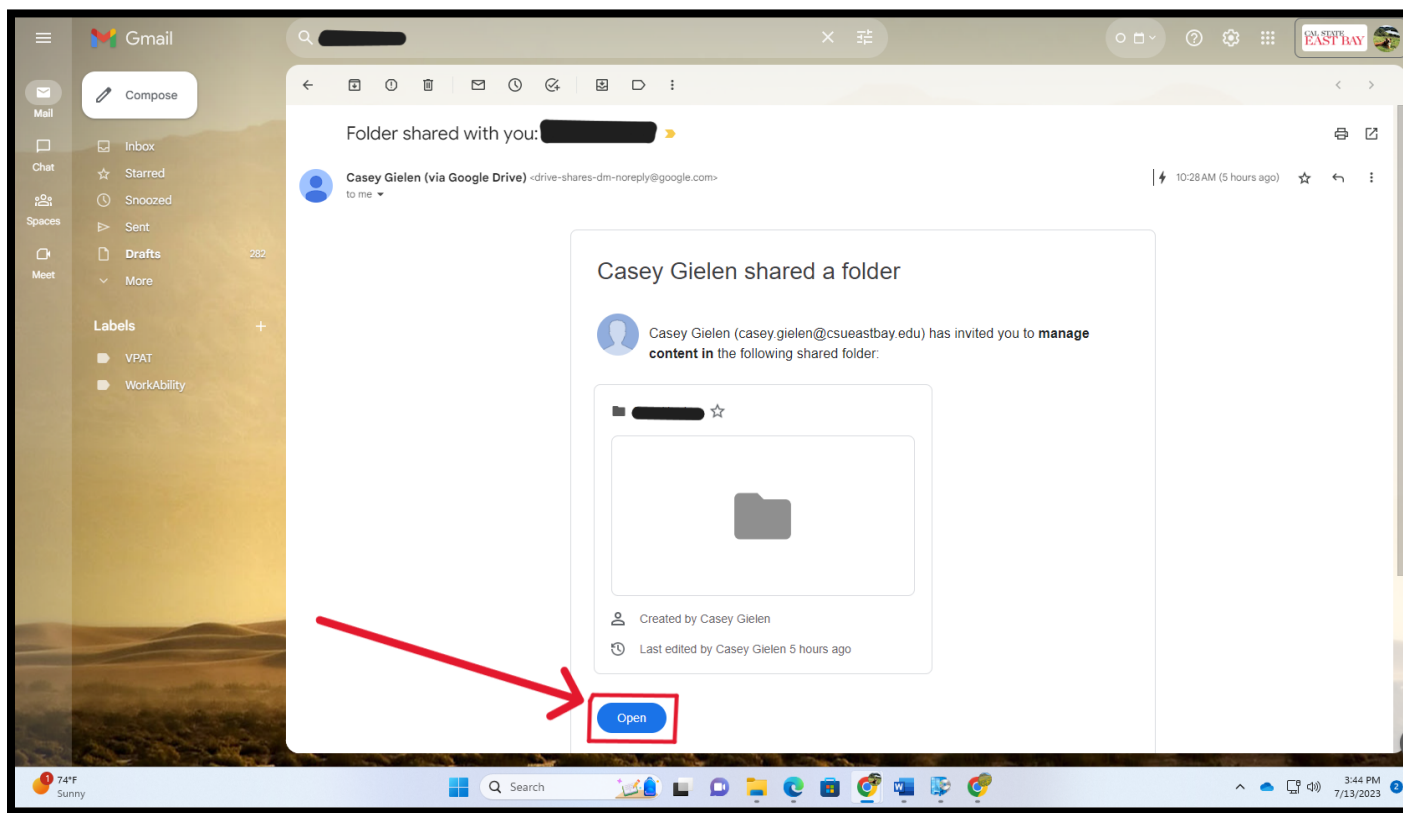


## ATO Guide: Using OrbitNote to read your PDF Textbooks

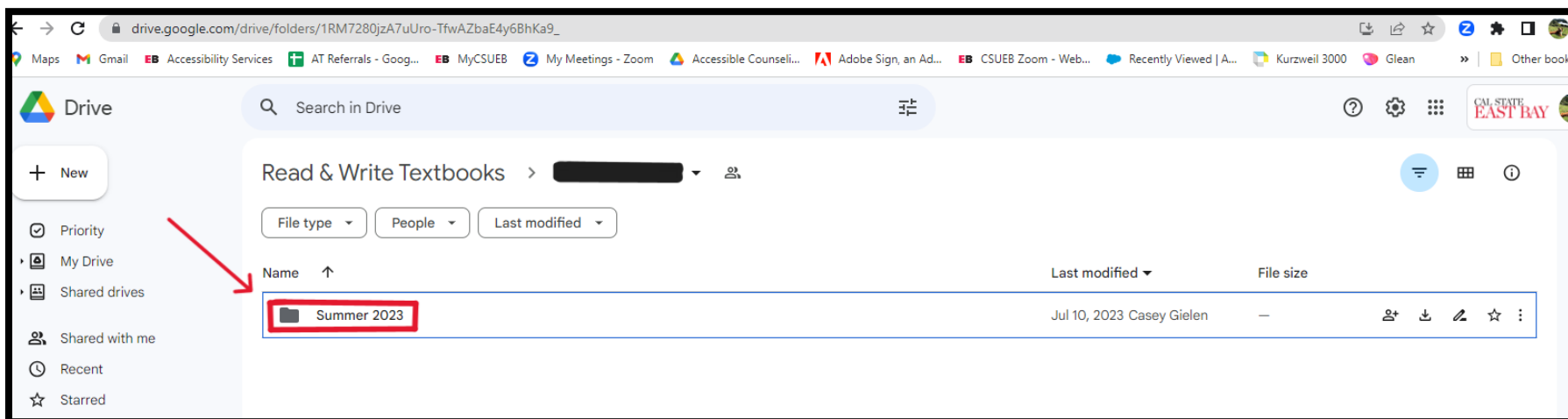
This guide is to reference after you have submitted your [Accessible Media Textbook Request Form](#) and provided your proof of purchase (or proof of rental) to the Accessible Media team. **IMPORTANT:** By receiving these PDF textbook files, you are agreeing to not share these with anyone else.

1. Receive an email with a shared Google Drive folder
  - a. The email subject line will be “Folder shared with you: (Your name).”



