

Read&Write for Mac

Add text to the icons in the toolbar by clicking on the preferences  icon. Click on "Customize Toolbar. Click inside the box at the end of the line for "Show text on toolbar" to activate this feature.

[Read&Write for Mac - Help Videos](#)

All video tutorials for the features of Read&Write for Mac are available online. Listed and briefly described below are the features most commonly used in postsecondary.

[Audio Maker](#) (02:27)

This feature converts text into an MP3 (audio file).

1. Select the text you want to convert (highlight with mouse)
2. Click on the Audio Maker icon
3. Click on Next
4. Customize voice, volume and rate of speech
5. Click on Create

[Spell Check](#) (04:11)

This feature offers much more than the traditional spell check. Spell check will identify words that are spelled incorrectly and suggest corrections but it can also read the word suggestions aloud, include a definition for each word suggestion and read the definition aloud.

[Highlights](#) (02:45)

There are 4 different color highlights you can use to create a study guide or gather some research information. This feature works in Microsoft Word, Safari, Chrome, Firefox and Google Docs.

1. Select the text you want to highlight
2. Click on the highlight color icon in the toolbar
3. Repeat 1 & 2 until you highlight everything you want
4. Click on the Collect Highlights icon in the toolbar
5. Choose which colors to collect and how to organize the colors
6. Click on collect

[PDF Reader](#) (02:23)

This feature will read the text in an accessible PDF aloud and highlight the text as it is read. You can customize the voice, how fast or slow the voice reads and the colors displayed when text is read aloud in Speech settings.

1. Click on the PDF Reader icon
2. Open a PDF document from your computer
3. Click on the play icon to have the document read to you

[Research Folder](#) (05:21)

You can collect information, save it, add a description that helps you remember why you collected it and the web address is automatically recorded so you can cite the source.

1. Select the text you want to save (highlight with mouse)
2. Click on the Research Folder icon
3. Click on Add Fact
4. Enter supplemental information in the Fact Details Panel
5. Assign this fact to a color-coded category

To save an image, click on Research Folder and choose "Add Image Fact" from the menu. Drag and drop image into the window where you can add information about the image and how it relates to the research project.

You can review the facts and collect the facts in a Word document.

1. Click on the Research Folder icon
2. Click on Review Facts
3. Select the facts you want to collect into Word
4. Click on Export
5. Choose a bibliography format
6. Click on the Word button

[Scan](#) (01:54)

You can physically scan a document with this feature but you are more likely to scan an electronic file. Use this feature when PDF Reader does not work. If PDF Reader does not work, that means the file is a picture of text and therefore inaccessible. Scan will convert the picture into text that is recognized and can be read aloud.

1. Click on the Scan icon
2. Choose to scan a single page or multiple pages
3. Choose the output (PDF, Word, HTML)
4. Click on the Scan button
5. You may be prompted to save the scanned document
6. Open the inaccessible PDF
7. Choose the number of pages you want to scan. The scan will take longer when there are several pages to scan.
8. Click on Scan
9. Click on the play icon to have the document read to you

[Screenshot Reader](#) (02:23)

You can use this feature to read text embedded in a picture, for example, or in Canvas and just about anywhere else on the web and in text documents.

1. Click on the Screenshot Reader icon
2. Use the mouse to draw a box around the text you want read
3. Text within the box will be read aloud when the OCR (optical character recognition) process is complete
4. Click on the pause icon in the lower right corner of the box or on the x in the upper left corner of the box to close it

[Speech](#) (05:47)

Speech is where you can customize the voice, how fast or slow the text is read aloud, the highlighting colors used when the text is being read aloud, and much more.