SET▶BC

PDF Assignment Completion Using the Markup Tool on an iPad – for Google Users

Introduction

Handouts are often distributed to students in a PDF format. Students may need to make notes, add comments, highlight text or ask questions.

This tutorial introduces the Markup tool which makes all these tasks possible. The student will download their PDF assignment from Google Drive, then open the file in the Microsoft Edge browser. Within Edge, the PDF can be annotated. The annotations are saved within the PDF. The file can be saved in or uploaded to Google Drive.

Learning Objectives

Completing this tutorial will give you experience:

- Using the Markup tool's drawing, highlighting and text tools on PDF handouts.
- Using the iOS microphone to complete textboxes using dictation.
- Saving the PDF with your annotations.

This tutorial assumes that:

- You are working on an iPad.
- You store files in a Google environment.
- You have downloaded the Google Drive app.
- You have access to the Microsoft Edge browser on the iPad.
- You need to make annotations on a PDF handout.
- You have access to a headset with a built-in microphone.

Steps to Follow

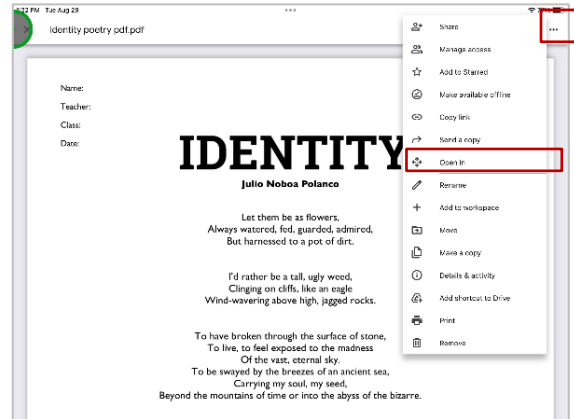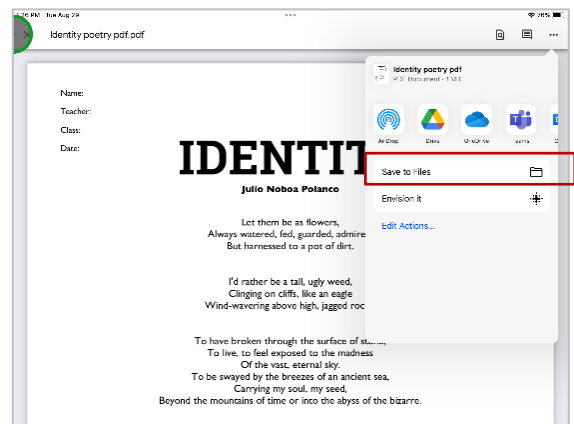| Step	Instruction	Visual Depiction
1	There is more than one way to access a Google Drive PDF for the purpose of annotating. This tutorial has the student access their pdf assignment through the Google Drive app. Open the Google Drive app and navigate to the PDF file you want to annotate. Click on the PDF to open it.	

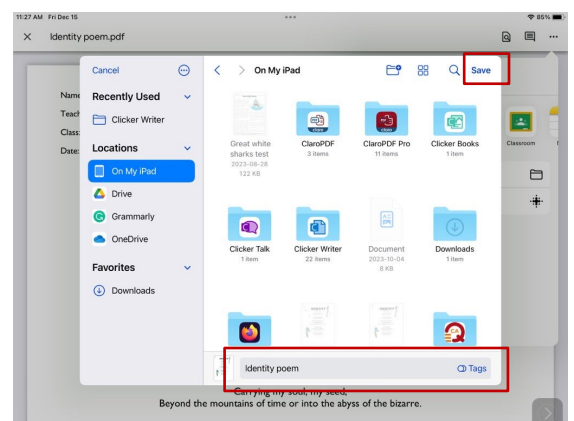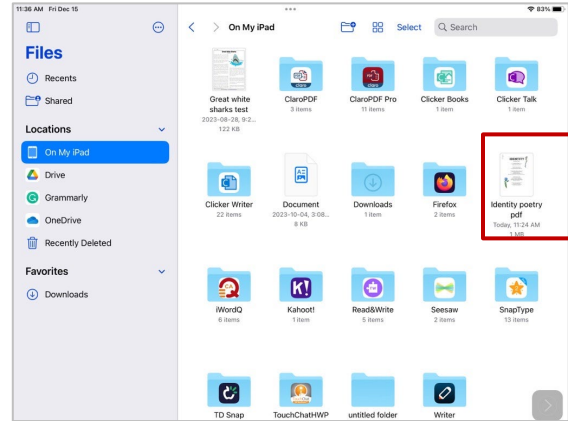| Step	Instruction	Visual Depiction
2	From the 3 dots in the top right corner, click on 'Open In' …	
	Click on 'Save to Files.' The Files directory will open.	
	In the left margin, have 'On My iPad' selected. At the bottom, note the name of your file or choose to rename it. Click 'Save.'	

