




Quick Reference Guide Tool Usage 8.22 for Google Chrome



Tool	Symbol	Where it works	How it works
Text to Speech		Google Docs Google Slides ePubs, Web	Reads text aloud with dual color highlighting and natural-sounding voices. Highlight or place your cursor in front of some text, and click the Play button.
Hover Speech		ePubs, Web	Reads text on websites in Chrome without highlighting, simply hover over the text you'd like to read.
Check It		Google Docs	A proofreading tool that checks for spelling, grammar and confusable word errors. Turn the feature on to see your errors underlined in purple in your Google Doc. Then choose from the list of suggested corrections, ignore the error, or add the word to your custom dictionary.
Prediction		Google Docs Google Slides Web	Provides word suggestions as you type. Develops writing skills and helps construct error-free sentences more easily. Hover over word suggestions to hear aloud. Click on a word or click Ctrl + the number next to the word you'd like to insert.
Talking Dictionary		Google Docs Google Slides ePubs, Web	Provides definitions to improve comprehension and writing. Definitions can even be read aloud.
Picture Dictionary		Google Docs Google Slides ePubs, Web	Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		Google Docs Google Slides Web	Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.
Audio Maker		Google Docs Google Slides ePubs, Web	Converts selected text into an audio file, which will be automatically downloaded and can then be saved or shared in Google Drive
Web Search		Google Docs Google Slides ePubs, Web	Helps with research by doing a search for relevant information on a topic. Highlight a word or phrase and click the icon, and a new tab will open using your default search engine in Chrome.

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Screen Masking		Google Docs Google Slides ePubs, Web	Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus. Customize color, opacity and other options from the options menu. Use the floating control box for easy access to options or to turn this feature off.
Talk&Type		Google Docs Google Slides Web	Turns the spoken word into text by dictating into a microphone.
Translator		Google Docs Google Slides ePubs, Web	Allows single words to be translated, and spoken aloud for those languages with a corresponding voice. Translation language can be selected in the Settings menu.
Highlights & Erase Highlights		Google Docs Google Slides ePubs, Web	Allows users to highlight and color code sections of text to facilitate summarizing, categorizing and other higher order skills. Erase highlights from a page when you are done with them, by selecting highlights and clicking the icon.
Vocabulary List Builder		Google Docs ePubs, Web	Builds vocabulary lists in a Google Doc, including definitions, images and an extra column for notes. Use colored Highlights to select words, choose which colors to include, and vocabulary list will be automatically created.
Collect Highlights		Google Docs ePubs, Web	Collects your highlights into a new Google Doc. Click on the icon and select which colors to collect, as well as how to sort them.
Voice Notes		Google Docs Google Slides	Records a short audio file (one minute or less) of your voice, and inserts it as a comment. Highlight or click where you'd like to place your comment, then click the icon and use the microphone button to record.
Simplify		Web	Removes clutter from web pages and places the simplified text into a new tab. Use the + and - icons to change the amount of text displayed. Font, spacing and color contrast can also be customized. Use the Discover feature to learn more about different words and terms on the page. Use Simplify AI beta to simplify text using AI.
Practice Reading Aloud		Google Docs Google Slides Web	Allows students to practice and record themselves reading selected text, use support tools, listen to their recording, and send to their teacher for feedback.

Tool	Symbol	Where it works	How it works
More Menu		Google Docs Google Slides ePubs, Web	Access settings to customize speech, prediction, Check It, screen masking, language, toolbar features, theme, and account settings. Also includes links to get support and leave product feedback



Further information <https://academy.texthelp.com/read-and-write-dsa/>