

# SNAP AND READ CHROME EXTENSION DIRECTIONS

## [VIDEO TUTORIAL](#)

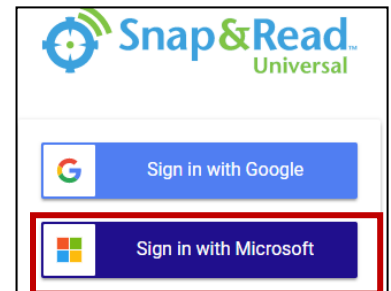
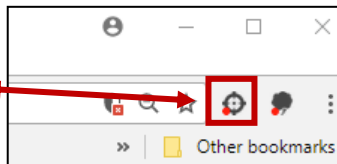
Snap&Read will read documents aloud that you access online using Chrome browser: Schoology, Webpages, Office 365, etc. You can also translate online text (some foreign languages can be read aloud).

**\*Some online textbooks do not work with this tool.**

Snap&Read is currently available for all students/staff. You may need to run a policy update or a company portal sync to push the application. Call helpdesk if you need more info.

**NOTE: Be careful when sharing hyperlinks. If you are signed into Snap&Read, it will sometimes pick up that prefix and add that to your link (which will require users to sign into Snap&Read before they can get to your link). Click on Snap&Read icon and sign out before copying link to fix this or use different browser for hyperlinks.**

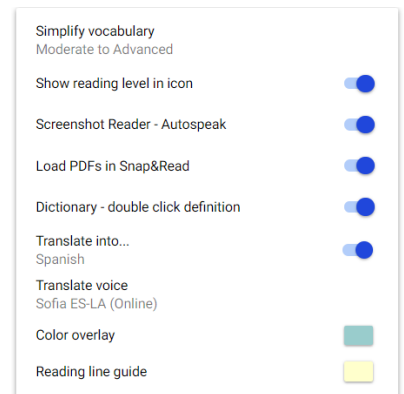
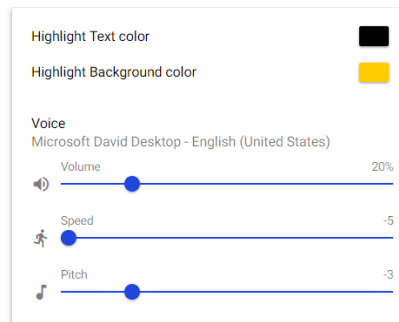
- Launch Google Chrome Browser
- Click on the Snap&Read icon on top right side.
  - Icon is blue when active.
  - Sign in with your Microsoft Office 365 account (full school email).
  - IF YOU DO NOT SEE THE SIGN IN BOX, minimize your browser.



- **PREFERENCES:** Needs to be set up on each device (once) for each user.
  - Click on the Snap&Read icon and then click **Options**
  - **VOICE:** click on Microsoft David and choose between male or female voice.
  - **SPEED:** Slide all the way to left and adjust accordingly.
  - **VOLUME AND PITCH:** adjust accordingly.
  - **HIGHLIGHT TEXT COLOR & BACKGROUND COLOR:** user can change as desired.
  - **Toggle ALL options on the right ON**
    - Simplify vocabulary: recommend Moderate to Advanced).
    - Reading level displays a small number next to icon to indicate grade level text is written.




- **TRANSLATE:** optional tool for foreign voice if needed. Microsoft online voices are limited to common languages: French, German, Italian and Spanish. Some have optional voice choices. You can still choose a language without a Microsoft voice if you want to use for text translation.





- [OVERVIEW](#)
- [Quick Card - Options & Tool Overview](#)
- [Tool Reference Sheet](#)
- [First Time Users Tutorial](#) – if you want to show again, click on your name and then click on tutorial.
- [Snap & Read Video Tutorials](#)
- [Bell Ringer Activities Help Teach the Different Tools to Students](#)

**MATH CONVERSION TO READ ALOUD:** There is a new [website](#) that allows you to copy and paste a math problem and then it will translate and read aloud in correct formula language (be sure to review the rules).


## Tools are highlighted in blue when they are active – click them again to turn off

 **Speaker:** click on icon (blue speaker icon with X through it when active), then click text to read. Left click mouse to stop reading. You can move the speaker to another spot on page to begin the narration again.


 **OCR:** This is an excellent tool to use when text is inaccessible using the speaker (like Office 365/PDFs, JPEGs). Use this tool to snap a box around text that you want read (left click and drag the box around text but be careful not to highlight in the middle of a word). Click once to begin narration and click again to stop. Click the blue X to close the box.

 **Text Leveler:** If you look at the Snap&Read cog it will display a number to indicate the grade level text is written if you have “show reading level in icon” set to “ON” in the optional settings. You can level down complex words by using this tool.


Show reading level in icon



-  This example shows that the reading level is grade 8. When you level down, it does not show you the new grade level but it levels it according to the text complexity settings you have chosen in the “simplify vocabulary” setting.
- LEVEL A WORD OR SHORT PASSAGE: Highlight the word/passage, click the tool.
- LEVEL ENTIRE PAGE: Click the tool, double click on the page.
  - LEVELLED WORDS APPEAR IN ITALICS. Click again and it will change it back to the original word and/or change it to the foreign language if chosen.
- Click on the speaker if you want the text narrated.
- Good [LINK](#) to demonstrate the leveling tool.


