

# Using WordQ in the Classroom

## WordQ 6 for Windows

### Viewing/Editing PDF documents

#### Introduction

The PDF viewer/editor is an important feature within WordQ 6 for Windows 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:

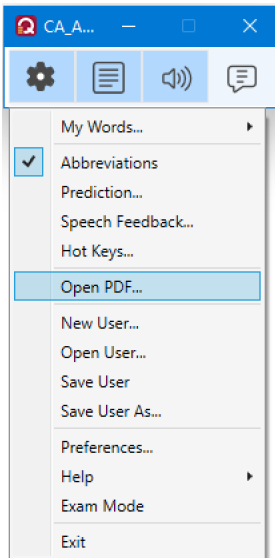
- Word prediction with auditory review for help with spelling when typing into the various student-editable areas of a PDF.
- Reading text aloud<sup>1</sup> with word-by-word highlighting to assist a student with reading (and especially proofreading their own work).
- A special exam mode in which only basic WordQ assistance features are usable.

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<sup>1</sup>. *\*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.*

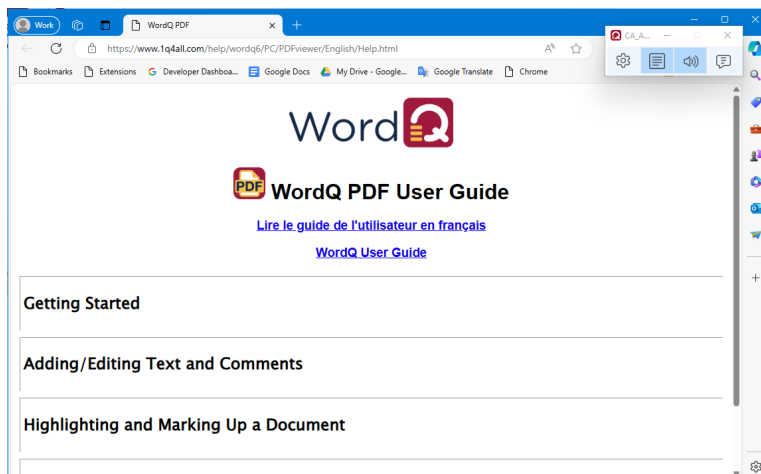
Please note that these assistance features are covered in previous tutorials in this series. Before working on this tutorial, it would be useful to have already completed the “Basic Operation” tutorial, which introduces many of the reading and writing supports built into WordQ..

From WordQ’s **Option** menu, choose **Open PDF...** to run **WordQ PDF**.



## Tips

- When creating a PDF by scanning a document, be sure to set the OCR scanning to create “readable text.” Most school copier machines support this capability.
- Read the full WordQ 6 PDF User Guide from the Help menu.



## WordQ PDF toolbar buttons



**Hide Left Navigation Panel** hides the left Navigation panel if it is shown.



**Show Left Navigation Panel** displays all pages as thumbnails; displays an outline or table of contents of the document if it is included; allows searching for a word or phrase in the document; and lists all annotations, highlights, marked text, and added drawing objects.



