TextHelp Read&Write

For more information see:

https://www.texthelp.com/en-gb/support/training/feature-videos/#RW11

TextHelp Read&Write Toolbar Quick Reference guide.

This can be moved and clipped to any side of the screen as desired.

The Toolbar tab allows you to toggle through the different toolbars. Use the small arrow button to change the options.

Spell Check: select the text you wish to check and click here. Press Play on the main toolbar to read the definition aloud.

Prediction: click to open or close the word prediction window. Start typing and words will be predicted.

Dictionary: select a word to look up, and click this button. Alternatively, click the button and type the word into the text box. Definitions can be read aloud by clicking Play.

Picture Dictionary: Click on this button and then select a word. An image of the word will be displayed. Click on the Dictionary icon to get a definition of the word. Double click on the image to insert it into our document.

Word Wizard: Select a word and click on this button. The software will search for alternative words and associated information.

Sounds like and Confusable Words: Click this button to identify same sounding and confusable words. Definitions can be read aloud by clicking Play.

Verb checker: click this button to see a verb table with conjugation options for a selected verb. Click Play to hear them read aloud, and click the Change button to add the selected verb into your document.
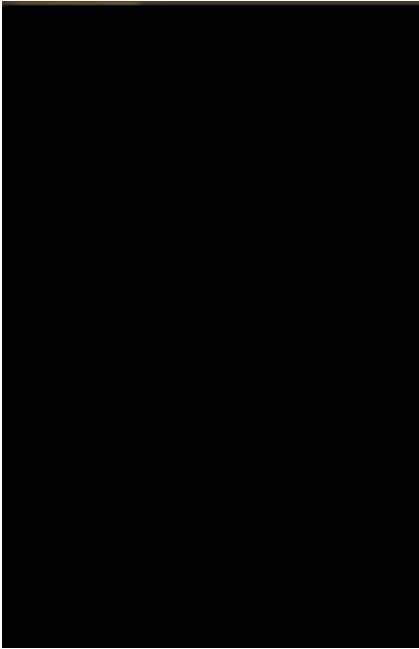
Calculator: Click on this button to open the Calculator. You can have your calculations read aloud. Use the small arrow button to change the calculator.

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

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

Pause: Click here to have any current speech paused. Resume with another click.

Forward: Click this to have the next word, sentence or paragraph spoken to you.

Stop: Click to stop any speech.

Screenshot Reader: Click this button and drag the mouse around any inaccessible text you wish to read: eg. Loc/t8 stop any speech

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

Translator: Click this to open the single word translator, then select a word to have it translated. There is a paragraph translation option in the associated drop down menu. You can select whole paragraphs to be translated into the language of your choice. Note: You must be online to use this feature.

PDF Aloud: Click this button and open your PDF document. Click Play to have the whole document read, or click the 'Click to Speak' icon to select what you would like to read aloud. You can also use the other features of the toolbar within your PDF.

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

Word Cloud: Select your own text or use the online word banks to create a word cloud. Use the small arrow button to open options.

Voice Note: Place the cursor where you wish the voice note to be inserted in your MS Word document. Click this button to record the voice note.