

Premier Literacy Tools Tutorial Guide



A step-by-step guide to the most popular tools in Premier Literacy Tools.

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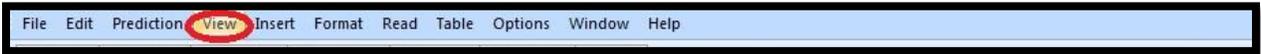
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Talking Word Processor

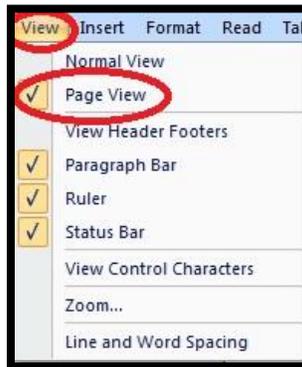
Basic Functions

Activating the Tool Bars

Step One: Click on “View” in the Talking Word Processor

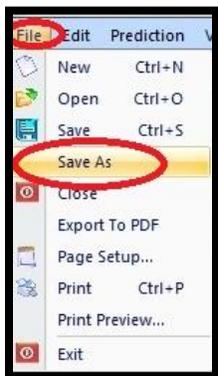


Step Two: Make sure the setting “Page View” is selected with checkmarks beside the “Tool Bar”, “Support Bar”, “Paragraph Ruler Bar”, and “Status Bar”.



Saving Files

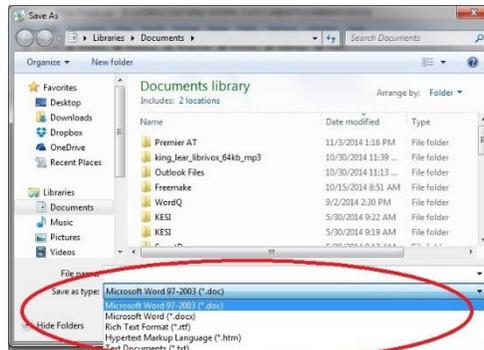
Step One: Click on “File” located in the top left corner of the program. Then click “Save As”.



Did you know?

Premier Literacy Tools has the versatility to save any project into MS Word, Corel Word Perfect, Rich Text Format, and HTML Format.

Step Two: Click on the drop down menu titled “Saved As Type” to choose which format you would like to save your document in. Click on the choice you desire. This file will then open in the desired program selected after exiting Premier Software Tools.



Open A File

Step One: Under the Home tab, click on the “Open” folder button.

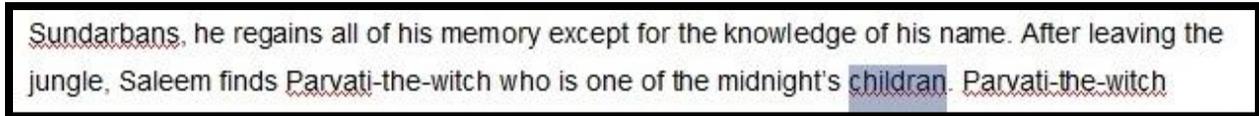
Step Two: Go to Desktop, Click the “Example” File, and choose the file. Double click to open.

Talking Word Processor

Home and Reading Tool Bar

Activate Spell Check

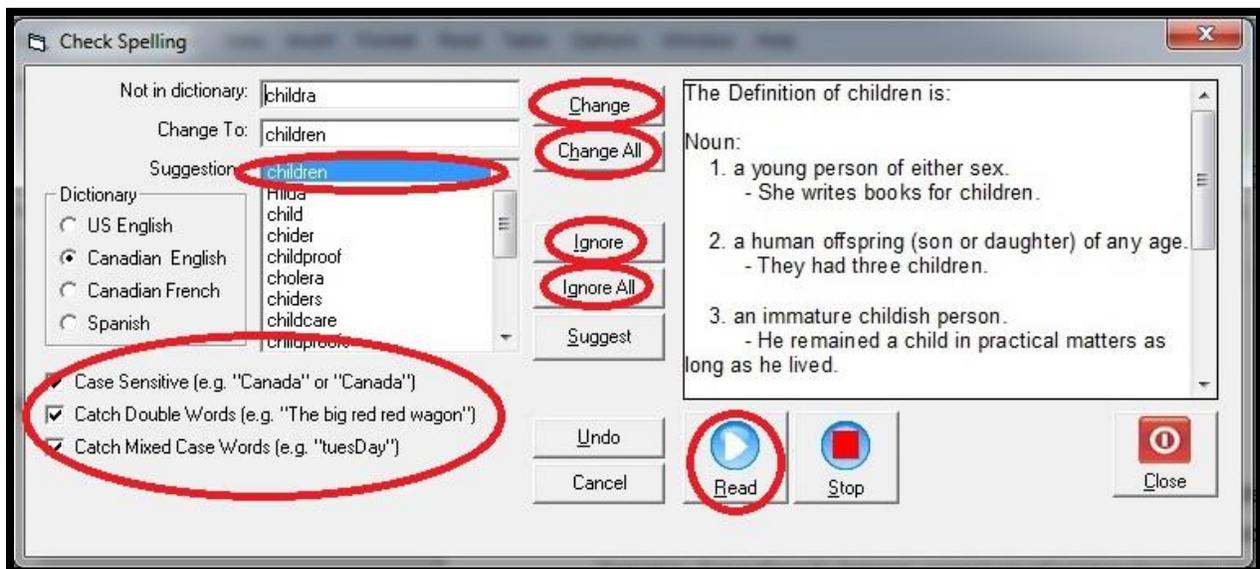
Step One: Highlight the word that you want to use the spell checker with by holding down your trackpad or mouse to shade over the selected word.



