

## Read&Write 9 GOLD - QUICK REFERENCE CARD



**Phonetic Spell Checker:** use the small arrow button to open options. Click this button when you have selected the text to spell check.



**Word Prediction:** use the small arrow button to open options. Click this button to open or close the word prediction window.



**Dictionary:** click this button when you have selected a word to look up in the dictionary. Alternatively click the button before selecting a word then type the word into the text box. Use this when looking for definitions.



**Word Wizard:** click this button to provide you with help to find words and information.



**Hear Homophones:** use the small arrow button to open options. Click on this button to view text and identify alternatives.



**Calculator:** use the small arrow button to open options. Select your preferred calculator from the options panel. Then when you click on this button your preferred calculator will appear on screen.



**Read Previous:** click this button to have the previous word, sentence or paragraph spoken to you.



**Speak Text:** use the small arrow button to open options. Click this button if you wish to hear your text spoken, you can first select the text or just click the button.



**Pause Speech:** click this button if you wish to have any current speech paused. Resume with another click.



**Read Next:** click this button to have the next word, sentence, or paragraph, spoken to you.



**Stop Speech:** click this button to stop any speech.



**Screenshot Reader:** click this button to Speech-enable previously inaccessible text, such as locked PDF documents or Inaccessible flash.



**Speech Maker:** click this button to convert any text that you select and turn it into a sound file.



**Daisy Book Reader:** click this button to have your Daisy books read aloud. Additional support features include colour highlighting.



**Pronunciation Tutor:** click this button to break words up into syllables whilst displaying a moving mouth.



**Scanning:** click this button to OCR/Scan a document. Use the small arrow button to open options.



**Fact Finder:** use the small arrow button to open options. Click this button to do a quick web search directly from your windows applications.



**Fact Folder:** use the small arrow button to review existing facts. Click this button to store selected information.



**Fact Mapper:** this tool allows you to produce a visual representation of facts and ideas on screen.



**Screen Masking:** use the small arrow button to open options. Click this button to tint or mask sections of the page.



**Speech Input:** this tool allows you to easily create documents by dictating into a microphone connected to your computer. A training program is included with audible prompts to help the User with the setup.



**Translator:** click this button to translate words from documents, web pages and emails.



**PDFaloud:** use the small arrow button to open options. Click this button to read text in a PDF document.



**Help Files:** click this button to open the Read&Write manual which can be spoken using the features of the program.



**Options:** click here to open the general options panel.



**Study Skills:** use the small arrow button to open options. Click this button to highlight and save sections of text.