

Read&Write for iPad

User Guide

April 2023

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Introduction

Read&Write for iPad is an alternative keyboard and writing app for your iPad. It offers several friendly tools to help if you're writing emails, creating documents or entering and editing any kind of text.

Read&Write for iPad Keyboard

Use the Read&Write for iPad [keyboard](#) for everyday typing, just like you'd use your iPad's normal keyboard. Reading and writing text is made quicker, easier and more accurate with these features:

- Speech with dual color highlighting
- Dictionary and Picture Dictionary
- Speak as you type
- Prediction
- Check It – to proof your writing
- Talk&Type (requires iOS 10 or higher)

Read&Write for iPad Writing App

Read&Write for iPad also includes the [Writing App](#) where you can create and manage documents with built in support tools.

Read&Write for iPad Web Toolbar

Installing Read&Write for iPad also adds a [Web Toolbar](#) to your Safari browser, giving you a helping hand with reading webpages or filling in online forms.

Starting Read&Write for iPad

The first time you run Read&Write, you'll be shown a **Setup Wizard**. This gives information on how to:

- Enable the Read&Write for iPad keyboard and set up access to the Web Toolbar.
- Register if you are an existing user.

See [Existing Read&Write Account](#), below.

- Try Read&Write for iPad as a new user.

Note that you will not have access to the Writing App.

Existing Read&Write Account

Enter Serial or Product Code

Use this button to enter a qualifying Read&Write Serial number or Product Code, which will enable all of the premium features.

Sign in

Use this button to link the app to your Google or Microsoft Account, enabling all of the premium features.

Premium Access

If you've downloaded Read&Write for iPad from the iPad App Store and don't have an existing Read&Write subscription with a serial number, product code, or linked Google or Microsoft account, you can enable premium features by using

the **Buy** button. You can also contact us to purchase a Read&Write subscription which gives you access to premium features on all platforms including iPad.


Help

The **Setup Wizard** button will take you back through the Setup Wizard, allowing you to view the keyboard setup video.

Enabling the Keyboard

You must enable the Read&Write for iPad keyboard before you can use it on your iPad. Either use the instructions below or follow the video in the Setup Wizard.

To install the Read&Write for iPad keyboard:

1. Go to **Settings**  then **General** and then **Keyboard**. You may need to scroll down.
2. Tap **Keyboards** and then select **Add New Keyboard**.
3. Select **Read&Write**.
4. Now select **Read&Write Keyboard – Read&Write** and switch on **Allow Full Access**.

You will now be able to use the Read&Write for iPad keyboard with any program where your iPad keyboard would normally have been used.

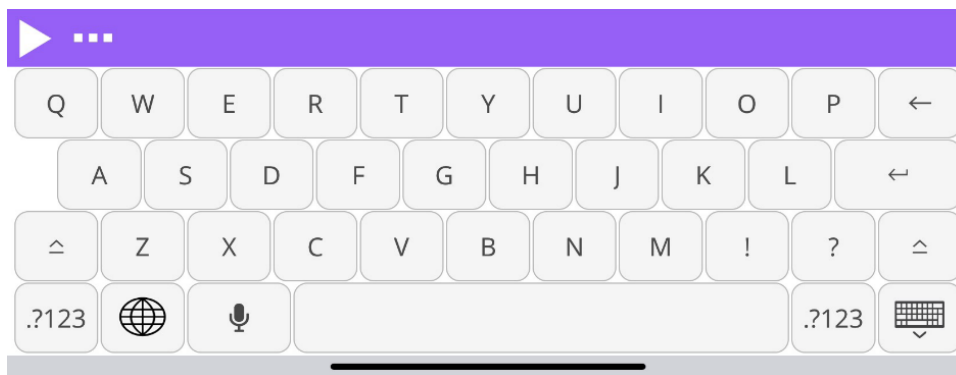
To set up access to the Read&Write for iPad Web Toolbar please see [Accessing the Web Toolbar](#).

Using the Keyboard

You can use the Read&Write for iPad keyboard anywhere you would normally type.

To access the Read&Write for iPad keyboard:

1. Tap **Keyboard Settings**  until you see the Read&Write keyboard:



2. Simply use Read&Write for iPad to type text like your normal keyboard.

If **Keyboard Clicks** are switched on in [Settings](#), you'll hear a click when you tap any button on the keyboard.

Unlike the standard iOS keyboard, the Read&Write for iPad keyboard includes extra features such as speech and a dictionary. This section describes all these features.

Note: Read&Write for iPad supports external keyboards. You can type using your external keyboard, while still being able to access all the Read&Write for iPad keyboard's extra features.

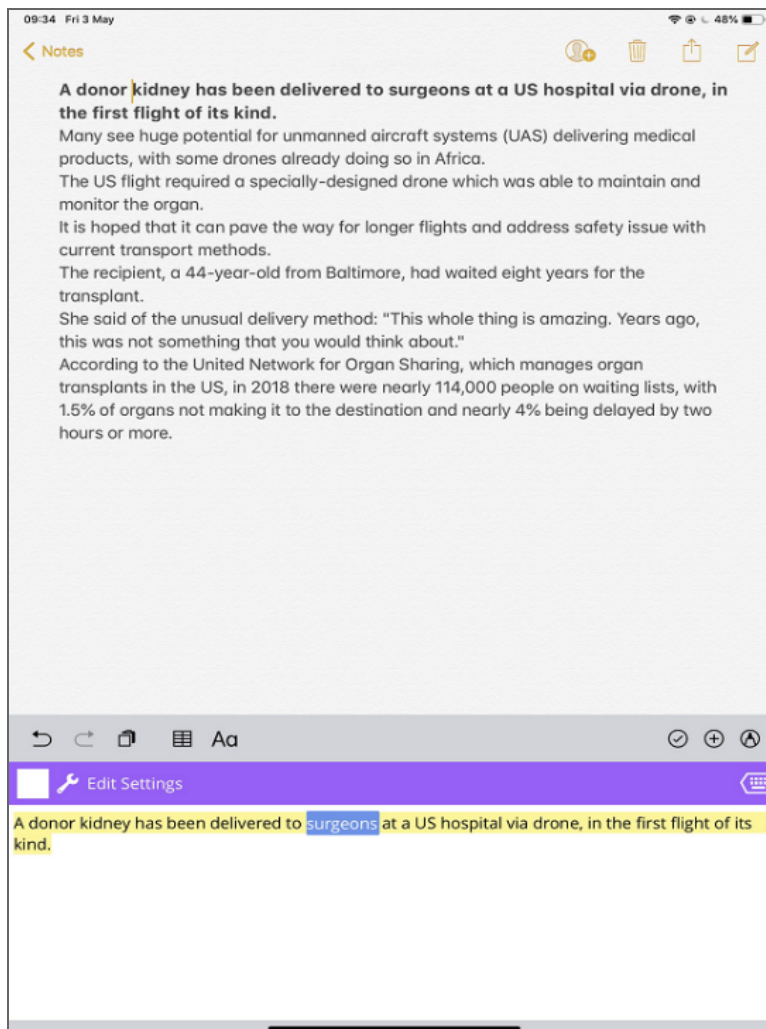
Speech



You can use the Read&Write for iPad keyboard to hear text read back to you.

