



Read&Write 5 GOLD FOR MAC MANUAL

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1. INTRODUCTION

Read&Write 5 Gold For Mac is designed to provide help to users of Apple Macintosh computers, with reading and writing difficulties. It can read text aloud and help you construct words and sentences. It also has many other features such as advanced spell checking, word prediction and Internet tools, to name but a few.

This guide explains how to

- Get started with Read&Write 5 Gold For Mac – how to start and activate the application, understand site licenses for remote users, and use and customize the toolbar
- Use the Spell Checker
- Read text
- Use the Scanning facility


- Access PDF Aloud.

There are many other features available on the Read&Write 5 Gold For Mac toolbar. You can get information on the following facilities in the manual located on the DVD, or if you are using Read&Write mobile, on the USB key:

- Word Prediction
- Dictionary
- Picture Dictionary
- Sounds Like and Confusable Words
- Calculator
- Verb Checker
- Fact Mapper
- Screen Masking
- Translator
- Study Skills

- Vocabulary Tool
- Editing text from other applications using the Text Transfer facility and Services sub-menu.
- Using the text cache
- Formatting text.

 For the most up to date manual, check the Read&Write Gold For Mac section of the Texthelp website www.texthelp.com

 Information on all of the facilities and how to set them up are provided in the online help.

There are **two** ways in which Read&Write 5 Gold For Mac can be used:

- Read&Write 5 Gold For Mac Application View – you can copy text from other applications into the Read&Write 5 Gold For Mac window and use the facilities to


work with the text


- Read&Write 5 Gold For Mac Floating Toolbar View – you can use the floating toolbar to work with text within certain applications, such as MS Word, Pages and Safari.

The majority of this guide explains how to use the Floating Toolbar View.

1.1 CONVENTIONS USED IN THIS GUIDE

The style and conventions in this guide are designed to make reading it as clear and simple as possible.

-  *This is a note. Important additional pieces of information that you should be aware of are represented as notes.*

 **This is a warning. Information that you must read and observe is represented as a warning.**



This is a reference. Referrals to information in other chapters or sections are represented as references.

Other conventions

Other conventions include:

- Instructions that must be followed in order are shown in numbered lists
- Menus and options are represented in *italics*
- Buttons with text written on them are represented in **bold**, otherwise the picture of the button is shown
- Fields such as text boxes and radio buttons are represented in ***bold italic***.

1.2 INSTALLING READ&WRITE 5 GOLD FOR MAC

Before you can install Read&Write 5 Gold For Mac, you must ensure that the computer has:

- Intel Core Duo
- 1.83 Ghz processor
- Memory 512MB RAM (1GB preferred)
- MAC OS 10.5 or above
- DVD player
- 1.5GB of free disk space
- Java application set to version J2SE 5.0 32Bit.

To install Read&Write 5 Gold For Mac, you insert the DVD in the DVD drive. After a moment a splash screen appears. Click on **Install** and you will be asked to enter your

serial number. Your serial number is displayed on the DVD Cover.

1. Enter your serial number and click **Continue**.
2. Click on **Install application**.
3. Enter your Mac password when prompted.
4. Accept the license agreement.
5. Choose your Installation options and click **Continue**.
6. Confirm your serial number and click **Continue**.
Finally if you are installing in a school, as part of a site license:
7. Enter a shared folder path:
 - The shared folder path is a location on the network where the application can store its license once the activation of the software has been completed
 - This folder should be accessible using the same path from all workstations, whether

logged in as an administrator or a user. When the program starts, it checks in this folder to see what type of license has been purchased; either an unlimited or a concurrent user license.

2. GETTING STARTED

This section explains how to:

- start Read&Write 5 Gold For Mac
- activate Read&Write 5 Gold For Mac
- understand remote users
- use the toolbar
- customize the toolbar.

2.1 STARTING READ&WRITE 5 GOLD FOR MAC

You start Read&Write 5 Gold For Mac from the desktop. To do this, double click on the



icon on the desktop. Alternately click on the icon on the dock bar.

If a User Details screen appears, enter your Name and Email address and choose whether or not you wish Texthelp to receive information on what features you use within the software.

You can choose not to enter your details but doing so ensures that Texthelp can contact you about any updates to the software that become available.

2.2 ACTIVATING READ&WRITE 5 GOLD FOR MAC

If you have purchased an unlimited or concurrent usage site license of Read&Write 5 Gold For Mac, you will be prompted to activate the software when

you first try to run the application.

