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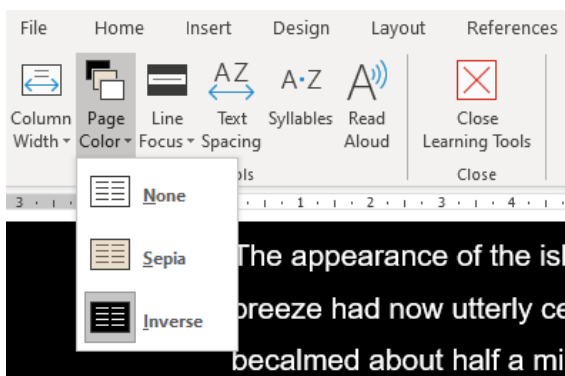
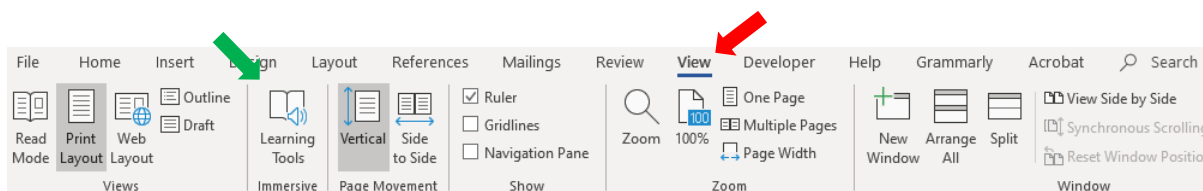


Factsheet 4: Use technology to support the reading of digital documents (access information differently)

Microsoft Word (Office 365)

Use Microsoft Word 'Learning Tools'.

- Select the 'View' tab (red arrow) and then 'Learning Tools' (green arrow).



- Choose a comfortable page colour, in this example 'Inverse'

- 'Line Focus' settings can help you to maintain focus when reading.
- Use the up and down arrows or scroll with your mouse wheel to navigate in your document (red arrow).



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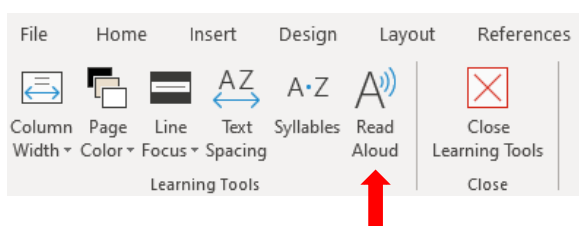
Microsoft Word 'Read Aloud' tool – have your document text read aloud.

The 'Read Aloud' tool can be accessed in two ways:

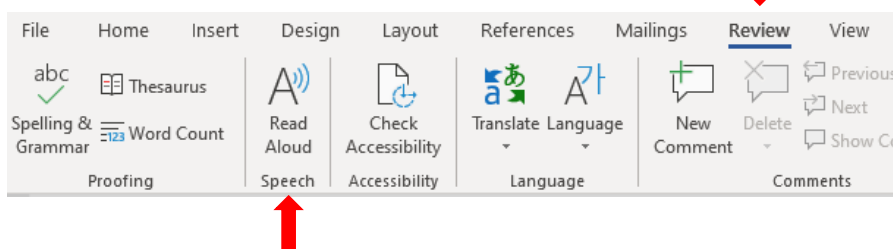
1. Via the 'Learning Tools' feature (select 'View' menu, then select 'Learning Tools'). This route enables you to use tools such as 'Line Focus' and 'Read Aloud' simultaneously.
2. Via the 'Review' menu (select 'Review' menu, then 'Read Aloud'). This route enables you to read text aloud in the normal page view.

'Read Aloud' works identically in each of the scenarios.

- Scenario 1: Via the 'Learning Tools' feature (instructions for accessing 'Learning Tools' can be found above).



- Scenario 2: Via the 'Review' menu.



- A small control panel will appear in the top right-hand corner of your page when you use 'Read Aloud' in Microsoft Word (see below).
- Use controls to start, stop, and navigate forwards and backwards.
- To exit 'Read Aloud' click the 'X'.



