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# ReadSpeaker Button Highlights Handout: docReader, webReader, and TextAid

ReadSpeaker docReader
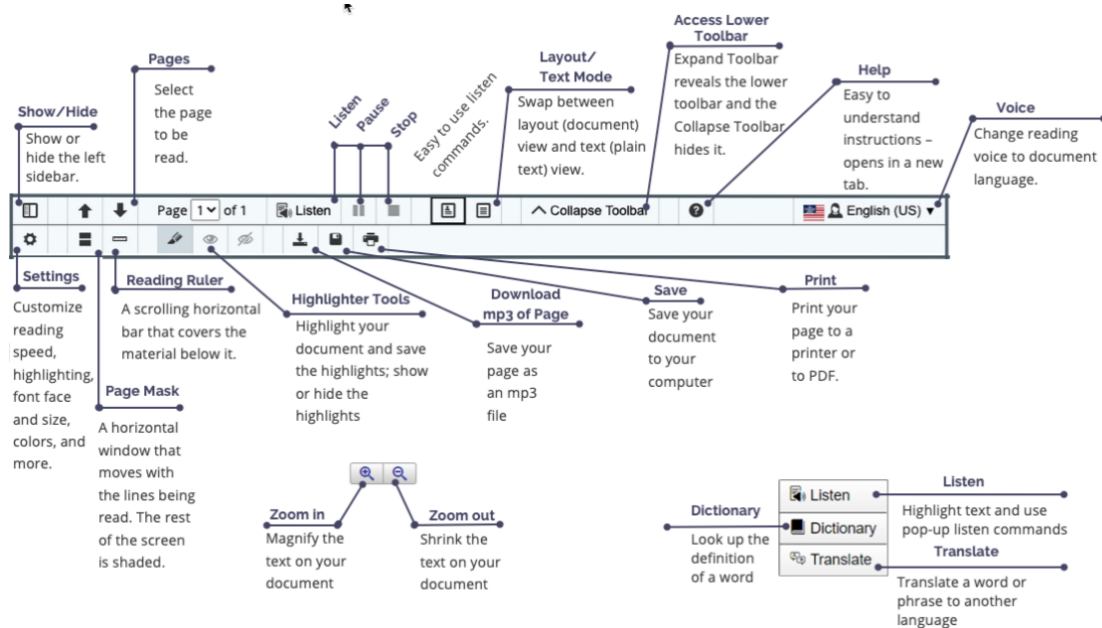
- docReader can read many Microsoft Office, ePub, and PDF files.
- Distracted readers: using the Page Mask and the Reading Ruler is helpful.
- Text Mode Settings include font, font size, and background/text colors.
- Small screens – hide the left sidebar for easier viewing.
- Make studying easier by highlighting your documents and then saving the highlights.
- Turn pages automatically (Settings), so you don't have to select the next page.

ReadSpeaker webReader
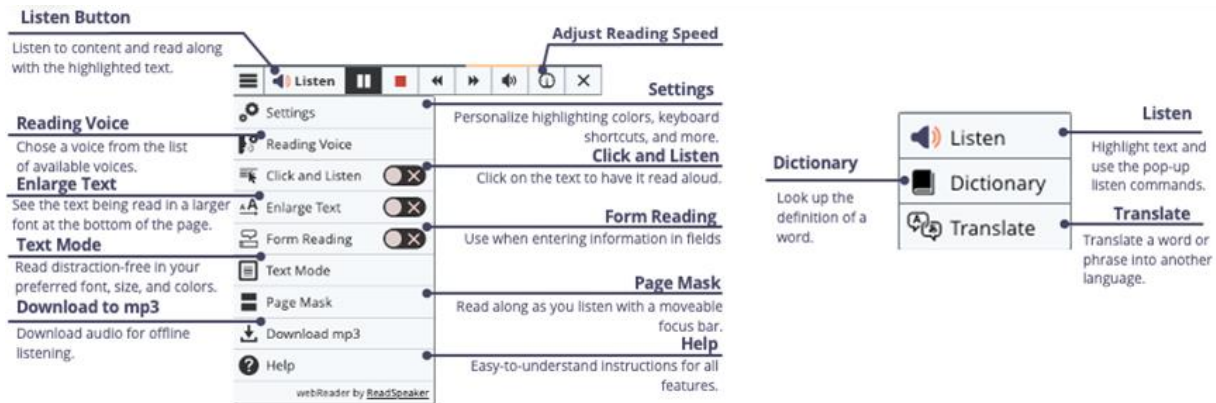
- Fast forward or replay material using the skip forward/backward 5-second tool.
- Adjust the Settings to your preferences. This is device and browser-specific.
- Download the audio for offline listening.
- Use the Click and Listen tool to click on a paragraph and have it read to you.
- The Enlarge Text tool magnifies the text at the bottom of the page for those with lower vision, distracted readers, or those needing help with a course.
- The Text Mode tool (which lets you select the font, etc.) or the Page Mask tool are good options for the distracted reader.
- Don't know a word? Use the Translate tool to translate it into a different language or look it up in the Dictionary.
- Set the Reading Speed and the Reading Voice to your preferences.
- Set up keyboard shortcuts in Settings to quickly navigate between tools.

