

# Installing the Read&Write Chrome Extensions

The Chrome extensions should always be your first step with Read&Write for reading websites and electronic books, but later you may also want the desktop software installed for working offline (not connected to the internet). Details on that are at the end of this document.

Here is a video installation guide (it has no spoken words, only images): [https://youtu.be/l4kcfiYu\\_vk](https://youtu.be/l4kcfiYu_vk)

# Step One: Open your Chrome Browser



[View in Google Slides](#) (if preferred)

# Step Two: Find the Texthelp extensions in the webstore

Direct link:

<https://chrome.google.com/webstore/search/read%26write>

**Note:** There will be times when Read&Write for Chrome isn't the tool you need for screenreading.

Here are some examples:

[Read&Write Tips for Respondus Lockdown Browser on Windows PC](#)

[Use 'Speech' for iOS with Respondus Lockdown Browser on Mac Computers](#)

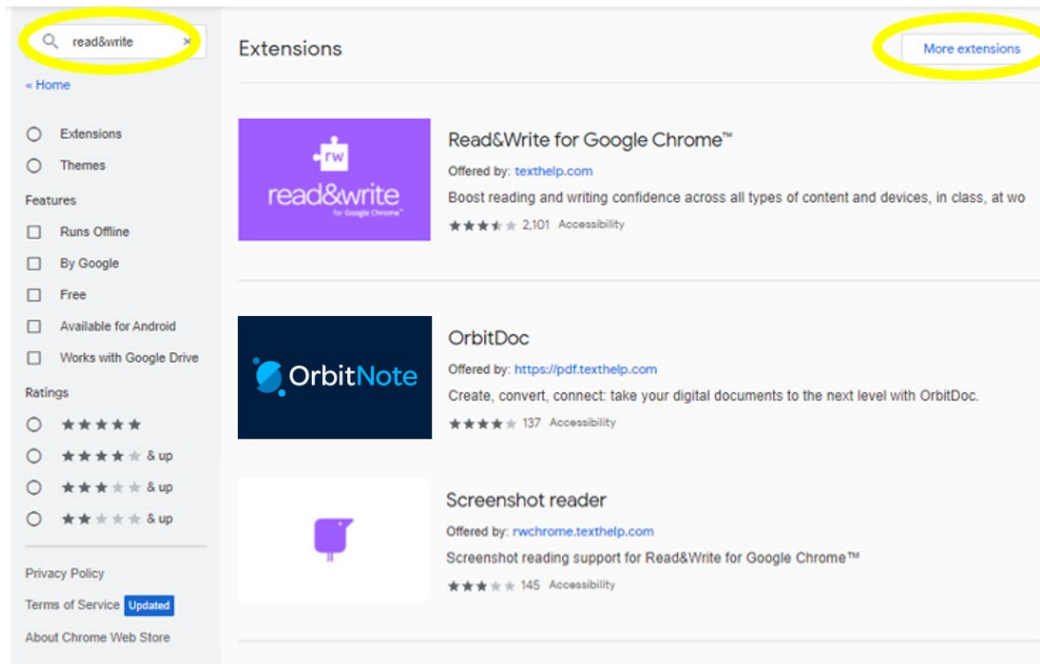
[“Digital Access” books in D2L \(using RedShelf\) have a built-in screenreader](#)

[ChromeVox for Tests with Proctorio](#)

Use the “Read the Web” setting in the desktop app for taking tests with Honorlock (see instructions for downloading the [Windows](#) or [Mac OS](#) software/app).

# Step Three: Install These Three Extensions

Click on each of the three extensions you see below, and then click “Add to Chrome” on the next page—you may need to click on “More extensions” to see the third option of the “Screenshot reader.”



