Assistive Technology & Alternative Formats Centre
Disability Resource Service
University of Canterbury

**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 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.

![TextHelp toolbar with All Features selected]

**Writing Features**

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

1. **Spelling**

Click on the **Spelling** icon and the spelling helper window displays.

When a misspelled word is detected, a list of alternative words is shown along with their respective definitions. You have the following available selections:
- **Change button** – select a word from the Word list box and then click on this button to change the misspelled word to the selected word.

- **Change All button** – select a word from the Word list box and then click on this button to change all instances of the misspelled word throughout your document.

- **Add Custom button** – click on this button to add the selected word to your Custom Spelling Dictionary.

- **Auto Correct button** – select a word from the Word list box and then click on this button to add the misspelled word to the auto correct file. In future, when you type the word incorrectly, the Spelling facility will now automatically change the word to the selected word.

- **Ignore button** – click on this button to ignore the misspelled word.

If you prefer to fix spelling errors as you type, click on the **Small Arrow** next to the spelling icon. Then select **Spell as I Type**.
The **Spelling Helper** dialog box will open anytime a misspelled word is typed.

## 2. Prediction

Click on the **Prediction** icon and the **Word Prediction** dialog box opens. Start typing and words will be predicted.

Read & Write Gold uses frequency data to generate the words you might use next and uses the letters you type to predict what word you are typing. To select a word from the **Word Prediction** dialog box, either click on the word or press the function key listed before each word (e.g., F1-F12).
To increase the accuracy of word prediction to your specific topic, you can either create your own word bank or download an existing topic word bank from Read & Write. To create a custom word bank, click on the Small Arrow next to the Prediction icon and select Create Prediction Word Bank from the Clipboard.

The create a file name and description for your prediction file. Then, select and copy sample text of your subject matter containing words you anticipate frequently using and paste it into the box titled Text Used to Form the New Prediction File.
To download an existing topic word bank from Read & Write, click on the **Small Arrow** next to the Prediction icon and select **Download Prediction Word Banks**.

Search for your topic and select it by clicking on the box to the left of your desired topic and then select **Download**.

You can adjust the prediction options by clicking on the **Small Arrow** next to the Prediction icon and selecting **Prediction Options**. On the **Display** tab, you can adjust the display of the word prediction dialog box, including color, list order, and font. On the Speech tab, you can choose to have Read & Write speak the predicted words.
3. 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.

1. A person who is potentially suitable for something. "We interviewed all the candidates".
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.

### 4. 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.
5. Word Wizard

The word wizard is similar to a thesaurus with dictionary features and can help you find related words and display their meaning. Click on the Word Wizard icon. Alternatively, you can open the word wizard while in the Dictionary dialog box by clicking Advanced.

Type in your word, click Next, click on the result you want to look up, click Next, select from the available advanced searches, click Next, and your final selections appear with a definition of each.
6. 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.

7. Verb Checker

The verb checker helps determine if you have used the correct tense of your verb. To check the tense of your verb, select the verb and then click on the Verb Checker icon.

Select the radio button indicating if you intended to use the word in Past, Present, or Future Tense and then click Next.

Several examples of how to use the verb in the proper tense are displayed.
8. 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.

Use the correct tense accordingly.
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**.

![Speech Options](image)

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.

![Speech Options dialog box](image)

**9. 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.

**10. 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.
11. 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.

12. 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.
13. 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.
14. 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**.

### 15. 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.

![Screen Masking Options](image)

16. Speech Input

Note: The following instructions assume using a computer with a Windows 7 operating system.

The speech input feature links to Microsoft’s built-in speech recognition. This feature allows you to dictate to the computer using your voice and the computer will type what you say. For the computer to recognize your voice, you will need to use a microphone.
If using for the first time, first check your microphone by clicking on the Small Arrow next to the speech recognition icon and clicking Open Microphone Training. After the microphone is checked, Microsoft’s Speech Recognition Tutorial will begin.

To improve the accuracy of voice recognition, complete speech recognition training by clicking on the Small Arrow next to the speech recognition icon and clicking Open Speech Recognition Training.

To start speech recognition, click on the Speech Recognition icon.

17. 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.

![Translator](image)

Click on the Preferences tab to select the translation language, voice speed, and appearance of the translator box.
18. 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.