

IntoWords for Windows User Manual

IntoWords for Windows – User Manual

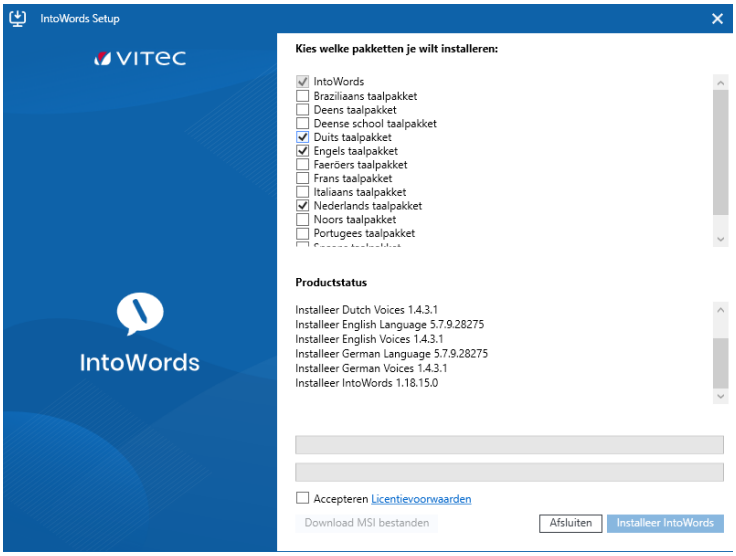
With IntoWords for Windows, you get a toolbar that can work alongside other Windows apps and programs, helping you with reading and writing on a computer or laptop.

IntoWords for Windows installation instructions

To install IntoWords, go to the following page:
https://intowords.nl/helpdesk/windows/
On that page, select the option to download the installation file.

1) Once the installation file has been downloaded, open it by clicking on it.

The screen on the right will be displayed.



2) IntoWords itself is always installed. In the screen, you can also select multiple language packs by checking the boxes next to them.

The Dutch and English packages are already selected. German, French, Spanish, and Italian may also be of interest. Additional language packages can be installed at any time by restarting the installation process.

3) Accept the license terms by checking the box, then click the **Install IntoWords** button.

Please note: system administrators can also download MSI files by clicking the button of the same name.

Logging in

To use IntoWords, you need valid login credentials. These could be for a trial version or for the full version of IntoWords. Both provide access to all of IntoWords' features, but the trial version is only valid for a limited period.

There are two ways to log in to IntoWords:

- A personal MV-login account with username and password
- Based on your Entree Federatie SSO account

1. Logging in with MV-login

In this case, you have received a username and password from your supervisor at school.

1. Start IntoWords for Windows by double-clicking the shortcut.
2. Click on the button **Inloggen**.
3. Choose the top option **MV-Login**.
4. Enter your username and password and click **Login**.

2. Logging in with Entree Federatie

In many cases, you do not need to log in yourself, as Entree Federatie handles this in the background.

1. Start IntoWords for Windows by double-clicking the shortcut.
2. Click on the button **Inloggen**.
3. Choose the option **Entree Federatie**.
4. Log in to Entree Federatie if necessary (usually, this is no longer required).

The program will now start and the toolbar will appear on screen.

IntoWords toolbar

At the top of the screen, you will now see the IntoWords toolbar.



Functions of the toolbar:

Use this to drag the toolbar to the desired location on the screen.

By clicking this button, you will be redirected to the IntoWords online **Cloud App**.

Click on the **flag icon** to select a reading profile and adjust the profile settings.

Select text in the document and have it read aloud using the **Play** button.

Choose what you want to have read aloud and at what speed by clicking on **Reading settings**.

Get help while writing by using the **Suggestions** button.

Speak and convert your speech into text using **Speech to text**.

Click to display the toolbar's additional options in a separate menu, these include:

This opens the Cloud App's **PDF** feature directly in a separate window.

Save text to an audio file using the **Save audio file** button.

Select the **OCR** option to open an image and load its content as text.

With the **Image reader**, you can read any text on the screen—even text contained within an image that cannot otherwise be selected.

This is how you open **Settings** to adjust various options to your own preference.

Use this button to exit IntoWords.

Reading aloud with IntoWords

Many users appreciate using IntoWords to have texts read aloud. A great feature of IntoWords is that its toolbar is available almost everywhere; this means you can have PDFs, Word documents, and even web pages read aloud.

Selecting the language

If you want to use the read-aloud feature in IntoWords, it is important to set the language correctly. You can do this by clicking on the **flag** icon, which selects the default profile for that language. You can choose from Dutch, Flemish, English, German, French, or Spanish—provided you opted to install these languages during the initial setup.