To activate the software, simply make sure you are currently online and then click on the **Activate** button.

Possible reasons for activation failure include:

- No internet connection
- The activation limit has been reached, i.e. the license you have purchased only allows for a certain amount of users
- Cannot connect to the Texthelp Server. If this is the case, please try again later to activate
- You do not have write access to the chosen shared folder path.

2.3 REMOTE USERS

The initial installation menu for site licenses contains a *Create Remote User Copy*

option.

Site License purchases have the option to purchase a number of seats that can operate remotely from the site.



For more information about Creating Remote User Copies of Read&Write 5 Gold For Mac, see the Remote User Instructions leaflet supplied with the software.

2.4 USING THE TOOLBAR

Figure 2-1 on page 7 labels all of the buttons on the Read&Write 5 Gold For Mac toolbar. You can:

- switch between the Read&Write 5 Gold For Mac Application View and the Floating



Toolbar View by clicking on the button. Alternatively you can select *Change To Application View / Change To Floating*

Toolbar View from the *View* menu

- position the toolbar anywhere on the screen by dragging and dropping it onto the appropriate position
- make sure the toolbar is always on top of other applications by selecting *Always On Top* from the *View* menu
- access the functions on the toolbar using shortcut keys (Application View only). You can set up your own shortcut keys.



For information on setting up shortcuts, refer to 'Customizing shortcuts' in the online help.



























 Spell Checker	 Word Prediction	 Dictionary	 Picture Dictionary	 Sounds Like and Confusable Words	 Verb Checker
 Rewind Speech	 Play Speech	 Pause Speech	 Forward Speech	 Stop Speech	 Screenshot Reader
 Speech Maker	 Scan	 Fact Mapper	 Screen Masking	 Translator	 Study Skills: Green and Pink Highlights
 Clear Highlights	 Collect Highlights	 Vocabulary Tool	 Access PDF Aloud	 Resize (toggles between application and toolbar view)	 Text Transfer
			 Preferences		



Figure 2-1 The Read&Write 5 Gold For Mac toolbar




2.5 CUSTOMIZING THE TOOLBAR

You can set up which functions and facilities you want displayed on the Read&Write 5 Gold For Mac toolbar.

 *For the purposes of this guide, it is assumed that you can see the default toolbar.*

To customize the toolbar:

1. Click on the  button. You see the Preferences window.
2. Make sure the **Display options** checkbox is selected at the bottom of this window.
3. Click on the Customize Toolbar tab (Figure 2-2 on page 9).
4. Select the function or facility you want to add to the toolbar, from the **Exclude** list box, and then click on the  button.

5. Select the function or facility you do not want on the toolbar, from the **Include** list box, and then click on the  button.
6. If required, you can rearrange the order in which the functions and facilities are displayed on the toolbar. To do this, select the function or facility you want to move and then:
 - click on the  button to move the function or facility further to the left-hand-side of the toolbar
 - click on the  button to move the function or facility further to the right-hand-side of the toolbar.

