

Your Digital Question Paper — How to Use Acrobat Reader 8 and Browsealoud

Getting started

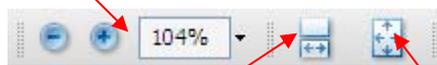
- ◆ Load Acrobat Reader 8
- ◆ Open then Save the exam — re-name the file with your name

Entering text in answer boxes

- ◆ Click in a box and type your answer in
- ◆ Press the [TAB] key to move to the next field
- ◆ Press [SHIFT]+[TAB] to move back a field
- ◆ (check that the [TAB] key has taken you to the correct field)

Changing the view

- ◆ Use the magnification tools if you need any section enlarged



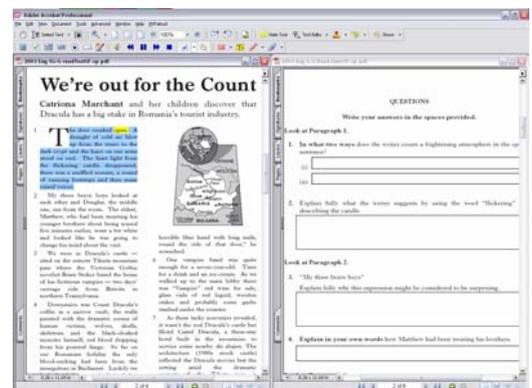
- ◆ To fill the screen use **Page Width**
- ◆ To get an overview of the whole page use **Fit Page** (good to check that all fields have been filled in)
- ◆ To get back to 100% click on the arrow to the right of the magnification level and choose **Actual Size**

Page Rotation

- ◆ If you have diagrams or graphics on the page, you may need to rotate pages: select **View > Rotate View** then either **Clockwise** or **Counterclockwise**

Viewing 'Reading' and 'Question' papers together

- ◆ Open both papers
- ◆ Move between them by clicking the Window menu and then choose the paper, or press [ALT]+[W] then 1 or 2
- ◆ OR click **Window > Cascade** and then size and position the files as you wish
- ◆ OR choose **Window > Tile** and arrange the papers either vertically or horizontally

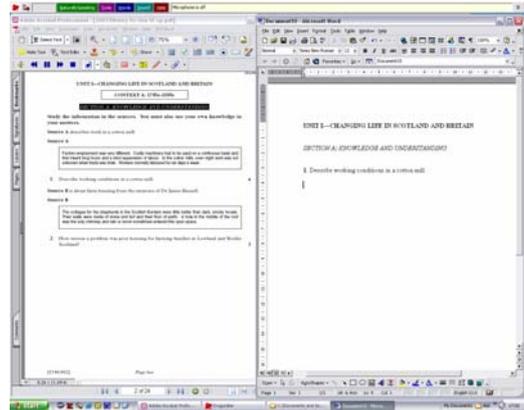


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Moving between a PDF exam and word processing document

Open Acrobat and Word, and move by clicking on the **Windows Taskbar**, or pressing **[ALT]+[TAB]**.

- ◆ Note you can use the **Select Text** button to copy questions or quotations from the PDF and paste them into Word.



Moving between pages

- ◆ To get to the **top** of each page, use the blue arrows on the toolbar, or right and left arrow keys on the keyboard.
- ◆ To scroll down the page, use the scroll bar or press the **[Page Up]** and **[Page Down]** keys (if you're in an answer box, you'll need to click outside it for this to work).

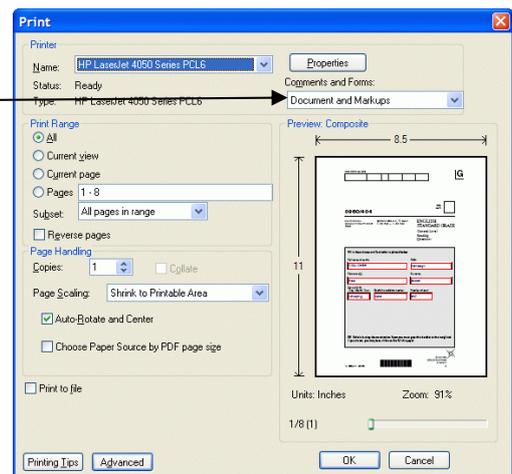
Spellchecker

- ◆ If the spellchecker is enabled, Acrobat will underline possible spelling mistakes when you type them into the answer boxes.
- ◆ You can spellcheck a word quickly by **right-clicking** on it and choosing from a list of suitable words.
- ◆ Or at any time you can press **[F7]**, click on **Start** and use the Spellchecker dialogue box.



Saving and printing

- ◆ Save as you work through the exam. Before printing do a last **File > Save** (**[CTRL]+[S]**).
- ◆ Go to **File > Print** (**[CTRL]+[P]**), under 'Comments and Forms:' choose **'Document and Markups'**, and then click **OK**.
- ◆ Note: make sure you choose 'Document and Markups', or it won't print your answers!



Highlights and notes — ‘commenting tools’

As you read through a paper, you can add **Highlights** and **Notes**. Click **View > Toolbars > Comment and Markup** to show the Commenting toolbar. The toolbar can either ‘float’ on top of the exam, so you can move it around, or you can drag it to the top of the page and it will ‘dock’ with the other toolbars.



