



Technology and Learning Connections

Increasing student achievement through the systemic alignment of technology, policies, and curriculum in a multi-tiered system of supports.

Reading & Study Digital Tools v. 2

Windows Accessibility

Mac Accessibility

Chrome Accessibility

WORD & OneNote 365 Online

Natural Reader

Read&Write - Chrome

Snap&Read - Chrome

CoWriter - Chrome

A collection of step-by-step tutorials on how to access features in a variety of digital text tools, such as:

- Text-to-speech
- Magnification
- Color adjustments
- Auditory supports
- Voice controls
- Writing supports
- Comprehension supports
- and much more!

Reading & Study Digital Tools, Vol 2


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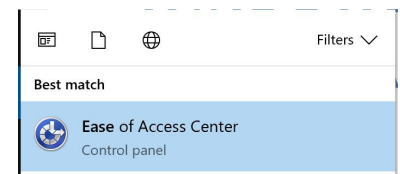
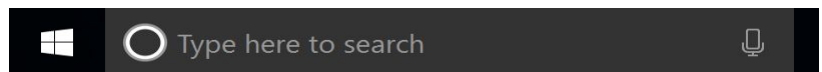


WINDOWS 10 ACCESSIBILITY FEATURES

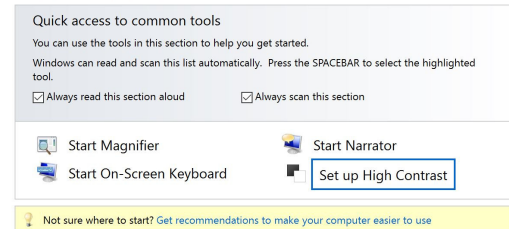
EASE OF ACCESS

EASE OF ACCESS CENTER

1. Next to the **Start**  button type in the search bar.
2. Type, “ease of access center” in the search box, then click the icon.
3. A new pop-up window will appear with 4 options, which are to start the magnifier, start narrator, start on-screen keyboard, and set up High Contrast.
4. Click on any of the options to make changes in your computer.



Make your computer easier to use

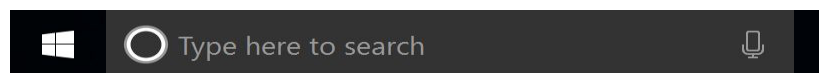


VISUAL FORMATS

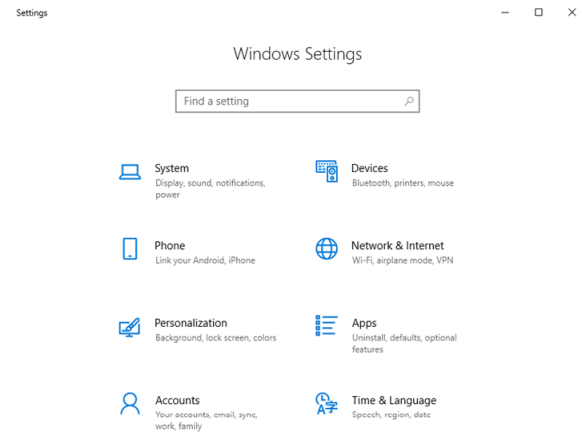
ADJUST SIZE AND COLOR

To adjust the size of text, apps, and other items from the display settings.

1. Next to the **Start**  button type settings in the search box.
2. Then select Settings (the cog wheel). 



3. It will open a new pop-up window.
4. Click on 'System' then click on 'Display'



BRIGHTNESS AND COLOR

1. Follow steps 1 to 4 above.
2. Slider the slider from left to right to adjust the brightness.

Brightness and color

Change brightness

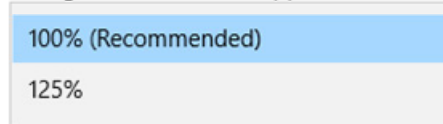


CHANGE THE SIZE OF TEXT AND APPS

1. Click the dropdown arrow on scale and layout.
2. Select the percent of desired size.

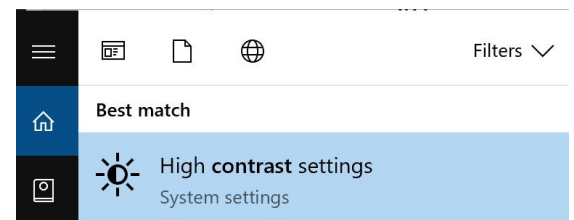
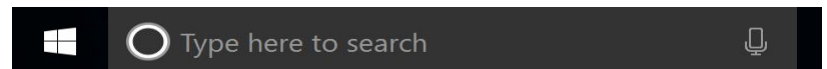
Scale and layout

Change the size of text, apps, and other items



SETUP HIGH CONTRAST

1. Follow Ease of Access Center directions above on page one, or Next to the **Start** button type contrast in the search bar.
2. In the pop-up window select "High contrast settings".



3. To turn on high contrast, slide the radial button from off to on. This will invert the contrast of the screen.

High contrast

Make text and apps easier to see by using more distinct colors.

Use high contrast

Turn on high contrast

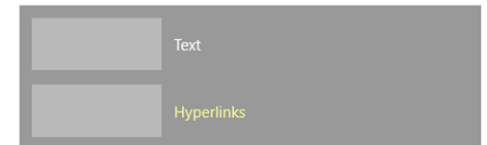
☐ Off

Press left Alt + left Shift + Print Screen to turn high contrast on and off.

Choose a theme

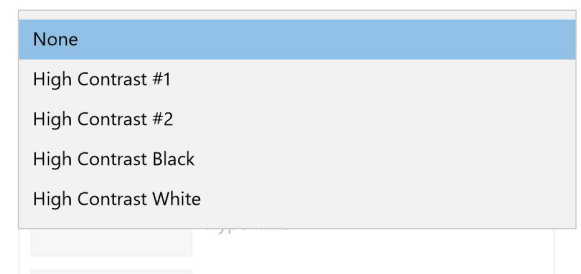
High Contrast Black

Select a colored rectangle to customize high contrast colors



4. Under the Choose a theme window select the dropdown arrow and choose one of the themes.

Choose a theme



MAGNIFIER

Using a mouse, Magnifier can be used in three different views: **full-screen**, **lens**, or **docked**.

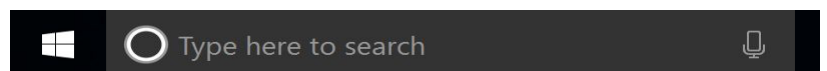
In **full-screen** view, the entire screen is magnified. As the mouse moves around, everything on the screen may be viewed. On a touchscreen, Magnifier will display white borders around the edge of the screen. Drag a finger or mouse along the borders to move around the screen.

In **lens** view, a small window moves around the screen with your mouse just like moving a magnifying glass around.

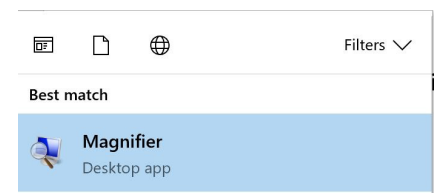
Docked view works on the desktop. In this view, a magnifier is docked to a portion of the screen. Moving around the screen displays parts of the screen magnified in the docking area, even though the main part of the screen is unchanged.

FULL-SCREEN VIEW

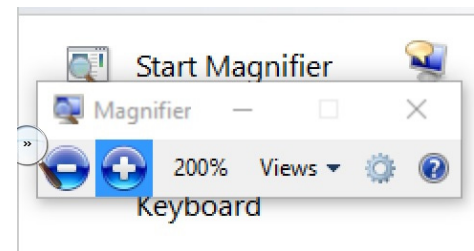
1. Follow Ease of Access Center directions above on page one, or Next to the **Start** button type magnifier in the search bar.



2. In the pop-up window select "magnifier".



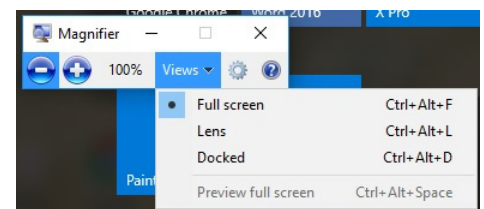
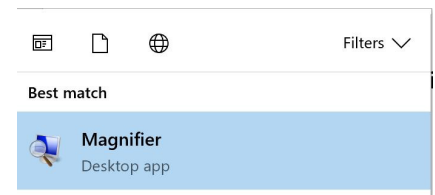
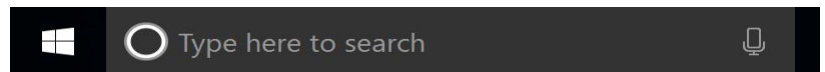
3. By selecting the minus or plus icon in the pop-up will decrease or increase the zoom effect in the computer screen.



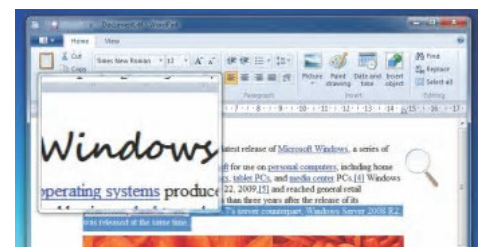
4. Another method to get to the magnifier is:
 - a. Magnifier enlarges part-or all-of the screen. To open Magnifier quickly, press the **Windows logo key** + **Plus (+)** / **Windows logo key** + **Minus (-)**. Magnifier opens in full-screen view unless the settings are changed. While active, use the **Windows logo key** + **Plus (+)** / **Windows logo key** + **Minus (-)** to zoom the magnified window in or out.
 - b. To exit Magnifier, press the **Windows logo key** + **Esc** or select the **magnifying glass icon**, and then select the **Close** button on the Magnifier toolbar.

LENS VIEWS

1. Follow Ease of Access Center directions above on page one, or Next to the **Start** button type magnifier in the search bar.
2. In the pop-up window select “magnifier”.
3. Click the dropdown arrow next to Views and select Lens.
4. A small window will appear at 100% view.

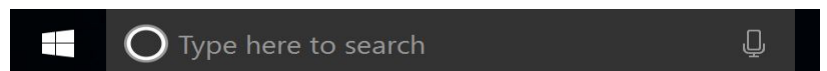


5. Using your mouse, move the cursor to the minus or plus icon in the pop-up to decrease or increase the zoom effect in the small floating window.
6. The small window moves around the screen with your mouse just like moving a magnifying glass around.
7. Click on the X in the pop-up window to stop the magnifier.

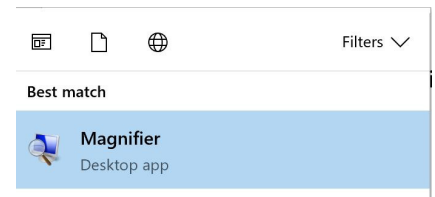


DOCKED VIEW

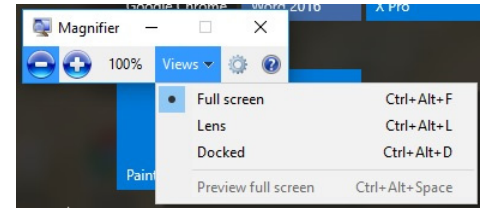
1. Follow Ease of Access Center directions above on page one, or Next to the **Start** button type magnifier in the search bar.



2. In the pop-up window select “magnifier”.



5. Click the dropdown arrow next to Views and select Docked.
6. A small window will appear at the top of the computer screen at 100% view.
7. Using your mouse, move the cursor to the minus or plus icon in the pop-up .to decrease or increase the zoom effect in the small floating window.




8. Wherever the cursor on the page that text or image will appear in the top. window. This will continue to occur as you move your mouse up and down the screen.
9. Click on the X in the pop-up window to stop the magnifier.

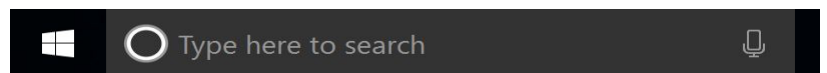


AUDITORY FORMATS

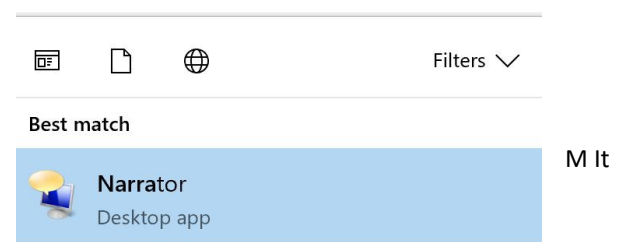
NARRATOR

Narrator reads text on the screen aloud and describes events, such as notifications or calendar appointments, so the computer can be used without a display.

1. Follow Ease of Access Center directions above on page one, or Next to the **Start**  button type “narrator” in the search bar.

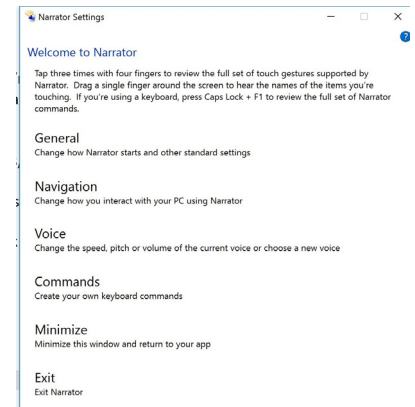
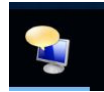


2. In the pop-up window select “Narrator”.
3. Narrator will automatically start reading the text on the screen. will read as your type and will also read anything that the mouse hovers over.



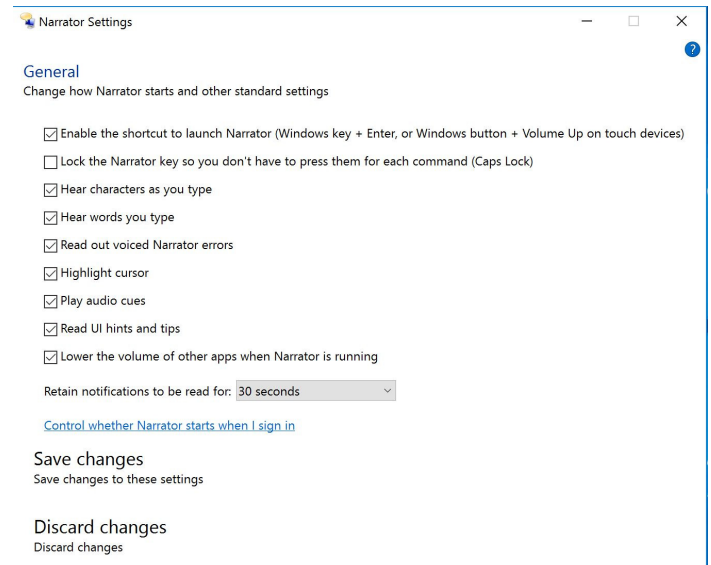
4. To see all Narrator commands, press **Caps Lock + F1** after opening Narrator.
5. Tap 3 times with 4 fingers on screen when on a touch screen computer to see the Narrator commands.
6. **CTRL**: Stop reading.

7. To View narrator settings, click on this icon on the bottom of your computer screen.



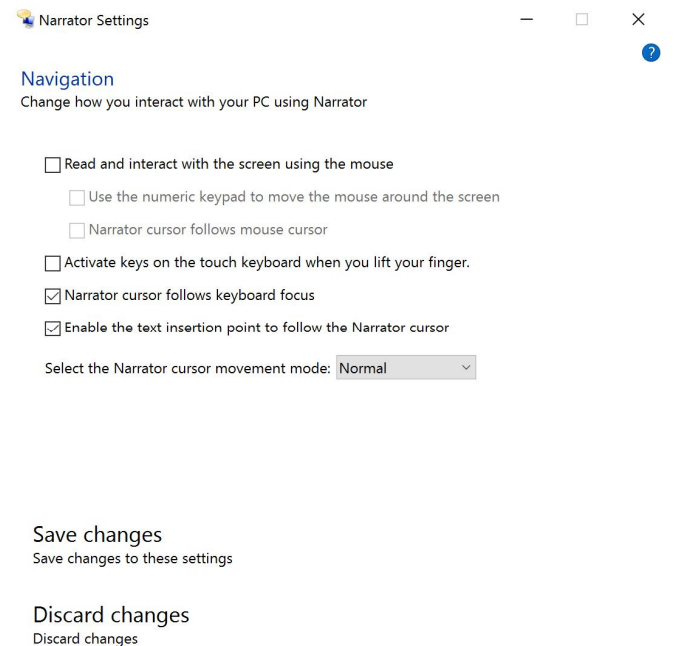
GENERAL SETTINGS

1. Click on the “General”, this will allow the user to change how narrator starts reading, and other settings.
2. Click in any of the checkboxes to select that option for narrator.
3. Click “Save changes”.



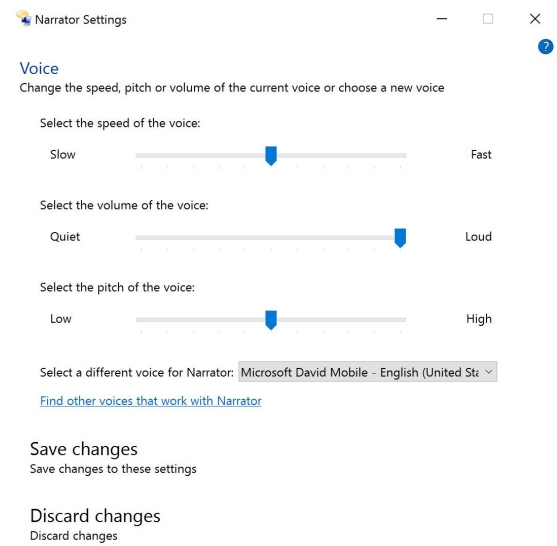
NAVIGATION SETTINGS

1. Click on the “Navigation”, this will allow the user to change how you interact with your PC.
2. Click in any of the checkboxes to select that option for navigation.
3. Click “Save changes”.



VOICE SETTINGS

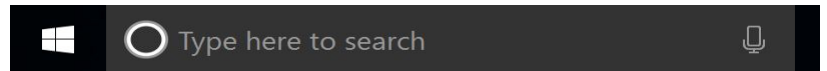
1. Click on the “Voice”, this will allow the user to change how you interact with your PC.
2. Click and drag the sliders to change:
 - a. The speed of the voice.
 - b. The volume of the voice.
 - c. The pitch of the voice.
3. Click “Save changes”.



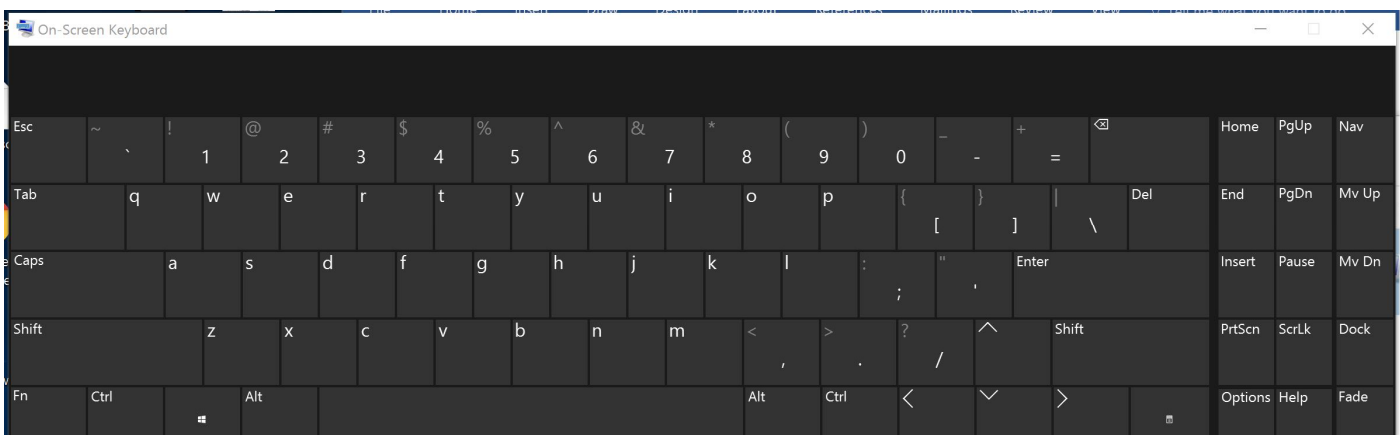
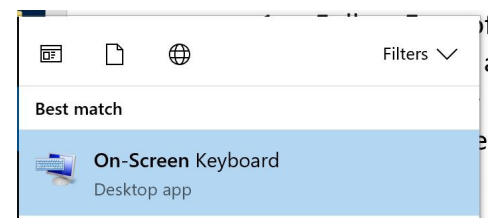
ON-SCREEN KEYBOARD

The **On-Screen Keyboard** selects keys using the mouse or other pointing device (like a joystick), or a single switch to cycle through the keys on the screen. The keyboard size is adjustable, and the user can choose to click or hover to engage the key.

1. Follow Ease of Access Center directions above on page one, and click “Start on-screen Keyboard” or Next to the **Start** button type “on-screen keyboard” in the search bar.



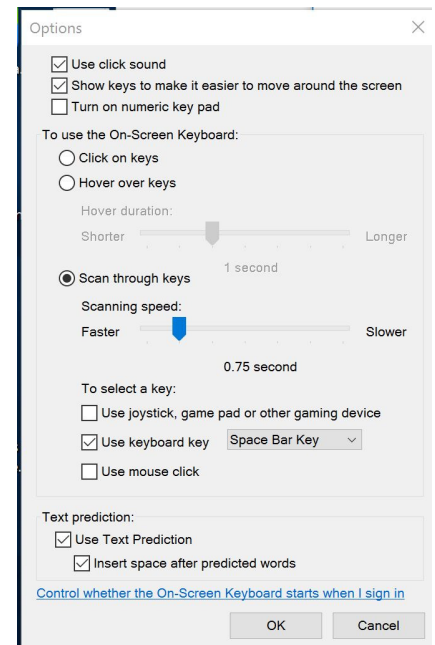
2. In the pop-up window select “on-screen keyboard”.
3. The on-screen keyboard will appear, and will always float to top of any open application.



MAKE THE KEYBOARD EASIER TO TYPE

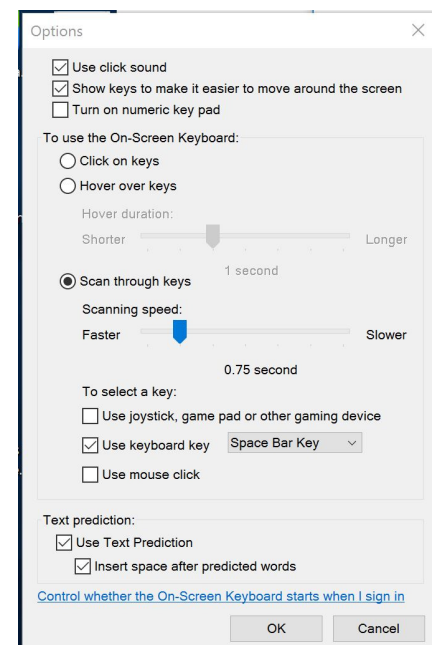
SCAN THROUGH KEYS

1. With the on-screen keyboard open, click on the “Options”.
2. In the new pop-up window click the radial button next to Scan through keys.
3. To adjust the scan speed move the slider to the left (faster) or to the right (slower).
4. Click “OK”.



