

Free Assistive Technology

The following information is for people who do not currently have speech-to-text or text-to-speech software (i.e. Dragon, ClaroRead, Kurzweil) or only have partial coverage by such software.

Reading (All Users)

Microsoft Word

My suggestion is to use MS Word online through your Office 365 subscription. You will need to go to www.office.com and then sign in with your CBU email address and password (the one you use to access your CBU email). This works on both a PC and Mac.

To read in Word with the built in tools:

- Highlight the text you wish to read
- At the top of the MS Word window, click on View to choose the View ribbon.
- Then click on Immersive Reader
- At the bottom of the page you will find a Play button, click to hear your text
- At the top right please note the Immersive Reader Options where you can adjust how the text appears while it is read and more. Shown below.



- To adjust the voice settings please choose the voice settings next to the play button as shown below.



PDFs

PC Users

If you do not have specific screen reading software, PDFs (and many other text-based files) can be read using Microsoft Edge. To do this -

- Navigate to the folder with the file
- Right click on file and choose Open With
- Choose Microsoft Edge
- In MS Edge choose Read Aloud from the toolbar
If you do not see that in the settings, click ... in the upper right and then Read Aloud or use the keyboard shortcut **Ctrl+Shift+G**
- The file will be read immediately. Use the controls in the upper right-hand corner to pause rewind or skip
- Click on the person icon to change the speech settings

Mac users

Open PDF's in your usual way and test to see if the accessibility functions on your Mac work with this method. [Text to Speech](#)

Moodle

Microsoft Edge (PC Users)

- Open Edge on your PC
- Choose Read Aloud from the toolbar. If you do not see that in the settings, click ... in the upper right and then Read Aloud or use the keyboard shortcut Ctrl+Shift+G
- Text may be read immediately so it may be helpful to highlight the text you want read before you click **Play**. Use the controls in the upper right-hand corner to pause rewind or skip
- Click on the person icon to change the speech settings

For Safari (Mac Users)

Test Moodle with Mac accessibility functions Text to Speech

Dictation

Please note that you must let the program have access to your mic if asked and please check to make sure your microphone isn't muted.

MS Word

I will give information based on MS Word online which is included in CBU MS Office and is free for our students. The online version is the same for PC or Mac so we will use that for clarity.

- Click on Dictate button in Home ribbon for MS Word to toggle dictation on
- Speak in a normal, clear conversational tone and include any needed punctuation
- Click the Dictate button again to stop dictation.
- For more information check out this [webpage](#).

Browsers

To use dictation in a browser and to dictate in Moodle in that browser -

MS Edge (PC)

To trigger the dictate function for PC -

- Press the Windows Key + H on your keyboard
- This will open the Dictate toolbar
- Click on the microphone to start dictating
- Speak the punctuation marks you wish to use
- Click on the microphone again to end the recording.
- Please note that you must let the program have access to your mic if asked and please check to make sure your microphone isn't muted.

Mac Dictation and Voice Control (Mac)

Please see the information in this [Apple support document](#).