**Open...** displays a File Open dialog to choose a PDF document.



**Save** a PDF document.



**Print...** a PDF document.



**Pan** lets you scroll through a PDF document and some other features described in next section.



**Select Text** lets you select non-editable text to read.



**Edit Annotation** lets you modify notes and drawn objects.



**Text Box** creates a box for you to type.



**Sticky Note** creates a sticky note to add an annotation.



**Fit Page** fits the page within the height of the window.



**Fit Width** fits the page across the width of the window.



**Single Page** displays a single page at a time.



**Facing** displays pages side-by-side.



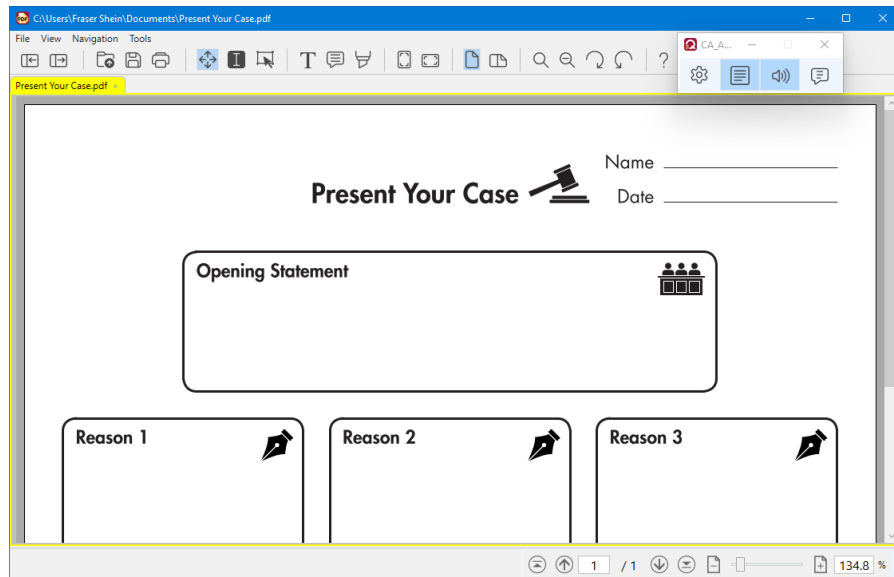
**Rotate Clockwise** rotates the page clockwise.




**Rotate Counterclockwise** rotates the page counterclockwise.



## Working with PDFs

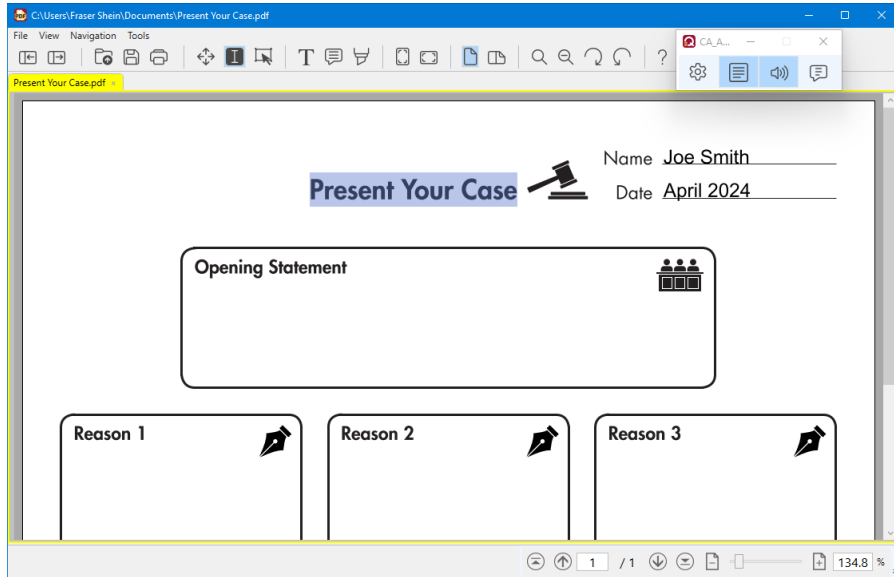
When you first run **Open PDF...** From the **Options** menu you will be shown a file picker. From here, open the demonstration PDF document “Present Your Case” that is provided with this tutorial.



