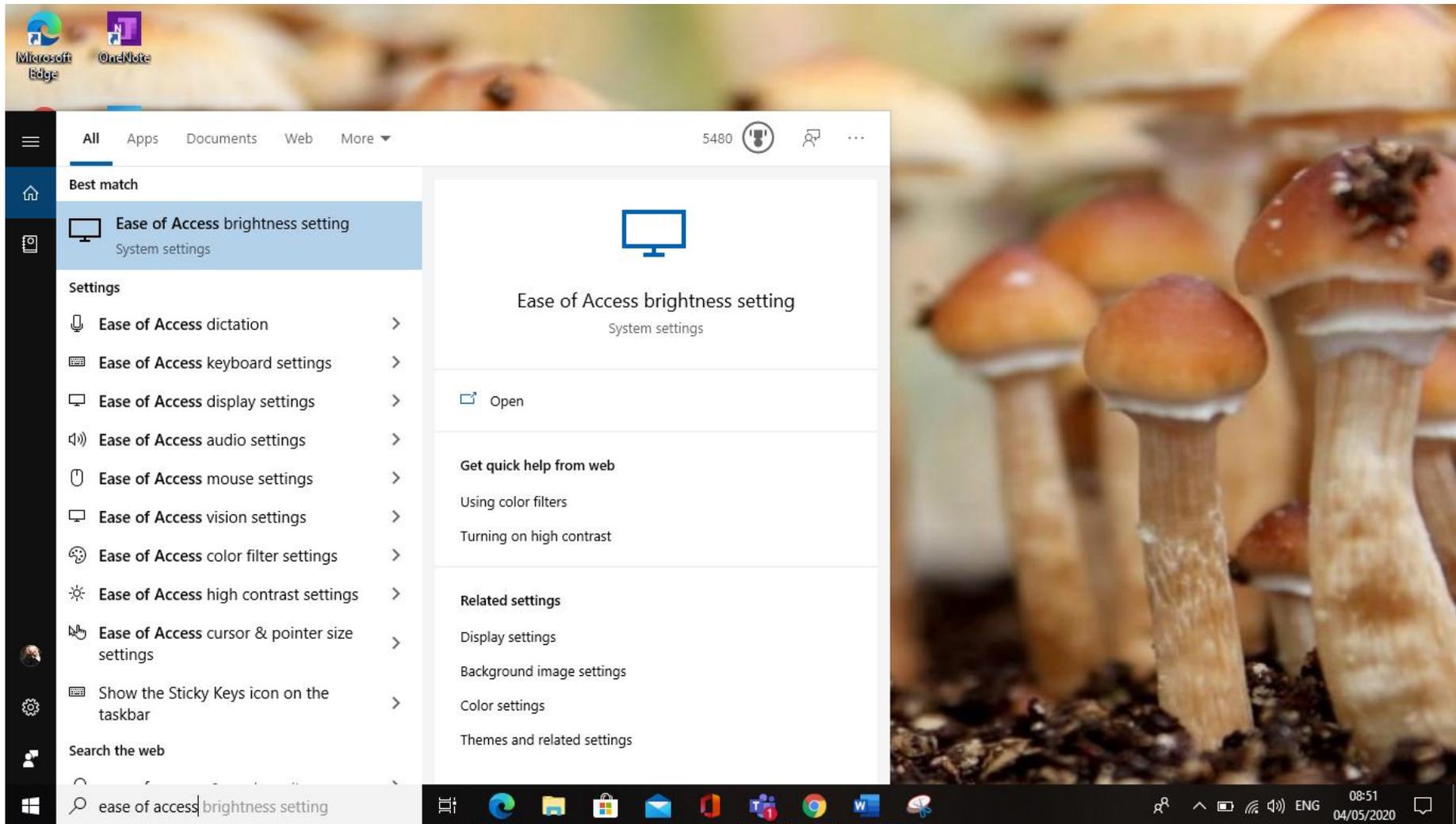


Accessibility tools in Windows 10, Microsoft Edge Chromium, Office 365, Moodle and e-books

