



Technology and Learning Connections

Increasing student achievement through the systemic alignment of technology, policies, and curriculum in a multi-tiered system of supports.

Reading & Study Digital Tools

Acrobat Reader 9

Acrobat Reader 10

Kurzweil 3000

Microsoft WORD

Read and Write

Read:Outloud 6

A collection of step-by-step tutorials on how to access features in a variety of digital text tools, such as:

- Text-to-speech
- Magnification
- Reducing visual distractions
- Using highlighters
- Color adjustments
- Sticky notes
- Comprehension supports
- and much more!

Digital Tools Table of Contents

Acrobat Reader 9 (Mac)	1
Acrobat Reader 9 (Win).....	6
Acrobat Reader 10 (Mac)	10
Acrobat Reader 10 (Win).....	15
Kurzweil 3000 v4.5 (Mac)	19
Kurzweil 3000 (Win)	26
Microsoft WORD (Win)	36
Microsoft WORD 2008 (Mac)	39
Microsoft WORD 2011 (Mac)	45
Read & Write Gold v4 (Mac)	52
Read & Write Gold (Win)	57
Read:Outloud 6 (Mac)	64
Read:Outloud 6 (Win)	69

ACROBAT READER 9 (MAC)

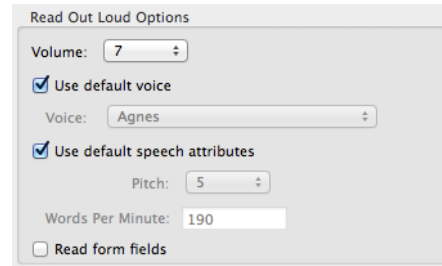
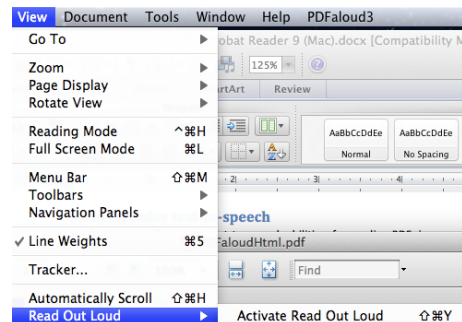
Supported Formats: PDF's

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

Adobe Reader offers basic text-to-speech abilities, for reading PDF documents. The pdf must not be lock or secured.

- To begin using the Read Out Loud mode of Adobe Reader, click on View in the Menu bar, hover over Read Out Loud, and choose 'Activate Read Out Loud'.
- To begin reading the current page, click View in the Menu bar, hover over Read Out Loud, and choose 'Read This Page Only' or SHIFT+COMMAND+V on the keyboard.
- To begin reading the entire document, click View in the Menu bar, hover over Read Out Loud, and choose 'Read This Page Only' or SHIFT+ COMMAND +B on the keyboard.
- To stop reading, click Stop in the Read Out Loud menu, or press SHIFT+CTRL+E on the keyboard.
- To pause / resume reading, click Pause (or Resume) in the Read Out Loud menu, or press SHIFT+ COMMAND +E
- To jump ahead a sentence click the fast forward button, conversely to go back a sentence click the rewind button.
- Depending on the way the document was created, Read Out Loud mode may begin reading any portion of text clicked on using the mouse.
- To change the voice settings for the Text-to-Speech, click on Adobe reader in the ribbon, and choose Preferences. Click Reading in the Categories. Customize the Read Out Loud options, and click OK.



VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Adobe Reader 9 comes with zooming options to allow the user to magnify the document they are viewing.

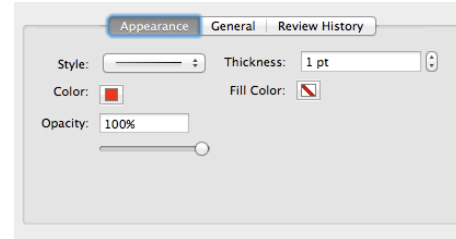
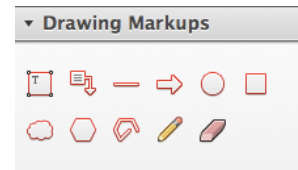


- To use the zooming functions, click the + and – signs in the Adobe Reader toolbar, or press COMMAND +Plus on the keyboard to Zoom In and COMMAND +Minus to Zoom Out. The + and – signs step through the zoom presets in the Zoom dropdown menu.
- Use the Zoom drop-down menu to choose a range from 10% zoom, all the way up to 6400% zoom.
- There are also buttons on the toolbar for zooming to the current page width (window size) or zooming to fit one page on the screen, regardless of the window size.

STRAIGHTEDGE / CUT-OUT / READING GUIDE

To create a Reading Guide, you must have access to all of the Drawing Markups.

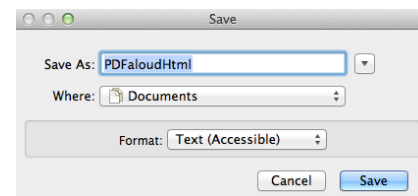
- To begin creating your reading guide, access the Drawing Markups menu in the Comment sidebar.
- Click the Rectangle button.
- Click-and-drag to draw a rectangle the size of the reading guide you wish to create.
- After drawing the rectangle,
- Click the rectangle to select it.
- Click More in the Properties bar.
- Change the Color (Line Color) and Fill Color settings to choose the color of the reading guide.
- Adjust the opacity to make the rectangle transparent. Start with an opacity setting of 30%.
- Click OK when you are finished.
- This reading guide can be dragged anywhere in the document and can be resized.



MINIMIZED VISUAL DISTRACTION

Adobe Reader offers an option to save a text version of the current document, eliminating all formatting and removing any pictures.

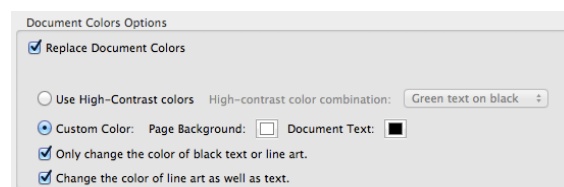
- To save a text version of a PDF, click File in the Menu bar and choose Save as Text.
- Give the document a name and choose where you want to save it, and click Save.
- The creator of a document or the manner in which it was created may hinder the ability to create a usable Text file from a PDF.



COLORED TRANSPARENCIES OR OVERLAYS

Users can change the default background color for PDF's in Adobe Reader.

- To change the background colors, click Adobe Reader in the ribbon, and choose Preferences.
- Click Accessibility in the Categories.
- Check 'Replace Document Colors'.
- Choose from either the preset High-Contrast colors or set a Custom Color scheme.
- Click OK when finished.



HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

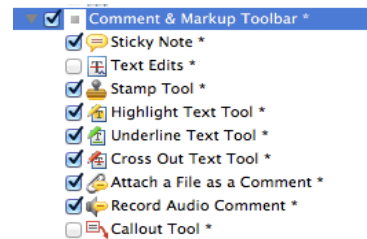
PROPERTIES TOOLBAR

- Before using the highlighting tools, I recommend activating the Properties toolbar. This will provide quick access for changing the color of highlights at a later time. To activate the Properties toolbar, press control and then click on the main toolbar, and choose Properties toolbar, or click COMMAND +E

on the keyboard. NOTE: In Adobe Reader 9, the Properties toolbar can be docked to the main toolbar, by dragging the Properties toolbar on top of the main toolbar.

COMMENTING TOOLS

- To activate the proper highlighting tools, right-click on the main toolbar and choose More Tools.
- Check the box for 'Comment and Markup Toolbar'.
- Check the tools you would like to use. For this example, choose Sticky Note, Stamp Tool, Highlight Text Tool, Record Audio Comment, Callout Tool, and Text Box.
- Click OK when you are finished.
- This is only available when the documents rights are enabled.



HIGHLIGHTING

- Click the Highlight button on the toolbar. Once the highlight button is pressed, the highlighter is active.
- Use your mouse to select the text you wish to highlight. The text should now be highlighted.
- To change the default color of the highlighter, ensure that nothing on the page is currently selected, and choose a color from the Color drop-down in the Properties toolbar. Any new text you highlight will be this color.
- To change the color of a previously highlighted item, first click the highlighted item (this should outline it in a dotted box). Now, select a color from the color drop-down in the Properties bar.



COMPREHENSION

HIGHLIGHTERS TO MARK KEYWORDS OR PHRASES

See the portion on Highlighting in the Visual Enhancements section above.

FOLLOWING DIRECTIONS

SIGNAL / SELF-INSTRUCTION / ENCOURAGEMENT / CUES

Adobe Reader allows users to insert additional commenting and call-out tools into a document. These tools can be used to call attention to information, remind students of an assignment, or provide self-instruction such as, "Make sure you read page 47 before trying to answer these questions."

STICKY NOTES

- To create a Sticky Note, click the Sticky Note button in the main toolbar.
- Your cursor should resemble a comic speech bubble. Click in the document where you would like to place the Sticky Note.
- After clicking, a text box appears. Type the note in the text box, and click the minimize button in the top right corner.
- A Sticky Note icon is placed in the document. Hovering over the icon reveals the author and the message that was typed.



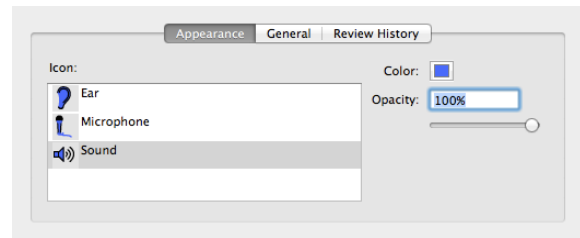
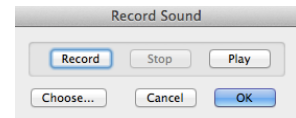
- The Sticky Note cannot be read with the Read Out Loud feature.
- To change the Color and Icon of the Sticky Note, click the Sticky Note icon to select it, and change the appropriate properties in the Properties Bar.

STAMPS

- To insert a Stamp, click the Stamp button  in the main toolbar.
- Hover the mouse over a selection (such as Sign Here), choices will appear to the right. Click on your selection.
- That stamp will appear in the document, click on it and drag it any where on the page you would like it to appear.

AUDIO COMMENTS

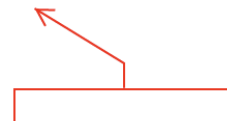
- To insert an audio comment, click the Audio button  in the main toolbar.
- Click the page with the audio comment tool and either choose an audio file to attach or record your voice.
- To record your voice, press record then speak, press stop when you completed your comments. Then press play to preview. Choose OK.
- With the appearance tab chosen select your desired icon, and opacity, then press OK
- You have the ability to drag the recorded icon anywhere on the page.



TEXT CALLOUTS

A text callout is a text box connected to an arrow, typically pointing to the subject of the callout.

- To insert a text callout, click the Callout Tool button  in the main toolbar. Your cursor should become a crosshair.
- Click-and-drag where you would like to insert the Callout. The tip of the arrow will be inserted where you initially clicked.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill Color and Border settings of the text callout, click the text box to select it, and change the appropriate properties in the Properties Bar.
- To change the Font Settings for the text box, double-click the text box portion of the callout box, and change the appropriate properties in the Properties Bar.



TEXT BOXES

- To insert a text box, click the Text Box Tool button  in the main toolbar.
- Click-and-drag to draw your text box.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill and Line Color settings of the text box, click the text box to select it, and change the appropriate properties in the Properties Bar.

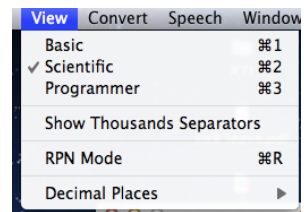
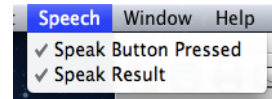
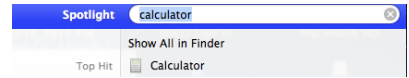


- To change the Font Settings for the text box, double-click the text box, and change the appropriate properties in the Properties Bar.

MATHEMATICS

Adobe reader has the capacity to read calculator key strokes to the student.

- To locate the calculator in the spotlight type calculator and click on it from top hit
- To turn on speech function, Click Speech in the Ribbon, ensure that both Speak Button Pressed (speech reads each key stroke), and Speak Result (speech read the result).
- To change the type of calculator such as scientific, Click View in the Ribbon, then select Scientific.



ACROBAT READER 9 (WINDOWS)

Supported Formats: PDF's

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

Adobe Reader offers basic text-to-speech abilities, for reading PDF documents.

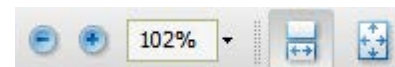
- To begin using the Read Out Loud mode of Adobe Reader, click on View in the Menu bar, hover over Read Out Loud, and choose 'Activate Read Out Loud'.
- To begin reading the current page, click View in the Menu bar, hover over Read Out Loud, and choose 'Read This Page Only' or SHIFT+CTRL+V on the keyboard.
- To begin reading the entire document, click View in the Menu bar, hover over Read Out Loud, and choose 'Read to End of Document' or SHIFT+CTRL+B on the keyboard.
- To stop reading, click Stop in the Read Out Loud menu, or press SHIFT+CTRL+E on the keyboard.
- To pause / resume reading, click Pause (or Resume) in the Read Out Loud menu, or press SHIFT+CTRL+C
- Depending on the way the document was created, Read Out Loud mode may begin reading any portion of text clicked on using the mouse.
- To change the voice settings for the Text-to-Speech, click on Edit in the Menu bar, and choose Preferences. Click Reading in the Categories. Customize the Read Out Loud options, and click OK.

Deactivate Read Out Loud	Shift+Ctrl+Y
Read This Page Only	Shift+Ctrl+V
Read To End of Document	Shift+Ctrl+B
Pause	Shift+Ctrl+C
Stop	Shift+Ctrl+E

VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Adobe Reader 9 comes with zooming options to allow the user to magnify the document they are viewing.



- To use the zooming functions, click the + and – signs in the Adobe Reader toolbar, or press CTRL+Plus on the keyboard to Zoom In and CTRL+Minus to Zoom Out. The + and – signs step through the zoom presets in the Zoom dropdown menu.
- Use the Zoom drop-down menu to choose a range from 10% zoom, all the way up to 6400% zoom.
- There are also buttons on the toolbar for zooming to the current page width (window size) or zooming to fit one page on the screen, regardless of the window size.

MINIMIZED VISUAL DISTRACTION

Adobe Reader offers an option to save a text version of the current document, eliminating all formatting and removing any pictures.

- To save a text version of a PDF, click File in the Menu bar and choose Save as Text.

- Give the document a name and choose where you want to save it, and click Save.
- The creator of a document or the manner in which it was created may hinder the ability to create a usable Text file from a PDF.

COLORED TRANSPARENCIES OR OVERLAYS

Users can change the default background color for PDF's in Adobe Reader.

- To change the background colors, click Edit in the Menu bar, and choose Preferences.
- Click Accessibility in the Categories.
- Check 'Replace Document Colors'.
- Choose from either the preset High-Contrast colors or set a Custom Color scheme.
- Click OK when finished.

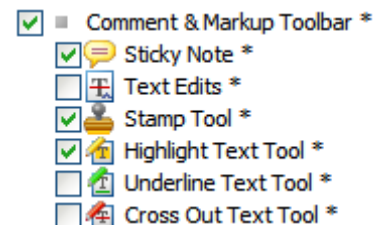
HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

PROPERTIES TOOLBAR

Before using the highlighting tools, I recommend activating the Properties toolbar. This will provide quick access for changing the color of highlights at a later time. To activate the Properties toolbar, right-click on the main toolbar, and choose Properties toolbar, or click CTRL+E on the keyboard. NOTE: In Adobe Reader 9, the Properties toolbar can be docked to the main toolbar, by dragging the Properties toolbar on top of the main toolbar.

COMMENTING TOOLS

- To activate the proper commenting tools, right-click on the main toolbar and choose More Tools.
- Check the box for 'Comment and Markup Toolbar'.
- Check the tools you would like to use. For this example, choose Sticky Note, Highlight Text Tool, Record Audio Comment, Callout Tool, Text Box, and Rectangle Tool.
- Click OK when you are finished.



HIGHLIGHTING

- Click the Highlight button  on the toolbar. Once the highlight button is pressed, the highlighter is active.
- Use your mouse to select the text you wish to highlight. The text should now be highlighted.
- To change the default color of the highlighter, ensure that nothing on the page is currently selected, and choose a color from the Color drop-down in the Properties toolbar. Any new text you highlight will be this color.
- To change the color of a previously highlighted item, first click the highlighted item (this should outline it in a dotted box). Now, select a color from the color drop-down in the Properties bar.

STRAIGHTEDGE / CUT-OUT / READING GUIDE

To create a Reading Guide, you must have access to the Rectangle commenting tool.

- In the toolbar, Click the Rectangle button.
- Click-and-drag to draw a rectangle the size of the reading guide you wish to create.
- After drawing the rectangle, click the rectangle to select it, and click More in the Properties bar.

- Change the Color (Line Color) and Fill Color settings to choose the color of the reading guide.
- Adjust the opacity to make the rectangle transparent. Start with an opacity setting of 30%.
- Click OK when you are finished.
- This reading guide can be dragged anywhere in the document and can be resized.

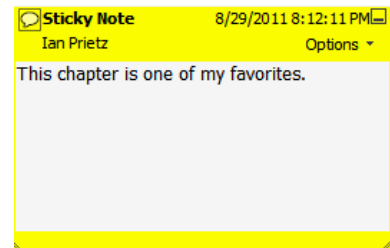
FOLLOWING DIRECTIONS

SIGNAL / SELF-INSTRUCTION / ENCOURAGEMENT / CUES

Adobe Reader allows users to insert additional commenting and call-out tools into a document. These tools can be used to call attention to information, remind students of an assignment, or provide self-instruction such as, “Make sure you read page 47 before trying to answer these questions.”

STICKY NOTES

- To create a Sticky Note, click the Sticky Note button  in the main toolbar.
- Your cursor should resemble a comic speech bubble. Click in the document where you would like to place the Sticky Note.
- After clicking, a text box appears. Type the note in the text box, and click the minimize button in the top right corner.
- A Sticky Note icon  is placed in the document. Hovering over the icon reveals the author and the message that was typed.
- The Sticky Note cannot be read with the Read Out Loud feature.
- To change the Color and Icon of the Sticky Note, click the Sticky Note icon to select it, and change the appropriate properties in the Properties Bar.



AUDIO COMMENTS

- To add an audio comment, click the ‘Record Audio’ button  in the main toolbar. YOUR MOUSE CURSOR SHOULD CHANGE TO A SPEAKER ICON.
- Click in the document where you would like to add the audio note. The Sound Recorder should appear.
- Click the Record button, record your message, and press the Stop button.
- To preview your message, click the Play button. Click OK when you are finished.
- A window appears which offers further customizations, such as the picture and color of the icon (Appearance tab), as well as the name and description of the Audio Clip (General tab). Click OK when you are finished customizing the options.
- To play an audio clip, double-click its icon  in the document.

TEXT CALLOUTS

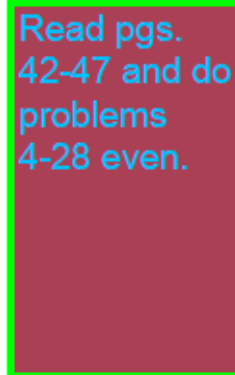
A text callout is a text box connected to an arrow, typically pointing to the subject of the callout.

