

Google

Apps for Education



Created By
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&



Idas • Learning Disabilities
Association of Sudbury

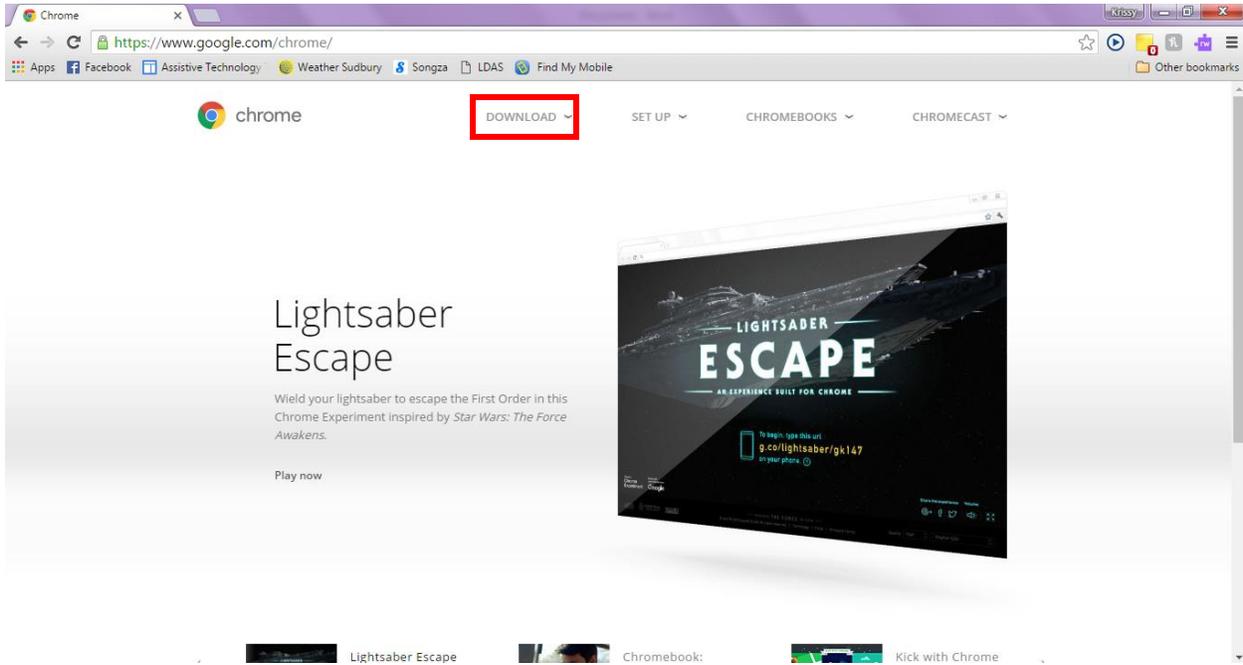
The right to learn, the power to achieve

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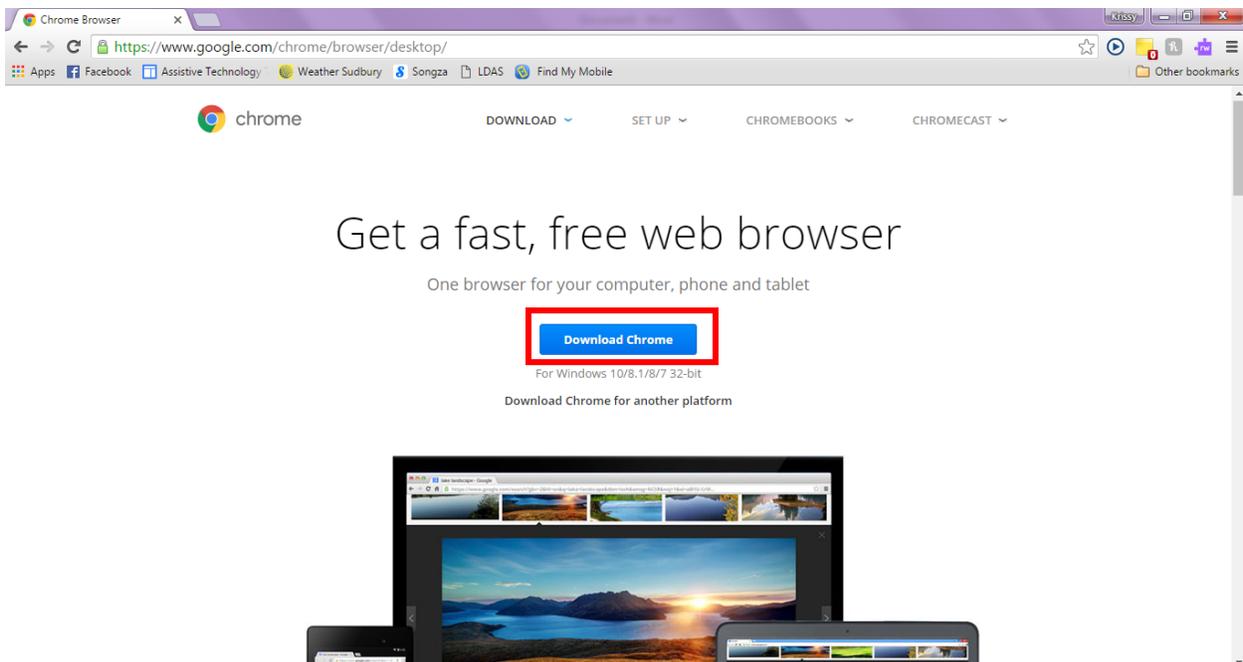
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How to Download Chrome

