

# Getting Started with Read&Write



## What is Read&Write?

- Floating toolbar
- Tools that work with other programs you are currently using
- Available for Windows, Mac, and Google Chrome

## Which Read&Write Program Do You Need?

- **Read&Write for Google Chrome & Read&Write PDF Reader** if you use:
  - Google Docs or Slides, or Google Chrome, or have PDF Files on Google Drive and/or Canvas
- **Read&Write for Mac or Windows** if you use:
  - Microsoft Word, PowerPoint, Internet Explorer, Firefox, Safari or Chrome browsers, and/or have PDF files saved to your computer

## Tools Available in Read&Write (varies by program)

### Reading

- Text-to-Speech: reads text in Word, PowerPoint, Google Docs, Slides, Internet, PDF
- Screenshot Reader: reads text that is otherwise not accessible
- Scan (Windows and Mac version only): converts an image-based file into a text document

### Writing

- Spell Check: spell checks entire document or as you type
- Word Prediction: predicts your next word as you are typing
- Dictionary/Picture Dictionary: basic and advanced dictionaries

### Study Skills

- Highlighters/Collect Highlights: highlights words and export to a file
- Vocabulary List Builder: creates table with words and definitions
- Translator: translates words into multiple languages

## Using Read&Write on Campus

- Students: Any campus lab (Mac or Windows) – bring headphones!
- Faculty/Staff: Download to your campus-owned machine
  - PC users : <http://myapps.humboldt.edu>
  - Mac users : Go to Applications folder > Self Service > log in

## Downloading Read&Write to Your Personal Machine

1. Go to : <https://www2.humboldt.edu/software>
2. Log in with your HSU username and password
3. Scroll down to Read&Write
4. Download link for 30-day trial and Installation Notes for Windows, Mac, and Chrome
5. After installation, log into Read&Write by selecting Google and using your HSU username and password. All features will be available

## Getting More Information about Read&Write

- Assistance with Downloading and Installing: Technology Help Desk (Library 101)
- Training Materials available from Texthelp: <https://training.texthelp.com/#>
- Built-In Support Videos available from the Read&Write Help menu
- Texthelp Technical Support (submit a ticket for technical issues): <https://www.texthelp.com/en-us/support/contact-us/>
- Learning Center\*
  - Assistance with strategies for using the tools in Read&Write
  - **\* Must know how to use tools in Read&Write \***
- Read&Write handouts/information from SkillShops on Google Drive: <https://goo.gl/Abg4AD>