Highlights

You can use highlights to mark key locations or sections of the text.

- ◆ Click on the **Highlight** button,  and then select the text to be highlighted.
- ◆ To delete the highlight, right-click on the highlight and choose **Delete**.

1. Ramses I Station, usually called **Cairo Railway Station**, is a century old, like the railway system itself, which stretches from **Alexandria** on the shores of the Mediterranean, to **Axwan** on the Upper Nile, at the northern edge of Lake Nasser—the **border of Sudan** on the south side. The design of the station is of interest, and it has been said that it represents the epitome of nineteenth-century Egyptian architects' desire to combine classical and Islamic building styles, in response to **Khedive Ismail's** plan to create a "European Cairo"—Moorish meets modern.

Notes

You can use **Notes** to collect ideas and text as you read through a paper.

- ◆ To add a note, either click on the **Note** tool,  or **right-click** where you want the note, and choose **Add Note**. (This will only work outside the answer boxes.)
- ◆ After collecting a set of notes, you can view them all by clicking on **Document > Comments > Show Comments List** or clicking on the **Show > Show Comments List** on the toolbar.
- ◆ You can then review the notes and copy the text in them into another application, such as Word, for creating your answers.

Text Box and Drawing tools

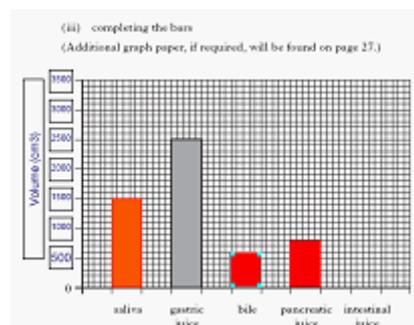
The **Comment and Markup** toolbar also has tools for drawing or adding text to the exam paper — although many students will find it faster and easier to use a pencil on the hard copy of the paper.



- ◆ You might use the **TextBox** tool to add numbers or text to diagrams in Maths or Science. The **Drawing** tools can be used to complete graphs or diagrams.
- ◆ For drawing, use the Cloud, Arrow, Line, Rectangle (hold shift to draw a square), Ellipse (hold **[SHIFT]** to draw a circle) and Pencil tools. Click on the tool you need, and then click on the page to draw or insert the item.

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- ◆ For this Biology paper, the **Rectangle** tool was used to draw the bars on the chart.
- ◆ You can change the appearance of an item — for example, the colour of the text, the thickness of a line, or the fill colour of a shape, by right-clicking on the item, and choosing **Properties**.



Reading the paper with Browsealoud 4

Loading Browsealoud

If Browsealoud does not load automatically when you start your computer, go to **Start > Programs > Texthelp > Systems > Browsealoud 4 > Browsealoud**.

 Once Browsealoud is loaded the icon will appear in the System tray on the bottom right of the screen — note it does not appear anywhere on the paper.

 When a web page or document is speech-enabled the Browsealoud icon will have a big yellow tick on top.

Reading the paper

Move the pointer over some text and Browsealoud should highlight it and read it out. If it doesn't speak, Browsealoud may be set to read selected text, so select some text and then choose 'Speak Selection' from the box that appears.

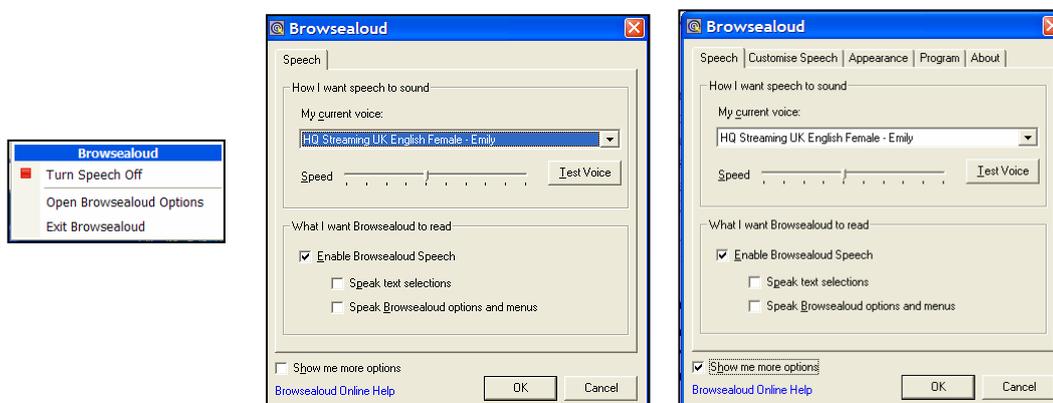
Browsealoud can either read the text in the PDF when you point at it, or when you select it — you can select which method you want in the Browsealoud settings.

To stop reading, press the **[CTRL]** key then press again to restart reading.

To read from another point in the paper just point at the text with the mouse.

Browsealoud settings

Right-click on the Browsealoud icon in the System tray and choose **Open Browsealoud Options**. Click on **Show me more options**. If this is the first time you have used Browsealoud, click on the **Browsealoud Online Help** (if you are online) and browse the help file.



