









Read&Write for Google Chrome™








Quick Reference Guide for Tool Usage 4.21








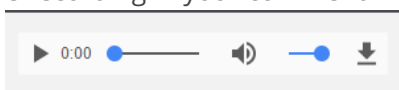


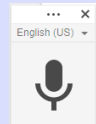







This document will review the tools available on Docs, Web and PDF toolbars:












Tools	Icon	What each does & on which toolbar it is available	How to make the tools work
Text to Speech		<p>Found on all toolbars.</p> <p>Reads text aloud with dual color highlighting.</p> <p>Click  on the three dots to get the  Options to choose voice and speed.</p>	<p>Highlight word or sentence.</p> <p>Click the  Play button.</p> <p>Click the  Pause to stop for a moment, and again to keep going.</p> <p>Click the  Stop to quit reading.</p>
Hover Speech		<p>Found on Web toolbar only.</p> <p>Reads web pages aloud.</p> <p>Click  on the three dots to get the  Options to choose voice and speed.</p>	<p>Click on  and hover over text—no need to click play or highlight.</p> <p>Click on  to turn off Hover Speech.</p> <p>Click the  Pause to stop for a moment, and again to keep going.</p> <p>Click the  Stop to quit reading.</p>
Screenshot Reader		<p>Found on all 3 toolbars.</p> <p>Reads text on diagrams, photos, worksheets, maps, advertisements, and PDF documents aloud.</p> <p>Converts inaccessible images of text to accessible text through OCR</p> <p>Click  on the three dots to get the  Options to choose voice and speed.</p>	<p>Click the  button.</p> <p>The cursor becomes a + sign.</p> <p>Click the upper corner of text and drag the box to the lower corner. Let go and it reads.</p> <p>Click the  Play button in the lower right corner of the box to reread.</p> <p>Click the X at the top right of the box, when done.</p>
Click to Speak		<p>Found on PDF toolbar only.</p> <p>Reads one sentence at a time on PDF documents.</p>	<p>Click on the  button to turn on and off..</p> <p>Click on the sentence to read.</p> <p>If Continuous speech in  Options is unchecked, it will only read one sentence per click.</p>

		Click  on the three dots to get the  Options to choose voice and speed.	
Talking Dictionary		Found on all 3 toolbars. Provides definitions which can be read out loud.	Highlight a word and click the  icon. Click the  Play button in front of each definition to have it read aloud. Once the Dictionary is open, the Dictionary box can be moved anywhere on the screen. You only need to click on a word to see the definitions appear in the Dictionary box.
Picture Dictionary		Found on all 3 toolbars. Provides symbols and images of words to help support fluency and understanding..	Highlight a word and click the  icon. Once the Picture Dictionary is open, the Picture Dictionary box can be moved anywhere on the screen. You only need to click on a word to see the pictures populate in the Picture Dictionary box. Images within the Picture Dictionary box can be clicked and dragged onto Google docs.
Prediction		Found on Docs and Web toolbars. Also found within Typewriter, Pushpin and comments in PDF. Provides word suggestions as you type and helps construct error-free sentences more easily.	Click on the  icon to turn word prediction on and off. Hover over words in the word prediction suggestion box to hear word aloud. Click on a word or click Ctrl + the number next to the word you would like to insert on your page.
Web Search		Found on Docs and Web toolbars. Helps with research by doing a Google search for relevant information on a topic.	Highlight a word, phrase or topic and click the  icon. A Google search will open in a new tab in the Chrome browser..
Translator		Found on all 3 toolbars. Allows single words to be translated into more than 50 languages.	Click on the  Options icon, and select translation language on the Speech panel, next to Translation where there is a drop-down menu.

		Spanish, French, Dutch, Bahasa Melayu, and Portuguese translations can also be spoken aloud in that language.	Click on the  Translator icon, and Translation box will appear. Click on  Play icon in front of word to hear word aloud when available.
Highlights & Erase Highlights		<p>Found on all 3 toolbars.</p> <p>Allows users to highlight with four different colors.</p> <p>Color can be chosen to indicate a category of information (color-coding).</p>	<p>Select the information you wish to highlight by running your cursor over it , then click on the  icon for the color you desire.</p> <p>Erase highlights when you are done with them, by running your cursor back over the highlighted information and clicking the  icon.</p>
Collect Highlights		<p>Found on all 3 toolbars.</p> <p>Collects your highlighted information and places it onto a new Google Doc.</p>	<p>When you are ready to collect your highlights, click on the  icon.</p> <div data-bbox="861 873 1149 1176">  <p>Collect highlights</p> <p>Sort highlights by color</p> <p>Colors to collect</p> <p><input checked="" type="checkbox"/> yellow</p> <p><input checked="" type="checkbox"/> cyan</p> <p><input checked="" type="checkbox"/> green</p> <p><input checked="" type="checkbox"/> magenta</p> <p>OK Cancel</p> </div> <p>This box will pop up asking which colors you wish to collect and how you want them to appear on the new Google Doc:</p> <p>By Color will group all of the same colored information together, and by Position to have the information presented in the same order as it was in the original document.</p> <p>Click the OK button and your new Google doc</p>
Vocabulary List Builder		<p>Found on all 3 toolbars.</p> <p>Builds vocabulary lists with words you select from a Google doc, website or PDF.</p> <p>Creates a 4-column graphic organizer in a Google Doc, including your selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column.</p>	<p>Use colored  Highlights to select words individually. If it is an item such as “bathing suit”, highlight together.</p> <p>Click the  icon to create vocabulary list which will automatically open in new Google Doc when ready.</p> <p>*Note: This can take up to one full minute to build.</p>
Audio Maker		<p>Found on Docs and Web toolbars.</p> <p>Converts text you select into an audio file, e.g. MP3, which will be automatically downloaded and can then</p>	<p>Highlight the text you would like as part of your audio file.</p> <p>Click on the  icon, which will go gray, and the conversion will take place.</p> <p>Once your audio file is ready, it will be placed in the Downloads section of your computer.</p>

