Read & Write can be accessed from any UC computer on campus.

To install: Go to Start menu → Control Panel → Programs and Features → Install Read & Write Gold10.

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Quick Start Guide
Read & Write Gold 10.0

Overview
TextHelp's Read & Write Gold is a literacy support program designed to assist computer users with difficulty reading and/or writing. Read & Write Gold opens as a tool bar that can be used in combination with standard programs already installed on your computer. The program has many features that support reading and writing including reading text aloud, assisting with sentence construction, organizing ideas, and many other features.

How it works
Click on the Read & Write Gold 10 icon on the desktop.

The program will display a toolbar.

The toolbar can be anchored to the top or right hand side of the screen by dragging the toolbar near either edge of the screen. To un-anchor the toolbar, click on the Anchor icon.

Above image shows all the available Read & Write toolbar icons. All of these buttons may not be displayed on your toolbar. The first time you open Read & Write Gold 10, the toolbar displayed is the My Features toolbar. You can select different toolbars by clicking on the Small Arrow to the right of tab. In the dropdown menu that appears select Current Toolbar. You can choose to display all the buttons on the toolbar by selecting All Features, or you may choose to display only a subset of buttons by selecting Reading Features, Writing Features, Research Features, My Features (Default), or Study Skills. See below.
Reading Features

1. Dictionary

To look up the definition of a word, highlight the word and click on the Dictionary icon. A list of definitions appears and many include examples of how the word is used in a sentence. You can have the definitions read aloud to you, by selecting the definition and clicking the Play button on the toolbar.
Click on the Small Arrow next to the Dictionary icon to select the level of dictionary support: Advanced Definitions, Basic Definitions, Web Definitions. The Web Definitions will open an internet browser and look up the word on Dictionary.com.

2. Picture Dictionary

Highlight a word and click on the Picture Dictionary icon. A pictorial representation of the word will appear. If you want to read a written definition of the word, click on the hyperlink of the word and the Dictionary dialog box will appear.
3. Sounds Like and Confusable Words

To check your written text for homophones (words that sound alike, but are spelled differently) and frequently confusable words, click on the Sounds Like and Confusable Words icon.
The Same Sounding Words dialog box opens. Click on the words displayed on the left to see a definition of each word. You have the following options:

- **Ignore**: Click Ignore if the word you used is correct.
- **Always Ignore**: Click Always Ignore if it's a word you never confuse.
- **Replace**: Select the word on the left that you want to insert into your text and then click Replace.
- **Options**: Click Options to change the homophone version and database.

After you make a selection, the next homophone or confusable word in the document will automatically display in the Same Sounding Words dialog box.

To show all the homophones and confusable words in a document, click on the Show icon. All the homophones and confusable words will display in the color blue.

To remove the blue color that identifies homophones and confusable words, click on the Hide icon. The text color will return to black.

### 4. Speech Options

Read & Write will read text aloud to you in most Microsoft Windows applications. To **Play**, **Pause**, **Stop**, **Rewind** or **Forward** reading the text, click on the following icons.

To customize your speech settings, click on the Small Arrow to the right of the Play icon, from the dropdown menu, select **Speech Options**.
On the **Speech** tab, select a voice from the dropdown menu. To search for additional voices not shown on the dropdown menu, click the **Search** button and click on any voices you wish to add. Some voices allow you to change the pitch, speed, volume and word pause.
On the **Say Like** tab, you can modify how Read & Write Gold pronounces words. To enter a new word, click **New**. Type in the word you wish to add in the **Pronounce This** text box. Then spell the word phonetically in the **Like This** text box. To test hear the words read aloud, press the **Play** icon to the right of the text boxes. When you are finished, click **Save**.

On the **Autoread** tab, you can modify settings regarding which content is read aloud. You can choose to have Read & Write Gold read aloud words as you type by clicking the box **I would like to use speak as I type** and selecting whether you want to hear each letter, word or sentence. You can also have Read & Write Gold read everything on the screen aloud, including menu and button names by clicking the box **I would like to use screen reading**.
On the **Highlight** tab, you can change how the text that is currently being read aloud appears on the screen. The default option is to highlight the text that is being read aloud. Additionally you can select the colors of the highlighting.

