Introduction

textHELP Systems Limited has developed a range of software products designed to help Users improve their reading and writing skills. Our company has continued to refine and develop its award winning software.

By utilising our network of dealers, e-commerce and our dedicated sales team, we are able to offer our software solutions to a worldwide audience. The invaluable feedback from our existing customers has enabled us to refine and develop our product portfolio.

Why choose textHELP! Systems Software?

We provide a portfolio of products to assist and motivate Users with their basic skills: Read & Write, WordSmith, Type & Talk, ScreenReader and our new revolutionary product Read & Write Gold Edition.

The software is suitable for users of all ages and all abilities; a truly inclusive solution to reading and writing difficulties which can be integrated with mainstream computer applications.

What are the benefits to Using textHELP! Systems Software?

People with learning disabilities have varying degrees of ability. With this in mind, we have produced software that can be adapted to suit each individual’s needs. Encompassing core features such as speech, a talking phonetic spell checker, homophone support, speaking dictionary, word wizard and audible word prediction, our products provide the tools that enable users to progress independently, gaining motivation, satisfaction and the results they deserve.

Visit our website www.texthelp.com to experience the software for yourself where you can try out the interactive product demonstrations.
Teachers Toolkit Part 1

What you can do from here:

- Access the Teachers toolkit
- Specify what features a student can access
- Set up new users

Accessing the Teachers Toolkit

1. Click on Start, Programs, textHELP Programs:

2. Select the Teachers Toolkit option:
3. The Teachers Toolkit appears as follows:

![Teachers Toolkit Image]

Setting up a feature set

1. Click on the **New** button.

2. **My features** and click the **OK** button.

3. All features in the ‘Enabled Toolbar Buttons’ list and those in the ‘Enable options dialogs & features’ checkboxes are chosen.

4. Click on the **Save** button.
Configuring a new user

1. Click on the Users Settings tab.

2. Click on the button.

3. Edit Me and click on the OK button.

4. Edit first time in the Password dialogue box.

5. Select ‘My features’ from the Feature Set drop down list:

<table>
<thead>
<tr>
<th>Feature Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>All features</td>
</tr>
<tr>
<td>Speech Only</td>
</tr>
<tr>
<td>Exam Features</td>
</tr>
<tr>
<td>No Options Dialogs</td>
</tr>
<tr>
<td>All features</td>
</tr>
<tr>
<td>My Features</td>
</tr>
</tbody>
</table>

6. Click on the Save button.

7. Click on the Edit button.
Login and docking the toolbar

What you can do from here:

- Access the login screen
- User and password selection
- Dock the toolbar
- Undock the toolbar

Accessing the login

1. Double click on the icon on your desktop.

2. The Login window opens:

![Login window](image)
User name and password selection

1. Click on the User Name drop down arrow and select your name ‘Me’:

2. Insert your password first time

3. Click on the button and the program will open.

Docking the toolbar

1. Click on the Read & Write title bar and drag it to the top of the screen.

2. Drop the title bar and it will dock at the top of the screen.

Undocking the toolbar

1. Click on the to undock the toolbar.

2. Click on the Read & Write title bar and drag it to the top of the screen.

3. Drop the title bar and it will re-dock showing the button once again.
General Options

What you can do from here:

- Access the General Options
- Select buttons on the toolbar
- Adjust size and appearance of toolbar
- Hide the toolbar
- Assign hotkeys
- Auto text

Accessing the General Options

1. Click on the button.
2. Select General Options

Selecting buttons on the toolbar

1. Uncheck the checkboxes for the prediction and pronunciation tutor buttons.
2. Each of the buttons disappear from the toolbar.
3. Check the checkboxes for the prediction and pronunciation tutor buttons so that they appear back on the toolbar.

Adjusting the size and appearance of the toolbar

1. Click on Large icons with text.
2. The toolbar will automatically increase in size and have the names of the buttons. You can choose from:
   - Small icons without text
   - Small icons with text
   - Large icons without text
   - Large icons with text
3. Click on Small icons without text.

