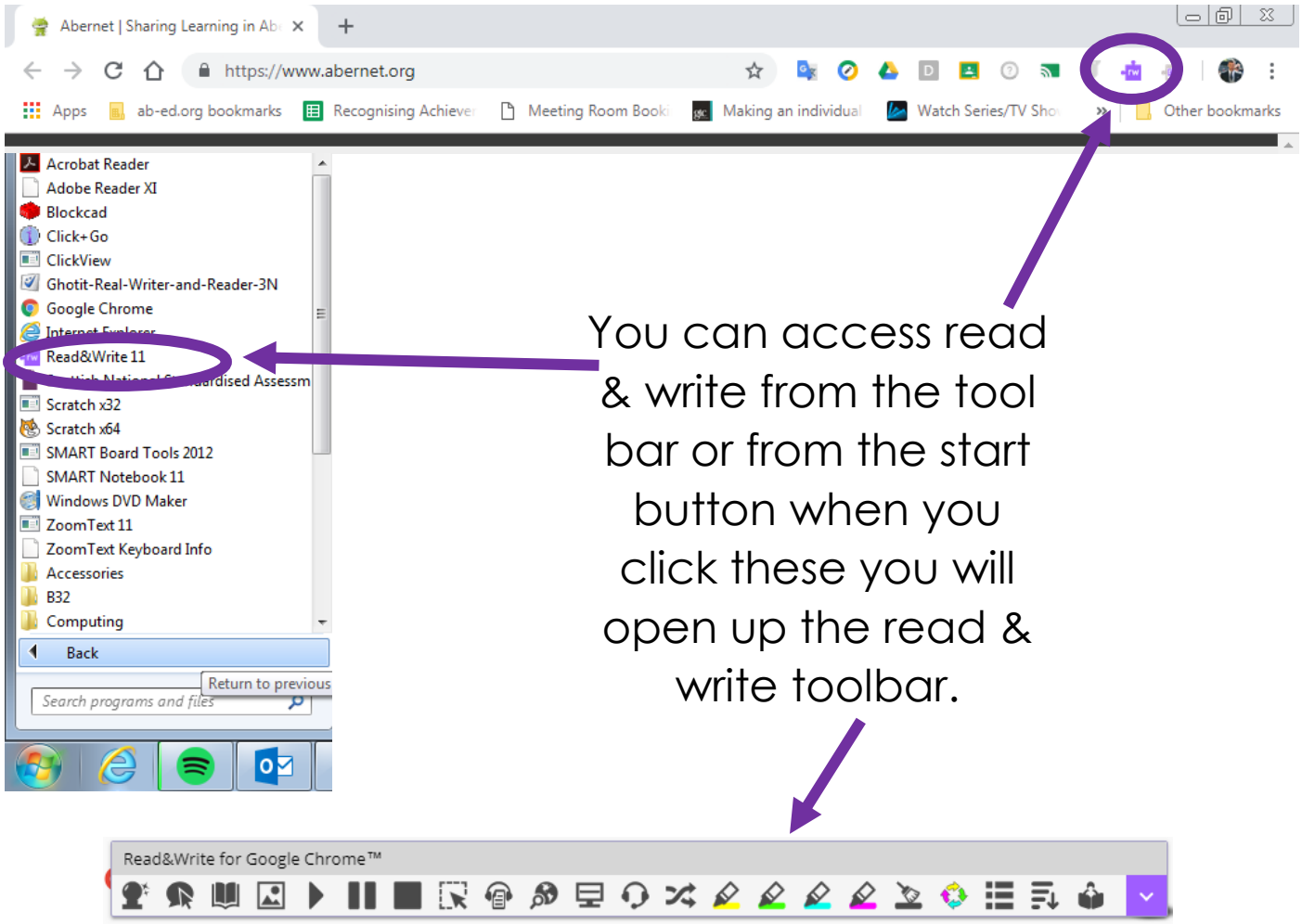
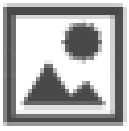
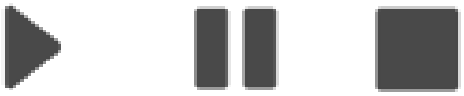
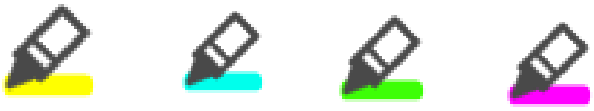
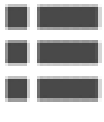
All of the school computers and chrome books have the read & write software on it. It is an amazing tool that will not only help you to produce well written work but will also help make your life easier.

How to make the most of read & write



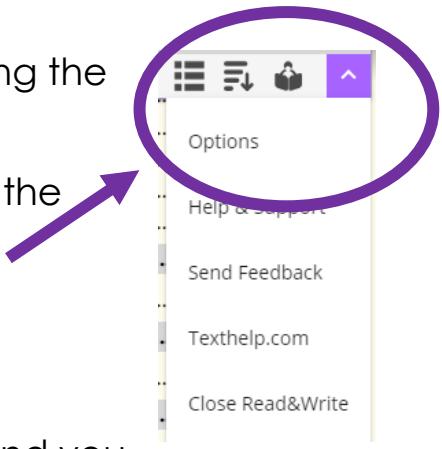
From here you can access all of the different features of read & write. This software will help everyone with their work as there are so many options available for you to use. The table below explains what each feature does.

