**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)."
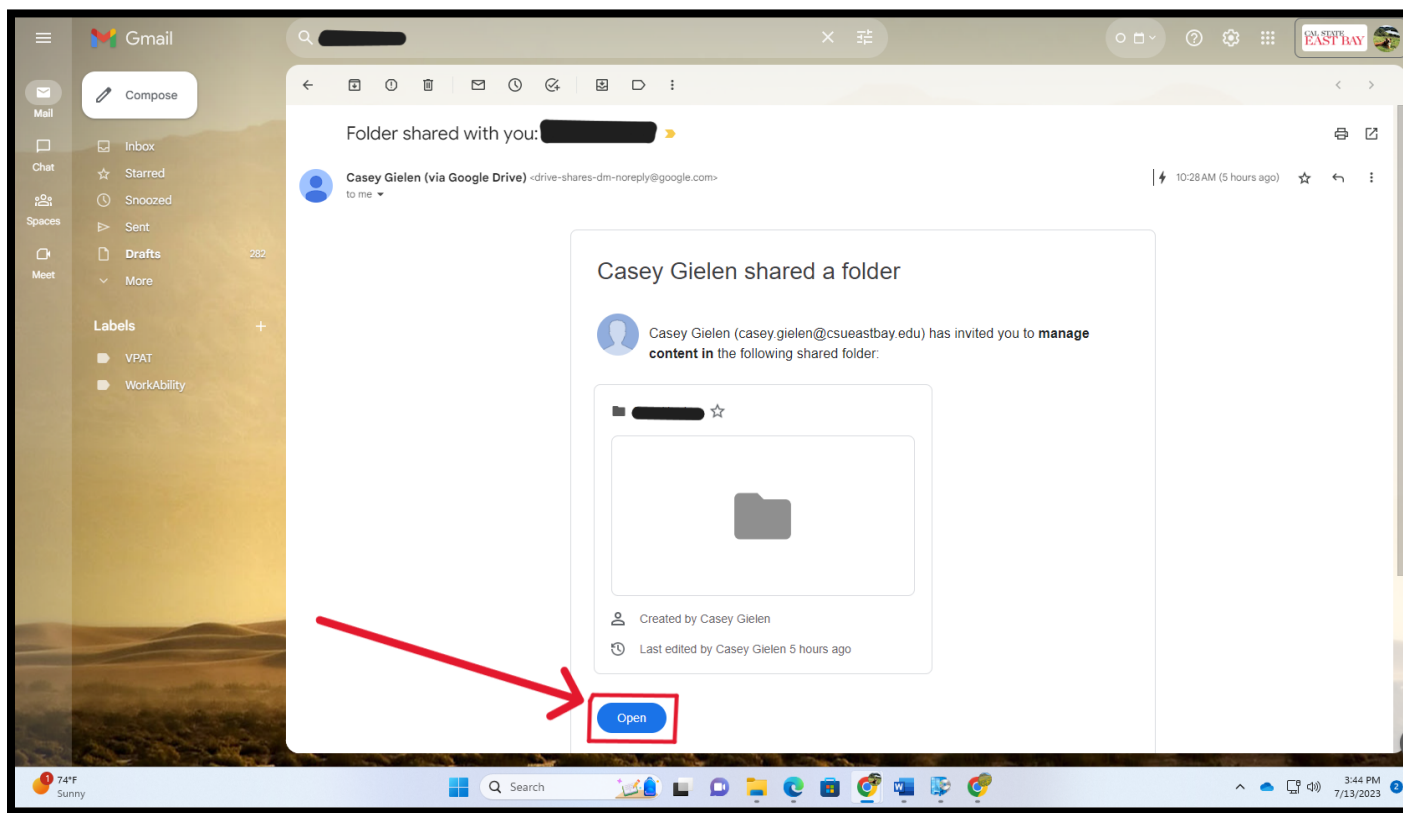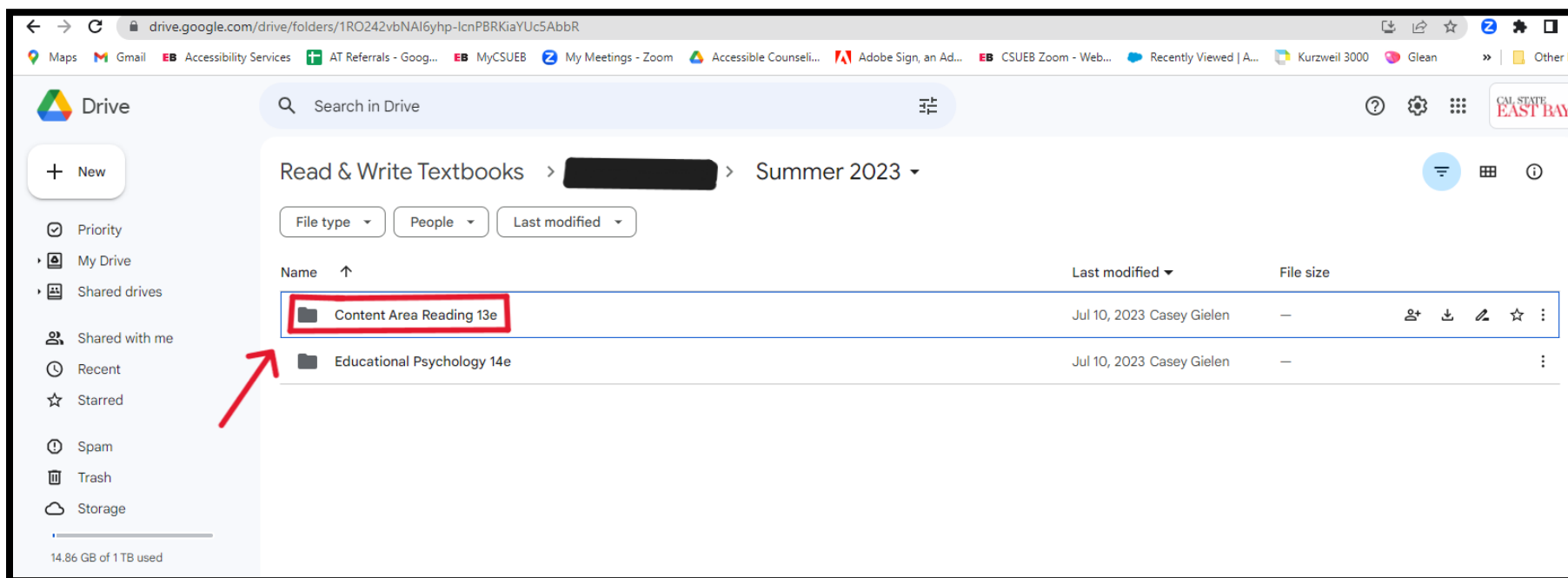
2. Open the shared Google Drive Folder

