ReadSpeaker TextAid
Quick Start Guide
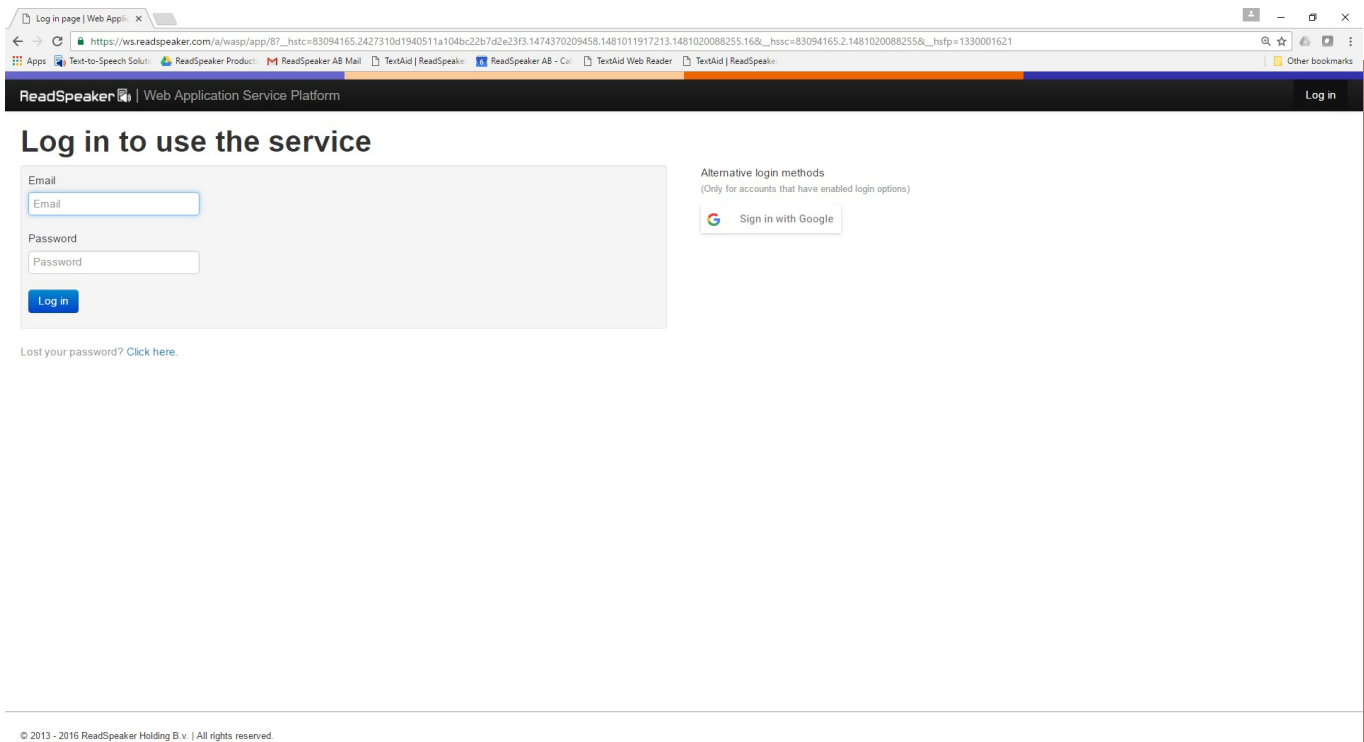