

WYNN Tip Sheets

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Explore these tip sheets and more at:

http://www.freedomscientific.com/lsg/products/wynn_tipsheets.asp

1. An Introduction to WYNN

WYNN is a software program for people who struggle with reading and writing. WYNN lets you **hear** and **see** what you type into the computer, files that are already in the computer, and the Internet.



WYNN has four, color-coded tool bars. Clicking on the **Next** button at the left of each tool bar will rotate through the tool bars.



There is a **Read** button on each tool bar. Click the **Read** button to **hear** each word being spoken at the same time as you **see** it being spotlighted.

On the **Blue Tool Bar** you can manage your files.



Scan a document. Start a **New File**. **Open** a File. Read from the **Web**.

The **Green Tool Bar** lets you change the way text looks and sounds.



Change the text **size**, **spacing**, and **color**. Change the **speed** of the speech.

The **Pink Tool Bar** helps you study and learn.



Use the talking **dictionary**. **Highlight** text and create **lists**. Record a **note**.

The **Yellow Tool Bar** helps with writing.



Use Outlines to organize thoughts. Use Word Prediction. Help with spelling.

2. Customizing the Visual and Auditory Presentation



1. To adjust the visual settings for Size, Line Spacing, Word Spacing, Margins, and background Color to each user's preferences and needs, click the corresponding button to rotate through the options.
2. To turn on masking, first click the "Write" button to enter "Read Only" mode. Then click the Mask button to rotate through the masking options. Once masking is set, you may return to "Write" mode. You will only see text masked when you click the Read button to read.
3. To adjust the speech settings for Self Paced reading, the Rate of speech, and the amount of Pause between sentences, click the corresponding button to rotate through the options.
4. To switch between AT&T Natural Voices and IBM's ViaVoice, Go to the Settings menu and select Retrieve Settings. Choose the synthesizer you wish to use.
5. Additional Visual Settings and Speech Settings are available through the Settings menu located above the green tool bar.

Any changes made to the visual and speech settings will be automatically saved for the logged in user. (Note: this is new for WYNN 4.0)

3. Changing Speech Drivers in WYNN 4.0

WYNN comes with two speech synthesizers, IBM's ViaVoice and AT&T Natural Voices. If you choose the "typical" install, ViaVoice is enabled by default. Once you have installed the AT&T voices, you may switch between the two synthesizers at any time while using WYNN.

1. Go to the **Settings** menu.
2. Choose **Retrieve Settings**.
3. Choose **AT&T Speech** or **ViaVoice Speech**.
4. Click the **OK** button.

If you wish to explore the voices *or other languages** that come with each synthesizer, or any of the other speech settings:

1. Go to the **Settings** menu.
2. Choose **Speech Settings**.
3. Choose the **Synthesizer**, then the **Language** you wish to use.
4. Use the **Test** button to try out your new settings.
5. Click the **OK** button to change or the **Cancel** button to go back to your previous settings.

Note: Whatever settings are in effect when you exit WYNN will be enabled next time you log in. These settings will remain until you change them.

* U.S. English and Spanish are automatically installed with Via Voice during the WYNN installation process. Additional ViaVoice languages can be installed choosing "Custom" install, or reinserting the program CD. AT&T voices are installed from a separate CD that ships with the WYNN program CD.

4. Studying with WYNN (Pink Tool Bar)

You can create **study guides**, isolate **vocabulary** words, or **categorize and organize** ideas using the steps below.

1. Bring your text into WYNN (scan from print, copy and paste from the Internet, or open an electronic document)
2. Use WYNN's **Highlight** pens to isolate relevant information
 - a. You may use just one color to isolate key vocabulary
 - b. Or, you may choose to use one color for key points and another for supporting points
 - c. Or, you may use different colors to categorize topics
 - i. Parts of speech
 - ii. Characters in a story
 - iii. Comparisons
3. Once text is highlighted, click the **List** button to create a separate document with just the highlighted text
 - a. Choose List **By Order** to keep key points and supporting points together
 - b. Choose List **By Color** to group items by category

*You now have a separate, fully editable document with just the key information. You can switch between this "List" document and your original document with the **Other Doc** button.*

* You may also use the **Bookmark** button to isolate text and the **List** button to pull out Bookmarked text.

Highlighting, Lists, text Notes, and Voice Notes are available in either Exact View or Text View. Mark-ups made in one view will be accessible in the other view.

