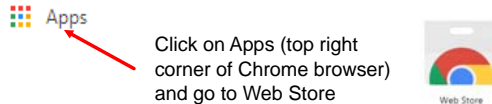




Snapverter for PDF conversions


Snapverter app can help scanned documents and other pdf files to become OCR readable with Read&Write

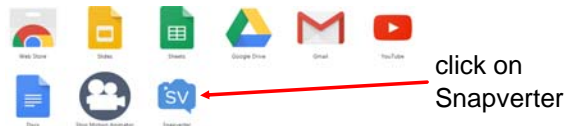
1. Search for **Snapverter** from the chrome webstore (or go to: <http://tiny.cc/6ov1nz>)



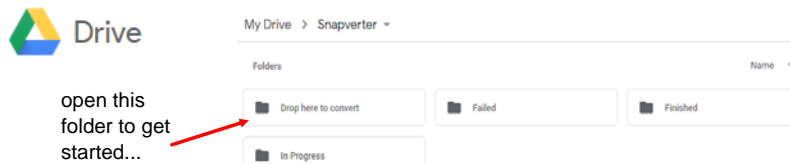
2. To get Snapverter, click on **Add to Chrome...** ...and then **Visit Website**



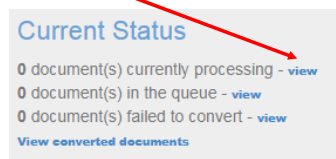
****Note that once Snapverter has been added to Chrome, it can be found going to** 



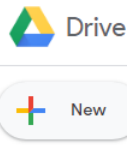
3. Snapverter has a multi-step process to convert pdf files to a readable pdf format. Find the new folder in Google Drive called "Snapverter" with 4 subfolders. **Open the folder called "Drop here to convert"**



...or from their website (<https://snapverter.texthelp.com/dashboard>), click on view



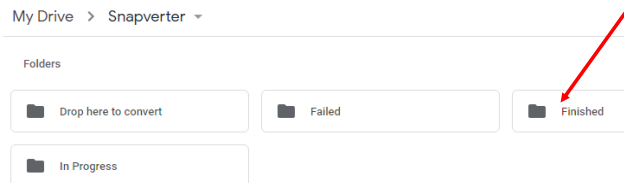
4. Click on "+ New" and select File upload from the drop down menu



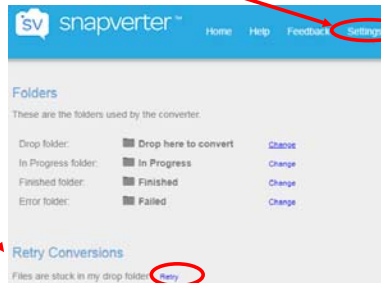
...or Drag and drop the PDF file to the centre of the Google Drive folder



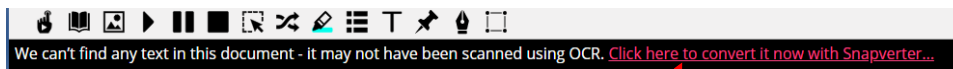
5. The conversion process takes a bit of time, depending on the number of pages. Open the Google Drive Snapverter subfolder "Finished"



6. If the file seems to be stuck "In Progress", go to the Retry conversions in Settings from the Snapverter website



For more help, go to: <https://support.texthelp.com/help/snapverter>



Note that if you open the file with Read&Write and this error message pops up, **retry the conversion

Click on the 3 dots at top right and "Open in new window"

In the top middle of your screen, click "Open with" to select "Read and Write for Google Chrome"