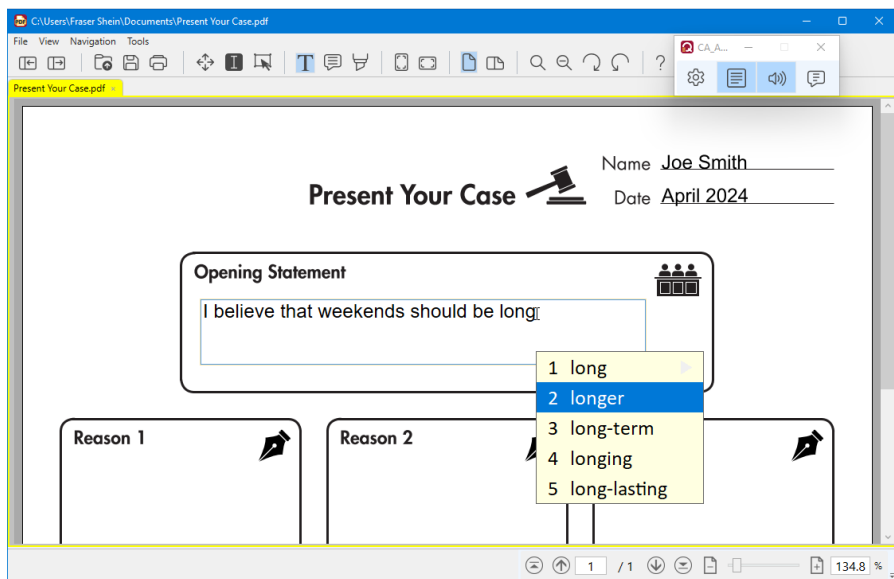
Click on the  **Pan** tool if not already selected. Then click beside **Name**, which has been created as a fillable form field, and you will notice the cursor changes for text insertion, and you can now type in your name. Now click beside **Date**, another form field, and type in the date.


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  **Select text** 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 **F11** (or other hotkey that you have defined) to read those words with word-by-word highlighting. Students can use this process to highlight and read aloud most text in the PDF.



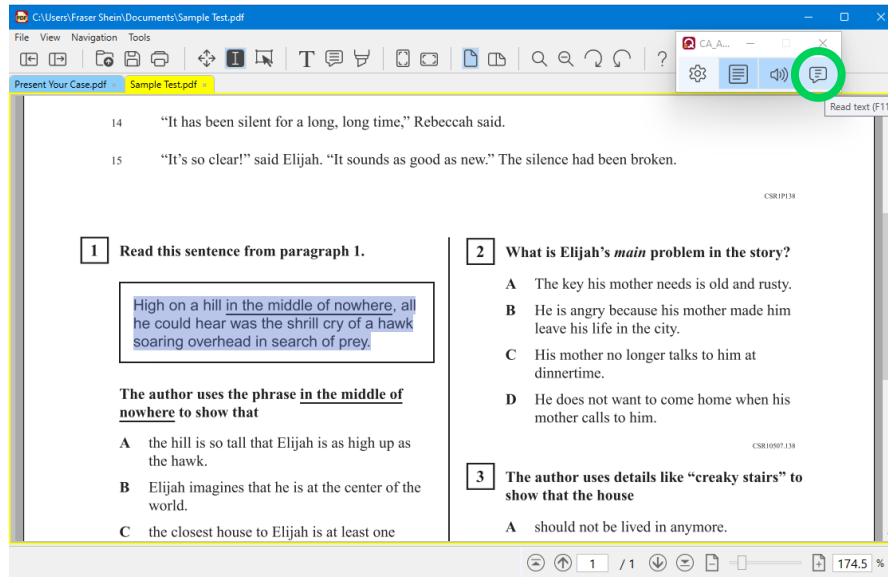
Let's add some text to the page, starting with an opening statement. Select the **T Free Text** tool from the toolbar and position the cursor below "Opening Statement" and drag within this area to create a free text field box (that you can move or resize later). Now start typing in a statement such as "I believe that weekends should be longer." Note that you can use word prediction with speech feedback as always.