5. Learning Vocabulary with WYNN (Pink Tool Bar)

1. Get the vocabulary words into WYNN (scan them, type them, or highlight them in an existing document and create a separate **List**)
2. Use WYNN's **Dictionary** to look up the definition.
 - a. Use the **Read >** button to hear the definition.
 - b. If there is a word in the definition that needs to be defined, double click on it.
 - c. Close the Dictionary when done with the word.
3. Move to the next word and repeat.

Additional Activities:

1. Paste a definition from the Dictionary into the document
 - a. Select a definition from the **Dictionary**
 - b. click the "Copy to Clipboard" button
 - c. Close the dictionary.
 - d. Put the cursor where you want to paste the text, then do one of the following:
 - i. Use the **Copy/Paste** button
 - ii. Use a right mouse click, then choose Paste
 - iii. Select Paste from the Edit menu
 - iv. Use the Paste shortcut command, Ctrl V
2. Create a **Text Note** with the definition
 - a. Click on the **Text Note** button and paste the definition into it, or
 - b. type in your own definition using vocabulary at the student's level

*(This is a great way to "hide" the definition until it's requested with a double-click on the notepad icon that has been inserted)
3. Use WYNN's **Voice Note** to record a sentence using the word.

6. Improving Reading Comprehension Using WYNN and SQ3R

The SQ3R study method enables students to actively study textbooks. This method helps students process, analyze and synthesize information, which in turn leads to a better comprehension and mastery of the material. WYNN supports this process with tools on WYNN's Pink, Study Tools toolbar.

SURVEY - Before reading the actual chapter, read the introduction and summary (if given). Skim through the chapter paying attention to topic headings, bold-faced words, summaries, or key points. These can give you an idea of the general structure and content before you begin reading. From the Pink Toolbar use *Highlight* or *Bookmark* to mark key information.

QUESTION - Set a purpose for your reading by developing questions about the material. Use the topic and heading information you gathered in the survey step to create questions to be answered. Ask yourself who, what, where, when, why, and how questions. Questions are most beneficial when they are general, covering main topics and important points. Use the *Voice Note* or *Text Note* on the Pink Toolbar to insert your questions in context.

READ - Break the material into sections to read and re-read the material section by section. Look for answers to your questions, identify key concepts, and supporting details. Study charts, graphs, tables, and pictures. These can serve to present new information as well as tie together concepts from the reading. Listen to the text using the *Read* button. Use the *Dictionary* to look up unfamiliar vocabulary and *Highlight* and *Bookmark* key information as you read.

RECITE - Go back and 'pull out' the main ideas. This can be done using the *Highlight* or *Bookmark* feature. Using the *List* Feature you can create a separate document of the isolated information. After each section, paraphrase and summarize the key information using *Text Notes* and/or *Voice Notes*.

REVIEW - After completing the entire chapter, scan back over the reading and review the information. Use the *Find* button from the Yellow tool bar to jump quickly from one mark-up to the next. Use the *Voice Note* to clarify and identify overall themes and relationships between concepts. Make any necessary revisions of your *Highlights*, *BookMarks*, *Text Notes* and *Voice Notes* so they can be easily understood when you re-visit the key information.

7. Working with Internet Text in WYNN



You can read directly from the Internet with WYNN. You can also bring text from the Internet into a WYNN document to save and use with WYNN's study tools.

1. From the blue toolbar in WYNN, click the **"Go to Web"** button.
2. Use the **Search** button to search for a topic, or type the address for a website into the address field. (Note: WYNN automatically uses Google when you use the Search button).
3. Read text directly from the Internet using one of three methods:
 - a. Original View: just click the **Read** button
 - b. Click the **WebMask™** button to see everything grayed out except the area where you're reading
 - c. Click **Text View** to see text only, displayed in your preferred size, spacing, and background color.
4. Select and Copy text you wish to work with in WYNN:
 - a. **Select** text (dragging mouse or Select All command)
 - b. **Copy** text (Copy button or right mouse click, then Copy)
 - c. Open a **New** WYNN document or use **Other Doc** to switch to an already open document.
 - d. **Paste** text (right mouse click, then select Paste)
5. **Save** your document as a WYNN file. Remember to save new changes as you make them.
6. Use a **Highlight** pen to highlight key information, then the **List** button to create a separate document with just the highlighted text.

Refer to the "Studying" tip sheet for additional ideas of how to work with the text for better comprehension.

8. Word Prediction: Adding New Vocabulary

You want your students to be able to read about a topic, then write about the topic. You want word prediction to make suggestions of words so that your students can focus on getting their ideas down on paper, regardless of their ability to spell the specialized vocabulary for this topic area...

