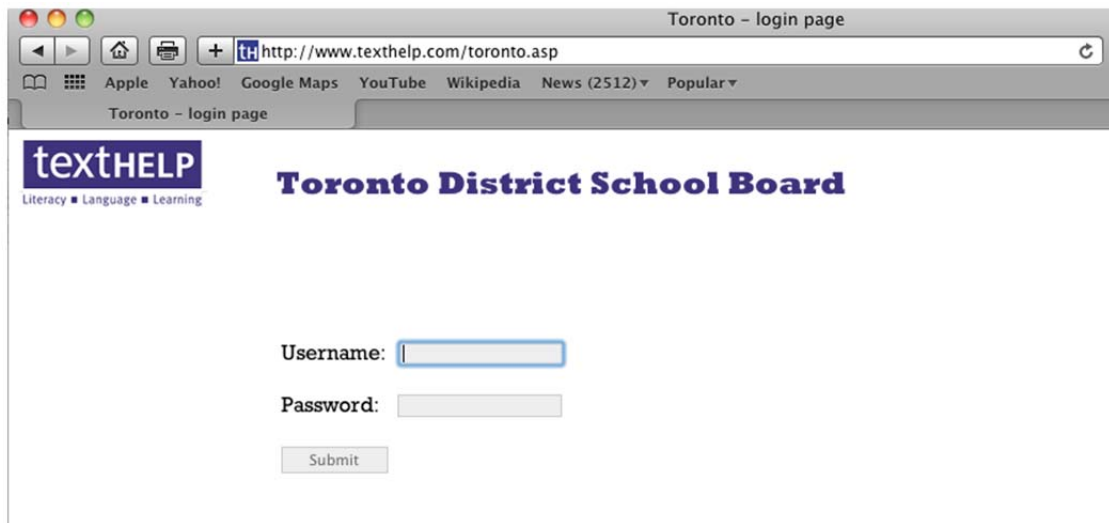




Read&Write 4 for Mac TDSB Download Instructions

1. Open your web browser and enter www.texthelp.com/toronto.asp in the address box

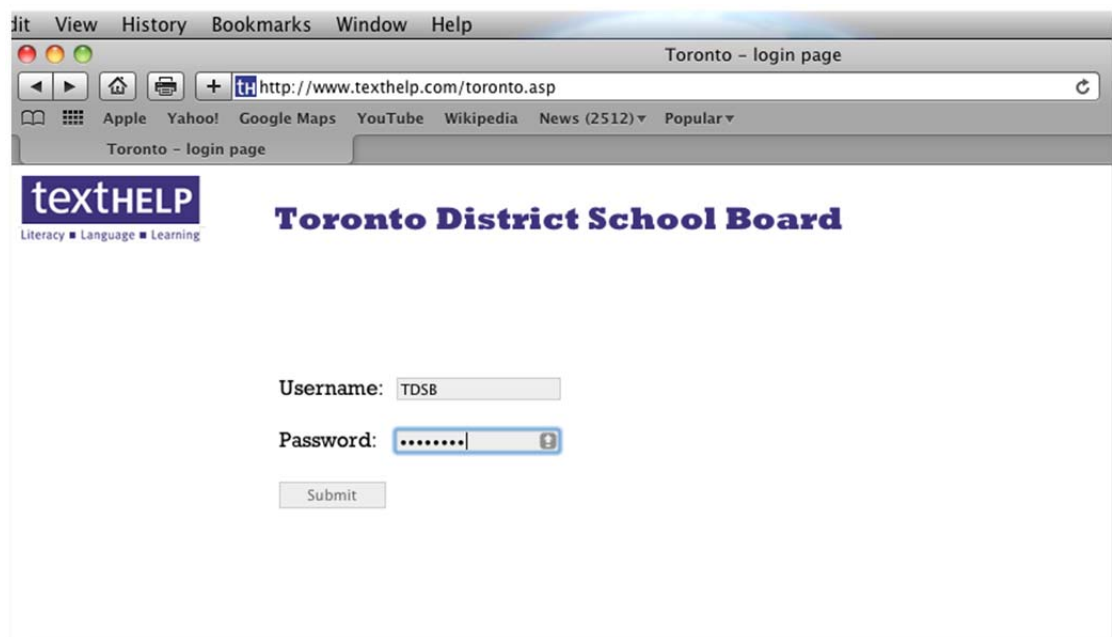


2. Enter **TDSB** in the **Username** box and