

Read & Write Guide

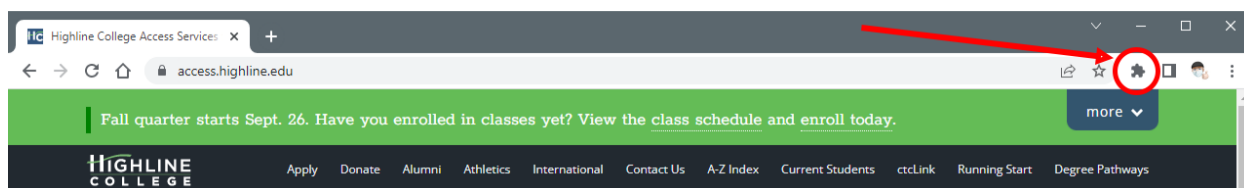
Read & Write is software that provides a number of handy study tools, including reading text out loud, understanding unfamiliar words, researching assignments and proofing written work.

Read & Write is a browser extension that can be used in Google Chrome or Microsoft Edge. It is already installed on all Highline campus computers, and available for all Highline students, staff, and faculty to install and use on their own personal computers.

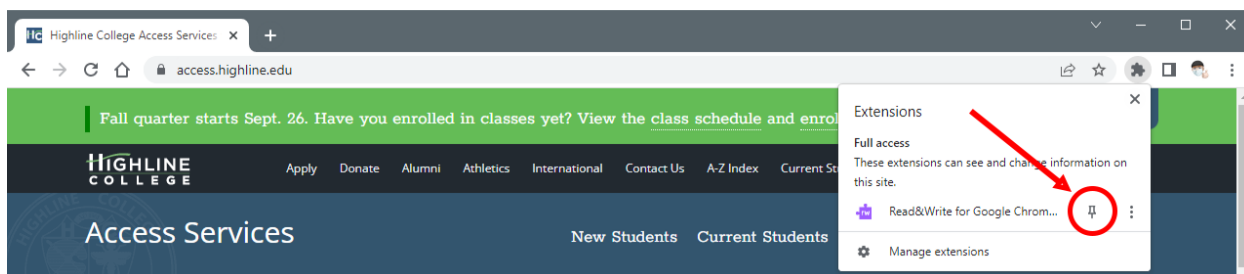
We will start with how to sign in and use Read & Write on a Highline computer and the Chrome browser (Edge instructions are essentially the same). Installation instructions for personal computers is [at the end of this guide](#).

Finding Read & Write

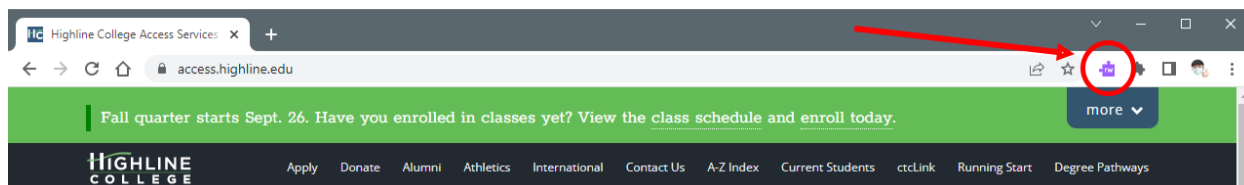
At first, the Read & Write extension is hidden in Chrome's Extension menu. To always keep Read & Write visible, click on the Extension icon (a white puzzle piece) in the browser toolbar.



You should see Read & Write in the list of installed extensions (it will probably be the only one). Click on the thumbtack icon so that it turns blue.



This will “pin” Read & Write to the Chrome toolbar so that it is always visible. You should now see the purple Read & Write icon in the Chrome toolbar.

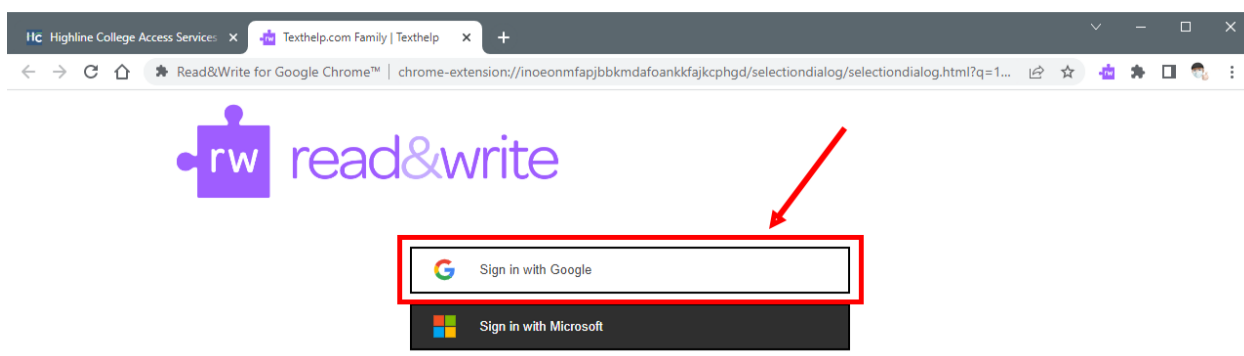


Now launching Read & Write is as simple as clicking on that purple puzzle piece.

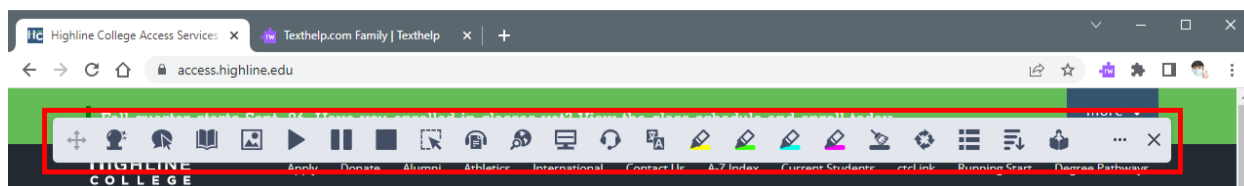
First Time Sign-In

The first time you use Read & Write, you will need to sign in using your Highline credentials. This unlocks all of Read & Write's features; if you don't sign in, most of Read & Write's features won't work.

When you first launch Read & Write, it should automatically open a new browser tab asking you to sign in with either Google or Microsoft. Choose the "Sign in with Google" option, and then sign in using your Highline credentials (your Highline email address and password).



Once you have successfully signed in, the tab will close. Now when you click on Read & Write's purple puzzle piece in the Chrome toolbar, you will see a new toolbar appear over whatever webpage you are on.



At this point, you're ready to go!

But what do all those icons mean?

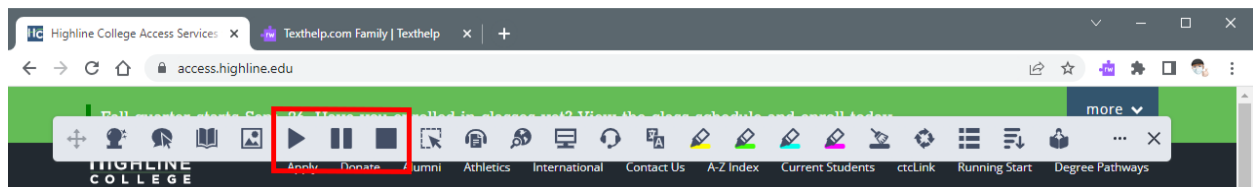
Using Read & Write

Read & Write's basic functions can be grouped into tools for reading and studying.

