



**Wait... it's that easy?**

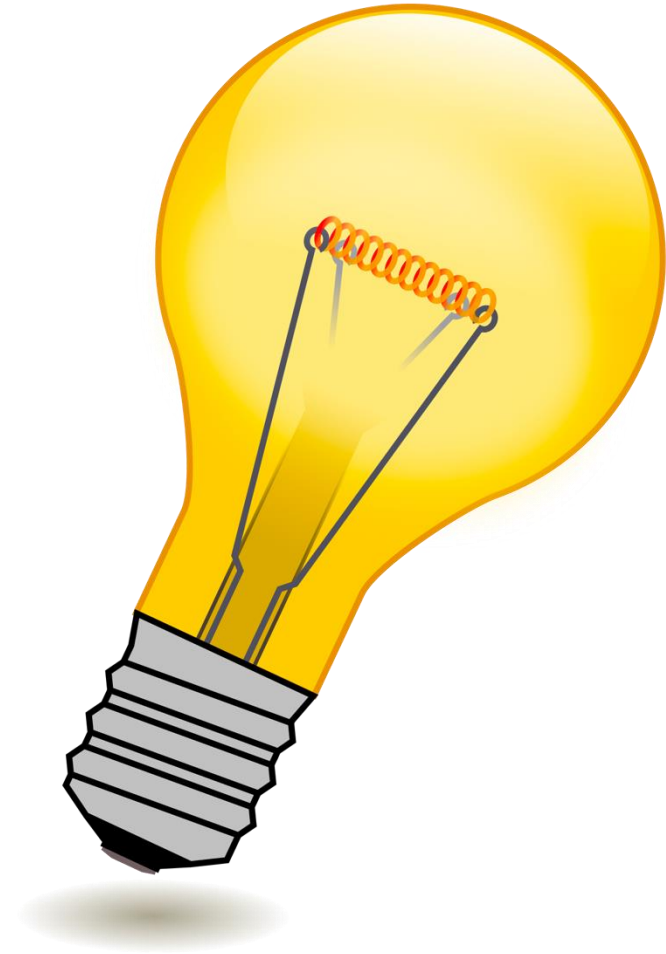
# **Using Built-In Accessibility Features on Everyday Devices**

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Cleveland State University**

**Sean Poley – [poleysa@MiamiOH.edu](mailto:poleysa@MiamiOH.edu)  
Miami University**

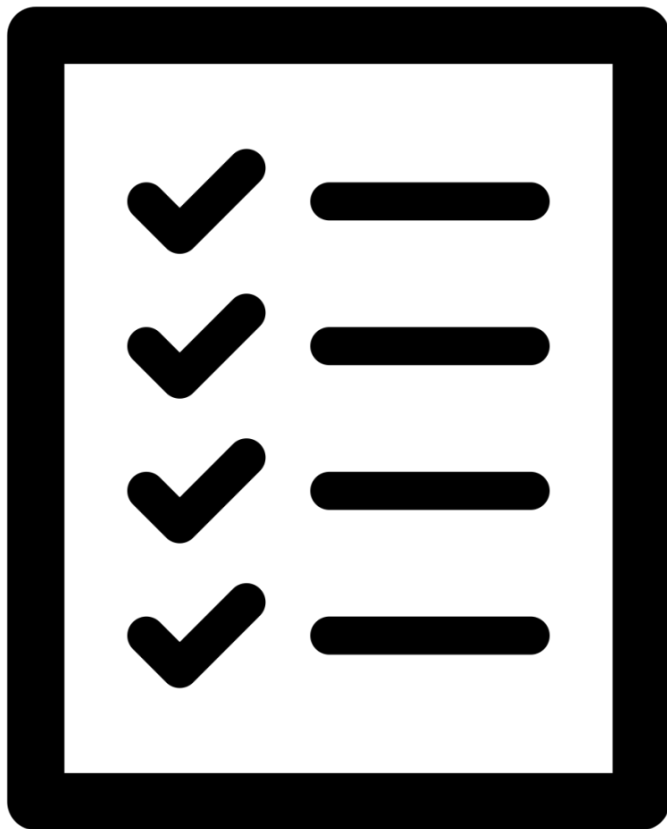
# Learning Objectives

- Learn about the benefits of using built-in accessibility features in common technology.
- Potential challenges associated with using 3rd party assistive technology.
- Identify several features in Apple/iOS, Windows, and Android technology.





# Today's Agenda



Captioning

Speech to Text

Text to Speech

Microsoft & MacOS Accessibility Features

Virtual Assistants

Bonus Content!

## What is Built-in AT?

- Built-in accessibility features are designed to help all people use technology more easily
- Common built-in AT features include text-to-speech and dictation technology
- Built-in assistive technology features vary among brands
- Most mobile devices come with accessible technology (AT) that can help with reading, writing and organization



