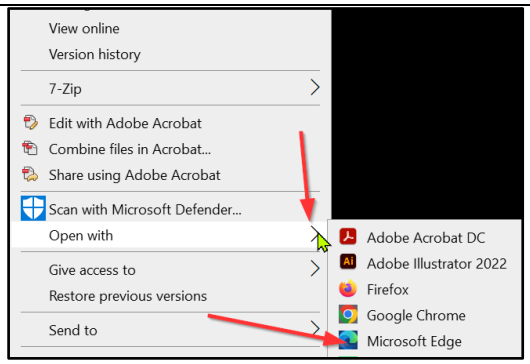
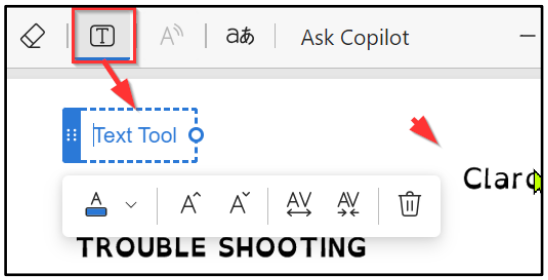
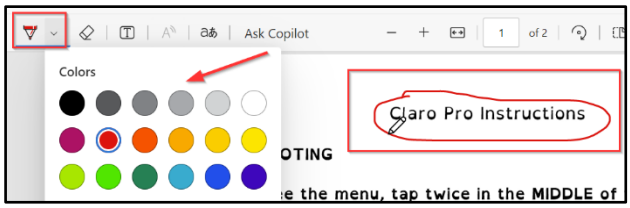
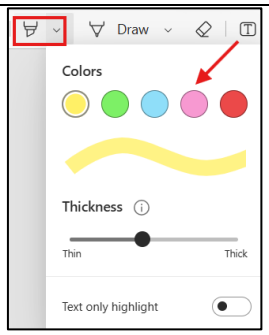
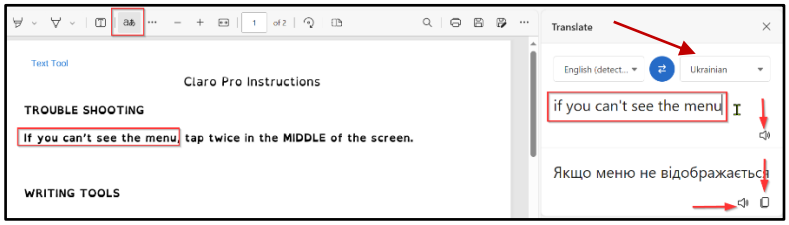
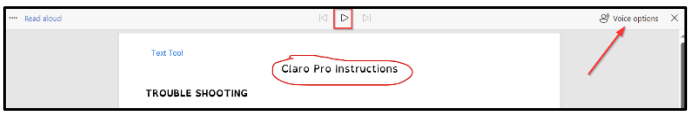
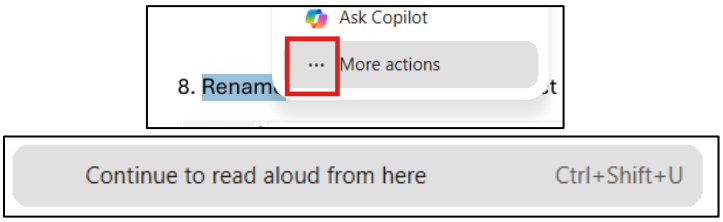
Using Edge to Interact with PDF Document

Did you know that the Edge browser has built-in interactive features? It allows the user to have the text read aloud, insert text into a pdf document, and even translate text. This is a very simple way to interact with a document. All the options are available through the toolbar at the top when an PDF is opened in Edge. Use the instructions below to interact with a PDF.

1	Locate the pdf document you would like to interact with. On many machines, Edge is set as the *default* PDF viewer. This means when you double click to open it, it will automatically open in Edge. If it is not, right click on the document, select **"Open with"** > **Microsoft Edge.**	
2	This will open it in Edge with a tool bar which will allow you to interact with it. The **"Text"** tool will allow you to add typed text. Click on the **"T"** icon, position your cursor where you'd like the text to be added, click > type in text. A mini *"text-toolbar"* will be displayed when this is clicked. Click the Text Tool again to "deactivate".	
3	When the text box is activated, "Text to Speech" can be used. With the cursor placed in the text box, Press **Windows Key ⊞ + H.** When the **Microphone** 🎙 **icon** appears, start speaking.	
3	The "markup" or **"Draw"** tool will allow you to freehand draw on the document. You will be able to adjust colours as well as line size.	

4	The **“Highlight”** tool will allow you to highlight text in the document. You will be able to adjust colours as well as line size.	
5	Click on the **“Translate”** icon to translate sections of the text. Select the *language* to be translated to. Type in the text in the sidebar that is displayed that you’d like translated. The translated text will appear below. Clicking on the *“sound icon”* will allow you to hear this spoken.	 
6	To listen to the text read aloud, click on the **“Read Aloud”** icon. This will open the text in a focus screen. Click on the **“Play icon”** to have it read. Click on the “X” to exit. *You can change the Voice and speed by clicking on “Voice options”*	 
7	If you want to start the “Read Aloud” at a specific point in the document, position cursor beside text, double click to get additional menu > click on ellipse (...) > select “continue to read aloud from here”.	
	Once the annotations are done, you can **“Print” or “Save”.**	