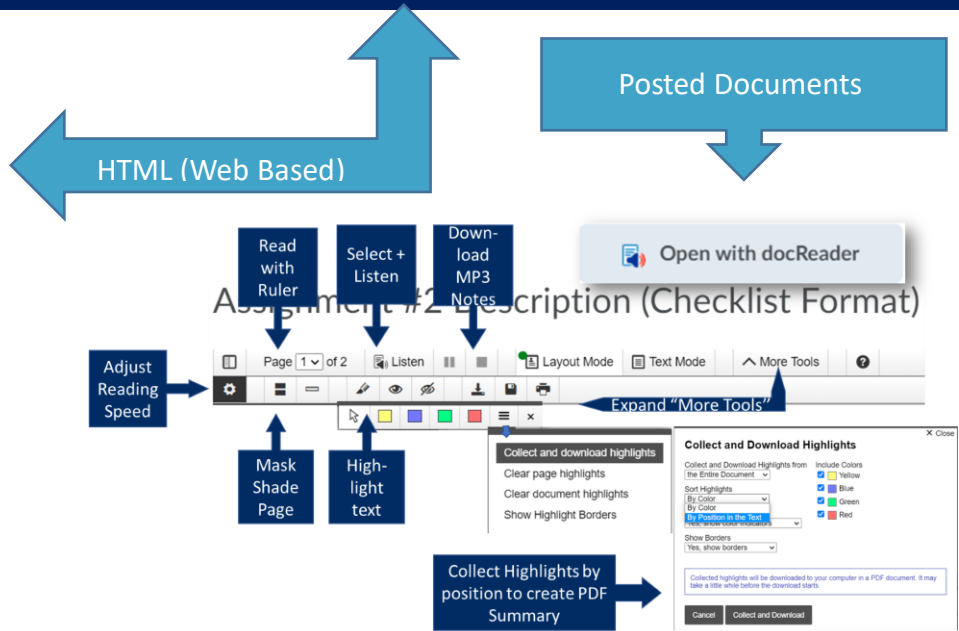


# ReadSpeaker is a new, SLATE-available, built-in reading + productivity



## Doc Reader Highlighter Strategies

**Supporting**      **Headings**

**Main**

Collect and Download Highlights from the Entire Document

Sort Highlights By Position in the Text

**Summary**

- Open Highlights under *More Tools*
- Choose colours to represent Heads, Main Ideas + Supporting Ideas
- Access 3 parallel lines to **Collect and Download Highlights**
- Select Sort *Highlights/By Position in the Text*
- A PDF will download and can be opened in Word for further editing

**Partially Known**      **Unknown**

**Known**

Collect and Download Highlights from the Entire Document

Sort Highlights By Color

**Stoplight Review**

- Open Highlights under *More Tools*
- Use Red to represent Unknown, Yellow to represent Partially Known and Green for Known
- Access the 3 parallel lines to *Collect and Download Highlights*
- Select Sort *Highlights/By Color in the Text*
- A PDF will download and can be opened in Word for further editing