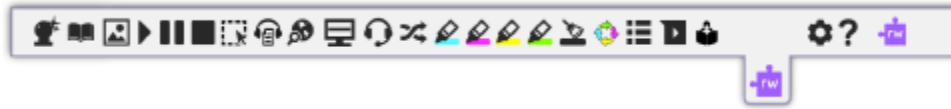





















Commonly Used Tools on the Google Read&Write™ Toolbar



Tool	How it Works	Slides/Docs	PDF	Online
 Drop toolbar	Clicking on the purple puzzle piece in Docs and Slides and online will make the toolbar available	✓	✗	✓
 Settings	Customize speech options, toolbar layout, language settings and word prediction display	✓	✓	✗
 Options	Clicking on the three dots will take you to the options menu where you will be able to customize the toolbar.	✗	✗	✓
 Play	Reads any text aloud. Highlight or place your cursor in front of some text, and click the Play button.	✓	✓	✓
 Pause	Pauses highlighted text while being read aloud. Click Pause again to resume playing.	✓	✓	✓
 Stop	Stops highlighting text and returns the cursor to the beginning of the text being read.	✓	✓	✓
 Talking Dictionary	Provides definitions to improve comprehension and writing. Highlight a word and click the icon. Click the Play button to have it read aloud.	✓	✓	✓
 Picture Dictionary	Displays images from symbols to help support fluency and understanding. Highlight a word and click the icon.	✓	✓	✓
 Word Prediction	Provides word suggestions as you type. Hover over word suggestions to hear aloud. Click on a word you'd like to insert.	✓	✓	✓
 Translator	Allows single words to be translated into other languages. Translation language can be selected in Settings.	✓	✓	✓

Tool	How it Works	Slides/Docs	PDF	Online
 Speech to Text	Turn the spoken word into text by dictating into a microphone. Can be used in many languages.	✓	✓	✓
 Highlighters and Clear Highlights	Allows users to highlight and colour code sections of text on a page to facilitate summarizing and categorizing. Clear highlights by selecting highlights and clicking on the broom icon.	✓	✓	✓
 Vocabulary List	Builds vocabulary lists in a Google Doc, including selected words, definitions, images and a notes column. Use highlighters to collect single words, then click the icon to create the list.	✓	✓	✓
 Simplify Page	Removes clutter from web pages and places the simplified text into a new tab. Use the + and – icons to change the amount of text displayed.	✗	✗	✓
 Voice Notes	Records a short audio file (one minute or less) of your voice and inserts it as a comment. Click the icon, use the microphone button to record. Use options to stop, replay, or insert.	✓	✓	✗
 Practice Reading Aloud	Allows students to practice and record themselves reading selected text, use support tools, listen to their recording, and send to their teacher for feedback.	✓	✗	✓
 Hover Speech	Reads text on websites in Chrome without highlighting. Click the icon and simply hover over the text you'd like to read.	✗	✗	✓
 Click to Speak	Reads any text aloud by simply clicking on it. Click the icon and it will be underlined in purple indicating the feature is on. Click it again to turn it off.	✗	✓	✗
 Typewriter	Allows you to insert text directly in your PDF. Great for fill in the blank and open answer questions. Click the icon and the typewriter symbol will appear on your cursor. Click to add a textbox where you can type or “speak” your answer.	✗	✓	✗