeys, refer to Exercise 1 'Setting up hotkeys' on page 43.



2. Click on the  drop down list to the right of the  button and make sure the *Show tooltips on toolbar* option is selected. You will know that it has been selected if you can see a tick beside it:

Show tooltips on toolbar




3. Hover your mouse over the  button. You see the tooltip 'Spell Check'. Hover your mouse over the  button. You see the tooltip 'Word Wizard'.

From now on, if you have difficulty remembering what a button does, hover your mouse over it to see the associated tooltip.

4. Click on the  drop down list to the right of the  button. You see a list of options that allow you to setup up how you want the Spell Check facility to work.

 Anytime you want to set up a facility to suit your needs, you click on the  drop down list beside the appropriate button on the toolbar.




 In future, anytime this guide asks you to click on the facility drop down list, for example, the  drop down list, you must click on the  button beside the appropriate button.

### Exercise 3 Positioning the toolbar




You can position the toolbar anywhere on the screen. You can also dock it at the top or side of the screen so that it stays in one place. Let's practice working with the toolbar.

1. Click on the title bar of the toolbar and then drag and drop it onto any position on your screen.
2. Click on the title bar of the toolbar again and then drag and drop it onto the very top of your screen.

The toolbar is docked at the top of your screen. If you want to undock the toolbar, click on the  button. You can also drag and drop the toolbar to either side if you wish to dock the toolbar to the side of the screen.

### Exercise 4 Setting up toolbar display options

Now that you've docked the toolbar, you can practice changing how it looks.

1. Make sure the My Features toolbar is displayed, i.e. the default toolbar. To do this, hover your mouse over the  button on the toolbar. The tooltip informs you of which toolbar you are currently viewing. If it is not the My Features toolbar, click on the  drop down list and make sure the *My Features* option from the *Current Toolbar* sub-menu is selected.
2. Click on the  drop down list again and select *General Options*. You see the Display tab of the General Options window (Figure 2-4).

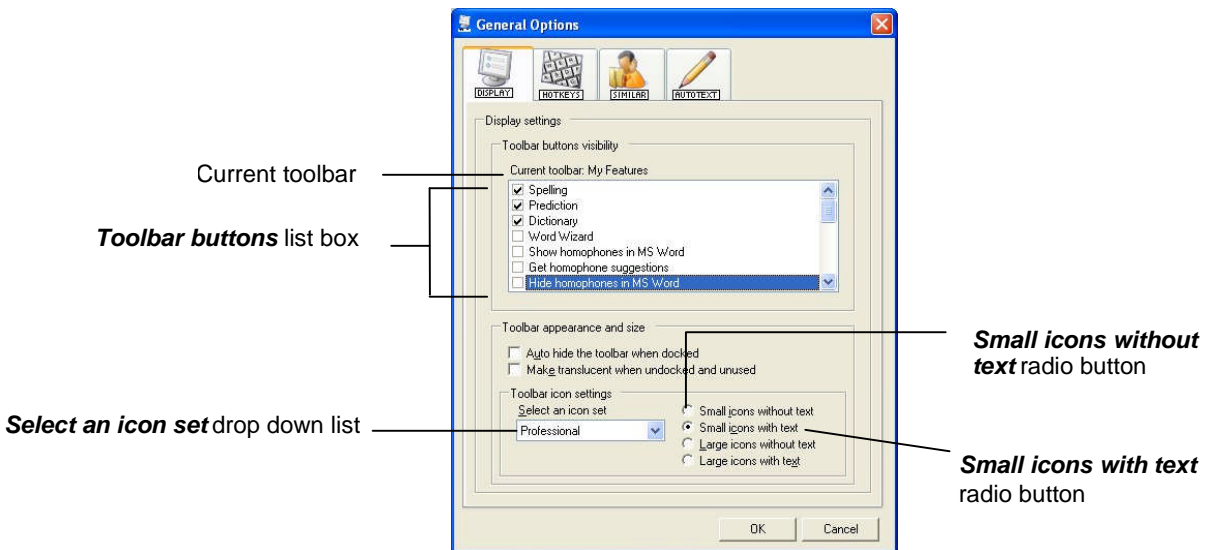




Figure 2-4 Display tab

3. To customize the current toolbar option you selected in step 1, de-select the following check boxes in the **Toolbar buttons** list box:
  - **Word Wizard**
  - **Get homophone suggestions.**
4. Select the **Small icons with text** radio button.
5. Select the *Fun* option from the **Select an icon set** drop down list and then click on the **OK** button.

The buttons on the toolbar change in appearance. Notice how you cannot see the Homophones buttons. Now go back to the Display tab and return the toolbar to its original settings by completing the following steps:

6. Click on the  drop down list again and select *General Options*. You see the Display tab of the General Options window (Figure 2-4).
7. Make sure the following check boxes in the **Toolbar buttons** list box are selected:
  - **Word Wizard**
  - **Get homophone suggestions.**
8. Select the **Small icons without text** radio button.
9. Select the *Professional* option from the **Select an icon set** drop down list and then click on the **OK** button.

There is another toolbar available from the Current Toolbar menu. You can also use the Display tab to customize this to suit your needs. This toolbar is:

- All Features – all buttons on the toolbar are visible
10. Click on the  button repeatedly and notice how the toolbar changes between each of the toolbars.

### 3. READING TEXT


In this section you'll learn how to:


- select a system voice
- specify how you would like words pronounced
- instruct the system to read letters, words and sentences as you type
- set up screen reading
- set up speech highlighting and use the speech buttons
- read text on web pages
- read Daisy books
- navigate a Daisy book

#### Exercise 1 Selecting a system voice




Before you begin this section, type the following text into a blank MS Word document:

**After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.**

 Remember to check that your speakers are switched on before you continue with this section.

1. Click on the  drop down list on the toolbar and make sure the *Read by paragraph* option is selected. You will know that it has been selected if you can see a dot beside it:

Read by paragraph

2. Place the cursor anywhere in the paragraph you've just typed and then click on the  button on the toolbar to hear the text read aloud. Click on the  button to stop the system from reading the text.
3. Click on the  drop down list on the toolbar and select *Speech Options*.  
You see the Speech tab of the Speech Options window (Figure 3-1).

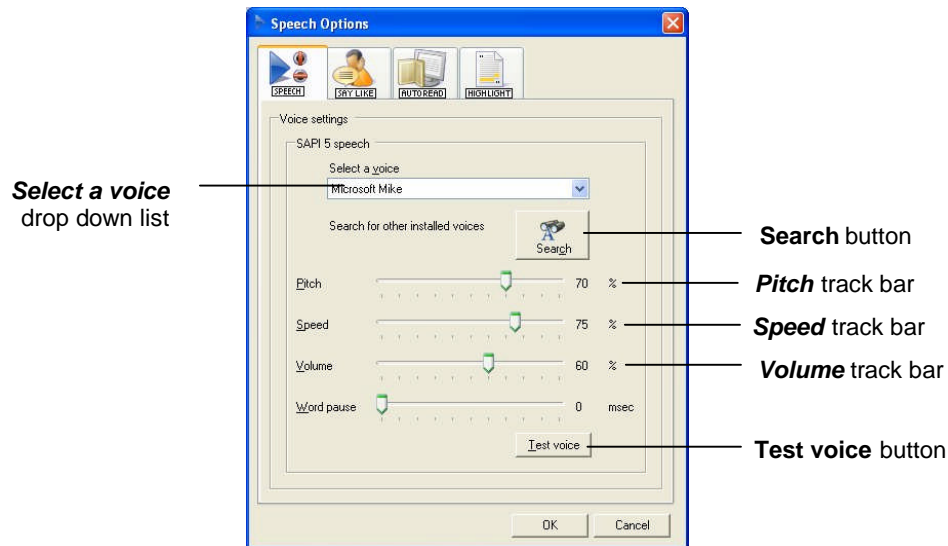



Figure 3-1 Speech tab

4. Select 'Microsoft Mary' from the **Select a voice** drop down list.
5. Drag and drop the track bars to the following settings:
  - **Pitch** – 54%
  - **Speed** – 45%
  - **Volume** – 60%.
6. Click on the **Test voice** button to hear the new voice read aloud.
7. If you're not happy with the voice, change the settings you've just selected in steps 4 and 5. You'll probably find that Jill or Tom sound the best. You can also click on the **Search** button to search for other speech engine voices.
8. Click on the **OK** button.

## Exercise 2 Changing how words are pronounced

In this exercise you'll learn how to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce.

1. Click on the  drop down list on the toolbar and select *Speech Options*.

You see the Speech tab of the Speech Options window. Click on the Say Like tab (Figure 3-2).

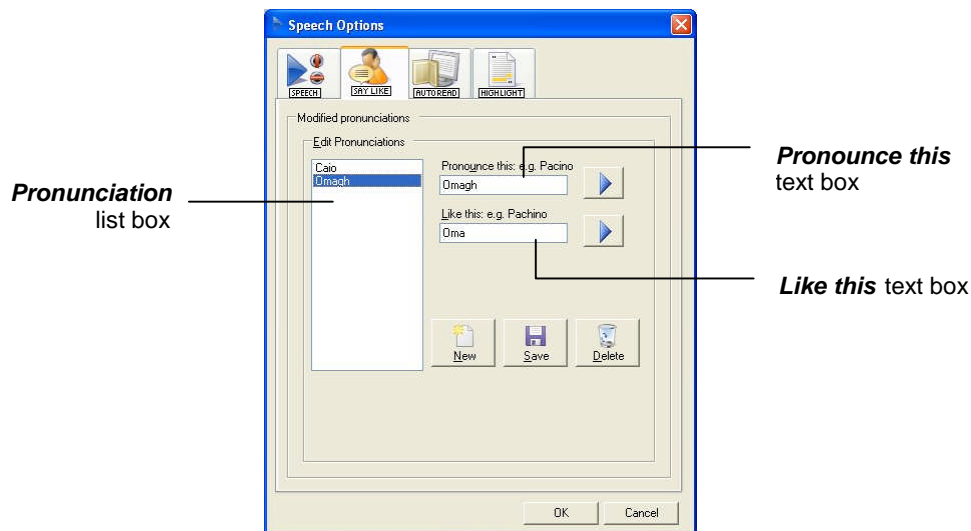





Figure 3-2 Say Like tab

2. Type the word **Omagh** into the **Pronounce this** text box and then click on the  button beside the text box to hear this word read aloud.
3. Type **Oma** into the **Like this** text box and then click on the  button beside the text box to hear the new pronunciation read aloud.
4. Click on the **Save** button to add the word to the **Pronunciation** list box and then click on the **OK** button to close the Speech Options window. Once you've added the word to the **Pronunciation** list box, the word will be pronounced correctly.

### Exercise 3 Instructing the system to read parts of a paragraph

In this exercise you'll learn how to set up the system to read letters and words as you type.

1. Click on the  drop down list on the toolbar and select *Speech Options*.  
You see the Speech tab of the Speech Options window. Click on the Autoread tab (Figure 3-3).

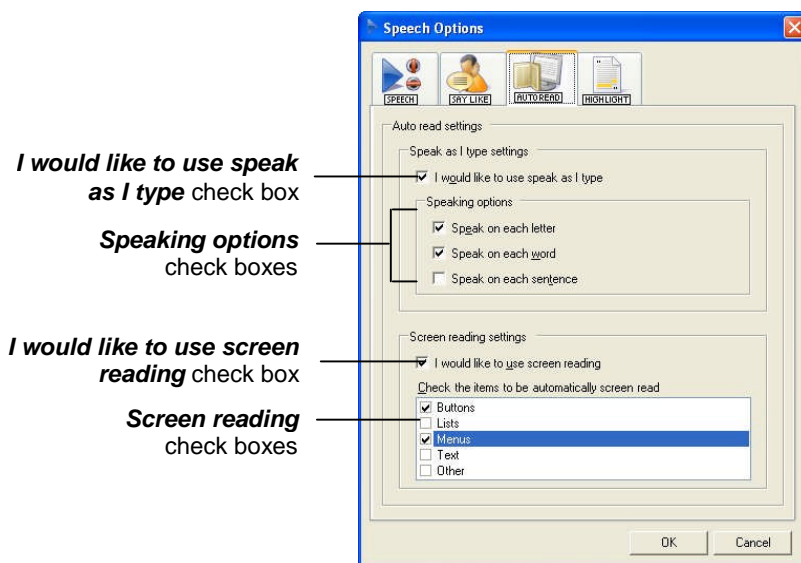






Figure 3-3 Autoread tab

2. Select the ***I would like to use speak as I type*** check box and then select the ***Speak on each letter*** checkbox. Also make sure the ***Speak on each word*** check box is selected.
3. Click on the **OK** button to save the settings and to close the Speech Options window.
4. Place your cursor after the text you've already typed and then type the following text slowly. As you do so, listen to each letter and word read aloud.  
**This was a first for me. I had never felt so alone.**
5. Click on the  drop down list on the toolbar and select the *Speak As I Type* option to stop the system from reading each letter and word as you type.

#### Exercise 4 Setting up screen reading


In this exercise you'll learn how to set up and use screen reading. The screen reading facility can come in useful if you've trouble reading or understanding items on the screen, e.g. menu options and button labels.

1. Click on the  drop down list on the toolbar and select *Speech Options*.  
You see the Speech tab of the Speech Options window displayed. Click on the Autoread tab (Figure 3-3).
2. Select the ***I would like to use screen reading*** check box.
3. Make sure the ***Buttons*** and ***Menus*** check boxes are selected from the list at the bottom of the screen and then click on the **OK** button to close the Speech Options window.
4. Hover your mouse over the  button on the toolbar. You hear the system say 'Play'.

5. Click on the  drop down list and hover your mouse over *Read by word* and then *Read by sentence*. You hear each menu option read aloud.
6. De-select the *Use Screen Reading* option to disable this facility.