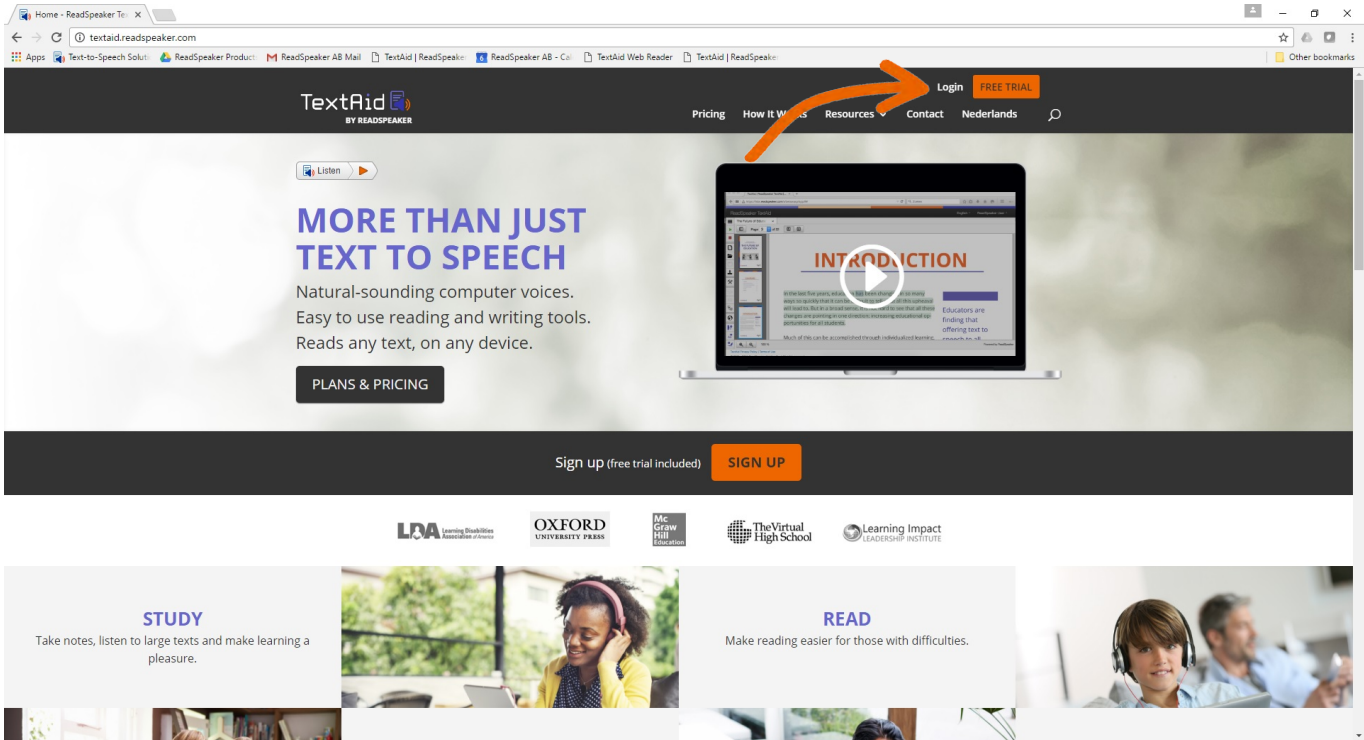
Getting Started Couldn't Be Easier!