Windows 10

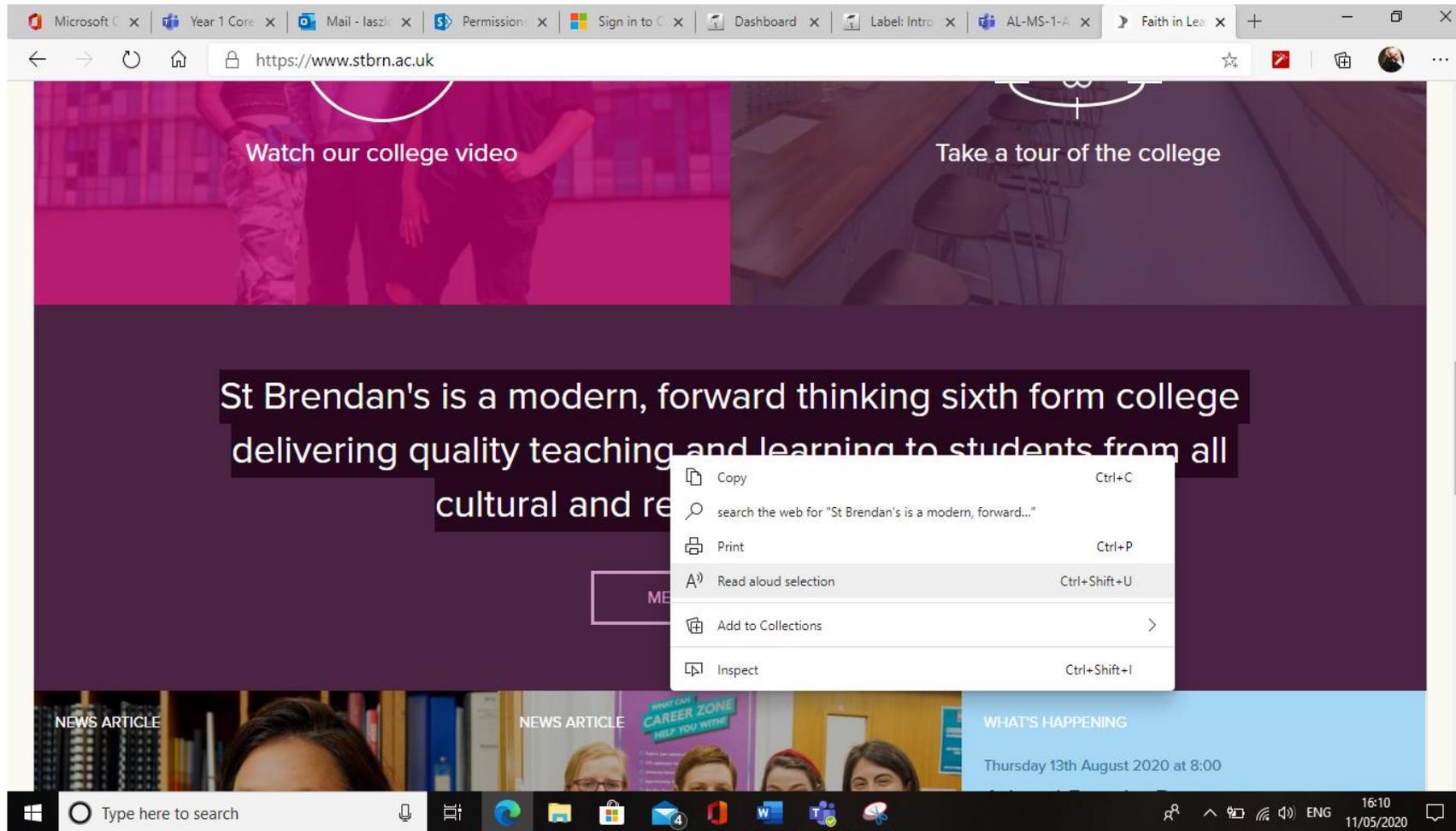
Like most operating systems, Windows 10 has an built-in accessibility tool called “Ease of Access”. Just type “ease of access” in the Settings Search box on the bottom of your desktop and you will get a list of numerous Windows features that you can personalise (e.g. high contrast, magnifying, text to speech, cursor size and much more).



