USING ORBITNOTE WITH SHARED ONEDRIVE FOLDERS

Follow the icons below to access files from a Shared OneDrive folder



Click on "Edge" Icon from Task Bar or Desktop



Click on "MyApps" icon.



From the "Quick Links tab, click on the "OneDrive" icon



Click on the "Shared" icon on the left sidebar.



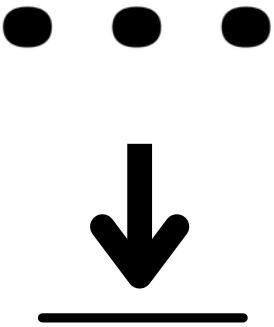
Make sure on "Shared with you"



Double click on **the** "Shared Folder" to view files inside.



Locate the file you'd like to access.



Hover mouse over file name. Click on "..." → "Download"



Go back to the Edge Tab. Click on the "OrbitNote" browser extension.



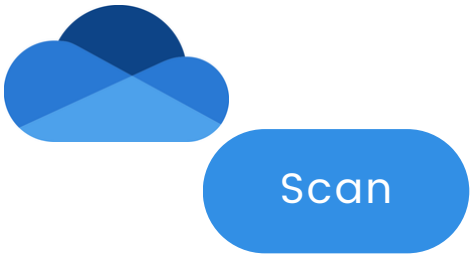
Click on "From Local System"



Navigate to "Downloads" folder. Double click on the downloaded file to open in OrbitNote.

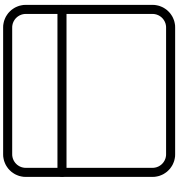


Use the OCR option in OrbitNote to create an "accessible" document (if prompted) Save to OneDrive.

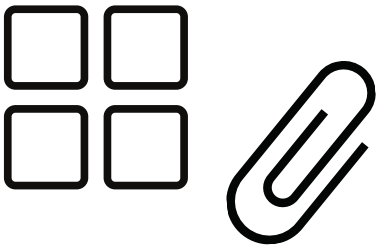


Save to "OneDrive". "Scan"

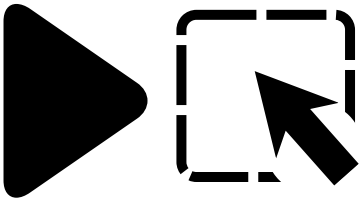
More instructions HERE if needed on this process.



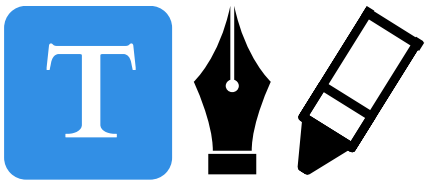
Open the "Sidebar" (top left) to view the pages of the document.



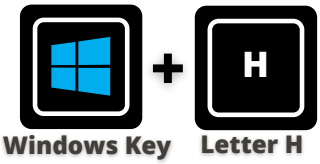
"Thumbnail" will display pages. "Paperclip" will display annotations.



Use the "Text to Speech" tools to have the text read to you.



Use the "Annotation" tools to add text, mark up the document or highlight words or phrases.



Use Windows Key + H to dictate responses in the text box.



Downloads

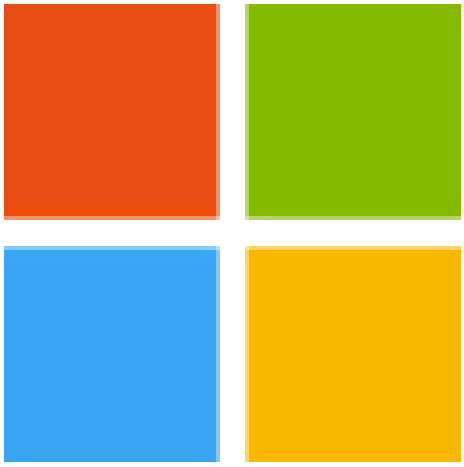
When done, close the OrbitNote document. The completed document will be located in your "Downloads" folder.



https://bit.ly/71orbitnotesharedonedrive

Use QR code or bit.ly to access video on this process.