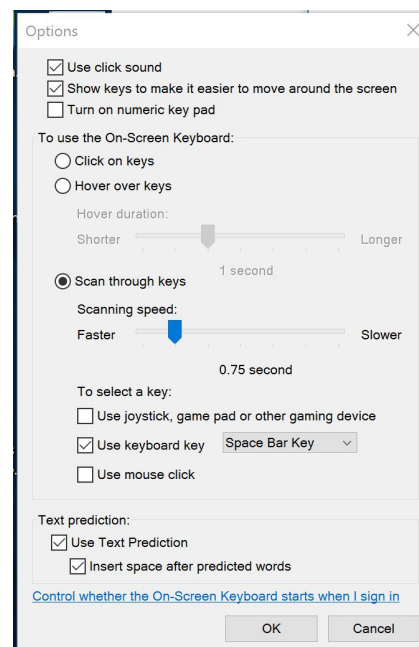
USING A JOYSTICK, GAME PAD OR ANOTHER DEVICE

1. With the on-screen keyboard open, click on the “Options”.
2. In the new pop-up window click the radial button next to Scan through keys.
3. This action will turn on the option “To select a key” checkboxes.
4. Click the checkbox “Use joystick, game pad, or other gaming device”.
5. Click “OK”.
6. Plug in the joystick, game pad, or other gaming device via the USB port.



USING KEYBOARD KEY

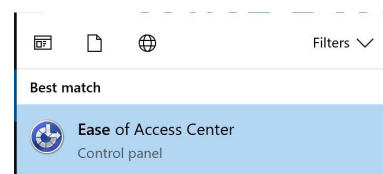
1. With the on-screen keyboard open, click on the “Options”.
2. In the new pop-up window click the radial button next to Scan through keys.
3. This action will turn on the option “To select a key” checkboxes.
4. Click the checkbox “Use keyboard key”.
5. Using the spacebar will allow the user to scan through the keyboard and type.
6. Click “OK”.
7. Click the spacebar to start the scanning by row
8. Click the space bar when the desired row is highlighted. The scanning will group keys in that row.
9. When the desired key is highlighted press the spacebar and that key will entered into the application.



STICKY KEYS

Sticky Keys allows two keys to be pressed at the same time (commands that use multiple keys such as Ctrl + S), one key at a time.








1. Next to the **Start** button type in the search bar.
2. Type, “ease of access center” in the search box, then click the icon.



3. In lower portion of the Ease of Access Center pop-up window select “Make the keyboard easier to use”.

Explore all settings

When you select these settings, they will automatically start each time you sign in.

-  [Use the computer without a display](#)
Optimize for blindness
-  [Make the computer easier to see](#)
Optimize visual display
-  [Use the computer without a mouse or keyboard](#)
Set up alternative input devices
-  [Make the mouse easier to use](#)
Adjust settings for the mouse or other pointing devices
-  [Make the keyboard easier to use](#)
Adjust settings for the keyboard
-  [Use text or visual alternatives for sounds](#)
Set up alternatives for sounds
-  [Make it easier to focus on tasks](#)
Adjust settings for reading and typing

4. In the new pop-up window click on the checkbox next to “Turn on Sticky keys”.
5. When sticky keys are on the user presses one key at time in sequence to be able to activate a multi-key command. For example, the user can press “Ctrl” (a sound will be heard), “Alt” (a sound will be heard), “Del” (a sound will be heard), then the screen will change to a force quit command.
6. To turn off sticky keys press any two keys at the same time (a double sound will be heard).

Make the keyboard easier to use

When you select these tools, they will automatically start each time you sign in.

Control the mouse with the keyboard


- ☐ Turn on Mouse Keys
Use the numeric keypad to move the mouse around the screen.
[Set up Mouse Keys](#)

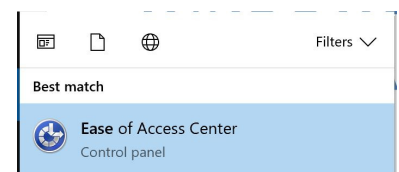
Make it easier to type

- ☐ Turn on Sticky Keys
Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.
[Set up Sticky Keys](#)
- ☐ Turn on Toggle Keys
Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.
☒ Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds
- ☐ Turn on Filter Keys
Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates.
[Set up Filter Keys](#)

TOGGLE KEYS

ToggleKeys allows the computer to provide sound cues when the locking keys (⇧ Caps Lock, Num Lock, or Scroll Lock) are pressed.

1. Next to the **Start**  button type in the search bar.
2. Type, “ease of access center” in the search box, then click the icon.










3. In lower portion of the Ease of Access Center pop-up window select “Make the keyboard easier to use”.

4. In the new pop-up window click on the checkbox next to “Turn on Toggle keys”. Or press the “NUM LOCK” key for 5 seconds.
5. The user will hear a tone when the following keys are depressed “CAPS LOCK, NUM LOCK, or SCROLL LOCK”.
6. To turn off toggle keys repeat step 1 to 3 and uncheck the “turn on Toggle Keys” checkbox.

Explore all settings

When you select these settings, they will automatically start each time you sign in.

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Make the keyboard easier to use

When you select these tools, they will automatically start each time you sign in.

Control the mouse with the keyboard


- ☐ Turn on Mouse Keys
Use the numeric keypad to move the mouse around the screen.
[Set up Mouse Keys](#)

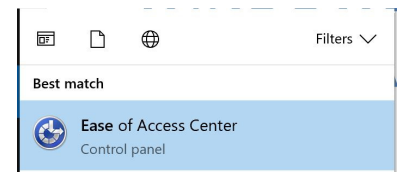
Make it easier to type

- ☐ Turn on Sticky Keys
Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.
[Set up Sticky Keys](#)
- ☐ Turn on Toggle Keys
Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.
☒ Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds
- ☐ Turn on Filter Keys
Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates.
[Set up Filter Keys](#)

FILTER KEYS

Filter Keys sets the sensitivity of the keyboard so it can ignore brief or repeated keystrokes.

1. Next to the **Start**  button type in the search bar.
2. Type, “ease of access center” in the search box, then click the icon.



3. In lower portion of the Ease of Access Center pop-up window select “Make the keyboard easier to use”.

4. In the new pop-up window click on the checkbox next to “Turn on Filter keys, or press and hold the “Shift” key for 8 seconds.
5. The computer will ignore brief keystrokes according to time you set. To do this click “Set up Filter Keys”.

Bounce Keys

Bounce keys will ignore repeated keystrokes for a specific amount of time.








1. Complete steps 1 through 5 above “Filter Keys”.
2. Click in the “Turn on Bounce Keys” radial button.
3. Click on the drop-down arrow next to “How long should the computer wait before accepting keystrokes?”
4. Click the desired wait time from the choices provided in the drop-down menu.
5. Click “Apply” or “Ok”.

Repeat Keys and Slow Keys

The computer will ignore brief keystrokes according to the time limits you set.

Explore all settings

When you select these settings, they will automatically start each time you sign in.

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Set up alternatives for sounds
-  [Make it easier to focus on tasks](#)
Adjust settings for reading and typing

Make the keyboard easier to use

When you select these tools, they will automatically start each time you sign in.

Control the mouse with the keyboard

- ☐ Turn on Mouse Keys
Use the numeric keypad to move the mouse around the screen.
[Set up Mouse Keys](#)

Make it easier to type

- ☐ Turn on Sticky Keys
Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.
[Set up Sticky Keys](#)
- ☐ Turn on Toggle Keys
Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.
☒ Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds
- ☐ Turn on Filter Keys
Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates.
[Set up Filter Keys](#)

Set up Filter Keys

- ☐ Turn on Filter Keys
Ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates.

Keyboard shortcut

- ☒ Turn on Filter Keys when right SHIFT is pressed for 8 seconds
- When using keyboard shortcuts to turn Ease of Access settings on:
- ☒ Display a warning message when turning a setting on
 - ☒ Make a sound when turning a setting on or off

Filter options

- ☒ Turn on Bounce Keys
If you unintentionally bounce your fingers on a key, Bounce Keys will ignore repeated keystrokes for a specific amount of time.
- How long should the computer wait before accepting keystrokes?
0.5 seconds
0.5 seconds
0.7 seconds
1.0 seconds
1.5 seconds
2.0 seconds
- ☐ Turn on Repeat Keys and Slow Keys
The computer will ignore brief keystrokes according to the time limits.
[Set up Repeat Keys and Slow Keys](#)

Type text here to test settings:

Other settings

- ☒ Beep when keys are pressed or accepted
- ☒ Display the Filter Keys icon on the taskbar

1. Complete steps 1 through 5 above “Filter Keys”.
2. Click in the “Turn on Repeat Keys and Slow Keys” radial button.
3. Click on Set up “Repeat Keys and Slow Keys”
4. The new pop-up window will allow you to set up four options.

Options

- a. How long do you want to hold down a key before your computer accepts the keystroke?
 - b. Ignore all repeated keystrokes.
 - c. Slow down keyboard rates.
 - d. How long should the computer wait before accepting subsequent repeated keystrokes?
5. Option a, c, and d can be set to the desired wait time from the choices provided in the drop-down menu.

Set up Repeat Keys and Slow Keys

Avoid accidental keystrokes

How long do you want to hold down a key before your computer accepts the keystroke?

1.0 seconds

Avoid repeated keystrokes when you hold down a key

Your computer can ignore all repeated keystrokes or you can set the time interval before it accepts repeated keystrokes.

☒ Ignore all repeated keystrokes

☐ Slow down keyboard repeat rates

How long should the computer wait before accepting the first repeated keystroke?

0.3 seconds

How long should the computer wait before accepting subsequent repeated keystrokes?

0.3 seconds








Type text here to test settings:

MAKE THE MOUSE EASIER TO USE

1. Follow Ease of Access Center directions above on page one, and click “Make the mouse easier to use.”
2. A new pop-up window will appear.
3. To select a mouse pointer, click on any of the radial buttons next to the desired color and size.
4. Then click “Apply” or “Ok”.

Explore all settings

When you select these settings, they will automatically start each time you sign in.










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-  [Make the computer easier to see](#)
Optimize visual display
-  [Use the computer without a mouse or keyboard](#)
Set up alternative input devices
-  [Make the mouse easier to use](#)
Adjust settings for the mouse or other pointing devices
-  [Make the keyboard easier to use](#)
Adjust settings for the keyboard
-  [Use text or visual alternatives for sounds](#)
Set up alternatives for sounds
-  [Make it easier to focus on tasks](#)
Adjust settings for reading and typing

Make the mouse easier to use

When you select these tools, they will automatically start each time you sign in.

Mouse pointers

Change the color and size of mouse pointers.

<input type="radio"/> Regular White		<input type="radio"/> Regular Black		<input type="radio"/> Regular Inverting	
<input type="radio"/> Large White		<input type="radio"/> Large Black		<input type="radio"/> Large Inverting	
<input checked="" type="radio"/> Extra Large White		<input type="radio"/> Extra Large Black		<input type="radio"/> Extra Large Inverting	

Control the mouse with the keyboard

☐ Turn on Mouse Keys

Use the numeric keypad to move the mouse around the screen.

[Set up Mouse Keys](#)

Make it easier to manage windows

☐ Activate a window by hovering over it with the mouse

☐ Prevent windows from being automatically arranged when moved to the edge of the screen

See also

[Mouse settings](#)

[Learn about additional assistive technologies online](#)

buttons

CONTROL THE MOUSE WITH KEYBOARD








1. Follow Ease of Access Center directions above on page one, and click “Make the mouse easier to use.”

2. A new pop-up window will appear.
3. Click the checkbox next to “Turn on Mouse Keys”.
4. To adjust the settings click “Set up Mouse Keys”.

5. You can adjust the mouse speed, acceleration, and turn on keyboard shortcut.
6. Then click “Apply” or “Ok”.

Explore all settings

When you select these settings, they will automatically start each time you sign in.










-  [Use the computer without a display](#)
Optimize for blindness
-  [Make the computer easier to see](#)
Optimize visual display
-  [Use the computer without a mouse or keyboard](#)
Set up alternative input devices
-  [Make the mouse easier to use](#)
Adjust settings for the mouse or other pointing devices
-  [Make the keyboard easier to use](#)
Adjust settings for the keyboard
-  [Use text or visual alternatives for sounds](#)
Set up alternatives for sounds
-  [Make it easier to focus on tasks](#)
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<input type="radio"/> Regular White		<input type="radio"/> Regular Black		<input type="radio"/> Regular Inverting	
<input type="radio"/> Large White		<input type="radio"/> Large Black		<input type="radio"/> Large Inverting	
<input checked="" type="radio"/> Extra Large White		<input type="radio"/> Extra Large Black		<input type="radio"/> Extra Large Inverting	

Control the mouse with the keyboard

- ☐ Turn on Mouse Keys
Use the numeric keypad to move the mouse around the screen.
[Set up Mouse Keys](#)

Make it easier to manage windows

- ☐ Activate a window by hovering over it with the mouse
☐ Prevent windows from being automatically arranged when moved to the edge of the screen

See also

- [Mouse settings](#)
[Learn about additional assistive technologies online](#)

Set up Mouse Keys

- ☐ Turn on Mouse Keys
Use the numeric keypad to move the mouse around the screen.

Keyboard shortcut

- ☒ Turn on Mouse Keys with left ALT + left SHIFT + NUM LOCK

When using keyboard shortcuts to turn Ease of Access settings on:

- ☒ Display a warning message when turning a setting on
☒ Make a sound when turning a setting on or off

Pointer speed

Top speed: 

Acceleration: 

- ☐ Hold down CTRL to speed up and SHIFT to slow down

Other settings

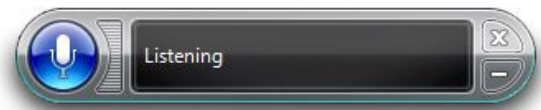
Use Mouse Keys when NUM LOCK is:

- ☒ On
☐ Off

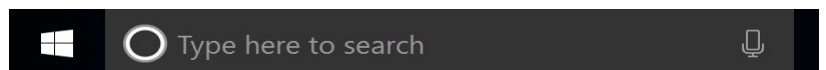
- ☒ Display the Mouse Keys icon on the taskbar

SPEECH RECOGNITION

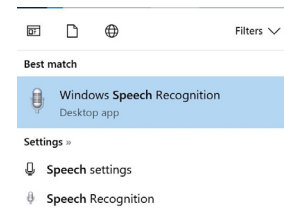
Windows Speech Recognition controls the computer with voice alone, without needing a keyboard or mouse.



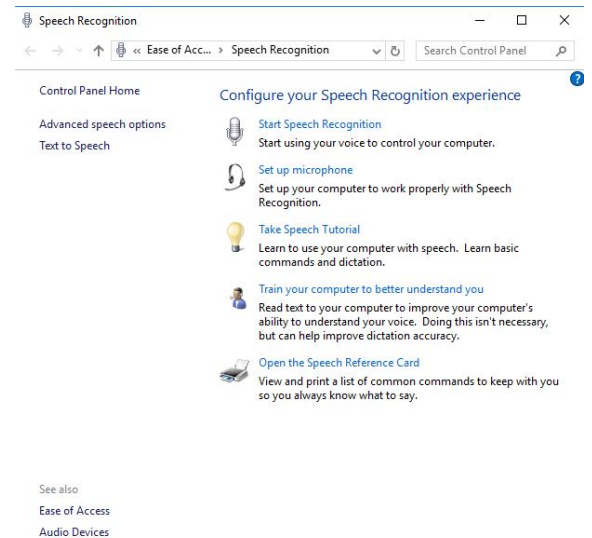
1. Next to the **Start** button type “speech recognition” in the search bar.



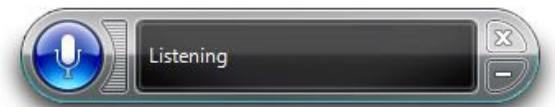
2. Click "Windows Speech Recognition".



3. The speech recognition pop-up window will appear.
4. Plug in a microphone that has a headset.
5. Click "Take Speech Tutorial". A tutorial will appear in an internet window on the Windows website.
6. Click "Set up a microphone". A microphone setup wizard will appear. Follow all the on-screen instructions.
7. Click "Train your computer to better understand you". A speech recognition voice training wizard window will appear. Follow all of the on-screen directions.



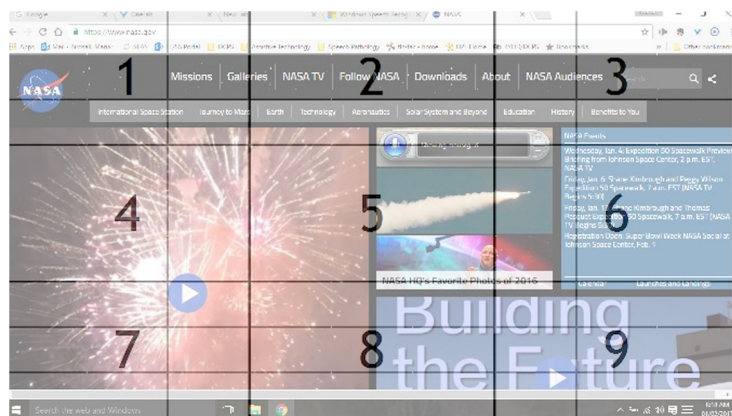
8. Click "Start Speech Recognition".
9. You will see this icon floating on your widow screen.
10. Click on the microphone to have the computer listen to you voice commands.
11. Say "Stop listening" to turn off the speech recognition microphone.



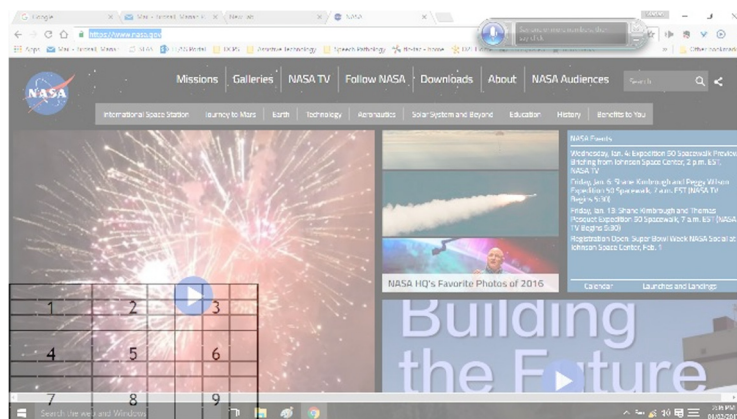
MOUSEGRID

The mouse pointer can be positioned anywhere on the screen by using MouseGrid. Move the pointer relative to the full screen or the active window.

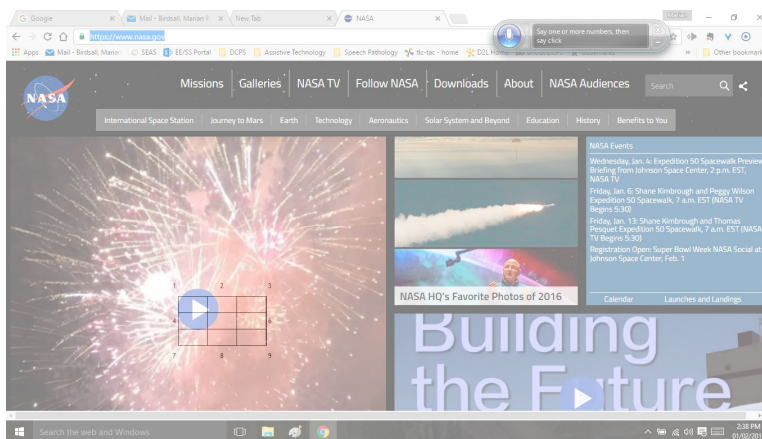
1. While in Windows Speech Recognition say "MouseGrid" to place the MouseGrid over the full screen or say "MouseGrid Window" to place it over the active window.
2. Say a grid number from 1 to 9 to position the pointer in that numbered area. A smaller MouseGrid will appear in the chosen grid square.
3. To zoom in over the desired area, say another grid number.



4. Continue to say the respective grid number to zoom in until the mouse pointer is over an icon or other object. Use voice commands to click the mouse or mark and drag the object.



5. Move the mouse pointer up, down, left, or right a short distance (a few millimeters) by using the mouse pointer commands.
6. Combine moving the mouse pointer and clicking the mouse in a single voice command. For example, say "Mouse Up 3 Click" or "Mouse Right 2 Double Click."
7. To move the pointer say "Mouse" followed by the direction and number of times to move it (up to 10). For example, say "Mouse Up 5" or "Mouse Left 10."



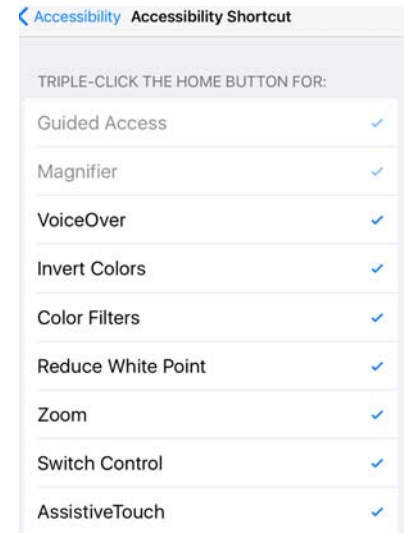
IOS ACCESSIBILTY FEATURES

ACCESSIBILITY SHORTCUTS

Provides quick access to Magnifier, VoiceOver, Invert Colors, Color Filters, Reduce White Point, Zoom, Switch Control, AssistiveTouch, and to Guided Access, by triple-clicking the **Home Button**.



Settings > General > Accessibility > Accessibility Shortcut. Add desired shortcuts.
Feature availability is dependent upon the iOS operating system and type of device.



