

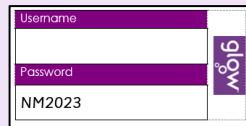
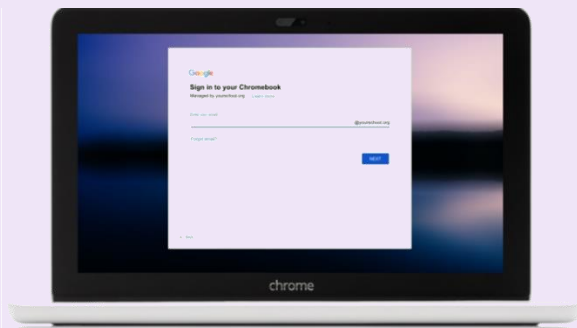
How to Use Read and Write Software on Chromebooks

Writing



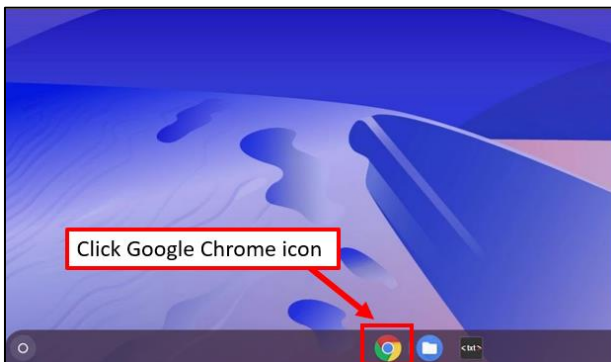
Turning on the Chromebook

- The power button looks like this.
- Press it once to turn the Chromebook on.



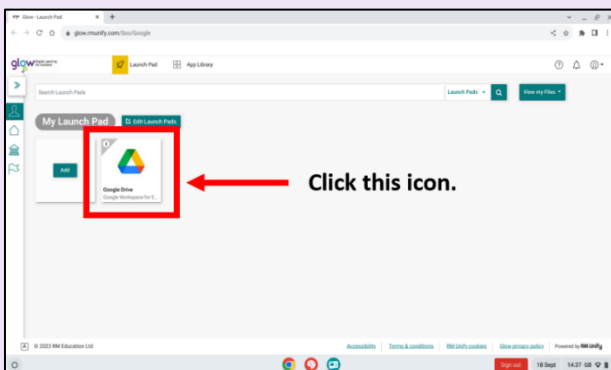
Logging into the Chromebook

- Type your glow username first.
- Press next.
- Type your glow password.
- Press enter.
- You can find your log in card information on your log in card if you have forgotten it.



Opening Glow

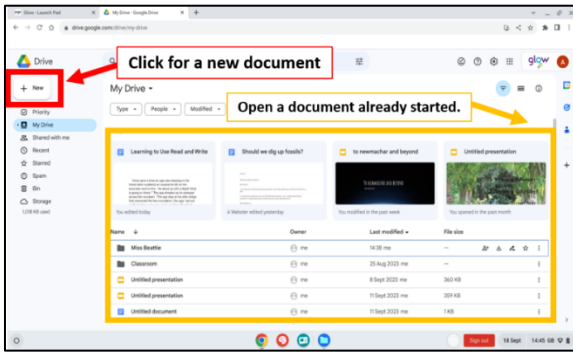
Click the Google Chrome icon. This will automatically bring up your Glow account and home screen.



Opening Google Drive

Click the Google Drive icon shown in this picture. Your home screen may look a little different to this but do not worry!

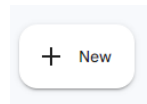
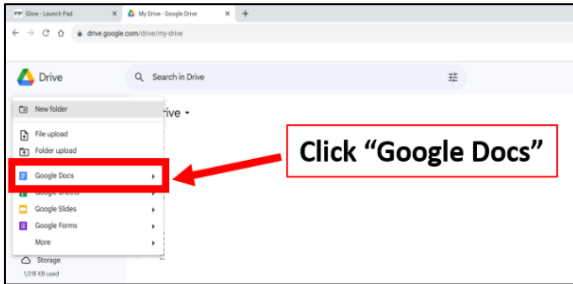
Opening a Document on Google Drive



New Document

If you want to create a new document, click:

