

OrbitNote

Quick Reference Guide

| Tool | Symbol | How it works |
|---------------------------|---|--|
| Highlights |  | <p>Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills.</p> <p>Highlight some text, and then click the Highlighter icon to choose from four colors. Select some highlights and click the Erase icon or Trash Can to remove.</p> |
| Collect Highlights |  | <p>Located in between to the Prediction and Vocabulary List icons, this feature collects your highlights into a new Google or Word document.</p> <p>Select which colors to collect, as well as how you would like the information to appear on the newly created document..</p> |
| Shapes Drawing |  | <p>Gives the ability to draw circles, squares, rectangles and lines with customizable colors and line thickness.</p> <p>Click on any shape made to reposition it on the page or delete it using the Trash Can.</p> |
| Freehand Drawing |  | <p>Provides the ability to draw on touch device or with your mouse.</p> <p>Click on any drawing made reposition it on the page or delete it using the Trash Can.</p> |
| Text Annotation |  | <p>Both teachers and students can use this tool to type text directly where you choose on your document.</p> <p>Click the icon and then click where you'd like to place your annotation. Click away to save the annotation.</p> |
| Eraser |  | <p>Click on freehand drawing and shapes annotations made on your document, then click on the Eraser or Trash Can icons.</p> |
| Download |  | <p>Use this button to download a copy of your PDF. You can choose to include your annotations including text, drawings, shapes, images, highlights and signatures. These will be burned into the newly saved PDF and viewable outside of OrbitNote.</p> |
| Share to Google Classroom |  | <p>Allows teachers to create an assignment within Google Classroom.</p> <p>Once shared or posted to the class, students can open the assignment from Classroom and use orbitnote to read, respond, and hand in.</p> |

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| More Menu |  | Access the Settings menu, OrbitNote dashboard, Recover Annotations, Texthelp Academy, Help & Support, Send Feedback form, Privacy Policy, Send Debug Information and other options. |
| PREMIUM FEATURES | | |
| OCR Scan |  | Convert image PDFs to readable PDFs with text using an Optical Character Recognition program. Click the "Scan Text" button, which will appear on any PDFs where no text is found. |
| Insert Image |  | Allows you to insert an image or gif from your computer, Google Drive or OneDrive. Once inserted, you can resize and reposition as needed. |
| Image to PDF |  | This new feature allows users to open an image from their files or drive (Google or OneDrive), and convert that image into an accessible PDF. Files must be under 5mb each in size, and of file type PNG, JPG, or JPEG. |
| Math Tools |  | This feature will give users the option to use tools to work with math problems including an equation editor, handwriting recognition, speech input and screenshot reader to edit math and reinsert onto a PDF. |

Additional Read&Write features in OrbitNote

| Tool | Symbol | How it works |
|--------------------|---|---|
| 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 word identification and comprehension. |
| Text to Speech |  | Reads text aloud with dual color highlighting and natural-sounding voices including 50 AI Voices. To use, select some text and click the Play button. This feature will only work on |
| 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. |

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| Screen Masking |  | <p>Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus.</p> <p>Customize color, opacity and other options from the options menu.</p> <p>Use the floating control box for easy access to options or to turn this feature off.</p> |
| Translator |  | <p>Allows single words to be translated into a wide selection of languages. Language can be selected in the Options menu.</p> |
| Prediction |  | <p>Provides word suggestions as you type in Text Annotations.</p> <p>Click on a word or click on the number in front of the word you'd like to insert. There is a large list of options in Settings including Read prediction suggestions on hover.</p> |
| Talk&Type |  | <p>Allows you to dictate into Text Annotations using a microphone.</p> |
| Vocabulary List |  | <p>Builds vocabulary lists in a Google or Word Online document, including selected words, dictionary definitions, images from Widgit Symbols, and a column for notes.</p> <p>Use colored Highlights to select words, then click icon to create vocabulary list as a new doc.</p> |
| Block Read Aloud |  | <p>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.</p> <p>Requires Google Classroom.</p> |