## Exercise 5 Setting up speech highlighting and using the speech buttons

In this exercise you'll learn how to specify how you want the system to highlight text as it is read aloud and to use the **Speech** buttons on the toolbar.

1. Click on the  drop down list on the toolbar and select *Speech Options*.

You see the Speech tab of the Speech Options window displayed. Click on the Highlight tab (Figure 3-4).

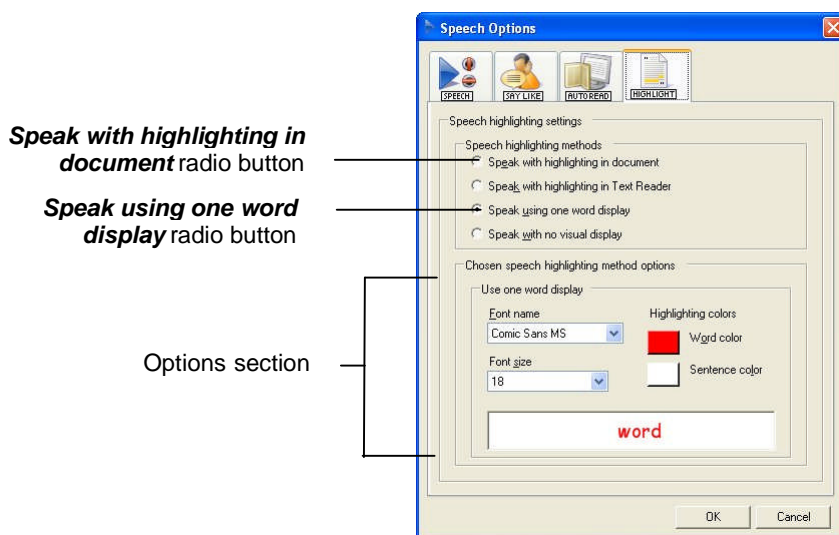





Figure 3-4 Highlight tab



2. Select the **Speak using one word display** radio button.
3. Click on the **Word color** button and select a red color from the color palette and then click on the **Sentence color** button and select a green option from the color palette.
4. Select 50 from the **Font size** drop down list.
5. The 'Speak using one word display' method works better if the system voice is slower. Click on the Speech tab.
6. Drag and drop the **Speed** track bar to 30%.
7. Click on the **OK** button to save the settings and to close the Speech Options window.
8. Click on the  drop down list on the toolbar and make sure *Read by sentence* is selected.
9. Place your cursor anywhere on the following sentence in your document and then click on the  button:



**It was dead quiet and empty black, except for the starlight.**

You see each word in the sentence displayed in a popup window as it is read aloud. An example of this window is shown below:

empty

10. Keep your cursor in the same position and click on the  button.

You see each word in the previous sentence displayed in the popup window as it is read aloud. You can also instruct the system to pause reading by clicking on the  button or stop it completely by clicking on the  button.

11. Open the Highlight tab of the Speech Options window again and select the **Speak with highlighting in document** radio button.
12. Select *Violet background with bright green block highlighting* from the drop down list displayed in the Options section.
13. Click on the Speech tab (Figure 3-1).
14. Drag and drop the **Speed** track bar to 50%.
15. Click on the **OK** button to save the settings and to close the Speech Options window.
16. Click on the  drop down list on the toolbar and select *Automatically read next block of text* to ensure that Read&Write 8.1 will continue to read the next block of text when it has finished reading the current one.
17. Place your cursor anywhere on the following sentence in your document and then click on the  button:

**After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me.**

Note how the sentence is highlighted using a violet colour and each word in the sentence is highlighted in pale green as it is read aloud. Also note how the system continues reading the next sentence once it has finished reading the selected one.


The other highlighting options are as follows:

- **Speak with highlighting in Text Reader** – the selected text will be displayed and read from the Text Reader Window
- **Speak with no visual display** – the selected text will be read aloud without highlighting.



## Exercise 6 Reading text on web pages

In this exercise you'll learn how to use Read&Write 8.1 to read aloud text on web pages.

1. Click on the  drop down list on the toolbar and make sure the *Web Highlighting* option has a tick beside it as shown below. A tick means that it is enabled.




2. Open your Internet browser window and type **www.texthelp.com** into the **Address** field to display the Texthelp homepage.
3. Hover your mouse over an area of text until you see it highlighted. You hear the text read aloud. You can also use the other **Speech** buttons on the toolbar to stop, pause or read the previous or next paragraphs.

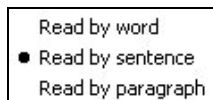
 *Read&Write 8.1 will read aloud any of the text that is under your mouse.*



## Exercise 7 Reading Daisy books

Before you begin this exercise, make sure you have a Daisy book saved on your computer.

 *If you don't have a Daisy book to work with, you can carry out a search on the Internet for Daisy Books.*

1. Click on the  drop down list on the toolbar and make sure the *Read by sentence* option is selected. You'll know it has been selected if you see a dot beside it, as shown below:







2. Click on the  button on the toolbar.  
You see the Browse For Folder window displayed.
3. Browse to the location in the directory where you have saved the Daisy file, select it and then click on the **OK** button.  
The Daisy book opens in the Daisy Reader window.
4. The table of contents for the book is displayed on the left-hand-side of the Daisy Reader window. Click on a page/section to view it.
5. Complete either of the following options:
  - if web highlighting is switched on, hover your mouse over the area of text you want read aloud
  - if web highlighting is not switched on, click on the  button on the Read&Write 8.1 toolbar.


6. Click on the Display menu and select *Display Options*. You see the Display Options panel displayed.
7. Specify that you would like to make the Font Size 20 and the text Bold. If you wish, change the Text and Background Color by clicking on the color dropdown. Click on the **Close** button when you are happy with the settings.

## Exercise 8 Navigating through a Daisy book

In this exercise you'll learn how to find the text that you want to read aloud in the Daisy book.

1. Make sure the Daisy book is open. You may need to complete steps 2 and 3 in the previous exercise.
2. Click on the appropriate **Navigation** button to move through the pages:
  -  – displays the **first** page in the book
  -  – displays the **previous** page in the book
  -  – displays the **next** page in the book
  -  – displays the **last** page in the book.


Insert bookmarks in the text. To do this:

3. Click on the  button. You see the Save Bookmark window displayed.
4. Type **Bookmark1** in the text box provided and then click on the **Save Bookmark** button.
5. Go to another page in the Daisy book and repeat steps 3 and 4 to add another bookmark, and call it **Bookmark2**.


Now practice finding the bookmarked text:

6. Select *Bookmark1* from the **Bookmarks** drop down list and then click on the  button.

Find specific words in the text. To do this:

7. Type a word that you know is in your Daisy book, in the **Find Text In Book** text box, and then click on the  button.

The first instance of the word or phrase is highlighted in your Daisy book. If you


want to view the next instance, click on the  button again.

## 4. SPELL CHECKING

In this section you'll learn how to:

- use the Spell Checker
- set up general spelling options
- use the Auto Correct file
- spell check as you type
- add words to the custom dictionary
- review spellings
- add a phonetic replacement.


Type the following text into a blank MS Word document:

 *There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.*

**After the crop duster's old pickup puled away and its tail lights disappeered down the road towards Bannack, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the Montana starlight around me.**

### Exercise 1 Using the Spell Checker and setting up general spelling options

In this exercise you'll learn how to set up general spelling options and use the Spell Checker.

1. Click on the  button on the toolbar. You see the Spell Helper window displayed (Figure 4-1).

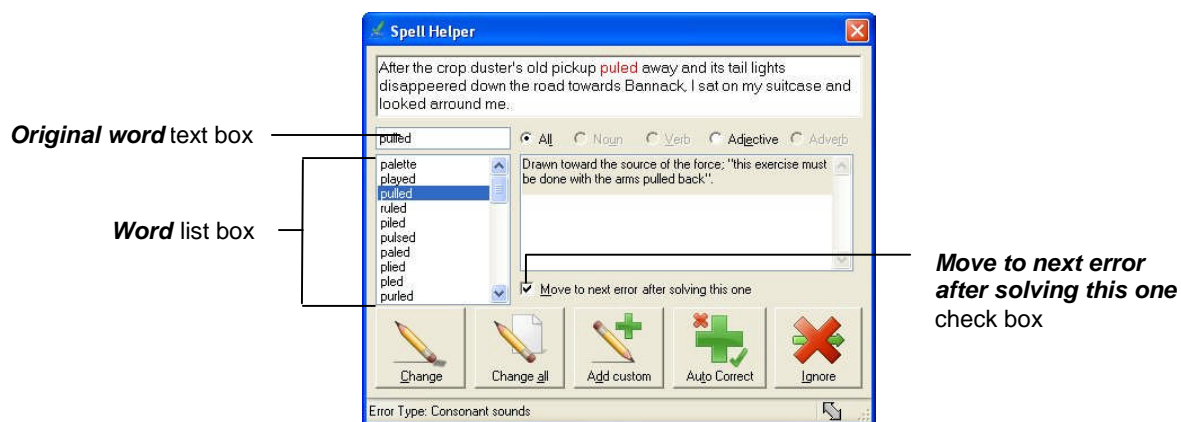




Figure 4-1 Spell Helper window

The first mis-spelt word in your document is highlighted in the **Original word** text box.

2. Make sure the **Move to next error after solving this one** check box is selected to let the Spell Checker know that you want to move onto the next mis-spelt word when you have finished correcting the current one.
3. You can now use the following buttons to correct your spellings:
  - **Change** button – select a word from the **Word** list box and then click on this button to change the mis-spelt word to the selected word
  - **Change all** button – select a word from the **Word** list box and then click on this button to change all instances of the mis-spelt word throughout your document
  - **Add custom** button – click on this button to add the selected word to your custom dictionary
  - **Auto Correct** button – select a word from the **Word** list box and then click on this button to add the mis-spelt word to the auto correct file. In future, when you type the word incorrectly, the Spelling facility will now automatically change the word to the selected word
  - **Ignore** button – click on this button to ignore the mis-spelt word.
4. The Spelling Helper window closes as soon as the spell check is complete. If it doesn't, click on the  button on the top right-hand corner of the window.
5. Click on the  drop down list on the toolbar and select *Spelling Options*.  
You see the Custom tab of the Spelling Options window. Click on the Settings tab (Figure 4-2).

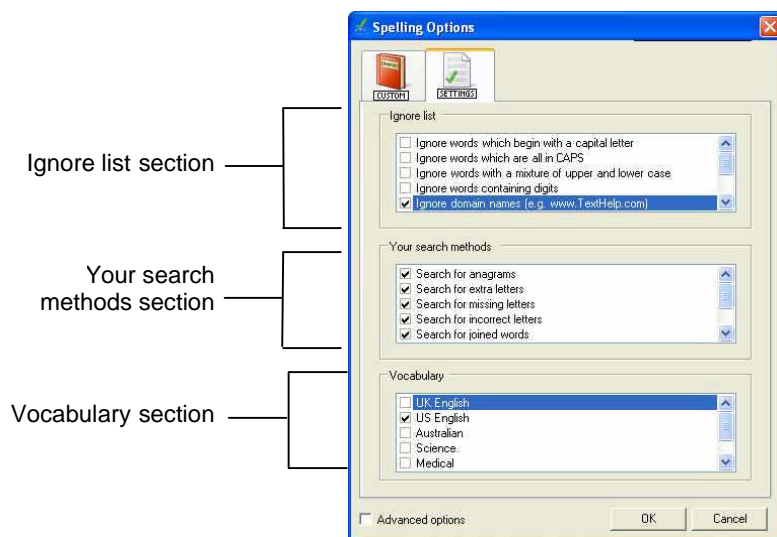



Figure 4-2 Settings tab

6. Select the **Ignore domain names (e.g. www.texthelp.com)** check box in the Ignore list section and then make sure all other check boxes in this section are de-selected.
7. Make sure all of the check boxes in the Your search methods section are selected to specify that you want the Spell Checker to search for all possible types of mistakes.

8. Make sure the **US English** check box in the Vocabulary section is selected so that the Spell Checker will search for mistakes using US English.
9. Click on the **OK** button to save your settings and to close the Spelling Options window.

## Exercise 2 Using the Auto Correct file and spell checking as you type

In this exercise you'll learn how to configure the Spell Checker to automatically correct commonly mis-spelt words and to spell check as you type.

1. Click on the  drop down list on the toolbar and select *Spelling Options*.  
You see the Custom tab of the Spelling Options window displayed.
2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Automatic tab (Figure 4-3).

