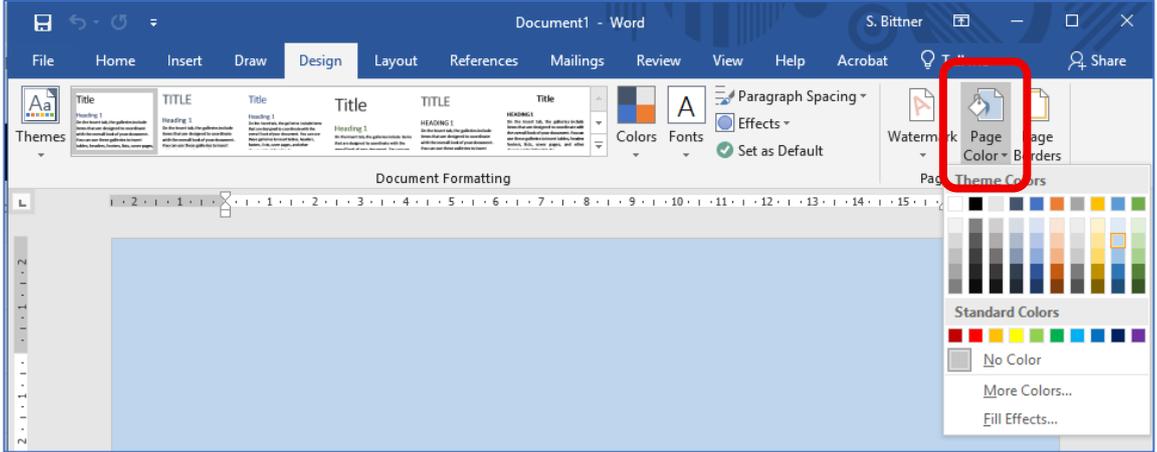
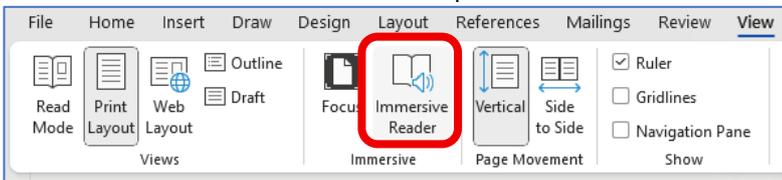
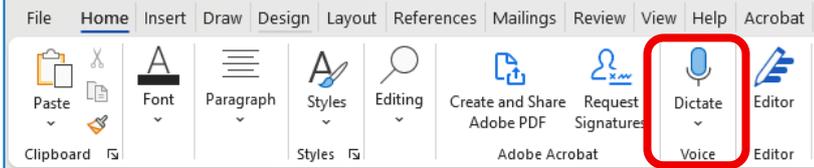


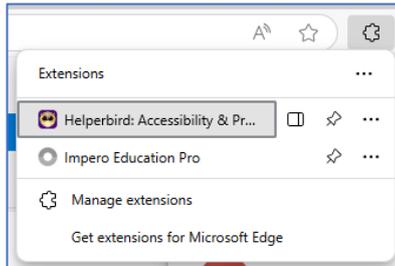
**USEFUL TECHNOLOGICAL READING & DICTATION AIDS**

<p><b>Microsoft Word page colour</b></p>  <p>Page Color ▾</p>	<p>For the equivalent of a coloured overlay, use <b>Page Color</b> on the <b>Design</b> menu in <b>Word</b> as seen below:</p>  <p>Note that <b>Word</b> will assume your document has a white background for printing purposes, unless you specifically tick a box within printer settings that allows otherwise, as seen below:</p> <div data-bbox="319 716 790 952"> <p><b>Printing options</b></p> <p><input type="checkbox"/> Print drawings created in Word ⓘ</p> <p><input checked="" type="checkbox"/> <b>Print background colors and images</b></p> <p><input type="checkbox"/> Print document properties</p> <p><input type="checkbox"/> Print hidden text</p> </div>
<p><b>Microsoft Word 'Read Aloud' (text-to-speech) function</b></p>  <p>Read Aloud</p>	<p>In <b>Word</b> you can access a text-to-speech function called <b>Read Aloud</b> very quickly by clicking on <b>Ctrl + Alt + Spacebar</b> to view the following menu in the top right-hand corner of your page:</p>  <p>This menu allows you to navigate selected text to read aloud.</p> <p><b>Note:</b>  <b>Read Aloud</b> is part of a wider Microsoft <b>Immersive Reader</b> function that gives a reading view of the document. This view allows you to temporarily change font size and style, text and line spacing, and background colour whilst you use it, it can also break words down into syllables to help with reading. When accessing <b>Word</b> online, the <b>Immersive Reader</b> has greater functionality, including the ability to translate text into multiple languages and a picture dictionary for some words. The YouTube video <a href="https://www.youtube.com/watch?v=bvUgo3VvLMs">https://www.youtube.com/watch?v=bvUgo3VvLMs</a> provides further detail about Microsoft's <b>Immersive Reader</b>. In <b>Word</b> the <b>Immersive Reader</b> option is on the <b>View</b> menu as seen below:</p> 
<p><b>Microsoft Word 'Dictate' (speech-to-text) function</b></p>  <p>Dictate</p>	<p>In <b>Word</b> the <b>Dictate</b> button is on the main <b>Home</b> menu.</p>  <p>How to use Microsoft <b>Word</b>'s 'voice typing' option effectively can be seen on the YouTube video <a href="https://youtu.be/cz2L-iQfOIA">https://youtu.be/cz2L-iQfOIA</a>.          The video provides the following shortcuts that may be helpful:</p> <ul style="list-style-type: none"> <li>• Microsoft 365 Voice Reader: <b>Ctrl + Alt + the Spacebar</b></li> <li>• Microsoft 365 Dictate: <b>Alt + `</b></li> <li>• Google Docs Dictate: <b>Control + Shift + S</b></li> </ul>

