3. READING TEXT

In this section you’ll learn how to:

- select a system voice
- instruct the system to read letters, words and sentences as you type
- set up Screen Reading
- set up speech highlighting and use the speech buttons
- specify how you would like words pronounced
- read text on web pages
- read text on images
- read Dragon Recognized Text
- convert text into sound files
- read a PDF file using PDFaloud.

Exercise 1  Selecting a system voice

Before you begin this section, type the following text into a blank Microsoft Word document:

After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

Remember to check that your speakers are switched on before you continue with this section.

1. Click on the drop down list on the toolbar and make sure the Read by paragraph option is selected. You will know that it has been selected if you can see a dot beside it:

   ![Read by paragraph]

2. Place the cursor anywhere in the paragraph you’ve just typed and then click on the button on the toolbar to hear the text read aloud. Click on the button to stop the system from reading the text.

3. Click on the drop down list on the toolbar and select Speech Options. You see the Speech tab of the Speech Options window (Figure 3-1).
4. Select ‘Texthelp Jane US’ or ‘Texthelp Jack US’ from the **Select a voice** drop down list.

5. Drag and drop the track bars to the following settings:
   - **Pitch** – 54%
   - **Speed** – 45%
   - **Volume** – 60%.

6. Make sure the **Use arrow keys to change speed** check box is selected. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.

7. Click on the **Test voice** button to hear the new voice read aloud.

8. If you’re not happy with the voice, change the settings you’ve just selected in steps 4 and 5.

9. Click on the **OK** button.

**Exercise 2  Instructing the system to read parts of a paragraph**

In this exercise you’ll learn how to set up the system to read letters and words as you type.

1. Click on the **Speech Options** drop down list on the toolbar and select **Speech Options**.

   You see the Speech tab of the Speech Options window. Click on the Autoread tab (Figure 3-2).
Figure 3-2 Autoread tab

2. Select the *I would like to use speak as I type* check box and then select the *Speak on each letter* check box. Also make sure the *Speak on each word* check box is selected.

3. Click on the **OK** button to save the settings and to close the Speech Options window.

4. Place your cursor after the text you’ve already typed and then type the following text slowly. As you do so, listen to each letter and word read aloud.

   *This was a first for me. I had never felt so alone.*

5. Click on the **drop down list on the toolbar and de-select the *Speak As I Type* option to stop the system from reading each letter and word as you type.

**Exercise 3  Setting up Screen Reading**

In this exercise you’ll learn how to set up and use Screen Reading. The Screen Reading facility can come in useful if you’ve trouble reading or understanding items on the screen, e.g. menu options and button labels.

1. Click on the **drop down list on the toolbar and select *Speech Options*. You see the Speech tab of the Speech Options window displayed. Click on the Autoread tab (Figure 3-2).

2. Select the *I would like to use screen reading* check box.

3. Make sure the *Buttons* and *Menus* check boxes are selected from the list at the bottom of the screen and then click on the **OK** button to close the Speech Options window.

4. Hover your mouse over the **button on the toolbar. You hear the system say ‘Play’.*

5. Click on the **drop down list and hover your mouse over *Read by word* and then *Read by sentence*. You hear each menu option read aloud.

6. De-select the *Use Screen Reading* option to disable this facility.
Exercise 4 Setting up speech highlighting and using the speech buttons

In this exercise you’ll learn how to specify how you want the system to highlight text as it is read aloud and to use the Speech buttons on the toolbar.

1. Click on the drop down list on the toolbar and select Speech Options.
   You see the Speech tab of the Speech Options window displayed. Click on the Highlight tab (Figure 3-3).

2. Select the Speak using one word display radio button.
3. Click on the Word color button and select a red color from the color palette and then click on the Sentence color button and select a green option from the color palette.
4. Select 50 from the Font size drop down list.
5. The ‘Speak using one word display’ method works better if the system voice is slower. Click on the Speech tab.
6. Drag and drop the Speed track bar to 30%.
7. Click on the OK button to save the settings and to close the Speech Options window.
8. Click on the drop down list on the toolbar and make sure Read by sentence is selected.
9. Place your cursor anywhere on the following sentence in your document and then click on the button:
   **It was dead quiet and empty black, except for the starlight.**
   You see each word in the sentence displayed in a popup window as it is read aloud. An example of this window is shown below:

10. Click on the button again, but this time press the Up (↑) and Down (↓) keys on your keyboard to change the voice speed during playback.
11. Open the Highlight tab of the Speech Options window again and select the *Speak with highlighting in document* radio button.

12. Select *Violet background with bright green block highlighting* from the drop down list displayed in the Options section.

13. Click on the Speech tab (Figure 3-1).

14. Drag and drop the *Speed* track bar to 50%.

15. Click on the **OK** button to save the settings and to close the Speech Options window.

16. Click on the **play** button on the toolbar and make sure the *Automatically read next block of text* is selected to ensure that Read&Write 10 GOLD will continue to read the next block of text when it has finished reading the current one. This option should be automatically selected by default.

