DURHAM CATHOLIC DISTRICT SCHOOL BOARD
Catholic Education: Learning & Living In Faith

How to use Play, Pause and Stop in Read and Write

INTRODUCTION

Read and Write will read any typed text in OneNote online, Word online, a PDF document and Chrome internet browser.
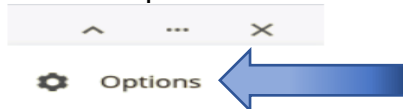
1. To begin reading click on PLAY to have the text read to you.

2. To pause the reading click on PAUSE to have it stop reading for a moment. Then press PAUSE to have the reading begin again.

3. To stop reading click on STOP to have the text quit reading.

4. Read and Write Text to Speech software will read any text in a PDF, Word Online, OneNote online and chrome internet browser.

5. Select the words by using the mouse or track pad. Click and drag the cursor across all of the text to read. Another option is to place the cursor in front of the text, then click on the PLAY button.

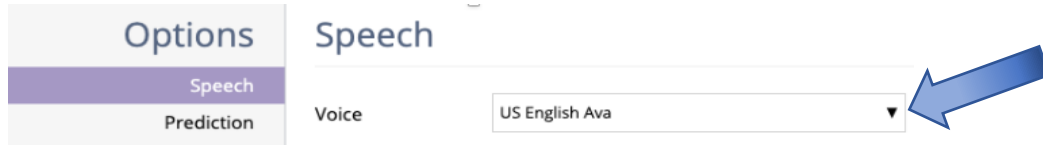# Changing the Reading Voice, Reading Speed, Format of Reading

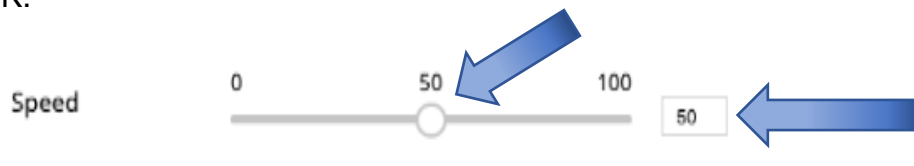6. Click on the 3 dots at the end of the Read and Write toolbar.

7. Click on Options.

8. Click on the drop-down arrow beside voice to change the sound of the speaking voice. Click on OK.

9. To change the reading speed click on Options click (see step 7). Click on the circle and drag the cursor closer to 0 to slow down the voice. Click on the circle and drag the cursor closer to 100 to speed up the voice. The other option is to click within the box with the number then type in the reading speed between 1 to 100. Click on OK.

10. ▶ Play will highlight two different colours as the text is read. Blue highlights each word. Yellow highlights continuously as being read or each sentence. To change this, click on Options click (see step 7) then click on the desired reading style. Click on OK.