

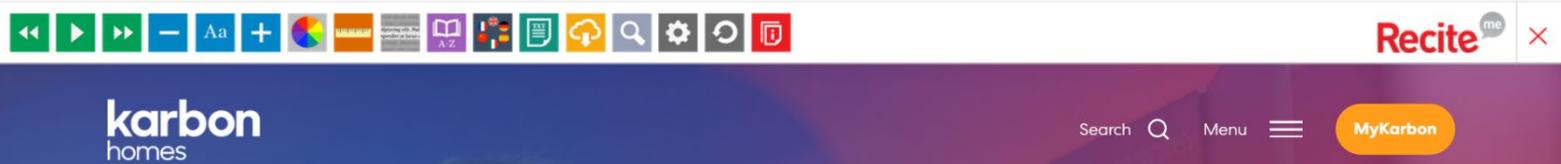
**Recite Me user guide**

Below you will find a guide to using all of the features on the Recite Me toolbar, as well as Keyboard shortcuts and FAQs.

First click the 'me' speech bubble icon in the bottom right corner of your screen:



The Recite Me Toolbar should then appear:



**If you click the Recite Me icon whilst on our webpage, any pdfs you then open from us in your browser will also have the Recite Me toolbar.**

**Translation and definition**

**Translation:** Click the translate button and select language from the dropdown list, this will translate text into a different language.

**Dictionary:** Highlight a word and click the dictionary button to find the definition.



**Screen reader**

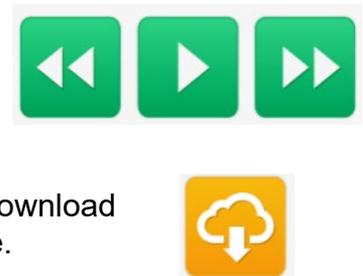
Use the green play buttons to read text aloud. There are 35 languages when translated that can be read aloud too.

**Back:** Rewind to the previous paragraph of text

**Play:** Click the Play button to read the text aloud

**Forward:** Skip forward to the next paragraph of the text

**Download audio:** Highlight the text then click the button to download text as an audio file. MP3 download to listen to content offline.



**Reading**

**Ruler:** Click the ruler icon to enable the reading ruler.

**Screen Mask:** Will create a letterbox for focused viewing of a section of the page, click on the screen mask button.

**Magnifier:** Click and drag the magnifying glass to magnify text on the screen.



**Styling**

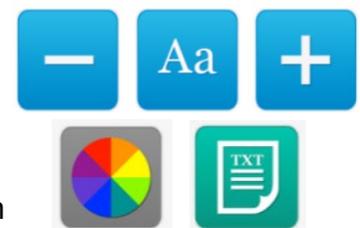
**Increase:** This will increase the text size

**Decrease:** This will decrease the text size

**Font:** Click Aa icon and select your font.

**Colour:** Change the background, text, and link colour, click on the colour wheel icon.

**Text Mode:** Click the plain text button to strip all the styling from the page, much like a word document.



### Settings

**Settings:** Adjust your Recite settings.

**Reset:** This will restore the default settings.

**User Guide:** This will give you an overview of the Recite Me Toolbar Features.



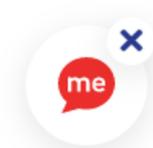
### FAQs

#### **Q: Do I need to download anything to enable Recite Me?**

A: No. Recite Me is cloud-based software so there is no need to install anything on your computer.

#### **Q: How do I launch the Recite Me toolbar?**

A: To Launch the Recite Me Web accessibility toolbar you will need to click on the Recite Me button. This will then launch the toolbar, which will appear at the top of the page.



#### **Q: How do I disable the Auto-Read?**

A: To disable the auto read you need to click on the button marked "Settings". This will give you a list of 3 functions to choose from. You need to click on the bottom to the Right of the option marked "autoplay" this will then disable auto-read.

#### **Q: Does Recite Me work across different operating systems and mobile devices?**

A: Yes. Recite Me works on multiple devices and operating systems including Android, iOS, Linux, Mac, and Windows devices.

#### **Q: Can I save my settings?**

A: Yes. Once a user creates an account, they can save their settings, so the website appears exactly as you need it every time they visit.

#### **Q: How do I change the language?**

A: To change the language of the website that you are viewing you need to select the button marked "Languages". This will then produce a drop-down list of all the languages that Recite Me offers translation to. Find the language that you want from the list and press on it, the site will then be converted to that language.

#### **Q: How do I create an MP3?**

A: To create an MP3 first turn of the AutoPlay option located within the setting button. Highlight the section of text that you wish to create into an MP3. Once

highlighted select the MP3 button from the toolbar. You will then see a message telling you that your file is being created. Once created you will see the file appear ready at the bottom of the web page. You can now either listen to the file created or save it to a location of your choice.

**Q: How do I turn Recite off?**

A: To Close the Recite toolbar simply click on the icon marked "Close" to the right of the Toolbar.

**Keyboard shortcuts**

**Tab**- To move to the next toolbar button.

**Shift+Tab**- To go backward

**Spacebar**- To select a button and to change toggles

**CTRL + Right** - play next element

**CTRL + Left** - Play previous element

**CTRL + ALT+ P**- play the current element

**CTRL + ALT + F** - show font menu

**CTRL+ ALT + C**- show theme menu

**CTRL + R** - Enable/Disable ruler

**CTRL + D** - Enable/Disable dictionary

**CTRL + L** - Show translation languages

**CTRL + X** - Enable/Disable text-only mode

**CTRL + M** - Show page margin settings

**CTRL + Shift + O** - Show/Disable settings menu

**CTRL + S** - Save settings