

Read&Write 4 Gold for Mac



Beginner's Guide Quick Start

This is a very quick introduction to using Read&Write 4 Gold for Mac with Microsoft Word 2008 and Safari Reader. For further information on using the software please refer to:

- [The Read&Write 4 Gold for Mac Training Guide](#)
 - [The Read&Write 4 Gold for Mac Help](#)
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Speech




Text-to-speech is one of the most important support features in Read&Write 4 Gold for Mac. You can have text read as you type or from your MS Word document. It will read each word, sentence, paragraph or selected text and highlight each word as it is read. There is a choice of different voices which can be adjusted to suit your needs by altering the speed and volume. The Texthelp voices are among the most human-sounding voices available.


By hearing your work read you will be able to identify mistakes in punctuation, spelling and meaning. Having documents read to you will increase your understanding and word recognition.

Exercise

1. In Microsoft Word type this text:

This is to show how text can be read to you by the software. You can have the software pause, rewind, forward or stop at any time by using the buttons on the toolbar.

2. Click anywhere within the text and click on the  button. The text will be read for you.

3. Click on the  button to have the software pause. Click it again to resume.

4. You can use the  button to have the speech rewind.

5. You can use the  button to have the speech go forward.

At any stage you can click the  button to stop the software reading

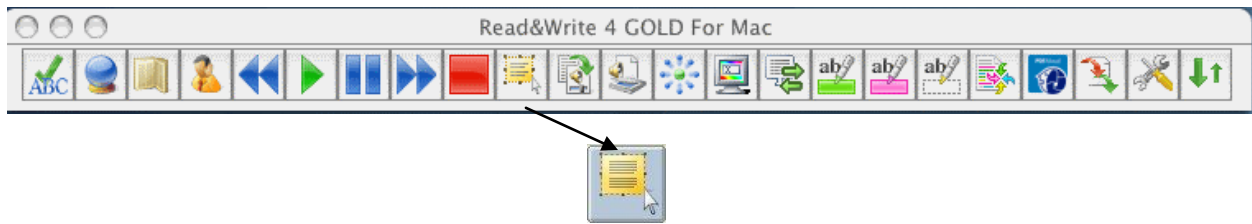
This is the way you can get Read&Write 4 Gold for Mac to read for you.

Simply click in the text you want read and click on the  button.

- **Read&Write 4 Gold for Mac can also read information on web pages**
- **You can adjust the highlighting options.**
- **Change how words are pronounced.**
- **Alter the voice and set the system to speak as you type, you can also instruct the system to read PDF documents and Daisy Books.**



Please refer to the Read&Write 4 Gold for Mac training guide to learn how to perform these actions.

Screenshot Reader



In this exercise you'll learn how to use Screenshot Reader to read aloud text used in images. The Screenshot Reader can also be used to access locked PDF documents and inaccessible flash.

1. Make sure the www.texthelp.com website homepage is displayed in your Internet browser window.

2. Click on the  button. Your cursor now looks like this: 

3. Using the cursor draw a box round the following logo



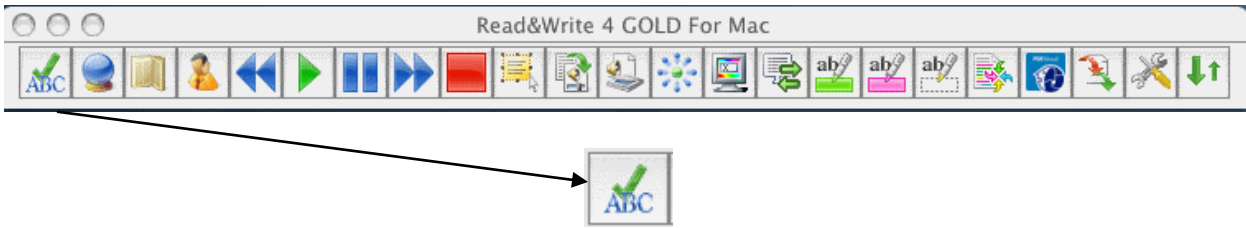
4. After a short time Read&Write 4 Gold for Mac highlights and reads the text aloud.

This is the way you can get Read&Write 4 Gold for Mac to read aloud text that is found in images, locked PDF documents or inaccessible flash.