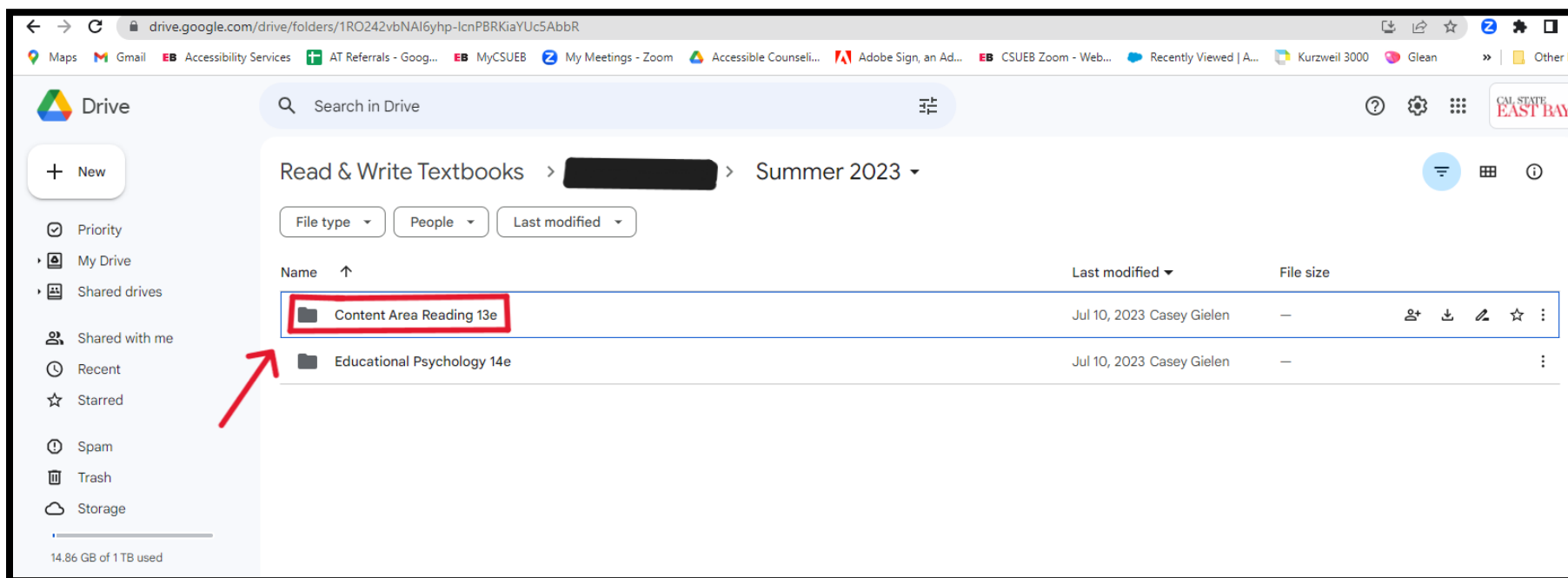
## 2. Open the shared Google Drive Folder

- You will find a folder for each term you have requested books. ex: “Summer 2023, Fall 2023, Spring 2024, etc.”
- Click to open on the term.



### 3. Click to Open your Textbook

- a. Within each term folder, you will find folders for each textbook you have requested.
- b. If you do not see your textbook, then either you still need to share your textbook receipt with [alternate.media@csueastbay.edu](mailto:alternate.media@csueastbay.edu) or your instructor has not yet confirmed their textbooks.

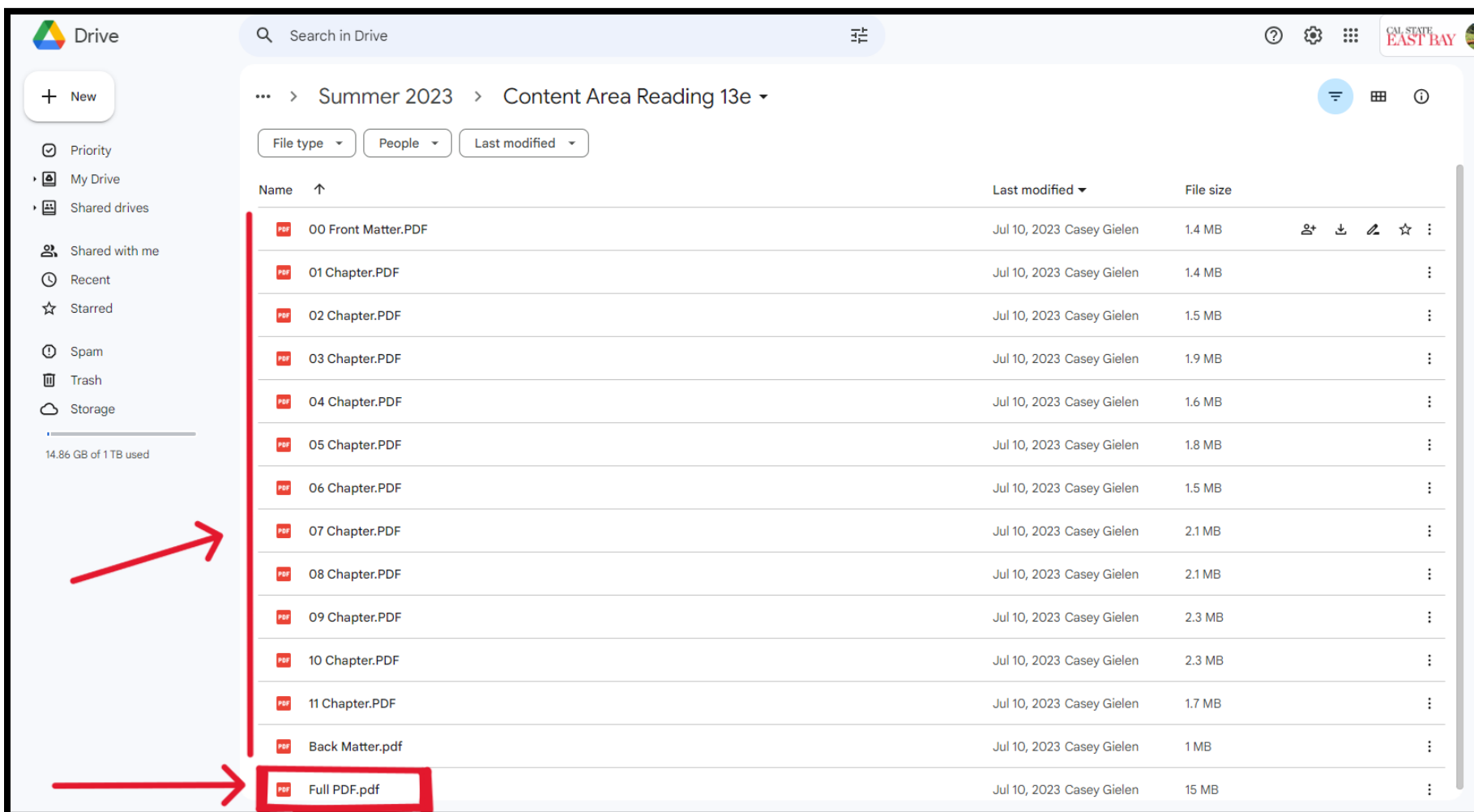


The screenshot shows a Google Drive interface. The breadcrumb path is "Read & Write Textbooks > [redacted] > Summer 2023". Below the path are filters for "File type", "People", and "Last modified". A table lists files and folders:

Name	Last modified	File size
Content Area Reading 13e	Jul 10, 2023 Casey Gielen	—
Educational Psychology 14e	Jul 10, 2023 Casey Gielen	—

The "Content Area Reading 13e" folder is highlighted with a red box, and a red arrow points to it from the left. The left sidebar shows navigation options like "New", "Priority", "My Drive", "Shared drives", "Shared with me", "Recent", "Starred", "Spam", "Trash", and "Storage". The bottom of the sidebar indicates "14.86 GB of 1 TB used".

