

Using WordTalk to read the Web

Quick Guide

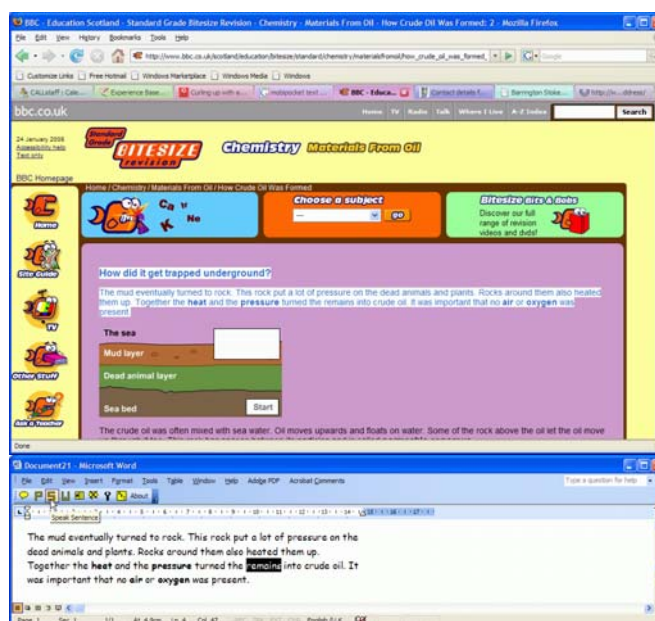
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You can use WordTalk to read text from almost any application provided you can copy the text and paste it into Word. Here's how you can use it to read from the web.

Arrange the browser and Word so you can see both

First open your internet browser and arrange it so that it fills most of the screen. To do this, drag the top of the window (the blue bar) to the top of the screen, and then drag the bottom right hand corner so the window is the size you want. If you can't seem to move it, it's probably because it has been maximised to fit the whole screen, so click on the middle button at the top right of the window then try again.

Now open Word and position it so that it sits just underneath your browser. You might want to switch off the toolbars that you don't need (**View > Toolbars** and untick the ones you don't want - leave WordTalk though!) to give more space on the screen.

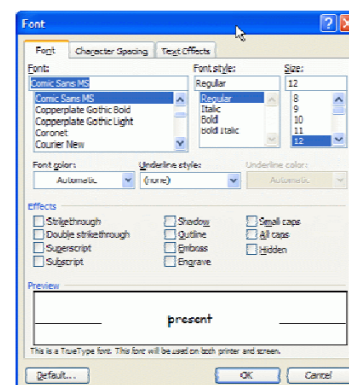


Copy and paste the text

Now select the text you want to read from the web site, press **CTRL-C** to copy it, click on Word, press **CTRL-V** to paste, and then read it with WordTalk.

Set the Word font

When you paste the text into Word you may want it to appear in a particular font. To set the default font for text to be typed or pasted into Word, change the text to the font and size you want, then click **Format > Font**, click on the **Default** button in the bottom left corner and then click **Yes**.



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