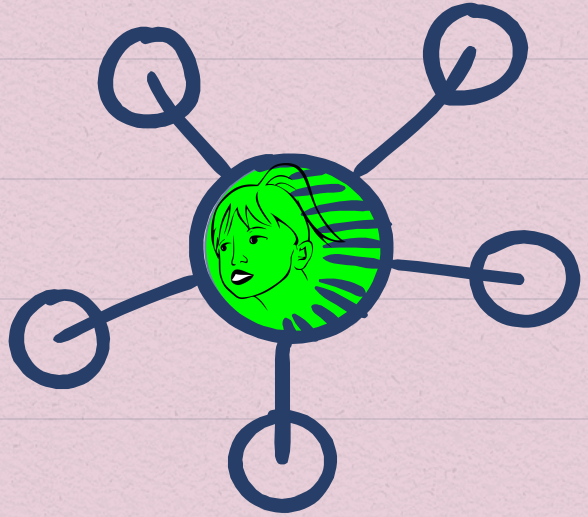
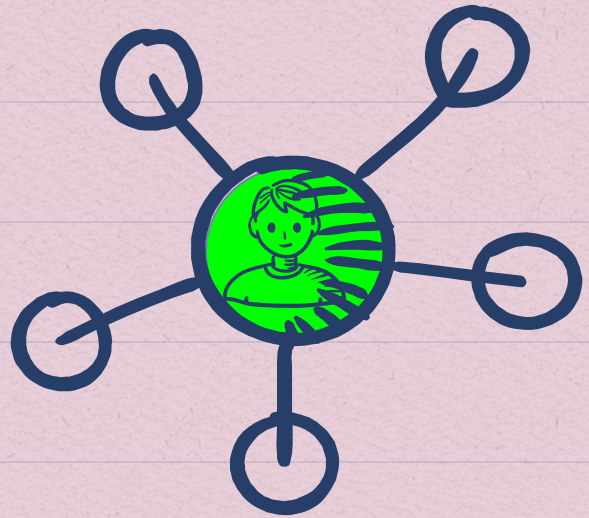
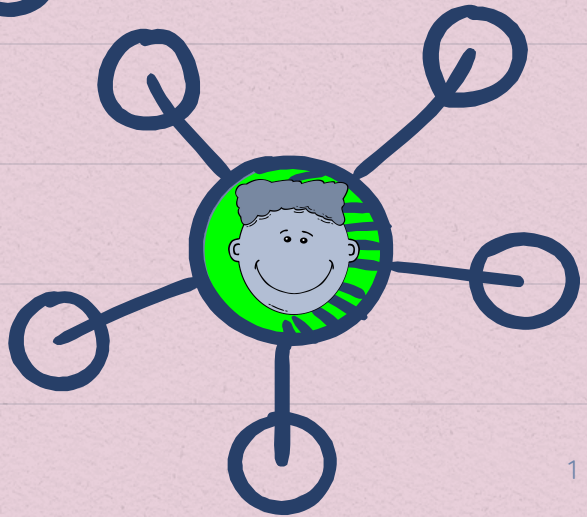
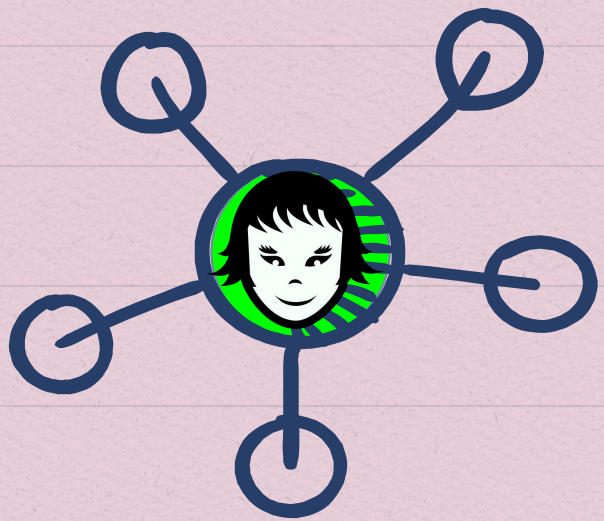


AMBASSADORS

Teach 5 people your new skills. They could be friends, family or even a teacher. Once you have taught them, let them know that **they** are now ambassador. Encourage them to teach 5 new people.

