

## Read & Write for Google Toolbars Tip Sheet

The Read & Write for Google™ (R&W4G) Toolbar is an extension inside the Chrome browser. It is considered a comprehensive AT support.





Some features are only available with the purchase of a Premium upgrade for students (this is free to teachers).










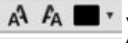
\*available in the **FREE BASIC VERSION of R&W4G.**









### PDF toolbars



While working in a PDF file, available tools are listed:

PDF Tools	Symbol	Description	User Notes
<b>Click to speak*</b>		Reads text on command with clicking on line of text to be read without highlighting.	Click on the icon and a purple bar will appear under the toolbar indicating you may click on an area of text you wish to have read.
Dictionary		Provides definitions which can be speech enabled to improve comprehension and writing.	Highlight a word to look up in the dictionary. Click Play Button to have it read aloud.
Picture Dictionary		Displays images from Widgit® 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.
<b>Play (TTS)*</b>		Reads aloud text 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 the Play button to hear it read aloud.

<b>Pause (TTS)*</b>		Pauses text being read aloud.	Click the Pause button during playback.
<b>Stop (TTS)*</b>		Stops text being read aloud.	Click the Stop button during playback.
Screenshot Reader		Allows for inaccessible text to run through OCR for reading aloud on demand.	Click this button and drag the mouse drawing a box around any inaccessible text. A play button in lower right-hand corner will allow for replay without redrawing box.
<b>Translator*</b>		Allows single words to be translated into Spanish, French or Portuguese 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.
Highlighting		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.
Clear Highlights & Collect Highlights		Extract highlighted information made on Google documents. When finished, clear by selecting highlights and clicking 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 tool		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.
Typewriter Annotation		 <p>Add information, notes, and answers directly to the text using stationary viewable text boxes. Great for filling in blanks &amp; open answer questions. Change font size &amp; color, Word Prediction and Talk &amp; Type are available with this option.</p>	<p>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 pink checkmark, deleted by clicking the gray X and spoken by clicking the speaker.</p> <p>Use the font icons (  ) to change the size and color of the selected text.</p>

Word Prediction (typewriter annotation tool)		Predicts the word being typed and the next word to be typed inside of Typewriter Annotations.	When typing in a Typewriter Annotation, click this icon and a red background will illuminate indicating Word Prediction is on. As you type, words will be predicted. Hover over words to hear them aloud.
Talk & Type (typewriter annotation tool)		Turns the spoken word into text in a Google Doc. (similar to Google Voice Typing)	To have speech typed on a Google Doc, click on the icon, and speak clearly and distinctly into microphone. Click icon again to turn off.
Show Thumbnails		Show Thumbnails of all pages in the document.	Click on this icon to view thumbnails of all pages in the document.
Rotate		Rotate PDF documents clockwise or counterclockwise	Clicking on the icons will rotate a PDF document 90° clockwise or counterclockwise.
Print		Print PDF documents 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.
Download		Download the PDF document directly to your Google Drive.	Clicking on the icon will allow you to download the PDF document to your Google Drive.
Find in Document		Search for words and/or phrases in a PDF document. This feature will highlight or match case all matches.	Click on this icon to search for words and/or phrases in a PDF document.
Settings		Customize speech options, toolbar layout, language settings and word prediction display.	Click on the icon, then >>Options. Choose from the Speech, Translations or Language tabs on the left of the Settings window to adjust the desired settings.

\*available in the **FREE BASIC VERSION of R&W4G.**

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

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