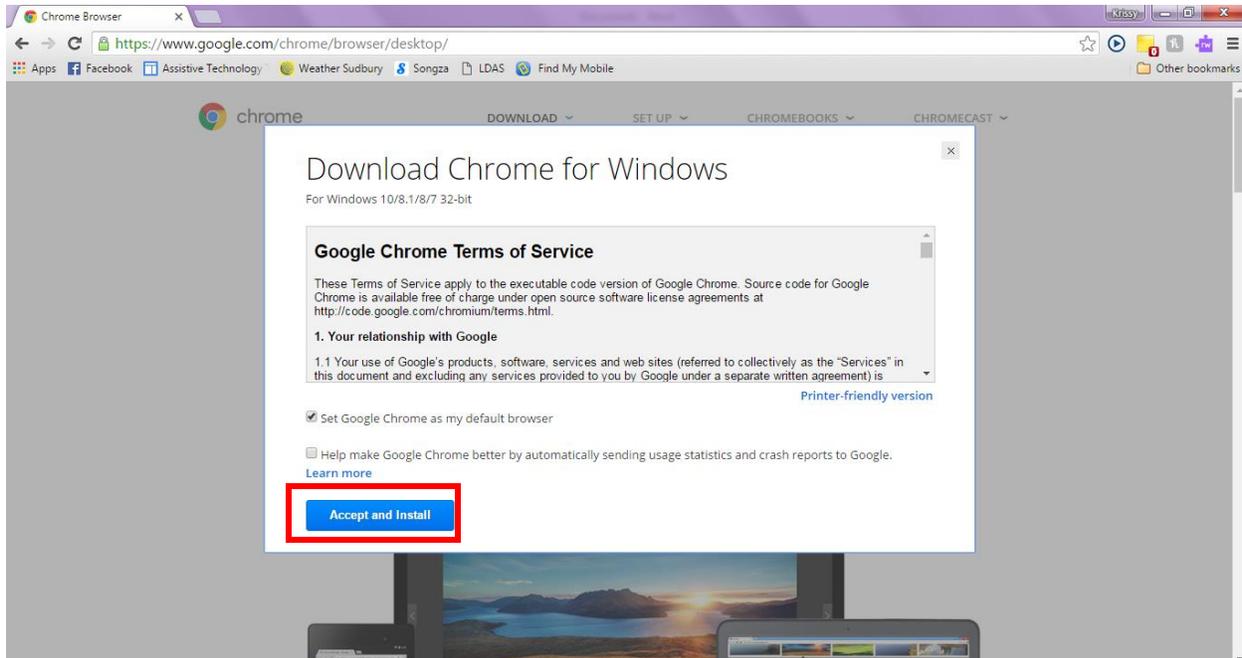
1. Open a web browser of your choice. (Internet Explorer  , Firefox  , Safari )
2. Go to <https://www.google.com/chrome/>
3. Along the top of the internet window click on Download.



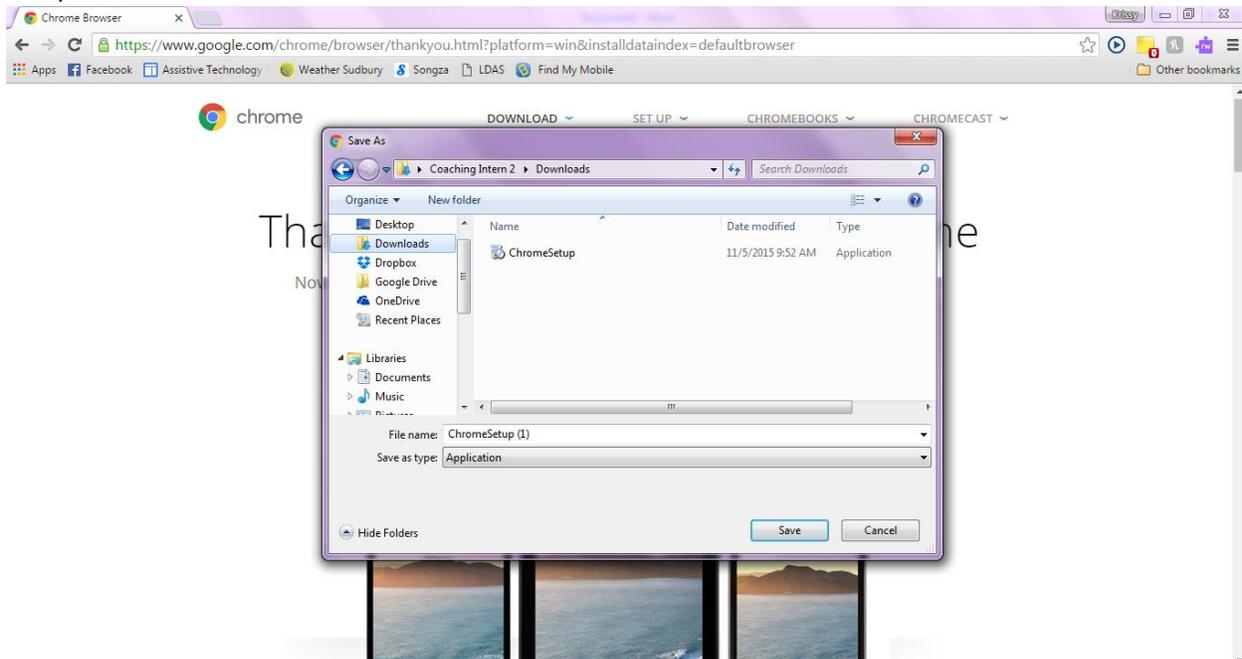
4. Then click on Download Chrome



5. A window with the “terms and service” of Google Chrome will pop up. After you have read them click on Accept and Install.