enter the password provided from the school.



Note: Read&Write Technical Support does not provide passwords

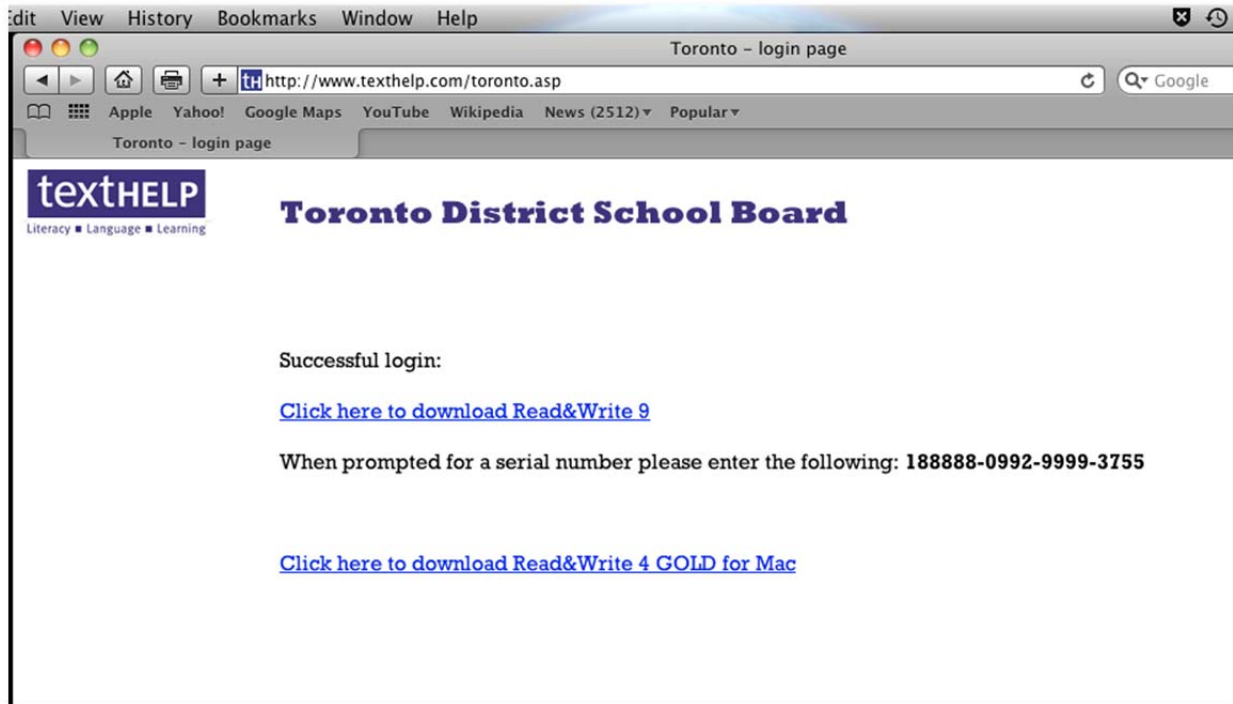
3. Click the **Submit** button



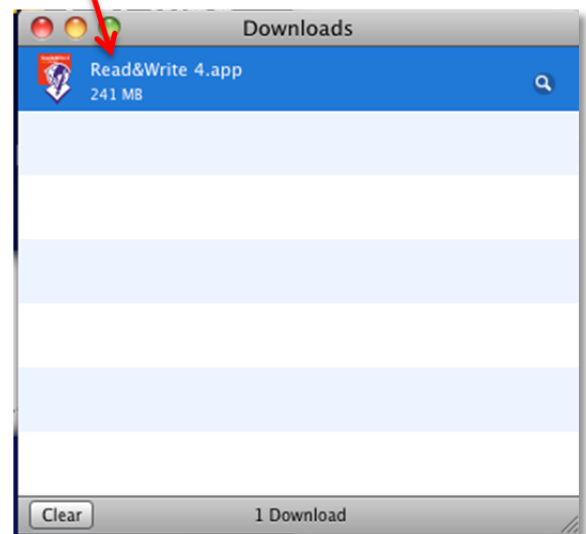
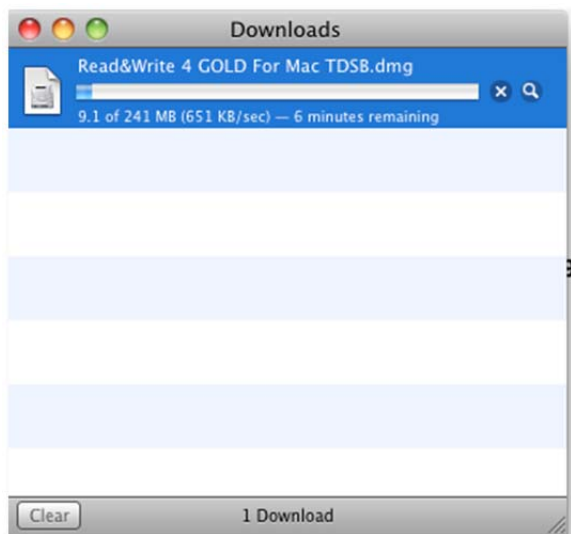


