textHELP

Read&Write Gold for Mac

Version 6

Quick Start Guide

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Introduction

About Texthelp

Texthelp provides comprehensive literacy software solutions for individuals, K-12, higher education, and publishers. Our Read&Write products are designed especially for individuals with reading and writing difficulties, learning disabilities such as Dyslexia, or who are English Language Learners.

The Read&Write family includes:

- **Read&Write for the Desktop** – Read&Write Gold for PC and Mac have customizable floating toolbars that provide support tools to be used within commonly used Windows and Mac applications.
- **Read&Write in the Cloud** – Cloud offerings include Web Apps and Read&Write for Google™. The Web Apps (available for Read&Write Gold SMS customers only) work in browsers to make web pages, Bookshare® eBooks, and more accessible in the Cloud anytime, anywhere. Read&Write for Google (available on the Chrome Store) is a Chrome extension that provides reading and writing supports for Google documents, web, PDFs, and ePubs in Google Drive on PCs. Macs, and Chromebooks.
- **Read&Write on the iPad** – iReadWrite is an easy-to-use reading and writing App that runs directly on the iPad with no Wi-Fi or 3G needed.

About Read&Write Gold for Mac

Read&Write Gold helps all individuals succeed regardless of ability or learning style. Users of all ages access the reading, writing, studying, and research tools they need at school, home, or work. The toolbar seamlessly integrates with common file types and applications, including Microsoft® Word for Mac, Google Docs™, Google Chrome™, Safari®, Mozilla Firefox®, and PDFs to make digital content accessible.

Read&Write Gold for Mac Configurations

Read&Write Gold is delivered in two configurations:

- **Read&Write Gold Download** – Licensing options include single user, concurrent licenses, and unlimited site licenses for school and home use.
- **Read&Write Gold Mobile** – Single user license comes on a USB flash drive which allows users to use all of the features anywhere, anytime with no installation required.

Read&Write Gold for Mac Trial

We are pleased to offer a 30-day trial so you can see for yourself how Read&Write Gold can help readers and writers succeed. We hope you find the examples included in this guide helpful as you try and start using Read&Write Gold. All of the features of Read&Write Gold are available for 30-days following the initial install of the trial software.

Training Options

There are several self-paced options available to help you learn more about Read&Write Gold for Mac.

- **Online Help** – To access Online Help, go to the Help menu available from the toolbar.
- **Feature Videos** – To access Read&Write Gold feature videos, go to the Help menu available from the toolbar. Note: By default, the videos are online and require an internet connection. They can also be downloaded and installed locally or accessed at www.texthelp.com.
- **Training Guide** – To download or view the Training Guide, go to http://www.texthelp.com/North-America/Our-products/Readwrite/Downloads.
- **Product Webinars** – To see descriptions and schedules for our free product webinars, go to http://www.texthelp.com/North-America/Support/Webinars.

Getting Started with Read&Write Gold for Mac

Getting Familiar with the Toolbar

The default Read&Write Gold for Mac toolbar initially displays as follows:

The toolbar can float or be docked to the top of the screen. You can choose from a list of task-specific toolbars (found in the Menu Bar under the Mode option) or customize your own (found in the Menu Bar under the View option) by dragging icons on or off the toolbar.

After you install Read&Write Gold for Mac, we hope that you will explore the many reading, writing, research, and study skills features that the software has to offer.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Toolbar video tour.
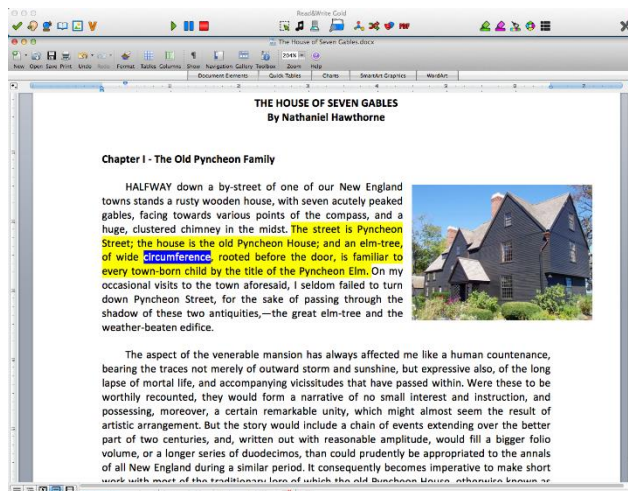

