

## Read&Write for Google Chrome Extensions in Office 365

### Quick Reference Guide OrbitDoc Toolbar

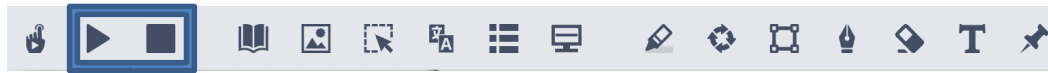


#### Tools



#### 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.



#### PDF Text to Speech

Reads text aloud with dual colour highlighting and natural sounding voices. To use select some text and click the Play button. The Text to Speech feature offers a Play, and Stop button.



#### Talking Dictionary

The 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

Picture Dictionary displays images from Widget Symbols to help support fluency and understanding. Highlight the word then click the icon to see the related symbol.



### Screenshot Reader

Converts inaccessible text to accessible text through OCR (ocular character recognition). Click on the screenshot reader 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.



### Vocabulary List

Builds vocabulary lists in a Word Online document, including selected words, dictionary definitions and images from Widget Symbols, and a column for notes.



### Screen Masking

Tints your screen and provides a reading light that follows your cursor, to help you focus on the text.



### Highlights

Allows users to highlight and color code sections of text on a page, to facilitate summarizing, and categorizing. Highlight some text, then click the Highlighter icon to choose the highlight icon on the toolbar.



### Typewriter Annotation

Allows you to type text directly on your PDF. Click on the icon and then click where you would like to place your annotation. Use the additional options to change font size or colour, save, delete, reposition or play back your annotation



### Shapes Drawing

Allows you to draw squares, circles and lines on your PDF. Use the additional options provided to customize the line colour, fill colour and border line thickness. Once you create an annotation, click on it to see options to delete, save or reposition.



### Freehand Drawing

Allows you to scribble or freehand annotate on your PDF. Use the additional options provided to customize the colour and thickness of the line. Once you create an annotation click on it to see options to delete, save or reposition. The eraser allows you to delete symbols and shapes.



### Typewriter Annotation

Allows you to type text directly on your PDF. Click on the icon and then click where you would like to place your annotation. Use the additional options to change font size or colour, save, delete, reposition or play back your annotation.



### Pushpin Annotation

Allows you to insert notes, instructions or helpful hits on your PDF. Leaves a red pushpin icon wherever the annotation was made. Click the icon and then click where you would like to place your annotation. Use the additional options to change font size or colour, save, delete, reposition or play back your annotation.

### Comments

Allows you to comment directly in your PDF. Select some text where you'd like to make a comment, and click the Comment icon. Prediction, Talk & Type and Voice notes are available here. Use the play button to hear your comment read aloud.