a. You will find a folder for each term you have requested books. ex: "Summer 2023, Fall 2023, Spring 2024, etc."

b. Click to open on the term.
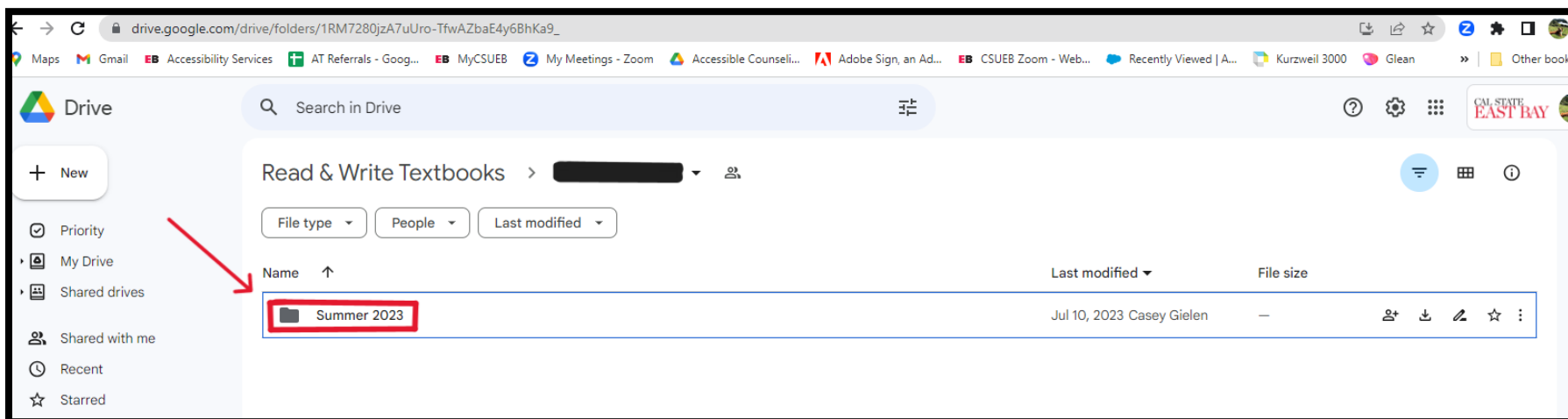
3. Click to Open your Textbook
    a. Within each term folder, you will find folders for each textbook you have requested.
    b. If you do not see your textbook, then either you still need to share your textbook receipt with alternate.media@csueastbay.edu or your instructor has not yet confirmed their textbooks.