1. Bring text into WYNN by scanning it, copying and pasting it from the Internet, or opening an existing file.
2. Go to the **Advanced** menu and choose **Word Prediction Teacher Controls**
3. Click the **Word Prediction Learning Text** tab
4. Click the **Current Document** button
5. The text from your open document will be added to the Word Prediction vocabulary of the logged in user
6. Open a **New** file, click the **Write** button to enter edit mode, and start writing about the subject.

You can increase the probability of this specialized vocabulary appearing in the prediction box by telling Word Prediction to use only the learned text.

1. Go to the **Advanced** menu and choose **Word Prediction Teacher Controls**
2. Click the **Word Prediction Lists** tab
3. Uncheck all but the last item, **“Use text learned from typing, text files, and documents”**

9. Preparing Documents in WYNN

The following are steps for bringing a document into WYNN and creating a clean electronic version of the document. These steps will ensure that the text is being read correctly whether reading from Text View or Exact View.

1. Import Document into WYNN
 - a. Scanning
 - b. Freedom Import Printer
2. Dynamic Zone
3. Clean-up Recognition Errors
4. Spell Check

Scan (to bring a print document into WYNN)

1. Create a separate document for each chapter or unit
2. Use Batch scanning if scanning several pages at once (**Settings** menu, **Scanning Settings**)
3. Press the **Scan** button on blue tool bar (F3) to start scanning

Freedom Import Printer (to bring an electronic file into WYNN)

1. From any application, open the file to be imported into WYNN
2. Issue a “print” command (Ctrl-P or File menu, Print)
3. Select “Freedom Import Printer” from the list of printer drivers listed in the “Name” field, then click “OK.”

Dynamic Zoning (separate tip sheet available)

On books with complex formatting and extensive graphics, Dynamic Zoning highly reduces the number of recognition errors left to clean up, and provides a document that is presented in the most logical reading order. Although there may be a page here or there that doesn't benefit from re-zoning, it requires less time to rezone a block of pages at one time than it does to evaluate each page for the need to rezone.

1. From the **Advanced** menu, select **Dynamic Zoning** (Ctrl-F5)
2. Note the page number you are starting on.
3. **Re-Define** zones on current page
 - Use your mouse to draw boxes (zones) around blocks of text in the correct reading order: If there is a block of text continued from previous page, do that section first, especially if the page break was in the middle of a sentence.
 - Keep complete sections of text together.
 - Do NOT zone pictures.
 - If there is text inside a box, zone only the text, not the borders of the box.
 - Zone the page number at the bottom.

(Preparing Documents continued)

4. When you reach the bottom of a page, hit the page down key until the next page appears.
5. Click the **Re-Define** button to choose to re-define the zones on this page, and then repeat steps above.
6. When you have re-zoned several pages, click the **Re-Process** button. (**If doing several pages at once, note the number of the first page being recognized so that you can go back to it for Document Clean-up.)
7. Each page that you have re-zoned will be re-recognized using the new zones.

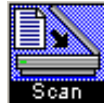
Document Clean-up (separate tip sheet available)

1. Click the **Clean-up** button on the blue tool bar to see a split screen of the Text View and Exact View.
2. Visually scan for errors on the Text View and replace with correct characters. Use the Exact View at the bottom of the screen to reference the original document. **Note: You MUST add the new text before removing the incorrect text.**
3. Remove any extra spaces at ends of lines.
4. Remove spaces between lines unless they are there in the original document
5. Maintain italics and bold face text as they appear in the original document. (Select the text, then use **Ctrl B** for boldface, *Ctrl I* for italics, Ctrl U for underline. These functions are also available on the Edit menu and the Yellow tool bar.)

Spell Check

There are buttons on the Yellow tool bar for the **Spell Check** and **Find** functions. The keyboards commands are listed in the steps below.

1. **F7** enters Spell Check. Spell Check does a good job catching words that have been run together. It also catches misspellings that are hard to catch when you are doing a quick visual scan (i.e. cornpare for compare, skills for skills, zero for O, and one for lower case L)
2. **Ctrl-F** enters Find mode. You can jump to a string of characters to make corrections. For example, if you saw an error while spell checking but weren't able to correct it, you can enter the Find command, type in the search string, and jump quickly to the error.



9a. **Scanning in WYNN**

To scan a page or document, click the **Scan** button from the blue tool bar.

