Recite Me

User Guide

Toolbar Button Guide

Click the Recite button on the website to bring up the Recite Toolbar

Rewind to the previous paragraph of text

Change the text dimensions

Click the Play button to read the text aloud

Dictionary

Skip forward to the next paragraph of text

Remove images and view in plain text mode

Decrease the text size

Highlight the text then click to download text as an MP3

Change the Font

Translate text into a different language

Increase the text size

Magnify what is on the screen

Change the background, text and link colours
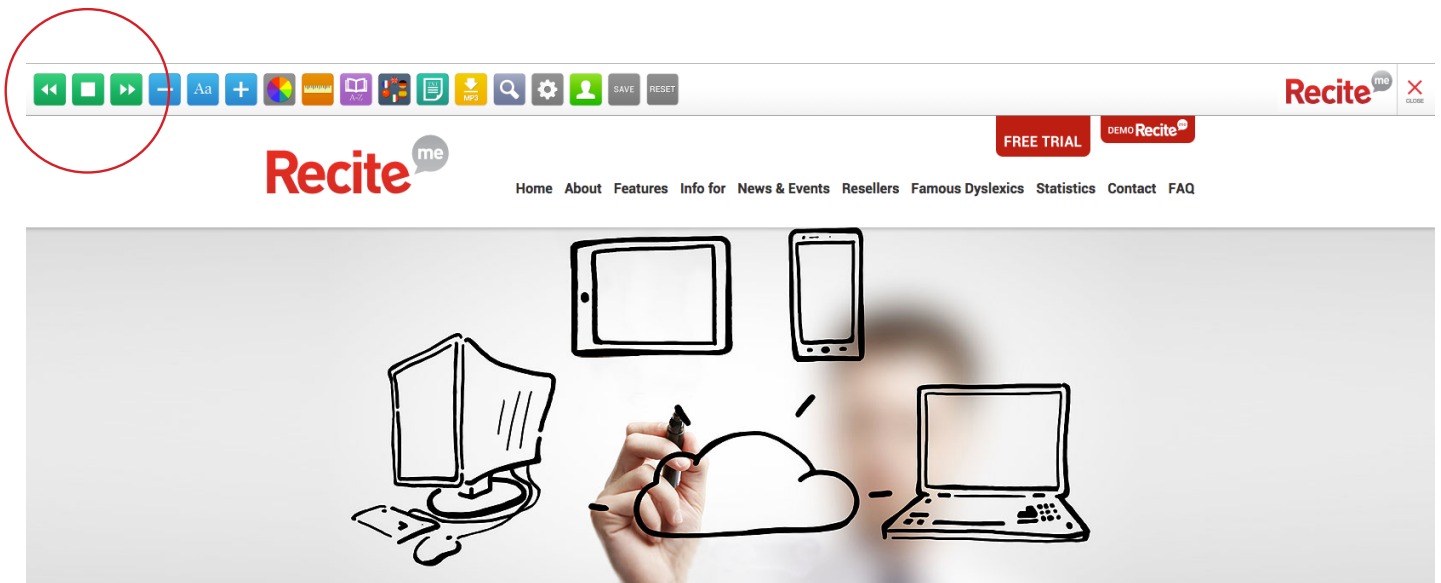
Adjust your Recite settings

Enable the Reading Ruler

User Log in/out

Text to Speech

The following will guide you on how to use the Recite toolbar to read text aloud.

1) Once the toolbar has been enabled, click on the play button or hover over some text on the page.

2) Click off the text or click to Stop button to Stop recite from reading aloud.

3) Click the forwawrd and back buttons to jump to the next or go to the previous paragraph.

Change the Font and Text Size

The following will guide you on how to use the Recite toolbar to change the text.

1) Once the toolbar has been enabled, click on the Font icon and select the font you
   would like to change the text to.

2) To increase the size of the text click on the plus (+) icon

3) To decrese the size of the text click on the minus (-) icon

4) Click on the 'Reset' button to restore the default font and text size.

Change the Background, Text and Link Colours.

The following will guide you on how to use the Recite toolbar to change the colours.

1) Once the toolbar has been enabled, click on the colour wheel icon.

2) Select a colour combination to see the background and text colour change.

3) Click on default to reset the colours.

Using the Reading Ruler

The following will guide you on how to use the Reading Ruler.

1) Once the toolbar has been enabled, click on the Ruler icon to show the ruler

2) Use you mouse to move the ruler up and down.

3) Click on the ruler icon to disable the ruler.

Using the Dictionary

The following will guide you on how to use the Dictionary with Recite.

