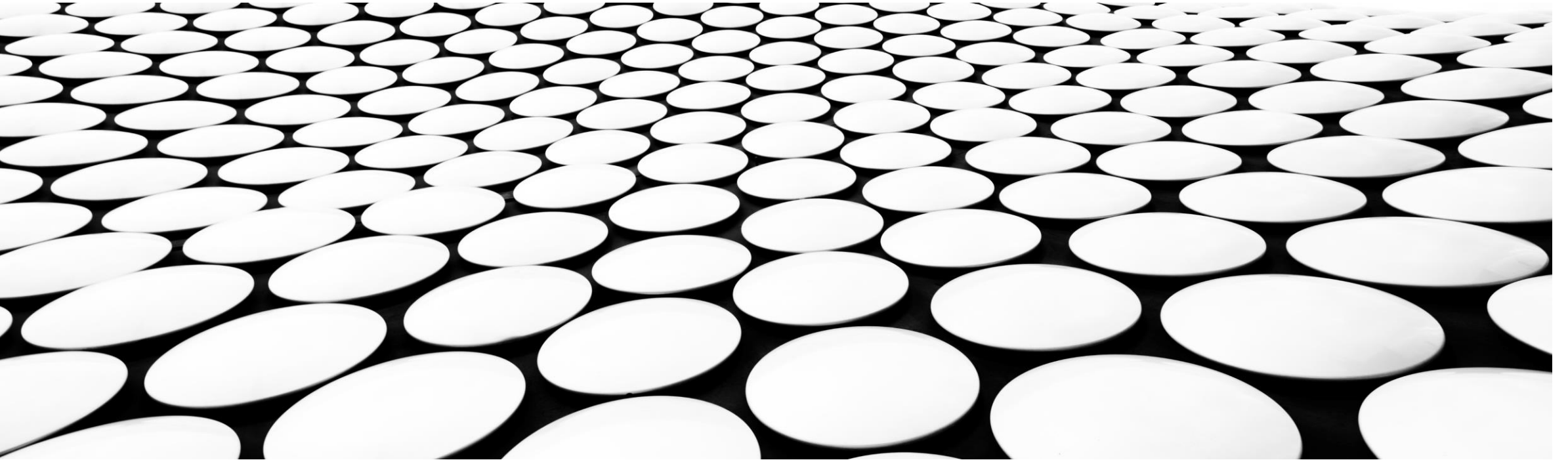
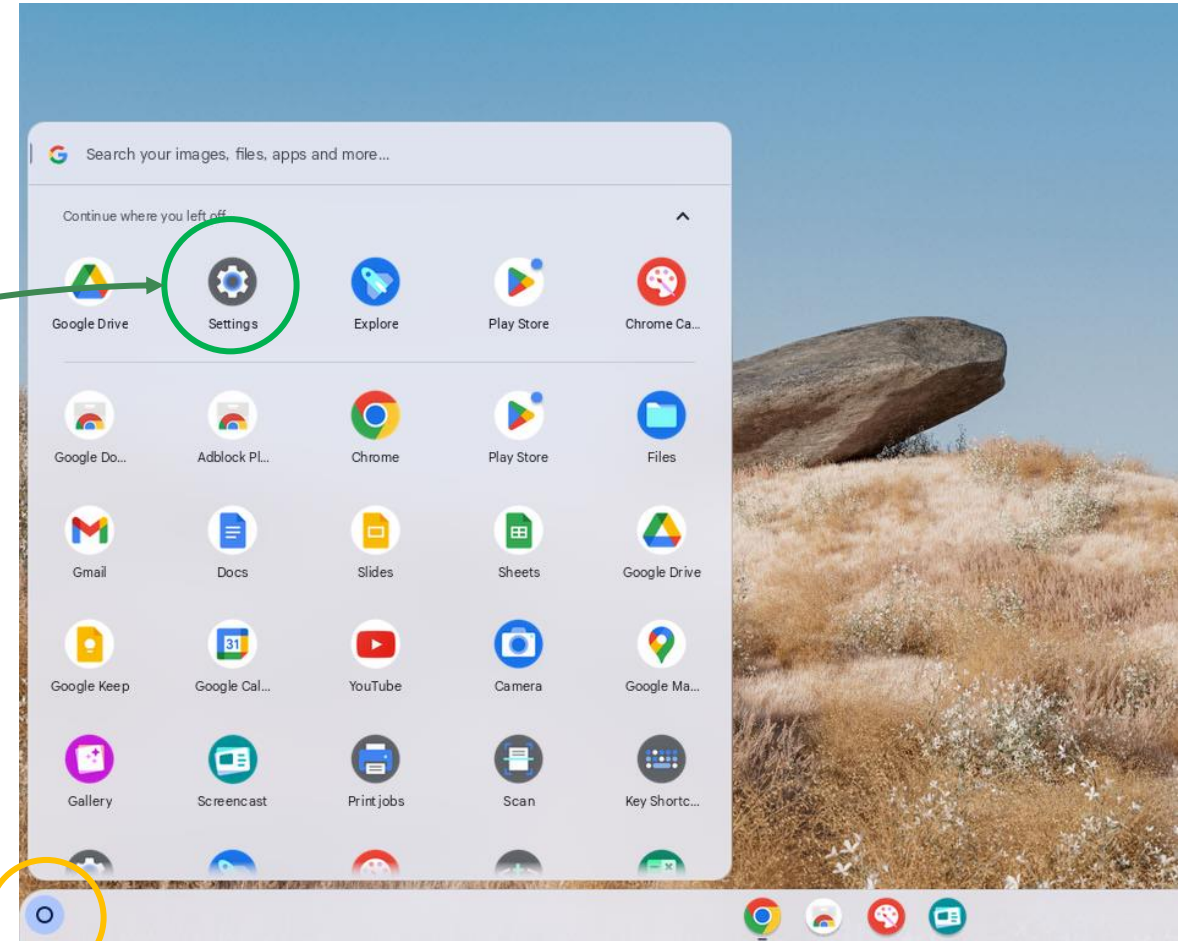