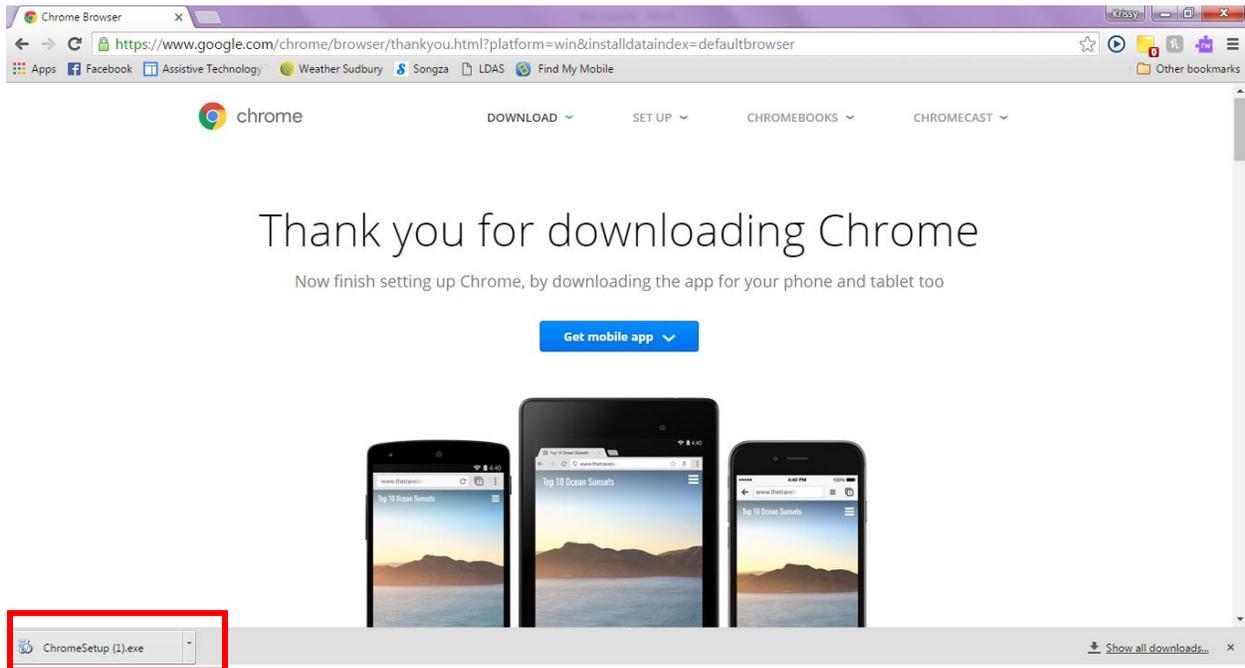
6. It will then ask you to pick a location to save the file. Most computers will default and want to save it in the Downloads file, if you wish you can save it there or choose a more convenient spot on your computer.



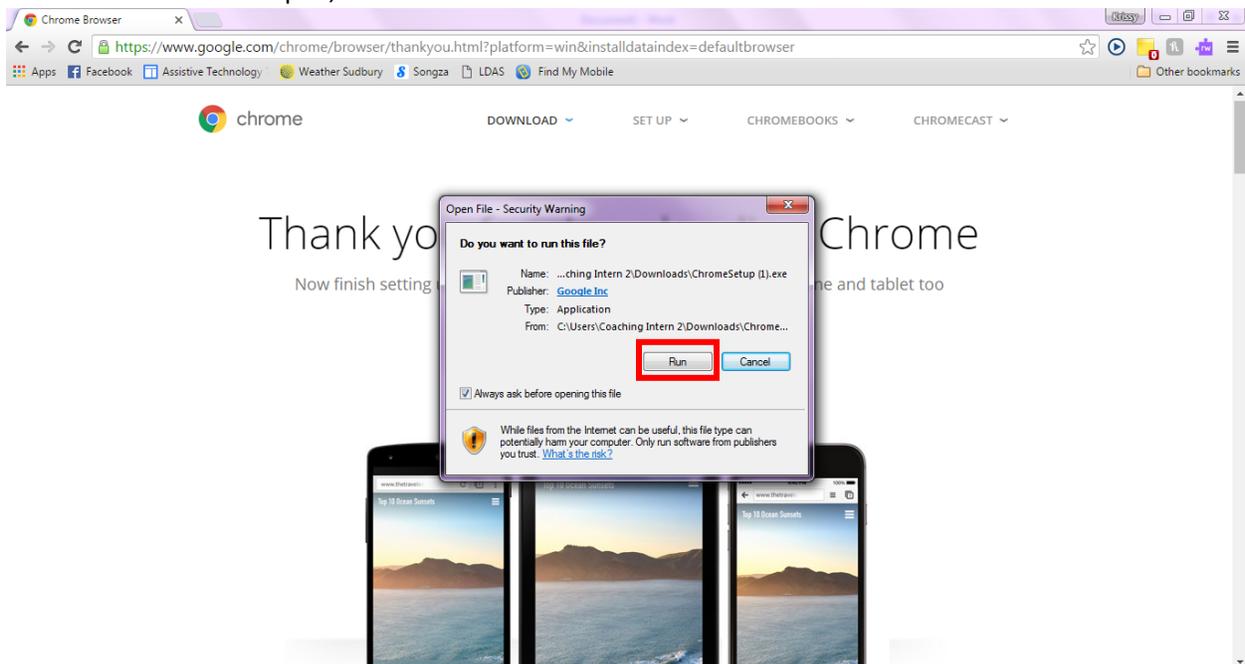
7. Depending on the browser you are using the next step will vary.

Some may have a bar at the bottom of the window that shows the file that was downloaded.

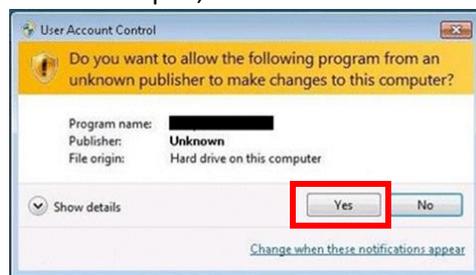
Once it has completed downloading click on it. *Note. Most browsers will skip this step and move on.