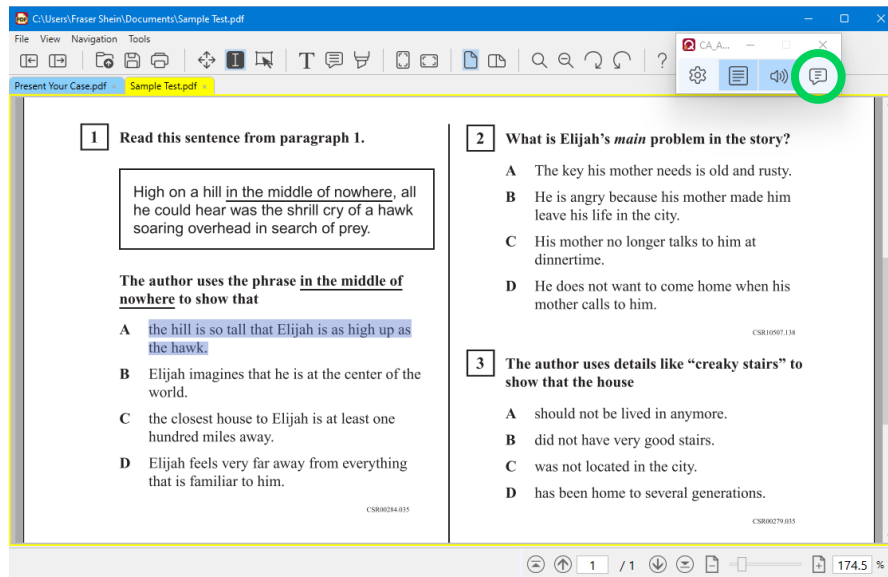
Now click anywhere outside of where you entered the text, and you will revert to  Pan mode.

In the next 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.

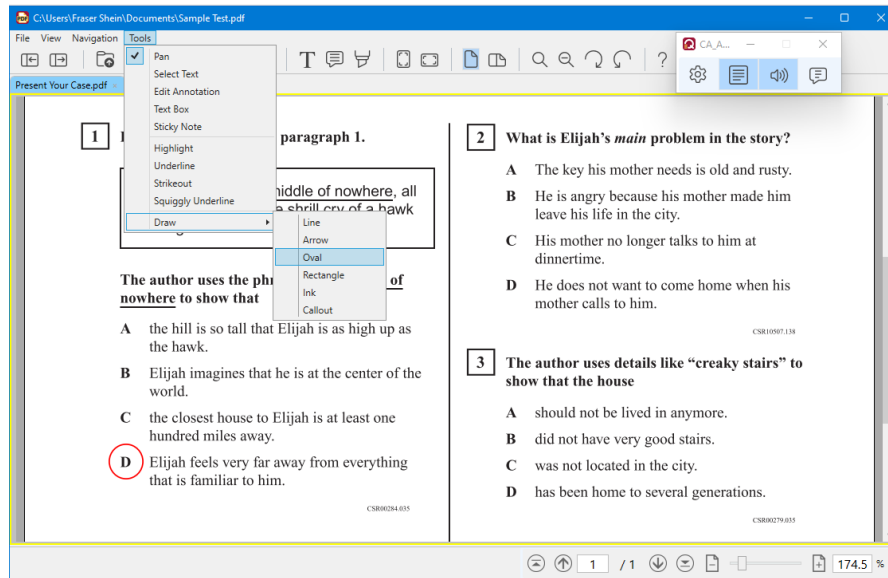



Then read each of the multiple-choice answers.

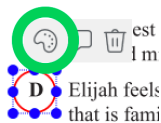


When you get to item D, the correct answer, you will need to mark it as your chosen answer. There are several ways that you can do this. One way is to circle **D** to indicate your choice. From the **Tools** menu, choose **Draw>Oval**. Then position the cursor just to the top-left of **D** and drag

