



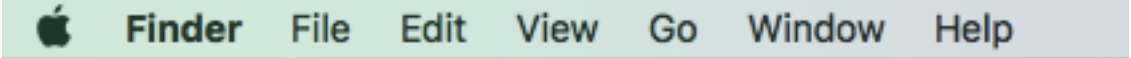
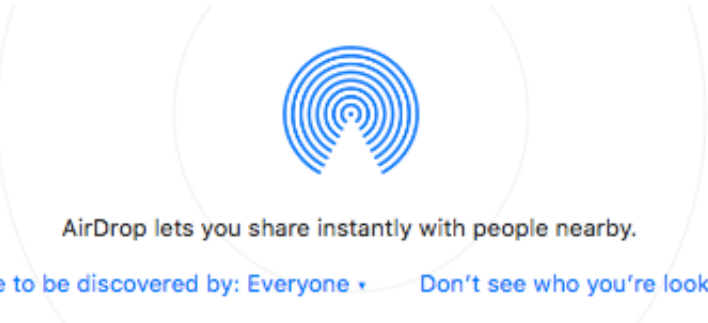






Read & Write – Reference Sheet

Tool	Icon	How it works
To start using Read & Write – open a document		
Word		If it is a Word document, simply open your document with Word and start using Read & Write.
Google Chrome		If the text is online or you have to search on the web, simply open Google Chrome.
PDF Reader		If you need to work with a PDF document. Click this button and select a PDF to open in the PDF Reader. Use the Click to Speak icon to read your document, or use the other Read & Write tools like play
Airdrop		To receive a document from your teacher, ensure that Airdrop is activated. Click on GO → Airdrop  Ensure you are seen by everyone. Click accept when receiving document.  <p>AirDrop lets you share instantly with people nearby.</p> <p>Allow me to be discovered by: Everyone • Don't see who you're looking for?</p>

To help with reading

Text to Speech		<p>Reads text aloud in Word docs, on the web, in PDF document and more.</p> <p>Highlight or place your cursor in front of some text.</p> <p>Click the Play button. Use additional controls to rewind, fast forward, pause and stop speech playback.</p>
Screen Masking		<p>Use this icon to help focus on text while reading.</p>

To collect & organize the information / summarize / respond to question

Highlights & Erase Highlights		<p>Highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Erase highlights from a page when you are done with them, by selecting highlights and clicking the Erase icon.</p>
Collect highlights		<p>Click on the icon when you have finished collecting all the information. All your highlights will be transferred into a new Word doc. This will help you answering questions or summarizing the text.</p>

To help with writing

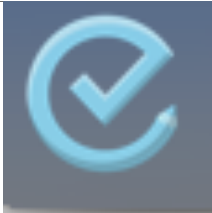
Word Predictor



Provides word suggestions as you type and get help with spelling. Use the Play button on the Read&Write toolbar to hear a word suggestion read aloud and ensure it is correct.

Double-click on a word to insert.

Spell Checker



Click this button to perform a Spell Check on a document. Use the Play button on the Read&Write toolbar to hear word suggestions and dictionary definitions read aloud.

Other writing support tools

Dictionary



Search the definition of a word that you do not know or understand, Highlight a word and click the Dictionary icon.

Click on a definition and click the Play button on the Read&Write toolbar to hear read aloud.

Verb Checker



Get help for conjugation of a selected verb.

Click Play to hear them read aloud.

Click the Replace button to add the selected verb into your document.