4. Inside are PDF files for each chapter of the textbook, and a PDF file of the entire textbook
- The PDF chapter files may be easier to navigate through in OrbitNote.
  - The PDF of the entire textbook may be helpful for searching for keywords throughout the text.

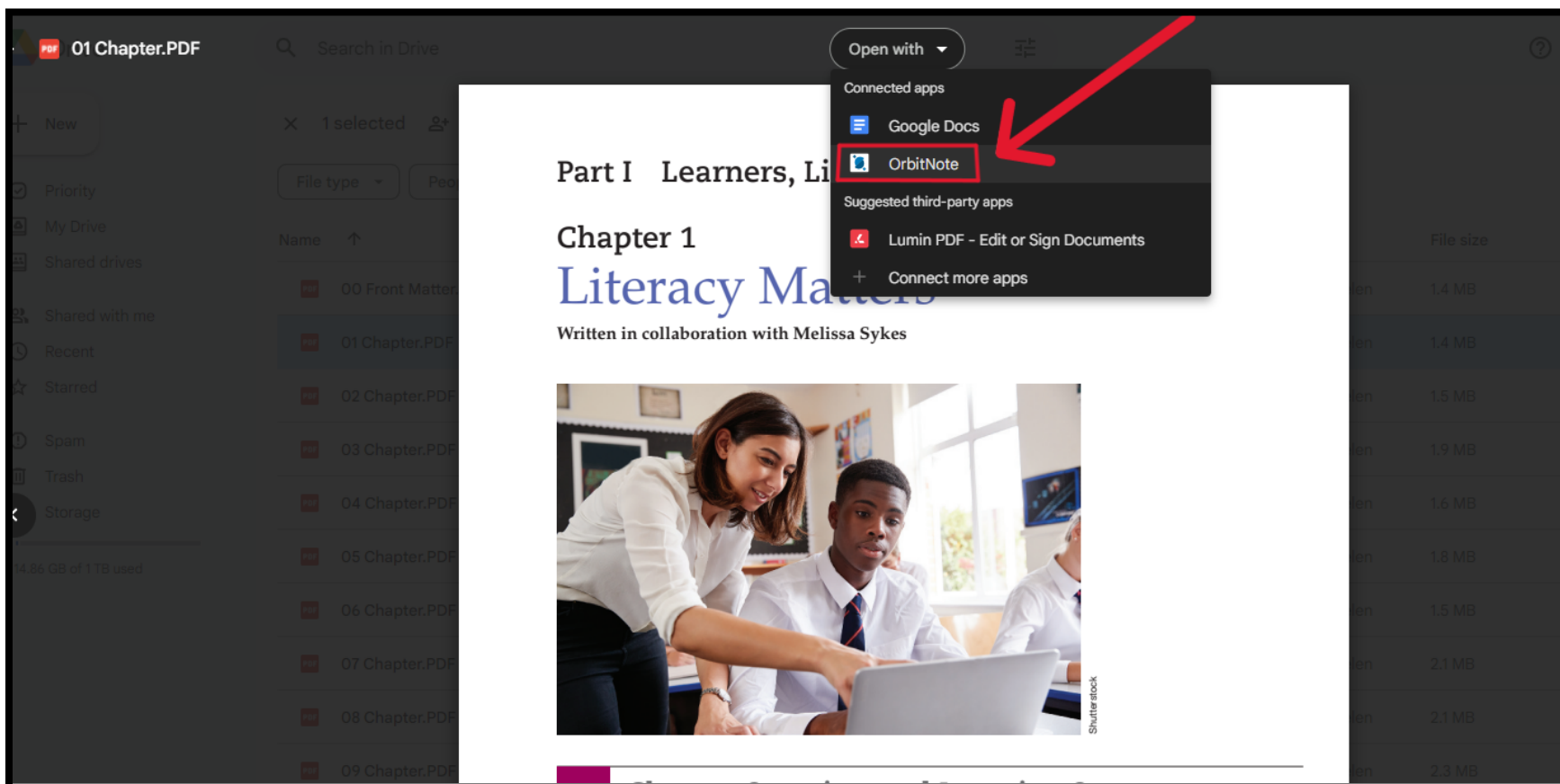


The screenshot shows a Google Drive interface with a folder named "Summer 2023 > Content Area Reading 13e". The folder contains the following files:

Name	Last modified	File size
00 Front Matter.PDF	Jul 10, 2023 Casey Gielen	1.4 MB
01 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.4 MB
02 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.5 MB
03 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.9 MB
04 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.6 MB
05 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.8 MB
06 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.5 MB
07 Chapter.PDF	Jul 10, 2023 Casey Gielen	2.1 MB
08 Chapter.PDF	Jul 10, 2023 Casey Gielen	2.1 MB
09 Chapter.PDF	Jul 10, 2023 Casey Gielen	2.3 MB
10 Chapter.PDF	Jul 10, 2023 Casey Gielen	2.3 MB
11 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.7 MB
Back Matter.pdf	Jul 10, 2023 Casey Gielen	1 MB
Full PDF.pdf	Jul 10, 2023 Casey Gielen	15 MB

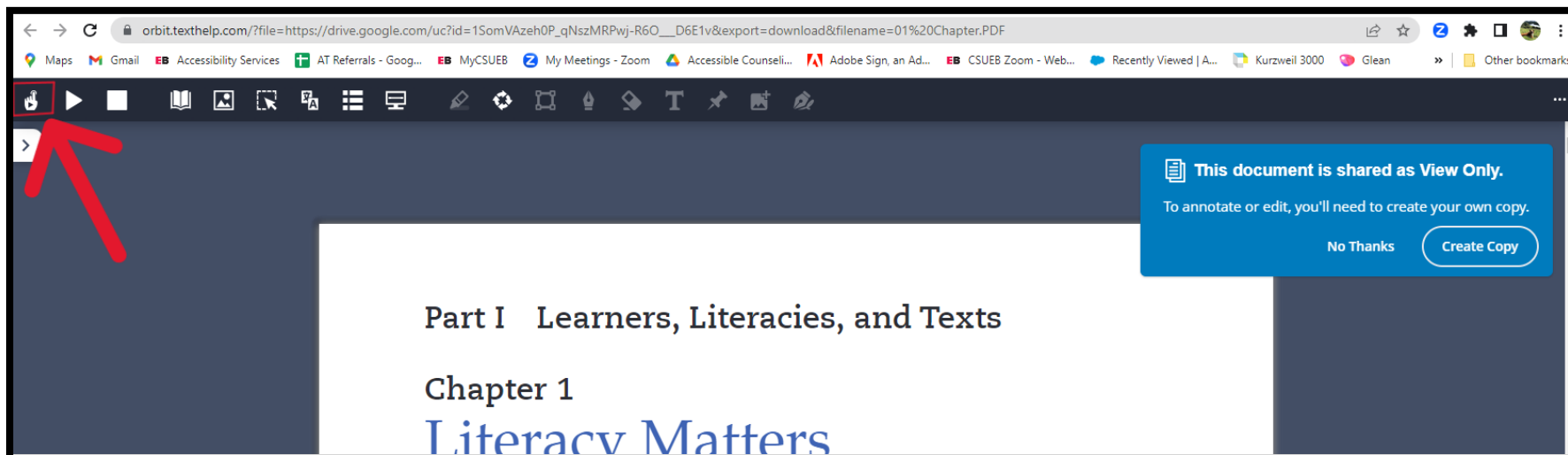
A red arrow points to the "Full PDF.pdf" file at the bottom of the list.

