Read&Write

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Read&Write for Google Chrome

Training Guide

Dec 2023

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Introduction

This guide is designed to get you started with Read&Write for Google Chrome.

Before continuing, we recommend that you watch our short Introduction to Read&Write for Google Chrome video.

After you have finished working through this guide, you can find more information and resources in the Read&Write section of Texthelp Academy. This contains feature videos, installation instructions, learning materials, and much more.

What else can you do?

The "What else can you do?" sections list various additional features and settings that aren't included in this guide. For more information, see the full *Training Guide* or the feature videos on Texthelp Academy.

Other versions of Read&Write

While this guide focuses on Read&Write for Google Chrome, the same functionality is available in Read&Write for Microsoft Edge. Read&Write is also available as a desktop application for Windows and Mac.

This guide assumes that you have a premium version of Read&Write. While the free versions can help anyone to work with text, they lack many features such as dictionaries, word prediction and spell checking.

Remember that all teachers and educators can get premium Read&Write for free under Texthelp's Free for Teachers scheme.

Note: Premium Read&Write licenses include all platforms – you can use Read&Write for Windows, Mac, Chrome, or Edge as required.

1. The Toolbar

Read&Write for Google Chrome is an *extension* that adds a toolbar to Google Chrome. This means that the toolbar only works within the Chrome window.

The Read&Write toolbar varies according to the website (or web app) that you are using – it may be docked or floating, and only shows buttons for the features that work with the currently open website.

Exercise 1. Starting Read&Write

In this exercise, you'll make sure that the Read&Write extension is installed and learn how to open the toolbar.

1. Open Google Chrome, make sure that you are signed in to your Google account, and then navigate to a Google Docs document.

2. Has the Read&Write toolbar appeared?

   For some websites and web apps, such as Google Docs, the Read&Write toolbar opens automatically, near the top of your Chrome window:
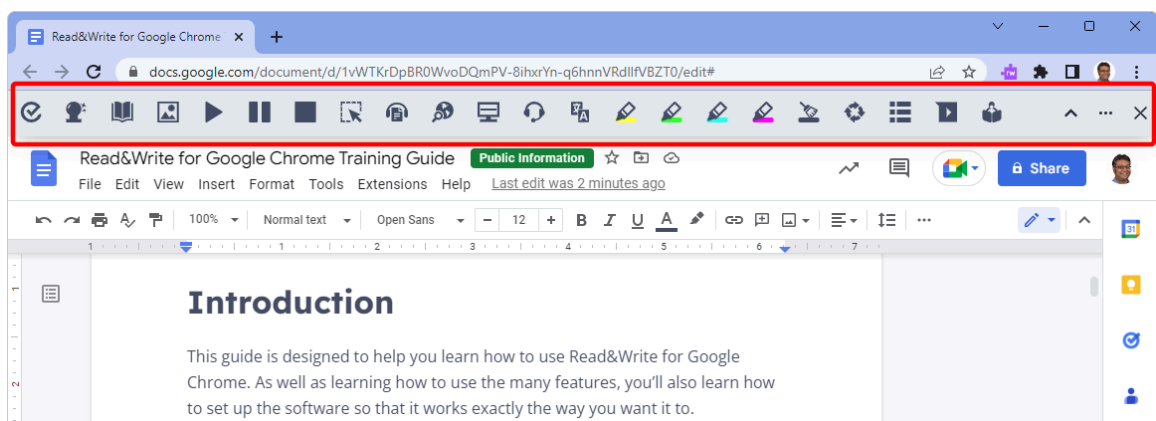
3. The toolbar may be *hidden*, that is, collapsed to an unobtrusive tab:

If you can see the Read&Write tab, click it to show the full toolbar.

4. If the Read&Write toolbar does not open automatically, either in full or as a tab, you can open it manually by clicking Read&Write's purple puzzle piece icon , at the top right of your Chrome window:
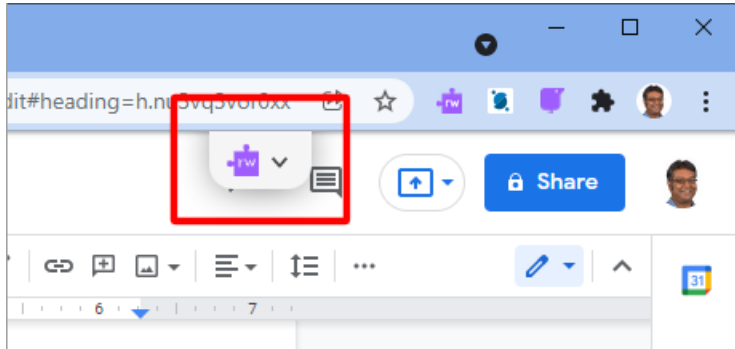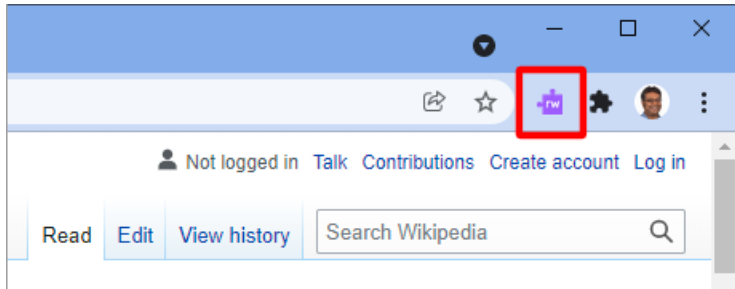

5. Can't see the icon? Click the **Extensions** icon and check whether Read&Write is in your list of Chrome extensions. If it is, click to pin it to your toolbar.

6. If Read&Write is not in your extensions list, install it from the [Chrome Web Store](#).

Exercise 2. Understanding the toolbar

In this exercise, you'll see two different versions of the toolbar, learn about some of its buttons, and move the toolbar around within the Chrome window.

1. Open a document in Google Docs, and make sure that the Read&Write toolbar is visible:
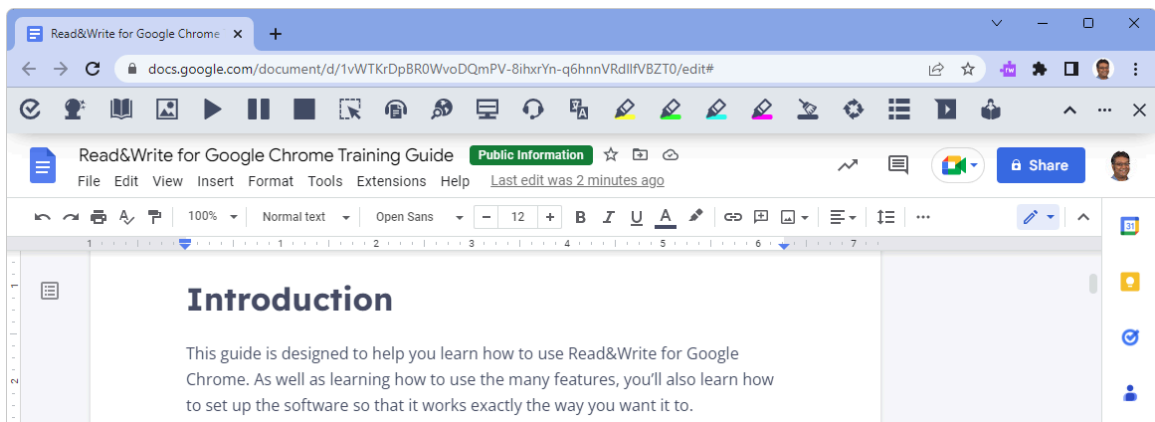
2. Click **Hide** , at the far right of the toolbar, to collapse the toolbar to a tab:
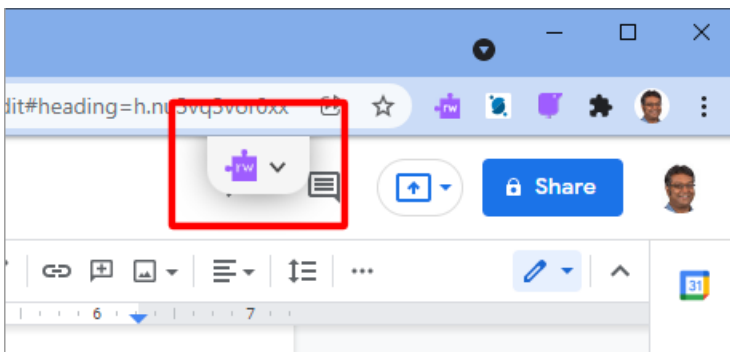
3. Click the tab to show the toolbar again.

4. Hover your mouse over the button. You'll see the tooltip "Play".

5. Hover your mouse over the 📖 button. You'll see the tooltip "Dictionary".

   From now on, if you have difficulty remembering what an icon does, hover your mouse over it to see its tooltip.

6. Next, we will open a slightly different version of the toolbar. Navigate to the following Wikipedia page:

   https://en.wikipedia.org/wiki/International_trade

7. Click 🧩 to open the Read&Write toolbar.

   The Read&Write toolbar should appear near the top of your Chrome window, like this:
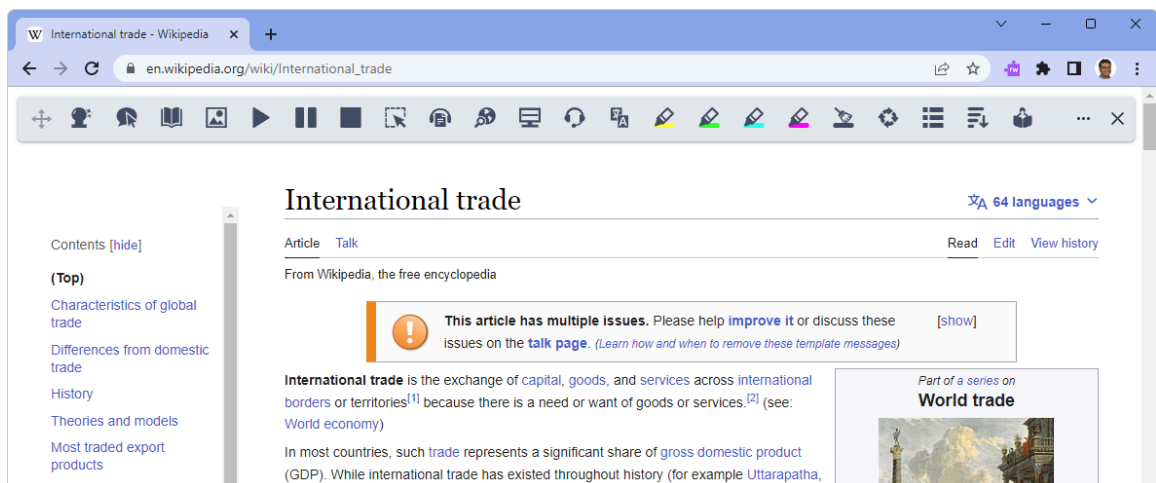
8. See how this version of the toolbar is different from the Google Docs version?

   ● **Docs** – the toolbar is docked to the top of the Google Docs web app. Other web apps that use the docked toolbar include Google Slides, Microsoft Word Online, and Microsoft PowerPoint Online.

- **Web** – the toolbar floats above the current web page (but still within the Chrome window). The floating toolbar appears for most web pages.

Note how the toolbar contains different buttons according to the website or web app that you are using.

Click and hold the button, at the far left of the toolbar. You can now move the toolbar around the Chrome window. Release your mouse button when you are happy with its position.

What else can you do?

Read&Write's Features options enable you to:

- Hide toolbar buttons that you don't use.

- Change the order of the toolbar buttons.

2. Text-to-Speech

Reading text aloud is one of Read&Write's most important features. You can easily have your text read aloud in Google Docs and many other websites, and you can choose from a variety of different voices and reading speeds.

For more details, see the [Text-to-Speech feature tour](#).

Exercise 1. Read text aloud from Google Docs

In this exercise, you'll learn how to make Read&Write read text aloud from Google Docs.

1. Make sure that your computer's sound is turned on.

2. Open a document in Google Docs.

3. Make sure that the Read&Write toolbar is visible.

    You may need to click the purple puzzle piece or the Read&Write tab.

4. Click where you would like the reading to start.

5. Click **Play** on the Read&Write toolbar.

    Read&Write highlights the current sentence and reads it aloud.

    By default, Read&Write continues to read from this point. If you want it to stop after each paragraph instead, go to **Settings** > **Speech** and clear the **Continuous reading** check box.

6. While text is being read aloud, click **Pause** .

    The speech pauses but any highlighting remains visible.

7. Click **Pause** ▮▮ again.

   Speech starts again from where you paused it.

8. Click **Stop** ▪ .

   Reading stops and any highlighting disappears.

Using the **Play** ▶ , **Pause** ▮▮ , and **Stop** ▪ buttons, you can control what's read to you.

The same functions work in Microsoft Word Online, Google Slides, and so on. Try it!

Exercise 2. Read text aloud from other websites

In this exercise, you'll learn how to make Read&Write read text aloud from Wikipedia and other websites.

1. Open Google Chrome and navigate to the Wikipedia page we used previously:

   https://en.wikipedia.org/wiki/International_trade

2. Click ![rw icon] to open the Read&Write toolbar.

3. Select the text you want to have read and then click **Play** ![play icon].

   Read&Write starts reading from your selection, with highlighting:
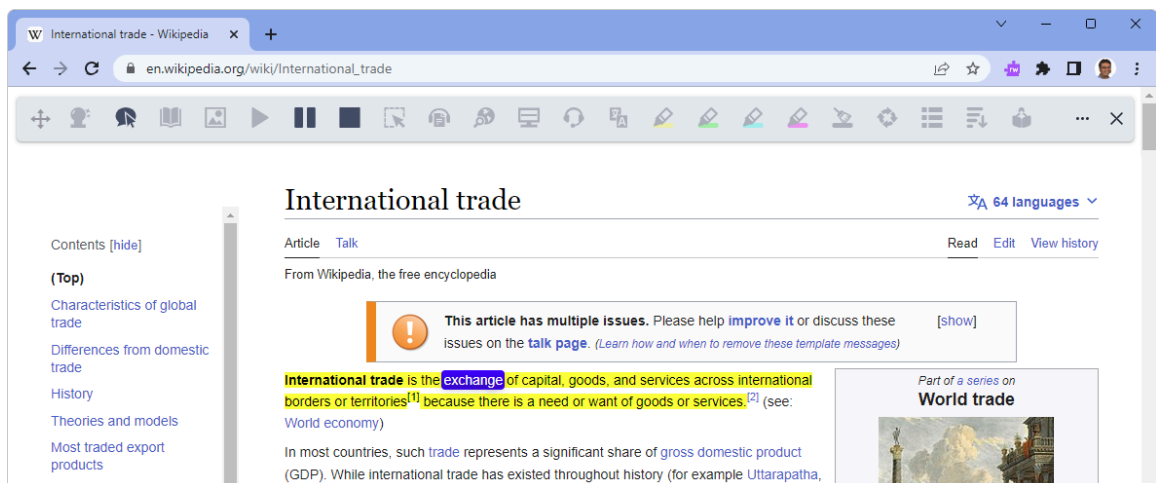
4. As in the previous exercise, try out the **Pause** ![pause icon], and **Stop** ![stop icon] buttons.

