



Recite Me

User Guide



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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



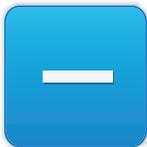
Enable Dictionary



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



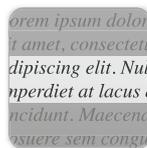
Adjust your Recite settings



Enable the Reading Ruler



Recite Me User Guide



Enable Screen Mask

Keyboard Shortcuts

Use the following keyboard commands to toggle between toolbar functions

ctrl+right - play next element

ctrl+left - Play previous element

ctrl+alt+p - play the current element

ctrl+alt+f - show font menu

ctrl+alt+c - show theme menu

ctrl+r - Enable/Disable ruler

ctrl+d - Enable/Disable dictionary

ctrl+l - Show translation languages

ctrl+x - Enable/Disable text-only mode

ctrl+m - Show page margin settings

ctrl+shift+o - Show/Disable settings menu

ctrl+s - Save settings



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.

Recite me

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Conclusion | Recite Me

Digital Inclusion for Corporate Companies

Your website is your single most important communications and marketing tool and it's vitally important that it works hard for you. Whether you are a business-to-business or a business-to-consumer organisation, your website needs to be accessible to all your customers, employees and your talent pool. There is strong business case for web accessibility but as few as 14% of websites are actually accessible and a study of FTSE 100 company websites revealed that only around 75% are accessible.

Our Cloud based web accessibility software enhances the user experience for 15-20% of your customers with dyslexia. Our solution also makes your website more accessible for people with visual or cognitive impairments and as well as people with English as a second language. Recite can open your doors to anyone who needs to access your web content via our text to speech functionality, dyslexia software or by using one of our many other features such as the DocReader, an online MP3 creator or our 52 language translation tool.

DO YOU REALLY KNOW YOUR CUSTOMERS?

