Using WordQ for Chrome™ in the Classroom

Viewing/Editing PDF documents

Introduction

The PDF viewer/editor is an important feature within WordQ for Chrome that allows a student to get assistance with reading and writing within documents produced for this popular format. PDFs can be opened from the local computer, from cloud storage, or from the web. In the school setting, PDFs are typically assignments, worksheets, tests, or exams prepared in advance by a teacher and distributed to students, often via classroom management software such as Google Classroom.

First and foremost, PDFs contain static read-only text such as the instructions for an assignment or a question on a test or exam. However, modern PDFs can do much more than just display text that someone else wrote. Students can fill in form fields to answer questions, add text boxes with their own writing, and mark up the read-only text with highlighters, sticky notes, and other annotations. Of course, the student can edit any of these additions at any time.

All WordQ's reading and writing assistance features are available for work within a PDF document. These functions include:

- Word prediction with auditory review for help with spelling when typing into the various student-editable areas of a PDF.

- Reading text aloud[1] with word-by-word highlighting to assist a student with reading (and especially proofreading their own work).
- Topic generation and editing facilities to help students work with novel vocabulary in a particular topic.
- A special exam mode in which only basic WordQ assistance features are usable.

Please note that these assistance features are covered in previous tutorials in this series. Before working on this tutorial, it would be useful to have already completed the "Basic Operation" tutorial, which introduces many of the reading and writing supports built into WordQ, and the "Topic Research and Vocabulary Building" tutorial, which goes into the generation of topic lists and word banks.

A Note on Keyboard Shortcuts

WordQ for Chrome can be used on a Chromebook or in the Chrome browser in Windows or macOS. We use the CTRL key on the Chromebook and Windows as part of most keyboard shortcuts (hotkeys) for triggering commands. Consistent with usual practice, the CTRL key is replaced by the CMD key in macOS (often shown on the keyboard as ⌘). You will see both CTRL and ⌘ in the keyboard shortcut descriptions below. The ⌘ key is for the Mac only.

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[1] *When creating a PDF by scanning a document (e.g., with a scanner or photocopier), be sure to tell the scanner to create "readable text" via its optical character recognition (OCR) facility. Most school photocopiers support this capability.*

WordQ PDF toolbar buttons

Navigation Panel

- View all pages as thumbnails
- View an outline or table of contents of the document, if it is included;
- View a list of signature fields

Annotations Panel

- View all annotations, highlights, marked text, and added drawing objects

Print... prints the PDF document

P   **Pan**

- Scroll through a PDF document
- Position the cursor over any annotation for that annotation to be read
- Fill in text form fields with full WordQ support (e.g., word prediction, speech feedback)
- Select check boxes and choice buttons in a form

ESC   **Selection**

- Select non-editable text to read
- Fill in text form fields with full WordQ support (e.g., word prediction, speech feedback)
- Select check boxes and choice buttons in a form
- Copy and mark up non-editable text (highlight, underline, strikeout)
- Edit an existing annotation
- Modify, style, move, and add an annotation to a drawn object (line, circle, rectangle, etc.)

Fit Page   Fits the page within the height of the window

Fit Width   Fits the page across the width of the window

CTRL (⌘) →   **Rotate Clockwise**   Rotates the page clockwise

CTRL (⌘) ←   **Rotate Counterclockwise**   Rotates the page counterclockwise

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⊞	CTRL (⌘) +	**Zoom In**	Increases the page size
⊟	CTRL (⌘) -	**Zoom Out**	Decreases the page size
🔍	CTRL (⌘) F	**Search**	Opens a search box to find words or phrases within the document

