DURHAM CATHOLIC
DISTRICT SCHOOL BOARD
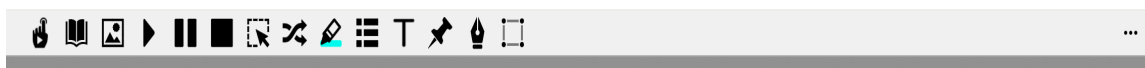*Catholic Education: Learning & Living In Faith*

Read&Write for Google Chrome Extensions in Office 365
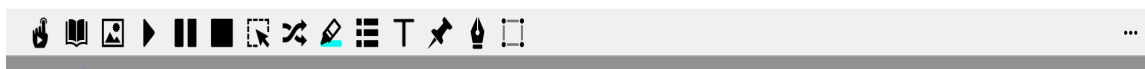
Quick Reference Guide PDF Toolbar

Tools

Click to Speak

Reads text aloud by simply clicking on it. When the feature is on, you'll see a purple line under the button. Click again to turn off.

Talking Dictionary

The Talking Dictionary provides definitions to improve comprehension and writing. Definitions can even be read aloud. Highlight a word and click the icon. Click the Play button next to each definition to have it read aloud.

Picture Dictionary

Picture Dictionary displays images from Widget Symbols to help support fluency and understanding. Highlight the word then click the icon to see the related symbol.

Created by DCDSB Assistive Technologist/Assistive Technology Specialists: Jennifer Baal, Donna Conn, Maureen Cope, Kristi Norris

PDF Text to Speech
Reads text aloud with dual colour highlighting and natural sounding voices. To use select some text and click the Play button. The Text to Speech feature offers a Play, Pause and Stop button.

Screenshot Reader
Converts inaccessible text to accessible text through OCR (ocular character recognition). Click on the screenshot reader icon and then drag your mouse to draw a rectangle around any inaccessible text to OCR it on demand.

Translator
Allows single words to be translated into a wide selection of languages. Language can be selected in the Options menu.
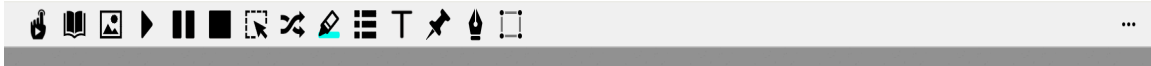
Highlights
Allows users to highlight and color code sections of text on a page, to facilitate summarizing, and categorizing. Highlight some text, then click the Highlighter icon to choose the highlight icon on the toolbar.

Vocabulary List

Builds vocabulary lists in a Word Online document, including selected words, dictionary definitions and images from Widget Symbols, and a column for notes.

Typewriter Annotation

Allows you to type text directly on your PDF. Click on the icon and then click where you would like to place your annotation. Use the additional options to change font size or colour, save, delete, reposition or play back your annotation.

Pushpin Annotation

Allows you to insert notes, instructions or helpful hits on your PDF. Leaves a red pushpin icon wherever the annotation was made. Click the icon and then click where you would like to place your annotation. Use the additional options to change font size or colour, save, delete, reposition or play back your annotation.

Freehand Drawing

Allows you to scribble or freehand annotate on your PDF. Use the additional options provided to customize the colour and thickness of the line. Once you create an annotation click on it to see options to delete, save or reposition.

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Shapes Drawing
Allows you to draw squares, circles and lines on your PDF. Use the additional options provided to customize the line colour, fill colour and border line thickness. Once you create an annotation, click on it to see options to delete, save or reposition.