



Working with PDF files

PDF files have varying levels of OCR conversion. As a result there may be challenges with having the text being readable with Google Read&Write for Chrome.

* To enable text accessibility, from the Chrome Webstore, get:

1.  Read&Write for Google Chrome™
Offered by: texthelp.com

<http://tiny.cc/0lgfmz>



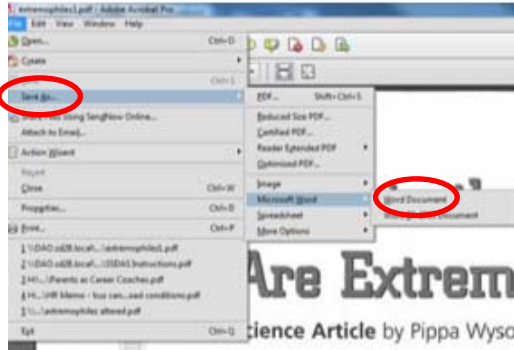
2.  Texthelp PDF Reader
Offered by: <https://pdf.texthelp.com>

<http://tiny.cc/mtgfmz>

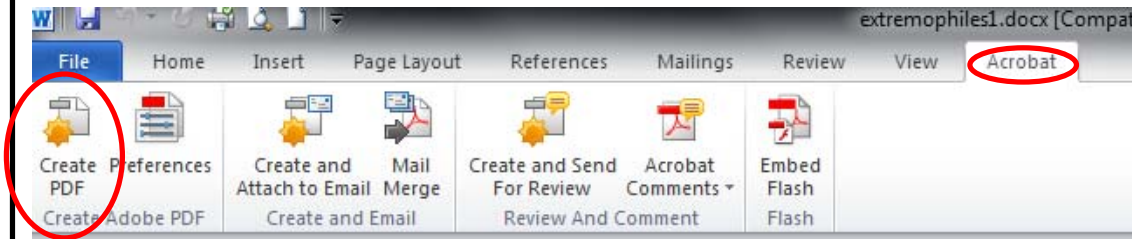
When both of these extension tools are enabled, accessible pdf files from ARC-BC (<https://www.arc-bc.org/>) work great! Jump to step 6 of ***Instructions for PDF Files***.

Scanned documents need OCR conversion. Start at Step 1 of ***Instructions for PDF Files***.

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.

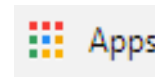


Quick keys for reading:

(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

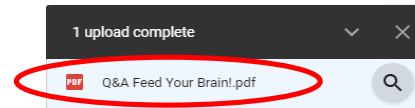
7. Click "New", select "File Upload" and find the pdf document that you saved.



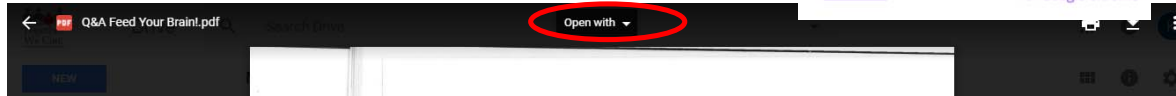
Drive

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 features, each labeled with a red arrow:

- click to speak
- dictionaries
- play/pause/stop
- screenshot reader
- translate
- vocabulary list builder
- typewriter toolbar (for inserting comments)
- shapes tool
- Settings toolbar
- Options (circled in red)
- Help & Support
- Send feedback
- Texthelp.com
- Sign out
- highlighter toolbar
- freehand drawing
- collect highlights
- clear highlighters
- highlighters

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"

The image shows a browser window with the Read & Write for Google Chrome extension installed. The toolbar is visible, and the 'Options' menu is open. Red arrows and circles highlight specific elements: the 'Open with' dropdown in the browser, the three-dot menu icon, and the 'Options' menu item. The toolbar contains various icons for different tools, each labeled with its function. The 'Options' menu includes 'Help & Support', 'Send feedback', 'Texthelp.com', and 'Sign out'. A blue note at the bottom right explains the purpose of the 'Options' menu.

Toolbar

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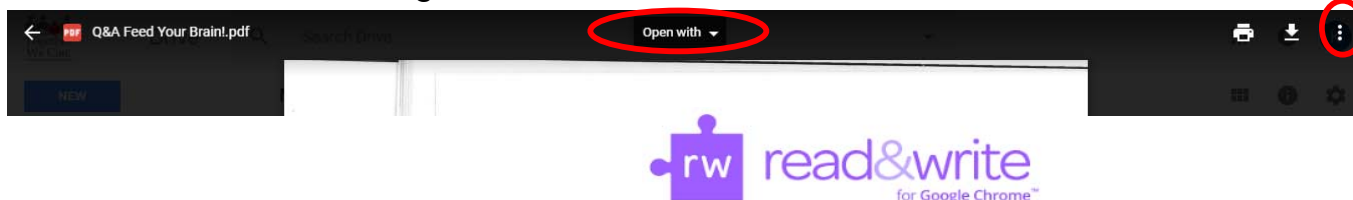
Settings toolbar

- Options
- Help & Support
- Send feedback
- Texthelp.com
- Sign out

**** 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

dictionnaires
jouer-arrêt
lecteur d'écran
traducteur
liste de vocabulaire
annotations (pour insérer les commentaires)

cliquer pour lire à haute-voix
surbrillances
effacer
rassembler les marqueurs
dessiner
les formes

Options
Paramètres

Help & Support
Send feedback
Texthelp.com
Sign out

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

The image shows the Texthelp PDF Reader interface. At the top, there is a logo and the text 'Texthelp PDF Reader' and 'La Barre d'outils'. Below this is a toolbar with various icons. Red lines connect these icons to labels: 'dictionnaires' (dictionary), 'jouer-arrêt' (play/pause), 'lecteur d'écran' (screen reader), 'traducteur' (translator), 'liste de vocabulaire' (vocabulary list), 'annotations (pour insérer les commentaires)' (annotations), 'cliquer pour lire à haute-voix' (click to read aloud), 'surbrillances' (highlighting), 'effacer' (erase), 'rassembler les marqueurs' (gather markers), 'dessiner' (draw), and 'les formes' (shapes). To the right, there is a settings menu with 'Options' circled in red and 'Paramètres' next to it. Below the settings menu, there are links for 'Help & Support', 'Send feedback', 'Texthelp.com', and 'Sign out'. A note at the bottom right says '** pour choisir une voix française et changer la langue**' with a red arrow pointing to the 'Options' menu.