Working with PDFs

First open the demonstration PDF document "Present Your Case" that is provided with this tutorial. If you have this document saved under **Google My Drive**, under the **File** menu select **Open from Google Drive...** and choose it with the file picker dialog.
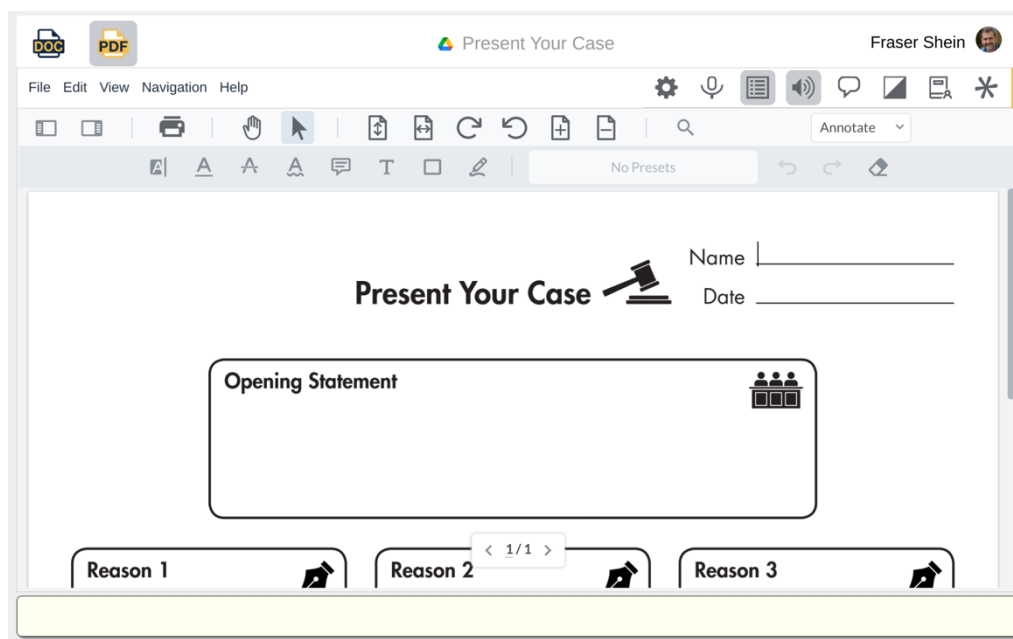
Click on the **Selection** tool if not already selected. Then click beside **Name,** which has been created as a fillable form field, and you will notice the cursor changes for text insertion, and you can now type in your name. Now click beside **Date**, another form field, and type in the date.

In the remainder of this document, there are no more fillable fields, but that gives us an opportunity to work with some of the built-in annotation capabilities.