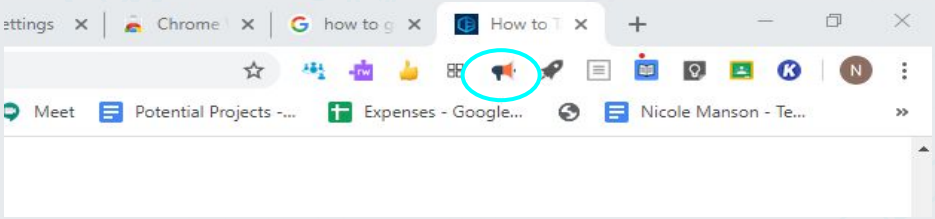






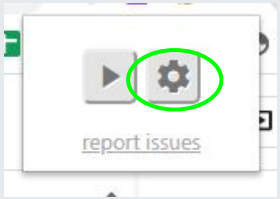
1. READ ALOUD

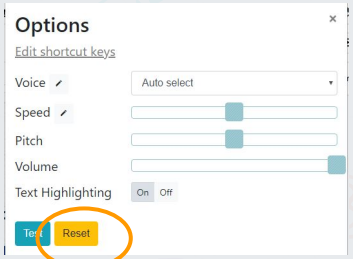
A TEXT to SPEECH voice reader.



What does it do?

- Reads text to users
- Best used for google docs and google slides





How do you use it?

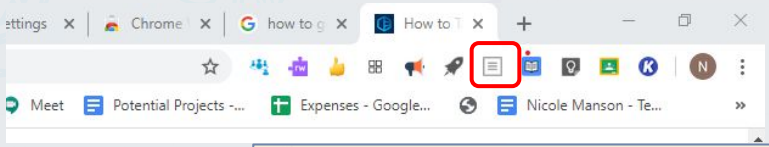
- Open the page you want to read
- Click on the *loudspeaker* icon and it will start automatically
- Change the speed and tone of the voice by clicking on the *cog* (click *stop* to get to the cog)
- Great for listening to your own writing to check for mistakes (editing)
- You can highlight the text that you want to listen to

Troubleshooting:

- make sure that the audio setting is on default by clicking *reset* (found in the cog). You don't have access to most of the voices unless you pay for the app.
- You can use for websites BUT there is a better way. Use READER VIEW to simplify your website and then the read out function within the app (see READER VIEW page)

2. READER VIEW

Simplifies most web pages by stripping out all the VISUAL CLUTTER



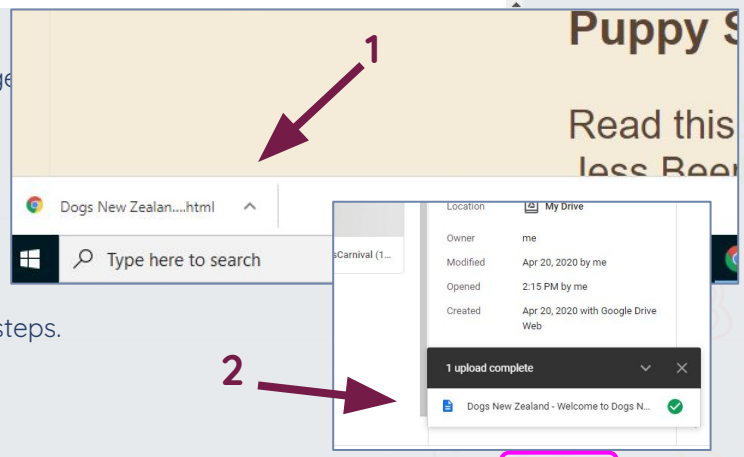
What does it do?

