Assistive Technology Short Cuts:

Speech to Text: After you have turned on dictation on your computer, you can set your short cut to access speech to text. Common short cuts:

Control, control

Microphone button

Control, command

Option, option

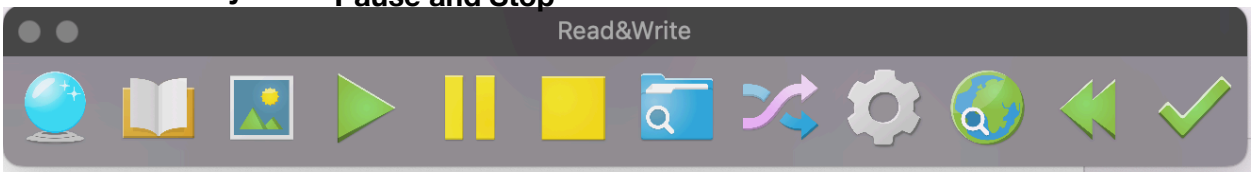
Speech to text is very sensitive. This means you need to speak very clearly. The easiest way to do this is by using headphones with a built in microphone. You will also need to input your own punctuation, like periods!

Read and Write:

Read and write has a variety of built in features you can access. Once Read and Write has been installed on a computer, you have choices you can make through the task bar at the top of the computer. These are some of the most useful features.

Dictionary

Text to Speech - Start, Pause and Stop



Word Prediction

Image Dictionary

Web Search

Searching a PDF or Word Document:

Searing a PDF or Word document can be very useful! It can allow you to find information quickly for an assignment or test, or it can help you answer questions you are given.

Command + F

Will bring up a search bar which you can type your search criteria into.

Make your search criteria as clear as possible. This means choosing KEY WORDS to search to make the search is effective as possible.

Once it searches the document, it will highlight all the times it find the word you have chosen. You can then read the corresponding sentences to see if it can help you answer your questions or complete you assignments.

Clicker 8

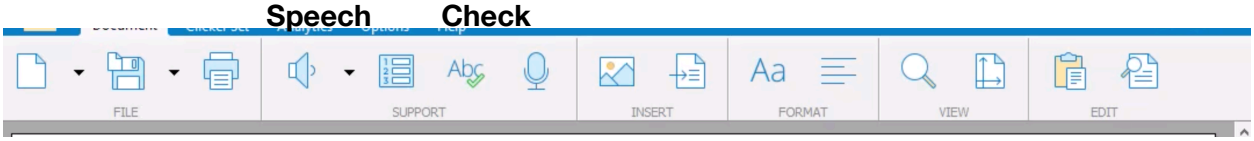
Clicker 8 is a writing and editing program aimed at helping you with your written work. Here is a variety of online tutorials for the part of the application we will use:

https://www.cricksoft.com/us/training/clicker-training/clicker-basics

Clicker 8 can word predict, spell check, read back written work, identify spelling and grammar errors, and mind map/create word banks.

There are no keyboard short cuts for Clicker 8, various parts of the application can be accessed within the program. These are some of the most useful parts of the Clicker application.

Text to Speech **Spell Check**



Word Prediction **Voice Record**

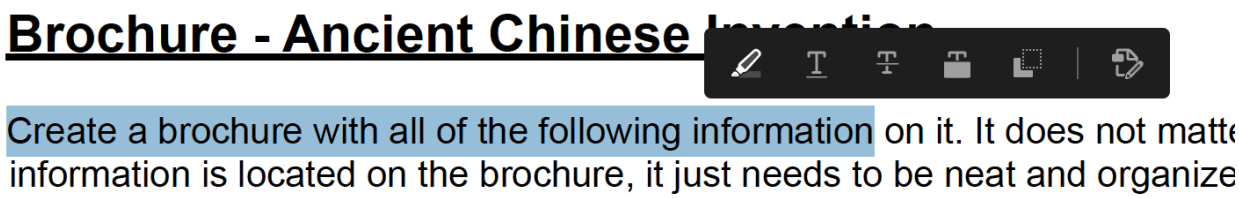
Clicker can also allow you to mind map in order to write down important vocabulary or organize your ideas before you write a story or essay. We will work on mind mapping using this program.

PDF or Word Document Highlighting

Highlighting in a PDF or word document can be very useful. It can allow you to keep track of notes or important facts you'd like to use in your assignments.

