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ANKA'S Arts Worker Extension Program Graduates present

BRINGING ASSISTIVE TECHNOLOGY TO REMOTE ART CENTRES

INPEX Ichthys Project

Australian Government
Australia Council for the Arts

Australian Government
Indigenous Visual Arts Industry Support

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CONTENTS

Part 1 — Introduction

This booklet was created to accompany the series of five instructional videos on assistive technologies produced by ANKA through the Technology Strengthening Understanding 2 (TSU2) project in 2021.
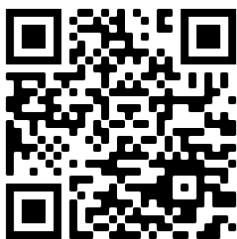
The TSU2 project builds on the 2017 INPEX sponsored pilot Technology Strengthening Understanding - Tools for Reading and Writing in English (TSU1) and learnings from introducing assistive technology to remote Indigenous arts workers in ANKA's Arts Worker Extension Foundation Program (AWEP Foundation).

Assistive technologies are tools and features that can be used to enable individuals to perform or access a task that might otherwise be difficult. These functions can be especially useful to support with reading and writing in English.

In the TSU2 videos, ANKA AWEP Graduates present basic assistive technologies on the iPad, including inbuilt features such as Text to Speech and Speech to Text, as well as the Claro PDF App. These features are also available on the iPhone, and similar features are accessible on Android smartphones and tablets, and some computers.

This booklet covers the material introduced in the TSU2 series, with clear step-by-step instructions to go alongside each video. The videos and booklet are educational tools that can help support you to access and use assistive technologies at your Art Centre.

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Part 2
Text to Speech

Text to Speech is a popular assistive technology where a device will read things out to you. If you want help with reading, or want to hear text read out to you or someone else, Text to Speech is a useful tool. It can be used for reading emails, articles, websites, and reading back over text you have written. Many people use this feature, including those who have vision challenges or those who want support with reading.

There are a few different ways you can use Text to Speech on the iPad:

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Speak Screen: getting the iPad to read everything on your screen

1 Open Settings

2 Select Accessibility

3 Select Spoken Content

4 Select Speak Screen

5 Swipe down with two fingers from the top of the screen, to hear the content of the screen

6 A black menu tab will appear at the bottom of the screen with a play button, a forward button, a back button and a speed button

7 Now whenever you open a new page, you can swipe down with two fingers, and it will read out the words on the screen

Speak Selection: getting the iPad to read out highlighted text

1 Open Settings

2 Select Accessibility

3 Select Spoken Content

4 Select Speak Selection

5 Open a website, email, news, document or any text on your iPad

6 Hold finger down at the beginning of the word and drag across to highlight the selection of text you want to hear

7 A black menu speech bubble will appear above the selected text

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8　Select Speak and the iPad will read the text out to you

9　You can highlight anything from one word to lots of sentences

Typing Feedback: getting the iPad to read out text as you type

1　Open Settings

2　Select Accessibility

3　Select Spoken Content

4　Select Typing Feedback

5　Select Speak Words

6　Select Speak Auto-text

7　As you type, the iPad will speak back each word, with the correct grammar and spelling

Voices and Speaking rate: adjusting voice and speed of speech

1　Open Settings

2　Select Accessibility

3　Select Spoken Content

4　**To adjust speed of speech:** Drag the point on the Speaking Rate sliding scale between the turtle icon and the rabbit icon

5　**To change voice:**
1. Select Voices
2. Select English
3. Select from list of names to try a different voice

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Part 3
Speech to Text

Speech to Text is a widely used assistive technology where a device will type out words as you speak or perform tasks that you request. If you want help with writing documents, emails and texts, or searching on the internet, Speech to Text is a useful tool.

There are a couple of ways you can use Speech to Text on the iPad:
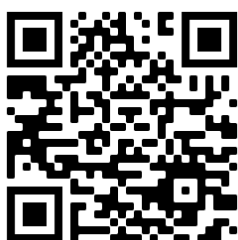
Enable Dictation: getting the iPad to write out what you say

1 Open Settings

2 Select General

3 Select Keyboard

4 Select Enable Dictation

5 A white menu box will pop up, select Enable Dictation again

6 Open App you want to write or search in e.g.: Notes, Messages, Email, Maps, Safari, Chrome

7 Tap the screen or search box where you want to type so that the keyboard pops up

8 Tap microphone next to the space bar and speak into microphone

9 The iPad will type whatever you have said

10 Tap anywhere on the screen to stop dictation

Siri: activating Siri with your voice

1 Press and hold down home button

2 When Siri appears, ask Siri a question or to do a task for you e.g.: "Directions to Uncle Sam's" or "Send text message to Art Centre manager"

3 If Siri has understood you, the iPad will begin completing your request

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Part 4
Reading out text files

Claro PDF Pro is an accessible, reading and study PDF tool for all, where text PDF files are spoken back to you.
If you want help with reading documents, books, catalogues or any publication, the Claro PDF app is a useful tool. It is not an inbuilt app so you have to download it from the Apple or Android store. The app can read text documents you have scanned, taken a photo of or downloaded.

