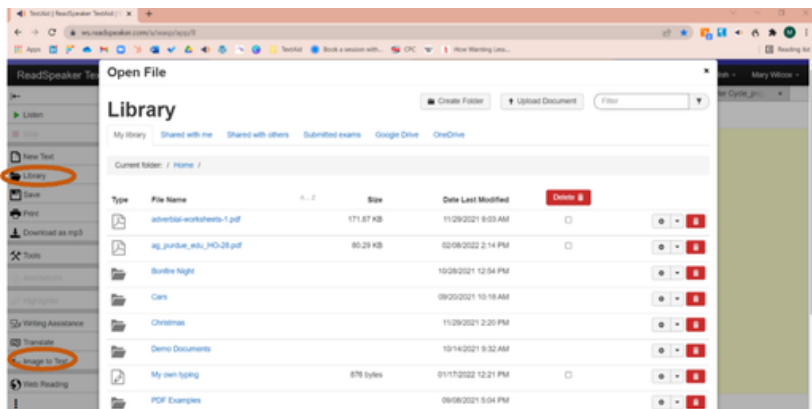


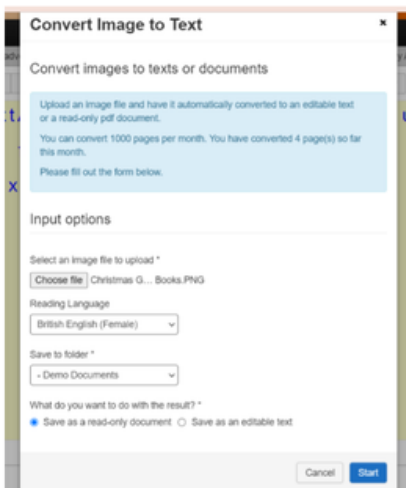


A Basic Guide to TextAid

Opening a Document

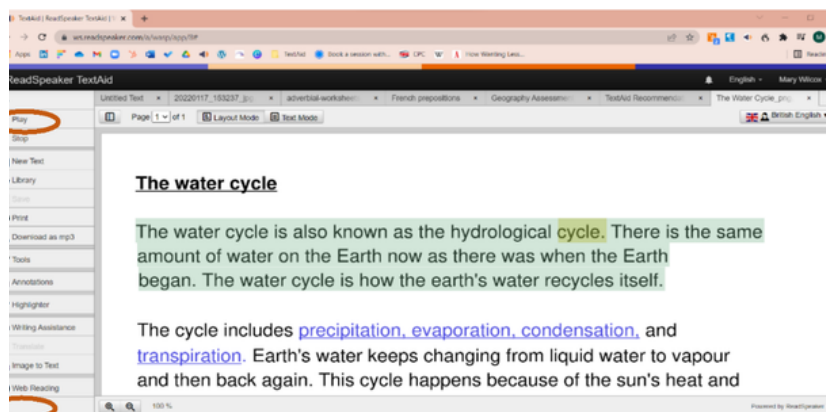


The **Library** contains all documents which you have uploaded or created. You can open PDF and Word files by clicking **Upload Document** or from Google Drive, One Drive or Shared with me (site license users only). The document must be closed for it to be uploaded.

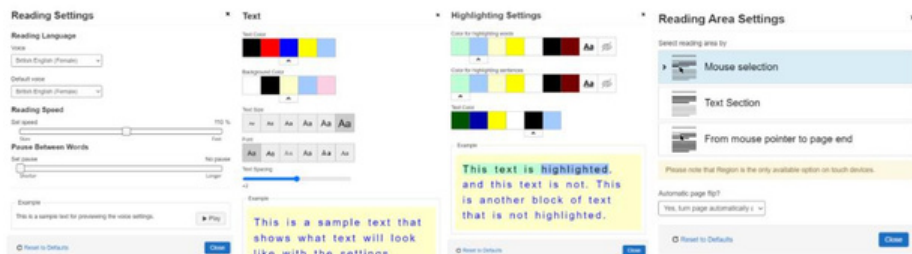


If you want to have text that is in a photograph read to you, click on **Image to Text**. Take a photo or locate it on your device and choose whether you want it to be editable.

Listening to Text



Simply select the words and click play to listen to the text. The three dots in the bottom left displays the settings.