With the Selection tool, position the cursor just to the left of "P" in "Present Your Case" and notice that it changes to a text insertion cursor. Drag across "Present Your Case" to select it. Then click on **Read** or press CTRL (⌘)+0 (i.e., zero) to read those words with word-by-word highlighting. Students can use this process to highlight and read aloud most text in the PDF.
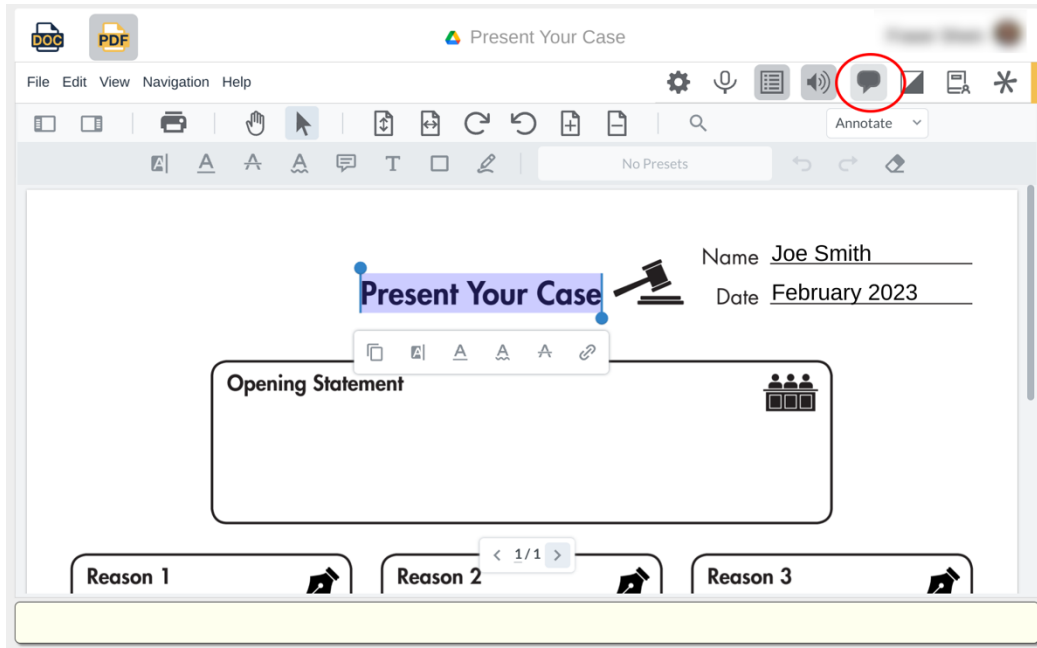
Let's add an opening statement. Select the ⊤ **Free Text** tool from the toolbar and choose a black color and 18pt.
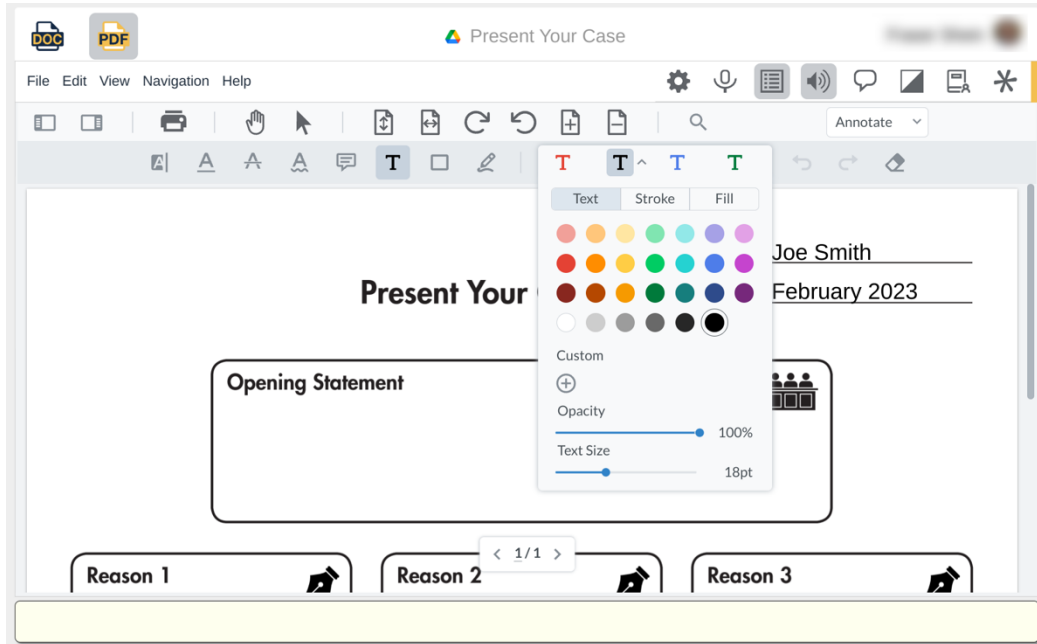
Position the cursor below Opening Statement and drag within this area to create a free text field box and you will see a temporary **Insert text here** prompt.
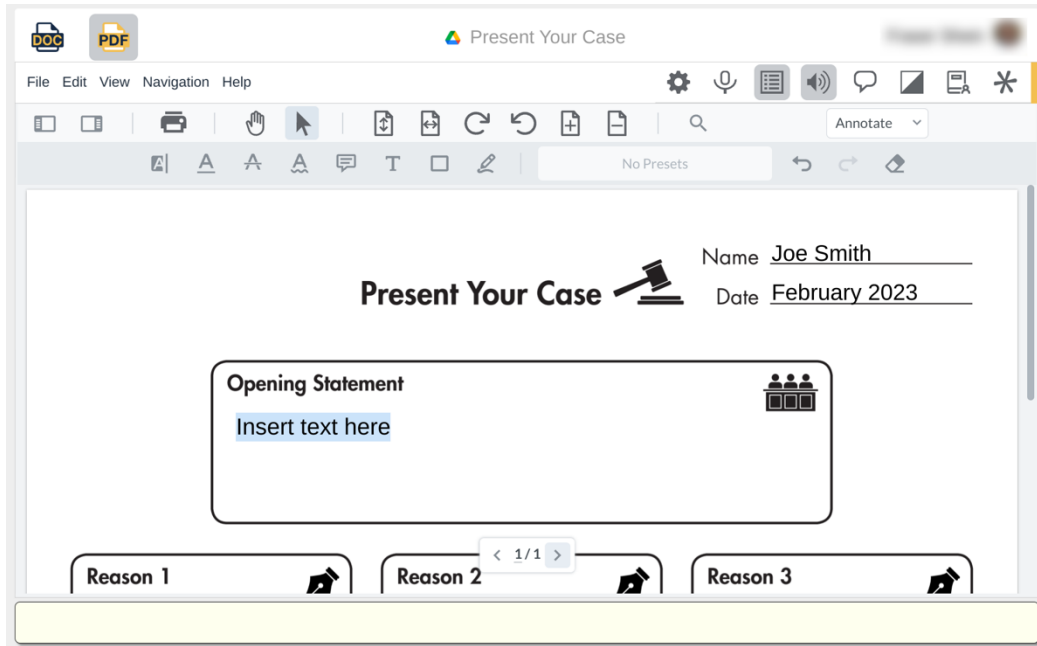
Now start typing in a statement such as "I believe that weekends should be longer." Note that you can use word prediction with speech feedback as always. You can also use speech recognition to enter text.
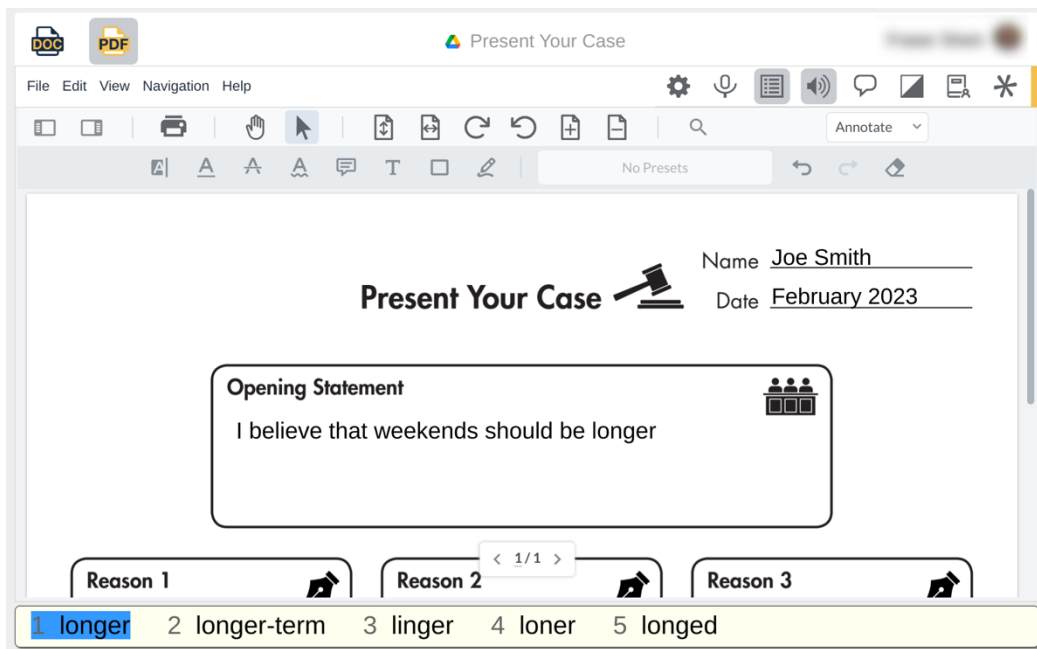
Now click anywhere outside of where you entered the text and then hover the cursor over the text. It will be read aloud after about a second.

