



Training Guide

Version 6
Quick Start

Updated Jan 2015

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INTRODUCTION

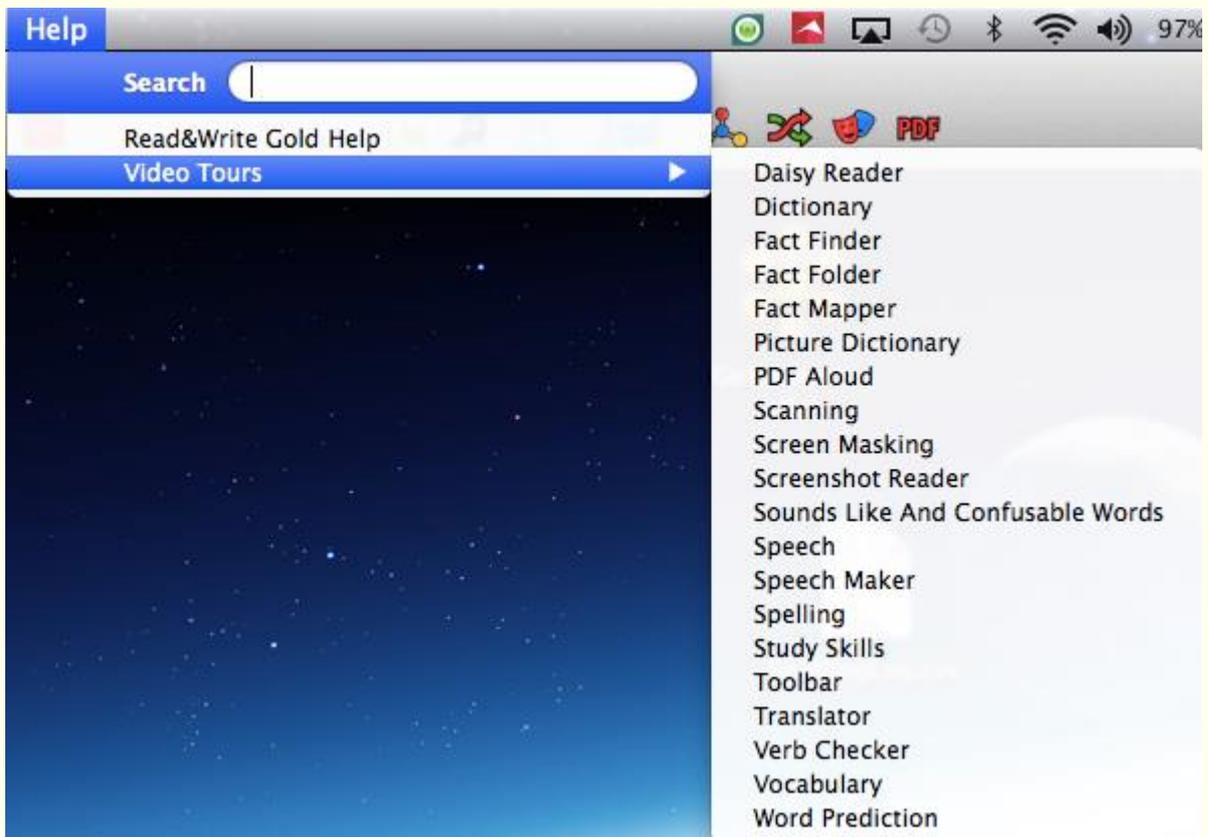


This is a quick introduction to using Read&Write Gold for Mac. For further information on using the software please refer to:

- The Read&Write Gold for Mac Training Guide
- The Read&Write Gold for Mac Help:



- The Read&Write Gold for Mac videos which are included in the software:



➤ The **What else can you do** sections lists the various options that are in the software. If any of these interest you please see the video for that feature.

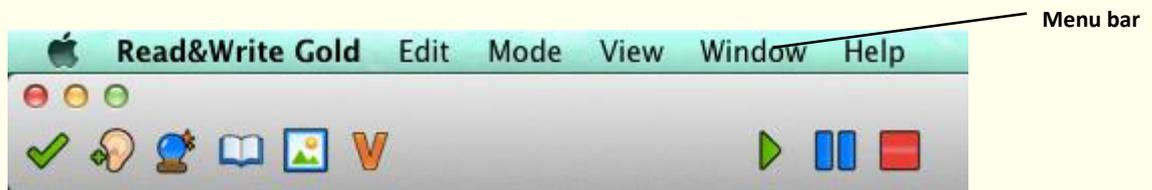
1. GETTING STARTED



When you first start Read&Write Gold for Mac the toolbar will appear in the middle of the screen. You can move the Read&Write Gold for Mac toolbar around the screen and position it where you wish.

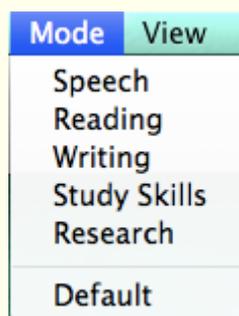
Exercise 1 Moving the toolbar

1. You can move the Toolbar by clicking anywhere, except on an icon, and then dragging and dropping it onto any position on your screen.
2. You can dock the toolbar to the top by dragging it to the very top of the screen. Now when you open any application it will appear below the Read&Write Gold for Mac toolbar.
3. Notice that the **Menu bar** at the very top of your screen has other Read&Write Gold for Mac options:



Exercise 2 The buttons on the toolbar

1. Hover your mouse over the . You will see the tooltip 'Spell Check'. Hover your mouse over the  button. You will see the tooltip 'Dictionary'. From now on, if you have difficulty remembering what a button does, hover your mouse over it to see the tooltip.
2. Click on **Mode** in the menu bar. You have the option to change to a different mode depending on what you are doing:



The six modes are:

- Speech - only buttons associated with speech are displayed on the toolbar
- Reading - only buttons associated with reading are displayed on the toolbar
- Writing Features - only buttons associated with writing are displayed on the toolbar
- Study Skills Features - only buttons associated with Study Skills are displayed on the toolbar
- Research Features - only buttons associated with researching are displayed on the toolbar
- Default - the buttons for all the main features in the software are displayed on the toolbar.

What else can you do:

- Change what buttons appear on the toolbar
- Change the size and look of the icons.

To see how this is done:

Watch the Toolbar video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Toolbar video tour.

2. READING TEXT



Text-to-speech is one of the most important support features in Read&Write Gold for Mac. Text can be read as you type or from any document. It will read each word, sentence, paragraph or selected text. There is a choice of different voices which can be adjusted to suit you by altering the speed and volume. You can choose the way text is highlighted during speech.

By hearing your work read you will be able to identify mistakes in punctuation, spelling and meaning. Having documents read to you will also increase your recognition of words and understanding of the text.

Exercise 1 Reading text in documents

1. Open a Word document with some text in it.

➤ Remember to check that your sound is on!

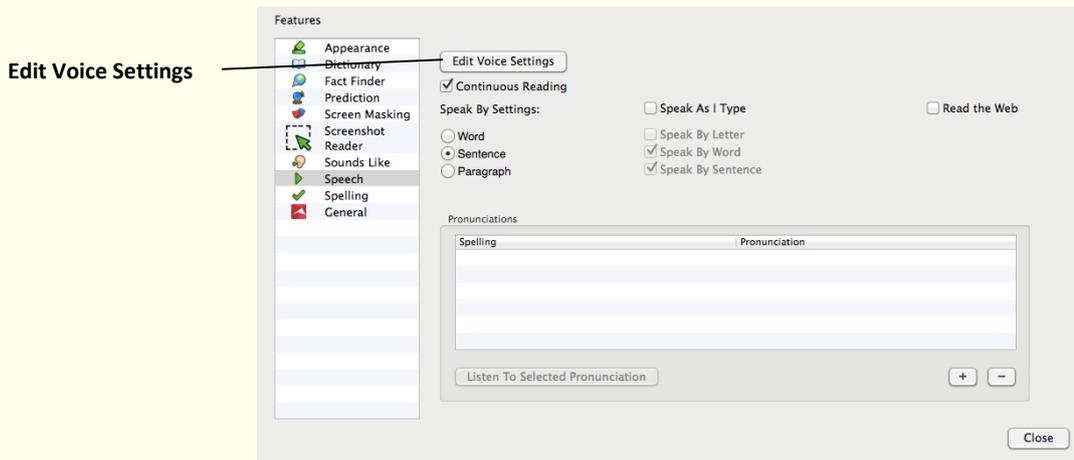
2. Place your cursor anywhere in the text and then click on the  button to hear the text read aloud.
3. Click on and off the  button to pause and resume the reading.
4. Click on the  button to stop the reading.

➤ The highlighting colours are the colours that are set as the **Speech Foreground and Background Color** in the **Appearance** tab of the **Preferences** window.