Step Two: Under the “Home” Tool Bar, click on the “Spell Check” icon.



Step Three: The Spell Checker will give four options for you to choose from, which are “Change” where you can change the word to match the suggestion, “Change All” where it will change the word everytime it occurs in the document, “Ignore” where it will not change the spelling of the word, or “Ignore All” where it will not change the word in every place where it is typed in the document.



Step Four: Double click on the word you would like to choose to replace the misspelt word. It will change that word where it is highlighted in the document. The program will also show a definition on the right where the user can listen to the definition. Click “Close” when finished.

Activate Dictionary

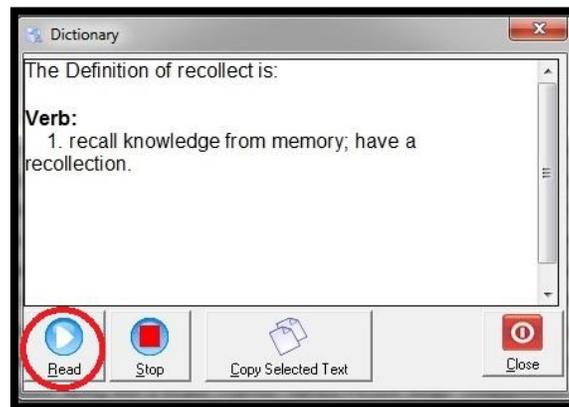
Step One: Highlight the word you would like to look up in the dictionary by holding down your mouse or track pad to shade over the selected word.

Even though Saleem cannot recollect how he came to join the army, he suspects that

Step Two: Under the “Home” Tool Bar, click on “EN Dictionary”.



Step Three: The dictionary definition will pop up in a separate window. You can choose to read the definition by clicking the “Read” button or you can choose to copy the definition to put in your document by clicking “Copy Selected Text”. After you are finished, click “Close” to return to your document.



Activate Thesaurus

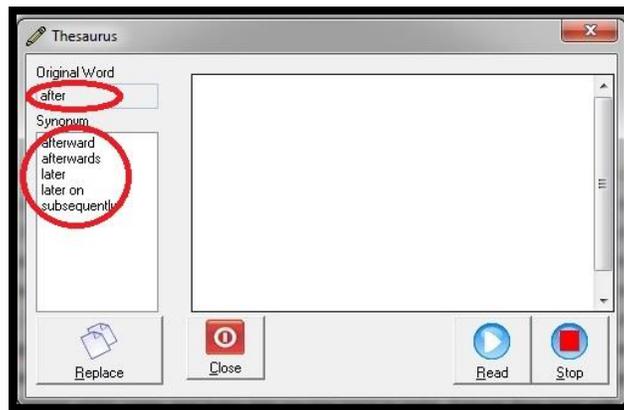
Step One: Highlight the word you would like to look up in the thesaurus by holding down your mouse or track pad to shade over the selected word.

The novel continues with Saleem's family moving to Pakistan after India's military loss to China.