In the next example, you will use what you learned earlier to create a topic list from a fill-in-the-blanks PDF assignment and then complete it. Open the file "Systems of the Human Body.pdf".

Here, the assignment is for the student to apply what they have learned about the body and type in the correct system beside the description. First, we'll build a word bank of relevant terms to provide cues to support the student.
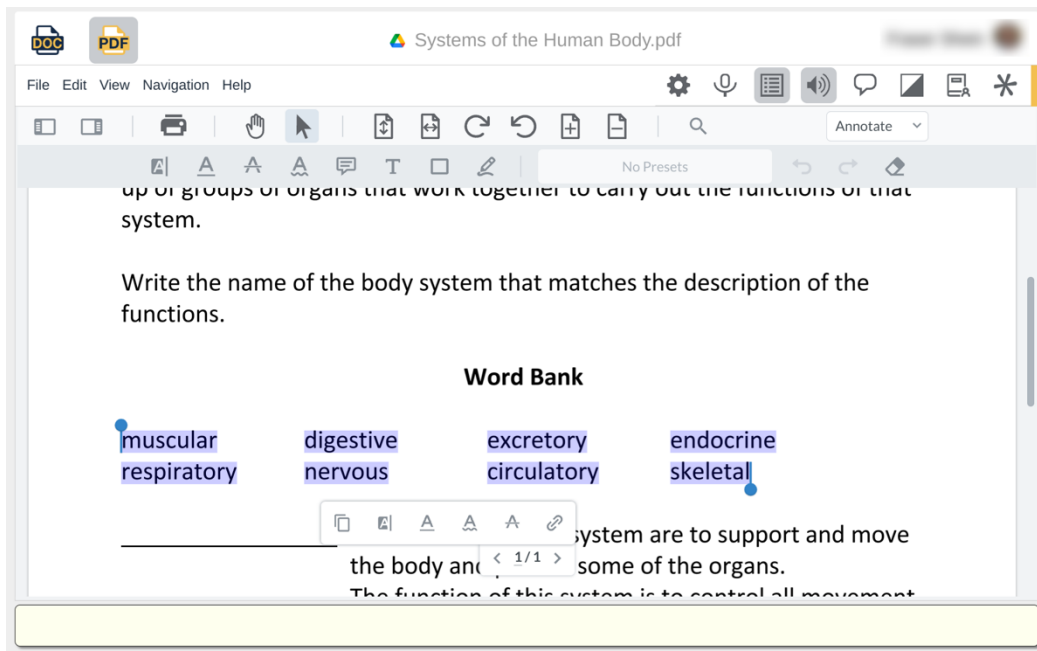

Select and copy (CTRL (⌘)+C) the list of body systems listed under Word Bank. Now click on the ▢ **Topics** button, and the Topics window will appear. Click on the **Edit Topics** button at the bottom.

