# Accessing the Alternate format FSA in OrbitNotes in Google Chrome (.pdf) & in Word (.docx)

- Decide if the student is going to use the Word version or PDF version of the accessible FSA. Click on this URL <u>https://learn71.ca/alternate-format-fsa-booklets-oct-2023/</u> to access the Learn 71 page with the alternate format FSA files. You will need the password that was emailed to administrators and LSTs to access the Learn 71 page and secure FSA files.
- 2. There are 2 accessible file formats for each of the grade level booklets:
  - Accessible PDF .pdf format to use with Google Chrome and OrbitNotes extension (Talk and Type, Word Prediction and Text to Speech) Pages 2 -4
     \*make sure you save/ print the text answers to the PDF when using OrbitNotes (see tip at end of the OrbitNotes section)
  - b. Word .docx format which can be accessed with Word installed (Dictate and Text to Speech) Page 5 -6

All of the Accessibility tools tip sheets and supports can be found on Learn 71 <a href="http://learn71.ca/inclusion-resources/assistive-technology-accessibility/">http://learn71.ca/inclusion-resources/assistive-technology-accessibility/</a>

# Instructions for Using OrbitNotes with the Accessible PDF (.pdf) version of the FSA booklet

- 1. Open Google Chrome Browser
- 2. Navigate to this site <a href="https://learn71.ca/alternate-format-fsa-booklets-oct-2023/">https://learn71.ca/alternate-format-fsa-booklets-oct-2023/</a>
- 3. Enter in the password (email sent to school Admin)
- 4. Click on the Accessible PDF file



- 5. Click on the **\_\_\_\_** icon (top left) on the file. OrbitNotes
- 6. Student might be prompted to enter their school Microsoft computer login username <u>Student#@learn71.ca</u> and password.
- 7. The file will open with the OrbitNotes Supports Toolbar



#### Text to Speech in OrbitNotes

- 1. Click on the Click to Speak icon
- 2. Click on the sentence where you would like to start reading from.
- 3. Click **I** to pause or stop text from reading aloud.

#### OR

- 1. Put the cursor at the beginning of the line of text to start reading from and press Play
- 2. Click **I** to pause or stop text from reading aloud.

#### To change Text Reading speed or voice

- 1. Click the 3 dots (top right) on the toolbar.
- 2. Click Options <sup>• Settings</sup>

3. Adjust Speech setting as required and press Save

	-	
General	Settings	
Speech	Speech	
Translation Screen Mask	Voice Name US Ava - Vocalizer	•
	Voice speed Test voice speed 0 50	100 [40
	Continuous Speech	
📫 texthelp <sup>.</sup>		Cancel Save

Written Output supports (Talk & Type/ Speech to Text and Prediction) in OrbitNotes

- **1.** Click in the Typewriter **I** tool.
- 2. Click on the location in the PDF document to add Text to.
- 3. The Typewriter tools will show up



#### Talk & Type (Speech to Text)

1. Click on the Talk & Type icon . The icon will have a red underline when it is recording

(best to use a Noise Cancelling headset/mic)

- 2. Talk in your text
- 3. Click the Talk & Type icon to stop recording

### Prediction

- 1. Click on the Prediction icon to have Word Prediction choices pop up.
- 2. Type the first letter of your word and move the mouse over the word options to hear the word read out loud. Click on the word you want to put in the text box.

4		Q	A	<i>F</i> A	Ŧ	
ſ	1. The					
	2. Be					
	3. To					
4	4. Of					
1	5. There					
	6. A					
	7. In					
1	8. That					
9	9. Have					
	0. I					

### Saving/ Printing your text additions to the PDF in OrbitNotes

1. Click on the Printer icon (in OrbitNotes) bottom left



2. In the Destination pull down menu select Save as PDF and in the Pages pull down menu select Customize and enter the page numbers where text has been added. Click Save.

Print	37 pages
Destination	Save as PDF -
Pages	Customised 👻
	1-37
Pages per sheet	1 -
Margins	Default 💌
Options	Background graphics
	Save Cancel

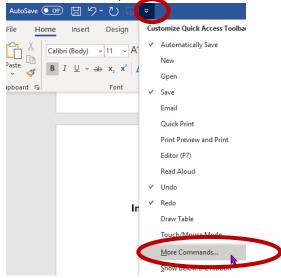
3. Save the file in the desired location on the computer.

# Instructions for Using Word Installed with the Accessible (.docx) version of the FSA booklet

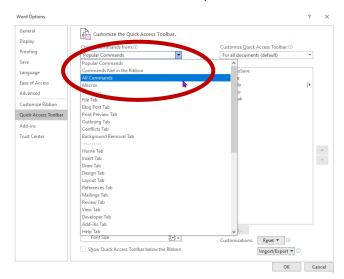
- 1. Open Google Chrome Browser
- 2. Navigate to this site https://learn71.ca/alternate-format-fsa-booklets-oct-2023/
- 3. Enter in the password (email sent to school Admin)
- 4. Click on the Accessible .docx format of the FSA and it will download.
- 5. Open the .docx format of the FSA that just downloaded in the Installed version of Microsoft Word

#### Adding Speak Selected Text tool to Microsoft Word Installed

1. Click on the arrow pull down in the Quick Access Toolbar. Click More Commands...



2. In the Choose Commands from pull down select All Commands.



3. Find **Speak** in the List of Command and **select it**, click **Add** >> to add it to the Quick Access Toolbar. Click **OK** 

	Choose commands from: ①	Customize Quick Access Toolbar: 🕕
Proofing	All Commands 👻	For all documents (default)
Save		
Language	SmartArt Layouts	H AutoSave
Ease of Access	SmartArt Quick Styles	B Save ∽ Undo
Advanced	P SmartArt Styles ►	🕐 Redo
Customize Ribbon	□ Soft Edges ► □ Soft Edges Options	
Quick Access Toolbar		
Add-ins	2↓ Sort 2↓ Sort Ascending 2↓ Sort Descending	
Trust Center	Space Before AV Spacing Spacing After Spacing After Specing Af	
	Speech Speech Bubble: Rectangle with Co  by Spelling  by Spelling & Grammar Spelling Recheck Document Spike Spin Button (ActiveX Control) Snli≠ Show Quick Access Toolbar below the Ribbon	Modify Customizations: Reset ▼ ① Import/Export ▼ ①
		OK Cancel

## Text to Speech (Speak) in Installed Word

1. Select the text to be read out loud. Click the Speak Selected Text icon in the quick Access

AutoSave Off 日 ウィ び (の) マ
Speech to Text in Installed Word
Dictate
1. On the <b>Home Tab</b> , click <b>Dictate</b> . When the icon is <b>Red</b> and <b>Blue</b> it is recording Voice.
2. Speak and Text with be transcribed on the page.
Dictate

3. Click on the icon Voice to stop it recording.