

PDF Assignment Completion Using the Markup Tool on the iPad – for Microsoft 365 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 access their PDF assignment through the Microsoft One Drive app. Annotations are saved with the PDF.

Learning Objectives


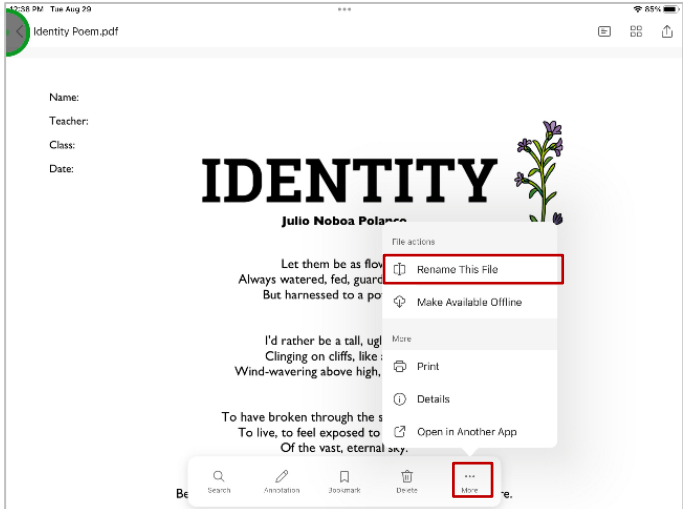
Completing this tutorial will give you experience:

- 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 have access to the Microsoft One Drive app on an iPad.
- You need to make annotations on a PDF handout.
- You have access to a headset with a built-in microphone.

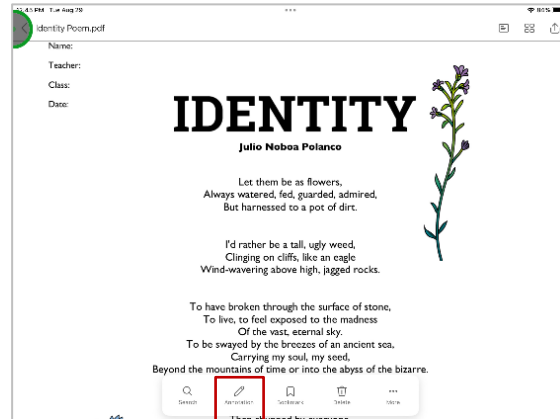
Steps to Follow

Step	Instruction	Visual Depiction
1	<p>Open the Microsoft One Drive app and navigate to the PDF assignment you want to work on.</p> <p>Click on the PDF assignment to open it.</p> <p>Consider renaming the file before you start annotating it, so you don't alter the original. To rename, click on the 3 dots at the bottom of the screen and select 'Rename this file.' Once renamed, click 'Done.'</p>	 

Step Instruction

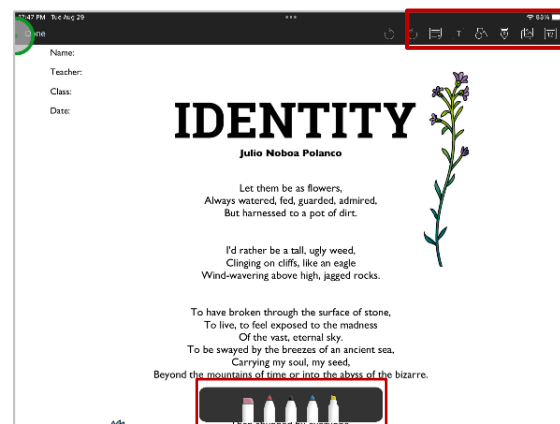
Visual Depiction

2 To begin annotating the file, click on 'annotation' in the ribbon at the bottom. This puts you in annotation mode.



There are tools at the top and bottom of the screen.

To use one of pens, click on the pen. Click on the circle at the right to choose colour, thickness and opacity. Click the pen again to minimize that window.



The pen is raised in the toolbar and ready to use.

Click on the highlighter to use it.

Click on the eraser to remove any drawings or highlighting.

Step Instruction**Visual Depiction**

- 3 To insert text, click on the T button in the top right. A text box appears in the center of the screen. You can begin typing directly into the textbox that is open. When you select the circle on the right, text options will appear.

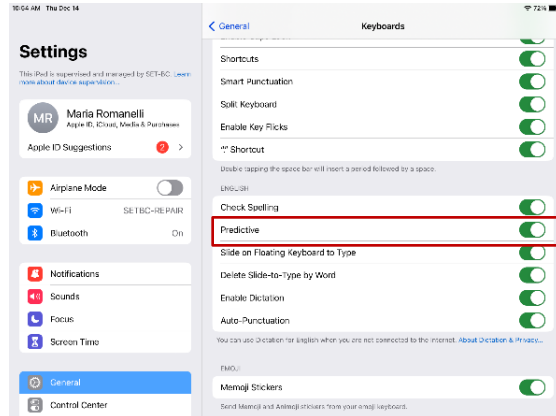
Click outside the textbox when finished typing.

