

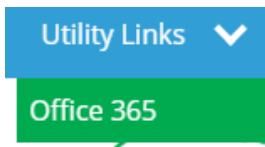
## Uploading PDFs to One Drive and using Texthelp PDF Reader in Chrome in Office 365

\*Make sure the Texthelp PDF Extension is installed\*



1. Open school or district website in the Google Chrome Browser.

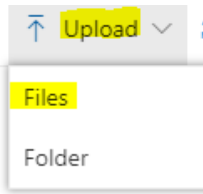
2. Under the Utilities link click Office 365



3. Click OneDrive

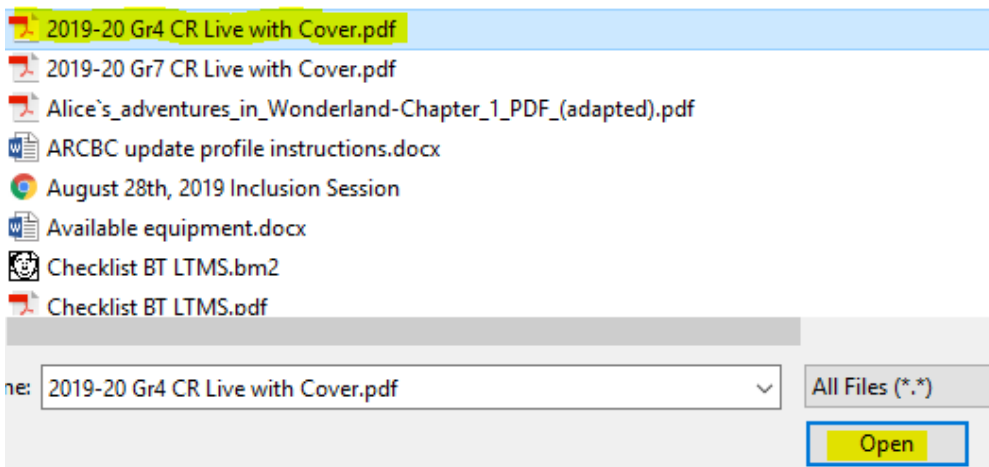


4. Click Upload > Files

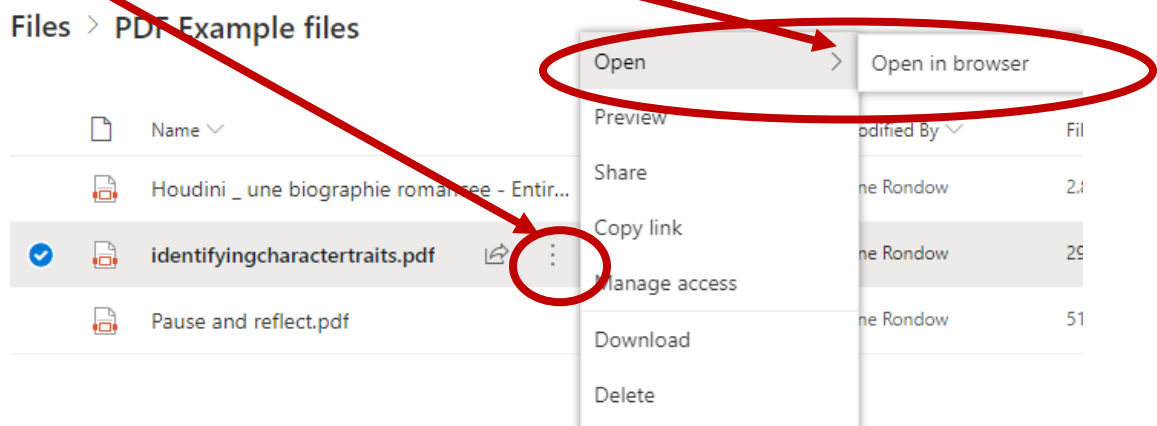


5. Navigate to where you saved the PDF you want to upload

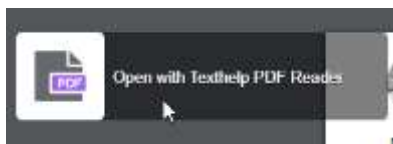
6. Click the file you want to upload and click Open



7. Once the file is uploaded to OneDrive click on the 3 vertical dots Open > Open in Browser

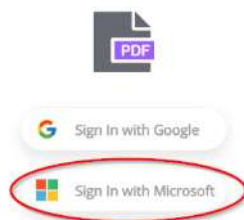


8. Once the file is open click on the PDF Icon Open with Texthelp PDF Reader (on the left)



9. You may be prompted to sign in with either Google or Microsoft.

Select **Sign in with Microsoft** then sign in with your Office 365 account:



\*Texthelp PDF Reader toolbar will open ready to use with the accessible PDF Document



