Read&Write 11 Home Version Download Instructions for Windows 7

Any issues regarding installation or operation of this software should be directed to TextHELP via one of the following methods:

Phone: toll-free (888) 248-4947   Email:support@texthelp.com   Internet: http://support.texthelp.com

Maintenance and Technical support is available weekdays (Monday to Friday) 8:00 am – 6:00 pm Eastern Standard time.

When communicating with TextHELP regarding technical issues, indicate that you have a TDSB Take Home License

*** The following instructions are for 1 home install as per the purchase agreement. ***
To locate, download, and install Read&Write, please refer to the following instructions.

1. Enter the following URL in the address field of your web browser:
    http://www.texthelp.com/toronto.asp

2. Once the TDSB page is displayed, **enter in your Username and Password**.

    Username: TDSB
    Password: Speak to your School administration to receive this password prior to attempting the download.

3. Select "**Submit**"

4. To start the download, Select the "Click here to download" link

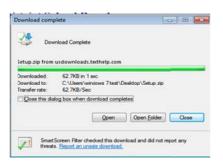5. Select the **"Save"** button to save the software installer onto your computer

6. Choose where you would like to save the file. (E.g. Desktop) Remember … you will need to access the file once the download is complete

7. Select **"Save"**, leaving the file name as it's default

8. At this point, the downloading process will begin. Please note that this can take 15- 45 minutes or longer depending on the speed of your Internet connection.
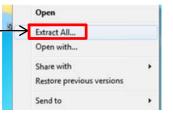
9. Once the download has completed. Select **"Close".** The following folder will appear on your computer (where you chose to save it).
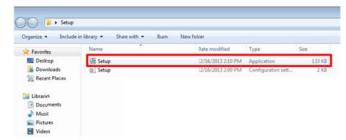
10. **"Right click"** on the **"Setup"** folder

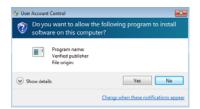11. Select **"Extract All"** from the right click menu

12. Select **"Extract"**

13. This setup window will pop open. Double Click on the top choice "Setup" Application.
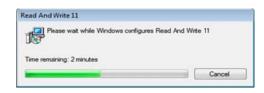
14. Double click the Setup (first choice: Application)

15. If asked if you want textHELP to allow changes to your computer select **"Yes"** (may not happen on all computers)

16. Read&Write 11 is now downloading and installing files

17. This is the last step. When this closes the R&W icon will be installed on the desktop

18. Launch the R&W icon on the desktop

19. Click Activate

20. Select OK

21. Read&Write 11 will now open

Read & Write 11 Home Use Quick Reference Guide

Reading Support

Speech Buttons
Use buttons to listen to text within a word or Internet document.
Users can play, fast forward, stop, pause and rewind speech.

Dictionaries: Word and Picture
Word: Use to lookup different meanings for selected words. Basic, advanced, web definitions are available.
Picture: Displays images for selected words. Double click the image to insert into a word document.

PDF Speech Buttons
Use to listen to text within a PDF document.

Screenshot Reader
Reads aloud inaccessible text, including images, PDF files or online applications. Text can be exported directly into a Word document.

Scan Text
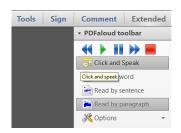Scans typed text to PDF or Word formats to be read aloud by users.

Screen Mask
Tints the screen using colours to helps users who have trouble focusing on parts of the screen.

Translator
Use to translate words or paragraphs into multiple languages. Works with digital content.

Writing Support

Spell Checker
Use to spell check selected words, whole documents, or as you type.

Word Prediction
Use to display a list of suggested words currently being typed. Word prediction will also try to predict the next word.

Word Wizard
Use to help find forgotten words or phrases and search for words using opposites or other relationships.

Homophone (Homonym) Checker
Use to view descriptions of similar/same sounding words. Definitions of each word are provided, allowing users to make the correct choice.

Verb Checker
Use to help find past, present or future tense of words.

Word Cloud
Use to create or display word lists that can be used when writing.

Created by the SEA Team, Special Education Department, for Toronto District School Board Staff, Students and Parents

Research Support

Highlighters and Clear Highlights
Use to highlight text within documents or on the Internet. Clear highlights can be used to "erase" unwanted highlights.

Collect Highlights
Use to collect highlighted text within a document or from the Internet. Highlights are gathered and then extracted into a word processing document.

Vocabulary List Builder
Build vocabulary lists by highlighting words in a document or web page or by entering words manually. A Word or Google document is automatically created with the words, definitions, and images.

Voice Note
Record a voice note and insert it directly into a Word document. This is great for inserting instructions or creating audio responses. Voice Notes can also be saved as a .wav file.

Fact Finder
Use to quickly research information from the Internet.

Fact Folder
Use to organize text and images from the Internet while researching information. The fact folder also creates a bibliography.

Fact Mapper
Use to brainstorm and organize ideas visually. Images and notes can be added to assist with remembering key facts.

Additional Features

Speech Maker
Converts selected text to a sound file such as an MP3.

Talking Calculator
Use as a Standard or Scientific Calculator to have numbers read back.

Pronunciation Tutor
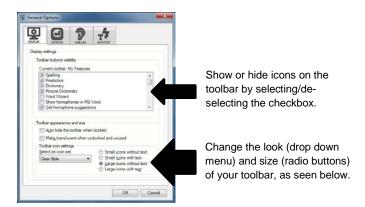Use to pronounce selected words.

Speech Input
Use to speak into the computer to have your voice recognized as text (requires a training process).

Customizing Your Toolbar

General Options
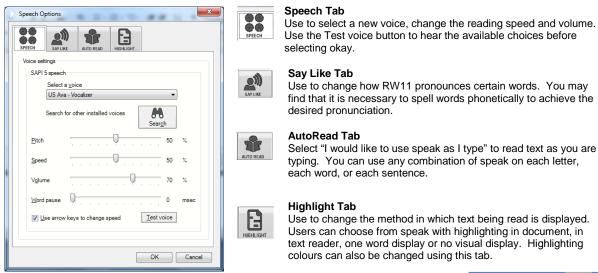
Access General Options through the dropdown menu located beside the textHELP button on your toolbar. Once changes have been made select OK

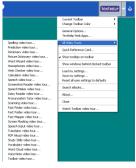Show or hide icons on the toolbar by selecting/de-selecting the checkbox.

Change the look (drop down menu) and size (radio buttons) of your toolbar, as seen below.

Speech Options

Access Speech Options through the dropdown menu located beside the green "Play" button on your toolbar.

Speech Tab
Use to select a new voice, change the reading speed and volume. Use the Test voice button to hear the available choices before selecting okay.

Say Like Tab
Use to change how RW11 pronounces certain words. You may find that it is necessary to spell words phonetically to achieve the desired pronunciation.

AutoRead Tab
Select "I would like to use speak as I type" to read text as you are typing. You can use any combination of speak on each letter, each word, or each sentence.

Highlight Tab
Use to change the method in which text being read is displayed. Users can choose from speak with highlighting in document, in text reader, one word display or no visual display. Highlighting colours can also be changed using this tab.

Help and Support

Tutorials and videos for all features can be found under the textHELP button. (You must be connected to the Internet for these features). Visit www.texthelp.com for more support.

Access the Assistive Technology Teams YouTube Channel for more video resources connecting specific Read and Write Gold Features to Special Education. https://www.youtube.com/user/techandspecialed

Created by the SEA Team, Special Education Department, for Toronto District School Board Staff, Students and Parents