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4. Click on the link for **Read&Write 4 GOLD for Mac**



5. When the download finishes, click on **Read&Write 4.app** to begin installation





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6. Double click on the **Read&Write 4.app** icon on the installation screen



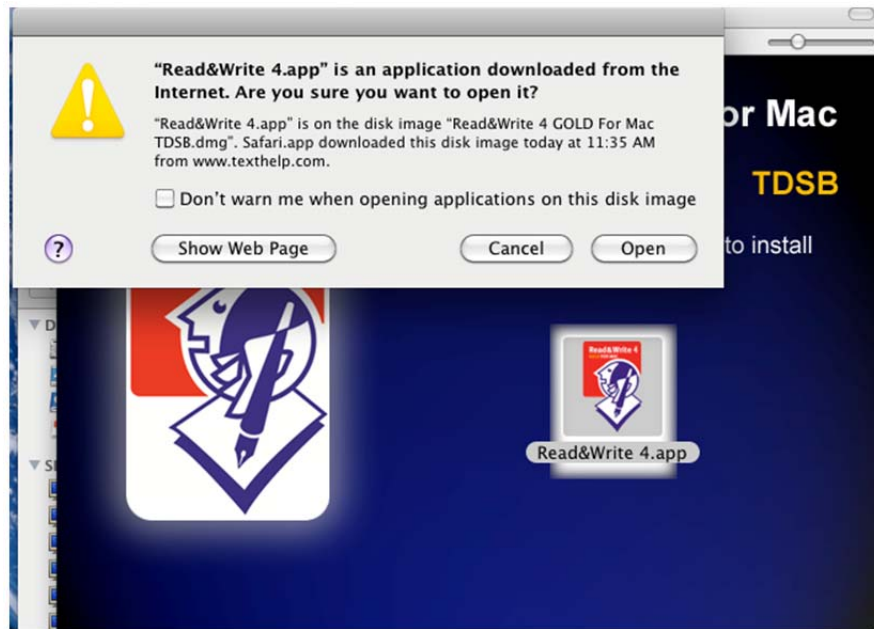
7. Enter your Mac password to run the installation and click **OK**





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8. Click the **Open** button