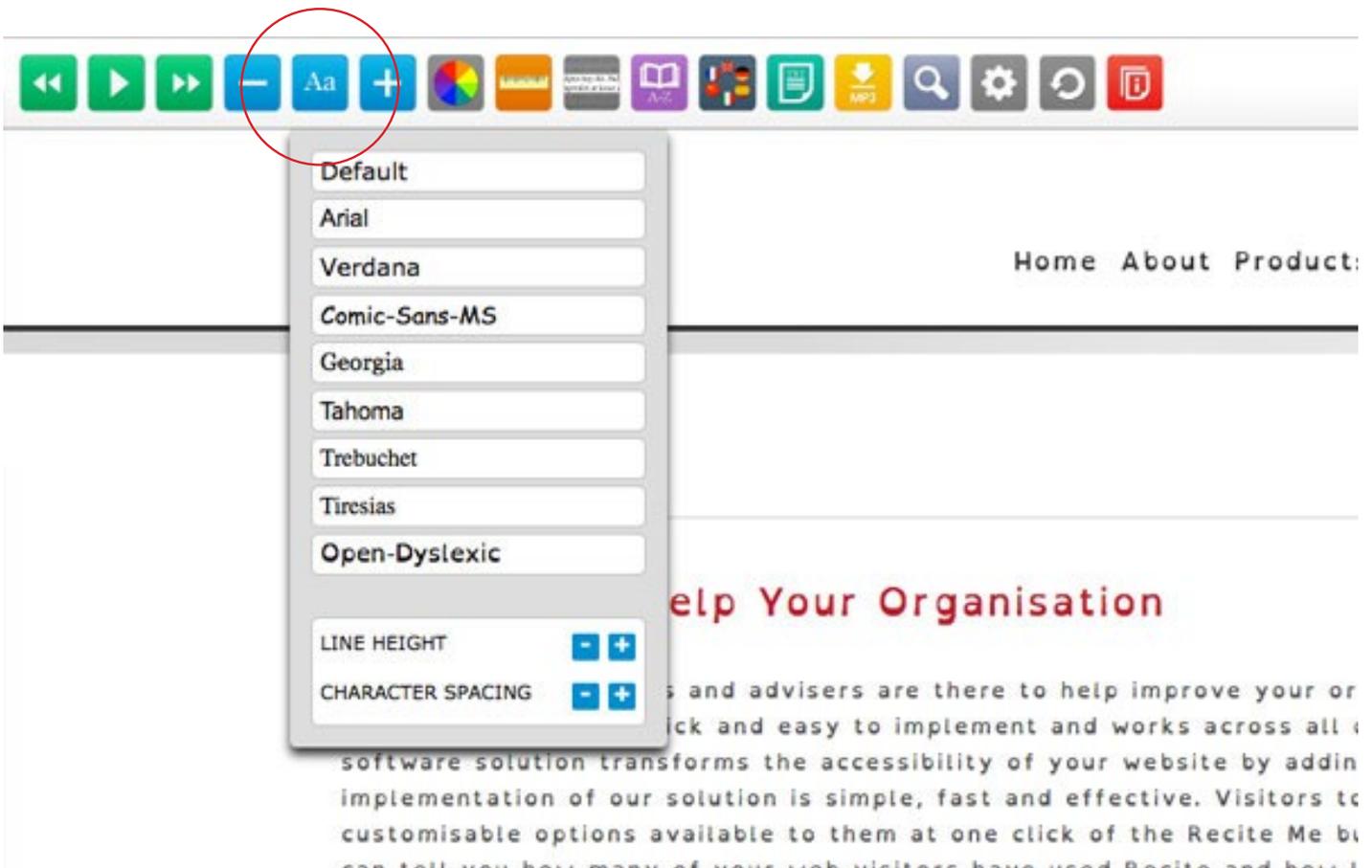
chat



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.





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



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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What's New in Features

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.



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.

The screenshot shows the Recite website interface. At the top, there is a toolbar with various icons, including a dictionary icon circled in red. Below the toolbar, the Recite logo is visible, along with navigation links: Home, About, Products, Info, Latest News, Statistics, and Contact. A dictionary pop-up is open on the left side, displaying the definition for 'Organisation'. The main content area features a section titled 'How We Can Help Your Organisation' with a sub-section 'We Are An Inclusive Employer' and 'Who We Support'. A 'chat' button is located on the right side of the page.



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.

The screenshot shows the Recite toolbar with a red circle highlighting the translation button. A dropdown menu is open, listing the following languages: Finnish (suomi), French (français), Frisian (West) (Frysk), Galician (Galego), and Georgian. The 'French' option is currently selected. The background shows the Recite website interface with the 'Environ' page title and navigation links.

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 réciter 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.

chat



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.



About

How We Can Help Your Organisation

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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.

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.

About

How We Can Help Your Organisation

Our team of developers and advisers are there to help improve your organisation's website by transforming the accessibility of your website by adding one line of code to your website. Click the Recite Me button. With our integrated statistics tool we can tell you how many visitors have used Recite Me and how long they have spent on each of your pages.

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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.

