

## Read&Write 10 Home Version Download Instructions for Windows XP, Vista and 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](mailto:support@texthelp.com)    Internet: <http://support.texthelp.com>

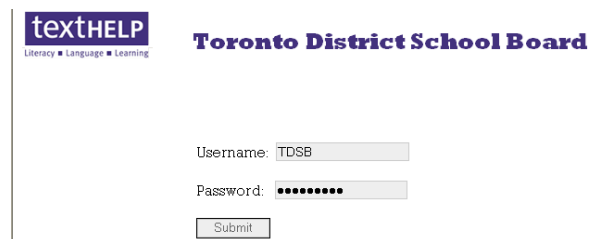
Maintenance and Technical support is available weekdays (Monday to Friday) 8:00 am – 6:00 pm Eastern Standard time.

When communicating with TextHELP regarding technical issues, indicate that you have a TDSB Take Home License and quote license/serial number.

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**\*\*\* 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.**
  - a. Username: TDSB
  - b. Password: Speak to your School administration to receive this password prior to attempting the download.



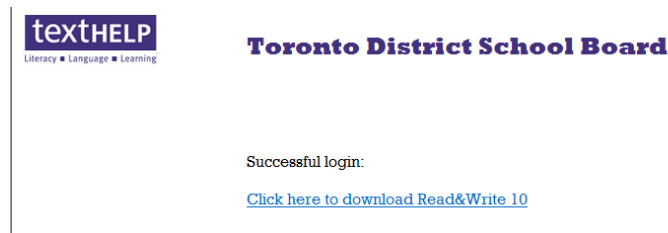
textHELP  
Literacy • Language • Learning

Toronto District School Board

Username:

Password:

3. Select **“Submit”**



textHELP  
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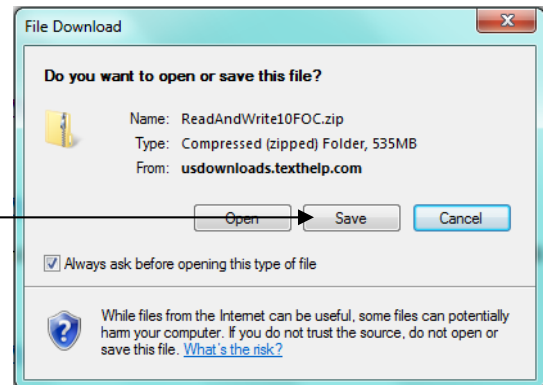
Toronto District School Board

Successful login:

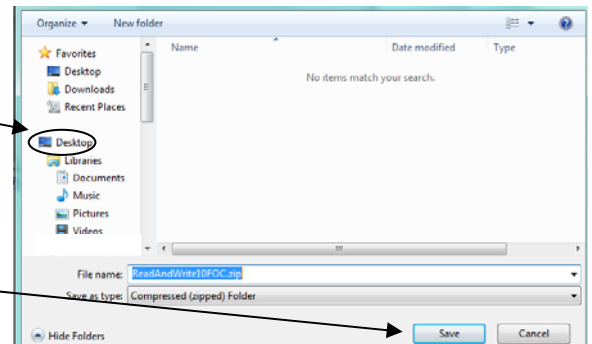
[Click here to download Read&Write 10](#)

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

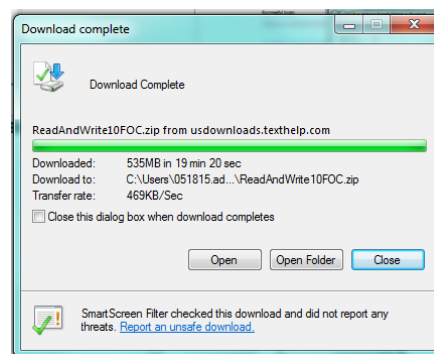
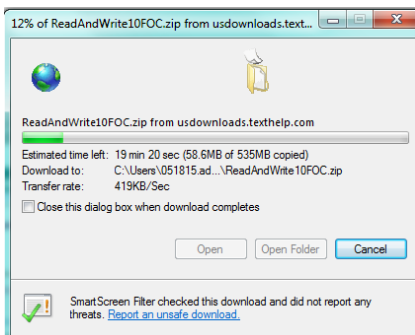


6. Choose where you would like to save the file. (E.g. Desktop) Remember ... you will need to access the file once the download is complete

