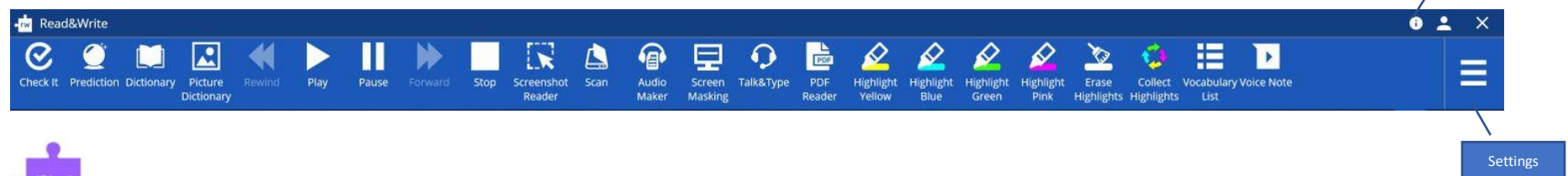


# Read Write 12





**Read Write 12** is a floating toolbar that can offer your students reading and writing support, in a variety of applications and software. In the following pages, you will find the tools broken down by area: Reading, Writing, & Studying/Research.

**How to install:** *Elementary?* Download from the Software Center! *Secondary?* Will be automatically installed. Find it on your desktop!

## Read Write Toolbar








## Reading Features

Tool	Icon	How it Works	Tips	Works Best In
<b>Text to Speech</b>		Reads text aloud in Word docs, on the web and more, with dual color highlighting and natural-sounding voices.  Highlight or place your cursor in front of some text, and click the Play button.	Press “Play/Text-to-Speech” icon, and place cursor where you want to start reading. It follows your cursor.  *See <b>Personalization</b> options for further RW Reading text to speech options	Word + Online PDF OneNote Online Only Internet Explorer
<b>Screenshot Reader</b>		Click this button and drag the mouse around any inaccessible text you wish to read.	Select icon. Left-click to select area to be read.	Works across all programs and apps.
<b>PDF Reader</b>		Reads PDF documents aloud. Almost all RW tools will work in PDF reader, such as Highlighting tool, Dictionaries, and Text-to-Speech. Note: Save PDF file ahead of time.	Save PDF onto desktop. Select “PDF” Icon. Browse. Select file. Will open in PDF Aloud. To read aloud, simply click on the text you want read.  if button is green, Click to speech is on, if button is green. To stop, use “Stop” button. Dictionary & Highlight will also work in PDF Reader.	PDFs










## Reading Features *continued*....

Tool	Icon	How it Works	Tips	Works Best In
<b>Screen Masking</b>	 Screen Masking	Choose from several masking and tinting options to help improve focus. Customize color, opacity and other options from the settings menu.  Use the floating panel for easy access to settings or to turn feature off.	Customize color, opacity and other options from the settings menu	Word, PDFs
<b>Dictionary</b>	 Dictionary	Provides definitions to improve comprehension. View basic, advanced or web definitions, as well as images. Select a definition and click Play to hear it read aloud.	Can turn on/off pop-up dictionary in Settings.	Word + Online OneNote + Online PDFs Internet Explorer
<b>Picture Dictionary</b>	 Picture Dictionary	Provides a graphic for individual words to help with context and further understanding. Select the word you want to look up and then click the icon.	Highlight only a single word.	Word + Online OneNote + Online PDFs Internet Explorer
<b>Highlighters</b>	 Highlight Yellow	Allows users to highlight and collect information as reading. Can facilitate summarizing, recalling, and comprehension.	To use (1) select text, then (2) click color highlighter. Finally, select (3) Collect Highlights icon (choose colors)  Can adjust Highlighting Settings	Word PDF Internet Explorer
<b>Personalization</b>		Personalization Options for Reading: <ul style="list-style-type: none"><li>• “Read the Web” – will read websites. Best in Internet Explorer.</li><li>• “Screen Reading” – will read everything on the screen.</li><li>• “Read as I type” – audio feedback for writing</li></ul> Can change settings of: Screen Masking, Dictionary, Highlights & Screen Shot Reader.		








## Writing Features

Tool	Icon	How it Works	Tips	Works Best In
<b>Word Prediction</b>	 Prediction	Start typing and words will be predicted. Hover over a word to hear it read aloud. Click on a word to insert or use corresponding function key.	Can easily add and customize a word bank to personalize prediction, click on the three bar options tab!	Word + Online OneNote + Online Outlook
<b>Check It</b>	 Check It	Click this button to perform a Spell Check on a document. Hover over words in the suggestion list to hear it read aloud. As you make corrections it will update other areas of the doc.		Word
<b>Talk &amp; Type</b>	 Talk&Type	Turns the spoken word into text by dictating into a microphone.	Works via Cortana.	Word
<b>Dictionary</b>	 Dictionary	Provides definitions to improve writing. View basic, advanced or web definitions, as well as images. Select a definition and click Play to hear it read aloud.	Can turn on/off pop-up dictionary in Settings.  Based on Google.	Word + Online OneNote + Online PDFs Internet Explorer
<b>Picture Dictionary</b>	 Picture Dictionary	Provides a graphic for individual words to help with context and further understanding. Click the icon and then select the word you want to look up.	Highlight only a single word.	Word + Online OneNote + Online PDFs Internet Explorer
<b>Collect Highlights</b>	 Collect Highlights	Allows users to highlight and collect information, evidence, or research. Can facilitate summarizing, categorizing and planning writing. Provides APA or MLA citations.	Select text, then select Highlight tool. Can color-code. Once all done, select Collect Highlights. Will always "snap" into a new Word doc.	**Works off of the highlighter tool.
<b>Personalization</b>		Personalization Options for Writing: "Speak as I type" to hear back and review work! Can change settings of: Prediction, Spelling, Speech (Talk & Type), Dictionary, & Highlights.		



## Research & Study Features

Tool	Icon	How it Works	Tips	Works Best In
<b>Highlighters</b>	 Highlight Yellow	Allows users to highlight and highlight sections of information in PDFs or websites. You can also highlight words to automatically create a vocabulary list.	To use (1) select text, then (2) click color highlighter. Finally, select (3) Collect Highlights icon (choose colors)  Can adjust Highlighting Settings	Word PDF Internet Explorer
<b>Collect Highlights</b>	 Collect Highlights	Collects your highlights into a new Word doc. Can use to review or summarize information. Adjust collection and bibliography settings in the Read & Write settings menu, under the Highlights section.	Will always "snap" into new Word doc.	**Works off of the highlighter tool.
<b>Vocabulary List</b>	 Vocabulary List	Builds vocabulary lists in a Word doc, including selected words, dictionary definitions, images, and an editable notes column. Use colored highlighters to select words, then click icon to generate vocabulary list in a new Word doc.	Works with the Highlight tools. Highlight single word (no punctuation), then select highlight tool. After all words are highlighted, select Vocabulary List. If want pictures, select "include images."  Will always "snap" into new Word doc. Can always add new column for enrichment or extension opportunities.	Word PDF Internet Explorer
<b>Audio Maker</b>	 Audio Maker	Converts your selected text into an MP3 for listening. Allows you to preview your text and audio, give the MP3 a name and choose where to save.	Select the text you want recorded and then click Audio Maker icon. Save the file to your personal documents.	Word
<b>Personalization</b>	 Personalization	Personalization Options for Studying/Research: Can change settings of: Vocabulary & Highlights		