



# *Technology and Learning Connections*

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

## **Universal Education Reading & Study Digital Tools v. 3**

**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!



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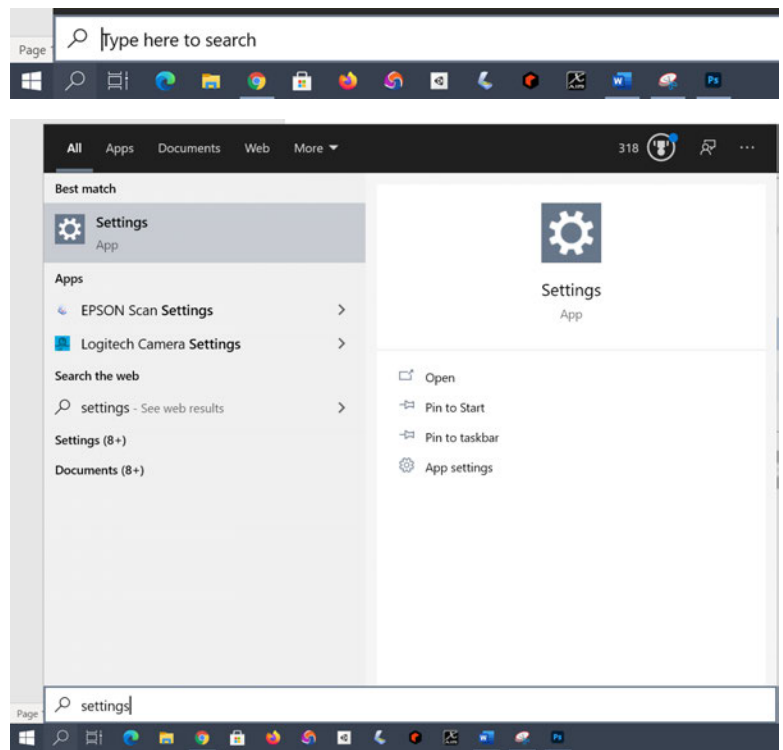


# WINDOWS 10 ACCESSIBILITY FEATURES

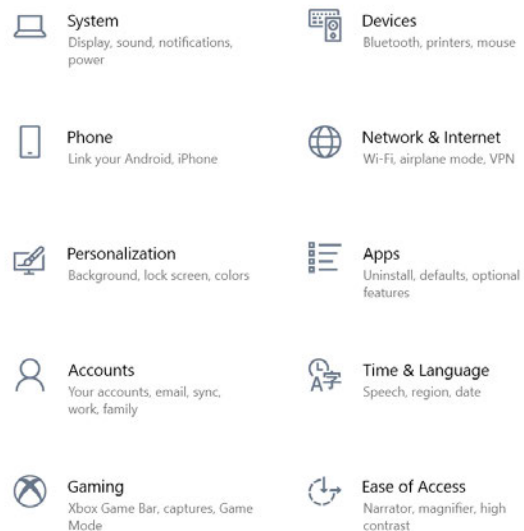
## EASE OF ACCESS

### EASE OF ACCESS

1. Next to the **Start**  button type “settings” in the search bar, then press the “Enter/Return” key or click on the “Settings App.”



2. The “Settings” app window will open. Click on “Ease of Access.”
3. A new pop-up window will appear with accessibility options in the categories of “Vision,” “Hearing,” and “Interaction.”
4. Click on any of the support options to make changes to your computer system.



# VISION

Vision support options include:

- **Display** – Make the display easier to read (size of text, link to adjust brightness, basic visual adjustments such as transparency)
- **Mouse pointer** – Make the mouse pointer easier to see (pointer size, pointer color, touch feedback on a touchscreen)
- **Text cursor** – Make the text cursor easier to see (text cursor indicator, size, indicator colors, thickness)
- **Magnifier** – Enlarge part or all the display (zoom level, start options, invert colors, docked/fullscreen/lens, movement control, text reading)
- **Color filters** – Make photos, text, and colors easier to discern (inverted, grayscale, colorblindness)
- **High contrast** – Make text and apps easier to see by using distinct colors (preset contrast themes, customization)
- **Narrator** – Add a screen reader that describes what is on the screen (turn on screen reading, start options, voice options, reading options, keyboard settings, Narrator cursor, use of braille displays, setting availability, use of online image descriptions)

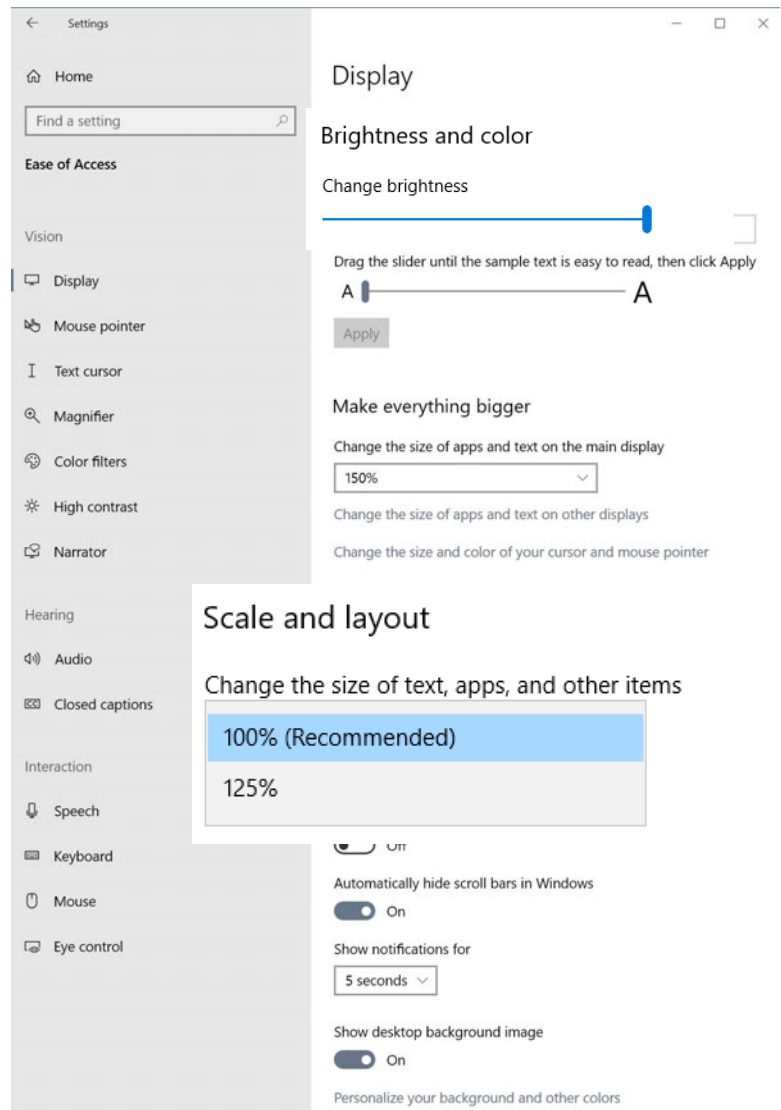
## DISPLAY

### TEXT & ICON SIZE

1. Select “Display” in the left side column menu.
2. Use the slider to adjust the size of the sample text. Then click “Apply” to reset the system.
3. Use the dropdown menu to change the size of app icons and text on the main display. This can be very useful when using a screen with a high resolution and very small text.

### VISUAL CUSTOMIZATION

1. Use the link to go to controls that can adjust brightness or use the “Color filters” section.
2. Turn animations, transparency, and scroll bars on and off.
3. Set the time for notifications to be visible.
4. Turn the background image on or off.

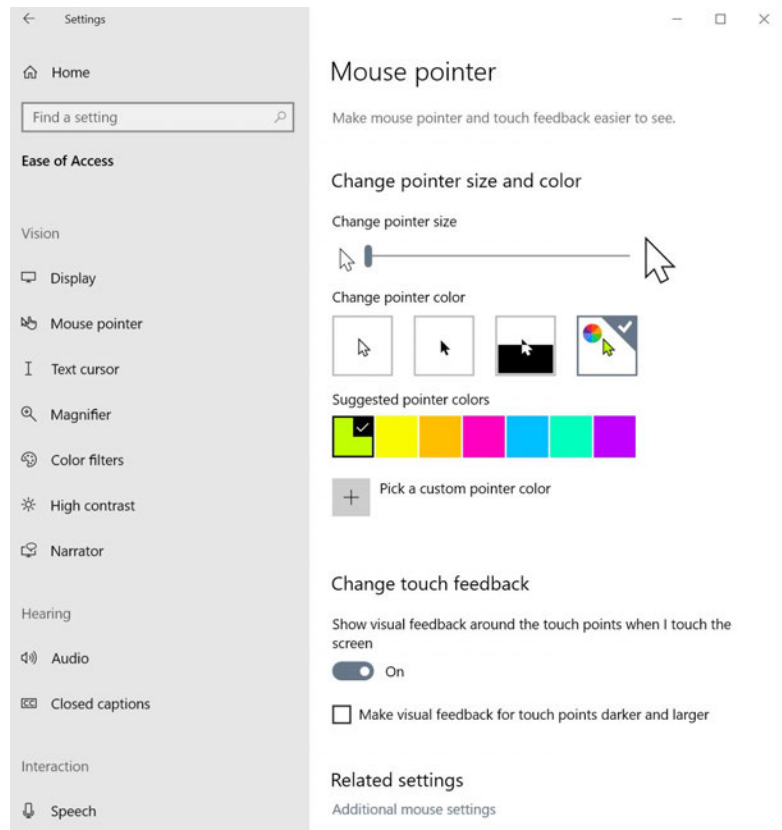




## MOUSE POINTER

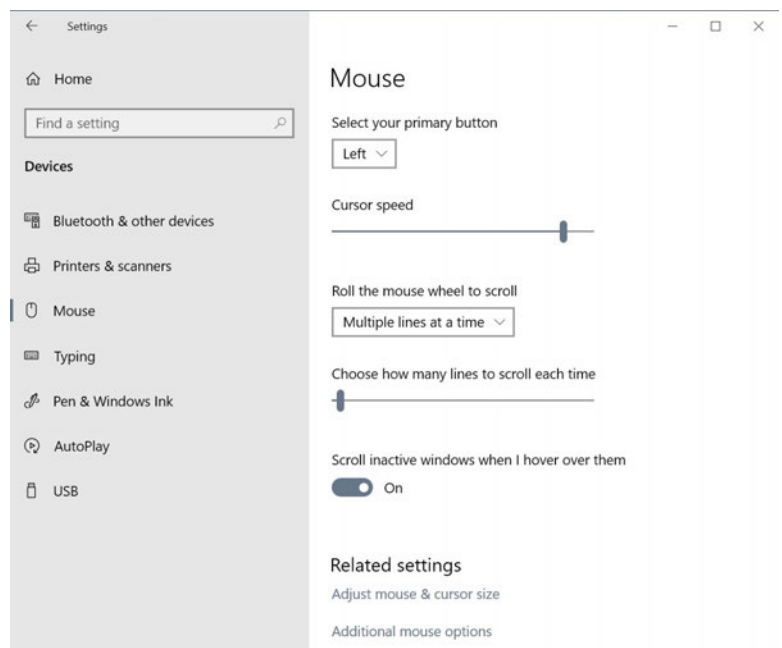
### ADJUST POINTER SIZE AND COLOR

1. Select “Mouse pointer” in the left side column menu.
  2. Use the slider to change the size of the pointer.
  3. Select a pointer color.
  4. Turn on visual feedback for touch points on touch screens.
- 
5. Click on the “Additional mouse settings” link for more options.



### ADJUST BASIC MOUSE SETTINGS

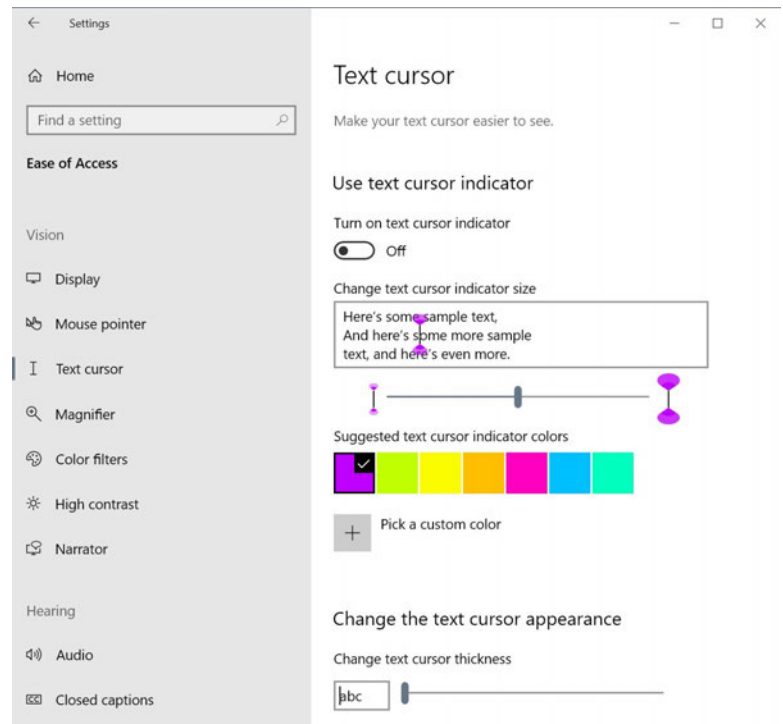
1. Set the side of the primary mouse button (left or right)
  2. Set the speed and response of a mouse wheel.
  3. Set the hover scroll on or off for inactive windows.
- 
4. Click on the left arrow before the word “Settings” in the upper left corner to return to the “Ease of Access” screen.



## TEXT CURSOR

### ADJUST TEXT CURSOR SIZE, COLOR, AND APPEARANCE

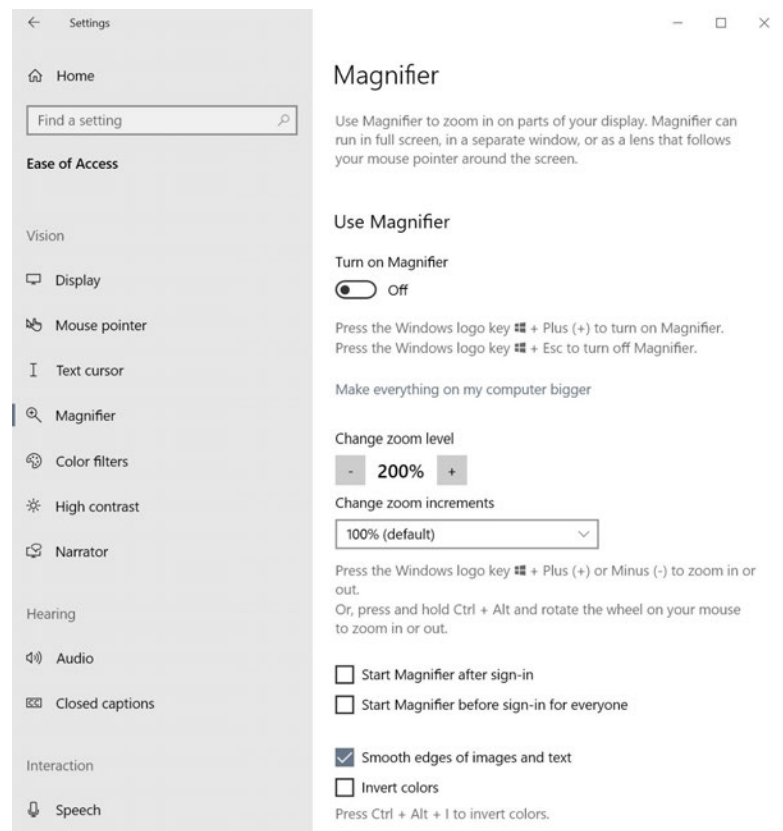
1. Select “Text cursor” in the left side column menu.
2. Turn the text cursor indicator on or off using the toggle switch. This will add color ends to make the cursor easier to locate.
3. Use the slider to change the text cursor size. The example shows the results.
4. Pick a color for the text cursor ends.
5. Use the slider to adjust the text cursor thickness.



## MAGNIFIER

### ENLARGE ALL OR PART OF THE SCREEN DISPLAY

1. Select “Magnifier” in the left side column menu.
2. Use the toggle switch to turn the Magnifier on or off. Press the Windows logo key + Plus (+) to turn on Magnifier from the home screen. Press the Windows logo key + Esc to turn it off.
3. Set the zoom level using the “increase” or “decrease” buttons or use the drop-down menu. You can adjust the zoom level using the Windows logo key + Plus or Minus.
4. Decide when you want the Magnifier to start.
5. Smooth the edges of images of text is recommended.
6. Decide if you want to invert the colors.



## CHANGE THE MAGNIFIER VIEW

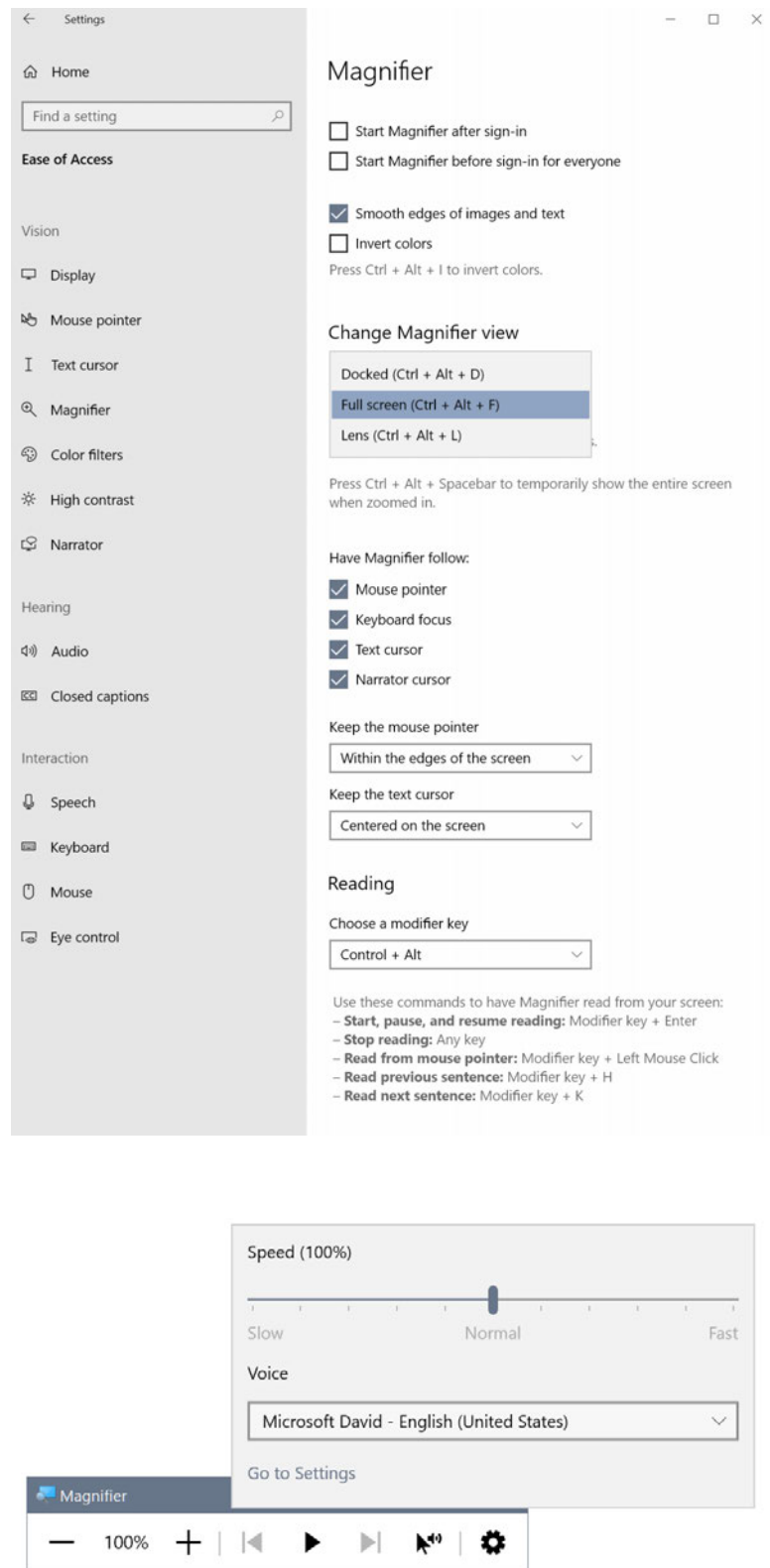
Magnifier can be used in three different views: **full-screen**, **lens**, or **docked**.