4. Inside are PDF files for each chapter of the textbook, and a PDF file of the entire textbook
   a. The **PDF chapter files** may be easier to navigate through in OrbitNote.
   b. The **PDF of the entire textbook** may be helpful for searching for keywords throughout the text.
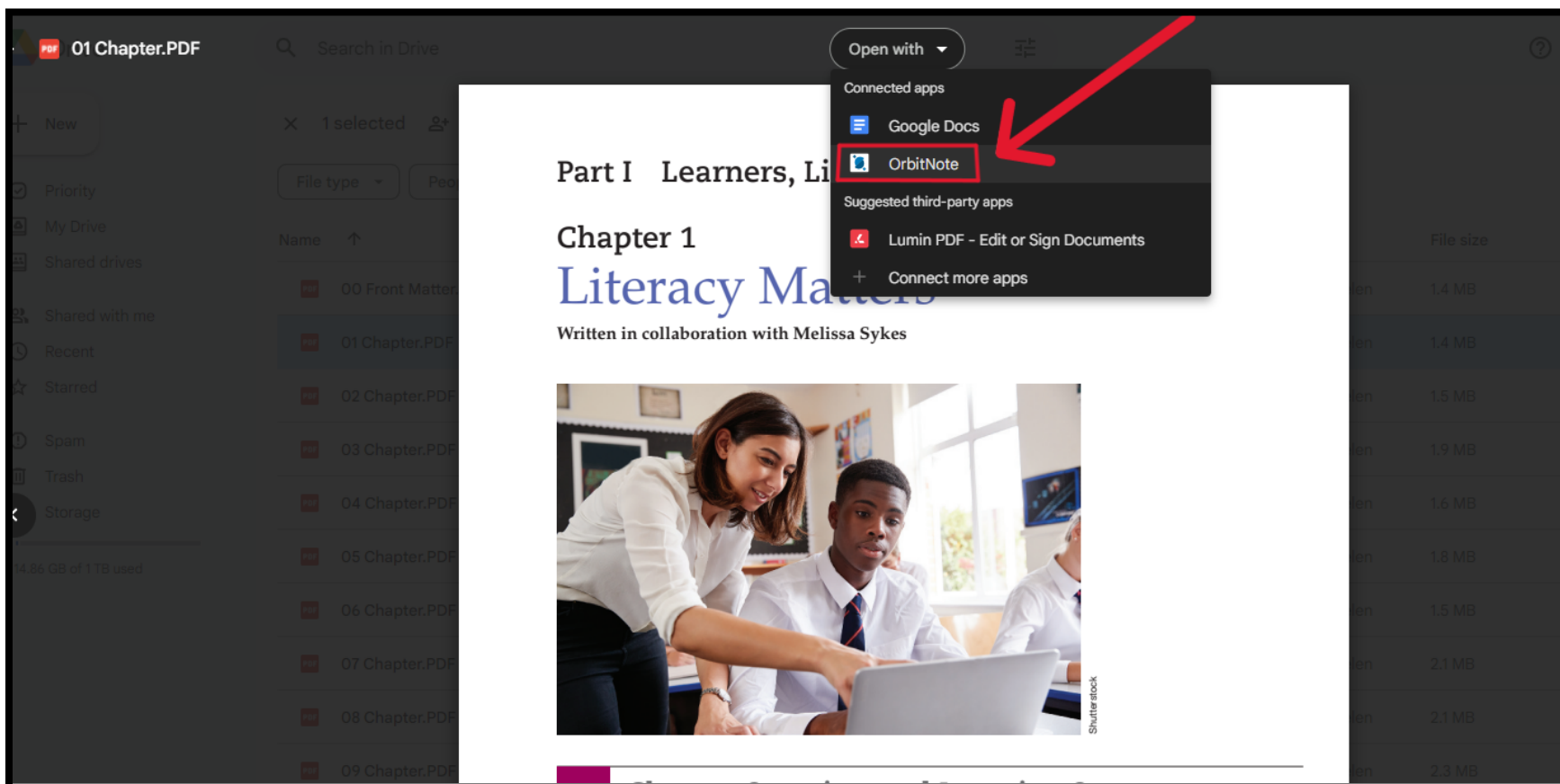
c. Double click to open up the PDF File
    i. Click "**Open With**" and choose **OrbitNote.**
        1. *If you have not installed OrbitNote on your Google Chrome Browser, you can do so here.*