Hiding the toolbar
1. Check the Auto Hide the Toolbar checkbox and click on the OK button.
2. The toolbar disappears. Move your mouse to the top of the screen and the toolbar will appear again.
3. Click on the button.
4. Select General Options.
5. Uncheck the Auto Hide the Toolbar checkbox.

Assigning hotkeys
1. Click on the HotKeys tab to customize your hotkeys.
2. Click in the first hotkey space and press the Ctrl, Alt and Shift + S button.
3. From the corresponding drop down list select Spelling:

<table>
<thead>
<tr>
<th>No Function Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Function Selected</td>
</tr>
<tr>
<td>Spelling</td>
</tr>
<tr>
<td>Prediction</td>
</tr>
<tr>
<td>Dictionary</td>
</tr>
<tr>
<td>Word Wizard</td>
</tr>
<tr>
<td>Show Homophones in MSWord</td>
</tr>
<tr>
<td>Get Homophone Suggestions</td>
</tr>
<tr>
<td>Hide Homophones in MSWord</td>
</tr>
</tbody>
</table>

4. The panel now looks as follows:

   | Ctrl Alt Shift S |
   | Spelling        |

5. Click on the OK button.

Auto text
1. Click on the button.

2. Select General Options.

3. Click on the tab to add an abbreviation.

4. Ensure the checkbox is checked.

5. **textHELP Systems Ltd** into the paragraph box:

```
Paragraph
| textHELP Systems Ltd |
```

6. **ths** into the abbreviation box:

```
<table>
<thead>
<tr>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ths</td>
</tr>
</tbody>
</table>
```

7. Click on the button.

8. Click on the button.
Speech

What you can do from here:

- Access the speech utility.
- Adjust the system voice settings.
- Choose character and speech balloon settings.
- Specify how words are pronounced.
- Set up the screen reading facility.
- Set up the speech highlighting options.
- Reading text using the Read & Write Gold toolbar.

Accessing the speech utility

1. Click on the button to the right of the button.
2. Select from the drop down menu.

Adjusting the system voice settings

1. Click on the button to hear the default voice.
2. Drag the Pitch track bar to 182 Hertz
3. Drag the Speed track bar to 165 WPM
4. Select L&H RealSpeak from the Speech engine drop down list:

   If you have other compatible speech engines installed, you can use one:

   L&H RealSpeak (Jane) British English (V1.20) Female #1

5. Click on the button to test your changes. You should hear a noticeable change.
Choosing a character and setting speech balloon appearance

1. Click on the tab.
2. Uncheck the ‘I would prefer not to see a character on screen’ checkbox.
3. Choose the Peedy (Parrot) character from the Character drop down list:
4. From the Balloon Settings select Font New Times Roman and Size 16 from the relevant drop down lists.
5. Check the ‘Auto Size Balloon For Text’ checkbox and click on the button. You should see a noticeable change.

Specifying how words can be pronounced

1. Click on the tab.
2. Click on the button.
3. \textit{Giovanni} in the Pronounce this text box and click on the button.
4. \textit{G-o-vani} in the Like this text box and click on the button.
5. Click on the button and the word will appear in the Pronunciation list.

Setting up the screen reading facility

1. Click on the tab.
2. Check the ‘I would like to use Screen Reading’ checkbox:

3. Move the cursor over the button beside the button and click on the button. Move the cursor down the list to hear each selection spoken.

4. Uncheck the ‘I would like to use Screen Reading’ checkbox to disable Screen Reading.

Setting up the speech highlighting options

1. Click on the tab.

2. Choose the ‘Bright Green Background With Pink Block Highlighting’ from the highlighting drop down list:

3. Click on the button.

4. Open MS Word and This is my first sentence.

5. Highlight the text and click on the button. The text will be read back using your chosen highlighting options.

6. Return to the Speech utility by clicking on the button beside the button and selecting from the drop down menu.

7. Click on the tab.
8. Check the `Speak With Highlighting in the TextReader Window` radio button and repeat step 5.

9. Check each of the other highlighting options in turn and repeat step 5 to view the result of your settings:

   - `Speak Using Speech Balloons`
   - `Speak Using One Word Display`
   - `Speak With No Visual Display`

10. Check the `Speak with highlighting in document` radio button and click on the `OK` button.

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Reading text using the Read & Write Gold toolbar

1. In MS Word, Mary had a little lamb,
   Its fleece was white as snow.
   And everywhere that Mary went,
   The lamb was sure to go.

