



# Recite Me

## User Guide

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**e:** [info@reciteme.com](mailto:info@reciteme.com)  
**w:** [www.recite.me](http://www.recite.me)

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# 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



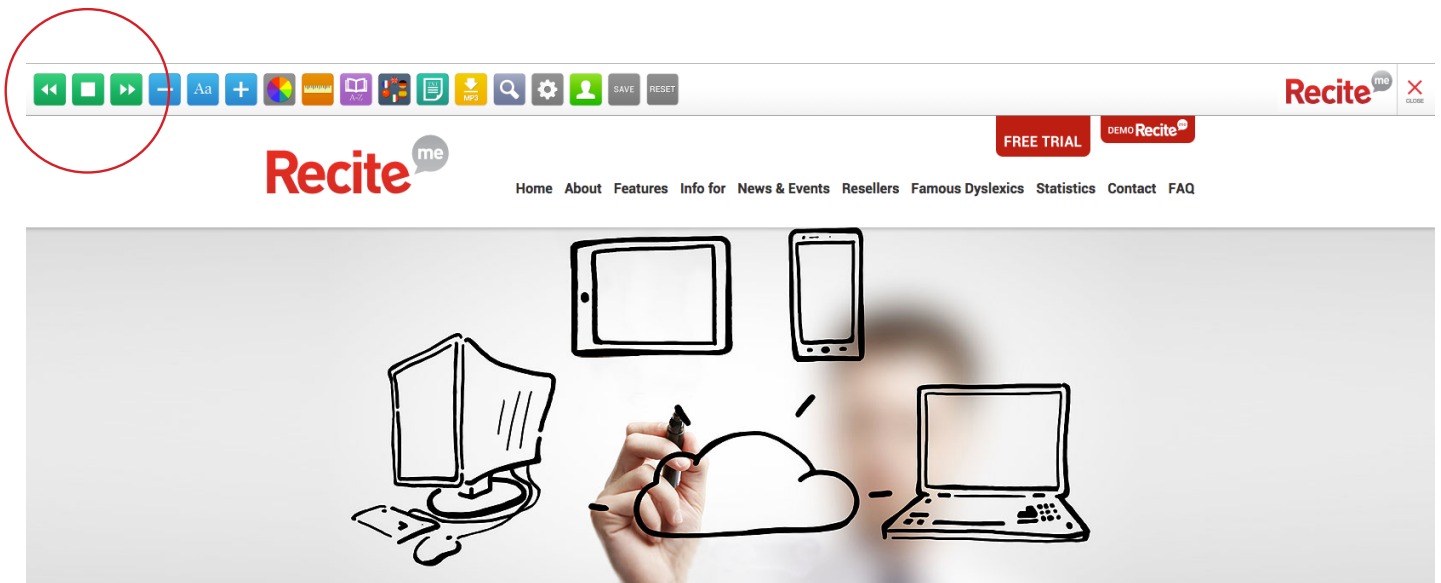
User Log in/out



## 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 forward and back buttons to jump to the next or go to the previous paragraph.



### About



#### 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.

[Back to top](#)



## 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 decrease the size of the text click on the minus (-) icon
- 4) Click on the 'Reset' button to restore the default font and text size.



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[Back to top](#)



## 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.

The screenshot shows a website with the Recite toolbar at the top. The toolbar includes navigation buttons (back, forward, home, search), a color wheel icon (circled in red), and a 'Default' button. The website content is displayed with a dark background and light text. The color wheel icon is used to change the background and text colors. The 'Default' button is used to reset the colors.

**Default**

**Our Organisation**

There are a number of ways in which Recite Me can help you improve your organisation's website accessibility. Based in the Cloud, Recite is quick and easy to implement and works on any device. Our web accessibility software solution transforms the accessibility of your website by adding one line of code to your website. The process 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.

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[Back to top](#)

**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.

**go on Gold**  
online access for disabled people

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.

[Back to top](#)



# 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 your mouse to move the ruler up and down.
- 3) Click on the ruler icon to disable the ruler.

The screenshot shows the Recite Me website interface. At the top, there is a toolbar with various icons. A red circle highlights the 'Ruler' icon, which is a small ruler. Below the toolbar, the word 'About' is visible. The main content area has a heading 'How We Can Help Your Organisation' followed by a paragraph: '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'. Below this, there is a large black rectangular area. Further down, there are logos for 'Inclusive Employers' and 'BATA' (British Assistive Technology Association). The 'BATA' logo is accompanied by a list of four 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', and 'to promote British assistive technology products and expertise at home and overseas'. Below the 'BATA' logo is the 'Go ON Gold' logo, which is a gold square with the text 'Go ON Gold' and 'online access for disabled people'. The 'Go ON Gold' logo is accompanied by a paragraph: '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.' At the bottom left of the screenshot, there is a link that says 'Back to top'.