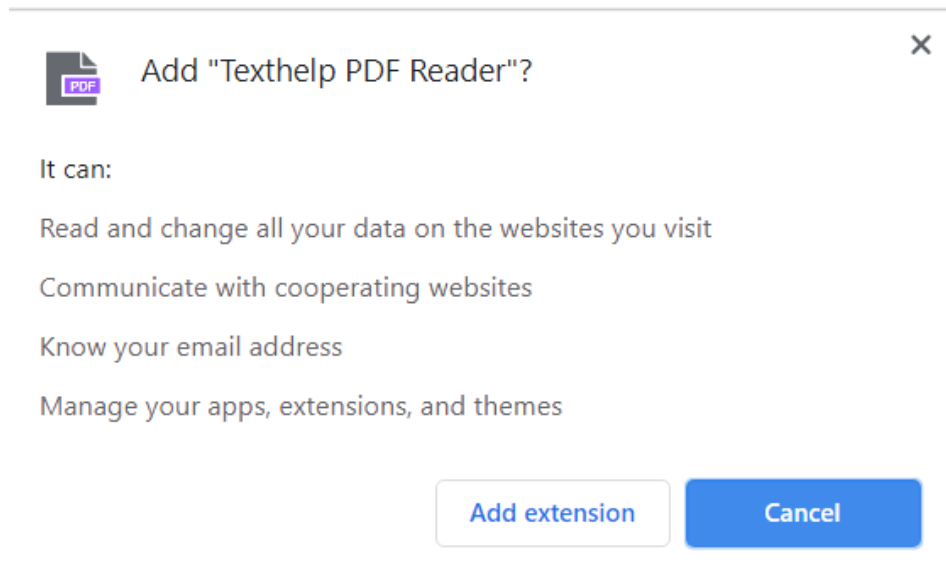
The screenshot shows the Chrome Web Store search results for 'read&write'. The search bar at the top left contains the text 'read&write'. The 'More extensions' button at the top right is highlighted. The search results list three extensions:

- Read&Write for Google Chrome™**  
Offered by: [texthelp.com](https://texthelp.com)  
Boost reading and writing confidence across all types of content and devices, in class, at work, and at home.  
★★★★★ 2,101 Accessibility
- OrbitDoc**  
Offered by: <https://pdf.texthelp.com>  
Create, convert, connect: take your digital documents to the next level with OrbitDoc.  
★★★★★ 137 Accessibility
- Screenshot reader**  
Offered by: [rwchrome.texthelp.com](https://rwchrome.texthelp.com)  
Screenshot reading support for Read&Write for Google Chrome™  
★★★★★ 145 Accessibility

OrbitNote reads both accessible and inaccessible PDFs by “OCR scanning.” For more details: [OrbitDoc Youtube playlist](#).

# Step Four: Select “Add Extension”

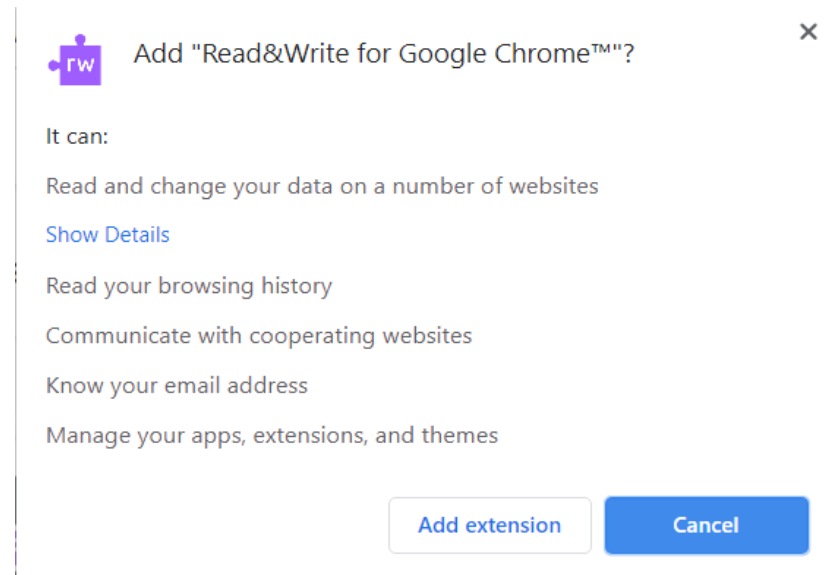
You’ll get these two pop-ups after each extension:



It can:

- Read and change all your data on the websites you visit
- Communicate with cooperating websites
- Know your email address
- Manage your apps, extensions, and themes

[Add extension](#) [Cancel](#)



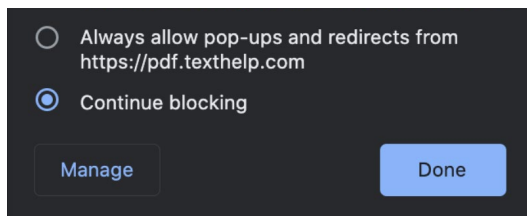
It can:

- Read and change your data on a number of websites
- [Show Details](#)
- Read your browsing history
- Communicate with cooperating websites
- Know your email address
- Manage your apps, extensions, and themes

[Add extension](#) [Cancel](#)

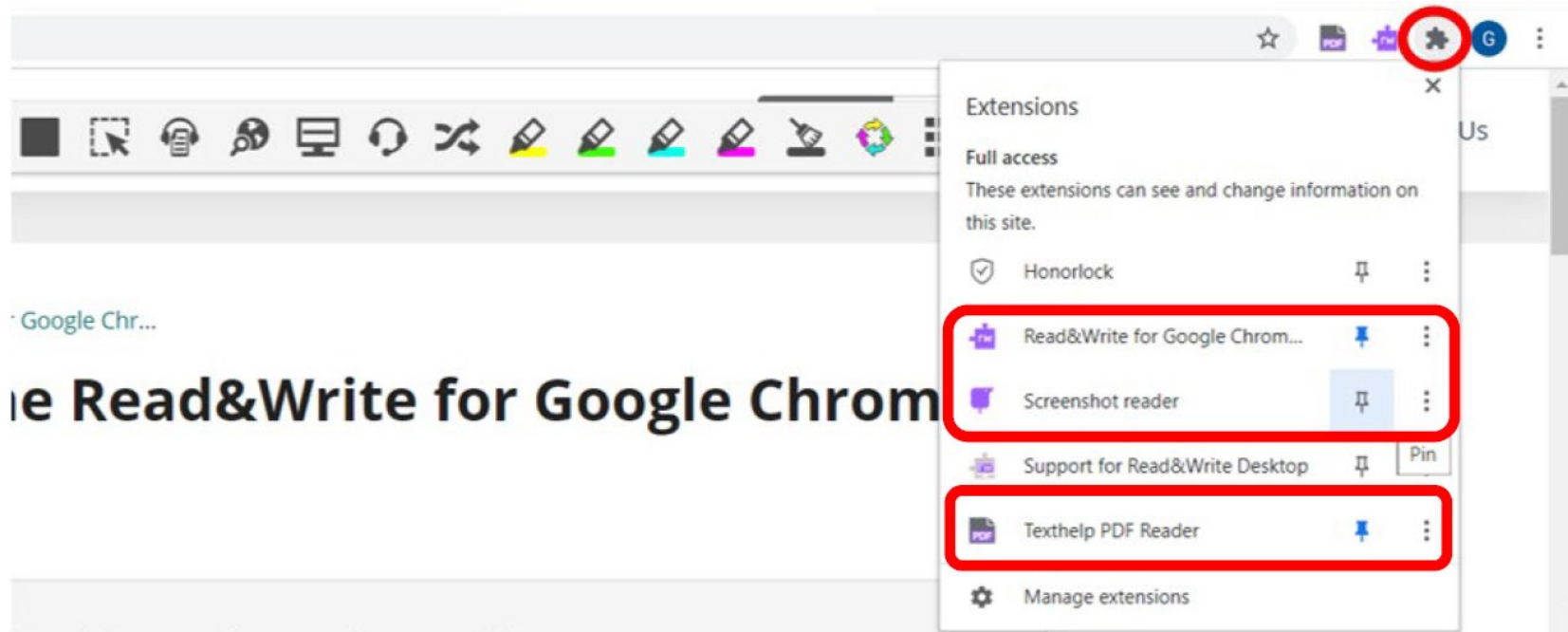
# Possible Pop-up Blocker

You might have a pop-up blocker, so if it doesn't open automatically, go to the upper-right hand corner and click "always allow pop-ups and redirects from <https://pdf.texthelp.com>":



