

Using the Highlights/Collect Highlights and Vocabulary Tools in Read&Write

IMPORTANT : ENSURE the CLICK TO SPEAK TOOL IS TURNED OFF BEFORE HIGHLIGHTING

Be sure to save the resulting Google Doc or Word document if desired

	Highlights / Collect Highlights	Vocabulary List
Read&Write for Google Chrome / PDF Reader ^{1,2}	<ul style="list-style-type: none"> • Select words and/or phrases in your document and select a highlighter color from the Read&Write toolbar • When finished highlighting, select the Collect Highlights icon from the toolbar • Adjust the settings for the collected highlights document • Select OK 	<ul style="list-style-type: none"> • Select words in your documents that you want to appear in the vocabulary list and select a highlighter color from the Read&Write toolbar³ • When finished selecting words in your document, select the Vocabulary icon from the toolbar
Read&Write for Mac ^{4,5}	<ul style="list-style-type: none"> • Select words and/or phrases in your document and select a highlighter color from the Read&Write toolbar • When finished highlighting in your document, select the Collect Highlights icon from the toolbar • Adjust the settings for the resulting collected highlights document • Select Collect 	<ul style="list-style-type: none"> • Select words in your documents that you want to appear in the vocabulary list and select a highlighter color from the Read&Write toolbar³ • When finished selecting words in your document, select the Vocabulary List icon from the toolbar • Give the vocabulary list a name if desired • Indicate whether or not you want images included in the list, select OK
Read&Write for Windows ^{4,5}	<ul style="list-style-type: none"> • Adjust desired settings for the resulting collected highlights document <ul style="list-style-type: none"> • Settings > Show more settings > Show More... > Highlights • Select words and/or phrases in your document and select a highlighter color from the Read&Write toolbar • When finished highlighting in your document, select the Collect Highlights icon from the toolbar 	<ul style="list-style-type: none"> • Adjust desired settings for the resulting vocabulary list <ul style="list-style-type: none"> • Settings > Show more settings > Show More... > Vocabulary List • Select words in your documents that you want to appear in the vocabulary list and select a highlighter color from the Read&Write toolbar³ • When finished selecting words in your document, select the Vocabulary List icon from the toolbar

¹ Works in Google Chrome, Google Docs, Google Slides, and PDF documents

² Collected Highlights and Vocabulary List are created in a Google Doc

³ Color of highlighter does not matter for the Vocabulary List...use all colors if desired

⁴ Works in Microsoft Word, PowerPoint, on the Internet, or in PDF documents

⁵ Collected Highlights and Vocabulary List are created in a Microsoft Word document