Quick Start Guide: Read & Write Gold 5 for Mac

Overview

TextHelp's Read & Write Gold is a literacy support program designed to assist computer users with difficulty reading and/or writing. Read & Write Gold opens as a tool bar that can be used in combination with standard programs already installed on your computer. The program has many features that support reading and writing including reading text aloud, assisting with sentence construction, organizing ideas, and many other features.

The directions below come directly from the "Read&Write Gold for PC Version 11 Quick Start Guide" created by Texthelp and found at the following link:

http://www.texthelp.com/media/89369/rwg_v5_quickstartguide.pdf

Note: Formatting modifications have been made below to ensure accessibility.
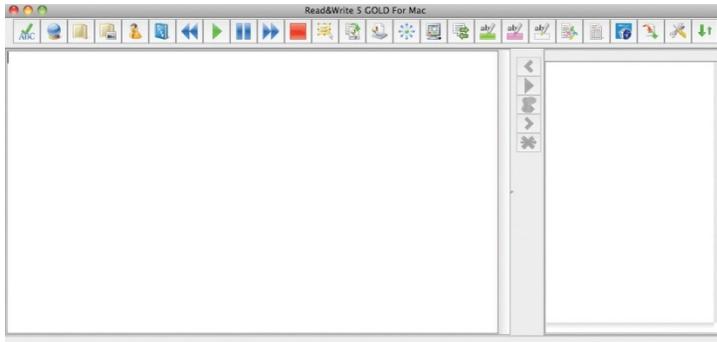
Getting Familiar with the Toolbar

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

You can add or remove tools by clicking on the tools button on the toolbar (be sure that Display options is checked) and scrolling to the Customize Toolbar tab, where you can select tools to be added to or removed from the toolbar.

The floating toolbar can be used when working with Microsoft Word for Mac and Safari. Additionally, Read&Write GOLD for Mac can work as a free standing application to be used with other Mac programs, such

as TextEditor. Simply click on the green up and down arrows button and the Read&Write GOLD full application view will appear.

Note: To learn more, click on the Help Menu to access the Toolbar video tour.

Features on Read&Write GOLD for Mac

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: Open Read&Write GOLD for Mac before trying any of the following examples.

Reading

Text to Speech is one of the most fundamental support features of Read&Write GOLD. Hearing text read aloud, using custom natural sounding male and female voices, in conjunction with dual color highlighting, helps the reader with comprehension and word recognition. Studies have also found that students' writing skills and attitude towards writing improve when they have their writing read aloud back to them (Central Washington University, Technology for Learning Disabilities Project). To see this study as well as additional research studies, go to Texthelp website: http://www.texthelp.com/North-America.

Read&Write GOLD for Mac reading supports:

- **Microsoft Word –** Read text found in Word documents.
- **The Web –** Read Safari Web pages.
- **Adobe Reader –** 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 document

Follow these steps:

1) Open a Word document.
2) Place the cursor on the text you would like to read.
3) Click the play ▶ button on the Read&Write GOLD for Mac toolbar.
4) To stop reading, click the stop ■ button and to pause, click the pause ⏸ button.
5) To fast forward, click the fast forward ⏩ button and to rewind, click the rewind ⏪ button.

Note: For more reading options, including available voices, pitch, and speed, click on the tools 🔧 button on the toolbar and scroll to the Speech Tab. To learn more, click on the Help Menu from the Read&Write GOLD Application Menu Bar to access the Speech video tour.

To read web content

Follow these steps:

1) Go to the Speech Menu on the Read&Write GOLD Application Menu Bar and click on Safari Web Highlighting.
2) Open a web page.
3) Click on the text that you wish to have read aloud and Read&Write GOLD will automatically start reading.

4) Alternatively you can highlight text and have it read by clicking the play ▶ button.
Note: To learn more, click on the Help Menu to access the Safari Web Highlighting video tour.

To read a PDF file with PDF Aloud

Follow these steps:

1) Click on the pdf aloud button to open a PDF file. Browse for the file you would like to read.
2) If reading a PDF file in Adobe 9, the PDF file will open with the PDF Aloud toolbar displayed. Use the toolbar to read the text.