CHROMEBOOK ACCESSIBILITY FEATURES



ACCESSIBILITY SETTING

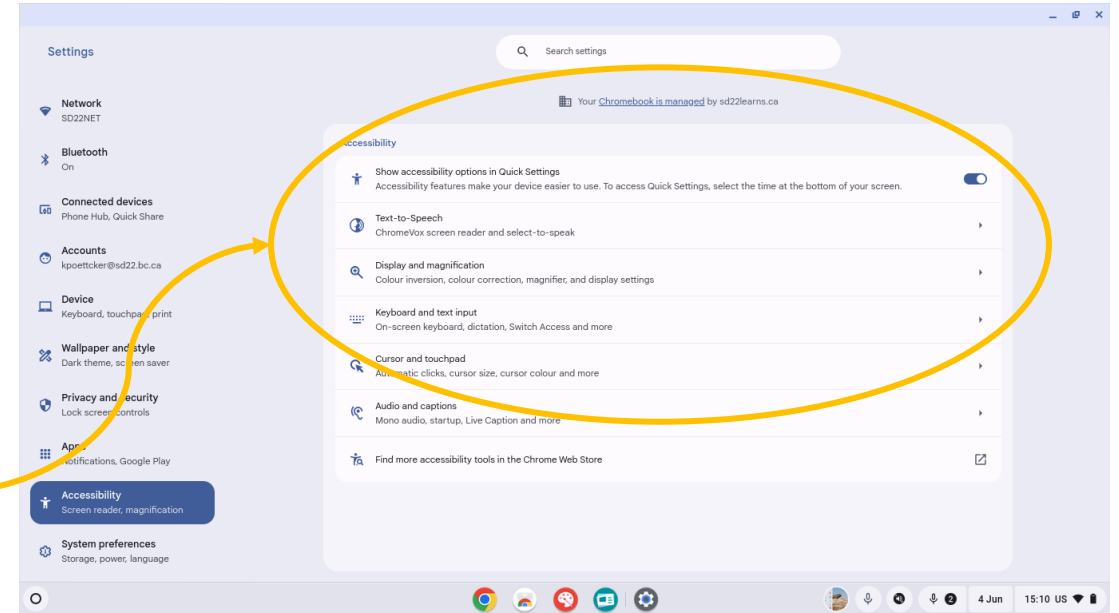
Your first step, after logging in to the Chromebook, is to enable the accessibility settings:

- Click on “Start”
- Click on the “Settings” button



SELECTING ACCESSIBILITY

- Choose the area that you want to enable.
- The most utilized features are:
 - Text to Speech: Enables the Chromebook to read the content of a webpage or Google document aloud
 - Display and Magnification: Allows the user to modify the size of the image on the screen
 - Keyboard and Text Input: Allows the user to turn on 'dictation' (speech to text) for browsing the internet or creating Google Docs