# Step Five: Pin the Extensions

To make it easier to access the extensions, we suggest pinning them to the browser's toolbar by clicking on the grey/black puzzle piece Chrome extension icon in the upper corner:



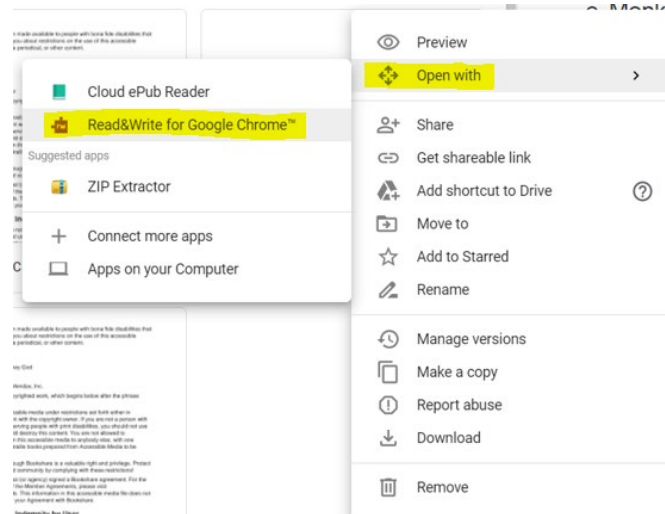




# Step Six: Open GoogleDrive Link

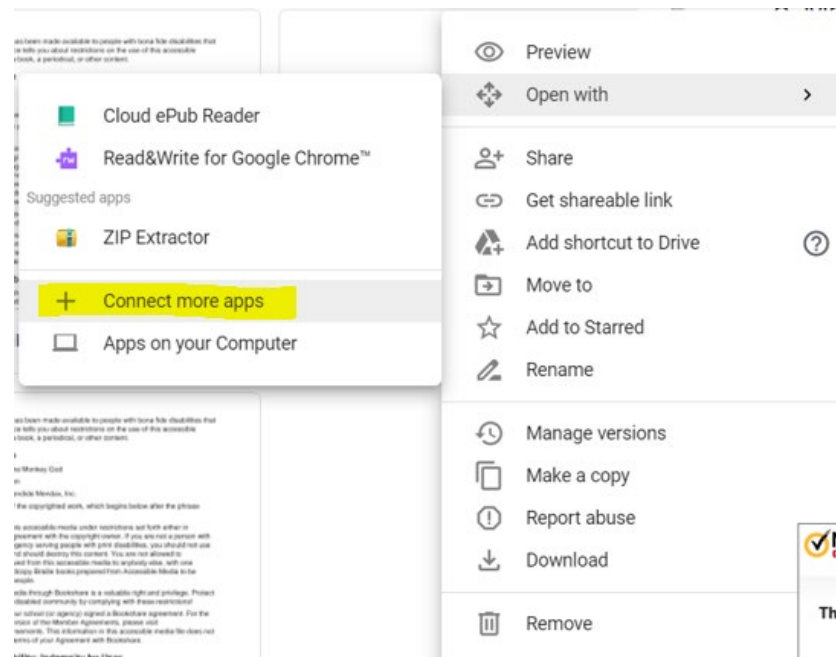
If you requested electronic textbooks (e-text files) and received a link from OSD, find that link and open it.