Setting up the reading voice

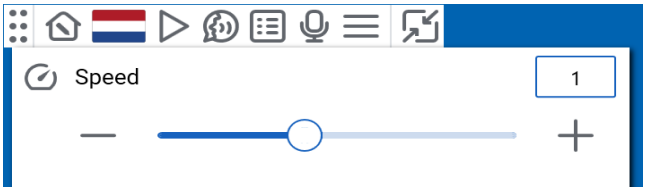
You can configure the voice in the profile menu. Click the **flag** icon in the IntoWords toolbar, then select **Profile settings** to open the profile menu. Next, go to the **Reading** tab. You can then choose your preferred voice under the **Select voice** option.

Reading texts using the read-aloud button

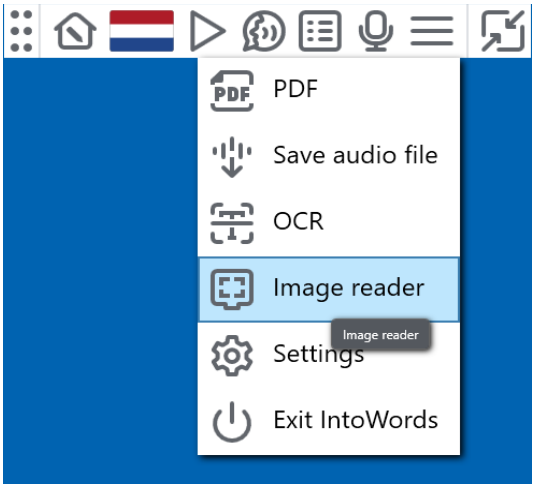
With IntoWords, you can have text read aloud immediately. Simply select a piece of text and press the **Play** button; the program will then read the text aloud.

Would you like to adjust the reading speed to your own preference? Just like selecting a voice, you can do this in your **Profile settings**. In the **Reading** tab, tap on the speed indicator and choose a new reading speed.

You can also click the **Reading settings** button and adjust the speed there:



Reading with the image reader



Sometimes, text on the screen cannot be selected—for example, in images or scans. In such cases, you can have the text read aloud using the **image reader** tool.

You can find the image reader tool in the expanded toolbar. Click on the button with the horizontal dashes.

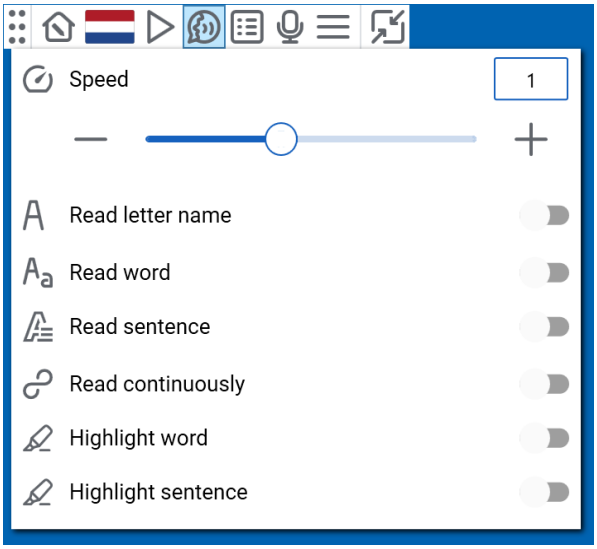
The toolbar will expand, and from there, you can select the **Image reader** option.

Select a piece of text. The OCR function in IntoWords will convert any found text to audio. The text will then be read aloud immediately.

Configuring the reading cursor

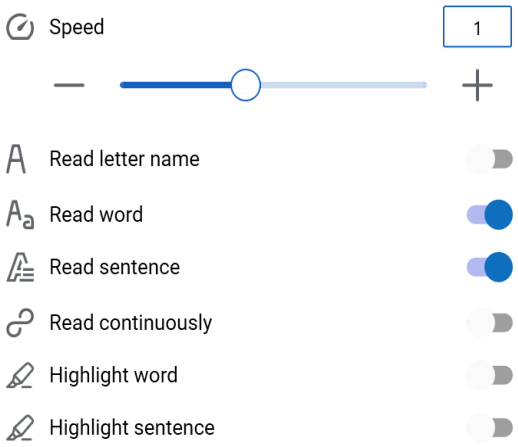
IntoWords includes a reading cursor that highlights the text as it is being read aloud. You can configure this in the **Reading settings** menu.

