

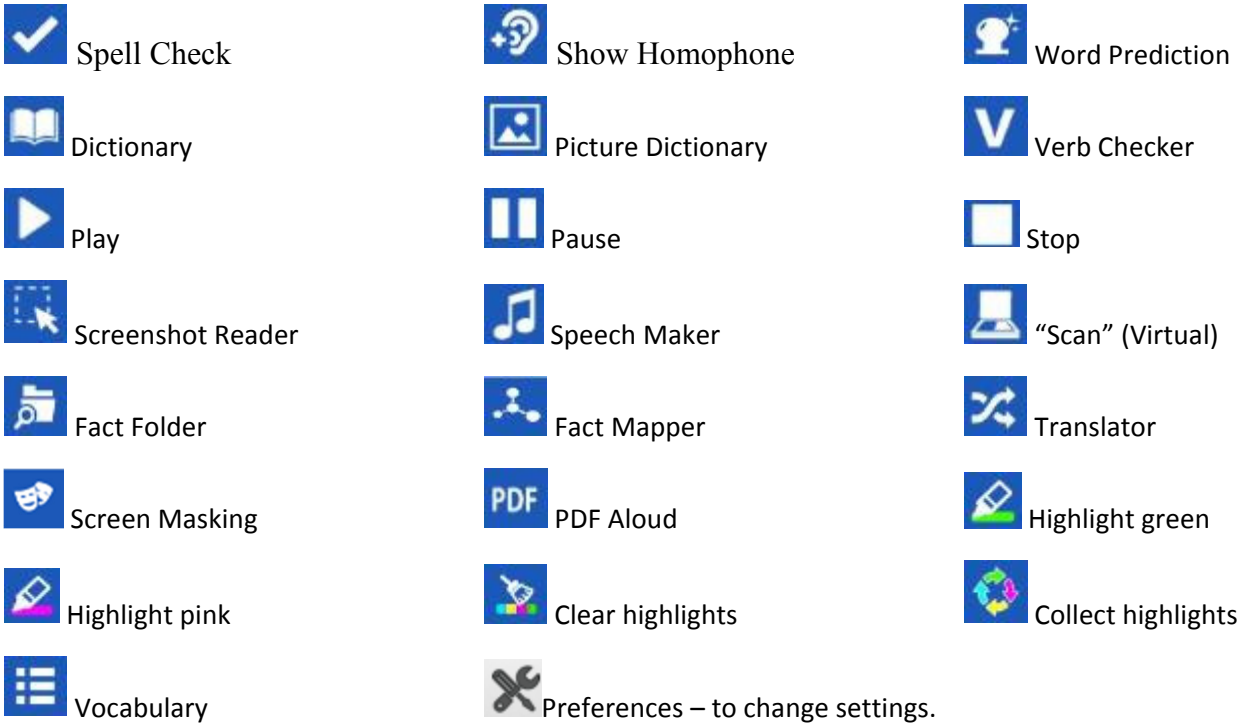
# READ&WRITE GOLD – CAMPUS MAC MACHINES

Complete instruction guide can be found by clicking HELP on the apple toolbar or at <http://readwrite.texthelp.com/rw6mac/help/ReadWriteMac/Index.html>

## TURN ON READ&WRITE GOLD

- 1) Click on the “finder” icon in the shortcut Dock at the bottom of the screen.
- 2) Click on “applications” under the favorites heading in the resulting window.
- 3) Scroll down the list and Double Click on “Read&Write Gold .app”.
- 4) Close the applications window.
- 5) The Read&Write Gold software will load and the toolbar will appear on the desktop. This may take a couple of minutes. Toolbar can be moved around the desktop by clicking and dragging.

## BUTTONS ON THE TOOLBAR



## APPLE TOOLBAR

The Apple toolbar at the top of the screen will change to show Read&Write Gold options. If not – click on the Read&Write Gold toolbar and then the Apple toolbar will change.

**Edit** – Start dictation

**Mode** – Choose speech, reading, writing, study skills, research or User Default to change the Read&Write toolbar.

**View** – Choose **Customize Toolbar** to add other Read&Write buttons to the toolbar.




**Help** – Read&Write Gold online instructional manual and Video tours



## INTERNET USE WITH READ&WRITE GOLD


Read&Write Gold works best with Mozilla Firefox on the campus computers due to security settings. There will be a message that pops up “Click on the install now button to install the Firefox add-on for Read&Write” Click on Install now both times you are asked. You can now access the full Read&Write options if you are using the Internet.

### TO READ TEXT USING THE TOOLBAR:

1. Open the document or page you want to read.
2. Place the cursor on the word, sentence or paragraph where you want to start reading.
3. Click on the  **Play button** to start the reading. The system will highlight each word as it reads it aloud.
4. Click on the  **Pause button** to pause reading, then click on it again to resume.
5. Click on the  **Stop button** to stop reading the text aloud.



### “SCAN” (Virtual)

The Scan button allows you to virtually scan a pdf document and put it directly in to Word, Internet Explorer or to a readable PDF file.

1. Choose the pdf document you want to scan.
2. Click on the  Scan button,
3. Select single or multiple pages to scan from the document.
4. Choose to scan to PDF, Word or HTML.
5. Click **Scan**.
6. Choose a filename and the location to Save to and click Save.
7. The pdf document is “scanned” and opened in the application of your choice.

## 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.

- 1) Click on the  **Screenshot Reader** button. Your cursor will change to this: 
- 2) Select the area of text you want to read aloud. “OCR in Progress bar” will appear. When it disappears the reading will begin and the words will be highlighted as they are read.

## STUDY SKILLS:

Study Skills can be used to highlight important text,

1. Select the text in your document that you want to highlight.
2. Click on a highlight color to highlight the text you selected:



– Highlight yellow.



– Highlight blue.



– Highlight green.




– Highlight pink.

3. Create a study guide of the all the text you highlighted by clicking on the  Collect Highlights button.

## WORD PREDICTION

You can use Word Prediction to access a list of words that will complete the one that you are currently typing. Word Prediction will also try to predict your next word as you finish typing a word.

1. Open the document you want to type.
2. Click on the  word prediction button on the toolbar.

The **Prediction** window will display.

3. Click on a word to choose it from the list.

