

How to make a PDF Accessible on Windows/ MAC with Read&Write



Requirements:

PC/MAC	Read&Write stand alone app (not browser extension)
Scanner (if need to convert into PDF)	TextHelp PDF reader

If you use Read&Write stand alone for Windows or Mac, you can use the Scan feature on the toolbar to OCR a PDF. You can select an existing PDF you've saved on your computer, OCR it, and then either replace it or save the new, accessible version in another location. You can even connect a scanner or digital camera to your computer, and OCR textbook pages or handouts right into an accessible PDF format. Then you'll be ready to read the PDF using either the Read&Write PDF viewer or PDFAloud in Adobe.

Note: In order to get Read&Write as a stand alone program for your desktop at home, you must have a texthelp license already (i.e., teacher/ student via school district). Be certain that you are signed into a Chrome web browser using the teacher/student's Google credentials to download the stand alone program to your computer (license needed). <https://www.texthelp.com/en-us/products/read-write>

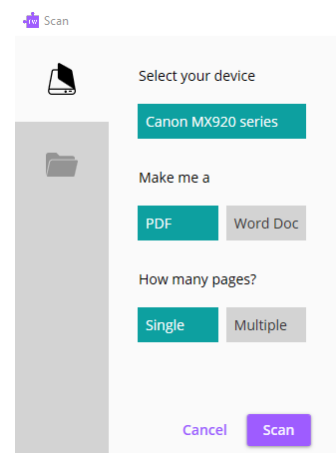
Convert a handout to make accessible for reading using Read&Write

1. Open Read&Write for Mac/PC stand alone program (not the Chrome browser version)

2. Click the **Scan** button on the Read&Write toolbar



3. The Scanning Options window will appear (note: if you do not have a scanner attached the Scan from file checkbox will be automatically grayed out)



- Scan handout to convert into *Accessible* pdf if you have a scanner. Follow the instructions to scan handout into pdf (will convert automatically)
- Or convert PDF file into *Accessible* pdf. Follow instructions to convert pdf from your files.

4. The new PDF you have scanned through Read&Write should now appear.

5. Save the converted PDF into Google Drive or Canvas to be available for the student.

6. Students will need to use the "Open with" arrow to choose TextHelp pdf reader

To load Texthelp's PDF Reader... <https://www.texthelp.com/en-us/company/education-blog/april-2019/texthelp%E2%80%99s-new-pdf-reader-now-available/>