

WYNN User's Guide

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Introduction

What is WYNN?

WYNN (What You Need Now) is a software program for people who struggle with reading and writing. The features in WYNN allow you to:

- Scan documents, such as textbook passages, memos, or magazine articles, into WYNN and save them
- Open an existing or newly scanned document and have WYNN read it aloud to you
- Easily change the way the text looks to make it easier to read
- Use writing tools to make writing assignments easier
- Use study tools to help you learn

WYNN uses a series of color-coded toolbars to help you quickly access reading and writing assignments. You can do almost everything using the buttons on the toolbars that appear across the top of the screen. Refer to [Getting to Know WYNN](#) for more information.



Universal/Common Buttons (Gray):
Standard buttons common to all toolbars



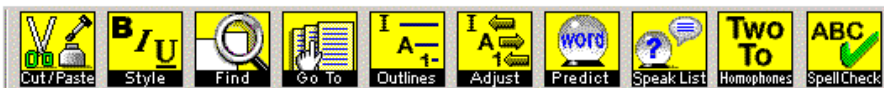
File Management
Toolbar (Blue)



Reading Styles
Toolbar (Green)



Study Tools
Toolbar (Pink)



Writing Tools
Toolbar (Yellow)

WYNN Wizard and WYNN Reader

Two versions of WYNN software are available: WYNN Wizard and WYNN Reader.

WYNN Wizard is a full-featured application that includes:

- Optical character recognition (OCR), which allows you to scan and read pages, as well as read existing word processing and text files
- Document composition and editing with tools like word prediction, spell checking, and homophone recognition
- The ability to browse the World Wide Web to assist with topic research
- Traditional study aids like highlighting, bookmarking, outlining, and dictionary and thesaurus usage
- Visual and auditory adjustments to make it easier to read and comprehend documents
- Single-user or network licensing available

WYNN Reader includes the same features and functionality that are in WYNN Wizard, except for scanning and OCR capabilities. Use WYNN Reader to read electronic documents, create or edit documents, and browse the Internet for document research.

Single-User and Network Versions

Both WYNN Wizard and WYNN Reader are available as single-user or network licensed products. The single-user version easily installs onto a single PC, while the network version allows as many clients as possible, based on the number of licenses purchased, to use the software at once over a local area network (LAN).

What's in this Box?

The following items are in your WYNN package. If you discover damaged or missing items, please contact your retailer.

- CD wallet containing one WYNN program CD, several AT&T Natural Voices™ CDs, an Authorization CD with Authorization number and serial number for the single-user and network versions
- Microphone
- Datasheet(s)
- WYNN User's Guide
- Authorization number labels (Non-network Multi-user version only)

Online Help

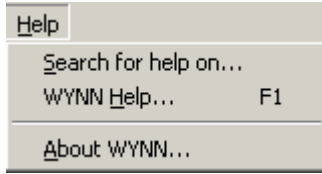
There are several ways to get help when using WYNN.

- [Help topics](#)
- [Status Bar Help](#)
- [Context-Sensitive Help](#)
- [Readme file](#)

Help Topics

To open online help, do one of the following:

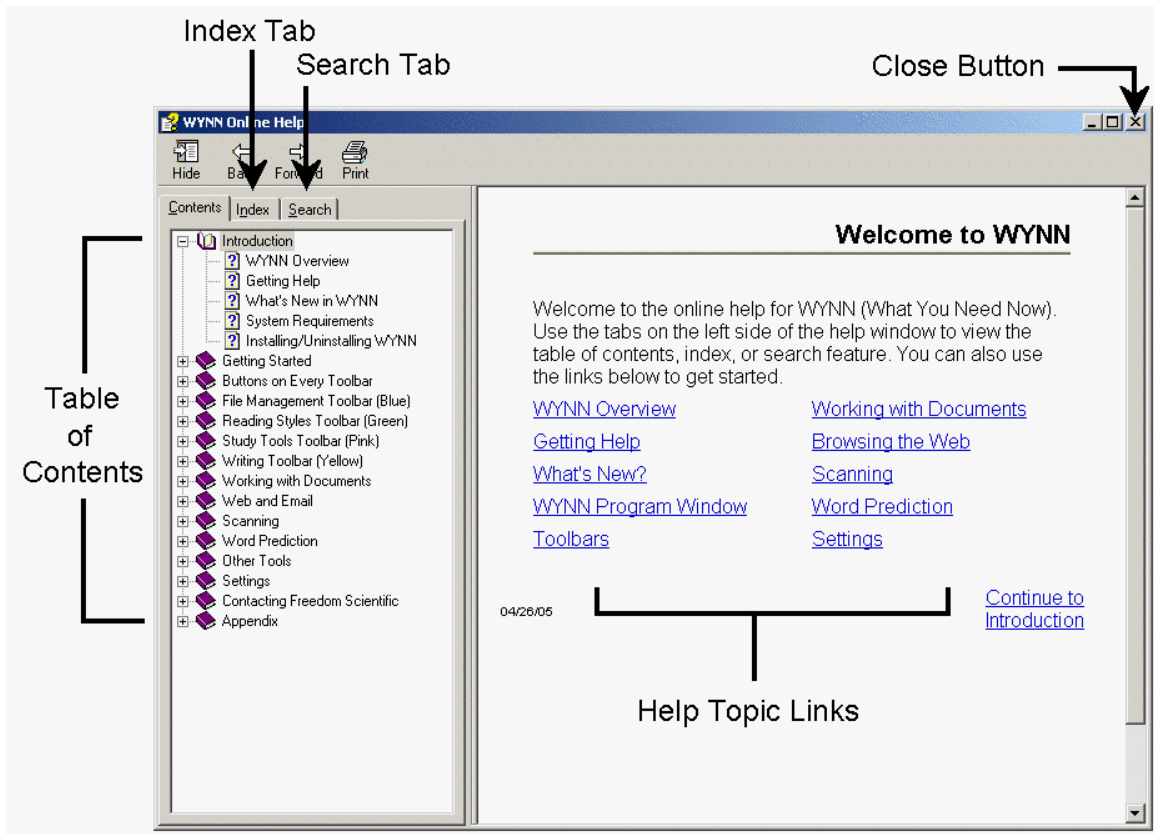
- Click the **Help** menu, and then click the **WYNN Help** command.




...OR...

- Press the **F1** key.

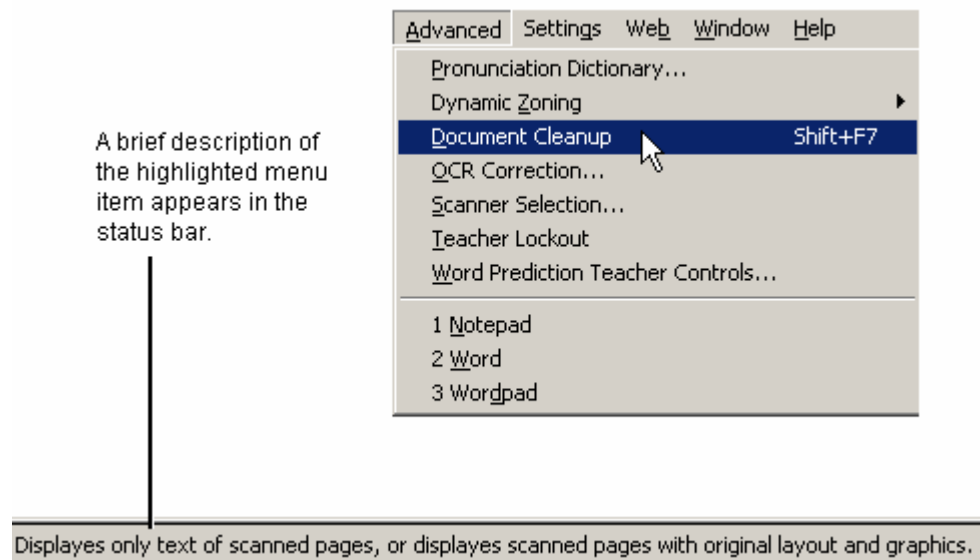
The following illustration shows the various components of the Help window that appears.



Use the **Table of Contents** (left window pane), the **Index** or **Search** tabs, and the topic links (right window pane) to select and view an area of interest. When you are done, click the **Close** button –  – on the title bar to close the online Help.

Status Bar Help

When you move the mouse pointer over a menu command, the status bar at the bottom of the window displays a short description of the command.




Context-Sensitive Help

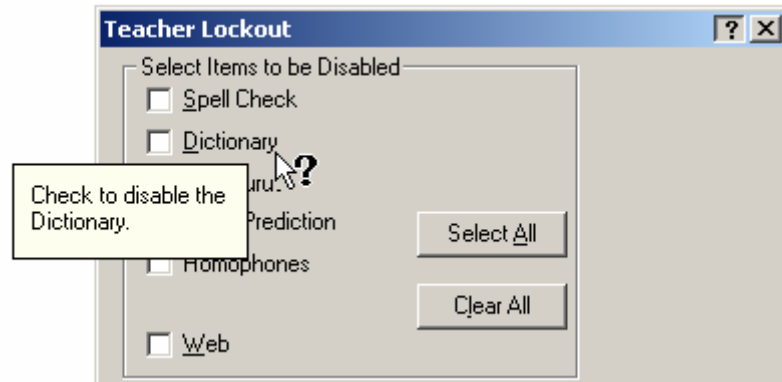
WYNN's context-sensitive help shows information about a specific option or button in a dialog box. There are three types of context-sensitive help:

- The [Question Mark](#) button
- The [F1](#) key
- The [What's This?](#) button

To use context-sensitive help:

1. Click the **Question Mark** button –  – in the upper right corner of the dialog box, which changes the appearance of the mouse pointer.

2. Click any option in the dialog box. WYNN displays a context-sensitive help message for that item.

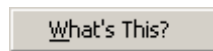


... OR ...

1. Select an item within a dialog box, and press the **F1** key. WYNN displays a context-sensitive help message for that item.

... OR ...

1. Use your mouse to right click within the dialog box. The pointer becomes a floating **What's This?** button. For example:



2. Click the button on an item to open the context-sensitive help message for that item.

The Readme File

WYNN's Readme file gives you the latest software release information. It is available during product installation and, later, in the WYNN program group.

To open and read the Readme file:

1. From the Windows **Start** menu, click **All Programs** or **Programs**, and then point to the **WYNN program** folder.
2. Click the WYNN Readme shortcut to open the Readme file.

Contacting Freedom Scientific

Use the following options to contact Freedom Scientific's support staff.

- World Wide Web site: <http://www.FreedomScientific.com/lsg>
- Technical Support e-mail: Support@FreedomScientific.com
- Technical Support Telephone: (727) 803-8600

When contacting Freedom Scientific, be prepared to provide the following information:

- Product name, version number, and serial number
(This information appears in the **About** dialog box, which is available from the **Help** menu.)
- Type of computer hardware you are using
- Version of Windows running on your machine
- Exact wording of any messages on your screen
- What you were doing when the problem occurred
- Steps you have taken to solve the problem

Technical support is available Monday through Friday from 8:30 am to 7:00 pm, Eastern Time (ET).

WYNN Single-User and Non-Network Multi-User Installation

Important: The procedures in this chapter assume that you can access the Internet from your PC for software activation. If you do not have Internet access, refer to [Activation Options](#) for alternate activation procedures.

This chapter describes how to:

- Copy your WYNN Authorization number from the Authorization CD to your PC.

Note: The single-user version uses the Authorization CD, while the Non-Network Multi-User (NNMU) version uses Authorization numbers printed on supplied labels.

- Install the WYNN Wizard or WYNN Reader application software onto your PC
- Install AT&T Natural Voices™ speech software onto your PC
- Activate your WYNN software

Note: If you are installing the network version of WYNN, refer to [Network WYNN Installation](#).

Before You Begin

- Verify the minimum [system requirements](#)
- Verify that you have an Internet connection (required to activate your software quickly using the Internet)
- Determine if you are installing the non-network multi-user or single-user WYNN version versus the WYNN network version.
- Uninstall any previous version of WYNN (see [Uninstalling Previous WYNN Software](#))

WYNN Installation Process

WYNN installation is a four-step process.

- First, you must insert the WYNN Authorization CD and [copy the Authorization number](#) to your PC (single-user program only).
- The next step is to [install the WYNN application](#) using the WYNN program CD.
- Once the application is installed, remove the WYNN program CD, and [insert an AT&T Natural Voices CD](#). Install as many of the AT&T Natural Voices as you like.
- Finally, [open the WYNN application and activate the program](#). Activation is a one-time task that enables and registers your single-user or NNMU software with Freedom Scientific. You must activate the application before you can use WYNN.

Copying the WYNN Authorization Number

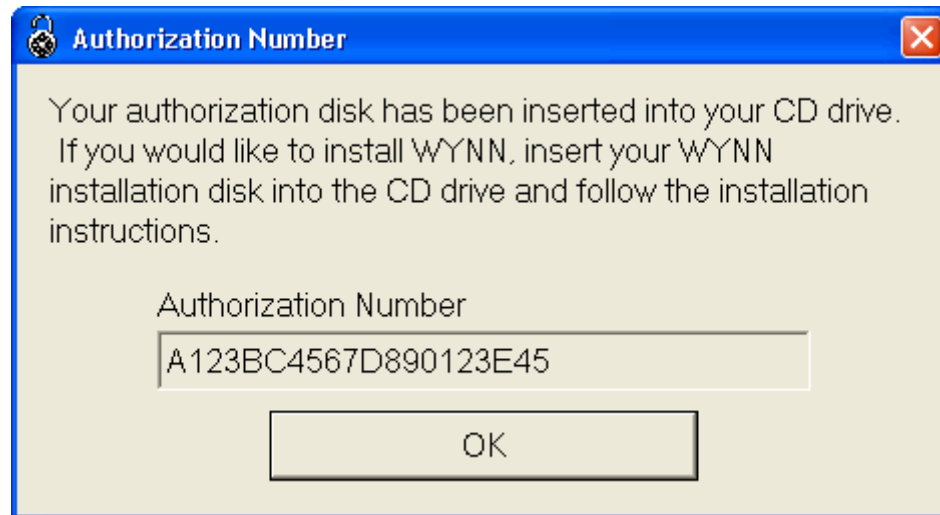
The Authorization CD contains a 20-digit alphanumeric number that you must transfer to your PC. The Authorization number is part of the Internet License Manager (ILM) activation process. You must activate your WYNN application before it can be used.

Important: The WYNN NNMU program does not use an Authorization CD. Instead, its Authorization numbers are printed on a label sheet. Assign one label to each PC that will use the WYNN program, and enter that number into the Authorization number field when prompted. Refer to [Activating WYNN](#) for more information.

To copy the Authorization number for the WYNN single-user program:

1. Close all applications and insert the WYNN Authorization CD into your CD-ROM drive.

The Authorization Number dialog appears and shows your Authorization number.



2. Click **OK**.
3. Remove the Authorization CD and insert the WYNN application CD.

Installing WYNN Wizard or WYNN Reader

The following describes how to install the single-user and non-network multi-user versions of WYNN Wizard and WYNN Reader.

Note: Always install the WYNN application before installing the AT&T Natural Voices™ speech software, which is provided on separate installation CDs.

To install the WYNN Wizard or WYNN Reader application:

1. After inserting the WYNN application CD, the WYNN InstallShield wizard window appears.

Click **Next** and follow the on-screen instructions.

2. When installation is complete, the InstallShield Wizard Complete window appears.

Note: When performing an upgrade, it may be necessary to reboot your PC. Click Yes when prompted if this is the case.

Click **Finish**.

The WYNN application is installed, and the WYNN application and WYNN Documents folder icons appear on your desktop.



3. Remove the WYNN application CD, and insert an AT&T Natural Voices CD.

Installing AT&T Natural Voices

Install the AT&T Natural Voices speech software after you finish installing the WYNN application. To install AT&T Natural Voices, do the following.

1. After inserting an AT&T Natural Voices CD into your computer's CD-ROM drive, let the auto-run feature start the installation.
2. Follow the on-screen instructions.
3. Repeat these steps to install additional voices. Remove the AT&T Natural Voices CD from your PC when complete.

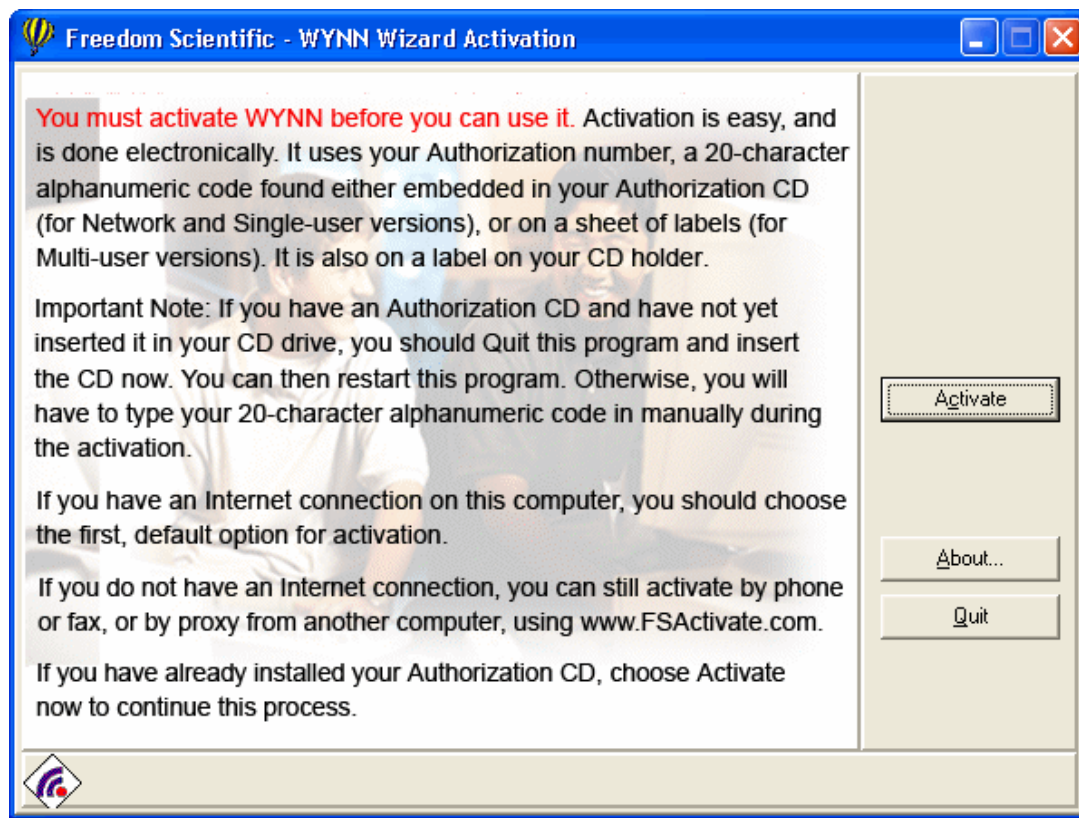
Note: To select an AT&T Natural Voices speech engine, refer to [Changing WYNN's Voice or Language Settings](#).

Note: You must activate the WYNN application before you can use it. Refer to the next section for WYNN activation procedures.

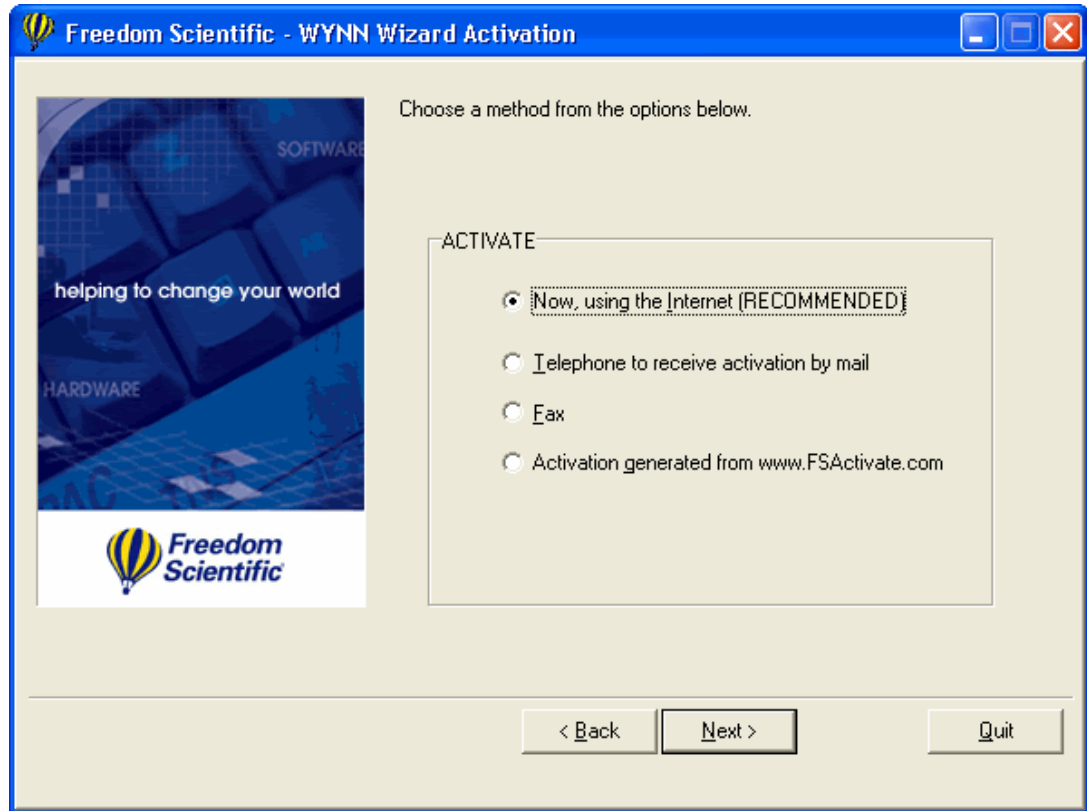
Activating WYNN

Note: The following procedure assumes that your PC has Internet access. If you cannot connect to the Internet, refer to the [Activation Options](#) section for more information.

1. Open WYNN by clicking the WYNN desktop icon or selecting the WYNN program from the Start button.
2. The WYNN Activation dialog box appears the first time you open WYNN. Click **Activate**.



3. The WYNN activation options appear. Choose **Now, using the Internet (Recommended)**, and click **Next**.

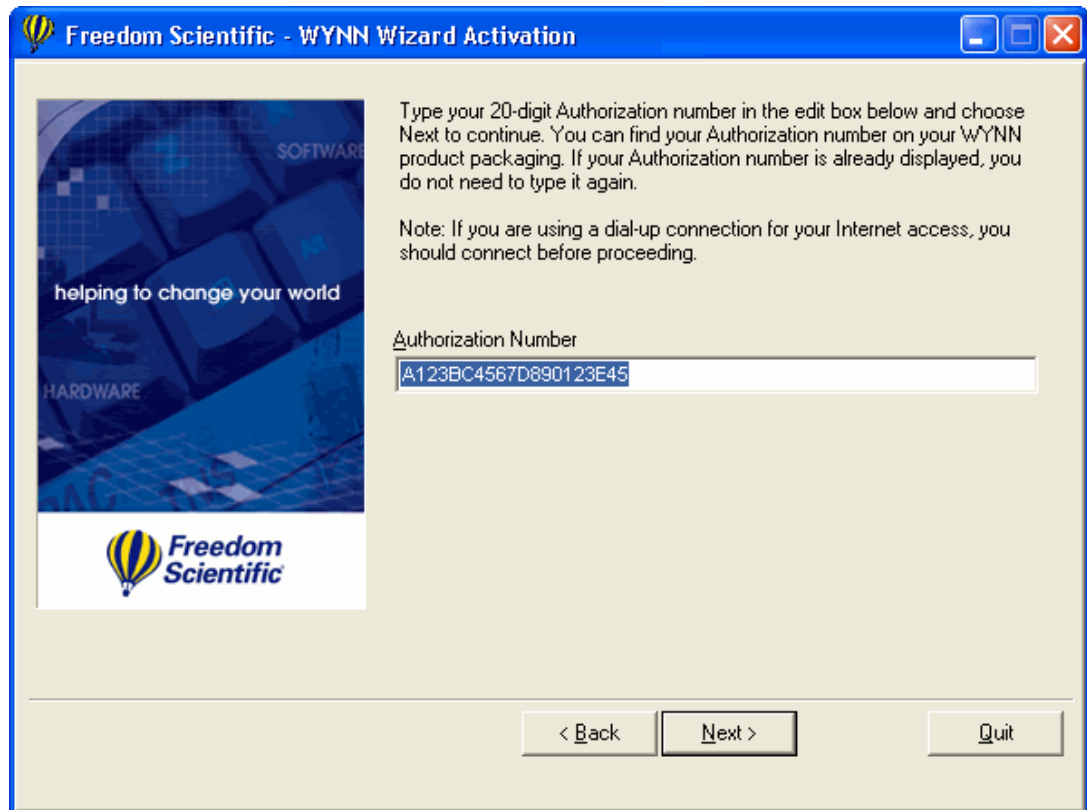


- The Authorization Number edit box appears and contains your Authorization number. Click **Next**.

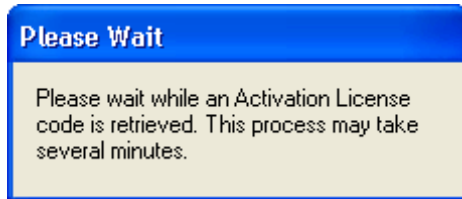
Important:

For **NNMU installation**, the Authorization Number edit box is blank. Enter the Authorization number that appears on the Authorization number label sheet into the edit box, and then click **Next**.

For the single-user version, the Authorization number also appears on your WYNN product packaging. Type the number into the edit box if it does not automatically appear in the Authorization Number edit box.



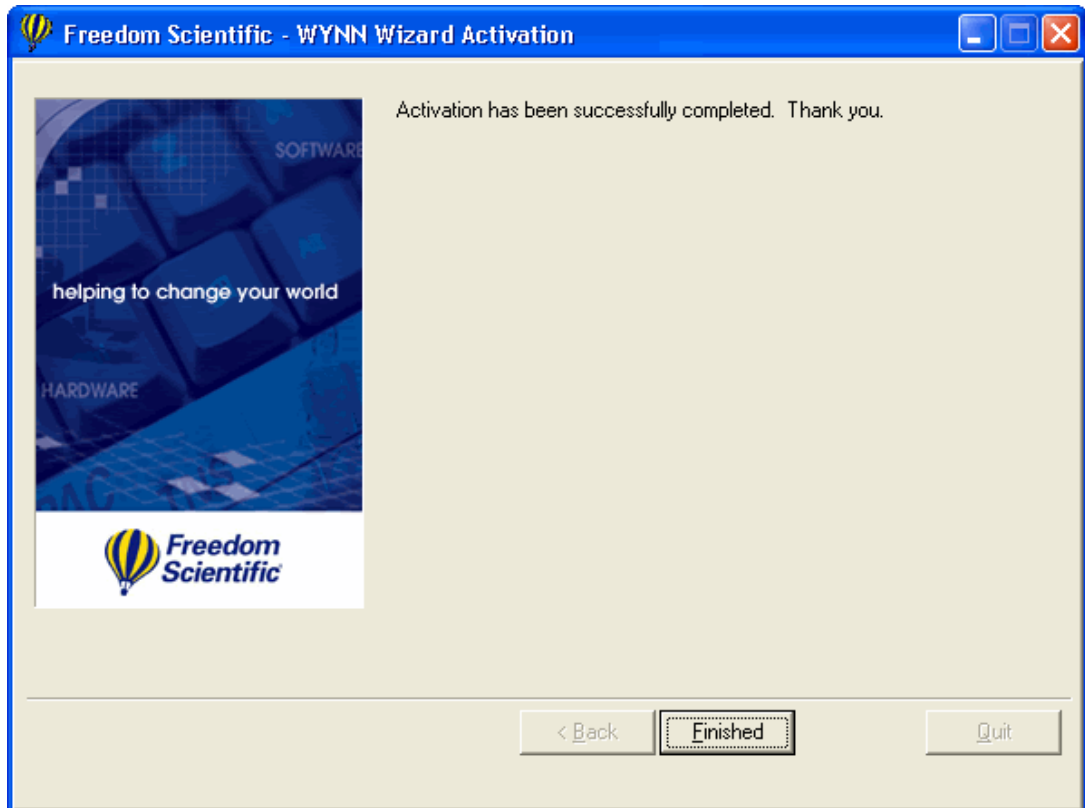
This process may take several minutes to complete. During this time, the Processing Request dialog appears.



You may be prompted to register your software. If you have not registered your software, you are asked to do so now. Registering lets you receive technical support. Choose **Register Now** and complete the online registration form by following the instructions provided.

5. If the activation is successful, a confirmation message appears. Click **Finished**, which completes the activation.

If the activation fails, a detailed error message appears that recommends you verify or reenter your authorization code, or that you contact Freedom Scientific for assistance.



Microphone Installation

To install the microphone:

1. Assemble the microphone and microphone stand.
2. From the rear of the computer, locate the MIC jack on the sound card, and plug the microphone into the MIC jack.
3. If your microphone has an on/off switch, use it to turn the microphone on or off.

Uninstalling Previous WYNN Software

To uninstall the WYNN application:

1. Make sure that your existing version of WYNN is not running.
2. Do one of the following depending on your version of Windows:
 - From your desktop, click the **Start** button, click **Control Panel**, and double-click **Add or Remove Programs**.
 - ...OR...
 - From your desktop, click the **Start** button, point to **Settings**, click **Control Panel**, and double-click **Add or Remove Programs**.
3. Select **WYNN Wizard X** or **WYNN Reader X** (where X is the software version number) in the list of programs and click the **Change/Remove** button.

The WYNN InstallShield Wizard appears. Follow the on-screen instructions to uninstall your WYNN software. You may also be required to reboot your PC during the uninstall. If this is necessary, a message appears stating that you must reboot.

Note: During this procedure, a message appears stating that the Freedom Import Printer cannot be removed. This is normal.



Click **OK** to continue.

Network WYNN Installation

Note: This chapter is intended for network administrators. It assumes that you are familiar with PC networks, user groups, user accounts, and user permissions. You must have Administration or Power User access on all machines where the server, license server, and client components are installed.

Note: If you are installing the single-user or NNMU version of WYNN, refer to [WYNN Single-User and Non-Network Multi-User Installation](#).

Network WYNN Installation consists of four major parts.

Part 1 is the [installation of WYNN components](#) onto the network server. This consists of installing software from the Network WYNN CD to the WYNN Wizard or WYNN Reader directory on the server.

Part 2 is the [installation and activation of the Internet License Manager](#) (ILM) software. This allows you to designate a server, client PC, or another PC on the network as the ILM license server. This PC issues tokens to the WYNN clients. The number of license seats purchased, determines the number of tokens available to client PCs on the network.

Part 3, which occurs on the network server, is the creation of a [WYNN user group](#) and the establishment of user permissions to specific WYNN folders. These folders appear during WYNN server component installation.

Part 4 is the [installation of the WYNN application](#) and AT&T Natural Voices from the server to the client PCs.

Network WYNN Server Requirements

- One of the following server operating systems: Windows 2000 Server/Advanced Server; Windows 2003; Novell Netware 3.1 or higher; Linux server (contact Freedom Scientific if you have a question about another operating system)
- At least 300 MB of disk space on the server
- A Pentium processor
- At least 64MB RAM on the server
- CD-ROM drive
- Minimum desktop area of 800x600 pixels
- A display resolution of at least 16-bit high color

Client Requirements

The client PC requirements are outlined in the [System Requirements](#) section of this document. However, note that the client PCs have the additional requirement that each workstation must be connected via a Local Area Network (LAN) or Wide Area Network (WAN) to a file server running one of the following:

- Novell NetWare
- Windows NT 4.0 Server
- Windows 2000 Server

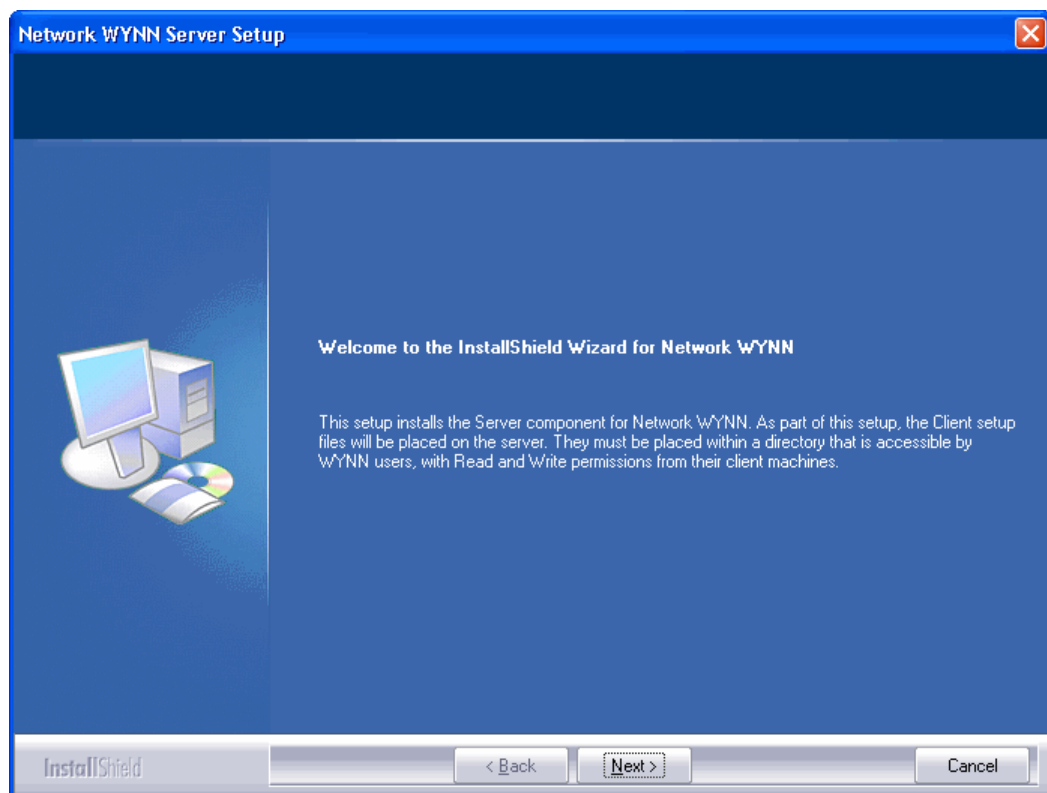
Installing the Network WYNN Server Components

Network installation requires that you install all server components from the Network WYNN CD to the server. During this process, all client installation files are copied to the server, and several WYNN folders are created.

1. Insert the Network WYNN CD into the server's CD-ROM drive.

Important: The installation program for WYNN's server components is located in the CD's root folder. Installation must run from this location. Do not copy and run the installation components from a different medium.

The Auto-Run feature starts and the WYNN installation wizard screen appears. Click the **Next** button.

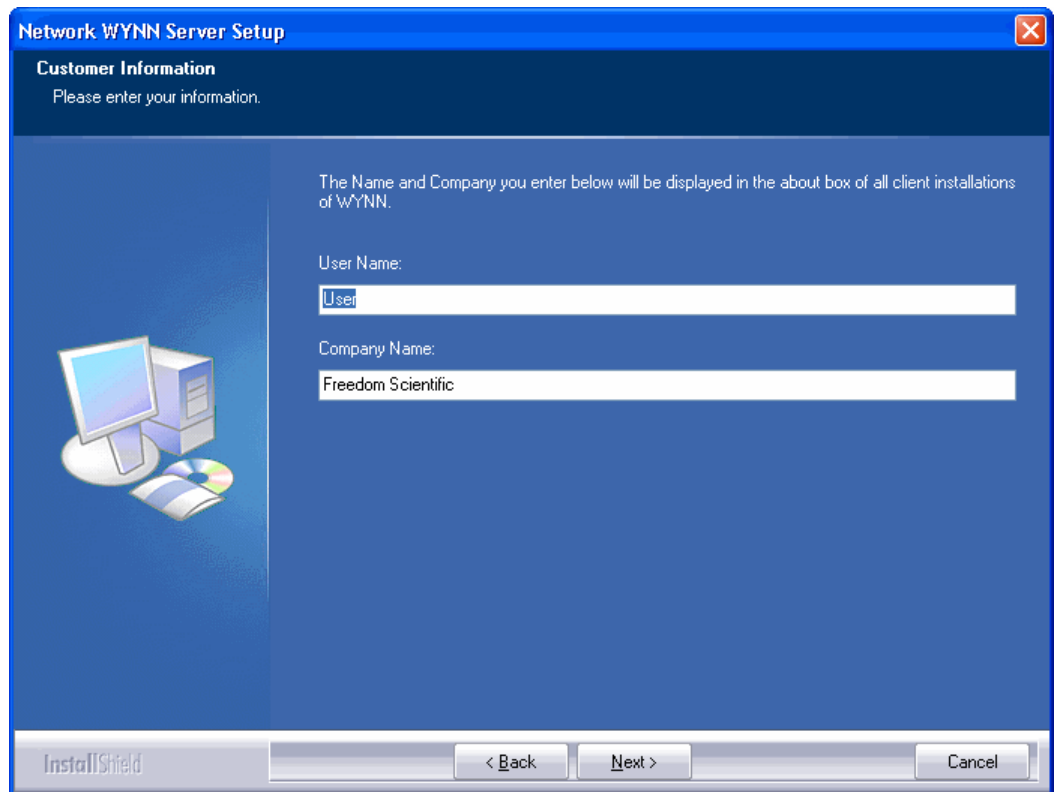


Note: If the CD does not automatically launch, perform the following:

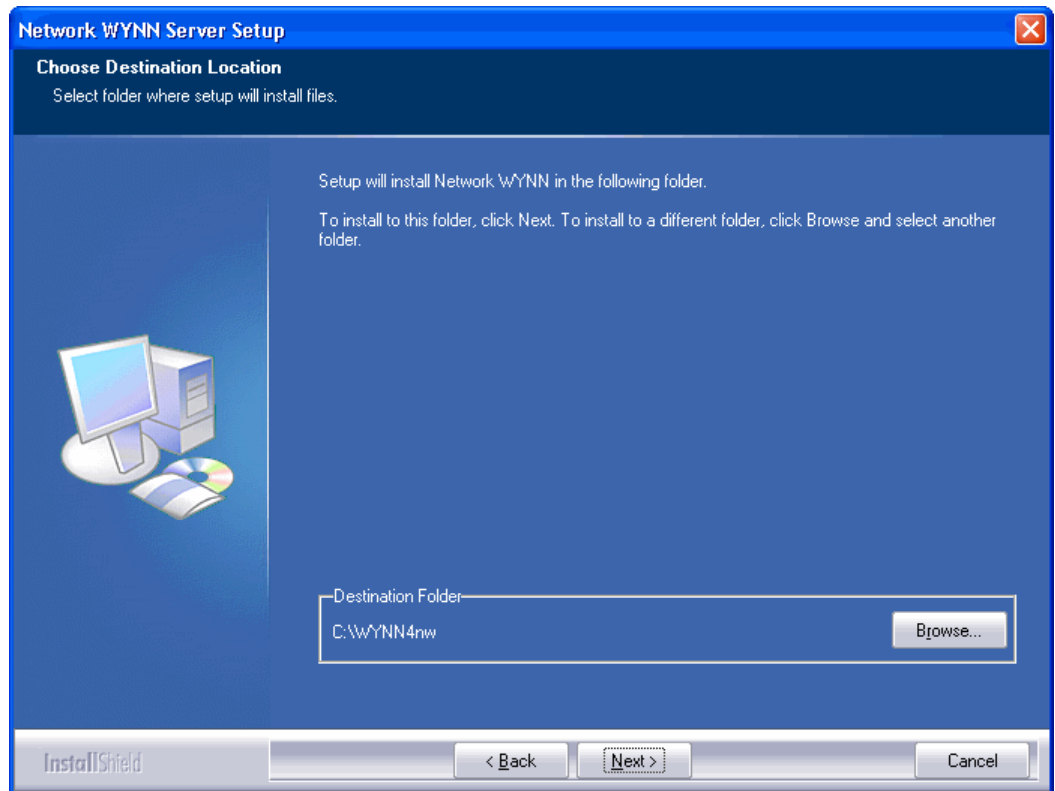
Open Windows Explorer, choose the CD-ROM drive, and select Setup.exe.

The Network WYNN installation wizard appears.

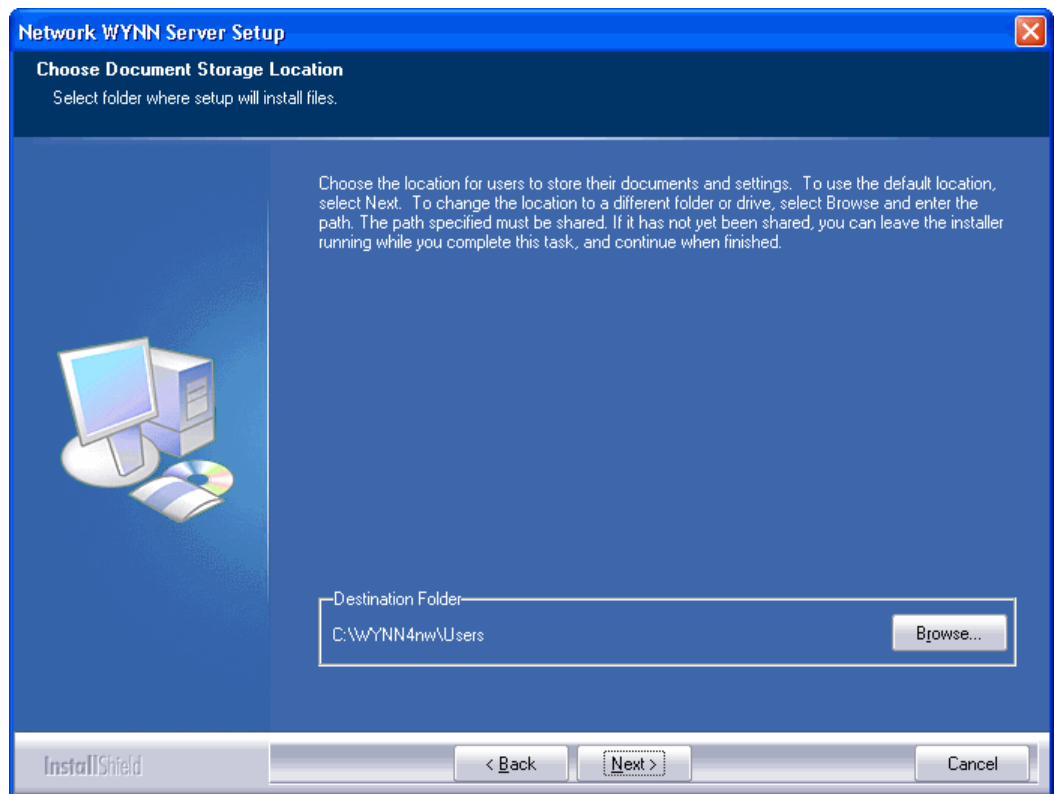
2. Read the License Agreement. If you accept the terms, choose **Yes**.
3. Next, enter a user name and company name, and then select **Next**.



4. By default, Network WYNN installs in C:\WYNN4nw. If you want to install it in a different folder, choose Browse and select a new folder. Choose **Next** to continue with the installation.



- By default, the document storage location is C:\WYNN4nw\Users. This location must be shared so that all users can access it, and eventually create their own log-in folder. Make sure the storage location is shared and then select **Next** to continue.



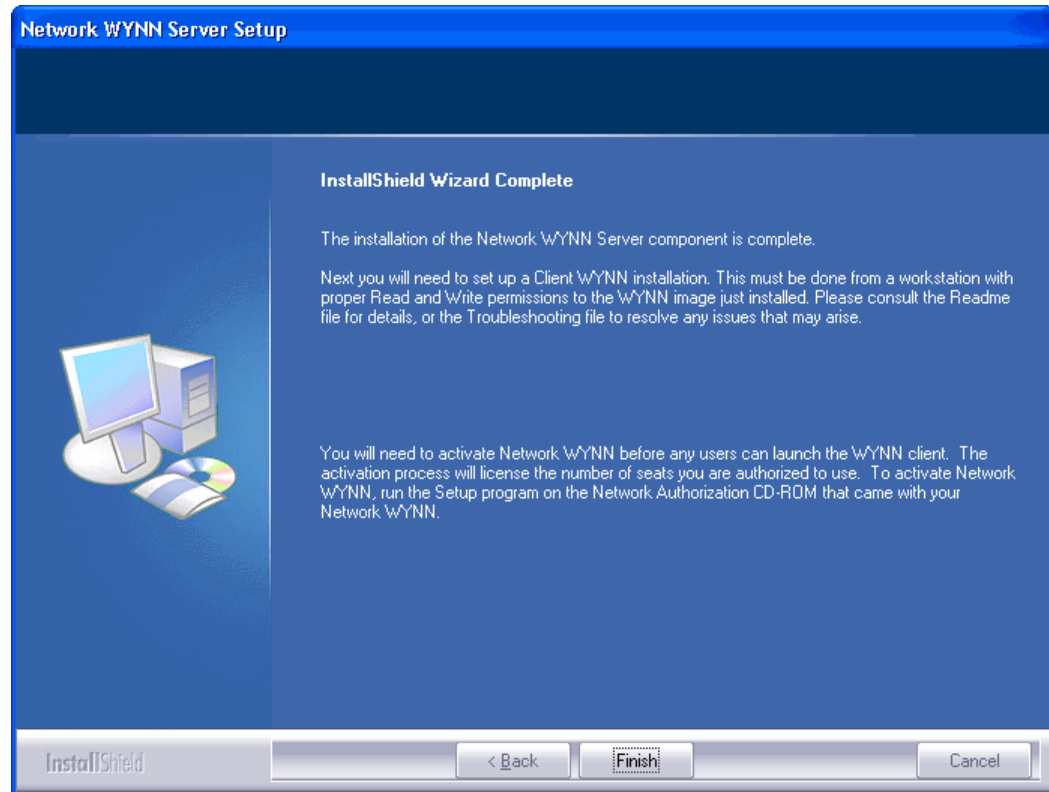
Note: After selecting Next, if the target directory has not yet been shared, a Yes/No prompt appears stating that the selected location must be shared. Do one of the following:

Select **Yes** to automatically share the target directory.