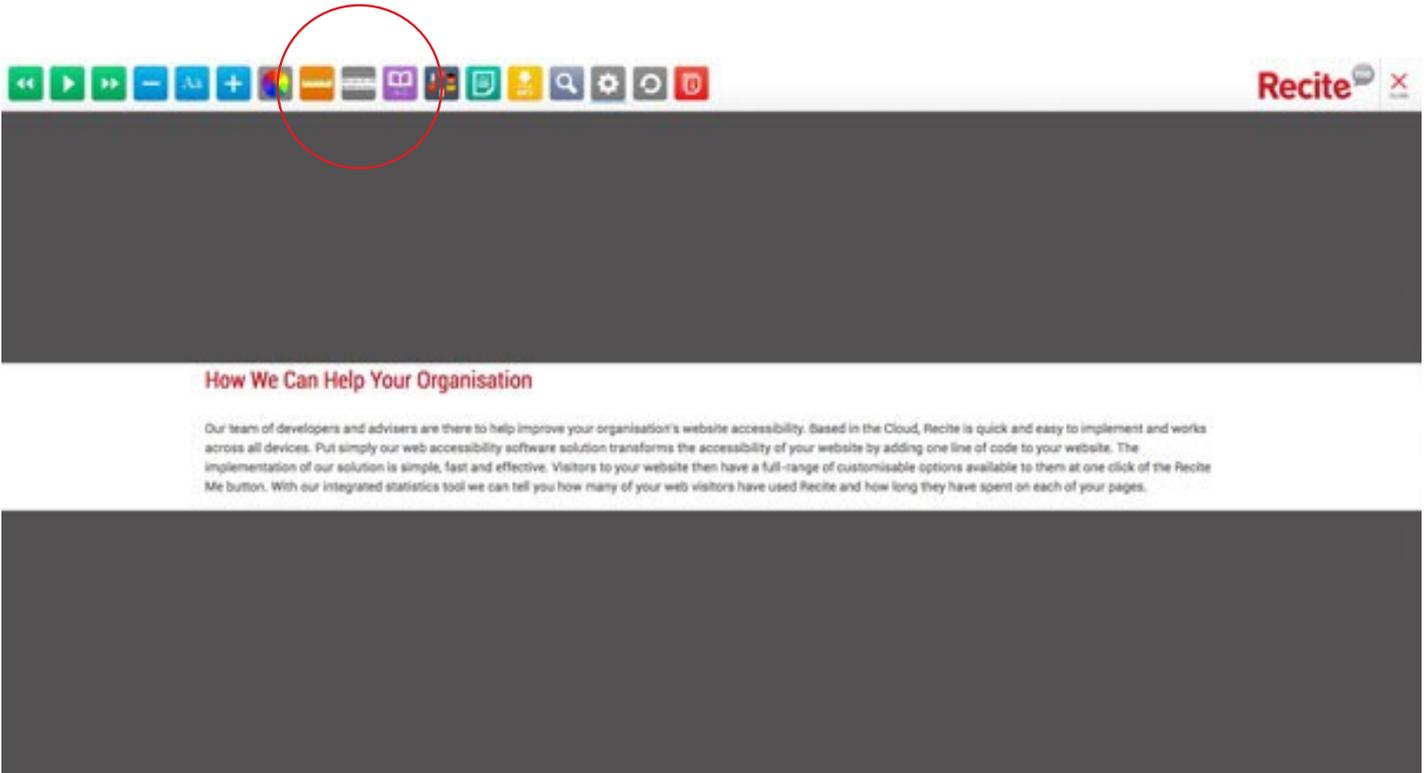
The screenshot shows the Recite Me website interface. At the top, there is a navigation bar with various icons, including a red circle highlighting the MP3 download icon. The main content area is titled "About" and contains sections for "How We Can Help Your Organisation", "We Are An Inclusive Employer", and "Who We Support". The "How We Can Help Your Organisation" section contains text about website accessibility. The "We Are An Inclusive Employer" section features the "Inclusive Employers" logo and text about creating an inclusive workplace. The "Who We Support" section features the "BATA" logo and text about supporting the British Assistive Technology Association. At the bottom, a download bar shows a file named "Recite-Audio (2).mp3" with a "Show All" button next to it.

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Enable Screenmask

The following will show you how to enable Screenmask.

- 1) Once the toolbar has been enabled, click on the Screenmask button to reveal
- 2) Move the mask up and down using the mouse
- 3) Click the Screenmask button to turn off.





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 the Recite Me website interface. At the top, there is a toolbar with various icons. The settings icon (a gear) is circled in red. A dropdown menu is open, showing the following options:

- Autoplay
- Tooltip on hover
- Continuous play
- English Voice:
- User Guide

The website content includes sections for "About", "Help Your Organisation", "We Are An Inclusive Employer", and "Who We Support".



View User Guide

The following will show you how to view the User Guide.

1) Once the toolbar has been enabled, click on the User Guide button to view it.



User Guide

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



Back: Rewind to the previous paragraph of text

Play: Click the Play button to read the text aloud

Forward: Skip forward to the next paragraph of text

Decrease: This will decrease the text size

Font: You can change the font that displays on the page

Increase: This will increase the text size

Colour: Change the background, text and link colours

Ruler: Click to enable the reading ruler

Margins: Change the text dimensions by narrowing the width of the text columns

Screen Mask: Will create a letterbox for focused viewing of a section of the page

Dictionary: Highlight and click on this to find the definition of the word

Text Mode: Remove images and view in plain text mode

MP3: Highlight the text then click to download text as an MP3

Magnifier: Click and drag the magnifying glass to magnify text on the screen

Language: Translate text into a different language

Settings: Adjust your Recite settings

Reset: This will restore the default settings