

## **Read & Write 10 GOLD Screen Reading Instructions**

1. Open the MS Word or PDF document of the test from the thumb drive or open the document or web page you want to access
2. Open the program by clicking on the Read & Write icon on the desktop or access it through your Blackboard account
3. A Read & Write 10 GOLD tool bar will appear
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
5. To stop the reader, press the red square button in the tool bar; to pause, press the double bar button, and to go forward or backward, press the double arrow buttons (forward or rewind)
6. To select a different voice or to adjust the pitch, speed or volume of the voices, select the text-to-speech menu by clicking on the arrow facing down next to the green play button arrow
7. In this menu, select Speech Options and a Speech Options box will appear
8. You can change the voices in the select a voice option (Text help Jane or Text help Jack are better sounding voices); you can change the pitch, speed, volume or word pause by moving the slider up or down; you can then check the voice setting by selecting test voice, then click ok when the desired voice has been selected
9. If you check off the use arrow keys to change speed box, you can use the up and down arrow keys on your keyboard to make the speed of the voice faster or slower while you're listening to it
10. In the Speech Options box, you can modify pronunciations in the Say Like tab, or you can change speaking options and settings in the Auto Read tab; or select the highlight tab to choose the highlighting colors & change highlighting settings; selected settings will appear in the box below

**\*For more information on screen reading options and other tools, go to the drop down text-to-speech menu and select Watch Speech video tour**