

SNAP AND READ CHROME EXTENSION DIRECTIONS

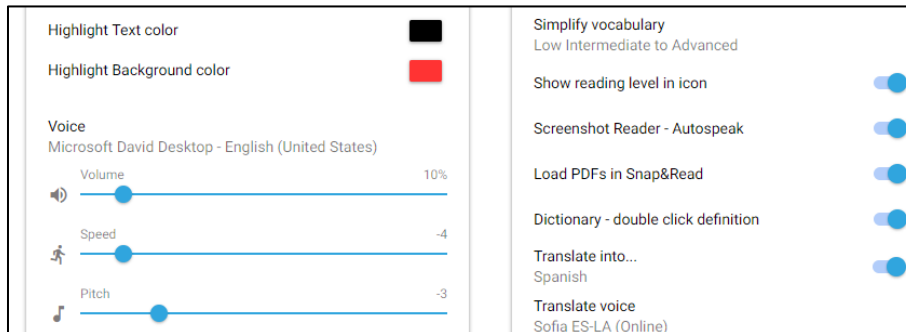
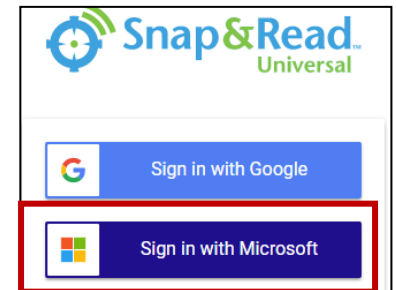
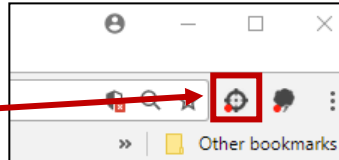
Snap&Read will read aloud any documents that you access on line: Schoology, Webpages, and Office 365

Snap&Read is available for all students/staff at IE/MN/MS and as requested by principals

New student laptops distributed 2018 – (Lenovo 11E model) – [user install needed for Chrome Extension](#)


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). Sign out of Snap&Read before copying link to fix this or use different browser for hyperlinks.


- Launch Google Chrome Browser
- Click on the Snap&Read icon on the top right side of the browser page.
 - Icon is blue when active.
 - Sign in with you Microsoft Office 365 account (full school email). IF YOU DON'T SEE THE SIGN IN BOX, minimize your browser – might be hiding behind the page.




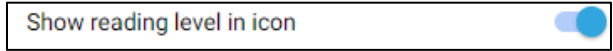
- **PREFERENCES:** Set this on each device you log into once.
 - Click on the Snap&Read icon and click on Options
 - **VOICE:** defaults to Microsoft David Desktop, your only other choice is female voice, Zira. You must use Microsoft voice with our hardware.
 - Google voices are not recommended unless using a Google device (like iPad or Chromebook) because it will not highlight the words.
 - **SPEED:** Slide all the way to left and test to see if you want it faster.
 - **VOLUME AND PITCH:** user change adjust as desired.
 - **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 shows you the grade level text is written in.
 - **TRANSLATE:** optional tool for foreign voice if you like. Microsoft online voices are limited to common languages: French, Spanish, and German. Some have optional voice choices. You can still choose a language without a Microsoft voice if you want a 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](#)


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

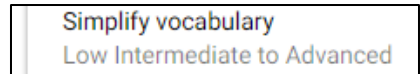
 **Speaker:** click on icon and it will show **speaker with X through it when active**, then click text to read. Left click mouse to stop reading. You can then move the speaker to another spot on page to begin the narration again

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


 **Text Leveler:** If you look at the Snap&Read cog it will display a number to indicate the grade level text is written for 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.




-  This example shows that the reading level is grade 8. When you level down, it doesn't show you the new grade level but it levels it according to the text complexity settings you have chosen in the “simplify vocabulary” setting.



- Click the tool, highlight the text or double click to choose the whole page, click twice in the text area to apply the change (words that can be leveled down will be italicized). 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.
- www.fourmilab.ch/etexts/www/wells/timemach/html/timemach_chap1.html - good link to demonstrate the leveling tool.

 **Foreign Language:** If you choose a foreign language be sure to only use “online voices” unless using an iPad or Google device (then the google voices are fine to use).


- Click on the tool, highlight the text, click again to toggle back to English, click the speaker to have it narrated.

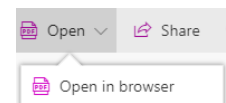
 **OVERLAY/READING GUIDELINES:** Brings focus to text paragraph-by-paragraph and even line by line. This can be used in conjunction with the other tools. It highlights a paragraph and you can move the highlighter line by line.

DICTIONARY – double click to see the definition (will also show a picture) but must be set to “ON” in options.




REMOVE DISTRACTIONS – If you want to get rid of pictures and distractions on a webpage, click on the snap and read icon and click on remove distractions.

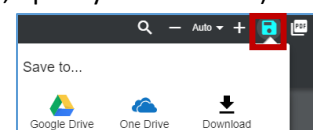
More Information and link to Snap&Read, go to the ACSC District Home Page/[Staff Link](#) and click on the plus sign to left of Snap&Read icon.