# Audience Question

**What are some of the  
primary devices students  
are using on your  
campus today?**





# Automatic & Artificial Captioning



# Automatic/AI Captioning

Zoom

Microsoft  
PowerPoint

Closed  
Captions in  
Google Slides

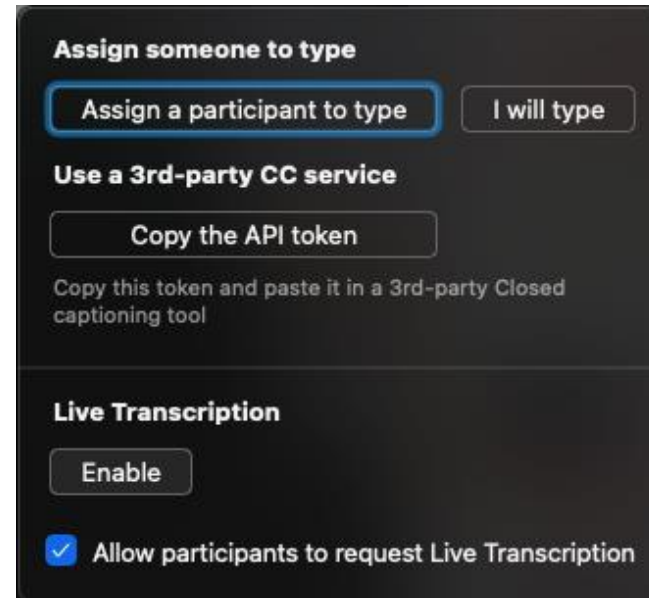
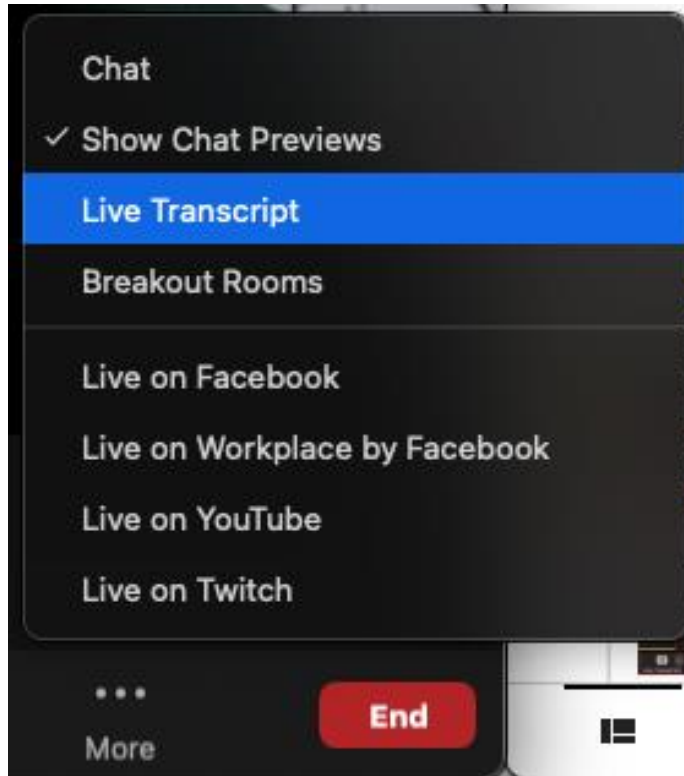
Google  
Chrome



# ***Zoom Live Transcript***



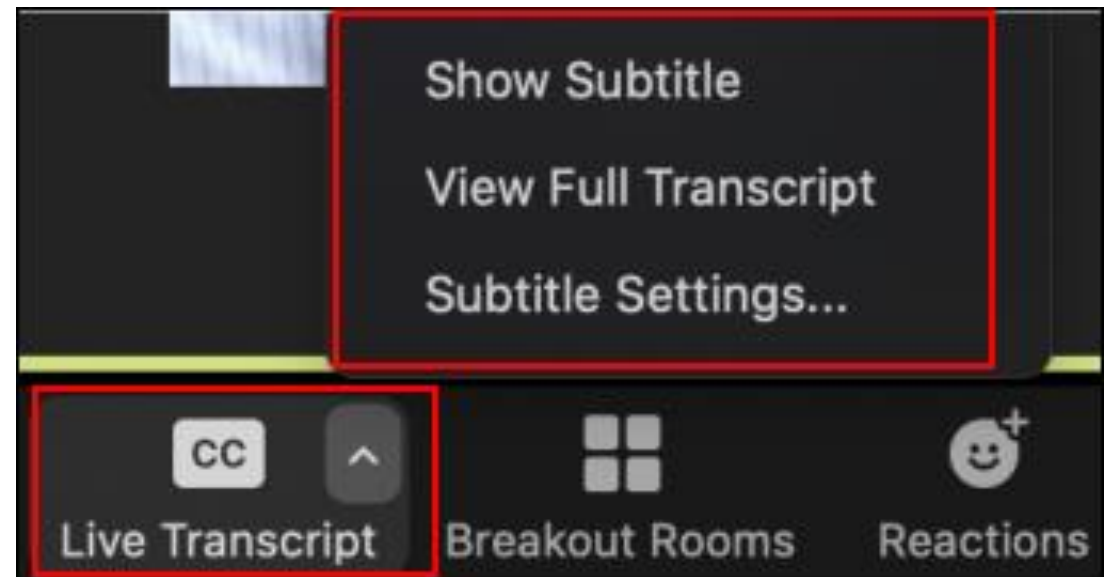
# Zoom Automatic Captions



- Version 5.0.2 or higher
- Who can enable?
- Use an External Microphone
- Speak Slowly
- Take Turns/Pause Before Speaking
- Monitor the Participants Panel for Participant Reactions

# Zoom Automatic Caption Options

- Participants can enable Subtitle and/or Transcript
- Speakers Identification
- Save Transcript





# ***Microsoft PowerPoint Automatic Subtitles (Microsoft 365)***



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A screenshot of the Adobe Acrobat application interface. The title bar reads "2021 Built-in Accessibility Demo Content Slides". The top menu bar includes Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Review, View, Acrobat, and Tell me. The right side of the top bar has Share and Comments buttons. Below the menu is a toolbar with various icons for editing and navigation. The main content area displays a presentation slide with a background image of a university building. The slide has a red header bar with the text "Wait... it's that easy? Using Built-In Accessibility Features on Everyday Devices". Below this, a white box contains the names "Dan Darkow, Miller Center for SDS" and "Sean Poley, AccessMU Center". On the left side of the application, a sidebar shows a list of slides: "1", "2 Content Slide 1", and "3 Content Slide 2". A red circle highlights the "2 Content Slide 1" entry in the sidebar. At the bottom of the application, there is a status bar with "Slide 1 of 3", "English (United States)", and a zoom level of "137%".