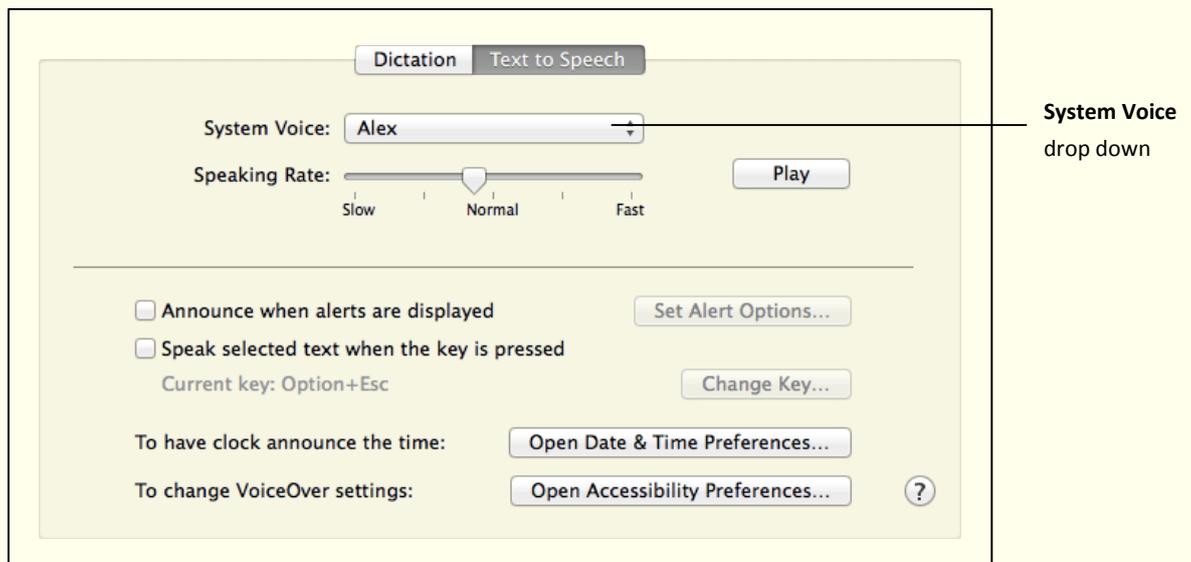
Exercise 2 Changing the voice

If you are not happy with the voice that is used to read the text you can change it. To do this:

1. Click on the  button on the Read&Write Gold for Mac Toolbar.
2. Select the **Speech** tab of the **Preferences** window:



3. Click on **Edit Voice Settings**. This will open the **Text to Speech** tab of your **System Preferences**:



4. Select a different voice from the **System Voice** drop down list.
5. Click on the **Play** button to hear the new voice read aloud. If you don't like the voice select another.
6. You can change the Speed of the voice if you need to by dragging and dropping the **Speaking Rate** track bar.
7. Close the **Dictation and Speech** window.

 Other voices can be downloaded by clicking on **Customize** in the **System Voice** dropdown in the **Dictation and Speech** window.

 You can also download voices from the Texthelp Essentials website.

What else can you do:

- Change how words are pronounced.
- Have the text read as you type.
- Change how the text is highlighted.

To see how this is done:

Watch the Speech video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Speech video tour.

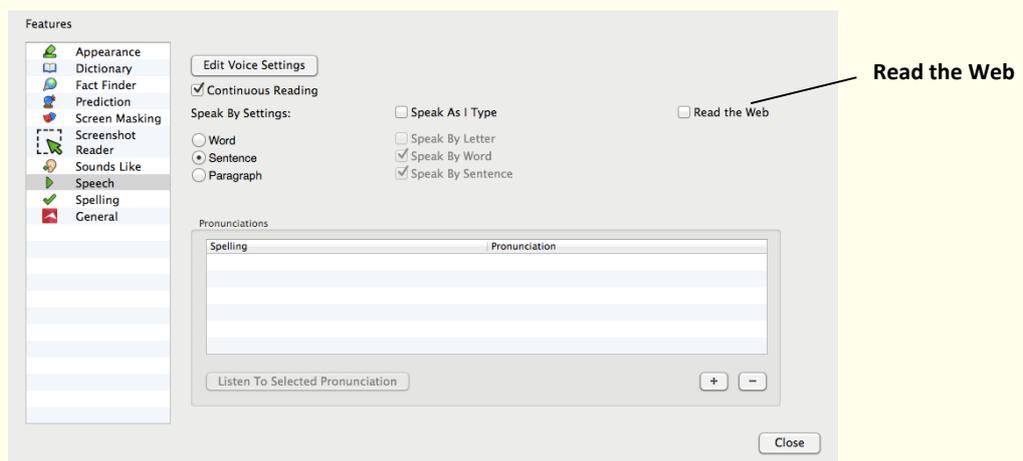
3. READING TEXT IN WEB PAGES



You can have Read&Write Gold for Mac read webpages in Safari, Firefox or Chrome.

Exercise 1 Reading webpages

1. Click on the  button on the Read&Write Gold for Mac Toolbar.
2. Select the **Speech** tab of the **Preferences** window:



3. Click in the **Read the Web** check box.
4. Click on **Close**.
5. Open a website in your browser e.g. **www.texthelp.com**.
6. Install the plug in when prompted and restart your Browser.
7. Click anywhere on the webpage then hover your mouse over an area of text in order to read it aloud. You can use the other **Speech** buttons on the toolbar to stop or pause speech.

➤ The highlighting colours are the colours that are set as the **Speech Foreground and Background Color** in the **Appearance** tab of the **Preferences** window.

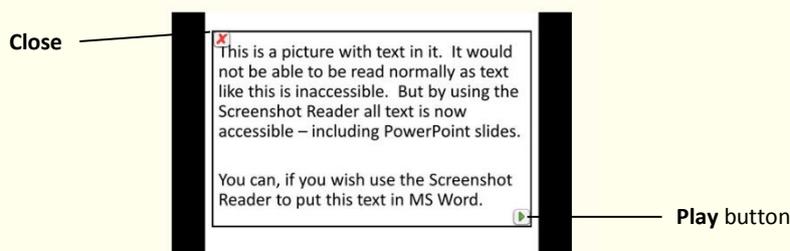
4. SCREENSHOT READER



In most cases simply using the  button or the **Read the web** option will enable the text in a document or webpage to be read to you. However there are some programs and websites where the text is inaccessible. For example: text in images and locked PDF documents. When you want to have text read in these applications you will need to use the Screenshot Reader.

Exercise 1 Using the Screenshot Reader

1. Open the Texthelp webpage www.texthelp.com/uk/training-screenshot in your Internet browser window.
2. Click on the  button. Your cursor now looks like this .
3. Click and hold your left mouse button on the top left-hand corner of the picture, then drag and drop the rectangle to the bottom right-hand corner. After a moment Read&Write Gold for Mac reads the text aloud:



If you wish the text re-read click on the  button that has appeared within the picture.

 The highlighting colour is the colour that is set as the **Speech Background Color** in the **Appearance** tab of the **Preferences** window.

4. Click on the  button to close the Screenshot Reader window.

What else can you do:

- Have the text that you have screenshot put into MS Word
- Change the Screenshot Reader options.

To see how this is done:

Watch the Screenshot Reader video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Screenshot Reader video tour.

5. CREATING SOUND FILES FROM TEXT



It is possible to convert your text into a sound file using Read&Write Gold for Mac. Once converted the sound file can be put onto an audio device such as an iPod, MP3 player or smart phone and listened to when and where you wish.

This feature is ideal for revising work at the end of the day on the way home from school, college or work. You could convert text from a novel or magazine to listen to when relaxing or studying.

Exercise 1 Creating sound files from text

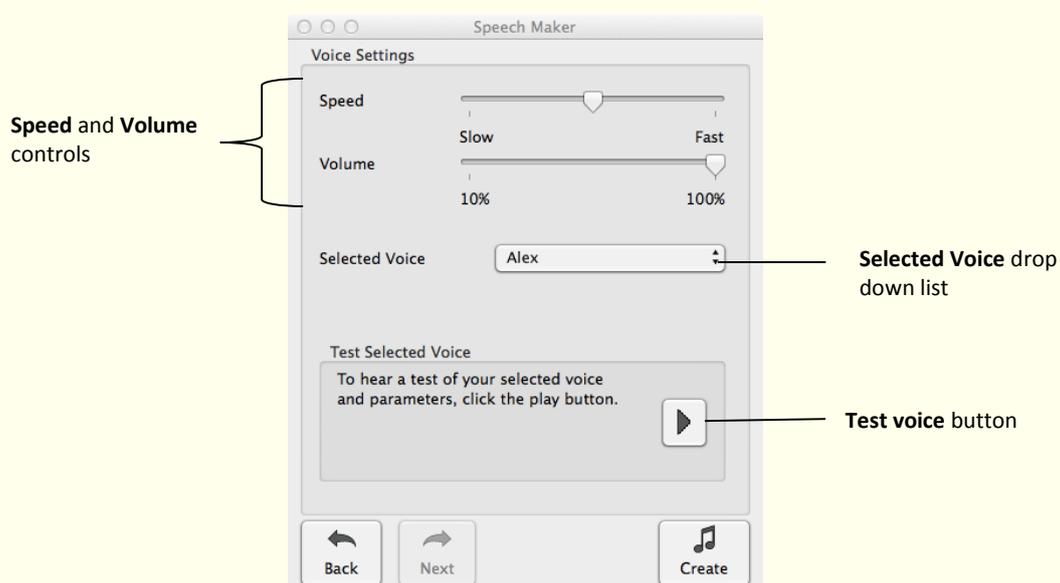
1. Highlight some text in your document.

