



# Read&Write

## Quick Reference Guide Tool Usage 10.24 for Microsoft Edge



| Tool                 | Symbol                                                                              | Where it works                              | How it works                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|-------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Text to Speech       |    | Word Online<br>OneNote Online<br>ePubs, Web | Reads any text aloud with dual color highlighting and natural-sounding voices.<br><br>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.                                                                                                                                                                                                                                                                                                          |
| Co:Writer Prediction |   | Word Online<br>OneNote Online<br>Web        | Provides word suggestions as you type. Develops writing skills and helps construct error-free sentences more easily.<br><br>Hover over word suggestions to hear aloud. Click on a word or type the number next to it to insert.<br><br>Click 123 to type numbers into your document instead of inserting prediction words.<br><br>Use Topics to see subject-specific vocabulary words in your prediction list. |
| Talking Dictionary   |  | Word Online<br>OneNote Online<br>ePubs, Web | Provides definitions to improve comprehension and writing. Definitions can even be read aloud.                                                                                                                                                                                                                                                                                                                 |
| Picture Dictionary   |  | Word Online<br>OneNote Online<br>ePubs, Web | Displays images from Widgit® Symbols to help support fluency and understanding.                                                                                                                                                                                                                                                                                                                                |
| Screenshot Reader    |  | Word Online<br>OneNote Online<br>ePubs, Web | Converts inaccessible text to accessible text through OCR.<br><br>Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.                                                                                                                                                                                                                               |
| Audio Maker          |  | Word Online<br>OneNote Online<br>ePubs, Web | Converts selected text into an audio file, which will be automatically downloaded and can then be saved or shared in OneDrive.                                                                                                                                                                                                                                                                                 |
| Web Search           |  | Word Online<br>OneNote Online<br>ePubs, Web | Helps with research by doing a search for relevant information on a topic.<br><br>Highlight a word or phrase and click the icon, and a new tab will open using your default search engine in Edge.                                                                                                                                                                                                             |

| Tool                          | Symbol                                                                              | Where it works                              | How it works                                                                                                                                                                                                                                                   |
|-------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screen Masking                |    | Word Online<br>OneNote Online<br>ePubs, Web | Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus.<br>Customize color, opacity and other options from the options menu.<br>Use the floating control box for easy access to options or to turn feature off. |
| Talk&Type                     |    | Word Online<br>OneNote Online<br>Web        | Turns the spoken word into text by dictating into a microphone.                                                                                                                                                                                                |
| Translator                    |    | Word Online<br>OneNote Online<br>ePubs, Web | Allows single words to be translated into a wide selection of languages. Language can be selected in the Settings menu.                                                                                                                                        |
| Highlights & Erase Highlights |    | Word Online<br>OneNote Online<br>ePubs, Web | Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.<br>Clear highlights from a page when you are done with them, by selecting highlights and clicking the icon.              |
| Collect Highlights            |   | Word Online<br>OneNote Online<br>ePubs, Web | Collects your highlights into a new Word Online doc.<br>Click on icon and select which colors to collect, as well as how to sort them.                                                                                                                         |
| Vocabulary List Builder       |  | Word Online<br>OneNote Online<br>ePubs, Web | Builds vocabulary lists in a Google Doc, including definitions, images and an extra column for notes.<br>Use colored Highlights to select words, choose which colors to include, and vocabulary list will be automatically created.                            |
| Rewordify                     |  | Web                                         | Replaces complex vocabulary with simpler, easier to understand words and phrases.<br>Rewordified text is italicized on the page. Click on the word or phrase to toggle between the original text and the rewordified text.                                     |
| Practice Reading Aloud        |  | Word Online<br>OneNote Online<br>Web        | Allows students to practice and record themselves reading selected text, use support tools, and listen to their recording.                                                                                                                                     |
| More Menu                     |  | Word Online<br>OneNote Online<br>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.                                                             |
| Simplify                      |  | Web                                         | Removes clutter from web pages and places the simplified text into a new tab.<br>Use the + and - icons to change the amount of text displayed. Font, spacing and color contrast can also be customized.<br>Use the Simplify AI beta to simplify text using AI. |



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