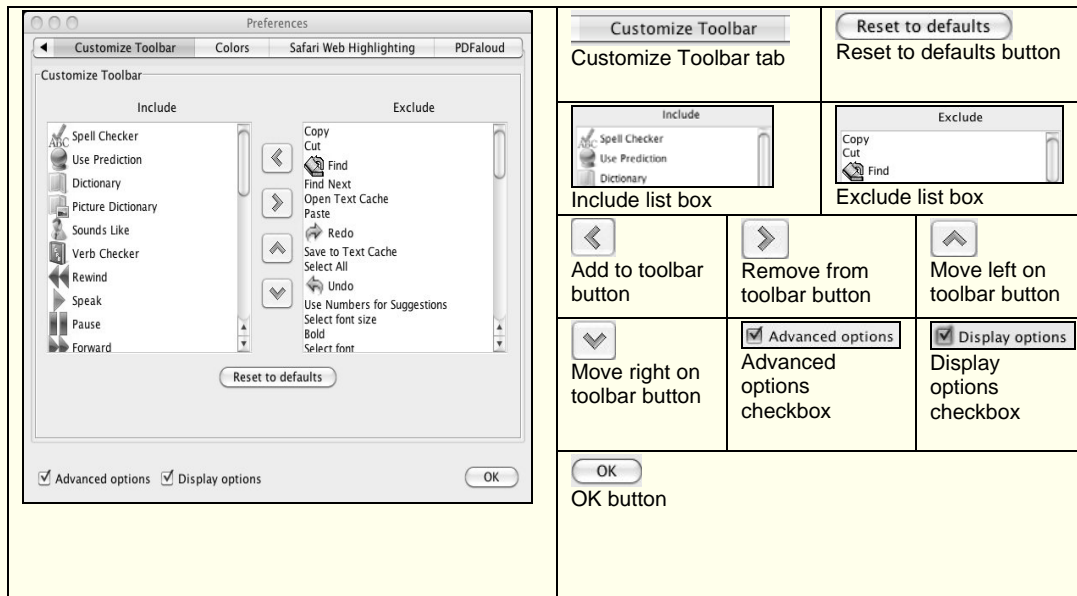



Figure 2-2 The Preferences window – Customize Toolbar tab


If you are not happy with the toolbar you have customized, click on the **Reset to defaults** button to revert back to the Read&Write 5 Gold For Mac default toolbar.

7. Click on the **OK** button to update the system.


3. USING THE SPELL CHECKER

You use the Spell Checker to spell check selected text, or your entire MS Word / Pages document.


 *The language used by the Spell Checker to search for spelling errors is selected during installation of Read&Write 5 Gold For Mac.*

 Refer to 'Configuring the Spell Checker' in the online help for information on setting up

spell checking options.

 Refer to 'Setting up preferences' in the online help to access other topics that work in conjunction with the Spell Checker, for example, the 'custom dictionary' and 'phonetics list'.

To use the Spell Checker:

1. Select the text or place your cursor on the document that you want to check.
2. Click on the  button or select *Spell Check* from the *Tools* menu.

If the text is:

- correctly spelt, a message is displayed informing you that the Spell Check is complete
- incorrectly spelt, you see the Spelling Helper window (Figure 3-1 on page 11). The first incorrect spelling is displayed.

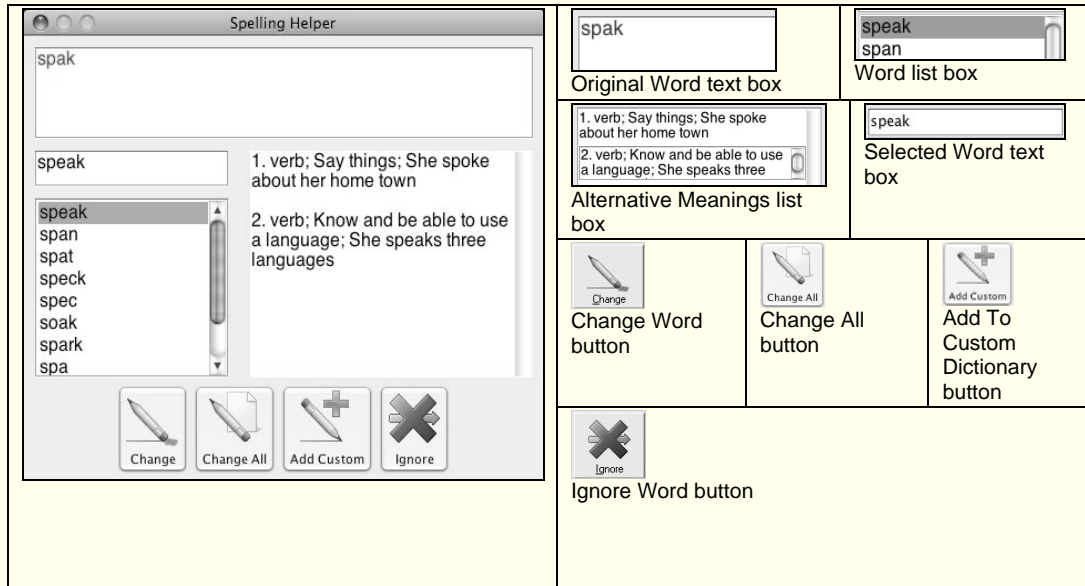


Figure 3-1 The Spelling Helper window

3. Select a word from the **Word** list box. A list of alternative words and their meanings is displayed in the **Alternative Meanings** list box.
4. Choose from the following options:
 - change the mis-spelt word to the selected word by clicking on **Change Word**
 - change the mis-spelt word throughout your document by clicking on **Change All**
 - add the selected word to your custom dictionary by clicking on **Add To Custom**
 - ignore the mis-spelt word by clicking on **Ignore**.
5. Repeat steps 3 and 4 to correct any other mis-spelt words.