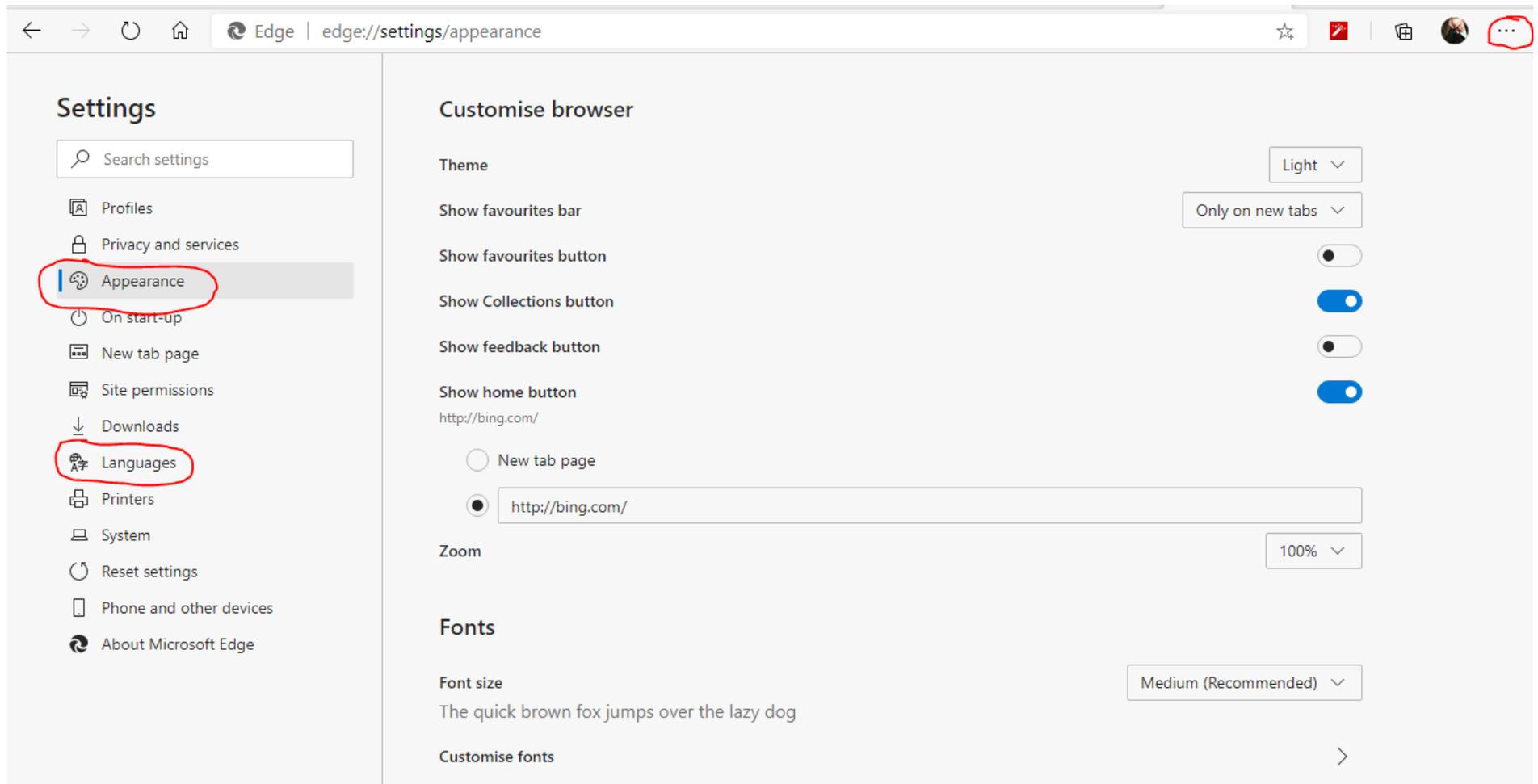
[Video Tutorial on the use of Ease of Access in Windows 10](#)

Microsoft Edge Chromium

If using the Edge browser you can highlight any text from any websites and simply right click and choose read aloud selection.



