Webinar: 6465 – Wired Wednesday: AT Bits & Bytes

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>> Tori Hughes: Hello and welcome to our Wired Wednesday: AT bits and bytes. We're going to get started in about 5 minutes or so. We're going to wait for some other folks to join us. We'll get started in 4-5 minutes.

>> Tori Hughes: Everyone. Glad to see you have joined us for Wired Wednesday for July. We'll get started in a couple of minutes. Don't worry if you don't hear anything. We don't have any music or anything while we wait. It's 1:59. We'll get started in a moment. We do have live captions. I will put the caption link in the chat in a moment. Once we assign our captionist to that role you'll be able to have the option to view them in the webinar itself. We'll get started very soon. If you have any questions, please feel free to add them to the chat. Martha and Naomi and Heather, we are right at about 2 o'clock. Whenever you are ready, we can get started.

>> Martha Rust: Thank you, Tori. It's 2 o'clock on my end. I'm happy to get started.

>> Martha Rust: Thank you for joining us at Wired Wednesday: AT bits and bytes, TFL and WATAP. We're excited you're spending some time today with us. For those who this is their first time this is a collaboration we started last year as a partnership with the Washington Assistive Technology Act Program, WATAP, in response to the pandemic. We were all working and some of us are still working virtually. We wanted to conduct AT demonstrations to help individuals learn more about assistive technology solutions that are available.

Some of them we have shown are at little or no cost. Like the presentation Naomi will be doing today. If you would like more information or want to do a one on one demonstration you can give us a call at Tools for Life... [Reading from PowerPoint].

We know that there are a lot of people that join us from different states and territories and even countries. I love to see that. We can put you in touch with your assistive technology program in your area. So definitely give us a call. Don't feel you have to be from Georgia or Washington State to join us. Today Naomi will walk us through built in accessibility features within Microsoft office. I think we don't talk about some of the built-in stuff that we have access to. Just before this presentation, I was working with an individual talking about his computer which was a PC. Asking if he had difficulty seeing or hearing, et cetera. He said no I

just hold my magnifying glass right up to it. He didn't know he had built-in magnification. It was so helpful for him to use. So, teaching him what's built-in has saved him some time and eye strain. I just wanted to mention that because it's appropriate for what we're talking about today. Before I hand it fully over to Naomi, you can get set up. If you have any questions, definitely put your questions in the chat box. I will be monitoring it throughout our presentation today. Feel free to ask any questions that you may have. I will pass this over to Naomi. Thank you so much.

>> Naomi Namekata: All right. Thank you for that great story. That was terrific. It was a great segue into my presentation today and demonstration.

I'm going to share my screen. So today I will be talking about some of the windows accessibility features that are built-into their products. As many of you may be aware, in recent years Microsoft has really made some strides in accessibility. And they've been releasing tons of features and tools for their different products. So, I want to go over some of the newer features available.

And then at the end hopefully we'll have time for some questions so you can ask about other built-in features that I didn't discuss. Today I will talk about the immersive reader, editor, dictate, math support, presenter and the text cursor indicator.

We'll start with the immersive reader. This is a tool that Microsoft has created to provide individuals who have difficulty with reading and comprehension with support while using their programs. There is a whole bunch of features that are built-into the product, but all of those features have not necessarily available in all of their products yet.

I'm hoping this is something that they're working on. I found this chart on the Microsoft website and on the left we see that there showing us the features such as read aloud, spacing and font size, et cetera that are available in the immersive reader. As we look across the online versions of OneNote, Word and Outlook have most of the features built-in and some of the feature supports in the other products. I'll demonstrate this mostly in edge today. I noticed they have added more to Edge than is on this chart.

So, I'm going to open here. I'm using the new edge browser. I have an article from the Seattle times about the issues with the new 787 dream liner from Boeing.

We have a lot of ad banners and headings.

>> Martha Rust: Hey, Naomi. I want to interrupt. Sorry we do have a comment in the chat box. Is there any way you can make your screen a little bigger? Wendy has written as a person with low vision she cannot follow.

>> Naomi Namekata: Let me zoom in a little bit here. That's pretty much the whole screen of this webpage.