5. Next, click **Hover Speech** ![hover speech icon] to turn on hover speech.

   The button is now highlighted ![highlighted hover speech icon] while most of the rest of the toolbar is grayed out. Any words that you hover your mouse pointer over will be read aloud.

6. Hover with the mouse pointer over the "International trade" heading, at the top of the page.

Read&Write highlights "International trade" and reads it aloud.

While hover speech is on, you can hover the mouse pointer over a word to have it read out. Read&Write will try to read out whole phrases or sentences, with highlighting where possible.

Note: Hover speech works best with **Continuous reading** disabled. You can find this setting under **Settings** > **Speech**.

7. Click **Hover Speech** again to turn it off.

8. Navigate to some of the websites you use frequently and try to read them aloud using Read&Write.

Note: If neither **Play** nor **Hover Speech** can read part of a web page, you may be able to use **Screenshot Reader** instead. We will cover this later.

![texthelp logo]

Exercise 3. Changing voice and reading speed

If you don't like the voice that is being used to read text, you can change it.

In this exercise, you'll learn how to change Read&Write's voice and reading speed.

1. Click **More** [···] , on the far right of the toolbar, and then click **Settings** to open Read&Write's Settings window.

2. On the left of the window, click **Speech**.

    The Speech page contains settings that control how Read&Write speaks:
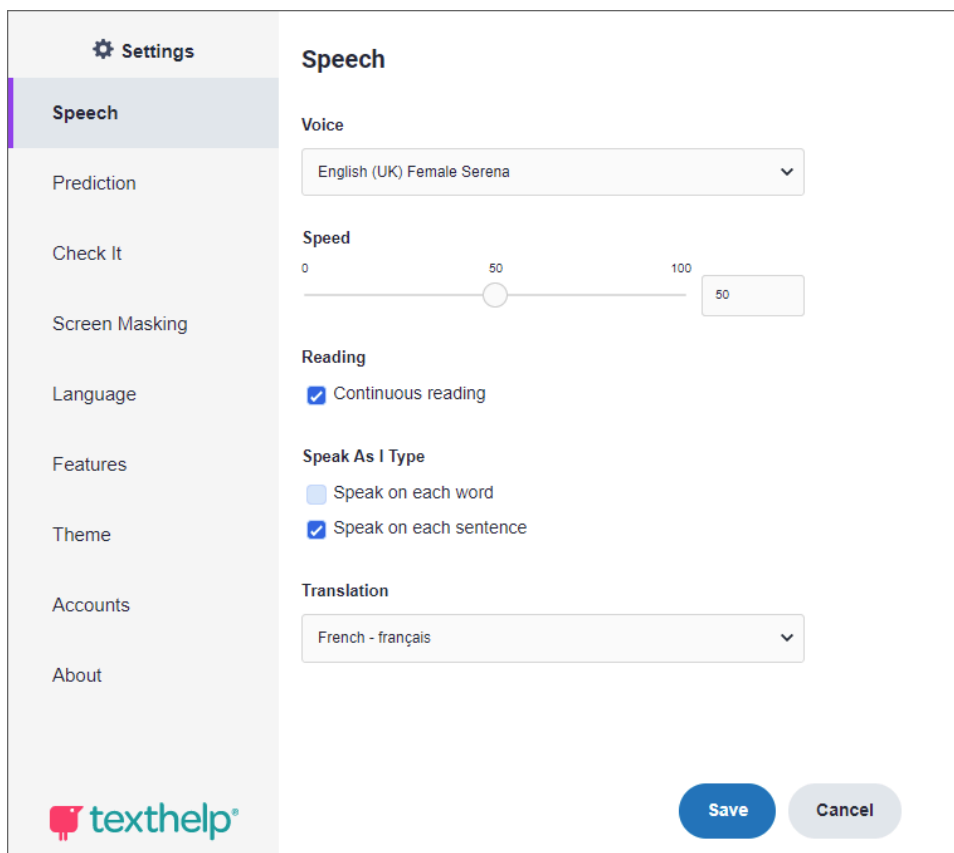
3. Select a different voice from the **Voice** dropdown list.

   The list contains all the voices available to you, starting with high quality Read&Write voices and ending with voices from Microsoft and Google.

   Each voice has an associated language, for example "UK English Daniel" and "French Audrey". For best results, you should always select a voice that matches the language of the text that it will be reading.

4. Use the **Speed** slider to change reading speed.

5. Click **OK** to save changes and close the Settings window.

6. To test the new voice, select some text and **Play** .

7. Repeat the above steps until you find a voice that you like and a speed that suits you.

   Note: Remember that you can change reading speed at any time. For example, if you are reading complicated or difficult material, you may want to slow it down. Alternatively, if you are skimming through a lot of familiar text, you may want it to be read more quickly.

What else can you do?

Read&Write's Speech settings enable you to have your text read aloud to you as you type – either as you finish each word or each sentence. This is great for confirming that you have typed the words that you intended and for reviewing sentences as you write them.

3. Screenshot Reader

In most cases you can simply use the **Play** ▶ or **Hover Speech** 💬 features to have the text in a document or web page read to you. However, there are instances where the text is "inaccessible", that is, it cannot easily be read by Read&Write.

Examples of inaccessible text include text in images, diagrams, or videos, as well as text encoded in a web page in such a way that it cannot be selected or processed normally. To read inaccessible text on a web page, you need to use the Screenshot Reader.

For more details, see the [Screenshot Reader feature tour](#).

Exercise 1. Using the Screenshot Reader

In this exercise, you'll learn how to read inaccessible text from images.

1. Open Google Chrome and navigate to the Wikipedia page we used in previous exercises:

   https://en.wikipedia.org/wiki/International_trade

2. Click 🧩 to open the Read&Write toolbar.

3. Look at the top left corner of the page, where there is a Wikipedia logo. This is an example of text that is encoded in a picture, rather than as characters.

   Note that you may need to move the Read&Write toolbar out of the way before you can see the Wikipedia logo.

4. Click **Screenshot Reader** 📷 on the Read&Write toolbar.

   The Screenshot Reader requires its own extension to be installed. If the

extension isn't installed, you will be prompted to install it from the Chrome Web Store. Install the extension, refresh the Wikipedia page, and try again.

Note: After Screenshot Reader is installed, you can click its 🐦 icon, at the top right of your Chrome window, to access it directly. You may need to pin the Screenshot Reader to your toolbar, like we did for the Read&Write extension previously, in the *Starting Read&Write* exercise.

5. The pointer changes to a crosshair ✛.

6. Click and hold your left mouse button at the top left corner of the "Wikipedia" text, just below the logo, and drag out a rectangle to the bottom right corner of the text.

   After a moment, Read&Write reads the text aloud, with highlighting, and some icons appear at the bottom right and top right of the box:

   You can use these icons to play, pause, or stop reading, to copy all the text in the box to the clipboard, or to close the Screenshot Reader.

7. Was the text read aloud correctly? If not, zoom in and try again. The bigger the text, the easier it is for the Screenshot Reader to read.

8. You can use the Screenshot Reader with all sorts of websites. It's great for Google Maps, for example. Try it!

4. Audio Maker

Read&Write's Audio Maker can quickly and easily convert text to an MP3 audio file. You can then copy the MP3 to a mobile audio device, for example an iPod or smartphone, and listen to it whenever and wherever you want – while taking a walk, for example, or on a bus.

For more details, see the Audio Maker feature tour.

Exercise 1. Converting text to an MP3 audio file

In this exercise, you'll learn how to convert a passage of text to an MP3 audio file.

1. Open Google Chrome, navigate to a website, and make sure that the Read&Write toolbar is visible.

   We recommend that you use something with a realistic amount of text, for example a Wikipedia page, a news article, or one of your Google Docs documents.

   For example, you could return to the Wikipedia page we used previously:

   https://en.wikipedia.org/wiki/International_trade

2. Select a passage of text and then click **Audio Maker** on the Read&Write toolbar.

   The Audio Maker button shows a progress bar while Read&Write processes the text. For long passages of text, this can take a while.

When complete, the text is saved to your Downloads folder as "AudioMaker.mp3", with a notification bar appearing at the bottom of your Chrome window:
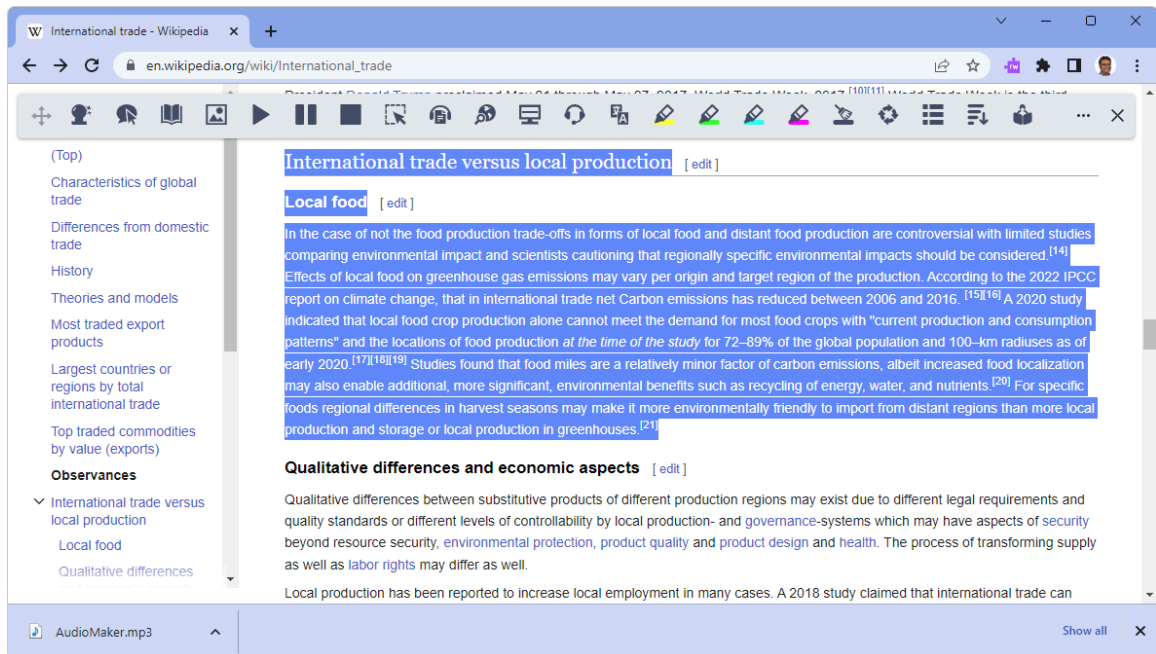
Note: Subsequent audio files are saved as "AudioMaker (1).mp3", "AudioMaker (2).mp3", and so on.

3. Click **AudioMaker.mp3**, in the notification bar at the bottom of your Chrome window, to play it on your default media player.

    The selected text is recorded using the voice and speed specified in Read&Write's Speech settings. If there are images in the selection, their alt text is included in the recording.

4. Open your **Downloads** folder.

    If the notification bar is still visible, click the arrow next to the audio file's name and select **Show in folder**.

Otherwise, press **Ctrl+J** to open Chrome's Downloads list, find the audio file, and then click its **Show in folder** link.

5. Find **AudioMaker.mp3** in your Downloads folder.

   You can rename the audio file to something more meaningful and then copy it to your iPod, smartphone, etc.

5. Check It

Check It is Read&Write's proofreading tool. It checks for spelling, grammar, capitalisation, punctuation, and confusable word errors.

For more details, see the [Check It feature tour](#).

Exercise 1. Using Check It

In this exercise, you'll learn how to use Check It with Google Docs.

1. Create a new Google Docs document, and make sure that the Read&Write toolbar is visible.

2. Copy or type the following text into your document:

   According to the econmist's view, a country sells exports only in order too enjoy more consomption of imports. Higher exports are not a gain in the true since. They imply that someone else is enjoying goods produced at home. They are benefical to a country only to the extent that they enable it's citizens to consume more imports - now, or sometime in the future.

   Note: The above text contains deliberate mistakes which we will correct in this exercise, so you must copy it *exactly*.

3. Google Docs will flag some of the deliberate mistakes as incorrect, with red wavy underlines. Note the words that Google Docs flags.

4. Click **Check It** ⊘ on the Read&Write toolbar.

   Read&Write checks the text in your document and flags any possibly incorrect words with a purple underline.
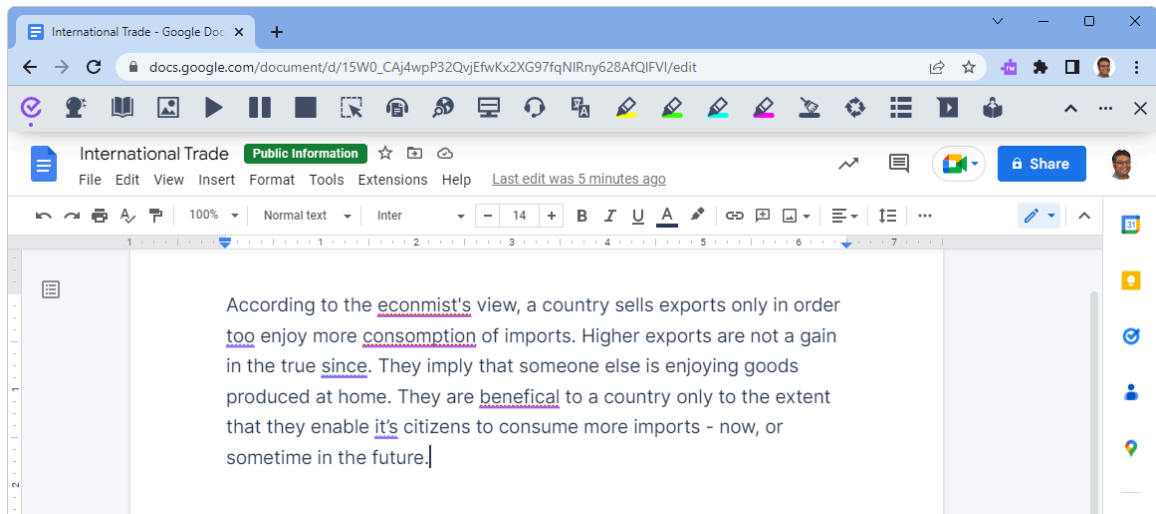
The button is now highlighted ![icon] to show that Check It is active.