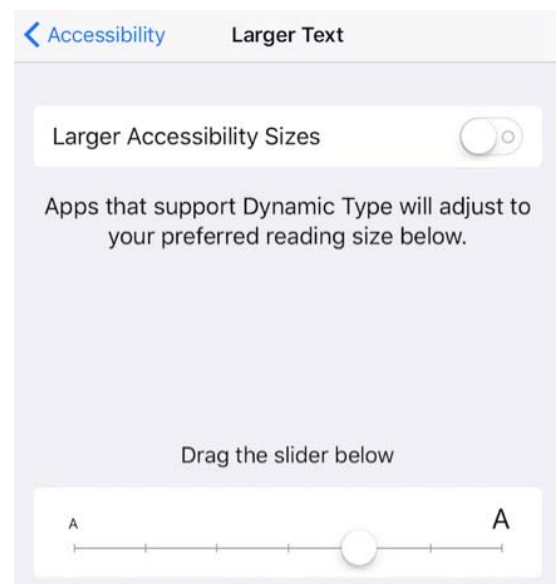
VISUAL FORMATS

ADJUST TEXT SIZE

Displays larger text in apps such as Settings, Calendar, Contacts, Mail, Messages, Notes, and other Apps that support Dynamic Type.



Settings > General > Accessibility > Larger Text. Drag the slider to the desired text size. For additional sizes, select the **Larger Accessibility Sizes** toggle switch.



MAGNIFIER

Uses the device's built-in camera to act as a magnifying glass. Includes adjustable zoom, flash toggle for low-light, color filters, and capture. Magnifier is a separate interface that not part of the Camera app.

Triple-click Home Button or



Settings > General > Accessibility > Magnifier .



ZOOM

Enlarges the entire screen or part in a resizable window. Also includes Inverted, Grayscale, Grayscale Inverted, and Low Light color filters.

Triple-click Home Button or



Settings > General > Accessibility > Zoom.

Navigation

- Triple-tap to open Zoom menu.
- Double-tap screen to turn Zoom on/off
- Double-tap three fingers to zoom.
- Double-tap three fingers and drag to change zoom.
- Drag three fingers to move around the screen.

Zoom Controller

- Tap once to show Zoom menu.
- Double-tap to zoom in and out.
- Drag to pan zoom content.



ADJUST COLORS

Adjustable color schemes to make the screen easier to read.

- Invert Colors - **Triple-click Home Button** or **Settings > General > Accessibility > Display Accommodations**
- Color Filters - **Triple-click Home Button** or **Settings > General > Accessibility > Display Accommodations**
- Reduce White Point - **Settings > General > Accessibility > Display Accommodations**



AUDITORY FORMATS

SPEAK SELECTION

Reads aloud selected text.



Settings > General > Accessibility > Speech. Speaking rate and highlighting preference can be configured in settings. Words, sentences, or words and sentences can be highlighted and appear as underline or background color.

1. Single-tap and hold on desired word or sentence.
2. Drag the selection box for multiple words, sentences, or paragraphs.
3. Select **Speak**.

Turn on Speak Selection. Go to Settings > General > Accessibility > Speech. There you can also:

- Adjust the speaking rate
- Choose to have individual words

Copy Look Up Speak Share...

Have text read to you. Select the text, then tap Speak.

SPEAK SCREEN

Reads aloud all speakable content on the screen.

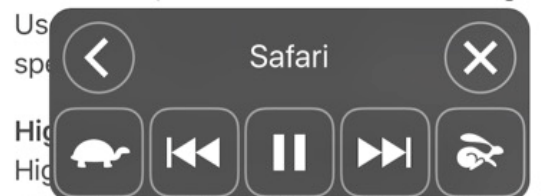


Settings > General > Accessibility > Speech. Speaking rate and highlighting preference can be configured in settings. Words, sentences, or words and sentences can be highlighted and appear as underline or background color.

1. Swipe down from the top of the screen with two fingers.
2. If Siri is activated say, "Hey Siri, speak screen".
3. Use the controls that appear to pause speaking or adjust the speaking rate.

Turn on Speak Screen. Go to Settings > General > Accessibility > Speech.

Have iPad speak the screen. Swipe down from the top of the screen with two fingers.




Us
spe
Hig
Hig
appears when you turn on Speak Screen), and the current word is highlighted as it's spoken.

VOICE OVER

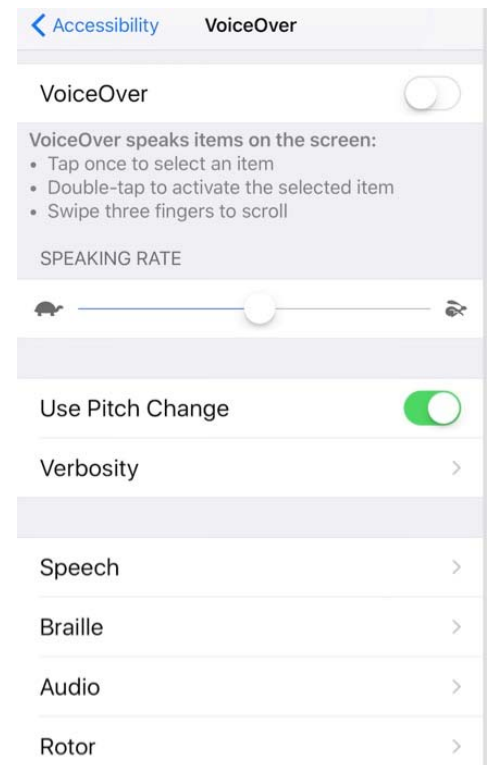
Describes aloud what appears onscreen including text and icons by touching or dragging a finger across items. New pages are announced with a sound and VoiceOver describes the orientation of the device, landscape or portrait. ***VoiceOver changes the gestures used to control the device.***

Triple-click Home Button or


 **Settings > General > Accessibility > VoiceOver.** User can define the speaking rate, pitch, voice, pronunciations, and language. VoiceOver can also be configured to work with Braille Display Output/Input.

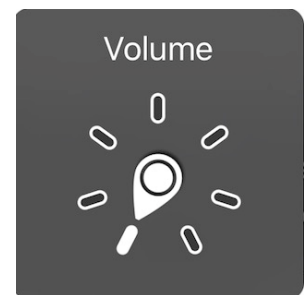
Gestures

- Tap to select and speak an item.
- Double-tap to activate the selected item.
- Split-tap to activate the selected item. Touch and hold an item with one finger, then tap the screen with another.
- Triple-tap to double-tap an item.
- Swipe right or left to select the next or previous item.
- Two-finger swipe up to read all from the top of the screen.
- Two-finger swipe down to read all from the current position.
- Two-finger tap to stop or resume speaking.
- Three-finger swipe up or down to scroll one page at a time.
- Three-finger swipe right or left to go to the next or previous page (on the Home screen, for example).
- Three-finger tap to speak additional information, such as position within a list or whether text is selected.
- Four-finger tap at top of screen to select the first item on the page.
- Four-finger tap at bottom of screen to select the last item on the page.
- Two-finger triple-tap to open the Item Chooser.
- Three-finger double-tap to mute or unmute VoiceOver.
- Three-finger triple-tap to turn the screen curtain on or off.
- Single-finger swipe up or down to increase or decrease **Rotor** setting.



Rotor – In VoiceOver, chooses what happens with single-finger up or down swipe (speaking rate, words, lines, volume, links, punctuation, typing mode, characters, sounds, hints, handwriting, containers, headings, form controls, tables, lists, landmarks, visited links, non-visited links, buttons, text fields, search fields, images, static text, interallink, zoom, same item, vertical navigation, audio ducking, braille screen input, text selection, language).

 **Settings > General > Accessibility > VoiceOver > Rotor.** Rotate two fingers on the screen around a point between them or simultaneously flick up and down with two fingers.



HEARING

Allows the user to set up and control certain compatible hearing devices, set up TTY, turn on LED flash alerts, use mono audio, and turn on phone noise cancellation to reduce ambient noises during phone calls. User can check battery status, set the ambient microphone volume and equalization, designate left or right hearing aid, use the device as remote microphone to stream sound to the hearing aids.



Settings > General > Accessibility > Hearing Devices.

< General Accessibility	
HEARING	
Hearing Devices	>
TTY	Off >
LED Flash for Alerts	Off >
Mono Audio	<input type="checkbox"/>
Phone Noise Cancellation	<input type="checkbox"/>

TOUCH CONTROL

TOUCH ACCOMMODATIONS

Changes how the device responds to touch including duration, multiple touches, and location.

Triple-click Home Button or



Settings > General > Accessibility > Touch Accommodations.

- Hold Duration – how long the screen must be touched before it is recognized.
- Ignore Repeat – ignores rapid multiple touches.
- Tap Assistance – choose to target where tap originates or where finger is lifted from tap.

< Accessibility Touch Accommodations	
Touch Accommodations	<input type="checkbox"/>
If you have trouble using the touch screen, adjust the following settings to change how the screen will respond to touches.	
HOLD DURATION	
Hold Duration	<input type="checkbox"/>
The duration you must touch the screen before a touch is recognized.	
IGNORE REPEAT	
Ignore Repeat	<input type="checkbox"/>
The duration in which multiple touches are treated as a single touch.	
TAP ASSISTANCE	
Off	✓
Use Initial Touch Location	
Use Final Touch Location	

ASSISTIVE TOUCH

Provides assistance with touching buttons and performing screen gestures. Users can record custom gestures needed for specific app functions. Gestures and button pushes can be accomplished with touch or through Switch Control.

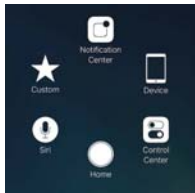
Triple-click Home Button or



Settings > General > Accessibility > AssistiveTouch.



The AssistiveTouch menus can be opened by activating the onscreen button with touch or through Switch Control.



Menu # 1

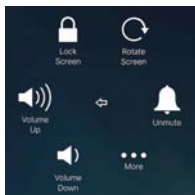
Home

Siri

Custom – opens menu of user-designed gestures.

Notification Center – shows app notifications such as calendar, phone, message.

Device – opens menu # 2.



Menu # 2

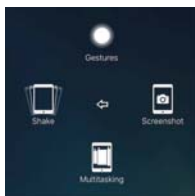
Volume up/down.

Lock screen.

Rotate screen.

Mute/unmute.

More – opens menu # 3



Menu # 3

Shake – performs app specific shake function.

Gestures – menu for 1, 2, 3, or 4 finger gestures.

Screenshot

Multitasking – shows all open apps.

SWITCH CONTROL

Controls the device using external switches, the built-in camera, or with screen taps.

Triple-click Home Button or



Settings > General > Accessibility > Switch Control.

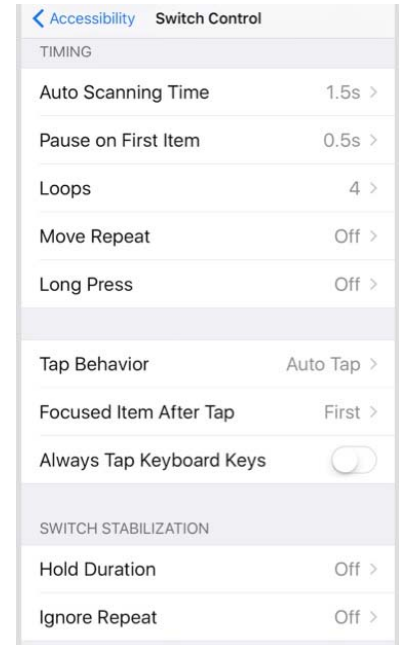
Supported Types of Scanning

- Item – highlights groups, then specific items until one is selected.
- Point - uses crosshairs to select a screen location.
- Manual – move from item to item on demand using multiple switches.

Select Item
Scanner Menu
Resume Auto Scanning
Move To Next Item
Move To Previous Item
Stop Scanning
SYSTEM
Tap
App Switcher
Home Button
Notification Center
Decrease Volume
Increase Volume

Adjustable Settings

- Switch functions
- Scanning style
- Scanning speed
- Pausing on first item in group
- Number of scan cycles
- Tap behavior interval
- Resume scanning behavior
- Repeat movements
- Menu items
- Switch hold duration
- Ignore repeat switch triggers
- Point scanning speed
- Cursor size and color



ADDITIONAL FEATURES

GUIDED ACCESS

Dedicates device to a single app and controls which app features are available. Only works while in apps, not in settings or home pages.

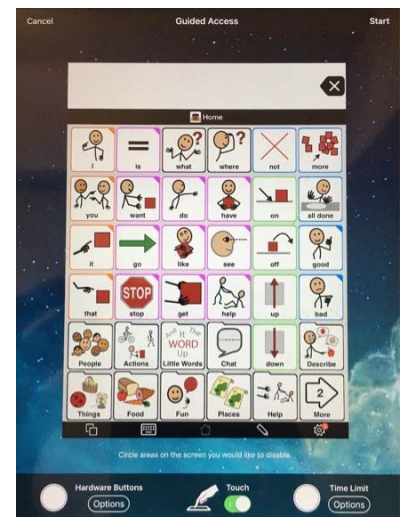
Triple-click Home Button or



Settings > General > Accessibility > Guided Access or

Say “Hey Siri, turn on Guided Access”.

1. Disable app controls and areas of the app screen – draw a circle or rectangle around areas of the screen to disable.
2. Enable Sleep/Wake or Volume buttons – tap options and toggle corresponding buttons.
3. Portrait/Landscape mode – tap options and toggle Motion button.
4. Turn On/Off Touches – toggle Touch button.
5. Set Time Limit – select Time Limits Options and set time limit.



SIRI VOICE CONTROL

iOS voice control to turn on/off settings, including some accessibility features, open apps, search the web, set reminders, record notes, and more. **Must be connected to the Internet.**

Use Siri hints by saying “Hey Siri, what can you do?”



More information on iOS accessibility features and settings is available at <http://help.apple.com/ipad/10/>

CHROMEBOOK ACCESSIBILITY


SIGN INTO THE CHROMEBOOK

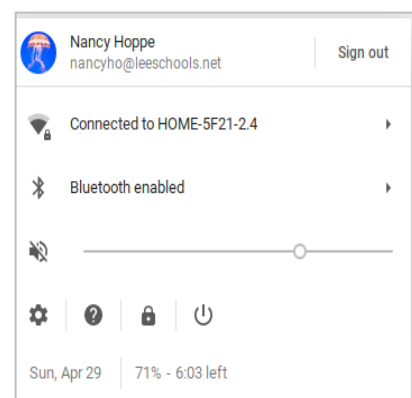
1. Boot up the Chromebook.
2. Sign in with the assigned Google email and password.

ACCESSIBILITY FEATURES

ACCESSIBILITY OPTIONS IN SETTINGS

The accessibility features can be accessed within **Settings** menu.

1. Click the **status area** in the lower right hand corner of the screen to access **System Menu**. This is easily located by the account picture. It may also be accessed through a keyboard shortcut is **Alt + Shift + s**.
2. Click **Settings**. 
3. Scroll to the bottom of the screen and Click **Advanced**.
4. Scroll down to the **Accessibility** section,
5. Click on **Manage accessibility features** to enable accessibility features.

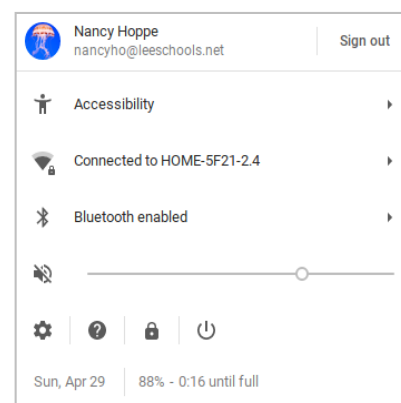
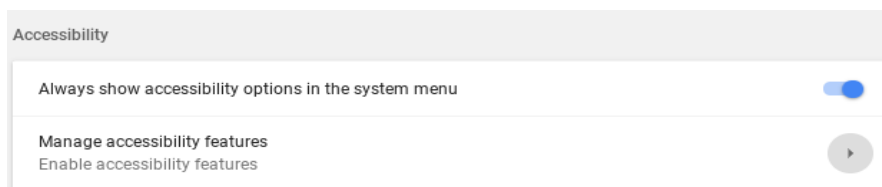


SHOW ACCESSIBILITY OPTIONS IN SYSTEM MENU

When **Always show accessibility options in the system menu** has been enabled several accessibility options may be displayed in the **system menu** in the lower right hand corner of the screen.

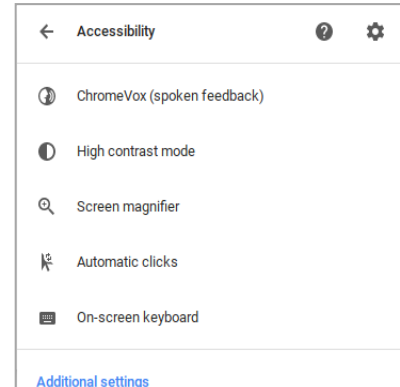
To enable the **Always show accessibility options in the system menu**:

1. Click **Settings**.
2. Click **Advanced**.
3. In the "Accessibility" section, click **Always show accessibility options in the system menu**.



The following accessibility options may be added to the **system menu**.

- Chromevox (Spoken feedback)
- High contrast
- Screen magnifier
- Automatic clicks
- Onscreen keyboard



AUDITORY SUPPORT

ACCESSIBILITY SETTINGS

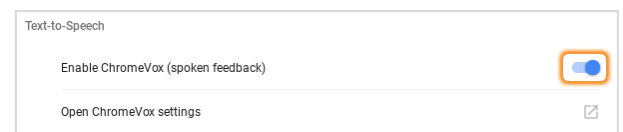
TEXT-TO-SPEECH

ChromeVox

Enable ChromeVox (spoken feedback)

Screen reader that describes what is happening on the user's screen.

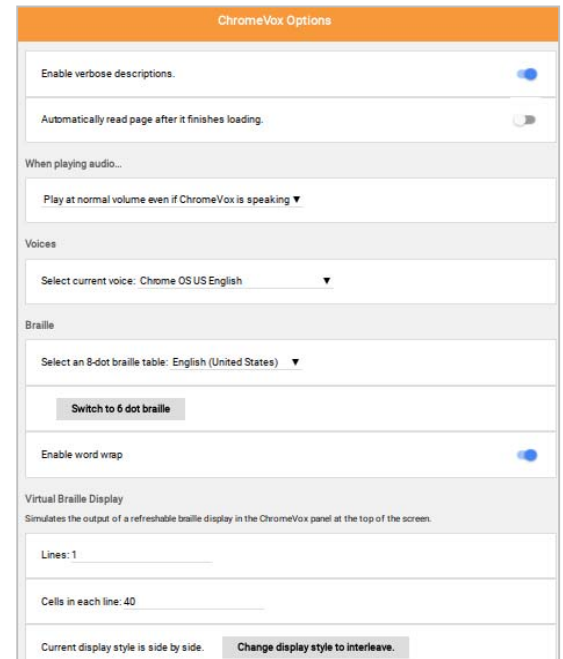
To enable **ChromeVox**:



1. Go to **Accessibility** settings.
2. Under **Text to Speech** click **Enable ChromeVox** (Spoken Feedback).
3. Click on the **Open ChromeVox settings** button for **ChromeVox** options.

ChromeVox options include:

- Enable verbose descriptions.
- Automatically read page after it finishes loading.
- When playing audio – adjust volume.
- Voices-Change voice by language.
- Braille- Change braille table by language and grade and enable word wrap.
- Virtual Braille Display – Simulates a refreshable braille display.



Keyboard shortcuts:

- **ChromeVox** may also be enabled or disabled by depressing by pressing the keyboard short cut **Ctrl + Alt + Z**.
- Screen Reader feature – Press and hold the **Search** key, then press the right and left arrow to move through the parts of the page to be read.
- For additional information on ChromeVox keyboard short cuts.
<https://support.google.com/chromebook/answer/7031755>

Refreshable Braille Display:

Plug the refreshable Braille display Chromebook, then turn on spoken feedback by pressing **Ctrl + Alt + Z**.

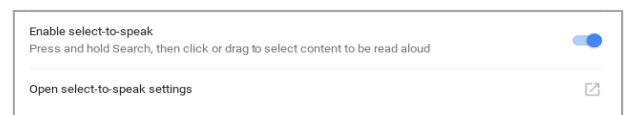
Select-to-speak

Enable select-to-speak

A built-in accessibility feature that enables the user to select any text (such as emails and messages) and have it read aloud.

To enable **Select-to-speak**

1. Go to **Accessibility** settings.
2. Under **Text to Speech** click **Enable select-to-speak**.



3. Click on the **Open Enable select-to-speak settings** button for select-to-speak options.

Select-to-speak options include:

- Speech – select a voice and speech rate and pitch.
- Highlighting – Highlight words as spoken.

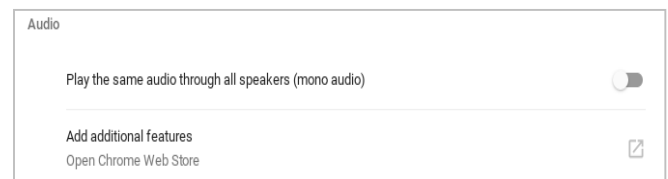


PLAY THE SAME AUDIO THROUGH ALL SPEAKERS (MONO AUDIO)

Play the same audio through all speakers (mono audio): Plays all sounds together in a mono format rather than stereo to assist users with limited hearing in one ear.

To enable **Play the same audio through all speakers (mono audio)**:


1. Go to **Accessibility** settings.
2. Under **Audio** click **Play the same audio through all speakers (mono audio)** (**mono audio**).



APPS AND EXTENSIONS

TEXT TO SPEECH

To download an app or extension for Text to Speech

1. Click the **Launcher**  in the lower left hand screen.
2. Select the **Web Store** app.
3. Type “Text to Speech”, “Text Reader” or “Read and Write” in the **Search the Store**.
4. Click on **Add to Chrome**.
5. Click on **Add App** or **Add Extension**.

VISUAL SUPPORT

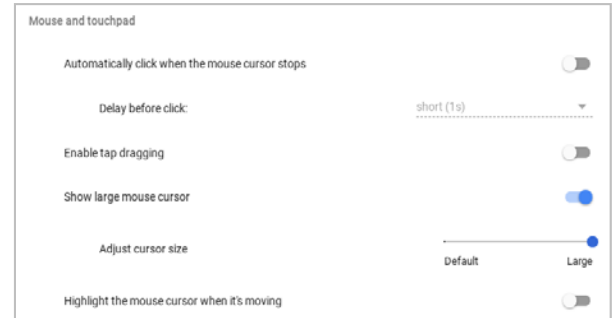
ACCESSIBILITY SETTINGS

MOUSE OPTIONS

Show large mouse cursor: Enlarges the cursor so it is easier to see.

To enable **Show large mouse cursor**:

1. Go to **Accessibility** settings.
2. Under **Mouse and Touchpad** click on **Show large mouse cursor**.
3. Use the slide to adjust the cursor size.



CONTRAST SETTINGS

Use high contrast mode: Inverts black text on a white background to white text on a black background to make text easier to read.

To enable **Use high contrast mode**:

1. Go to **Accessibility** settings.
 2. Under **Display** click **Use high contrast mode**.
- Or
3. Turn on **high contrast mode** depress **Shift + Search + h**.