For more settings go to Settings and Appearance to change Theme, Font size etc.



[Video tutorial on the use of accessibility tools in MS Edge Chromium](#)

Office 365

This is an important cloud platform that the College uses. This is the place where you can access your College email account (Outlook), Teams, OneNote, OneDrive, Word online, PowerPoint online, Excel online and more.

If you save any of your work on your OneDrive as a Word online document (note that also works on the 2016 desktop Word version), for instance, you can apply all sorts of accessibility tools on it such as enlarged text size, text to speech, translation etc. The accessibility tool in Office 365 is called Immersive reader. This is how it works:

1. Open a Word document you have saved on OneDrive

The screenshot shows the Office 365 interface. On the left, the 'Apps' section lists various applications. The 'Word' application icon is circled in red. Below the 'Apps' section is a 'Documents' section with a 'New' button. On the right, a file list is displayed with columns for Name, Modified, Modified By, and File size.

Name	Modified	Modified By	File size
Class Notebooks	December 17, 2019	SharePoint App	1 item
Learning Development	August 14, 2019	laszlo Matiscsak	1 item
Private	August 14, 2019	laszlo Matiscsak	11 items
Microsoft Teams Chat Files	May 23, 2019	laszlo Matiscsak	15 items
Videos	April 24, 2019	laszlo Matiscsak	10 items
Attachments	March 26, 2019	laszlo Matiscsak	4 items
Office Lens	March 16, 2019	laszlo Matiscsak	15 items
Temporary lanyards 2018-19	September 5, 2018	laszlo Matiscsak	1 item
IRC	July 18, 2017	laszlo Matiscsak	14 items



Learning Development Student Team Request
OneDrive for Business » ... » Microsoft Teams Chat Files

Mon at 10:17

Only you



Learning Development Student Team Request
SharePoint - St Brendan's Sixth Form College » ... » ...nquiries

Mon at 10:13

Shared



Remote CPD Teams
SharePoint - St Brendan's Sixth Form College » ... » ...nquiries

Mon at 10:12

Shared



BKSB LITERACY Graduate Progressor remote 20 20
Jean Lee-Wright's OneDrive for Business » ... » ...ressor flyer

Thu at 14:43

Shared



Remote CPD Teams
Charlotte Evans's OneDrive for Business » ... » ...ms Chat Files

Thu at 12:01

Shared



Accessibility tools in Windows 10
SharePoint - St Brendan's Sixth Form College » ... » LM 189900

Thu at 10:00

Shared



Teams- live session features for Teachers
OneDrive for Business » ... » Microsoft Teams Chat Files

6 May

Only you



Teams-Setting up live sessions in locked (private) and unlocked channels (f...
OneDrive for Business » ... » Microsoft Teams Chat Files

6 May

Only you



Teams- live session features for Teachers
SharePoint - St Brendan's Sixth Form College » ... » ...students

5 May

Shared

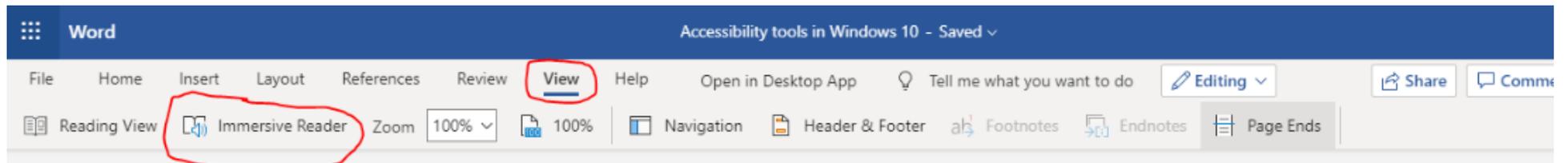


Teams-Setting up live sessions in private channels (for Teachers)
SharePoint - St Brendan's Sixth Form College » ... » ...students

