



# Text to Speech Proofreading using Read & Write

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This guide has been adapted from training materials developed by read and write.



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By hearing your work read out you will be able to identify mistakes in punctuation, spelling and meaning. You will also increase your word recognition and understanding of text. This guide provides an introduction to using Read & Write (a text to speech software package available on University PCs). It also includes tips on how best to approach proofreading.

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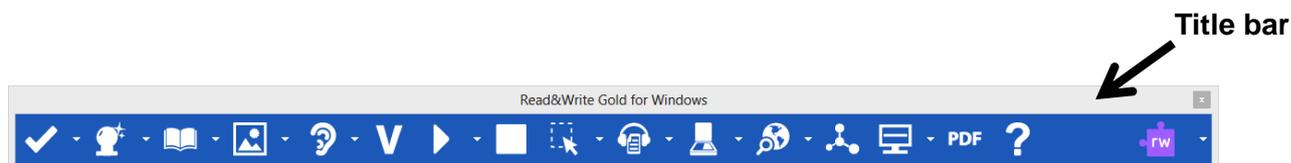
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## Using Read & Write - Getting started

### Position the toolbar

When you start Read&Write the toolbar will appear. You can position the toolbar anywhere on the screen. You can also dock it at the top or side of the screen so that it stays in one place.



1. Click on the toolbar title bar and drag and drop it anywhere on your screen.
2. Click on the title bar again and drag and drop it onto the top of your screen.
3. The toolbar is docked at the top of your screen. This is where most people choose to keep the toolbar.
4. If you want to undock the toolbar, click on the  button. Drag and drop the toolbar to either side if you wish to dock the toolbar to the side of the screen.

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### Reading

Text-to-speech is one of the most important support features in Read&Write. Text can be read as you type or from a document. It will read each word, sentence, paragraph or selected text. There is a choice of voices which can be adjusted to suit you by altering the pitch, speed, and volume. You can choose the way text is displayed or highlighted during speech. The reading function is highlighted below:

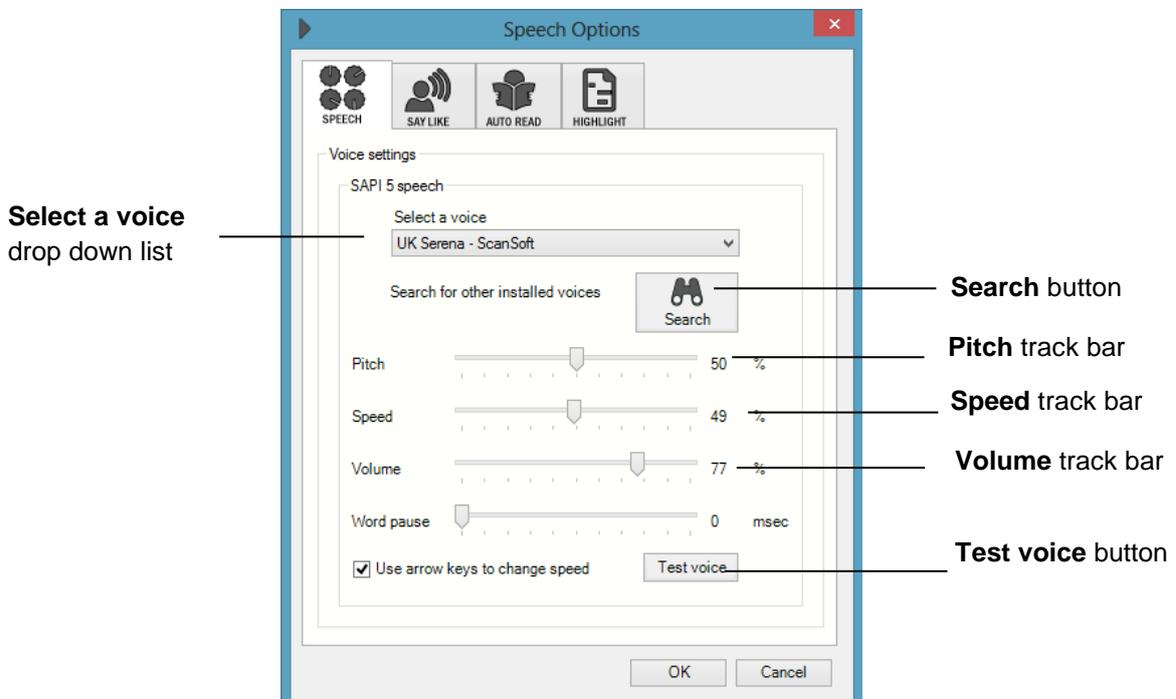


1. Open a Word document.
2. Make sure your sound is ok
3. Place the cursor anywhere in the text and then click on the  button on the toolbar to hear the text read aloud.
4. Click on the  button to stop the reading.

## Changing the voice

If you are not happy with the voice that is used to read the text you can change it.

