# Snap & Read: Google Chrome Extension

Every student's own personal toolkit for understanding everything they read today.

Snap & Read is a toolkit of purposeful reading tools that can be used on Google Chrome, Microsoft Edge, and iOS devices. It offers PDF annotation and study tools, reads text aloud, levels vocabulary, translates text, removes distractions, and delivers usage data to educators.

How Do I Access Snap & Read?
Snap & Read is already installed on your **Google Chrome** browser. To open the Snap & Read toolbar, click on the **extension icon** in the upper right-hand corner of your screen and click on **Snap & Read**. The toolbar will be shown on the right side of the screen.

You can choose to **PIN** the tool to your menu. This will give you quick access to the tool. To pin the program, click on the **thumbtack** on the extension page.
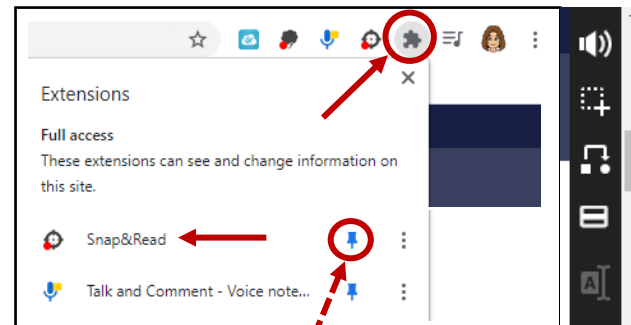
How Do I Sign In?
When you open the tool for the first time, you will be prompted to **SIGN IN**.

Choose to **SIGN IN WITH GOOGLE** using your **SCHOOL email address**.
If you are already signed in, move the slider to the **right** to turn on Snap & Read.
***NOTE: You will need to sign in on each device you use.**

Read Aloud (Speak) Tool:

READ ALOUD
Listen to text as it's read aloud across websites, PDFs, and Google Drive. It also reads in other languages.

The **SPEAK** tool allows students to listen to text as it is read aloud across websites, PDFs, and Google Drive files.
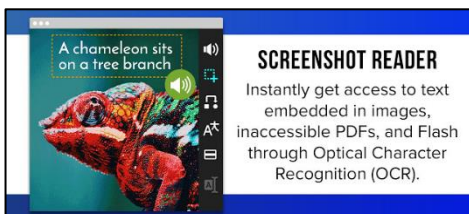***NOTE: The tool can be changed to other languages if desired.**
***NOTE: You can change the voice, volume, speed, and pitch in OPTIONS.**

Click the **SPEAK** tool on the toolbar to turn it on. Then click on the text to be read. To stop the reading, click the page again.

To turn the tool off, click the **SPEAK** tool on the toolbar.

Screenshot Reader Tool:

SCREENSHOT READER
Instantly get access to text embedded in images, inaccessible PDFs, and Flash through Optical Character Recognition (OCR).

The **SCREENSHOT** tool allows you to select a portion of the page that you would like read aloud. It also allows you to select text that is part of an image or Google Classroom items that open in a preview only that cannot be read using the **SPEAK** tool alone.
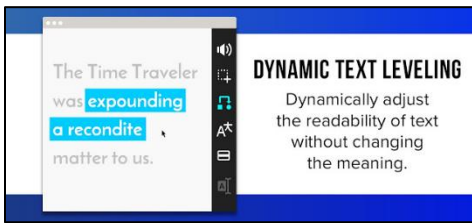
Click on the **Screenshot** tool to turn it on.
Draw a rectangle around the text you would like read. As soon as you release the mouse, the text will be read aloud. If you wish

Always play as a team

to have the text read again, you can either repeat this process or select the **SPEAK** tool and click on the first word in the box. To delete the selection (rectangle), press the "x" in the top right corner.
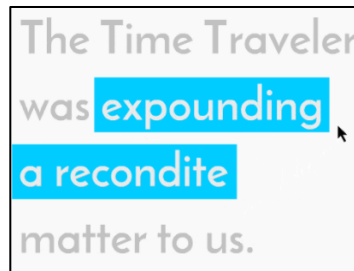
Simplify Vocabulary Tool:

The **SIMPLIFY VOCABULARY** tool will adjust the reading level of text without changing the meaning.

DYNAMIC TEXT LEVELING
Dynamically adjust the readability of text without changing the meaning.

Change from THIS...