# ***Live Captions in Google Products***



# Closed Captions in Google Slides

- Click the “CC” button in the navigation box (or use the shortcut Ctrl + Shift + c in Chrome OS / Windows or ⌘ + Shift + c in Mac)
- Google Slides uses the computer’s microphone or an external microphone paired with the computer
- To change text position or size, next to “CC” click the drop-down menu
- Captions don't include punctuation



Make it with     







# Google Chrome Live Captions

- Live Caption works on all Macs and PCs, as well as some Chromebooks
- Chrome Version 89
- The feature currently supports English
- Captions don't include punctuation
- Captioning box can be resized and moved





## Enable Live Caption in Google Chrome

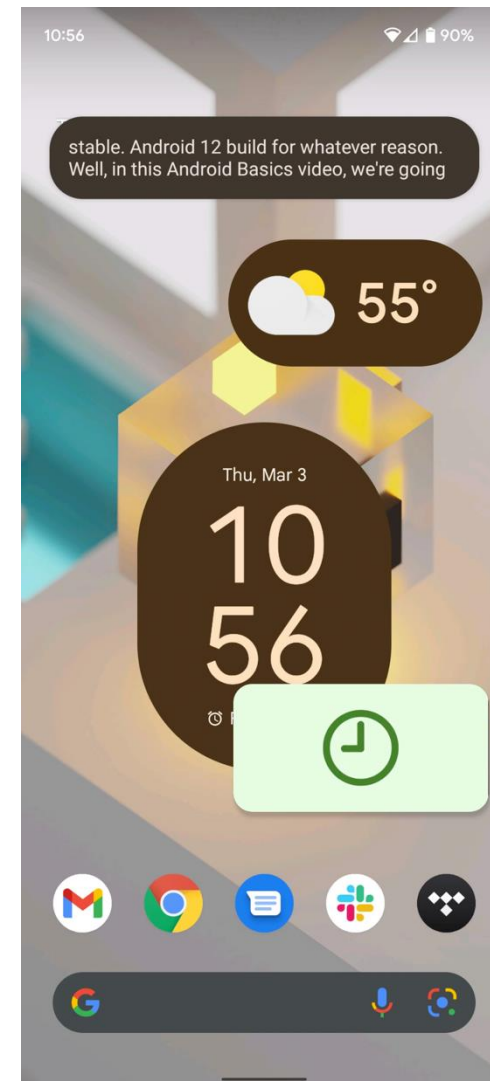
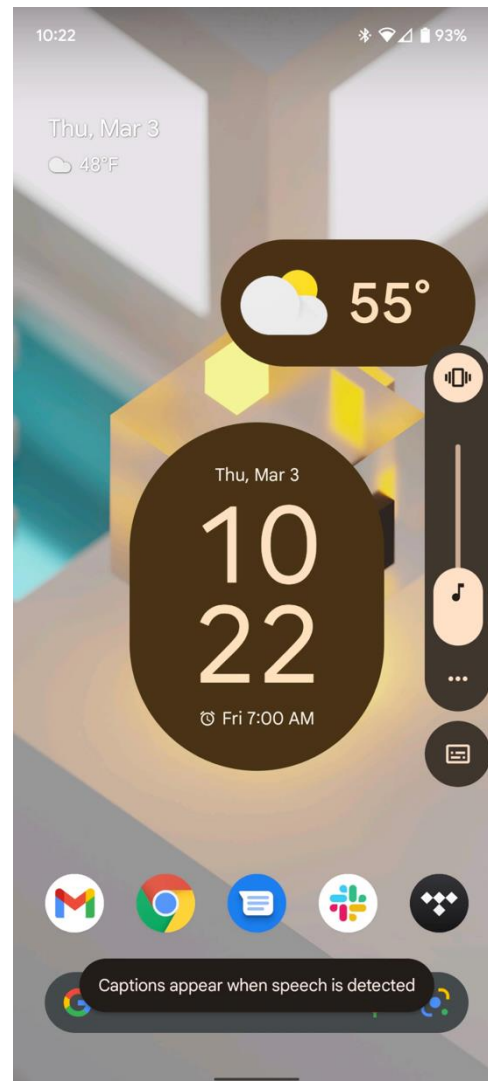
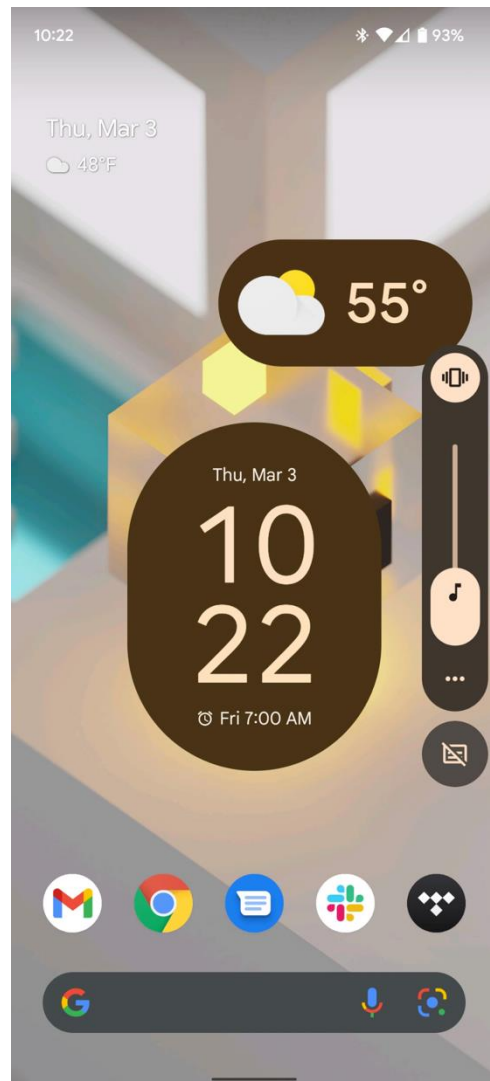


# Live Captions in Android

- Works in English, French, German, Italian & Japanese (beta) on Pixel 2 and later, and selected other Android phones
- Captions might be unavailable for some media and calling apps
- Live Caption works best on audio with clear speech and low background noise
- Live Caption doesn't use mobile data or an internet connection
- All audio and captions are processed on the device and are never stored or sent to Google
- Uses more Battery



