HELP SHEET PART 1: INSTALLING READ&WRITE


2. Click on Try Now

3. Click on the Windows platform

4. Click on Install

5. Select Read&Write for Windows – AUS from the drop down menu
6. A system message will appear in the bottom left of screen. Click on the arrow and select Open when done

7. Before you can complete the installation, a Windows Security Warning will pop up. Click on Run, then click on Accept and Install
HELP SHEET PART 2: OPENING READ&WRITE

Once the installation is complete, a Read&Write Show/Hide icon will appear at the top of your screen. Click on it to open the Read&Write toolbar.

The first time you use Read&Write, a Sign In request will appear.

1. Click on Sign in with Google

2. Sign in with your TAFENSW email account (TAFENSW username@tafensw.net.au), then click Next.

3. You will be redirected to the TAFENSW Sign In page. Enter your TAFENSW username and password to Log in.
4. Click on OK

5. The Read&Write toolbar will appear at the top of your screen.

Note: this icon 🏛️ means that you are signed in and you have full access to all of Read&Write tools, if you hover your mouse over it, you will see your TAFENSW email
HELP SHEET PART 3: READING ON THE WEB

You can have Read&Write read webpages in Safari, Firefox or Chrome. To set this up

1. Click on the Settings icon at the right hand end of the toolbar

2. Slide the Read the web toggle switch to the right. It should change colour from grey to purple

3. The first time you open your internet browser, you will be prompted to install an extension which will allow Read&Write to work in that browser. In Google Chrome click on Add to Chrome
4. Click on Add extension

5. When you restart your browser you will see the Read&Write symbol in the top right of your browser toolbar. Click anywhere on the webpage then hover your mouse over an area of text in order to read it aloud.