

Assistive Technology User Guides

Assistive Technology User Guides

LUKE MCKNIGHT



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Accessibility Statement

Accessibility Features of this Resource

The web version of this Pressbook is designed to meet Web Content Accessibility Guidelines 2.1, level AA. To create an accessible resource, authors incorporated the following:

- Minimum 12 point body text.
- Pages are built with a consistent heading structure.
- All content has appropriate colour contrast (apart from two instances of poor contrast intentionally included as examples of what not to do).
- Information is not conveyed by colour alone.
- Content in web and EPUB export can be zoomed to 200% with no need for horizontal scrolling.
- All videos with audio are captioned.
- All images include alternative text or are marked decorative.
- Tables are properly formatted.
- All link text is descriptive (apart from examples of what not to do).
- Links do not open in a new window or tab, except where indicated.
- All embedded H5Ps are verified accessible by the author.
- Math content is accessible and presented as either:
 - LaTeX or MathML rendered by MathJax.
 - Images with complete, descriptive alt text.

Additional Formats

On the title page of this book open the **Download this book** menu and choose your preferred format. Generally, HTML will be the most accessible format. However, users can download this resource in PDF, EPUB, and others. There is a possibility formatting will not sync perfectly between all formats and full accessibility cannot be guaranteed in other formats.

Known Issues

The authors have made a dedicated effort to ensure the accessibility and usability of this resource. Any outstanding issues identified are documented below.

Table of known accessibility issues

Location of issue	Issue description	Timeline for improvement
No current issue	No current issue	No current issue

Contact Information

If you encounter an accessibility barrier or have any other questions or comments, contact assistivetech@langara.ca.

Please include as much of the following information as possible:

- Location of the issue, including the web address and/or

page title.

- A description of the issue.
- The computer or device, software, browser, and other technology you are using.
 - e.g., iOS, Safari, VoiceOver

A thorough description will assist us in addressing any issues and improving the accessibility and usability of this resource.

This statement was last updated on **March 11, 2024**

Using This Resource



This first chapter explains how to navigate this book on the web and outlines some of the common features you will encounter in this resource.

On this page:

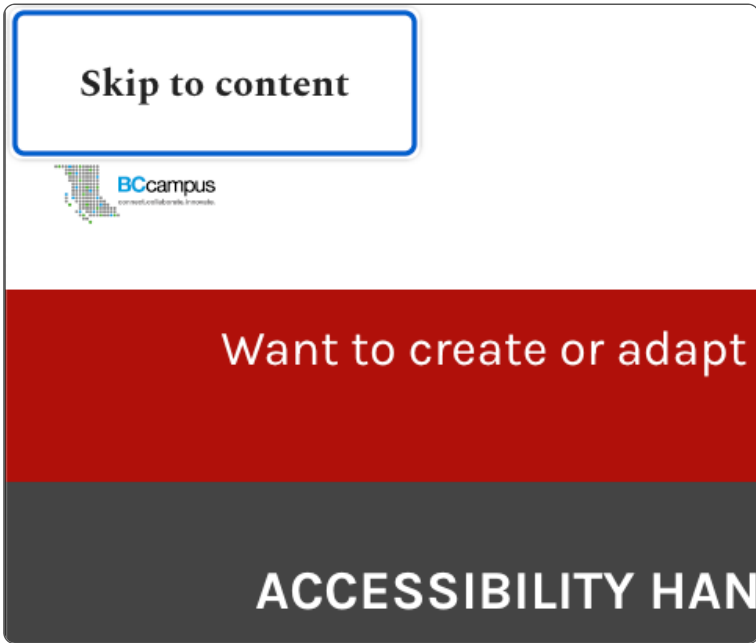
[Navigation](#) | [Glossary](#)
[Hypothes.is](#) | [Videos](#)

To begin, consider the following tips for accessing this resource on the web.

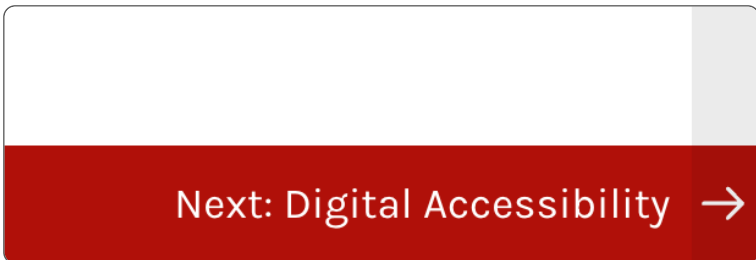
Navigation

On each page, pressing **Tab** once moves focus to the **Skip to content** link. Selecting that link moves keyboard focus directly

to the beginning of the page's main content.



At the bottom of each page are next and previous buttons. Use these buttons to move between pages and chapters:



You can also use the left and right arrow keyboard keys to move between pages. If keyboard focus is on an interactive element such as an H5P or video, this will not work. Press **Tab** to move out of an element to resume navigating between pages.

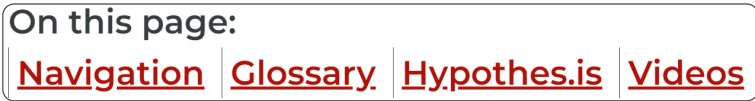
Near the top left of each page is a table of contents. The **Contents** button expands the table of contents menu allowing

you to navigate between pages and chapters:



To quickly access the table of contents, use the skip to content link then press **Shift Tab** twice. This action will move focus to the **Contents** menu.

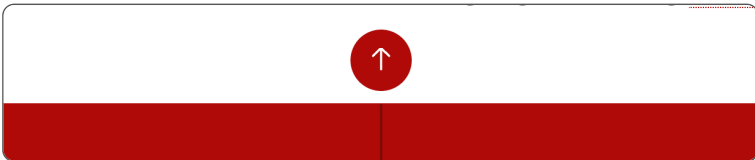
Most pages contain an “On this page” list of links to specific parts of the page, such as:



Select a link to skip to that part of the page.

Pages that do not have a table of contents are short or only cover one significant topic.

As you move down the page, a **Back to top** button appears at the bottom of the screen:



Select the **Back to top** button to move back to the top of the page.

In the top right of each page is the **Search in book...** tool

Search results are displayed on a new page.

Glossary

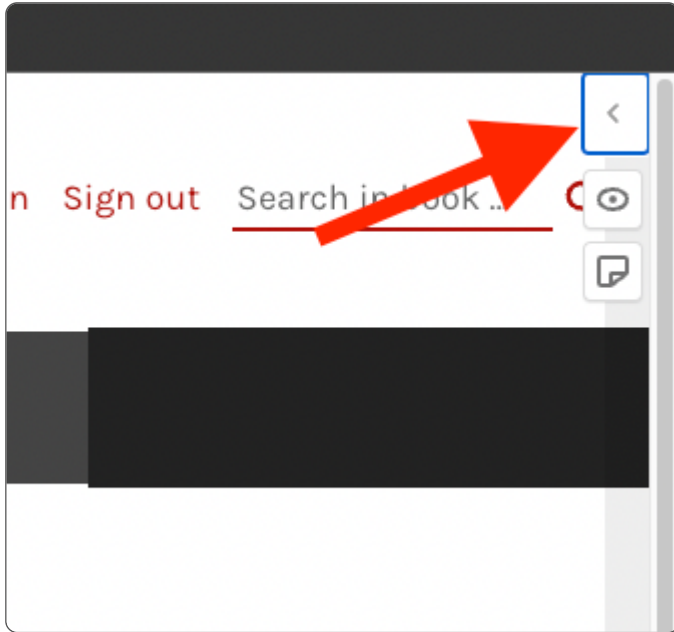
Glossary items appear in bold, red text with a dotted underline, such as in this **example**.

Glossary terms are fully accessible buttons. Screen readers will read the glossary term followed by the definition in line with the surrounding text. Mouse users can click the button to reveal a popup definition of the term.

Hypothes.is

Hypothes.is is a social annotation tool that allows you to highlight, annotate, and share content on the web. The Hypothes.is plugin is built into this Pressbook.

1. Select the **Annotation Sidebar** in the top right of the page.



2. Log in or sign up to hypothes.is
3. Highlight text and select **Annotate** to add a note or **Highlight** to highlight content.

Hypothes.is is keyboard accessible and text can be highlighted using **caret browsing**.

Videos

This book includes a number of demonstration videos. All videos containing audio are captioned.

Text to Speech Tools



On this page:

[ReadSpeaker](#) | [webReader](#) | [docReader](#) | [TextAid](#) | [Device Built-in](#) | [Word](#) | [Android](#) | [ChromeOS](#) | [iOS](#) | [macOS](#) | [Browser tools](#) | [Firefox](#) | [Edge](#) | [Safari](#)

ReadSpeaker

ReadSpeaker has four tools for reading different types of content: webReader and docReader in Brightspace and TextAid and TextAid extension for reading web content.

webReader

There is a text to speech tool included in Brightspace. The tool can be access via the Listen button that appears on topic, discussion, and quiz pages:

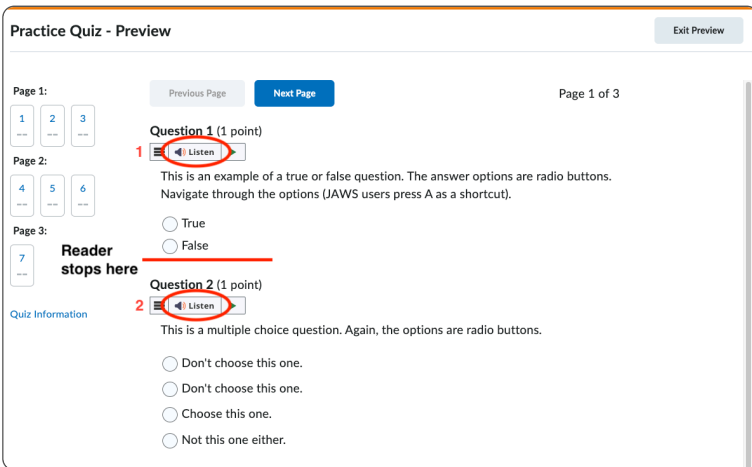


Activating the Listen button will reveal the Player:



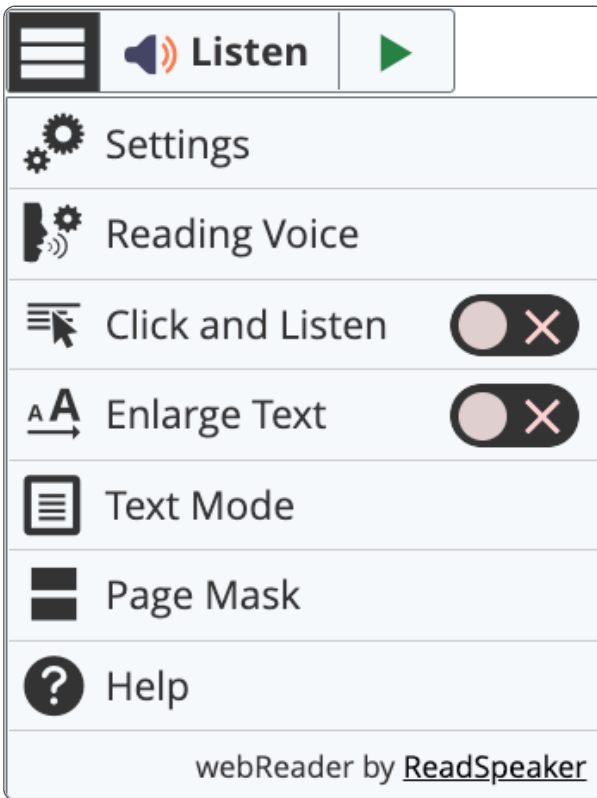
The player will read aloud, and (by default) highlight, content as it is read.

In quiz, each question has its own **Listen** button. The player will stop after reading each question and possible responses. Answer the question and select the next **Listen** button to continue.



There are a number of options on the Player for speed, volume, and controls. Additional settings and tools are

available in the Settings menu:



Under **Settings** you can customize the appearance, including colours and highlighting.

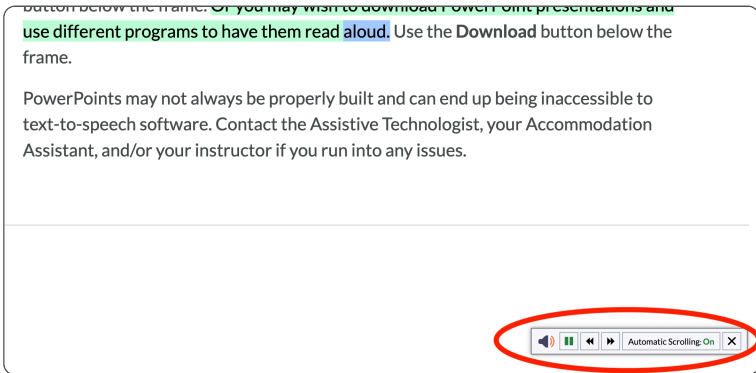
Choose **Reading Voices** to change voices.

When reading, a second toolbar will appear at the bottom

of the window with simplified controls.

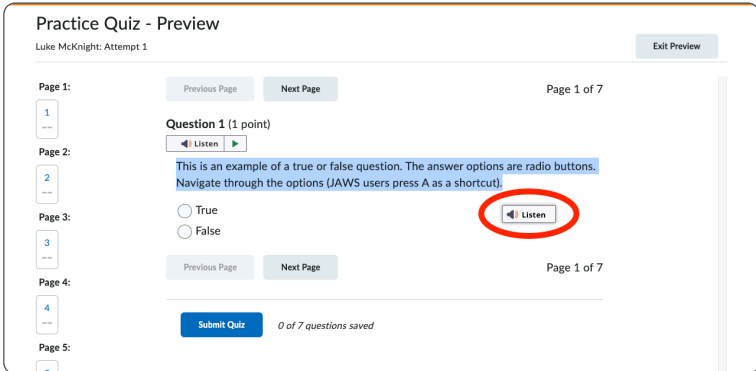
Below the frame, **or you may wish to download Power Point presentations and use different programs to have them read aloud.** Use the **Download** button below the frame.

PowerPoints may not always be properly built and can end up being inaccessible to text-to-speech software. Contact the Assistive Technologist, your Accommodation Assistant, and/or your instructor if you run into any issues.

A screenshot of a presentation player interface. At the top, there is a line of text: "Below the frame, or you may wish to download Power Point presentations and use different programs to have them read aloud." The words "or you may wish to download" and "Power Point presentations and use different programs to have them read aloud" are highlighted in green. Below this is another line of text: "Use the Download button below the frame." Further down, there is a paragraph: "PowerPoints may not always be properly built and can end up being inaccessible to text-to-speech software. Contact the Assistive Technologist, your Accommodation Assistant, and/or your instructor if you run into any issues." At the bottom right of the frame, there is a control bar with several icons: a speaker icon, a play/pause icon, a back icon, a forward icon, and a button labeled "Automatic Scrolling: On" with a close icon. This control bar is circled in red.

Select Content

You can select content and a button will appear:

A screenshot of a "Practice Quiz - Preview" interface. The title "Practice Quiz - Preview" is at the top left, and "Luke McKnight: Attempt 1" is below it. On the top right, there is an "Exit Preview" button. The interface shows a list of pages on the left, with "Page 1:" selected. The main content area shows "Question 1 (1 point)" with a "Listen" button. Below the question text, there are radio buttons for "True" and "False". The "Listen" button is circled in red. At the bottom, there is a "Submit Quiz" button and the text "0 of 7 questions saved".

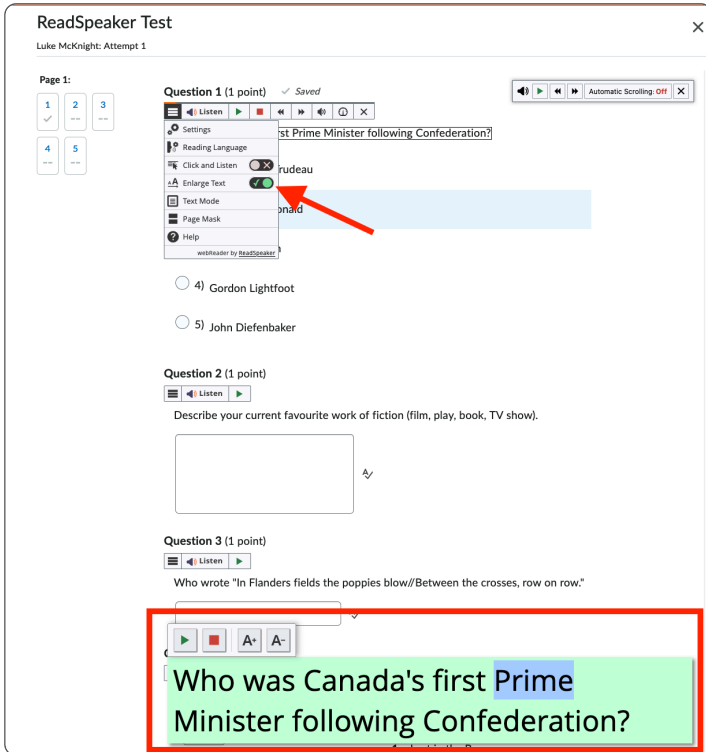
Choose **Listen** to hear the selected text.

Enlarge Text

Enlarge text opens a window at the bottom of your screen that

shows the text being read. There are options to change the appearance.

1. Select the player menu button.
2. Toggle **Enlarge Text** to on.
3. Click **Listen**.

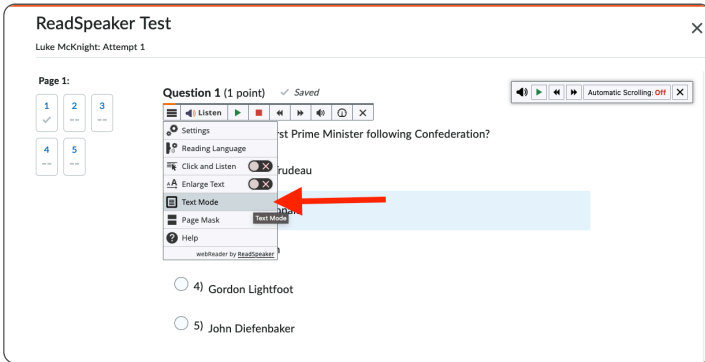


Text Mode

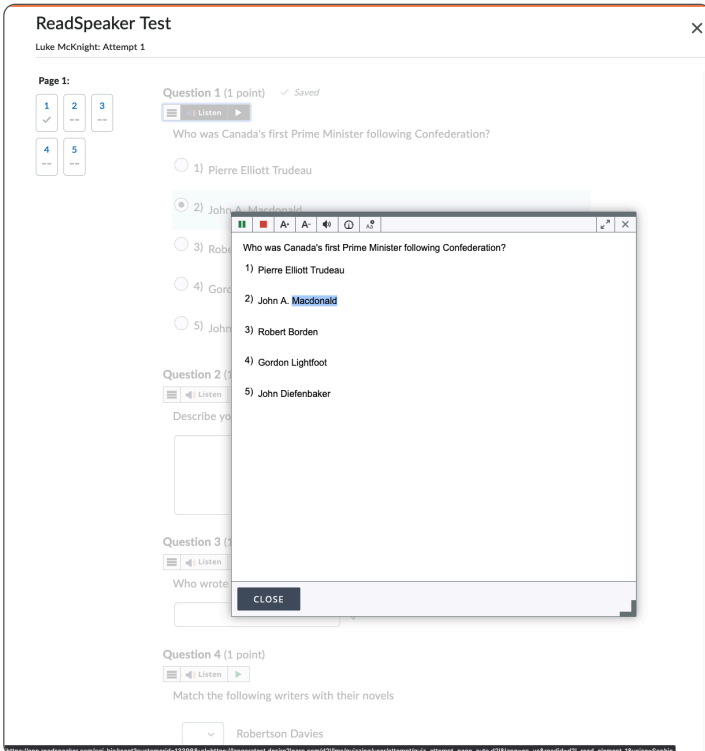
Text mode simplifies the view of a page. Keep in mind, this may temporarily alter the appearance of the page.

1. Select the player menu button.

2. Choose **Text Mode**.



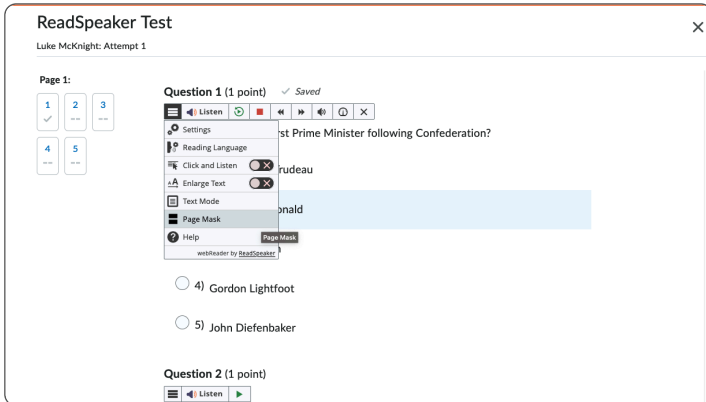
3. A new overlay window will open showing the simplified version of the page.



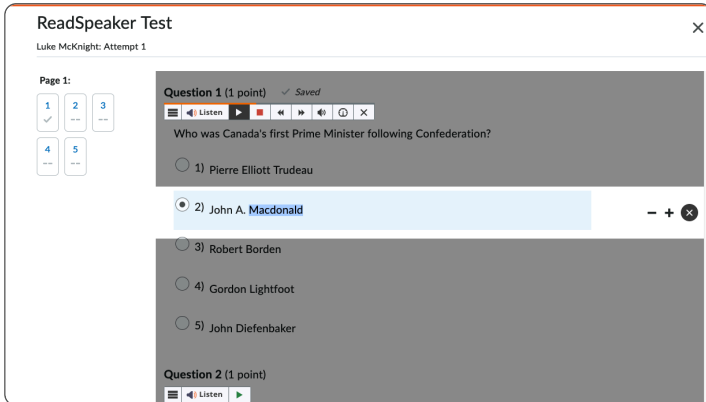
Page Mask

Page mask dims the page except for where the mouse is. This may help users focus on what is being read.

1. Select the player menu button.
2. Choose **Page Mask**.



3. The screen will dim except for a horizontal line that follows the mouse.

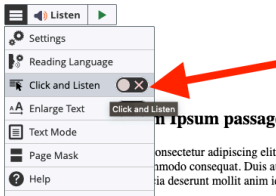


Users can change the size of the mask using the + and - buttons on the right side of the mask.

Click and Listen

This tool is not available in the quiz tool to prevent accidentally clicking an incorrect answer. In other parts of Brightspace, this option allows you to click on text and have that section read aloud.

1. Select the player menu button.
2. Toggle **Click and Listen** to on.



The screenshot shows a menu with several options: Listen, Settings, Reading Language, Click and Listen (with a toggle switch and a red arrow pointing to it), Enlarge Text, Text Mode, Page Mask, and Help. Below the menu, a sample text is shown with a red outline around a sentence: "The standard Lorem Ipsum passage, used since the 1500s".

The standard Lorem Ipsum passage, used since the 1500s

consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad mi
modo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla p
ia deserunt mollit anim id est laborum."


webReader by [ReadSpeaker](#)

Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab
beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni
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iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pari

"Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making
Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum
word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bono
Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lore
comes from a line in section 1.10.32."

3. Click on text on the page, you will see a red outline around what is being read as well as the highlighting of sentences and words.



The screenshot shows the Click and Listen player interface. At the top, there is a control bar with buttons for Listen, Play/Pause, Stop, Previous, Next, Volume, and Close. Below the control bar, the text "The standard Lorem Ipsum passage, used since the 1500s" is highlighted with a red outline. The rest of the page content is visible below the highlighted text.

banner

Lorem Ipsum

The standard Lorem Ipsum passage, used since the 1500s

"Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad mi
laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla p
proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

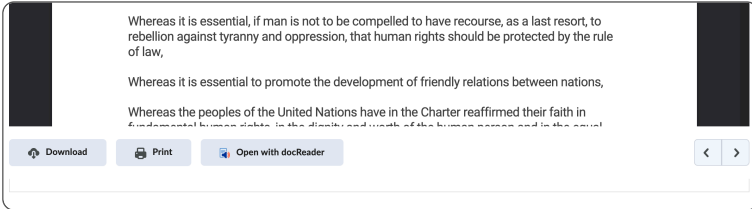
Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab
beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni
nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi te
aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex
iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pari

"Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making
Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum
word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bono
Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lore
comes from a line in section 1.10.32."

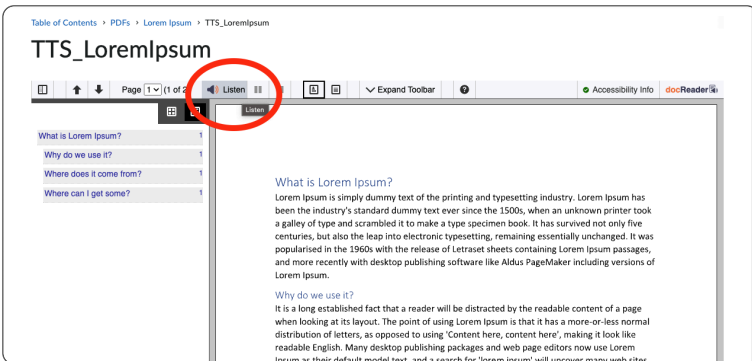
docReader

Brightspace includes a tool called **docReader**. Use the **Open with docReader** button below the document frame.



docReader will read PDFs and Word documents aloud with various options for highlighting, listening, and reading.

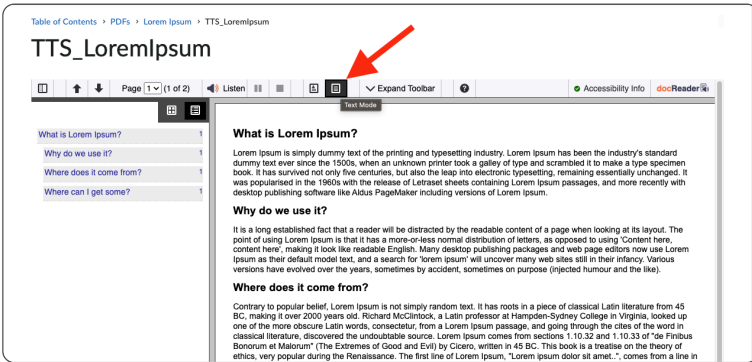
Click **Listen** or highlight text and choose **Listen** to begin reading.



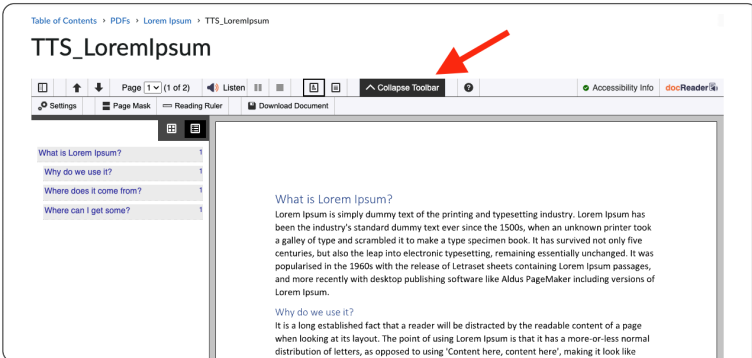
Select **Text Mode** to see a simplified version of the document.

Select **Layout Mode** to return to the original view of the

document.



Select **Expand Toolbar** for more options or **Collapse Toolbar** to hide.



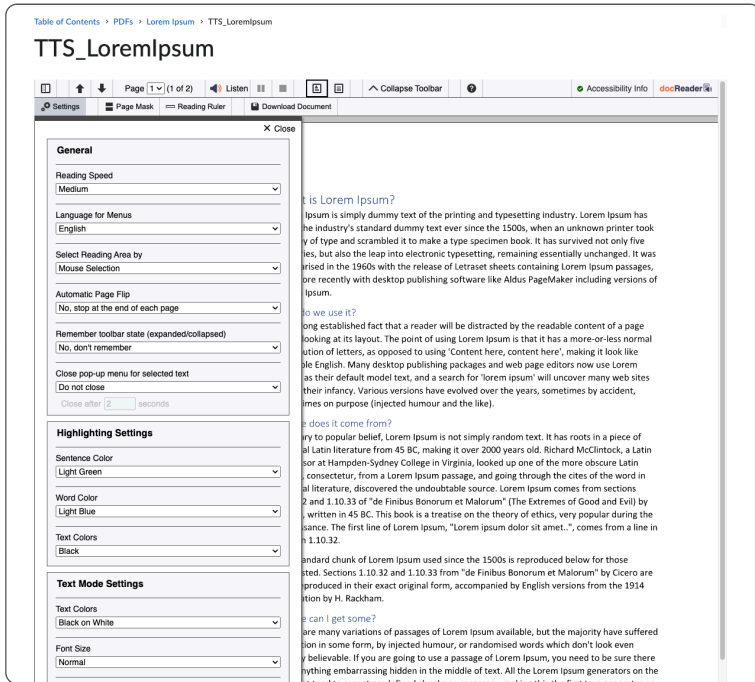
Use **Page Mask** to dim the document except for the lines where your mouse is focused.

Use **Reading Ruler** to move a ruler with your mouse to underline each line as you read it.

The **Settings** menu has options for reading speed, colour and highlighting settings, as well as font and spacing options in

Text

Mode.



TextAid

TextAid is a browser extension (Chrome, Firefox) similar to webReader in Brightspace that helps users to read content anywhere on the web.

To access the browser extension navigate to TextAid and select Sign in with Office 365. Login with your Langara email address and password.

1. Select **Web Reading**.

←

▶ Listen

■ Stop

📄 New Text

📁 Library

💾 Save

🖨️ Print

⬇️ Download as mp3

🔧 Tools

🔗 Annotations

🖋️ Highlighter

💬 Writing Assistance

🗨️ Translate

🖼️ Image to Text

🌐 Web Reading

⚙️ Reading

Aa Text

⚙️ Highlighting

📖 Reading Area

Welcome to

To get going, you can c document. Click the ▶

You can also add docur added to your personal

There are also many oth

ReadSpeaker Te

ASIA PACIFIC

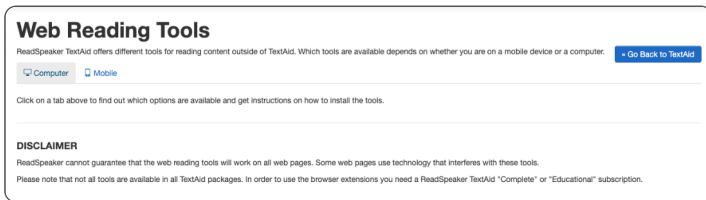
LISTEN 3:30:15

Prime Minister Narendra Modi of India Inaugural International Yoga Day

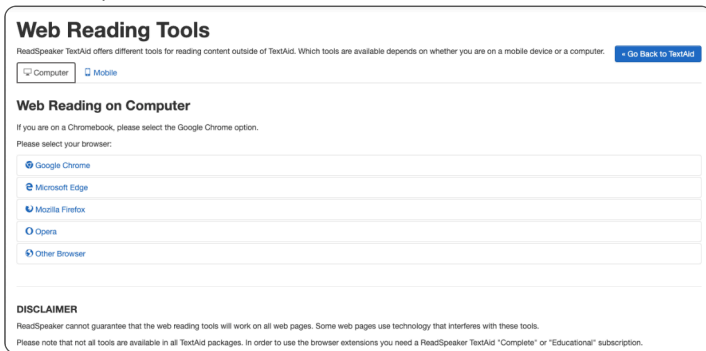
Happy Reading!

- Web Reading

2. Select **Computer** or **Mobile**.



3. Choose preferred browser.



4. Each option includes instructions and a link to install the extension.

Once the extension is installed, you don't have to through the portal every time you want to use the extension.

Using the extension

1. Select the Extensions icon (a puzzle piece in Chrome and Firefox) near the top right of the browser.
2. Choose ReadSpeaker® TextAid.
3. The ReadSpeaker tool will open.



- c. A pop-up will guide you to login if you are not currently logged in.
4. Highlight text and select the Play button (green arrow).
5. Change highlighting, reading speed, and language on the toolbar using the gear, speedometer, and globe icons.
 - a. Writing assistance tools are only available in Word or Google docs.
7. The Snapshot tool (frame icon) allows you to extract text from pictures.

Learn More

The Complete Guide to TextAid
Education Technology Resources – Text to Speech Library

Device Built-in

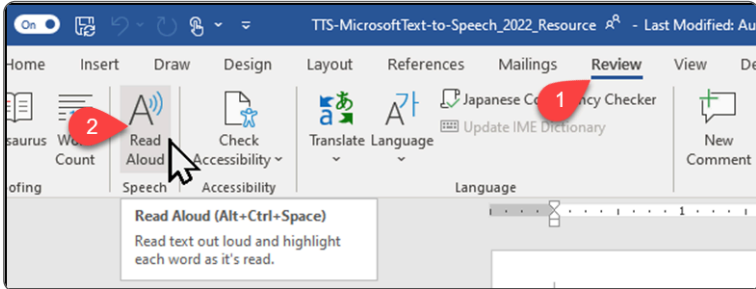
Word

Microsoft Word has two text to speech tools: **Read Aloud** and **Immersive Reader**.

Read Aloud

Read Aloud is available in the desktop version of Word. Move

to the **Review** tab and click **Read Aloud**, or press **Alt Control Space**



A small toolbar appears with controls and voice options.

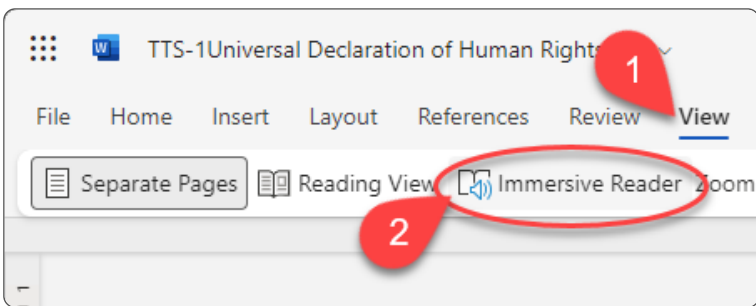


Users can have Read Aloud read from their cursor position or select text and have only the selection read.

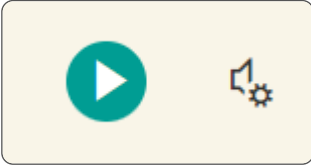
Immersive Reader

Immersive Reader is available in both desktop and browser versions of Word. Immersive Reader is also available in the browser version of PowerPoint.

To open Immersive Reader, move to the **View** tab and select **Immersive Reader**.



The document's appearance will change. At the bottom of the window, users can access Read Aloud tools.



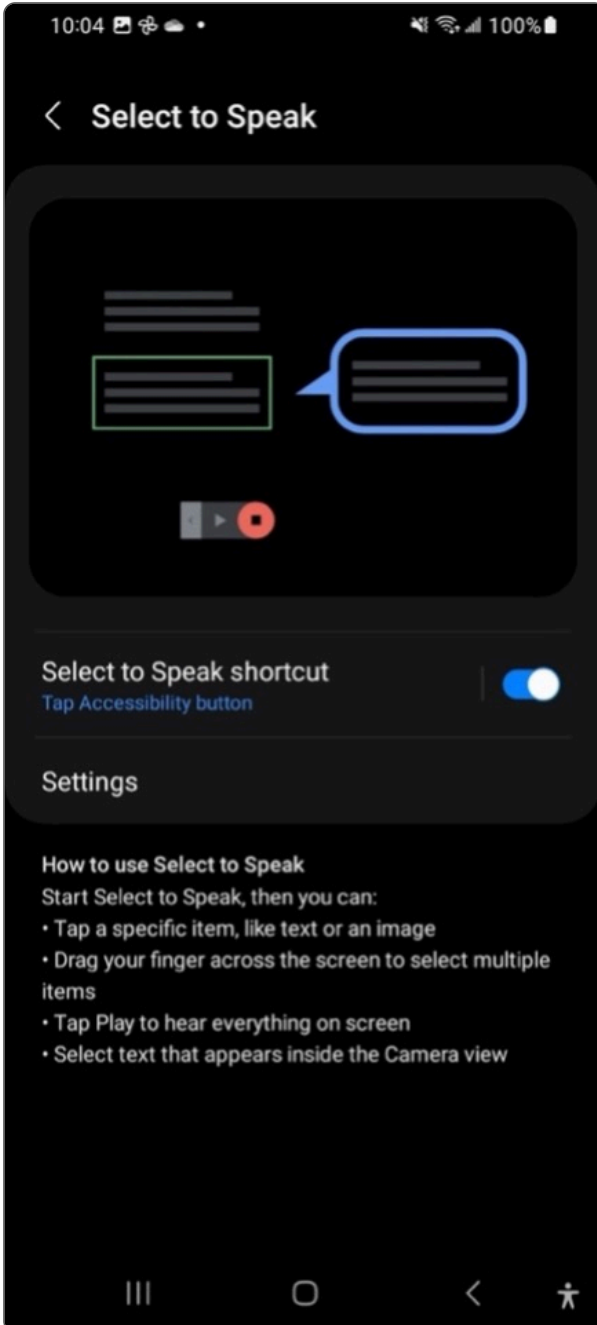
In Immersive Reader, users can customize text size and spacing, font styles, background colour, and more.



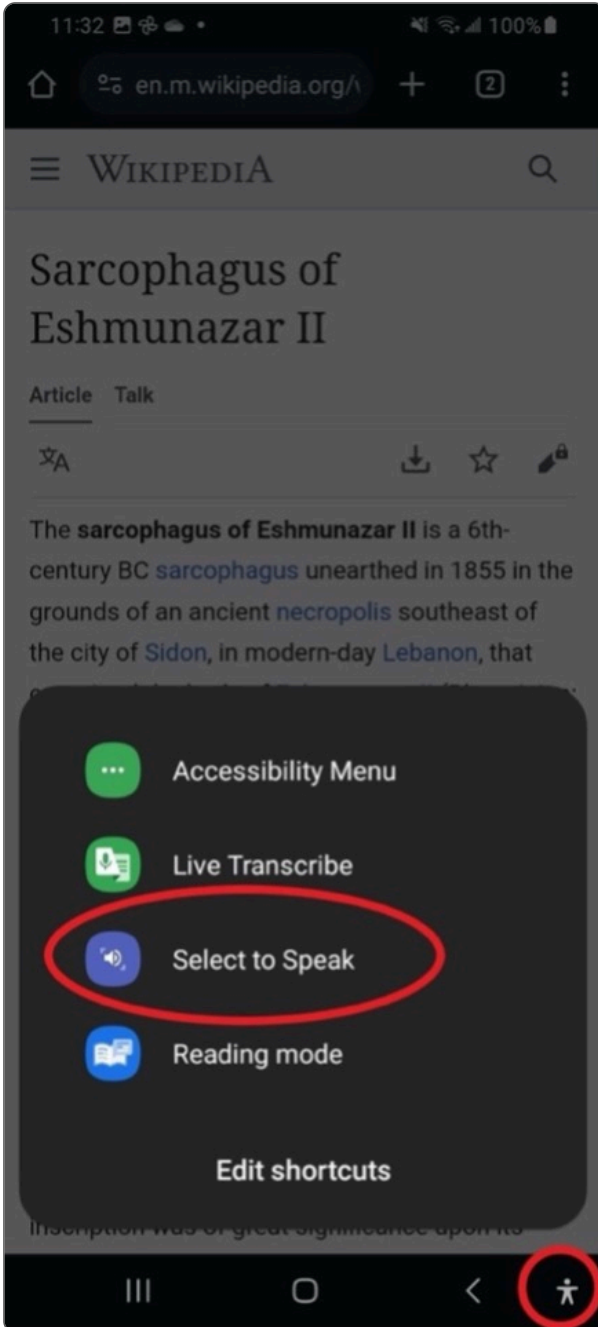
For more information, read listen to your Word documents.

Android

1. Download **Android Accessibility Suite** if not already on device.
2. Open **Settings**.
3. Select **Accessibility**.
4. Select **Installed Apps**.
5. Choose **Select to Speak**.



6. Follow prompts to set up service.
7. In apps you want read aloud, tap the accessibility icon in the bottom right.



8. Tap on text or tap and drag around text you want read aloud.

11:50 100% en.m.wikipedia.org/1

WIKIPEDIA

Sarcophagus of Eshmunazar II

Article Talk

🗨️ ⬇️ ☆ 🔒

The **sarcophagus of Eshmunazar II** is a 6th-century BC **sarcophagus** unearthed in 1855 in the grounds of an ancient **necropolis** southeast of the city of **Sidon**, in modern-day **Lebanon**, that contained the body of **Eshmunazar II** (Phoenician: 𐤀𐤏𐤍𐤕𐤕𐤏𐤕𐤏𐤕𐤏𐤕 *šmn'zr*, c. 539 – c. 525 BC), **Phoenician King of Sidon**. One of only three **Ancient Egyptian sarcophagi** with the other two belonging to his parents King **Tabnit** and Queen **Amoasntart**, it was likely carved in **Egypt** from local **amphibolite**, and captured as booty by the Sidonians during their participation in **Cambyses II's conquest of Egypt** in 525 BC. The sarcophagus has two sets of **Phoenician inscriptions**, one on its lid and a partial copy of it on the sarcophagus trough, around the curvature of the head. The lid inscription was of great significance upon its

III ◻ < ✎

- a. Use toolbar to stop, pause, or change settings.