Select **No** to manually share the target directory.

When installation is complete, properly adjust the permissions for the shared directory. Refer to the [Sharing a Folder](#) section for sharing and permission procedures.

6. Click the **Finish** button when installation is complete.



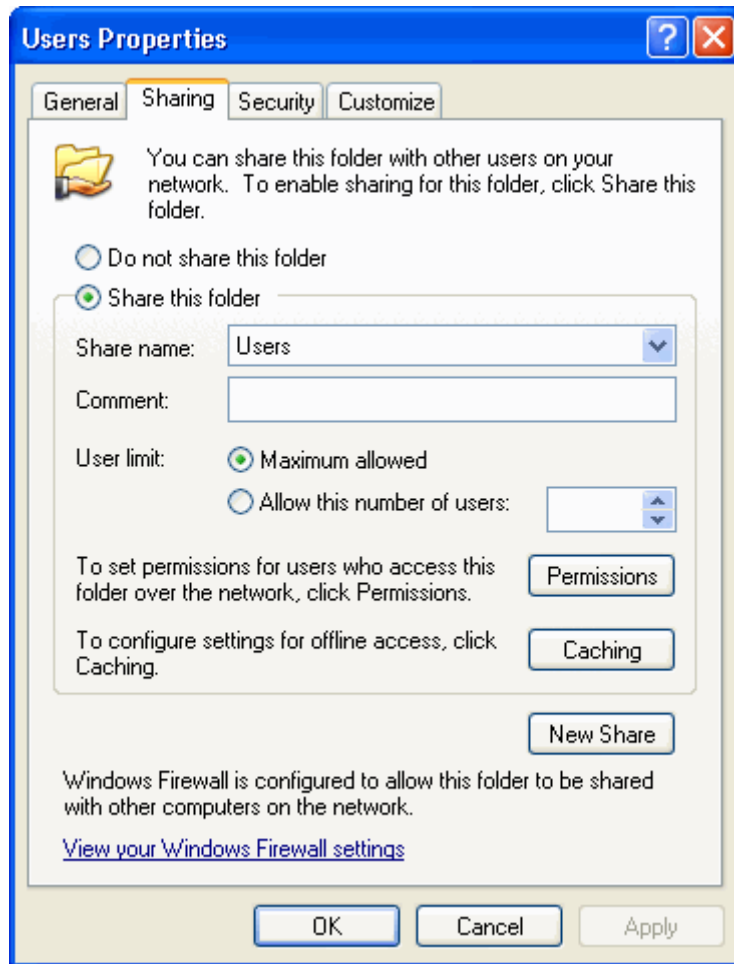
If the correct user permissions are in place, you can run the WYNN Wizard or WYNN Reader installation from the client by connecting to the server and running the setup.exe file.

7. Refer to Installing WYNN Wizard or WYNN Reader Software for client installation procedures.

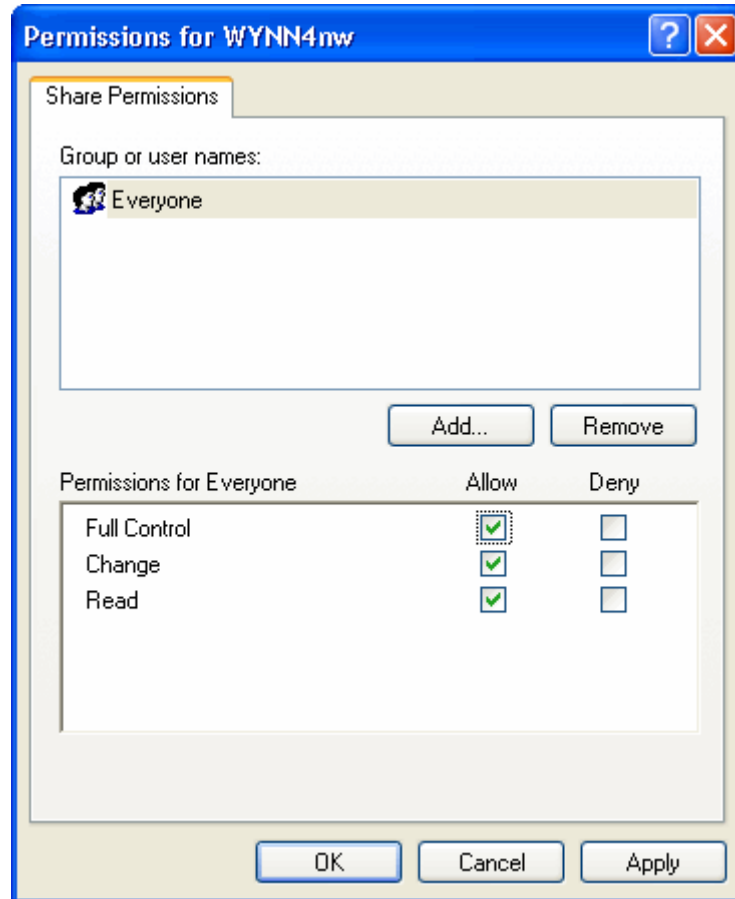
Sharing a Folder

To share a folder during installation:

- Use Windows Explorer to locate the folder. Next, right-click on the folder and select **Properties**. The User Properties dialog box appears.



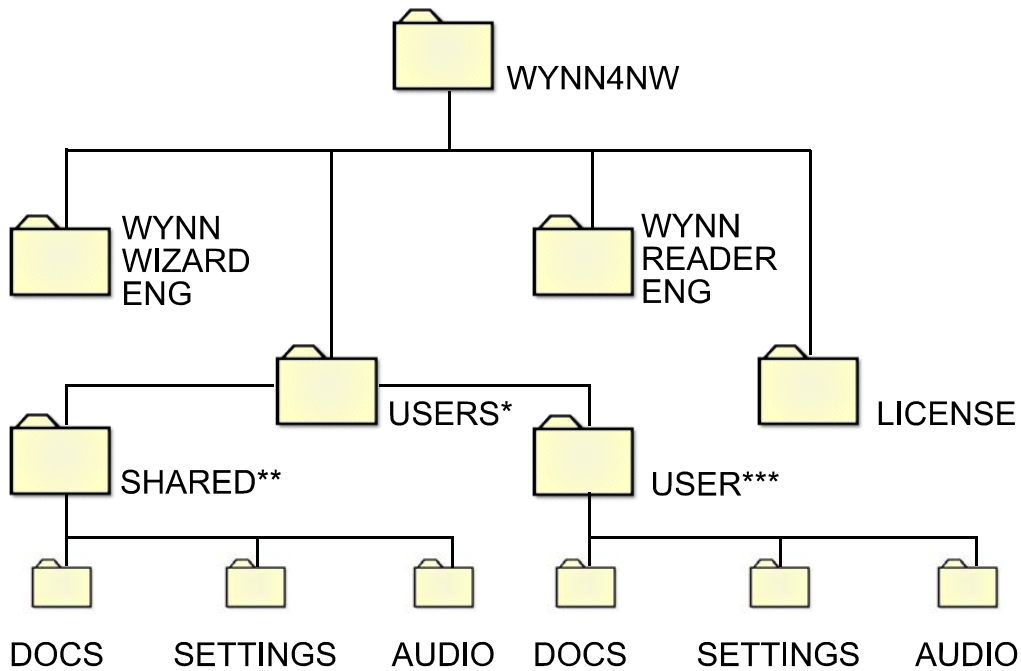
- Select the **Share this folder** option.
- Select the **Permissions** button and allow Full Control, Change, and Read permissions to all users.
- Select the **OK** button twice to close the **Permissions** and **User Properties** dialog boxes, and continue with the Network WYNN installation.



During installation, several new folders and subfolders are created and appear on the server. For a brief description of these folders, refer to the [WYNN Folders and Subfolders](#) section.

WYNN Folders and Subfolders

The following image and table show Network WYNN’s default folder structure.



*During product installation, the Users folder and its subfolders can be installed in another location besides the default WYNN4NW folder.

**This folder contains the WYNN template files, and it is also used for broadcasting files to WYNN client users.

***Each WYNN user has their own unique user folder for storing their documents on the WYNN Network Server (WYNN 4NW).

Folder	Description
WYNN4nw	Default Network WYNN folder.
WYNN Wizard ENG	Default WYNN Wizard folder. In this example, ENG indicates English. The client setup is launched from this folder.
WYNN Reader ENG	Default WYNN Reader folder, in this example ENG indicates English. The client setup is launched from this folder.

Folder	Description
LICENSE	Contains the INI file that stores the location of all user default folders. This folder is required to run a WYNN client installation.
USERS	Contains all user folders that are created when a user initially logs on to WYNN. During installation, this folder can be renamed and saved to a new location on the server instead of WYNN4nw, the default Network folder.
SHARED	This folder is shared among users on the network. It contains the subfolders Docs, Settings, and Audio. Files that are used for broadcasting are placed in these folders.
USER	An individual user's folder that has the same label as the user's log in ID.
DOCS	For the Shared folder, it contains all sample WYNN files. For the User folder, it contains the user's saved files.
SETTINGS	For the Shared folder, it contains default and broadcast system settings. For the User folder, it contains new system settings created and saved by the user.
AUDIO	For the Shared folder, it contains MP3 and WAV files for broadcasting. For the User folder, it contains MP3 and WAV files saved by the user.

License Server Installation and Configuration Overview

A Network WYNN Authorization CD is supplied with the Network WYNN version. The following overview describes the three primary steps to installing and configuring a license server PC.

- Select a license server PC

After installing the WYNN server components, you must designate one Microsoft Windows-based PC in the network to be the license server. Install the license server on the network server or a network PC that is not running the WYNN client. Make sure that this PC is always accessible.

The license server issues tokens to WYNN client PCs on the network. The token lets a client PC use the WYNN application. The number of client PCs that can run the WYNN application simultaneously is based on the number of license seats purchased. For example, if 10 seats are purchased, only 10 simultaneous WYNN sessions are available. If an eleventh PC tries to use the WYNN application, it is denied access to the application until a license seat becomes available.

- Install the license server software

The WYNN Network Authorization CD contains the network authorization utilities, documentation, and tools. Insert the CD into the PC's CD-ROM drive, and follow the on-screen instructions to install the software.

- Activate the license server PC

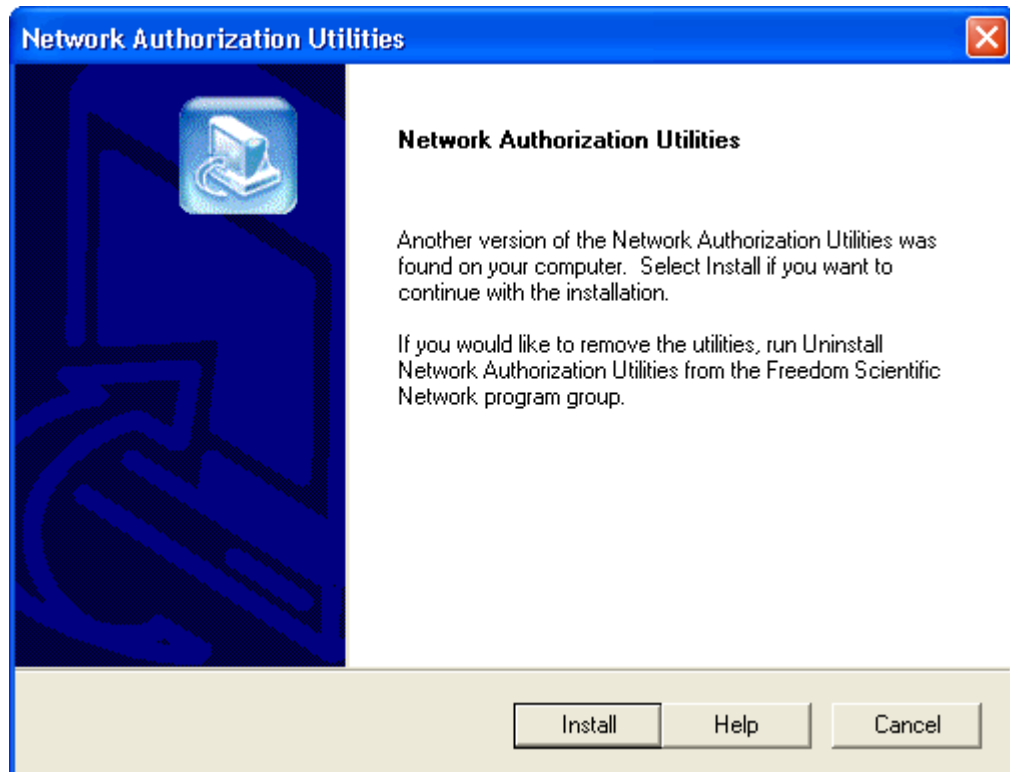
This is the only PC that requires software activation. The other WYNN client PCs do not require authorization or activation since they obtain tokens from the license server. This allows the client PCs to use the WYNN application.

For activation procedures, refer to the **Activating the License Server** section.

Installing the License Server Software and Network Authorization Tools

The following process describes how you install the license server, which authorizes client systems to use your Freedom Scientific product. This installation also creates a program folder in your **Start** menu that provides access to Network Authorization documentation and tools.

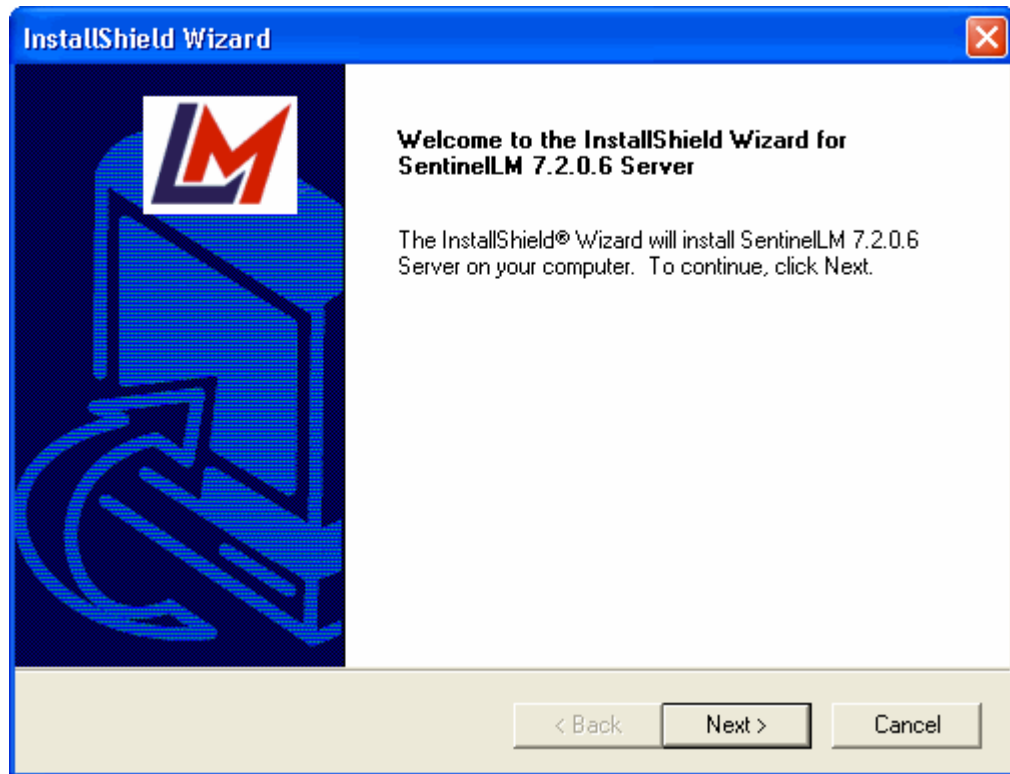
1. To begin the installation, insert the WYNN Network Authorization CD into your computer's CD-ROM drive. The Network Authorization Utilities dialog box appears. Choose **Install** to continue.



Note: If the installation does not begin automatically, select the **Start** button, choose **Run**, type “D:\Setup.exe” and press **ENTER**. If your CD-ROM drive is not D, then substitute the correct letter.

The Network Authorization Utilities installation status appears. The installation briefly pauses, and then launches the InstallShield Wizard for the SentinelLM Server.

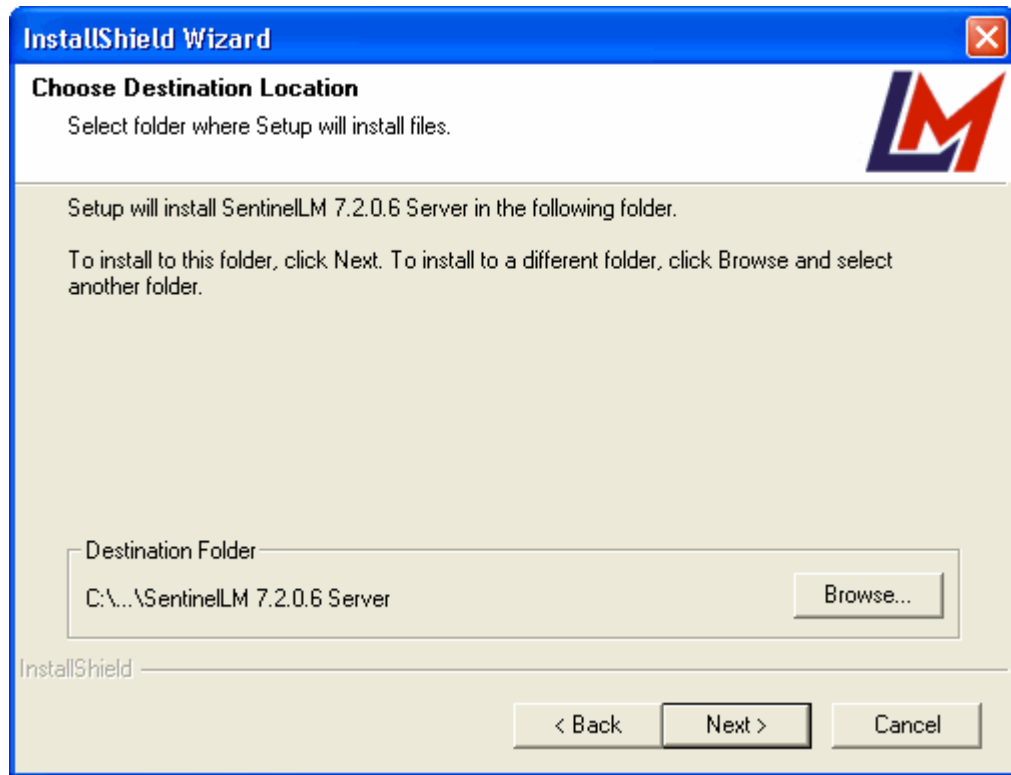
2. The InstallShield Wizard for SentinelLM Server starts. Choose **Next** to begin the license server installation.



Note: You can only install the license server on a computer that runs Windows 95 or later. The license server does not support other operating systems such as Novell, UNIX, Linux, and so on.

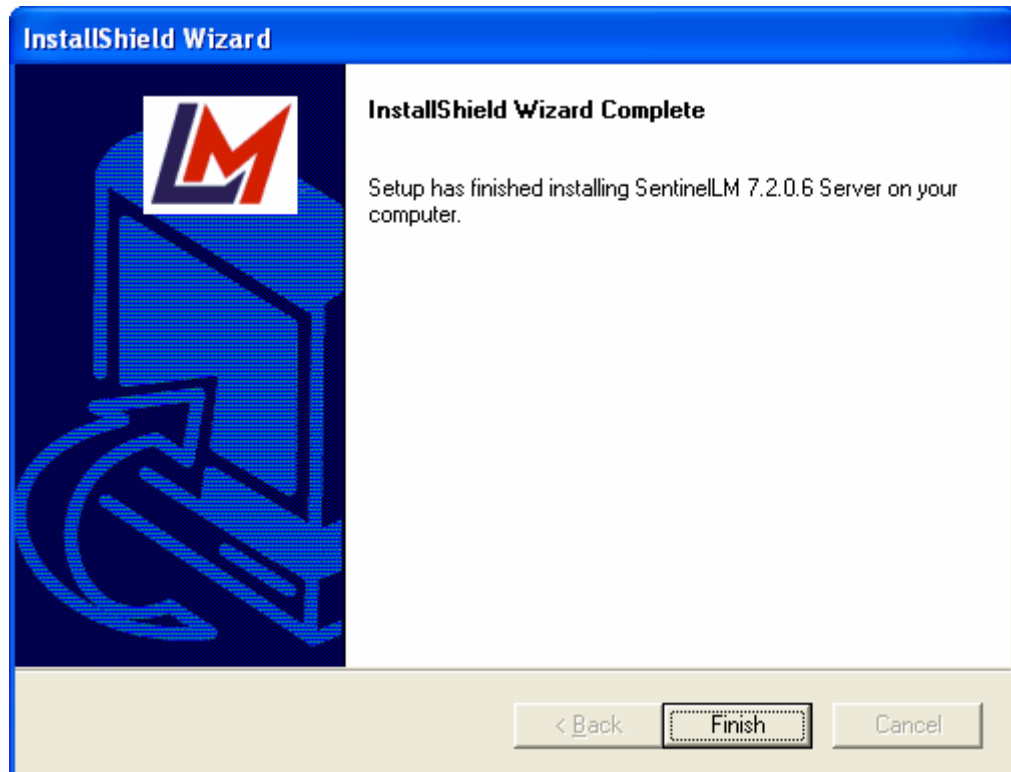
3. Read the license agreement. If you accept the terms and conditions in the agreement, choose **Yes**.

4. By default, the license server installs in C:\Program Files\Rainbow Technologies\SentinelLM 7.2.0.6 Server. If you want to install the license server in a different folder, choose **Browse** and select a new folder. Choose **Next** to continue with the installation.



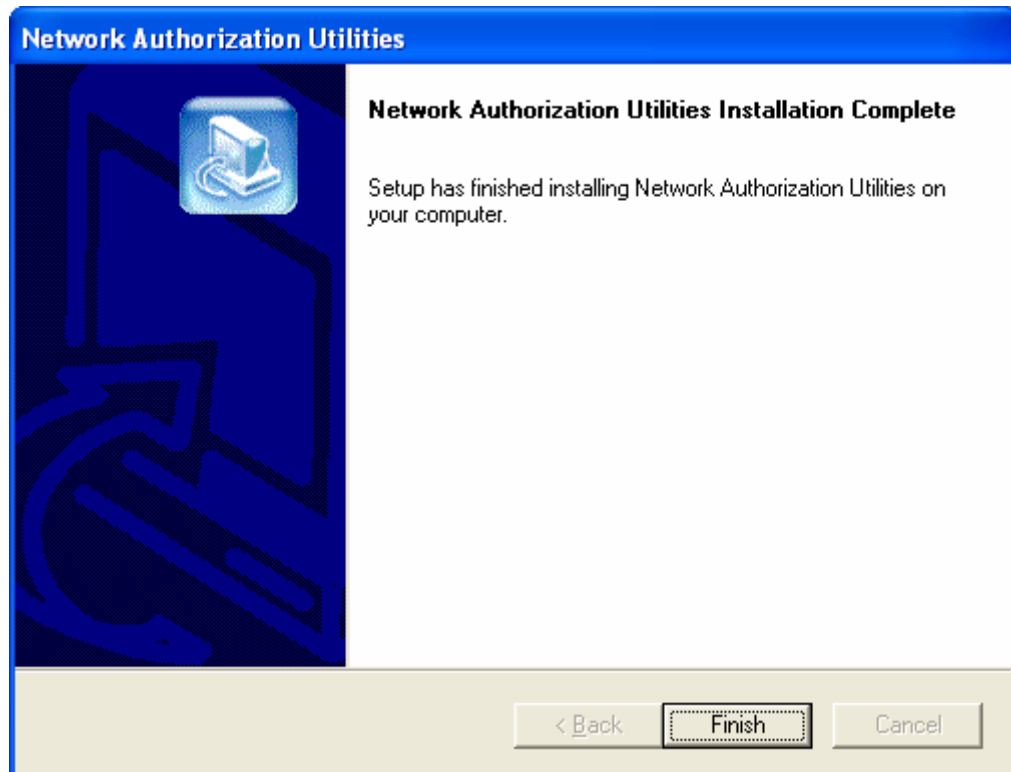
When the license server installation is complete, the **Finish** dialog box appears.

5. Choose **Finish** when installation of the SentinelLM Server is complete.



The Network Authorization installation status menu appears again. The Finish dialog appears when installation is complete.

6. Choose **Finish** when this installation of the Network Authorization Utilities is complete.



The Network Authorization tools and license server are now installed. If you are using Windows XP, NT, or 2000, the "SentinelLM" service is automatically added to your Windows Services.

The installation creates a new folder in your **Start** menu called **Freedom Scientific**. The following is a brief description of each Network Authorization tool shortcut that appears in this folder.

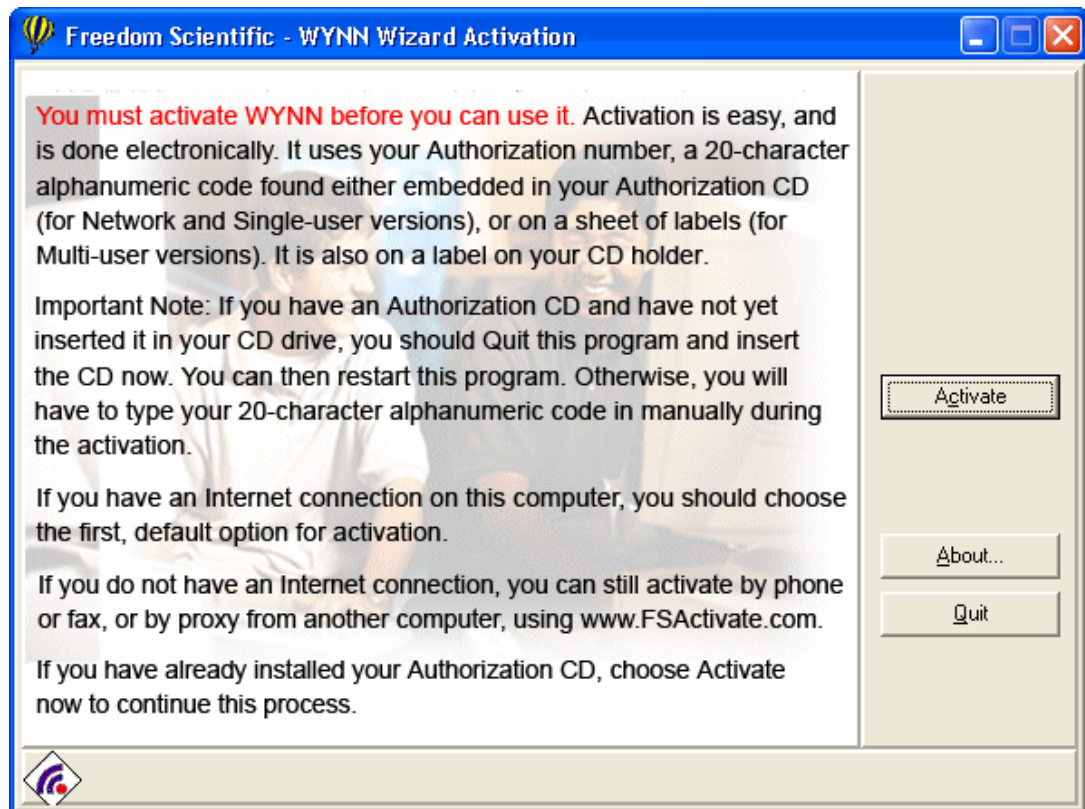
Network Authorization Tool	Description
Quick Start Guide	The quick start guide for Freedom Scientific Network Authorization.
Server Administration	Launches the WLMAAdmin utility that allows you to monitor the license server and perform some administrative actions. For more information, refer to the <i>System Administrator's Guide</i> .
Service Loader	Adds or removes the license server as a service called "SentinelLM" in your Windows NT System Service registry. On Windows NT systems, the license server must be running as a service in order to authorize client systems.
System Administrator's Guide	Contains additional information on license management, installation, optional features, administrator commands, user options, and environment variables.
Uninstall Network Setup	Uninstalls Network Authorization documentation and tools and (optionally) the license server.
Update WYNN Authorization	Begins the activation process for your Freedom Scientific product.

Activating the License Server

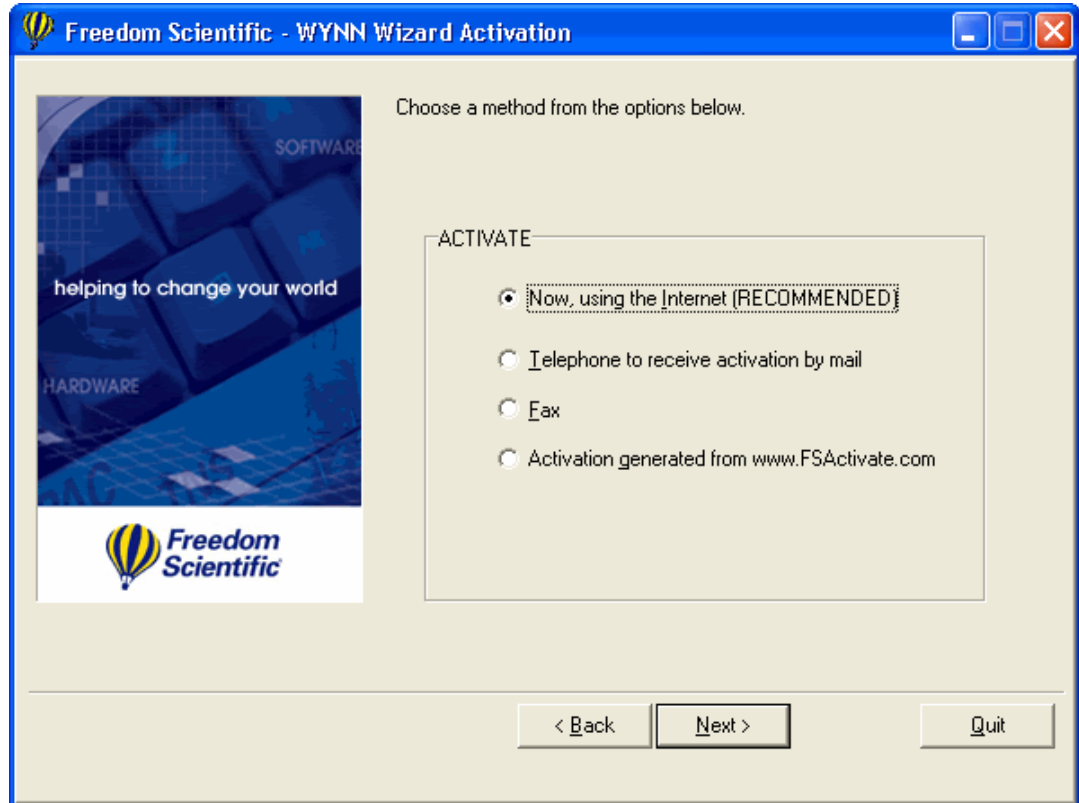
After installing the license server and Network Authorization tools, you must then activate your Freedom Scientific product license. To do this, you must request an Activation License code from Freedom Scientific. You can use the Internet to receive your Activation License code quickly and easily.

Perform the following to activate your Freedom Scientific product:

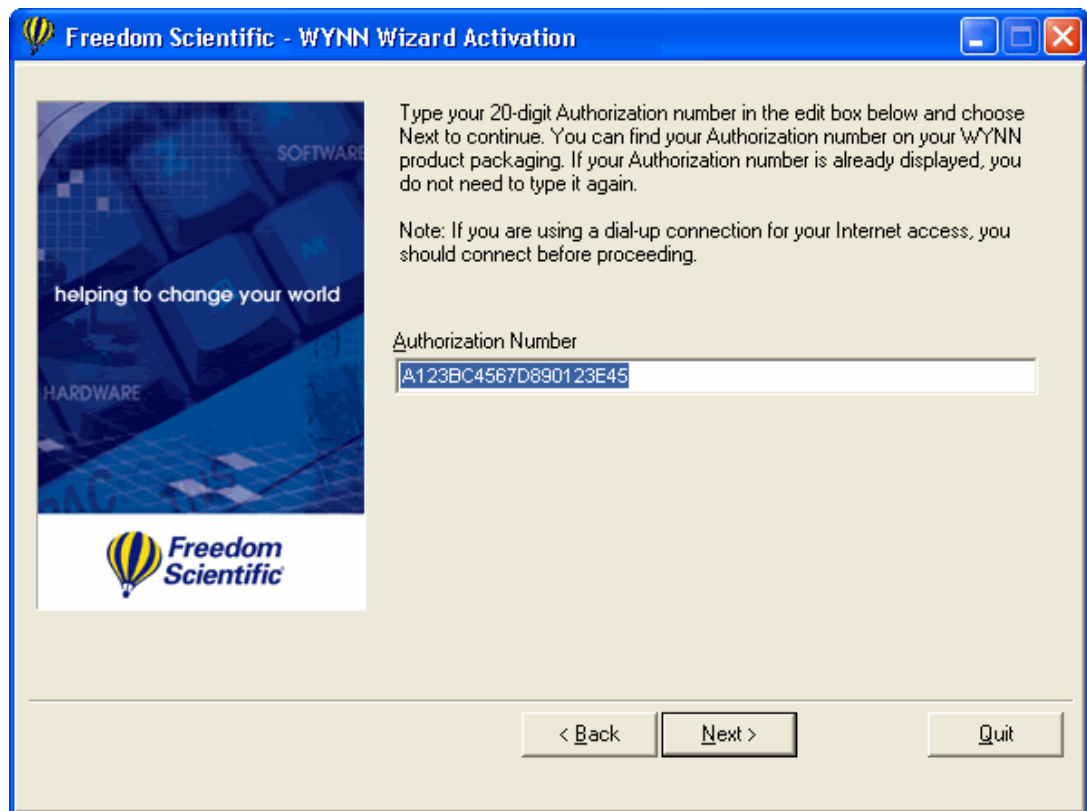
1. From the Start menu, choose Programs or All Programs, Freedom Scientific, Network, and Update WYNN Wizard Authorization or WYNN Reader Authorization.
2. Choose the **Activate** button to begin the activation.



3. Select the **Now, using the Internet (RECOMMENDED)** option to specify that you want to use the Internet to acquire your Activation License code. Choose **Next** to continue.



4. Your 20-character Authorization number is automatically inserted into the **Authorization Number** edit box. If your Authorization number is not shown, type it into the edit box. (Your 20-character Authorization number appears on your WYNN CD package.) Choose **Next** to continue.



5. You may be prompted to register your software. If you have not registered your software, you are asked to do so now. Registering lets you receive technical support. Choose **Register Now** and complete the online registration form by following the instructions provided. You can choose to register later, but you must register the next time you activate the software on any computer.
6. After you submit your registration, Internet License Manager (ILM) attempts to activate the software. This process may take several minutes. When the activation is successful, choose **Finish**.

Note: If Internet License Manager cannot activate the software, you may need to reconfigure your firewall. For more information, see [Activating through a Firewall](#).

7. If the WLMAAdmin utility is running, quit the program; restart the utility by opening the **Start** menu and choosing **Programs** or **All Programs**, **Freedom Scientific**, **Network**, and **Server Administration**. You can use this utility to monitor where the license(s) reside and which users are using tokens.

You can now install the Freedom Scientific product on the client systems. Refer to [Installing WYNN from a Client PC](#) for more information.

Creating a User Group and Configuring Permissions

As a network administrator, create a WYNN user group so that you can easily add students who will use the WYNN application. After creating the user group, you can then grant permissions to several WYNN folders that students must access.

The following is an overview of user group and WYNN folder permission settings.

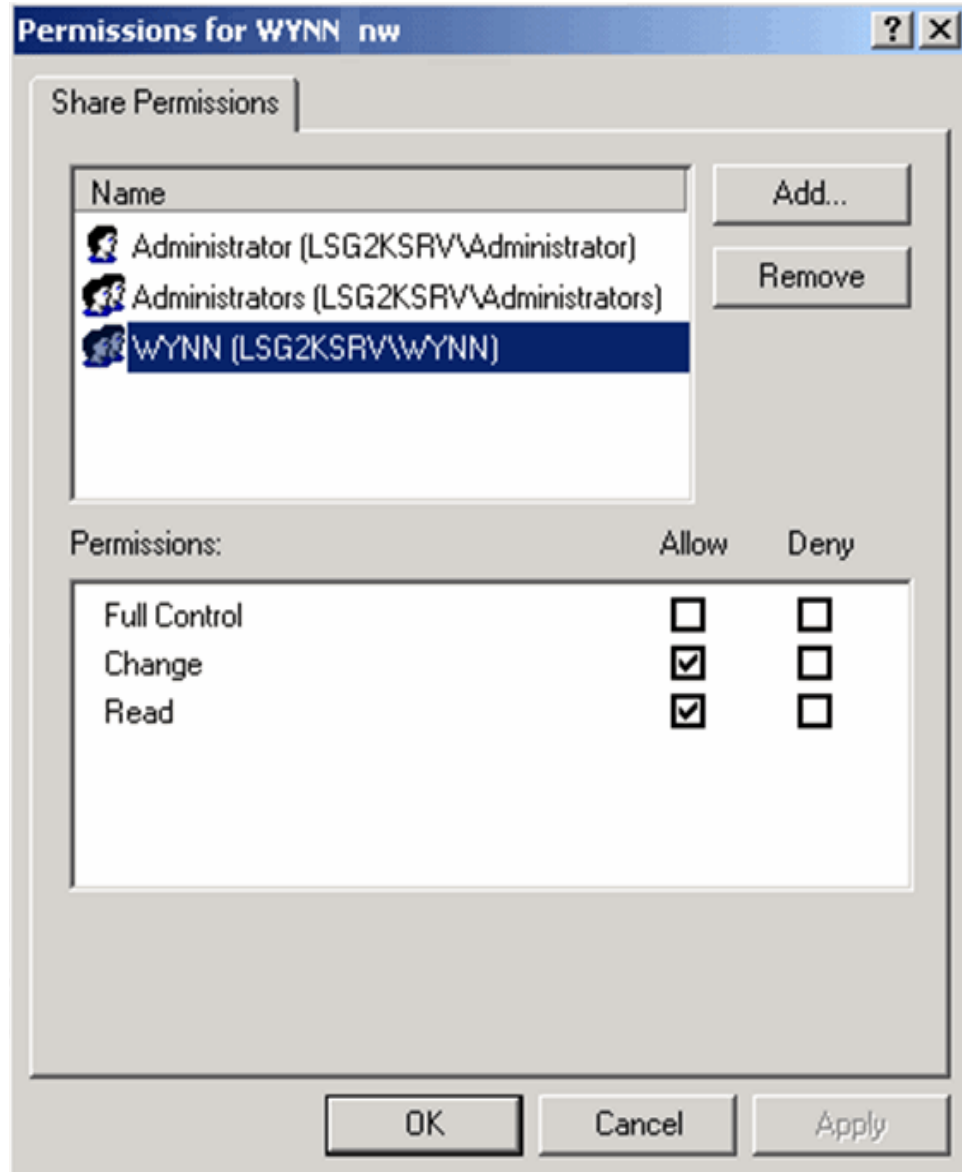
- Create a user group titled **WYNN Users** in which you add users so that they receive the proper server permissions.

For example:



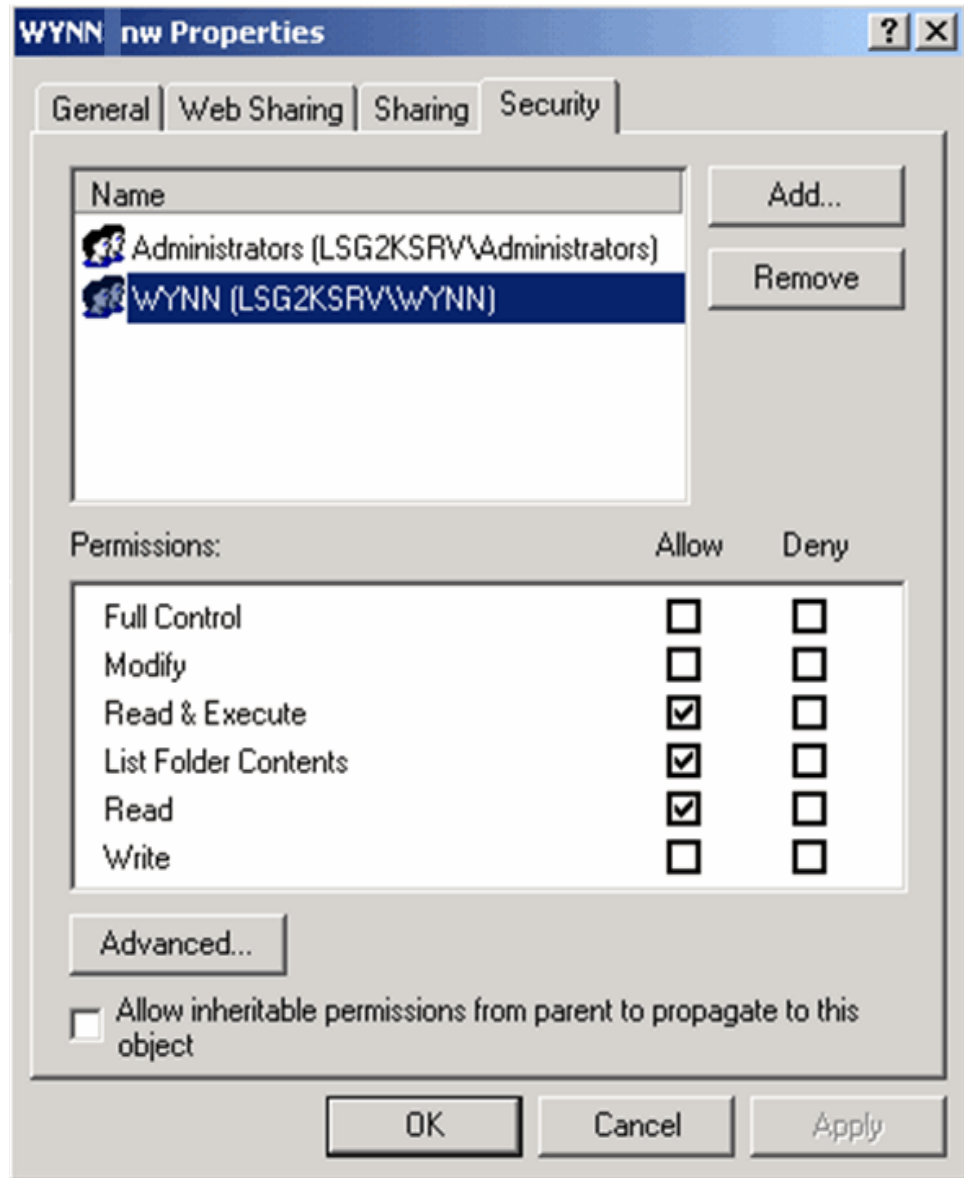
- For the **WYNN4nw** installation folder on the server, give the WYNN user group the shared permissions **Change** and **Read**.

For example:



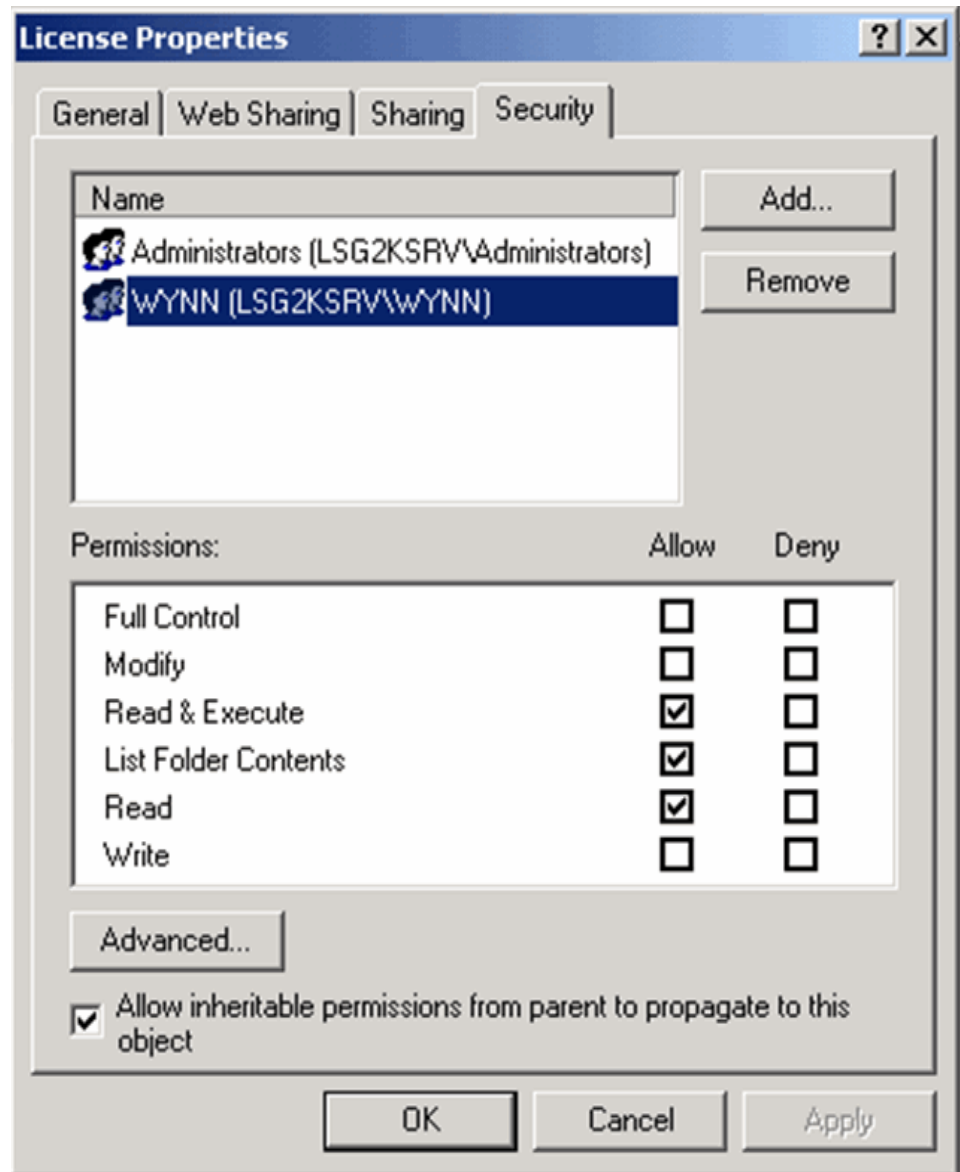
- For the **WYNN4nw** installation folder on the server, give the WYNN user group the permissions **Read & Execute, List Folder Contents, and Read**.