2. Click on the  button on the toolbar.

The highlighted text is displayed in the first window of the Speech Maker facility.

 You can type into this window if you wish to add further text.

3. Click on the **Next** button. You will see the second window in the Speech Maker facility:



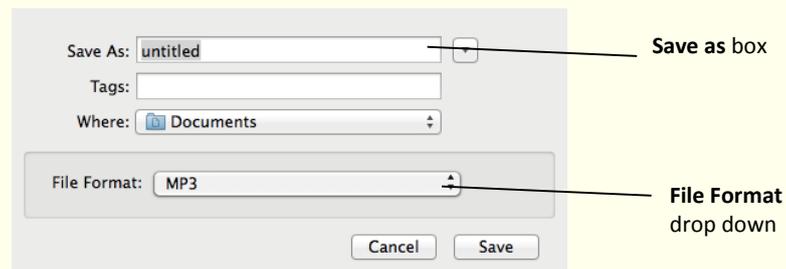
4. Select one of the voices from the **Selected Voice** drop down list and then drag and drop the following track bars:

- **Speed** – drag this track bar slightly to the left to slow the voice down.

- **Volume** – drag this track bar to the left to decrease the volume or to the right to increase the volume.

5. Click on the  button to hear what the voice will sound like. If you decide that you don't like this voice, select another one from the **Selected Voice** drop down list and adjust the track bars until you are happy.
6. Once you have selected a suitable voice, click on the **Create** button.

You will see the third window in the Speech Maker facility:



7. Browse to the folder in the directory in which you want to save the sound file, type a name for the file in the **Save As** text box.
8. The **MP3** sound file format is selected by default as this is the most popular format. This format is supported by most audio players such as MP3 players, iPods, etc.

 In the File Format you can choose from MP3, M4A or AIFF.

9. Click on **Save** to create the sound file.
10. Browse to the directory where you saved the sound file and open it to hear the sound file you have just created. You will hear the text you highlighted in step 1 read aloud. This can now be played on the computer or saved onto a portable media such as an iPod.

6. READING PDF DOCUMENTS

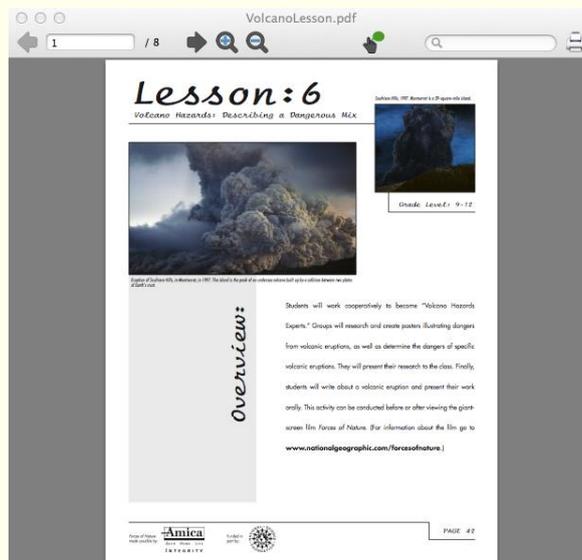


PDF Aloud will read text aloud from a PDF document.

PDF documents are being increasingly used by government, education and organisations to make documents available on the Internet. By providing PDF Aloud these documents are accessible to those with reading difficulties. It is also used in conjunction with the Scanning feature in Read&Write Gold for Mac.

Exercise 1 Reading PDF documents

1. Click on the  icon and then open a PDF document.
2. The PDF document will open and look something like this:



3. Click on the  on the Read&Write Gold for Mac toolbar. PDF Aloud reads aloud the text in your document.
4. Click on the  on the Read&Write Gold for Mac toolbar to stop the reading.
5. Across the top of the window is a toolbar:



6. The **Current Page** shows you what page you are on. You can change the page using the **Previous Page** and **Next Page** arrows.

7. Click on the  to zoom in to your document.
8. Click on the  to zoom out of your document.
9. The **Click and Speak** is active if it is showing as green. This means that if you click somewhere in the document it will start to read.
10. Click anywhere in your document. The system reads the text aloud.
11. Click on the **Click and Speak** button to turn this off.
12. You can use the **Search** to find anything in your document.
13. You can use the **Print** to print the document.
14. Close your PDF document.

7. SPELL CHECKING



Read&Write Gold for Mac has an advanced phonetic spellchecker to analyse and correct even the most complex spelling mistakes. Any spelling mistake will be identified and the Spellchecker window will provide a list of suggested corrections with the meanings of each to help you choose the correct word.

The spellchecker allows you to work independently and increase the accuracy of your work.

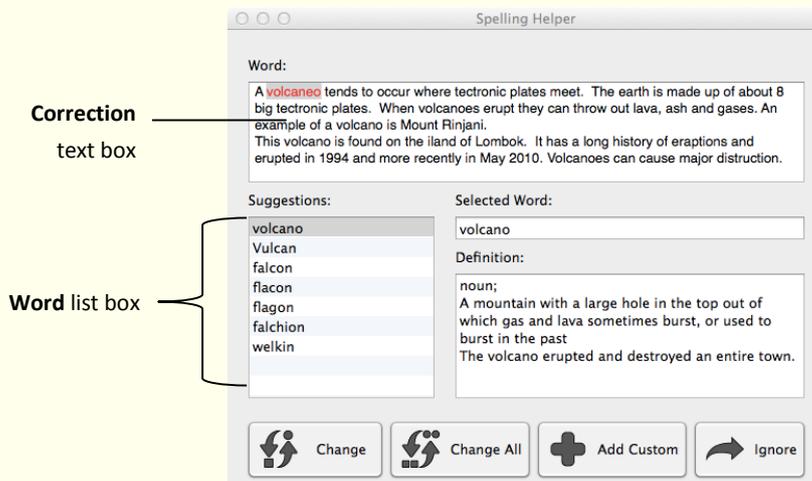
Exercise 1 Using the Spell Checker

1. Type the following text into a blank Microsoft Word document:

➤ There are deliberate spelling mistakes in the text that you must enter letter for letter. They are underlined. You do not need to underline these mis-spelt words in your document.

A volcaneo tends to occur where tectronic plates meet. The earth is made up of about 8 big tectronic plates. When volcanoes erupt they can throw out lava, ash and gases. An example of a volcano is Mount Rinjani. This volcano is found on the iland of Lombok. It has a long history of eraprtions and erupted in 1994 and more recently in May 2010.

2. Click on the  button on the toolbar. You will see the Spelling Helper window displayed:



The first mis-spelt word in your document is highlighted in red.

2. You can use the following buttons to correct your spellings:
 - **Change** button – select a word from the Word list box and then click on this button to change the mis-spelt word to the selected word. Use this to correct volcaneo to volcano.
 - **Change All** button – select a word from the Word list box and then click on this button to change all instances of the mis-spelt word throughout your document. Use this to correct tectronic to tectonic.
 - **Add Custom** button – click on this button to add the selected word to your Custom Spelling Dictionary. Use this to add Rinjani to the Custom Dictionary.
Correct the rest of the document.
 - **Ignore** button – click on this button to ignore the mis-spelt word.
3. The Spelling Helper window closes and the **No Spelling Errors** window appears.
4. Click **OK**.

What else can you do:

- Add words to the Custom Dictionary.
- Alter the spelling suggestions.
- View your spelling log which records all the spelling mistakes you have made.

To see how this is done:

Watch the Spelling video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Spelling video tour.

8. USING THE SOUNDS LIKE AND CONFUSABLE WORDS

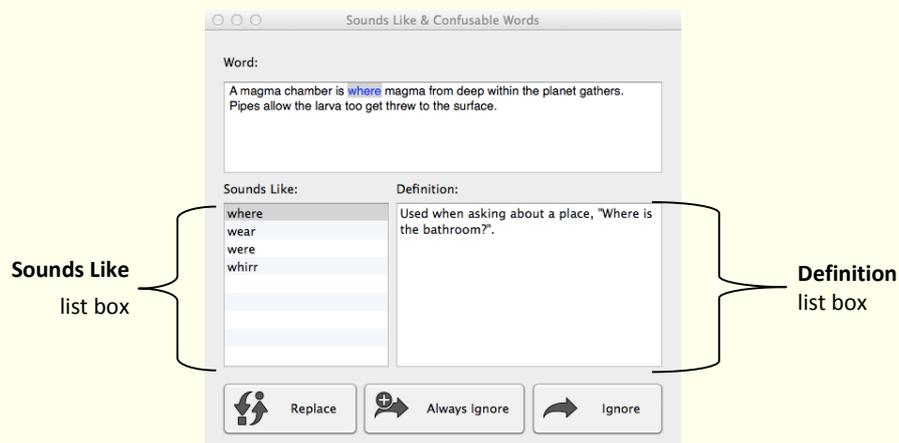


Many people get confused with words that sound the same or look the same. The Sounds Like and Confusable Words feature in Read&Write Gold for Mac reduces confusion between these words. This feature identifies like-sounding words and words which can be confused and provides audible definitions.

