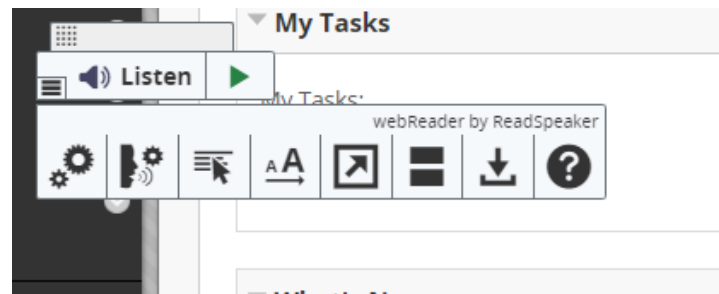
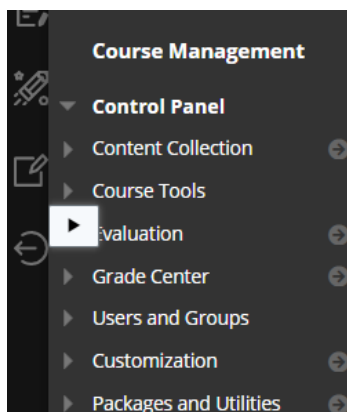


ReadSpeaker / Read&Write Quick Guide

ReadSpeaker (RS):

- [ReadSpeaker Suite of Learning Tools](#) is a built-in app available to all faculty, staff, & students within Blackboard Learning Management System **ONLY**. No downloads necessary.
- Features include text-to-speech, enlarged font/text, and screen-masking. Includes voice options to read aloud content in English, German, Spanish, and French.
- Respondus Lockdown Browser: ReadSpeaker can be used with Respondus Lockdown Browser for both **MAC and PC users**.



How to use ReadSpeaker (RS):

- The ReadSpeaker icon appears at the lower left corner of the course window (as shown above).
- Open the ReadSpeaker toolbar by clicking on the icon. The toolbar can then be moved to different areas of the webpage by clicking and dragging it to the desired area.
- Clicking the play button on the toolbar will begin the audio. If the settings are not changed, ReadSpeaker will start at the top of the window and read all text-based information as it navigates to the bottom of the page.
- Options on the main toolbar include pausing, stopping, rewinding, fast forwarding, increasing/decreasing volume, and increasing/decreasing rate of speech.
 - To adjust the rate of speech, click the icon and move the button up or down to the desired speed.
- For more options, including settings, language, enlarged text and more, click the small hamburger icon in the lower left corner of the toolbar. Please also consider the following:

Settings:



- ReadSpeaker will automatically highlight text as it reads it. Highlighting can be adjusted in settings to change how much text is being highlighted, the color of the highlight, the color of the text, or it can be turned off completely.
- You can also toggle automatic scrolling and pop-up menu features in settings.
- Default settings can be restored in settings, as well.

Reading Language:



- ReadSpeaker's default language is American English – Male Voice 1.
- Other options include American English – Female, American English – Male 2, British English, French, German, and Mexican Spanish. Simply click the desired setting to change the language/voice.

Read on Hover:



- Read on Hover allows you to hover over the sentence or word you'd like to be read aloud.
- Activate this feature by simply clicking the icon. A small green dot will appear at the top of the icon to indicate its activation. Click the icon again to deactivate the feature.

Enlarge Text:



- Enlarged text displays the text being read aloud in a highlighted banner across the bottom of the window.
- A small toolbar will appear above the highlighted text banner with features to pause and stop the audio and increase or decrease the text size.

Text Mode:



- Text Mode places all text-based information currently in the window into a separate pop-out window.
- A toolbar with settings to adjust the following will appear at the top of the pop-up window: play, pause, stop, increase/decrease text-size, increase/decrease volume, increase/decrease speed, change the font, adjust the text colors/contrast, and open to full screen.

Page Mask:



- Page Mask is a masking feature to provide contrast and distinction to what is being viewed on the screen.
- Options to increase/decrease the width of the masking pane appear to the right of the pane.
- Activate and deactivate this feature by simply clicking the icon.

Download mp3:



- Click this icon to download the mp3 audio file of all the text-based information available in the window.

Help:

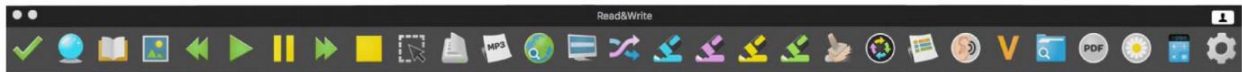


- Click this icon to open a pop-up window with information on how to use ReadSpeaker.

Read&Write (R&W):

- [Read&Write \(R&W\)](#) is a more comprehensive literacy & writing software that functions both within and outside of Blackboard. It is **free** to download from [University's IT Website](#).
 - Note: After install, select and sign in with **Microsoft Account** when prompted.
- Additional language packs can be installed to read aloud non-English content.
- For technical support, please contact University IT Services via phone (479-575-2905) or submit an incident request via [IT Help Portal](#).

