

# Accessibility

## Improving Accessibility on your Computer, Tablet and Phone

There are many ways to improve your access to websites and also to your learning materials. Below we have listed several ways to do this...

These tips are all available ONLINE WITH AUDIO versions at:

<https://oten.tafensw.edu.au/about/publications-and-reports/accessibility/>

**Upgrade your Browser**

**Customise your browser**

**Customise your Operating System**

**Make your Text Bigger**

**Dealing with Flash on your computer/tablet**

**Text to Speech options**

**Text to speech apps on tablets**

**Use a Screen Reader to navigate your computer**

**Dragon Naturally Speaking (speech to text) software to navigate the OLS site**

**Speech to text Apps on tablets**

**Access Keys**

**Convert your PDF files to Word/Text format**

**Webinar accessibility check**

**Using Dragon Naturally Speaking to type your assignment**

**Assistive ACC communication apps**

**Supporting your learning and wellbeing**

## Upgrade your Browser

If you are using an older browser you should upgrade. Newer browsers include more accessibility and usability features. These upgrades are free.

The “Big Five” browsers are *Firefox, Chrome, Safari, and Internet Explorer, and Microsoft Edge* (in no particular order).

## Customise your browser

You can control how a web browser displays information. This includes:

- Changing the body text font, type and size
- Foreground and background colours
- Using keyboard shortcuts.

For more information on how to customise your *Internet Explorer* browser look up 'Internet options' in the Help index in *Internet Explorer's* Help menu. If you are on another browser look up something similar in their Help index or go to their preferences section.

## Customise your Operating System

**Windows10:** Go to: Start | Settings | and choose “Ease of Access”

**OSX:** Go to: “System Preferences” and choose “Accessibility”

## Make your Text Bigger

Many programs that you use every day can easily make the text bigger and more readable instantly with just the press of a couple of keys:

**MAC OSX**

The general screen magnifier in OSX is found by going to System Preferences | Accessibility | Zoom, then TICK either “use scroll gesture” and/or “use keyboard shortcuts” for your preferred method. You can then zoom by using either: **CTRL+MouseScroller** or **OPTION+COMMAND + -/+**

Also, when in:

- Internet Explorer, Safari, Chrome, Firefox : use **COMMAND +/-**
- Microsoft Word, Excel, PowerPoint, Outlook etc. : use the **Slider** (usually bottom-right)

## **Windows**

The general screen magnifier in Windows is: Press “Windows logo key” plus “+”

Also, when in:

- Internet Explorer, Chrome, Firefox : use **CTRL +/-**
- Microsoft Word, Excel, PowerPoint, Outlook etc. : use the **Slider** (usually bottom-right)

## **Dealing with Flash on your computer/tablet**

“Flash” is an old obsolete adobe product that allows websites to make very feature-rich pages. Flash is available on some platforms and not on others. It is more-or-less phased out in favour of HTML-5 on your browser.

### **Tablets/Phones**

- Apple iOS products (iPhone, iPad) do not support Adobe Flash, so you might find that some websites don’t display properly. There isn’t much you can do about this on an iOS device. However, many websites have moved from Flash to HTML5 which gives websites most of the functionality needed, and they work with Apple tablets.
- Other Tablets (Android tablets/phones, Windows Surface etc.) can work with Flash websites. If you need to use a tablet/phone and

there is a website that you specifically need that uses Flash, then these products may be more advantageous. Make sure you update your Flash Player regularly on these products (at [adobe.com](http://adobe.com)).

## **Computers**

- Apple OSX and Microsoft Windows desktop computers (and laptops) run Flash.
- Make sure you upgrade your Flash to the latest version ([www.adobe.com](http://www.adobe.com)), as there are always security updates and product improvements.

## **Text to Speech options**

Some learners find that hearing what is on the computer screen helps with the understanding of what is being read. Your browser of choice may have an extension or an add-in that will do this.

### **Texthelp Read&Write**

This text-to-speech software works on several platforms: Windows PCs, Macs, Google Chrome, iPad and Android tablets.

It will read aloud the text on the screen at the same time as highlighting the words. The voices are in a clear Australian accent and the Toolbar has many useful choices such as:

- picture and word dictionaries,
- highlighting
- and voice input and output
- mp3 audio recordings.

Students at TAFE can download Texthelp Read and Write for free. We have install instructions for you if you would like to try this software.

See this short YouTube video at this link: [reading the OLS](#).

## **ClaroRead**

This text-to-speech software works on several platforms: Windows PCs, Macs, Google Chrome, iPad and Android tablets.

The ClaroRead and Pro options reads documents aloud on Windows or Mac.