The Time Traveler was **expounding a recondite** matter to us.

to THIS.

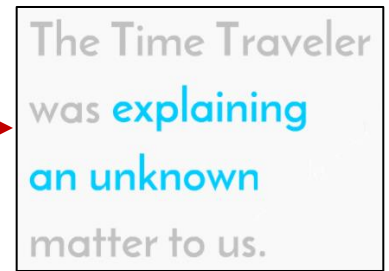The Time Traveler was **explaining an unknown** matter to us.

Click on the **Simplify Vocabulary** Tool. The most difficult words on the page are automatically replaced with words that are easier to read. The changed words/phrases will be italicized. To see the original word, simply click on the italicized words.

Snap&Read

Show outlines

Remove distractions

PDF Reader
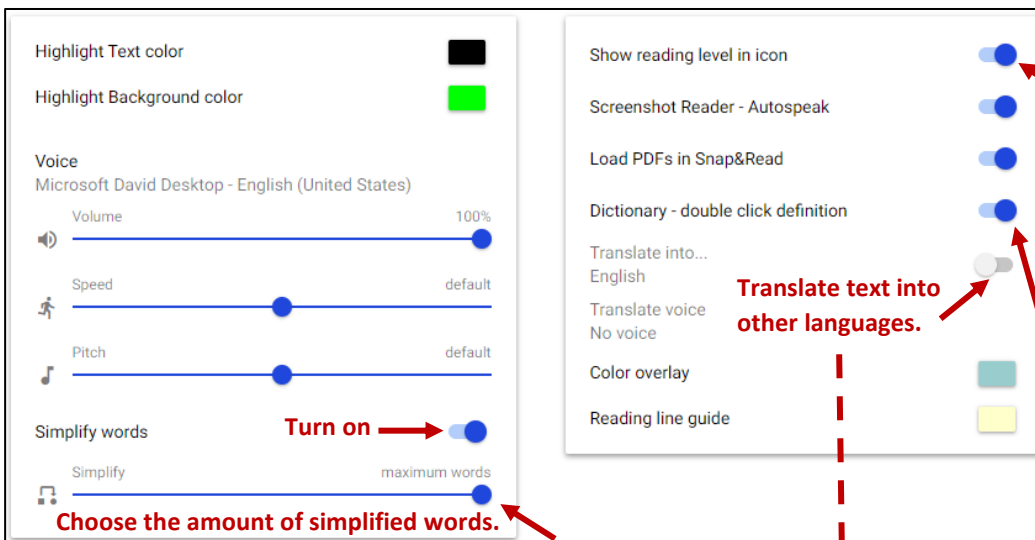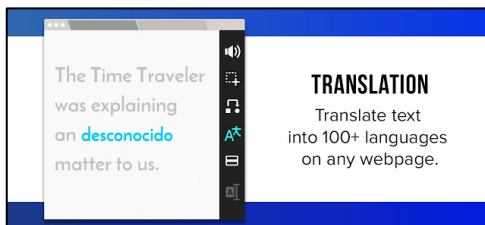
Options

For more options with this tool, click on the **Snap & Read extension icon** in the top right corner of your screen and choose **OPTIONS**.

Highlight Text color

Highlight Background color

Voice
Microsoft David Desktop - English (United States)

Volume   100%

Speed   default

Pitch   default

Simplify words   **Turn on** →

Simplify   maximum words

Choose the amount of simplified words.
Maximum will break down as many words as it can.
Snap & Read cannot level to a specified grade or Lexile level.

Show reading level in icon

Screenshot Reader - Autospeak

Load PDFs in Snap&Read

Dictionary - double click definition

Translate into...
English
Translate voice
No voice

Color overlay

Reading line guide

Translate text into other languages.

The grade level readability will be shown on the extension icon. This will change for each page.

If turned on, double-clicking any word will open a built-in dictionary. If applicable, it will also display images.

Translation Tool:

TRANSLATION
Translate text into 100+ languages on any webpage.

The Time Traveler was explaining an *desconocido* matter to us.

The **TRANSLATION** tool allows you to select a portion of a page that you would like translated to another language. Simply highlight the text on the page and then click the translation tool. The text will automatically be converted to your chosen language. To revert back to the original language, click the translation tool on the toolbar and turn it off.