By identifying and providing audible definitions of like-sounding and confusing words, Read&Write Gold for Mac ensures you are using the correct word in context.

Exercise 1 Identifying like sounding and confusable words

1. Type the following text into a blank Microsoft Word document:
A magma chamber is were magma from deep within the planet gathers. Pipes allow the larva too get threw to the surface.
2. Place your cursor on the text you typed in your document and then click on the  button on the Read&Write Gold for Mac Toolbar.
You will see the **Sounds Like & Confusable Words** window:



- The first homophone is highlighted in this window, which is 'were'.
2. Make sure the word '**were**' is selected in the **Sounds Like** list box and read the definition in the **Definitions** list box. To hear it read aloud, click on the definition and then click on the  button on the toolbar. This is not the correct word.

3. Click on the word **'where'** in the **Sounds Like** list box and read the definition in the **Definition** list box. To hear it read aloud, click on the definition and then click on the  button on the toolbar. This is the correct word.

4. Click on the **Replace** button. The word **'were'** is replaced in your document by the word **'where'**.

5. The **Same Sounding & Confusing Words** window moves on to the next homophone or confusable word in the sentence, which is **'within'**.

6. This is the correct word. Click on the **Ignore** button.

The **Same Sounding & Confusing Words** window moves on to the next homophone or confusable word, which is **'the'**.

7. This is the correct word. Click on the **Always Ignore** button. This means that the word **'the'** and all its associated homophones will be ignored from now on.

The **Same Sounding & Confusing Words** window moves on to the next homophone or confusable word, which is **'larva'**.

8. Select **'lava'** from the **Sounds Like** list box as this is the correct word.

9. Click on the **Replace** button.

The **Same Sounding & Confusing Words** window moves on to the next homophone or confusable word, which is **'too'**.

10. Select **'to'** from the **Sounds Like** list box as this is the correct word.

11. Click on the **Replace** button.

The **Same Sounding & Confusing Words** window moves on to the next homophone or confusable word, which is **'threw'**.

12. Select the word **'through'** which is the correct word. Click on the **Replace** button.

The **Same Sounding & Confusing Words** window moves on to the next homophone or confusable word, which is **'to'**.

13. This is the correct word. Click on the **Always Ignore** button. This means that the word **'to'** and all its associated homophones will be ignored from now on.

14. The **Sounds Like check complete** panel appears. Click **OK**.

15. Your text should now be like this:

**A magma chamber is where magma from deep within the planet gathers.
Pipes allow the lava to get through to the surface.**

What else can you do:

- Changing the colour used to identify homophones or confusing words.
- Add other words that you get confused with.
- Return always ignored words to the Sounds Like and Confusable Words.

To see how this is done:

Watch the Sounds Like and Confusable words video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Sounds Like and Confusable words video tour.

9. PREDICTING TEXT



Word Prediction can help you finish sentences. As you type, a list of suggestions will appear in the Prediction Panel. The Word Prediction learns your style of writing and will predict words even if you start to spell the word incorrectly.

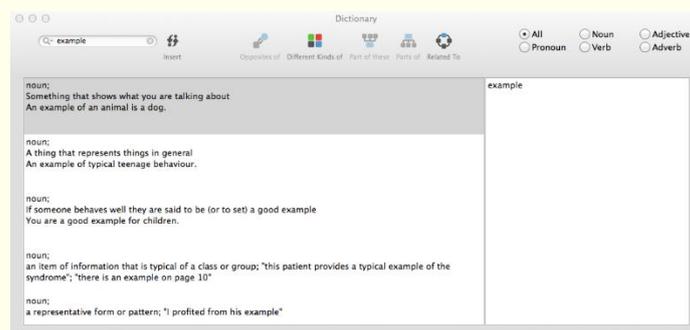
Word Prediction will allow you to produce high quality work and reduce the time it takes to do so.

Exercise 1 Using Word Prediction

1. Open a new blank document in Microsoft Word and then click on the  button on the toolbar to display the Prediction window.
2. Type the following text into your document and notice how the Prediction window is predicting words for you to use:

This is an ex

3. When you type in the 'ex' you will see a list of words beginning with 'ex' displayed in the Prediction window.
4. Click on 'example' in the Prediction window.
5. Click on the .
6. You will see the Dictionary displayed. Something like this:



7. You can read the definition and decide if it is the word you are looking for. Close the Dictionary window.
8. Double click on 'example' to put the word into your document.
9. Use the Prediction to write a few sentences and watch how the Prediction provides the type of vocabulary you are likely to want to type.

10. Close Prediction by clicking on the  button.

What else can you do:

- Add words to the prediction.

To see how this is done:

Watch the Prediction video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Prediction video tour.

10. USING THE DICTIONARIES



Read&Write Gold for Mac has a choice of 3 dictionaries to improve your word comprehension. It allows you to find alternative suggestions for words and provides audible definitions and sample sentences for each selected word.

By providing a dictionary with descriptions and sample sentences that can be read to aid understanding, Read&Write Gold for Mac provides the means to increase vocabulary and understanding.

Exercise 1 Using the dictionary

In this exercise you will learn how to use the dictionary to find basic and advanced definitions.

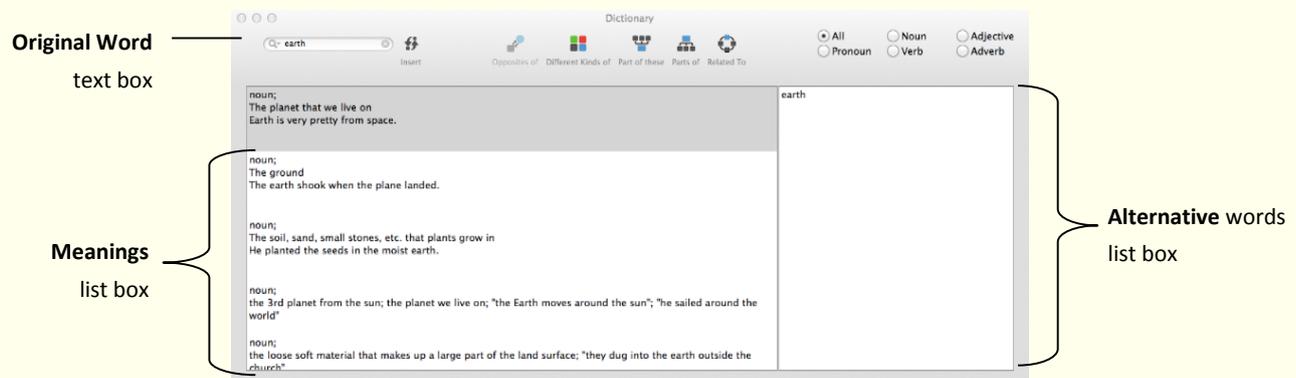
1. Type the following text onto a new line in your document:

The earth revolves around the sun.

2. Highlight the word 'earth'

3. Click on the  button on the Read&Write Gold for Mac Toolbar.

You will see the Dictionary window displayed:



You will see the definitions of the word 'earth' displayed in the **Meanings** list box.

4. Click on the first definition and then click on the  button to hear it read aloud.

What else can you do:

- Find alternative words
- Change the Dictionary to the Web Dictionary
- Add your own words to the dictionary.

To see how this is done:

Watch the Dictionary video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Dictionary video tour.

11. USING THE PICTURE DICTIONARY



Read&Write Gold for Mac has a Picture Dictionary to improve your word comprehension. It shows you images for any word you select.

 You must be online in order to use the Picture Dictionary.

Exercise 1 Using the Picture Dictionary

In this exercise you will learn how to use the Picture Dictionary to find graphical representations of words.

 You must be online in order to use the Picture Dictionary.

1. Type the following text into a new line in your document:

The world revolves around the sun.

2. Highlight the word '**world**' and then click on the  button.
You will see the Picture Dictionary window displayed:



2. Highlight the word '**revolve**' in your document.
The Picture Dictionary window displays a picture representing the word revolve.
3. Click on the  and the dictionary will open with the text definition for the word revolve.
4. Close the Dictionary.
5. Close the Picture Dictionary.

