quick reference guide
Talking Word Processor

Great for reading and writing text documents

Main Tool Bar

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
New	Open	Save	Print	Preview	Spell	Cut	Copy	Paste	Undo	Redo	Find	Read	Stop	Voices	Close	Help

1 Begin a New File 2 Open a File 3 Save a File   4 Print a File   5 Preview a File   6 Check Spelling
7 Cut Text 8 Copy Text 9 Paste Text   10 Undo Last Change 11 Redo Last Undo 12 Find Text in Doc
13 Read a File   14 Stop Reading 15 Voice Options 16 Close Document 17 Help

Details

Click on the New button to begin a new blank document

Click on the Cut button to cut selected text from the document.

Click on the Read button to begin reading.

Click on the Open button to open a file.

Click on the Copy button to copy selected text from the document.

Click on the Stop button to stop reading.

Click on the Save button to save a file.

Click on the Paste button to paste selected text into the document.

Click on the Voices button to change the voice options.

Click on the Print button to print a file.

Click on the Undo button to reverse the last change made to the document.

Click on the Close button to close the program.

Click on the Preview button to view a document prior to printing.

Click on the Redo button to restore the last change made to the document.

Click on the Help button for additional help.

Click on the Spell button to check document spelling.

Click on the Find button to find specific text in a document.

Support Tool Bar
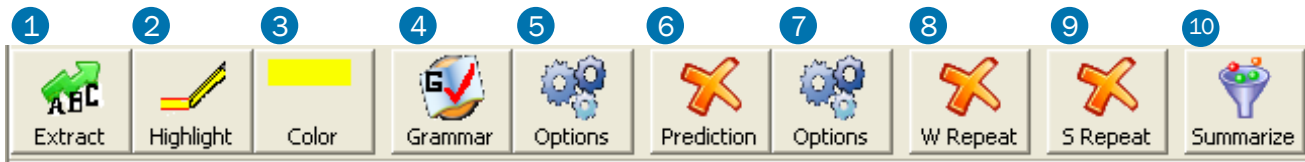
1 Extract Text **2** Highlight Text **3** Highlight Color **4** Check Grammar **5** Grammar Settings
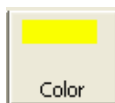**6** Predict Next Word **7** Choose Prediction Level **8** Read One Word at a Time **9** Read by Sentence
10 Create Summary

Click on the Extract button to extract highlighted information

Click on the Highlight button to highlight selected text.

Click on the Color button to determine the highlight color.

Click on the Grammar button to find grammatical errors in the document.

Click on the Options button to choose the type of grammatical errors to check for.

Click on the Word Prediction button to get assistance with word choices.
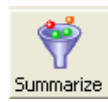
Click on the Options button to choose the prediction level (use All Grades)

Click on the W Repeat button to have words read aloud as you type.

Click on the S Repeat button to have sentences read aloud as you type.

Click on the Summarize button to create a summary of the document.
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To Highlight Text

Choose the highlight color.

Select the text you want highlighted.

Click on the Highlight button.

To Find a Definition

Double click a word.

The definition dialog box will open.

Click on the READ button to hear the definition.

Click the CLOSE button to close the

Look Up: box

Noun:
 1. a (usually rectangular) container; may have a lid.
 2. private area in a theater or grandstand where a small group can watch the performance.
 3. the quantity contained in a box.
 4. a predicament from which a skillful or graceful escape is impossible.
 5. a rectangular drawing.
 6. evergreen shrubs or small trees.

Read   Stop   Close
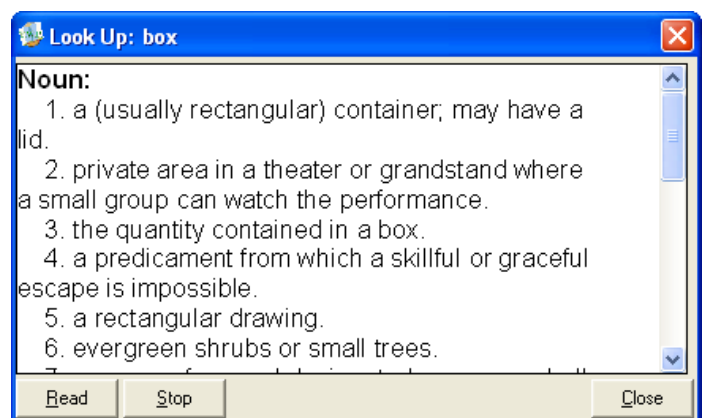
To Extract Highlighted Text

Click on the Extract button.
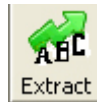
Choose the colored text to be extracted.

Click Extract.

Wait while E-Text Reader extracts the highlighted text and places the information in the E-Text Reader Extract window.

