



textHELP

QUICK START GUIDE



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Quick Start Guide for Read&Write GOLD

Texthelp Systems

Texthelp Systems provides comprehensive literacy software solutions designed for individuals with reading and writing difficulties, learning disabilities such as dyslexia, or who are English Language Learners. Today, after seeing the research regarding the benefits of using literacy software with all students, more and more school districts are using our products to help every student succeed, not just their struggling learners.

Read&Write GOLD, Texthelp's award-winning education product, helps students by allowing them to access curriculum content to complete reading, writing, research assignments, and tests independently. School districts throughout the United States and Canada are implementing Read&Write GOLD across all grade levels and giving all students access to it. Read&Write GOLD is appropriate for use with individual students, classrooms, schools, districts, or colleges.

We are pleased to offer you this 30-day trial DVD so you can see for yourself how Read&Write GOLD can help your students everyday – in school and at home – by providing them with the literacy support they need.

Read&Write GOLD – An Overview

The program is comprised of an easy-to-use, customizable toolbar that floats on top of mainstream applications and allows students to work independently alongside their peers. The toolbar seamlessly integrates with widely available, familiar applications including Microsoft Word, Internet Explorer, and Adobe Reader – allowing students access to the support tools they need from within commonly-used programs.

Configurations

- **Read&Write GOLD** – Comes on a DVD with multiple licensing options available, including single user, concurrent licensing, and unlimited site licenses for school *and* home use.
- **Read&Write GOLD MOBILE** – Comes on a USB flash drive; allows students to use all of the features of Read&Write GOLD anywhere, anytime with no installation required.

All of the features of Read&Write GOLD, with the exception of the Teacher’s Toolkit, Testmaker, PDF Accessibility Editor, and Create Lexiflow eBooks are available for 30 days following the initial install of the trial software. For more information about these tools, call 888-248-0652 or email u.s.info@texthelp.com.

Note: A downloadable version of this trial is also available on our website.

Training Options

We hope that you find the examples included in this guide valuable and see the potential in Read&Write GOLD to help struggling readers and writers succeed. There are several other self-paced options available to help you learn more about Read&Write GOLD and its features:

- **Online Help** – To access Online Help, go to the Help menu available from the Read&Write GOLD toolbar.
- **Video Guided Tours** – To access video guided tours of Read&Write GOLD features, go to the drop down menu next to each feature on the Read&Write GOLD toolbar, click on the arrow to the right of the Texhelp logo and go to “All Video Tours”, or go to www.texthelp.com.
- **Training Guides** – To download or view these guides, go to www.texthelp.com.
- **Product Webinars** – To see the webinar descriptions and schedule, go to www.texthelp.com.

If you have any questions regarding Read&Write GOLD or this trial DVD, contact Technical Support at 888-248-4947 or email support@texthelp.com.

Starting Your 30-day Trial

To start your trial, simply place the trial DVD into your computer and follow the instructions. The Read&Write GOLD manual is available on the trial DVD for your reference as you use the software.

When installing the demo, please make note of the folder where the demo files are saved.

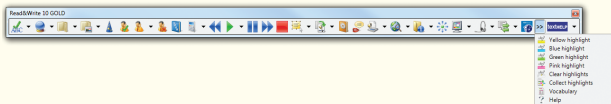
Note: You will need to have access to the Internet in order to activate and use the trial software.

Getting Familiar with the Toolbar

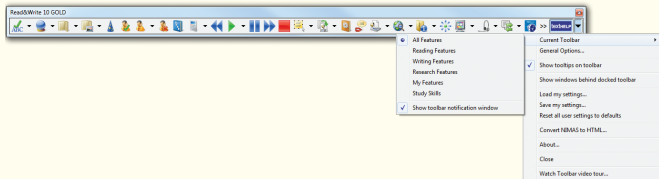
The Read&Write GOLD toolbar initially displays as follows:



You can see additional feature icons by clicking on the double arrow to the left of the Texthelp logo. Online help can also be accessed from this menu.



