



Read&Write 12

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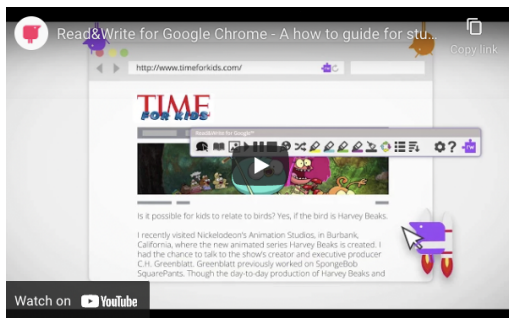
Overview

Read&Write software is available to all students, staff and faculty at Aims and can be used to:

- Hear digital text read aloud – great for proofreading papers
- Dictate a paper with speech-to-text technology
- Convert documents into mp3 files
- Soften screen glare and reduce visual stress with screen masking
- Convert paper documents and image-based PDFs into text-based digital documents

[Click here to download a Quick Reference Guide with all tools listed.](#)

Click on the video thumbnail below to open an overview of features on YouTube.



Access

The license that Aims has purchased allows for users to install it on personal devices at home. The download link for installation on home devices is located on [this webpage](#).

NOTE: The latest version is installed on all student-use computers. Employees are welcome to put in a [help desk request](#) if they wish to have it installed on their work computers.

Get Help

If you need assistance with installation on a personal device or have questions about how to use Read&Write, feel free to contact the Learning Resource Technicians in the Learning Commons at 970-339-6506, LC.Tech@aims.edu, or fill out a general support request [here](#).

Install Guide Personal Devices

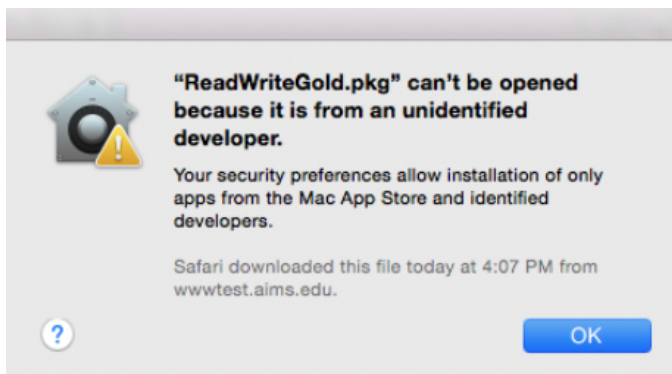
Click on the links or video thumbnails below to open and view the video guides on YouTube and learn how to download and use Read&Write on your device.



Read&Write for Mac

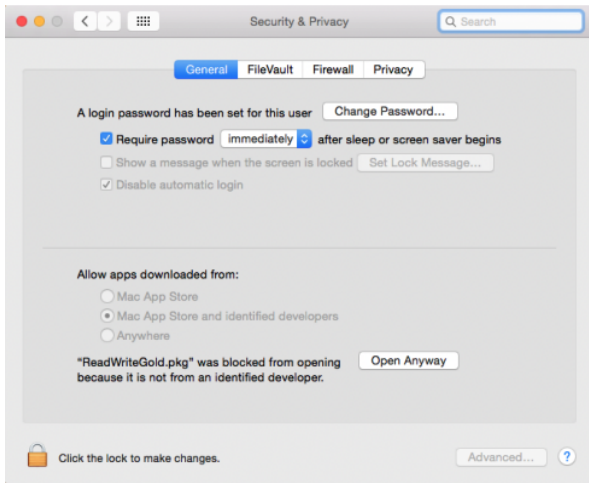


Read&Write for Mac Quick Reference Guide PDF

1. Download Read&Write for Mac.
2. Run ReadWriteGold.pkg from the Downloads folder. You may be presented with a dialog stating that ReadWriteGold.pkg can't be opened because it is from an unidentified developer. Click OK.