- To insert a text callout, click the Callout Tool button in the main toolbar. Your cursor should become a crosshair.
- Click-and-drag where you would like to insert the Callout. The tip of the arrow will be inserted where you initially clicked.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill Color and Border settings of the text callout, click the text box to select it, and change the appropriate properties in the Properties Bar.
- To change the Font Settings for the text box, double-click the text box portion of the callout box, and change the appropriate properties in the Properties Bar.



TEXT BOXES

- To insert a text box, click the Text Box Tool button in the main toolbar.
- Click-and-drag to draw your text box.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill and Line Color settings of the text box, click the text box to select it, and change the appropriate properties in the Properties Bar.
- To change the Font Settings for the text box, double-click the text box, and change the appropriate properties in the Properties Bar.



ACROBAT READER X (MAC)

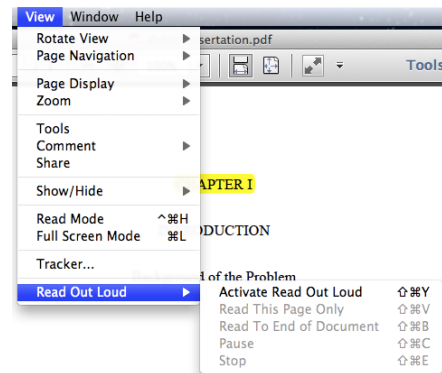
Supported Formats: PDF's

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

Adobe Reader offers basic text-to-speech capabilities, for reading PDF documents.

- To begin using the Read Out Loud mode of Adobe Reader, click on View in the Menu bar, hover over Read Out Loud, and choose 'Activate Read Out Loud'.
- To begin reading the current page, click View in the Menu bar, hover over Read Out Loud, and choose 'Read This Page Only' or SHIFT+COMMAND+V on the keyboard.
- To begin reading the entire document, click View in the Menu bar, hover over Read Out Loud, and choose 'Read This Page Only' or SHIFT+COMMAND+B on the keyboard.
- To stop reading, click Stop in the Read Out Loud menu, or press SHIFT+COMMAND+E on the keyboard.
- To pause / resume reading, click Pause (or Resume) in the Read Out Loud menu, or press SHIFT+COMMAND+C
- Depending on the way the document was created, Read Out Loud mode may begin reading any portion of text clicked on using the mouse.
- To change the voice settings for the Text-to-Speech, click on Edit in the Menu bar, and choose Preferences. Click Reading in the Categories. Customize the Read Out Loud options, and click OK.

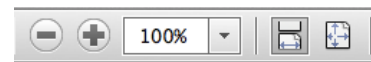


VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Adobe Reader X comes with zooming options to allow the user to magnify the document they are viewing.

- To use the zooming functions, click the + and – signs in the Adobe Reader toolbar, or press COMMAND+Plus on the keyboard to zoom in and COMMAND+Minus to zoom out. The + and – signs step through the zoom presets in the Zoom dropdown menu.
- Use the Zoom drop-down menu to choose a range from 10% zoom, all the way up to 6400% zoom.
- There are also buttons on the toolbar for zooming to the current page width (window size) or zooming to fit one page on the screen, regardless of the window size.



MINIMIZED VISUAL DISTRACTION

Adobe Reader offers an option to save a text version of the current document, eliminating all formatting and removing any pictures.

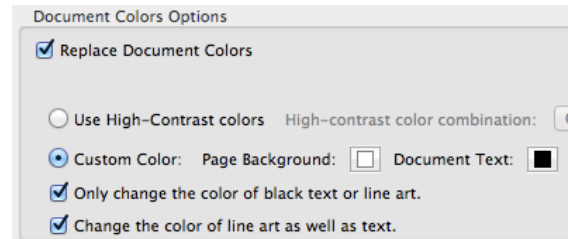
- To save a text version of a PDF, click File in the Ribbon, hover over Save As, and choose Text.

- Give the document a name and choose where you want to save it, and click Save.
- The creator of a document or the manner in which it was created may hinder the ability to create a usable Text file from a PDF.

COLORED TRANSPARENCIES OR OVERLAYS

Users can change the default color scheme for PDF's in Adobe Reader.

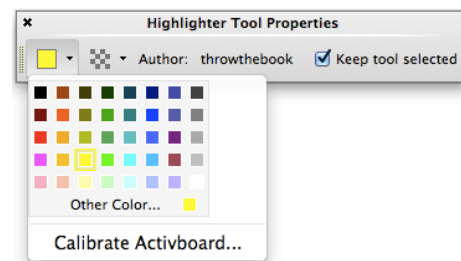
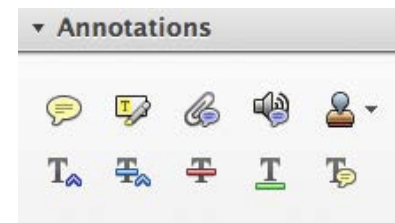
- To change the color scheme, click Adobe Reader in the Ribbon, and choose Preferences.
- Click Accessibility in the Categories.
- Check 'Replace Document Colors'.
- Choose from either the preset High-Contrast colors or set a Custom Color scheme.
- Click OK when finished.



HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

Before using the highlighting tools, I recommend activating the Properties toolbar. This will provide quick access for changing the color of highlights at a later time. To activate the Properties toolbar, right-click on the main toolbar, and choose Properties toolbar, or click COMMAND+E on the keyboard. NOTE: Unlike previous version, the Properties toolbar can no longer be docked to the main toolbar; it only floats.

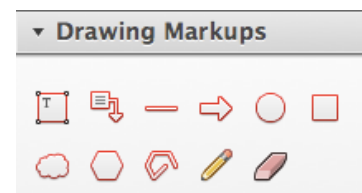
- Click the Comment button on the toolbar, then click annotations. This will reveal a toolbar to the left of the document.
- Once the highlight button  is pressed, the highlighter is active. Use your mouse to select the text you wish to highlight.
- The text should now be highlighted.
- When the highlighter tool is active the floating properties box automatically changes to reveal highlighter properties. To change the default color of the highlighter, ensure that nothing on the page is currently selected, and choose a color from the color drop-down in the Properties toolbar.
- To change the color of a previously highlighted item, click the highlighted item (this should outline it in a dotted box). Now, select a color from the color drop-down in the Properties bar.
- To add a pop-up note to a highlight, double-click the highlight you would like to add the note to. A pop-up window will appear for adding text. Note the floating properties toolbox has automatically change to provide text options for the pop up text box. Add your note, and click the minimize button in the top right corner.



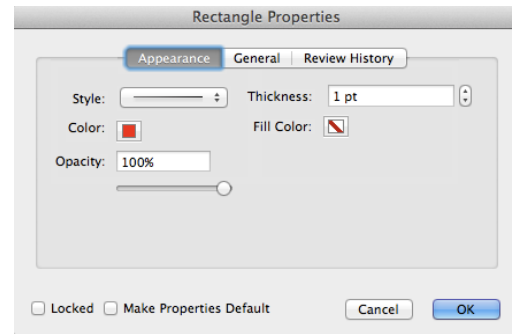
STRAIGHTEDGE / CUT-OUT / READING GUIDE

To create a Reading Guide, you must have access to all of the Drawing Markups.

- To begin creating your reading guide, access the Drawing Markups menu in the Comment sidebar.
- Click the Rectangle button.



- Click-and-drag to draw a rectangle the size of the reading guide you wish to create.
- After drawing the rectangle
- Click the rectangle to select it.
- Click More in the Floating Properties bar.
- Change the Color (Line Color) and Fill Color settings to choose the color of the reading guide.
- Adjust the opacity to make the rectangle transparent. Start with an opacity setting of 30%.
- Click OK when you are finished.
- This reading guide can be dragged anywhere in the document and can be resized.



COMPREHENSION

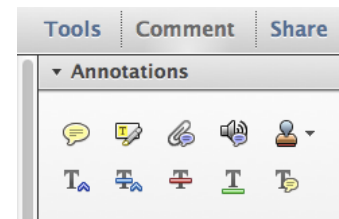
See Highlighters section
 See Sticky Notes
 See Text Notes
 See Audio notes

FOLLOWING DIRECTIONS

SIGNAL / SELF-INSTRUCTION / ENCOURAGEMENT / CUES

Adobe Reader allows users to insert annotations and drawing markups into a document. These tools can be used to call attention to information, remind students of an assignment, or provide self-instruction such as, "Make sure you read page 47 before trying to answer these questions."

To access the full list of Annotations and Drawing Markups, click the word 'COMMENT' in the toolbar. This will open a sidebar, containing the full list of available commenting tools.



STICKY NOTES

- To create a Sticky Note, click the Sticky Note button  in the main toolbar.
- Your cursor should resemble a comic speech bubble. Click in the document where you would like to place the Sticky Note.
- After clicking, a text box appears. Type the note in the text box, and click the minimize button in the top right corner.
- A Sticky Note icon is placed in the document. Hovering over the icon reveals the author and the message.
- The Sticky Note cannot be read with the Read Out Loud feature.
- To change the Color and Icon of the Sticky Note, click the Sticky Note icon to select it, and change the appropriate properties in the Floating Properties Bar.

AUDIO COMMENTS

- To add an audio comment, access the Annotations menu in the Comment sidebar.

- Click the 'Record Audio' button . YOUR MOUSE CURSOR SHOULD CHANGE TO A SPEAKER ICON.
- Click in the document where you would like to add the audio note. The Sound Recorder should appear.
- Click the Record button, record your message, and press the Stop button.
- To preview your message, click the Play button. Click OK when you are finished.
- To attach an audio sound click choose, locate the file then click OK.
- A window appears which offers further customizations, such as the picture and color of the icon (Appearance tab), as well as the name and description of the Audio Clip (General tab). Click OK when you are finished customizing the options.
- To play an audio clip, double-click its icon in the document.



TEXT BOXES

- To add a text box, access the Drawing Markups menu in the Comment sidebar.
- Click the Text Box  button.
- Click-and-drag in your document to draw your text box.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill and Line Color settings of the text box, click the text box to select it, and change the appropriate properties in the Properties Bar.
- To change the Font Settings for the text box, double-click the text box, and change the appropriate properties in the Properties Bar. NOTE: To change the font settings for text already in the text box, you will need to select the text before making the changes.

Read pgs.
42-47 and do
problems
4-28 even.

TEXT CALLOUTS

A text callout is a text box connected to an arrow, typically pointing to the subject of the callout.

- To add a text callout, access the Drawing Markups menu in the Comment sidebar.
- Click the Text Callout button .
- Click-and-drag where you would like to insert the Callout. The tip of the arrow will be inserted where you initially clicked.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill and Line Color settings of the text callout, click the callout to select it, and change the appropriate properties in the Properties Bar.
- To change the Font Settings for the text box, double-click the text box portion of the callout box, and change the appropriate properties in the Properties Bar. NOTE: To change the font settings for text already in the text box, you will need to select the text before making the changes.



STAMP

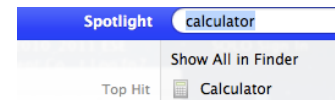
- To insert a Stamp, click the Stamp button  in the main toolbar.

- Hover the mouse over a selection (such as Sign Here), choices will appear to the right. Click on your selection.
- That stamp will appear in the document, click on it and drag it any where on the page you would like it to appear.

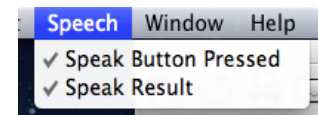
MATHEMATICS

Adobe reader has the capacity to read calculator key strokes to the student.

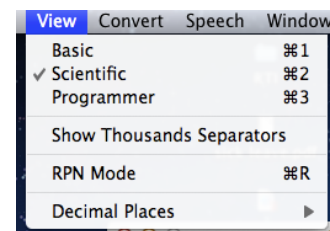
- To locate the calculator in the spotlight type calculator and click on it from top hit



- To turn on speech function, Click Speech in the Ribbon, ensure that both Speak Button Pressed (speech reads each key stroke), and Speak Result (speech read the result).



- To change the type of calculator such as scientific, Click View in the Ribbon, then select Scientific.



ACROBAT READER X (WINDOWS)

Supported Formats: PDF's

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

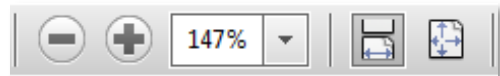
Adobe Reader offers basic text-to-speech capabilities, for reading PDF documents.

- To begin using the Read Out Loud mode of Adobe Reader, click on View in the Menu bar, hover over Read Out Loud, and choose 'Activate Read Out Loud'.
- To begin reading the current page, click View in the Menu bar, hover over Read Out Loud, and choose 'Read This Page Only' or SHIFT+CTRL+V on the keyboard.
- To begin reading the entire document, click View in the Menu bar, hover over Read Out Loud, and choose 'Read To End of Document' or SHIFT+CTRL+B on the keyboard.
- To stop reading, click Stop in the Read Out Loud menu, or press SHIFT+CTRL+E on the keyboard.
- To pause / resume reading, click Pause (or Resume) in the Read Out Loud menu, or press SHIFT+CTRL+C
- Depending on the way the document was created, Read Out Loud mode may begin reading any portion of text clicked on using the mouse.
- To change the voice settings for the Text-to-Speech, click on Edit in the Menu bar, and choose Preferences. Click Reading in the Categories. Customize the Read Out Loud options, and click OK.

VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Adobe Reader X comes with zooming options to allow the user to magnify the document they are viewing.

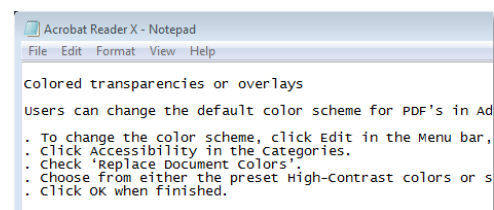


- To use the zooming functions, click the + and – signs in the Adobe Reader toolbar, or press CTRL+Plus on the keyboard to zoom in and CTRL+Minus to zoom out. The + and – signs step through the zoom presets in the Zoom dropdown menu.
- Use the Zoom drop-down menu to choose a range from 10% zoom, all the way up to 6400% zoom.
- There are also buttons on the toolbar for zooming to the current page width (window size) or zooming to fit one page on the screen, regardless of the window size.

MINIMIZED VISUAL DISTRACTION

Adobe Reader offers an option to save a text version of the current document, eliminating all formatting and removing any pictures.

- To save a text version of a PDF, click File in the Menu bar, hover over Save As, and choose Text.
- Give the document a name and choose where you want to save it, and click Save.



- The creator of a document or the manner in which it was created may hinder the ability to create a usable Text file from a PDF.

COLORED TRANSPARENCIES OR OVERLAYS

Users can change the default color scheme for PDF's in Adobe Reader.

- To change the color scheme, click Edit in the Menu bar, and choose Preferences.
- Click Accessibility in the Categories.
- Check 'Replace Document Colors'.
- Choose from either the preset High-Contrast colors or set a Custom Color scheme.
- Click OK when finished.

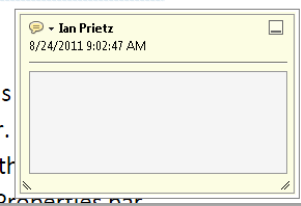
HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

- Before using the highlighting tools, I recommend activating the Properties toolbar. This will provide quick access for changing the color of highlights at a later time. To activate the Properties toolbar, right-click on the main toolbar, and choose Properties toolbar, or click CTRL+E on the keyboard. NOTE: Unlike previous version, the Properties toolbar can no longer be docked to the main toolbar; it only floats.

- Click the Highlight button  on the toolbar. If you do not see it, click the drop-down button on the toolbar to reveal any hidden tools.
- Once the highlight button is pressed, the highlighter is active. Use your mouse to select the text you wish to highlight.
- The text should now be highlighted.
- To change the default color of the highlighter, ensure that nothing on the page is currently selected, and choose a color from the color drop-down in the Properties toolbar.
- To change the color of a previously highlighted item, click the highlighted item (this should outline it in a dotted box). Now, select a color from the color drop-down in the Properties bar.
- To add a pop-up note to a highlight, double-click the highlight you would like to add the note to. A pop-up window will appear. Add your note, and click the minimize button in the top right corner.

Use your mouse to select the text

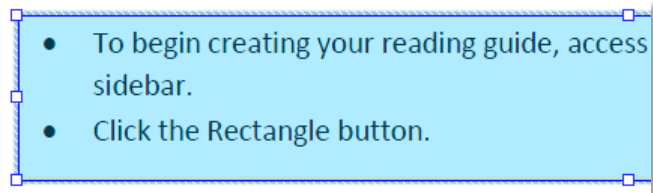
thing on the page is
Properties toolbar.
highlighted item (th
drop down in the Properties bar



STRAIGHTEDGE / CUT-OUT / READING GUIDE

To create a Reading Guide, you must have access to all of the Drawing Markups.

- To begin creating your reading guide, access the Drawing Markups menu in the Comment sidebar.
- Click the Rectangle button.
- Click-and-drag to draw a rectangle the size of the reading guide you wish to create.
- After drawing the rectangle, click the rectangle to select it, and click More in the Properties bar.
- Change the Color (Line Color) and Fill Color settings to choose the color of the reading guide.
- Adjust the opacity to make the rectangle transparent. Start with an opacity setting of 30%.
- Click OK when you are finished.
- This reading guide can be dragged anywhere in the document and can be resized.

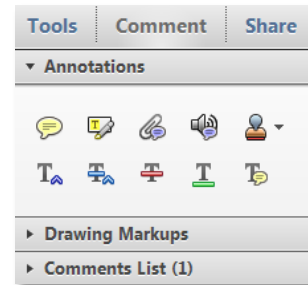


FOLLOWING DIRECTIONS

SIGNAL / SELF-INSTRUCTION / ENCOURAGEMENT / CUES

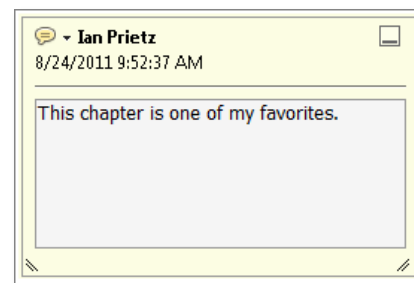
Adobe Reader allows users to insert annotations and drawing markups into a document. These tools can be used to call attention to information, remind students of an assignment, or provide self-instruction such as, "Make sure you read page 47 before trying to answer these questions."

To access the full list of Annotations and Drawing Markups, click the word 'COMMENT' in the toolbar. This will open a sidebar, containing the full list of available commenting tools. *Additionally, the creator of the PDF must enable commenting on the document to allow Acrobat Reader users to access the full list of tools.*



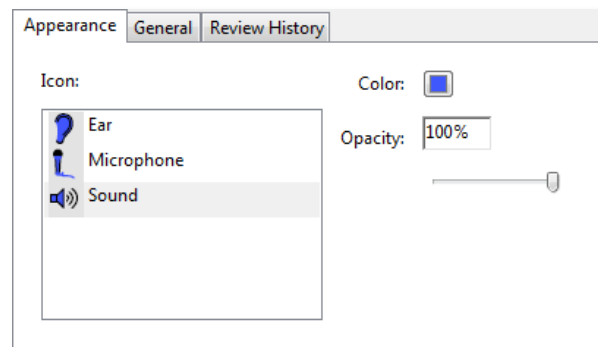
STICKY NOTES

- To create a Sticky Note, click the Sticky Note button  in the main toolbar or in the Annotations menu in the Comment sidebar.
- Your cursor should resemble a comic speech bubble. Click in the document where you would like to place the Sticky Note.
- After clicking, a text box appears. Type the note in the text box, and click the minimize button in the top right corner.
- A Sticky Note icon  is placed in the document. Hovering over the icon reveals the author and the message.
- The Sticky Note cannot be read with the Read Out Loud feature.
- To change the Color and Icon of the Sticky Note, click the Sticky Note icon to select it, and change the appropriate properties in the Properties Bar.



