

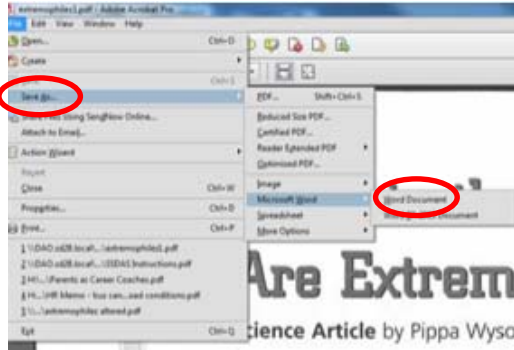
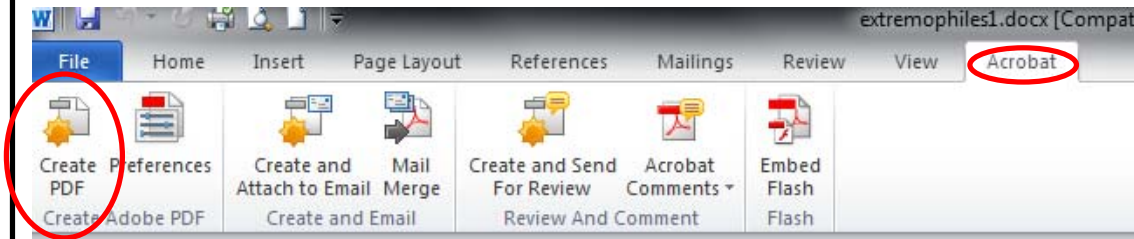


Instructions for PDF files

<p>1. Scan document in photocopier, setting the copier to 600 dpi and Gray Scale. E-mail the document to yourself.</p>	
<p>2. Open e-mail and access pdf file (Should open with Adobe Acrobat Pro)</p>	
<p>3. From the File menu, save as Microsoft Word Document</p> <p>4. Open the Microsoft Word document and make edits as needed to ensure that material is readable. Eliminate or edit "suspect" material.</p>	 <p>The screenshot shows the Adobe Acrobat Pro File menu. The 'Save As...' option is circled in red, and a red arrow points from it to the 'Microsoft Word' option in the 'Save As' submenu, which is also circled in red. The background of the screenshot shows a document titled 'Are Extrem' with the subtitle 'Science Article by Pippa Wyso'.</p>

4. When all changes to the document are complete, select the Acrobat tab and "create PDF". Provide a name and location for the file that is easy to remember and access.

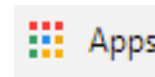


Quick keys for reading:

(5. Optional step when opening Adobe Acrobat: To test the Adobe reader, choose the "View" option from the menu toolbar and select "Read Out Loud" - "Activate" or hold the keys Shift-Ctrl-Y. To read the page, hold the keys Shift-Ctrl-V.)

Activate/ deactivate	Shift-Ctrl-Y
Read this page	Shift-Ctrl-V
Read to end of doc	Shift-Ctrl-B
Pause/ Resume	Shift-Ctrl-C
Stop	Shift-Ctrl-E

6. Sign into Google Chrome and access Google Drive (From the Apps tab - top left corner of web browser)



Google Drive

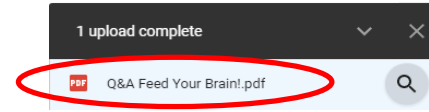
7. Click "New", select "File Upload" and find the pdf document that you saved.



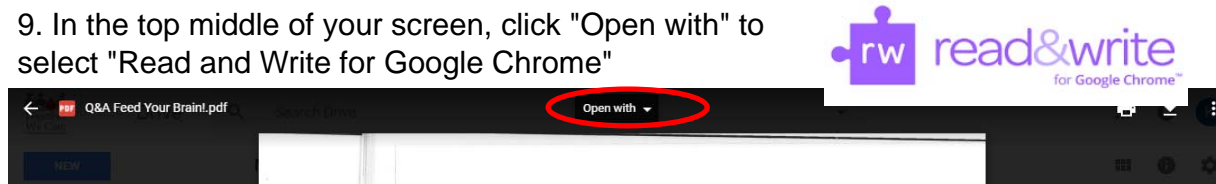
Drive

NEW

8. When the upload is complete, click on the uploaded pdf file found at the bottom right corner of your web browser.



9. In the top middle of your screen, click "Open with" to select "Read and Write for Google Chrome"



****Initial process: Connect more Apps and search for *Texthelp PDF Reader* ****

Texthelp PDF Reader Toolbar

The toolbar contains the following tools and labels:

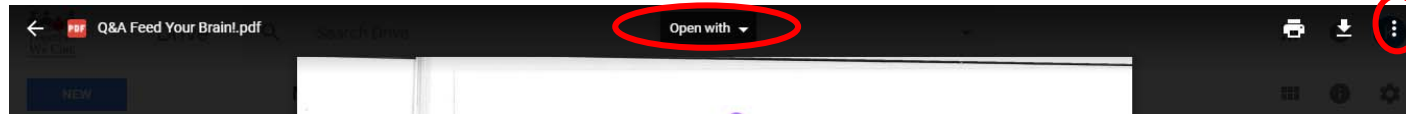
- click to speak
- dictionaries
- play/pause/stop
- screenshot reader
- translate
- vocabulary list builder
- typewriter toolbar (for inserting comments)
- highlighter toolbar
- highlighters
- clear highlighters
- collect highlights

The settings menu is open, showing the following options:

- Options (circled in red)
- Settings toolbar
- Help & Support
- Send Feedback
- Texthelp.com

1. Click on the 3 dots at top right and "Open in new window"

2. In the top middle of your screen, click "Open with" to select "Read and Write for Google Chrome"



Texthelp PDF Reader

Toolbar

- click to speak
- dictionaries
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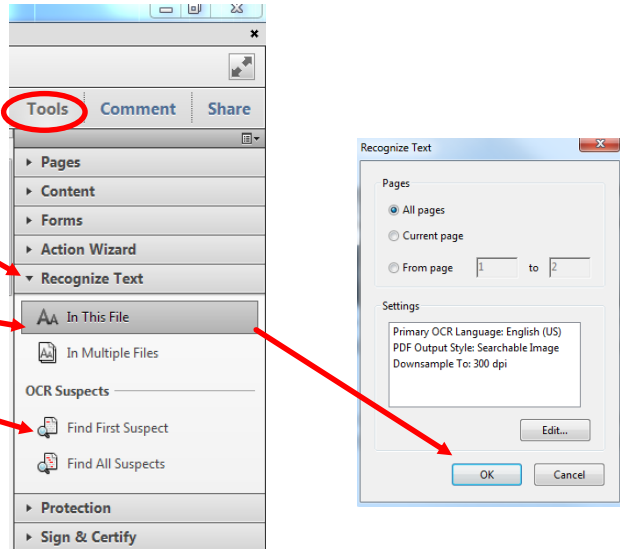
Settings toolbar

- Options
- Help & Support
- Send Feedback
- Texthelp.com

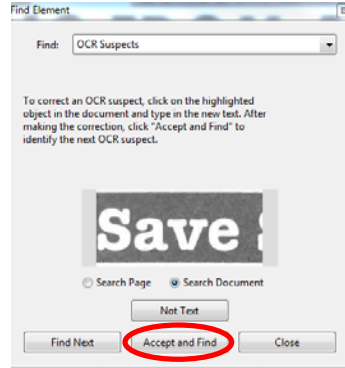
** select French Canadian voice; change translation and language **

The image shows a detailed view of the Texthelp PDF Reader toolbar and settings menu. The toolbar is divided into two rows. The top row contains icons for: click to speak, dictionaries, play/pause/stop, screenshot reader, translate, vocabulary list builder, and typewriter toolbar. The bottom row contains icons for: highlighter toolbar, highlighters, clear highlighters, and collect highlights. The settings menu is located on the right side of the toolbar and contains: Options, Help & Support, Send Feedback, and Texthelp.com. A red arrow points from the "Options" menu item to a blue text note at the bottom right: "** select French Canadian voice; change translation and language **".

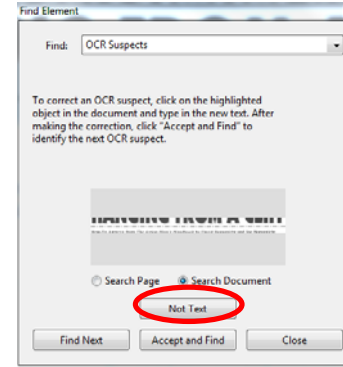
Instructions for PDF files using Adobe's OCR method

<p>1. Scan document in photocopier, setting the copier to 600 dpi and Gray Scale. E-mail the document to yourself.</p>	
<p>2. Open e-mail and access pdf file (Should open with Adobe Acrobat Pro)</p>	
<p>3. In the top right corner:</p> <ul style="list-style-type: none">a. Select the "Tools" tabb. Choose the "Recognize Text" tabc. Select "In This file" and allow permission to recognize textd. Select "Find First Suspect"	

4. "Accept and Find" OCR Suspects that appear as words and you want read.



5. Click "Not Text" for OCR Suspects that you want ignored.

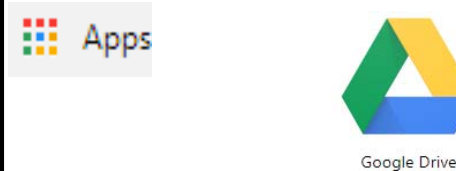


6. To test the Adobe reader, choose the "View" option from the menu toolbar and select "Read Out Loud" - "Activate" or hold the keys Shift-Ctrl-Y. To read the page, hold the keys Shift-Ctrl-V.