While the page is being scanned, a dialog box informs you that WYNN is processing the page. To interrupt scanning, you can press the **Cancel** button on this dialog box. There may be a slight delay before WYNN interrupts the scanning process. Once scanning is done, WYNN displays the scanned page on your screen in **Text View**. Click the **Exact View** button to see an exact image of the original page.

Scan Menu (ALT+S). This menu lets you control how WYNN scans and displays the page after scanning it.

Scan and Insert New Page (Scan Menu item) (I). Select this menu item to scan a page and have it inserted before the page where the cursor is currently located. WYNN lets you insert a new scanned page into any document, including a word processing file that was opened in WYNN.

Scan and Replace Current Page (Scan Menu item) (R). Select this menu item when you are in a scanned document, to scan a page and have it replace the current scanned page. This option is useful if you are reading a scanned document and come to a page that contains many recognition errors. Scan and Replace Current Page lets you re-scan that page and put it in the right place in your document. You may wish to adjust contrast or other scanning settings prior to re-scanning the page.

In addition to the items on the Scan menu, WYNN provides a number of other ways to modify the scanning process.

OCR Correction (Advanced menu) – Use this to have WYNN automatically correct recognition errors.

Scanning Settings (Settings menu) – Set up batch scanning, change contrast settings, and modify other settings that fine tune the scanning process.

Dynamic Zoning (Advanced menu) (ctrl F5)– Dynamic zoning lets you change the reading order on any page. You can also use Dynamic Zoning to have WYNN ignore areas of a page, such as page numbers and diagrams, that you don't want spoken. *See the **Dynamic Zoning tip sheet** for more details.*

Document Clean-up (Button on blue tool bar) – provides a split screen of Text View and Exact View so you can clean up recognition errors in Text View while referencing the Exact View (original image.) *See the **Document Clean-up tip sheet** for more details.*

9b. Opening PDF and other File Formats in WYNN Wizard

WYNN Wizard includes a virtual printer that provides the ability to convert files from PDF files, or any other file format, to a WYNN document. This virtual printer, called the **Freedom Import Printer**, shows up on the list of printer drivers in the Print dialog box.

You can bring PDF files into WYNN Wizard in two different ways: by opening from within WYNN, or opening in Adobe Reader, then “printing” to WYNN using the Freedom Import Printer.

Opening a PDF file from within WYNN

1. Launch WYNN
2. Using the Open button, change the "Files of type" field to Adobe PDF Documents.
3. Select the PDF file you want, and press the Open button.
4. The file will automatically be converted to a WYNN file format.

Converting a PDF file, or file of any other format, from outside of WYNN using the Freedom Import Printer.

This process also works for converting PDF files you encounter when browsing the Internet.

1. From any application, open a file you want to send to WYNN Wizard.
2. From the File menu, choose Print. Select **Freedom Import Printer** as your printer.
3. If desired, specify the range of pages to be “printed”.
4. Click OK.
5. The **Freedom Import Printer** will convert the document to a WYNN file. If WYNN is not open, the Virtual Printer will open it.
6. You may wish to save the file as a .wyn file when you initially bring it into WYNN.

You can use this virtual printing method with many types of files: Microsoft Word, WordPerfect, PDF, HTML, text files, and many others. Just open the file and print it to the WYNN **Freedom Import Printer**.

Please note: The Freedom Import Printer is only available in WYNN Wizard. This function is not available in WYNN Reader.

9c. Dynamic Zoning in WYNN 4



Dynamic Zoning Tool Bar Buttons

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. WYNN 4's **new** Dynamic Zoning Tool Bar facilitates the process.

From the **Advanced** menu, choose **Dynamic Zoning**, and then **Enable Dynamic Zoning**. Alternatively, **Ctrl-F5** enters Dynamic Zoning. This brings up the Dynamic Zoning tool bar.



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

Use your mouse to draw a box around each block of text you wish to have spoken. 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 can't be spoken.

Hit the Page Down key if you want to change the zones on the next page. You will see existing zones in blue for that page. Follow the steps above to re-define the reading order for that page. Repeat this process for each page you wish to re-zone.



When you are done defining new zones on all pages that apply, select the **Re-Process** button. This tells WYNN to re-recognize the document using the newly defined zones, in the order in which they were created.



Use **Revert** prior to re-processing your new zones, if you wish to return to the original zones on the page.



Use **Erase** if you wish to erase all the zones you have created and start from scratch.

* Use Dynamic Zoning prior to doing Document Clean-up!