- You can alter the way the Screenshot Reader highlights the text
- Export the information to MS Word.

To learn how to do this, please refer to the Read&Write 4 Gold for Mac training guide.

Spelling




Read&Write 4 Gold for Mac has an advanced spellchecker which finds and corrects spelling mistakes. When you spell check your document spelling mistakes will be identified and the Spellchecker will provide a list of corrections with the meanings to help you choose the correct one.

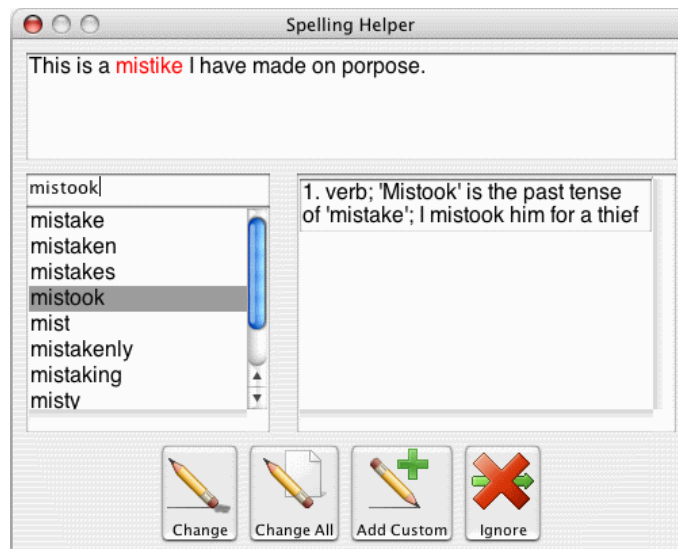
The spellchecker allows you to work independently and increase the accuracy of your work

Exercise

1. Open Microsoft Word. Type in the following exactly:


This is a mistike I have made on porpose.

2. Click on the  button.
3. The Spelling Helper Panel appears:



4. Click on **mistook** and click on the  button to hear the word read.

5. Click on **mistake** and click on the  button to hear the word read.

6. Click on the  **Change** button to replace the spelling mistake with this correct word.

'**purpose**' will now be highlighted and a list of suggestions will appear.

7. Click on '**purpose**' in the suggestions list. A list of definitions appears in the right panel.

Click on the first meaning and then click the  button. The meaning will be read to

you. Click on the  **Change** button.

This is the way you can get Read&Write 4 Gold for Mac to check for

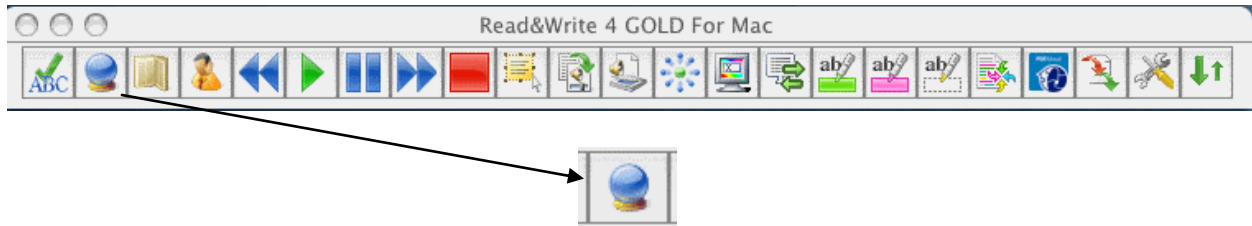
spelling mistakes. Click on the  button. Use the  button to have any of the corrections or their meanings read to you. When you find the

right word you want to use, click on it and then click the  **Change button.**

- **With Read&Write 4 Gold for Mac you can also create a custom dictionary.**
- **Set up general spelling options.**
- **Alter the colour of the error highlighting and review your spellings.**

To find out more about these functions please refer to the Read&Write 4 Gold for Mac training guide.