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3) If reading a PDF file in Adobe X, the PDF file will open but PDF Aloud will not automatically display. Access the PDF Aloud toolbar by clicking Tools or Extended then PDFaloud3 Toolbar.
Note: For more PDF Aloud options, click on the Adobe Reader Application Menu Bar, and click on the PDFaloud 3 Menu. To learn more, click on the Help Menu to access the PDF Aloud video tour.

To read inaccessible text with Screenshot Reader

(e.g., text embedded in an image or inaccessible Flash)

Follow these steps:

1) Click on the screenshot reader button.

2) Surround the text that you would like read. Read&Write GOLD will highlight and read the text out loud.

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

4) You can also export the selected text to Word. Click on Tools in the Read&Write GOLD Application Menu Bar, go to Screenshot Reader Options and select "Screenshot to MS Word".

Note: To learn more, click on the Help Menu to access the Screenshot Reader video tour.

To Speak While Typing

Follow these steps:

1) Go to the Speech Menu in the Read&Write GOLD Application Menu Bar and click on Speak as I Type.

2) Select whether you would like each letter, word, or sentence read back.

3) Click on the play ▶ button when your written work is complete to read what you have written in its entirety.

Writing Tools

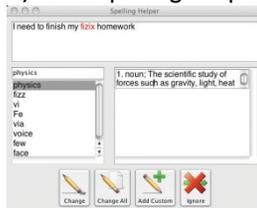Read&Write GOLD provides several tools to assist students with writing. These include:

Spelling

Read&Write GOLD has an advanced phonetic Spell Checker to analyze and correct spelling mistakes. Spelling mistakes will be identified and the Spell Checker 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 Word document. Type
"I need to finish my fizix homework"

2) Click on the spell checker button.

3) The Spelling Helper panel appears with a list of suggestions and definitions.

4) Click on "physics" in the suggestions list.

5) Click on the definition and then click the play ▶ button. The meaning will be read aloud to you.

6) Now click on the change button to make the change.

Note: For more spelling options, click on the tools ![tools icon] button on the toobar. Check the Advanced options check box and scroll to the Spell Checker Tab. To learn more, click on Help Menu to access the Spelling video tour.

Dictionary

Talking phonetic dictionaries (basic, advanced, and web) are available to provide definitions and alternative words to help students expand their vocabulary, improve reading comprehension, and enhance creative writing skills.

To try the Dictionary, follow these steps:

1) Highlight a word in a Word document or web page and then click on the dictionary ![dictionary icon] button. The Dictionarydialog box will open.

2) Click on the definition you are interested in and click the play ![play icon] button. The definition and sample sentences will be read aloud.

Note: To learn more, click on the Help Menu to access the Dictionary video tour.

Picture Dictionary

An online picture dictionary is also available. When you come across a word you are unsure of, you can search the picture dictionary for a visual image to better understand its meaning.

To try the Picture Dictionary, follow these steps:

1) Double-click a word in a Word Document or on the web and click on the picture dictionary ![picture dictionary icon] button. The Picture Dictionary dialog box will open with any associated image(s). You can click the link to see a text definition which can then be read aloud.
2) If you double-click on an image, it will be placed in the Word document next to the associated word. Adding images to documents benefits many students especially those who require augmentative and alternative communication and English Language Learners.

Note: To learn more, click on the Help Menu to access the Picture Dictionary video tour.

Sounds Like and Confusable Words Checker

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

To try the Sounds Like and Confusable Words Checker, follow these steps:
1) Open a Word document and type a sentence that contains a homophone, such as "eye" or "I", or a commonly confused word, such as "through" or "thorough".

2) Click on the sounds like and confusable words checker ![icon] button. The identified words will be indicated in blue and a dialog box will appear with alternate choices and their definitions.

Note: To learn more, click on the Help Menu to access the Sounds Like and Confusable Words video tour.
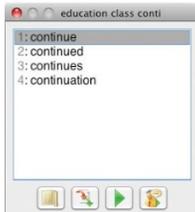
Word Prediction

![Word Prediction icon]

Word Prediction can help develop writing skills by providing the tools to construct sentences with ease. Read&Write GOLD's Word Prediction suggests words to use next based on the letters/words you have typed. As you type, a list of suggested words will appear in the Prediction Panel. Teachers and students can add to the Word Prediction dictionary as desired.

