

## OrbitNote Modern with Read&Write

### Quick Reference Guide 2.26



Tool	Symbol	How it works
Highlights		<p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Highlight some text, and then click the Highlighter icon to choose from four colors. Select some highlights and click the Erase icon or Trash Can to remove.</p>
Collect Highlights		<p>Located in between the Prediction and Vocabulary List icons, this feature collects your highlights into a new Google or Word document.</p> <p>Select which colors to collect, as well as how you would like the information to appear on the newly created document..</p>
Shapes Drawing		<p>Gives the ability to draw circles, squares, rectangles and lines with customizable colors and line thickness.</p> <p>Click on any shape made to reposition it on the page or delete it using the Trash Can.</p>
Freehand Drawing		<p>Provides the ability to draw on touch device or with your mouse.</p> <p>Click on any drawing made reposition it on the page or delete it using the Trash Can.</p>
Text Annotation		<p>Both teachers and students can use this tool to type text directly where you choose on your document.</p> <p>Click the icon and then click where you'd like to place your annotation. Click away to save the annotation.</p>
Sticky Notes		<p>Provides a way to add notes to a PDF by placing an X, check mark, question mark or just a small box like the icon in one of 6 colors. Talk&amp;Type and/or Prediction can be used on the Sticky Note.</p>
Side Comments		<p>Provides a "comment" feature. The icon is located on the top right of the window, not on the toolbar itself.</p>

		Highlight the text to which the comment is relevant. The Comment icon will appear. Click the icon where you can type or use Talk&Type to create your comment. Then click on the arrow in the blue circle to save the comment.
Eraser		Click on freehand drawing and shapes annotations made on your document, then click on the Eraser or Trash Can icons.
Download		Use this button to download a copy of your PDF. You can choose to include your annotations including text, drawings, shapes, images, highlights and signatures. These will be burned into the newly saved PDF and viewable outside of OrbitNote.
More Menu		Access the Settings menu, OrbitNote dashboard, Recover Annotations, Texthelp Academy, Help & Support, Send Feedback form, Privacy Policy, Send Debug Information and other options.
OCR Scan		Convert image PDFs to readable PDFs with text using an Optical Character Recognition program.  Click the "Scan Text" button, which will appear on any PDFs where no text is found.
Insert Image		Allows you to insert an image or gif from your computer or OneDrive. Once inserted, you can resize and reposition as needed.
Image to PDF		Allows users to open an image from their files or drive (OneDrive), and convert that image into an accessible PDF. Files must be under 5mb each in size, and of file type PNG, JPG, or JPEG.
Math Tools		Provides users the option to use tools to work with math problems including an equation editor, handwriting recognition, speech input and screenshot reader to edit math and reinsert onto a PDF.
Arrange Pages		Manipulate documents to reorder, rotate, add or remove pages directly within the OrbitNote PDF viewer.  Save changes to the current document or save a new copy with the page adjustments.

## Additional Read&Write features in OrbitNote

Tool	Symbol	How it works
Dictionary		Provides definitions to improve comprehension and writing. Definitions can even be read aloud. Highlight a word and click the icon. Click the Play button next to each definition to have it read aloud.
Picture Dictionary		Displays images from Widgit® Symbols to help support word identification and comprehension.
Click to Speak		Reads one sentence at a time by clicking on the sentence to be read in all accessible PDF documents.
Text to Speech		Reads text aloud with dual color highlighting and natural-sounding voices including AI Voices. To use, select some text and click the Play button. This feature will only work on
Screenshot Reader		Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.
Screen Masking		Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus. Customize color, opacity and other options from the options menu. Use the floating control box for easy access to options or to turn this feature off.
Translator		Allows single words to be translated into a wide selection of languages. Language can be selected in the Options menu.
Prediction		Provides word suggestions as you type in Text Annotations. Click on a word or click on the number in front of the word you'd like to insert. There is a large list of options in Settings including Read prediction suggestions on hover.

Talk&Type		Allows you to dictate into Text Annotations using a microphone.
Vocabulary List		<p>Builds vocabulary lists in a Google or Word Online document, including selected words, dictionary definitions, images from Widgeit Symbols, and a column for notes.</p> <p>Use colored Highlights to select words, then click icon to create vocabulary list as a new doc.</p>