Note, this may be different depending on your Android phone.
Android has a Reading Mode App for Chrome.

1. Install the Reading mode app from the Google Play Store and open **Reading mode**.
2. Navigate to **Settings > Accessibility**.
3. Select **Installed apps**.
4. Select **Reading Mode**.
5. Set desired **Reading mode** shortcut.
6. Open the **Accessibility** shortcut and select **Reading Mode**.
 - a. Note, **Reading mode** does not work on all webpages. Reading mode works best on documents and text heavy pages.
7. **Reading mode** changes the appearance of content.
8. Press **Play** to begin reading.
 - a. Press **Settings** to change appearance and audio settings.

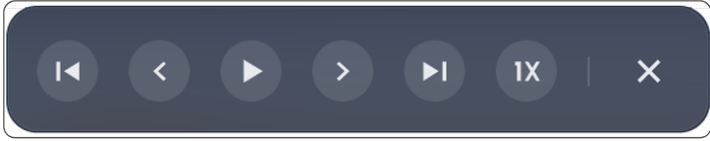
Learn More

[Use Select to Speak – Android Accessibility Help](#)

[Use Reading mode – Android Accessibility Help](#)

ChromeOS

1. Navigate to **Settings > Accessibility > Text-to-speech**.
2. Toggle on **Select to Speak**.
3. Select the **Select to Speak** icon (circle with speaker) on the Shelf and click and drag over content you want read aloud. Or highlight text and press **Search** and **s**.
4. The **Select to Speak** navigation bar will appear with options to pause, skip, rewind, and change speed.



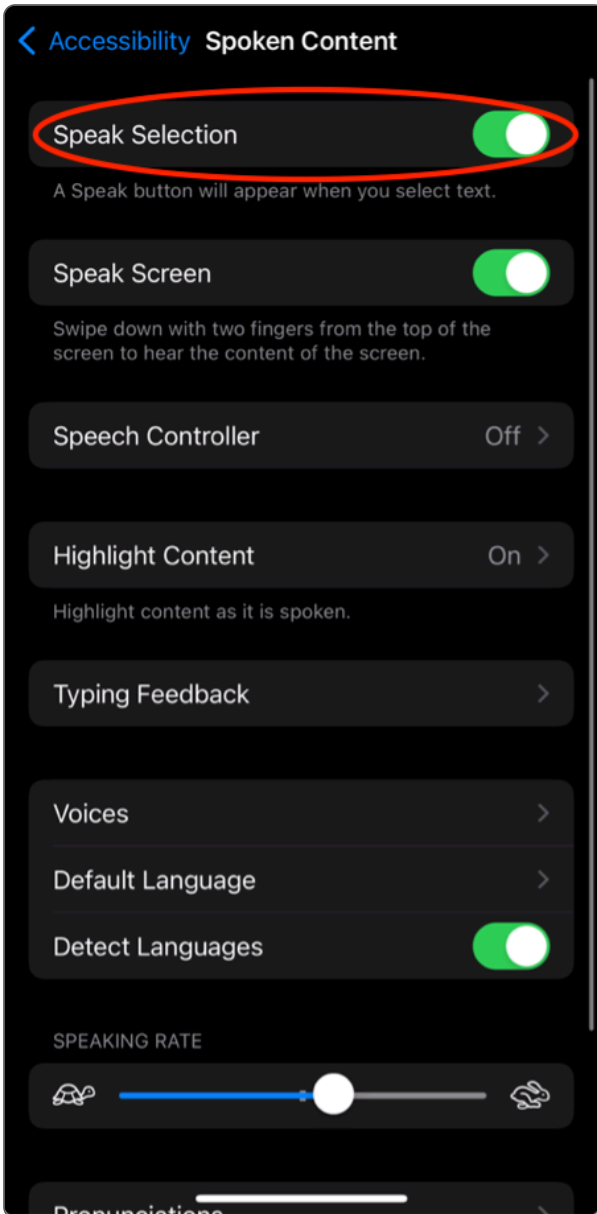
Additional options for voices and highlighting are available under **Settings > Accessibility > Text-to-Speech > Select to speak settings**.

Hear text read aloud – Chromebook Help

iOS

Use Spoken Content to read aloud content in iOS.

1. Navigate to **Settings > Accessibility**.
2. Tap **Spoken Content**.
3. Toggle **Speak Selection** on.



4. Highlight text and select **Speak** to hear selected text read aloud.

Welcome to the United Nations

Assembly resolution 217 A) as a common standard of achievements for all peoples and all nations. It sets out, for the first time, fundamental human rights to be universally protected and it has been translated into over 500 languages. The UDHR is widely recognized as having inspired, and paved the way for, the adoption of more than seventy human rights treaties, applied today on a permanent basis at global and regional levels (all containing references to it in their preambles).

Preamble

< Translate Search Web **Speak** >

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world

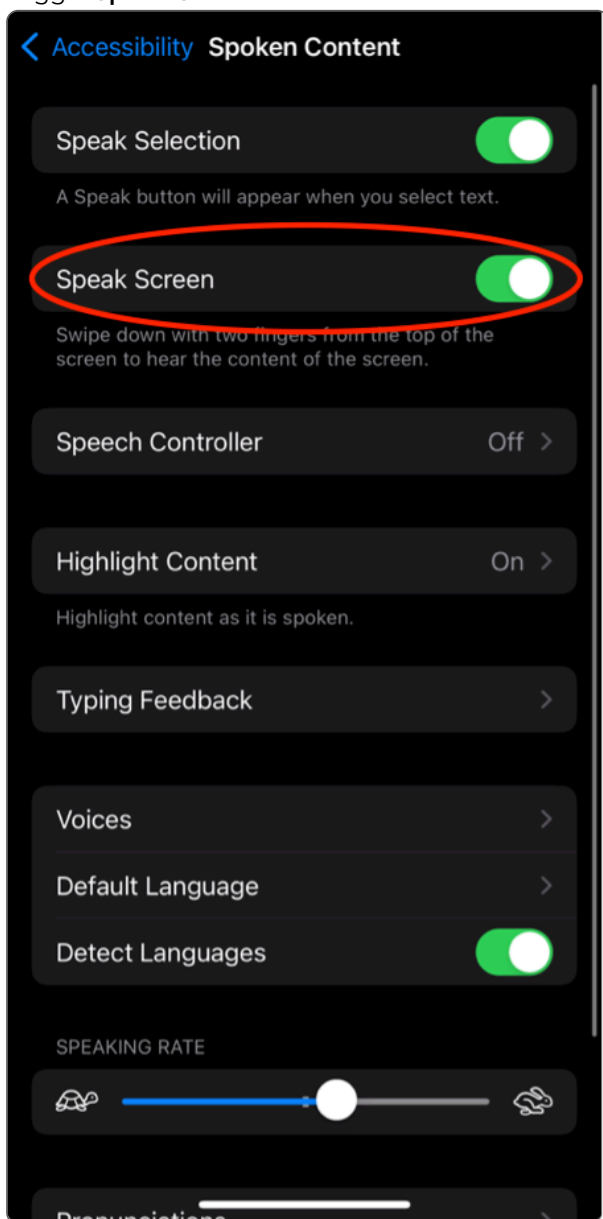
Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against

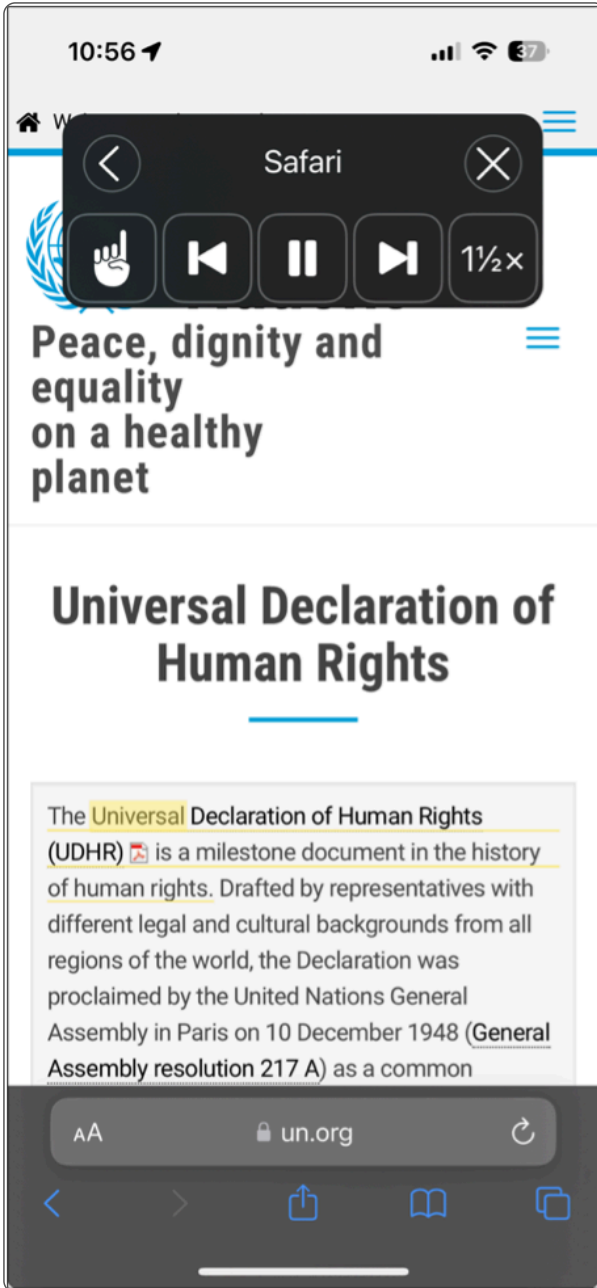
un.org

To hear everything on screen read aloud:

1. Navigate to **Settings > Accessibility > Spoken Content**.
2. Toggle **Speak Screen** on.



3. Swipe down from top of screen with two fingers to have all page content read.
4. Use the toolbar to control speech.



In Safari, use **Listen to Page:**

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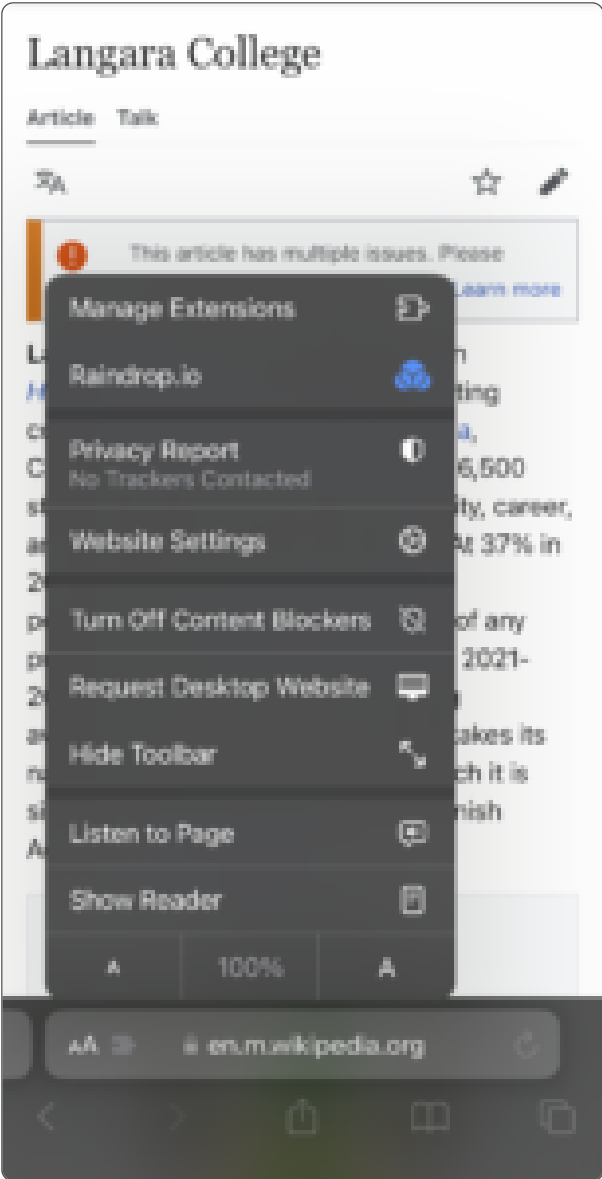
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1. Select the  icon in the address bar and choose **Listen to Page**.



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2. Control playback by tapping on on
3. Control reading speed, skip forward and back, pause, or stop listening.

Langara College

Article [Talk](#)



This article has multiple issues. Please help improve it or discuss these issues on the talk page. [Learn more](#)

Langara College (**snə́weyət̚ lələ́m** in *Halkomelem*) is a public degree-granting college in [Vancouver](#), [British Columbia](#), Canada, which serves approximately 6,500 students annually through its university, career, and continuing studies programs.^[4] At 37% in 2022-23,^[5] Langara has the highest percentage of [international students](#) of any public BC college, rising from 33% in 2021-2022.^[6] On-campus student housing

av... college takes its
na... od in which it is
si... after Spanish
A...

More Controls AA

Speaking rate 1x >

⏪ || ⏩

End Listening X

en.m.wikipedia.org



Learn More

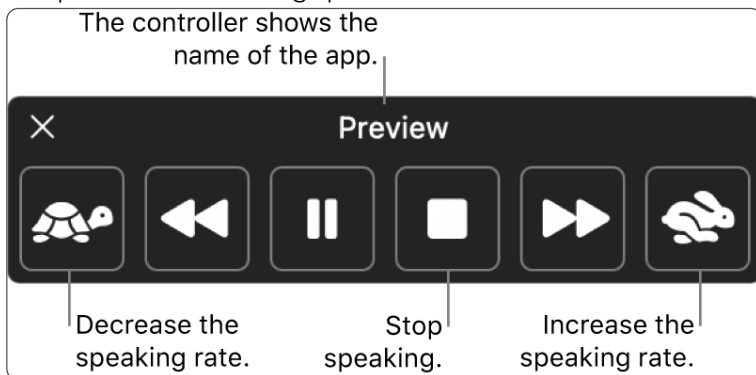
Hear iPhone speak the screen, selected text, and typing feedback – Apple Support (CA)

macOS

Turn on Spoken Content:

1. Navigate to **System Settings > Accessibility**
2. Toggle **Speak selection** on.
3. Select **Show Detail** beside options to customize.
 - a. The default keyboard shortcut for Speak Selection is **Option Escape**.
4. Choose **System Voice** and press **Play Sample** to verify voice and speed.

When activated, the Spoken Content controller will appear with options for controlling speech.



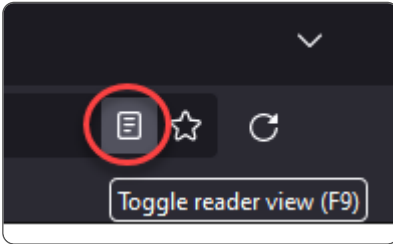
Learn More

Have your Mac speak text that's on the screen – Apple Support (CA)

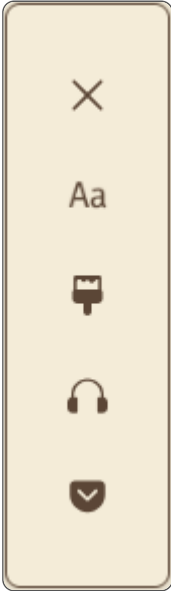
Browser tools

Firefox

Press **F9** (Windows) or **Command** and **Option** and **R** (macOS) to open/close Reader View or **click** on lined paper icon in address bar.



Reader View includes built-in text to speech and display customization.

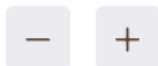


The look of webpages can be customized, including the font

as well as line, character, and word spacing.

Text

Text size



Font

Sans-serif ▾

Font weight

Regular ▾

Layout

Content width



Line spacing



Advanced



Character spacing



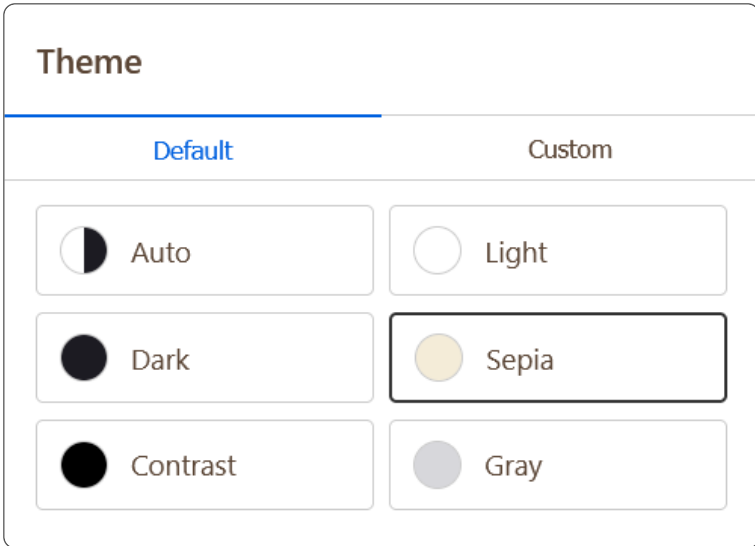
Word spacing



Text alignment

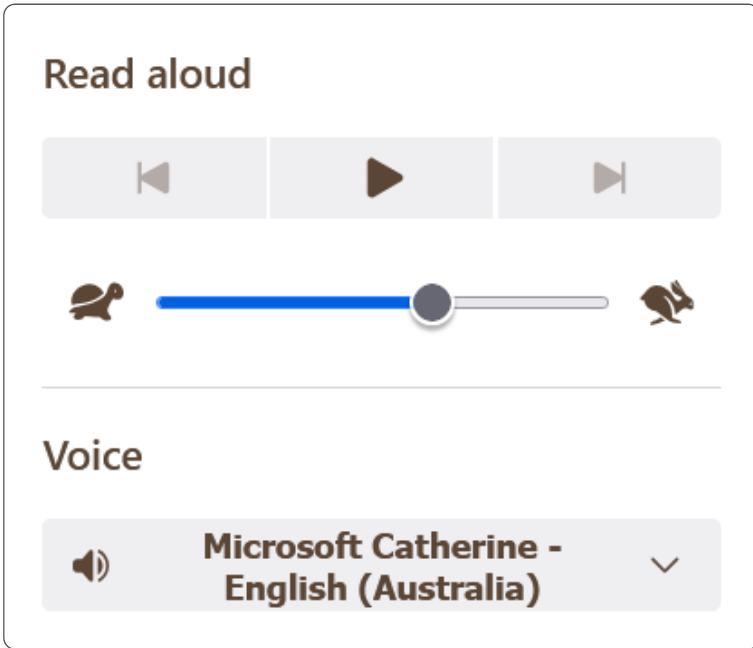


The background colour can be changed, as well as the colour of links, font, background, and highlighting under the **Custom** tab.



The **Read aloud** tool (headphone icon) offers read aloud

functions, variable speed, and voice options.



This is not available on all webpages.

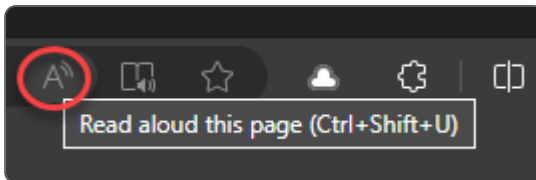
Firefox Reader View for clutter-free web pages

Edge

Edge has two reading tools: **Read Aloud** and **Immersive Reader**.

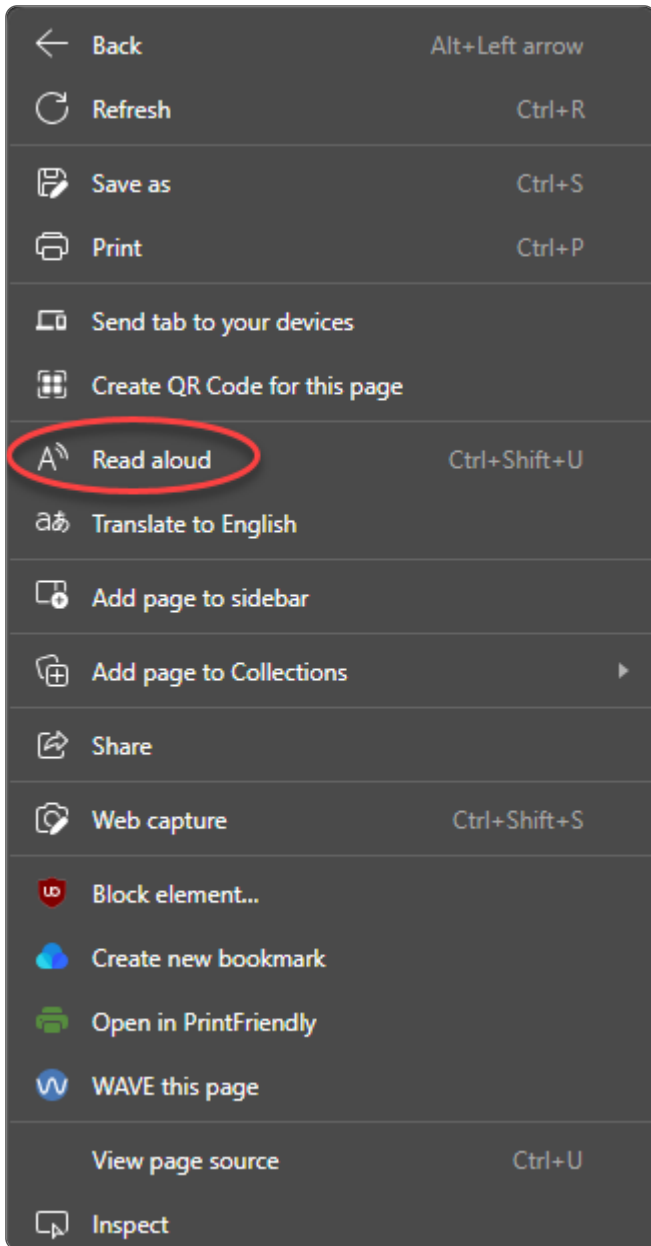
There are 3 ways to activate Read Aloud:

1. Press **Control Shift u**
2. Click on A icon in address bar



Read Aloud will begin reading from the top of the page.

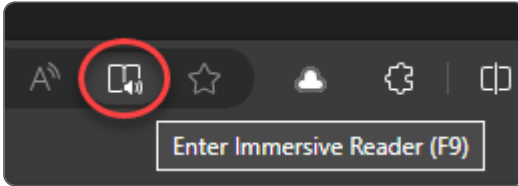
3. **Right-click** on text, select **Read Aloud** or **Continue to read aloud from here**



Additionally, users can select text, right-click and

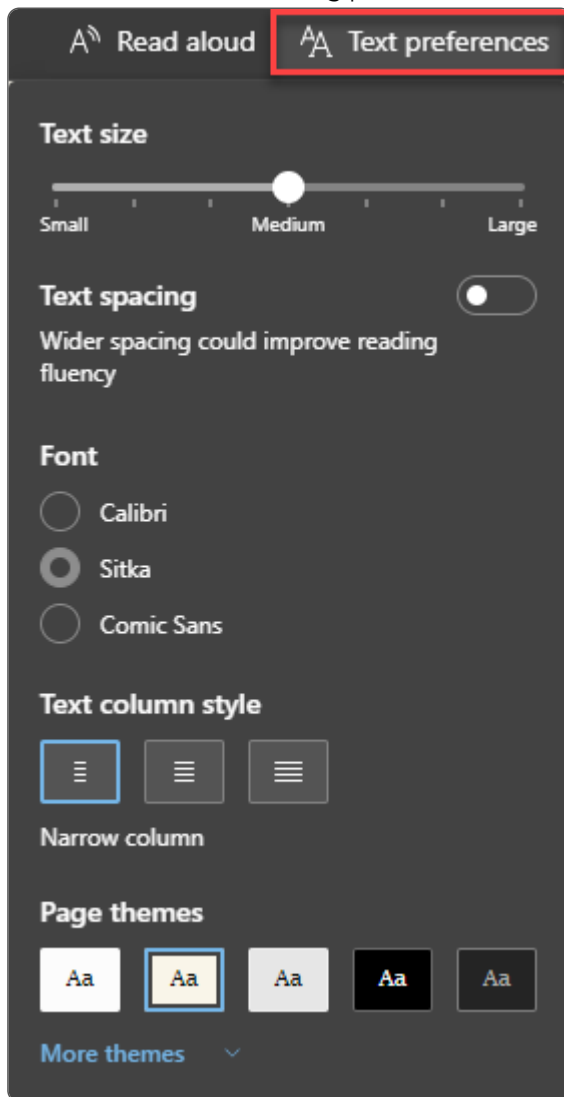
click **Read Aloud Selection**

To use **Immersive Reader**, press **F9** or click the Immersive Reader icon in the address bar (when available).



Immersive Reader offers a simplified version of webpages with full Read Aloud functions. Additional visual

customizations and reading preferences are available.



Learn more about Read aloud.

Use Immersive Reader in Microsoft Edge.

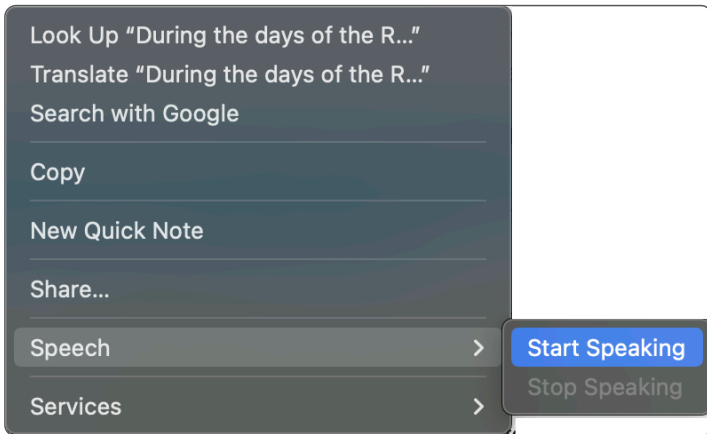
Safari

Turn on Spoken Content:

1. Navigate to **System Settings > Accessibility**
2. Toggle **Speak selection** on.
3. Select **Show Detail** beside options to customize.
 - a. The default keyboard shortcut for Speak Selection is **Option Escape**.
4. Choose **System Voice** and press **Play Sample** to verify voice and speed.

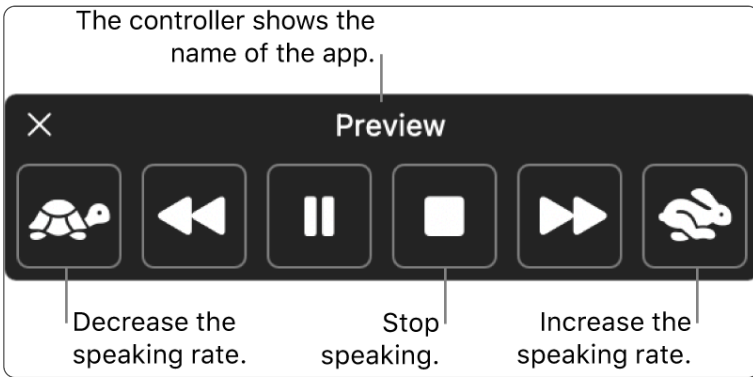
In Safari:

1. Highlight text.
2. **Right-click.**
3. Select **Speech.**
4. Select **Start Speaking.**

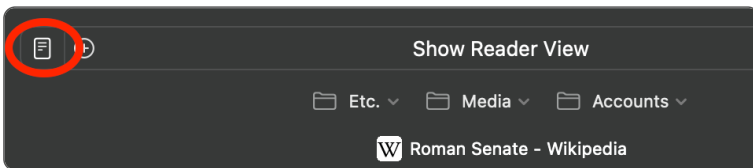


5. Or select **Edit** from menu bar.
6. Choose **Speech.**
7. Click **Start Speaking.**

Use the controller window to control reading and speed.



Safari has **Reader View** available on some websites. This simplified view of web content may make reading easier. Click **Show Reader View** in the address bar.



Reader View can also be activated by pressing **Command Shift r** or open the **View** menu and select **Show Reader**. Reader View is not available on all websites.

Hide ads when reading articles in Safari on Mac

Reading Alternate Format Material

On this page:

| [TextAid](#) | [Calibre](#) | [Kurzweil](#) | [Speechify](#) | [Natural Reader](#)

When physical material, or inaccessible digital material, is converted there are a number of tools that will be useful to read that material.

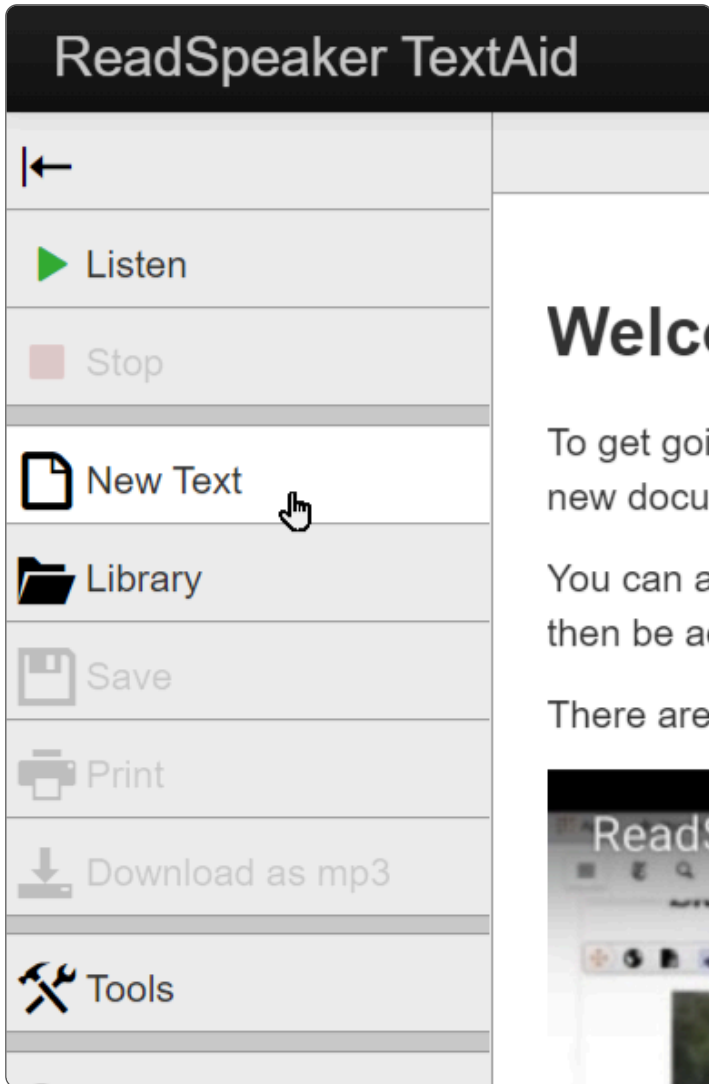
TextAid



The TextAid web portal offers a number of tools to assist with reading.

New Text

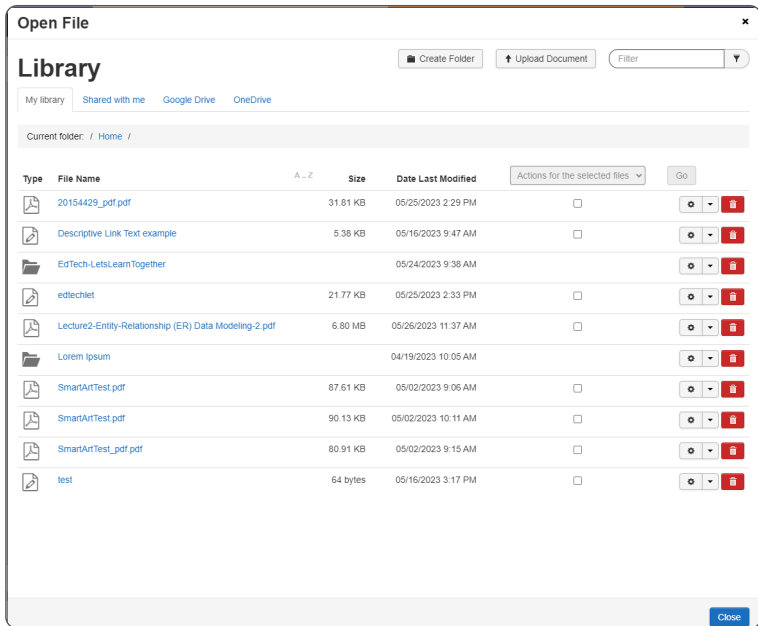
1. Select **New Text**.



2. Type or paste text from another source.
3. Create, edit, and read content all in this window.
4. Save to your Library for later, Print to paper or PDF, or Download as mp3 for listening.

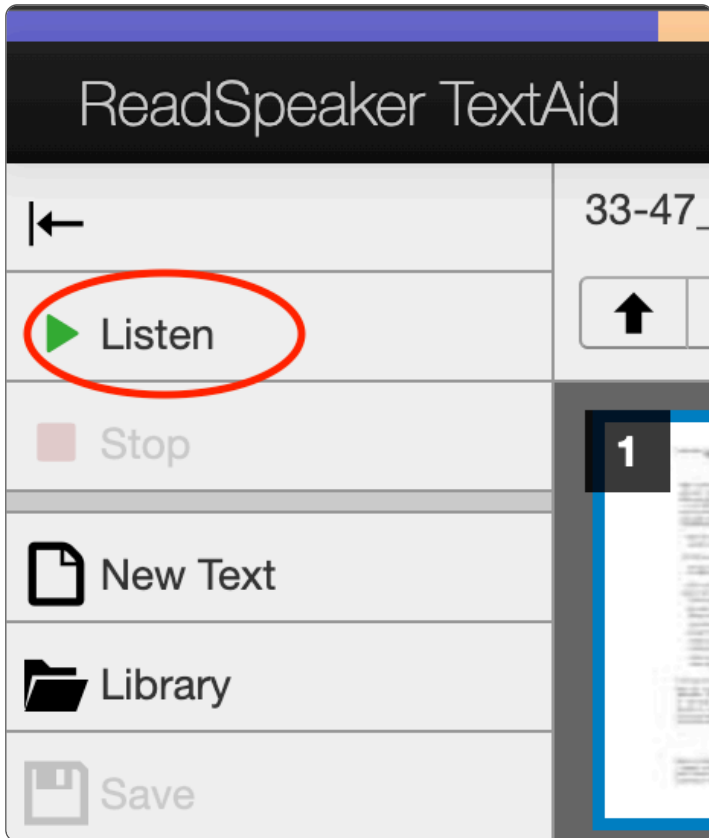
Library

Library organizes files you have saved, created, or uploaded.

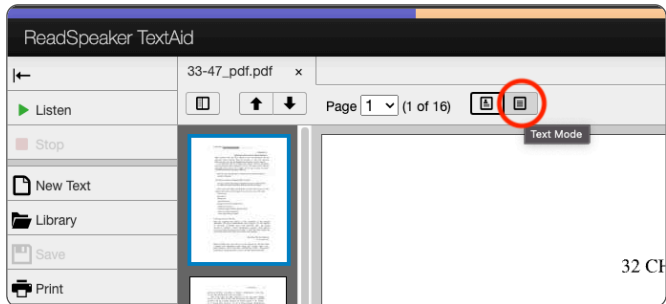


To add a new document to TextAid:

1. Open **Library** from the lefthand toolbar.
2. Select **Upload Document** to add PDFs or other documents you want to read.
3. Once uploaded, click on file in Library window to access and read.
4. Click **Listen** to begin reading.



- a. Select **Text Mode** to see a plain text conversion of the content. Note that this may change the layout or formatting of the document.



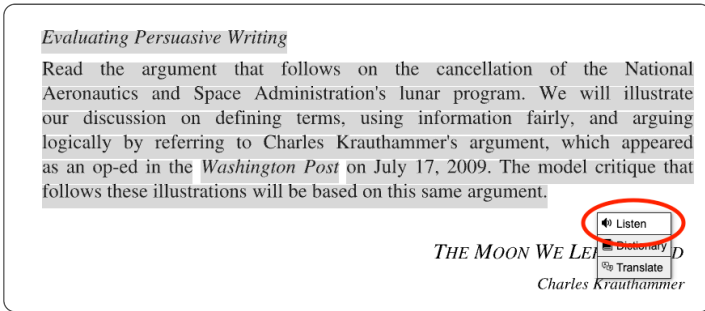
5. Select text and click **Listen** to read only selected passages.

Evaluating Persuasive Writing

Read the argument that follows on the cancellation of the National Aeronautics and Space Administration's lunar program. We will illustrate our discussion on defining terms, using information fairly, and arguing logically by referring to Charles Krauthammer's argument, which appeared as an op-ed in the *Washington Post* on July 17, 2009. The model critique that follows these illustrations will be based on this same argument.

THE MOON WE LEFT BEHIND

Charles Krauthammer

A screenshot of a text editor interface. The main text is a paragraph about the cancellation of the National Aeronautics and Space Administration's lunar program, attributed to Charles Krauthammer. The text is highlighted in grey. A context menu is open over the text, with the 'Listen' option circled in red. Other options in the menu include 'Dictionary' and 'Translate'. The title of the document is 'THE MOON WE LEFT BEHIND' and the author is 'Charles Krauthammer'.

Annotations and Highlighter

1. Select **Annotations** to add notes to a document.



2. The Annotations toolbar opens with options for sticky notes, text boxes, shapes, and markers.

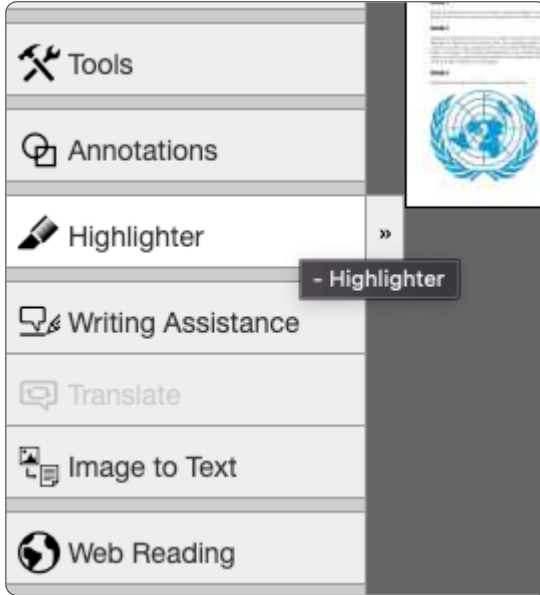


3. Make notes and other markings and then select **Save** in

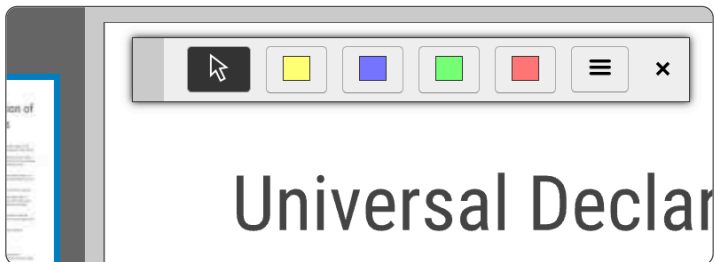
the toolbar on the left.

The **Highlighter** tool allows users to highlight passages of text and then organize and export those highlights.

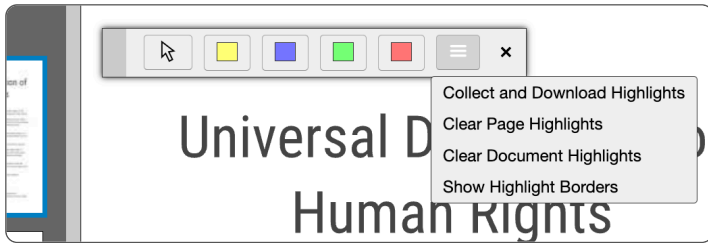
1. Select the **Highlighter** tool in the lefthand toolbar.



2. The **Highlighter** toolbar will appear with options to select different colours.



3. After highlighting content, select the menu for options.



- a. Select **Collect and Download Highlights** to organize highlights and open a new TextAid document with your highlights.
 - i. This option includes collection and sorting options.
 - ii. A common method is to use different colours for different topics to easily organize notes.
- b. **Clear Page Highlights** and **Clear Document Highlights** will remove highlights from the active page or whole document.
- c. **Show Highlight Borders** toggles on or off different borders such as solid lines, dashes, and dots to assist users that have trouble distinguishing highlights by colour.

