



Shortcut Sheet

Read:OutLoud Instructions

- Double click Solo icon
- Sign in (default password is 123456)
- You will be in student central which allows you to open any of the documents available
- Click on Read:OutLoud icon at top and a Read:OutLoud window will come up.
- Open any document: on the left is the eText or scanned book, on the right is the area where the teacher can insert questions and the student's answers will go.
- Highlight any text and then click on green highlighter pen. Whatever is highlighted will automatically go under the right side as a subtopic.
- You can move the text on the right by click and drag. If you highlight something in yellow, it becomes a subhead under green.
- After you have all the topics set, you can click on the far right button (looks like a water bug) to view the outline as a map.
- Use the speaker buttons to read all, read a paragraph, read a sentence.
- Highlight a word and click on the open book to get a definition. If you want to put the definition into the notes area, highlight and copy the definition, open a new note (paper w/+ sign over it), paste.
- Can expand and contract outlining by clicking on the +/- sign to the left of the topics.
- Can increase size of text by clicking on A arrow up button.
- Bibliography examples and wizard available on books icon
- Can print as a study guide by going under file, print, print options: outline, text, bibliographer.

Teacher directions:

- Teacher sign in

- Scroll down to teacher (password is school)
- Open an assignment template (blank, saved, reading to writing wizard)
- To add/change directions under notes: click on unassigned notes, then click on lock with T+ symbol. A text rectangle will appear. Type your question or note and then enter to lock the text. Use delete to erase a text box.
- Can insert eText from internet, insert Start to Finish text, or scan in information to be inserted.
- When finished: file, save as, type in description, ok, type in name of assignment and choose either assignment or outline template. You can also assign it to a student if you choose to.

To assign students:

- Sign into Teacher Central
- Click on student preferences
- New button at bottom
- Change preferences for student
- To assign projects to students, click on the assign button at the top and check any assignments.
- Quit to get back to sign in.