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# 2

## Voice Control & Speech Recognition



# Speech to Text

Microsoft  
Dictate

Google Docs  
Voice Type

Mac OS Voice  
Control

Apple Dictation



# ***Microsoft Dictate***



# Microsoft Dictate Platform

- Available with Windows 10 & Microsoft Word, PowerPoint, OneNote & Outlook
- Reliable Internet Connectivity Required
- Supports Multiple Languages
- Dictation commands are available in US English only

A screenshot of a web browser displaying the Microsoft Word web interface. The browser's address bar shows a URL from pineviewpublicschool-my.sharepoint.com. The Word ribbon is visible with tabs for File, Home, Insert, Layout, References, Review, View, and Help. The Home tab is active, showing options for font (Calibri, size 30), bold, italic, underline, and color. A yellow circle highlights the 'Dictate' button in the top right of the ribbon. Below the ribbon is a large white text area with a cursor. At the bottom of the screenshot, a black banner contains the text "Dictation in Office 365 and Windows 10".

Dictation in Office 365 and Windows 10





# ***Google Docs Voice Typing***



# Google Docs Voice Typing Platform

- You can type and edit by speaking in Google Docs or in Google Slides speaker notes
- You can use different phrases to add punctuation to your text. Punctuation might not be available in every language:
- After you start voice typing, you can use commands to edit and format your document. For example, "Select paragraph," "italics," or "Go to the end of the line."
- To use voice typing or voice commands, your computer microphone needs to be on and working.



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A screenshot of a Google Docs document titled "Global Sales Team Meeting Brainstorm". The document is open in a web browser, showing the Google Docs interface. The document content includes a title "Global sales team meeting brainstorm" in blue, followed by a paragraph: "Once a year, the global sales team meets to discuss strategy and get connected. We have a lot of new hires, so this will also be a great opportunity for everyone to catch up and meet each other!". Below the paragraph is a vertical line. On the left side of the document, there is a "Click to speak" button with a microphone icon. The top of the document shows the Google Docs menu bar with options like File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The top right corner shows the user's email address "kelly@ink-42.com" and buttons for "Comments" and "Share".

Global Sales Team Meeting Brainstorm

File Edit View Insert Format Tools Table Add-ons Help Saving...

100% Normal text Open Sans 11 B I U A

## Global sales team meeting brainstorm

Once a year, the global sales team meets to discuss strategy and get connected. We have a lot of new hires, so this will also be a great opportunity for everyone to catch up and meet each other!