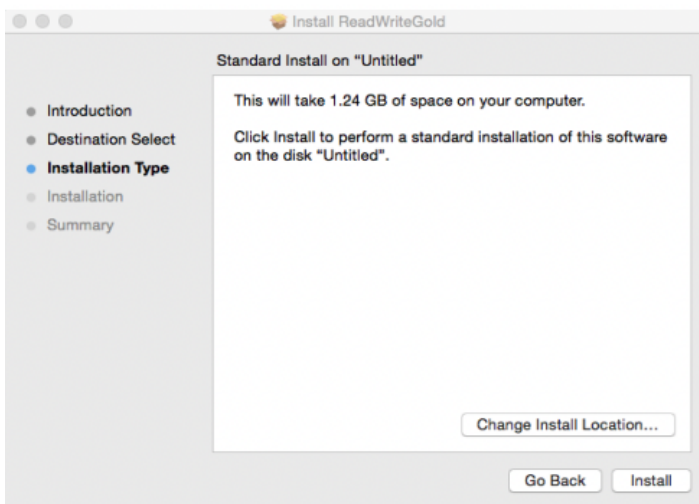
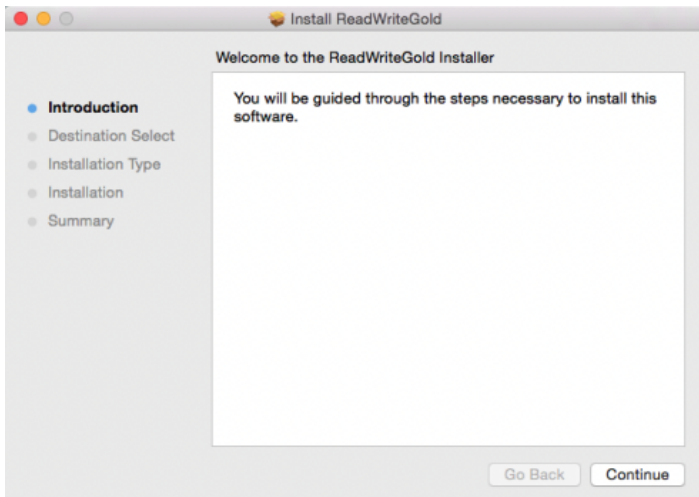


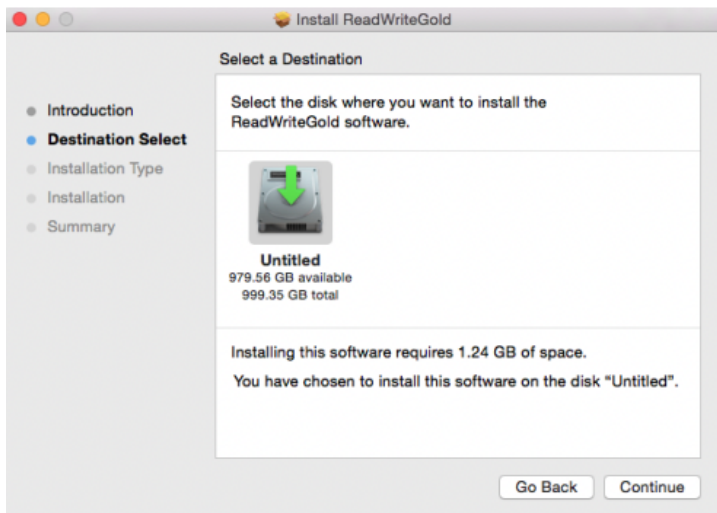
3. Open System Preferences  and click on Security & Privacy  and click Open Anyway.



You may be prompted for your username and password.

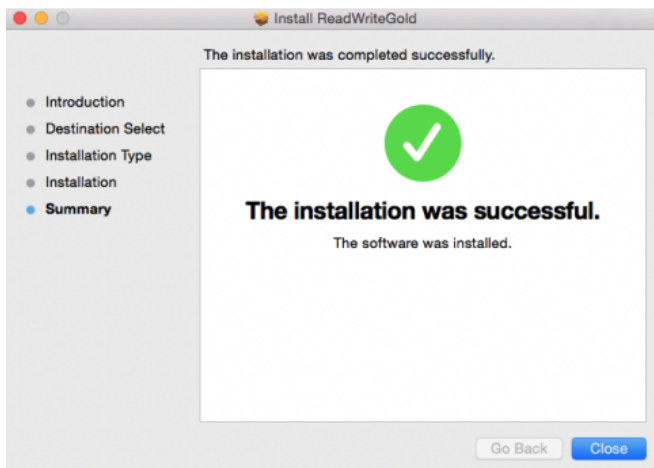
4. On the Install ReadWriteGold dialog, click Continue twice and then click Install.