For example:



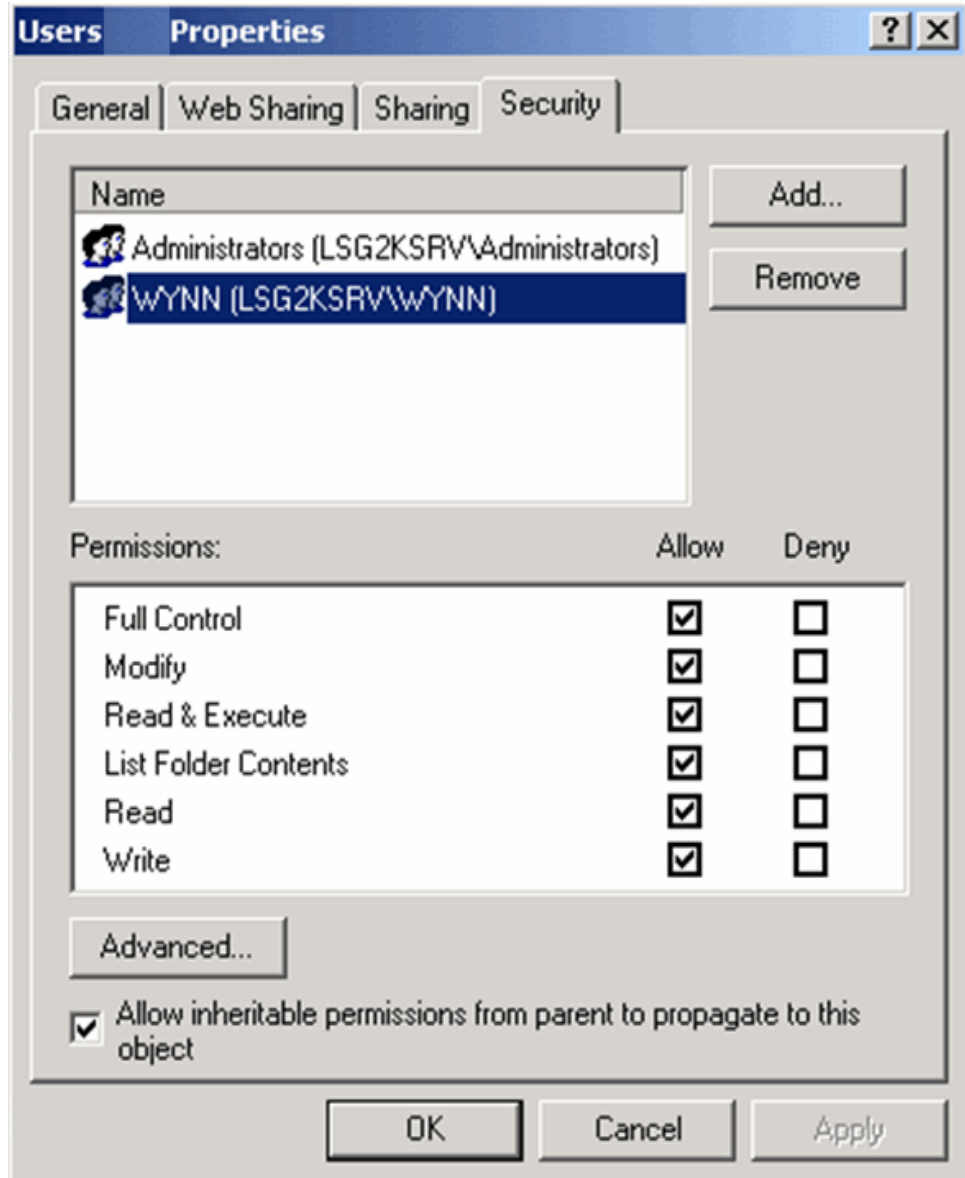
- For the **License** folder on the server, give the WYNN user group the permissions **Read & Execute**, **List Folder Contents**, and **Read**.

For example:



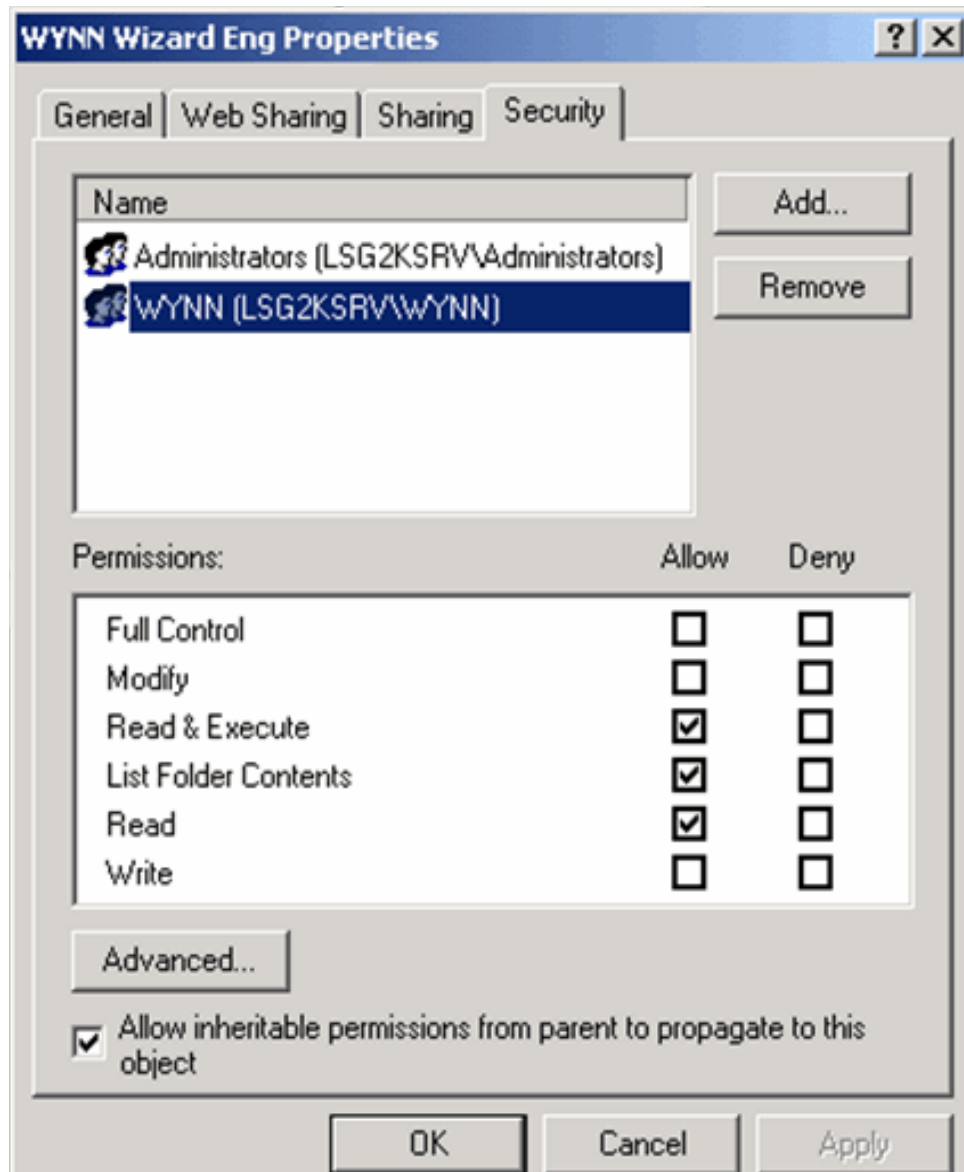
- For the **Users** folder on the server, give the WYNN user group the permissions **Full Control**.

For example:



- For the **WYNN Wizard Eng** or **WYNN Reader Eng** folders on the server, give the WYNN user group the permissions **Read & Execute**, **List Folder Contents**, and **Read** permissions.

For example:



Installing WYNN from a Client PC

The final part of network installation requires that you install the WYNN application onto the client PCs by running the appropriate Setup.exe file that resides on the server.

Important: Do **not** run the client setup from the CD.

You do not need to perform additional authorization procedures for these computers. Each time the software is started on the client, it automatically searches for the license server and obtains an authorization token.

The number of tokens available depends on the number of users permitted by your license. For example, if you purchase a license for five users, your license server has five tokens available. Each time a user starts the software, the license server assigns the client computer a token. Once all tokens are assigned, no additional clients can receive authorization.

If you need your license to support additional users, contact your local distributor or Freedom Scientific to purchase additional seats.

To run the Setup.exe file from the server, follow the procedures described in the **Installing WYNN Wizard or WYNN Reader** section of the WYNN installation chapter.

Adding the Environment Variable LSFORCEHOST

Tip: If you know the name or IP address of the computer that will run the SentinelLM license server, it is recommended that you add the environment variable LSFORCEHOST to the client computers and set it to this name or address. When the Freedom Scientific program starts, it will only search for a product license on the specified computer. If you have distributed the license over more than one license server and you want the program to search for the first available token, do not add this environment variable. For more information, refer to the *System Administrator's Guide*, which is a Network Authorization tool that was installed as part of the Server component installation.

Do the following to add the environment variable:

1. From Windows Explorer, select **My Computer**. Next, right-click **My Computer** and choose **Properties**.
2. In the System Properties dialog box, select the **Advance** tab, and choose the **Environment Variables** button.
3. Select the **New** button that appears in the System Variables area, and then enter **LSFORCEHOST** in the **Variable name** field and the server name in the **Variable Value** field. Click **OK** to close the dialog box and save the changes.

WYNN Client Installation Process

WYNN installation is a two-step process.

- The first step is to [install the WYNN application](#) by running the Setup.exe file on the client from the WYNN server.
- Once the application is installed, determine if you want to install AT&T Natural Voices. If yes, [insert an AT&T Natural Voices CD](#). Install as many of the AT&T Natural Voices as you like.

Installing WYNN Wizard or WYNN Reader

The following describes how to install the network license version of WYNN Wizard or WYNN Reader.

Note: Always install the WYNN application before installing the AT&T Natural Voices™ speech software, which is provided on separate installation CDs.

To install the WYNN Wizard or WYNN Reader application:

1. From the client PC, use Windows Explorer to browse to the WYNN setup file using one of the following paths:

For WYNN Wizard:

`\\fileservr\WYNN4nw\WYNN Wizard Eng\Setup.exe`

Where *fileservr* is the name of the WYNN file server.

For WYNN Reader:

`\\fileservr\WYNN4nw\WYNN Reader Eng\Setup.exe`

Where *fileservr* is the name of the WYNN file server

2. The WYNN InstallShield wizard window appears.

Click **Next** and follow the on-screen instructions.

3. When installation is complete, the InstallShield Wizard Complete window appears.

Note: For certain installations, such as an upgrade, it may be necessary to reboot your PC. Click Yes when prompted if this is the case.

Click **Finish**.

The WYNN application is installed, and the WYNN application folder icon appears on your desktop.



4. Do one of the following:

- If you are installing AT&T Natural Voices on this client, go to the **Installing AT&T Natural Voices** section and follow the installation procedures.
- If you are not installing AT&T Natural Voices on this client, go to the next client PC, and repeat steps 1 through 3 to install the WYNN application.

Installing AT&T Natural Voices

Note: When performing installation on multiple clients, you may want to copy the contents of the AT&T Natural Voices CDs to your network server so that you can install the speech software remotely onto the client PCs.

Install the AT&T Natural Voices™ speech software after you finish installing the WYNN application. To install AT&T Natural Voices, do the following.

1. Do one of the following:

- After inserting an AT&T Natural Voices CD into your computer's CD-ROM drive, let the auto-run feature start the installation.

or

- From the client, browse to the location on the server of where you placed the AT&T Natural Voices files, and select Setup.exe.

2. Follow the on-screen instructions.
3. Repeat these steps to install additional voices. Remove the AT&T Natural Voices CD from your PC when complete.
4. Go to the next client PC, and repeat steps 1 through 4 of the **Installing WYNN Wizard or WYNN Reader** to install the WYNN application on another client PC.

Note: To select an AT&T Natural Voices speech engine, refer to [Changing WYNN's Voice or Language Settings](#).

Getting Started

This section describes basic tasks that all users can perform to start WYNN, open documents using WYNN, and save documents using WYNN.

Starting WYNN

The first time you start WYNN, you must create a unique user name before using the software. Not only does this process create your user name, but it also creates your own user folder, which is your default folder that stores your documents. The default folder uses your user name. For network versions of WYNN, your default user folder is stored on the server.

To start WYNN:

1. Double-click the WYNN Wizard or WYNN Reader application icon that appears on your desktop.



The **User Log-In** dialog appears.



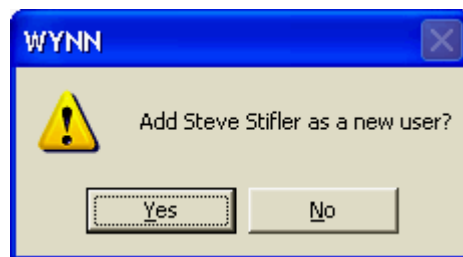
2. Do one of the following:

- If you already have a user name, select it from the list, and click **OK**.

The WYNN application starts, and opens the last file that was open.

...OR...

- If you are a new user:
 1. Type your name in the **Please Sign In Here** edit box.
 2. Click **OK**. A confirmation window appears.



3. Click **Yes**. A process begins that accepts your new user name, creates a default folder for your documents, and starts the WYNN application.
4. The WYNN application starts, your user name appears in the upper right corner of the WYNN window, and the Welcome to WYNN file appears.



Multi-User Log In

If another user wants to log in without quitting WYNN:

3. Choose **Log in Different User** from the File menu or click on the name in the upper right corner.
4. The user can then log in, as previously described, and begin using WYNN.

Note: If only one user will be using WYNN on this computer, you can skip the log in process. To do this, choose **Enable Multi-User Logins** from the **File** menu. **Enable Multi-User Logins** should be unchecked. The next time you start WYNN, you will not be asked to log in. Choose this command again to re-enable multi-user logins.

Creating a New Document

To create a new document:

5. From the blue **File Management** toolbar, click the **New** button.



A blank page appears. You can type new text into this document, or click the **Scan** button to add scanned pages to it.

Tip: You can also press **CTRL+N** to create a new document.

Note: By default, the maximum number of documents that can be open at once is two. If you create a new document while the maximum number of documents is already open, WYNN asks you to save changes to the least recently accessed document and then closes it.

To change the number of documents you can have open, see the [Increasing the Number of Open Documents](#) section.

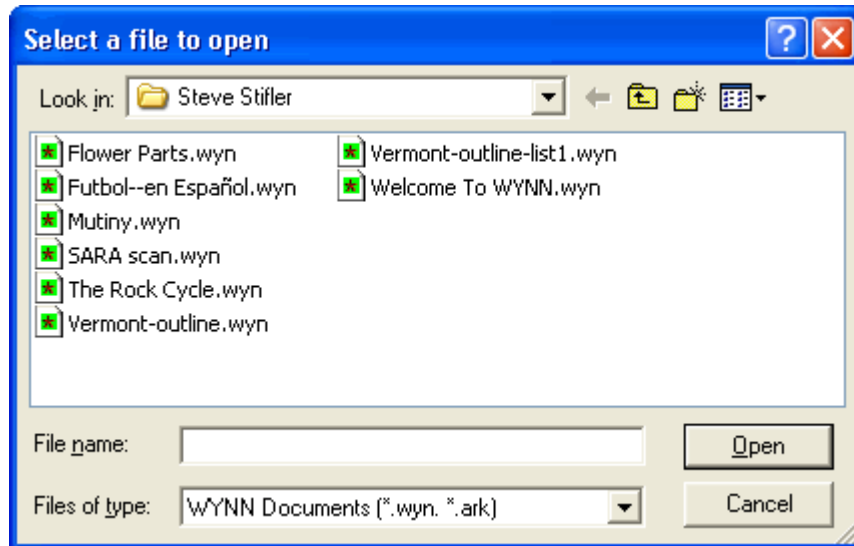
Opening an Existing WYNN Document

To open an existing document:

1. From the blue **File Management** toolbar, click the **Open** button.



The **Select a File to Open** dialog appears. All WYNN formatted files saved in your user folder appear. WYNN files use the .WYN and .ARK file extensions.



2. Locate the file on your computer, and then click **Open** to load the file.

If the file you want to open is not shown in the list, use the **Look In** combo box to locate and select a different folder.

Opening Other Documents

To open files saved in file formats other than WYNN's default format:

1. From the **Files of type** combo box, choose one of the following file formats that can be read by WYNN.
 - Microsoft Word (.doc) files
 - Portable Document Format (.PDF) files – WYNN Wizard only
 - Text (.txt) files
 - HTML files

- Rich Text Format (.rtf) files

When you open a PDF file in WYNN, it becomes available just as if you had scanned it in.

When you open other file types, WYNN displays the contents of these files in the Text View without any special formatting.

To view these files in their original format, open them in the program they are normally associated with.

Tip: You can also press **CTRL+O** to open a file.

Note: By default, the maximum number of documents that can be open at once is two. If you create a new document while the maximum number of documents is already open, WYNN asks you to save changes to the least recently accessed document and then closes it.

To change the number of documents you can have open, see the [Increasing the Number of Open Documents](#) section.

Opening Files Using the WYNN User Files Shortcut

After installing WYNN, the WYNN User Files shortcut appears on your desktop. It provides fast access to the files in your default WYNN folder.

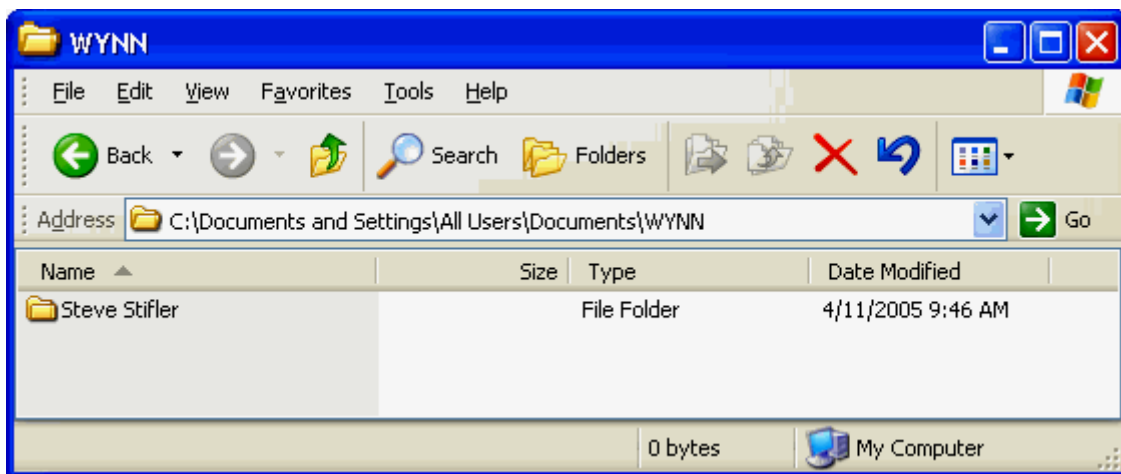
To open a document using your WYNN Documents shortcut:

1. From the Windows' Desktop, double-click the WYNN User Files shortcut.



The WYNN folder, which contains your personal default folder, and WYNN's Shared file folder appears. Your default folder is located in

C:\Documents and Settings\All Users\Documents\WYNN.



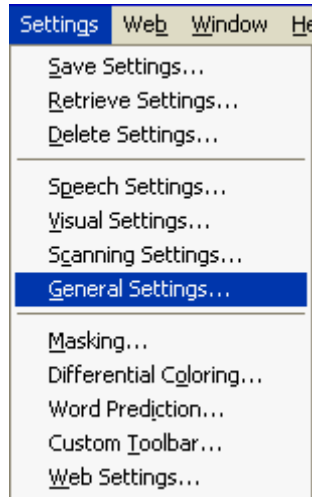
2. Open your default folder to access your saved files.

Increasing the Number of Open Documents

By default, WYNN allows a maximum of two documents to be open at once.

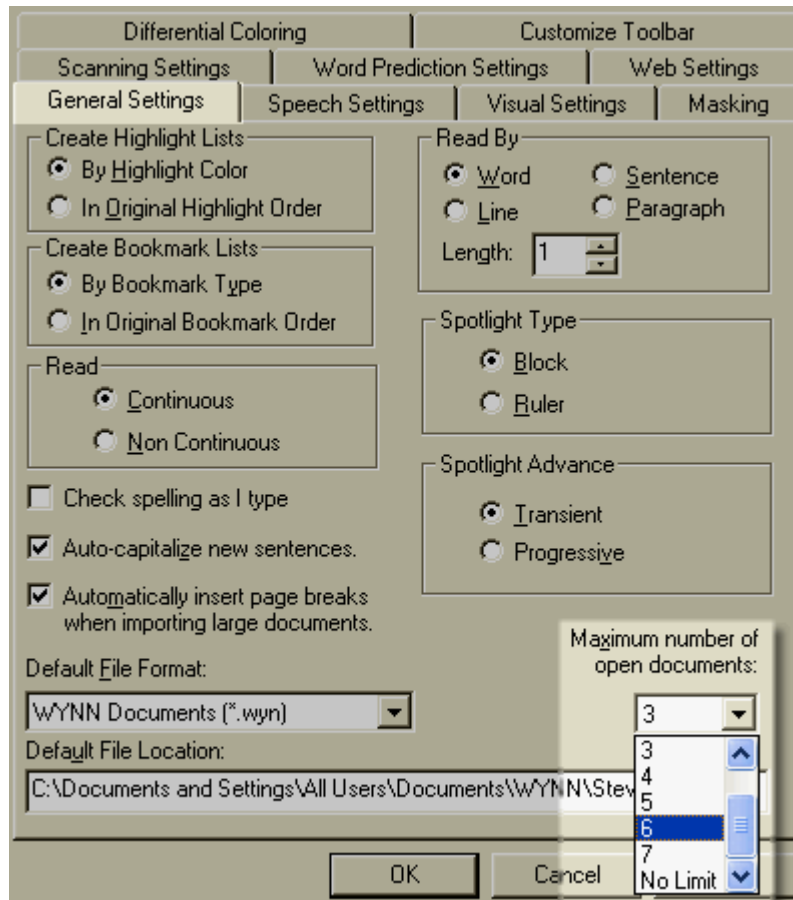
To change this setting, do the following:

1. Click **Settings** from the WYNN menu bar, and click the **General Settings** command.



The **General Settings** property page appears.

2. Enter or select a value in the **Maximum Number of Open Documents** combo box in the lower right corner.



3. Click the **OK** button.

Scanning a Document into WYNN

The scanning feature allows you to read and work with printed materials in WYNN. You can create a new document based on a scanned page or insert scanned pages into existing documents. You can also replace existing pages with scanned pages. For additional scanning information, refer to the [Scanning with WYNN](#) section.

Note: You can only scan documents into WYNN Wizard..

Scanning a Page and Making a New Document

To scan a page and create a new document:

1. Place the page you want to scan facedown on your scanner. Refer to your scanner's manual for more information on how to begin scanning.
2. Click the **Scan** button on the blue **File Management** toolbar.



WYNN scans the page, recognizes the text, and displays a new document containing the text of the page you scanned. This is known as Text View.

Note: If you are scanning a page into an existing document, WYNN automatically appends the scanned page to the end of the current document. For more information about scanning pages into existing documents, see [Scanning and Inserting a New Page](#) or [Scanning and Replacing the Current Page](#).

3. To see the original version of the page, click the **Exact View** button.



To return to the text version, click the **Text View** button.



Scanning and Inserting a New Page

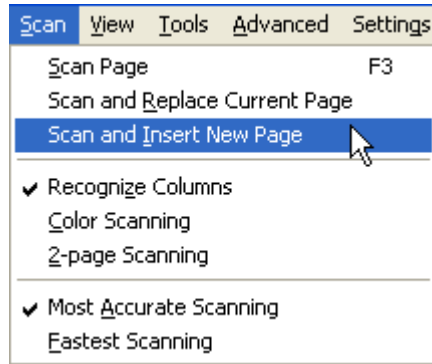
When scanning a page into an open WYNN document, WYNN automatically adds the scanned page to the end of the document.

To insert the new page in another part of the document, do the following:

1. Click the **Open** button on the blue **File Management** toolbar, and open the document that you want to add the new page to.
2. Move your cursor to the location where you want to insert the page.

Important: The scanned page appears before the selected page. For example, if you want to insert the new page between pages 10 and 11, place your cursor on page 11 before scanning the page.

3. Place the page you want to scan facedown on your scanner. Refer to your scanner's manual for more information on page placement.
4. From the **Scan** menu, choose **Scan and Insert New Page**.



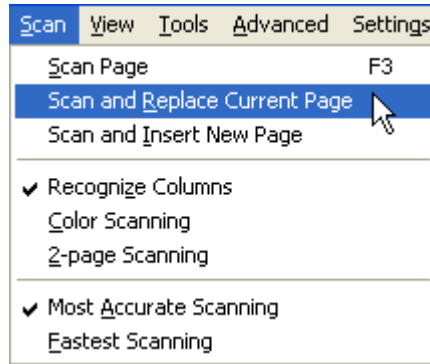
WYNN scans the page and recognizes the text.

WYNN inserts the new page before the page where you placed the cursor.

Scanning and Replacing the Current Page

To replace a page in a WYNN document with a newly scanned page:

1. Click the **Open** button on the blue **File Management** toolbar, and open the document that you want to add the new page to.
2. Move your cursor to the page you want to replace.
3. Place the page you want to scan facedown on your scanner. Refer to your scanner's manual for more information on page placement.
4. From the Scan menu, choose Scan and Replace Current Page.



5. WYNN scans the page and recognizes the text. WYNN deletes the page where your cursor is located and replaces it with the scanned page.

Reading a Document

WYNN can read a document aloud and “spotlight” the spoken words as you read along.

To read a document:

1. Open a document.
2. Select a starting point by clicking a word. The spotlight appears on that word.

For example,

Customize your **reading** preferences...

A small icon of a spotlight with a beam of light pointing down at the word 'reading' in the text above. The word 'reading' is highlighted in yellow.

3. Click the **Read** button.



WYNN reads the document aloud and moves the spotlight along as it reads. In addition, the **Read** button switches to the **Pause** button.

4. To stop reading, click the **Pause** button.



5. To start reading again from the current cursor position, click the **Read** button.



To change the way WYNN pronounces certain words, refer to the [Adding Words to the Pronunciation Dictionary](#) section.

Tip: You can also press **F2** or choose **Start Reading** from the **Tools** menu to start reading.

Switching Between Exact View and Text View

When you scan a document, the WYNN system creates two versions: an exact image view, and a text only view.

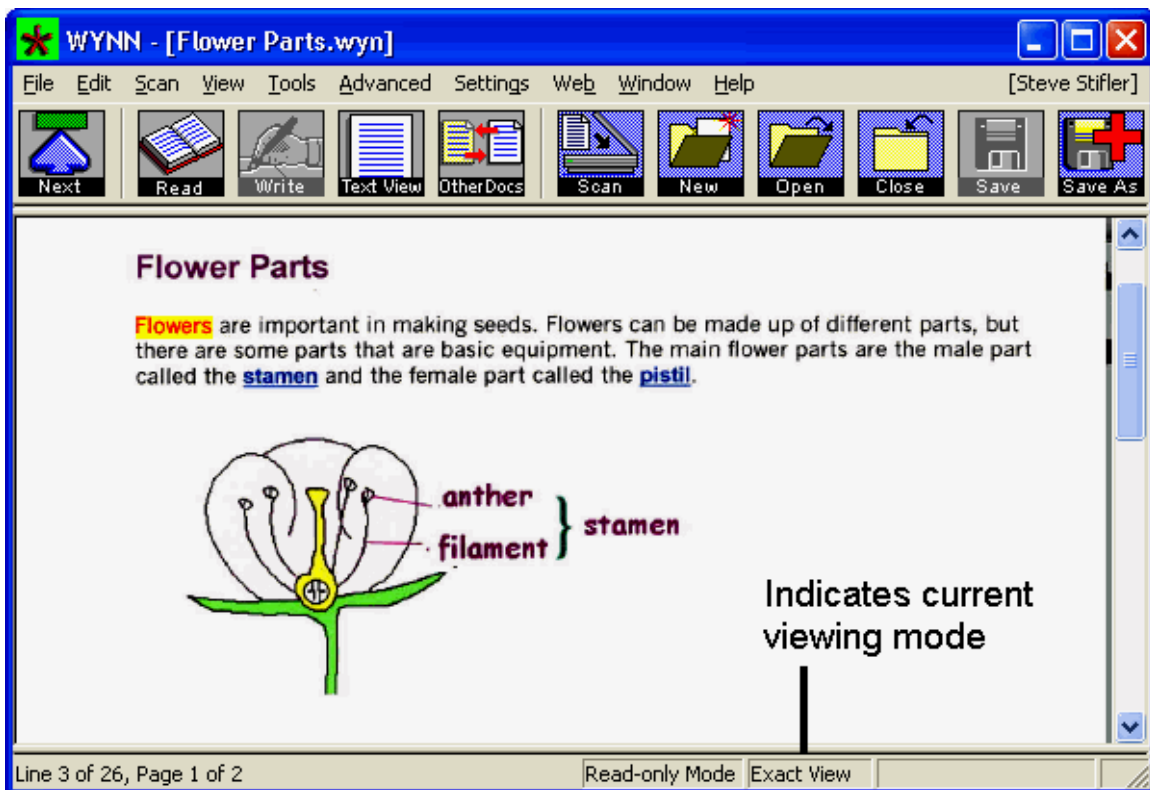
- The exact image view (Exact View) shows the document exactly as it appears in the original.
- The text only view extracts only the text from the scanned document. Text Only mode is the default view after scanning a document.

To switch between Exact View and the Text View:

1. Click the **Exact View** button to view the current document in its original form, which may be a scanned image, PDF file, Microsoft Word document, or any other supported file format.



For example:



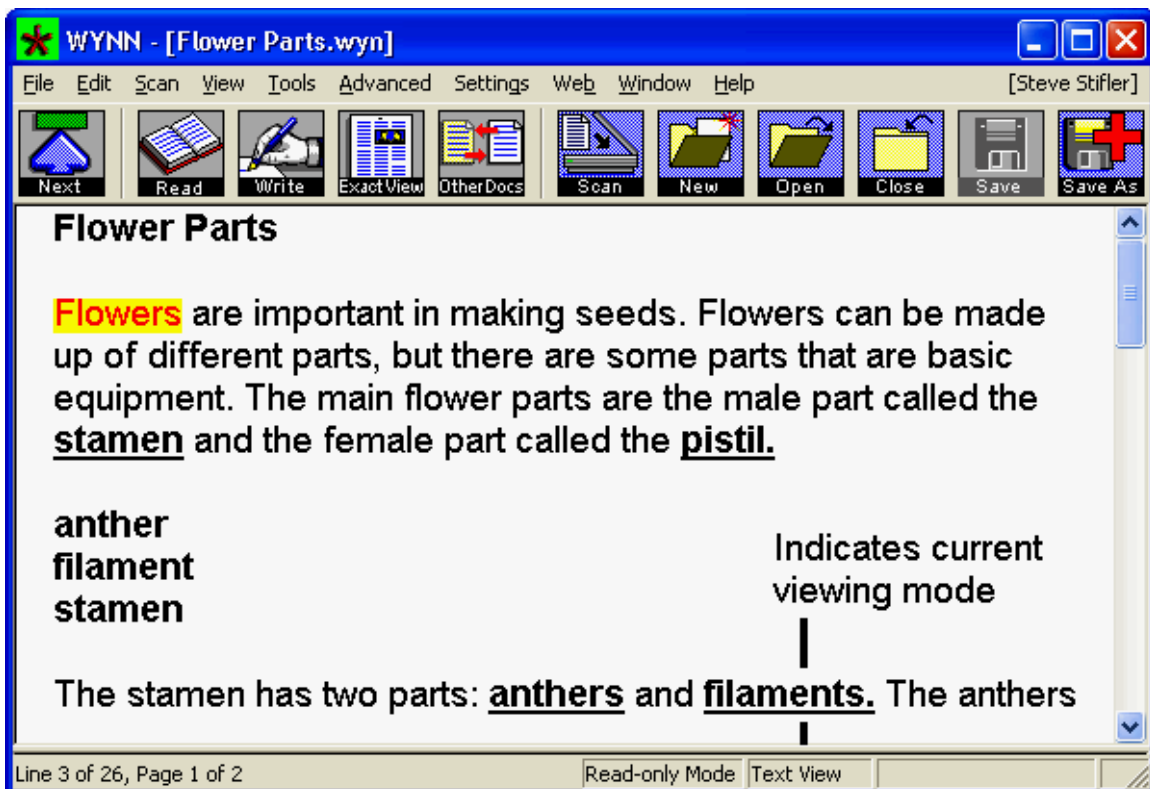
In Exact View, you can read the text as it appears in its original format, or zoom-in to enlarge the entire image (using the **View** menu). If the document was scanned in Black and White, you can also change the background color.

When in Exact View, this button changes to the **Text View** button.

2. Click the **Text View** button only to see the text of the page, without formatting, graphics, line art, tables, and columns.



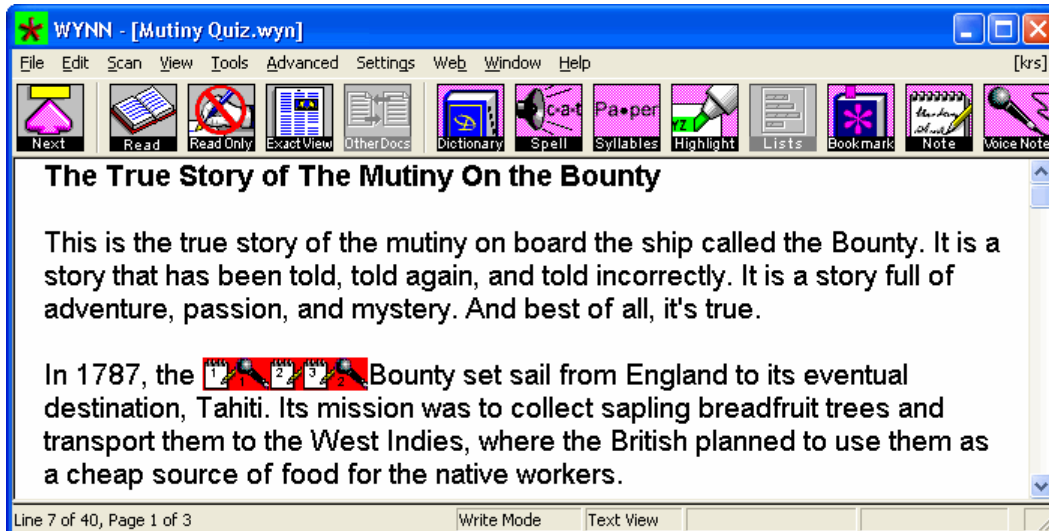
For example:



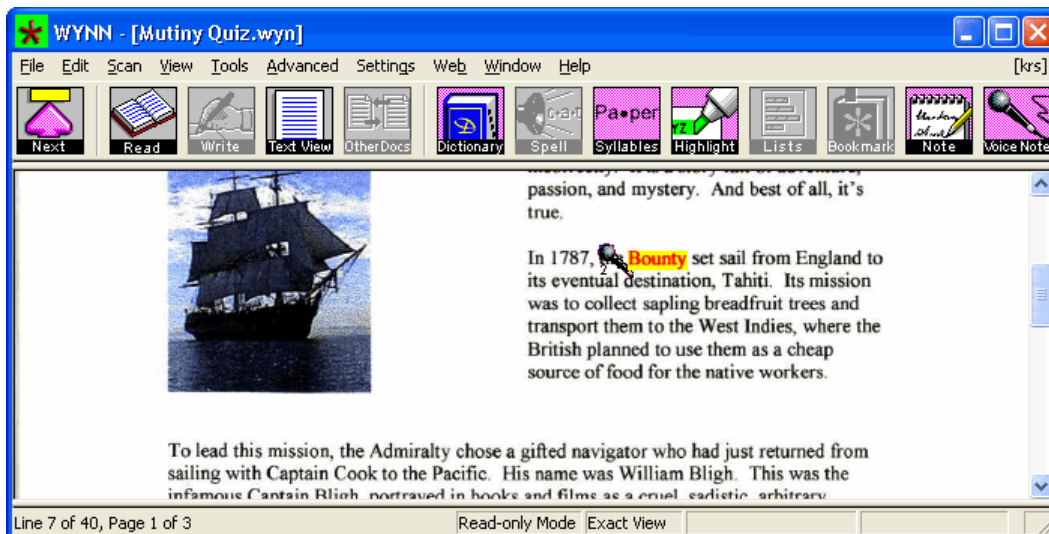
While in Text View, you can edit the text or use any of WYNN's visual modifications from the green toolbar to change how the text appears.

Opening Multiple Voice Notes and Text Notes

You can insert Voice Notes and Text Notes throughout a document to provide key information, instructions, and questions about specific passages of text. You can also insert multiple Text and Voice Notes at the same location in a document. When this is done, the notes appear side-by-side in Text View mode.



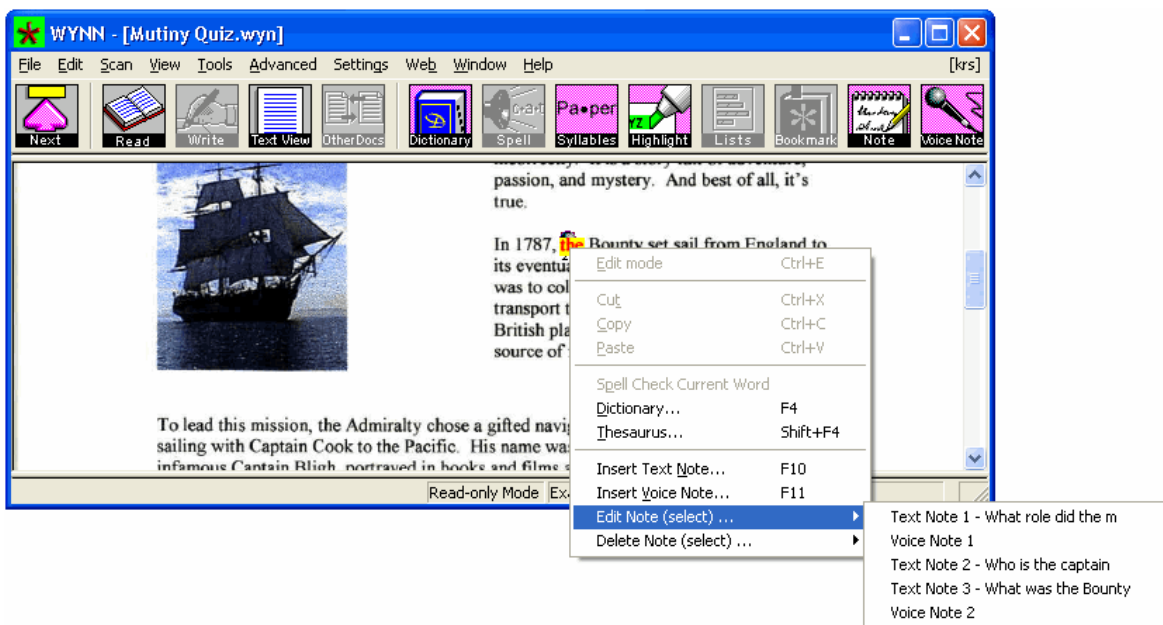
However, in Exact View mode the notes appear as a single Text Note or Voice Note icon.



To determine if one or more notes appear at a particular location in a document while using Exact View mode, do the following:

1. Place your mouse pointer over a **Text Note** or **Voice Note** icon, and right-click on the icon. A popup menu appears.

If the **Edit Note (select)** command appears with a right arrow, this indicates the presence of multiple notes. If there is only a single note at that particular location, the right arrow does not appear.



2. Click the **Edit Note (select)** command to view, and select a specific note.

The Text Annotation or Voice Annotation dialog appears depending on the type of note selected.

3. Click **Stop** or **Cancel** to close the Voice Annotation dialog, or click **OK** to close the Text Annotation dialog.
4. Repeat steps 1-3 to open more notes.

For more information, refer to [Creating a Text Note](#) and [Leaving a Voice Note](#).

Changing the Speech Rate

You can increase or decrease WYNN's rate of speech to a setting that is comfortable for you. There are two ways to do this using either the **Rate** button on the green Reading Styles toolbar to quickly change the speech rate, or the **Speech Settings** command on the Settings menu for a more precise speech rate.

Using the Rate Button

To change the speech rate:

1. Click the **Next** button until the green **Reading Styles** toolbar appears.



2. Click the **Rate** button.



It uses the following speech rates:

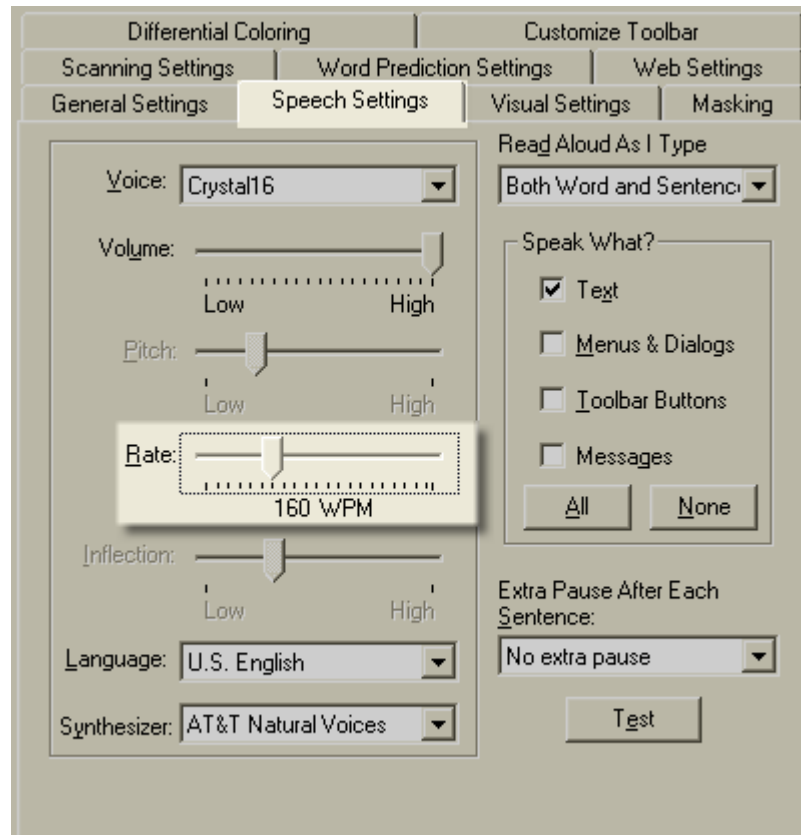
- 130 words-per-minute (WPM)
 - 160 WPM
 - 190 WPM
 - 220 WPM
 - 250 WPM
3. Continue to select the **Rate** button until you are satisfied with the speech rate.

Using the Speech Settings Command

To select a more precise speech rate:

1. On the **Settings** menu, click **Speech Settings**.

The Speech Settings property sheet appears.



2. Select the **Rate** slider and move it left or right to decrease or increase WYNN's speech speed. The speech rate appears in words-per-minute (WPM).
3. Click the **Test** button to listen to the new setting.
4. Repeat steps 2 and 3 until you are satisfied with the speech rate.

5. Click the **OK** button to accept the change, or click the **Cancel** button to restore the previous settings.

Changing Line and Word Spacing

To enhance readability when in text view, you can change the amount of spacing that appears between words and lines in a paragraph.

To increase line spacing:

1. Click the **Next** button until the green **Reading Styles** toolbar appears.



2. Click the **Line Space** button.



The spacing between lines of text increases.

3. If necessary, continue to click the **Line Space** button until you are comfortable with the spacing. You can cycle through six preset line space settings using this button.

Note: Any changes made to these settings are automatically saved upon exiting the application. When you log in again, the last used settings are automatically loaded.

To increase word spacing:

1. From the green **Reading Styles** toolbar, click the **Word Space** button.



The spacing between words increases. You can cycle through six preset word spacing settings.

2. If necessary, continue to click the **Word Space** button until you are comfortable with the spacing.

Note: Any changes made to these settings are automatically saved upon exiting the application. When you log in again, the last used settings are automatically loaded.

Tip: To make changes to the visual settings beyond what is offered on the green Reading Styles toolbar buttons, go to Settings, and then choose Visual Settings.

Saving a Document

To save a document in WYNN:

1. From the blue **File Management** toolbar, click the **Save** button.



If the file is new, the **Select a file to Save to** dialog appears. Enter a file name and click **Save**.

If a file with the same name already exists in the selected folder, WYNN asks you if you want to overwrite the existing file.

Click the **OK** button to replace the existing file.

Click the **Cancel** button if you do not want to overwrite the file.