Click to speak



# ***MacOS Voice Control***



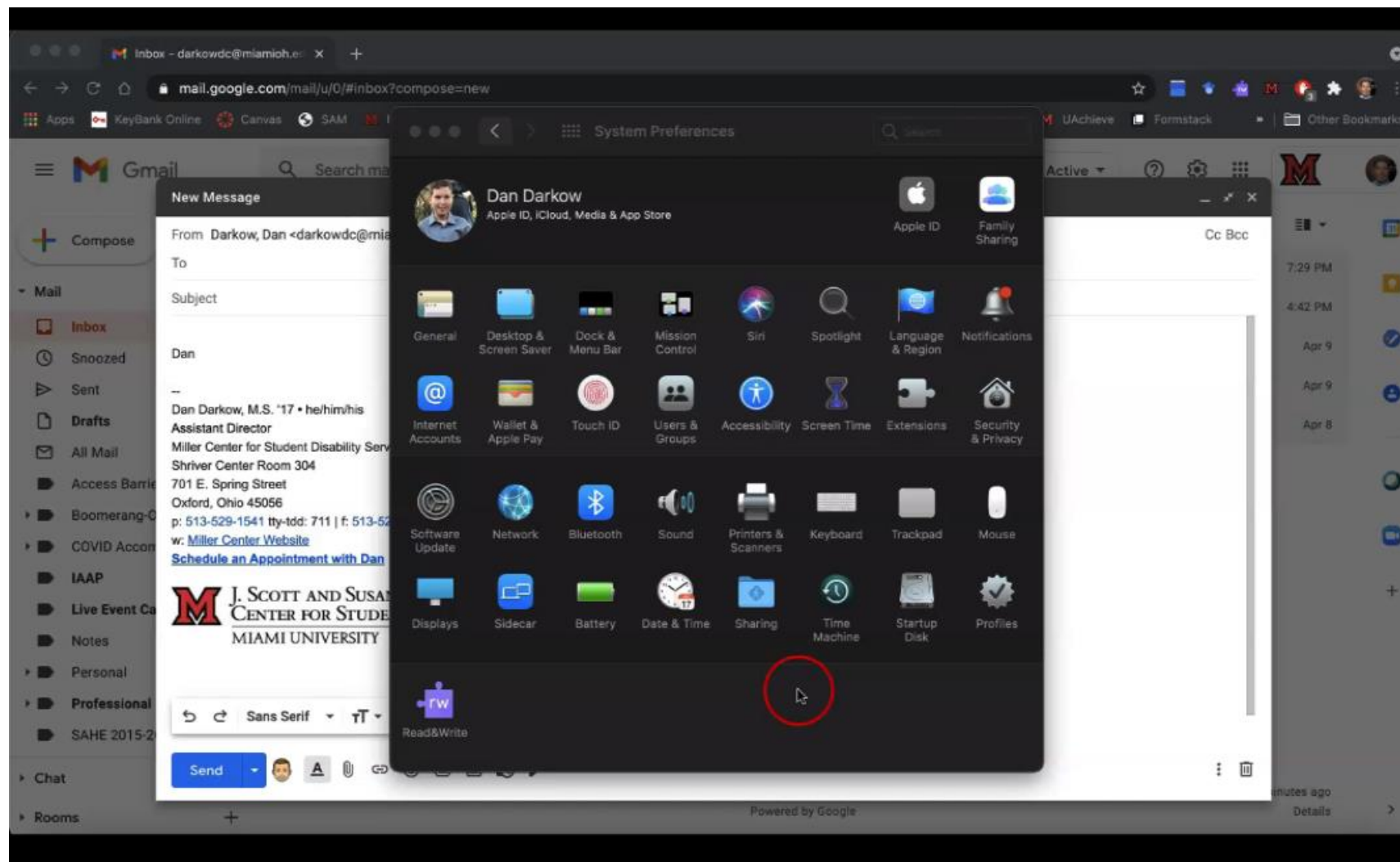


# ***Apple Dictation***



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# Text to Speech





# Built-in Text to Speech Platforms

**Microsoft Read  
Aloud**

**MacOS - Speech**

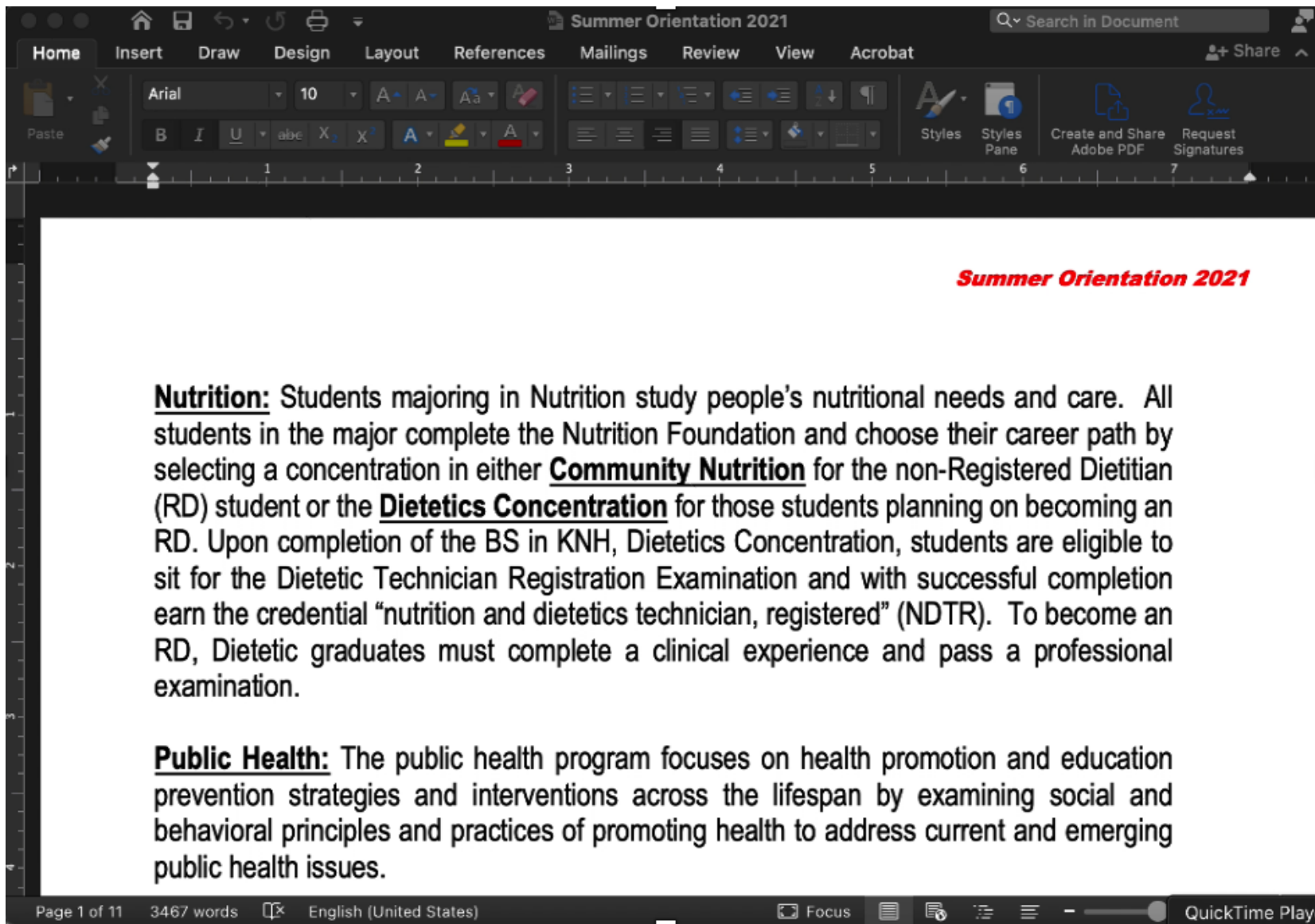


# ***Microsoft Read Aloud***



# Microsoft Read Aloud Platform

- Only Available for Office 2019 and Microsoft 365
- Will Start Speaking the Text from the Cursor Onwards
- Supports Multiple Languages



The screenshot shows a Microsoft Word document titled "Summer Orientation 2021". The ribbon is set to "Home", and the font is "Arial" in size "10". The document content includes a red heading "Summer Orientation 2021" and two paragraphs of text. The first paragraph is about "Nutrition" and the second is about "Public Health". The status bar at the bottom indicates "Page 1 of 11", "3467 words", and "English (United States)".

**Summer Orientation 2021**

**Nutrition:** Students majoring in Nutrition study people's nutritional needs and care. All students in the major complete the Nutrition Foundation and choose their career path by selecting a concentration in either **Community Nutrition** for the non-Registered Dietitian (RD) student or the **Dietetics Concentration** for those students planning on becoming an RD. Upon completion of the BS in KNH, Dietetics Concentration, students are eligible to sit for the Dietetic Technician Registration Examination and with successful completion earn the credential "nutrition and dietetics technician, registered" (NDTR). To become an RD, Dietetic graduates must complete a clinical experience and pass a professional examination.

**Public Health:** The public health program focuses on health promotion and education prevention strategies and interventions across the lifespan by examining social and behavioral principles and practices of promoting health to address current and emerging public health issues.

