

Read&Write for Google Chrome™ Quick Reference Guide 9.15



| Docs Tools | Description | Symbol | User Notes |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Text to Speech | Reads text aloud with dual color highlighting using natural-sounding male and female voices. | | Place your cursor (or highlight) where you wish the text to be spoken. Click this Play button to hear it read aloud. |
| Talking Dictionary | Provides definitions which can be speech enabled to improve comprehension and writing. | | Highlight a word to look up in the dictionary and click on this icon. Click on the definition to have it read. |
| Picture Dictionary | Displays images from Widgeit® Symbols for selected words to help support fluency & understanding. | | Click on the Picture Dictionary icon and then select a word or vice versa. An image of the word will be displayed. |
| Word Prediction | Predicts the word being typed and the next word to be typed. Develops writing skills and helps construct sentences easily. | | Click icon to open or close prediction window. As you type, words will be predicted. Hover over word to hear aloud. Click on word or press ctrl + the number next to the word you would like to insert. |
| Fact Finder | Helps users to research information quickly by searching the web for relevant information about a topic. | | Highlight a word or phrase, then click the Fact Finder icon to do a quick Google web search to find background info while reading. |
| Translator | Allows single words to be translated into Spanish or French and spoken in that language. | | Click this button to open the translator, and select a word to have it translated or vice versa. Select language in Settings. |
| Highlighters | Users can highlight and extract text to a new Google document. These tools facilitate summarizing, categorizing and higher order skills. | | Highlight the word or text desired and then choose color by clicking on corresponding highlight color icon. |
| Collect and Clear Highlights | Extract highlighted information made on Google documents. When finished, clear by selecting highlights and click broom icon. | | Highlight information to be collected. Click on circular arrow icon to collect by color or position in document. All will open in a new Google doc. |

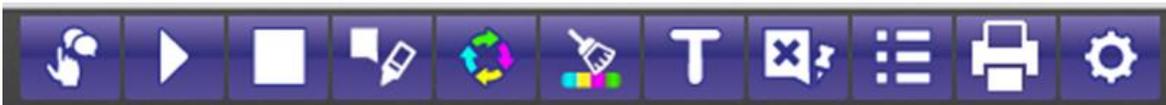
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| Vocabulary List Builder | Builds vocabulary lists by highlighting words in a Google document. A new Google doc will be created with the words, dictionary definitions, and images from Widgit Symbols. |  | Select words in a Google doc desired for a Vocabulary List by highlighting words with any of 4 colors. Click on this icon to create your List in a new Google doc. Lists become study guides or reinforce instructional routines for ELL, RTI, SPED, and others. |
| Settings | Customize speech options, continuous reading, translation voice and word prediction display. |  | This section menu, translation. |
| Speech Input | Turns the spoken word into text in a Google Doc. |  | To have speech typed on a Google Doc, click on the icon, and speak clearly and distinctly into microphone. Click icon again turn off. |
| Voice Notes | Records a short audio file (one minute or less) of your voice, and insert it into a Google Doc as a comment. |  | Highlight the text where voice note will be inserted. Click voice note icon, and then click on microphone at top of screen to record. Click stop when finished and insert. |
| Help | Click this button to access help using the software. |  | Basic FAQ information on installation, set up and functions is found here. |

WEB TOOLBAR



| Web Tools | Description | Symbol | User Notes |
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| Word Prediction | Predicts the word being typed and the next word to be typed in Google Forms, search boxes, most comment boxes, and search bars. |  | Click icon to open or close prediction window. As you type, words will be predicted. Hover over word to hear aloud. Click on word or press ctrl + the number next to the word you would like to insert. |
| Hover Speech | Reads text on websites in Chrome without highlighting, simply hover. |  | Click on this icon and hover over the text you would like read. Click again to turn off. |
| Talking Dictionary | Provides definitions which can be speech enabled to improve comprehension and writing. |  | Highlight a word to look up in the dictionary and click on this icon. Click on picture of the speaker to have definition read aloud. |

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| Picture Dictionary | Displays images from Widgit® Symbols for selected words supporting fluency & understanding. |  | Click on the Picture Dictionary icon and then select a word or vice versa. An image of the word will be displayed. |
| Text to Speech | Reads text aloud with dual color highlighting using natural-sounding male and female voices. |  | Highlight the text you wish to be spoken aloud. Click this Play button to hear it read. |
| Fact Finder | Helps users to research information quickly by searching the web for relevant information about a topic. |  | Highlight a word or phrase, then click the Fact Finder icon to do a quick Google web search to find background info while reading. |
| Translator | Allows single words to be translated into Spanish or French. All translations can be spoken. |  | Click this button to open the translator, and select a word to have it translated or vice versa. Select language in Settings. |
| Simplify | Removes clutter from webpages and places the text from website in a new web page. |  | With webpage displayed, click on Simplify icon and new tab with uncluttered version of text will open. Change amount of text displayed using + and - icons. |
| Highlighters | Users can highlight and extract text to a new Google document. These tools facilitate summarizing, categorizing and higher order skills. |  | Highlight the word or text desired and then choose color by clicking on corresponding icon. |
| Collect and Clear Highlights | Extract highlighted information made on Google documents. When finished, clear by selecting highlights and click broom icon. |  | Highlight information to be collected. Click on circular arrow icon to collect by color or position in document. All will open in a new Google doc. |
| Vocabulary List Builder | Builds vocabulary lists by highlighting words in a Google document. A new Google doc will be created with the words, dictionary definitions, and images from Widgit Symbols. |  | Select words in a Google doc desired for a Vocabulary List by highlighting words with any of 4 colors. Click on this icon to create your List in a new Google doc. Lists become study guides or reinforce instructional routines for ELL, RTI, SPED, and others. |
| Settings | Set how you use speech options, continuous reading, translation voice and word prediction display. |  | There are multiple voices to choose from in pull down menu, four speed choices and French or Spanish for translation. |
| Help | Click this button to access help to use the software. |  | Basic FAQ information on installation, set up and functions is found here. |