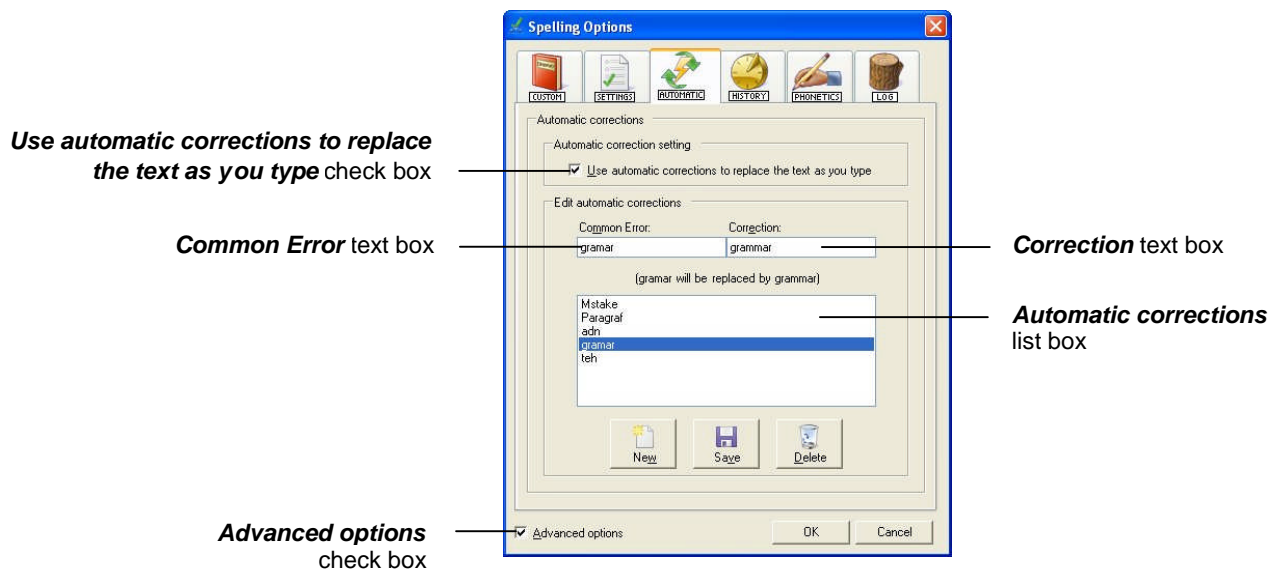




Figure 4-3 Automatic tab


You may see a list of words in the **Automatic corrections** list box. The words listed will be automatically changed to the correct spelling if you accidentally type them when creating future documents.

3. Make sure the **Use automatic corrections to replace the text as you type** check box is selected.
4. Click on the **New** button.
5. Type **gramar** in the **Common Error** text box and then type '**grammar**' in the **Correction** text box. Click on the **Save** button to add it to the list.
6. Click on the **OK** button to save the new settings and to close the Spelling Options window.
7. Click on the  drop down list on the toolbar and select *Spell As I Type*.
8. Type the following text into your document:

 There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.

His gramar was poore.


Notice how the Spell Checker automatically corrects the mis-spelt word you've just added to the Auto Correct file earlier in this exercise, i.e. 'grammar'. Also note how the Spell Checker then appears after you type 'poore'.

9. Click on the  drop down list on the toolbar and de-select *Spell As I Type* to disable this facility.

### Exercise 3 Adding words to the custom dictionary

You can add words that the spell checker does not recognize to the custom dictionary. Once you've added a word, the spell checker will no longer highlight it as a mis-spelt word.

To add words to the custom dictionary:

1. Click on the  drop down list on the toolbar and select *Spelling Options*.

You see the Custom tab of the Spelling Options window (Figure 4-4).

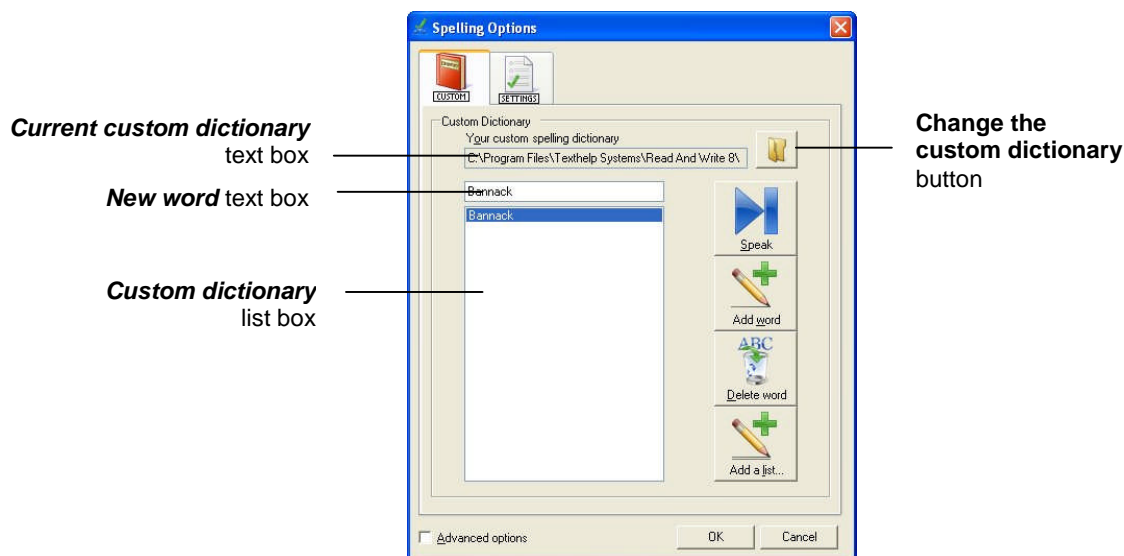



Figure 4-4 Custom tab

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

2. Type the word **Bannack** in the **New word** text box.
3. Click on the **Add word** button. 'Bannack' is added to the **Custom dictionary** list box. Click on the **Speak** button to hear the word read aloud
4. Click on the **OK** button to save the settings and to close the Spelling Options window.

## Exercise 4 Reviewing spellings

In this exercise you'll learn how to review suggestions for mis-spelt words and review your spelling log.

1. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
2. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the History tab (Figure 4-5).

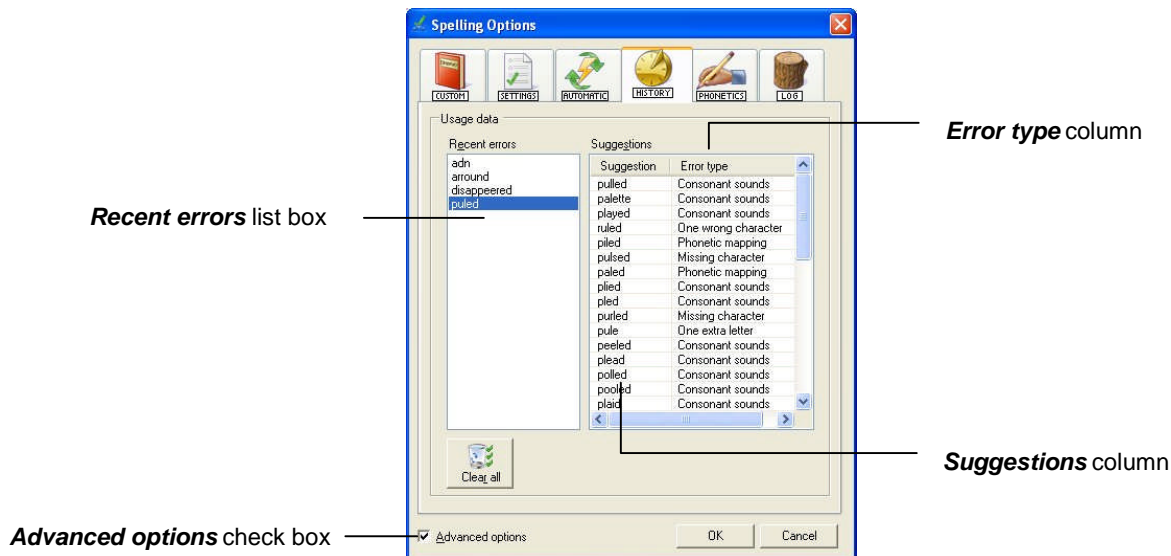


Figure 4-5 History tab

3. Select 'puled' from the **Recent errors** list box. You see a list of possible corrections and the error types in the **Suggestion** and **Error type** columns.
4. Click on the Log tab (Figure 4-6).

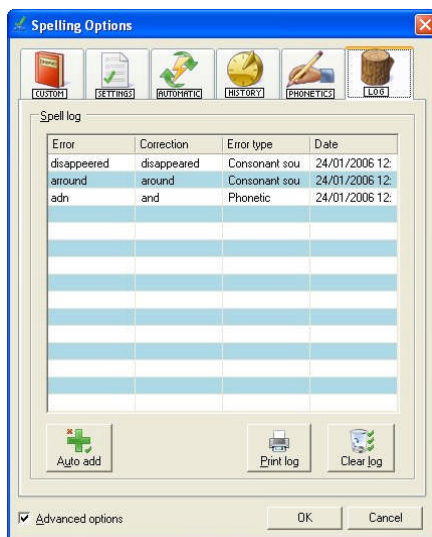


Figure 4-6 Log tab



You can see a record of all the words you have mis-spelt.

If you see a spelling error that you would like the Spelling facility to automatically change to the correction listed in the Log tab, click on the correction and then click on the **Auto add** button to add it to the Auto Correct file.




5. Click on the **Print log** button. MS Word launches and you see the spelling log for your user account displayed in a new document.

## Exercise 5 Adding a phonetic replacement

In this exercise you'll learn how the Spelling facility uses a phonetic map to make suggestions for mis-spelt words. Phonetic maps help the Spell Checker to find corrections for difficult spelling errors such as phonetic errors and errors caused by OCR. It uses groups of letters that sound the same or are normally confused.

For example, if you often type 'telefone' or 'elefant', Read&Write 8.1 will be able to use the phonetic mapping 'f = ph' to solve these errors.

Read&Write 8.1 can also solve spelling errors where there are many phonetic errors in one word. For example, if you type 'nolij', Read&Write 8.1 uses the phonetic mappings 'no = know' and 'ij = edge' to solve the error and suggest 'knowledge'.

1. Type the letters **noledge** into your document.
2. Highlight the word you've just typed and then click on the  button on the toolbar. You see the Spell Helper window displayed. Note that the Spelling facility has suggested the word 'knowledge' as a replacement.
3. Click on the  button on the top right-hand corner of the Spelling Helper window to close it.
4. Click on the  drop down list on the toolbar and select *Spelling Options*. You see the Custom tab of the Spelling Options window displayed.
5. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 4-7).



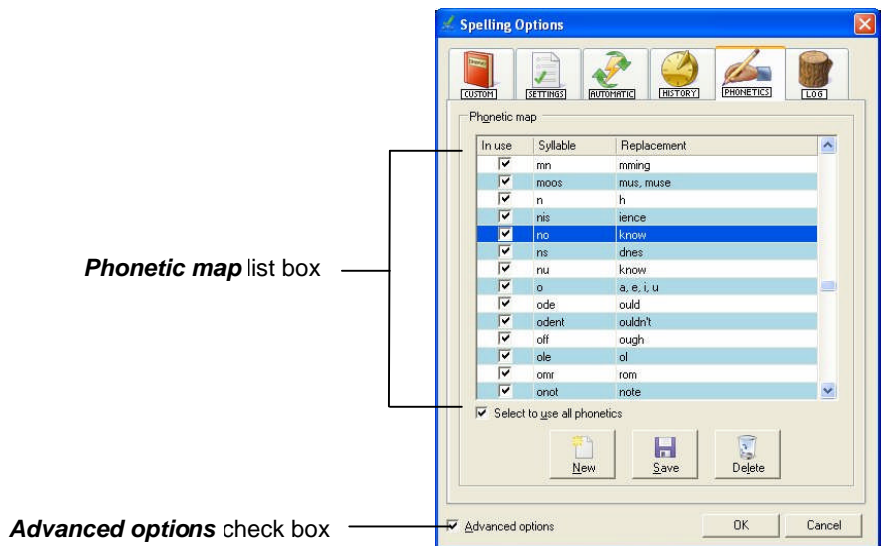


Figure 4-7 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the **Phonetic map** list box.

6. Find the phonetic replacement for 'no=know' in the **Phonetic map** list box. When you typed the word 'noledge' in step 1, the Spelling facility was able to use this phonetic replacement to suggest the word 'knowledge' as a replacement word.  
You can add new phonetic replacements or delete them completely.
7. Click on the **OK** button to close the Spelling Options window.




## 5. PREDICTING TEXT

In this section you'll learn how to:

- use the Prediction facility
- change the appearance and behavior of the Prediction window
- set up prediction speech options
- specify how you want the Prediction facility to learn
- set the prediction context level
- set up phonetic replacements.

### Exercise 1 Using Word Prediction

In this exercise you'll learn how to use the Word Prediction to help you finish sentences. It will access a list of words that'll complete the one that you are currently typing and will also try to predict your next word as you finish typing a word. You'll also learn more about using the Display tab of the Predictions Options window.

1. Open a new blank document in MS Word and then click on the  button on the toolbar to display the Prediction window.
2. Type the following text into your document: **I enj**
3. You see a list of words beginning with 'enj' displayed in the Prediction window.
4. Click on 'enjoyed' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
5. There's also a useful feature that allows you to view dictionary definitions and homophones in the Prediction window.
6. Type the following letters into your document: **the**.
7. You see a list of words in the Prediction window. 'their' and 'there' are homophones and therefore have the following symbol next to them: .
8. You are having difficulties deciding which of the two words, 'their' and 'there', is the one you need. Hover your mouse over 'their' and then click on the  symbol. You see the Dictionary - Basic Definitions window displayed (Figure 5-1).

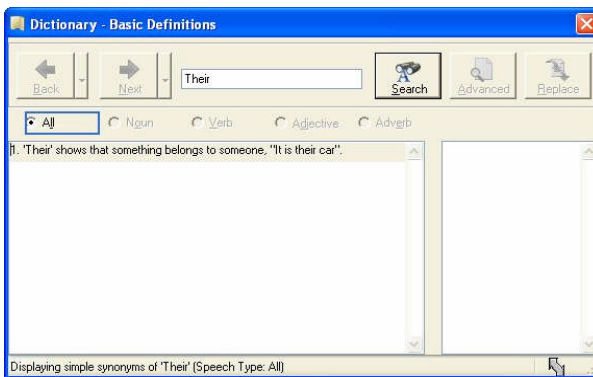





Figure 5-1 Dictionary - Basic Definitions window

9. You read the definition for the word ‘their’ in the **Dictionary meanings** list box and decide that it’s the word you are looking for. Click on the  button on the top right-hand corner of the Dictionary window to close it.
10. Click on ‘their’ in the Prediction window. The word is inserted into your document.
11. Close Prediction by clicking on the  button.

