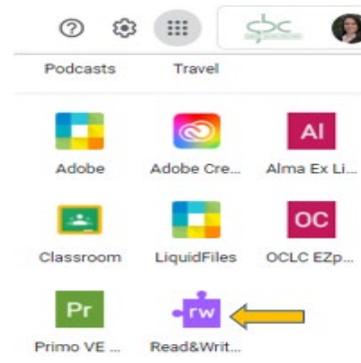# Orbit Doc PDF Reader Extension

Orbit Doc PDF Reader Extension is available to all GBC students, faculty, and staff through the campus-wide Read&Write software license. To access the PDF reader, follow the instructions below.

1. Log in to your GBC email account (xxxx.xxxx@gbcnv.edu).

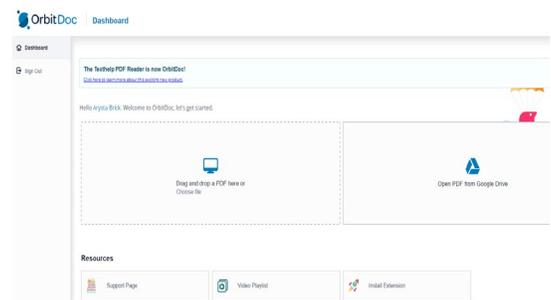2. Find the 3x3 square in the upper right-hand corner of your screen and click on it.

3. Scroll down on the drop-down menu that appears and click on the Read&Write icon.

4. Follow the installation prompts.

5. The OrbitDoc screen will appear. Choose one of the two options (drag and drop or open from Google Drive) to open your PDF.

6. Once you have opened your PDF, the OrbitDoc toolbar will appear. You may begin using any of the features on the toolbar to help you navigate the PDF. Visit the Orbit Doc Quick Reference Guide for an overview of toolbar features.

   Fall 2021 Overview