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Claro PDF Pro: scanning and reading out text files

1   Choose a book, document or any publication you want to read

2   Open Claro PDF Pro App

3   Select Create Document in the top left

4   Select From Camera

5   Take a clear photo of the document – make sure it is well lit and your hand is steady

6   A highlighted box will appear – drag the corners to highlight the text you want to read out

7   Select Keep Scan

8   Select Save

9   Type a name for the document into white menu box

10   Select Save

11   Select document from Library

12   Press Play icon at the bottom of the screen

13   The text may be read out. **If not, you might need to convert your photo of the text into a text PDF by following the next steps**

14   A white text box will pop up saying: 'No text on this page. Do you wish to convert this PDF to a text PDF?'

15   Select Yes on the white text box

16   It can take some time to process the text – wait while the wheel in the top right corner spins

17   Select Overwrite current file on the white menu box

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18 Select Yes in red on the white menu box

19 Press Play button at the bottom of screen

20 The text will be read out

21 To stop the speaking, tap the Stop icon

To change Voice

1 Select Settings icon in top left-hand corner

2 Select Voice name

3 Select from list of names to try a different voice

To adjust speed of speech

1 Select Settings icon in top left-hand corner

2 Select Speech settings

3 Drag the point on the Speaking Rate sliding scale between the turtle icon and the rabbit icon

Part 5
Making text larger

There are also some widely used simple assistive technologies available on devices. These are tools that can make text and images larger to assist with reading and seeing on the screen.

There are a couple of ways to make text and images larger on the screen:
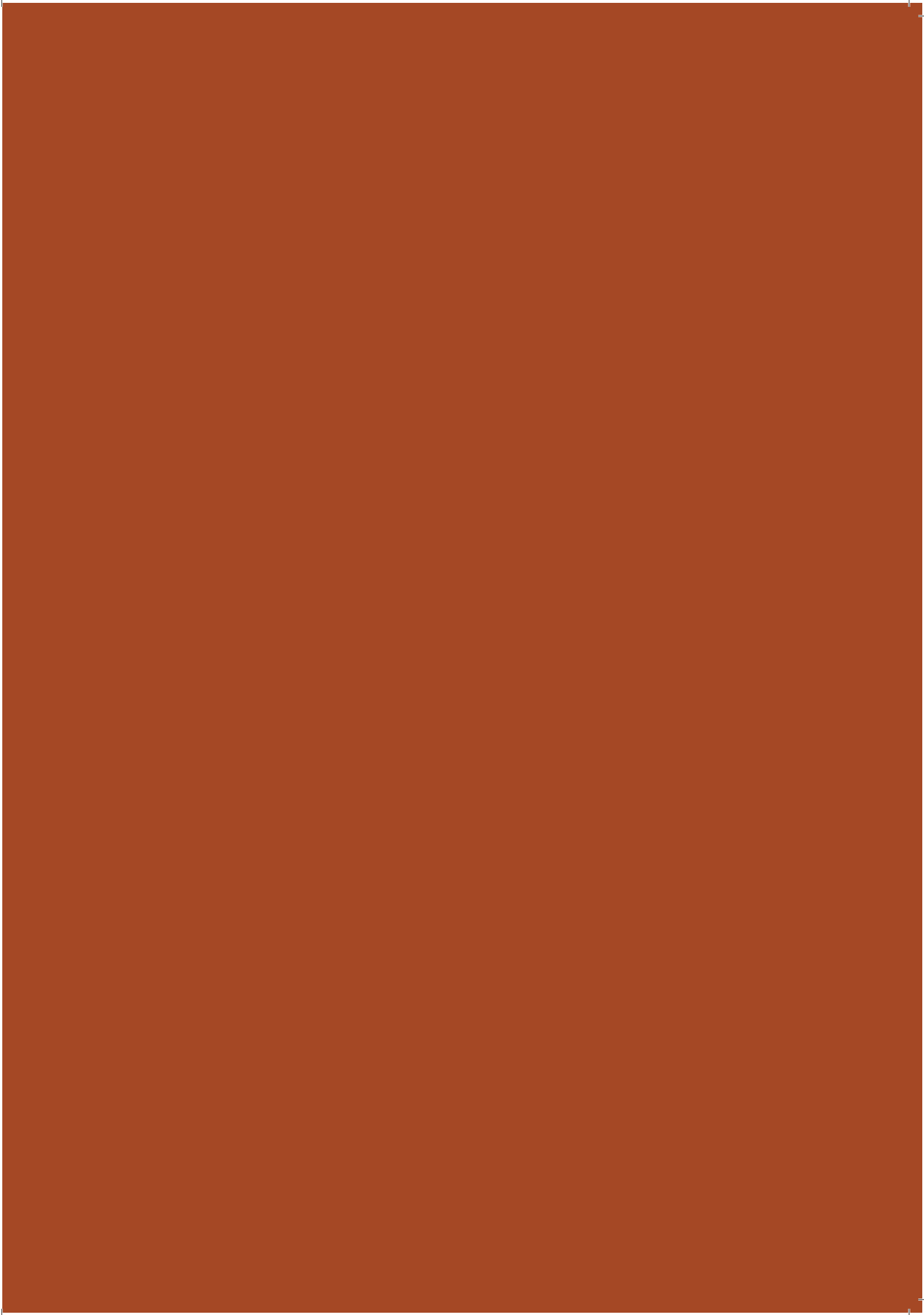
Display & Text Size: making text larger

1 Open Settings

2 Select Accessibility

3 Select Display & Text Size

4 Select Larger Text

5 Use the slider to adjust to preferred size

Zoom: magnifying sections of the screen

1 Open Settings

2 Select Zoom

3 Select Zoom again

4 Double-tap 3 fingers and a magnified square will appear on the screen

5 Drag by pressing and holding the bottom of the square

6 Move the square over the section of the screen you want to make larger

7 Double-tap 3 fingers to remove magnified square

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