

Talking Word Processor



Great for reading and writing text documents

TOOLBAR

↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
Begin a New File	Open a File	Save a File	Print a File	Preview a File	Check Spelling	Cut Text	Copy Text	Paste Text	Undo Last Change	Redo Last Undo	Find Text in Doc	Read a File	Stop Reading	Voice Options	Close Document	Help

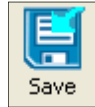
Details



Click on the **New** button to begin a file.



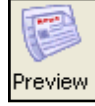
Click on the **Open** button to open a file.



Click on the **Save** button to save a file.



Click on the **Print** button to print a file.



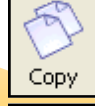
Click on the **Preview** button to preview a print job.



Click on the **Spell** button check document spelling.



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



Click on the **Copy** button copy text from the document.



Click on the **Paste** button to paste text in the document.



Click on the **Undo** button to undo the last change to document.



Click on the **Redo** button to redo the last undo.



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



Click on the **Read** button to begin reading.



Click on the **Stop** button to stop reading.



Click on the **Voices** button to change the voice options.

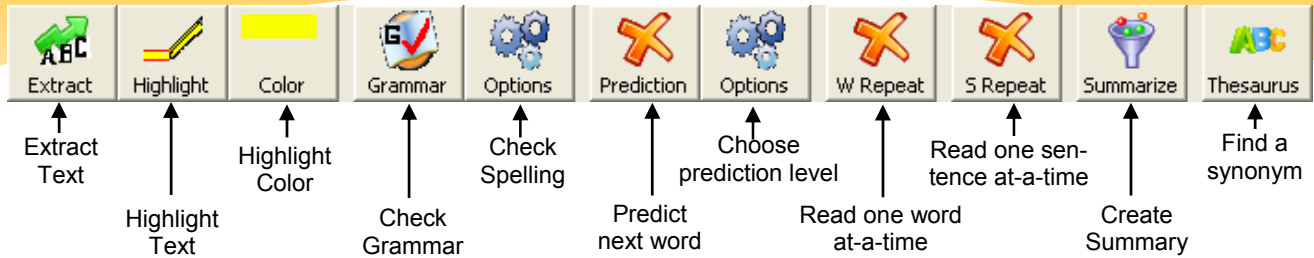


Click on the **Close** button to close the program.



Click on the **Help** button for additional help.

Support Tool Bar



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 check the document for grammar errors.



Click on the **Options** button choose the grammar 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.



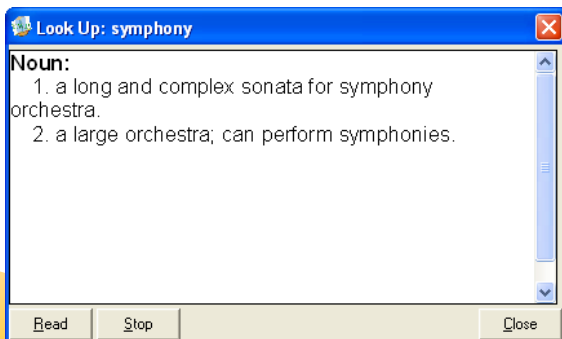
Click on the **Summarize** button to create a summary of the document.



Click on the **Thesaurus** button to find a synonym.

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 dialog box.



To Highlight Text

- Choose the highlight color.

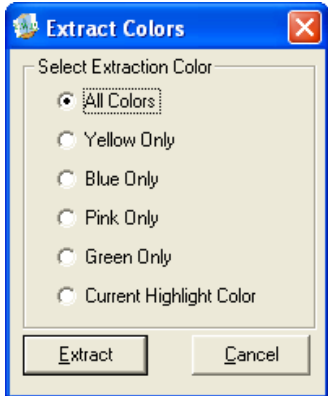


- Select the text you want highlighted.
- Click on the **Highlight** button.

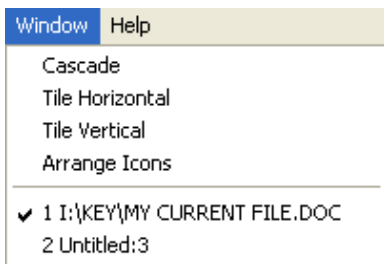


To Extract Highlighted Text

- Click on the **Extract** button.
- Choose the colored text to be extracted.
- Wait while E-Text Reader extracts the highlighted text.