You can have each word highlighted, or you can choose to follow along sentence by sentence. Select either **Highlight word** or **Highlight sentence**. If you do not wish to use a tracking cursor, simply deselect both options.



Writing with IntoWords

IntoWords can also be used to provide support while writing. The program can read aloud what you type; you can configure this in the **Reading settings** menu, where you can choose what you would like to have read aloud as you type.



You can choose from:

- Read letter name
- Rread word
- Read sentence

You can also have a combination of the options read aloud by selecting both of them.

*Please note: if you type quickly, we recommend using only the **Read sentence** option.*

Using word prediction

IntoWords also features smart word prediction, specifically developed for users who require extra support with reading and writing. This allows the program to catch even more types of errors.



Click the **Suggestions** button in the toolbar. A word list will appear, featuring the following functions:

1. Suggestions for the next word.
2. Spell check with alternative suggestions.
3. Translation feature, configurable to the language of your choice.

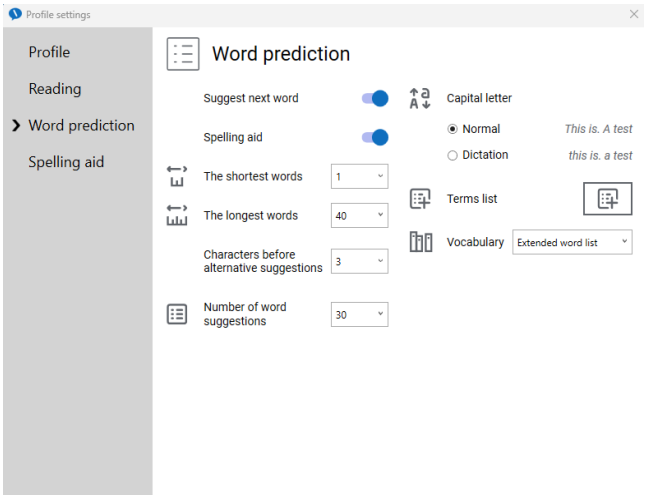
All words in the word list can be pronounced by hovering your mouse over them. Would you like to add a word? Simply click on it.

Please note: since word prediction is not permitted during exams, it can also be disabled.

Adding technical terms to the suggestions

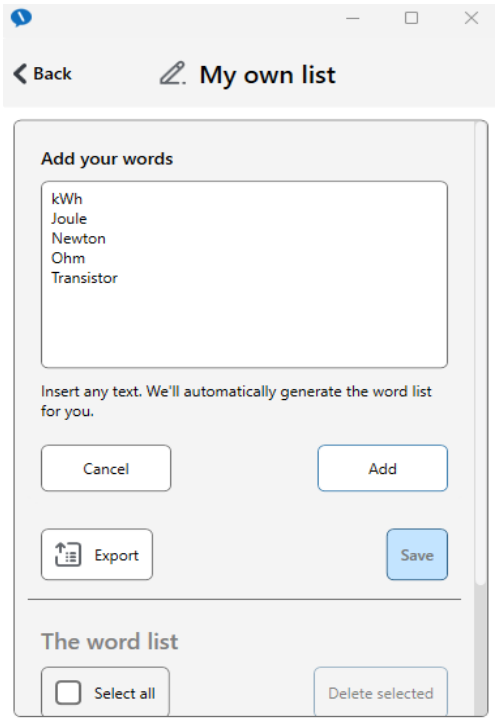
In IntoWords, it is possible to add subject-specific words or terms to the suggestions list. This ensures that you always have access to the vocabulary relevant to your studies or field of expertise.

If you want to add words, go to the **Profile settings** menu. In that menu, select the **Word prediction** tab.



1. Click the + button next to **Terms list**.
2. Click on **+ Create list with technical terms** to start making a new word list.
3. In the new tab enter a name for the list at the top.
4. Then, in the large text box, add the words you want to include in the new list. This could be a single word or a portion of a text.

5. If you click **Add**, all the words will be listed in the box below.
6. Add the desired words by selecting them, then save the word list.
7. The **Export** button also allows you to make the word list available to other users.
8. You can use the **Import** button to load an existing word list.



Speech to text

IntoWords also includes a *speech to text* feature. With this function, you can record speech, and IntoWords will transcribe it for you.

Click the **microphone** icon in the toolbar. IntoWords will immediately begin recording audio. You can record approximately half a minute of speech per recording session.

Don’t forget to check the transcribed text!

Please note: additional permissions may be required for the microphone to function.

More information

You can visit our website at **https://intowords.nl** for more information, as well as an extensive help desk containing support articles and instructional videos covering all the features of IntoWords.

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helpdesk@intowords.nl