9. Click **Continue**



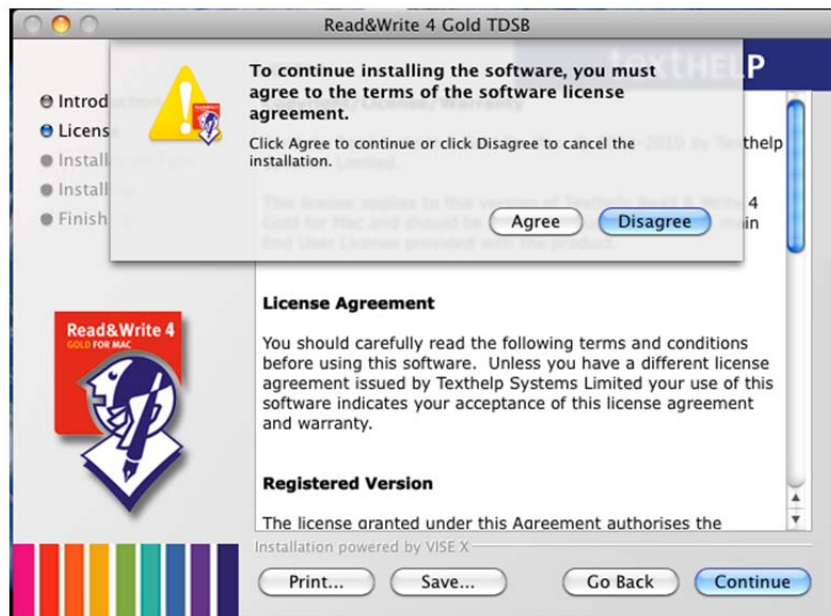


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10. Click Continue



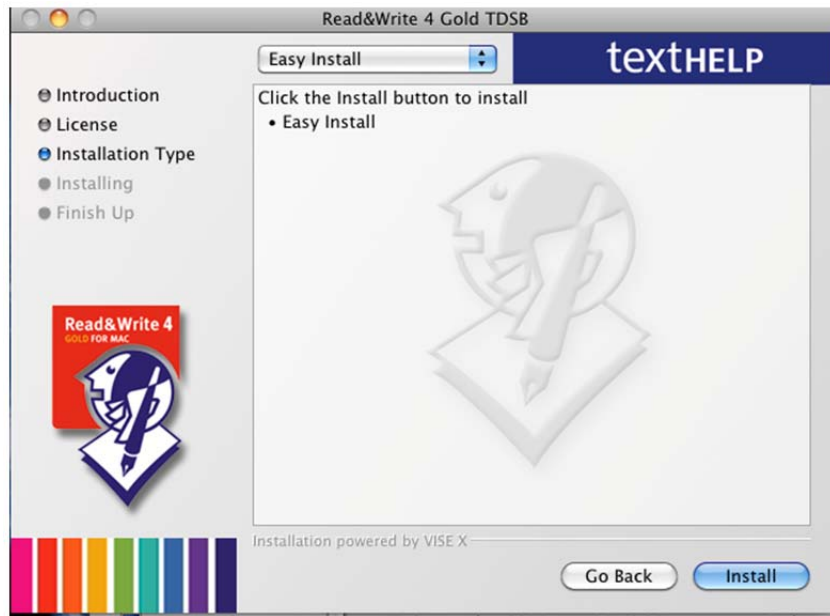
11. Click Agree to accept the licensing agreement



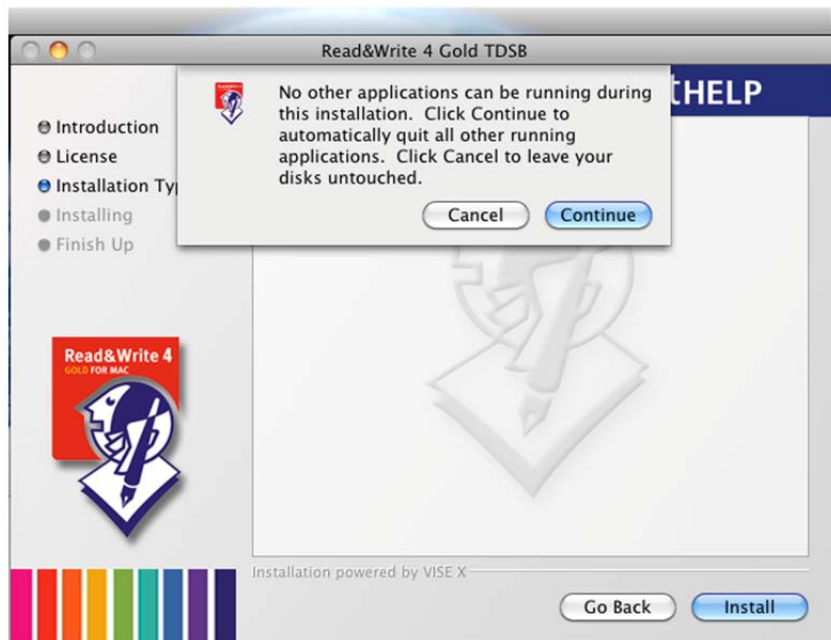


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12. Click the **Install** button in the lower right corner. **Easy Install** is selected by default