Prediction

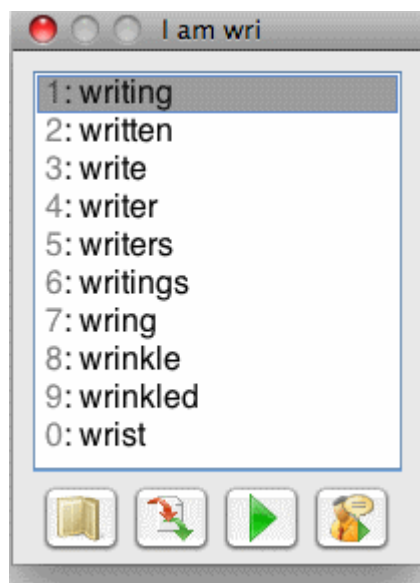





Word Prediction can enable you to develop your writing skills by providing the tools to construct sentences with ease. The Word Prediction tool learns your style of writing and predicts the word you want to use next. As you type, a list of suggestions will appear in the Prediction Panel.





Word Prediction will allow you to produce high quality work and reduce the time it takes to do so.

Exercise

1. Click on the  button.
2. In MS Word type: **I am wri**
3. The prediction window will look like this:



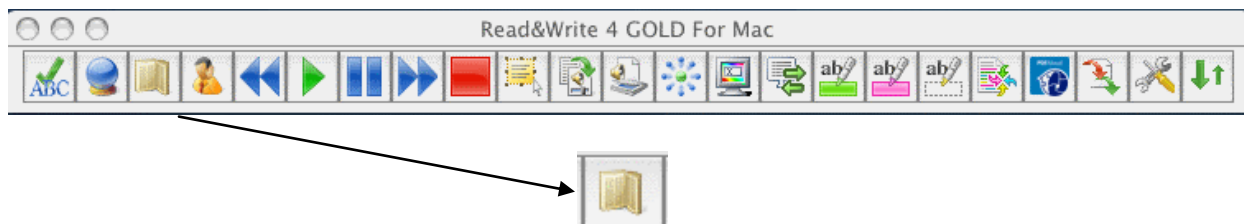
4. To have a word read, click on it and press the  button.
5. To see the definition for a word, click on the word and press the  button.
6. To insert any word from the window, click on it and click the  button or double click on it.

This is the way you can get Read&Write 4 Gold for Mac to show lists of possible words that can be added into your text. Click on the  button to see a list of suggested words. Words can be read by clicking on them and clicking the  button. A definition can be found for a word by clicking on the word and clicking the  button. A word can be added to the document by clicking on it and clicking the  button.

- **With Read&Write 4 Gold for Mac prediction facility you can instruct how you want the software to learn your writing style and set up specific predictions.**

To do this, please refer to the Read&Write 4 Gold for Mac training guide.

Dictionary




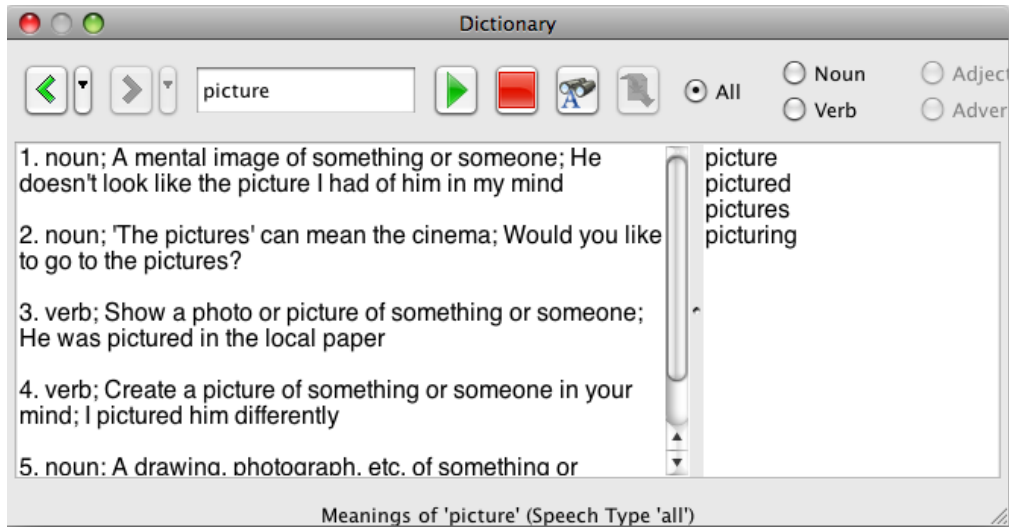
The Read&Write 4 Gold for Mac Talking Dictionary is an essential tool for improving comprehension when reading text in MS Word or from web pages. Users can now access definitions from an online dictionary or create their own dictionary definitions.