Read&Write Gold Features

Reading Tools – Text-to-Speech is one of the most fundamental support features of Read&Write Gold.

> Hearing text read aloud, using natural sounding male and female voices in conjunction with dual highlighting, helps the reader with comprehension and word recognition.

Studies have also found that writing skills and attitude towards writing improve when writing is read aloud (Central Washington University, Technology for Learning Disabilities Project). To see this study as well as additional research studies, go to http://www.texthelp.com/north-america/our-products/readwrite/educator-resources/research-and-reviews/.

Read&Write Gold reading supports:

- **Microsoft Word** – Read text found in Word documents.
- **Google Docs** – Read text found in Google documents in Chrome.
- **The Web** – Read web pages in Safari, Chrome, and Firefox.
- **PDF** – Read PDF files.
- **Inaccessible Flash and Text embedded in graphics** – Read text that is typically inaccessible.
- **Speak While Typing** – Read written work aloud while typing.
- **DAISY** – Read DAISY books aloud.

To read a Word document, follow these steps:

1) Open a Word document. Place your cursor in front of the text you would like to read.

2) Click the ▶ button on the Read&Write Gold toolbar to start reading the text.

3) To stop reading, click the ■ button and to pause, click the ❚❚ button.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Speech video tour.

To read a Google Doc, follow these steps:

1) Open a Google Doc from Google Drive. Place your cursor in front of the text you would like read.

2) Click the ▶ button to start reading the text. To stop reading, click the ■ button and to pause, click the ❚❚ button.

Note: To learn more, watch the Google Docs video tour here – www.youtube.com/user/TexthelpSystemsUS.

To read web content, follow these steps:

1) Open a web page and select the text you would like to read.

2) Click the ▶ button to start reading the text. To stop reading, click the ■ button and to pause, click the ❚❚ button.

3) Alternatively, click on Preferences, click on Speech, and then click on 'Read the Web'. This will enable you to hover over your mouse over the text to be read.

To read a PDF file with PDF Aloud, follow these steps:

1) Click on the **PDF** button on the toolbar and open a PDF document that you would like to read.

2) Click the ▶ button to start reading the text. To stop reading, click the ■ button and to pause, click the ❚❚ button.

3) Alternatively, if you would like only portions of the text read aloud, click on the 👆 button and click the text you want read.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the PDF Aloud video tour.

To read inaccessible text (e.g., text embedded in an image, inaccessible Flash, or locked pdf) with Screenshot Reader, follow these steps:

1) Click on the ⬚ button.

2) Surround the text that you would like to read. The text will then be read aloud.

3) Click on the ▶ button in the lower right corner to have the text read aloud again.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Screenshot Reader video tour.

To hear text read aloud while typing, follow these steps:

1) In Preferences, click on Speech, then click on 'Speak as I Type'.

2) Open a document and begin typing. You will hear the words read aloud as you type.