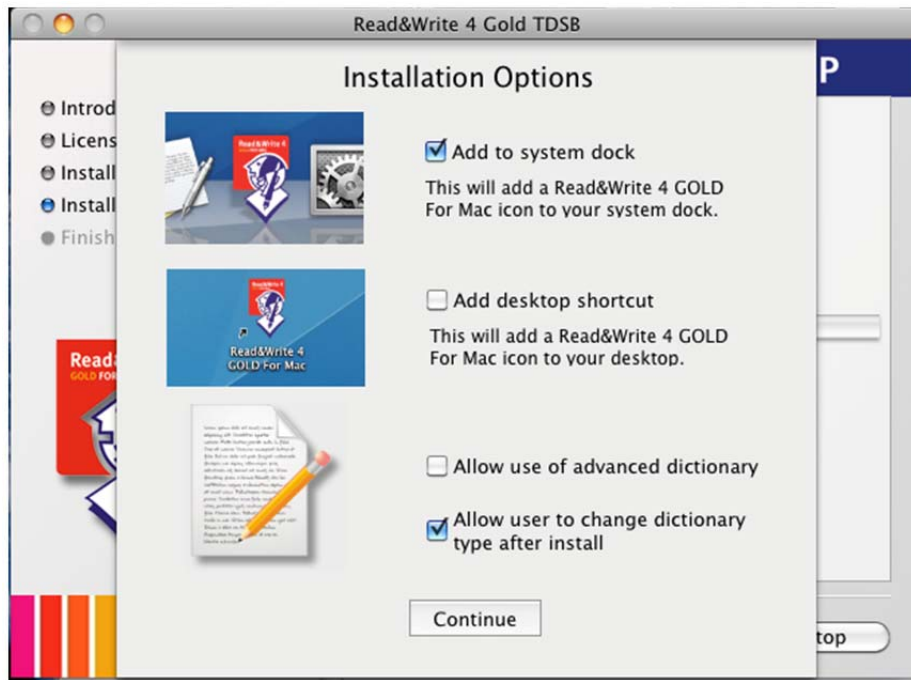
13. All other applications running on the machine will automatically be closed in order to complete the installation, click **Continue**



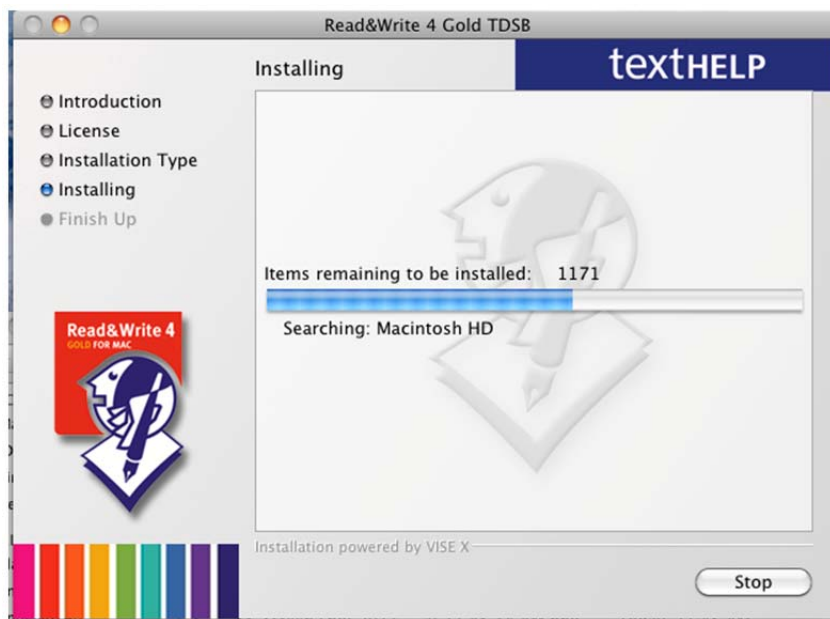


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14. Select your **Installation Options** then click **Continue**