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. Controls to adjust the size of the magnifying window appear when you make this selection.

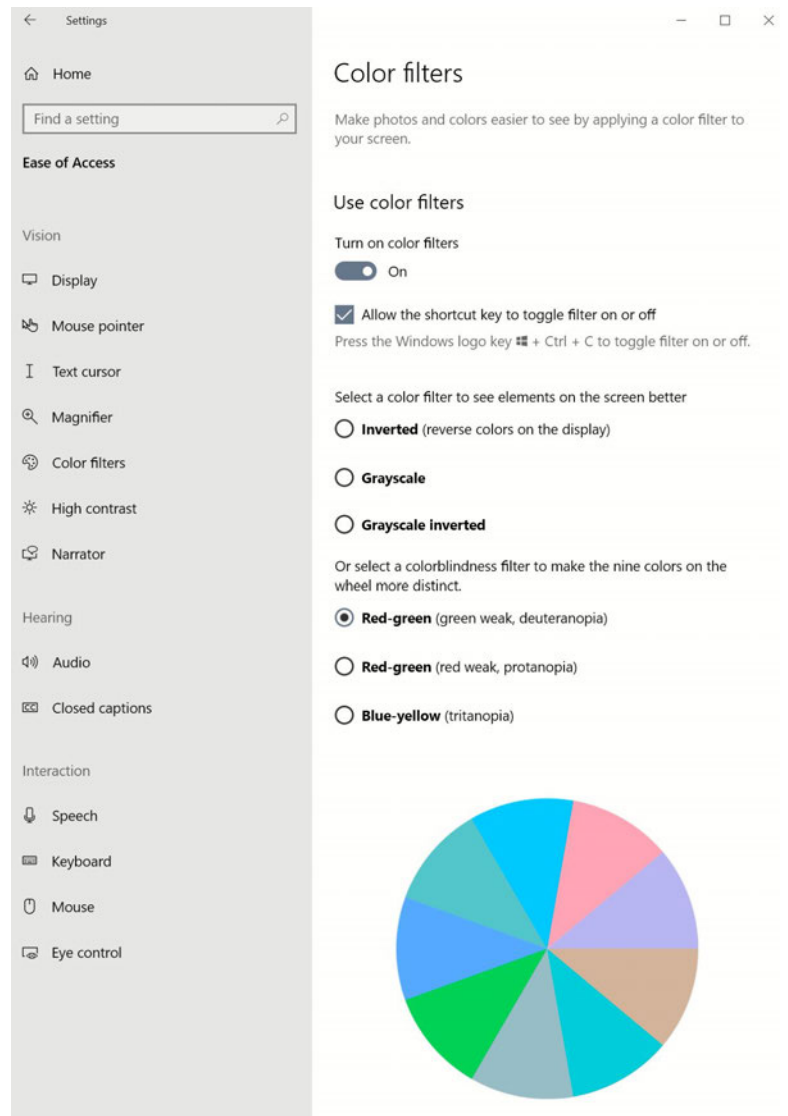
**Docked** view works on the desktop. In this view, a magnifier is docked to a portion of the screen. Moving around the screen displays parts of the screen magnified in the docking area, even though the main part of the screen is unchanged.

1. Select Docked (Ctrl + Alt + D), Full screen (Ctrl + Alt + F), or Lens (Ctrl + Alt + L) from the drop-down menu.
2. Select if you want the Magnifier to follow (e.g., when in Lens mode) the Mouse pointer, Keyboard focus, Text cursor, or Narrator cursor.
3. Decide where the mouse pointer and text cursor should be in relation to the Magnified area.
4. The Magnifier includes “Reading” tools to read from the screen. You can:
  - a. Choose a modifier key (e.g., Control + Alt)
  - b. Start, pause, and resume reading (modifier key + Enter)
  - c. Stop reading (any key)
  - d. Read from mouse pointer (modifier key + Left Mouse Click)
  - e. Read previous sentence (modifier key + H)
  - f. Read next sentence (modifier key + K)
5. A controller will appear on the dock when the Magnifier is in operation. You can use it to adjust the zoom level, the Reading features, and voice, and reading pace.



### USE COLOR FILTERS

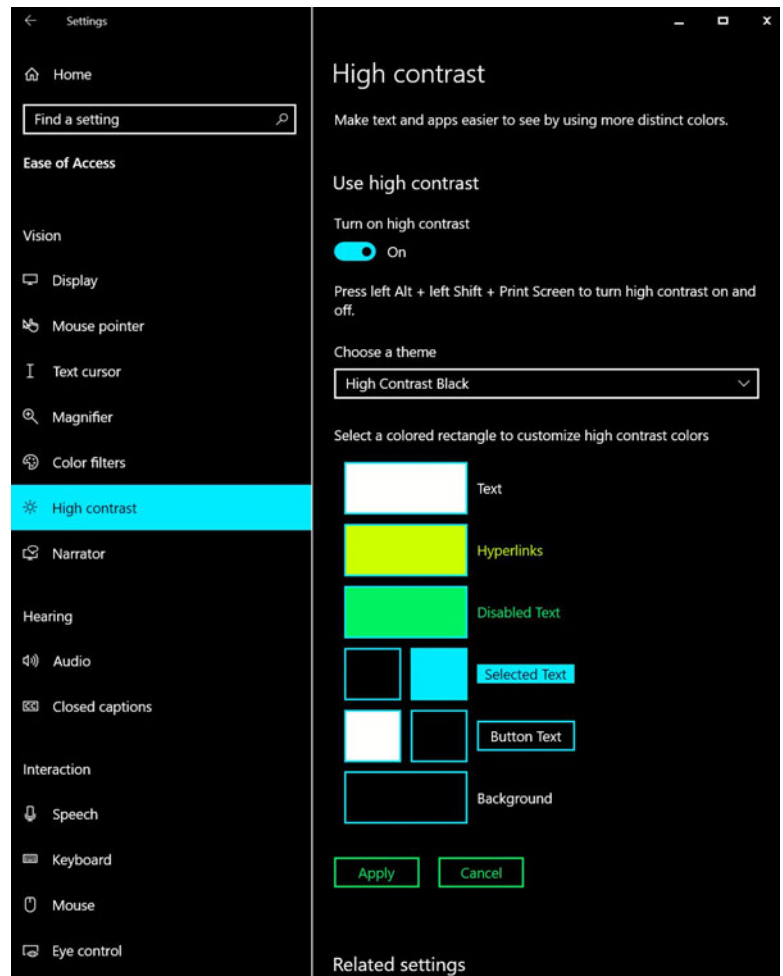
1. Select "Color filters" in the left side column menu.
2. Use the toggle switch to turn color filters on or off. Or use the keyboard shortcut, Windows logo key + Ctrl + C to toggle the filter on or off.
3. Select a color filter:
  - a. Inverted
  - b. Grayscale
  - c. Grayscale inverted.
4. Or select a color-blindness filter:
  - a. Red-green (green weak, deuteranopia)
  - b. Red-green (red weak, protanopia)
  - c. Blue-yellow (tritanopia)
5. The results of your choices will appear on the color wheel.



## HIGH CONTRAST

### USING HIGH CONTRAST

1. Select “High contrast” in the left side column menu.
2. Use the toggle switch to turn high contrast on or off; or use the keyboard shortcut left Alt + left Shift + Print Screen to toggle high contrast on and off.
3. Choose a contrasting theme from the drop-down menu. Choices include:
  - a. High Contrast #1
  - b. High Contrast #2
  - c. High Contrast Black
  - d. High Contrast White
4. You can customize any contrast theme by selecting custom colors in the color theme rectangles.
5. Select “Apply” to apply your custom colors.

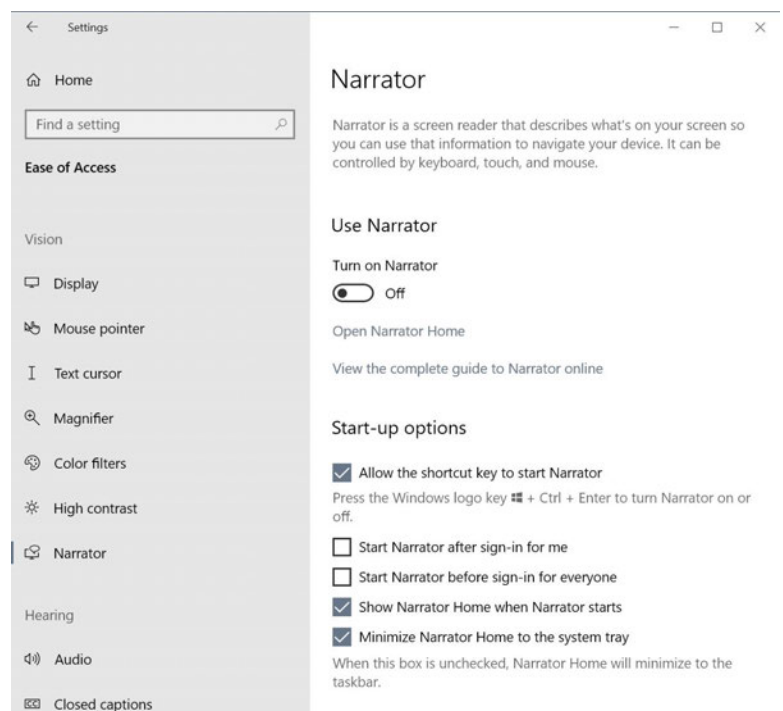


## NARRATOR

### USING NARRATOR

Narrator is a screen reader that describes what's on the computer screen. It can be controlled by keyboard, touch, and mouse.

1. Select “Narrator” in the left side column menu.
2. Use the toggle switch to turn the Narrator on or off.
3. Use the start-up options to:
  - a. Allow Narrator to be started by a short-cut key; Windows logo key + Ctrl + Enter.
  - b. Start Narrator after or before sign-in for a particular user or for everyone.
  - c. Show Narrator Home when Narrator starts.
  - d. Minimize Narrator Home to the system tray or minimize it to the taskbar.



## NARRATOR HOME

1. The Narrator Home provides easy access to a QuickStart guide, a Narrator guide, information on What's new, a link to the Ease of Access settings, and a place to provide Feedback to Microsoft.
2. You can also set whether the Narrator Home appears when you start Narrator.

### Welcome to Narrator

This is Narrator Home, where you can get help, access your settings, and learn about new features. Narrator is a screen reader that describes aloud what's on your screen, so you can use that information to navigate your device. To start or stop Narrator, press the **Windows logo key + Ctrl + Enter**. Explore the sections below to get started.



**QuickStart**  
Learn the basics of Narrator.



**Narrator guide**  
View the complete Narrator guide online.



**What's new**  
Get an overview of new and updated features.



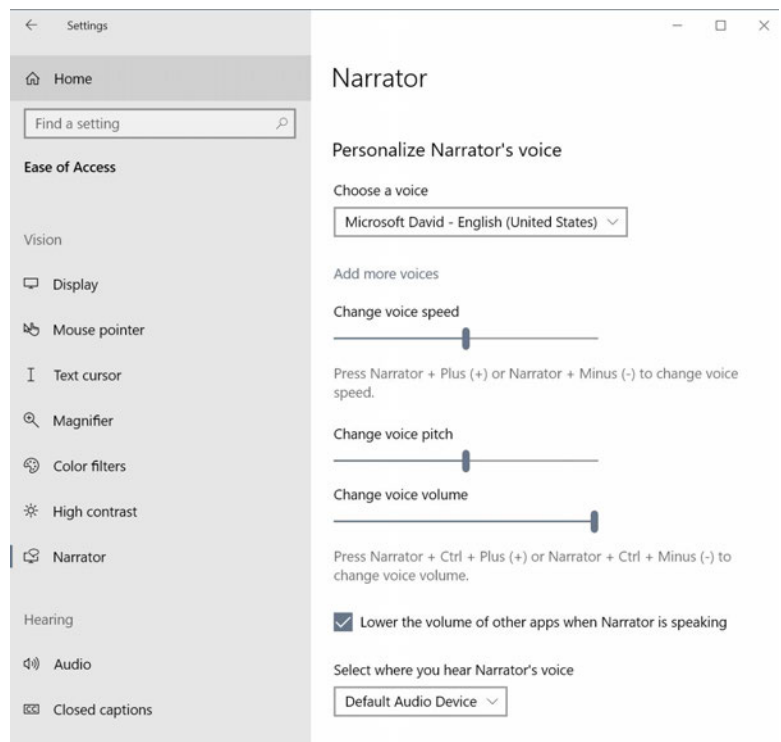
**Settings**  
Customize Narrator. Press Windows logo key + Ctrl + N to access settings anytime.



**Feedback**  
Help improve Narrator. Press Narrator key + Alt + F to give feedback anytime.

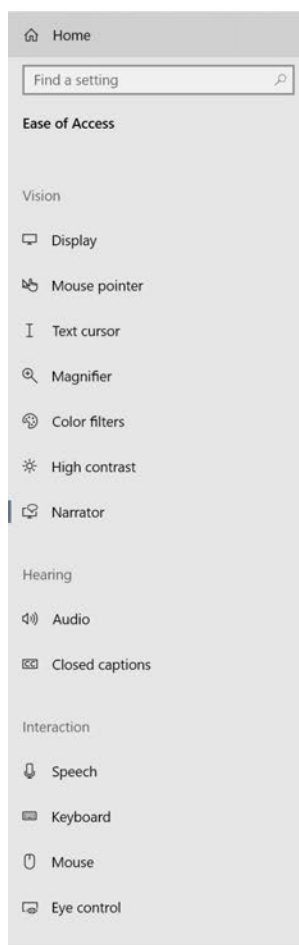
## PERSONALIZE NARRATOR'S VOICE

1. Continue to scroll down the Narrator options.
2. Select a voice for Narrator. There are several options built in the Windows system, and other voices can be added.
3. Use the sliders to adjust the speed, pitch, and volume of the voice.
4. Select whether you want to lower the volume of other apps and sounds when Narrator is speaking.
5. Select the audio output you want Narrator to speak through.



## CHANGE WHAT YOU HEAR WHEN READING AND INTERACTING

1. Continue to scroll down the Narrator options.
2. Use the drop-down menu to change the level of detail Narrator provides about text and controls. Options include:
  - a. Text only
  - b. Some control details
  - c. All control details
  - d. Some text details
  - e. All text details
3. Use the drop-down menu to set how capitalized text is read. Options include:
  - a. Don't announce
  - b. Increase pitch
  - c. Say cap
4. Use check boxes to adjust how Narrator reads formatted text, phonetics, punctuation, and advanced details like text on buttons.
5. Use the drop-down menu to change the level of context narrator provides for buttons and other controls, from no context to immediate context to full context.
6. Use the drop-down menu to select whether Narrator provides control details before or after the controls.
7. Use checkboxes to further refine how Narrator provides details about controls, such as how to interact with buttons and other controls, why an action can't be performed, hear only sounds for common actions, or increase how Narrator functions in Outlook.
8. Use checkboxes to change what you hear when typing. Options include:
  - a. Hear letters, numbers, and punctuation as you type
  - b. Hear words as you type
  - c. Hear function keys as you type
  - d. Hear arrow, Tab, and other navigation keys as you type
  - e. Hear when toggle keys like Caps lock and Num lock are turned on or off
  - f. Hear Shift, Alt, and other modifier keys as you type



### Narrator

#### Change what you hear when reading and interacting

Change the level of detail Narrator provides about text and controls

3 - All control details

Press Narrator + V to change how much detail Narrator provides about text and controls.

Change how capitalized text is read

Don't announce

Press Narrator + 4 to change how capitalized text is read.

- ☐ Have Narrator's voice emphasize formatted text
- ☐ Hear phonetics as you read by character
- ☒ Have Narrator use punctuation to determine pauses when reading
- ☐ Hear advanced detail, like help text, on buttons and other controls

Change the level of context Narrator provides for buttons and other controls

2 - Immediate context

Adjust when Narrator provides details about buttons and other controls

Before controls

- ☒ Hear hints on how to interact with buttons and other controls
  - ☒ Hear Narrator announce why an action can't be performed
  - ☐ Hear only sounds for common actions
- Common actions include things like turning on and off scan mode and landing on a link.
- ☒ Have Narrator be more efficient in Outlook (experimental)

#### Change what you hear when typing

- ☒ Hear letters, numbers, and punctuation as you type
- ☒ Hear words as you type
- ☐ Hear function keys as you type
- ☐ Hear arrow, Tab, and other navigation keys as you type
- ☒ Hear when toggle keys like Caps lock and Num lock are turned on or off
- ☐ Hear Shift, Alt, and other modifier keys as you type



## NARRATOR KEYBOARD AND CURSOR SETTINGS

There are standard keyboard shortcuts/controls and there are legacy keyboard shortcuts/controls. You can choose between the two, but standard is recommended. The Narrator keys are being updated to mirror control keys more closely from other screen reading programs.

1. Use the drop-down menu to set the Narrator key to Caps Lock, Insert, or both.
2. Use check boxes to adjust how the Narrator key functions and how keys are activated on touch keyboards.
3. Use check boxes to adjust where Narrator is focused on your screen (the Narrator cursor). Choices include:
  - a. Show the Narrator cursor
  - b. Move the regular cursor and Narrator cursor together when reading text
  - c. Sync the Narrator cursor and system focus
  - d. Read and interact with the screen using the mouse.
4. Normal Narrator cursor navigation mode is recommended.

## USING BRAILLE

Braille displays can be used with Narrator. Additional software will need to be downloaded and installed. The button for downloading and installing the braille software is in the Narrator settings.

Syncing your Narrator setting to use current settings before sign-in is recommended if you want to use a serial braille display before sign-in.

Activating “Get image descriptions, page titles, and popular links” is recommended if you want Microsoft to provide information related to images and URLs. Microsoft recommends the use of the Edge browser with Narrator.

You can choose to send diagnostic and performance data to Microsoft.

Read faster with scan mode. Turn Narrator on and press the caps lock and spacebar keys to turn on scan mode, then press the up and down arrow keys to read everything in an app or webpage.

### Choose keyboard settings

Select keyboard layout

Standard

Learn about the different Narrator keyboard layouts

Select Narrator key

Caps Lock or Insert

☐ Lock the Narrator key so I don't have to press it for each command

☐ On touch keyboards, activate keys when I lift my finger

Create your own keyboard commands

### Use Narrator cursor

The Narrator cursor is where Narrator is focused on your screen.

☒ Show the Narrator cursor

☐ Move my cursor with the Narrator cursor as Narrator reads text

☒ Sync the Narrator cursor and system focus

☐ Read and interact with the screen using the mouse

Select the Narrator cursor navigation mode

Normal

Normal mode is recommended.

