

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](#) our office created, in addition to this shorter YouTube video with no spoken words, only images: youtu.be/I4kcfiYu_vk.

Step One: Open your Chrome Browser



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

Step Two: Find the Texthelp extensions in the webstore

Direct link:

chromewebstore.google.com/search/texthelp

Note: There will be times when Read&Write for Chrome isn't the tool you need for text-to-speech. Here are some examples:

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

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

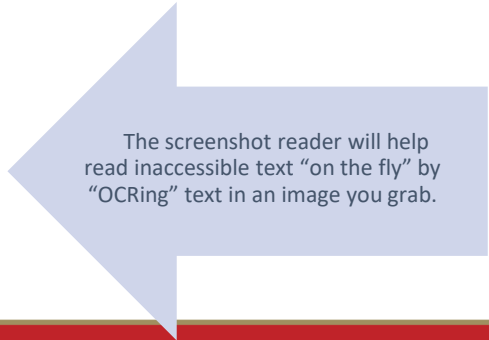
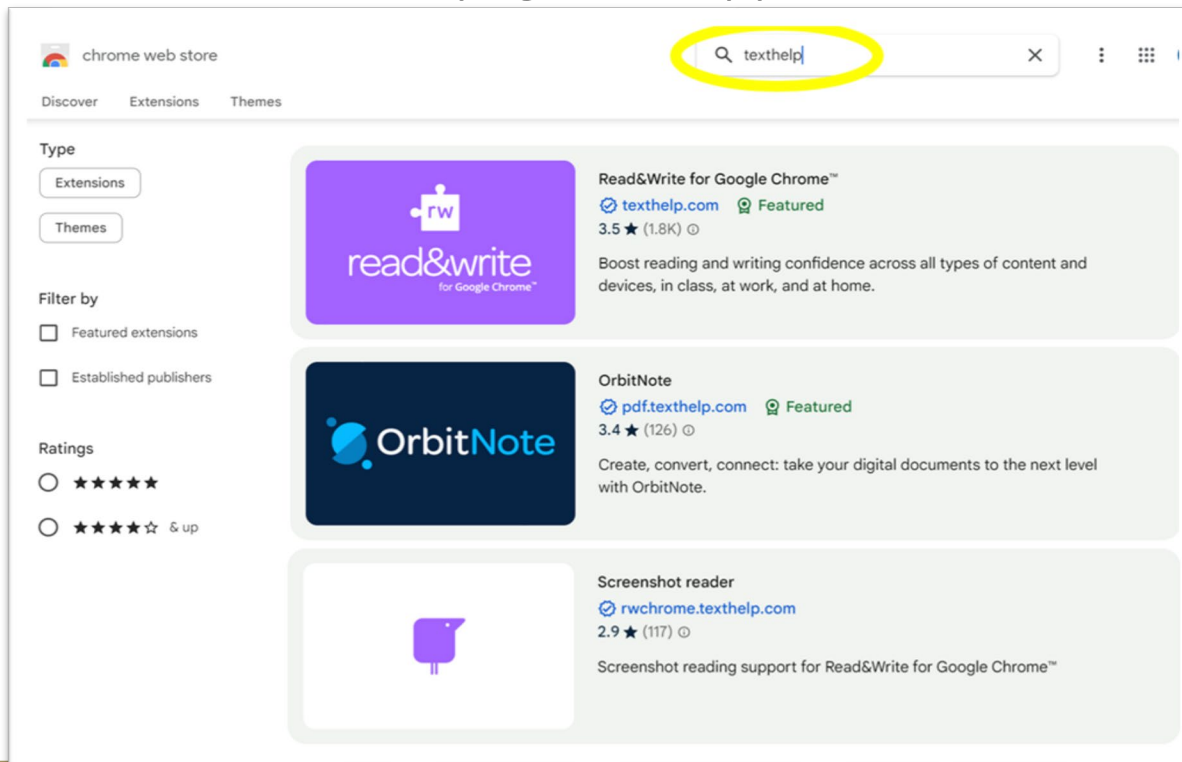
[ChromeVox for Tests with Proctorio](#)

Use the "Read the Web" setting in the [Windows](#) desktop app for taking tests with Honorlock (does not work on Mac—try [Voiceover](#)).