2. Highlight the text you have just typed and click on the `Play` button.

3. Insert the cursor after the text and click on the `Speak` button twice.

4. Click on the `Start` button and then immediately on the `Pause` button once the speech begins. Click on the `Pause` button to continue speech.

5. Highlight the text once again and click on the `Play` button. After 2 or 3 seconds click on the `Pause` button.
Analyse Spelling

What you can do from here:

- Analyse words
- Add to the Custom Dictionary
- Check the Spelling Log
- Spell Aloud

Analysing words

1. Open MS Word.
2. There are a few mistakes in this.
3. Click on the button.
4. The Spelling Helper Panel appears:
5. Click on **are** and click on the **button**.

6. ‘**misstikes**’ will now be highlighted and a list of suggestions will appear.

7. Click in the right bottom corner of the Spelling Helper.

8. Drag the sizing grip to the right of your screen to enlarge.

9. Click on ‘**mistakes**’ in the suggestions list. A list of definitions appears in the right panel. Click on the first meaning and then click the **button**. The meaning will be read out to you.

10. Click on the **button**.
Adding to the custom dictionary

1. Click on the ▼ button to the right of the ☐ button.

2. Select Spelling Options button.

3. The Spelling Options Panel opens at the custom dictionary:

4. Add Pokemon into the dialogue box as above.

5. Click on Add Word button.

6. Pokemon is added to the Custom Dictionary for future use and will now be ignored by the spell checker rather than appear as an error.
Checking the spelling log

1. Click on the Advanced Options tab.

2. Click on the Log tab.

2. The Error Log appears similar to this:

3. The log shows all recent errors, corrections made, the type of error and the date the error occurred.

Click on error then error type:

4. Click on the Print Log tab. This will open the log in MS Word from where you can print it.
5. Click on the Clear Log button. The log will now empty, and record all new errors from this point on.

6. For further advice on please consult your Read & Write manual.

7. Click on the OK button.

Spelling Aloud

Right click on Beautiful.

Move the cursor to the bottom of the drop down menu and click on Spell Aloud

Read & Write spells the word letter by letter and then speaks the word in its entirety.

Click on the OK button.
Word Prediction

What you can do from here:

- Access and use of the prediction utility
- Specify the appearance of the predictor window
- Set up prediction speech options
- Specify how to learn vocabulary patterns
- Specify phonetic groups
- Specify grammar options

Accessing and using the prediction utility

1. Click on the button.

2. In MS Word This is my first time using word prediction.

3. The prediction window is populated:

4. Move the cursor over the prediction panel and right click on your mouse.

5. Insert your cursor back into your word document and I enjoy typing using th

6. Press the F1 key and the word ‘the’ will be inserted into your document.

7. wo and select the function key for ‘word’.
Specifying the appearance of the predictor window

1. Click on the button to the right of the button and select Prediction Options.
2. Change the font to Times New Roman, Font Size to 14, click on the button, change the foreground colour to orange and highlight colour to yellow.

Setting up prediction speech options

1. Select the Speech tab.
2. Check the checkbox.
3. Click on the OK button.

Specify how to learn vocabulary

1. Re-enter prediction options by clicking on the button to the right of the button and select Prediction Options.
2. Check the checkbox.
3. Select the Learning tab.
4. The checkbox is checked thus allowing the software to learn any new words typed by the user.
5. Similarly, we can analyse and learn vocabulary patterns from a plain text file or copied text from the clipboard, by clicking on the relevant buttons:

- Select the **Phonetics** tab.
- Check the **Make predictions using the phonetic replacement's listed below** checkbox and click on the **OK** button.
- The word **fone** and the correct spelling of **phone** will be predicted.
- Press the corresponding function key to select **phone**.

### Specifying grammar options

1. Re-enter prediction options by clicking on the **Prediction Options** button to the right of the button and select **Context** tab.
2. Drag the selection marker from ‘More Suggestions’ to ‘Better Context’ as shown:
3. Click on the **OK** button.
4. The little girl skipped merrily in the playground. Keep an eye on how the predictions are offered.
6. Click on the button.