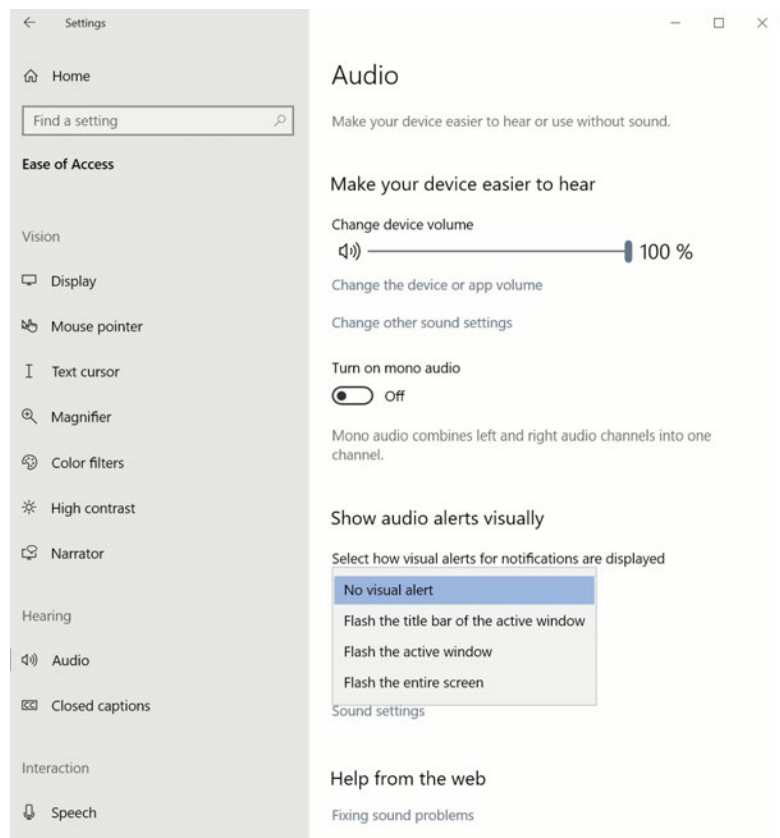
The screenshot shows the Windows Settings application with the 'Narrator' settings page selected. The left sidebar lists various settings categories: Home, Ease of Access, Vision, Display, Mouse pointer, Text cursor, Magnifier, Color filters, High contrast, Narrator, Hearing, Audio, Closed captions, Interaction, Speech, Keyboard, Mouse, and Eye control. The 'Narrator' section is highlighted. The main content area for 'Narrator' includes a 'Use braille' section with instructions on installing software and links to BRLTTY and Liblouis. Below this is a 'Manage your data and services' section with a 'Sync my settings' toggle set to 'Use current settings before sign-in'. There are also toggles for 'Get image descriptions, page titles, and popular links' (set to 'On') and 'Help make Narrator better' (set to 'Off'). At the bottom, there is a 'Read faster with scan mode' section with instructions on how to use it.



# HEARING

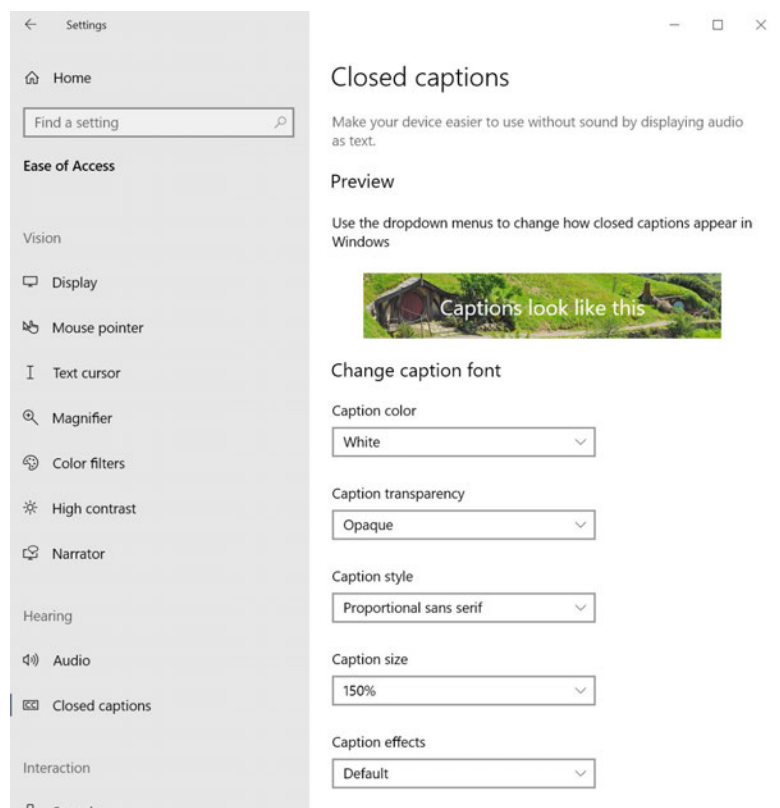
## ADJUSTING AUDIO SUPPORTS

1. Select “Audio” on the left side column menu.
2. Adjust the device volume.
3. Clicking on “Change the device or app volume” will open the sound and microphone settings window.
4. Clicking on “Change other sound settings” will open system sounds settings.
5. Use the toggle switch to turn on mono audio, combining the left and right audio of a stereo signal into a single channel.
6. Use the drop-down menu to select how visual alerts are displayed for notifications. Options include:
  - a. No visual alert
  - b. Flash the title bar of the active window
  - c. Flash the active window
  - d. Flash the entire screen
7. A link is provided to access the general sound settings.

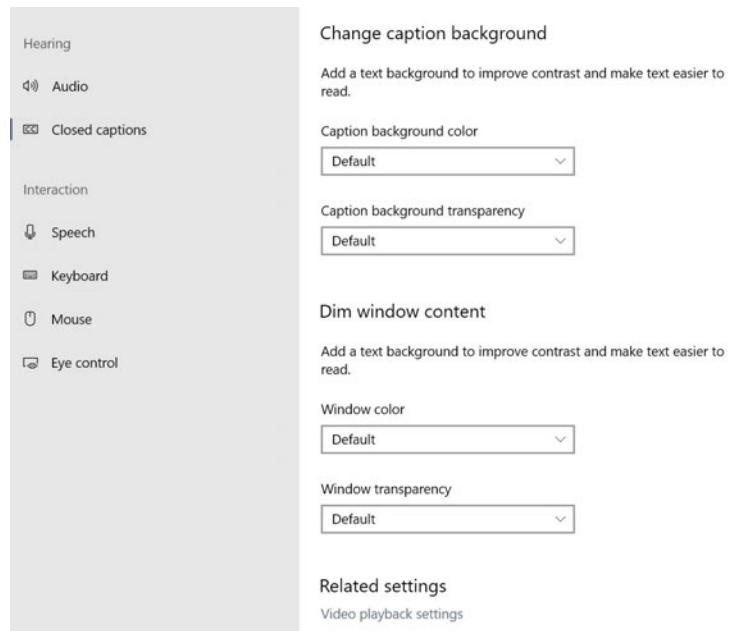


## CLOSED CAPTIONS

1. Select “Closed captions” on the left side column menu.
2. An example of closed captions is provided. It will respond and change as you use the drop-down menus to adjust:
  - a. Caption color
  - b. Caption transparency
  - c. Caption style
  - d. Caption size
  - e. Caption effects



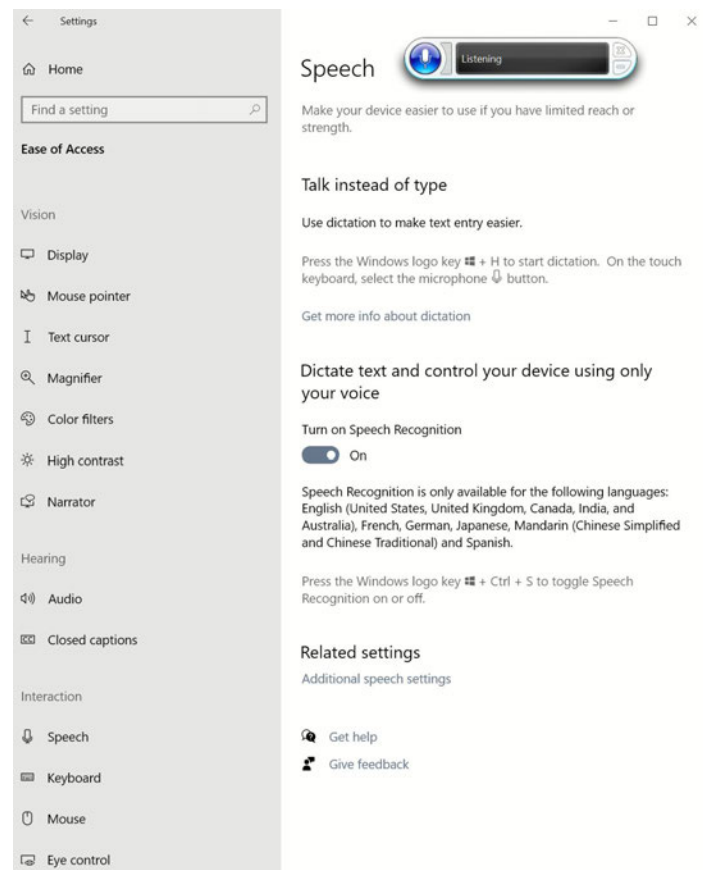
3. Use the dropdown menu to add a background color to the caption text to make it easier to read over the video image.
4. Set the transparency level of the background color so some of the video image shows through its caption background.
5. You can also add a color layer over the entire window with the captioning to improve contrast and make the text easier to read.
6. Set the level of transparency for the window color layer.



## INTERACTION

### SPEECH

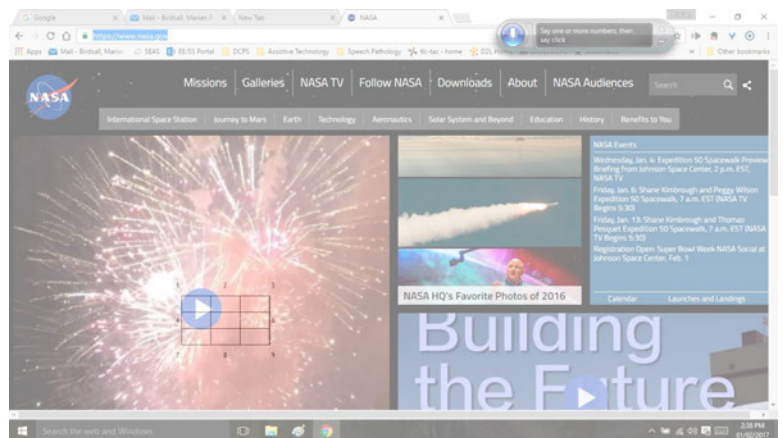
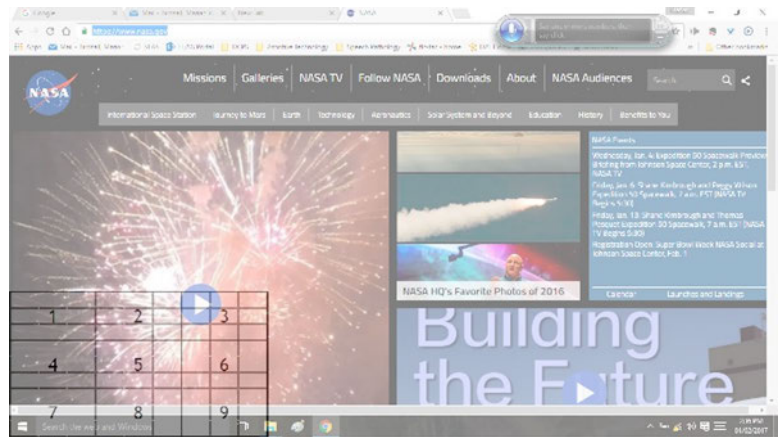
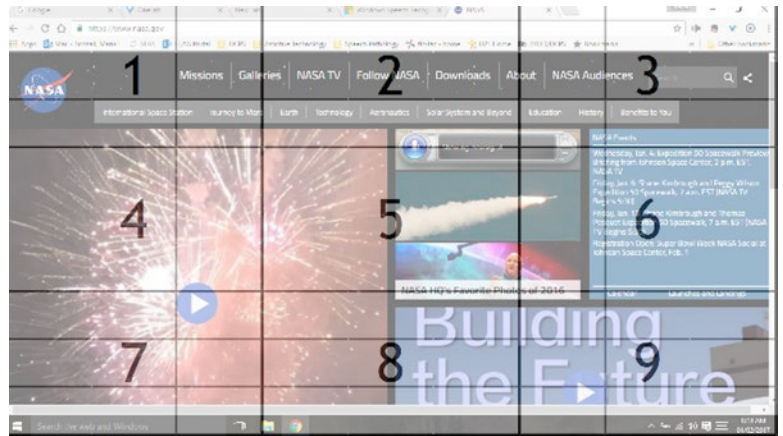
1. Select "Speech" on the left side column menu.
2. Use the toggle switch to turn on Speech Recognition, or use the keyboard shortcut Windows logo key + Ctrl + S.
3. When Speech Recognition is turned on, the Speech Recognition floating control will appear on the screen. It can be moved and can be used to turn Listening on and off.
4. When the Speech Recognition is turned on you can press the Windows logo key + H to start dictation.
5. There is a link to additional speech settings in the general settings area.



## MOUSEGRID

Speech can be used to move the cursor anywhere on the screen using MouseGrid. You can move the pointer relative to the full screen or the active window.

1. While in Windows Speech Recognition mode, say "MouseGrid" to place the MouseGrid over the full screen.
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 target grid is over an icon or other object. Use voice commands to click or double-click the mouse.



## 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. There are navigation keys on the right side. Word prediction is included.



The On-Screen Keyboard can be opened using the keyboard shortcut Windows logo key + Ctrl + O. On the right side is an “Options” key. When you click on that key the Options dialog box will open. You will be able to:

1. Turn on click sounds for the keys
2. Show keys to make it easier to move around the screen (these are additional navigation keys)
3. Turn on numeric keypad (this adds keys on the right side that can be a numeric keypad or can be mouse movement keys, depending on the NUM Lock key).
4. The On-Screen Keyboard can be used by:
  - a. Click on the keys
  - b. Hover over the keys
  - c. Scan through the keys
5. Keys can be selected with:
  - a. Joystick, gamepad, or other gaming device
  - b. Keyboard key
  - c. Mouse click
6. Text prediction can be turned on or off.

### Options

☒ Use click sound

☒ Show keys to make it easier to move around the screen

☒ Turn on numeric key pad

To use the On-Screen Keyboard:

☐ Click on keys

☐ Hover over keys

Hover duration:

Shorter

1 second

Longer

☒ Scan through keys

Scanning speed:

Faster

1 second

Slower

To select a key:

☒ Use joystick, game pad or other gaming device

☒ Use keyboard key

Space Bar Key

☐ Use mouse click

Text prediction:

☒ Use Text Prediction

☒ Insert space after predicted words

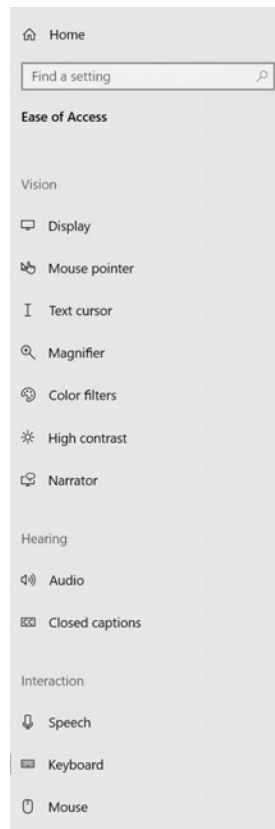
[Control whether the On-Screen Keyboard starts when I sign in](#)

OK

Cancel

## KEYBOARD

1. Select “Keyboard” on the left side column menu.
2. Toggle the On-Screen Keyboard on and off.
3. Turn on “Sticky Keys” which allows keyboard shortcuts to be typed one key at a time instead of simultaneously.
4. Allow the shortcut key to start Sticky Keys (press the Shift key 5 times)
5. Sticky Key options include:
  - a. Show the Sticky Keys icon on the taskbar
  - b. Lock the modifier key when pressed twice in a row
  - c. Turn off Sticky Keys when two keys are pressed at the same time
  - d. Play a sound when a modifier key is pressed and released



### Keyboard

Make it easier to type and use keyboard shortcuts.

#### Use your device without a physical keyboard

Use the On-Screen Keyboard

☐ Off

Press the Windows logo key + Ctrl + O to turn the On-Screen Keyboard on or off.

#### Use Sticky Keys

Press one key at a time for keyboard shortcuts

☐ On

☐ Allow the shortcut key to start Sticky Keys

Press the Shift key five times to turn Sticky Keys on or off

☒ Show the Sticky Keys icon on the taskbar

☒ Lock the modifier key when pressed twice in a row

☒ Turn off Sticky Keys when two keys are pressed at the same time

☒ Play a sound when a modifier key is pressed and released

#### Use Toggle Keys

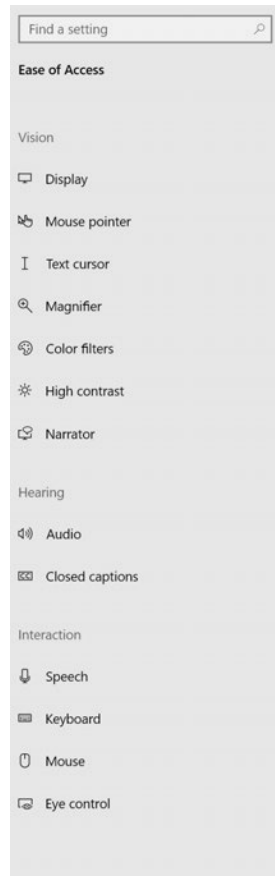
Play a sound whenever you press Caps Lock, Num Lock, or Scroll Lock

☐ On

☐ Allow the shortcut key to start Toggle Keys

Press and hold the Num Lock key for five seconds to turn on Toggle Keys

6. Toggle Keys, when activated, plays a sound when you press the Caps Lock, Num Lock, or Scroll Lock.
7. You can choose to use a keyboard shortcut to turn on Toggle Keys; press and hold the Num Lock key for five seconds.
8. Filter Keys provides options for ignoring repeated keystrokes and changing keyboard repeat rates. When you activate Filter Keys you will have access to adjusting options for:
  - a. Bounce Keys
  - b. Slow Keys
  - c. Repeat Keys



### Use Filter Keys

Ignore brief or repeated keystrokes and change keyboard repeat rates

☐ On

☐ Allow the shortcut key to start Filter Keys

Press and hold the right Shift key for eight seconds to turn on Filter Keys

☒ Show the Filter Keys icon on the taskbar

☒ Beep when keys are pressed or accepted

Turn on Bounce Keys to wait before accepting additional keystrokes when you press the same key more than once

☐ On

Choose how long your PC waits before accepting repeated keystrokes

0.5 seconds

Turn on Slow Keys to make your PC wait before accepting keystrokes

☐ On

Choose how long your PC waits before accepting a keystroke

1.0 seconds

Turn on Repeat Keys to delay repeated keystrokes when you press and hold down on a key

☐ On

Choose how long your PC waits before accepting the first repeated keystroke

0.3 seconds

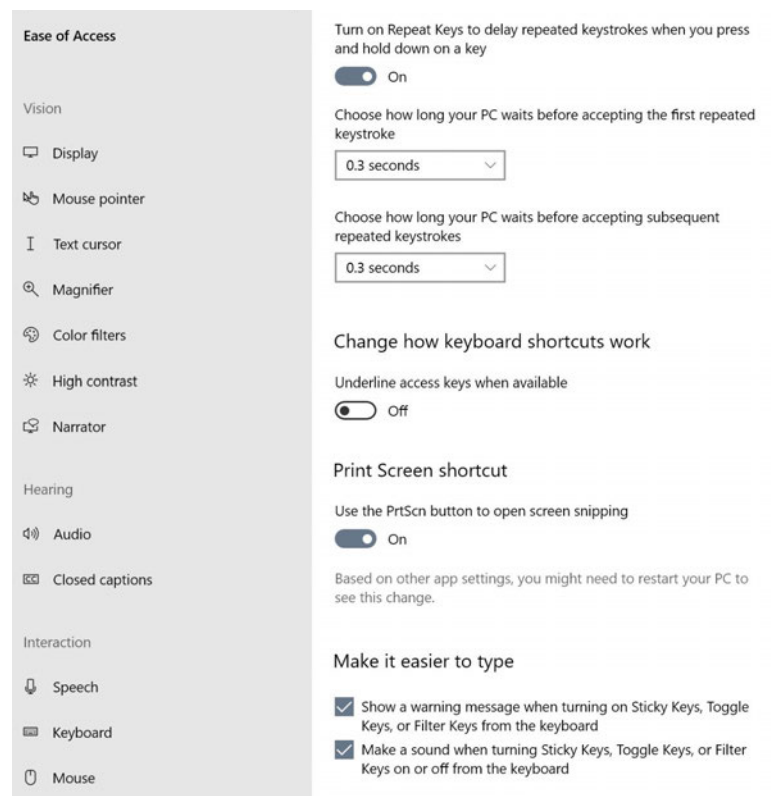
Choose how long your PC waits before accepting subsequent repeated keystrokes

