## **RWG Online Training**

Read & Write is a software platform that helps struggling readers, writers, students with learning or other disabilities and English Language Learners. The platform includes a customizable toolbar which provides reading, writing, studying and research support tools that integrate with your products like Word, Adobe Reader and Web Browsers.

## Downloading

To download Read and Write Gold navigate to montana.edu/itcenter/rwg

This site has resources, reference materials and instructions for using the toolbar.

If you are on campus scroll to the "On Campus Instructions to download on your MSU or personally owned computer" using the MSU Secure network.

If you are off campus, use the instructions for "Off campus using an MSU or personally owned computers" when downloading off campus.

Once you have installed the program, open Read Write Gold on your computer.

## Setting up toolbar

The Read write Gold toolbar can float above your other tools so you can access it and use it with your other tools, like Word or Adobe products. Click and drag the toolbar to the top of the screen to float it above the window.

You can customize the toolbar to showcase which features appear on the toolbar. Click on the drop down arrow on the right hand side and hover over current tool bar to choose whether you show All features, Reading features, Writing features, Research features, a custom toolbar where you define the features or the Study skills features.

To customize which tools appear on the My features toolbar, click the drop down arrow, current toolbar, my features and then click the drop down arrow again and go to general options. Here you can select or de-select which features appear on your custom toolbar. You can also select what the features and toolbar looks like (switch between icon views) and select what icons look like, such as small icons without text or larger icons with text.

Under the drop down menu you can change the toolbar color by clicking on the drop down and change toolbar color.

Under each tool, such as picture dictionary tool, you will find an instructional video for using the tool. Click to watch and learn more about each tool.

If you have further questions on using R&W gold check out montana.edu/itcenter/rwg for user guides. If you need assistance in downloading or installing this product contact the MSU ITC Service Desk at 994-1777 or <u>helpdesk@montana.edu</u>