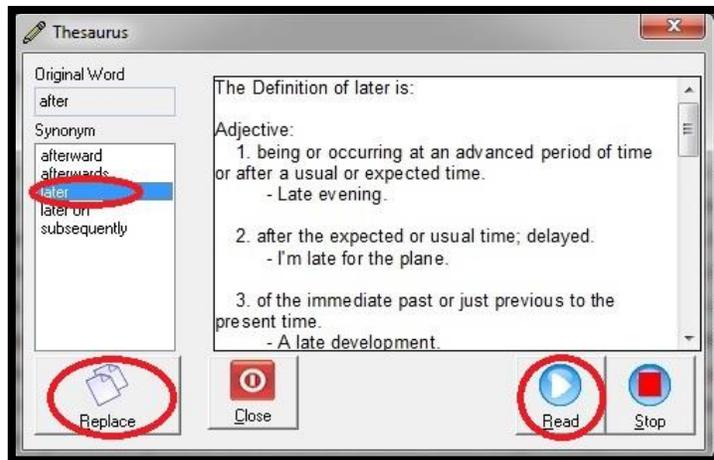
Step Two: Under the “Writing” Tool Bar, click on the “Thesaurus” button to activate the thesaurus window.



Step Three: The thesaurus window will pop up and give you options on the left hand side of the window.



Step Four: Double click on the word you would like to replace your original word with. After clicking the word, you have the option to read the definition by clicking “Read” on the bottom right of the dialogue box. If that is the word you would like to choose, click the “Replace” button on the bottom left of the dialogue box. When you are finished click on the “Close” button.



Read Text

Step One: Place the cursor just before the text you would like the program to read.

Step Two: Under the “Reading” Tool Bar, click on the “Read” button to start the program’s reading sequence.



Step Three: When you have clicked the “Read” button, the word window will appear depending on your text options.



Step Four: To stop the reading of the text under the “Reading” tab, click on the “Stop” button.

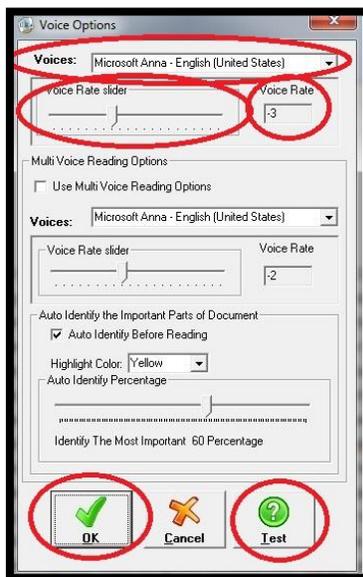


Set Voice Type and Rate

Step One: Under the “Reading Tab”, click on the “Voices” tab.



Step Two: To change the voice, click the arrow on the right to show the drop down menu of options. To change the speed of reading, drag the arrow on the “Voice Rate slider” to fit the speed. You can test the voice and speed by clicking the “Test” button. Press “Ok”.

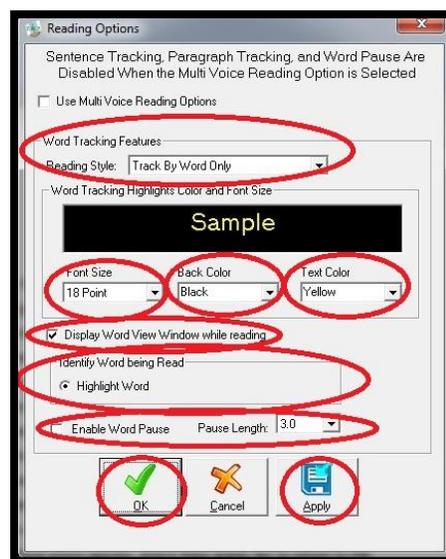


Reading Options

Step One: To change the reading options, under the “Reading” tab, click on the “Reading Options” button.



Step Two: To use the “Word Tracking Features”, check “Display Word View Window while reading” for the tracking box to appear when in reading mode. To change the “Reading Style”, click the drop down arrow to change your options. The options are: Track by word only, track by sentence and word, track by word and paragraph, or no tracking. You can also have a word pause after reading each word by checking the “Enable Word Pause”. You can choose the length of pause for this option by clicking the “Pause Length” drop down menu. The pause length could be from 0.25 – 3.00 seconds.



Step Three: When you are finished, click “Apply” then “Ok” to exit the reading options.

Reading Bar

W(ord) Repeat – Everytime the user types a word, it will be read.



S(entence) Repeat – Everytime the user completes a sentence with a period, the program will read back the sentence to the student.