The dictionary helps you understand what a word means. It allows you to find alternative words and provides definitions and a sample sentence for your word. These can be read by the software.

By providing a dictionary with descriptions and sample sentences that can be read, Read&Write 4 Gold for Mac will increase your vocabulary and improve your understanding.

Exercise

1. In Microsoft Word type this sentence: **This is a picture of me.**
2. Highlight the word **picture**.
3. Click on the  button.
4. The Dictionary panel opens:





5. Click on the top meaning (1.) of **picture**. This will highlight the description and the sample sentence with the word in it.



6. Click on the  button.

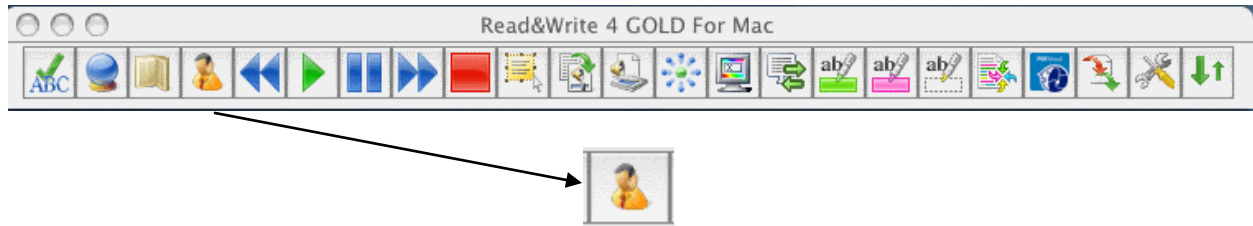
7. The description will be highlighted and read to you.

This is the way you can get Read&Write 4 Gold for Mac to look up a word in the dictionary. Just select the word and click on the  button. If you want the definition read to you, click in it and then the  button.

- **With Read&Write 4 Gold for Mac you can also access advanced searches**
- **Access a web dictionary**
- **Alter the definitions of words.**

To do this, please refer to the Read&Write 4 Gold for Mac training guide.

Sounds Like Support




Many people get confused with words that sound the same, like sea and see. The Read&Write 4 Gold for Mac Sounds Like feature reduces confusion between like sounding words with different meanings. This feature identifies these words and provides a definition for each of them along with the words that you may have got it mixed up with. These can be read by the software.

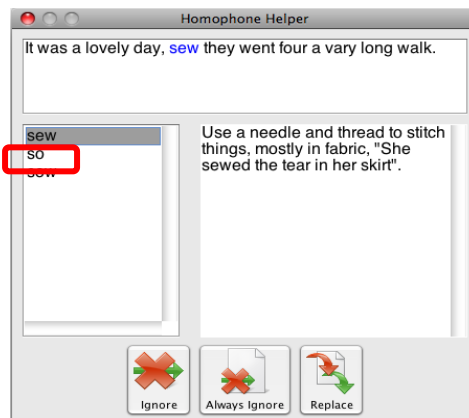
By identifying and providing the alternatives for these confusing words Read&Write 4 Gold for Mac ensures you are using the correct word in context.

Exercise

1. In Microsoft Word type the following exactly :

It was a lovely day, sew they went four a vary long walk.

2. Click on the  button.
3. The Homophone Helper window opens:




4. Select '**So**' from the list on the left.
5. Click on the meaning that appears to the right.

6. Click on the  button.

7. Click on the  button.

8. Follow steps 5 to 6 replacing the words 'four' to 'for' and 'vary' to 'very'.

9. The finished text should now read as follows:
'It was a lovely day, so they went for a very long walk.'

This is the way you can get Read&Write 4 Gold for Mac to check for words that can be easily mixed up with words that sound the same. Click on the 

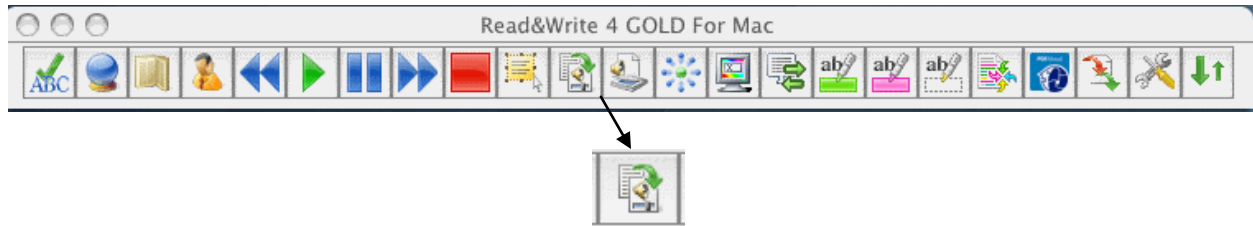
button. If you want a definition read to you, click on it and then the 

button. If you need to use one of the other words click on it and then the  button.

