

MICROSOFT WORD - “SPEAK” – text to speech

Open Word.

Top left corner. Highlighted yellow is the “SPEAK” tool. If you do not see it click on the button below the red arrow.



- Scroll down to More commands... to customize the Quick Access Toolbar.
- Change “Popular Commands” to “All Commands”
- Scroll down the alphabetic list. Select “Speak”. Click “Add>>>” and then “OK”
- You should now see the “Speak” tool at the top of the screen (highlighted yellow above)
- To use: highlight any text on your Word Document, then select “Speak”
- Your document will be read aloud.

SPEECH NOTES (in Google Chrome) – speech to text, text to speech

<https://speechnotes.co/>

Go to the website. To start, select the microphone. Start to dictate (speak) and it will show up on the screen. The program will read it back to you. You can also copy to clipboard and paste it anywhere.

TALKY TYPER (in Google Chrome) – speech to text, text to speech

<https://talktyper.com/>

Go to the website. To start, select the microphone. Start to dictate (speak) and it will show up on the screen. The program will read it back to you. You can also copy to clipboard and paste it anywhere.

ON-SCREEN KEYBOARD – text prediction (spelling)

Search the computer programs by using the bottom magnifying glass icon. Type “on-screen keyboard”. Select it or select “pin to taskbar” if available.

You can have the on-screen keyboard open with any other program and use it to type or the computer keyboard. To access text predict use the on-screen keyboard and start typing. A word bar will appear at the top of the keyboard with most common words starting with the letter.

If text predict is not working, select the “options” button bottom right side.

TEXT COMPACTOR – summarizes text by shortening it

<https://www.textcompactor.com/>

Just copy and paste text into the box, use the slider to determine the percentage of text you want to end up with, and view.

Text compactor removes sentences but does not simplify the text.

REWORDIFY – simplifies text, builds vocabulary

<https://rewordify.com/>

Rewordify simplifies difficult English words and teaches definitions to build vocabulary. To use, type or copy text into the box and then select “rewordify text”. You can also select any word to get a definition.

There is an on-line demo and user guide.

Other features include vocab lists, quizzes, cloze activities and more.

Google Chrome Read the Web – Read out loud the current web-page article with one click

Open Google Chrome. Look for the megaphone icon highlighted yellow below. To use, go to any website, highlight any text you want read aloud and click the microphone icon.

If the megaphone icon is not there, use the below link.

<https://chrome.google.com/webstore/detail/read-aloud-a-text-to-spee/hdhinadidafjejdhmfkjgnolgimiapl?hl=en>

You will come to the chrome web store: Read Aloud. Click “Add to Chrome”

