SCHOOL OT RESOURCE

Read&Write

for Google Chrome

TOOLBAR QUICK GUIDE / Read, understand & write

Use the tool names and icons to find support. Toolbar layout and available features vary by file type, version, settings, and school license.

TOOL		WHAT IT HELPS YOU DO
1 **Check It**		Review spelling suggestions and choose the word that fits.
2 **Prediction**		Use suggested words to help build a sentence.
3 **Dictionary**		Select a word to explore its meaning and hear the definition.
4 **Picture Dictionary**		Pair a selected word with a visual meaning cue.
5 **Read Aloud**		Play written text so you can listen while following along.
6 **Pause**		Pause the voice; select Pause again to continue.
7 **Stop**		End playback. Use Read Aloud to begin again.
8 **Screenshot Reader**		Select an image area containing text to hear it read.
9 **Audio Maker**		Turn selected text into an audio file for later listening.
10 **Web Search**		Select a word to explore related information online.

Start with one useful tool

Match one tool to one classroom task. Model it, let the student try it, and check whether it improves access or independence.

Try it in a Google Doc

Type a short sentence. Select Read Aloud, pause it, then try Prediction or Dictionary. Introduce more tools as needed.

CONTINUE ON PAGE 2: tools 11-19, toolbar settings, and official help.

Read&Write and toolbar icons belong to their respective owners (Texthelp / Everway).
Icons shown for identification. No affiliation or endorsement implied. Prepared November 2026.

SCHOOL OT RESOURCE

Read&Write

for Google Chrome

TOOLBAR QUICK GUIDE / Focus, organize & share

Use the tool names and icons to find support. Toolbar layout and available features vary by file type, version, settings, and school license.

TOOL		WHAT IT HELPS YOU DO
11 **Screen Masking**		Reduce surrounding visual clutter while focusing on a section.
12 **Talk & Type**		Speak your ideas to enter text; then review what was typed.
13 **Translator**		Translate a selected word. Choose the language in Settings.
14 **Highlighters**		Mark important text using different highlight colors.
15 **Clear Highlights**		Remove highlighting from the text you select.
16 **Collect Highlights**		Gather highlighted passages into a new Google Doc.
17 **Vocabulary List**		Build a vocabulary document from selected highlighted words.
18 **Voice Note**		Add a recorded voice comment in supported Google files.
19 **Practice Reading Aloud**		Record reading practice to listen back or share.

Customize the toolbar

Open the three-dot menu > Settings. Review the toolbar view and feature controls. Teach only the tools the student needs for the task.

WEB PAGES & OTHER FILE TYPES

Web tools can include Hover Speech, Simplify, and Rewordify. PDF support may use a separate tool. If an icon is missing or unavailable, check the file type, license, and district settings.

OFFICIAL HELP & FEATURE DETAILS

Read&Write for Google Chrome learning resources | Toolbar setup & training

Read&Write and toolbar icons belong to their respective owners (Texthelp / Everway).
Icons shown for identification. No affiliation or endorsement implied. Prepared November 2026.