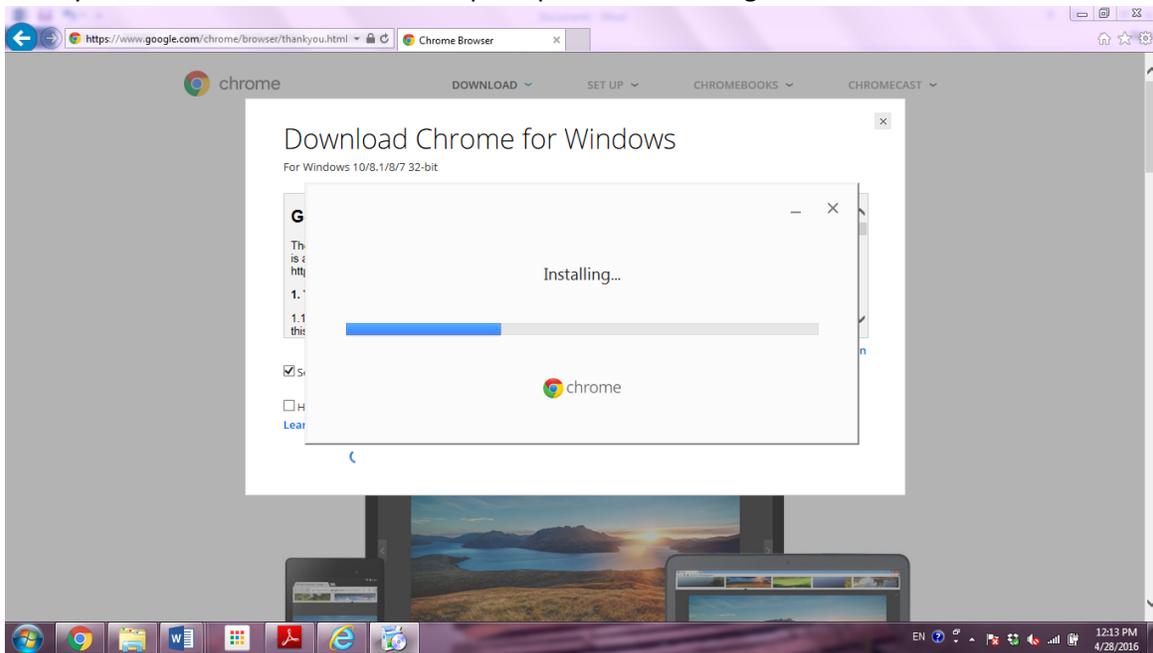
8. A window will then open, click Run.



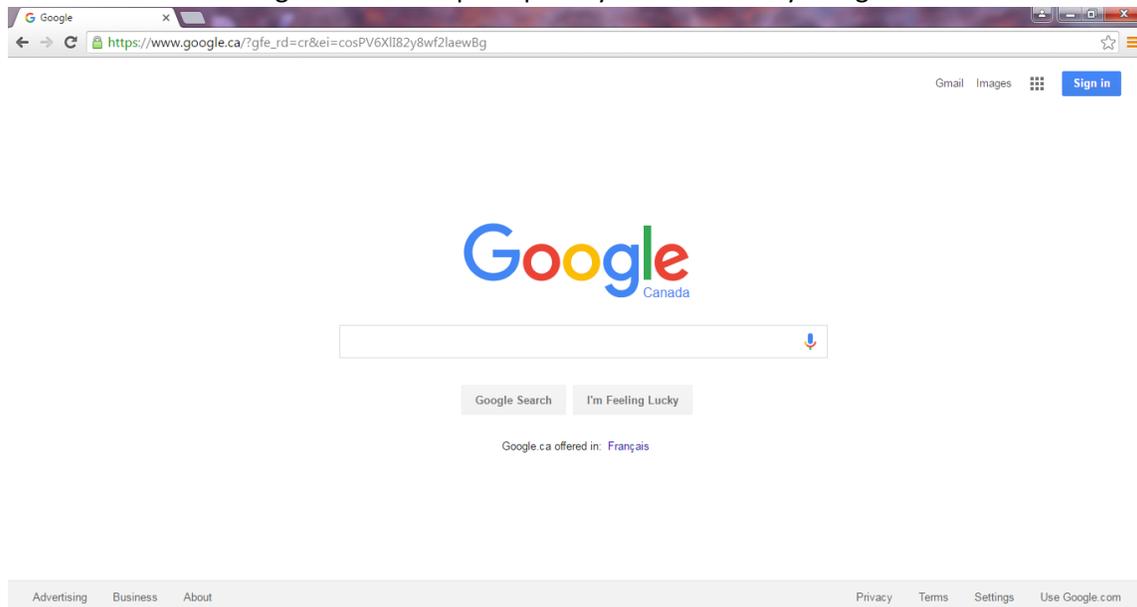
9. Once you click Run another window will open, click Yes



10. Once you click Yes a new window will open up. Chrome is being installed.



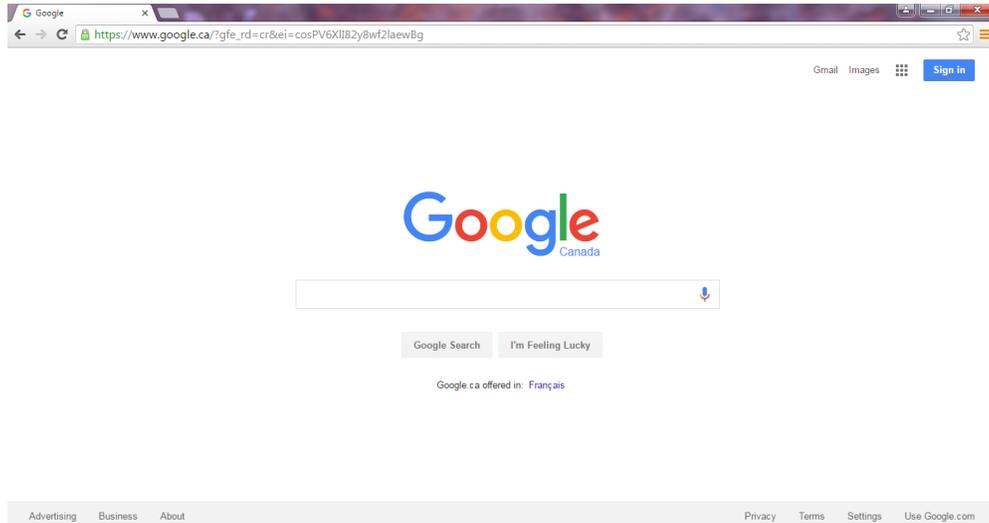
11. Once it is done installing chrome will open up and you will be ready to sign in and surf the internet.



