

# Read&Write for Google Chrome™ in Office 365

## Quick Reference Guide 04.22



Tool	Symbol	Where it works	How it works
Text to Speech		Word Online OneNote Online ePubs Web	Reads any text aloud with dual color highlighting and natural-sounding voices.  Highlight or place your cursor in front of some text, and click the Play button.
Hover Speech		ePubs Web	Reads text on websites in Chrome without highlighting, simply hover over the text you'd like to read.
Prediction		Word Online OneNote Online 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 click Ctrl + the number next to the word you'd like to insert.
Talking Dictionary		Word Online OneNote Online ePubs Web	Provides definitions to improve comprehension and writing. Definitions can even be read aloud.
Picture Dictionary		Word Online OneNote Online ePubs Web	Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		Word Online OneNote Online 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		Word Online OneNote Online ePubs Web	Converts selected text into an audio file, which will be automatically downloaded and can then be saved or shared in OneDrive.

Web Search		Word Online OneNote Online ePubs Web	<p>Helps with research by doing a search for relevant information on a topic.</p> <p>Highlight a word or phrase and click the icon, and a new tab will open using your default search engine in Chrome.</p>
Screen Masking		Word Online OneNote Online ePubs Web	<p>Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus.</p> <p>Customize color, opacity and other options from the options menu.</p> <p>Use the floating control box for easy access to options or to turn feature off.</p> 
Talk&Type		Word Online OneNote Online Web	Turns the spoken word into text by dictating into a microphone.
Translator		Word Online OneNote Online ePubs Web	Allows single words to be translated into a wide selection of languages. Language can be selected in the Settings menu.
Highlights & Erase Highlights		Word Online OneNote Online ePubs Web	<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Clear highlights from a page when you are done with them, by selecting highlights and clicking the icon.</p>
Collect Highlights		Word Online OneNote Online ePubs Web	<p>Collects your highlights into a new Word Online doc.</p> <p>Click on icon and select which colors to collect, as well as how to sort them.</p>
Vocabulary List Builder		Word Online OneNote Online ePubs Web	<p>Builds vocabulary lists in a Google Doc, including definitions, images and an extra column for notes.</p> <p>Use colored Highlights to select words, choose which colors to include, and vocabulary list will be automatically created.</p>
Simplify		Web	<p>Removes clutter from web pages and places the simplified text into a new tab.</p> <p>Use the + and - icons to change the amount of text displayed. Font, spacing and color contrast can also be customized.</p> <p>Use the Discover feature to learn more about different words and terms on the page.</p>

Practice Reading Aloud		Word Online OneNote Online Web	Allows students to practice and record themselves reading selected text, use support tools, and listen to their recording.
More Menu		Word Online OneNote Online Web	Access settings to customize speech, prediction, Check It, screen masking, language, toolbar features, theme, and account settings. Also includes links to get support and leave product feedback.

**OrbitNote Quick Reference Guide: <https://text.help/orbitnoteQRG>**  
**Video Support: <http://bit.ly/RWGoogleVideos>**  
**Technical Support: <http://support.texthelp.com>**