

Everway

formerly Texthelp



Read&Write for Google Chrome – Group License

Installation Guide

Introduction

We've produced this guide to help with deploying Read&Write for Google Chrome that's been purchased with (or upgraded to) a Group License.

We've also provided answers to some Frequently Asked Questions, plus contact details if you need to get in touch for extra help.

Let's get started. Click on one of the links below to go straight to that section of the guide.

[First Things First: Deploying Read&Write for Google Chrome](#)

[Group vs. Unlimited Licensing](#)

[Using the Texthelp Admin Tool](#)

[Adding Screenshot Reader](#)

[OrbitNote \(the PDF Reader\)](#)

[Frequently Asked Questions](#)

First Things First: Deploying Read&Write for Google Chrome

With a G Suite domain, Chrome extensions can be deployed by a Google administrator through the Google Admin Console.

Read&Write for Google Chrome can be force installed to an Organizational Unit, sub-domain or an entire domain.

For more information about deployment, please read [How to deploy apps and extensions through the Google Admin Console](#)

To install Read&Write for Google Chrome individually on a device, it can also be added from the [Chrome Web Store](#).

After Read&Write for Google Chrome has been added, users will then see a purple puzzle piece icon with their Chrome extensions:



Once users click the icon, they will then be asked to grant permissions to begin using and have premium access to Read&Write for Google Chrome.

Group vs. Unlimited Licensing

Group licensing differs from unlimited licensing where a limited number of seats are purchased and specific users are licensed for premium access. With unlimited licensing, all users in a registered domain will have premium access.

With group licensing, a group is created in the Google Admin Console and users can then be added to that group and subsequently licensed by a Google administrator using the Texthelp Admin Tool.

Users can be added and/or removed from the group as needed. The group must be synced any time changes are made using the Texthelp Admin Tool.

With unlimited licensing, there are no groups to manage as all users are authenticated by their domain accounts when signed into Chrome.

With both types of licensing, users must first grant permissions to allow access to their Chrome and Google Drive accounts for premium access.

Using the Texthelp Admin Tool

For instructions please read the [Texthelp Admin Tool User Guide](#)

Adding Screenshot Reader

The other component to Read&Write for Google Chrome that is added separately. Is Screenshot Reader.

Screenshot Reader can either be deployed through the Google Admin Console by a Google administrator or added by the end user.

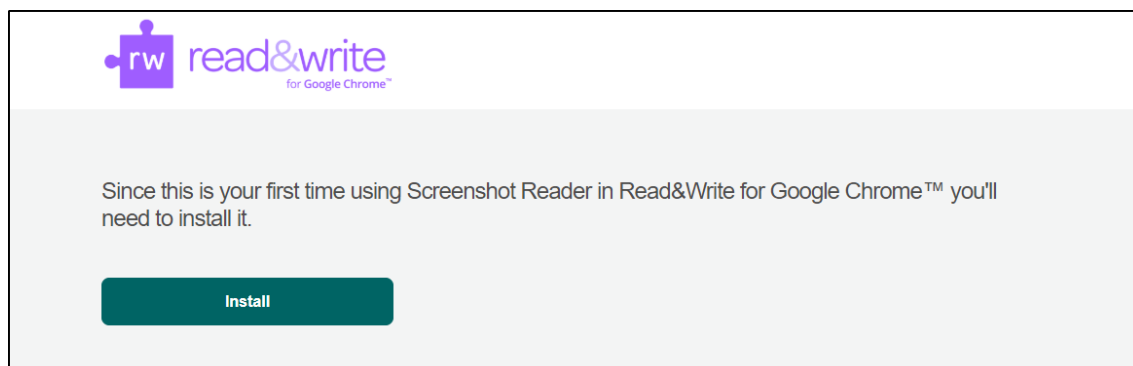
For more information about deployment, please read [How to deploy apps and extensions through the Google Admin Console](#)

If Screenshot Reader isn't force installed, users will need to install the Screenshot Reader extension.

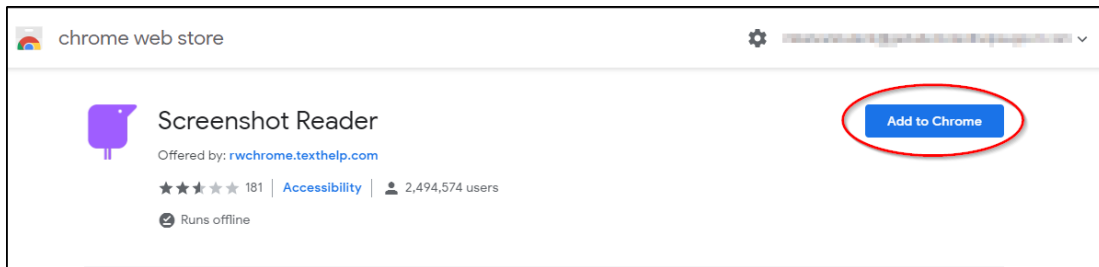


Users will be prompted to install the extension the first time they try to use the Screenshot Reader feature from any of the Read&Write for Google Chrome toolbars or they can go directly to the [Chrome Web Store](#) and install it manually.

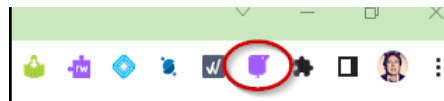
When prompted, click **Install**.



Click **Add to Chrome**.

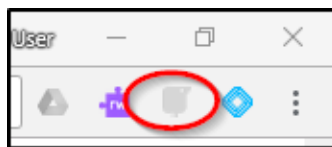


Once the extension has been added, the purple Texthelper icon will appear alongside other Chrome extensions.



Screenshot Reader can now be used by clicking the Screenshot Reader button on the Read&Write for Google Chrome toolbars.

Note: If the Screenshot Reader Texthelper extension icon is greyed out that indicates that Screenshot Reader is not available on the current website.



OrbitNote (the PDF Reader)

Your subscription also includes access to a subset of features in OrbitNote, Texthelp's PDF app. For more information on using/deploying OrbitNote, visit [Getting Started With OrbitNote](#) and also [How To Deploy Apps And Extensions Through The Google Admin Console](#).

Frequently Asked Questions

Do I need to use the admin tool with our license?

Only group licenses require the Texthelp Admin Tool. If you have an Unlimited license you do not need the admin tool unless adding non-domain emails to the license.

Can an administrator grant permissions for users?

Users must grant permissions individually for any Chrome extension to access their Chrome and Google Drive accounts.

Can users customize the toolbar?

You can easily hide and move buttons on the Read&Write for Google Chrome toolbar by clicking on the More button at the right end of the toolbar, Then go to Options > Features. You can turn off the features you want to hide by sliding the button for each feature to the left. Slide the button to the right to restore a feature to the toolbar.

Can the toolbar be set not to open in Google Docs or Slides?

If you'd rather choose when to open Read&Write yourself, make sure to close the toolbar before exiting a Doc or Slide by clicking the Hide button on the right end of the toolbar.

Do you have any user guides or videos?

We've produced several videos and guides to help you with installing and using Read&Write. You'll find them, along with a link to our Training Portal in the [Training & Resources section of our website](#)

What can I do if I didn't find an answer to my question?

If we haven't answered your question, you can also have a look at our [support site](#) or get in touch with our Support Team. You can email us anytime on support@texthelp.com, or call us during our Office hours:

UK Office: 9am - 5pm GMT Monday - Friday
Phone: +44 (0)28 9442 8105

US Office: 9am - 5pm Eastern Monday - Friday
Phone: 888-248-2479

Australian Office: 8:30am - 4:30pm Monday - Friday
Phone: (07) 3394 8468