

## Read&Write 10 GOLD - QUICK REFERENCE CARD



**Phonetic Spell Checker:** click this button when you have selected the text you wish to spell check. Press Play on the main toolbar to read the dictionary definition aloud. Use the small arrow button to open options.



**Word Prediction:** click this button to open or close the word prediction window. Start typing and words will be predicted. Use the small arrow button to open options.



**Dictionary:** click this button when you have selected a word to look up in the dictionary. Alternatively, click the button before selecting a word, then type the word into the text box. Definitions can be read aloud by clicking Play.



**Picture Dictionary:** click on the Picture Dictionary icon and then select a word. An image of the word will be displayed. Click on the dictionary link to get a text definition of the word. Note: You must be online to use this feature.



**Word Wizard:** click this button to search for alternative words and associated information.



**Sounds like and Confusable words:** click this button to display and help you choose between same sounding and confusable words. Definitions can be read aloud by clicking Play. Use the small arrow button to open options.



**Verb Checker:** click this button to see conjugation options for a selected verb. Click Play to hear them read aloud.



**Calculator:** click on this button to open the calculator. You can have your calculations read aloud. Use the small arrow button to change calculator.



**Rewind:** click this button to have the previous word, sentence or paragraph spoken to you.



**Play:** place your cursor where you wish the text to be spoken. Click this button to hear it read aloud. Use the small arrow button to open options.



**Pause:** click this button if you wish to have any current speech paused. Resume with another click.



**Forward:** click this button to have the next word, sentence, or paragraph spoken to you.



**Stop:** click this button to stop any speech.



**Screenshot Reader:** click this button and drag the mouse over any inaccessible text you wish to read e.g. locked PDFs or inaccessible flash.



**Speech Maker:** select a piece of text, then click this button to convert the text into a sound file e.g. MP3. A wizard will guide you through the conversion process.



**Daisy Reader:** click this button and then browse to the Daisy book you wish to hear read aloud.



**Pronunciation Tutor:** click on this button to show the Pronunciation Tutor. Words are pronounced and syllables displayed.



**Scan:** click this button to OCR/Scan a paper document to PDF, Word or HTML format. Use the small arrow button to open options.



**Fact Finder:** click this button to do a quick web search directly from your Windows applications. Use the small arrow button to open options.



**Fact Folder:** select information you wish to store, then click this button and complete the dialogue box. The web address is automatically saved.



**Fact Mapper:** click this button to create a visual representation of facts and ideas on screen. Note: You must be online to use this feature.



**Screen Masking:** click this button to tint or mask sections of the window. Use the small arrow button to change the options.



**Speech Input:** this tool allows you to easily create documents by dictating into a microphone connected to your computer.



**Translator:** Click this button to open the single word translator, then select a word from a document, website or email to have it translated. The Paragraph translation option in the dropdown menu allows you to select whole paragraphs to translate into the language of your choice. Note: You must be online to use this feature.



**PDF Aloud:** click this button to launch Adobe Reader. Open your PDF document. On the PDF Aloud toolbar, (located in Tools/plugin in Adobe 10) select 'click & speak'. Use the small arrow button to open options.



**Options:** click here to toggle through the different toolbars. Use the small arrow button to change the options.



**Study Skills:** use the buttons on this toolbar to highlight and collect sections of text. You can also highlight words to automatically create a vocabulary list with definitions and images.