Are there any differences between the words flagged by Google Docs and Read&Write?

5. Click the word **econmist's**, using the left mouse button. The Check It menu appears:
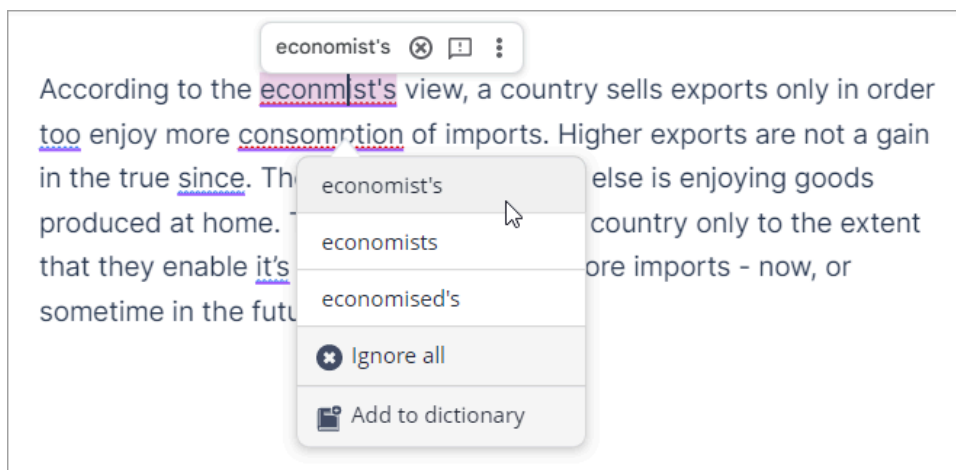
6. Click **economist's** to make the correction.

7. Repeat the previous steps to correct all the mistakes in your document.

What else can you do?

You can use the **Add To Dictionary** option to add words to Read&Write's vocabulary. These can be reviewed using Read&Write's Check It settings.

Also in the Check It settings is an option for reading suggestions aloud when you hover your pointer over them in the Check It menu.

6. Prediction

Read&Write's Prediction feature provides a list of words that will complete the word that you're currently typing. It also tries to predict your next word.

For more details, see the [Prediction feature tour](#).

Exercise 1. Using Prediction

In this exercise, you'll learn how to use Prediction to help you write words and sentences.

1. Create a new Google Docs document, and make sure that the Read&Write toolbar is visible.

2. Click **Prediction** on the Read&Write toolbar.

   The button is highlighted to show that Prediction is active.

3. Type the following text into your document:

   This is an ex

4. See how the Prediction window, just below your text, starts predicting words for you?

   As you type the "ex", you'll see a list of words beginning with "ex":
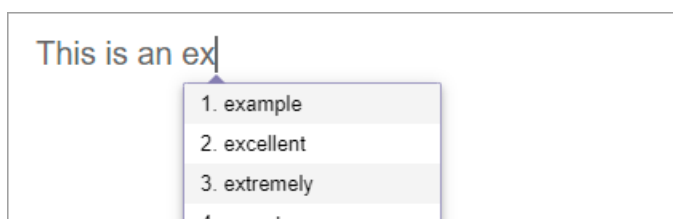
5. Hover over one of the predicted words with your mouse pointer.

    The pointer changes into a hand and Read&Write reads the word aloud.

6. Click on the word **excellent**.

    Read&Write inserts the word "excellent" into your text, followed by a space, and then predicts the next word.

7. Next, we'll use the keyboard. Is the word "example" in the Prediction window? What number is next to it? Hold down Ctrl and press that number, for example **Ctrl+2**.

    If your Prediction window does not contain "example", start typing it out and see if it appears.

    You can choose words quickly using Ctrl+[number]. For example, a few steps ago, you could have used **Ctrl+1** instead of clicking **excellent** with your mouse.

8. Complete the sentence as follows, using prediction as much as possible:

    This is an excellent example of word prediction.

9. Write the following sentence, using prediction as much as possible:

    Read&Write's Prediction window helps you write sentences without making spelling mistakes.

10. Which words did you have to type out manually? How soon did the correct words appear in the Prediction window?

11. Write some more sentences to get used to working with Prediction.

What else can you do?

Read&Write's Prediction settings enable you to configure how the Prediction window behaves. Options include the number of results it shows, its text size, and whether it should follow the cursor or remain in a fixed place.

There are also options for reading prediction suggestions aloud when you hover your pointer over them, and whether you want Read&Write to predict your next word.

7. Dictionaries

Read&Write includes a talking dictionary, which will read out words and definitions to you, and a picture dictionary, which includes pictures for many common words.

You can keep one or both of these dictionaries open as you work, so you always have accessible reference materials available.

For more details, see the [Dictionary and Picture Dictionary feature tour](#).

Exercise 1. Using the talking dictionary

In this exercise, you'll learn how to use Read&Write's talking dictionary.

1. Open a document in Google Docs, and make sure that the Read&Write toolbar is visible.

2. Click a word to position the cursor in that word.

3. Click **Dictionary** 📖 on the Read&Write toolbar.

   The Dictionary window appears, showing definitions of the current word:

   According to the economist's view, a country sells exports only in
   order to enjoy more consumption of imports. Higher exports are not a
   Dictionary ✕ ly that someone else is enjoying
   are beneficial to a country only to the
   ▶ **country** is to consume more imports - now, or

   ▶ **Noun:** An area of land that is
   governed by its own rules etc.;
   Which country do you live in?

   ▶ **Noun:** An area of land outside of a
   city with fields and farms etc.; We
   are going to our house in the
   country for the holidays.

   ▶ **Noun:** a politically organised body

You can drag the Dictionary window to any position within the Chrome window.

4. Click the ▶ button next to one of the definitions.

   Read&Write reads the definition aloud, with highlighting.

   You can also have the word itself read out to you, so you can check how it is pronounced.

5. Click one of the other words in your document.

   See how the Dictionary window updates itself to show definitions of the new word?

   You can leave the Dictionary window open while you work. This makes it quicker to find definitions, especially if you use it a lot.

6. Use your mouse to select a two-word phrase, such as *United States* or *mobile phone*.

   The Dictionary window updates to show the whole phrase and its meaning, if available.

   Note: Selecting words or phrases using your keyboard (rather than the mouse) will not update the Dictionary window. If you select three words or more, the Dictionary window will only show the first word in your selection.

7. Click ✖ to close the Dictionary window.

![texthelp logo]

Exercise 2. Using the picture dictionary

In this exercise, you'll learn how to use Read&Write's picture dictionary.

1. Open a document in Google Docs, and make sure that the Read&Write toolbar is visible.

2. Click a word to position the cursor in that word.

3. Click **Picture Dictionary** ![picture icon] on the Read&Write toolbar.

   The Picture Dictionary window appears, showing symbols or images that represent the current word:
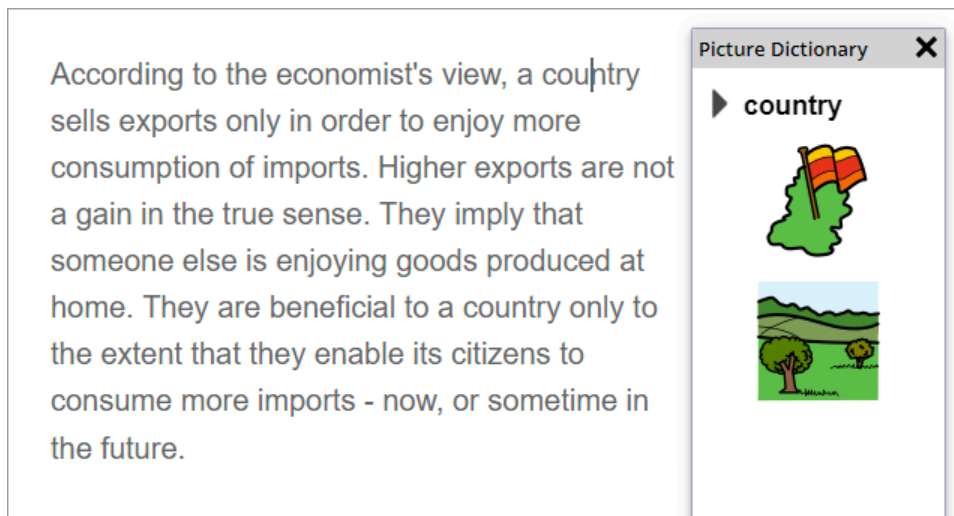
This can be really useful for users who are studying in their second language.

You can drag the Picture Dictionary window to any position within the Chrome window.

Note: While some words have multiple pictures available, others will not have a picture at all. In this exercise, if the current word does not have any pictures, try another word instead.

4. Click the ▶ button next to the word at the top of the Picture Dictionary window.

   Read&Write reads the word aloud, so you can check how it is pronounced.

5. You can insert pictures into your document. Click on an image in the Picture Dictionary window, hold down the left mouse button, and drag the image into your document.

   This can be useful when preparing study materials, for instance.

6. Click one of the other words in your document.

   See how the Picture Dictionary window updates itself to show definitions of the new word?

   You can leave the Picture Dictionary window open while you work. This makes it quicker to understand words, especially if you use it a lot. You can also have both the Dictionary window *and* the Picture Dictionary window open at the same time, for extra assistance while you write.

   Note: Like the talking dictionary, Read&Write's picture dictionary supports two-word phrases such as *United States* and *mobile phone*. If Read&Write cannot find a picture for the selected phrase, it will try to find one for its first word instead.

7. Click ✖ to close the Picture Dictionary window.

8. Web Search

Read&Write can perform quick web searches, helping you to look up subjects related to the current document without getting distracted.

For more details, see the Web Search feature tour.

Exercise 1. Using the web search tool

In this exercise, you'll learn how to use the web search tool.

1. Open a document in Google Docs, and make sure that the Read&Write toolbar is visible.

2. Click a word to position the cursor in that word.

3. Click **Web Search** on the Read&Write toolbar.

   Read&Write opens a new tab and searches for the current word, using your default search engine.

   Web Search also works this way in Microsoft Word Online and Google Slides – you can simply click the button to find out more about the current word. In other websites, however, you have to select the word first.

4. Go back to your Google Docs document and select a phrase containing two or three words.

5. Click **Web Search** again.

   This time, Read&Write searches for the whole of the selected phrase.

9. Translator

Read&Write can translate text into a second language, and then read that translation aloud using a suitable voice.

For more details, see the [Translator feature tour](#).

Note: This section assumes that you have both your computer and Read&Write set up to use English. If you use a different language, you should still be able to follow the exercise using that language instead.

Exercise 1. Translating text into a second language

In this exercise, you'll learn how to translate text from English into French.

1. Open a document in Google Docs, and make sure that the Read&Write toolbar is visible.

2. Click a word to position the cursor in that word.

3. Click **Translator** on the Read&Write toolbar.

    The Translator window appears, showing possible translations of the current word. By default, Read&Write translates from English into French:
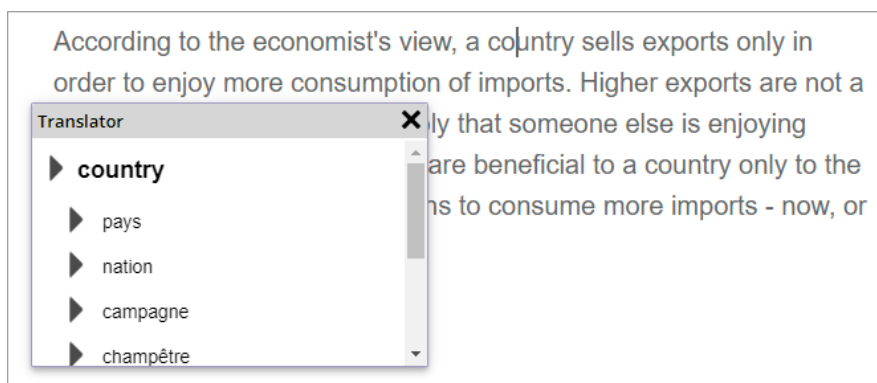
You can drag the Translator window to any position within the Chrome tab.

You can leave the Translator window open while you work. You can also keep the Dictionary or Picture Dictionary window open alongside it.

4. Click the ▶ button next to one of the translations.

    Read&Write reads the translation aloud, using its default French voice.

    You can also have the original English word read out to you, so you can check how it is pronounced.

5. Click one of the other words in your document.

    See how the Translator window updates itself to show translations of the new word?

    Note: In Google Docs, Read&Write translates a word as soon as you click on it. In most websites, you need to select the whole word instead.

6. Click ✖ to close the Translator window.

What else can you do?

It's easy to change the *translation* language in Read&Write's Speech settings. If you select Spanish, for example, it will translate from English to Spanish (rather than French), and use a Spanish voice to read translations aloud.

The Language settings also enable you to specify Read&Write's *primary* language (the language it translates from, which is also the language that it uses for reading aloud) and its *features* language (the language used by its user interface).

For more details, see the Using Multiple Languages feature tour.

10. Screen Masking

Read&Write's Screen Masking applies a tint to your Chrome window. It can also provide a *reading light* or *reading underline* – a light band or dark line that moves with your pointer and helps you keep your place on the screen.

This can be an "easy fix" for many users. For example:

- A colored tint, often but not always blue, can help users with Irlen Syndrome to read text on their screen.

- A reading light or underline can help users who are easily distracted, as they can focus on just a small portion of the screen and keep their place.

For more details, see the [Screen Masking feature tour](#).

Exercise 1. Using Screen Masking

In this exercise, you'll learn how to use Screen Masking.

1. Open Google Chrome, navigate to a website, and make sure that the Read&Write toolbar is visible.

2. Click **Screen Mask** on the Read&Write toolbar.

   The button is highlighted to show that Screen Masking is active. By default, a gray tint is applied to the whole of the Chrome window, with a narrow white *reading light* that moves with your pointer.