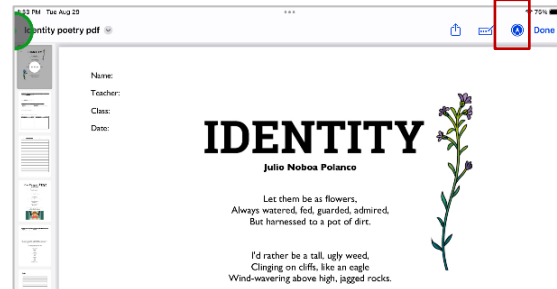| Step	Instruction	Visual Depiction

3   Open the Files app.

Navigate to the PDF file you just saved.
Click on the file to open it.

Step	Instruction	Visual Depiction

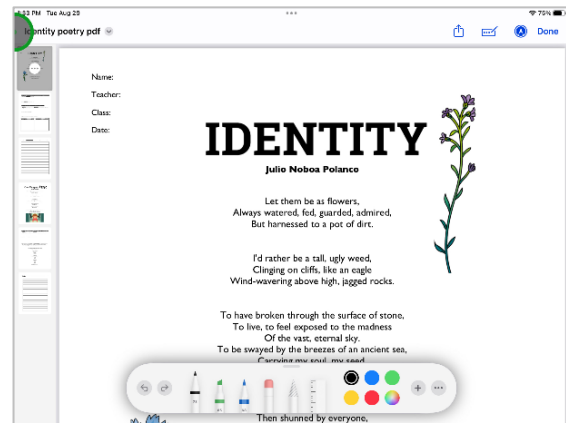4 — To access the Markup tools, click on the pen icon at the top.

A ribbon of tools appears at the bottom. The ribbon of tools can be toggled on and off with the pen icon at the top right.
This ribbon can also be moved to the side edge of the page.

To use one of the pens, click on the pen. Choose the colour you want to use. Click on the pen a second time to adjust the thickness and opacity. Click the pen again to hide the menu. The pen tool is ready to use.

Click on the highlighter to use it.

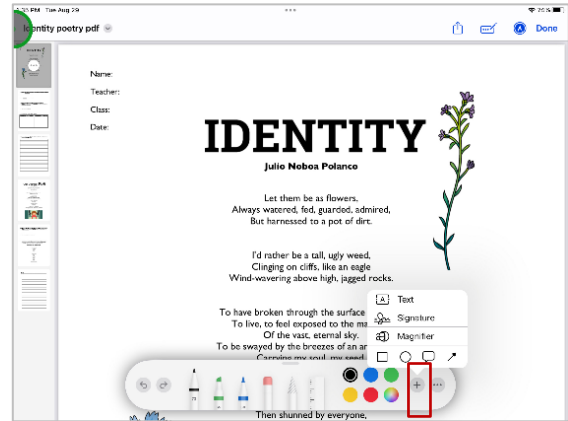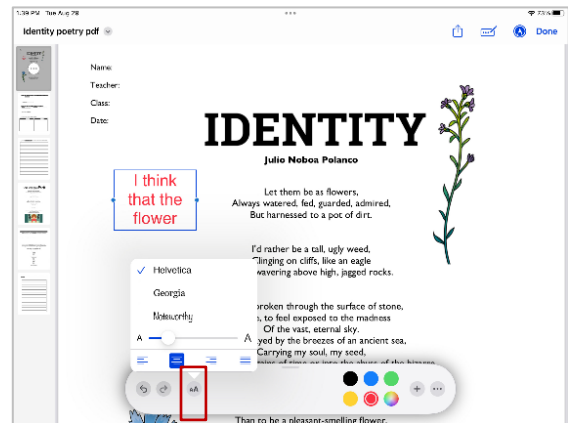Click on the eraser to remove a drawing or highlighting.

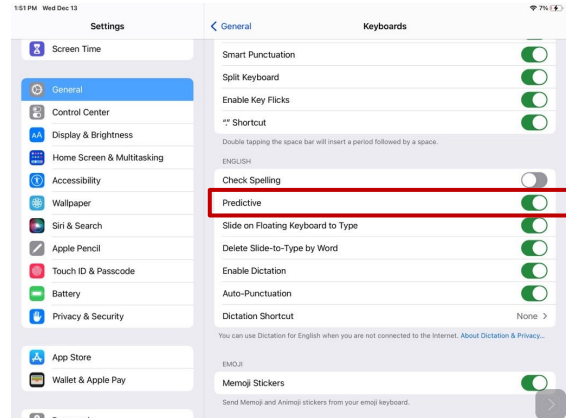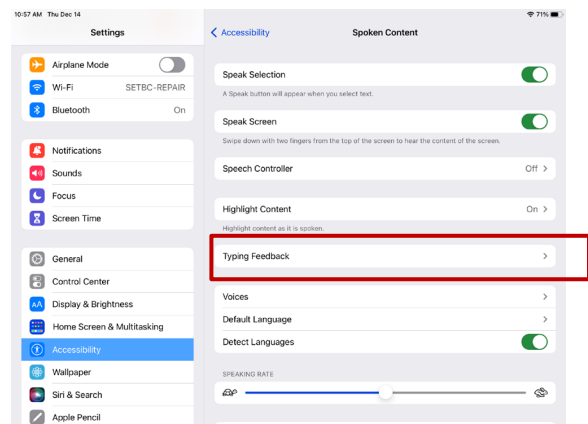| Step	Instruction	Visual Depiction
5	To insert text, click on the + sign, and select 'Text'. A text box appears in the center of the screen that can be dragged to the location you want. Double click the textbox, and the keyboard will appear. Here you can type directly into the textbox.	
	To move the textbox, click outside the textbox, then click it again to be able to reposition it. Pull the textbox to the shape you want. Click on the double A in the ribbon to change the font settings.	