If you have a PDF that is scanned as an image, but not accessible text, use the desktop Read&Write app for [Windows](#) or [Mac OS](#).

Step Three: Install Extensions

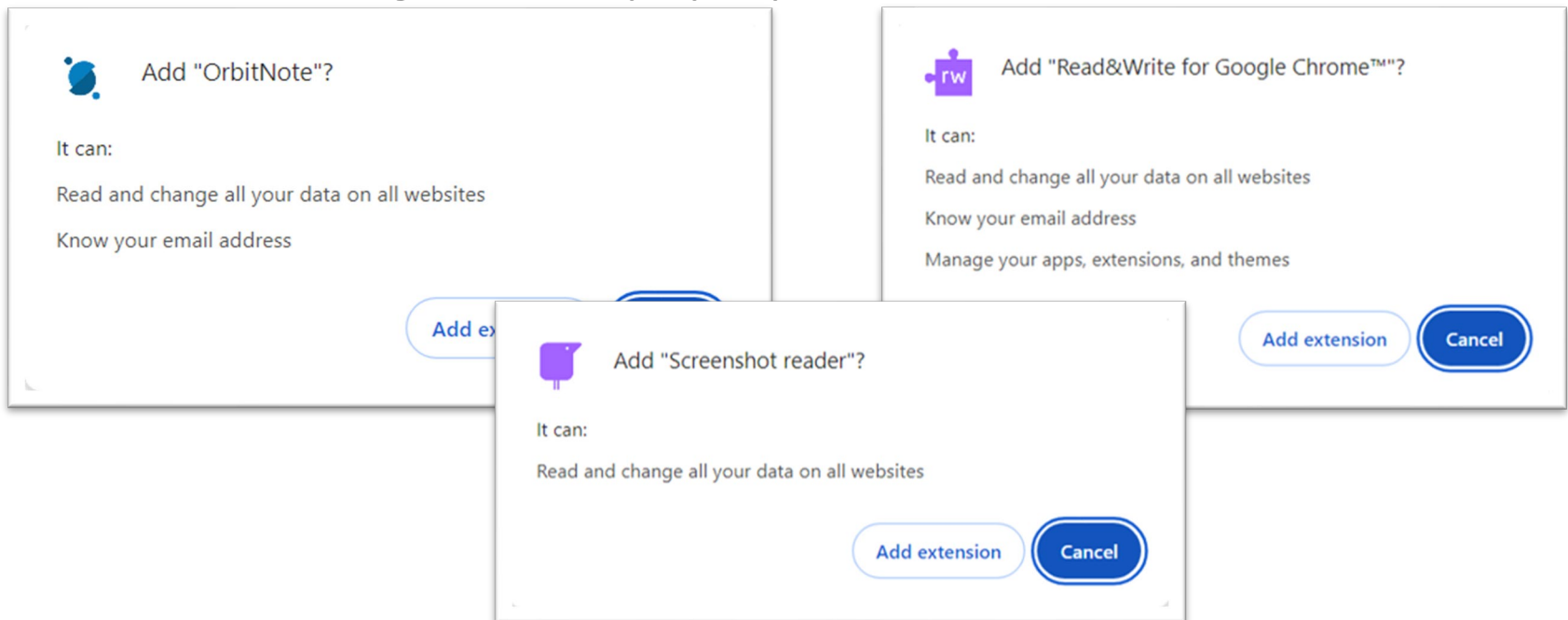
Click on each of the three extensions you see below (you may need to scroll down to see the option of the “Screenshot reader”), and then on the next page that appears, click “Add to Chrome.”



The screenshot reader will help read inaccessible text “on the fly” by “OCRing” text in an image you grab.