Tools

ReadSpeaker TextAid

← TTS-1Universal Decl

▶ Listen

⏹ Stop

📄 New Text

📁 Library

💾 Save

🖨️ Print

⬇️ Download as mp3

🔧 Tools

📎 Annotations

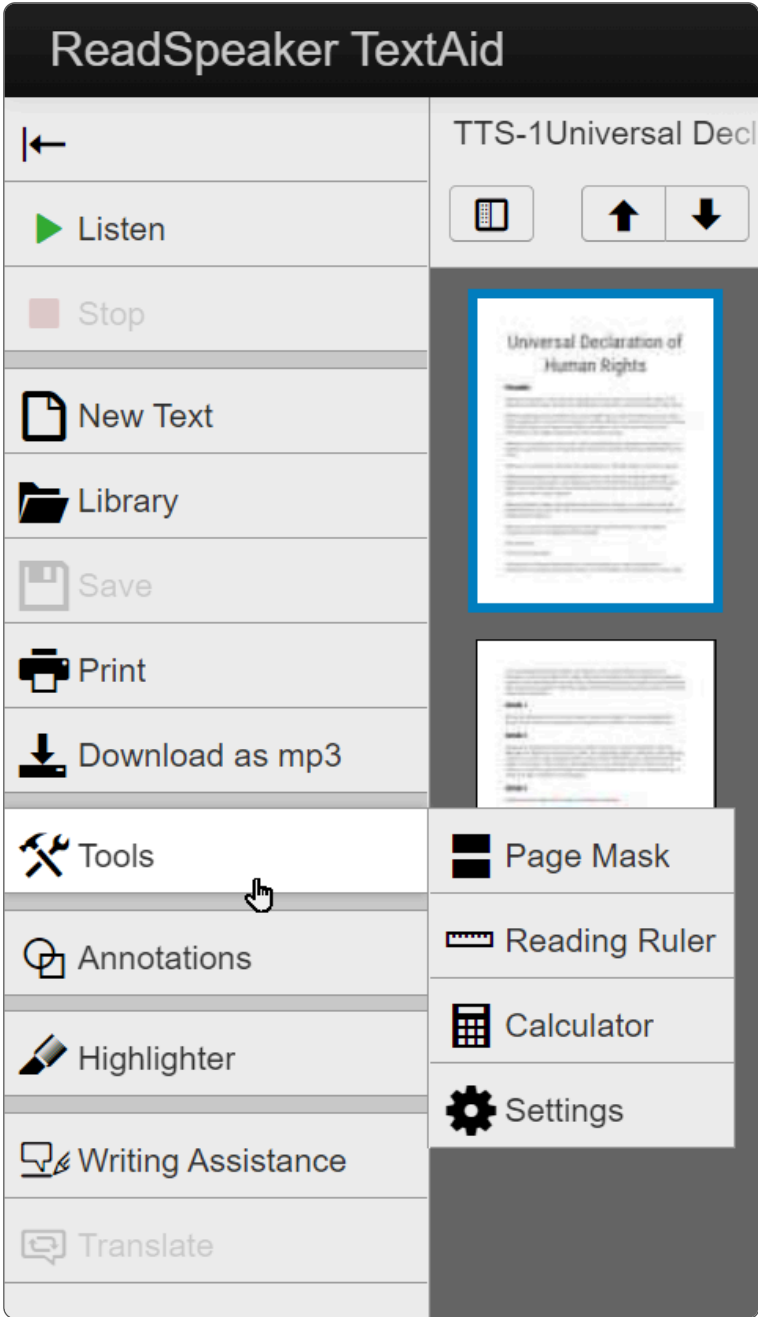
🖋️ Highlighter

🗨️ Writing Assistance

🗣️ Translate

📱

⬆️ ⬇️



The screenshot shows the ReadSpeaker TextAid application interface. The top bar is black with the text 'ReadSpeaker TextAid' in white. Below the bar, the left side contains a vertical list of buttons: a back arrow, 'Listen' (with a play icon), 'Stop' (with a square icon), 'New Text' (with a document icon), 'Library' (with a folder icon), 'Save' (with a floppy disk icon), 'Print' (with a printer icon), 'Download as mp3' (with a download icon), 'Tools' (with a wrench and screwdriver icon), 'Annotations' (with a magnifying glass icon), 'Highlighter' (with a highlighter icon), 'Writing Assistance' (with a speech bubble icon), and 'Translate' (with a speech bubble icon). The right side shows a document titled 'TTS-1Universal Decl' with a blue border around the main text area. Below the document, there is a smaller preview of the document. At the bottom right, a list of tools is displayed: 'Page Mask' (with a black square icon), 'Reading Ruler' (with a ruler icon), 'Calculator' (with a calculator icon), and 'Settings' (with a gear icon). A mouse cursor is pointing at the 'Tools' button.

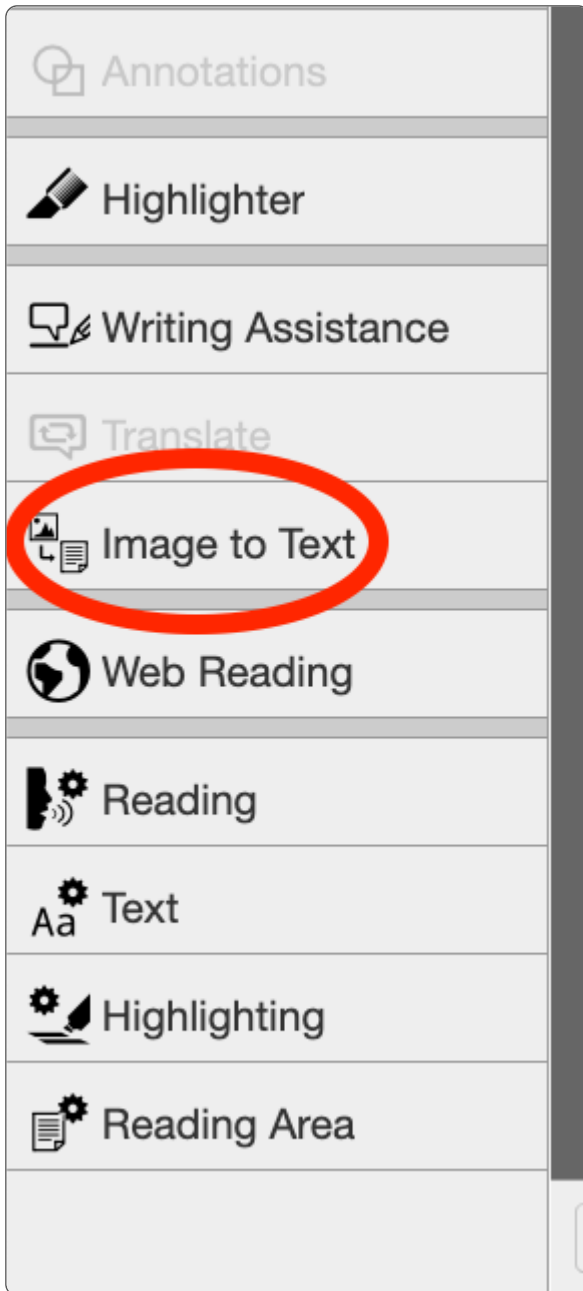
1. **Page Mask**
 - a. Dims, or blocks out depending on your customization, the rest of the screen except for the line(s) you are reading.
2. **Reading Ruler**
 - a. Places a solid bar on screen that follows your mouse.
3. **Calculator**
 - a. A very basic calculator that can read basic math aloud.
4. **Settings**
 - a. Settings to customize Page Mask and Reading Ruler.

Image to Text

Users can upload an image of text that is converted to machine-readable text and saved to the TextAid library.

To use Image to Text:

1. Select **Image to Text** in the sidebar



2. Select **Choose File** and select your file

Convert Image to Text ✕

Convert images to texts or documents

Upload an image file and have it automatically converted to an editable text or a read-only pdf document.

You can convert 25 pages per month. You have converted 16 page(s) so far this month.


Please fill out the form below.

Input options

Select an image file to upload *

Choose File No file chosen

Reading Voice

 English (UK) - Alice ▾

Save to folder *

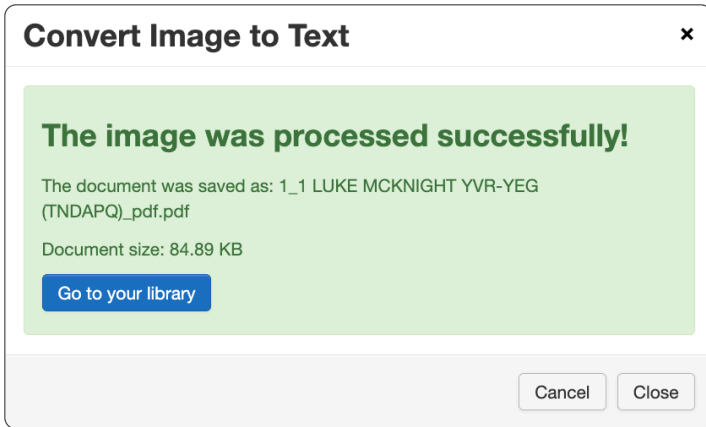
Root folder ▾

What do you want to do with the result? *

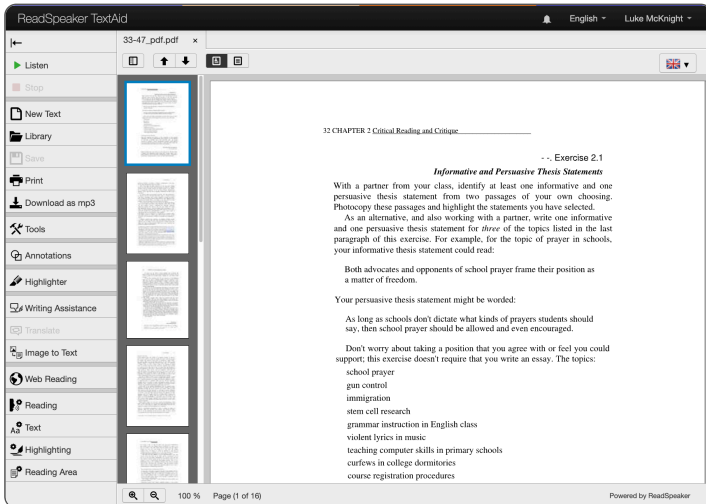
Save as a read-only document Save as an editable text

Cancel Start

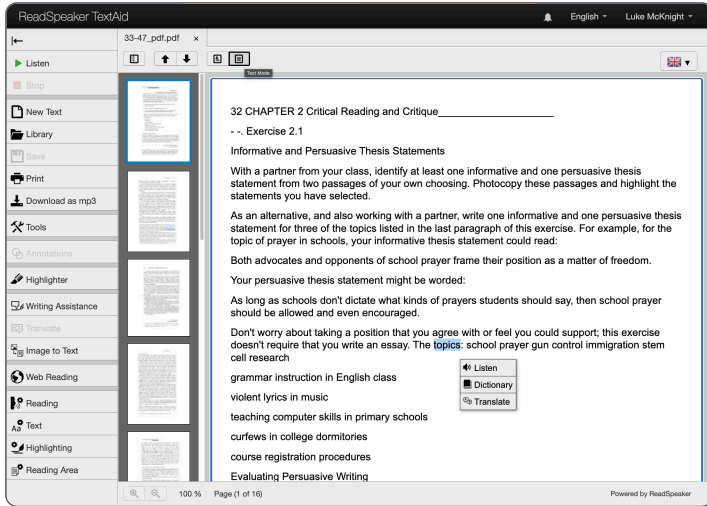
3. Wait for file to process and then select **Go to your library** to access your file



4. Once the processing is completed, you can use the reading options and tools discussed above.
5. **Listen** button to read the whole document



6. Select **Text Mode** to see a plain text conversion and use additional tools such as select to listen



Settings

1. **Reading**
 - a. Use this menu to change **Reading Voice, Reading Speed, and Pause Between Words.**
 - b. Use the **Play** button at the bottom of the window to hear a preview.
2. **Text**
 - a. Find settings for **Text Colour, Background Colour, Text Size, Font Style, and Text Spacing.**
 - b. A preview of changes appears at the bottom of the window.
 - c. Changes made here will only be visible in **Text Mode.**
3. **Highlighting**
 - a. These are settings for word and sentence highlighting while reading, not the Highlighter tool
 - b. Use this menu to select colour of highlighted word, colour of highlighted sentence, and text colour.
4. **Reading Area**
 - a. Offers options to change how text is selected for

reading or highlighting.

- b. **Mouse selection** requires users click and drag over desired text.
- c. **Text selection** automatically selects groupings, such as paragraph, when the mouse is hovered over text.
- d. **From mouse pointer to page end** selects all text from the mouse pointer location to the end of the page.

Learn More

TextAid Quick start student guide (PDF)

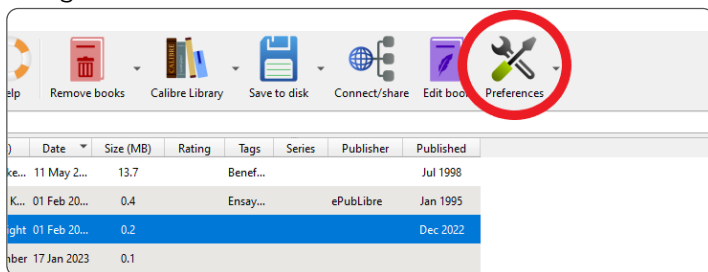
How to use TextAid YouTube playlist

Calibre

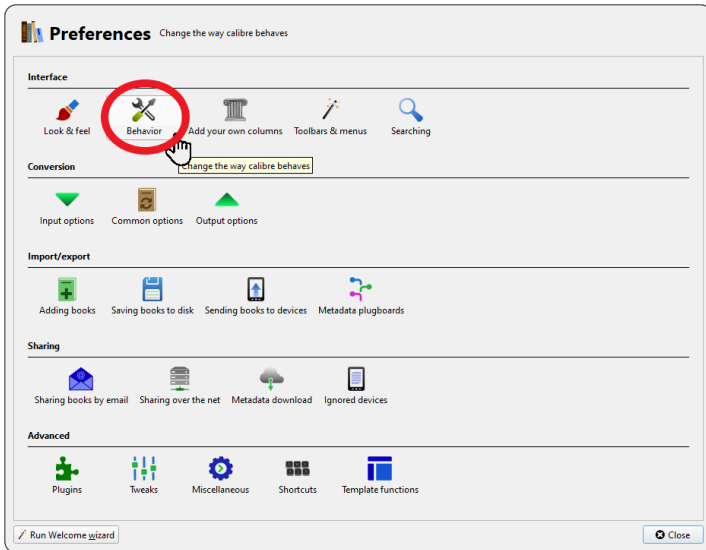
Calibre is available on Langara computers and free. Calibre is available to download for macOS and Windows.

To read PDFs in Calibre, users must first change a default setting:

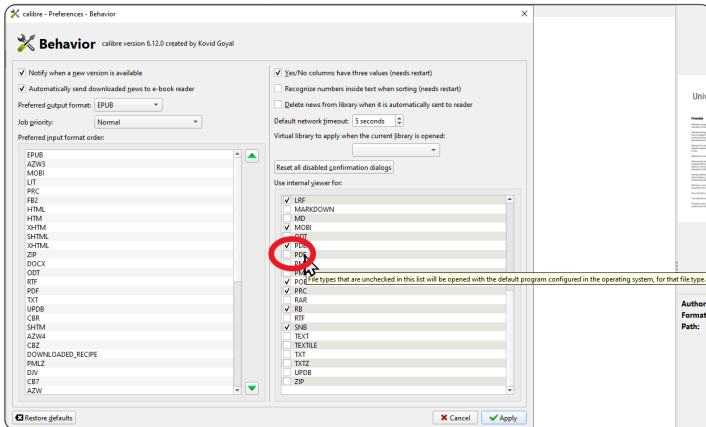
1. Navigate to **Preferences**



2. Select **Behavior**

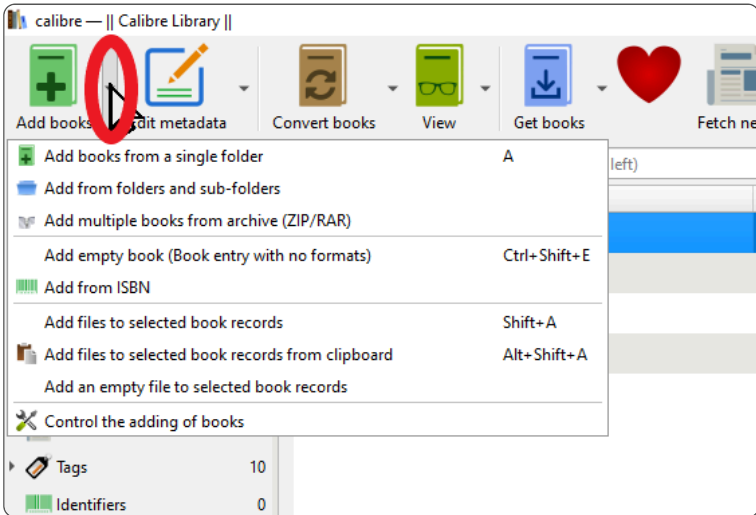


3. Check **PDF** under **Use internal viewer for:**



Calibre can be used as a library to organize content including etexts, PDFs, and other documents. To add files to Calibre,

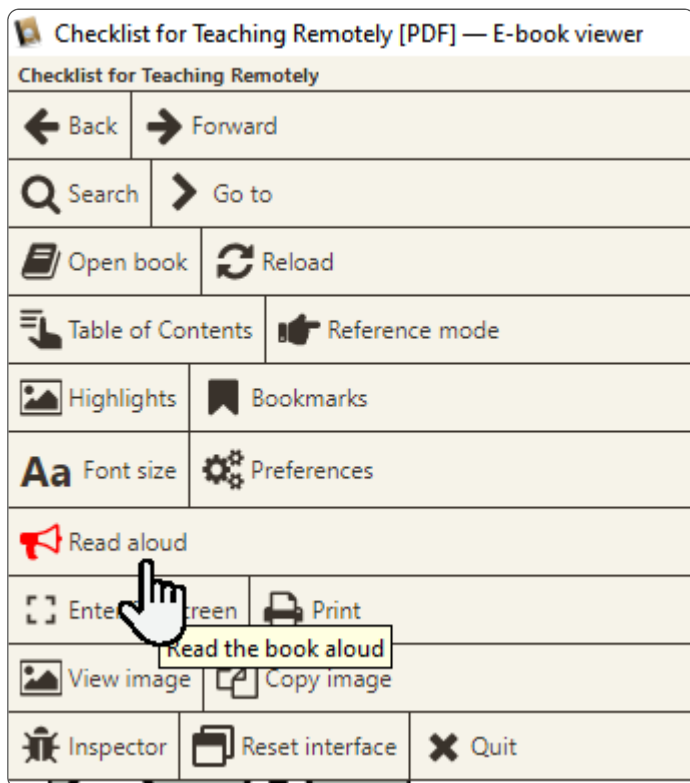
select the menu beside **Add books:**



Select **Add books from a single folder** for single files or **Add from folders and sub-folders** for multiple files.

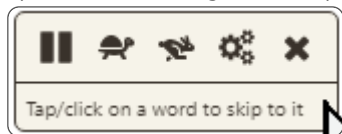
To read a book or file, double click on desired file. To have the book read aloud, right-click in the document window then

select **Read aloud**:



Various other options are available in the menu. **Font size** and **Preferences** allow users to change many appearance settings to suit their reading preferences.

When reading aloud, a toolbar with options to pause, adjust speed, and change voice appears.



calibre User Manual – calibre E-Book Viewer

Kurzweil

Kurzweil is available for use in L121. Students may be able to request funding for personal software from Assistive Technology British Columbia (ATBC). Accessibility Services can assist you in completing an application for funding or equipment loan from ATBC.

Kurzweil can handle many document types including Word, PDF, EPUB, and specialized KESI Kurzweil files.

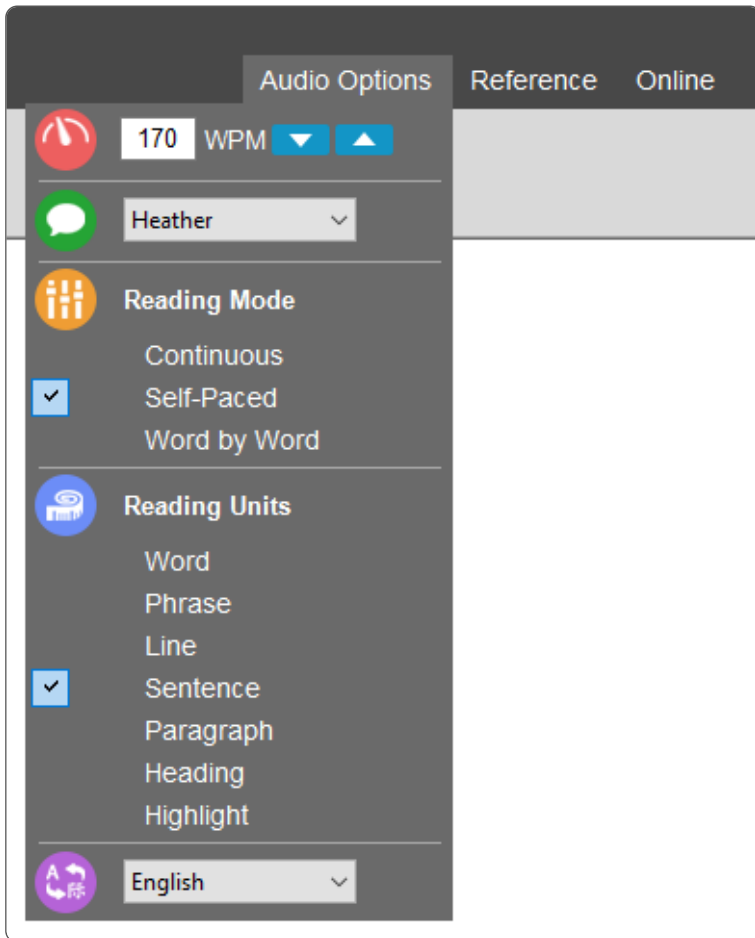
Select **File > Open** and choose the file you want to read.

The first time you open a file in Kurzweil, a conversion process will run. This may take some time depending on the length of the document.



By default, Kurzweil will begin reading from the blinking red cursor. Kurzweil has many settings for reading options.

Select **Audio Options** to change voice and speed.



Reading Mode and **Reading Units** change reading settings. **Continuous** reads until paused by the user whereas **Self-Paced** will pause based on the set **Reading Units**. Users can select text and press **Play** to read only the selected content.

Some users may benefit from highlighted content without Kurzweil's audio output. Toggle **Audible Reading** off to mute

audio.



In addition to the toolbar buttons, users can press **F3** to play/pause reading, **F2** to move to previous Reading Unit, and **F3** to move to the next Reading Unit.

Kurzweil also has tools for writing and mind mapping. Contact assistivetech@langara.ca for information and resources on Kurzweil. Consult the Kurzweil Academy for more how-to videos and guides.

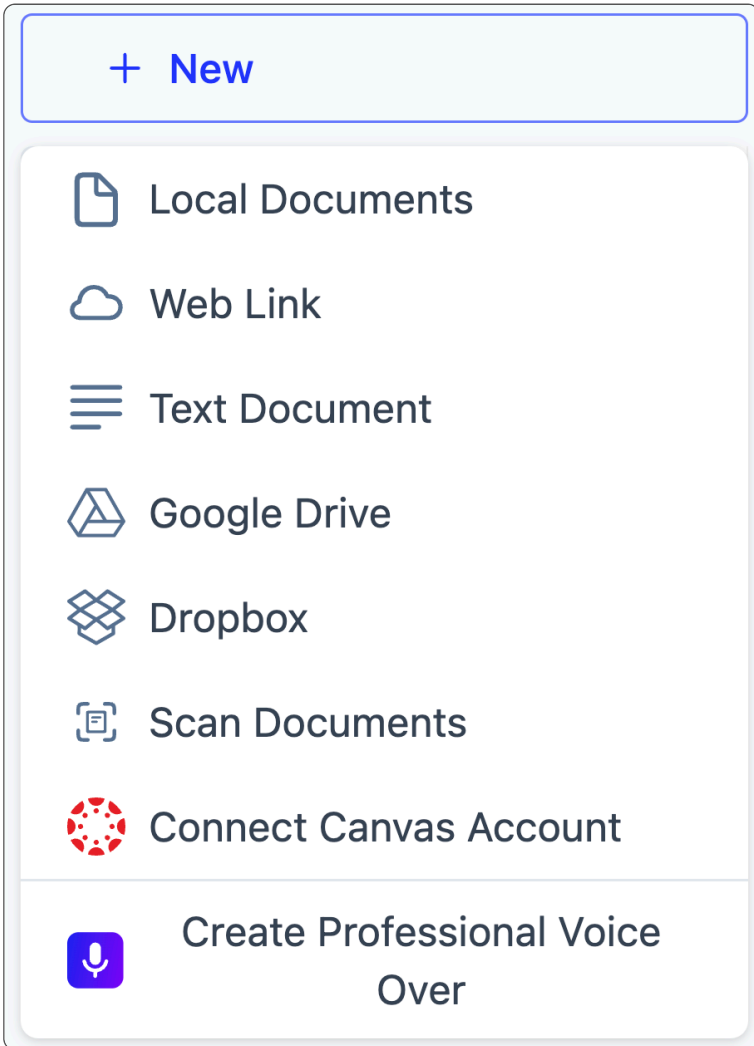
Speechify

Speechify is available on most platforms:

- Speechify for iOS
- Speechify for Android
- Speechify for macOS
- Speechify Chrome Extension
- Speechify web portal

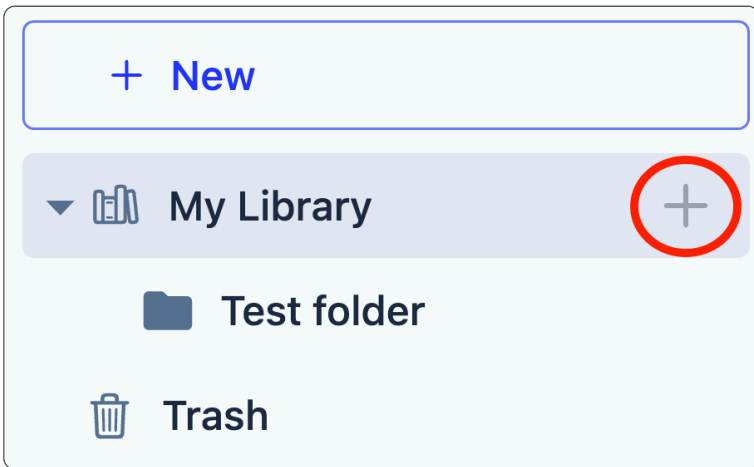
On the web portal, users can upload various file types from

their device, DropBox, or Google Drive.



Users can build a library of files with folders. Click the plus to

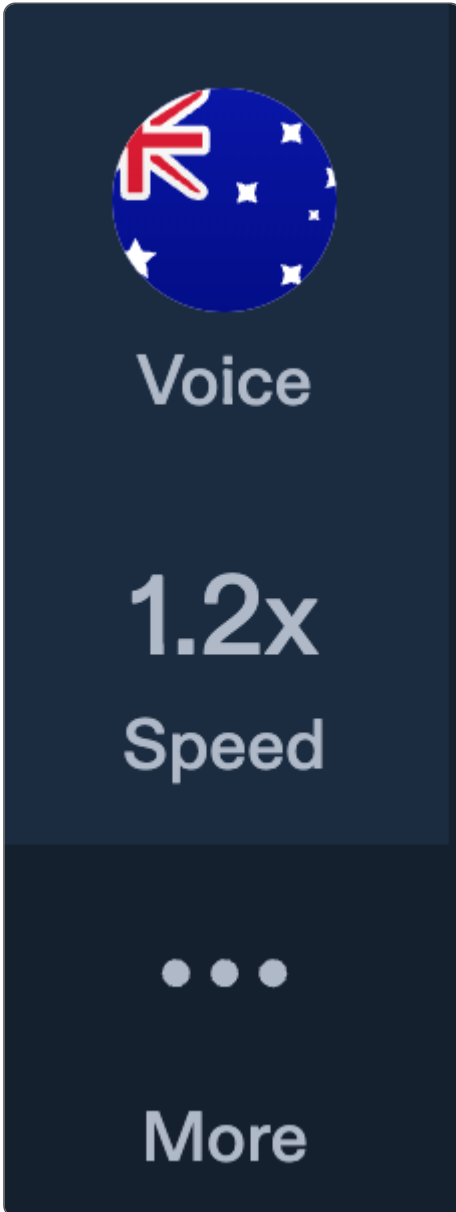
create a folder.



Folders can be edited, renamed, and deleted.

Users can change settings including voice, speed, and

appearance in the left hand menu when a document is open.



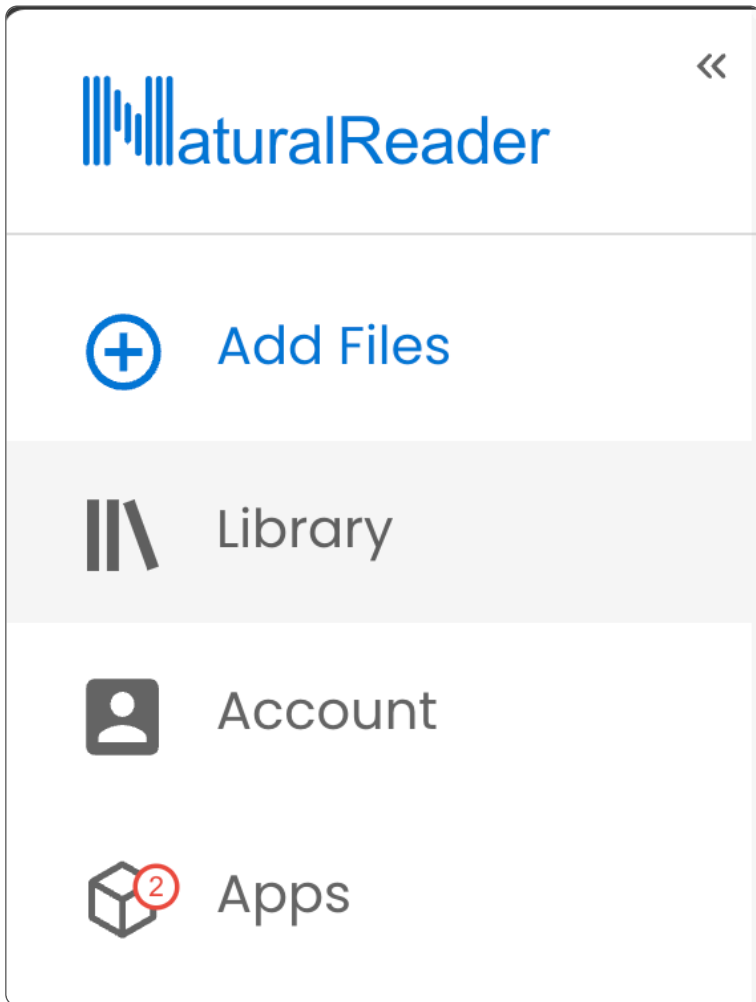
Note: Only the standard voices (those without golden diamond on profile picture) are free.

Natural Reader

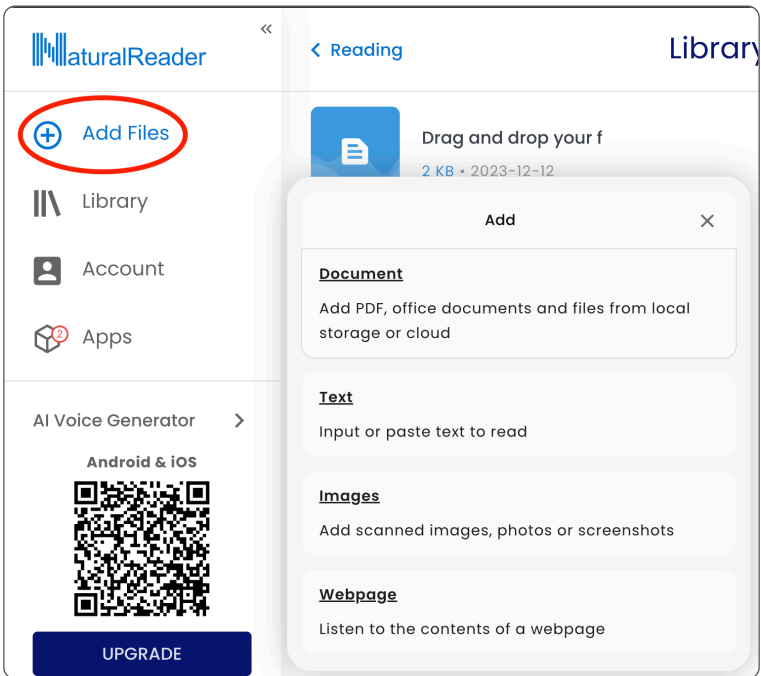
Natural Reader is a text-to-speech tool available as a web platform. NaturalReader is available for macOS and Windows. There is also a NaturalReader app for Android and iOS.

To use Natural Reader, navigate to <https://www.naturalreaders.com/online/>

Users can build a library of files:



Add files from various sources:

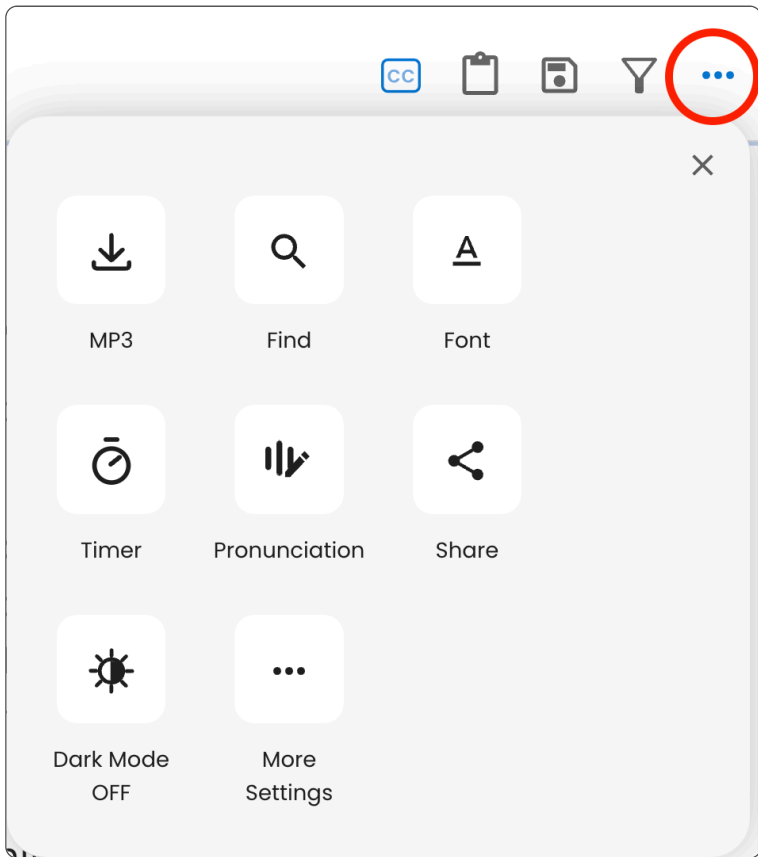


Users can change settings such as voice and playback speed with the toolbar along the top:



Note, there are very few free voices and most voices require a paid subscription.

Settings are available in the top right corner ... icon.



Equatio Quick Start Guide



Equatio is software that allows you to insert, edit, and interact with digital STEM content.

Use Equatio to:

- Create accessible STEM content in Google Docs, Microsoft Word and PowerPoint, and Brightspace.
- Create and consume STEM content in a variety of formats.
- Use multiple input options, text-to-speech, and accessible chemistry tools.

Install

1. Go to Equatio Desktop



Welcome to Equatio.

We hope you enjoy using our software and find it helpful.

Click on the buttons below to download the latest version of Equatio for Windows or Equatio for Mac.

[Windows](#)

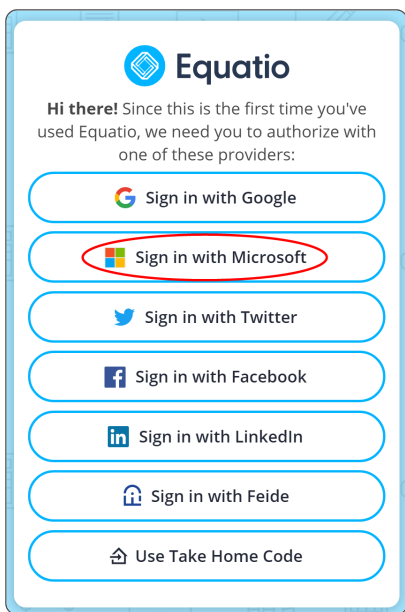
[Mac](#)

More information is available at
<https://support.texthelp.com/help/equatio>.

2. Choose **Windows** or **Mac**.
3. Follow the installation guide.

Access

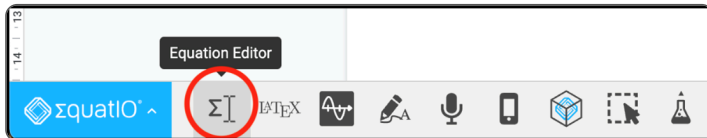
Select **Sign in with Microsoft** and use your Langara email and password.



Basic Function

Creating STEM Content

1. Open Equatio
2. Open the **Equation Editor** to type math.



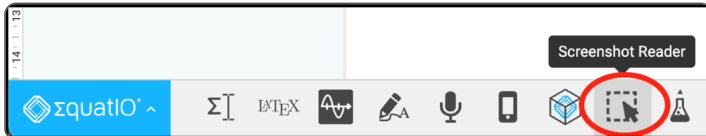
3. Enter text as you would speak it, or with specific notation. Select appropriate suggestions as you type by pressing **Enter**.
4. Click the **Copy Math As...** or **Insert Math** button to put accessible digital math in documents.

Read STEM

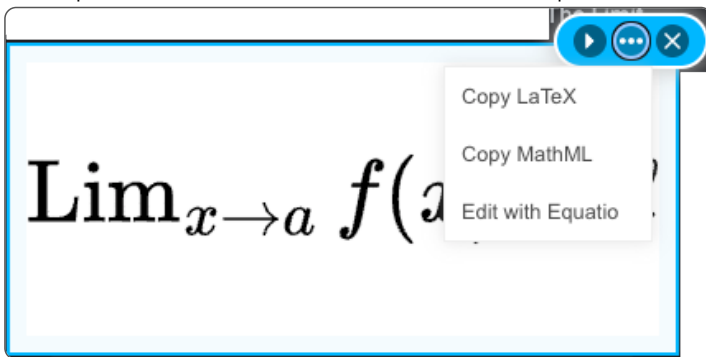
EquatIO's **Screenshot Reader** can be used to capture images of math or other inaccessible math content.

To use EquatIO's Screenshot reader:

1. Open Equatio.
2. Select **Screenshot Reader** on the toolbar.



3. Draw a box around math in documents or on the web. The content will be read aloud and can be exported to various formats (MathML, LaTeX, accessible image) or opened in the equation editor for further revision or completion.



For more information contact assistivetech@langara.ca
Read more EquatIO how-tos and resources.

Optical Character Recognition



These **optical character recognition** tools may assist users to glean text from inaccessible documents and websites. None of the tools on this page are meant as a replacement for accessible document creation. Content creators are always responsible for creating accessible material.

On this page:

Screenshot Readers | **Optical Character Recognition**

Screenshot Readers

Screenshot Readers allow help users capture a selection of their screen and extract text from improperly formatted PDFs, images, or poorly coded websites.

PowerToys

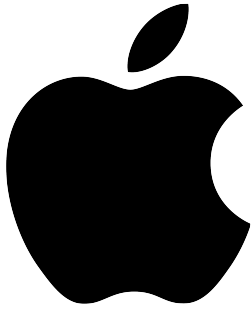
Microsoft PowerToys is an addon for Windows that includes a number of utilities. **Text Extractor** allows users to capture a portion of their screen and extract text from images or videos.

1. With PowerToys running, press **Windows key Shift t** to activate Text Extractor.



2. Click and drag over content.
3. Text is extracted and saved to your clipboard.
4. Open Notepad or Word and paste extracted text.

iOS/iPadOS/macOS



On **iOS/iPadOS 15+** and **macOS 12+** (running on Apple processors) users can extract text from images via **Live Text**. Open an image in Preview and the mouse pointer will turn to a text cursor over selectable text. Click and drag then copy text from images.

On macOS, if a user opens an inaccessible document or image of text in Preview, Photos, or Safari, they can use Live Text to copy the text to a document. This also works for a paused video.

