

Downloading Read & Write on Personal Device

1. Download [Read&Write](https://www.texthelp.com/en-us/products/read-write/read-write-for-education/) at the following link - <https://www.texthelp.com/en-us/products/read-write/read-write-for-education/>
2. Select “[Try Read & Write](#)”. This program is free for Buffalo State students, so the program does not expire once you have logged in with your Buffalo State username and password.
3. From the drop-down menu, choose the version that is appropriate for your device (Windows, Mac OS, Chrome, iPad, Android, etc.)
4. The software will begin downloading. Be sure to grant permissions for Read & Write to make changes on your computer. You will then be asked to Accept Terms of Use and Install. This process will look different depending on which platform you use:
 - a. If using a Mac computer, you will need to drag the Read & Write icon to the file folder on display. Once you have downloaded the program, you will need to grant Read & Write access with your Security and Privacy Settings by unlocking the settings in the lower left-hand corner, check the box next to Read & Write, and lock the settings. (See Image 1 below)
 - b. If using a Windows computer, an alert will pop up and you will need to select “Allow Access” to continue. (See Image 2 on the following page)

Image 1

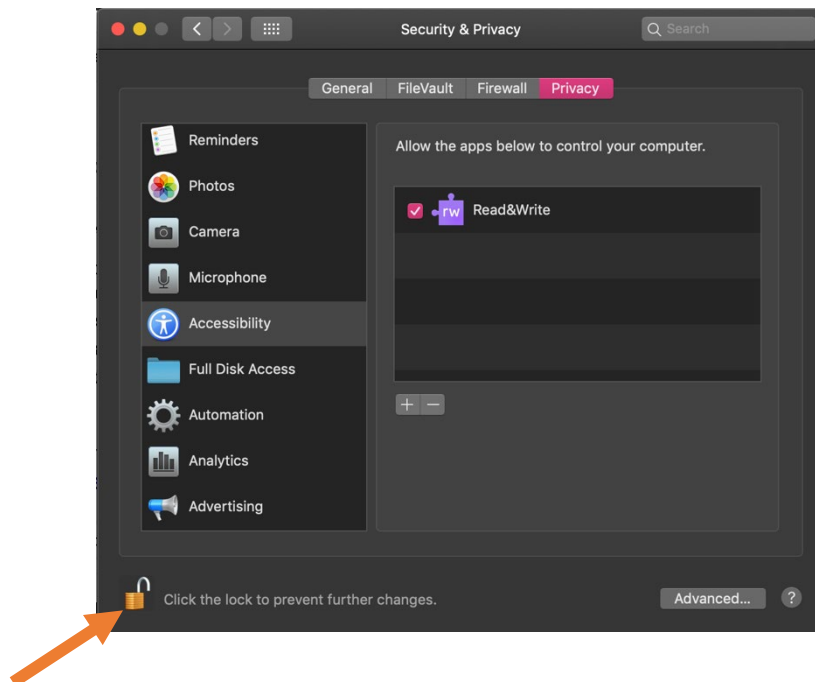
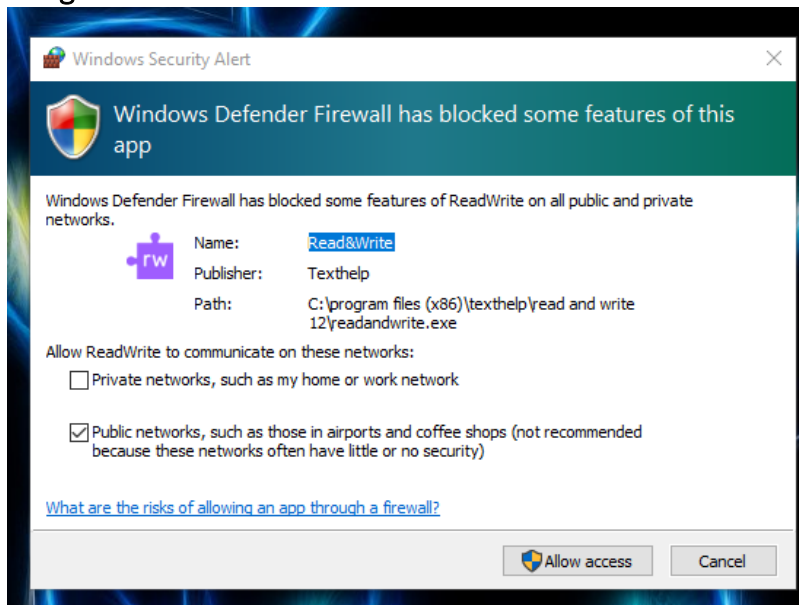
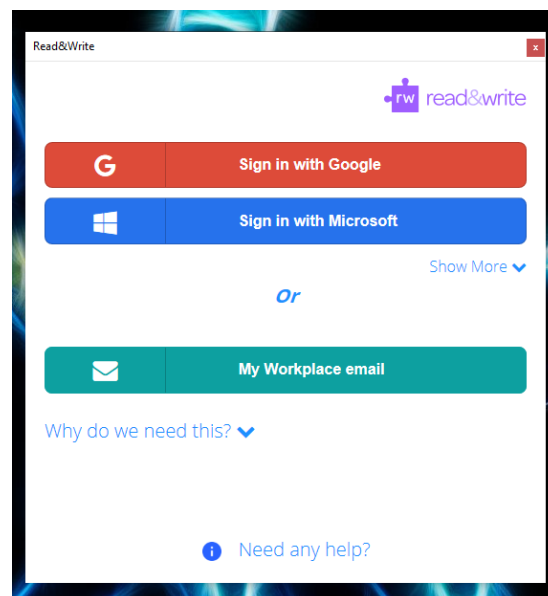