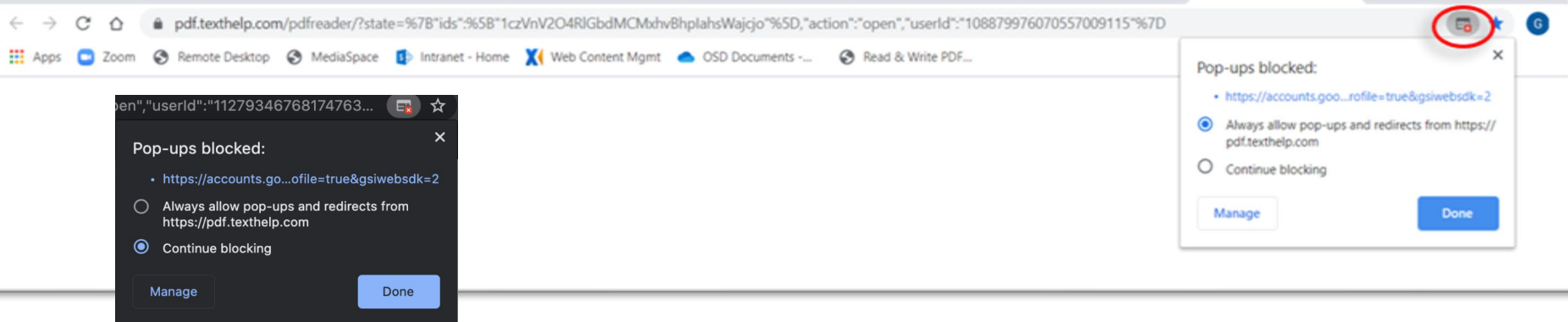
Step Four: Select “Add Extension”

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



Possible Pop-up Blocker

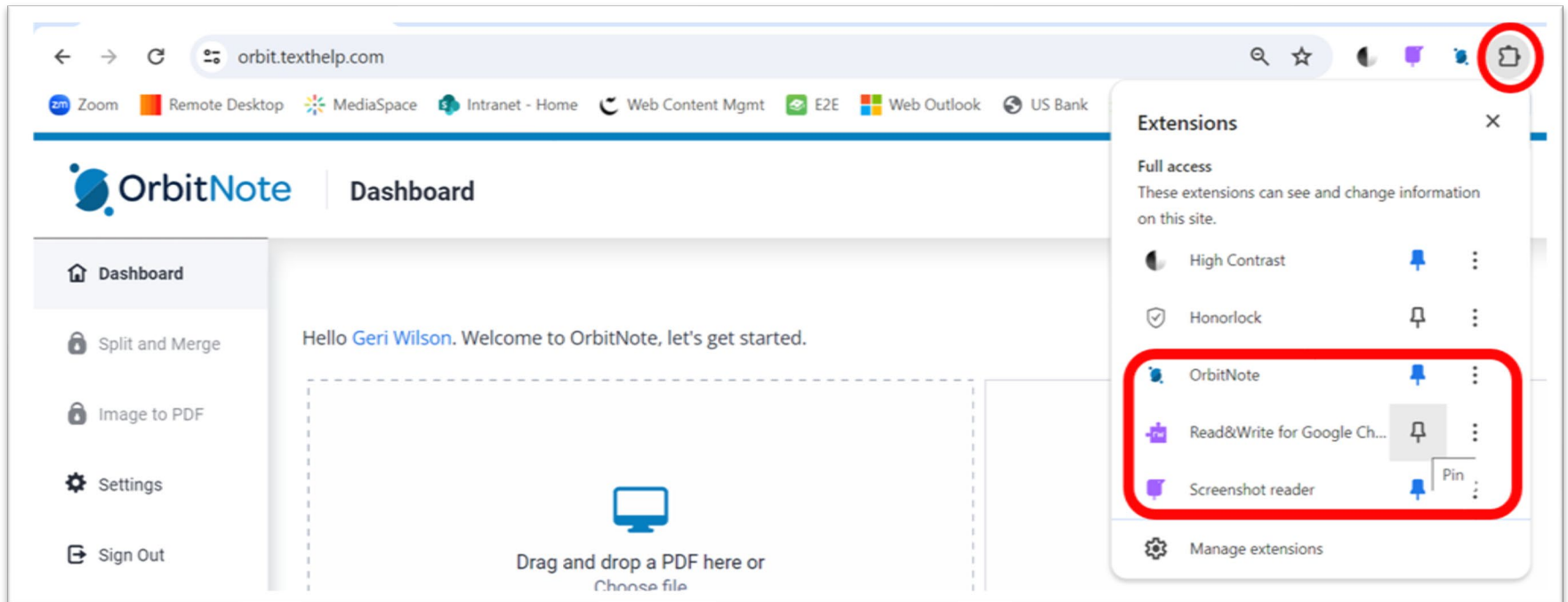
You might have a pop-up blocker, so if it doesn't open automatically, go to the upper-right hand corner and click "always allow pop-ups and redirects from <https://orbit.texthelp.com/>":



The screenshots above are older, and you may need to enable pop-ups manually by first going to the [webpage](#) you need to allow pop-ups, then following [these instructions to enable pop-ups](#).