MAGNIFIER

Enable screen magnifier: Makes items on the screen bigger by providing 2x magnification of the screen.

To zoom in depress **Ctrl + Alt**, then scroll up with two fingers.

To zoom out depress **Ctrl + Alt**, then scroll down with two fingers.

Use the mouse to pan around the screen to view items outside the borders of the screen.

To **Enable screen magnifier**:

1. Go to **Accessibility** settings.
2. Under **Display** click on **Enable screen magnifier**.



APPEARANCE SETTINGS

Font Size:

To enable **Font size**:

1. Go to **Accessibility** settings.
2. Under **Display** click on **Open appearance settings** select *Customize your text size*

Page Zoom:

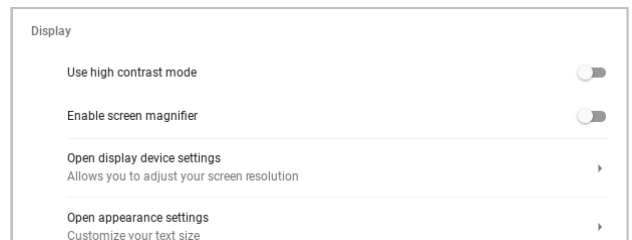
To enable **Zoom feature**:

1. Click the **Customize and control Google Chrome** dropdown.
2. Click **Zoom +** to increase the size.
3. Click **Zoom -** to decrease the size.



Or

1. Go to **Accessibility** settings.
2. Under **Display** click on **Open appearance settings** select *Customize your text size*
3. On **Appearance** page under **Page Zoom** select the desired percentage.



HIGHLIGHTING SETTINGS

Highlight the mouse cursor when moving: A colored circle around your cursor while it's moving.



Highlight the text caret: A colored circle will fade until the cursor reappears or moves.

Highlight the object with keyboard focus: A colored rectangle will appear around an active form field.



To enable **Highlight the mouse cursor**:

1. Go to **Accessibility** settings.
2. Under **Mouse and Touch Pad** click the **Highlight the mouse cursor**.


To enable **Highlight the text caret** or **Highlight the object with keyboard focus**:

1. Go to **Accessibility** settings.
2. Under **Keyboard** click the **Highlight the text caret** and/or **Highlight the object with keyboard focus**.

APPS AND EXTENSIONS

COLOR ENHANCER AND HIGH CONTRAST

To download an app or extension for Text to Speech

1. Click the **Launcher**  in the lower left hand screen.
2. Select the **Web Store** app.
3. Type “Text to Speech”, “Text Reader” or “Read and Write” in the **Search the Store**.
4. Click on **Add to Chrome**.
5. Click on **Add App** or **Add Extension**.

PHYSICAL ACCESS

ACCESSIBILITY SETTINGS

ENABLE STICKY KEYS

Enable sticky keys: Allows users to press one key at a time instead of depressing multiple keys simultaneously such as (Alt, control, Delete).

1. Go to **Accessibility** settings.
2. Under **Keyboard** click the **Enable sticky keys**.

ENABLE TAP DRAGGING

Enable tap dragging: Allows user to select an object and drag it on the screen. To use the feature, double-tap the object and hold, then drag it to move.

1. Go to **Accessibility** settings.
2. Under **Mouse and Touchpad** click the **Enable tap dragging**.

AUTOMATIC MOUSE CLICKS

Automatically click when the mouse pointer stops: Clicks when the mouse hovers over a link or icon without depressing the touchpad. Choose the length of delay before clicking.

1. Go to **Accessibility** settings.

2. Under **Mouse and Touchpad** click the **Automatically click when the mouse cursor stops**.
3. Select **Delay before click** time.

OPEN MOUSE AND TOUCHPAD DEVICE SETTINGS

Open mouse and touchpad device settings: Allows the user to customize use of the touchpad to:

- Enable tap-to-click
- Enable tap dragging
- Touchpad speed

1. Go to **Accessibility** settings.
2. Under **Mouse and Touchpad** click the **Open mouse and Touchpad device settings**.
3. Select **Allows you to enable/disable tap-to-click**.

ON-SCREEN KEYBOARD

Enable on-screen keyboard: The onscreen keyboard allows the user to type through the use of :


- Mouse click
- Tapped (Touch screen)
- Speech to text
- Swipe to type (tablet mode)
- Word prediction

1. Go to **Accessibility** settings.
2. Under **Keyboard** click the **Enable sticky keys**.

APPS AND EXTENSIONS

VOICE RECOGNITION

To download app or extension for Voice Recognition.

1. Click the **launcher**  in the lower left hand screen.
2. Select the **Web Store** app.
3. Type "Voice Recognition" or "Speech Recognition" in the **Search the Store**.
4. Click on **Add to Chrome**.
5. Click on **Add App** or **Add Extension**.

ADD-ON

VOICE RECOGNITION

To download an Add-on for Voice Recognition.

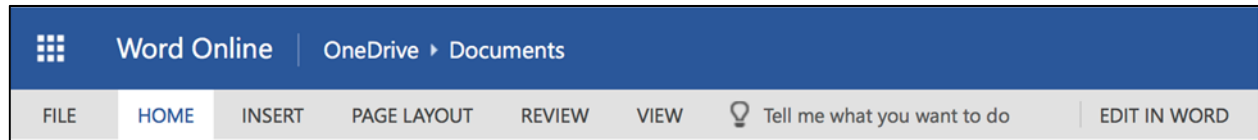
1. Open a **Google Doc**.
2. Click on **Add-on** dropdown on the Menu Bar.
3. Click **Get Add-ons**.
4. In the **Search Add-ons** field type “Voice Recognition” or “Speech Recognition”.
5. Click on **Free**.

PERIPHERALS – ADAPTIVE EQUIPMENT

Alternative equipment such as keyboards, mice, trackballs, etc.; that do not require software installation; connected to the USB ports or Bluetooth connectivity.

MICROSOFT WORD ONLINE 365

Here is the ribbon in Word Online

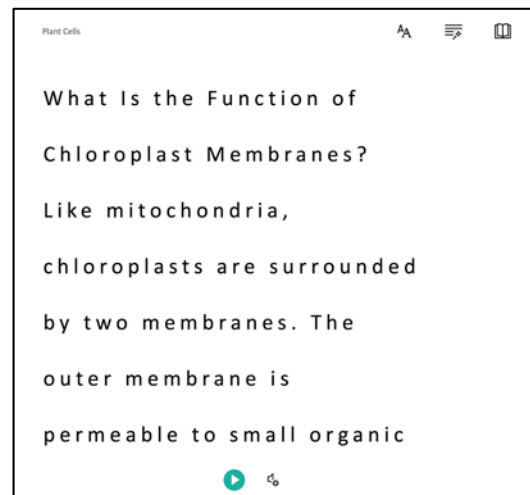


AUDITORY FORMATS

IMMERSIVE READER

Text-to-Speech

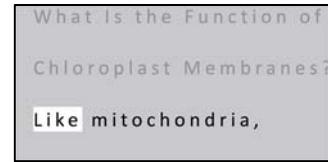
- Click "View" on the ribbon
- Click the "Immersive Reader" icon
- The Word Online Document page will reopen into a new window displaying just the text



- Click on the "Play" icon



- The reader will start reading aloud
- The entire page becomes a shade of gray
- The word being read aloud is highlighted with a white square and the sentence line being read appears in dark black font



VOICE SETTINGS

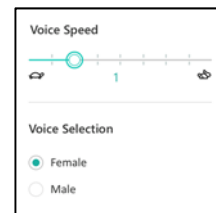
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



- Click the “Voice Settings” icon



- A new pop-up window will appear
- To adjust the reading rate, slide the radial button to left to slow down reading and slide it to the right to increase the reading rate
- To select the male or female voice click the radial button next to you desired voice



READING SUPPORT

GRAMMAR OPTIONS

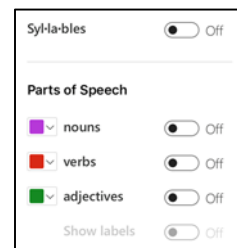
- Click “View” on the ribbon



- Click the “Immersive Reader” icon
- Click the “Grammar Options” icon

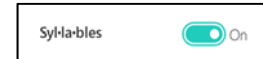


- A new pop-up window will appear with options for syllables and parts of speech



SYLLABLES

- Turn on the Syllables by clicking in the slider



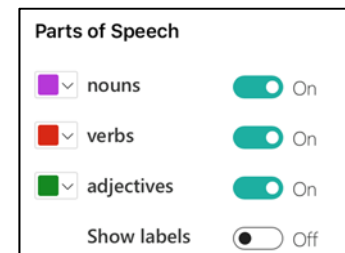
- The words are separated into syllables

To·day, chlo·ro·plasts
re·tain small, cir·cu·lar
ge·nomes that re·sem·ble

PARTS OF SPEECH

Using this feature will highlight the selected parts of speech with the selected color.

- To turn on the parts of speech for nouns, verbs, or adjectives click inside the slider next to the parts of speech you wish
- In this sample nouns, verbs and adjective were selected



- Nouns appear in purple font
- Verbs appear in red font
- Adjectives appear in green font

Today, chloroplasts retain
small, circular genomes
that resemble those of

- Clicking on the "Show labels" will show the part of speech above the word

Today, ^{n.}chloroplasts ^{v.}retain
^{adj.}small, ^{adj.}circular ^{n.}genomes
that ^{v.}resemble those of

- To customize the color of a particular part of speech click the drop-down arrow next to part of speech you wish to modify
- A pop-up window will appear with color choices
- Click on the color you prefer and it the new color will be assigned to that part of speech
- Here is a sample of “Nouns” changed to the color gold



READING PREFERENCES

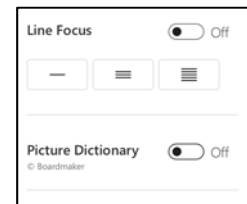
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



- Click the “Reading Preferences” icon



- A new pop-up window will appear with the option to customize the line focus and picture dictionary

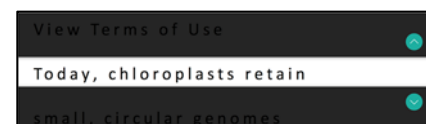


LINE FOCUS

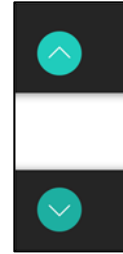
- To turn on the “Line Focus” click in the slider bar
- There are three choices available: single line, a small group of lines, or a larger group of lines



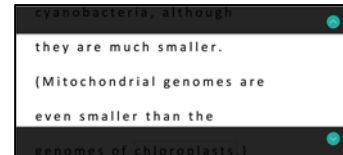
- Here is a sample of the text when a single line view is selected



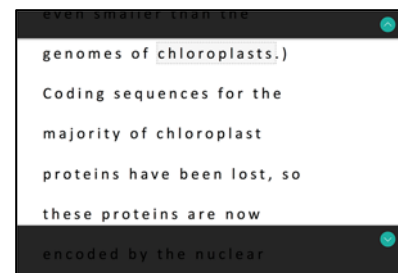
- Use the two directional arrows to scroll up or down the page



- Here is a sample of the text when a small group of lines view is selected



- Here is a sample of the text when a large group of lines view is selected

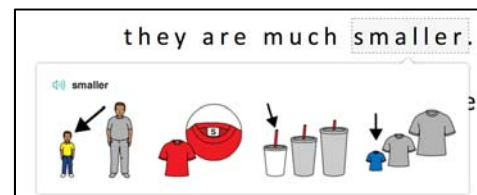


PICTURE DICTIONARY

- To turn on the “Picture Dictionary” click in the slider bar
- Not all words are in the picture dictionary
- Click on the desired word
- If the word is in the picture dictionary a pop-up window will appear
- Here is a sample when the word “smaller” was selected



- Several images appeared representing the meaning of “smaller”



- To hear the selected word (smaller) read aloud click on the “Speaker” icon



VISUAL ENHANCEMENTS

TEXT PREFERENCES

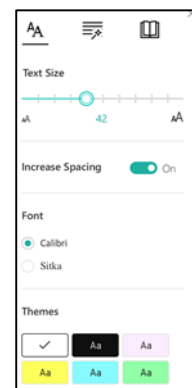
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



- Click the “Text Preferences” icon
- A new pop-up window will appear



- Options to adjust text size, text spacing, font, and themes are not available to be customized to the user preferences



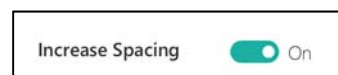
TEXT SIZE

- To adjust the text size, slide the radial button to left to decrease the text size and slide it to the right to increase the text size



TEXT SPACING

- To increase text spacing, turn it on using the slider



- The text will appear as this

What Is the Function of
Chloroplast Membranes?
Like mitochondria,
chloroplasts are surrounded

- To decrease the text spacing turn off using the slider

Increase Spacing ☐ Off

- The text will appear as this

What Are Vacuoles?
Plant cells additionally possess large,
fluid-filled vesicles called vacuoles within
their cytoplasm. Vacuoles typically
compose about 30 percent of a cell's

FONT

- There are two choices for the font of the text, Calibri or Sitka
- Click on the radial button of the desired text font

Font

☒ Calibri

☐ Sitka

THEME

- The themes will adjust the contrast colors of the background and the text
- Click on your desired preference

Themes

☒ Aa ☐ Aa ☐ Aa

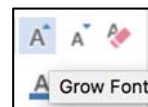
☐ Aa ☐ Aa ☐ Aa

- Here is a sample of yellow background with black font

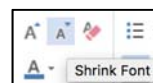
Chloroplast Membranes?
Like mitochondria,
chloroplasts are surrounded

ADJUST TEXT SIZE

- Click on “Home” in the ribbon
- Select the text that you wish to adjust



- To increase the text size, click the “Grow Font” icon



DOCUMENT ZOOM

Word Online has zooming options to adjust the zoom settings of the current document.

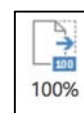
- Click on “View” in the ribbon
- Click on the “Zoom” icon



- A new pop-up window will appear. Click in the radial button of the zoom size desired. Then click “OK”

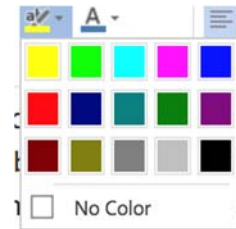


- To resize the page to 100% with one click. Click on the “100%” icon



HIGHLIGHTERS TO MARK KEY WORDS OR PHRASES

- Click on “Home” in the ribbon
- To begin highlighting text in a document, first select the text you would like to highlight
- Click the drop-down next to the “Text Highlight Color” icon and choose the desired highlight color. This should highlight the selected text



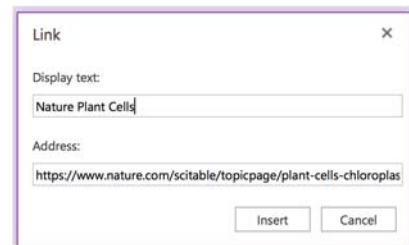
ADDING CONTENT

ADDING WEB LINKS

- To add Web URL, click anywhere on the page that you wish those web link to appear
- Click “Insert” in the ribbon
- Click on the “Link” icon



- A new pop-up window will appear
- Type in the display text
- Copy and paste in the URL address
- Click “Insert”



- You will see a link to the URL appear in your notes

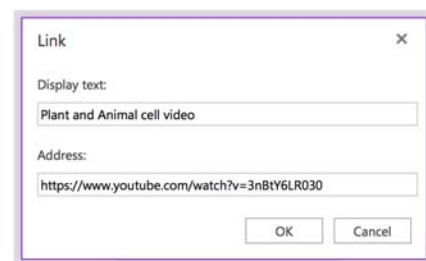
[Nature Plant Cells](https://www.nature.com/scitable/topicpage/plant-cells-chloroplasts)

ADDING VIDEO LINKS

- To add Video, click anywhere on the page that you wish the video link to appear
- Click “Insert” in the ribbon
- Click on the “Link” icon



- A new pop-up window will appear
- Type in the display text
- Copy and paste in the URL address
- Click “Insert”



- You will see a video link appear in your document

[Plant and Animal cell video](https://www.youtube.com/watch?v=3nBTY6LR030)

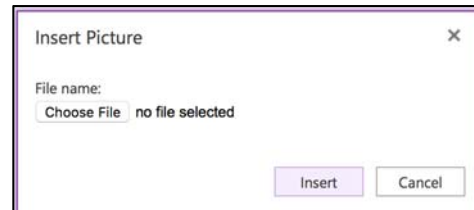
ADDING IMAGES

ADDING AN IMAGE FILE

- Click “Insert” on the ribbon
- Click on the “Picture” icon if you are adding a picture file you have in your computer



- In the pop-up window select “Choose File”
- Click on the file you wish to insert
- Click “Insert”



ADDING AN IMAGE FROM THE WEB

- Click “Insert” on the ribbon
- Click on “Online Picture” icon if you are adding a picture file you have in your computer



- Click “Pictures from Bing”

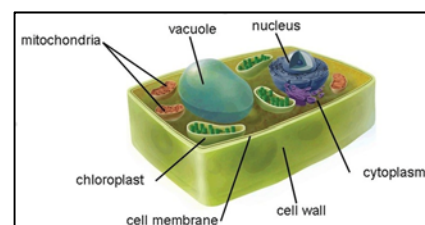


- A pop-up Bing search window will appear
- In the search box type the name of the type image you desire
- From the search, click on the image(s) that you desire to be inserted
- Click on “Insert”



RESIZING THE IMAGE

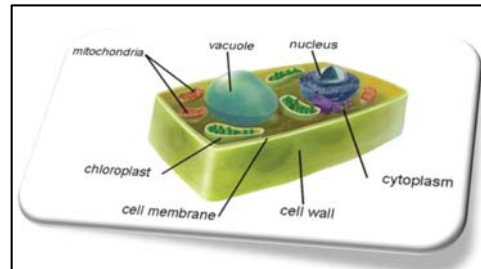
- Click on the image you wish to resize
- Right click on the image



- A new pop-up window will appear
- To enlarge the image, click on the “Grow” icon
- To shrink the image, click on the “Shrink” icon
- To crop the image, click on the “Crop” icon
- To add styles (effects) to the image click on the “Styles” icon



- A new pop-up window will appear
- Click on your desired style
- The image will change to the desired style



EDIT ALT TEXT

- Click on the image you wish to edit the Alt Text
- Right click on the image
- Click “Format” in the ribbon
- Click on the “Alt-Text” icon



- A new pop-up window will appear
- Enter the Alt-Text Title and Description
- To close the pop-up, Click the “X”

Format Picture
×

Alternative Text

Title
Plant Cell

Description
Parts of a plant cell

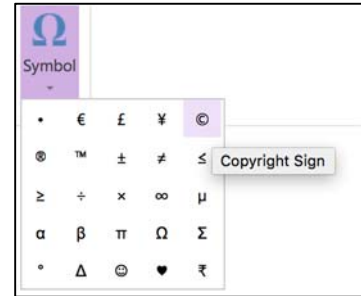
SYMBOLS

- To add symbols to your document, click anywhere on the page that you wish the symbol to appear
- Click “Insert” in the ribbon



- Click on the “Symbol” icon

- A pop-up window with symbols will appear
- Click on the desired symbol and it will appear in your text box



OFFICE ADD-INS

View, manage, and install add-ins in Office programs. When you enable an add-in, it adds custom commands and new features to Office programs that help increase your productivity.

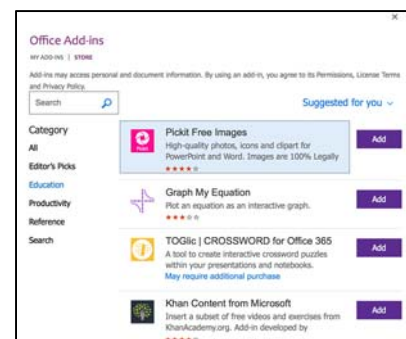
- Click “Insert” on the ribbon
- Click the “Office Add-ins” icon



- A new pop-up window will appear (shown below)



- Click “Store”
- Click “Education”
- Suggested education add-ins will appear
- Click “Add”
- The new tool will be available in your Add-ins menu
- You will only need to add it into you OneNote one time

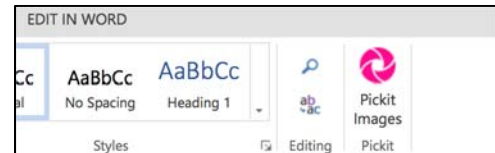


ACCESSING ADD-INS

- Click “Insert” on the ribbon
- Click the “Office Add-ins” icon



- A new pop-up window will appear
- Click “My Add-ins” icon
- Click On your desired Add-In, in this case we will select “Pickit Free Images”
- Click on “Add”, located at the bottom of the pop-up window
- The Add-in will appear in your ribbon

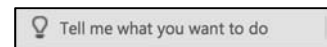


COLLABORATION

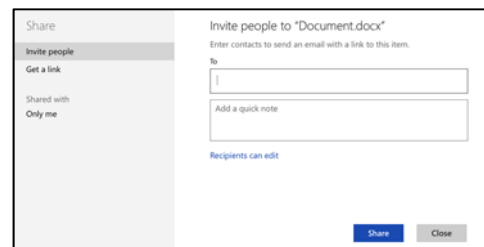
SHARE

Sharing your Word Online Document with others will allow collaboration

- To share your notebook with others, locate the “Tell me what you want to do” in the ribbon
- Type “Share”
- Click “Share with People”

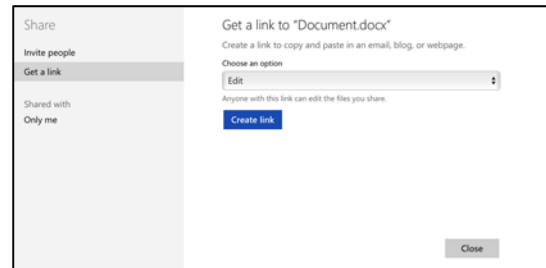


- A new pop-up window will appear
- In the “To” text box type in the email of the person you wish to share your notebook with
- In the “Add a quick note” text box type in any message you wish to send
- Click “Share”



Or

- Click “Get a Link”



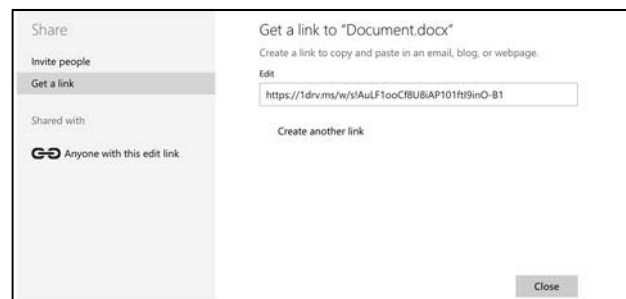
- Click “Choose an option”. You will have two choices: “View only” or “Edit”



- Click “Create a Link”



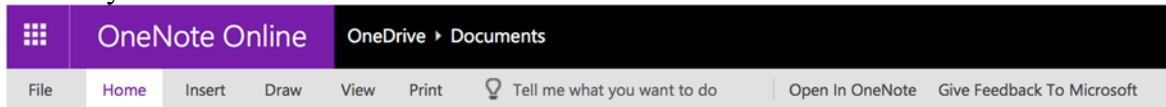
- A link will appear in the text box. Copy and paste that link to share with whomever you choose to share your document
- Click “Close”



MICROSOFT 365 ONENOTE ONLINE

You start with "My Notebook" – and everything gets added there. Get organized by using the sections and pages. Add clips from the web, plan with others, search in your notes, write notes anywhere on the page.