7. Re-enter prediction options (see step 1) and drag the selection marker from ‘Better Context’ to ‘More Suggestions’ as shown:

8. the quick brown fox jumped over the lazy dog. Again keep an eye on how predictions are offered.

9. You may note that there is a stark contrast between ‘More Suggestions’, the majority of which appear with a blue indicator and ‘Best Grammar’ appearing with a green indicator. Please choose which setting best suits you for the predictions offered.
Dictionary

What you can do from here:

- See and hear a description of a word
- See and hear a sample sentence containing a word of your choice
- Select alternate words from the selected word

Seeing and hearing a description of a word

1. Write **picture** in the main word processing area, remembering to place a space after the word.

2. Double click on or highlight the word **picture**.

3. Click on the **button**.

4. The Dictionary panel opens:

5. Select the **Noun** meaning of **picture**.

6. Click on the top meaning (1.) of **picture**, thus highlighting a description and sample sentence of the word.

7. Click on the **button**.
8. The description will be highlighted and read to you.

Seeing, hearing and replacing an alternative

1. Click on the second meaning (2.) of picture, thus highlighting a description and sample sentence of the word.

2. Click on the word painting in the Word List.

3. Click on the button to hear the new word.

4. Click on the button to replace the word in the text.
Word Wizard

What you can do from here:

- Find associated words
- Find Antonyms, Hyponyms, Holonyms, Meronyms, noun coordinates and related words that contain the text.

Finding associated words

1. Enter tree in the main word processing area, remembering to place a space after the word.

2. Double click on or highlight tree.

3. Click on the button.

4. Select the meaning of tree.

5. Click on the button.

6. Click on the button.

7. Select Parts of “tree” from the Search Type box as shown below:
8. Click on the Next button.

9. Select the fourth meaning (4) and click on the Next button.

10. Select trunk from the word list.

11. Click on the Next button.

Finding alternative words

1. Click on the Back button.
2. We can also select from:

3. Word Wizard has the ability to identify

- Noun Coordinates (More things like “tree”)
- Holonyms (“Tree” is a part of...)
- Meronyms (The parts of “tree”)
- Hyponyms (Different types of tree)
- Words related to “tree”.
- Words which contain the text “tree”.

4. Select **Different kinds of “tree”**.

5. Click on the Next button.

6. Select the sixth suggestion for different kinds of tree (6)

7. Select **zebrwood** from the word list.

8. Click on the Replace button to replace the word in the text
Homophones

What you can do from here:

- Show Homophones
- Hide Homophones
- Edit Homophones

Showing Homophones

1. ‘There buoy was vary good.’

2. Click on the button.

3. The text appears showing homophones in blue.

4. Right click on ‘There’

5. The Homophone window opens:

6. Select ‘Their’

7. Click on the button.
8. Click on the Replace button.

9. Follow steps 5 to 8 replacing the words ‘buoy’ to boy and ‘very’ to very.

10. The finished text should now read as follows:

‘Their boy was very good.’

Hiding Homophones

1. Click on the button.

2. All homophones appear in blue.

3. Click on the button.

4. The text returns to normal, hence hiding all homophones.

Editing Homophones

1. Highlight the word ‘boy’

2. Click on the button.

3. Click on the button.

4. Select the word ‘buoy’ from the word list.

5. Click on the button.
6. Insert the cursor after ‘a float’ and click once more. ‘, usually a navigation mark’:

<table>
<thead>
<tr>
<th>Word</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>boy</td>
<td>a young male, a lad</td>
</tr>
<tr>
<td>buoy</td>
<td>a float, usually a navigation mark</td>
</tr>
</tbody>
</table>

7. Click on the **Save** button.

8. Click on the **OK** button.

9. Click on the **Replace** button.

10. Click on the **button.**

11. Click on the **button.**

12. Right click on the word **buoy** to see how your changes have taken effect. The new definition will appear.
Calculator

What you can do from here:

Standard Calculator

- Selecting the calculator
- See and hear calculations
- Resize the Audit Trail
- Print the Audit Trail
- Change a Number

Scientific Calculator

- Replace a number
- Creating variables and constants
- Converting Values

Selecting the calculator

1. Click on the button to the side of the button and select

Seeing and hearing calculations

1. Click on

2. Click on the button to have the answer read to you.

3. Select the drop down menu from the calculator window and select

4. Hover your mouse over each of the buttons to hear them read to you.

5. Select the drop down menu from the calculator window and de-select
Resizing the audit trail

Click in the right bottom corner of the audit trail.

