

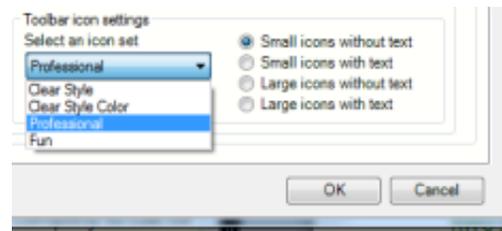
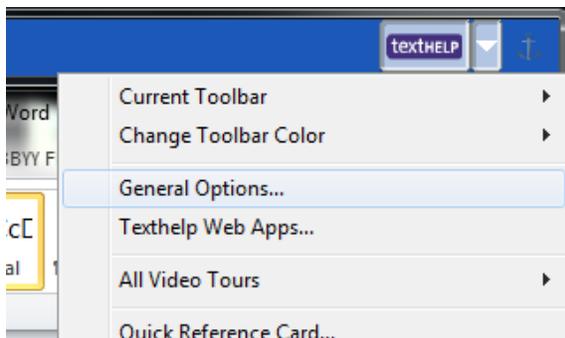
## USF Read & Write Gold – Basic User Guide

### Introduction

Read & Write Gold is a program used by anyone and for anyone, but more specifically to assist those with disabilities, to access material in all formats. These formats include: PDF, Word documents, Web pages, etc. The program offers text to speech, speech to text, Daisy reader, translator, and more. Texthelp provides online guides and training to help users familiarize themselves with the software.

### Change Toolbar Appearance

To change the appearance of the toolbar to resemble the previous version of Read & Write GOLD, navigate to General Options from the dropdown menu located next to the Texthelp button on the right side of the toolbar. Under "Toolbar Icon Settings", select "Professional" as the icon set. The professional set will change the appearance of the icons to resemble the toolbar from Read & Write GOLD.



### Getting Started - Guides

Texthelp provides Training Guides, Quick Start Guides, and Quick Reference Cards for Windows, Mac, and various devices and browsers. The PDF files provided in the Texthelp webpage will help with basic knowledge of the software, enabling users to understand and operate Read & Write Gold.

[Texthelp Read&Write Gold Training Guides](#)

## Product Feature Tutorial Videos

This section provides video tours of the features within Read &Write Gold. These videos provide help to understand what the features do and how they are used.

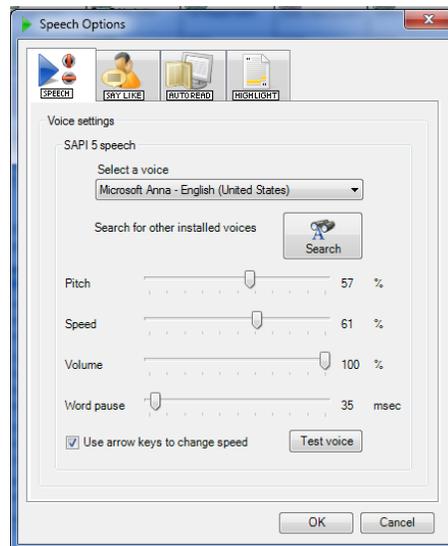
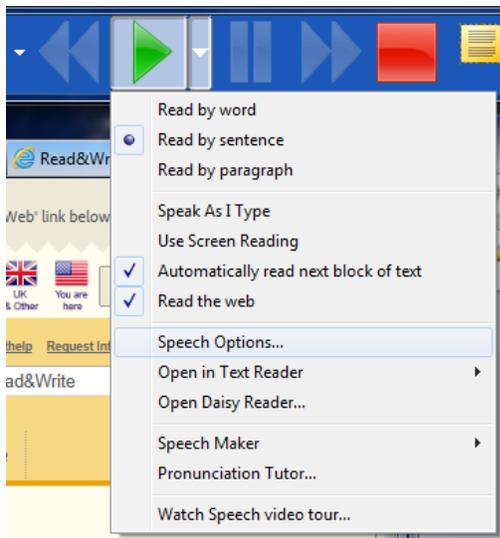
[Read &Write GOLD tutorial videos](#) for Windows and Mac users

## Toolbar Information

The toolbar can be positioned anywhere on the screen and can also be docked on the top, left, and right sides. There are six different toolbar setups each varying the features for specific tasks, such as: reading, writing, and research. [Toolbar Tutorial Video](#)

## Text-to-Speech

To set the voice on RWG, click on the dropdown menu next to the play button. Then Click on **Speech Options**, then under **select a voice**, pick the voice you want to use. You can also change the pitch, speed, volume, and word pause to further adjust the voice. Also in the dropdown menu you can change how the reader reads text. By word, sentence or paragraph. [Text to Speech Tutorial](#) link



When using Microsoft Office, Internet Explorer, or other apps within Explorer, click on the location where you want RWG to begin reading. Then click the **Play** button to start the reader, and the **Stop** button to stop the reader.

## PDF Aloud

To read a PDF file, make sure the PDF file is saved on the computer. Click on the **PDF Aloud** button, locate the file on the computer, and then open the file. A PDF file reader will open the document. Within PDF Aloud, the speech to text buttons will appear in the upper left hand corner. The PDF Aloud toolbar is used the same way as the RWG toolbar. [PDF Aloud Tutorial](#) link