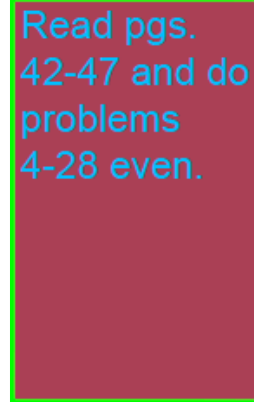
AUDIO COMMENTS

- To add an audio comment, access the Annotations menu in the Comment sidebar.
- Click the 'Record Audio' button . YOUR MOUSE CURSOR SHOULD CHANGE TO A SPEAKER ICON.
- Click in the document where you would like to add the audio note. The Sound Recorder should appear.
- Click the Record button, record your message, and press the Stop button.
- To preview your message, click the Play button. Click OK when you are finished.
- A window appears which offers further customizations, such as the picture and color of the icon (Appearance tab), as well as the name and description of the Audio Clip (General tab). Click OK when you are finished customizing the options.
- To play an audio clip, double-click its icon in the document.



TEXT BOXES

- To add a text box, access the Drawing Markups menu in the Comment sidebar.
- Click the Text Box button .
- Click-and-drag in your document to draw your text box.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill and Line Color settings of the text box, click the text box to select it, and change the appropriate properties in the Properties Bar.
- To change the Font Settings for the text box, double-click the text box, and change the appropriate properties in the Properties Bar. NOTE: To change the font settings for text already in the text box, you will need to select the text before making the changes.



Read pgs.
42-47 and do
problems
4-28 even.

TEXT CALLOUTS

A text callout is a text box connected to an arrow, typically pointing to the subject of the callout.

- To add a text callout, access the Drawing Markups menu in the Comment sidebar.
- Click the Text Callout button .
- Click-and-drag where you would like to insert the Callout. The tip of the arrow will be inserted where you initially clicked.
- Type your note into the text box, and click outside of the text box when you are finished.
- To change the Fill and Line Color settings of the text callout, click the callout to select it, and change the appropriate properties in the Properties Bar.
- To change the Font Settings for the text box, double-click the text box portion of the callout box, and change the appropriate properties in the Properties Bar. NOTE: To change the font settings for text already in the text box, you will need to select the text before making the changes.



This is important!

KURZWEIL 3000 V4.5 (MAC)

Supported File Types: KES (Kurzweil file), RTF, TXT, DOC, DOCX, TIF, BMP, JPG, PDF, OPF, and HTM/HTML.

VISUAL FORMATS

SIGN LANGUAGE SUPPORTS

Kurzweil 3000 has the ability to add picture dictionaries. A separate dictionary can be purchased that allows users to look up text and see the word in sign language.

AUDITORY FORMATS

RECORDED BOOKS

Kurzweil 3000 (v11) seems to only show *TEXT* from Daisy books. Downloaded a DAISY book that included MP3 audio and images, and only the text showed up. Still navigated by pages.

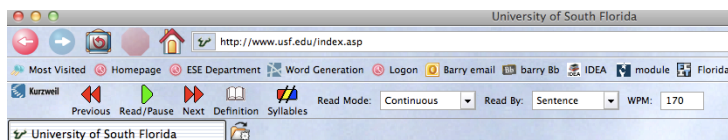
SCREEN-READER TEXT-TO-SPEECH [USED FOR AUDITORY PRESENTATION...]

- To begin reading text aloud with Kurzweil 3000, open up the desired file.
- Using your mouse, click in front of the word you would like begin reading. This should reveal a blinking cursor.
- Next, click the READ button in the floating toolbar, or press COMMAND+r on the keyboard. To stop reading, click command+.
- To read a *selection* of text, use your mouse to select/highlight only the text you would like to read, and press the COMMANDd+r



READ THE WEB

- Click Read in the Ribbon, Then select Read the web.
- If the floating reader is not open , Click Window in the Ribbon, then click Show Reader.
- Click read the web tool  .
- Read tools are also embedded in the Firefox toolbar, Kurzweil must be running in order for the read the web to be functioning.
- If you do not see Firefox in the top left of the floating widow then you must install the add on.
- Visit this site for step by step directions <http://helpspot.sopriswest.com/index.php?pg=kb.page&id=1211>



Or follow the steps below copied from the site.

Troubleshooting Steps for Reading the web add on for Firefox:

- Save or download the attached kesireader.xpi file at the bottom of this document using the Firefox web browser. IF YOU ARE CURRENTLY USING SAFARI TO VIEW THIS ARTICLE YOU MUST DOWNLOAD THE KESIREADER.ZIP FILE INSTEAD.
- Ctrl+Click the downloaded Kesireader.xpi file in your downloads window and select "Show in Finder"; leave this window open.
- Launch Kurzweil 3000 for Mac.
- In the Kurzweil menu, click Window -> Show Reader. This will pop up a floating Reader window with a Read/Pause toggle button. From the Reader window you can also select different voices and set reading speed.
- With the Reader window up, launch Firefox through your Finder.
- Drag and drop the kesireader.xpi (the file in your finder window opened earlier in step 2) into the open Firefox window. This will automatically prompt you to install the Add-on.
- Follow the prompts to install the Add-on. You will have to restart Firefox. After restarting, close Firefox again.
- Go back to your Kurzweil 3000 application window. From the Kurzweil menu, click Read -> Read the Web. This will launch Firefox again.
- If it's working correctly, your floating Reader window will now say "(Firefox)" at the top.
- You can now read basic text on web pages in Firefox by highlighting text on a Web page and clicking the Read button in the Reader window. You can also use the new Kurzweil toolbar buttons in Firefox to read as well.

SCREEN-READER FOR COMPUTER BASED MATH AND SCIENCE TESTS

- Kurzweil 3K v4.5 did not do a very good job reading the MATH files. It reads all text left to right, therefore math problems written vertical such as fractions are not read correctly.

VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Kurzweil 3000 offers Zooming options and Font Formatting options.

ZOOMING TOOLS

- First text must be selected, to select all text use the **COMMAND+a** keys on the keyboard.
- To zoom into the text that is being read, the user can use the following. Bigger or Smaller Zoom Tools on the main toolbar.
- Depending on the file type, the text may become pixelated (blocky) when zoomed beyond a certain point.



FONT SETTINGS

- Additionally, a user can change their font settings to increase the size of their text.
- Click on fonts in the Writing Toolbar.
- Change the desired Font settings in the Font area. Preview changes in the highlighted text from the document.

MINIMIZED VISUAL DISTRACTION

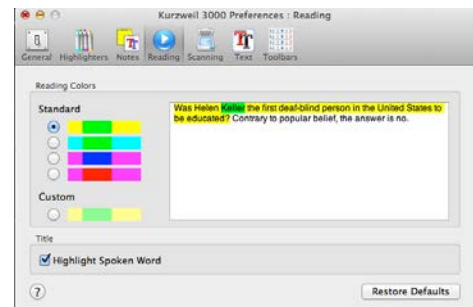
One way to minimize distractions would be to extract the text from a scanned document, removing all images and layout.

- To extract text from a document, first open the desired document.
- Click File in the Ribbon, and choose Extract Text.
- A window should appear, containing only the text from the document. NOTE: You may be required to clean up some of the spacing, as some of the text may have become jumbled.

COLORED TRANSPARENCIES OR OVERLAYS

Users can change the background and reading/highlighting colors, to simulate colored overlays.

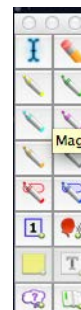
- To change the background and reading colors, click on Kurzweil 3000 on the top left of the Ribbon, select preferences.
- Choose the reading icon in the pop up window.
- Change the reading colors to meet your needs, and preview the changes in the Sample Text window in the bottom-right corner.
- Additionally, there are options to change the Font and Font Size, select the text icon in the pop up window.
- In the Highlighting options, select the highlighting icon in the pop up window. User can define names for specific colors IE: yellow = main idea, green = details, Cyan = Vocabulary, Magenta = I have questions
- To change the color settings for scanned documents, choose the scanning icon in the pop up window.



HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

Kurzweil offers users the ability to highlight text.

- To highlight text in a particular color, choose the appropriate color from the Floating toolbar (Green). You should notice the button depressed.
- To highlight a single word, double-click the word with your mouse.
- To highlight multiple words, or a phrase or sentence, click in front of the first word you would like to select, and drag your pointer to the end of the last word you would like to select.
- To stop highlighting, click the currently selected highlighter again in the Study Skills toolbar.



INCREASED SPACING BETWEEN INSTRUCTIONAL/TEST ITEMS...

Space can be increased between words.

To set line spacing:

- Select the text for which you want to change the line spacing.
- Click Toggle Ruler in the Writing toolbar to show the Ruler, if necessary.
- From the Spacing list in the Ruler, select the desired option.

CARD WITH CUT-OUT WINDOW

The closest thing to a cut-out window in Kurzweil is the ability to magnify individual words as they are being spoken/read.

- To turn on the Word Magnification option, click on Read in the Ribbon and choose Magnify Spoken Words.

WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

Kurzweil 3000 will read text back to the user, and it offers reference tools to aid in defining terms, finding synonyms, and more.

- To hear a single-word read aloud, double-click the word, then press COMMAND+r
- To see a word's definition, first double-click the word, and then choose the Read in the ribbon, then Look up Word, or press COMMAND+L on the keyboard. This will open a separate window showing the definition. The contents of this window can be read aloud.
- To view synonyms, Syllables, or spelling of a that word, click the desired function in popup window
- To hear a word spelled, first click spelling then Read in the ribbon then start reading or use COMMAND+R on the keyboard.

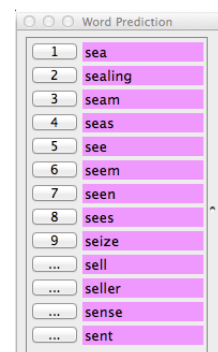
REPEATED READING

- To hear a portion of text read repeatedly, use the mouse to select the text, and press the Read button in the Main Toolbar.
- When Kurzweil finishes reading the text, the entire sentence should remain selected, the student needs to reselect the word and then read on the floating read toolbar. Pressing read a second time will prompt reading from the start of the document.

COMPREHENSION

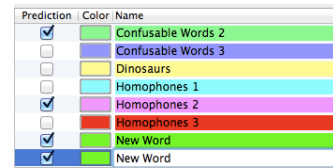
PREDICTIVE WRITING

- Verify word prediction settings: Click Edit in the ribbon, then hover the cursor over Word Prediction ensure that –Predict as you type, Follow Cursor, Use Phonetic Prediction, Learn as you type—are chosen.
- Click Toggle Word Prediction  , a floating word prediction will appear.
- As the user types a word Kurzweil will present possible options that user may want. In this example the word seize is wanted. The letters se are typed and on line 9 in the window is the desired word. Click on button displaying the number 9. Then the word seize will be inserted into the document.



VOCABULARY LIST

- To edit a Vocabulary List, choose Vocabulary Lists from the Edit menu.
- In the Vocabulary Lists window, click on the desired list's name, then click the Edit button.



DIGITAL TEXT WITH STRUCTURAL CUES

Kurzweil will display scanned documents, including the layout of the document. By editing the Zones of the document, one could structure the document in a logical reading order.

DIGITAL TEXT W/ WORD MEANINGS

- See Digital Text W/Audio Feedback Or Word Meanings in the Word Recognition section above.

STUDY GUIDE

Kurzweil 3000 has organization tools: Highlighters w/ Highlight Extraction

EXTRACTING HIGHLIGHTS

- To learn to use the Highlighters, see area on Highlighting in the Visual Enhancements section above.
- To extract highlights, click File in the Ribbon, and choose Extract Annotations.
- In the resulting window, ensure that Highlights is selected.
- Place checkmarks next to each highlight color that was used, set any Indent and Prefix options, and click Extract.

A structured document will be created based on the highlights and the options that were selected.

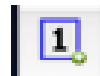
FOLLOWING DIRECTIONS

SIGNAL OR PROMPT

Kurzweil 3000 offers supports for prompts, such as Footnotes, Sticky Notes, Text Notes, Bubble Notes, and Voice Notes. In text-based documents (TXT, RTF, and HTML), only Footnote, Bubble Note, and Voice Notes may be used.

FOOTNOTES

- To add a Footnote, place the cursor in front of or select the text that the footnote will apply to, and click the Footnote button in the floating toolbar.
- A window will appear on the screen, providing a space to type in the notes.
- When finished, click the Close button in the Study Skills toolbar. This will close the currently opened footnote, allowing the user to create additional footnotes when necessary.
- To revisit a footnote, single-click on the number representing the presence of a footnote in the open document.



STICKY NOTES

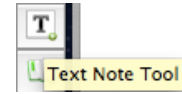
- To add a Sticky Note, click the Sticky Note button in the floating toolbar. Next, click in the document where you would like to add the Sticky Note.



- A box will appear, allowing the user to add text to the notes. Additionally, the user can copy and paste text into the Sticky Note.

TEXT NOTES

- To add a Text Note, click the Text Note button in the floating toolbar. Next, click in the document where you would like to add the Text Note.
- Text Notes are transparent, so they should be placed in an area of the document where they will be most visible.



BUBBLE NOTES

- To add a Bubble Note, place the cursor in front of the text where you would like the Bubble Note to appear, and press the Bubble Note button in the floating toolbar.
- A box will appear, allowing the user to add text to the notes
- You can preview the Bubble note using the Preview button.
- Multiple Bubble Notes can be added to each document.



VOICE NOTES

- To create a Voice Note in a text-based document (TXT, RTF, HTML), either select the text using your mouse or place the cursor in front of the word where you would like to place your note. Now, click the Voice button in the floating toolbar.
- To create a Voice Note in an image-based document (PDF or KES/Kurzweil file), click the Voice button in the floating toolbar. A set of crosshairs should appear. Click in the document where you would like to place the Audio note.
- A Voice Note window should appear. Click the Microphone to begin recording. Click the Stop button to stop recording. Click the Play button to preview the recording. Click OK when you are finished.
- In text-based documents, the text where the Voice Note was added becomes a link. Double-click on the link to play the Voice Note.
- In image-based documents, a speaker icon is placed, indicating the presence of a Voice Note. Double-click on the speaker to play the Voice Note.
- To retain Voice Notes after saving, you must save the file as a KES (Kurzweil) file.



DIRECTIONS W/ PICTURES OR DIAGRAMS

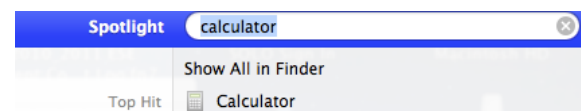
VERBAL ENCOURAGEMENT

Users can configure verbal encouragement for students using strategically placed text-based or audio-based notes in Kurzweil. The audio notes may be more encouraging because it could be in a person's voice rather than a synthesized computer voice.

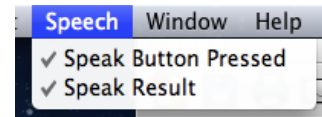
MATHEMATICS

ADAPTED CALCULATOR

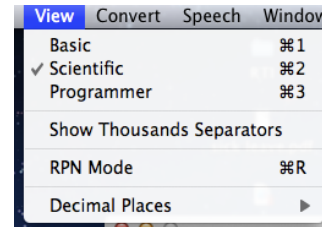
- To locate the calculator in the spotlight type calculator and click on it from top hit



- To turn on speech function, Click Speech in the Ribbon, ensure that both Speak Button Pressed (speech reads each key stroke), and Speak Result (speech read the result).



- To change the type of calculator such as scientific, Click View in the Ribbon, then select Scientific.



KURZWEIL 3000 (WINDOWS)

Supported File Types: KES (Kurzweil file), RTF, TXT, DOC, DOCX, TIF, BMP, JPG, PDF, OPF, XML (v12 only) and HTM/HTML.

VISUAL FORMATS

SIGN LANGUAGE SUPPORTS

Kurzweil 3000 has the ability to add picture dictionaries. A separate dictionary can be purchased that allows users to look up text and see the word in sign language.

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH [USED FOR AUDITORY PRESENTATION...]

- To begin reading text aloud with Kurzweil 3000, open up the desired file.
- Using your mouse, click in front of the word you would like begin reading. This should reveal a blinking cursor.
- Next, click the READ button in the toolbar, or press F3 on the keyboard. To stop reading, click the READ button again.
- To read a *selection* of text, use your mouse to select/highlight only the text you would like to read, and press the READ button.

SCREEN-READER FOR COMPUTER BASED MATH AND SCIENCE TESTS

- Kurzweil 3K v11 did not do a very good job reading the MATH ML DAISY files. The highlighting did not match up, I don't believe the text displayed properly, and the text did not read back properly.

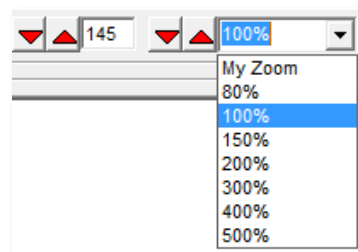
VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Kurzweil 3000 offers Zooming options and Font Formatting options.

ZOOMING TOOLS

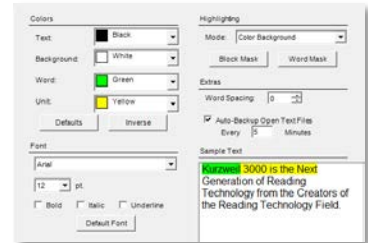
- To zoom into the text being viewed, the user can use the following Zoom Tools on the Reading toolbar (Yellow): Zoom In / Out arrows and Zoom presets drop-down menu.
- Press the Up/Down arrows to zoom in or out in 10% increments.
- Use the drop-down menu to choose from preset amounts up to 500%.
- Additionally, the user can use the F7 (In) and F8 (Out) keys to zoom in or out in 10% increments.



- Depending on the file type, the text may become pixelated (blocky) when zoomed beyond a certain point.
- To zoom and read one word at a time, click on View in the Menu bar, and choose Magnify Spoken Word.

FONT SETTINGS

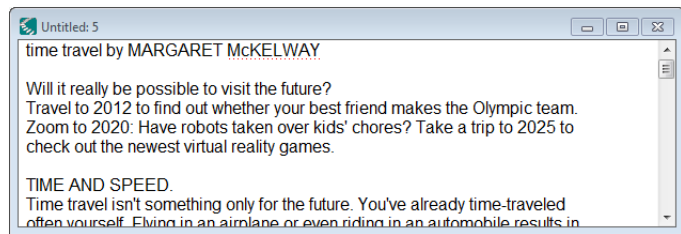
- Additionally, a user can change their font settings to increase the size of their text.
- Click on Tools in the Menu bar, and choose Options.
- In the left-hand column, click Text.
- Change the desired font settings in the Font area, and preview changes in the Sample Text window in the bottom right corner.
- Click OK when you are finished.