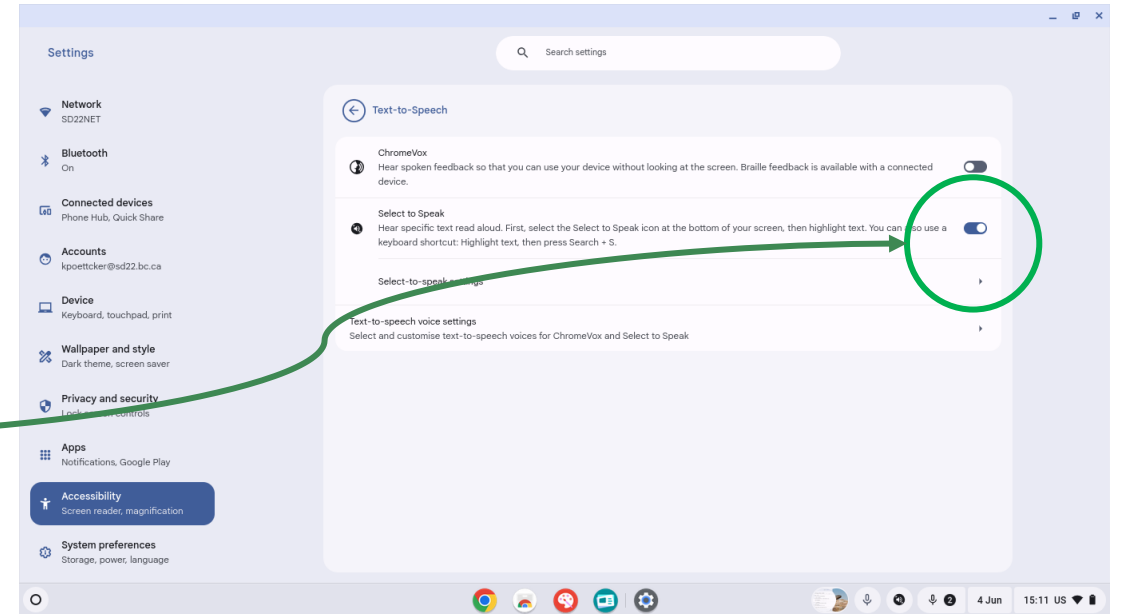


TEXT TO SPEECH

“Select to Speak” allows users to hear text read aloud. This is for text on a Google Doc or text from a Google Chrome web browser.

- Click on “Text to Speech” from the main Accessibility menu
- Toggle the switch to turn Select to Speak on
- Change the voice and speed using the setting menu (directly below the switch)

Tip: Chromevox will allow users with low vision to hear spoken feedback so they can use their device without needing to see the screen.

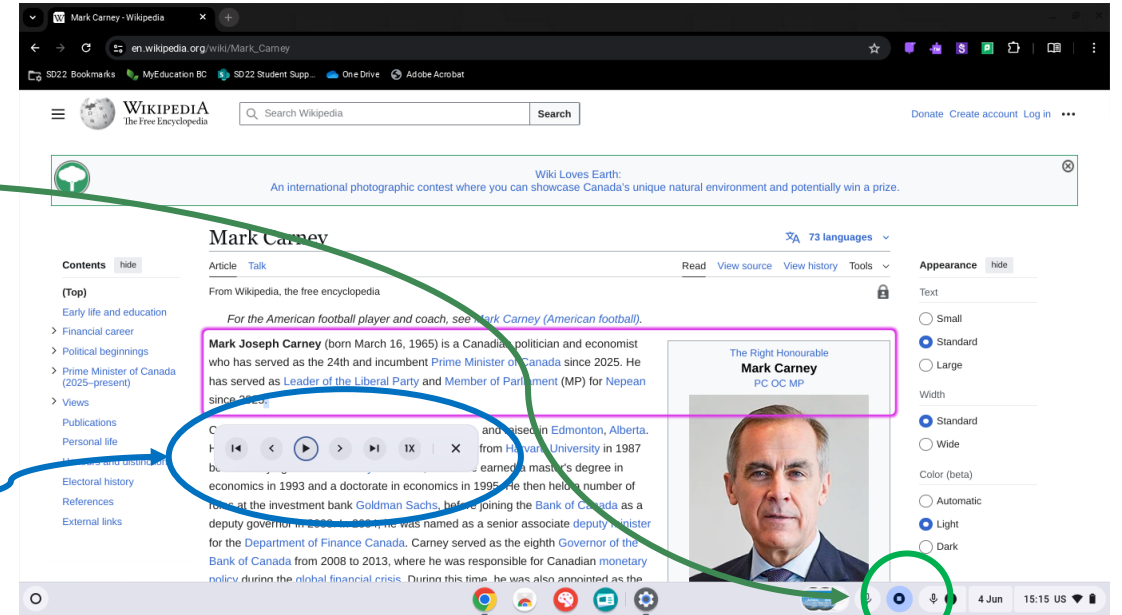


USING SELECT TO SPEAK

When you have found text that you want to read:

- Click on the Speaker icon on the bottom right-hand corner of the screen.
- Select the text you want read by clicking and dragging the mouse
- Use the *play* button to start and stop the reading.
Use the *skip* button to move the next paragraph of text.

Tip: You can also access “Select to Speak” by highlighting the text you want to read and right clicking (2 finger click on the mousepad) on the text!

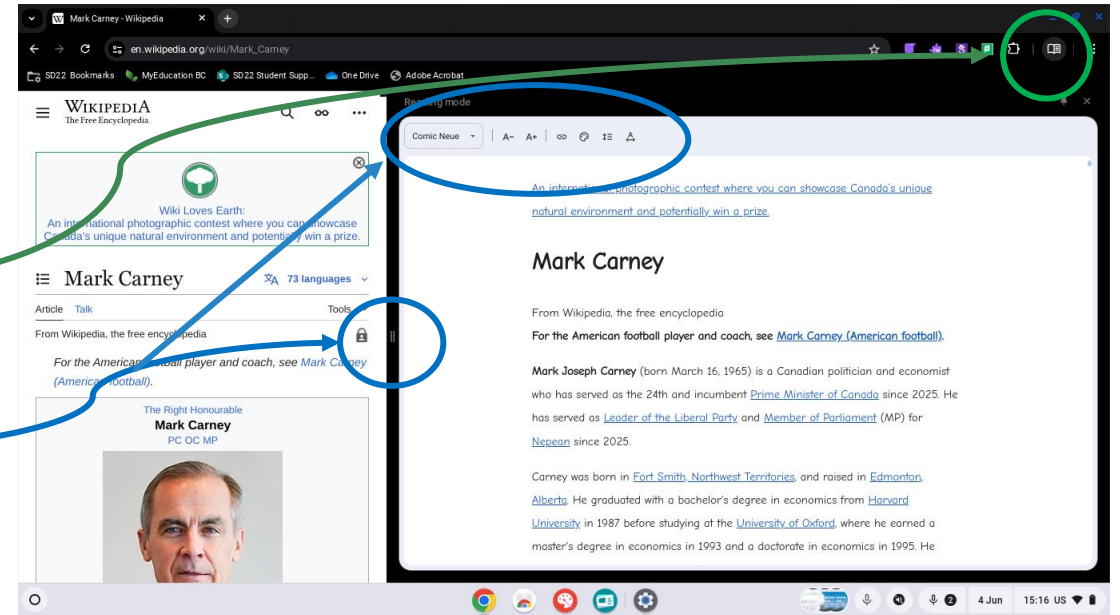


READING MODE

If you are using a web page that has significant visual stimuli, you can reduce or eliminate this by using “Reading Mode.”

- Activate “Reading Mode” by clicking on the *book icon* in the top right of the screen.
- Change the size of the reading window, font, size, and spacing by using the controls at the top of the window.
- Close “Reading Mode” by clicking on the X in the top of the reading window.

Tip: You can still use “Select to Speak” in Reading Mode!

