



Quick Reference Guide Tool Usage 12.21 for Windows



Tool	Symbol	How it works
Check It		A proofreading tool that checks for spelling, grammar, homophones and confusable word errors. In Word, click the icon to see your errors underlined in purple in your document. Or click the floating panel to open the Check It window. Outside of Word, select some text and click the Check It icon to do a check of your work in the Check It window.
Prediction		Provides word suggestions as you type. Develops writing skills and helps construct error-free sentences more easily. Hover over a word to hear it read aloud. Click on a word to insert or use corresponding function key.
Dictionary		Provides definitions to improve comprehension and writing. View basic, advanced or web definitions, as well as images. Select a definition and click Play to hear it read aloud.
Picture Dictionary		Displays images from Widgit® Symbols to help support fluency and understanding.
Text to Speech		Reads text aloud in Word docs, on the web and more, with dual color highlighting and natural-sounding voices. Highlight or place your cursor in front of some text, and click the Play button
Screenshot Reader		Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.
Scanning		Scan a paper document and convert it to accessible PDF or Word format, or OCR an existing PDF to make it accessible.
Audio Maker		Converts your selected text into an MP3 for listening. Allows you to preview your text and audio, give the MP3 a name and choose where to save.

Tool	Symbol	How it works
Screen Masking		Choose from several masking and tinting options to help improve focus. Customize color, opacity and other options from the settings menu. Use the floating panel for easy access to settings or to turn feature off.
Talk&Type		Turns the spoken word into text by dictating into a microphone.
Translator		Translates single words and larger selections of text into multiple languages.
PDF Reader		Click this button and choose a PDF to open. Use Click to Speak to read the document, or use dictionaries, highlighters and other features to interact with the text.
Highlights & Erase Highlights		Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.
Collect Highlights		Collects your highlights into a new Word doc. Adjust collection and bibliography settings in the Read&Write settings menu, under the Highlights section.
Vocabulary List		Builds vocabulary lists in a Word doc, including selected words, dictionary definitions, images from Widgit® Symbols, and an editable notes column.
Voice Note		Builds vocabulary lists in a Word doc, including selected words, dictionary definitions, images from Widgit® Symbols, and an editable notes column. Use colored highlighters to select words, then click icon to generate vocabulary list in a new Word doc.
Settings		Customize options for all the Read&Write features, or use the Quick Access panel for frequently used settings, About menu, video tours, and Support site.



Further information <https://academy.texthelp.com/read-and-write-dsa/>