4. READING TEXT

This section explains how to use Read&Write 5 Gold For Mac to read text in your MS Word / Pages document. It also describes how to do the following:

- read text on buttons and toolbars within Read&Write 5 Gold For Mac
- highlight text when reading it aloud
- read text in Safari
- read text on images or any application using Screenshot Reader
- convert text into a sound file using Speech Maker.








Refer to 'Setting up speech options' in the online help for information on how to change the system voice.

-  Refer to 'Specifying how words are pronounced' in the online help for information on customizing how the system pronounces words.
-  Remember to check that your speakers are switched on.

4.1 READING TEXT USING THE TOOLBAR

You can use the **Speech** buttons on the toolbar to read text in your MS Word / Pages document in the following way:

-  – click on this button to hear the current word, sentence or paragraph read aloud, or highlight the specific text you want to hear and click on this button
-  – to move speech back click on this button

-  – to move speech forward click on this button
-  – click on this button to pause reading, then click on it again to resume
-  – click on this button to stop reading the text aloud.

4.2 READING TEXT USING THE SPEECH MENU

You can read text aloud in your MS Word / Pages document using the Speech menu. To do this, select the *Speak Actions* option from the *Speech* menu and then select any of the following options:

- *Play* – to hear the current word, sentence or paragraph read aloud, or highlight the specific text you want to

hear and select this option

- *Stop* – to stop reading the text aloud
- *Rewind* – to move speech back
- *Pause* – select this option to pause reading, then select it again to resume
- *Forward* – to move speech forward.

To use continuous reading, select the *Continuous Reading* option from the *Speech* menu. With this option on, Read&Write 5 Gold For Mac will continue reading until it reaches the end of the page or until it is interrupted by a new action.

4.3 READING TEXT AS YOU TYPE

When using Read&Write 5 Gold For Mac in Application View, MS Word or Pages, you can configure the system to read text as you type. You can specify whether you want it to speak on each letter, word or


sentence. To do this:

1. Click on the *Speech* menu.
2. Make sure *Speak as I Type* is selected.
3. Select one or more of the following:
 - Speak Each Letter
 - Speak Each Word
 - Speak Each Sentence.

4.4 ACTIVATING THE SCREEN READING FACILITY


You can instruct the system to read aloud information on any item in Read&Write 5 Gold For Mac, including buttons and toolbars, when you hover your mouse over them. To do this you simply select the *Screen Reading* option from the *Speech* menu.

To turn off the Screen Reading facility, make sure the *Screen Reading* option is deselected in the *Speech* menu.

 *You cannot use this facility to screen read any other application you may have open.*

4.5 USING SPEECH HIGHLIGHTING

You can instruct the system on how to highlight text when reading it aloud in your MS Word / Pages document. You can specify whether you want it to highlight each word, sentence or paragraph.

 *If you are using Pages, you can only highlight each paragraph; you cannot highlight each word or sentence.*

To do this:

1. Click on the *Speech* menu.

2. Select one of the following options from the *Selection Type* sub-menu:

- Paragraph
- Sentence
- Word.

The system will now highlight text when reading it aloud, using the specified method.



Refer to 'Setting up speech options' in the online help for information on specifying how you want the text displayed as it is read aloud.



Refer to 'Setting up colors' in the online help for information on how to change the colors used for speech highlighting.

4.6 USING SAFARI WEB HIGHLIGHTING

Safari Web Highlighting allows you to hear website content read aloud by simply hovering your mouse over the text. This section explains exactly how to do this and also how to set up Safari Web Highlighting to suit your needs.

Reading text on web pages


To read text on a web page:

1. Open the website in Safari.
2. Select *Safari Web Highlighting* from the *Speech* menu.
3. Hover your mouse over an area of text in order to read it aloud.

4. Use the **Speech** buttons on the toolbar to read the previous or next text aloud, or to pause or stop reading text.
5. To use continuous reading, select *Continuous Reading* from the *Speech* menu. With this option on, Safari Web Highlighting will continue reading until it reaches the end of the page or until it is interrupted by a new action.

To disable this facility, make sure *Continuous Reading* is deselected from the *Speech* menu.


If you do not activate Safari Web Highlighting, you can still read website content aloud by selecting text and then

clicking on the  button. You can also use the other **Speech** buttons using this method.