ReadSpeaker

THE POWER OF **SPEECH**

LOGGING IN

To start, navigate to textaid.readspeaker.com. Log in with your email address and the password provided by your campus. *
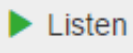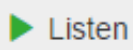
*Please note: this process is not applicable if you are accessing within a Learning Management System.

QUICK KEY GUIDE

⊢←	Collapse or expand menu
▶ Listen	Listen to composed or pasted text
■ Stop	Stop the reading
▢ New text	Open new document to paste or type text into
▤ Library	Access or upload documents
▣ Save	Save text to library
⬇ Download as mp3	Download audio file
⚒ Tools	Use screen mask, ruler and calculator
⊕ Annotations	Mark up your document
⬓✎ Writing assistance	Hear letters, words or sentences while typing
▢ Translation	Translate text
⬚ Image to text	Convert an image to text for reading
🌐 Web reading	Read the web from an Internet browser
▮⚙ Voice settings	Adjust voice speed and language
Aa⚙ Text settings	Adjust text font, size, color and more
⚙✎ Highlighting settings	Change highlighting colors
▤⚙ Document reading	Change reading selection settings

USING THE NEW TEXT FUNCTION

You can type in your own text or copy and paste from another source to have it read back to you. Type or paste text, then click ▶ Listen to have it read back to you. To listen to a section of the text, select that section and then click ▶ Listen .
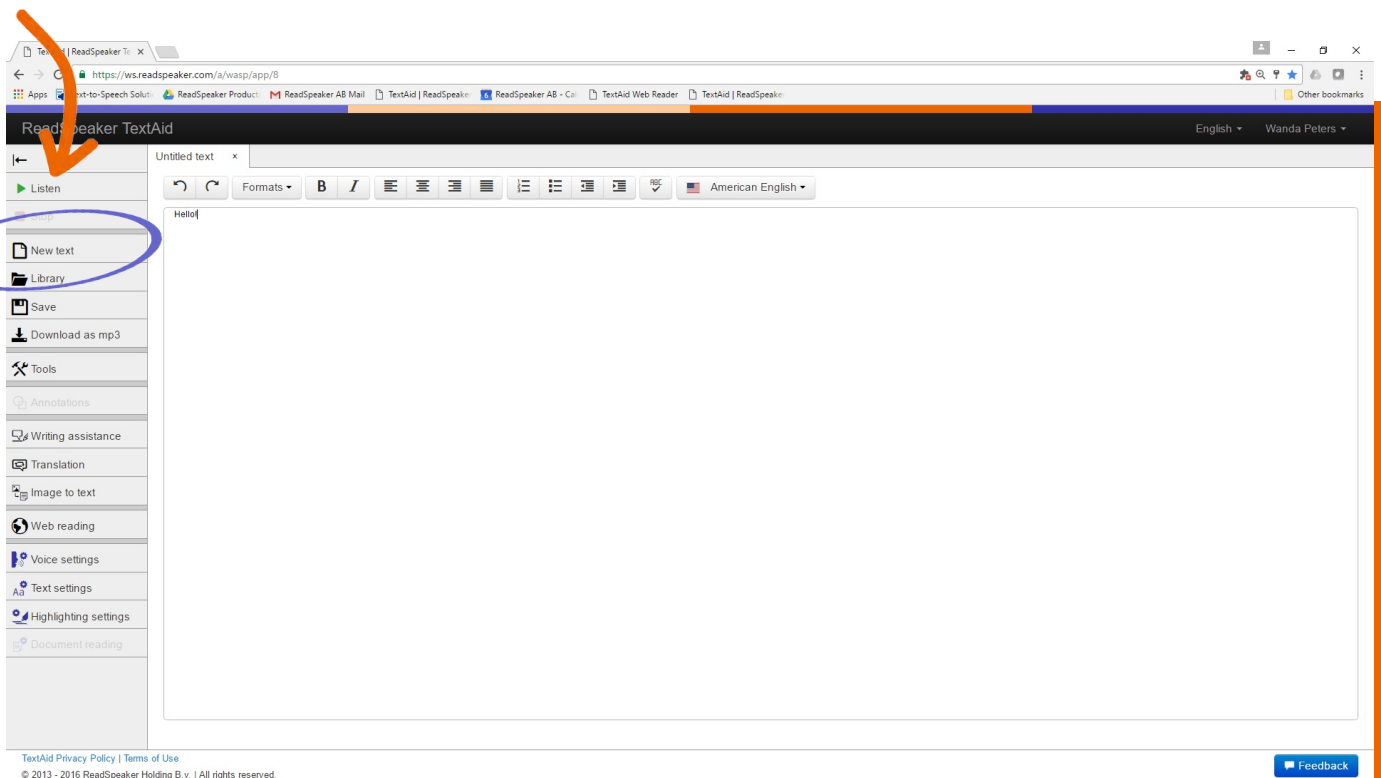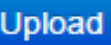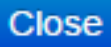
USING THE LIBRARY

You can read and listen to Word documents, PDFs, PowerPoint files and more through the TextAid library.

