

Start up

1. Start up MS Word and TextHelp.
2. Open the 'HP questions' document
3. Move the TextHelp Toolbar around the screen to put it where you want it - drag the blue button at the right hand side of the Toolbar.
4. Read the Key features and Getting started sections on TextHelp in the RM SEN Access booklet that came with your Window Box. If you don't have this, download it from: <http://www.wbol.co.uk/Manuals/>.

Set MS Word settings

1. Turn off Help for WordPerfect users – **Tools > Options > General > untick Help for Wordperfect users**
2. Turn off Smart cut and paste – **Tools > Options > General > untick Use Smart Cut and Paste**
3. Set font, size and text and background colours – see CALL Quick Guide
4. Adjust the toolbars – see CALL Quick Guide

TextReader Speech

1. Text TextReader window can read text in most applications that can be selected or highlighted. It can also read text files from disc.
2. Read the **Reading Selected Text** section in the RM SEN Access booklet.
3. Select the first paragraph, and read it out – click the **Speak** button. The TextReader window will open and read the text out.
4. Use buttons 1 and 2 in the TextReader window to start and stop the speech and buttons 6,7,and 8 to listen to one line at a time.



TextReader button 1 – starts speech
TextReader button 2 – stops speech
TextReader button 3 – read clipboard
TextReader button 4 – open file to read
TextReader button 5 – set the TextReader font and size
TextReader button 6 – read previous line
TextReader button 7 – read current line
TextReader button 8 – read next line

5. Double click on a word and then click the **Speak** button to hear it.
6. Change the font in the window – click on the **ABC** button 5
7. Drag the bottom right hand corner of the Textreader window to make the window bigger or smaller to suit the text being read.
8. Change the voice and speed of voice:
 - Go into Manager Mode – **TextHelp Menu > Manager Mode** > press **Ctrl, Alt, Shift and T**, and click **OK**.
 - Click **Adjust Voice** and choose different characters to change the voice, and adjust the speed, volume and pitch. Click **Test Voice** to listen to the voice.
5. Use TextReader to read the remainder of the text, and then the four questions.
6. (If you have a scanner, try scanning a worksheet or textbook in to Word, or the scanner's own OCR program, and then use TextReader to read it. Consider if this method would help pupils with reading difficulties – what are the advantages of using scanning and speech output compared to a human reader?)

Speak as you type

1. Read the **Speak as you type** section in the RM booklet.
2. Put the cursor after the first HP question.
3. Select *Speak Each Word* – **TextHelp Menu > Speak as I type > Each Word**.
4. Select *Speak Each Sentence* – **TextHelp Menu > Speak as I type > Each Sentence**.
5. Type in answers to the first two questions. Make a few deliberate spelling mistakes to see if the speech helps draw your attention to them.
6. Use the TextReader to check the answers are what you wanted to say.
7. Close the TextReader box.

Word Prediction

1. Now you will use word prediction to answer the rest of the questions.
2. Read the Prediction section in the RM booklet.
3. First, set the font to suit the user. **TextHelp Menu > Manager Mode** > press **Ctrl, Alt, Shift and T**, and click **OK**. Select **Dialog**, and set the font for the prediction and spelling boxes, e.g. Comic Sans or Arial 14 point Black text on Off-White.
4. Set **I am using** to be **Microsoft Word v6/97**.

5. Show the prediction window – click the **Prediction** button in the ToolBar.
6. Start typing an answer to the third question. If the word you want appears in the prediction box, click to select it, or press the corresponding number. For one of the words, right-click on the prediction box and try out different settings - click **Speak** to listen to the word. The click it to type it into the sentence.
7. Drag the bottom of the prediction box to show more or less words in the list.
8. You will find that TextHelp doesn't predict some words – like Dursley, or moustache – because they aren't in the prediction dictionary.
9. To add new words for answering the fourth question, select the sentence about Mrs. Dursley, and then click **Menu > General Options > Prediction**, and **Learn vocabulary from the text in the clipboard**. Click OK.
10. Now type an answer to the rest of the questions and the words you need (e.g. moustache, blonde) should appear in the prediction window.
11. For reasons I don't understand, TextHelp doesn't seem to learn words with capitals, like Dursley.
12. Training from text file. Save the Harry Potter document as a text file, and then click **Menu > General Options > Prediction**, and **Learn vocabulary from a text file**. Choose the HP questions.txt file you have just saved, and TextHelp will add new words to the prediction database. This saves adding new words manually.
13. Close the prediction window.

Spelling

1. Read the **Spelling** section in the RM booklet.
2. Turn off Word spellchecking if you are going to use TextHelp's spellchecking – **Tools > Options > Spelling & Grammar > untick Check Spelling as you type; Always suggest corrections; Check grammar as you type**.
3. Switch off Prediction.
4. Type the following:
moste cars are two wheel drive but sum are four wheel drive. The poure cums from the enjne. The enjne powers drive shaft. Yooshaly the powre gowes to the back or to the frunt wheels. lfe youe are staying on the rode ale the time frnte wheel ore back wheel drive is anuf. You are betr off with a four wheel drive veackl in the snow and off rode. You can goe up a very steap hill. And you can go throo a bog ore a mudu feald. The treds are very wide and deap so they grip. They are very expensiv because they need more petrl.
5. Highlight the paragraph and then copy and paste it below so you have two copies.
6. Then highlight the first paragraph and click the **Spelling** button. Click on the red mis-spelled words. Click on **Speak** to listen to the suggested words, **Add** to add the word to the spelling

dictionary, and **Replace** to replace the mis-spelled words. Click on the blue words to check their meaning, and use **Speak** to hear the alternatives, **Change** to change them. When you are happy, click **OK...replace my paragraph**. Note that TextHelp probably won't suggest words for all the mis-spellings.

7. Type "*fizicx, anyone, helthy, didn't, yoost*".
8. Highlight the one by one and click the **Spelling** button to see if you can spellcheck them one at a time.
9. Switch on Real time spellchecking – **Menu > Spelling > Spellcheck as you type**, and type: "*Sumtims it helps to notis rong wurds wen you rite them.*" And use the spellchecker to check and correct the words.
10. If you have time, switch the Word spellchecker back on, and highlight and spellcheck the second paragraph with the mis-spellings. Compare how many words Word got right, compared to TextHelp.

Thesaurus

1. Read the Thesaurus section in the RM booklet.
2. Type in "*The new Harry Potter film is going to be very popular.*"
3. Highlight and read it with the Speak button.
4. Highlight **very** and click the **Thesaurus** button. Increase the number of words you see with the slider at the bottom of the window. Listen to the words by pressing the Speak button. When you see a suitable word click **Replace**.

Set up a new user profile

- Quit from TextHelp – **Menu > Close TextHelp**
- Start TextHelp again, and press **Ctrl-Alt-Shift-T**. Click New Profile.
- Tick the boxes you want for the user.
- Type in a name for the user. Click Create User, then OK.
- Close TextHelp, then start up again and choose the standard profile.

Reading web pages

1. Open **General Options > Screen Reading > Speak Everything Possible**, then click OK.
2. Open Internet Explorer, and use TextHelp to listen to the web pages.