![Image of Highlight tab settings]

### 5. Screenshot Reader

The screenshot reader is a useful tool to read text that is not readable using the Play icon. This occurs when text is not provided in an accessible format, which can include text in pictures, inaccessible PDF, or inaccessible flash. To read this text, click on the **Screen Reader** 📲 icon, then click to the left and drag a text box around the text you wish to read. Read & Write Gold will then read aloud that text. You can change how to capture the text you wish to read by clicking on the **Small Arrow** next to the **Screen Reader** icon.
6. Daisy Player

To read Daisy files in Read & Write Gold, click on the Daisy Reader icon. Browse for your Daisy file, then click OK. Your book will open in the Daisy Player window. The left side displays a table of contents for easy navigation through the book and the right side will display the text of the book. To begin reading, click on the Play button on the Read & Write toolbar.

The DAISY player also provides the user with navigation controls (found on the bottom right), the ability to add bookmarks, search for specific phrases or words within the text, and change the display options such as font type and size, text color and background color.
7. Scan

The scan feature allows you to create electronic files from hardcopy textbooks, articles, handouts or other text. Once a document is scanned, you can use other Read & Write Gold features, such as reading the text aloud.

Click on the small arrow next to the Scan icon. On the dropdown menu, select the desired file type (PDF, Word, or HTML) and select Scan from Twain.

Click on the Scan icon to begin scanning. A Save As dialog box will appear. Name your file and choose a location to save it.

If your hardcopy document contains images or figures, scanning to PDF or HTML is recommended. The Scan to Word option will not retain graphics, but it allows the user to alter text like they normally would when using Word.

8. Screen Masking

Screen masking may make reading text on a computer screen easier. To turn screen masking on, click on the Screen Masking icon. Several different screen masking options are available. To adjust the screen masking color and appearance, click on the Small Arrow next to the Screen Masking icon. Click on Screen Masking Options. On the Display tab,
select the masking type, color, transparency. For masking options that include an underline, you can also select the thickness of the underline. On the Spotlight tab, you can adjust the “spotlight” which will be seen wherever the cursor is located.

9. Translator

The Translator feature allows you translate English words to Spanish, French, German or Italian. Click on the Translator icon and a box will appear. Highlight the word you wish to translate. In the translation box, the English word will appear along with its translations.
Click on the **Preferences** tab to select the translation language, voice speed, and appearance of the translator box.
10. PDF Aloud

PDF Aloud provides text to speech for any accessible, text-based PDF document. Click on the **PDF Aloud** icon. An open file dialog box will appear. Select the PDF file you wish to open and click **Open**. Your PDF document will open in Adobe Acrobat. To access the PDF Aloud toolbar, click on **Tools**, then click on **PDFaloud toolbar**. You can select to read where you click, by word, by sentence or by paragraph. Click on **Options** to select a reading voice. Click on the **Play** button to begin reading aloud.
11. Speech Maker

This option allows you to turn your text into an audio file (.wav or .mp3). Speech Maker can convert approximately 20,000 characters per session.

First, select the text you would like to convert to an audio file. Click the Speech Maker icon and a text window displaying your selected text will appear. If the text is correct, click Next. Select the voice, pitch and speed for your audio file and click Next. Select the file path, file format (.mp3 or .wav) and click Finish. After converting, you can burn the audio file to a CD or put it on an MP3 player for increased portability.

12. Other Important Features

Read & Write has built in video tutorials on how to use many of the features. You can access the videos in two locations. First, click on the small arrow to the right of TextHelp, then click on All Video Tours for a list of the available video tutorials. Secondly, video tutorials for most icons can be accessed by clicking on the small arrow to the right of the icon.

Read & Write will also read aloud text within dialog boxes. Select the text and then click on the Play icon.