OrbitDoc
Quick Reference Guide 08.21

Tool	Symbol	How it works
Text to Speech	▶	Reads text aloud with dual color highlighting and natural-sounding voices. To use, select some text and click the Play button.
Click to Speak	👆	Reads text aloud by simply clicking on it. When the feature is on, the button is highlighted in pink. Click again to turn off.
Highlights	✏	Allows users to highlight and color code sections of text on a page, to facilitate summarizing, categorizing and higher order skills. Highlight some text, and then click the Highlighter icon to choose from four colors. Select some highlights and click the Erase icon to remove.
Collect Highlights	♻	Collects your highlights into a new Google or Word document. Select which colors to collect, as well as how to sort them.
Shapes Drawing	⬚	Allows you to draw circles, squares, rectangles and lines with customizable colors and line thickness. Click on any shape to delete or reposition it on the page.
Freehand Drawing	✒	Allows you to scribble or freehand draw on touch device or with your mouse. Includes Undo and Redo options to use while drawing.
Eraser	◇	Click and drag to erase both freehand drawing and shapes from your document.
Text Annotation	T	Allows you to type text directly on your document. Great for note-taking and completing worksheets. Click the icon and then click where you'd like to place your annotation. Click away to save the annotation.
Pushpin Annotation	📌	Allows you to insert notes, instructions or helpful hints on your document. Leaves a red pushpin icon wherever the annotation was made. Click the icon and then click where you'd like to place your annotation. Click away to save the annotation.
Comments	💬	Adds a side comment to your document for communicating and collaborating with other users. Includes options to add voice notes, images and links (for Google users only). To use, select some text and then click the Comment icon.

Voice Note	▶	Allows you to record up to one minute of your voice inside a comment. To use, select some text and then click the Comment icon. Then choose the Voice Note option to begin recording. Available for Google users only.
Share to Classroom	👤	Allows teachers to create an assignment in Google Classroom. Once shared or posted to the class, students can open the assignment from Classroom and use OrbitDoc to read, respond, and hand in.
More Menu	●●●	Access the Settings menu, OrbitDoc dashboard, feedback form, support site and other options.

Additional Read&Write features in OrbitDoc

Tool	Symbol	How it works
Prediction		Provides word suggestions as you type in Comments and Text/Pushpin Annotations. Hover over word suggestions to hear aloud. Click on a word or click Ctrl + the number next to the word you'd like to insert.
Talk&Type	🎧	Allows you to dictate into Comments and Text/Pushpin Annotations using a microphone.
Talking Dictionary	📖	Provides definitions to improve comprehension and writing. Definitions can even be read aloud. Highlight a word and click the icon. Click the Play button next to each definition to have it read aloud.
Picture Dictionary	🖼	Displays images from Widgit® Symbols to help support fluency and understanding.
Screenshot Reader		Converts inaccessible text to accessible text through OCR. Click the icon and then drag your mouse to draw a rectangle around any inaccessible text, to OCR it on demand.

Translator		Allows single words to be translated into a wide selection of languages. Language can be selected in the Options menu.
Vocabulary List		Builds vocabulary lists in a Google or Word document, including selected words, dictionary definitions, images from Widgit Symbols, and an editable notes column. Use colored Highlights to select words, then click icon to create vocabulary list in new doc.
Screen Masking		Tints your screen and provides a reading light that follows your mouse pointer, to help improve focus. Customize color, opacity and other options from the options menu. Use the floating control box for easy access to options or to turn this feature off.
Block Read Aloud		Allows teachers to block sections of text from being read with Text to Speech by their students. To use, select some text, click the Highlighter icon and click Block Read Aloud. Requires Google Classroom.

Videos: https://text.help/Orbitdoc
Technical Support: https://support.texthelp.com