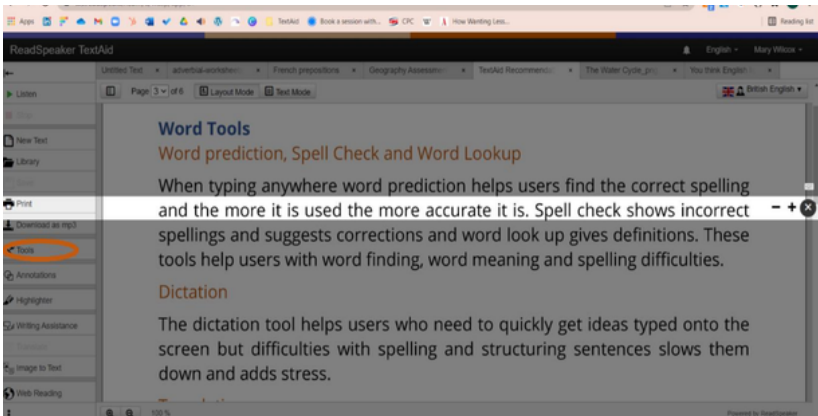
You can change the voice, highlighting colours, when it will read and your preferred text and background settings. If you would like a document to be converted into an audio file, click on the Download as MP3 button.

Listening to Text

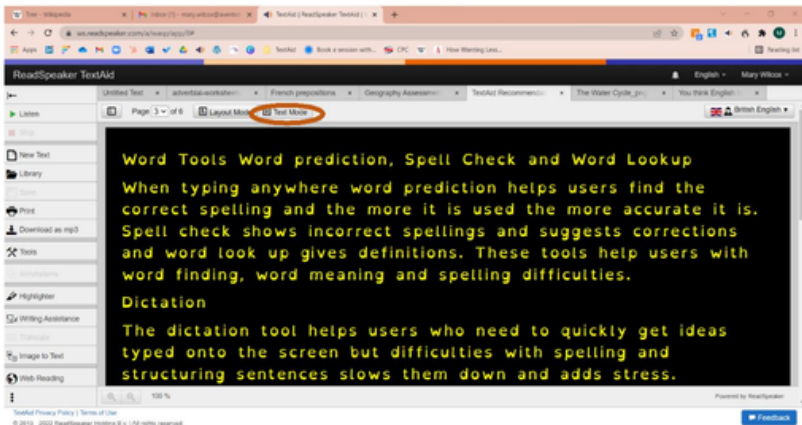


The browser extension and Web Reader toolbars work in a similar way. If you want to have websites read to you, download the web extension by clicking on Web Reading. You can also download a bookmark for tablets and phones.

Making Text Easier to Read



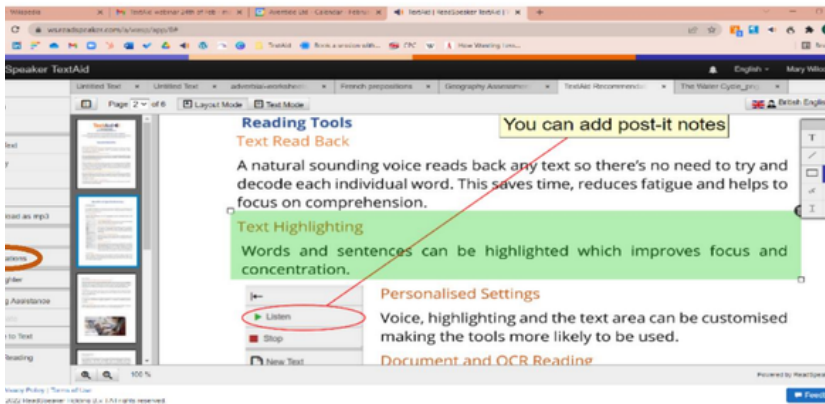
In **Tools** there is a page mask and screen ruler to help you to follow one line at a time.



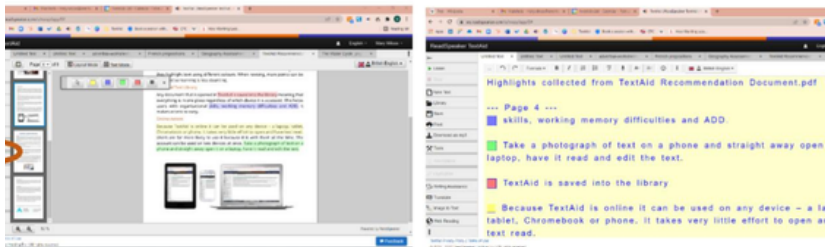
In **Text Settings** you can change the background colour, font style, size, colour and spacing. Click on **Text Mode** to make text in your document easier to read. These settings are used in TextAid documents as well.