 **PDF Editing Tools:** Open any PDF online through the web or Office 365. You may need to choose open, “open in browser” to get the tools.



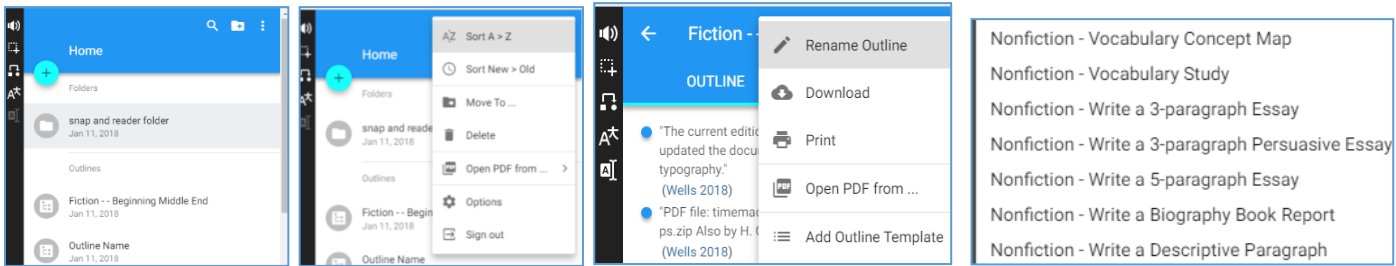
Click on the pencil icon side to begin editing. All items can be moved by clicking and dragging or deleted by clicking on the X.

- 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 you save to OneDrive, it will save in a newly created folder “PDF Annotator”. Download will add to download folder.



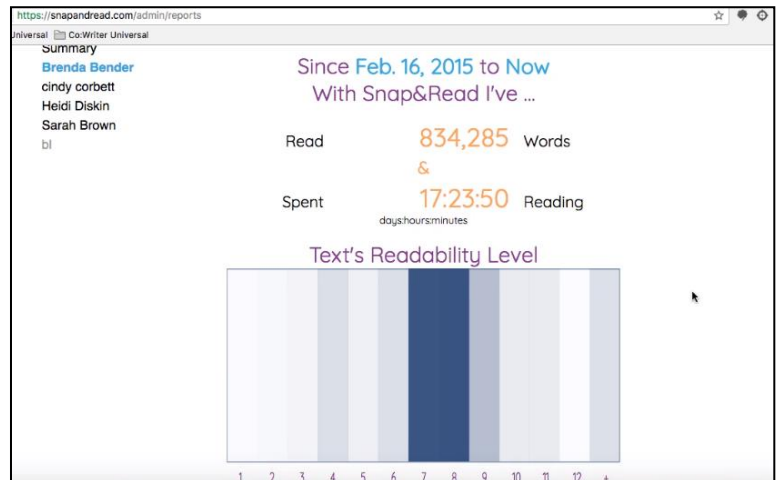
G Outline Options: All outlines are saved in your profile, no matter the device used. You can print or save to One Note.

- Outline Template: Click on outline icon on bottom right toolbar. **G**
 - Click this icon again to minimize while reading your article. Can go to multiple pages to add content.
- Click on green plus sign to create a new outline.
- Click on the outline name and type new name.
- Insert info by typing in text or from web by highlighting text and click on **A**.
 - 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: Automatically saves in MLA, APA & Chicago format.
- Click on the blue dot to see more options (indent, link info and delete). Can drag and drop to reorder by clicking on the words.
- Print: click on outline to open, click on 3 dots and choose print
- 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



Student Universal Data: (click on Snap&Read Universal Data Overview for video tutorial)

- Teacher must add students to see data.
- Shows Time Spent/Words Read/Reading Level/can sort by date and can change the time span for the reports/download & print files.
- Log into <https://snapandread.com/View Reports/Select the Student>
- Readability Level – the band shows the reading level and the darker the band, the more that was read at that level.
- Can sort by date range – hover over the date to change the range.

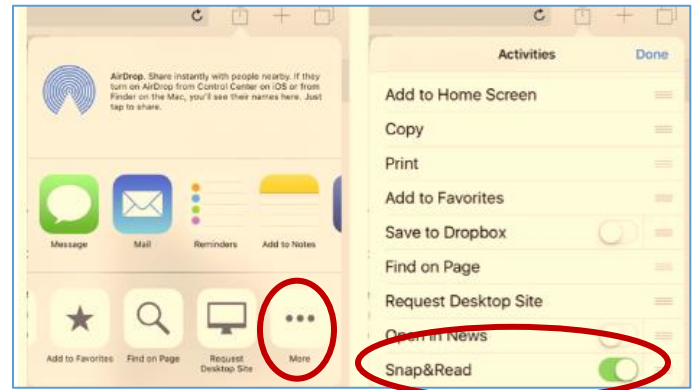


Snap & Read for the Ipad or Iphone:

- 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 on 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).

- Note, you don't have as many voice choices and there is no option to translate to a foreign language.
- All the other tools work the same except you can't use the outline templates.