An **Edit Topic** dialog will appear. click the ⊕ **Add New Topic** button and type in "**Body systems**" to create a new topic. Click **OK**.
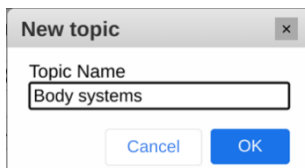
At the bottom of the **Edit Topic** dialog, click on the **Import…** button. An Import Text dialog will now appear. In this dialog, click on the **Import Clipboard** button. The text that you had copied will now appear in this dialog as **Source text**.
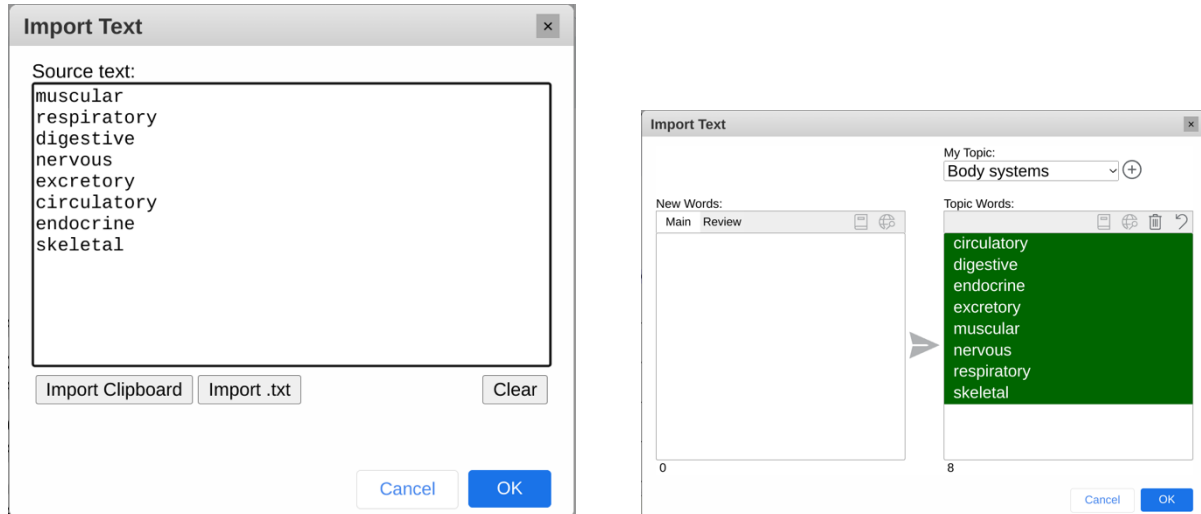

Now click **OK**. You will see a dialog with extracted topic words on the left-hand side. Click on the ➤ **Add** button to add all these words to the **Body systems** topic list on the right. Click **OK** when done. These words will now be visible in the **My Topics** window and will be promoted in the word prediction list when you write.