ReadSpeaker TextAid

| Button	Description
←	Collapse or expand the menu.
▶ Listen	Listen to composed text, pasted text, or library documents.
◀◀ Skip backwards	Move backward to re-listen to a part of the reading.
▶▶ Skip forward	Move forward to a new point to begin listening.
■ Stop	Stop the reading.
New Text	Open a new document to paste or type text into.
Library	Upload documents into the library for current or future use.
Save	Save text to the Library or download it as a PDF or MS Word document.
Print	Print documents to PDF or paper copy.
Download as mp3	Download the audio file for listening offline.
Tools	The Page Mask, Reading Ruler, and Talking Calculator are accessible tools.
Annotations	Use a palette of tools to annotate your document.
Highlighter	Mark up and collect your highlights to summarize your document.
Writing Assistance	Listen to letters, words, or sentences while you type.
Translate	Translate your complete text document to a different language.
Image to Text	Convert images to text. This is great for picture notes or scanned documents.
Web Reading	Read the web from an internet browser. This has the information to install the TextAid Extension and Web Reader (bookmarklet.)
Reading	Adjust the Reading Speed and language.
Aa Text	Adjust the text font, size, color, and more.
Highlighting	Change reading highlight colors.
Reading Area	Choose how to select text to listen to.

- Do your research and annotate each document with the citation. Then, highlight and summarize each document's highlights using the collection tool.
- Proof-listen to your paper before going to tutoring.
- Convert your notes from your cell phone into editable text.

ReadSpeaker TextAid Extension
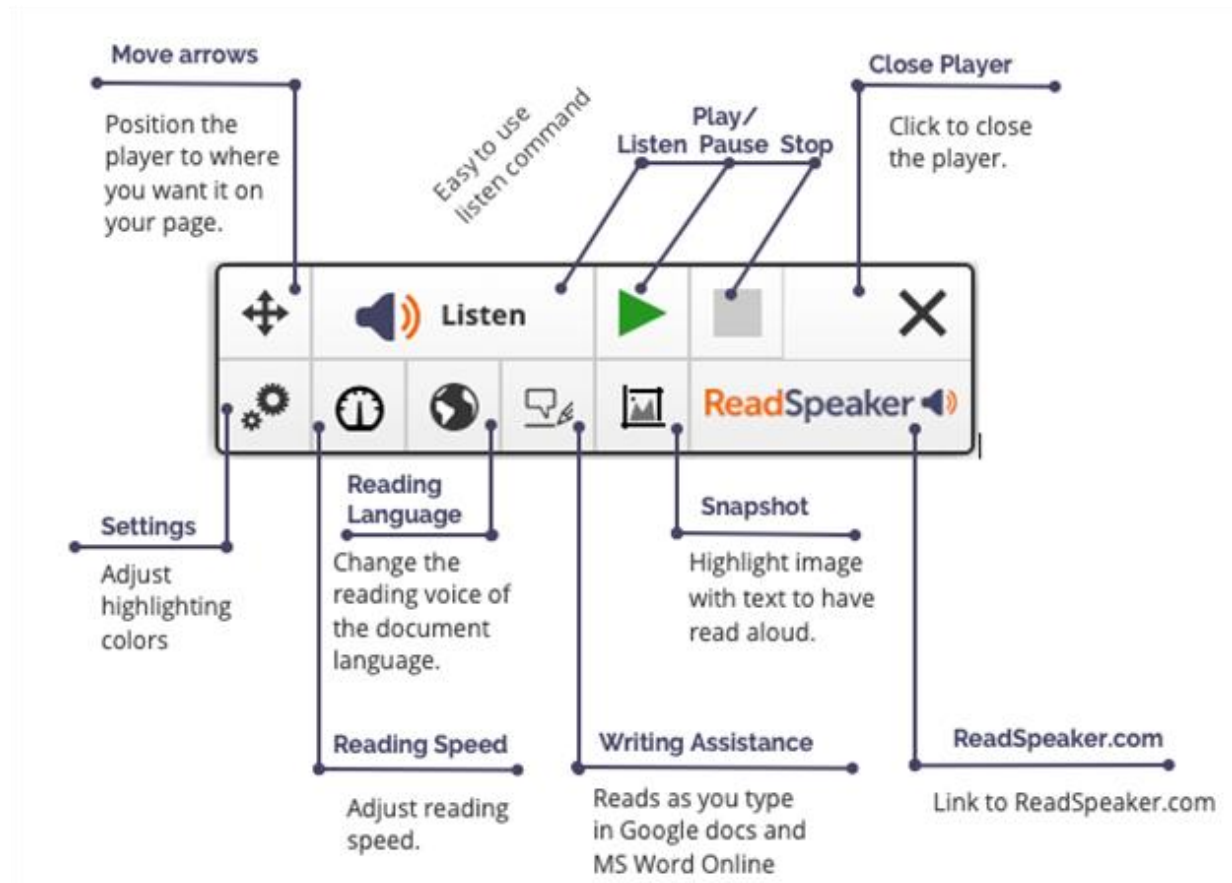
- Read webpages using the extension.
- Adjust the word and sentence color highlighting to your preferences.
- Adjust the Reading Speed – Going into an occupation where information comes at you fast? Max out the reading speed to learn how to listen more quickly.
- Change the Reading Language (Voice) to the language of your document. This will help you catch typos, left-out words, clumsy sentences, etc. This is also good for reading newspapers in foreign languages.
- Highlight an image with text in it and use the Snapshot tool to listen to the text. (Snapshot is available for Chrome, Edge, and Opera, not for Firefox.)