## Exercise 2 Changing the appearance and behaviour of the Prediction window

1. Click on the  drop down list on the toolbar and select *Prediction Options*. You see the Display tab of the Prediction Options window displayed (Figure 5-2).

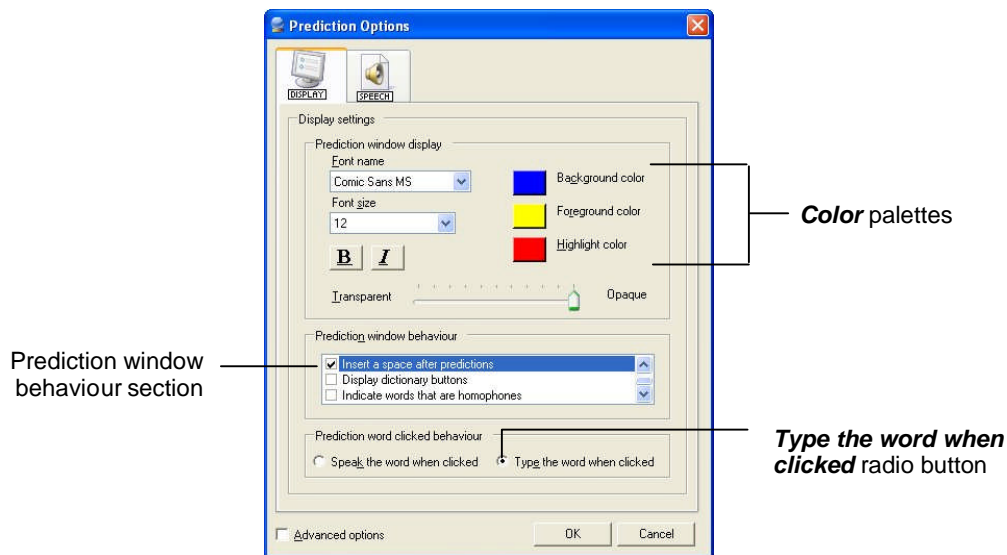




Figure 5-2 Display tab

2. Make sure the following check boxes are selected in the Prediction window behavior section and then click on the **OK** button:

- **Insert a space after predictions** – instructs the system to automatically insert a space after a word when it is inserted
  - **Display dictionary buttons** – allows you to find the definition of words suggested in the Prediction window
  - **Indicate words that are homophones** – instructs the system to list words that are homophones in the Prediction window.
3. Click on the **Color** palettes and select the colors you want to use for the background, text and highlighting colors in the Prediction window. Make sure you don't pick colors that clash because this will make it hard to read words.
  4. Select a font size of 20.
  5. Click on the  button and as you start to use the word prediction again you will see the changes you have made.

### Exercise 3 Setting up prediction speech options

In this exercise you'll learn how to configure the system to read aloud words from the Prediction window.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Click on the Speech tab (Figure 5-3).

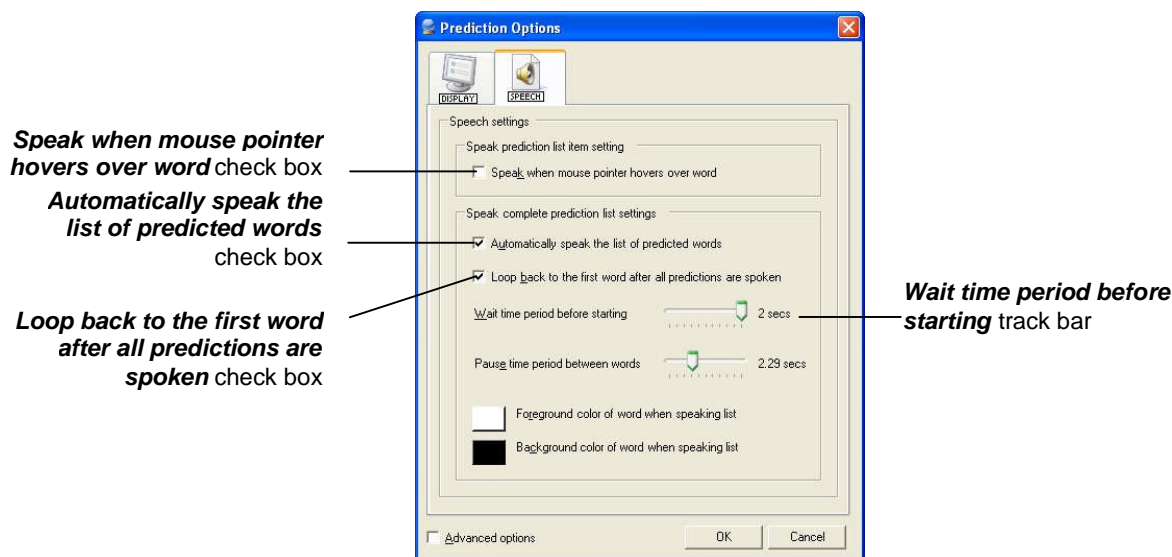




Figure 5-3 Speech tab


2. Select the **Automatically speak the list of predicted words** check box to specify that you want the Prediction facility to speak each word in the Prediction window.
3. De-select the **Loop back to the first word after all predictions are spoken** check box to specify that you don't want the Prediction facility to keep repeating the list of predicted words.

4. Drag and drop the **Wait time period before starting** track bar until it reaches 2 seconds to specify that you want the Prediction facility to wait 2 seconds before reading the words aloud.
5. Click on the **OK** button to save the settings and to close the window.
6. Open a new blank document in MS Word and then click on the  button on the toolbar to display the Prediction window.
7. Type the following text into your document:  
**I want to write a let**  
You see a list of words beginning with 'let' displayed in the Prediction window. When you stop typing, the Prediction facility waits for 2 seconds and then reads aloud each of the words.
8. Click on the word 'letter' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
9. Open the Speech tab of the Prediction Options window again and de-select the **Automatically speak the list of predicted words** check box to stop the Prediction facility from automatically reading words aloud from the Prediction window.
10. Select the **Speak when mouse pointer hovers over word** check box to specify that you want the Prediction facility to speak a word when you hover your mouse over it in the Prediction window.
11. Click on the **OK** button to save the settings and to close the window.
12. Type the following text into your document:  
**I want a drink of wat**  
You see a list of words beginning with 'wat' displayed in the Prediction window. Hover your mouse over each word to hear it read aloud.
13. Click on the word 'water' in the Prediction window or press the appropriate function key on your keyboard. The word is inserted into your document, followed by a space.
14. Click on the  button on the top right-hand corner of the Prediction window to close it.

#### Exercise 4 Specifying how you want the Prediction facility to learn

In this exercise you'll learn how to specify exactly how you want the Prediction facility to learn vocabulary patterns to improve its predictions. This will only be applied to the user account that you used to log into the system. This text file will not be used by any other user account.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.  
You see the Display tab of the Prediction Options window displayed.

2. Select the **Advanced options** check box in the bottom left-hand corner of the window.
3. Click on the Learning tab (Figure 5-4).

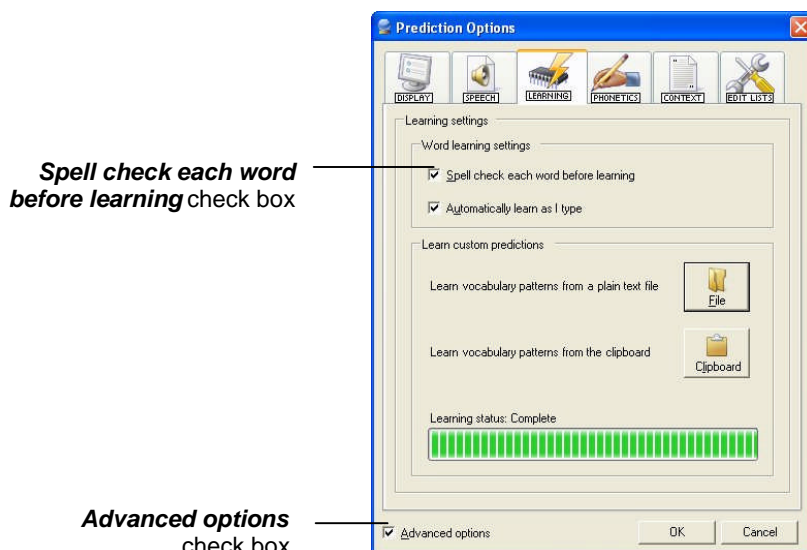


Figure 5-4 Learning tab


4. Make sure the **Spell check each word before learning** check box is selected to make sure the Prediction facility does not learn any mis-spelt words to the Prediction database.
5. Click on the **File** button.  
You see the Open window displayed.
6. Select a file with a '\*.txt' file extension and click on the **Open** button.

The words and phrases in this text file will now be used by the Prediction facility to provide you with a list of possible words and phrases with which you can finish sentences as you type.

The Prediction facility can also learn from text that you've copied to the clipboard when you click on the **Clipboard** button.

## Exercise 5 Setting up the prediction context level

In this exercise you'll learn how to set the context level of predictions. This means that the Prediction facility will suggest words based on probability and/or accuracy depending on which level is set.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Context tab (Figure 5-5).

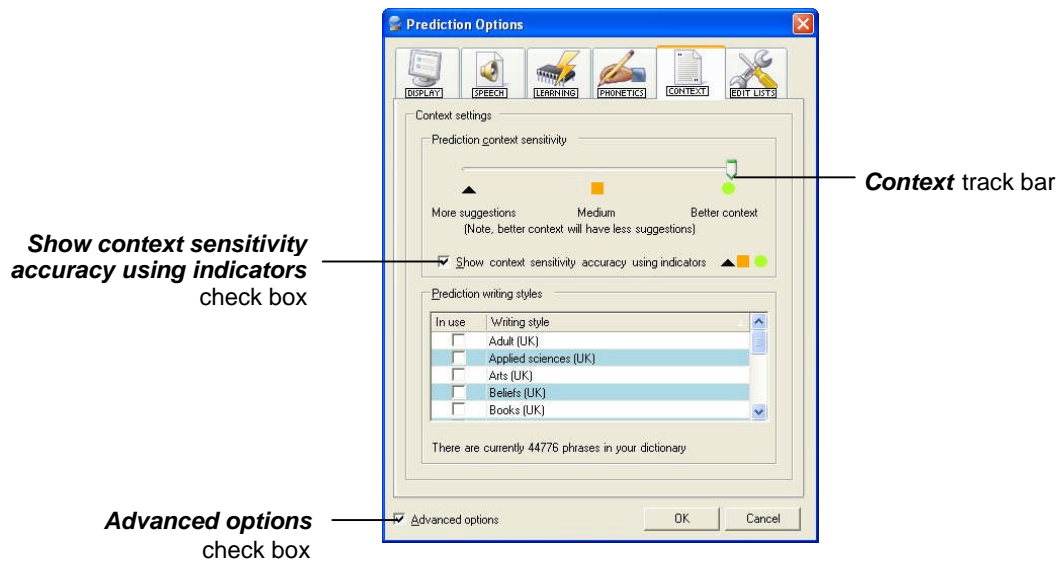



Figure 5-5 Context tab


2. Make sure the **Show context sensitivity accuracy using indicators** check box is selected.
3. Drag the **Context** track bar from 'More suggestions' to 'Better context' and then click on the **OK** button.
4. Click on the  button and then type the following text into your document. Keep an eye on what predictions are offered in the Prediction window:
 

**The little girl skipped merrily in the playground.**
5. Open the Context tab of the Prediction Options window again.
6. Drag the **Context** track bar from 'Better context' back to 'More suggestions' and then click on the **OK** button.
7. Re-type the text into your document. Keep an eye on what predictions are now offered in the Prediction window.

There is a stark contrast between 'More suggestions', the majority of which appear with a black triangle, and 'Better context' which appear with a green circle. With 'Better context' there are fewer words predicted but they are more accurate. Please choose which setting best suits you.

You can also specify which prediction files you want the Prediction facility to use when predicting words, by selecting the appropriate check boxes from the list at the bottom of the Context tab. For example, if you select the **Applied sciences** check box, the Prediction facility will use words and phrases from the Applied sciences prediction file to suggest words in the Prediction window.



If you have the Teacher's Toolkit installed, you can add your own prediction files to the list at the bottom of the Context tab.

8. Click on the  button on the top right-hand corner of the Prediction window to close it.



## Exercise 6 Setting up phonetic replacements

In this exercise you'll learn how to set up phonetic replacements which will be used in the Prediction facility. Sometimes people make the mistake of spelling words phonetically. For example, typing 'fone' instead of 'phone'. Read&Write 8.1's phonetic prediction can use phonetic mappings to help suggest the words that you are trying to spell.

1. Click on the  button on the toolbar. You see the Prediction window displayed.
2. Type the letters **foto** into your document. Note how you are also given predictions beginning with 'ph', e.g. 'photo'.
3. Close the Prediction window.
4. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Phonetics tab (Figure 5-6).

