

# Read&Write for Google Chrome™

## Quick Reference Guide 10.20



### Docs, Slides, ePubs and Web

Tool	Symbol	Where it works	How it works
Text to Speech		Google Docs Google Slides ePubs 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		ePubs 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 ePubs 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 ePubs 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 ePubs 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 ePubs Web	Helps with research by doing a Google search for relevant information on a topic.  Highlight a word or phrase and click the icon, and a Google search will open in a new tab.
Screen Masking		Google Docs Google Slides ePubs Web	Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus.  Customize color, opacity and other options from the options menu.  Use the floating control box for easy access to options or to turn this feature off.
Talk&Type		Google Docs Google Slides Web	Turns the spoken word into text by dictating into a microphone.  For Google Slides, this feature allows for dictation only in speaker notes.
Translator		Google Docs Google Slides ePubs Web	Allows single words to be translated, and spoken aloud for those languages with a corresponding voice.  Translation language can be selected in Options menu.
Highlights & Erase Highlights		Google Docs Google Slides ePubs Web	Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.  Erase highlights from a page when you are done with them, by selecting highlights and clicking the icon.
Collect Highlights		Google Docs ePubs Web	Collects your highlights into a new Google Doc.  Click on icon and select which colors to collect, as well as how to sort them.
Vocabulary List Builder		Google Docs ePubs Web	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.
Voice Notes		Google Docs	Records a short audio file (one minute or less) of your voice, and inserts it into a Google Doc as a comment.

			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.
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 ePubs 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>
Screen Masking		<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>
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&amp;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 is 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&amp;Type and Prediction can also be used here.</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>
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>

Eraser		Click and drag to erase both freehand annotations and shapes from your PDF.
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&amp;Type and Voice Notes are available here.</p> <p>You can also insert an image  or link  in your Comment.</p> <p>Use the Play button to hear your comment read aloud.</p>
Talk&Type		Allows you to dictate into Comments and Typewriter/Pushpin Annotations using a microphone.
Prediction		<p>Provides word suggestions as you type in Comments or Typewriter/Pushpin Annotations.</p> <p>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.</p>
Voice Notes		<p>Records a short audio file (one minute or less) of your voice, and inserts it into a comment.</p> <p>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.</p>
Share to Classroom		<p>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 </p> <p>Requires Google Classroom integration.</p>
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.
More Menu		Access options to customize speech, translation and language. Also includes links to get support, leave feedback, and more.

**Video Support:** <http://bit.ly/RWGoogleVideos>  
**Technical Support:** <http://support.texthelp.com>  
**Training Portal:** <https://training.texthelp.com>