Click on the extension icon and OPTIONS to select a language.
*Note: This tool is defaulted to be off. You must turn this tool on in OPTIONS to access the tool in the side menu.
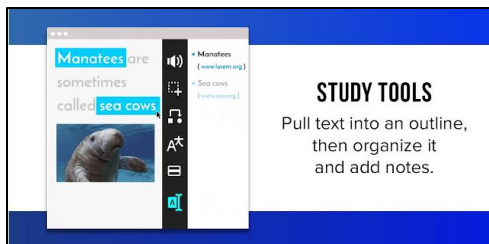
Color Overlay:
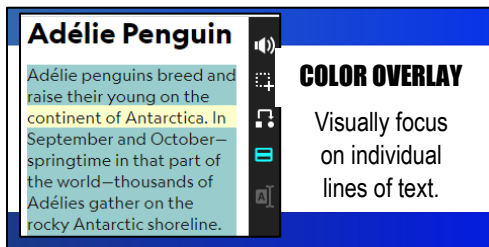
The **COLOR OVERLAY** tool colors a paragraph of text when you turn on the tool and hover your mouse over the paragraph. The specific line of text that your mouse is pointed to will show a different color.

You can change the default overlay colors in the **OPTIONS** section found in the extension icon.

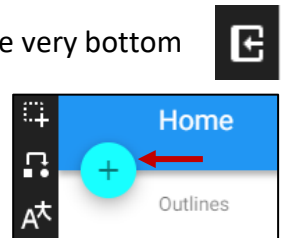| Color overlay	▢
Reading line guide	▢

Capture Text Tool:

The **CAPTURE TEXT** tool allows you to create an outline and site your sources while researching.

To turn this tool on, click the **arrow** at the very bottom of the toolbar.

Click the **+ sign** to create a new outline.

Click on the "**Outline Name**" to add a title for this outline.

You can physically type in the outline or you can use the **Capture Text tool** to highlight the text and have it automatically added and cited within the outline. To add a bullet, press the Enter key or click the **Add Topic** button.
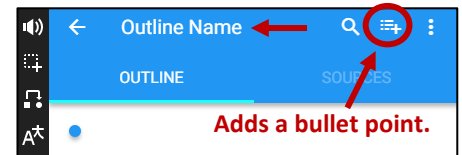

Click on the **Capture Text tool** to turn it on. Use your mouse to highlight the text you would like to add to the outline. The text will be added as a bullet point and the source will automatically be listed under the text. The source will also be added to the **SOURCES** tab. You can choose between MLA, APA, or Chicago.
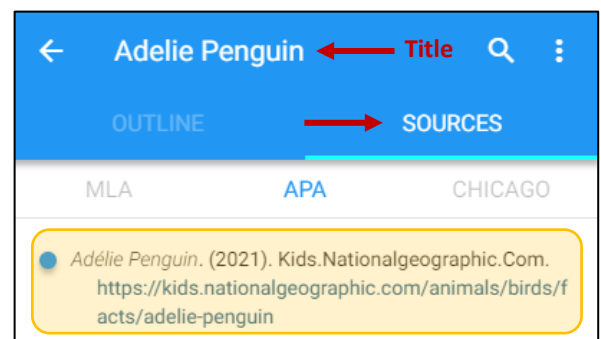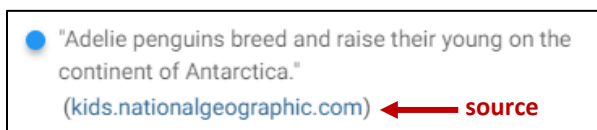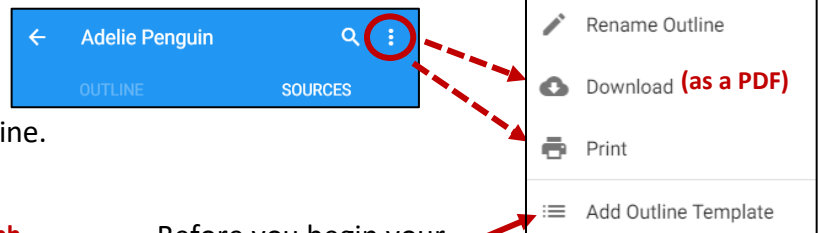

You also have the option to pull **pictures** into your outline. Simply turn on the **Capture Text tool** and click on a picture to have it added to the outline. Like text, the image will also list the source underneath.

