

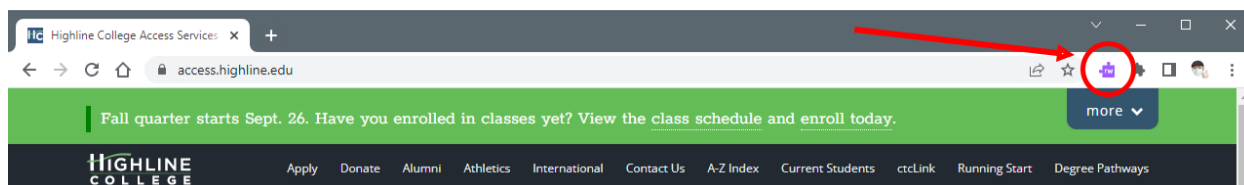
Read & Write Quick Guide

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.

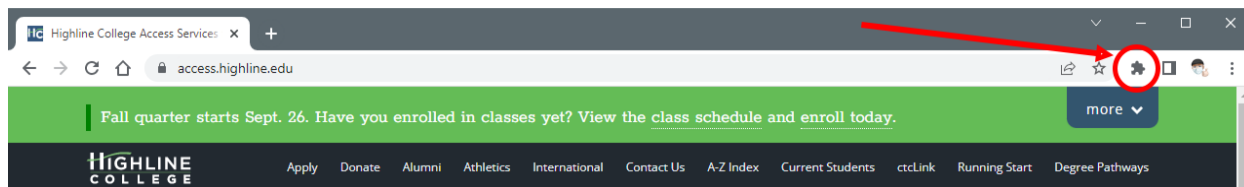
This is a brief guide to Read & Write's functions. A more comprehensive guide is also available.

Finding Read & Write

Read & Write lives in your browser's toolbar and looks like a purple puzzle piece.



If you don't see it, check under the Extensions menu in your browser's toolbar. You should be able to "pin" Read & Write to make sure it stays visible.

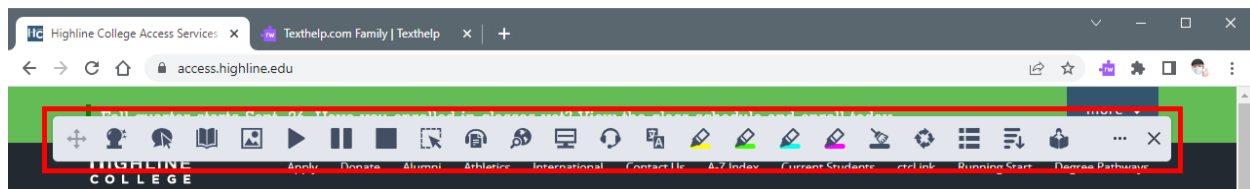


First Time Sign-In

The first time you use Read & Write, you will need to sign in using your Highline credentials. This unlocks all of Read & Writes 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, 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!

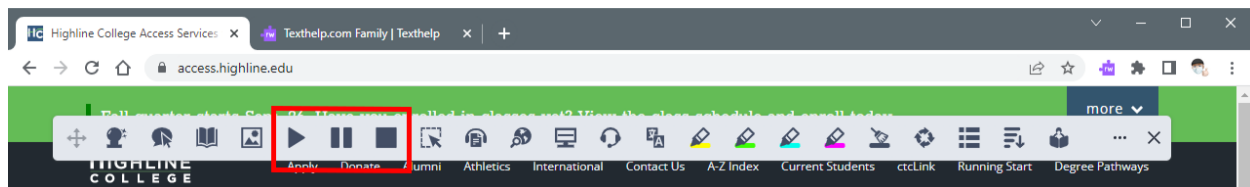
But what do all those icons mean?

Using Read & Write

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

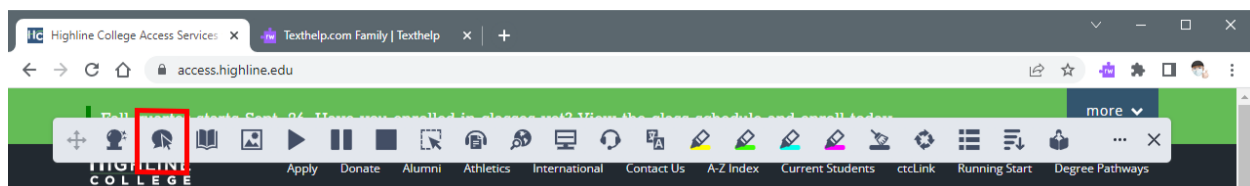
Reading

Text-To-Speech (Read Aloud)