Page 1 of 11 3467 words English (United States) QuickTime Player



# ***MacOS - Speech***



Event Schedule - Access for All

miamioh.edu/it-services/accessmu/accessforall/schedule/index.html

Apps KeyBank Online Canvas SAM MyCard StarRez Banner BannerWeb myMiami Miller Center for S... Cascade UAchieve Formstack Other Bookmarks

## Event Schedule

IT Services | Accessibility at Miami University | Annual Symposium

### Access for All

#### Accessible Technology Symposium

April 12, 2021 - April 16, 2021  
Join us online from anywhere for free!

### Symposium Schedule, April 12-16, 2021

**Monday, April 12, 2021 | 2:00 pm (EST)**

**"Wait... it's that easy? Using Built-In Accessibility Features on Everyday Devices"**

Did you know that there are built-in features in everyday technology? In this session, we will explore the accessibility features baked into technology such as your phones, tablets, and other personal computing devices. We will also discuss specific accessibility features available in the applications commonly used.

**Presented by:** Dan Darkow (Miller Center for Student Disability Services) and Sean Poley (AccessMU Center)

[Register >](#)



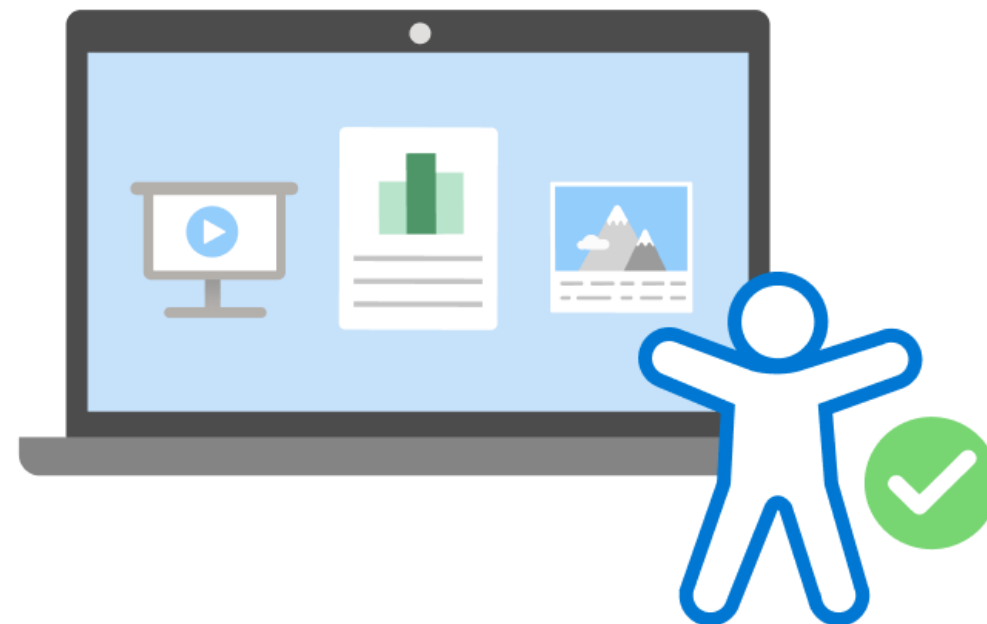
# 4

## **Microsoft & MacOS Accessibility Features**



# Microsoft Office Accessibility Checker

- Available in Word, Excel, Outlook, OneNote, and PowerPoint on Windows, Office Online, or Mac, and Visio on Windows
- Offers suggestions on how to resolve each issue
- Always review your work to find the issues hiding from the Accessibility Checker







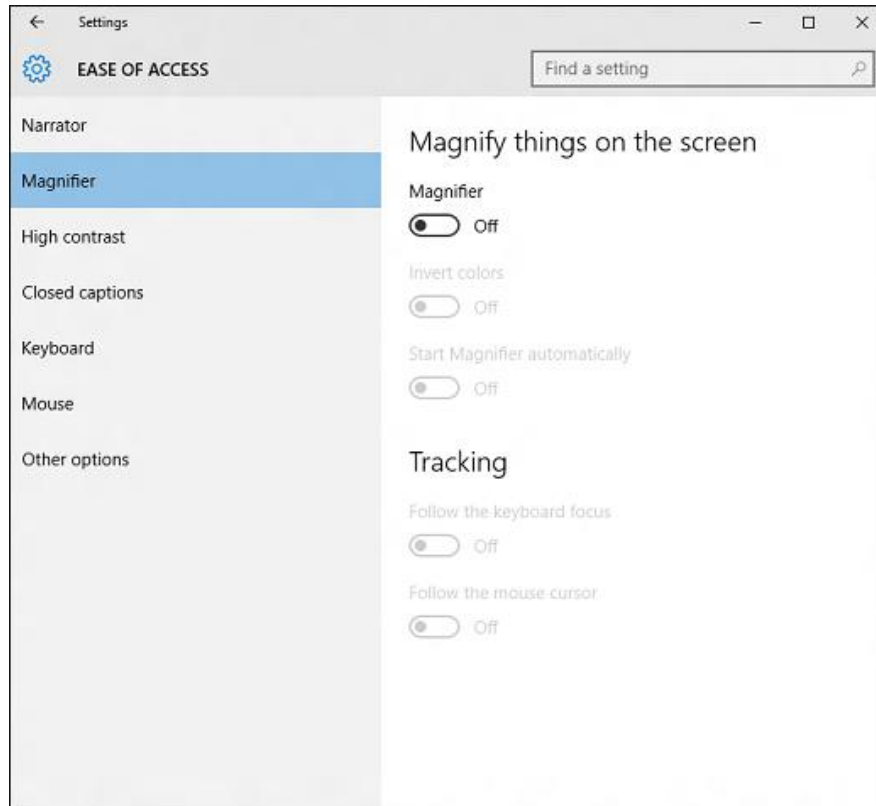
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Office 365

