



Look, Listen, Read

Using ULTimate Reader in the Classroom

Talking word-processors assist students to learn academic content in classes across the curriculum. ULTimate Reader from CAST increases student access to learning



Reading Internet Text

Method One

Select, copy and paste text into ULTimate Reader.

Open web browser (i.e. Netscape or Internet Explorer). Use the mouse to highlight and select text from the web page. Go to the File menu. Select Copy. Open ULTimate Reader. Create a new document. Go File menu. Select Paste.



Fast Tip: Use keyboard shortcuts. Press **Control + A** to select all of the text. Press **Control + C** to copy and **Control + V** to paste.

Method Two

Open web page with ULTimate Reader.

Open web browser. Go to File menu. Select Save As. Go to the Save In field. Select where you will save the new file. Find the File name field. Type a name for the file. Go to the Save as Type field. Select Text File (.txt). Go to the Start Menu. Open ULTimate Reader. Go to the File menu. Select open. Go to the Look in field. Find file. Click Open.



Scanning Text from Books, Magazines etc.

- Step 1** Use OCR (*optical character recognition*) software to import text from books, magazines or print. OCR software comes with many scanners. In some cases it must be purchased separately.
- Step 2** Proofread the scanned text. Check grammar, spelling and format font. OCR software makes mistakes and interchanges w for v, p for q and i for l.
- Step 3** Save the file as a text or rich text file in software such as Microsoft Word. Open the text file with ULTimate Reader. If this fails, select, copy and paste the text into an ULTimate Reader document.