By clicking on the down arrow to the right of the Texthelp logo you can choose from a list of task-specific toolbars or customize your own. You can also click on the Texthelp logo to toggle through the available toolbars.



Note: To learn more, click on the arrow to the right of the Texthelp logo for additional options and to watch the Toolbar video tour.

Getting Started with Read&Write GOLD

After you install Read&Write GOLD, 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 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 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 www.texthelp.com.

Read&Write GOLD supports:





- **Microsoft Word** – Read by word, sentence, paragraph, or continuously.
- **The Web** – Read 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. Includes support for MathML.
- **NIMAS** – Convert NIMAS files to student ready files through the NIMAS Conversion Tool available from the Read&Write GOLD toolbar.

To read a Word document, follow these steps:


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

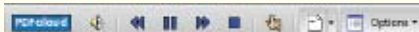
Note: To learn more, click on the arrow to the right of the Play icon for additional options and to watch the Speech video tour.

To read a web page, follow these steps:

- 1) Open a web page.
- 2) Select the text you would like to read.
- 3) Click the  button to start reading the text. To stop reading, click the  button and to pause, click the  button.
- 4) Alternatively, click the down arrow besides the  button and select Web Highlighting. Hover the cursor over the text that you wish to have read aloud.

To read a PDF file, follow these steps:



- 1) Click on the  button on the Read&Write GOLD toolbar to open a PDF document. 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.



- 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 on Tools or Extended then Plug In PDF Aloud toolbar.



Note: To learn more, click on the arrow to the right of the Texthelp logo and go to “All Video Tours” to watch the PDF Aloud video tour.

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

- 1) Click on the  button.
- 2) Surround the text that you would like to read. Read&Write GOLD will highlight and read the text out loud. Additionally you can capture the text by drawing freehand around the text or by hovering over the text.
- 3) Click on the replay button in the lower right corner to have the text read aloud again.
- 4) To export text selected with Screenshot Reader to Microsoft Word, click on the arrow to the right of the  button and select “Screenshot to MS Word.”

Note: To learn more, click on the arrow to the right of the Screenshot Reader icon for additional options and to watch the Screenshot Reader video tour.




To Speak While Typing, follow these steps:

- 1) Click on the arrow to the right of the  button and click on Speak as I Type.
- 2) You will hear the words read aloud as you type in a Word document.
- 3) Click on the  button when your written work is complete to read what you have written in its entirety.



Spell Check – Read&Write GOLD has an advanced phonetic Spell Checker to analyze and correct spelling mistakes. You can choose to spell check as you type or check your completed work. 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. Read&Write GOLD has the ability to correct phonetic spelling errors as well as flexible spelling errors such as typing words without vowels (see example below).

To try the Spell Checker, follow these steps:

- 1) Open a new Word document. Type **“I would like to have brkfst now”**
- 2) Click on the  button.
- 3) The Spelling Helper panel appears with a list of suggestions and definitions.
- 4) Click on “breakfast” in the suggestions list.
- 5) Click on the definition and then click the  button. The meaning will be read aloud to you.
- 6) Now click on the  button to make the change.





Note: To learn more, click on the arrow to the right of the Spell Check icon for additional options and to watch the Spelling video tour.



Dictionary – Talking phonetic dictionaries (basic and advanced) as well as an online dictionary 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  button. The Dictionary dialog box will open.
- 2) Click on the definition you are interested in and click the  button. The definition and sample sentences will be read aloud.

Note: To learn more, click on the arrow to the right of the Dictionary icon for additional options and to watch 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  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 arrow to the right of the Picture Dictionary icon for additional options and to watch 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  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 arrow to the right of the Sounds Like and Confusable Words icon for additional options and to watch the Sounds Like and Confusable Words video tour.




Research Tools – Read&Write GOLD provides several tools to assist students doing research for class assignments.



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

To try Fact Finder, follow these steps:






- 1) Click on the  button.
- 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.