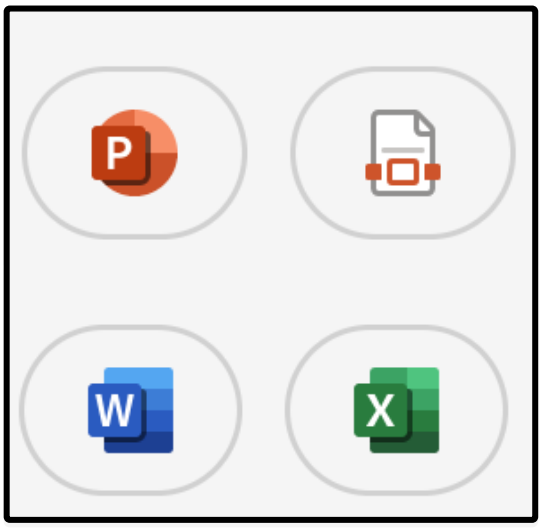


Shared

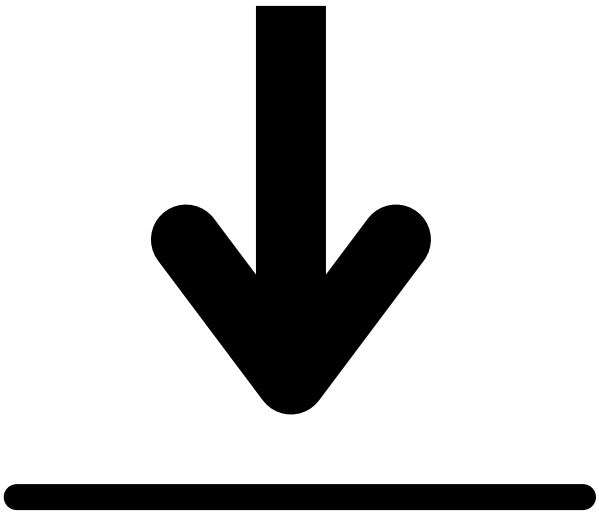
With you

By you



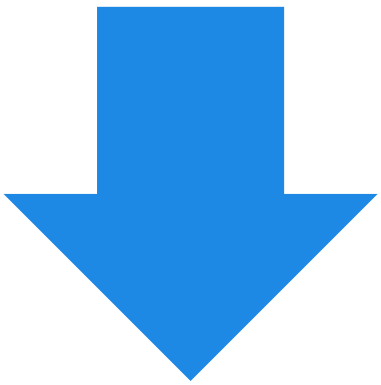








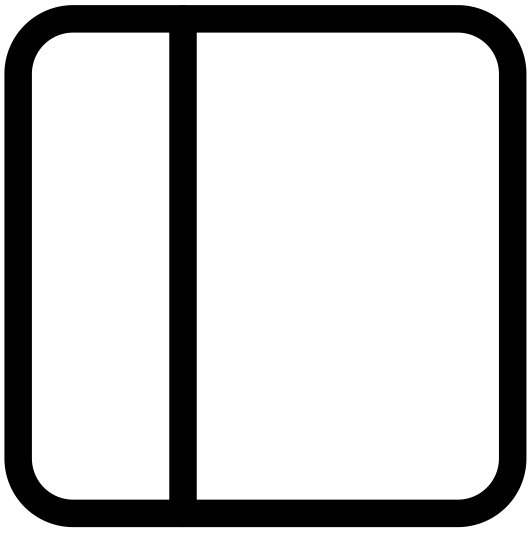


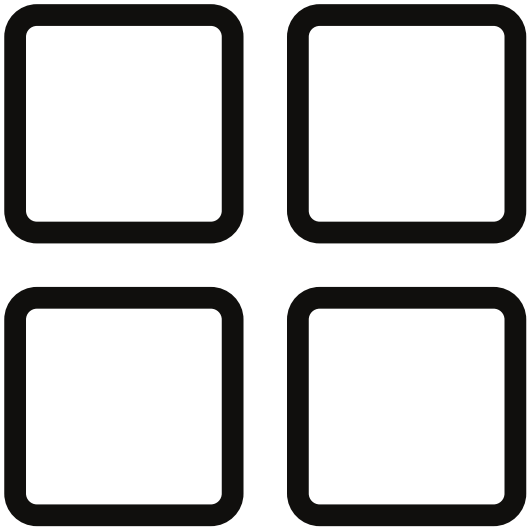


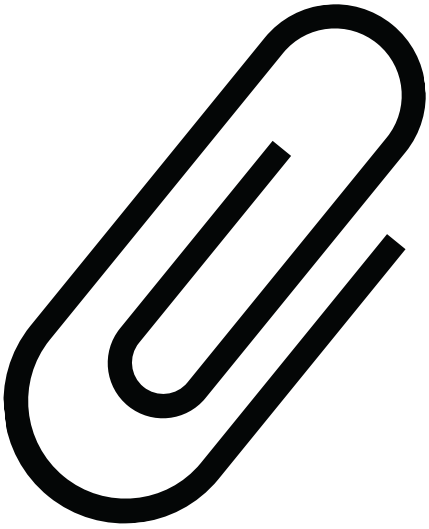
Downloads