- ✎ *The difference between this method and activating Safari Web Highlighting is that you must actually select the text and then play the text, whereas with Safari Web Highlighting, you simply hover your mouse over the text.*

Setting up Safari Web Highlighting

You can set up Safari Web Highlighting to suit your needs. To do this:

1. Click on the  button. You see the Preferences window.
2. Make sure the **Display options** checkbox is selected and then select the Safari Web Highlighting tab (Figure 4-1 on page 18).
3. Safari Web Highlighting highlights the area of text that is read aloud. It also highlights each word within this area of text as it is

read aloud. You can select the colors you want to use to highlight the word and the area of selected text, by clicking on the following buttons in the appropriate section:

- **Foreground Color** – click on this button to select the color of the font
 - **Background Color** – click on this button to select the color of the background.
- ✎ *To use speech highlighting you must also make sure that the **Speak with highlighting** option is selected in the Speech tab of the Preferences window.*
- ✎ *If you are not happy with the new settings, click on the **Reset to default colors** button to revert back to the original Read&Write 5 Gold For Mac highlighting settings.*

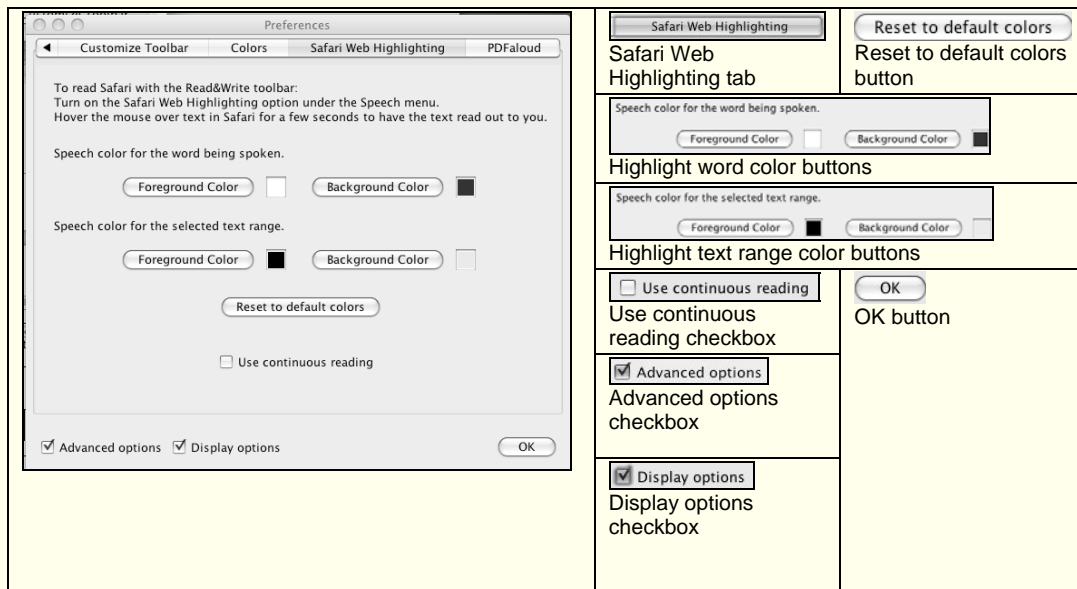


Figure 4-1 Preferences window – Safari Web Highlighting tab

4. Select the ***Use continuous reading*** checkbox if you want Safari Web Highlighting to continue reading until it reaches the end of the web page or until it is interrupted by a new action.
5. Click on the **OK** button to save the settings.



4.7 USING SCREENSHOT READER

You use Screenshot Reader to read aloud any text on the screen. In particular, it can read aloud text used in images or any application, even if this text is not accessible, for example, flash.

You can also specify if you want the selected text to be displayed in MS Word, Pages or in Application View by clicking on the Tools menu and then selecting one of the following options from the *Screenshot Reader Options* menu:

- *Screenshot to MS Word*
- *Screenshot to Pages*
- *Screenshot to Application View.*

To use Screenshot Reader to read text:

1. Click on the  button. Your cursor now looks like this: 
2. Select the area of text you want to read aloud.

Read&Write 5 Gold For Mac reads the text aloud.

If you prefer the text to be read aloud within a window (Figure 4-2 on page 20), make sure the ***Automatically close after reading*** checkbox is deselected in the Screenshot Reader tab of the Preferences


window. You can then click on the  button to read the text aloud again.