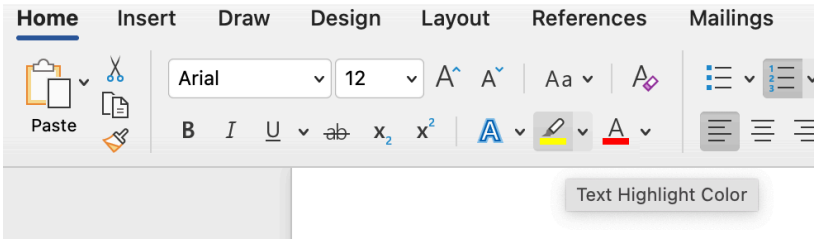
To highlight in a PDF:

You select the sentence you'd like to highlight, and then once you have selected it a separate bar will show up with a variety of choices. The first choice is the highlighter. You click the highlighter button and it will highlight the selected text.



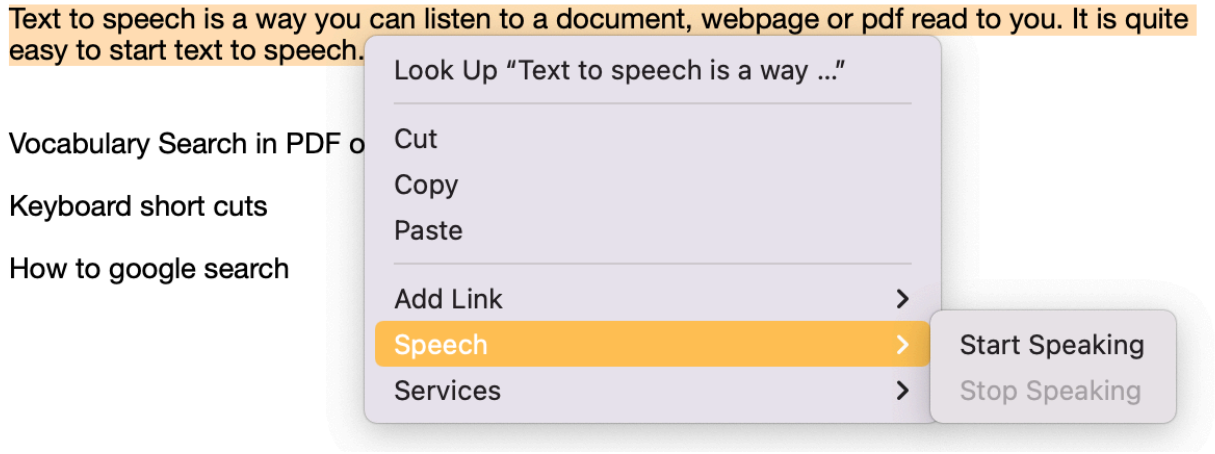
To highlight in Microsoft Word:

You select the sentence you'd like to highlight, and then once you have selected it you click the highlighter button in the bar at the top of the page.



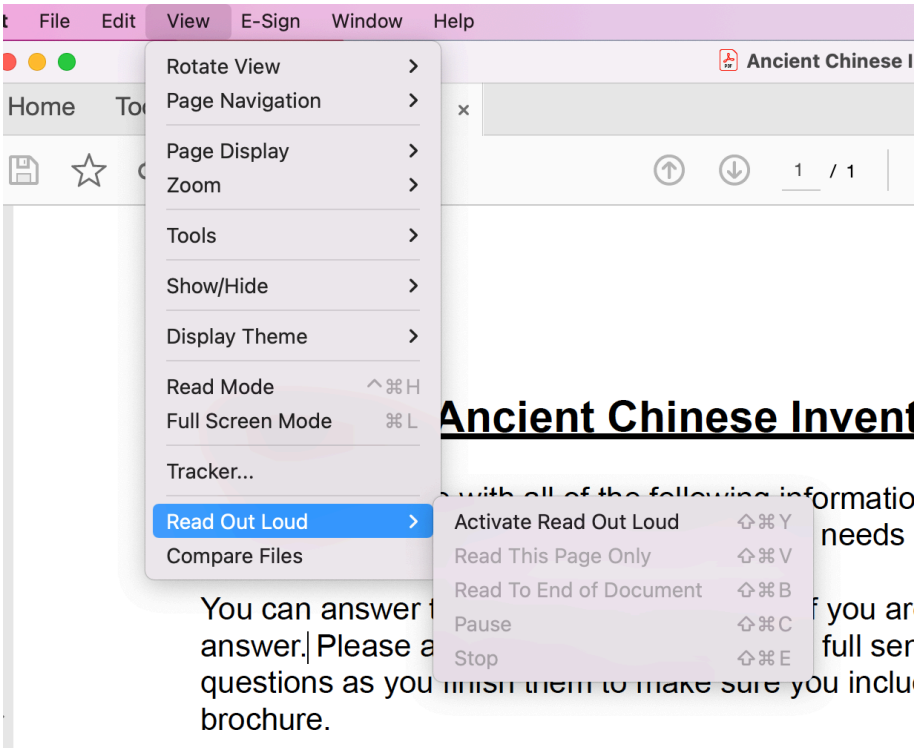
Text to Speech - Word document, PDF or Web Application