## **MORE Information**

For more information about this tool go to the online Texthelp PDF Reader in Chrome with Office 365 help site

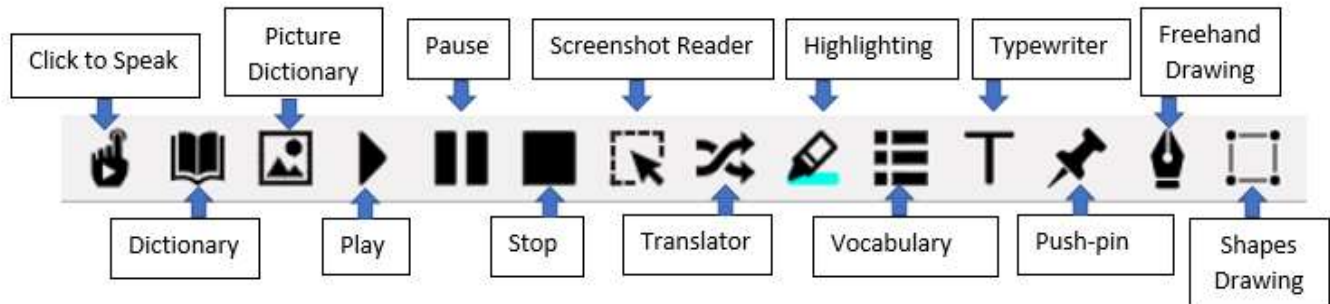
<https://support.texthelp.com/help/using-the-texthelp-pdf-reader-in-chrome-with-office-365>

For information on how to use the features in Texthelp PDF Reader in Chrome with Office 365 watch this video

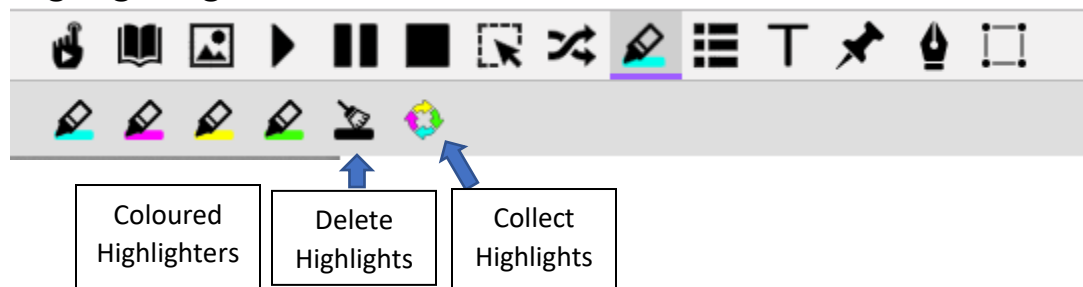
<https://www.youtube.com/watch?v=7Rb3McohlKM>

# Texthelp PDF Reader with Office 365 Toolbars

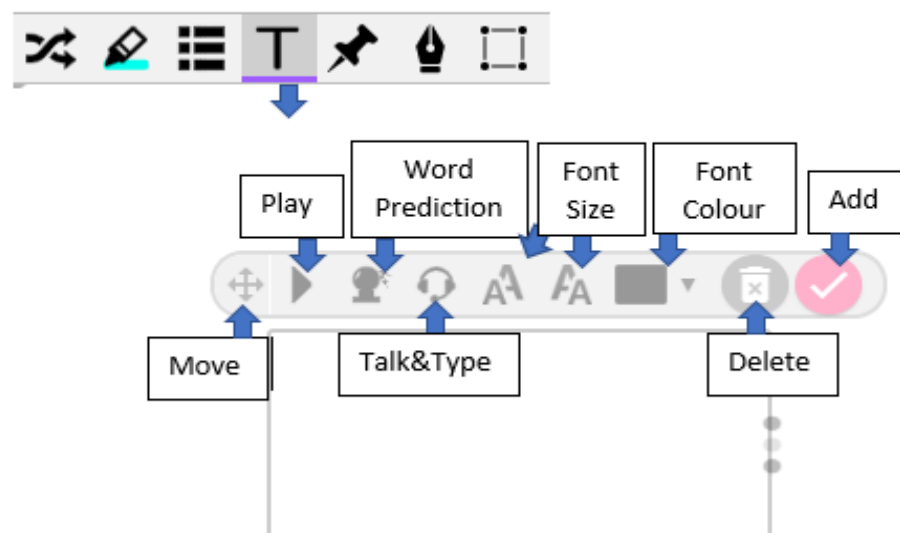
## Main Toolbar



## Highlighting Toolbar



## Typewriter Toolbar



## Texthelp PDF Reader Drawing Toolbars

### Freehand Drawing Toolbar



### Shapes Drawing Toolbar