0.3 seconds



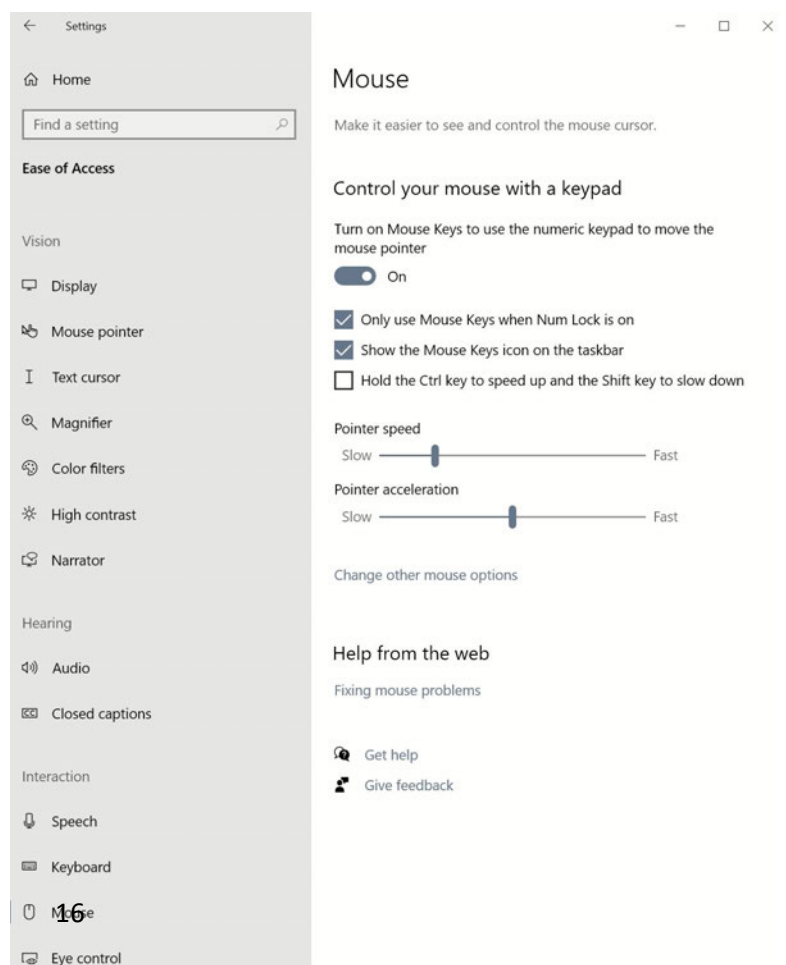
## CHANGE HOW KEYBOARD SHORTCUTS WORK

1. Select whether to underline access keys when available.
2. Toggle the PrtScn key so that it opens the screen snipping app.
3. Use checkboxes to set warning messages or sounds when turning on Sticky Keys, Toggle Keys, or Filter Keys.



## MOUSE

1. Select "Mouse" on the left side column menu.
2. Use the toggle switch to turn on Mouse Keys, which uses the numeric keypad to control the mouse pointer.
3. Options include:
  - a. Only use Mouse Keys when Num Lock is on
  - b. Show the Mouse Keys icon on the taskbar
  - c. Hold the Ctrl key to speed up and the Shift key to slow down
  - d. Adjust pointer speed
  - e. Adjust pointer acceleration



## EYE CONTROL

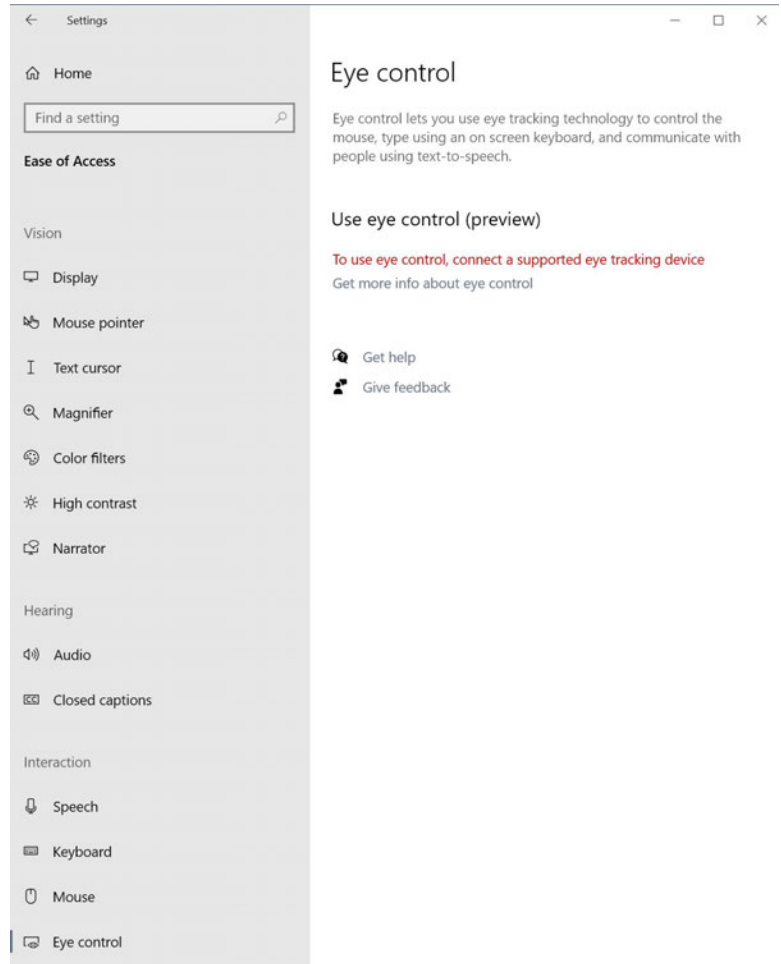
Eye Control lets you use eye-tracking technology to control the mouse, type using an on-screen keyboard, and communicate with people using text-to-speech.

Eye control is not available in earlier versions of Windows 10, but if your PC is up to date, you're good to go. To check which version you have, go to Settings > System > About, and under Windows specifications confirm that the version is 1709 or higher.

You need an eye control device attached to your computer for the Eye control options to appear. Eye control supports the following eye-tracking devices:

- Tobii Eye Tracker 4C
- Tobii EyeX
- Tobii Dynavox PCEye Plus
- Tobii Dynavox EyeMobile Mini
- Tobii Dynavox EyeMobile Plus
- Tobii Dynavox PCEye Mini
- Tobii Dynavox PCEye Explore
- Tobii Dynavox I-Series+
- Selected laptops and monitors that include eye-tracking integrations
- EyeTech TM5 Mini

You can get more information at <https://bit.ly/3EXHIs4>.

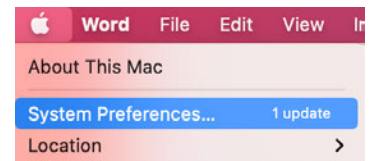


# MAC ACCESSIBILITY FEATURES

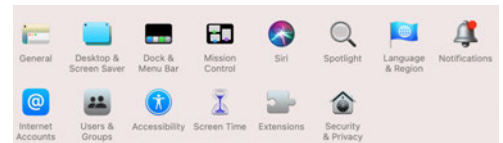
Your MAC can be customized to support your vision, hearing, physical motor, and learning & literacy requirements.

## ACCESSIBILITY LOCATION

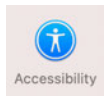
1. Click the Apple icon (top left corner)



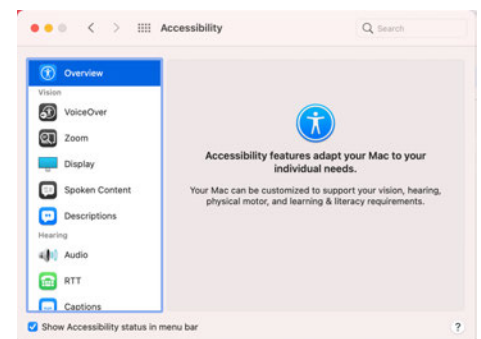
2. Select "System Preferences," you will see this pop-up window



3. Then select "Accessibility"



4. In this pop-up window you will see all the available accessibility options

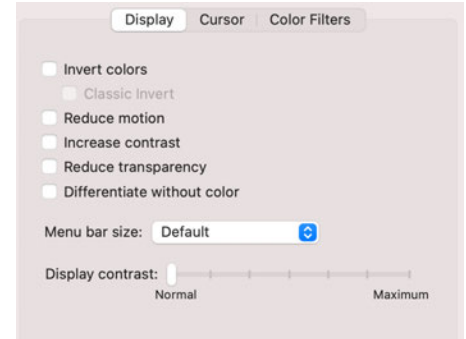




# VISUAL FORMATS

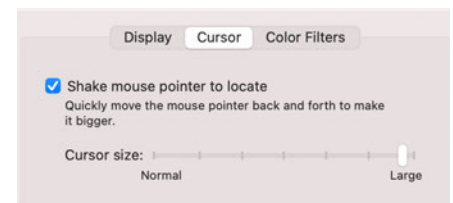
## DISPLAY

1. Invert Colors
  - a. Invert colors on your display—for example, show white text on a black background—except in photos and images. To also invert colors in photos and images, choose Classic invert
2. Reduce Motion
  - a. Stop or reduce the movement of elements on the screen—for example, when you open apps, switch between desktops, or open and close Notification Center
3. Increase contrast
  - a. Increase the contrast of items on the screen (such as borders around buttons or boxes) without changing the contrast of the screen itself
4. Reduce transparency
  - a. Replace the transparent effect used on some backgrounds in macOS with a darker background, to improve contrast and readability
5. Differentiate without color
  - a. Use shapes, in addition to or instead of color, to convey status or information
6. Menu bar size
  - a. Click the pop-up menu to change the font size in the menu bar to Large or back to Default. You must log out and log in again to see the change in menu bar font size
7. Display Contrast
  - a. Drag the slider to increase or decrease the screen contrast



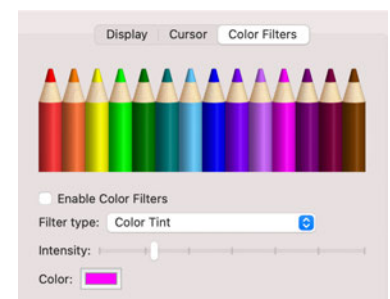
## CURSOR

1. Drag the slider to increase or decrease the cursor size



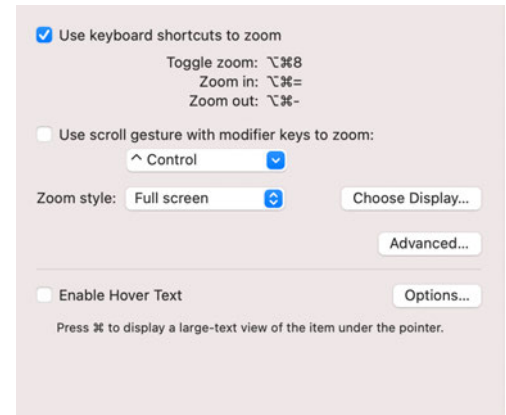
## COLOR FILTERS

1. Select the color by clicking the color pencil
2. Select the filter type
3. Click on "Enable Color Filters"



## ZOOM

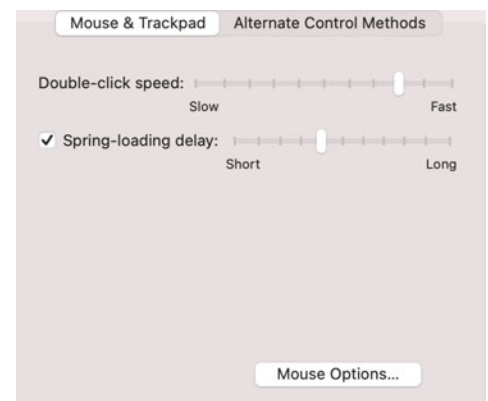
1. Hover Text
2. Click “Enable Hover Text”
  - a. Move the pointer over an item on the screen, then press the activation key (such as the Command key) to display the Hover Text window. The text under the mouse will be enlarged



## POINTER CONTROL

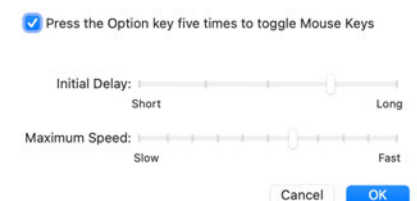
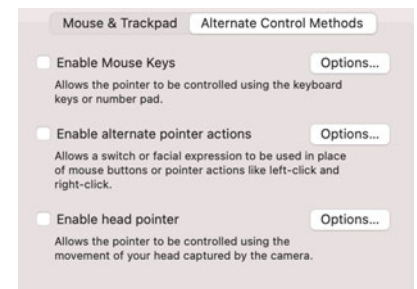
### Mouse & Trackpad

1. Select “Mouse & Trackpad”
2. Double Click Speed
  - a. Drag the slider to increase or decrease the double-click speed
3. Spring-loading delay
  - b. Drag the slider to specify how long the cursor has to be over a folder before the folder opens.



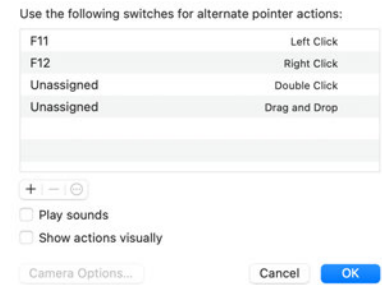
### Alternate Control Methods

1. Select “Alternate Control Methods”
2. Enable Mouse Keys
  - a. Move the pointer and press the mouse button using the keyboard or a numeric keypad
  - b. Initial delay - Drag the slider to specify the speed of initial movement
  - c. Maximum speed - Drag the slider to specify the speed the pointer moves

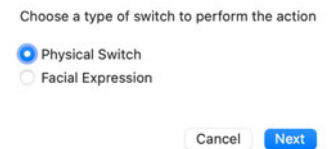


### 3. Enable alternate pointer access

- d. Use a switch or facial expression to be used in place of a mouse
- e. Assign the action of the switch (F11 = Left click)



- f. Click the plus (+), Choose Physical Switch or Facial Expression

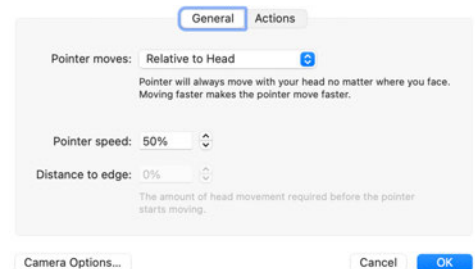


- g. Assign the action, then click "Done"

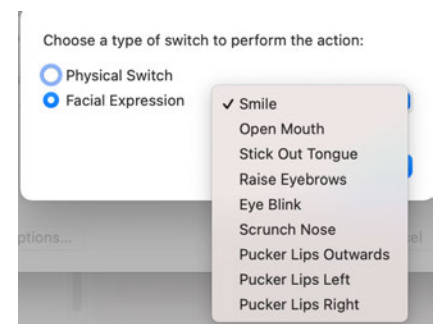


### 4. Enable head pointer

- h. Allows the pointer to be controlled using the movement of your head captured by the camera
- i. Choose "actions"
- j. Choose "Use a switch or facial expression"



- k. Assign the action
- l. Click "OK"

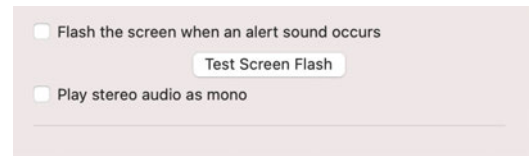


## AUDITORY FORMATS

### FLASH SCREEN WHEN SOUND OCCURS

When a sound alert is made the computer screen will flash

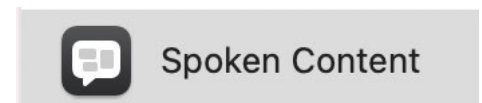
1. Select Audio, then select “Flash the screen when an alert sound occurs



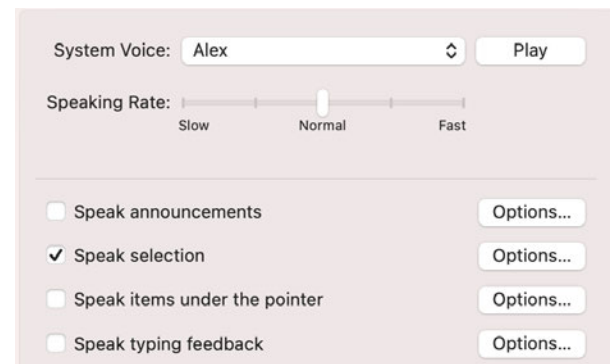
### SPOKEN CONTENT

Reads aloud selected text.

#### System Voice

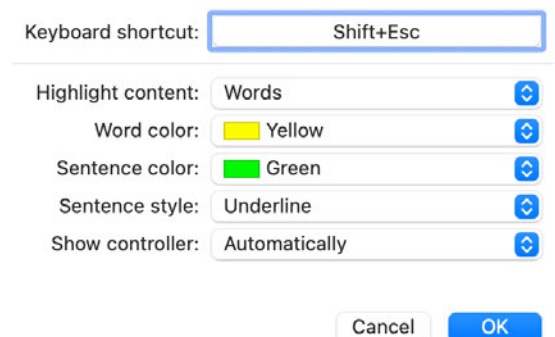


1. Click the double bracket next to System Voice to select a voice output
2. Drag the slider to specify the Speaking Rate



#### Speech to Text

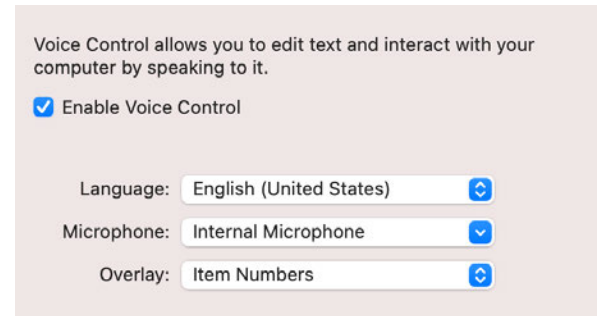
1. Click on “Speak selection”
2. Note the keyboard shortcut. This activates the Speech-to-Text
3. Choose your highlighted content, word color, sentence color, sentence style. Then click “OK”



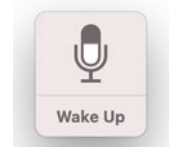
## VOICE CONTROL

Allows you to edit text and interact with your computer by speaking to it.

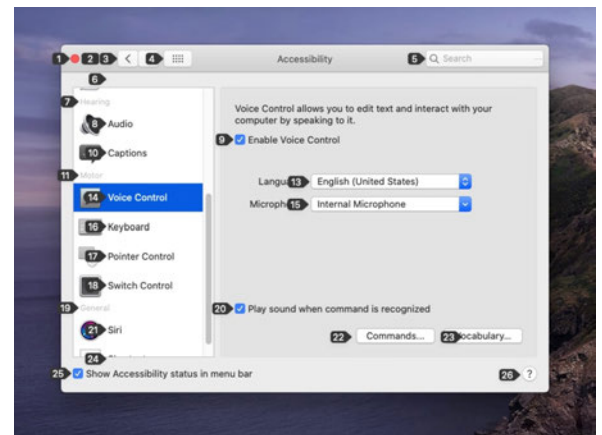
1. Enable Voice Control by clicking on the checkbox
2. Select your preferred overlay, None, grid, or numbers



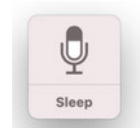
3. Say "Wake Up" to activate voice control



4. Say the numbers next to the function you desire



5. Click Sleep



## VOICE TYPING

Use dictation wherever you can type. To start dictating, use the shortcut. This must be activated one time prior to use.

