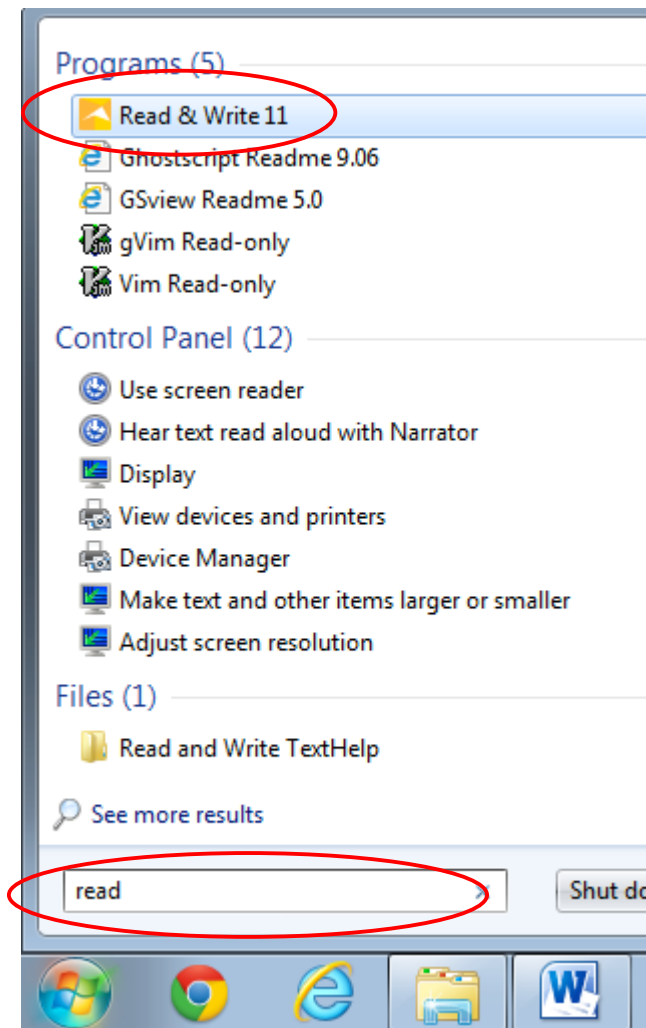


# Instructions for using Read and Write Gold

Last reviewed: 20/03/15

- 1) Use "Search Programs and Files" entering "read and write" to find the software

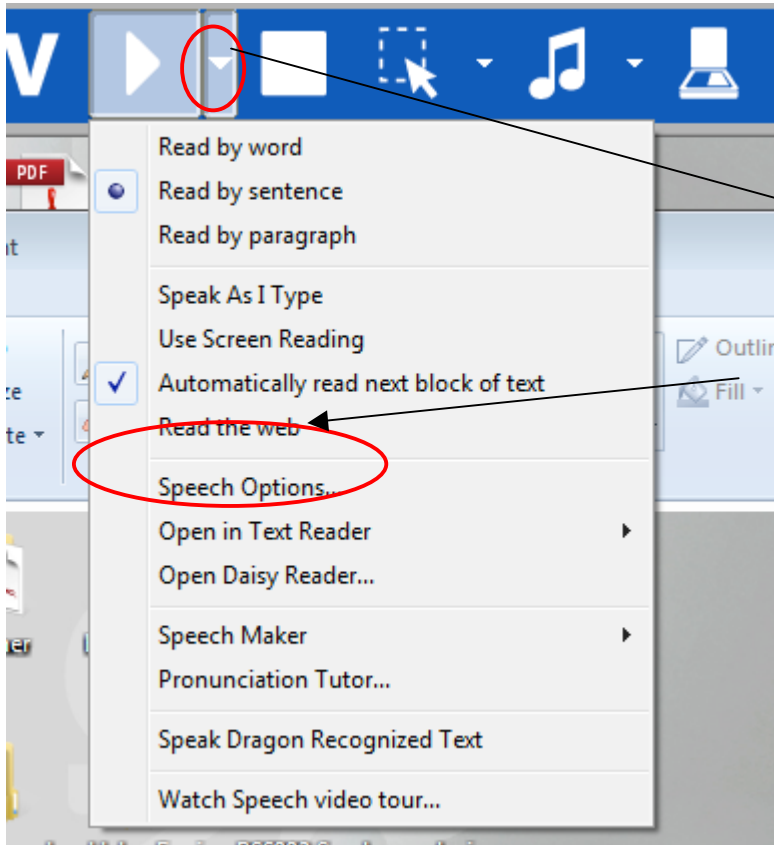


- 2) Positioning the toolbar

Click on the top of the toolbar and drag it to the top of the desktop and it will click into place