MINIMIZED VISUAL DISTRACTION

One way to minimize distractions would be to extract the text from a scanned document, removing all images and layout.

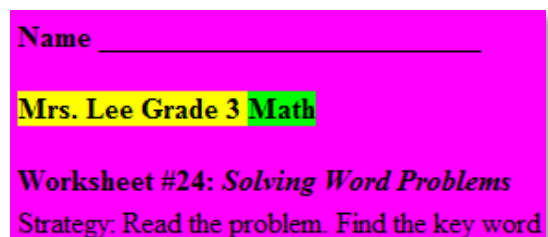
- To extract text from a document, first open the desired document.
- Click File in the Menu bar, and choose Extract Text (**Version 11**) or hover over Extract, and choose Extract Text (**Version 12**).
- Choose the appropriate options, and click OK.
- A window should appear, containing only the text from the document. NOTE: You may be required to clean up some of the spacing, as some of the text may have become jumbled.



COLORED TRANSPARENCIES OR OVERLAYS

Users can change the background and reading/highlighting colors, to simulate colored overlays.

- To change the background and reading colors, click on Tools in the Menu bar and choose Options.
- In the window that appears, click Text in the left-hand column. There are options to change Text, Background, Word, and Unit colors.
- Change the colors to meet your needs, and preview the changes in the Sample Text window in the bottom-right corner.
- Additionally, there are options to change the Font and Font Size.
- In the Highlighting options, Color Background mode leaves a block around the highlighted text being read, while Color Words removes the block, leaving the color scheme applied only to the text/fonts being read.
- To change the color settings for scanned documents, choose Image from the Options window, and change the desired colors. NOTE: You may have to restart the program, and re-open the document to see the changes take effect.



HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

Kurzweil offers users the ability to highlight text.

- To highlight text in a particular color, click the appropriately colored highlighter from the Study Skills toolbar (Green). You should notice the button depressed.
- To highlight a single word, double-click the word with your mouse.
- To highlight multiple words, or a phrase or sentence, click in front of the first word you would like to select, and drag your pointer to the end of the last word you would like to select.
- To stop highlighting, click the currently selected highlighter again in the Study Skills toolbar.

INCREASED SPACING BETWEEN INSTRUCTIONAL/TEST ITEMS...

Space can be increased between words.

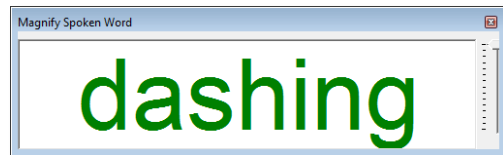
- To change word spacing, click on Tools in the Menu bar and choose Options.
- Click on Text in the left-hand column.
- Under the Extras heading, increase the number in the Word Spacing field. Preview the changes in the Sample Text window in the bottom-right corner.
- Click OK when you are finished.

STRAIGHTEDGE / CUT-OUT / READING GUIDE

There are a couple of features in Kurzweil that allow the user to simulate a reading guide – Word Magnification and Reading by Paragraph.

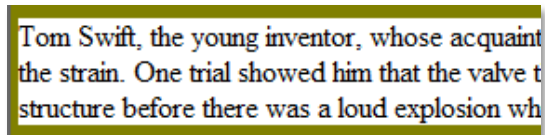
WORD MAGNIFICATION

- To turn on the Word Magnification option, click on View in the Menu bar, and choose Magnify Spoken Word.
- To set the color and font options for the Magnification window, click on Tools in the Menu bar and choose Options. Click Magnifier in the left-hand column, change your settings, and click OK.
- As Kurzweil reads, each individual word will be magnified and displayed in a window, drawing attention to the spoken words.



READING BY PARAGRAPH

- To activate reading by paragraph, click the Reading Unit drop-down in the Reading toolbar (Yellow), and choose Paragraph. This causes the entire paragraph to be highlighted while the text is being read.
- To simulate a colored reading bar, click Tools in the Menu bar, choose Options, and click Text in the left-hand column. Set the Word and Unit colors to the same value. This will highlight ONLY the paragraph while the text is being read.
- To simulate a white/clear reading bar, click Tools in the Menu bar, choose options, and click Text in the left-hand column. Change the Text and Background color to something complimentary (Do not use white). Change the Word and Unit values to white.



WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

Kurzweil 3000 will read text back to the user, speak what has been typed, and it offers reference tools to aid in defining terms, finding synonyms, and more.

SPEAKING SELECTED TEXT

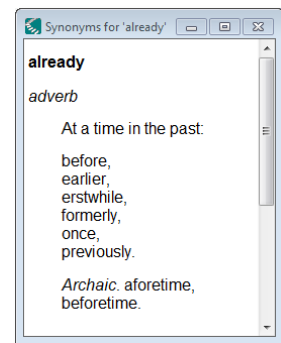
- To hear a single-word read aloud, double-click the word.
- To hear a portion of text read aloud, select the text with your mouse, and click the Read button in the Main toolbar (Red).

SPEAK WHAT IS TYPED

- To change the 'Speak as Typing' settings, click Tools in the Menu bar, choose Options and click General in the left-hand column.
- Customize the 'Speak as Typing' settings, and click OK when you are finished.

REFERENCE TOOLS

- To see a word's definition, select the word, and then choose the Definition button in the Main toolbar, or press CTRL+D on the keyboard. This will open a separate window showing the definition. The contents of this window can be read aloud.
- To view synonyms of a word, select the word, and then choose the Synonym button in the Main toolbar, or press CTRL+Q on the keyboard.
- To hear a word spelled, select the word, and then choose the Spell button in the Main toolbar, or press CTRL+L on the keyboard.
- To hear the syllables of a word pronounced, select the word, and then choose the Syllables button in the Main toolbar, or press CTRL+Y on the keyboard.
- (**Version 12**) To hear a human pronunciation of a word, select the word, and then choose the Pronounce button in the Main toolbar, or press CTRL+U on the keyboard.
- To view a word in an installed picture dictionary, select the word, and then choose the Picture button in the Main toolbar. If you do not see the picture button, you may have to customize your toolbar buttons to add it. Alternately, you can select the word, click Reference in the Menu bar, hover over Selected Word, and choose Picture.
- To access the above listed tools with a word you type, click Reference in the Menu bar, and choose 'Look up word I type.' Type in your desired word, and click the button for the available tools.
- To change the dictionary used for definitions, click Reference in the Menu bar, hover over Select Dictionary, and choose from the available list of dictionaries.



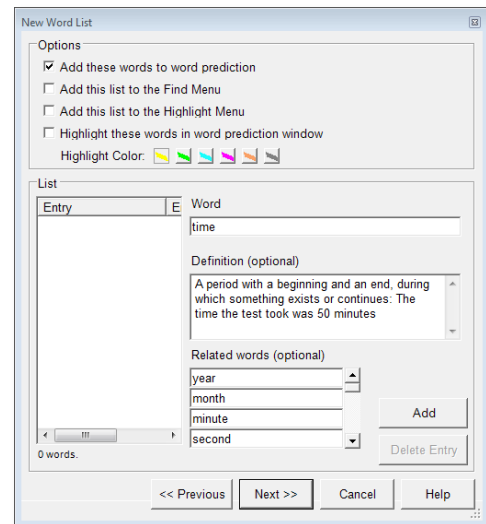
PERSONAL WORD LISTS

Kurzweil 3000 has the ability to set up personal word lists, either from scratch or based on an open document.

CREATE A PERSONAL WORD LIST

- To manually create a list of words:
 - Click on Tools in the Menu bar, and choose Setup Word Lists.
 - Click New.

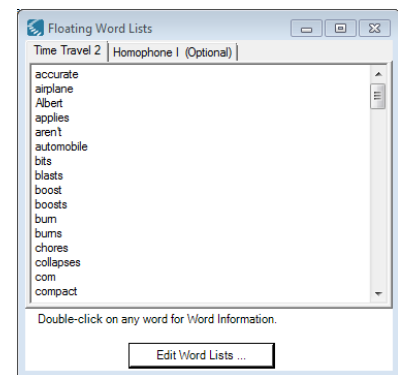
- o Choose Create Word List from what I type, and click Next.
- o Choose from the available options at the top of the screen. Users can also choose a custom Highlight Color to help students identify list words when suggested in Word Prediction.
- o To add a word, type a word in the Word field, add any optional, supporting information, and click Add.
- o Repeat process to add additional words, and click Next.
- o Give the Word list a name, and click Save.
- o Click OK to close the Word Lists window.
- To create a list from an open document (Note: You must have at least one document opened):
 - o Click on Tools in the Menu bar, and choose Setup Word Lists.
 - o Click New.
 - o Choose Create Word List from, and choose the appropriate document in the dropdown menu provided. Also choose whether to Extract Highlighted words only OR Extract all words.
 - o Click Next.
 - o To remove words from the list, check the appropriate boxes in the Remove section of the window, and click Remove. A list of the removed words will appear above.
 - o When you are finished, click Next.
 - o Give the Word list a name, and click Save.
 - o Click OK to close the Word Lists window.



FLOATING A WORD LIST

Floating Word Lists are a helpful writing tool, and can only be accessed when writing in a document (not available in Read mode).

- To float a Word List, click on Word Lists in the Study Skills toolbar (Green), or click Tools and choose Floating Word Lists.
- If no Word Lists have been chosen before, an 'Edit Word Lists' (**Version 11**) or 'Edit floating word lists' (**Version 12**) window should appear.
- In the left-hand column of the window, choose a word list for the student to use, and click either Add as Required (checked) or Add as Optional (unchecked).
- All Select Word Lists will display in the Floating Word Lists window. Required and Optional relate to whether a student must use all of the words in a list (Required) or only some (Optional).
- Click OK when you are finished.
- The Floating Word Lists window should appear, displaying the previously checked word lists, each list appearing in its own tab.
- Double-clicking on a word will display the Word Information window, which contains definitions and related words.
- To add or remove word lists from the Floating panel, click Edit Word Lists in the bottom of the Floating Word Lists window. Select a Word List on the left and choose Add, or select a Word List on the right and choose Remove.



REPEATED READING

- To hear a portion of text read repeatedly, use the mouse to select the text, and press the Read button in the Main Toolbar.
- When Kurzweil finishes reading the text, the text should remain selected, allowing the user to press the Read button to have the text read again.

COMPREHENSION

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

See HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES in the Visual Enhancements section above.

DIGITAL TEXT W/ WORD MEANINGS

See DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS in the Word Recognition section above.

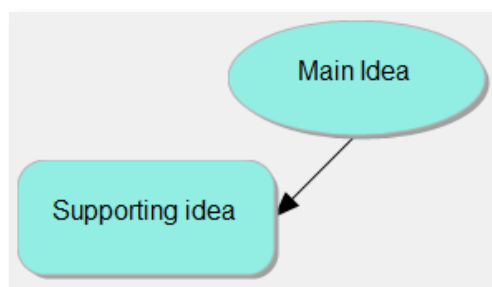
STUDY GUIDE

Kurzweil 3000 has multiple organization tools: Brainstorm Mode, Outline Mode, Highlighters w/ Highlight Extraction, and Column Notes

BRAINSTORM MODE

Brainstorm Mode is a mind mapping tool.

- **(Version 11)** To access the Brainstorm button, expand the Writing toolbar (Blue). To the far right is a series of buttons. The Brainstorm button  is the left-most of those buttons.
- **(Version 12)** To access the Brainstorm button, expand the Writing toolbar (Blue). To the far right is a series of buttons. The left-most button says Start Writing. Click it. Select New Brainstorm, and choose either Blank or From Template. For now, choose Blank, and click OK.
- After clicking the Brainstorm button, a Main Idea is presented. You can replace this text by selecting the Main Idea *object*, then clicking one time on the text you wish to replace. This should allow you to select the text to delete.
- To add additional items, you can use the Quick Takes button (top left button in the Brainstorm Palette OR CTRL+SHIFT+Q). This will add a lightning bolt to the currently selected topic. Simply type the text for the additional items, and press ENTER after each one. When you are ready to exit Quick Takes mode, press the ESC key.
- Another way to add additional items is to create boxes, and link them with the desired topic. First, click on a blank area of the canvas – this deselects all Brainstorm items. Next, choose a shape from the Brainstorm palette, and type in the desired text. Click the Link button in the Brainstorm Palette. Now, click the item you would like to link *from*, and then select the item you would like to link *to*.
- To change an item's color, click on the item, and then click the Fill Color button in the Brainstorm Palette, and choose a color.



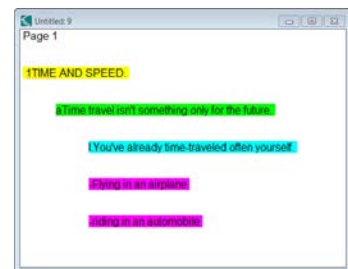
- To change an item's shape, click on the item, and then click the desired shape (Oval, Rectangle, Rounded Rectangle, or Diamond) in the Brainstorm Palette.
- To view an outline based on the Brainstorm session, click the Outline button in the Writing Toolbar. To use the outline to aid in writing, click the Split Screen button in the Writing toolbar.

OUTLINE MODE

- To access the Outline button, expand the Writing toolbar (Blue). To the far right is a series of buttons. The Outline button  is second in the series of buttons.
- After clicking the Outline button, a Main Idea is presented. This text can be selected and replaced.
- You can add same-level or sub-level items. Same-level items will produce items in the same level of the selected item (i.e. topics will create more topics; subtopics will create more subtopics.) Sub-level items will create an item one-level down from the currently selected item (i.e. topics will create subtopics; subtopics will create supporting ideas for that subtopic).
- To add a same-level item, press the Topic button  in the Outline Palette or press CTRL+G. To add a sub-level item, press the Subtopic button  or press CTRL+K.
- To add a note to an item, click the letter or number in front of the item to select it, then press the Note button  in the Outline Palette.
- To de-indent / promote an outline item, select it, and click the Left Arrow button  in the Outline Palette, or SHIFT+TAB on the keyboard. To indent / demote an item, select it, and click the Right Arrow button  in the Outline Palette, or press TAB on the keyboard.
- To move an item, click the letter / number / bullet in front of the item to select it, then click and drag the highlighted text to the desired location in the outline. The item will be inserted above the topic you dropped it in front of.
- To delete an item, select it, and press the Delete Button  in the Outline Palette.
- To change the style of the outline, use the Prefix Label dropdown  in Outline Palette. This will change the Prefix Labels (i.e. Roman Numerals, Letters, Numbers, Bullets, etc.) for the outline.
- A Brainstorm map is created that corresponds to the structure of the outline. To see the map, click on the Brainstorm button in the Writing Toolbar.
- To use the outline to aid in writing, click the Split Screen button  in the Writing Toolbar.

EXTRACTING HIGHLIGHTS

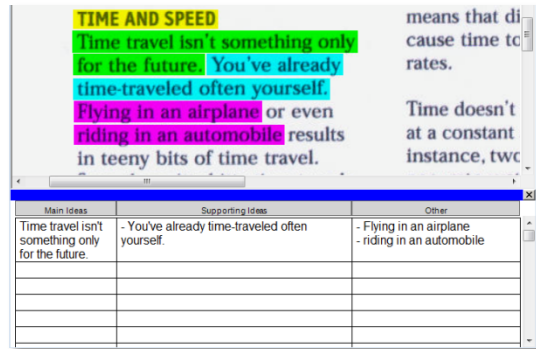
- To learn to use the Highlighters, see area on Highlighting in the Visual Enhancements section above.
- To extract highlights, click File in the Menu bar, and choose Extract Annotations (**Version 11**) or hover Extract, and choose Extract Notes and Highlights (**Version 12**).
- In the resulting window, ensure that Highlights is selected.
- Place checkmarks next to each highlight color that was used, set any Indent and Prefix options, and click OK.
- A structured document will be created based on the highlights and the options that were selected.



COLUMN NOTES

Kurzweil has another note-taking/study feature called Column Notes. It allows users to take items they have already highlighted or items they select using their mouse, and add them to a columned note system, typically with Column 1 being Main ideas, Column 2 being supporting ideas, and Column 3 being additional information.

- To extract current highlights into Column Notes, click the File Menu, and choose Extract Highlights to Column Notes (**Version 11**) or hover over Extract, and choose Extract Highlights to Column Notes (**Version 12**).
- Customize the column each highlight color corresponds to, and press OK.
- (**Version 11**) - When prompted, you can either create a blank Note file or place it into an existing Note file.
- By right-clicking in the Column Notes window, users can hide or cover columns, and see other options.
- To save your column notes, click File in the Menu bar, and click Save As. Type a name for the file, and click OK to create a Column Notes file.
- To use Column Notes as a writing support, click File in the Menu bar, and choose Extract Column Notes to Outline (**Version 11**) or hover over Extract, and choose Extract Column Notes to Outline (**Version 12**).
- Users can also drag-and-drop or copy-and-paste selected text into the fields of the Column Notes.
- Column Notes can be read aloud.



FOLLOWING DIRECTIONS

SIGNAL OR PROMPT

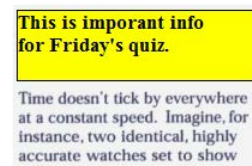
Kurzweil 3000 offers supports for prompts, such as Footnotes, Sticky Notes, Text Notes, Bubble Notes, and Voice Notes. In text-based documents (TXT, RTF, and HTML), only Footnote, Bubble Note, and Voice Notes may be used.

FOOTNOTES

- To add a Footnote, place the cursor in front of or select the text that the footnote will apply to, and click the Footnote button in the Study Skills toolbar (Green).
- A window will appear at the bottom of the screen, providing a space to type in the notes.
- When finished, click the Close button in the Study Skills toolbar. This will close the currently opened footnote, allowing the user to create additional footnotes when necessary.
- To revisit a footnote, double-click on the number representing the presence of a footnote in the open document.

STICKY NOTES

- To add a Sticky Note, click the Sticky Note button in the Study Skills toolbar (Green). Next, click in the document where you would like to add the Sticky Note.
- A box will appear, allowing the user to add text to the notes. Additionally, the user can copy and paste text into the Sticky Note.

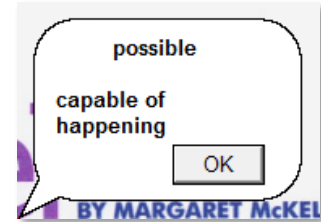


TEXT NOTES

- To add a Text Note, click the Text Note button in the Study Skills toolbar (Green). Next, click in the document where you would like to add the Text Note.
- Text Notes are transparent, so they should be placed in an area of the document where they will be most visible.

BUBBLE NOTES

- To add a Bubble Note, place the cursor in front of the text where you would like the Bubble Note to appear, and press the Bubble Note button in the Study Skills toolbar. If you do not see the button, click Tools in the Menu bar, hover over Note, and choose Add Bubble Note.
- A window will appear containing a picture window on the left side and a list of options on the right side. Add your text to the picture window, and configure the Note to display and function as desired using the options.
- You can preview the Bubble note using the Preview button. Press OK when you are finished.
- Depending on the way it was configured, the Bubble Note will activate *before* the user reads any other text, *in order* as it appears in the text, or *after* all other text has been read.
- Multiple Bubble Notes can be added to each document.