Reading

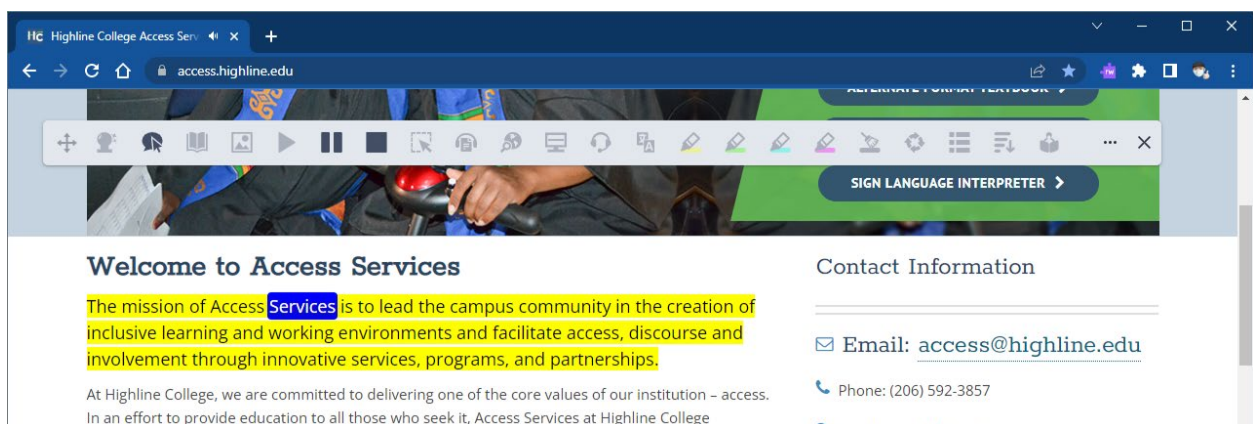
Read and Write includes options for reading text aloud and for helping you focus on the section of the document you are currently reading.

Text-To-Speech (Read Aloud)

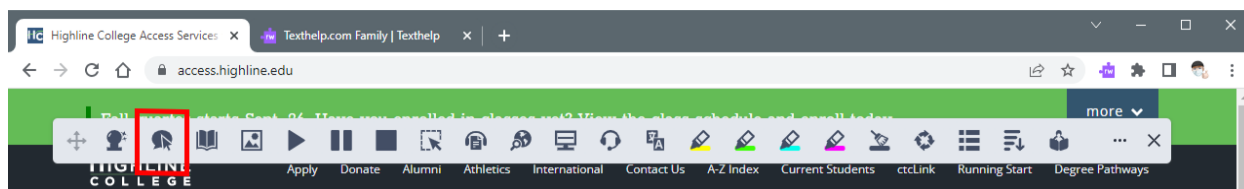


The first set of buttons we'll look at are the "Play" (solid triangle), "Pause" (two solid bars), and "Stop" (solid square) buttons. These allow Read & Write to read a webpage out loud (text-to-speech).

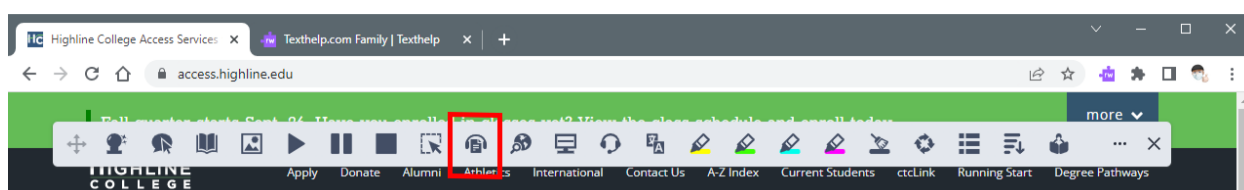
Begin by selecting the text you want to have read, then click the "Play" button. Read & Write will start reading with whatever you have selected, and then continue reading until you click either the "Pause" or "Stop" buttons. As it reads, it will highlight the sentence it is reading in yellow, and the individual word being read in blue, so you can follow along as it reads.



Read & Write also has a "Hover Speech" option (an arrow cursor over a speech bubble), which uses the same highlighting as it reads aloud, only it reads whatever is under your cursor. This allows you to quickly move around a page to read different sections, instead of reading straight through.

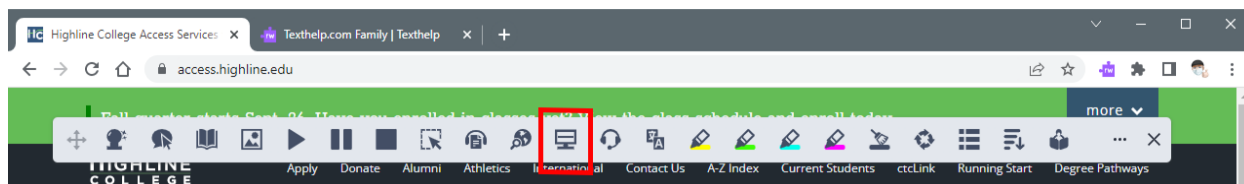


If you have a document that you would like to listen to while away from your computer, you can use Read & Write's "Audio Maker" function (a pair of headphones over a document icon). Select all the text you would like to listen to and click the "Audio Maker" button. Read & Write will process for a few seconds, and then your browser will download an .mp3 file (just like a music track). You can then put the .mp3 file into any audio player on your computer or your phone to listen to at your convenience.

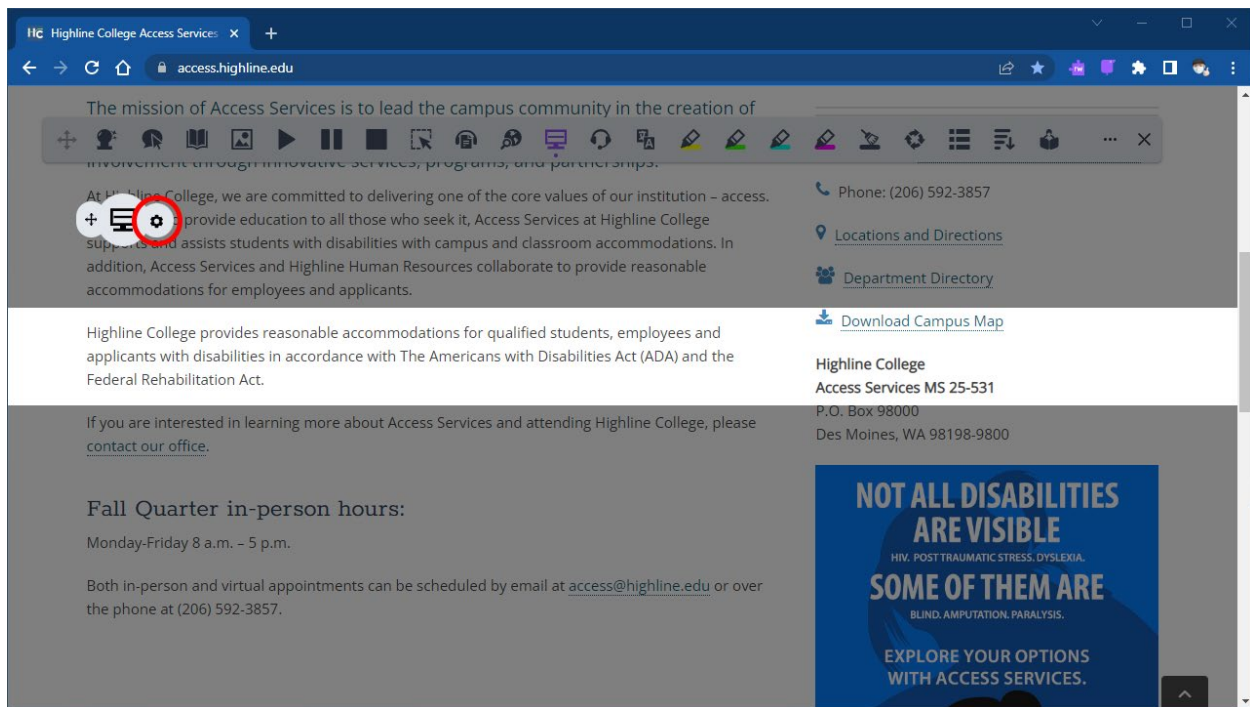


Focus

Often when reading a large section of text, it can be easy to lose track of where you are on a page and end up accidentally moving up or too far down the document as you move from line to line. Read & Write's "Screen Masking" function helps keep you focused on the section of the page you are reading.