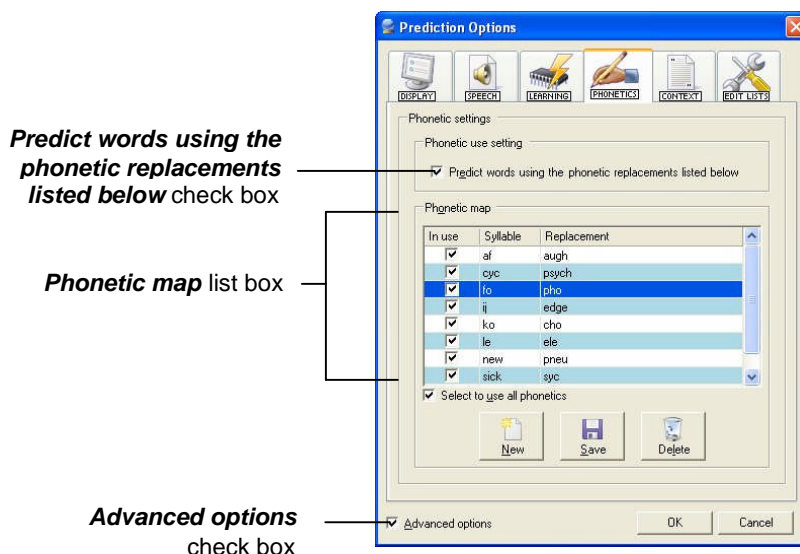



Figure 5-6 Phonetics tab

The phonetic replacements already present on the phonetic map are listed in the **Phonetic map** list box.

5. Find the phonetic replacement for 'fo=pho' in the **Phonetic map** list box. When you typed the word 'foto' in step 2, the Prediction facility was able to use this phonetic replacement to suggest words beginning with 'photo' as replacement words.
6. De-select the **Predict words using the phonetic replacements listed below** check box if you wish to disable this facility.
7. Click on the **OK** button to close the Prediction Options window

 *The Prediction facility will only provide you with a list of predictions using phonetic replacements if you have set the context level to 'More suggestions' in the Context tab.*





## 6. USING THE DICTIONARY

In this section you'll learn how to:

- use the basic and advanced dictionaries
- search for web definitions
- use the Word Wizard.

### Exercise 1 Using the dictionaries

In this exercise you'll learn how to use the dictionary to find basic and advanced definitions.

1. Type the following text onto a new line in your document:  
**Strangers are just friends waiting to happen.**
2. Highlight the word 'happen'.
3. Click on the  drop down list on the toolbar and select *Basic Definitions*, then click on the  button. From now on the Basic Dictionary will be displayed when you click on this button.

You see the Dictionary - Basic Definitions window displayed (Figure 6-1).

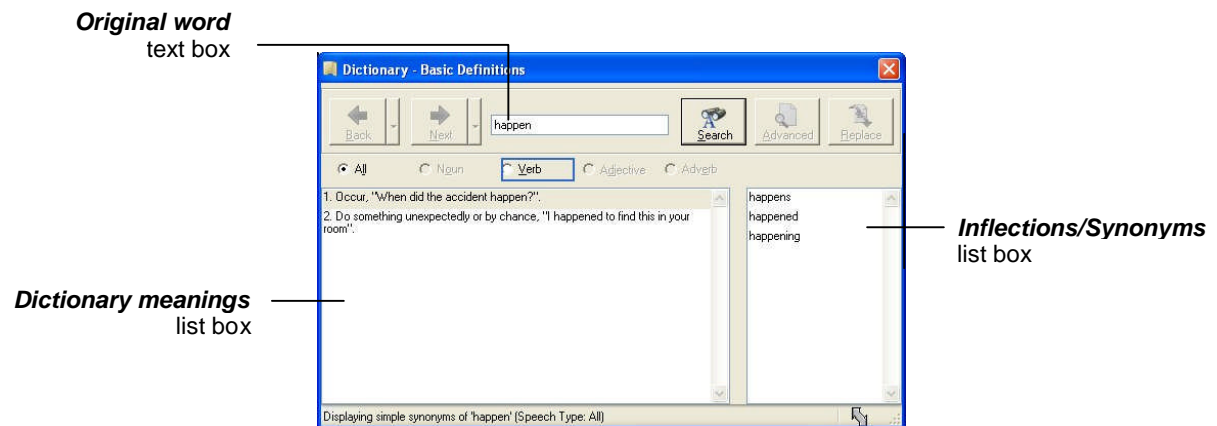




Figure 6-1 Dictionary - Basic Definitions window

The word 'happen' is displayed in the **Original word** text box. You can also see a list of definitions for the word 'happen' displayed in the **Dictionary meanings** list box.



4. Click on the first definition and then click on the  button on the Read&Write 8.1 toolbar to hear it read aloud.
5. Type the word **approach** into the **Original word** text box and then click on the **Search** button.

You see a list of definitions for the word 'approach' displayed in the **Dictionary meanings** list box.


6. To close the Dictionary - Basic Definitions window, click on the  button on the top right-hand corner of the window.

You want to replace the word 'happen' with a word similar to it. You can do this by conducting an advanced dictionary search for this word. Complete the following:

7. Highlight the word 'happen' in your text.



8. Click on the  drop down list on the toolbar and select *Advanced Definitions*, then click on the  button. From now on the Advanced Dictionary will be displayed when you click on this button.

You see the Dictionary - Advanced Definitions window displayed. The word 'happen' is displayed in the **Original word** text box.

9. Click on the **Advanced** button and select *Words related to 'happen'* from the popup menu. You see a list of definitions for the word 'happen' in the **Dictionary meanings** list box.
10. Click on the definition that begins with 'Come to pass; occur'. The word 'occur' appears in the **Inflections/Synonyms** list box and you decide that you want to replace the word 'happen' in your text with this new word.
11. Click on the word 'occur' in the **Inflections/Synonyms** list box and then click on the  button on the Read&Write 8.1 toolbar to hear it read aloud.
12. Click on the **Replace** button to replace the word 'happen' in your text.

## Exercise 2 Searching for web definitions


In this exercise you'll learn how to use Read&Write 8.1 to find definitions on the Internet. You decide that you want to check the definition of 'strangers' on the web. Complete the following:

1. Click on the  drop down list on the toolbar and select *Web Definitions*, then click on the  button. From now on the Web Definitions Dictionary will be displayed when you click on this button.

You see the Manual Text Search window displayed (Figure 6-2).




Figure 6-2 Manual Text Search window

2. Type **stranger** in the text box provided and then click on the **OK** button.  
Your browser window automatically opens and displays the Dictionary.com website. You can see a list of definitions for the word 'stranger'.
3. Click on the  button on the top right-hand corner of the window when you have finished viewing this page.

### Exercise 3 Using the Word Wizard

In this exercise you'll learn how to use the Word Wizard to search for specific words.

1. Type **tree** onto a new line in your document and then highlight it.
2. Click on the  button on the toolbar.  
You see the first window in the Word Wizard, which displays the highlighted word.
3. Click on the **Next** button. You see the next window in the Word Wizard.
4. Select the **Noun** radio button to specify that you are looking for a noun and then click on the **Next** button.  
You see the next window displayed. Read the two senses which provide you with two different meanings for the word 'tree'.
5. Make sure the first sense (1) is selected and then click on the **Next** button, i.e. 'A tall perennial woody plant having a main trunk and branches forming a distinct elevated crown'. You see the next window in the Word Wizard.
6. Select the **Parts of a 'tree'** radio button and then click on the **Next** button. You see the next window (Figure 6-3).

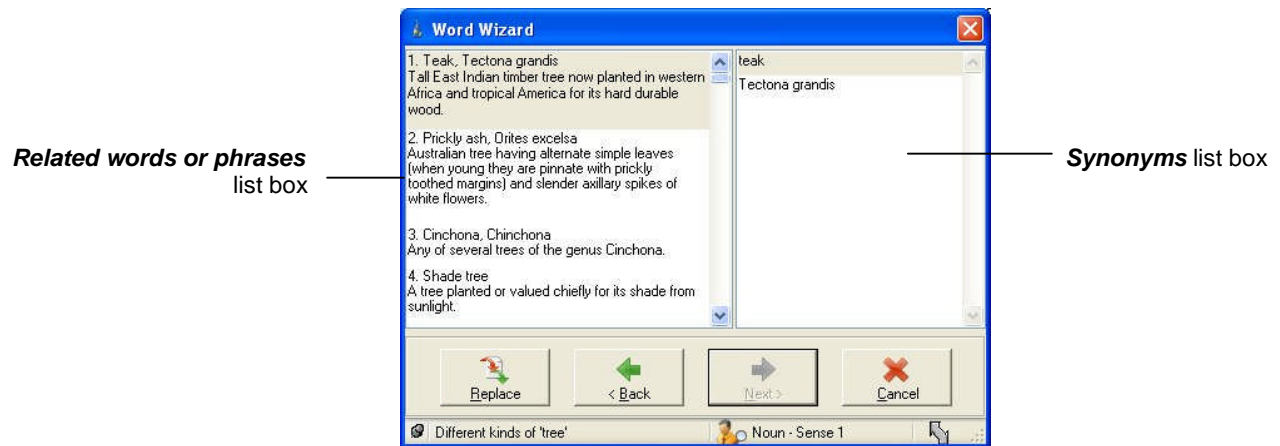


Figure 6-3 Word Wizard

7. Click on the first phrase (1) in the **Related words or phrases** list box, i.e. 'Stump, Tree stump'. You can view a list of related synonyms displayed in the **Synonyms** list box.
8. Select 'stump' from the **Synonym** list box and then click on the **Replace** button. 'Stump' replaces the word 'tree' in your text.

## 7. USING THE HOMOPHONES FACILITY

In this section you'll learn how to use the **Homophones** buttons to access and use the Homophones facility.

Type the following text into a blank MS Word document:

**Put the magazine here and clothes the window pleas.**

### Exercise 1 Identifying homophones

In this exercise you'll learn how to identify homophones in your document to help you ensure you've typed the correct word.

1. Click on the  button on the toolbar.

You see the Same Sounding Words window displayed (Figure 7-1). The first homophone in the text is displayed, i.e. 'the'.

The homophones in your text are highlighted in blue. They are 'the', 'here', 'clothes' and 'pleas'.

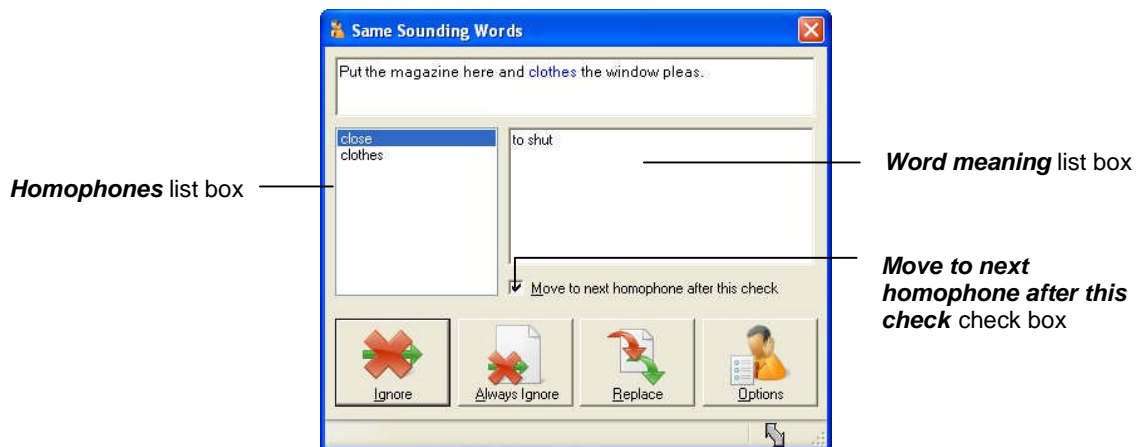



Figure 7-1 Same Sounding Words window

2. Make sure the **Move to next homophone after this check** check box is selected.
3. You decide that the word '**the**' is the correct word. Click on the **Ignore** button.  
The Same Sounding Words window moves on to the next homophone in the sentence, which is '**here**'.
4. You decide that this is the correct word. Click on the **Ignore** button.  
The Same Sounding Words window moves on to the next homophone, which is '**clothes**'.

5. Make sure the word 'clothes' is selected in the **Homophones** list box and read the definition in the **Word meaning** list box. To hear it read aloud, click on the definition and then click on the  button on the toolbar.
6. Select 'close' from the **Homophones** list box.
7. Click on the **Replace** button.  
The Same Sounding Words window moves on to the next homophone, which is 'the'.
8. Again, you decide that the word 'the' is the correct word. Click on the **Ignore** button.  
Alternatively you could click on the **Always Ignore** button to ensure that the word 'the' will no longer be identified as a homophone.  
The Same Sounding Words window moves on to the next homophone, which is 'pleas'.
9. Make sure 'pleas' is selected in the **Homophones** list box. You want to change the definition for this word. Click on the **Options** button. You see the Similar tab of the General Options window displayed (Figure 7-2).

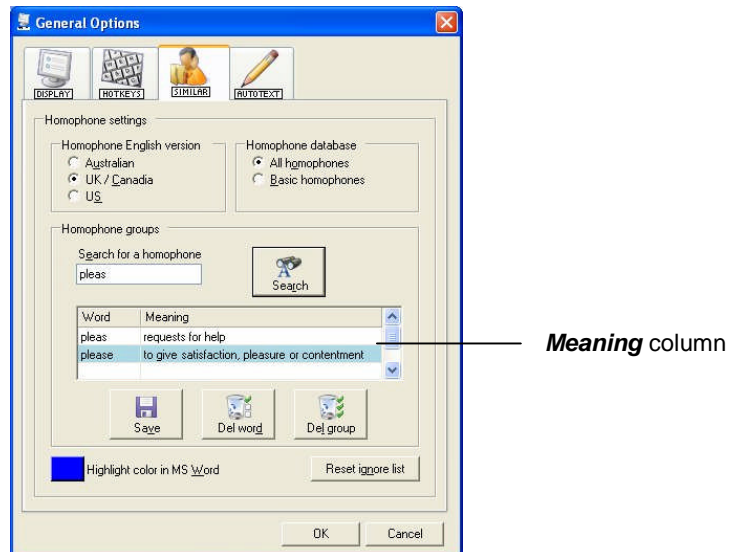




Figure 7-2 Similar tab




10. Insert the cursor after 'requests for help' in the **Meaning** column and then type in the following text: ',appeals'. Click on the **Save** button.
11. A message box is displayed asking you if you are sure you want to save this group and make a permanent change. Click on the **Yes** button to save the change.
12. Click on the **OK** button to close the General Options window.  
The Same Sounding Words window is re-displayed. If you want to see the new definition for pleas, click on another word in the **Homophones** list box and then on pleas again.
13. Select 'please' from the **Homophones** list box.
14. Click on the **Replace** button.


