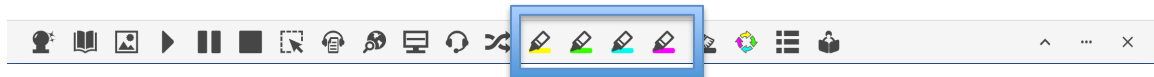## Read&Write Toolbar: Highlights, Collect & Erase Highlights

Highlights

Read& Write's Highlight Tool allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.

Where it works: Word Online, OneNote Online and Web

Highlight the word or text desired and then choose colour by clicking on corresponding icon. You can colour code text to summarizing and categorize.
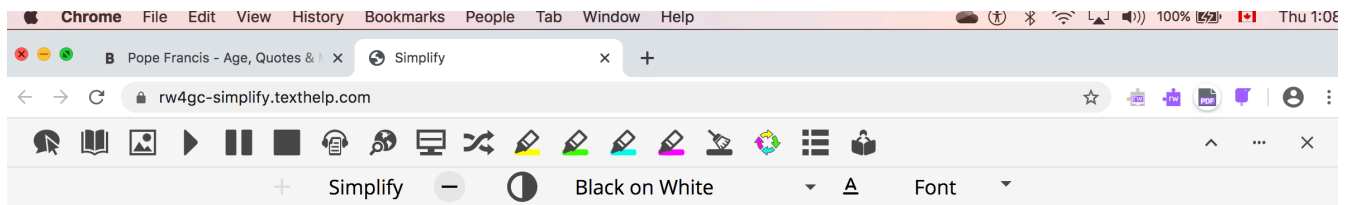
Pope Francis Biography

Jorge Mario Bergoglio was elected the 266th pope of the Roman Catholic Church in March 2013, becoming Pope Francis. He is the first pope from the Americas.

Who Is Pope Francis?

Jorge Mario Bergoglio became Pope Francis on March 13, 2013, when he was named the 266th pope of the Roman Catholic