

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).










*this toolbar is available **ONLY** with the premium upgrade.

ePub Toolbar



While reading an ePub file, available tools are listed:

ePub Tools	Symbol	Description	User Notes
Display table of contents		Display your book's table of contents as well as all bookmarks you have made throughout the book.	Click on the icon and a panel will appear on the left side of the ePub. There will be two tabs, one for Contents, and one for Bookmarks. Click on Chapter or Bookmark to be taken directly to it.
Toggle click to 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.
Text to Speech Play/Stop		Reads text aloud with dual color highlighting using natural-sounding male and female voices.	Highlight text you wish to be spoken. Click this Play button to hear it read aloud.
Toggle study skills mode		 <p>This menu appears when text and the icon to the right are selected.</p>	<p>Click on the icon of the pen and square speech bubble and the menu of dictionary, web search, translator, picture dictionary, and 4 highlighter colors appears.</p> <p>When this icon has an X in the square speech box, this</p>

			menu will not appear.
Web Search		Helps users to research information quickly by searching the web for relevant information about a topic.	Highlight a word or phrase, then click the Web Search icon to do a quick Google web search to find background info while reading.
Translator		Allows single words to be translated into Spanish, French or Portuguese. 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.
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.
Toggle push pin annotation mode		Make a note or add directions, all in 500 characters or less that can be accessed by clicking on the push pin when ready.	Once you click on the icon, the X will disappear indicating you have a push pin to be placed on your document.
Toggle 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 where you left off and can be erased by clicking on icon.
Font option		Allows you to choose between six common fonts, change the font size, color and alignment.	Click this option to adjust font settings using a pulldown menu.
Settings		Customize speech options, toolbar layout, language settings and word prediction display.	Choose from the Speech, Prediction, Language or Features tabs on the left of the Settings window to adjust the desired settings.

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

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