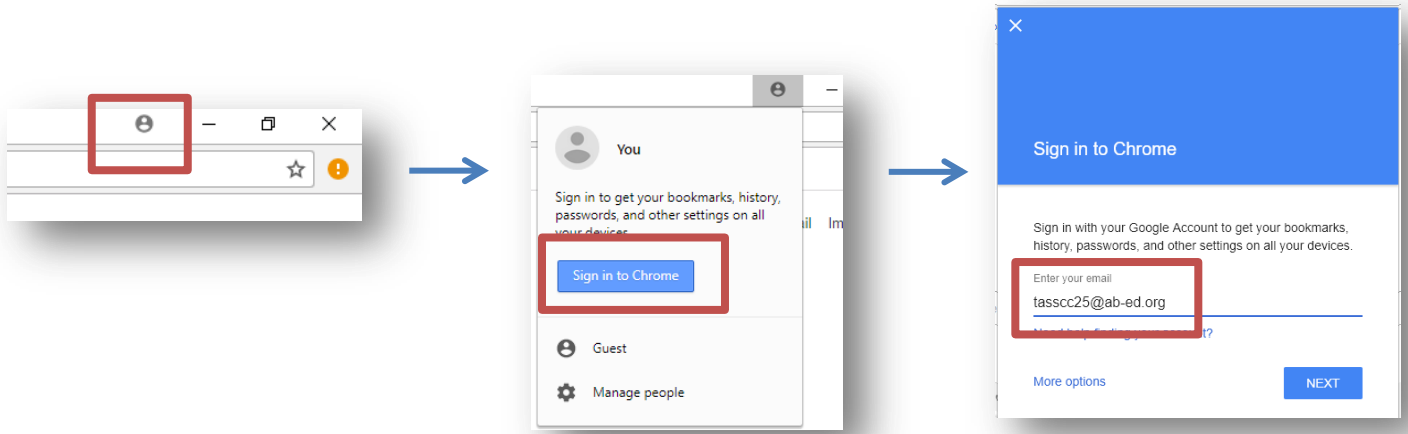


ACTIVATE TEXTHELP READ&WRITE ON CHROME

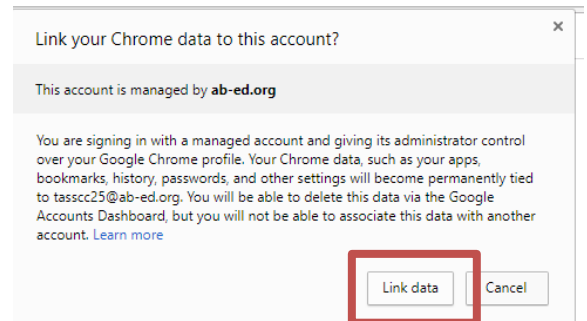
STEP 1: Open the Google Chrome browser

STEP 2: Login to the browser as shown



STEP 3

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

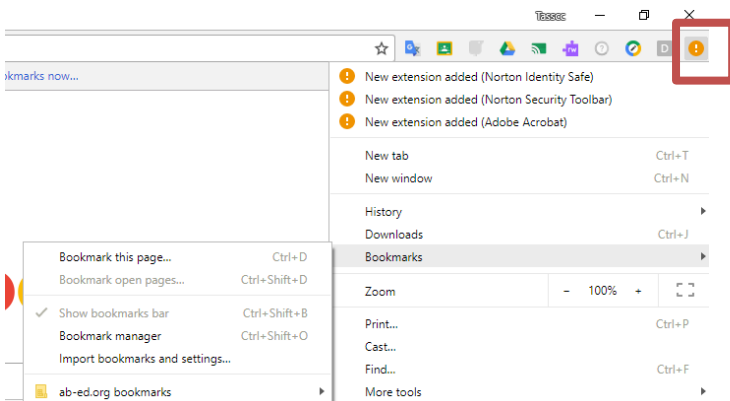
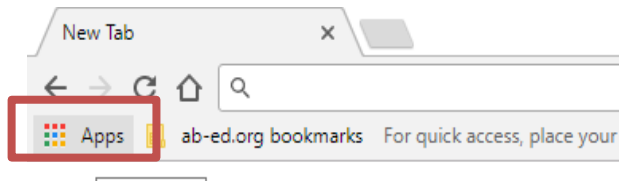


STEP 4

Read&Write has been pushed out to all Aberdeen City staff and pupils. You will see the Read&Write extension in the toolbar.