- 3) Changing speech options



Click on the small arrow and select speech options

**Speech Options**

SPEECH SAY LIKE AUTO READ HIGHLIGHT

Voice settings

SAPI 5 speech

Select a voice  
**Australian Karen - Vocalizer**

Search for other installed voices  
 Search

Pitch 50 %

**Speed 50 %**

Volume 70 %

Word pause 0 msec

Use arrow keys to change speed

**Test voice**

**OK** Cancel

Select either **Karen** or **Lee** as voice (these are the clearest voices)

Shift the arrow to change the **Speed** of the voice as required

**Test Voice.** If you cannot hear the voice turn up the volume on the computer.

Other options are generally not used and are best left on default settings

Once you have the setting as required. Click **OK**

#### 4) Using TextHelp with a Microsoft Word Document

COMM103

Insert Page Layout References Mailings Review View EndNote X7 Acrobat

Font Paragraph

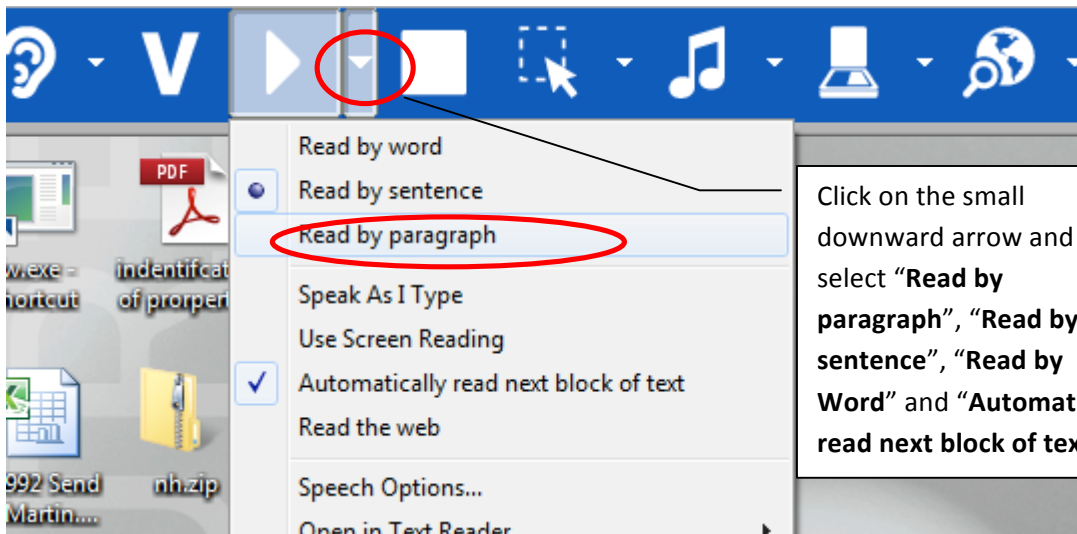
\*WEEK 3 – beginning Monday, 16th March

**FORM AND EXPERIMENTAL FILM**

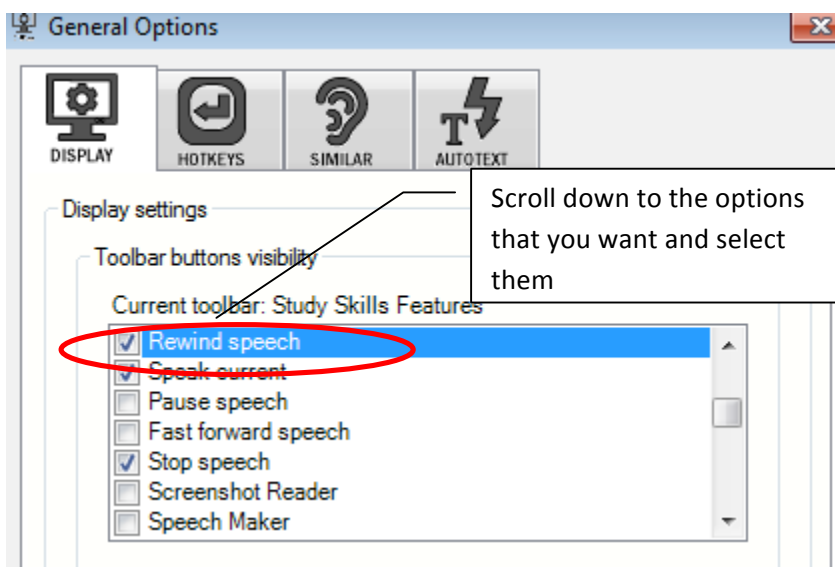
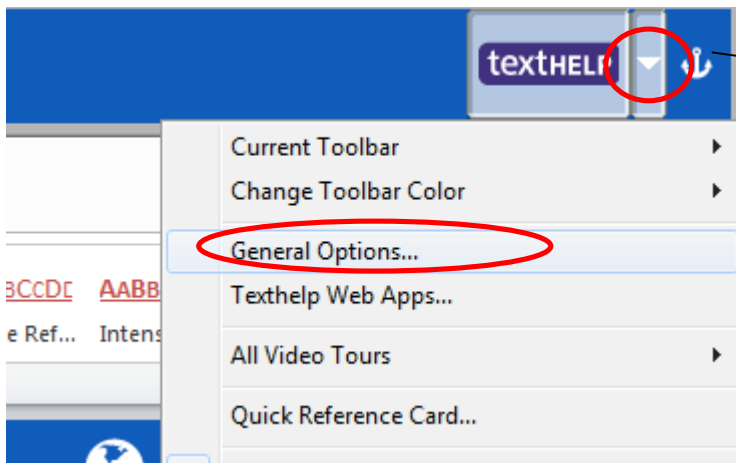
Required reading: Chapter **10**: 'Experimental Film' (including 'Types of Form in Experimental Films' and 'An example of Abstract Form: Ballet Mecanique' up to and including 'Basic Principles of Associational Form'), pages 369 – 379

Place the cursor at the beginning of the sentence from where you want read and click on the **Play** button

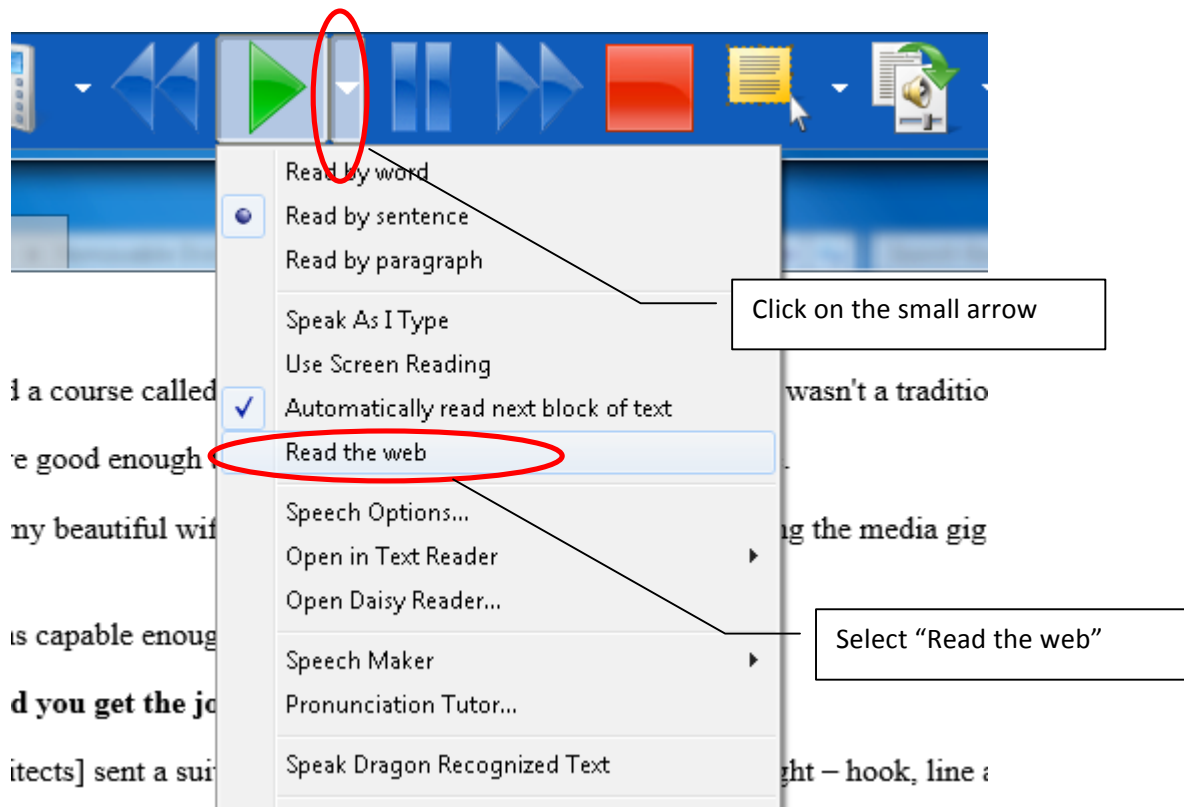
5) To change to read by paragraph or by word



