Read&Write

Read&Write for Google Chrome™
Quick Reference Guide 7.25



Tool	Symbol	Where it works	How it works
Text to Speech		Google Docs Google Slides Web	Reads text aloud with dual color highlighting and natural-sounding voices including 50 English AI voices. Highlight or place your cursor in front of some text, and click the Play button.
Hover Speech		Web	Reads text on websites in Chrome without highlighting, simply hover over the text you'd like to read.
Check It		Google Docs	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.
Prediction		Google Docs Google Slides Web	Provides word suggestions as you type. Develops writing skills and helps construct error-free sentences more easily. Hover over word suggestions to hear aloud. Click on a word or type the number next to it to insert. Click 123 123 to type numbers into your document instead of inserting prediction words. Use Topics to see subject-specific vocabulary words in your prediction list.
Dictionary		Google Docs Google Slides Web	Provides definitions to improve comprehension and writing. Definitions can all be read aloud.
Picture Dictionary		Google Docs Google Slides Web	Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		Google Docs Google Slides Web	Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.
Audio Maker		Google Docs Google Slides Web	Converts selected text into an audio file, which will be automatically downloaded and can then be saved or shared in Google Drive.

Web Search		Google Docs Google Slides Web	Helps with research by doing a search for relevant information on a topic. Highlight a word or phrase and click the icon, and a new tab will open using your default search engine in Chrome.
Screen Masking		Google Docs Google Slides Web	Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus. Customize color, opacity and other options from the options menu. Use the floating control box for easy access to options or to turn this feature off. 
Talk&Type		Google Docs Google Slides Web	Turns the spoken word into text by dictating into a microphone. You can speak in English as well as many other languages. This can be used to speak in one language and have it translate and typed in another. First go into the Settings, then Talk&Type and select the language you will be speaking in and the language you would like the text to be translated into. Then use the dropdown menu and select Translate while speaking.
Translator		Google Docs Google Slides Web	Allows for single word, phrase or paragraph translation, and spoken aloud for those languages with a corresponding voice. Full page translation is also available for web pages only. Over 30 translation languages are available.
Highlights & Erase Highlights		Google Docs Google Slides Web	Allows users to highlight and color code sections of text to facilitate summarizing, categorizing and other higher order skills. Erase highlights from a page when you are done with them, by selecting highlights and clicking the icon.
Vocabulary List Builder		Google Docs Web	Builds vocabulary lists in a Google Doc, including definitions, images and an extra column for notes. Use colored Highlights to select words, choose which colors to include, and vocabulary list will be automatically created.
Collect Highlights		Google Docs Web	Collects your highlights into a new Google Doc. Click on the icon and select which colors to collect, as well as how to sort them.
Voice Notes		Google Docs Google Slides	Records a short audio file (one minute or less) of your voice, and inserts it as a comment. Highlight or click where you'd like to place your comment, then click the icon and use the microphone button to record.

Simplify		Web	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. Font, spacing and color contrast can also be customized. Use Simplify AI beta to simplify text using AI.
Rewordify		Web	Replaces complex vocabulary with simpler, easier to understand words and phrases. Rewordified text is italicized on the page. Click on the word or phrase to toggle between the original text and the rewordified text.
Practice Reading Aloud		Google Docs Google Slides Web	Allows students to practice and record themselves reading selected text, use support tools, listen to their recording, and send to their teacher for feedback.
More Menu		Google Docs Google Slides Web	Access settings to customize toolbar view, speech, prediction, Check It, screen masking, language, toolbar features, and account settings. Also includes links to get support and leave product feedback.