

ReadPlease Text Reading Program

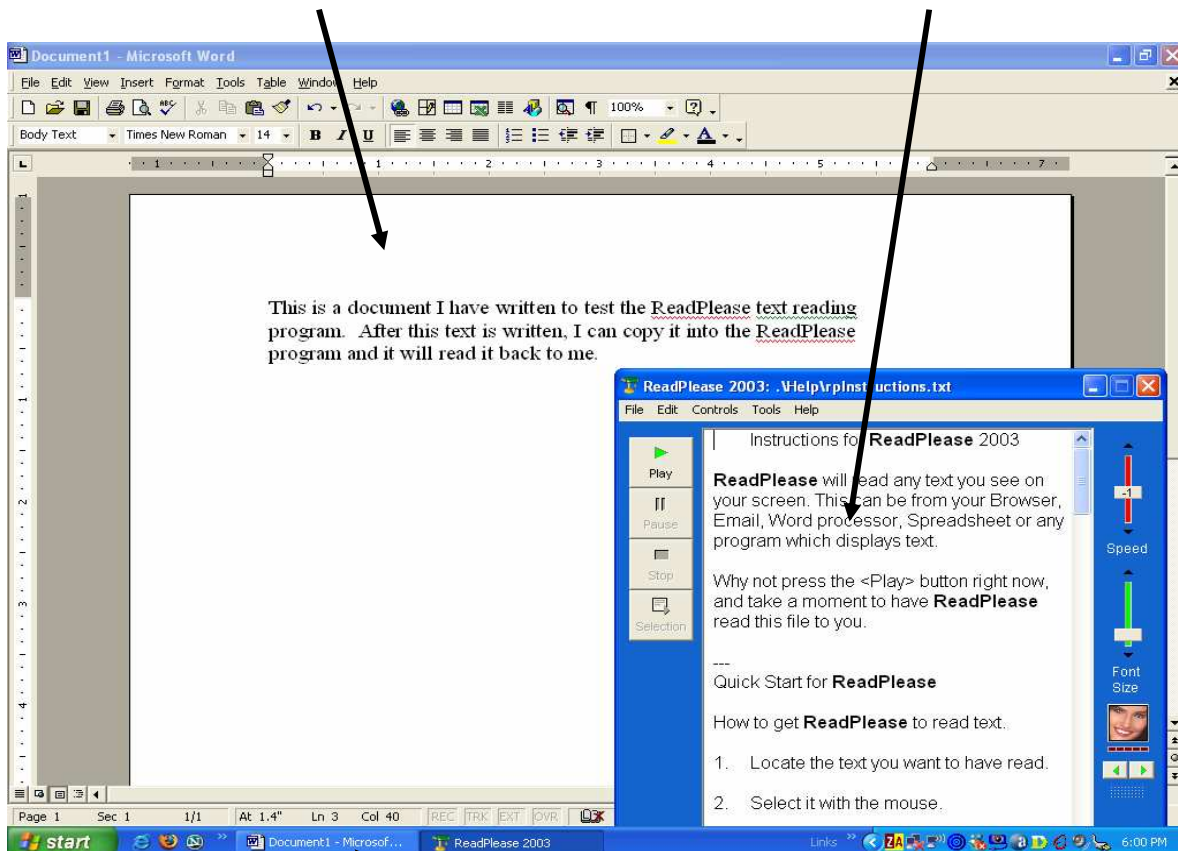
- 1 Open the **ReadPlease** program,
by clicking on the **ReadPlease** icon
- 2 You also need to open the document
That you wish to have read.



Both programs need to be open at the same time,
so that you can switch between them:

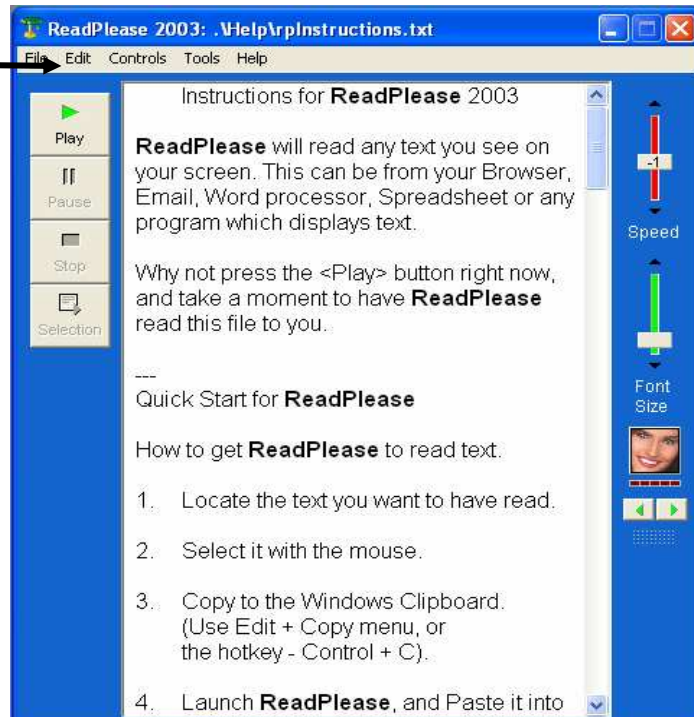
Any Windows based document

ReadPlease program

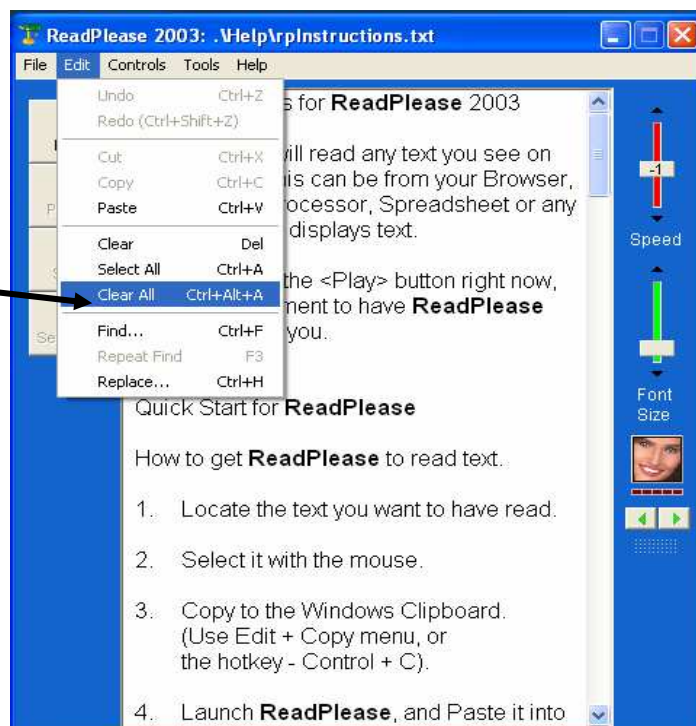


To switch between programs, select it from the Tabs at the bottom.

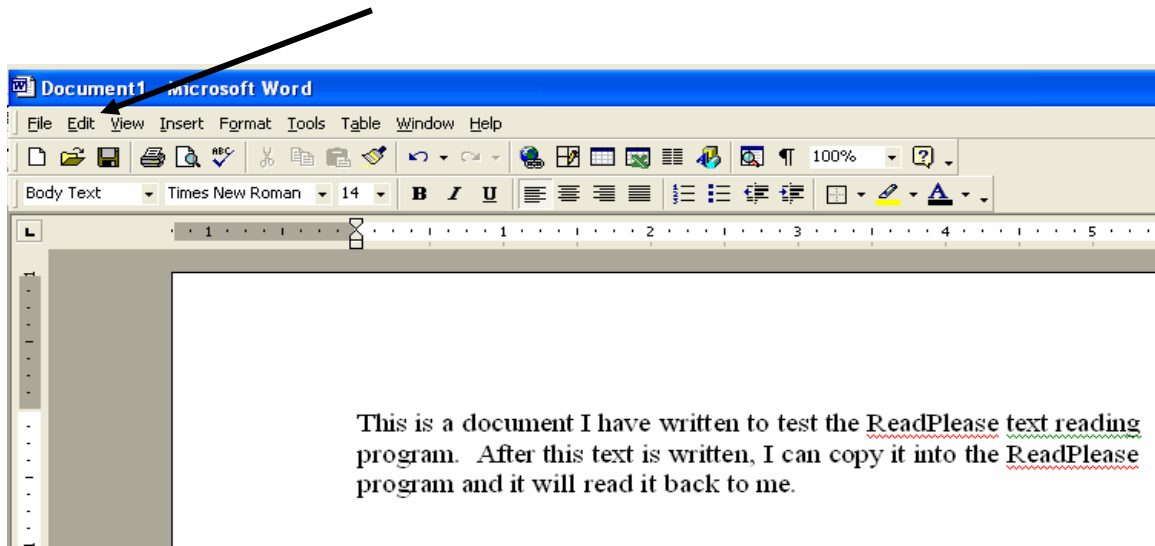
3 On the **ReadPlease** screen, click **Edit**