Here is your OneNote Ribbon



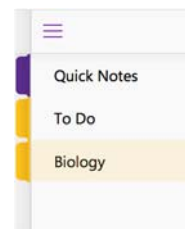
INSERT TOOLS

When you open your OneNote for the first time it is created with a Quick Note and To Do section.

SECTIONS

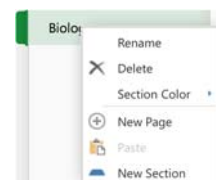
CREATE A SECTION

- To create a new section or tab in your OneNote notebook click “Insert” on the ribbon
- Click on “New Section”
- Enter a section name of your choice in the blank text field and click “OK”
- The new section will appear on the left sidebar

A screenshot of the 'Section Name' dialog box. It has a title bar 'Section Name' with a close button. Inside, there is a text input field with the placeholder 'Enter a section name:'. At the bottom, there are 'OK' and 'Cancel' buttons.

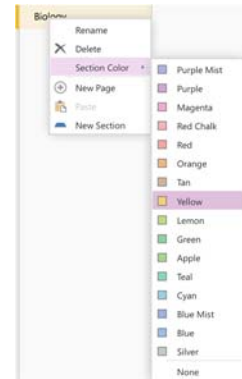
DELETE A SECTION

- To delete a section or tab in your OneNote notebook right click over the tab/section you wish to delete
- From the pop-up window click “Delete”

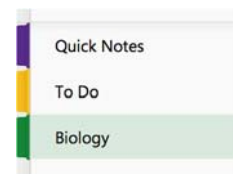


CHANGE TAB/SECTION COLOR

- Right click over the tab that you wish to change the color
- Click on “Section Color”
- From the pop-up side bar select on the color or your choice



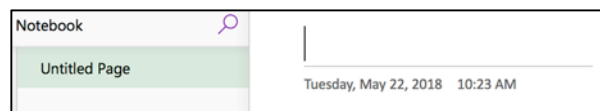
- The chosen color will be the new tab color for that section of the OneNote



PAGES

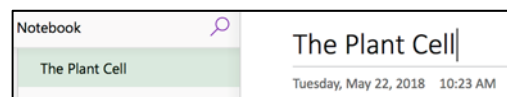
NEW PAGE

- To create a new page in your OneNote notebook, click on the section of the OneNote you wish to add a page
- Click “Insert” on the ribbon
- Click on the “New Page” icon
- An untitled Page will appear with the date and time that page was created



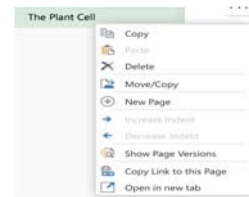
NAMING PAGES

- To name/title a page enter the desired text into the blank line above the date and time
- That text will appear in the sidebar as well as on the top of the page



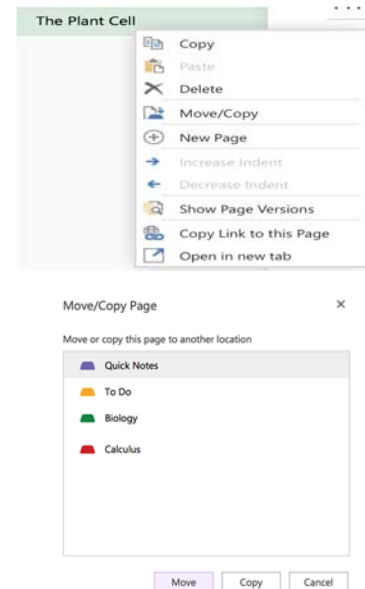
DELETE A PAGE

- To delete a section or tab in your OneNote notebook right click over the tab/section you wish to delete
- From the pop-up window click “Delete”



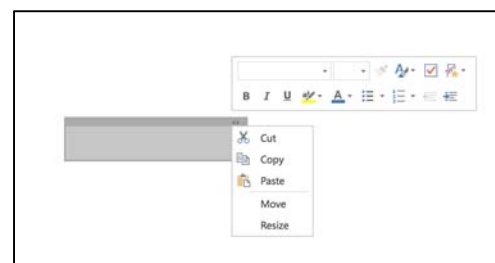
MOVING A PAGE

- Moving pages to another section may be necessary to organize your notes
- In this example we are moving “The Plant Cell” notes from the Biology section into the Calculus Section
- Right click over note you wish to move and from the pop-up window select “Move/Copy”
- In the new pop-up window click on the section that you wish to move the notes to. In this case we choose Calculus
- Then click “Move



TO DO LIST

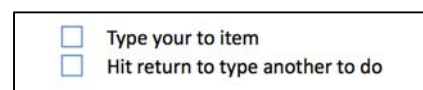
- Follow directions to insert a new page
- To add notes, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear



- Click the “Check box” icon



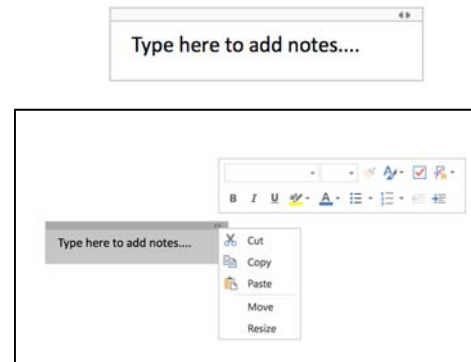
- Simply type in the text box to add a to do item



NOTE TAKING

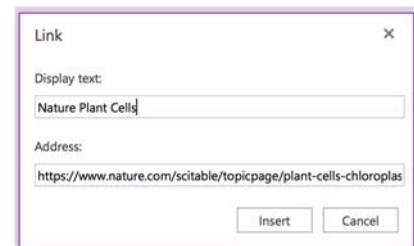
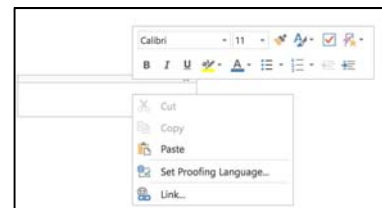
TYPING NOTES

- To add notes, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear
- Simply type in the text box to add notes
- A quick way to access the text editing tools is to right click anywhere in the text box



ADDING WEB LINKS

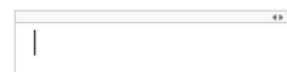
- To add Web Clips, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear
- Right click anywhere in the that text box
- In the new pop-up window select “Link”
- A new pop-up window will appear
- Type in the display text
- Copy and paste in the URL address
- Click “Insert”
- You will see a link to the URL appear in your notes
- Click and drag the text box anywhere in your notes page



[Nature Plant Cells](https://www.nature.com/scitable/topicpage/plant-cells-chloroplasts)

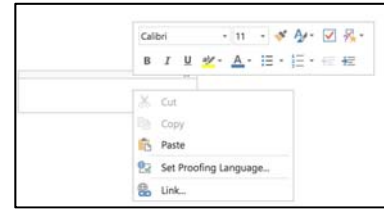
ADDING WEB CONTENT

- To add Web Clips, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear
- Go to the website that you wish to copy into your notes
- Highlight and copy the content that you wish to add
- Click in the text box and paste the content

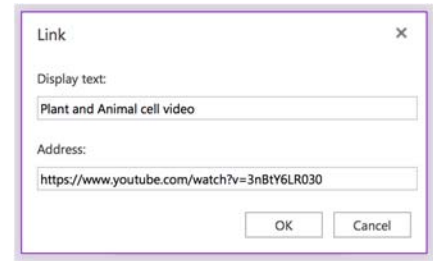


ADDING VIDEO LINKS

- To add Web Clips, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear
- Right click anywhere in the that text box
- In the new pop-up window select “Link”



- A new pop-up window will appear
- Type in the display text
- Copy and paste in the URL address
- Click “Insert”
- You will see a video link appear in your notes



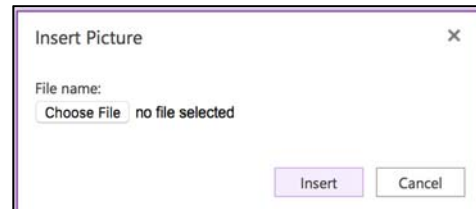
- Click and drag that text box anywhere in your notes page

[Plant and Animal cell video](https://www.youtube.com/watch?v=3nBTY6LR030)

ADDING IMAGES

ADDING AN IMAGE FILE

- Click “Insert” on the ribbon
- Click on the “Picture” icon if you are adding a picture file you have in your computer
- In the pop-up window select “Choose File”
- Click on the file you wish to insert
- Click “Insert”



ADDING AN IMAGE FROM THE WEB

- Click “Insert” on the ribbon
- Click on the “Online Picture” icon if you are adding a picture file you have in your computer

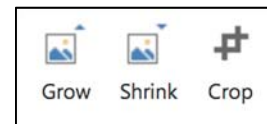
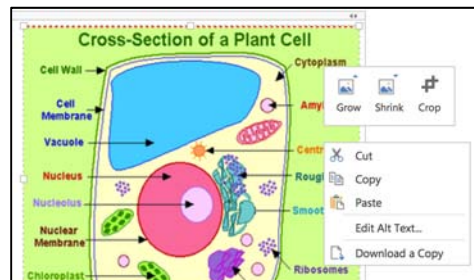


- A pop-up Bing search window will appear
- In the search box type the name of the type image you desire
- From the search, click on the image(s) that you desire to be inserted
- Click on “Insert



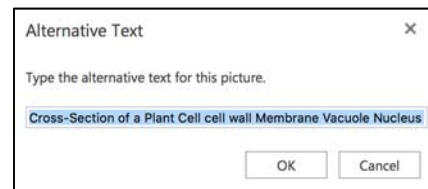
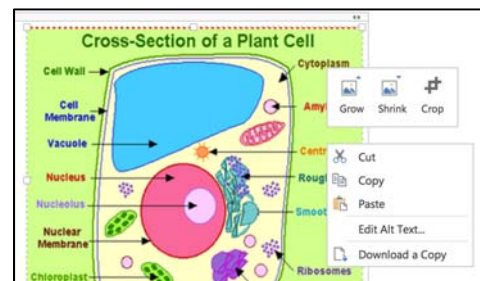
RESIZING THE IMAGE

- Click on the image you wish to resize
- Right click on the image
- A new pop-up window will appear
- To enlarge the image, click on the “Grow” icon
- To shrink the image, click on the “Shrink” icon
- To crop the image, click on the “Crop” icon



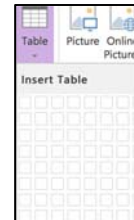
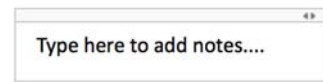
EDIT ALT TEXT

- Click on the image you wish to edit the Alt Text
- Right click on the image
- A new pop-up window will appear
- Click on “Edit Alt Text...”
- A new pop-up window will appear
- The Alt Text will automatically be generated
- Descriptions can be edited or customized by typing in the text box

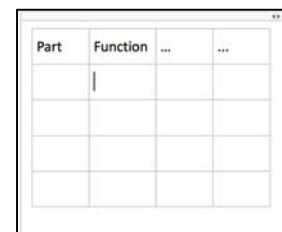


ADDING TABLES

- To add a table, click anywhere on the page that you wish the table to appear
- A pop-up window will appear
- Click “Insert” on the ribbon
- Click on the “Tables” icon
- A new pop-up window will appear
- Using your mouse hover over the number of rows and columns you desire and click your mouse

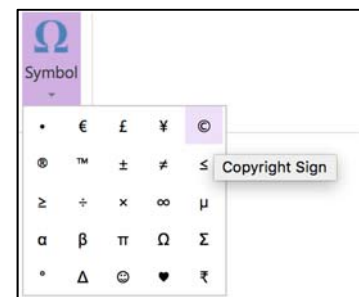
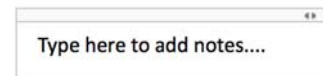


- The table will now appear with the number of rows and columns you selected
- You can now type in each of the cells of the table



SYMBOLS

- To add symbols to your notes, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear
- Click “Insert” on the ribbon
- Click on the “Symbol” icon
- A pop-up window with symbols will appear
- Click on the desired symbol and it will appear in your text box



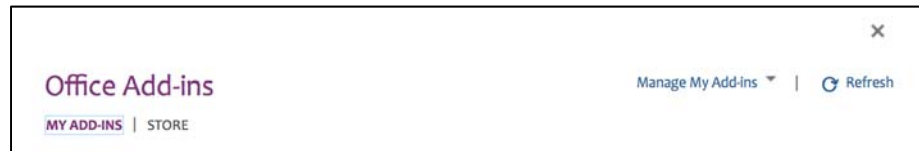
OFFICE ADD-INS

View, manage, and install add-ins in Office programs. When you enable an add-in, it adds custom commands and new features to Office programs that help increase your productivity.

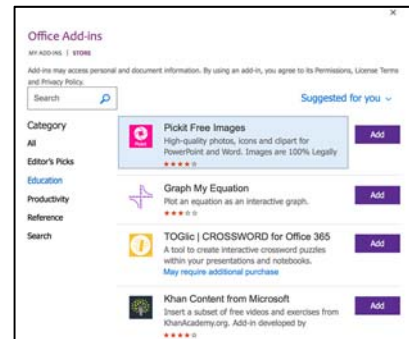
- Click “Insert” on the ribbon
- Click the “Office Add-ins” icon



- A new pop-up window will appear (shown below)



- Click “Store”
- Click “Education”
- Suggested education add-ins will appear.
- Click “Add”
- The new tool will be available in your Add-ins menu
- You will only need to add it into you OneNote one time

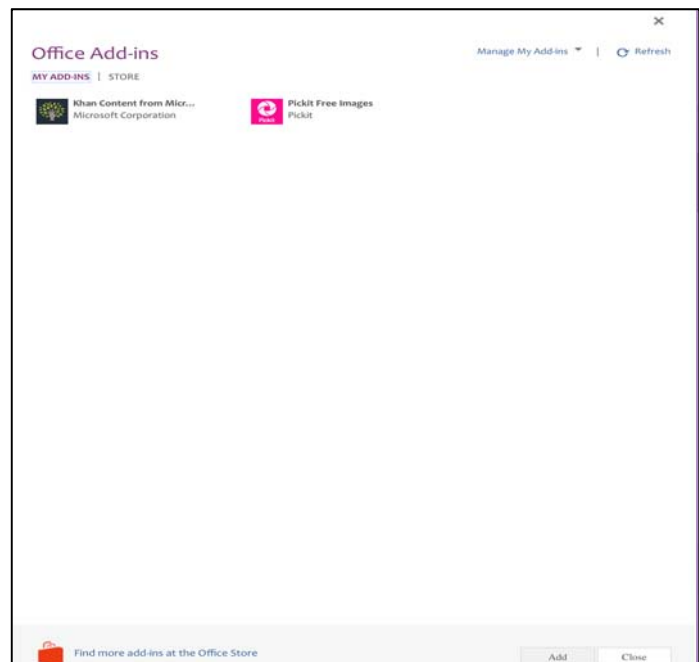


ACCESSING ADD-INS

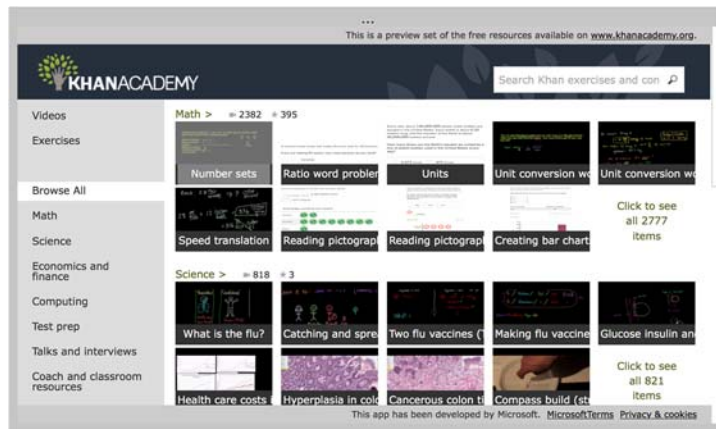
- Click “Insert” on the ribbon
- Click the “Office Add-ins” icon



- A new pop-up window will appear
- Click “My Add-ins” icon
- Click On your desired Add-In, in this case we will select “Khan Content from Microsoft”
- Click on “Add”, located at the bottom of the pop-up window



- A new pop-up window will appear with Khan Content
- You can search for content using the search box within the Khan pop-up window

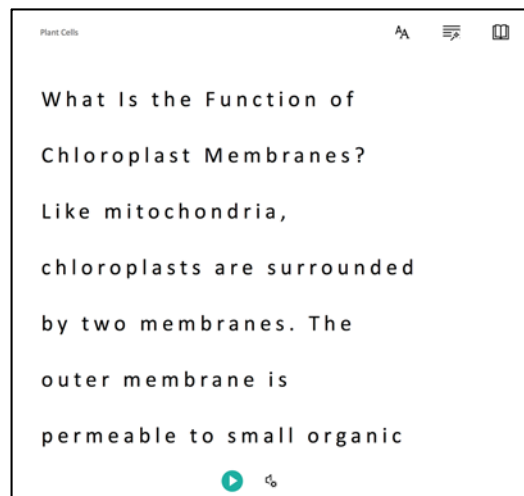


VIEW TOOLS

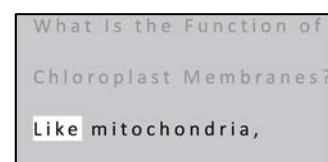
IMMERSIVE READER

Text-to-Speech

- Click “View” on the ribbon
- Click the “Immersive Reader” icon
- The OneNote page will reopen into a new window displaying just the text



- Click on the “Play” icon
- The reader will start reading aloud
- The entire page becomes a shade of gray



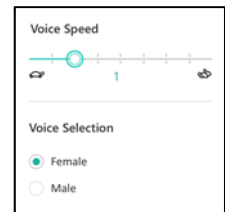
- The word being read aloud is highlighted with a white square and the sentence line being read appears in dark black font

VOICE SETTINGS

- Click “View” on the ribbon
- Click the “Immersive Reader” icon
- Click the “Voice Settings” icon
- A new pop-up window will appear

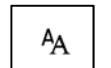


- To adjust the reading rate, slide the radial button to left to slow down reading and slide it to the right to increase the reading rate
- To select the male or female voice click the radial button next to you desired voice

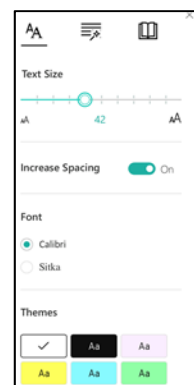


TEXT PREFERENCES

- Click “View” on the ribbon
- Click the “Immersive Reader” icon
- Click the “Text Preferences” icon
- A new pop-up window will appear



- Options to adjust text size, text spacing, font, and themes are not available to be customized to the user preferences



TEXT SIZE

- To adjust the text size, slide the radial button to left to decrease the text size and slide it to the right to increase the text size



TEXT SPACING

- To increase text spacing, turn it on using the slider



- The text will appear as this

What Is the Function of
Chloroplast Membranes?
Like mitochondria,
chloroplasts are surrounded

- To decrease the text spacing turn off using the slider



- The text will appear as this

What Are Vacuoles?
Plant cells additionally possess large,
fluid-filled vesicles called vacuoles within
their cytoplasm. Vacuoles typically
compose about 30 percent of a cell's

FONT

- There are two choices for the font of the text, Calibri or Sitka
- Click on the radial button of the desired text font



THEMES

- The themes will adjust the contrast colors of the background and the text
- Click on your desired preference



- Here is a sample of yellow background with black font

Chloroplast Membranes?
Like mitochondria,
chloroplasts are surrounded

GRAMMAR OPTIONS

- Click “View” on the ribbon
- Click the “Immersive Reader” icon
- Click the “Grammar Options” icon

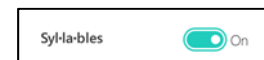


- A new pop-up window will appear with options for syllables and parts of speech

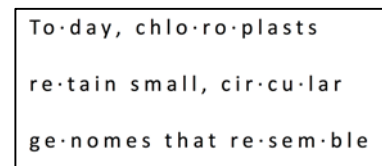


SYLLABLES

- Turn on the Syllables by clicking in the slider



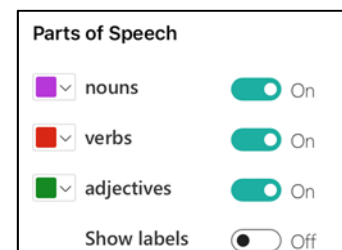
- The words are separated into syllables



PARTS OF SPEECH

Using this feature will highlight the selected parts of speech with the selected color.

