BUILT-IN ASSISTIVE TECHNOLOGY FOR **MAC** USERS

Text-to-Speech *(Getting your computer to read aloud to you)*

Are you ever too busy to read every word of an email or a word document?
Would you ever like to hear a paper you've written proofread out loud back to you?
You can, if you have a Mac!

<u>HOW TO ENABLE TEXT-TO-SPEECH ON YOUR MAC</u>

Go to the apple icon in the upper left hand corner
→ System Preferences
→ In the 4th row of icons, select "Accessibility"
→ On the left select "Speech"
→ Check "Speak selected text when the key is pressed."

Now open anything with text that isn't a pdf or image file (an email, word document, web page…),
and when you select the text and press your hot keys (like Option + Esc"), it will read your text aloud.
If you need to read a pdf, you should download "Read & Write" by going to Gateway → Academic
Resources

*(The default voice is "Alex." Make sure your volume is turned up. Notice that you can change voices,
and you can slide the bar to change the reading rate. Press "Play" to hear different options.)*

Dictation *(Getting your computer to type out what you say)*

We can all speak much faster than we can type, so dictation is not only a great way to capture your
thoughts much more quickly than typing them, it has the added bonus of doing a very good job of
spelling words correctly when they're in context. For example I might say the word "there." But if I say
the sentence, "They picked up their things" it's going to spell it "their."

<u>HOW TO ENABLE DICTATION ON YOUR MAC</u>

Go to the apple icon in the upper left-hand corner
→ System Preferences
→ In the 4th row of icons, select "Accessibility"
→ On the left select "Dictation"
(You may need to select "Open Dictation Preferences" at the bottom of the page.)
→ Turn Dictation on
→ Check "Use Enhanced Dictation"

The default shortcut to enable dictation is to Press Fn (Function) Key twice.

To test it out, open a new Word doc and double click the "Fn" key (in the lower left corner).
After a brief delay, an icon of a microphone should appear, and you can start talking and watch it type
what you say. Just remember that you need to say "comma" and "period" to insert punctuation. You
can also say "enter" or "new line" to start a new paragraph. You can say "open quote" or "close
quote" as well as "open/close parentheses." Just be sure you proofread what you've dictated.
Sometimes saying, "he had an alibi" might be interpreted as an "apple pie." Have fun with it!