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 figure 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 My Features. 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.
Research Features

(Starting from the first on the far left of the TextHelp Research Features toolbar)

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. 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 test that is being read aloud. Additionally you can select the colors of the highlighting.

![Speech Options](image)

4. **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.
5. 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.

6. Fact Finder

Fact Finder initiates a search on the Internet for text you have highlighted in your document, or for text you enter into the input box. Users lookup text using search engines such as google, wikipedia, yahoo, etc, as well as dictionaries, encyclopedias, and science, computer, news, and book engines. Translation from English to French and Spanish is also available under this option.
First, select the search engine you wish to use by clicking on the **small arrow** next to the Fact Finder icon, then select **Search Using**, and select the desired search engine.

Highlight the text you wish to research, and then click on the Fact Finder icon. Your default web browser will open and initiate a search using the search engine you selected.
7. Fact Folder

The Fact Folder allows you to capture text from any application, classify it, and attach pictures.

You can run a search from the Fact Finder, then use Fact Folder to help you organize your research. It captures the time and date as well as the URL for internet information. You can organize it into folders and sub-folders, and choose which collected information to put into your publication. Once gathered, this information can be reviewed or published. Publishing will create a Word report, an HTML report or Palm PDA report. You can
customize the colors in the report as well as what information will be included. It can also generate a bibliography from the sources you used.

8. Create a Fact in Fact Folder

First, highlight the information you would like to organize and save. Then, click on Fact Folder icon and a box will appear that captures the title, date, author, source, category, and description. Click OK when you are finished and the fact will be stored and a message box will pop up in the lower right corner of the screen.

9. Review Facts in Fact Folder

Click on the small arrow next the Fact Folder icon. On the drop down menu, select Review Facts.
A box will appear with a list of all the facts that have been collected and saved. In this box, there are options to acquire, delete, display, edit, and export facts to Word.

10. Fact Mapper

Fact Mapper is an online mind mapper designed to help you organize your thoughts visually. Click on the Fact Mapper icon. Fact Mapper will open in your default web browser and works with Apple Safari version 3.2 and above, Internet Explorer version 7 and above, and Mozilla Firefox version 3 and above.
Once Fact Mapper is opened, click on the **Add a New Element** icon to add a new fact. A new item will appear with a text box; label the item anything you wish. To add additional facts, repeat this step.

To create a link, click on your first fact, then click on the **Add a New Link** icon and finally click on the fact you wish to link to. To delete links between two facts, click on one fact, click on the **Delete a Link** icon, then click on the second fact in the link. To add several facts quickly, use the brainstorm mode. Click on the **Brainstorm** icon.

Then type related facts quickly. Each time you press the Enter key, a new fact will be created. All facts created during a brainstorm will be automatically linked to the first fact. Click the **Brainstorm** icon again to turn the brainstorm mode off.

To add notes to a fact, click on the fact, then click on the **Notes** text box at the bottom of the screen. Click on the **Save** icon when finished and a note image will appear next to your fact.

You can use an image to represent your fact. Read & Write Gold has an image library that you can use or you can upload your own images. To search the image library, click in the **Search** text box. Type in search criteria for your image and then click **Go**. Drag and drop the image onto the fact.
To modify the arrangement of your facts, you have several options. You can click and drag facts on the screen. To change the direction of arrangement of the facts, click on the **Arrange Facts** icon. Select the order you wish your facts to appear and then click **OK**. Alternatively, you view your facts in an outline or tree view. To change to the outline or tree view, click on the **Select the Current View** icon and select the desired view.

You can save the document in Fact Mapper or export to Microsoft Word. To save a document in Fact Mapper, click **File**, then click the **Save the Current File** icon. Choose the desired filepath location, then click **Save**. To export to Word, click **File**, then click on the Word icon. A dialog box will appear, click **Open**.
11. 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.
12. 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.
13. Highlights and Collect Highlights

Read & write has a highlighting feature available for studying. You can use the colored highlights in Microsoft Word and Internet Explorer. To highlight text, select the text and then click on the Highlighter icon you want (yellow, blue, green, or pink). To remove a highlight, select the text and then click on the Clear Highlight icon.

You can collect your highlights in a separate document for studying. Click on the Collect Highlights icon. A Collect Highlights dialog box will appear. Select which highlights you want to collect and how you want them displayed. Click OK. A new document will open with only the highlighted text.
14. Vocabulary

Read & Write can help you make a vocabulary list for studying. Click on the Vocabulary icon. Type in a word you want to add to your list, then click Add. The word will appear in the Vocabulary list box. Repeat this procedure for each word you wish to add. In the Subject/Title box, type in a title for your list. When finished, click OK.

Read & Write will create a Word document with definitions and images for each word on your list as well as a column for you to add your own notes. The document can be edited if you do not like the definition or image that Read & Write supplies.
15. 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.