Note: To learn more, click on the arrow to the right of the Fact Finder icon for additional options and to watch the Fact Finder video tour.



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

To try Fact Folder, follow these steps:

- 1) Open your web browser. Select some text on the page and click on the  button. The Fact Details Panel will appear.
- 2) Notice how the Title, Date, Author, and Source fields have been filled in automatically. You can alter these by clicking in each box and editing as required.
- 3) Click OK. A message will appear saying that a fact has been added.
- 4) Click on the  next to the  button or click on the Fact Folder menu item and select Add Web Image. Hover your mouse over a picture on the web page and click on it to capture the image.
- 5) The Fact Details panel will appear assigning the default name “My Picture 1”. Edit Title, Date, and details as appropriate.
- 6) Click OK. A message will appear saying that a fact has been added.
- 7) Click on the  next to the  button or click on the Fact Folder menu item and 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 or a web page.

Note: To learn more, click on the arrow to the right of the Fact Folder icon for additional options and to watch the Fact Folder video tour.



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 Fact Mapper icon and go to Help to watch 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 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** can be used to highlight text in Word documents 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.). You can highlight each type with a different color. You can then collect the highlighted text and create a new document. You can even collect highlights from multiple open documents or web pages and gather them into a single document. This makes it easy to collate related information, start an outline, or create a study guide.

To try the Study Skills Highlighters, follow these steps:


- 1) Access Study Skills by clicking on the  button until you see the Study Skills toolbar or select the All Features toolbar.
- 2) Open a document or web page.
- 3) Select some text and click on the  (Highlight yellow) button. The text will be highlighted in yellow.
- 4) Select new text from another document or web page and click on the  (Highlight pink) button. The text will be highlighted in pink.

- 5) Click on the  (Collect Highlights) button. The Collect Highlights window is displayed.
- 6) Choose your output selection from the various options and settings available, including ordering highlights by color, collection time, or position in document.
- 7) Click on the OK button. The highlighted text will now be inserted into a new Word document.



A Vocabulary List can easily be built by either selecting words in a document using the highlighters or by entering words manually. A Microsoft Word document will be created with the vocabulary words, dictionary definitions for each, and images representing the words (if available). 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  button.
- 2) A Vocabulary dialog box will open with the highlighted words that you have chosen in the Vocabulary List.
- 3) Click OK. A Word 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 arrow to the right of the Collect Highlights icon for additional options and to watch the Study Skills video tour.

We invite you to try out the many other features found in **Read&Write GOLD**, 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** – Masks out the active/non-active parts of the screen.
- **Speech Input** – Converts speech to text.
- **Read Dragon Recognized Text** – Reads speech that has been converted to text by Dragon NaturallySpeaking.
- **Verb Checker** – Helps students determine correct verb conjugation.
- **Talking Calculator** – Assists with math calculations and conversions.
- **Study Skills Summary** – Summarizes a Word document by paring down its content (not available in Microsoft Office 2010).
- **Web Apps** – Powerful web support tools that work within multiple browsers on mobile devices, including iPad, iTouch, and iPhone, as well as PCs and Macs. Initial suite includes:
 - Read&Write Web: Read aloud HTML web content with Dictionary, Translator, and Study Skills tools
 - eBook Reader: Search for, access, save, and read aloud Bookshare® eBooks
 - Speech App: Read aloud typed or pasted text
 - Dictionary App: Get text and image definitions for typed or pasted words



Minimum System Requirements for Read&Write GOLD

- Pentium IV 1.8 GHz processor (2.4 Ghz recommended)
- Windows XP SP3 or above, Vista, or Windows 7
- 512 MB RAM (1 GB recommended)
- 2 GB Free Disk Space
- Speakers, Sound Card, Microphone (for speech input), DVD Player (for installation only)
- Internet connection required for use of this trial and with certain features
- PDF Aloud requires Adobe Reader 9 or X or Acrobat Version 8, 9, or X

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