

Recite®

me



User Guide

Believing in accessibility for all



INCLUSION & WELLBEING

What is ReciteMe?

Recite Me's core message is that **Accessibility + Usability = Inclusion**. The introduction of the assistive toolbar is aligned and supports our tech-enabled and Inclusion strategies. Helping to bridge the gap between accessibility and usability, creating more inclusive online experiences.

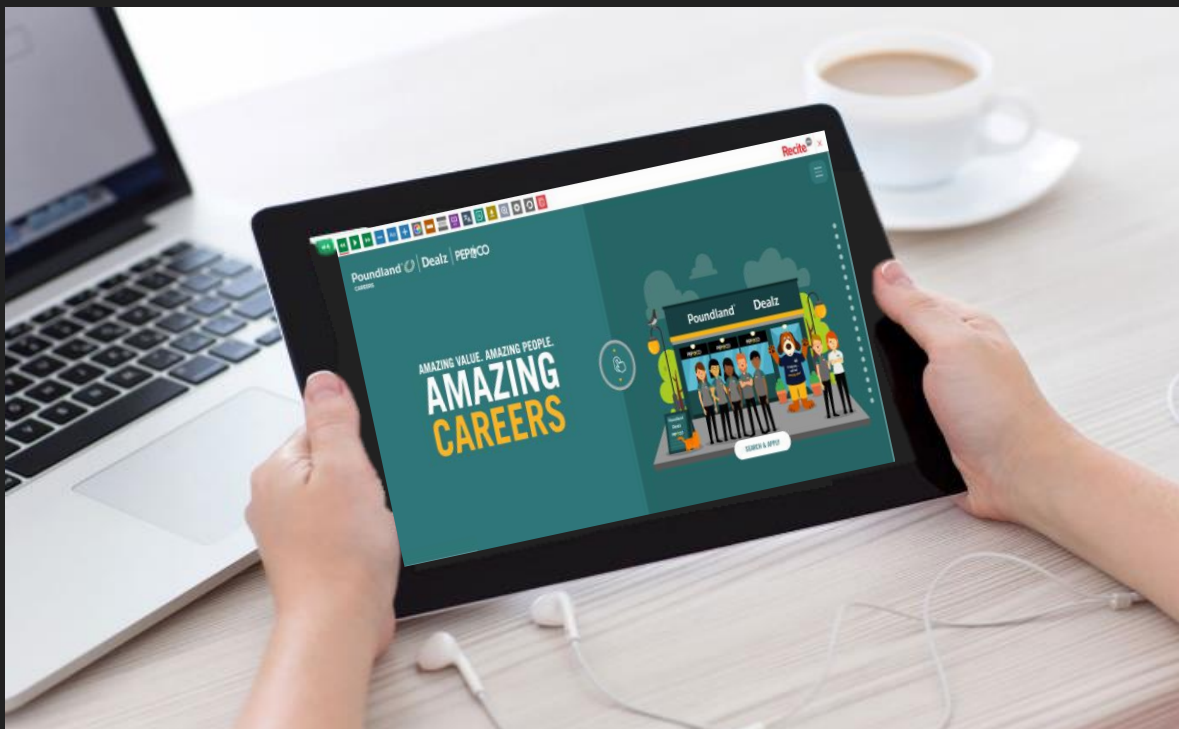
Recite Me is a cloud-based web accessibility assistive toolbar solution that allows website visitors to customise a site in a way that works best for them.

Approximately one billion people globally have a disability and they can often face barriers when visiting inaccessible websites that prevent them from taking an active part in.

Recite Me's innovative assistive technology makes websites accessible and inclusive through a unique range of features. The toolbar is accessible on ThinkTime, MyPoundland and our external Careers website.



















This easy to use software includes **text to speech functionality, fully customisable styling features, reading aids and a translation tool with over 100 languages, including 35 text to speech voices and many other features.**

Our aim is to provide our colleagues with essential tools to aid with a useful online and mobile experience; ReciteMe works across all devices, giving everyone the opportunity to use the internet in the way that suits their needs.





How to use the Recite Me toolbar

	Back		Play		Forward
Rewind to the previous paragraph of text.		Click the Play button to read the text aloud.		Skip forward to the next paragraph of text.	
	Decrease		Font		Increase
This will decrease the text size.		You can change the font that displays on the page		This will increase the text size	
	Colour		Ruler		Margins
Change the background, text and link colours.		Click to enable the reading ruler.		Change the text dimensions by narrowing the width of the text column.	
	Screen Mask		Dictionary		Text Mode
Will create a letterbox for focused viewing of a section of the page.		Highlight and click on this to find the definition of the word.		Remove images and view in plain text mode	
	Download Audio		Magnifier		Language
Highlight the text then click to download text as an audio file		Click and drag the magnifying glass to magnify text on the screen.		Translate text into a different language.	
	Settings		Reset		User Guide
Adjust your Recite settings.		This will restore the default settings.		Will take you to this page and give you an overview of the ReciteMe toolbar features.	

Keyboard Shortcuts

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



Recite^{me} FAQs



Do I need to download anything to enable ReciteMe?

No. ReciteMe is cloud-based software so there is no need to install anything on your computer, laptop, tablet or smartphone.

How do I launch the ReciteMe toolbar?

To launch the accessibility toolbar you will need to click on the "Accessibility tools" icon [insert the image of the icon] that appears on the footer of our webpage. This will then launch the toolbar, which will appear at the top of the page. The assistive toolbar is accessible on MyPoundland, ThinkTime and PDP Careers portals.

How do I disable the "Auto Read"?

To disable "Auto Read" you need to click on the button marked "Settings". This will give you a list of three functions to choose from. You need to click on the bottom to the right of the option marked "Autoplay" this will then disable the auto read function.

Does ReciteMe work across different operating systems and mobile devices?

Yes. The tool works across all devices and operating systems including Android, iOS, Linux, Mac and Windows.

Can I save my settings?

Yes. Once a user creates an account they can save their settings so that the website appears exactly as they need it every time they visit.

How do I change the Language?

To change the language of the website that you are viewing you need to select the button marked "Languages". This will then produce a drop-down list of all the languages that ReciteMe offers translation too. Find the language that you want from the list and press on it, the site will then be converted to that language.

How do I create and MP3 (a compressed digital audio file)?

To create a MP3 first turn off the "Autoplay" option located within the setting button. Highlight the section of text that you wish to create into an MP3. Once highlighted select the MP3 button from the toolbar. You will then see a message telling you that your file has been created. Once created you will see the file appear at the bottom of the webpage. You can now either listen to the file created or save it to a location of your choice.

How do I Turn Recite Off?

To close the Recite toolbar simply click on the icon marked "Close" to the right of the Toolbar.