For more information go the [clarosoftware.com](http://clarosoftware.com) or go to the [Text to speech apps on tablets](#) page.

## **Natural Reader**

You can use [NaturalReader](#) as a downloadable text-to-speech software or as an Online Reader in your browser or as an app on your iPad.

Find out more on their website at [naturalreaders.com](http://naturalreaders.com) or go to the [Text to speech apps on tablets](#) page.

## **For Your Browser**

**Google Chrome** has several free extensions you can download:

- [ClaroRead](#)
- [Natural Reader](#)
- [Speakit](#)
- [Read&Write](#)
- [Support for Read&Write Desktop](#)
- [TextAloud](#)

**Firefox** users can try any of the following add-ons.

- [Narrate](#) is a readability extension that includes a text-to-speech feature in your browser's Reader Mode.
- [Read Aloud: A Text to Speech Voice Reader](#) reads web pages.
- [Text to Speech](#) reads any text that you highlight and can be used offline.

## **Internet Explorer and Microsoft**

There are no specific plugins for Internet Explorer. However, Microsoft Windows offers text-to-speech functionality in the operating system.

[Windows Narrator](#) is a Microsoft text-to-speech app built into Windows 10.

The Microsoft Edge Browser does have a [Read Aloud](#) option.

## **Toolbar programs**

There are a few Toolbar programs that are very useful.

[TextAloud 4](#) is a software for the Windows PC that you can trial for free first. You can also save your speech files as an mp3. This allows you to listen to your work on your phone or audio device.

[WordTalk](#) is a free Microsoft Word plugin that reads texts for you. You can also make audio recordings of the text you select in MP3 or Wav files.

## **Text to speech apps on tablets**

**Alexicom ACC** is an AAC (Augmentative and Alternative Communication) app that offers symbol based communication to voice words and sentences.

[Alexicom ACC on iTunes](#)

[Alexicom ACC on Google Play](#)

**Claro Speak** reads out loud any text you paste in or import from a document.

[Claro Speak on iTunes](#)

**NaturalReader** reads web pages, documents and eBooks aloud.

[NaturalReader on iTunes](#)

**Proloquo2Go** is an AAC (Augmentative and Alternative Communication) app that offers symbol based communication to voice words and sentences.

[Proloquo2Go on iTunes](#)

**Speak Out Loud – Let your Mobile talk** uses the Android text to speech engine to give voice words and sentences you type in.

[Speak Out Loud – Let your Mobile talk on Google Play](#)

**TextAloud** reads out loud the text you copy into the app.

[TextAloud on iTunes](#)

**TalkToMe** is a light weight text to speech application that speaks words as you type them.

[TalkToMe on iTunes](#)

**Web Reader** allows web page content to be read to you as soon as they are loaded.

[Web Reader on iTunes](#)

## **Vision-Impaired? Use a Screen Reader to navigate your computer**

[JAWS](#), [WindowEyes](#), and [NVDA](#) are very popular amongst the vision-impaired/Blind community and allow you control a PC with key-commands and to receive speech feedback via audio, or braille.

[Voice-Over](#), which comes native on newer versions of MAC OSX and iOS, is similar in function.

## **Dragon Naturally Speaking (speech to text) software to navigate the OLS site**

Dragon Naturally Speaking is both a voice-to-text dictation program, and a way to control your computer/mouse with your voice. It is popular amongst those with a physical disability.

Here are some handy commands that you will use a LOT during your course...

### **Using Dragon Naturally Speaking for the OLS**

#### **Voice commands**

*To enable Dragon to use your web browser after installation*

#### **Internet Explorer**

- Open Internet Explorer under Window Accessories of the dialogue box
- Click enable when it appears
- Or you will see a pop up box at the bottom so then click on 'choose add ons' and then you can select the extension from there

#### **Chrome**

- Open the Google Chrome browser
- Click Proceed when the pop up box appears
- Click Add to Chrome after the chrome web store page opens
- A Dragon icon should appear on the right hand corner of the web page

**Microsoft Edge:** not applicable

**Firefox:** problems may occur



## *Two ways to open the OLS*

1. To search the web
  - Open Internet Explorer
  - Search the web (allows you to type in search text field so you can when you spell out the address)
  - Go there (to search)
  - Say 'tab' a few times until you see the cursor move onto the LOGIN icon (about 5 or 6 times)
  - Click LOGIN
  - Click 'I comply with privacy statement'
2. As a bookmarked website in favourites

Make sure you save your username and password for the site so you don't have to say it aloud

