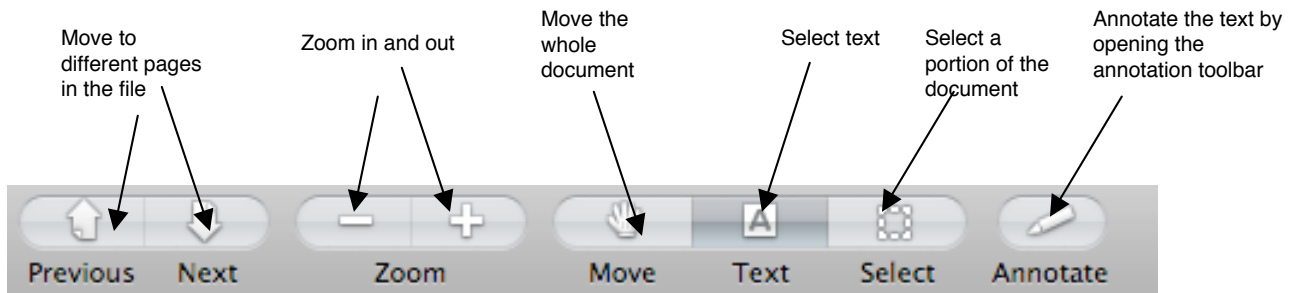
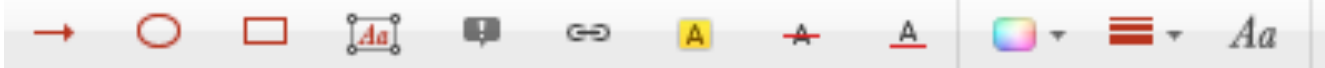


Preview: This program is the PDF reader included in the Mac OS. It can be used to view PDFs, hear PDFs read aloud, and annotate digital text. Here are instructions on how to use it:

1. Use Preview to open a file
2. This is the standard Preview toolbar that you will find at the top of the page:



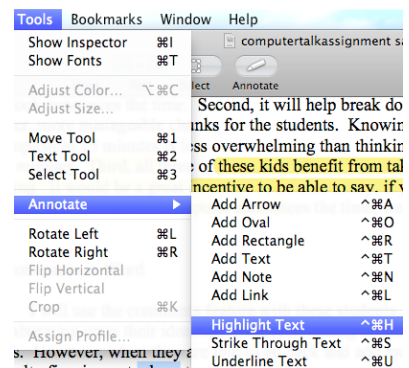
3. To hear the document read aloud, select the text (using the **Text** tool). Then use the built-in text to speech feature.
4. To highlight text, click on the “Annotate” button in the main toolbar. This will open the annotation toolbar at the bottom of your document:



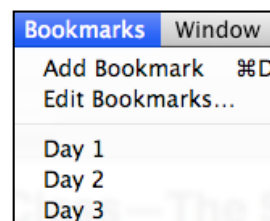
This toolbar allows you to annotate the document by:

- Drawing arrows, circles, or boxes
- Adding a text box with text
- Embedding a web link
- Highlighting text
- Crossing out or underlining text

You can also find these tools under the **Tools** menu, under **Annotate**:



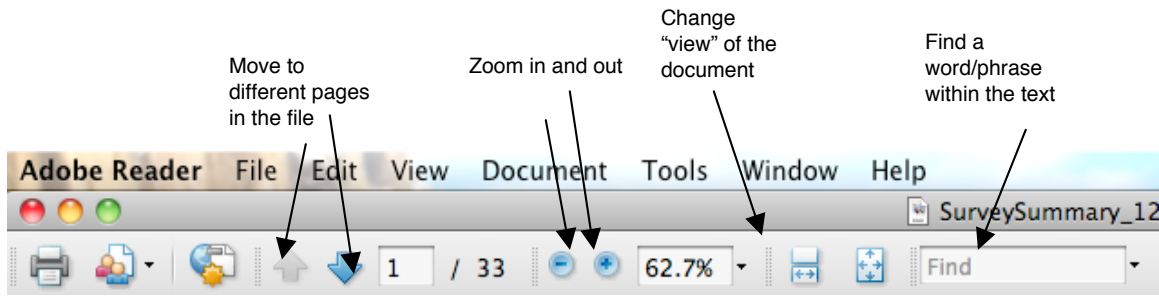
6. You can add bookmarks by going to “bookmark” – “add bookmark”. Students can use this to mark where they stopped reading. Teachers can use this to mark answers to comprehension questions.



Using PDF Readers to read and annotate digital text:

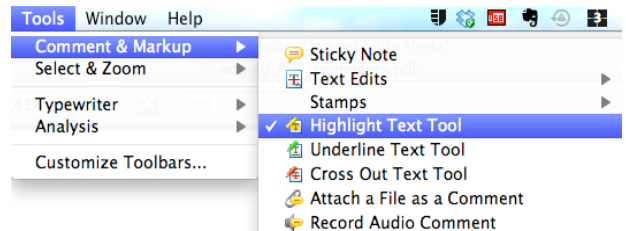
Adobe Reader: This program is the PDF reader that can be downloaded for free from get.adobe.com/reader. It can be used to view PDFs, hear PDFs read aloud, and annotate digital text. Here are instructions on how to use it:

1. Use Adobe Reader to open a file
2. This is the standard toolbar that you will find at the top of the page:



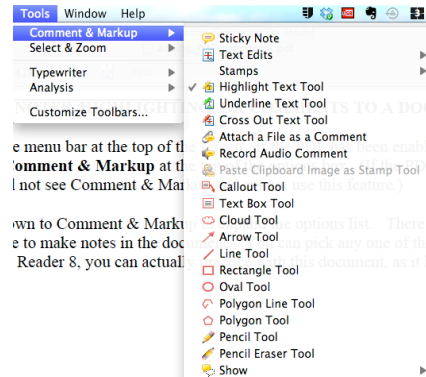
3. To hear the document read aloud, select the text using the cursor. Then use the built in text to speech feature. You can also access text to speech through the **View** menu, by click on **Read Out Loud**.

4. To highlight the text, go to the **Tools** menu, select **Comment & Markup**, then select the **Highlight Text Tool**:



You can now highlight any text on the page. This tool will only work, however, when the PDF you are viewing is enabled.

5. All other annotation tools are found in the **Tools** menu, under **Comment & Markup**:



6. You can add bookmarks clicking on this icon on the left hand side of the screen: This feature is only available in enabled documents.