1. Click on the  drop down list on the toolbar and select **Speech Options**.  
You will see the Speech tab of the Speech Options window:



2. Select a different voice from the **select a voice** drop down list.
3. Click on the **test voice** button to hear the new voice read aloud. If you don't like the voice select another.
4. You can change the Pitch, Speed and Volume of the voice if you need to by dragging and dropping the track bars.
5. When you are happy with the voice click on the **OK** button.

Other features:

Change how words are pronounced

Text read as you type

Read software buttons and menus

Change how text is highlighted

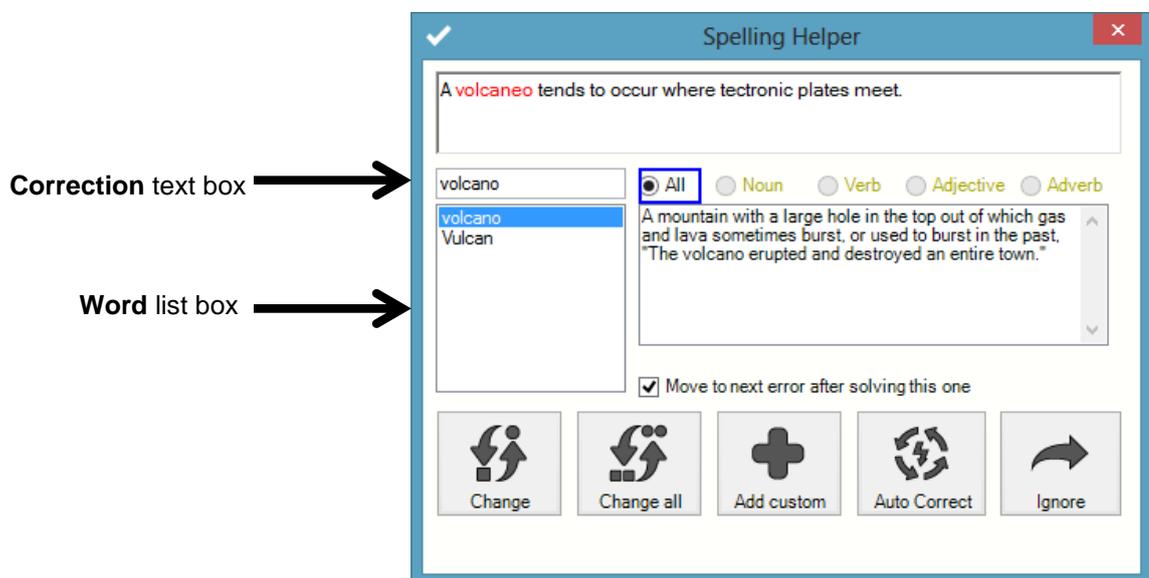
To see how this works **watch the speech video video** - found by clicking on the  button beside the  button and then hovering your mouse over All Video Tours and selecting the



## Spell Check



This tool allows you to view the alternative spellings of any mis-spelt words along with the corresponding definition, which assists you in selecting the correct word. By right clicking on a word in the list and selecting **spell aloud selected item** you can listen to each one being spelt and then pronounced. You can listen to the definition by placing the cursor in front of the first word and the pressing .



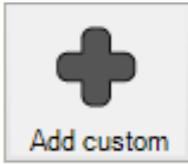
The first mis-spelt word in your assignment will be highlighted in red. You can use the following buttons to correct your spellings:



Select a word from the **Word** list box and then click on this button to change the mis-spelt word to the selected word.



Select from the **Word** list box and then click on this to change all instances of the mis-spelt word.



Add the selected word to your Custom Spelling Dictionary.



Select from the **Word** list box and then click on this to add the mis-spelt word to the auto correct file. In future, when you type the word incorrectly, the spelling facility will now automatically correct to the selected word.



Click to ignore a mis-spelt word.

The Spelling Helper window closes as soon as the spell check is complete.

Other features:

Spell check as you type

Add words to custom dictionary

Alter how spelling works

Autocorrect

Review spelling suggestions

Alter spelling suggestions

Spelling log (records all the mistakes you have made)

To see how this works **watch the spelling video tour** - found by clicking on the  button beside the  button and then hovering your mouse over All Video Tours and selecting the spelling video tour.



## Tips when proofreading

Proofreading is an important part of your essay writing process and it is therefore important that you use strategies to maximise your efficiency as you are often completing this close to your submission date.

Strategy	Why?
Reading paragraphs out of sequence	You can focus on the spelling, grammar and structure of individual paragraphs
Leave plenty of time to proofread	Allows you time to reflect on your writing and to make more changes
Focus on different types of errors	Allows you to look for individual issues
Have a break between finishing the assignment and proofreading	Allows you to proofread more effectively
Make a list of your common errors	Allows you to use previous feedback in order to improve your writing
Use the essay writing or report writing checklists from StudyHub: Online	Ensures that your essay or report meets the assignment brief and university guidelines

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### Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:

**[lrweb.beds.ac.uk/studyhub](http://lrweb.beds.ac.uk/studyhub)**