ReadSpeaker TextAid Web Reader (Bookmarklet)
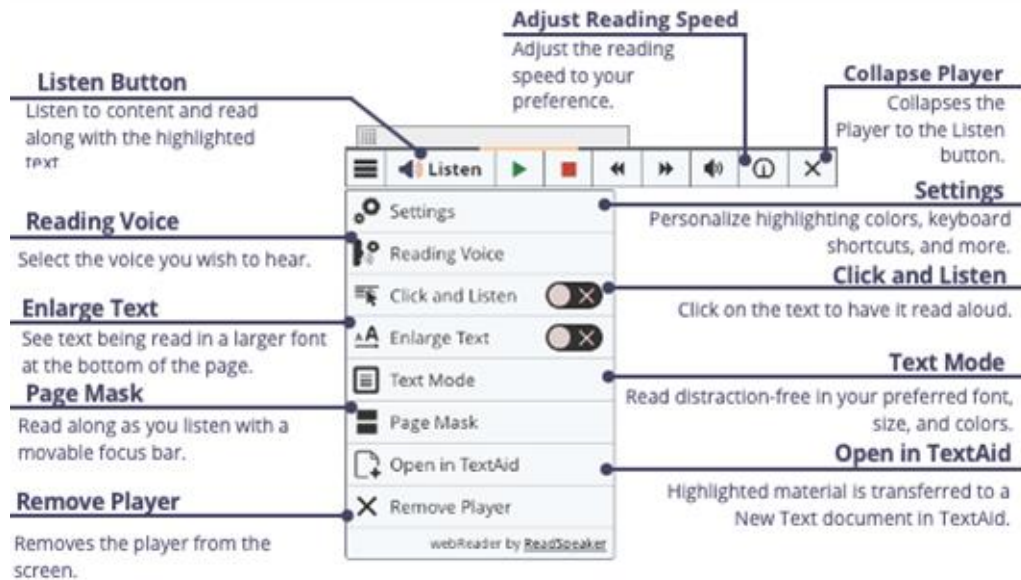
- Read web pages using TextAid Web Reader, commonly called the bookmarklet.
- Adjust the color for highlighting words and sentences to your preferences.
- Adjust the Reading Speed to your preference.
- Change the Reading Voice to the language of your document.
- Highlight material on the web and click Open in TextAid. The information is then transferred to TextAid, which is great for helping you with your research.
- The Text Mode tool (which lets you define the font, etc.) and the Page Mask tool are good options for the distracted reader.