



A Beginner's Introduction to Read&Write for Google Chrome

Created by Monica Culwell, Program Specialist, Keller ISD, TX
and Kimberly Nix, Professional Development Manager, Texthelp, Inc.

Literacy Support Software for All Learners

The purpose of this presentation is to familiarize yourself with key features, their functionality, and potential applications of Read&Write for Google Chrome program so that you can help your child at home.



Student Accessibility

One subscription. One sign in. Any device.

Students accounts will be accessible through their school/district login.

Read&Write is available in the following forms:

- Google
- Windows PCs
- Macs
- iPads
- Android Tablets

With their subscription, students are able to sign in on any device. They can access all features :

- At school on campus computers
- At home
- Or on the move on their personal devices
- Login:



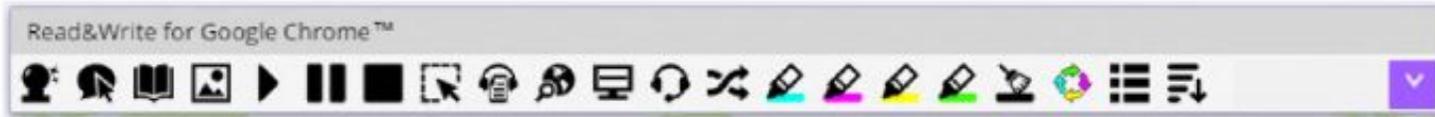
Introduction to the Toolbar(s)

When the Read&Write extension is installed you get access to all of these different toolbars:

Google Docs
Toolbar



Web Toolbar



PDF Toolbar



SlidesToolbar



Buttons/Icons on the Toolbar

Here is a link to a How-to-Guide for using the Tools on the Toolbars: <https://goo.gl/ySQ2Ae>

Docs, Slides and Web

Tool	Symbol	Where it works	How it works
Text to Speech		Google Docs Google Slides 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		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.

Start with these 4 Helpful Reading and Writing Features



Text to Speech



Dictionaries



Word Prediction



Text to Speech

- Where it Works: Google Docs, Slides, PDFs and Web

	Found on all toolbars.	Highlight word or sentence.
	Reads text aloud with dual color highlighting.	Click the Play button.
	Click Options to choose voice and speed.	Click the Pause to stop for a moment, and again to keep going.
		Click the Stop to quit reading.



Dictionaries



Talking Dictionary

- **Where it Works:** Google Docs, Slides, PDFs and Web

Highlight a word and click the  icon.

Click the  Play button in front of each definition to have it read aloud.

Once the Dictionary is open, the Dictionary box can be moved anywhere on the screen.

You only need to click on a word to see the definitions appear in the Dictionary box.



Picture Dictionary

- **Where it Works:** Google Docs, Slides, PDFs and Web

Highlight a word and click the  icon.

Once the Picture Dictionary is open, the Picture Dictionary box can be moved anywhere on the screen.

You only need to click on a word to see the pictures populate in the Picture Dictionary box.

Images within the Picture Dictionary box can be clicked and dragged onto Google docs.



Prediction

- Where it Works: Google Docs, Slides, PDFs and Web

Click on the  icon to turn word prediction on and off.

Hover over words in the word prediction suggestion box to hear word aloud.

Click on a word or click Ctrl + the number next to the word you would like to insert on your page.

Next try 3 helpful Study Features...



Highlights & Erase Highlights



Collect Highlights



Vocabulary Lists



Highlighters

- Where it Works: Google Docs, Slides, PDFs and Web

Allows users to highlight with four different colors.

Color can be chosen to indicate a category of information (color-coding).

Select the information you wish to highlight by running your cursor over it, then click on the  icon for the color you desire.

Erase highlights when you are done with them, by running your cursor back over the highlighted information and clicking the  icon.



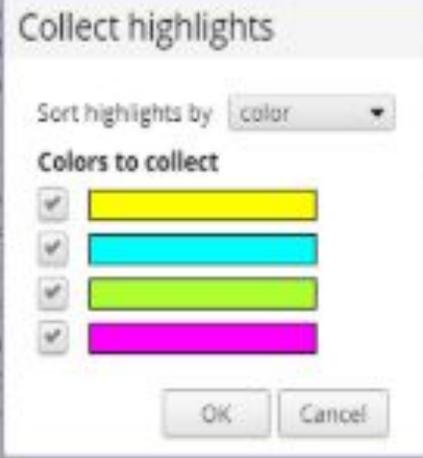
Collect Highlights

- Where it Works: Google Docs, PDFs and Web

Collects your highlighted information and places it onto a new Google Doc.