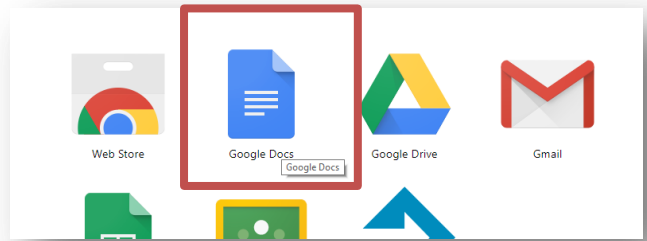


Click on the app palette on the top-left of the toolbar.

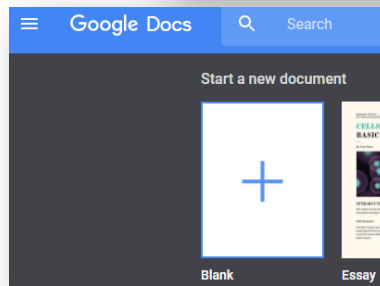


If you can't see the app palette, click on the orange ! Extension on the toolbar as shown. Go to bookmarks, and ensure 'show bookmarks bar is selected'.

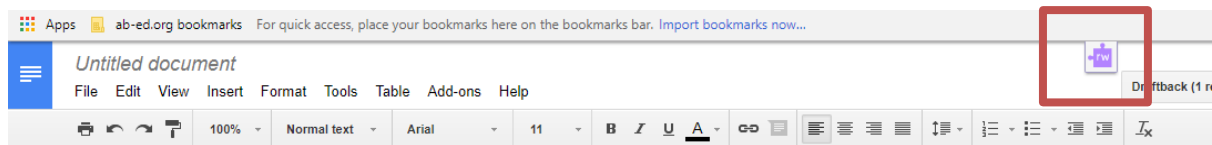
STEP 5: Open Google Docs. If this is the first time you have accessed google docs, select 'no thanks' to any windows that appear and also cross off the 'take a tour' window that shows up.



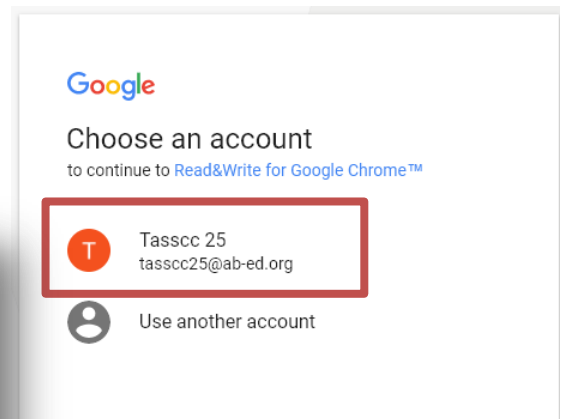
STEP 6: Open a blank document



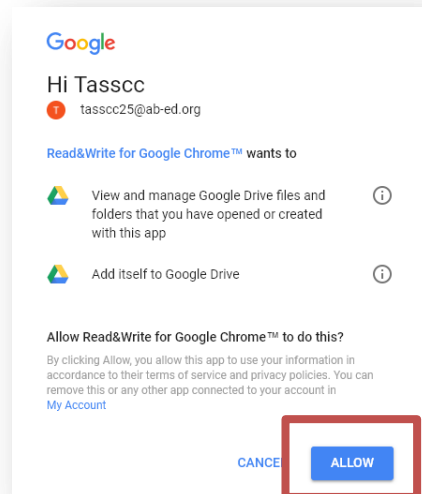
STEP 7: You will see the Read&Write jigsaw icon. Click on it to activate the toolbar.



STEP 8: A window will appear asking you to confirm your account. Click on your account.



STEP 9: Click on Allow.



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

Contact tasscc@aberdeencity.gov.uk if you have any questions.