17. Place your cursor anywhere on the following sentence in your document and then click on the **read** button:

   After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me.

   Note how the sentence is highlighted using a violet color and each word in the sentence is highlighted in pale green as it is read aloud. Also note how the system continues reading the next sentence once it has finished reading the selected one.

   The other highlighting options are as follows:

   - *Speak with highlighting in Text Reader* – the selected text will be displayed and read from the Text Reader Window
   - *Speak with no visual display* – the selected text will be read aloud without highlighting.

**Exercise 5  Changing how words are pronounced**

In this exercise you'll learn how to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce.

1. Click on the **play** drop down list on the toolbar and select *Speech Options*.

   You see the Speech tab of the Speech Options window. Click on the Say Like tab (Figure 3-4).
2. Type the word Ute into the Pronounce this text box and then click on the button beside the text box to hear this word read aloud.

3. Type Yuuts into the Like this text box and then click on the button beside the text box to hear the new pronunciation read aloud.

4. Click on the Save button to add the word to the Pronunciation list box and then click on the OK button to close the Speech Options window. Once you’ve added the word to the Pronunciation list box, the word will be pronounced correctly.

Exercise 6 Reading text on web pages

In this exercise you’ll learn how to use Read&Write 10 GOLD to read aloud text on web pages.

1. Click on the drop down list on the toolbar and select the Web Highlighting option. You will know that you have successfully selected this option if you see a check beside it when you access the drop down list again, as shown below:

2. Open your Internet browser window and type www.texthelp.com into the Address field to display the Texthelp homepage.

3. Hover your mouse over an area of text until you see it highlighted. You hear the text read aloud.

Read&Write 10 GOLD will read aloud any of the text that is under your mouse.

Alternatively, if you want to read text in the Firefox browser (3.0), select the text and click on the button. Click on Yes when prompted to install the plug-in. After the plug-in has been installed simply make a selection and click on the button to have the text read with dual colored highlighting.
Exercise 7  Reading text on images

In this exercise you’ll learn how to use Screenshot Reader to read aloud text used in images.

The Screenshot Reader can be used with inaccessible Flash and locked PDF documents as well as images.

1. Make sure the Texthelp homepage is still displayed in your Internet browser window.
2. Click on the button. Your cursor now looks like this:.
3. Click and hold your left mouse button on the top left-hand corner of the Texthelp logo (Figure 3-5), then drag and drop the rectangle to the bottom right-hand corner, as shown below:

Figure 3-5 Texthelp logo

Read&Write 10 GOLD reads the text aloud in a separate window (Figure 3-6).

Figure 3-6 Screenshot Reader window

4. Click on the drop down list and select Screenshot Reading Options. You see the Screenshot Reader Options window displayed (Figure 3-7).
5. Select the *Use outline highlighting* radio button.
6. Select *Green* from the *Outline color* drop down list.
7. Click on the OK button.

8. Click on the **drop down list and select *Capture by drawing freehand.***

9. Click on the **button. Your cursor now looks like this: **

10. Select the following logo again (Figure 3-8), but this time draw around it using the cursor:

    ![Figure 3-8 Texthelp logo](image)

    Read&Write 10 GOLD reads the text aloud using the settings you have just selected.

11. Click on the **drop down list and select *Screenshot Reading Options.***

12. Make sure the *Append to active Microsoft Word document* check box is selected.

13. Click on the OK button.

14. Click on the **drop down list and select *Screenshot to MS Word.***

15. Click on the **button. Your cursor now looks like this: **

16. Select the Texthelp logo again, as shown in Figure 3-8. The text is displayed at the end of the Microsoft Word document you are currently working with.

17. Click on the **button to read the text aloud.
You can also use the other Read&Write 10 GOLD facilities on text imported into Microsoft Word.

18. Close the Microsoft Word document when you have finished. You do not need to save the document.

Exercise 8  Reading Dragon Recognized Text

In this exercise you’ll learn how to read aloud text recognized by Dragon to ensure that Dragon has recognized exactly what you wanted to say.

Dragon, the speech recognition software, works in a similar way to the Speech Input facility as it allows you to create documents by simply talking into a microphone. Read&Write 10 GOLD can read aloud text recognized by Dragon, which is useful if you want to make sure that Dragon has recognized exactly what you wanted to say.

You must have Dragon installed in order to complete this exercise.

1. Make sure that Dragon is running and close all open documents.

2. Click on the drop down list on the Read&Write 10 GOLD toolbar and select Speak Dragon Recognized text.

3. Open a new document in Dragon.

4. Speak the following into your new document:
   
   After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

   Notice how Read&Write 10 GOLD reads the text aloud.

Exercise 9  Converting text into sound files

In this exercise you’ll learn how to convert text in documents into sound files, using the Speech Maker facility.