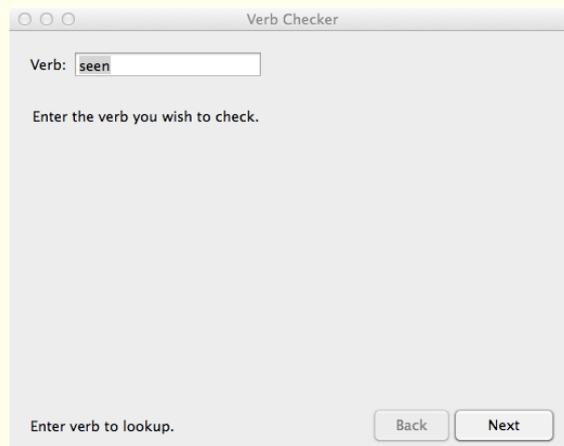
12. USING THE VERB CHECKER



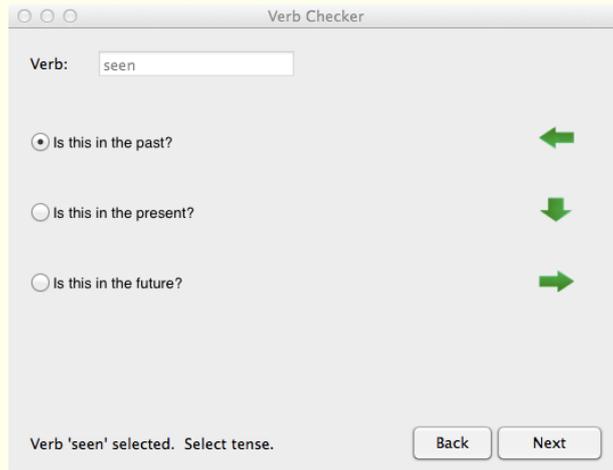
Many people get confused with verbs. The Verb Checker feature in Read&Write Gold for Mac reduces confusion with verbs. With this feature you can look up a verb and check its past, present or future conjugation. The conjugations can be read by the software so that you can check if you are using the right one.

Exercise 1 Using the Verb Checker

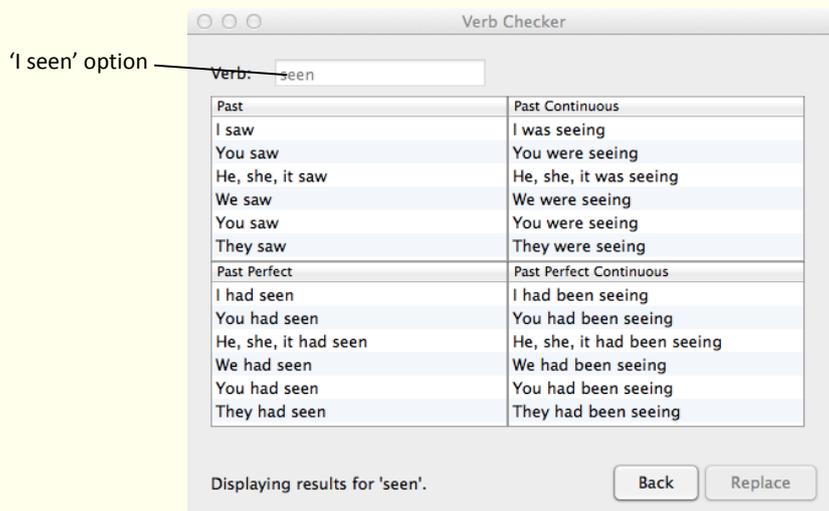
1. Type the following text into a Microsoft Word document:
I seen a volcano erupt.
2. Place your cursor on the word 'seen' in your document.
3. Click on the  button on the Read&Write Gold for Mac Toolbar. You will see the Verb Checker window displayed:



4. Click on the **Next** button. You will see the second step of the Verb Checker displayed:



5. Select the **Is this in the past?** radio button and then click on the **Next** button. You will see the third step of the Verb Checker displayed:



The verb is shown in sentence format preceded by different personal pronouns, i.e.

I, you (singular), he, she, we, you (plural) and they. Variations of these sentences are shown in the past tense.

6. Place your cursor in the sentence '**I saw**' in the **Past** list box.
7. Click on the  button on the toolbar to hear the sentence read aloud.
8. Click on the **Replace** button.

The Verb Checker replaces the word 'seen' in your document with the past tense of the word 'saw'.

13. USING THE SCANNING FACILITY



Read&Write Gold for Mac allows you to scan any paper document into PDF, Word or HTML. By scanning into PDF you can use the PDF Aloud tool bar to have any of the text read to you. This will allow you to read faster and have a greater comprehension of what is being said.

If you scan into Word you can then edit and have the scanned material read to you. The incorporation of scanning offers a greater degree of flexibility by making paper documents accessible.

Text may also be scanned into HTML allowing you to see the scan in your browser.

Not only can the scanning function be used with a scanner, but you can use it with digital cameras. For example, you could take a picture of a poster while you are out, and then use Read&Write Gold for Mac to read it aloud for you at home.

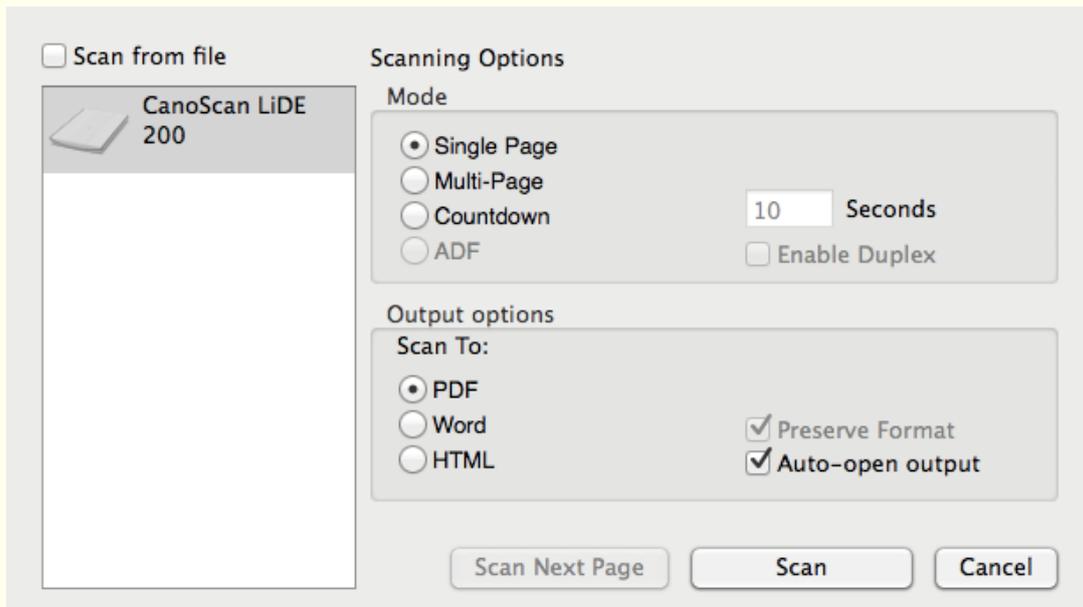
➤ To complete this section, you must ensure that you've set up your scanner correctly.

➤ Read&Write Gold for Mac uses your default scanner.

Exercise 1 Performing a scan

In this exercise you will learn how to perform a scan. A scan allows you to scan directly into a PDF, MS Word or HTML document. This exercise will show you how to scan to PDF.

1. Place a page into your scanner and then click on the  button on the Read&Write Gold for Mac Toolbar.
2. **Scanning Options** will appear:



3. Make sure the following options are selected:
 - **Your scanner**
 - **Mode - Single Page**
 - **Output options - PDF.**
4. Click on **Scan**.
5. Complete the **Save As** panel and then click **Save**.
6. The Scanning facility scans your document. When the scan has completed, you will see the scanned image displayed. From here you can use PDF Aloud to read the document. This type of scan is recommended if you simply wish to scan a document and have it read. Scanning into PDF provides a 'near' picture image of the original document.

What else can you do:

- Scan to Word or HTML
- Scan multiple documents
- Scan from a file

To see how this is done:

Watch the Scanning video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Scanning video tour.

14. USING THE FACT FOLDER

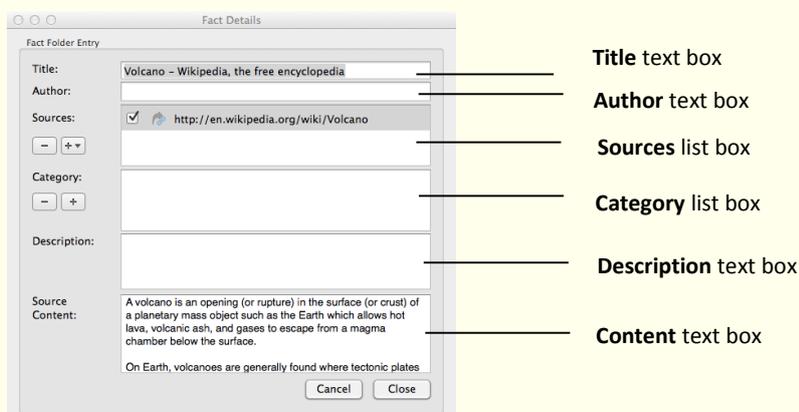


Read&Write Gold for Mac incorporates a research tool to help you revise or prepare information to write reports or assignments. This Fact Folder allows you to capture text and pictures from any application, classify it and record its source. The information can be converted into a Word document to help with studying and revision.