- c. Double click to open up the PDF File
- i. Click “**Open With**” and choose **OrbitNote**.
1. [If you have not installed OrbitNote on your Google Chrome Browser, you can do so here.](#)



## 5. Use “Click to Speak” to begin the text to speech feature



- Click on the “Click to Speak” icon 
- Click on text to begin using the text to speech

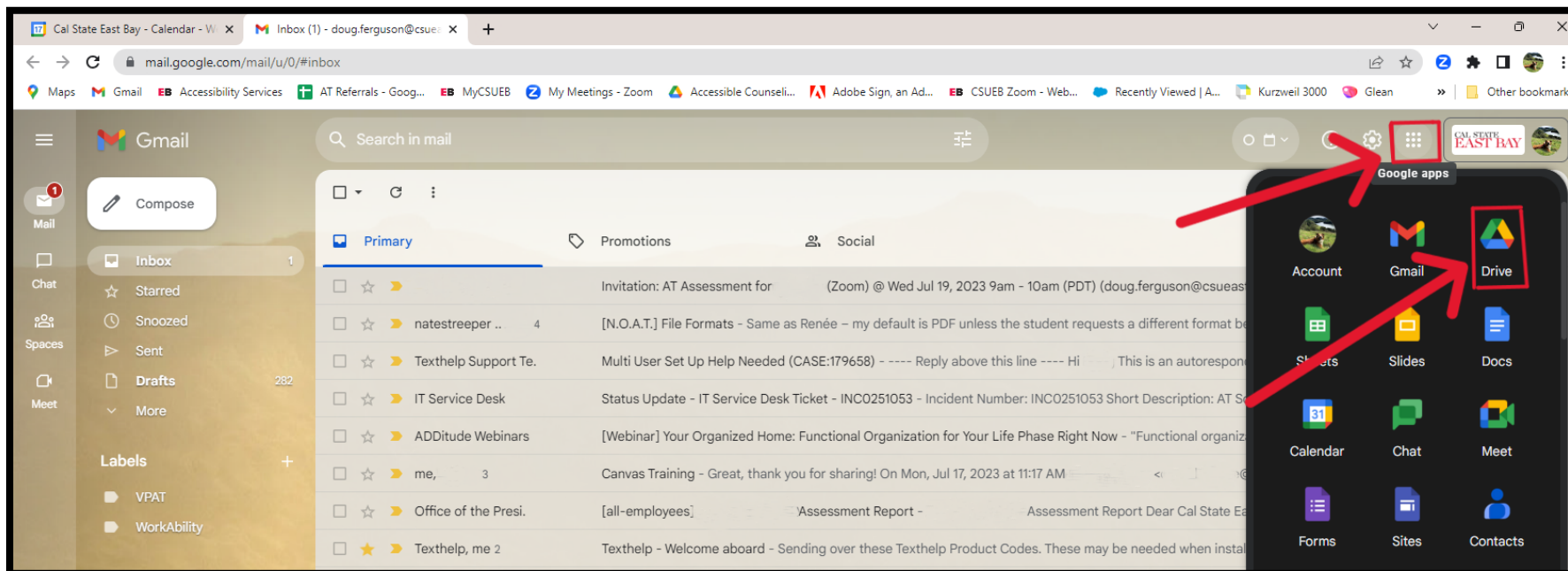


Since the document is in **View Only** mode, you will be able to use any features that do not alter the document, such as the touch to speech, dictionary, translator, etc.

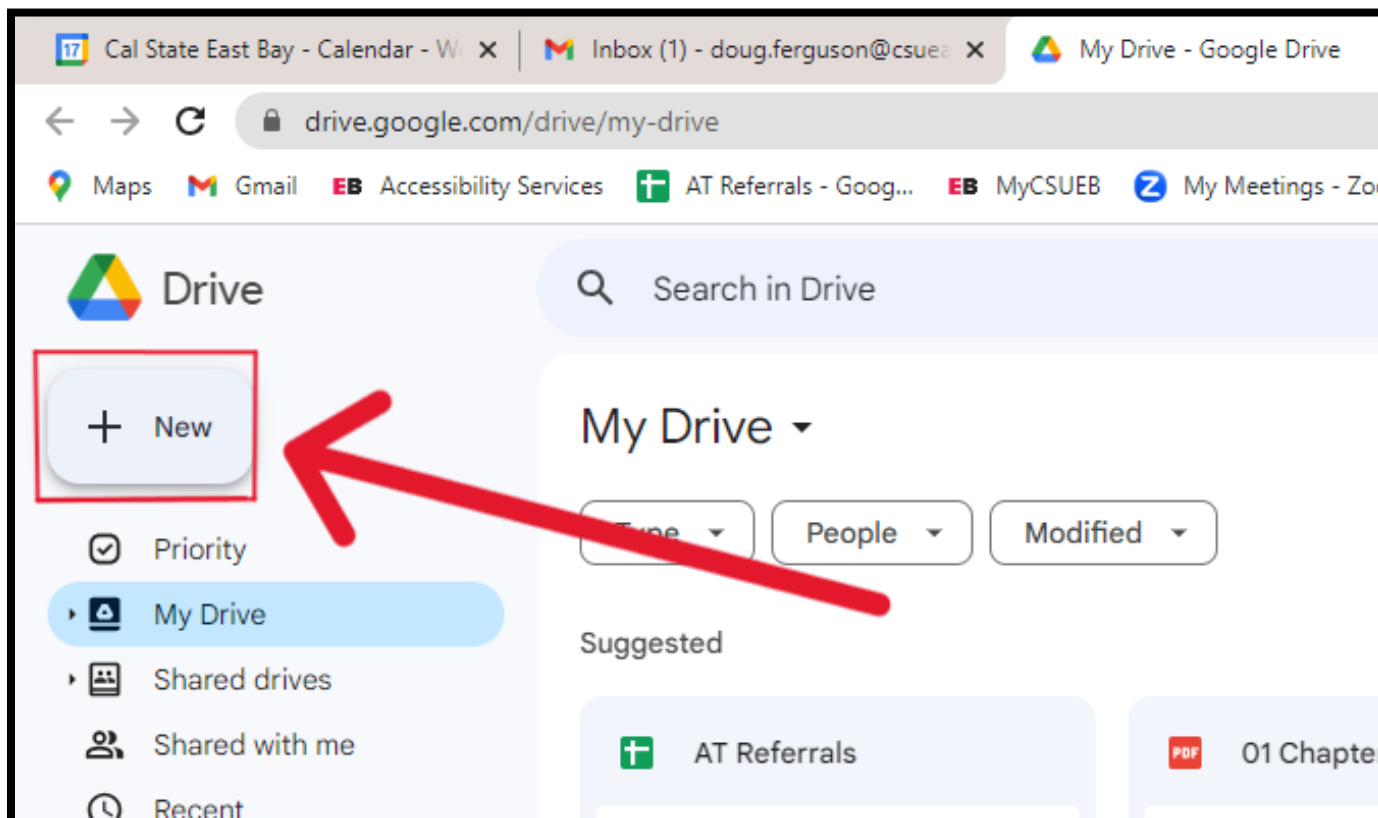
However if you would like to use the highlighters, text, freehand drawing, etc., you will need to “**Create a Copy**” of the document in a separate folder in your Google Drive. To do so, please follow **STEPS 6 - 10** on the next page or reach out to [atstudent@csueastbay.edu](mailto:atstudent@csueastbay.edu) or (510) 885-4346 for 1:1 assistance.