3) Click on the ▶ button when your work is complete to read what you have written in its entirety.
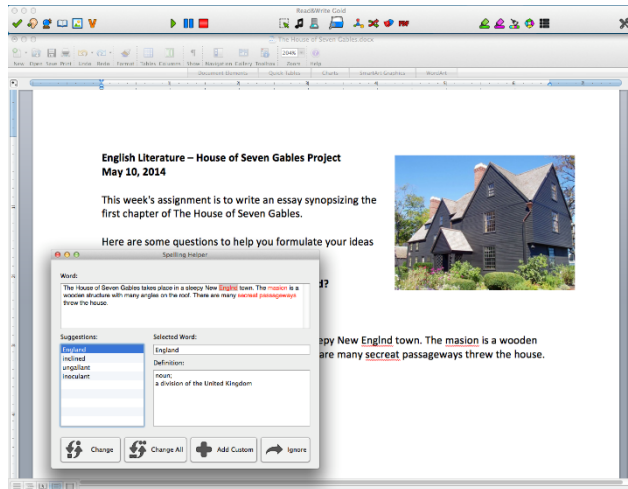
Writing Tools – Read&Write Gold provides several tools to assist users with writing. These include:

Phonetic Spell Checker – The advanced Phonetic Spell Checker analyzes and corrects spelling mistakes. Phonetic spelling errors as well as flexible spelling errors such as typing words without vowels are identified. In addition, the Spell Checker uses collocated words (words that precede or follow the error) to provide better suggestions.

You can choose to spell check as you type or check your completed work. Spelling mistakes will be identified and the Spelling Helper window will provide a list of suggested corrections along with the definitions of each to aid in making the correct choice. Both the suggestions and the definitions can be read aloud.

To try the Spell Checker, follow these steps:

1) Open a new document and type a sentence with various spelling mistakes.

2) Click on the ✔ button.

3) The Spelling Helper window appears with a list of suggestions and definitions. Click on a suggested word in the suggestions list.

4) Click on the definition and then click the ▶ button. The meaning will be read aloud.

5) Now click on the [Change] button to make the change.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Spell Checker video tour.

Dictionary – Talking dictionaries (basic, advanced, and online) are available to provide definitions and alternative words to help expand vocabulary, improve reading comprehension, and enhance creative writing skills.

To try the Dictionary, follow these steps:

1) Highlight a word in a document or web page and then click on the 📖 button. The Dictionary dialog box will open with definitions.

2) Click on the definition you are interested in and click the ▶ button. The definition will be read aloud.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Dictionary video tour.

Picture Dictionary – When you come across a word you are unsure of, you can search the online picture dictionary for a visual image to better understand its meaning. Adding images to documents benefits many users, especially those who require augmentative and alternative communication and English Language Learners.

To try the Picture Dictionary, follow these steps:

1) Highlight a word in a document or web page and click on the [image] button.
2) The Picture Dictionary dialog box will open with any associated image(s).

3) You can the click on the [image] button to see a text definition which can then be read aloud.
4) If you double-click on an image, it will be placed in the Word document next to the associated word.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Picture Dictionary video tour.

Sounds Like and Confusable Words Checker – Words that sound the same but are spelled differently (homophones) or words that are commonly confused are identified.

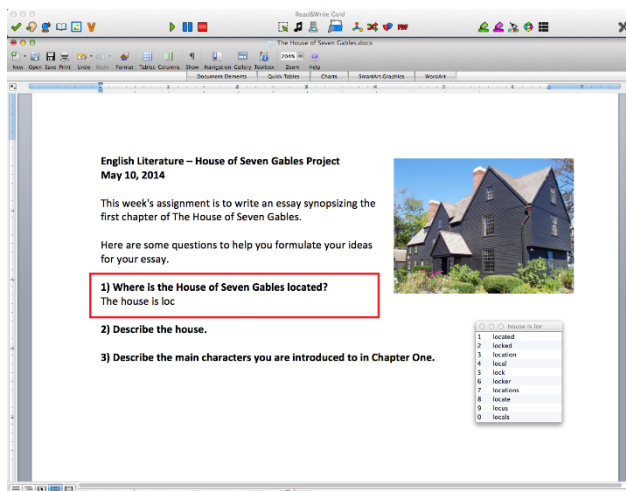**To try the Sounds Like and Confusable Words Checker, follow these steps:**
1) Open a document and type a sentence containing homophones, such as "I" or "eye".