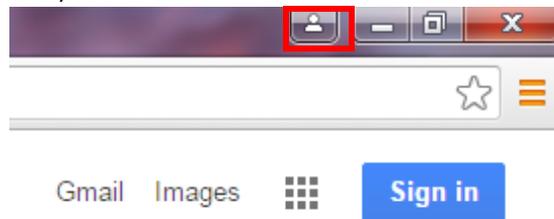
How to Use Google Drive

Google Drive would be considered as the “My Documents” of your Chrome account. You can create folders to organize your work.

1. When you open Google Chrome this is what it will look like.

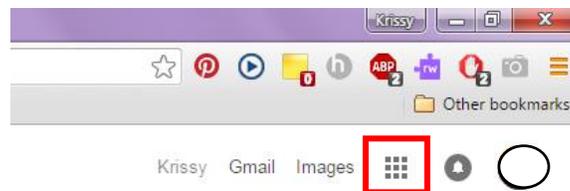


2. You then need to login to your Google Chrome account by clicking the little person in the top right corner. Most students will have their login information taped to their computer. (Note email addresses and passwords are case sensitive)

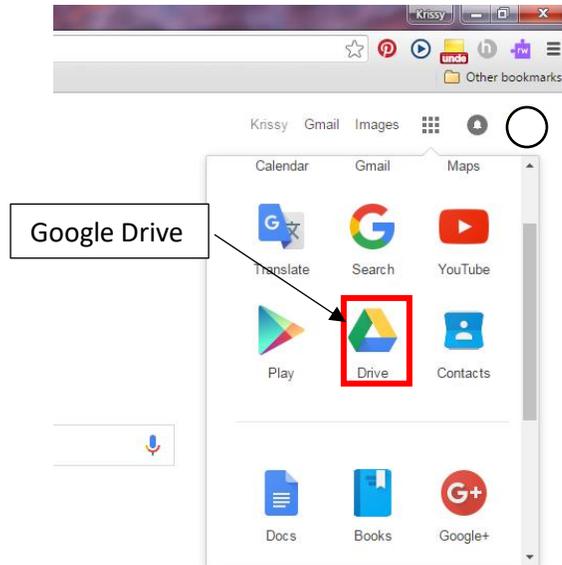


3. Once you have signed in you will have the option to Link Data. You will want to go ahead and link the data.

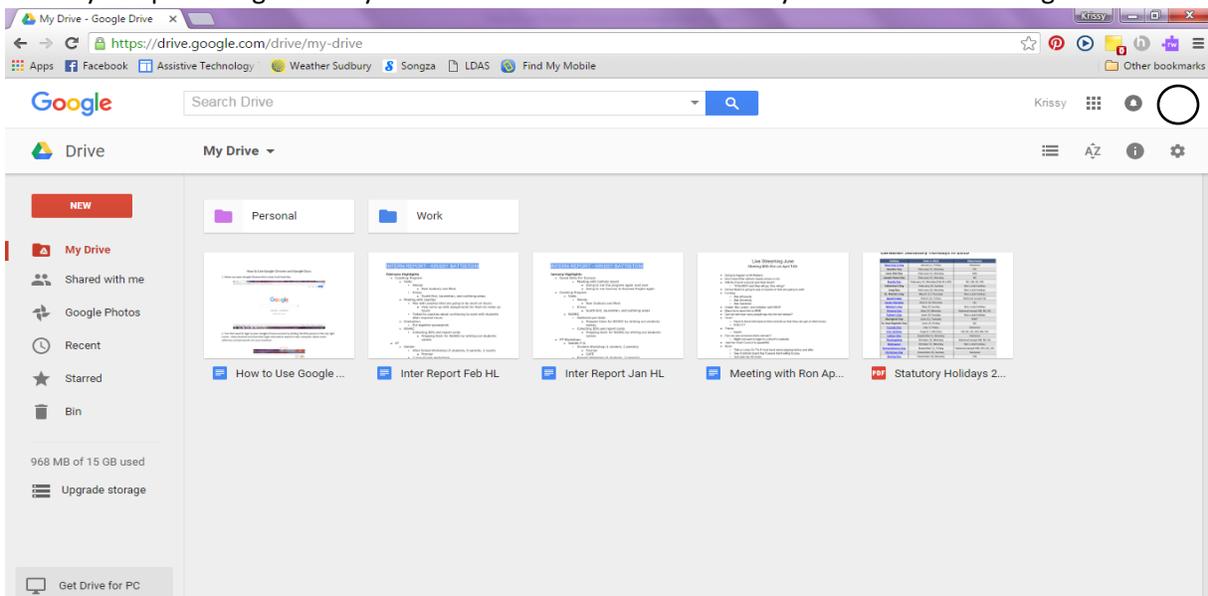
4. To get to Google Docs you will click on the grid on to top right corner (some students may call the grid a waffle)



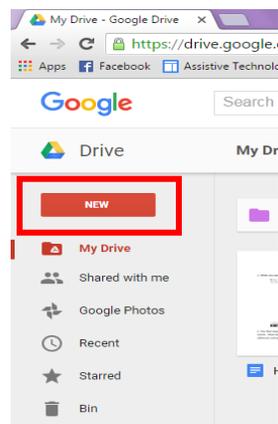
5. Once you click on it a drop down menu will open. It is there that you will find Google Drive. You may have to click more to find it.