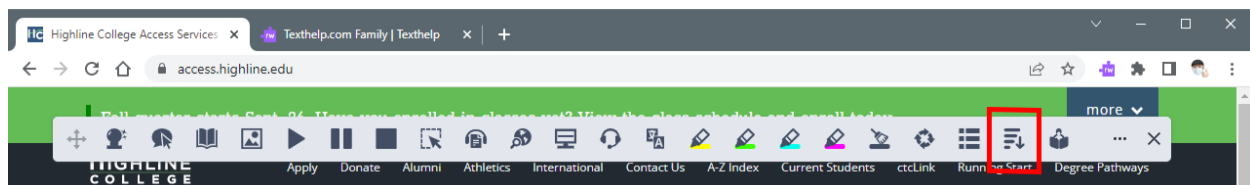
Begin by clicking the "Screen Masking" button (a computer monitor with a horizontal line across the display). You will see the top and bottom of the webpage dim, with the section under your cursor remaining at normal brightness. For many people, this masking display helps to concentrate on the lines being read. The vertical size of the bright area can be adjusted by clicking on the gear icon that appears when screen masking is active.



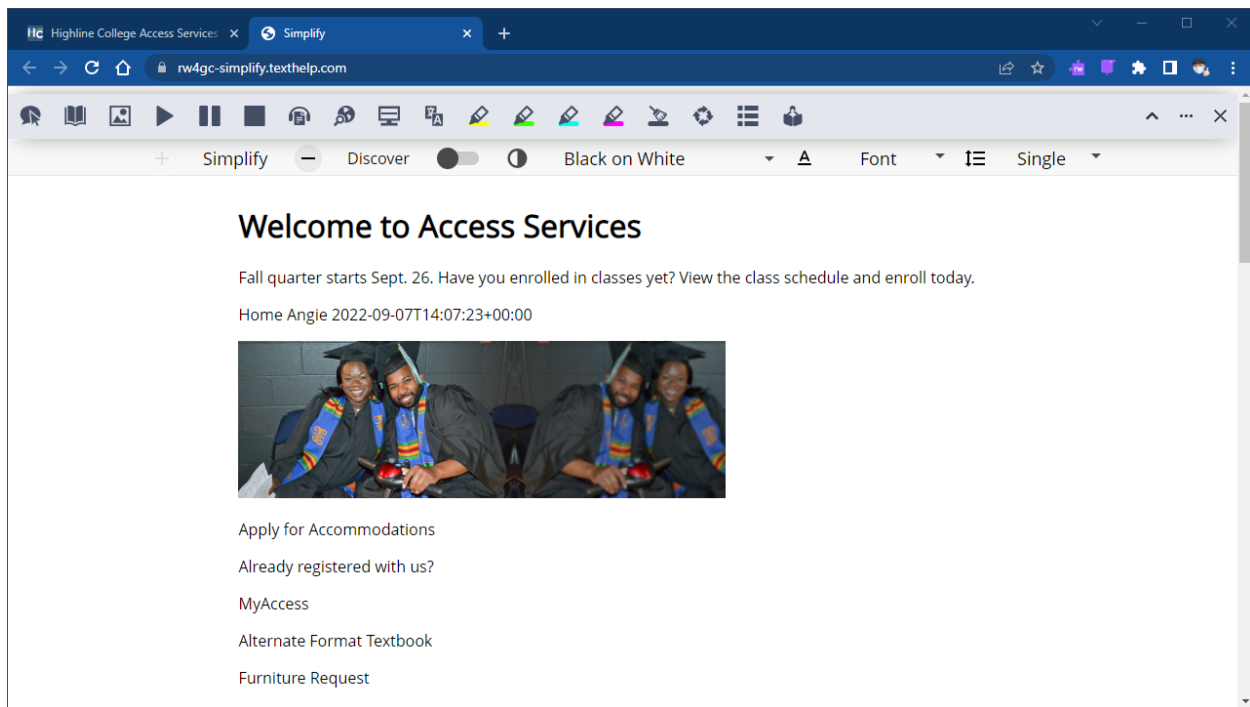
Simplify

Many webpages have a lot of extra information on the page that can be distracting, including menus at the top and informational columns on the sides. Webpages may also use colors or fonts that some people may find difficult to read. Read & Write has a “Simplify” option that reduces the amount of extra information on a page so that you can concentrate on the content.

Activate this mode by clicking on the “Simplify” button (four lines of decreasing size next to a downward-pointing arrow).



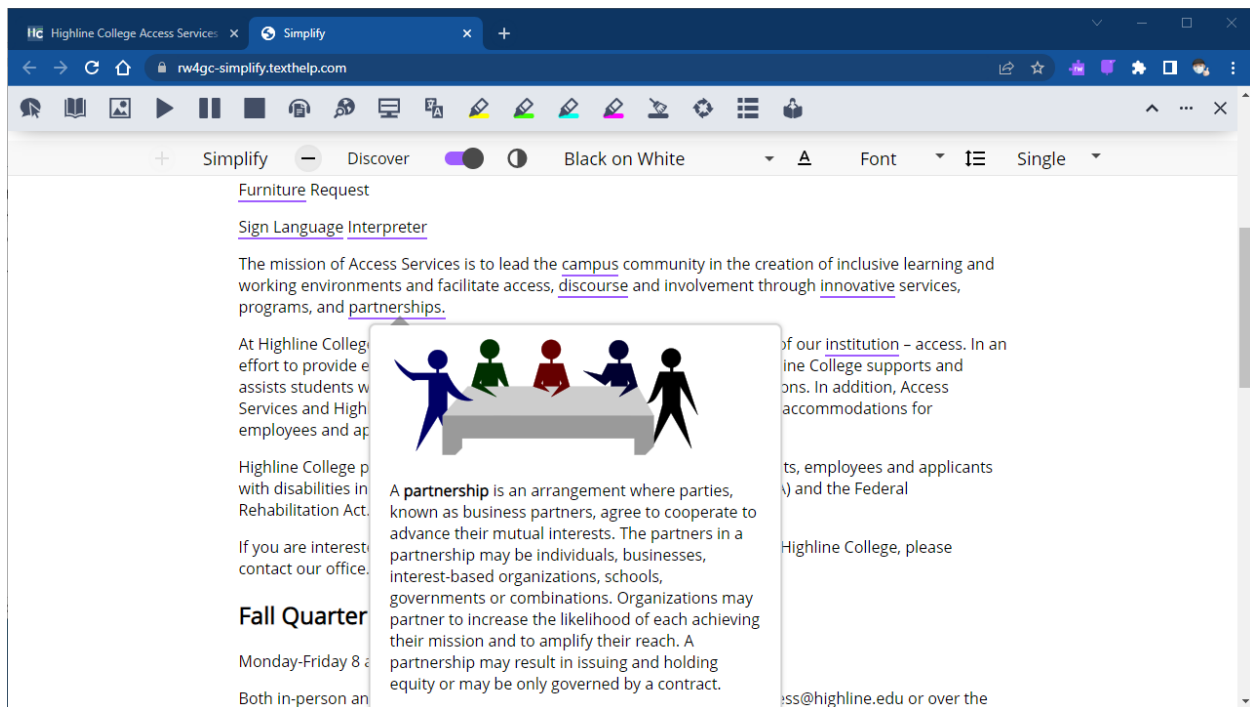
A new browser tab will open with the simplified version of the web page. By default, this will use a sans-serif font, in black text on a white background, single spaced. A toolbar at the top of the page allows you to change the color scheme (black on white, white on black, blue on yellow, or yellow on blue), change the font and font size, or the line spacing.



It is important to note that the simplified version of the web page does not include links; this view is for easy reading, but you will need to go back to the normal version of the page to follow any links to other pages.

