



textHELP

QUICK START GUIDE FOR MAC



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Quick Start Guide for Read&Write 5 GOLD for Mac

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 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 students everyday – in school and at home – by providing them with the literacy support they need.

Read&Write GOLD for Mac – 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 for Mac, Apple® Pages®, Safari®, and Adobe® Reader® – allowing students access to the support tools they need from within commonly-used programs.

Configurations

- **Read&Write GOLD for Mac** – 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 for Mac** – Comes on a USB flash drive; allows students to use all of the features of Read&Write GOLD anywhere, anytime.

All of the features of Read&Write GOLD for Mac are available for 30 days following the initial install of the trial software.

Training Options

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

- **Online Help** – To access Online Help, go to the Help menu available from the Read&Write GOLD Application Menu Bar.
- **Video Guided Tours** – To access video guided tours of Read&Write GOLD for Mac features, go to the Help menu available from the Read&Write GOLD Application Menu Bar. The video tours can also be found at www.texthelp.com.
- **Training Guide** – To download or view this guide, go to www.texthelp.com.
- **Product Webinars** – To see webinar descriptions and schedule, go to www.texthelp.com.

If you have any questions regarding Read&Write GOLD for Mac or this trial DVD, contact Technical Support at 888-248-2479 or email us-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 for Mac manual is available on the trial DVD for your reference as you use the software.


Note: You will need to have access to the Internet in order to activate and use the trial software. A downloadable version of this trial is also available on our website.


For more information about these tools, call 888-248-0652 or email u.s.info@texthelp.com.

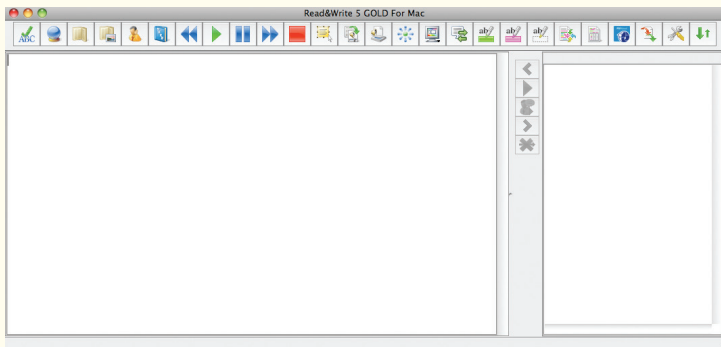
Getting Familiar with the Toolbar

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



You can add or remove tools by clicking on the  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, Apple Pages, 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  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.

Getting Started with 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 www.texthelp.com.

Read&Write GOLD for Mac reading supports:

- **Microsoft Word and Apple Pages** – Read text found in Word or Pages 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 or Pages document.
- 2) Place the cursor on the text you would like to read.
- 3) Click the  button on the Read&Write GOLD for Mac 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: For more reading options, including available voices, pitch, and speed, click on the  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.

Alternatively you can highlight text and have it read by clicking the  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  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. 
- 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 (e.g., text embedded in an image or inaccessible Flash) with Screenshot Reader, follow these steps:

- 1) Click on the  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 or Pages. Click on Tools in the Read&Write GOLD Application Menu Bar, go to Screenshot Reader Options and select “Screenshot to MS Word” or “Screenshot to Pages”.

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  button when your written work is complete to read what you have written in its entirety.
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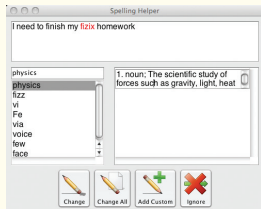
Writing Tools – Read&Write GOLD provides several tools to assist students with writing. These include:



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 or Pages document. Type “I need to finish my fizix homework”
- 2) Click on the  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  button. The meaning will be read aloud to you.
- 6) Now click on the  button to make the change.





Note: For more spelling options, click on the  button on the toolbar. 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 or Pages 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 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 or Pages 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 or Pages 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 or Pages 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 Help Menu to access the Sounds Like and Confusable Words video tour.

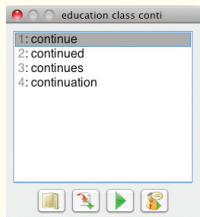


Word Prediction – Word Prediction can help develop writing skills by providing the tools to construct sentences with ease. Read&Write GOLD’s Word Prediction suggests words to use next based on the letters/words you have typed. As you type, a list of suggested words will appear in the Prediction Panel. 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 or Pages document and click on the  button.
- 2) Type **“My early education class cont”**.
- 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.



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  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 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 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.






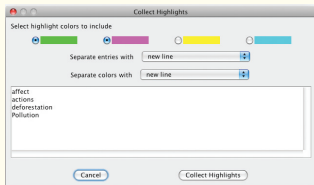
Study Skills Tools – When reading documents, books, or journals, students often use colored markers to

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** can be used to highlight text in Word or Pages 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.). 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 or Pages 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.




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- 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** can easily be built by either selecting words in a document using the highlighters or by entering words manually. A Word or Pages 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  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.

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.
- **Web Apps** – Powerful web support tools that work within multiple browsers on mobile devices, including iPad, iPod Touch, and iPhone, as well as PCs and Macs. Web Apps include:
 - 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 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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