



## How it Works






**Hide Study Tools & Bibliographer**

1. Click  to open the **Note** tab.
2. Click **NEW** and type the name of the **Note**.
3. Highlight text you want to place in the outline.
4. Click .
5. The text goes into outline with its citation **and** the source is entered in the **Bibliographer**.











## Outline Templates

1. Click  to open the **Note** tab.
2. Click  to add an **Outline**.  
**TIP:** You can create an outline on your own or click  to get templates.
3. Choose an outline that matches your reading or writing assignment.



Quickly add, edit, or highlight text

1. Click  to open the **Note** tab.
2. Click  to add an **Outline**. You can create an outline on your own — **OR** —
3. Click  to get to  **Open PDF from ...** Options are Google Drive, One Drive, or My Device — click your selection.
4. Click  to show the annotating tools.
5. Click  to add text
6. Click  to highlight text.
7. Click  to use the line tool.

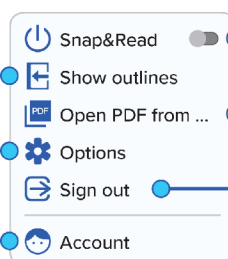
## How it Works



Sign in and out  
of Snap&Read,  
change your settings,  
and get your outlines  
and PDFs

Change your settings  
in Snap&Read

See who is logged  
into Snap&Read




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

Get PDFs and text  
from a Drive or device

Sign out of your  
Snap&Read account

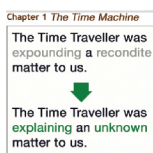


Reads PDFs and most text on websites

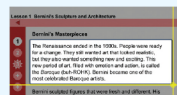
1. Click 
2. Click the word where you want to start reading.
3. Click anywhere on the screen to stop reading.






Changes hard words to words that are easier to understand.



Reads text that Text Reader 1  
will not read



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

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**.