

# Read:OutLoud® 6 Self-Study



- **What is Read:OutLoud 6?**  
Read:OutLoud 6 is an independent text reader that works with any electronic text including the Web.
- **What will I get from this Self-Study?**  
The Self-Study will walk you through the basics of using Read:OutLoud 6 so that you can get started quickly. When you complete this Self-Study, you will have used Read:OutLoud 6 from beginning to end. (See the Help program within Read:OutLoud 6 for help on using *all* of the features.)
- **How do I use this Self-Study?**  
Print this Self-Study and follow the steps on your computer.

## Get IT! Read IT! Learn IT!



### ⇒ Get IT

#### LAUNCH Read:OutLoud 6

- **Windows:** Start menu and/or Shortcut on Desktop.
- **Macintosh:** Dock and/or Alias on Desktop.

#### ADD eText

If you are connected to the Internet, Read:OutLoud 6 uses its built-in web browser. It shows you the Don Johnston web page with e-text examples in the Web tab.



1. Click  on the toolbar.
2. Open the **ReadOutLoud eText** folder.  
(Windows) Look in the **My Documents\ReadOutLoud eText** folder for eText.  
(Macintosh) look in the **Documents\ ReadOutLoud eText** folder for eText.
3. Open the **Sample Textbook Files** folder.
4. Select **BookSample012009\_01.opf** and click . The file opens in a new tab named **Lesson 1**.

**Windows:** Files can be saved anywhere but are installed in a ReadOutLoud eText folder in My Documents.

**Macintosh:** Files can be saved anywhere but are installed in a ReadOutLoud eText folder in Documents.

### ⇒ Read IT

#### EXPLORE Speech

1. Highlight the word where you want to start reading the text and click .
2. To stop speech at any time, simply click anywhere in the eText (or click .

**Note:** You can also do this on the web!

## PRACTICE navigation

Go directly to you the page you want.

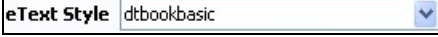
1. Click in the first page number field .
2. Type the page number you want. Type **5**. Press **Enter/Return** on your keyboard and you jump to the page.
3. You can also page through a document by clicking  and . Click the buttons to practice moving through the pages, and end at page 2.

### Notes:

- If there is a number in the field, press **Delete** on your keyboard to remove it. Type the new page number and press **Enter/Return**.
- NIMAS files have tags for parts of a book. Publishers insert the tags. If the file is not tagged correctly, it is possible that a page number in the book won't match the page number on the screen.


## DISCOVER eText styles

You can change the appearance of NIMAS books with eText Styles. Screen colors and font sizes play an important role in helping learners be successful readers.



1. Click the drop-down menu next to **eText Style** to open it .
2. Select two or three different styles and watch the appearance change.

## ⇒ Learn IT


### HIGHLIGHT to capture key ideas and put them in your outline

1. On page **2**, select the heading, "**Cell History**," by dragging your mouse over the phrase.
2. Click  (green) on the toolbar. Notice that they have quotation marks in your outline to remind you that these are words that came directly from your text source.



### HIGHLIGHT to capture supporting details and add them to your outline

1. Go to page **3** and click the green box in front of "**Cell History**".
2. Under the "**Kinds of Cells**" heading, highlight the supporting detail to Cell History, "**2 basic kinds**", and click  (yellow) on the toolbar. The eText you selected is now highlighted in yellow and is added as a supporting topic to "**Cell History**".
3. Take this one step further. In the outline, click the yellow box in front of the yellow subtopic. In the text find and select more information about it—highlight "**prokaryotic cells**" and click  (red). The text you selected is entered into your outline as a supporting subtopic to "**2 basic kinds**".

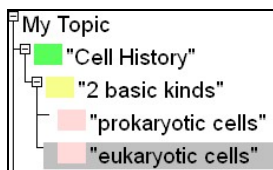
**Tip:** You can also do this on the web – highlight text, read it aloud and create subtopics.



**Note:** Another way you can insert a subtopic is to place the cursor in your outline and click .

## ORGANIZE information in your outline

1. Add one more subtopic – highlight “**eukaryotic cells**” and click  (yellow) on the toolbar.
2. Look at your outline. You decide that “**eukaryotic cells**” really belongs as a subtopic of “**2 basic kinds**” (yellow, supporting detail) and not “**Cell History**” (green, main idea).
3. Click “**eukaryotic cells**” and click  on the toolbar. The subtopic is now red and is “attached” to the “**2 basic kinds**” supporting detail.

Your outline should look like this:



**Note:** In addition to the  and , you can also move subtopics up and down in the outline. To do this, click the subtopic you want to move, click the **Outline** menu and click **Move Up** or **Move Down**.

## CHANGE subtopic words

1. Change “**2 basic kinds**” to **Two Types** – Click in the subtopic text. The subtopic turns blue.
2. Type **Two Types**. Your text replaces ‘2 basic kinds’.

## ELECTRONIC Bookmarking

Subtopics are “linked” to the eText where they were found. This makes it easy to locate the source of the information in the eText panel.


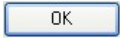
1. In the eText panel, scroll to the **BOTTOM** of the eText.
2. Double-click the green key idea in the outline: “**Cell History**”. The cursor in the eText panel goes to the text source page.

**Note:** If you are on the page in which the link already appears, nothing happens when you click a subtopic.

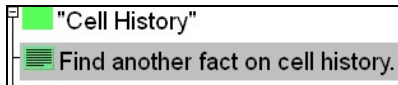
**Tip:** Electronic Bookmarking also works on the web: Just double-click a subtopic that you created with web text – watch as the web page where this text is located displays.

## TAKE NOTES

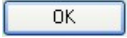
You can write some of your own questions or connections by adding and typing notes.

1. Click the key idea (green): “**Cell History**”.
2. Click  to open the Note window.
3. In the Note window, type, **Find another fact on cell history**.
4. Click  to close the Note window. Notice that the note appears immediately below the key idea topic in your outline.

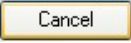
Your outline should look like this:



**Note:** You might want to provide more structure for learners as they create their outlines. In Read:OutLoud 6, there are pre-made outline templates to help provide structure and direction to learners. They have subtopics already in them that help learners decide what information to gather.

To see these outline templates, go to the **Outline** menu and select **Add Outline**. Scroll through the list and look at the preview of the outline. When you find the outline you want to use, click . The outline appears in Read:OutLoud and you can edit it to meet your needs.

## PRINT and SAVE

1. In the **File** menu, select **Print**.
2. Look at the options for printing outline and eText. Outlines can be printed as study guides.
3. Click .

**Tip:** On the toolbar, click  to print your work bypassing the dialog.


4. On the toolbar, click .
5. Name your work **Cells** and click .

**Note:** The file name is saved followed by **.djs**. You can also save your work in a different folder.

To do this, click , select the folder, click  and click .

## QUIT Read:OutLoud

- **Windows:** In the **File** menu, select **Quit/Exit**.
- **Macintosh:** In the **ROL** menu, select **Quit ROL**.

**Note:** To open this file at a later time, click  on the toolbar. If you did not save your work in a different location, your file is saved in the **My Documents** folder (Windows) or **Documents** folder (Macintosh).

***Congratulations! You have just used Read:OutLoud 6 text reader to read eText and use reading strategy supports!***