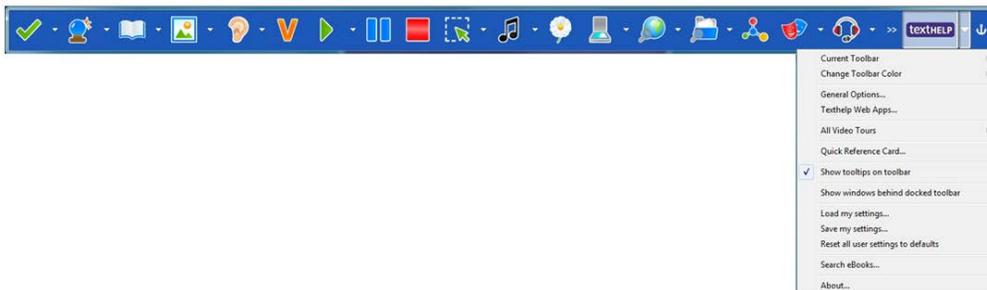


By clicking on the down arrow to the right of the Texthelp logo you can choose from a list of task-specific toolbars or customize your own.



You can also click on the Texthelp logo to toggle through the available toolbars. Users can also customize the look of the toolbar and choose their preferred toolbar icon style.

You can see additional feature icons by clicking on the double arrow to the left of the Texthelp logo.

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.

Read&Write Gold Features

Reading Tools



Text to Speech is one of the most fundamental support features of Read&Write Gold. Hearing text read aloud, using natural sounding male and female voices in conjunction with dual highlighting, helps the reader with comprehension and word recognition.

Studies have also found that writing skills and attitude towards writing improve when writing is read aloud (Central Washington University, Technology for Learning Disabilities Project).

Read&Write Gold reading supports:

- **Microsoft Word** – Read text found in Word documents by word, sentence, paragraph, or continuously.
- **Google Docs** – Read text found in Google documents in Chrome.
- **The Web** – Read web pages in Internet Explorer, Chrome, and Firefox.
- **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 and Open University.
- **NIMAS** – Convert NIMAS files to reader-ready files through the NIMAS Conversion Tool.

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 play  button on the Read&Write Gold 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: 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 web content

Follow these steps:

- 1) Open a web page and select the text you would like to read.
- 2) Click the play  button to start reading the text. To stop reading, click the stop  button and to pause, click the pause  button.

- 3) Alternatively, click the down arrow besides the play  button and select 'Read the web'. Hover the cursor over the text you wish to read aloud.

**Note added by ATRC: Make sure the "Read the Web" option is activated by clicking on the small arrow next to the play button and scrolling down to "Read on Web." There should be a check-mark next to "Read on Web."*

To read a PDF file

Follow these steps:

- 1) Click on the pdf aloud  button on the toolbar and open a PDF document that you would like to read.
- 2) The PDF file will open but PDF Aloud will not automatically display if you are using Adobe X or higher. Access the PDF Aloud Toolbar in Adobe X or XI, by clicking on Extended, then 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

Follow these steps to read inaccessible text (e.g., text embedded in an image, inaccessible Flash, or locked pdf) with the Screenshot Reader:

- 1) Click on the screenshot reader  button.

- 2) Surround the text that you would like to read. The text aloud will then be read aloud. You can also capture the text by drawing freehand around the text or by hovering over the text.
- 3) Click on the yellow play  button in the lower right corner to have the text read aloud again.
- 4) To use Screenshot Reader to export the selected text to Word, click on the arrow to the right of the screenshot reader  button and select "Screenshot to MS Word" before selecting text.

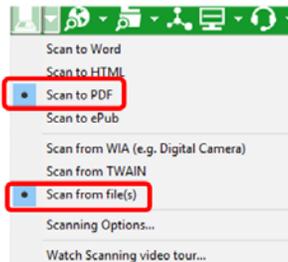
Note: To learn more, click on the arrow to the right of the Screenshot Reader icon for additional options and to watch the Screenshot Reader video tour.

To convert an inaccessible PDF

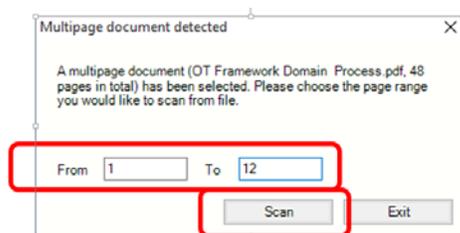
Follow these steps to convert an inaccessible PDF into a PDF file that you can edit, highlight, and use text to speech options with.

****The inaccessible PDF needs to be saved on your computer prior to converting****

- 1) Click the arrow to the right of the Scan  button
- 2) In the drop down menu select **Scan to PDF** and **Scan From File(s)**



- 3) Next click the Scan  button
- 4) When prompted, find the saved PDF on your computer and select **Open**
- 5) Another pop up window will prompt you to choose which pages to scan. Select the pages you wish to scan and click **Scan**.