To Summarize

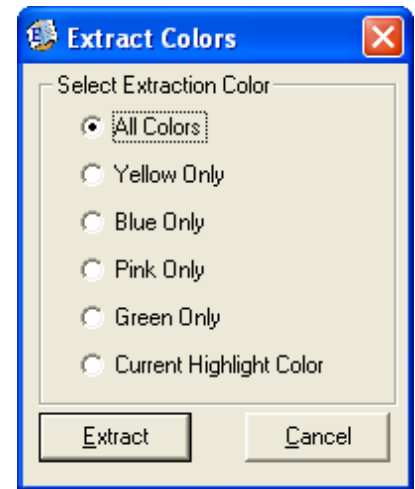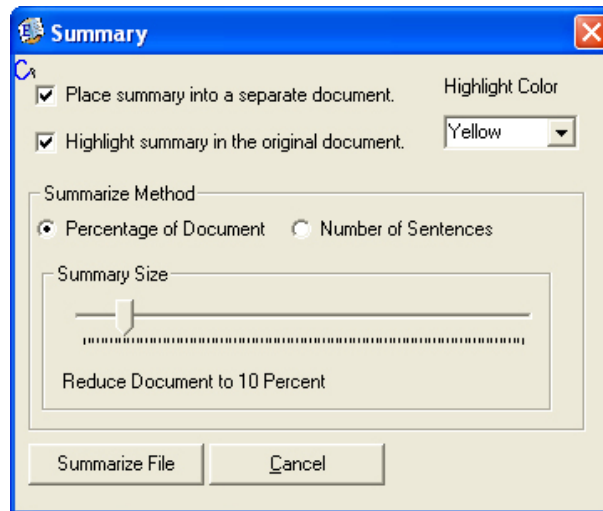Select text to be summarized.

(CTRL + A selects all text.)
Click on the Summ button.

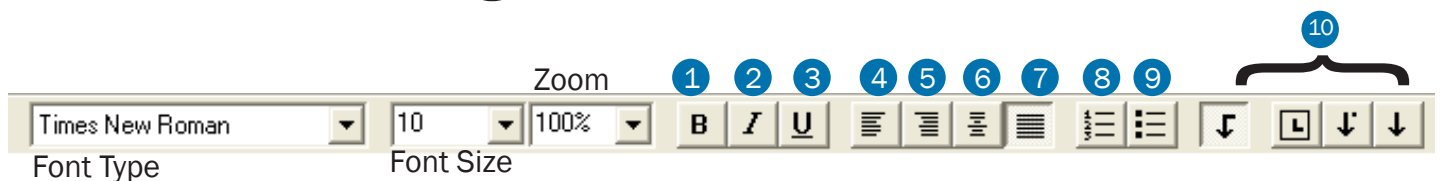Slide pointer to adjust percentage of the reduced document size.

Click on Summarize File.

Paragraph Tool Bar

Zoom

Font Type   Font Size

1 bold   2 italic   3 underline   4 left justify   5 right justify   6 center
7 fully justify   8 number   9 bullet   10 tab stops

Word Prediction Tool Bar

Turn word prediction on.

Start typing.

As you type, the floating prediction list will appear and follow the cursor as you type.

When the word list is visible, to hear the words in the list, just use your UP and DOWN arrow keys to go through the list.

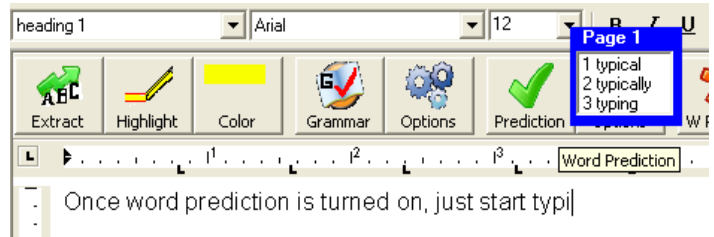To select the word to insert into your document as you are typing:

Double click the word with your mouse.

       OR

Press the CTRL key on your keyboard

       OR

Press the corresponding number in front of the word you want.

Hot Keys

Create New Document	CTRL+N	Copy Text	CTRL + C
Open a document	CTRL + O	Paste Text	CTRL + V
Save a document	CTRL + S	Use Find	CTRL + F
Save AS a different name	CTRL+F4	Read	F6
Turn On/Off Word Prediction	CTRL+W	Read from	CTRL + Home
Change the Voice Rate	F11 (slower)	beginning of	
	F12 (faster)	document	
Select a Voice	CTRL + F12	Stop Reading	F7
Print the Document	CTRL + P	See definition	Double click a word
Exit a Document	ALT + F4	of word	
Select All the Text	CTRL + A	Select a word in	CTRL
Cut Text	CTRL + X	prediction list	
		Help	F1

Help

Click on a topic to watch the instructional videos!

AMAC Support Line Toll Free Number: 1.866.418.2750   www.amac.uga.edu