Church. Bergoglio, the first pope from the Americas, took his papal title after St. Francis of Assisi of Italy. Prior to his election as pope, Bergoglio served as archbishop of Buenos Aires from 1998 to 2013 (succeeding Antonio Quarracino), as cardinal of the Roman Catholic Church of Argentina from 2001 to 2013, and as president of the Bishops' Conference of Argentina from 2005 to 2011. Named Person of the Year by *Time* magazine in 2013, Pope Francis has embarked on a tenure characterized by humility and outspoken support of the world's poor and marginalized people and has been involved actively in areas of political diplomacy and environmental advocacy.
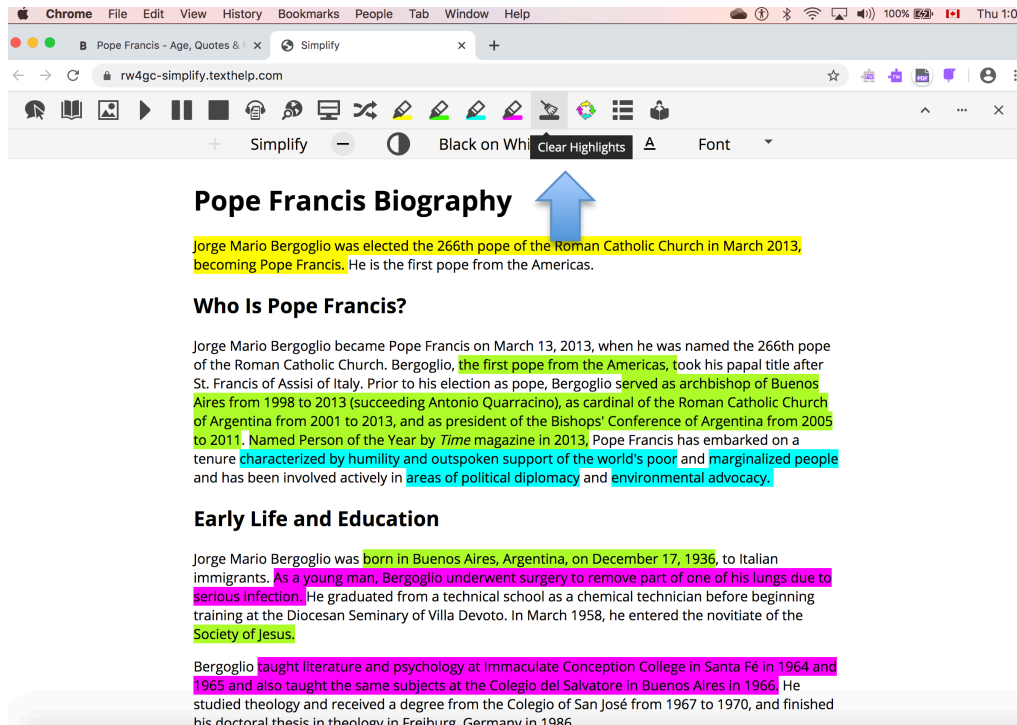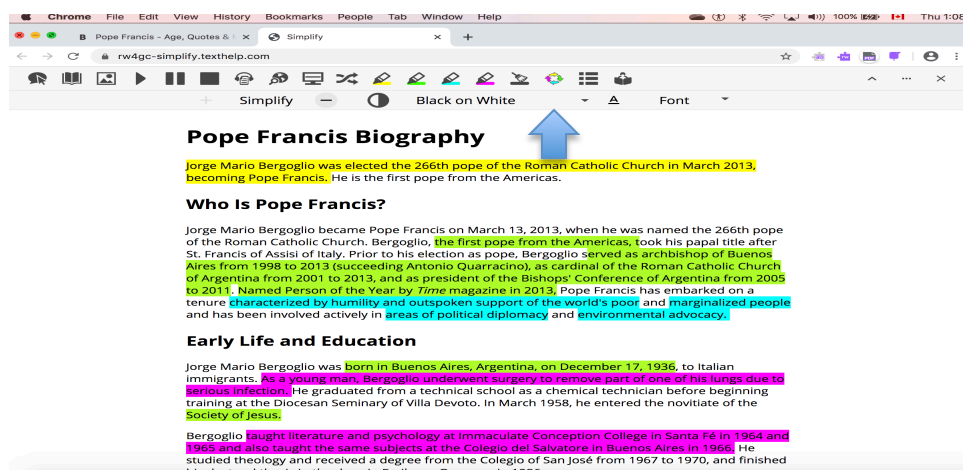
Early Life and Education