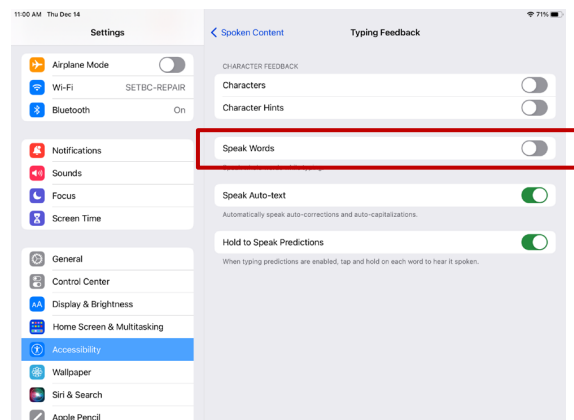| Step	Instruction	Visual Depiction

6 | To enable predictive text above the keyboard:
Settings > General > Keyboard > enable 'Predictive.'

To have a word in the predictive text ribbon read aloud on a long press:
Settings > Accessibility >Spoken content > Typing Feedback > enable 'Hold to Speak Predictions.'

To have words spoken aloud as they are typed, enabled 'Speak Words.'

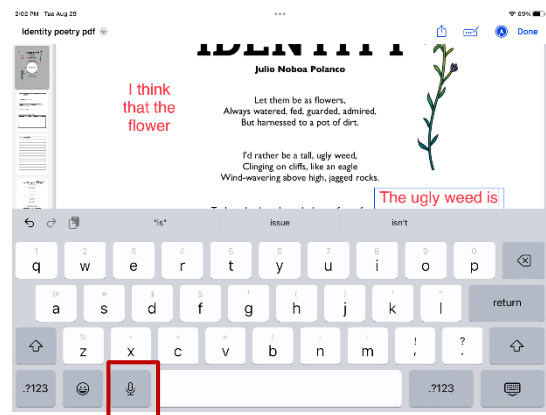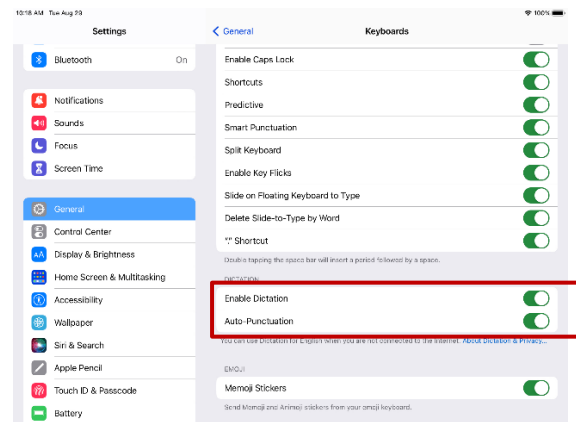| Step	Instruction	Visual Depiction

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A textbox can also be completed by dictation. Dictation accuracy is improved by wearing a headset with a built-in microphone.

If the onscreen iOS keyboard doesn't show a microphone to the left of the space bar, follow these directions to enable it.

Settings > General > Keyboard > scroll down to enable dictation.

If you wish auto-punctuation, enable 'Auto-punctuation.'

To begin dictation, click on the '+' sign to open another textbox. Move it to your desired location. Double click the textbox to bring up the keyboard. Click on the microphone on the keyboard and begin dictating. Click the microphone to stop dictation.

Step	Instruction	Visual Depiction
8	Currently this annotated file is saved within the iOS Files app. If you click Done, your annotated pdf would be saved only within the iPad's Files. If you want it saved in Google Drive, follow the steps below. Click on the Share icon in the top right corner to save your work. Select Google Drive. Double click on the file name if you wish to rename it.	
	At the bottom, choose the Google Drive folder you want to save it in and confirm 'Save here.' At the bottom, notice that you can share the file by email. Click on 'Upload.' The PDF file with your annotations will be saved.	