Speech tab

Voice

You can change the voice by clicking on the current voice and choosing a new one from the list. The free Microsoft Mary, Sam and Mike will usually be available, and there may also be other 'SAPI 5' voices on your computer. If you are connected to the internet, Browsealoud should also offer *HQ Streaming UK English Emily* and *Daniel*, which are high quality English voices. They need a fast internet connection to speak at the same rate as the text is highlighted: with a slower internet connection the words may flash out of sync with the speech, which is a bit confusing.

Once you have chosen a voice, you can adjust the speed that it talks at by sliding the bar.

Reading

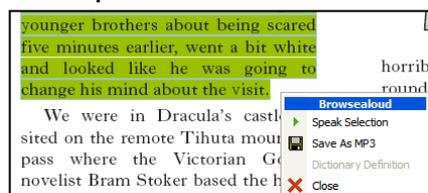
The default setting is *hover read*, in which the **sentence** under the pointer is read. Do not move the mouse when the program is reading to you as it will start reading another piece of text — it reads the text under the pointer. You can't choose to have paragraphs or words read out, so *hover read* may not be suitable if you just need the occasional word read or sentence read. Tick **Speak text selections** if you want to select text and have it read out. When you select the text, a menu immediately appears for you to choose **Speak selection**.

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Save as MP3

If you have chosen an HQ Streaming voice, you can save the spoken text as an MP3 file.

- ◆ Choose **Speak text selections**
- ◆ Select the text
- ◆ Choose **Save as MP3**



Customise speech tab

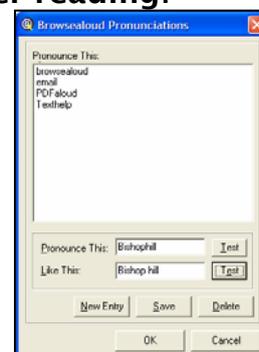
Automatically read next sentence

Tick this if you want Browsealoud to keep reading through the text until you stop it with the [CTRL] key, or move the pointer to another part of the text. This is a good option if you will want to read most of the paper through quickly.

Automatically read next sentence only works when you are **hover reading**.

Pronunciation

If words are not being pronounced correctly, you can change them using the **Change Word Pronunciation** option. Enter the word in the **Pronounce This** box, then try out other (phonetic) ways of pronouncing it in the **Like This** box, and **Test** until it sounds right. Once you are happy, click on **Save** and then **OK**.



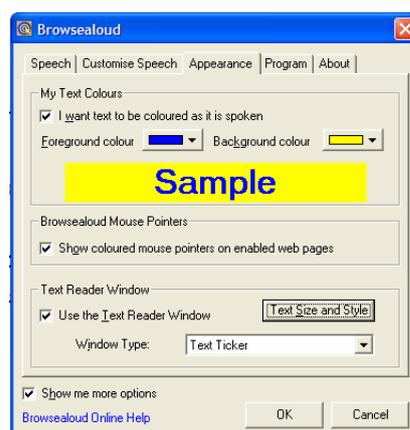
Keyboard settings

If you choose **hover read** rather than **Speak text selections**, Browsealoud will always read any text that the mouse pointer is over. To stop speech at any point, press the [CTRL] key. If you would prefer to use another key to stop/start, untick the [CTRL] key box, select the **alternative** box, and enter the key you would like.

Appearance tab

Text colours

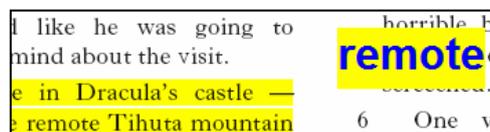
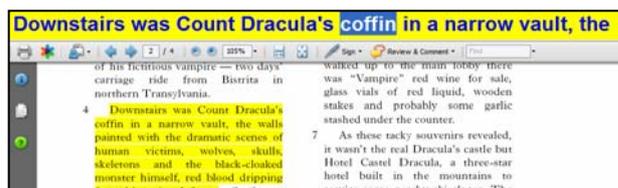
Browsealoud normally highlights the sentence it is reading in yellow and the word spoken in blue. You can turn off highlighting completely, or choose a different combination of colour. Be careful if you change colours, especially when you are using **Speak text selections**, as the colours may clash.



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Text Reader window

The **Text Reader** window can be helpful if you need the text magnified whilst reading. Choose to **Use the Text Reader Window** with either the **Text Ticker** (single line at top of page) or **Single Word Display** (single word in middle of page). There is also the option to change the text, font, size and style.



Program tab

In the program tab you can choose to have Browsealoud loaded automatically when the computer starts, or not, and choose whether you want Browsealoud to check for updates every day. If you are going to sit an exam, turn this off — you don't want Browsealoud to update itself when you are in the middle of the exam. To manually check for updates you can load **Browsealoud options > Program tab** and choose **Update now**.

Help and support

Click on the **Browsealoud Online Help** in the Browsealoud settings. On the Browsealoud website (www.browsealoud.com), you can also take a video tour and read frequently asked questions.