

Reading and Annotating PDFs for Google Users

Introduction

Handouts are often given to students in a PDF format. This module explores how PDFs stored in Google Drive or Google Classroom can be read aloud and annotated.

If your school has a paid subscription to Texthelp's OrbitNote, click the link to a SET-BC resource on [Texthelp's Read&Write and OrbitNote](#). You'll learn how to enable read aloud, use the dictionary function, speech-to-text, among many other tools.

This module is designed for teachers who don't have access to Read & Write to read aloud PDFs or Orbit Note to both read and annotate PDFs.

Learning Objectives

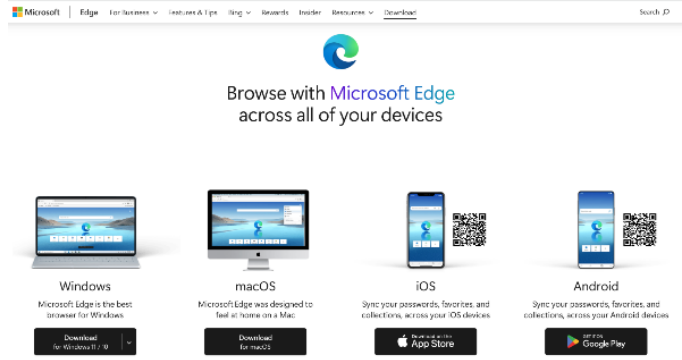
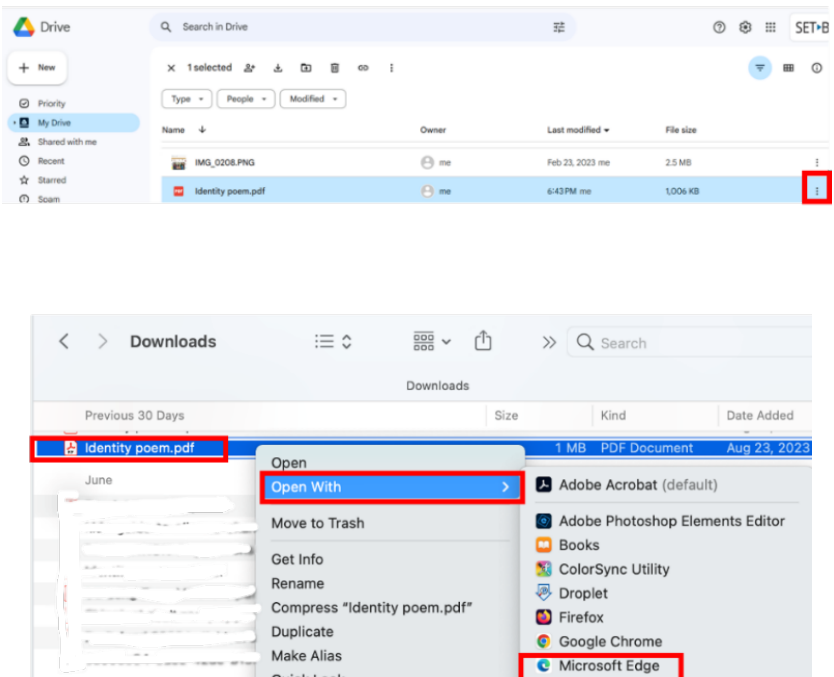
Completing this tutorial will give you experience:

- Downloading a PDF file from Microsoft One Drive and opening it in the Microsoft Edge browser.
- Using the Microsoft Edge tools for both text-to-speech and speech-to-text.
- Using Windows Voice typing as an option for speech-to-text on a PDF file.
- Using the Microsoft Edge tools to draw on, highlight and add text to a PDF file.

This tutorial assumes that:

- You are a Google Drive or Google Classroom user.
- You have access to Microsoft Edge.
- You want to annotate and/or read a PDF.
- You are working on a Windows operating system.
- You have access to a headset with a built-in microphone for dictation.

