

# Screen Reading Instructions for Ver. 11

1. Open the MS Word or PDF document of the test from the thumb drive or open the document or web page that you want to access.

2. Open the program by double-clicking the Read & Write 11 icon located on the desktop or by accessing it through Blackboard.

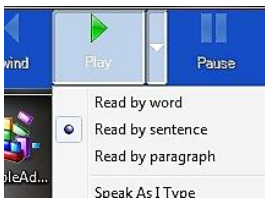


3. After a few moments, the Read & Write 11 toolbar will then load. You can dock the toolbar by dragging it to the top, right or left sides of the screen until it snaps into position. Clicking on the "anchor" icon on the far right of the toolbar will allow you to undock it.



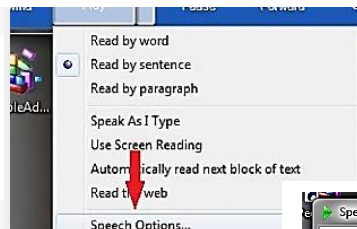
4. In the document, place your cursor where you want to have the text read and press the green arrow button in the toolbar to begin the reader; the text is highlighted as it is read. To stop the reader, press the red square button in the tool bar; to pause, press the double bar button. To go forward or backward, press the double arrow buttons (forward or rewind).

5. Select the text-to-speech menu by clicking on the arrow facing down next to the green play button arrow.

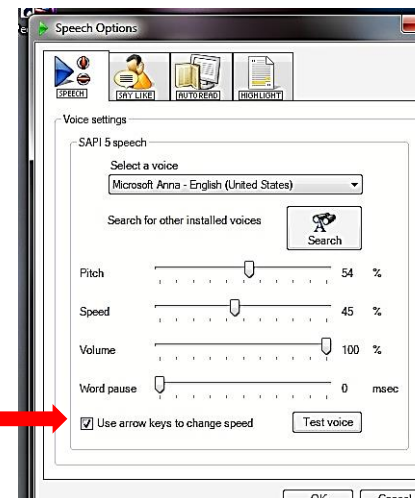


When the menu drops down, you can choose to set the reader to read by individual word, sentence or paragraph by clicking next to the desired option.

6. To select a different voice, or to adjust the pitch, speed or volume of the voices, select "**Speech Options...**"



7. The "**Voice Settings**" box then appears. From this menu, you can tweak the type of voice, pitch, speed and volume settings that you prefer. The "Microsoft Anna" voice set at 54% pitch and 45% speed will generally yield decent results, but you may prefer to alter these settings by moving the slider adjustments in this menu.



8. By clicking the "**Test voice**" button, you can preview the changes you've made to the settings. Additionally, the speed of the reader can be controlled by using the up and down arrow keys on the keyboard if the "**Use arrow keys to change speed**" box is checked.

9. Options and settings for word pronunciation ("**Say-Like**"), reading as you type ("**Auto-Read**") and text high-lighting ("**Highlight**") can also be adjusted through the adjacent tabs found in this menu.