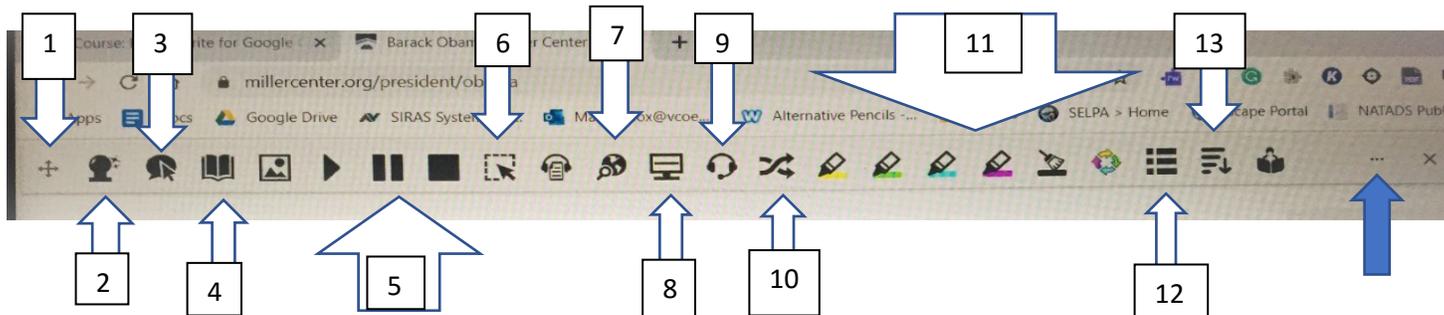# THE READ AND WRITE FOR GOOGLE CHROME WEB TOOLBAR

The Read & Write for Google Chrome (RWGC) Web Toolbar provides supports for students who need to access the web but have difficulty with reading and writing tasks associated with using the web for research or studying.

1. Click and drag with this icon, which allows you to move the toolbar on the screen so it is not blocking your view.
2. **Prediction**: allows you to use word prediction support in any textbox (such as a Google Form) to enter text.
3. **Hover Speech**: click on Hover icon, place cursor over text on the webpage, wait a second, and it will begin reading the text. If it does not read, the text is not accessible and you will need to use Screenshot Reader (#6).
4. **Dictionary**: highlight a word on the webpage and a box pops up with a definition, parts of speech, and examples of the word. All the dictionary text can be read aloud by clicking on the "play" button (right pointing triangle next to each entry); stop reading by clicking on the play again. Close dictionary by clicking on the X in the upper-right corner of the dictionary pop up.
5. **Text-to-Speech (TTS)**: can highlight text or sometimes place cursor at the beginning of the text you want read aloud. Depending on your speech settings, the text will be read continuously, even if you did not highlight each sentence of a paragraph or stop after each sentence. The right pointing triangle is "play", the two vertical bars is "pause", and the solid box is "stop".
6. **Screenshot Reader (SR)**: most websites, especially those used by students, are accessible and the text can be read with the Hover or TTS features. However, some websites, and some text in accessible websites (such as text on an image such as a photo or diagram), may not be accessible. SR allows most inaccessible text to be read aloud, depending on the quality of the text. To hear inaccessible text read aloud, click on the SR icon, the cursor converts into a cross. Use the cross to draw a box around the text you want to read, be sure to include all parts of the text. It takes a few moments to convert, but if the text is clear enough, it should be read accurately. As long as the conversion box remains open, you can repeatedly play this converted text; however, once you close it by clicking on the X, you will need to convert it again to hear it. Text converted by SR does not save in converted form.
7. **Web Search**: Web Search is a great tool to use to quickly obtain more information about a topic that is on the webpage you are looking at. Highlight a word or subject, click on the Web Search icon, and a new Google tab opens to a Google search of the topic.
8. **Screen Masking**: This tool allows you to block out extraneous information on the screen and brings up a reading light. This can help with focusing on the text you are trying to read.
9. **Talk & Type**: This is access to speech-to-text and acts like the "Voice Typing" feature in Docs. You can dictate into any textbox (such as a Google Form) to enter a response.
10. **Translate**: if you have set up a language for translation in settings, you can highlight a word and click on Translate. A pop up box opens with the word translated into the language you have chosen. You can hear the translated word read aloud in a TTS voice using that language, not an English language TTS voice.
11. **Highlights**: these are study skills tools that allow you to highlight text from the web page and collect these highlights, which transfer to a Google Doc. You can use different colors for different topics. Highlight the text, then click on the color highlighter you want to use. The text becomes highlighted with that color. When done highlighting, click on the circle of colored arrows, a pop up box opens and asks which colors to collect. Indicate all or specific colors. Click on OK, and a Google Doc opens with your highlights listed. On this Google Doc will be a link to

the webpage from which you collected the highlights. To erase, highlight the highlight(s) you want to erase, then click on the broom icon. The Google Doc you created will remain in Docs and Drive until you delete it.

12. **Vocabulary List Builder**: select and highlight words using the highlighter feature, and click on the Vocabulary List Builder. A Google Doc will open with a chart listing the words you highlighted, definitions, a symbol of the word (which you can delete if you want), and an area in which you can type notes. This Google Doc will remain in Docs and Drive until you delete it.

13. **Simplify**: can simplify the look and language of a web page by clicking on this icon. Ads and other images are removed, and the information is summarized. You can adjust the simplification of the site by clicking on the + or – buttons. You can use the reading tools of TTS to listen to the simplified text.

Settings are adjusted for many features by clicking on the three dots at the end of the tool bar (blue arrow), then clicking on options.

Speech Settings: choose the voice that appeals to you, the rate of speaking that works best, and choose how you want text read. Continuous is usually best, or speak on each sentence if listening skills are weak. Translation offers immediate translation of a word using Google translate from within the website you are using. For example, if Spanish is your primary language, change translation to Spanish, and any word you read in English can be translated to Spanish so that you can quickly what you are reading in English.

Prediction Settings: adjust the number of results you get in the prediction box. Less than five is inefficient. Follow the cursor and predict ahead should be checked. Text size for the prediction list can be adjusted, which is especially helpful for student using large size font on their screens.

Screen Masking: change the background and reading light color, change the background and reading light opacity, and change the height of the reading light.

Language: English is the default language. If you are taking a foreign language and are using the foreign language for reading and writing, change to the language you are using. Don't forget to change back to English when you are done!

Features: enable or disable any of the features of the program. The icon will be removed from the toolbar. This can help reduce clutter on the toolbar.