Drag the sizing grip to the right of your screen to enlarge:

![Audit Trail Resize Icon]

Printing the Audit Trail

1. Select the File drop down menu from the calculator window and select Print Audit Trail Ctrl+P

2. Click on the Print... button.

3. Your audit trail will be printed out.

4. Click on the Close button on the print preview window to return to the calculator window.

Changing a number

1. Click on the Undo button, then again.

2. Click on 6 / 2 =

3. Click on the Speak button to have the answer read to you.
Replacing a number

1. Open MS Word and 638/2


3. Click on the button to the right hand side of the button and select the

Click on the button.

4. Click on the button the calculation is replaced. Click on the button to clear.

Creating variables and constants

1. Click on the drop down menu of the scientific calculator window and select Variables and Constants...

2. vat=0.175 into the variables and constants window.

3. Click on theSave button

4. In your word processor 50.00*vat
5. Highlight ‘\texttt{50.00*vat}’

6. Click on the \texttt{Evaluate in Document} button to the right hand side of the \texttt{button.}

7. Select \texttt{and the answer to your calculation appears in your document.}

Converting values

1. In MS Word \texttt{1678}

2. Highlight ‘\texttt{1678}’

3. Click on the \texttt{button to the right of the \texttt{button.}

4. Select, \texttt{\texttt{Convert }\texttt{Length }\texttt{centimeters} \texttt{and \texttt{meters}}}

5. Click on the \texttt{Close \texttt{button.}}
What you can do from here:

- Select text and create sound files
- Choose voice for text output
- Listen to sound file later

**Selecting text to create sound files**

1. Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom. One day, a turtle walked slowly by his mushroom. Fred saw this as a chance for travel, so he jumped on the turtle's back. While on the turtle's back Fred saw many new things. He saw a giant, red flower, a huge tree, and many different animals.

2. Highlight or select the text that you have just typed and click on the button.

3. The textbox will open. Click the button.

4. Click on the voice settings and choose ‘Mary’ as your voice:

5. Set the pitch to 180 Hertz, speed to 90 words per minute and volume to 95%.

6. Click on the to test the voice. If you are happy with your voice click . If not, then change to your preferred settings.
7. Click on the button and choose ‘Desktop’ as the destination to save your file.

8. Enter the File name ‘fred the frog’:

![File destination dialog box with 'C:\WIND0WS\Desktop\fred the frog.wav' entered]

9. Select the WAV File radio button: ![WAV button]

10. Click on the Finish button.

11. File Transfer takes place.

![File transfer progress dialog box]

12. Minimize all applications and double click on the “fred the frog” icon on your desktop to hear the spoken file.

![Fred the frog icon]
What you can do from here:

- Access the Pronunciation Tutor
- Use the International Phonetic Alphabet
- See moving lips on screen

Accessing the Pronunciation Tutor

1. `computer`
2. Double click on or highlight `computer`
3. Click on the button and the Pronunciation Tutor panel opens:
4. **Computer** is broken down into three syllables: 

5. Click on the **Speak** button to hear **computer** spoken once more.

### Using the International Phonetic Alphabet

1. **Computer** is further broken down into phonetic letters and phoneme equivalents:

   ![Phoneme Information](image)

   - **Type:** Consonant - Plosive
   - **IPA Description:** voiceless velar plosive

2. Click once on the ‘k’ character: and Phoneme Information will appear in the panel:

3. Click on the ‘Example Words’ textbox and you will hear the words spoken.

4. Click on the **OK** button to exit.
What you can do from here:

- Scan multiple paper based documents from a scanner
- Quick scan (one page only)

N.B. Before attempting this exercise please ensure you have set up your scanner and have two A4 colour document containing text and pictures.