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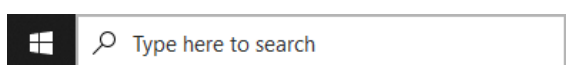
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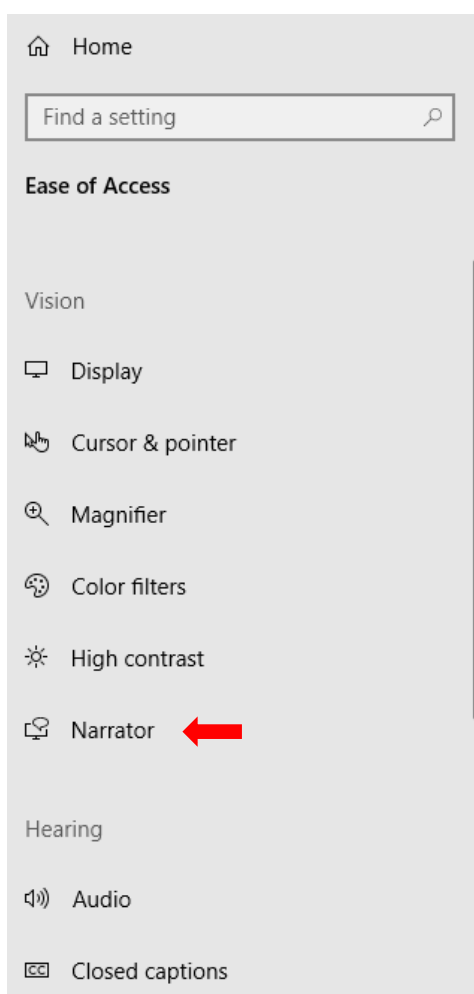
Use the Windows 10 'Narrator' tool.

The 'Narrator' tool provides more comprehensive screen reading functionality. It will read document text as per the Microsoft Word 'Read Aloud' tool. However, it will also read menus and other onscreen information.

- Open Windows Ease of Access centre.
- Type 'Ease of Access' into the search box next to the Windows Start Button, then press enter (see below).



- Alternatively, hold down the Windows Key and press 'U'.
- Turn on the 'Narrator' tool (green arrow).

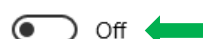


Narrator

Narrator is a screen reader that describes what's on your screen so you can use that information to navigate your device. It can be controlled by keyboard, touch and mouse.

Use Narrator

Turn on Narrator



[Open Narrator Home](#)

[View the complete guide to Narrator online](#)

Start-up options

Allow the shortcut key to start Narrator

Press the Windows logo key + Ctrl + Enter to turn Narrator on or off.

Start Narrator after sign-in for me

Start Narrator before sign-in for everyone

Show Narrator Home when Narrator starts

Minimize Narrator Home to the system tray

When this box is unchecked, Narrator Home will minimize to the

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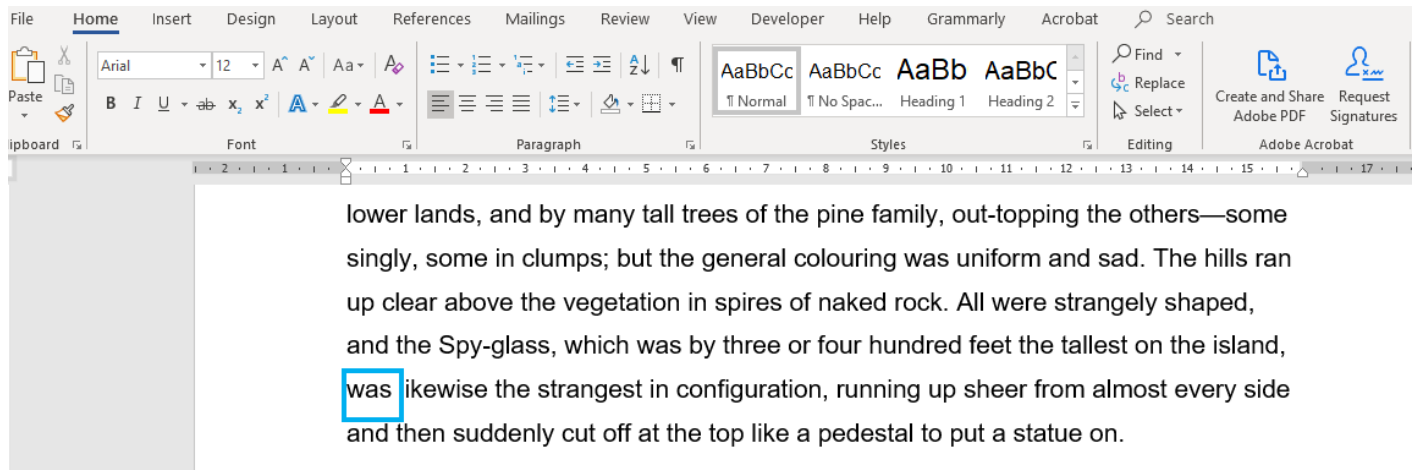