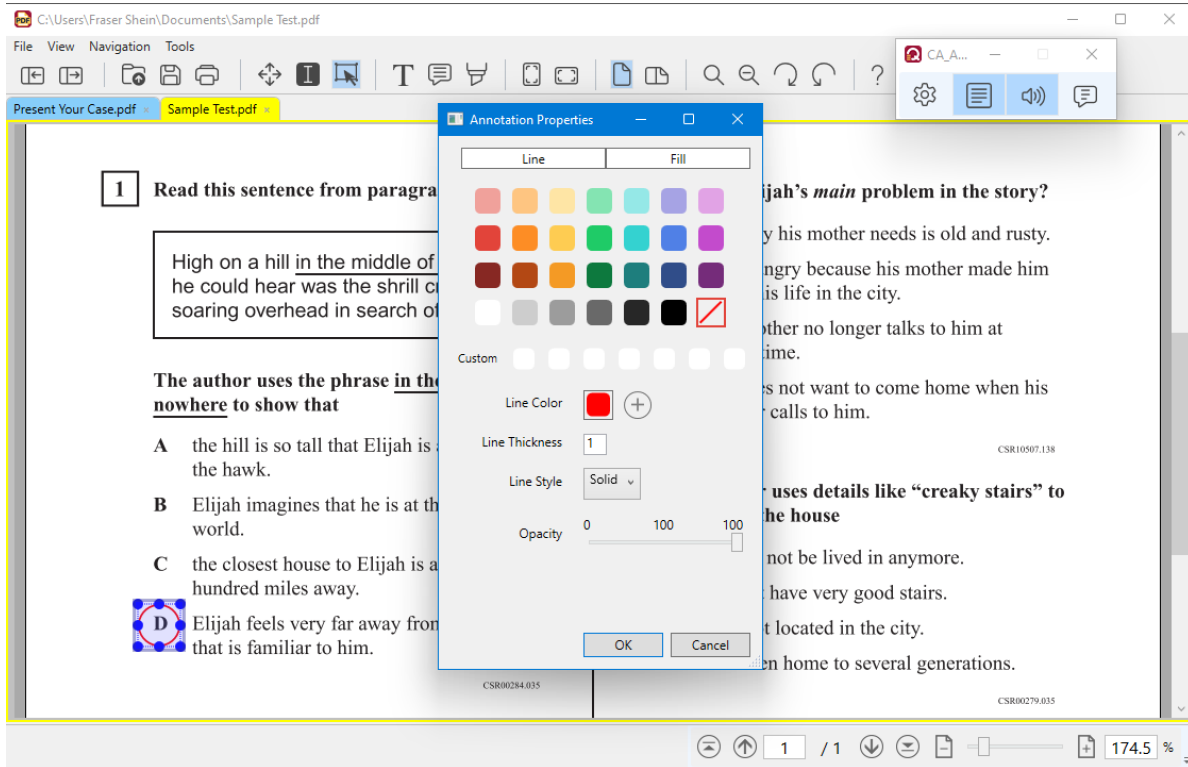
down to the right to draw a colored circle over it. Alternately, you could have chosen another shape from the menu, or underlined or highlighted it after choosing from the **Tools** menu.





Within any PDF document you can use any of the drawing tools. To change a drawn object's style, select the  **Edit Annotation** tool, then click on the drawn object to select it. From the pop-up menu, choose the pallet icon:

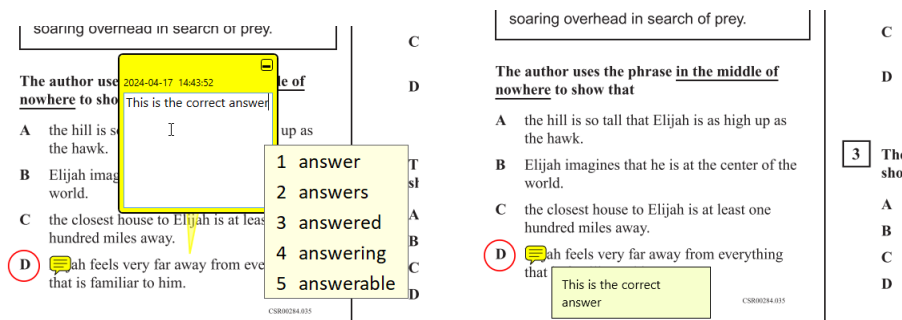


An **Annotation Properties** dialog will be displayed for you to modify its style.



You can always select any drawn object with the  **Edit Annotation** and change its style, delete it, and even add a comment as a **Note** from the pop-up menu. To move a drawn object, first select it and then drag it to another position. Drag one of the object's handles to resize it.

When you add a  **Sticky Note**, your annotation will be displayed and spoken when you hover over it.



This concludes the final tutorial designed to cover 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.