Writing Bar

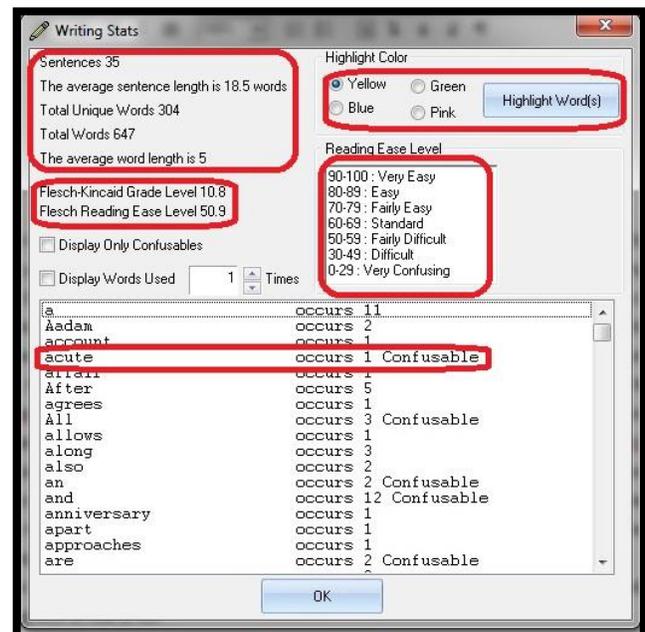
Writing Stats

Step One: To take a look at the “Writing Stats” of the document, under the “Writing” tab, click the “Writing Stats” button.



Step Two: Take a look at what each label represents in the text below. This would be a great place to show the student’s writing trends.

- Sentences** – amount of sentences
- Average sentence length** – amount of words per sentence on average
- Unique words** – words that the dictionary cannot recognize
- Total words** – total words in document
- Average word length** – expresses grade level of words due to length
- Flesch-Kincaid Grade Level** – based on the assessment testing
- Flesch Reading Ease Level** – gives you the table on the right, most students aim for the standard but this is arbitrary depending on subject and grade level
- Confusable words** – the program chooses words that it believes the user is using interchanging words that do not match with the sentence and the program labels the amount of occurrences
- Highlight colour** – If the user double clicks the confusable word, the program will highlight that

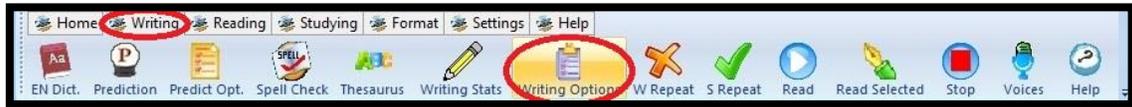


word in the document so that the user can look at the occurrences and double check their answers

Step Three: Press ok to see the confusable word in document.

Writing Options

Step One: Under the “Writing” Tool Bar, click on the “Writing Options” button.

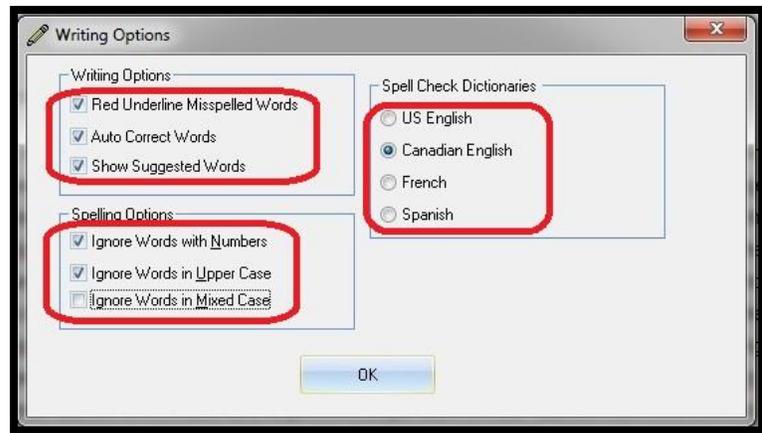


Step Two: Take a look at the “Writing Options” that the user can choose.