5. **Use "Click to Speak" to begin the text to speech feature**

    a. Click on the "**Click to Speak**" icon

   b. Click on text to begin using the text to speech
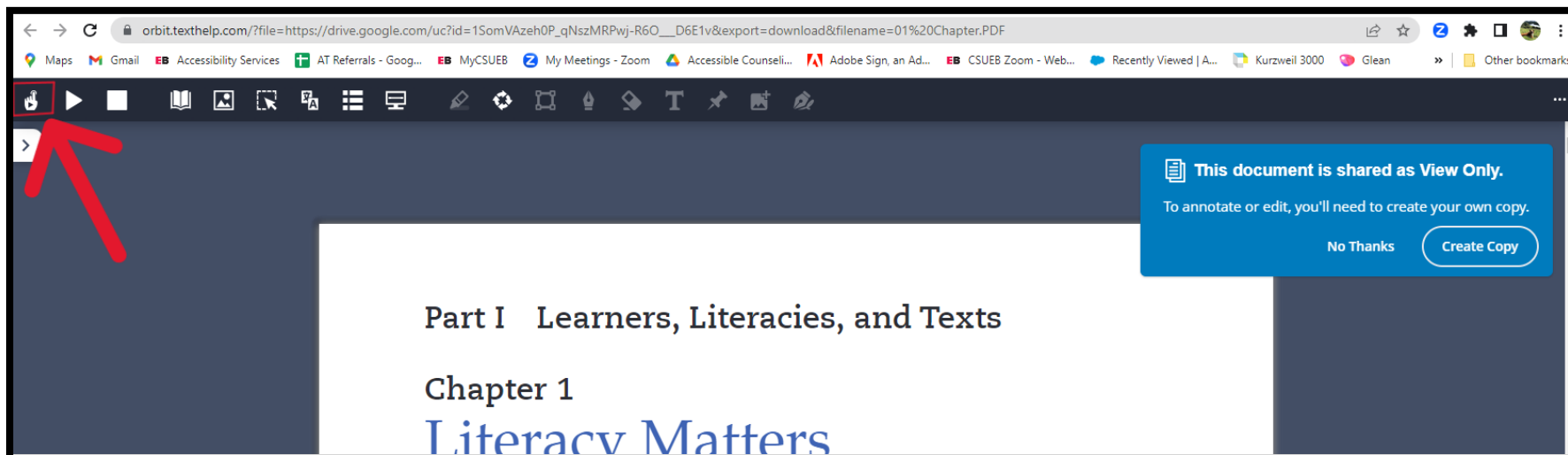
Since the document is in **View Only** mode, you will be able to use any features that do not alter the document, such as the touch to speech, dictionary, translator, etc.
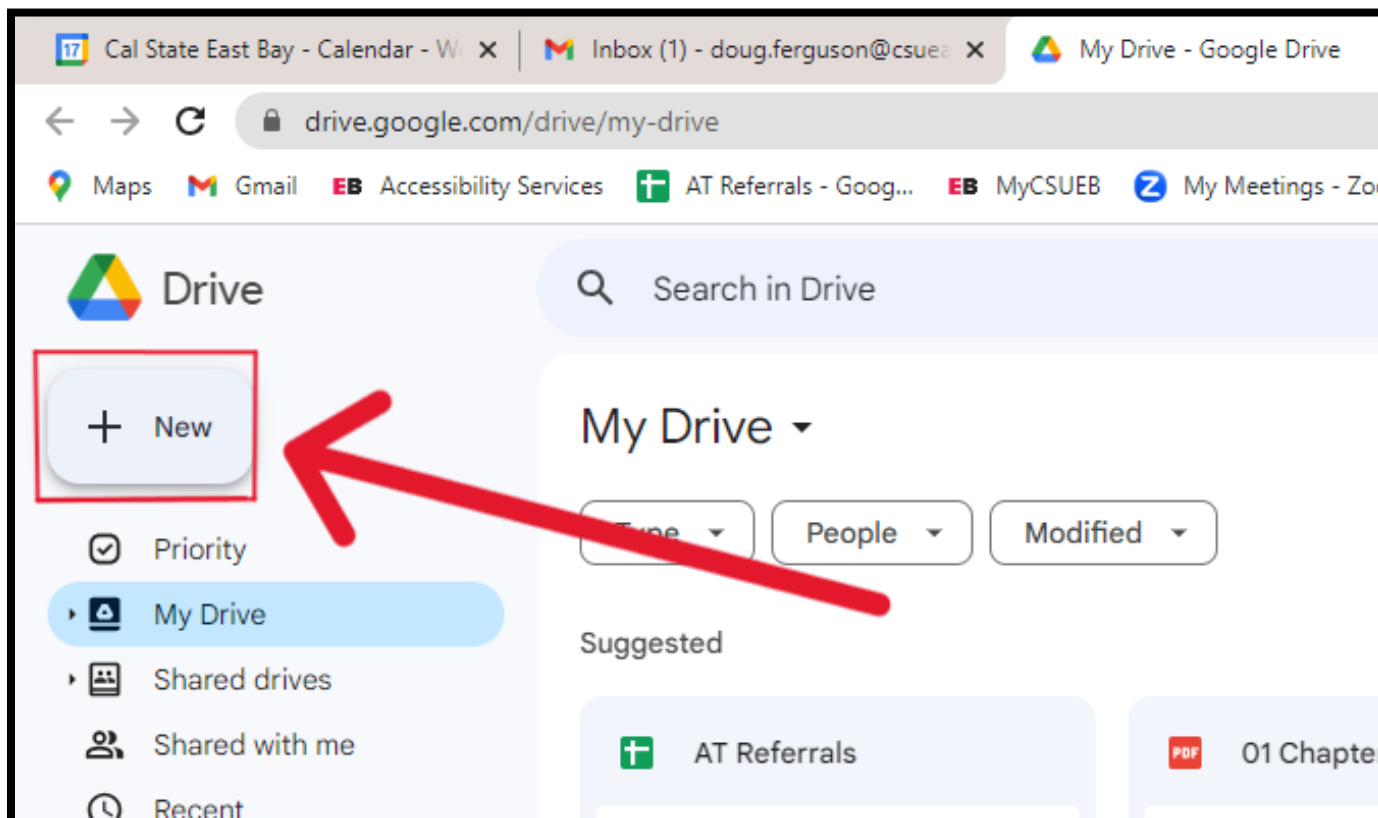
However if you would like to use the highlighters, text, freehand drawing, etc., you will need to "**Create a Copy**" of the document in a separate folder in your Google Drive. To do so, please follow **STEPS 6 - 10** on the next page or reach out to atstudent@csueastbay.edu or (510) 885-4346 for 1:1 assistance.

