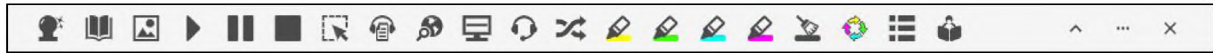




















# Read&Write for Google Chrome™ in Office 365

## Quick Reference Guide 10.19












### Word Online, OneNote Online and Web

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.
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.
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 Widgeit® Symbols to help support fluency and understanding.
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.
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.
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.

<p>Screen Masking</p>		<p>Word Online OneNote Online Web</p>	<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 feature off.</p> 
<p>Talk&amp;Type</p>		<p>Word Online OneNote Online Web</p>	<p>Turns the spoken word into text by dictating into a microphone.</p>
<p>Translator</p>		<p>Word Online OneNote Online Web</p>	<p>Allows single words to be translated into a wide selection of languages. Language can be selected in the Options menu.</p>
<p>Highlights &amp; Erase Highlights</p>		<p>Word Online OneNote Online Web</p>	<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Clear highlights from a page when you are done with them, by selecting highlights and clicking the icon.</p>
<p>Collect Highlights</p>		<p>Word Online OneNote Online Web</p>	<p>Collects your highlights into a new Word Online doc.</p> <p>Click on icon and select which colors to collect, as well as how to sort them.</p>
<p>Vocabulary List Builder</p>		<p>Word Online OneNote Online Web</p>	<p>Builds vocabulary lists in a new Word Online doc, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column.</p> <p>Use colored highlighters to select words, then click icon to create vocabulary list in new Word Online doc.</p>
<p>Simplify</p>		<p>Web</p>	<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>
<p>Practice Reading Aloud</p>		<p>Word Online OneNote Online Web</p>	<p>Allows students to practice and record themselves reading selected text, use support tools, and listen to their recording.</p>
<p>More Menu</p>		<p>Word Online OneNote Online Web</p>	<p>Access options to customize speech, prediction, screen masking, language, toolbar features and account settings. Also includes links to get support, leave feedback, and more.</p>

## PDFs

Tool	Symbol	How it works
Text to Speech		Reads text aloud with dual color highlighting and natural-sounding voices. To use, select some text and click the Play button.
Click to Speak		Reads text aloud by simply clicking on it. When the feature is on, you'll see a purple line under the button. Click again to turn off.
Talking Dictionary		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		Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		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.
Translator		Allows single words to be translated into a wide selection of languages. Language can be selected in the Options menu.
Highlights & Erase Highlights		Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills. Highlight some text, and then click the Highlighter icon to choose from four colors. Select some highlights and click the Erase icon to remove.
Collect Highlights		Collects your highlights into a new Word Online doc. Click the Highlighter icon and then click Collect. Select which colors to collect, as well as how to sort them.
Vocabulary List Builder		Builds vocabulary lists in a Word Online doc, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column. Use colored Highlights to select words, then click icon to create vocabulary list in new Word Online doc.

Typewriter Annotation		<p>Allows you to type text directly on your PDF. Great for note-taking and completing worksheets.</p> <p>Click the icon and then click where you'd like to place your annotation. Use the additional options to change font size or color, save, delete, reposition or play back your annotation. Talk&amp;Type and Prediction can also be used here.</p>
Pushpin Annotation		<p>Allows you to insert notes, instructions or helpful hints on your PDF. Leaves a red pushpin icon wherever the annotation was made.</p> <p>Click the icon and then click where you'd like to place your annotation. Use the additional options to change font size or color, save, delete, reposition or play back your annotation. Talk&amp;Type and Prediction can also be used here.</p>
Prediction		<p>Provides word suggestions as you type in Comments or Typewriter/Pushpin Annotations.</p> <p>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.</p>
Talk&Type		<p>Allows you to dictate into Comments and Typewriter/Pushpin Annotations using a microphone.</p>
Comments		<p>Allows you to comment directly in your PDF.</p> <p>Select some text where you'd like to make a comment, and click the Comment icon. Prediction, Talk&amp;Type and Voice Notes are available here.</p> <p>Use the Play button to hear your comment read aloud.</p>
Freehand Drawing		<p>Allows you to scribble or freehand annotate on your PDF. Use the additional options provided to customize the color and thickness of the line.</p> <p>Once you create an annotation, click on it to see options to delete, save or reposition.</p>
Shapes Drawing		<p>Allows you to draw squares, circles and lines on your PDF. Use the additional options provided to customize the line color, fill color and border line thickness.</p> <p>Once you create an annotation, click on it to see options to delete, save or reposition.</p>
Eraser		<p>Click and drag to erase both freehand annotations and shapes from your PDF.</p>
More Menu		<p>Access options to customize speech, translation and language. Also includes links to get support, leave feedback, and more.</p>