Right-click or two-finger tap on the touchpad (Mac users can also hold the Ctrl key plus tap on touchpad) on the PDF or ePub file you want to read and choose “Open with” >> “Read&Write for Google Chrome”:



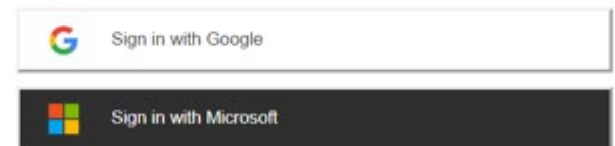
# If You Don't See the Read&Write Option:

Click on “Connect more apps” and search for “Read&Write”:



# Step Seven: Sign in With Gmail Account

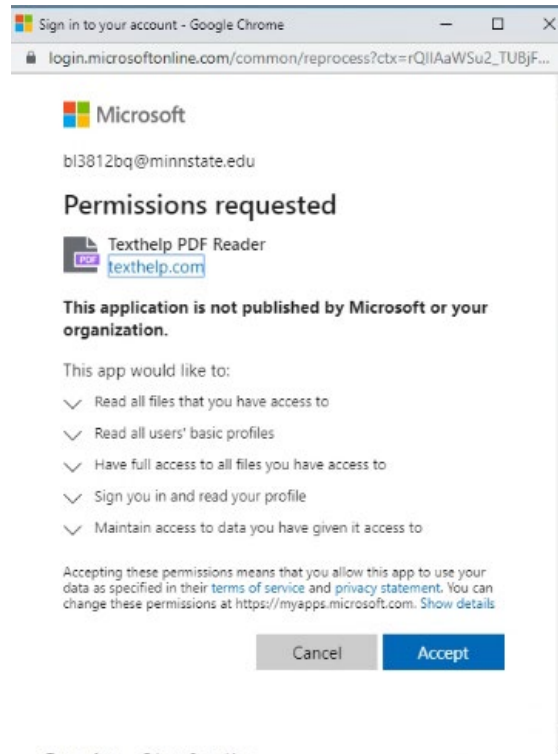
When prompted for a login account in the Chrome extension, make sure to **sign in with Google using the gmail** you told us you'll be using. If you haven't done so yet, contact [OSD@Normandale.edu](mailto:OSD@Normandale.edu) and let us know what gmail account you prefer to use. The login will look like one of these):



[Steps for Changing Your Login Account](#)

# Permissions Request:

If you get a permissions request, click “accept”:

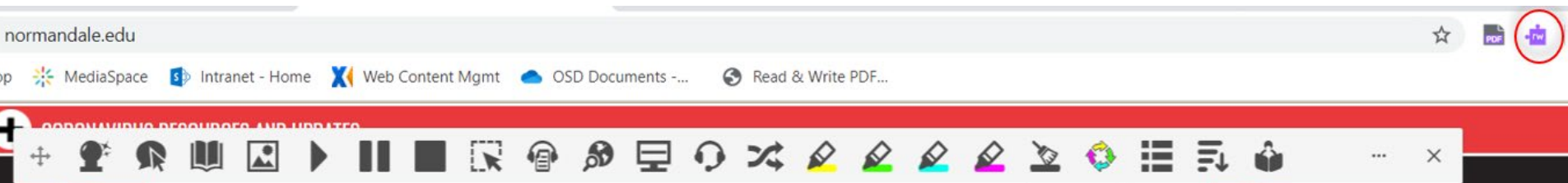


# Reading Websites:

Here is a playlist for tips on using [Read&Write for Chrome](#). Now that the Chrome extensions are installed, you can open Read&Write in the Chrome browser to read things in D2L or any website you want. Click on the purple puzzle piece icon in the upper, right-hand corner of the browser (it takes a few seconds to open sometimes):



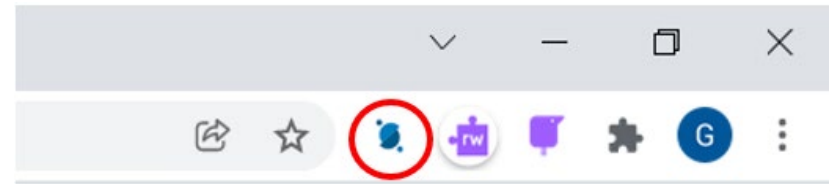
And then the Read&Write toolbar will appear like this:



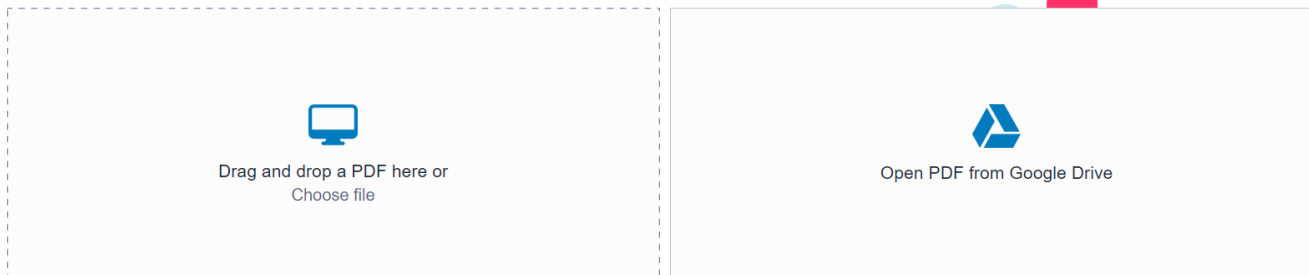
# Use OrbitNote for PDFs

Sometimes you might have a PDF on D2L you want to read. First, download and save the original PDF.

Open your Chrome browser and open the OrbitNote extension (circled in red):

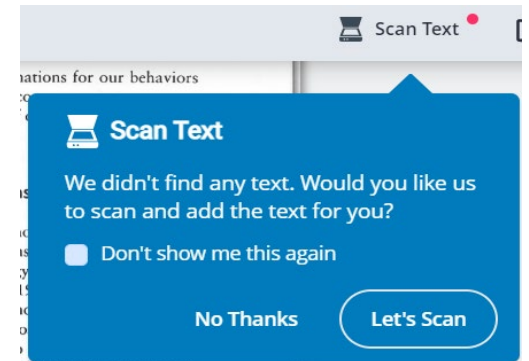
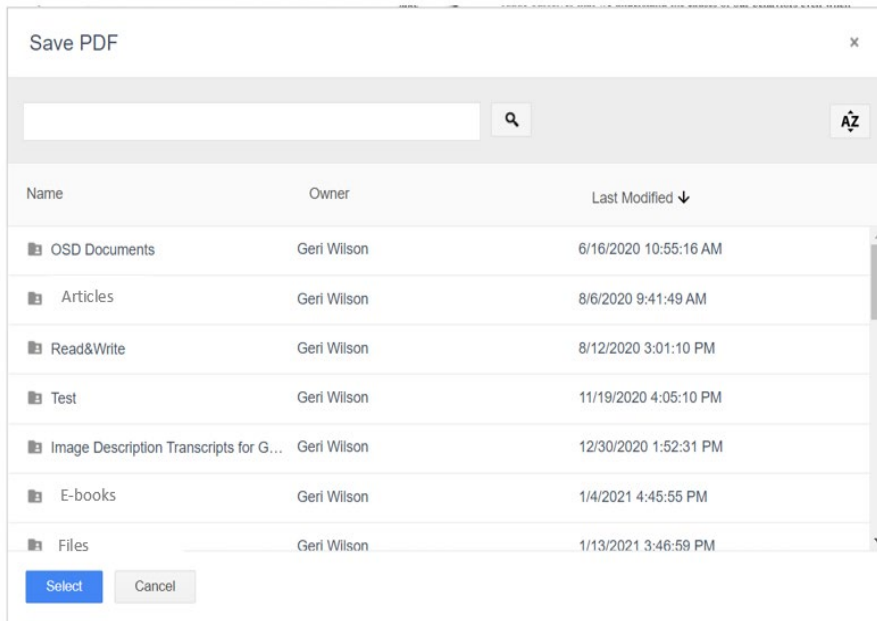


The [OrbitNote landing page](#) will open and you'll see two ways to open a document, from your computer or Google Drive.



# OCR with OrbitNote

Sometimes a PDF is just an image and not text. You can use OrbitNote to convert the PDF to readable text. After you choose a document, OrbitNote will tell you if it doesn't have accessible text and prompt you to scan it.