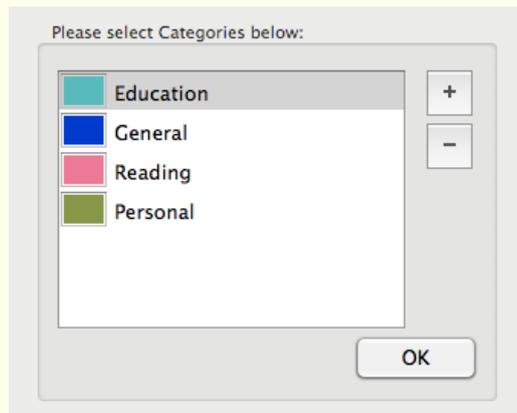
Exercise 1 Adding text facts

In this exercise you will learn how to use the Fact Folder to save a paragraph of text.

1. Open your browser and using www.google.com search for 'volcano'.
2. Choose one of the results and click on the link.
3. On the webpage highlight some interesting information and then click on the  button then select **Add Fact**.
4. The Fact Details window is displayed:



4. Type the text **Volcano** into the **Title** text box.
5. Type the name of the Author in the **Author** text box.
The website address is displayed in the **Sources** list box.
6. There will be a tick in the check box beside the location of the website you have collected the text from.
7. Click on the  button under the **Category**. You will see the Select Categories window displayed:

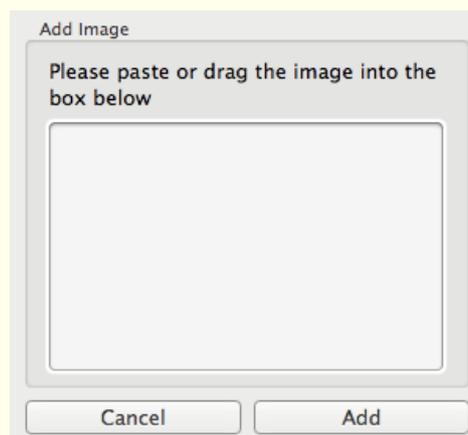


8. Click on the  button and type the text **Geography** in the **<Enter Title Here>** and press Return on your keyboard.
9. With Geography selected click on the **OK** button to add the new category.
10. In the **Description** text box, type something to explain what the text is about.
11. Click on the **Close** button.

Exercise 2 Adding images

In this exercise you will learn how to use the Fact Folder to save an image from a web page.

1. Find a picture of a volcano on the Internet and then click on the  drop down list and select the **Add Image Fact** option. You will see the **Add Image** panel appear:



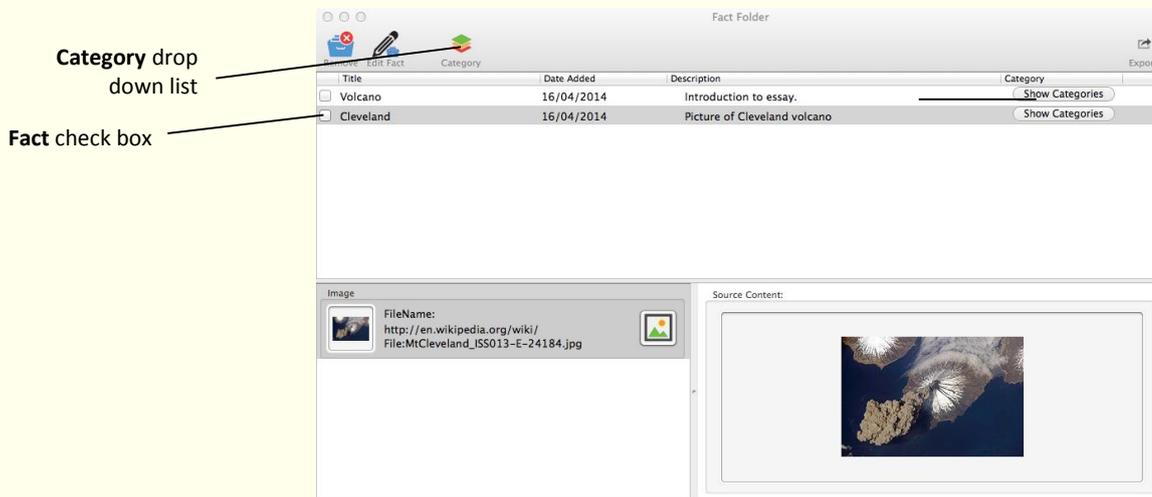
2. Drag and drop the image of a volcano into the **Add Image** panel.
3. Click on **Add**. You will see the Fact Details window displayed.
4. Type the text **Volcano picture** into the **Title** text box.
5. Type the name of the author of the website in the **Author** text box.

- The check box beside the URL which contains the image you have just selected will have automatically been selected.
- Click on the button beside the **Categories** text box. You will see the Select Categories window displayed.
- Select Geography in the **Category List** and then click on the **OK** button.
- Enter the text **Picture of a volcano** in the **Description** text box and then click on the **Close** button.

Exercise 3 Exporting facts from the Fact Folder

In this exercise, you will learn how to export facts to a Microsoft Word document.

- Click on the  drop down list and select the **Review Facts** option. The Fact Folder opens:



- In the **Fact Folder** window, select **Geography** from the category drop down list. This will ensure that only the facts you have added to this category are displayed.
- Select the **Fact** check boxes beside the 2 facts you recently added.

- Click on the  **Export** button.

You will see the **Export to** window displayed.

- Select the **Harvard** option from the **Bibliography Format** drop down list and then click the  **Word** button. Close the Fact Folder.

Read&Write Gold for Mac automatically creates the Microsoft Word document and lists all of the facts for the Volcano category. A bibliography in the Harvard style is also included.

- After you have viewed your new Microsoft Word document, close it.

15. USING THE FACT MAPPER



This online mind mapping feature offers you the ability to produce a visual representation of facts and ideas on screen. This is particularly useful when brainstorming, revising and drafting work.

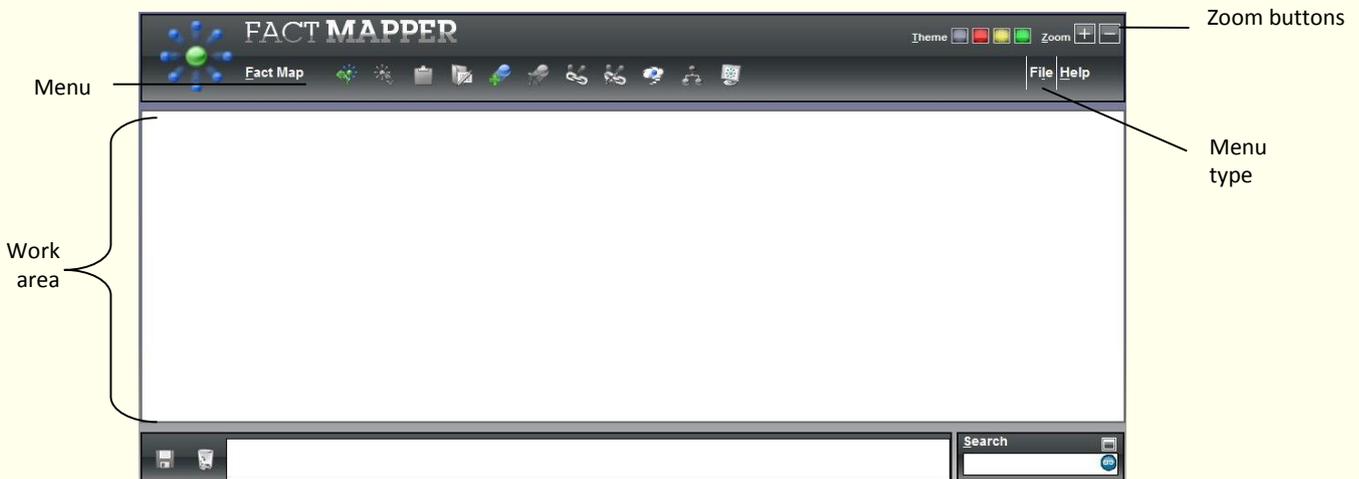
Mind Mapping has been shown to help those with learning difficulties to achieve higher exam grades.

You can use the Fact Mapper, to add different types of facts to a fact map. You can then link each of the facts to each other to represent a relationship between them. This enables you to create a diagram of your idea or information on a subject, and therefore help you to understand and remember it better.

- When working with fact maps, make sure you save before closing the Fact Mapper or you will lose your work.

