Google Read & Write

Tutorial

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Updated:

How to Add

1. Open Google Chrome browser and sign into your sturgeonstudents.com email. This email will be your firstname.lastname@sturgeonstudents.com

2. Click [Apps] in the top left corner of your screen

3. You will be redirected to a new window that has all of your Google Apps and the Chrome Web Store. Go into the Store.
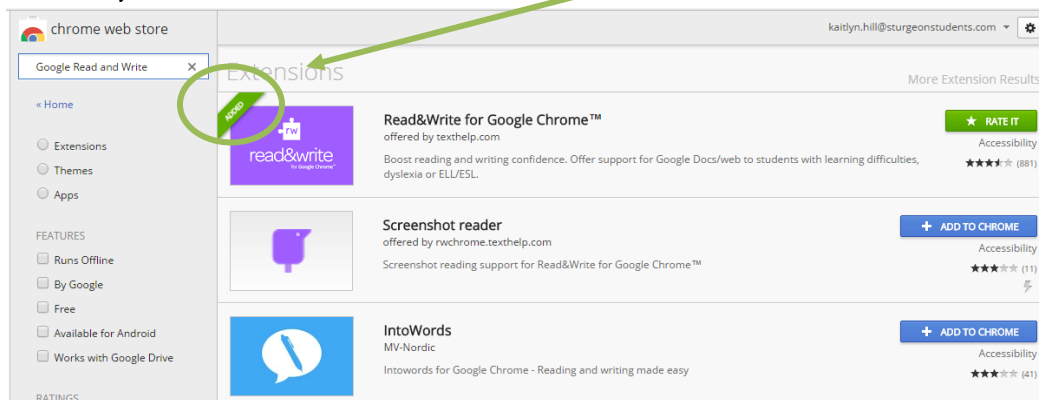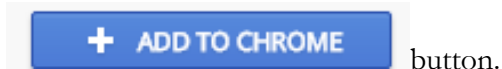

4. Search "Google Read and Write" in the search bar located in the top left corner of your screen.
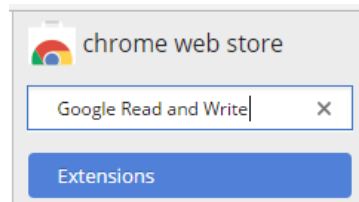
5. If you get to this step and you have the green banner like this, then Read & Write is already added to your Chrome account!

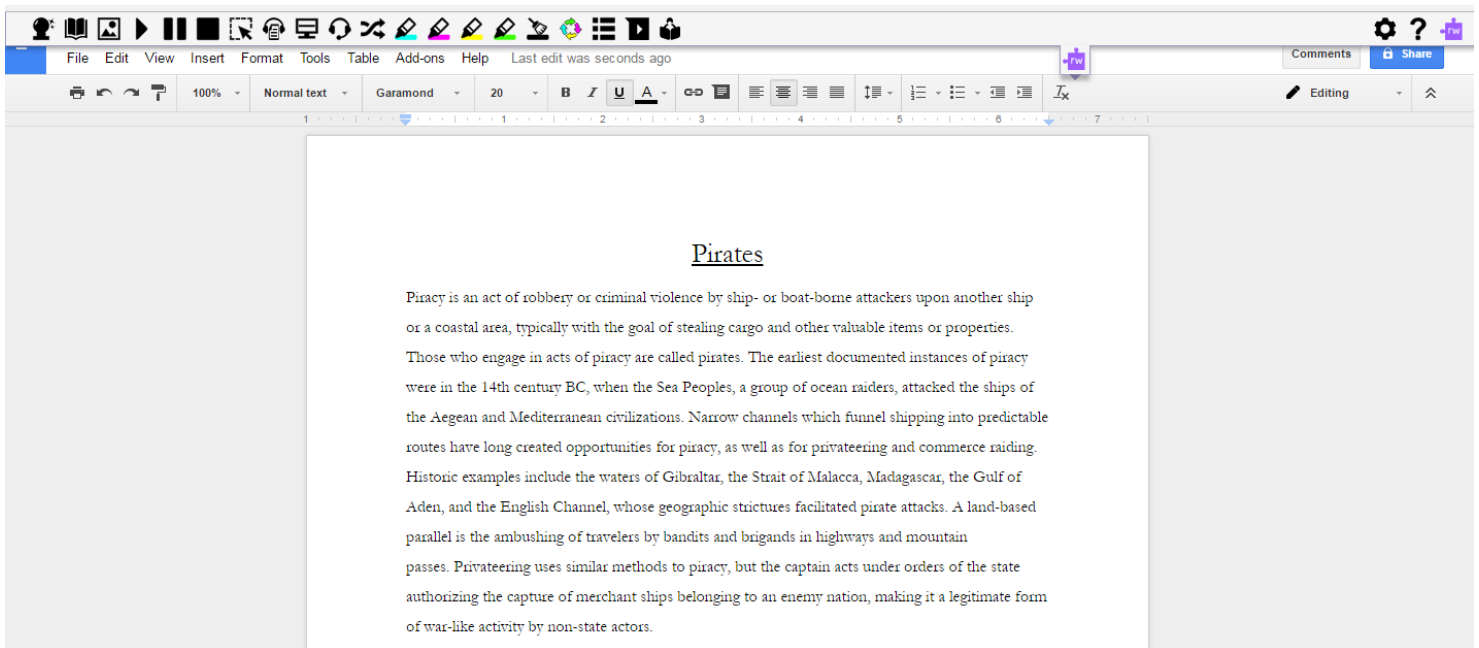If you get to this step and the green banner is not there, you need to click on the

 button.

6. Once Read & Write has been installed and added, you should see it in the top right corner of your screen.

How to Use in Google Docs

1. Open the file you want to use with Read & Write in Google Docs
2. Read & Write usually opens up itself. If the bar you see below does not appear, click on the

3. Here is a close up of your Read & Write bar. Consult the "Google Read and Write Quick Reference Guide" to understand the function of each tool.