









Read&Write for Google Chrome™




Quick Reference Guide 04.19









Docs, Slides and Web












Tool	Symbol	Where it works	How it works
Text to Speech		Google Docs Google Slides Web	Reads text aloud with dual color highlighting and natural-sounding voices. Highlight or place your cursor in front of some text, and click the Play button.
Hover Speech		Web	Reads text on websites in Chrome without highlighting, simply hover over the text you'd like to read.
Check It		Google Docs	A proofreading tool that checks for spelling, grammar and confusable word errors. Turn the feature on to see your errors underlined in purple in your Google doc. Then choose from the list of suggested corrections, ignore the error, or add the word to your custom dictionary.
Prediction		Google Docs Google Slides Web	Provides word suggestions as you type. Develops writing skills and helps construct error-free sentences more easily. Hover over word suggestions to hear aloud. Click on a word or click Ctrl + the number next to the word you'd like to insert.
Talking Dictionary		Google Docs Google Slides Web	Provides definitions to improve comprehension and writing. Definitions can even be read aloud. Highlight a word and click the icon. Click the Play button next to each definition to have it read aloud.
Picture Dictionary		Google Docs Google Slides Web	Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		Google Docs Google Slides Web	Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.






Audio Maker		Google Docs Google Slides Web	Converts selected text into an audio file, e.g. MP3, which will be automatically downloaded and can then be saved or shared in Google Drive.
Web Search		Google Docs Google Slides Web	<p>Helps with research by doing a Google search for relevant information on a topic.</p> <p>Highlight a word or phrase and click the icon, and a Google search will open in a new tab.</p>
Screen Masking		Google Docs Google Slides Web	<p>Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus.</p> <p>Customize color, opacity and other options from the options menu.</p> <p>Use the floating control box for easy access to options or to turn feature off.</p> 
Talk&Type		Google Docs Web	Turns the spoken word into text by dictating into a microphone.
Translator		Google Docs Google Slides Web	<p>Allows single words to be translated, and spoken aloud for those languages with a corresponding voice.</p> <p>Translation language can be selected in Options menu.</p>
Highlights & Erase Highlights		Google Docs Google Slides Web	<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Erase highlights from a page when you are done with them, by selecting highlights and clicking the icon.</p>
Collect Highlights		Google Docs Web	<p>Collects your highlights into a new Google Doc.</p> <p>Click on icon and select which colors to collect, as well as how to sort them.</p>
Vocabulary List Builder		Google Docs Web	<p>Builds vocabulary lists in a Google Doc, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column.</p> <p>Use colored Highlights to select words, then click icon to create vocabulary list in new Google Doc.</p>
Voice Notes		Google Docs	<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>Highlight text where you'd like to place your comment, then click the icon and use the microphone button to record. Use additional options to stop recording, replay or insert.</p>

Simplify		Web	Removes clutter from web pages and places the simplified text into a new tab. Use the + and - icons to change the amount of text displayed. Contrast controls are also available.
Practice Reading Aloud		Google Docs Google Slides Web	Allows students to practice and record themselves reading selected text, use support tools, listen to their recording, and send to their teacher for feedback.
More Menu		Google Docs Google Slides Web	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.

PDFs



Tool	Symbol	How it works
Text to Speech		Reads text aloud with dual color highlighting and natural-sounding voices. To use, select some text and click the Play button.
Click to Speak		Reads any text aloud by simply clicking on it. When the feature is on, you'll see a purple line under the button. Click again to turn off.
Talking Dictionary		Provides definitions to improve comprehension and writing. Definitions can even be read aloud. Highlight a word and click the icon. Click the Play button next to each definition to have it read aloud.
Picture Dictionary		Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.
Translator		Allows single words to be translated into Spanish, French or Portuguese and spoken in that language. Translation language can be selected in Settings menu.