Now let's try the exercise. Highlight a system description with the mouse and click the Read button to have it read aloud. You can listen to the words in the topic you just created by simply hovering over them with your mouse/trackpad. Click on the blank to the left of the description and type in the system name that most closely matches the description. Notice that words from the active topic show up in blue in the word prediction list.
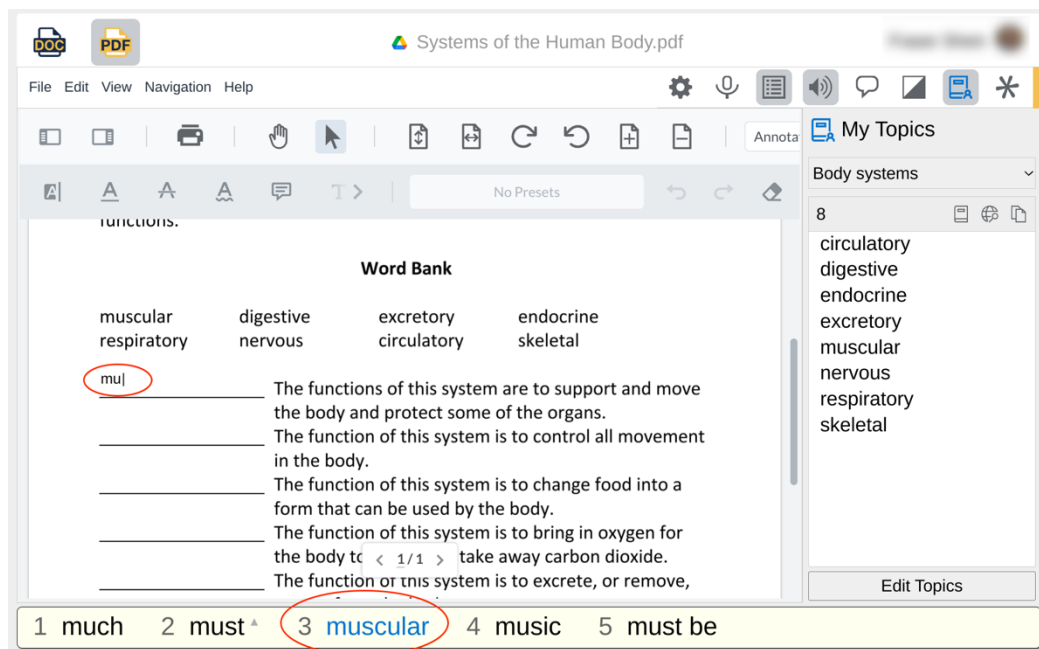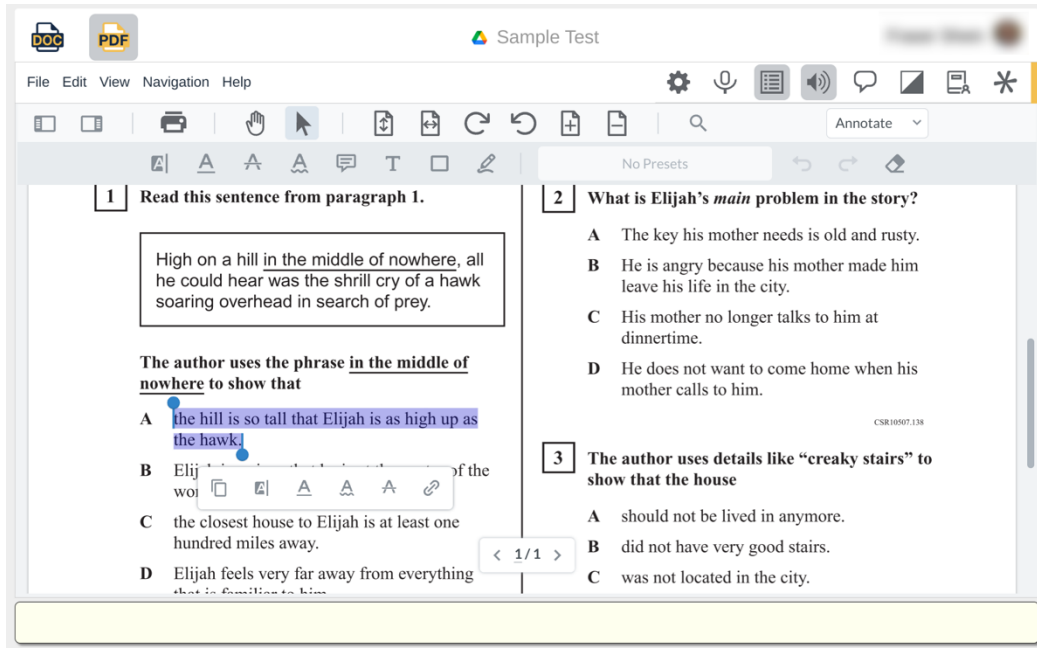
In the final example, we are going to look at answering a multiple-choice question in the "Sample test.pdf" extracted from the California Standards Test: Grade 5 English-Language Arts.
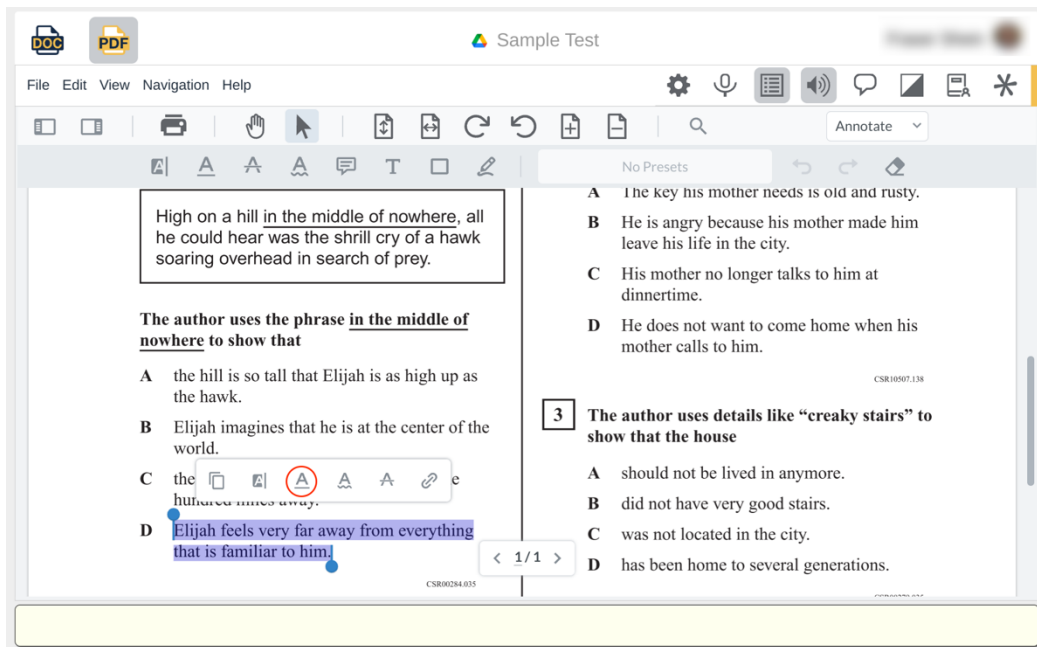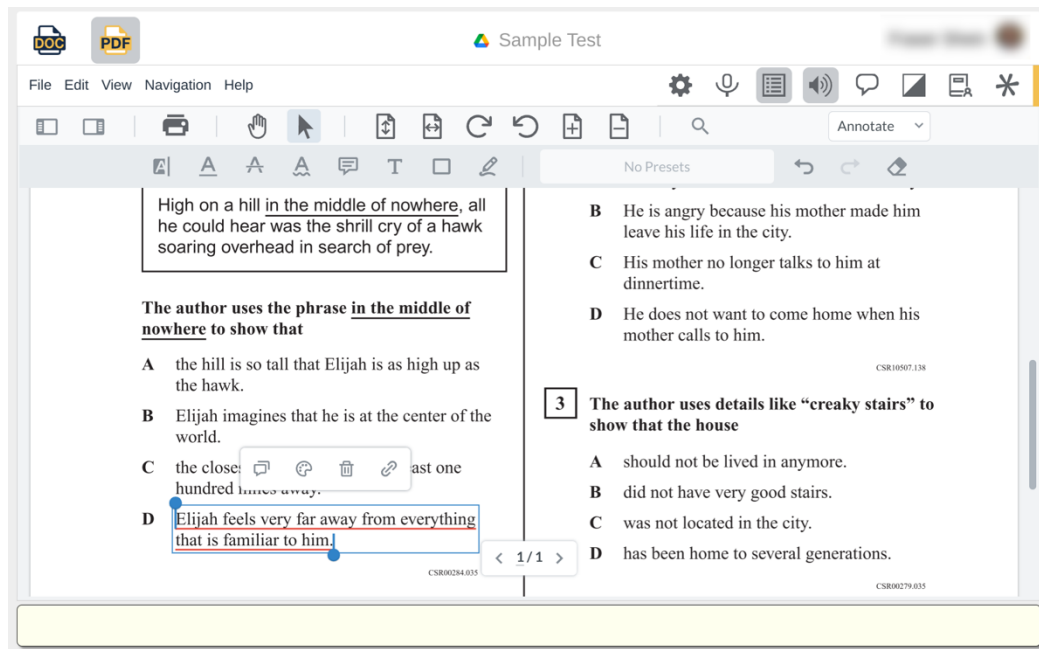
Highlight and read the sentence from paragraph 1.
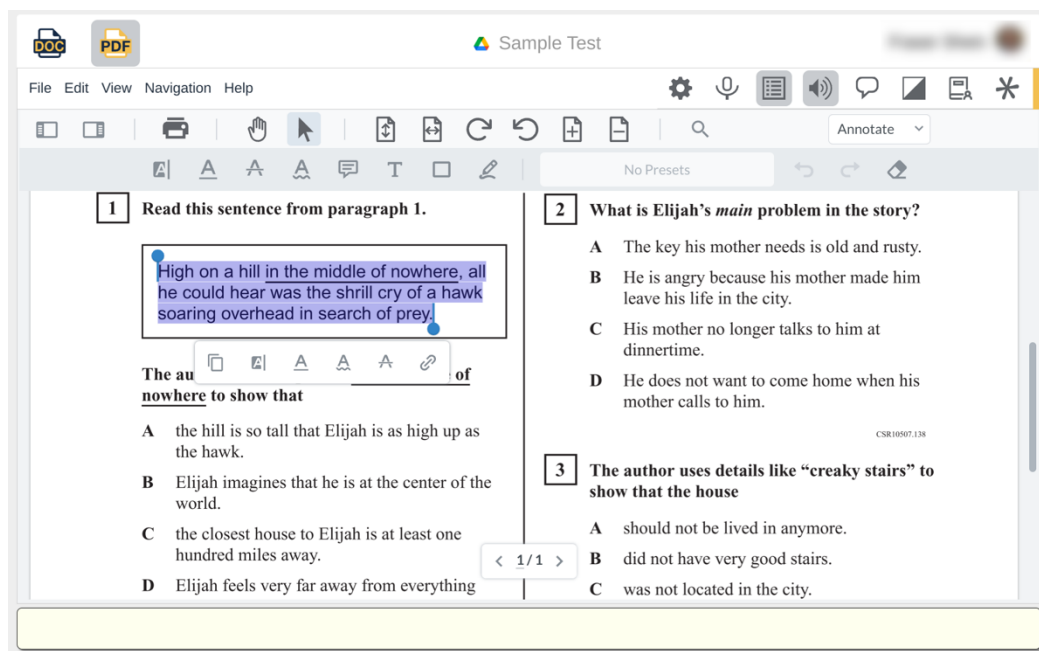
Then read each of the multiple-choice answers.