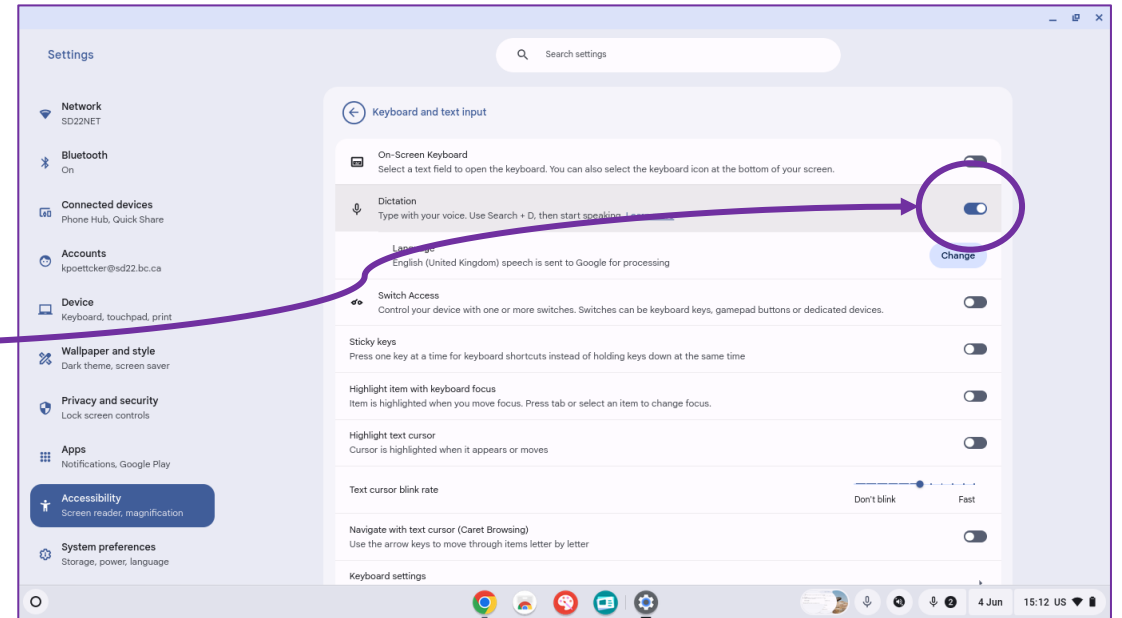


DICTATION

Dictation allows users to enter text into the Chrome web browser or Google Doc using their voice.

- Select “Keyboard and Text Input” from the main Accessibility menu
- Toggle the “Dictation” button to the *on* position.
- Use the menu below to change the language that is being used

Tip: You should see a microphone icon appear in the lower right-hand corner of the screen.

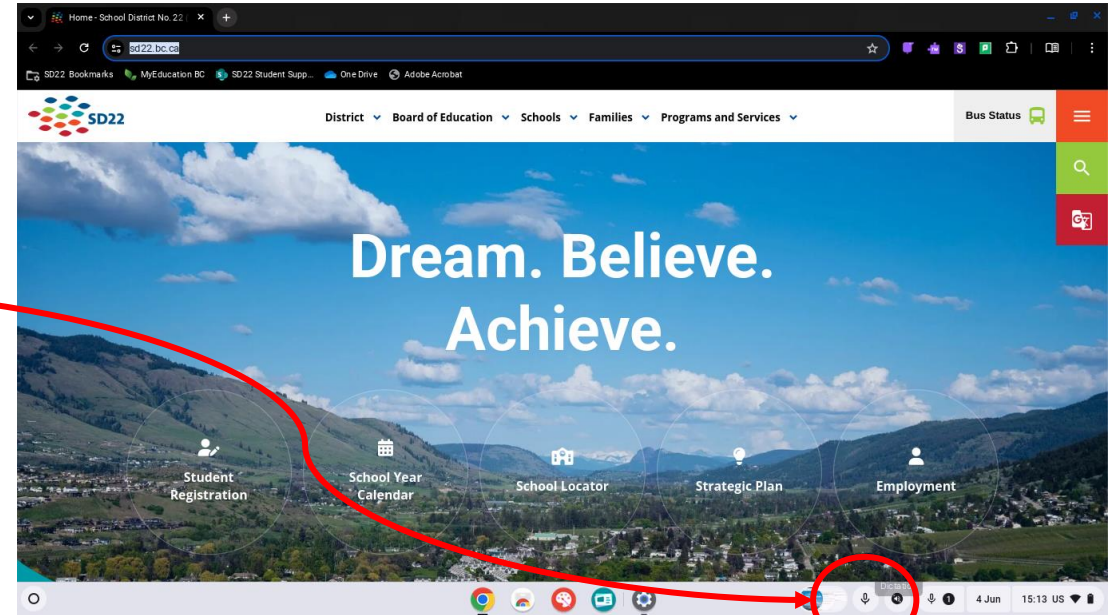


USING DICTATION

To use dictation on Google Chrome:

- Click on the search menu or any other text box
- Click on the microphone button in the lower right-hand corner of the screen
- Enter the text verbally
- Click on the microphone button again to turn off.

Tip: To use Dictation on Google Docs, you can use the same steps. You can also use “Voice Typing” that you will find under the Tools menu!



MAGNIFICATION

For students who need magnification of the screen:

- Select “Display and Magnification” from the main Accessibility menu
- Toggle the “Full-screen magnifier” button to the on position
- Choose how you want the screen to move (in relation to the way the mouse moves)

