

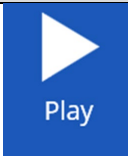


## Read & Write 12 Tools







**Read & Write 12** is a floating toolbar that can offer your students reading and writing support, in a variety of applications and software.






**Elementary Students/Teacher/Specialist?** Download from the Software Center! **Secondary Students?** Auto installed.


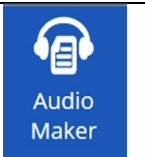


### Features

Tool	Icon	Purpose	How it Works	Works Best In
Text to Speech		Reads text aloud in Word docs, on the web and more, with dual color highlighting and natural-sounding voices.	(1) Highlight text and click the Play button. (2) Click in front of some text you want read, then click the Play button. Program is auto set to read one sentence at a time.  **Customize: voice, speed, amount of text read	Word + Online OneNote Online Only Internet Explorer
Text-to-Speech Online (Under Settings)		Reads text aloud in Internet Explorer with dual color highlighting and natural-sounding voices.	(1) In Settings, turn on "Read the Web" and use Internet Explorer. (2) Hover the cursor over the starting point for what you want read. Wait a moment for it to begin. Wherever your cursor goes, it will read the text. (3) If you want to stop, you must turn off "Read the Web."	Internet Explorer
Screenshot Reader		Converts inaccessible text within a document or webpage to being accessible. (OCR Reader)	(1) Select icon. Left-click and drag a box over the area you want read.	Works across all programs and apps.

PDF Reader	 PDF Reader	Reads PDF documents aloud. Almost all RW tools will work in PDF reader, such as Highlighting and Dictionaries.	(1) Save PDF ahead of time to synced OneDrive or desktop. (2) Select PDF icon, will open a Browse box to locate your file. (3) Use the Click to Speak button to read the document, then click within the PDF where you would like it to begin.	PDFs
Screen Reading (Under Settings)		Reads everything visible on your screen, including titles, drop downs, etc.,	(1) Click on settings and then toggle Screen Reading on. (2) Indicate which items you want read within settings (buttons, lists, menus, etc.)	Internet Explorer
Screen Masking	 Screen Masking	Provides several screen masking and tinting options to help improve focus.	Use the floating panel for easy access to settings or to turn feature off.  **Customize: color, opacity, etc.	Word, PDFs
Dictionary	 Dictionary	Provides definitions to improve comprehension. View basic, advanced or web definitions, as well as images.	(1) Click your cursor on a word and then click Dictionary. (2) 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
Picture Dictionary	 Picture Dictionary	Provides a graphic for individual words to help with context and further understanding.	(1) Click your cursor on a word and then click Picture Dictionary.	Word + Online OneNote + Online PDFs Internet Explorer
Highlighters	 Highlight Yellow	Allows users to highlight and collect information as reading. Can facilitate summarizing, recalling, and comprehension.	(1) Select a chunk of text, or single words, with your cursor and then click on the color highlighter you would like to use.  **Customize: the order/grouping of highlights	Word PDF Internet Explorer

Collect Highlights		Allows users to highlight and collect information, evidence, or research. Can facilitate summarizing, categorizing and planning writing. Provides APA or MLA citations.	<p>(1) Select a chunk of text, or single words, with your cursor and then click on the color highlighter you would like to use.</p> <p>(2) Click Collect Highlights to pull all highlighted content into a new word document for use</p> <p>**Customize: the order/grouping of highlights, citation style, etc.</p>	**Works off of the highlighter tool.
Vocabulary List		Builds vocabulary lists in a Word doc, including selected words, dictionary definitions, images, and an editable notes column.	<p>(1) Highlight single words (no punctuation).</p> <p>(2) After all words are highlighted, select Vocabulary List.</p> <p>(3) Will automatically build a vocabulary list in Word</p> <p>**</p>	Word PDF Internet Explorer
Word Prediction		As you type words will be predicted. Hover over a word to hear it read aloud. Click on a word to insert or use corresponding function key.	<p>(1) Click Prediction icon and begin typing</p> <p>(2) Hover over a word to hear it read</p> <p>(3) Click a word or use the corresponding function key to select</p> <p>**Customize: Can add personalized word banks</p>	Word + Online OneNote + Online Outlook
Speak as I Types (Under Settings)		Speaks single letters, words, or sentences as you type.	<p>(1) Click on settings and then toggle Speak as I Type on.</p> <p>(2) Indicate which items you want read within settings (letter, word, sentence).</p> <p>(3) Begin typing and you will hear back your work</p>	Word
Spell Check		Performs a Spell Check on a document with built in audio feedback of options.	<p>(1) Click Spell Check to scan the document for misspellings</p> <p>(2) Right click on words in the suggestion list to hear it read aloud.</p> <p>(3) Click on your selection</p>	Word

Talk & Type		Turns the spoken word into text by dictating into a microphone.	<p>(1) Click Talk &amp; Type icon to launch voice recognition  (2) Begin speaking into microphone and transcription will begin</p> <p>**Works via Windows Speech Recognition. Completing the Windows speech training is highly recommended.</p>	Word
Audio Maker		Converts your selected text into an MP3 for listening.	<p>(1) Select the text you want recorded and then click Audio Maker icon.  (2) Save the file to your personal documents.</p>	Word