

How to Use NextUp TextAloud Software 2006

OPTIONS TO CHECK BEFORE USE

1. Click on **Programs** and select **TextAloud**, then select **TextAloud** again.
2. Allow the software to move past the first advertising screen.
3. Close the small *Tip-of-the-day* dialog box by clicking **Close**.
4. Click on **Options** then **TextAloud Options**.
5. Click on *Clipboard Options* tab. In the **Prompt Options** area, change **Display Prompt** from 5 to 30 seconds.
6. Click on *Miscellaneous* tab. Uncheck **Show Splash Screen on Startup** and **TextAloud resides in system tray when closed**.
7. Click **OK** to save settings.

Please note that there are many options that could be changed in this area.

We are just recommending these few changes to make TextAloud work more efficiently for you. As you get to know the software better, you may experiment with other options.

TEXT TO SPEECH

8. Click on **File** and select **New Article**. This should provide a new space for text.
9. Without closing **TextAloud**, open a document in **Word** or in **Adobe**.

10. Highlight the text in the document that you wish to hear read aloud. Moving your cursor into the highlighted text area, click the **RIGHT** mouse button, and select **COPY**.
11. A **TextAloud** option window will automatically appear and ask what you want to do. You have 30 seconds to decide. Click the **NEW** button to copy the text into a new session in **TextAloud**. Click the **APPEND** button to add text to a current session in **TextAloud**. Click the **CANCEL** button if you want to do nothing. If you click CANCEL or if you go past the 30 seconds, nothing happens. If that isn't what you intended to do, you are able to click in the white space for text in the **TextAloud** screen and **RIGHT** click and select **PASTE**. The text you want read aloud should fill the space.
12. Click in the **Title** section and type a title for your file.
13. Click in the **Voice** section and select the voice of **Mike** or **Crystal**, which are the better voices. Select the **SPEAK** icon to start the computer reading the text. You may experiment with each voice by changing the voice and selecting the **SPEAK** icon. Click **STOP** when you want the computer to stop reading aloud.
14. To adjust the volume or speed of the voice, use the sliding bars to the right of the Title and Voice section. You may also adjust the volume by clicking on the little speaker icon (if you have one) in the lower right side of your task bar on the lower right side of your screen. The same settings are in the Control Panel.

SAVING THE FILE

1. Text can be saved in 3 formats: Wav, WMA, or MP3 (recommended for playback on CDs or MP3 Players). To save the file as a **WAV** file or a **WMA** file or an **MP3** file, click on **Options** and select **Voices and File Options**. Click on the *File Options* **tab**. For the first option of **Audio File Format**, click the down arrow and select either Wav, WMA or MP3, whatever you prefer. Click **OK** to save. Then click on the **TO FILE** icon. A dialog box will ask where you want to save this file. Select **Browse** if you do not see the proper folder listed in the listed directory. Select the appropriate folder (we recommended y:\My Documents\My Ebooks) and click **OK**.

Make sure to CLOSE TextAloud after saving or it will try to be the clipboard for everything you copy as long as it is open. Note that when you open TextAloud, it will go to the system tray on the taskbar. If you minimize the software it will still reside in the system tray. Double click the icon to maximize it again.

TO MOVE THE FILE TO A CD OR MP3 PLAYER USING WINDOWS MEDIA

PLAYER

There are many methods to copy files from the computer to a CD or MP3 player. If you are more familiar with other software such as Roxio CD Creator, it can be used also. Treat the file as an audio file when moving it to a CD or MP3 player.

1. Click on **Start**, select **Program, Accessories, Entertainment**, and **Windows Media Player**.
2. Go to **File** select **Add to Library**, select **Add File or Playlist**. You may need to **Browse** to find “**your**” MyDocuments\My eBooks folder in which you saved the file(s) from **TextAloud**. Select the file(s) that you want to add to your Library.
3. Click on **Library** in the upper left area of the screen and your file(s) should automatically appear in the center of the **Windows Media Player** window. You can edit the information of the article file by highlighting the name and **RIGHT** clicking on the title, artist, or album section. You may want to use terms that will help you organize the articles by the course you need the article for, such as History or English.
4. **CLICK, HOLD**, and **DRAG** whatever articles you want to the **RIGHT** panel. This will become your playlist. Click the  **STOP** icon if the voice starts reading out loud.

5. **To move files to a CD:** Insert a blank CD in the CD drive and select **START BURN** in the lower **RIGHT** part of the screen. This should copy your playlist items to the CD.
6. **To move files to an MP3 Player:** Connect the MP3 player to the USB port of the computer and select **START SYNC** to transfer the files.
7. You may have to click on the down arrow to the right of the **Now Playing List** to change from **Burn, Sync**, or **Now Playing**. Files may need to be moved from

the Library to various lists depending if you plan on listening to the article on the computer, a CD, or an MP3 player.

8. Close Media Player when finished.

MISC INFORMATION

TextAloud website: www.nextup.com

TextAloud manual: www.nextup.com/manual.html

Information about **Roxio Easy Media Creator 7** (desktop users) and CD Creating Instructions (desktop users) ~ click this link:

<http://www.dbq.edu/tech/pdf/RoxioEasyMediaCreator7Basic.pdf>

Information about **Roxio Easy CD and DVD Creator 6** (laptop users) ~ click this link:

<http://www.dbq.edu/tech/pdf/CD%20CREATING%20Roxio%206.pdf>

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