The Simplify toolbar also has “plus” and “minus” buttons. Each tap of the “minus” button will remove more information from the simplified version of the page; the “plus” button will put removed information back. While clicking on the “minus” button can make the page seem even simpler, it also often ends up removing so much information that the text on the page doesn’t make sense anymore. We strongly recommend just leaving the Simplify option at its default setting.

The settings toolbar also includes a “Discover” switch. When this is turned on, Read & Write will underline a selection of words and phrases that are commonly searched and will bring up a brief description when they are clicked on. Use this to learn a little bit more about unfamiliar terms and phrases!



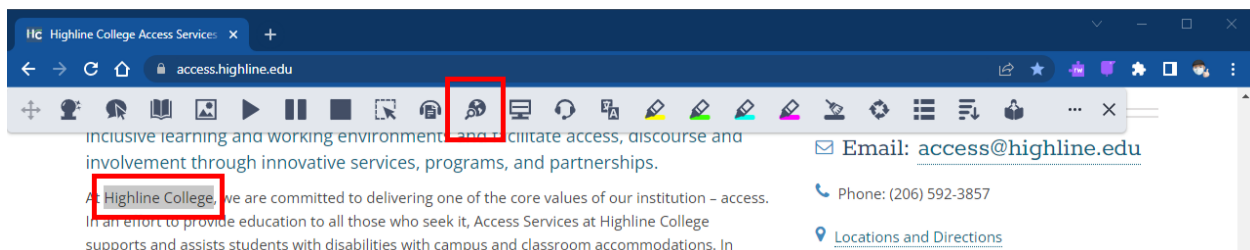
Studying

Read & Write provides several options to help you with studying, including a quick web search tool, vocabulary building tools, and note-taking tools.

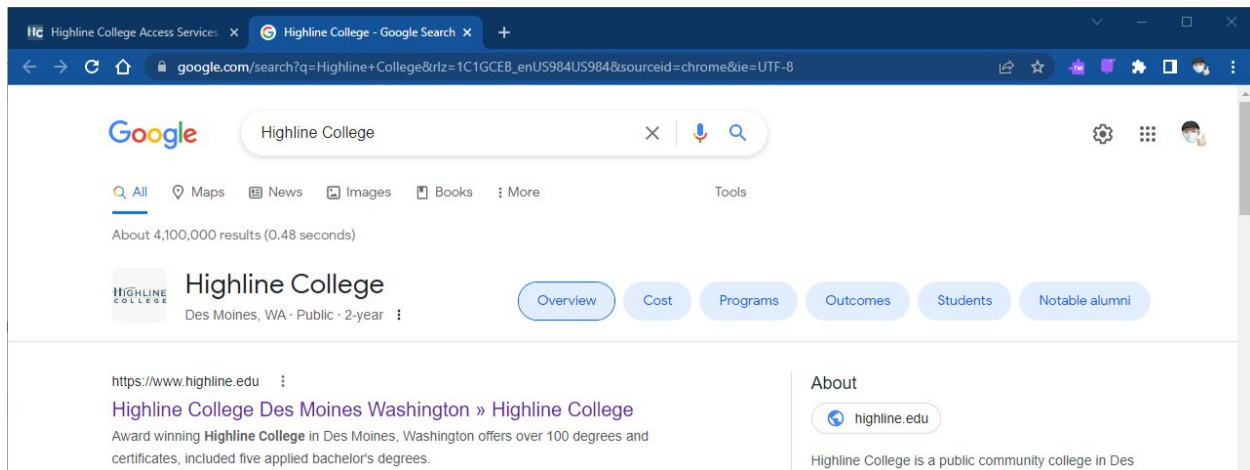
Web Search

The “Web Search” button (a magnifying glass over a globe) allows you to quickly perform a Google search for anything you would like more information about.

Simply select the text you wish use as your search term, and then click the “Web Search” button.

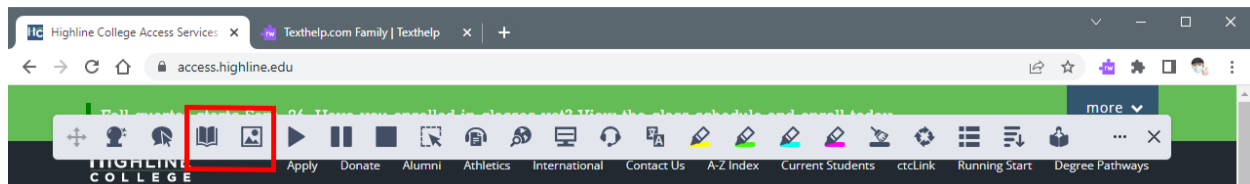


A new browser tab will open with the results of a Google search for the selected words.

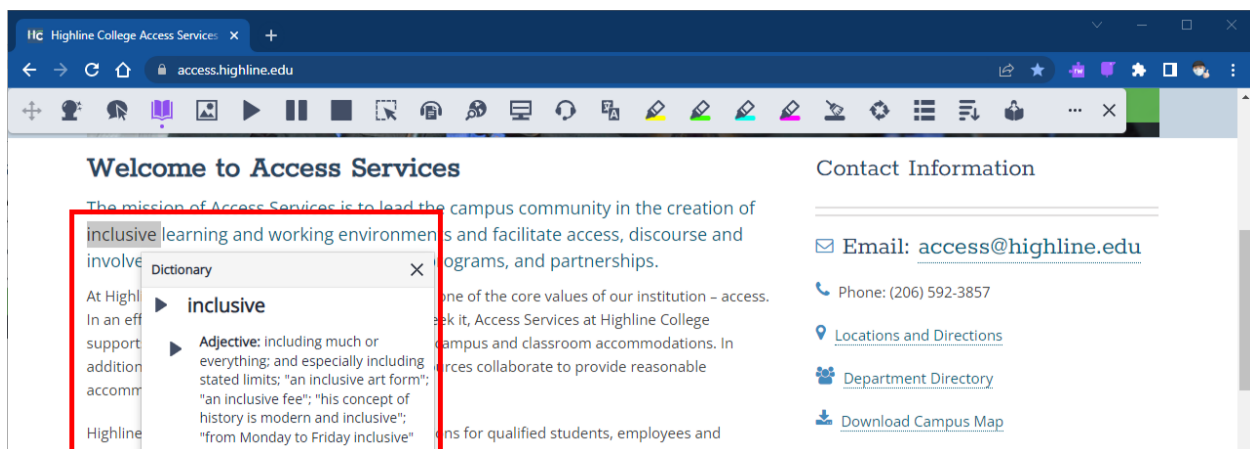


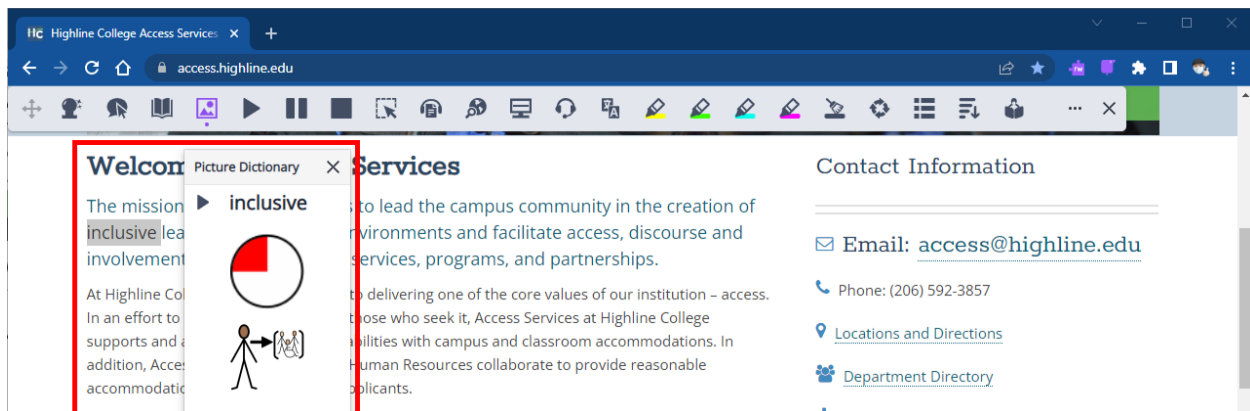
Dictionary

As you read, you may come across words you are unfamiliar with or are not sure of what they mean. Read & Write includes two dictionary tools: one standard text, and one using images.