Understanding Text

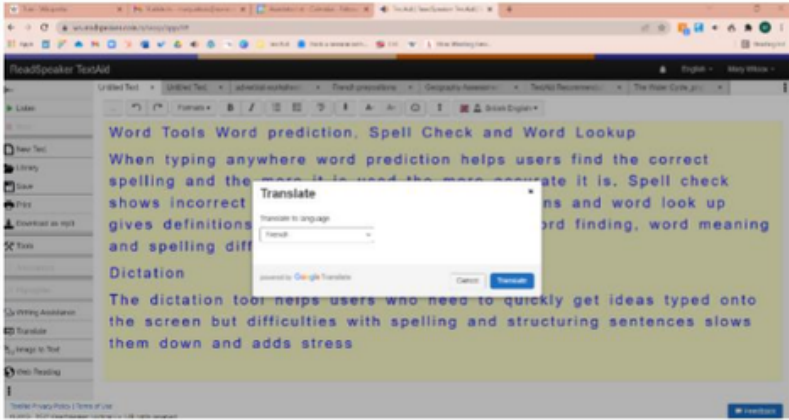


The **Annotations** button lets you add text, post-it notes, shapes and highlighting. This means you can easily complete complete worksheets and exams as well as make notes on a document to aid understanding. All your annotations are automatically saved.



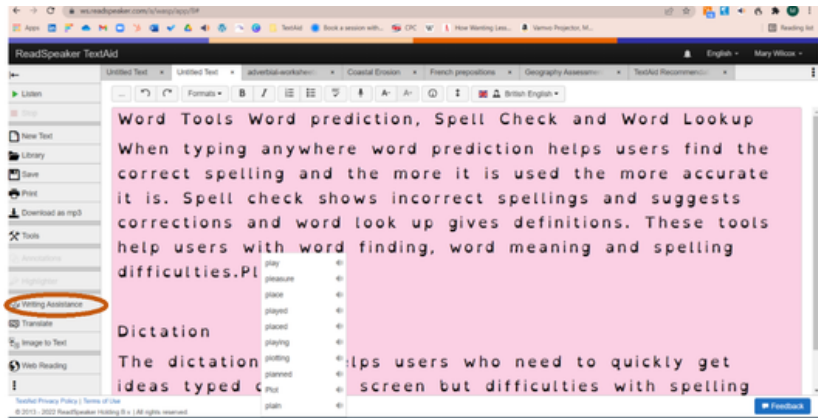
You can highlight text in four colours and extract it using the **Highlighter** button. This helps to summarise information when revising or writing an essay.

Understanding Text

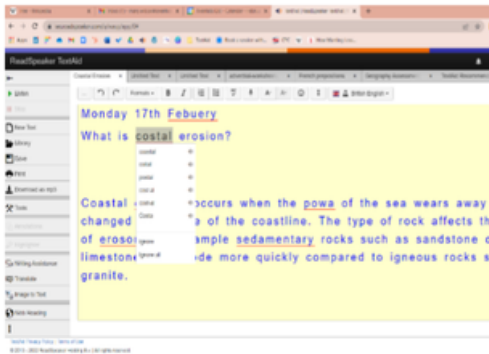


The **Translate** button instantly changes the text, voice, word look up and spell checking to another language. This is useful for EAL students and in MFL lessons. If you select any word, you can look up its meaning and related websites.

Help With Your Own Writing



Your typing can be read back to you by letter, word, sentence or all three to make sure it's correct. There is word prediction too to help you find the word you need. Click on **Writing Assistance** to switch these features on.

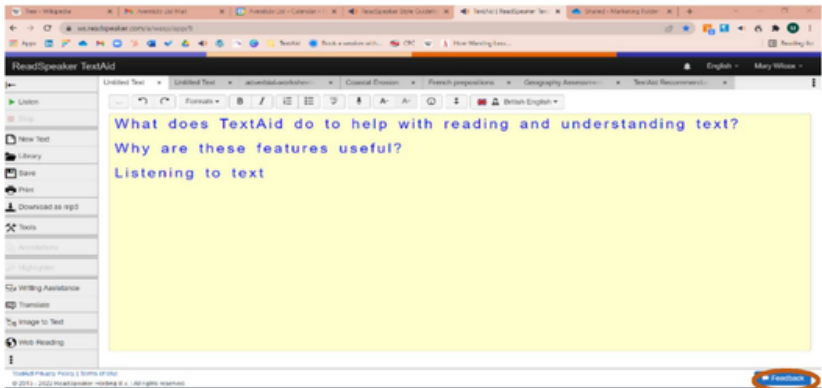


The spell checker underlines incorrect spellings. Simply click on the word, listen to the suggestions, and click correct it.

Easy to Use Anywhere



TextAid makes documents accessible as they are opened and automatically saves your work. You can log in from any device including tablets and phones. Because it's all online you can access your documents anywhere. It remembers which tabs you had open and your preferred settings too.



If you have any questions about TextAid you can click on the Feedback button, visit our website www.aventido.com/textaid or email mary.wilcox@aventido.com