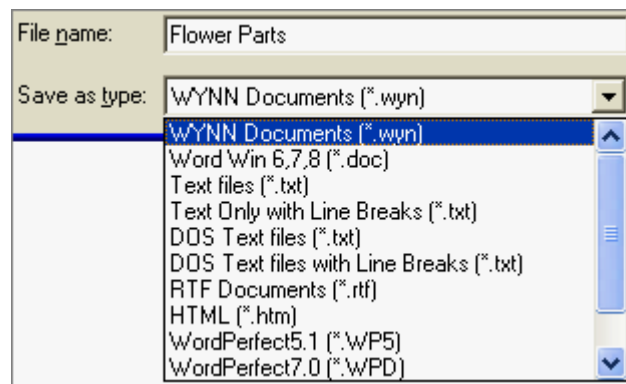
To save a new document, or to save an existing document with a new name:

1. From the blue **File Management** toolbar, click the **Save As** button.

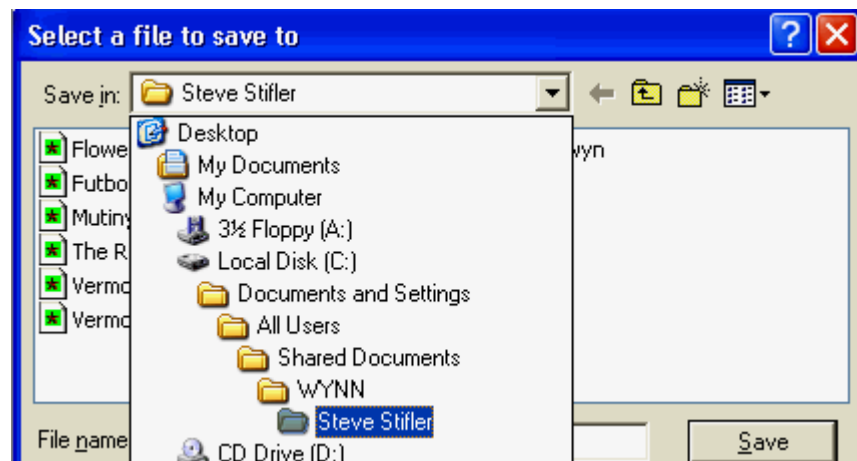


The **Select a file to Save to** dialog box appears.

If you want to save the file in a different format, click the **Save As Type** combo box. This allows other programs, such as Microsoft Word, to read this file.



If you want to save the file in a different folder on your PC, locate and select the folder using the **Save In** combo box.



2. Enter a file name into the **File name** edit box, and click the **Save** button.



Changing WYNN's Voice or Language Settings

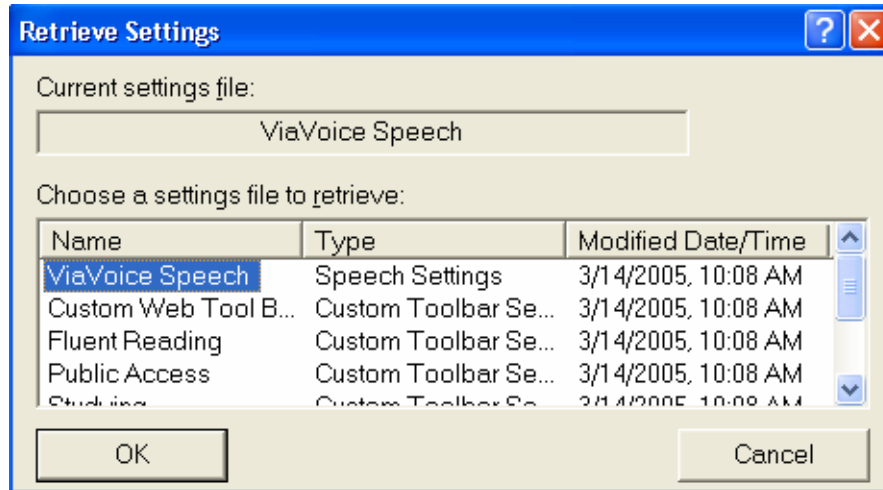
WYNN comes with two speech synthesizers, AT&T Natural Voices™ and ViaVoice™. If you choose the Typical install, ViaVoice is the default synthesizer. You may switch between the two synthesizers at any time while using WYNN.

Note: AT&T Natural Voices are available on separate CDs. After installing WYNN, install the AT&T Natural Voices speech synthesizers using these CDs.

To change the synthesizer:

1. On the Settings menu, click **Retrieve Settings**.

The **Retrieve Settings** dialog appears.



2. From the Name column, choose ViaVoice Speech or AT&T Natural Voices Speech.
3. Click the **OK** button.

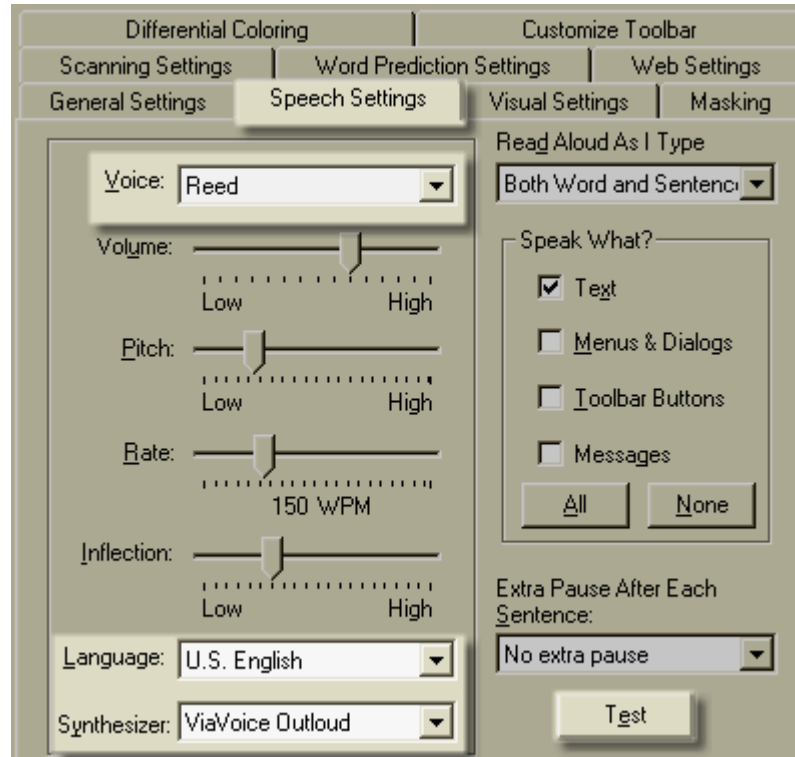
Note: During a Typical software installation, ViaVoice automatically installs the operating system's default language and Spanish. Additional ViaVoice languages can be installed by reinserting the program CD and performing a Modify installation.

AT&T Natural Voices are supplied on separate CDs and can be installed by inserting a CD and following the on-screen instructions.

To change WYNN's current voice or language:

1. On the Settings menu, click Speech Settings.

The **Speech Settings** property page appears.



2. Do one or more of the following:

If you want to change...	Then click
Only the voice	Make a selection from the Voice list box.
The language and voice	Choose a language from the Language list box, and a voice from the Voice list box.
The synthesizer, language, and voice	Choose a synthesizer from the Synthesizer list box, a language from the Language list box, and a voice from the Voice list box.

3. Click the **Test** button to listen to the new settings.

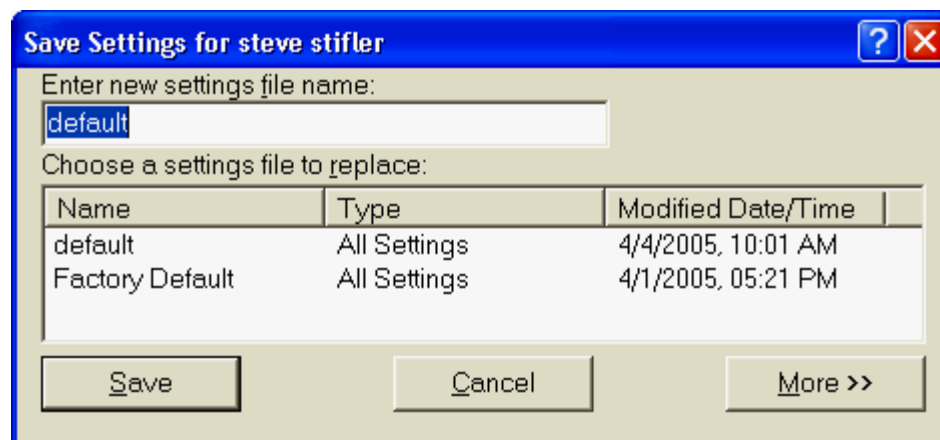
If necessary, make adjustments using the **Volume**, **Pitch**, **Rate**, and **Inflection** commands.

4. Click the **OK** button to accept the change, or click the **Cancel** button to restore your previous settings.

Note: Any changes made to the speech settings are automatically saved upon exit. When you log in again, your last used settings are automatically loaded.

To save changes to Speech Settings:

1. On the **Settings** menu, click **Save Settings**.
 - The **Save Settings** dialog appears.



2. Type a file name into the **Enter new settings file name** edit box.
3. Click the **More** button, and select the **Speech Settings** radio button.
4. Click the **Save** button, and then click **Yes** to confirm the change.

These settings become the current system settings and remain so until you restore or change and save settings again.

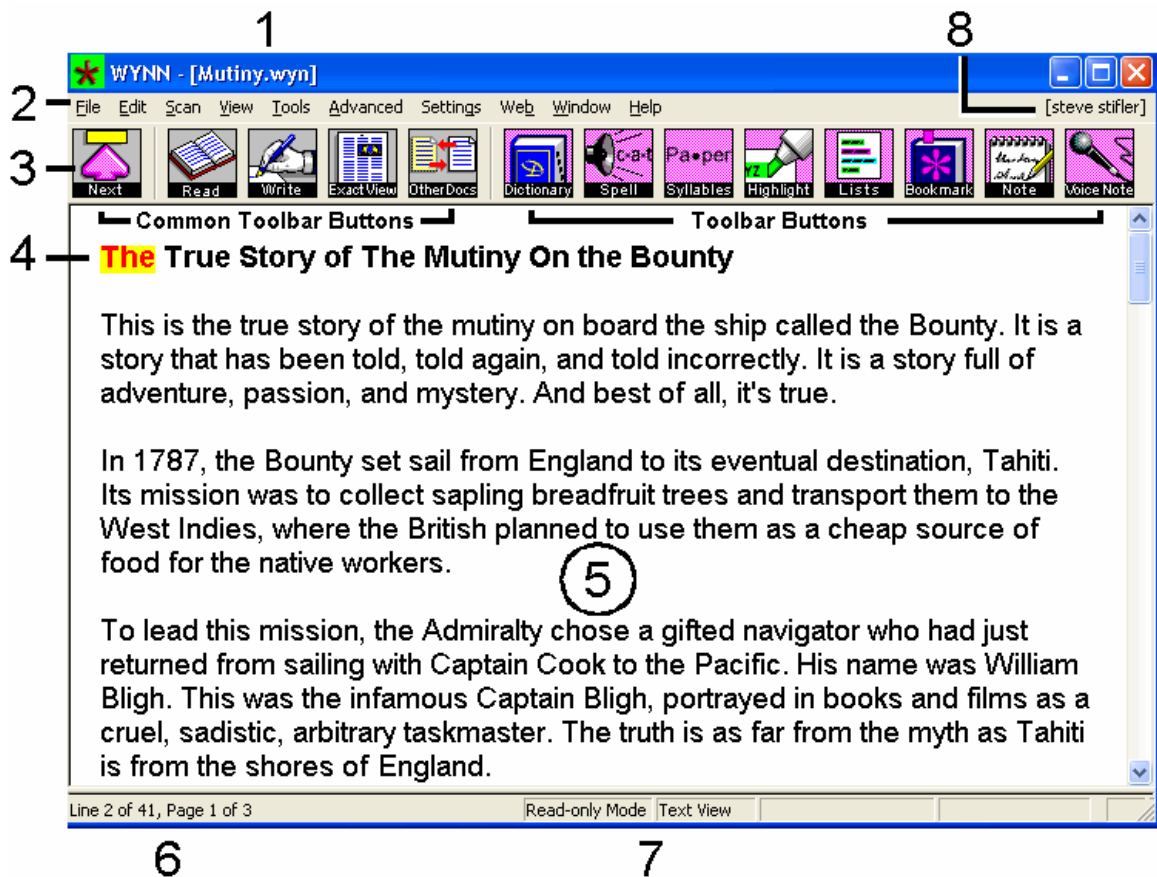
Getting to Know WYNN

This section provides a description of various parts of the WYNN screen, which includes:

- The User Interface
- [Toolbars](#)
- [Menu Bars](#)

WYNN User Interface

The table that follows the screen graphic explains the major parts of the WYNN screen.



User Interface Item	Description
1	File Name. The file's name appears in the WYNN title bar.
2	WYNN Menu Bar. All WYNN commands are available using these menus.
3	WYNN Toolbars. This row of buttons contains the common toolbar buttons and the current toolbar's buttons. The primary toolbars are the blue File Management toolbar, the green Reading Styles toolbar, the pink Study Tools toolbar, and the yellow Writing Tools toolbar.
4	Spotlight Text. When in Read mode, the cursor position appears as spotlighted text.
5	Document Work Area. Your document appears in this scrollable area.
6	Cursor and Page Locator. Indicates which line the cursor is in, and it indicates which page is currently in view.
7	Read/Write and Text View/Exact View Indicator. Shows the document's current editable (Read Only or Write) and viewable (Text View or Exact View) status.
8	User Name. Shows you who is currently logged in to the WYNN system.

WYNN Toolbars

WYNN's toolbars provide quick access to many different commands. There are four primary toolbars, each with different colors and buttons. In addition, there are several buttons available on each toolbar: the [Next](#), [Read/Pause](#), [Write/Read-Only](#), [Exact View/Text View](#), and [Other Doc](#) buttons. Each toolbar is briefly described in the following sections.






Tip: From the **Settings** menu, choose **Custom Toolbar** to create a customized toolbar with the commands you use most often. Refer to the topic [Creating a Custom Toolbar](#) for more information.



Common Toolbar Buttons

The Common Toolbar buttons always appear as the first five buttons from left to right on the WYNN screen. Use these buttons to:

- Switch from one toolbar to another
- Start or stop WYNN from reading aloud
- Edit a document
- View a document in its original formatted state or as text
- Switch between open WYNN documents

The following table describes these buttons.


Button	Description
 <p>Next</p>	<p>Click the Next button to cycle through WYNN's four color-coded toolbars. The color of the bar at the top of the button indicates which toolbar will display when you click the button. The color of the up arrow indicates the active toolbar.</p>
  <p>Read Pause</p>	<p>When you click Read, WYNN reads the document aloud and moves the spotlight along as it reads. While WYNN is reading, this button changes into the Pause button.</p> <p>Click the Pause button to stop reading. Click Read again to resume reading from the current cursor position.</p>
  <p>Write Read Only</p>	<p>Click Write if you want to edit or make additions to the text of the current document. This button is not available in Exact View, and changes you make in Text View are not visible in Exact View.</p> <p>When the document is in Write mode, this button changes into the Read Only button. Click the Read Only button to return to Read-only mode. You cannot write or edit text in Read-only mode.</p>



Button	Description
 <p>The image shows two buttons side-by-side. The left button is labeled 'Exact View' and features a document icon with a magnifying glass. The right button is labeled 'Text View' and features a document icon with horizontal lines representing text.</p>	<p>Click the Exact View button to see the current document in its original form, which may be a scanned image, PDF file, Microsoft Word document, or any other supported file format. While in Exact View, you can zoom (using the View menu), read text, and change text and background colors if the document was scanned in black and white mode. You cannot make any changes to the actual document text.</p> <p>When in Exact View, this button changes to the Text View button. Click the Text View button to see just the text of the page, without any formatting, including graphics, line art, tables, and columns that affect how the page appears. While in Text View, you can edit the text or make modifications to how the text looks using the green toolbar's Visual settings buttons.</p>
 <p>The image shows a button labeled 'Other Docs' with a document icon and two red arrows pointing in opposite directions, indicating switching between documents.</p>	<p>Click the Other Docs button to cycle between all currently open documents. The maximum number of documents you can have open is determined in General Settings.</p> <p>You can also use the Window menu to switch between open documents. Either select the document you want to switch to from the menu or choose Next Document.</p>



File Management Buttons



Use the blue buttons on this toolbar to scan, create, open, close, print, and save documents. You can also use this toolbar to access WYNN's document clean-up function and the Internet.





Button	Description
	<p>Place a page on your scanner and click the Scan button to begin scanning. WYNN scans the page, recognizes the text, and displays it in Text View. You can interrupt the scanning process by clicking the Cancel button. If you scan additional pages, WYNN inserts these new pages after the page the last page scanned.</p> <p>In order to scan a document directly into WYNN, you must use WYNN Wizard and have previously installed your scanner. You cannot scan documents if you are using WYNN Reader or have not installed a scanner.</p> <p>Tip: To change your scanning and OCR preferences, choose Scanning Settings from the Settings menu. To use a different scanner or driver, choose Scanner Selection from the Advanced menu.</p>

Button	Description
	<p>Click the New button to create a new WYNN document. You can type new text into this document or scan new pages into it.</p> <p>If you create a new document while the maximum number of documents is already open, WYNN asks you to save your changes to the document you have accessed the least recently and then closes it. To change the number of documents you can have open, choose General Settings from the File menu.</p> <p>Tip: You can also press CTRL+N to create a new document.</p>
	<p>Click the Open button to open an existing file in WYNN. Locate the file on your computer and then click Open to load the file. If the file you want to open is not in the list, use the Look In combo box to select a different folder.</p> <p>You can open other types of files using either WYNN Wizard or WYNN Reader by making a new selection in the Files of Type combo box. WYNN can read Microsoft Word (.doc) files, text (.txt) files, HTML files, and rich text format (.rtf) files. WYNN Wizard can also open PDF files. When you open a PDF file in WYNN Wizard, it becomes available just as if you had scanned it in. When you open files of other types, WYNN displays the contents of these files in the Text View without any special formatting. To view these files in</p>

Button	Description
	<p>their original format, you should open them in the program they are normally associated with, and then print them to WYNN using the Freedom Import Printer driver.</p> <p>If you create a new document while the maximum number of documents is already open, WYNN asks you to save your changes to the document you have accessed the least recently and then closes it. To change the number of documents you can have open, choose General Settings from the File menu.</p> <p>Tip: You can also press CTRL+O to open a file.</p>
 <p>Close</p>	<p>Click the Close button to close the active document. If you have made any changes or added mark-ups to the document, WYNN asks you if you want to save them. Click Yes to keep your changes. Click No to discard your changes. WYNN automatically saves any additional pages you have scanned and added to the document.</p> <p>Tip: You can also press CTRL+W to close a document.</p>
 <p>Save</p>	<p>Click the Save button to save changes to your document. WYNN saves the document using the current file name and location.</p>


Button	Description
	<p>Click the Save As button to save your document with a new file name and/or location. After you click this button, enter a new name for the file in the File Name edit box. You can save the file in a different format by making a new selection in the Save As Type combo box. This allows other programs, such as Microsoft Word, to read this file. If you want to save the file in a different folder on your PC, select the folder in the Save In combo box.</p> <p>Click Save to save your document using the new name and/or location. If a file with the same name already exists in the folder you selected, WYNN asks you if you want to overwrite the existing file. Click OK to replace the existing file. Click Cancel if you do not want to overwrite the file.</p>
	<p>Click the Print button to print the active document. Choose the printer you want to use to print the document. Then specify which parts of the document you want to print and the number of copies you want to create. Click OK to begin printing.</p> <p>You can choose to print only text that you have highlighted in the document by selecting the Highlight Text Only radio button. You can also choose to print only the content of all text notes in the document by selecting the Text Notes Only radio button. For more information on these features, refer to the help topics for the Highlight and Note toolbar buttons.</p>



Button	Description
	<p>Tip: You can also press CTRL+P to print a document.</p>
	<p>The Clean-up feature (also known as Document Clean-up) corrects any scanning or OCR errors that occur during document scanning.</p> <p>When you click Clean-up, your scanned document appears in a split-screen view that shows text in the upper half and the scanned image in the lower half.</p> <p>Note: Click No Clean-up, and your screen returns to its previous whole-screen view (text or exact).</p> <p>For more information and procedures, see Document Clean-up.</p> <p>Tip: You can also press SHIFT+F7 to enter and exit Document Clean-up</p>
	<p>Click the Go To Web button to begin browsing the Internet.</p> <p>For more information on WYNN's Web features, refer to the help topic Browsing the Web. For more information on configuring your Internet connection and changing your Web preferences, refer to the help topic Web Settings.</p>


Reading Styles Toolbar


Use the green buttons on this toolbar to change the way documents appear visually and audibly in WYNN. You can use this toolbar to change the text size, word and line spacing, page margins, text and background color combinations, speech rate, masking settings, reading mode, and the length of pauses between sentences.





Button	Description
	<p>Click the Size button to increase the size of all text in the Text View of the document. You can cycle eight preset sizes through using this button. The smallest size is 10 points, while the largest size is 72 points.</p> <p>Tip: To specify an exact point size for the text, choose Visual Settings from the Settings menu. Adjust the Text Size slider bar until you find the desired text size and then click OK.</p>



Button	Description
 <p>The icon shows a green square with a white background. Inside, there are three horizontal lines representing text. A red double-headed vertical arrow is positioned between the middle and bottom lines, indicating the space between them. Below the square, the text 'Line Space' is written in a small, black font.</p>	<p>Click the Line Space button to increase the amount of space between all lines of text in the Text View of the document. You can cycle six preset line spacing settings through using this button.</p> <p>Tip: To manually specify the amount of line spacing, choose Visual Settings from the Settings menu. Enter the amount of space you want between lines of text in the Extra Spacing Between Lines edit spin box and click OK.</p>
 <p>The icon shows a green square with a white background. Inside, there are two lines of text. The top line contains the letters 'YZ' followed by a red double-headed horizontal arrow, and the bottom line contains 'YZ' followed by a red double-headed horizontal arrow. Below the square, the text 'Word Space' is written in a small, black font.</p>	<p>Click the Word Space button to increase the amount of space between all words in the Text View of the document. You can cycle six preset word spacing settings through using this button.</p> <p>Tip: To manually specify the amount of word spacing, choose Visual Settings from the Settings menu. Enter the amount of space you want between words in the Extra Spacing Between Words edit spin box and click OK.</p>

Button	Description
 The icon shows a document page with a vertical blue line representing the left margin and a vertical red line representing the right margin. Two red arrows point inward from these lines towards the center of the page. Below the icon, the word "Margins" is written in a small black box.	<p>Click the Margins button to increase the amount of blank space between the left and right edges of the page and the document text. You can cycle six preset margin settings through using this button. Changes to the document margins are only visible in Text View.</p> <p>To manually specify margins or define different margins for the left and right side of the page, choose Visual Settings from the Settings menu. Enter the new left and right margins in the Side Margins area and click OK.</p> <p>Note: These margins are also used for the left and right print margins, but do not affect the top and bottom print margins specified in the Print Setup dialog box. If you select the Use Instead of Side Margin Settings check box in the Print Setup dialog box, you can enter new left and right margins that override those specified in the document.</p>

Button	Description
 A small icon of a button with a red border and a white background. The word "Color" is written in black text at the bottom of the button. The button is surrounded by a grid of colored squares in various colors including red, green, blue, yellow, and black.	<p>Click the Color button to cycle through preset combinations of text and background colors. These color combinations have been designed to make the page easier to read.</p> <p>The available color combinations are shown below:</p> <ul style="list-style-type: none">• Black text on a white background• Black text on a rose background• Black text on a beige background• Black text on a sky blue background• White text on a black background <p>Tip: To create your own background and text color combination, choose Visual Settings from the Settings menu. Select a new text color and background color from the available choices and click OK.</p>

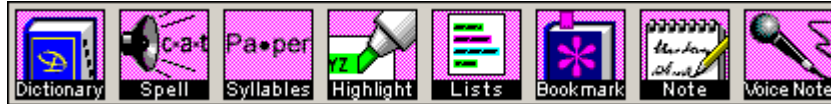
Button	Description
 The icon shows a document with a green border and a shaded area, with the word "Mask" written below it.	<p>Click the Mask button to cycle through the different masking options. Masking is a special tool that shades certain elements of the document in order to emphasize the current line, sentence, or paragraph. You can only use masking in the Text View of a document.</p> <p>The four masking options are:</p> <ul style="list-style-type: none">• No masking - No masking is applied to the document.• Line masking - Shades all text except the line where the cursor is currently located.• Sentence masking - Shades all text except the sentence where the cursor is currently located.• Paragraph masking - Shades all text except the paragraph where the cursor is currently located. <p>Tip: To make the shaded background and text lighter or darker, choose Masking from the Settings menu.</p> <p>Note: You can only change masking settings while in Read only mode. When in Edit mode, you can only see masked text when you press the Read button to read the document.</p>


Button	Description
 The icon for the Self-Pace button features a red octagonal stop sign with the word "STOP" in white, positioned over a green background. To the left of the stop sign is a small graphic of a document with blue and yellow horizontal lines. Below the entire graphic, the text "Self-Pace" is written in a small, black, sans-serif font.	<p>The Self-Pace button allows you to control the pacing of WYNN's speech when reading documents. After you click Self-Pace, choose one of the following reading options:</p> <ul style="list-style-type: none">• Continuous - When you click the Read button, the spotlight moves to emphasize the text WYNN speaks. WYNN continues reading the document until you click the Pause button.• By Line - When you click the Read button, WYNN reads the line of text emphasized by the spotlight and then stops. Click the Read button again to read the next line.• By Sentence - When you click the Read button, WYNN reads the sentence emphasized by the spotlight and then stops. Click the Read button again to read the next sentence.• By Paragraph - When you click the Read button, WYNN reads the paragraph emphasized by the spotlight and then stops. Click the Read button again to read the next paragraph. <p>Tip: To manually adjust your reading preferences, choose General Settings from the Settings menu.</p>



Button	Description
	<p>Click the Rate button to increase number of words per minute (WPM) WYNN speaks when reading text. There are five preset speech rate settings that you can cycle through using this button: 130, 160, 190, 220, and 250 WPM.</p> <p>Tip: To manually change the speech rate, choose Speech Settings from the Settings menu. Use the Rate slider to determine how many words per minute WYNN speaks.</p>
	<p>WYNN pauses slightly after each sentence just as a natural speaker would. You can use the Pause button to increase the length of this pause. There are four settings that you can cycle through using this button, allowing you to set the amount of pause from 0 to 1.5 seconds.</p> <p>Tip: To manually specify the length WYNN should pause between sentences, choose Speech Settings from the Settings menu and make a new selection in the Extra Pause After Each Sentence combo box.</p>


Study Tools Toolbar


The pink buttons on this toolbar allow you to access the basic and standard talking dictionaries, spell words audibly, divide words into syllables, highlight text, add bookmarks, view a list of highlighted or bookmarked words, and create text and voice notes.





Button	Description
	<p>WYNN includes a talking dictionary that lets you look up definitions and synonyms for words in your document. Click a word and then click the Dictionary button to view the word's dictionary entry. When you click Dictionary, you can choose to look up the word using the Standard dictionary or the Basic dictionary. The Standard dictionary is 7th-8th grade level while the Basic dictionary is 5th grade level.</p> <p>The dictionary entry for the selected word displays as shown below. When you finish working with the dictionary, click Close to return to your document.</p>


Button	Description
	<p>WYNN can spell words that may be difficult to read.</p> <p>To spell a word out loud:</p> <ol style="list-style-type: none"> 1. Click the word and then click the Spell button. <p>WYNN displays the word and its spelling. WYNN then reads the word, reads and highlights each letter, and reads the word again.</p> <p>To read and spell the word again:</p> <ol style="list-style-type: none"> 1. Click Repeat. <p>To return to your document:</p> <ol style="list-style-type: none"> 1. Click Close. <p>This button is not available if you have cleared the Text check box in the Speak What? area of the Speech Settings dialog box.</p>
	<p>You can use WYNN to divide words into individual syllables and display the word's phonetic spelling. To see the syllables and the phonetic spelling of a word, click the word and then click the Syllables button. You can click Read Word to if you want WYNN to speak the word aloud. Click Read Syllables to have WYNN read each individual syllable separately. Click Close when you are finished to return to your document.</p>

Button	Description
	<p>WYNN allows you to indicate important passages or key words in your document just as you would highlight text in a book.</p> <p>To highlight text in your document:</p> <p>Click the Highlight button and choose a highlight color from the list. Your mouse pointer changes into a highlighter pen.</p> <p>Click and drag the highlighter pen over text you want to highlight. WYNN highlights the text using the color you selected. You can highlight a single word by clicking it.</p> <p>Click the Highlight button again when you are done highlighting text to return the cursor to normal.</p> <p>To erase highlighting, click the Highlight button and then select the eraser at the bottom of the list. Your mouse pointer changes into a pencil eraser. Click and drag the eraser over the highlighting you want to remove. You can erase the highlighting for an individual word by clicking the word.</p> <p>Tip: You can search for highlighted text using the Find toolbar button, or create a list of highlighted text with the Lists toolbar button. To print out just the text you highlighted in the document, click the Print button and select the Highlight Text Only radio button.</p>

Button	Description
 <p>The icon for the 'Lists' button, featuring a small window with three horizontal bars in green, blue, and magenta, and the word 'Lists' written below it.</p>	<p>WYNN allows you to create a new document containing text you have highlighted or bookmarked. You can use this feature to make lists of topic sentences, vocabulary words, useful facts, and more.</p> <p>To create a list, click the Lists button and choose the type of list you want to create and how you want to sort it:</p> <ul style="list-style-type: none"> • By Highlight Color - Creates a list of all highlighted words or phrases. Text highlighted in green appears first in the list, text highlighted blue appears second, and text highlighted in magenta appears last. This choice is useful for categorizing information. • By Highlight Order - Creates a list of all highlighted words or phrases in the order they appear in the original document. This choice is useful for creating study guides with key points and supporting points. • By Bookmark Type - Creates a list of all bookmarked words or phrases from the original document. WYNN sorts the text into groups separated by bookmark type. • By Bookmark Order - Creates a list of all bookmarked words or phrases arranged in the order they appear in the original document <p>After selecting, WYNN creates a new</p>

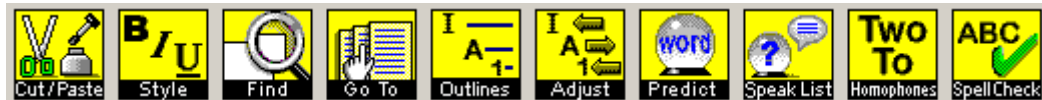
Button	Description
	<p>document containing the highlighted or bookmarked text. If you have more than the maximum number of documents open, WYNN asks you to save your changes to the document you have accessed the least recently and then closes it.</p>
	<p>WYNN lets you bookmark important passages of text in a document for quick reference. When you choose a bookmark, a beginning and ending bookmark will appear around the word where the cursor is located. To bookmark a phrase, first select the text you wish to bookmark, then choose your bookmark from the Bookmark button.</p> <p>To erase a bookmark, click the Bookmark button and select the eraser at the bottom of the list. Your mouse pointer changes into a pencil eraser. Click and drag the eraser over the bookmarked text.</p> <p>Tip: You can search for bookmarks using the Find toolbar button, or create a list of bookmarked text with the Lists toolbar button.</p>



Button	Description
 A small icon of a notepad with a yellow pencil. The notepad has the word "Note" written on it in a cursive font. The icon is set against a light blue background.	<p>WYNN allows you to add notes to any location in your document. Teachers can create notes containing messages, questions, or assignments for students. Students can use notes to answer the teacher's questions, create reminders, or ask questions about the text. An icon appears where the note is located. To read the note, double-click the icon. To erase a note, put the cursor to the right of the Note icon and press the Backspace key on your keyboard.</p> <p>Tip: You can search for notes in the document by using the Find toolbar button. When you print your document, all your notes are printed on a separate page with the heading Text Notes. To print just the notes contained in your document, click the Print button and select the Text Notes Only radio button.</p>




Button	Description
	<p>Voice Notes are useful for those with stronger auditory than visual processing skills. This feature allows you to use the microphone to record a spoken message. Teachers can create Voice Notes containing questions, messages, or assignments for students. Students can use Voice Notes to record answers to the teacher's questions, create reminders, summarize or paraphrase, or ask questions about the text. An icon appears where the Voice Note is located. To listen to the note, double-click the icon. To erase a note, put the cursor to the right of the Note icon and press the Backspace key on your keyboard.</p> <p>Tip: You can search for Voice Notes in the document by using the Find toolbar button.</p>


Writing Tools Toolbar





Use the yellow buttons on this toolbar to cut and paste text, apply bold, italic, and underline to text, find text in the document, create and work with an outline, enable/disable Word Prediction, check for homophones, and check your spelling.



Button	Description
	<p>The Cut/Paste button allows you to cut, copy, and paste text. You must enter Write mode using the Write toolbar button before you can cut or paste text.</p> <p>Tip: You can also press CTRL+C to copy, CTRL+X to cut, and CTRL+V to paste, or you can choose these options from the Edit menu.</p> <p>Tip: You can paste text from WYNN into other applications, such as Microsoft Word. You can also paste text from other applications into WYNN. Use the copy, cut, and paste commands in the other applications just as you would use them in WYNN. These commands usually appear on the application's Edit menu.</p>
	<p>The Style button allows you to apply bold, italics, or underline to text in your document. While in Write mode, click to place your insertion point within a word or select a range of text. Click the Style button and choose Bold, Italic, or Underline. WYNN then applies the formatting to the word or selected text.</p> <p>Tip: Standard Windows commands will also work for these functions: Ctrl B to choose Bold, CTRL I to add italics, and CTRL U to underline text.</p>





Button	Description
	<p>Use the Find button to search for text or mark-ups in the active document. If you search for text, you can replace it with new text, if necessary. When you click the Find button, you can choose between two options. Choose Text to search for words and phrases. Choose Mark-Up to search for highlighting, bookmarks, text notes, and voice notes.</p>
	<p>Click the Go To button to move to a specific page in your document. When you click Go To, a dialog box displays. Enter the page number of the page you want move to and click the Go button. If you only want to move forward or back one page in the document, use the Next Page and Previous Page buttons.</p> <p>Tip: You can also press CTRL+G or choose Go To Page from the Edit menu to perform this command.</p>
	<p>Outlines can help you organize the topics and supporting points of your documents. You can use outlines to plan the organization of research papers, summarize study materials, create plots for stories, and more.</p>






Button	Description
	<p>Use the Adjust button to make adjustments to an outline you created using the Outlines toolbar button. This button is only available when you are creating an outline. Move your cursor to a line in your outline and click the Adjust button.</p> <p>After you click Adjust, choose one of the following options:</p> <ul style="list-style-type: none"> • Move Backward - Increases the outline level of the line and all its sub-items. • Move Forward - Decreases the outline level of the line and all its sub-items. • Move Up - Moves the line and all its sub-items up by one-step within the current outline level. • Move Down - Moves the line and all its sub-items down by one-step within the current outline level. <p>Refer to the help topic Outlines for more information on outline levels and creating outlines in WYNN. If you need additional assistance with outlines, refer to the Outline Tutorial.</p> <p>Tip: You can also use the following shortcut keys to adjust the outline: move forward (TAB), move backward (SHIFT+TAB), move up (ALT+UP ARROW), and move down (ALT+ DOWN ARROW).</p>



Button	Description
	<p>Click the Predict button to activate WYNN's Word Prediction feature. Word prediction helps you write by making spelling suggestions and anticipating the next word you are going to type. This feature can help you with spelling, grammar, and formulating sentences.</p>
	<p>When Word Prediction is active, click the Speak List button to have WYNN read the list of suggested words. This button is unavailable if you are not using Word Prediction. For more information on the Word Prediction feature, refer to the help topic Predict.</p>
	<p>A homophone is two or more words that are pronounced alike, but have different meanings and often-different spellings.</p>
	<p>Click the Spell Check button to check your document for spelling errors. If WYNN finds any misspelled words, a dialog box appears that allows you to correct the mistake.</p> <p>Tip: F7 also starts the Spell Check process.</p>

Web Toolbar

The Web toolbar only displays when you are browsing the Web in WYNN. To display the Web toolbar, click the **Go To Web** button on the File Management toolbar. The following describes each button on this toolbar.

Button	Description
	<p>Click the Back button to return to pages you have previously visited during the current session.</p>
	<p>Click the Forward button to move forward through pages you have already visited during the current session. You can only use this button if you have already clicked the Back button.</p>
	<p>Click the Stop button to stop the current page from loading completely. This button is useful if a particular Web page is taking a long time to load or if you accidentally open the wrong page.</p>
	<p>Click the Refresh button to reload the current page. Some pages may need to be refreshed in order to display recent updates. Refreshing may also help correct errors if a page does not display properly.</p>

Button	Description
 Search	Click the Search button to search the Web for a particular subject or topic. Enter the topic you want to search for and then click the Search Now button. WYNN submits your search to Google.com and then displays the results on your screen.
 Go To Page	Click the Go To Page button to visit a specific Web address. Enter the Web address of the page you want to visit and click Go.
 Favorites	Click Favorites to add a Web page to your list of favorites, organize your favorites, or visit pages in your favorites list.
 History	Click the History button to see a list of Web pages you have visited in the past. From the context menu, choose the day you want to view history for. A sub-menu that lists all Web sites you have visited on that day appears in the upper left corner of the window. Click a Web site to display another sub-menu containing a list of all pages on the Web site that you visited. Click a Web page name to open the page.
 Home	Click the Home button to return to your home page.

Button	Description
	<p>Click the WebMask button to enable or disable the WebMasking feature. WebMasking shades distracting images and reduces visual clutter so you can focus on a specific element of the Web page, such as a paragraph or link. You can focus on a page element by clicking near it.</p>
	<p>Click the Close Web button when you are finished browsing the Web. WYNN closes the current Web page and displays the last document you were working on.</p>

WYNN Menu Bars

The menu bar allows you to access every function and command in WYNN. The menu bar contains ten menus. The following table describes each menu.

Tip: If you wish to have the items on the menus speak, go to the **Settings** menu, then **Speech Settings**. From the **Speak What** option, check **Menus and Dialogs**.

Button	Description
<p><u>F</u>ile</p>	<p>The File menu allows you to manage files, print documents, view document properties, and more.</p>

Button	Description
<u>E</u>dit	The Edit menu allows you to switch between read-only and edit modes, cut/copy/paste and select text, apply character formatting, find/replace text and mark-ups, create outlines, and work with page numbering and order.
<u>S</u>can	The Scan menu allows you to scan documents, change scanning speed, and control some basic scanning settings.
<u>V</u>iew	Use the View menu to show or hide certain elements of the WYNN application. You can also use this menu to switch to and magnify the Exact View for scanned documents.
<u>T</u>ools	The Tools menu contains reading commands, study tools like a spell checker, dictionary/thesaurus, and homophone checker, and mark-up tools like highlighting and bookmarks.
<u>A</u>dvanced	The Advanced menu allows you to access a number of special commands and features like Teacher Lockout, the Pronunciation Dictionary, and Word Prediction controls. You can also use this menu to launch external applications and select a scanner.

Button	Description
Settings	The commands available in the Settings menu allow you to customize WYNN. You can change visual settings, speech preferences, email and Web settings, masking, word prediction, differential coloring, and more. You can also customize WYNN's toolbars.
Web	The Web menu provides access to commands you can use to browse the Internet. These commands are similar to those found in popular Internet browser software and include Web navigation, favorites, history, and a refresh command.
<u>Windows</u>	The Windows menu allows you to switch between documents currently open in WYNN.
<u>Help</u>	The Help menu lets you view WYNN's online help system.

Teacher Exercise Guide

This section describes tasks that teachers can use to configure WYNN for overall operation. It also provides exercises that teachers can create or demonstrate for students.

Scanning with WYNN


The following links describe what you should know before scanning a document as described in the [Scanning a Document into WYNN](#) section.

- [Before You Scan](#)
- [Color Scanning](#)
- [Scanning Multiple Pages](#)
- [Scanning Text without Charts or Tables](#)
- [Scanning Tables](#)
- [Scanning Difficult Text](#)

Before You Scan

Before you scan a document, make sure that:

- You are using WYNN Wizard. WYNN Reader does not have scanning capability.
- Your scanner is turned on and connected to your computer.
- The drivers for your scanner are installed on your computer.
- WYNN is running.
- The blue **File Management** toolbar is active.

Important: Always use the blue **Scan** button –  – when scanning with WYNN. The **Scan** button appears on the blue **File Management** toolbar. If there is a Scan button located on your scanner, do not use this button to Scan documents into WYNN, even if instructed to do so in your scanner's manual.

If your scanner has a Scan button, never use it when scanning with WYNN.

Note: Some scanners use the back of the scanner glass for page placement for the top of the page. Others use the front of the scanner glass. Each scanner has an arrow or some other mark to show you where the top of the page should be; make sure you are familiar with your scanner's orientation.

Color Scanning

WYNN scans in color by default.; however, color scanning takes longer than black and white scanning.

To enable black and white scanning:

- From the **Scan** menu, click the **Color Scanning** command.

The checkmark no longer appears next to the command. All future scans use the black and white mode until you change this setting.

To re-enable color scanning:

- From the **Scan** menu, click the **Color Scanning** command.

A checkmark no longer appears next to the command.

Scanning Multiple Pages

There are three parts to the scanning process: scanning the page image, processing the image, and recognizing the image, or converting it to electronic text . WYNN normally scans a page, then immediately processes and recognizes it before moving on to the next page. When scanning a document with multiple pages, Batch Scanning allows you to separate these processes; all the scanning is done at one time, followed by the processing and recognition of the pages. The WYNN program can scan multiple pages using the following scanning modes:

- [Large Batch Scanning](#)
- [Express Batch Scanning](#)
- [2-Page Scanning](#)

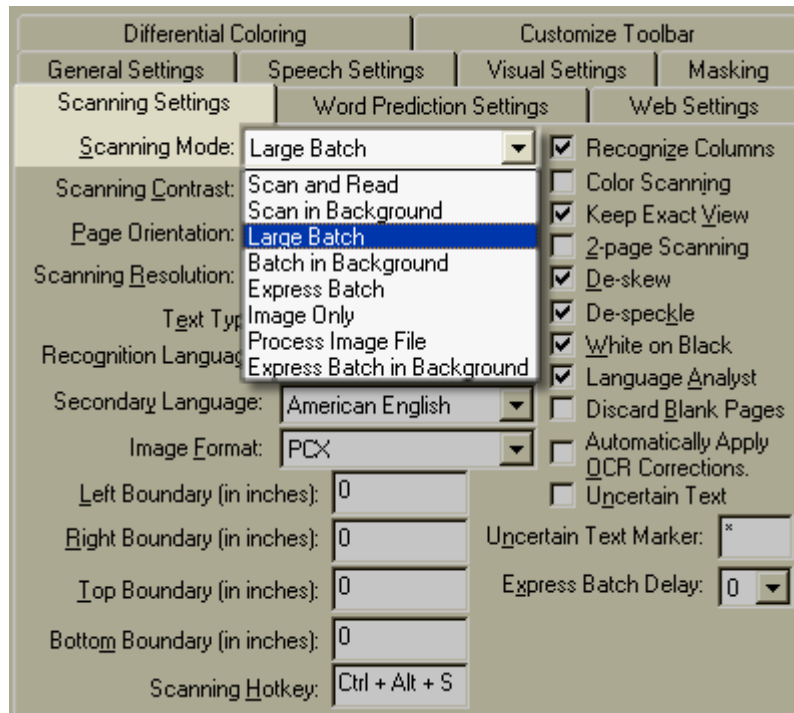
Large Batch Scanning

Use Large Batch scanning mode to scan a large group of pages, such as a book, quickly and efficiently. This type of scanning requires your participation to turn the pages, but processing and recognition—the lengthier tasks—are done by your computer in a batch without your active participation.

To enable large batch scanning:

1. From the **Settings** menu, select the **Scanning Settings** command.

The **Scanning Settings** property page appears.

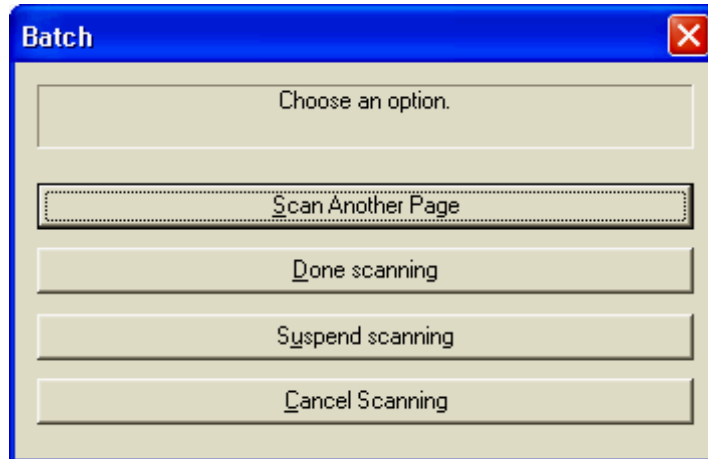


2. From the **Scanning Mode** list box, select **Large Batch**.
3. Click **OK**.

WYNN is now configured for large batch scanning mode.

Scanning in Large Batch Mode:

1. During scanning, the Batch dialog box appears after a page is scanned.



2. Select one of the following large batch options:

If...	Then click
You want to scan another page	Scan Another Page
You are finished	Done scanning
You want to pause scanning	Suspend scanning
You want to cancel scanning	Cancel Scanning

3. When scanning is complete, WYNN starts the processing and recognition tasks. The newly scanned pages appear in the open document.

Note: Any changes made to your scanning settings are automatically saved upon exit.