You may be prompted for your username and password.

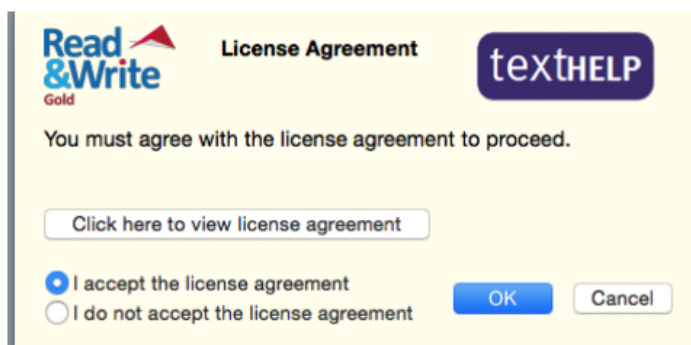
5. When the install is complete, click Close.



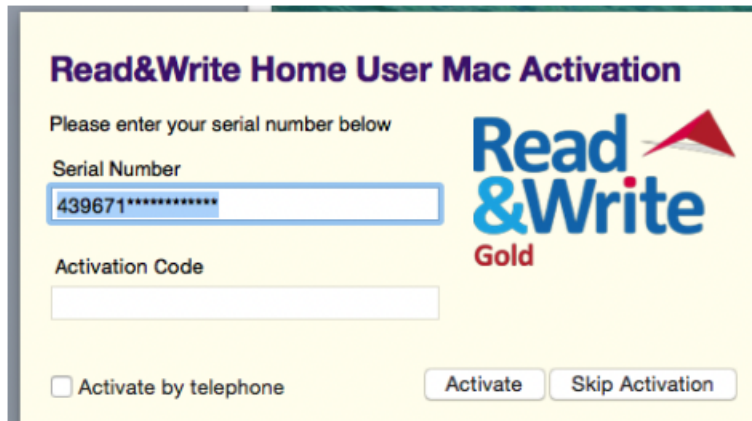
6. Click on the Launchpad icon  and click on the Read&Write Gold icon. 

You may be prompted for your username and password. If the program launches but does not present a License Agreement window, close and restart Read&Write Gold and click Cancel when prompted for username and password.

7. Accept the license agreement and choose OK.



8. Click on Activate.



Read&Write Home User Mac Activation

Please enter your serial number below

Serial Number
439671*****

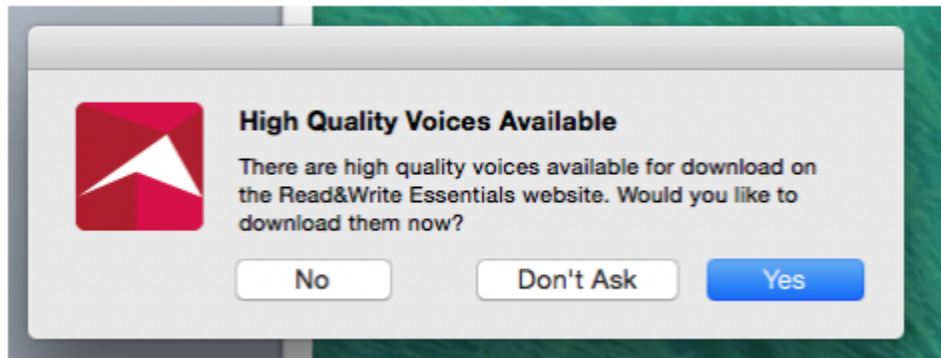
Activation Code

Activate by telephone

Activate Skip Activation

Read & Write Gold

9. After the program activates, the following prompt will appear. Choose "Don't Ask". This installation already includes many high-quality voices.



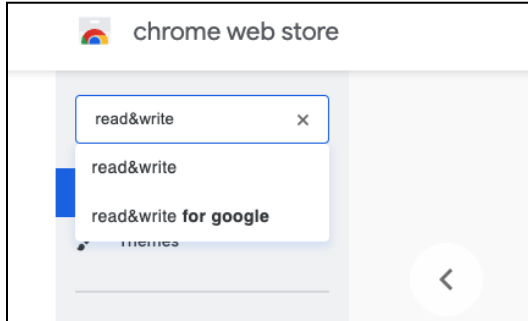
Some tools in the Read&Write toolbar require the Safari toolbar extension. A window will prompt you to install the extension the first time you use one of these tools.

