0:01

Hello. So in this video, I will show you how to use Read&Write to read documents.

0:08

First, open Read&Write by clicking the shortcut.

0:13

It will be either on your desktop or in your taskbar.

0:21

Give Read&Write a moment to load.

0:24

Once the app appears, you can drag it to the top of your screen, and it will become stationary there.

0:34

For easy access, I change the toolbar to reading features in settings.

0:46

When you're ready to start, you can go to your documents.

0:54

This will work on Word documents.

0:59

All you have to do is push play.

1:06

[Microsoft Zira] “. . . coalition work is not work done in your home.”

1:14

And pause when you would like to pause.

1:17

You can also use the screenshot reader on documents.

1:23

And you will use your cursor to draw a square around the text.

1:29

Once you have drawn this box around me to text, let go of your mouse.

1:36

[Microsoft Zira] “. . . coalition work is not work done in your home.”

1:40

And it will read for you, and you can close it out when you are done.

1:45

You can also read PDFs.

1:47

There two types of PDFs you should look for here.

1:51

There are PDFs that have the text in the document.

1:57

You can tell which PDFs have the text in the document by highlighting the text on the screen.

2:04

If you can highlight that text, that means you can use the play button to read this PDF.

2:15

However, some PDFs do not have the text.

2:20

You will notice that when you go to try to highlight any text on the page, it will not pick up the text.

2:26

In this case, you cannot use the play button. You instead must use the screenshot reader.

2:33

The screenshot reader will work on scan documents as well as typed documents.

2:39

The document we have here is a scanned document from a book.

2:45

The screenshot reader will still read it. Just draw square around the text, let go when you are done, and let it process.

2:54

[Microsoft Zira] “Learning from the Outsider Within: The Sociological Significant of Black Feminist Though. Patricia Hill Collins. [Indiscernible]”

3:05

And it will attempt to read the text on screen.

3:08

As you noticed, it read the title and other bold text appropriately. However, it had a little trouble with the italic text.

3:17

If you have any other questions or concerns, please let us know.