3. Move your mouse up and down the website and see how the reading light follows it:
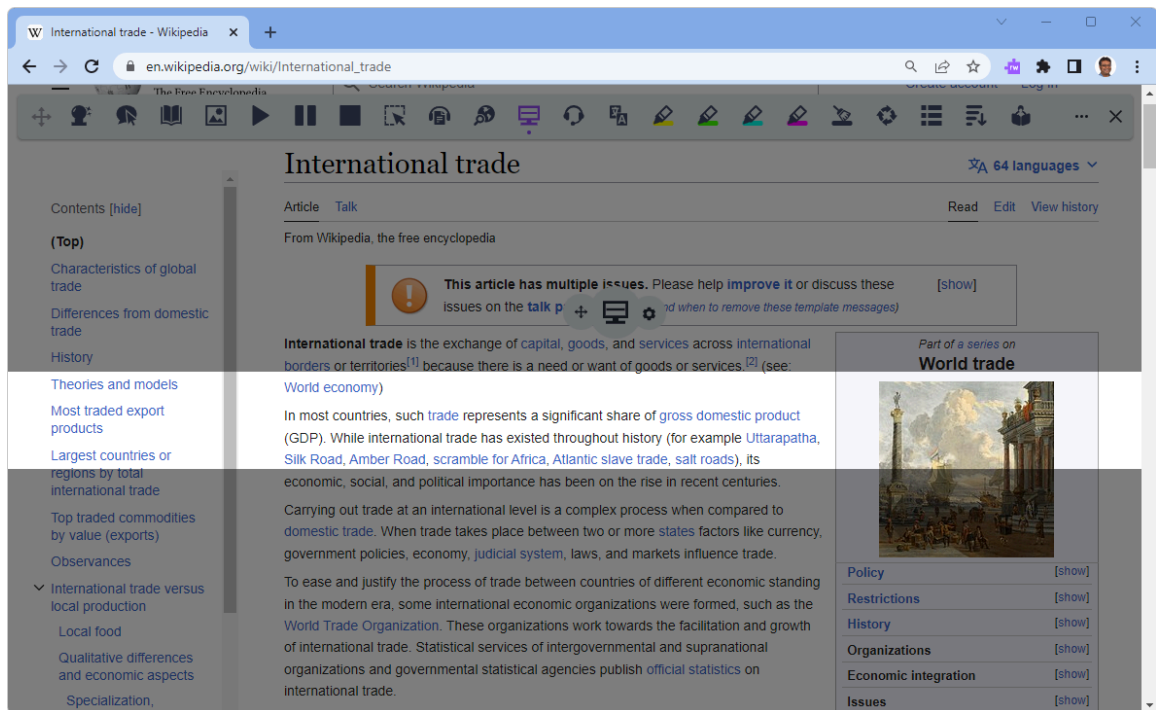
4. If the website has any active features or links, try clicking them. What happens?

   You can use websites as normal while Screen Masking is active. However, if you leave the current web page, you need to turn it on again.

5. Look around your Chrome window. Can you see the Screen Masking controls?

6. Click to open the Screen Masking settings.

The Screen Masking page of Read&Write's Settings window includes options for background and reading light color, opacity, and reading light height:
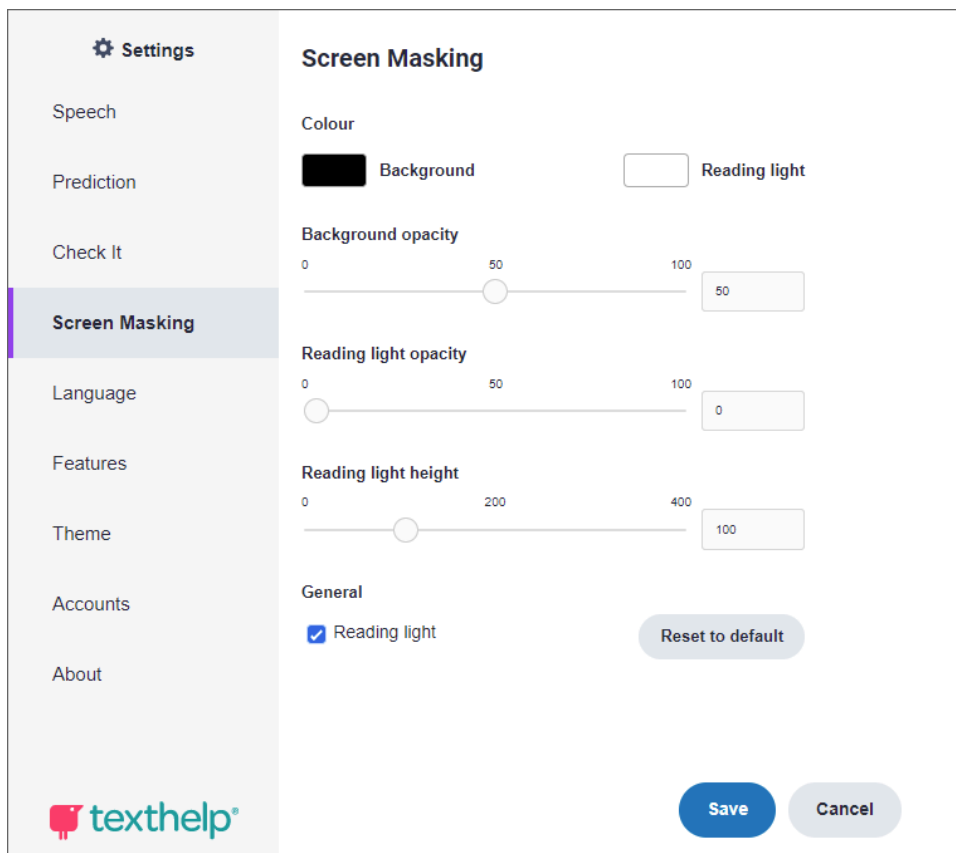
7. Try changing some of the settings. See how the changes are applied instantly?

8. When you have found a setup you like, click **Save** to close the Settings window.

Many users like either a pale blue tint (without a reading light) or a thin black reading underline (without any tint).

9. Finally, click , either in the Screen Masking controls or on the Read&Write toolbar, to turn off Screen Masking.

11. Talk&Type (Dictation)

Read&Write's Talk&Type feature enables you to dictate text directly into Google Docs, Google Slides, or any other website where you can enter text. You can use your voice to perform a Google search, for instance, to write a Facebook status, to fill out an insurance quote, and much more.

For more details, see the [Talk&Type feature tour](#).

Note: Dictation works best with a high-quality microphone or headset. If your headset has an adjustable microphone, try to position it 2–3 cm from the corner of your mouth. Do not position it directly in front of your mouth as it will pick up breathing noises which may interfere with your dictation.

Exercise 1. Dictating text into Google Docs

In this exercise, you'll learn how to dictate simple text and punctuation into Google Docs.

1. Create a new Google Docs document, and make sure that the Read&Write toolbar is visible.

2. Click **Talk&Type** on the Read&Write toolbar.

3. If prompted, you must allow Google Docs to access your microphone.

   The Talk&Type button is highlighted to show that it is active. A red microphone icon appears near the top left of the Chrome window.

   This icon shows that the microphone is active. While you dictate, the icon turns entirely red and "pulses" with gray circles around it.

4. Dictate the following text:

   According to some economists, a country sells exports only in order to enjoy more consumption of imports

5. Did Read&Write recognize your dictation correctly?

According to some economists a country sells exports only in order to enjoy more consumption of imports
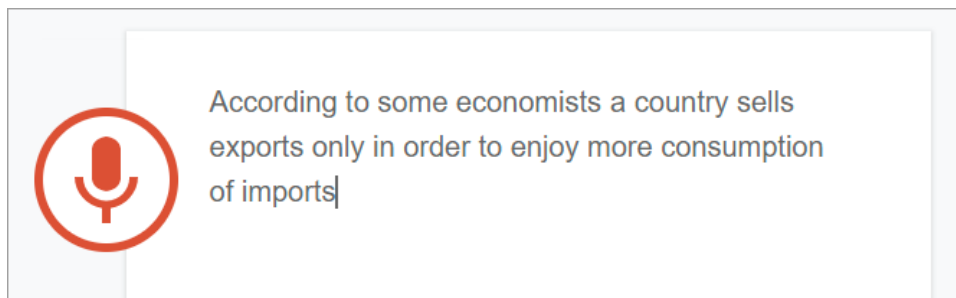
If some of the words are wrong, you can correct them easily using your keyboard.

Even if all the words were correct, Read&Write might not have automatically inserted the comma after "economists". In Google Docs, you can insert basic punctuation by saying *comma*, *period*, and so on. You can also use simple dictation commands. We'll try those next.

6. Check that your microphone is still active, and dictate the command *new paragraph*.

   Has Read&Write inserted a carriage return and moved the cursor to the next line?

7. Next, dictate the following text:

   International trade is the exchange of capital comma goods comma and services across international borders or territories period

   Note that you must dictate the text exactly as it says above, including the terms *comma* and *period*.

8. Check that the text appears as follows:
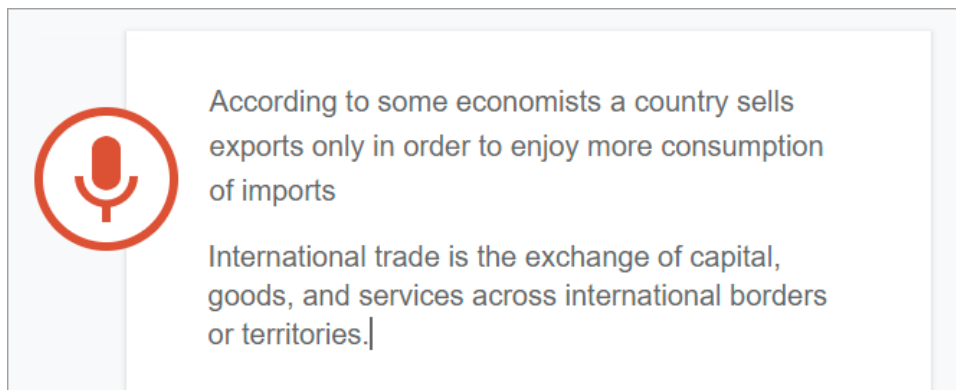
9. Did the commas and period work as expected?

If you see the text "period" at the end of the sentence, it is likely that your dictation language is not set to US English. Speakers of UK English, for example, use "full stop" instead.

To set the dictation language:

   a. Click the **red microphone icon**.

      Read&Write stops listening and the microphone icon turns black, becoming a small Microphone window instead.

   b. Click the drop down list at the top of the Microphone window and then select **English (US)**.

10. To end dictation, click either the **Talk&Type** button or the **red microphone icon**.

What else can you do?

You can also use Talk&Type to dictate text into other websites, including Microsoft Word Online, Gmail, Facebook, and Instagram.

In the previous exercise you inserted punctuation by dictating *comma* and *period*. Talk&Type supports a wide range of punctuation, including the following:

- Exclamation mark
- Question mark
- Colon
- Semi-colon
- Dash

You also used the *new paragraph* command. Voice commands can be used to select and format text, move around your document, and much more. These include:

- New line
- Undo
- Delete
- Move to end of paragraph
- Go to previous word
- Select [word or phrase]
- Select paragraph
- Bold

For a full list of punctuation and voice commands, say *voice typing help* while dictating into Google Docs.

Note: Punctuation and voice commands are only available in Google Docs, and then only in English. Punctuation marks also vary by dialect.

12. Voice Notes

You can use Read&Write to add short recordings, or *voice notes*, to a Google Docs document. These voice notes can be useful when collaborating on a document, or simply to make a quick note for yourself.

For more details, see the [Voice Notes feature tour](#).

Exercise 1. Adding a voice note

In this exercise, you'll learn how to record a short voice note and add it to a Google Docs document as a comment.

1. Open a document in Google Docs, and make sure that the Read&Write toolbar is visible.

2. Select a word or phrase.

   The comment will be added to the selection. If you do not select anything, it will be added to the current word, that is, the word that the cursor is in.

3. Click **Voice Note** on the Read&Write toolbar.

   A small Voice Note window appears in the middle of your Chrome tab:
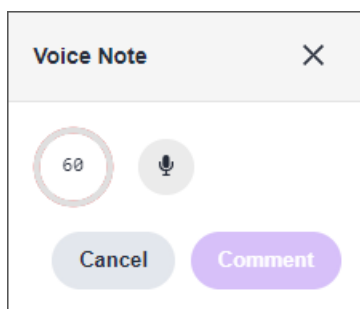
4. Click the **Microphone** button to start recording.

The Microphone button changes to a red Stop button and the timer starts counting down.
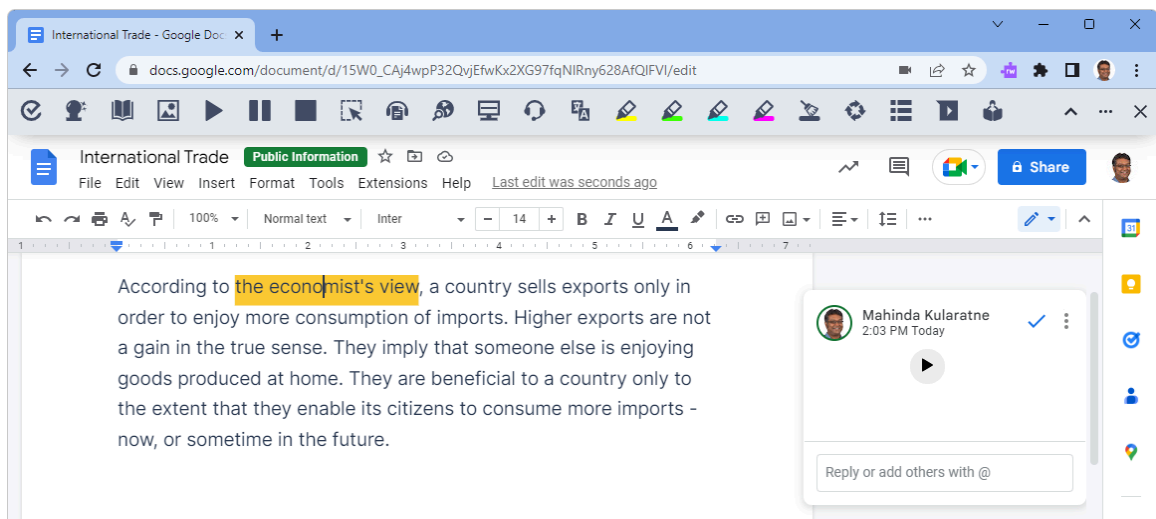
5. Record your voice note.

