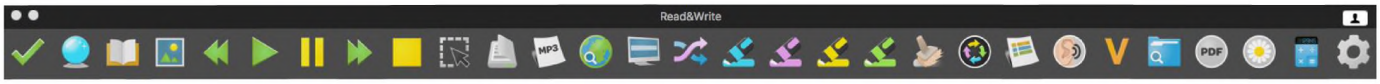
Read&Write for Mac
Quick Reference Guide 03.17



Helpful videos: http://bit.ly/RWMacVideo **Support:** http://support.texthelp.com

Tool	Icon	How it works
Text to Speech		Reads text aloud in Word docs, on the web and more, with dual color highlighting and natural-sounding voices. Highlight or place your cursor in front of some text, and click the Play button. Use additional controls to rewind, fast forward, pause and stop speech playback.
Highlights & Erase Highlights		Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills. Erase highlights from a page when you are done with them, by selecting highlights and clicking the Erase icon.
Prediction		Provides word suggestions as you type. Develops writing skills and helps construct error-free sentences more easily. Use the Play button on the Read&Write toolbar to hear a word suggestion read aloud. Double-click on a word to insert.
Screenshot Reader		Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.
Spell Check		Click this button to perform a Spell Check on a document. Use the Play button on the Read&Write toolbar to hear word suggestions and dictionary definitions read aloud.
Dictionary		Provides definitions to improve comprehension and writing. Highlight a word and click the Dictionary icon. Click on a definition and click the Play button on the Read&Write toolbar to hear read aloud.

Similar Word Checker		Click this button to identify homophones and confusable words. Click the Play button on the Read&Write toolbar to hear definitions read aloud.
PDF Reader		Click this button and select a PDF to open in the PDF Reader. Use the Click to Speak icon to read your document, or use the other Read&Write tools like Dictionary and Picture Dictionary on the text.
Picture Dictionary		Displays images from Widgit® Symbols to help support fluency and understanding.
Verb Checker		Shows a verb table with conjugation options for a selected verb. Click Play to hear them read aloud and click the Replace button to add the selected verb into your document.
Scanning		Scan a paper document and convert it to accessible PDF or Word format, or OCR an existing PDF to make it accessible.
Screen Masking		Tints or masks section of your screen, or provides a spotlight that follows your mouse pointer. Helps with improving focus.
Vocabulary List		Builds vocabulary lists in a Word doc, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column. Use colored highlighters to select words, then click icon to generate vocabulary list in a new Word doc.
Audio Maker		Select a piece of text then click this button to convert the text into an audio file e.g. mp3.
Daisy Reader		Opens Daisy books saved on your computer, and uses Text to Speech to read them.
Web Search		Helps with research by doing a web search for relevant information on a topic.

Calculator		Click this button to launch your Mac calculator.
Research Folder		Select information you wish to store from a website then click this button, and choose “Add Fact”. The fact and website address are saved.
Translator		Translates single words and larger selections of text into multiple languages.
Collect Highlights		Collects your highlights into a new Word doc. Adjust collection and bibliography settings in the Read&Write settings menu, under the Highlights section.

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