texthelp

OrbitNote

Quick Reference Guide for Tool Usage 01.24

Tool	Symbol	How it works
Click to Speak		Reads text aloud by simply clicking on it. When the feature is on, the button is highlighted in pink. Click again to turn off.
Text to Speech		Reads text aloud with dual colour highlighting and natural-sounding voices. To use, select some text and click the Play button.
Highlights		Allows users to highlight and color code sections of text on a page, to facilitate summarising, categorising and higher order skills. Highlight some text, and then click the Highlighter icon to choose from four colors. Select some highlights and click the Erase icon to remove.
Collect Highlights		Collects your highlights into a new Google or Word document. Select which colors to collect, as well as how to sort them.
Shapes Drawing		Allows you to draw circles, squares, rectangles and lines with customisable colors and line thickness. Click on any shape to delete or reposition it on the page.
Freehand Drawing		Allows you to scribble or freehand draw on touch devices or with your mouse. Includes Undo and Redo options to use while drawing.
Eraser		Click and drag to erase both freehand drawing and shapes from your document.
Text Annotation		Allows you to type text directly on your document. Great for note-taking and completing worksheets. Click the icon and then click where you'd like to place your annotation. Click away to save the annotation.
Pushpin Annotation		Allows you to insert notes, instructions or helpful hints on your document. Leaves a red pushpin icon wherever the annotation was made. Click the icon and then click where you'd like to place your annotation. Click away to save the annotation.

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Comments		Adds a side comment to your document for communicating and collaborating with other users. Includes options to add voice notes, images and links (for Google users only). To use, select some text and then click the Comment icon.
Voice Note		Allows you to record up to one minute of your voice inside a comment. To use, select some text and then click the Comment icon. Then choose the Voice Note option to begin recording. Available for Google users only.
Insert Image		Allows you to add images to the PDF. Click the 'Insert Image' button and choose where you want to get your image from - you can upload from Google Drive, OneDrive or your computer Simply resize and reposition the image on the page as needed.
Digital Signature		Allows you to add a Digital Signature to your PDF. Click the Digital Signature button and create your signature. Once ready, simply click the Insert Signature button. You can resize and move the signature as needed.
Scan Text		Convert image PDFs to readable PDFs with text. Click the "Scan Text" button, which will appear on any PDFs where no text is found.
Share to Classroom		Allows teachers to create an assignment in Google Classroom. Once shared or posted to the class, students can open the assignment from Google Classroom and use orbitnote to read, respond, and hand in.
More Menu		Access the Settings menu, OrbitNote dashboard, feedback form, support site and other options.
Download		Allows you to download the PDF to your computer. By clicking the "Include Annotations" option, your download will include all text, drawings, shapes, images, highlights and signatures.
Split and Merge		This feature allows you to split PDFs into multiple files, combine multiple PDFs into one document, and remove and reorder individual pages. To get started, just go to your OrbitNote dashboard at orbit.texthelp.com, and click the menu option for Split and Merge on the left hand side of your screen.

Additional features available with a Read&Write and ClaroRead Licences

Tool	Symbol	How it works
Prediction		Provides word suggestions as you type in Comments and Text/Pushpin Annotations. Hover over word suggestions to hear aloud. Click on a word or click Ctrl + the number next to the word you'd like to insert.
Talk&Type		Allows you to dictate into Comments and Text/Pushpin Annotations using a microphone.
Talking Dictionary		Provides definitions to improve comprehension and writing. Definitions can even be read aloud. Highlight a word and click the icon. Click the Play button next to each definition to have it read aloud.
Picture Dictionary		Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.
Translator		Allows single words to be translated into a wide selection of languages. Language can be selected in the Options menu.
Vocabulary List		Builds vocabulary lists in a Google or Word document, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column. Use colored Highlights to select words, then click icon to create vocabulary list in new doc.
Screen Masking		Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus. Customise color, opacity and other options from the options menu. Use the floating control box for easy access to options or to turn this feature off.
Block Read Aloud		Allows teachers to block sections of text from being read with Text to Speech by their students. To use, select some text, click the Highlighter icon and click Block Read Aloud. Requires Google Classroom.

If you also have access to Equatio

Use the Equatio toolbar in OrbitNote, install the Equatio extension on your Chrome browser. Chrome web store: **here**

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Further information **https://academy.texthelp.com/orbitnote-dsa/**