Click on the bullet next to a line of text to **indent**, **create a link to a source**, or **delete** the bullet point.
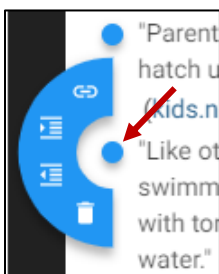
When the outline is complete, you can download the outline as a PDF or simply print a copy. To view these options, click on the 3 dots in the upper right-hand corner of your outline.

Adelie Penguin

OUTLINE   SOURCES

Rename Outline

Download **(as a PDF)**

Print

Add Outline Template

Sample Outline Templates (Over 65 to choose from)

Fiction - Story Map

Fiction - Write a Creative Passage

Nonfiction - Before During After

Nonfiction - Cause and Effect

Sample Outline: Nonfiction 3-Paragaph

Nonfiction - Write a 3-paragraph Essay

Introduce my topic

My essay is about:

Ways to introduce my topic

Idea 1:

Before you begin your outline, you have the option to choose from over 65 pre-made outline templates. By choosing a template, the bullet points are preloaded to help keep students organized. Students still have the option to add or delete bullets as necessary.

If you would like to keep your outline in a working format, you can use **Google Docs** to transfer your bullet points and sources. Open a Google Doc. Place your cursor where you would like the text or image to go and then click on the text or image in the outline and drag it to the Google Doc. You can repeat the same steps for your listed sources as well.

Since you are signed in to an account on Snap & Read, you **can access these outlines on any computer** after you open and sign in to Snap & Read.

You can organize your outlines by creating **folders**. Click the folder icon to create a new folder. Then right-click on an existing outline and choose **MOVE TO** to place an outline in a subfolder.

Home

Folders

Rename

Move To ...

Delete

Remove Distractions:

Many websites have advertisements or "extras" on the page. These can be very distracting. Snap & Read allows you to remove these distractions. Click on the **extension icon** and choose **REMOVE DISTRACTIONS**. The page will reorganize itself focusing on the content. To return to the original view, click the extension icon and choose **SHOW ORIGINAL**.

Snap&Read

Show outlines

Remove distractions

PDF Reader

Options

Snap&Read

Show outlines

Show original
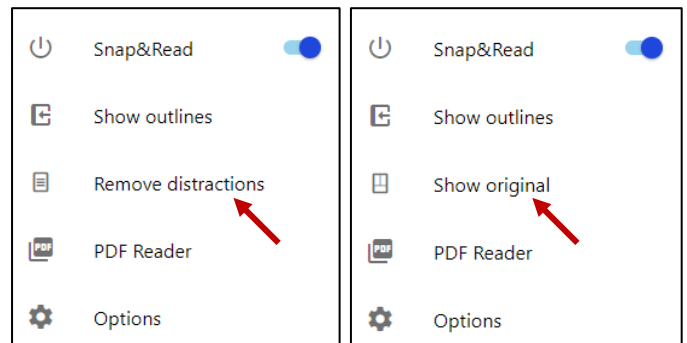
PDF Reader

Options

Opening the PDF Reader:

Snap & Read has a PDF reader available that can be connected to Google Classroom. Students can annotate PDF documents and return GC assignments using this tool. There are two ways to open the PDF Reader.

Option 1:

Click on the Snap & Read extension icon and choose **PDF Reader**. The PDF reader will open in a new tab.

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PDF Reader
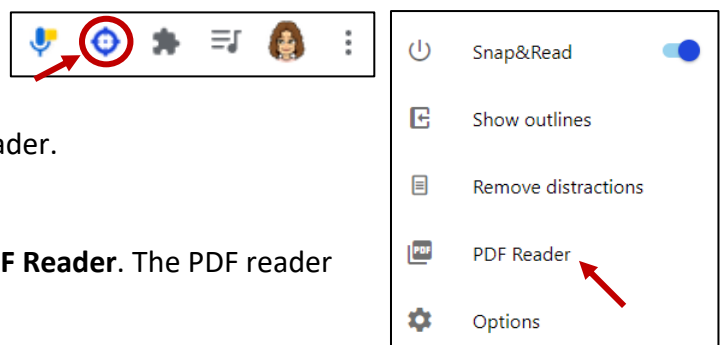
Options

Click on one of the options to find your saved PDF. If the PDF is stored in your **Google Drive**, click on **DRIVE**. If your document is saved to your **computer**, click **MY DEVICE**.