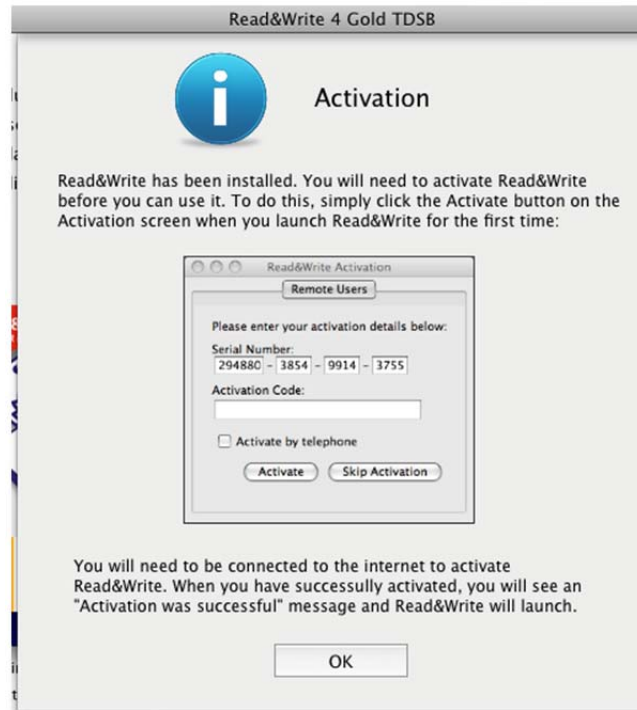
The installation in progress



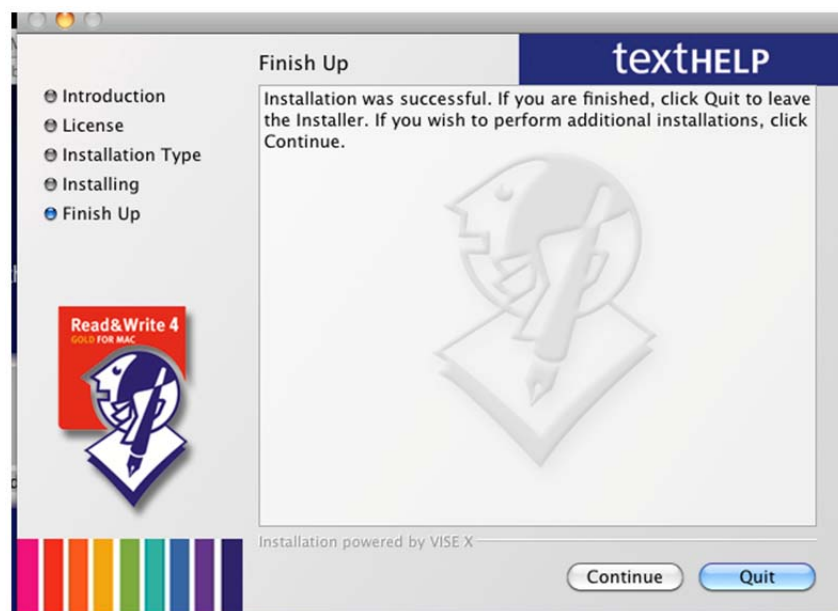


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15. This **Activation** screen is informational, click **OK** to continue



16. Click **Quit** to close the installation screen





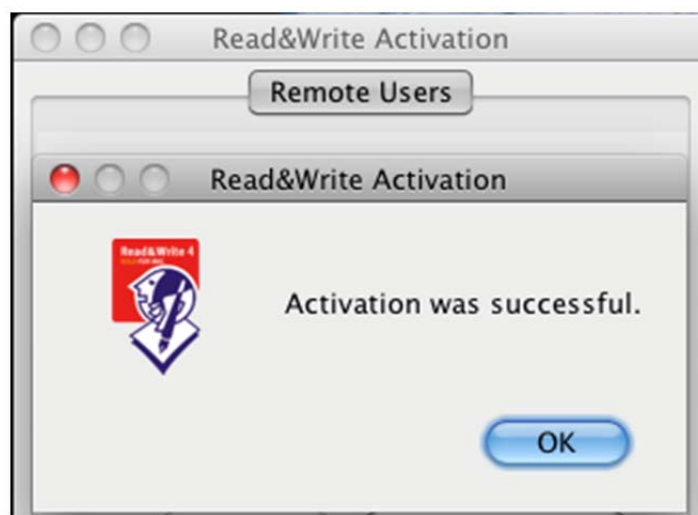
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17. Click **Activate** to activate **Read&Write 4**

Note: You must be connected to the internet to activate. If you choose **Skip Activation** you will see this screen each time you run **Read&Write 4**. If you do not have an internet connection, please call **Read&Write Technical Support** at 888-248-2479 to enter an activation code by telephone



18. Click **OK** to run **Read&Write 4**





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19. Click on the **Read&Write 4 GOLD for Mac** icon on the dock (or on your desktop if you selected that option) to start the program

The **Read&Write 4** splash screen will appear



The **Read&Write 4** toolbar can be positioned at the top of your screen



Read & Write 4 Gold for Mac Home Use Quick Reference Guide



Reading Support



Dictionary

Use to look up different meanings for selected words. Basic, advanced or web definitions are available.



