

Google Read Write

for Docs  and Slides 

Start: Open Docs  or Slides 

TALKING into TEXT

Step 1: Click the purple puzzle piece  in the upper right hand corner and this tool bar will appear.



Step 2: Click  to turn the microphone on or off

- On the left,  will appear when it's on and  will appear when it's off.
- Talk to the computer in a soft or normal voice

Step 3: **Re-read** the text that it typed and **edit** your work.

READING into LISTENING

The computer can read a document or your work back to you.

Step 1: Click the purple puzzle piece  in the upper right hand corner,



Step 2: Highlight the words you want to be read or click the space in front of the text where you want to start reading.

Step 3: Click the  on the toolbar and listen.

Change the computer VOICE

Step 1: Click the purple puzzle piece  in the upper right hand corner,  appears

Step 2: Click  in the upper right corner

Step 3: Click **settings**

Step 4: Click **speech**

Step 5: Click **voice** - scroll to the English (US) section

- There are 15 choices - English (US) Female Samantha sounds like Siri
- Click the **X** in the upper right corner to go back to the document

SCREEN MASKING (Line reader)

Step 1: Click the purple puzzle piece  in the upper right hand corner,  appears

Step 2: Click  to turn the line reader on and  to turn it off

To **CHANGE** the line **COLOURS**:

Step 1: Click  to turn the line reader on

Step 2: Click  in the upper left corner

Step 3: Click 

Step 3: Click **Screen Masking** on the left hand side

Step 4: Click on the **coloured boxes** to change the background color or reading line colour.

Reading Line Height: Click this to make the line reader bigger or smaller

Opacity means how dark the colour is - if you move the button higher than 50% the colour gets too dark and you can't see the text

ALTERNATIVES TO

For use in Docs 

TALKING into TEXT

Step 1: In Doc  click **Tools**

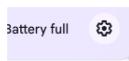
Step 2: Click **Voice Typing**

Step 3: Click  to talk and click  to turn it off

Step 4: Read what was typed and **EDIT** your work

Chromebook Features

For use in Docs,  Slides  or PDF , or any website

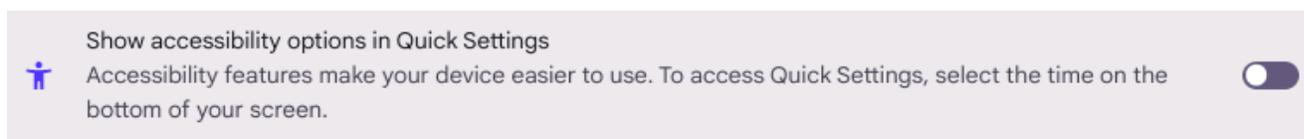


Step 1: Click the **time**  in the bottom right corner

Step 2: Click  the **Gear** Icon in the bottom right corner

Step 3: Watch for a pop up box to appear

Step 4: Scroll down on the left side of the box and click **Accessibility**



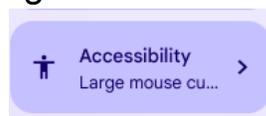
Step 5: Click **Show accessibility options in Quick Settings**  then close the box

TALKING into TEXT

(Read to the computer and computer types)

Step 1: Click **time**  in the bottom right corner

Step 2: Click this box in the pop up box



Step 3: Turn on **Dictation** 

- When **Dictation** is turned on  appears in the bottom right corner of the screen by the time. 

Step 4: **Open** your document

Step 5: Click  to turn speech to text on.  will appear under the cursor to show the microphone is on

Step 6: **Read** and **edit** your work

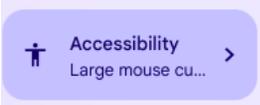
Step 7: Turn microphone  off and on as needed

Note: Want to learn what the other help options do? Click on the options to be taken to a menu and read what the options can do.

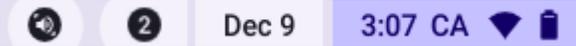
READING into LISTENING

Step 1: Open what you need read

Step 2: Click the **time**  in the bottom right corner

Step 3: Click  in the pop up box

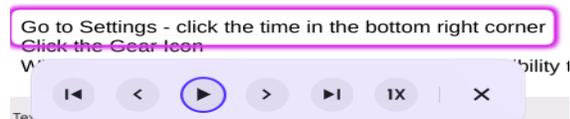
Step 4: Turn on **Select-to-Speech** 

Step 5: When **Select-to-Speech** is turned on a volume icon  appears in the bottom right corner 

Step 6: Click the **volume** icon  to turn on

Step 7: Highlight the text to be read

- (a purple box will appear - place it around what you want read)

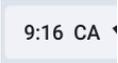


Step 8: Push the **triangle** play button 

Step 9: Turn the **volume**  off and on as needed

Note: If you want it to read a PDF, it must be open in the PDF view in Chrome, not in the Chromebook Gallery. The cleaner the PDF, the better it works.

Change the voice

Step 1: Click **time**  in the bottom right corner

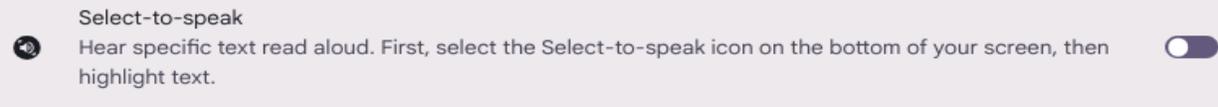
Step 2: Click the **gear** icon 

Step 3: Scroll down and click **Accessibility** on the left side

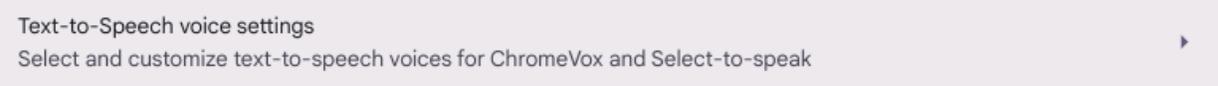
Step 4: Click this link



Step 5: Turn the switch on



Step 6: Scroll down to this option



Step 7: To hear the voice click **Voice to Preview**

Step 8: Scroll down and select chosen voice to play

Note: English Chrome #2 sounds like “Siri” but try a few options and see which voice you like to listen to

OTHER HELPFUL TECH TIPS



SPLIT your screen

See 2 windows at once

Step 1: Click on the plus sign  to open a new tab

Step 2: Go to upper right corner and hold arrow over 

Step 3: Select  when the options pop up

Step 4: Click and **drag** the new screen to the opposite side of the screen

- To move the screens click and hold the **ALT** button then click the [or] buttons (beside the P key)



STAR Digital Texts and Frequent Folders in Drive

To make them easy to find

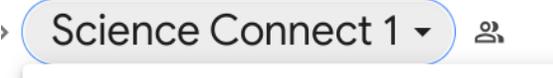
Step 1: Open 

Step 2: Search for the folder/file you want to have easy to find

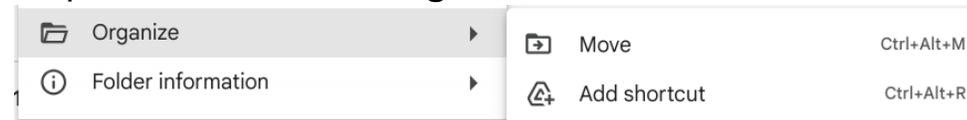


Step 3: Click on the folder/file to open it

Step 4: Click the **drop down arrow** next to the folder title



Step 5: Scroll down to **Organize**, hover until the next box appears.



Step 6: Click **Add to Starred**

 Add to starred Ctrl+Alt+S

*Find Starred folders/files from left side menu in Drive