



WordTalk Simple Guide - Ritts

Compatibility

WordTalk works with Microsoft Word 97, 2000 and 2003 running on Windows 98, ME, 2000 or XP. Depending on how your computer is set up there may be minor differences in some aspects of operation but the basic speech should work with most combinations of Word and Windows.

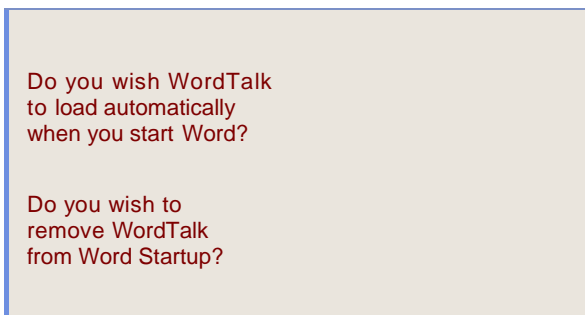
Installing WordTalk on a Standalone Computer

1. Download WordTalk files from <http://www.wordtalk.org.uk/>. You will download the "Wordtalk.msi: and WTconfigure.
2. Use WinZip or other file to unstuffy/expand the files.
3. Install the WordTalk. Msi file first, then install the WTConfigure file using default settings

This will install WordTalk and the Microsoft SAPI 5 Speech, with the voices Sam, Mike and Mary on to your computer. If you are using Windows XP and you already have SAPI 5 speech with the Sam voice, SAPI 5 will be updated with Mike and Mary voices added.

Using WordTalk Startup

If you wish WordTalk to be available automatically every time you start MS Word – so you don't have to open the WordTalk toolbar manually -. Run the configure program by clicking on **Start > Programs > WordTalk Startup** and you will see this window:



Choose the first tick box to make sure WordTalk is always loaded when you start MS Word. WordTalk will be copied into the Microsoft Word startup folder. If you change your mind you will reenter this area and choose the second tick box. You always have the option of going into Toolbars and showing the WordTalk toolbar.

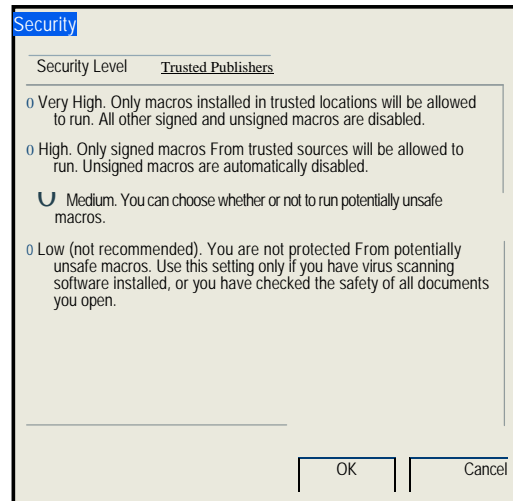
Using Word Talk

Type some text, put the cursor somewhere in the text, and click **W**, **S** or **P** on the WordTalk toolbar to read the word, sentence or paragraph. There will be a short delay the first time it speaks while the voice is loaded and configured.

Note: If WordTalk does not speak, and you see the message box on the right, it is because your Word Security settings are set 'High', to prevent any malicious macros or viruses running. Since macro, this also stops WordTalk operating.

Go to **Tools > Macro > Security** in Word, and set the Security to be **Medium**. Then go to **Tools > Templates and Add-Ins**, and untick WordTalk. Close Word, start it up again, go to **Tools > Templates and Add-Ins** and select WordTalk once again. Click **Enable** when you get asked if you want to enable WordTalk. Then put the security back to its previous High or Very High setting.

You should only need to do this once – Word will remember that WordTalk is allowed the next time you use it.



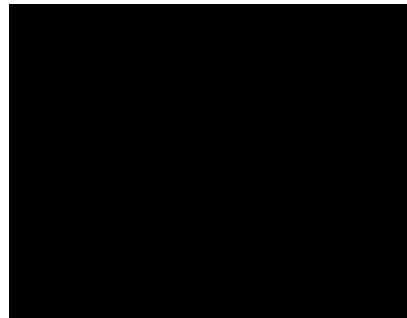
Configuring WordTalk

You can adjust the WordTalk settings by clicking on the **Configure** button. It has three tabs — **Speech**, **Color** and **Keys**. The settings you select will be saved by WordTalk for use the next time, apart from the voice itself, which you must configure using the Speech Control Panel (see below).

Speech

The **Speed** of the voice can be increased by dragging right along the speed bar and decreased by dragging left.

The **Volume** of the voice can be increased by dragging right along the volume bar and decreased by dragging left.



Clicking on the small down arrow on the right of the box below shows the voices available (usually Sam, Mike and Mary). Click on the voice name to choose the voice you want.

Color

The color tab lets you choose a background color for the highlighted text, which many people find helpful. The highlighted text is the opposite of the background color, i.e. clicking on dark blue gives blue background and yellow foreground; red gives red background and turquoise foreground. Blue, yellow, dark red or light gray are usually the best options.

Keys

You can use keyboard shortcuts to control WordTalk instead of clicking on the toolbar. If you want to use shortcuts, tick the **Keyboard shortcuts** box, then OK.

Talking Spell Check

Word has a fairly good spell checker, and the WordTalk spellchecker uses the Word dictionaries with a few "phonic" enhancements. WordTalk also speaks the suggestions which can be helpful in some cases. To use the Word Talk spell check, click on the word to be checked and then click on the WordTalk spelling icon. **(The talking spell-check will only check words that Microsoft Word considers to be misspelled.)**

Listening to the suggestions

To listen to the suggestions, click on the word.

If a correct suggestion is found, select it and click **Replace** to correct the word.

Listening to synonyms

Sometimes it is useful to get a list of the synonyms of a suggestion, for example, to clarify the meaning. To do this, select the suggestion and then click on **Thesaurus**. If there are any synonyms in the thesaurus dictionary they will be displayed in the synonym box. They can be listened to by clicking on them.

Setting a Default WordTalk voice

When you start WordTalk it will use the computer's default voice, which is usually 'Microsoft Mary'. You can change the voice with the WordTalk Configure panel, but you may want to set it up so that WordTalk *always* uses a particular voice, by default. To do this, open up the **Speech Control Panel (Start > Control Panels** in Windows XP; **Start > Settings > Control Panels** in Windows 98; if you can't see the Control Panels on your machine, speak to your ICT coordinator or System Administrator).

Now click the **Text To Speech** tab, and choose the voice you want to use.

Click **Apply**, and then OK. Now, when you start up WordTalk, you should find it speaks using your default voice:

Extra voices for WordTalk

WordTalk can use any SAPI 5 voice and Microsoft Mary, Mike and Sam are installed when you install WordTalk from the CD. You may have lots of other voices on your computer (installed by other programs like Clicker 4, or Co:Writer, for example) but these are often older SAPI 4 voices and so cannot be used by WordTalk.

You can download free, slightly higher quality U.S. English, French and German SAPI 5 voices and you can also buy better voices from several suppliers:

For more help and resources contact:

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