## To Use All Features within OrbitNote (Optional)

6. Open up your Google Drive
  - a. Go to your **Horizon Student Gmail Inbox**
  - b. Click on the **Google Apps** icon 
  - c. Click on **Google Drive** 

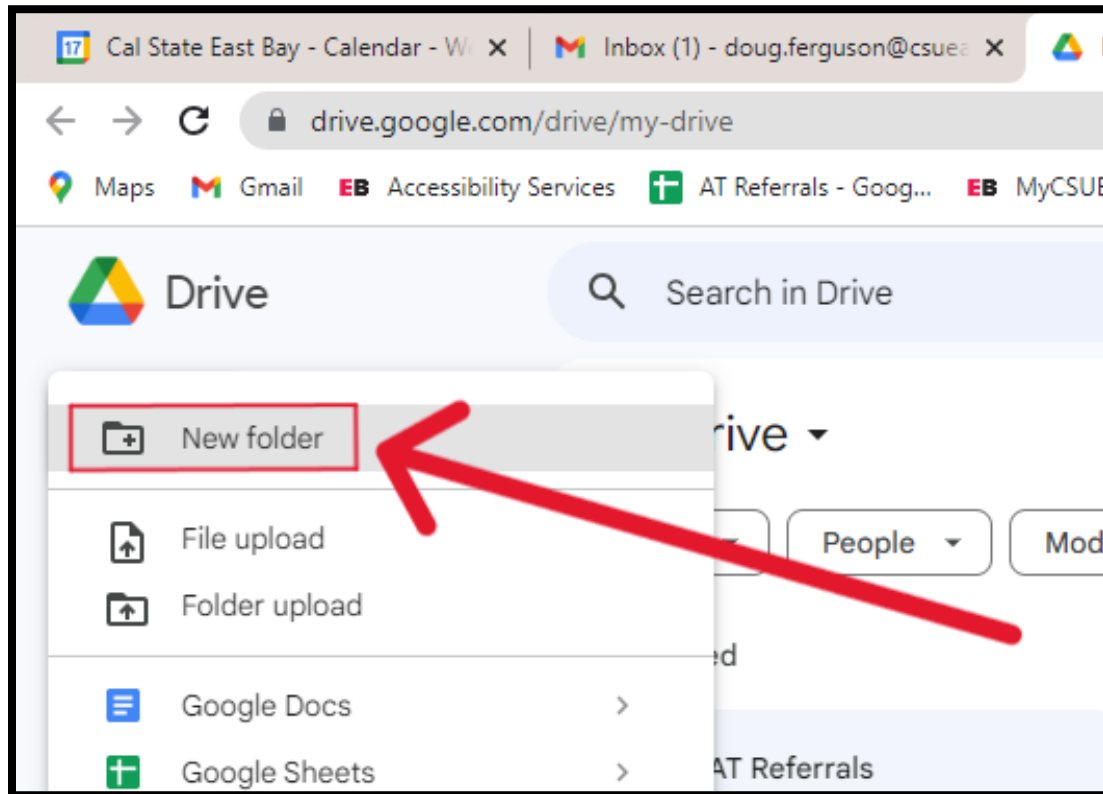


7. Create a new Google Drive Folder
  - a. Click "New"

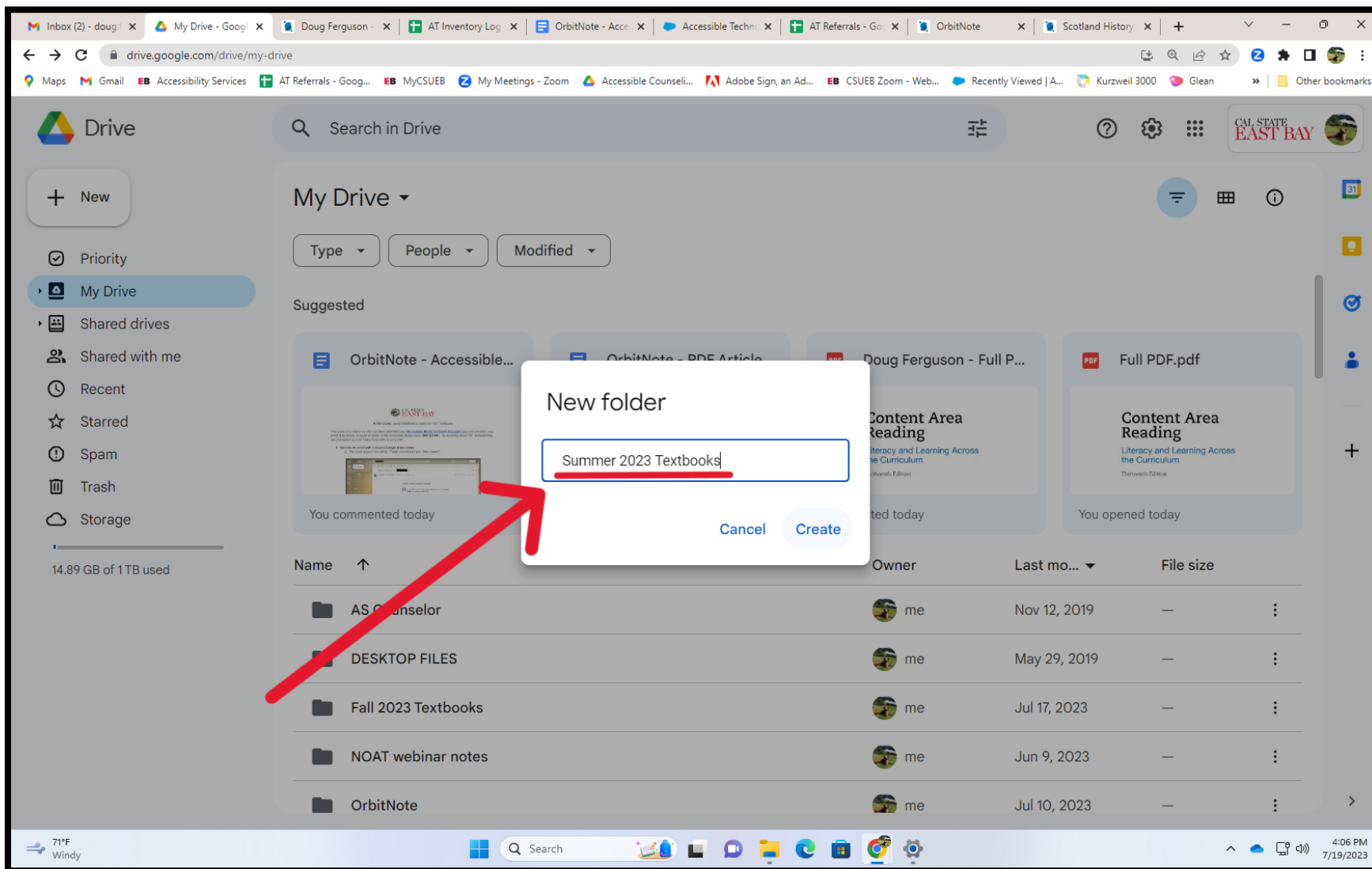




b. Click “New folder”



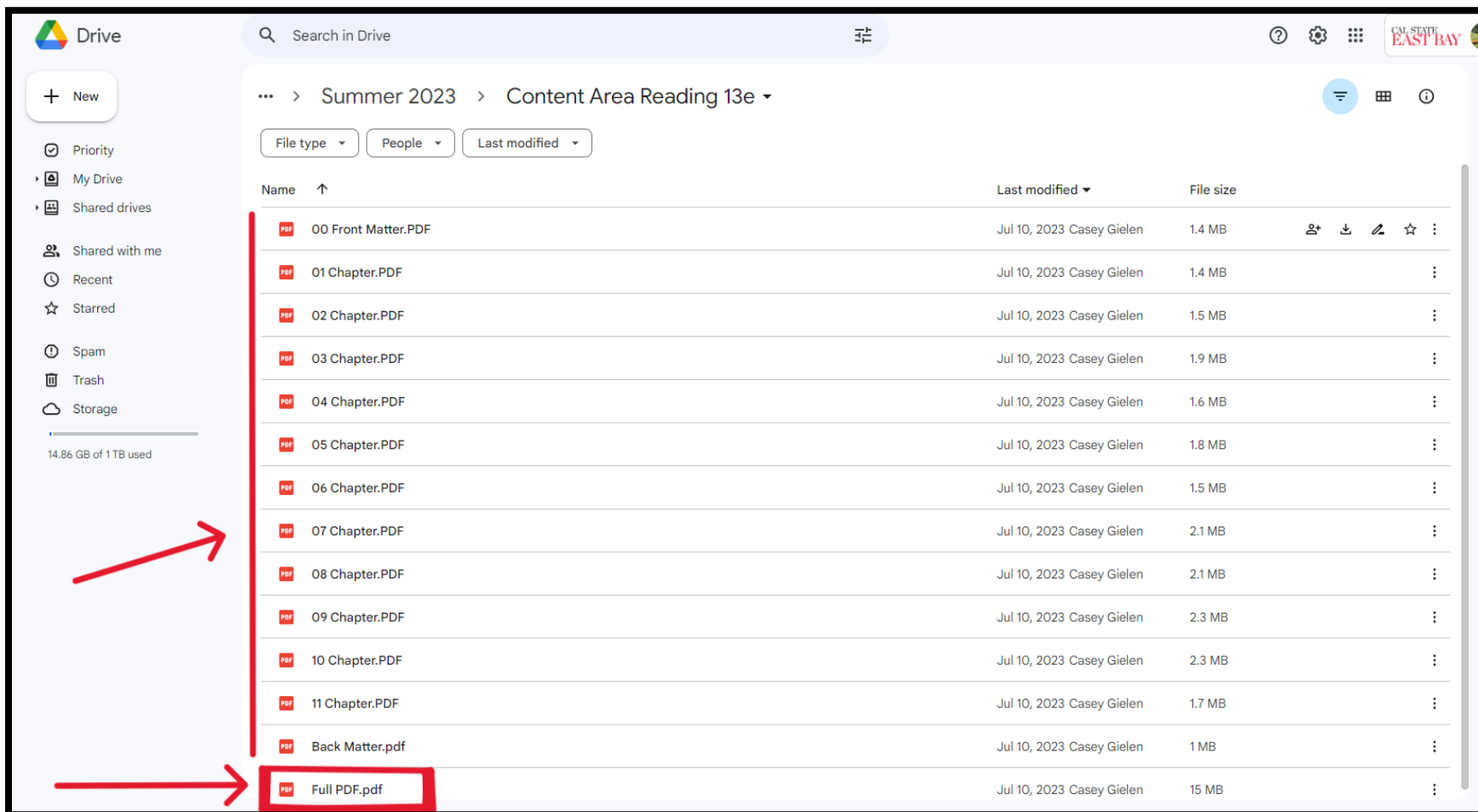
c. Name your new folder and click “Create”



The screenshot shows the Google Drive web interface. A 'New folder' dialog box is open in the center, with the text 'Summer 2023 Textbooks' entered in the input field. A red arrow points from the 'New' button in the left sidebar to the dialog box. The background shows the 'My Drive' section with a list of folders and files. The Windows taskbar is visible at the bottom, showing the time as 4:06 PM on 7/19/2023.

Name	Owner	Last modified	File size
AS Counselor	me	Nov 12, 2019	—
DESKTOP FILES	me	May 29, 2019	—
Fall 2023 Textbooks	me	Jul 17, 2023	—
NOAT webinar notes	me	Jun 9, 2023	—
OrbitNote	me	Jul 10, 2023	—