When you get to item D, the correct answer, select the $\underline{A}$ underline button from the pop-up to underline that answer. Notice that after you click elsewhere in the document and then hover over your underlined answer it will be spoken out loud.

Now, let's erase that answer by selecting the ⬦ **Erase** tool, then swiping over the underlined text to erase it, and then use another tool to indicate the correct response.

From the dropdown menu (where you currently see Annotate), choose **Shapes**. Then select the

⬦ oval tool. (Note, that you can also choose another tool as well as change its color and width, just as you did with Free Text earlier. Now draw a circle over the letter **D** to indicate that as the correct answer.
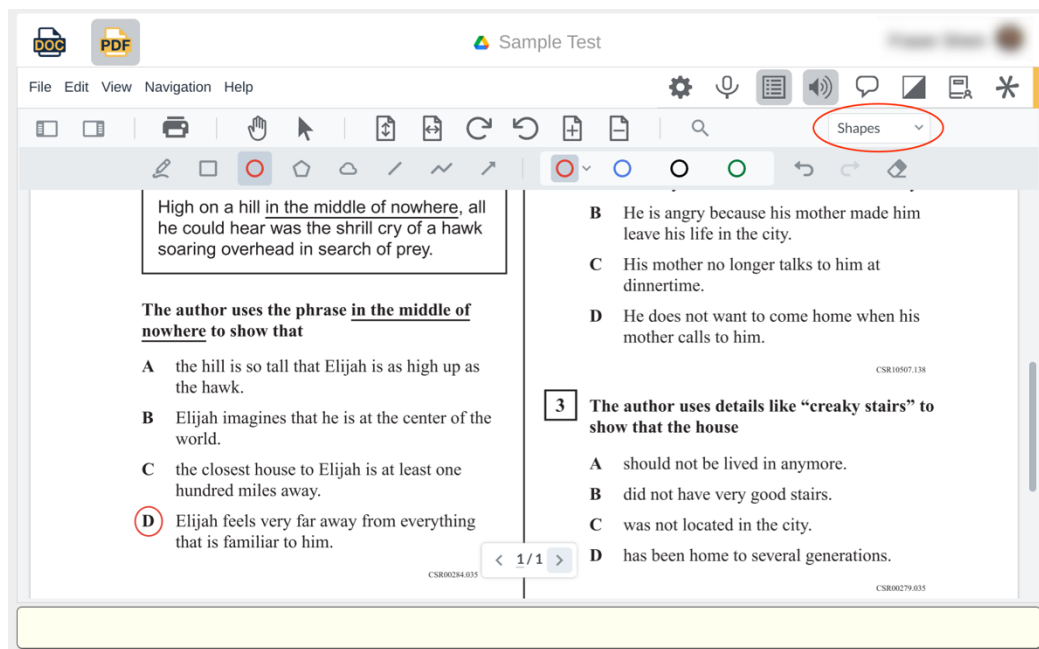
Within any PDF document you can use any of the drawing tools: **FreeHand (F)**, **Rectangle (R)**, **Oval (O)**, **Polygon**, **Cloud**, **Line (L)**, **Polyline**, or **Arrow (A)** button, and choose a color and stroke size. You can always select any shape and change its size, move it, add a comment, change its color, delete it, and even add a URL link.

You've reached the end

This concludes the tutorial on the basic features of viewing/editing a PDF document with the assistance of WordQ. For full instructions on all things that you can do with a PDF document, please refer to the Help guide from PDF WordQ Help menu.