

Read & Write Guidance

To Support Access Arrangements in Exams.



Introduction

Read & Write is a literacy support tool designed to help students with reading, writing, and understanding text. It offers features like text-to-speech, speech-to-text, and screen masking, which can assist students in managing their exams more effectively.

This guide provides clear instructions on how to use the following Read&Write features during exams:

- [Text to Speech \(Reader\)](#)
- [Screen Masking \(Overlay/Colour\)](#)
- [Speech-to-Text \(Scribe\)](#)

Helpful Video Guidance

[Read&Write Practice Guides \(video playlist\)](#)

Text to Speech (Reader)

Read & Write's Text to Speech feature lets you listen to your exam papers instead of reading them. This is super helpful for both PDFs and Word Documents, making it easier to understand and absorb the content. Follow the steps below to get started:

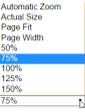
Using the PDF Reader:

In this exercise, you'll learn how to read text aloud in PDF documents using PDF Reader.

1. Click **PDF Reader**  and open a PDF document.
2. The PDF document will open and look something like this:



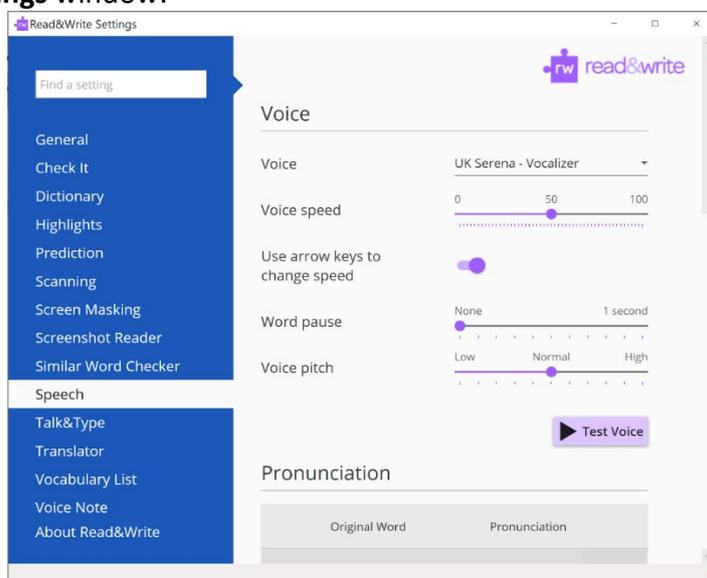
3. Click on the text. PDF Reader reads aloud the text in your document.
4. Click **Stop**  to stop it reading.
5. In the top left window of PDF Reader is the **Click to Speak On** . It's switched on by default, which is why just clicking on the text sets it reading aloud.
6. Click **to Speak** to turn it off. The button will look like this: **Click to Speak Off** .
7. Now you'll be able to select text to use with Highlighters if you need them.
8. If you want to read text with **Click to Speak** off just select the text and click **Play** .
9. There are other controls in the toolbar at the bottom of PDF Reader:

-  **Table of Contents** when clicked will show the contents of the PDF.
-  **Rotate Counterclockwise** will turn the page counterclockwise.
-  **Rotate Clockwise** will turn the page clockwise
-  **Find in document** will open a search box
-  **Zoom In** to zoom in to your document.
-  **Zoom out** to zoom out of your document.
-  **Zoom** to choose from a number of pre-set zoom options
-  **Previous Page** to go to previous page
-  **Next Page** to go to next page
-  **2 / 6** **Current Page/Total number of pages.**

Changing the Voice in Text to Speech

If you'd like to customise the voice for a better listening experience, Read&Write allows you to change the voice, speed, and pitch. Here's how:

1. Click **Settings** , **Show more settings** and then **Speech**. You'll see the **Speech** tab of the **Settings** window:



2. Select a different voice from the **Voice** drop down list.
3. Click 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 Speed and Pitch of the voice if you need to by dragging and dropping the **Voice speed** or **Voice pitch** track bars.
5. Notice that the **Use arrow keys to change speed** option is switched on. This will allow you to use the Up (↑) and Down (↓) keys on your keyboard to change the voice speed when it's reading.
6. When you're happy with the voice, close **Settings**.

Screenshot Reader

There are some programs where the text cannot be easily read by Read&Write (inaccessible text). For example: locked PDF documents and text in images or diagrams. When you want to have text read in these applications, you will need to use the Screenshot Reader.

Using the Screenshot Reader

In this exercise, you'll learn how to use the Screenshot Reader to read aloud text in pictures.

Note: The Screenshot Reader can be used with locked PDF documents as well as pictures.