- Click favourites
- Click OLS LOGIN

## *Navigating your course page*

- Click 'name of heading in the tab' e.g. Unit overview, Assessments, Resources, Connect
- Click 'name of resource' e.g. learning resource, Word version

### **Multiple choice quiz in online learning resource**

- Click radio button (a number will appear on all the radio buttons)
- Choose 'number' (to select your choice and then it will click it)
- Click check box (to check whether your answer is correct or incorrect)
- Choose 'number' (to select the number that appears)

### **Cloze writing quiz in online learning resource**

- Click text field (a number will appear on all the radio buttons)
- Choose 'number' (to select your choice and then it will click it)
- Say the word you want typed in the blank text field
- Repeat above instructions

### **Matching quiz in online learning resource**

- Say 'tab' or 'line down' to enter the blank text field in the quiz in a matching quiz
- Say 'Show choices' to open the list of possible answers
- Say 'line down' to move to your selected answer
- Say 'Press enter' to select answer
- Say 'tab' to move to the Check icon
- Say 'Click check' to show the answer

### **Navigating tabs in browser**

- Go to first tab, third tab etc
- Close first tab, third tab etc

## **Speech to text Apps on tablets**

Dragon Dictation (free) or the Dragon Anywhere app (subscription) is one of the best tools for converting your voice to text quickly and accurately and it syncs with the Dragon desktop version.

[Dragon Dictation on iTunes](#)

[Dragon Anywhere on iTunes](#)

[Dragon Anywhere on Google Play](#)

**Evernote** transcribes your audio file into a note.

[Evernote on iTunes](#)

[Evernote on Google Play](#)

**Google Text-to-Speech** reads aloud the text from books and other text on your screen.

[Google Text-to-Speech on Google Play](#)

**Speak Speech Synthesizer** is a text to speech app that lets you adjust the volume, pitch and rate of the voice to read out your typed words and sentences.

[Speak Speech Synthesizer on iTunes](#)

**Talk Assist** will read out loud what you type.

[Talk Assist on iTunes](#)

## **Access Keys**

Some websites support Access Keys. Access Keys function exactly like hot keys in any application. They are intended as an accessibility aid for vision impaired users to skip directly to relevant content areas on a page. Older browsers do not support AccessKey functions.

Some of the generic numbers for web navigation are:

- Access key 1 - Home page
- Access key 4 - Sitemap
- Access key 7 - Contact us
- Access key 8 – Privacy
- Access key 0 - Accessibility statement

On *Internet Explorer* users can navigate with the Access Key feature by typing:

- ALT+AccessKey followed by Return.

Using a Mac, you will need to use:

- CTRL+AccessKey

Many websites do not support this standard, but it's worth a try!

## **Convert your PDF files to Word/Text format**

It can sometimes be easier to handle PDF files in the above assistive software if you convert them to Microsoft Word or Text format. So, how do we convert PDF files?

The Adobe website provides online conversion tools to convert Adobe PDF files to plain text or HTML files. To access this service go to [Adobe.com](https://adobe.com).

Alternatively, the Adobe PDF file can be submitted as a MIME attachment to an email message. For plain text, mail the attached PDF to [pdf2txt@adobe.com](mailto:pdf2txt@adobe.com). For HTML, mail the attached PDF to [pdf2html@adobe.com](mailto:pdf2html@adobe.com).

## **Webinar accessibility check**

Do you have to participate in any webinar meetings with your teacher?

Here are some tips that you can ask the presenter to consider in order to adjust to your needs and to help make the webinar experience accessible to you.

### **Visual impairment**

Ask for:

- an audible presentation that outlines key content clearly
- an accessible copy of the presentation slides before the webinar meeting so you can prepare some questions and comments to copy and paste into the Chat box
- any external links to websites or documents before the webinar meeting
- a verbal indication on when the presenter is moving to the next slide
- a summary of key points after each presentation or group of slides

- the Chat box to be placed closer to the top so that you can tab to it more easily
- the key threads of conversation from the Chat box to be communicated verbally
- more time to participate with your responses if you are using assistive technology
- an audible explanation of an activity that you are not able to participate easily in e.g. a poll or a whiteboard activity
- an extra facilitator to communicate the main points to you
- an audio recording of the webinar so you can review the main points afterwards

### **Hearing impairment**

Ask for:

- a visual presentation that clearly conveys all the main points that the presenter is covering
- a larger sized Chat pane that you are comfortable with
- a font size that you are comfortable with
- an extra facilitator to communicate the main points to you in a separate, private Chat pod
- the presenter or facilitator to type any new relevant points into the Chat box so that you don't miss out on what is being discussed verbally
- more time to participate with your responses if you are using assistive technology
- the presenter to be positioned so that you can lip read if using a webcam
- captions on any video that is being played
- the installation of the Caption Pod so you can follow real-time captioning
- information on how you can use the Caption pod so you can change the font, use it to make comments and save the transcript
- a video recording of the webinar so you can review the main points afterwards

