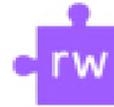


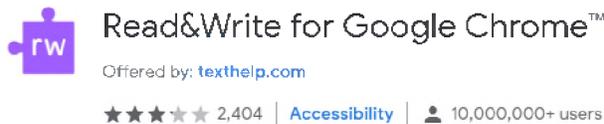
Google Read and Write Tutorial



Read and Write will read google drive documents, pdfs, and websites.

Step 1: Log into your google chrome account.

Step 2: Click this link to go the read & write extension: [Chrome Web Store](#). Click “Add to Chrome.” Then click “Add Extension.”



Step 3: A pulldown icon with the read and write logo will appear. Click it to open the read and write toolbar. If no pulldown icon appears, double-click the read and write logo next to the Chrome search bar.



You will have premium options for one month. After that month, these will be the only available functions:

 **Play.** Highlight the text you wish to hear. Then, click the play button to have the text read aloud. If you do not highlight any text before clicking play, the voice will begin reading at the top of the document.

 **Pause/Stop.** Click on these icons to pause or stop the reading. Pausing the Speech function will not necessarily allow you to start the Speech function at a different location in the text, the stop button may be required.

 **Translator.** Highlight the text you want to have translated into another language and click on this icon. Click on the translation to have it read aloud. Different languages can be selected through the Settings icon.

To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or AccessibleResources@lanecc.edu.

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