

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

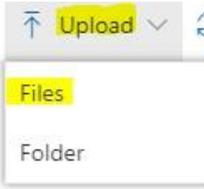
Make sure the Texthelp PDF Extension is installed



1. Open school or district website in the Google Chrome Browser.
2. Select Office 365 (top right)

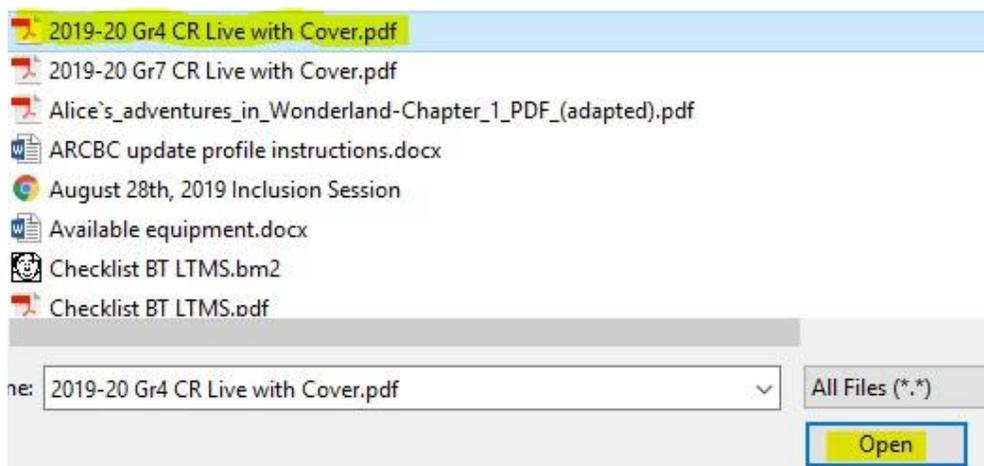
Office 365

3. Click  OneDrive

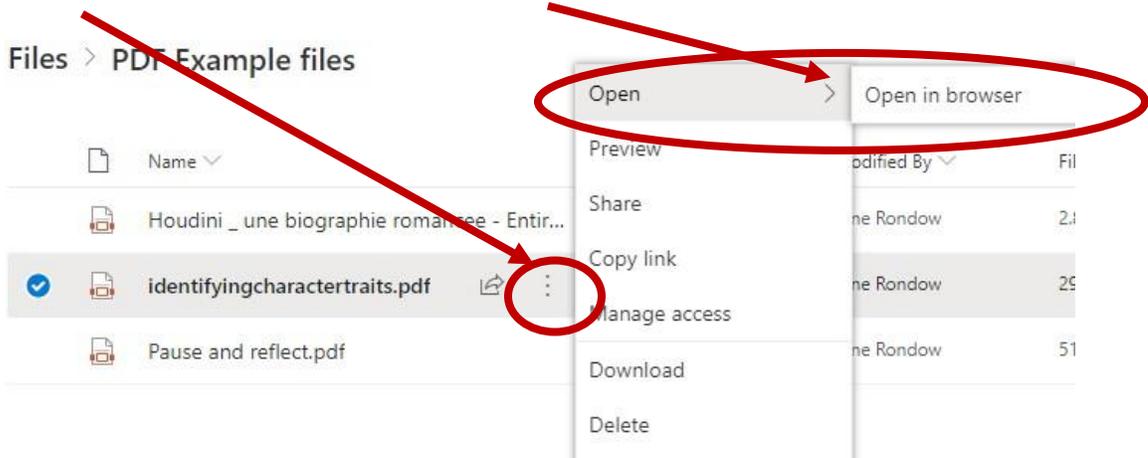
4. Click  Upload > Files

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

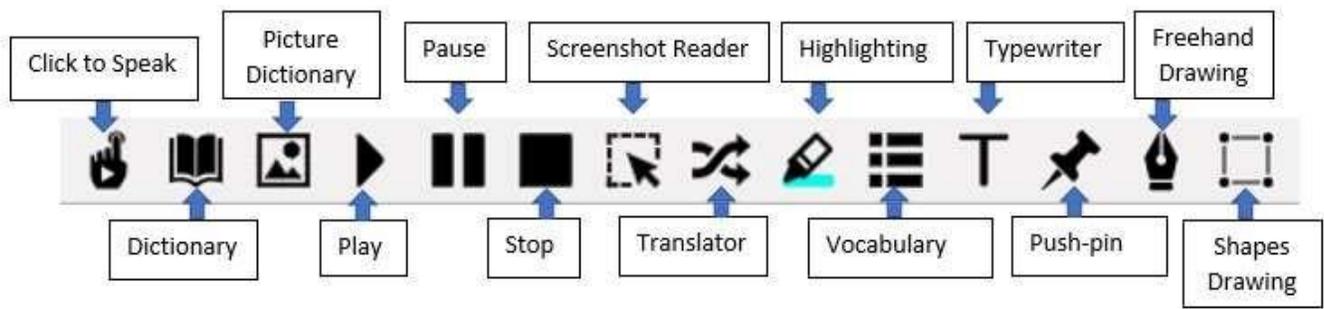