Hopefully that is helpful. I know it's hard to see some of the tools across the top here. I'll do my best to describe them. So, for individuals who are not able to see their screen you can follow along.

So, this webpage has all of the typical content like the ad banners and so forth. Which creates a lot of visual clutter and can make it more difficult for individuals to read.

So, across the top of the tool bar next to the address bar is an icon that looks like an open book with a little speaker audio symbol on it.

So, I'm going to go ahead and select that. As I hover over it, it tells me I can use F9 as a key stroke to enter the immersive reader.

So, it brings up that same article, but it gets rid of all the clutter for me. So now I have the title of the article, the image associated with that article and then all the text down below.

So immediately I can see that the text is a little bit small and maybe I need different contrast. So underneath the address bar is a secondary tool bar that offers the options for the immersive reader.

So, starting from left to right I see read aloud, text preferences, grammar tools and reading preferences.

So, I could have it read aloud to me as is but I'm going to go into text preferences and increase the text

size. There's a nice bar where I can move -- slide the dot along the bar to increase the text size to make it easier to see.

Hopefully you find that big enough.

I can also change the contrast under page themes.

I have a stand white background with black text now. I can do the reverse here. There's a green background with black text. If I select more themes it gives me a whole range of color combinations. Unfortunately, there's no option to customize. So, you're stuck with what they have available. I'm going to go ahead and select the reverse contrast.

Another feature they have here that I can turn on is text spacing. So, if I select that, it adds space between the letters of the words to spread them apart and maybe alleviate some initial clutter which can interfere with some people's reading. I'm going to turn that off for now.

Let's have it read to us and see what that's like. If I select read aloud... [synthesized speech].

So hopefully you hear that okay. As it's reading, it actually dims the screen except for the word being read. So that highlights the word that's being read and will track across the screen for you.

The tool bar here has changed. So now it's showing me the options for read aloud and I have play, I can skip forward and backwards when it's reading, and I have voice

options. Under voice options I can increase the rate of speech here. It's pretty slow right now. If I slide that over a little bit, it can get pretty fast actually.

And then I can choose a voice. Right now, there's just the standard Microsoft voices that have been installed. Of course, you can add more voices through the settings in your windows operating system.

So, let's go back here. [Synthesized speech].

If I click forward.... [Synthesized speech].

I I'll skip forward. [Synthesized speech].

Okay. So, I'll get out of the read aloud settings and show you some other features.

Grammar tools: We have the option to turn on syllables. So once that's on, a dot will be added between the syllables and the word. The word is separated into three parts. This can be helpful for new learners who are working on reading and spelling.

We also have parts of speech. So, I can highlight all the nouns, verbs, adjectives, and adverbs in the text and assign it different colors depending on my preference. So, I'm going to go ahead and turn on nouns and as you can see, all of the nouns in the text are now in blue.

If I turn on verbs, all the verbs are now green. Adjectives are yellow according to this color scream. Adverbs are orange. Five difficulty remembering what part of speech

each of these colors are for, I can see the labels here and it adds a V or N above each of the nouns or verbs and other parts of speech.

And under reading preferences I have the ability to use line focus.

Line focus depending on what I select either highlight or focus on one, three, or five lines of text at that time. So now everything except for that one line of text is sort of grays out. So, if I started the read aloud, [synthesized speech]. Now it's highlighting a line of text and the word being read at the same time.

Another feature available is the picture dictionary. This is great for individuals who have difficulty understanding the definition of a word with more words, with text. So, as I'm dragging my pointer around, I can actually see where it changes from a cursor or an arrow into a star wand. So, as I move over the word "inspecting" my pointer turns to a star wand which indicates there's a picture definition. So, I can select that word and a picture pops up of someone who appears to be a male holding a clip board and looking at a box on a table. So that is the picture definition of inspecting.

There's a problem. I select problem and now there's that same image of the man with one eyebrow raised, pointing at his temple and there's a bunch of math problems.

So, finally there's the translate feature. So, in this drop-down box is a whole bunch of different languages here. We'll just try Japanese. It says Italian. I clicked on the wrong one. So now I can turn on the button to translate the entire page. And it's translated this page for me.

