

1. Create a New Google Doc



2. Name the document «**Practice 1**»

Your Document is saved on your Google Drive

NB: YOUR WORK IS SAVED AUTOMATICALLY

3. Read&Write Help - <[Quick Tips](#)>



4. Turn on the Word Prediction  Type the text in red.

Our solar system consists of an average star we call the Sun, the planets Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto. It includes: the satellites of the planets; numerous comets, asteroids, and meteoroids; and the interplanetary medium.

5. Select the word Mercury and try these 2 buttons



6. Select the text in red and try these buttons

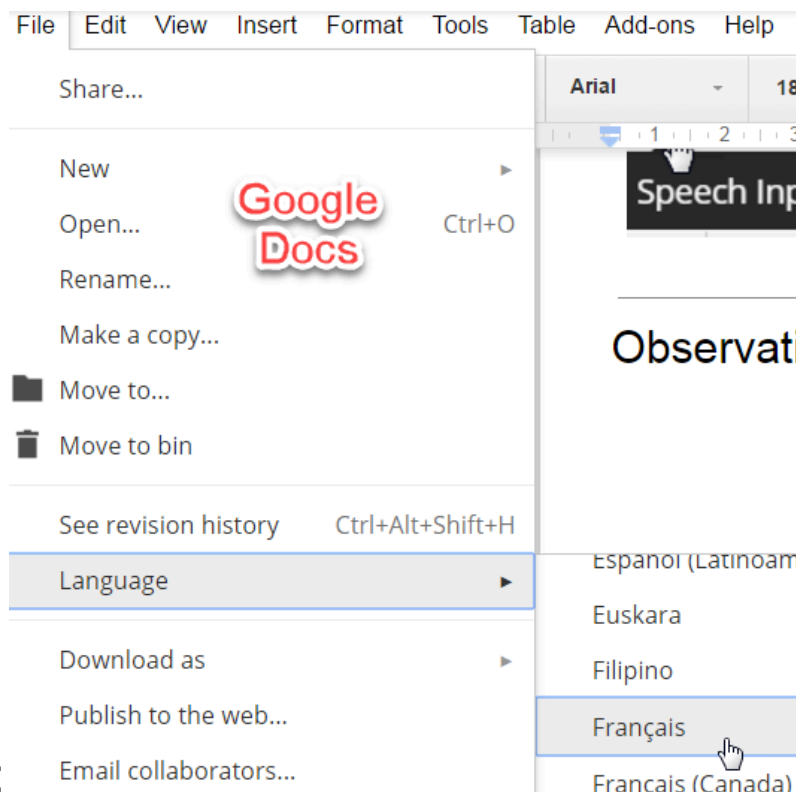


What do you think the last button does ?

6. Input the second paragraph (Text in black) by speaking to the computer. (Speech Recognition / Voice Typing)

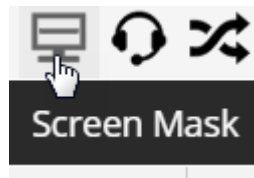


Our solar system consists of an average star we call the **Sun**, the planets Mercury, Venus, **Earth**, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto. It includes: the satellites of the planets; numerous comets, asteroids, and meteoroids; and the interplanetary medium.



Adjustments:

Manual Override in Case Autodetection is not working



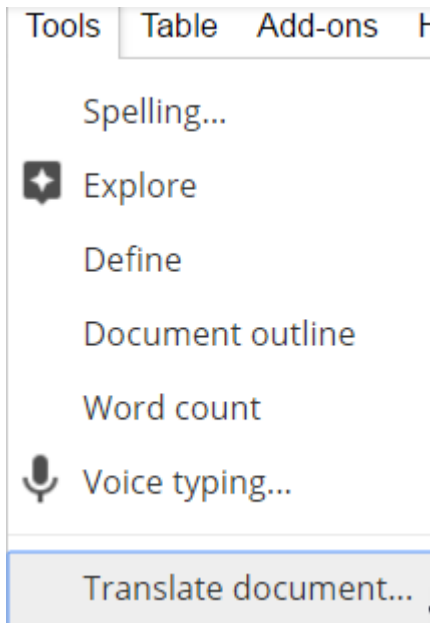
7. Try the Screen mask button



8. Select the word average and then

If problems (Settings/Speech/ Translation/ Choose.. French)

9. Google Docs has a function to translate the whole document.
Try it... Have Read&Write read the French Document.

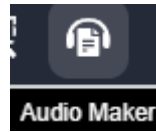


10. Highlight the Sun (Yellow) and the earth (Blue)



then

A new document will be created with a Vocabulary list !!

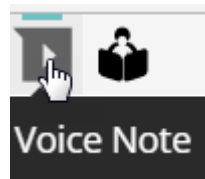


11. Highlight the text in the 2 paragraphs and click on

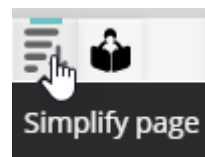
Our solar system consists of an average star we call the Sun, the planets Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto. It includes: the satellites of the planets; numerous comets, asteroids, and meteoroids; and the interplanetary medium.