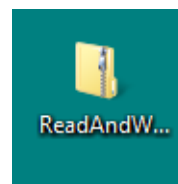


7. Select **“Save”**, leaving the file name as it's default

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.**

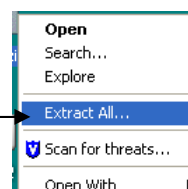


9. Once the download has completed. The following folder will appear on your computer (where you chose to save it).



10. **“Right click”** on the folder

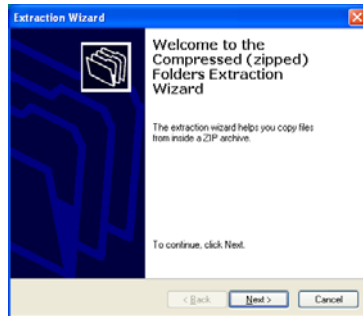
11. Select **“Extract All”** from the right click menu



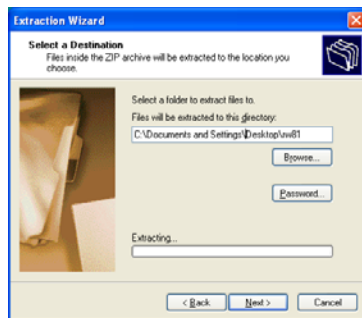
## Windows XP

12. The Welcome to the Compressed (zipped) Folders Extraction Wizard window will appear.

13. Select “Next”

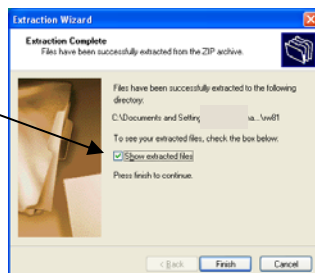


14. Choose the location to extract the files.  
(E.g. your Desktop)



15. Select “Next”

16. Once the extraction is complete, select “Show extracted files” by clicking the “Check Box”

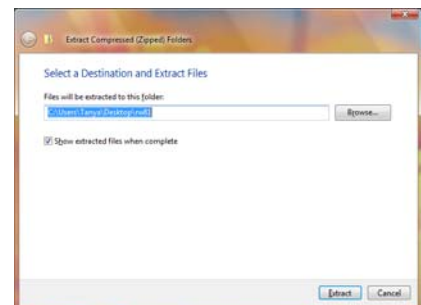


17. Select “Finish”

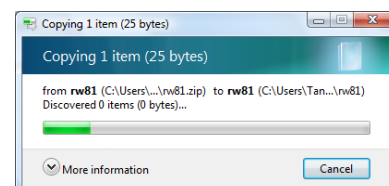
## Windows Vista and Windows 7

Do not use an Extraction Wizard

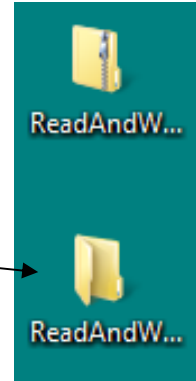
Choose the location to extract the files  
(E.g. your Desktop)



Select “Extract”

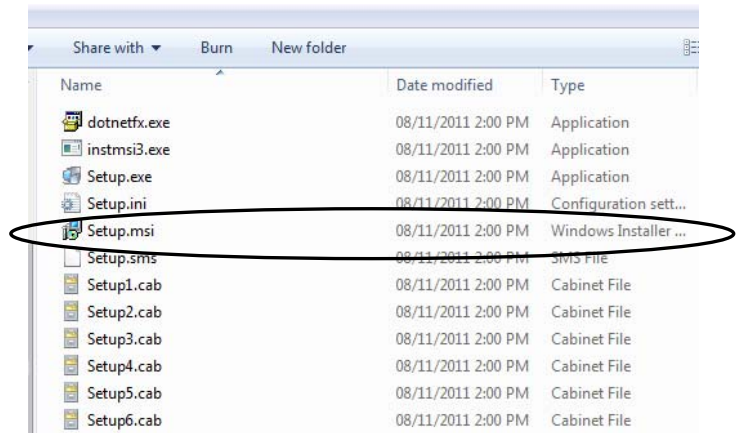


18. Double click the “Read and Write 10 FOC Folder”,

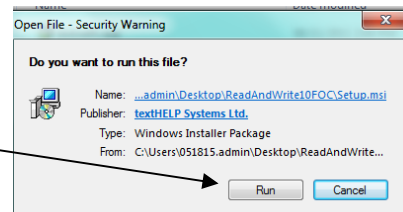


19. Double Click “Setup” (Windows Installer Package)

- There are several “setup” options available, select the one with the picture of a computer, box and disk