Scanning a document

1. Click on the button

2. The Scanning Options Panel opens:

3. Click on Configuration menu and select Scanner configuration:
4. The Scanner Properties window is displayed:

5. Select A4 from the Paper size.

6. Check the Same as paper size box.

7. Select 300dpi in the Resolution drop down box.

8. Select Colour from the Image type drop down list.

9. Click on Close button.

10. Place your document in the scanner.

11. Click on the button

12. Click on
13. A preview of your document will appear similar to this:

![Document Preview]

14. Click on one of the boxes highlighted in red and right click. You will see that it has been classed as text.

![Class Options]

15. Check the other boxes using this method to ensure that all text and graphics are being classed correctly. If not select the correct class accordingly.

16. Insert your second document and repeat steps 12 to 15.

17. On the left of the Scanning Options Panel you will now see 2 small thumbnail pictures of the two documents you have scanned.

18. Click and holding down your left mouse button on the bottom thumbnail drag it above the first.
19. Click on the **Save document** button.

20. Enter a name for your new scanned document.

21. Click on the **Save** button.

The scan will take a few moments and will then be opened in Word as a new document. You will see the pages as they were rearranged in the thumbnail preview.

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**Quick Scan**

1. Place your document in the scanner.

2. Click on the **Scan** button

1. Select the Scan to Word:

   ![Scan Options]

   - Scan to Word
   - Scan to HTML

2. **ENTER A NAME FOR YOUR NEW SCANNED DOCUMENT.**

5. Click on the **Save** button.

The scan will take a few moments and will then be opened in Word as a new document.
Fact Folder

What you can do from here:

- Collect, edit and reorganise text and pictures
- Create a document with bibliography and hyperlinks to sources
- Create a slide show

Collecting text and pictures

1. Open your web browser and go to www.texthelp.com and click on then click on Students.

2. Select the text on the page and click on the button.

This Fact Folder panel opens:
3. **Fundamentals** in the Category type.

4. **TEXTHELP IN THE AUTHOR BOX.**

5. Click on the picture of the students on the web page and drag it to the Attach a Picture box. If you find that the Fact Folder Panel is in front of the picture click and hold down on the blue Title bar and drag it out of the way.

6. Click on the **Save** button.

7. In the same section of the textHELP web site click on Educators.

8. Select the text on the page and click on the **Save** button.

9. Select **Fundamentals** from the Category drop down list.

10. Select **textHELP** from the Author drop down list.
11. Attach the picture using the same method as explained in step 6.

12. Click on the button.

Creating a document

1. Click on the button beside the button and click on:

2. Click on Educators in the Category list and click on the button.

3. Click on the button.

4. In the File Name of the Save As dialogue box and an MS Word document will be created:
Creating a Slide Show

1. Click on the button beside the button and click on.

2. Click on the button.
3. Click on the Next button.

4. Click on the File menu and choose Exit.
Fact Finder

What you can do from here:

- Search the Internet using key words and a default search engine
- Search the web using manual text entry
- Search the web using a different search engine

Searching the Internet using key words and a default search engine

1. **Irish Writers** in the main word processing area.

2. Highlight the words **Irish Writers**.

3. Click on the button.

4. Internet Explorer launches and shows the results of your search using Yahoo.

5. Close Internet Explorer.

Searching the Internet using manual text entry

1. Click on the button.

2. **Seamus Heaney** and click on the button.
4. Internet Explorer launches and shows the results of your search using Yahoo.

5. Close Internet Explorer.

Searching the Internet using key words and a different search engine

1. **Seamus Heaney** in the main word processing area.

2. Highlight the words **Seamus Heaney**.

3. Click on the button beside the button.

4. Place your mouse over then Books and click on Barnes and Noble.

5. Internet Explorer launches and shows the results of your search using the Barnes and Noble search engine.

6. Close Internet Explorer.
Speech Input

(This should be conducted in a quiet room without distractions)

What you can do from here:

- Access the Speech Input and adjust your microphone
- Create new profiles and choose options
- Adjusting the microphone
- Train the speech input to recognize your voice
- Speaking and Correcting wrong words
- Export to other application

Accessing the Speech Input and adjusting your microphone

1. Click on the button.
2. You will need to adjust the position of the microphone. To do this click on the button within the Speech Recognizer panel.
3. Follow the on-screen instructions of the Microphone training wizard.
4. When you are happy with your settings, click on the Finish button.