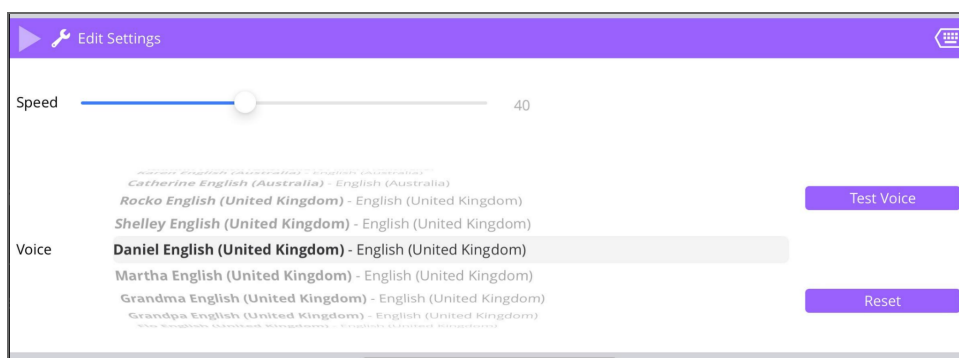
1. Place the cursor in the text where you want to start reading and then tap

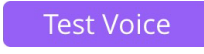




2. The keyboard will disappear, and a **Reading Panel** will appear with the first sentence from the text being read like this:





3. The sentence will be read aloud to you, and each word will be highlighted.
4. If **Continuous Reading** is switched on, it will continue to read the text until it is finished, or until you tap **Stop**  to stop it reading.
5. While the **Reading panel** is open you can change the voice. Tap **Edit Settings** . This will open the **Edit Settings** panel:

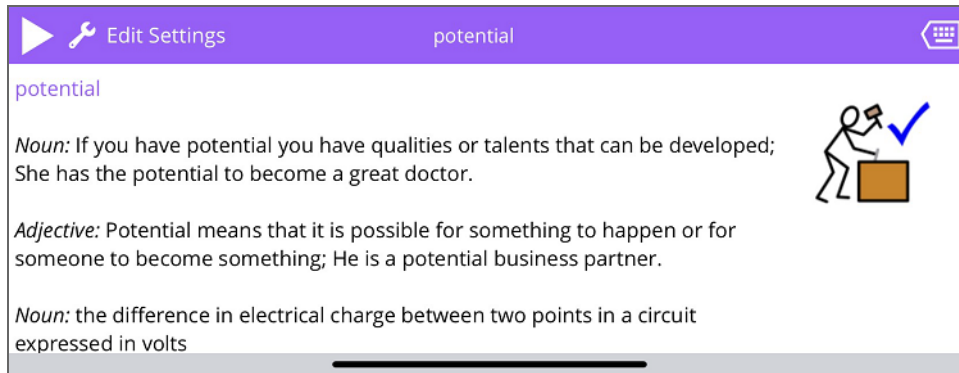




6. Here you can adjust the speed of the voice using the slider bar beside **Speed** and you can change the voice that is used.
7. When you have made your changes, tap **Test Voice** .
8. When you're happy with your settings, tap **Edit Settings**  to close the panel and continue reading.
9. When you're finished with the **Reading Panel**, tap **Return to Keyboard**  to close the **Reading Panel** and return to the keyboard.

Dictionary

To use the dictionary with Read&Write for iPad keyboard to quickly look up a definition:

1. Place the cursor anywhere in the word you wish to look up.
2. Next, tap **More**  and then **Dictionary** . A panel will appear like this:



3. To hear the definition read aloud, tap **Play** .
4. To close the **Dictionary**, tap **Return to Keyboard** .

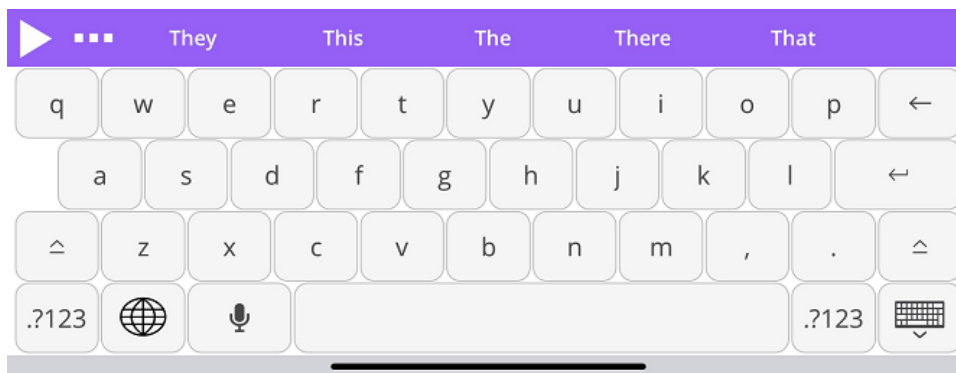
Speak as you type

If you have **Speak as I Type** switched on in the [Settings](#) for Read&Write for iPad, you'll hear each word and sentence read aloud as you type.

Prediction

The Read&Write for iPad keyboard includes Prediction to help you easily and quickly write.

1. When you start to type, word suggestions will be predicted in the top bar:





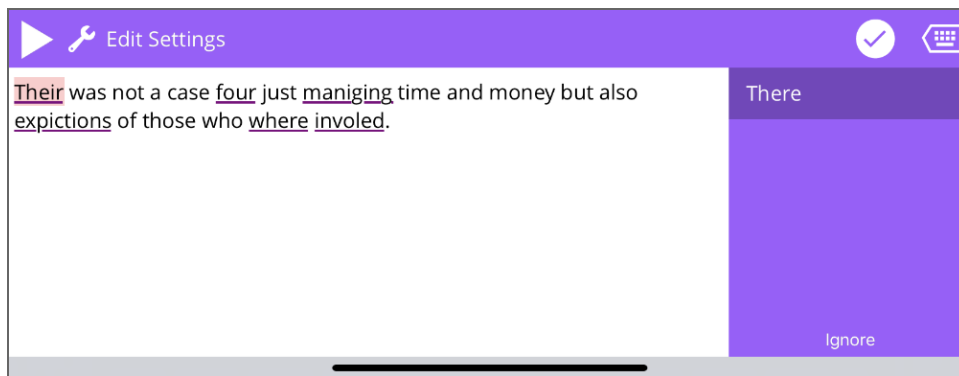
2. To use a word, just tap once on the word you want. Your chosen word will be put into the text, and the words displayed will change to the next set of predictions.
3. To find a definition for a suggested word long press on it. The **Dictionary** will appear with the definition and picture (if available).

Note: If **Swipe to Insert** is switched on in [Settings](#), swipe the word up to insert it into the text. Swipe the word down to see a definition for the word.


Check It

Check It will check for confusing words (homophones), spelling and grammar mistakes.

1. To use **Check It**, place the cursor in a sentence, and tap **More**  and then **Check It** .
2. The **Check It** panel will appear like this:



The panel contains the entire sentence, with any confusing words (homophones), spelling or grammar mistakes underlined.

3. The first mistake will be highlighted, and a list of suggestions will appear on the right hand side.
4. Single tap one of the suggestions to correct the mistake. The error will be replaced in the **Check It** panel with the suggestion you have chosen.
5. **Check It** will move to the next error in the sentence. Simply correct the errors that **Check It** has found.
6. Tap **Correct**  to have the corrections put into your text and return to the keyboard.

Note: No corrections are made until you tap **Correct**.

Talk&Type (requires iOS 10 or higher)

You can dictate what you want to type using the Talk&Type feature.

1. Tap **Talk&Type** .

2. **Note:** You may be asked to allow Read&Write access to Speech Recognition or your microphone. Tap **OK**.

3. The **Listening** panel will open, with a message to say it is listening:

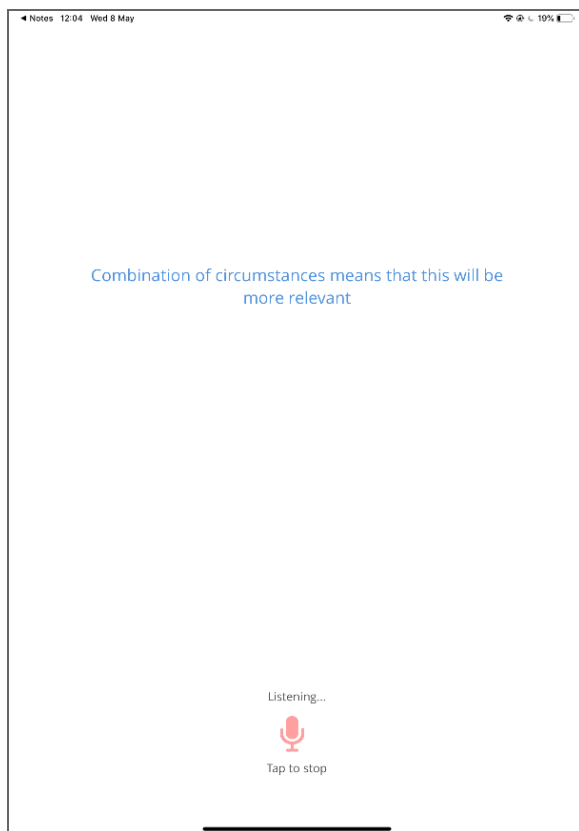
Listening...