		be saved or shared in Google Drive.	Click and drag to upload into your Google Drive.
Screen Masking		<p>Tints your screen and provides a reading spotlight.</p> <p>Controls let you choose from color underlay, reading light or underline.</p>	<p> When you click on the settings gear, you have this dialog box will pop up. The settings will allow you to use a color overlay (choice of color and opacity), a color overlay with reading light (choice of color, size and opacity), or an underline (color, size and opacity can be adjusted).</p>  <p>Click on the  icon to turn a feature on or off.</p>
Voice Notes		<p>Found on Docs and the comment section of a PDF.</p> <p>Records a short audio file (one minute or less) of your voice, and inserts it into a Google Doc as a comment:</p> <p>  </p> <p>or inserts it into the comment section of a PDF:</p> 	<p>For Google Docs, highlight text where you'd like to place your comment, then click the  icon and use the microphone button  to record. The 1-minute  countdown timer will begin.</p> <p>After making the recording, you can press the play button  to hear what you have recorded. If you do not like the recording, you may record right over it by clicking on the microphone button  again.</p> <p>When you are happy with the recording, click on the Insert button  to have it added to the right of your document as a comment.</p> <p>-----</p> <p>For PDF comments, highlight text where you'd like to place your comment, then click on the comment icon . In the comment box on the right, click the  icon and you will see this .</p> <p>Use the microphone button  to record and the 1-minute  countdown timer will begin.</p>

			<p>After making the recording, you can press the play button  to hear what you have recorded. If you do not like the recording, you may record right over it by clicking on the microphone button .</p> <p>When you are happy with the recording, click on the Comment button  to insert the recording. The recording in your comment will look like this:</p> 
Talk&Type		<p>Found on Docs, Web and in the Typewriter, Pushpin and Comment section of PDF.</p> <p>Turns the spoken word into text (Speech to Text) by dictating into a microphone.</p>	<p>Click on the  icon when you are ready to speak. You will see the microphone icon pulsing red in the upper left of your screen when it begins typing what you say.</p> <p>Click on the microphone icon to start and stop typing as you speak.</p> 
Check It		<p>A proofreading tool that checks for spelling, grammar. Capitalization, punctuation and confusable word errors.</p> <p>Found only on the Google Docs toolbar.</p>	<p>Turn the feature on to see your errors underlined in purple in your Google doc.</p> <p>Click on each underlined error to see suggested corrections.</p> <p>To choose a correction from the list, click on it. You can also ignore the error, or add the word to your custom dictionary.</p>
Simplify		<p>Found only on the Web toolbar.</p> <p>Removes distractions (photos, advertisements, links to other articles, etc.) from web pages and places only the text onto a new tab.</p>	<p>Once on an article on a web page, click the  icon.</p> <p>A new tab will open containing just the text of the article.</p> <p>Use the + and - icons to change the amount of text displayed. Contrast controls are also available.</p>
Practice Reading Aloud		<p>Found on Docs and Web toolbars.</p>  <p>Allows students to practice and record themselves reading selected text, use support tools, listen to their recording, and send to their teacher for feedback.</p>	<p>Highlight the text you wish to practice reading out loud from either a Google Doc or a Web page.</p> <p>Click on the  icon and a new tab will open with your selected text and a number of support tools to use including Hover Speech, Dictionary, Picture Dictionary, Text to Speech, Screen Masking and Translator.</p> <p>Click on the  microphone when you are ready to record.</p>

			<p>Click on the  Stop button when you are finished. The Stop button will become a  Play button for you to listen to your recording.</p> <p>If you wish to try recording again, you can simply click on the  microphone, and the new recording will replace the one you just recorded.</p> <p>If you would like the recording to be sent to the teacher, click on the  icon and enter the email address.</p>
Freehand Drawing		<p>Found only on the PDF toolbar.</p> <p>Allows you to scribble or freehand annotate on your PDF.</p>	<p>Click on the  icon to turn on.</p> <p>Underline, draw or write freehand on your PDF.</p> <p>After using or if you make a mistake, turn tool off first. Then click on what you wrote to see options to delete, save or reposition.</p>  <p>Use the additional options provided to customize the color and thickness of the line.</p>
Shapes Drawing		<p>Found only on the PDF toolbar.</p> <p>Allows you to draw squares, circles and lines on your PDF.</p>	<p>Click on the  icon to turn on.</p> <p>Place squares, circles or lines on your PDF.</p> <p>After using or if you make a mistake, turn tool off first. Then click on what you wrote to see options to delete, save or reposition.</p>  <p>Use the additional options provided to customize the line color, fill color and border line thickness.</p>
More Menu		Found on all 3 toolbars.	<p>Access options to customize speech, prediction, Check It, screen masking, language, toolbar features and account settings. Also includes links to get support, leave feedback, and more.</p>

Video Support: <http://bit.ly/RWGoogleVideos>

Technical Support: <http://support.texthelp.com>