**Keep your Office projects  
accessible**

# Microsoft Accessibility Settings

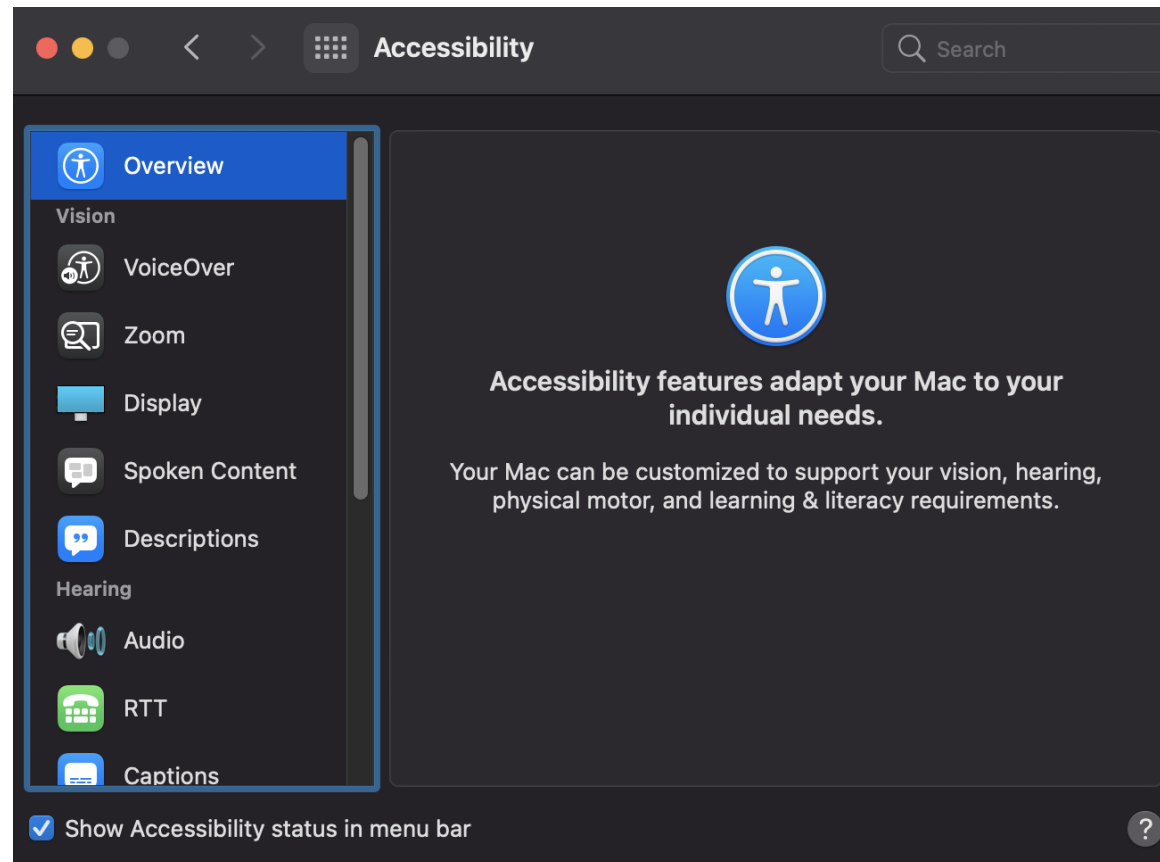


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# ***MacOS Accessibility Options***

