


Read & Write for Google

Read and Write for Google is a subscription service purchased for students and teachers in South Lyon Community Schools. It is attached to the user's Google Account. It can be used at school or at home, on any hardware device (PC, Chromebook, etc.) as long as the person is logged in to their Google Account. If you have never used this before, follow the "Let's Get Started" instructions below. If you already see the Read & Write

icon  on your Chrome browser bar, you can skip to Using Read & Write for Google on page 2.

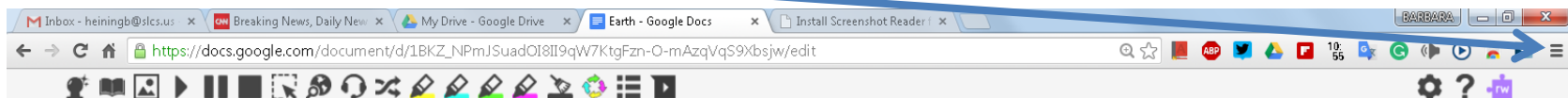
Let's Get Started (first time only installation)

Read&Write for Google™ provides support tools for the web and common file types accessed through Google Drive, including:

1. Google Docs
2. PDF
3. ePub
4. Kes (Kurzweil 3000 Files)

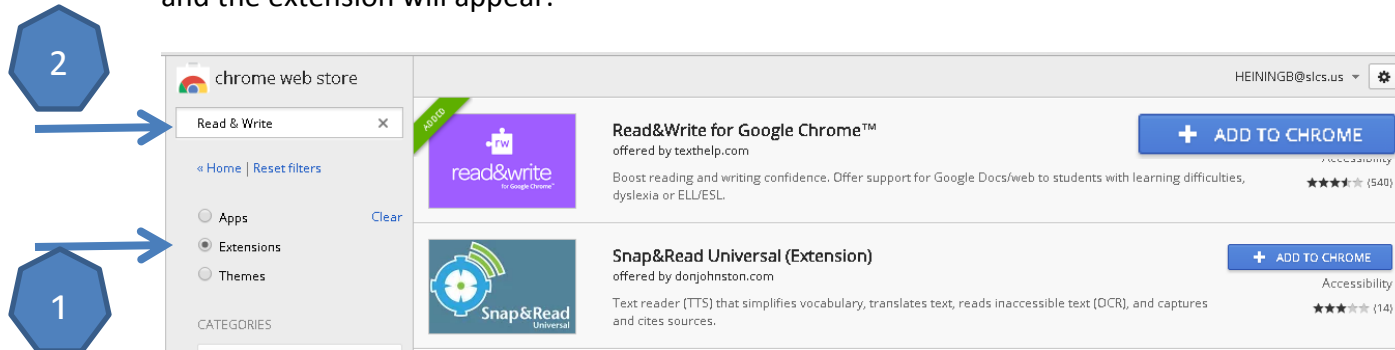
To begin using Read&Write for Google, you must first add it to Chrome through the Chrome Web Store. This will install the Read&Write for Google extension to be used in Google Docs and the web, and the Read&Write for Google app to be used with eBooks, PDFs and Kes files. The extension and app will request to have access to your account.

To do this, click on the stack of pancakes that allows you to customize Google Chrome in the upper right corner of your Chrome screen:




Then choose **SETTINGS** then on the left hand column choose **EXTENSIONS**. Scroll down to the bottom and choose **GET MORE EXTENSIONS**.

This will bring up the Chrome Apps Store. In the left hand search box, (1) click on **EXTENSIONS** then (2) start to type **READ & WRITE** and the extension will appear:




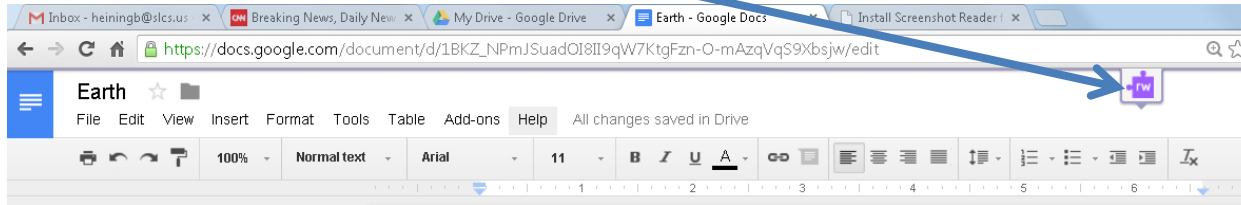
Now click



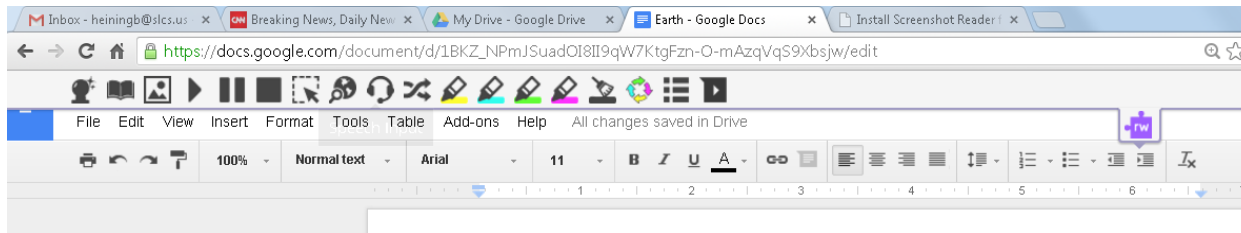
Then follow the path of least resistance to **GET EXTENSION**. You will know you are successful when you see the  icon in your browser bar when you click on a new tab or open a Google doc.

Using Read & Write for Google

When the Read&Write for Google extension is installed, you will see a tab with the Read&Write for Google icon  whenever you open a Google document or webpage.



If you click on the tab, the Read&Write for Google toolbar will drop down for use. Click again to hide the toolbar.



Note: Read&Write for Google works with most web pages. If you find the floating toolbar does not appear or the Read&Write for Google icon is grayed out, then you are on a web page that does not support the use of Read&Write for Google.

Here is a brief description of the icons on the toolbar.



Prediction – (writing feature available on Google docs, NOT web pages) – Click to turn on, gives 3 to 10 word prediction choices. Number of predictions determined in Settings option.



Hover Speech – (available on web pages, not Google Docs) Use mouse to hover over the parts you want read. Otherwise use the mouse to highlight selection to be spoken.



Dictionary – highlight/select word, click on dictionary for definition



Picture Dictionary - highlight/select word, click for picture dictionary definition



Speak the Current Selection – text to speech option available for both web pages and documents.



Pause Speech



Stop Speech



Screenshot Reader - Not all content on the web is made equal. Text that is embedded in images, websites using flash, and other inaccessible formats can be difficult for many to access. Using Read&Write for Google Chrome's new Screenshot Reader tool, users can simply draw a box around the content they need to read, and enjoy text to speech with highlighting just like on accessible documents and web pages. A few examples of where the Screenshot Reader can be used include: images, inaccessible PDFs, Google Slides, and online books.



Fact Finder instant Google search on the highlighted word/topic



Speech Input – Speech to Text writing support available in Google Docs (not webpages): must have microphone attached, or internal microphone capability, like Chromebook



Translate Word – Highlight word then click for foreign language support. Click the Settings icon to choose Spanish or French (the only languages supported so far).



Highlight Cyan, Highlight Magenta, Highlight Yellow, Highlight Green Hint: Use one color to highlight vocabulary words/unknown words, another color to take notes.



Remove Highlights



Collect Highlights –Creates a Google Doc in Google Drive containing all the things you have highlighted from the text. You can pick by color, so you just get your notes, not vocabulary words.



Vocabulary Lookup – Creates a Google Doc in Google Drive containing highlighted words WITH DEFINITIONS



Simplify Page – changes web page text page. Makes page less busy for students, more readable using the Speak the Current Selection tool.



Settings – Speech: set Voice, Speed, and translation language. Prediction: 3-10. About: gives version number.



Help – Access to *Getting Started* document.