Exercise 1 Working with the Fact Mapper

1. To access the Fact Mapper, click on the  button on the Read&Write Gold for Mac Toolbar. You will see the Fact Mapper window displayed:

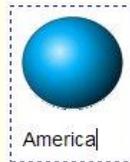


- When working with fact maps, make sure you save before closing the Fact Mapper or you will lose your work.
- Click on the  and  buttons at the top right-hand-side of the Fact Mapper window to select the zoom level at which you want to view the fact map.

2. Click on the  button on the Fact Map toolbar.

A new fact is displayed in the main work area.

3. Type the text **America** into the new fact:



4. Click on the America fact and then click on the  button.

A new fact is displayed in the main work area and is linked to the first fact.

5. Type the text **Map of America** into the new fact.

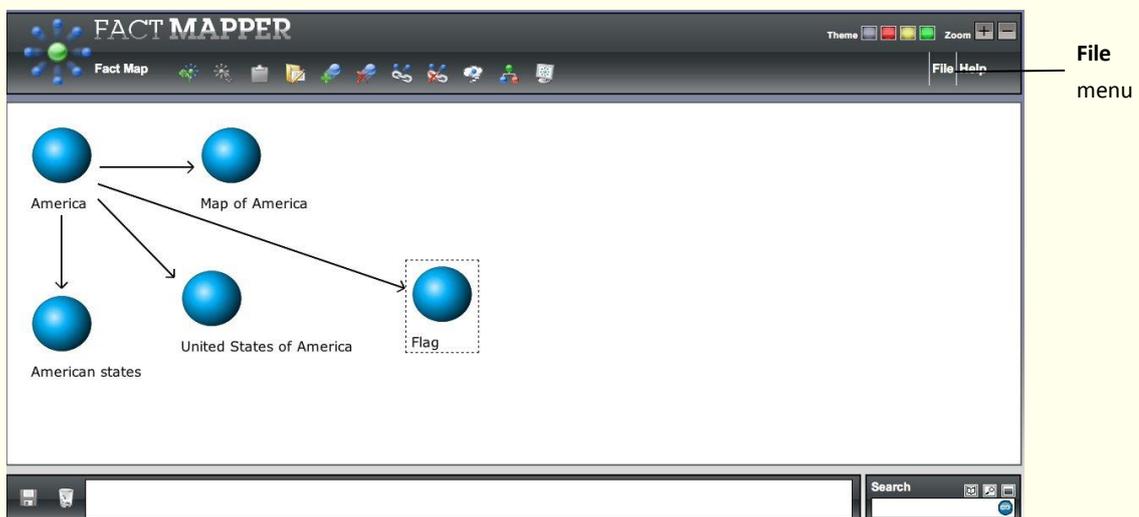
6. Add the following facts to the fact map using the same process:

➤ Make sure that you click on the America fact before you add each one.

- **United States of America**
- **American states**
- **Flag.**

➤ You may need to drag and drop the last fact onto a different position on the fact map to ensure that you can easily see that it is coming from the America fact.

The Fact map should look something like this:



7. Select the 'Flag' fact and then click on the  button. This fact is removed from the fact map.

8. Select the 'American States' fact then click on the  button.

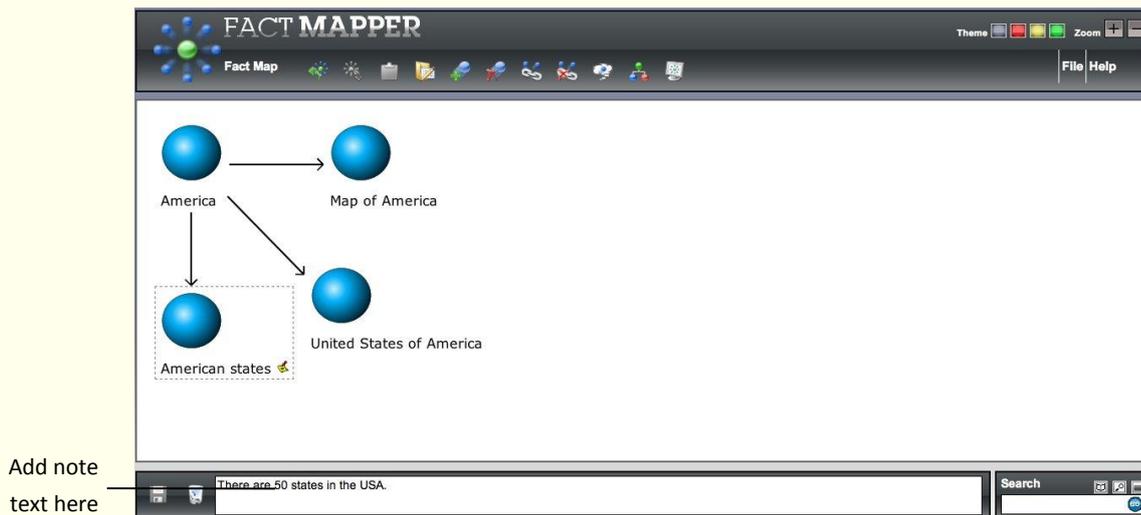
9. Change the name of the fact to the following: **50 states**.

Exercise 2 Adding notes to facts

In this exercise, you will learn how to add notes to facts.

1. Select the 'American states' fact.
2. Type the following text into the text area at the bottom of the Fact Mapper window:

There are 50 states in the USA.



Add note
text here

3. Click on the  button. The note is added to the fact. It is represented by the  icon.
4. Select the 'United States of America' fact.
5. Type the following text into the text area at the bottom of the Fact Mapper window:
The motto for the USA is 'In God We Trust'.
6. Click on the  button. The note is added to the fact.
7. Select the 'American states' fact and then click on the  button at the bottom of the Fact Mapper window. The note is removed from the fact.

Exercise 3 Using the Image Library

In this exercise, you will learn how to add images from the Image Library to your fact map. You will also learn how to add your own custom images for use in fact maps.

1. Type **America** in the **Search** textbox at the bottom right-hand-side of the Fact Mapper window.
2. Click on the **Go** button. The Search tab expands to display the list of images that match your search word.
3. Click and hold down your left mouse button on the American Coin image and drag and drop it onto the 'America' fact in the fact map:

- If you find it difficult to drag and drop images, you can right-click on an image and select 'Copy Image', then select a fact in the fact map and click on the  button (on the Fact Map menu).



4. Click and hold down your left mouse button on the American Football image and drag and drop it onto the '50 states' fact in the fact map:



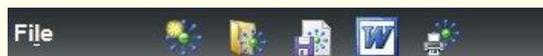
5. Click on the  button on the Search tab.
6. Click on the drop down list of image categories and select the Classic Tourism option.
7. Click and hold down your left mouse button on the Statue of Liberty image and drag and drop it onto the '50 states' fact in the fact map:



Exercise 4 Exporting fact maps

In this exercise you will learn how to export a fact map to a Microsoft Word document.

1. Click on the File menu in order to view the File toolbar:



2. Click on the  button

The Fact Map is saved to your Downloads folder. It is called WordOutlineExport.doc and is given the next sequential number, e.g. 1,2,3.

- You can also export a fact map to Microsoft Word or to an HTML page by clicking on the File menu on the left-hand-side of the File toolbar and selecting Export. The Export Facts - Webpage window allows you to select the option you prefer.

What else can you do:

- Add your own images to the Image Library
- Link facts
- Change how a fact map is displayed
- Brainstorm ideas into your Fact Map
- Export your Fact Map
- Save and open a Fact Map

To see how this is done:

Watch the Fact Mapper video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Fact Mapper video tour.

16. USING SCREEN MASKING



Many people, particularly those with dyslexia, find reading text more difficult when certain colours are used. The Screen Masking in Read&Write Gold for Mac has unique screen tinting options to make reading from a computer screen easier. In addition, there is the ability to underline text or block out unnecessary text to aid concentration. There are many choices to suit individual preferences. The Screen Masking feature therefore enhances the your reading ability, improves focus and concentration levels and ultimately provides a more relaxed and enjoyable reading experience.

Exercise 1 Using Screen Masking

In this exercise you will learn how to use the Screen Masking.

1. Click on the  button on the Read&Write Gold for Mac toolbar.
The screen is tinted blue.
2. Click on the  button on the Read&Write Gold for Mac toolbar.
The screen is returned to its normal colour.

What else can you do:

- Change the Screen Masking type and colour.
- Use the spotlight option.

To see how this is done:

Watch the Screen Masking video - found by clicking on the Help and then hovering your mouse over Video Tours and selecting the Screen Masking video tour.

17. USING THE TRANSLATOR FACILITY



The Translator included with Read&Write Gold for Mac provides one-click translation of English words into Spanish, French, German or Italian. By simply selecting the word in any digital content, on-screen selections, accessible applications, website content or digital textbooks, the Translator will automatically show the translation in the relevant language. In addition, these translations can be read by Read&Write Gold for Mac. This simple-to-use function is perfect for ESL students.