Tap to stop

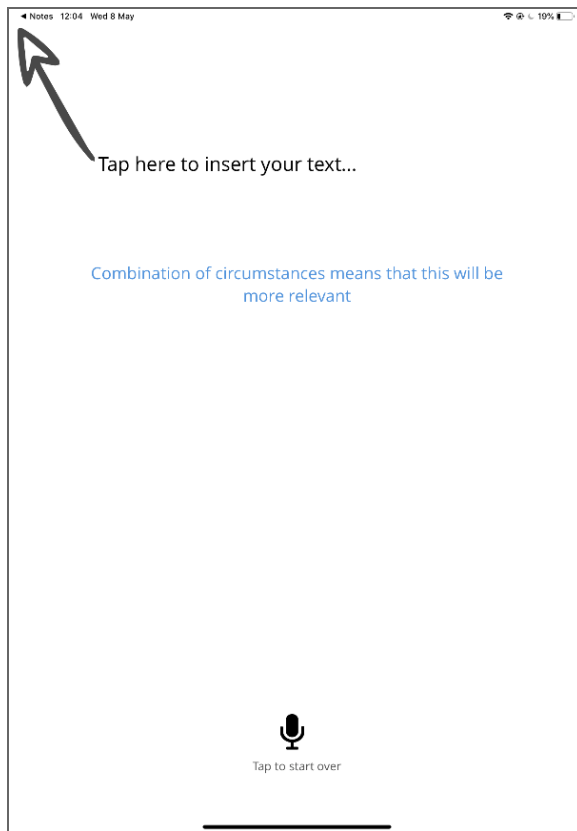
4. Simply dictate what you want to say.

5. As you dictate, you'll see the words starting to appear, like this:



6. When you've finished tap **Tap to stop** .

7. A message will appear saying **Tap here to insert your text...**



8. Tap **Done** to be returned to the app you were using. The dictated text will automatically be placed in your app.

Using the Writing App

Read&Write for iPad includes a Writing App that allows users to create, manage and import documents, all in one area. You can type and create documents using built-in support tools like text-to-speech, prediction, spelling and grammar.

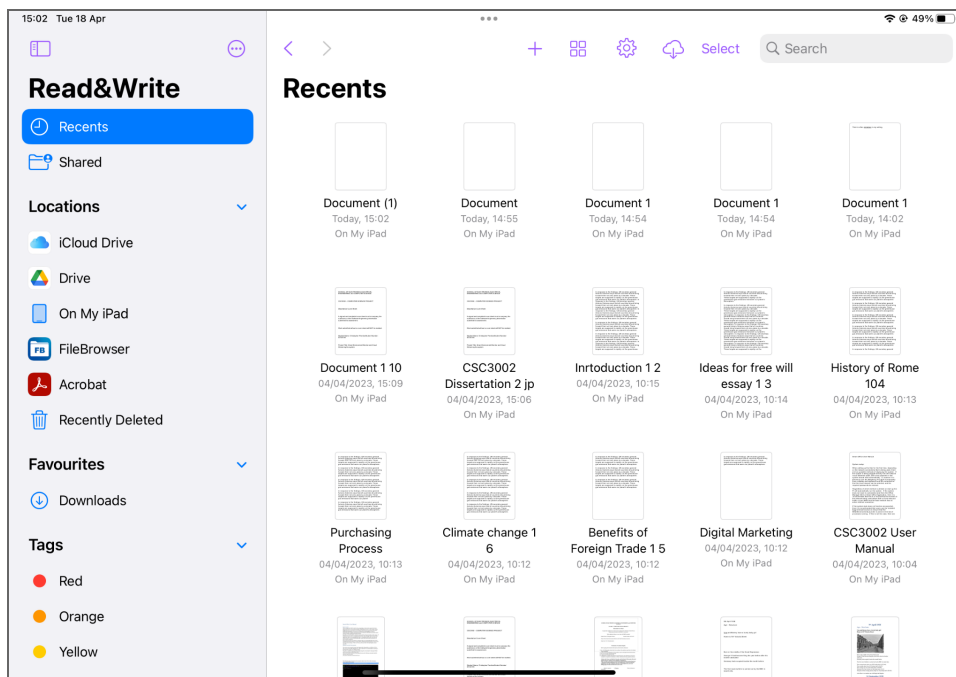
Note: You can use the Read&Write for iPad keyboard with the Writing App which also gives you access to its features like the Dictionary.

1. To access the Read&Write for iPad Writing App tap **Read&Write for iPad**




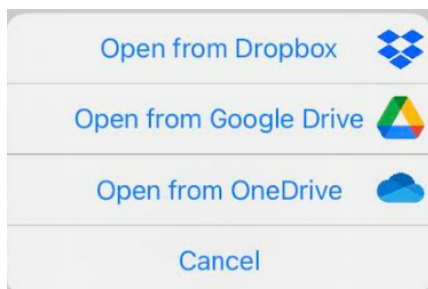
, and follow any sign-in prompts.

2. Once signed in the Writing App will open at your homepage:



Note: If your iPad is in portrait orientation, you will not be able to see the **Read&Write** panel at the left of the homepage. To view the panel, either swipe in from the left edge of your screen, or rotate your iPad to landscape.

3. Here you can open documents from your iPad. Supported file formats are rich text formats such as Microsoft Word and also includes PDF and ePub.
4. Tap **Cloud**  to access any of your documents held in online storage. Read&Write for iPad integrates with Dropbox, Google Drive and OneDrive:



Note: When you open an existing document from anywhere other than Read&Write for iPad, a copy of the original document will be created for you to work in.

5. To create a new document tap **Plus** , then tap **Create Document**.

Within the Writing App there are many support features and you can also continue to use the Read&Write for iPad keyboard.

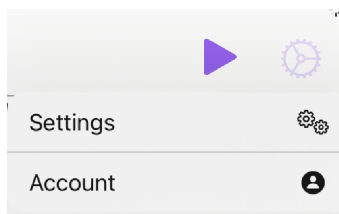
Speech

You can have the text within your document read aloud using the Speech within the Writing App

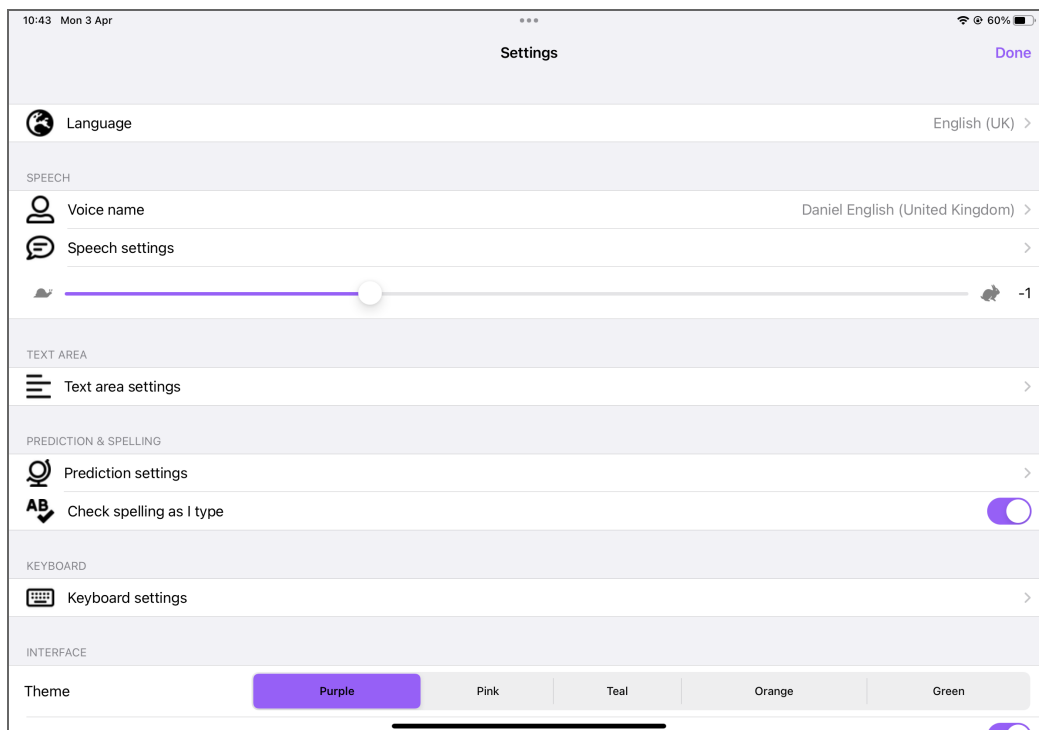
1. To have the text read aloud tap where you want it to start reading and then

tap **Play**  . Tap **Pause**  to stop reading.