1) Once the toolbar has been enabled, click on the Dictionary button

2) Highlight a word on the page

3) The definition will appear in the Dictionary pop up.

Organisation
1: the persons (or committees or departments etc.) who make up a body for the purpose of administering something; "he claims that the present administration is corrupt"; "the governance of an association is responsible to its members"; "he quickly became recognized as a member of the establishment" 2: a group of people who work together 3: an organized structure for arranging or classifying; "he changed the arrangement of the topics"; "the facts were familiar but it was in the organization of them that he was original"; "he tried to understand their system of classification" 4: an ordered manner; orderliness by virtue of being methodical and well organized; "his compulsive

About

How We Can Help Your Organisation

Our team of developers and advisers are there to help improve your organisation's website accessibility. Based in the Cloud, Recite is quick and easy to implement and works across all devices. Put simply our web accessibility software solution transforms the accessibility of your website by adding one line of code to your website. The implementation of our solution is simple, fast and effective. Visitors to your website then have a full-range of customisable options available to them at one click of the Recite Me button. With our integrated statistics tool we can tell you how many of your web visitors have used Recite and how long they have spent on each of your pages.

We offer a range of one to three year subscription packages to meet your web accessibility needs. Contact us today for an introductory session and product demonstration.

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We Are An Inclusive Employer

Our people are our business which is why we are proud to be members of Inclusive Employers. We are committed to creating an inclusive workplace, maximising the potential of all employees and leading the way in breaking barriers and building success!

Who We Support

We are proud to be members of the British Assistive Technology Association (BATA). We support BATA's 4 key aims:
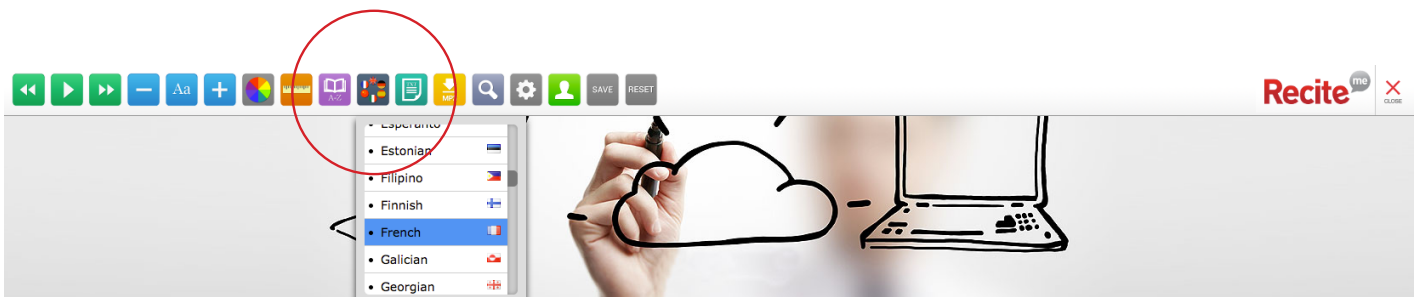
- to campaign for the rights and interests of those needing assistive technology.
- to provide expert and impartial support and advice to government departments and agencies.
- to educate and inform widely on the benefits of assistive technology.
- to promote British assistive technology products and expertise at home and overseas.

Translate Text

The following will show you how to use Recite's Translation Tools

1) On the toolbar click on the translate button and you will see a dropdown.

2) Select a language from the dropdown list

3) This will translate the website into the selected language.