[macOS guide to Live Text.](#)

[iOS Live Text guide.](#)

Microsoft Lens

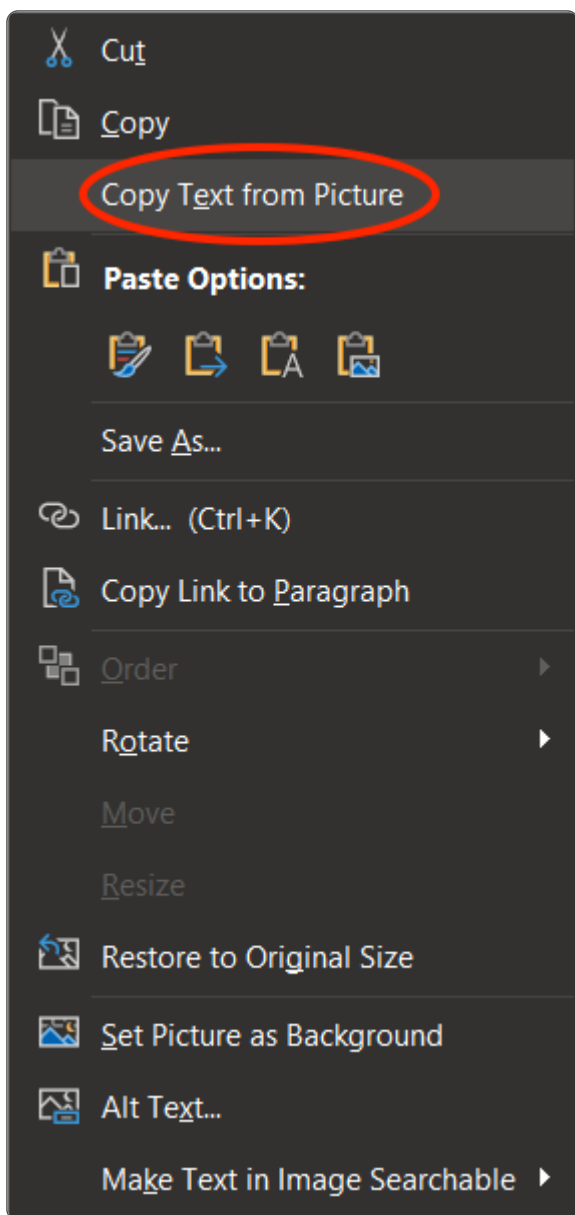
Microsoft Lens for iOS and Android supports several OCR options. Using **Document**, users can scan a document and have it sent to various Microsoft platforms such as Word or OneDrive. Swiping to **Actions**, users can extract text in real time to be read aloud or copied. Read more about Microsoft Lens.



OneNote



Users can upload images or documents to **OneNote**, right click on the item and select **Copy Text from Picture** then paste the text in OneNote or other document.



Read more about OneNote OCR.

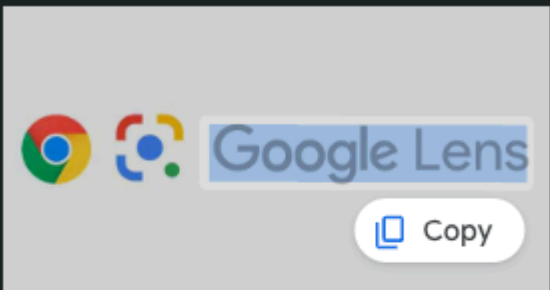
Google Lens

Google Lens, like Microsoft Lens or iOS Live Text, can allow a smartphone to extract text from an image. Download Google Lens for Android. Google Lens within Google Chrome can also do that on a desktop.



1. In **Chrome** navigate to an image and **right click** on the image.
2. Select **Search Image with Google**.
3. Highlight any text desired or use the **Select all text** button.
4. Use the **Copy text** or **Listen** buttons.

Find image source



Search Text Translate

Google Lens

Copy text Listen

lens.google

Google Lens - Search What You See

Discover how Lens in the Google app can help you explore the world around you. Use your phone's camera to search what you see in an entirely new way.

[Search What You See](#)

ShareX

ShareX is a screenshot application that includes OCR. Users can use ShareX to capture their screen (or a portion of) and then copy the extracted text to another program to be read aloud.



1. Download ShareX.
2. Open ShareX.
3. Select **Capture**.
4. Select **Text Capture (OCR)**...
5. Text will appear in new window to be copied or (by default) opened in Google Translate to be read aloud (note: only works for short blocks of text).

ShareX OCR Help Document

Snagit

Snagit is a screen capture and recoding software available for macOS and Windows. Snagit is paid software, although Langara does have some licenses. To do extract text from an image:



1. Open an image in the Snagit Editor (either via screenshot or existing file).
2. Right-click and select **Grab Text**...
3. The **Grab Text Results** window appears with options to edit, copy parts of the text, or **Copy All**.

To select specific text:

1. Open an image in the Snagit Editor (either via screenshot or existing file).
2. Click the **Selection** tool.
3. Click and drag around desired text.
4. Right-click and choose **Grab Text**.
5. The **Grab Text Results** window appears allowing you to edit and copy the text.

Email edtech@langara.ca if you would like a Snagit license.
Grab & Edit Text with Snagit.

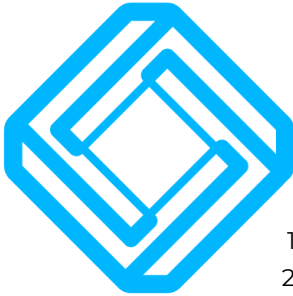
Firefox (macOS)

1. Right-click on an image.
2. Select **Copy Text from Image**.
3. A popup containing the image's text appears.
 - a. The complete text is automatically copied to the clipboard.
 - b. Or, users can select just part of the text and copy with **CMD C**.
4. Click **Close** or press **Escape**.



Copy text from images on Firefox for MacOS.

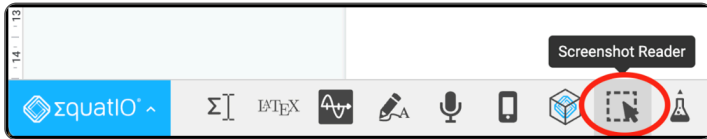
Equatio



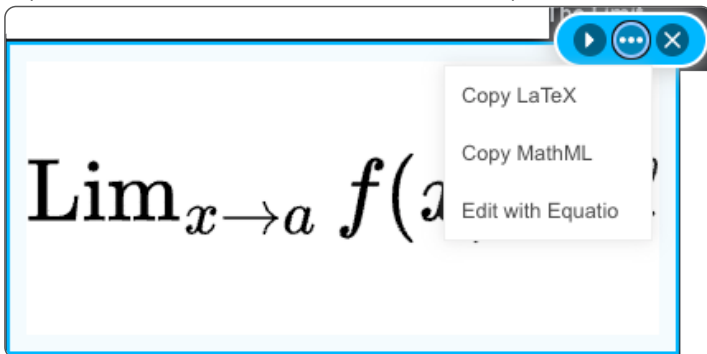
EquatIO's **Screenshot Reader** can be used to capture images of math or other inaccessible math content.

To use EquatIO's Screenshot reader:

1. Open Equatio.
2. Select **Screenshot Reader** on the toolbar.



3. Draw a box around inaccessible math. The content will be read aloud and can be exported to various formats (MathML, LaTeX, accessible image) or opened in the equation editor for further revision or completion.



Equatio Screenshot Reader Introduction

Note: Many screenshot readers limit the number of words or

crash when attempting to extract large text selections. Screenshot readers are not meant for full document remediation.

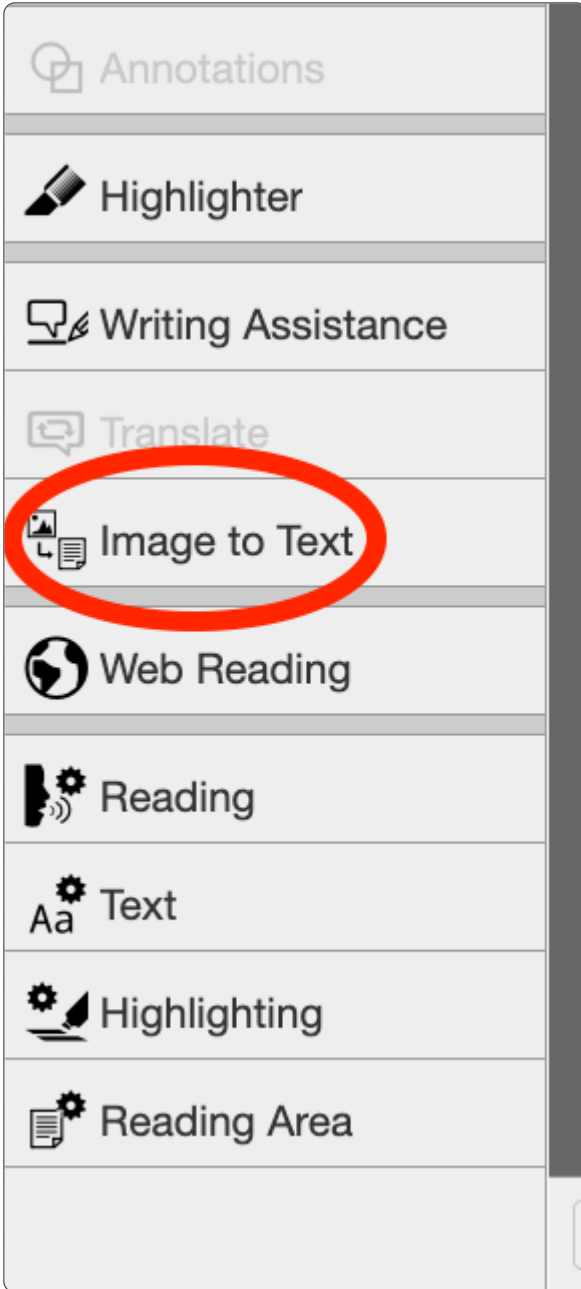
Optical Character Recognition

TextAid

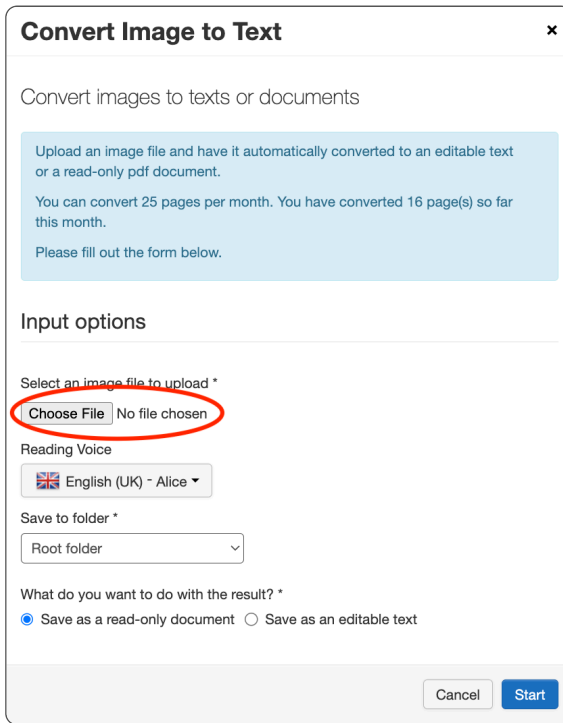
Users can upload an image of text that is converted to machine-readable text and saved to the TextAid library.



1. Navigate to TextAid web application and sign in with Office 365.
2. Select **Image to Text** in the sidebar.



3. Choose file, set options, and click **Start**.



Convert Image to Text ✕

Convert images to texts or documents

Upload an image file and have it automatically converted to an editable text or a read-only pdf document.

You can convert 25 pages per month. You have converted 16 page(s) so far this month.


Please fill out the form below.

Input options

Select an image file to upload *

Choose File | No file chosen

Reading Voice

 English (UK) - Alice ▾

Save to folder *

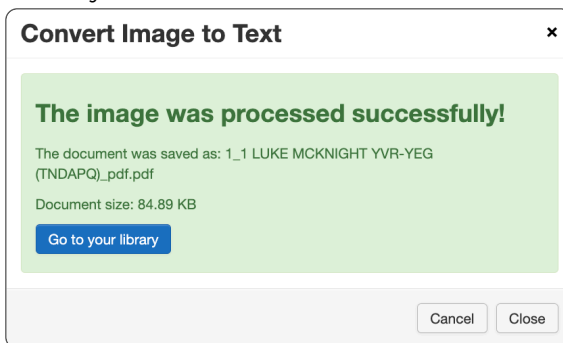
Root folder ▾

What do you want to do with the result? *

Save as a read-only document Save as an editable text

Cancel Start

4. Wait for file to process and then select Go to your library to access your file.



Convert Image to Text ✕

The image was processed successfully!

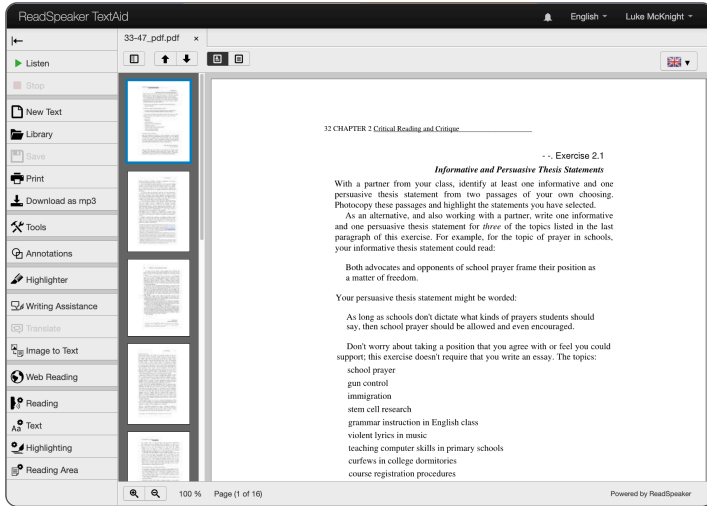
The document was saved as: 1_1 LUKE MCKNIGHT YVR-YEG (TNDAPQ)_pdf.pdf

Document size: 84.89 KB

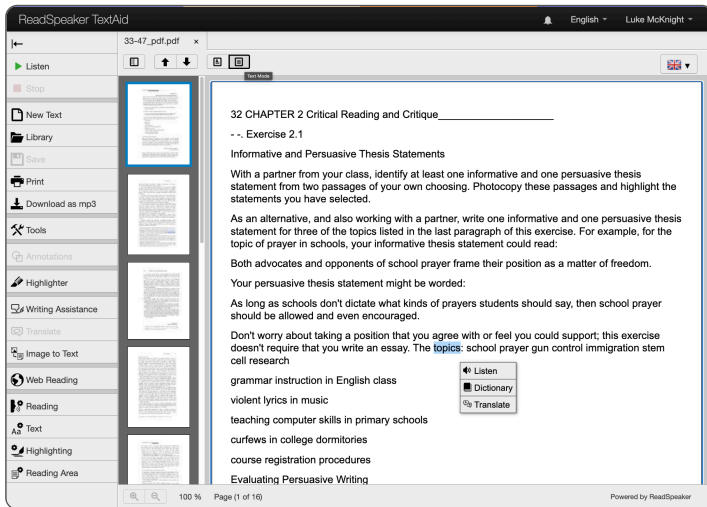
Go to your library

Cancel Close

5. Once the processing is completed, you can use the reading options and tools discussed above.
6. Click **Listen** button to read the whole document.



7. Select Text Mode to see a plain text conversion and use additional tools such as select to listen.



TextAid Image to Text Tool.

Google Drive

Google Drive can be used to OCR documents and images. To do so:

1. Upload a file or image to Google Drive
2. Right-click on the file and select **Open with > Google Docs**. A new Google Docs document will open with the file automatically OCR'd.



More information on Google Drive OCR.

Acrobat

Adobe Reader does not support OCR. Only Acrobat Pro has this feature.

1. Open a PDF file containing a scanned image in Acrobat for Mac or PC.
2. Open **Scan & OCR** tool.
3. Under **Recognize Text:**
 - a. Choose **In This File**.
 - b. Click **Recognize Text**.
4. This will not make a document entirely accessible.
 - a. Making the text machine readable is the bare minimum first step to making a PDF accessible.



How to use Acrobat OCR for PDFs in 4 easy steps.

Langara has an OCR scanner and Kurzweil software available.
Contact assistivetech@langara.ca for more information.

Speech to text tools



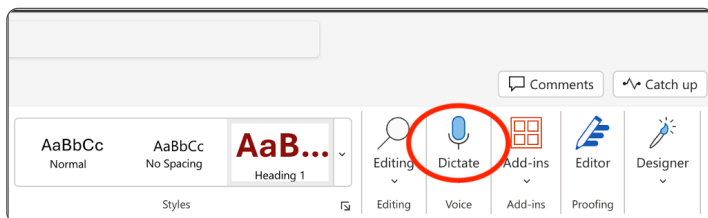
On this page:

[Word Dictate](#) | [Windows Voice Typing](#) | [Android](#) | [iOS](#)
[macOS](#) | [Dragon](#)

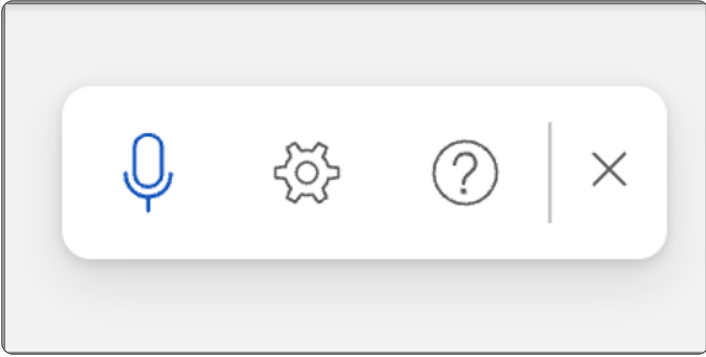
Word Dictate

To dictate speech-to-text, use any version (Windows, macOS, Web, mobile) of Microsoft Word:

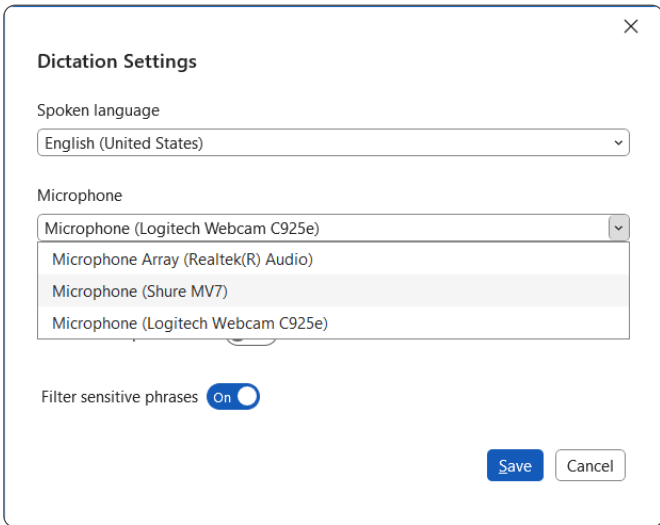
1. On the **Home** ribbon, click the microphone icon labelled **Dictate**.



2. Wait for the Dictate toolbar and **Listening** message to appear.



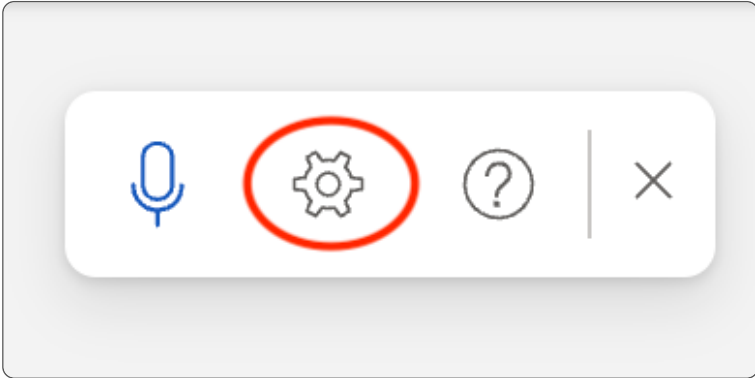
- a. Ensure you verify the correct microphone is selected in the Settings menu.



3. Speak slowly and clearly to dictate text.
4. Speak punctuation such as “period,” “comma,” and “question mark.”
5. Say “pause dictation” or “stop dictation” to stop dictation. Click the microphone to resume.

Dictate your documents in Word.

Settings



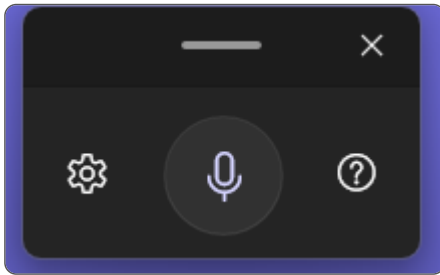
The gear icon on the toolbar opens **Dictation Settings** which includes options for:

1. Spoken language.
 - a. Set language for accurate spelling.
2. Microphone.
 - a. If multiple microphones are available, this menu indicates which will be used.
3. Auto-punctuation.
 - a. Toggle this setting on or off.
4. Filter sensitive phrases.
 - a. On by default, this setting ensures any errors in dictation don't incorrectly attribute potentially offensive phrases to the speaker. Profanity or other sensitive language will be censored with asterisks.

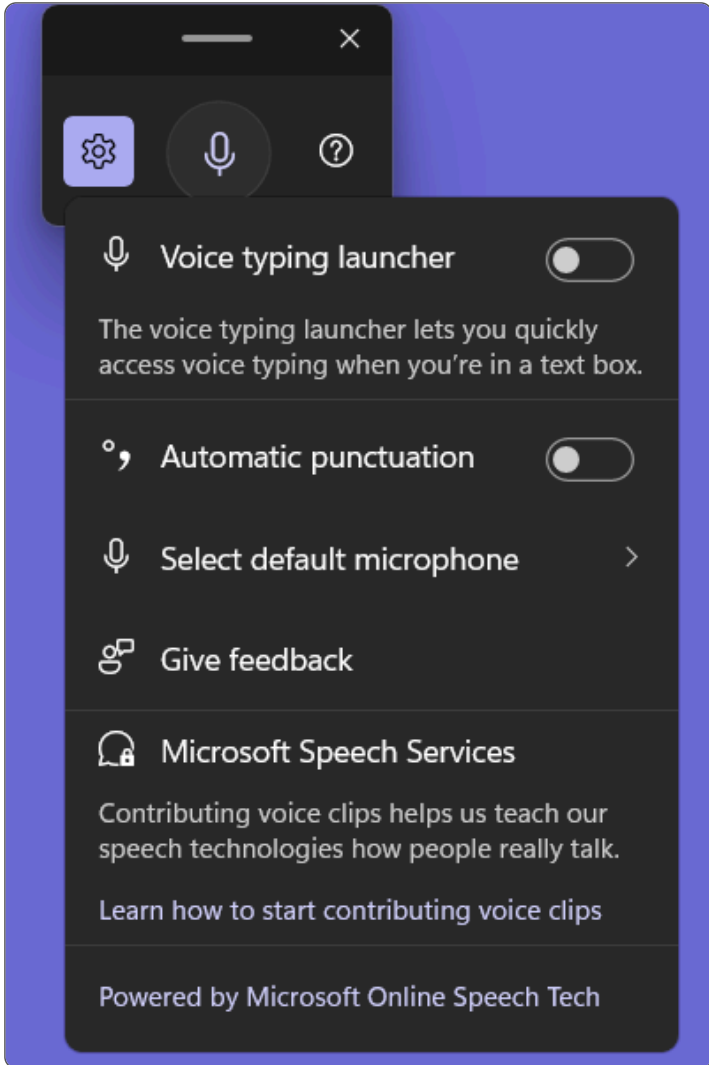
Windows Voice Typing

Windows Voice Typing allows users to type using their voice anywhere text can be inputted, including programs and web pages. To use **Voice Typing**:

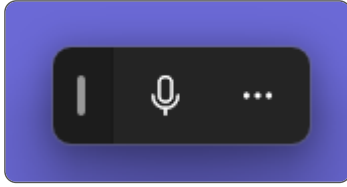
1. Open **Settings** and navigate to **Privacy & security**.
Select **Speech** and toggle Online speech recognition **On**.
2. Place your cursor in any text box and press **Windows h** to dictate text.



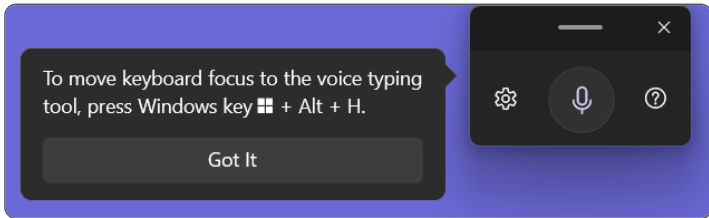
3. Select the cog icon to access **Settings**.



- a. Toggle **Voice typing launcher** on to quickly access voice typing whenever you place the cursor in a text box.



4. Voice Typing may display tips and suggestions.

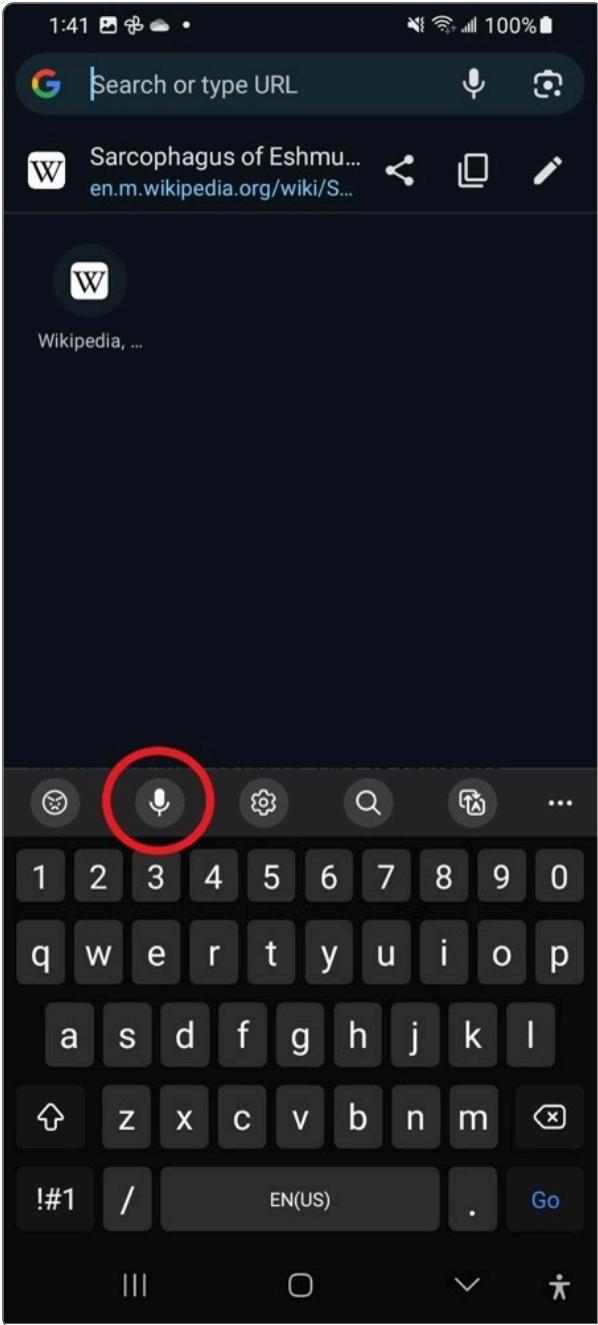


Use voice typing to talk instead of type on your PC. Take note of the voice typing and punctuation commands to learn shortcuts and useful tips.

How to use Voice typing in Windows 11 | My Computer My Way

Android

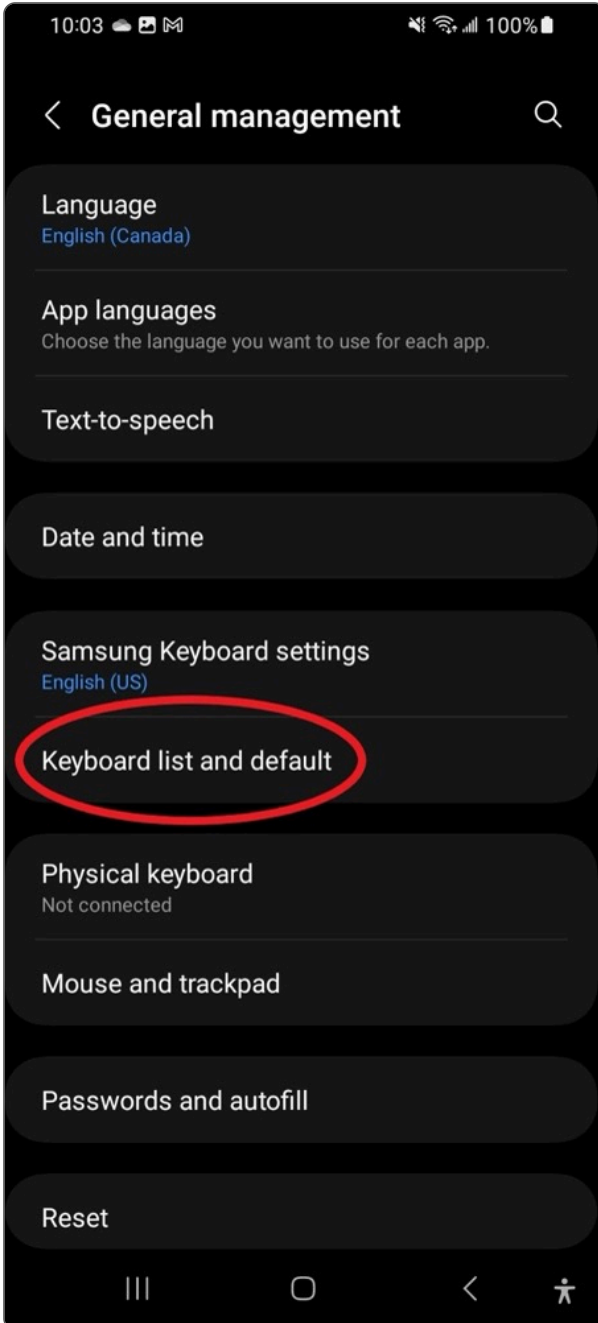
Users can dictate text in Android and ChromeOS. Many default apps (Chrome, Play Store, Docs) will include a microphone icon in the search box. Use that to search using your voice.



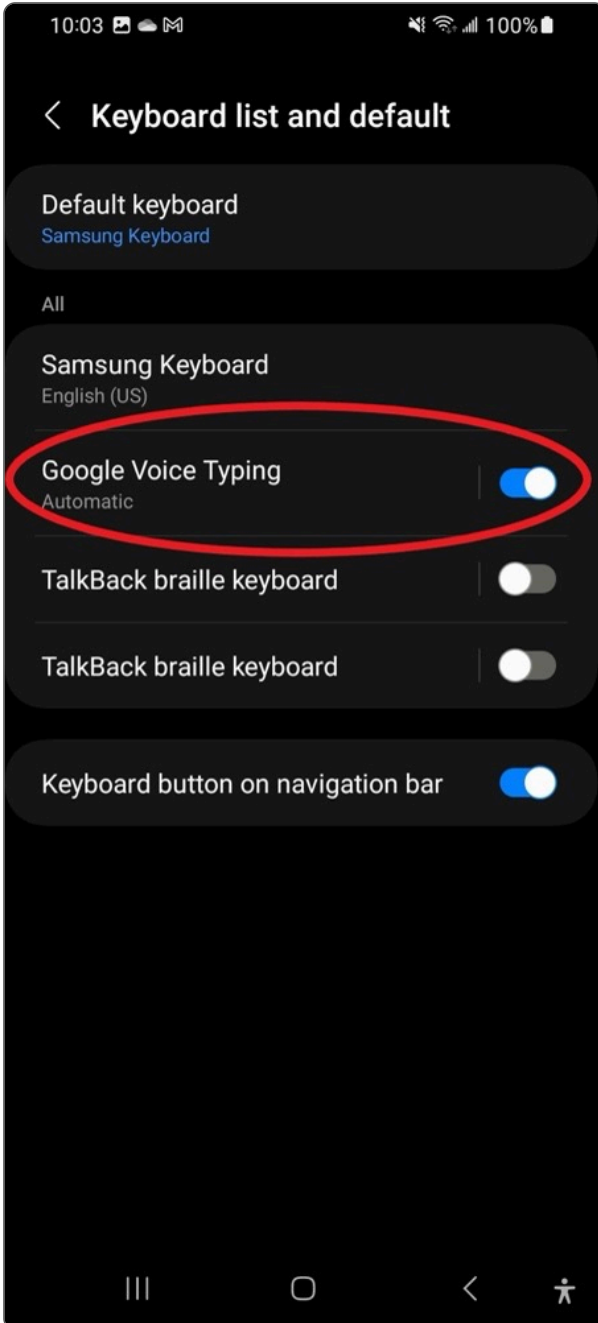
Tap the microphone to type using your voice.

Voice typing should be available by default, however if you do not see the microphone icon:

1. Navigate to **Settings > General Management.**
2. Select **Keyboard list and default.**



3. Toggle on **Google Voice Typing**.



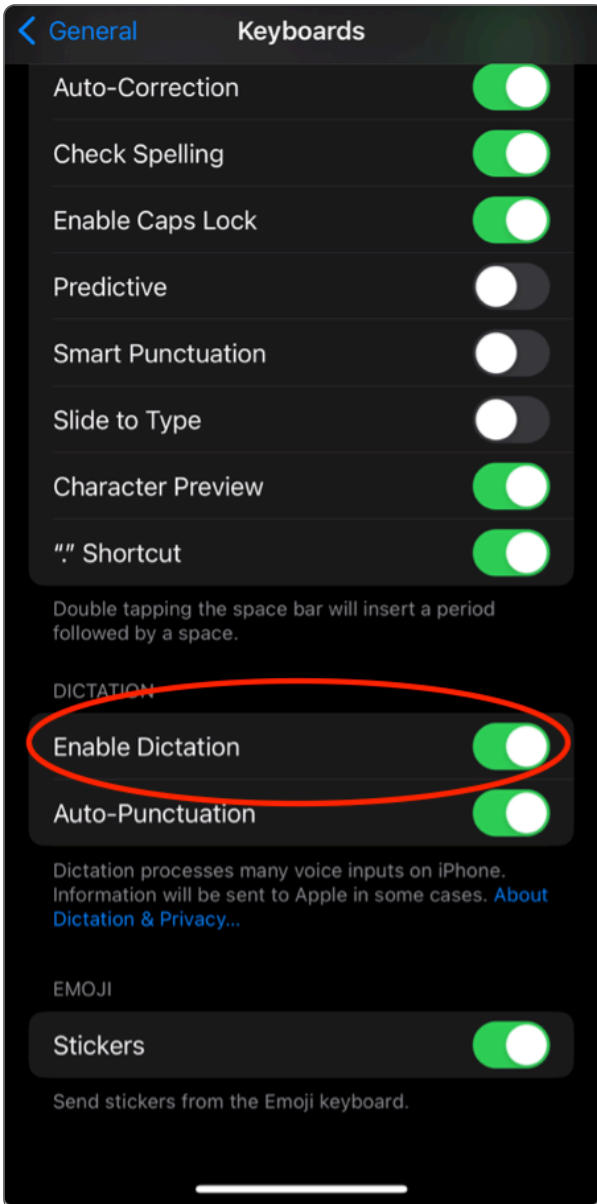
Use **Live Transcribe** to transcribe audio. To turn on **Live Transcribe**:

1. Navigate to **Settings > Accessibility**.
2. Select **Installed apps**.
3. Choose **Live Transcribe** and toggle **Live Transcribe shortcut** to **On**.
4. Tap on **Accessibility shortcut**.
5. Select **Live Transcribe**.
 - a. Follow prompts to set permissions.
6. Activate **Live Transcribe** to transcribe audio to text.

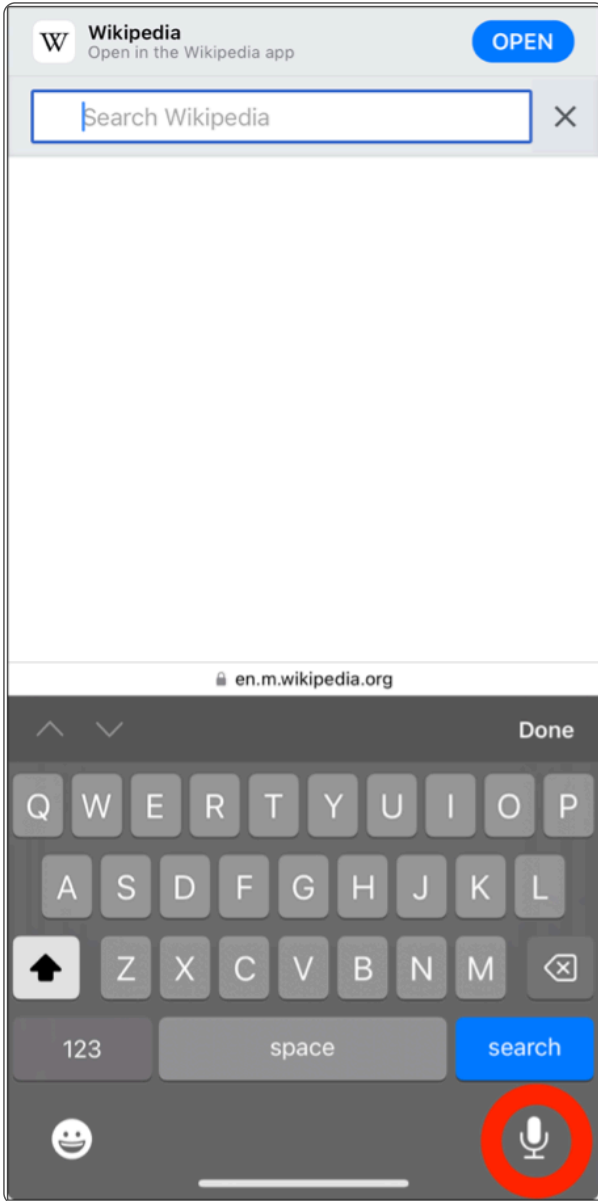
Use Google Assistant to type with your voice.



1. Navigate to **Settings > General > Keyboard**.
2. Toggle **Enable Dictation** on.



3. When the onscreen keyboard appears, tap the microphone icon in the bottom right.



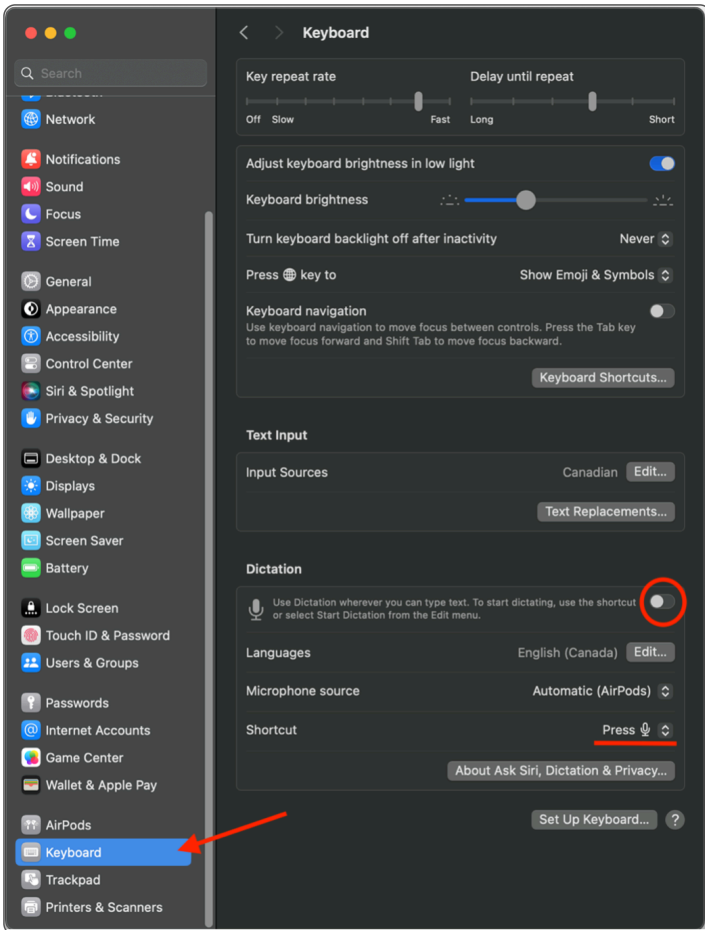
Dictate text on iPhone.



macOS

macOS has a built-in dictation feature to use speech input to write documents. To enable:

1. Navigate to **System Settings**.
2. Select **Keyboard**.
3. Select **Dictation** tab.
4. Toggle button on.



To dictate text, select a text edit field (such as browser address bar or a document) and activate Dictation using the listed shortcut (microphone icon/F5 by default) or navigate to **Edit > Start Dictation**.

Speak slowly and articulate as best you can. Use natural language for commands, such as “new line” or “exclamation point”.

macOS has a complete list of dictation commands.