When you find a word you want to look up, simply select it with your cursor and then click either the “Dictionary” (an open book) or “Picture Dictionary” (mountains and sun within a frame) button. Read & Write will show you a definition of the term from the dictionary, or one or two images that represent the term from the picture dictionary.

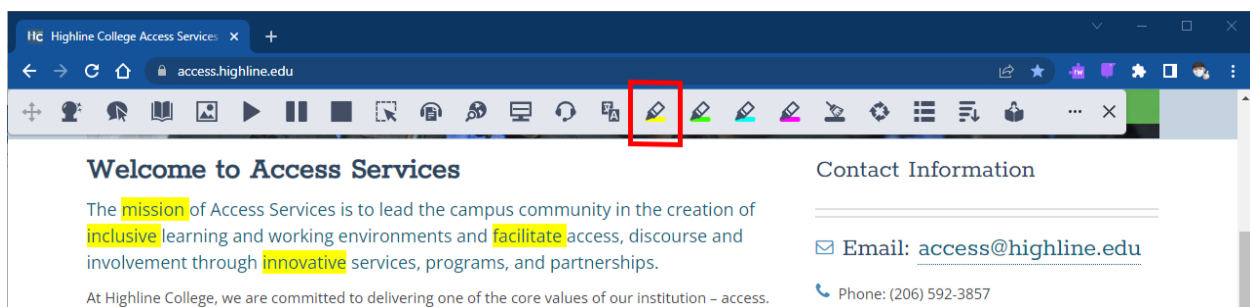




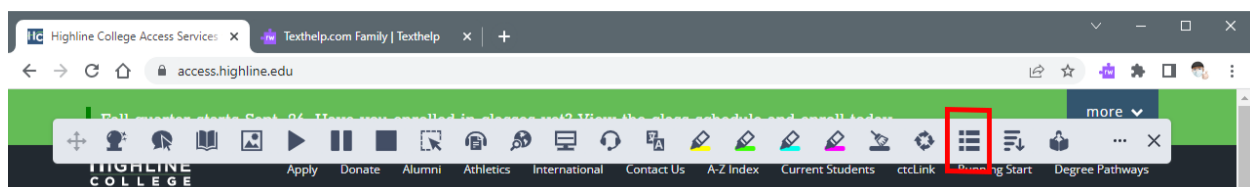
Vocabulary List

Sometimes you may find that a document has a lot of words that you looked up, and you may want to create a list of all the words you learned. Read & Write allows you to build a vocabulary list from any document you are reading.

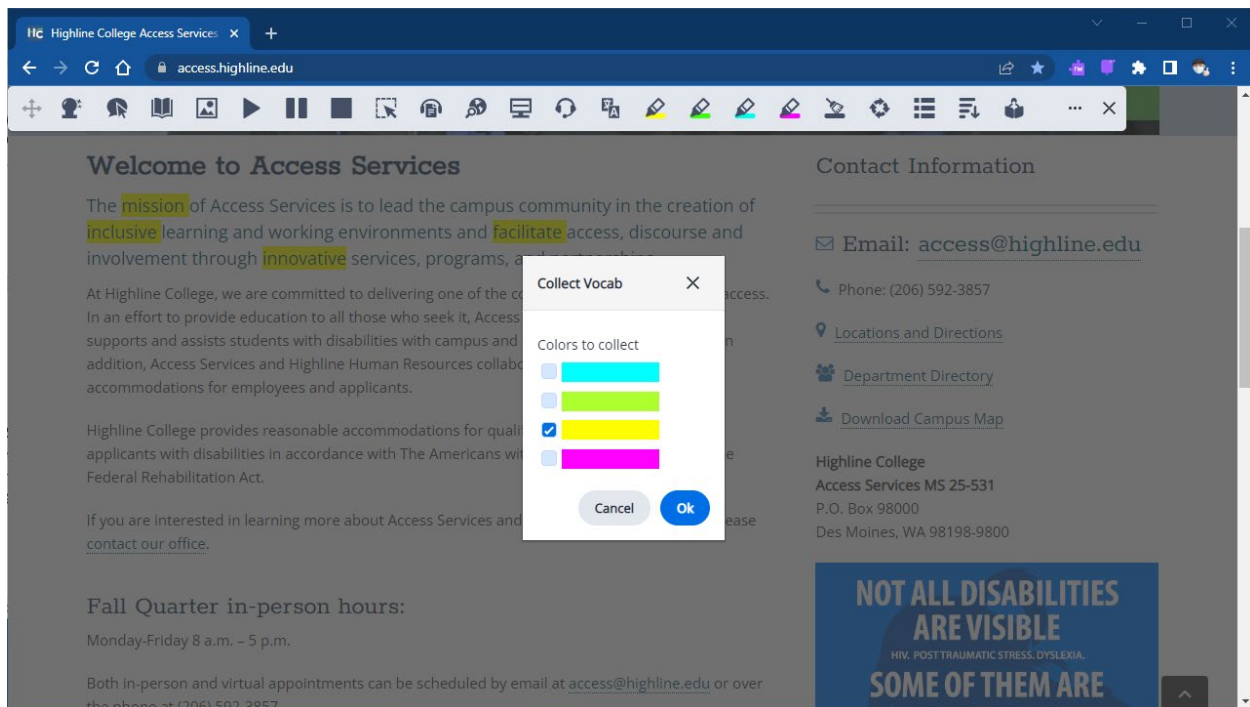
Begin by selecting any word you want in your vocabulary list and then using one of the four highlighter buttons (pens drawing yellow, green, blue, or magenta lines) to highlight the word. You can do this with as many words as you like on the page.



When you have highlighted all the words you want in your vocabulary list, Click the "Vocabulary List" button (three rows of one short and one long solid line).






On the next screen select the color you used to highlight your vocabulary words.



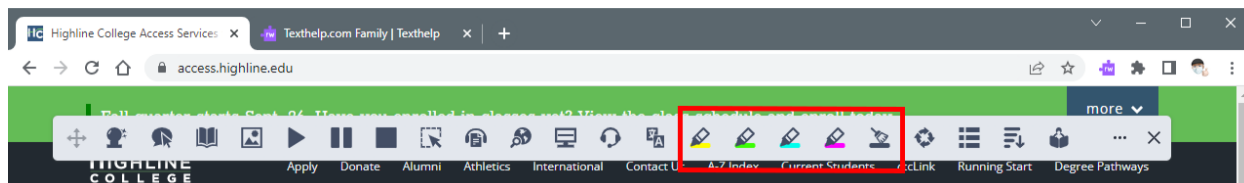
Read & Write will process for a moment, and then a new tab will open with a new Google Doc that contains all of your selected words, their definitions, the relevant Picture Dictionary images, and a blank column you can use to enter in your own notes about that word. This Google Doc is even automatically saved into your personal Google Drive!