# Mac Accessibility Settings

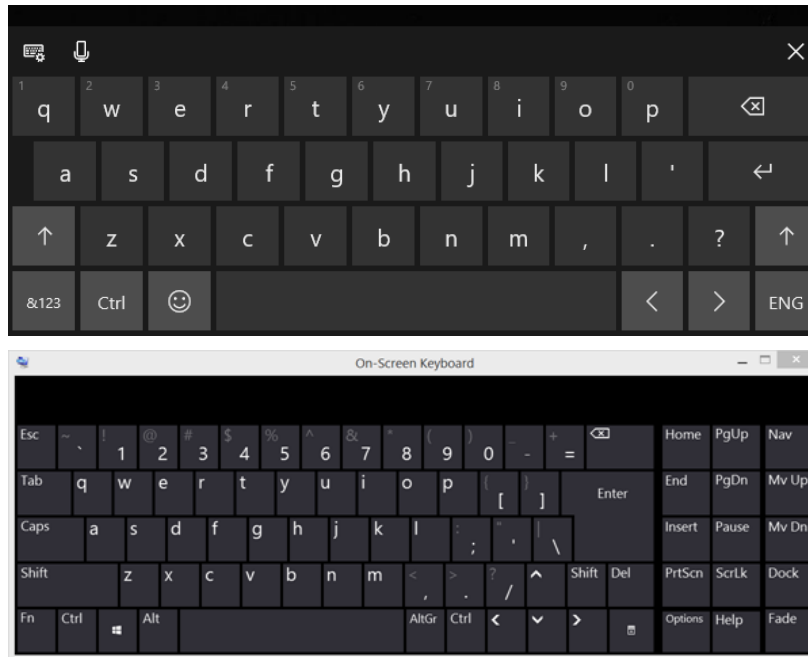




# ***Onscreen Keyboards***

# Onscreen Keyboard Platforms

Windows OS via  
Ease of Access



Mac OS via Accessibility  
System Preferences





# Virtual Assistants



# Virtual Assistant Platforms

**Amazon Echo**

**Google Home**





# Amazon Echo





# Amazon Echo: Real-Time Texting





# Google Home





# 6

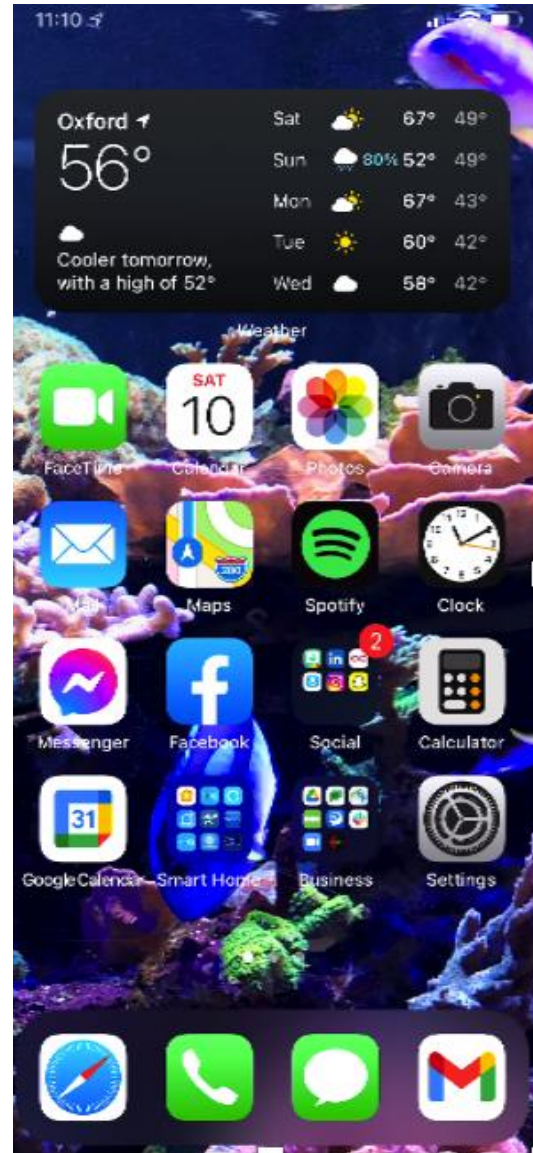
## **It's Your Turn... What Built-in AT Do You Use?**



**Bonus Content!**  
**-iPhone Assistive Touch**  
**-Accessibility Bookmarklets**



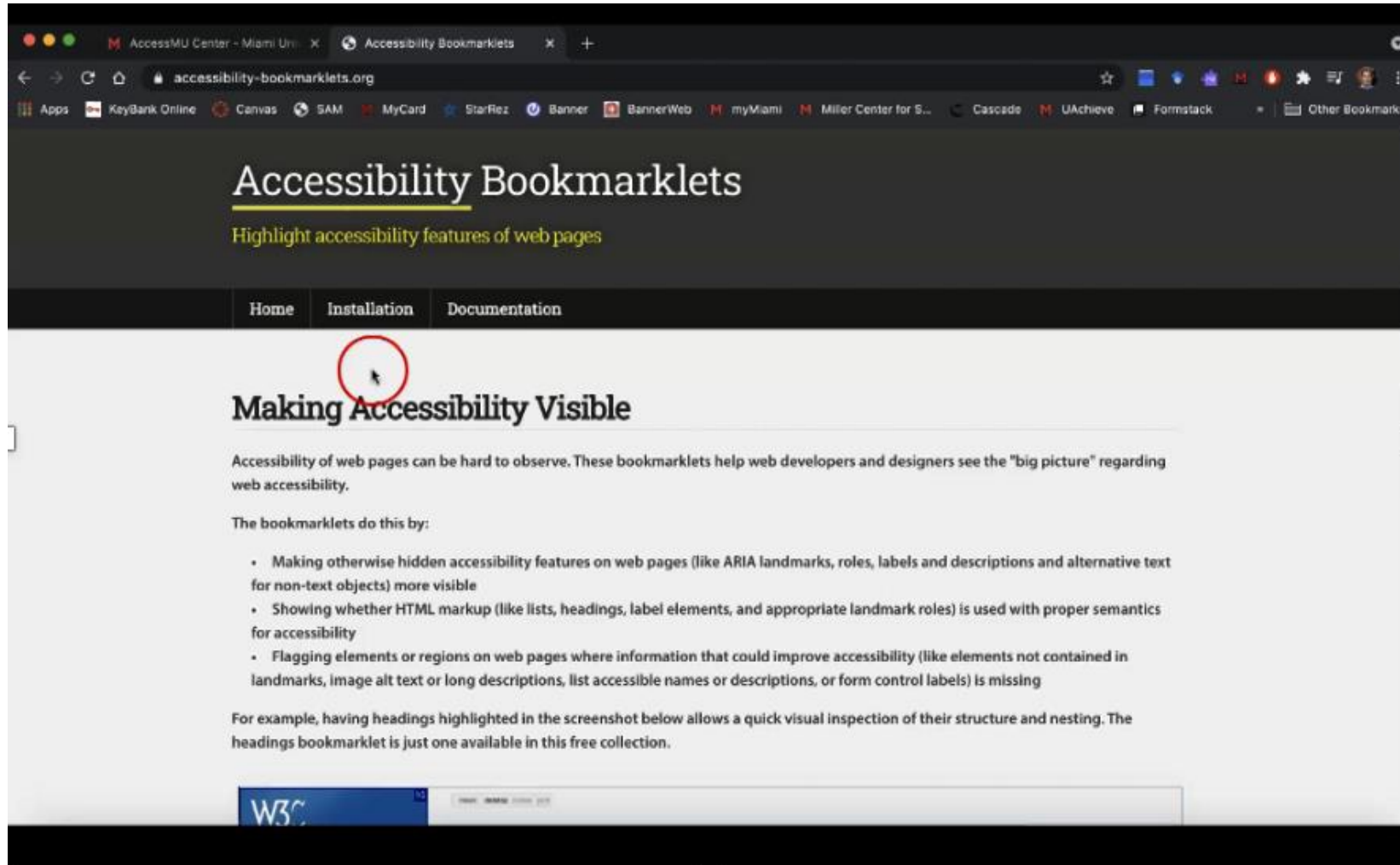
# Assistive Touch







# Accessibility Bookmarklets



Install at:  
[Accessibility-Bookmarklets.org](https://accessibility-bookmarklets.org)

**Thank you!**

**Wait... it's that easy?**

**Using Built-In Accessibility Features on  
Everyday Devices**

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