- **With Read&Write 4 Gold for Mac you can also edit the homophone database**
- **Change the homophone indicator colour**
- **Set up homophones you want the system to ignore**
- **Change the definitions of homophones.**

To do this please refer to the Read&Write 4 Gold for Mac full training guide.

Speech Maker




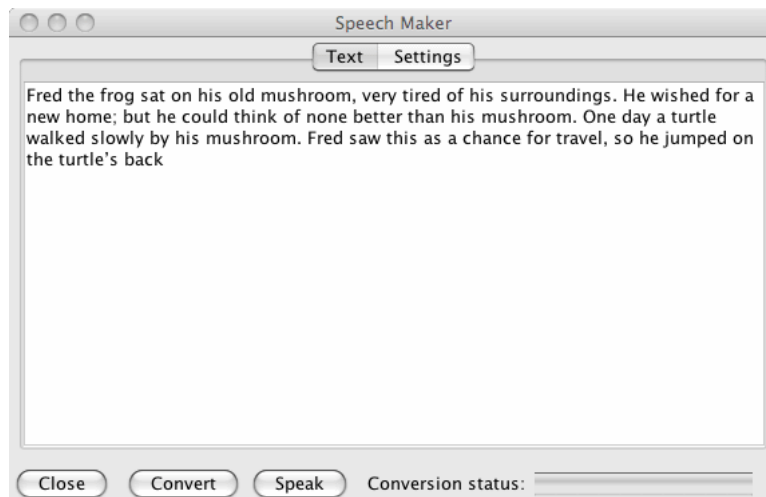
Read&Write 4 Gold for Mac allows text to be made in to an audio file. Once converted the audio file can be saved to an audio player like an MP3 player. This feature is ideal for revising as you can convert your revision notes into an MP3 file, put it on your MP3 player and listen to it where and when you want to. Another example of how you could use it is to convert text from a book or magazine to listen to when relaxing or studying, or you could even convert a script to help learn lines for a school play.

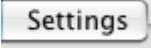
Exercise

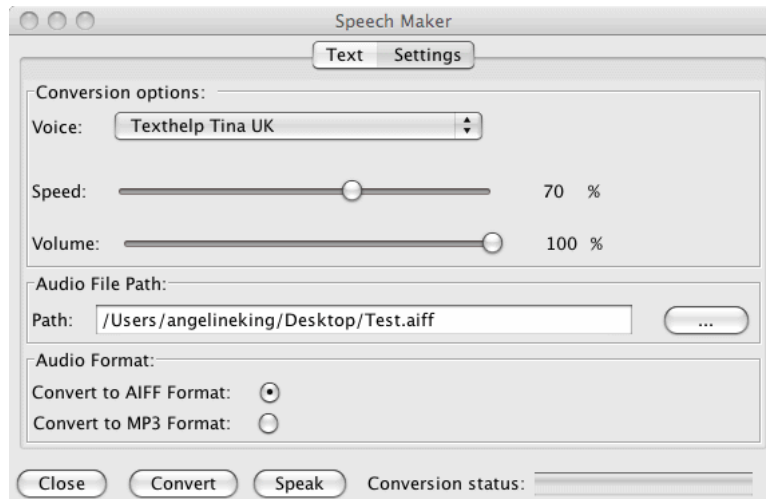
1. In Microsoft Word type the following text:


Fred the frog sat on his old mushroom, very tired of his surroundings. He wished for a new home; but he could think of none better than his mushroom. One day, a turtle walked slowly by his mushroom. Fred saw this as a chance for travel, so he jumped on the turtle's back.

