



- **Calculator button (standard and scientific calculator)**
  - On the right hand side of the **Calculator** button you will find a drop down arrow. If you click on the arrow at the bottom you will find the **Watch Calculator video tour**. The video tour will provide information on how to use the Calculators.
- **Speech buttons (text to speech)**
  - On the right hand side of the **Speech** button you will find a drop down arrow. If you click on the arrow at the bottom you will find the **Watch Speech video tour**. The video tour will provide information on how to use the speech button.

## Scanning

The scanner has been configured for you.

### Scanning a Page

- To access scanning, click on the **Scan** button on the toolbar.
- Click the **New project** button to clear any existing documents.
- Place the document you want to scan into the scanner.
- Click on the **Scan a page** button or click on the **File** menu and select **Load page** from scanner.
- You will see the document displayed in the **Preview** section of the window.
- You can also scan from a Saved image file, by clicking on the **Scan from File button** or selecting the Load page from file option from the file menu.

### Document Zones

When you scan: each part of the scan is designated as a block of text, a graphic or a table. **If a block of text has not been designated as a text zone, you will not be able to edit it in MS Word.** A label is attached to each zone as to whether it is a block of text, graphic or table. The zones are represented by the following colours:

text - black  
 graphics – green  
 tables – blue

To create document zones you:

- Ensure that each area in the document has been allocated to the correct zone.
- If an area has not been allocated correctly, **right click** on the area and **select Text, Graphics, or Table** as appropriate. You can also use the **Zone menu** to remove a zone(s) and recalculate the zones in the document.
- To re-size a zone, **click** and hold down your **left mouse** button on one of the zone anchors and then drag it to the size you want.

### Changing the orientation

To change the orientation, you:

- Select the document from the **Thumbnail view**.
- **Right click** on an area that has not been zoned and select either **Rotate left** or **Rotate Right**, or you can click on the document menu and select the appropriate rotation option.

## Deleting a document

To delete a document from a project, **select** the document from the **Thumbnail view**, then right-click on an area that has not been zoned, and then select **Delete document** or you can click on **Document** menu and select the **Delete** option.

## Saving a scanned document

- Click on the **Save document** button, or click on the File menu and select **Save document**. You will see the **Save As Window**.
- Enter the name of the document in the **File name** text box.
- Browse the location of the project file to which you want to add the image. After you have saved the document, you can open all the images in the specified project file, by selecting the **Open Scanning Project** option from the **File** menu.
- Either select the MS word documents, the HTML documents, or the PDF option from the **Save as type** drop down list. If you want to change formatting, click on the **Advanced** button.
- Click on the **Save** button.

## Word Processing With Read and Write Gold

To do word processing with Read and Write you will have to open MS Word.

### From the Desktop

1. Find the icon on Windows desktop which says **Word**.
2. Double click the **Word** icon on the Windows desktop.

### From the Start Menu

1. Click **Start** on the taskbar.
2. Point to **Programs**.
3. Point to **MS Office**. Use the right hand drop down menu to locate MS Word.
4. Point to **MS Word** and click.

## To exit from the program

1. Click the **Texthelp Options** button: this is the button which says **Texthelp** on the right hand side of the toolbar. On the right hand side of the Texthelp Options button, you will find a drop down arrow. Click on the arrow and at the bottom you will find close.
2. Click **Close** Read and Write.

**If you have difficulties Read and Write Gold has a Help button on the tool bar.**