2. To change the voice, tap **Options**  . This will open a dropdown menu:



3. Tap **Settings**. The Settings panel will open:



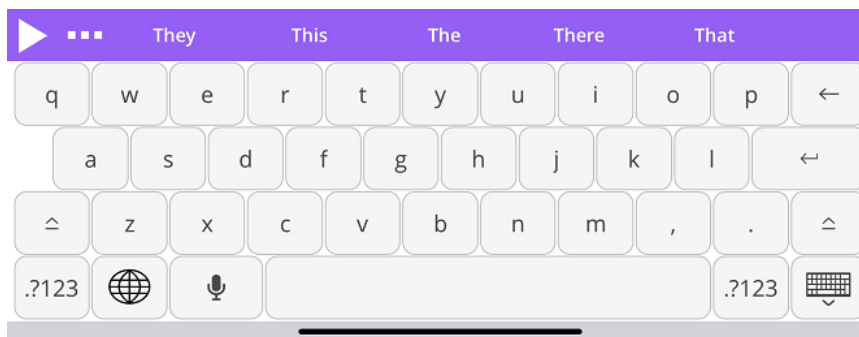
4. Here you can change the voice using the **Voice name** dropdown and adjust the speed of the voice using the slider bar below the **Speech Settings**.

Note: See [Settings](#) to find out about other voice settings.

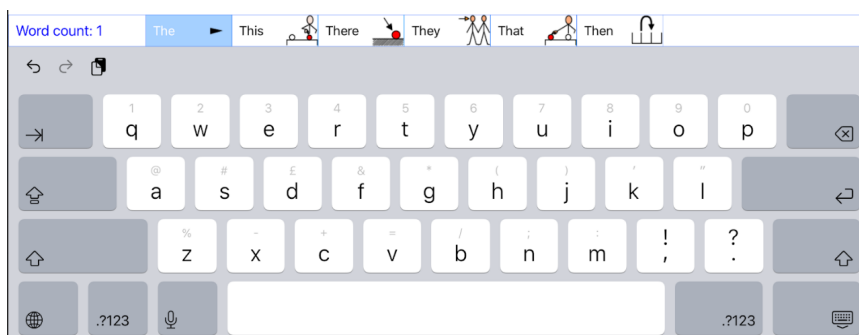
Prediction

The Read&Write for iPad Writing App also includes Prediction to help you easily and quickly write.

1. Start to type and word suggestions will be predicted. If you are using the Read&Write for iPad keyboard, predictions appear in the top bar:



If you are using the standard iOS keyboard, predictions appear inside the Read&Write for iPad Writing App, above the keyboard, like this:



2. If you want to use any of these predicted words, just tap once on the word you want. Your chosen word will be put into the text, and the words displayed will change to the next set of predictions.
3. Long tap any word to have it read aloud.


Note: See [Settings](#) to find out about other prediction settings.

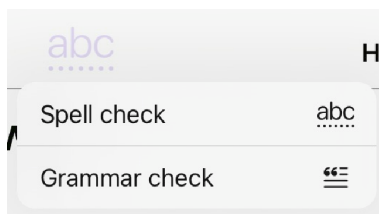
Spelling and Grammar

The Writing App has an inbuilt spelling and grammar checker to help you proof your written work.

Spelling

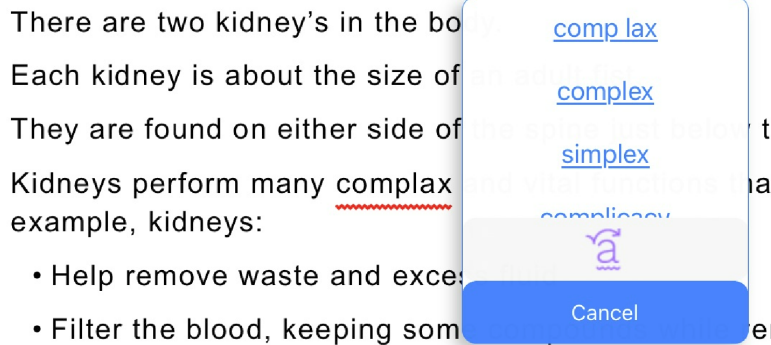
To check for spelling errors:

1. With your document open in the Writing App, tap **ABC** .
2. From the dropdown menu that appears, select **Spell Check**.



3. The spell check will start looking through your writing for possible spelling mistakes.

4. When it finds a possible spelling mistake it will provide you with a list of suggestions to correct it, like below:

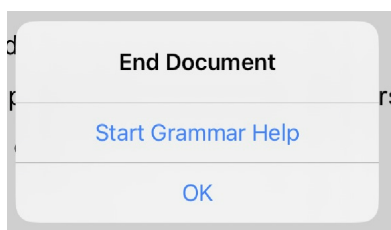


5. If you wish any of the suggestions read aloud long press on it.
6. To choose any of the suggested corrections to fix your mistake, simply tap it.
7. If you wish to ignore the identified error, tap **Skip**.
8. To close the Spell Check, tap **Cancel**.

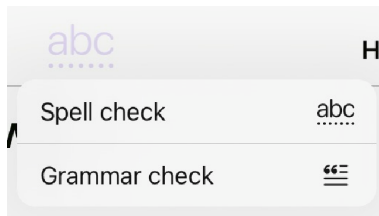
Grammar

The Writing App also has a grammar checker.

1. Once you have finished running the Spell Checker you will be asked if you wish to start the Grammar Help:

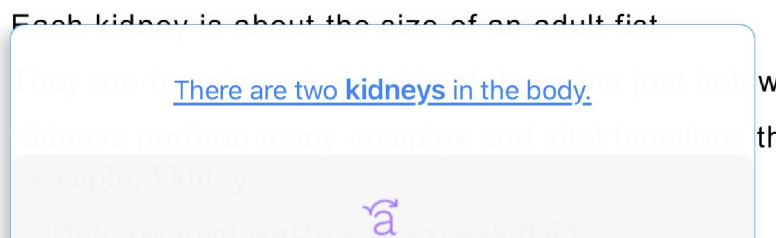



2. Alternatively, you can choose **Grammar check** from the Spelling and Grammar dropdown:



3. The Grammar checker will start looking through your writing for possible grammar errors. It works sentence by sentence.
4. When it finds a possible error it will provide you with a suggestion to use instead, like below:

There are two kidney's in the body.

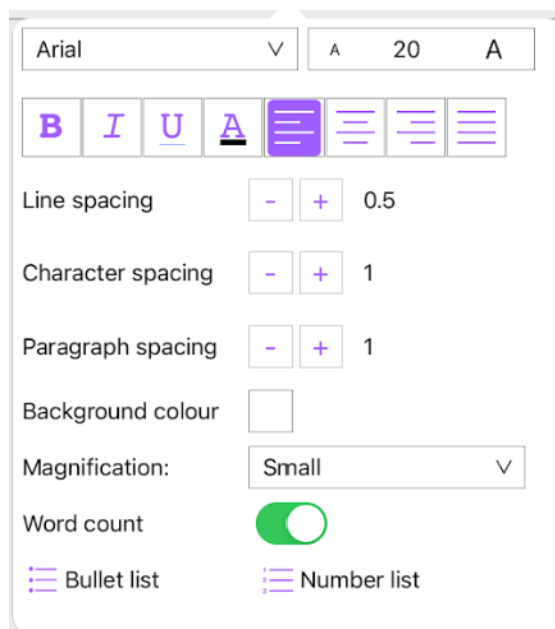


5. To use the suggested correction to fix your mistake, simply tap it.
6. If you wish to ignore the identified error, tap **Skip** .
7. Once the Grammar check has been completed a message will appear to tell you it is finished.

Formatting

The Writing App includes a number of options to alter the formatting of your document.

1. Tap **Text Formatting**  to open the formatting settings:



2. Here you can change the font, the size and other common formatting options.
3. You can also change the background color and magnification.
4. The Writing App will also display the Word count automatically if the **Word Count** option is switched on.