VOICE NOTES

- To create a Voice Note in a text-based document (TXT, RTF, HTML), either select the text using your mouse or place the cursor in front of the word where you would like to place your note. Now, click the Voice button in the Study Skills toolbar (Green).
- To create a Voice Note in an image-based document (PDF or KES/Kurzweil file), click the Voice button in the Study Skills toolbar (Green). A set of crosshairs should appear. Click in the document where you would like to place the Audio note.
- A Voice Note window should appear. Click the Microphone to begin recording. Click the Stop button to stop recording. Click the Play button to preview the recording. Click OK when you are finished.
- In text-based documents, the text where the Voice Note was added becomes a link. Double-click on the link to play the Voice Note.
- In image-based documents, a speaker icon is placed, indicating the presence of a Voice Note. Double-click on the speaker to play the Voice Note.
- To retain Voice Notes after saving, you must save the file as a KES (Kurzweil) file.

VERBAL ENCOURAGEMENT

Users can configure verbal encouragement for students using strategically placed text-based or audio-based notes in Kurzweil. The audio notes may be more encouraging because it could be in a person's voice, whereas a text-based note must be read with a synthesized computer voice.

MATHEMATICS

ADAPTED CALCULATOR

Kurzweil 3000 comes with its own calculator. It has a Basic, Scientific, Statistics, and Business Calculator view. Many of the buttons on the calculator can be spoken aloud, as can the results of the calculation.

The calculator can be navigated using TAB key (forward) or SHIFT+TAB (backward) on the keyboard.

The calculator can be accessed by visit the Kurzweil 3000 folder in the Start Menu.

MICROSOFT WORD (WINDOWS)

Supported File Types: DOC, DOCX, TXT, RTF, HTML

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH (*WORD 2010 ONLY*)

Text-to-Speech is available in Microsoft Word, access just needs to be provided to the command.

- To add access to the Speak command, click the drop-down in the right-hand side of the Quick Access Toolbar, and choose More Commands.
- Click the drop-down under “Choose commands from” and choose All Commands.
- Scroll through the list, and double-click on Speak, *or* click Speak, and then click the Add button.
- Choose OK when you are finished. You should now see the Speak button in the Quick Access Toolbar.
- To read text aloud, select the desired text, and click the Speak button.

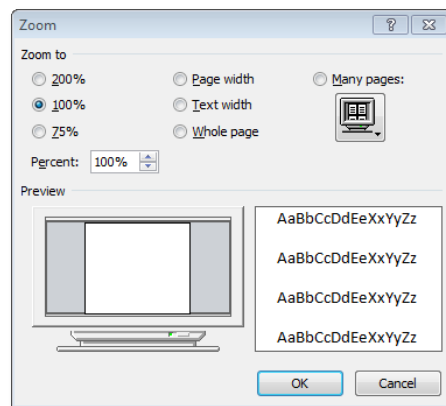
Text-to-Speech has been removed from Office 2007 except for speaking cells in Excel.

VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Word has zooming options to adjust the zoom settings of the current document.

- To adjust the zoom settings, click the View toolbar in the ribbon.
- Click the Zoom button.
- Use the presets or use the Up and Down arrows in the Percent field to adjust the zoom settings to the desired amount. Preview the changes in the Preview window.
- Click OK when you are finished.
- Additionally, a Zoom slider is available in the bottom right-hand corner of the screen. Drag the slider to adjust the settings, or use the + and – signs to adjust the zoom level in 10% increments.



COLORED TRANSPARENCIES OR OVERLAYS

- To change the background color of a Microsoft Word document, click Page Layout in the Ribbon.
- Next, click the Page Color button, and choose the desired color.
- **Word 2007** - To ensure the background color is not printed with the document, click the Office button, and click the Word Options button at the bottom. Click Display in the left column, and navigate to Printing Options on the right. Make sure 'Print background colors and images' is not checked.
- **Word 2010** - To ensure the background color is not printed with the document, click File in the Ribbon and choose Options. Click Display in the left column, and navigate to Printing Options on the right. Make sure 'Print background colors and images' is not checked.

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

- To begin highlighting text in a Word document, make sure the Home Tab is currently selected.
- Select the text you would like to highlight.
- Next, click the drop-down next to the Text Highlight Color button  (located in the Font group), and choose the desired highlight color. This should highlight the selected text.
- In the future, if your desired color is already selected, simply click the Text Highlight Color button, rather than using the drop-down.

STRAIGHTEDGE / CUT-OUT / READING GUIDE

One way to create a Reading Window in Word is to use Shapes.

- Click on Insert in the Ribbon, and click the Shapes drop-down (located in the Illustrations group).
- Choose a shape, likely a rectangular shape.
- Your cursor will become a crosshair. Click-and-drag to draw the properly sized window.
- When you release your mouse, a solid-colored shape will appear, and the Drawing Tools menu will appear in the Ribbon, and be activated.
- In the Shape Styles area, click the Shape Fill drop-down button, and choose from the available colors.
- Once you have selected a color, click the Shape Fill drop-down button, and choose More Fill Colors.
- In the bottom of the More Fill Colors window is a slider for Transparency. You can start at around 50%, choose OK, and come back to fine-tune later, if necessary.
- Now you have a draggable, resizeable reading window.

• If your desired color is already selected, simply click the Text Highlight Color button, rather than using the drop-down.

STRAIGHTEDGE OR BLANK CARDS TO HELP WITH VISUAL WITH CUT-OUT WINDOW / RULER OR READING GUIDE

One way to create a Reading Window in Word is to use Shapes.

- Click on Insert in the Ribbon, and click the Shapes drop-down.
- Choose a shape, likely in the Rectangles category.

INCREASED SPACING BETWEEN INSTRUCTIONAL/TEST ITEM

Microsoft Word offers users the ability to control the spacing between each line of text or between each paragraph, depending on the need of the user.

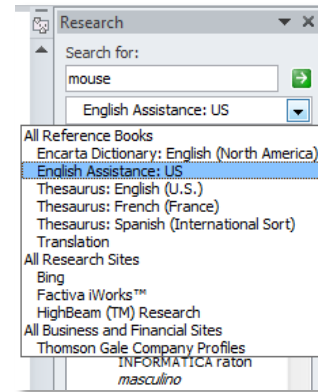
- To begin adjusting the spacing, ensure the Home tab in the Ribbon is chosen.
- Press CTRL+A on the keyboard to select all of the text in the document. If you only want to apply settings to a single paragraph, click inside that paragraph.
- Click on the button in the bottom-right corner of the Paragraph section.
- To adjust the spacing between each *line*, choose from the options in the Line Spacing drop-down.
- To adjust the spacing between each *paragraph*, use the controls to the right of the Before and After headings.
- Preview the changes in the provided Preview window.
- Click OK when you are finished.

WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

Microsoft Word comes with reference tools that can be used to look up definitions and other information for selected words. *Internet Connection is required to use the Reference/Research Tools.*

- To access the reference tools, click the Review tab in the Ribbon.
- Select the word using your mouse, and click the Research button (located in the Proofing group).
- A panel will be revealed, with the selected word entered in the Search field.
- Choose from the assortment of references in the dropdown – Dictionary, English Assistance, Thesaurus, Translation, as well as other online search tools.
- Results of the search should automatically appear as reference options are chosen from the drop-down.
- To manually look up a word, type a word in the search field, and press Enter or click the green arrow to the right of the search field.



REPEATED READING (*WORD 2010 ONLY*)

Users can use Word's Speak command to read text repeatedly.

- To access the Speak command, follow the instructions from the SCREEN-READER TEXT-TO-SPEECH portion of the Auditory Formats section above.
- After text is selected and read using the Speak command, the text stays selected, enabling the user to repeatedly read a portion of text by clicking the Speak command again.

COMPREHENSION

HIGHLIGHTERS TO MARK KEY WORDS

See HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES in the Visual Enhancements section above.

DIGITAL TEXT W/ WORD MEANINGS

See DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS in the Word Recognition section above.

MICROSOFT WORD 2008 (MAC)

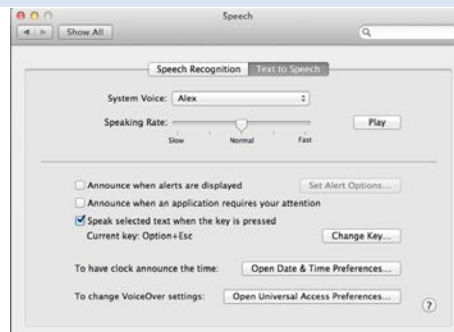
Supported File Types: DOC, DOCX, TXT, RTF, HTML

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

Text-to-Speech is available in Microsoft Word, access just needs to be under system preferences.

- To add access to the speech command, click the apple icon in the top right-hand side of the ribbon.
- “System Preferences” then select Speech
- Place a check mark on “Speak selected text when the key is presses” current key is the Option+Esc
- Close window when you are finished.

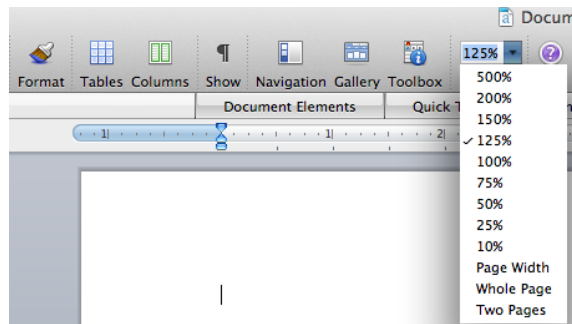


VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

Word has zooming options to adjust the zoom settings of the current document.

- To adjust the zoom settings, click the percent zoom desired in the ribbon
Or
- To adjust the zoom settings, click the View toolbar in the ribbon.
- Click the Zoom button.
Or
- Use the presets or use the Up and Down arrows in the Percent field to adjust the zoom settings to the desired amount. Preview the changes in the Preview window.
- Click OK when you are finished.

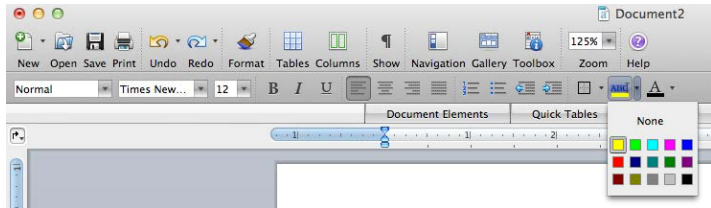


COLORED TRANSPARENCIES OR OVERLAYS

- To change the background color of a Microsoft Word document, click Format in the Ribbon.
- Next, click the Background, and choose the desired color from Pop up window.
- To ensure the background color is not printed with the document, click Word in the Ribbon and choose Preferences. Click Print in the Output and Sharing, and navigate to the heading 'Print'. Make sure 'Print background color and images' is not selected.

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

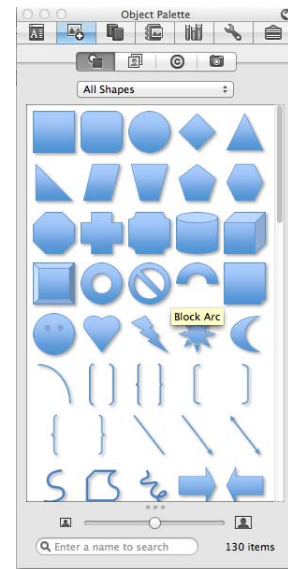
- To begin highlighting text in a Word document, first select the text you would like to highlight.
- Click the drop-down next to the Text Highlight Color button, and choose the desired highlight color. This should highlight the selected text.
- If your desired color is already selected, simply click the Text Highlight Color button, rather than using the drop-down.



STRAIGHTEDGE / CUT-OUT / READING GUIDE

One way to create a Reading Window in Word is to use Shapes.

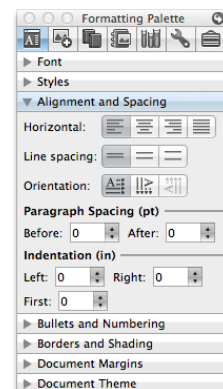
- Click on toolbox the Ribbon, and click the Shapes Icon
- Choose a shape (from Pop up box), likely in the Rectangles category.
- Your cursor will become a crosshair. Click-and-drag to draw the properly sized window.
- When you release your mouse, a solid-colored shape will appear, and a new toolbox options will appear in pop up box. If this does not occur click on the shape that was just drawn.
- In the Colors Weights and Field area, click the Shape Fill button, and choose from the available colors.
- In the Colors Weights and Field, there is a slider for Transparency. You can start at around 50%.
- In the Wrapping area, click style and select In Front of Text
- Now you have a draggable, resizeable, floating reading window.



INCREASED SPACING BETWEEN INSTRUCTIONAL/TEST ITEM

Microsoft Word offers users the ability to control the spacing between each line of text or between each paragraph, depending on the need of the user.

- To begin adjusting the spacing, click toolbox in the Ribbon for a pop up box.
- Click the drop down arrow in Alignment and Spacing
- Press Command+A on the keyboard to select all of the text in the document. If you only want to apply settings to a single paragraph, click inside that paragraph.
- To adjust the spacing between each *line*, choose from the options in the Line Spacing icons.
- To adjust the spacing between each *paragraph*, Click the up/down arrows as desired in the Paragraph Spacing (pt), Do this for before and after boxes.

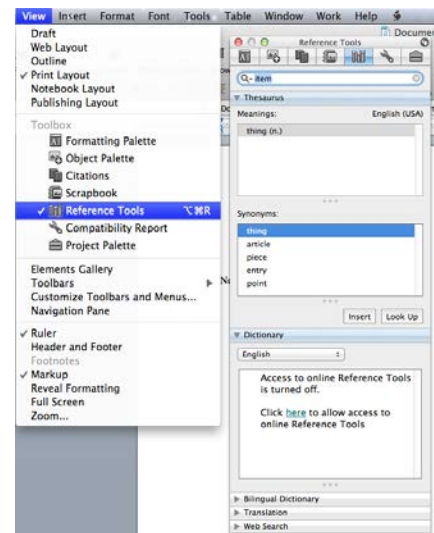


WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

Microsoft Word comes with reference tools that can be used to look up definitions and other information for selected words. *Internet Connection is required to use the Reference/Research Tools.*

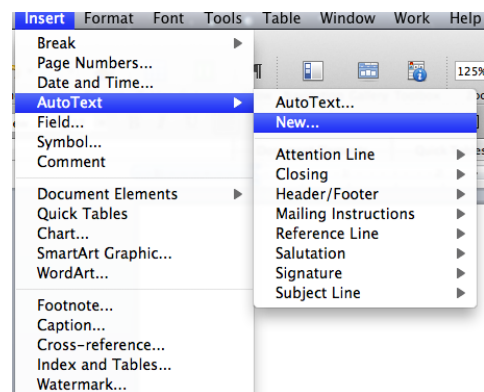
- To access the reference tools, click View in the ribbon then select reference tools, A pop up box will appear.
- Select the word using your mouse, and click the Research button.
- A panel will be revealed, with the selected word entered in the Search field.
- Choose from the assortment of references in the dropdown – Dictionary, Bilingual Dictionary, Thesaurus, Translation, as well as other online search tools.
- Results of the search should automatically appear as reference options are chosen from the drop-down.



PERSONAL WORD LISTS

Users can utilize preformatted word list or create their own.

- Select the text or graphic that you want to store as an AutoText entry.
- On the Insert menu, point to AutoText, and then click New. Word stores the AutoText entry for later use.
- Click OK.
To Access the list of word for later use
- On the Insert menu, point to AutoText, and then click the desired word.



REPEATED READING

Users can use Word's Speak command to read text repeatedly.

- To access the Speak command, follow the instructions from the SCREEN-READER TEXT-TO-SPEECH portion of the Auditory Formats section above.
- After text is selected and read using the Speak command, the text stays selected, enabling the user to repeatedly read a portion of text by clicking the Speak command again.

COMPREHENSION

HIGHLIGHTERS TO MARK KEY WORDS

See area on Highlighting in the Visual Enhancements section above

DIGITAL TEXT W/ WORD MEANINGS

See Digital Text W/Audio Feedback Or Word Meanings in the Word Recognition section above.

FOLLOWING DIRECTIONS

DIRECTIONS W/ PICTURES OR DIAGRAMS

- To see reviewing tool bar, Select View in ribbon, Then Toolbars, then reviewing
- Select New Comments.
- From the red side comment window click after the colon and type your directions/comments
- To delete a comment select it then click delete under the comment section.

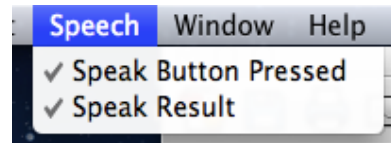
VERBAL ENCOURAGEMENT

- See Note Taking Audio Notes , only available in Word notes – Under View in ribbon choose “Notebook Layout”.
- From pop up window select Create new for blank page, or Click convert to have current doc converted to Notes layout.

MATHEMATICS

ADAPTED CALCULATOR

- To locate the calculator in the spotlight type calculator and click on it from top hit
- To turn on speech function, Click Speech in the Ribbon, ensure that both Speak Button Pressed (speech reads each key stroke), and Speak Result (speech read the result).
- To change the type of calculator such as scientific, Click View in the Ribbon, then select Scientific.



GRAPHIC ORGANIZERS, FLOW CHARTS, T-CHARTS

- Select the desired style.
- Click on the graphic to reveal the anchors
- On the top left click the notepad icon to reveal a pop up window (Text Pane) that will permit the user to add / delete boxes, add text or change justification.



FORMAT SMART ART

- Double click on the image to reveal formatting options for the smart art
- Change fill, 3D, size, Layout (text wrapping), gradient, and more.

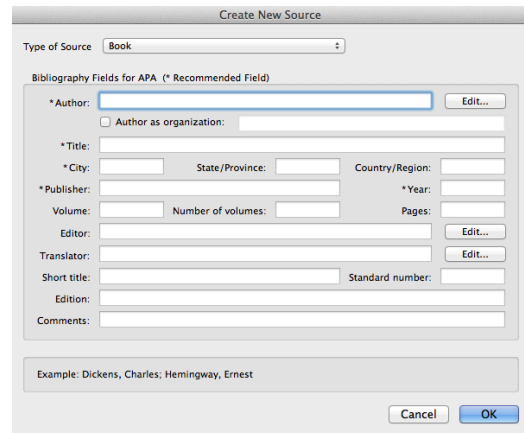
ORGANIZATION OF SPACE & MATERIALS

BIBLIOGRAPHY

After reading Comprehension

Citation Styles

- Select the tab “toolbox” in ribbon.
- From the pop up window select the third icon to reveal Citations
- From the drop down menu select the desired citation style.
- Select the + in the bottom left corner for a popup new source window to complete the dialog box, click OK when complete
- Repeat for each new entry
- Bibliography
- Select the tab “Documents Elements”, under the References section select Bibliography.
- Choose the desired style
- A list of references will appear in the defined citation style defined by user.



TRACKING CHANGES

Tracking student revisions

- To see reviewing tool bar, Select View in ribbon, Then Toolbars, then reviewing
- To start tracking changes, click Track Changes
- As any changes are made to document a red side comment window will appear identifying the changes that were made
- To make a decision on all changes in the document click accept change or reject change for each change made in document.