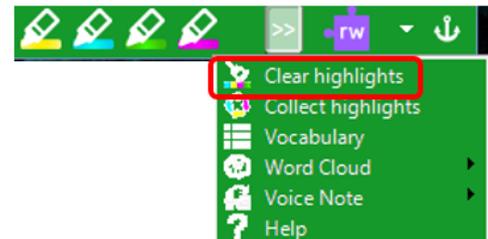
- 6) Read and Write will then prompt you to choose where to save the accessible PDF on your computer.

- 7) Once converted, the accessible document will be saved on your computer and you can access it through Read and Write by following the “to read a PDF file” section mentioned earlier in this Quick Start guide. **PDF**

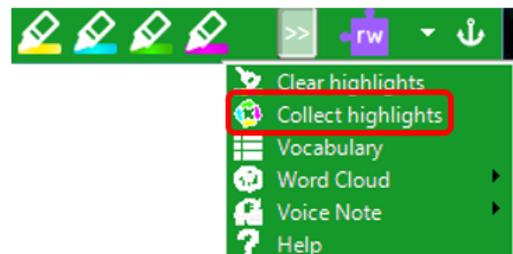
To highlight, clear highlights and collect highlights

Read and Write has a highlighting feature that allows you to highlight a PDF file using 4 different colors and then organize and collect your highlights in a separate word document.

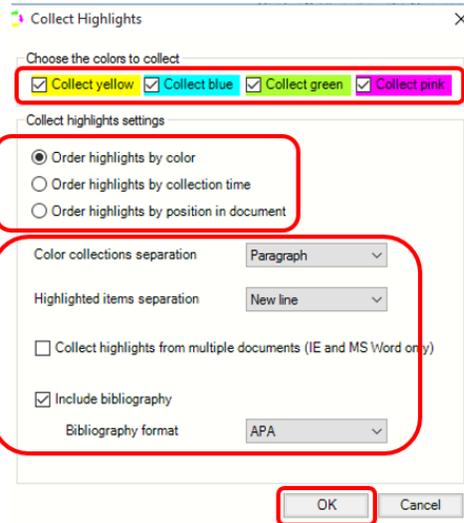
- 1) The Read and Write toolbar has a highlight option 
- 2) To highlight, select the word or sentence you wish to highlight and then click on the color you want to highlight it with.
- 3) If you want to remove a single highlight, select the word or sentence you do not want to be highlighted anymore and click **Clear Highlights**.



- 4) If you want to remove ALL of your highlights click **Clear Highlights** and select **OK** when prompted.
- 5) To organize your highlights and collect them in a word document click **Collect Highlights**



- 6) The following window will allow you to choose:
 - a. Which color highlights you want to be converted and organized in a Word document.
 - b. The order the converted highlights will be in.
 - c. The format the highlights will be in and whether or not you want a bibliography included.



- 7) Click **OK** and a Word document will open with all of your selected highlights in the order and format that you chose.

To hear text read aloud while typing follow these steps:

- 1) Open a Word document and click on the arrow to the right of the play  button and click on 'Speak as I Type'.
- 2) You will hear the words read aloud as you type.
- 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 users with writing. These include:

Phonetic Spell Checker



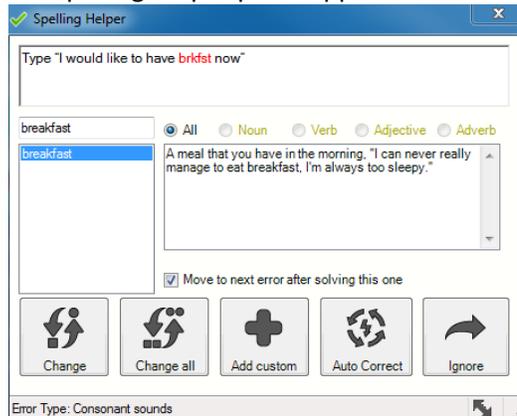
The advanced Phonetic Spell Checker analyzes and corrects spelling mistakes. Phonetic spelling errors as well as flexible spelling errors such as typing words without vowels are identified. In addition, the Spell Checker uses collocated words (words that precede or follow the error) to provide better suggestions.

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.

To use the Spell Checker, follow these steps:

- 1) Open a new document and type "I would like to have brkfst now."

- 2) Click on the checkmark  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 play  button. The meaning will be read aloud.
- 6) Now click on the change  button to make the change.

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

Dictionary



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

To use the Dictionary, follow these steps:

- 1) Highlight a word in a document or web page and then click on the dictionary  button. The Dictionary dialog box will open.
- 2) Click on the definition you are interested in and click the play  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



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

To use the Picture Dictionary, follow these steps:

- 1) Highlight a word in a Word document or web page and click on the picture dictionary



button.

- 2) 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.
- 3) 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 users, 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



Words that sound the same but are spelled differently (homophones) or words that are commonly confused are identified.