   You can record for up to a minute.

6. When you have finished your voice note, click **Stop** .

7. You can now click ▶ to check your voice note, or 🎤 to re-record it.

8. When you are happy with the voice note, click **Comment** to add it to your document.

   Read&Write saves the voice note and adds it as a comment against the text you selected at the start of this exercise:

Note: When you add a voice note to a document, it is saved to *Google Drive > My Voice Notes* in a folder specific to that document.

13. Highlighters

The Read&Write toolbar contains a set of highlighter buttons:

You can use these buttons to mark important information in a web page or Google Docs, and then collect it into a new document.

For more details, see the Collect Highlights feature tour.

Exercise 1. Collecting text

In this exercise, you'll learn how to highlight interesting text on a web page and then collate it into a new document.

1. Open Google Chrome, navigate to a website or document, and make sure that the Read&Write toolbar is visible.

    We recommend that you use something with a realistic amount of text, for example a Wikipedia page, a news article, or one of your Google Docs documents.

    For example, you could return to the Wikipedia page we used previously:

    https://en.wikipedia.org/wiki/International_trade

2. Select a sentence and then click **Highlight Yellow** on the Read&Write toolbar.

    Read&Write highlights the selected text in yellow.
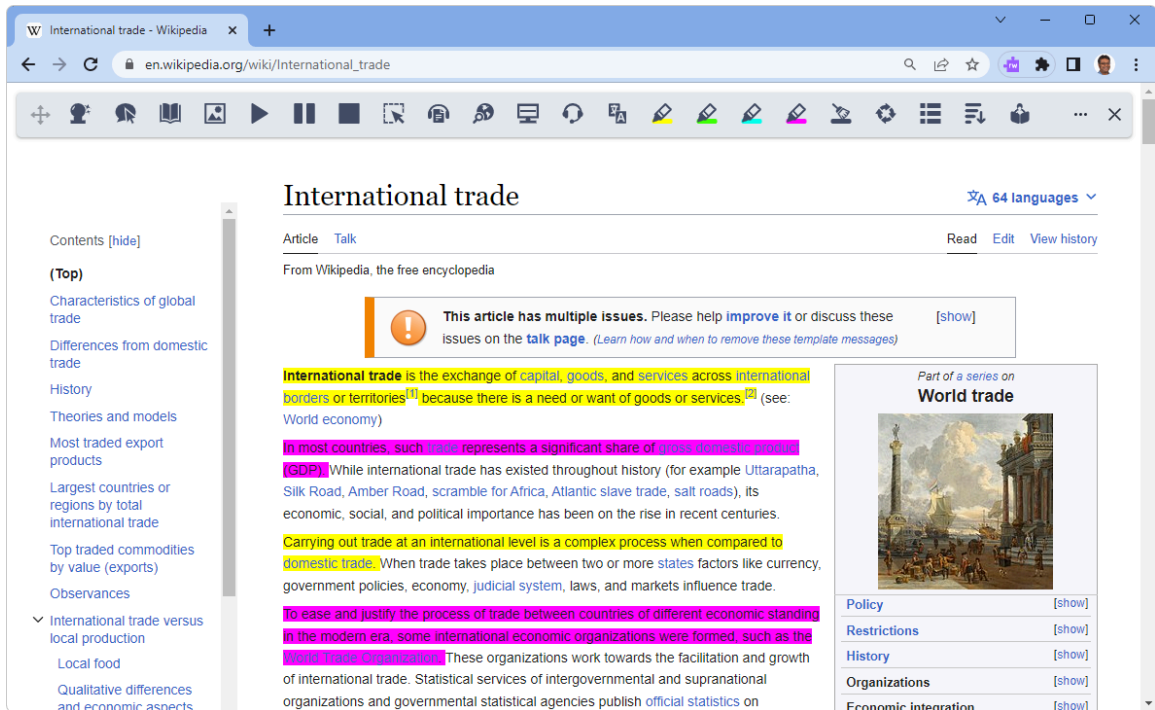
    Note how you have to select text first and then apply a highlight.

3. Select another sentence, but this time click **Highlight Pink** .

    Read&Write highlights the selected text in pink.

4. Highlight a third sentence in yellow, and then a fourth sentence in pink.

    At this point, your website or document may look like this:


5. Click **Collect Highlights** .

    The Collect Highlights dialog appears, enabling you to choose which colors to collect and how to sort them.

6. Choose to sort highlights by **Color**, make sure that the check boxes for both **Yellow** and **Pink** are selected, and then click **OK**.

Read&Write creates a new Google Docs document containing all your highlighted sections, and then opens it in a new tab:
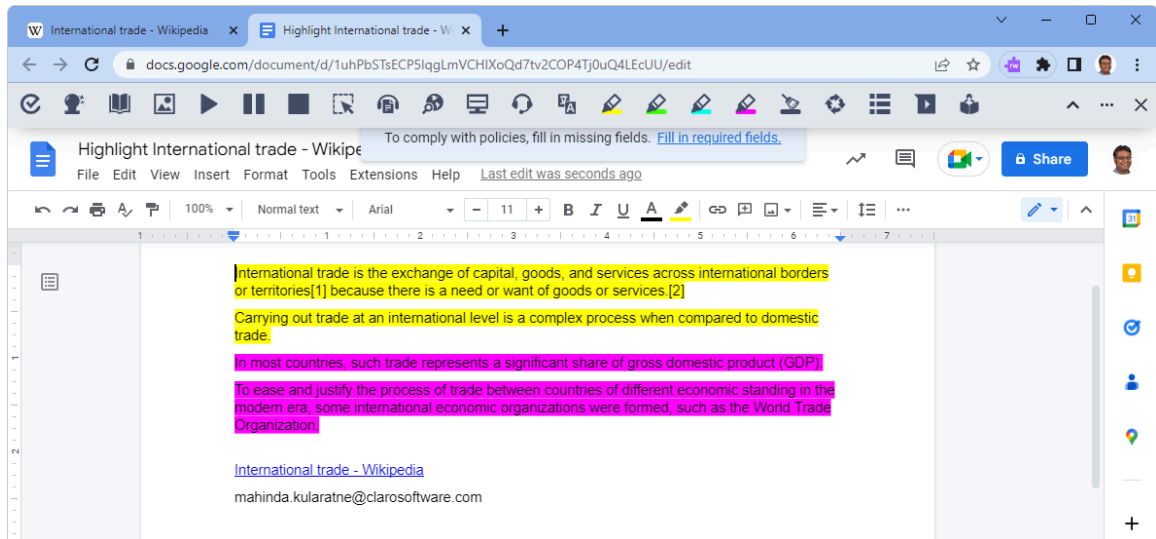
You can easily copy the highlighted text to a different document, for example an essay or report, or simply use the highlights document as your start point.

The document also includes a link to the original website. You can use this to help with your referencing.

Note: Highlights documents are saved to your Google Drive as *Highlights Untitled*. If you intend to keep a highlights document, you should rename it immediately.

14. Vocabulary Lists

You can use Read&Write to create *vocabulary lists* – documents containing words or phrases along with their dictionary definitions and symbols. Vocabulary lists can be useful learning aids or checklists for yourself or your students.

For more details, see the [Vocabulary feature tour](#).

Exercise 1. Creating a vocabulary list

In this exercise, you'll learn how to create a vocabulary list from highlighted words.

1. Open Google Chrome, navigate to a website or document, and make sure that the Read&Write toolbar is visible.

    We recommend that you use something with a realistic amount of text, for example a Wikipedia page, a news article, or one of your Google Docs documents.

    For example, you could return to the Wikipedia page we used previously:

    https://en.wikipedia.org/wiki/International_trade
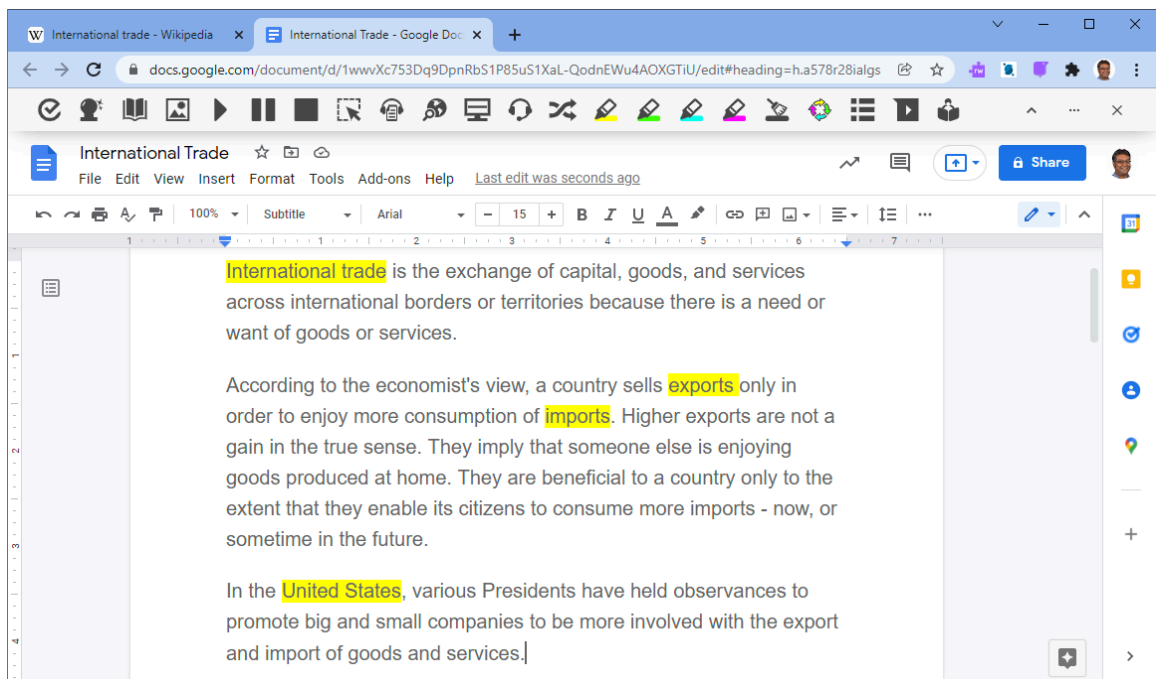
2. Select a word and then click **Highlight Yellow** on the Read&Write toolbar.

    Read&Write highlights the selected word in yellow.

3. Highlight a few more important words. It doesn't matter which colors you use.

   Note: If you are working in Google Docs, you can also select two-word phrases such as *United States* and *mobile phone*.

   At this point, your website or document may look like this:

7. Click **Vocabulary** .

   The Collect Vocab dialog appears, enabling you to choose which colors to collect.

8. Make sure that the check box for **Yellow** is selected, and then click **OK**.

   Read&Write looks up the highlighted words (or phrases) and generates a vocabulary list as a Google Docs document.

   Note that creating the vocabulary list may take a while.

9. Read&Write opens the vocabulary list in a new tab:
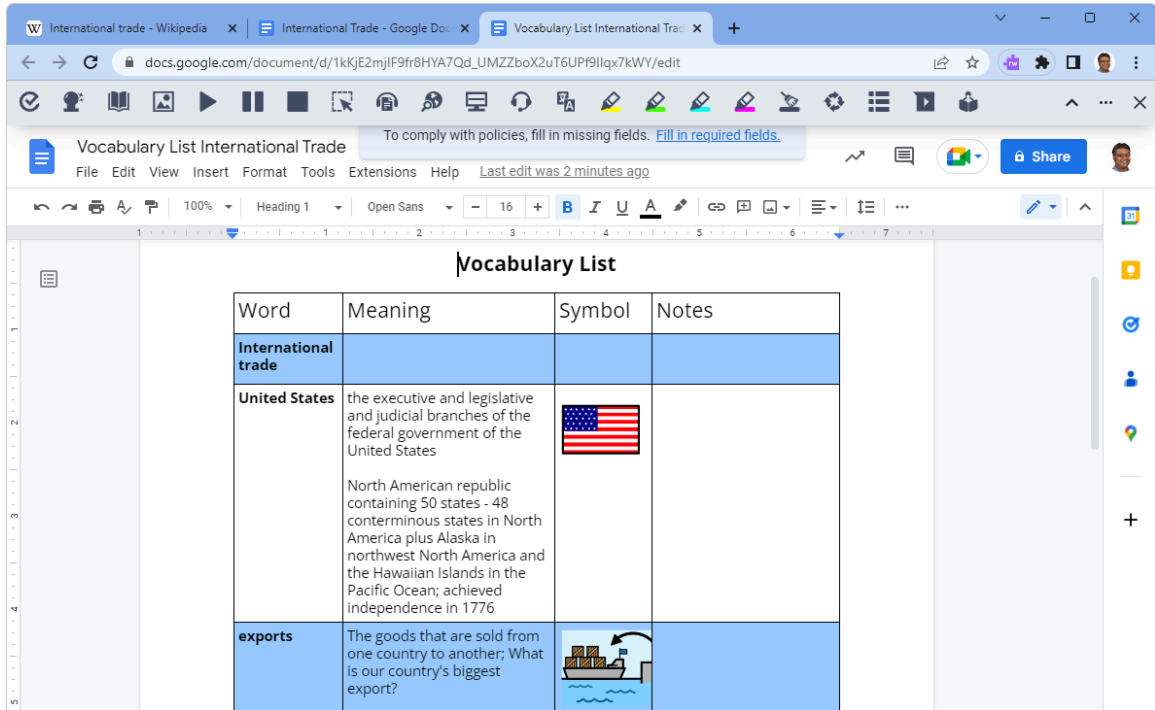
The vocabulary list contains columns for each highlighted word (or phrase), its meaning, and any relevant symbols. It also contains a blank Notes column for you to record your own notes about each word.

If a word or phrase has multiple meanings (or symbols), they will all be included. You can delete any meanings that are not relevant.

If Read&Write cannot find a meaning or symbol for a word or phrase, it will leave those columns blank so you can add your own.

While words and phrases are listed in alphabetical order, capital and lowercase items are treated separately. For example, *Alpha* and *Bravo* (capitalized) would both come before *apple* and *banana* (lowercase).

Note: Vocabulary lists are saved to your Google Drive as *Vocabulary List Untitled*. If you intend to keep a vocabulary list, you should rename it.