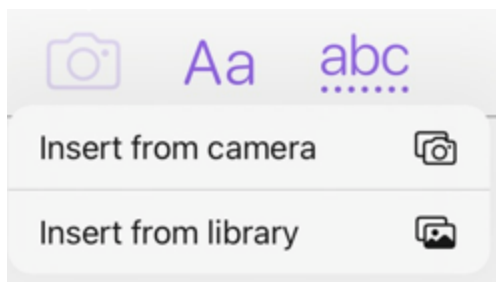
Inserting an image


Within Read&Write for iPad there is the ability to insert either saved images, or a picture taken with your iPad camera, to your document.

Adding a new picture

To add a new picture using your camera:

1. Tap **Camera** . This will dropdown a menu:

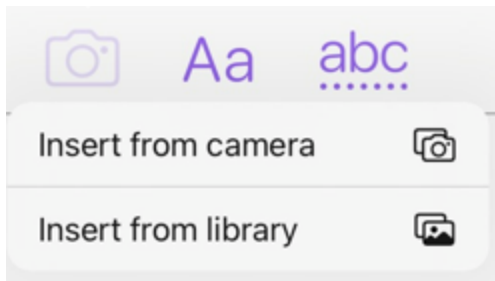


2. Tap **Insert from camera**.
3. Position the document you wish to use in the view.
4. Tap the **Shutter**  to take the photo.
5. You can adjust the area of the picture using the crop image box.
6. Tap **Keep Scan** to use the photo you have taken or tap **Retake** to take a new picture.
7. The camera will return and you can take another photo if you wish.
8. Tap **Save** to return to your document with the photo(s) inserted.

Adding a saved image

To add a saved image:

1. Tap **Camera** . This will dropdown a menu:




2. Tap **Insert from library**.
3. Tap to allow access to all your photos or to select the ones you wish Read&Write for iPad to have access to.
4. Tap **Done**.
5. Tap the photo you wish to insert into your document.
6. Tap **Use**.
7. You will be returned to your document with the image inserted.

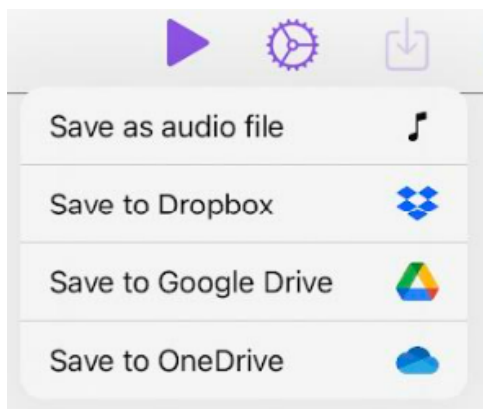
Save/Export

Once you have finished with your document you can save or export your document.

Saving your document


To save your document:

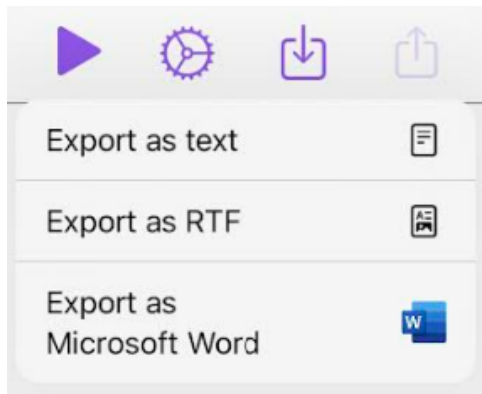
1. Tap **Save**  . This will open the Save dropdown menu:



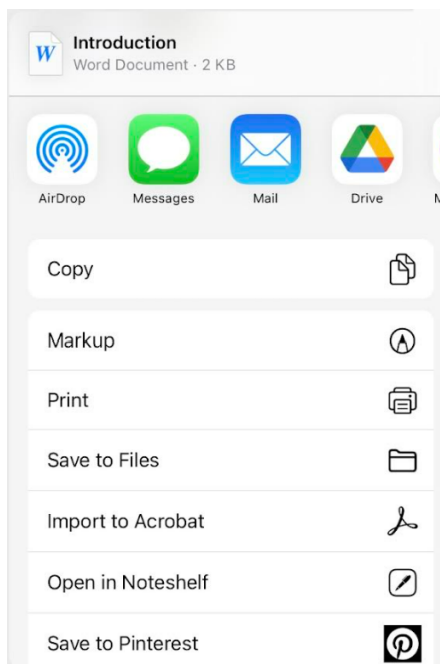
2. Choose the option you wish to use.
3. If you choose one of the online storage options you may need to sign in.
4. Confirm or edit the file name.
5. Tap **Save**.

Exporting your document

1. Tap **Export**  . This will open the Export as dropdown menu:



2. Choose the option you wish to use. This will open up a panel:



3. Choose how you wish to export the document and complete the process.



Using the Web Toolbar

The Web Toolbar will be available after installing Read&Write for iPad. It offers these features when you're viewing web pages with the Safari browser:

- Speech with dual color highlighting
- Dictionary (Premium version only)
- Picture Dictionary (Premium version only)
- Translation

Accessing the Web Toolbar


Whenever you open a new webpage, you need to share it to Read&Write to access the Read&Write for iPad Web Toolbar:

1. In Safari, tap the **Share**  icon.
2. Find **Read&Write**  in the **Share** menu. You may need to scroll through the black-and-white icons to find it.

If the Read&Write icon **does not** appear in your **Share** menu, you need to add it. See [Adding Read&Write to the Share menu](#).

3. Tap the **Read&Write**  icon to open the Web Toolbar:

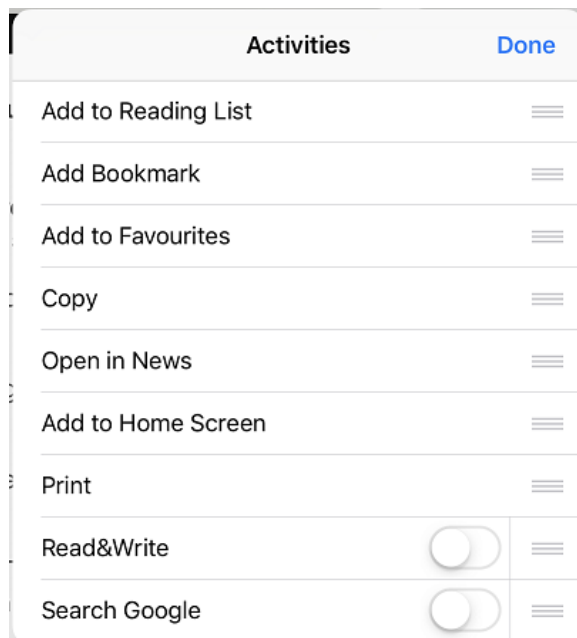



4. You can move the toolbar by long pressing on **Move**  and dragging the toolbar where you want it to go.

Adding Read&Write to the Share menu

If the Read&Write icon does not appear in your **Share** menu, you need to add it:





1. In your Share menu, tap **More** . This will open the **Activities** list:



2. Toggle on **Read&Write**.
3. Using the **Drag** handle  you can drag the items in this list to change the order they appear in the **Share** menu.
4. Drag **Read&Write** up the list. This will make it easier to access.


Speech

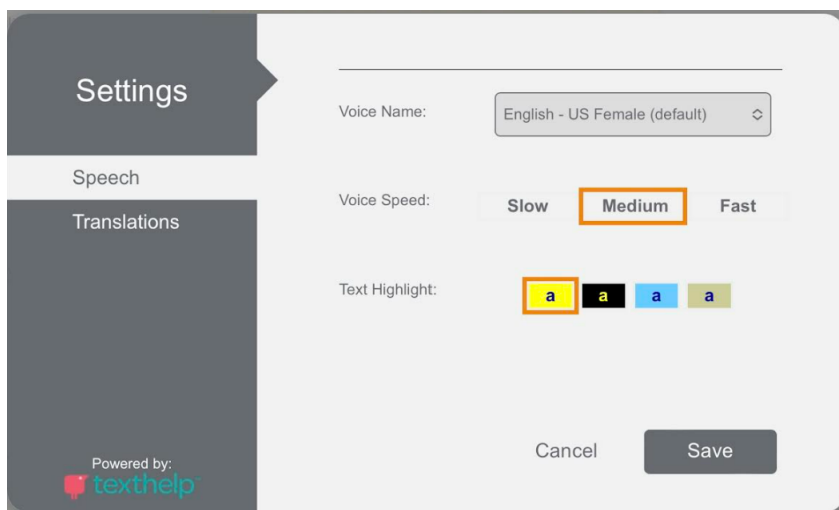
To have the text on a webpage read aloud:

1. When the toolbar first loads into the web page, **Click to Speak**  will be enabled.
2. Tap any text in the page and it will be read aloud and highlighted.
3. Alternatively, when this button is unselected on the toolbar, the other features become available. Now if you wish to hear text spoken, select the text on screen and then tap **Play** .
4. You can use **Pause**  to pause it reading aloud.
5. You can use **Stop**  to stop it reading aloud.