Now what would be cool is if I could read it aloud with an Italian synthesizer, but I found that no matter what I do, it won't work in this Edge window. However, I'm going to get out of edge, and I will jump into this Word document. I did discover that in Word -- I have 365 just so you're aware, this is the online version of Word. If I go into the view tab in Word, I can find immersive reader. If I go into the reading preferences, I can translate the document. I have Japanese selected. Now I can press play.

[Synthesized speech].

Now it's reading to me in Japanese. I did have to download the Japanese voice in the windows 10 settings in order to get this to work. So, if you have a language that -- or your student or client has a language that they want to read in, they need to download the synthesizer first before they are able to use this functionality.

So that's pretty much it with immersive reader. If you're looking for it in different versions of Office products like Word, you want to look in the view tab and find immersive reader.

Do we have any questions about immersive reader before I move on?

>> Martha Rust: Not any questions but Wendy added that the person you serve may want to keep his magnifying glass handy. The text is nice but no way I can see the ribbon without the magnifying glass with a smiley face. Yes, Wendy. I hope that you can see the screen a little better. Some people if you hit the little purple X in the bottom corner it gives you a full screen view without the side. Maybe that will help it be a little easier to see as well.

>> Naomi Namekata: So, I want to move on to Editor. Editor is an AI or artificial intelligence powered service from Microsoft that provides you can feedback on your writing. So the basic version of the Editor that is available in the free version of Word -- the free online version of Word and the Edge browser extension -- I think there's also a chrome browser extension now -- give you basic support of grammar, spelling and punctuation.

For more advanced feedback about clarity, conciseness, you need to have Microsoft 365.

So, I will go back to my Word online 365 -- Office 365 version. I have this document that I copied and pasted off our WATAP website and I added some mistakes to.

Let's see how it does. On the home tool bar here across the top as I move to the right side I can find -- let me

zoom in a little bit. There's a big of a lag.

Across the top of the bar is the Editor. It looks like a blue pen that has these 3 lines coming off of it. I will select that. Now Editor pane opens on the right-hand side.

It's telling me I have two spelling errors here. It will take me to the spelling errors. I misspelled located. So, it's offering me some suggestions. So, I can go ahead and select located. I misspelled Washington. So, I can select Washington.

It's also found a grammatical error. Underneath the grammatical error I said WATAP provides resources and services to persons who is facing challenges. It's telling me that instead of "is", I could add "are." So, I will select that.

It's telling me my acronyms, clarity, formality looks good.

I have text predictions turned on. Now I can get some document statistics.

Normally if I click on document stats it gives me word count and how much time it would estimate to read and some more information. So, I'm not sure. I wonder if this has something to do with my internet connection here. Let me close out quickly.

>> Martha Rust: We do have a question. Sorry. A question about immersive reader. Regina says: My apologies, I

just located the chat box. Where do you download the languages from when using immersive reader?

>> Naomi Namekata: If you select your windows start menu, if you're using windows 10, there's going to be a settings icon along the left there. So, go into the settings. There's time and language. Then under language I can go in and add a language. So, once I add the language, I do also need to go into speech, scroll down and add the Japanese voice as well. Or whatever voice it is that you decide on. So hopefully that answers your question. In the immersive reader there's a link that takes you to the instructions on the Microsoft website to do that as well.

>> Martha Rust: Thank you. One more: Sarah asked do you have to highlight it first? I think that came in while you were doing the Editor. I think that's in reference to what you're doing here.

>> Naomi Namekata: No. As I -- let me add another spelling error. So, visually I'm getting in my document that zagged red line under the word that is a misspelling. In the Editor pane on the right I see under corrections and spelling there's one error. So, if I click on that it goes into the document, highlights the error and offers me some suggestions. So hopefully that answers your question. For some reason I'm not getting all the features that I normally get when I turn on Editor. It seems like it's not fully... able to process the

page. So, it might be relating today my internet connection.

I do encourage you to check it out. It's available in Word and outlook and PowerPoint as well.

>> Martha Rust: Sarah responded: Highlighting something for documents stats?