4 Click **Clear All**
this will erase all of the text that is already in the **ReadPlease** program

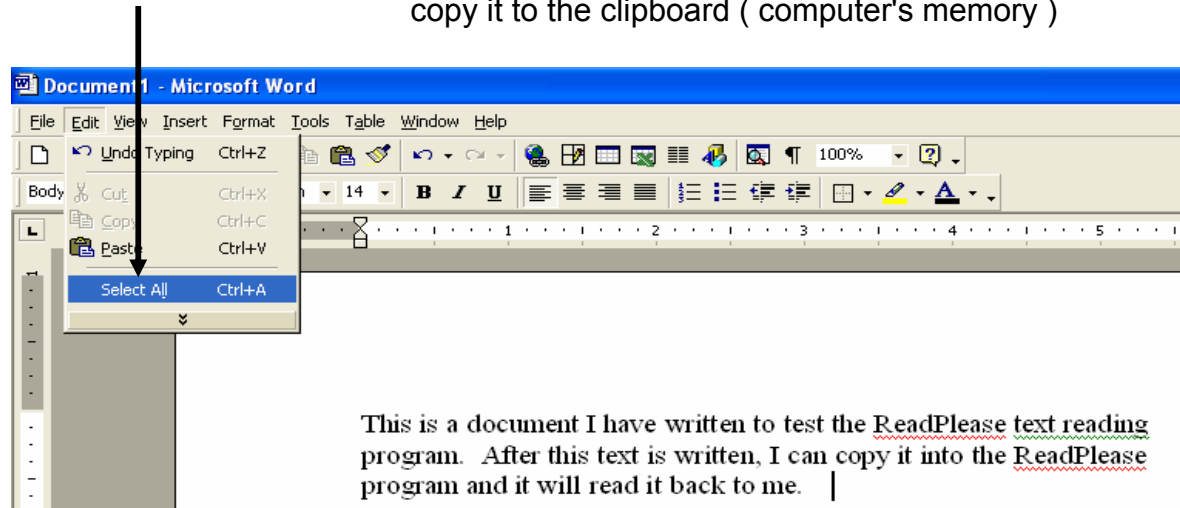


5 On the Text document, click **Edit**



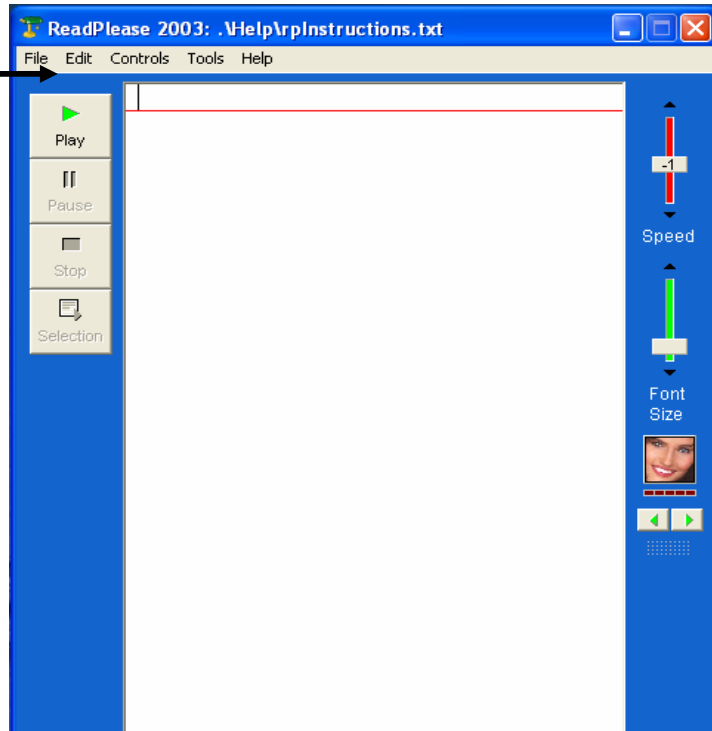
6 Click **Select All**

This will select "all" of the text in the document, and copy it to the clipboard (computer's memory)



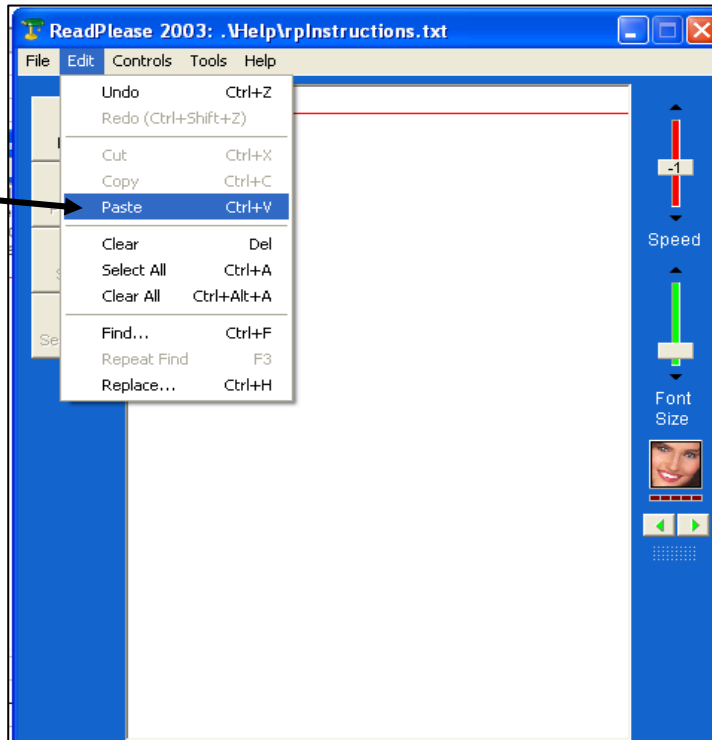
7 Switch to the **ReadPlease** program, by clicking the minimized tab at the bottom

8 On the **ReadPlease** program, click **Edit**



9 Click on **Paste**

This will "paste" the text from the Text document into the **ReadPlease** program.



10 Click **Play**
to hear the text
read back to you

The **Pause** and **Stop**
buttons allow you to
control the reading

The **Speed** slider
allow you to control
the speed of the reading

You can select different
voices here