The screenshot shows a Google Doc titled 'Vocabulary List Highline College Access Services for Students with Disabilities'. The doc contains a table with the following data:

Word	Meaning	Symbol	Notes
facilitate	make easier; "you could facilitate the process by sharing your knowledge" be of use; "This will help to prevent accidents" increase the likelihood of (a response); "The stimulus facilitates a delayed impulse"		
inclusive	including much or everything; and especially including stated limits; "an inclusive art form"; "an inclusive fee"; "his concept of history is modern and inclusive"; "from Monday to Friday inclusive"	 	

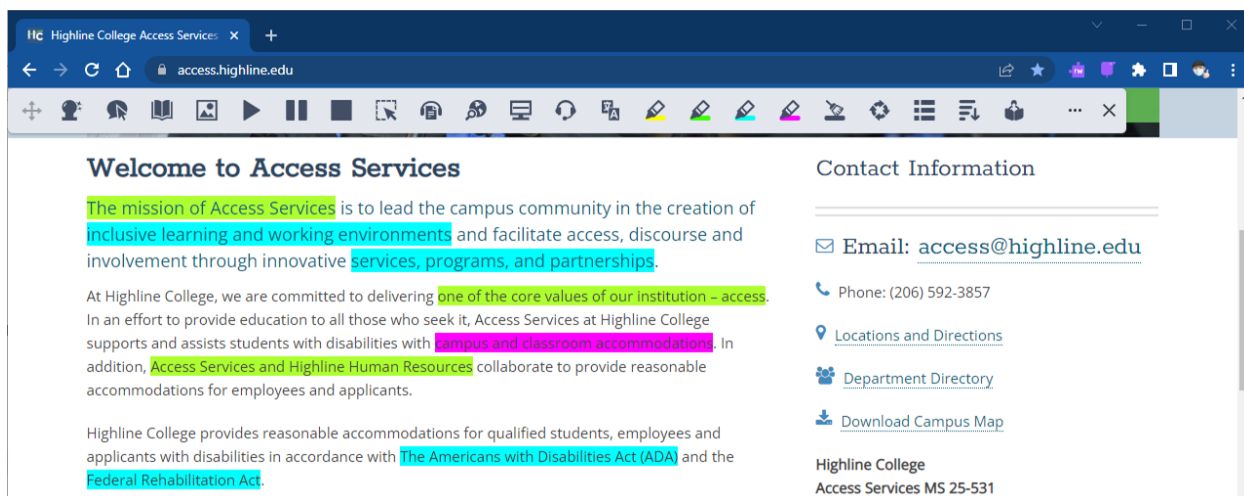
Note Taking

Often when reading physical documents or books, we use one or more colors of pen or highlighter to mark sections of the document that are important, that we want to come back to later, might be good quotations for a paper, or many other reasons. Read & Write allows you to do this with any webpage you are reading.



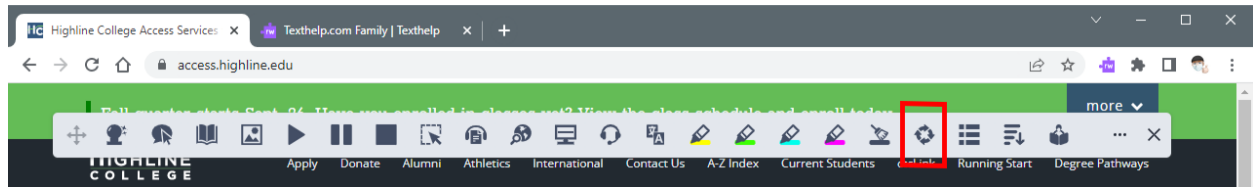
As you are reading a page, you can use the colored highlighter buttons to mark sections of the page. Simply select the text you want to highlight, then choose the color you want to use for that section. If you want to remove highlighting from some text, select that text and then use the “Clear Highlights” button (a broom over a dark line) to remove the highlight color from that text.

You can do all your highlighting in a single color, or you can use different colors for different ideas or topics. You can even use this in combination with the vocabulary list option, by using one color (such as yellow) to select your vocabulary words, and the other colors (green, blue, or magenta) for your topics.

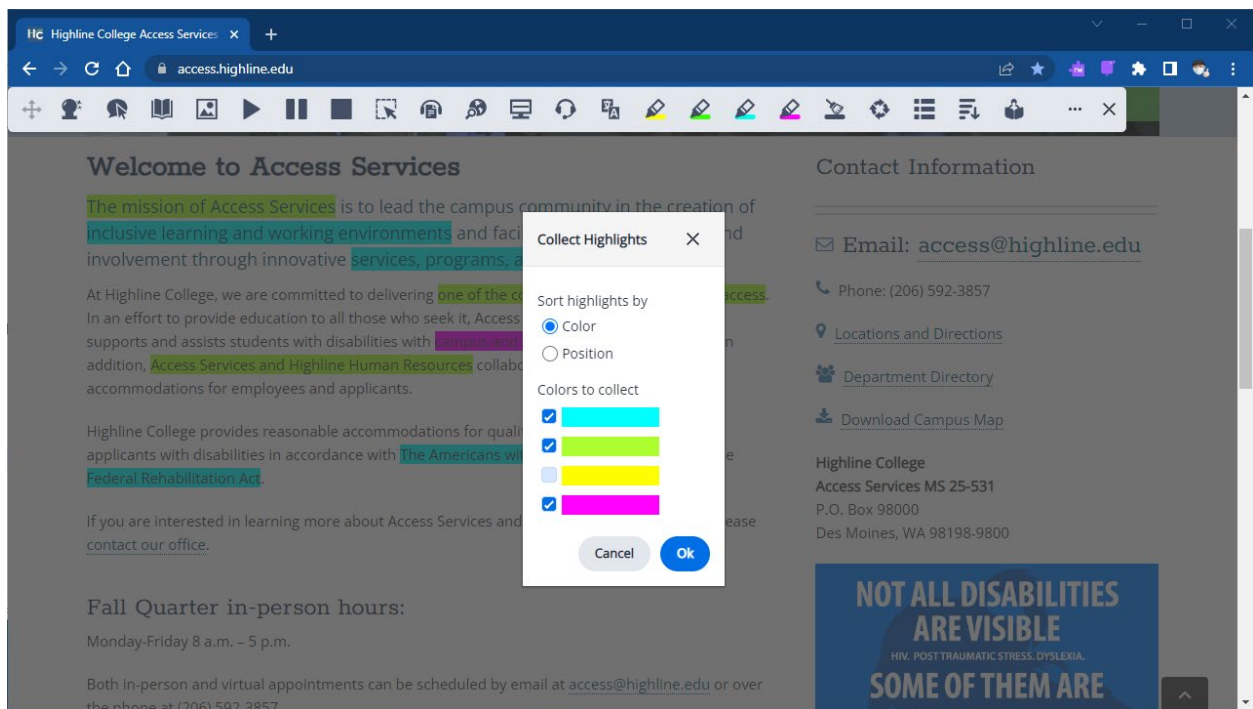


In this example, you can see that there are three phrases highlighted in green, four in blue, and one in magenta, in various places over the three visible paragraphs.

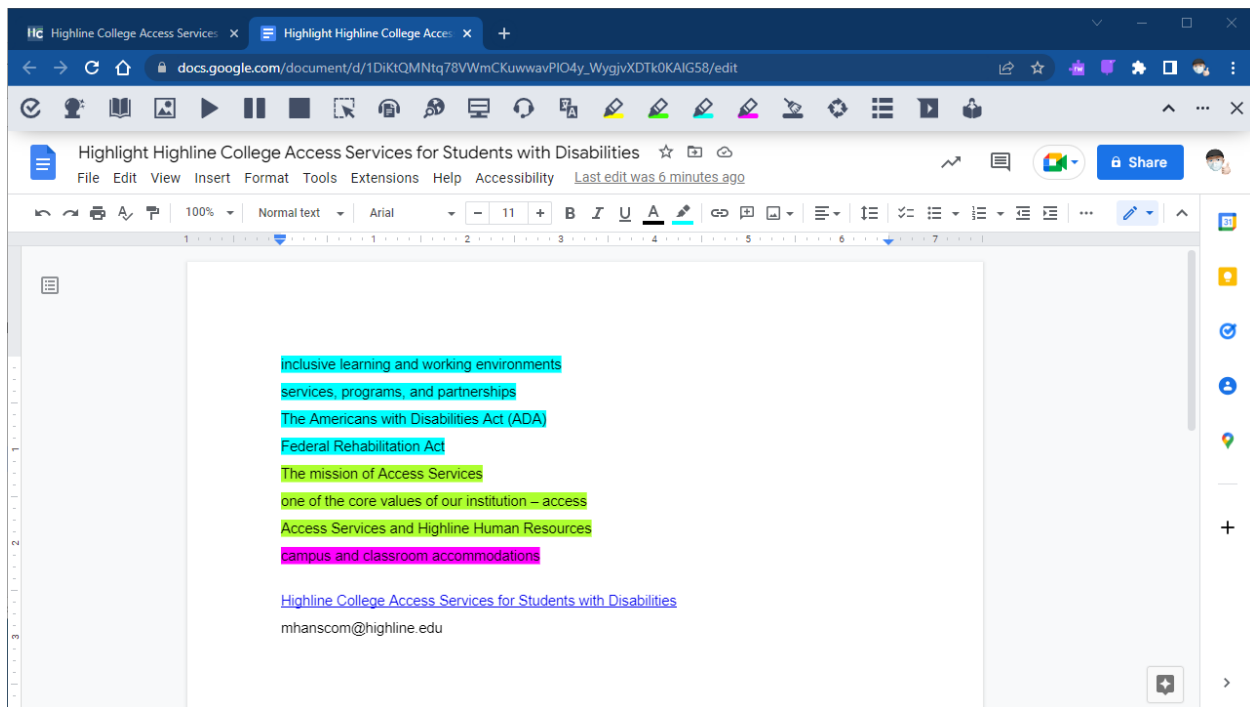
When you have finished highlighting your document, Read & Write can collect all these together into a single document containing all the highlighted selections. Start by clicking on the “Collect Highlights” button (four arrows forming a circle).