9d. Document Clean-up in WYNN 4.0

Document Clean-up provides the tools necessary to correct OCR errors that may occur in the document during scanning. This ensures that the document will be spoken correctly by WYNN. *Always do this process second, when using Dynamic Zoning!*

In **Document Clean-up**, you view both the Exact View and the Text-only View of the document. The Text View appears on top, with the Exact View on the bottom. The Text View is what WYNN uses to read aloud, regardless of which view you choose to look at as you read. Note that when reading from Exact View, **Document Clean-up** does not change the appearance of the Exact View, only how the text will be spoken.

To use **Document Clean-up**:

1. Click the **Clean-up** button on the blue tool bar.
2. Place the cursor over the **Text View**, which is on the top part of the screen, and click the mouse button.
3. Scroll through the **Text View** of the document looking for errors. A pink box will highlight the corresponding location of the text in Exact View, shown at the bottom half of the screen.
4. Correct errors by placing the cursor next to the error and clicking the mouse button. This will place the insertion cursor next to the error.

It is critical to correct errors in the exact order listed below:

5. First, type in the correct characters in a word. Then delete the incorrect characters. When correcting errors, do not delete the whole word or item to be corrected. **First, type in the corrections, then delete the errors.** Deleting the entire item and retyping it would erase the link that WYNN uses to highlight the item when reading from Exact View. (Think of it as a lifeline: you always need at least one strand of the rope. You can add new strands, then remove any strands, old or new, as long as one strand is remaining. But you can't remove all the strands, then throw new ones, because there is nothing to grab onto in the meantime.)
6. Repeat steps 4 and 5 until all corrections are made.
7. To exit Document Clean-up, click the **Clean-up** button on the blue tool bar.

Don't forget to save your document after you have finished with Document Clean-up.

10. Creating a Custom Tool Bar

You can create a Custom Tool Bar in WYNN, using only the buttons you want available for a specific student or task. To do so:

1. Click on the **Settings** menu.
2. Choose **Custom Tool Bar**.
3. Click on each button you want on the Custom Tool Bar, then click the **Add** button.
4. When you have finished creating your Custom Tool Bar, click the radio button that says "**Show Custom Tool Bar**".
5. Click the **OK** button.
6. If you want to **add** buttons to an existing Custom Tool Bar, retrieve the tool bar, then follow the steps above.

If you want this tool bar to come up for a particular user each time they log into WYNN, you must save this setting as their **Default**. (See the document titled "Saving Settings" for more details.)

If you want to **Retrieve** this Custom Tool Bar only when needed, you can save it with a name other than Default, then Retrieve it when you wish to use it. To do so:

1. Go to the **Settings** menu.
2. Choose **Save Settings**.
3. Give these settings a descriptive name, then click **OK**.

To **Retrieve** this Custom Tool Bar when you wish to use it:

1. Go to the **Settings** menu.
2. Choose **Retrieve Settings**.
3. Click on the name you created for this Custom Tool Bar, then **OK**.

To **Retrieve** the **Default Tool Bars**, Go to **Settings, Custom Tool Bar**, and click on the radio button, "Show Default Tool Bar".

11. Sample Activities for Using WYNN

Vocabulary Development

Use a sample file or copy and paste a poem from www.poetry4kids.com into a WYNN document.

Create a vocabulary list using the Highlight and List features.

Copy and paste definitions from the dictionary.

Use a Voice Note to use each word in a sentence.

Write a paragraph about the “diet of land crabs” using source material from the Internet (you may choose your own topic if you wish.)

Find a topic related Website.

Copy and Paste selected text into a WYNN document.

Use the Word Prediction tip sheet to “learn” text for use with Word Prediction.

Use Highlight/List to create a separate document of key points to include.

Use Word Prediction to assist with writing paragraph.

Create a Study Guide

Use one of the sample files, or copy and paste text from the Internet into a WYNN document.

Identify main ideas and highlight in green.

Identify supporting points and highlight in pink.

Using the List button, create a separate document of key and supporting points.

Identify Parts of Speech

Open a sample file or bring a poem from [www.poetry4kids](http://www.poetry4kids.com) into a WYNN document.

Use the green highlight pen to highlight 5 verbs.

Use the pink highlight pen to highlight 5 nouns.

Use the blue highlight pen to highlight 5 adjectives.

Create a List, by color, to create a word list by part of speech.

Explore the electronic text links available on our website, <http://www.freedomscientific.com/lsg>, under “Resources”

Scan a page and practice the steps for cleaning up recognition errors (see tip sheet)

Create a Custom Tool Bar (see tip sheet)



Learning Systems Group

Explore tip sheets available at

http://www.freedomscientific.com/lsg/products/wynn_tipsheets.asp