Read&Write for Google Chrome™

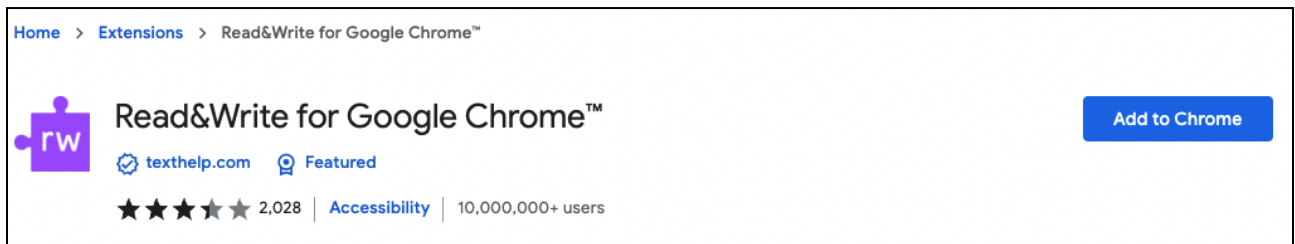


Read&Write's free extension can be installed from the Chrome Web Store. Follow the steps below to install the Read&Write Chrome extension:

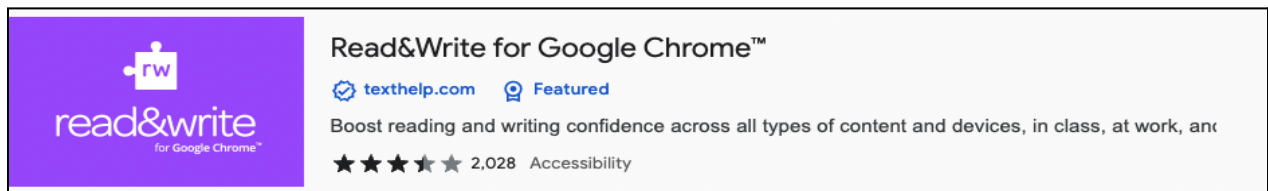
1. Open Google Chrome and navigate to the [Chrome Web Store](#).
2. Enter "read and write" in the search box in the top left corner of the page.



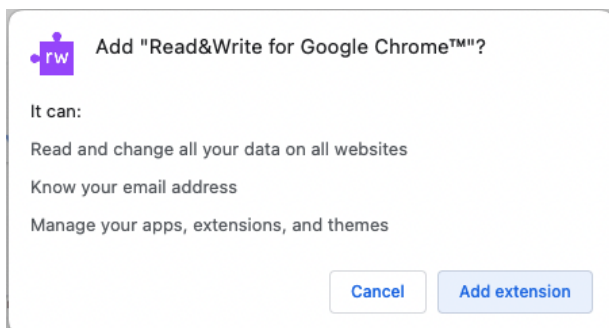
2. Locate "Read&Write for Google Chrome" under extensions.




3. Select the Add to Chrome button.



4. Select the Add extension button in the pop-up window near the Chrome address bar.



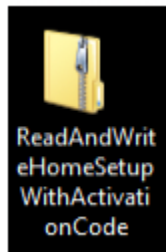
5. Click on the Read&Write icon (a purple puzzle piece ) in the top right corner of Chrome.

6. After being prompted to sign in to your Google account, select the Allow button.

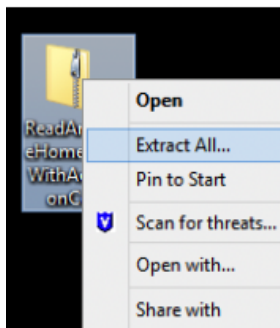
Read&Write for Windows



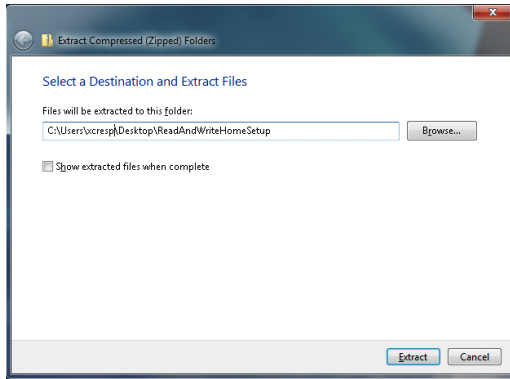
1. If the Read&Write Home setup installation files are in a folder that has a picture of a zipper on them, the contents of the folder need to be extracted before they can be used.



