File types and accessible supports to use for reading .docx (Text to speech)

Computer

Word .doc or .docx

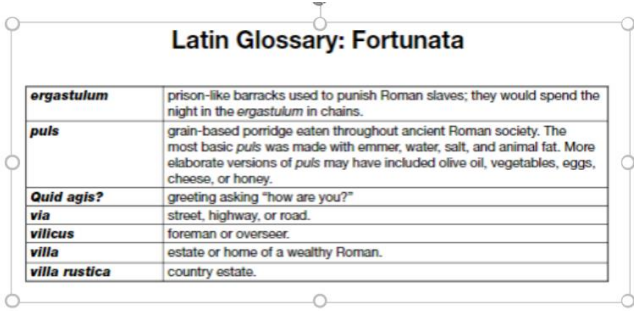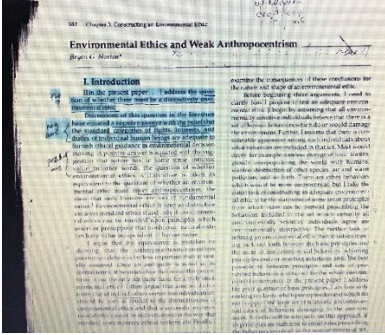| Text based	Word Online	Word installed	Word Online with Read&Write for Chrome
Can select text After the olive harvest, we'll begin with the wheat again. Other farms in the area grow things like wine grapes and grain, and some have cows and sheep for cheese. Here we also have animals, donkeys, and mules to work the olive press.	• Immersive Reader (View Tab) 🔊 Immersive Reader	1. Immersive Reader (View Tab) 📖🔊 Immersive Reader 2. Speak Selected Text on Quick Access Toolbar 🗨	• Play, Pause and Stop ▶ ⏸ ⏹ on Read&Write Toolbar
Image based / screenshot or scanned from a scanner or photocopier Cannot select Text **Latin Glossary: Fortunata** <table><tr><td>ergastulum</td><td>prison-like barracks used to punish Roman slaves; they would spend the night in the *ergastulum* in chains.</td></tr><tr><td>puls</td><td>grain-based porridge eaten throughout ancient Roman society. The most basic *puls* was made with emmer, water, salt, and animal fat. More elaborate versions of *puls* may have included olive oil, vegetables, eggs, cheese, or honey.</td></tr><tr><td>Quid agis?</td><td>greeting asking "how are you?"</td></tr><tr><td>via</td><td>street, highway, or road.</td></tr><tr><td>vilicus</td><td>foreman or overseer.</td></tr><tr><td>villa</td><td>estate or home of a wealthy Roman.</td></tr><tr><td>villa rustica</td><td>country estate.</td></tr></table>	**Word Online** • Will not work	**Word Installed** • Will not work	**Word Online in Google Chrome with Read&Write Screenshot Reader tool** • Screenshot reader on Read&Write tool bar

File types and accessible supports to use for reading PDFs (Text to speech)
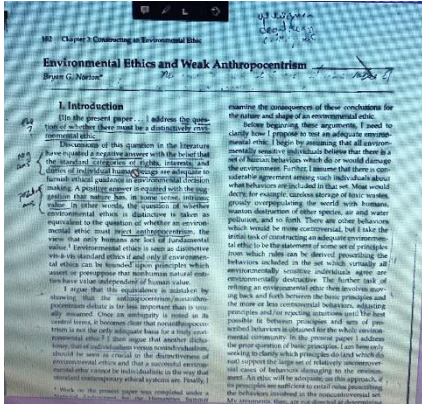
Computer

PDF .pdf

Depending on the method the file was created, there are **3 types** of PDFs:

- **Real PDF / Text based**– Also known as a True or Normal PDF, a Real PDF is ideal for most of the applications. It's created digitally by printing to PDF from various programs such as Microsoft Word etc. These types of PDFs can be searched by default and content (text and images) can be copy/pasted into other file formats. Text can be read out loud with Text to Speech tools.
- **Scanned/ Image based PDF** – The human eye sees text in this kind of PDF, but the machine does not because it's just an image of the document inserted into a PDF page. To extract text from a scanned PDF, users need to have an app or software tool with Optical Character Recognition (OCR).
- **Searchable PDF** – This type of PDF is essentially a scan of a hard copy document that went through OCR. The resulting PDF is a file that has 2 layers: one containing the image and the other with recognized text that can be searched, annotated, redacted, and copy/pasted just like it can in a Real PDF.

| **Real PDF/ Text Based** usually created by saving as a PDF in Word.
- Can select text
 | **Word Installed or Online** Open the PDF and save it as a Word Document and then use Immersive Reader to read out loud.
How to open a PDF in Microsoft Word and then use Immersive Reader | **Read&Write Windows (Installed)**
Read&Write for Windows can be used to Read the document.
 | **OrbitNote** in Google Chrome and Edge through Microsoft OneDrive or website.
OrbitNote through OneDrive can be used to read and interact with the document.
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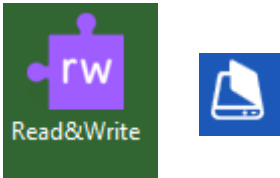| Scanned / Image Based PDF	Word Installed or Online	Read&Write Windows (Installed)	OrbitNote through OneDrive
Scanned / Image Based PDF screenshot or scanned from a scanner or photocopier • Cannot select Text 	**Word Installed or Online** Not run through ORC • Will not work	**Read&Write Windows (Installed)** To OCR the PDF document it needs to be opened in [Read&Write for Windows (Installed)](#) on the Desktop and run through the scanner. Once run through the ORC Scanner [Read&Write for Windows can be used to Read the document.](#)	**OrbitNote** through OneDrive Once the PDF has been run through OCR in Read&Write (Windows Installed) [OrbitNote](#) through OneDrive can be used to read and interact with the document.
Searchable PDF run through app or software with **ORC** • Can select text but has 2 layers on the document. Can be some errors depending on the quality of the original document.	**Word Installed or Online** • Will not work	**Read&Write Windows (Installed)** Once run through the ORC Scanner [Read&Write for Windows can be used to Read the document.](#) 	**OrbitNote** in Google Chrome and Edge through Microsoft OneDrive or website. [OrbitNote](#) through OneDrive can be used to read and interact with the document.