

## ***Microsoft Word/WordTalk Trainer's Guide***

WordTalk must be downloaded from:

<http://www.wordtalk.org.uk/Home>

It must be downloaded and installed on your desktop prior to the training. The website also details instructions for download and installation. It is available for Microsoft Word 2003 and 2007 (it appears to work with 2010). In order for the WordTalk add-in to appear on your toolbar, you must select WordTalk from your start/programs menu, select 'add wordTalk toolbar to Word,' and then select 'Continue.' Next time you open Microsoft Word, the WordTalk toolbar will appear under the add-ins tab.

For the training, demonstrate how to use the following features. Give participants the opportunity to follow along and complete the steps to use each feature. Provide a brief period of time after the guided practice for participants to explore the application independently.

### **WordTalk**

#### **Enabling TTS in WordTalk (using TTS as a support for editing composed text)**

1. Click on Add-Ins
2. Demonstrate
  - a. Speak from cursor
  - b. Speak Paragraph
  - c. Speak Sentence
  - d. Speak Word
  - e. Speak Section
  - f. Stop Speaking

#### **Spell Check in WordTalk**

1. Click on Add-Ins
2. Highlight the misspelled word
3. Select 'WordTalk: Spelling'
4. Select words from the column on the left to hear them spoken aloud
5. When the desired word is found, highlight the word and select Replace Spelling.

#### **Configuring Speech Settings**

1. Select 'WordTalk: Configure'
2. Select the Speech tab

3. Use the slidebars to adjust the speed and the volume, and the pulldown menu to select a voice

### Enabling speech while typing

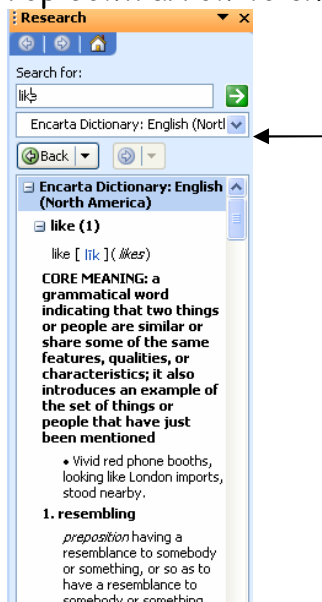
1. Select 'WordTalk: Configure'
2. Select the Options tab
3. Select the check box next to the option(s) you wish to set

Other features in Microsoft Word you may wish to demonstrate that support writing:

### Look up/Translate (Internet connection needed)

The user can look up a definition or translate a word.

1. Place curser in middle of desired word
2. Right click mouse to bring up menu
3. Choose **Look Up** for dictionary or **Translate** for translation.
4. Research Task Pane is brought up on right side of screen.
5. Type word in box below **Search for** if desired word does not appear.
6. The box directly below that is where you select research options. Click on drop down arrow to change type of research.



7. If you are translating a word, you can click on the drop down box to change languages.
8. To close Research task pane, click on the X on the top of the task pane.

### Insert Comments

1. Highlight the text you wish to comment about
2. Under the **Review** tab, click **New Comment**
3. Enter the comment in the corresponding text box that appears on the

right side of the screen

Citation Manager and Reference Builder

- Under **References** tab
- Assistance with citations and bibliographies
- **Insert Citation** will allow you to easily insert a citation and save it for use of future citations.
- **Bibliography** will assist with correctly listing your sources.
- **Manage Sources** allows you to manage the sources added.