The Same Sounding Words window closes and the word is replaced. Your text should now read as follows: **Put the magazine here and close the window please.**

To complete the remaining steps, you must use a Read&Write 8.1 toolbar that allows you to view the  and  buttons on the toolbar. By default, the My Features toolbar does not allow you to view these buttons.




For information on switching between each of the Read&Write 8.1 toolbars, refer to Exercise 4 'Setting up toolbar display options' on page 7.

 *The*  *and*  *buttons are only enabled in MS Word.*

15. Click on the  button on the toolbar.

The homophones in your text are highlighted in blue again.

16. Click on the  button on the toolbar to hide the highlighted homophones in your text.


## 8. USING THE READ&WRITE 8.1 CALCULATOR


In this section you'll learn how to:

- use the Standard Calculator

### Exercise 1 Using the Standard Calculator

In this exercise, you'll learn how to use the Standard Calculator.

1. Click on the  drop down list on the toolbar and select *Standard Calculator*.  
You see the Standard Calculator window displayed.
2. Select the following options from the Speech menu:
  - *Speak on Click*
  - *Confirm on Equals*.
3. Complete the following using the View menu:
  - select *Background Color*, then select a green color from the color palette, and then click on the **OK** button
  - select *Foreground Color*, then select a navy color from the color palette, and then click on the **OK** button
  - point your cursor over *Button Colors*, select *Number Color* from the popup menu, then select a yellow color from the color palette and then click on the **OK** button
  - make sure the *Show Audit Trail* option is selected.
4. Click on the following buttons: **5 + 9 + 4 =**

 *If you click on the wrong button you can undo your last action by clicking on the **Undo** button. If required, you can click on this button several times if you decide that you want to undo several actions.*

The system calculates the sum and then reads it aloud. Your calculator should look similar to Figure 8-1.



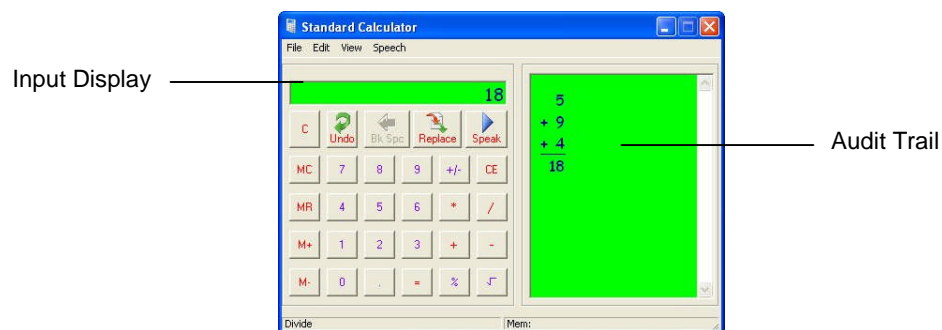



Figure 8-1 Standard Calculator window

5. Click on the  button on the top right-hand corner to close the Standard Calculator.

## 9. USING STUDY SKILLS

In this section you'll learn how to:

- collect text that you can use for your studies
- summarize the text that you have collected.

You can use Study Skills to highlight text in MS Word and in Internet Explorer using different colors. You can then collect the highlighted text and insert it into a new document.


Read&Write 8.1 also allows you to summarize text in your document/web page using Study Skills.

To access Study Skills, click on the  button until you can see the Study Skills buttons. The tooltip for this button will help you identify the buttons you need.

### Exercise 1 Collecting text for your studies


In this exercise you'll learn how to collect different types of text and then insert them into a new document in the order in which you want them displayed.

1. Open your Internet browser window and type **www.texthelp.com** into the **Address** field to display the Texthelp homepage.


2. Highlight the first paragraph on this page and then click on the  (Highlight green) button.

Read&Write 8.1 highlights the text in green, as shown below:


**Texthelp Systems Ltd** is the worldwide leader of literacy software solutions provided through three core business divisions:

3. Highlight the paragraph on 'Education' on this page and then click on the  (Highlight pink) button.


Read&Write 8.1 highlights the text in pink.

4. Highlight the paragraph on 'Government & Corporate' on this page and then click on the  (Highlight pink) button.

Read&Write 8.1 highlights the text in pink.

5. Highlight the paragraph on 'Education Publishers' on this page and then click on the  (Highlight pink) button.

Read&Write 8.1 highlights the text in pink.

6. Highlight the paragraph on 'Government & Corporate' again and then click on the  (Clear highlights) button.

Read&Write 8.1 de-selects the highlighted text in pink.


7. Click on the  (Collect highlights) button.  
The Collect Highlights window is displayed (Figure 9-1).





Figure 9-1 Collect Highlights window

8. Make sure the following options are selected:
- **Collect green** check box
  - **Collect pink** check box
  - **Order highlights by collection time** radio button
  - the *None* option is selected from the **Color collections separation** drop down list
  - the *New line* option is selected from the **Highlighted items separation** drop down list.
9. Click on the **OK** button.  
Read&Write 8.1 collects the highlighted text and inserts it into a new MS Word document.
10. Save your document and call it **About Texthelp**.

## Exercise 2 Summarizing text for your studies

In this exercise you'll learn how to summarize text on a webpage. Read&Write 8.1 can also summarize text in a document.

1. Open your Internet browser window and type **www.texthelp.com** into the **Address** field to display the Texthelp homepage.
2. Click on the **Publishers** link at the top of the page: 
3. Highlight all of the text on this page using your mouse.
4. Click on the  (Summary) button.  
The Summary Option window is displayed (Figure 9-2).

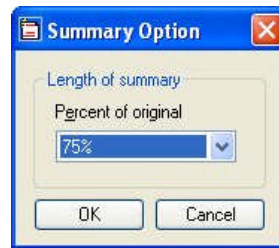






Figure 9-2 Summary Option window

5. Make sure 50% is selected from the **Percent of original** drop down list.  
Read&Write 8.1 displays the summarized text in a new document. Notice the AutoSummarize toolbar also displayed (Figure 9-3).



Figure 9-3 AutoSummarize toolbar

6. Click on the  and  buttons on the AutoSummarize toolbar to decrease and increase the percentage of summarized text. Notice how your text changes as you do this.
7. Click on the  button on the AutoSummarize toolbar.  
You can now see the original text displayed, i.e. all of the text on the Publishing webpage. The summarized text is highlighted in yellow and the rest is displayed as faded text.
8. Click on the  button again to display only the summarized text.



## Additional Exercises


# 10. ADDITIONAL EXERCISES

In this section you'll learn how to:

- set up hotkeys
- set up autotext
- read text files and clipboard text
- edit phrases in the prediction database
- load your personal settings.

### Exercise 1 Setting up hotkeys

You can set up hotkeys for each of the buttons on the Read&Write 8.1 toolbar or for some of the menu options. In this exercise you'll learn how to set up your own hotkeys.

1. Click on the  drop down list on the toolbar and select *General Options*.

You see the Display tab of the General Options window. Click on the Hotkeys tab (Figure 10-1).

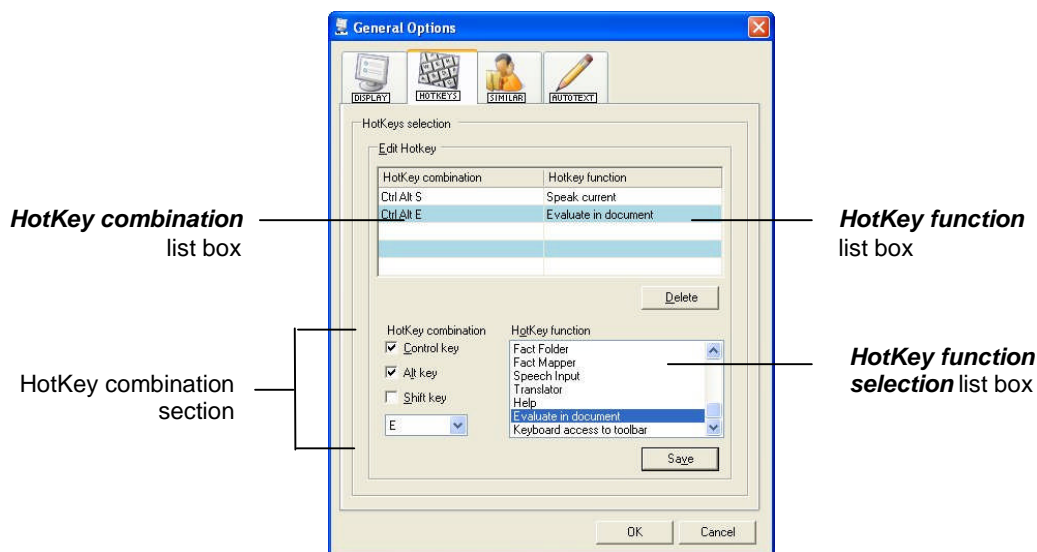


Figure 10-1 Hotkeys tab


2. Select the *Speak current* option from the **HotKey function selection** list box.
3. Select both the **Control key** and **Alt key** check boxes and then select 'S' from the **Keyboard keys** drop down list.
4. Click on the **Save** button.

The entry is listed in the **HotKey combination** and **HotKey function** list boxes.

5. Click on the **OK** button to save your settings and to close the General Options window.
6. Type **This is some text to show the hotkeys working** into a MS Word document.
7. Click anywhere on the text and then press the **Ctrl Alt** and **S** keys on your keyboard. You hear the text read aloud.
8. Open the Hotkeys tab of the General Options window again and try setting up a few of your own hotkeys.

## Exercise 2 Setting up autotext

You can create short cuts for long pieces of text by giving them an abbreviation. You can then type the abbreviation into your document and Read&Write 8.1 will automatically replace it with the text. In this exercise, you'll learn how to set up your own abbreviations.

1. Click on the  drop down list on the toolbar and select *General Options*.
2. You see the Display tab of the General Options window. Click on the Autotext tab (Figure 10-2).

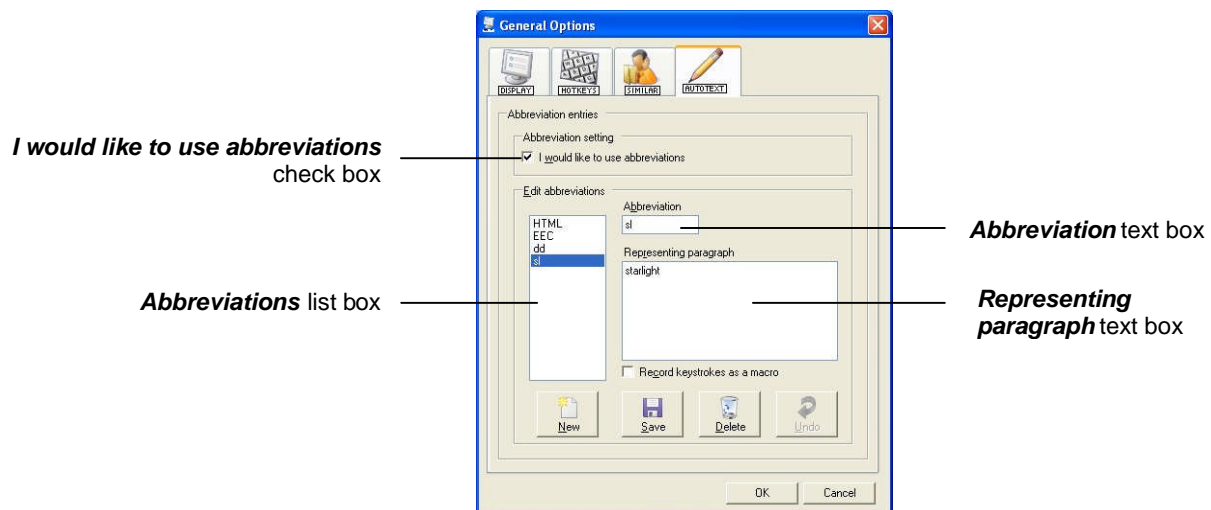


Figure 10-2 Autotext tab

3. Select the ***I would like to use abbreviations*** check box.
4. Type **sl** in the **Abbreviation** text box, then type **starlight** in the **Representing paragraph** text box and then click on the **Save** button.
5. Click on the **OK** button to save the new setting and to close the General Options window.
6. Type **sl** into your MS Word document and then press **Enter** on your keyboard. Note how the system automatically replaces the letters, 'sl', with the word 'starlight'.
7. Open the Autotext tab of the General Options window again and try setting up a few of your own abbreviations.


### Exercise 3 Reading text files and clipboard text

Before you begin this exercise, make sure you have a text file saved on your computer.

1. Type the following text onto a new line in your document:

**Start every day with an inspiring thought.**


2. Highlight the text and then right click and select *Copy* from the popup menu.

3. Click on the  drop down list on the toolbar. Point your cursor at *Open in Text Reader* and select the *From Clipboard* option from the menu.

You see the text you highlighted in step 1 displayed in the Text Reader window.

4. Click on the  button on the toolbar to hear the sentence read aloud.


5. Click on the  button to close the Text Reader window.

6. Click on the  drop down list on the toolbar, point your cursor at *Open in Text Reader* and select the *Text file* option from the menu.

You see the Select file to open in Text Reader window displayed.


7. Browse to the location in the directory where the text file is located, select the text file and then click on the **Open** button.

The text is imported into the Text Reader window.

