ACTIVATE TEXTHELP READ&WRITE ON CHROME

- **STEP 1:** Open the Google Chrome browser
- STEP 2: Login to the browser as shown

| O - | Sign in to Chrome |
|--|--|
| Sign in to get your bookmarks, history, passwords, and other settings on all iil Im Sign in to Chrome | Sign in with your Google Account to get your bookmarks, history, passwords, and other settings on all your devices. Enter your email tasscc25@ab-ed.org |
| Guest Manage people | More options NEXT |

STEP 3

If you see this window appear, select 'Link data'.



You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, passwords, and other settings will become permanently tied to tasscc25@ab-ed.org. You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account. Learn more

Link data

Cancel

×

STEP 4

Show bookmarks bar

Bookmark manager

ab-ed.org bookmarks

Import bookmarks and settings.

Ctrl+Shift+B

Ctrl+Shift+O

Print...

Cast...

Find...

More tools

Read&Write has been pushed out to all Ð 1855 Aberdeen City staff and pupils. You will see the Read&Write extension in the toolbar. G ☆ Click on the app palette on the top-left of the toolbar. New Tab × Q α n Apps ab-ed.org bookmarks For quick access, place your ٥ 🛧 🔩 🖪 🦷 🝐 🕷 🤖 📀 0 E New extension added (Norton Identity Safe) kmarks no 0 New extension added (Norton Security Toolbar) 0 New extension added (Adobe Acrobat) If you can't see the app palette, click on the orange ! New tab Ctrl+T Extension on the toolbar as shown. Go to New window Ctrl+N bookmarks, and ensure 'show bookmarks bar is History Downloads selected'. Bookmarks Bookmark this page... Ctrl+D Ctrl+Shift+D Bookmark open pages. - 100% + 23 Zoom

Ctrl+P

Ctrl+F

STEP 5: Open Google Docs. If this is the first time you have accessed google docs, select 'no thanks' to any windows that appear and also cross off the 'take a tour' window that shows up.

STEP 6: Open a blank document





STEP 7: You will see the Read&Write jigsaw icon. Click on it to activate the toolbar.



STEP 10: All done! You have now activated the Read&Write for chrome toolbar!

Contact <u>tasscc@aberdeencity.gov.uk</u> if you have any questions.

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