Steps to Follow

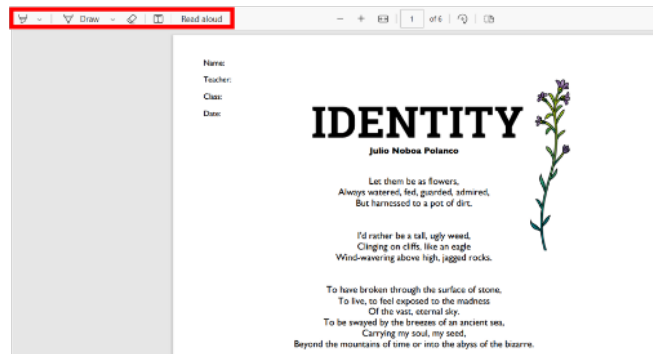
Step	Instruction	Visual Depiction
1	<p>Open the Microsoft Edge browser. If necessary, download the Edge browser: https://www.microsoft.com/en-us/edge/download?form=MA13FJ</p>	
2	<p>Go to Google Drive. Find the PDF file that you want to read or annotate.</p> <p>At the far right, click on the 3 dots and click on 'Download.'</p> <p>Within your downloads folder, right click on the name of the PDF file and choose 'Open With'.</p> <p>You see different pdf readers. Select Microsoft Edge to use tools shown in this tutorial.</p>	

Step Instruction Visual Depiction

3 Now the pdf is open in the Microsoft Edge PDF Reader.

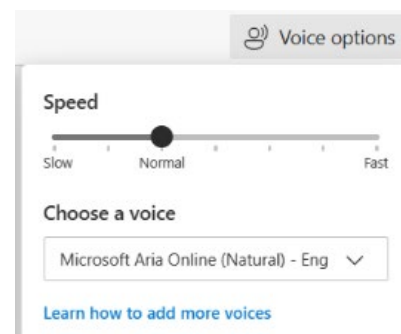
There is a ribbon of tools at the top.

If the Read Aloud tool is clicked, the PDF will begin reading aloud.



By clicking on Voice Options, reading speed and voice can be adjusted.

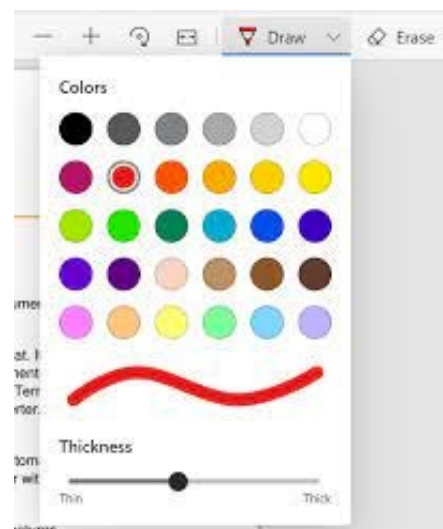
Close Read Aloud.



4 Within the Highlighter tool the colour and thickness can be chosen.

Within the Draw tool the pen colour and thickness can be chosen.

The Eraser tool can erase either drawing or highlighting.

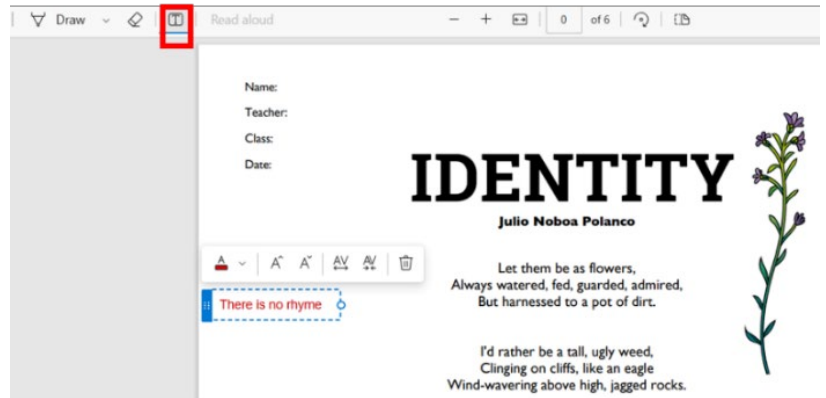


Step Instruction Visual Depiction

5 Click on the icon with the letter 'T' in a box to add text. Click into the document and a textbox will appear.

Above the textbox, there are controls for font colour, font size and word spacing.

