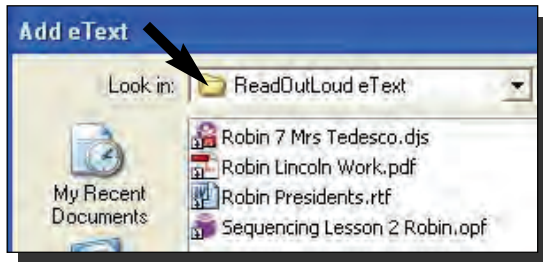## Get IT!

1 Launch
Read:OutLoud 6

2 Get eText

Add eText   OR   Open previous
Read:OutLoud 6
file

3 Look here (or where your
teacher tells you) for eText or
your previous work

Add eText

Look in: ReadOutLoud eText

My Recent Documents

- Robin 7 Mrs Tedesco.djs
- Robin Lincoln Work.pdf
- Robin Presidents.rtf
- Sequencing Lesson 2 Robin.opf

Note: Look in the My Documents folder
(Windows) or the Documents folder
(Macintosh) to see ReadOutLoud eText.

4 Click Open ▼

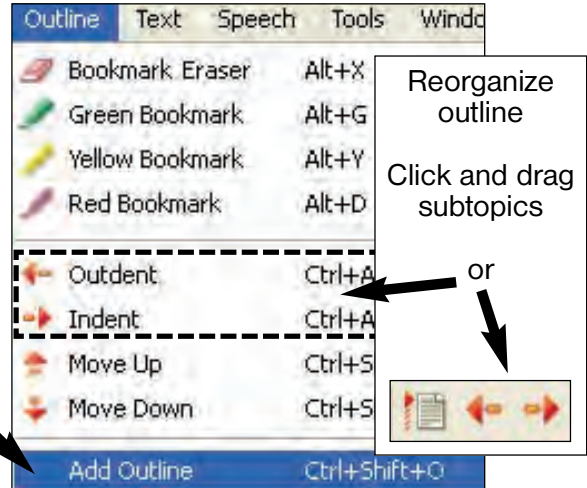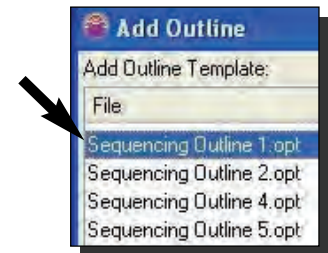## Read IT!

🔊 Speak

✳ Stop Speak

Learn IT!

Create Outline

Outline	Text	Speech	Tools	Windo

- Bookmark Eraser — Alt+X
- Green Bookmark — Alt+G
- Yellow Bookmark — Alt+Y
- Red Bookmark — Alt+D
- Outdent — Ctrl+A
- Indent — Ctrl+A
- Move Up — Ctrl+S
- Move Down — Ctrl+S
- Add Outline — Ctrl+Shift+O

Reorganize
outline

Click and drag
subtopics

or

1 Get Outline

2 Find your
Outline here

Add Outline

Add Outline Template:

File

Sequencing Outline 1.opt
Sequencing Outline 2.opt
Sequencing Outline 4.opt
Sequencing Outline 5.opt

3 Click OK

Add to Outline

1 Highlight text He saw a huge wall of water

2 Click Bookmark

✎ Green   ✎ Yellow   ✎ Red
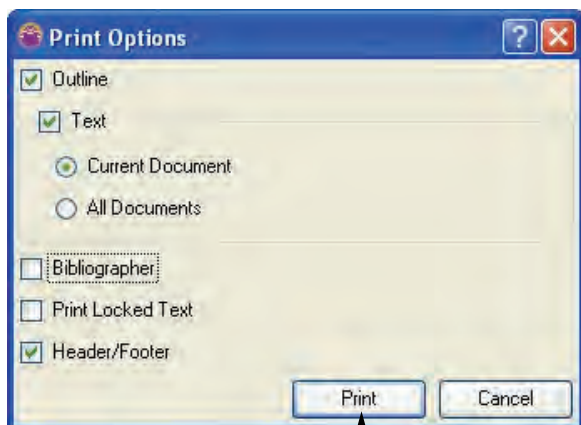
📝 Add note

READ:OutLoud ® 6

Print Your Work

Click to automatically print
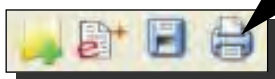
OR

1 Use **Print** from the **File** menu for print options

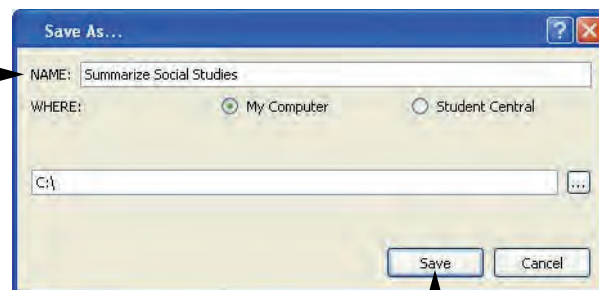**2** Select what options you want to print

Print Options

- ☑ Outline
  - ☑ Text
    - ⦿ Current Document
    - ○ All Documents
- ☐ Bibliographer
- ☐ Print Locked Text
- ☑ Header/Footer

[Print] [Cancel]

3 Click Print

Save Your Work

1 Click Save

Tip: Click **Save** every 10 minutes while you work

2 Type the name for your work

Save As...
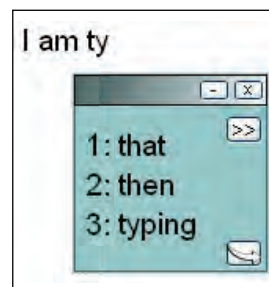
NAME: Summarize Social Studies
WHERE: ⦿ My Computer ○ Student Central

C:\

[Save] [Cancel]

3 Click Save

Use Co:Writer® (optional)

1 Launch Co:Writer

2 Begin typing

You see this   or this

| I am ty |
| [-][x] |
| [>>] |
| 1: that |
| 2: then |
| 3: typing |

| It is m |
| 1: my |
| 2: me |
| 3: more |
| 4: most |
| 5: made |
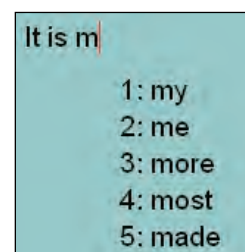
3 Select the word you want to use