5 May

Shared

Once you opened the document from OneDrive, just click on the “view” tab and look for “Immersive Reader”

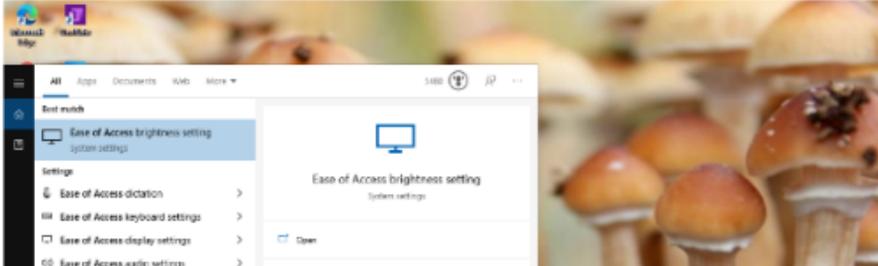


The screenshot shows the Microsoft Word ribbon with the 'View' tab selected. The 'Immersive Reader' option is highlighted with a red circle. Other options visible include Reading View, Zoom (100%), Navigation, Header & Footer, Footnotes, Endnotes, and Page Ends.

Accessibility tools in Windows 10, Microsoft Edge, Office 365, Moodle and e-books

Windows 10

Like most operating systems, Windows 10 has [an](#) built-in accessibility tool called “Ease of Access”. Just type “ease of access” in the Settings Search box on the bottom of your desktop and you will get a list of numerous Windows features that you can personalise (e.g. high contrast, magnifying, text to speech, cursor size and much more).



The screenshot shows the Windows 10 Settings search results for 'Ease of Access'. The search results list various settings categories such as Ease of Access brightness setting, Ease of Access dictation, Ease of Access keyboard settings, Ease of Access display settings, and Ease of Access audio settings. The 'Ease of Access brightness setting' is selected, and the 'Open' button is visible.

When you applied Immersive Reader on a document you will get a different layout where you can apply all sorts of accessibility tools to the doc. Such as, text to speech, overlay colours, translation etc.

Text to speech

Immersive Reader



Microsoft Edge

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Text preferences



Immersive Reader

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The screenshot shows the Immersive Reader settings menu. At the top, there are three icons: a circled 'AA' icon for text size, a list icon, and a book icon. Below these is a 'Text Size' slider with a value of 20 and 'AA' labels at both ends. There is a 'Show Source Formatting' toggle switch which is currently turned on. The 'Font' section has three radio button options: Calibri (selected), Sitka, and Comic Sans. The 'Themes' section shows a grid of color-coded 'Aa' buttons: white, black, light yellow, green, cyan, and yellow. Below the themes is a 'More colors' dropdown arrow. At the bottom right of the settings menu, there are two small icons: a speech bubble and a question mark.

Grammar options



Immersive Reader

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AA   X

Sylla-bles

Parts of Speech

 nouns

 verbs

 adjectives

 adverbs

Show labels



Reading preferences



Immersive Reader

Microsoft Edge

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Office 365

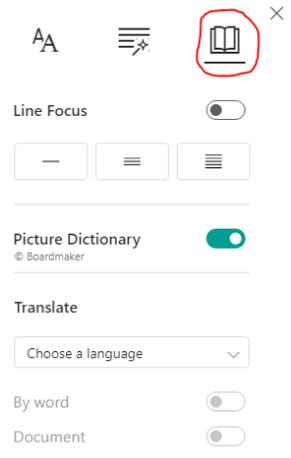
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When you applied Immersive Reader on a document you will get a different layout where you can apply all sorts of accessibility tools to the doc. Such as speech, overlay colours, translation etc.



Immersive reader can also be applied on Microsoft OneNote documents.

For more information about Immersive Reader functionalities please click the links below (online resources).