To open a document in the Library:

1. Click 📂 Library .
2. Click the document name.

To add a document to the library:

1. Click 📂 Library .
2. Click ⬆ Upload document .
3. Select the document's language from the drop-down menu.
4. Select in which folder you want to save the document. To create a new folder, use the 🗋 Create folder option before step 2.
5. Either drag and drop the compatible document into the dialog box, or click 📂 Select document .
6. Click Upload . You will see a message saying "Document(s) added successfully!".
7. Click Close .

For documents with images, you can toggle from layout mode to text mode for easier reading. In text mode, you can change the font, size, colors, etc.

Layout mode

Text mode
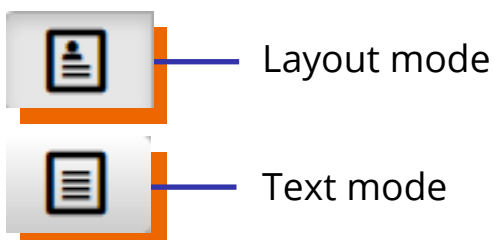
ReadSpeaker TextAid

Open file

Library

My library   Shared with me   Featured

Create folder   Upload document   Filter

Current folder: / Home /

Type	Filename	A..Z	Size	Changed date		
	TextAid Start Guide			10/05/2016 9:38 AM		
	www_ebooksgratuits_com_st_exupery_le_petit_prince.pdf		1.23 MB	10/04/2016 5:44 PM		

Close

...and more

through the TextAid library.

To open a document in the Library:

1. Click "Library".

ReadSpeaker TextAid

New document

Document language
Select language

Save in folder
Root folder

Where do you want to upload the document from?
From my computer   From the internet

Drag and drop files into the box below (maximum 4 documents)

Or, click this button to select document(s):   Select document

Cancel   Upload

USING T

You can re... PDFs, PowerPoint files and more

through th...

To open a...

1. Click "Library".

USING THE WEB READER

ReadSpeaker TextAid can also read web pages from the Internet.

