





Read&Write for Google Chrome™ in Office 365

Quick Reference Guide 05.19



Tool	Symbol	Where it works	How it works
Text to Speech		Word Online OneNote Online 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		Word Online OneNote Online 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		Word Online OneNote Online Web	Displays images from Widgit® Symbols to help support fluency and understanding.
Prediction		Word Online OneNote Online 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.
Web Search		Word Online OneNote Online 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		Word Online OneNote Online Web	Allows single words to be translated into Spanish, French or Portuguese and spoken in that language. Translation language can be selected in Options menu.
Highlights & Erase Highlights		Word Online OneNote Online 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		Word Online OneNote Online Web	Collects your highlights into a new Word Online doc. Click on icon and select which colors to collect, as well as how to sort them.
Vocabulary List Builder		Word Online OneNote Online Web	Builds vocabulary lists in a new Word Online 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 Word Online doc.
Audio Maker		Word Online OneNote Online Web	Converts selected text into an audio file, e.g. MP3, which will be automatically downloaded and can then be saved or shared in OneDrive.
Screenshot Reader		Word Online OneNote Online 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.
Talk&Type		Word Online OneNote Online Web	Turns the spoken word into text by dictating into a microphone.
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.
Screen Masking		Word Online OneNote Online Web	Tints your screen and provides a spotlight that follows your mouse pointer, to help improve focus.
Practice Reading Aloud		Word Online OneNote Online Web	Allows students to practice and record themselves reading selected text, use support tools, and listen to their recording.
More Menu		Word Online OneNote Online Web	Access options to customize speech, prediction, screen masking, language, toolbar features and account settings. Also includes links to get support, leave feedback, and more.