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To Use All Features within OrbitNote (Optional)

6. **Open up your Google Drive**
   a. Go to your **Horizon Student Gmail Inbox**
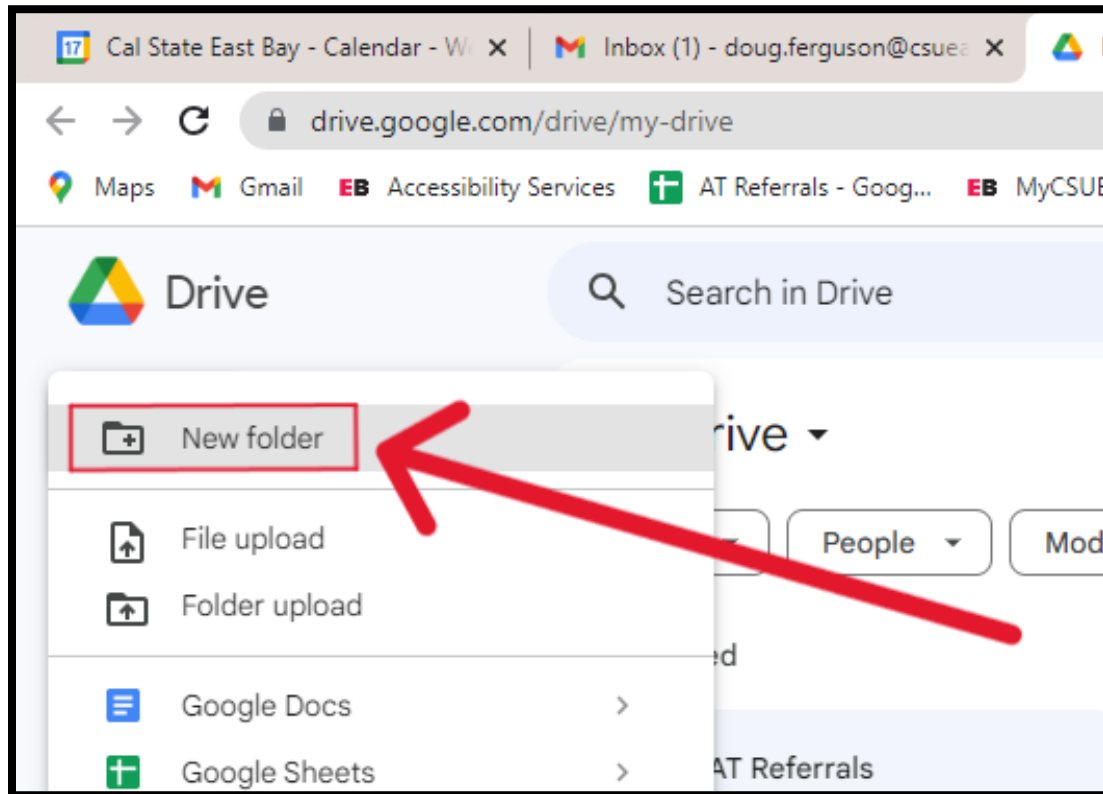   b. Click on the **Google Apps** icon ⚏
   c. Click on **Google Drive** 🔺