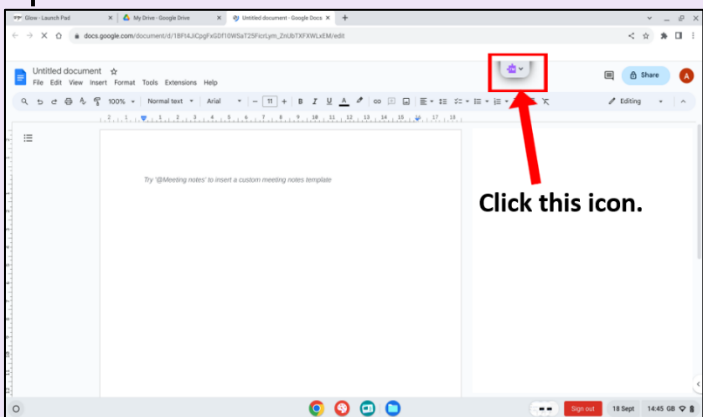
- + New
- Google Docs (for writing) or Google Slides (for presentations)



Saved Document (Already Started)

If you have already started a document and want to continue writing it, find it in the “files” section (yellow area in picture)

Option 1



Turning on Read and Write

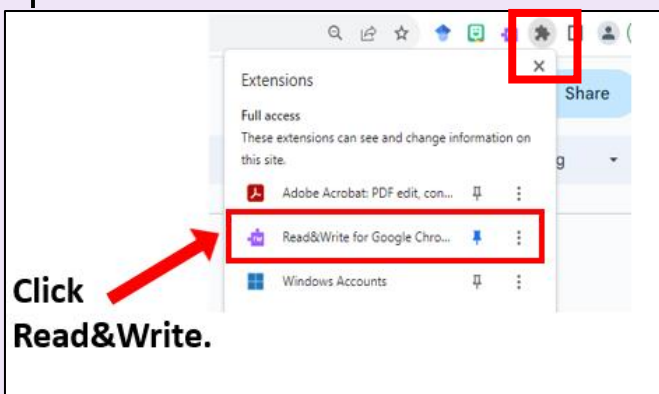
Option 1

Click the purple Read and Write jigsaw piece that appears on your Google Doc.

Sometimes this tab does not always appear. If this happens, try option 2

or

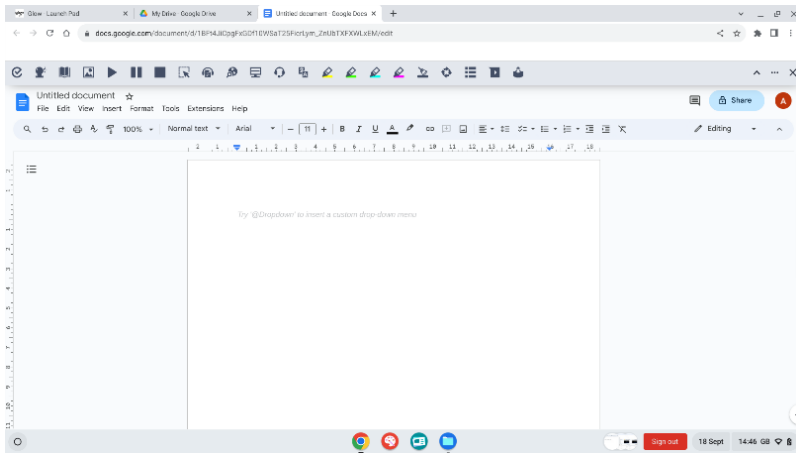
Option 2



Option 2

On the top right of your screen, you should spot a small black jigsaw piece.

- Click the black jigsaw piece.
- Then click on the purple Read and Write jigsaw piece.



Using Read and Write

You are now ready to use Read and Write!

See the icons below to learn what they do and how they can help with your document.

Word prediction. Suggests next word or how to finish a word when typed.

Picture dictionary. Use this if you aren't sure on a word and need a picture to help you.

Highlight any important words or sentences. This will help you find them quicker!

Written dictionary. Use this if you aren't sure on a word and need a definition to help you.

Read aloud buttons.
▶ Start reading.
■ Stop reading.
⏸ Pause reading.

Speech to text button. When you speak into the microphone, it will type the words you say.

