

Read&Write for Windows Quick Reference Guide 03.17



Helpful videos: <http://bit.ly/RWWindowsVideos>

Support: <http://support.texthelp.com>

Tool	Icon	How it works
Spell Check		Click this button to perform a Spell Check on a document. Hover over words in the suggestion list to hear read aloud.
Prediction		Provides word suggestions as you type. Develops writing skills and helps construct error-free sentences more easily. Hover over a word to hear it read aloud. Click on a word to insert or use corresponding function key.
Dictionary		Provides definitions to improve comprehension and writing. View basic, advanced or web definitions, as well as images. Highlight a word and click the Dictionary icon. Hover over each definition to hear it read aloud.
Picture Dictionary		Displays images from Widgit® Symbols to help support fluency and understanding.
Text to Speech		Reads text aloud in Word docs, on the web and more, with dual color highlighting and natural-sounding voices. Highlight or place your cursor in front of some text, and click the Play button. Use additional controls to rewind, fast forward, pause and stop speech playback.
Screenshot Reader		Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.

Scanning		Scan a paper document and convert it to accessible PDF or Word format, or OCR an existing PDF to make it accessible.
Highlights & Erase Highlights		<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Erase highlights from a page when you are done with them, by selecting highlights and clicking the Erase icon.</p>
Collect Highlights		<p>Collects your highlights into a new Word doc.</p> <p>Adjust collection and bibliography settings in the Read&Write settings menu, under the Highlights section.</p>
Vocabulary List		<p>Builds vocabulary lists in a Word doc, including selected words, dictionary definitions, images from Widgit® Symbols, and an editable notes column.</p> <p>Use colored highlighters to select words, then click icon to generate vocabulary list in a new Word doc.</p>
Settings		Customize options for all the Read&Write features, or use the Quick Access panel for frequently used settings, About menu, video tours, and Support site.
Help		Click this button to access Texthelp's Support site, for help with common questions or issues.

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