Read underline misspelled words – necessary for spell check

Auto – Correct – corrects commonly misspelled and you can add words specifically that the user commonly misspells

Show Suggested Words – Great option for words that the user commonly misspells, a box will appear



Spelling Options

Ignore words with numbers – ex. “2nd of March” the “2nd” wouldn’t be considered a mistake if checked

Ignore words in upper case – ex. “EXCLAIM” wouldn’t be considered a mistake if checked

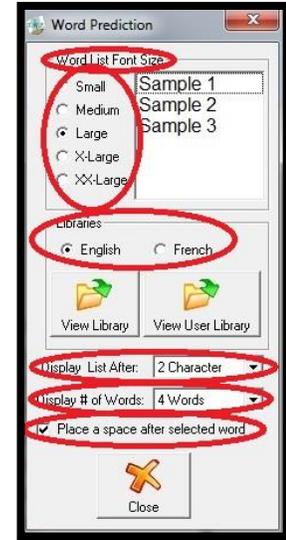
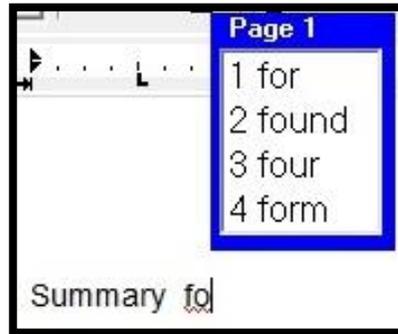
Ignore words in mixed case – ex. “HeLIO jOe” wouldn’t be considered a mistake if checked

Prediction Options

Step One: To choose the “Prediction Options”, under the “Writing” Tool Bar, click the “Prediction Options” button.



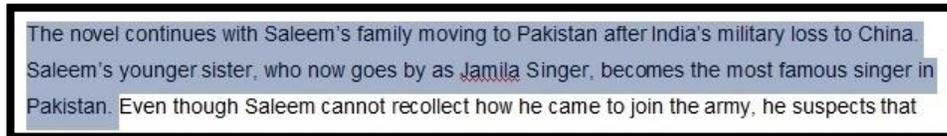
Word List font size – choose the word prediction font size for the list
Display list after - common option is after two typed characters
Display # of words – common option is four words
Place a space after selected word – After word is selected with the word predictor, a space is inserted afterwards
If the “P” is in the crystal ball, word prediction is on



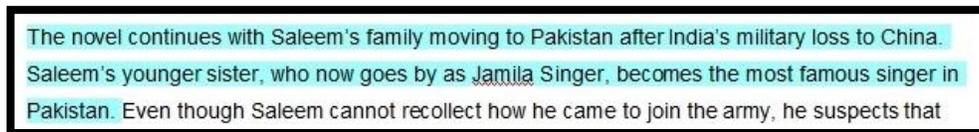
Studying Bar

Highlight and Extract Notes

Step One: Highlight the text by shading the sentence (like you did earlier using the spelling and dictionary tools)



Step Two: Under the “Studying” Tool Bar, click the “Highlight” button to create highlighted text.



Step Three: Create other highlights to represent other parts of the text needed (NOTE: cannot label the highlight colours so remember which colour was for which)

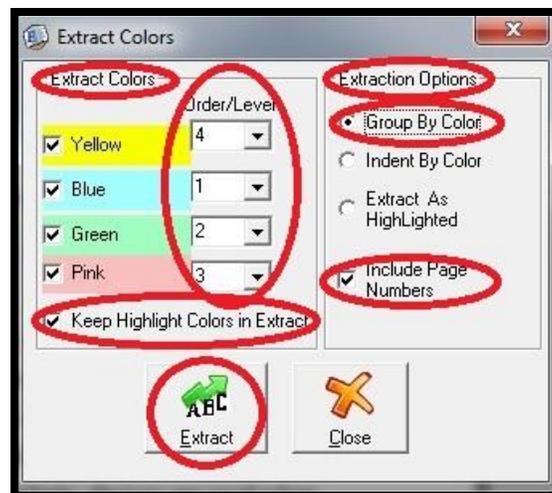
Summary for

The novel continues with Saleem's family moving to Pakistan after India's military loss to China. Saleem's younger sister, who now goes by as Jamila Singer, becomes the most famous singer in Pakistan. Even though Saleem cannot recollect how he came to join the army, he suspects that Jamila sent him there as a punishment for having fallen in love with her. During his time in the army, Saleem helps suppress the independence movement in Bangladesh. After witnessing a number of atrocities, however, he flees into the jungle with three of his fellow soldiers. In the jungle of the Sundarbans, he regains all of his memory except for the knowledge of his name. After leaving the jungle, Saleem finds Parvati-the-witch who is one of the midnight's children. Parvati-the-witch reminds Saleem of his name and helps him escape back to India. Saleem then lives with her in the magician's ghetto, along with a snake charmer named Picture Singh. Disappointed that Saleem will not marry her, Parvati-the-witch has an affair with Shiva who later becomes a famous war hero. The relationship between Parvati and Shiva sours quickly, which then leads her to return to the magicians' ghetto, pregnant and still unmarried. Then, the ghetto residents shun Parvati until Saleem agrees to marry her.