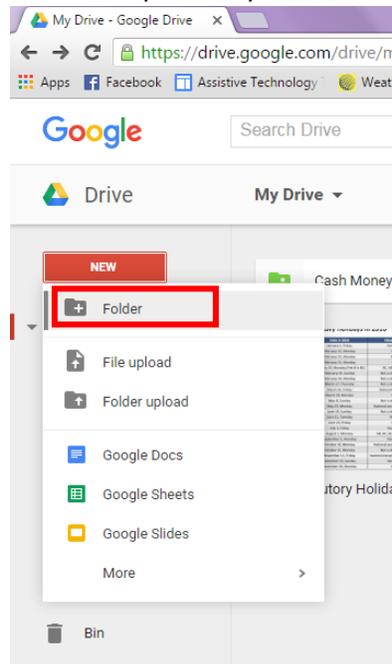
6. Once you open Google Drive you will be able to see all the work you have been working on.



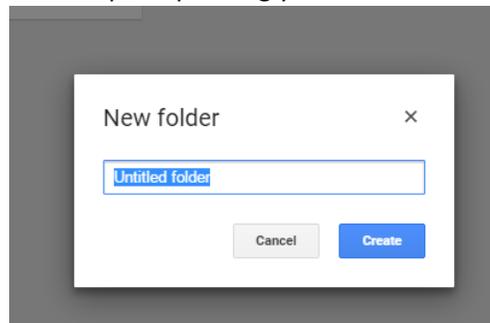
7. In Google Drive you can create folders to organize your work by clicking new on the left side of the screen.



8. Once you click New a drop down menu will open and you will click Folder to create a new folder.



9. Once you click Folder a window will open up asking you to name the folder.

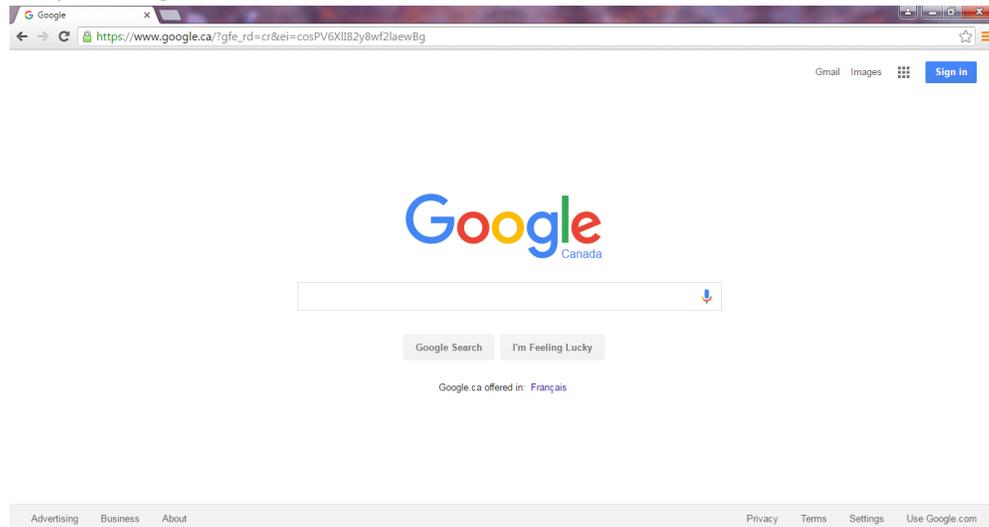


10. After you have created folders you can click and drag your documents into the appropriate folders.

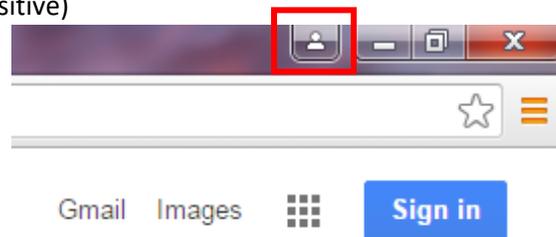
How to Use Google Docs

Google Docs would be considered the Microsoft Word or Word Perfect of Google Chrome. You can create and edit word documents

1. When you open Google Chrome this is what it will look like.

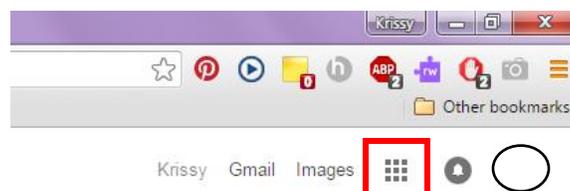


2. You then need to login to your Google Chrome account by clicking the little person in the top right corner. Most students will have their login information taped to their computer. (Note email addresses and passwords are case sensitive)

