








# Read&Write for Google Chrome™

## Quick Reference Guide 09.21



Tool	Symbol	Where it works	How it works
Text to Speech		Google Docs Google Slides ePubs 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		ePubs 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.
Talking Dictionary		Google Docs Google Slides ePubs Web	Provides definitions to improve comprehension and writing. Definitions can even be read aloud.
Picture Dictionary		Google Docs Google Slides ePubs Web	Displays images from Widgit® Symbols to help support fluency and understanding.
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.
Audio Maker		Google Docs Google Slides ePubs 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.

Web Search		Google Docs Google Slides ePubs Web	<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>
Screen Masking		Google Docs Google Slides ePubs Web	<p>Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus.</p> <p>Customize color, opacity and other options from the options menu.</p> <p>Use the floating control box for easy access to options or to turn this feature off.</p> 
Talk&Type		Google Docs Google Slides Web	<p>Turns the spoken word into text by dictating into a microphone.</p> <p>For Google Slides, this feature allows for dictation only in speaker notes.</p>
Translator		Google Docs Google Slides ePubs Web	<p>Allows single words to be translated, and spoken aloud for those languages with a corresponding voice.</p> <p>Translation language can be selected in the Options menu.</p>
Highlights & Erase Highlights		Google Docs Google Slides ePubs Web	<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and other higher order skills.</p> <p>Erase highlights from a page when you are done with them, by selecting highlights and clicking the icon.</p>
Collect Highlights		Google Docs ePubs Web	<p>Collects your highlights into a new Google Doc.</p> <p>Click on the icon and select which colors to collect, as well as how to sort them.</p>
Vocabulary List Builder		Google Docs ePubs Web	<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 Highlights to select words, then click icon to create vocabulary list in new Google Doc.</p>
Voice Notes		Google Docs	<p>Records a short audio file (one minute or less) of your voice, and inserts it into a Google Doc or PDF 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.</p>
Simplify		Web	<p>Removes clutter from web pages 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>

Practice Reading Aloud		Google Docs Google Slides Web	Allows students to practice and record themselves reading selected text, use support tools, listen to their recording, and send to their teacher for feedback.
More Menu		Google Docs Google Slides ePubs Web	Access options to customize speech, prediction, Check It, screen masking, language, toolbar features and account settings. Also includes links to get support, leave feedback, and more.

**OrbitNote Quick Reference Guide: <https://text.help/orbitnoteQRG>**  
**Video Support: <http://bit.ly/RWGoogleVideos>**  
**Technical Support: <http://support.texthelp.com>**