

GETTING STARTED WITH READSPEAKER

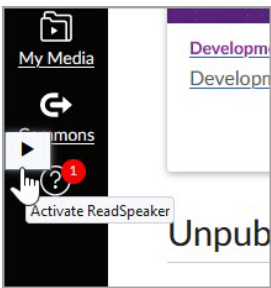
This user guide provides navigation support and instructions to begin using ReadSpeaker’s webReader and docReader Text-To-Speech services, now supporting both native and external textual information and available in BeachBoard and Canvas Learning Management Systems (LMS).

What is ReadSpeaker webReader?

ReadSpeaker webReader is the Text-to-Speech (TTS) service applicable exclusively to text information available within BeachBoard and Canvas LMS. This means external files are *not supported* in the delivery of this service.

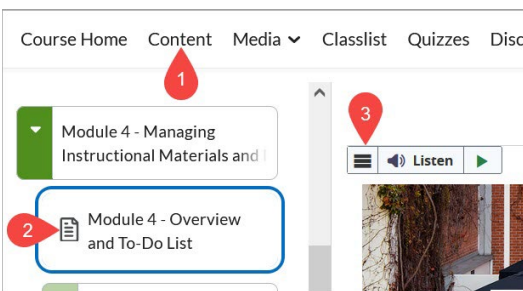
Step 1a: How to Activate ReadSpeaker webReader in Canvas

After accessing your Canvas account, on the left-hand side of any screen within Canvas, you will find the designated activation button, which invokes the webReader service.

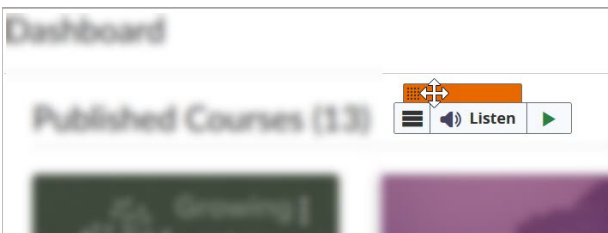


Step 1b: How to Access ReadSpeaker webReader in BeachBoard

After accessing your respective BeachBoard account, navigate to your desired course and select the *Content* area. The webReader will be available on the upper left-corner and only for native Web Page content.



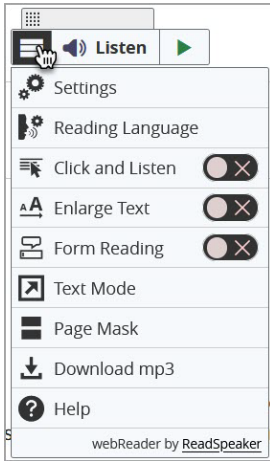
Once activated in either LMS, you may listen to any text and information as made available to the webReader. You may also reposition the webReader floating menu anywhere within the current session by clicking and dragging this element.




Special Note: Refreshing or navigating away from the current webpage will reset webReader and will need to be activated once again for access.

Step 2: WebReader Menu Options


To review webReader menu choices, select the ‘hamburger’ icon within the floating menu to reveal all options.

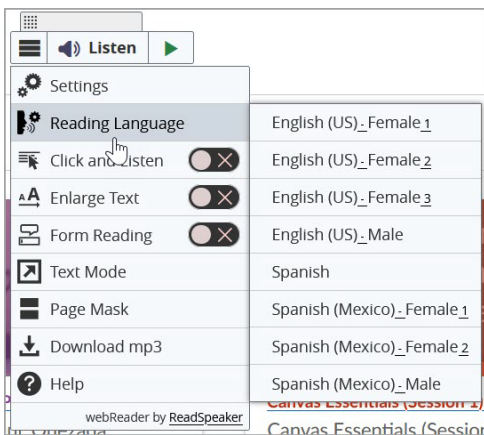


Settings


Select **Settings**  to customize the highlight, text color, and behavior of webReader such as auto-scrolling. Restoring to default settings is always available.

Reading Language

By default, the **Reading Language**  *English (US) Female 1* is the voice you hear first when using the text-to-speech service, and visiting this option allows you to change to your voice preference. Also supported in our environment is the Spanish language, which additionally offers various voice options.