NOTE: If you open a PDF from your Google Drive, you will not see all of your folders/subfolders listed. You will only see a list of all saved PDFs. There is a search bar at the top that you can use to type the name of your document. PDFs can be sorted by Name or Date Modified.
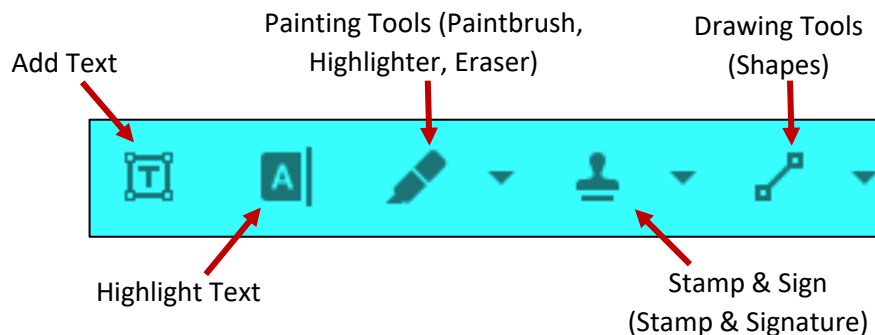
If the PDF is part of a Google Classroom assignment, click on the **OPEN** button in the top left corner. Choose **OPEN CLASSROOM ASSIGNMENT** at the very bottom. Allow Snap & Read permissions to view Google Classroom and make edits to the PDF. Choose the class and assignment name and press OPEN.

Option 2:

This option is only for PDFs stored online in either Google Drive or Google Classroom. Navigate to find the saved or assigned document. When you click the PDF to open it, it will be shown in a **PREVIEW** window. Click on **OPEN WITH** at the top and choose **Snap & Read PDF Reader**. The PDF will open in a new tab.

Editing a PDF:

Click on the **EDIT** button in the top left corner.

Add Text

Painting Tools (Paintbrush, Highlighter, Eraser)

Drawing Tools (Shapes)

Highlight Text

Stamp & Sign (Stamp & Signature)

Click on a tool to turn it on. Click on the tool again to turn it off.

Click on any edit that you made for more options. The toolbar that displays will allow you to change things like thickness, color, transparency, etc. You will also find a trashcan at the end of the toolbar. This will allow you to delete the edit that you added to the PDF.

Add Note   Delete
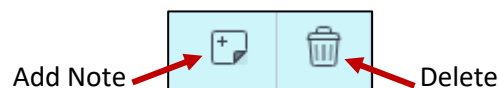
When you are finished editing, click the **arrow** in the top left corner to go back to the view mode.
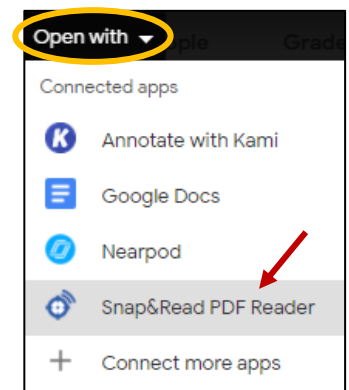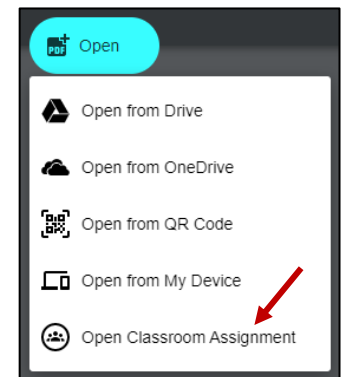
Saving the PDF:

The **SHARE** icon will allow you to print or download a copy of the PDF. The download will be saved in your **DOWNLOADS** folder on your computer.

The **SAVE** button will allow you to automatically save your changes to any PDF that is stored online in your **Google Drive** or **Google Classroom**. Slide the toggle to turn on the **AUTOSAVE** option.

*NOTE: If you opened a PDF from your computer (not Google Drive or Google Classroom), you cannot save the changes to the original document. This feature only works for PDFs stored online. You can download the edited PDF. Once downloaded, you will have two copies of the PDF, your original and the edited one in your Downloads folder. The other option is to save the edited PDF to your Google Drive using the SAVE icon. The original will be saved to your computer. The edited PDF will be saved to your Google Drive.

Print

Download

Autosave

Save to Drive

Save to OneDrive

Duplicate

Open in folder