Step Five: Pin the Extensions

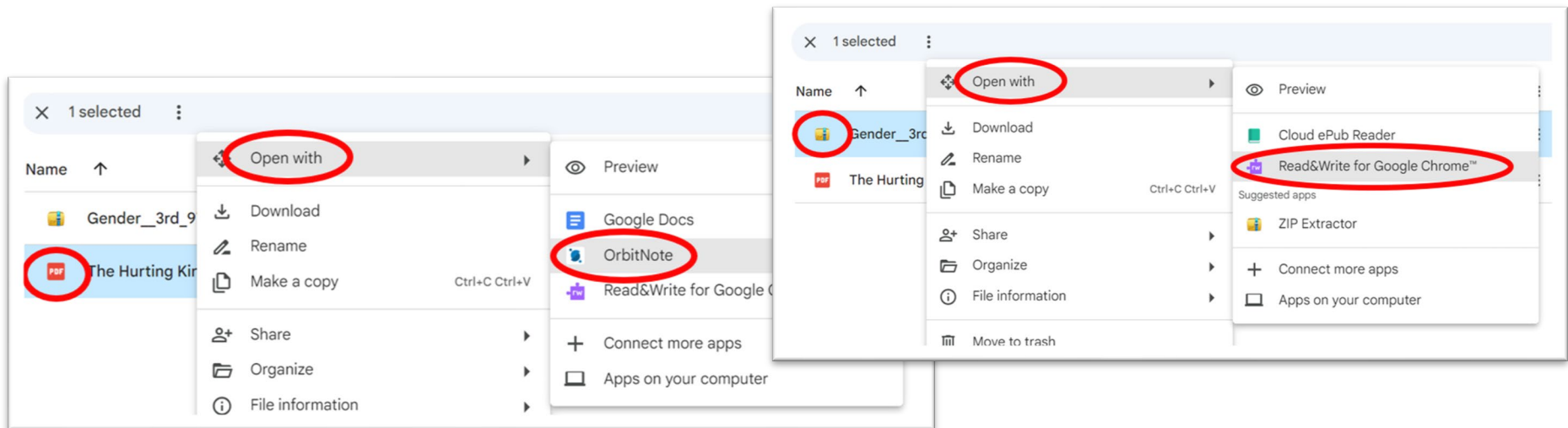
To make it easier to access the extensions, we suggest pinning them to the browser's toolbar by clicking on the grey/black puzzle piece Chrome extension icon in the upper corner:



Step Six: Open GoogleDrive Link

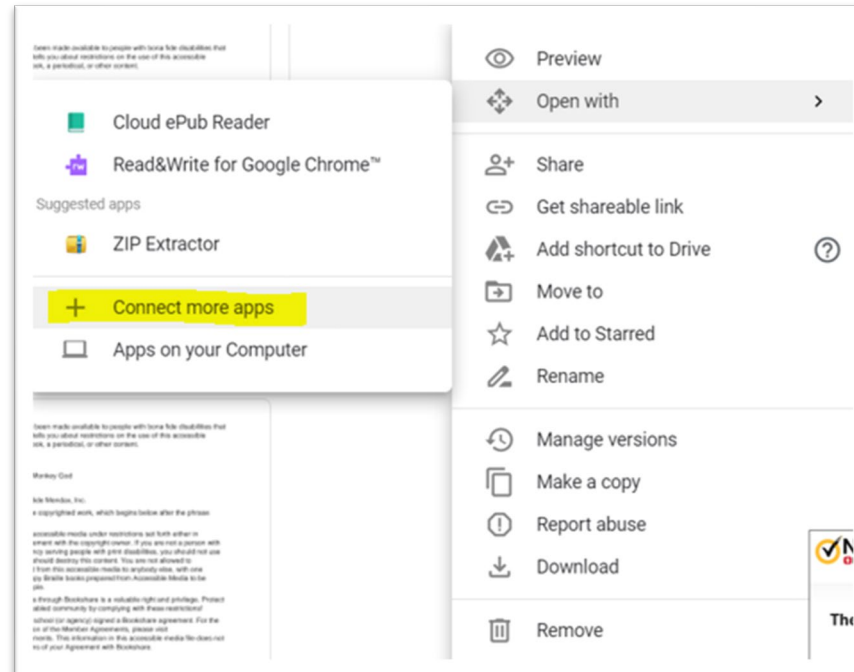
If you requested electronic textbooks (e-text files) and received a link from OSD, find that link and open it.