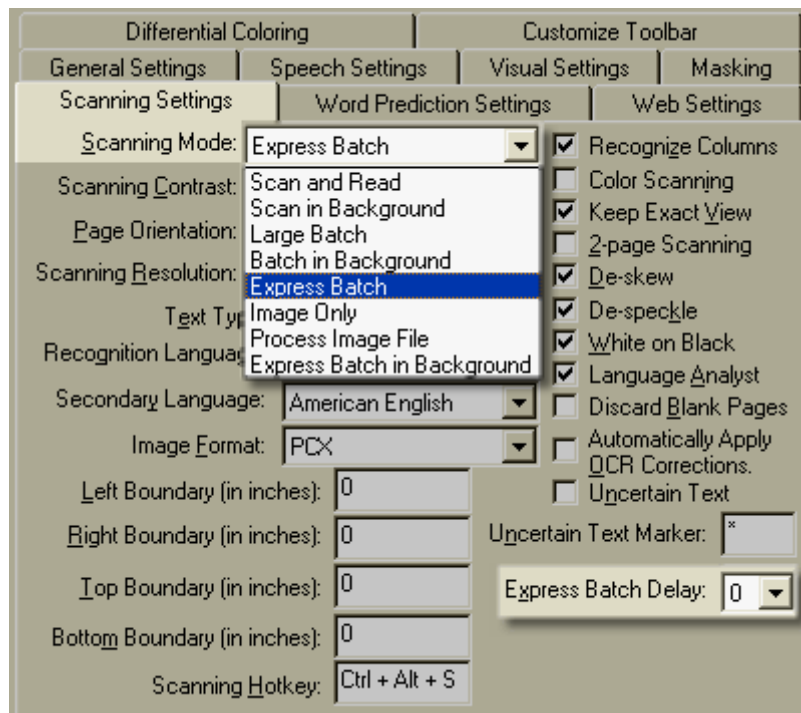
Express Batch Scanning

Express Batch scanning is an even faster way to scan multiple pages, but it also requires that you react quickly. This scanning mode skips the page-turning prompts, and requires that you follow the scanning process so that you know when to turn the page for the next scan.

To enable express batch scanning:

1. From the **Settings** menu, select the **Scanning Settings** command.

The **Scanning Settings** property page appears.



2. With Express Batch Scanning enabled, as soon as the scanner head returns to its starting position, it starts scanning again. To set an additional delay, from the **Express Batch Delay** list box, select a value from 1 to 25 seconds as the delay that occurs between scanned pages. Otherwise, as soon as the scanner head returns to its starting position, it starts scanning again.
3. From the **Scanning Mode** list box, select **Express Batch**.
4. Click **OK**.

WYNN is now configured for express batch scanning mode.

Note: Any changes made in your Scanning Settings property page are automatically saved upon exit.

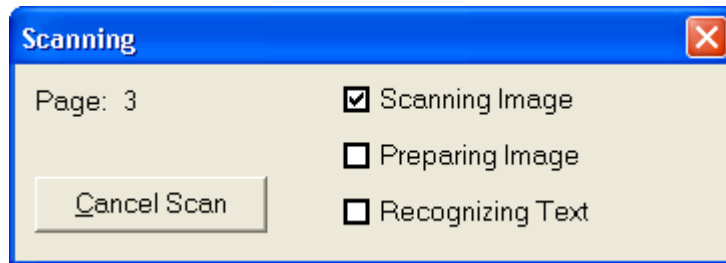
Scanning in Express Batch Mode:

Note: If you are using an HP ScanJet 5500 series scanner, make the following adjustments in WYNN before scanning. Otherwise, you may experience problems when scanning in Express Batch mode.

From the **Advanced** menu, select the **Scanner Selection** command.

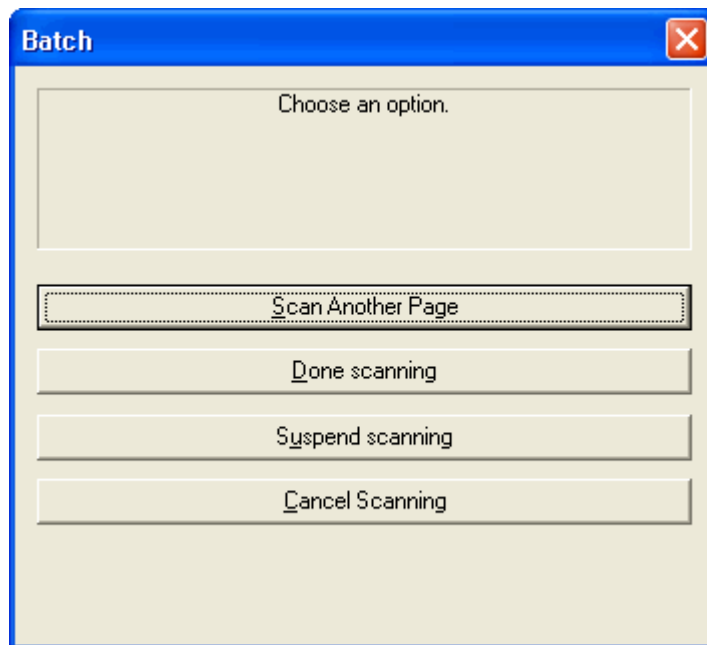
In the **Scanner Selection** dialog, select the **HP ScanJet 5500C** as your scanner, choose the three **TWAIN Properties** settings, and then click **OK**.

1. During scanning, you must watch and listen for when the scanner head reaches the bottom of the glass and returns to the top. In those few seconds, you must turn the page.
2. After scanning all the pages in the batch, press the **Cancel Scan** button.



The Batch scan dialog box appears.

3. Choose **Done scanning**.



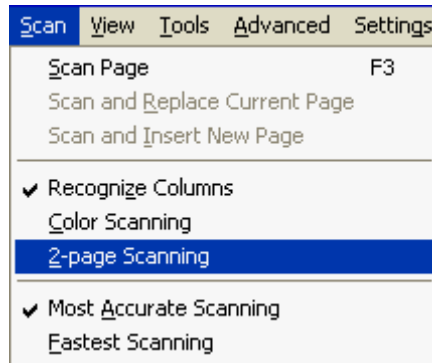
When scanning is complete, WYNN starts the processing and recognition tasks. The newly scanned pages appear in the open document.

2-Page Scanning

WYNN's 2-Page scanning mode is intended for physically smaller documents, such as paperback books, in which both pages of the open book fit on the scanner at the same time. With 2-page scanning enabled, the scanner sees these as one page, but WYNN processes them as two separate pages.

To enable two-page scanning:

1. From the **Scan** menu, click the **2-page Scanning** command.



A checkmark appears next to the command. All future scans made during this session use the lengthy color-scanning mode until it is turned off.

To disable two-page scanning:

1. From the **Scan** menu, click the **2-page Scanning** command.

A checkmark no longer appears next to the command.

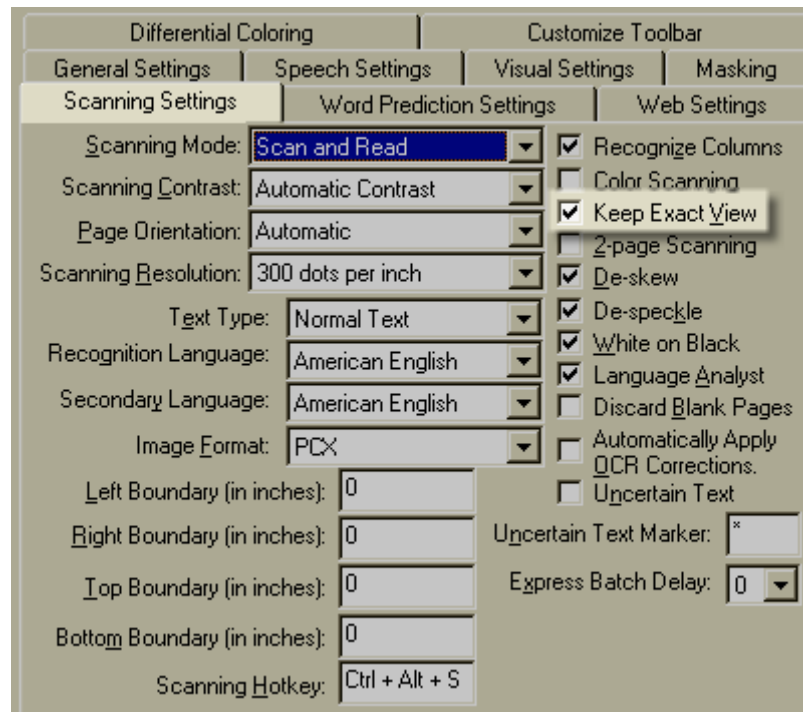
Scanning Text without Charts or Pictures

You can expedite the scanning process by configuring WYNN to discard the Exact View of the pages. However, WYNN's Document Clean-up function requires that the Exact View be able to compare the original image with the recognized text. This can be of great benefit in cleaning up documents that may have made errors during the recognition process. See [Correcting Text in a Scanned Document](#) for more information about this feature.

To do this:

1. From the **Settings** menu, select the **Scanning Settings** command.

The **Scanning Settings** property page appears.



2. Uncheck the **Keep Exact View** command.
3. Click **OK**.

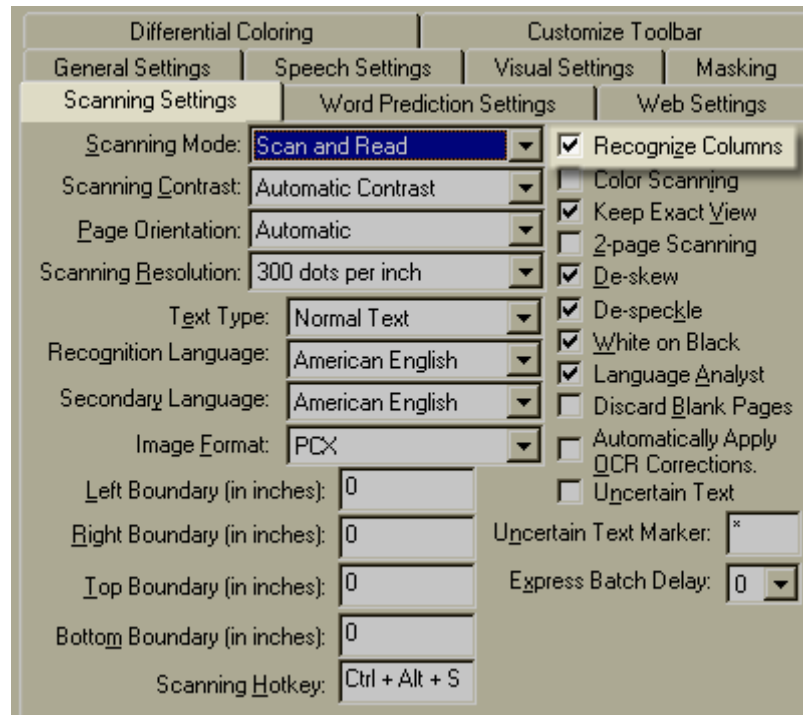
Scanning Tables

By default, WYNN automatically determines where the columns are on each page, then displays the columns in Text View in the proper order. However, when you scan a table, you do not want pages treated as though they have columns. You want WYNN to read all the way across the first line of the table, then the second line, and so on.

To do this, turn off WYNN's **Recognize Columns** setting when scanning tables.

1. From the **Settings** menu, select the **Scanning Settings** command.

The **Scanning Settings** property page appears.



2. Uncheck the **Recognize Columns** command.
3. Click the **OK** button.

Scanning Difficult Text

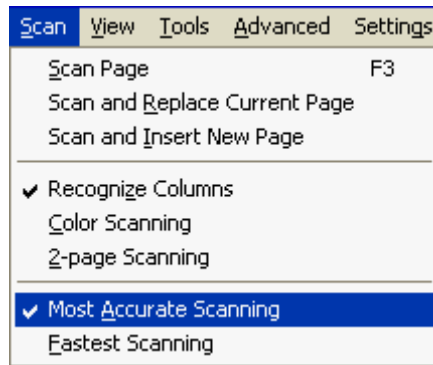
When scanning difficult text, such as very small text, unusual fonts, or unusual layouts, use WYNN's Most Accurate Scanning mode.

Note: This method of scanning may take longer than WYNN's default settings.

To enable Most Accurate Scanning mode:

- From the **Scan** menu, click the **Most Accurate Scanning** command.

A checkmark appears next to the command.



To disable accurate scanning mode:

- From the **Scan** menu, click the **Most Accurate Scanning** command.

A checkmark no longer appears next to the command.

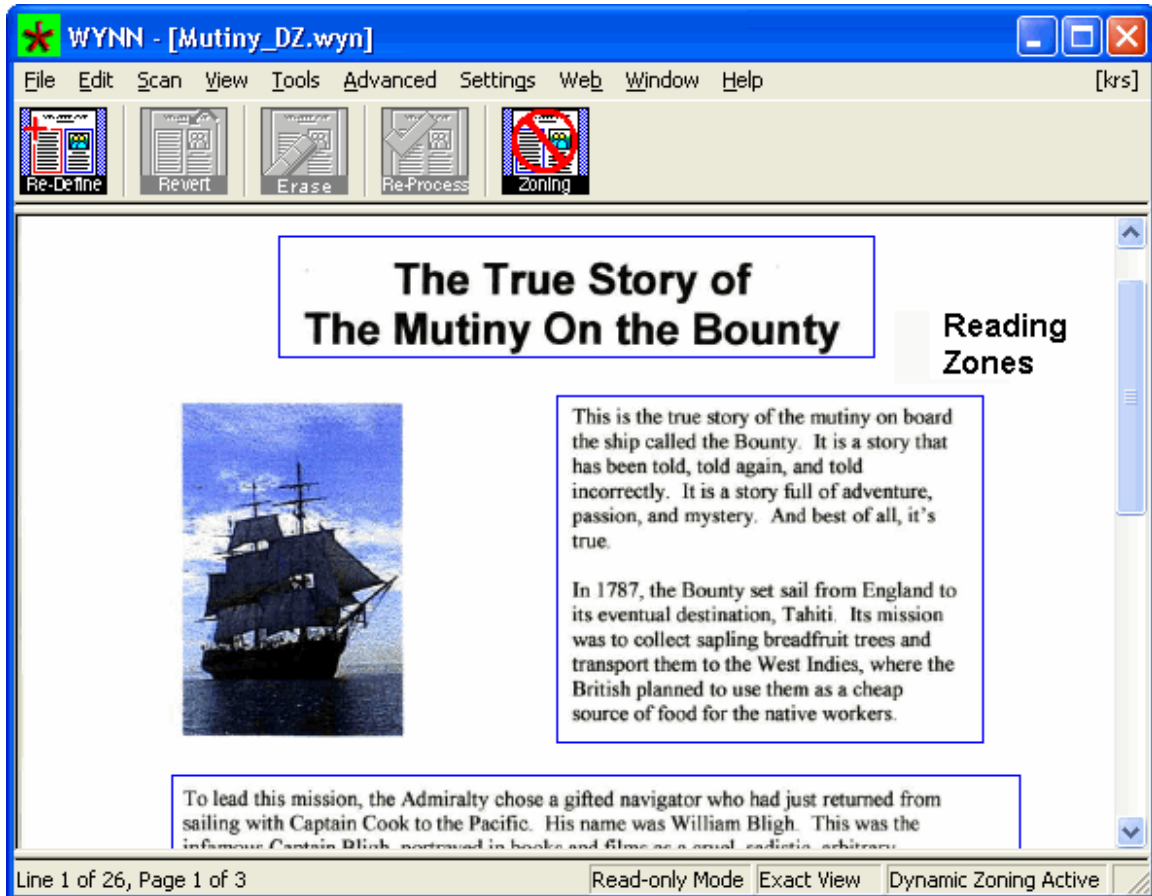
Rearranging Text in a Scanned Document

Dynamic Zoning allows you to define your own reading order on a scanned page. Dynamic Zoning can also be used to avoid recognition errors from graphics, or to exclude the speaking of headers, footers, or other unwanted text.

Note: Use the Dynamic Zoning feature before using the [Document Clean-up](#) feature.

1. From the **Advanced** menu, choose **Dynamic Zoning**, and then **Enable Dynamic Zoning**.

The scanned image appears in Exact View mode with all current reading zones outlined in blue.

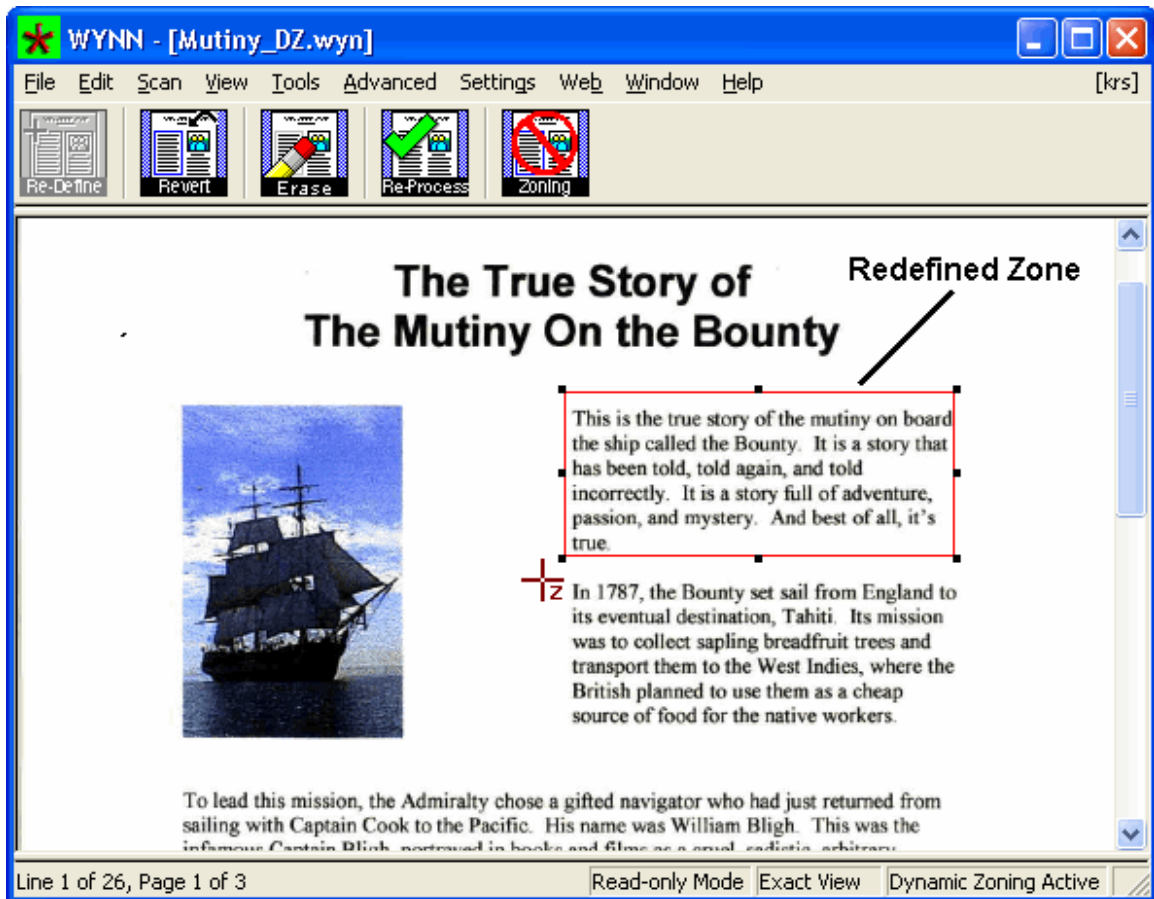


Take a moment to study the document and determine how you want to redefine reading zones.

2. Select the **Re-Define** button to remove the current zone indicators so that you can redraw the zones in the correct order.



3. Use your mouse to draw a box around each block of text you wish to have spoken. A red outline appears around redefined zones.



The reading order is determined by the order in which you define the zones. Do not draw zones around pictures or other graphic images that cannot be spoken.

Note: If you make a mistake while redefining zones, click the **Revert** button to return to the original zones on that page. You may also use **Erase** to erase all zones created and start over again.



- To continue changing zones on other pages of the scanned document, press the **Page Down** key until the next page appears. (The message “Loading Page” appears in the lower left corner.) Again, the existing zones appear in blue.

5. Repeat step 2 and 3 to redefine the reading order for the next page. Repeat this process for each page you wish to re-zone.
6. After defining new zones on all pages that apply, select the **Re-Process** button. This tells WYNN to refresh the document using the newly defined zoning order.



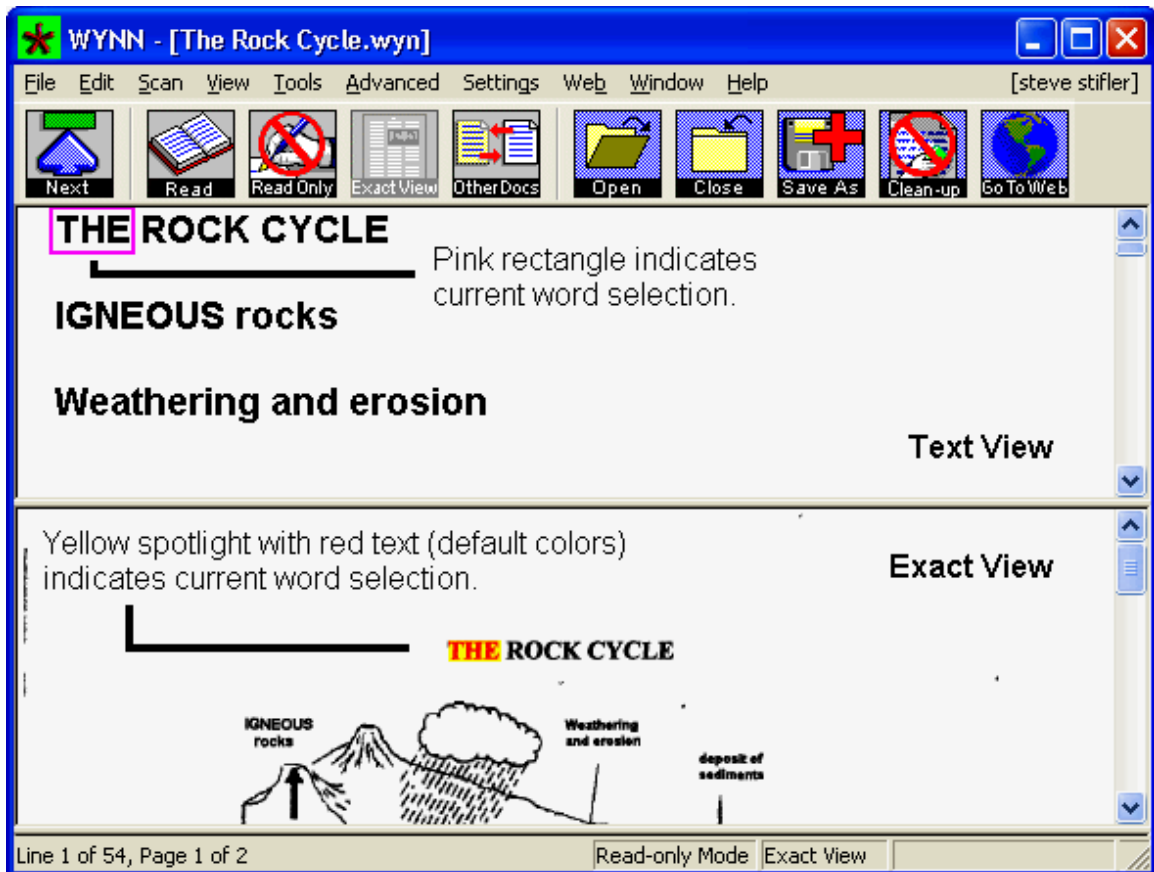
Correcting Text in a Scanned Document

Use the **Document Clean-up** feature to correct any scanning or recognition errors that occurred during document scanning. This feature displays both the **Exact View** and the **Text View** of the document so you can compare them. This allows you to easily correct errors so that the text is spoken correctly in either view.

To correct the text of a scanned document:

1. From the **Advanced** menu, choose **Document Clean-up**.

WYNN displays the **Text View** of the document in the top half of the window, and the **Exact View** of the document in the bottom half of the window.



2. Scroll through the **Text View**, and look for OCR errors.
3. Click an incorrect word you find in the Text View.

WYNN moves your insertion point to the word. A pink rectangle appears around the word in the **Text View** window, while the same word appears as highlighted text in the **Exact View** window.

Note: You can also click a word in the Exact View to place a pink rectangle around the location where the word appears in the Text View.

4. Correct any spelling or scanning errors.

Important: When correcting errors, do not delete the whole word. First, type in the corrections, and then delete the errors. Deleting the entire word prior to inserting corrections erases the link that WYNN uses to connect the word in the Text View and Exact View. In this case, WYNN no longer spotlights the word in Exact View when reading.

5. Continue searching the **Text View** window for OCR errors. When you are finished, choose **Document Clean-up** from the **Advanced** menu.
6. Click the **Save** button from the blue **File Management** toolbar to save your corrections.

Document Clean-up Guidelines

Keep the following items in mind when using the **Document Clean-up** feature.

- Use **Exact View** to reference original text.
- Make corrections in **Text View**.
- Keep the link between **Text View** and **Exact View** by correcting parts of a word at a time until the entire word is corrected. If you delete an entire word in **Text View**, it breaks the link between **Text View** and **Exact View**. The location in Exact View is no longer spotlighted.
- After closing the Document Clean-up feature, run **Spell Check**, in **Text View** mode, to catch random characters or mistaken words.

Guidelines for Increased Scanning Accuracy

- Use **OCR Correction** (**Advanced** menu) to catch repeated recognition errors.
- Modify **Scanning Contrast** (**Settings** menu, **Scanning Settings** command) for light text or dark paper.

- Use **Dynamic Zoning** to eliminate recognition of changes or graphics.

Scanning and Reading Other Languages in WYNN

WYNN can **scan** and **read** in several languages in addition to English. The ability to correctly scan text in other languages is automatically set during the installation process.

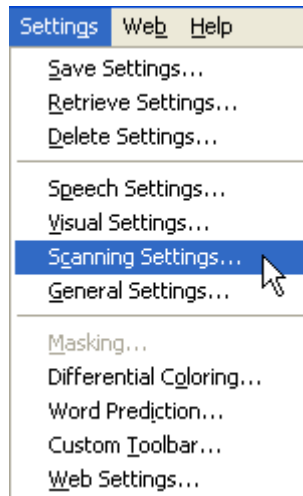
The speech synthesizers included with WYNN have the capability to pronounce text in U.S. English, Spanish, French, Italian, Brazilian, German, and British English. Using the “Typical” install, WYNN automatically installs U.S. English and Spanish as choices, with U.S. English as the default.

To install any of the other languages, choose “Custom” install. You may also choose to add any, or all, of the other languages after the initial installation has been complete by re-inserting the program CD and following the prompts.

Scanning Documents in a Language other than U.S. English

To change scanning language settings:

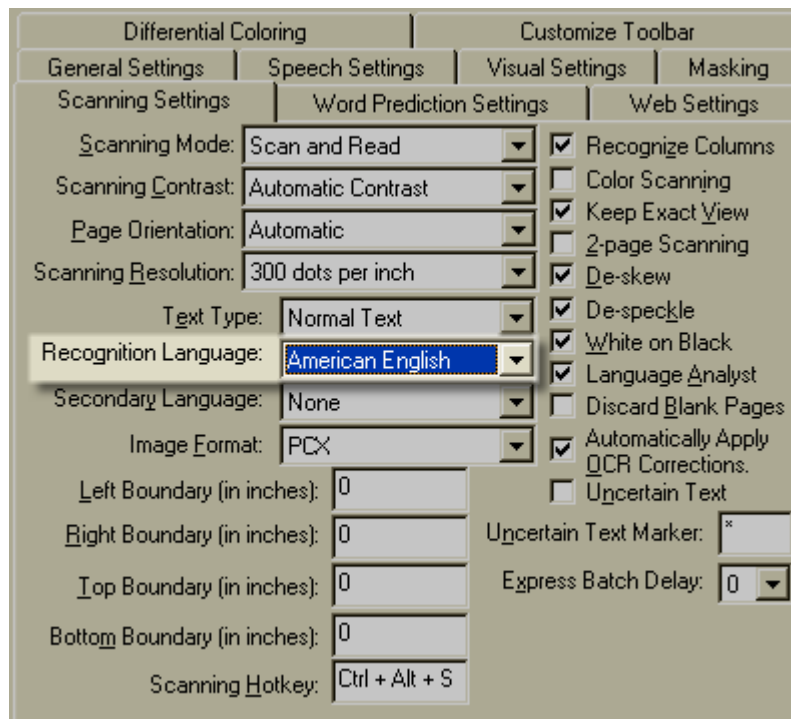
1. On the **Settings** menu, click the **Scanning Settings** command.



The **Scanning Settings** property page appears.

2. Change the **Recognition Language** command to match the language of the document you are scanning.

This configures WYNN to correctly recognize any special characters of that language.



Reading Documents in a Language other than U.S. English:

To change speech language settings, refer to the [Changing WYNN's Voice or Language Settings](#) section.

Tip: When you exit WYNN, your current scanning and speech settings become your default settings, which are used next time you log in.

Selecting the Correct Word Using Homophones

Being able to identify which word to use in a sentence can build a student's vocabulary. The following task provides an overview for using the Homophones function for a student exercise.

1. Create or provide a passage of text that contains homophones.

You can do this by scanning text directly into WYNN, or by providing an external document (such as a Word, PDF, text, RTF, or HTML file) that WYNN can open.

2. Ask the student to open the document, and run the Homophones function using the Homophones button on the yellow **Writing Tools** toolbar.



3. Make sure that the student reads each definition and selects the correct word as used in the sentence.

Broadcasting Documents and Settings

Broadcasting is a powerful function that allows teachers to broadcast WYNN files and settings to a classroom of users. You can log on to a single computer and download files and settings for just the user accounts on a specific computer, or, if using the network version of WYNN, you can broadcast files and settings to all users on the network, regardless of which computer they use to log in.

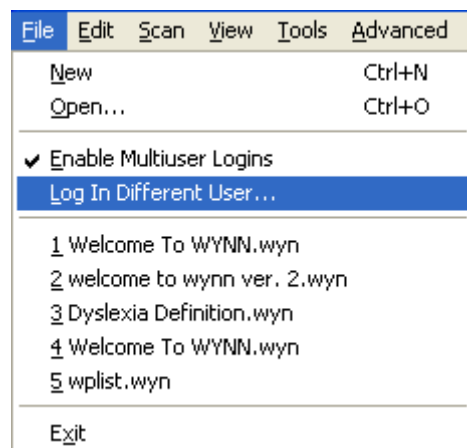
Note: To broadcast documents or settings, you must sign in to WYNN using the login name Shared. This name does not appear on the list of user names, so you must manually enter it each time. The Broadcast Documents and Broadcast Settings commands are not available unless you log in with the name Shared.

Broadcasting Documents to Other Users

You can send documents to other WYNN users. This allows you to copy documents located in the Docs folder for the login name Shared to the Docs folder that belongs to each user.

To broadcast documents to other users:

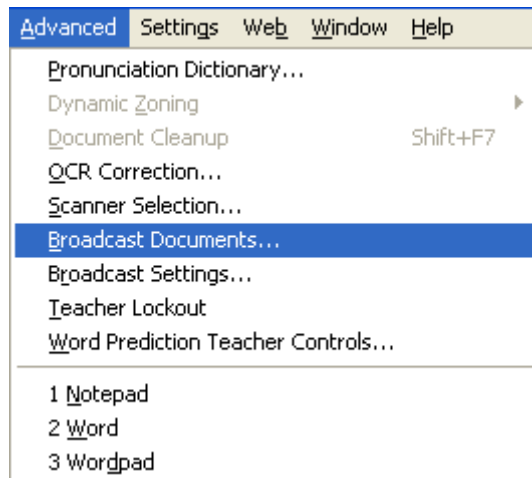
1. If you are not already logged in as Shared, from the **File** menu, choose **Log In Different User**.



2. Sign in using the login name **Shared** and click **OK**.

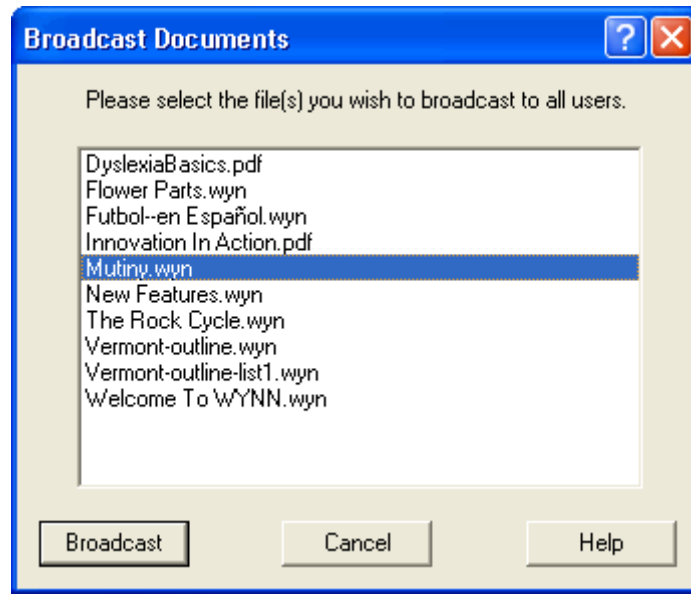


3. From the **Advanced** menu, choose **Broadcast Documents**.

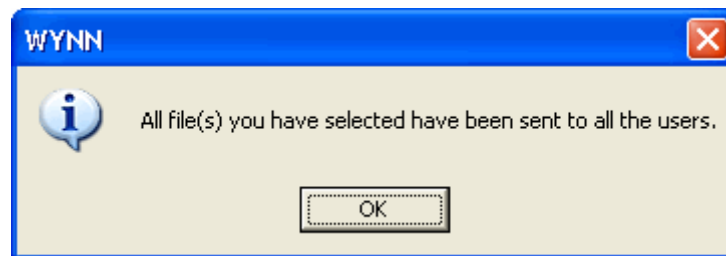


4. Select the document you want to broadcast. Hold down CTRL and click to select multiple documents. You can only broadcast documents stored in WYNN's Shared\Docs folder.

Note: You can only broadcast closed documents. If the document is open, you must close it first before you can broadcast it.



5. Click **Broadcast** to send the documents to all other users.

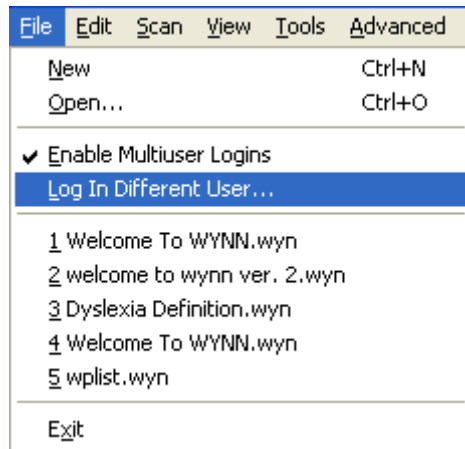


Broadcasting Settings to Other Users

WYNN allows you to send your abbreviation definitions, OCR corrections, personal spell check dictionary, pronunciation dictionary, word prediction lists, custom toolbars, and so on to all other users.

To broadcast customized or modified settings to other users:

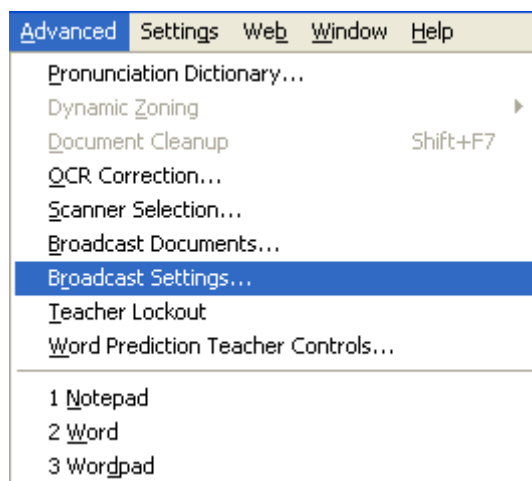
1. If you are not already logged in as Shared, from the **File** menu, choose **Log In Different User**.



2. Sign in using the login name **Shared** and click **OK**.



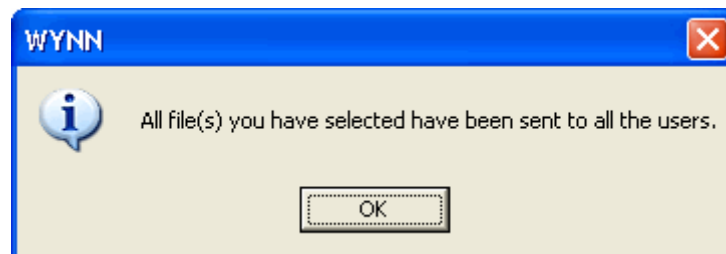
3. From the **Advanced** menu, choose **Broadcast Settings**.



4. Select the type of settings you want to broadcast. Hold down CTRL and click to select multiple types of settings. You can only broadcast settings associated with the user name Shared.



5. Click **Broadcast** to send the settings to all other users.



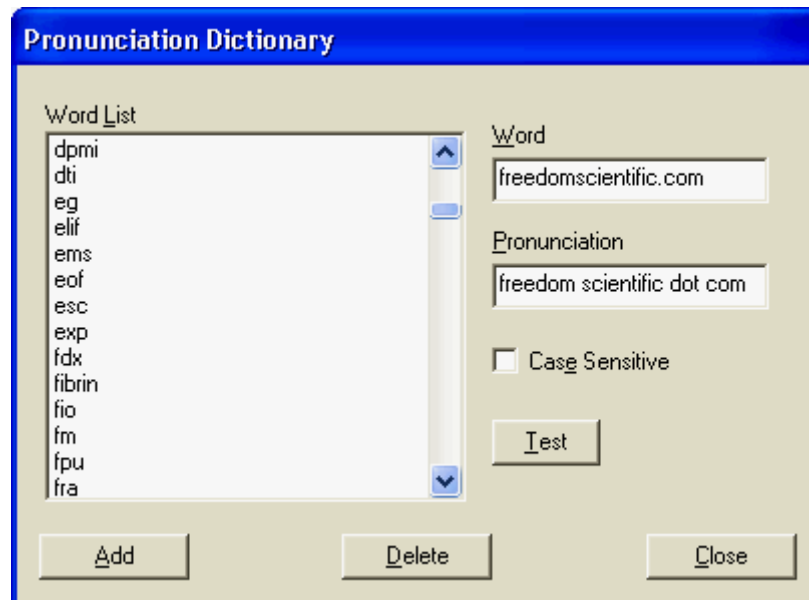
Adding Words to the Pronunciation Dictionary

The Pronunciation Dictionary allows you to define how WYNN pronounces words that it reads aloud. The AT&T Natural Voices and ViaVoice speech synthesizers do a good job of pronouncing words through a combination of text-to-speech programming and internal dictionaries. However, there may be some words that the synthesizer does not pronounce properly. These words vary from synthesizer to synthesizer. Using WYNN's Pronunciation Dictionary, you can change the pronunciation of any word.

To add a new word, phrase, or acronym to the Wynn pronunciation dictionary:

1. On the **Advanced** menu, click **Pronunciation Dictionary**.

The **Pronunciation Dictionary** dialog appears.



2. Scroll through the **Word List** to make sure that the new text does not appear in the pronunciation dictionary.

3. Type the new word into the **Word** edit box.
4. Enter a pronunciation for the word in the **Pronunciation** edit box.

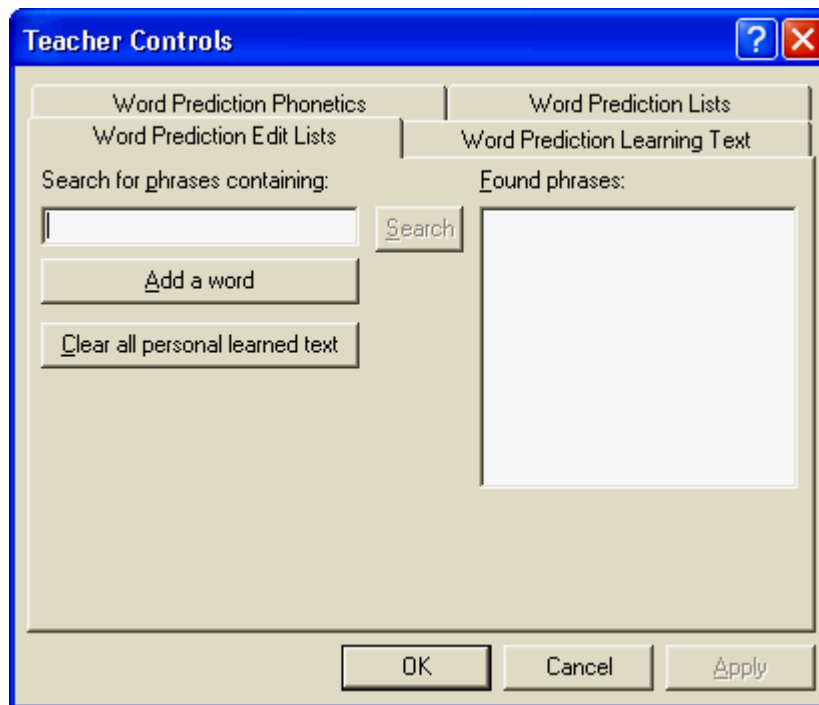
Try spelling the word phonetically using simple combinations of consonants and vowels. Use spaces to separate letters if you want WYNN to say the name of the letter rather than make the associated sound (this is useful for acronyms).

Tip: You can also use spaces to isolate phonetic sounds created by two or more letters. The synthesizer clearly pronounces these sounds when reading the word.

5. Click **Test** to hear the new pronunciation of the word. Continue adjusting the pronunciation until you achieve the desired pronunciation.
6. When you are satisfied with the pronunciation, click the **Add** button to update the Pronunciation Dictionary.
7. Click **Close** to return to the active document.

Configuring Word Prediction

The Word Prediction feature is useful for people who have difficulty coming up with words or spelling while writing. It offers suggestions that complete the word the student is typing, and it proposes the next word for the student to type. This allows your students to focus on getting their ideas “on paper,” regardless of their ability to spell.



Using the control tabs of WYNN's Word Prediction Teacher Controls, you can:

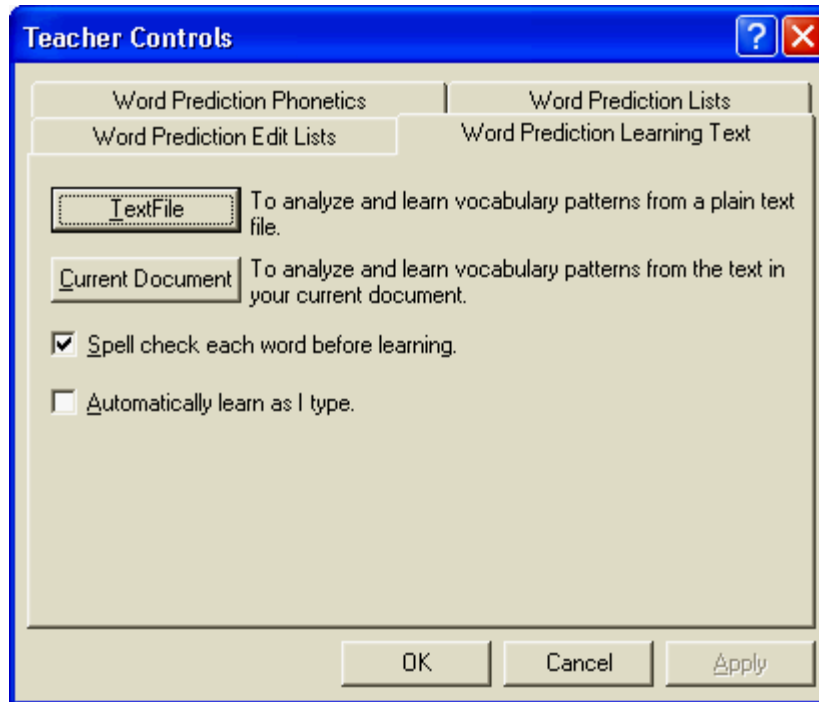
- Customize word and phrase suggestions provided by the Word Prediction feature
- Increase or decrease the Word Prediction's word list by adding words and phrases
- Define phonetic spelling information
- Choose writing styles, and more

Word Prediction Learning Text Tab

Use the **Word Prediction Learning Text** tab to have the word prediction system learn new words from a file or the current document. You can also have WYNN learn words as you type.

To analyze and learn vocabulary patterns from a plain text file or the current document:

1. From the **Advanced** menu, choose **Word Prediction Teacher Controls**.
2. Click the **Word Prediction Learning Text** tab.



3. Do one of the following:
 - If you want WYNN to learn from the current document, click the **Current Document** button.
 - ...OR...
 - If you want WYNN to learn vocabulary patterns from a plain text file, click the **TextFile** button. Locate the file, select it, and click **Open**.
4. WYNN adds new phrases from the current document or text file to the word prediction list.

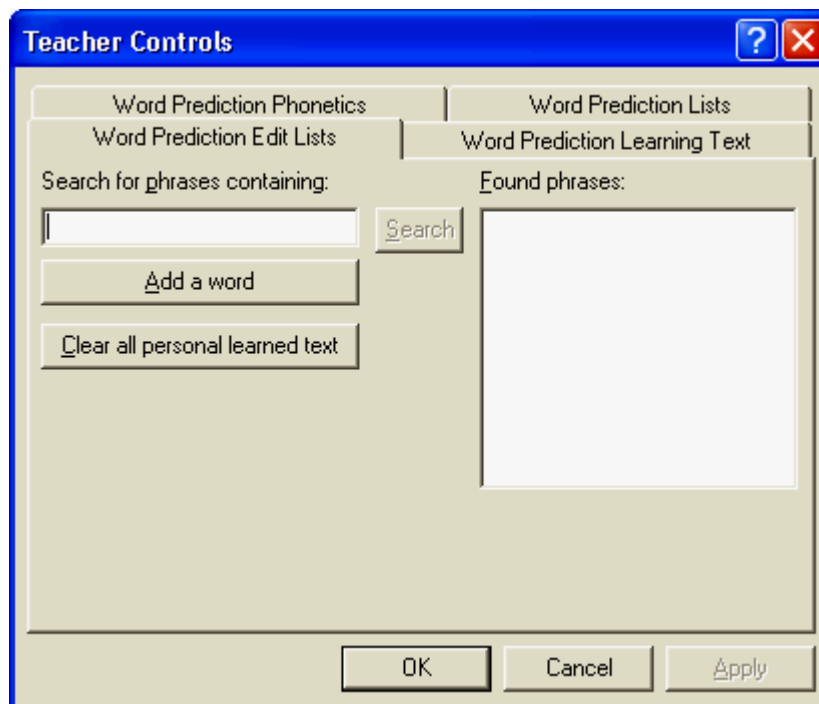
To analyze and learn vocabulary patterns as you type:

1. From the **Advanced** menu, choose Word Prediction Teacher Controls.
2. Click the **Word Predication Learning Text** tab.
3. Select the **Automatically Learn as I Type** check box.
4. If you want WYNN to check the spelling of each word or phrase before adding it to the word prediction list, select the **Spell Check Each Word Before Learning** check box.
5. Click **OK**.