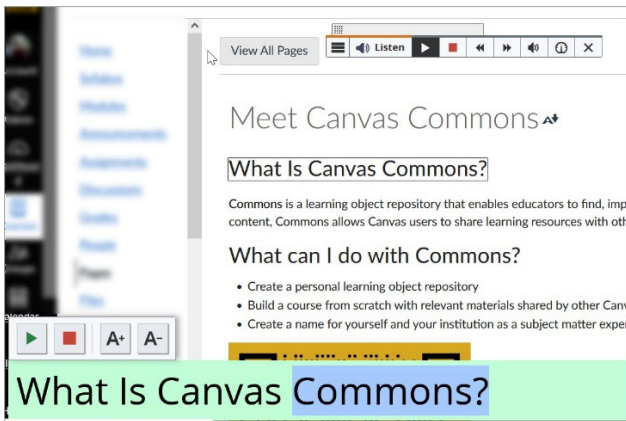
Click and Listen

When enabled, **Click and Listen**  allows you to direct webReader and what text information available on the webpage to read aloud. This provides control over the tool in determining where to begin the text-to-speech service.


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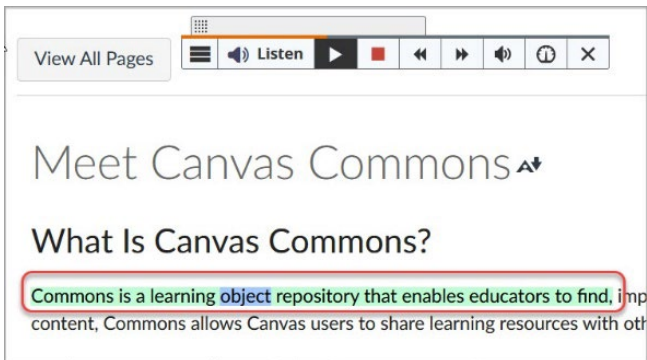
Enlarge Text

When enabled, **Enlarge Text**  will reveal a banner at the bottom which displays the current text information being read aloud. Also provided is the ability to pause, resume, stop and increase or decrease text size.




Form Reading

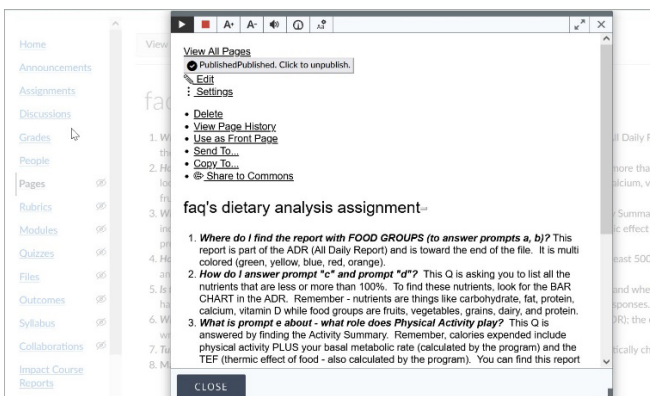
When enabled, **Form Reading**  will highlight the sentence or sentence-fragment being read aloud and shades the current word in real-time.




Special Note: Enabling any of the toggled settings will remain active in the Canvas environment.

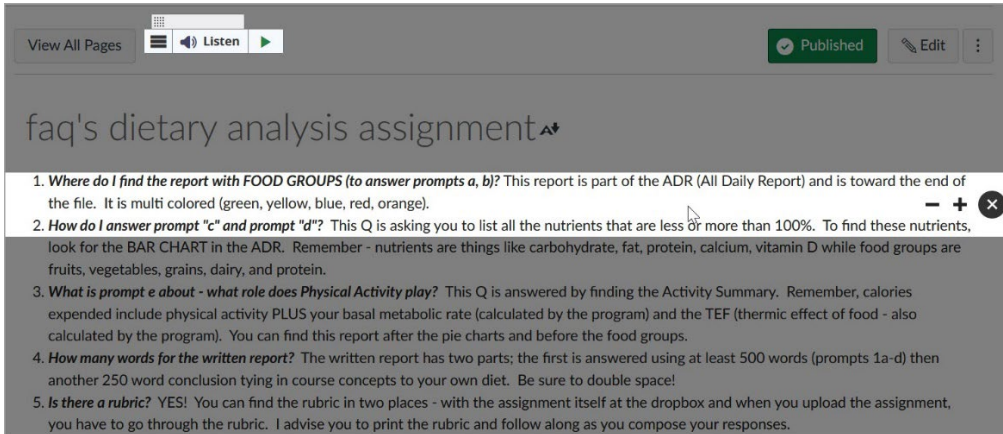
Text Mode

When **Text Mode**  is selected, ReadSpeaker will load all text on the page and renders this information on a new floating dialogue window, while providing text-to-speech service.