- To turn on the parts of speech for nouns, verbs, or adjectives click inside the slider next to the parts of speech you wish
- In this sample nouns, verbs and adjective were selected



- Nouns appear in purple font
- Verbs appear in red font
- Adjectives appear in green font

Today, **chloroplasts** **retain**
small, **circular** **genomes**
 that **resemble** those of

- Clicking on the “Show labels” will show the part of speech above the word

Today, ^{n.} **chloroplasts** ^{v.} **retain**
^{adj.} **small**, ^{adj.} **circular** ^{n.} **genomes**
 that ^{v.} **resemble** those of

- To customize the color of a particular part of speech click the drop-down arrow next to part of speech you wish to modify
- A pop-up window will appear with color choices
- Click on the color you prefer and it the new color will be assigned to that part of speech



nouns ^{n.}

- Here is a sample of “Nouns” changed to the color gold

Today, ^{n.} **chloroplasts** ^{v.} **retain**

READING PREFERENCES

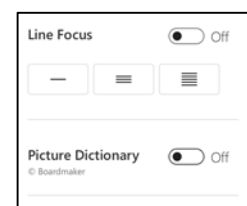
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



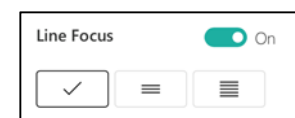
- Click the “Reading Preferences” icon



- A new pop-up window will appear with the option to customize the line focus and picture dictionary

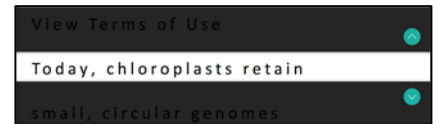


LINE FOCUS



- To turn on the “Line Focus” click in the slider bar
- There are three choices available: single line, a small group of lines, or a larger group of lines

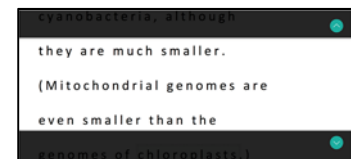
- Here is a sample of the text when a single line view is selected



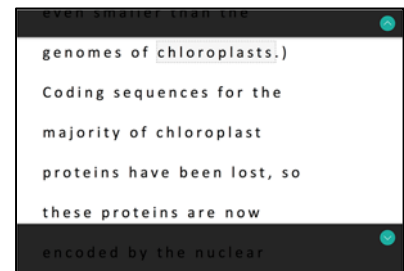
- Use the two directional arrows to scroll up or down the page



- Here is a sample of the text when a small group of lines view is selected

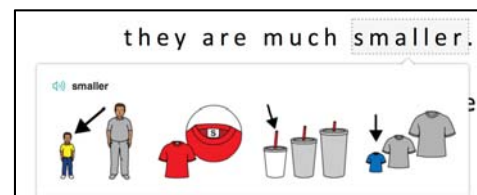
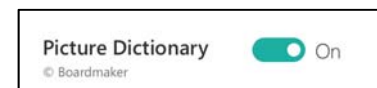


- Here is a sample of the text when a large group of lines view is selected



PICTURE DICTIONARY

- To turn on the “Picture Dictionary” click in the slider bar
- Not all words are in the picture dictionary
- Click on the desired word
- If the word is in the picture dictionary a pop-up window will appear
- Here is a sample when the word “smaller” was selected
- Several images appeared representing the meaning of “smaller”



- To hear the selected word (smaller) read aloud click on the “Speaker” icon

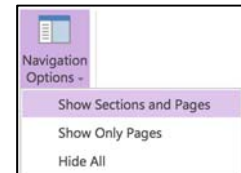


NAVIGATION PANE

- Click “View” on the ribbon
- Click the “Navigation Options” icon

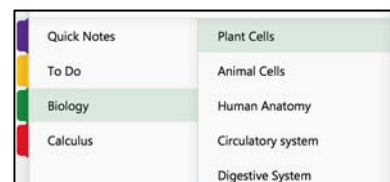


- A new pop-up window will appear with three options: Show Sections and Pages, Show Only Pages, and Hide All



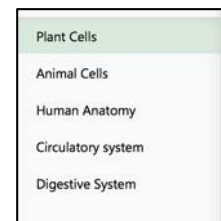
SHOW SECTIONS AND PAGES

- Click on “Show Sections and Pages” and your side bar view will include the Sections and Pages of your notebook



SHOW ONLY PAGES

- Click on “Show Only Pages” and your side bar view will include only the Pages of your notebook

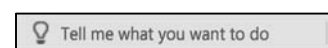


HIDE ALL

- Click on “Hide All” and your side bar view will not include the Sections and Pages of your notebook

SHARE

- Sharing your notebook with others will allow collaboration
- To share your notebook with others, locate the “Tell me what you want to do” in the ribbon
- Type “Share”



- Click “Share with People”

- A new pop-up window will appear
- In the “To” text box type in the email of the person you wish to share your notebook with
- In the “Add a quick note” text box type in any message you wish to send
- Click “Share”

Share

Invite people to "Notebook"

Enter contacts to send an email with a link to this item.

To

Add a quick note

Recipients can edit

Share Close

Or

- Click “Get a Link”

Invite people

Get a link

Shared with

Only me

Create a link to copy and paste in an email, blog, or webpage.

Choose an option

Edit

Anyone with this link can edit the files you share.

Create link

- Click “Choose an option”. You will have two choices: “View only” or “Edit”

Create a link to copy and paste in an email, blog, or webpage.

View only

✓ Edit

- Click “Create a Link”

Create link

- A link will appear in the text box. Copy and paste that link to share with whomever you choose to share your notebook

Create a link to copy and paste in an email, blog, or webpage.

Edit

https:// Sample URL

- Click “Close”

SHOW AUTHORS

- Click “View” on the ribbon
- Click the “Show Authors” icon
- Next to each entry (picture, text box etc.) the name of the person who created that entry will appear

Part	Function	
Nucleus				Your name
Cell Wall				
Cytoplasm				Guest User; Your Name
				Your Name

PAGE VERSIONS

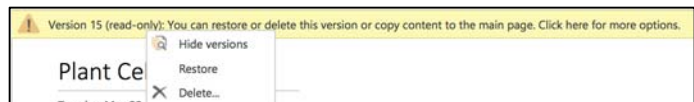
- Click “View” on the ribbon
- Click the “Page Versions” icon



- A new side will appear identifying the dates and who made changes to your notebook
- To see an older version, click on the date you wish to view

Plant Cells	
5/24/2018	Your Name
5/24/2018	Your Name
5/23/2018	Your Name
5/23/2018	Guest User
5/23/2018	Your Name
5/23/2018	Guest User
5/23/2018	Guest User
5/22/2018	Your Name

- The older version of that page will load

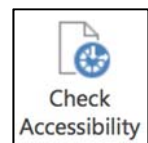


- On the top of the previous version it will indicate the version number
- Click on the message box for options to Hide versions, Restore or Delete the version you are viewing

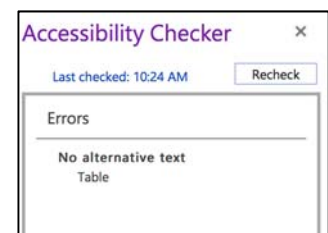
CHECK ACCESSIBILITY

You can check accessibility in OneNote by using the “Check Accessibility” tool. This tool scans your document and opens the “Accessibility Checker” task pane. This task pane shows “Errors”, “Warnings”, and “Tips” about document content that may be problematic for users with disabilities.

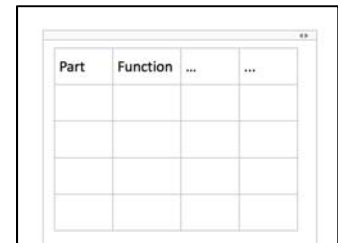
- Click “View” on the ribbon
- Click the “Check Accessibility” icon



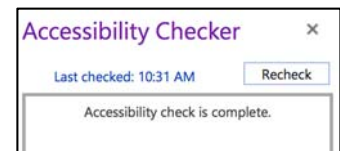
- A new pop-up window will appear listed any accessibility issues in the current OneNote page being viewed



- Here we see that there is no alt text associated with the table in the OneNote page
- To correct this issue, follow the directions in the section “Edit Alt Text”
- Then click “Recheck” to confirm that it has been resolved



- You should see a blank pop-up window when all issues have been resolved



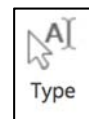
DRAW TOOLS

OneNote lets you draw, sketch, or write notes with your finger (if your computer or tablet is a touch screen), a pen (if your computer or tablet functions with a stylus), or even a mouse. You can also choose from a shapes gallery instead of drawing freehand.

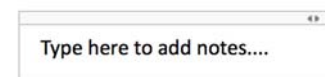


TYPE

- Click “Draw” on the ribbon
- Click the “Type” icon



- A new pop-up window will appear
- To type notes, follow the Typing Notes section in Notetaking



PEN

- Click “Draw” on the ribbon



- Click the “Pen” icon

- Select a color



- Select a line thickness



- Start drawing using your mouse, finger or stylus

HIGHLIGHTER

- Click “Draw” on the ribbon
- Click the “Highlighter” icon



- Select a color



- Select a line thickness



- Start drawing using your mouse, finger or stylus

CUSTOMIZE COLOR

- Click “Draw” on the ribbon
- Click the “Ink Color” icon



- Select a color from the pop-up window



ERASER

- Click “Draw” on the ribbon
- Click the “Eraser” icon
- Carefully trace over the ink strokes you wish to erase



NATURAL READER V.14 WINDOWS

Free software (MAC or Windows) download located at <https://www.naturalreaders.com/download.html>

To watch step-by-step videos, click this URL <https://www.naturalreaders.com/help.html?index=1&info=video>

Text to speech reader of documents (Word, PDF, Image files, or Webpages).

DOWNLOAD THE SOFTWARE

FREE DOWNOLOAD

1. Open the URL <https://www.naturalreaders.com/download.html>
2. Follow the on-screen directions to install the program.

TOOLBARS

NATURAL READER FREE - TOOLBAR



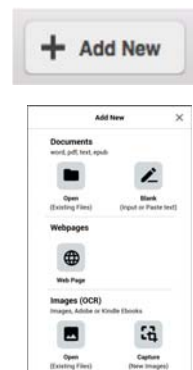
ADDING CONTENT TO YOUR LIBRARY

Web pages, Word Documents (docx), Rich Text files (rtf), PDF files, eBook (ePub), Text Edit files (txt).

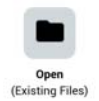


ADDING DOCUMENTS

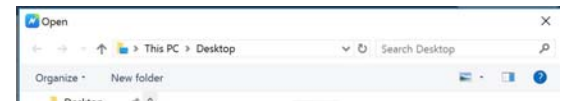
1. Click on the “Add New” icon.
2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).



- Click on the “Open (Existing Files)” icon.

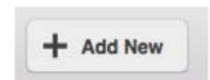


- A new pop-up window will appear.
- Navigate as usual to find the desired file.
- Click on the name of the file you wish to add/open in Natural Reader.
- Click on “Open the document”.
- The document will appear in the window pane of Natural Reader.

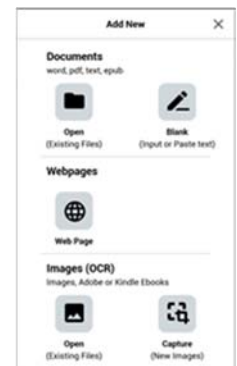


ADDING INPUT

- Click on the “Add New” icon.



- A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images) .

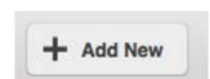


- Click on the “Input” icon.
- You can copy text from another source and paste it into the blank window pane.
- You can type directly into the document.
- A new tool bar will appear when the “input” mode.

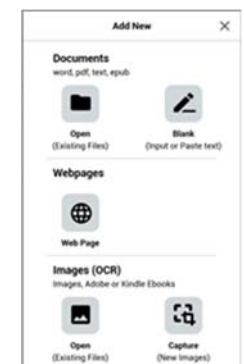


ADDING WEB PAGES

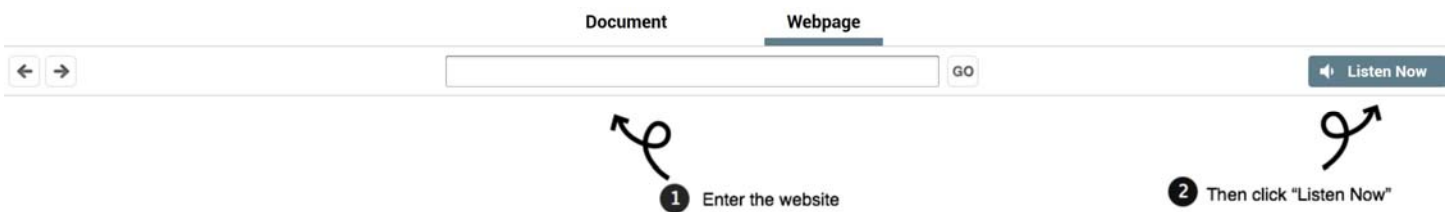
- Click on the “Add New” icon.



- A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).



3. Click on the “Web Page” icon.
4. Copy and paste the desired URL in the blank box and then click “Listen Now”.



5. The URL will be converted to text and will appear in the Natural Reader window.

SCREEN-READER TEXT-TO-SPEECH

Hear it. Read it. See it.

- The built-in reader read aloud to the listener (Hear it).
- The reader can read along with the audio (Read it).
- The text-to-speech reader highlights the sentence being read providing bi-modal feedback to the reader (See it).



READING TOOLS



1. Using your mouse click anywhere in the converted text of your converted URL.
2. You will notice that Natural Reader will automatically highlight the entire sentence in yellow.
3. Press the play icon.
The reader will start reading the highlighted text. As the reader reads sentence-by-sentence it will highlight the sentence that is being read aloud in yellow.
4. The player will continue reading until the user presses the stop icon.



FORWARD AND REVERSE

1. During the reading of passage the user can skip or go back to the previous sentence.
2. To skip to the next sentence, click on the arrow that are pointed to the right.
3. To go back to the previous sentence, click on the arrow pointed to the left.



CHANGING THE VOICE

1. To change the voice of the reader, select the dropdown arrow in the icon.
2. A new pop up will appear with a list of available voices.
3. Select the voice you want by clicking on it.



ADJUSTING THE READING RATE

1. To change the reading rate of the reader, locate the speed icon.
2. Select the dropdown arrow in the speed icon.
3. Select the speed you want by clicking on the desired number from 10 to -10.



ADJUSTING THE TEXT SIZE

1. Making the text smaller click the “Zoom out” icon.
2. Making the text larger click the “Zoom in” icon.



FEATURES NOT INCLUDED IN FREE VERSION

1. Convert text to audio file (mp3).
2. Synchronize to iPhone.
3. Pronunciation editor.
4. Conversation control.
5. Typing echo.



6. Word prediction.



7. Spelling check.



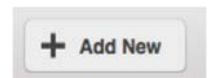
OPTICAL CHARACTER RECOGNITION (OCR)

OCR allow the text in an image file or a scanned document to be converted to digital text.

ADDING IMAGE FILES

ADDING IMAGE FILES

1. Click on the “Add New” icon.



2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).



3. Click on “Open (Existing Files)” icon.

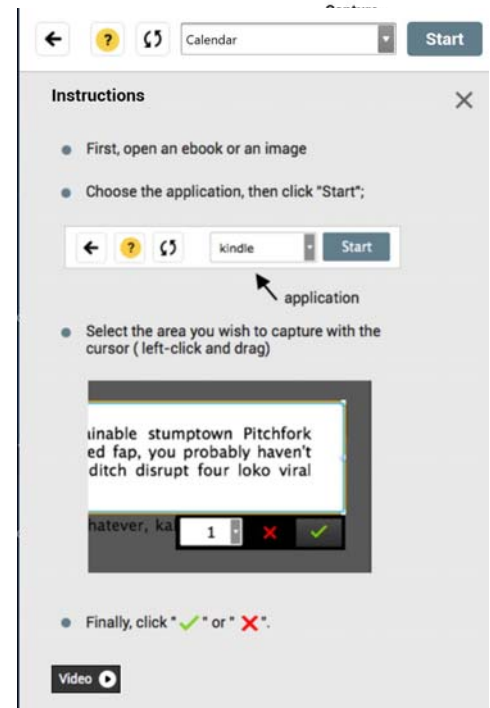
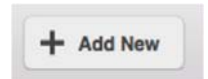


Open
(Existing Files)

4. A new pop-up window will appear.
5. Navigate as usual to find the desired file.
6. Click on the name of the file you wish to add/open in Natural Reader.
7. The text within the image was converted to digital text and is now able to read with the screen reader of Natural Reader

SCREEN CAPTURE

1. Click on the "Add New" icon.
2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).
3. Click on the "Capture (New Images)" icon.
4. A new pop-up window will appear.
5. Follow the directions in the pop-up window.
6. After making a selection you see a pop-up window indicating the text you selected.
7. Press the green check mark if the selection is accurate.
8. Press the red "X" if the selection is not accurate.



FLOATING TOOLBAR

The floating toolbar allow the reader to read emails, web pages, and any digital text in Word files, PDF files, and eBooks.



SCREEN-READER TEXT-TO-SPEECH

1. Press the "Floating bar" icon to activate.
2. Launch any program. Using your mouse highlight any text.
3. The text will appear in the Floating bar/Miniboard window pane and the text-to-speech will automatically start reading the text.



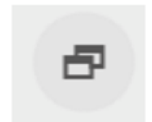
4. To stop the reading click the "stop" icon.



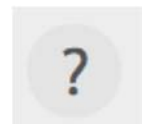
5. To hide the text in the window, click the "Text" icon.



1. To return to full Natural Reader program click the "Double window" icon.



2. For Floating bar/Miniboard help click the "Question" icon.

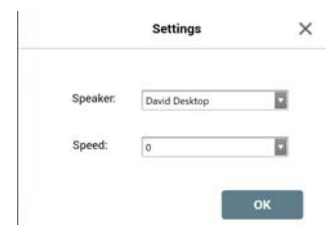


SETTINGS

1. To launch the settings, click on the "Cog Wheel" icon.



2. New pop-up window will appear.



GENERAL - CHANGING THE VOICE

1. To change the voice of the speaker, locate the reader icon.
2. Select the dropdown arrow in the speaker icon.
3. A new pop up will appear with a list of available voices.
4. Select the voice you want by clicking on it.

Speaker:

David Desktop



GENERAL – DFEFAULT SPEED

1. To adjust the speaker speed, select the dropdown arrow in the speed icon.
2. A new pop up will appear with a list of available speeds.
3. Select the speed you want by clicking on it

Speed:

0



NATURAL READER V.14 MAC

Free software (MAC or Windows) download located at <https://www.naturalreaders.com/download.html> This tutorial only provides directions for the functions of the free basic software.

To watch step-by-step videos, click this URL <https://www.naturalreaders.com/help.html?index=1&info=video>

Text to speech reader of documents (Word, PDF, Image files, or Webpages).

DOWNLOAD THE SOFTWARE

FREE DOWNLOAD

1. Open the URL <https://www.naturalreaders.com/download.html>
2. Follow the on-screen directions to install the program.

TOOLBARS

NATURAL READER FREE - TOOLBAR

NaturalReader Free File Edit Format Tools Window Help Upgrade

1. This a familiar toolbar that works the same as other common programs.

NATURAL READER FREE – NAVIGATION TOOLS



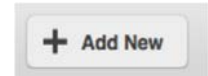
ADDING CONTENT TO YOUR LIBRARY

Web pages, Word Documents (docx), Rich Text files (rtf), PDF files, eBook (ePub), Text Edit files(txt).

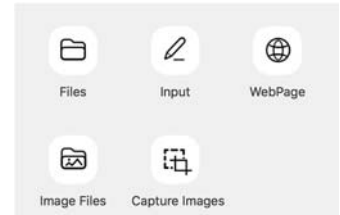


ADDING DOCUMENTS

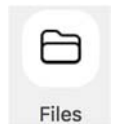
1. Click on the “Add New” icon.



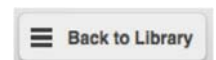
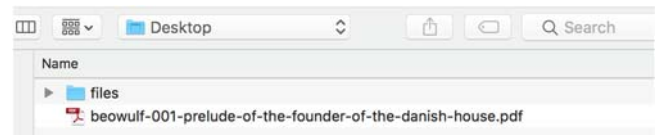
2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).



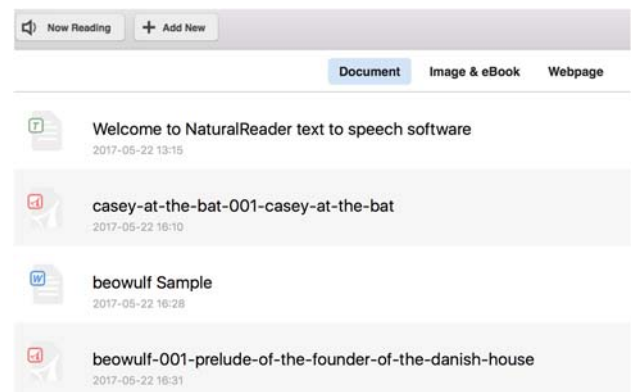
3. Click on the “Files” icon.



4. A new pop-up window will appear.
5. Navigate as usual to find the desired file.
6. Click on the name of the file you wish to add/open in Natural Reader.
7. Click on “Open the document”.
8. The document will appear in the window pane of Natural Reader.
9. Click on the “Back to Library”.

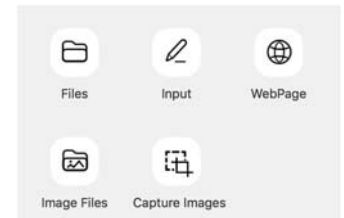
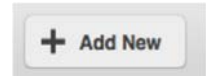


10. You will be redirected to the opening splash page of Natural Reader.
11. The added file in this sample now appears on the bottom of list, as this was the last added file.

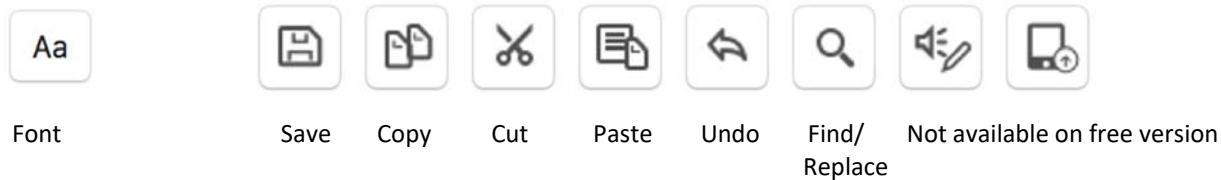


ADDING INPUT

1. Click on the “Add New” icon.
2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).
3. Click on the “Input” icon.
4. You can copy text from another source and paste it into the blank window pane.
5. You can type directly into the document.
6. A new tool bar will appear when the “input” mode is selected.

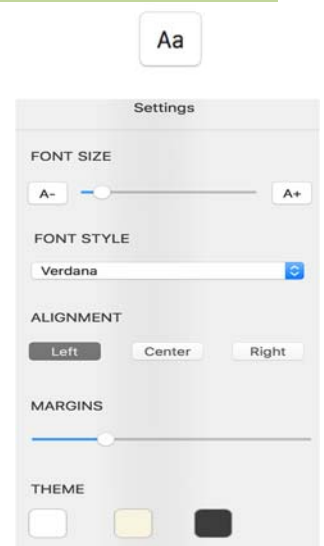


BASIC FUNCTION TOOLS



FONT

1. To activate the “Font” tool click “Aa” icon.
2. A new pop-up window will appear.
3. Font size can be adjusted here by using the sliding bar.
4. Font style can be adjusted here by clicking the down arrow and clicking on a new font name
5. Alignment of text can be modified here by placing the cursor on the line of text you wish to modify. Then click on either Left, Center, or Right.
6. No need to highlight text.