Next, select the colors you used to highlight the document. You can also choose to have Read & Write group all text of each color together (the default) or keep the selections in the order they appear in the original webpage.



Read & Write will process for a moment, and then a new tab will open with a new Google Doc that contains all of your highlights. If you used the “Sort highlights by color” option, all of your highlights on a single topic will be grouped together, even if they appeared in different places on the original webpage. A link to the original webpage is added to the bottom of the document so you can always go back to the source.



This Google Doc is even automatically saved into your personal Google Drive!

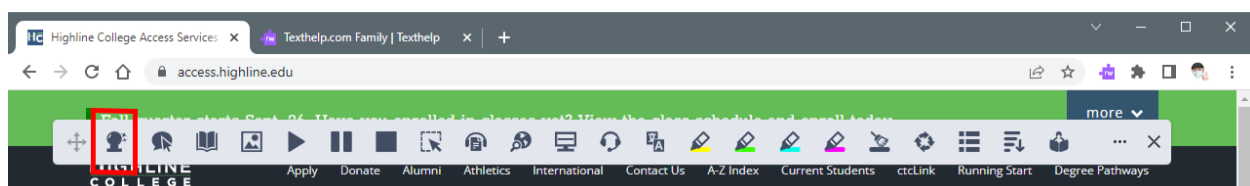
You should know that the highlights you make are not saved to the original page. When you close the original webpage and go back to it later, your highlights will not still be there. This is a good reason to use the Collect Highlights option so you don't risk losing the highlights you have made.

Once you have the Google Doc with all the highlighted sections, you have a great starting point for taking those sections and adding your own notes and thoughts as you continue with whatever project or paper you are working on.

Writing

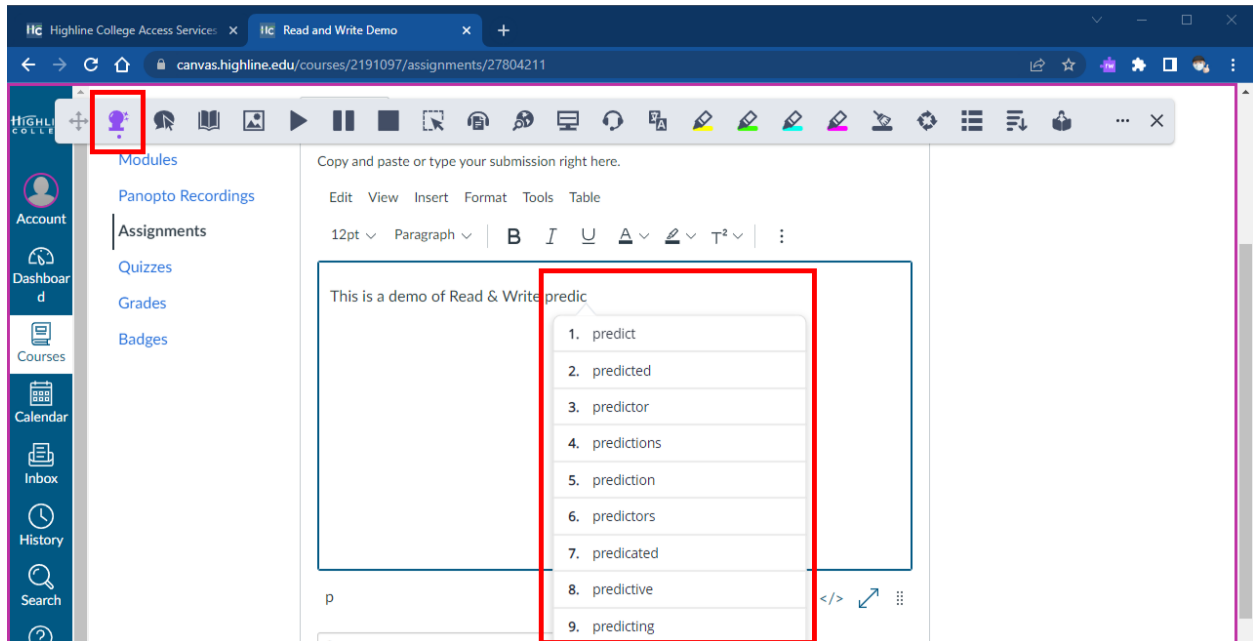
Read & Write also has options to help with writing. These features will work whenever you can enter text into a webpage, such as a Canvas discussion board post, assignment text entry box, or a Google Docs document if you are using Google Docs to write a paper.

Prediction



The “Prediction” button (a magical crystal ball on a stand) works very much like the suggested word feature on many modern smartphones: Read & Write makes its best guess as to what word you are currently typing or what word you may want to type next.

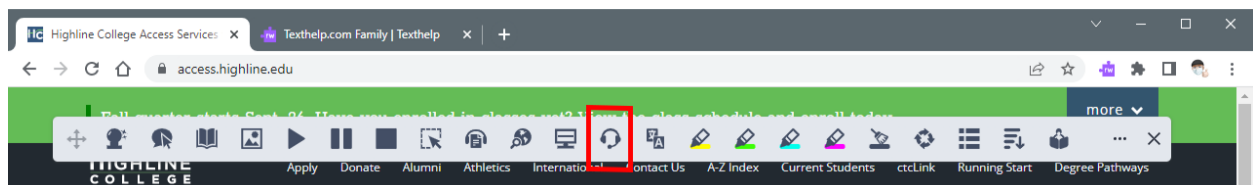
Activate Prediction by clicking on the “Prediction” button so that it turns purple. Read & Write’s predictions will appear as you type.



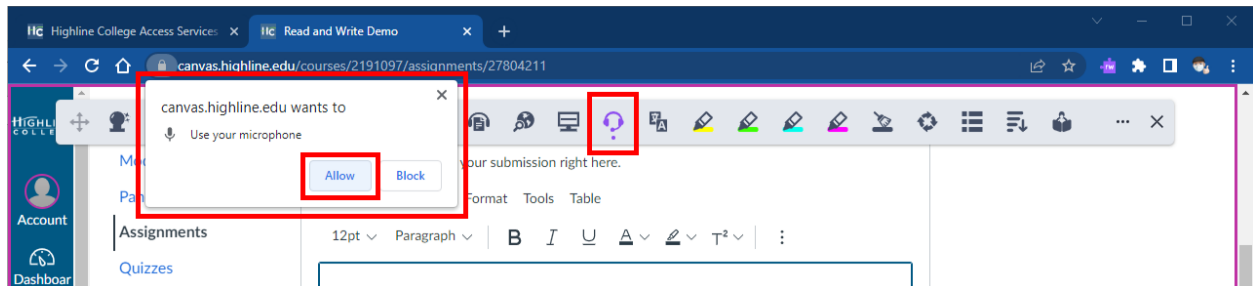
As with any word prediction system, be sure that you’re picking the correct word! Read & Write’s guesses won’t always be correct, and it’s up to you to make sure that you’re choosing the correct word to use in your writing.