Creating new profiles and choosing options

1. Click on the button to access the options panel.
2. Choose font size
3. Choose your color background:
4. Click on OK to save your changes.
5. Click on the New Profile button to create new profiles.

6. Enter your name in the textbox.

7. Click on the Add button to save your profile.

8. Click on OK to proceed to voice training for your profile.

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Training the speech input to your voice

1. The voice-training wizard will open automatically after creating a profile.
   Otherwise click on the button.

2. Select the “Introduction to Microsoft Speech Recognition” session and
   proceed by clicking Next > button.

3. Click on the Speak button to listen to the text that you are about to
   repeat.

4. When you are ready to recite the text click on the Resume button.
   Repeat the sentence beginning with, “Welcome to Microsoft’s....” making
   sure that text is being highlighted as you read:

   Welcome to Microsoft's Speech Recognition training wizard
   Please read the text in a natural and even tone.

5. To pause the training, click on the Pause button. To resume the
   training by click on Resume button.

6. When the session ends (approx. 5 minutes) click on the Finish
   button to create your voice profile.

7. Begin speech to text by switching the microphone on.

8. Talk at a slow and steady pace. Begin to use the speech input.
9. Switch the microphone off by clicking on the \[image\] button.

Speaking and correcting wrong words

1. Place your cursor in the text and click on the \[image\] button to start read-back.

2. Click on the \[image\] button to stop the read-back.

3. Any words wrongly used, click on the \[image\] button and then on your word to find an alternative.
Teacher Toolkit Part 2

What you can do from here:

- View student spelling logs
- View and clear student activity logs

Viewing and clearing spelling logs

1. Click on Start, Programs, textHELP Programs:

2. Select the Teachers Toolkit option:

3. Click on the Spelling Logs tab.
4. Click on ‘Me’ in the user list and you will see a list of spelling errors for that user:

<table>
<thead>
<tr>
<th>Error</th>
<th>Correction</th>
<th>Error Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>skool</td>
<td>school</td>
<td>Consonant Sou.</td>
</tr>
<tr>
<td>woz</td>
<td>was</td>
<td>Consonant Sou.</td>
</tr>
<tr>
<td>twoday</td>
<td>today</td>
<td>Consonant Sou.</td>
</tr>
<tr>
<td>enjoyed</td>
<td>enjoyed</td>
<td>Consonant Sou.</td>
</tr>
<tr>
<td>tho</td>
<td>though</td>
<td></td>
</tr>
<tr>
<td>woz</td>
<td>was</td>
<td>Consonant Sou.</td>
</tr>
<tr>
<td>ystrdy</td>
<td>yesterday</td>
<td>Consonant Sou.</td>
</tr>
<tr>
<td>uss</td>
<td>us</td>
<td>Consonant Sou.</td>
</tr>
</tbody>
</table>

5. Check the ‘Me’ checkbox and click on the button.

6. MS Word will launch and display the selected spelling log.

---

Viewing and clearing activity logs

1. Click on the tab.

2. Select ‘Me’ from the user list and you will see the log in time, duration of session, the number of words typed, percentage of errors made and learned words from the thesaurus and word wizard for that user:

<table>
<thead>
<tr>
<th>Log In</th>
<th>Duration</th>
<th>Typed</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/05/02</td>
<td>03:29:52 AM</td>
<td>109</td>
</tr>
<tr>
<td>03/05/02</td>
<td>12:14:27 AM</td>
<td>23</td>
</tr>
<tr>
<td>07/05/02</td>
<td>12:01:38 AM</td>
<td>1</td>
</tr>
<tr>
<td>07/05/02</td>
<td>01:07:04 AM</td>
<td>5</td>
</tr>
<tr>
<td>5/9/02</td>
<td>12:57:48 AM</td>
<td>2</td>
</tr>
</tbody>
</table>

3. Check the ‘Me’ checkbox and click on the button.

4. MS Word will launch and display the selected activity log.