VISUAL ADJUSTMENTS

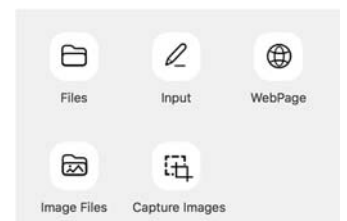
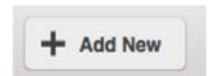
1. To activate the “Font” tool click “Aa” icon.
2. In the bottom of the pop-up window you can change the color of the background by click on one of the three choices.
3. The left margin of the text in the window pane of Natural Reader can be adjusted to right or left by using the sliding bar.
 - a. Selecting the black background causes the fond to become white.
 - b. Selecting the yellow background causes the font to become black.
 - c. Selecting the white background causes the font to become black.

Aa



ADDING WEB PAGES

1. Click on the “Add New” icon.
2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).



3. Click on the “Web Page” icon.
4. Copy and paste the desired URL in the blank box and then click “Listen Now”.



5. The URL will be converted to text and will appear in the Natural Reader window.

SCREEN-READER TEXT-TO-SPEECH

Hear it. Read it. See it.

- The built-in reader read aloud to the listener (Hear it).
- The reader can read along with the audio (Read it).
- The text-to-speech reader highlights the sentence being read providing bi-modal feedback to the reader (See it).



READING TOOLS



1. Using your mouse click anywhere in the converted text in the tab of your converted URL.
2. You will notice that Natural Reader will automatically highlight the entire sentence in yellow.
3. Press the play icon.
The reader will start reading the highlighted text. As the reader reads sentence-by-sentence it will highlight the sentence that is being read aloud.
4. The player will continue reading until the user presses the stop icon.



FORWARD AND REVERSE

1. During the reading of passage the user can skip or go back to the previous sentence.
2. To skip to the next sentence, click on the double arrows that are pointed to the right.
3. To go back to the previous sentence, click on the double arrows

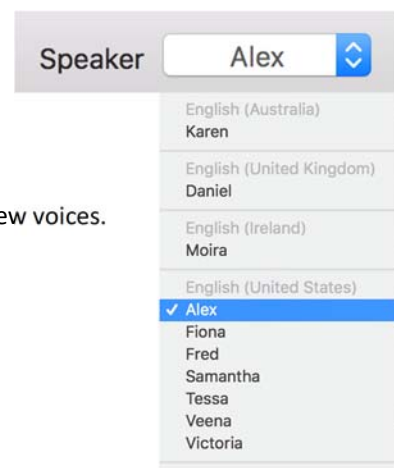


CHANGING THE VOICE

1. To change the voice of the reader, locate the reader icon.
2. Select the double arrow in the speaker icon.

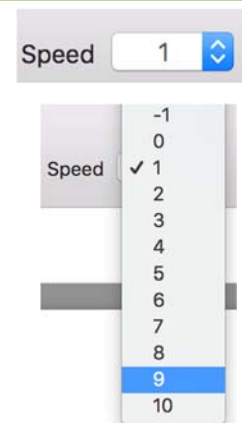
3. A new pop up will appear with a list of available voices. This is a screen shot of just a few voices.

4. Select the voice you want by clicking on it.



ADJUSTING THE READING RATE

1. To change the reading rate of the reader, locate the speed icon.
2. Select the up/down arrow in the speed icon.
3. Select the speed you want by clicking on the desired number.



ADJUSTING THE TEXT SIZE

1. Making the text smaller click the “Zoom out” icon.



2. Making the text larger click the “Zoom in” icon.



FEATURES NOT INCLUDED IN FREE VERSION

1. Convert text to audio file (mp3).



2. Synchronize to iPhone.



3. Text editing.



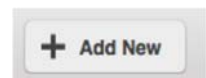
OPTICAL CHARACTER RECOGNITION (OCR)

OCR allow the text in an image file or a scanned document to be converted to digital text.

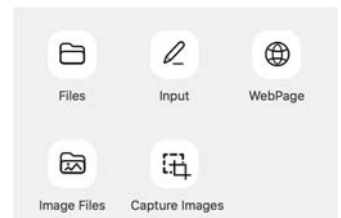
ADDING IMAGE FILES

ADDING IMAGE FILES

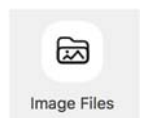
1. Click on the “Add New” icon.



2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).



3. Click on “Image Files” icon.



4. A new pop-up window will appear.
5. Navigate as usual to find the desired file.
6. Click on the name of the file you wish to add/open in Natural Reader.
7. Click on “Add to folder”.
8. A new pop-up window will appear.
9. You have two choices to save the file.
 - a. Save to an existing folder. In this case, the existing folder name is Samples. If that is the one you wish, then click “Save”.
 - b. Create a new folder. As shown, this option was selected and the folder name was typed in as “Image files”, then click “Save”.



10. Click back to Library.
11. The image file will appear in the “Image & eBook tab of the Natural Reader/Library window pane.



12. Double click the image file to activate the OCR conversion process.
13. The text within the image was converted to digital text and is now able to read with the screen reader of Natural Reader.

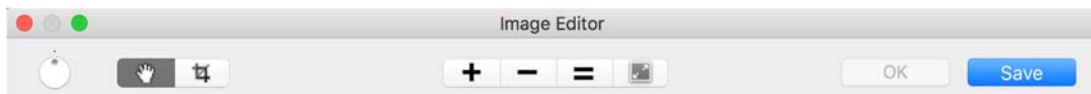
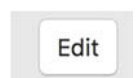
VISUAL ADJUSTMENTS

1. Located on the bottom of the Natural Reader window pane is a slider tool that allows the reader to decrease or increase the image size.
2. Use the slider bar to select the desired image size for viewing.



IMAGE EDITOR

1. To edit the image, click the “Edit” icon.
2. A new pop up window will appear with the image in the window pane.
3. Additional, a new tool bar appears above the image.



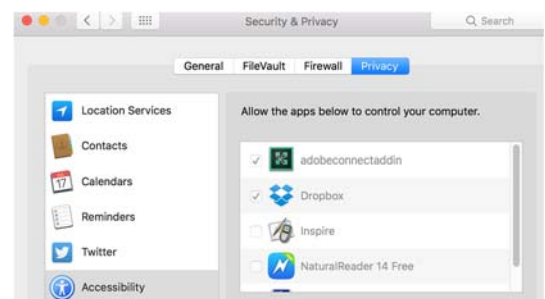
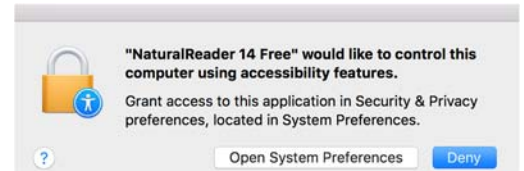
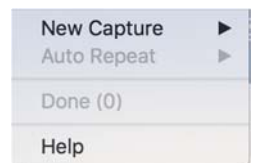
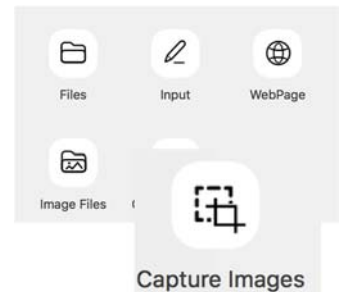
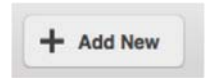
4. To rotate the image, click on the “Rotate” Icon.
5. Using your mouse rotate the dial and the image will rotate.
6. The other tools are standard tools that are in many similar programs and work the same.
7. From Left to right the tool functions are:
 - a. Rotate
 - b. Move
 - c. Crop
 - d. Increase image size
 - e. Decrease image size
 - f. Actual image size
 - g. Fill screen with image
 - h. Ok
 - i. Save
8. The last tool is the “Trash” icon.
9. Clicking on the image will activate the trash icon. After clicking on the image click the trash icon, and the image file will be deleted.



SCREEN CAPTURES

SCREEN CAPTURE

1. Click on the “Add New” icon.
2. A new pop-up window will appear with five possible choices (Files, Input, Web Page, Image Files, Capture Images).
3. Click on the “Capture Images” icon.
4. A new pop-up window will appear.
5. If this is a new capture hover your mouse over the “New Capture”.
6. Then a dropdown window will appear. Make the appropriate choice, is this a “1-Page or Multiple Pages” capture.
7. A pop-up window will appear asking for access to the accessibility features of the computer. Click “Open System Preferences”.
8. This is required as a third-party software is asking for access and you must allow permission to access your computer features.
9. In this pop-up window place a check mark in the Natural Reader 14 Free. Then close the window. You have allowed access for the software, to turn off access simply go back to the Security & Preferences and uncheck the box.
10. Repeat steps 5 & 6.
11. You will now be to click and drag your mouse over a selection of text to create an image file.
12. You will not see any indication that the tool is active.
13. After making a selection you see a pop-up window indicating the text you selected.
14. Press the check mark if the selection is accurate.
15. Press the “X” if the selection is not accurate. Then you will need to repeat steps 5, 6, and 11- 14.



16. A new pop-up window will appear.
17. Here you have two choices to save the file.
 - a. Save to an existing folder. In this case, the existing folder name is Samples. If that is the one you wish, then click “Save”.
 - b. Create a new folder. As shown, this option was selected and the folder name was typed in as “Image files”, then click “Save”.



18. The image file will appear in the “Image & eBook tab of the Natural Reader window pane.



19. Double click the image file to activate the OCR conversion process.
20. The text within the image was converted to digital text and is now able to read with the screen t=reader of Natural Reader.

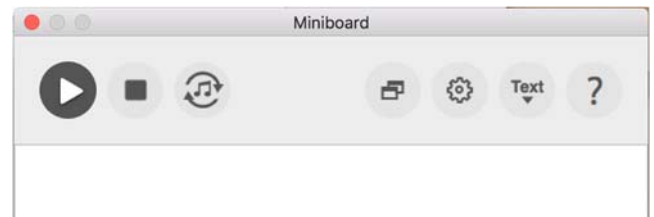
VISUAL ADJUSTMENTS

1. Located on the bottom of the Natural Reader window pane is a slider tool that allows the reader to decrease or increase the image size.
2. Use the slider bar to select the desired image size for viewing.



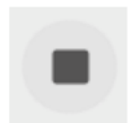
FLOATING BAR – MINIBOARD

The Floating Bar/ Miniboard toolbar allows the reader to read emails, web pages, and any digital text in Word files, PDF files, and eBooks.

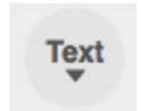


SCREEN-READER TEXT-TO-SPEECH

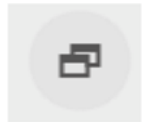
1. Press the “Floating Bar/ Miniboard” icon to activate the floating toolbar.
2. Lunch any program. Using your mouse highlight any text.
3. The text will appear in the Floating Bar/ Miniboard window pane and the text-to-speech will automatically start reading the text.
4. To stop the reading click the “stop” icon



5. To hide the text in the window, click the “text” icon



1. To return to full Natural Reader program click the “Double window” icon.



2. For Floating Bar/ Miniboard help click the “Question” icon.

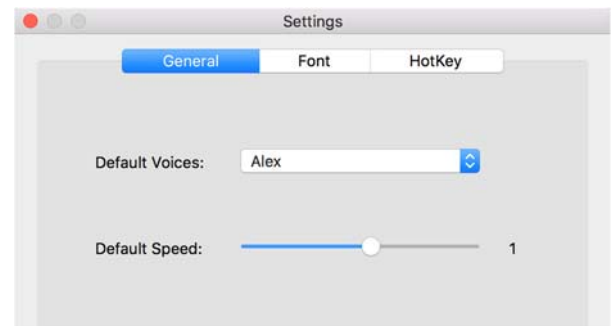


SETTINGS

1. To launch the settings, click on the “Cog Wheel” icon

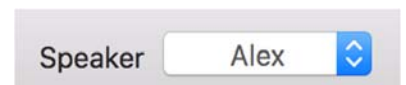


2. New pop-up window will appear.
3. There are three tabs, General, Font, and HotKey.

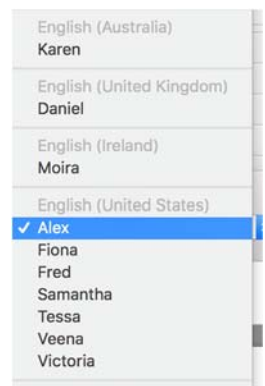


GENERAL - CHANGING THE VOICE

1. To change the voice of the reader, locate the reader icon.
2. Select the double arrow in the reader icon.




3. A new pop up will appear with a list of available voices. This is a screen shot of just a few voices.
4. Select the voice you want by clicking on it.




GENERAL – DEFAULT SPEED

1. To adjust the reader speed, slide the radial button to the left to decrease the reading speed, and slide it to the right to increase the reading speed.

Default Speed:  1

FONT NAME



1. Select the “Font” tab.
2. Click the double arrow next to the “Font Name” or “Font Size”.
3. A dropdown will appear with a list of available fonts. Click on your choice.

Font Name: 

Font Size:

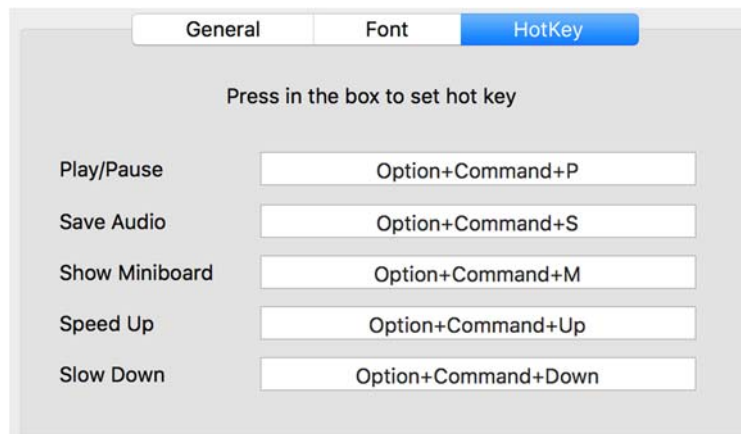
FONT SIZE

1. Select the “Font” tab.
2. Click on the “A-” to decrease text size.
3. Click on the “A+” to increase text size.

Font Size:  17 

HOTKEY

1. Click on the Hotkey tab.
2. This will reveal the HotKey /shortcut key stokes functions.



NATURAL READERS WEB VERSION

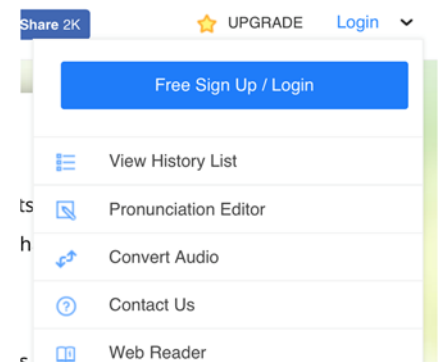
Copy and paste text to have the text.

ADD NATURAL READERS TO YOUR BOOKMARK

Works on Safari and Google Chrome.

OPEN THE URL [HTTPS://WWW.NATURALREADERS.COM/ONLINE/INDEX.HTML](https://www.naturalreaders.com/online/index.html)

1. Go to <https://www.naturalreaders.com/online/index.html>
2. Hover over Login.



3. Log into your account or create a free account.

READING TEXT

1. On your opening splash page follow the directions in the window.

Drag and drop your files, or type, paste, and edit text here.

Natural Reader is a professional text to speech program that converts any written text into spoken words. The paid versions of Natural Reader have many more features.

If you are interested in using our voices for non-personal use such as for Youtube videos, e-Learning, or other commercial or public purposes, please check out our Natural Reader Commercial web application.

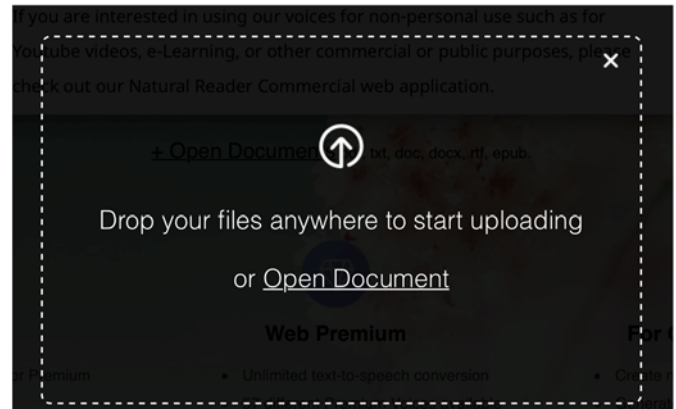
INSERTING TEXT FILES

Files that can be inserted into the free web version are pdf, txt, doc, rtf, and epub files.

1. To insert a text file, click on the open documents icon.

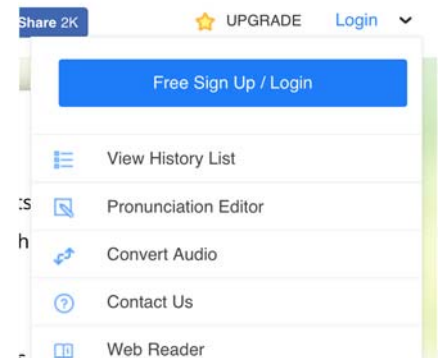
[+ Open Documents](#)

2. In the new pop up window, you can drag and drop a file into the window, or navigate to a file in your computer by clicking on "Open Document"



READING WEB PAGES

1. Hover over Login.



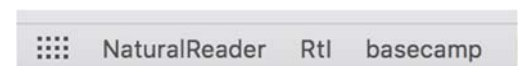
2. Click the Web Reader icon.

 Web Reader

3. Drag this icon to your favorite bookmarks page.



4. Here is what you will see in your favorite bookmarks.
5. Navigate to the web page that you wish to be read aloud.
6. Then click Natural Reader in your Favorite bookmarks.
7. The page web page will be converted and will automatically appear in your opening splash page widow.



TOOLBAR FUNCTIONS

Below is the tool bar of Natural Reader.



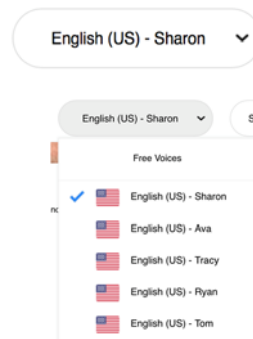
PLAYING

1. After the text is in the paly window press the play icon.
2. Press the play icon.
3. The reader will start reading the inserted text. As the reader reads sentence-by-sentence will be highlighted in blue.
4. The player will continue reading until the user presses the pause icon, or it will automatically stop reading at the end of the text.



CHANGING THE VOICE

1. To change the voice of the reader, locate the reader icon.
2. Select the dropdown arrow in the reader icon.
3. A new pop up will appear with a list of available voices. This is a screen shot of just a few voices.
4. Select the voice you want by clicking on it.



ADJUSTING THE READING RATE

1. To change the reading rate of the reader, locate the speed icon.
2. Select the dropdown arrow in the speed icon.
3. Select the speed you want by clicking on it.



READ&WRITE FOR GOOGLE CHROME™

FORMATS

Works on Chrome Web Browser and Google Docs.

The version shown here is the full version of Read&Write for Google Chrome™

AUDITORY FORMATS

Reads any web site that has the proper HTML coding.

- In the toolbar, the icon will appear active (not greyed out) when the website being viewed has the proper html coding.




SCREEN-READER TEXT-TO-SPEECH

Read&Write for Google Chrome™ comes with Text-to-Speech tools that can be used to read text aloud.



SCREEN-READER WEB PAGE

- When on the desired web page or Google document click the Read&Write for Google icon.
- This tool bar will appear and remain hovered over the Chrome browser window.



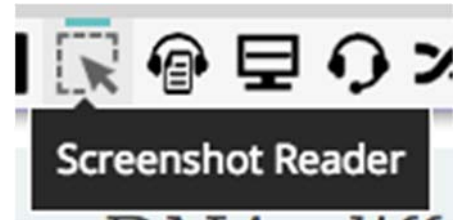
1. Using your mouse, drag and highlight the text that is desired to be read aloud.
2. To activate to the speech command, click on the play icon. 
3. The reader will automatically start reading the selected highlighted text.
4. As the speech command reads aloud the words, it will highlight the entire sentence yellow; the word being read aloud will appear in a different color. In this sample, the word read aloud is highlighted in blue.

Identical twins **have** exactly the same DNA, but they are not exactly alike.

5. Important note: When the reader is engaged, all of the other tools in the toolbar will become inactive (greyed out).
6. To pause or stop the reader press the pause icon,  to stop the reader press the stop icon . After pressing the stop icon all of the tools will become active again.

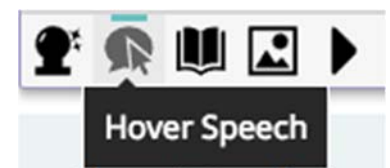
SCREEN-SHOT READER

1. The screenshot reader allows the user to highlight any area of document (including Images with text embedded), PDF, or a website: the highlighted selection will be read aloud.
2. To start this process, click on the “Screenshot Reader” icon. The cursor will change to crosshairs image, which is similar to a plus sign.
3. Click and drag the cursor over any area of the picture containing text, or any text within the document.
4. Once the mouse is released, the selected area will be converted and the highlighted area will be read aloud.



HOVER READING (SPEECH)

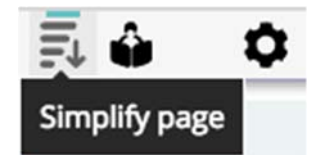
1. Click the “Hover Speech” icon.
2. Move your cursor over any text.
3. The entire sentence will automatically become highlighted in yellow and the text will be read aloud, highlighting each word in blue as it is being read.
4. To turn off Hover Speech click on the icon.



SIMPLIFY PAGE

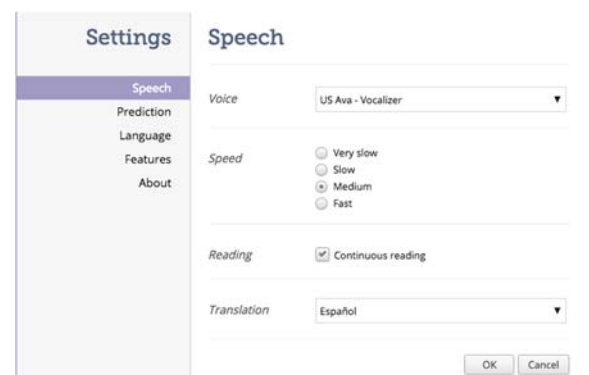
Simplify page is used to remove the visual distractions in the text or web page leaving only the text for the learner to focus on reading.

1. Click on the “Simplify Page” icon.
2. The distracting images and ads will automatically be stripped from the page.



CUSTOMIZING THE READER SETTINGS

1. Click on the “Settings” Icon.
2. A new pop-up window will appear.
 - a. The user can change the “Voice” output, reading “Speed”, enable or
 - b. Disable continuous reading, and adjust “Translation”.
3. To change “Voice” output click on the dropdown arrow in the “Vocalizer” window, and click on any other vocalizer option.
4. To adjust reading speed, click the radial buttons to select the reading speed.
5. To enable continuous reading of the document or web page click in the checkbox to activate this option. If the box is not checked the user highlights the desired text to be read by clicking and dragging their mouse over the desired text. Then press the play icon and one the highlighted text will be read aloud.
6. The translation drop down arrow allows the user to choose the translation language of their choice.