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



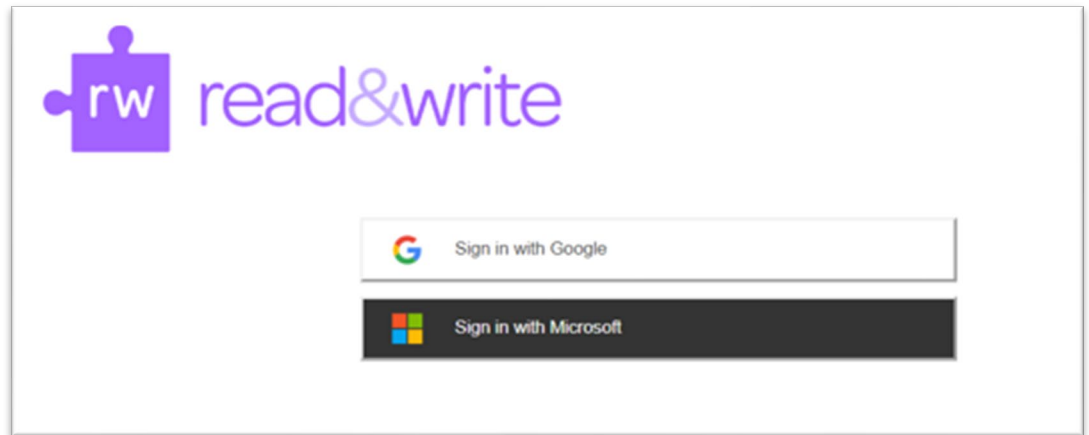
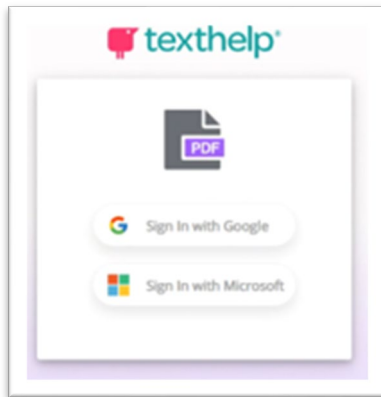
If You Don't See the Read&Write Option:

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



Step Seven: Sign in With a 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 and let us know what gmail account you prefer to use. The login will look like one of these):