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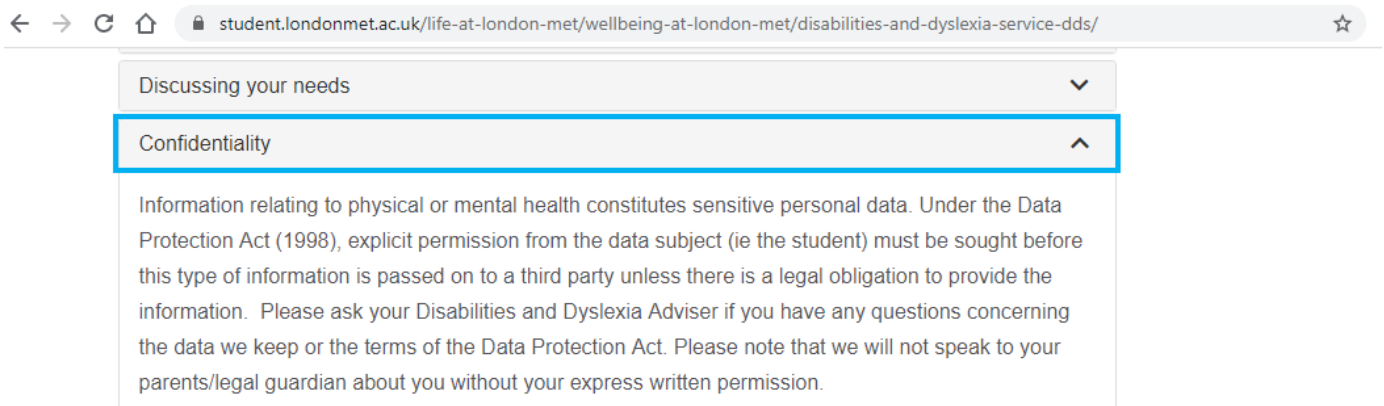


- Return to your Microsoft Word document, or other document windows (e.g. webpages) to have text read aloud.

Example 1: Text being read in Microsoft Word by 'Narrator'.



Example 2: Text being read in Google Chrome by 'Narrator'.



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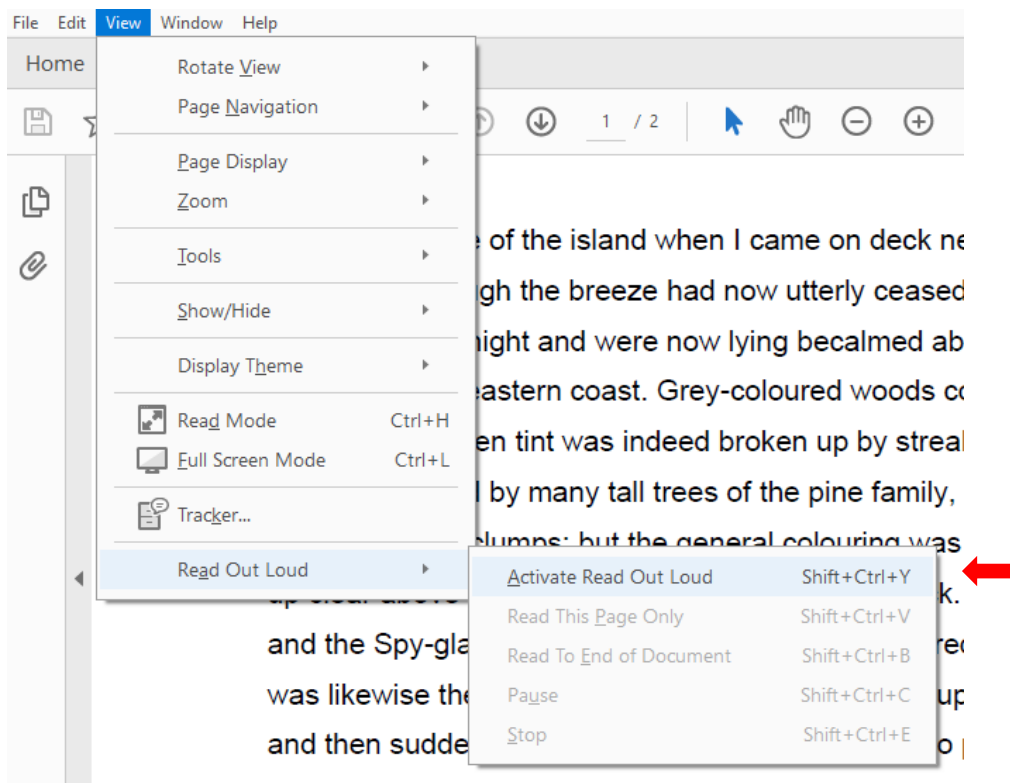