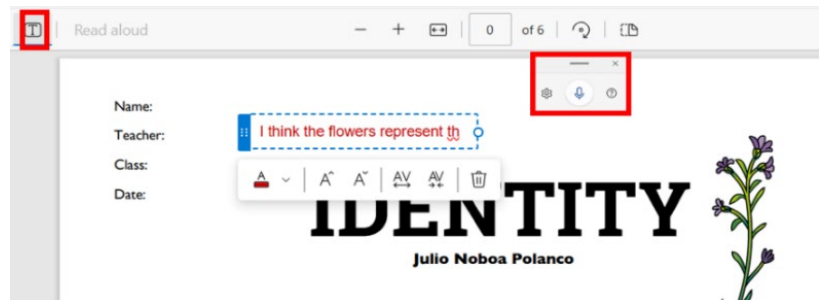
Use the handle at the left of the textbox to reposition the textbox on the page. Use the open circle at the right of the textbox to control the shape and size of the textbox.



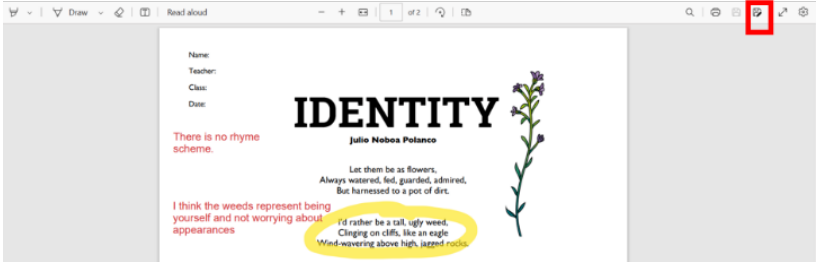
6 Using Windows Voice Typing allows speech-to-text to fill a textbox.

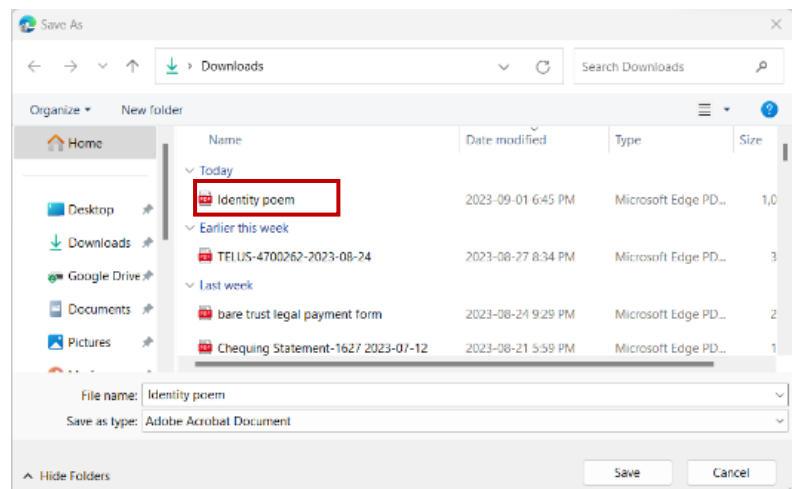
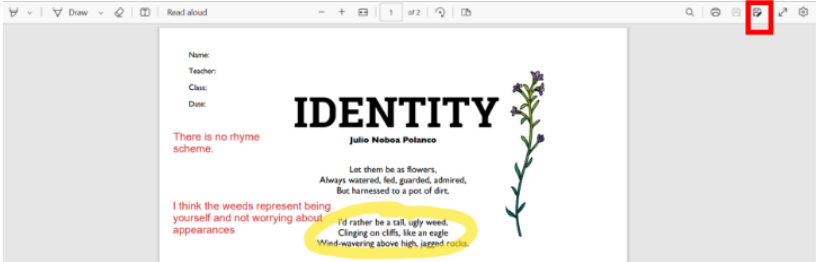
Click on the Text icon at the top. Place the cursor within the textbox. Press the Windows and H keys to launch Windows Voice Typing. Begin dictating to complete the textbox.

Dictation accuracy is improved by wearing a headset with a built-in microphone.



Step	Instruction	Visual Depiction
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7	<p>On the right side of the ribbon at the top, click on Save As, name your file and choose your storage location.</p>	
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If you are not able to save directly to Google Drive from your File Explorer, you will need to return to Google Drive, click on 'New' and select 'File upload.'

