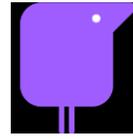# READ AND WRITE FOR GOOGLE CHROME: PDF READER and SCREENSHOT READER

PDF Reader allows a student to annotate (mark responses) on PDF's with support of Prediction, Talk & Type, and Text-to-Speech. These can be paper documents that have been scanned and uploaded as PDF's or created as a PDF. Examples of documents that can be used with PDF Reader include scanned worksheets, workbook pages, tests, study guides, or graphic organizers. Annotating on a PDF allows the formatting to remain in place and the text does not move around.
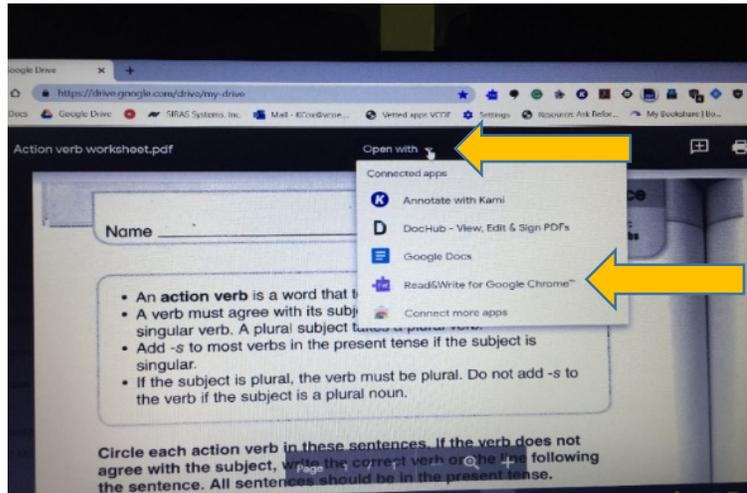
Screenshot Reader takes text-to-speech one-step further by converting any inaccessible text into accessible text so that the text can be read aloud for the student. Inaccessible text is print that is presented in a format that regular text-to-speech applications cannot recognize as readable text. Text in a word processing document and most websites is accessible and can be read with the text-to-speech controls found on the regular menu or web toolbar in the Read and Write for Google Chrome. The types of documents that are not typically in accessible format are most PDF's or information on some websites. These can include books, worksheets, workbook pages, tests, study guides, graphic organizers that have been scanned and shared with the student. This text needs to be converted into readable text, and Screenshot Reader converts the text quickly on the screen and reads it aloud.

The student will need to have documents provided in electronic format. The easiest way to do this is to have the PDF documents stored in Google Drive so that they can be accessed easily by the student:
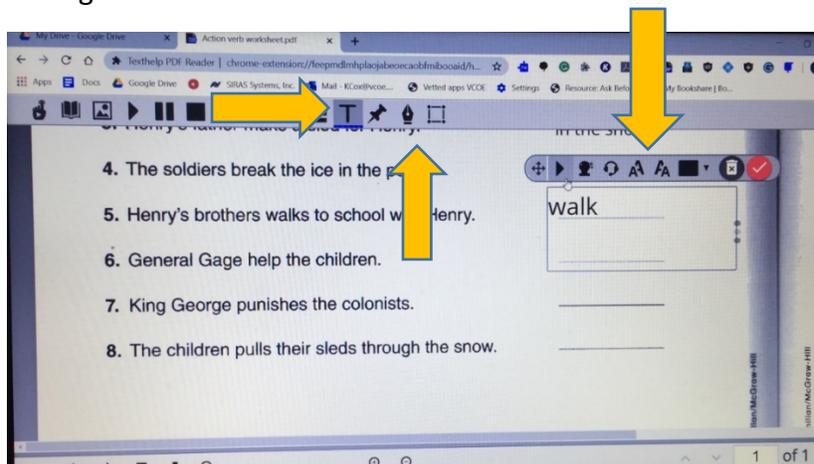
1. Teacher can share documents to the students through Google Drive.
    a. Documents are scanned through the school copier and emailed to the teacher
    b. Teacher uploads the scanned documents to his/her Google Drive
    c. Teacher shares the documents to the student through Google Drive
2. Student can scan documents using a mobile device and upload the scanned documents into his/her school Google Drive.
3. Teacher can use a mobile device to scan documents and upload into his/her Google Drive to share with the student.
4. Documents can be accessed from Google Classroom.

How to use PDF Reader

1. Open PDF document in Google Drive or from Google Classroom
2. Find "Open with" and click on the drop-down menu; click on Read and Write for Google Chrome

3. Screen changes and the PDF opens with a new menu with some of the same symbols as the regular Read and Write for Google Chrome toolbar.
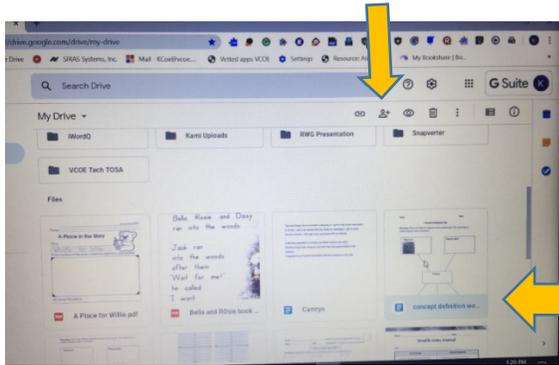

4. Click on the **T** (typewriter) and click in the document where responses need to be recorded. A text box will open and a little menu will appear at the top of the text box.
   a. Type in this box to create a response
   b. Use Prediction when typing responses
   c. Use Talk and Type to dictate responses
   d. Use text-to-speech to listen to the text you produce in the text box
   e. Make text smaller or bigger
   f. Change the color of the text
   g. Move the box to place the response exactly where you need it to line up
   h. When response is completed, click on the red box with the white check to finalize the input
   i. Delete the response but clicking on the trashcan with the X
   j. Click in the next area to insert another response
5. You can also draw on a PDF using the cursor. Click on the **Pen** on the toolbar. You are given choices of line color and thickness, as well as an eraser to erase the drawing if needed.
6. Once you are done, close the document. The annotations will be saved.