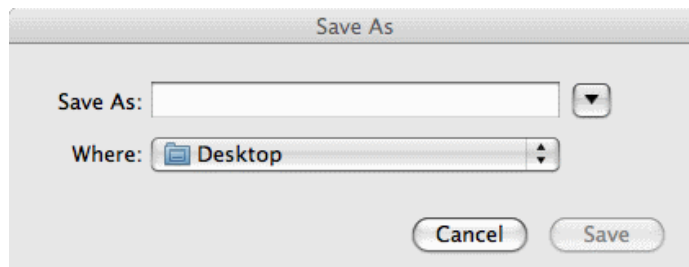
2. Highlight the text that you have just typed and click on the  button.
3. A box will open with the text in it:



- Click the  button.
- This panel is where you can change the voice that will be used and how it sounds:



- Click on the Voice box and choose Texthelp Tina UK.
- Choose the speed and volume of the voice.
- Choose a place to save your audio file by clicking the  button.
- Now you will be asked where you want to save the audio file that the software is going to make. It is probably easier to put it on the 'Desktop' as it will make it easier for you to find later.



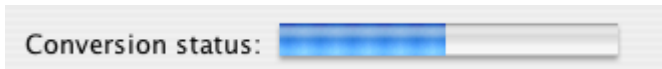
- In the File Name box, type in 'Fred the frog':

- Click on the  button.

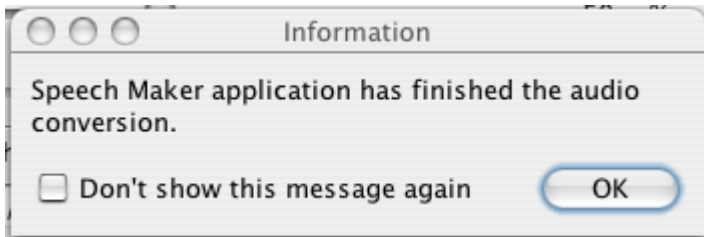
12. Click beside the format you would like your file to be created into, either **AIFF** or **MP3**.

13. Click the  button.

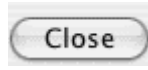
14. The Conversion status will change to look like this:



15. When the conversion is complete a message will appear on your screen:



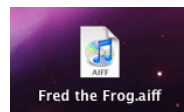
16. Click .



17. Close the Speech Maker by clicking on the  button.

18. When this window disappears the audio file has been made and it will be on your desktop.

To Listen to the sound file

Double click on the "Fred the Frog" icon on your desktop to hear the spoken file.



This is the way you can get Read&Write 4 Gold for Mac to change any text in to an audio file. Select the text and click on the  button. Then select your settings and click . Once you have the file made you can put in on to any device that plays audio files such as an MP3 player.

Fact Mapper







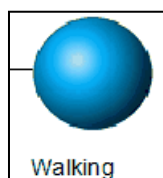
This online mind mapping feature offers the ability to produce a visual representation of facts and ideas on screen. This is particularly useful when brainstorming, revising and drafting work.

You can now change important essays or reports into Fact Maps that will make the information easier to comprehend and recall during revision.

Mind Mapping has been shown to help children and adults with learning difficulties to achieve higher exam grades.

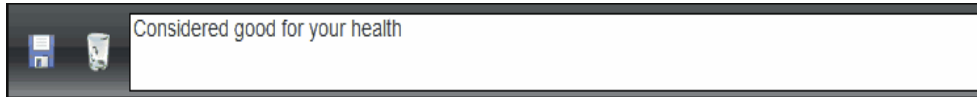
Exercise (requires connection to the Internet)

1. Click on the  button.
2. Click on the  button.
3. Type the text Modes of Transport.
4. Click on the  button.
5. Type Walking.
6. Click on Modes of Transport and then the  button.
7. Type Bus.




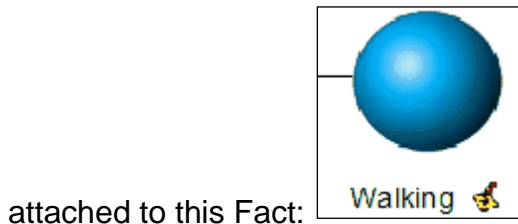
8. Click on Walking

9. In the note section at the bottom of the Fact Mapper, type in “Considered good for your health” :



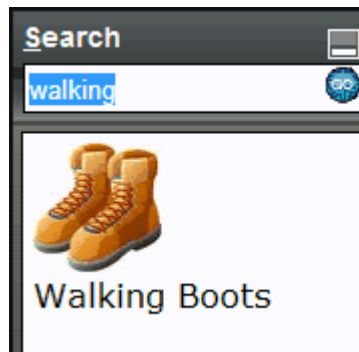
10. Click on the  button to save this note.