Page Mask

By selecting **Page Mask** , ReadSpeaker invokes a spotlight bar across the webpage to help isolate the visible text. Users can control the placement of this page mask and can increase or decrease the size of this spotlight. To exit this view, select the X icon located on the right hand-side of the mask.




Download mp3

By selecting the **Download mp3**  option, ReadSpeaker will generate on-demand an audio file that you can download and access for personal use only. To complete this process, users must agree to the terms of use for downloaded audio. The terms are as follows:

“The audio file you are about to download can be used for personal use only. This means that you are not allowed to distribute this file to anyone else, or use it for any other purpose than to listen to it yourself.”

Selecting **AGREE AND DOWNLOAD FILE** will then initiate the conversion process, where you will then be able to locate this mp3 file in the downloads folder.

Help

Selecting the **Help**  option provides more information about the different tools in ReadSpeaker webReader. To learn more about ReadSpeaker, please visit [ReadSpeakers webpage](#).

Step 3: ReadSpeaker Features for Selected Text

In addition to generating text-to-speech, ReadSpeaker provides features for selected text and includes *Listen*, *Dictionary*, and *Translation* services. However, both *Dictionary* and *Translation* services are disabled in the Quizzes Canvas tool.

Listen

Allows users to highlight text information to be read aloud by webReader. To invoke, highlight a word and select *Listen* from the pop-up menu to hear any part of the text.

Dictionary

To learn the definition, highlight a word and select *Dictionary* option from the pop-up menu. This will open a dictionary entry for the selected word, and if multiple words are selected, the dictionary entry for the first word is shown.

Translation

To translate any part of a text, highlight the text and select *Translate* from the pop-up menu. A language picker will appear, where you can select the target language. The translation will be shown in a dialog window.

Step 4: Keyboard Navigation

For accessibility considerations, ReadSpeaker webReader can also be activated via keyboard entry, i.e. focus can be set on the Listen button, with the access key "K". The access key "L" will set focus on the player and start the reading. Many of the webReader tools and features also have a dedicated access key.

Access keys are activated with modifier keys, which differ depending on the browser and the operating system used (see list of [modifier keys](#) for different environments).

Inside the player and menu, i.e. when the user has set focus on the player, tab/shift+tab can be used to navigate and the enter or space key to activate a certain button or option.

- Put focus on Listen button: Modifier + K
- Put focus on player and start the reading: Modifier + L
- Put focus on stop button: Modifier + X
- Open/close menu: Modifier + 1

To utilize features from the menu, the access keys will only function if the menu has been opened on the page.

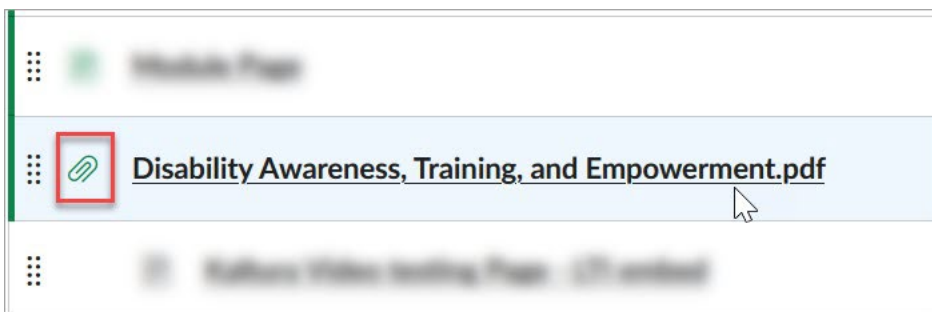
What is ReadSpeaker docReader?