Text to speech is a way you can listen to a document, webpage or pdf read to you. It is quite easy to start text to speech. When you want to listen to something spoken to you, you select what you'd like read, and right click. Once you right click, it will bring up a box and at the bottom of it it gives you the option to "start speaking". Choose that option. You do the same steps to stop it speaking.



This is the same process for have text to speech on a webpage.

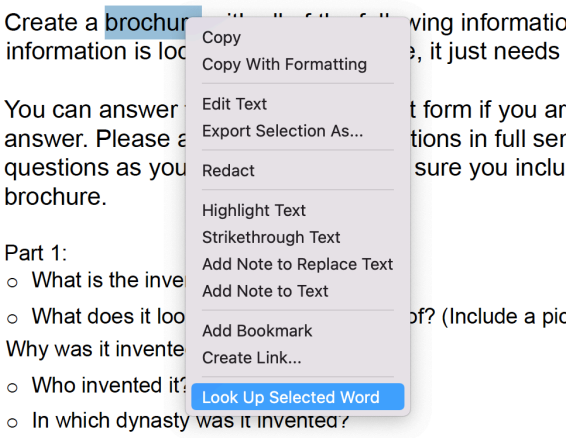
In a PDF document, you have to go to view, and go down to "Read out Loud". You choose to activate read out loud and it will start reading the document or selected text. To stop it you use the same steps, but choose "Stop".



Vocabulary Search in PDF or Word Document

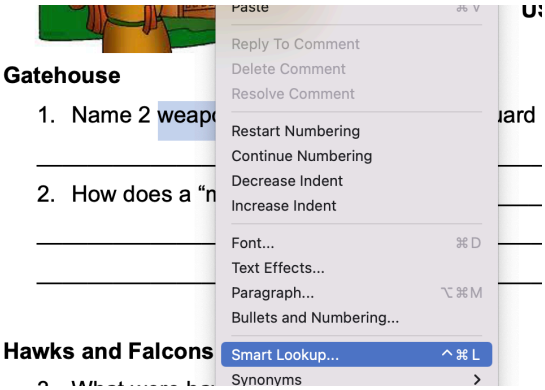
Vocabulary searches in word documents or PDF's can be helpful to determine the meaning of an unknown word or if you have chosen the correct word for a sentence. It can also be used to help you choose more detailed vocabulary for your assignments.

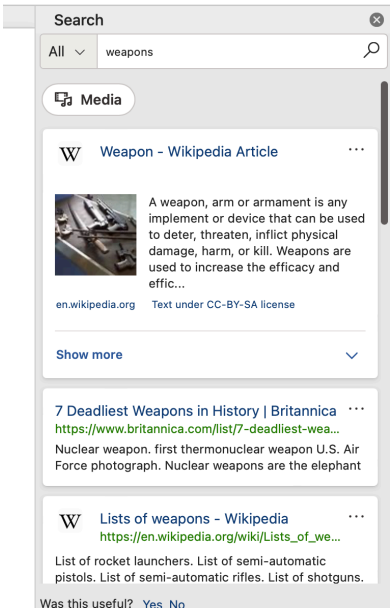
PDF Vocabulary search: Once you select the chosen word, youright click. You scroll down to "Look up Selected Word" This will look up the word on the internet.



Looking up a word in Microsoft office:

Once you select the chosen word, you right click. You scroll down to "Smart Lookup", it will bring up the results in the word document.





You can also use Read and Write to look up a word and its definitions using the button noted before.

Keyboard short cuts

Keyboard short cuts can be helpful do you do not have to right click.

Command + C = COPY

Command + V = PASTE

Command + Z = UNDO

Command + B = BOLD

Command + U = Underline