Speech Settings

If you wish to change the voice:


1. Tap **Settings**  to open the Web Toolbar's **Settings**:




2. Tap **Speech** in the left panel to select it.
3. Tap **Voice Name** to see the list of available voices.
4. Tap the one that you would like to use.
5. Adjust the speed of the voice using the Voice Speed options of **Slow**, **Medium** or **Fast**.
6. Choose the **Text Highlight** that you would like to use.
7. Tap **Save**.

Dictionary


To look up the meaning for a word:


1. Select a single word in a webpage and tap the **Dictionary**  .
2. The Dictionary window will appear and display a definition for the word.

For example:

Dictionary 


important

adjective: If something or someone is important they have a lot of power or influence 

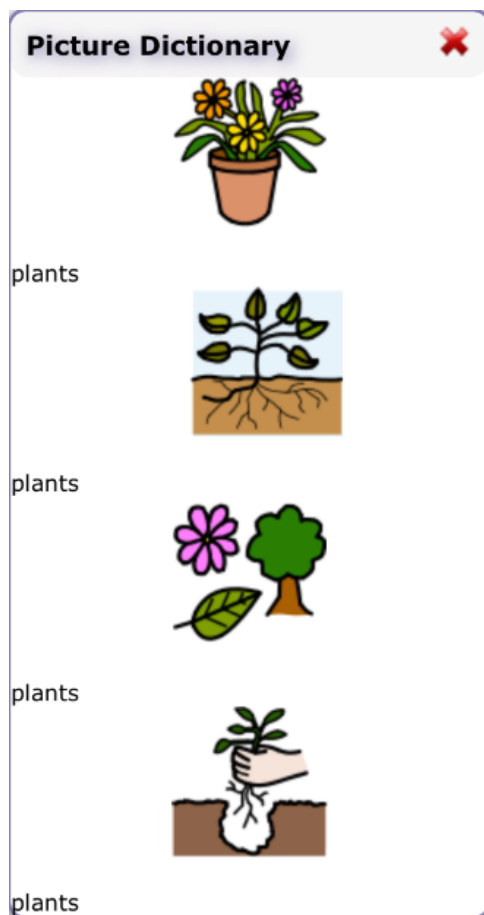
adjective: If something is important it has great value 

Picture Dictionary

To look up a word using the Picture Dictionary:


1. Select a single word in a webpage and tap **Picture Dictionary** .
2. The Picture Dictionary will display images for the word.

For example:

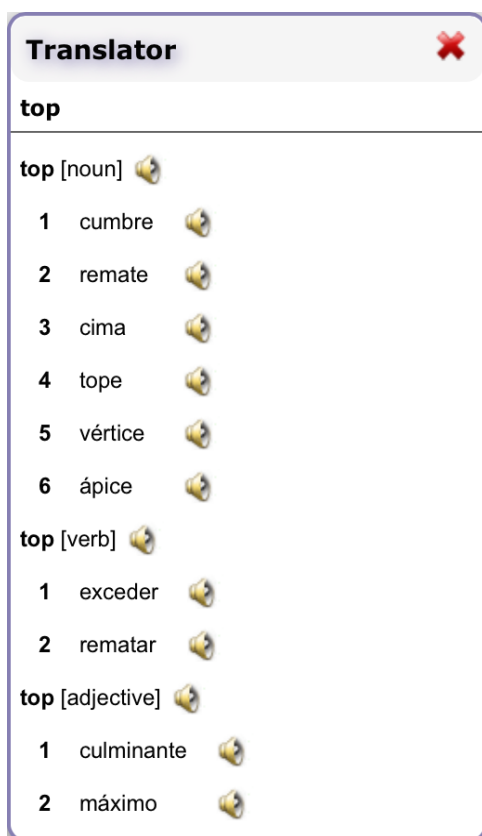


Translation

To translate a word into another language:


1. Select a single word in a webpage and tap **Translator** .
2. The Translator window will display a French or Spanish translation (depending on your location) for the word.

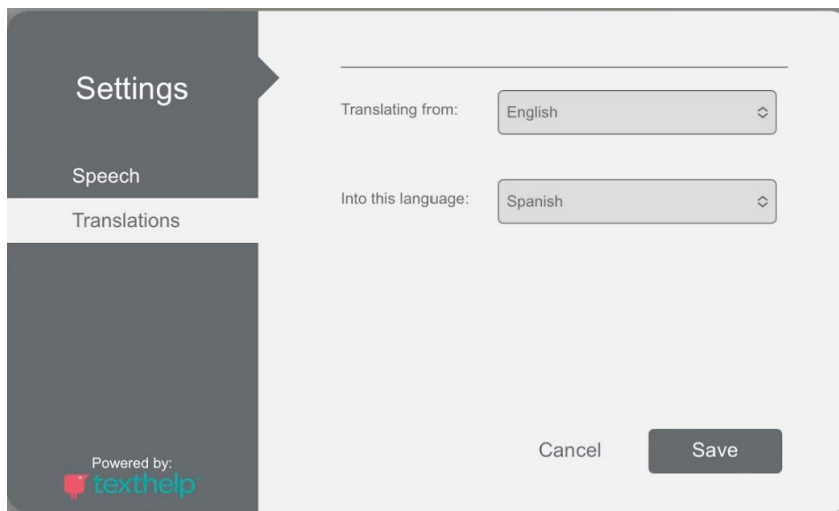
For example:



Translator Settings

To change the language that the translator uses:


1. Tap **Settings**  to open the Web Toolbar's **Settings**:

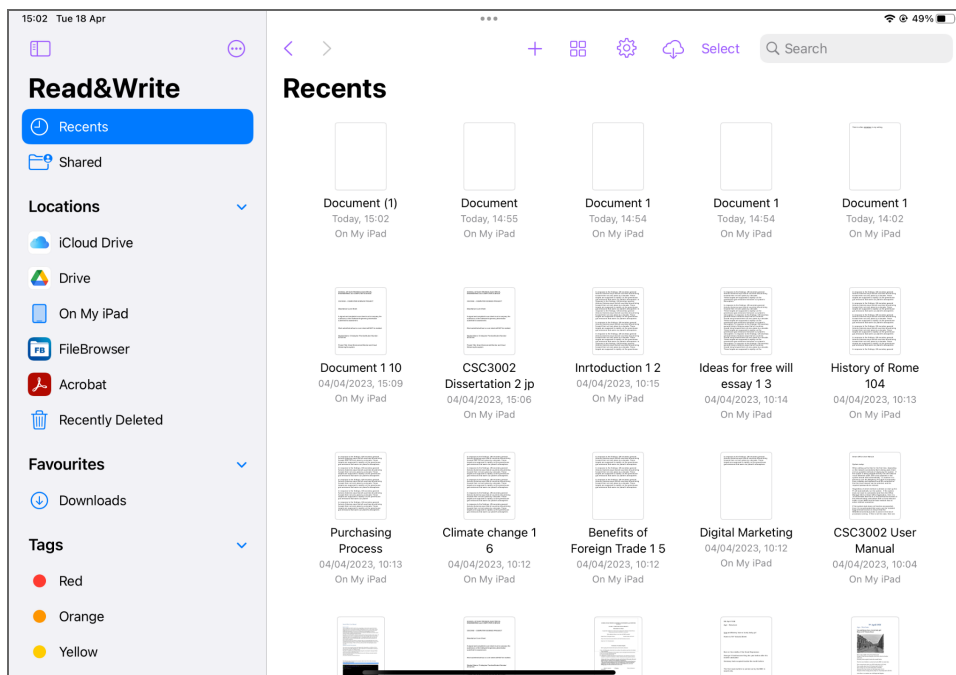



2. Tap **Translations** in the left panel to select it.
3. Tap **Translating from** to select the language you are going to be translating from.
4. Tap **Into this language** to select the language you are going to be translating to.
5. Tap **Save**.