## 8. Open a PDF file in OrbitNote as seen in step 4a and 4b



Drive

Search in Drive

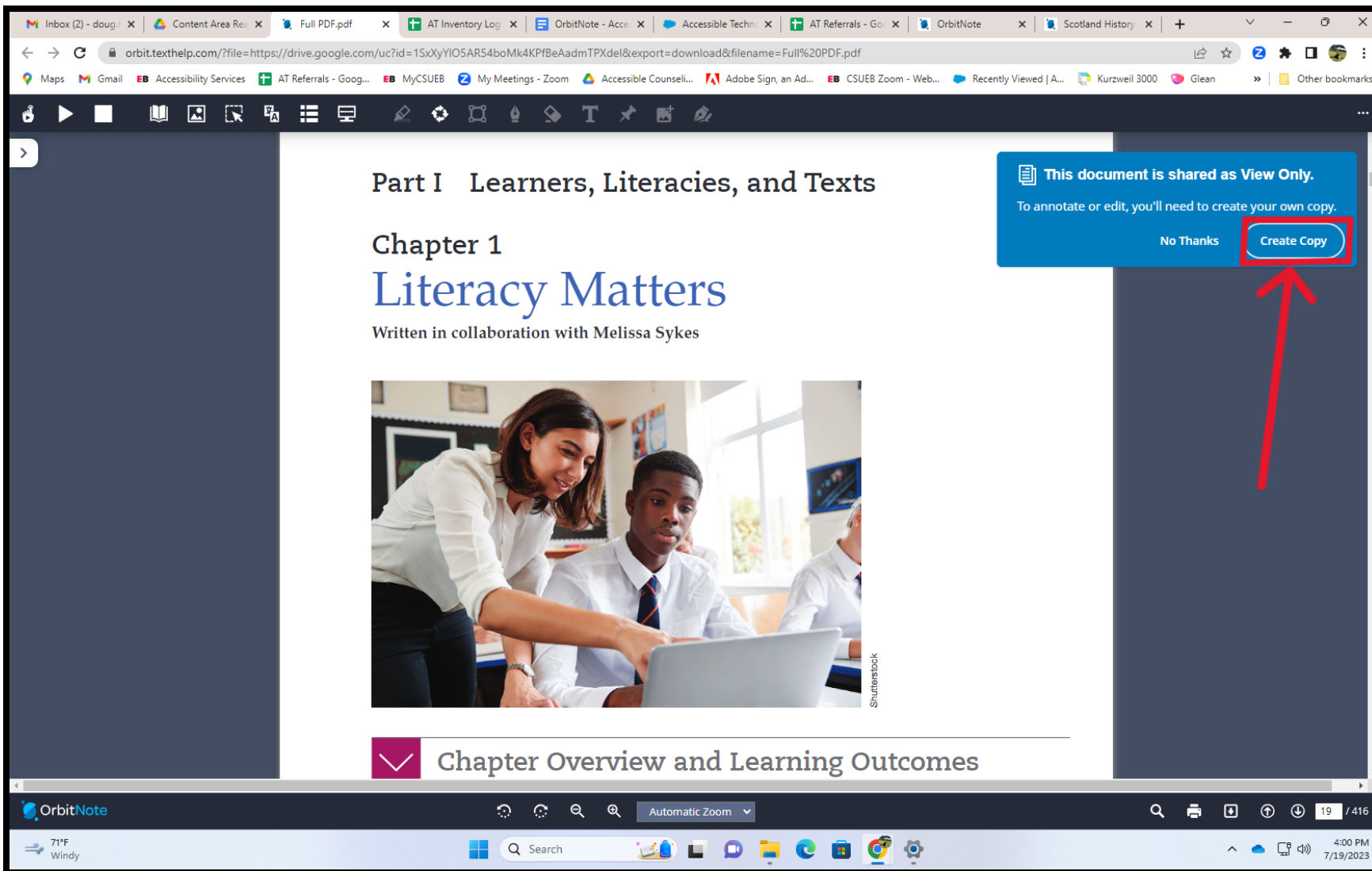
Summer 2023 > Content Area Reading 13e

File type People Last modified

Name	Last modified	File size
00 Front Matter.PDF	Jul 10, 2023 Casey Gielen	1.4 MB
01 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.4 MB
02 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.5 MB
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10 Chapter.PDF	Jul 10, 2023 Casey Gielen	2.3 MB
11 Chapter.PDF	Jul 10, 2023 Casey Gielen	1.7 MB
Back Matter.pdf	Jul 10, 2023 Casey Gielen	1 MB
<b>Full PDF.pdf</b>	Jul 10, 2023 Casey Gielen	15 MB