ReadSpeaker docReader is the Text-to-Speech (TTS) service applicable exclusively to *external documents* uploaded to a course in either BeachBoard and Canvas LMS. Supported documents include the following formats:

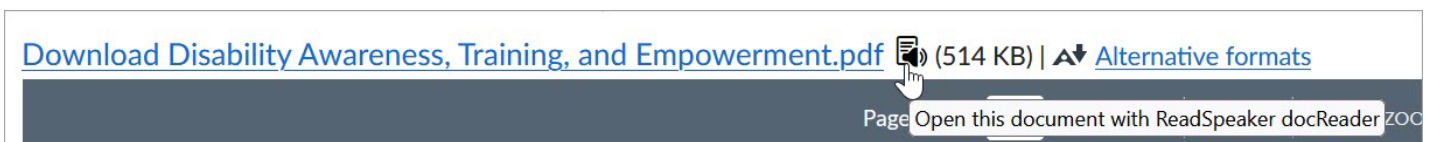
- Apache OpenOffice / LibreOffice: .ODP, .ODS, .ODT
- Microsoft Office: .XLS, .XLXS, .PPS, .PPT, .PPTX, .DOC, .DOCX
- Others: .RFT, .EPUB, .PDF

Step 1a: How to Access & Navigate docReader in Canvas?

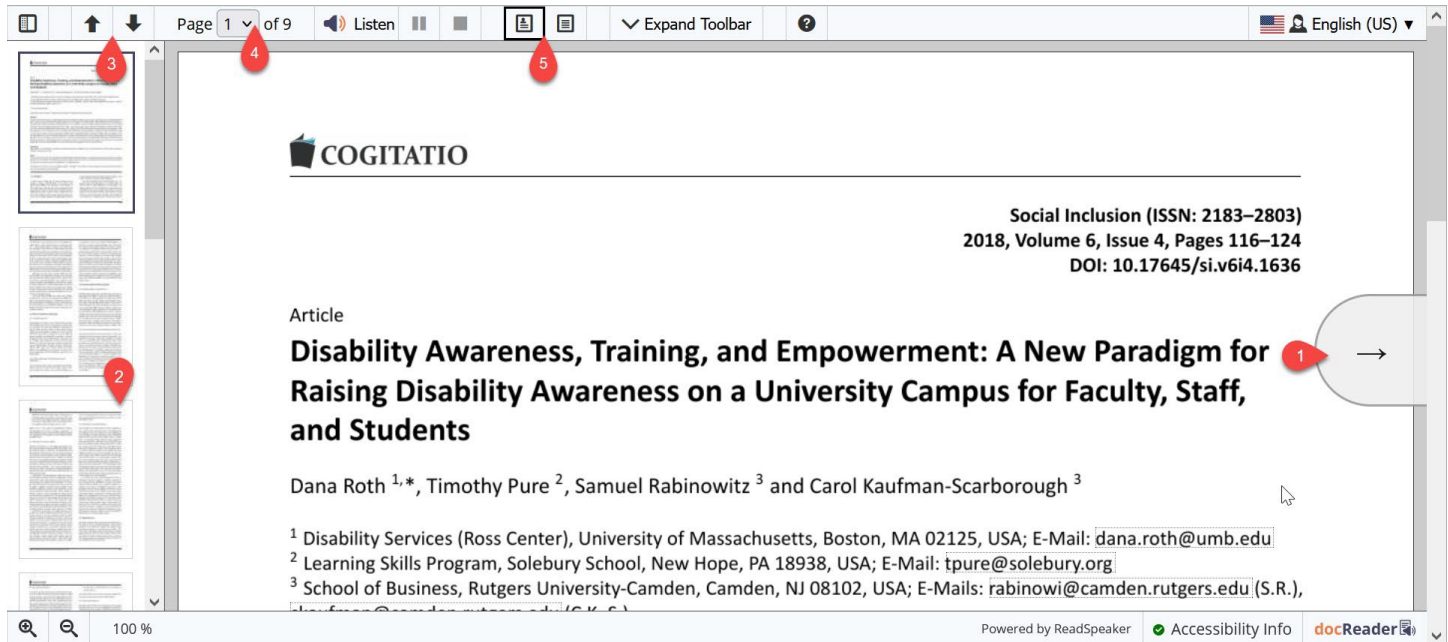
When accessing external files uploaded to a Canvas course, this content is typically denoted by a paper clip icon (pictured below) next to the file name.



After accessing the document, you can enter ReadSpeakers' docReader service by electing the designated 'Paper and Speaker' icon  located in between the file name and file size.