Highlights & Erase Highlights		<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Highlight some text, and then click the Highlighter icon to choose from four colors. Select some highlights and click the Erase icon to remove.</p>
Collect Highlights		<p>Collects your highlights into a new Google Doc.</p> <p>Click the Highlighter icon and then click Collect. Select which colors to collect, as well as how to sort them.</p>
Vocabulary List Builder		<p>Builds vocabulary lists in a Google Doc, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column.</p> <p>Use colored Highlights to select words, then click icon to create vocabulary list in new Google Doc.</p>
Typewriter Annotation		<p>Allows you to type text directly on your PDF. Great for note-taking and completing worksheets.</p> <p>Click the icon and then click where you'd like to place your annotation. Use the additional options to change font size or color, save, delete, reposition or play back your annotation. Talk&Type and Prediction can also be used here.</p>
Pushpin Annotation		<p>Allows you to insert notes, instructions or helpful hints on your PDF. Leaves a red pushpin icon wherever the annotation was made.</p> <p>Click the icon and then click where you'd like to place your annotation. Use the additional options to change font size or color, save, delete, reposition or play back your annotation. Talk&Type and Prediction can also be used here.</p>
Freehand Drawing		<p>Allows you to scribble or freehand annotate on your PDF. Use the additional options provided to customize the color and thickness of the line.</p> <p>Once you create an annotation, click on it to see options to delete, save or reposition.</p>
Shapes Drawing		<p>Allows you to draw squares, circles and lines on your PDF. Use the additional options provided to customize the line color, fill color and border line thickness.</p> <p>Once you create an annotation, click on it to see options to delete, save or reposition.</p>
Block Read Aloud		<p>Allows teachers to block sections of text from being read with Text to Speech by their students. To use, select some text, click the Highlighter icon and click Block Read Aloud.</p> <p>Requires Google Classroom integration.</p>
Comments		<p>Allows you to comment directly in your PDF.</p> <p>Select some text where you'd like to make a comment, and click the Comment icon. Prediction, Talk&Type and Voice Notes are available here.</p> <p>You can also insert an image  or link  in your Comment.</p>





		Use the Play button to hear your comment read aloud.
Talk&Type		Allows you to dictate into Comments and Typewriter/Pushpin Annotations using a microphone.
Prediction		Provides word suggestions as you type in Comments or Typewriter/Pushpin Annotations. Hover over word suggestions to hear aloud. Click on a word or click Ctrl + the number next to the word you'd like to insert.
Voice Notes		Records a short audio file (one minute or less) of your voice, and inserts it into a comment. Select some text in your PDF and click the Comment icon, then click the Voice Notes icon. Use the Microphone button to start recording, and then you can play back, record again, or insert into the PDF.
Save to Google Drive		Allows you to save web-based or local PDFs to your Google Drive. Click the icon and then choose where in your Drive you'd like to save the PDF.
Share to Classroom		Allows teachers to share a PDF through Google Classroom. Once shared or posted to the class, students can open the PDF from Classroom, then use the PDF Reader to read, respond, and hand in  Requires Google Classroom integration.
More Menu		Access options to customize speech, translation and language. Also includes links to get support, leave feedback, and more.

ePUBs



Tool	Symbol	How it works
Text to Speech		Reads text aloud with dual color highlighting and natural-sounding voices. Highlight some text, and click the Play button.
Click and Speak		Reads any text aloud by simply clicking on it. Click the icon and it will turn red, indicating the feature is on.

Study Skills Enable/Disable		<p>Choose from Dictionary, Picture Dictionary, Web Search, Translator, and Highlights on the pop-up menu pictured here.</p> <p>Click the icon to enable or disable the menu from appearing when text is selected.</p>	
Bookmark		<p>Marks a page in your ePub so you can refer to it later. A list of your bookmarks is included in the Table of Contents sidebar menu.</p> <p>Click the icon to insert a bookmark, and add a note. Click icon again to remove bookmark.</p>	
Talking Dictionary		<p>Provides definitions to improve comprehension. Definitions can even be read aloud.</p> <p>Highlight a word and click the icon. Click the Play button next to each definition to have it read aloud.</p>	
Web Search		<p>Helps with research by doing a Google search for relevant information on a topic.</p> <p>Highlight a word or phrase and click the icon, and a Google search will open in a new tab.</p>	
Translator		<p>Allows single words to be translated into Spanish, French or Portuguese and spoken in that language.</p> <p>Translation language can be selected in Settings menu.</p>	
Picture Dictionary		<p>Displays images from Widgit® Symbols to help support fluency and understanding.</p>	
Push Pin Annotation		<p>Allows you to insert a note in your PDF, such as a comment or instructions to students.</p> <p>Click the icon and your cursor will become a pushpin. Click to place the annotation in your PDF.</p>	
Highlights & Erase highlights		<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Erase highlights from a page when you are done with them, by selecting highlights and clicking the icon.</p>	
Collect Highlights		<p>Collects your highlights into a new Google Doc.</p> <p>Click on icon and select which colors to collect, as well as how to sort them.</p>	

Vocabulary List Builder		Builds vocabulary lists in a Google Doc, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column. Use colored Highlights to select words, then click icon to create vocabulary list in new Google Doc.
Settings		Customize speech options, language settings, and preferences for how to collect highlights and create vocabulary lists.
Display Table of Contents		Display your ePub's table of contents as well as all bookmarks you have made throughout the ePub.
Font Options		Customize the font type, size, alignment and color of the text in your ePub viewer.

Helpful videos: <http://bit.ly/RWGoogleVideos>

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

Training Portal: <https://training.texthelp.com>