Feature	What it does
	Word prediction
	If you hover over words it will read it to you
	When you select a word and click dictionary you will get a definition of that word
	When you select a word and click dictionary you will get a picture definition of that word
	When you select a chunk of information you can use these features to play pause and stop the computer reading to you
	Select a section of the page you are looking at and it will read everything that is in the box to you
	Use this feature to select information which will then be converted into a MP3 file which you can listen to – great for revision notes
	Select a word and click this button to be taken to webpages that will give you information on the topic

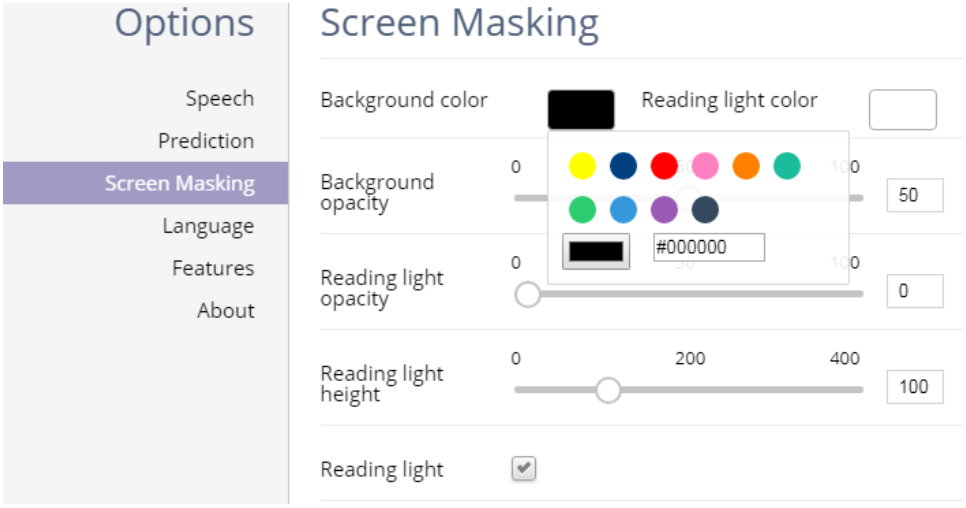
	This tool will enable you to cover large sections of the screen so you can just focus on small chunks of information at one time
	This feature enables you to use headphones with a microphone to speak and the software will type for you
	Use this to help translate words you are unsure of it. It will also read the translated word to you
	Use these highlighting tools to select notes from different sources. These notes can be colour coded by category or section of the essay
	These features will clear all of the highlights if you need to start again. Or will collect all of the highlighted information and move it to a word document
	This feature will create a vocab list from your document that will include a definition of each word as well as a symbol
	This tool will unclutter the page making it easier to read
	This tool will record you reading and help you with harder sections

Another feature that may benefit you to use is changing the colour of the background.

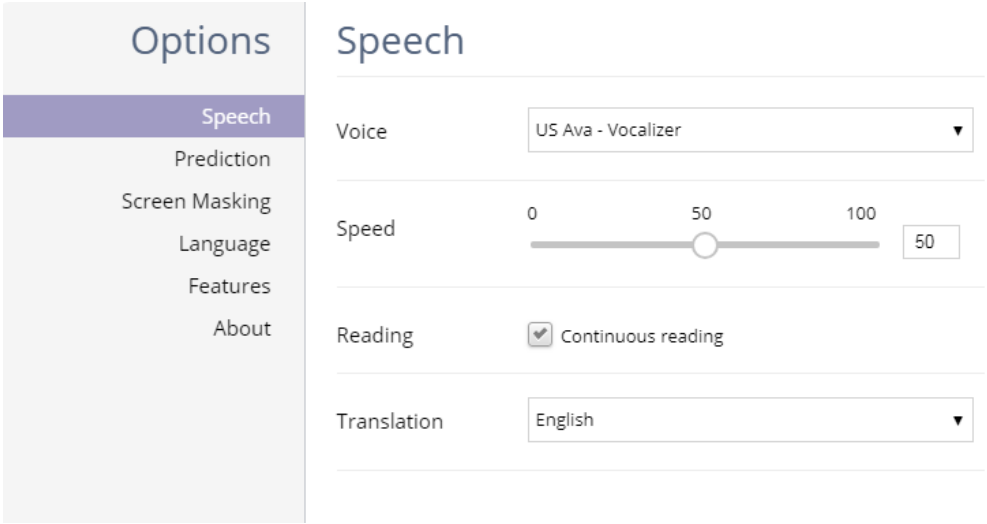
You access this through the down arrow at the end of the tool bar and then selection options.



There are many background colours to choose from and you can also change the brightness.



Finally, if you are using the speaking software from the tool bar you can change the voice and accent to something that will make it easier for you to understand. You can also slow down the voice and the translation language.



Good luck with the software – make the most of it, to make your life easier!