Figure 4-2 Screenshot Reader window





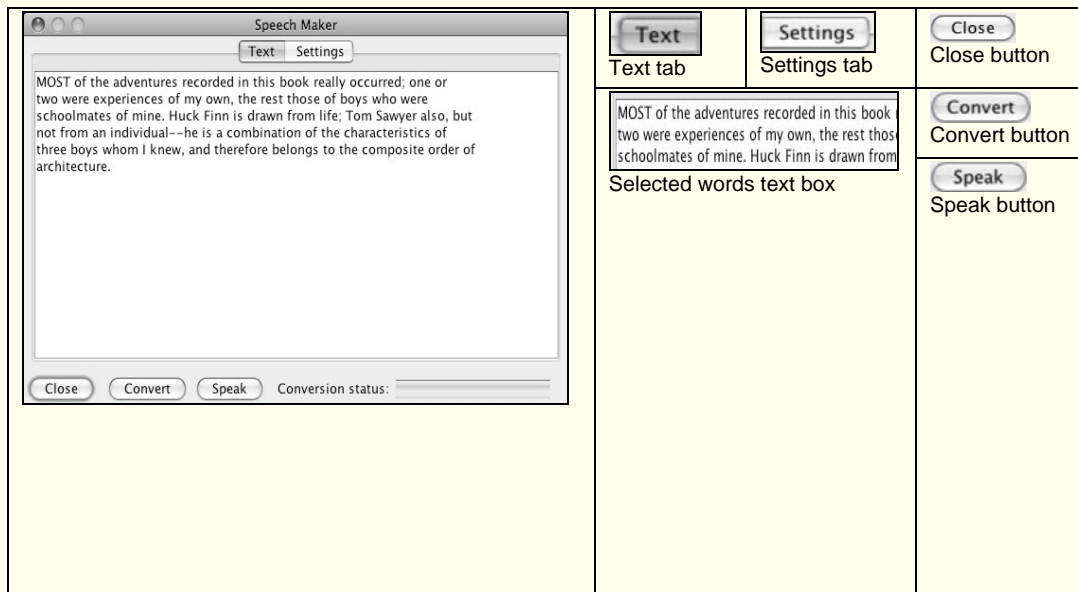
Refer to 'Setting up Screenshot Reader' in the online help for more information. This section also explains how to change the colors used for highlighting the text.

4.8 USING THE SPEECH MAKER FACILITY

You use the Speech Maker facility to convert text in MS Word / Pages, into speech, which can then be converted into a sound file. To do this:

1. Display or select the text you want to convert into a sound media file in your document.

2. Click on the  button or select *Speech Maker* from the *Tools* menu. You see the Text tab of the Speech Maker window (Figure 4-3 on page 21), displaying the selected text.
3. Click on the Settings tab (Figure 4-4 on page 22). You use this tab to alter the current voice settings.
4. Select the speech engine you want to use by selecting one from the **Voice** drop down list.
5. Adjust the **Speed** and **Volume** track bars as required.
6. Click on the **Speak** button to test the new voice.
7. Click on the  button. The Save As window is displayed.

