Speld QLD

Supporting people experiencing learning differences

Simple changes can be made to the **settings** of **PCs** that can greatly improve the learning experience of those with Learning Differences. This fact sheet provides information about what these simple changes are and how to make them work for you.

*Please Note: The information provided below is based on Windows 10 and Microsoft Office 2016/365. If you use earlier editions please be aware that some of the options below may not be accessible.

Equipment: A head set with a built-in microphone is essential for effective use of many of the accessiblity features below.
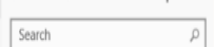
Ease of Access Options:

What? With Windows you can access commonly used accessibility options from the sign-in screen.

How? Click on the **Windows symbol** and type **Ease of Access** into the search box.
In the **Ease of Access** section you can make your computer, 'learning differences friendly' by selecting to turn on or off tools and settings such as: Narrator, Magnifier, On-Screen Keyboard, High Contrast, Sticky Keys, or Filter Keys.

Narrator :

*What? **Narrator** is the built-in screen reader that reads text on your screen aloud.*

How? Click on the **Windows symbol** and type **Ease of Access** into the search box.
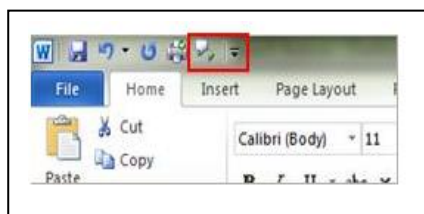In the **Ease of Access** section you can select to start **Narrator**.

More Info?   https://support.microsoft.com/en-us/help/22798/windows-10-narrator-get-started

Text-to-Speech in Microsoft Office

*What? The **Speak** command in Office uses text-to-speech (TTS), which is the ability of your computer to play back written text as spoken words that appear on your screen in Word, Outlook, PowerPoint, and other programs in Microsoft Office.*

How? You can add the **Speak** command to the **Quick Access Toolbar**.

1. Open **File** (**Alt** + **F**).
2. Select **Options**.
3. Select **Quick Access Toolbar**.
4. Choose **Commands Not in the Ribbon**.
5. Select **Speak**.
6. Select **Add**.
7. Select **OK**.

More Info?
https://support.office.com/en-us/article/Learning-Tools-in-Word-a857949f-c91e-4c97-977c-a4efcaf9b3c1
https://www.microsoft.com/en-us/accessibility : Select Speech
Other options for text-to-speech include: **Word talk and Natural Reader.**
http://www.callscotland.org.uk/information/text-to-speech/

To find out more please phone: 3391 7900 or email: ainsleyr@speld.org.au

http://www.speld.org.au/assistive-technology

Speech-to-Text (Dictation)

What? *Windows Speech Recognition allows you to dictate text instead of typing on a keyboard.*

How? Click on the **Windows Logo symbol** ⊞ and type **Speech Recognition** into the
search box [Search 🔎] . Complete the **Set up Speech Recognition Tutorial**. After this process a speech recognition tool bar will appear on screen (see image above). This speech recognition tool can be used across a range of programs e.g. **Word, Outlook, PowerPoint, and other programs in Microsoft Office.**

More Info? https://support.microsoft.com/en-us/help/17208/windows-10-use-speech-recognition

http://www.callscotland.org.uk/information/speech-recognition/

http://www.callscotland.org.uk/information/speech-recognition/getting-started/

Free Speech-to-Text in Google Docs
What? *Google Docs features a free speech recognition add-on which provides dictation technology for students. This feature is called, "**Google Voice Typing**".*

How? See link below for set up and instructions:
http://www.callscotland.org.uk/information/speech-recognition/google-voice-typing/

Virtual Assistant (Cortana)
What? *Cortana is a virtual assistant that will follow your voice requests to search the web or your PC for the most appropriate answer.*

How? **Click on Windows symbol** ⊞ and type **Cortana** into the search box [Search 🔎] .
Enable Cortana and turn on required settings. MUST select region as United States. Selecting any other region automatically disables Cortana.

How to Split your Screen on Windows 10 ~ Snap
What? *Being able to easily work between two (and up to four) documents on the one screen (e.g. having a note-taking document open and a research document open side-by-side) can be beneficial for those with learning differences.*

How?
1. Restore down the windows you wish to have open.
2. Drag each window to corner and a ripple effect will occur.
3. Keep your finger down on the touch pad/mouse button and a transparent outline of the window should instantly appear in its new position.
4. As soon as you release the mouse button the window will 'snap' to that position.
   This may be repeated with other windows to create a 'split screen'.

Useful links:
https://www.microsoft.com/en-us/Accessibility/windows
https://www.microsoft.com/en-us/accessibility
https://www.noodle.com/articles/google-for-dyslexia-part-one
http://www.dyslexiaaction.org.uk/news/what%E2%80%99s-new-windows-10-people-dyslexia

To find out more please phone: 3391 7900 or email: ainsleyr@speld.org.au

http://www.speld.org.au/assistive-technology