8. Use the **Speech** buttons on the Read&Write 8.1 toolbar as required and then click on the  button to close the Text Reader window.

### Exercise 4 Editing phrases in the prediction database

In this exercise you'll learn how to edit phrases in the prediction database. This means that when you next use the Prediction window to predict your next words, it will suggest words based on the phrases you've edited.

1. Click on the  drop down list on the toolbar and select *Prediction Options*.

You see the Display tab of the Prediction Options window displayed. Make sure the **Advanced options** check box in the bottom left-hand corner is selected and then click on the Edit Lists tab (Figure 10-3).

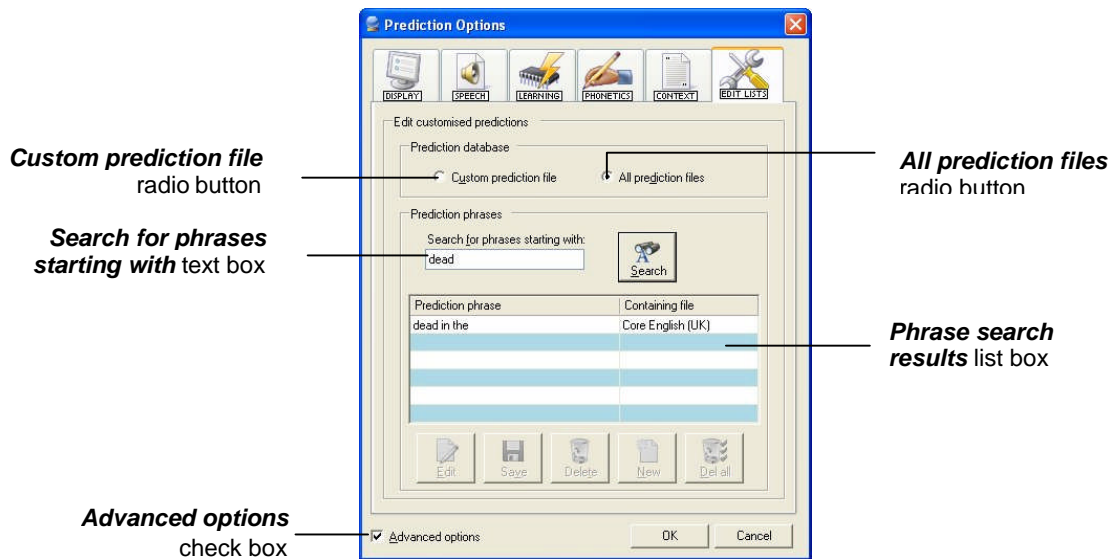
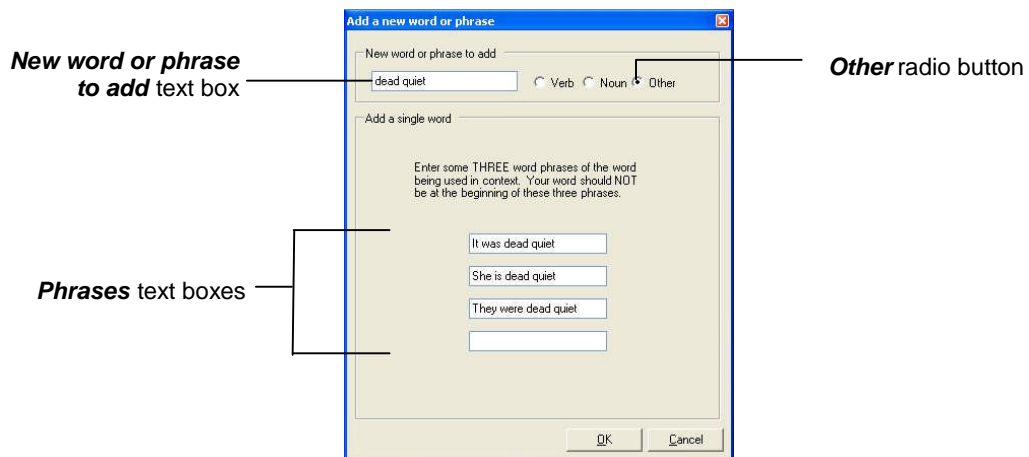


Figure 10-3 Edit Lists tab

2. Select the **All prediction files** radio button to specify that you want to search for a phrase in all available prediction databases.
3. Type the word **dead** into the **Search for phrases starting with** text box and then click on the **Search** button. You see a list of all the phrases containing the word 'dead' displayed in the **Phrase search results** list box.


You notice that the phrase 'dead quiet' is not listed. To add this phrase to the list:

4. Select the **Custom prediction file** radio button and then click on the **New** button. You see the Add a new word or phrase window displayed.
5. You must select the **Other** radio button because the phrase 'dead quiet' is an adjective. You see a second Add a new word or phrase window displayed (Figure 10-4).

Figure 10-4 Add a new word or phrase window (2<sup>nd</sup> window)



6. Type the phrase **dead quiet** into the **New word or phrase to add** text box and then type the following text into the first three **Phrases** text boxes:



- **It was dead quiet**
  - **She is dead quiet**
  - **They were dead quiet.**
7. Click on the **OK** button in both the Add a new word or phrase window and the Prediction Options window.
  8. Click on the  button and then type the following text into your document followed by a space: **It was dead**. Keep an eye on the Prediction window. You'll see the word 'quiet' listed. Click on 'quiet' or use the appropriate function key to insert it into your document.

## Exercise 5 Loading your personal settings


In this exercise you'll learn how to save your personal settings to a memory stick and take them home. You can then load your personal settings from the memory stick at home.


1. Click on the  drop down list and select *Take settings home*.  
To load your personal settings at home:
2. Insert your USB drive into your USB port.
3. Click on the  drop down list and select *Load my settings*.  
The Browse For Folder window is displayed.
4. Browse for the USB drive on your computer and then click on the **OK** button to load your personal settings.

## 11. USING THE TEACHER'S TOOLKIT

In this section you'll learn how to use the Teachers Toolkit to:

- set up feature sets
- set up new users and assign them feature sets
- add a new prediction file
- add dictionary definitions
- view users spelling logs
- view users activity logs.

 *In order to complete these exercises you must have the Teachers Toolkit installed on your computer.*

 You can also use the Teacher's Toolkit to change how words are pronounced by the system using the Say Like tab. For information on using the Say Like tab, refer to Exercise 2 on page 10.

To access the Teachers Toolkit, click on **Start** on the Windows desktop. Select *All Programs, Texthelp Systems, then Read And Write 8* and then *Toolkit*, as shown below:



*Figure 11-1 Teachers Toolkit Menu*

You see the User Settings tab of the Read and Write Teacher's Toolkit window (Figure 11-4).

### Exercise 1 **Setting up feature sets**

You can set up feature sets and then assign them to users. These feature sets determine which Read&Write 8.1 features will be available to each student.

Let us start by setting up a feature set that'll allow you to use all of the Read&Write 8.1 facilities.

1. Click on the Feature Sets tab (Figure 11-2).

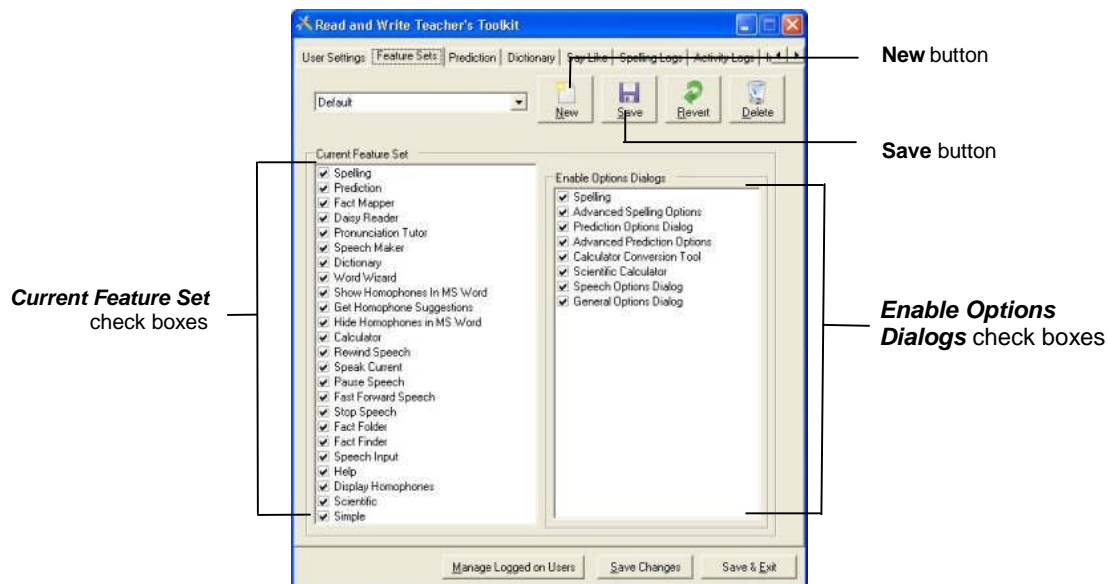


Figure 11-2 Feature Sets tab

2. Click on the **New** button. You see the New Feature Set window (Figure 11-3).

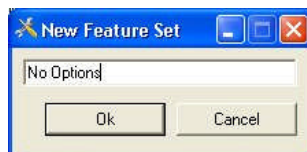


Figure 11-3 New Feature Set window

3. Type **No Options** in the text box provided and then click on the **OK** button.  
All of the **Current Feature Set** check boxes and the **Enable Options Dialogs** check boxes are selected automatically when you add a new feature set.
4. De-select all of the **Enable Options Dialogs** check boxes to specify that you don't want users with this feature set to have access to any of the Read&Write 8.1 Options windows.
5. Click on the **Save** button. You've now set up a new feature set which will allow you to access all of the Read&Write 8.1 facilities but none of the Options windows. Users with this feature set will therefore be unable to alter any of the default settings.

Now you need to make sure that the feature set is applied to the appropriate users. Complete the next exercise.

## Exercise 2 Setting up new users and assigning feature sets

When you add a new user you should assign them to a user group. This makes it easier to manage their account. Once you have done this you can assign a feature set to them.

Use the instructions below to create a new user group, assign a new user to this group and then apply the feature set you've just set up.

1. Click on the User Settings tab (Figure 11-4).

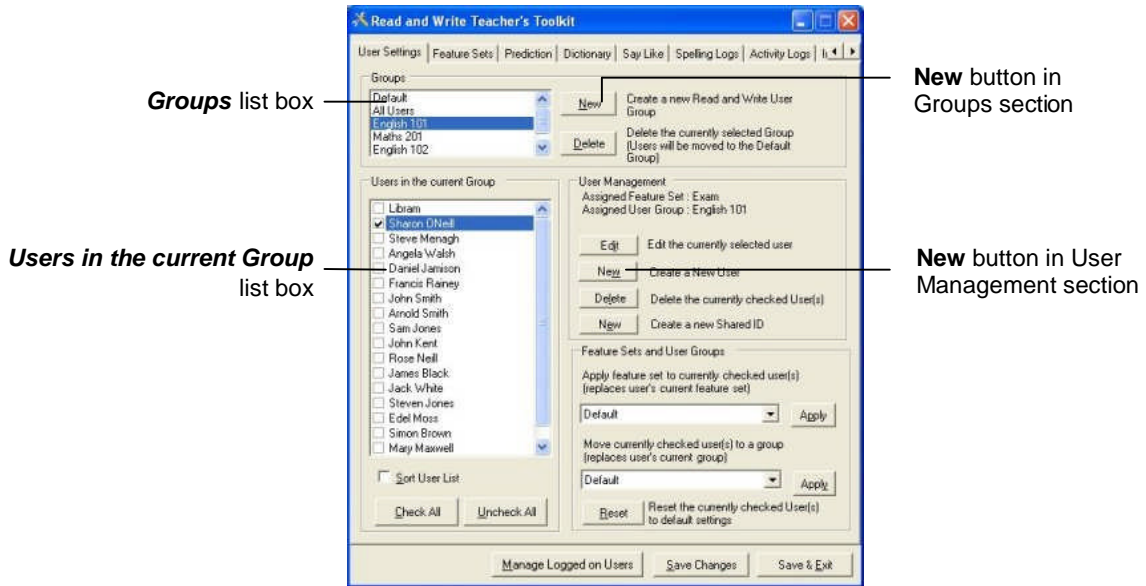


Figure 11-4 User Settings tab

2. Click on the **New** button in the Groups section of the tab. You see the Create New User Group window (Figure 11-5).



Figure 11-5 Create New User Group window

3. Type the text **Class 1A** in the text box provided and then click on the **OK** button. This user group is now listed in the **Groups** list box.
4. Click on the **New** button in the User Management section of the tab. You see the Create a new User account window (Figure 11-6).