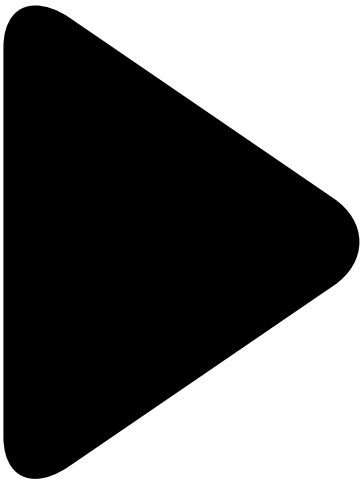


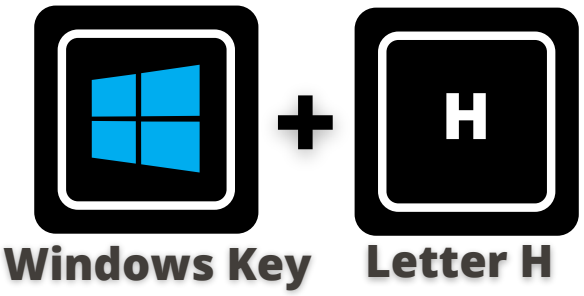

Scan

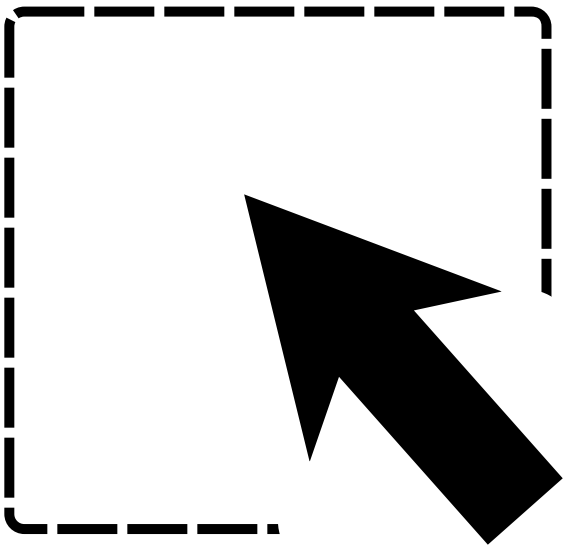




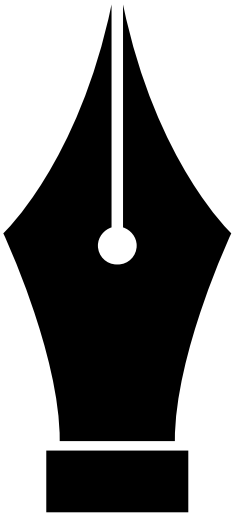


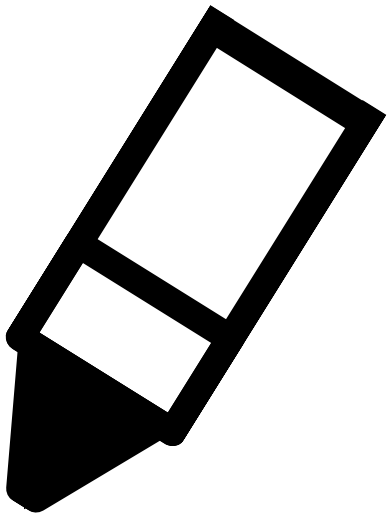


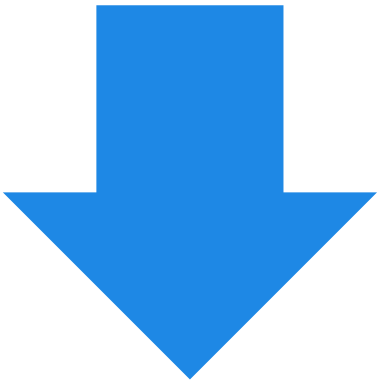

H
Windows Key
Letter H










Downloads