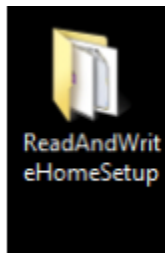
2. Right-click on the folder and choose the "extract all" option.



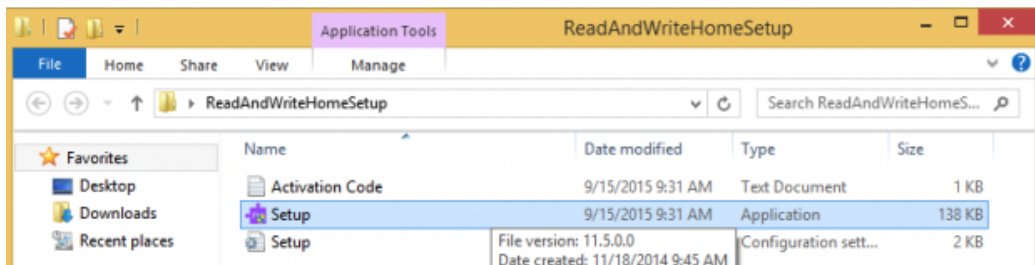
3. Choose where you want to save the extracted files and click the “extract” button.



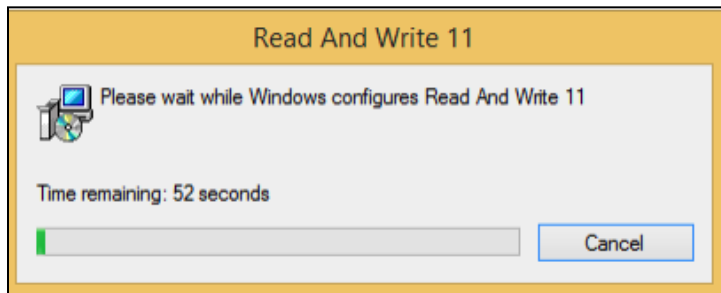
4. The unzipped folder should now look like this:



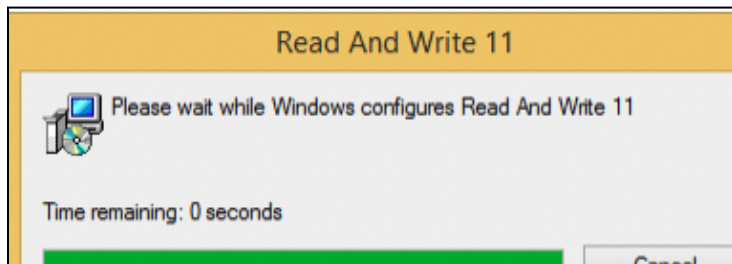
5. Within the folder there are three files:



6. Double click on the setup file that has the puzzle piece. The installation will begin.



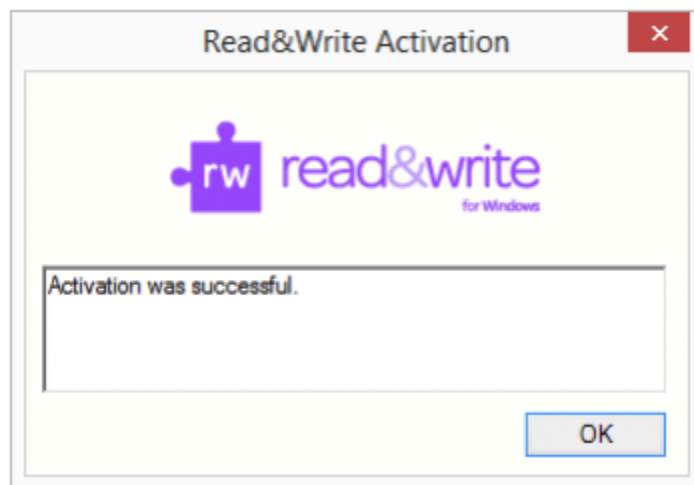
7. The installation takes 5-15 minutes. Sometimes the window stalls on 0 seconds for several minutes.