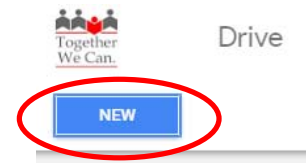
Quick keys for reading:

Activate/ deactivate	Shift-Ctrl-Y
Read this page	Shift-Ctrl-V
Read to end of doc	Shift-Ctrl-B
Pause/ Resume	Shift-Ctrl-C
Stop	Shift-Ctrl-E

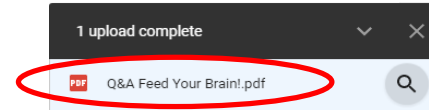
7. From the "File" menu, select "Save" or hold the keys Ctrl-S. Sign into Google Chrome and access Google Drive (From the Apps tab - top left corner of web browser)



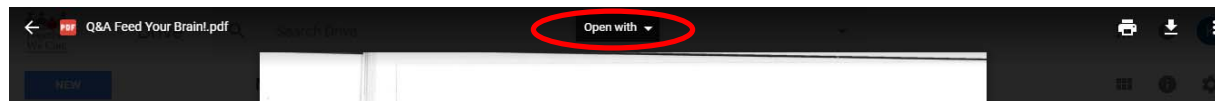
8. Click "New", select "File Upload" and find the pdf document that you saved.



9. When the upload is complete, click on the uploaded pdf file found at the bottom right corner of your web browser.



10. In the top middle of your screen, click "Open with" to select "Read and Write for Google Chrome"



****Initial process: Connect more Apps and search for *Texthelp PDF Reader* ****

Texthelp PDF Reader Toolbar

Labels for toolbar tools:

- click to speak
- dictionaries
- play/pause/stop
- screenshot reader
- translate
- vocabulary list builder
- typewriter toolbar (for inserting comments)
- highlighter toolbar
- highlighters
- clear highlighters
- collect highlights

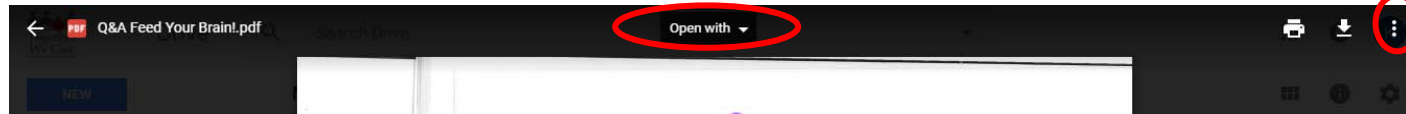
Settings menu items:

- Options
- Help & Support
- Send Feedback
- Texthelp.com

Settings toolbar

1. Click on the 3 dots at top right and "Open in new window"

2. In the top middle of your screen, click "Open with" to select "Read and Write for Google Chrome"



Texthelp PDF Reader

Toolbar

- click to speak
- dictionaries
- play/pause/stop
- screenshot reader
- translate
- vocabulary list builder
- typewriter toolbar (for inserting comments)
- highlighter toolbar
- highlighters
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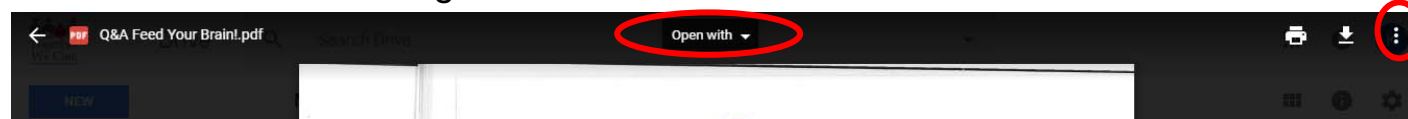
Settings toolbar

- Options
- Help & Support
- Send Feedback
- Texthelp.com

**** select French Canadian voice; change translation and language ****

1. Cliquer sur les 3 points à la droite et choisir "Open in new window"

2. Au centre de l'écran, cliquer "Open with" pour choisir "Read and Write for Google Chrome"



Texthelp PDF Reader
La Barre d'outils

The screenshot shows the toolbar of the Texthelp PDF Reader. It contains several icons with red arrows pointing to them and labels in French. The labels are: 'cliquer pour parler' (pointing to a speech bubble icon), 'dictionnaires' (pointing to a book icon), 'jouer-arrêt' (pointing to a play/pause icon), 'lecteur d'écran' (pointing to a screen reader icon), 'traducteur' (pointing to a translation icon), 'liste de vocabulaire' (pointing to a list icon), 'annotations (pour insérer les commentaires)' (pointing to a notepad icon), 'surbrillances' (pointing to a highlighter icon), 'effacer' (pointing to an eraser icon), 'rassembler les marqueurs' (pointing to a refresh icon), and 'barre d'outils (les surbrillances)' (pointing to the entire toolbar area). A red circle highlights the 'Options' button in the bottom right corner of the toolbar. A red arrow points from the text above to this circle.

Options Paramètres

Help & Support
Send Feedback
Texthelp.com

** pour choisir une voix française et changer la langue**