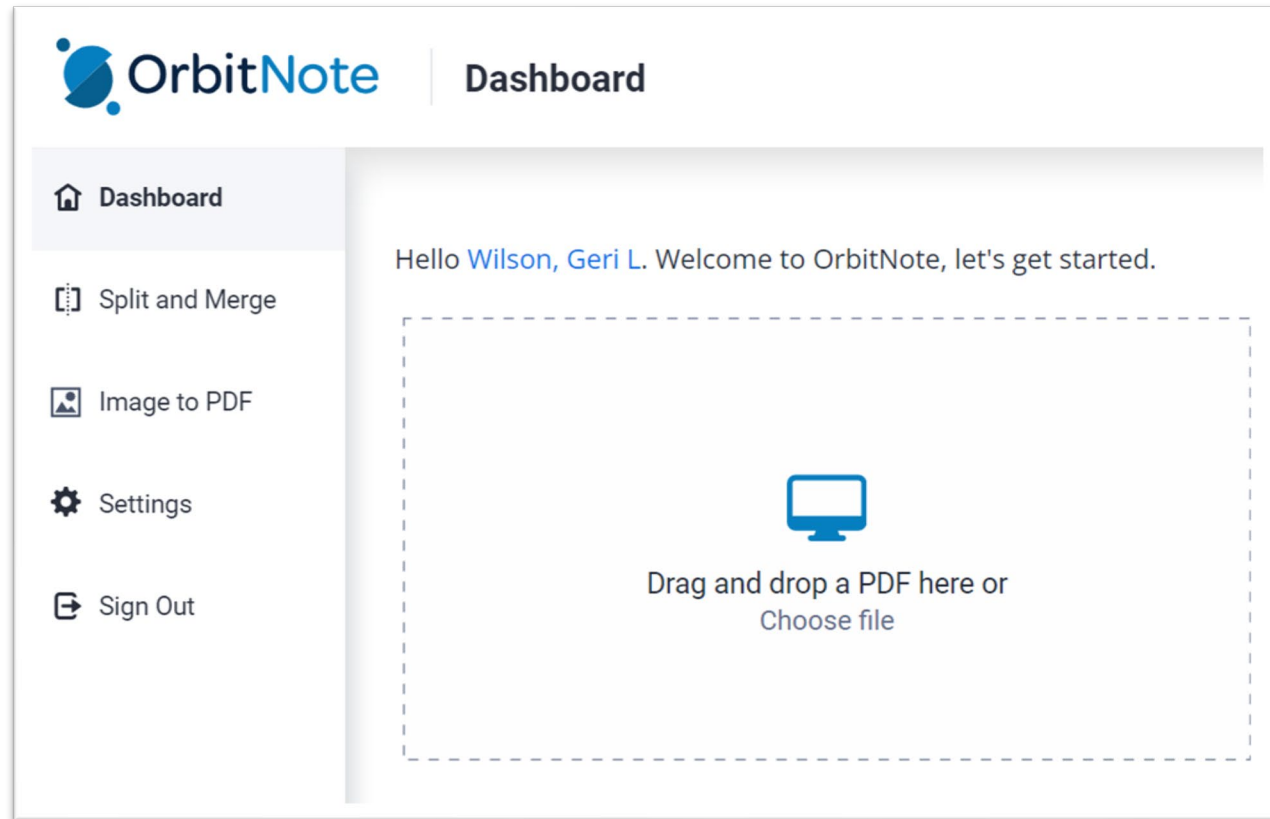


[Steps for Changing Your Login Account](#)

Reading PDFs:

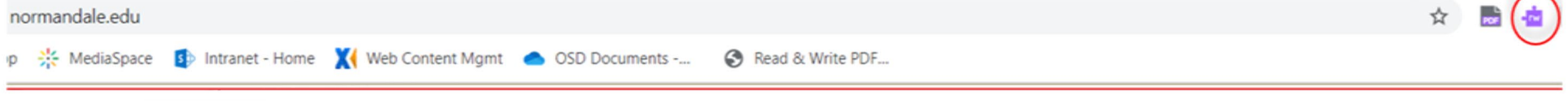
If you are having trouble opening PDFs directly from Google Drive or online in D2L, you can also download them and save them directly to your computer. You can then click “choose file” or drag them into OrbitNote by clicking on the OrbitNote Chrome extension icon or going to this web address:

orbit.texthelp.com



Reading Websites:

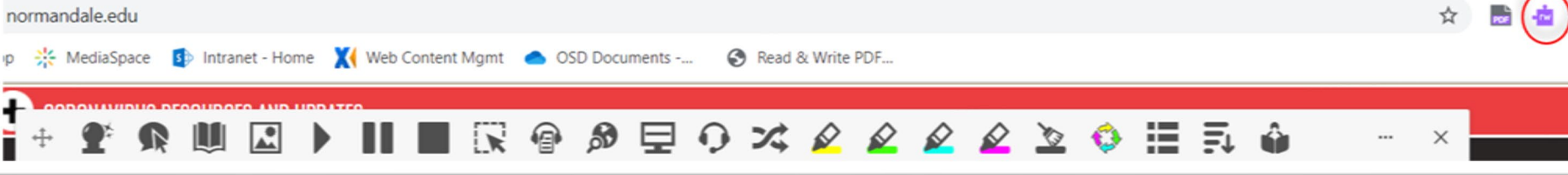
Here is a playlist for tips on using [Read&Write for Chrome](#). Now that the Chrome extensions are installed, you can open Read&Write in the Chrome browser to read things in D2L or any website you want. Click on the purple puzzle piece icon in the upper, right-hand corner of the browser (it takes a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