How could you use this downloaded sound file ?

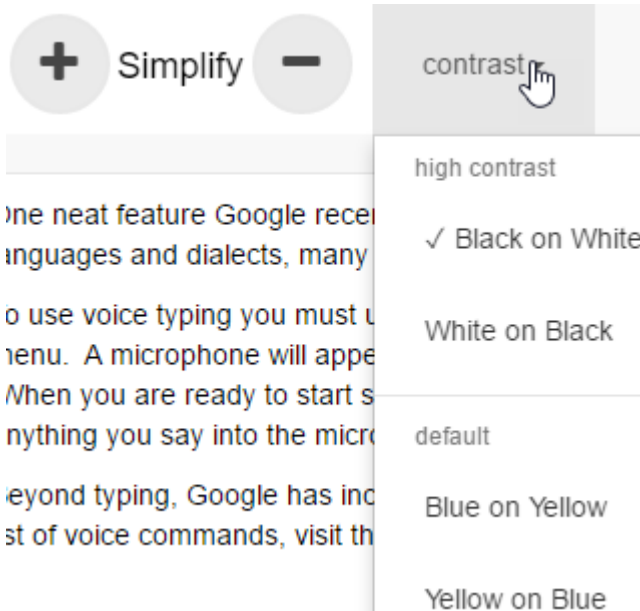
12. What do the Highlight and Collect buttons do ?



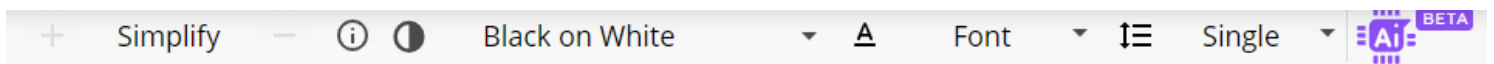
13. Create a Voice Note (comment) beside Pluto describing the planet.



14. Open the following [Webpage](#) Click on

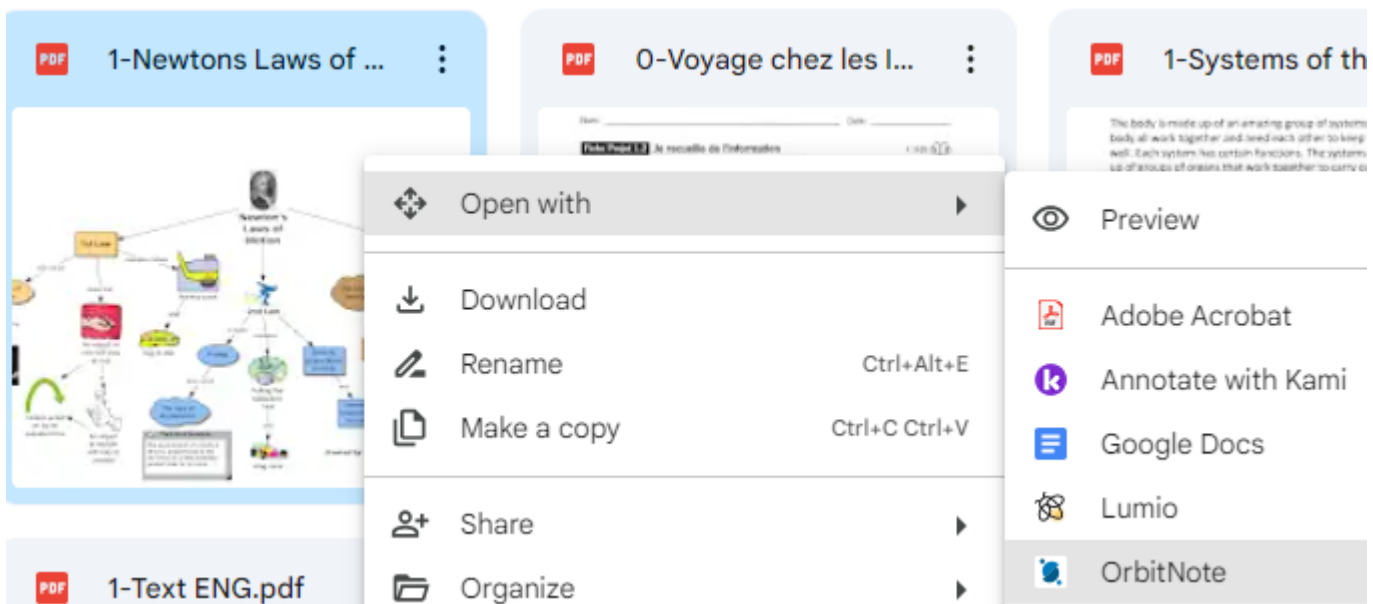


15. Try the opinions including [Simplify AI Beta](#)



16. Open a pdf in OrbitNote from Google Drive or Classroom.





«Right Click»

If you Double Click - you will have an option to Open with...OrbitNote
It also works in Google Classroom

Example: Open the following pdf (in Google Drive) into OrbitNote. [Onomatopoeia](#)