



**Click To Speak: Read text on command by simply clicking on text to be read aloud.**

Click on the button and a red background will illuminate, indicating you may now click on an area of text you wish to have read. When this button is active, the pause and stop buttons are available. Click the button again to turn off the Click to Speak functionality.



**Play: Read text aloud.**

Select specific text to be read and then simply click play button to have the text start being read. If no text is selected, the read back will begin from the top of the page or last position where read aloud was stopped.



**Pause: Pause read aloud of text.**

Click this button to pause speech. Click again to resume.



**Stop: Stop read aloud of speech.**

Click this button to stop speech.



**Spanish Translation: Allows single or multiple words to be translated and spoken in Spanish.**

Select a word or words in the text, click this button to open the translate pop-up, and click the play button to hear the audio translation. Audio translation is only available in Spanish.



**Dictionary: Provides definitions of words with read aloud option to improve comprehension.**

Select a word and then click on this button. Click on the triangle next to a definition to have it read aloud.



**Picture Dictionary: Displays images for selected words to help support fluency & understanding.**

Select a word, then click on this button. A window will appear with the selected word and an image or images depicting this word.

**NOTE: In order to use some functionalities of this toolbar, pop-ups MUST be enabled on your computer. On some computers, it may be possible to allow pop-ups only within CICERO: History Beyond the Textbook®.**



**Highlight Tools:** Users can highlight and extract text to create study guides, outlines, summarizations & categorized content.

Click this button and a second menu with expanded options will appear underneath the toolbar.



**Strike Through:** Applies a line through selected text.

Select text to apply strike through and then click this button.



**Colored Highlights:** Applies a colored highlight to selected text.

Select text to apply highlight color and then click the desired color button.



**Clear Highlights:** Removes highlight colors from text.

Select specific text with highlights applied to remove partial highlights or simply click and all highlights will be removed. If clearing all highlights, you will be prompted with a confirmation box before highlights are cleared.



**Collect Highlights:** Captures highlighted text on a page and presents in a pop-up window.

With highlights applied in the page, click this button and a pop-up will appear in the page with all the highlights grouped by color. To save, select the content in this pop-up and paste into a Microsoft Word or similar document.



**Vocabulary Builder:** Builds vocabulary lists from individually highlighted words. A new web page will appear with the words, dictionary definitions, images, and a space to add notes.

Select individual words using the highlight colors. Click on this button to collect those words and display them in a new web page. The page contains the word, the definition, a visual representation, and a section where the user can click and then type notes. To save, select the content and paste into a Microsoft Word or similar document.



**Screen Masking:** Helps maintain focus and reduces eyestrain. This is also helpful for students who need assistance with tracking.

Click the button and the majority of the page will be greyed out. A section roughly 4 lines high will follow the user's mouse up and down the page. Toolbar buttons remain available when screen masking is on.



**Settings:** Set the speed for text read aloud.

Click the button and a window appears with options for voice speed. Select the desired speed and then choose save.



**Move Toolbar:** Move the toolbar around the page.

Click and drag to move the toolbar.