1. Under System Preferences select "Keyboard" then select "Dictation"
2. Select the radial button next to "On"
3. The shortcut is tapping the FN (Function) key twice to turn on and click the FN (Function) key once to turn off dictation.

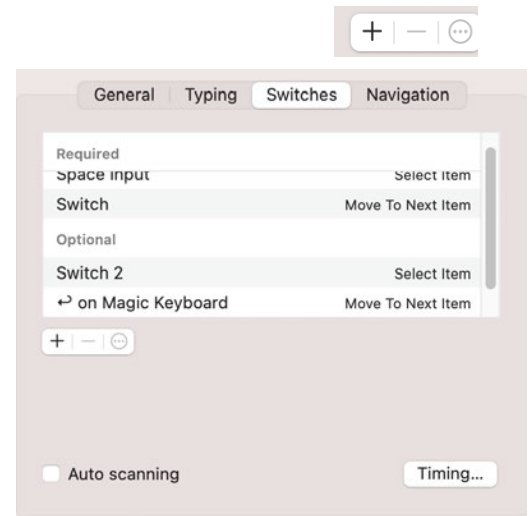
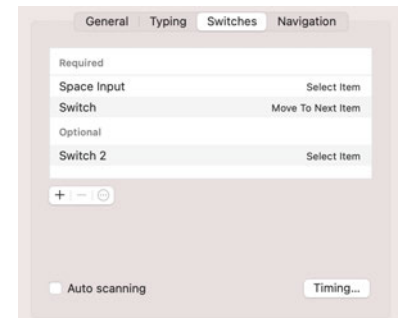


## SWITCH CONTROL

Allows the Computer to be controlled using one or more switches. This could be a mouse, keyboard, gamepad buttons for dedicated devices.

### SWITCHES

1. Click “Switches”
2. The Space bar is the default setting used as a switch when Switch Control is enabled.
3. To add a new switch click the +
4. A pop-up window will appear, press the key you wish to act as switch 2. Here the return key was selected, and the action is “move to next item
5. Click Done.
6. During scanning the “Space Bar’ will select the item, and the “Return Key” will move to the next item

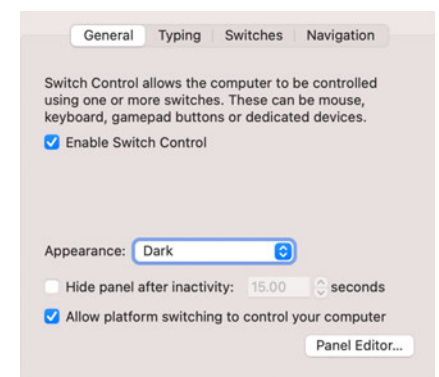


### GENERAL

1. Click Switch Control
2. Click “General”
3. Click “Enable Switch Control,” then the “Home Switch” pop-up window below will appear
4. Click “Allow platform switching to control your computer”
5. During scanning the “Space Bar” will select the item, and the “Return Key” will move to the next item
6. Below the “Appearance” is set as Dark mode, you may also select “Light Mode”



Switch Control





To cycle through items in the Home panel, press a switch, such as your mouse button or the Space bar. Press the switch a second time to select the highlighted item.

## Keyboard

1. Click the "Keyboard" icon
2. Type text in a document or field by scanning the keyboard in the panel, we set up scanning as scanning the "Space Bar" will select the item, and the "Return Key" will move to the next item
3. Other keyboards may be available in the Custom panel



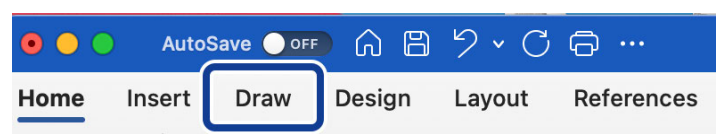
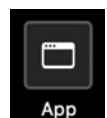
## Pointer

1. Click "Pointer," icon then tis new pop-up window will appear
2. To move the pointer to an area of the screen, select Move.
3. A vertical block starts to glide across the screen.
4. When you press the Select Item switch (spacebar), the block stops, and a vertical blue line starts to glide across the block.
5. Press the switch again to either stop the blue line or substantially slow it down before you press the switch again to stop it (based on the setting of Gliding Cursor Precision in the Navigation pane).
6. When you do the same horizontally, you'll see the pointer move to the intersection of the two blue lines.



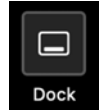
## App

1. Click "App"
2. Scan items (Return Key) and groups in the active window of the current app. Here we are scanning the Word Document



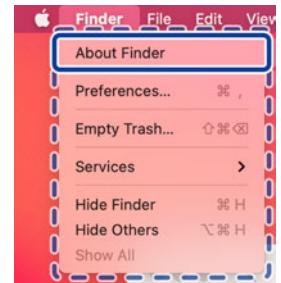
## Dock

1. Click “Dock”
2. The dock with your apps will appear
3. “Return Key” will move to the next item, and the “Space Bar” will launch the App
4. Immediately start scanning just the items in the Dock.



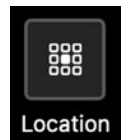
## Menu Bar

1. Click “Menu Bar”
2. Scan the menu bar group, then the menu extras group.
3. The “Return Key” will move to the next item, and the “Space Bar” will launch the function



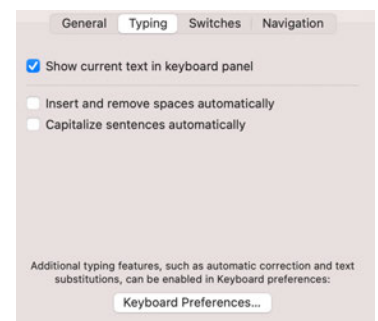
## Location

1. Click “Location”
2. Use this option to reposition the Switch Control Home panel on the screen (Top, Bottom, Left, etc.)



## TYPING

1. Click “Typing”
2. In this pop-up with you can select “Insert and remove spaces automatically
3. Also, Capitalize sentences automatically





# CHROMEBOOK ACCESSIBILITY

## SIGN INTO THE CHROMEBOOK

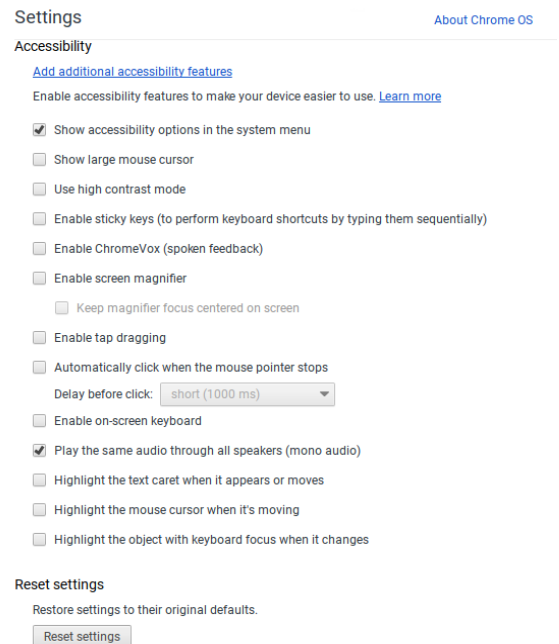
1. Boot up the Chromebook.
2. Sign in with the assigned Google email and password.

## 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 **Show advanced settings**.
4. Scroll down to the **Accessibility** section, check or uncheck boxes to enable or disable accessibility options.

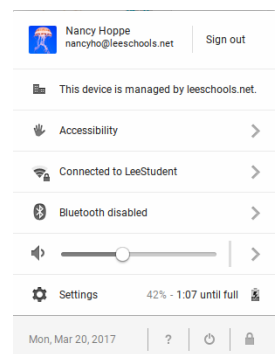


### SHOW ACCESSIBILITY OPTIONS IN SYSTEM MENU

When **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.

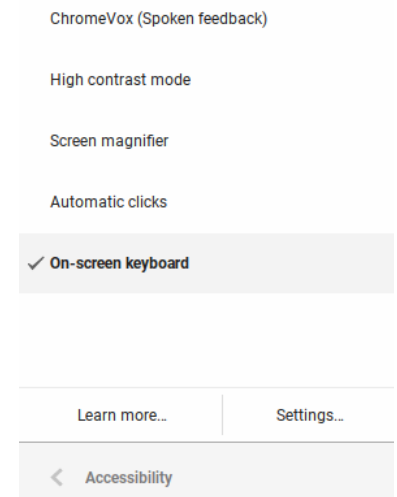
The following accessibility options may be added to the **system menu**.

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



To enable the **Show accessibility options in the system menu**:

1. Click **Settings**.
2. Click **Show advanced settings**.
3. In the "Accessibility" section, click **Show accessibility options in the system menu**.



## AUDITORY SUPPORT

### ACCESSIBILITY SETTINGS

#### CHROMEVOX

##### Enable ChromeVox (spoken feedback)

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

**ChromeVox** options include:

- General options
- Voices-Change voice by language
- Braille- Change braille table by language and grade
- Keyboard shortcuts - Change the keymap and modifier keys

To enable **ChromeVox**:

1. Click **Settings**.
2. Click **Show advanced settings**.
3. In the "Accessibility" section, click **Enable ChromeVox** (Spoken Feedback).
4. Click on the **ChromeVox Settings** button for **ChromeVox** options.

##### ChromeVox Options

- ☐ Enable verbose descriptions.
- ☐ Place cursor between characters when editing text (like Mac OS X).
- ☐ Use the mouse to change focus.
- ☒ Enhance specific sites (like Google Search).
- ☐ Display an item's context before other information (such as its name).
- ☐ Use ChromeVox Next (beta)

##### Voices

Change the current voice by selecting an option from the list below.

Chrome OS US English

##### Braille

Change the current 6 dot braille table by selecting an option from the list below.

Change the current 8 dot braille table by selecting an option from the list below.

English (United States)

Switch to 6 dot braille

- ☒ Enable word wrap

##### Keyboard shortcuts

Change the current keymap by selecting an option from the list below.

Classic keymap

Reset current keymap

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**.

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## 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. Click **Settings**.
2. Click **Show advanced settings**.
3. In the "Accessibility" section, click **Play the same audio through all speakers (mono audio)**.

## APPS AND EXTENSIONS

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### TEXT TO SPEECH

To download an app or extension for Text to Speech

1. Click **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

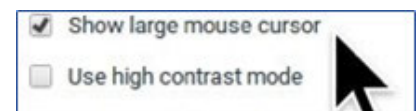
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### MOUSE OPTIONS

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

To enable **Show large mouse cursor**:

1. Click **Settings**.
2. Click **Show advanced settings**.
3. In the "Accessibility" section, click **Show large mouse cursor**.



---

## 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. Click **Settings**.
2. Click **Show advanced settings**.
3. In the "Accessibility" section, click **Use high contrast mode**.  
Or
4. Turn on **high contrast mode** depress **Shift + Search + h**.

- ☐ Show large mouse cursor
- ☒ Use high contrast mode

---

## 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.

There is also an option to **Keep the magnifier focus centered on the screen**.

To **Enable screen magnifier**:

1. Click **Settings**.
2. Click **Show advanced settings**.
3. In the "Accessibility" section, click **Enable screen magnifier**.

- ☒ Enable screen magnifier
- ☒ Keep magnifier focus centered on screen

---

## CUSTOMIZE GOOGLE CHROME MENU

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.



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## HIGHLIGHTING SETTINGS

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

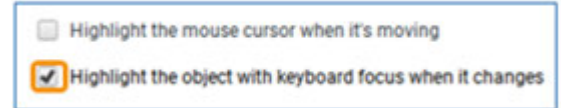
**Highlight the mouse cursor:** A colored circle around your cursor while it's moving.



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

To enable **Highlight the text caret**, **Highlight the mouse cursor**, or **Highlight the object with keyboard Focus**:

1. Click **Settings**.
2. Click **Show advanced settings**.
3. In the "Accessibility" section, click the appropriate setting.



## PHYSICAL ACCESS

### ACCESSIBILITY SETTINGS

#### ENABLE STICKY KEYS

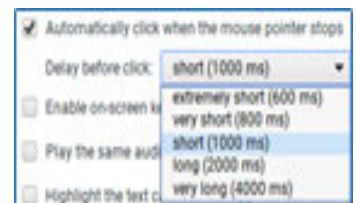
**Enable sticky keys:** Allows users to press one key at a time instead of depressing multiple keys simultaneously such as (Alt, control, Delete).

#### 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.

#### 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.



#### 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)

## APPS AND EXTENSIONS

### VOICE RECOGNITION

To download app or extension for Voice Recognition.

1. Click **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.

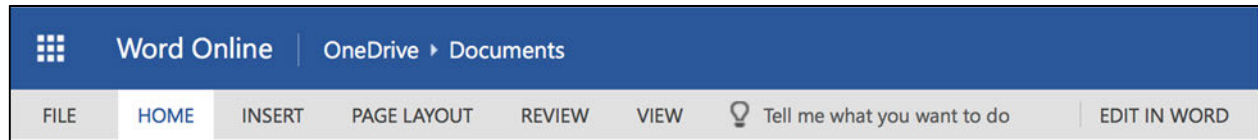
1. Open a **Google Doc**.
2. Click on **Add-on** dropdown on the Menu Bar.
3. Click **Get Add-ons**.
4. In the **Search Add-ons** field type “Voice Recognition” or “Speech Recognition”.
5. Click on **Free**.

## 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

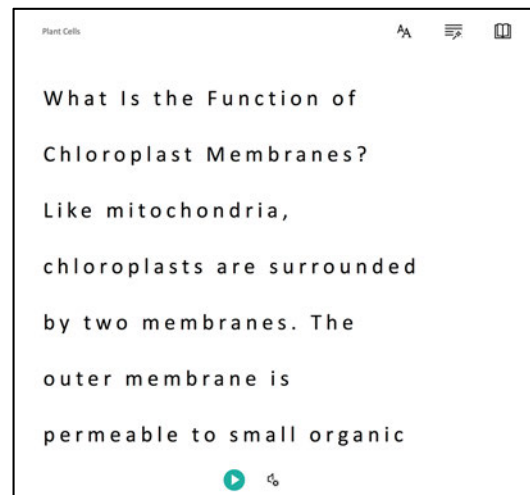


## AUDITORY FORMATS

### IMMERSIVE READER

Text-to-Speech

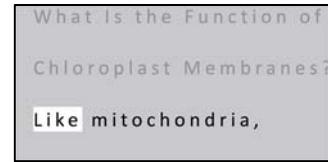
- Click "View" on the ribbon
- Click the "Immersive Reader" icon
- The Word Online Document page will reopen into a new window displaying just the text



- 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

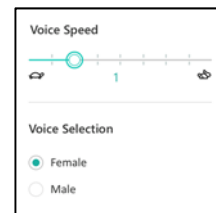
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



- 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

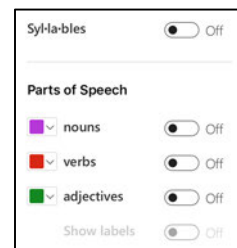
- Click “View” on the ribbon



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



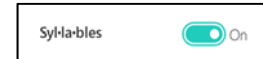
- A new pop-up window will appear with options for syllables and parts of speech





## SYLLABLES

- Turn on the Syllables by clicking in the slider



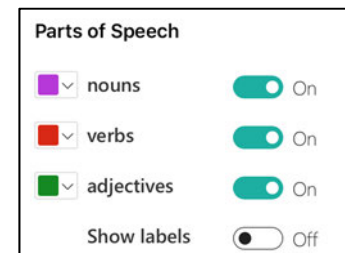
- The words are separated into syllables

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, <sup>n.</sup>chloroplasts <sup>v.</sup>retain  
<sup>adj.</sup>small, <sup>adj.</sup>circular <sup>n.</sup>genomes  
that <sup>v.</sup>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



Today, <sup>n.</sup>chloroplasts <sup>v.</sup>retain

## READING PREFERENCES

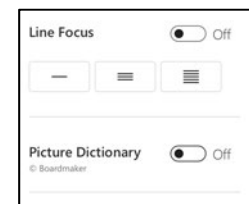
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



- Click the “Reading Preferences” icon

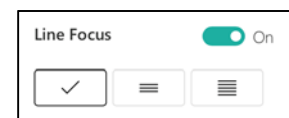


- A new pop-up window will appear with the option to customize the line focus and picture dictionary

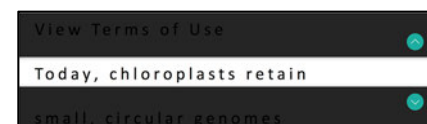


## LINE FOCUS

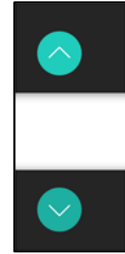
- To turn on the “Line Focus” click in the slider bar
- There are three choices available: single line, a small group of lines, or a larger group of lines



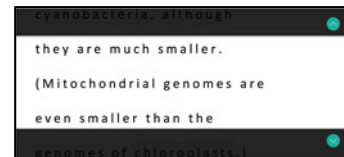
- Here is a sample of the text when a single line view is selected



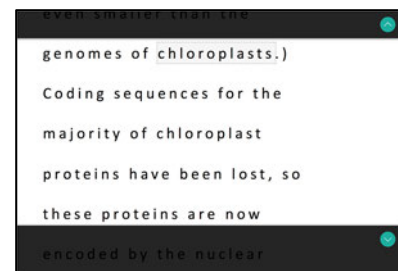
- Use the two directional arrows to scroll up or down the page



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

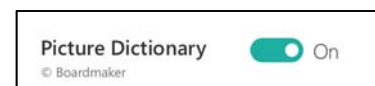


- Here is a sample of the text when a large group of lines view is selected

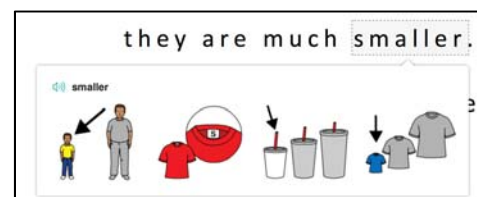


## PICTURE DICTIONARY

- 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



## VISUAL ENHANCEMENTS

### TEXT PREFERENCES

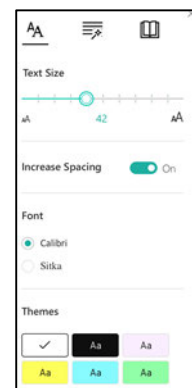
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



- 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



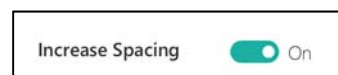
### TEXT SIZE

- 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

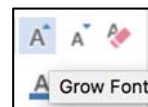
☐ Aa ☐ Aa ☐ Aa

- Here is a sample of yellow background with black font

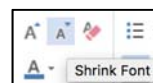
Chloroplast Membranes?  
Like mitochondria,  
chloroplasts are surrounded

## 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.

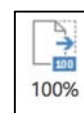
- Click on “View” in the ribbon
- Click on the “Zoom” icon



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

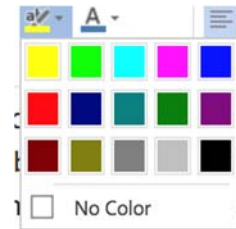


- To resize the page to 100% with one click. Click on the “100%” icon



## 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



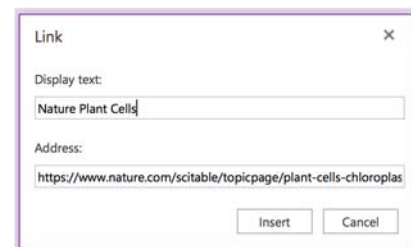
## ADDING CONTENT

### 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

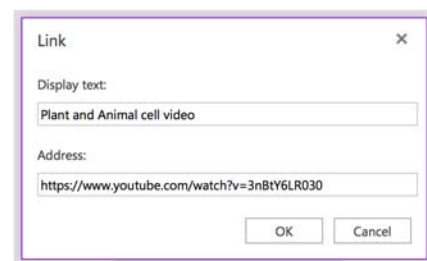
[Nature Plant Cells](https://www.nature.com/scitable/topicpage/plant-cells-chloroplasts)

### 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)

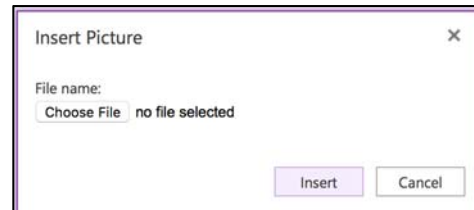
## ADDING IMAGES

### 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”

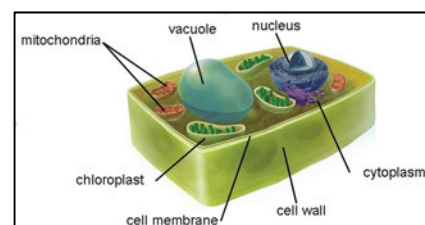


- A pop-up Bing search window will appear
- In the search box type the name of the type image you desire
- From the search, click on the image(s) that you desire to be inserted
- Click on “Insert



### RESIZING THE IMAGE

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

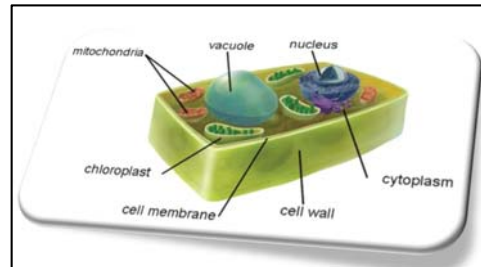




- A new pop-up window will appear
- To enlarge the image, click on the “Grow” icon
- To shrink the image, click on the “Shrink” icon
- To crop the image, click on the “Crop” icon
- To add styles (effects) to the image click on the “Styles” icon



- 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

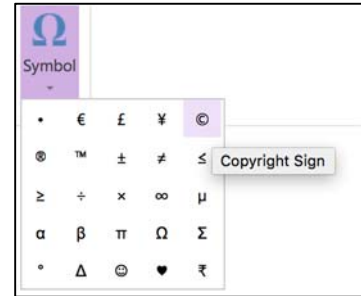
## SYMBOLS

- 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.

