SET▶BC

Reading and Annotating PDFs for Microsoft 365 Users

Introduction

Handouts are often given to students in PDF format. This module explores how PDFs stored in Microsoft 365 One Drive 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 a PDF.
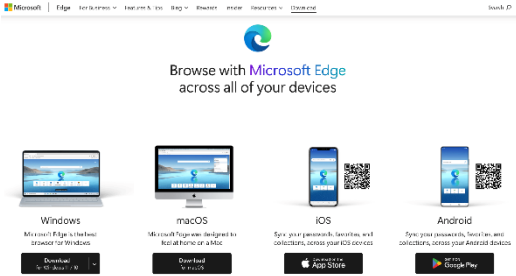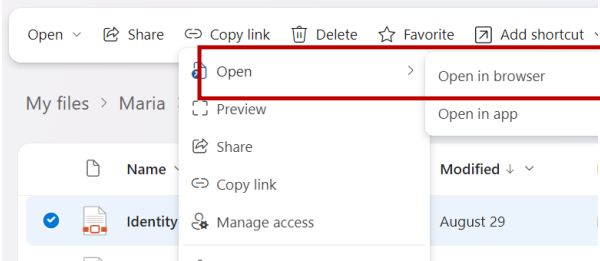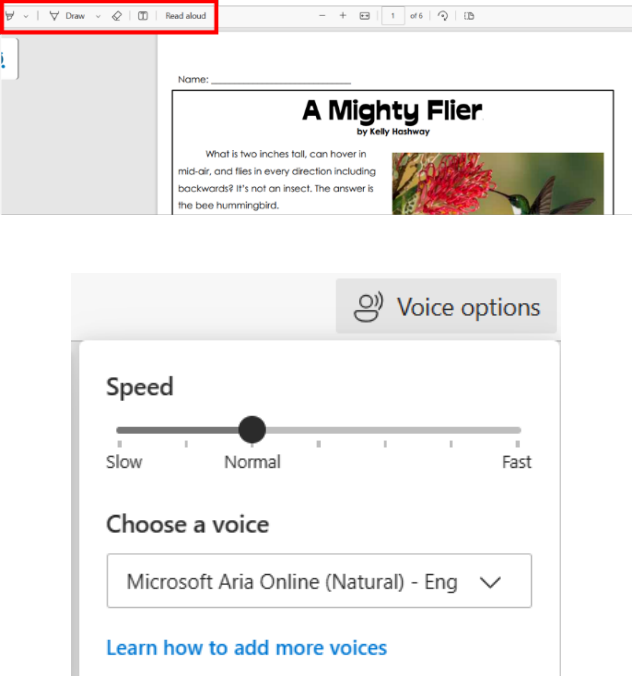
Learning Objectives

Completing this tutorial will give you experience:

- Opening a PDF file from Microsoft One Drive in the Microsoft Edge browser.
- Using the Microsoft Edge tools for text to speech.
- 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 Microsoft 365 user.
- You have access to Microsoft Edge.
- You want to annotate and/or read a PDF.
- You are working on a Windows operating system.
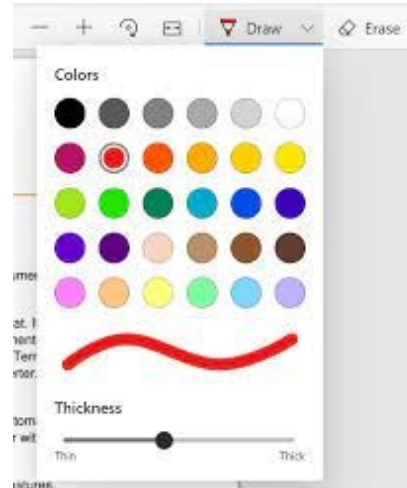- You have access to a headset with a built-in microphone for dictation.

Steps to Follow

Step	Instruction	Visual Depiction
1	Open the Microsoft Edge browser. If necessary, download the Edge browser: https://www.microsoft.com/en-us/edge/download?form=MA13FJ	
2	In the Edge browser, open Microsoft OneDrive and log in.

Right click on the file, choose 'Open' and 'Open in browser.' | |
| 3 | The file is now open in the Microsoft Edge browser.

A ribbon of tools is open at the top.

Click on Read Aloud and it begins reading aloud from the top of the page.

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

Turn off Read Aloud. | |

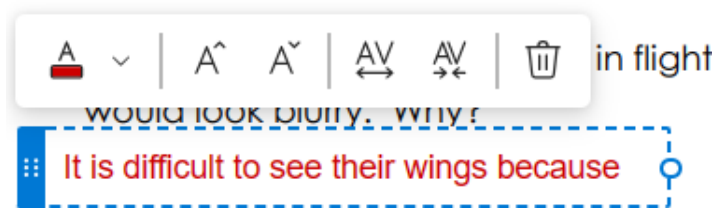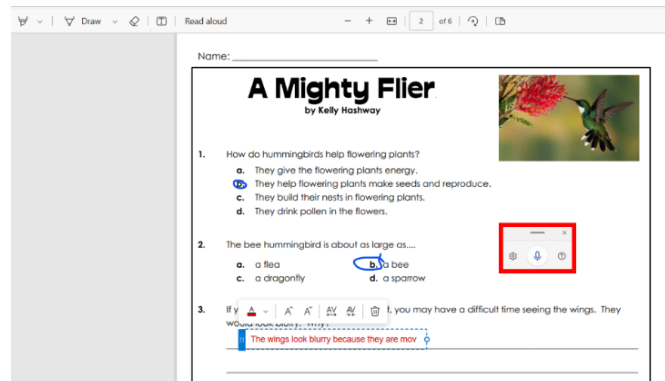| Step	Instruction	Visual Depiction
4	Within the Highlighter tool the colour and thickness can be chosen. Within the Draw tool the pen colour and thickness can be chosen. The Eraser tool can erase either drawing or highlighting.	
5	Click on the icon with the letter 'T' in a box to add text. Click into 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.	

Step	Instruction	Visual Depiction
6	Using Windows Voice Typing allows speech-to-text to fill a textbox. Click on the letter Add 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.	
7	On the right side of the ribbon at the top, click on the 'Save' icon. Follow the steps to save your pdf handout with your answers.	