1. Speech (text to speech features)

There are a few ways you can use the features of the iPad to read out words on the screen, and give the user feedback about letters or words they are typing. These features can be found by going into Settings – General – Accessibility – Speech. This includes:

I. Speak Selection
II. Speak Screen
III. Typing Feedback

From there you can:

- Turn Speak features on or off.
- Set language.
- Choose a voice.
- Change speech rate.
- Turn highlighting on or off (when on, each word will be highlighted as it is read).
- Add pronunciations.

I. Speak Selection

Once turned on, Speak Selection will speak aloud highlighted text in apps such as Safari, Notes, Messages and iBooks. This feature can be useful for individuals who experience literacy difficulties or comprehend written text better when spoken aloud.

To turn on Speak Selection:

Open Settings > Tap General > Accessibility > Speech > Speak Selection

To use Speak Selection:

Launch the app containing the text you'd like your iPhone or iPad to speak back to you. Hold your finger down on the area you'd like it to read to pull up the pop up menu and choose select/select all. Drag either end of highlighting to select the text you would like to have read then, select Speak
in on the right hand side of the pop up menu. It will read out selected text (including emoticons).

II. **Speak Screen**

Once turned on, Speak Screen will speak text in apps. This feature can be useful to listen to larger amounts of text all at once.

To turn on Speak Screen:

Open Settings > Tap General > Accessibility > Speech > Speak Screen

To use Speak Screen:

Launch the app containing the text you’d like your iPhone or iPad to speak back to you. Swipe down with two fingers from the top of the screen to hear the content of the screen. Or you can ask Siri to read the screen to you by saying ‘Siri, Speak Screen’.

III. **Typing Feedback**

Once turned on, Typing Feedback will read aloud letters, character hints, words as they are typed. You can also enable typing predictions and tap and hold each word to hear it spoken.

To turn on Typing Feedback:

Open Settings > Tap General > Accessibility > Speech > Typing Feedback. From there turn on the typing feedback features you would like to use.

To use Typing Feedback:

Launch the app you’d like to type text. As you type the feedback you have selected should be read aloud.
2. Reader Function (Safari)

This function allows text to be read in a simple format without the unnecessary distractions of sidebars, advertisements, headers, busy backgrounds etc. When a page is loaded in Safari that contains an article of some sort, a ‘reader’ icon (see below) will appear in the website address bar.

Tapping this icon will strip the article and its pictures out of the site and present it in an overlay window where the text is larger and the pictures are inserted in the correct places in the article. This text can then be read using Speak Selection (above).
3. Keyboard Shortcuts

The Keyboard Shortcuts feature allows you to create your own keyboard shortcuts for certain words or phrases that may be long, difficult to write or used very often.

To add a new keyboard shortcut:

Open Settings > Tap General > Keyboard > Text Replacement

Here you can add your word/phrase and selected shortcut then hit save to add to your shortcut list.

Now when you enter the shortcut as text it will correct to the word/phrase that you stored for this shortcut.
4. Voice Dictation

- This feature is only available on 3rd generation iPads or newer.
- You must be connected to the internet to use this function.
- This feature will not work if Siri has been disabled in the restrictions or general settings menu.

Voice dictation allows you to dictate to your iPad, iPhone or iPod touch and it will convert your speech to text. This can be a useful tool for writing large amounts of information or simply dictating a single word that you are unsure how to spell.

The dictation feature can be found on the bottom left hand side of the on screen keyboard in any apps. When the microphone icon is pressed, speak into your phone then press done.

You can use the following keywords to dictate punctuation/spacing too:

- "Full stop"
- "Question Mark"
- "New Paragraph"
- "Exclamation Point"
- "Comma"
- "Colon"
- "Semi-Colon"
- "Quote" and "Unquote"
- "Asterisk"
- "At Sign"