

# Working with (Opening and Reading) PDF Files Using...

	Read&Write for Windows	Read&Write for Mac	Texthelp PDF Reader (Google Chrome)
PDF Files Stored on Your Computer Hard Drive (or Flash Drive)	<ul style="list-style-type: none"> <li>• Select the PDF icon from the Read&amp;Write toolbar</li> <li>• Navigate to the location of the PDF file</li> <li>• Double click the PDF file you want to open</li> <li>• The PDF should open</li> <li>• Use the controls available on the Read&amp;Write toolbar to begin reading, add highlights, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Select the PDF icon from the Read&amp;Write toolbar</li> <li>• Navigate to the location of the PDF file</li> <li>• Double click the PDF file you want to open</li> <li>• The PDF should open</li> <li>• Use the controls available on the Read&amp;Write toolbar to begin reading, add highlights, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Log into the Google Chrome browser using your HSU username and password</li> <li>• Open a new tab in Google Chrome</li> <li>• Drag and drop a PDF file from your hard drive (or flash drive) into the URL field of the new/empty tab - the file should open in PDF Reader<sup>1</sup></li> <li>• Use the controls available in the PDF Reader to begin reading, add highlights, etc.</li> </ul>
PDF Files on the Web, Canvas, or Google Drive	<ul style="list-style-type: none"> <li>• Download and save PDF files from the web, Canvas, and Google Drive to your hard drive (or flash drive).</li> <li>• Select the PDF icon from the Read&amp;Write toolbar</li> <li>• Navigate to the location of the downloaded PDF file</li> <li>• Double click the PDF file you want to open</li> <li>• The PDF should open</li> <li>• Use the controls available on the Read&amp;Write toolbar to begin reading, add highlights, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Download and save PDF files from the web, Canvas, and Google Drive to your hard drive (or flash drive).</li> <li>• Select the PDF icon from the Read&amp;Write toolbar</li> <li>• Navigate to the location of the downloaded PDF file</li> <li>• Double click the PDF file you want to open</li> <li>• The PDF should open</li> <li>• Use the controls available on the Read&amp;Write toolbar to begin reading, add highlights, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Log into the Google Chrome browser using your HSU username and password</li> <li>• From Web: Click on any link to a PDF file, and it will open in the Texthelp PDF Reader<sup>2</sup></li> <li>• From Google Drive: Double click the PDF file from Google Drive – the file will open in the PDF Reader<sup>2</sup></li> <li>• From Canvas: Download the PDF file and follow directions for opening PDF Files Stored on Your Computer or Hard Drive<sup>1</sup></li> <li>• Use the controls available in the PDF Reader to begin reading, add highlights, etc.</li> </ul>

<sup>1</sup> Ensure that you have allowed access to file URL's in the Chrome Extensions settings – [see Installation and Configuration of Texthelp PDF Reader (Google Chrome)]

<sup>2</sup> Ensure that you have set the PDF Reader to be the default PDF Viewer – [see Installation and Configuration of Texthelp PDF Reader (Google Chrome)]