To use the Sounds Like and Confusable Words Checker, follow these steps:

- 1) Open a document and type "Your dog went threw the gate and left his toy their."
- 2) Click on the ear  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.

Word Prediction

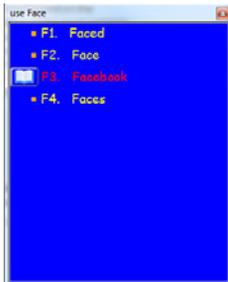


Word Prediction helps develop writing skills by providing tools to construct sentences with ease. It allows users to produce high quality work, lessens the time it takes for them to do so, and reduces keystrokes for those with diminished physical dexterity.

Word Prediction completes words being typed and suggests words to use next. The Prediction database includes over 1 million of the most common phrases used in spoken English, fiction, non-fiction, popular magazines, newspapers, and academic texts. In addition, 150+ subject-specific Word Banks are included. Users can also add their own Words and Word Banks. Word Prediction also uses the phonetic mappings found in the Spell Checker to provide even more suggestions. Sounds like and confusable words are identified and definitions are available when working within the Prediction Panel.

To try Word Prediction, follow these steps:

- 1) Click on the word prediction  button.
- 2) Open a new document and type "Do you use Face
- 3) The Prediction Panel will be populated with suggestions for completing the next word.



- 4) To insert any word from the Panel, click on the word or use the corresponding Function key.

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

Research Tools

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

Fact Finder



Helps find information quickly by searching the web for relevant information about a topic.

To use Fact Finder, follow these steps:

- 1) Click on the fact finder  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.

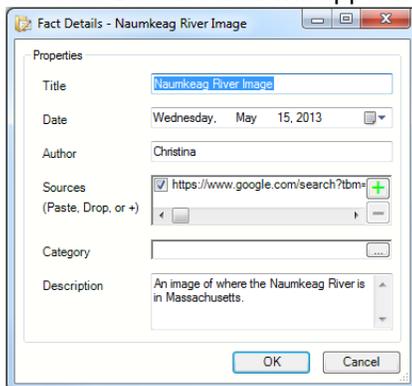
Fact Folder



Helps prepare and store information for research assignments or when writing reports.

To use Fact Folder, follow these steps:

- 1) Open Internet Explorer and select a fact and click on the fact folder  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 arrow next to the fact folder  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 arrow next to the fact folder  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.

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.

Fact Mapper



Produces 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, users often use colored markers to highlight portions of text which are relevant to the subject they are studying or researching. Study Skills tools promote active learning and help engage readers of all ages.

Vocabulary List Builder



Takes words highlighted in a Word or Google document or a web page using the Study Skills Highlighters, or words entered manually and creates a Vocabulary List document. This new document contains a table with the words, dictionary definitions for each, and images. This tool gives both students and teachers a quick and easy way to create a vocabulary list to help improve and expand vocabulary skills. For strategies on using the Vocabulary Builder, go to www.texthelp.com/media/163964/vocabulary_list_builder_for_new_words.mp4.

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 builder  button.
- 2) A Vocabulary dialog box will open with the highlighted words that you have chosen in the Vocabulary List.
- 3) Add additional words and a title if you choose, then click OK. A document will automatically be created with the words as well as definitions and images for each word.

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

Other Tools

In addition to the tools featured in this Quick Start Guide, there are many other powerful support tools in Read&Write Gold, including:

- **Word Cloud** – Use Word Banks or selected text to create and display word lists or “clouds” for use when writing, filling in worksheets, or taking tests.
- **Voice Notes** – Record a voice note and insert it in a Word document. Great for inserting instructions or creating audio responses.

- **Translator** – Provides single word, paragraph, or block of text translation into multiple languages.
- **Speech Maker** – Easily converts 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 determine correct verb conjugation.
- **Talking Calculator** – Assists with math calculations and conversions.
- **Scanning** – Scans single and multi-page print documents or PDF files.

Read&Write Gold Minimum System Requirements

- Pentium IV 1.8 GHz processor (Pentium 4 2.4 Ghz or greater recommended)
- Windows XP SP3 or above
- 512 MB RAM (1 GB RAM recommended)
- 2 GB Free Disk Space
- Speakers, Sound Card, and Microphone (for speech input)
- Internet connection required for use of this trial and with certain features
- PDF Aloud requires Adobe Reader X or XI or Acrobat Version 9, X or XI

Contact Us

Texthelp Inc.

600 Unicorn Park Drive Woburn, MA 01801 [TextHelp Website \(www.texthelp.com\)](http://www.texthelp.com) Phone: 888-248-0652

Fax: 866-248-0652

General Inquiries: u.s.info@texthelp.com

Technical Support Phone: 888-248-4947

Support Inquiries: [Customer Support Contact \(us-support@texthelp.com\)](mailto:us-support@texthelp.com)