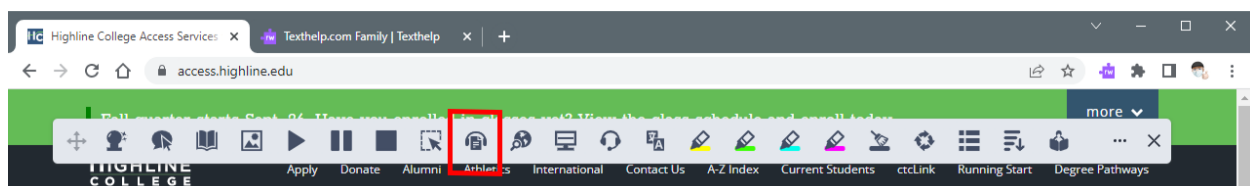


The “Play” (solid triangle), “Pause” (two solid bars), and “Stop” (solid square) buttons allow Read & Write to read a webpage out loud (text-to-speech).

Select the text you want to have read, then click the “Play” button. Read & Write continue reading until you click either the “Pause” or “Stop” buttons.

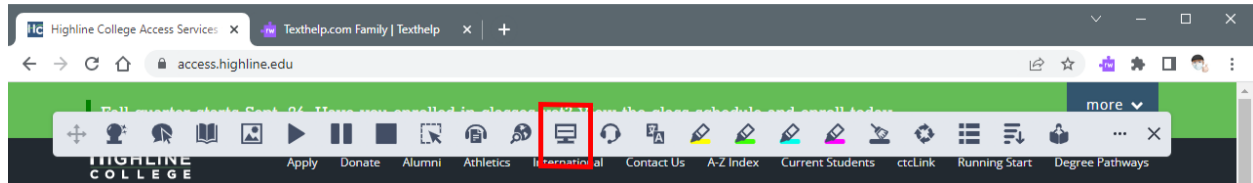


Turning on the “Hover Speech” option (an arrow cursor over a speech bubble reads whatever is under your cursor. This allows you to quickly move around a page to read different sections, instead of reading straight through.



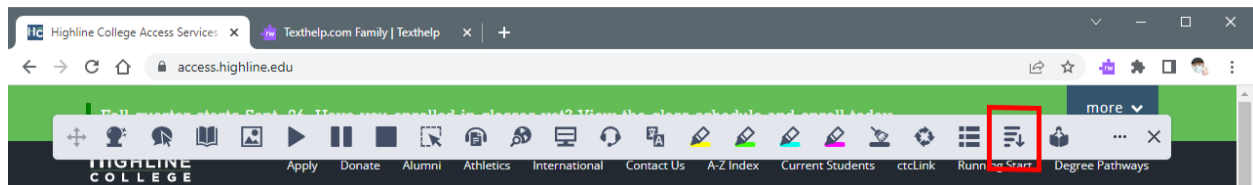
The “Audio Maker” function (a pair of headphones over a document icon) converts all selected text to an .mp3 file (just like a music track) that downloads to your computer. You can then put the .mp3 file into any audio player on your computer or your phone to listen to at your convenience.

Focus



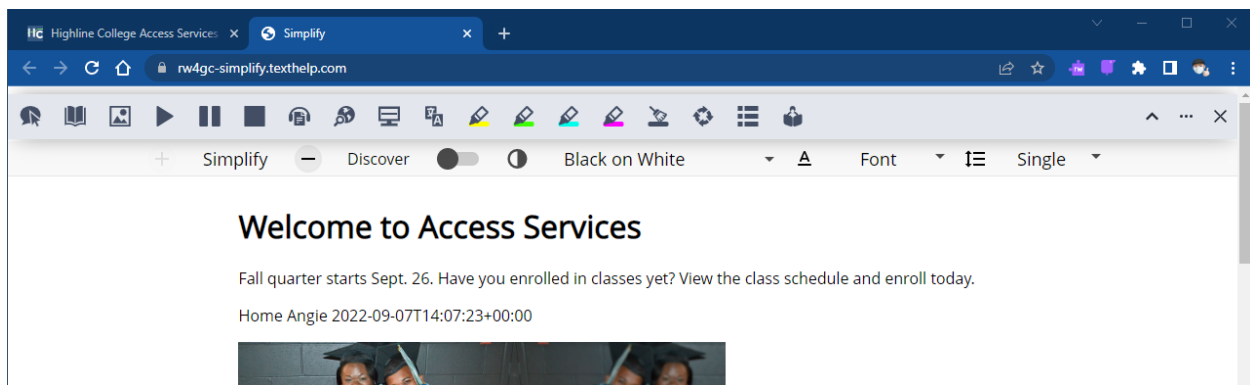
The “Screen Masking” function dims most of the webpage, with the section under your cursor remaining at normal brightness. This masking display can help you concentrate on the lines being read.