Learn more about how to dictate messages and documents on Mac.

Under **System Preferences > Keyboard** take note of language for spelling purposes. Verify correct microphone source. Choose between shortcuts or customize.

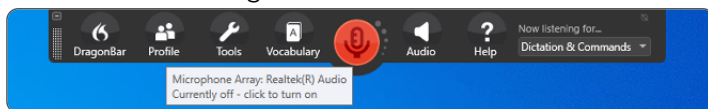
Dragon

Dragon can dictate into almost any text field. To do so:

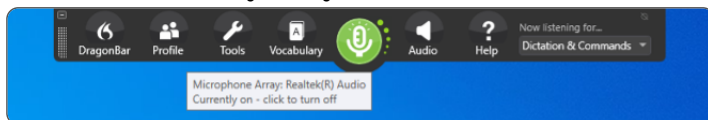
1. Ensure the blinking text cursor is in the area you want to dictate text.
2. Activate Dragon.
3. Begin speaking.
4. Your text will be transcribed directly into the text field selected.

To turn Dragon on or off:

1. When the speaker icon is red, Dragon is not listening. Click the icon to start Dragon.

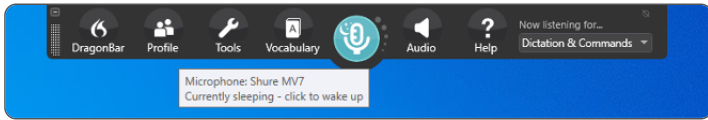


2. When the speaker icon is green, Dragon is listening and will transcribe what you say.



- a. Click the green icon to stop Dragon.
3. When dictating, say “go to sleep” and the icon will turn blue. Dragon is in sleep mode and won’t transcribe what you say. Say “wake up” or click the icon to continue using

Dragon to transcribe your speech.



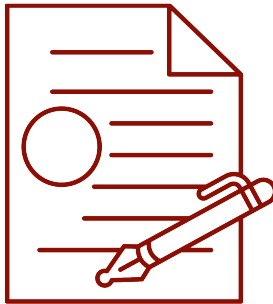
If Dragon makes a spelling error, say “correct that.” If the correct word appears in the menu, select it to automatically replace the incorrect word with the correct one. If the correct word does not appear in the menu, say “spell that” and spell the word letter by letter.

Common Punctuation

- Say “period” or “comma” to add punctuation.
- Say “new line” to move to a new a line.
- Say “delete that” to delete your last transcribed text or “delete last (number) words” to delete the last number of words that were transcribed.
- If Dragon makes a spelling error, say “correct that.” If the correct word appears in the menu, select it to automatically replace the incorrect word with the correct one. If the correct word does not appear in the menu, say “spell that” and spell the word letter by letter.
- However, it may be most efficient to use Dragon to dictate most of your answer and then make minor corrections using mouse and keyboard.

Dragon has a YouTube playlist of videos demonstrating common features.

Note-taking and Transcription



On this page:

[Note-taking Strategies](#) | [Note-taking Software](#) | [Record and Transcribe](#) | [Live transcription](#)

Note-taking Strategies

Few people have been taught how to take notes. Unfortunately, instructing students how to take notes is no one's responsibility. If a student does not understand how to take and interpret notes, no amount of technology or accommodation will be useful. Langara's Academic Success Centre has resources, workshops, and tutoring that may assist students with note-taking

Consider these free tools for note-taking:

Microsoft OneNote	Microsoft Word	Google Docs (File)
Apple Notes	(Select File > > New > From New/New from Template > Notes)	document gallery > Class notes)
Google Keep		

Popular note-taking methods include:

Outline notes are bullet points that mimic the organization of the material or presentation.

Cornell notes organize material using a template (Word, Google Docs Template).

Sentence notetaking involves writing a sentence for each point and organizing material once the overall structure is clear.

Mapping is a visual style that emphasizes major concepts and connections between ideas. Consider MindMeister, Inspiration or OneNote.

Boxing is a visual style that organizes material with boxes around each subtopic.

Learn more about notetaking strategies.

Note-taking Software

Record and Transcribe

One method for notetaking is to record audio and transcribe the recording later. While this does not allow students to correct and annotate the transcript in real-time, it may be a better solution for students that struggle with focus. This method is also better suited for **lectures and presentations** as the recorder can be placed near the speaker or presenter.

To record audio:

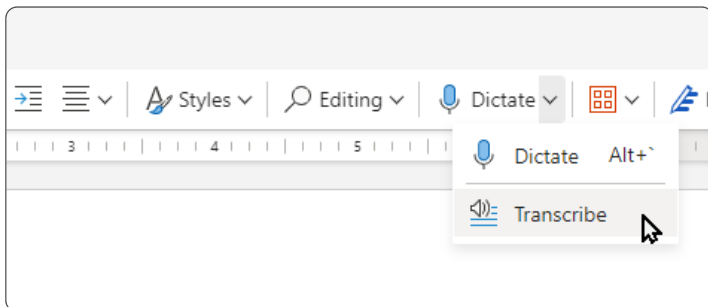
1. On a digital recorder, press the record button to begin capturing audio.
 - a. Users should familiarize themselves with additional features such as sound modes and recording levels.
2. To record audio on a smart device:

- a. Use an audio recording application.
 - i. Voice Recorder is the default app on Samsung devices and Recorder is the default on Google devices.
 - ii. Voice Memos is the default app on iOS, iPadOS, and macOS.
 - iii. Voice Recorder is the default app for Windows.
 - b. Begin recording.
3. When done recording, press Stop. Then transfer the recording to a computer. For a digital recorder, use the included connector and for a Smart Device consider cloud storage (such as OneDrive, iCloud, or Google Drive) or emailing the audio file to yourself.

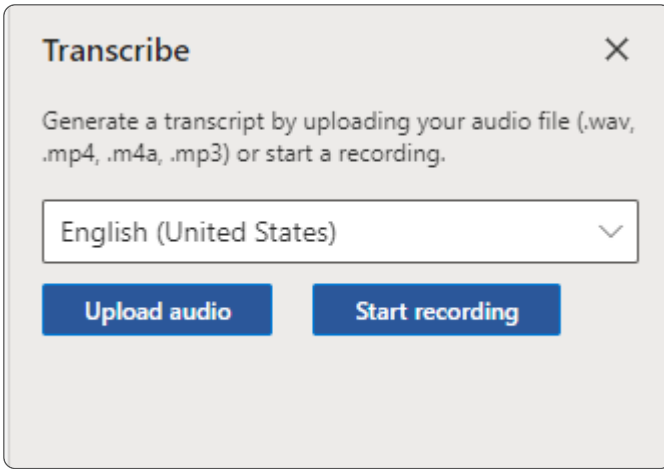
Microsoft Word

The **web version of Microsoft Word** offers an excellent transcription tool. To transcribe audio, you must have a .wav, .mp4, .m4a, or .mp3 file format.

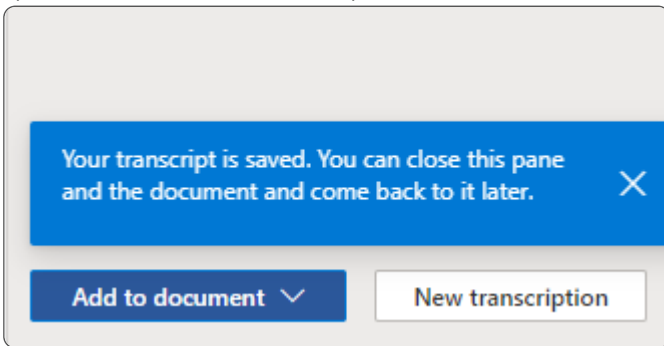
1. Open a new Word document in the web platform (<https://www.office.com/launch/word?auth=2>).
2. On the **Home** ribbon, select the arrow below or beside **Dictate** and choose **Transcribe**.

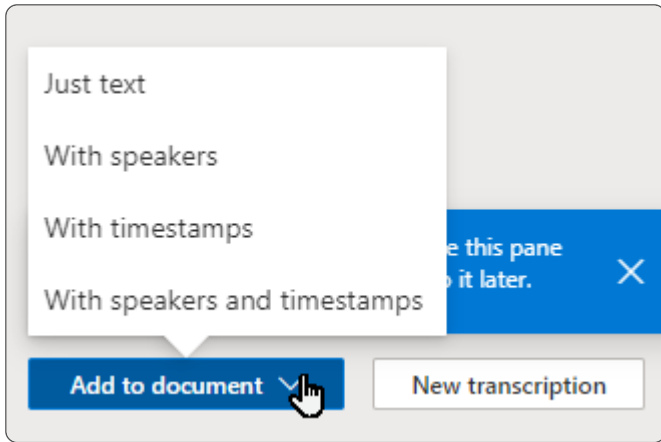


3. Select the **Upload audio** button.



4. Choose your file and select **Open**.
5. When the process is complete, you can edit the transcript and add it to your document with various features such as speaker labels and timestamps.





Note: users can transcribe 300 minutes per month.

Official Microsoft documentation on transcribing your recordings with Word web version.

How to dictate speech into Word on all platforms.

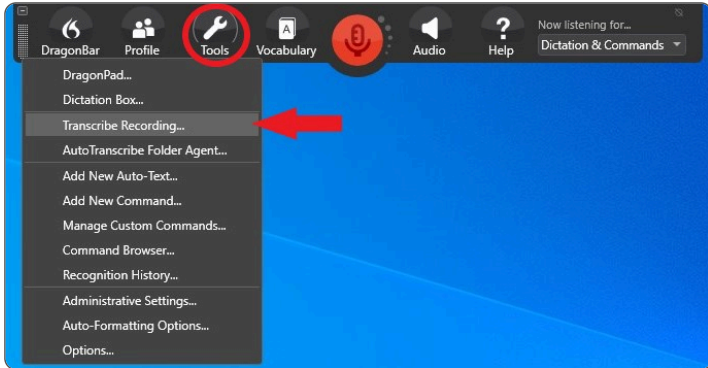
Dictate your notes in OneNote.

Transcribe your recordings with Word web version.

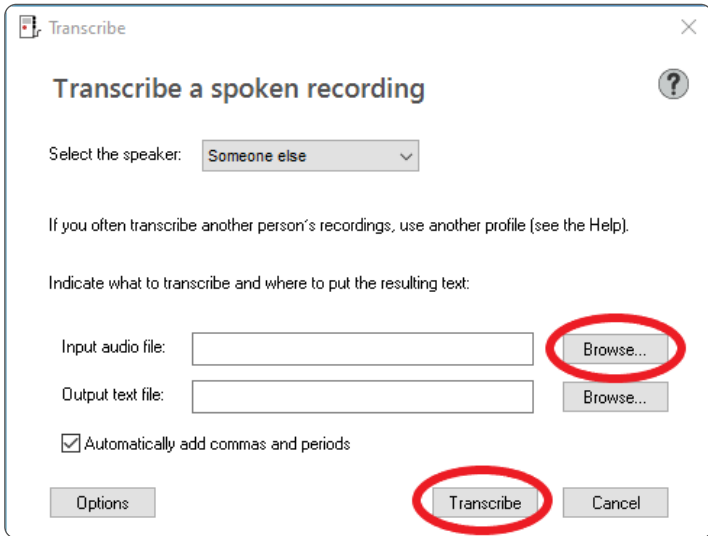
Dragon

Dragon Naturally Speaking can transcribe .wav, .mp3, and .m4a file types to text.

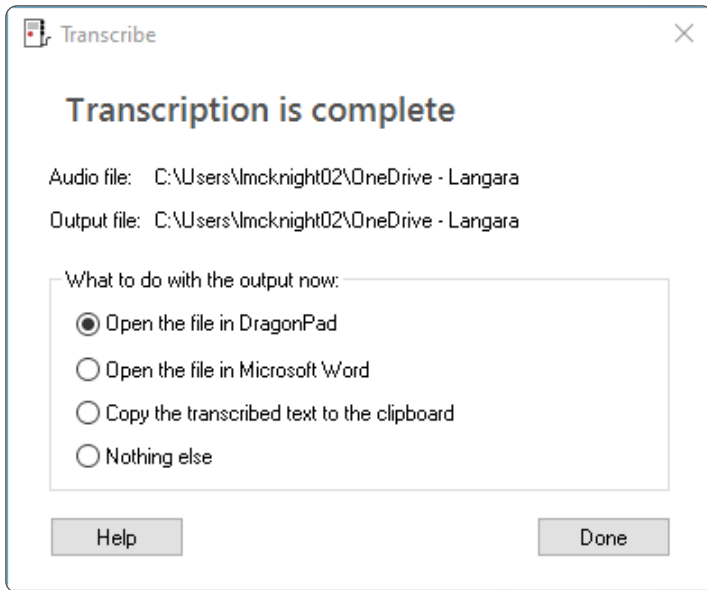
1. Open **Tools** menu and select **Transcribe Recording**.



2. Choose file and select **Transcribe**.



- a. If the recording is of someone else's voice, select **Someone else** in the **Select the speaker** menu.
 - b. By default, the Output text file location will be the same as the Input audio file location.
3. Wait for the transcription process to complete. Dragon creates a text file that can be opened in DragonPad or Word or saved for later as an .RTF text file.



Watch a demonstration of Dragon's transcription tool (video, 2:01).

Transcribing recorded speech with Dragon.

Visit Dragon Watch and Learn for videos of common Dragon features in action.

macOS and iOS Voice Memo Transcription

1. Go to the Voice Memos app on your Mac.
2. Click the recording with the transcript you want to view.
the
Tran
scrip
tion
butt
3. Click on to view the transcript.
4. Select the text you want to copy, Control-click it, then

choose Copy. Open a Document, email, or anywhere else you can input text and paste.

Read more about Voice Memos transcription on Mac.

Audapolis

Audapolis is an open source transcript editor that automatically transcribes audio to text.

Live Note-taking and Transcription

An increasingly popular technology-based note-taking solution are live transcription and note-taking platforms. These tools record and transcribe audio in that users can amend and annotate in real-time.

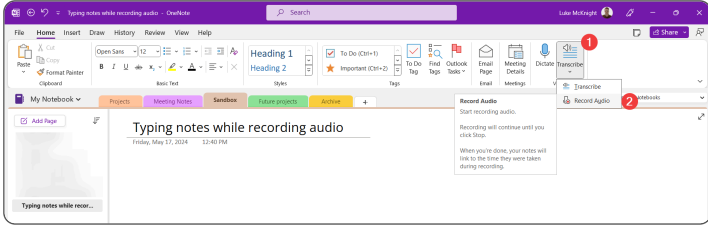
As the audio is recorded by the user's device, these solutions may not work in large lectures or noisy environments due to space between speaker and microphone, background noise, and echoes. Live transcription options work best for **small meetings, seminars, or group work**.

OneNote

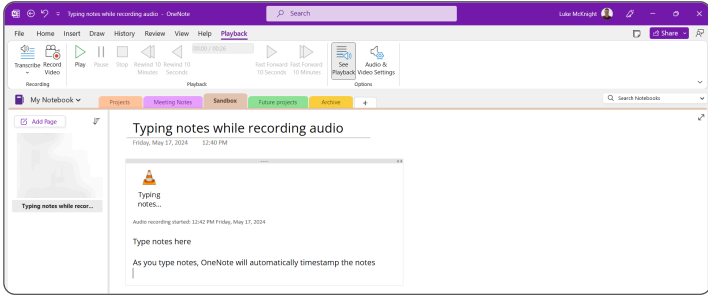
Microsoft OneNote can record audio while you type notes. OneNote automatically links typed notes to the recording time when the note was added.

To record audio and type notes in OneNote:

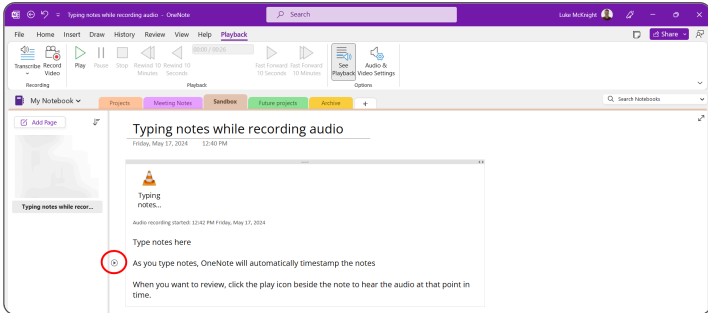
1. On the **Home** tab, open the **Transcribe** menu and select **Record Audio**



- a. If the **Transcribe** menu does not appear on the home tab, check the **Insert** tab.
2. OneNote will automatically begin recording.
3. Type your notes below.



4. When finished, click the **Stop** button on the **Playback** tab.
5. Place the mouse cursor on a line of text and then click the play button that appears to the left.



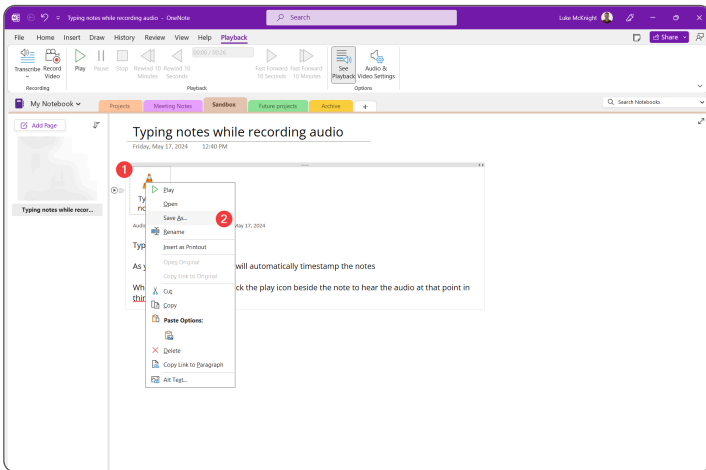
6. OneNote will play the audio from the time you typed the note.



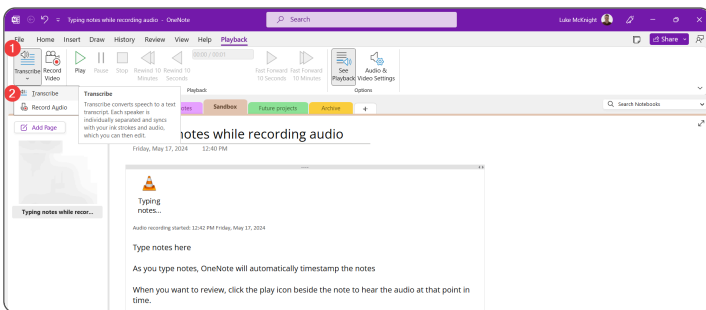
One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://pressbooks.bccampus.ca/atuserguides/?p=171#oembed-1>

To transcribe the entire audio file:

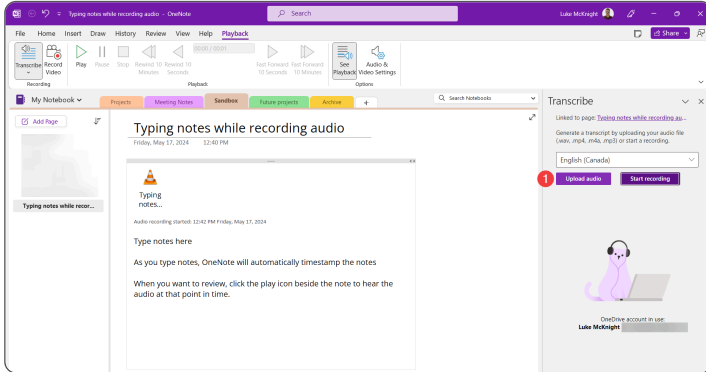
1. Right-click on the audio file and select **Save As...**



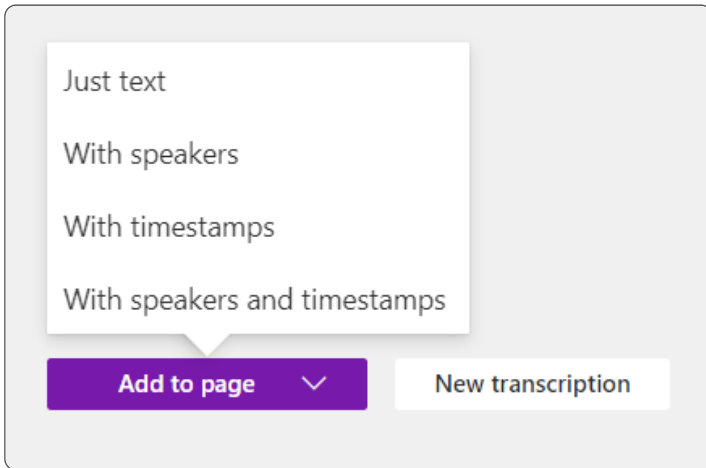
2. On the **Playback** tab open the **Transcribe** menu and click **Transcribe**.



3. In the **Transcribe** panel that opens and click **Upload** and select the audio file saved in step 1.



4. When transcription is complete open the **Add to page** menu and select your desired format.



Clean

Clean (formerly Sonocent) is a notetaking application that can transcribe audio to text. Clean is available as a web application and mobile app.

To use Clean to take notes and transcribe audio:

1. Sign in to Glean
2. Select New Event
3. Click the red dot Record button.
4. As Glean is recording you can add notes, headings, or attachments. Your interactions will be noted at the time in the recording.
5. When the presentation is over, click Transcribe Audio.
6. Click Transcript.

To use Glean to transcribe pre-recorded audio:

1. Sign in to Glean.
2. Select New Event.
3. Open the Event Options menu in the top right of the window.
4. Select Import Audio and choose file.
5. Click Transcribe Audio.
6. Click Transcript.
7. Select Text.
8. Highlight text and copy to Word document or select Post to post transcribed text to Glean Event and automatically saved.

Glean Help Centre

Notta

Notta is a notetaking application.

To use Notta to take notes and transcribe audio:

1. Login to Notta.
2. Select Record an Audio.
3. Click Add Notes to add a timestamped note.
4. Click Stop.
5. Select Download to export the recording and/or transcript

in various formats.

To use Notta to transcribe pre-recorded audio:

1. Login to Notta.
2. Select Import Files.
3. Once transcription is complete, open the file from the Notta Dashboard.
4. Make edits, add notes, and export in various formats.

Notta Help Center

Otter.ai

Otter.ai is a speech to text transcription application available as a web application, Chrome extension, and mobile app.

To use Otter to take notes and transcribe audio:

1. Sign in to Otter.
2. Click Record.
3. Otter will open a new conversation and begin recording.
4. Click on any transcribed text to add a comment.
5. Select Stop Recording when you are finished. The audio recording and transcribed text will be available for review and export.

To use Otter to transcribe pre-recorded audio:

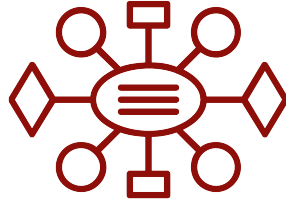
1. Sign in to Otter.
2. On the Otter dashboard, select the Import button.
3. Drag and drop your file or select Browse files.
4. Wait for transcription process to complete.
5. Select Go to transcript.
6. The audio file can be played and the transcript can be edited for accuracy.

7. The transcript can also be manipulated, annotated, and highlighted.
8. From My Conversations the transcript can be exported.

[Otter.ai Help Center](#)

Mind Mapping

A mind map is a diagram used to visually organize information in a hierarchy of topics with links between concepts. Mind mapping can help with brainstorming ideas for a paper, organizing notes and research, outlining tasks, and making connections between concepts. Mind maps can be particularly useful to help with organization, focus, and reducing distractions. Mind mapping tools are especially helpful when they can convert mind map diagrams to text-based outlines. An outline is a great way to start an essay or assignment.



On this page:

[GitMind](#) | [MindMeister](#) | [MindMup](#) | [Mindomo](#) | [Word Outline Inspiration](#) | [Kurzweil](#)

GitMind

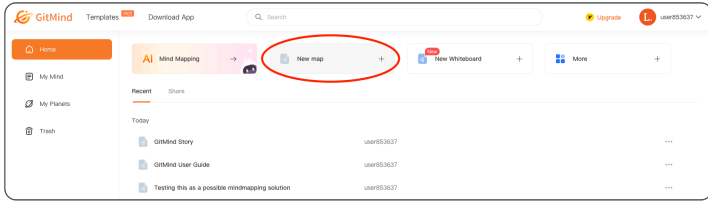


GitMind

GitMind is a free mind mapping tool that can be used online or downloaded

for Windows, macOS, iOS, and Android. Users can create an account for free and use many useful features. However, some features of GitMind require a paid account.

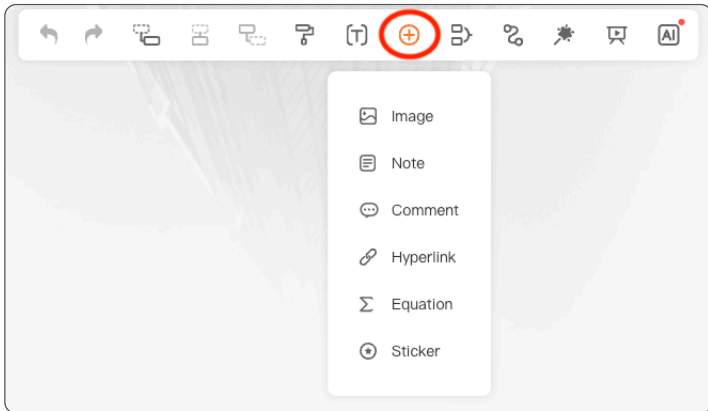
1. Create a new map.



2. Use the toolbar to add nodes, subnodes, and customize the appearance of content.

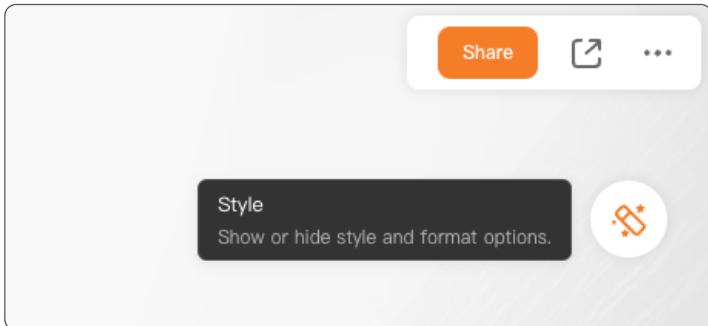


3. Select a node and click **Insert**.



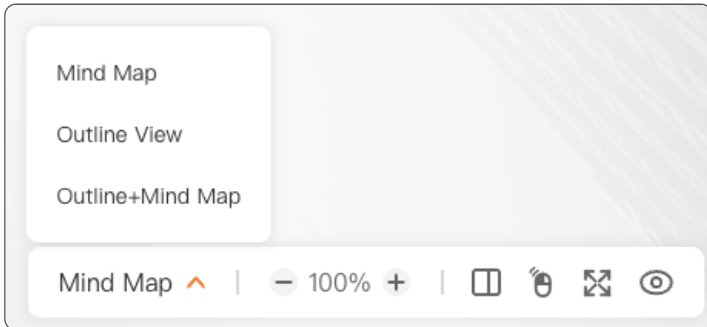
Add images, notes, links, and more.

4. Select **Style** to change background, theme, and map style.

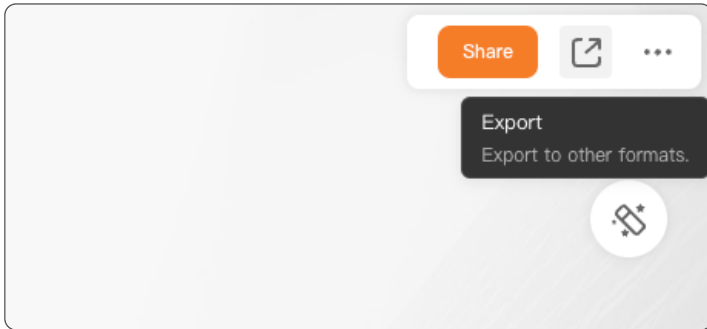


5. Select **Outline View** to see a hierarchical text version of

your map.



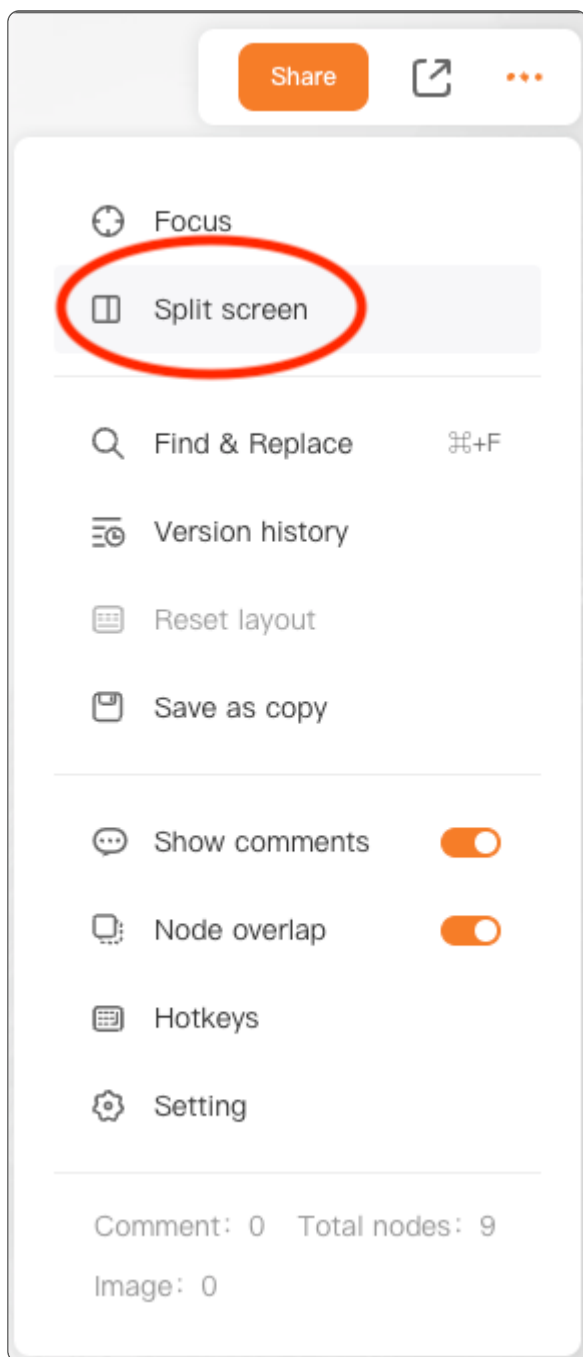
6. **Export** as an image or document.



Note, when exported to a Word document nodes and subnodes appear as different size text but are not coded as hierachical heading levels.

GitMind offers many useful features. One that may be particularly useful is **Split Screen**.

1. Open the **More** menu and select **Split Screen**.



2. Open a document, webpage, or whiteboard to use GitMind for project planning, note taking, and research.

To review keyboard shortcuts, select **More** and click **Hotkeys**.
Learn more in How to use GitMind.

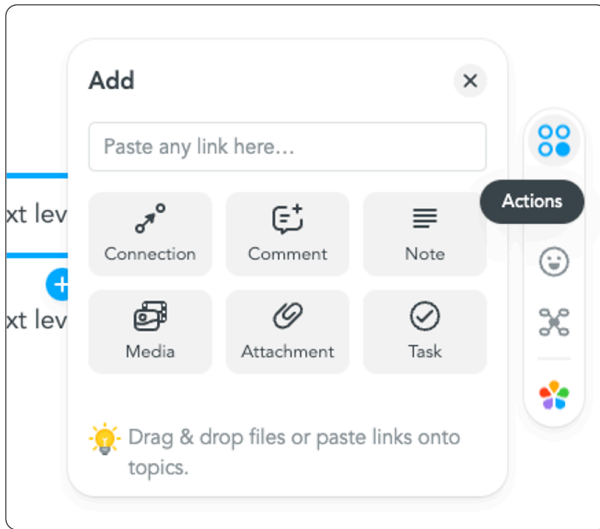
Mindmeister

MindMeister is an online mind mapping tool. MindMeister is free to use but a paid version has more features. MindMeister is cloud based and can be accessed via web browser. Users need to create an account to use MindMeister.



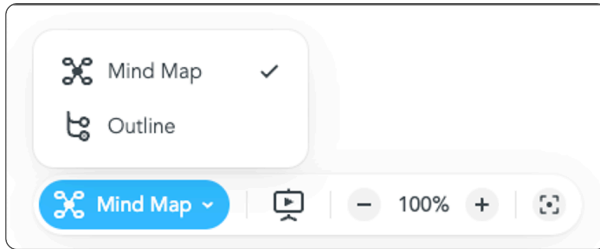
To create a mind map:

1. Select **Mind Map**.
2. Begin with a title or main topic.
 - a. Press **Tab** to add subtopic.
 - b. Press **Enter** to add sibling (equivalent subtopic).
3. Select **Actions** to add comments, notes, connections, and other tools.



To switch to a text outline:

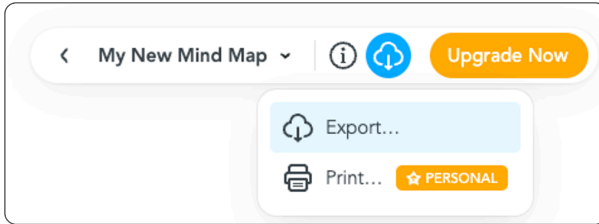
1. Click **Mind Map** in bottom left corner of window.



2. Select **Outline**.
3. Changes, edits, and additions in Outline view will be reflected in Mind Map.

To export outline:

1. Select **Export** in the top left.



2. Choose **Export...**
3. Choose **Document Outline**.
 - a. Check **Include topic styling**.
4. Click **Export...**
 - a. Exported document will be in .RFT with hierarchical heading structure.

Learn more about additional Mindmeister features.

MindMup

MindMup is an online mind mapping tool. MindMup is free to use but a paid version has more features. Users need a Google account to use MindMup.

To get started:

1. Navigate to MindMup.
2. Select **CREATE A FREE MAP**.
3. On the first visit, users will be prompted to sync MindMup with their Google account.



To create a mind map:

1. Build mind map by entering topics, subtopics, and siblings.
 - a. Press **Tab** to create a subtopic.
 - b. Press **Enter** to create a sibling topic.
 - c. The toolbar has buttons to create siblings, subtopics, and connections.
2. Create connections between nodes by selecting the first node and then clicking **Connect to another node** on the toolbar and clicking the destination node or holding ALT and clicking to the destination node.
3. Press **N** to add a note to a topic.
 - a. Or, open **View > Sidebar > Show Notes**
 - b. The sidebar opens to add and edit notes.

To export outline:

1. Open **File** menu.
2. Select **Download as**.
3. Choose **Outline**.
4. Ensure **MS Word/Google Writer** is the selected format.
5. Check **Include text notes** box.
 - a. This is necessary to export a text outline.
6. Click **Export**.
7. Click **Download**.
8. MindMup will export as a Word document.

Exported outline uses lists to reflect hierarchy of mind map. However, users can set number of heading levels desired by changing the settings in the **Outline type** menu before exporting.

MindMup Tutorials and Guides.

How to create document outlines with MindMup 2.0 (video, 1:08)

Mindomo



Mindomo

Mindomo is an online mind mapping tool. Mindomo is free to use but a paid version

has additional features. Mindomo is cloud based and can be accessed via web browser.

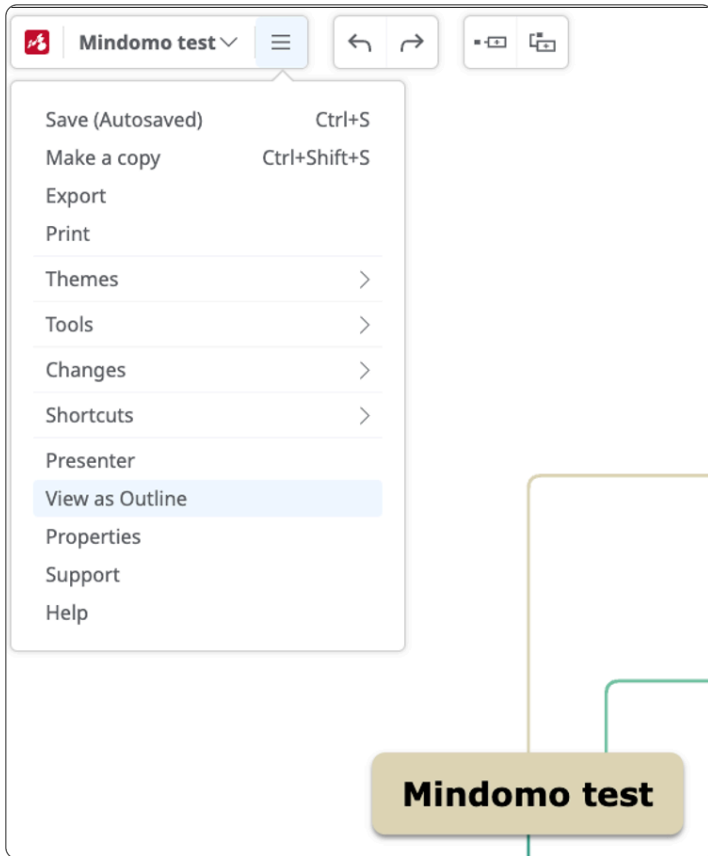
How to create a mind map:

1. Click **Create** and choose diagram style.
 - a. Recommend **Blank mind map** or **Blank concept map**.
2. Click on placeholder and type main topic.
3. Press **Tab** to create a subtopic.
 - a. Repeat as necessary.
4. Press **Enter** to create a sibling topic.
5. Click on down arrow for additional options.
 - a. **Notes** can be used to add detail.
 - b. Hyperlinks and attachments.
 - c. Media such as images, videos, audio recordings, and icons.
 - d. Create relationships between topics with a line.

Open the menu and select **Shortcuts** to see a list of keyboard shortcuts to add topics, subtopics, and relationships between topics.

To convert a mind map to an outline:

1. Expand the menu and select **View as Outline** to see a bullet point version of the mind map.



2. Changes, edits, and additions in Outline view will be reflected in Mind Map.

To export an outline:

1. Open the menu and select **Export**.
2. Choose **Text File (.txt)** and click **Export** and select **My Computer**.
3. The exported document includes tab indents to show structure.

Getting started with Mindomo

Word Outline

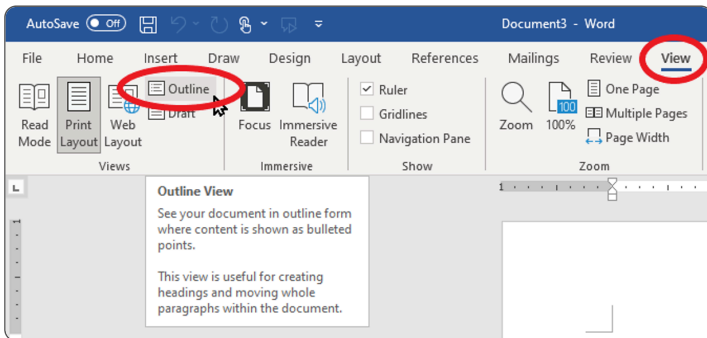


Word cannot create a visual mind map but includes useful tools to organize information in an outline. Word Outline view is only available on desktop versions (Windows, macOS) of Word. To install Word navigate to Microsoft 365, sign in,

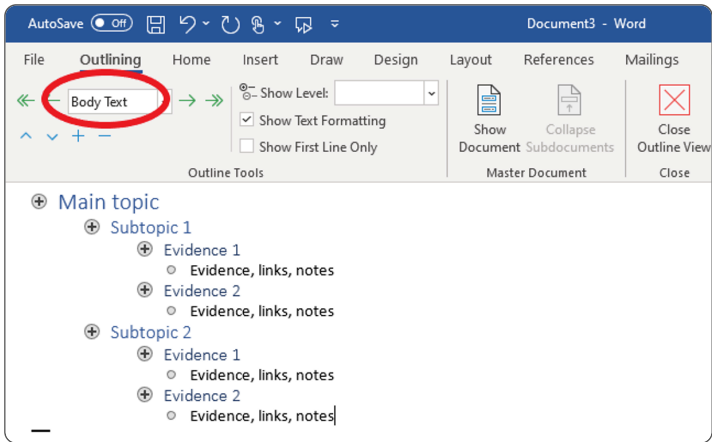
and select **Install apps**.

To create an outline:

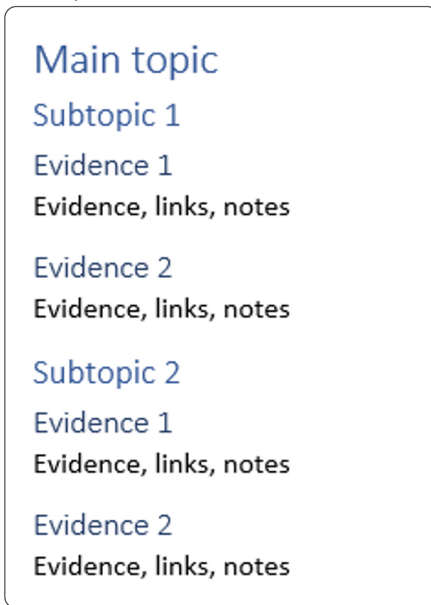
1. Navigate to **View > Outline**.