Image 2



5. Open the software by double clicking the Read & Write icon and it will ask you to sign in (See Picture 3 below). Be sure to select Sign in with Microsoft and it will direct you to a webpage where you will sign in with your Buffalo State email and password.

Image 3



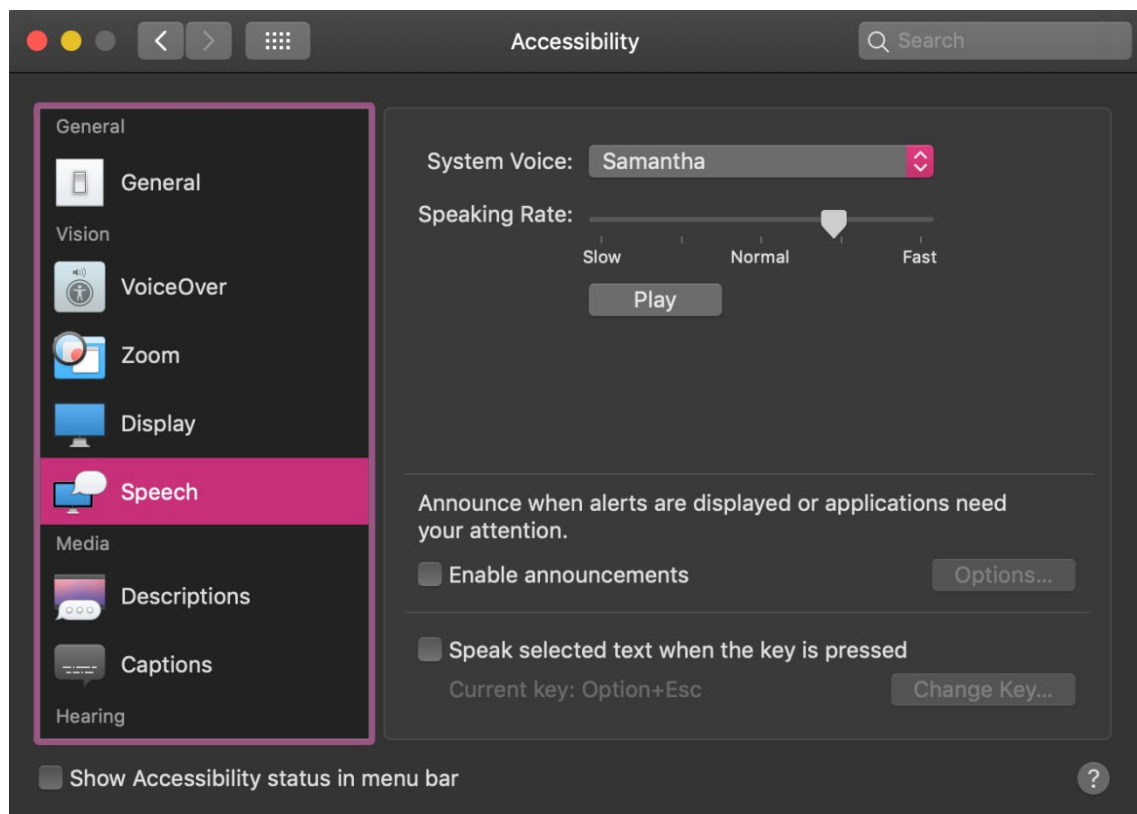
6. Once you open the software, it may show as a collapsed toolbar that you will have to click to open. (See Image 4)

Image 4



7. Once you have opened the toolbar, you have full access to use the program and you can customize the settings. Some customizations you can make are choosing where to place the toolbar (the top or side of your screen), color of the toolbar, and voice settings (choice of speaker and speed). For Mac computers, voice settings can be changed in the Accessibility setting under System Preferences (See Image 5 below). For other computers, you will be able to change voice settings directly in the program in the settings tab on the right of the toolbar.

Image 5



The TextHelp website provides a variety of great resources to get acclimated to the program.

- There is a [Training Portal](https://training.texthelp.com/) you can access (<https://training.texthelp.com/>)
- They also have a great [customer service](https://www.texthelp.com/en-us/support/contact-us/) team you can reach out to. (<https://www.texthelp.com/en-us/support/contact-us/>)

If you have additional questions, please feel free to reach out to Student Accessibility Services at sas@buffalostate.edu