>> Naomi Namekata: So, the document stats are also in this connection pane. Do I have to highlight the text before going into document stats? I haven't had to in the past. Normally I can go in and select document stats from the Editor pane and it will automatically provide me with that information.

Okay. Let me try one more thing. I will go back into the document here and reload it. And then go back into the Editor and see if it gives me more information. So now I'm seeing that I'm getting some more functionality here. So, if I go into the editor score it tells me I have a 78% based on the number and type of suggestions I need to review. I can select the tone of the writing. If it's formal, professional or casual. I'm getting my errors here. Now it's finding some acronyms and some issues with the clarity. So, if I select acronyms it's taking me to all the different acronyms that are in my document. I see that I've already defined it here. So, I will ignore those. I can say ignore just to get rid of that. I have U.S. as an acronym. I'm going to ignore that. Then I have clarity. So WATAP is located at the university of Washington. I

can change "located" to "found." I'll ignore that. It's giving me some opportunity to make this document a little easier to read. Finally if I go back into this document stats, now it's telling me that I have 128 words, 848 characters, 3 paragraphs, takes about a minute to read, a minute to speak and the flesh score is 25 which means it's very difficult to read.

There's a total of 4 editors' suggestions here. So, it does give you quite a bit of information about your document. If you're using this regularly across different products it will give you your top corrections for the past 28 days. So, if you're making some of the same mistakes over and over again.

Okay. So, any questions about the Editor before I move on?

>> Martha Rust: I don't see any.

>> Naomi Namekata: Okay. I want to make sure I get through all of these. So, Dictate. Dictate is a feature that Microsoft has and is adding to a lot of their products. They define it as typing with your voice. So, it's important to note that Dictate is not the same as voice recognition or speech recognition which is available in the ease of access menu for windows 10. Voice recognition is made for individuals to navigate the computer hands free. So, you can issue commands that are related to opening programs and so on and so forth. Dictate is made just so that you can type in an edit field with

your voice instead of your keyboard. So, Dictate is available in office 365, Word, Outlook, PowerPoint, and the free versions of Word OneNote and possibly more. This is what I have found in the documentation. I have found that the documentation is not totally up to date all the time because they're constantly adding new features to their products. It does require an internet connection. So, you need to be on Wi-Fi or hard wired into a network. And so, if I go into my Word document -- online Word -- I will get rid of the Editor pane and again in the home tab there's the Dictate button. I can go in and select Dictate.

And I can see towards the bottom of my document window that it's showing me a red microphone that has this record icon. It's like a red circle. It almost looks like the target symbol to me. The store.

Then I can type punctuation -- speak punctuation period. I can say things like delete that. And that deleted my last utterance. Period select utterance. Bold. So, I just highlighted the word utterance and bolded it.

New line. New line. Pause Dictate.

So, it's not perfect clearly. I can go in and make the corrections either by voice or by keyboard. And I can have dictate running while I'm making those corrections. So, because we're not using any kind of stored voice profile or anything, I don't have to worry about messing up the integrity of that profile the way you do if you're using a product like

Dragon.

Show help.

So now I can see all of the Dictate help commands here. It's nice to have on the side pane so if I forget what exactly it is -- the command word is I can find that here. It also allows me to create lists by voice, add comments by voice, and then I showed you I can ask it to show help, pause dictation or exit dictation. In order to resume the dictation, I have to click on the microphone icon or press alt apostrophe as the key stroke.

Any questions about dictate?

>> Martha Rust: Yes. Regina asks dictates is only available on the online version of Word. OneNote?

>> Naomi Namekata: Both online version of Word, PowerPoint and the 365-desk top version. So, if you have office 365 on your computer you can access it this.

>> Martha Rust: I like that you don't have to use it online. You can also use the desk top version. So, windows and Microsoft has done so much with their accessibility just within the past few years for sure.

>> Naomi Namekata: Yes. It's really nice that I can access a document on my computer in the desk top version Word and go to an online version on a different computer. There's also versions across different operating systems like iOS and so forth. So as long as you have all of your files

stored in one drive you can really access things across many
devices.