2. Enter your main topic as **Level 1**.
3. Press **Tab** and enter subtopics. Repeat to create as many levels as needed.
 - a. Or use the promote and demote buttons to set level.
4. Enter links, notes, and evidence as body text.



5. Click **Close Outline View** to return to document. Outline will appear as text with heading levels organizing topics, subtopics, and content.



Learn more about creating an outline in Word.

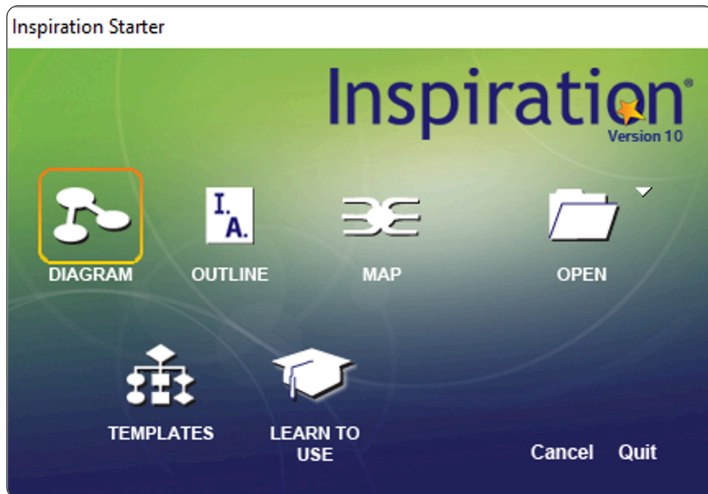
Inspiration

Inspiration allows users to create diagrams, outlines, and maps. Inspiration includes templates and a built-in tutorial. Inspiration can be downloaded as a 30-day free trial or is available for \$144 CAD.



To begin:

1. Begin by choosing document type: Diagram, Outline, or Map.



- a. A diagram allows for creative arrangement of topics, subtopics, and notes.
 - i. Learn more about the diagram toolbar.
 - ii. Overview of how the diagram tool works.
- b. Maps follow a more structured process with a central

- main idea.
 - i. Learn more about the map view toolbar.
 - ii. Overview of how maps work.
- c. Outline is a text based hierarchical list used to arrange ideas.
 - i. Learn more about the outline toolbar.
 - ii. Overview of the outline tool.
- 2. Start with your main topic and add subtopics.
 - a. Use the **Relate** tool in a Map to create connections.
 - i. Learn more about the Relate tool.
 - ii. Adding notes to a map.
 - b. Use the **Link** tool in a Diagram to create connections.
 - i. Learn about creating links in a diagram.
 - ii. Work with notes in a diagram.
- 3. In either mind map style, select **Outline** to view a text-based outline.
 - i. Or, open the **View** menu and choose **Outline**.
- 4. Once your Outline is complete, select **File > Export**.
- 5. Choose **Microsoft Word**.
- 6. Users can change options for what to include in the export, but default settings are advised.
- 7. Click **Save** and then open the document in Word to use the outline to complete your project.

For more information:

Inspiration resources and videos

Inspiration explainer videos

Inspiration how-to videos

Inspiration manual

Inspiration Needs Report Justification Guide (this interactive guide is organized by user need and links to Inspiration features that may help).

Kurzweil



Kurzweil is a full literacy suite with many tools. One of those tools is Brainstorm. Brainstorm is a mind map that can be converted to an outline and used to create a draft document.

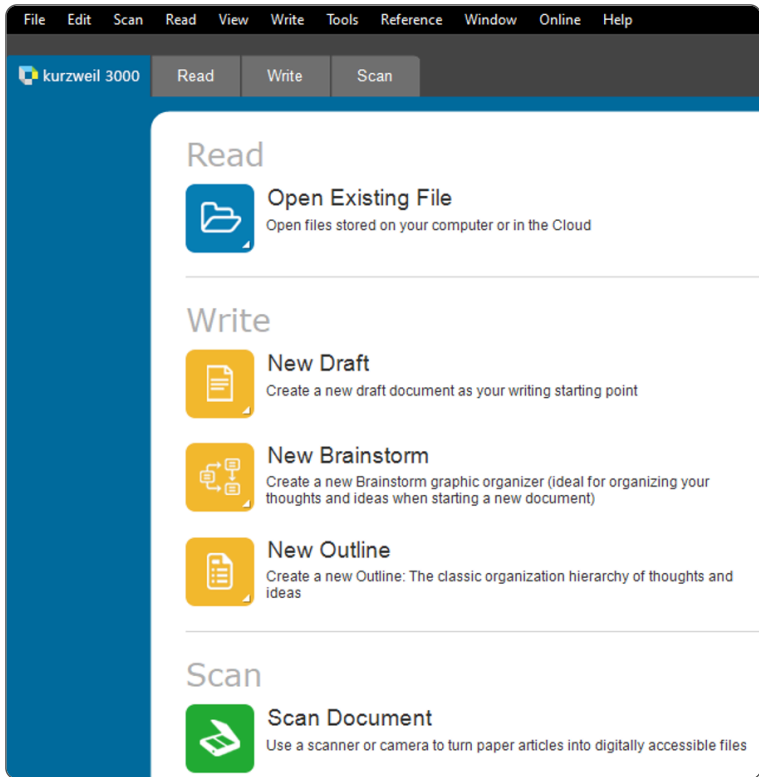
Kurzweil is available via ATBC grant funding, or by purchasing a Kurzweil license

(\$1065).

Visit the Kurzweil download centre for options.

By default Kurzweil will read aloud as users type. To deactivate or change this, navigate to **Tools > Options** and check or uncheck appropriate features under **Speak as Typing**.

Select **File > New > Brainstorm > Blank** or **From Template**. Templates include many different pre-built layouts.



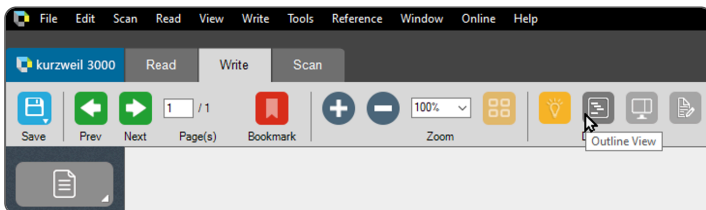
1. Enter a main topic.
2. Add subtopics by adding an oval, rectangle, or rounded rectangle.
 - a. The use of shapes and colours may be a useful way to organize ideas in addition to the visual structure of the brainstorm.
3. The Brainstorm Palette holds tools for shapes, link tool, and other options.



- a. Use **Quick Takes** to quickly enter subtopics/
- b. Create **Links** between ideas
- c. Select **Arrange** to clean up diagram.
 - i. This may significantly change the appearance of your diagram. You can revert to the prior view by selecting **Edit > Undo**.

To convert the diagram to an outline:

1. Select **Outline View**.



2. **Outline View** converts the diagram to a list of indented bullet points.
 - a. Users can add information, notes, links, or other media to the **Outline View**.

- b. Select **Split Screen View** to open a blank **Draft** document beside the outline. Use this to begin crafting a document.
3. Choose **Save As...** and select MS Word 2007 (*.DOCX).
4. Open the document in Word to complete the project.

Kurzweil Getting Started Guide

Closed Captions



This page covers several ways users can enable closed captions. Ensuring videos have closed captions is the responsibility of the content owner.

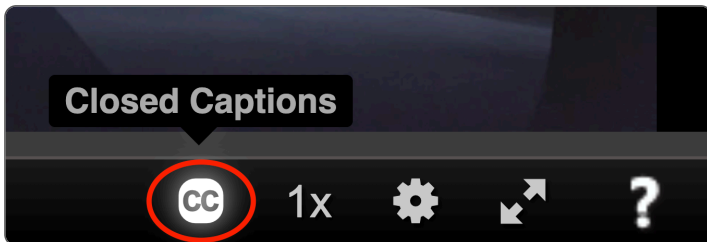
On this page:

[Kaltura](#) | [YouTube](#) | [Zoom](#) | [Teams](#) | [Windows](#) | [Android](#)
[Chrome](#) | [iOS](#) | [macOS](#) | [Group Transcribe](#)

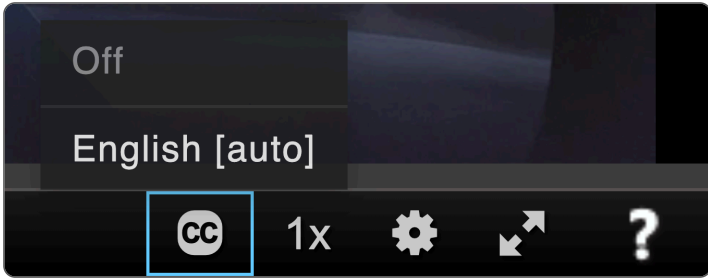
Kaltura

To display closed captions in Kaltura:

1. Select the **Closed Captions** button.



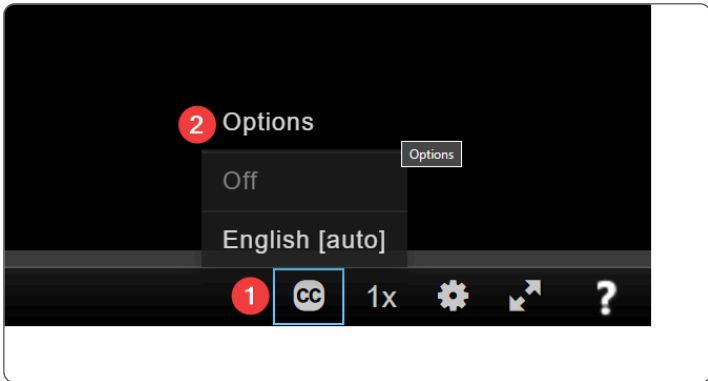
2. Choose desired language.



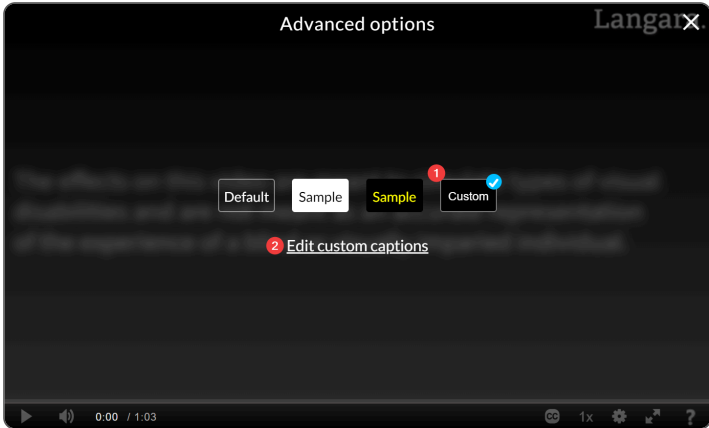
- a. Note that [auto] indicates the captions are machine-generated and may contain errors, especially in spelling of names and terminology.

To customize appearance of captions in Kaltura:

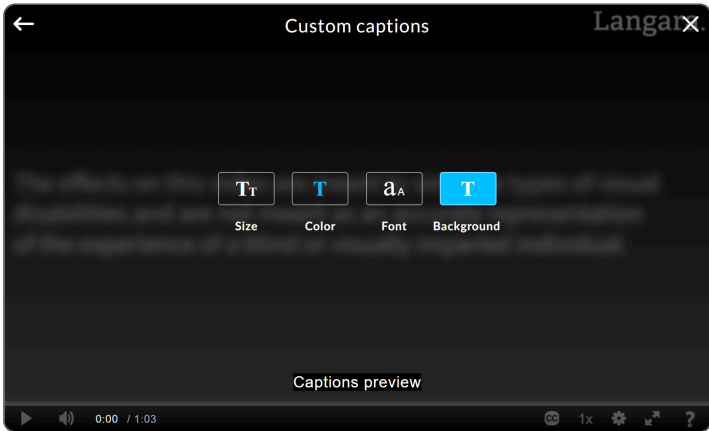
1. Open the **Closed Captions** menu.



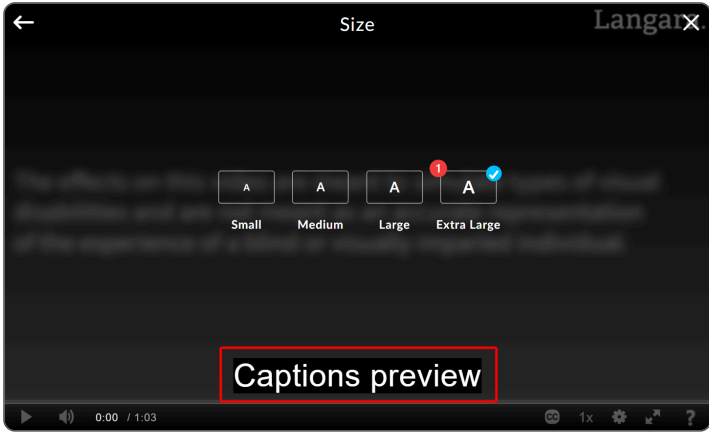
2. Select **Custom** and choose **Edit custom captions**



3. Choose desired format to be desired (Size, Color, Font, Background)



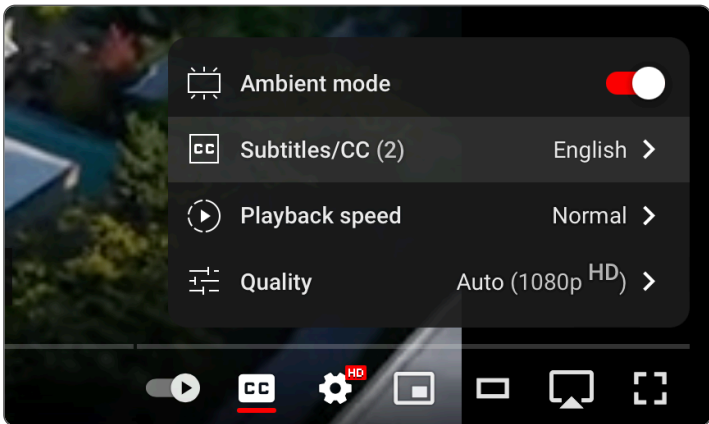
4. In this example, choosing **Size** and then selecting **Extra Large** shows a preview of the new appearance



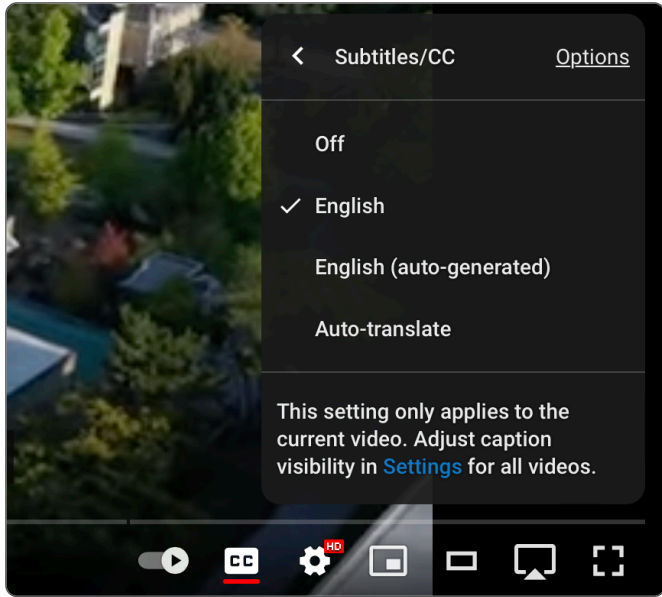
YouTube

To view captions on YouTube videos:

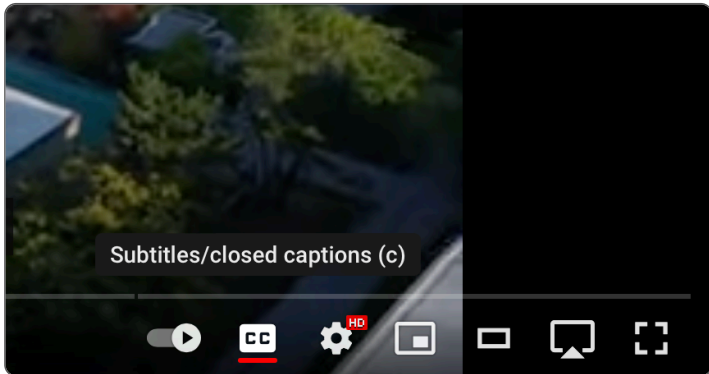
1. Click **Settings**.
2. Select **Subtitles/closed captions**.



- a. Choose desired language.



3. Click **Subtitles/closed captions** on the player toolbar to toggle captions on and off.



Manage subtitle settings – YouTube Help.



To enable captions in a meeting:

1. Select **Closed Caption** or **Live Transcript** button in the toolbar.
2. Under **Live Transcription**, select **Enable**.
3. This will inform participants captions are available.

Participants can request the host turn on captioning. Please approve requests as each user can choose to view or hide captions when available. Best practice would be to enable them when you start a meeting before participants must request.

To save a copy of the transcript:

1. Select the up arrow on the **Live Transcript** button and select **View Full Transcript**.
2. Select **Save Transcript**.

If you are recording the meeting, the transcript will be saved to the same folder as the video. Contact Langara's Assistive Technologist for assistance in using the transcript to create a captioned version to be distributed.

If you are not seeing the **Closed Caption** or **Live Transcript** button on the Zoom toolbar, you need to enable the option in the Zoom web portal.

1. Sign in to Zoom.
2. Navigate to **Settings**.
3. Under the **Meeting** tab.
4. Move to **In Meeting (Advanced)**.
5. Select **Allow live transcription service to transcribe meeting automatically** checkbox.

Managing closed captioning and live transcription in Zoom.

Enabling closed captioning and live transcription in Zoom.

Teams

To view live captions in a Teams meeting:

1. Select **Settings and more**.
2. **Settings**.
3. **Captions and transcripts**.
4. Toggle **Always show live captions in meetings** on.
5. When joining a meeting Teams will prompt for the spoken language. Select **English (Canada)** or other listed language and click **Confirm**.
6. At the bottom of the meeting window is the captions window. Select **Settings** to change the language, style, font, and position of the captions.

Use live captions in Microsoft Teams meetings – Microsoft Support

Windows

Windows 11 can automatically transcribe audio to text. The captions are not a substitute for proper captioning of videos but may be a useful tool for users when encountering an uncaptioned video. To enable:

1. Open **Settings** and select **Accessibility**.
2. Choose **Captions**.
3. Toggle **Live captions** on.
 - a. Alternatively, press windows key control L
4. Use the Settings cog icon on the captions window to move the window around, change language, include (or

exclude) microphone audio, and change caption appearance.

For more details, read use live captions to better understand audio.

Android

Live Transcribe

1. Navigate to **Settings > Accessibility**.
2. Select **Installed apps** (requires the Android Accessibility Suite).
3. Choose **Live Transcribe** and toggle **Live Transcribe shortcut** to **On**.
4. Tap on **Accessibility shortcut**.
5. Select **Live Transcribe**.
 - a. Follow prompts to set permissions.
6. Dictate your text or use Live Transcribe to see text of conversations.
 - a. Many default apps (Chrome, Play Store) will include a microphone icon in the search box. Use that to search using your voice.

Live Transcribe for Android

Captions

1. Navigate to **Settings > Accessibility**.
2. Select **Hearing enhancements**.
3. Tap **Caption preference**.
4. Toggle **Show captions** to on.
 - a. Tap **Caption size and style** to change appearance.

Chrome

Chrome includes an automatic captioning tool for videos. The captions are not a substitute for proper captioning of videos but may be a useful tool for users when encountering an uncaptioned video. To enable:

1. Select **More > Settings**.
2. Select **Advanced > Accessibility > Captions**.
3. Turn on **Live Captions**.

Chrome live captions uses the operating system's default captioning styling:

- Windows caption settings.
- MacOS subtitles and captions settings.

iOS

Subtitles & Captioning

When available, captions can be displayed:

1. Navigate to **Settings > Accessibility**.
2. Select **Subtitles & Captioning**.
3. Toggle **Closed Captions + SDH** on.
4. Select **Style** to change the appearance of captions.

Live Captions

Live Captions can transcribe audio in videos and live conversation. To use:

1. Navigate to **Settings > Accessibility**.
2. Select **Live Captions (Beta)** and toggle **Live Captions** on.
3. Select **Appearance** to customize caption text, colour, and opacity.
4. Tap the Live Captions widget (opaque soundwave icon) to activate.
5. Tap the window for options including fullscreen, pause, and close.
6. Tap the microphone to toggle between Live Captions (device audio) and Active Captions (real world audio picked up by your microphone).

*This feature is new to iOS 16 and may not provide captions everywhere.

Get live captions in real time on iPhone – Apple Support

Dictation

1. Set up and turn on **Voice Control**.
2. Ensure **Voice Control** is listening and when in an active textbox, simply start speaking.
3. Or, navigate to **Settings > General > Keyboard**.
4. Toggle **Enable Dictation** on.
5. When the onscreen keyboard appears, tap the microphone icon in the bottom right.

The macOS logo graphic consists of a thick black L-shaped line forming a corner. The word "macOS" is written in a bold, sans-serif font inside the corner formed by the lines.

macOS

Subtitles and Closed Captions

1. Navigate to **System Preferences > Accessibility**.
2. Choose **Captions** in the sidebar.
3. Change style and options for default captions.

macOS caption settings are still dependent on the source captions. If a video is not captioned, macOS cannot create its own captions.

Additional information on subtitles and closed caption settings.

Live Captions

macOS may be able to provide live captions for video and live conversation:

1. Open **System Settings > Accessibility**.
2. Under Hearing, select **Live Captions (Beta)**.
3. Toggle **Live Captions** on.
 - a. Use the settings to change font style and background colour.
4. Click and drag the Live Captions widget anywhere on the screen.
 - a. Click and drag from any corner to resize the widget.
5. Click anywhere on the widget to reveal controls.
 - a. Use **Pause** to pause captions.
 - b. Click the microphone to toggle between Live Captions (computer audio) and Active Captions (real world audio picked up by your microphone).

Use Live Captions on Mac – Apple Support

Dictation

macOS has a built-in dictation feature to use speech input to write documents. To enable:

1. Navigate to **System Preferences**.
2. Select **Keyboard**.
3. Select **Dictation** tab.
4. Select **On** radio button.

To dictate text, select a text edit field (such as browser address bar or a document) and click the microphone window or navigate to **Edit > Start Dictation**.

Speak slowly and articulate as best you can. Use natural language for commands, such as “new line” or “exclamation point”. macOS has a complete list of dictation commands here.

Learn more about how to dictate messages and documents on Mac.

Group Transcribe

Group Transcribe is a Microsoft app for iOS only. Group Transcribe creates a digital space for in-person meetings. Each attendee opens Group Transcribe and all conversation is converted to text and displayed in a stream with speaker labels.

Voice Control



On this page:

| [Dragon](#) | [macOS/iOS Voice Control](#) | [Android](#)

Dragon

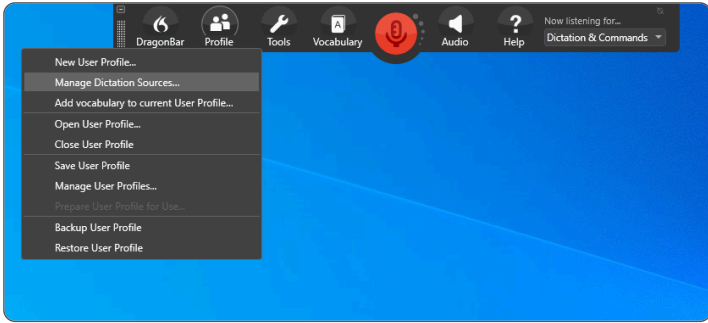
Dragon is software that allows for dictating text and operating a computer using voice commands.

Setup

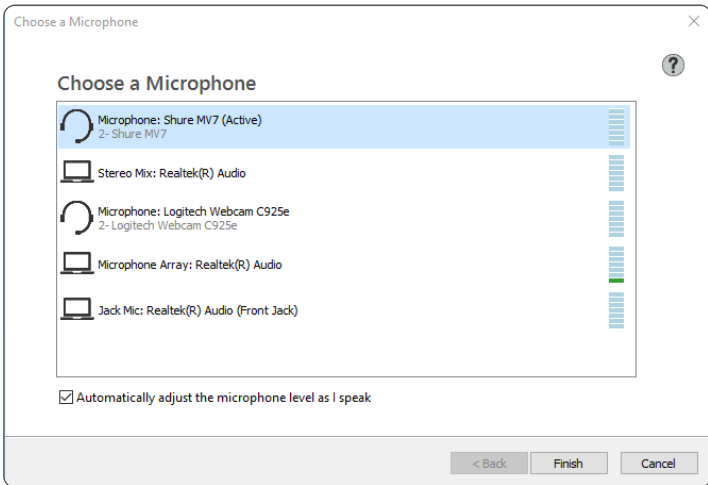
Dragon Quickstart Guide.

Use an external microphone to cut down on background noise and ensure maximum accuracy in dictation and voice commands. Make sure microphone is plugged in before starting Dragon. To ensure Dragon is using the correct microphone source:

1. Open **Profile** menu.
2. Choose **Manage Dictation Sources...**



3. Choose correct source.



4. Click **Finish**.

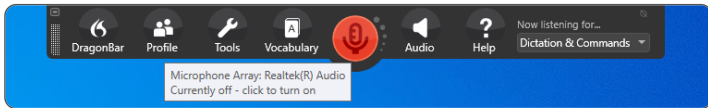
If using Dragon on the web (Brightspace, O365, Google Docs, etc.) install Dragon extension for Chrome.

When first using Dragon, set up a user profile. Dragon will walk users through setting up a profile, adjusting the microphone, and tuning the software to their voice. After creating a profile, Dragon will automatically open an interactive tutorial. This tutorial is recommended for new users and introduces basic Dragon features, dictation, correction, and editing.

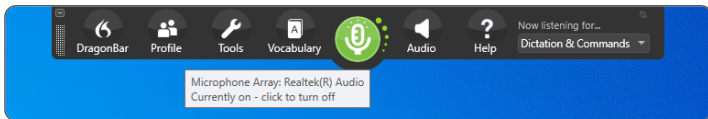
Basic Functions

To turn Dragon on or off:

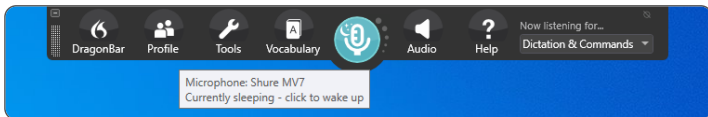
1. When the speaker icon is red, Dragon is not listening. Click the icon to start Dragon.



2. When the speaker icon is green, Dragon is listening and will transcribe what is said.



3. Click the green icon to stop Dragon.
4. When dictating, say “go to sleep” and the icon will turn blue. Dragon is in sleep mode and won’t transcribe what is said. Say “wake up” or click the icon to continue using Dragon to transcribing speech.

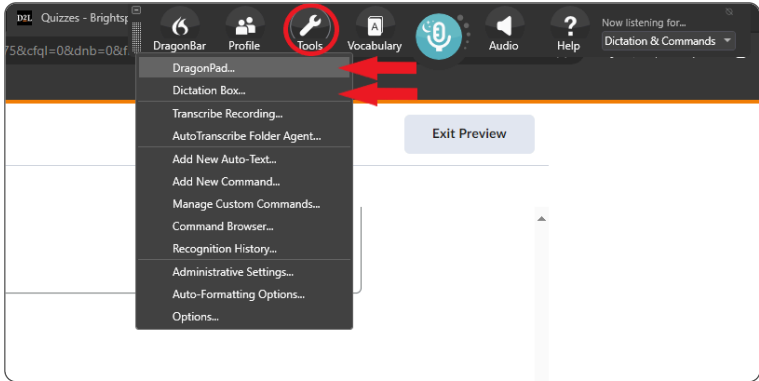


5. On a desktop computer, press the + key beside the number pad to toggle the microphone on and off.

In addition to using the **Help** menu, users can say “Dragon learning center” or “What can I say?”

Dictation

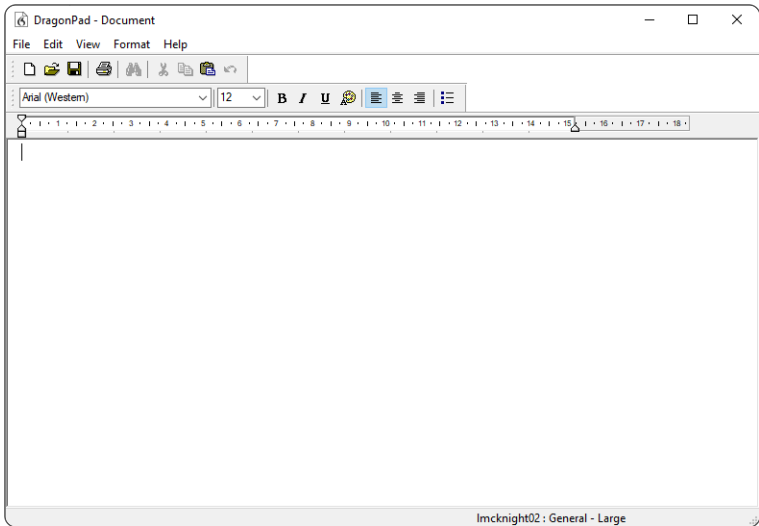
To dictate text using dragon open a word processor, **DragonPad**, or **Dictation Box**.



1. Ensure the blinking text cursor is in the area you want to dictate text.
2. Activate Dragon.
3. Begin speaking.
4. Text will be transcribed directly into the text field selected.

DragonPad

Open **DragonPad** by saying “Open DragonPad” or by selecting **Tools > DragonPad...**



DragonPad can be used as a basic word processor. Users can save in common formats from DragonPad or copy and paste into other programs.

Dictation Box

Open **Dictation Box** by saying “Open Dictation Box” or by pressing **Control Shift d** or by selecting **Tools > Dictation Box...**



To use **Dictation Box** the mouse cursor must be in the field where text is to be entered.

When using **Dictation Box**, select and copy (using right-click

> **Copy** or **Control c**) all dictated content then paste (right-click > **Paste** or **Control v**) in appropriate field to avoid possibility of losing dictated text with **Transfer tool**. Very rarely the built-in **Transfer** button will not work and dictated content could be lost.

Speak naturally as Dragon transcribes more accurately when there are as few pauses as possible.

To add punctuation, say:

- “Period” or “full stop”
- “Comma,” “exclamation mark,” or “question mark.”
- “open paren,” “close paren,” “open quote,” “close quote”
- “at sign,” “plus sign,” “underscore,” “semi colon,” etc.
- After transcribing text, say “bullet that,” “bold that,” or “underline that.”
- Say “new line” and “new paragraph” to move to a new line.

To delete transcribed text, say:

- “delete that” or “undo that” to delete last transcribed text.
- “delete last (number) words” to delete the last (number) of words.
- “delete last line”

If Dragon makes a spelling error, say “correct that.” If the correct word appears in the menu, select it to automatically replace the incorrect word with the correct one. If the correct word does not appear in the menu, say “spell that” and spell the word letter by letter.

Vocabulary Editor

Vocabulary Editor allows users to search for terms and refine

Dragon's speech recognition. Select **Vocabulary** on DragonBar to access vocabulary tools such as Learn from, Add new word or phrase, and Vocabulary editor. Users can personalize Dragon's dictation by navigating to **Help > Improve my accuracy**.

Voice Commands

Commons commands for controlling a device:

- "Open (application)" "Start (application)"
- "Switch to (open application)"
- "Show desktop"
- "Click Start"
- "Close window"
- "Cancel" "Press Escape"
- In browser "search Google for..."
- Select text:
 - "Select all" "Unselect that"
 - "Select (speak words to be selected)"
 - "Select next (number) words"
 - "Select previous paragraph"
 - Note: Caret browsing must be enabled to select text on the web. Press F7 to turn on Caret browsing.
 - "Copy that" "Cut that" "Paste that"

Dragon v15 Command cheat sheet

Navigating the Internet

To use Dragon to navigate the internet:

Install Dragon extension for Chrome.

Useful voice commands include:

- "Go to address bar"
- "Click (link name)"

- “Go to next tab” “Go to third tab” etc.
- “Click type text” to see all the places where text can be entered.

If having difficulty navigating on the web, try saying “Show links” or “Show choices” and then say “Choose (number)” of the link or field you would like to select. This is helpful for most interactive elements such as text fields, radio buttons, and checkboxes as well.

Dragon guide to web navigation basics.

Mousegrid

MouseGrid allows Dragon users to move the mouse with speech recognition.

1. Say “MouseGrid”
2. Say “click (1 to 9)” to select grid
3. Repeat until cursor is on item to be clicked.
4. Say “click that”

Options and Tools

Migrating User Profile

1. Plug in USB drive
2. Launch Dragon
3. Select **Profile** button > **Manage User Profiles**
4. Choose profile
5. Click **Advanced**
6. Select **Export**
 - a. Choose location (USB drive)
7. Eject USB and move to new computer
8. Launch Dragon

9. Select **Profile** button > **Manage User Profiles**
10. Click **Advanced**
11. Select **Import**
 - a. Choose folder copied from other computer

Recognition History

Dragon retains a history of “recognized utterances” or a list of the recent things users have said that Dragon has recognized. This tool may be useful if user loses work dictated but not saved. However, in the Recognition History window the users speech may be broken up into many different lines and may cause frustration. Remind users to save often.

To open Recognition History:

1. On the Dragon toolbar, select **Tools**
2. Select **Recognition History...**
3. Click **Save...** to save the entire recent history as a plain text file. That file can then be used to recover lost text.
4. Or, users can select individual utterances and copy the text from the **Utterance Selection** window.

Speed vs. Accuracy

Open **Tools > Options > Miscellaneous** change the **Speed vs. Accuracy** slider. This setting increases or decreases the number of words Dragon searches in its vocabulary as it processes speech. More words examined, the greater the accuracy. However, more examination requires greater computing power.

Use Dictation Box for Unsupported Applications

Disable Dragon Dictation Box in unsupported programs (such as LockDown browser)

1. Navigate to DragonBar, **Tools > Options**
2. Select **Miscellaneous** tab
3. Uncheck **Use the Dictation Box for unsupported applications** checkbox
4. Click **Ok**.

Transcription

Dragon can be used to transcribe .wav, .mp3, .wma, .dss, .ds2, and .m4a audio files to text.

1. Open **Tools** menu
2. Select **Transcribe Recording**
3. Choose file
4. Click **Transcribe**

Dragon creates a .rtf text file that can be opened in and edited in DragonPad or Word directly or saved for later.

Mention, link to other chapter.

Links and Further Reading

Visit Dragon Watch and Learn for videos of common Dragon features in action.

Dragon user documentation

Dragon support knowledge base

Dragon resource library

Dragon guide to DragonPad

Dragon guide to Dictation Box

Using Dragon with Microsoft Word

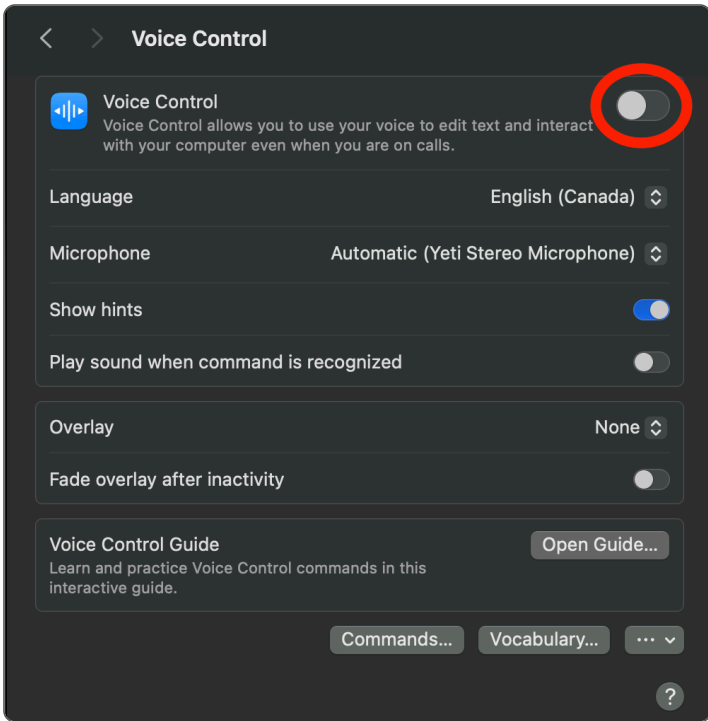
Using Dragon with Microsoft Excel

How to export and import Dragon profile

macOS/iOS Voice Control

Voice Control allows users to navigate and interact with macOS using only their voice. To enable:

1. Navigate to **System Settings**
2. Select **Accessibility**
3. Choose **Voice Control**
4. Toggle **Voice Control** on



Select **Commands...** and **Vocabulary...** for further information on available functions and improving the computer's understanding of the user's pronunciation.

Click **Open Guide...** to learn how to use Voice Control.

Voice Control is also available on iOS for iPhones.

1. Navigate to **Settings > Accessibility**.
2. Choose **Voice Control**.
3. Tap **Set Up Voice Control**.
4. Select **Open Voice Control Guide** for help.
5. The **Voice Control** menu has many options to customize user experience.

Say "go to sleep" to pause listening, "wake up" to resume. Say "show names", "show grid" or "show numbers"

Use Voice Control to interact with iPhone

Tips:

Use natural language, such as “open Mail” or “quit System Settings”.

For more advanced functions, try saying “show numbers”. This will display numbers next to available choices, say “click [number]” to select the desired function.

Say “show grid” to enable a virtual cursor that allows you to interact with items displayed on screen without a control. With the grid displayed, say whichever number the desired item is in, repeat as needed to refine selection. Then say “click [number]” to select desired element. Say “hide grid” to turn off grid.

Learn more about using Voice Control on your Mac.

Android

Android has a tool called Voice Access to control devices using voice.

Voice Access

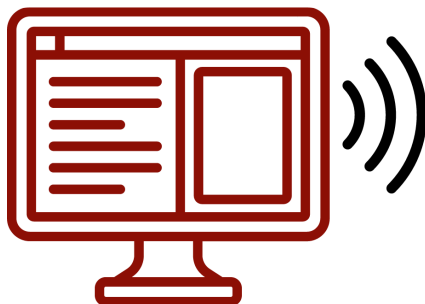
1. Navigate to **Settings > Accessibility**.
2. Choose **Interaction and dexterity**.
3. Select **Voice Access**.
 - a. If not installed, you will be taken to the Google Play Store.
4. Navigate to **Settings > Accessibility**.
5. Choose **Installed apps**.
6. Select **Voice Access**.
 - a. Toggle **Voice Access** shortcut to On.
7. Toggle **Voice Access** to on, or use the Accessibility

shortcut to select Voice Access.

- a. A blue icon with a sound wave will appear on your screen when Voice Access is available.

List of Android voice commands

Screen Readers



On this page:

[JAWS](#) | [NVDA](#) | [VoiceOver](#) | [TalkBack](#) | [ChromeVox](#)

JAWS

JAWS (Job Access With Speech) is the most popular screen reader software. JAWS is available only for Windows but allows almost every function of Windows to be performed with only the use of a keyboard and audio feedback. JAWS is a very expensive (~\$1000USD) and complicated piece of software, but indispensable for blind or low vision students. Download JAWS from Freedom Scientific.

This guide uses **JAWS** to indicate the modifier key, which could be either **Caps Lock** or **Insert** depending on user's computer and keyboard layout.

Action	Key command
Contextual Help (overview of website or document, such as headings, links, etc.)	JAWS F1
View contextual JAWS hotkeys	Insert b (this control is Insert regardless of keyboard setup)
Show list of all buttons, frames, graphics, lists, links, etc.	JAWS F3
Buttons list	Control JAWS B
Form elements (fields, radio buttons, checkboxes, etc.) list	JAWS F5
Headings list	JAWS F6
Links list	JAWS F7
Frames list	JAWS F9
Start reading continuously from current point	JAWS Down arrow
Stop reading	Control
Read next item	Down arrow
Move to next/previous paragraph	P Shift P
Move to next/previous focusable item (link, button, text field, etc.)	TAB or Shift TAB
Activate link or button	Enter
Move to next/previous heading	H or Shift + H
Move to main content region	Q
Move to next/previous region	R or Shift + R
Next/previous radio button	A or Shift + A
Next/Previous frame	M or Shift + M
Toggle on/off Virtual Cursor	JAWS Z

Action	Key command
Refresh screen without reloading page	JAWS Escape
Speech history (last 100 items read by JAWS)	JAWS Space, then H

This is not an extensive list of JAWS keystrokes.

