

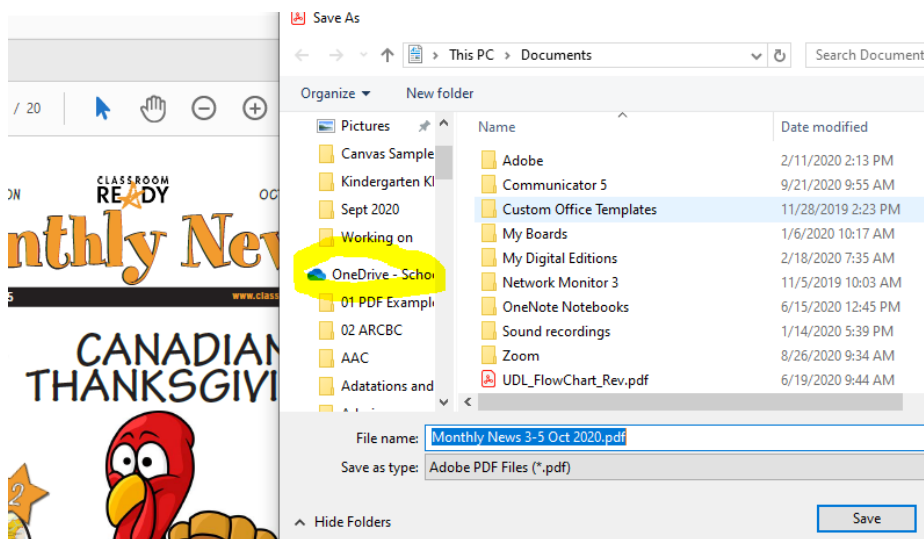
Writing on a PDF with Speech to Text on the computer (2 ways)

Open in Microsoft Word (this way doesn't provide reading tools)

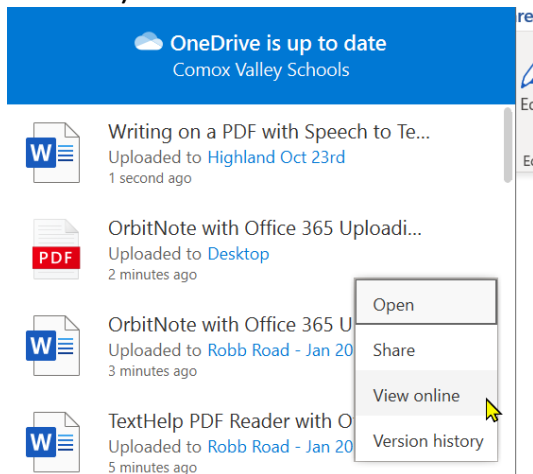
1. Open Microsoft Word and then select File > Open and navigate to the saved PDF file and it will ask you if you want to convert it to an editable PDF file click OK.
2. Under the Insert ribbon click Insert Text box and move it to where you want to put the answer. Use Dictate to dictate your answer.

Open the PDF from OneDrive and use OrbitNoteExtension in Google Chrome or Edge Browser

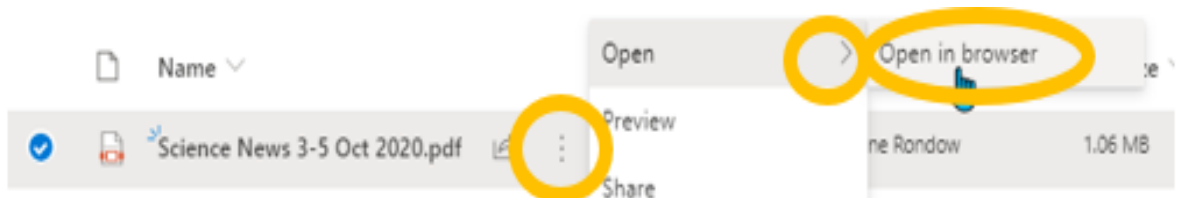
1. Open Google Chrome/ make sure these 3 extensions are installed Read&Write, Screenshot Reader and OrbitNote
2. Open the PDF and save it to OneDrive



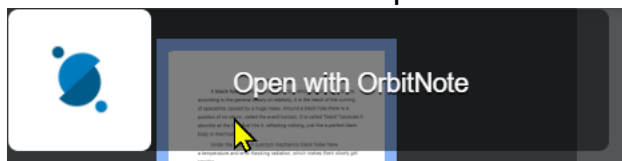
3. Open OneDrive by clicking on the blue OneDrive cloud icon (lower right in taskbar) and select View online



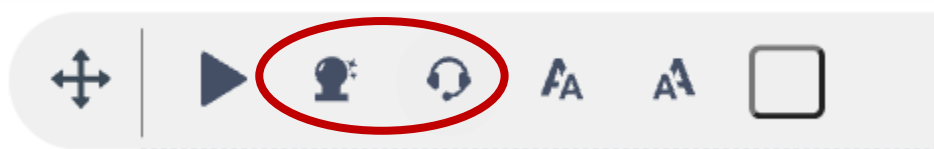
4. Beside the PDF document click on the 3 vertical dots > Open > Open in Browser



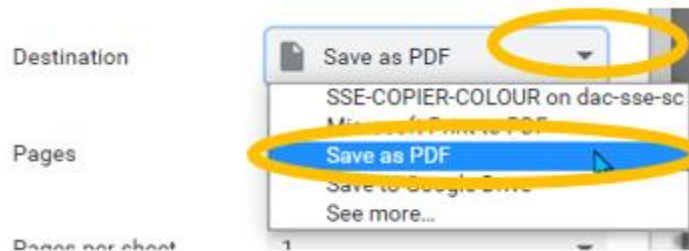
5. Click on the PDF icon to open it in OrbitNote



6. Use the reading tools and T Typewriter tools to write on the PDF. There is Speech to Text and Word prediction options on the T Toolbar.



7. To save the PDF with the Annotations click Print
Under the save to pull down select Save as PDF and add your name to the document name, then email it to your teacher.



Other resources on OrbitNote on Learn 71 at this link

<https://learn71.ca/inclusion-resources/assistive-technology-accessibility/text-to-speech/text-to-speech-computer-options/orbitnote-2/>