2) Click on the [image] button. The identified words will be indicated in blue and a dialog box will appear with alternate choices and their definitions, which can be read aloud.
3) When you find the correct word to use, click on 'replace'.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Sounds Like and Confusable Words video tour.

Word Prediction – Word Prediction helps develop writing skills by providing tools to construct sentences with ease. It allows users to produce high quality work, lessens the time it takes for them to do so, and reduces keystrokes for those with diminished physical dexterity.

Word Prediction completes words being typed and suggests words to use next. The Prediction database includes over 1 million of the most common phrases used in spoken English, fiction, non-fiction, popular magazines, newspapers, and academic texts. Users can also add their own Words and Word Banks. Word Prediction also uses the phonetic mappings found in the Spell Checker to provide even more suggestions. Sounds like and confusable words are identified and definitions are available when working within the Prediction Panel.

To try Word Prediction, follow these steps:

1) Click on the [image] button.
2) Open a new document and start to type.
3) The Prediction Panel will be populated with suggestions for completing the next word.
4) To insert any word from the Panel, double-click on the word or use the corresponding Function key.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Prediction video tour.

Research Tools – Read&Write Gold provides several tools to assist while doing research for class assignments. These include:

Fact Finder helps find information quickly by searching the web for relevant information about a topic.

To try Fact Finder, follow these steps:
1) Go to the Menu Bar, click 'Mode', then 'Research' to access the Research Toolbar.
2) Select text from an open document or web page that you would like to search for and click on the button. Alternatively you can click the button and manually type a word or phrase to search for.
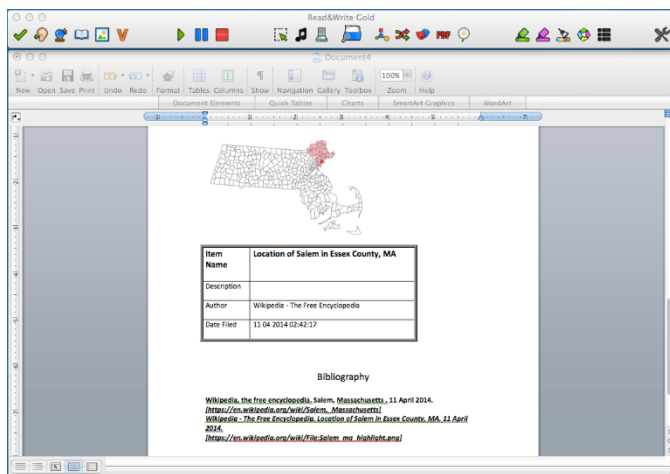3) Google Search opens with the search results. Google is the default search engine, but you can choose a different default if desired.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Fact Finder video tour.

Fact Folder helps prepare and store information for research assignments or when writing reports.

To try Fact Folder, follow these steps:

1) Open a web browser, select a fact, and click on the button, then select 'Add Fact'. The Fact Details window will appear.

2) Notice how the Title, Source, and Source Content fields have been filled in automatically. You can add further details and can alter any of the fields by clicking in each box and editing as required. Click Close when finished.

3) To add an image, click on the button, then select 'Add Image Fact'. The Add Image window will appear.

4) Drag and drop an image into the window. Click "Add". The Fact Details window will appear. Edit the details as appropriate. Click Close when finished.

5) To review the facts you have collected, click on the button then select 'Review Facts'. Fact Folder opens with the information you have added. You can now add more facts, delete a fact, or export your facts to a Word document, including bibliography information.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Fact Folder video tour.

Fact Mapper produces a visual representation of facts and ideas on screen. This is useful when brainstorming and revising work. With Fact Mapper, you can use images and color to help remember key facts, brainstorm ideas, and outline key concepts when creating drafts.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Fact Mapper video tour.

Study Skills Tools – When reading documents, books, or journals, users often use colored markers to highlight portions of text which are relevant to the subject they are studying or researching. Study Skills tools promote active learning and help engage readers of all ages.