Word Prediction Edit List Tab

As you type, new words and phrases are added to the word prediction list.

The **Word Prediction Edit List** tab allows you to select a different size word list or add words to the list for the current user.



Tip: You can search for words already in the word prediction list. To do this, enter the word and then click **Search**. WYNN displays a list of phrases containing the word.

Adding Words/Phrases to the List

To add a word or phrase to the word prediction list:

1. From the **Advanced** menu, choose **Word Prediction Teacher Controls**.
2. Click the **Word Prediction Edit List** tab.
3. Click the **Add a Word** button.
4. Type the word you want to add to the word prediction list.
5. Specify whether the word is a verb, noun, or other by selecting the corresponding radio button.

WYNN automatically displays some suggestions based on the spelling of the word and the word's part of speech.

- For verbs, WYNN suggests how the word appears when used in the various tenses.
- For nouns, WYNN suggests how the word is pluralized and how it is used in different situations.
- For other words, WYNN wants you to enter several phrases where the word is used in context.

Review the suggestions and correct any words that do not reflect proper usage.

6. Click the **OK** button to add the word.

Restoring the Default List

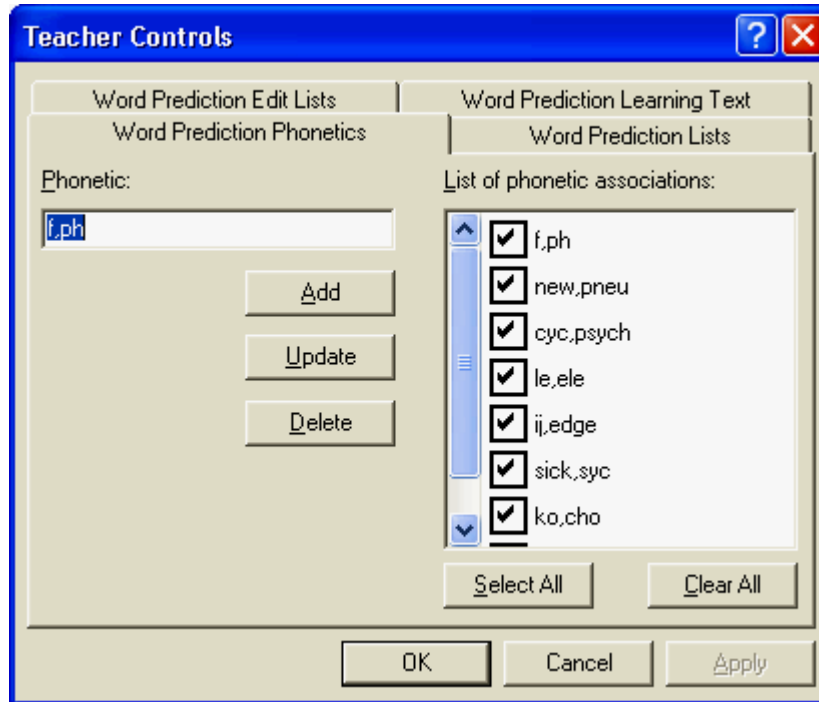
To remove all changes made to your personal word prediction list and to restore the default list:

1. From the **Advanced** menu, choose **Word Prediction Teacher Controls**.
2. Click the **Word Prediction Edit List** tab.
3. Click the **Clear All Personal Learned Text** button.
4. Click **OK** to restore the default word list.

Click **Cancel** to keep your personalized word list.

Word Prediction Phonetics

Use the **Word Prediction Phonetics** tab to add, modify, or delete phonetic associations. This feature allows you to customize Word Prediction so that it corrects commonly misspelled phonetic sounds. For example, phonetic associations allow WYNN to recognize **f** as a possible misspelling of the sound created by the letters **ph**.



Adding Phonetic Associations

To add a new phonetic association to the word prediction list:

1. From the **Advanced** menu, choose **Word Prediction Teacher Controls**.
2. Click the **Word Prediction Phonetics** tab.
3. In the **Phonetic** edit box, type the incorrect phonetic spelling of the sound.
4. Type a comma.
5. Type the correct spelling of the sound.

Example: To recognize f as a possible misspelling of the sound created by the letters ph, type "f,ph" in the Phonetic edit box. This creates a phonetic association between f and ph.

6. Click the **Add** button.

7. Click the **OK** button to save your changes.

Modifying Phonetic Associations

To modify an existing phonetic association:

1. From the **Advanced** menu, choose **Word Prediction Teacher Controls**.
2. Click the **Word Prediction Phonetics** tab.
3. Select the phonetic association you want to modify in the **List of Phonetic Associations**.
4. In the **Phonetic** edit box, change the phonetic association.
5. Click the **Update** button.
6. Click the **OK** button to save your changes.

Deleting Phonetic Associations

To delete phonetic associations:

1. From the **Advanced** menu, choose **Word Prediction Teacher Controls**.
2. Click the **Word Prediction Phonetics** tab.
3. Locate the phonetic association in the **List of Phonetic Associations** and select it.
4. Click the **Delete** button.

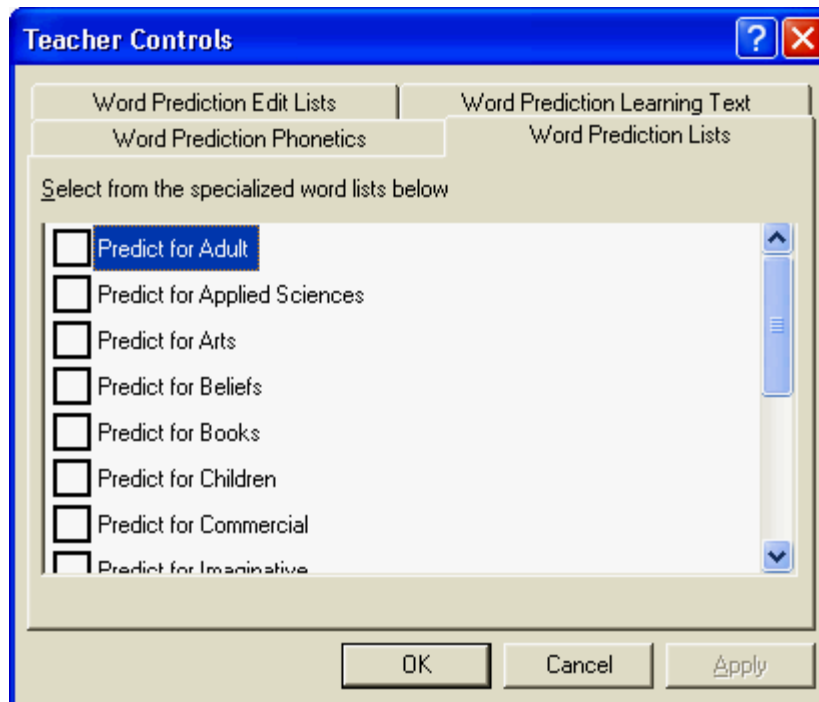
Tip: If you do not want to delete a phonetic association, yet you do not want it to apply to the current document, clear the adjacent check box. You can restore the association at any time by selecting the check box again. Use the **Clear All** and **Select All** buttons to quickly select or clear all the check boxes.

Word Prediction List

The **Word Prediction Lists** tab allows you to select which writing styles you want word prediction to use. These vocabulary categories are from detailed linguistic research and analysis of written and spoken English words.

To change the writing styles WYNN uses when predicting words and phrases:

1. From the Advanced menu, choose Word Prediction Teacher Controls.
2. Click the **Word Prediction Lists** tab.



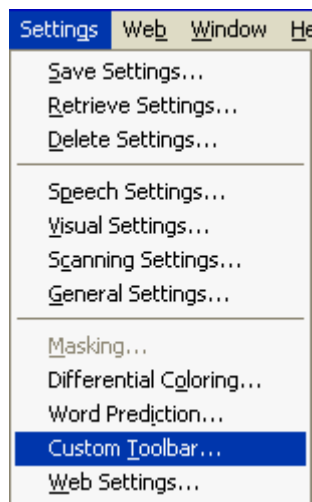
3. Select the check box next to each writing style you want WYNN to use.
4. Clear the check box next to each writing style you do not want to use.
5. Click the **OK** button.

Creating a Custom Toolbar

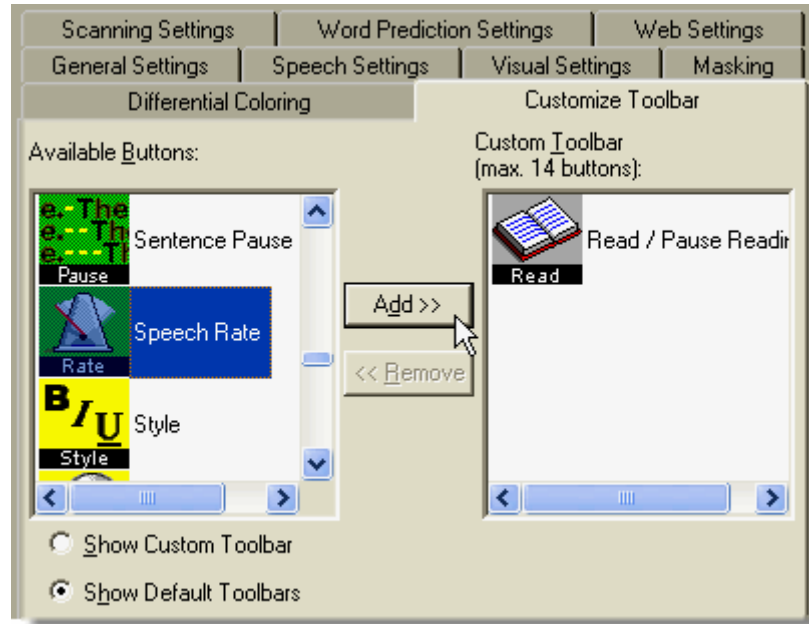
To create a new toolbar containing only certain buttons that you specify, choose **Custom Toolbar** from the **Settings** menu. You can have WYNN display this toolbar instead of the standard toolbars in order to provide quick access to commonly used commands.

To create a custom toolbar:

1. From the **Settings** menu, choose **Custom Toolbar**.



The **Customize Toolbar** property page appears.



2. In the **Available Buttons** list, select the first button that you want to appear on your custom toolbar.
3. Click **Add** to place the button to the **Custom Toolbar** list.

You can add up to 14 buttons to a custom toolbar. The order in which you choose the buttons is the order in which the buttons appears on the toolbar.

Tip: To remove a button from the custom toolbar, select it in the **Custom Toolbar** list, and click the **Remove** button.

4. Select the **Show Custom Toolbar** radio button to replace the standard toolbars with your custom toolbar.
5. Click the **OK** button.

If you want to use this custom toolbar in future WYNN sessions, be sure to save your settings. Refer to the [Saving a Custom Toolbar](#) section for more information. You can as many toolbars as you need, but be sure to save each toolbar under a different name.

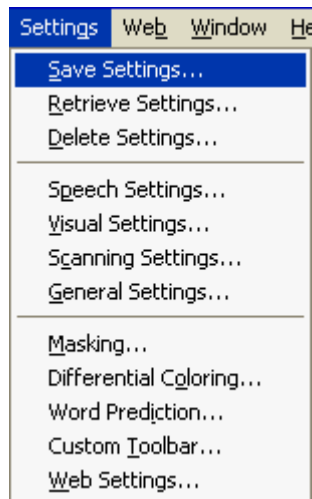
Tip: WYNN includes a number of sample custom toolbars designed to address several particular task and environments. To retrieve these toolbars, choose **Retrieve Settings** from the **Settings** menu.

Saving a Custom Toolbar

After creating a custom toolbar, you can save it for future WYNN sessions.

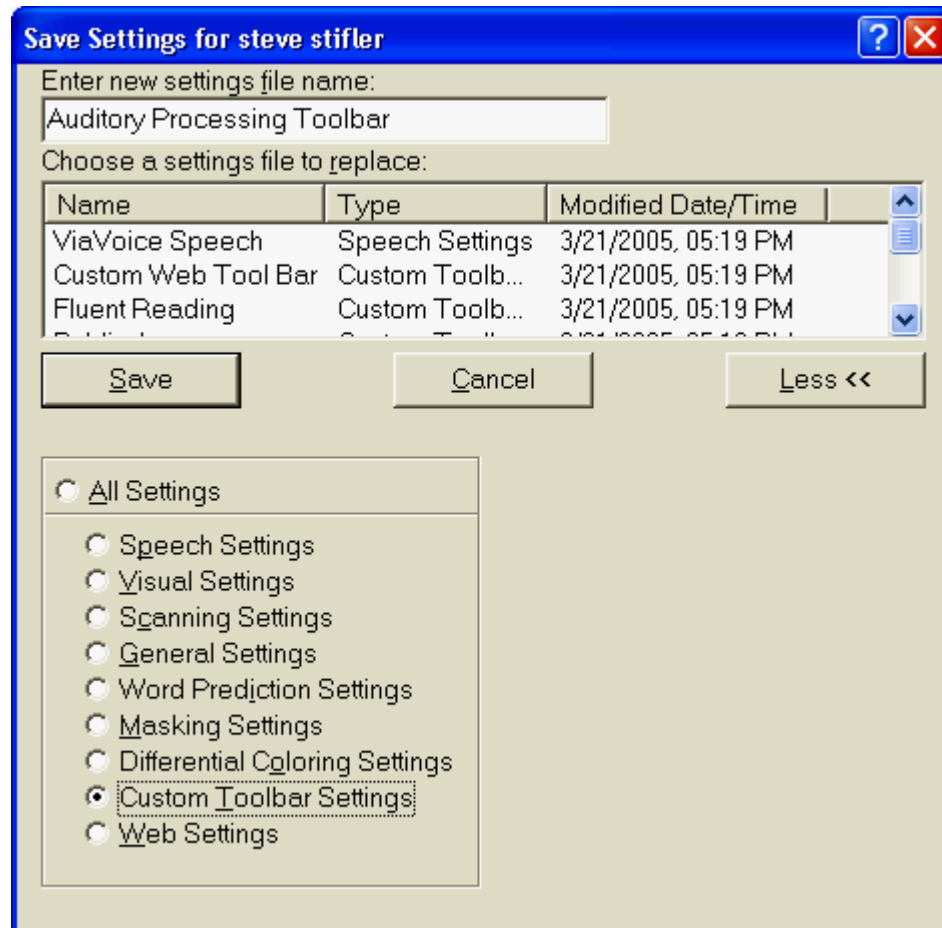
To save the toolbar:

1. From the **Settings** menu, choose the **Save Settings** command.



The **Save Settings** dialog box appears.

2. Click the **More>>** button, which toggles between the Less<< button, and click the appropriate **Settings** radio button.
3. Type a name into the **Enter new settings file name** edit box, and click the **Save** button to save the toolbar.



In the future, it can be retrieved by:

- Clicking the **Settings** menu
- Clicking the **Retrieve Settings** command
- Selecting the toolbar from the **Name** column

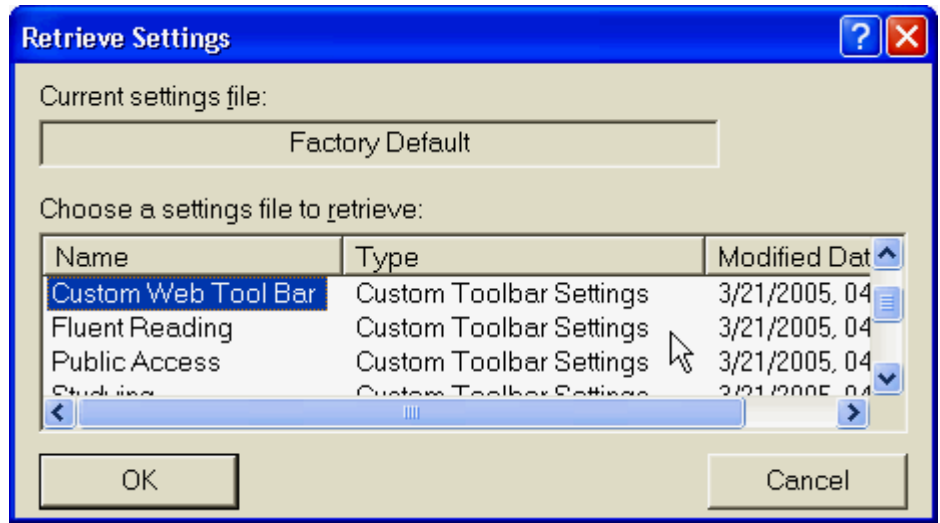
Applying Preset Toolbars

WYNN includes a number of sample custom toolbars designed to address several particular task and environments.

To use WYNN's preset toolbars:



1. From the Settings menu, choose Retrieve Settings.

The **Retrieve Settings** dialog appears.



2. Select one of the following **Custom Toolbars** from the **Name** column.

Custom Toolbars	Toolbar Buttons
Custom Web Toolbar	
Fluent Reading	
Public Access	

Custom Toolbars	Toolbar Buttons
	
Studying	

3. Click the **OK** button.

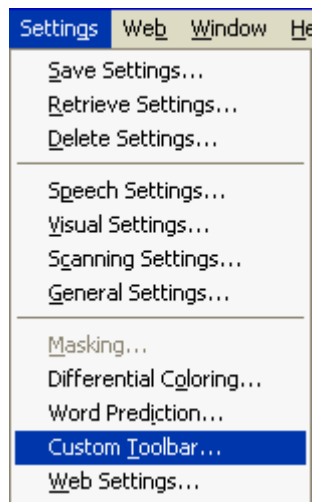
The selected toolbar appears and replaces the four default toolbars.

Improving Auditory Processing Toolbar

This exercise is an example of how to create a customized toolbar to help students hear and improve text processing. Use these procedures to instruct students how to create an Auditory Processing toolbar for their own user account.

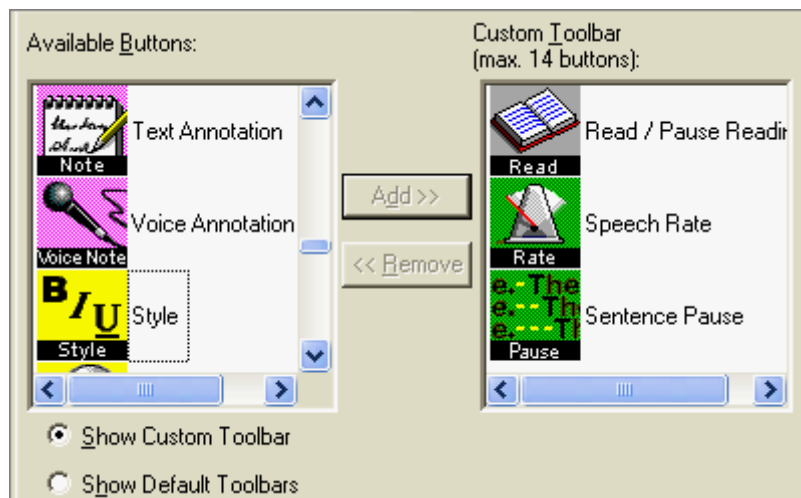
To create the toolbar:

1. From the **Settings** menu, choose **Custom Toolbar**.



The **Customized Toolbar** property page appears.

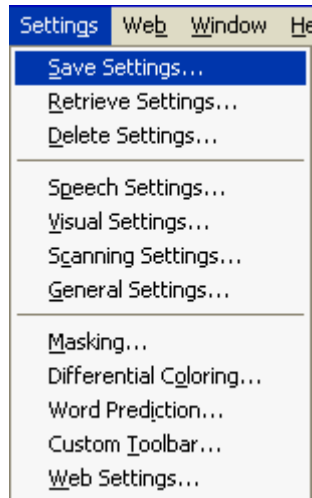
2. In the **Available Buttons** list, select the **Read, Rate,** and **Pause** icons, and click **Add** to place the icons in the Custom Toolbar list.



3. Select the **Show Custom Toolbar** radio button to replace the standard toolbars with your custom toolbar.
4. Click the **OK** button.

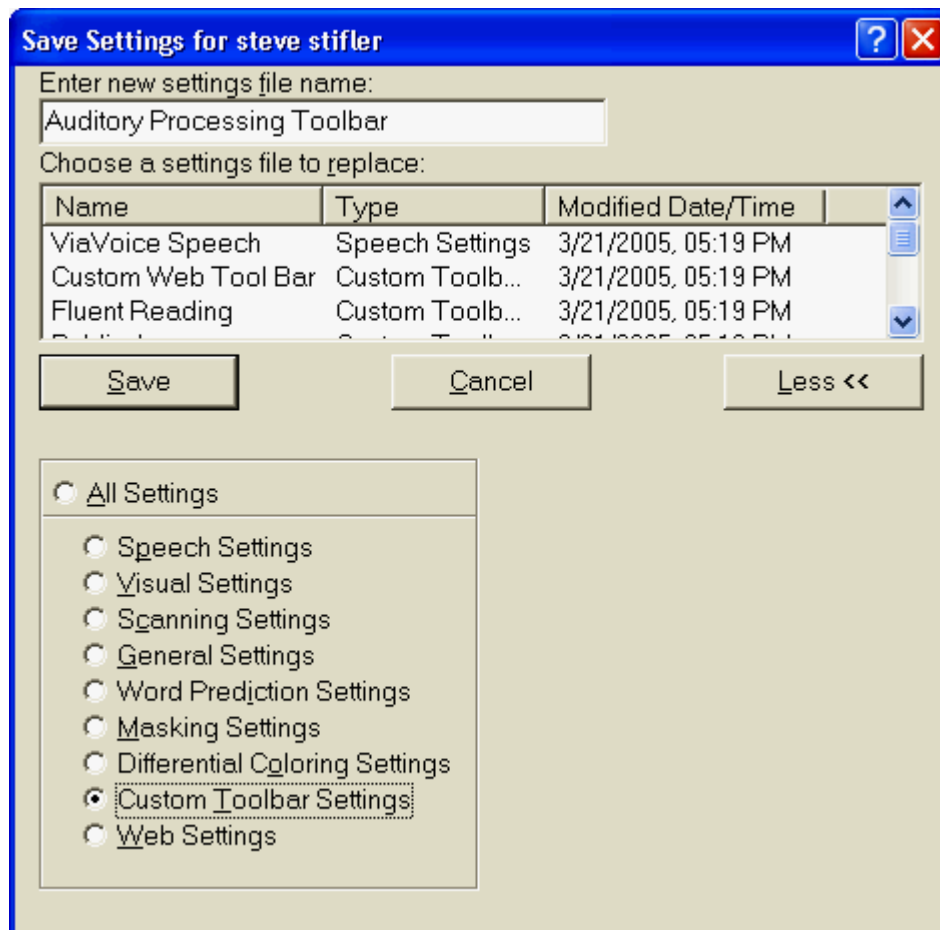
To save the toolbar:

1. From the **Settings** menu, choose the **Save Settings** command.



The **Save Settings** dialog box appears.

2. Click the **More>>** button, which toggles between the Less<< button, and click the **Custom Toolbar Settings** radio button.
3. Type a name into the **Enter new settings file name** edit box (for example, Auditory Processing Toolbar), and click the **Save** button to save the toolbar.



4. In the future, it can be retrieved by:

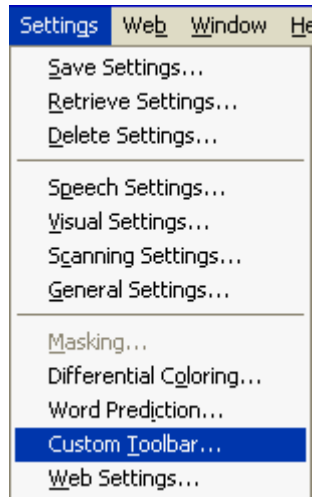
- Clicking the Settings menu
- Clicking the Retrieve Settings command
- Selecting the toolbar from the Name column

Improving Vocabulary Development Toolbar

To improve a student's vocabulary development, you can create a custom toolbar specifically for this task. Follow these procedures to create a Vocabulary toolbar for your account. You can then instruct students to create their own Vocabulary toolbar for future assignments.

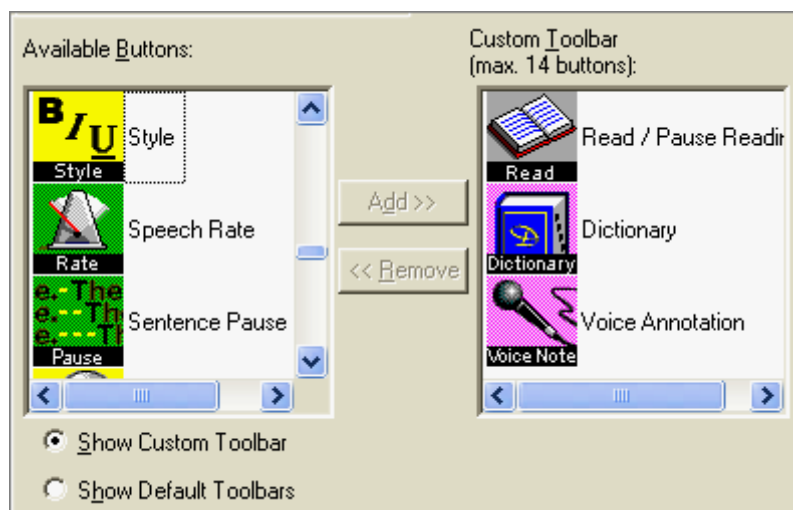
To create the toolbar:

1. From the **Settings** menu, choose **Custom Toolbar**.



The **Customized Toolbar** property page appears.

2. In the **Available Buttons** list, select the **Dictionary**, **Voice Note**, and **Read** icons, and click **Add** to place the icons into the Custom Toolbar list.

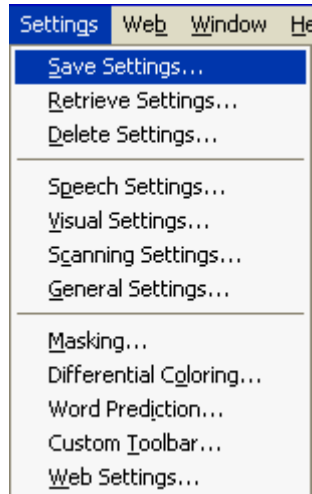


3. Select the **Show Custom Toolbar** radio button to replace the standard toolbars with your custom toolbar.

4. Click the **OK** button.

To save the toolbar:

1. From the **Settings** menu, choose the **Save Settings** command.



The **Save Settings** dialog box appears.

2. Click the **More>>** button, and click the **Custom Toolbar Settings** radio button.
3. Type a name into the **Enter new settings file name** edit box (for example, Vocabulary Development), and click the **Save** button to save the toolbar.

In the future, it can be retrieved by:

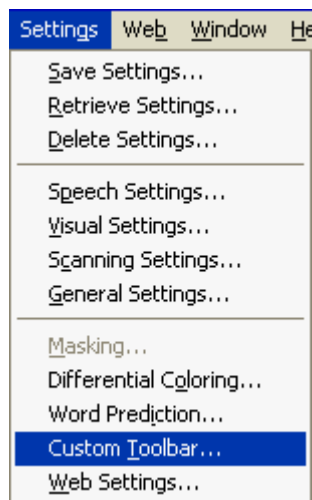
- Clicking the Settings menu
- Clicking the Retrieve Settings command
- Selecting the toolbar from the Name column

Personalizing Reading Needs

There are several functions on the green **Reading Styles** toolbar that can assist a student with reading. You can create a custom toolbar that a student can retrieve that contains just those reading assistance functions.

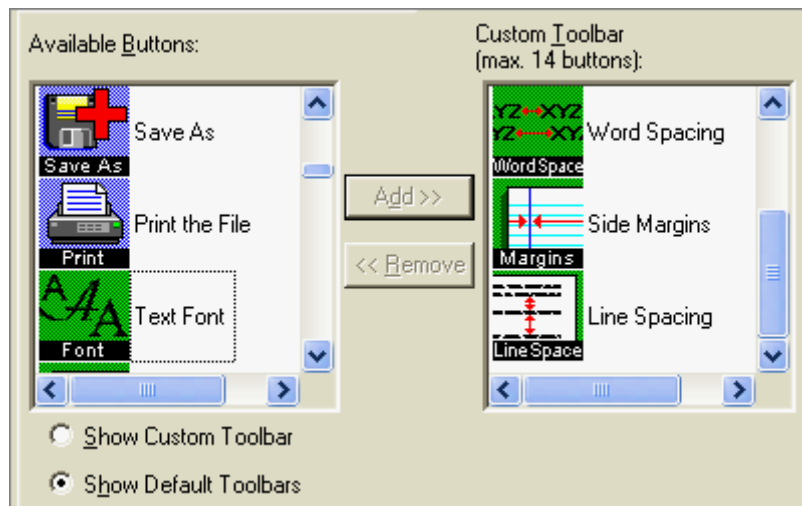
To create a reading assistance toolbar:

1. From the **Settings** menu, choose **Custom Toolbar**.



The **Customized Toolbar** property page appears.

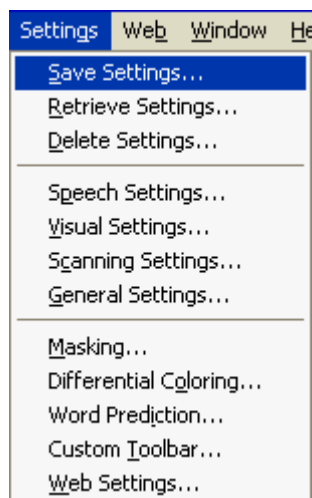
2. In the **Available Buttons** list, select the **Size**, **Line Spacing**, **Word Spacing**, **Margins** and **Read** icons, and click **Add** to place the icons into the Custom Toolbar list.



3. Select the **Show Custom Toolbar** radio button to replace the standard toolbars with your custom toolbar.
4. Click the **OK** button.

To save the toolbar:

1. From the **Settings** menu, choose the **Save Settings** command.



The **Save Settings** dialog box appears.

2. Click the **More>>** button, and click the Custom Toolbar Settings radio button.
3. Type a name into the **Enter new settings file name** edit box (for example, Reading Assistance), and click the **Save** button.

The new toolbar is saved.

In the future, it can be retrieved by:

- Clicking the Settings menu
- Clicking the Retrieve Settings command
- Selecting the toolbar from the Name column

Tip: If you exit WYNN with a Custom Toolbar open, that toolbar is active the next time you log in.

To retrieve your Default Toolbar:

- Click the Setting menu, and then the Custom Toolbar
- Click the Show Default Toolbars radio button, and then OK.

Creating Bookmarks

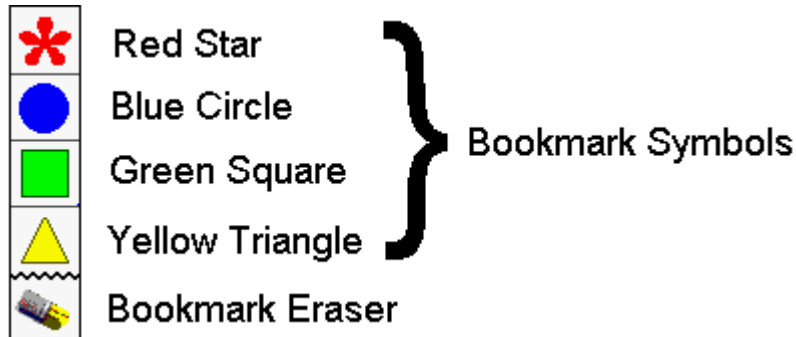
WYNN lets you bookmark important passages of text in a document for quick reference.

To bookmark text in your document:

1. Create or open an existing document.
2. Use your pointer to select a single word or a passage of text in the document, and then click the **Bookmark** button.



Several different bookmark symbols appear.



3. Choose a bookmark symbol from the list.

WYNN places this bookmark symbol at the beginning and end of the selected text.

To erase a bookmark:

1. Click the **Bookmark** button and select the eraser at the bottom of the list. Your mouse pointer changes into a pencil eraser.
2. Click and drag the eraser over the bookmarked text.

Tip: You can search for bookmarks using the **Find** button (Writing Tools toolbar), or create a list of bookmarked text using the **Lists** button (Study Tools toolbar).

Highlighting Text

WYNN allows you to indicate important passages or key words in your document just as you would highlight text in a book. This function works in both Text View and Exact View modes.

To highlight text in your document:

1. Click the **Highlight** button and choose a highlight color from the list.

Your mouse pointer changes into a highlighter pen.



2. Click and drag the highlighter pen over text you want to highlight.

WYNN highlights the text using the color you selected. You can highlight a single word by clicking it.

3. Click the **Highlight** button again when you are done highlighting text to return the cursor to normal.

To erase highlighting:

1. Click the **Highlight** button and then select the eraser at the bottom of the list. Your mouse pointer changes into a pencil eraser.



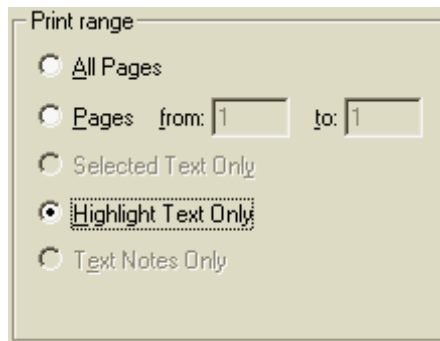
2. Click and drag the eraser over the highlighting you want to remove. You can erase the highlighting for an individual word by clicking the word.

Tip: You can search for highlighted text using the **Find** button on the yellow **Writing Tools** toolbar, or create a list of highlighted text using the **Lists** button on the pink **Study Tools** toolbar.



To print the highlighted text:

1. Click the Print button (File Management toolbar).
2. Select the **Highlight Text Only** radio button.



Note: You must be in Text View mode to print highlighted text.

Creating a Voice Note

Voice Notes are useful for those with stronger auditory than visual processing skills. This feature allows you to use the microphone to record a spoken message. Teachers can create Voice Notes containing questions, messages, or assignments for students. Student can use Voice Notes to record answers to the teacher's questions, create reminders, or ask questions about the text.

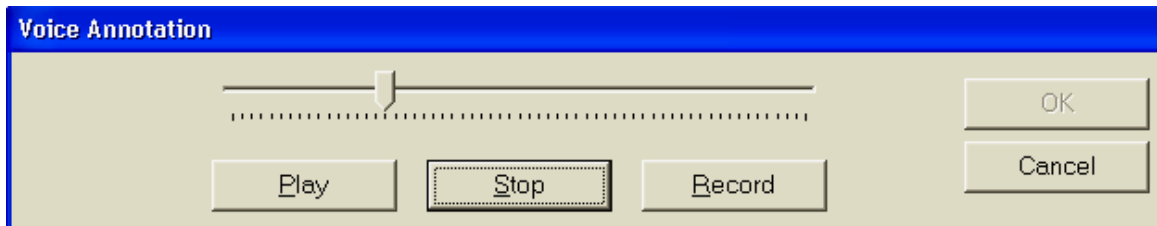
Note: You must connect a microphone to your sound card before recording a Voice Note. If necessary, refer to the [Microphone Installation](#) procedure described earlier in this document.

To insert a voice note:

1. Make sure that your microphone is available and turned on.
2. Click the location in your document where you want to place the note, and then click the **Voice Note** button from the **Study Tools** toolbar.



The **Voice Annotation** dialog box appears.



3. Click **Record** to begin recording the note, and speak your message into the microphone.

The bar just above the Play, Stop, and Record buttons shows the relative length of your recording.

Click the **Stop** button when you have finished recording the voice note.

To listen to the note, click **Play**.

4. When you are finished, click **OK** to add the note.

A Voice Note icon appears where you added the note.



Double-click this icon to listen to the note.

Tip: You can search for Voice Notes in the document (while in Text View mode) by using the **Find** toolbar button, which appears on the yellow **Writing Tools** toolbar.

Paraphrasing Using Voice Notes

Paraphrasing helps students comprehend and retain information. Using WYNN's Voice Notes is an invaluable tool when working on this learning strategy.

The following exercises, which require you to show students how to [record a Voice Note](#), can help students to improve comprehension:

When students have trouble remembering homework assignments, have them repeat the directions verbally using Voice Notes. This enables you to ensure they understand the oral directions.

Ask students to paraphrase or explain difficult information they are going to be tested on using the Voice Notes feature in WYNN. Paraphrasing helps to ensure their understanding and mastery of the material.

When learning new vocabulary, encourage students to read the definitions of the new word in the dictionary and create a sentence using the new vocabulary word in Voice Notes. Verbal repetition and sentence use supports vocabulary growth.

Creating a Text Note

Text Notes can be added to a document to provide information or key instructions about a specific passage of text.

To insert a Text Note:

1. Open your document in WYNN.
2. Click the location in your document where you want to place the note, and then click the **Note** button from the pink **Study Tools** toolbar.



The **Text Annotation** dialog box appears.



3. Enter text into the Edit box.

Click **Read** to have WYNN read the text note aloud.

Click **Paste** to paste text from another document into the Edit box.

Click **Cancel** to discard the text note.

4. When you are finished, click **OK** to add the note.

A **Note** icon appears where you added the note.



Double-click this icon to see the text note.

Tip: You can search for Text Notes in the document (while in Text View mode) by using the **Find** toolbar button, which appears on the yellow **Writing Tools** toolbar.

You can also paste text copied from other locations into the Text Note. For example, you can copy a definition from WYNN's dictionary and paste the text into a Text Note.

Printing

To print a document in WYNN:

1. Open a document in WYNN.
2. Click the **Print** button that appears on the blue **File Management** toolbar.



3. Choose the printer you want to use to print the document, and then specify the parts of the document you want to print and the number of copies you want to create.

Note: You can choose to print only text that you have highlighted in the document by selecting the **Highlight Text Only** radio button. See [Highlight Text](#) for more information.

You can also choose to print only the content of all text notes in the document by selecting the **Text Notes Only** radio button. See [Creating a Text Note](#) for more information.

4. Click the **OK** button to begin printing.

Changing a Document's Color Settings

You can change a document's text and background colors to help students read the document. There are two ways to change color settings: use WYNN's preset color combinations, or manually create color combinations.

Preset Color Combinations

To use WYNN's preset color combinations:

1. Open a document.
2. From the green **Reading Styles** toolbar, click the **Color** button.



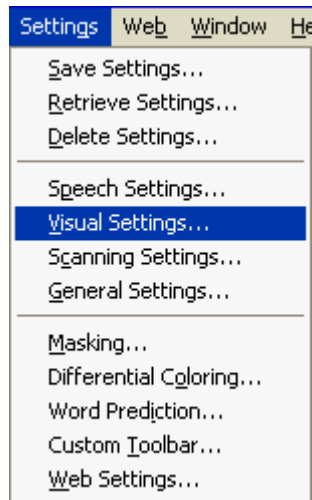
The color button has the following color combinations:

- Black text on a white background (default)
 - Black text on a rose background
 - Black text on a beige background
 - Black text on a sky blue background
 - White text on a black background
3. Each time you click the **Color** button, WYNN cycles through the previously mentioned text and background color combinations.
 4. Choose an appropriate color combination.

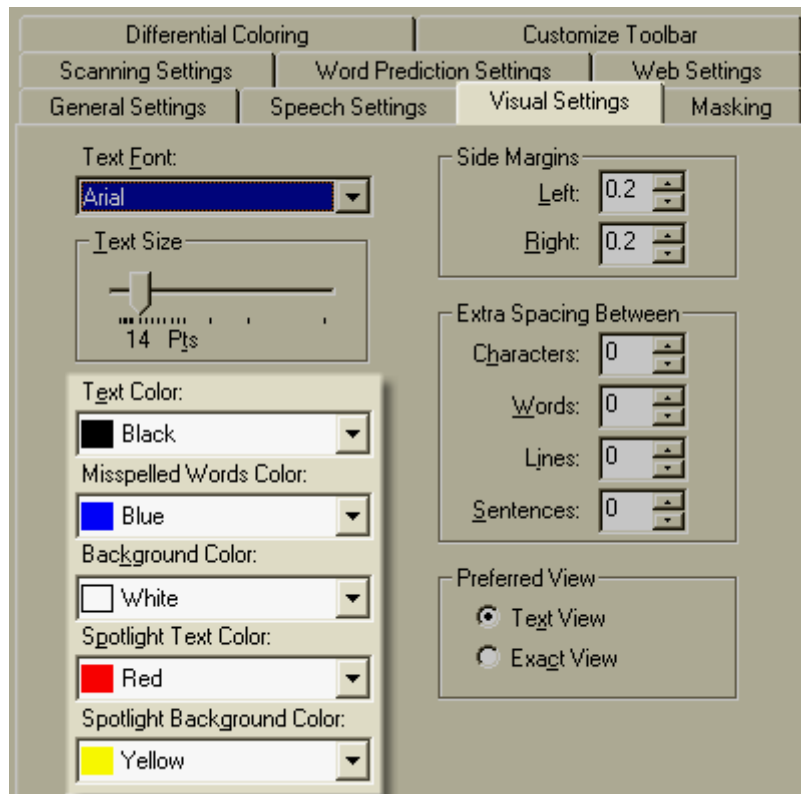
Changing Colors Manually

To manually change WYNN's text and background colors:

1. From the **Settings** menu, choose **Visual Settings**.



The **Visual Settings** property page appears.



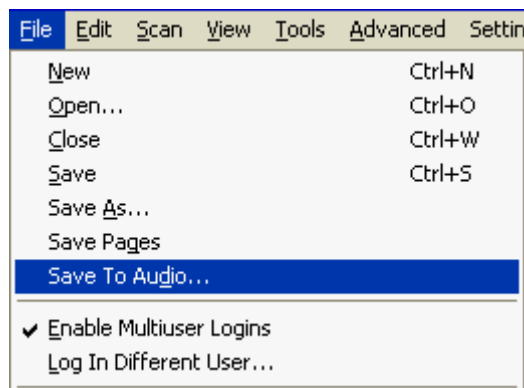
2. Choose colors from the **Text Color** and **Background Color** list boxes.
3. Click the **OK** button to save the new colors.

Converting Documents to MP3 or WAV File

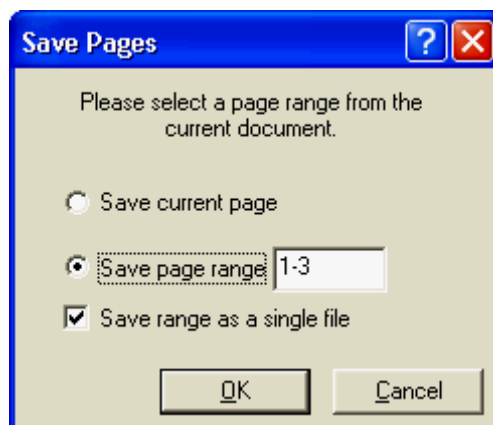
You can save and convert any document that you can open in WYNN as an MP3 or WAV file. This allows a user to listen to a document later using an MP3 or WAV compatible device.

To convert a document to an MP3 or WAV file:

1. Open a document using WYNN.
2. Select the **File** menu and choose the **Save to Audio** command.



The **Save Pages** dialog box appears.



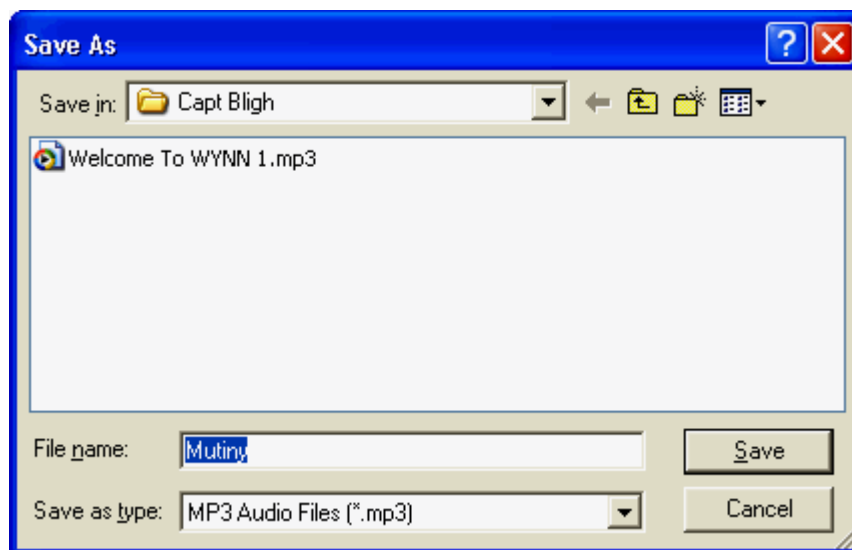
3. Do one of the following:

- Select the **Save current page** radio button to convert only the current page to an MP3 or WAV file.

...OR...

- Click the **Save page range** radio button to convert the entire document or a range of pages to an MP3 file.

4. Click the **OK** button. The **Save As** dialog box appears.



5. Enter a file name in the **File name** edit box, and click the **Save** button. WYNN converts the text to audio and saves the file into your user directory as an MP3 or WAV file.

To listen to the file:

1. Click your WYNN file folder icon, which appears on your desktop.
2. Double-click the MP3 or WAV file.
3. The file opens using your default audio player.

Student Exercise Guide

This section describes how to perform basic tasks using WYNN.

Cutting or Copying and Pasting Text

The **Cut/Paste** button allows you to cut, copy, and paste text. You must enter **Write** mode to cut or paste text.

To copy text:

1. While in **Write** mode, select text in the document.



This indicates that Write mode is active.

2. Click the **Cut/Paste** button.



The Cut, Copy, and Paste options appear.

- Choose **Cut** to delete the text and move it to the Clipboard.
- Choose **Copy** to leave the selected text in the document and copy it to the Clipboard.

The Clipboard is a temporary storage area that stores text that you want to move. The Clipboard can only hold one thing at a time. For example, if you copy text and then cut different text, the Clipboard only contains the text that you cut.