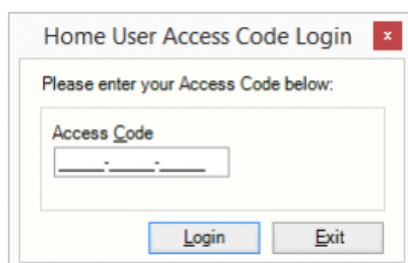
8. There is no confirmation message that appears to inform you that the installation is complete. Instead, you should see this icon on your desktop.



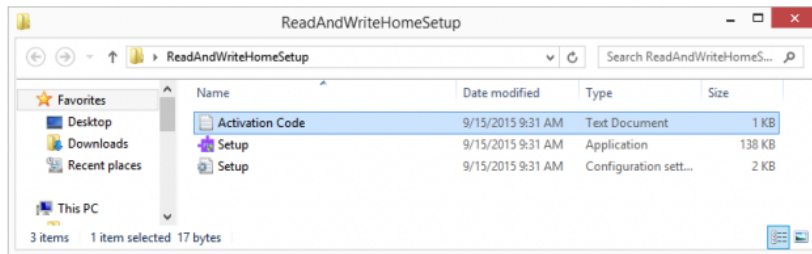
9. Open the Read&Write software by double clicking on the puzzle piece icon. The Read&Write Activation window displays. Click on the Activate Window. When the activation is successful, click the "OK" button.



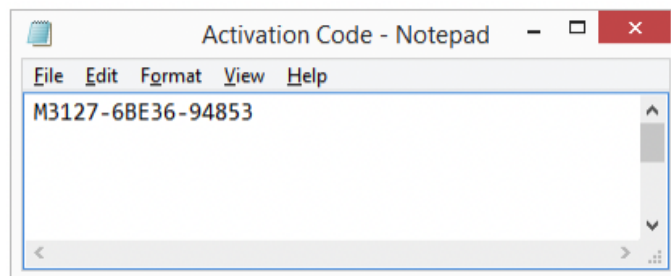
10. The "Home User Access Code Login" Window will pop up. An access code is required to continue.



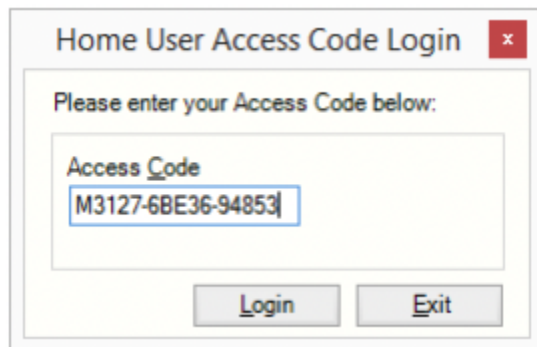
11. Your personal Activation Code is located within a text file. Go back to the installation files that you unzipped and double click on the “Activation Code” text file.



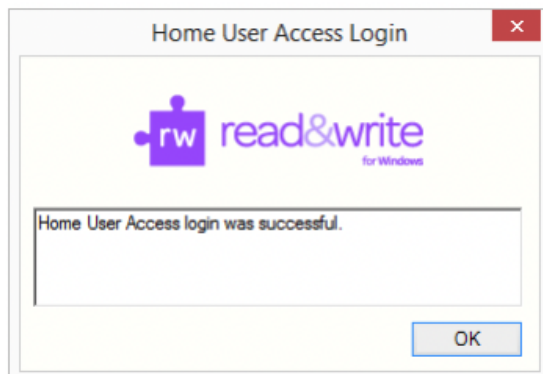
12. Your code will look something like this.



13. Enter your code in the “Home User Access Code Login” window and click login.



14. If the code was properly entered, you should see this window. Click the “OK” button.



15. The Read&Write toolbar will automatically open.



Differences Between Browsers

If you have more than one web browser installed, some Read&Write tools that you click on will automatically open in your default browser.