6) Add pause, fast forward and rewind options to the menu



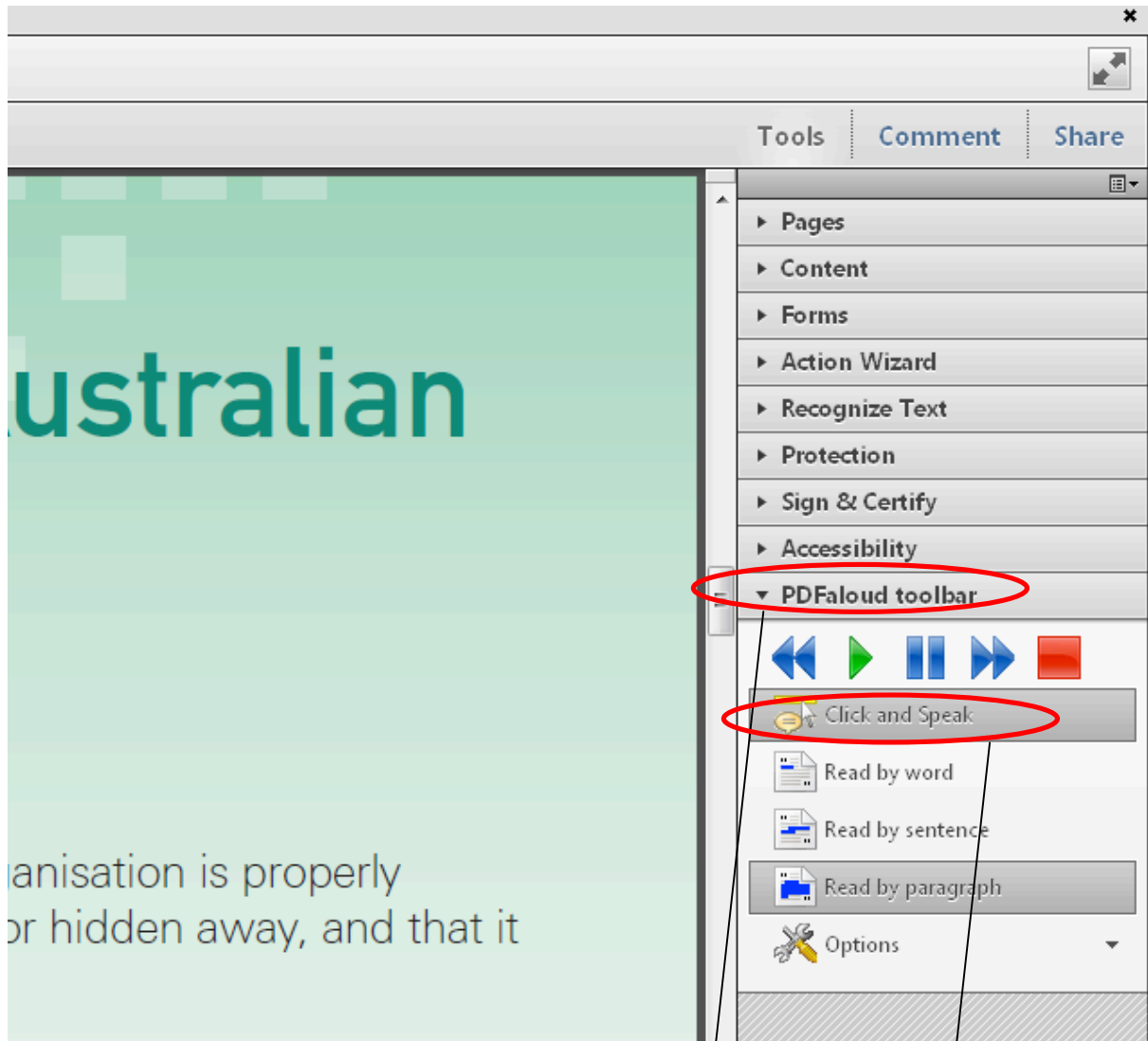
## 7) Using with Internet Explorer



Open a webpage in Internet Explorer and an place the cursor over the area of text you want read.

## 8) Using with a PDF

**Open PDF document**



Select PDFaloud toolbar

Select click and speak and then place the cursor on the text that you want read