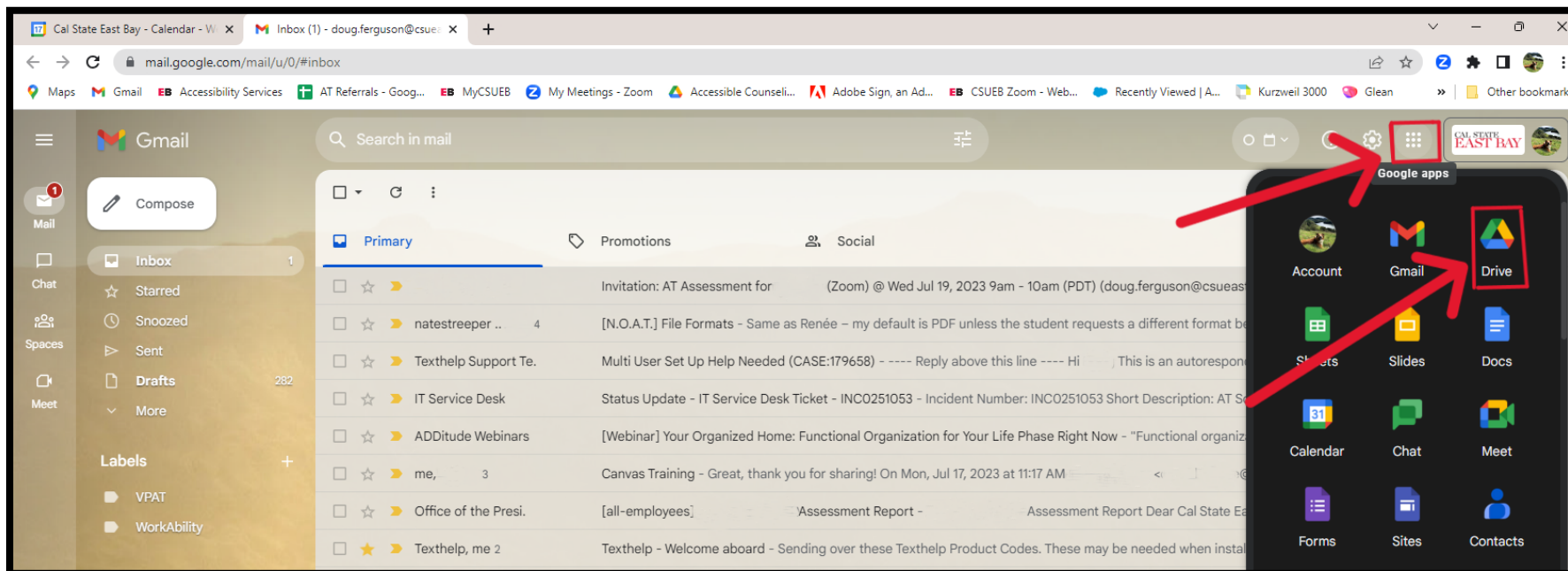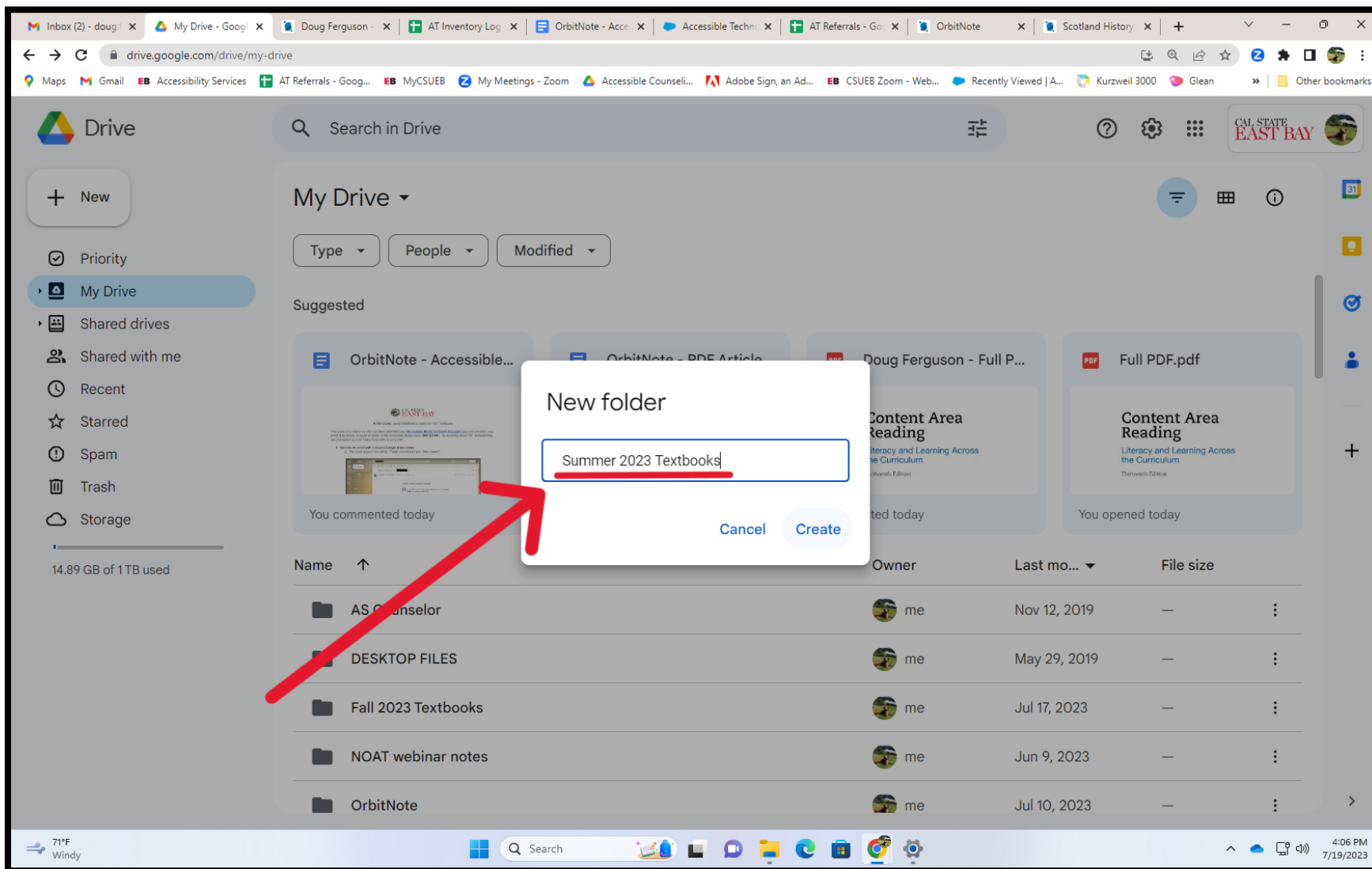
7. Create a new Google Drive Folder
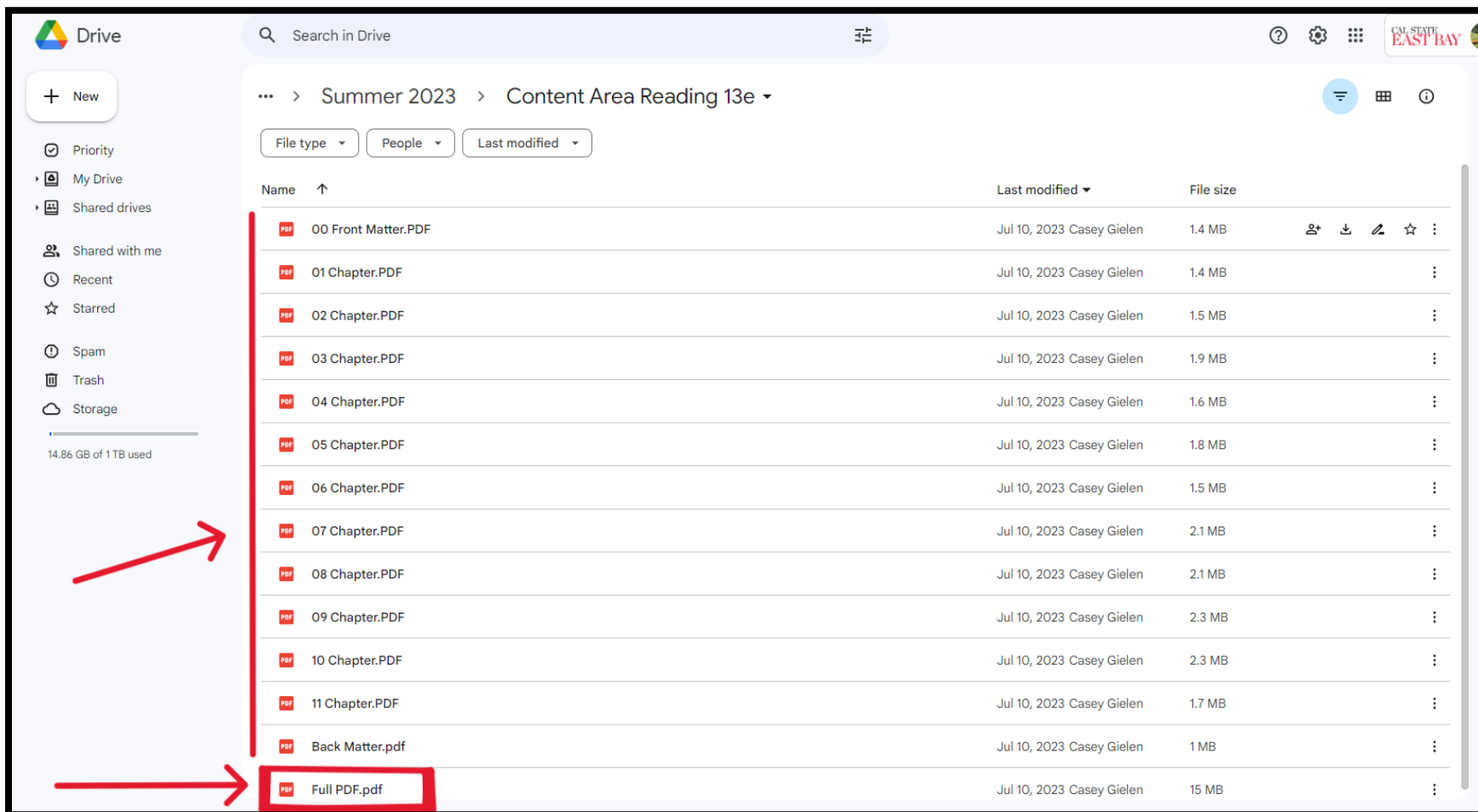
    a. Click "**New**"