11. Notice now there is a little  note icon beside Walking to show you there is a note






12. Click in the *Search* box  and type in walking then click on **GO**.



13. The image library will expand to show you any pictures related to walking:



14. Left click on the picture of the walking boots and while keeping the click pressed down drag this picture over to the Walking Fact. It should now appear like this:



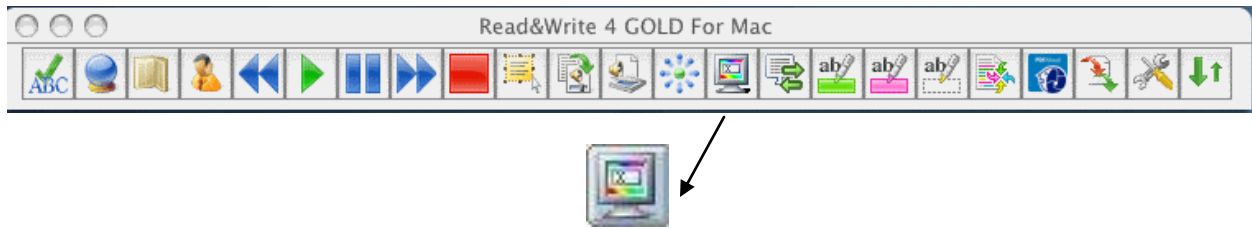
15. Click on the  drop down list and select the *Document Outline* option. Your Fact Map is now displayed in a bulleted list.
16. Click on the  drop down list and select the *Tree* option. Your Fact Map is now displayed like a tree.
17. Once you've selected the layout you think looks best, click on **File**. From the new menu that appears select the  button. You see the Print window displayed.
18. Select your preferred print options and then click on the **Print** button.

Read&Write 4 Gold for Mac can create mind maps that will show information using images. You can create a fact map can by clicking the  button, to add an element click on the  button. Notes and images can also be added to make the map easier to remember.

- **You can also change the Fact Mapper colour themes,**
- **Use the brainstorming function to create fact maps quickly,**
- **Add links to create relationships between facts**
- **Create different views such as a tree view**


Please refer to the Read&Write 4 Gold for Mac training guide, to learn how to perform these tasks.

Screen Masking



The Screen Masking option in Read&Write 4 Gold for Mac allows you to tint your computer screen, applying your choice of colour which assists you to read text more easily, this is geared towards assisting scotopic sensitivity and visual stress symptoms. In this exercise you'll learn how to use the Screen Masking defaults and then change how you want it displayed.

Exercise, Using the Screen Masker

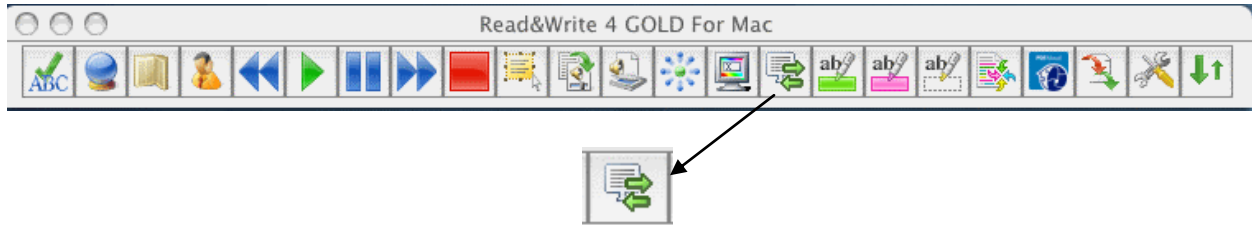
1. Click on the  button on the Read&Write 4 Gold for Mac toolbar.
The screen is tinted a pale blue colour.

With Read&Write 4 Gold for Mac you can also:

- **Alter the Screen Masking colour**
- **Action the spotlight option**
- **Alter the tinting options and alter the transparency of the tint**

To learn how to do this please refer to the Read&Write 4 Gold for Mac training guide.