Using a phonetic map, Word Prediction also predicts when words are spelled phonetically. The map improves the quality of the prediction suggestion list and makes Word Prediction even more valuable for struggling writers. Word Prediction allows students to produce high quality work and reduces the time it takes them to do so. It also reduces keystrokes for users with diminished physical dexterity.

To try Word Prediction, follow these steps:

1) Open a new Word document and click on the word prediction ![icon] button.
2) Type **"My early education class cont".**
3) The Prediction Panel will be populated with suggestions for completing the next word.

![Prediction panel showing: education class conti — 1: continue, 2: continued, 3: continues, 4: continuation]

4) To insert any word from the Panel, double click on the word.
   Additional options in the Word Prediction panel include dictionary and homophone supports, as well as the ability to have the word read aloud. All of these are valuable tools for helping students improve their writing skills.

Note: For more Word Prediction options, click on the tools ![icon] button on the toolbar. To learn more, click on the Help Menu to access the Word Prediction video tour.

Research Tools

Read&Write GOLD provides several tools to assist students doing research for class assignments. These include:

Fact Finder

![Fact Finder icon]

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

To try Fact Finder
Follow these steps:
1) Go to the Tools menu from the Read&Write GOLD Application Menu Bar and select Fact Finder, then Search.
2) Type **"Sharks"** in the Manual Text Search Box and click OK.
3) Fact Finder opens a browser window and displays search results for "Sharks" using the default search engine (Google). You can change the default search engine in the Manual Text Search box by clicking on the "Switch site" button.
Note: To learn more, click on the Help Menu to access the Fact Finder video tour.

Online Fact Mapper

Online Fact Mapper allows students to produce 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 the Help Menu to access the Fact Mapper video tour.

Study Skills Tools

When reading documents, books, or journals, students often use colored markers to highlight portions of text which are particularly relevant to the subject they are studying. Using the Study Skills tools in Read&Write GOLD, students can do this on the computer.

The Study Skills Highlighters

The study skills highlighters can be used to highlight text in Word document or on the web using different colors. This is especially useful when you want to select text and categorize it separately by type (e.g., main ideas, supporting details, vocabulary words, etc.). Users can also collect the selected text to create a new 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) Open a Word document.

2) Select some text and click on the (Highlight green) button. The text will be highlighted in green.

3) Select new text and click on the (Highlight pink) button. The text will be highlighted in pink.

4) Click on the (Collect Highlights) button. The Collect Highlights window is displayed.

5) Make sure the following options are selected:
- Green highlighter radio button.
- Pink highlighter radio button.
- Click on your choice of "Separate entries with" and "Separate colors with" options.

6) Click the Collect Highlights button. The highlighted text will now be inserted into a new document.

Note: To learn more, click on the Help Menu to access the Study Skills video tour.

A Vocabulary List

A vocabulary list can easily be built by either selecting words in a document using the highlighters or by entering words manually. A Word document will be created with the vocabulary words, dictionary definitions for each, and images representing the words. This tool helps improve and expand students' vocabulary skills.

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 vocabulary list button.

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

3) Click OK. A document will automatically be created with those words as well as definitions and images associated with those words.

Note: To learn more, click on the Help Menu to access the Vocabulary List Builder video tour.

Other Tools

We invite you to try out other features found in Read&Write GOLD for Mac, such as:

- **Online Translator –** Provides single word, paragraph, or block of text translation into multiple languages.
- **Speech Maker –** Easily convert any text into a sound file, such as MP3.
- **Screen Masking –** Tint the screen using colors, like an overlay and mask the screen.
- **Verb Checker –** Helps students determine and use correct verb conjugation.
- **Mac Calculator –** Assists with math calculations and conversions.
- **Scanning –** Scan single and multi-page print documents to be read aloud.

Minimum System Requirements for Read&Write GOLD for Mac

- Intel Core 2 Duo
- 1.83 GHz processor
- Mac OS 10.5 or above
- 512 MB RAM (1 GB preferred)
- 1.5 GB of free disk space
- Speakers, Sound Card, DVD Player (for installation purposes only)
- Internet connection for certain features
- PDF Aloud requires Adobe Reader or Acrobat Version 9 or above

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