20. Select “Run”



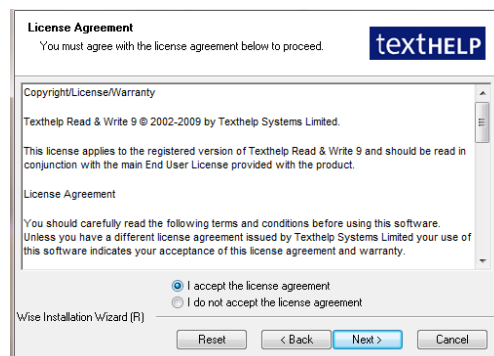
21. Select “Next” to start the installation process



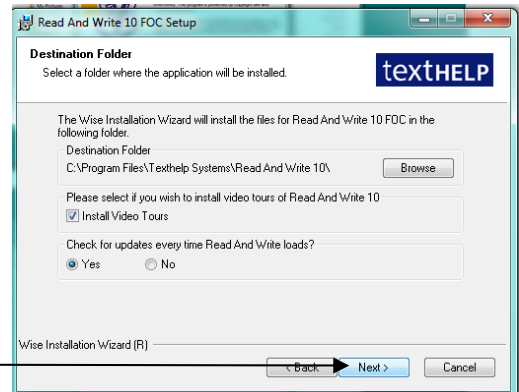
22. The installation wizard window will appear

23. Select “I accept the license agreement” by clicking on the appropriate radio button.

24. Select “Next”

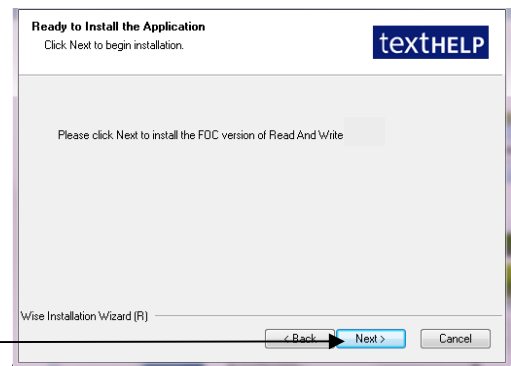


25. **Destination Folder** – Customize your installation by deciding where you would like the program installed, if you would like to install video tours of Read and Write 9, and if you would like Read and Write to look for updates every time it loads



26. Select **“Next”**

27. Select **“Next”** to install the FOC version of Read and Write 9



28. Select **“Finish”** once Read&Write has been successfully installed.



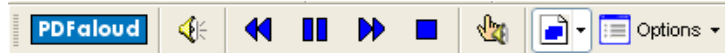
29. The **Read&Write icon** should now appear on your desktop.



# Read & Write 10 for 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.



### 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.



### Word Wizard

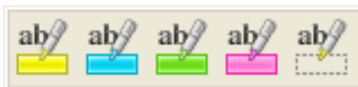
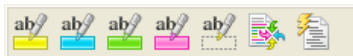
Use to help find forgotten words or phrases, search for words using opposites or other relationships



### 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.

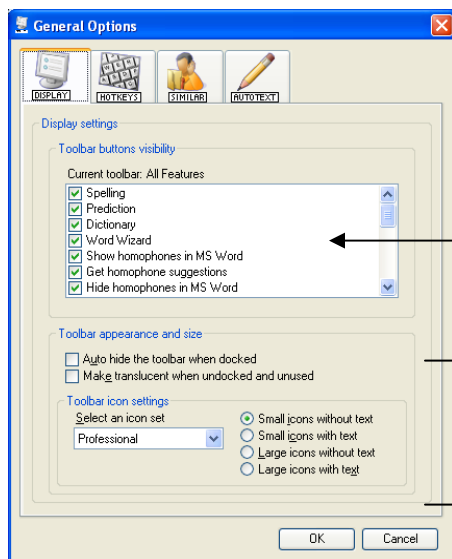


### Summary

Use to summarize large bodies of text.

## Customizing Your Toolbar

- Access the General Options menu through the dropdown menu located beside the **textHELP** button on your toolbar.



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

Change the look and size of your toolbar

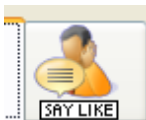
## Speech Options

- Access Speech Options through the dropdown menu located beside the green “Play” button on your toolbar



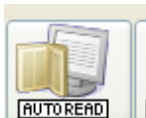
### **Speech Tab**

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 Read & Write 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.