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

1. Decide if the student is going to use the Word version or PDF version of the accessible FSA. Click on this URL https://learn71.ca/alternate-format-fsa-booklets-oct-2023/ 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:
    a. 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
http://learn71.ca/inclusion-resources/assistive-technology-accessibility/

Instructions for Using OrbitNotes with the Accessible PDF (.pdf) 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 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 Student#@learn71.ca 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.
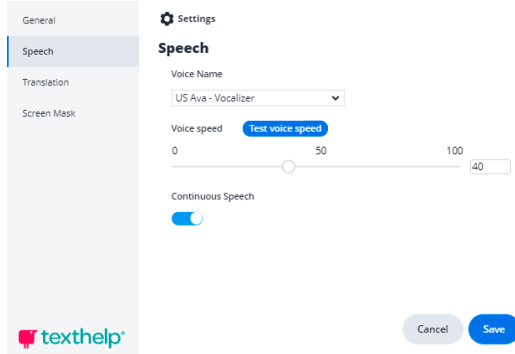3. Click to pause or stop text from reading aloud.

   OR

1. Put the cursor at the beginning of the line of text to start reading from and press Play
2. Click to pause or stop text from reading aloud.
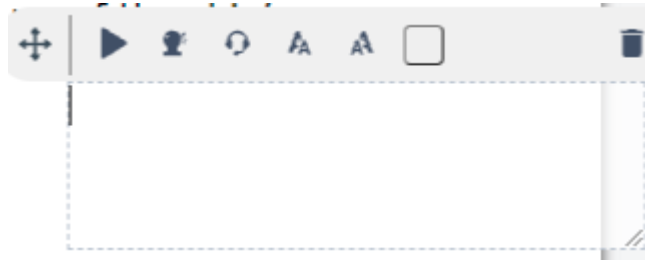
To change Text Reading speed or voice

1. Click the 3 dots (top right) on the toolbar.
2. Click Options Settings

3. Adjust Speech setting as required and press Save

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

1. Click in the Typewriter 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.
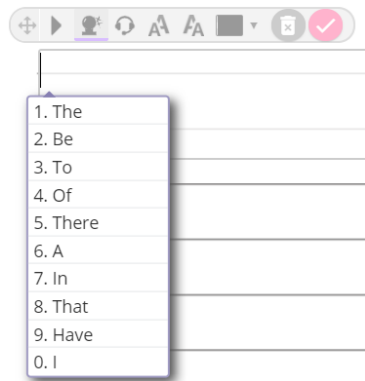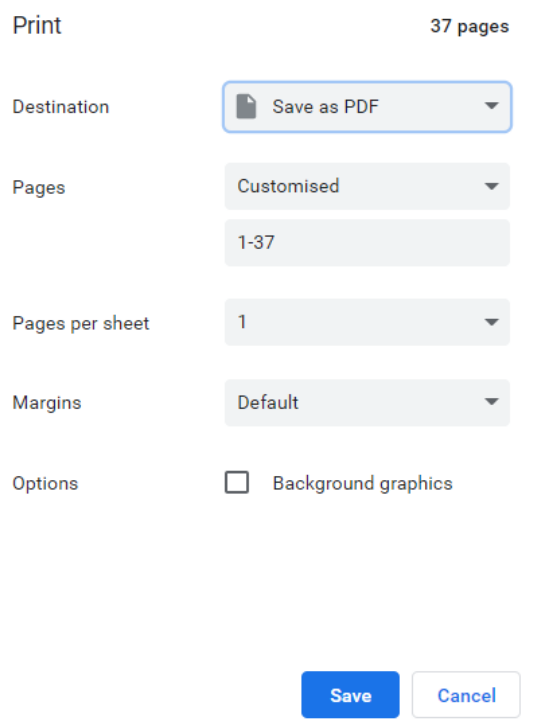
Saving/ Printing your text additions to the PDF in OrbitNotes

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.