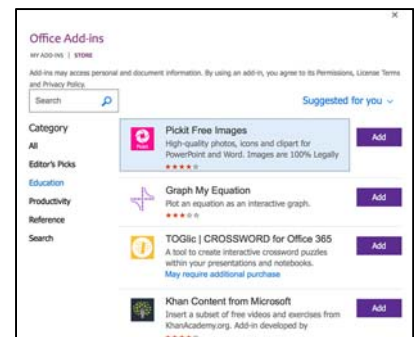
- Click “Insert” on the ribbon
- Click the “Office Add-ins” icon



- 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

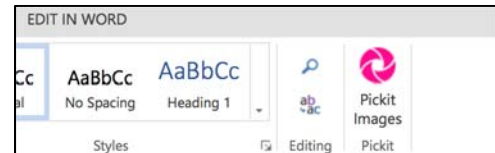


## ACCESSING ADD-INS

- 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

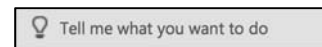


## COLLABORATION

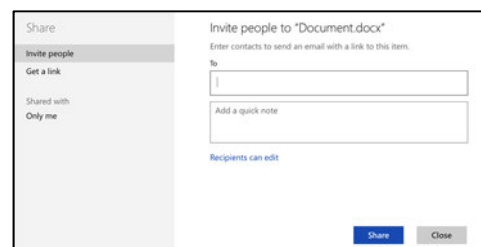
### SHARE

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”

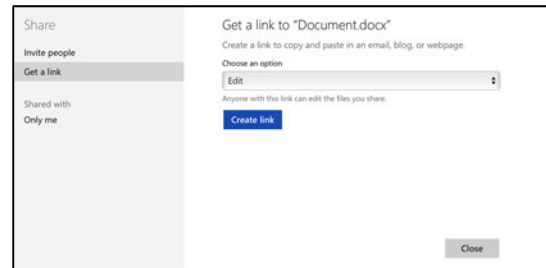


- A new pop-up window will appear
- In the “To” text box type in the email of the person you wish to share your notebook with
- In the “Add a quick note” text box type in any message you wish to send
- Click “Share”



Or

- Click “Get a Link”



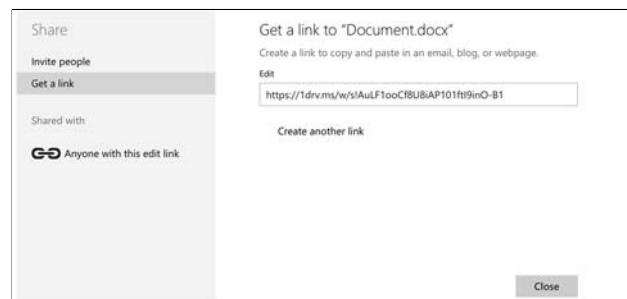
- Click “Choose an option”. You will have two choices: “View only” or “Edit”



- 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

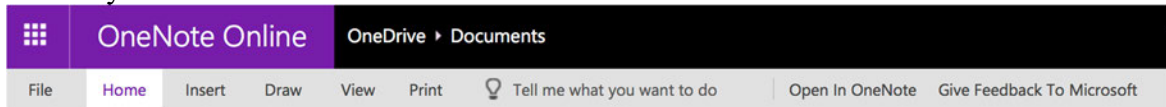


- Click “Close”

# 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



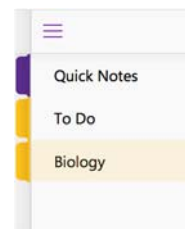
## INSERT TOOLS

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

## SECTIONS

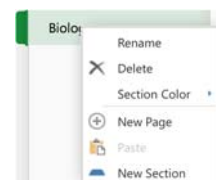
### CREATE A SECTION

- 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 dialog box titled "Section Name" with a close button (X). It contains a text input field with the placeholder "Enter a section name:" and two buttons at the bottom: "OK" and "Cancel".

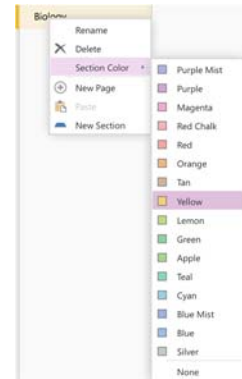
### DELETE A SECTION

- 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”

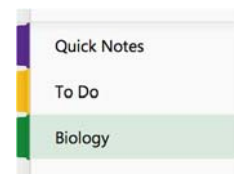


## CHANGE TAB/SECTION COLOR

- 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



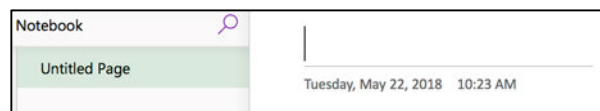
- The chosen color will be the new tab color for that section of the OneNote



## PAGES

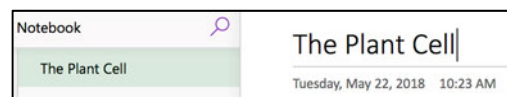
### NEW PAGE

- 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



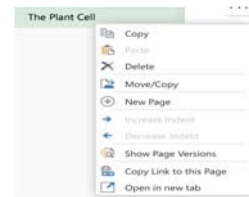
### NAMING PAGES

- 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



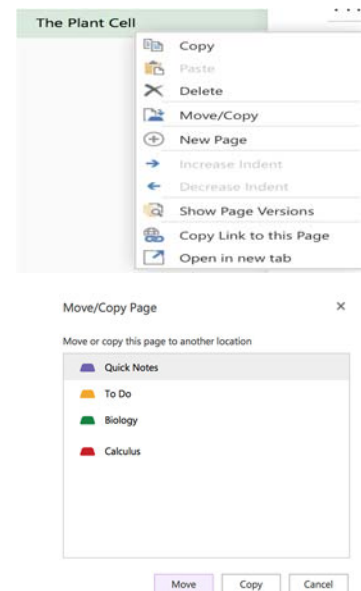
## DELETE A PAGE

- 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”



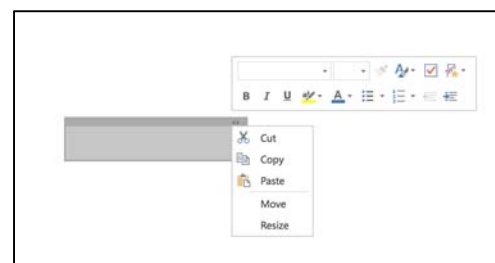
## MOVING A PAGE

- 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

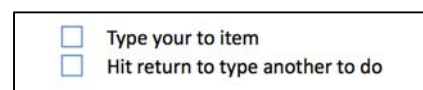
- Follow directions to insert a new page
- To add notes, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear



- Click the “Check box” icon



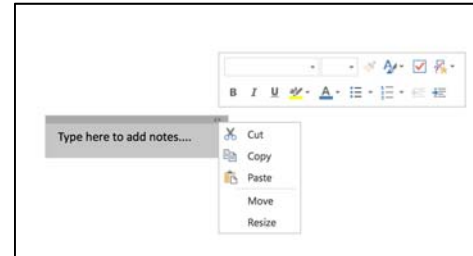
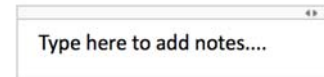
- Simply type in the text box to add a to do item



## NOTE TAKING

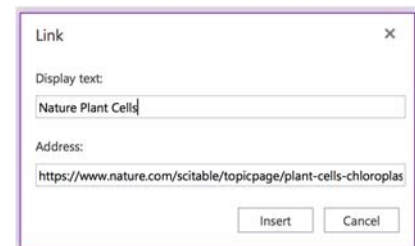
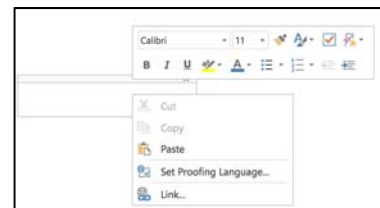
### TYPING NOTES

- 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

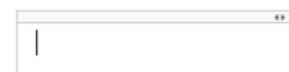
- To add Web Clips, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear
- Right click anywhere in the that text box
- In the new pop-up window select “Link”
- A new pop-up window will appear
- Type in the display text
- Copy and paste in the URL address
- Click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

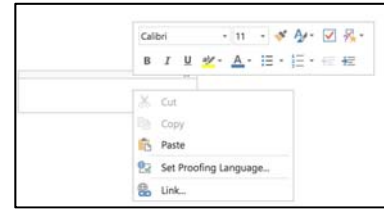
- To add Web Clips, click anywhere on the page that you wish those notes to appear
- A pop-up window will appear
- Go to the website that you wish to copy into your notes
- Highlight and copy the content that you wish to add
- Click in the text box and paste the content



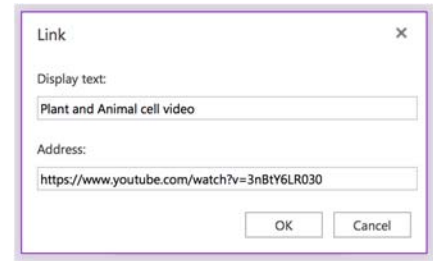


## ADDING VIDEO LINKS

- 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



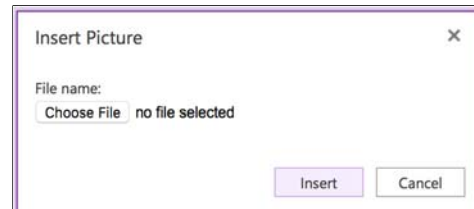
- Click and drag that text box anywhere in your notes page

[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

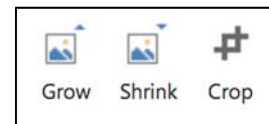
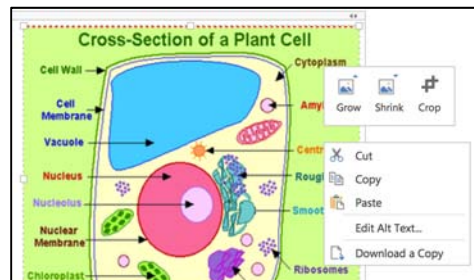


- A pop-up Bing search window will appear
- In the search box type the name of the type image you desire
- From the search, click on the image(s) that you desire to be inserted
- Click on “Insert



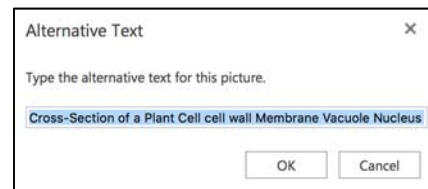
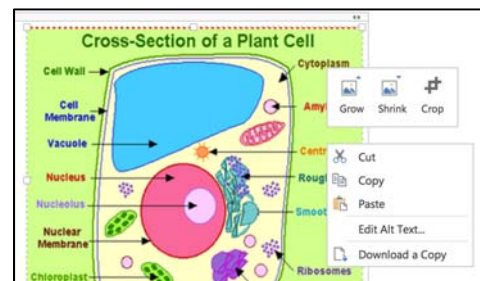
## RESIZING THE IMAGE

- 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



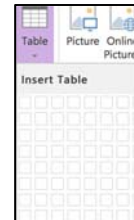
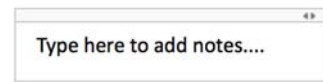
## EDIT ALT TEXT

- 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

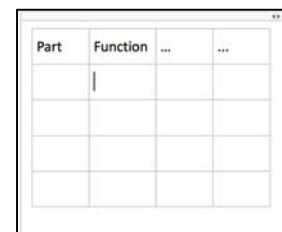


## ADDING TABLES

- 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

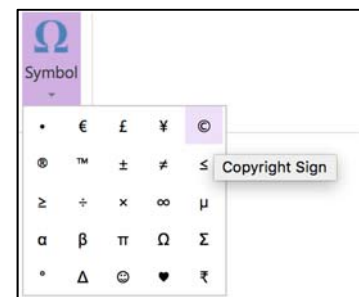
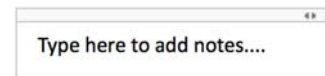


- The table will now appear with the number of rows and columns you selected
- You can now type in each of the cells of the table



## 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.

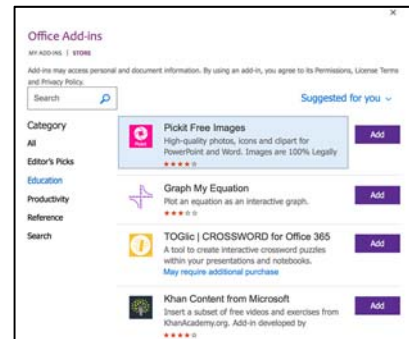
- Click “Insert” on the ribbon
- Click the “Office Add-ins” icon



- 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

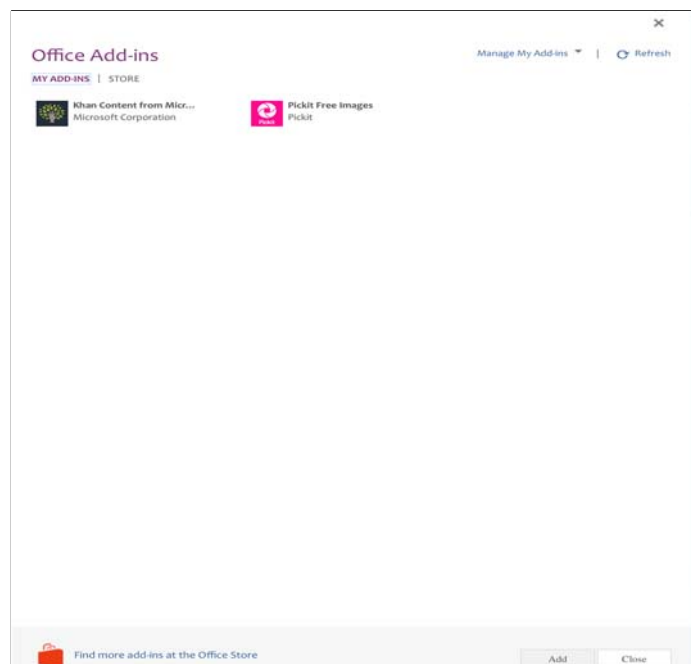


## ACCESSING ADD-INS

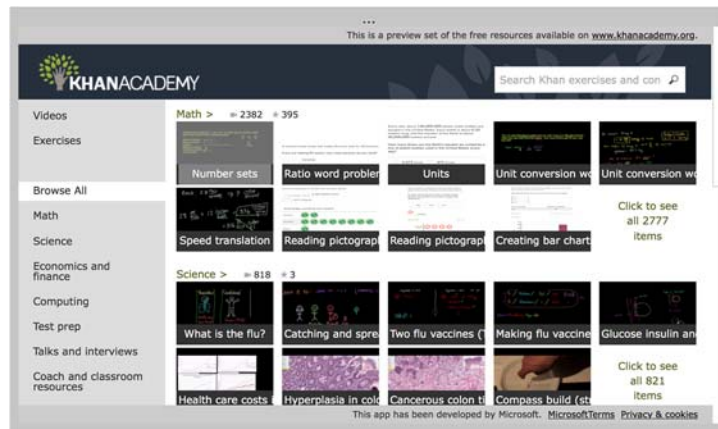
- Click “Insert” on the ribbon
- Click the “Office Add-ins” icon



- 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

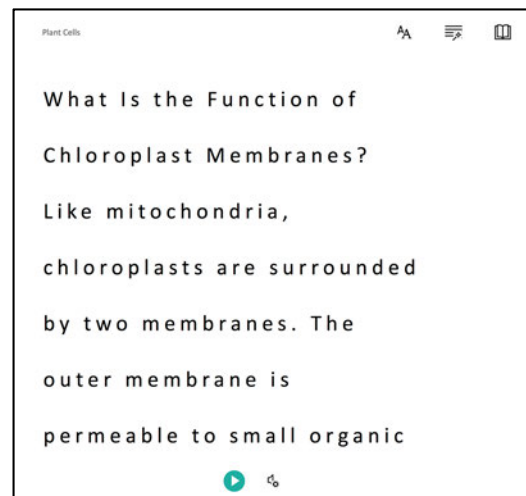
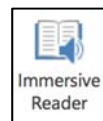


## VIEW TOOLS

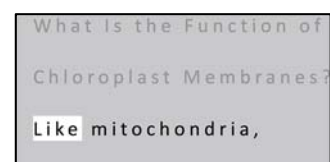
### IMMERSIVE READER

#### 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



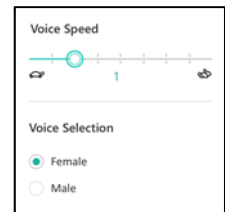
- The word being read aloud is highlighted with a white square and the sentence line being read appears in dark black font

## VOICE SETTINGS

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

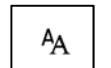


- To adjust the reading rate, slide the radial button to left to slow down reading and slide it to the right to increase the reading rate
- To select the male or female voice click the radial button next to you desired voice

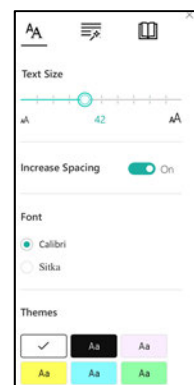


## TEXT PREFERENCES

- 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

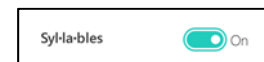


- A new pop-up window will appear with options for syllables and parts of speech

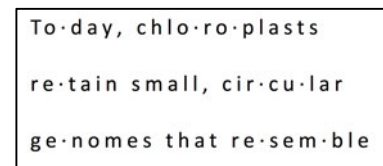


## SYLLABLES

- Turn on the Syllables by clicking in the slider



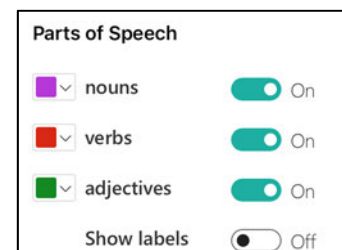
- The words are separated into syllables



