

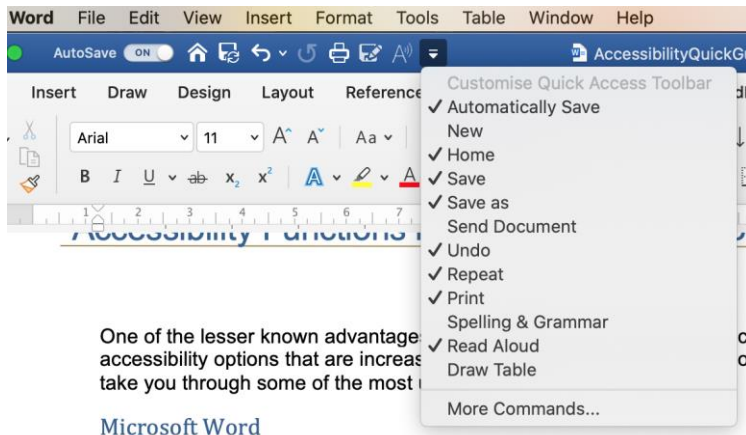
Read Aloud and Dictate Software Options for Students

Blackboard Quick Guide

Did you know that some software you commonly use can read your text and take dictation?

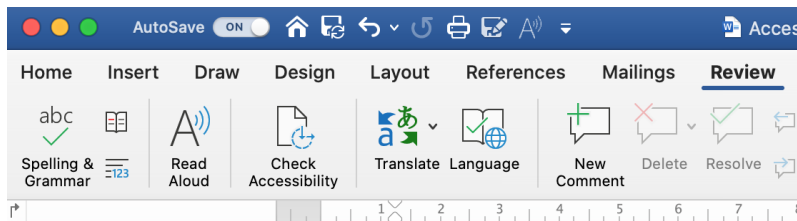
This Quick Guide will take you through Microsoft Word, Microsoft OneNote, Google, Firefox and PDF readers.

Microsoft Word has the ability to read out a document. Navigate to the Quick Access toolbar (top of your screen) and choose the dropdown menu.

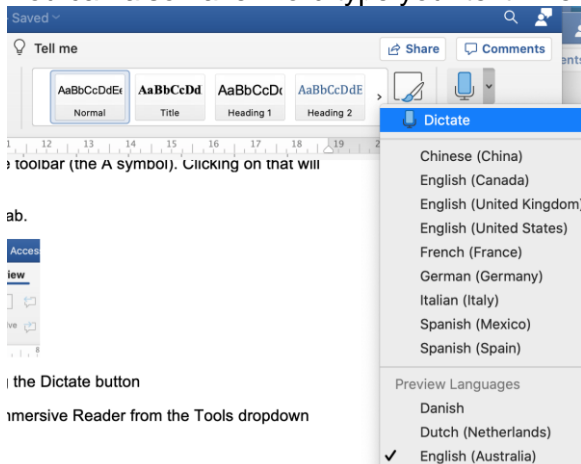


Checking Read Aloud will add the Read Aloud icon to the toolbar (the A symbol). Clicking on that will have Word read your document to you.

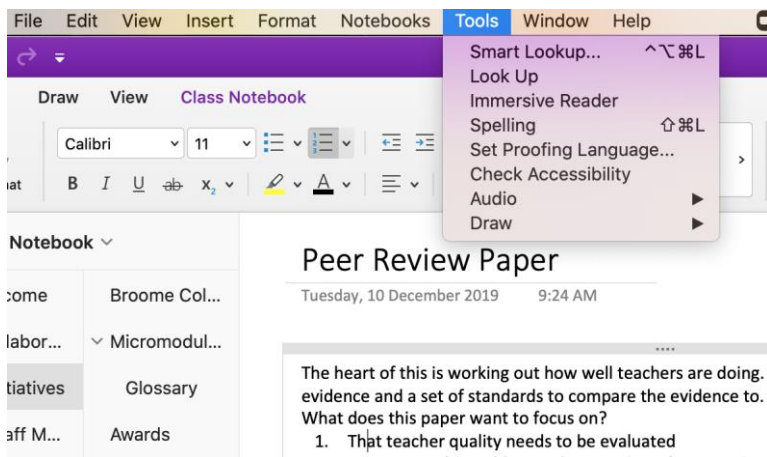
Read Aloud is also a toolbar option when in the Review tab.