**Figure 4-3 Speech Maker window – Text tab**

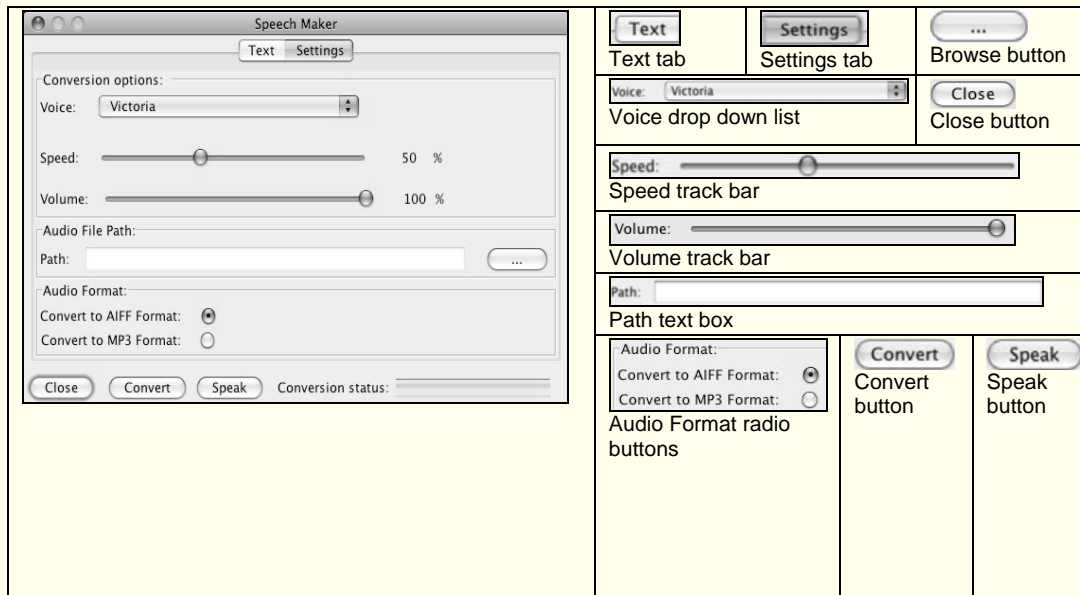


Figure 4-4 Speech Maker window – Settings tab

8. Browse to the folder in the directory in which you want to save the sound file and then click on **Save**.
9. Select the type of sound file format you want to create, by selecting the appropriate **Audio Format** radio button.
10. Click on the **Convert** button to create the new sound file.

5. USING THE SCANNING FACILITY

The Read&Write 5 Gold For Mac Scanning facility allows you to import an existing image file or scan a new image using your scanner. You can scan directly into Read&Write 5 Gold For Mac or create a PDF, MS Word, Pages or HTML document from the scanned image.

Once you have scanned the image, you can use the Read&Write 5 Gold For Mac facilities to manipulate the text on the image.

Read&Write 5 Gold For Mac uses your default scanner.

This chapter also explains how to set up scanning options.

5.1 SELECTING THE APPLICATION TO WHICH YOU WANT TO SCAN IMAGES

You can specify the application to which you want to scan images. You can select from the following options:

- Read&Write 5 Gold For Mac
- PDF – Adobe Acrobat

- Word – MS Word
- Pages – Apple Pages
- HTML – Safari.


To select the application:

1. Select the *Scan Options* sub-menu from the *Tools* menu and then select one of the following options:

- Scan to Read&Write
- Scan to PDF
- Scan to Word
- Scan to Pages
- Scan to HTML.

This is now your default choice. In future, when you select the *Scan* option from the *Tools menu*, Read&Write 5 Gold For Mac will automatically attempt to scan a document to the selected application.

2. Select the *Scan Options* sub-menu from the *Tools* menu and then select the *Auto Open Output* option if you want the scanned image to be automatically opened in the selected application.

 *Don't forget to save the scanned image in the directory of your choice.*

If you deselect the *Auto Open Output* option, you are prompted to name and save the scanned image file. To view the file, you must then launch the appropriate application and open the scanned image.

5.2 SCANNING DOCUMENTS

To scan a document:

1. Place the document you want to scan into the scanner.

2. Select the *Scan Options* sub-menu from the *Tools* menu and then select the *Load from Scanner* option.

This is now your default choice. In future, when you select the *Scan* option from the *Tools* menu, Read&Write 5 Gold For Mac will automatically attempt to scan a document.

3. One of the following actions will now occur:
 - if you have selected the *Auto Open Output* option from the *Scan Options* sub-menu, the scanned image automatically opens in the appropriate application
 - if you have deselected the *Auto Open Output* option from the *Scan Options* sub-menu, you are prompted to name and save the file.

5.3 SCANNING IMAGES FROM A FILE

To scan from a saved image file:

1. Select the *Scan Options* sub-menu from the *Tools* menu and then select the *Load from File* option.

This is now your default choice. In future, when you select the *Scan* option from the *Tools* menu, Read&Write 5 Gold For Mac will automatically access the Open File window.

The Open File window is displayed.

2. Select the file you want to open and then click on the **Open** button.
3. A dialog box is displayed asking you to enter a range of pages you would like to scan. You can enter multiple ranges of

pages in this text box, for example, “1-3, 5-7, 10-12”.

4. One of the following actions will now occur:
 - if you have selected the *Auto Open Output* option from the *Scan Options* sub-menu, the saved image file automatically opens in the appropriate application
 - if you have deselected the *Auto Open Output* option from the *Scan Options* sub-menu, you are prompted to name and save the file.


5.4 SETTING UP SCANNING OPTIONS

You can set up the Scanning facility to specify how you want to scan documents. Your scanner must be connected to the system, as it is necessary to communicate with the scanner to accurately configure

settings.