Dictation (Talk&Type)

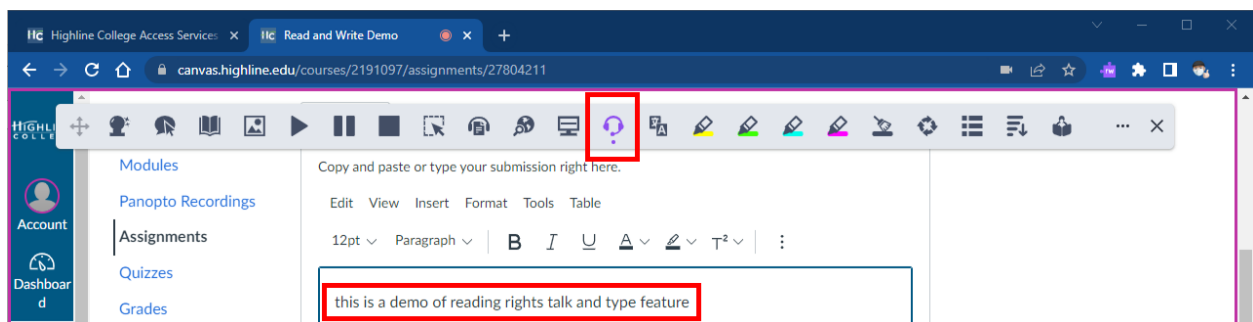
Read & Write has a dictation feature, allowing you to speak to your computer and have it type whatever you are saying. While dictation systems are not perfect, and you will still have to edit and correct the text before saving and submitting your work, this can be a convenient way to start working if you have difficulty typing – or even if you’re simply not sure what you want to type. Just pretend you’re talking to a friend or family member and start talking!



When you are in a text entry box on a website or in a Google Docs document, begin by choosing the “Talk&Type” button (a headset with microphone). The first time you do this, you might need to tell your browser that it’s okay for the website to use your microphone.



While Talk&Type is active, the button on the Read & Write toolbar will be purple. Make sure your cursor is in the text entry area, and just start talking. In a moment, you will see your words appear in the text entry box.

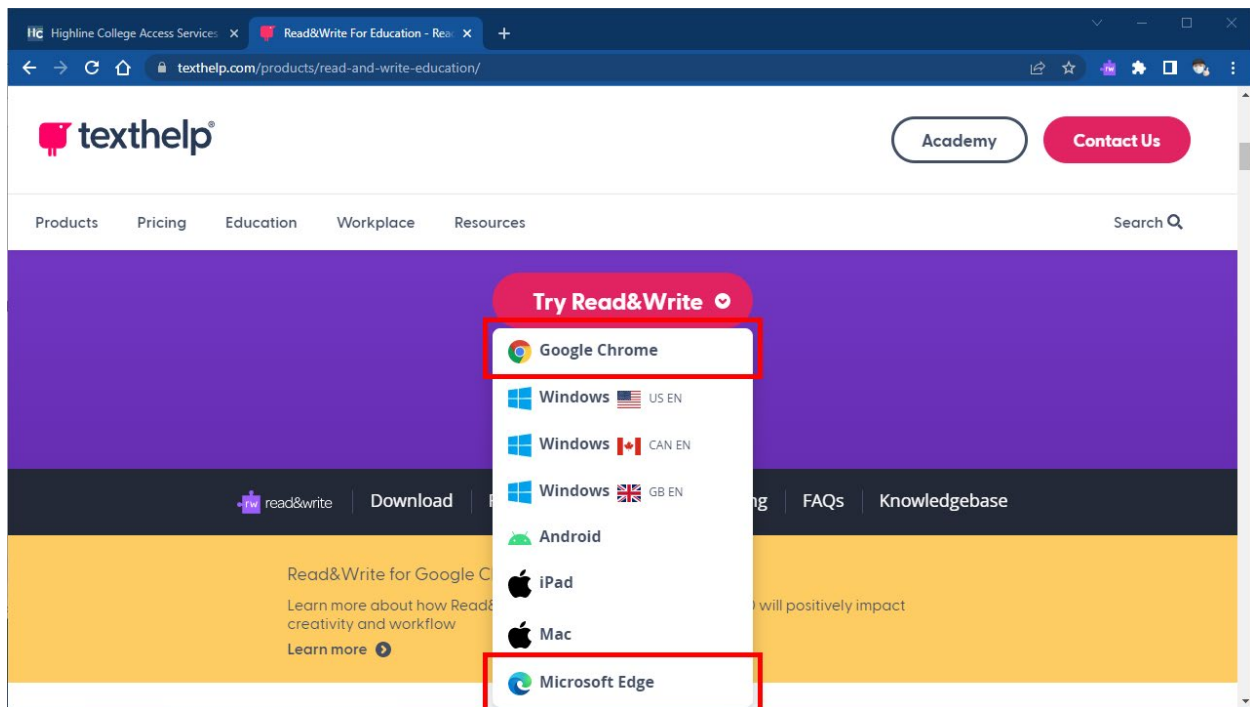


In this example, you can see that the text is all lower case, does not have any punctuation, and though the spoken words were “read and write’s”, it was transcribed as “reading rights”. Dictation is not a way to get a finished, final document ready to submit for a grade! However, it can be a good way to start getting your thoughts into the computer so you can then edit them into a finished answer or paper ready to be graded.

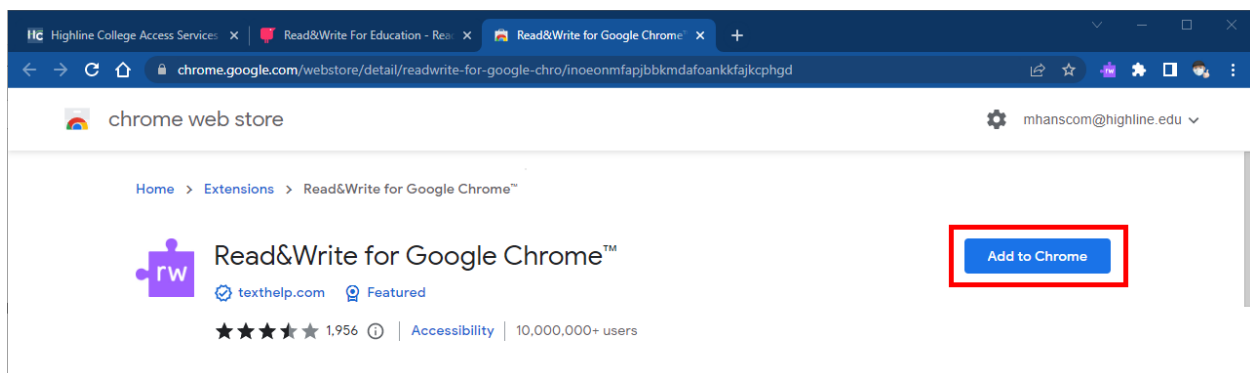
Installing Read & Write

If you would like to use Read & Write on your personal computer, installation is quite simple.

Just go to [the Read & Write website](#) and scroll down until you see a red “Try Read & Write” button. Click on that, and then choose either Google Chrome or Microsoft Edge from the menu.



Choosing one of those options will open the appropriate web store; click on “Add to Chrome” (or “Get” if you are using Microsoft Edge), follow the prompts to confirm installation, and Read & Write will be installed.



Jump back up to the “[Finding Read & Write](#)” and “[First Time Sign-In](#)” sections at the beginning of this guide to make sure you’re signed in, and you’ll be all set.

Enjoy using Read and Write!