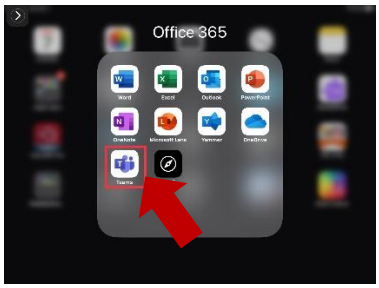
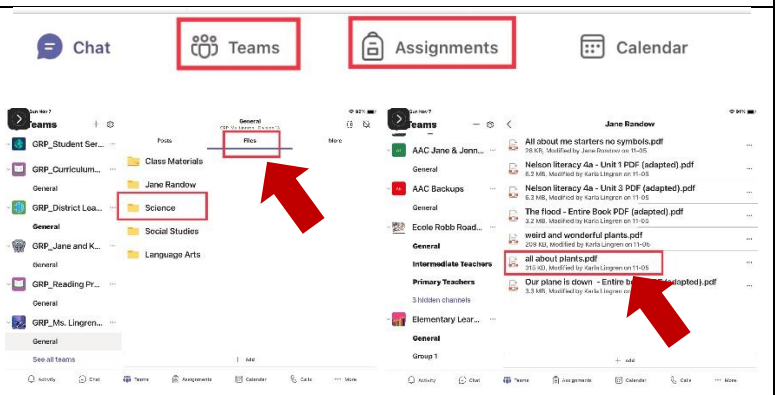
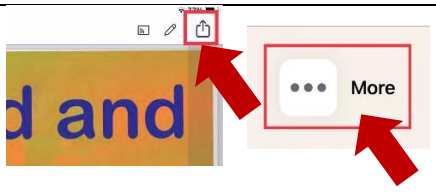
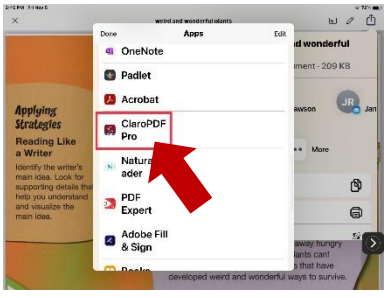
# Claro PDF Pro – Importing a file from Teams - iPad

## Introduction:

These instructions will help you to import a file from Microsoft Teams into Claro PDF Pro and how to access the Reading features and Annotation /Writing features. These instructions are for the Teams and Claro PDF Pro apps on an iPad or iPhone.

## Materials you will be using: iPad, Microsoft Teams app, Claro PDF Pro app

| Steps: | | |
|---|---|---|
| 1 | **Open Teams App on the iPad and login**<br><br>**<u>Student</u>**<br>**User ID:** for students<br>student#@learn71.ca<br>**Password:** what is used to login to district computers<br><br>**<u>Staff</u>**<br>**User ID** staff email address<br>firstname.lastname@sd71.bc.ca<br>**Password:** what is used to login to district computers | <br>  |
| 2 | **Open Teams and file**<br><br>Open the **Teams** > **file** or **Assignment** where the file you want to import is located.<br><br>Tap on the **file** to open it. |  |
| 3 | **Open File in Claro PDF Pro app**<br><br>Once the file is open. Tap the up-arrow **share icon.**<br><br>Tap the 3 dots **…More**<br><br>Tap **Claro PDF Pro** |  <br>  <br> |

