

Write:Outloud

Reading e-Text: Step by Step

Assistive Technology Training Online

University at Buffalo - The State University of New York
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<http://at-training.com>

Activity

Using this tutorial, we will first access an online educational website, then cut and paste text into a WOL file and customize the speech options for a student.

*Note: If you are using a Macintosh, substitute the ⌘/Command key for the Control/Control key in the keyboard

Instructions

1. Load WOL

- Open WOL to an untitled document.

2. Get Ready to Go Surfing

- For this activity, we will copy text from President Kennedy's inaugural address, January 20, 1961, from factmonster.com

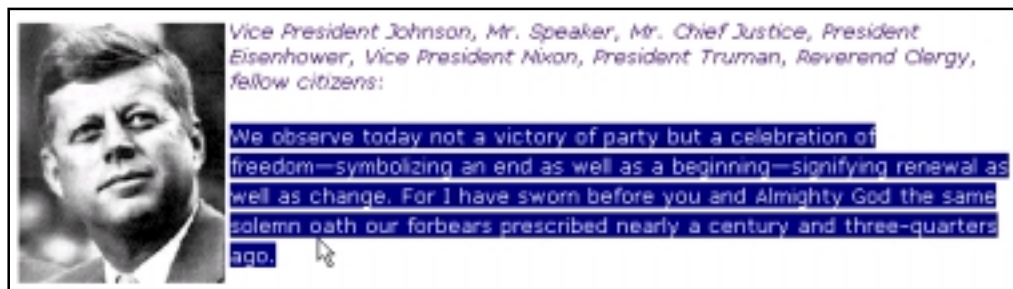


- Click on the link

<http://www.factmonster.com/spot/inaugural5.html> or copy and paste it into your web browser.

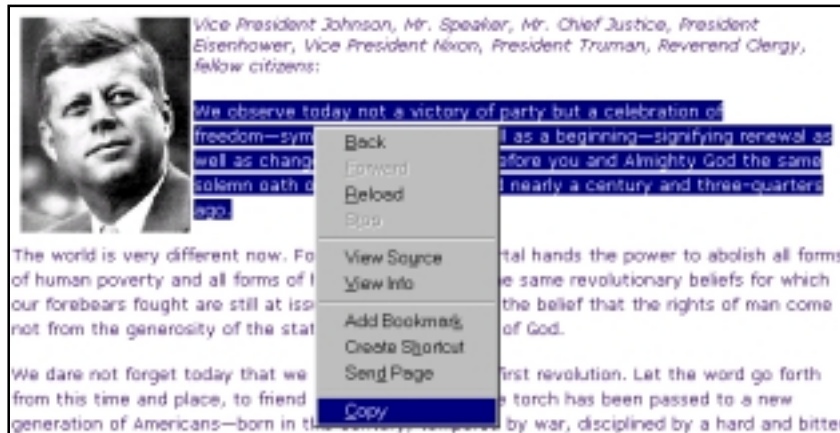
3. Copying Text

- Select the text you want to copy by placing the mouse pointer at the beginning of the first paragraph of the speech and holding down the left mouse button. Drag the mouse until the text you want is highlighted.



- Go to the **Edit menu** and select **Copy [Control+C]**. This copies the text to the computer's clipboard.

Note: You can also hold down your right mouse button and select **Copy** from the **Context menu**.



4. Pasting Text into WOL

The copied text is stored on the clipboard and can be copied to other text programs.

- Bring up Write:OutLoud by clicking once on the icon located on your task bar at the bottom of your desk top.



- Go to the **Edit menu** and click on **Paste [Control+V]**. The text that was copied from the encyclopedia will be displayed on the screen within WOL.

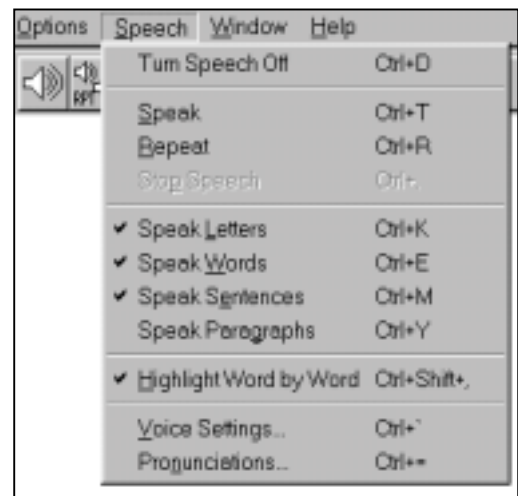
Note: You may need to edit the formatting of the text.

5. Modifying the Text for Font and Size

- Select (highlight) the text.
- Move the mouse pointer to the Font menu and select Chicago font. Move the mouse pointer to the **Size menu** and select **26pt**.

6. Reading with WOL Speech

Text can be read in its entirety or by current paragraph, current sentence, or current word. This feature can assist students who have difficulty with reading and can provide auditory cues to perform functions. A colored box highlights each word as it is spoken; this helps the reader to follow along. Options allow the text to be read word by word with the Advance feature. Both the Speech Menu and keyboard commands can be used to turn speech on and off.



- Go to the **Speech** menu. Select **Speak Words** and **Speak Sentences**. A check appears if the item is selected. Notice you can choose to hear words, sentences, paragraphs or the entire page.
- Write:OutLoud speaks highlighted text, or the sentence containing the cursor.
- Select Sentence (i.e. turn Speak Words off [Control + E] in the Speech menu).
- Place your mouse cursor on any word.
- Go to the **Speech** menu and select **Speak [Control + T]**. Write:OutLoud will speak the sentence containing your cursor.

- Hold down the **[Control+T]** keys. Again, Write:OutLoud speaks the sentence containing your cursor.

7. Navigating and Selecting Text



To move your cursor quickly to the beginning of the document, click on the "beginning" toolbar button.



Click on this "move" button to move the cursor to the next sentence; a sentence is marked with appropriate punctuation.



To highlight the next sentence, click on the "Select" button. In addition to reading the text, highlighting allows the user to grow/shrink words, and to change the font and color.



Click on the "end" button to move the cursor directly to the end of the document.