### **Dexterity difficulties**

Ask for:

- a presentation that clearly conveys all the main points that the presenter is covering
- an accessible copy of the presentation slides before the webinar meeting so you can prepare some questions and comments to copy and paste into the Chat box
- the Chat box to be placed closer to the top so that you can tab to it more easily
- a larger size Chat pane that you are comfortable with
- a font size that you are comfortable with
- an extra facilitator to communicate the main points to you in a separate private Chat pod
- more time to participate with your responses if you are using assistive technology

## **Using Dragon Naturally Speaking to type your assignment**

### **Voice commands for using Microsoft Word.**

#### **To open Dragon**

- Click on the microphone icon to open the Dragon toolbar  
Or
- Say 'Wake up' if you already have the Dragon toolbar open

#### **To open a new Word document**

- Say 'Open Microsoft Word'

Or

- Say 'Open a blank document' if you want to open another Word document

#### **To open an existing document**

- Say 'Open File Explorer'
- Say 'Click' and the document name

- Say 'Open' and the document name

### **To type a new assignment**

- Say 'Click Title' (This is in the Styles toolbar)
- Say 'the title of your assignment' e.g. Report on...
- Say 'Click Heading one'
- Say 'the name of your heading' e.g. Introduction
- Say 'New line'
- Say 'Click Normal' (This is in the Styles toolbar)
- Dictate your sentence
- Say 'Full stop' when you have finished dictating your sentence (You can also say 'comma', 'question mark', 'hyphen' or 'colon' when you need to use other punctuation marks.)
- Continue to dictate your sentences until you have written a paragraph
- Say 'New Paragraph' and continue with your writing.

### **To correct a spelling mistake**

- To correct one word, say 'Select' and the incorrectly spelt word so that you see it highlighted
- To correct a phrase, say 'Select (first word) through (last word)' to highlight a phrase you want to correct
- A pop up box will appear with the different choices
- Say 'Choose 1' or whichever number you see that is correct

Or

- Say 'Click Review' which is on the Microsoft Toolbar
- Say 'Click Spelling and Grammar' and a pop up box appears with suggested changes
- Say 'Click' and the word you want to highlight as the correct word if it is not highlighted already
- Say 'Click Change' to change the word

### **To correct a punctuation mistake**

- Say 'Select ' and the word where you want to add the punctuation mark e.g. Select Thursday comma

Or

- Say 'Insert after' and the word and then say comma e.g. Insert after Thursday comma

### **To delete a word, sentence or paragraph**

- Say 'Select' and the word you want to delete so that you see it highlighted
- Say 'Delete' or 'Scratch that' or
- Say 'Undo' or 'Scratch that' to delete a word you just dictated

### **To move around the document**

Say any of these voice commands

- 'Line up or down'
- 'Move up or down 3 lines'
- 'Move up or down a paragraph'
- 'Move up or down 3 paragraphs'
- 'Move right or left a word'
- 'Move right or left three words'

Or

- Say 'Go to the top/ bottom'

Or

- Say 'Mouse grid' and select the number until the mouse is in the position you want it to be e.g. Mouse Grid 9 1

### **To cut and paste text**

- Say 'Select' and the word you want to copy or cut so that you see it highlighted
- Say 'Copy that' or 'Cut that'
- Use one of the voice commands to move around the document
- Say 'Paste that'

### **To type into a formatted assignment**

- Use the commands to move around the document or the mouse grid to position the mouse on the line that you need to write on
- Dictate your answer



## **To save and close a document**

- Say 'Save document'
- Say 'Click Save as'
- Say 'Click Browse' and a pop up box appears
- Dictate the name of your document

## **If you don't know what to say**

Say 'What can I say' and a list of possible commands pops up for you to choose from

**For more information on how to use Dragon, contact us.**

## **Assistive ACC communication apps**

Many of these apps are specialised Augmentative and Alternative Communication (ACC) apps.

**Alexicom ACC** is an app that offers symbol based communication to voice words and sentences.

[Alexicom ACC on iTunes](#)

[Alexicom ACC on Google Play](#)

**Assistive Express** is an affordable AAC app that helps you construct sentences.

[Assistive Express on iTunes](#)

**Auslan Tutor** is a video-based Australian Sign Language (Auslan) teaching resource developed specifically for mobile phones.