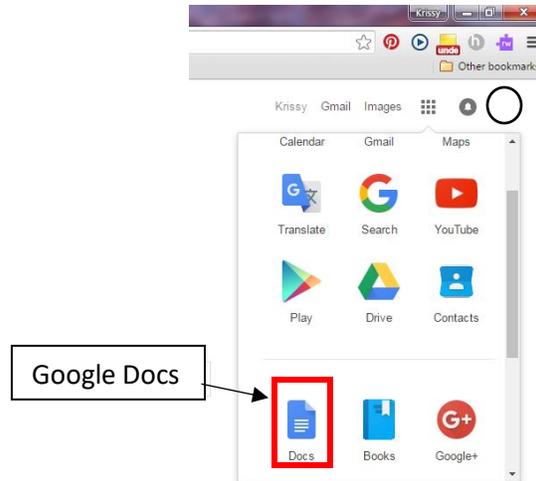


3. Once you have signed in you will have the option to Link Data. You will want to go ahead and link the data.

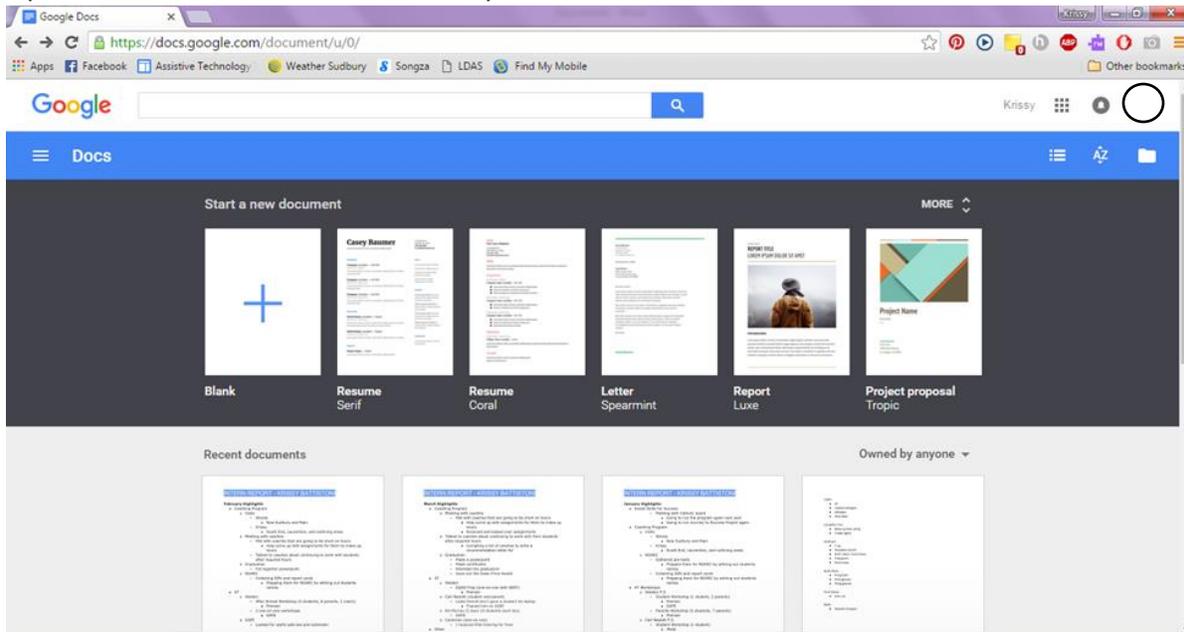
4. To get to Google Docs you will click on the grid on to top right corner (some students may call the grid a waffle)



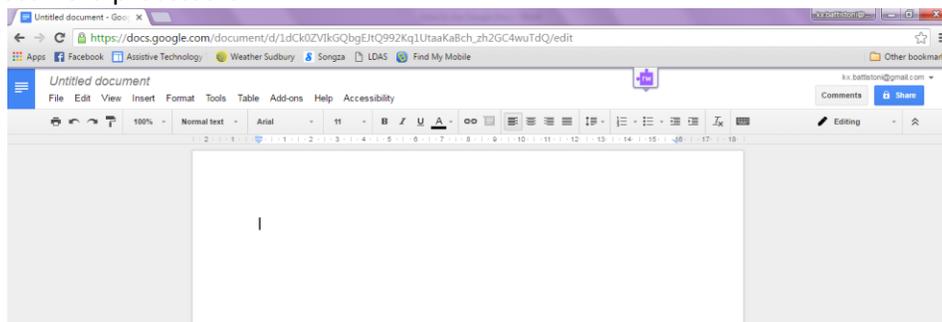
5. Once you click, a drop down menu will open. It is there that you will find Google Docs. You may have to click more to find it.



6. Once you open Google Docs you will have the option to open a blank document, open a premade template or access all the documents that you have worked on before.

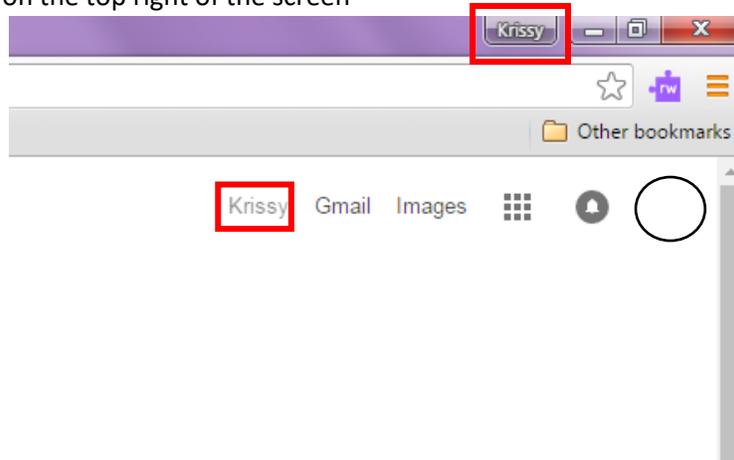


7. Once you have opened a document you will see that the layout and functions of Google Docs are very similar to most word processors.