15. Simplify Page

Websites can often be complex and difficult to read, especially if you have to rely on a screen reader. A web page may also have distractions such as photos, advertisements, and many links to other places.

Read&Write's Simplify Page feature makes reading a web page easier by stripping out unnecessary formatting and other distractions. When viewing the simplified version of a web page, you can change text color, font, and line spacing, as well as using all of Read&Write's standard features.

For more details, see the [Simplify feature tour](#).

Exercise 1. Simplifying a web page

In this exercise, you'll learn how to simplify a web page.

1. Open Google Chrome, navigate to a website, and make sure that the Read&Write toolbar is visible.

   We recommend that you use something with a realistic amount of text, for example the Wikipedia page that we used previously:

   https://en.wikipedia.org/wiki/International_trade

2. Click **Simplify Page** on the Read&Write toolbar.

Read&Write processes the current web page and opens a simplified version of it in a new tab:
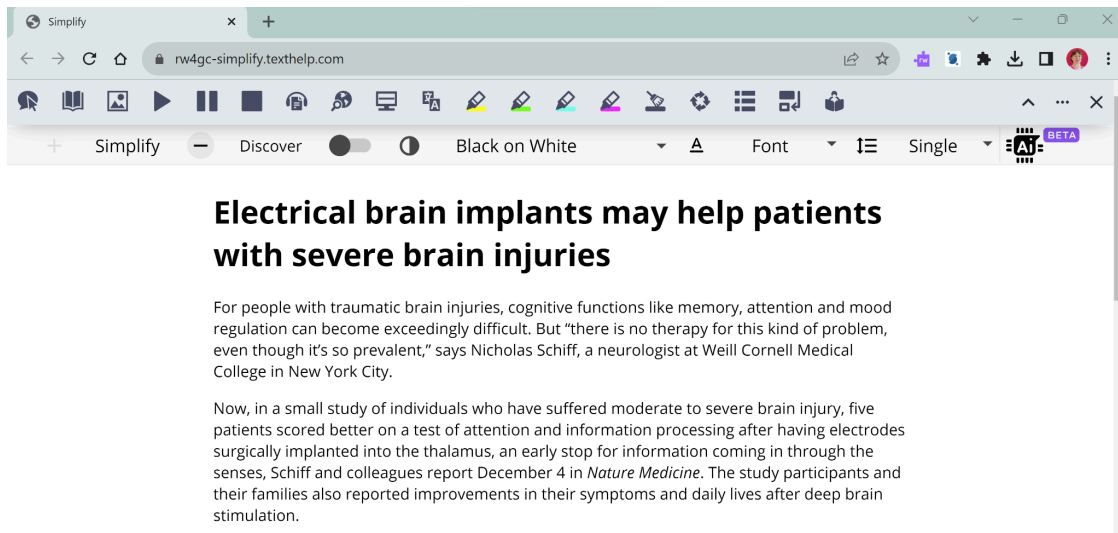
See how the simplified web page contains text that wasn't previously visible? Web pages often contain extra text hidden in menus, buttons, pictures, and so on. Some of this text may be important, for example the alt text used to describe images.

The simplified web page includes a Simplify toolbar, shown just below the Read&Write toolbar in the above screenshot. The Simplify toolbar contains features to make the web page even easier to read.

Of course, you can also use any of Read&Write's standard tools, such as text-to-speech, the talking dictionary, screen masking, and highlighters.

3. Click the ⊖ button, next to the word **Simplify** at the left of the toolbar.

   See how the text changes?

4. Use the ⊕ and ⊖ buttons to adjust the amount of text that is displayed.

Simplify the page too much and you may lose important text. Simplify it too little and there may be too much extra text getting in the way.

What level is best for your web page?

5. Click the **Discover** toggle.

   This feature attempts to find key words and phrases in your text and then provides pop-up definitions or articles to help explain them.

   Read&Write processes the web page and then underlines certain words and phrases in purple:
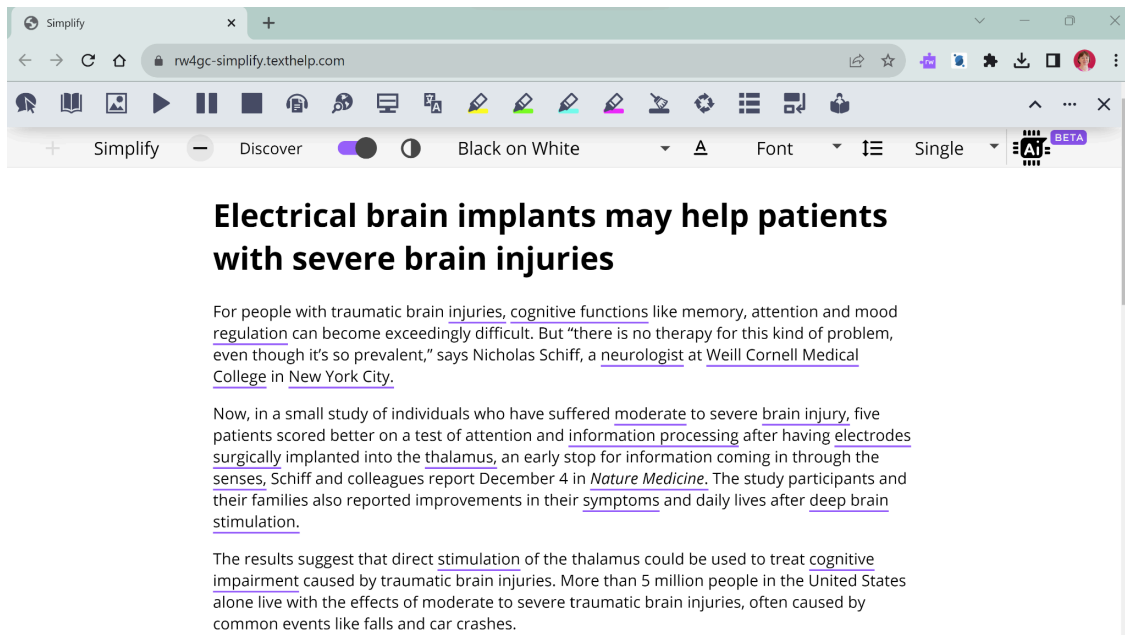
6. Click one of the purple-underlined words to see its definition.

7. Try using the other options to change text color, size, font, and line spacing.

8. Experiment until you find a setup that works for you.

   For example, you might find it easy to read double-spaced Lexend used in conjunction with a gray screen mask and bright reading light.

Remember that you can use all of Read&Write's standard features with the simplified web page.

find it easy to read double-spaced Lexend used in conjunction with a gray screen mask and bright reading light.

Remember that you can use all of Read&Write's standard features with the simplified web page.

9. Click **Ai BETA** on the Simplify toolbar.

Simplify Ai currently is a beta feature. Simplify Ai uses Open AI to rewrite the content using simpler vocabulary and sentence structure and displays the result:
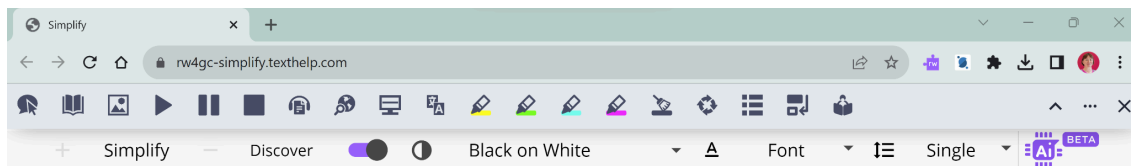
Electrical brain implants may help patients with severe brain injuries

A small study has found that direct stimulation of the thalamus, an early stop for information coming in through the senses, could help treat cognitive impairment caused by traumatic brain injuries. In the study, electrodes were surgically implanted into the brains of six patients, with the aim of restoring lost connections and improving cognitive function. After receiving stimulation for at least three months, patients decreased the time it took them to perform a test of attention and information processing by about a third on average. The results suggest that deep brain stimulation could be used as a therapy for cognitive impairment caused by traumatic brain injuries.

It's an easy way to get a basic understanding of the text.

10. Click **Ai BETA** again and it will return to the original simplified page.

16. Rewordify

Rewordify helps to make text easier to understand, by finding complex or difficult words on a page and replacing them with simpler words. It uses context to choose the relevant definition, or shows multiple options when helpful.   Rewordify works on the web, including websites, Learning Management Systems, email, and more.

Exercise 1. Using Rewordify

In this exercise, you'll learn how to simplify complex or difficult words within a webpage.

1. Open Google Chrome, navigate to a website, and make sure that the Read&Write toolbar is visible.

   We recommend that you use something with a realistic amount of text.

2. Click **Rewordify** on the Read&Write toolbar.

3. Look through the webpage and notice that some words and phrases appear in italics like the example below:

   Below the Colosseum was a *maze* of underground passages called the hypogeum. These passages allowed for animals, actors, and *sword fighters* to suddenly appear in the middle of the *performing area*. They would use trap doors to add in special effects such as scenery.

   A word or phrase that is in italics indicates that it has been replaced.

4. Hover your cursor over the word or phrase and a tooltip will appear to show the original word:

inexperienced people alike can figure

s mass o ...ateurs, inexperienced people
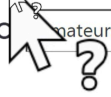
5. Click on the word or phrase to toggle between showing the original text, and the simpler rewordified text.

   Once changed the reworded text can be used with the other features in Read&Write for example when using Text to speech it will read the reworded text.

6. Return to the original text by clicking **Rewordify (On)** on the Read&Write toolbar.

texthelp®

17. Practice Reading Aloud

Read&Write's Practice Reading Aloud feature enables students to practice reading aloud. They can select text, listen to it, and then record themselves reading it. The recording can then be sent directly to a teacher for feedback.

For more details, see the [Practice Reading Aloud feature tour](#).

Exercise 1. Practicing reading aloud

In this exercise, you'll learn how to use Read&Write to practice your reading aloud.

1. Open a document in Google Docs, and make sure that the Read&Write toolbar is visible.

2. Select a paragraph of text, and then click **Practice Reading Aloud** on the Read&Write toolbar.

   Read&Write opens the selected text in a new Read Aloud tab:
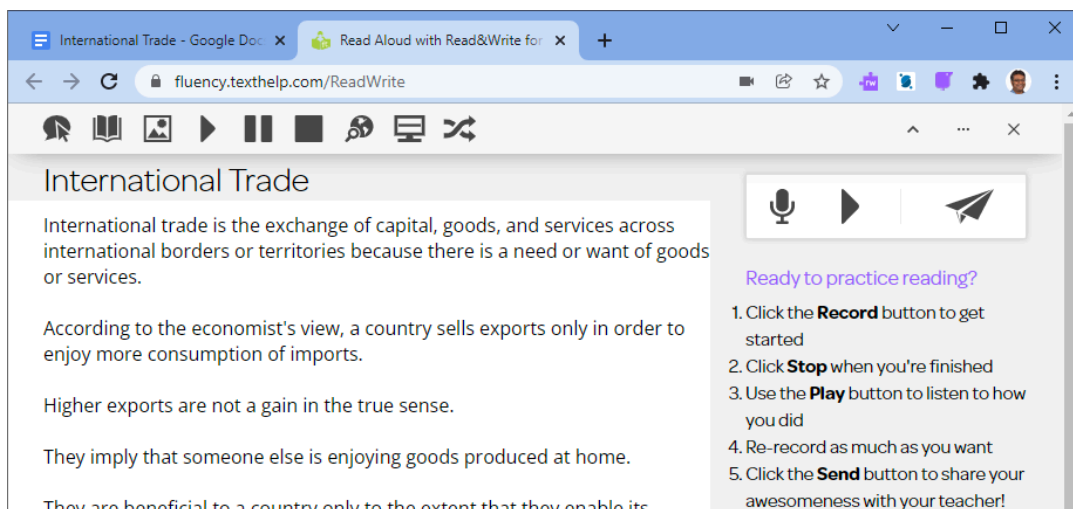
The selected text is shown in a simple font, with sentences separated to make reading easier.

A pane on the right hand side of the tab contains a small toolbar and instructions for recording your reading.

Remember that you can use Read&Write to help you – checking how the text should sound, for example, or using screen masking to help you focus.

3. When you are ready to begin reading, click the **Microphone** button and start reading the text aloud.

   The Microphone button turns red and the toolbar changes to include a Stop button and timer:

4. When you have finished reading, click **Stop** .

5. Read&Write saves the recording and the toolbar changes back to its original buttons:

6. Click **Play** to listen to your recording.

7. If you want to re-record the text, click the **Microphone** button and then start reading again.

8. When you are happy with your recording, click **Send** to send it to your teacher.

   Read&Write prompts you to enter your teacher's name or email address:
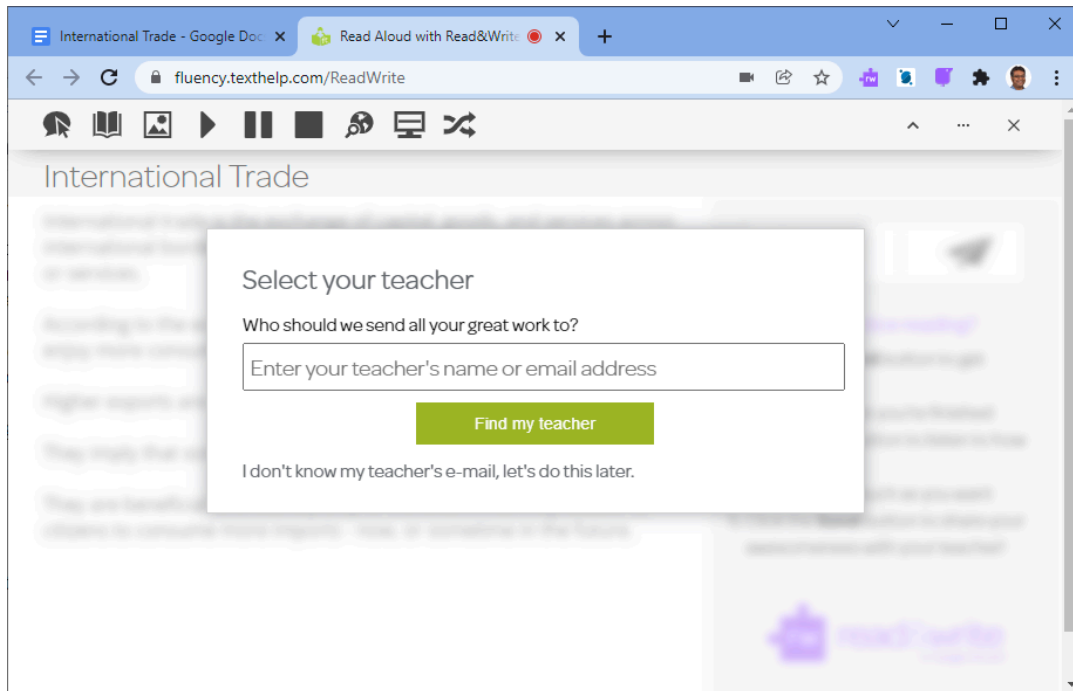
9. Enter your teacher's email address and then click **Find my teacher** to send them your recording.

