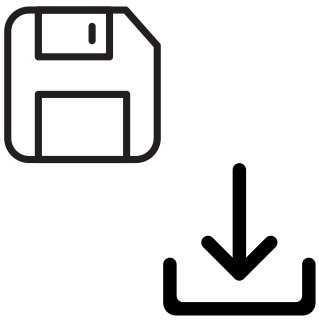
USING ORBITNOTE . . .

Follow the icons below to access PDFs from apps or the browser.

- Teams
- OneDrive (share)
- Brightspace
- Email
- SpacesEDU
- Photocopier OCR Scan

Access the PDF from any of the digital sharing methods



"Download" or "Save" the pdf depending on what's available.



Open the Edge browser (if it is not already).



Click on "OrbitNote" icon in the extensions bar.



Click on "From Local System"



Navigate to "Downloads" folder. Double click on file that was downloaded or save, to open in OrbitNote.



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

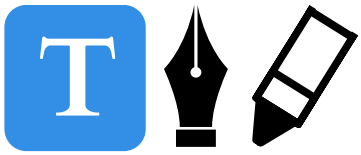


Save to OneDrive.
Scan.

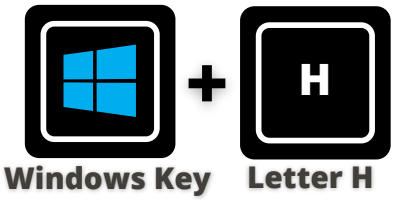
More instructions HERE if needed on this process.



Use the "Text to Speech" tools to have the text read to you. (Select the text with the mouse and click "Play".)



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.

When done, close the OrbitNote document.



If you DID NOT have to complete the OCR process. The document will be located in your "Downloads" folder.



If you did complete the OCR process, it is located in your "OneDrive".

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

Teams

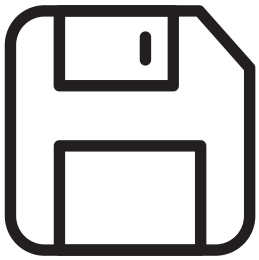
Brightspace

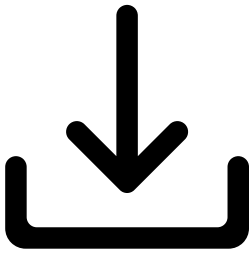
SpacesEDU

OneDrive (share)

Email

Photocopier OCR Scan

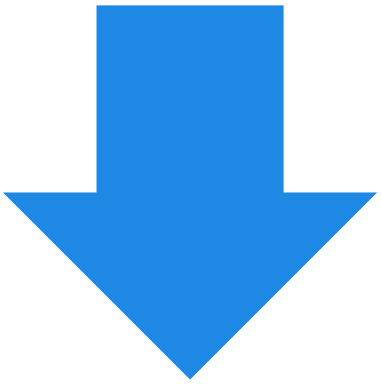








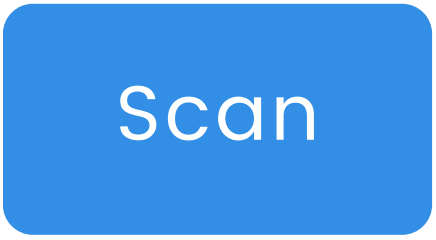


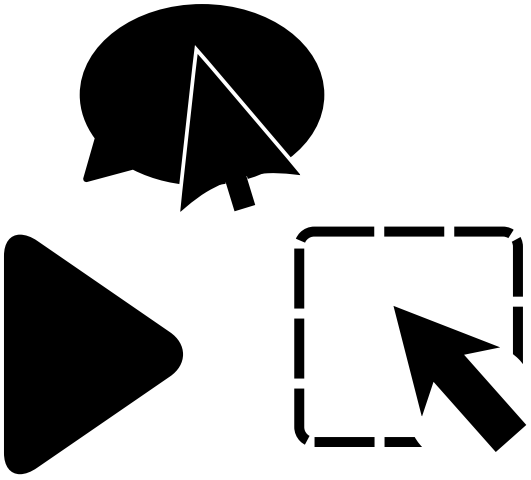


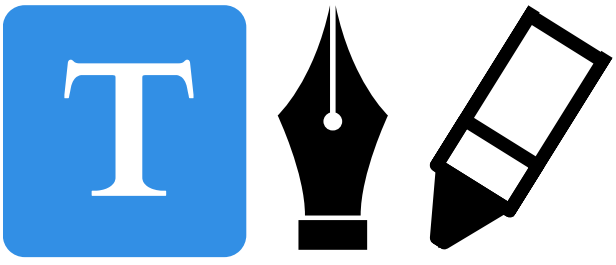
Downloads

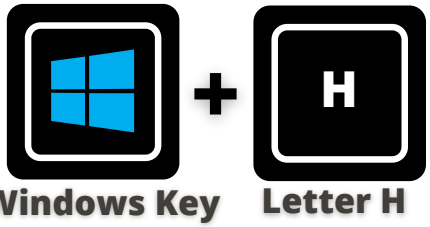
















Downloads