NOTE TAKING

During Reading Comprehension / Activity

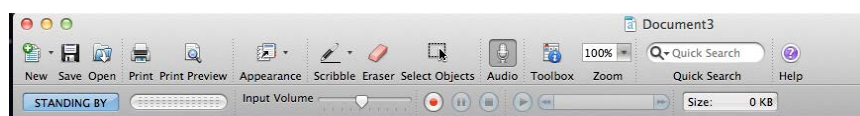
- Select from the ribbon File > open > Word notebook outline, or
- On the bottom left of the page select the notebook icon
- From the pop up window, Click Create new

TYPING NOTES

- Accomplished in the same manner as in a normal word document

AUDIO NOTES

- Select the View in the ribbon, then toolbars, then Audio Notes.
- Press record (pause a second) speak your notes, then press stop
- To add more notes press record, these will be added to previous recordings.



- To play back notes press play.
- To seek through recorded notes press seek.

APPEARANCE

PAGE APPEARANCE

- Select the “Appearance” tab, this will reveal pre formatted layout color styles.

NOTEBOOK TABS

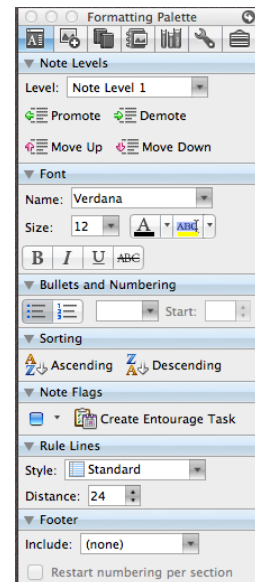
- To rename the tabs, click in the tab then rename.

LINE SPACING / LINES

- Under the Rule Lines
- To have a blank page choose the drop down arrow next to Style.
- To increase or decrease line spacing choose the appropriate up/down arrow next to Distance.

HIGHLIGHTERS

- Work the same as described in the previous highlighted section.



MICROSOFT WORD 2010 (MAC)

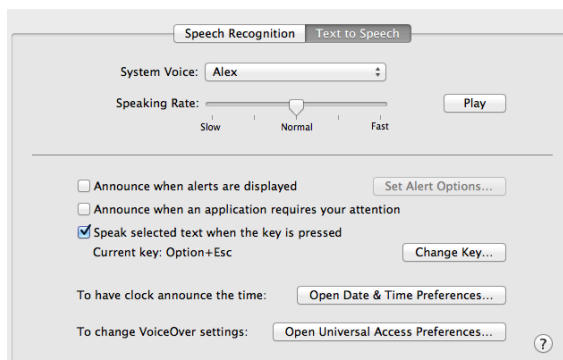
Supported File Types: DOC, DOCX, TXT, RTF, HTML

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

Text-to-Speech is available in Microsoft Word, access just needs to be under system preferences.

- To add access to the speech command, click the apple icon in the top right-hand side of the ribbon.
- “System Preferences” then select Speech
- Place a check mark on “Speak selected text when the key is presses” current key is the Option+Esc
- Close window when you are finished.

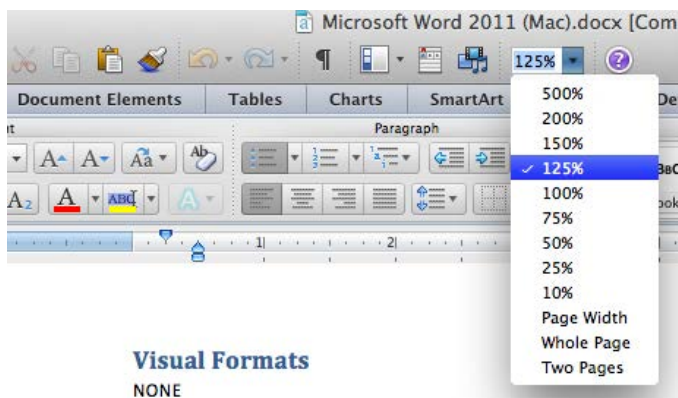


VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

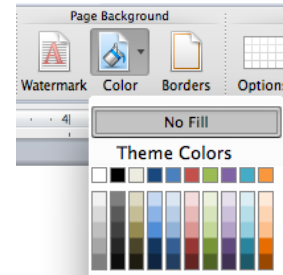
Word has zooming options to adjust the zoom settings of the current document.

- To adjust the zoom settings, click the percent zoom desired in the ribbon Or
- To adjust the zoom settings, click the View toolbar in the ribbon.
- Click the Zoom button. Or
- Use the presets or use the Up and Down arrows in the Percent field to adjust the zoom settings to the desired amount. Preview the changes in the Preview window.
- Click OK when you are finished.
- Additionally, a Zoom slider is available in the bottom right-hand corner of the screen. Drag the slider to adjust the settings, or use the + and – signs to adjust the zoom level in 10% increments.



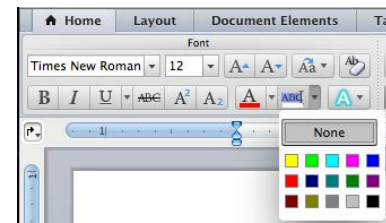
COLORED TRANSPARENCIES OR OVERLAYS

- To change the background color of a Microsoft Word document, click Page Layout in the Ribbon.
- Next, click the Page Color button (Page Background), and choose the desired color.
- To ensure the background color is not printed with the document, click Word in the Ribbon and choose Preferences. Click Print in the Output and Sharing, and navigate to the heading 'Print'. Make sure 'Print background color and images' is not selected.



HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

- To begin highlighting text in a Word document, first select the text you would like to highlight.
- Next, Click home, click the drop-down next to the Text Highlight Color button, and choose the desired highlight color. This should highlight the selected text.
- If your desired color is already selected, simply click the Text Highlight Color button, rather than using the drop-down.



STRAIGHTEDGE OR BLANK CARDS TO HELP WITH VISUAL FOCUS / CARD WITH CUT-OUT WINDOW / RULER OR READING GUIDE

One way to create a Reading Window in Word is to use Shapes.

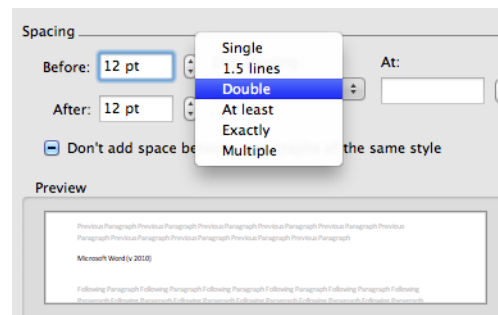
- Click on Insert in the Ribbon, and click the Shapes, then a pop window will appear with shapes.
- Choose a shape, likely in the Rectangles category.
- Your cursor will become a crosshair. Click-and-drag to draw the properly sized window.
- When you release your mouse, a solid-colored shape will appear, and the Drawing Tools menu will appear in the Ribbon, and be activated.
- In the Shape Styles area, click the Shape Fill button, and choose from the available colors.
- Once you have selected a color, click the Shape Fill button, and choose More Fill Colors.
- In the bottom of the More Fill Colors window is a slider for Transparency. You can start at around 50%, choose OK, and come back to fine-tune later, if necessary.
- In the arrange area, click Wrap text and select In Front of Text
- Now you have a draggable, resizeable, floating reading window.



INCREASED SPACING BETWEEN INSTRUCTIONAL/TEST ITEM, FEWER ITEMS ON EACH PAGE

Microsoft Word offers users the ability to control the spacing between each line of text or between each paragraph, depending on the need of the user.

- To begin adjusting the spacing, ensure the Home tab in the Ribbon is chosen.
- Press Command+A on the keyboard to select all of the text in the document. If you only want to apply



settings to a single paragraph, click inside that paragraph.

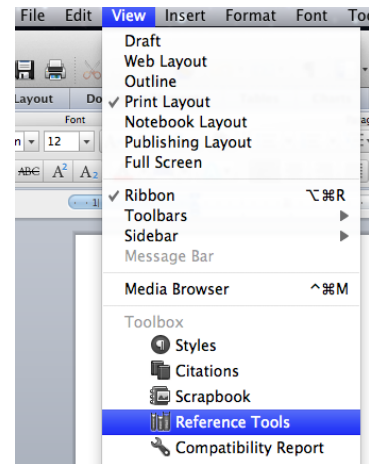
- To adjust the spacing between each *line*, choose from the options in the Line Spacing drop-down.
- To adjust the spacing between each *paragraph*, Select Line Spacing Options for popup window.
- Under Spacing, use the controls to the right of the Before and After headings.
- Preview the changes in the provided Preview window.
- Click OK when you are finished.

WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

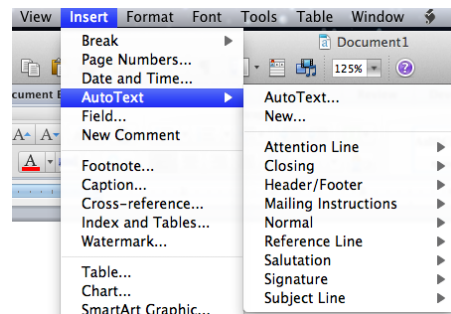
Microsoft Word comes with reference tools that can be used to look up definitions and other information for selected words. *Internet Connection is required to use the Reference/Research Tools.*

- To access the reference tools, click View in the ribbon then select reference tools, A pop up box will appear.
- Select the word using your mouse, and click the Research button.
- A panel will be revealed, with the selected word entered in the Search field.
- Choose from the assortment of references in the dropdown – Dictionary, English Assistance, Thesaurus, Translation, as well as other online search tools.
- Results of the search should automatically appear as reference options are chosen from the drop-down.



PERSONAL WORD LISTS

- Users can utilize preformatted word list or create their own.
- Select the text or graphic that you want to store as an AutoText entry.
- On the Insert menu, point to AutoText, and then click New. Word stores the AutoText entry for later use.
- Click OK.
- To Access the list of word for later use
- On the Insert menu, point to AutoText, and then click the desired word.



REPEATED READING

Users can use Word's Speak command to read text repeatedly.

- To access the Speak command, follow the instructions from the SCREEN-READER TEXT-TO-SPEECH portion of the Auditory Formats section above.
- After text is selected and read using the Speak command, the text stays selected, enabling the user to repeatedly read a portion of text by clicking the Speak command again.

COMPREHENSION

HIGHLIGHTERS TO MARK KEY WORDS

- See area on Highlighting in the Visual Enhancements section above

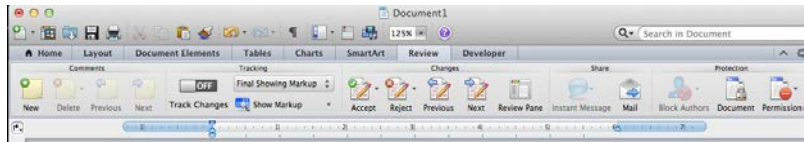
DIGITAL TEXT W/ WORD MEANINGS

- See Digital Text W/Audio Feedback Or Word Meanings in the Word Recognition section above.

FOLLOWING DIRECTIONS

SIGNAL OR PROMPT DIRECTIONS W/ PICTURES OR DIAGRAMS

- Select the tab “Review”, under the Comments section select New.
- From the red side comment window click after the colon and type your directions/comments
- To delete a comment select it then click delete under the comment section.



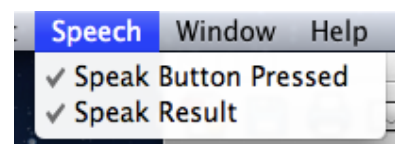
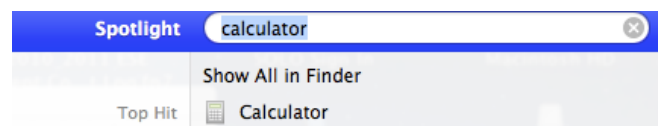
VERBAL ENCOURAGEMENT

- See Note Taking Audio Notes , only available in Word notes – Under View in ribbon choose “Notebook Layout”.
- From pop up window select Create new for blank page, or click Convert to have current doc converted to Notes layout.

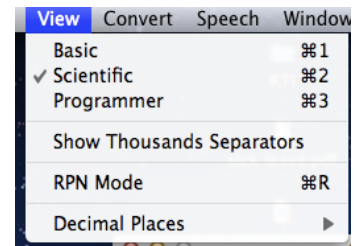
MATHEMATICS

ADAPTED CALCULATOR

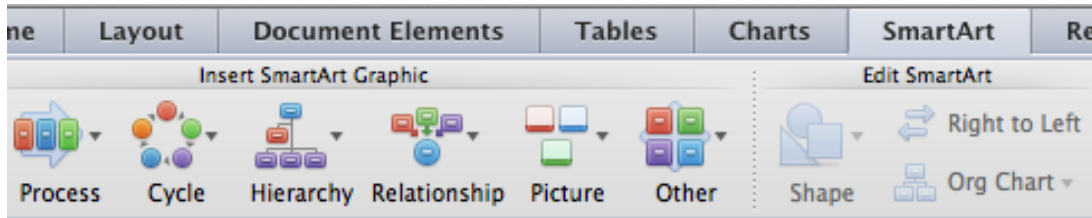
- To locate the calculator in the spotlight type calculator and click on it from top hit
- To turn on speech function, Click Speech in the Ribbon, ensure that both Speak Button Pressed (speech reads each key stroke), and Speak Result (speech read the result).



- To change the type of calculator such as scientific, Click View in the Ribbon, then select Scientific.



GRAPHIC ORGANIZERS, FLOW CHARTS, T-CHARTS



- Select the tab “SmartArt”, under Insert Smart art graphic choose the desired style.
- Click on the graphic to reveal the anchors.
- On the top left click the notepad icon to reveal a pop up window (Text Pane) that will permit the user to add / delete boxes, add text or change justification.

ORGANIZATION OF SPACE & MATERIALS

BIBLIOGRAPHY

After reading Comprehension

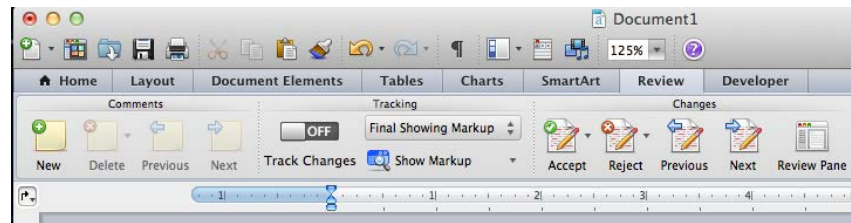
CITATION STYLES

- Select the tab “Documents Elements”, under the References section select Manage.
- From the pop up window select the second icon to reveal Citations.
- From the drop down menu select the desired citation style.
- Select the + in the bottom left corner for a popup new source window to complete the dialog box, click OK when complete.
- Repeat for each new entry.
- Bibliography
- Select the tab “Documents Elements”, under the References section select Bibliography.
- Choose the desired style.
- A list of references will appear in the defined citation style defined by user.

TRACKING CHANGES

Tracking student revisions

- Select the tab “Review”.
- Under the Tracking section, select On.
- As any changes are made to document a red side comment window will appear identifying the changes that were made.
- To make a decision on all changes in the document, Under the Changes section make your desired selection.



NOTE TAKING

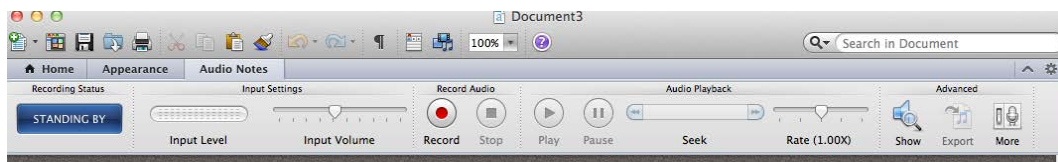
DURING READING COMPREHENSION / ACTIVITY

- Select from the ribbon File > open > Word notebook outline, or
- On the bottom left of the page select the notebook icon.
- From the pop up window, Click Create new.

TYPING NOTES

- Accomplished in the same manner as in a normal word document.

AUDIO NOTES



- Select the “Audio Notes” tab, under the Advanced section click Show.
- Press record (pause a second) speak your notes, then press stop.
- To add more notes press record, these will be added to previous recordings.
- To play back notes press play.
- To seek through recorded notes press seek.

APPEARANCE

PAGE APPEARANCE

- Select the “Appearance” tab, under the Appearance section click Type. This will reveal pre formatted layout color styles.

BACKGROUND

- Under the Appearance section click background. This will reveal color styles.

NOTEBOOK TABS

- To change the tab colors, Under the Notebook Tabs section click color.
- To rename the tabs, Under the Notebook Tabs section click rename.
- To delete a tab, Under the Notebook Tabs section click delete.

LINE SPACING / LINES

- Under the Appearance Tab, section Rule Lines.
- To have a blank page choose the drop down arrow next to Style.
- To increase or decrease line spacing choose the appropriate up/down arrow next to Distance.

HIGHLIGHTERS

- Work the same as described in the previous highlighted section.

READ & WRITE GOLD V4 (MAC)

Supported File Types: Read & Write Gold reads selectable text, 'inaccessible text' via the Screenshot Reader, and DAISY files [find version number]. Read & Write Gold tends to function better with Microsoft Products.

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH



Read & Write Gold has a floating toolbar, which offers Text-to-Speech capabilities within most any program and highlight-as-it-reads support in some Microsoft products and on the web.

READING IN MICROSOFT PRODUCTS

- The functions of the read tools from the floating toolbar above are – rewind, play, fast forward, and stop.
- To begin reading, click to place your cursor at the beginning of the text you would like to read, and then press the Play button in the Read & Write Gold toolbar.
- To read the next portion of text, click the Forward button in the Read & Write Gold toolbar.
- Most Microsoft products should highlight the text while it reads within the program.



READING ON THE INTERNET

- To begin reading on the web, select the portion of text you would like to read, using your mouse, and press the Play button in the Read & Write Gold toolbar.
- Safari (supported versions with add-on) both support the highlight-as-it-reads function.
- Internet Explorer and Firefox can be read using screenshot reader detailed in “reading inaccessible text” section.

READING IN OTHER PROGRAMS

- To begin reading in other programs, select the portion of text you would like to read, using your mouse, and press the Read button.
- The program should launch a separate Reader window, displaying the text you selected. It will begin reading the text, highlighting as it reads.

READING 'INACCESSIBLE' TEXT

To read text that is not selectable, such as text in an image, the Screenshot Reader can be used.

- To begin using the Screenshot Reader, open up the 'inaccessible' text (i.e. paused movie image, photo, image on a web page, etc.).
- Click the Screenshot Reader button  in the toolbar.
- Use the mouse to select the text; depending on the selection method, this could be drawing a rectangle around the text, hover over the text area and click, or free-hand draw around the text.

- The screenshot tool will process the screenshot, and read the text back.

VISUAL ENHANCEMENTS

MINIMIZED VISUAL DISTRACTION

In order to minimize distractions, users may want to use the built-in Text Reader, which opens up the selected text in a separate window, removing images and other possible distractions.