To reposition, select the textbox again, and drag to the desired location. Clicking the textbox allows you to edit or delete.

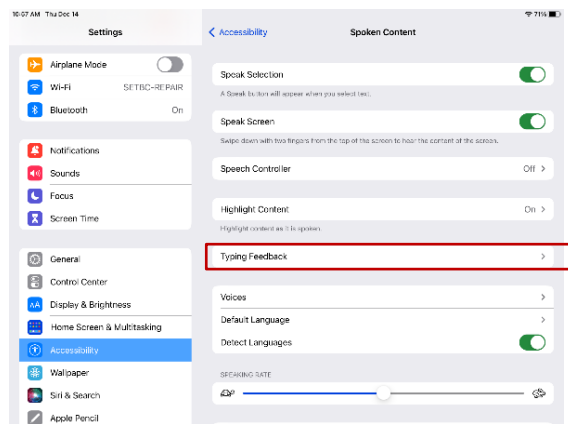


Step Instruction Visual Depiction

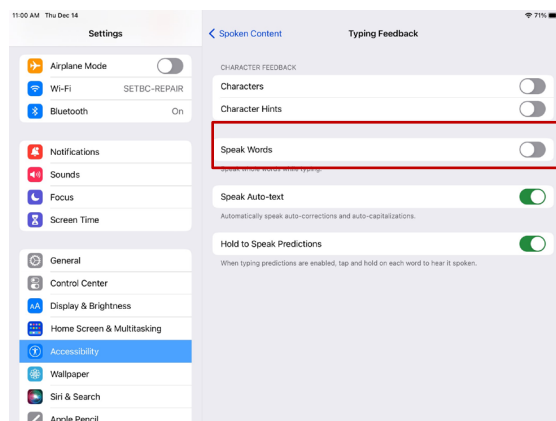
4 If you want the ribbon of predictive text to appear above the keyboard:
Settings > General > Keyboard > enable 'Predictive'



If you want to long press on a word in the predictive text ribbon and have it read aloud:
Settings > Accessibility > Spoken Content > Typing Feedback > enable 'Hold to Speak Predictions'



If you want words spoken aloud as they are typed, enabled 'Speak Words'

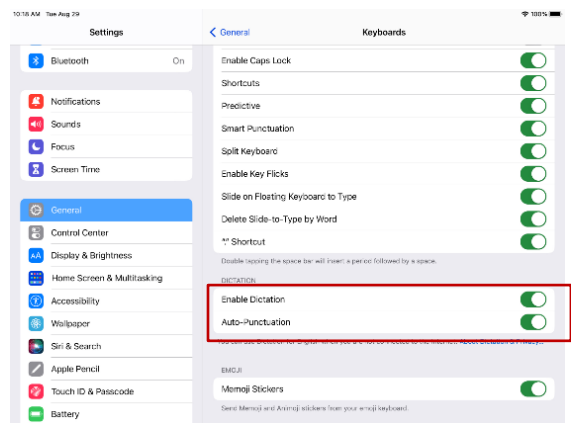


Step	Instruction	Visual Depiction
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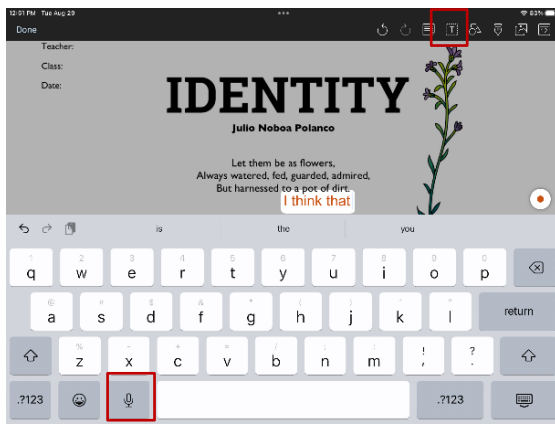
5 A textbox can also be completed by dictation. Dictation accuracy is improved by wearing a headset with a built-in microphone.

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, just above enable 'Auto-punctuation.'



Click on the T button to open another textbox. With the textbox open, click on the microphone on the keyboard and begin dictating. Click the microphone to stop dictation.

Step Instruction

Visual Depiction

6 To save your PDF assignment with your annotations, click 'Done' in the top left corner.

The assignment, plus your annotations, are saved into One Drive automatically.

You can click on the 'Share' icon in the top right corner to email the file.