When you are ready to collect your highlights, click

on the  icon.



Collect highlights

Sort highlights by

Colors to collect

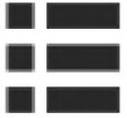
- 
- 
- 
- 

This box will pop up asking which colors you wish to collect and how you want them to appear on the new Google Doc:

By **Color** will group all of the same colored information together,

and by **Position** to have the information presented in the same order as it was in the original document.

Click the **OK** button and your new Google doc



Vocabulary List

- Where it Works: Google Docs, PDFs and Web

Found on all 3 toolbars.

Builds vocabulary lists with words you select from a Google doc, website or PDF.

Creates a 4-column graphic organizer in a Google Doc, including your selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column.

Use colored  Highlights to select words individually. If it is an item such as "bathing suit", highlight together.

Click the  icon to create vocabulary list which will automatically open in new Google Doc when ready.

*Note: This can take up to one full minute to build.

Additional Helpful Features to Try...



Screenshot Reader



Audio Maker



Screen Masking



Screenshot Reader

- Where it Works: Google Docs, Slides, PDFs and Web

Reads text on diagrams, photos, worksheets, maps, advertisements, and PDF documents aloud.

Converts inaccessible images of text to accessible text through OCR

Click  **Options** to choose voice and speed.

Click the  button.

The cursor becomes a **+** sign.

Click at upper corner of text and drag the box to the lower corner. Let go and it reads.

Click the  **Play** button in lower right corner of box to reread.

Click the **X** at top right of box, when done.



Audio Maker

- Where it Works: Google Docs and Web

Found on Docs and Web toolbars.

Converts text you select into an audio file, e.g. MP3, which will be automatically downloaded and can then be saved or shared in Google Drive.

Highlight the text you would like as part of your audio file.

Click on the  icon, which will go gray, and the conversion will take place.

Once your audio file is ready, it will be placed in the Downloads section of your computer.

Click and drag to upload into your Google Drive.



Screen Masking

- Where it Works: Google Docs, Slides, and Web

Tints your screen and provides a reading spotlight.

Controls let you choose from color underlay, reading light or underline.



When you click on the settings gear, you have this dialog box pop up. The settings will allow you to use a color overlay (choice of color and opacity), a color overlay with reading light (choice of color, size and opacity), or an underline (color, size and opacity can be adjusted).

Options	Screen Masking
Speech Prediction	Background color  Reading light color 
Screen Masking	Background opacity <input type="range" value="10"/> 0 10 100 0
Language	Reading light opacity <input type="range" value="25"/> 0 50 100 25
Features	Reading light height <input type="range" value="0"/> 0 200 400 0
About	Reading light <input checked="" type="checkbox"/>

OK Cancel

Click on the  icon to turn feature on or off.



Read&Write for iPad

All Read&Write customers also have access to Read&Write for iPad.

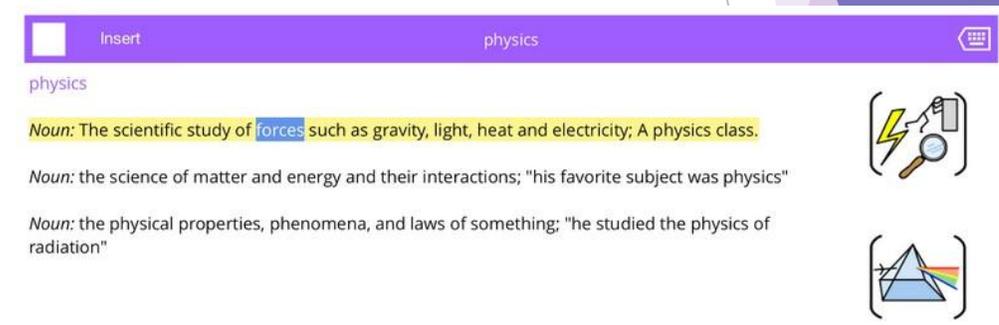
For installation, check out this video link:

<http://bit.ly/InstallingRWiPad>

For User Guide, check out this link:

<https://goo.gl/KpdYTd>

- Text-to-Speech
- Word Prediction
- Speak as I Type
- Talking Dictionary
- Picture Dictionary
- Spell Checker
- Web Toolbar (Safari only)



Additional Support

**Read&Write for Google Chrome Tool Usage
Guide:** <https://goo.gl/ySQ2Ae>

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

Technical Support: <http://support.texthelp.com>

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