

# Read&Write for Google Chrome with Office 365 – Highlighters, Clear and Collect Highlights

## Introduction

The Highlighter tools can help users highlight, organize, and sort selected text in four different colors. The Clear Highlights tool will erase any selected highlights. The Collect Highlights tool will gather the chosen highlights, allow the user to sort highlights by colour or position and create a new Word Online document with all the highlights. This allows students to efficiently extract text when conducting research, or extract words they may not understand.

## Learning Objectives

Completion of this tutorial will give you experience with the following:

- Highlighting text with various colors
- Clearing highlights
- Collecting Highlights in a new Word Online document
- Erasing Highlights

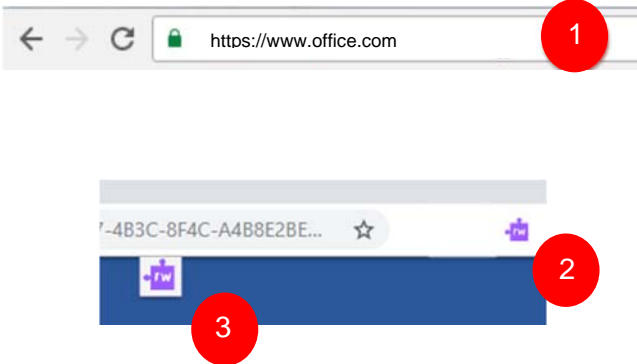
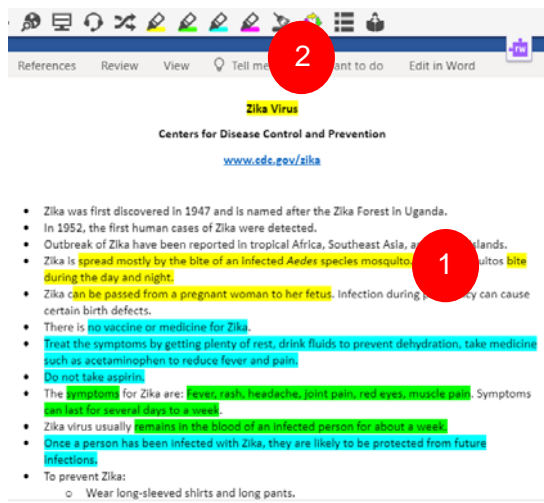
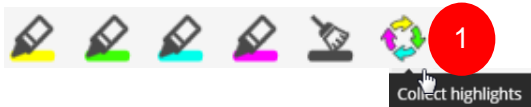
## This tutorial assumes:

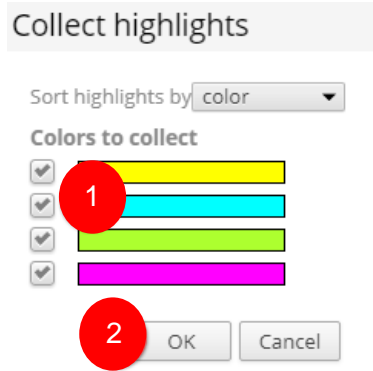

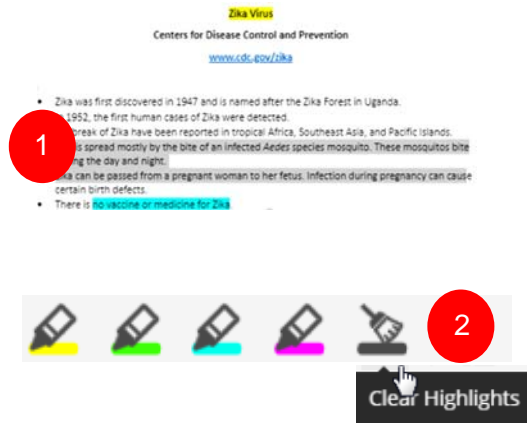
- Access to the Internet.
- Access to Google Chrome browser on a Windows, Mac or Chromebook computer and NOT a tablet.
- Read&Write extension for Google Chrome is installed.
- Read&Write is authenticated with Office 365.
- Access to the premium features through a subscription.

## Case Study

Sean is a student who is completing a project on diseases and viruses in Science class. While conducting research on his assigned topic, he highlights all the causes in one color, symptoms in another color, and treatments in a different color. After he finishes highlighting, he clicks on the Collect Highlights tool. All of his highlights are sorted by colour and exported into a new Word Online document. He can now use this new document to review his refined research. He uses the Clear Highlights tool anytime he makes mistake or to erase his highlights when he is done.

## Highlighting using Read&Write for Google Chrome with Office 365

<p>1</p>	<p>Open a Word Online document in your Chrome browser (1).</p> <p>This is an example of how to collect highlights on a Word Online document. Follow the same process for a website.</p> <p>Ensure that the Read&amp;Write extension is running by locating the purple puzzle piece in the top right-hand corner (2).</p> <p>Click on the dropdown Read&amp;Write tab (3) to open the toolbar.</p>	
<p>2</p>	<p>Select the text to be highlighted (1).</p> <p>Click on a highlighter icon of your choice (2).</p>	
<p>3</p>	<p>After you have completed highlighting, Click on the <i>Collect Highlights</i> icon (1).</p>	

4	<p>Choose which color highlights and how to sort highlights (1).</p> <p>Click OK (2).</p>	
5	<p>A new Word Online document will open after a few seconds with your highlights in order by color (1).</p> <p>The source will also appear below the listed words (2).</p> <p>Notice the title of the new Word Online document will be "Highlights Untitled" (3) followed by a chain of numbers. Make sure you rename this document.</p>	
6	<p>Select the highlights you wish to clear from your original page (1).</p> <p>Click the <i>Clear Highlights</i> icon (2).</p>	

\*\*\* Thank you to SD#71 for their participation in creating this helpful resource!