Simplify vocabulary  
Low Intermediate to Advanced

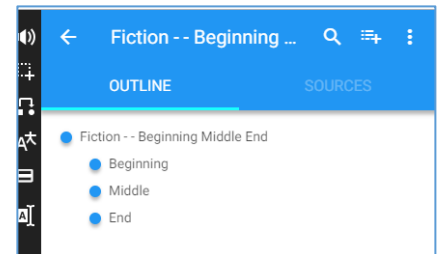
 **Foreign Language:** There are only a few foreign languages that offer online voices: Spanish, French, German and Italian. The other languages just translate the text but will not speak aloud.

- Click on the tool
- Highlight the text
- Click again to toggle back to English
- Click the speaker icon to read aloud.

 **OVERLAY/READING GUIDELINES:** Brings focus to text paragraph-by-paragraph and even line by line. This can be used in conjunction with the other tools. It highlights each line in a paragraph with contrasting colors; you should move your mouse to the next line of text as you read or snap&read voice reads aloud.

 **Outline Options:** All outlines are saved to your profile and accessible on any device. Outline Template: Click on outline icon on bottom right toolbar.  Click this icon again to minimize while reading your article. Can go to multiple pages to add content.


- New Outline:** click on green plus sign.
- Name:** Click on the outline name and type new name.
- Insert info** by typing in text or capture from web by highlighting text and clicking on .
- Sort:** Can drag and drop to resort info by clicking on the words (not the blue dot).
- Optional Templates:** pre-loaded templates can be chosen: click 3 dots/Add Outline Template.
- Source:** Captures info for you and saves in MLA, APA & Chicago format.
- More Options:** Click on the blue dot to see more options (indent, link info and delete).
- Print:** click on outline to open, click on 3 dots and choose print. Can also save to OneNote.
- Copy Content to Another Document:** Click to highlight text and drag over.
- Download:** click on the outline to open, click on 3 dots and choose download.
- Delete:** click on outline title to highlight and then click on 3 dots, choose delete.






**DICTIONARY:** Double click to see the definition of a word (will also show a picture) but must be set to “ON” in options.

**REMOVE DISTRACTIONS :** Click on the Snap&Read icon and click “remove distractions” and it will reload the page into a single page without ads.

**MORE INFORMATION:** Navigate to the ACSC District Home Page, [Staff Link](#) and click on the plus sign to left of Snap&Read icon. Click on the Snap&Read icon to access site videos and information.

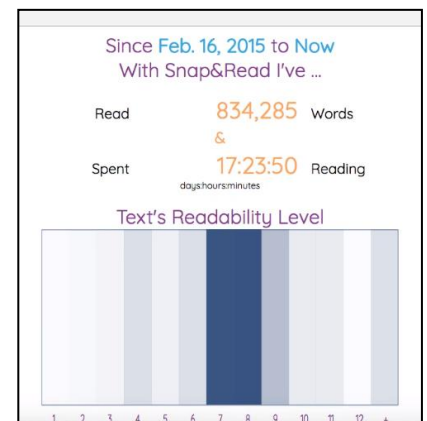
 **PDF Editing Tools:** Open any PDF **online** through the web or Office 365. You will need to click on the Snap&Read icon/open PDF from/my device or OneDrive. Click on the pencil icon side to begin editing. All items can be moved by clicking and dragging or deleted by clicking X.

-  **Text tool:** can change the font, size, color and opacity.
-  **Highlighter tool:** can change the color and opacity. Left click and drag to highlight a word.
-  **Line tool:** underline or insert a line (can change the thickness, color, opacity and rotation).
- **Save or Download:** Click on disk icon. If saved to OneDrive, “PDF Annotator” folder will be created.
- **Print:** Click on 3 dots to send to printer or print to OneNote.
- **Read PDF:** You will have to use snapping tool to read aloud.




**Student Universal Data:** [Video Tutorial:](#) Teacher must add students to see data.

- Shows Time Spent/Words Read/Reading Level/Download & Print Files.
- Log into <https://snapandread.com/View Reports/Select the Student>.
- Readability Level – graph displays the reading level (darkest band = most used).
- Sort by date range – hover over the date to change the range.



### Snap & Read for the Ipad or Iphone:

- Download the Snap&Read Universal app.
- Launch the app and sign in with your Microsoft 365 account.
  - If multiple people are using the app, be sure to sign out when done.
- Launch the Safari Browser on your iOS device.
- Open a webpage and click on the action icon. 
- Scroll the Grey and White icons to the left until you see “More” (3 grey dots); click to see options.
- Toggle the Switch to the right of Snap and Read “ON”. Tap Done.
- When you want to activate the tool, click on the action icon.
- Scroll the grey and white icons to the left until you see “Snap&Read”, tap to open and then confirm “Open”.
- Click on the Settings button to set your preferences (follow steps above).
  - There is no foreign language translation option.
  - All other tools are the same except no outline templates.

