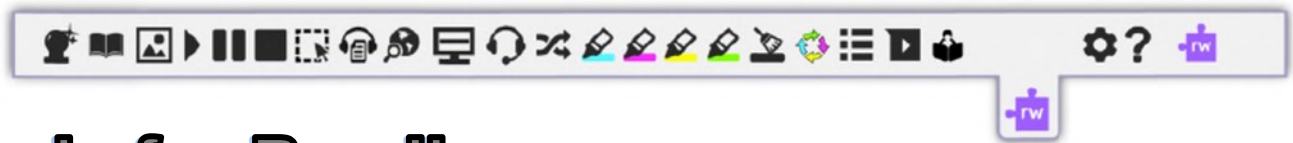










Read&Write for Google Chrome™



Quick Reference Guide 10.16





Tools for Reading

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.
Picture Dictionary		Google Docs Google Slides Web	Displays images from Widgit® Symbols to help support fluency and understanding.
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.
Highlighters & Clear Highlights		Google Docs Google Slides Web	Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills. Clear highlights from a page when you are done with them, by selecting highlights and clicking the icon.
Collect Highlights		Google Docs 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 Web	Builds vocabulary lists in a Google Doc, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column. Use colored highlighters to select words, then click icon to create vocabulary list in new Google Doc.
Simplify		Web	Removes clutter from webpages 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.
Screen Masking		Google Docs Google Slides Web	Tints your screen and provides a spotlight that follows your mouse pointer, to help improve focus.

More Tools for Reading

Tool	Symbol	Where it works	How it works
Speech 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.
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.

Tools for Writing

Tool	Symbol	Where it works	How it works
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.
Speech Input		Google Docs Web	Turns the spoken word into text by dictating into a microphone.

Troubleshooting

What is going wrong?	What I can do....
Google Read&Write won't read my PDF.	Go to Google Drive and select a PDF to open. Up at the top you will see Open with Read&Write for Google. You will be prompted to Install TextHelp PDF Reader—click Install. You will then “Add extension” and be patient. If you get a white screen, You will then be asked to sign in (you will type your login several times here). If asked, make sure you “Link data”.
I added the PDF TextHelp extension, but it still won't read my PDFs	The file is probably not in a readable format. Add the SnapConverter extension to convert the PDF to a readable format. You will need to save the document to your Google Drive.
The text to speech is not working.	You need to be in Google Docs for it to work smoothly. If your teacher has provided a Word document online, go to the File menu and select Save to Google Docs.
I opened a document from Moodle in Google Chrome, but it is not reading it.	If the document is not a Google Doc/Sheet/Slides etc. already, it will need to be saved in your Google Drive first. Go to the File Menu and select Save to Google....
My Read&Write Tool is not there.	Check that you are in Google Chrome and signed in. To sign in go to the Google homepage and click on “Sign in”. Use your school login S#####@ddsstudent.ca—be patient, you may need to do this a few times.
My problem is not listed above or I still can't get things to work...	See Mrs. Kaspar in Room 131.