**About**

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[Back to top](#)



## 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

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[Back to top](#)

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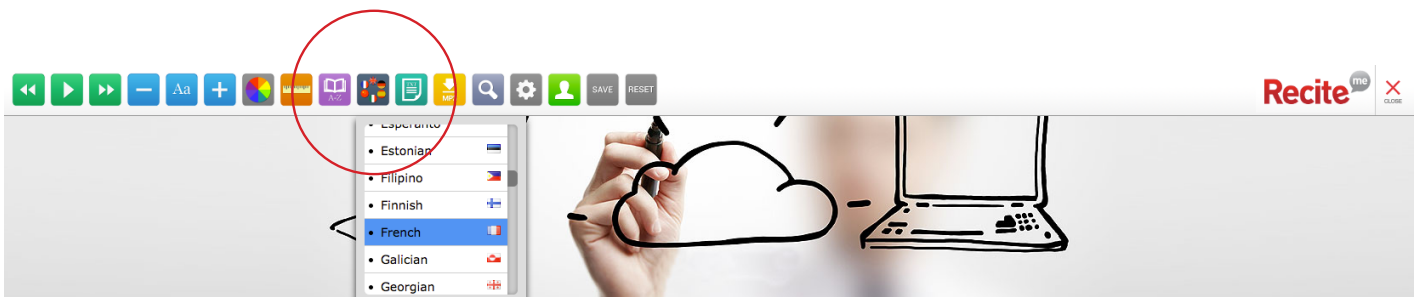
- to campaign for the rights and interests of those needing assistive technology.
- to provide expert and impartial support and advice to government departments and agencies.
- to educate and inform widely on the benefits of assistive technology.
- to promote British assistive technology products and 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.



### Environ

#### Comment nous pouvons aider votre organisation

Notre équipe de développeurs et de conseillers sont là pour vous aider à améliorer le site web de l'accessibilité de votre organisation. Basé dans le Cloud, Recite est rapide et facile à mettre en œuvre et fonctionne sur tous les appareils. Mettez simplement notre solution logicielle de l'accessibilité du Web transforme l'accessibilité de votre site Web en ajoutant une ligne de code à votre site Web. La mise en œuvre de notre solution est simple, rapide et efficace. Les visiteurs de votre site ont alors une gamme complète d'options personnalisables à leur disposition à un clic du bouton Récite-moi. Grâce à notre outil de statistiques intégré, nous pouvons vous dire combien de vos visiteurs web ont utilisé Récite et combien de temps ils ont passé sur chacune de vos pages.

Nous offrons une gamme d'une à trois formules d'abonnement de l'année pour répondre à vos besoins en matière d'accessibilité Web. **Contactez-nous** aujourd'hui pour une séance d'initiation et de démonstration de produits.

[Retour en haut de page](#)

#### Nous sommes un employeur inclusif



Nos gens sont notre entreprise qui est pourquoi nous sommes fiers d'être membres de **Les employeurs compris**. Nous nous engageons à créer un milieu de travail inclusif, maximiser le potentiel de tous les employés et ouvre la voie à briser les barrières et la construction de succès!

#### Qui nous aidons



Nous sommes fiers d'être membres de la **Association technologie de la Colombie d'aide (BATA)**. Nous soutenons 4 principaux objectifs de Bata:

- faire campagne pour les droits et les intérêts de ceux qui ont besoin d'assistance.
- qui fournit une expertise et un soutien impartial et des conseils aux ministères et organismes gouvernementaux.