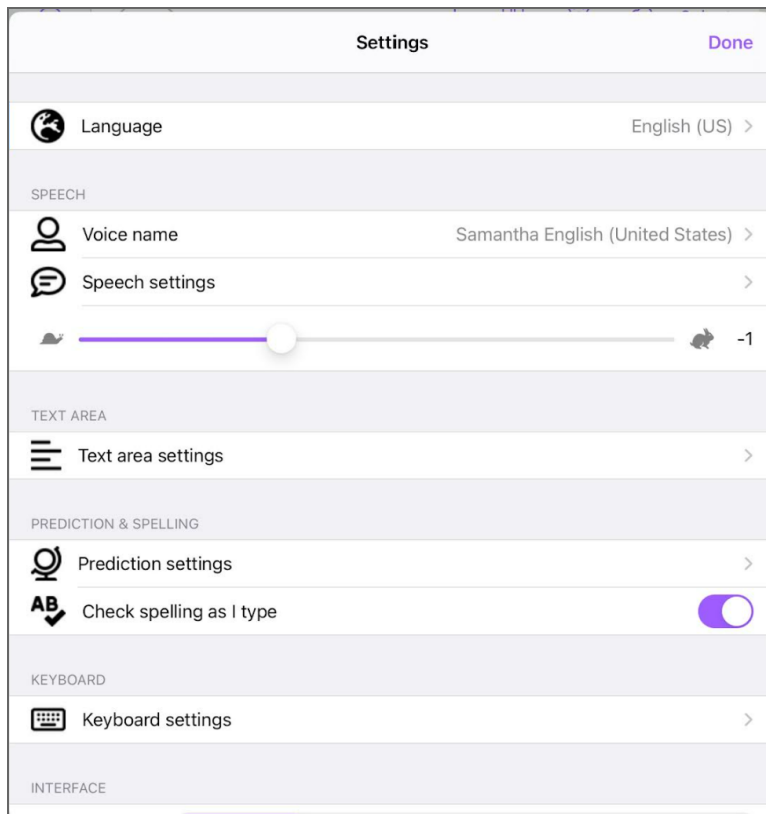
Settings

To adjust how Read&Write for iPad works you can access the **Settings**.

1. To access the Read&Write for iPad settings tap **Read&Write for iPad**  to open the Writing App. Settings within the Writing App also apply to the Read&Write for iPad keyboard.
2. Your homepage will appear:



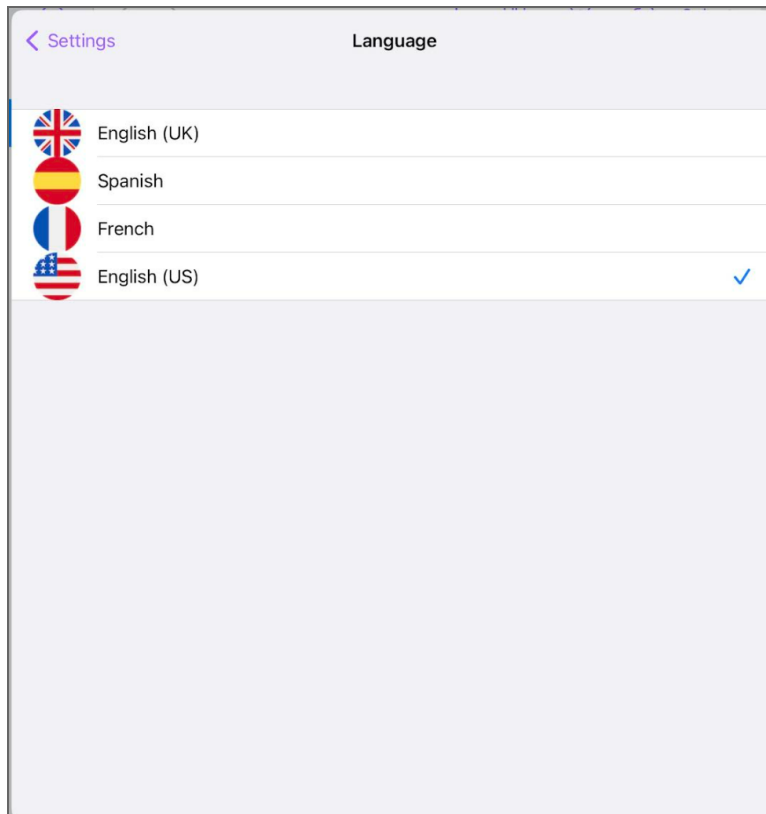
3. Tap **Settings**  to open the Settings panel:



Language

To alter what language you wish to use:

1. Tap **Language** to access the language options:



2. Select the language that you want to use.

Note: Changing the language will also alter the voice, prediction, spelling and grammar.

Speech

You can change the voice used to read aloud, its speed and how the speech works by using the Speech settings:



Voice name

1. Tap **Voice name** to see the available voices:



2. Tap the one you would like to use.

Speed

1. Drag the button in the speed slider bar to the left to slow the voice.

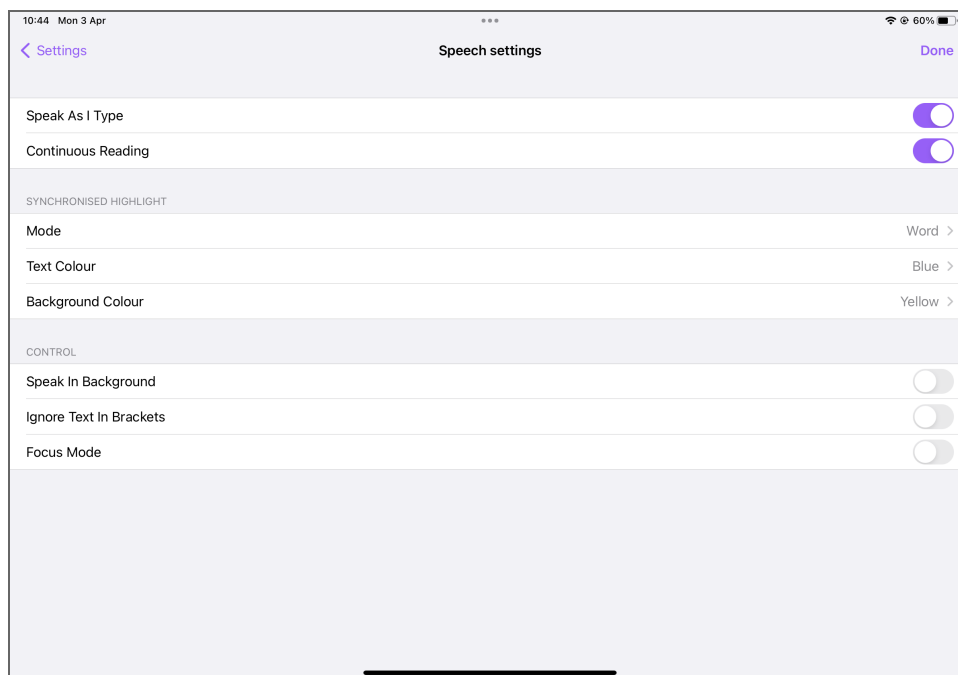


2. Drag the button in the speed slider bar to the right to speed up the voice.



Speech Settings

Tap **Speech Settings** to further alter how Speech works:



- **Speak as I Type** – toggle on/off. When switched on, Read&Write for iPad will read each word and sentence as you type them.

- **Continuous Reading** – toggle on/off. When turned on, reading aloud will automatically continue after each sentence.

Synchronized Highlight

- **Mode** – choose **None**, **Word**, **Word trail** or **Sentence**.
- **Text Colour** – choose the color used to highlight the words as they are read.
- **Background Colour** – choose the color used to highlight the background of the words as they are read.

