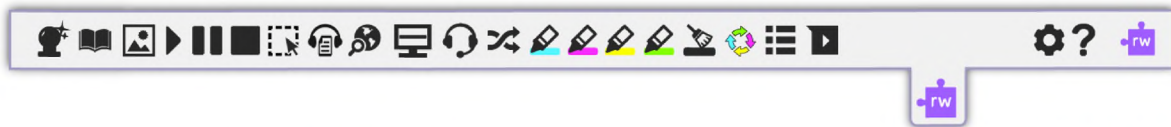


Read&Write for Google Chrome™

Quick Reference Guide 09.16










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

Tech Support Questions: <http://support.texthelp.com>

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

DOCS, SLIDES AND WEB

| Tool | Symbol | Where it works | How it works |
|--------------------|---|-------------------------------------|--|
| Text to Speech |  | Google Docs Google Slides Web | Reads any 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. |
| 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. |
| Word 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. |
| Fact Finder |  | Google Docs Google Slides 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. |
| Translator |  | Google Docs Google Slides Web | Allows single words to be translated into Spanish, French or Portuguese and spoken in that language. Translation language can be selected in Settings menu. |

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| <p>Highlighters & Clear Highlights</p> |  | <p>Google Docs Google Slides Web</p> | <p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Clear highlights from a page when you are done with them, by selecting highlights and clicking the icon.</p> |
| <p>Collect Highlights</p> |  | <p>Google Docs Web</p> | <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> |
| <p>Vocabulary List Builder</p> |  | <p>Google Docs Web</p> | <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 highlighters to select words, then click icon to create vocabulary list in new Google Doc.</p> |
| <p>Speech Maker</p> |  | <p>Google Docs Google Slides Web</p> | <p>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.</p> |
| <p>Screenshot Reader</p> |  | <p>Google Docs Google Slides Web</p> | <p>Converts inaccessible text to accessible text through OCR.</p> <p>Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.</p> |
| <p>Voice Notes</p> |  | <p>Google Docs</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>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> |
| <p>Speech Input</p> |  | <p>Google Docs Web</p> | <p>Turns the spoken word into text by dictating into a microphone.</p> |
| <p>Simplify</p> |  | <p>Web</p> | <p>Removes clutter from webpages and places the simplified text into a new tab.</p> <p>Use the + and - icons to change the amount of text displayed. Contrast controls are also available.</p> |
| <p>Screen Masking</p> |  | <p>Google Docs Google Slides Web</p> | <p>Tints your screen and provides a spotlight that follows your mouse pointer, to help improve focus.</p> |
| <p>Settings</p> |  | <p>Google Docs Google Slides Web</p> | <p>Customize speech options, toolbar layout, language settings and word prediction display.</p> |











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|------|---|-------------------------------------|--|
| Help |  | Google Docs Google Slides Web | Click this button to access help using the software. |
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PDF and ePUB



| Tool | Symbol | Where it works | How it works |
|-----------------------------|---|--------------------|--|
| Text to Speech |  | PDF ePub Kes | Reads any text aloud with dual color highlighting and natural-sounding voices. Highlight some text, and click the Play button. |
| Click and Speak |  | PDF ePub Kes | Reads any text aloud by simply clicking on it. Click the icon and it will turn red, indicating the feature is on. |
| Word Prediction |  | PDF Kes | Provides word suggestions as you type inside of Typewriter Annotations. Click the icon and it will turn red, indicating the feature is on. Hover over word suggestions to hear aloud. |
| Speech Input |  | PDF Kes | Dictate into Typewriter Annotations, using a microphone. |
| Study Skills Enable/Disable |  | PDF ePub Kes | Choose from Dictionary, Picture Dictionary, Fact Finder, Translator, and Highlighters on the pop-up menu pictured here. Click the icon to enable or disable the menu from appearing when text is selected. |
| Bookmark |  | ePub | 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. Click the icon to insert a bookmark, and add a note. Click icon again to remove bookmark. |
| Talking Dictionary |  | PDF ePub Kes | Provides definitions to improve comprehension. 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. |



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| Fact Finder |  | PDF ePub Kes | <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 |  | PDF ePub Kes | <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 |  | PDF ePub Kes | <p>Displays images from Widgit® Symbols to help support fluency and understanding.</p> |
| Push Pin Annotation |  | PDF ePub Kes | <p>Allows you to insert a note in your PDF, such as a comment or instructions to students. Limit of 500 characters.</p> <p>Click the icon and your cursor will become a pushpin. Click to place the annotation in your PDF.</p> |
| Typewriter Annotation |  | PDF Kes | <p>Allows you to insert text directly in your PDF. Great for fill in the blank and open answer questions.</p> <p>Click the icon and the typewriter symbol will appear on your cursor. Click to place the annotation. Use the additional options to save, delete or play back your annotation. Speech Input and Word Prediction can also be used while typing.</p> |
| Highlighters & Clear Highlights |  | PDF ePub Kes | <p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Clear highlights from a page when you are done with them, by selecting highlights and clicking the icon.</p> |
| Collect Highlights |  | PDF ePub Kes | <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 |  | PDF ePub Kes | <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 highlighters to select words, then click icon to create vocabulary list in new Google Doc.</p> |
| Settings |  | PDF ePub Kes | <p>Customize speech options, language settings, and preferences for how to collect highlights and create vocabulary lists.</p> |
| Print |  | PDF | <p>Print PDF documents including Typewriter Annotations and highlights.</p> |

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|---------------------------|---|------|---|
| Font Options |  | ePub | Customize the font type, size, alignment and color of the text in your ePub viewer. |
| Display Table of Contents |  | ePub | Display your ePub's table of contents as well as all bookmarks you have made throughout the ePub. |

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