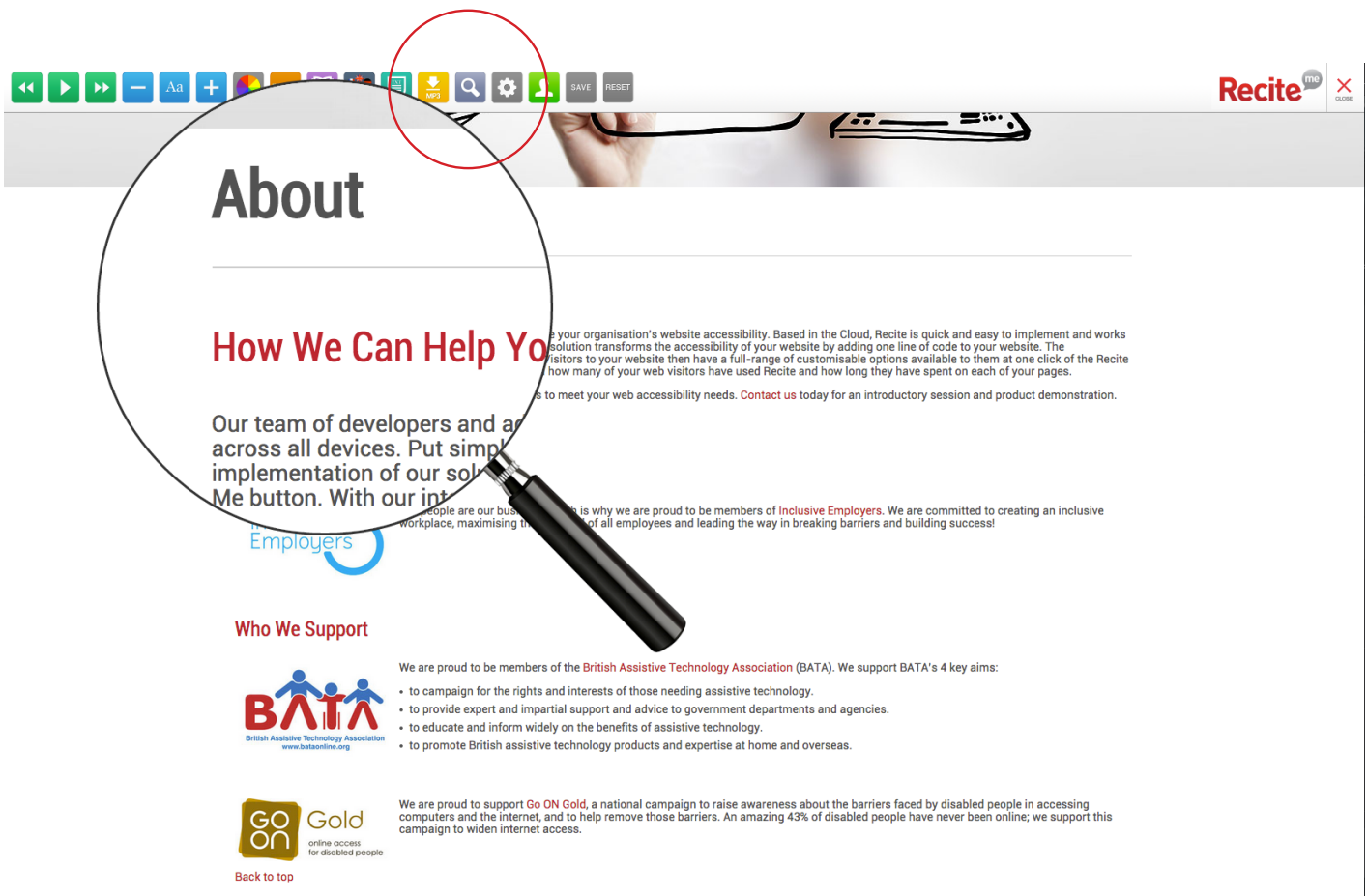




## Magnify the page

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 styling 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.



The screenshot shows the Recite Me toolbar at the top of a webpage. The toolbar contains various icons for accessibility features. The 'Plain Text Mode' button, which is a document icon with horizontal lines, is circled in red. To the right of the toolbar, the 'Recite Me' logo and a close button are visible. Below the toolbar, the webpage content is visible, starting with the 'About' section.

## 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.

[Back to top](#)

### We Are An Inclusive Employer

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### Who We Support

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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.

[Back to top](#)

- [About](#)
- [Product Features](#)
- [Corporate](#)
- [Public Sector](#)
- [News & Events](#)
- [Resellers](#)
- [Contact Us](#)
- [Meet The Team](#)
- [Web Accessibility Standards](#)
- [Disability Statistics](#)
- [Request A Free Trial](#)
- [FAQ](#)



## 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.

**About**

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[Back to top](#)

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## 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.

The screenshot shows the Recite Me website interface. At the top, there is a toolbar with various icons. The MP3 icon, which is a yellow square with a white download arrow, is circled in red. Below the toolbar, the page content is visible, including sections titled "About", "How We Can Help Your Organisation", "We Are An Inclusive Employer", and "Who We Support". At the bottom of the page, there is a download bar showing the file "Recite-Audio (1).mp3" with a "Show All" button next to it. The download bar is also circled in red.

Recite Me

### About


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[Back to top](#)

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Recite-Audio (1).mp3 Show All



## 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.

The screenshot shows a website with the Recite toolbar at the top. The toolbar includes buttons for navigation, text formatting, and a settings button (gear icon). The settings dropdown menu is open, showing options for Autoplay, Tooltip on hover, Continuous play, English Voice (M, F), and a User Guide link. The website content includes sections for 'About', 'How We Can Help Your Organisation', 'We Are An Inclusive Employer', and 'Who We Support'.

**About**

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