Speech Buttons

Use to listen to text within a word processing document or Internet text.



Online Translator

Use to translate single words from English to French, Spanish, German or Italian



PDF Speech Buttons

Use to listen to text within a PDF document

Writing Support



Spell Checker

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



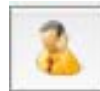
Word Prediction

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



Online Translator

Use to translate single words from English to French, Spanish, German or Italian



Homophone (Homonym) Checker

Use to view descriptions of similar sounding words. Definitions of each word are provided, allowing users to make the correct choice.

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

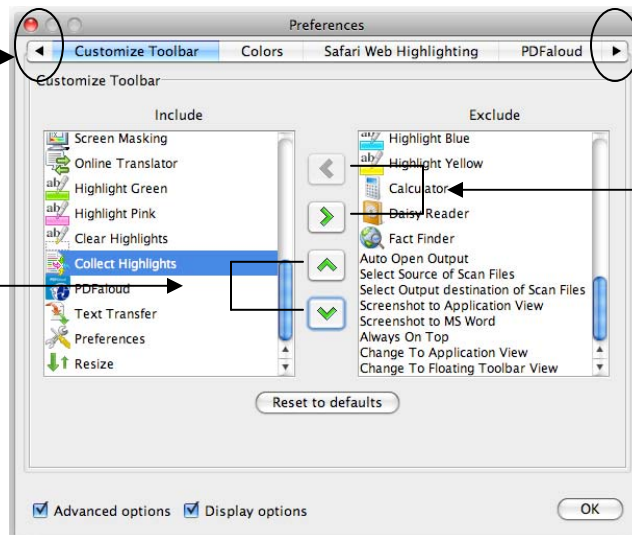
Use to collect highlighted text within a document or from the Internet. Highlights are gathered and then extracted into a word processing document.

Customizing Your Toolbar

- Access the preferences window by clicking on the Preferences icon  on the toolbar, or from **Read&Write 4 GOLD for Mac** on the main menu.

Scroll through the preference list using the left or right arrows

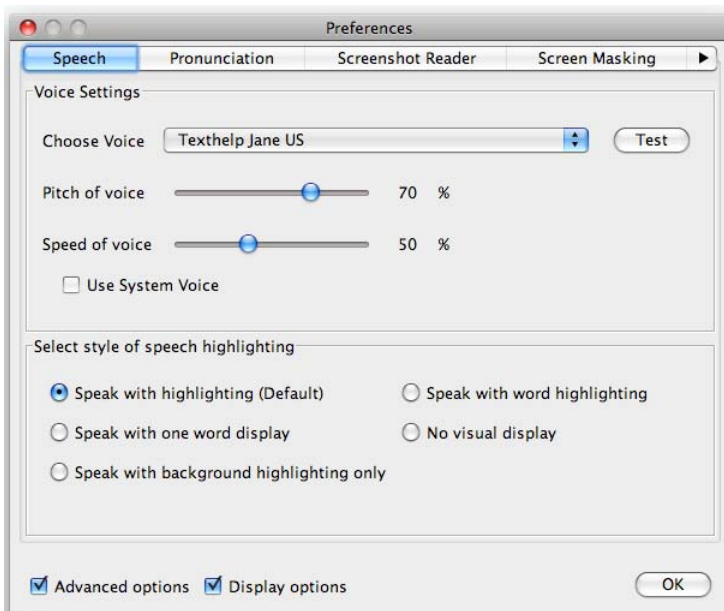
Arrange the position of the icons on the toolbar



Show or hide icons on the toolbar by moving items from the Include or Exclude list

Speech Options

- Access the Speech Options through the Preference window



Voice Settings

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

Speech Highlighting

Use to change the method in which text being read is displayed. Users can choose from speak with highlighting in document, one word display or no visual display.