<https://support.texthelp.com/help/using-the-texthelp-pdfreader-in-chrome-with-office-365>

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

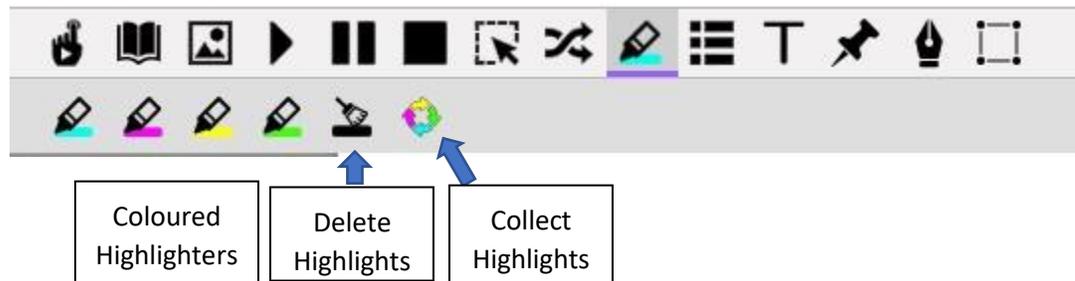
<https://www.youtube.com/watch?v=7Rb3McoHKM>

Texthelp PDF Reader with Office 365 Toolbars

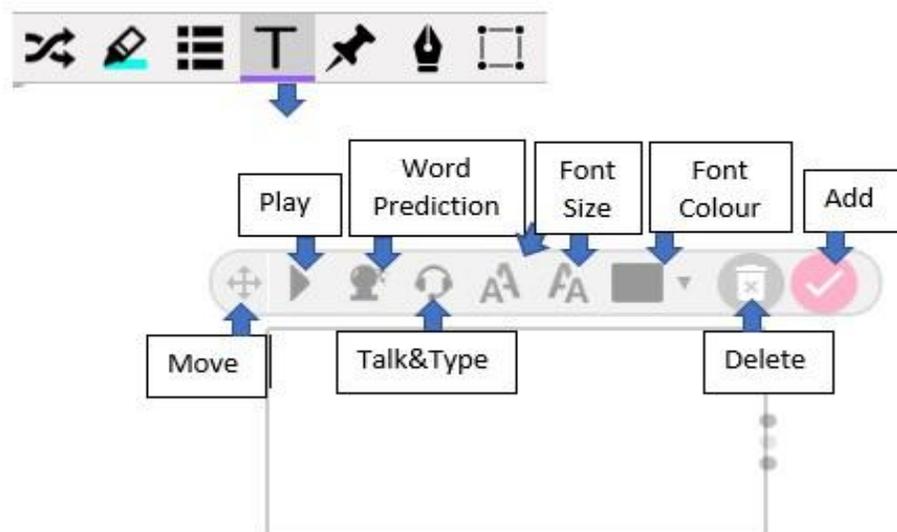
Main Toolbar



Highlighting Toolbar



Typewriter Toolbar



Texthelp PDF Reader Drawing Toolbars

Freehand Drawing Toolbar



Shapes Drawing Toolbar