Control

- **Speak in Background** – toggle on/off. When switched on, you can set Read&Write for iPad to continue to read a document even if you switch to something else
- **Ignore Text in Brackets** – toggle on/off. When switched on, will not read out text held within brackets
- **Focus Mode** – toggle on/off. When switched on, will gray out the document except for the word it is reading

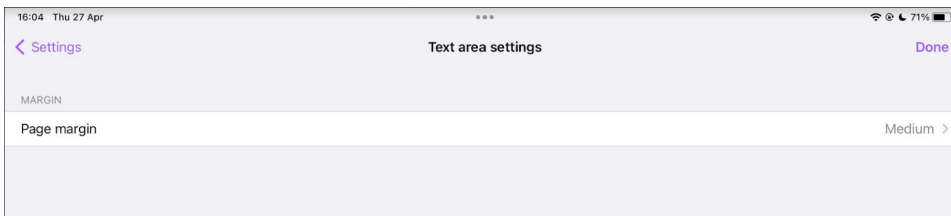
Text Area

You can alter the margins your documents will have.

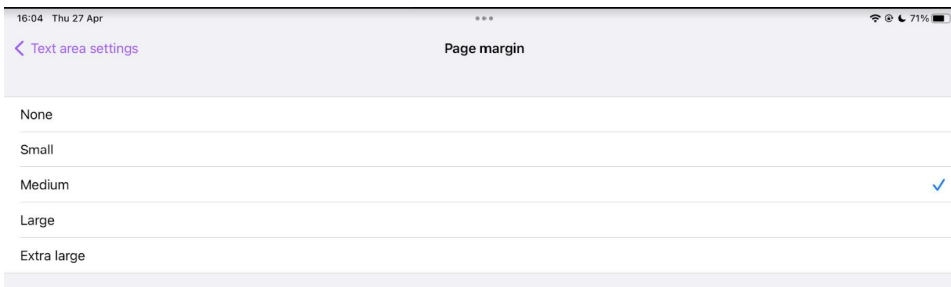
1. Tap **Text area settings**:



2. Tap **Page margin**:



3. Tap to choose from **None**, **Small**, **Medium**, **Large** or **Extra Large**.

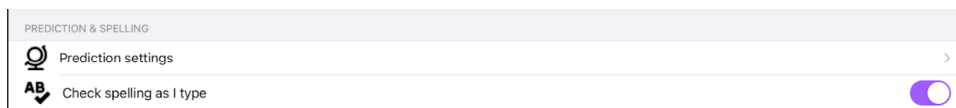


Prediction & Spelling

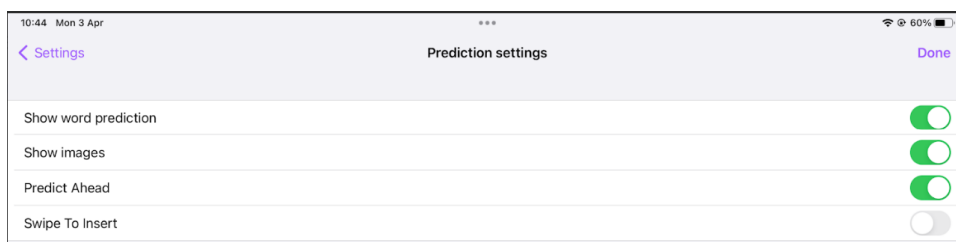
In the Read&Write for iPad Settings you can alter how the Prediction and Spelling works.

Prediction Settings

1. In the Prediction & Spelling area:



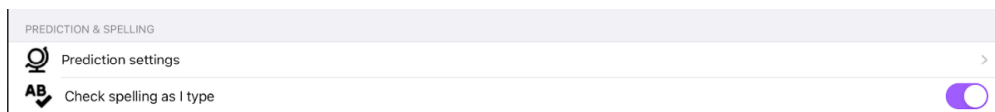
2. Tap **Prediction settings**.
3. The Prediction settings will open:



4. Here you can:
 - **Show word prediction** – turns prediction on and off.
 - **Show images** – turns on/off the images that appear beside suggested words when using the Writing App.
 - **Predict Ahead** – turns on/off the ability of prediction to predict the next word.
 - **Swipe to Insert** – turns on/off the ability to add predicted words by swiping them into your text area.

Spelling Settings

1. In the Prediction & Spelling area:

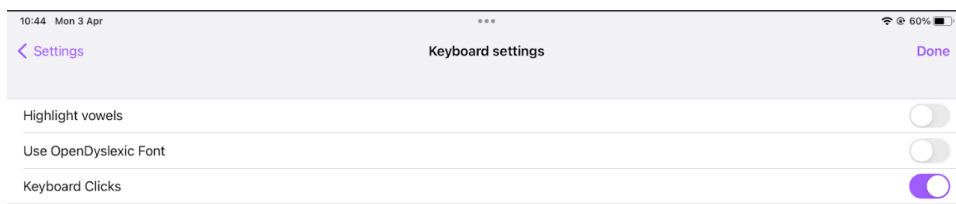


2. Tap **Check spelling as I type** to toggle on/off. When switched on, Read&Write for iPad will check for spelling mistakes as you type.

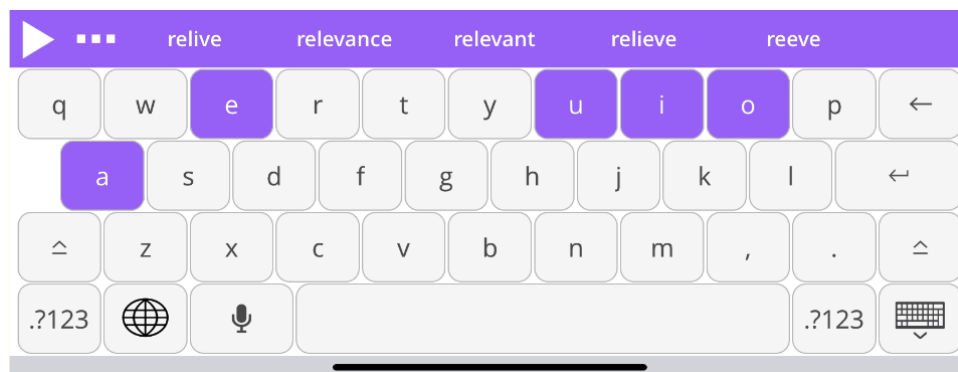
Keyboard

To alter how the Read&Write for iPad keyboard works:

1. Within the Read&Write for iPad Settings, tap **Keyboard Settings**.
2. The Keyboard settings will appear:



3. Here you can:
 - **Highlight vowels** – toggle this option to see vowels highlighted on the keyboard in the theme color:



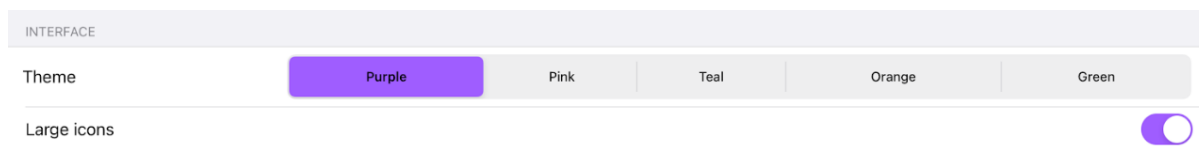
- **Use OpenDyslexic Font** – toggle this setting to change the keyboard font to Open Dyslexic:



- **Keyboard Clicks** – toggle this setting to switch keyboard clicks on or off. When turned on, you will hear a click whenever you tap a button on the keyboard.

Interface

In the Read&Write for iPad Settings you can alter how the keyboard looks:



Theme

You can choose from five color themes (**Purple, Pink, Teal, Orange** or **Green**) for the keyboard.

Large icons

The **Large icons** option toggles on/off the ability to change the size of the icons within the Read&Write for iPad Writing App homepage.

Camera

The **Save photos** option toggles on/off the ability to save photos taken while using the Writing App to your Photo Library.

Product Information

- **Version** – this will show you what version of Read&Write for iPad you have installed. We recommend you always have the most recent version installed.
- **Contact Support** – this will automatically open an email addresses to our Technical Support so that you can get help with Read&Write for iPad
- **Write Review** – this will automatically take you to the Apple App Store where you can write a review on Read&Write for iPad.
- **What's new** – will take you to see the latest release notes.
- **Visit website** – will take you to the Texthelp website where you can find out more about Read&Write for iPad and our other products.
- **Analytics Data** – will toggle on/off sending anonymous usage statistics of your use of Read&Write for iPad to Texthelp.