- Internet Explorer and Safari do not require any extra plugins or extensions.
- Chrome requires an extension. Read&Write will prompt you to install the extension.
- Firefox requires a plugin. Read&Write will prompt you to install the plugin.

Videos: Read&Write Toolbar Training

[Click here to access the full folder of training videos](#) for each of the tools described below.



Check It

The Check It tool is like the built-in Google Doc Suggestion tool.
The Google Suggestion tool seems to be more accurate.



Prediction

Write a sample here → I am
This is a practice tool to help students learn how to predict what's next



Dictionary

Look up definitions within a document or website.
Listen to the pronunciation.



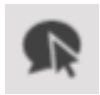
Picture Dictionary

Look up visual representation icons within a document or website.
Listen to the pronunciation.



Screen Reader

Select text to be read, then click the play, pause, or stop button.



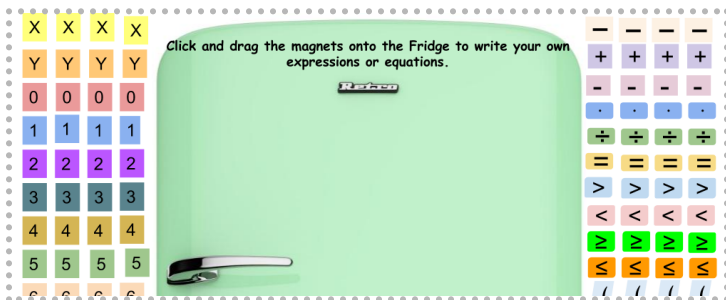
Hover Speech

Works on [websites](#), not Google Apps. Like the Screen Reader, but only requires hovering to trigger screen reading.



Screenshot Reader

The box below is an image. You can use the Screenshot reader to OCR scan, read, and copy text within an image.



Audio Maker

Select text to be read, then click to create an mp3 file. These files are downloaded and may be shared with students.



Web Search

Select a word or phrase, and click the Web Search tool. Another tab will open containing your Google search.



Screen Mask

This tool helps to reduce distractions. Students should adjust settings to optimize the screen mask experience. Click the tool to close.


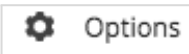


Talk & Type

This turns on speech-to-text. It also works with [voice commands](#). This is the same as the Google Doc Voice Typing tool but works on most websites.



Translator

Translate a selected word and listen to the word in both languages. Languages can be changed in the Options menu.   Options >Speech >Translation



Highlight tools

Provides quick access to 4 highlight colors. Works in conjunction with Collect Highlights & Vocabulary tools.



Collect Highlights

Click to create a 'highlights' Google Doc based on text you have highlighted. The Google Doc is created in your My Drive folder and can be moved and shared.



Vocabulary

Click to create a 'vocabulary' Google Doc based on text you have highlighted. The Google Doc is created in your My Drive folder and can be moved and shared.



Voice Note

Record a voice note that will be inserted into the document as a comment.



Simplify Page

Remove distractions & simplify the page formatting & content. Works on [websites](#), not Google Apps.



Practice Reading Aloud

Students record themselves reading aloud and submit the recording to the teacher. On a Google Doc, a student must select text, then click the Practice Read Aloud button. On a website, a student must only click the Practice Read Aloud button.

Troubleshooting



If the Read & Write toolbar is not functioning properly, reload the Chrome browser.



If the Read & Write toolbar does not appear in your Chrome browser, check that you are signed in to the Chrome browser with your City Schools Google credentials and that you are syncing.



PDF Reader



*[Click to open, then make a copy of the PDF Reader Interactive Guide](#)



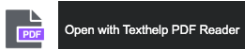
[Sample PDF](#)

PDF text-to-speech functionality requires that you open PDFs using the separate Texthelp PDF Reader Chrome extension.


- If a teacher or student opens a Google Classroom assigned PDF copy, PDF Reader launches automatically (if signed into City Schools Chrome on a computer).
- If you open a PDF from Google Drive, click the 'Open with' menu at the top center.

Choose  Read&Write for Google Chrome™ to launch  Texthelp PDF Reader.

- PDF annotation only works from 'My Drive,' not 'Shared Drives'
- If you open a PDF from a website URL/link, click the 'PDF' button on the top left.



-  PDF annotation tools are included.

 Save to Google Drive required for saved annotation from a web PDF.