Read&Write for Mac toolbar:



Read&Write for Windows toolbar:



Read&Write (R&W) Resources:

- [Install Instructions for Mac](#)
- [Quick Reference Guide for Mac](#)
- [Video Tutorials for Mac](#)
- [Install Instructions for Windows](#)
- [Quick Reference Guide for Windows](#)
- [Video Tutorials for Windows](#)

Read&Write (R&W) & Respondus Lockdown Browser (LDB):

- **Mac:** R&W is **NOT** functional with Respondus for Mac users. Mac users are encouraged to try ReadSpeaker when Respondus is required and/or contact the CEA for assistance identifying other options.
- **Windows:** R&W can be used within Respondus for **Windows OS users only**; however, Windows OS users **must open R&W before opening Respondus**.




Read&Write Exam Mode:

- Read&Write Exam Mode allows professors/administrators to turn selected Read&Write features off for exams.
- When activated, you may only have access to certain features selected by the administrator (ex: translator may be disabled for language-based exams).
- Read&Write Exam Mode is available for **Windows users only** and must be set-up on an individual computer or a range of computers on a shared network.

How to Use Read&Write (R&W):

- Once downloaded, Read&Write will appear as an application on your computer. Open the application to begin using Read&Write.
- The Read&Write toolbar will appear as a banner across the top of your screen (as shown above).
- Features include text-to-speech, screen masking, talk&type, translator, pdf reader, highlight & more.

Text-to-Speech:

- Read&Write includes language/voice options to read content aloud in various languages, such as German, French, Dutch, Chinese Mandarin, Spanish, Brazilian Portuguese, Russian, and South African.
 - [Additional Language Packs for Mac](#)
 - [Additional Language Packs for Windows](#)
- **Screenshot Reader** 
 - Screenshot reader allows you to select the text to be read aloud by clicking and dragging a box around the desired text. R&W will automatically begin reading once the text has been selected.
- **Play button:** 
 - To utilize the play button, the text has to be text-based (i.e. word document, google doc).
 - Note: To enable compatibility for Google Doc with R&W, you must first click Tools > Accessibility Settings > Turn on Screen Reader Support.
 - Click at the beginning of the desired text before clicking the play button for reading to begin. Pause, rewind, fast forward, and stop features available, as well.
- **PDF Reader:** 
 - The PDF reader allows you to open a PDF within R&W to have it read aloud.
 - Click this icon for an open box to appear. Locate the desired document & click "Open."
 - R&W will open the PDF in a separate window. Click any portion of the text to start/stop reading. Options for zooming in/out, printing, and searching in the document are available in this window.

- Note: R&W will not read a PDF unless it is opened through the PDF reader function

Screen Masking:

- Screen masking allows you to tint or mask portions of the screen.
- Activate/deactivate this feature by clicking the icon. A small toolbar appears near the bottom of the screen. Click the settings icon to locate screen masking settings.
- In settings you'll find options for tinting the whole screen, underlining typing line, tint typing line, change page color, and underline cursor. There are also options to change the opacity and color of the screen tint or add a reading ruler.

Talk&Type:

- Talk&Type allows you to control your computer through speech recognition. Speech can be detected through your computer's microphone, a microphone connected to your computer, or a headset. Disclaimer: if you have not already, you may have to set-up the speech recognition software on your computer.
- Click the icon to activate/deactivate this feature. To begin speech recognition, click the microphone and start speaking. To stop speech recognition, click the microphone.
- To type, open the software of your choosing, click where you'd like to type and begin speaking.
- To open a program, simply say, "Open (insert program name)" (e.g., Outlook, Google Chrome, Safari, etc.).

Translator:

- Translator allows you to translate a word/phrase into another language of your choosing.
- Clicking the feature will open a small window instructing you to select the word/phrase you'd like translated, click "OK" to close the window.
- Simply highlight the word/phrase you'd like translated & then click the translate icon.
- A tab will open in your internet browser with the translation (text & audio).
- To change the language of the translation, click the Settings icon to the far right of the R&W toolbar and click "show more settings." In the settings window, click Translator from the list of options in the list on the left. In the drop-down menu for Translate To, scroll to find the desired language for translation.
- **Disclaimer:** If Read&Write Exam Mode is activated, Translator may not be available during quizzes or exams.

Highlight:

- Highlight is tool that can be used to highlight text in text-based documents (i.e., Microsoft Word, Google Docs).
- To use this feature, select the portion of text you want highlighted and then click the desired highlight color (yellow, blue, green, or pink).
- To erase a highlight, select the highlighted text and then click the Erase Highlights icon.

- To adjust the highlight features, click the “Settings” icon in the far right of the R&W toolbar. Options to turn a highlighter on/off, organize them, or separate them are available in this window.
- Clicking “Collect Highlights” will pull each highlighted portion of text into a new document with a bibliography.

Voice Note: 

- Voice Note allows you to place audio recordings into Microsoft Word documents.
- To use this feature, place your cursor where you’d like the voice note to be inserted in your MS Word document, click the Voice Note icon and click record. Click stop when completed.
- To insert the audio directly into the open MS Word document, click insert in the Voice Note box and the audio will be placed as a comment on the page.
- To save the audio, click save & select the desired location on your device.

For additional help with Read&Write, please visit [Read&Write Support](#).