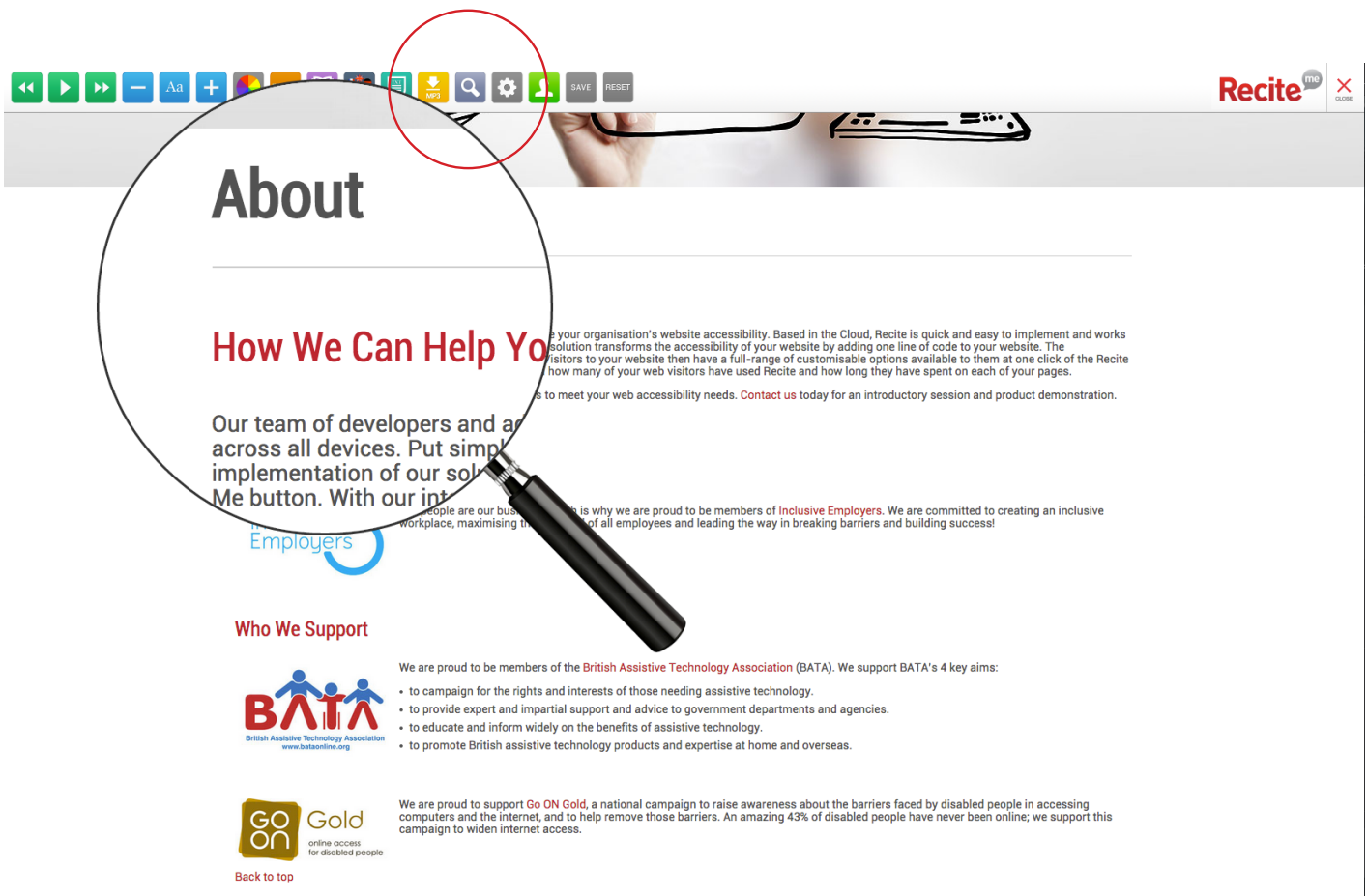4) Click 'default' in the dropdown or the reset button on the toolbar to return to the default language.

Magnify the page

The following will guide you on how to use the Recite Magnifier.

1) Once the toolbar has been enabled, click on the magnifier button.

2) Click on the magnifier and use the mouse to move the magnifier around the page.

3) Click on the magnifier button to disable the magnifier.

Enable Plain Text Mode

The following will guide you on how to enable Plain Text Mode.

1) Once the toolbar has been enabled, click on the plain text button to strip all the stying from the page.

2) While in plain text mode a 'Margins' button will appear (this will be explained on the next page)

3) Click on the Plain text mode button or the 'Reset' button to restore the default styling.

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We are proud to support Go ON Gold, a national campaign to raise awareness about the barriers faced by disabled people in accessing computers and the internet, and to help remove those barriers. An amazing 43% of disabled people have never been online; we support this campaign to widen internet access.

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Adjust the Text Margins while in Plain Text Mode

The following will guide you on how to adjust the Margins while in Plain Text Mode.

1) The Margins button will appear once Plain text mode is enabled.

2) Click off the Margins button and select from the dropdown to change to margins around the text.

3) Click on 'Default' or the 'Reset' button to restore the default margins.

Download text as MP3

The following will show you how to convert text from a page into an MP3.

1) Highlight the text that you would like to save as an MP3

2) Click on the MP3 button

3) The selected text will now download as an MP3.

Adjust your Recite Settings

The following will show you how to adjust your Recite Settings.

1) Once the toolbar has been enabled, click on the settings button to reveal the settings dropdown

2) Adjust the settings using the buttons on the dropdown

3) Click the Settings button to hide the dropdown.