Virtual Viewer

Press **JAWS Alt W** to open the virtual viewer of the current window. This provides all the text on screen in a line-by-line format that may be easier to navigate or review for messages or codes.

Press **JAWS Shift V** to open the virtual viewer of the current control, such as a popup or notification. This provides all the text in the in the current control in a line-by-line format that by easier to navigate or review for messages or codes.

Forms Mode

When navigating into a properly coded form (on the web, in a PDF) JAWS switches to Forms mode, a sound will play indicating the change. This mode disables many JAWS keystrokes so users can enter text into the form. If users need to enter forms mode press **Enter** when focused on a form field and press **Number pad plus** (which may be **function ?** on laptop keyboards) to exit forms mode.

PDFs

A properly tagged PDF can be navigated by a JAWS user just like they navigate a webpage using headings (press **h**), tables (press **t**), and links (press JAWS F7). PDFs can be awkward to read with JAWS. Try pressing **Alt Tab** until the PDF is focused and press **JAWS b** to begin reading the current window.

Convenient OCR

If JAWS indicates a PDF is empty, it likely means it is an inaccessible PDF (image of text). JAWS has a built in optical character recognition tool to extract text from an image and display it in a format readable by JAWS users. To use Convenient OCR:

1. Open a PDF
2. JAWS should indicate if the PDF is inaccessible and prompt users to use **Convenient OCR. Tab** to Yes and press **Enter**.
3. If JAWS does not prompt the user, or the dialogue is accidentally closed, press **JAWS Spacebar**, then **o** followed by **d**. This will start the Convenient OCR tool.
4. When the document is displayed in JAWS Virtual Viewer, press **Tab** to **Open in Word** and press **Enter** to view the document in Word.

PlaceMarkers

For frequently visited websites, users may consider using placemarkers for efficient navigation. Move to the place on the page users want to return to and press **Control Shift k** and then **Enter** on the Add button. When returning to the page, press **k** to cycle through placemarkers or press **Control Shift k** to see list of placemarkers.

Ignore next key press

When encountering something that should be keyboard navigable (for example instructions read “press left or right arrow to move through content) press **JAWS 3** then left or right arrow. **JAWS 3** tells JAWS to ignore the next key press and allows navigation of web content as if JAWS weren’t running.

General Windows Keyboard Commands

In addition to JAWs commands, there are some Windows keyboard shortcuts that may help users.

Control f to search in a webpage/document.

Alt Tab to move between open windows.

Windows d moves to desktop. From desktop Windows D moves focus back to previous window.

Windows t moves to taskbar. Windows and number opens/moves to that taskbar item.

Press **Windows** key and type to search computer.

Links

Freedom Scientific JAWS guide to web browsing

Freedom Scientific complete list of JAWS keystrokes

Web Accessibility in Mind Keyboard Shortcuts for JAWS

Deque University JAWS Keyboard Shortcuts

JAWS has a webpage for JAWS users to learn about and practice surfing the web.

Portland Community College has a helpful guide to navigating D2L with JAWS

Cracking the Code, Reading PDFs with JAWS

General screen reader shortcuts

NVDA

NVDA is a free and open-source screen reader. NVDA is available for Windows only. NVDA is second to JAWS in usage, but has many similar features. Download NVDA from nvaccess.org

The first time NVDA is started will prompt users to set various settings (auto start, user settings, etc.) and most importantly is the NVDA key. This guide will list NVDA as the modifier key,

which will refer to whichever key the users chooses (Caps Lock, Insert, Numberpad Insert are available options).

Action	Keystroke
Open NVDA	Control Alt N
Close NVDA	NVDA Q and Enter to confirm
Change speech mode (off, beeps, talk)	NVDA S
Open NVDA menu	NVDA N
Preferences	(With NVDA menu open) P
Tools	(With NVDA menu open) T
Help	NVDA 1
Read from current position	NVDA down arrow
Read current line	NVDA up arrow
Read previous/next word	Control left/right arrow
Read previous/next paragraph	Control up/down arrow
Read next item	Down arrow
Stop reading	Control
Pause/resume reading	Shift
Change rate of speech	NVDA Shift Control up/down arrow
Input help (announced button but takes no action)	NVDA 1
Elements (links, headings, buttons, etc.) window	NVDA F7
Move between elements lists	Tab
Move between focusable elements (links, buttons, forms, menus)	Tab/Shift Tab
Next heading	H

Action	Keystroke
Heading level 1-6	1-6
Next link	K
Next unvisited link	U
Next visited link	V
Next landmark/region	D
Next form field	F
Next text field	E
Next checkbox	X
Next radio button	R
Open combo box	Alt down arrow
Next table	T
Navigate table cells	Control Alt up, down, left, right arrow
Next button	B
Next list	L
Next list item	I
Next image	G
Move to previous instance	Shift and above single keystrokes
Search	NVDA Control F
Move to next/previous search result	NVDA F3/NVDA Shift F3
Focus mode (NVDA keystrokes ignored)	NVDA Space
Browse mode (regular NVDA behaviour)	NVDA Space
Ignore next key press	NVDA F2

General Windows Keyboard Commands

In addition to JAWs commands, there are some Windows keyboard shortcuts that may help users.

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Alt Tab to move between open windows.

Windows d moves to desktop. From desktop Windows D moves focus back to previous window.

Windows t moves to taskbar. Windows and number opens/moves to that taskbar item.

Press **Windows** key and type to search computer.

Links

Web Access in Mind introduction to NVDA

Web Access in Mind list of NVDA keyboard shortcuts

Ally Project getting started with NVDA

NVDA official user guide

VoiceOver

VoiceOver is a screen reader built-in to macOS and iOS

1. Navigate to **System Settings > Accessibility**
2. Choose **VoiceOver**
3. Toggle **VoiceOver** on
 - a. Alternatively, VoiceOver can be toggled using **CMD F5**

Click **Open VoiceOver Training...** for help and training.

Click **Open VoiceOver Utility...** or **CTRL OPT F8** when VoiceOver is running to open the options and settings screen for VoiceOver, allow users to change speech, sound, and keyboard shortcuts.

The default VoiceOver modifier keys are **CTRL OPT**. In the following **VO** means pressing **CTRL OPT**.

*VoiceOver requires multiple modifier keys as it works within existing macOS system.

Action	Keystroke
Open Rotor to display headings, links, regions, etc. lists.	VO u
Start reading	VO a
Stop reading	Control
Next	VO Right arrow
Previous	VO Left arrow
Next paragraph	VO p
Next Link	VO Command L
Next Heading	VO Command h
Move to table	VO Command t
Activate focused element	VO Space
Next link, form field, button, etc.	Tab
Previous link, form field, etc.	Shift Tab

*VoiceOver works best with Safari when browsing the internet.

Users may consider using VoiceOver Quick Nav that allow users to skip pressing the VO key combination. To enable this setting:

1. Navigate to **System Settings**
2. Choose **Accessibility**
3. Select **VoiceOver**
4. Select **Open VoiceOver Utility...**
5. Move to **Commanders** in sidebar

6. Move to the **Quick Nav** tab
7. Check **Enable arrow-key Quick Nav** and **Enable single-key Quick Nav**

Complete list of VoiceOver commands

VoiceOver User Guide

Getting started with macOS VoiceOver

WebAIM VoiceOver guide

VoiceOver on iPhone

To turn on VoiceOver:

1. Navigate to **Settings**
2. Choose **Accessibility**
3. Tap **VoiceOver**
4. Toggle **VoiceOver** on
 - a. Various settings are available. Select **Speech** and then **Voice** to set voice options.

Using VoiceOver:

VoiceOver has a practice area where you can try out different gestures and VoiceOver will announce the gesture and what action that gesture does.

1. Navigate to **Settings > Accessibility**.
2. With VoiceOver on select **VoiceOver Practice**.
 - Tap anywhere on the screen to have item read aloud.
 - Drag finger to move between items
 - Swipe right to read next, swipe left to read previous
 - Twist two fingers on screen to open rotor
 - Rotor allows users to navigate by headings, links, words, or other controls
 - Swipe up or down to navigate by chosen navigation type

- Tap on element to select, double tap to activate
- Tap with two fingers pauses VoiceOver
- Swipe up from bottom to return to Home, keep dragging up to go to App Switcher
 - Flick left or right with three fingers to move between apps
 - Flick three fingers up to close an app

Use Voice Control to interact with iPhone

AppleVis is a resource for blind and low visions users of Apple products.

TalkBack

TalkBack is the default screen reader for Android. To enable TalkBack:

1. Navigate to **Settings > Accessibility**.
2. Turn **TalkBack** on and toggle **TalkBack shortcut** to on.
 - a. With the shortcut on, hold the up and down volume buttons to turn TalkBack on.
3. The first time TalkBack is turned on, a tutorial opens.

Using TalkBack:

- Swipe right to read next, swipe left to read previous.
- Tap on the screen to read a specific item.
 - Tap and drag to move reading focus around page.
- Double tap to select a link, use a button, or open a menu.
- Swipe down and up in one motion to cycle navigation options such as headings, controls, or links.
 - Swipe up or down to move between selected element.

TalkBack has a practice area where you can try out different

gestures and TalkBack will announce the gesture and what action that gesture does. To use the practice tool:

1. Navigate to **TalkBack**.
2. Choose **TalkBack Settings > Tutorial and help > Practice gestures**.

TalkBack getting started guide.

ChromeVox (ChromeOS)

ChromeVox is the built-in screenreader on Chromebooks.

Toggle ChromeVox on or off by pressing **Control Alt z**.

To open ChromeVox menu press **Search**.

The ChromeVox menu includes menus for speech options and help as well as lists of headings, landmarks, links, form controls, and tables.

Action	Keystroke
Start reading from current location	Search r
Go to top of page	Search Control left arrow
Read next line	Search down arrow
Read next word	Search control Shift right arrow
Move to next heading	Search h
Move to next link	Search l
Move to next landmark	Search ;
Move to previous heading/ link/landmark	Shift Search h l or ;
Show heading list	Search Control h
Show links list	Search Control l
Show landmark list	Search control ;

ChromeVox user guide.

Magnifiers



On this page:

[ZoomText](#) | [Android](#) | [Windows](#) | [macOS](#) | [iOS](#) | [Browser Tools](#)

ZoomText

ZoomText[®]

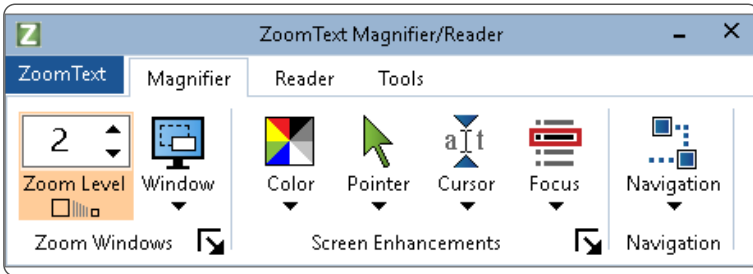
ZoomText Magnifier/Reader is a magnification and reading program tailored for low-vision users. ZoomText enlarges and enhances your computer screen, echoes your typing and essential program activity, and automatically reads content. ZoomText can be controlled by mouse, keyboard, or voice commands.

Setup

ZoomText quick start guide.

Open ZoomText before any other programs such as web browsers or document software.

When ZoomText opens, the ZoomText toolbar appears.



Navigate menus using the mouse or keyboard:

- **Alt z** opens the menu.
 - Arrow down for help, configurations, and settings.
 - Go to **Preferences**.
 - Check **Start ZoomText automatically when Windows starts** checkbox, if desired.
 - Users can also enable ZoomText to run on login screen.
 - When making changes to settings, navigate to **ZoomText > Configurations > Save As Default**, or press **Alt z > c > s** and **Enter**.
 - Go to **Command Keys** for a searchable list of keyboard shortcuts.
- At any point press **Esc** to close menus.

Press **Tab** to move focus between menus, tabs, and controls.

Use **Arrow keys (left, right)** to move between tabs and controls.

Enter on any control to toggle on/off and/or open associated menu.

Caps lock Control u brings ZoomText toolbar to front.

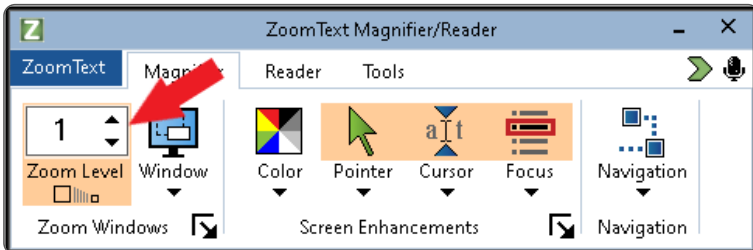
Caps lock Control Enter disable/enable ZoomText without closing ZoomText.

Or select **ZoomText** menu on toolbar and select **Enable ZoomText** or **Disable ZoomText**.

To set zoom level 1 as default on startup:

1. Set zoom level to 1
2. Click **ZoomText**
3. Select **Configurations**
4. Click **Save As Default**

Magnifier Tab



The Magnifier tab has a number of tools and options, including:
Zoom Level

Mouse: Click up or down arrow to zoom in or out

Caps Lock Shift + Mouse scroll wheel to zoom in or out

Keyboard:

Caps Lock Up arrow zoom in

Caps Lock Down arrow zoom out

Caps Lock Enter toggles between 1x zoom and current zoom level

Window

Window

Window > One Monitor select zoom mode (full, overlay, docked, lens, line)

Caps Z to cycle through zoom modes

Freeze View to capture a screen so you can zoom without any changes occurring

Color

Caps lock c to toggle on and off

Color enhancements (**Color > Settings** for options)

Select **Scheme** to change mode (invert, yellow on black, black and white, etc.)

Pointer

Caps lock p to toggle pointer enhancements on or off.

Pointer enhancements (size, color, customize by selecting

Pointer and moving to **Settings**)

Cursor

Caps lock r

Additional modes available under **Cursor > Scheme**

Cursor enhancements (**Cursor > Settings** for options)

Focus

Caps lock f

Highlight focused object, change via **Focus > Scheme**

Navigation

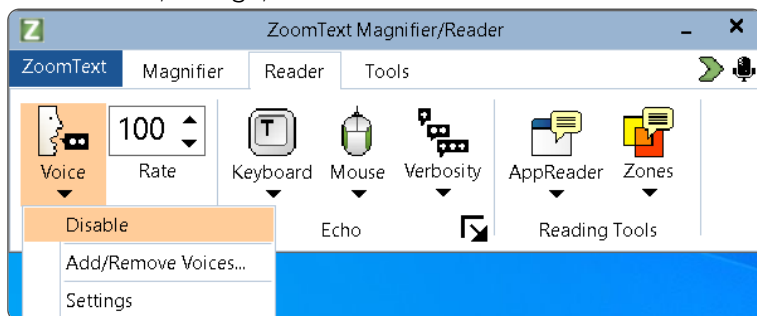
Settings for where ZoomText zooms and reads from, how ZoomText follows mouse or keyboard focus

Reader Tab

ZoomText also includes a powerful screen reader. While not as interactive as JAWS or NVDA, ZoomText can read the entire context of the screen and has numerous options for reading text and documents aloud.

Press **Alt r** to move to Reader tab of ZoomText toolbar to view various settings such as keyboard and mouse echo (audio feedback of words read or highlighted content) as well as different reader modes.

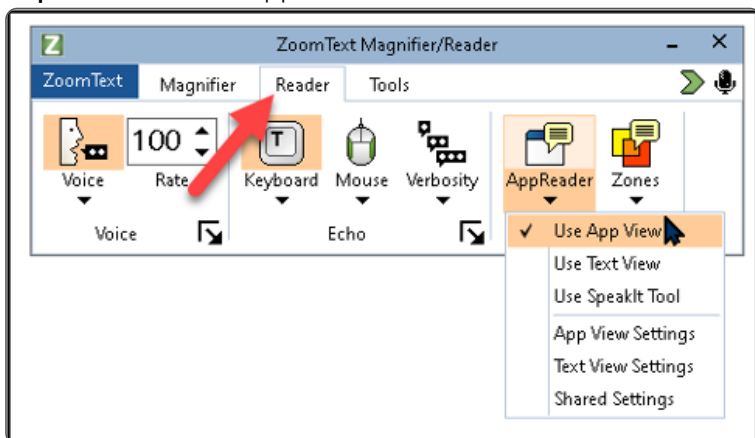
Deactivate, change, and add new voices in the **Voice** menu.



Adjust voice speed by changing the number above **Rate**.

AppReader

Caps Alt r launches AppReader in mode selected on toolbar.



Caps Alt a launches App view. App view reads text in the document or webpage open with a ringed highlight of what is being read.

Press **Caps Alt Left click** to begin reading from mouse pointer.

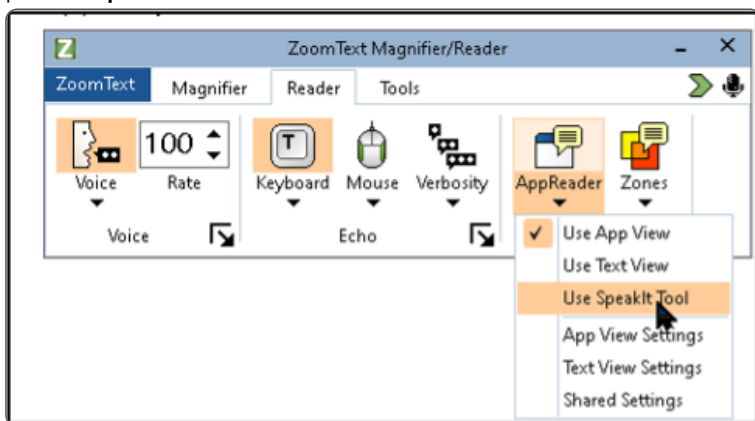
Press **Control** to pause reading and **Enter** to resume.

Left arrow moves to previous sentence and **Right** arrow moves to end of current sentence.

Press **Escape** to stop AppReader.

When reading, press **Tab** to switch to Text View. Text View opens the content being read in new window with customized contrast. Press **Control Alt t** to open Text View.

SpeakIt allows users to click on a word, image, icon, or other element and have ZoomText read the content. On the Reader tab, click **AppReader**, and select **Use SpeakIt Tool** or press **Caps Lock Alt s**.



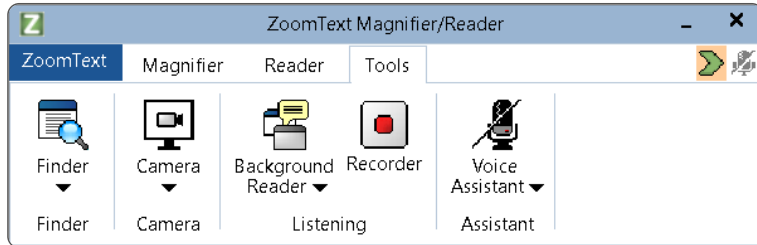
SpeakIt also allows users to highlight text to be read. When SpeakIt is active, click and drag over text to have it read aloud. Press **Escape** before selecting new text to be read. Note: SpeakIt does not visually indicate what is being read word by word like App View and Text View do.

Background Reader allows users to highlight text and hear it read aloud in the background while completing other tasks. To use Background Reader:

1. Highlight text
2. Press **Caps Lock Control b** or navigate to the **Tools** tab and select **Background Reader**.

Tools

Navigate to the **Tools** tab or press **Alt t**.



Finder allows user to find, search, and list results. Activate with **Caps Control f**.

Camera allows users to hold up a document to your webcam to have it zoomed on screen. Activate by pressing **Caps control c**. Accompanying toolbar has zoom and colour options.

Background Reader allows users to highlight text and hear it read aloud in the background while completing other tasks. To use Background Reader:

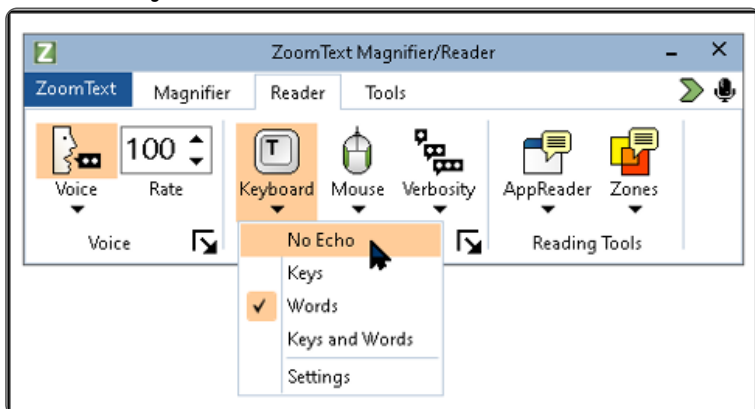
1. Highlight text
2. Press **Caps Lock Control b** or navigate to the **Tools** tab and select **Background Reader**.

Recorder can create audio files of text you have copied to windows clipboard. You can listen to the audio later or on a different device.

Voice Assistant allows users to give ZoomText command using their voice. Press **Caps Alt Spacebar** or click microphone icon in top right of ZoomText toolbar. On the **Tools** tab, select **Voice Assistant > Getting Started** to set up Voice Assistant.

By default, ZoomText will read back what is typed. Select

Reader > Keyboard > No Echo to turn this off.



Links

[ZoomText introductory video](#)

[Complete ZoomText user guide](#)

[Complete list of ZoomText keyboard shortcuts](#)

Android



android

Visibility Enhancements

1. Navigate to **Settings > Accessibility**.
2. Select **Visibility Enhancements**.

- a. Choose **High contrast** or **Large display**.
3. Select **Magnification** and toggle **Magnification shortcut** to On.
 - a. Use two fingers to move zoom window around screen.
 - b. Tap two arrow icon in bottom right to toggle full screen zoom.
 - c. Tap the Accessibility shortcut in the bottom right and select Magnification to turn off.
4. Select **Screen zoom**.
 - a. Use slider to change size of items displayed on screen.
5. Select **Font size and style**.
 - a. Drag slider to change default font size.
 - b. Select default font style.
 - i. Use **Bold font** toggle to make all font bold.
6. There are other settings on the **Visibility Enhancements** menu.

Windows



Windows

Magnifier

1. Open **Settings** and select **Accessibility**.
2. Select **Magnifier** in the sidebar.
 - a. Alternatively, press **Windows Control m** to quickly open the magnifier menu.

This menu allows users to turn Magnifier on or off, change

default zoom levels, zoom increments, and other settings such as launching Magnifier automatically when you log in.

To activate **Magnifier** press **Windows +** (this may be function/ fn ? on laptops).

Press **Windows =** to zoom in and **Windows -** to zoom out.

Windows Esc turns off magnifier.

Magnifier offers three views: Full Screen, Docked, and Lens. Change views in the magnifier menu or, when Magnifier is running, press **Control Alt m** to cycle through views, **Control Alt l** to switch to Lens, **Control Alt f** for Full Screen (hold **Control Alt Space** to temporarily reset zoom level), or **Control Alt d** to switch to Docked view.

View additional information about Windows Magnifier.

Read how to magnify the screen with the Magnifier tool in Windows 11.

Display Settings

1. Navigate to **Settings > Accessibility**.
2. Choose **Display** from the sidebar.
3. Use the **Make text bigger** slider to increase text size.
4. Select a percentage under **Make everything bigger** to increase the size of everything on screen.

Make Windows easier to see

1. Navigate to **Settings > Accessibility**.
2. Choose **High contrast** in the sidebar.
3. Toggle Turn on **high contrast** and choose a theme.
4. Choose **Color Filter** in the sidebar.
5. Toggle **Turn on color filter** and select a colour filter to use.
 - a. Check **Allow the shortcut key to toggle filter on or off**.
 - b. **Windows Control c** to toggle default colour filter on/off.

Mouse Pointer and **Text Cursor** in the **Accessibility** menu have options to make cursors easier to see.

macOS



macOS has a built-in magnifier tool. To enable:

1. Navigate to **System Settings > Accessibility > Zoom**
2. Toggle **Use keyboard shortcuts to zoom** on.
 - a. Keyboard shortcuts:
 - i. **Command Option 8** toggles zoom on/off
 - ii. **Command Option =** zooms in
 - iii. **Command Option -** zooms out
3. Or, toggle **Use trackpad gesture to zoom** on and use the listed instructions to zoom.

In the same menu users can change the zoom style from **Picture-in-picture** which displays a small zoomed box that follows the cursor, **Full screen** zooms the entire screen, and **Split screen** which anchors a window at the top of the screen that zooms where the cursor is.

The **Advanced...** menu has more options and tweaks available.

Users can select **Use scroll gesture with modifier keys to zoom** checkbox to use the trackpad or scroll wheel to zoom. The default modifier key is **Control**.

Finally, toggle **Hover Text** on and users can hold **Command** and macOS will zoom text under the cursor. **Options...** allows users to change modifier key and zoom level/text size.

How to zoom in or out on Mac.

Some users may wish to increase the zoom of the entire macOS display. To do so:

1. Navigate to **System Settings**.
2. Select **Displays**.
3. Choose level of zoom desired between **Larger Text** and **More Space**.

Make text and other items on the screen bigger on Mac.



Zoom

1. Navigate to **Settings > Accessibility**.
2. Choose **Zoom**.
3. Toggle **Zoom** on.
 - a. Tap with 3 fingers to toggle Zoom on and off.
 - b. Drag with three fingers to move around screen.
4. Select **Zoom Region** to switch between **Full Screen Zoom** or **Window Zoom**.

Zoom in on the iPhone screen – Apple Support

Display & Text Size

1. Navigate to **Settings > Accessibility.**
2. Choose **Zoom.**
3. Select **Display & Text Size.**
 - a. Select **Larger Text.**
 - b. Toggle **Larger Accessibility Sizes** on.
 - c. Drag the slider to adjust the size.
4. Customize other options such for contrast and colour invert.

Change the font size on your iPhone, iPad, and iPod touch – Apple Support

Magnifier

1. Open the Magnifier app.



- a. Swipe down on screen and type “Magnifier.”
2. Zoom in and out with slider or swiping up and down in viewfinder
 3. Tap screen to focus
 4. To freeze the current view, tap shutter button (concentric circles, bottom centre) or press one of your volume buttons
 5. There are various tools, including:

- a. Adjust brightness, change contrast, turn on flashlight, apply colour filters

Use Magnifier on your iPhone or iPad – Apple Support

Browser Tools

Chrome



Page Zoom

Zoom in: **Control (Command on macOS) and =**

Zoom out: **Control and -**

Reset to actual size: **Control and 0**

The zoom settings can also be accessed by the **View** menu on the toolbar (macOS) or under **More** on Windows.

Chrome will remember your zoom level on a specific webpage. Simply zoom to your desired zoom level and when signed in on your device the page will load to that zoom level. To reset default zoom to 100% follow these steps:

1. Select **More > Settings**
2. Click **Privacy and security > Site Settings**
3. Click **Additional content settings > Zoom levels**

4. Click **X (Remove zoom level)** to reset default zoom to 100%

Default Fonts

1. Select **More > Settings**
2. Select **Appearance**
3. **Font Size** allows users to set font size
4. Additional options are available under **Customize fonts**
 - a. Minimum font size
 - b. Default font styles

Additional information on customizing Chrome.

UI Options Plus

UI Options Plus is a Chrome extension that provides many visual customizations in one interface. Use the scrollbar or left and right arrows to move between tools. The following options are available:

- Zoom – uses Chrome browser zoom up to 500%.
- Letter spacing – up to 2x website default.
- Word spacing – up to 4x website default.
- Line spacing – up to 3x website default.
- Syllables – Divides words by placing a dot between syllables.
- Contrast – Offers multiple combinations of background and text colours.
- Right-click to select – Allows users to select text block by right-clicking on any part of it.
 - This may help users employ text-to-speech software on a specific bit of text and/or assist with copying.
- Selection highlight – Allows users to change the default colour when highlighting text.
- Text-to-speech – Toggle this tool to use text-to-speech on

highlighted text. Click the Play button to hear text.

- Reading mode – Toggle reading mode to simplify the page and remove distractions like ads or sidebars (note: this could break the layout of some pages).
- Table of contents – This tool generates a table of contents for the page using the page's heading structure.
- Enhance inputs – This toggle makes link and button text larger, bold, and underlined.

Customizations can be changed by clicking left or right arrows, entering a numerical value in the textbox, or toggling setting on or off.

To reset all customizations to default, right-click the extension icon and choose **Reset**.

Edge



Page Zoom

To zoom in: Press **Control** (**Command** on macOS) and =

To zoom out: Press **Control** and –

To reset to actual size: Press **Control** and 0

Additionally, open **Settings and more** button and click the + or – on the **Zoom** line of the menu.

Default Fonts

1. Navigate to **Settings**
2. Select **Appearance** from the sidebar
3. Navigate to **Zoom**
 - a. Select **Page zoom** dropdown to set default zoom percentage
4. Navigate to **Fonts**
 - a. Select **Font size** dropdown to change default font size.
 - b. Select **Customize fonts** for additional options.

Firefox



Page Zoom

To zoom in: **Control (Command on macOS)** and =

To zoom out: **Control** and –

To reset to actual size: **Control** and **0** or click the x% icon in the address bar

Or, hold **Control (Command on macOS)** and scroll up (with mouse wheel or two fingers on trackpad) to zoom in and scroll down to zoom out.

Firefox allows users to zoom text only (Navigate to **View** menu > **Zoom** > **Zoom Text Only**). Use the same keyboard shortcuts as above. Keep in mind, this may break the layout and functionality of a webpage.

More information about zooming in Firefox.

Via **Settings** > **General** under Language and Appearance changed the **Default Zoom** for all pages using the dropdown menu. Read the Firefox Font size and zoom guide for more information.

Default Fonts

To set minimum font size:

1. Navigate to **Settings** and move to the Language and Appearance section.
2. Under Fonts and Colours, select **Advanced...** button.
3. In the **Minimum Font Size** drop-down select the minimum size in pixels for text.
4. Uncheck **Allow pages to choose their own fonts, instead of their selections above.**
5. Click **Ok.**

Read more about Firefox minimum text size options here.

To override page font styles:

1. Open **Settings.**
2. Under Language and Appearance > Fonts and Colours, select **Advanced.**
3. Set the various fonts you would like to use.
4. Uncheck **Allow pages to choose their own fonts, instead of their selections above.**
5. Click **Ok.**

Firefox guide for overriding page fonts.

Default Colours

Firefox allows users to set default colours for text, backgrounds, and links.

1. Navigate to **Settings**
2. Under Language and Appearance, select **Colours** button.
3. Set your specified colours for each and then select the **Override the colours specified by the page with your selections above** dropdown and set to **Always**.

More information on overriding page colours.

Safari



Select **Safari > Preferences** in the menu bar or press **COMMAND** and **,** to open Safari preferences.

Page Zoom

To zoom in: **Command** and =

To zoom out: **Command** and -

To reset to actual size: **Command** and 0

Safari also offers options to zoom text only however this often breaks the layout and functionality of webpages.

Minimum Font Size

1. **Safari > Preferences...**
2. **Advanced** Tab
3. Check **Never use font sizes smaller than** and set size in drop down box.

Set defaults for current site

1. Select **Safari** from the menu bar
2. Select **Settings for [current website]**
3. You can select **Use Reader when available** and set default zoom with **Page Zoom**

Website specific settings can be amended or removed later via **Safari > Preferences > Websites**

To set defaults for all webpages:

1. Navigate to **Safari** on the menu bar
2. Select **Preferences**
3. Move **Websites** tab
4. Select **Page Zoom** from sidebar
5. In the bottom right, choose a default zoom percentage using the dropdown menu beside **When visiting other websites:**
6. The same process can be used to use Reader View when available by navigating to **Reader** in the sidebar and selecting **On** in the **When visiting other websites:** dropdown.

Learn more about customized settings for websites in Safari

Morphic

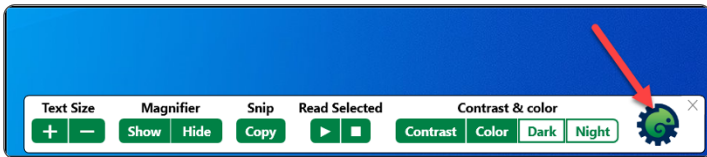


Morphic is a basic toolbar that helps with quick access to built-in accessibility tools. Morphic is free and available for Windows and macOS.

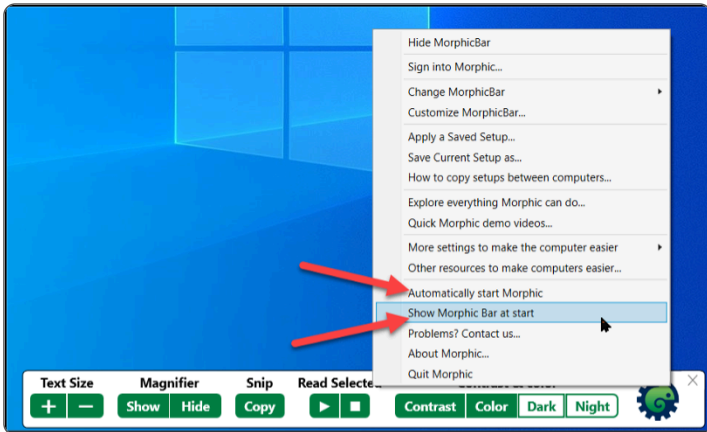
Download Morphic.

To start Morphic automatically:

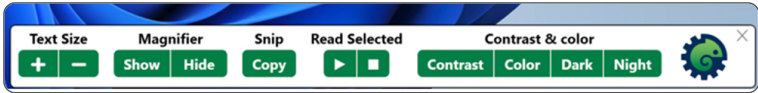
1. Select the Morphic icon on the toolbar.



2. Click **Automatically start Morphic** and **Show Morphic Bar at start**.



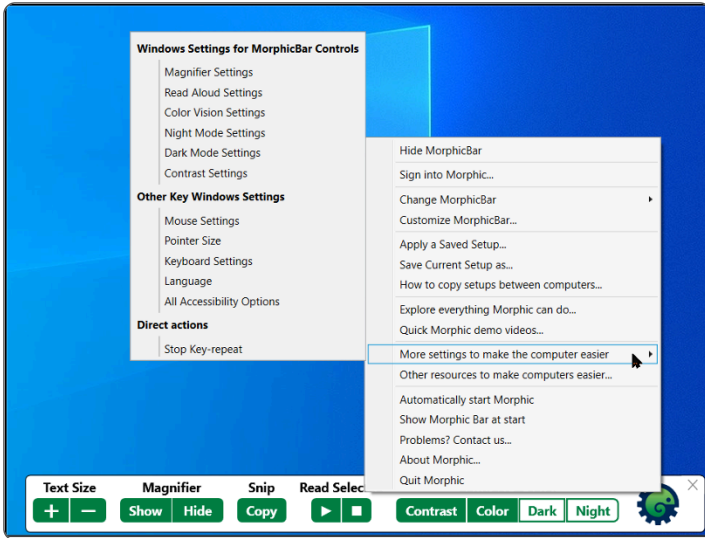
The Morphic toolbar provides shortcuts to built-in accessibility tools



1. **Text Size.**
 - a. Use + and – icons to change size of text.
2. **Magnifier.**
 - a. Click **Show** or **Hide**.
 - b. Activating Magnifier will use default settings.
 - i. These settings can be changed under **Settings > Ease of Access > Magnifier**.
 - c. Once Magnifier is on, the magnifier window appears allowing users to change view, zoom level, and other settings.
3. **Snip** takes a screenshot and automatically copies it, allowing users to paste the screenshot in a document quickly.
 - a. Select **Snip** and then click and drag to take a screenshot of the selected area.
4. **Read Selected.**
 - a. Highlight text and click the play button under Read Selected to hear the text read aloud.
 - b. Change voice settings in **Settings > Time & Language > Speech**.
5. **Contrast & color** allows users to adjust contrast, color filters, and activate dark and night mode.

Morphic includes shortcuts to Windows Ease of Access Settings

1. Select the Morphic icon on the toolbar.
2. Choose **More settings to make the computer easier**.



3. The submenu has shortcuts to all available Windows accessibility tools and settings.

Morphic official site

Morphic FAQ

Browsers



While they are not specifically assistive technology, browsers have settings and tools that can make navigating the internet easier. The following guides refer to desktop (Windows and macOS) use, but some similar features are available in the mobile versions of each.

For Edge and Chrome, consider the UI Options Plus (UIO+) extension. This helpful tool allows you to quickly and easily adjust appearance settings like zoom; contrast; line, character, and word spacing; and more.

On this page:

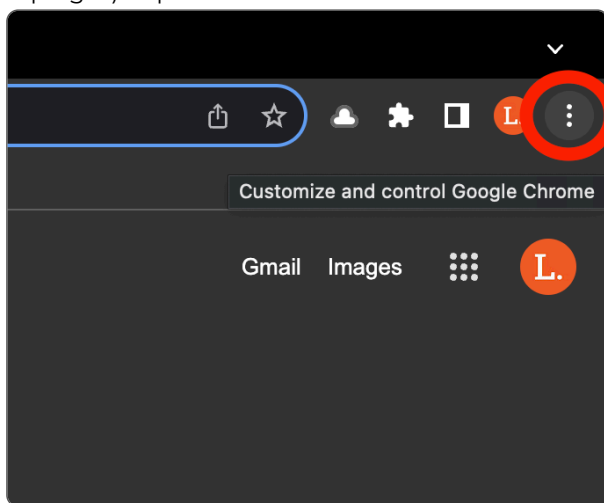
[Chrome](#) | [Edge](#) | [Firefox](#) | [Safari](#)

Chrome



Chrome is the most commonly used browser and has the greatest compatibility with assistive technology.

To find settings and tools, select **Customize and control Google chrome** (3 vertical dots near top right) or press **ALT f**.



Page Zoom

Zoom in: **Control** (**Command** on macOS) and =

Zoom out: **Control** and -

Reset to actual size: **Control** and 0

The zoom settings can also be accessed by the **View** menu on the toolbar (macOS) or under **More** on Windows.

Chrome will remember your zoom level on a specific webpage. Simply zoom to your desired zoom level and when signed in on your device the page will load to that zoom level. To reset default zoom to 100% follow these steps:

1. Select **More > Settings**
2. Click **Privacy and security > Site Settings**
3. Click **Additional content settings > Zoom levels**
4. Click **X (Remove zoom level)** to reset default zoom to 100%

Default Fonts

1. Select **More > Settings**
2. Select **Appearance**
3. **Font Size** allows users to set font size
4. Additional options are available under **Customize fonts**
 - a. Minimum font size
 - b. Default font styles

Additional information on customizing Chrome.

Live Caption

Chrome includes an automatic captioning tool for videos. The captions are not a substitute for proper captioning of videos but may be a useful tool for users when encountering an uncaptioned video. To enable:

1. Select **More > Settings**
2. Select **Advanced > Accessibility > Captions**
3. Turn on **Live Captions**

Chrome live captions uses the operating system's default captioning.

Windows caption settings.

MacOS subtitles and captions settings.

Get Image Descriptions

When running a screen reader, Chrome may be able to provide image descriptions for images lacking alt text. Follow the instructions to enable this setting. The descriptions are machine generated and may not be accurate.

Highlight Focused Elements

When navigating with a keyboard, Chrome can show a highlight of links, menus, and buttons when focused and selectable. To enable:

1. Navigate to **Settings**
2. Select **Advanced > Accessibility**
3. Turn on **Show a quick highlight on the focused object**

Caret Browsing

Press **F7** to activate caret browsing, allowing the keyboard to move around and select text.

Complete list of Google Chrome keyboard shortcuts.

UI Options Plus

UI Options Plus is a Chrome extension that provides many visual customizations in one interface. Use the scrollbar or left and right arrows to move between tools. The following options are available:

- Zoom – uses Chrome browser zoom up to 500%.
- Letter spacing – up to 2x website default.
- Word spacing – up to 4x website default.
- Line spacing – up to 3x website default.
- Syllables – Divides words by placing a dot between

syllables.

- Contrast – Offers multiple combinations of background and text colours.
- Right-click to select – Allows users to select text block by right-clicking on any part of it.
 - This may help users employ text-to-speech software on a specific bit of text and/or assist with copying.
- Selection highlight – Allows users to change the default colour when highlighting text.
- Text-to-speech – Toggle this tool to use text-to-speech on highlighted text. Click the Play button to hear text.
- Reading mode – Toggle reading mode to simplify the page and remove distractions like ads or sidebars (note: this could break the layout of some pages).
- Table of contents – This tool generates a table of contents for the page using the page's heading structure.
- Enhance inputs – This toggle makes link and button text larger, bold, and underlined.

Customizations can be changed by clicking left or right arrows, entering a numerical value in the textbox, or toggling setting on or off.

To reset all customizations to default, right-click the extension icon and choose **Reset**.

