HELP SHEET PART 1: INSTALLING READ&WRITE


2. Click on **Try Now**

3. Click on the MAC OS platform

4. Click on **install**

5. A system message will appear. Then the following window will automatically open.

6. Click and hold on the read&write icon, then drag it to the Applications folder icon
7. Before you can complete the installation, you will be led through a number of security steps:

I. Click Authenticate, then enter your MAC OS password

II. Click Open, then OK

III. Click on Security & Privacy

IV. Click on the padlock, then click on the box beside Read&Write, then click on Continue
HELP SHEET PART 2: OPENING READ&WRITE

Once you have installed Read&Write it will run every time you start your Mac. A Show/Hide icon will appear at the top of the screen. To open the toolbar click on the icon.

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. Accept the User Terms and click on OK

5. The toolbar will open. How many icons you see will depend on the size of your screen. If you see this arrow, click on it to see the whole toolbar.

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: SET UP SPEECH AND READ THE WEB

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

1. Click on settings on the toolbar, then select Speech

2. Click on the Read the Web Check box

3. Click on Edit Voice Settings

4. Click on Play to check the speed of the voice, adjust the speaking rate to suit you
5. Click on the drop down menu to display voice options, select Karen (or Lee) then click OK to download and install

6. 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.

   I. Click on Add to Chrome if you are using **Google Chrome**

   ![Add to Chrome](image1)

   OR

   II. Click on Enable Now if you are using **Safari**

   ![Enable Now](image2)

7. 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