



## Snap&Read Tools



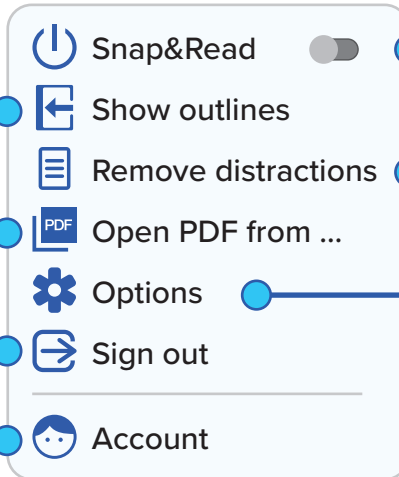
### Snap&Read Tools Overview

Show outlines and other study tools

Get PDFs and text from a Drive or device

Sign out of your Snap&Read account

See who is logged into Snap&Read



Snap&Read ☐

Show outlines

Remove distractions

Open PDF from ...

Options

Sign out

Account

Turn Snap&Read **ON** and **OFF**



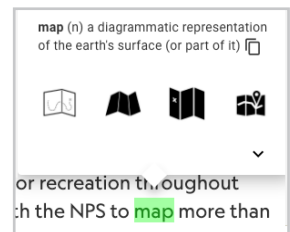
Changes fonts, spacing, and number of characters per line

Change your settings in Snap&Read

## How it Works

### Picture Dictionary

1. Click the Snap&Read extension icon
2. Click "Options"
3. Turn the "Dictionary - double click definition" to **ON**
4. Double click in the text on an unknown word. The definition appears along with pictures.
5. Click to copy the definition.



### Text Reader 1

Reads PDFs and most text on websites

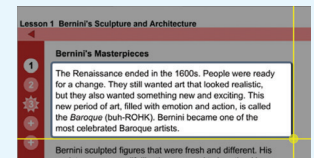
1. Click
2. Click the word where you want to start reading.
3. To stop reading, click anywhere on the screen.



### Text Reader 2

Reads text that Text Reader 1 will not read

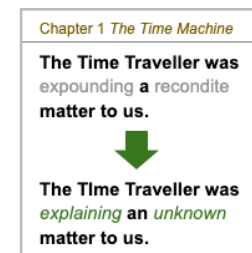
1. Click
2. Draw a box around the text you want to start reading.
3. To stop reading, click anywhere in the box.



### Text Leveler

Changes hard words to words that are easier to understand

1. Highlight text you want to level.
2. Click
3. Easier words are shown in *italics*.
4. Click on words in *italics* to see the original word(s).
5. Click to turn text leveler **OFF**.





## Snap&Read Tools



**Show / Hide  
Study Tools (Outlines) &  
Bibliographer (Sources)**

**To add text or images to an Outline and references to the Sources (Bibliographer):**

1. Click to Show Outlines.
2. Click to add a new outline, then click on "Outline Name" to name your outline.
3. Click to the right of the blue bullet point to start typing, — OR —
4. Click and highlight text or click on an image to add it to your outline.  
(It will appear in the "Outline" tab and the source information will appear in the "Sources" tab.)



**Outline Templates**

**To add an Outline Template:**

1. Click to Show Outlines.
2. Click to add a new outline, then click on "Outline Name" to name your outline.
3. Click for "More Actions" and choose "Add Outline Template."
4. Choose an outline template that matches your reading or writing assignment.



**Annotating PDFs**

Quickly add, edit,  
or highlight text

**Option 1:**

1. Click the Snap&Read extension icon
2. Click "Open PDF from ..."
3. Choose the file location: (Google Drive, Microsoft OneDrive, or My Device) \* If prompted, click "Allow"
4. Select the PDF file.

**Option 2:**

1. Click to Show Outlines.
2. Click then "Open PDF From..."