Jorge Mario Bergoglio was born in Buenos Aires, Argentina, on December 17, 1936, to Italian immigrants. As a young man, Bergoglio underwent surgery to remove part of one of his lungs due to serious infection. He graduated from a technical school as a chemical technician before beginning training at the Diocesan Seminary of Villa Devoto. In March 1958, he entered the novitiate of the Society of Jesus.

Bergoglio taught literature and psychology at Immaculate Conception College in Santa Fé in 1964 and 1965 and also taught the same subjects at the Colegio del Salvatore in Buenos Aires in 1966. He studied theology and received a degree from the Colegio of San José from 1967 to 1970, and finished his doctoral thesis in theology in Freiburg, Germany in 1986.

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Erase/Clear Highlights (broom)

To erase or clear a highlight, select the highlight you want to erase/clear by clicking and dragging over it, then select the Clear Highlights tool (broom) on the Read& Write toolbar.

Collect Highlights

Collects your highlights into a new Word Online document.
Where does it work: Word Online, OneNote Online and Web.

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Click on icon and select which colours to collect, as well as how to sort them.
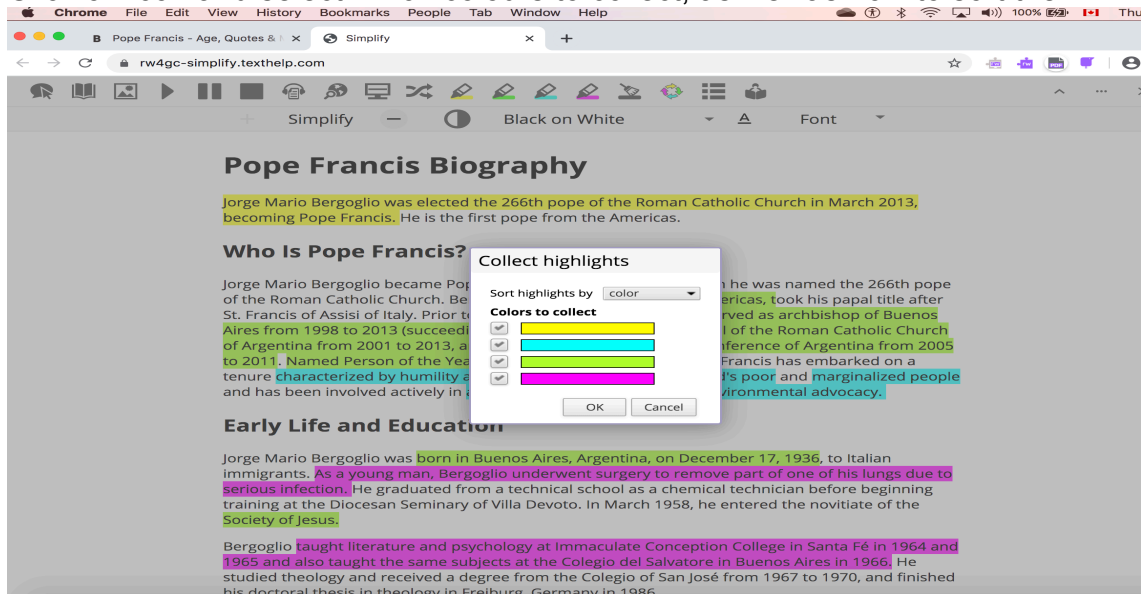
When the collect highlights window appears. You can select the colours you would like to export, as well as how to sort them in a new word document. Uncheck the colours you do not want to be exported to a new word document. When done click ok. All the highlights will be moved to a new word document. If the highlight are from a website the site will be referenced.
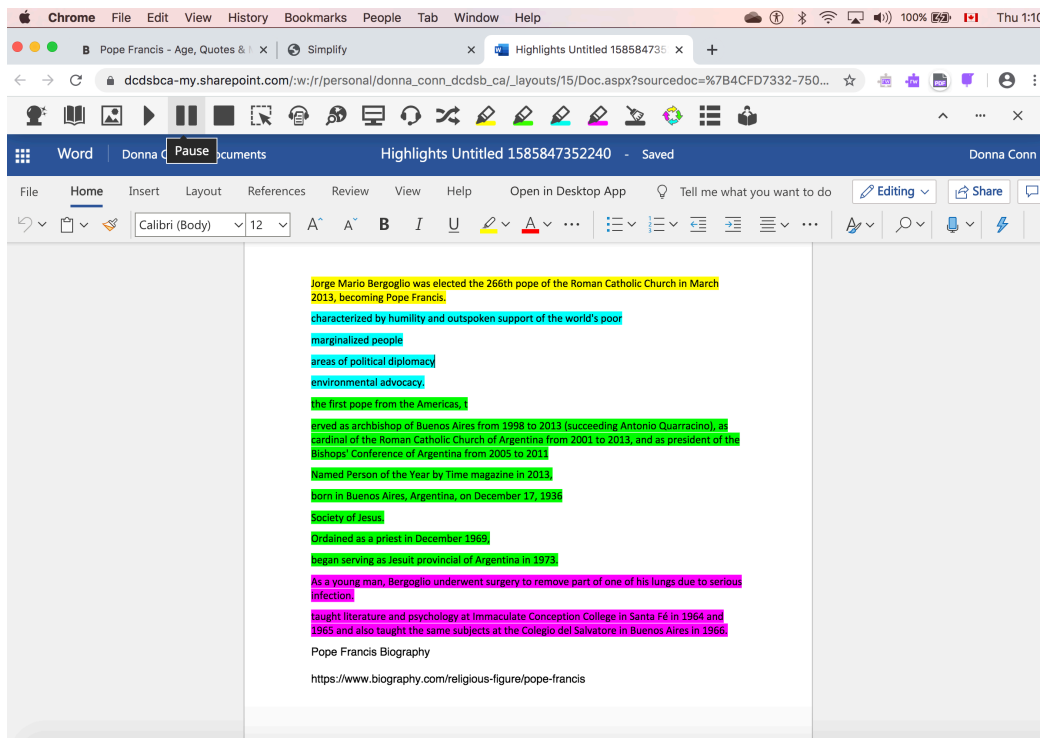
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To clear the highlight colours from your new document, simply select the text by clicking and dragging over the text, then click on the clear highlights (broom) on the toolbar.