How to share the PDF with the teacher

The teacher will need to use Read and Write for Google Chrome PDF Reader to see the annotations; annotations created through PDF Reader will not show if opened in other PDF tools such as Kami or Adobe.

1. Open Google Drive
2. Find the PDF document to be shared (not the version in the Quick Access menu, find it in the list of folders and documents)
3. *Single* click on the PDF and it turns blue; a menu should open at the top of the list
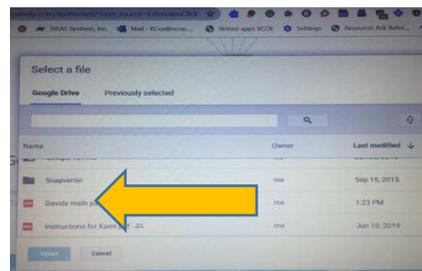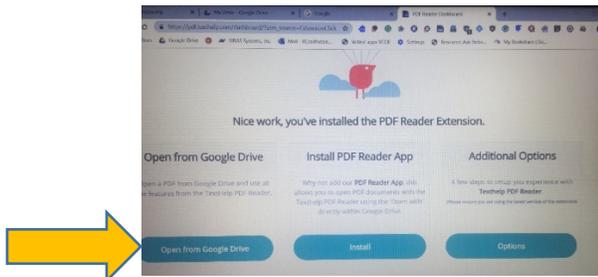

This is shown in "List View" but also works in "Grid View"

4. Share the document with the teacher by clicking on the Share icon (looks like a person with a plus sign)

You can access PDF's using PDF Reader directly through the PDF Reader icon on the main tool bar

1. Click on the PDF Reader icon on the main Google tool bar
2. Scroll down until you see Open from Google Drive
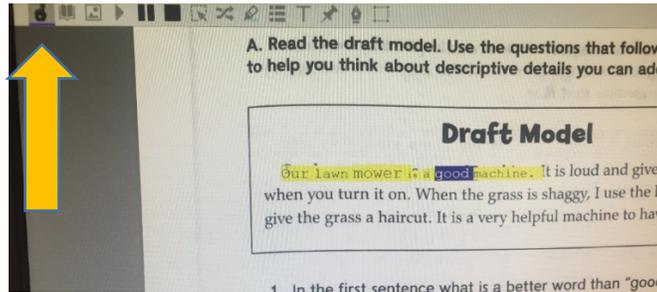3. Click on Open from Google Drive

4. The screen changes and Drive opens and displays any folders as well as a list of the PDF's in Drive; open the document you want to work in and follow the directions to open in Read and Write for Google Chrome. ***If you get a message that says it "can't find any text in this document…." click on the X button on the far right to close the message.**

In PDF Reader, if the document is accessible, the student can read one sentence at a time by using Click to Speak.
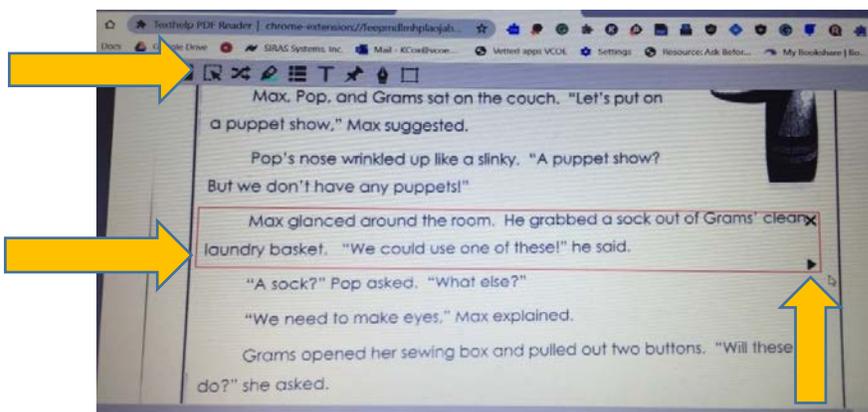
1. Open PDF document

2. Click on Click to Speak icon, which looks like a pointing finger, then click on the sentence you want to read. It produces text with highlighting over the PDF's text. It reads one sentence at a time or to the end of the line, and you will need to click on the remainder of the sentence on the next line to have it read.

3. *You cannot tell if a PDF is accessible by looking at it, you can try Click to Speak and if it doesn't work, use Screenshot Reader.*

In PDF Reader, the student also has access to Screenshot Reader to have text read aloud

1. Open PDF document

2. Click on the Screenshot Reader icon; the cursor changes to a **+**. Using this cursor, draw a box around the text that needs to be read. Make sure to capture all of the desired text within the box.
   a. The bottom line of the box will change colors, which indicates that the text is converting.
   b. The text will be read aloud once the conversion is complete. Each word is highlighted as it is read.
   c. Listen to the text again by clicking on the play button in the bottom right hand corner of the box. As long as the box is open, you can listen to the text numerous times by pressing play (triangle) in the bottom right corner.
   d. Once this box is closed (click on x in top right corner), the conversion is gone. You will need to do the conversion again to listen to the text again.

Apps and extensions are updated all the time and may change how they operate. This was updated on 05/22/2020 by Kelly Cox, ATAC, kcox@vcoe.org