>> Martha Rust: I love that this is built-in and
free because sometimes I find myself working with this free
version with people who want to try dictate. Using your voice
to type is using different parts of your brain verses using
your hands to type. So, this is a nice way to see if someone
can use their voice to type without having to purchase some
software. Obviously, there's other tools like Dragon but this
has come a long way. I remember when they came out with this
many years ago and it was not easy to use.
>> Naomi Namekata: Yes. This is part of
Microsoft's goal. They are creating tools that are very helpful
for individuals with disabilities, but really are useful for
their users at large. So, this can benefit anyone.
So, I'm going to move along here to math support
that is available in OneNote. Both on the online and desktop
and free version of OneNote you can actually go in and type an
equation, highlight it and then go into the insert tool bar and
select math. Let's do some very basic algebra which is the
extent of my math skills. 5X plus 2 equals 12. So, I can go to
insert and select math. Now it has converted that equation and
recognizes it as math. It gives me another math pane on the
right side with the equation that I typed in.

So, I can select an action and solve for x, graph both sides in 2-D or graph in 2-D. I'm going to solve for X. It tells me X equals 2. Great. How do I get to X equals 2? I can show steps. It goes ahead and tells me the steps to solve this problem. I can read that, but the cool thing is I see this immersive reader icon of the open book with the speaker in the corner. If I select that, it's putting me into immersive reader. So now I can launch the read aloud functionality by hitting the play button at the bottom. [Reading].

It's going to read the steps aloud for me. I can change the text preference and so on and so forth.

So, this is very cool that Microsoft has integrated their solutions so that you can use them in different areas. One other product I want to mention is the math solver app. They created an app for iOS and Android called math solver. It's similar to other math apps out there. I believe [indistinct speech] is owned now by Google. So, you can use a camera and take a picture and have it solved the problem for you.

Any questions about the math support?

>> Martha Rust: No questions.

>> Naomi Namekata: Presenter coach. I have 3 minutes. This is a new tool that I wasn't familiar with. This will give you feedback on your presentation if you want to rehearse it. I have a PowerPoint presentation on here. I'm on

the slide show tab. I can select the rehearse with coach button. Now I have my presentation view of my PowerPoint. There's a window that popped up that says welcome. Receive live feedback as you rehearse. So, I'm talking here about assistive technology to support GRANDFamilies.

And if I say um, um, now I'm getting a tip to try not to use too many fillers like um. And can read the text on the screen, any item, piece of equipment or product system that is used to increase, maintain or -- as I'm reading the definition on the screen it's telling me to avoid reading the slides. Summarize the content on the slides. So, I think this is super cool. I can pause the session, escape to get out of my slide show and it gives me the rehearsal report telling me how my pace is, telling me I used too many fillers, I did not use repetitive language. My increase language usage was good. Try to avoid reading your slides for originality. It's giving me a graph of my pitch, so I know that a monotone voice in a presentation is less interesting to pay attention to. So, I can see how I'm changing my pitch across the presentation. So I think this is a really cool tool that can help many individuals who have anxiety over public speaking, folks that can't read their slides and need to do some rehearsing and really anyone who wants to improve their presentation skills. So, it's 11:45. I didn't have time to gelt to the text cursor indicator but it's just a new feature added for visual enhancement to the

text cursor. If you go into the ease of access center and look for the text cursor you can add enhancements to this blinking cursor like these triangles that you can change the color and size to. Similar to zoom text if you had any experience of that.

>> Martha Rust: Thank you so much. Regina, totally cool. Presenter coach. I remember being in class and our teacher would count our ums and we would get knocked off for how many ums we said. So, thank you so much. If there's any questions, please feel free to put them in the chat box. Before you go, please take a minute to do our survey. We do need your feedback, and this is how we come up with our Wired Wednesday. So, thank you Naomi for showing us some free stuff built-into windows. It amazes me how far they have come with free stuff. Thank you so much. Regina says very helpful.

>> Naomi Namekata: Thank you all for joining us. It was really fun. I think Microsoft is really stepping up to the plate for accessibility.

>> Martha Rust: You're getting a bunch of "thank yous." Please join us in August for our next Wired Wednesday. Thank you so much. Thank you, Heather, for being our captionist today.