b. Click "**New folder**"

c. Name your new folder and click "**Create**"

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

9. Click "Create Copy."

10. **Save your document in your new Google Drive folder.**
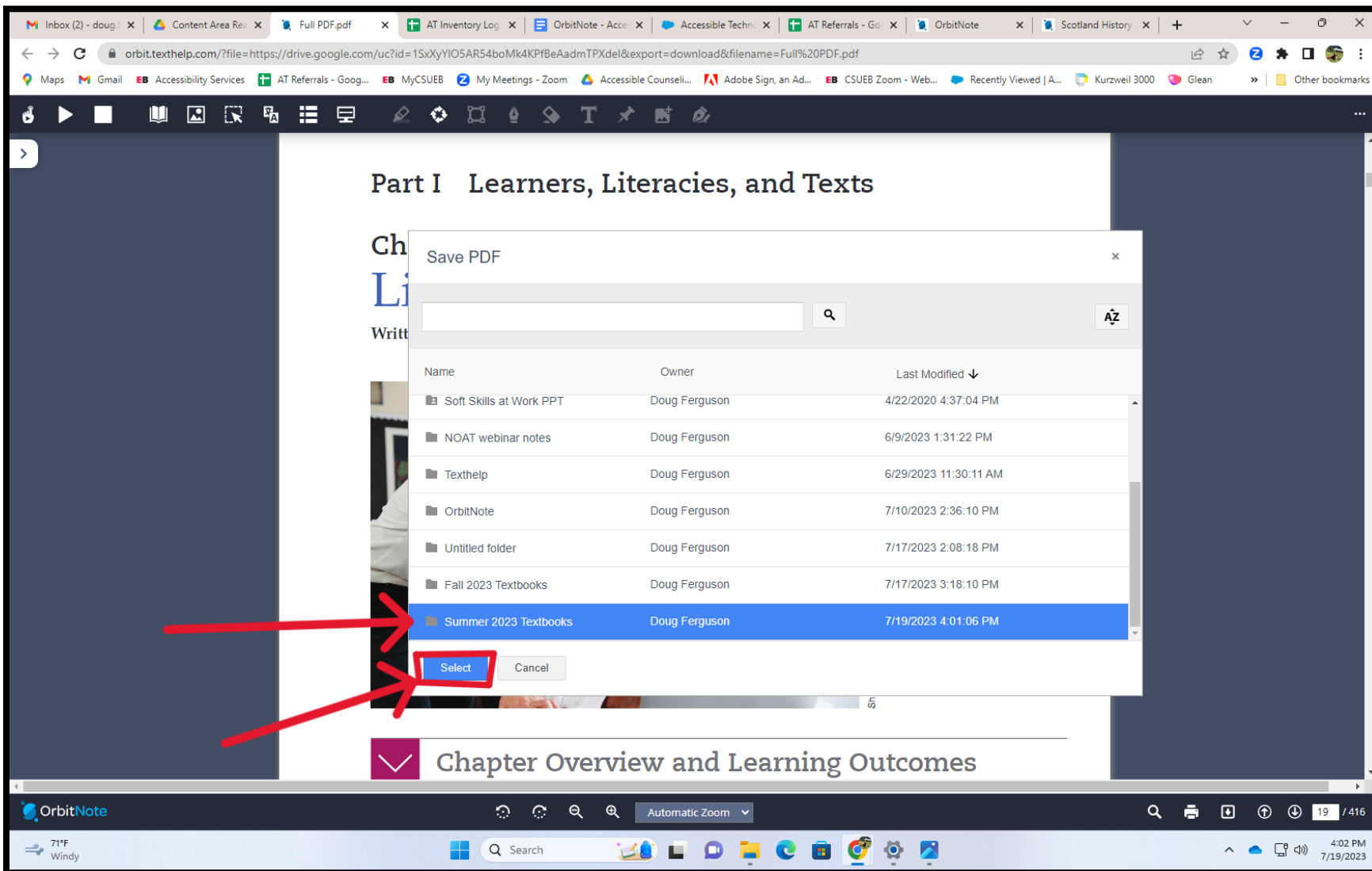
11. Now all OrbitNote features are available for this document.

    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.

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