

How to Install and Use Read&Write 12 on a Mac

Download & Installation:

1. Open web browser and navigate to www.texthelp.com
2. Select products drop-down (right hand side under search bar)
3. Choose Read&Write (purple puzzle piece)
4. Click "Try Read&Write today"
5. Click on version that matches your device operating system (choose your platform)
6. Click "Install"
7. Save file and open once it completes downloading
8. Allow the program to run (this may take a few minutes)
9. Even if not prompted, the following must be completed (will require Admin rights on computer)
10. Click on System Preferences on the Dock (gear symbol)
11. On the top row click on Security and Privacy (House)
12. There are 4 tabs, select the last one, "Privacy"
13. Select "Accessibility"
14. Click on the lock button in the lower right
15. Enter account password to enable settings to be changed
16. Place check next to Read&Write
17. Click the lock to relock the settings
18. The icon appears on the desktop (there will be a puzzle piece tab on the top of the screen)
19. The first time the program is opened it will ask you to sign in
20. Select "Sign in with Microsoft Account"
21. Enter your full CSCC email address (including @student.csc.edu). You will be redirected to CSCC login screen upon clicking in password field
22. Login with your full CSCC email address and your CSCC password.
23. Read & Write is now activated.

How to Set up Voice and Speed of Reading

1. Open System Preferences.
2. Click on Accessibility.
3. Choose Speech.
4. Listen to available voices (System Voice drop-down) and clicking on the Play button.
5. Use the Speaking Rate slider to change how fast or slow the voice reads. This can then be tested using the Play button as well.
6. Once a voice is chosen, close the window and open Read&Write.

Using the Play Button to Read

Open non-PDF files to be read, highlight section of text to be read, and click on the Play button.

Using PDF Reader

1. Click on the PDF Reader button (gray circle says PDF) on the toolbar.
2. Choose PDF file and click Open
3. Make sure Click to Speak button is green (pointer hand and green/red bubble).
(Setting changes can be made by clicking on the Settings button (gear) on the main R&W toolbar then choosing Speech (Continuous reading and read by word, sentence or paragraph.)
4. Click anywhere on the document and PDF Reader will begin reading that selection.

Questions? Contact staff

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