To set up Scanning Options:



1. Click on the  button. You see the Preferences window.
2. Select the Scanning tab (Figure 5-1 on page 27).
3. Select the scanner you want to use, from the **Select Scanner** drop down list.
 - ☞ *This option is only available if you have MAC OS 10.6, otherwise the Scanning facility will apply these settings to your default scanner.*
4. Select one of the following radio buttons:
 - **Single Pages** – allows you to scan one page at a time

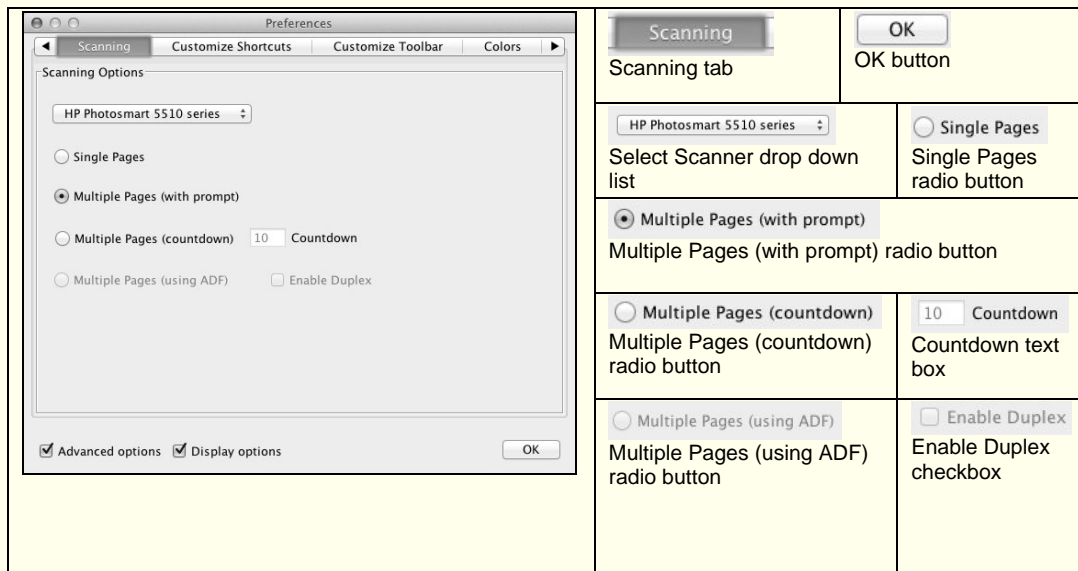


Figure 5-1 Preferences window – Scanning tab


- **Multiple Pages (with prompt)** – allows you to set up the Scanning facility to ask you if you want to scan more pages after each scan has been completed
 - **Multiple Pages (countdown)** –allows you to scan multiple pages at a time. You can then enter the number of seconds you want to leave between each scan, in the **Countdown** text box
 - **Multiple Pages (using ADF)** – allows you to scan multiple pages at a time using Automatic Document Feeder (ADF). You can select this option if your ADF scanner works with the Scanning facility.
5. Select the **Enable Duplex** checkbox if you want to scan on both sides of the paper (if your scanner allows you to do this).
 6. Click on the **OK** button.

6. ACCESSING PDF ALOUD

You can access PDF Aloud by clicking on

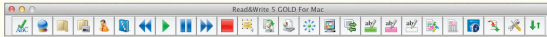


the button on the Read&Write 5 Gold For Mac toolbar. Once the Adobe window opens, a PDF file containing the PDF Help is displayed. Open the file you want read aloud using the Adobe File menu. You can now use the PDF Aloud toolbar, as required.

 Refer to 'Setting up PDF Aloud' in the online help for information on selecting the color of the text read aloud in Adobe Acrobat/Reader.

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Read&Write 5 GOLD FOR MAC software is a comprehensive toolbar that integrates with Apple Macintosh applications such as Apple Pages, MS Word 2008 and upwards and Safari, to provide outstanding literacy support.

Minimum System Requirements:

Intel® Core™ Duo
1.83GHz Processor
Memory 512MB RAM (1GB preferred)
MAC OS 10.5 or above
DVD player (For installation purposes only)
1.5 GB of Free Disk Space

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Key Features:

- *NEW* Picture Dictionary
- *NEW* Verb Checker
- *NEW* Vocabulary Tool
- *ENHANCED* Sounds Like and Confusable Words
- *ENHANCED* Text-to-Speech
- *ENHANCED* Screenshot Reader
- *ENHANCED* Translator
- *ENHANCED* Fact Mapper
- *ENHANCED* Daisy Reader
- *ENHANCED* Scanning

Screen Masking
Dictionary

Study Skills

High Quality Voices

Safari Web Highlighting

Spell Checker

Word Prediction

Fact Finder

Speech Maker

PDF Aloud

Floating Customizable Toolbar