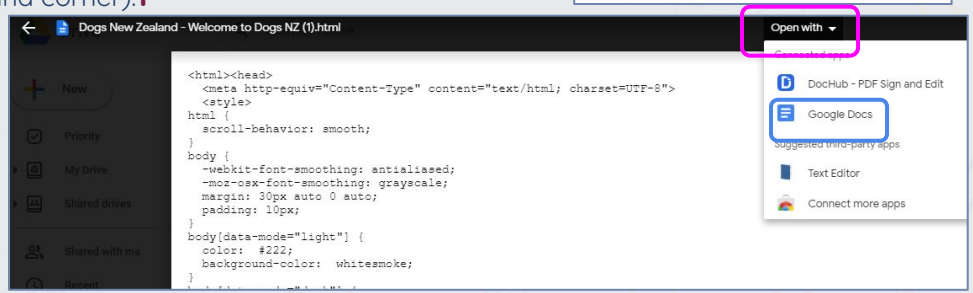
- ★ Simplifies web pages so that you can read them more easily
- ★ The app is able to: read out text, save and use in a google doc, change the screen to suit (text size and background colour, etc)

How do you use it

- ★ Open a webpage and then click on the ***READER VIEW*** icon.
- ★ Explore the ***options*** located on the left hand side of the page.
- ★ Great for identifying key ideas/words and for listening to the text.
- ★ You can save the text and use it as a google doc BUT it's a couple of steps.

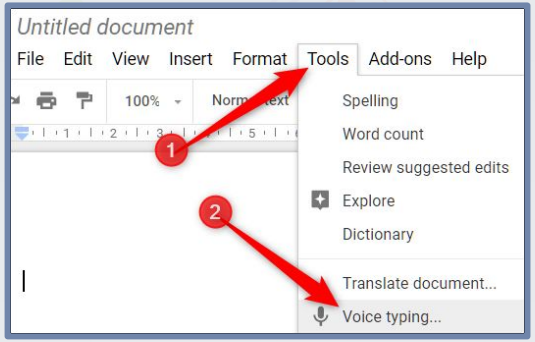
1) First, click the save icon.
2) It will download onto your desktop (bottom left hand corner).**1**
3) Next, drag the file into one of your google folders. You will see it downloading in a separate box that looks like this.**2**
4) The webpage file should appear in your folder. Click on the file and it will open. It will look like random code text. Open it up as a google doc by clicking ***Open with*** and then ***Google Docs.***

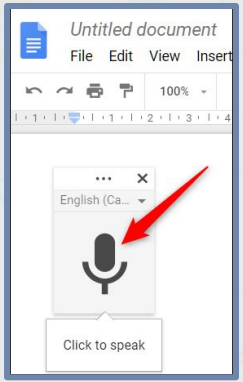




3. Google Tools Voice Typing

A free dictation tool for Google Docs and Google Slides.





What does it do?

- ★ This tool enables the user to record their voice as text directly into a Google Doc or the notes section of a Google Slide.

How do you use it?

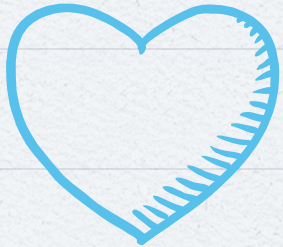
- ★ Open your doc or slideshow
- ★ Click on *Tools* and then *Voice typing*
- ★ Click on the microphone icon. It will turn **red**. Start talking. What you say will be recorded in text on the page. Click on the microphone icon to stop.

Top tips

- ★ This app will work in the NOTES section for Google Slides. Simply copy and paste any text you want to appear in the slide from the notes section.
- ★ Edit for punctuation at the end of recording your voice to text. Use the keyboard to add full stops, commas and new paragraphs. It's easier than trying to instruct the app to do it for you.
- ★ Use the READ ALOUD app to read your text back to you. You can then check to see if there are any words that were recorded incorrectly (you may of mumbled!) You can also hear where your punctuation should be and if your sentences make sense.

Ma tini ma mano ka rapa te whai

Many hands make light work



THANKS!

Any questions?

You can find us at nicole.manson@gbh.school.nz (year 7,8,9)

OR melanie.mott@gbh.school.nz (year 10,11,12,13)

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