When entering docReader, by default the file opens within the Layout Mode. Reference the image below to learn more about how to navigate a document within the docReader interface.

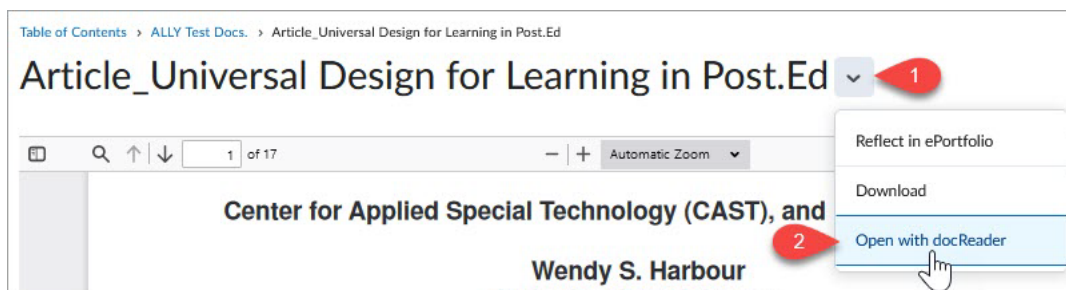


1. Click the previous/next arrows that appear if you move the mouse pointer close to the browser's left or right edge.
2. When the sidebar is showing, select a thumbnail to access a particular page, or, if the document has a table of contents, click the section header in the sidebar.
3. Click the Previous/Next buttons in the toolbar.
4. Select a page in the page drop-down menu in the toolbar. Note that this only shows if the size of your browser window is large enough.
5. Chose between viewing your document in *Layout Mode* which preserves original page design, or *Text Mode* which replaces text styling of your chose while retaining heading information.

Step 1b: How to Access & Navigate docReader in BeachBoard?

To enter ReadSpeaker's docReader service via BeachBoard LMS, access a course or organization and follow the instructions provided below:

1. Access the **Content** area of your course/organization and select the document you wish to view.
2. Select the carrot icon  to invoke the menu options and elect "Open with docReader"




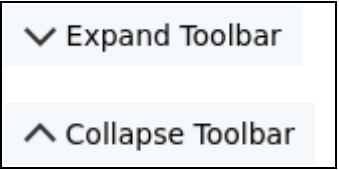








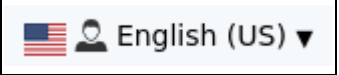

Step 2: How to utilize docReader Listen controls and toolbar?

To utilize docReader, you can either select the **Listen** button to initiate the service, or to start at a specific point, you can elect to highlight the desired text where a floating menu will appear to provide the same **Listen** option (pictured below).



Selecting the **Expand Toolbar** will reveal docReader functionality. For an overview of features, review the table below.

ReadSpeaker docReader Legend

	<p>The Listen, Pause, Resume, and Stop buttons allow you to control the audio playback. The Listen button will always restart the audio playback from the top of the page. Note that the Pause/Resume button may not be visible in some configurations.</p>
	<p>The Expand Toolbar/Collapse Toolbar button expands or collapses the toolbar.</p>
	<p>The Settings button opens/ closes the settings panel.</p>
	<p>Page Mask dims the screen, except for a highlighted area that follows the mouse pointer, or the finger on touch devices, to make it easier to focus on the part of the text being read.</p>
	<p>Reading Ruler displays a ruler that follows the mouse pointer, or the finger on touch devices, to facilitate focusing on one line at a time.</p>
	<p>The Highlighter tool allows you to highlight text sections in the document. You can collect and save the highlighted texts into a separate PDF document. The highlights can be enabled or disabled with the show and hide highlights button.</p>
	<p>Download mp3 of Page saves the content of the current page as an mp3 file on your computer.</p>
	<p>Save Document saves the original document to your computer.</p>
	<p>Print Document prints the original document.</p>
	<p>Help opens this docReader help document in a new window.</p>
	<p>This language selector allows you to select the reading language from a drop-down menu. This tool will only show if the account has access to more than one language.</p>
	<p>The menu button opens or closes the toolbar menu. Note that this button shows only in smaller browser windows where there is no space for the full toolbar.</p>

For an updated and comprehensive docReader user guide, access the [About ReadSpeaker docReader](#) dynamic webpage.