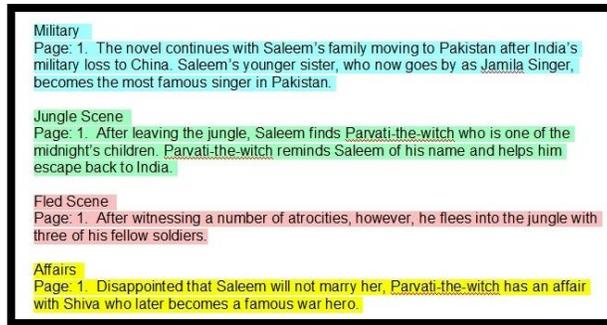
Step Four: Under the “Studying” Tool Bar, click on the “Extract HL” button.



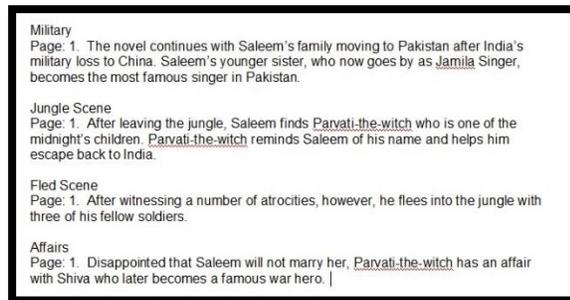
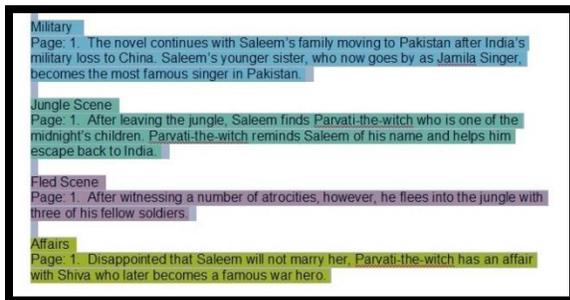
Step Five: Choose your options for the extract into notes. Choose the order level of the highlights, group the highlights by colour, and check off “Include Page Numbers”. After choosing your options press “Extract”.



Step Six: Label your highlights by the topic.



Step Seven: Highlight your notes by dragging your mouse or track pad over the text to shade all the text. Press “Clear HL” to take away the colours and have the note print ready.



Summarize Tool

Step One: Under the “Studying” Tool Bar, click on the “Summarize” button.

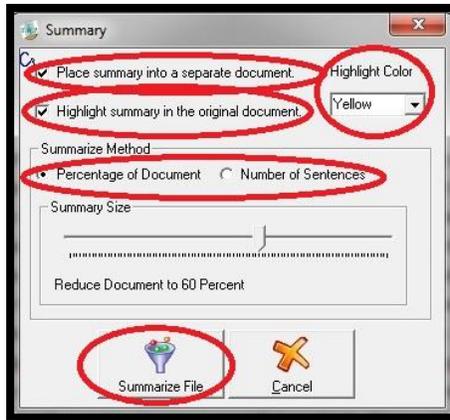


Summarize Option

Check place in separate document

Check highlight summary in the original document

Choose summary method - sentences or percentage of document; if you choose percentage, slide the tab to reduce the document to 50-60%



Step Two: Choose the options and then click “Summarize File”

Step Three: The program will tell the user when it is complete. The notes will be in a separate document. If you go to the original document, the user can see where the notes were pulled from with the yellow highlight.



Summary

Even though Saleem cannot recollect how he came to join the army, he suspects that Jamila sent him there as a punishment for having fallen in love with her.

During his time in the army, Saleem helps suppress the independence movement in Bangladesh.

After leaving the jungle, Saleem finds Parvati-the-witch who is one of the midnight's children.

Parvati-the-witch reminds Saleem of his name and helps him escape back to India.

Saleem then lives with her in the magician's ghetto, along with a snake charmer named Picture Singh.

Disappointed that Saleem will not marry her, Parvati-the-witch has an affair with Shiva who later becomes a famous war hero.

Then, the ghetto residents shun Parvati until Saleem agrees to marry her.