[Auslan Tutor on iTunes](#)

[Auslan Tutor on Google Play](#)

**Autism Apps** is a resource listing apps for people with autism and other special needs. There are over 30 categories that are searchable.

[Autism Apps on iTunes](#)

**I can Communicate!** is a free app that uses pictograms to help you communicate. You can also type messages.

[I can Communicate! On Google Play](#)

**LetMeTalk: Free AAC Talker** uses more than 9000 images to create sentences and you can use it offline.

[LetMeTalk on Google Play](#)

**MetaTalkUS** is another symbol based AAC app with three rich vocabularies.

[MetaTalkUs on iTunes](#)

**Proloquo2Go** is a comprehensive AAC app that offers symbol based communication to voice words and sentences.

[Proloquo2Go on iTunes](#)

**SymboTalk - AAC Talker** is a free app that talks for you when you click the images and icons. It even supports 23 languages.

[SymboTalk on Google Play](#)

## **Supporting your learning and wellbeing**

**Apps and websites to support your wellbeing while you study**

Being the best we can be mentally and emotionally will help us get the most of our studies. Check out these apps and websites on your mobile device and/or laptop. You may find one or two of them that can help you prepare for your study.

### **Daily tips and exercises**

**Smiling Mind** is a free not-for-profit Australian guide of daily mindful and meditation tips. You can choose programs that has exercises for adults, youth, school, work, stress, mindful eating and much more. You can even choose some Indigenous languages.

[Smiling Mind on iTunes](#)

[Smiling Mind on Google Play](#)

**Snapshot** is a free app created by the Black Dog Institute of Australia. It offers a series of simple questions and depending on your answers, it will give you feedback on what you can do. You can set up your own password to use this app on your mobile device.

[Snapshot on iTunes](#)

[Snapshot on Google Play](#)

### **Forums**

**Group chat** is an Australian online support session where young people can chat with a mental health professional anonymously. Go to the [Group chat](#) website to find out how to join a chat. There are group chat sessions on cyber bullying, coping with study, making decisions and more.

### **Goals and gratitude**

**Daylio Journal** is free and it enables you to record and collect your moods and activities in a calendar format so you can easily track your

moods. You can create goals and learn to build new habits. You can set up a PIN password to keep your information private.

[Daylio on iTunes](#)

[Daylio on Google Play](#)

## **Mindfulness and meditation**

**Calm: Meditation and Sleep Stories** has breathing exercises that help you relax, sleep stories to help you fall asleep and lessons on how to meditate. It has a mix of free and paid guided meditations that you can schedule as reminders.

[Calm on iTunes](#)

[Calm on Google Play](#)

**Headspace: Meditation & Sleep** begins with a free introductory course on meditation and mindfulness techniques. You can also track your moods. For access to the full library, you need to subscribe.

[Headspace on iTunes](#)

[Headspace on Google Play](#)

**Nimbus Mind: Meditation, Relax and Calm** helps you set up timed guided meditation sessions beginning from 3 minutes up to 40 minutes. It is up to you on how long you want to meditate. It includes a list of free and subscription based sessions. It is available in several ways as:

- a [Firefox extension](#)
- a [Google Chrome extension](#)
- an [on iTunes app](#)
- an [On Google Play app](#)

## **Positive thinking**

**Action for Happiness** offers daily reminders to action an idea that will create happiness. You can also download the [monthly calendar](#) of ideas as a .PDF document.

[Action for Happiness on iTunes](#)

[Action for Happiness on Google Play](#)

**Bliss** helps you think positively by offering several exercises that you can set up as a schedule. This includes a daily gratitude journal as well as more tips on how to promote your own happiness. It is available as:

- [a Google Chrome extension](#)
- [an iTunes app](#)
- [an Google Play app](#)

## **Motivation**

**Daily Motivator** is a free app that provides motivational quotes to help you focus on your goal.

[Daily Motivator on iTunes](#)

[Daily Motivator on Google Play](#)

**Fabulous: Self Care** is a habit tracker that motivates you to change your habits so that you can improve your health.

[Fabulous on iTunes](#)

[Fabulous on Google Play](#)

## **Short courses**

**Health Anxiety Course** is a [short course of 5 lessons](#) that you can sign up for either anonymously as a self-help course or with feedback provided by a clinician. It costs \$59 for 3 months. Learn more about it from the [Head to Health](#) website.

You will find more short courses on the [Head to Health](#) website.

### **Soothing sounds**

**Natural Sounds – Mood Relax Focus** is a free [Google Chrome extension](#) that has a list of more than 15 sounds that can help you relax, sleep and concentrate. Use it like a sound shield so that you can work peacefully.

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