


Read&Write for Google™ provides support tools for the web and common file types accessed through Google Drive, including:

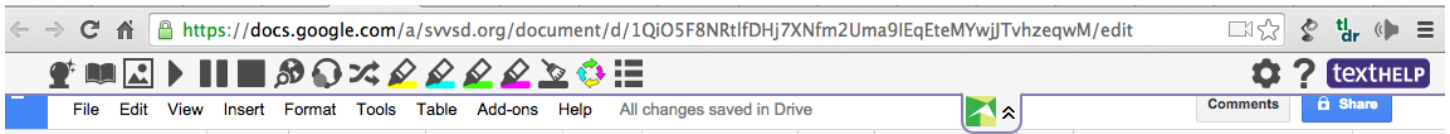
1. Google Docs
2. PDF
3. ePub
4. Kes (Kurzweil 3000 Files)

Steps to Install Read&Write

1. Open Chrome
2. Make sure your browser is up to date
 - a. Click on the Chrome settings button with the three bars located at the right end of the address bar. Go to About Google Chrome, it will search for an update, if an update is needed and installed it will tell you to restart Chrome
 - b. If this is not work go to chrome://help
3. Log into both Chrome and Google Drive
4. Type in the search bar Read&Write for Google
5. **Install** the application, accept the permissions
6. Go to **drive** and follow the steps below to set Read&Write as a default
7. Open a Document to ensure Read&Write is working, often times the first time you open a document it will ask you to accept the permissions again
8. If you are still having issues, please contact, Tara Mason (mason_tara@svvsd.org) or Lauren Hodges (hodges_lauren@svvsd.org).


Google Docs

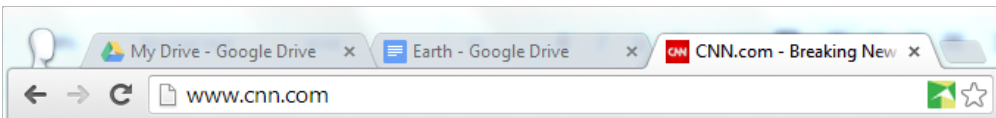
When the Read&Write for Google extension is installed, you will see a tab with the Read&Write for Google icon  whenever you open a Google document. (see below).



If you click on the tab, the Read&Write for Google toolbar will drop down for use (see below). Click again to hide the toolbar.

Web Pages

When the Read&Write for Google extension is installed and you open a web page, you will see the Read&Write for Google icon  next to the Bookmark star on the Google address bar (see image below).




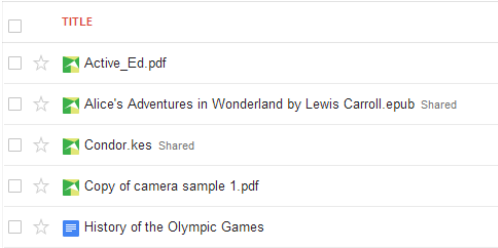
Click on the icon and the Read&Write for Google floating toolbar (see Image 4 below) will appear. Click the tab again to hide the toolbar.

Note: Read&Write for Google works with most web pages. If you find the floating toolbar does not appear or the Read&Write for Google icon is grayed out, then you are on a web page that does not support the use of Read&Write for Google.


PDFs, ePubs, and Kes files

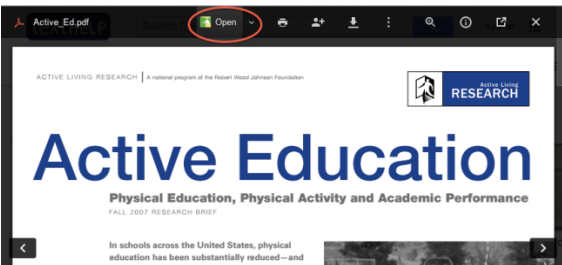
When the Read&Write for Google app is installed, you can use it to view PDF, ePub, and Kes files in Google Drive with access to several support tools. Depending on which version of Google Drive you are using, there are slight differences when using Read&Write for Google with PDF, ePub, or Kes files.


If you are using the older version of Drive, these files will have the Read&Write for Google icon  associated with them (see image below) next to the filename.

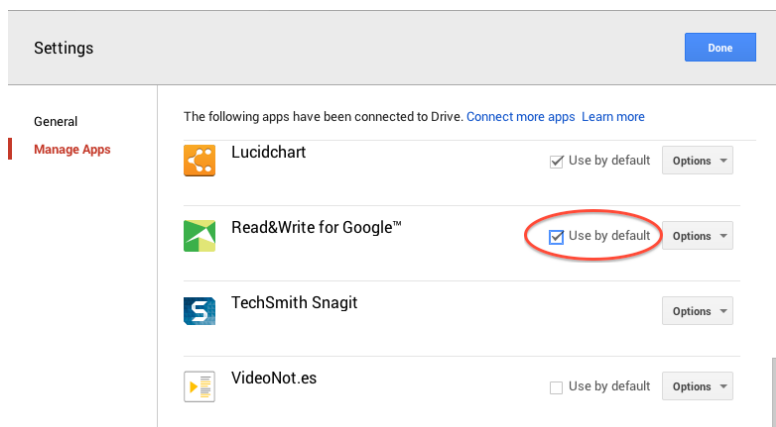


If you do not see the Read&Write for Google icon associated with your PDF, ePub or Kes files, Read&Write for Google is either not set as the default app to manage your files, it is not installed, and/or your chrome is not up to date.

