



Using the Texthelp OrbitDoc in Chrome with Office 365

The Texthelp OrbitDoc Reader can be used with your Office 365 account in Chrome to open PDFs and use the available tools with the reader:

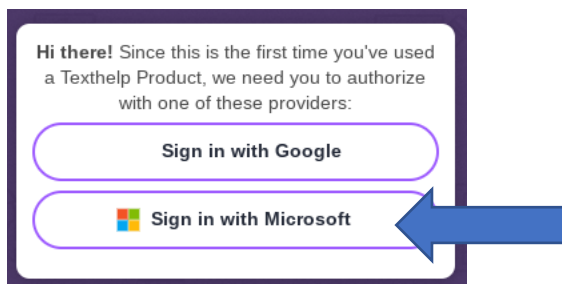
- Text to speech
- Dictionary/Picture Dictionary
- Screenshot Reader
- Translator
- Highlighting
- Vocabulary
- Annotations
- Drawing Tools

How do I get started with the OrbitDoc reader with Office 365?

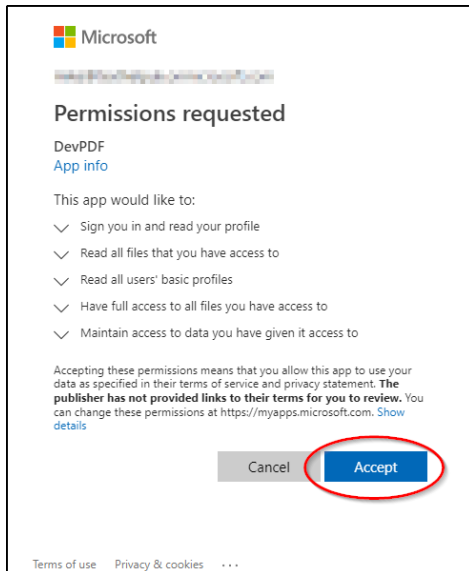
You need to add the Texthelp OrbitDoc extension to Google Chrome from the **Chrome Web Store**.

Once the extension is installed, the first time you open a PDF you will be prompted to sign in with either Google or Microsoft.

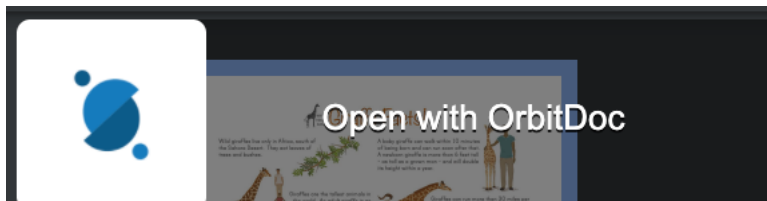
1. Select: **Sign in with Microsoft** then sign in with your DCDSB Office 365 account: PowerSchoolStudentNumber@dclive.ca then password. Staff: DCDSB email



Sign into **Microsoft NOT** Google



After adding the Texthelp OrbitDoc Reader extension, you'll be taken to the OrbitDoc PDF Reader dashboard.



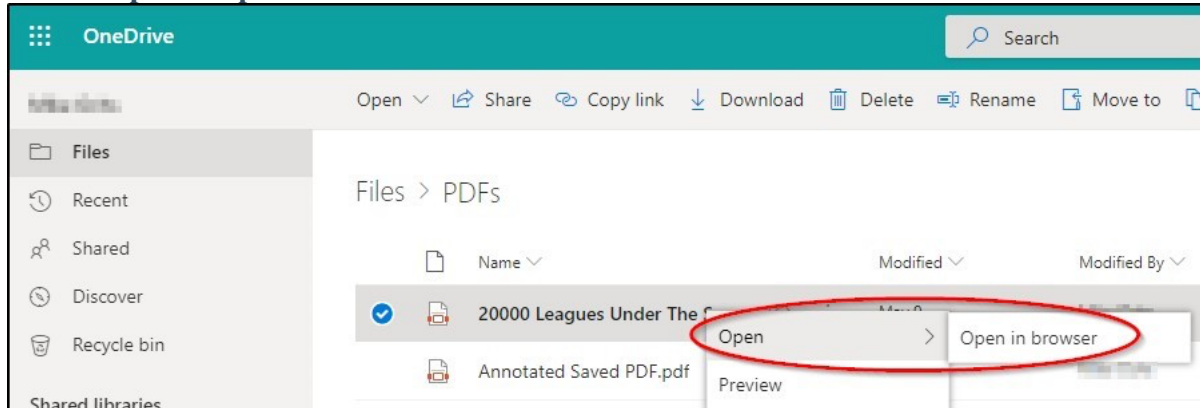
What types of PDFs does the OrbitDoc PDF Reader work with?

PDFs in OneDrive, PDFs on the web, and locally saved PDFs.

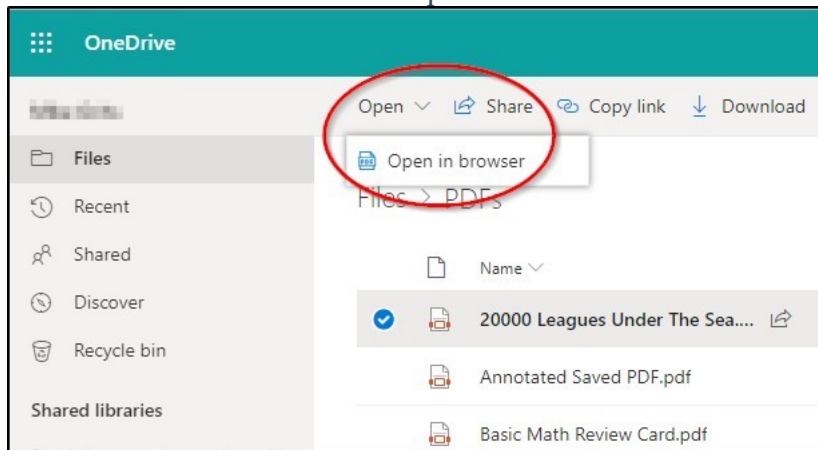
How do I open a PDF from OneDrive?

Once you have the Texthelp OrbitDoc extension installed, you can open PDFs with the Texthelp OrbitDoc Reader directly from OneDrive.

In OneDrive select a PDF then right-click on the selected PDF and choose **Open > Open in browser**:



Or you can select a PDF and choose **Open > Open in browser** from the menu at the top of OneDrive:



Or you can select a PDF and choose **Open > Open in browser** from the menu at the top of OneDrive:

If PDFs do not open in the Texthelp PDF Reader, check that Open Web PDFs is selected in Options - (see **Options**)

Do highlights and annotations save automatically?

Yes. All highlights and annotations save for PDFs in OneDrive, web PDFs and local PDFs.

How does collaboration work?

Collaboration works only with PDFs opened in OneDrive. Highlights, annotations and comments will be visible to any other users with whom that PDF has been shared in OneDrive.

Is the OrbitDoc Reader localized in other languages?

Yes. All the same languages are available in Google Chrome for Office 365.