normandale.edu

MediaSpace Intranet - Home Web Content Mgmt OSD Documents - ... Read & Write PDF...

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



normandale.edu

MediaSpace Intranet - Home Web Content Mgmt OSD Documents - ... Read & Write PDF...

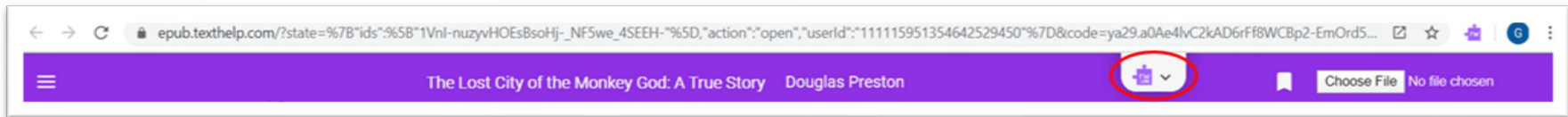


Tips and Tricks:

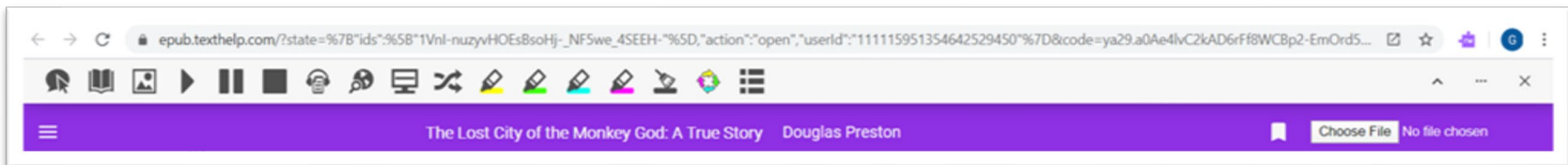


1. ePub files in GoogleDrive will look like “Zip” files like this

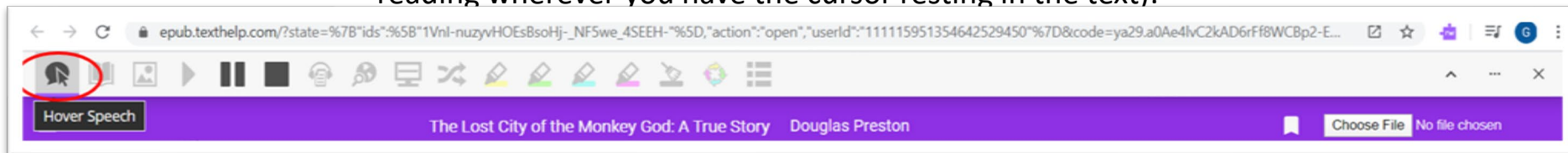
2. If you don’t see the Read&Write toolbar, you may need to expand the toolbar by clicking the purple puzzle icon:



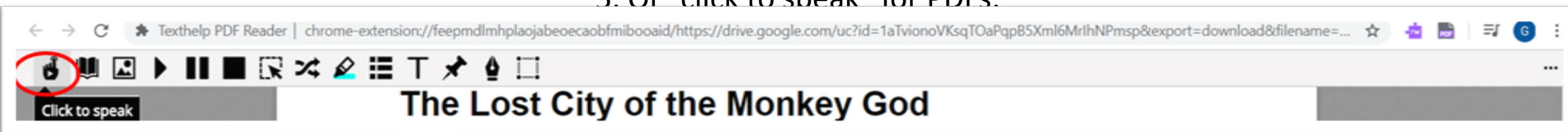
3. And then you’ll see the toolbar like this:



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 toolar 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](#)