Using OrbitNote

The OrbitNote icon is located on the extension bar in a browser.

Step One: Download Document From Orignial Source

- Open the location where document is being accessed (Edge, Chrome, Teams, Brightspace, SpacesEDU). Click on the document to open it.
- Click the **"Download"** icon to download the document to your local computer.

OR

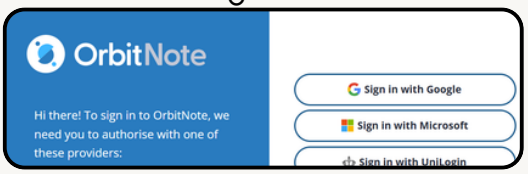
- Click on the **"Save"** icon to download the save to your local computer.

(The location of these icons will depend on what program you are using, but it is usually at the top right of the screen.)

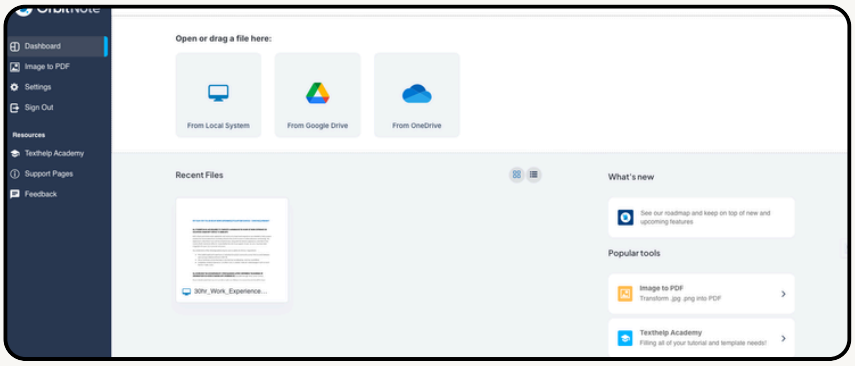
Step Two: Open in OrbitNote

- Open a web browser.
- Click on the **"OrbitNote browser extension"** located to the right of the URL bar.
- Login to OrbitNote using the SD71 login credentials - select the MICROSOFT option.

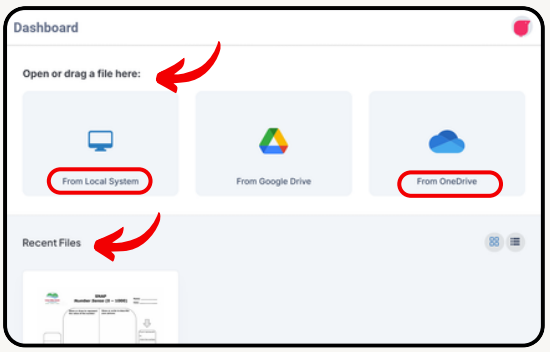
Note: On a school district computer, this may occur automatically



- This will open up the **"OrbitNote Dashboard".**

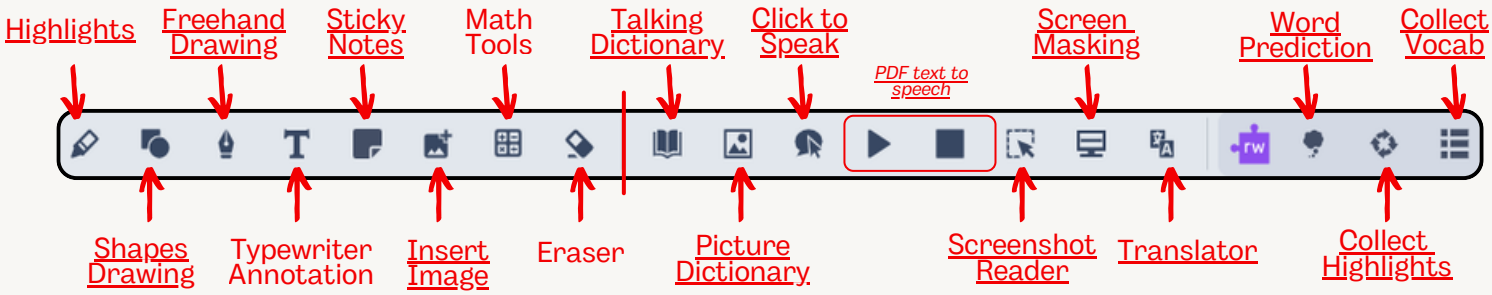


- Open the document from here - this can be completed in one of three ways:
  1. Click, hold, and drag the document into the **"Open or drag a file here"**
  2. Open from **"OneDrive"** or **"Local System"** and navigate to the downloads folder
  3. Open from **"Recent Files"** (if previously accessed)

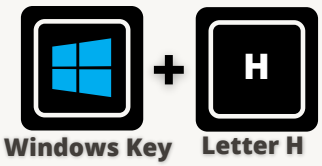


Step Three: Interact in OrbitNote

Use the OrbitNote toolbar to add content or interact with the document (listen, type in text, draw/markup)



Using the Windows Key + H when the text box is activitated allows users to dictate responses here.



The document will autosave with the added annotations and can be accessed from the "Recent Files" in the OrbitNote Dashboard if it is not completed right away.

Step Four: Accessing the Final Document with Annotations

- When the completed document is ready to be handed-in, it will be located in the downloads folder.

  No need to save a "completed copy" as the annotations will automatically be saved on the original.

- To rename the document, go to the downloads folder, right click on the file name, select "Rename".

Pinning Extensions

To "pin" the extensions so they are always visible, click on the puzzle piece on the right of the URL space, click on the push pin to the right of the extension.

Everway OrbitNote

For more information on the OrbitNote Everway tools visit:
https://t.ly/71orbitnote

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