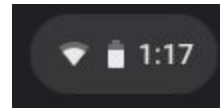


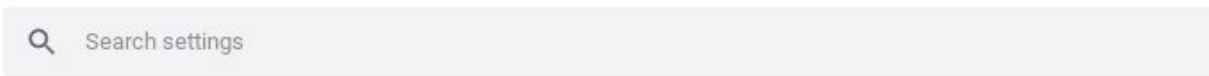
1. Click the clock in the bottom right hand corner of the screen.



2. Click the settings gear.



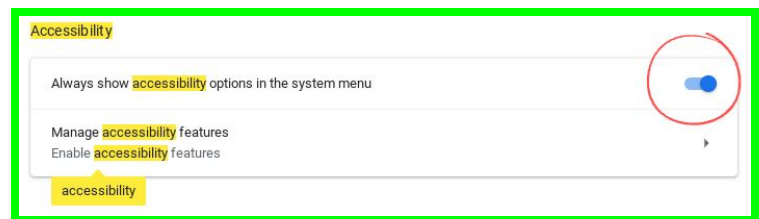
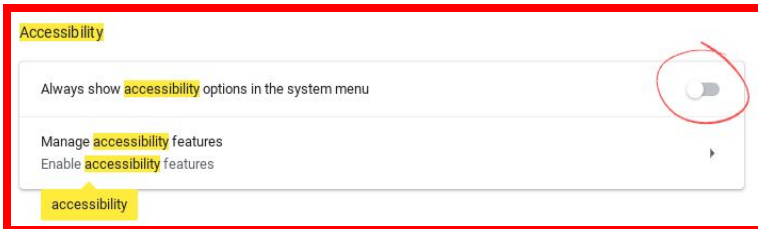
3. A new window opens. In the search bar type “accessibility.”



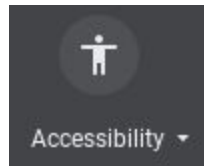
4. As you type, settings that are displayed in the window will change. Find the one called “Always show accessibility option in the system menu” and flip the toggle to turn it on. When the setting is on, the toggle will turn blue.

OFF

ON



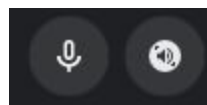
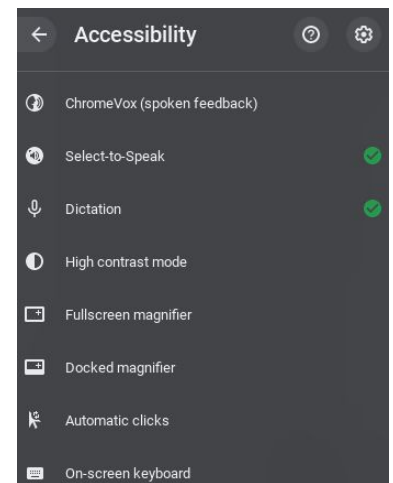
5. Click the x to close the settings menu. Click on the clock. You should now see the ‘Accessibility’ icon. If you don’t repeat steps 3 & 4.



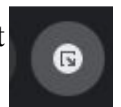
6. Click the Accessibility icon. You will now see the menu of accessibility options.

7. Click a feature to turn it on. When the feature is turned on, you will see a green checkmark next to it. When the feature is off, there will not be a green checkmark.

8. When a feature is on, you will get an icon in the menu next to the clock. The icon is used to activate the feature.



9. To activate the Select-to-Speak, I would click the speaker icon. The icon will change to show it is active. Once active, you can use the mousepad to draw a box around everything you would like to have read aloud.



10. To activate the Dictation tool, click the microphone icon and begin speaking. When the microphone is activated it will turn white.