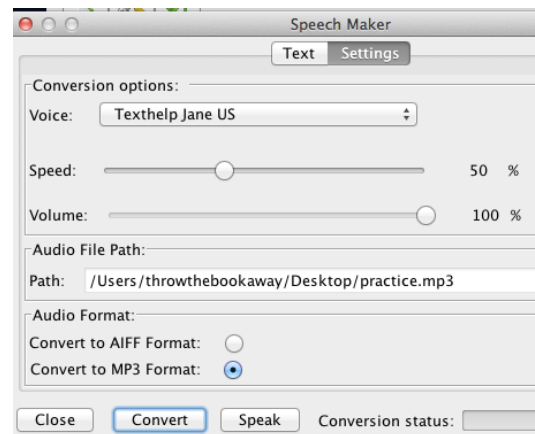
- To read selected text in the Text Reader, first use your mouse to select the text to read.
- Click command+C on your keyboard or Edit from ribbon and then choose Copy.
- Click the resize button  in the toolbar, it Open in Text Reader, and click in the window and depress command+v, or click Edit then paste from the ribbon.
- Highlight the text then Click the Play button in the toolbar to begin reading.

You may also

- To read selected text in the Text Reader, first use your mouse to select the text to read.
- Click command+C on your keyboard or Edit from ribbon and then choose Copy.
- Click the resize button  in the toolbar, it Open in Text Reader, and click in the window and depress command+v, or click Edit then paste from the ribbon.
- Select speechmaker icon  in the toolbar
- Then click speak.

CONVERT TEXT TO AUDIO FILE

- Click the resize button in the toolbar, it Open in Text Reader, and click in the window and depress command+v, or click Edit then paste from the ribbon.
- Select speechmaker icon in the toolbar
- Select Convert to see a pop up window
- Select settings
- Select the button to the immediate right of the path window; this will initiate a browse for the user to designate where the file is to stored. It will also prompt user to name the file.
- Select the audio format, mp3 is suggested.
- Click convert, then the text will be converted to an audio file that can be played with I tunes.
- Click the resize button in the toolbar, it Open in Text Reader, and click in the window and depress command+v, or click Edit then paste from the ribbon.
- Select speechmaker icon in the toolbar
- Select Convert to see a pop up window



COLORED TRANSPARENCIES OR OVERLAYS

Read and Write Gold has a feature called a Screen Mask. It allows the user to tint / overlay a color on certain portions of the screen.

- To activate Screen Masking, simply click the Tools in the Read & Write ribbon, then click Screen Masking button  in the Toolbar, or click the screen-masking icon in the toolbar.

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

- Read & Write Gold offers highlighting tools to use for highlighting and collecting important information, in Microsoft Word and Safari.
- To begin highlighting text, first select the text you would like to highlight, and then click the appropriate color in the Read and Write Gold toolbar. 
- If you need to erase a highlight, select the highlighted text, and click the Clear Highlights button.
- Additional Highlight colors are available under the Study Skills in the Read & Write ribbon.
- To collect highlights into a single document, click the Collect Highlights button.  Configure the highlight collection options and click OK. A separate Word document will be created containing the highlights, structured according the options specified.

READING PDF FILES

- Click on PDF icon  in the Read & Write toolbar
- A pop up window from Adobe reader will ask your permission to allow changes, click yes this will enable Read & Write to add the read icons within the Adobe reader toolbars.
- Only pdf files that are not sure and have text is recognized will be able to be read.

WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

Read and Write Gold has a feature which allows users to hear what is being typed, to aid in word recognition. Additionally, it has a dictionary feature, which allows user to lookup selected words.

SPEAK AS I TYPE

- Click the resize button in the toolbar, it will Open in Text Reader
- To turn on Speak As I Type, click the Speech in the ribbon, then Speak as I Type. This will cause Read and Write Gold to speak most any word that the user types.

DICTIONARY AND REFERENCE TOOLS

- To look up words using Read and Write Gold, select the word you need the meaning for, and click the Dictionary button  in the Toolbar.

- To read a dictionary definition, click the desired definition, and then click the Read button on the toolbar.

HOMOPHONE CHECKER

- To look up words using Read and Write Gold, select the word you need the meaning for, and click the Homophone Checker button  in the Toolbar.

REPEATED READING

Read and Write Gold stops reading at the end of a sentence, unless a specific portion of text is selected.

- To read a sentence repeatedly, first click the cursor in front of the text you would like to read, and click the Play button.
- After the sentence has been read, click the Play button again, and the sentence should be re-read.
- To hear a portion (multiple sentences or phrases) of text read repeatedly, it must be re-selected each time Read and Write Gold finishes reading.

COMPREHENSION

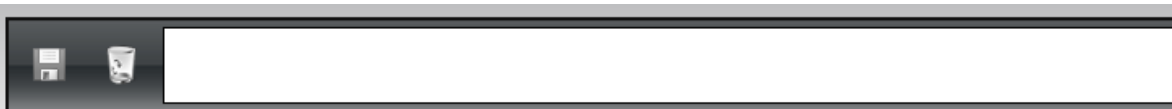
STUDY GUIDE

Read & Write Gold offers a Fact Mapper, a web-based graphic organizer (internet access required).

CREATING A WEB MAP

- To open the Fact Mapper, click the Fact Mapper button  in the toolbar. A browser window will open, and the Fact Mapper will load.
- To add a new element to the map, click the “Add a New Element” button.  When the new element appears, type in the text for your fact, and click Enter, ensure that the fact you wish to link FROM is selected, and click the “Add a New Element” button.
- To link to an element, first select the fact you want to link FROM, click the “Add a new link” button  in the toolbar, and then click the fact you want to link.
- To quickly enter facts, click the element you want to branch out from, and click the Brainstorm Mode button.  Type in the new facts, pressing ENTER after each one. When you are finished, click onto the blank canvas to exit Brainstorm Mode.

ADDING NOTES



- Select the bubble you wish to associate notes to, Type notes the window on the bottom of the web page, then click the save icon on the bottom of the window where you typed your notes.

SELECTING THE ARRANGEMENT OF FLOWCHART LAYOUT

- Be sure you have selected any bubble on your web flowchart
- Click the arrange facts icon,  a pop up window will appear with 4 choice select one then choose ok

SAVING MAP FILE

- Click File in the top left of the web window. Then new tool options are made available.
- In order the file options are, Open new web file, Open an existing web file, Save web file, convert file to word, or print web file.



SAVING A WEB FILE

- Click save web file, then a pop up window will appear, click save file.

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

See portion about Highlighters in the Visual Enhancements section above.

READ & WRITE GOLD (WINDOWS)

Supported File Types: Read & Write Gold reads selectable text, 'inaccessible text' via the Screenshot Reader, and DAISY files (versions 2.02 and 3). Read & Write Gold tends to function better with Microsoft Products.

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

Read & Write Gold has a floating toolbar, which offers Text-to-Speech capabilities within most any program and highlight-as-it-reads support in some Microsoft products and on the web.

READING IN MICROSOFT PRODUCTS

- To begin reading, click to place your cursor at the beginning of the text you would like to read, and press the Play button  in the Read & Write Gold toolbar.
- To read the next portion of text, click the Forward button  in the Read & Write Gold toolbar.
- Read & Write Gold should highlight the text while it reads within Microsoft programs.

READING ON THE INTERNET

- To begin reading on the web, select the portion of text you would like to read, using your mouse, and press the Play button in the Read & Write Gold toolbar.
- Internet Explorer and Firefox (supported versions with add-on) support the highlight-as-it-reads function.

READING IN OTHER PROGRAMS

- To begin reading in other programs, select the portion of text you would like to read, using your mouse, and press the Play button.
- The program should launch a separate Text Reader window, displaying the text you selected. It will begin reading the text, highlighting as it reads.

READING 'INACCESSIBLE' TEXT

To read text that is not selectable, such as text in an image, the Screenshot Reader can be used.

- To begin using the Screenshot Reader, open up the 'inaccessible' text (i.e. paused movie image, photo, image on a web page, etc.).
- Click the Screenshot Reader button  in the toolbar.
- Use the mouse to select the text; depending on the selection method, this could be drawing a rectangle around the text, hover over the text area and click, or free-hand draw around the text.
- The screenshot tool will process the screenshot, and read the text back.

CHANGING SPEECH AND READING SETTINGS

- To access the Speech settings, click the drop-down next to the Play button in the toolbar, and choose Speech Options.

- To change or adjust the speaking voice, adjust the options in the Speech tab.
- To correct the way a word is pronounced, add a custom pronunciation in the Say Like tab.
- To customize Autoread settings (ex. Speak As I Type or speaking the names of toolbar buttons), visit the Autoread tab.
- To change highlighting settings (highlighting during speech, not the Study Skills highlighters), including changing the highlighting color, customize the settings in the Highlight tab.

SCREEN-READER FOR COMPUTER BASED MATH AND SCIENCE TESTS

Read & Write Gold will read properly read MathML-based web pages in Internet Explorer, with MathPlayer (by Design Science) installed.

Its DAISY Player did not properly read/display all MathML-based DAISY books.

VISUAL ENHANCEMENTS

MINIMIZED VISUAL DISTRACTION

In order to minimize distractions, users may want to use the built-in Text Reader, which opens up the selected text in a separate window, removing images and other possible distractions.

- To read selected text in the Text Reader, first use your mouse to select the text to read.
- Click CTRL+C on your keyboard or right-click the text and choose Copy.
- Click the drop-down next to the Play button in the toolbar, hover over Open in Text Reader, and choose From Clipboard.
- Click the Play button in the toolbar to begin reading.

COLORED TRANSPARENCIES OR OVERLAYS

Read and Write Gold has a feature called a Screen Mask. It allows the user to tint / overlay a color on certain portions of the screen.

- To activate Screen Masking, simply click the Screen Masking button  in the Toolbar.

[Assistive technology](http://en.wikipedia.org/wiki/Assistive_technology) - Wikipedia, the free encyclopedia
en.wikipedia.org/wiki/Assistive_technology - Cached
 Assistive technology or adaptive technology (AT) is an umbrella term adaptive, and rehabilitative devices for people with ...
 Assistive technology and ... - Assistive technology products - See also

- To change the Screen Mask settings, click the drop-down next to the Screen Masking button on the toolbar, and choose Screen Masking options. Here, you can change the tint color and transparency level, and choose which portions of the screen are tinted when Screen Masking is activated.

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

Read & Write Gold offers highlighting tools to use for highlighting and collecting important information, in Microsoft Word and Internet Explorer.



- To begin highlighting text, first select the text you would like to highlight, and then click the appropriate color in the Read and Write Gold toolbar.
- If you need to erase a highlight, select the highlighted text, and click the Clear Highlights button .

- To collect highlights into a single document, click the Collect Highlights button . Configure the highlight collection options and click OK. A separate Word document will be created containing the highlights, structured according the options specified.

STRAIGHTEDGE / CUT-OUT / READING GUIDE

To simulate an accommodation such as a cut-out window (to enhance focus), Read and Write Gold's Screen Masking tool can be altered to produce this effect.

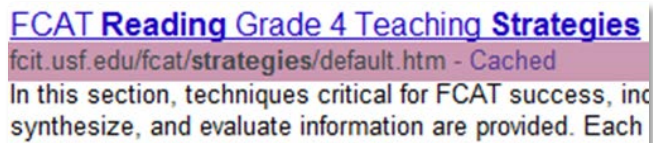
CUT-OUT WINDOW

- To begin the process, Click the drop-down next to the Screen Masking button , and choose Screen Masking Options.
- In the Display options is a drop-down menu under the heading 'Select Masking Type'. Review the options in the list.
- Select the 'Tint my whole screen' option. Click the Spotlight tab.
- Ensure that 'Use the Mouse Spotlight when tinting the whole screen' is chosen. You should notice that the majority of the screen is tinted, except for a bar following your mouse pointer.
- To adjust the height of the untinted region, change the 'Height of Mouse Spotlight' setting.
- To customize the tint color and its transparency/opacity, go back to the Display tab. Click the colored box to choose a new tint color, and move the slider across the Transparent / Opaque line to fine tune the reading bar settings.



HIGHLIGHTED READING BAR

- For a narrower, highlighted reading area, go to the Screen Masking options, and choose 'Underline my mouse pointer' as the Masking Type.
- Now, adjust the Thin / Thick Underline slider, to fine tune the height of the underline bar.
- Click OK when you are finished.
- You may also need to uncheck the 'Use the Mouse Spotlight when tinting the whole screen' option on the Spotlight tab to get the reading bar to properly display.



ONE WORD DISPLAY

- To setup Read & Write Gold to read one word at a time, in a separate window, click the drop-down next to the Play button, and choose Speech Options.
- Click the Highlight tab.
- Choose the 'Speak using one word display' option.
- Change the Font and Highlighting settings, and click OK.
- Place your cursor in front of the text or select the text that you would like to read, and click the Play button.
- A separate window will appear, displaying the text in the Font and Color choices previously selected, and the text will be read back to the user.

WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

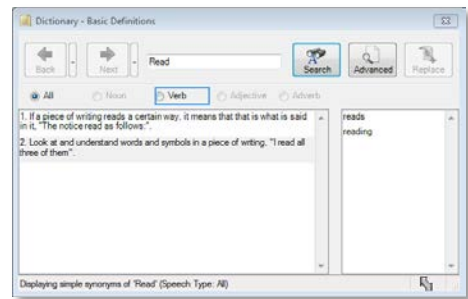
Read and Write Gold has a feature which allows users to hear what is being typed, to aid in word recognition. Additionally, it has a dictionary feature, which allows user to lookup selected words.

SPEAK AS I TYPE

- To turn on Speak As I Type, click the drop-down next to the Play button, and choose Speak As I Type. This will cause Read and Write Gold to speak most any word that the user types.

DICTIONARY AND REFERENCE TOOLS

- To look up words using Read and Write Gold, double-click / select the word you need the meaning for, and click the Dictionary button  in the Toolbar.
- To read a dictionary definition, click the desired definition, and then click the Play button on the toolbar.
- For additional word knowledge, click the Advanced button in the definition window.
- To change the dictionary that Read & Write Gold searches, click the drop-down next to the Dictionary button, and choose between Advanced, Basic, and Web definitions.



TRANSLATOR

For user's whose primary language is not English, they can use the Translator tool to aid in word recognition.

- To look up a word in the Translator, first click the Translator button  in the Read & Write Gold toolbar.
- When the Translator window opens, use your mouse to select a word in your document. The translated text will appear in the Translator window.
- To hear a translated word spoken, click the word in the Translator window.
- The 'Word to search' field in the Translator can be used to manually look up a word for translation.
- To change Translator settings, such as the output language and the color scheme for the Translator, click the Preferences tab in the Translator window.

PERSONAL WORD LISTS (VERSION 10 ONLY)

Read & Write 10 Gold has a new feature that allows users to create a custom dictionary from a collection of highlighted terms.

- To begin creating the custom dictionary, use the highlighting tools to select the words to include in the dictionary.
- Click the Vocabulary button  in the Toolbar.
- A menu will appear, displaying the list of collected highlighted terms. Users can also add more terms manually in the 'Add a new word to list' field.
- Give the vocabulary list a Subject / Title.

- Check the Include Images box to create a picture dictionary.
- Click OK when you are finished.
- A word document will be created containing the terms and their definitions, and a Notes column for the user to add their own notes.

REPEATED READING

Read and Write Gold stops reading at the end of a sentence, unless a specific portion of text is selected.

- To read a sentence repeatedly, first click the cursor in front of the text you would like to read, and click the Play button.
- After the sentence has been read, click the Play button again, and the sentence should be re-read.
- To hear a portion (multiple sentences or phrases) of text read repeatedly, the portion of text must be re-selected each time Read and Write Gold finishes reading.

COMPREHENSION

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

See HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES in the Visual Enhancements section above.

DIGITAL TEXT W/ WORD MEANINGS

See DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS in the Word Recognition section above.

STUDY GUIDE

Read & Write Gold offers a Fact Mapper, a web-based graphic organizer (internet access required).

USING THE FACT MAPPER

- To open the Fact Mapper, click the Fact Mapper button  in the toolbar. A browser window will open, and the Fact Mapper will load.
- To add a new element to the map, click the 'Add a New Element' button . When the new element appears, type in the text for your fact, and click Enter.
- To add a linked item, ensure that the fact you wish to link *FROM* is selected, and click the 'Add a new element' button.
- To delete an element, click on it to select it, and click the 'Delete the currently selected element' button .
- To link to an element, first select the fact you want to link *FROM*, click the 'Add a new link' button  in the toolbar, and then click the fact you want to link *TO*.
- To break or delete a link between two items, first select a linked fact, click the 'Delete a link' button , and then select the item it is linked to. You should notice the link disappear.

- To quickly enter facts, click the element you want to branch out from, and click the Brainstorm Mode button . Type in the new facts, pressing ENTER after each one. When you are finished, click onto the blank canvas to exit Brainstorm Mode.
- To add notes to a fact, click the fact to select it, and type in the text box underneath the canvas. When you are finished, click the Save Text button  to the left of the text box. NOTE: Each fact has its own text box.
- To change the image of a fact, first click the fact to select it. Next, type a keyword for the image in the Search box, and press Enter. Next, click-and-drag your desired image onto the fact whose image you would like to change.
- To arrange the facts in a particular manner (ex. Right to Left tree), first select any fact, and click the Arrange button  in the toolbar. Choose the desired arrangement, and click OK.
- To change the current view you are working in, click the 'Select the current view' button  in the toolbar, and choose from Fact Map, Document Outline, and Tree.

SAVING THE FACT MAP

The File Menu offers the options to Create a new fact map, Open an existing fact map, Save the current fact map file, Export the Outline View to Word, and Print the Diagram.

- To access these options, click File in the Fact Mapper toolbar.
- Choosing to Create a new fact map  will close the current map, and open a blank canvas.
- Choosing to Open an existing fact map  will bring up a window for you to upload a fact map previously saved to your computer.
- Choosing Save the current file  will allow you to save the current fact map to your computer.
- Choosing Export the Outline View to Microsoft Word  will create a Word document based on the Outline view of the fact map, and ask you to Save or Open it (depending on your browser).

MATHEMATICS

ADAPTED CALCULATOR

Read & Write Gold offers an alternative calculator, with various supports: Standard and Scientific View, Speech Capabilities, Color and Font customizations, a printable paper tape, and the ability to evaluate a mathematical expression in a text document.

- To open the calculator, click the calculator icon on the Read & Write Gold toolbar.
- To change to a scientific calculator, close the current calculator, click the drop-down next to the calculator button, and choose Scientific Calculator.
- To change the background and text (foreground) color, click View in the Menu bar, and change the desired colors.
- To change the font color on the buttons, click View in the Menu bar, hover over Button Colors, and change the desired colors.
- To change the display font, click View in the Menu bar, and choose Font.

- To activate/deactivate the paper tape, click View in the Menu bar, and choose Show Audit Trail. To print the paper tape, click File in the Menu bar, and choose Print Audit Trails.
- To access the various speech settings, click Speech in the Menu bar, and choose the desired speech options. To deactivate all speech, deactivate 'Speak on Mouse Over', 'Speak on Click', and 'Confirm on Equals'.
- To hear text read back, select the text using your mouse, and click the Speak button in the Calculator window.
- To insert an answer from the calculator into your current document, first select your current document [if you have multiple documents open, the proper document should be the document directly behind the calculator window.] Open the calculator on top of the current document. Perform your calculation, and click the Replace button.

EVALUATE IN DOCUMENT

- To solve a math problem that has been typed out (ex. A word document contains the text $5+6/15$), select the text using the mouse, click the drop-down next to the Calculator button, and choose Evaluate in Document.
- Read and Write Gold will evaluate the problem, and produce the answer inside of the document.