## 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, <sup>n.</sup> **chloroplasts** <sup>v.</sup> **retain**  
<sup>adj.</sup> **small**, <sup>adj.</sup> **circular** <sup>n.</sup> **genomes**  
 that <sup>v.</sup> **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 <sup>n.</sup>

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

Today, <sup>n.</sup> **chloroplasts** <sup>v.</sup> **retain**

## READING PREFERENCES

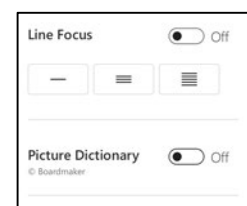
- Click “View” on the ribbon
- Click the “Immersive Reader” icon



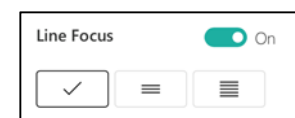
- Click the “Reading Preferences” icon



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

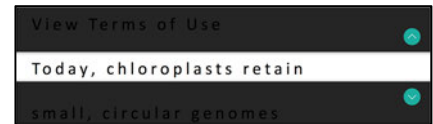


## LINE FOCUS



- 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

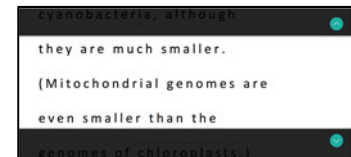
- Here is a sample of the text when a single line view is selected



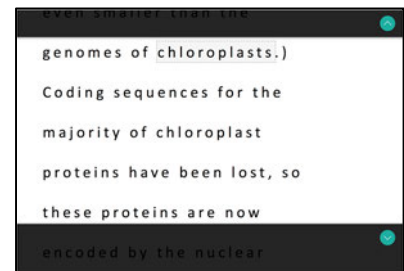
- Use the two directional arrows to scroll up or down the page



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

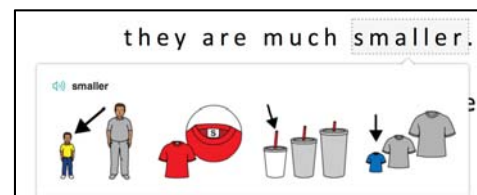
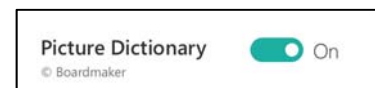


- Here is a sample of the text when a large group of lines view is selected



## 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

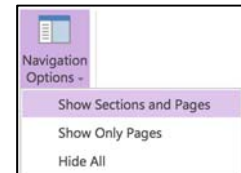


## NAVIGATION PANE

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

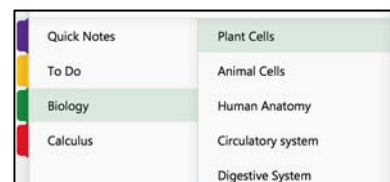


- A new pop-up window will appear with three options: Show Sections and Pages, Show Only Pages, and Hide All



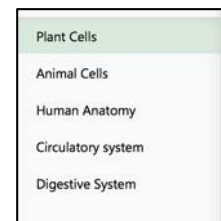
## SHOW SECTIONS AND PAGES

- 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

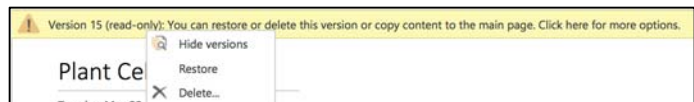
- Click “View” on the ribbon
- Click the “Page Versions” icon



- 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

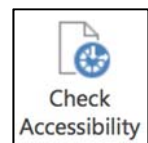


- On the top of the previous version it will indicate the version number
- Click on the message box for options to Hide versions, Restore or Delete the version you are viewing

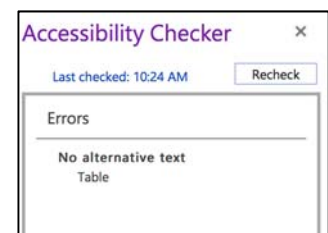
## CHECK ACCESSIBILITY

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.

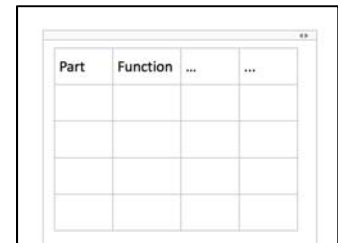
- Click “View” on the ribbon
- Click the “Check Accessibility” icon



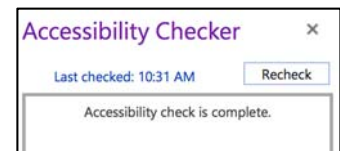
- A new pop-up window will appear listed any accessibility issues in the current OneNote page being viewed



- 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



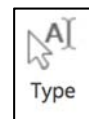
## DRAW TOOLS

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.

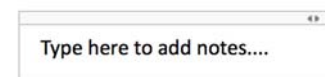


### TYPE

- 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



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## ERASER

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





# NATURAL READER V.16 MAC & WINDOWS

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.

Text-to-speech reader of documents (Word Docx, PDF, TXT and e-Pub).

## DOWNLOAD THE SOFTWARE

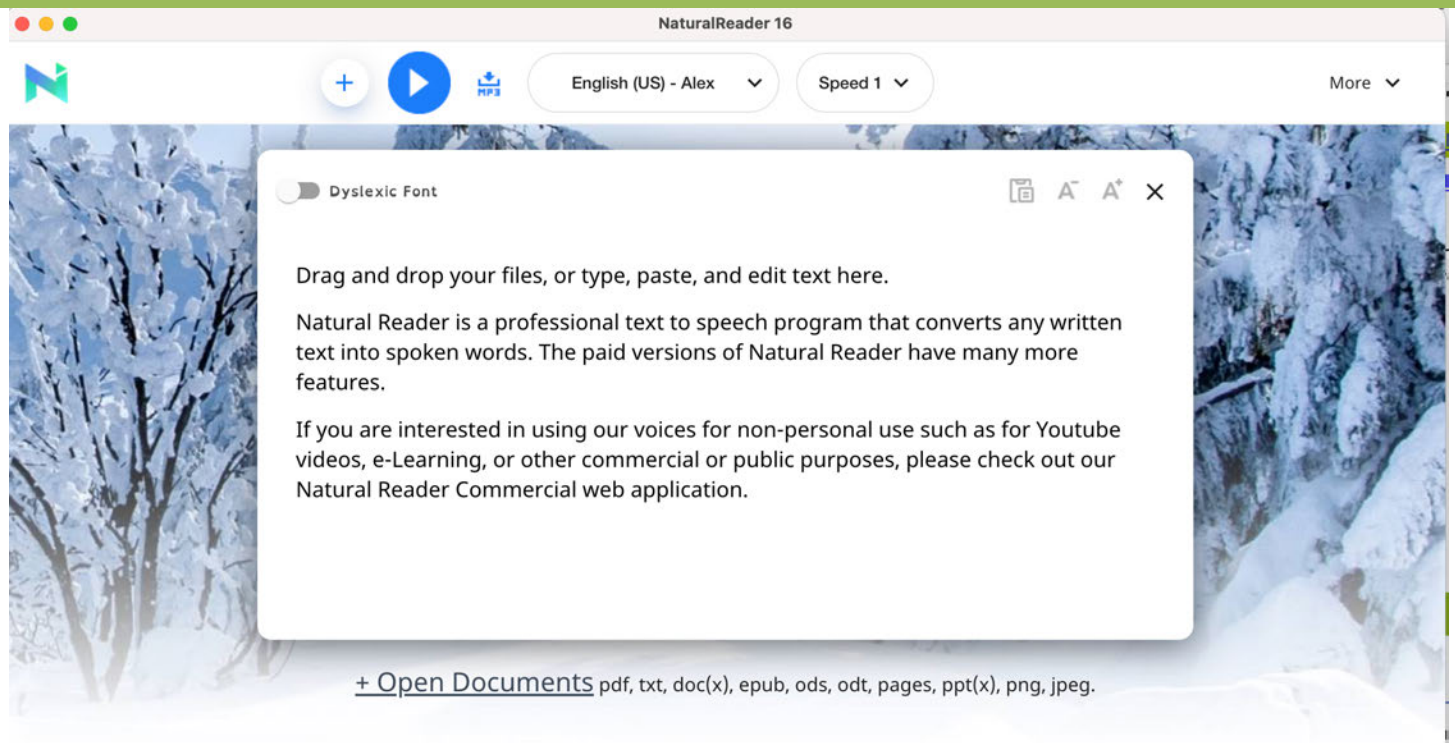
### FREE DOWNLOAD

1. Open the URL <https://www.naturalreaders.com>
2. Click “Software”
3. Click “Free Download”
4. Works without internet (except for premium items)



5. Follow the on-screen directions

## OPENING SPLASHPAGE



## COPY AND PASTE READER

In the splashpage reader, you can paste and edit text.

## DYSLEXIC FONT

1. Click the slide bar to activate Dyslexic Font
2. The text will change as shown here



Drag and drop your files, or type, paste, or  
Natural Reader is a professional text to speech  
any written text into spoken words. The player  
have many more features.

## TEXT SIZE

1. To decrease the text size in the window, click on the “A<sup>-</sup>”
2. To enlarge the text size in the window, click on the “A<sup>+</sup>”



Drag and drop your files, or  
here.

Natural Reader is a professional  
that converts any written

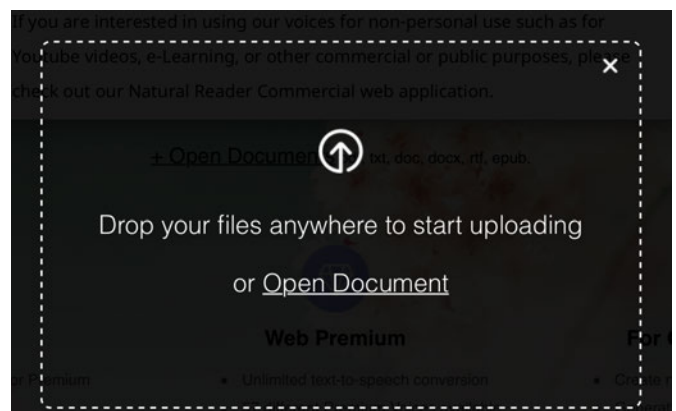
## INSERTING TEXT FILES

Files that can be inserted into the free web version are pdf, txt, doc(x), epub, ods, odt, pages, ppt(x), png, jpeg.

1. To insert a text file, click on the “Open Documents” icon.

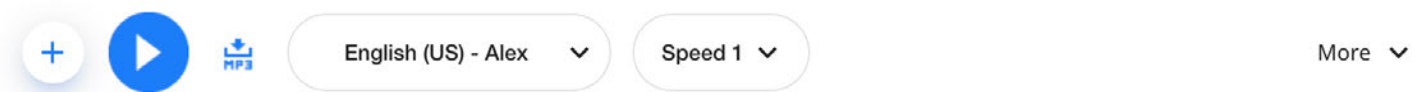
[+ Open Documents](#)

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”
3. Go to “Toolbar Functions” below for Speech to text directions



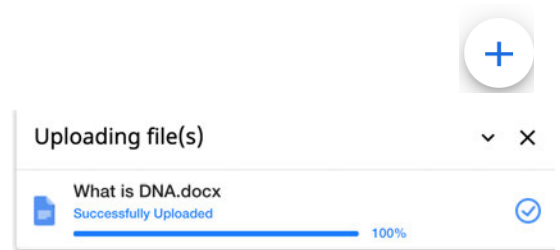
## MAIN TOOLBAR

Below is the toolbar of Natural Reader.



## ADDING FILES

1. Click the upload icon
2. Navigate your computer to locate the desired file
3. After your file is uploaded click the blue checkmark to open the file



## PLAYING

1. After the text is in the play 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 green
4. On the bottom of the screen, the text is also zoomed in as it reads aloud

...these structures, energy from a chemical reaction of food can drive the process. These are structures within cells that convert the energy from food into a form that cells can use.

The information in DNA is stored as a code made up of four chemical bases: adenine (A), guanine (G), cytosine (C), and thymine (T). Human DNA consists of about 3 billion bases, and more than 99 percent of those bases are the same in all people. The order, or sequence, of these bases determines the information available for building and maintaining an organism, similar to the way in which letters of the alphabet appear in a certain order to form words and sentences.

DNA bases pair up with each other, A with T and C with G, to form units called base pairs. Each base is also attached to a sugar molecule and a phosphate molecule. Together, a base, sugar, and phosphate are

These are structures within cells that convert the energy from food into a form that cells can use.

5. The player will continue reading until the user presses the pause icon, or it will automatically stop reading at the end of the text
6. The left-facing double arrows brings the reader back one sentence
7. The right-facing double arrows advances the reader one sentence
8. The square stops the reader



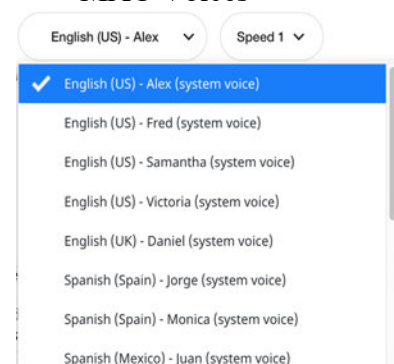
## CHANGING THE VOICE

1. To change the voice of the reader, locate the down arrow next to the language and reader's name

2. From the dropdown will appear a list of available voices. This is a screenshot of just a few voices.
3. Select the voice you want by clicking on it.

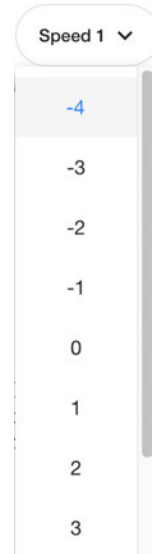


### MAC Voices



## ADJUSTING THE READING RATE

1. To change the reading rate of the reader, locate the speed icon.
2. A dropdown window will appear
3. Select the speed you want by clicking on it



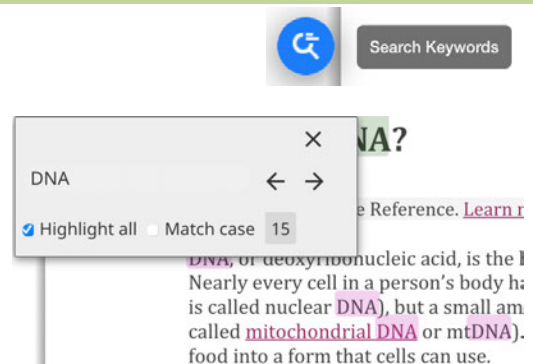
## SIDE TOOL BAR

1. Additional features are in the side toolbar
2. The "X" will close the document in the reading window
3. The 1/2 indicates that the reader is on page 1 of 2 pages



## SEARCH KEYWORDS

1. On the side toolbar, select "Search Keyword"
2. In the pop-up window, type the word you want to search in the document. Here "DNA" was typed
3. Click in the checkbox next to "Highlight all", and the desired word is highlighted throughout the document



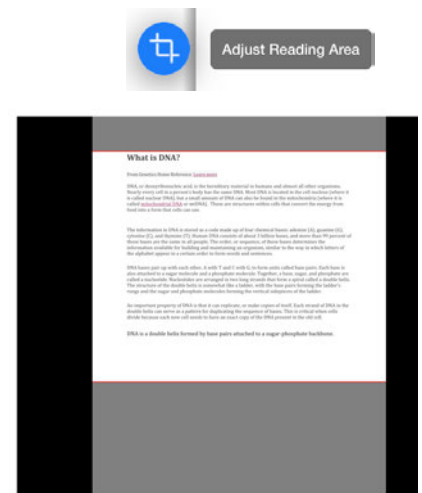
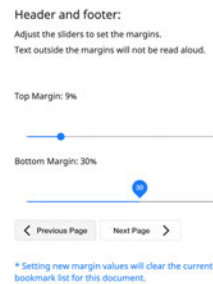
## ZOOM

1. On the side toolbar, select “Zoom”
2. The bracketed square icon will fit the document to the reading area
3. The magnifying glass icon with the minus sign will reduce the font size
4. The magnifying glass icon with the plus sign will increase the font size



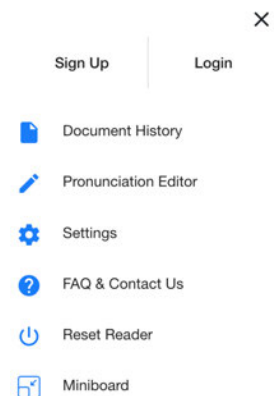
## ADJUST PLAYING AREA

1. On the side toolbar, select “Adjust Reading Area”
2. The pop-up window will allow customization of the margins
3. This can be accomplished by using the sliders for both top and bottom margins



## MORE TOOLS TOOLBAR

1. Click the “More” in the top ribbon
2. Some functions only work when logged into your account (Document history & Pronunciation Editor)

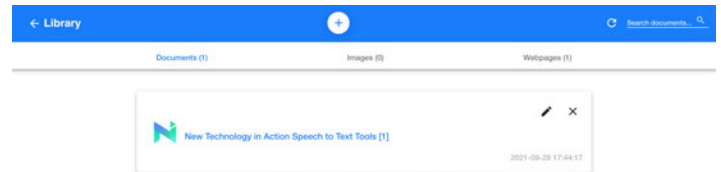


## DOCUMENT HISTORY

1. Under the More toolbar log into your account
2. Click “Document History”
3. In the pop-up window here, you can see that there is one Document, and one Webpage saved in your account
4. If you click on the blue link in the document/webpage link it will open your saved item into the reader screen



Document History

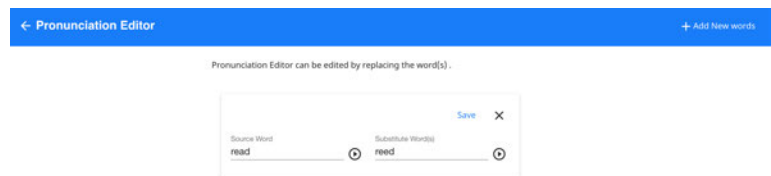


## PRONUNCIATION EDITOR

1. Under the More toolbar log into your account
2. Click “Pronunciation Editor”
3. In the Pronunciation Editor pop-up window click the “+ Add New Words”
4. Type in the source word
5. Type in the Substitute word (s)
6. Click “Save”



Pronunciation Editor



## HIGHLIGHTER SETTINGS

1. Under the More toolbar click “Settings”
2. In the pop-up window click the radial button for the desired highlighter color that is used during reading



Settings



## HOT KEYS

1. Under the More toolbar click “Settings”
2. In the pop-up window, you will see the hotkeys/ shortcut keystroke



Settings



## RESET READER

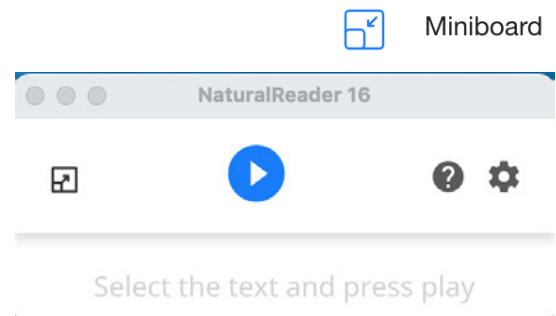
1. Under the More toolbar click “Reset Reader”
2. This will reset your reader to the opening splash page and it will log you out of your account



## 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.

1. Under the More toolbar click “Miniboard”
2. The floating Miniboard will appear



## SCREEN-READER TEXT-TO-SPEECH

1. Open a word document or other desired document
2. Highlight a section you wish to be read aloud.
3. The player will continue reading until the user presses the pause icon, or it will automatically stop reading at the end of the text
4. The left-facing double arrows brings the reader back one sentence
5. The right facing double arrows advances the reader one sentence
6. The square stops the reader



## SETTINGS

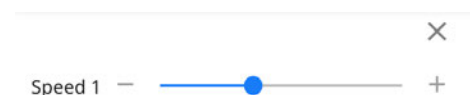
Customize the miniboard settings options

Click the settings icon



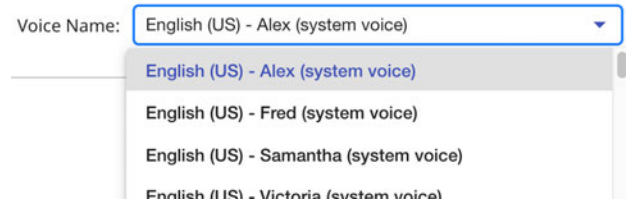
### SPEED

1. To adjust the reading speed move the dot to left or right



## VOICE NAME

1. To change the reader click on the dropdown arrow
2. Choose the desired reader



## EXIT MINIBOARD

1. To exit miniboard and return to the splash page click this icon



## ADDING WEBPAGES

1. Under the More toolbar log into your account
2. Enter the URL into the box that says “type or paste the URL Here”
3. Then click “Add Webpage”



4. Your web page appears in the text reader area and is ready for reading

## FEATURES NOT INCLUDED IN FREE VERSION

1. Convert text to audio file (mp3).
2. OCR – Optical Character Recognition (Screen Reader)





# NATURAL READERS WEB VERSION

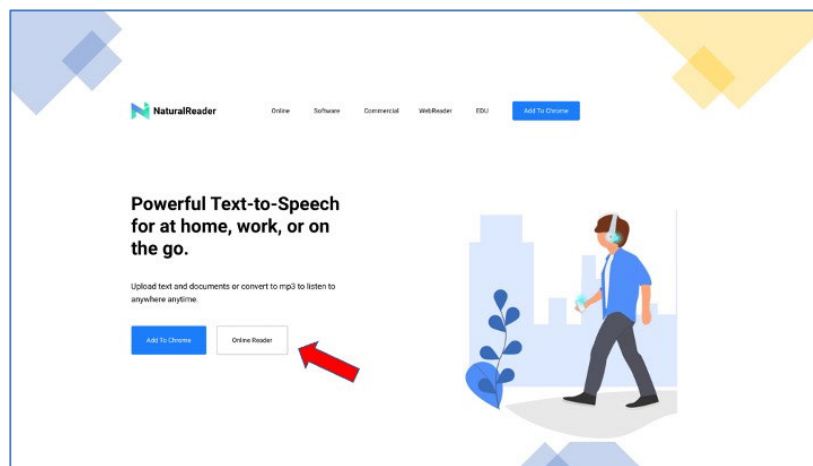
## ADD NATURAL READER TO YOUR BOOKMARKS

[HTTPS://WWW.NATURALREADERS.COM/](https://www.naturalreaders.com/)

Please note - Works on Google Chrome but limited features in other browsers.