Translator



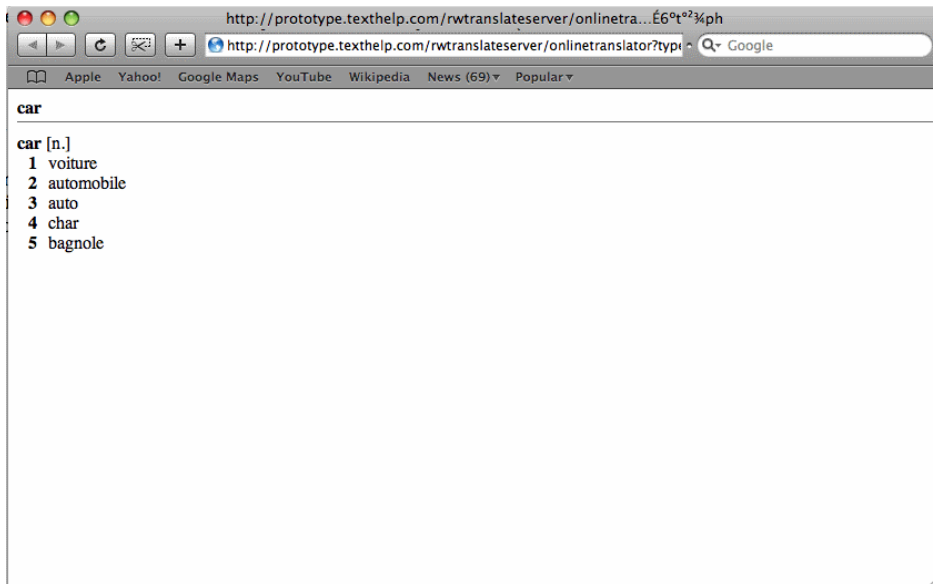
The Translator included with Read&Write 4 Gold for Mac provides a translation of English words into Spanish, French, German or Italian. By simply selecting the word in MS Word the Translator will automatically show the translation in the relevant language. In addition, these translations can be read by Read&Write 4 Gold for Mac. This simple-to-use function is perfect for ESL students.

Exercise (requires connection to the Internet)

1. Open a Microsoft Word document and type in the word “car”.
2. Double click on the word “car” in the MS Word document.

3. Click on the  button.

4. The Translator panel will appear.



5. The translations for the word will appear in the Translator panel.
6. Hover over any of the translations to have them read to you.

You can change the language that the word is translated into.


Read&Write 4 Gold for Mac provides a Translator tool that will translate a word into French, Spanish German or Italian. You can translate a word by

highlighting the word within a MS Word document and clicking on the button. The translation of the word can be read by hovering over it.

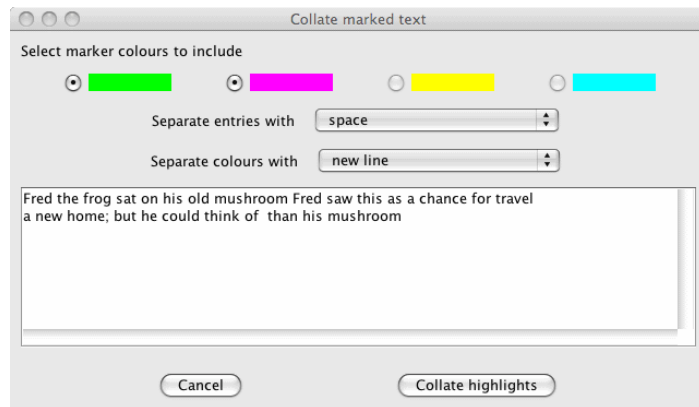


- **You can also configure the translator facility to be displayed in your preferred choice of colour and default language**


Please refer to the Read&Write 4 Gold for Mac training guide.

6. Highlight this same paragraph again and then click on the  (Clear highlights) button. Read&Write 4 Gold de-selects the highlighted text in green.

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



8. Click on the Collate highlights button.
Read&Write 4 Gold for Mac collects the highlighted text and inserts it into a new Microsoft Word document.

This is the way you can get Read&Write 4 Gold for Mac to highlight text in different colours just as you would in a book. Select what you want to highlight and click on the colour you want it highlighted in. You can easily collect all the highlighted text into a separate document by clicking on the  button.