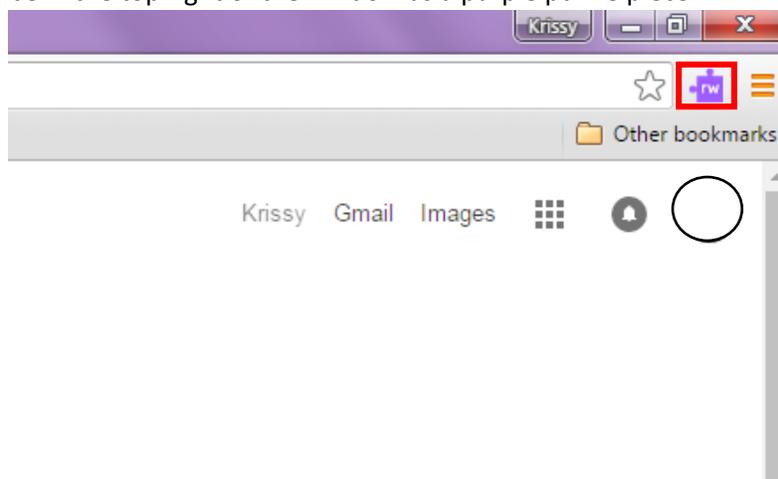




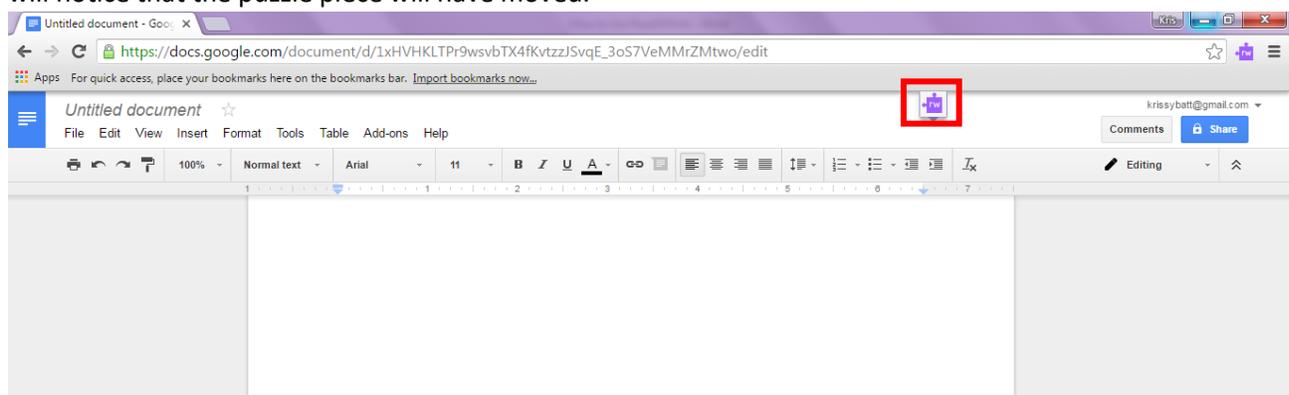
1. To access Read&Write you must be signed into Google Chrome. You can tell if you are signed in if your name appears twice on the top right of the screen



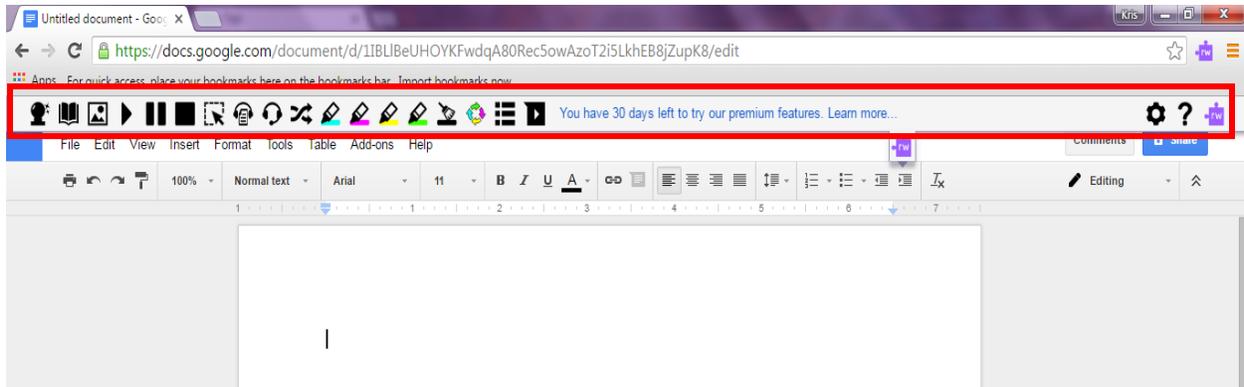
2. Read&Write will be in the top right of the window as a purple puzzle piece.



3. The most common use for Read&Write is using it with Google Docs. Once you open Google Docs you will notice that the puzzle piece will have moved.



4. Click on the puzzle piece, a tool bar will then open with many useful tools and you will be ready to get to work.



Below is a list of Read&Write features

List of Read&Write Features

Tool	Icon Image	Description
Word Prediction		Click icon to open or close prediction window. As you type, words will be predicted. Hover over word to hear aloud. Click on word or press ctrl + the number next to the word you would like to insert.
Talking Dictionary		Highlight a word to look up in the dictionary and click on this icon. Click on the definition to have it read.
Picture Dictionary		Highlight a word and click on this icon to have images of the word will be displayed.
Play (Text to Speech)		Place your cursor (or highlight) where you wish the text to be spoken. Click this Play button to hear it read aloud.
Pause		When text is being read click the pause button and reading will stop. When the play button is clicked again reading will resume at the same spot as when it was stopped.
Stop		When text is being read click the stop button and reading will stop.
Screenshot Reader		Not all text on the web is formatted the same making it so that not all text is read able but with the screenshot reading just simply draw a box around the content needing to be read, and enjoy text to speech with highlighting just like on accessible documents and web pages.
Speech Maker		Speech Maker takes text and converts it into an MP3 file. Simply select the text you wish to convert and click the icon. Once the file has been created it will show up at the bottom of the screen and you can click on it and save it to the computer.
Speech Input		To have speech typed on a Google Doc, click on the icon, and speak clearly and distinctly into microphone. Click icon again turn off.
Translator		Click this button to open the translator, and select a word to have it translated or vice versa. Select language in Settings.
Highlighters		Highlight the word or text desired and then choose color by clicking on corresponding icon.
Clear Highlights		Clear highlights by selecting highlights and click broom icon.
Collect Highlights		Highlight information to be collected. Click on circular arrow icon to collect by color or position in document. All will open in a new Google doc.
Vocabulary		Select words in a Google doc desired for a Vocabulary List by highlighting words with any of 4 colors. Click on this icon to create your List in a new Google doc.
Voice Notes		Highlight the text where voice note will be inserted. Click voice note icon, and then click on microphone at top of screen to record. Click stop when finished and insert.
Simplify Page		With webpage displayed, click on Simplify icon and new tab with uncluttered version of text will open. Change amount of text displayed using + and – icons.
Hover Speech		Click on this icon and hover over the text you would like read. Click again to turn off