Links

[Overview of accessibility features in Chrome](#)

[Google Accessibility Statement](#)

[Complete list of Google Chrome keyboard shortcuts.](#)

[Additional keyboard shortcut information](#)

[Chrome low-vision support guide](#)

Chrome guide to accessibility extensions

Chrome web store collection of accessibility extensions

List of useful education accessibility extensions

Edge

Edge is the default browser of Windows 10/11. Edge is built on the same software engine as Google Chrome and so many features and settings are the same and Chrome extensions will run in Edge.

To find settings and tools, select **Settings and more** on the toolbar or press **ALT** and **f**.



Page Zoom

To zoom in: Press **Control** (**Command** on macOS) and **=**

To zoom out: Press **Control** and **-**

To reset to actual size: Press **Control** and **0**

Additionally, open **Settings and more** button and click the **+** or **-** on the **Zoom** line of the menu.

Default Fonts

1. Navigate to **Settings**
2. Select **Appearance** from the sidebar
3. Navigate to **Zoom**

- a. Select **Page zoom** dropdown to set default zoom percentage
4. Navigate to **Fonts**
 - a. Select **Font size** dropdown to change default font size.
 - b. Select **Customize fonts** for additional options.

Read Aloud

Microsoft Edge has a built-in reader mode. **Read Aloud** allows you to have text read aloud. Immersive reader is a distraction free reading mode that also reads text aloud. To start **Read Aloud**, select text or right click where you would like to begin reading and select **Read aloud**.

The read aloud toolbar will appear at the top of the screen, allowing users to pause, skip ahead or back, and change voice and speed options.

Read aloud can also be opened by pressing **Control** and **Shift** and **u**.

Read more about Edge Read aloud.

Immersive Reader may not be available on all webpages, but when it is an icon of an open book with a speaker on it will appear in the address bar. To open immersive reader, you can click on the icon or press **F9**.

In immersive reader a toolbar appears at the top of the page that contains options to change text size and spacing, font style, and page colour themes. Additionally, there are grammar, focus, and pronunciation options.

Read more about Edge Immersive Reader.

Keyboard Navigation

1. Open **Settings**
2. Navigate to **Accessibility** in the sidebar
3. Navigate to **Keyboard**
4. Toggle **Navigate pages with a text cursor** on.

Use **F7** to activate caret browsing. Caret browsing allows the keyboard to move a cursor within text on the web and select text to be highlighted or copied.

Links

Microsoft Support page on accessibility features in Microsoft Edge.

List of keyboard shortcuts for Microsoft Edge.

Firefox



Firefox is a web browser that is not based on the Chromium engine, as such does not support the same extensions, settings, and keyboard shortcuts. However, Firefox is still a popular browser and has many excellent features (including built-in text to speech) and is highly customizable.

Page Zoom

To zoom in: **Control (Command on macOS) and =**

To zoom out: **Control and -**

To reset to actual size: **Control and 0** or click the x% icon in the address bar

Or, hold **Control (Command on macOS)** and scroll up (with mouse wheel or two fingers on trackpad) to zoom in and scroll down to zoom out.

Firefox allows users to zoom text only (Navigate to **View** menu > **Zoom** > **Zoom Text Only**). Use the same keyboard

shortcuts as above. Keep in mind, this may break the layout and functionality of a webpage.

More information about zooming in Firefox.

Via **Settings** > **General** under Language and Appearance changed the **Default Zoom** for all pages using the dropdown menu. Read the Firefox Font size and zoom guide for more information.

Default Fonts

To set minimum font size:

1. Navigate to **Settings** and move to the Language and Appearance section.
2. Under Fonts and Colours, select **Advanced...** button.
3. In the **Minimum Font Size** drop-down select the minimum size in pixels for text.
4. Uncheck **Allow pages to choose their own fonts, instead of their selections above.**
5. Click **Ok.**

Read more about Firefox minimum text size options here.

To override page font styles:

1. Open **Settings.**
2. Under Language and Appearance > Fonts and Colours, select **Advanced.**
3. Set the various fonts you would like to use.
4. Uncheck **Allow pages to choose their own fonts, instead of their selections above.**
5. Click **Ok.**

Firefox guide for overriding page fonts.

Default Colours

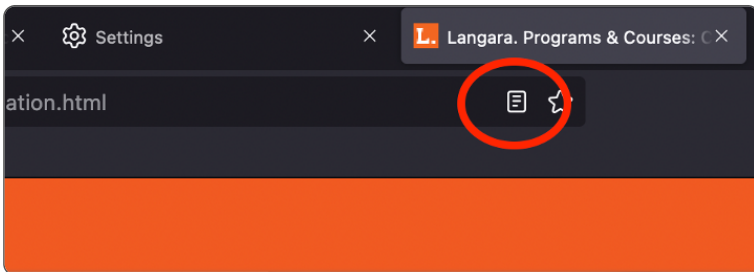
Firefox allows users to set default colours for text, backgrounds, and links.

1. Navigate to **Settings**
2. Under Language and Appearance, select **Colours** button.
3. Set your specified colours for each and then select the **Override the colours specified by the page with your selections above** dropdown and set to **Always**.

More information on overriding page colours.

Reader View

Firefox offers a Reader View on many pages. This feature strips the page down to text and important images and allows user to change the background colour, font style, text size, text alignment, and spacing. When you see a page icon in the address bar, Reader View is available.



Select the icon or press **CTRL** and **ALT** and **R** (**CMD** and **OPT** and **R** on mac OS)

A floating toolbar appears on the simplified page with options to modify appearance and have the content read aloud via text to speech.

Read more about Firefox Reader View.

Page Viewing

Firefox allows users to view the page with style elements removed.

Select **View > Page Style > No Style** to see the webpage with styling removed (text, links, and images only)

Keyboard Navigation

Firefox, like most modern browsers, allows users to move focus between links, buttons, menus, and other interactive elements using **Shift** (and **Shift + Tab** together to move back).

Pressing **F7** toggles Caret browsing on or off. This feature allows users to move a cursor through the content of a webpage and select text as if they were in a text editor.

Read more about keyboard navigation in Firefox.

Search

To search within a webpage, press **Control (Command** on macOS) and **f** to open the search field. You can also use **/** for quick search with fewer options. Press **'** to search only links on the page, this may be useful to quickly skip to a section of the page.

Press **Escape** to close the search tool.

Eye Dropper

Windows:

1. Select **Open Application Menu**
2. Open **More tools**
3. Select **Eyedropper**

macOS:

1. Select **Tools**

2. Choose **Eyedropper**

Using the magnified view that appears, click on a colour. The HEX colour code will be automatically copied to your clipboard to be pasted in another application.

Copy Text from Image (macOS only)

1. Right-click on an image
2. Select **Copy Text from Image**
3. A popup containing the image's text appears
 - a. The complete text is automatically copied to the clipboard
 - b. Or, you can select just part of the text and copy with **CMD C**
4. Click **Close** or press **Escape**

Known Issues

- Firefox is a highly customizable browser, however as it is not as popular as Google Chrome and not built on the same software engine, some web pages and functions may behave differently.
- Some developers only build extensions for Chrome and as such many extensions are not available for Firefox.

Links

Accessibility features in Firefox overview.

Mouse shortcuts for Firefox (zoom, navigate back and forward, manipulate tabs)

Access Firefox: Accessibility resources and links for Firefox users.

A graphic consisting of a thick black L-shaped line forming a corner, with the word "Safari" in a bold, sans-serif font positioned to its right.

Safari



Safari is the built-in web browser on macOS, iOS, and iPadOS. Safari lacks many of the extensions available for Chrome, but offers some proprietary features not available on other browsers.

Select **Safari > Preferences** in the menu bar or press **CMD** and **,** to open Safari preferences.

Page Zoom

To zoom in: **Command** and **=**

To zoom out: **Command** and **-**

To reset to actual size: **Command** and **0**

Safari also offers options to zoom text only however this often breaks the layout and functionality of webpages.

Minimum Font Size

1. **Safari > Preferences...**
2. **Advanced** Tab
3. Check **Never use font sizes smaller than** and set size in drop down box.

Set defaults for current site

1. Select **Safari** from the menu bar
2. Select **Settings for [current website]**
3. You can select **Use Reader when available** and set default zoom with **Page Zoom**

Website specific settings can be amended or removed later via **Safari > Preferences > Websites**

To set defaults for all webpages:

1. Navigate to **Safari** on the menu bar
2. Select **Preferences**
3. Move **Websites** tab
4. Select **Page Zoom** from sidebar
5. In the bottom right, choose a default zoom percentage using the dropdown menu beside **When visiting other websites:**
6. The same process can be used to use Reader View when available by navigating to **Reader** in the sidebar and selecting **On** in the **When visiting other websites:** dropdown.

Learn more about customized settings for websites in Safari

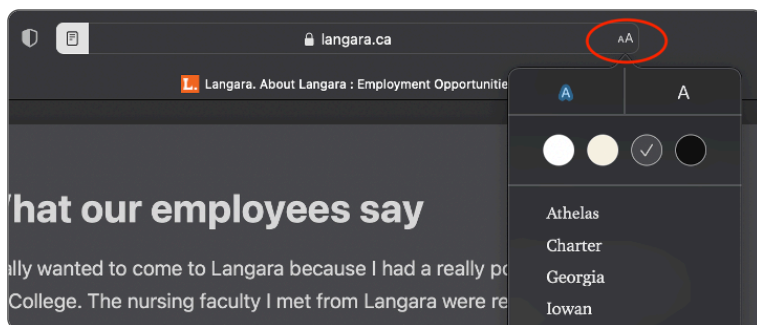
Reader View

When available, Safari can display pages in a simpler, reader-friendly view.

Look for a page icon in the address bar and select it.

Alternatively, you can press **CMD** and **SHIFT** and **R** when the option is available.

In the address bar, select Aa icon to customize your reader view.



Learn more about Safari Reader View.

Text to Speech

Highlight text and select **Edit > Speech > Start Speaking** or right-click > **Speech > Start Speaking**

You can also use the **Start Speaking** tool before highlighting text, however some webpages may begin reading at odd points.

Select **Edit > Speech > Stop Speaking** to stop text to speech.

Change voice options via **System Preferences > Accessibility > Spoken Content**

Keyboard Navigation

To enable keyboard navigation on macOS

1. Navigate to **System Preferences > Shortcuts** tab
2. Check **Use keyboard navigation to move focus between controls** checkbox.

Open Safari

1. Navigate to **Safari** in the menu bar and select **Preferences**
2. Navigate to the **Advanced** tab
3. Under Accessibility, check **Press Tab to highlight each item on a webpage** checkbox.
4. Useful shortcuts:

Reload current page: **Command** and **r**

Move focus to address bar: **Command** and **l**

Move back one page: **Command** and **[**

Move forward one page: **Command** and **]**

Move down the page vertically: **Spacebar**

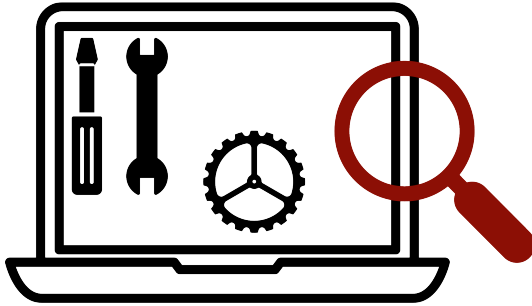
Move up the page: **Shift** and **Spacebar**

Links

Apple Accessibility knowledge base

Apple accessibility user guide
Safari keyboard shortcuts list

Finding More Tools



On this page:

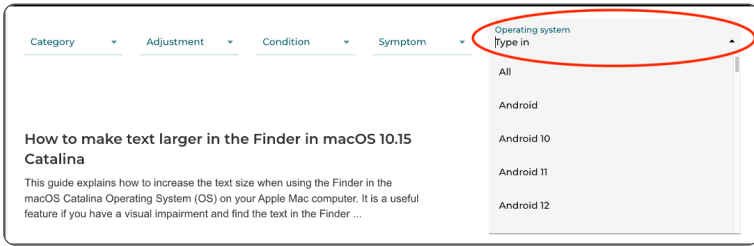
| [My Computer My Way](#) | [Unified Listing](#) | [AT Hive](#)

My Computer My Way

My Computer My Way is an online interface that assists users to use built-in tools and modify settings on their device(s) to make them easier to use. The site helps users filter by need, symptoms, condition, and device to find step by step instructions to adapt their phone, tablet, or computer to be easier to use. My Computer My Way includes basic guides, examples, and detailed instructions for activating and using accessibility features built-in to consumer devices.

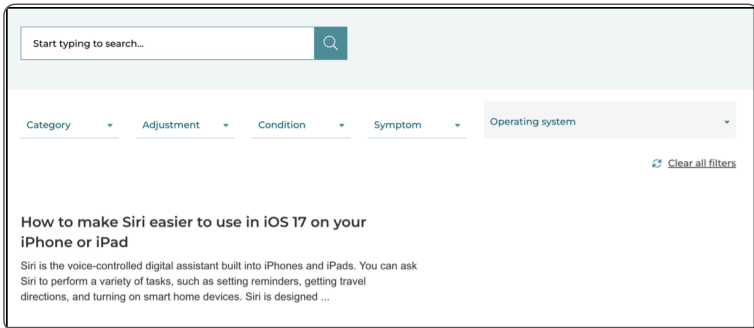
My Computer My Way is a web interface available at <https://mcmw.abilitynet.org.uk/> By default, My Computer My Way will automatically detect the user's device and operating system to display tools and settings specific to that device. To research other operating systems and devices or when assisting others, change the **Operating system** filter to the

appropriate device and operating system.



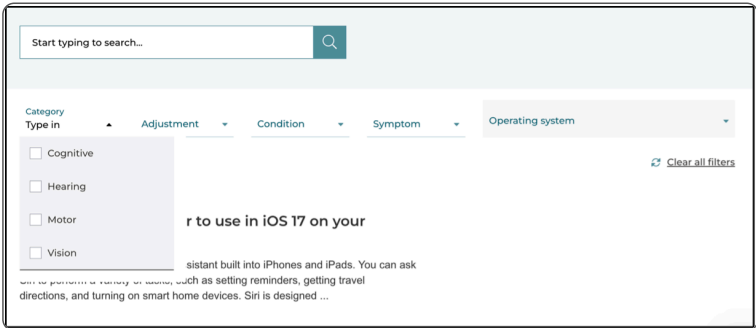
Filters

By default, My Computer My Way will detect the user's device and operating system. To research other devices or when assisting others, change the **Operating system** filter to the appropriate device and operating system.



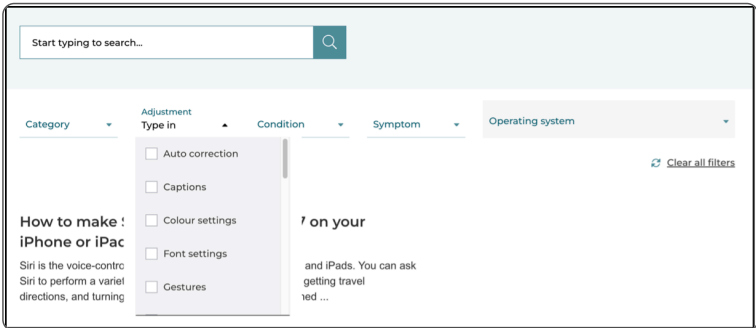
Moving left to right, the first menu is **Category** which includes: Cognitive, Hearing, Motor, and Vision. Each filter menu can be operated by mouse or keyboard and allows users

to search within each criterion by typing.



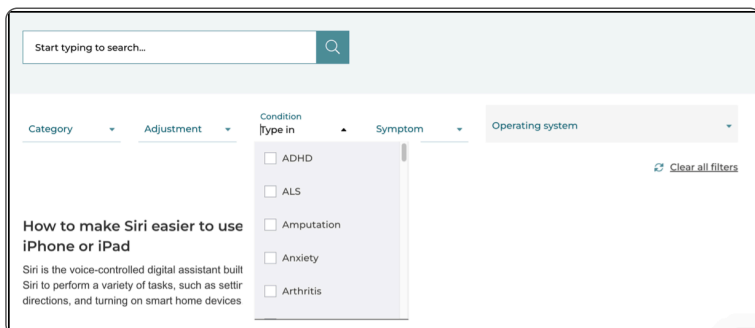
Each filter allows users to select one or multiple criteria. It is not necessary to select a filter from each menu to use the tool, but choosing criteria will filter down the number of subsequent options.

The next filter, **Adjustment**, includes options such as captioning, colour settings, keyboard settings, magnify, text settings, voice options, zoom and more.



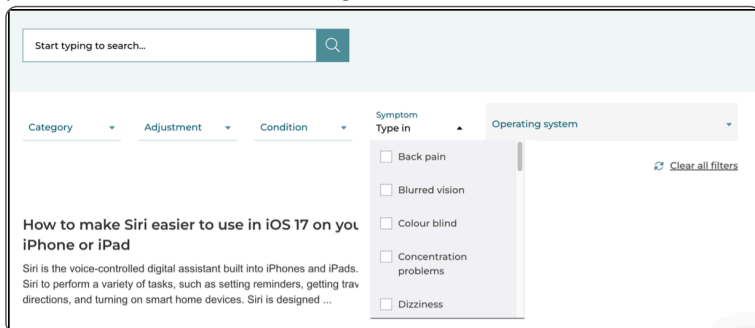
The next menu, **Condition**, filters by condition such as common physical, cognitive, vision, hearing, and neurological

conditions.



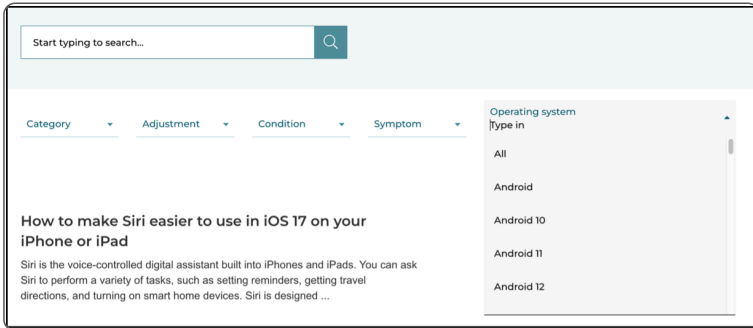
Even when user has a disability listed, use this filter with caution as useful tools may be excluded from results if they aren't specifically tagged with that disability. This could cause a user to not be aware of a tool that could benefit them.

The fourth menu filters by **Symptom**. Filters include symptoms such as eye strain, hearing loss, low dexterity, problems reading, and more.



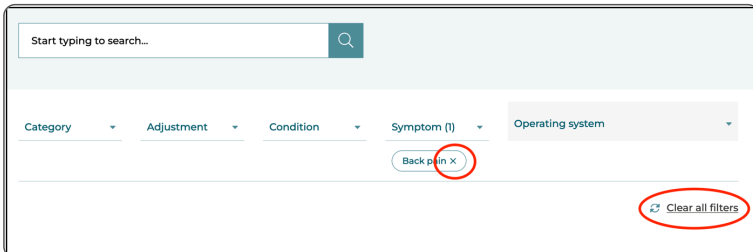
The final menu is **Operating System** which, as previously discussed, automatically detects the users device and operating system. This menu only allows for one selection, but can be changed to any available option to research other

devices and operating systems.



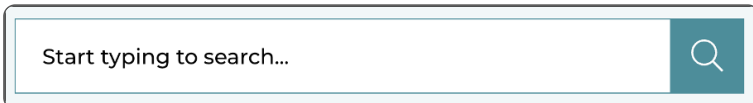
Clear Filters

Users can remove individual filters by selecting the **X** beside the criterion to be removed. All filters can be removed using the **Clear all filters** button.



Search

Use the search tool when returning to a known resource or if a user has high digital confidence and knows the specific terms. However, the My Computer My Way filters are an easier way to discover features and tools.



Settings

As My Computer My Way is a web interface there are no settings to change. If users encounter issues, consider clearing cookies and site data. In Chrome and Firefox, click the padlock icon in the address bar and choose **Clear cookies and site data** in Firefox or in Chrome select **Cookies and site data > Manage cookies and site data**. Click the trash can icon to delete saved data for the site.

Notable Issues

Beware that My Computer My Way does not include third party assistive technology solutions such as JAWS, Read&Write, Kurzweil, etc.

My Computer My Way is generally up to date and includes older operating systems. This is the most complete collection of user guides for built-in tools and settings that make consumer devices easier to use. However, that does not mean that solutions can be found that are not listed in My Computer My Way.

Links and Further Reading

My Computer My Way by AbilityNet

AbilityNet assistive technology factsheets

Helpful tech tips: My Computer My Way





Unified Listing

Unified Listing is a collection of 14 databases to help users access communication, computers, and digital devices. Global Public Inclusive Infrastructure curates this collection of federated databases. Unified Listing is a web interface available at <https://ul.gpii.net/> Users can create an account. Users with an

account can sign up to be notified by email about changes to specific software.

Unified Listing allows users to search for software that will help them use technology. Users can search by:

- Power Search
- Guided Shopping
- Classic Search
- Find Similar Products
- View Products by Manufacturer

 <p>Power Search Narrow a keyword search by difficulties, product type, and operating system.</p>	 <p>Classic Search Search by keyword (like most search engines) and operating system.</p>
 <p>Guided Shopping Learn about options and find what you need.</p>	 <p>Find Similar Products Start with a product you already know, and then specify the important characteristics of that product.</p>

[View Products By Manufacturer](#)

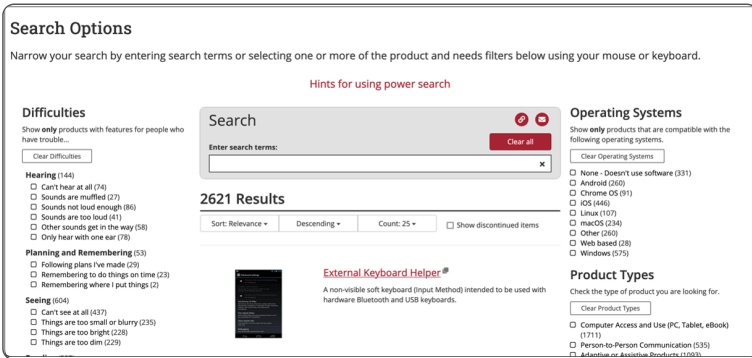
Power Search

Power Search allows users to enter search terms and select criteria such as difficulties (hearing, seeing, reading, etc.), operating systems, and product types. Adding one criteria at a time allows users to narrow the number of results to help

find

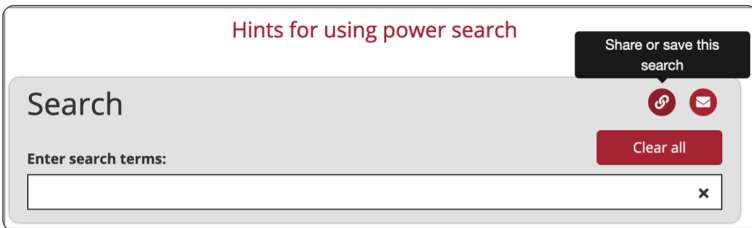
appropriate

solutions.



Each criteria includes a **Clear [criteria]** button to reset that category and expand the number of results.

Above the search field, users can select **Share or save this search**.



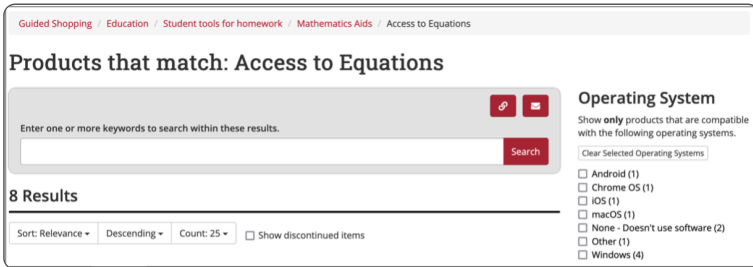
This creates a unique link to the users search result. Users can use that link to share with others.

Guided Shopping

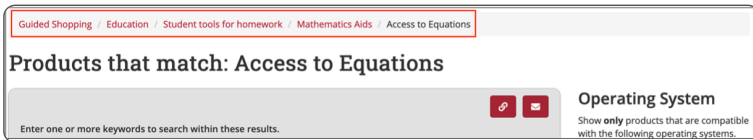
Guided Shopping arranges options by product type, such as **Computer Access and Use**, **Person-to-Person Communication**, **Education**, and more.

Selecting a product type leads users to additional questions with additional links. Once a user finds a specific type of product, results can be searched or filtered by operating

system.



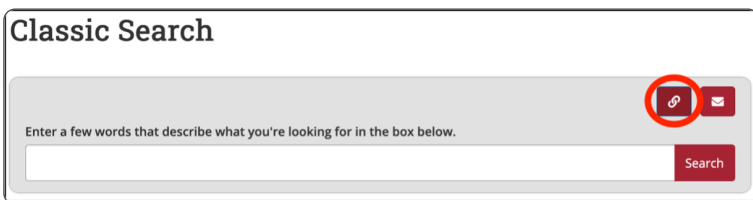
The results page includes breadcrumb navigation to move back through their selection process.



Classic Search

Classic search allows users to end keywords or product names and filter results by operating system. This simpler interface may be useful for users that find Power Search overwhelming.

Above the search field, users can select **Share or save this search**.



Find Similar Products

Start with a product you already know, and then specify the important characteristics of that product.

1. Users can search or scroll through the list of products.

Find Similar Products

This search method allows you to find products that are similar to a product you are already familiar with, but perhaps don't know about yet. To get started, enter a product you are familiar with into the search box below.

Type in a product name or choose from the list of product names

Submit

2. Once a product is chosen, users are taken to a page that allows them to select what features of that product they use.

Find Products Similar to *Read&Write*

Characteristics associated with *Read&Write*

Instructions: To find products, select the characteristics that you are most interested in.

Product Category

Select All Unselect All

- Computer Access and Use (PC, Tablet, eBook)
- Getting Information From Computer
 - Spoken and other sound output
 - Screen Reading
- Using Computer for some activity or support
 - Personal Aids
 - Language Support
 - Writing Assistance
 - Dictionaries and Thesauruses
 - Spelling/Grammar Checker
 - Word completion/prediction
 - Adaptive or Assistive Products
 - Access to Education
 - Reading Assistance
 - Define words
 - Read text aloud
 - Read electronic text aloud
 - AT Software

Primary Features

Select All Unselect All

- UNDERSTANDING Related
 - Provides Writing Assistance
 - Spelling Checker
 - Assists with Word Selection
 - Provides Word-Level Enhancements
 - Pronounces selected word

Operating System

Show **only** products that are compatible with the following operating systems.

Clear Selected Operating Systems

- Android (260)
- Chrome OS (91)
- iOS (446)
- Linux (107)
- macOS (234)
- None - Doesn't use software (331)
- Other (260)
- Web based (28)
- Windows (575)

3. As users select criteria, matching products are displayed below.

116 results

Start Over

Sort: Relevance - Descending - Count: 25 - Show discontinued items



Read&Write

Software designed to make everyday literacy tasks simpler, quicker, and more accurate for English language learners, as well as people with learning difficulties or requiring dyslexia tools.

This product is the starting point for your Find Similar Products search.

ClaroRead (Various Editions)



ClaroRead is designed to be a simple, easy-to-use, and flexible software program that helps you to read, write, and study. It also lets you read aloud scanned paper books and documents.



WordTalk

A free text-to-speech plugin developed for use with versions of Microsoft Word from Word 97 up to Word 2016. It speaks the text of the document and highlights it as it speaks.

Orato

- a. Results can be sorted.

4. Clicking on a result will take users to the guide for that product.

ClaroRead (Various Editions)

ClaroRead is designed to be a simple, easy-to-use, and flexible software program that helps you to read, write, and study. It also lets you read aloud scanned paper books and documents.

ClaroRead SE
Reads any PDF or other document. It can also read and highlight web pages and save text as audio speech files.

ClaroRead Plus
Includes a wide range of document proofing functions, such as spellcheck, phonetic word prediction, mindmapping, and other features.

ClaroRead Pro (Windows only)
Includes advanced PDF output options, such as compression and password protection, as well as the ability to proof scans with custom dictionaries and characters.

ClaroRead Cloud
A subscription-based cloud service that was designed to be used by multiple users. This edition also allows users to sync their ClaroRead files across any device, including their computers, tablets, and smartphones.

ClaroRead Chromebook
A Google Chrome add-on extension that includes the ClaroRead SE features.

ClaroRead Word
A subscription-based cloud version that includes a selection of the ClaroRead SE features built into a user's Microsoft Word account. It allows users to sync their ClaroRead files across any device, including their computers, tablets, and smartphones via their Microsoft Office 360 account.

Model:
ClaroRead SE, ClaroRead Plus, ClaroRead Pro, ClaroRead Cloud, ClaroRead Chromebook, ClaroRead Word

Product Type: Device modifier

Manufacturer Name: Claro Software

Databases
This product is also listed in these partner sites:

- AbleData (United States)
- Dif data (United Kingdom)
- Siva (Italy)
- Yilbank (Belgium)

[Notify me of updates](#)

View Products by Manufacturer

Selecting **View Products by Manufacturer** displays an alphabetical list of manufacturers with products included in the Unified Listing. Selecting a letter and then a manufacturer will display all the products from the chosen manufacturer. For example, selected **T > TextHelp** reveals all of TextHelp's products catalogued in Unified Listing.


Products from this manufacturer:

- [Browsealoud](#)
- [EquatIQ](#)
- [Fluency Tutor](#)
- [Read&Write](#)
- [Snapverter](#)
- [SpeechStream](#)
- [WordSmith v2.0](#)

Software Guides

Once a product is selected, users are taken to a guide for that tool.

Read&Write



Read & Write is a reading and writing solution for students who prefer to listen to their Word documents, Web pages, or PDF files instead of reading in a traditional manner. Read & Write features visual highlighting of spoken text, the conversion of scanned documents into text documents, word prediction support, highlighting and highlight extraction, and the conversion of text documents into audio formats.

Main Features:

- Can read web pages and documents aloud to improve reading, comprehension, with choice of natural voices.
- Matches unfamiliar words with text and picture dictionaries.
- Word prediction.
- Includes study skills tools.
- Includes functions designed to help students and employees with dyslexia and other literary challenges.
- Features a grammar, spelling and confusable words checker.

Primary Specifications:

- Compatible with Windows, Mac OS, Android, iOS, Chrome, and Internet Explorer Edge.
- For Windows, requires Windows Vista, Windows 7, or Windows 8; 1GB RAM, 2GB free HDD space.
- Highly recommended: Microsoft Word, Adobe Reader or Adobe Acrobat, Internet Explorer, Google Chrome for Google Docs support.

Options & Accessories:

- Available as an Android app, an iPad app, a Google Chrome extension, Internet Explorer extension, and a desktop app for Windows or Mac OS.
- [SISPREPITER](#) if add-on for creating readable PDF documents.

More Information:
See [Manufacturer's website](#) or [See Read&Write for iPad in Apple's App Store](#).

Notify me of updates

Product Type: Device modifier
Manufacturer Name: [TextHelp Ltd.](#)
Approximate Cost: \$145.00

Databases
This product is also listed in these partner sites:

- [Addictive \(United States\)](#)
- [Siva \(Italy\)](#)
- [Vilbank \(Belgium\)](#)

Guides include descriptions of tools, main features, and links to more information.

The **Find products similar to this one** takes users to the **Find Similar Products** tool with the original product pre-selected.

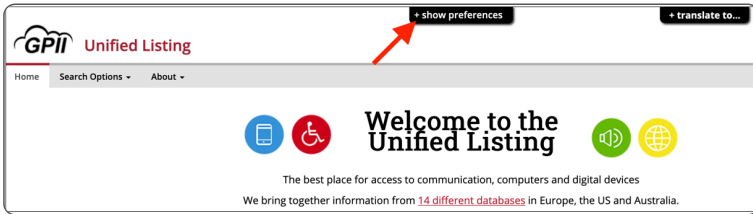


Find products similar to this one

Settings

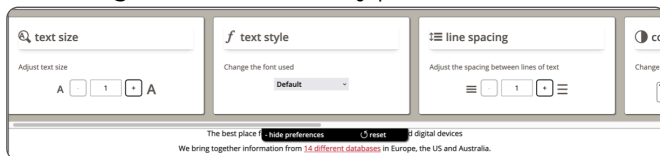
At the top of the window, Unified Listing offers customization of the appearance of the site. To change settings, select **+show**

preferences.



Scroll horizontally through the settings to change:

1. Text size
 - a. Increase text size up to 2 times default size
2. Text style
 - a. Choose between:
 - i. Times New Roman
 - ii. Comic Sans
 - iii. Arial
 - iv. Verdana
3. Line spacing
 - a. Increase space between lines up to 2 times default
4. Contrast
 - a. Choose between 5 colour schemes to increase contrast
5. Table of contents
 - a. Adds a table of contents near the top left of the page allowing users to skip to different points on the page
6. Enhance inputs
 - a. Links, buttons, menus, textfields, and other inputs are made larger and more visually prominent



7. Click **reset** to set all customizations back to default

Notable Issues

Unified Listing is a collection of 14 databases. However, that does not mean it includes every possible technology solution. Some of the databases included in Unified Listing may be out of date, depreciated, or abandoned.

Links and Further Reading

About Unified Listing

Global Public Infrastructure



AT Hive

AT Hive is an online interface that assists users to find assistive technology by activity, device, and user accounts. Once selecting a tool, AT Hive offers introductory resources with how-to guides, links, advice, and demonstration videos. The AT Hive is a web interface available at ahead.ie/discover-your-at

The homepage includes an introductory video on how to

use the tool.

The screenshot shows a webpage with the following elements:

- Header:** "Discover your Assistive Technologies" in blue text.
- Sub-header:** "WELCOME TO OUR SITE ABOUT AT AND HELPING YOU FIND TECHNOLOGY EASILY."
- Text:** "The video tells you about how to use AT match. Feel free to watch it or continue to the 3 questions that help to create a list of technology matches."
- Video Player:** A video player with a green background. The title is "How to use 'Discover your Assistive Technology?'". The main text on the video is "Discover your AT HIVE answer 3 questions". There are icons for "Watch Later" and "Share" in the top right, and "Watch on YouTube" in the bottom left.
- Button:** A button labeled "Find Assistive Technology" with a right-pointing arrow, which is circled in red.

To use the AT Hive:

1. Begin by selecting interests and activities to be explored. Options include reading, magnification, revision and recall, writing, note-taking, spelling & grammar, organisation, motivation and focus, working together, captions and subtitles, recording, and mindset.

Find Your Assistive Technology

YOU ARE 3 QUESTIONS AWAY FROM FINDING YOUR ASSISTIVE TECHNOLOGY

Q1 OF 3

With current search and filters: Matching 52 of 52 records

WHAT INTERESTS WOULD YOU LIKE TO EXPLORE TODAY?



Reading

I like to try a few ways to help me with reading tasks.



Magnification

I would like to know more about tools to enlarge text and images.



Revision and Recall

I would like ways to help me remember information.



Writing

I'm looking for ways to make writing essays, reports or emails easier.



Note-taking

I could be a lot better at taking notes.



Spelling & Grammar

I'm always interested in ways to help my spelling.



Organisation

Tips and tools for being organised is always welcome.



Motivation and Focus

I need ways to stay focused and engaged.



Working Together

Sometimes I need online ways to work with others on projects.



Captions and Subtitles

I like to see subtitles of what people are saying.



Recording

I like to record and replay information and listen to it again.



Mindset

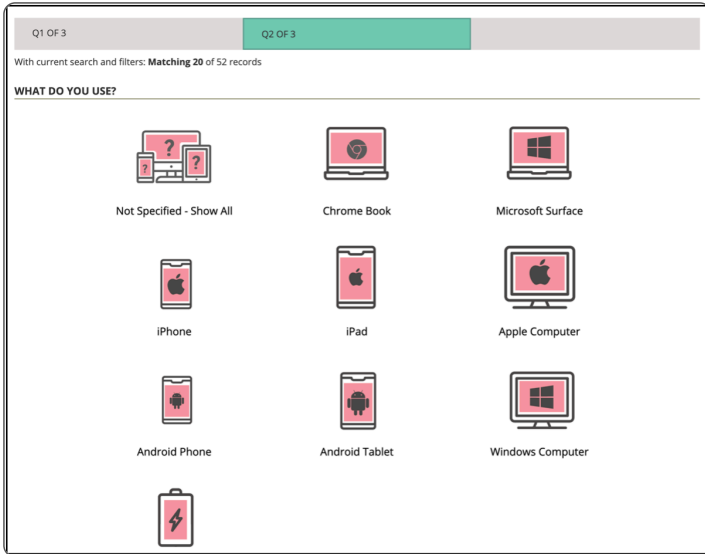
I would like tips about helping me to get in the right frame of mind.

← Back to Video

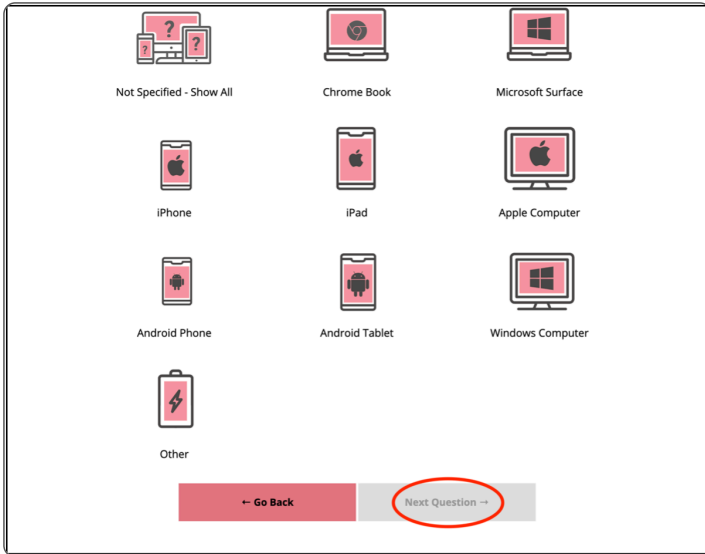
Next Question →

2. Choose one or multiple interests. Select the **Next Question** button at the bottom of the page to continue.

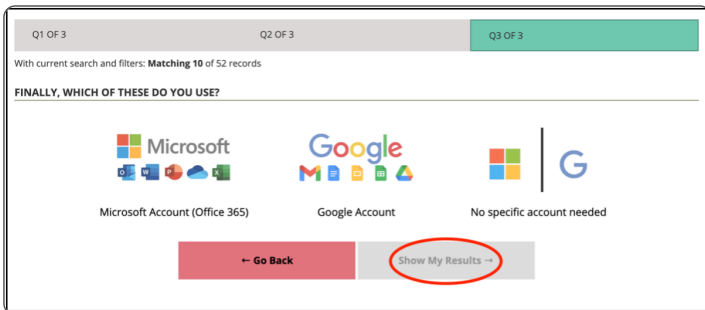
3. The next step filters by user device. Select what devices are being used.



4. Depending on your device settings there may be a **Detect My Current Device** button above the device options. Click this button to have AT Hive automatically detect what type of device you are using. Select one or multiple devices and then select **Next Question** at the bottom of the page.



5. Select Microsoft, Google, or No specific account needed. Select **Show My Results** at the bottom of the page.



6. AT Hive will display matches based on user answers. Answers can be removed by clicking on them. Additional filters for free, freemium, free trial, or paid tools can be used to refine results. Results can be emailed.

Here are the AT Matches from your search

You may further filter your AT results by selecting from the options displayed below.

Q1: My Interests Reading

Q2: My Devices Apple Computer

Q3: My Accounts No specific account needed


All Results Free Tools Free basic but pay for more options Free Trial and then Pay Can only Pay

NEXT STEPS?

Option 1


Email the link to my results

Send



Option 2


or try again by going back to Question 1




7. Scroll down to see results. Select **Tell me more** to review user guides, links, and demonstration videos.

With current search and filters: **Matching 10** of 52 records

Blackboard MP3



Caption Ed Captions and more



Blackboard - Document to Mp3

In Blackboard there is an option for the public to upload a Word Document and then convert it into an MP3 or Music file. You can transfer this file to your Smartphone and listen back to the information.

Tell me more →

Caption Ed

Tell me more →

Works on **Apple Computer**

Works with **No specific account needed**

Helps with **Reading**

Pricing **Free**

Works on **Apple Computer**

Works with **No specific account needed**

Helps with **Reading**

Pricing **Free Free Basic Trial Pay**

Settings

As AT Hive is a web interface there are no settings to change. If users encounter issues, consider clearing cookies and site data. In Chrome and Firefox, click the padlock icon in the address bar and choose **Clear cookies and site data** in Firefox or in Chrome select **Cookies and site data > Manage cookies and site data**. Click the trash can icon to delete saved data for the site.

Notable Issues

AT Hive includes some, but few, built-in assistive technology tools and settings. AT Hive also does not list advanced assistive technologies such as JAWS, NVDA, or Kurzweil.

Links and Further Reading

[AT Hive FAQ](#)

Appendix

This is where you can add appendices or other back matter.