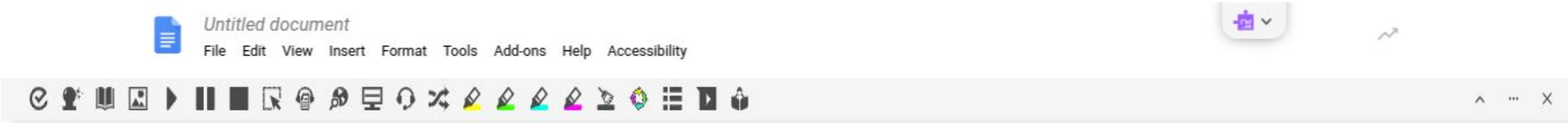
Read&Write for Google
Toolbars Tip Sheet

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

Google Docs & Slides Toolbar



While in Google Docs or Slides, available tools are listed:

Docs Tools	Symbol	Description	User Notes
Check It		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. (Watch video - Check It is not available in Slides)
Word Prediction		Predicts the word being typed and the next word to be typed. Develops writing skills and helps construct sentences easily.	Click the icon to open or close prediction window. As you type, words will be predicted. Hover over word to hear aloud. Click on word or press ctrl + the number next to the word you would like to insert. (Watch video)
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. (Watch video)

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. (Watch video)
Play (TTS)*		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. (Watch video)
Pause (TTS)*		Pauses text being read aloud.	Click the Pause button during playback.
Stop (TTS)*		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 the lower right-hand corner will allow for replay without redrawing the box. (Watch video)
Audio Maker		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.	Select some text and then click this icon to convert it to an MP3. A small progress bar under the Speech Maker icon shows the conversion progress. (Watch video)
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. (Watch video at 2:23)
Screen Mask		Screen Masking allows you to 'mask' out areas of your screen. It enables you to focus on a key area using the mouse as a spotlight track bar.	Move the mouse spotlight track bar up and down the screen using the mouse. (Watch video)
Talk & Type		Turns the spoken word into text in a Google Doc. (similar to Google Voice Typing)	To activate dictation in a Google Doc, click on the icon and speak clearly and distinctly into the microphone. Click the icon again to turn off. (Watch video)
Translator*		Allows single words to be translated into Spanish, French or Portuguese and spoken in that languag.	Click this button to open the translator, and select a word to have it translated or vice versa. Select language in Settings. (Watch video)

Highlight		Users can highlight and extract text to a new Google document. These tools facilitate summarizing, categorizing and higher-order skills. Colors: blue, pink, yellow & green	Highlight the word or text desired and then choose a color by clicking on the corresponding highlight color icon. (Watch video)
Clear Highlights & Collect Highlights		Extract highlighted information made on Google documents. When finished, clear by selecting highlights and clicking the broom icon.	Highlight information to be collected. Click on the circular arrow icon to collect by color or position in the document. All will open in a new Google doc. (Watch video)
Vocabulary		Builds vocabulary lists by highlighting words in a Google document. A new Google doc will be created with the words, dictionary definitions, and images from Widgit Symbols.	Select words in a Google doc desired for a Vocabulary List by highlighting words with any of 4 colors. Click on this icon to create your List in a new Google doc. Lists become study guides or reinforce instructional routines for ELL, RTI, SPED, and others. (Watch video)
Voice Note		Records a short audio file (one minute or less) of your voice, and inserts it into a Google Doc as a comment.	Highlight the text where the voice note will be inserted. Click voice note icon, and then click on the microphone at top of the screen to record. Click stop when finished and insert. (Watch video)
More (settings)		Customize speech options, toolbar layout, language settings, and word prediction display.	Click on the icon, then >>Options. Choose from the Speech, Prediction, Language, Features tabs on the left of the Settings window to adjust the desired settings. (Watch video at 1:03)
Practice Reading Aloud*		Allows students to practice reading aloud in order to become a more fluent reader.	Highlight text, click the Practice Reading Aloud icon. In the new window, click the microphone button to start recording reading, click stop when finished. on the paper airplane icon to share the recording via Google Classroom or email. (Watch video)

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Helpful videos: http://bit.ly/RWGoogleVideos Tech Support Questions: http://support.texthelp.com