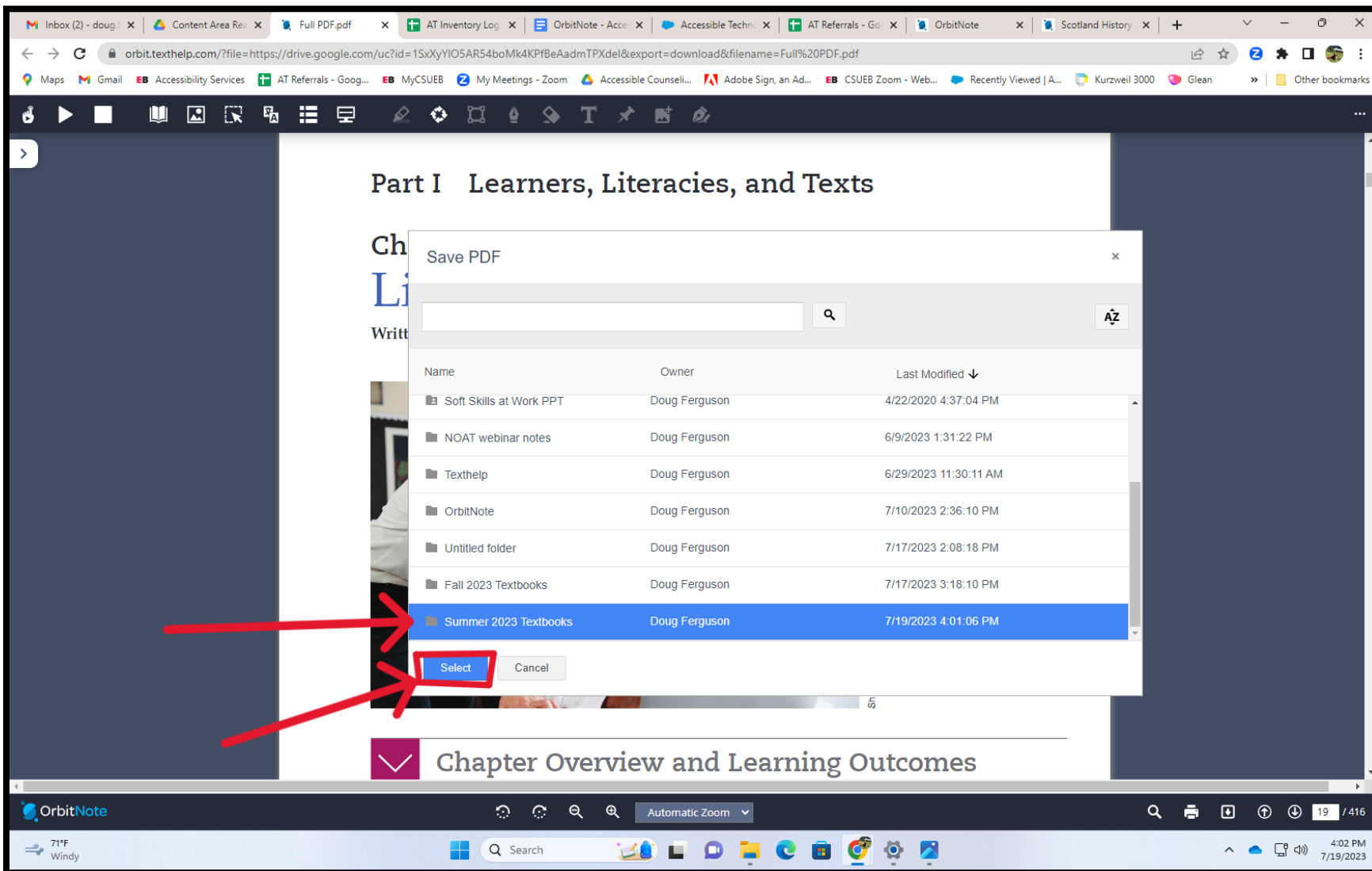
14.86 GB of 1 TB used

9. Click “Create Copy.”



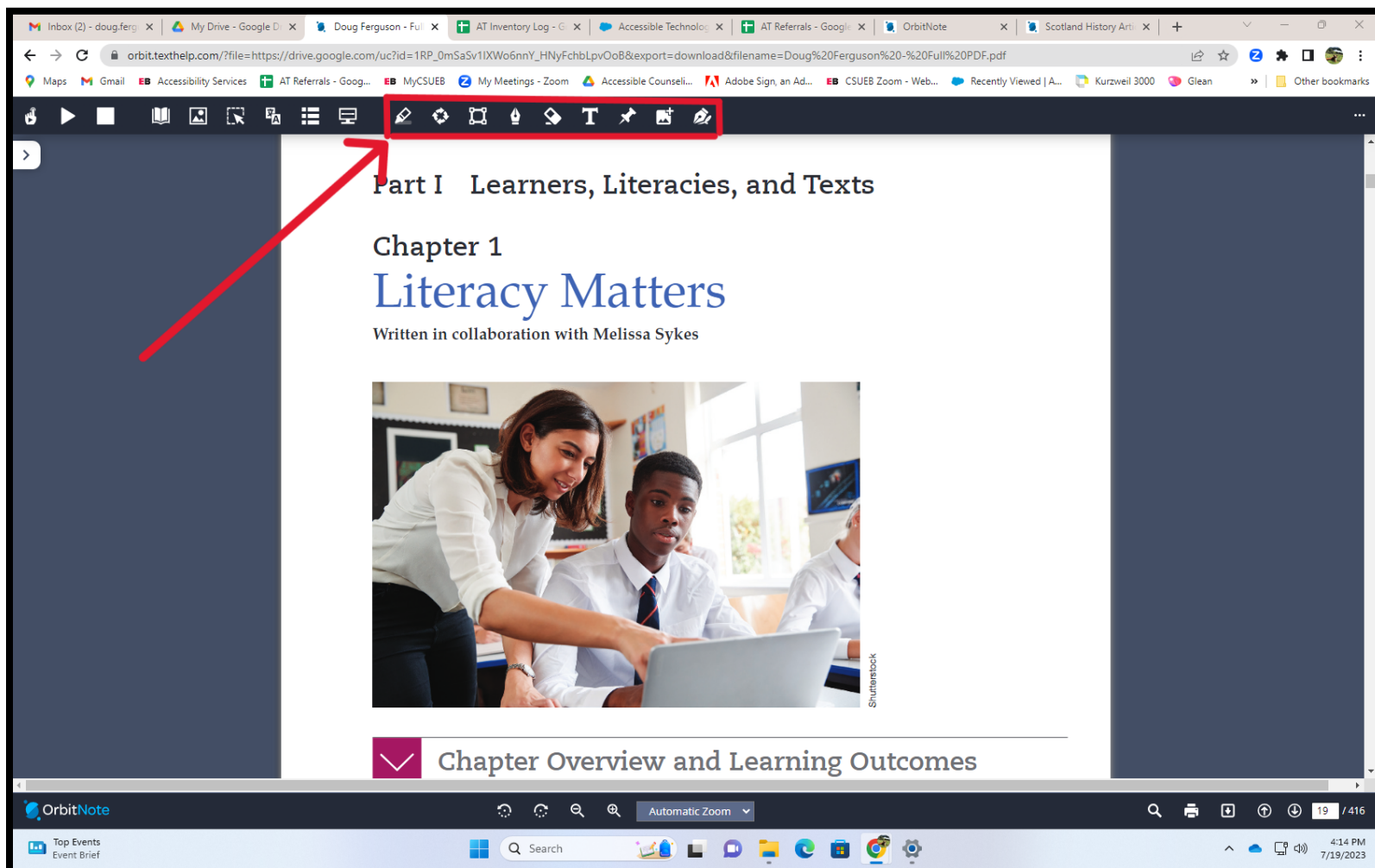
The screenshot shows a web browser window displaying a PDF document. The document title is "Part I Learners, Literacies, and Texts" and the chapter title is "Chapter 1 Literacy Matters". A blue notification box in the top right corner contains the text "This document is shared as View Only. To annotate or edit, you'll need to create your own copy." and two buttons: "No Thanks" and "Create Copy". A red arrow points to the "Create Copy" button. The browser's address bar shows the URL "orbit.texthelp.com/?file=https://drive.google.com/uc?id=15xXyYIO5AR54boMk4KPFBeAadmTPXdel&export=download&filename=Full%20PDF.pdf". The Windows taskbar at the bottom shows the time as 4:00 PM on 7/19/2023.

10. Save your document in your new Google Drive folder.



**11. Now all OrbitNote features are available for this document.**

- a. The now available features in the red highlighted box in the image include: highlighters, collect highlights, shapes, freehand draw, eraser, text, pushpin, insert image, and digital signature.



The screenshot displays the OrbitNote application interface. At the top, a browser window shows the URL: `orbit.texthelp.com/?file=https://drive.google.com/uc?id=1RP_0mSa5v11XWo6nnY_HNyFchbLpvOoB&export=download&filename=Doug%20Ferguson%20-%20Full%20PDF.pdf`. Below the browser window is the OrbitNote toolbar, which contains various editing tools. A red box highlights the following tools: a highlighter, a collection of highlights, a shape tool, a freehand drawing tool, an eraser, a text tool, a pushpin, an insert image tool, and a digital signature tool. A red arrow points from the highlighted toolbar area towards the document content. The document content shows the title "Part I Learners, Literacies, and Texts", "Chapter 1 Literacy Matters", and "Written in collaboration with Melissa Sykes". Below the text is an image of a teacher and a student looking at a laptop. At the bottom of the document, there is a section titled "Chapter Overview and Learning Outcomes". The OrbitNote interface also includes a search bar, a "Top Events" section, and a system tray at the bottom right showing the time as 4:14 PM on 7/19/2023.



## 12. Learn OrbitNote's features

- a. If you would like to learn more about the different features of OrbitNote you can check out this [Youtube Training Video Playlist](#) or the [OrbitNote Training Guide](#).
- b. You may also contact the **Assistive Technology Office** at [atstudent@csueastbay.edu](mailto:atstudent@csueastbay.edu) or (510) 885-4346 to request 1:1 support.