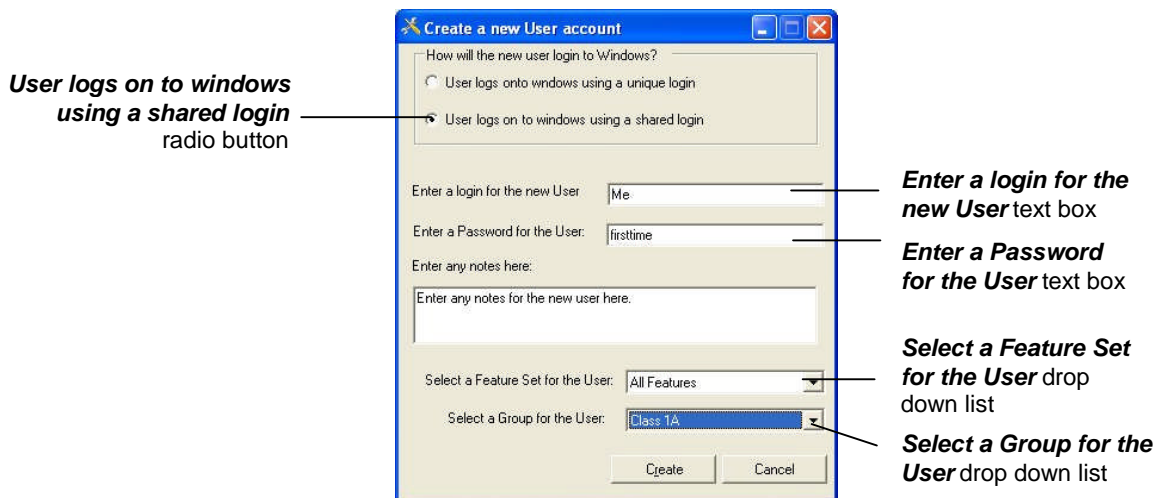


Figure 11-6 Create a new User account window

5. Select the **User logs on to windows using a shared login** radio button.
6. Type the word **Me** in the **Enter a login for the new User** text box.
7. Type the text **firsttime** in the **Enter a Password for the User** text box.
8. Select **No Options** from the **Select a Feature Set for the User** drop down list.
9. Select the **Class 1A** option from the **Select a Group for the User** drop down list.
10. Click on the **Create** button. You have now added your user account, assigned it to the Class 1A user group and applied the 'All Features' feature set to it.

It's easy to change the user group or feature set to which your user account is assigned, by simply selecting your user account check box in the **User in the current Group** list box and selecting a different user group/feature set from the Feature Sets and User Groups section of the tab.

### Exercise 3 Adding a new prediction file

In this exercise you'll learn how to add a new prediction file which can then be used by the Prediction facility to learn new words and phrases. You'll then specify to which user accounts you want to make this new prediction file available.

Before you begin this exercise, make sure you have a text file containing a comprehensive list of words and phrases, saved on your computer.

1. Click on the Prediction tab (Figure 11-7).

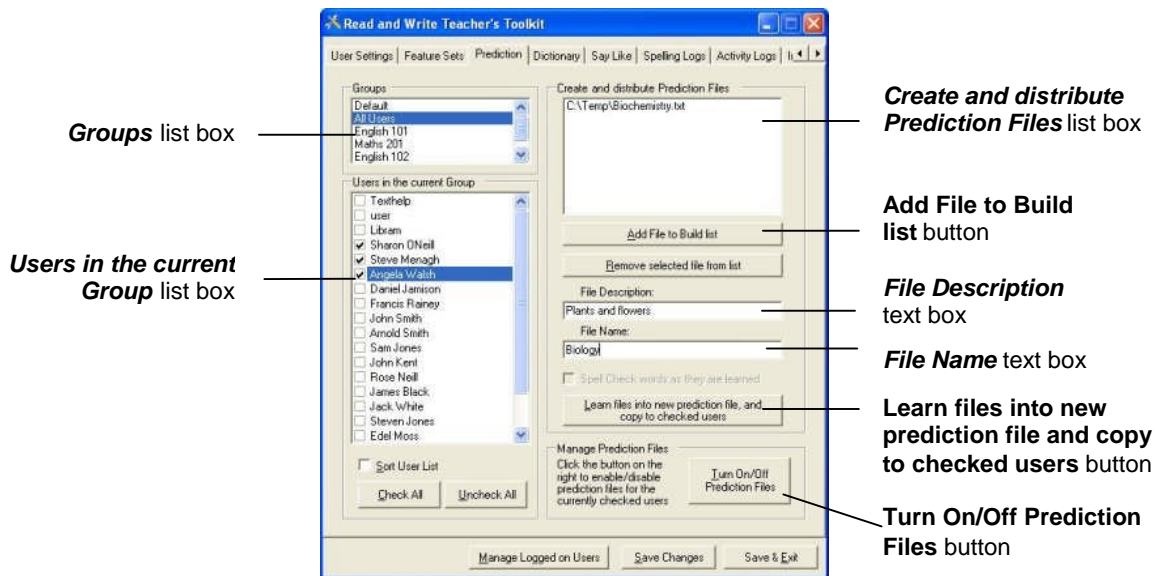



Figure 11-7 Prediction tab


2. Click on the **Add File to Build list** button.  
The Open window is displayed.
3. Browse to the location in the directory where the text file you want to add is located and then click on the **Open** button.  
The name of the text file is added to the **Create and distribute Prediction Files** list box.

4. Type **Prediction test** in the **File Description** text box.
5. Type **Test Prediction file** in the **File Name** text box.
6. Select the **Check words as they are learned** check box. This will ensure that the text in the text file will be spell checked before it is added to the Prediction file.

 *If you want to create a prediction file with very specialized terms and/or jargon you should keep the **Check words as they are learned** switched off.*


7. Click on the Class 1A user group in the **Groups** list box.
8. Select the **Me** check box in the **Users in the current Group** list box.
9. Click on the **Learn files into new prediction file and copy to checked users** button.

The words and phrases in this text file will now be used by the Prediction facility to provide the specified user account with a list of possible words and phrases with which they can finish sentences as they type.

 *You can enable and disable prediction files for different users by clicking on the **Turn On/Off Prediction Files** button and selecting the appropriate check boxes.*

## Exercise 4 Adding your own dictionary definitions

In this exercise you'll learn how to add your own dictionary definitions.

 *Any new definitions that you add will be added to current definitions and will be applied to all user accounts.*

1. Click on the Dictionary tab (Figure 11-8).

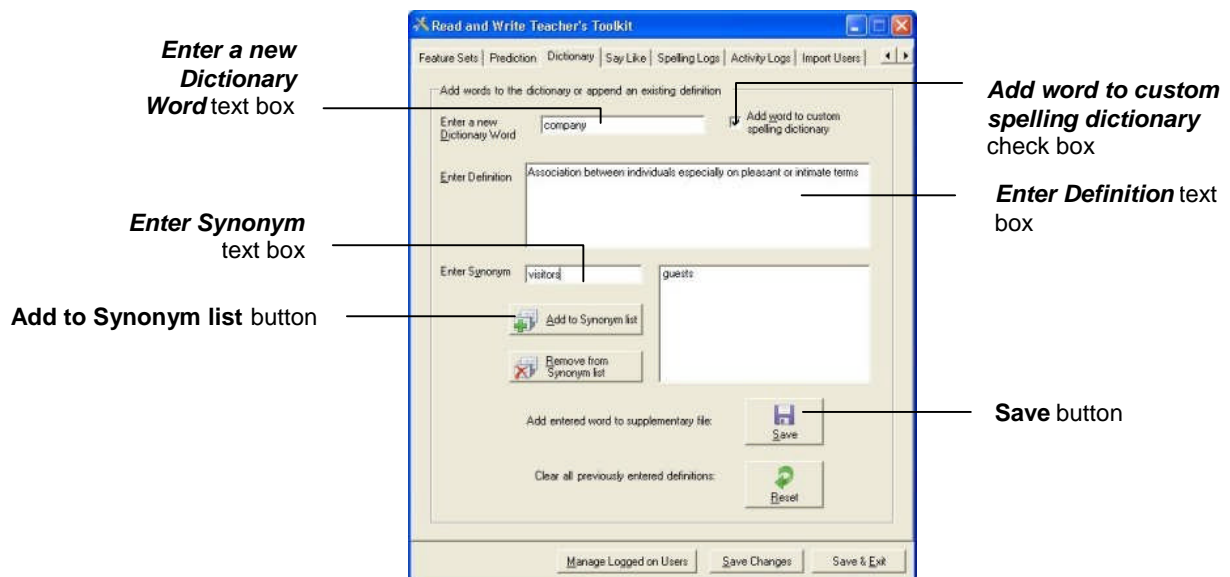


Figure 11-8 Dictionary tab

2. Type **Discombobulate** in the **Enter a new Dictionary Word** text box.

3. Select the **Add word to custom spelling dictionary** check box.
4. Type the following text in the **Enter Definition** text box:  
**Throw into state of confusion**
5. Type **upset** in the **Enter Synonym** text box and then click on the **Add to Synonym list** button.
6. Click on the **Save** button and then click on the **Yes** button when it asks you if you want to add the entered information as an additional definition.

## Exercise 5 Viewing a user's spelling log

To view a user's spelling log:

1. Click on the Spelling Logs tab (Figure 11-9).

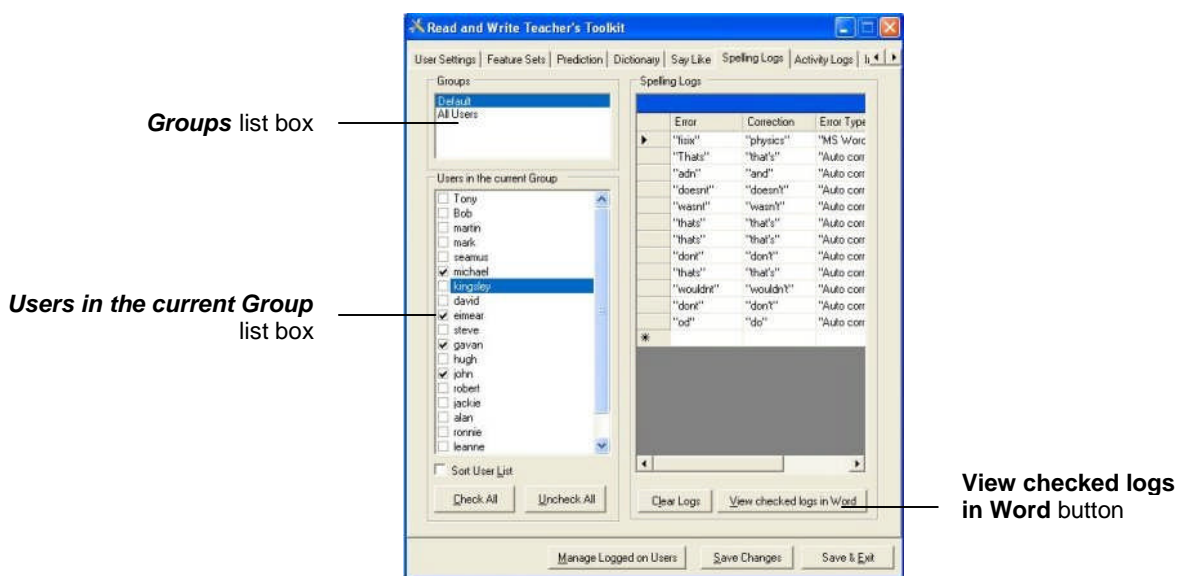


Figure 11-9 Spelling Logs tab

2. Click on the Class 1A user group in the **Groups** list box.
3. Select the **Me** check box in the **Users in the current Group** list box.  
You see a list of spelling errors you've made while using the 'Me' profile in the panel on the right of the Spelling Logs tab.
4. Click on the **View checked logs in Word** button.  
MS Word launches and you see your spelling log displayed in a new document.

## Exercise 6 Viewing a user's activity log

To view a user's activity log:

1. Click on the Activity Logs tab (Figure 11-10).



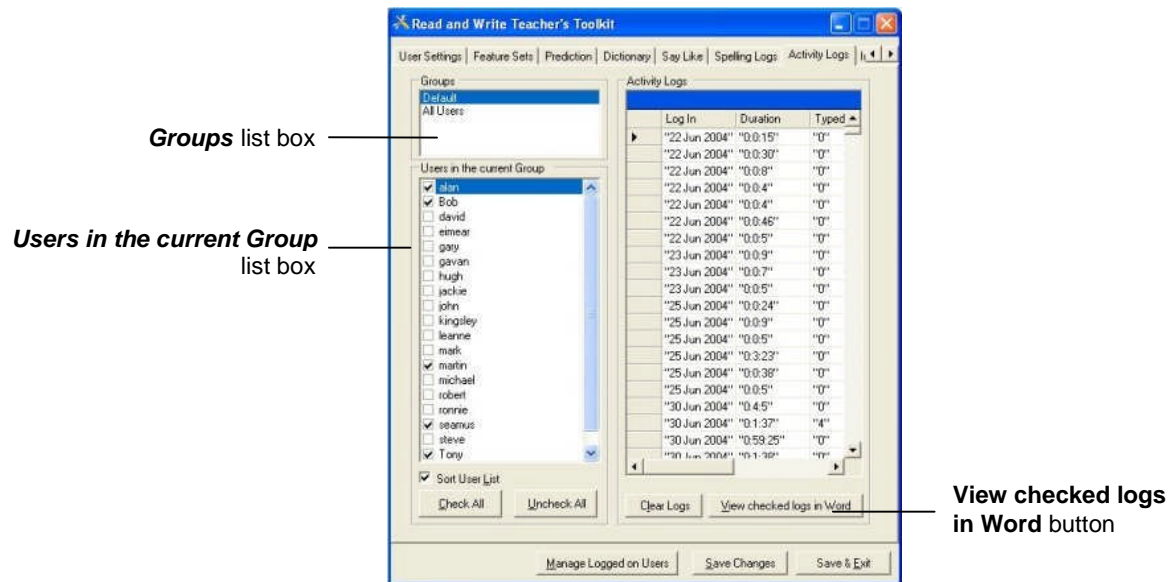


Figure 11-10 Activity Logs tab

2. Click on the Class 1A user group in the **Groups** list box.
3. Select the **Me** check box in the **Users in the current Group** list box.

You see the following information relating to your activities on the system in the panel on the right of the Activity Logs tab:

- Log In - time and date at which you logged on
  - Duration - duration of time spent on the system
  - Typed - number of words typed during each period
  - %Errors - percentage of errors made during each period
  - Learned Words - number of words learned during each period.
4. Click on the **View checked logs in Word** button.
- MS Word launches and you see your activity log displayed in a new document.