CONVERSION CALCULATOR

- To convert a number from one unit of measure to the other, first select the number within a document.
- Next, click the drop-down next to the Calculator button in the toolbar, and hover over Convert. Hover over the proper category, then over the unit converting from, and choose the unit you are converting to.
- Read & Write Gold will perform the conversion, and replace the initially selected text with the converted value.

READ:OUTLOUD 6 (MAC)

Supported formats: PDF, RTF, XML, Text, Bookshare, NIMAS, & DAISY; also read live on the web within Read:OutLoud.

TOOLBAR



AUDITORY FORMATS

RECORDED BOOKS

- Could not get Read:OutLoud to play the recorded audio from a DAISY book.
- When program is launched it opens to <http://www.donjohnston.com/accessiblebooks/> where classic fiction, children's stories, science links to free online text. Users may also search web and have the pages read aloud.

SCREEN-READER TEXT-TO-SPEECH

- To activate the text-to-speech in Read:Outloud, first open the document you would like to read.
- Using your mouse, click on the word in the text where you would like to begin reading. This should highlight the word.
- Now, click the Speak button  in the menu bar. You should hear the speech beginning, and (depending on settings) the text should be highlighted as the text is read.
- To read words individually, press the right or left arrow keys on the keyboard. It will begin by reading the selected word.
- To read only a portion of text, first highlight the text using your mouse, then click the Speak button.
- To stop read press the speak button.

VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

FOR PDF'S:

- Open the PDF you would like to read.
- In the navigation area of the document, there are zoom tools: Zoom In button, Zoom Out button, and the Zoom drop-down menu.
- Use the appropriate tool to change the text to the desired size. Supports up to a 400% zoom.

FOR TXT, RTF'S, HTML, DAISY/NIMAS FILES, AND THE BUILT-IN WEB BROWSER:

- Open the desired document.
- Use the Grow Selection and Shrink Selection buttons  in the main toolbar to change the text to the desired size.
- Additionally, for DAISY/NIMAS files, the eText Style drop-down has styles that display larger fonts.

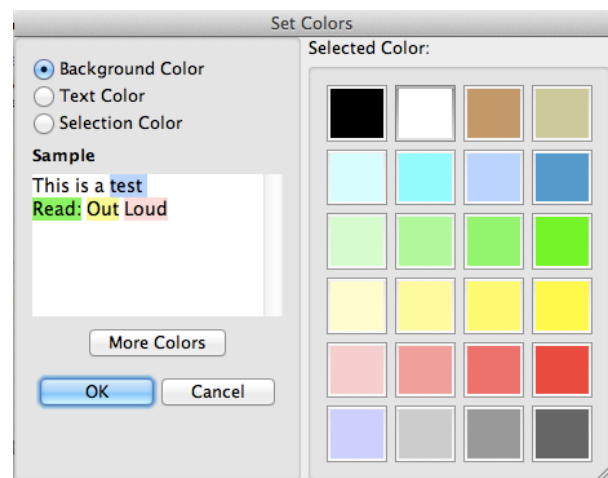
MINIMIZED VISUAL DISTRACTIONS

Only really noticed this when changing eText Styles, but no real features for this.

COLORED TRANSPARENCIES OR OVERLAYS

Read:Outloud comes with different style sheets, which they call eText Styles. These various style sheets alter the color scheme, the font size, and in some cases, the background image of the opened document. The ability to change the style is only available when reading DAISY/NIMAS files.

- Open the desired DAISY/NIMAS file. 
- In the document navigation bar, choose from the available styles in the eText Style drop-down box.
- Additionally, you can change the Background, Text, and Selection colors. To access this menu, click Text in the ribbon, and choose Set Colors.



HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

The primary purpose of highlighting in Read:Outloud is to create a structured outline of the highlighted text.

- To begin highlighting, use your mouse to highlight/select the desired text.
- Now select the Green highlighter/bookmark in the main toolbar. This highlights the text and adds it to the outline in the right-hand column.
- Green level highlights are considered level one. To add additional highlights for information that supports your level one highlight, first make sure the appropriate level one highlight is selected in the outline (by clicking the green box in front of the text).
- Next, highlight or select the support information, then click the Yellow highlighter/bookmark button in the main toolbar.
- To add supporting info for your level two (Yellow) highlight, follow the above process to make sure the appropriate level two highlight is selected in the outline.
- Next, highlight or select the supporting information, then click the Red highlighter/bookmark button in the main toolbar.

INCREASED SPACING

Only noticed this change when selecting various e-styles, but no real feature to set distance between text or other document elements.

WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

Read:Outloud allows for the user to select a word and look it up in a

- To look up a word in the dictionary, highlight/select the word using your mouse. Now press the Dictionary button  in the main toolbar [or press Tools in the menu bar, and choose Dictionary].
- This should look up the word in the dictionary [Google Dictionary]. Because the text is in a browser, it can be read out loud by selecting the desired word(s) with your mouse, and clicking the Speech button in the main toolbar.

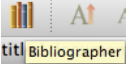
REPEATED READING

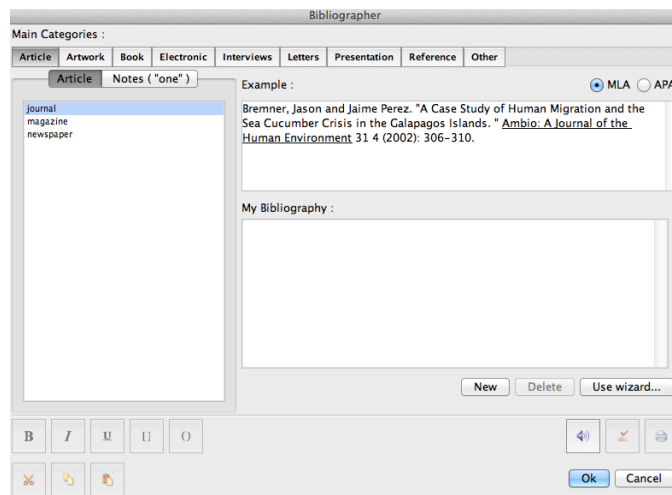
- To repeatedly read a portion of text, first select the entire portion of text using your mouse.
- Next press the Speak button in the main toolbar, and the text should be read aloud. When the portion of text is finished being read, it should still be highlighted.
- To play the portion of text again, press the Speak button in the main toolbar.

COMPREHENSION

BIBLIOGRAPHER

To create a bibliography using APA or MLA formatting is possible in Read Outloud

- Click the bibliographer button  in the toolbar.
- A popup window will appear
- From the available options choose MLA or APA,
- Choose the type source (article, presentation...)
- Choose journal, magazine etc.
- Click use wizard, a new popup window will open prompting the student to over type the sample answers with information from their source, then click next.
- The student may also click the new button, this provides no prompting, however student sees sample of formatting in the window.



HIGHLIGHTERS TO MARK KEY WORDS

SEE HIGHLIGHTING SECTION ABOVE

DIGITAL TEXT W/ WORD MEANINGS

SEE SIMILAR HEADING IN WORD RECOGNITION ARE ABOVE

STUDY GUIDE

Read:Outloud comes with a great structured outlining system.

HIGHLIGHTING

- To select a main idea, first highlight the desired text in your opened document, and click the Green Highlighter/Bookmark in the main toolbar. This creates a Level One entry.
- To select supporting ideas, make sure the appropriate Level One entry is selected in the Outline (by clicking the green box in front of the entry), select the desired text in the opened document, and click the Yellow Highlighter/Bookmark button. Do this for all supporting ideas. This creates a Level Two entry.
- To select supporting ideas for your Level Two entry, make sure the appropriate Level Two entry is selected in the Outline (by clicking the yellow box in front of the entry), select the desired text in the open document, and click the Red Highlighter/Bookmark in the main toolbar. Do this for all supporting ideas.

INDENT/OUTDENT

- To re-organize/restructure previously highlighted information, you can use the Indent/Outdent feature.
- To use the indent/outdent option, click on the highlighted item you would like to move, and choose the appropriate button (Indent or Outdent)  in the main toolbar.
- If you use the Outline option in the menu bar to access the Indent/Outdent commands, you will also see options to Move Up or Move Down.

ADDING NOTES

For further support, a note can be added inline with one of the highlighted items.

- To add a note, first select the previously highlighted entry by clicking on the colored box in front of it.
- Now, click on the New Note button  in the main toolbar. This opens a text-entry window.
- Type in the note you would like to make, and press OK. You will be returned to the Outline column, and a note will be placed under the selected entry.

ADDING SUBNOTES

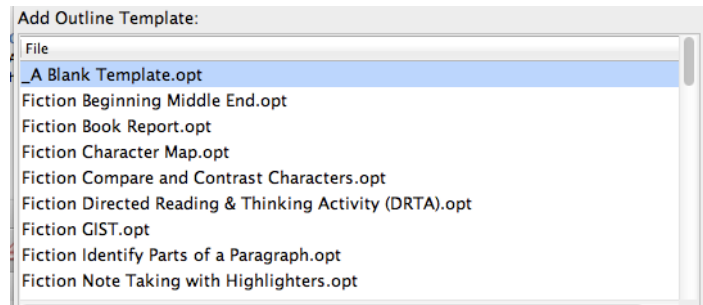
- To add a subnote, first select the previously highlighted entry by clicking on the colored box in front of it.
- Now, click on the New Sub Note button  in the main toolbar. This opens a text-entry window.
- Type in the note you would like to make, and press OK. You will be returned to the Outline column, and a note will be placed under the selected entry.

OUTLINE TEMPLATES

Additionally, for other support, outline templates can be loaded into the outline column, intended to help guide the user into finding important information in the text they are reading.

Outline	Text	Speech	To
	Bookmark Eraser		⌘X
	Green Bookmark		⌘G
	Yellow Bookmark		⌘Y
	Red Bookmark		⌘D
	Outdent		⌘⇧←
	Indent		⌘⇧→
	Move Up		⌘⇧↑
	Move Down		⌘⇧↓
	Add Outline		⌘⇧O

- To load an outline template into the outline column, click on Outline in the menu bar, and choose Add Outline. This opens a list of outlines.
- Choose an outline from the list, and click OK.



RE-ARRANGING OUTLINE ITEMS

Outline items can be re-organized by simply clicking and dragging the items to your desired location.

- Click and hold on the outline item you want to move.
- Drag the item to its new location, paying attention to its level.
- You should notice a colored bar when dragging an item to a new location: Green is a new main idea, Yellow is a supporting idea, and Red indicates a lowest level supporting idea.

MAP VIEW

- To view a mapped version of the outline, click on View in the ribbon and choose Map View.

PRINTING OUTLINE

The outline a user creates can be printed out as a study guide.

- To print out a study guide, click File in the menu bar, and choose Print.
- Leave outline checked at the top

READ:OUTLOUD 6 (WINDOWS)

Supported formats: PDF, RTF, XML, Text, Bookshare, NIMAS, & DAISY; also read live on the web within Read:Outloud.

AUDITORY FORMATS

SCREEN-READER TEXT-TO-SPEECH

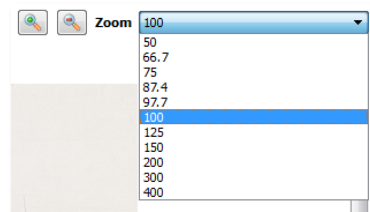
- To activate the text-to-speech in Read:Outloud, first open the document you would like to read.
- Using your mouse, click on the word in the text where you would like to begin reading. This should highlight the word or place a cursor where it will begin reading.
- Now, click the Speak button  in the menu bar. You should hear the speech beginning, and (depending on settings) the text should be highlighted as the text is read.
- To read words individually, press the right or left arrow keys on the keyboard. It will begin by reading the selected word.
- To read only a portion of text, first highlight the text using your mouse, then click the Speak button.

VISUAL ENHANCEMENTS

COMPUTER SCREEN MAGNIFICATION

FOR PDF'S:

- Open the PDF you would like to read.
- In the navigation area of the document, there are zoom tools: Zoom In button, Zoom Out button, and the Zoom drop-down menu.
- Use the appropriate tool to change the text to the desired size. Supports up to a 400% zoom.



FOR TXT, RTF'S, HTML, DAISY/NIMAS FILES, AND THE BUILT-IN WEB BROWSER:

- Open the desired document.
- Use the Grow Selection  and Shrink Selection  buttons in the main toolbar to change the text to the desired size.
- Additionally, for DAISY/NIMAS files, the eText Style drop-down in the navigation bar has styles that display larger fonts.

COLORED TRANSPARENCIES OR OVERLAYS

Read:Outloud comes with different style sheets, which they call eText Styles. These various style sheets alter the color scheme, the font size, and in some cases, the background image of the opened document. The ability to change the style is only available when reading DAISY/NIMAS files.

- Open the desired DAISY/NIMAS file.

- In the document navigation bar, choose from the available styles in the eText Style drop-down box.

HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

- To begin highlighting, use your mouse to highlight/select the desired text.
- Select the Green highlighter/bookmark button  in the main toolbar. This highlights the text and adds it to the outline in the right-hand column. Note: Green highlights are considered Level 1.
- Next, highlight or select the supporting information for your Level 1 topic, then click the Yellow highlighter/bookmark button  in the main toolbar. Note: Yellow highlights are considered Level 2.
- Next, highlight or select the supporting information for your Level 2 topic, then click the Red highlighter/bookmark button  in the main toolbar. Note: Red highlights are considered Level 3.

EXCERPT FROM CHAPTER ONE: **THE MAN**

American literature, indeed **I might say American life,** supreme **success from the humblest beginnings,** so sig

WORD RECOGNITION

DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS

Read:Outloud allows for the user to select a word and look it up in a dictionary.

- To look up a word in the dictionary, highlight/select the word using your mouse. Now press the Dictionary button in the main toolbar or press Tools in the menu bar, and choose Dictionary.

BING DICTIONARY

Older versions of Read:Outloud will look up the word in Google Dictionary, but that has since been replaced with the Bing Dictionary (*internet connection required*). If you see a Google window appear, you need to download the most current Read:Outloud update. Because the text is in a browser, it can be read out loud by selecting the desired word(s) with your mouse, and clicking the Speech button in the main toolbar.

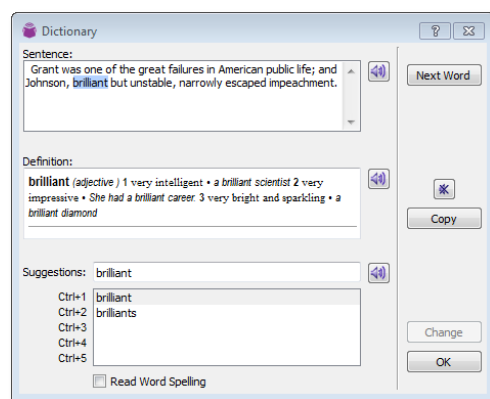
LOCAL DICTIONARY

A local dictionary can be used to look up words. The dictionary window displays the sentence the selected word appeared in; the definition of the word; and suggested words, in the event that the looked-up word was misspelled.

Each window in the Dictionary can be read using the corresponding Speak button. To stop reading a window, click the Stop Speaking button above the Copy button.

If more than one word (such as a phrase or sentence) is selected before choosing the dictionary, the Next Word button will cycle through each word, updating the definition window each time the word changes.

The Copy button will copy the contents of the Definition window to paste them into a document.



REPEATED READING

- To repeatedly read a portion of text, first select the entire portion of text using your mouse.
- Next press the Speak button  in the main toolbar, and the text should be read aloud. When the portion of text is finished being read, it should still be highlighted.
- To play the portion of text again, press the Speak button in the main toolbar.

COMPREHENSION

HIGHLIGHTERS TO MARK KEY WORDS

See HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES in the Visual Enhancements section above.

DIGITAL TEXT WITH STRUCTURAL CUES

In supported DAISY and NIMAS files, Read:OutLoud will identify certain elements, such as Author, Page Number, or Table, using the Auditory Cues settings.

- To turn on Auditory Cues, click Speech in the Menu bar, hover over Auditory Cues, and turn on the desired cues.
- As Read:OutLoud reads through the document, if it recognizes one of these identifiers, it will speak them.

DIGITAL TEXT W/ WORD MEANINGS

See DIGITAL TEXT W/AUDIO FEEDBACK OR WORD MEANINGS in the Word Recognition section above.

STUDY GUIDE

Read:Outloud comes with a great structured outlining system.

HIGHLIGHTING

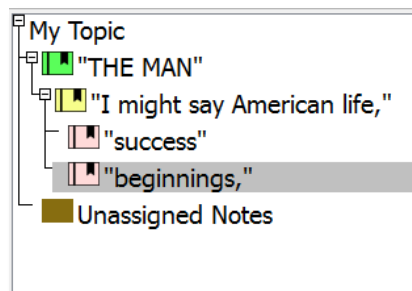
- To select a main idea, first highlight the desired text in your opened document, and click the Green

Highlighter/Bookmark button  in the main toolbar. This creates a Level One entry.

- To select supporting ideas, make sure the appropriate Level One entry is selected in the Outline (by clicking the green box in front of the entry), select the desired text in the opened document, and click the Yellow

Highlighter/Bookmark button . Do this for all supporting ideas. This creates a Level Two entry.

- To select supporting ideas for your Level Two entry, make sure the appropriate Level Two entry is selected in the Outline (by clicking the yellow box in front of the entry), select the desired text in the open document, and click the Red Highlighter/Bookmark  in the main toolbar. Do this for all supporting ideas.



INDENT/OUTDENT

- To re-organize/restructure previously highlighted information, you can use the Indent/Outdent feature.
- To use the indent/outdent option, click on the highlighted item you would like to move, and choose the appropriate button (Indent  or Outdent ) in the main toolbar.
- If you use the Outline option in the menu bar to access the Indent/Outdent commands, you will also see options to Move Up or Move Down.

ADDING NOTES

For further support, a note can be added in-line with one of the highlighted items.

- To add a note, select a previously highlighted item in the Outline column by clicking on the colored box in front of it.
- Now, click on the New Note button  in the main toolbar. This opens a text-entry window.
- Type in the note you would like to make, and press OK. You will be returned to the Outline column, and a note will be placed under the selected entry.

OUTLINE TEMPLATES

Additionally, for additional support, outline templates can be loaded into the outline column, intended to help guide the user into finding important information in the text they are reading.

- To load an outline template into the Outline column, click on Outline in the menu bar, and choose Add Outline. This opens a list of outlines.
- Choose an outline from the list, and click OK.

RE-ARRANGING OUTLINE ITEMS

Outline items can be re-organized by simply clicking and dragging the items to your desired location.

- Click and hold on the outline item you want to move.
- Drag the item to its new location, paying attention to its level.
- You should notice a colored bar when dragging an item to a new location: Green is a new main idea, Yellow is a supporting idea, and Red indicates a lowest-level supporting idea.

MAP VIEW

- To view a mapped version of the outline, click on view and choose Map View.

PRINTING OUTLINE

The outline a user creates can be printed out as a study guide.

- To print out a study guide, click File in the menu bar, and choose Print.
- Leave outline checked at the top.
- To include the text of the document being read, check the Text box and choose the appropriate options.
- Click OK.
- A printout of the Outline column will be produced. If the Text box was chosen, the primary document(s) will be printed (including highlights), and the outline will be located at the end.