The Study Skills Highlighters can be used to highlight and extract text from any document or web page to create study guides and outlines.

This is especially useful when you want to select text and categorize it separately by type (e.g., main ideas in green, supporting details in purple, vocabulary words in blue, etc.). Highlights can then be collected from a single source or from multiple open documents or web pages and exported, with source citations, into a single document. This makes it easy to complete an assignment, start an outline, or create a study guide.

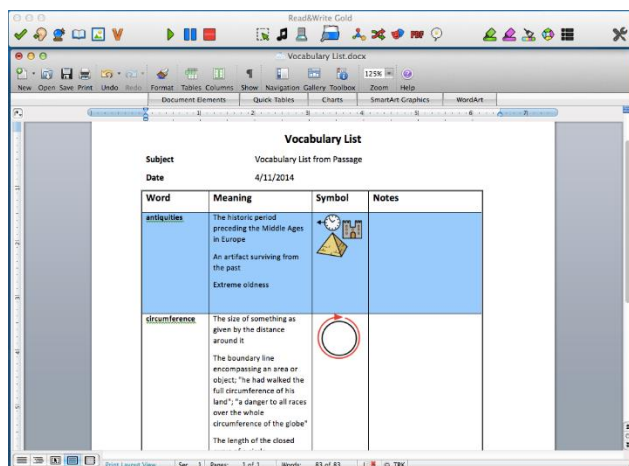**To try the Study Skills Highlighters, follow these steps:**

1) Select text from a document or web page and click on the button. The text will be highlighted in green.

2) Select new text and click on the button. The text will be highlighted in purple. (Additional highlighters can be found on the Study Skills toolbar.)

3) Click on the Collect Highlights button . Choose your output selection from the various options and settings available, including ordering highlights by color or position in document.

4) Click Collect. The highlighted text will now be inserted into a new document.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Study Skills video tour.

The **Vocabulary List Builder** takes words highlighted in a document or web page using the Study Skills Highlighters, or words entered manually, and creates a Vocabulary List document. This new document contains a table with the words, dictionary definitions for each, and images. This tool gives both students and teachers a quick and easy way to create a vocabulary list to help improve and expand vocabulary skills. For strategies on using the Vocabulary Builder, go to www.texthelp.com/media/163964/vocabulary_list_builder_for_new_words.mp4.

To try the Vocabulary List Builder, follow these steps:

1) Use the Study Skills Highlighters to highlight several words in a document or web page and click on the button.

2) A Vocabulary window will open with the highlighted words that you have chosen in the Vocabulary List.

3) Add any additional words and a title, then click OK. A document will automatically be created with the words as well as definitions and images for each word.

Note: To learn more, click on Help from the Menu Bar, then select 'Video Tours' to watch the Vocabulary List Builder video tour.

Other Tools – In addition to the tools featured in this Quick Start Guide, there are many other powerful support tools in Read&Write Gold for Mac, including:

- **Translator –** Provides single word, paragraph, or block of text translation into multiple languages.
- **Speech Maker –** Easily converts any text into a sound file, such as MP3.
- **Screen Masking –** Masks out the active/non-active parts of the screen.
- **Verb Checker –** Helps determine correct verb conjugation.
- **Talking Calculator –** Easily access the Mac calculator.
- **Scanning –** Scans single and multi-page print documents or PDF files.
- **Text Editor Support** – Read Aloud, Spelling, Sounds Like, and Prediction are supported in text editors, such as TextEdit.

Read&Write Gold for Mac Minimum System Requirements

- Intel Core 2 Duo 1.83 GHz processor
- 4GB RAM (Recommended: 4 GB RAM or greater)
- 4 GB Free Disk Space (not required for Mobile*)
- Mac OS 10.7, 10.8, or 10.9
- Internet Connection for Certain Features
- Sound Card/Speakers

*Read&Write Gold for Mac Mobile - no disk space required but need USB port

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