   Note: If you use Google Classroom (or similar), you can just enter your teacher's name and Read&Write will attempt to find them.

10. Your teacher will be sent a link to a web page that contains your recording alongside the text that you read aloud.

Note: You can also use the Practice Reading Aloud feature with Microsoft Word Online, Google Slides, and many other websites. When using this feature with a standard web page, such as a Wikipedia article, you do not need to select any text – instead, Read&Write always shows the entire web page in the Read Aloud tab.

17. OrbitNote

OrbitNote enables you to open PDFs in Google Chrome and use the same accessibility features and study tools that you get with Read&Write – text-to-speech, dictionaries, screen masking, highlighting, and so on. You can also add text comments and voice notes.

For more details, see the [OrbitNote section of Texthelp Academy](#). This contains feature videos, installation instructions, learning materials (including the full *OrbitNote Training Guide*), and much more.

This section introduces you to the OrbitNote features that are available to users with a Read&Write license.

Premium OrbitNote

If you have a premium OrbitNote license *in addition to your Read&Write license*, you will have access to additional features. These include:

- **Annotating PDFs** – you can write, draw, and comment on PDFs. This can enable you to complete worksheets if you are a student, for example, or mark them if you are a teacher.

- **Scanning *inaccessible* PDFs** – if a PDF contains images of text, rather than actual words or characters, OrbitNote can make it *accessible*. You can then select text, have it read aloud, and so on.

- **Splitting and merging PDFs** – you can split PDFs into multiple smaller PDFs or combine multiple PDFs into one larger PDF. You can also remove and reorder individual pages.

See the *OrbitNote Training Guide* for details on using these premium features.

![texthelp]

Exercise 1. Starting OrbitNote and opening a PDF

The OrbitNote extension gives you quick access to OrbitNote from your browser.

In this exercise, you'll make sure that the OrbitNote extension is installed, learn how to open the OrbitNote dashboard, and then open a PDF.

1. Open Google Chrome and make sure that you are signed into your Google account.

2. Can you see the **OrbitNote** icon 🌑 in the Extensions area, at the top right of your Chrome window?
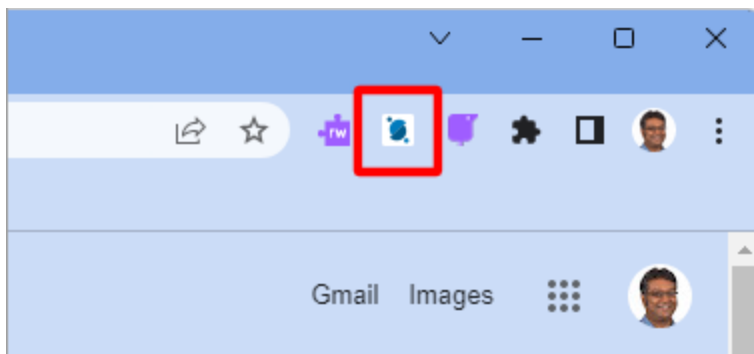
3. Can't see the 🌑 icon? Click the **Extensions** icon 🧩 and check whether OrbitNote is in your list of Chrome extensions. If it is, click 📌 to pin it to your toolbar.

4. If OrbitNote is not in your extensions list, install it from the Chrome Web Store.

5. Click the **OrbitNote** icon .

The OrbitNote dashboard opens in a new tab:
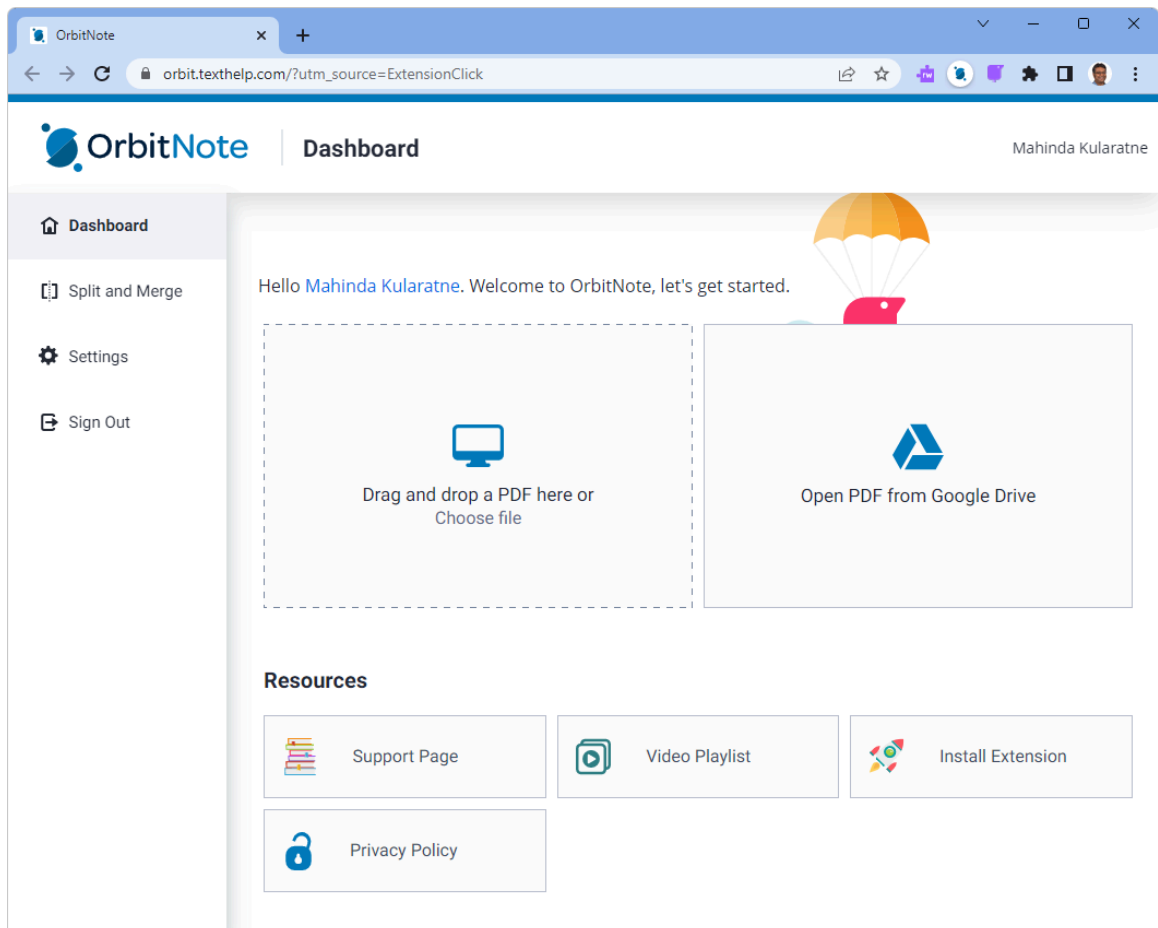
Note: You can also access OrbitNote's dashboard by navigating to https://orbit.texthelp.com. If you prefer to access OrbitNote this way, we recommend that you bookmark the dashboard for easy access.

6. Let's open a PDF using drag-and-drop. Find a PDF in Windows Explorer and drag it into the dashboard's **Drag and drop a PDF here or Choose file** area.
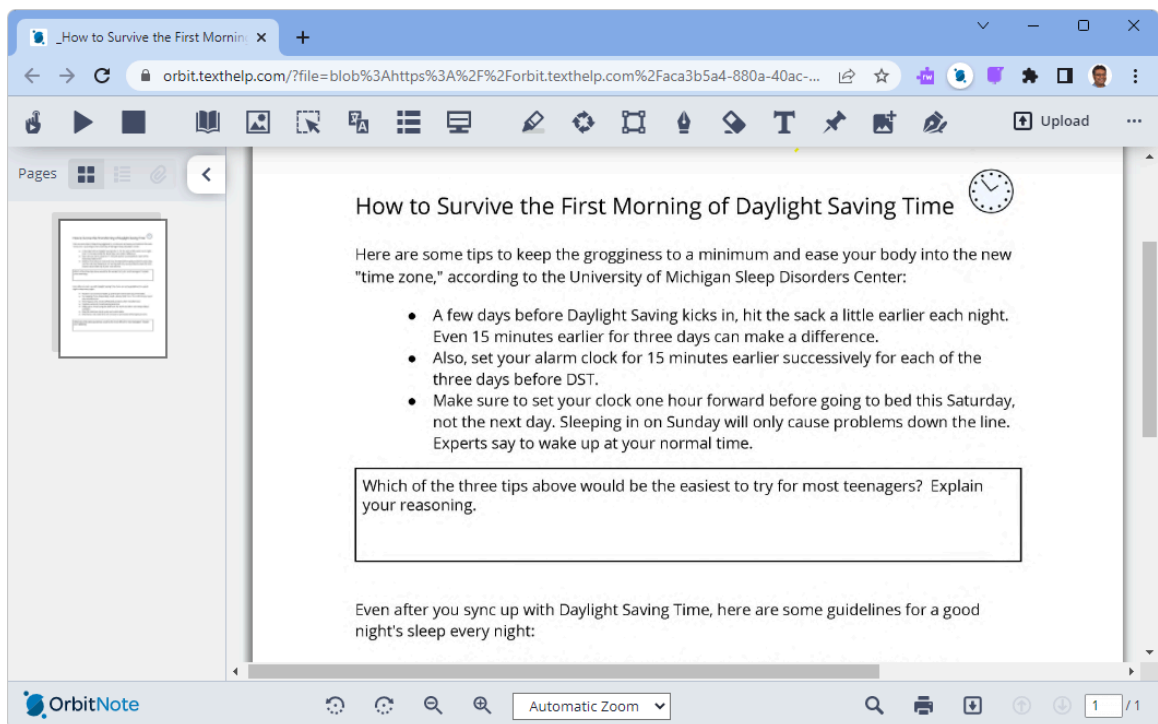
   OrbitNote opens the PDF in a new tab:
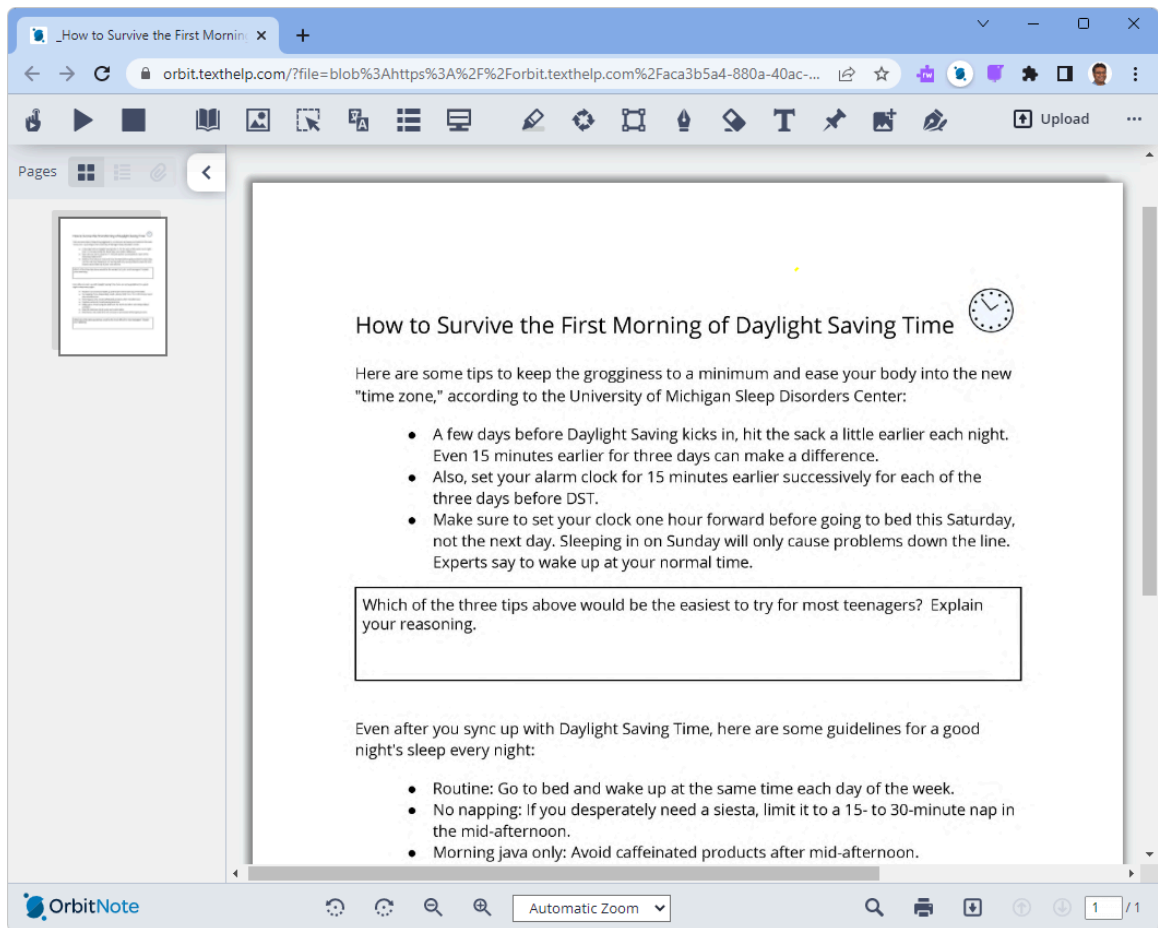
7. Leave the PDF open and proceed to the next exercise, where you'll learn about OrbitNote's user interface.

Exercise 2. Understanding OrbitNote

In this exercise, you'll learn about the different areas of the OrbitNote tab.

1. Open a PDF in OrbitNote, if you don't already have one open.

    The OrbitNote tab contains the following areas:

- **Pages pane** (left)

    This shows thumbnails of all the pages in your PDF. If the PDF has bookmarks, you can show those here instead. You can click a page or bookmark to jump directly to that point in the PDF.