Video tutorial: [Immersive Reader in Microsoft Word desktop and online version](#)

Video tutorial: [Immersive reader in Microsoft Teams](#)

Video tutorial: [Immersive Reader in Microsoft OneNote](#)

Moodle

Moodle also has accessibility features. Note that these features can only be applied when navigating the actual platform and not available on documents downloaded from Moodle. Downloaded Word documents can be uploaded onto OneDrive to access such features (covered above).

To use accessibility tools in Moodle, first you need to create an accessibility block on your site. Once the block is created you can instantly change Moodle background and text size directly from the block 1. OR you can launch more features (e.g txt to speech) by clicking on the LAUCH ATBAR in the block 2.

1.

ST BRENDAN'S SIXTH FORM COLLEGE

Learning Development

Dashboard / Courses / Student Services / Learning Development

Welcome to Learning Development.

Meet our Team.



Latest updates!

- What do we offer? 
- Literacy Basic Skills 
- Numeracy Basic Skills 
- Additional Needs Resourc... 
- Academic 1:1 Support 
- Health and Well-being 
- Access Exam Arrangements 

Links

- Mind Charity
- Off The Record Bristol

Videos

Radio 1 Life Hacks for Lockdown

<https://www.bbc.co.uk/news/av/newsbeat-52411394/coronavirus-dr-radha-s-five-mental-health-tips-for-lockdown>

Accessibility

A- A A+ 

R A A A

LAUNCH ATBAR

(always?)

Quick Links Follow us Connect us

2.

The screenshot shows a web browser window displaying a Learning Development website. The browser's address bar is highlighted with a blue circle and contains the text "ATbar". The website header is purple and includes a hamburger menu icon, a notification bell, and the user name "Iaszlo Maliscsak".

The main content area features a "Welcome to Learning Development." message, a "Meet our Team." section with a grid of 18 team member photos, and a "Latest updates!" section with seven resource cards: "What do we offer?", "Literacy Basic Skills", "Numeracy Basic Skills", "Additional Needs Resourc...", "Academic 1:1 Support", "Health and Well-being", and "Access Exam Arrangements".

On the right side, there is a sidebar with three sections: "Links" (listing "Mind Charity" and "Off The Record Bristol"), "Videos" (listing a BBC video about mental health tips for lockdown), and "Accessibility". The "Accessibility" section is highlighted with a blue circle and contains a set of controls: "A-" (decrease font size), "A" (reset font size), "A+" (increase font size), "A" (decrease contrast), "A" (reset contrast), "A" (increase contrast), a "LAUNCH ATBAR" button, and a checkbox for "(always?)".