1. Highlight the following text in your document:
   
   After the crop duster's old pickup pulled away and its tail lights disappeared down the road, I sat on my suitcase and looked around me. It was dead quiet and empty black, except for the starlight.

2. Click on the button on the toolbar.
   The highlighted text is displayed in the first window of the Speech Maker facility.

3. Click on the Next button. You see the second window in the Speech Maker facility (Figure 3-9).
4. Select ‘Texthelp Jane US’ or ‘Texthelp Jack US’ from the **Selected Voice** drop down list and then drag and drop the following track bars:
   - **Speed** – drag this track bar to 0.3
   - **Volume** – drag this track bar to 80%.

5. Click on the **Test voice** button to test the voice. If you decide that you don’t like this voice, select another one from the **Selected Voice** drop down list and adjust the track bars until you are happy.

6. Once you have selected a suitable voice, click on the **Next** button. You see the third window in the Speech Maker facility (Figure 3-10).

7. Click on the **Save As** button to display the Save As window.

8. Browse to the folder in the directory in which you want to save the sound file, type a name for the file in the **File name** text box, and then click on the **Save** button. The **MP3** sound file format radio button is selected by default.

9. Click on the **Finish** button to create the new sound file.

10. Browse to the directory where you saved the sound file and open it to hear the sound file you’ve just created. You hear the text you highlighted in step 1 read aloud.

11. Click on the **button until you can see the My Features toolbar. The tooltip for this button will help you identify the toolbar you need.
Once you’ve selected the settings which best suit you, it will not be necessary to repeat steps 3 to 9. Instead, click on the **drop down list on the toolbar and select Create file using last saved settings**. You’ll know this has been selected if you see a check beside it.

Now when you select text and click on the **button, you’ll automatically see the Save As window.**

If you later decide that you want to change the settings, click on the **drop down list on the toolbar and make sure Create file using last saved settings is de-selected.**

**Exercise 10 Reading a PDF file using PDFaloud**

PDFaloud is designed to provide help to Adobe Acrobat users with reading difficulties. It does this by reading text aloud from PDF documents, using the Speech Control facility. You can control how you want to hear the text read aloud by adjusting the speech and the pronunciation settings.

1. Click on the **button on the toolbar and open a PDF file when prompted by the system.**

What happens next depends on the version of Adobe Reader you have installed. If you have:

- **Adobe Reader 8 or 9** – the PDF is displayed and the PDFaloud toolbar is automatically displayed (Figure 3-11):

    ![PDFaloud toolbar in Acrobat 8 and 9](image)

    **Figure 3-11 PDFaloud toolbar in Acrobat 8 and 9**

- **Adobe Reader 10** – the PDF is displayed in Adobe Reader. However, to view the PDFaloud toolbar, you must click on the **Tools button on the toolbar and select Plug-In PDFaloud.** The PDFaloud toolbar is displayed:

    ![PDFaloud toolbar in Acrobat 10](image)

    **Figure 3-12 PDFaloud toolbar in Acrobat 10**
2. Click on the Play button. PDFaloud starts to read aloud the document.
3. Click on the Stop button to stop the system from reading the document.
4. Click on the Options button on the toolbar. PDFaloud is set to have Continuous Reading. You’ll know it has been selected if you see a check beside it, as shown below:

   ![Continuous reading]

5. Turn off the Continuous Reading by de-selecting it.
6. Click on the drop down list and select By sentence (Adobe 8/9), click on the button (Adobe 10). This means the Speak facility will read by sentence.
7. Click on the Click and Speak button on the toolbar and then click anywhere in the sentence you want to hear read aloud.
   PDFaloud reads aloud the selected sentence.
8. Click on the drop down list and select By word (Adobe 8/9), click on the button (Adobe 10), and then click on the Click and Speak button.
9. Click anywhere in the word you want to hear read aloud.
   PDFaloud reads aloud the selected word.
10. Click on the Click and Speak button on the toolbar again to disable the Click-and-Speak facility. PDFaloud will no longer read aloud text when you click on the document.
11. You can also change PDFaloud speech and pronunciation settings. Click on the Options button on the toolbar and select Speech Options. You see the PDFaloud Speech Options window displayed (Figure 3-13).
   The Pronunciation Options allow you to change the way that the system pronounces certain words. This is useful if you occasionally type words that are not commonly used and may therefore be difficult for the system to pronounce. You can set up Pronunciation Options in a similar way to using the Say Like tab.

   ![For information on using the Say Like tab, refer to Exercise 5 ‘Changing how words are pronounced’ on page 11.]

   Figure 3-13 PDFaloud Speech Options window

12. Select the Hover highlighting radio button.
13. Select Yellow from the Highlight color drop down list.
14. Select Blue from the Background color drop down list and then click on the OK button.
15. Hover your mouse over an area of text. You see the text highlighted and read aloud.
16. Once you have finished using hover highlighting, access the PDFaloud Speech Options window again (Figure 3-13) and select the Click and speak radio button.