1. Click Web reading .
2. Click and drag TextAid Web Reader to your bookmarks/favorites bar or folder.
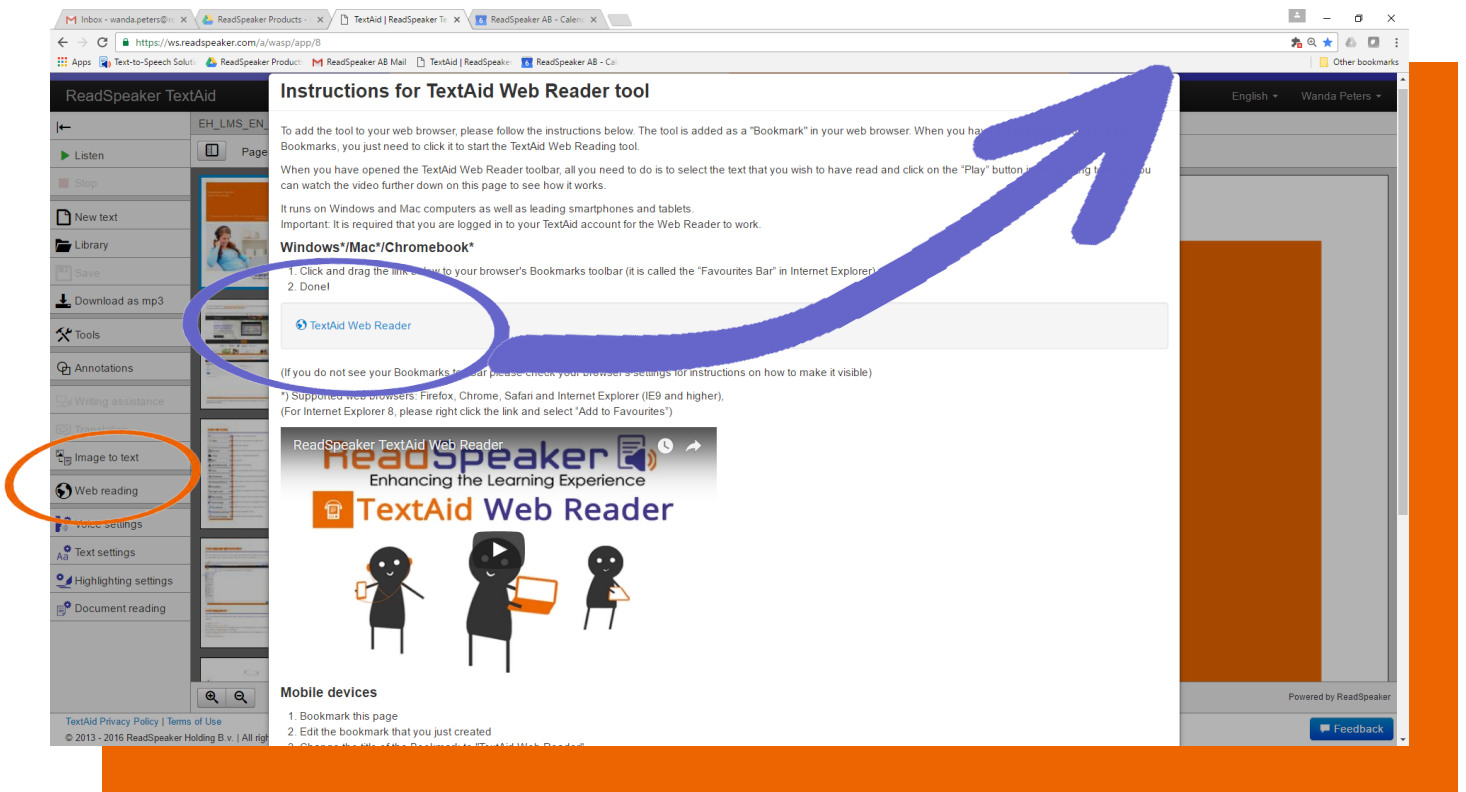
3. Navigate to a site and select TextAid Web Reader from your bookmarks or favorites. The Listen bar should appear. With the Listen bar, you can play selected text, pause, adjust volume and settings, move the bar around the page and more.
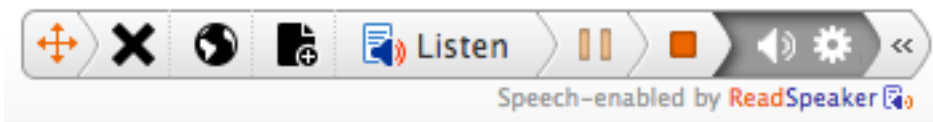
4. Select text to be read and click ![Listen] from the Listen bar.

SETTINGS

From the menu bar on the left, use Voice settings , Text settings , and Highlighting settings to apply your preferred language, reading speed, text size, color and more. You can restore to default, too.

You can change your settings at any time to suit your preferences!

Voice settings ✕

Reading language

American English ▾

Speed   100 %

Slow   Fast

Example

This is a sample text for previewing the voice settings.   ▶ Play

↻ Reset to defaults   Close

Text settings ✕

Text color

▲

Background color

▲

Textsize

Aa Aa Aa Aa Aa Aa

Fontface

Aa Aɑ Aa Aa Aa Aa Aa

Line spacing

Aa Aa Aa

Example

This is a sample text that shows how the different settings will look. And this is some more text.

↻ Reset to defaults   Close

Highlighting settings

Word color

Sentence color

Text color

Example

This text is highlighted, and this text is not. This is another block of text that is not highlighted.

↻ Reset to defaults   Close

To learn more, visit readspeaker.com.
Watch our instructional videos at textaid.readspeaker.com/help-center.
Check out our features at textaid.readspeaker.com/features.