After you click, “Let’s Scan,” you’ll choose the language of the document (defaulted to English), then click “scan.” After it processes, it will prompt you to save it to your GoogleDrive (connected to the gmail account you used to log into the Read&Write extension).

[OCR with OrbitNote](#) (OCR stands for Optical Character Recognition)

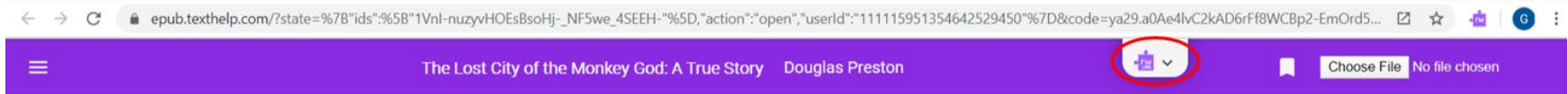


# Tips and Tricks:

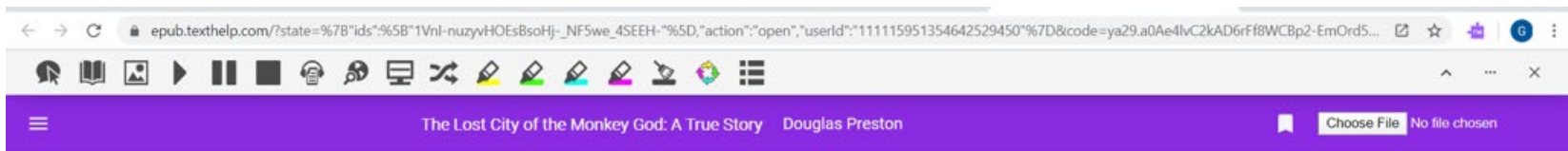
1. ePub files in GoogleDrive will look like “Zip” files:



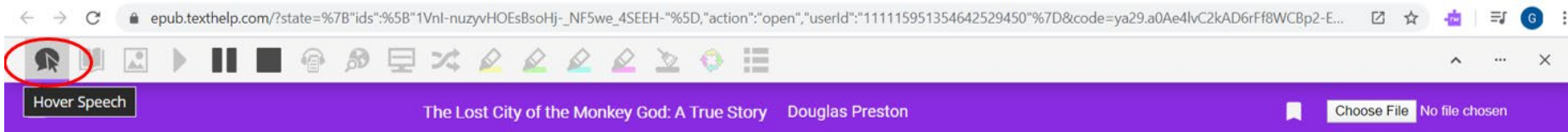
2. If you don't see the Read&Write toolbar, you may need to expand the toolbar by clicking the purple puzzle icon:



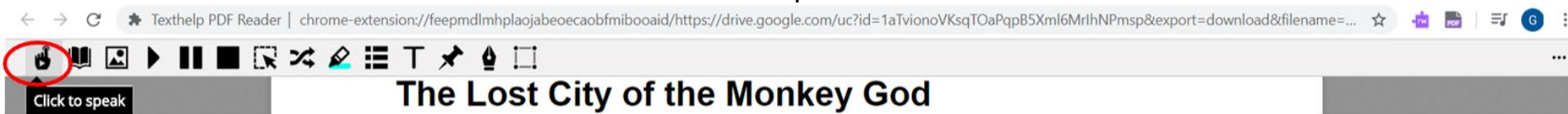
3. And then you'll see the toolbar like this:



4. Once you can see the toolbar, we recommend using “hover speech” for eBooks (after you hover and it starts reading, you should move the cursor back up to the Read&Write toolbar or it might keep looping back and reading wherever you have the cursor resting in the text):



5. Or “click to speak” for PDFs:





# Installing software/app

If you can't always be connected to the internet and need desktop software or an app, you can download that as well.

[ePubs and Read&Write Video](#)

[Windows Installation Guide](#)

[Mac OS Installation Guide](#)

[Edge Browser Installation Guide](#)

[iPad Installation Guide](#)