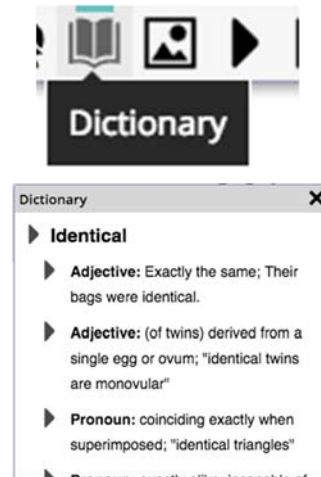


DICTIONARY

Read&Write for Google Chrome™ comes with reference tools that can be used to look up definitions for selected words.

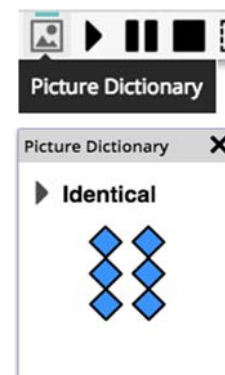
STANDARD DICTIONARY

1. Using your mouse click and drag over any word in the text.
2. In this example, the word identical was highlighted in the text.
3. Click on the “Dictionary” icon.
4. A pop up window will appear listing the definitions for the selected word.



PICTURE DICTIONARY

1. Using your mouse click and drag over any word in the text.
2. In this example, the word identical was highlighted in the text.
3. Click on the “Picture Dictionary” icon.
4. A pop-up window will appear displaying the image representation of the selected word.




CREATING WORD LISTS

1. Using your mouse click and drag over any word in the text.
2. Then click on the blue highlighting tool icon.
3. Repeat this step for any other words in the text that are desired to be in a word list for students to define.
4. In this example, the word identical was highlighted.
5. After all the desired words are selected click on the “Vocabulary” icon.



- A pop up window will appear indicating that a new Google doc containing your vocabulary word list has been created.
- The vocabulary word list will have four columns depicting the word, the word meaning, the symbol representing the word/meaning and a column for notes for the learner to fill in.

Vocabulary List			
Word	Meaning	Symbol	Notes
identical	Exactly the same; Their bags were identical. (of twins) derived from a single egg or ovum; "identical twins are monovular"		

NOTE TAKING

Read&Write for Google Chrome™ comes with reference tools that can be used to highlight information or selected words. This can be used to learners to create their own study guides, or use as a jump-start for composing essays.

HIGHLIGHTING TOOLS



HIGHLIGHTERS

- Using your mouse click and drag over any word or groups of words in the text.
- Then click on the desired color from the highlighting tool icon (blue, magenta, yellow or green).
- Repeat this steps one & two for any other word or groups of words in the text that are desired.
- After all the selected highlighting is completed click the "Collect Highlights" icon.







- In the pop-up window the user can collect highlights by color by ensuring that there is a check mark next to color field that is desired to be collected.
- It is suggested that you instruct students to use a color-coding system (below is a sample).
 - Yellow = Main idea.
 - Blue = Details.
 - Green = Vocabulary.
 - Magenta = Things I want to know more about.
- Click on the "OK" button.

Collect highlights

Sort highlights by color

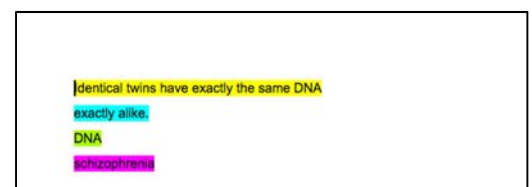
Colors to collect

☒ 
☒ 
☒ 
☒ 

OK

Cancel

- Here is an example of Google document that was created using the highlighted words or group of words that were collected.



CLEAR HIGHLIGHTS

1. In the event that highlighted text needs to be cleared, click and drag over any word or groups of words in the text.
2. Then click on the “Clear Highlights” icon.

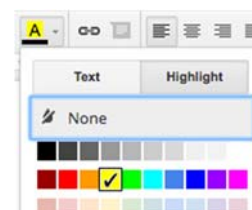
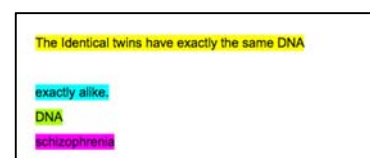


WRITING

Read&Write For Google Chrome™ comes with tools that can be used to look assist student with the writing process.

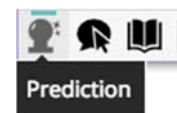
WORD PREDICTION

1. Here is the Google document sample that was created earlier
2. Place your cursor between the yellow and blue highlight.
3. To prevent any new text being typed from being added with highlighting follow these steps:
 - a. Click the “Text” icon in the tool bar.
 - b. Click the “Highlight” tab.
 - c. Click the box that says “None”.

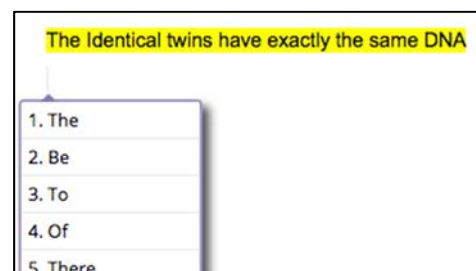


Now we're ready to start composing new text.

4. To activate word prediction, click the “Prediction” icon.
5. A new pop up window will appear that is the word prediction window.
6. Start typing.



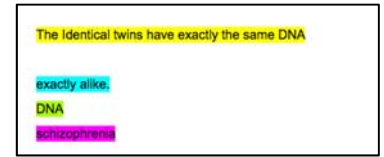
7. As the user types, the word box will attempt to predict the desired word.
 - a. Using your mouse, hover over any words and that word will be read aloud.
 - b. To insert a word in list, click on the desired word and that word will be inserted into the document.
 - c. A new word list will automatically be created to anticipate what word may be desired next.
8. If you do not see the desired word in the word prediction box, simply start typing, as you type the word list will automatically be updated to predict possible words that may be desired.



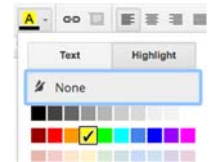
SPEECH INPUT

You may also compose text by using a speech to text feature.

1. Here is the Google document that was created earlier using the highlights that were collected.



2. Place your cursor between the yellow and blue highlight.
3. To prevent any new text from being added with highlighting
 - a. Click the "Text" icon in the tool bar.
 - b. Click the "Highlight" tab.
 - c. Click the box that says "None".



4. Click the "Speech Input" icon.



5. A pop up window will appear asking for permission for Google docs to have access to your microphone, click "Allow".



6. A red microphone will appear to left sidebar of the Google Doc text.
7. This red microphone icon indicates anything the user dictates will be automatically be converted to text.
8. To turn off the speech to text click on the red microphone icon.



9. The Icon will change to a black microphone indicating that the speech to text has been disabled.



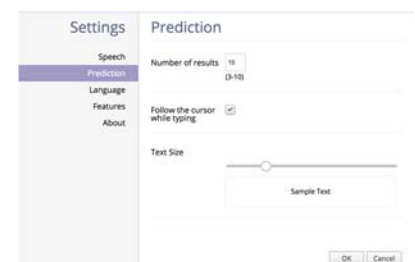
10. When ready to start using speech to text, click on the black microphone and it will change back to the red microphone indicating that the microphone is now active.

CUSTOMIZING THE WRITING FEATURES

1. Click on the setting icon



2. In the pop up window click on Prediction
3. In the "Number of results box" enter any number from 1 to 10. This number will be the amount of word shown in the word prediction window.
4. To adjust text size, slide the button from left to right to on the slider.
5. Click "OK".



SCREEN MASK

Screen Mask provides a reading bar to help the reader focus in on a section of text.

1. Click on the “Screen Mask” icon.
2. A mask will appear on the screen – shown to the right.
3. The clear portion of the mask can be moved up or down by clicking and dragging it with the mouse.
4. To turn it off click on the “Screen Mask” icon.

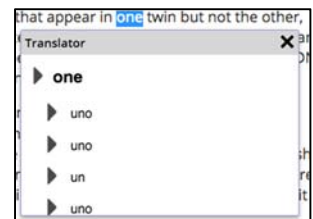
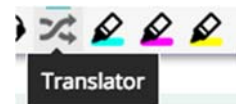


Identical twins have exactly the same DNA, but they are not exactly alike. Each twin has his or her own personality, talents, likes, and dislikes. There are even diseases that appear in one twin but not the other, including arthritis, diabetes, autism, schizophrenia, cancer, and many others. The differences between identical twins don't come from DNA—they all come from external factors.

TRANSLATOR

Translator allows the user to choose any word and have it translated in the choice of their language. See customizing the language on how to choose different languages.

1. Using your mouse click and drag over any word.
2. Click on the “Translator” icon.
3. In this example, the word “one” was highlighted.
4. A pop-up window appears with the translation of the word one into Spanish “uno”.
5. Spanish is the default setting for translator.

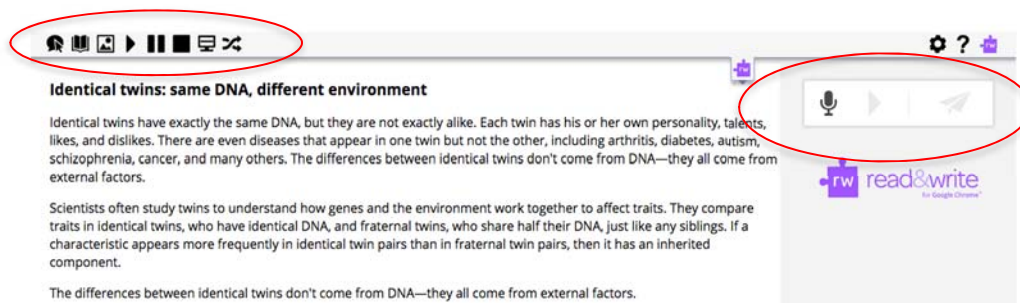
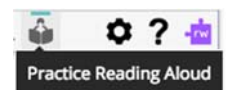


PRACTICE READING ALOUD

Read&Write for Google Chrome™ comes with tools that can be used for students to practice reading aloud and creating recordings that they and/or their teacher can replay to monitor progress.

CREATE AUDIO RECORDING OF USER READING ALOUD - STUDENT

1. Click on the “Practice Reading Aloud” icon .
2. The web page or Google document that is currently opened will automatically be converted to the Practice Reading Mode (an example is shown below). There are two new toolboxes circled in red.



This toolbar is very similar to one that was used earlier.

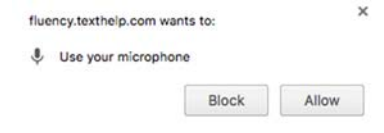
From left to right the icons are: Hover speech, Dictionary, Picture dictionary, Play, Pause, Stop, Screen mask, and Translator. These icons have been covered earlier and operate the same here.



The tools in the toolbox to the right of the text is shown here. Their functions from left to right are, Record, Play, and send to teacher.



3. Press the record icon
4. A pop-up window will appear asking for permission to access your built-in microphone
5. Click "Allow".



6. Immediately the microphone will switch to red indicating that the recording process has started (as shown here).
7. When the student is done reading they press the "Stop" icon (next to the red microphone).



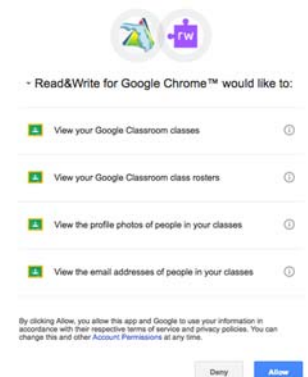
8. You will notice that the toolbox has changed slightly. The "Play" icon and the "Send to Teacher" icon are no longer greyed out. Meaning they are now fully functional.



9. To hear the playback of the recording press the "Play" icon.
10. If the "Record" icon is pressed a new recording will be created. The first recording will automatically be deleted if it was not saved prior to pressing the "Record" icon.
11. The student can repeat practicing by repeated recordings and playback.
12. When the student is satisfied, they press the "Send to Teacher" icon.



13. A pop-up window will appear asking for Read&Write for Google Chrome™ to have access to view:
 - a. Google classroom classes.
 - b. Google classroom rosters.
 - c. View the photos of people in your class.
 - d. View the email addresses of people in your class.
14. If the student is in a Google class press "Allow", if not the press "Deny".



15. Here is a pop-up window if “Deny” was pressed.
16. Type in the teacher’s email.
17. Click “Find my teacher”.

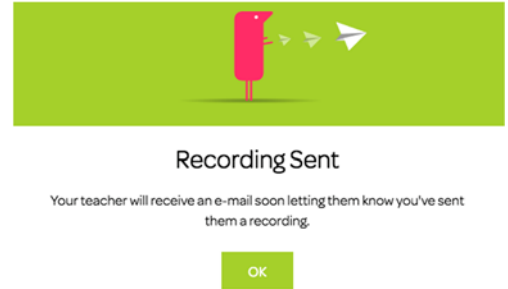
Select your teacher

Who should we send all your great work to?

Find my teacher

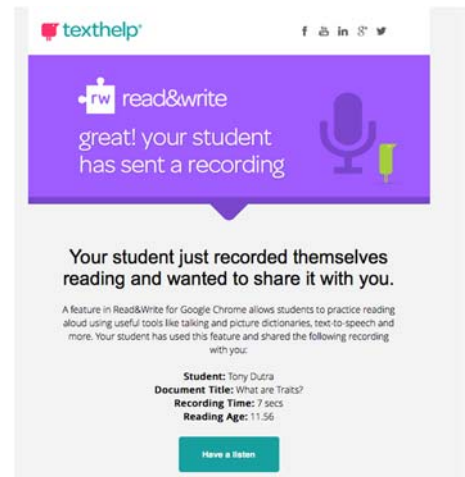
I don't know my teacher's e-mail, let's do this later.

18. The recording will be sent to the teacher, this pop-up window will appear after email is sent.



CREATE AUDIO RECORDING OF USER READING ALOUD - TEACHER

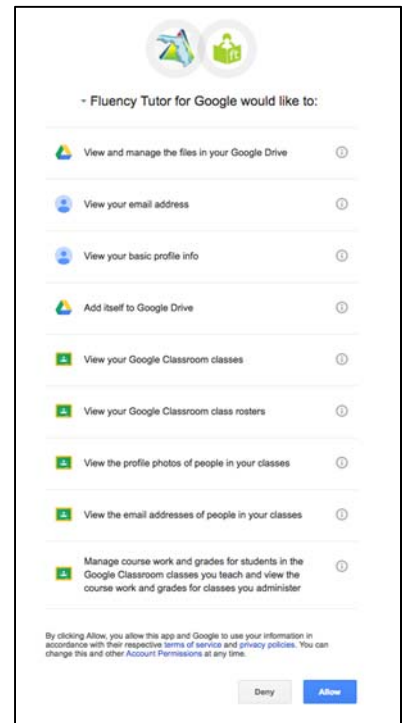
1. The teacher will receive this email.
2. Click the green button, “Have a listen”.
3. The teacher will be required to have Read&Write for Google Chrome™ installed on their Chrome browser.



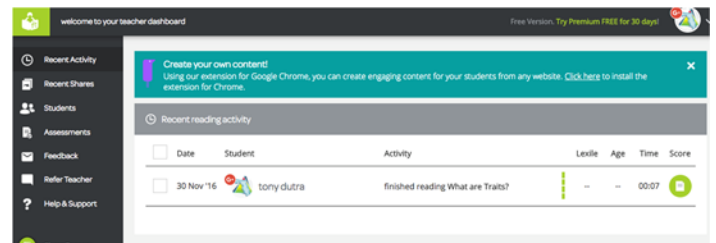
4. The teacher will see the text that the student recorded.
5. The teacher can press the “Play” icon to listen to the recording.
6. Track progress is available with “Fluency Tutor”.
7. Click “Track Progress”.



8. A pop up window will appear. This window will list the various options that work with Fluency Tutor.
9. Click "Allow".



10. A teacher dashboard has been created for monitoring student progress.



SNAP AND READ UNIVERSAL



FORMATS

CHROME WEB BROWSER

AUDITORY FORMATS - SNAP & READ CHROME EXTENSION



Any DIGITAL document opened in the CHROME WEB BROWSER

SCREEN-READER TEXT-TO-SPEECH – ACCESSABLE DIGITAL DOCUMENTS

1. Click the blue Snap & Read Extension.  This tool bar will appear on the right side of your screen:
2. Click the Speaker.  Then click where you want to read in the digital document. This will highlight word by word the document is read aloud.






SCREEN-READER TEXT-TO-SPEECH- NON ACCESSABLE FORMATS

1. Click the blue Snap & Read Extension.  This tool bar will appear on the right side of your screen:
2. Click the outline box  use the crosshairs to make a box around the text you want to hear. The OCR function will take a few minutes; your document is now accessible and is read aloud.






TEXT COMPLEXITY ADJUSTING / VOCABULARY LEVELING – SNAP & READ CHROME EXTENSION

1. Click the blue Snap & Read Extension.  This tool bar will appear on the right side of your screen:
2. Click the Text Complexity button  to change any of the readability level, the complex vocabulary words to less complex / easier to understand ones.
3. Click the symbol; click where you want to read. Words will be italicized and by scrolling over with the mouse the original word is seen, can toggle between the original words and the leveled words by clicking the button  again.





STUDY TOOLS - SNAP & READ CHROME EXTENSION




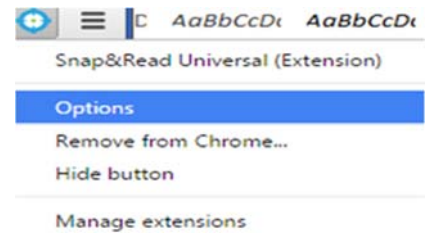
1. Click the blue Snap & Read Extension. 
2. Click on the arrow button  at the bottom; to open note field area to title, capture, and organize notes from any accessible digital document.
3. Left click the mouse and highlight the information you wish to capture from the accessible digital document (on line text, digital textbook, etc.)
4. Click on the highlighter tool  the information will transfer into the note field capture area with the web citation and a live link to return to the site later.
5. The note field capture area can be organized in an outline format and saved automatically.

TRANSLATION TOOL - SNAP & READ CHROME EXTENSION

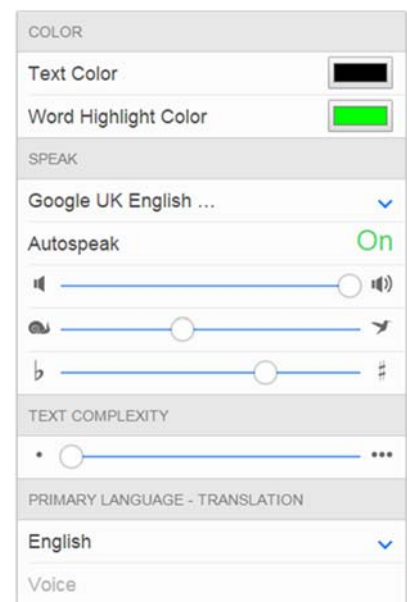
1. Click the blue Snap & Read Extension. 
2. In OPTIONS change the “Primary Language Translation” to the language you want to be used to read.
3. Left click and drag to highlight the area or word to be translated.
4. Click the translate button from the tool bar . It will now translate in the selected language.

OPTIONS - SNAP & READ CHROME EXTENSION

1. Right click on the blue Chrome extension symbol. 
2. Click **Options:**
3. Choose **color, voice, volume, speed** and **text complexity levels** here.



4. Snap&Read Universal Extension offers 6 settings for **leveling text complexity**. Furthest to the left would make the text as simple as possible. Furthest to the right is minimal and will only change the most difficult words.
5. Snap&Read Universal Extension offers Primary Language – Translation this translates over 90 languages. Select your **primary language** and select a system voice for word by word highlighting. Google voices will translate, but will not highlight.



CO: WRITER® UNIVERSAL: CHROME EXTENSION




is a set of writing tools that aides with phonetic spelling, grammar, and topic-related vocabulary across ALL devices (Chromebooks, iPads, and Mac/Windows desktops), and built-in speech recognition in Google Chrome.

ACCESS TO CHROME EXTENSION

- Must be in Chrome browser.
- Click on the thought bubble in the extension tool bar at the top of the page and it will turn purple.
- Open a google doc. Prediction window will appear, begin typing.



OPTIONS AND SETTINGS

Right click on the purple thought bubble  Select options

Left Box

Topic Dictionaries: allows you to search or choose a topic specific vocabulary as well as create personal vocabulary groups / of words like family or favorite places. Turn various topics on or off as needed.

Other Dictionaries:

Select appropriate Main Dictionary and turn On/Off Momentary Dictionary and Flexible Spelling based on student's needs.

Right Box

Word Prediction Options: number of guesses, adjust font, foreground colors background and, size. Adjust the font size, background and foreground colors for writing environments within the iOS and the Google Suite.



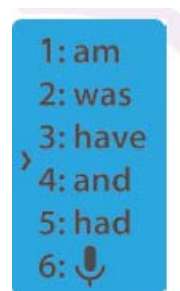
Speech Options: Select voice and choose text to speech at the letter, word or sentence level. The lower half allows for you to increase volume, speech rate and pitch.

TOPIC DICTIONARIES	
Search Topic Name	
Cell membrane	On
Mountain Lion	Off
Chicago Bears	Off
King Kamehameha I	Off
Maul	Off
Hawaii (island)	Off
OTHER DICTIONARIES	
Main Dictionary	12K Intermediate
Momentary Dictionary	On
Flexible Spelling	On
PREDICTION LANGUAGE	
US	

WRITING ENVIRONMENT

When writing with Co:Writer within the Chrome or iOS applications :

- your writings will be saved automatically, and can be accessed from any Co:Writer enabled device with an internet connection.
- A predicted word can be selected by clicking the word or keystroke the number.
- the speech to text feature is activated by simply clicking the microphone, speak the text and click the microphone again to turn it off.





Technology and Learning Connections

Increasing student achievement through the systemic alignment of technology, policies, and curriculum in a multi-tiered system of supports.

www.tlc-mtss.com

This resource is a product of the Florida Statewide Technology Advisory Committee (TAC), a group of technology specialists and educators who are committed to the success of all students. The following members of the TAC worked on this product.

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District – Local Assistive Technology Specialists

Nancy Hoppe Lee County

Melanie Nordwall Pinellas County

Marian Birdsall Duval County

Regional – Local Assistive Technology Specialists

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Florida Diagnostic & Learning Resources System

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