1. Open Google and search for "picture with text in it".
2. Select one of the pictures you want to use.
3. Click the **Screenshot Reader** . Your cursor now looks like this: .
4. Click and hold your left mouse button on the top left-hand corner of the text, then drag and drop the rectangle to the bottom right-hand corner of the text - make sure the box you are drawing is round the text you want read. After a moment Read&Write reads the text aloud.
5. If you wish the text to be read again, click **Play**  button that has appeared within the picture.
6. Click **Close**  to close the Screenshot Reader window.

Screen Masking

Screen masking can be used to change the colour of your screen, like how an overlay works or as an alternative to using coloured paper when working on a word processor.

Using Screen Masking

1. Click **Screen Masking**  .

The screen now has a light blue tint.

Notice the **small Screen Masking toolbar** that has appeared in the bottom right of your screen:



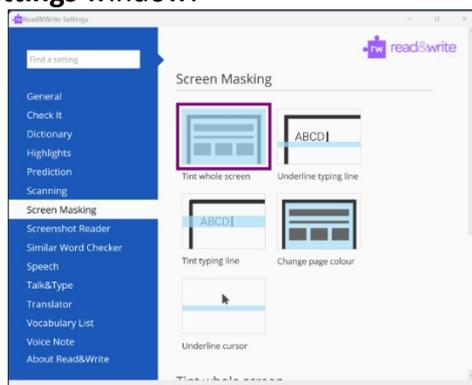
2. Click **Turn Screen Masking off**  button in this toolbar and it will turn off Screen Masking, so the screen tint is removed.

Note: You can click **Screen Masking**  to turn Screen Masking off instead.

Changing the Screen Masking settings

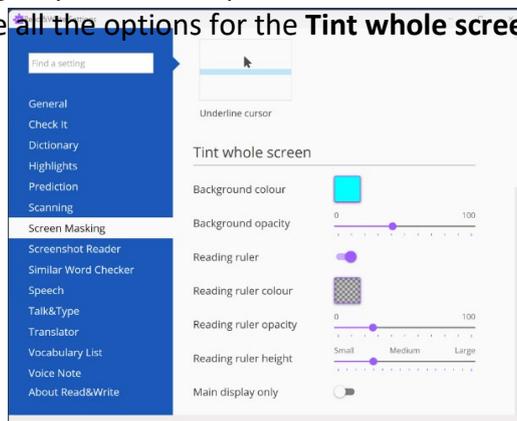
In this exercise, you'll learn how to change the colours and masking type used by Screen Masking.

1. Click **Settings** , **Show more settings** and then **Screen Masking**. You'll see the Screen Masking tab of the **Settings** window:



2. There are different masking types available including:
 - Tint whole screen
 - Underline typing line.
 - Depending on which Screen Masking option you choose the bottom of the panel will change to give you further options.

3. Scroll down till you see **all the options for the Tint whole screen:**



Select a different colour from the **Background colour** palette.

4. Adjust the **Background opacity** track bar until you have selected a less transparent colour, i.e., move the scale more to the right.
5. The **Reading ruler** is turned off so left click the switch beside it to turn it on. Notice there is a clear line across the screen now - this is the Reading Ruler.
6. If you wish you can select a colour for the Reading Ruler using the **Reading ruler colour** palette.
7. You can adjust the opacity of the Reading Ruler using the slider beside the **Reading ruler opacity**.
8. The height of the ruler can be changed using the **Reading ruler height** slider.
9. Screen Masking can work across multiple displays. This ability is switched on. If you just want to use Screen Masking on your main screen, turn on the **Main display only** switch.
10. Adjust the Screen Masking settings till they suit your needs then close the **settings**.

11. Exercise - Use the Reading Ruler

12. Click the Reading **Ruler colour** palette and choose a colour.
13. Make the spotlight smaller by moving the **Reading Ruler height** track bar more to the left.
14. Close the **Settings**.
15. Click **Screen Masking** .
16. Move your mouse across the screen and notice how the reading light works.
17. Click **Screen Masking**  to turn off Screen Masking when you have finished.

Speech-to-Text (Scribe)

Speech-to-text enables you to use Read&Write as an alternative to a human scribe by dictating into a microphone.

Using Speech-to-Text

1. **Enable Speech-to-Text**
 - Click the **Speech Input (Microphone)** icon.
 - If prompted, **allow microphone access** in your browser or device settings.
2. **Choose a Document**
 - Open a **Word document** (that will be used for your exam question answers)
3. **Start Dictating**
 - Click the **Microphone** button and begin speaking clearly.
 - Speak **punctuation** (e.g., "comma," "full stop," "new line") to format your text properly.
4. **Pause or Stop Dictation**
 - Click the **Microphone** button again to stop recording.
 - Review the text and **edit any errors** as needed. (If you have a read & write in place as an exam arrangement, you can utilise this here too).

Tips for Best Results

- ✓ Speak **clearly and at a steady pace**.
- ✓ Use **simple sentences** to minimize errors.
- ✓ Avoid **background noise** for better accuracy.
- ✓ Say **"new line"** to start a new paragraph.