To set as default, click the systems icon  at the top right of the screen and select “manage apps.” Scroll down to Read&Write for Google and select “use as default”. Problem Solved!
If you do not see Read&Write for Google listed, go to texthelp and click on the “Install Now” button.



To set Read&Write for Google as the default viewer for PDF, ePub, and Kes files in the new Google Drive click the settings icon , choose settings, then choose “manage apps” from the new window. Scroll down to find Read&Write for Google, then check the “Use by default” box (see image below).



To Register as a Teacher

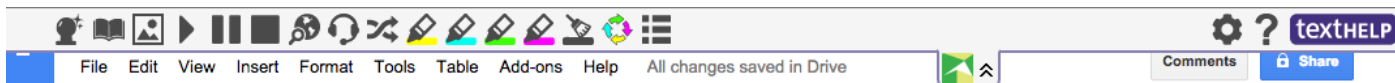
Please go to:

<http://rw.texthelp.com/drive/home/RegisterTeacher>

Fill in all the fields and submit; Chrome will continue to say it is a trial but after 30 days you will still have Read&Write.

Troubleshooting Tips

- Please be sure that you are signed into both Chrome and Google Drive with the email address used for Read&Write for Google. Users must be signed into both accounts with the same email address.
- Check to make sure that the extension is installed in Chrome:
 - Click on the Chrome settings button with the three bars located at the right end of the address bar. Go to More tools > Extensions
- Make sure Chrome is up to date:
 - Click on the Chrome settings button with the three bars located at the right end of the address bar. Go to About Google Chrome, it will search for an update, if an update is needed and installed it will tell you to restart Chrome
 - If this is not work try going to `chrome://help`
 - this should automatically start the update if there is one
- Check to make sure permissions to allow Read&Write for Google have been granted:
 - The permissions page should appear first time the extension is loaded in a page. If Read&Write for Google is not appearing in Manage Apps or PDF files are not associated with RW, it's likely that the permissions page was canceled, closed, or not accepted.
 - Go to the page <http://rw.texthelp.com/drive/Support/Install>
 - Click on the "Install Now" button in the green area Install Read&Write for Google
 - Click on accept on the permissions page
- Check to make sure Read&Write is associated with docs:
 - Open Google Drive. Once in Google Drive click the Settings icon (looks like a gear in the upper right corner) and go to Manage Apps
 - Locate Read&Write for Google and tick the Use By Default button if it is unticked
 - It can also be important to open a document and accept the permissions again if they pop up
- If all else fails, go to settings<advanced settings<clear browsing data<check all but "passwords" and "autofill form data", clear browsing data. Then restart Chrome.

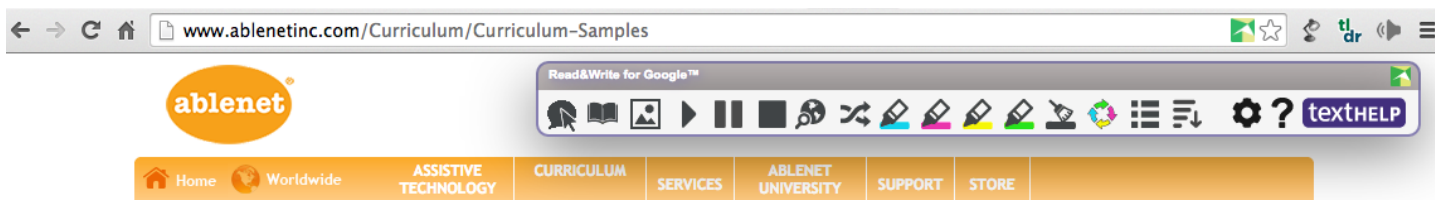


The Read/Write Toolbar is an extension inside of the Chrome internet browser. It is a comprehensive AT support. The tools provided are described in more detail below with a screen shot of the toolbar.

While in a Google Doc, Tools listed (left to right):

- Word Prediction (click on or off, 10 words will be predicted as someone is typing)
- Dictionary
- Picture Dictionary
- Play- Text to Speech
- Pause- Text to Speech
- Stop- Text to Speech
- Fact Finder (when highlighting a word, it will open up a new Google search window)
- Speech to Text (Dictation)
- Translation
- Highlighting (4 Tiers of highlighting)
- Clear all highlights
- Collect highlights (it will create a new document with just highlighted materials with a time/date stamp and link to the original document or webpage)
- Vocabulary list (it will create a vocabulary list from highlighted words within a document or webpage, those words will be inserted into a vocabulary list with the definition and an image from the picture dictionary)

On a website, the toolbar can be opened or closed by clicking on the Read/Write icon.



The web tools provided are (left to right):

- “Hover” text to speech (if this tool is turned on, a student can mouse over text on the webpage and it will read it aloud)
- Dictionary
- Picture dictionary
- Play- text to speech
- Pause- text to speech
- Stop- text to speech
- Fact finder
- Translation

Read & Write for Google How To

- Highlighters (4 colored tiers of highlighting)
- Clear highlights
- Collect highlights (it will create a new document with just highlighted materials with a time/date stamp and link to the original document or webpage)
- Vocabulary list (it will create a vocabulary list from highlighted words within a document or webpage, those words will be inserted into a vocabulary list with the definition and an image from the picture dictionary)
- Minimize HTML (the last symbol on the bar with lines and an arrow pointing down). This tool will simplify text into shorter narratives with no HTML (it will cut out graphics, pictures, etc. and create a simple text only view)

*The PDF and ePub toolbar is similar to the web toolbar.