    You can click to collapse this pane.

- **Document view** (right)

  The main pane of the OrbitNote tab shows the content of your PDF. This is also where you will see annotations, comments, and so on.

- **Main toolbar** (top)

  The main toolbar, at the top of the OrbitNote tab, contains several groups of features. We'll look at these in the next step.

- **Lower toolbar** (bottom)

  The lower toolbar, at the bottom of the OrbitNote tab, contains buttons and options that enable you to rotate pages, zoom in and out, search, print, or download the PDF, and navigate through its pages.

  Note: If you use Equatio with OrbitNote, its toolbar will appear just above the lower toolbar.

2. Look at the main toolbar, at the top of the OrbitNote tab.

   The main toolbar contains four groups of features. From left to right:

   - **Speech to text**

     Click these buttons to have text in your PDF read aloud, just like in Read&Write. We will look at these in the next exercise.

   - **Read&Write tools**

     These buttons all work just like their equivalents on the Read&Write toolbar.

- **Highlights and annotations**

The **Highlighting** and **Collect Highlights** buttons work just like their Read&Write equivalents.

The other buttons are all for adding (or removing) annotations – they are only available if you have a premium OrbitNote license.

- **Actions**
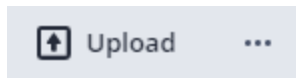
This area may include an action button, depending on the status of the PDF and what teaching software you use. For example, the **Upload** button saves a local PDF to your Google Drive, while Google Classroom users may see a **Classroom** or **Turn In** button, depending on whether they are teachers or students.

On the far right of the toolbar is the **PDF** menu . This enables you to access OrbitNote's settings, return to the dashboard, get help and support, and so on.

3. Leave the PDF open and proceed to the next exercise, where you'll learn how to read text aloud.

Exercise 3. Reading text aloud from a PDF

In this exercise, you'll learn how to read text aloud from a PDF.

1. Open a PDF in OrbitNote, if you don't already have one open.

2. Make sure that there is no text selected, and then click **Play**   .

    OrbitNote starts reading aloud from the start of the PDF, highlighting each sentence as it goes.

    The **Play** button   changes to a **Pause** button   .

    By default, OrbitNote continues to read from this point. If you want it to stop after each sentence instead, go to **Settings** > **Speech** and clear the **Continuous reading** toggle.

    Note: If OrbitNote does not start reading, you may have an *inaccessible* PDF, that is, a PDF that contains images of text rather than characters and words. If you have a premium OrbitNote license, you can use its Scan Text feature to make the PDF accessible. Otherwise, find an accessible PDF (where text can be selected, copied, and so on) and start the exercise again.

3. While text is being read aloud, click **Pause**   once to stop reading, and then a second time to resume reading.

    See how any highlighting remains visible while reading is paused?

4. Click **Stop**   . Reading stops and any highlighting disappears.

5. Select some text in the PDF and then click **Play**   .

    OrbitNote reads the selected text and then stops.

![texthelp logo]

Exercise 4. Adding a comment to a PDF

In this exercise, you'll learn how to add comments to a PDF.

1. Open a PDF in OrbitNote, if you don't already have one open.

   Note: OrbitNote will remember any annotations you make, so don't use an important PDF! Either make a temporary copy just for this exercise, or use a PDF that you don't mind altering.
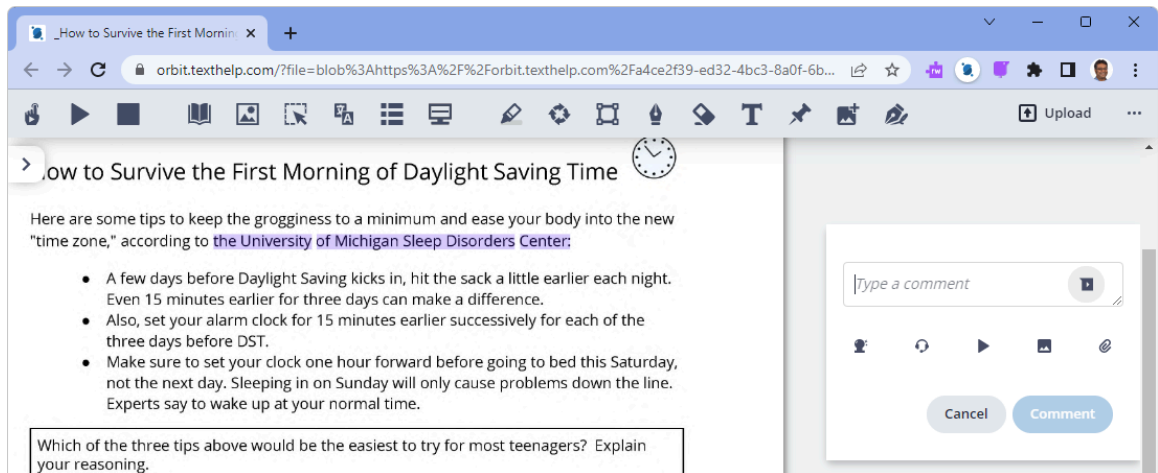
2. Select some text.

   See how a pink Comment icon appears to the right of the page?
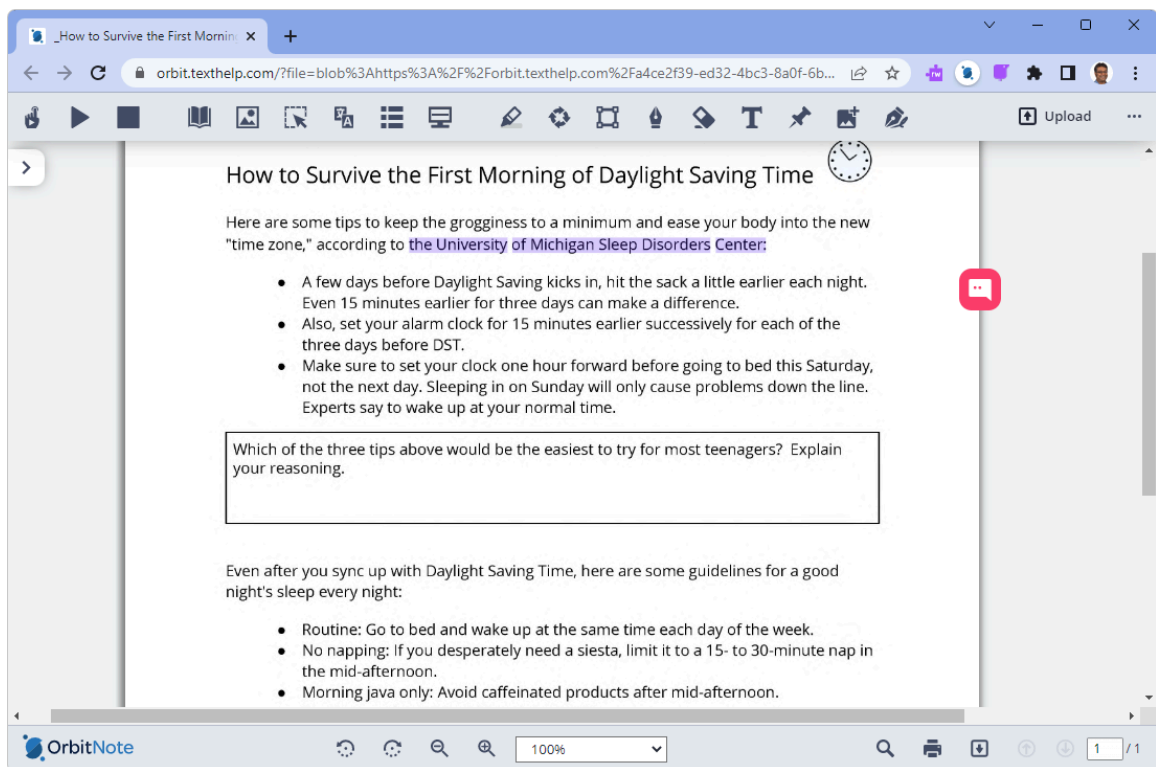
3. Click the **Comment** icon .

   A comment box appears:

   Note that you may have to scroll right to see the comment box properly.

   The comment box contains the following buttons:

   Record a voice note.

   Enable word prediction.

   Use Talk&Type to dictate text directly into the text box.

   Read aloud the contents of the text box.

   Insert an image from Google Drive.

   Attach a link to a file on Google Drive.

4. First, let's add a plain text comment. Type some text into the comment box, and then click **Comment** (in the bottom right corner of the comment box).

See how the text is saved as a comment?
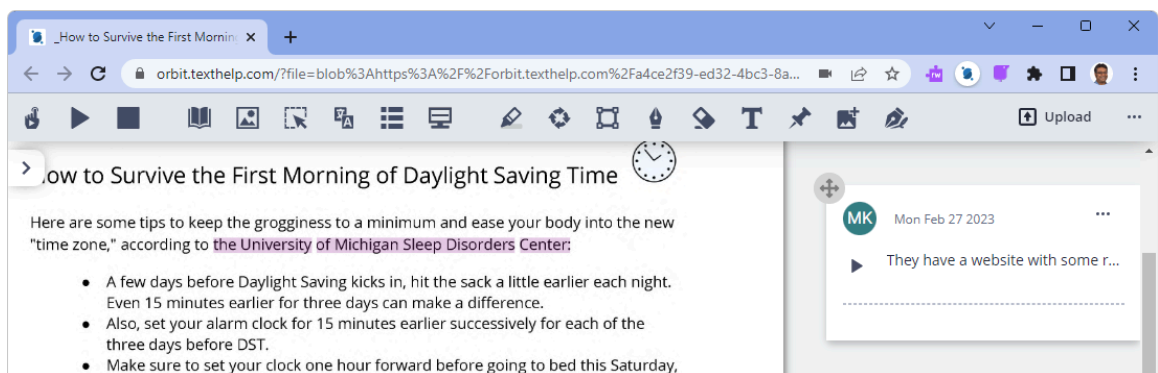
Anyone who you share the PDF with can now see this comment.

Note: You must *share* the PDF with other people, using a tool like Google Classroom or Drive, if you want them to see your comments. If you simply email someone a copy of the PDF, they will not be able to see its comments and annotations.
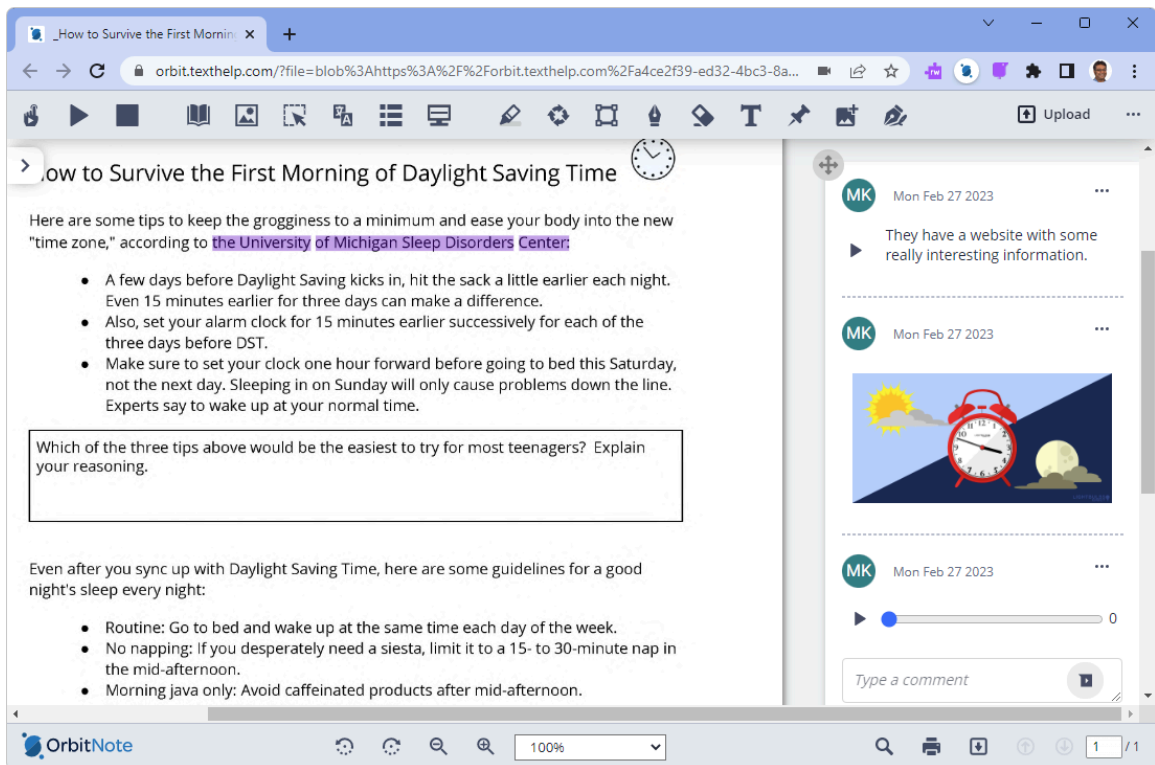
You can click the **Play** button next to the comment text to have it read aloud.

5. Insert further comments, using the **Voice Note** , **Insert Image** , and **Insert File** buttons to add voice recordings, images, or links to files rather than text.

6. Lastly, let's reply to an existing comment:

    a. Click a comment. See how it expands to include a comment box and buttons?

    b. Add a reply to the comment, and then click **Reply**.

       See how the original comment is now a comment thread?

Comments are great for collaboration – each comment has an icon so you can see who made it, along with the time and date.

If you share a PDF using Google Classroom, for example, you can easily exchange comments with your teacher or other students in your class.

What else can you do?

In Exercise 1, you opened a PDF by dragging it into OrbitNote's dashboard. OrbitNote has several ways to open PDFs, including:

- Dragging a PDF from Windows Explorer into the dashboard.

- Browsing for a PDF saved on your computer.

- Opening a PDF from Google Drive or OneDrive.

When opening a PDF from the web, you may get the option to open it with OrbitNote. You can also make OrbitNote your default viewer for PDFs in Chrome.

In Exercise 3, you used OrbitNote's **Play** button ▶ to read text aloud. You can also use **Click to Speak** 👆 to read sentences aloud when you click them, or the **Screenshot Reader** ⬚ for inaccessible text – or simply as a more flexible way to select the text you want to read.

In Exercise 4, you typed some text into a comment. You can use word prediction to make this easier, or even use Talk&Type to dictate the text instead.