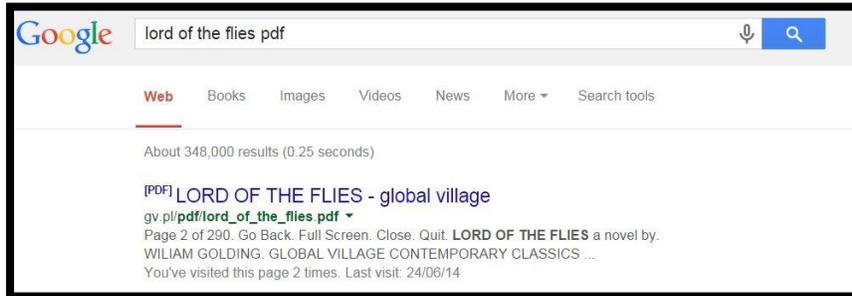
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How to Make Audio Books with Premier Literacy Pack

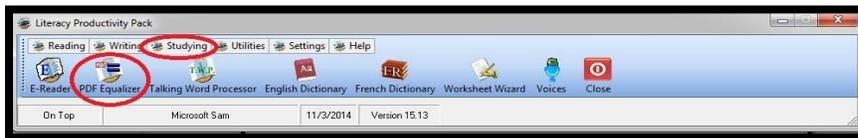
Step One:

Find the pdf version of the audio book needed. Usually if you google the title using “pdf” after the title, you will most likely find a version. Save it to somewhere you can find it later.



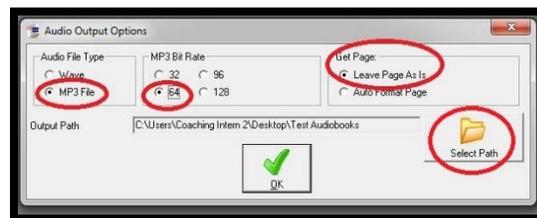
Step Two:

Open Premier Literacy Productivity Pack. Click on the Studying tab and open PDF Equalizer. Open the pdf file in the PDF Equalizer part of the program using the open button on the top left side under the home tab. Select the pdf of the book.



Step Three:

Click the Utilities tab and select the MP3 option before converting your file to audiobook. After clicking the MP3 option button, choose the destination of the files by clicking the folder button that is labelled “Select Path”. After clicking that button, choose the folder you would like the audiobook to be in. I suggest creating its own folder named the title of the book on the desktop for ease of access. When you have selected the path make sure it is “MP3 File”, “64 bit rate” for mp3, and “Leave Page As Is” as your final options.



Step Four:

When you have completed step three, click “Voices” and choose the speed of the reading by adjusting the slider below the voice option to choose which speed is best for your audiobook, you can also change the voice on the top drop down menu in this option. When this is completed click the green checkmark to complete the changes. It will tell you the voice in the speed chosen after clicking the green checkmark.



Step Five:

Under the “Utilities” tab, click the “Convert to MP3” button and select the option “Range of Pages” and choose the page range of the document (usually it automatically fills that information in). Press the green checkmark to start the conversion. After the conversion is complete, find the audio files in the folder you chosen to put the converted files in. After the conversion is completed, label the chapters accordingly by cross checking with the pdf file. Load your files on your mp3 playing device (suggestion: make a playlist that will ensure your book is read in its proper order). Enjoy your new audiobook!



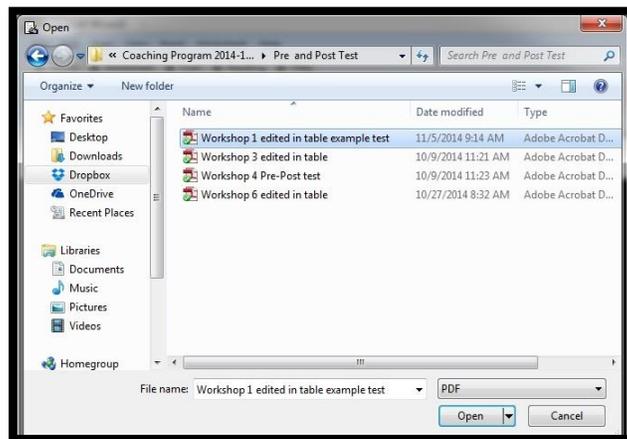
Worksheet Wizard

Open File

Step One: Under the “Home” Tool Bar, click on the “Open” button.