VLeBooks

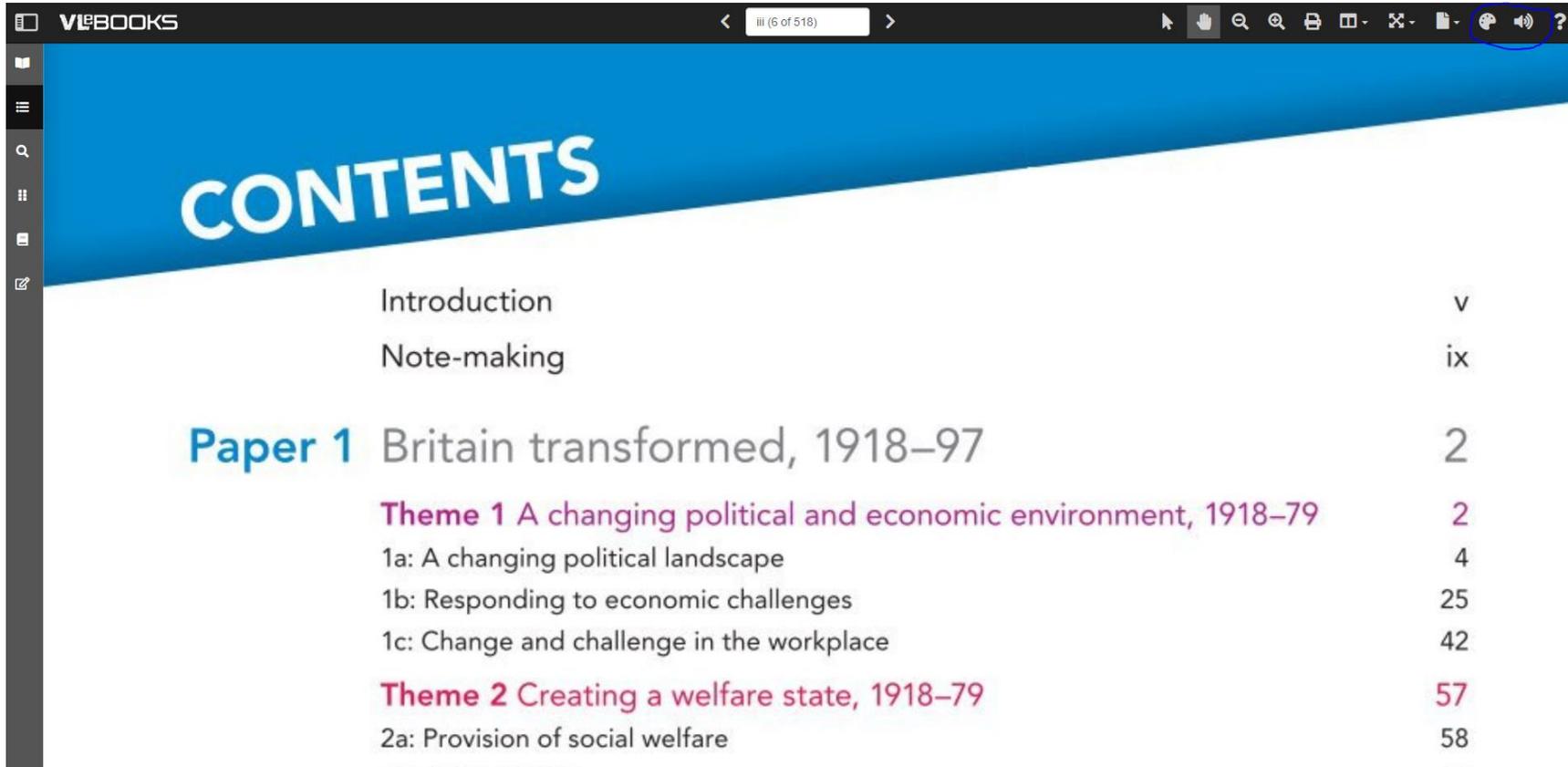
VLeBooks is the College's ebook platform which can be accessed via the [LRC's Moodle site](#).

The screenshot shows the Learning Resources Centre (LRC) website. At the top is a purple navigation bar with the St Brendan's Sixth Form College logo and menu items: Courses, Student Services, Staff, Links, and Help. Below the navigation bar is a white header area with the text "Learning Resources Centre" and a breadcrumb trail: "Dashboard / My courses / LRC".

The main content area is titled "Welcome to the Learning Resources Centre (LRC)". It features a link to "Login to the LRC Catalogue (AccessIt)" and a QR code for downloading the AccessIt app. A list of bullet points provides instructions on how to use the catalogue. Below this is a section for "LRC Staff" with four staff members listed: Charlotte Evans, Laszlo Maticsak, Andrea Harding, and Monica Vidana, each with a photo and contact information.

On the right side of the page is a sidebar with several sections: "Quick Guide To AccessIt" with a QR code and a "QUICK GUIDE TO ACCESSIT" graphic; "E-Books (Also Accessible Via Library Catalogue)" with the VLeBooks logo and a "click here to login" link circled in blue; "Quick Links To Core Electronic Databases" with logos for EBSCO Explora and JSTOR.

Once on the platform, find the ebook you would like to apply accessibility tools and you can find these features on the top bar. Features include various overlay colours and Read aloud option.



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Theme 1 A changing political and economic environment, 1918–79	2
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2a: Provision of social welfare	58

Any other questions related to accessibility, please contact the LRC.