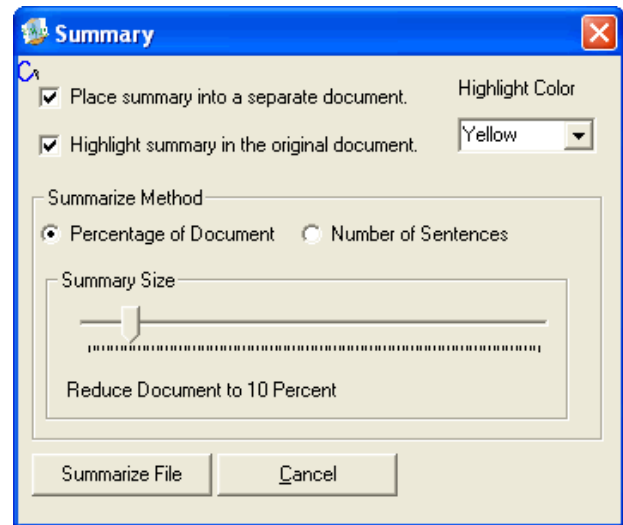


- To return to your complete text, click Window on the top menu bar.



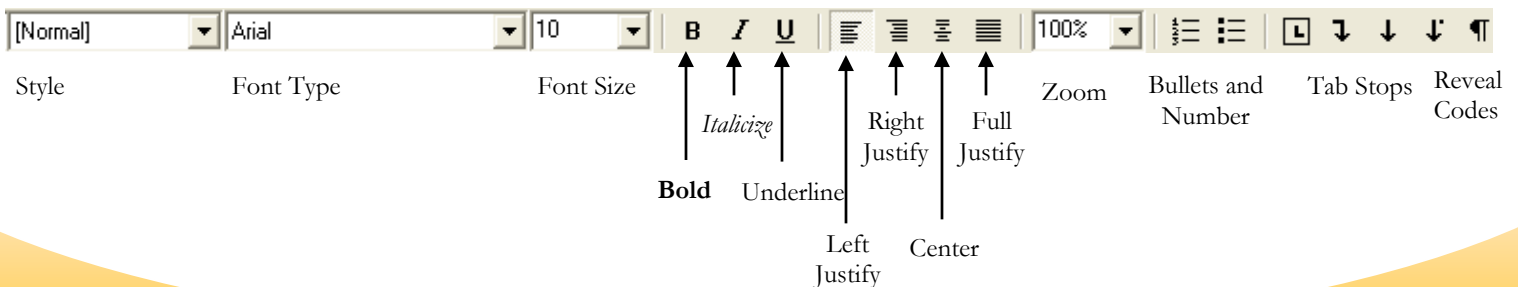
To Summarize

- Select text to be summarized (CTRL + A selects all text)
- Click on the **Summarize** button.

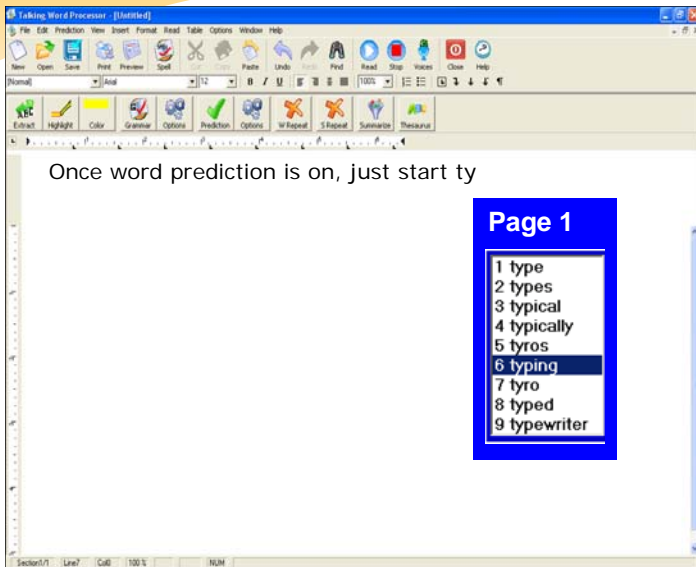


- Select Options
- Slide pointer to adjust percentage of the reduced document size.
- Click on Summarize File.

Paragraph Tool Bar



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:
 1. Double click the word with your mouse.
 2. Press the CTRL key on your keyboard

OR

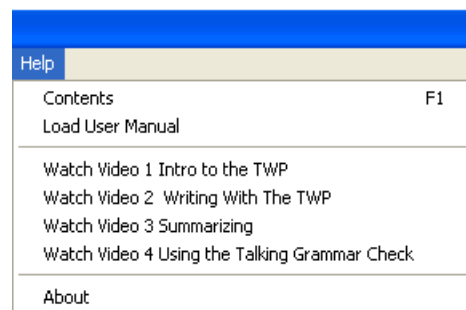
 3. Press the corresponding number in front of the word you want.



Hot Keys

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

Help



Click on a topic to watch the instructional videos!