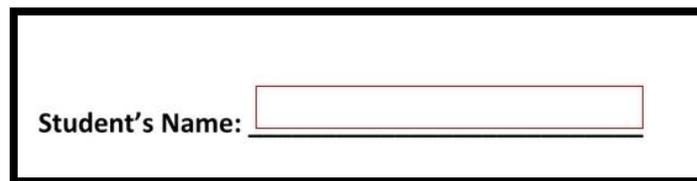


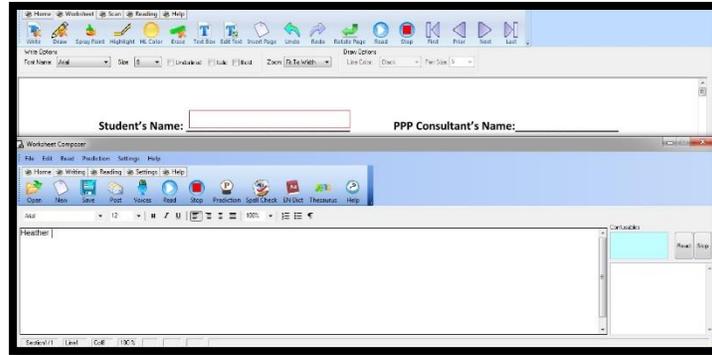
Step Two: Choose your worksheet from your scanned documents (NOTE: make sure it is a pdf document).



Create Text Box

Step One: Drag your mouse or track pad to create a red box. Then under the “Worksheet” Tool Bar, click the “Text Box” button (NOTE: using the text box option gives you the same options in Talking Word Processor).

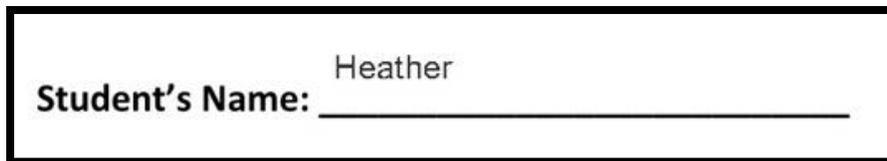
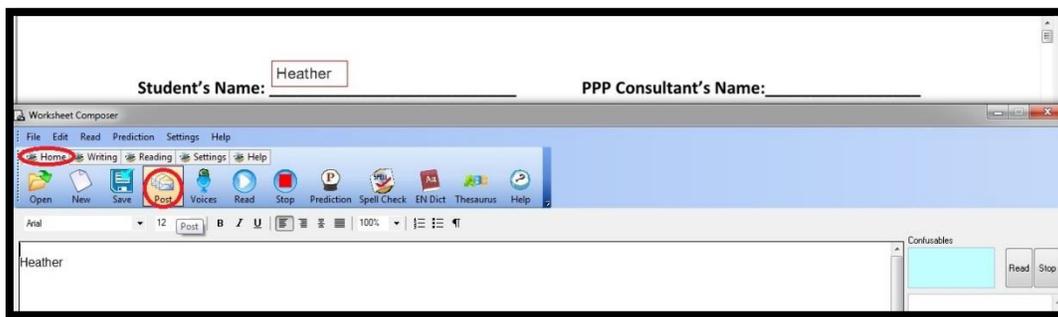




Step Three:

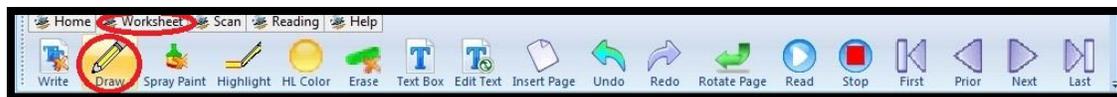
answer and then under the “Home” Tool Bar, click “Post”. The text will show up in the designated space.

Type in your



Drawing Tool

Step One: Under the “Worksheet” Tool Bar, click on the “Draw button”. By dragging your mouse or track pad, the user can circle multiple choice answers.



2	<p>According to Stats Canada, what is the correct percentage of students with Learning Disabilities in our schools in Ontario?</p> <p>a) 38.5 % b) 23.5 % c) 59.8 % d) 10.1 %</p>
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Erase Tool

Step One: Under the “Worksheet” Tool Bar, click the “Erase” button to erase any markings on your page. Be careful of the erase tool because it can be destructive to the page.

2 According to Stats Canada, what is the correct percentage of students with Learning Disabilities in our schools in Ontario?

a) 25.5 %
b) 23.5 %
c) 59.8 %
d) 10.1 %

Insert Page Option

Step One: Under the “Worksheet” Tool Bar, click the “Insert Page” button to add a page in the test. The page options are graph paper, blank paper, notebook, or plain graph paper. This would be best for math, science, or any subject that is diagram heavy that the user can draw using the computer capabilities.