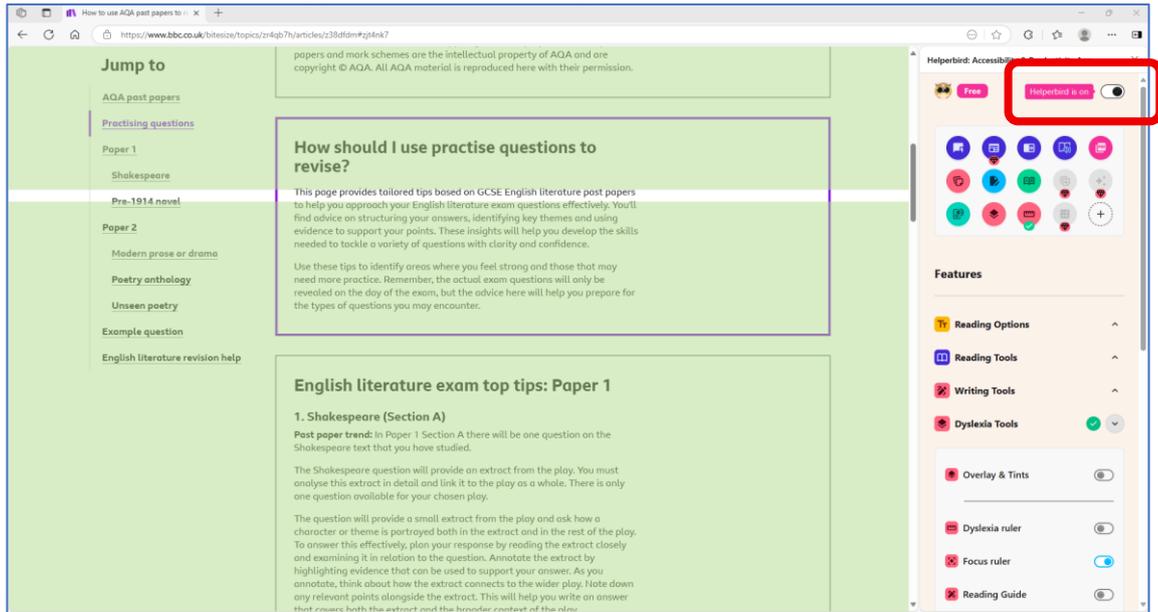
## Internet use – Helperbird



This is a Google Chrome “extension” which you can add to your profile (it should be free). Extensions can be managed through the puzzle piece icon on your website menu bar as seen below:



By clicking on the **Helperbird** menu can be viewed on the right-hand side of your page. You need to select the top-right hand toggle and move it to the right on the menu to enable **Helperbird**, like below:



There are lots of free features on **Helperbird**, including **Dyslexia Tools** (like the ‘Focus ruler’ above and ‘Overlays & Tints’), a separate **Text To Speech** function, and a separate **Translate** function (that can convert a whole webpage into a different language).

Helperbird also has an **Immersive Reader** under **Reading Tools > Immersive Reader**. The **Immersive Reader** gives you a reading view of the document. This allows you to translate text into multiple languages, view a picture dictionary of some words, and break words down into syllables, amongst other things.

The YouTube link <https://www.youtube.com/watch?v=vwT8SAJfU3E> gives an overview of what **Helperbird** can do.