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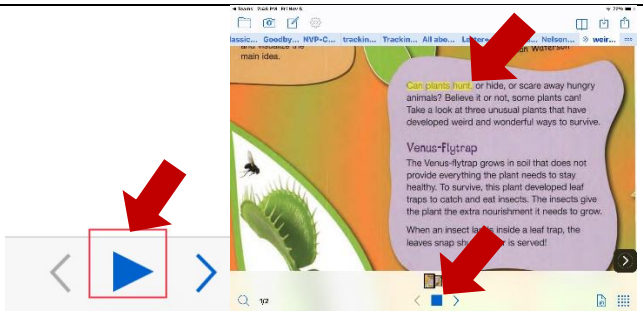
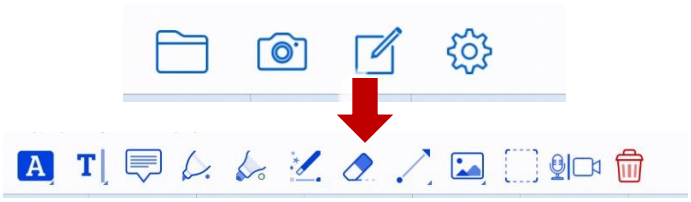
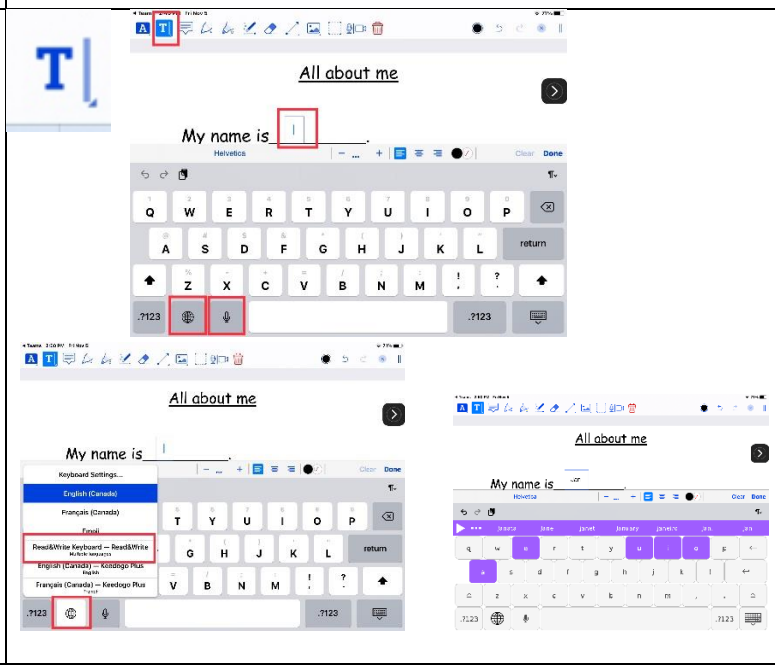
| 4 | The file will open in **Claro PDF Pro**. | |
| 5 | **Text to Speech**<br><br>Tap Text and then the **Play arrow** to hear the text read out loud. Tap the **Stop square** to stop reading.<br><br>Change voices and rate under the **Settings Clog**. |  |
| 6 | **Editing/ Annotation tools**<br><br>To add annotations, typing, audio notes tap the **Edit icon** . |  |
| 7 | **Add a Textbox**<br><br>Tap **T icon** to add a Textbox.<br><br>Type text from the keyboard.<br><br>**Speech to Text**<br><br>Use **Dictation** for speech to text.<br><br>**Word Prediction Read&Write keyboard**<br><br>Tap and hold the **World icon**. Tap **Read&Write keyboard**. |  |

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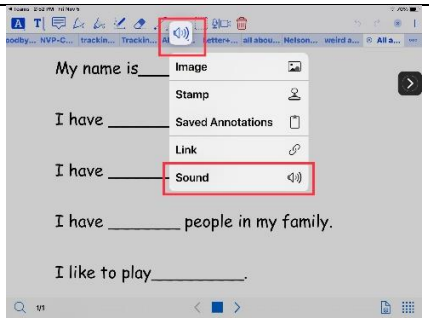
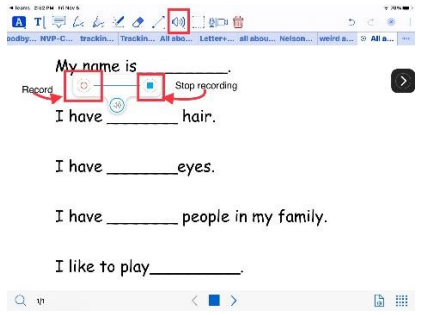
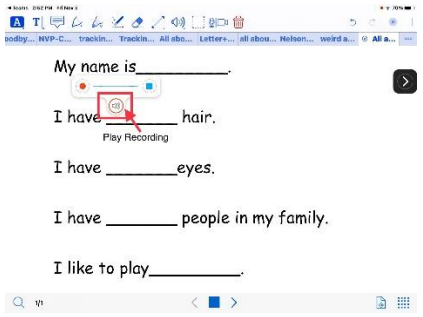
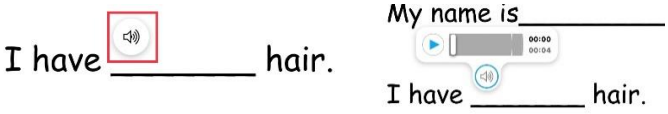
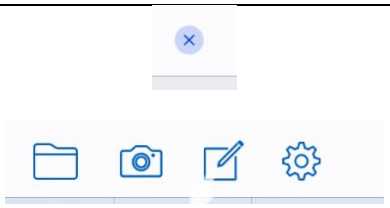
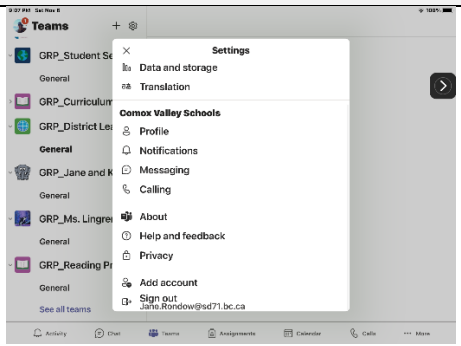
| 8 | **Add Sound (Audio Comments)**<br><br>Tap and hold on the image icon to switch to the option underneath. Tap the **Sound icon.**<br><br>Tap the location you want the sound icon to go. Tap R**ecord** to record audio comment. Tap S**top** to stop recording<br><br>Tap **Sound** icon and then the **Play** arrow to hear the recording played back. |  <br>  <br>  <br>  |
| 9 | **Close Editing back to Reading mode**<br><br>Tap the blue x top right to return to reading mode. |  |
| Implementation Tip | | |
| 1 | ***Remember to log out of **Teams** if you share an iPad.<br><br>Open **Teams** app. Tap **login icon** (top left). Tap **Sign out**. | <br>  |