3. Once you copy or cut text on to the Clipboard, you can paste it into a document (see the following procedures).

To paste text:

1. Move the cursor to the place in the document where you want to insert the text.
2. Click the **Cut/Paste** button and select **Paste** to insert the contents of the Clipboard into your document.

You can continue to paste the contents of the Clipboard until you cut or copy different text. You can also paste the text into another WYNN document. Just click **Other Doc** to switch documents and then paste the text into the desired location.



This appears as enabled when two or more documents are open in WYNN.

Tip: You can paste text from WYNN into other applications, such as Microsoft Word.

You can also paste text from other applications into WYNN. Use the copy, cut, and paste commands in the other applications just as you would use them in WYNN. These commands usually appear on the application's Edit menu.

Creating a Vocabulary List Using Bookmarks

Use the Bookmark button to select specific words from a document, and use the Lists button to add the words to a new file.

Selecting Words using Bookmarks

To select words for the vocabulary list:

1. Open a document.

- From the **Study Tools** toolbar, use the **Bookmark** button to select words that appear in the document.

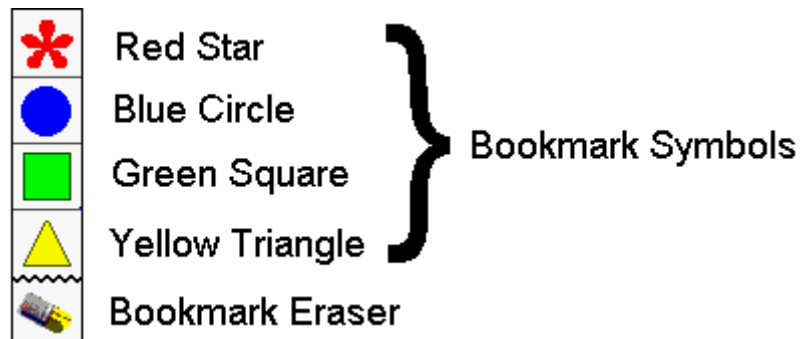


For example:

- Highlight the word or phrase.

The **anthers** carry the pollen.

- Click the **Bookmark** button, and choose a bookmark symbol.



- The bookmark symbols appear at the beginning and end of the selected text.

The * anthers * carry the pollen.

- Repeat step 2 to bookmark additional words and phrases.

When finished, go to the next section to create the vocabulary list file.

Creating the Vocabulary List using Bookmarks

WYNN allows you to create a new document containing text you have highlighted or bookmarked. You can use this feature to make lists of topic sentences, vocabulary words, useful facts, and more.

To create the vocabulary list file:

1. Click the **Lists** button and choose the type of list you want to create and how you want to sort it.

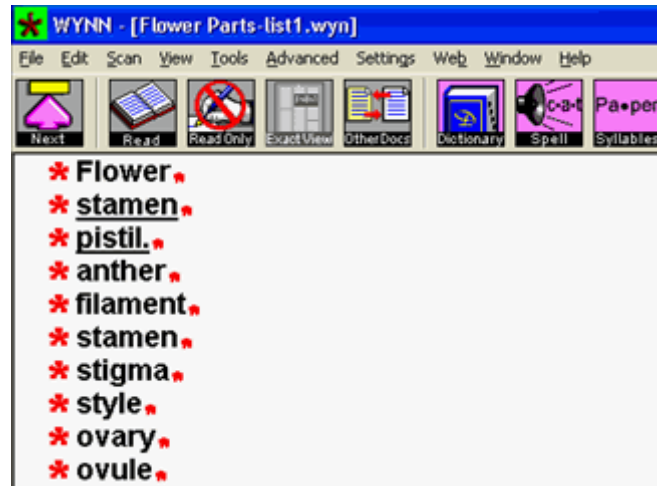


2. Choose to list the text by bookmark symbol or by the order that you bookmarked the text.



- By Bookmark Type - Creates a list of all bookmarked words or phrases from the original document. WYNN sorts the text into individual lists separated by bookmark type.
 - By Bookmark Order - Creates a list of all bookmarked words or phrases arranged in the order they appear in the original document
3. After selecting the type of list sort, WYNN creates a new document containing the bookmarked vocabulary words.

The new document uses the initial file's name, but adds the suffix –listx, where x is 1, 2, 3, and so on. For example, Flower Parts-list1.wyn.



Note: If you have more than the maximum number of documents open, WYNN asks you to save your changes to the document you have accessed the least recently and then closes it.

Finding a Word in the Dictionary

There are several ways to find the definition of a word in WYNN.

- On the **Study Tools** toolbar, select the **Dictionary** button, and choose the **Basic Dictionary** or the **Standard Dictionary**
- Select the **Tools** menu and choose the **Basic Dictionary** command
- Select the **Tools** menu and choose the **Standard Dictionary** command
- Press the **F4** function key to select the **Standard Dictionary**.

The following procedure uses the **Dictionary** button to look up definitions for words in your WYNN document:

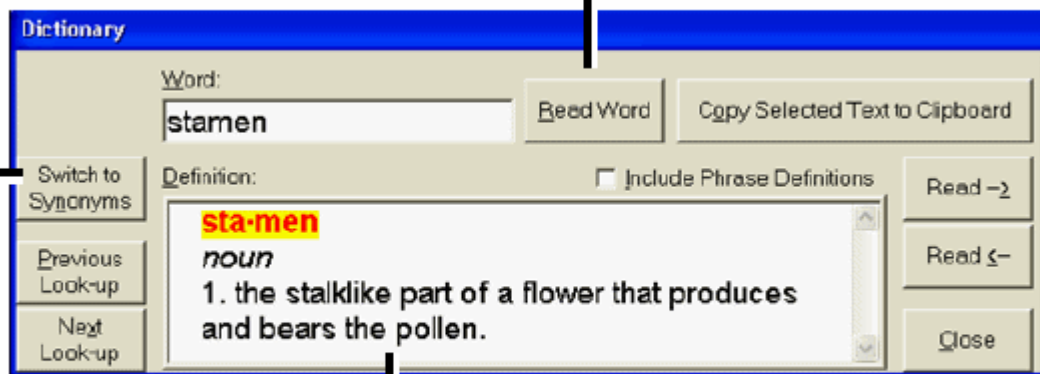
1. Click a word, and then from the pink **Study Tools** toolbar, click the **Dictionary** button.



2. Choose **Basic** (5th grade level) or **Standard** (7th-8th grade level).

The dictionary entry for the selected word displays as shown below.

Click to have WYNN read the word aloud.



Shows the word's syllables, part of speech, and definition.

Click to switch to WYNN's Thesaurus.

Tip: If you want to define a word within the definition, double-click the word to retrieve the definition for that word. Click the **Previous Look-up** button to return to the original word.

3. When you finish working with the dictionary, click **Close** to return to your document.

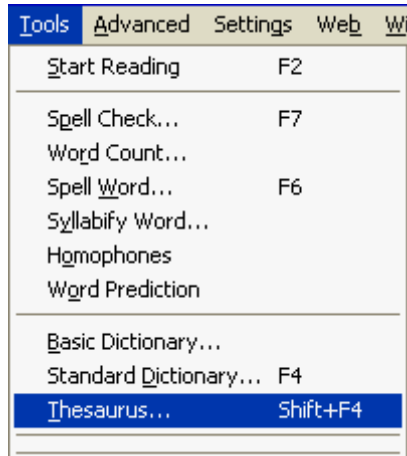
Finding a Word in the Thesaurus

There are several ways to look up a word in WYNN's thesaurus.

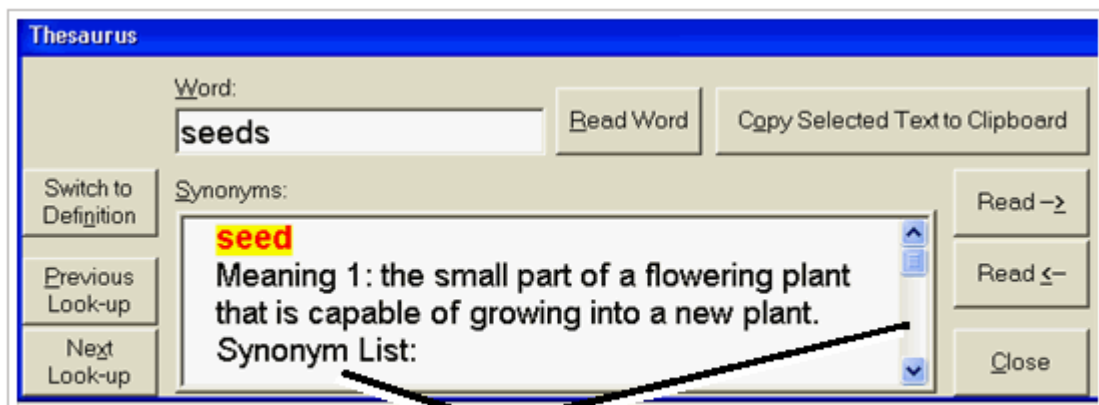
- Click the **Switch to Synonyms** button on the **Dictionary** dialog box.
- Select a word and choose **Thesaurus** from the **Tools** menu.
- Select a word and choose **SHIFT+F4**.

The following procedure uses the Thesaurus command from the Tools menu to find synonyms for a selected word.

1. Select a word in your WYNN document.
2. Click the **Tools** menu and select the **Thesaurus** command.



The **Thesaurus** dialog box appears.



Use scroll bar to view Synonym List.

3. Click the scroll bar in the **Synonyms** text box to view a list of synonyms for the selected word.

Use the **Read** \rightarrow button, which reads the next word in the Synonym list, and **Read** \leftarrow button, which reads the previous word in the Synonym list, if you want WYNN to read the list of synonyms to you.

Click **Switch to Definition** to start the Dictionary to see the word's syllables and part of speech.

4. Click the **Close** button to return to your document when you are finished with the Thesaurus.

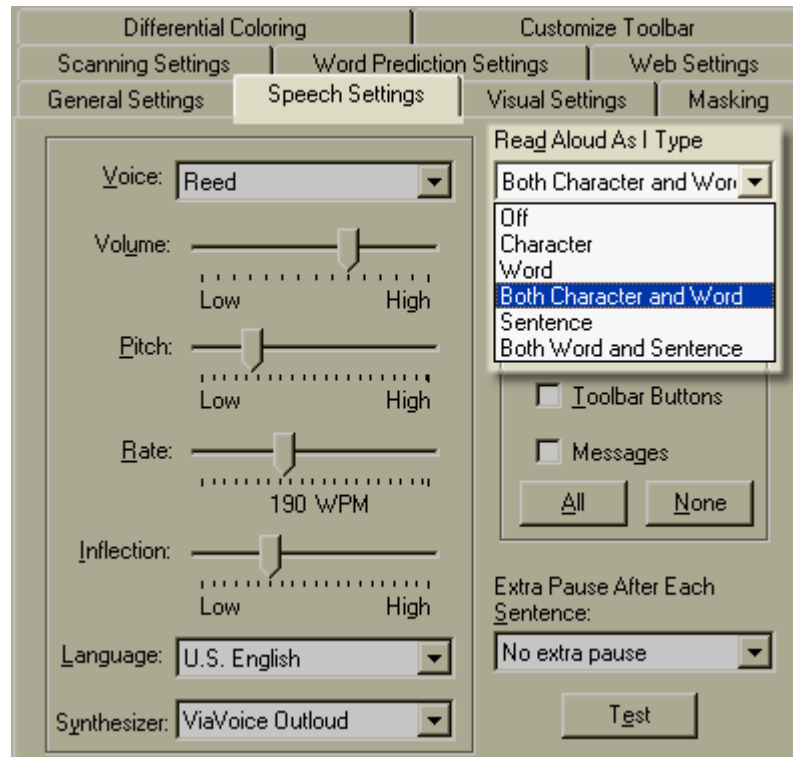
Hearing Text as You Type

To customize how WYNN reads documents, menus, dialog boxes, toolbar buttons, and messages.

Note: Some of these speech options may not be available, depending on the synthesizer you have selected. If an option is not available for your synthesizer, it is grayed-out.

1. Select the **Speech Settings** command from the **Settings** menu.

The **Speech Settings** property page appears.



- Use the **Read Aloud As I Type** combo box to control how WYNN repeats what you type.

Choose one of the following:

- **Off** - WYNN does not speak any text you type.
- **Character** - WYNN speaks each character you type.
- **Word** - WYNN speaks each complete word you type after you press **SPACEBAR**.
- **Both Character and Word** - WYNN speaks each character you type and then reads the word you typed.
- **Sentence** - WYNN reads back the last sentence you typed.
- **Both Word and Sentence** - WYNN speaks each word you type and then reads the entire sentence.

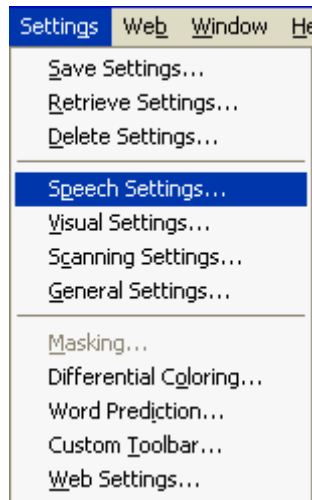
- Click the **OK** button.

Controlling What WYNN Speaks

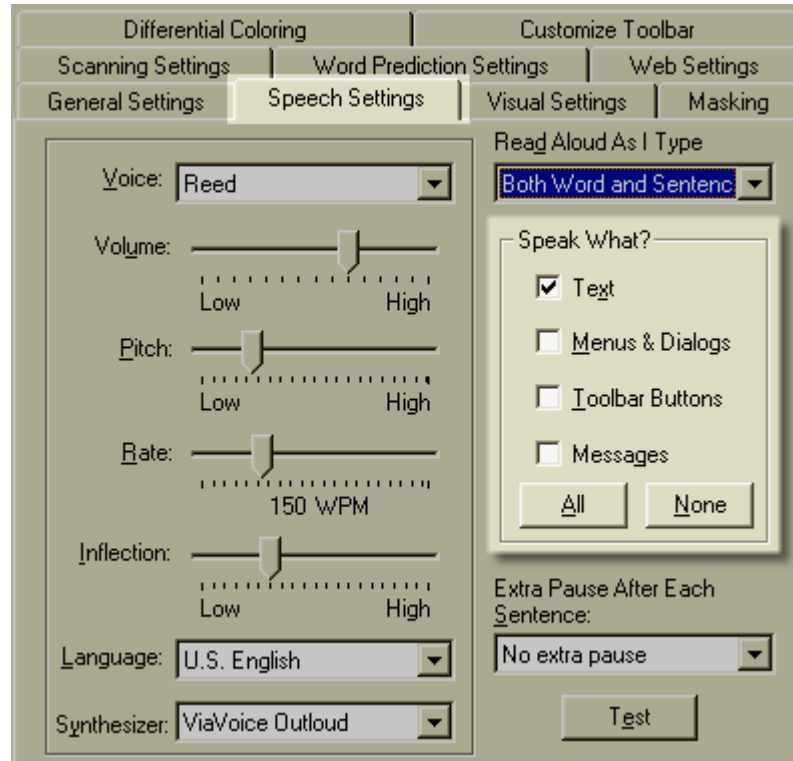
You can control which parts of the user interface that WYNN speaks aloud as you select menus, text, and toolbars and receive WYNN informational or error messages.

By default, WYNN speaks only the text of the document when you click the Read button. If you wish to have additional information spoken, do the following to select which parts of the user interface, documents, and messages WYNN speaks aloud:

1. Select the **Speech Settings** command from the **Settings** menu.



2. The **Speech Settings** property page appears.



3. Select one or more of the following:

Speak What?	Check this item if ...
Text	You want WYNN to read documents aloud. NOTE: If this is unchecked, WYNN does not read the document aloud when you select the Read button.
Menus & Dialogs	You want WYNN to speak aloud as you select menus and dialog boxes
Toolbar Buttons	You want WYNN to speak aloud the name of the toolbar button as you hover the mouse pointer over it

Speak What?	Check this item if ...
Messages	You want WYNN to speak aloud informational and error messages.
All	You want WYNN to read all text, user interface items, and informational and error messages aloud.
None	You want to mute WYNN. You want to mute WYNN so that it does not read documents aloud.

4. Click the **OK** button.

Highlighting Text

WYNN allows you to indicate important passages or key words in your document just as you would highlight text in a book.

To highlight text in your document:

1. Click the **Highlight** button on the pink **Study Tools** toolbar, and choose a highlight color from the list.

Your mouse pointer changes into a highlighter pen.



2. Click and drag the highlighter pen over text you want to highlight, or use it to click and highlight a single word.

WYNN highlights the text using the color you selected.

3. Click the **Highlight** button again when you finish highlighting text to return the pointer to normal.

To erase highlighting:

1. Click the **Highlight** button and then select the Eraser at the bottom of the list.

Your mouse pointer changes into a pencil eraser.



2. Click and drag the eraser over the highlighting you want to remove. You can erase the highlighting for an individual word by clicking the word.
3. Click the Highlight button again when you finish erasing to return the pointer to normal.

To create a list of the highlighted text:

1. Click the **Lists** button on the **Study Tools** toolbar.



2. Choose to list the text by highlighted color or by highlight order.



- By Highlight Color - Creates a list of all highlighted words or phrases. Text highlighted in green appears first in the list, text highlighted blue appears second, and text highlighted in magenta appears last.
 - By Highlight Order - Creates a list of all highlighted words or phrases in the order they appear in the original document.
3. A new file appears with the list of highlighted text.

For example:



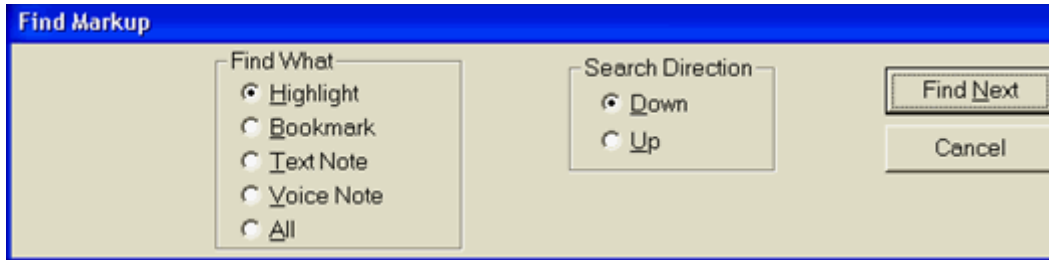
To search for highlighted text:

1. Click the **Find** button from the **Writing Tools** toolbar.



2. Choose **Mark Up**.

The **Find Markup** dialog box appears.



3. Choose the **Highlight** radio button and click the **Find Next** button.

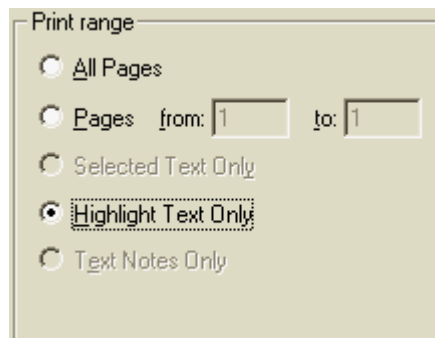
The WYNN pointer moves to the next highlighted word in the document.

4. To continue searching, click **Find Next**.

To stop searching and close the **Find Markup** dialog box, click **Cancel**.

To print the highlighted text:

1. Click the **Print** button (File Management toolbar).
2. Select the **Highlight Text Only** radio button.



Note: You must be in Text View mode to search for highlighted text or to print highlighted text.

Listening to Voice Notes

A Voice Note is a recorded message that appears in the document. The following icon represents a Voice Note.



It may contain instructions from your teacher advising you about the exercise.

To listen to a Voice Note:

1. Locate and double-click the **Voice Note** icon.

The **Voice Annotation** dialog box appears and begins to play the recorded message.



2. Click the **Play** button to hear the message again.

Click the **Cancel** button to close the dialog box and return to your document.

Making Text Bigger

To increase the text size that appears on your screen:

1. Click the **Size** button from the green **Reading Styles** toolbar.



The print becomes larger on the screen.

Continue to click the **Size** button until a comfortable sized text appears. The Size function supports eight different sizes of text: 10, 12, 14, 20, 24, 28, 40, and 60 point.

2. Continual clicking of the **Size** button scrolls through the eight different text sizes.

Masking a Document

Masking is a special tool that shades certain parts of the document in order to better focus on the current line, sentence, or paragraph as it is being spoken.

You can only use masking in Text View mode.



This indicates that Text View mode is enabled.

To mask text in a document:

1. Open a document, and, if necessary, place your pointer at the beginning.
2. Select the green **Reading Styles** toolbar, and click the **Mask** button to cycle through the different masking options.

The four masking options are:

- No masking - No masking is applied to the document.
- Line masking - Shades all text except the line where the cursor is currently located.

- Sentence masking - Shades all text except the sentence where the cursor is currently located.
- Paragraph masking - Shades all text except the paragraph where the cursor is currently located.

3. Do one of the following:

- Click the text in the document and read it.

...OR...

- Click the **Read** button to have WYNN read the text to you.



Note: If you turn masking on and then switch to **Write** mode, you cannot access certain WYNN commands, such as highlighting and bookmarks. Be sure to turn masking off before switching to **Write** mode if you want to use these commands. You can turn masking back on at any time.

To turn off masking:

- Click the **Mask** button until no background masking appears in the document.

Tip: To make the shaded background and text lighter or darker, choose **Masking** from the **Settings** menu.

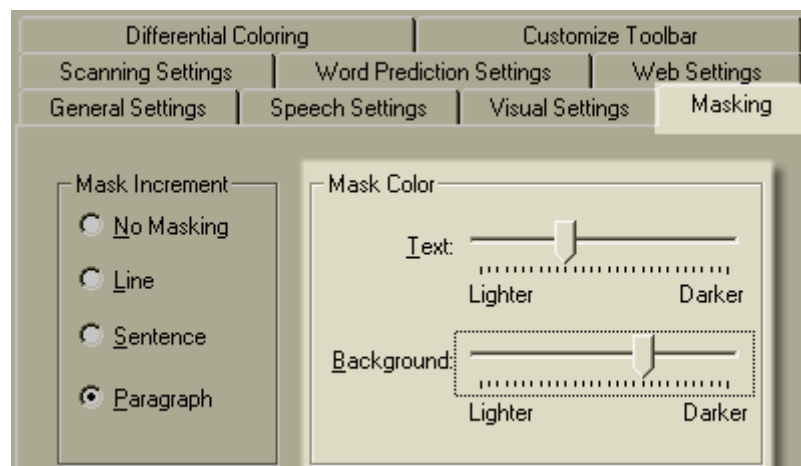
Adjusting Background Masking

The background shading used for masking is adjustable.

To make the background or text lighter or darker:

1. Choose **Masking** from the **Settings** menu.

The **Masking** property page appears.



2. Use the **Text** slider to make the text lighter or darker.

Use the **Background** slider to make the background lighter or darker.

Use the **Preview** pane, which appears on the right of the **Masking** property page, to view your text and background adjustments.

3. After completing the adjustment, click the **Apply** button to apply the new settings or click the **OK** button to apply changes and close the property page.

Opening a Web Page Using WYNN

WYNN allows you to browse pages on the World Wide Web. The following section describes how to:

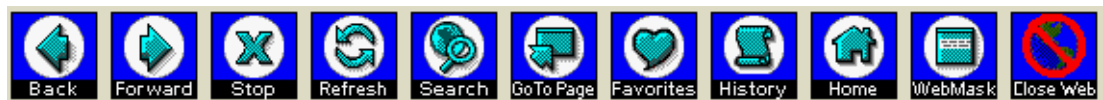
- Start WYNN's web browser
- Change your current home page
- [Mask web pages](#)
- [Read web pages](#)

To begin browsing the Web:

1. Click the **Go To Web** button on the blue File Management toolbar.

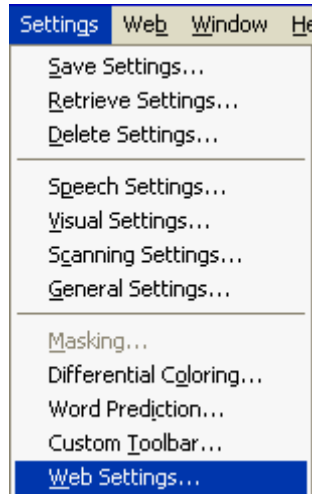


WYNN displays the Web toolbar and opens your home page.

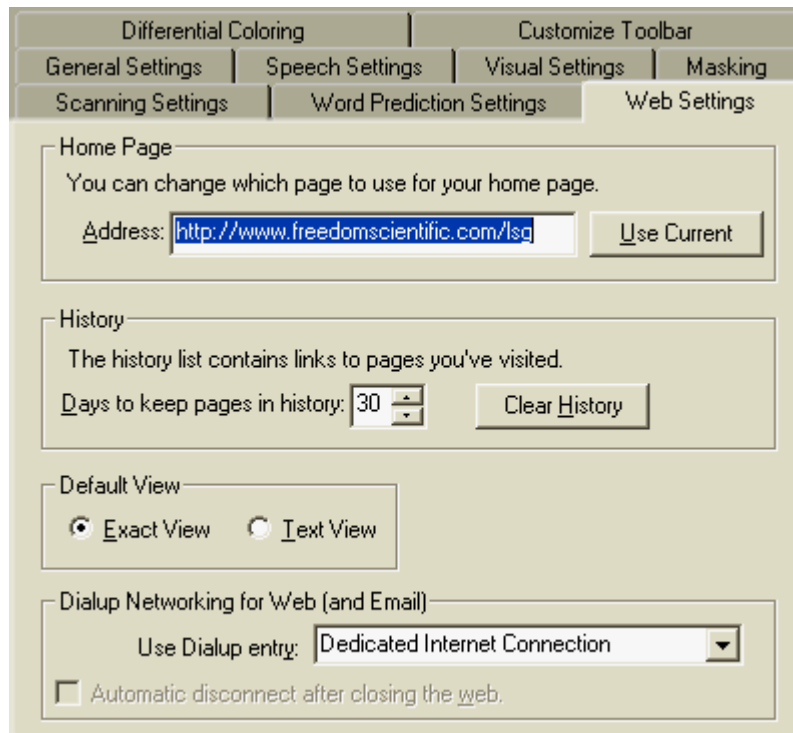


To change your current home page:

1. Choose **Web Settings** from the **Settings** menu.



The **Web Settings** property page appears.



2. Click any link on your home page to visit other Web pages. If you know the Web address of a page you want to visit, click the **Go To Page** button on the Web toolbar. Type the full Web address of the page and then click the **Go** button.

3. If you do not want to visit a specific Web address, you can search the Internet for pages containing the information you need. Click the **Search** button on the **Web** toolbar. Enter words or phrases you want to search for and click the **Search Now** button. WYNN submits the search to Google.com and displays the results. Click one of the links in the list of search results to jump to the Web page.

Masking Web Pages

- Once the Web page appears on your screen, you can click the **WebMask** button on the **Web** toolbar to shade distracting images and reduce visual clutter so you can focus on a specific element of the page.



- You can also click the **Text View** toolbar button to see just the text of the page without any images or formatting. This allows you to use the green **Reading Styles** toolbar to change the way the text displays on your screen



Reading a Web Page

1. Click the **Read** toolbar button if you want WYNN to read the page aloud.
2. You also have access to WYNN's dictionary so you can look up the definitions of words on Web pages.
3. In addition, you can copy text, find text in the page, print the page, or switch to another open document. You can use the WYNN toolbars to perform these functions.

4. If you want to return to your home page, click the **Home** button on the Web toolbar.
5. When you are finished browsing the Internet, click the **Close Web** button on the **Web** toolbar.

Organizing Ideas with Outlines

Outlines can help you organize the topics and supporting points of your documents. You can use outlines to plan the organization of research papers, summarize study materials, create plots for stories, and more.

To create a new outline:

1. Click the **Outlines** button from the yellow **Writing Tools** toolbar.



WYNN opens a new outline document in **Write** mode. WYNN names the new document for you (for example, Document-outline1.wyn), but you can change this name when you save the outline.

Note: If you already have the maximum number of documents open, WYNN prompts you to save your changes to the document you have accessed the least recently and then closes it.

2. The new document is blank except for the first line; it contains the text **[Title]**.
3. Type a new title for the outline, and press **ENTER**.

WYNN automatically numbers the first line in the outline with the Roman numeral one (I).

4. Type the information that you want to appear at this level of the outline and then press **ENTER**.

WYNN automatically numbers the next line with the Roman numeral two (II).

5. Continue adding lines to the outline until you are finished. You can press **TAB** to begin a new outline level. Use the **Adjust** button to move items in the outline.



WYNN has five outline levels:

- Outline Level 1 - Roman numerals (I, II, III...)
- Outline Level 2 - Upper case letters (A, B, C...)
- Outline Level 3 - Arabic numbers (1, 2, 3...)
- Outline Level 4 - Lower case letters (a, b, c...)
- Outline Level 5 - Lower case Roman numerals (i, ii, iii...)

Tip: If you need additional assistance with WYNN's outline feature, refer to the Outline Tutorial in WYNN's online help file.

Predicting the Next Word

Word prediction helps you write by making spelling suggestions and anticipating the next word you are going to type. This feature can help you with spelling, grammar, and formulating sentences.

To start word prediction:

1. Click the **Predict** button from the yellow **Writing Tools** toolbar to activate WYNN's Word Prediction feature.



The first time you start Word Prediction during a session, WYNN loads the word list. After the word list loads, WYNN displays a small prediction box on your screen.



The prediction box follows your cursor as you type. If your cursor is within or is adjacent to a word, Word Prediction suggests alternative spellings for the word.

If your cursor is not within or is adjacent to a word, Word Prediction suggests ideas for the next word in your sentence.

2. To insert a word that appears in the prediction box, click the word you want to insert, or press the corresponding function key (**F1**, **F2**, **F3**, etc.).

WYNN inserts the specified word into your document.

3. If you want WYNN to read the list of words to you, click the **Speak List** button.



You can also right-click a word in the prediction box to have WYNN read the word aloud.

Note: To modify the behavior and appearance of the Word Prediction feature, choose **Word Prediction Settings** from the **Settings** menu. To customize the word and phrase suggestions provided by the Word Prediction feature, choose **Word Prediction Teacher Controls** from the **Advanced** menu.

Printing a Document in WYNN

To print using WYNN:

1. Click the **Print** button from the blue **File Management** toolbar to print the active document.



2. Choose the printer you want to use to print the document.

If necessary, specify which parts of the document you want to print and the number of copies you want to create.

3. Click **OK** to begin printing.

Proofreading Your Writing Using Speech

A review of your document with WYNN's speech function turned on is one way of finding and correcting errors.

To proofread your document:

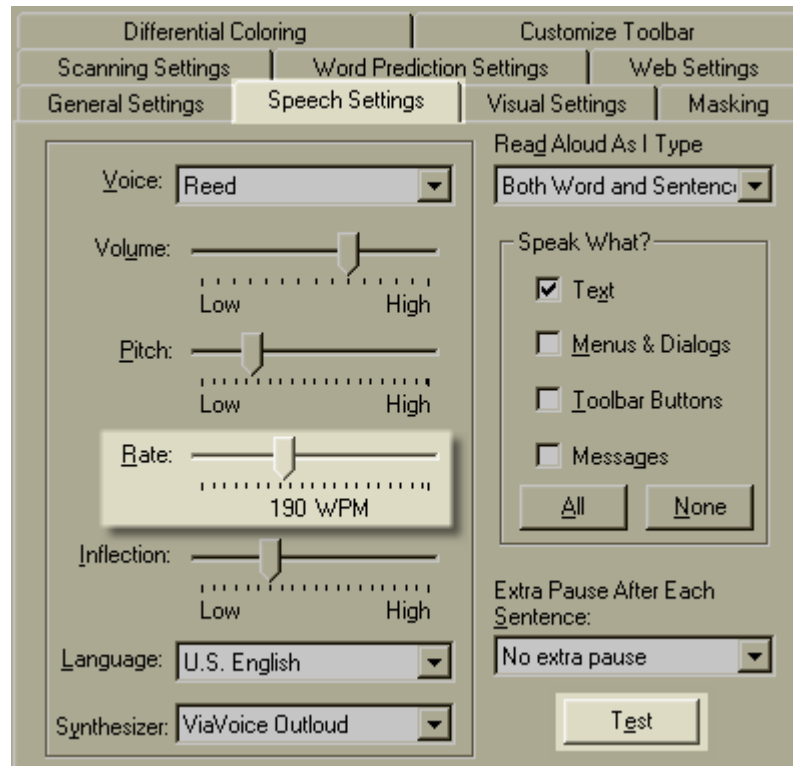
1. Open your document and make sure that your computer's speakers are turned on or that your headphones are plugged in.
2. Place your mouse pointer at the beginning of your document, and click the **Read** button.

WYNN reads your document.

To change WYNN's reading speed:

1. Click the **Speech Settings** command from the **Settings** menu.

The **Speech Settings** property page appears.



2. Change the **Rate** setting using either the slider or your keyboard's arrow keys.

The speech rate appears below the slider scale as words per minute (WPM).

3. Click the **Test** button to verify if the speech rate is too slow or too fast.
4. Click the **OK** button when you are satisfied with the speech rate.

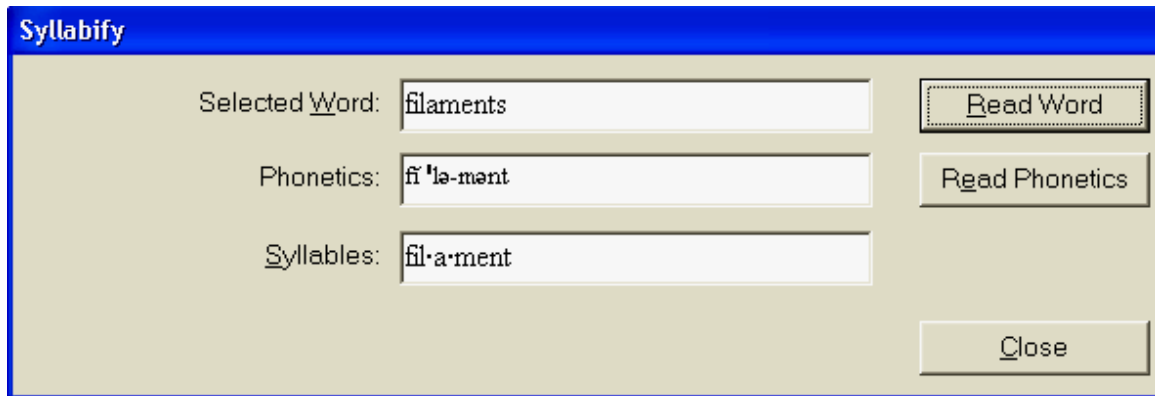
Reading Syllables

You can use WYNN to divide words into individual syllables and display the word's phonetic spelling.

To see the syllables and the phonetic spelling of a word:

1. Click the word, and then click the **Syllables** button that appears on the **Study Tools** toolbar.

The **Syllabify** dialog box appears.



2. Click **Read Word** to have WYNN speak the word aloud.
3. Click **Read Phonetics** to have WYNN speak the word's phonetic pronunciation aloud.
4. Click **Close** when you are finished to return to your document.

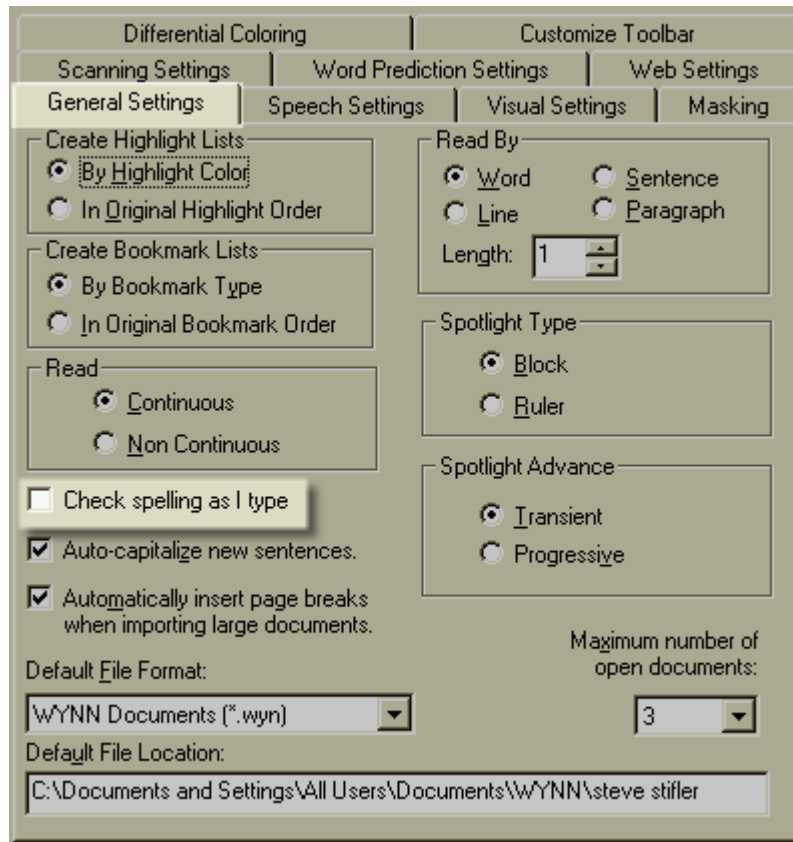
Check Your Spelling as You Type

WYNN can check for misspellings as you type. The misspelled words appear in blue text for easy identification and quick correction.

To turn on spell checking as you type:

1. From the **Settings** menu, select the **General Settings** command.

The **General Settings** property page appears.



2. Choose Check spelling as I type.

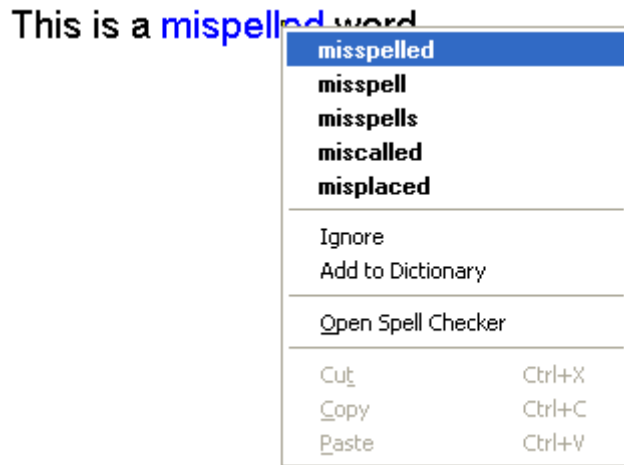
3. Open a new or existing document and begin typing.

If you misspell a word, it appears in blue text. For example,

This is a **mispelled** word.

4. Right-click your mouse on the misspelled word.

The **Spelling** options appear.



5. Do one of the following:

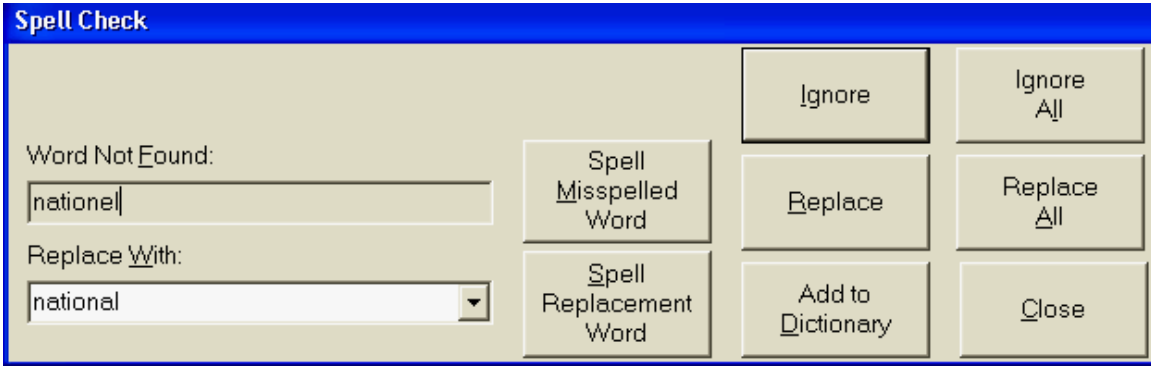
- Select the appropriate spelling
- Ignore the misspelled word
- Add the word to your personal dictionary
- Open WYNN's Spell Checker (see [Spell Checking Your Document](#))
- After choosing the appropriate option, look for the next misspelled word and repeat this process, or continue typing.

Spell Checking Your Document

To check your document for spelling errors:

1. Place your mouse pointer at the beginning of the document.
2. Do one of the following:
 - Click the **F7** function key
 - ...OR...
 - Click the **Spell Check** command from the **Tools** menu.

WYNN checks your document for spelling errors. If an error is found, the **Spell Check** dialog appears. For example,



3. Select one of the following options.

Edit box or Button	Function
Word Not Found	Shows the misspelled word.
Replace With	Use the List box arrow to view suggested spelling corrections.
Spell Misspelled Word	Click to have WYNN speak aloud, spell aloud, and speak aloud again the misspelled word.
Spell Replacement Word	Click to have WYNN speak aloud, spell aloud, and speak aloud again the misspelled word.
Ignore	WYNN does not correct the misspelling of this particular word.
Ignore All	WYNN does not correct the misspelling of this word throughout the document for the

Edit box or Button	Function
	remainder of the session.
Replace	WYNN replaces the misspelled word with the word chosen in the Replace With list box.
Replace All	WYNN replaces the misspelled word with the word chosen in the Replace With list box throughout the document.
Add to Dictionary	WYNN adds the word that appears in the Word Not Found list box to the user's personal dictionary.
Close	Closes the Spell Check dialog box and returns you to the document.

4. After you choose to ignore, replace, or add the word to WYNN's dictionary, the spell checker searches for the next misspelled word.

The message "Spell checking is complete" appears when WYNN finishes.

Spelling a Word

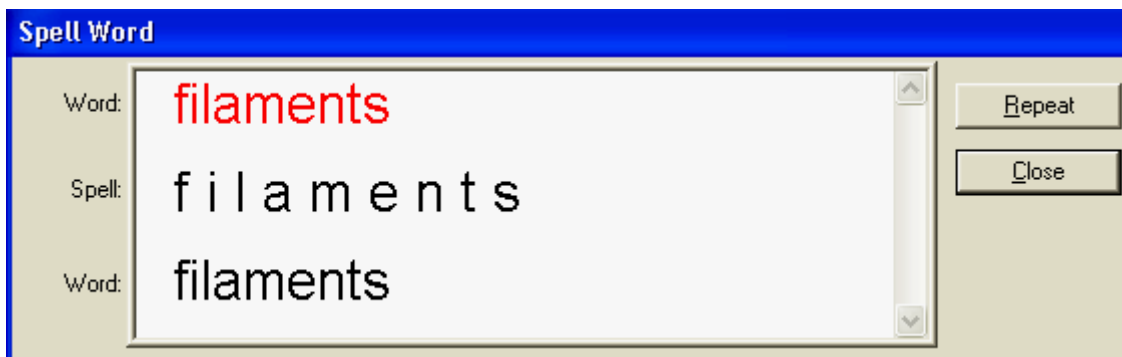
If you are unfamiliar with a word in a document, use the **Spell** function to have WYNN speak, spell, and speak again the word.

To spell a word:

1. Click a word in your document.

2. Click the **Spell** button that appears on the pink **Study Tools** toolbar.
3. The **Spell** dialog appears.

WYNN speaks the word aloud, spells the word, and then speaks the word again.



4. Click the **Repeat** button to hear the spelling again.
5. Click the **Close** button when finished.

Choosing the Correct Word

A homophone is two or more words that are pronounced alike, but have different meaning and often-different spelling. Use WYNN's Homophone function to verify the correct word usage in your document.

To check your document for homophones:

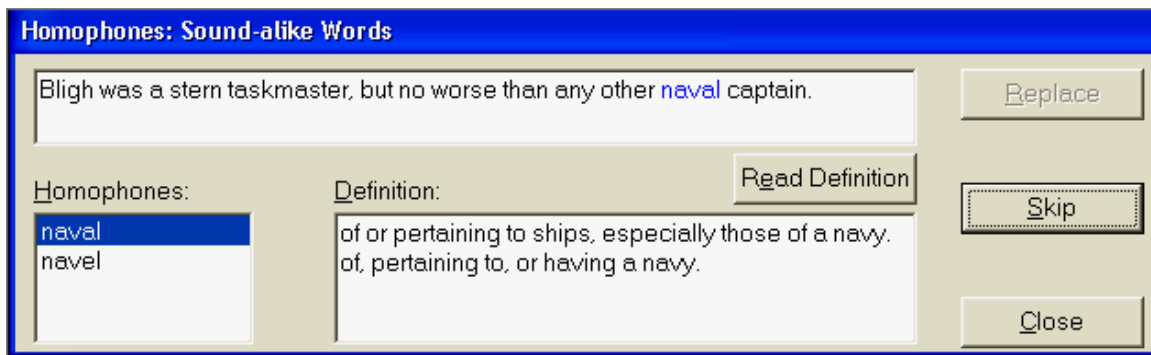
1. Open a document in WYNN.
2. Do one of the following to start the homophone function:
 - Click the **Homophones** button that appears on the yellow **Writing Tools** toolbar.



...OR...

- Select the **Homophones** command from the **Tools** menu.

WYNN searches your document, from your current mouse pointer position, for homophones. When one is found, the **Homophones: Sound-alike Words** dialog box appears. It contains a list of homophones and definitions, which allows you to select and use the appropriate word.



3. Click each homophone that appears and read its definition in the **Definition** list box, or click the **Read Definition** button to have WYNN speak the definition to you.
4. Click the **Skip** button if the correct word is used.

If the wrong word is used, choose the word from the **Homophones** list box and click **Replace**.

After selecting, WYNN continues to search for the next homophone.

5. To stop the homophone search, click **Close** to return to your document.

System Requirements

The following is the minimum software and hardware required for WYNN single-user and client installations.