Exercise 1 Translating single English words into another language

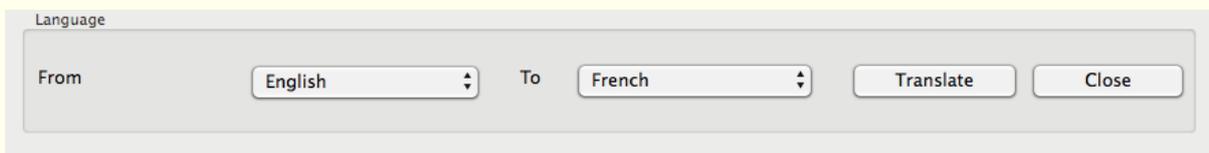
1. Type the following text into a blank Microsoft Word document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases.

➤ You must be online in order to use the Translator facility.

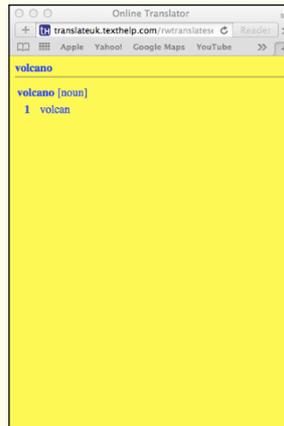
2. Select the word 'volcano' in your document.
3. Click on the  button on the toolbar.

The translator options are displayed:



This is where you can choose which language to translate from and to. Leave it translating to French.

4. Click on **Translate**.
5. You will see the **Online Translator window** displayed:



6. Hover your mouse over the French translations to hear them read aloud.
7. Close the Online Translator window.

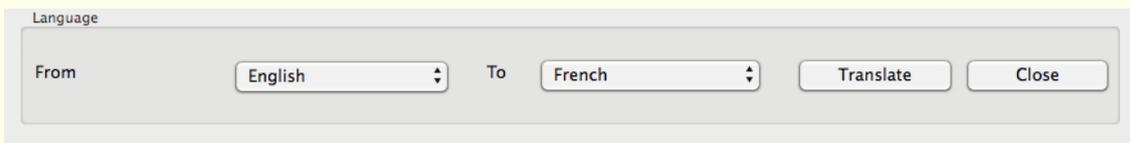
Exercise 2 Translating paragraphs of text into another language

In this exercise you will learn how to translate paragraphs of text from English into another language.

1. Highlight the following paragraph in your document:

A volcano tends to occur where tectonic plates meet. The earth is made up of about 8 big tectonic plates. When volcanoes erupt they can throw out lava, ash and gases.

2. Click on the  button on the toolbar.
The translator options are displayed:



3. Click on **Translate**.
You will see the Read&Write Paragraph Translator in a new browser window. A translation is shown in French.



4. Hover your mouse over the translated text and then click on the  button to hear it read aloud.
5. Close the browser window.

18. USING STUDY SKILLS



Often when reading notes, books or journals we use coloured markers to highlight pieces of text, which are of particular relevance to the subject we are studying. With the Study Skills Toolbar in Read&Write Gold for Mac this same ability is brought to the computer.

You can use Study Skills to highlight text in Microsoft Word, Internet Explorer, Firefox and Chrome using different colours. You can then collect the highlighted text and insert it into a new document.

This is particularly useful when you have a large piece of text with multiple themes or categories that are important. You can give each category a different colour and collate each colour's information later.

Exercise 1 Collecting text for your studies

To access all the Study Skills, click on the **Mode** and select **Study Skills**.

1. Open your Internet browser window and then open one of your favourite websites.

Alternatively, open a Microsoft Word document of your choice.

2. Highlight some text on the page and then click on the  (Highlight green) button.

Read&Write Gold for Mac highlights the text in green. An example is shown below:

Texthelp Systems Ltd is the worldwide leader of literacy software solutions provided through three core business divisions:

3. Highlight some more text on this page and then click on the  (Highlight pink) button.

Read&Write Gold for Mac highlights the text in pink.

4. Repeat step 3 to highlight two further separate paragraphs in pink.

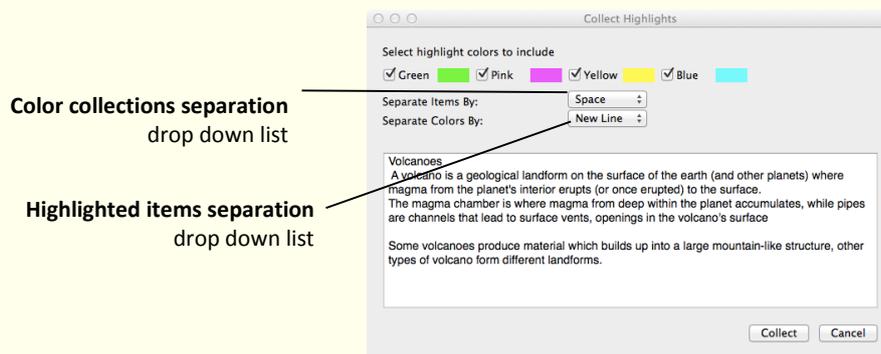
 If you have some text highlighted and you select it and click on the  (Clear highlights) button it will clear the highlight but be careful using the Clear Highlights on websites as it will clear **ALL** of your highlights

5. Highlight some text on the page and then click on the  (Highlight blue) button.

Read&Write Gold for Mac highlights the text in blue.

6. Click on the  (Collect highlights) button.

The Collect Highlights window is displayed:



7. Make sure the following options are selected:

- the **New Line** option is selected from the **Separate Items By** drop down list
- the **New line** option is selected from the **Separate Colors By** drop down list.

8. Click on the **Collect** button.

Read&Write Gold for Mac collects the highlighted text from the webpage or Word document and inserts it into a new Microsoft Word document.

9. Save your document and call it **My Studies**.

10. Close the web page and/or Microsoft Word documents.

19. VOCABULARY

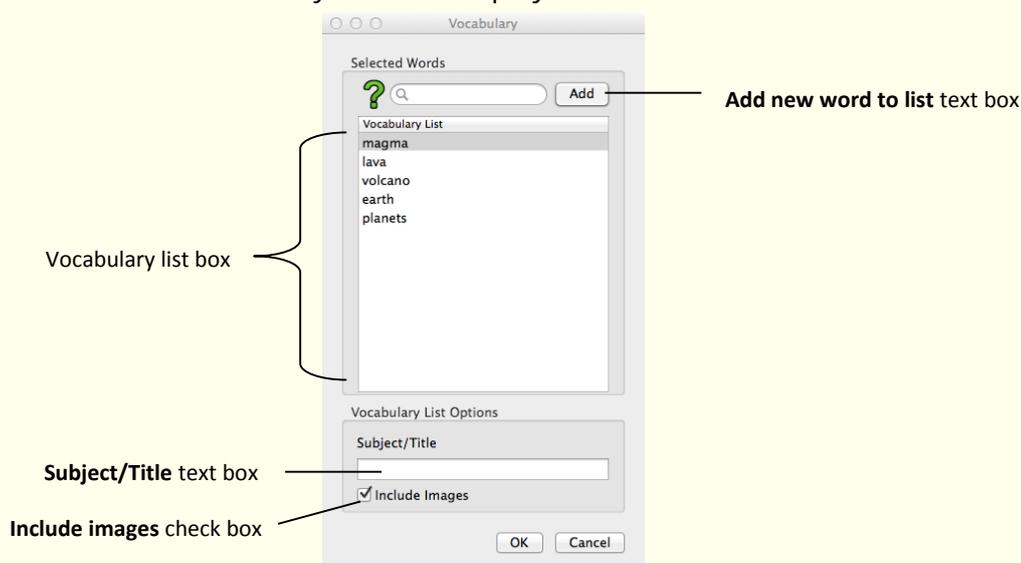


You can use Vocabulary Tool to highlight words in Microsoft Word or browser using different colours. You can then collect the highlighted words and insert it into a new document with the dictionary definitions and picture dictionary definitions.

Exercise 1 Creating a vocabulary list for your studies

1. Open a Microsoft Word document of your choice.
2. Highlight a word on the page and then click on the  (Highlight green) button to add it to your vocabulary list. Repeat this step until you have added several words to your list.
3. Click on the  button on the toolbar.

You will see the Vocabulary window displayed:



Your selected words are listed in the **Vocabulary list** box.

4. Type '**world**' in the **Add new word to list** text box and then click on the **Add** button to add the word to the **Vocabulary list** box.
5. Type '**My text**' in the **Subject/Title** text box.
6. Make sure the **Include images** checkbox is selected.

➤ You will need to be online to view the images in the Vocabulary List.

7. Click on the **OK** button.

Your Vocabulary List is displayed in Microsoft Word, complete with definitions and explanatory images:

Vocabulary List			
Subject	Volcanoes		
Date	16/04/2014		
Word	Meaning	Symbol	Notes
lava	noun; rock that in its molten form (as magma) issues from volcanoes; lava is what magma is called when it reaches the surface		
volcano	noun; A mountain with a large hole in the top out of which gas and lava sometimes burst, or used to burst in the past		

Notes column

8. Type the following text in the **Notes** column for the word 'earth':
'What we live on'
9. Save your document and call it **My text**.