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

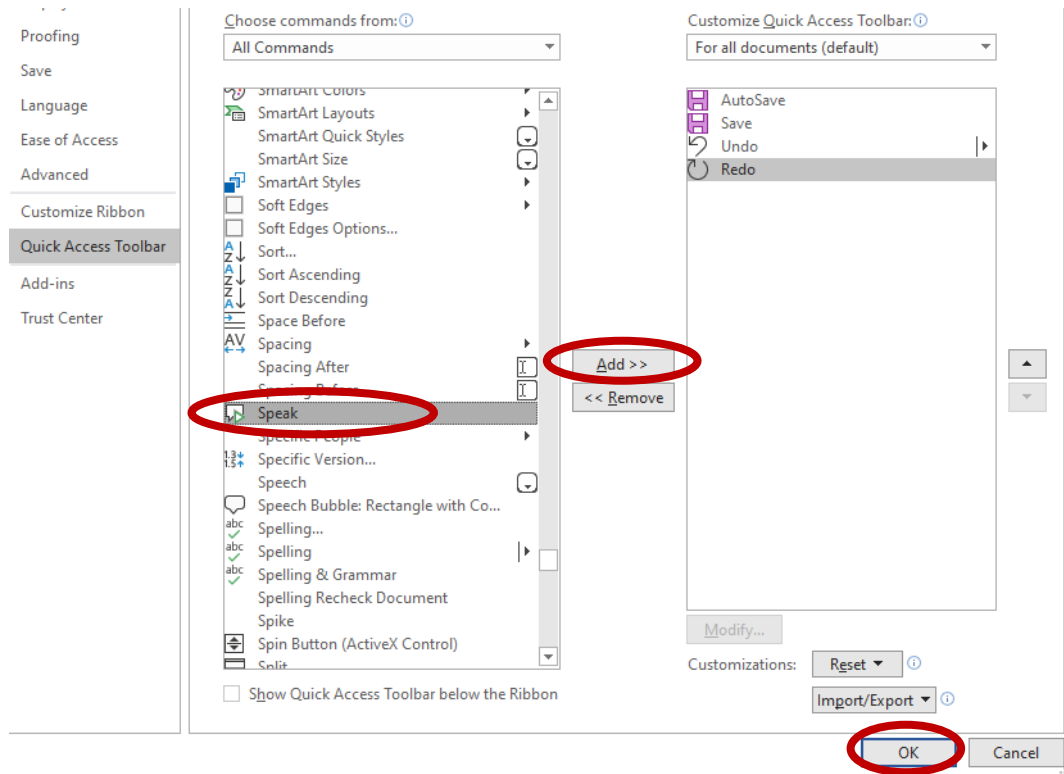## Adding Speak Selected Text tool to Microsoft Word Installed

1. Click on the arrow pull down in the **Quick Access Toolbar**. Click **More Commands**…
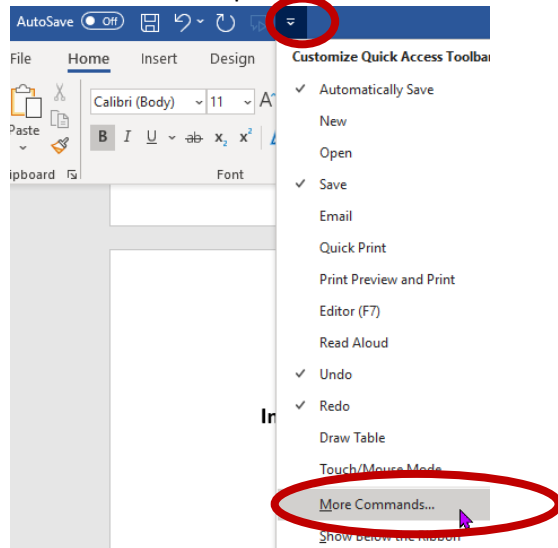
2. In the **Choose Commands from** pull down select **All Commands**.
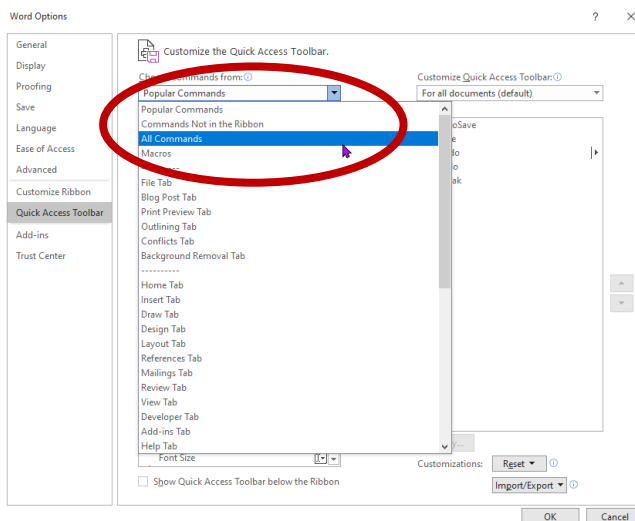
3. Find **Speak** in the List of Command and **select it**, click **Add >>** to add it to the Quick Access Toolbar. Click **OK**

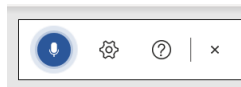## Text to Speech (Speak) in Installed Word

1. Select the text to be read out loud. Click the Speak Selected Text icon in the quick Access Toolbar (top left).

Speech to Text in Installed Word

1. On the **Home Tab**, click **Dictate** . When the icon is Red and **Blue** it is recording .

2. Speak and Text with be transcribed on the page.

3. Click on the icon to stop it recording.