## OPEN THE URL

1. Go to <https://www.naturalreaders.com/>
2. Select "Sign Up" or "Log in"
3. Once logged in, you have two choices **Add To Chrome** or **Online Reader**. If planning to use on an everyday basis, then we suggest that you add the Extension to your Chrome Browser.



4. If you want to add the Extension to your Chrome Browser then, Select **Add To Chrome**, click "Install App & Extension" and follow onscreen directions.

## READING TEXT

1. On the 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

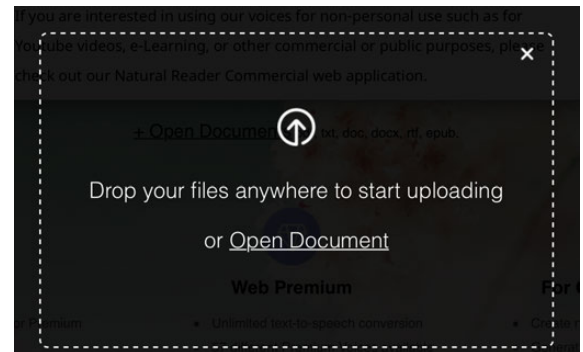
Files that can be inserted into the free web version are pdf, txt, doc(x), epub, ods, odt, pages, ppt(x), png, and jpeg.

1. There are many ways to insert text to have read.
  - a. On the opening splash page, you can drag and drop your files, type, copy and paste your text into the box provided.
  - b. You can also add a file by clicking on the + sign on the top menu bar



UPGRADE More

2. If you have your file handy, you can drop your file into the box you can drag and drop a file into the splash window, you will see this window appear. If you need to locate your file you can click on “Open Document,” and you will be able to navigate to a file on your computer.



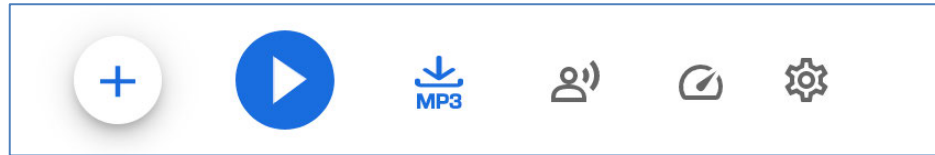
## READING WEB PAGES

1. Log into your account
2. Navigate to a web page (Chrome)
3. The web reader icon will appear in the browser window.
4. Click the web reader icon. This will remove extraneous ads and images. This only appears on accessible web pages.
5. Option two: Copy all the text in the webpage and paste it into the opening splash page
6. Go to “Toolbar Functions” below for Speech to text directions
7. Option three: If you have the extension in the Chrome browser. Highlight the text to be read aloud.
8. Right-click over text. Then click (Read selection)
9. Go to “Toolbar Functions” below for Speech to text directions



## TOOLBAR FUNCTIONS

Below is the tool bar of Natural Reader.



### ADDING FILES

1. Click the upload icon
2. Navigate your computer to locate the desired file



### PLAYING

1. After the text is in the play 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.

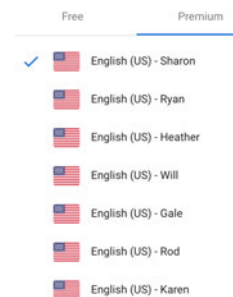


### CHANGING THE VOICE

1. To change the voice of the reader, locate the "Speakers" 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

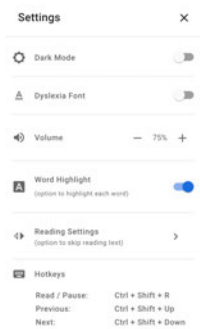
1. To change the reading rate of the reader, locate the speed icon.
2. A dropdown window will appear
3. Select the speed you want by clicking on it.



## SETTINGS



1. Click the settings icon for more available adjustments
2. Here you can adjust
  - a. Dark Mode
  - b. Dyslexia Font
  - c. Volume
  - d. Word Highlight
  - e. Reading Settings
  - f. Hotkeys



# READ&WRITE FOR GOOGLE CHROME™

## FORMATS

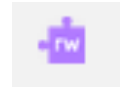
Works on Chrome Web Browser and Google Docs.

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.



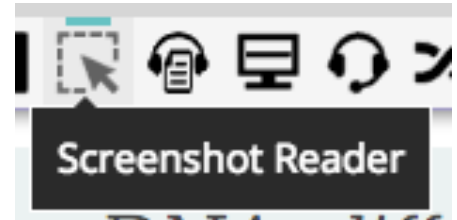
1. Using your mouse, drag and highlight the text that is desired to be read aloud.
2. To activate to the speech command, click on the play icon. 
3. The reader will automatically start reading the selected highlighted text.
4. As the speech command reads aloud the words, it will highlight the entire 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.

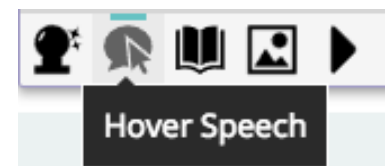
## SCREEN-SHOT READER

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)

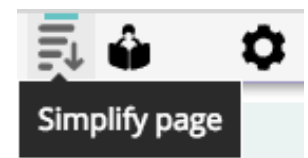
1. Click the “Hover Speech” icon.
2. Move your cursor over any text.
3. The entire sentence will automatically become highlighted in yellow and the text will be read aloud, highlighting each word in blue as it is being read.
4. To turn off Hover Speech click on the icon.



## SIMPLIFY PAGE

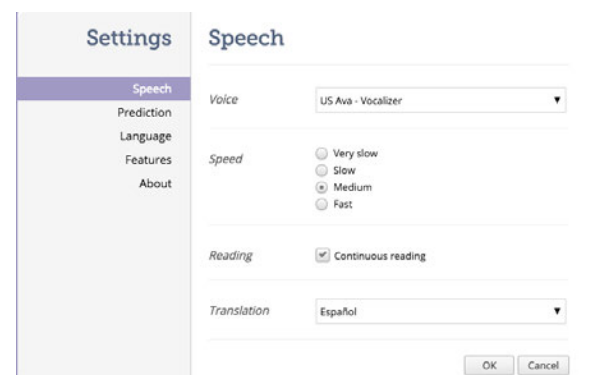
Simplify page is used to remove the visual distractions in the text or web page leaving only the text for the learner to focus on reading.

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.

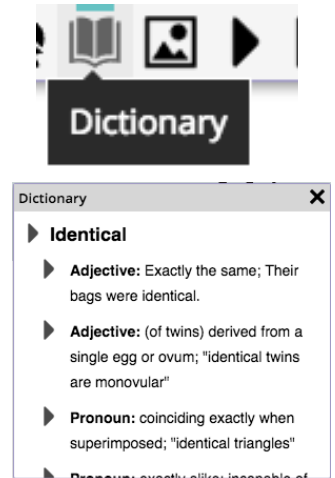


## DICTIONARY

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

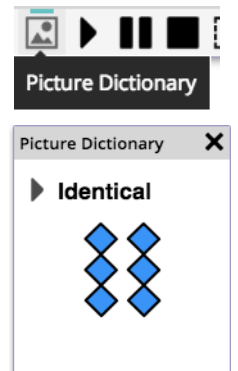
### STANDARD DICTIONARY

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.



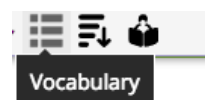
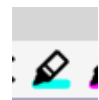
### PICTURE DICTIONARY

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 monozygotic"		

## 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**

☒   
☒   
☒   
☒

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

identical twins have exactly the same DNA  
 exactly alike  
 DNA  
 schizophrenia



## 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

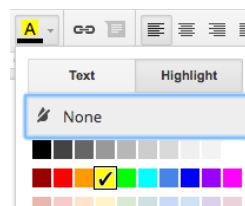
1. Here is the Google document sample that was created earlier
2. Place your cursor between the yellow and blue highlight.
3. To prevent any new text being typed from being added with highlighting follow these steps:
  - a. Click the “Text” icon in the tool bar.
  - b. Click the “Highlight” tab.
  -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

The Identical twins have exactly the same DNA

exactly alike.

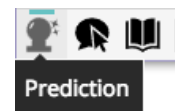
DNA

schizophrenia



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.

The Identical twins have exactly the same DNA

1. The
2. Be
3. To
4. Of
5. There

## 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.

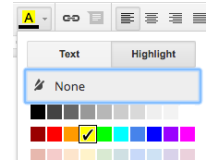
The identical twins have exactly the same DNA

exactly alike

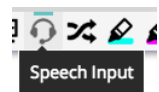
DNA

schizophrenia

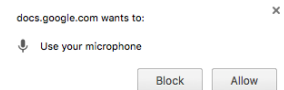
2. Place your cursor between the yellow and blue highlight.
3. To prevent any new text from being added with highlighting
  - a. Click the "Text" icon in the tool bar.
  - b. Click the "Highlight" tab.
  - c. Click the box that says "None".



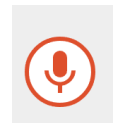
4. Click the "Speech Input" icon.



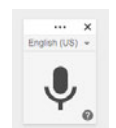
5. A pop up window will appear asking for permission for Google docs to have access to your microphone, click "Allow".



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.



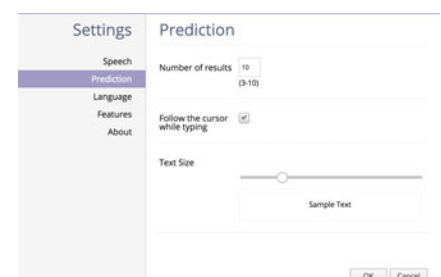
10. When ready to start using speech to text, click on the black microphone and it will change back to the red microphone indicating that the microphone is now active.

## 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.

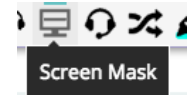


5. Click “OK”.

## 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.

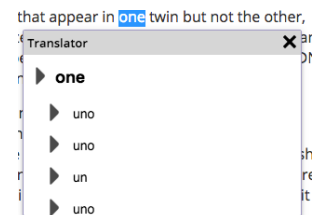
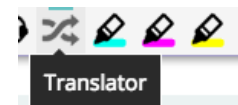


Identical twins have exactly the same DNA, but they are not exactly alike. Each twin has his or her own personality, talents, likes, and dislikes. There are even diseases that appear in one twin but not the other, including arthritis, diabetes, autism, schizophrenia, cancer, and many others. The differences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

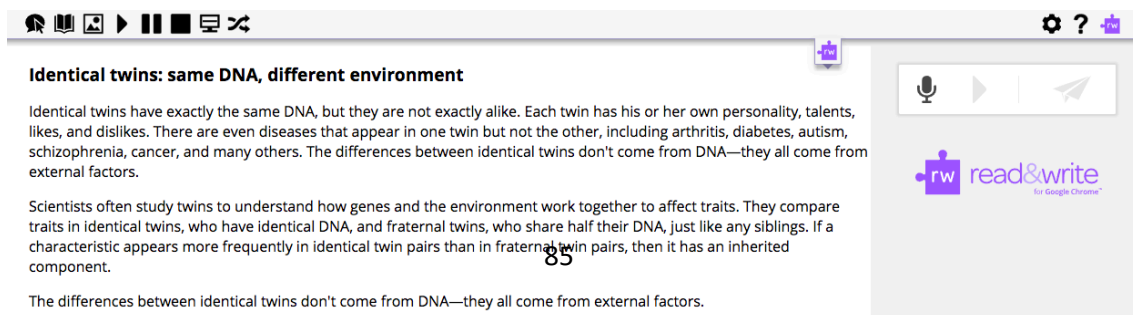
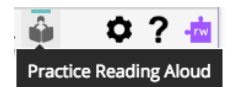


## PRACTICE READING ALOUD

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.

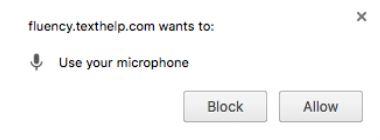
From left to right the icons are: Hover speech, Dictionary, Picture dictionary, Play, Pause, Stop, Screen mask, and Translator. These icons have been covered earlier and operate the same here.



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".



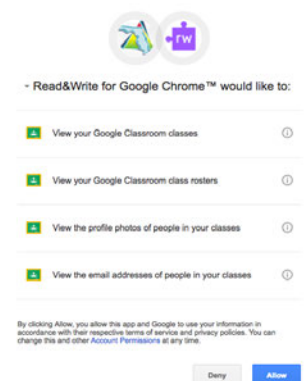
6. Immediately the microphone will switch to red indicating that the recording process has started (as shown here).
7. When the student is done reading they press the "Stop" icon (next to the red microphone).



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.



### Recording Sent

Your teacher will receive an e-mail soon letting them know you've sent them a recording.

**OK**

## 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.

f b in g+ t

great! your student has sent a recording

**Your student just recorded themselves reading and wanted to share it with you.**

A feature in Read&Write for Google Chrome allows students to practice reading aloud using useful tools like talking and picture dictionaries, text-to-speech and more. Your student has used this feature and shared the following recording with you:

**Student:** Tony Dutra  
**Document Title:** What are Traits?  
**Recording Time:** 7 secs  
**Reading Age:** 11.56

**Have a listen**

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”.

### What are Traits?

**Identical twins: same DNA, different environment**

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.

Scientists often study twins to understand how genes and the environment work together to affect traits. They compare traits in identical twins, who have identical DNA, and fraternal twins, who share half their DNA, just like any siblings. If a characteristic appears more frequently in identical twin pairs than in fraternal twin pairs, then it has an inherited component.

The differences between identical twins don't come from DNA—they all come from external factors.

00:00

**Document Details**

**Reading Age**  
11.56

Want to see Tony Dutra's progress over time?

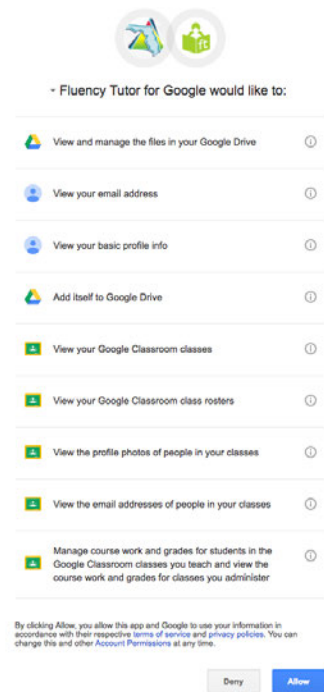
Try our companion product, Fluency Tutor® that measures oral reading fluency. This Google app tracks time spent reading, text maturity, fluency error rates and keeps a visual record of your entire class.

**Track Progress**

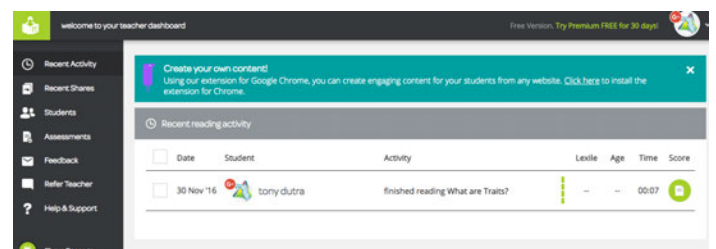
7. Click “Track Progress”.

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.

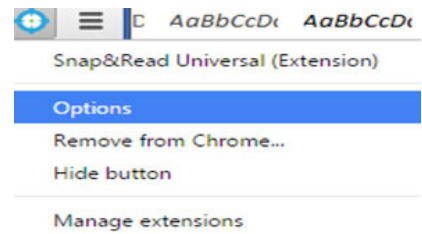
## TRANSLATION TOOL - SNAP & READ CHROME EXTENSION

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.

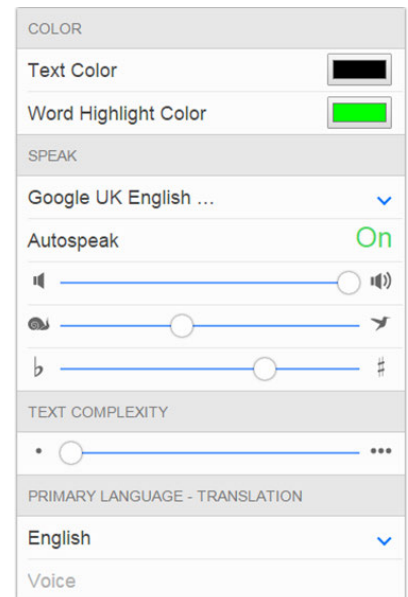


## OPTIONS - SNAP & READ CHROME EXTENSION

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

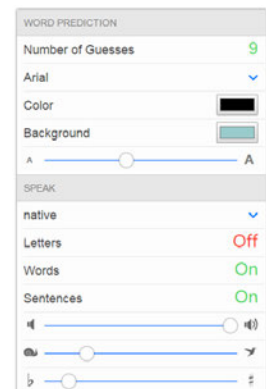
**Topic Dictionaries:** allows you to search or choose a topic specific vocabulary as well as create personal vocabulary groups / of words like family or favorite places. Turn various topics on or off as needed.

**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.



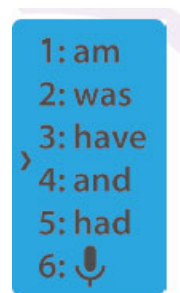
**Speech Options:** Select voice and choose text to speech at the letter, word or sentence level. The lower half allows for you to increase volume, speech rate and pitch.

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 by the systemic alignment of technology, policies, and curriculum through a multi-tiered system of supports in a universal education setting.*

[www.tlc-mtss.com](http://www.tlc-mtss.com)

This resource is a continuation of previous products developed by the following:

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This resource was funded through the Bureau of Exceptional Student Services with IDEA Part B dollars. The information and resources are provided as a free awareness service to the educational community and do not reflect any specific endorsement by any parties involved.