System Components	Minimum System Requirements
Operating System	Windows XP/NT/2000/Me/98
Web Browser	Windows Internet Explorer 6.0 or later; Netscape 7.0 or later
Processor	Pentium 400 or better processor
Hard Disk	400 MB of available hard disk space (plus additional space for document storage)
Memory	128 MB RAM
CD-ROM Drive	CD-ROM drive or DVD-ROM drive for software installation
Sound	Sound card and speakers or an SSIL-supported speech synthesizer with speakers. Microphone jack.
Video	Video card and monitor capable of at least 800x600 resolution with 256 color mode or greater
Internet Connection	Local area network, modem, or DSL connection to the Internet for product activation

System Components	Minimum System Requirements
Scanner	TWAIN compatible scanner (optional for WYNN Wizard; not required for WYNN Reader)
Network Version	Novell Netware or Windows NT/2000 server

WYNN Shortcut Keys

This section lists keystrokes you can press to perform various functions in WYNN.

General Commands

General Commands	Shortcut Keys
Start WYNN	ALT+CTRL+W
Quit WYNN	ALT+F4
Switch between Text View and Exact View	CTRL+SHIFT+V
Show/Hide Menu Bar	SHIFT+F3
Show/Hide Status Bar	SHIFT+F5
Help	F1

File Management Commands

File Management Commands	Shortcut Keys
Open File	CTRL+O
Close Document	CTRL+F4 or CTRL+W
Create New Document	CTRL+N
Save Document	CTRL+S
Print	CTRL+P
View Document Properties	CTRL+R

Reading and Editing Commands

Reading and Editing Commands	Shortcut Keys
Begin Reading	F2
Switch between Read-only Mode and Edit Mode	CTRL+E
Go to Page	CTRL+G
Undo	CTRL+Z
Copy Selected Text	CTRL+C
Cut Selected Text	CTRL+X
Paste Text from Clipboard	CTRL+V
Select All	CTRL+A
Delete Selected Text	DELETE
Bold Selected Text	CTRL+B
Italicize selected Text	CTRL+I
Underline Selected Text	CTRL+U
Find Text	CTRL+F
Find/Replace Text	CTRL+H
Insert Page Break	CTRL+ENTER
Delete Page Break	CTRL+SHIFT+ENTER
Delete Current Page	CTRL+DELETE
Look Up Selected Word in the Standard Dictionary	F4
Look Up Selected Word in the	SHIFT+F4

Reading and Editing Commands	Shortcut Keys
Thesaurus	
Spell Check	F7
Spell Word	F6

Mark-up Commands

Mark-up Commands	Shortcut Keys
Find Mark-up	CTRL+M
Highlight Selected Text	F8
Insert Bookmark	F9
Insert Text Note	F10
Insert Voice Note	F11

Scanning Commands

Command	Shortcut Keys
Scan a Page	F3
Switch between Text View and Exact View	CTRL+SHIFT+V
Document Clean-up	SHIFT+F7
Enable Dynamic Zoning and Show Current Zones	CTRL+F5
Redefine Zones on Current Page	CTRL+D

Command	Shortcut Keys
Re-recognize Document	CTRL+Q

WYNN Menus

This section lists each command available on the WYNN main menu bar. The second column lists the shortcut keys you can press to quickly activate the corresponding command.

File Menu

File Menu Commands	Access Keys
New	ALT+F, N
Open	ALT+F, O
Close	ALT+F, C
Save	ALT+F, S
Save As	ALT+F, A
Save Pages	ALT+F, G
Enable Multi-user Logins	ALT+F, E
Login Different User	ALT+F, L
Print	ALT+F, P
Print Preview	ALT+F, V
Print Setup	ALT+F, U
Document Properties	ALT+F, R
Exit	ALT+F, X

Edit Menu

Edit Menu Commands	Access Keys
Edit Mode/Read-only Mode	ALT+E, E
Undo	ALT+E, U
Cut	ALT+E, T
Copy	ALT+E, C
Paste	ALT+E, P
Delete	ALT+E, D
Select All	ALT+E, S
Bold	ALT+E, B
Italic	ALT+E, I
Underline	ALT+E, U
Find Text...	ALT+E, F
Find/Replace Text...	ALT+E, R
Find Mark-up...	ALT+E, M
Go to Page..	ALT+E, G
Renumber Pages...	ALT+E, A
Insert Page Break	ALT+E, I
Delete Page Break	ALT+E, L
Move Page...	ALT+E, O
Delete Current Page	ALT+E, N
Create Outline	ALT+E, O

Edit Menu Commands	Access Keys
Outline Adjustments	ALT+E, J

Scan Menu

Scan Menu Commands	Access Keys
Scan Page	ALT+S, S
Scan and Replace Current Page	ALT+S, R
Scan and Insert New Page	ALT+S, I
Recognize Columns	ALT+S, Z
Color Scanning	ALT+S, C
2-page Scanning	ALT+S, 2
Most Accurate Scanning	ALT+S, A
Fastest Scanning	ALT+S, F

View Menu

View Menu Commands	Access Keys
Show Exact View/Text View	ALT+V, H
Menu Bar	ALT+V, M
Toolbar	ALT+V, T
Status Bar	ALT+V, S
Zoom Exact View	ALT+V, Z

View Menu Commands	Access Keys
Page Scrolling	ALT+V, P

Tools Menu

Tools Menu Commands	Access Keys
Start Reading	ALT+T, H
Spell Check	ALT+T, P
Word Count...	ALT+T, R
Spell Word...	ALT+T, W
Syllabify Word...	ALT+T, Y
Homophones	ALT+T, O
Word Prediction	ALT+T, O, O
Basic Dictionary...	ALT+T, B
Standard Dictionary...	ALT+T, D
Thesaurus...	ALT+T, T
Start Highlight	ALT+T, H
Highlighter Pens	ALT+T, G
Lists	ALT+T, L
Insert Bookmark	ALT+T, I
Bookmark Type	ALT+T, B
Insert Text Note...	ALT+T, N
Insert Voice Note...	ALT+T, V

Advanced Menu

Advanced Menu Commands	Access Keys
Pronunciation Dictionary	ALT+A, P
Dynamic Zoning	ALT+A, Z
Document Cleanup	ALT+A, D
OCR Correction...	ALT+A, O
Scanner Selection...	ALT+A, S
Teacher Lockout	ALT+A, T
Word Prediction Teacher Controls...	ALT+A, W

Settings Menu

Settings Menu Commands	Access Keys
Save Settings...	ALT+G, S
Retrieve Settings...	ALT+G, R
Delete Settings...	ALT+G, D
Speech Settings...	ALT+G, P
Visual Settings...	ALT+G, V
Scanning Settings...	ALT+G, C
General Settings...	ALT+G, G
Email Settings...	ALT+G, E
Masking...	ALT+G, M
Differential Coloring...	ALT+G, O

Settings Menu Commands	Access Keys
Word Prediction...	ALT+G, I
Custom Toolbar...	ALT+G, T
Web Settings...	ALT+G, W

Web Menu

Web Menu Commands	Access Keys
Back	ALT+B, B
Forward	ALT+B, F
Stop	ALT+B, T
Refresh	ALT+B, R
Home	ALT+B, H
Open Web Page	ALT+B, O
Close Web	ALT+B, C
Search the Web	ALT+B, W
Go To Web Page...	ALT+B, G
History...	ALT+B, Y
Favorites...	ALT+B, A

Window Menu

Window Commands	Access Keys
Next Document	ALT+W, N

Help Menu

Help Menu Commands	Access Keys
Search for help on...	ALT+H, S
WYNN Help...	ALT+H, H
About WYNN...	ALT+H, A

Activation Options

Software activation is an easy, one-time process that uses a 20-character Authorization code to help Freedom Scientific verify your product's license. The Authorization code is available on the Authorization CD and WYNN's CD package. Use the Authorization CD to copy the code to your PC. This saves the time and trouble of having to manually type the 20-character code during the Activation process.

If you do not have immediate Internet access, use the procedures in this chapter to activate your product.

Before You Begin:

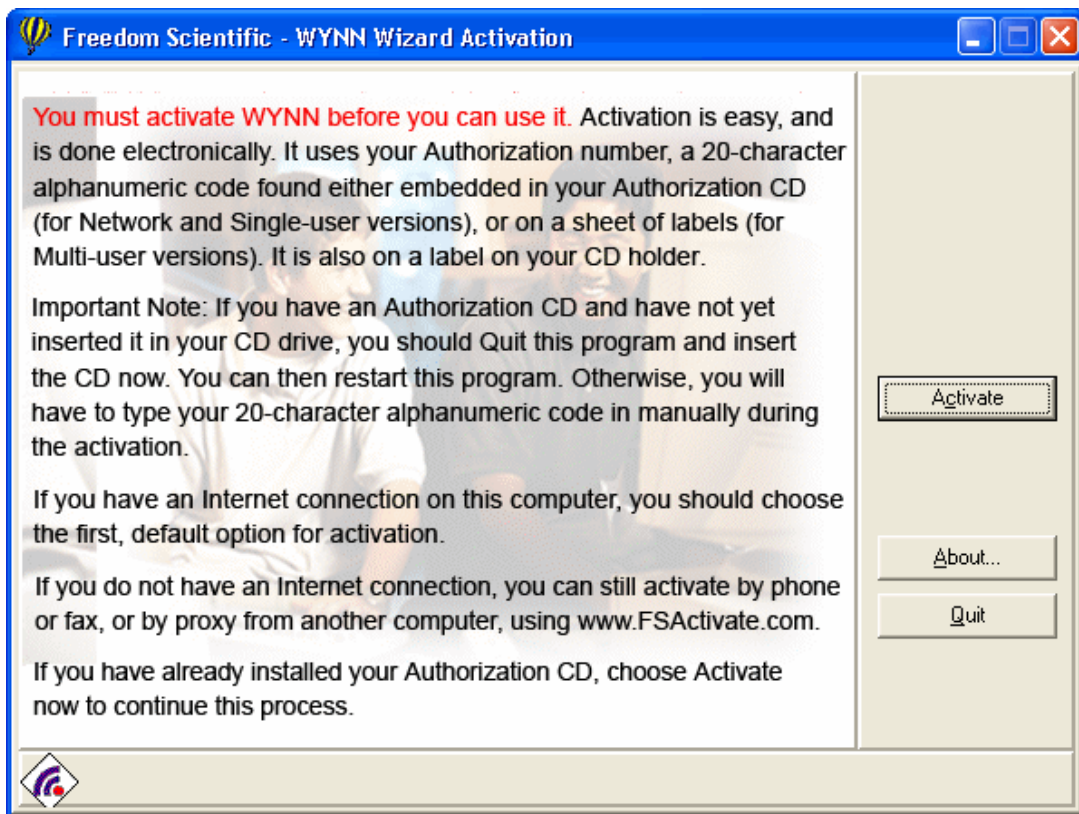
- Locate your 20-character Authorization number, which appears on the WYNN product packaging.
- Install your 20-character Authorization number as previously described in the [Copying the WYNN Authorization Number section](#).
- There are several ways to activate WYNN. Determine which method you want to use. For example:
 - Use the Internet to connect directly to Freedom Scientific and use the automated activation process. This is the fastest method and is recommended, as described in the [WYNN Installation Process](#) section.
 - Call Freedom Scientific's Customer Support and request that an Activation License code be sent to you by e-mail or on a CD.
 - Send a fax to Freedom Scientific's Customer Support and request that an Activation License code be sent to you by e-mail or on a CD.
 - Use another computer with Internet connectivity to download an Activation License code from FSActivate.com. Once it is received, it can be copied to a disk or CD-ROM and used to activate WYNN.

Starting the Activation Process

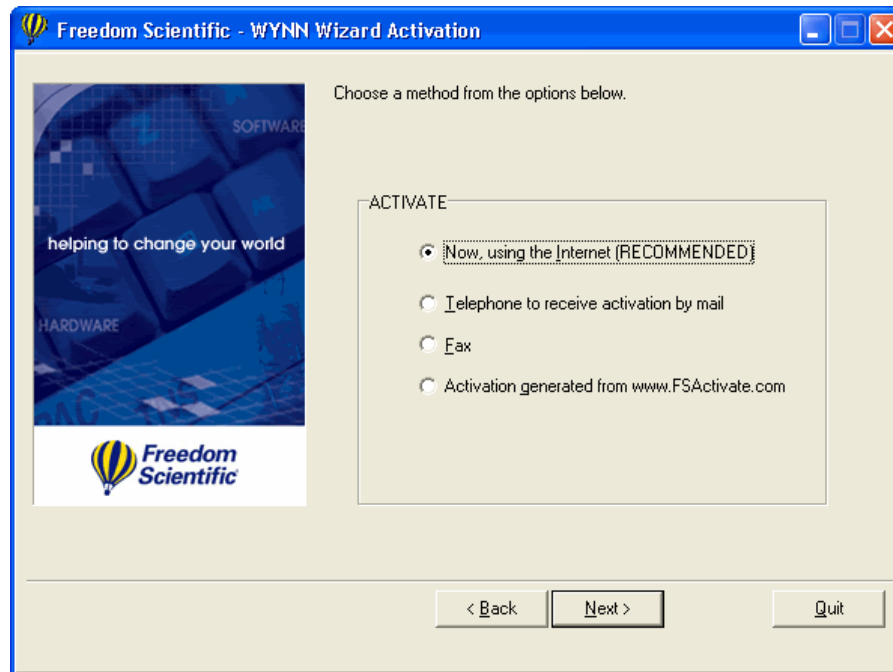
Until you activate WYNN, the Activation dialog box appears each time you try to open the WYNN application.

To start the activation process:

1. Select the WYNN application shortcut from the desktop.
2. From the WYNN Activation dialog box, click **Activate**.



3. A WYNN dialog box appears. It contains the various activation methods.



If you do not have immediate Internet access to activate the WYNN application, choose one of the following activation methods:

- [Activating by telephone](#)
- [Activating by fax](#)
- [Activating using FSActivate.com](#)

Activating by Telephone

There are two ways to request activation by calling Freedom Scientific directly.

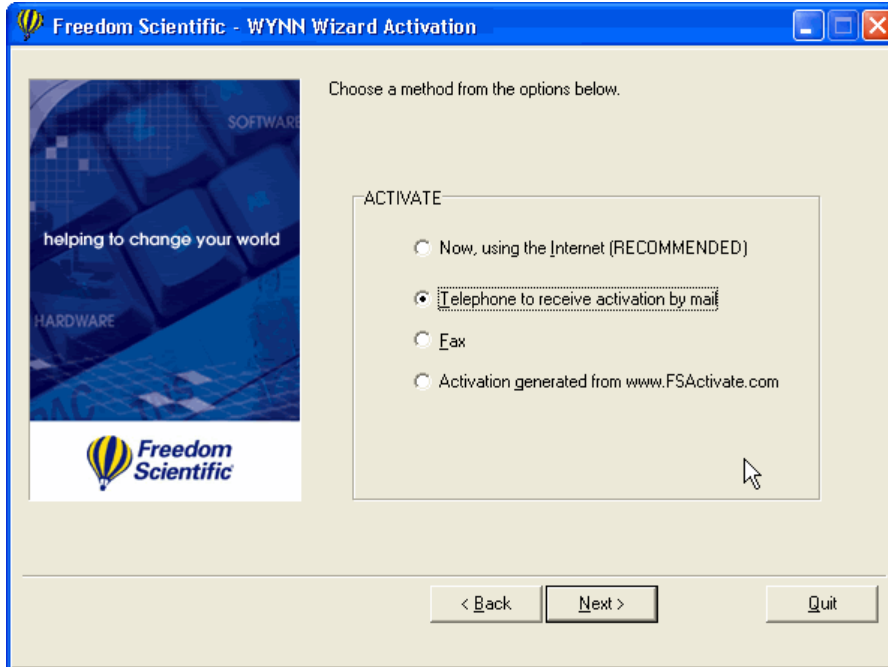
- Call and request that an Activation code be emailed to you.
- Call and request that an Activation code be mailed to you.

Note: Activation by mail takes several days to complete since a CD must be mailed to you.

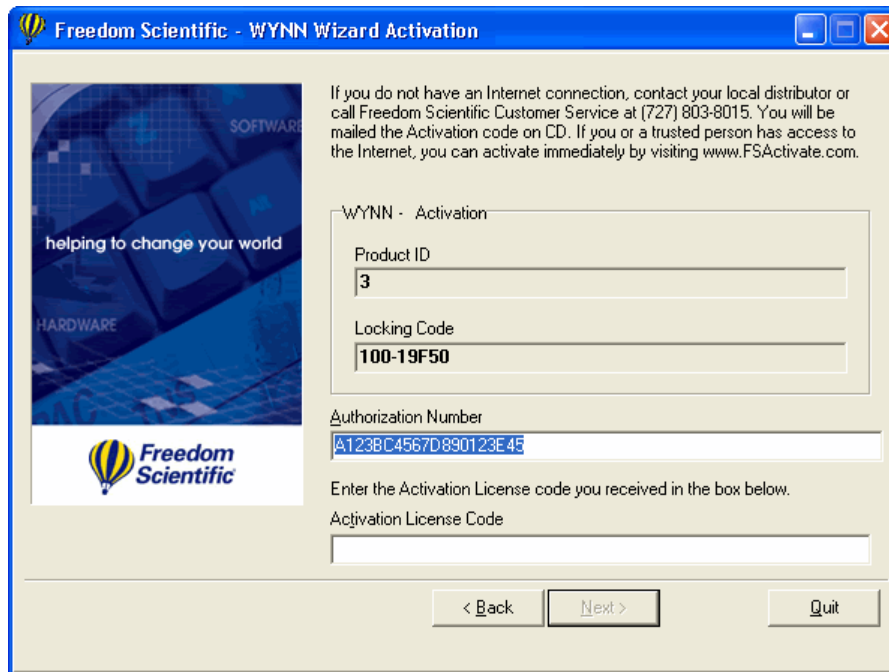
Requesting an Activation Code by Telephone

To activate your product after receiving the Activation code in an email:

1. From the WYNN Activation dialog, select **Telephone to receive activation by mail**, and click **Next**.



2. Record your Locking code and the Customer Service phone number. Click **Quit** and exit WYNN activation.



Keep your Locking code, Customer Service phone number, and Authorization number, which also appears on your WYNN CD package, in a safe place. You will need this information later when calling Freedom Scientific.

3. Call Customer Service (727-803-8015), request an Activation License code, and provide your **Locking code** and **Authorization number**.
4. If activating using an Activation code received by email,
 - When the email arrives, start WYNN, select **Activate**, select **Telephone to receive activation by mail**, and click Next.
 - Copy the 100-plus character code from the email message, and paste it into the Activation License Code edit box. Click **Next**.

WYNN - Activation

Product ID
3

Locking Code
100-19F50

Authorization Number
A123BC4567D890123E45

Enter the Activation License code you received in the box below.

Activation License Code
vn st9d hzuw 8Lg3 mmzf b6ms d6qk rnon ip37 cgLo snx6 coto qsy4

If activating using an Activation code received by mail,

- When the Activation License code CD arrives, insert it into the computer's CD-ROM drive, and let the auto-run feature start the Activation program.
- When requested, click **Activate Using Authorization CD**, and follow the on-screen instructions. If necessary, enter your Locking code and Authorization number when requested.

If activation is successful, a confirmation message appears.

5. Click **Finished**, which completes the activation.

If the activation fails, a detailed error message appears that recommends you verify or reenter your authorization code, or that you contact Freedom Scientific for assistance.

Activating by FAX

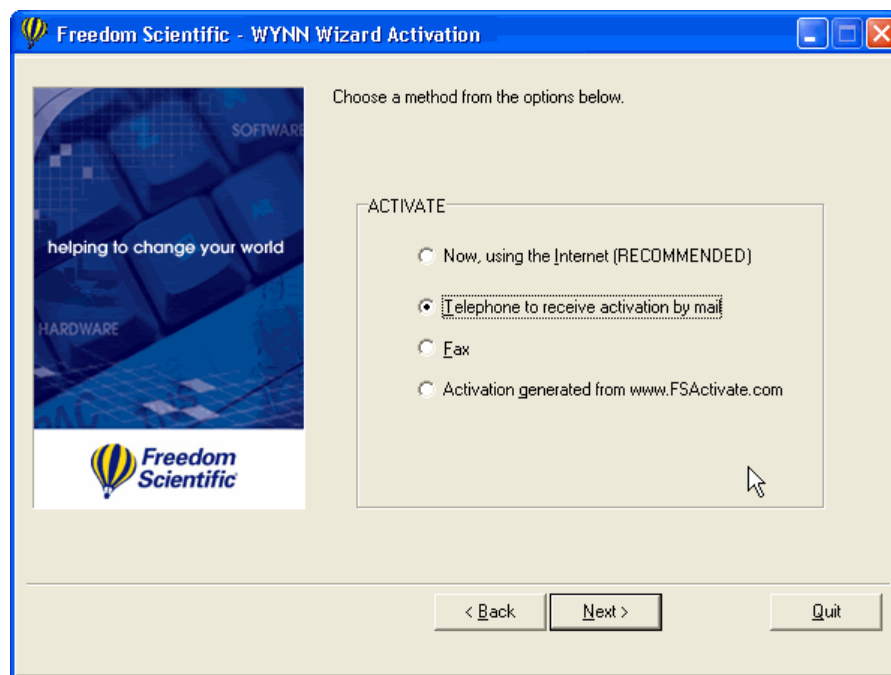
You can print, complete, and fax a request form to Freedom Scientific's Customer Service requesting that an Activation License code be sent to you by email or postal service.

Note: This method of activation takes several days to complete since a CD must be mailed to you.

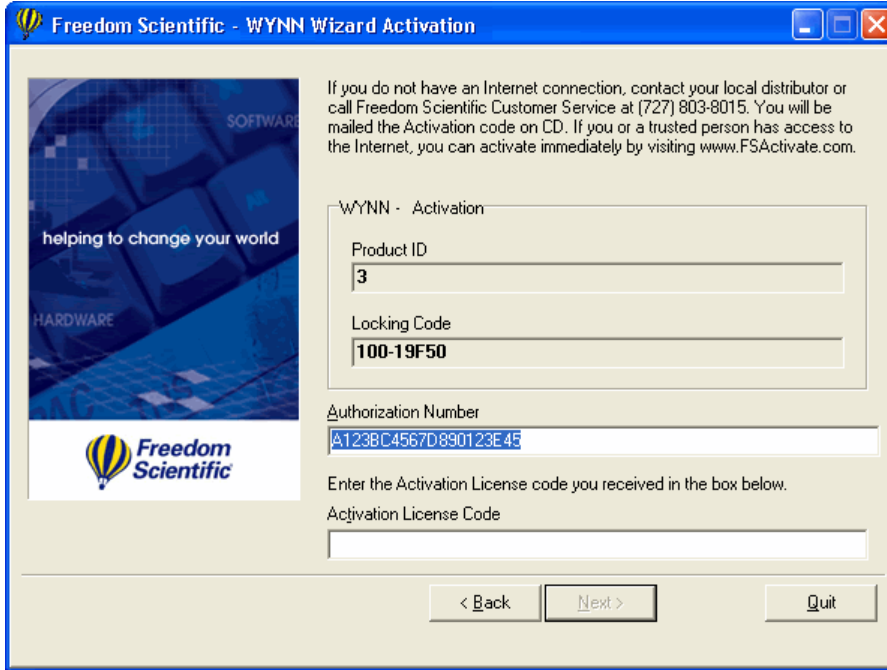
Requesting an Activation Code by Fax

To receive the Activation code using email:

1. From the WYNN Activation dialog, select **Telephone to receive activation by mail**, and click **Next**.

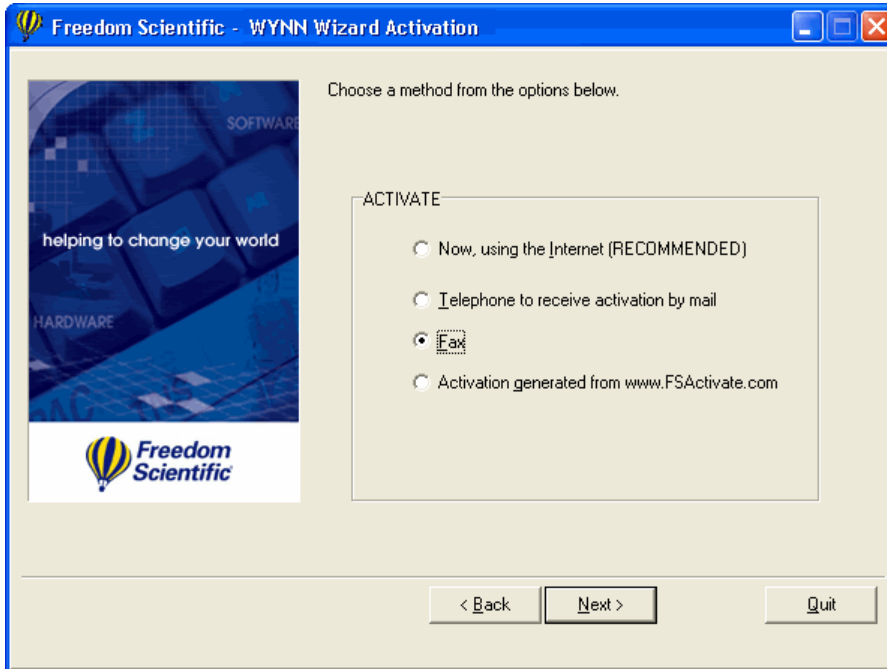


2. Record your Locking code.



Keep your Locking code and Authorization number, which appears on your WYNN product box, in a safe place. You will need this information later.

3. Click **Back**, select **Fax**, and click **Next**.



The Activation License code request form appears.

4. Print and complete the form, and fax it to Customer Service (727-803-8001). Make sure that you enter your Authorization number, and if requesting an Authorization number by email, a valid email address.

Please fill out and print the form below. Fax it to Freedom Scientific at (727) 803-8001. If you provide an e-mail address, we will e-mail you a .zip file in 1-2 business days that you can use to activate your product.

Company		
<input type="text" value="Freedom Scientific"/>		
*Name		
<input type="text" value="User"/>		
*Street Address		
<input type="text"/>		
*City	State/Province	Zip/Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Country	E-mail Address	
<input type="text" value="United States"/>	<input type="text"/>	
*Phone Number	Fax Number	
<input type="text"/>	<input type="text"/>	
Authorization Number		
<input type="text"/>		

5. Quit the WYNN Activation dialog box.
6. If activating by email,
 - When the Activation License code arrives by e-mail, start WYNN, select **Activate**, select **Telephone to receive activation by mail**, and click **Next**.
 - Copy the 100-plus character Activation License code from the e-mail message, and paste it into the **Activation License Code** edit box. Click **Next**.

WYNN - Activation

Product ID
3

Locking Code
100-19F50

Authorization Number
A123BC4567D890123E45

Enter the Activation License code you received in the box below.

Activation License Code
vn st9d hzuw 8Lg3 mmzf b6ms d6qk rnon ip37 cgLo snx6 coto qsy4

If activating by mail,

- When the Activation License code CD arrives, insert it into the computer's CD-ROM drive, and let the auto-run feature start the Activation program.
- When requested, click **Activate Using Authorization CD**, and follow the on-screen instructions. If necessary, enter your Locking code and Authorization number when requested.

If activation is successful, a confirmation message appears.

7. Click **Finished**, which completes activation.

If activation fails, a detailed error message appears that recommends you verify or reenter your activation license code, or that you contact Freedom Scientific for assistance.

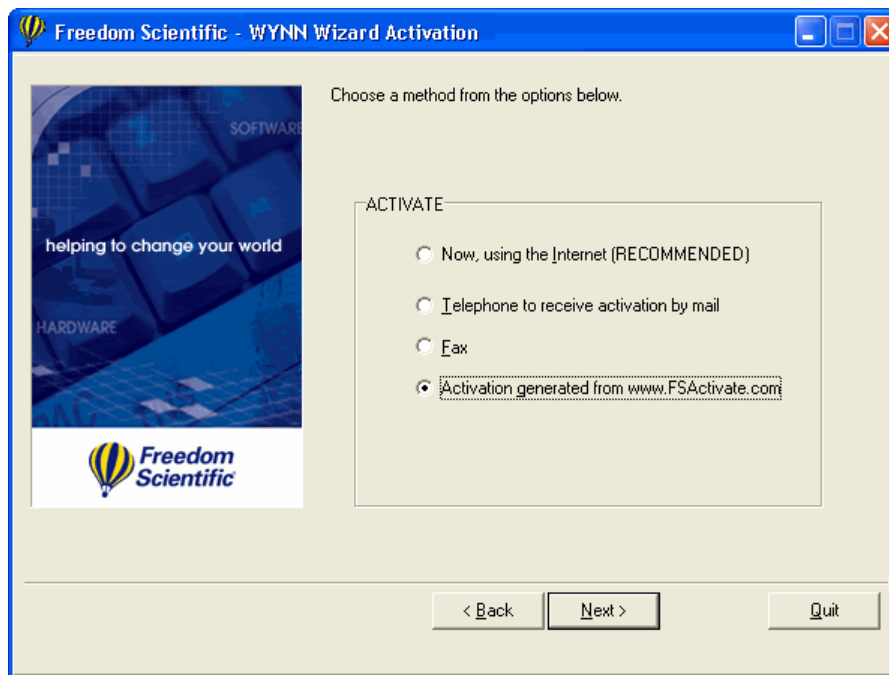
Activating using FSActivate.com

Another method for obtaining an Activation License code is to download the code using another person's computer, and then copying the code to your computer using a floppy disk or CD-ROM.

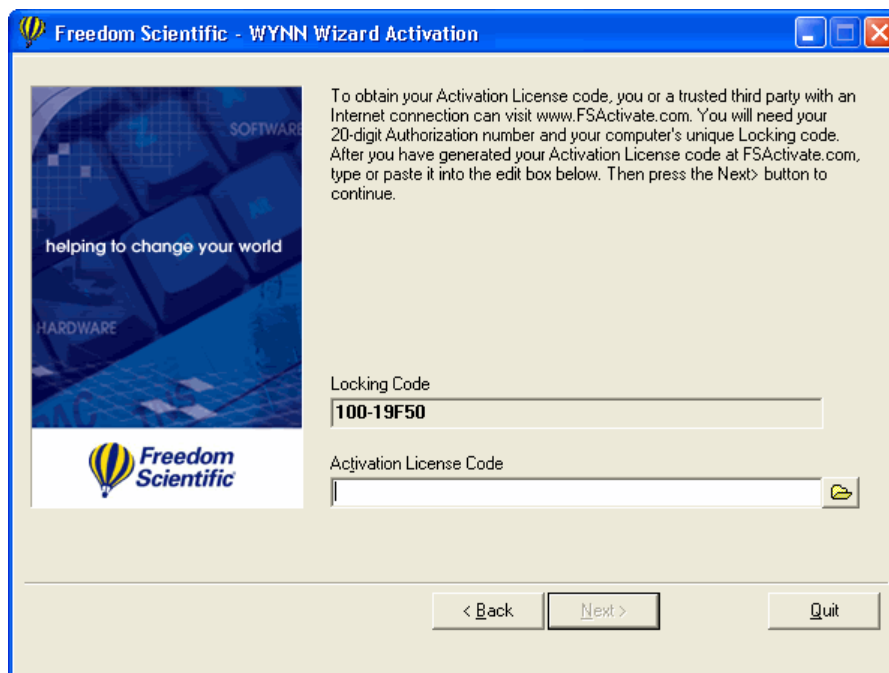
Note: The other person's computer must have Internet access.

Using your computer:

1. From the WYNN Activation dialog, select **Activation generated from www.FSActivate.com**, and click **Next**.



2. Record your Locking code.

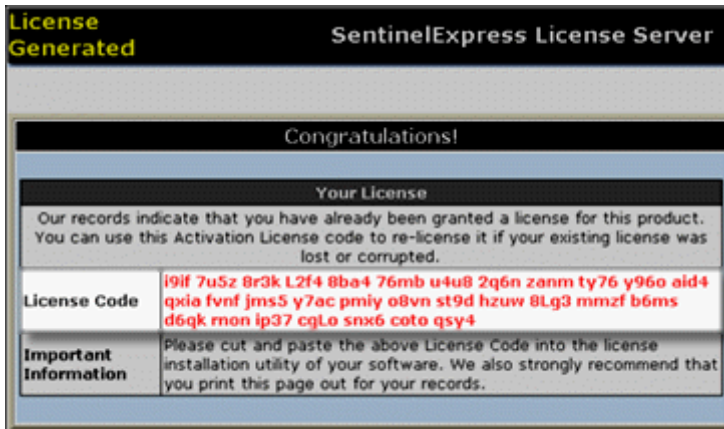


Keep your Locking code and Authorization number, which appears on your WYNN CD package, in a safe place. You will need this information later.

3. Quit the **WYNN Activation** dialog box.

Using the other person's computer:

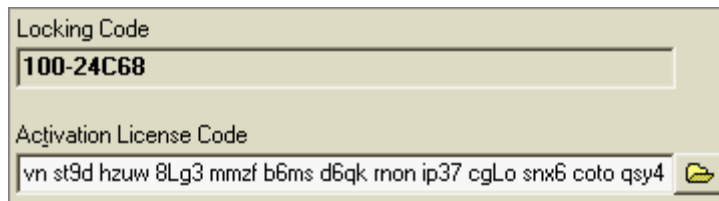
1. Use a trusted third party's computer with Internet access to connect to Freedom Scientific's product activation page (<http://www.FSActivate.com>).
2. Click **Continue**, and scroll down until the **Authorization number** and **Locking Code** edit boxes appear.
3. Enter your Authorization number and Locking code, and click **Submit License Request**.
4. Save the generated License code as an HTML or text file to a floppy disk or CD-ROM and transport to your computer.



Using your computer:

1. At your computer, start WYNN, select **Activation generated from www.fsactivate.com** to receive activation by mail.
 - Insert the floppy disk or CD-ROM into your computer, and copy the 100-plus character License code from the file.

- Paste the entire License code into the **Activate License Code** edit box, and click **Next**.



The screenshot shows a software activation window. It has two text input fields. The first field is labeled 'Locking Code' and contains the text '100-24C68'. The second field is labeled 'Activation License Code' and contains a long alphanumeric string: 'vn st9d hzuw 8Lg3 mmzf b6ms d6qk rnon ip37 cgLo snx6 coto qsy4'. To the right of the second field is a small yellow folder icon.

If activation is successful, a confirmation message appears.

- Click **Finished**, which completes activation.

If activation fails, a detailed error message appears that recommends you verify or reenter your Authorization number, or that you contact Freedom Scientific for assistance.

Activating using the Activation Media Image Creator Program

The Activation Media Image Creator program provides an alternative method if you must activate several PCs that do not have access to the internet.

To activate these PCs, you need:

- One PC that can access the Internet and download the Activation Media Image Creator program
- The Locking codes and the Authorization numbers of the PCs that require activation

Do the following to download this program:

1. Using your browser, enter the URL www.fsactivate.com.
2. Select the FS Product Activation Site link and then select Continue.
3. Select the Activation Media Image Creator link.

4. Read the on-screen instructions and download the Activation Media Image Creator program. Follow the on-screen instructions provided with the program.

Activating the License Server through a Software Firewall

Note: The following provides a general overview for reconfiguring your firewall settings. For a specific example of how to configure your firewall settings using Windows Firewall, refer to [Configuring Windows Firewall](#).

General Overview

If your firewall software prevents you from activating WYNN using the Internet, reconfigure the firewall to allow the following files to run:

- FSActivate.exe
- CAUtil.exe
- CAUtil.enu.

Note: Temporarily disable Windows firewall while performing this procedure.

Once you have reconfigured your firewall, retry the activation process. The following is a complete list of all files that need to be allowed by the firewall when using WYNN:

File Name	Connection Type	Incoming Port	Outgoing Port
C:\WYNN4nw\WYNN.exe or C:\WYNN4nw\WYNNR.exe	UDP	5093	5093
C:\WYNN4nw\WYNN.exe or C:\WYNN4nw\WYNNR.exe	UDP	5094	5094

File Name	Connection Type	Incoming Port	Outgoing Port
C:\WYNN4nw\WYNN.exe or C:\WYNN4nw\WYNNR.exe (Only required if using redundant license servers)	UDP	5096	5096
C:\Program Files\Freedom Scientific\Activator\1.1\ CAUtil.dll	TCP/IP	80	80
C:\Program Files\Freedom Scientific\Activator\1.1\ CAUtil.dll	TCP/IP	20	21
C:\WYNN4nw\FSAAuth.exe	UDP	5093	5093
C:\Program Files\Freedom Scientific\Activator\1.1\ FSActivate.exe	TCP/IP	80	80

If you cannot reconfigure the firewall, or if you still cannot activate the software, go to www.FSActivate.com. Follow the instructions on the Web page to retrieve an Activation License code.

Finding your Locking Code

To use FSActivate.com, you need your Authorization number and the license server's Locking code. Do the following to find the Locking code:

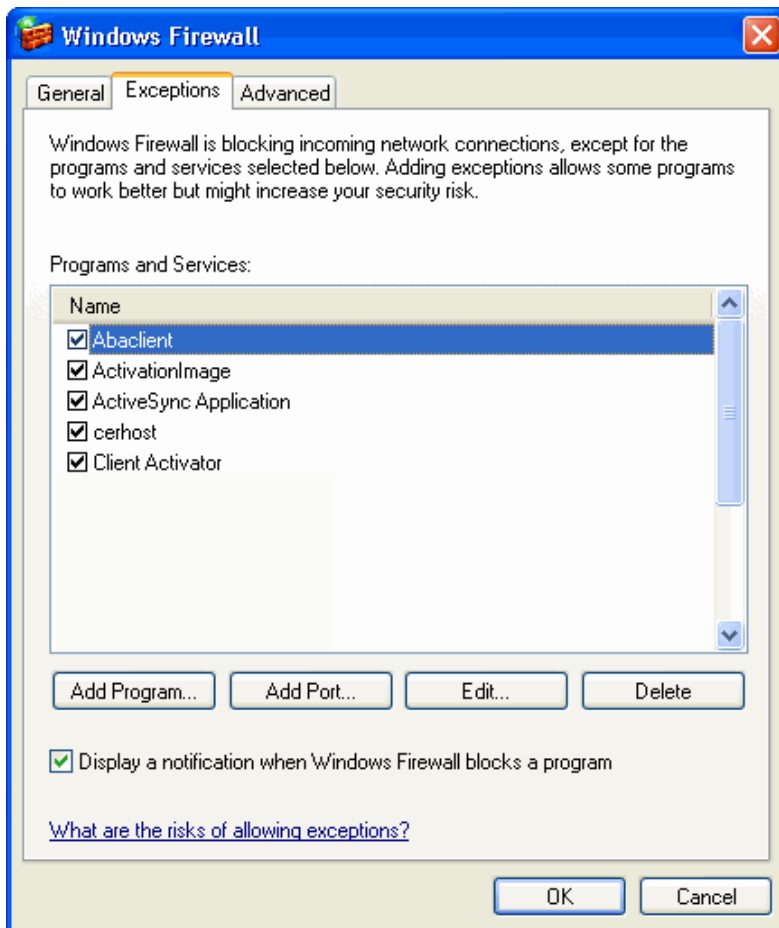
1. From the Start menu, choose Programs or All Programs, Freedom Scientific, Network, and Update WYNN Authorization.
2. Choose **Start Activation**.

3. If you are asked to insert your Authorization CD, specify that you want to enter the Authorization number manually.
4. Choose **Activate**.
5. Select the **Telephone to Receive Activation by Mail** option and press **ENTER**. The server's Locking code is shown on the page that appears.
6. After you copy the Locking code, choose **Quit**.

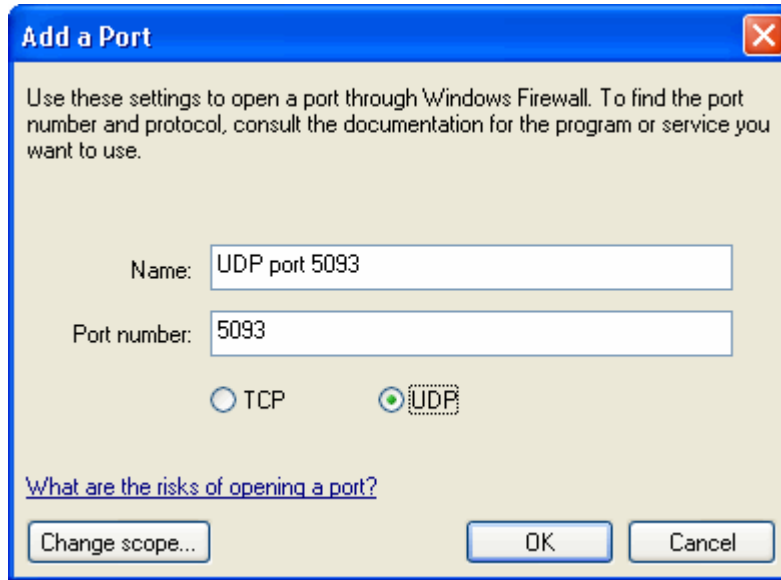
Configuring Windows Firewall

The following describes how to configure and open ports using Windows Firewall for use with WYNN4nw.

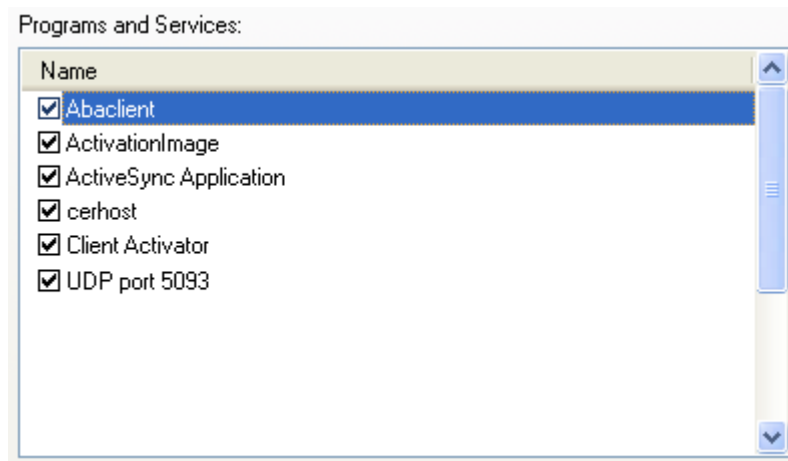
1. From the **Start** button, select **Control Panel**.
2. Select **Windows Firewall**, and then select the **Exceptions** tab.



3. Select the **Add Port** button, enter a name in the **Name** field (for example, UDP port 5093), enter port number 5093 in the **Port** field, and select the **UDP** radio button. Click **OK**.



UDP port 5093 now appears in the Programs and Services list box.

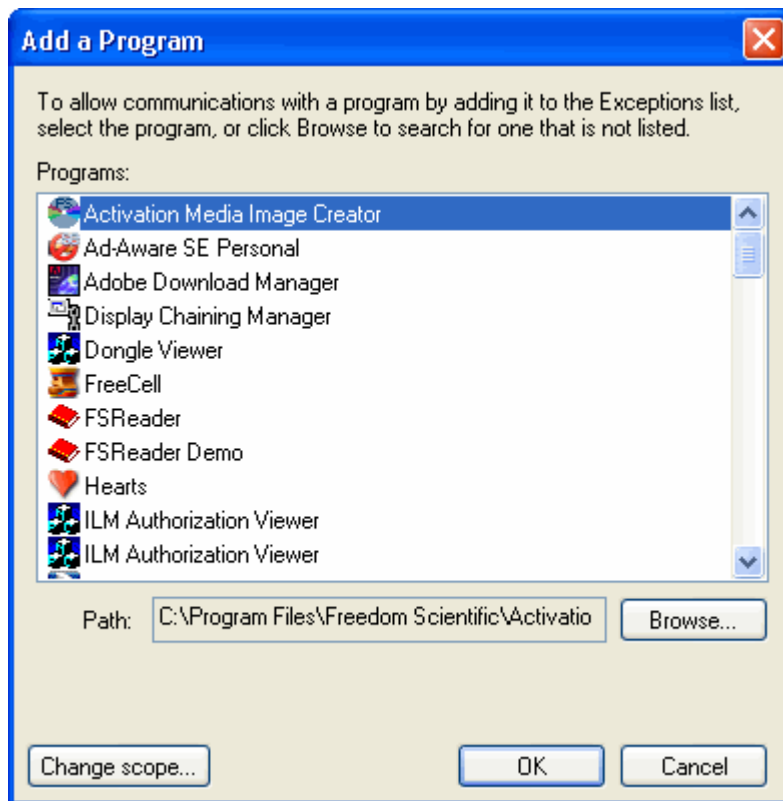


4. Repeat step 3 for the following ports:

Port Number	Connection Type
5094	UDP
5096	UDP
80	TCP
21	TCP
20	TCP

5. From the **Exceptions** tab, click the **Add Program** button.

The Add a Program dialog box appears.

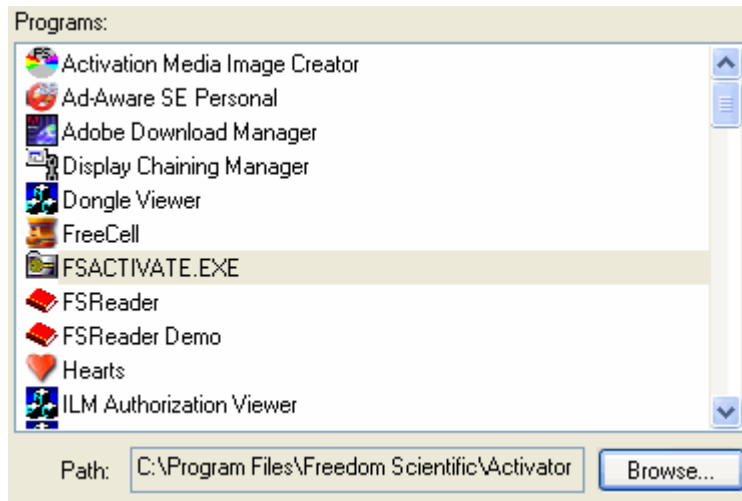


6. Click the **Browse** button, and locate and select the FSActivate.exe file.

For example:

C:\Program Files\Freedom Scientific\Activator\1.1\FSActivate.exe.

FSActivate now appears in the Programs list.



7. Select the **OK** button to close and save the Windows Firewall settings.

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