












Controlling Speech

-  → **Read** - Use this when you want to read the text
Speech Options - change the **voice** and **speed** - 
-  → **Reverse** - Use this when you want to read the previous sentence/paragraph
-  → **Forward** - Use this when you want to read the next sentence/paragraph
-  → **Pause** - Use this to stop reading - click it again to continue reading from where you left off
-  → **Stop** - Use this to stop reading

Editing Text

-  → **Spell Check** - Use this to check your spelling
-  → **Word Prediction** - Use this when you know how to spell the beginning of a word but aren't sure how to spell the rest of it
-  → **Dictionary** - Use this when you need to look up the meaning of a word OR use this when you want to replace a word (**thesaurus**)
-  → **Word Wizard** - Use this when you need to help you find words or phrases that you cannot remember
-  → **Sounds Like** - Use this when you need to check **homonyms** (example: they're, their, and there)

Advanced Features

-  → **Show Homonyms** - This will turn all homonyms in your document **blue**
-  → **Hide Homonyms** - This will turn all homonyms in your document **black**
-  → **Talking Calculator** - Start the **scientific** or **standard** calculator
-  → **Calculator Options** - convert measurements or evaluate in document
-  → **Screenshot Reader** - Use this to read images (example: Flash)
-  → **Speech Maker** - Use this to record text into MP3 or WAV files
-  → **Daisy Reader** - Use this to read a Daisy book
-  → **Pronunciation Tutor** - Use this to listen to words and how they are pronounced
-  → **Scan** - Use this to scan a document into PDF, Word, or HTML formats
-  → **Fact Finder** - Use this to do Internet Searches
-  → **Fact Folder** - Use this to organize what you find on Internet Searches
-  → **Fact Mapper** - Use this to create mind maps
-  → **Screen Masking** - Use this to mask out areas of your screen and change the background colour.
-  → **Speech Input** - Use this for voice recognition: speak and let the computer type what you say
-  → **Use the Translator** - Use this to see translations for English words into Spanish, French, Italian or German
-  → **Launch PDF Aloud** - Use this to read PDF files
-  → **Highlighters** - Use this to highlight text. There are four colours: **yellow, blue, green, and pink.**
-  → **Clear Highlights** - Use this to erase highlighting
-  → **Collect Highlights** - Use this to extract all highlighted text to a new document
-  → **Summary** - Use this to extract a summary of your text
-  → **Change Toolbars** - Use this to change toolbars OR to **exit Read & Write**