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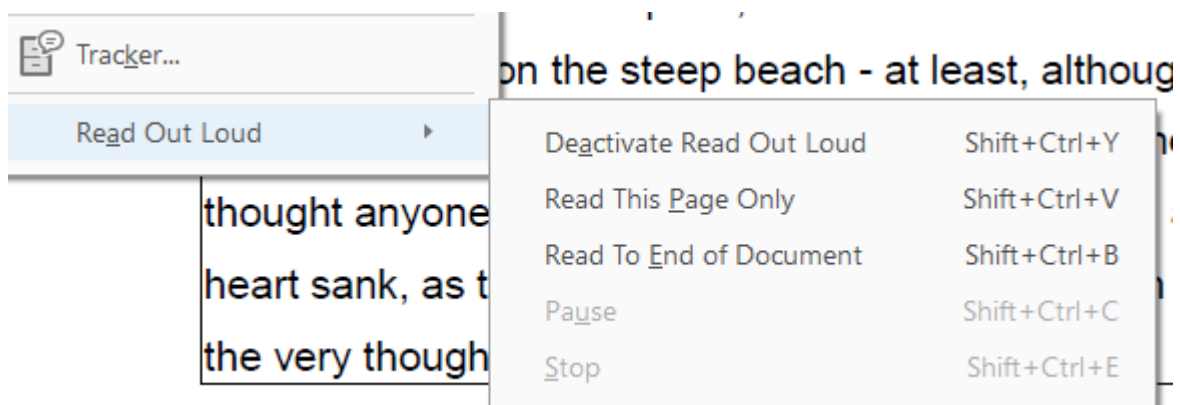


Adobe Reader 'Read Out Loud' tool – have your PDF document text read aloud.

- Select the 'View' menu.
- Select 'Read Out Loud' and then 'Activate Read Out Loud' (red arrow).
- Navigate through your document using the arrow keys on your keyboard.



- To exit 'Read Out Loud' you must open the 'View' menu, select 'Read Out Loud' and then 'Deactivate Read Out Loud' (or use the shortcut keys noted below).



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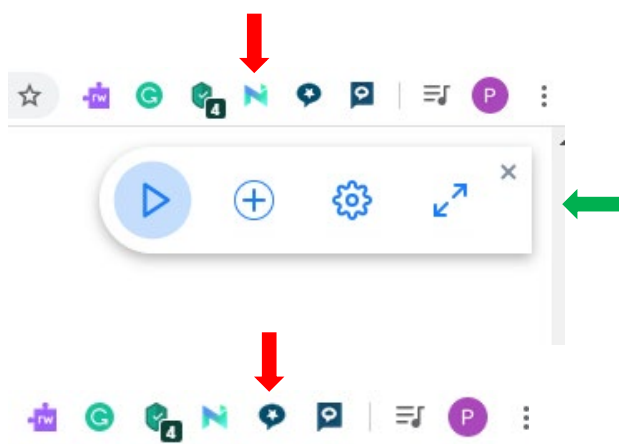
Using Google Chrome plug-ins

There are several free plug-ins that can be added to the Google Chrome web browser to provide text to speech functionality. To download a Google Chrome plug-in, visit the Google Web Store:

<https://chrome.google.com/webstore/category/extensions>

See below for some examples of Google Chrome plug-ins.

- Once installed you can access your plug-ins by clicking on the appropriate icon which will appear in the top right-hand corner of your Google Chrome browser (red arrows).



- 'Natural Reader' text to speech (green arrow).



- ClaroRead Chrome (green arrow).

- Read&Write for Google Chrome

Note: This plug-in appears as a bar at the top of your page.