| PDF Tools | Description | Symbol | User Notes |
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| Text to Speech | Reads text aloud with dual color highlighting using natural-sounding male and female voices. | | Place your cursor where you wish the text to be spoken or highlight. Click this Play button to hear it read aloud. |
| Click and Speak | Reads text on command with clicking on line of text to be read without highlighting. | | Click on the icon and a red background will illuminate indicating you may click on an area of text you wish to have read. |
| Study Skills Enable/ Disable | <p>This menu appears when text and icon to the right are selected.</p> | | <p>Click on the icon of the pen and square speech bubble and the menu of dictionary, fact finder, translator, picture dictionary, and 4 highlighter colors appears.</p> <p>When this icon has an X in the square speech box, this menu will not appear.</p> |
| Bookmark *ePub only | This icon will allow you to mark the place you last left off or any places to which you wish to refer later. | | Click this icon to add a bookmark to places for later referral. The bookmark itself contains a place to note exactly where you left off and can be erased by clicking on icon. |
| Talking Dictionary | Provides definitions to improve comprehension and support the user's writing. | | Highlight a word to look up in the dictionary and click on this icon. Click on picture of the speaker to have definition read aloud. |
| Fact Finder | Helps users to research information quickly by searching the web for relevant information about a topic. | | Highlight a word or phrase, then click the Fact Finder icon to do a quick Google web search to find background info while reading. |
| Translator | Allows single words to be translated into Spanish or French. All translations can be spoken. | | Click this button to open the translator, and select a word to have it translated or vice versa. Select language in Settings. |
| Picture Dictionary | Displays images from Widgit® Symbols for selected words supporting fluency & understanding. | | Click on the Picture Dictionary icon and then select a word or vice versa. An image of the word will be displayed. |
| Push Pin Annotation | Make a note or add directions, all in 500 characters or less that can | | Once you click on the icon, the X will disappear indicating you have a push pin to be placed on your document. |

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| | be accessed by clicking on the push pin when ready! | | |
| Typewriter Annotation *PDF & Kes only | Add information, notes, and answers directly to the text in PDF and Kes files using stationary viewable text boxes. Great for filling in blanks & open answer questions. |  | Click on the icon and you will be able to create a box for typing. This box of print can be saved by clicking on the green checkmark, deleted by clicking the red X and spoken by clicking the speaker. |
| Highlighters | Users can highlight and extract text from document to create study guides, outlines, summarize & categorize. |  | Use the buttons on this toolbar to highlight and collect sections of text. You can also highlight words to automatically create a vocabulary list with definitions and images. |
| Collect and Clear Highlights | Extract highlighted information. When finished, clear by highlighting over highlights and click broom icon. |  | Highlight information to be collected. Click on circular arrow icon to collect by color or position in document. All will open in a new Google doc or Pop-up Window |
| Vocabulary List Builder | Builds vocabulary lists by highlighting words in a Google document. |  | Select words desired for a Vocabulary List by highlighting words with any of 4 colors. Click on this icon to create your List as a Google doc or Pop-up Window. |
| Settings | Set how you use speech options, continuous reading, translation voice and word prediction display. |  | There are multiple voices to choose from in pull down menu, four speed choices and French or Spanish for translation. |
| Print *PDF & Kes only | Print PDF or Kes document with the Typewriter Annotations and highlights made. |  | Clicking on the icon will bring up a dialogue box allowing you to customize the printing of your document. |
| Font Options *ePub only | Customize the font type, size, alignment and color of the text in your ePub reader. |  | A drop down menu will appear after clicking on the icon giving a choice of six fonts, seven font sizes, and four ways to align the text font as well as 42 choices of font color. |
| Displaying Table of Contents *ePub only | Display your book's table of contents as well as all bookmarks you have made throughout the book. |  | Click on the icon and from the left side a panel will appear. There will be two tabs, one for Contents, and one for Bookmarks. Click on Chapter or Bookmark to be taken directly to it. |
| Help | Click this button to access help to use the software. |  | Basic FAQ information on installation, set up and functions is found here. |

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

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