Simplify

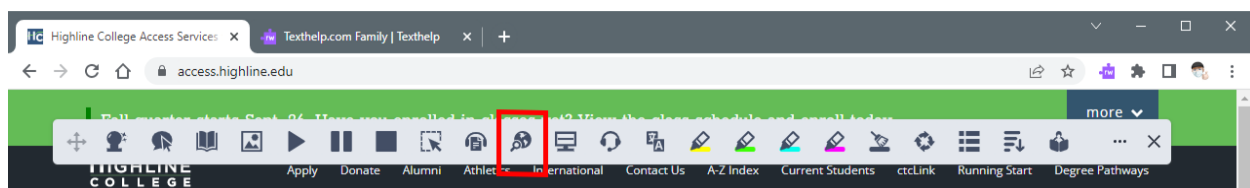


The “Simplify” option reduces the amount of extra information on a page so that you can concentrate on the content. Activate this mode by clicking on the “Simplify” button (four lines of decreasing size next to a downward-pointing arrow).

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.

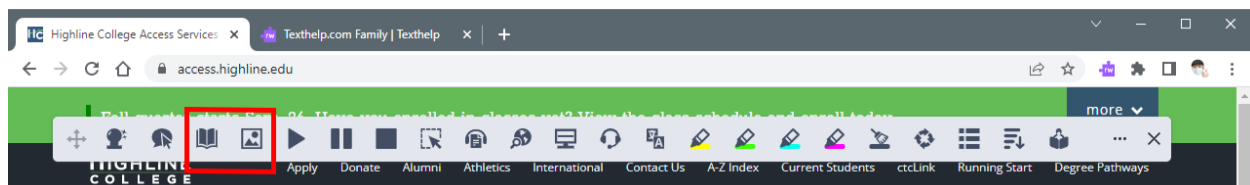


Studying Web Search



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.

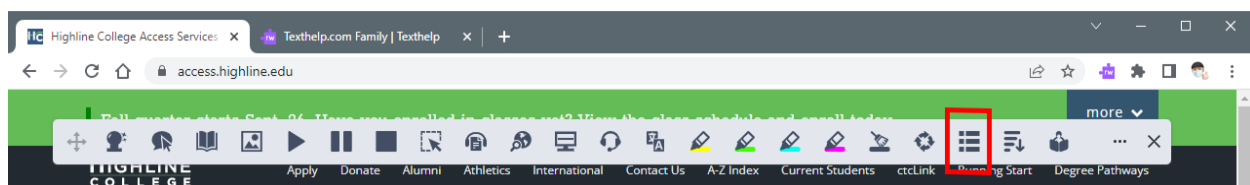
Dictionary



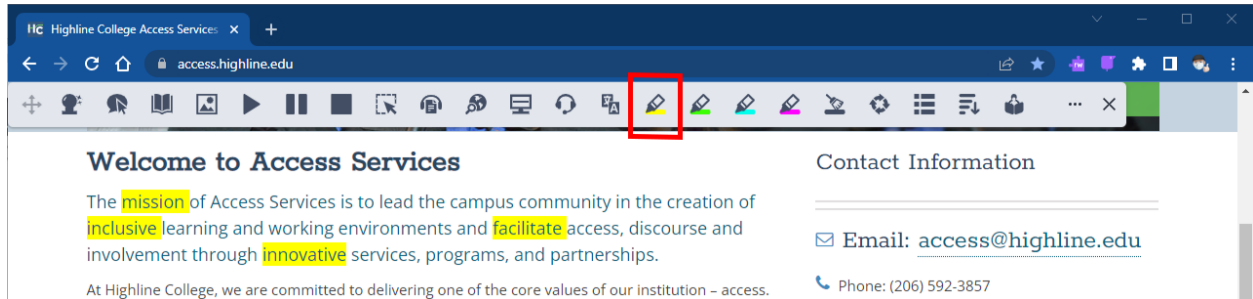
Read & Write includes two dictionary tools: one standard text, and one using images.

Select a word 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

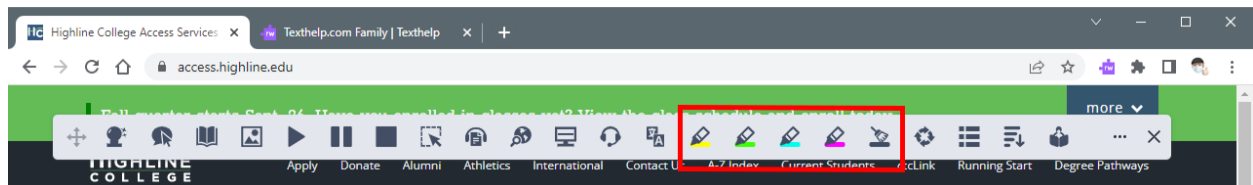


The “Vocabulary List” button (three rows of one short and one long solid line) builds a list of words you have highlighted on the web page you are viewing. Selecting any word you want in your list and then use one of the four highlighter buttons (pens drawing yellow, green, blue, or magenta lines) to highlight the word. You can do this with as many words as you like on the page.