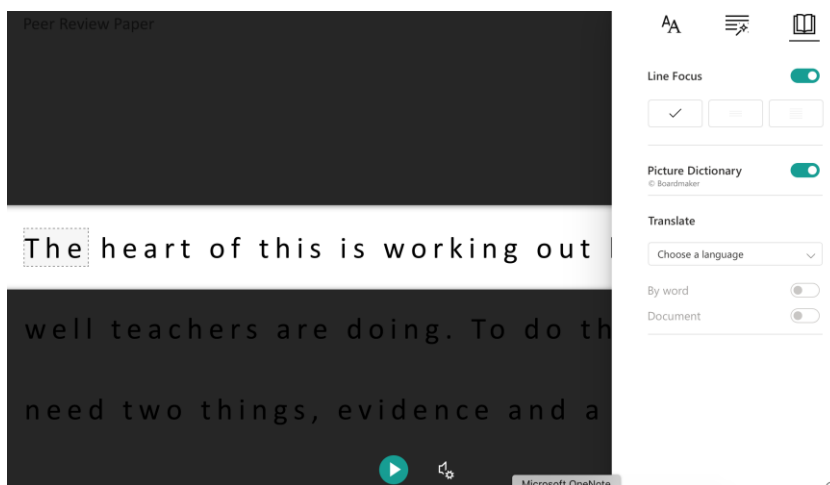
You can also have Word type your text when you speak using the Dictate button.



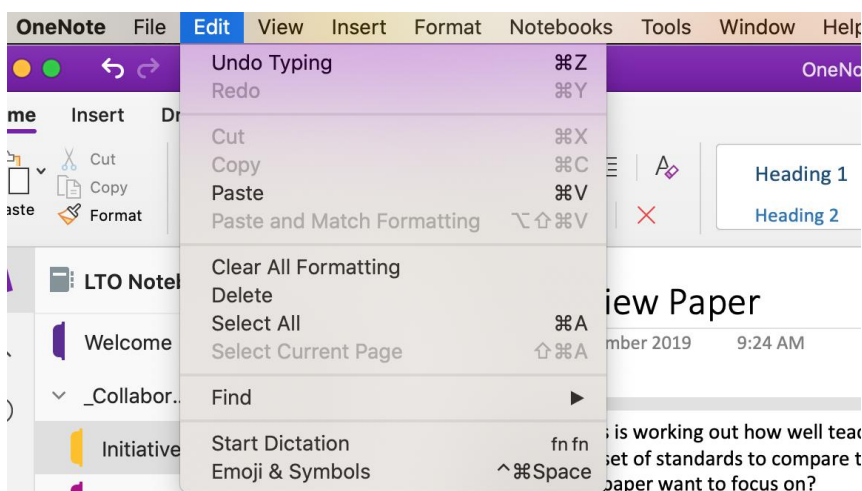
Microsoft OneNote will read your notes if you choose Immersive Reader from the Tools dropdown menu.



The Immersive Reader format opens other accessibility options, including line focus and translation services.

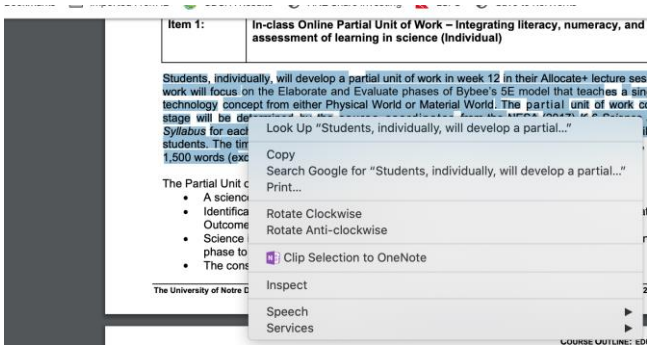


You can also have OneNote type as you speak by choosing Start Dictation from the Edit menu.



Google Chrome

You can highlight any text in any web page in Google Chrome (including PDFs and text in Blackboard), and have it spoken for you. Right click to access the feature:

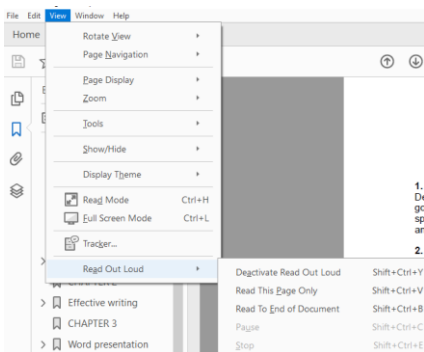


Mozilla Firefox

Firefox can read aloud text, but requires add-ons to be installed. Search Firefox for the most up to date read aloud add-ons.

Adobe Acrobat PDF Reader

The PDF reader has a Read Out Loud function which is accessed from the View menu.



You can choose to have just one page read, or the whole document.

Apple Preview

This piece of software is the Mac default to open PDF documents. To access speech, go to the Edit menu and choose Speech.