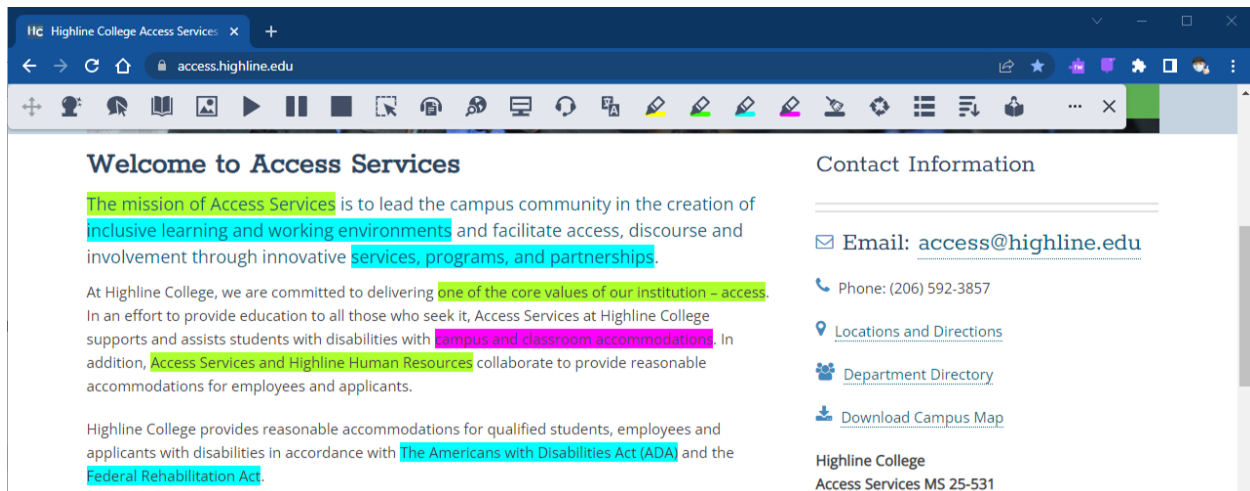
When you have all your words highlighted, click the “Vocabulary List” button. A new tab will open with a Google Doc that contains all of your selected words, their definitions, the relevant Picture Dictionary images, and a blank column you can use to enter in your own notes about that word. This Google Doc is even automatically saved into your personal Google Drive!

Note Taking



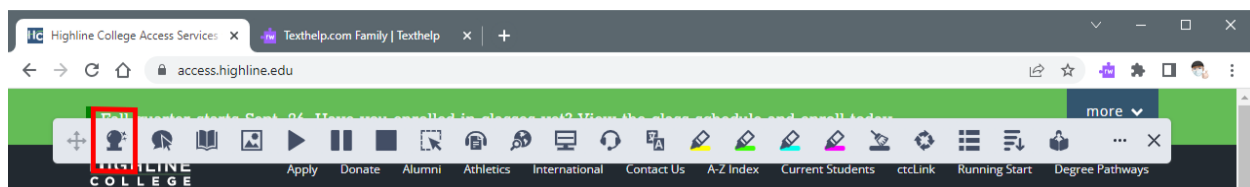
The colored highlighter buttons allow you to mark sections of the page. Simply select the text you want to highlight, then choose the color you want to use for that section. If you want to remove highlighting from some text, select that text and then use the “Clear Highlights” button (a broom over a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



When you have finished highlighting your document click on the “Collect Highlights” button (four arrows forming a circle). A new tab will open with a Google Doc that contains all of your highlights grouped together by color. This Google Doc is even automatically saved into your personal Google Drive!

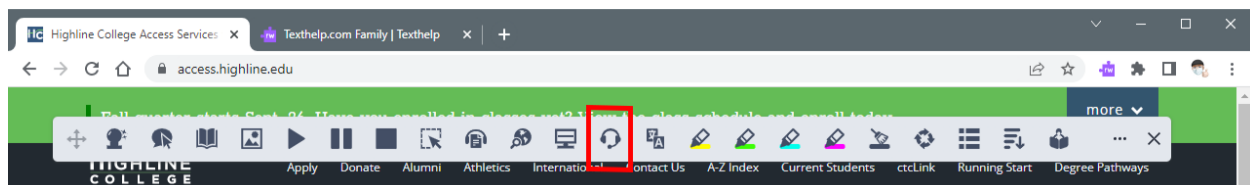
Writing Prediction



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.

Dictation (Talk&Type)



When you are in a text entry box on a website or in a Google Docs document, the “Talk&Type” button (a headset with microphone) allows 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.

Enjoy using Read and Write!