

# ACCESSIBILITY TOOLS GUIDE FOR STUDENTS

This guide highlights the core accessibility features built into the tools and technologies that you may be using for your studies. The Heriot-Watt University Disability Service can provide more detailed advice on study support and assistive technology.

## MICROSOFT WINDOWS AND APPLE MAC OS

Both Microsoft Windows and Apple Mac computer operating systems have built-in accessibility features which include text-to-speech, note dictation, screen magnifier, keyboard shortcuts, and customising your desktop to suit your needs such as font size and colour, and screen overlays.

Whilst you will find that you can access most resources online using a mobile or tablet device, to take full advantage of these resources we recommend using a laptop or desktop computer.

### FIND OUT MORE:

#### Microsoft Windows 10 Accessibility features

<https://www.microsoft.com/en-us/accessibility>

#### Apple MacOS and iOS (2020) Accessibility support

<https://support.apple.com/accessibility>

## OFFICE 365

Microsoft office 365 provides a range of accessibility options. It provides specific accessibility guidance in relation to vision, hearing, neurodiversity, learning, mental health and mobility; and guidance on how to use these accessibility options including: the use of Narrator, high contrast colour, screen magnification, changing text size and mouse pointer size and windows speech recognition. Microsoft also offers a 'Disability Answer Desk' where you can ask questions about accessibility and the use of assistive technologies.

### FIND OUT MORE:

#### Microsoft An Inclusive, Accessible Office 365

[https://www.microsoft.com/en-us/accessibility/office?activetab=pivot\\_1:primaryr2](https://www.microsoft.com/en-us/accessibility/office?activetab=pivot_1:primaryr2)

**Microsoft (2020) Disability Answer Desk** <https://www.microsoft.com/en-gb/Accessibility/disability-answer-desk>

**Microsoft (2020) Office 365 Set up your device to work with accessibility on Office 365** <https://support.microsoft.com/en-us/office/set-up-your-device-to-work-with-accessibility-in-office-365-a0ca81c1-fa3e-417e-9d3b-78b8816fce58>

There are a few key features in O365 products that it is useful to be aware of:

**Office Lens:** helps you transform text on a printed page into searchable and editable digital content, stored as PDF or Word which can then be annotated.

**Teams:** provides instant captioning of live meetings.

**Stream:** videos can be viewed with or without captions

**Immersive reader:** This works across several O365 applications. It can read words aloud with simultaneous highlighting, changing the focus and reducing distractions on each page.

## ADOBE ACROBAT READER

Adobe Acrobat Reader is a pdf viewer. It supports a range of assistive technologies including screen readers, screen magnifiers, text-to-speech software, speech recognition software and alternative input devices.

### FIND OUT MORE:

#### Adobe Acrobat Reader Accessibility support

<https://www.adobe.com/accessibility/pdf/pdf-accessibility-overview.html>

## WEB BROWSERS

A major component of your time spent online for your studies will be through your web browser. Our supported browsers are Chrome, Edge, Firefox and Safari. These browsers support keyboard navigation, mouse shortcuts, page and text zoom, font and colour customisation, high contrast themes and screen reader support.

### FIND OUT MORE:

#### Apple Safari

<https://www.apple.com/uk/accessibility/>

#### Google Chrome

<https://www.google.com/accessibility/products-features/>

#### Microsoft Edge

<https://support.microsoft.com/en-gb/help/4000734/microsoft-edge-accessibility-features>

#### Mozilla Firefox

<https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we>

## THE VIRTUAL LEARNING ENVIRONMENT (VLE)

(This is also known as 'Vision', the product name is Blackboard Learn)

The VLE (Vision) is your learning hub. This is where you'll access your course sites, engage with key resources and active learning and engage with your lecturers and classmates. The VLE (Vision) supports a range of accessibility features. It supports screen readers such as Jaws or VoiceOver. It has the ability to support captioned media files such as video. The screens can also be navigated using keyboard shortcuts.

### FIND OUT MORE:

VLE (Vision) **Accessibility in Blackboard Learn**

<https://help.blackboard.com/Learn/Student/Accessibility>

## COLLABORATE ULTRA

Collaborate Ultra is our virtual classroom tool and it is where you will engage with your lecturers and classmates in real time. It has built-in accessibility features including screen reader browser support and keyboard navigation

When joining a live session in your virtual classroom, it is advisable to join the session in advance to ensure that you can navigate the virtual classroom and access any tools you will need for the session. It may be useful to check with your lecturer in advance what tools they plan to use.

### FIND OUT MORE:

Blackboard Collaborate Ultra **Accessibility in Blackboard Collaborate with the Ultra Experience**

<https://help.blackboard.com/Collaborate/Ultra/Participant/Accessibility>

## SUPPORT

If you find a resource that is not accessible for you or you would like the resource in an alternative format, please let your lecturer know or contact the University Disability Service who will endeavour to provide additional support.

The Disability Service for your campus can be accessed through the student pages of the University website. Your campus Disability Service is listed in the Health and wellbeing section.

### Health and wellbeing:

<https://www.hw.ac.uk/uk/students/health-wellbeing.htm>

### Assistive technology

The Disability Service also provide advice on assistive technology.

<https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/disability/support/get-set-to-study.htm>

## RESOURCE SPOTLIGHT

Did you know that you can download free synthetic Scottish voices to use with your text-to-speech reader? Call Scotland provide access to these voices for free to Scottish higher education students and staff. They are available for download in Windows and Mac format. This tool is available for students studying at our Scottish campuses.





Windows files (.exe)	Mac OSX files (.pkg)
 <p><b>Heather (v5.0.1)</b> (adult, English language) <a href="#">[download - 191Mb]</a></p>	 <p><b>Heather (v5.0.1)</b> (adult, English language) <a href="#">[download - 189Mb]</a></p>
 <p><b>Callum (v5.0.1)</b> (teenager, English language) <a href="#">[download - 179Mb]</a></p>	 <p><b>Callum (v5.0.1)</b> (teenager, English language) <a href="#">[download - 177Mb]</a></p>

Figure 1: Screenshots from the download page of free synthetic Scottish voices for screen readers. From CALL Scotland.

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## NOTES

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### FURTHER RESOURCES

**AbilityNet (2020) Factsheets**

<https://abilitynet.org.uk/free-resources/abilitynet-factsheets>

**Adobe Acrobat Reader (2020) Accessibility support**

<https://www.adobe.com/accessibility/pdf/pdf-accessibility-overview.html>

**Apple MacOS and iOS (2020) Accessibility support**

<https://support.apple.com/accessibility>

**Blackboard (2020) Collaborate Ultra Accessibility in Blackboard Collaborate with the Ultra Experience**

<https://help.blackboard.com/Collaborate/Ultra/Participant/Accessibility>

**Blackboard Learn (2020) Accessibility in Blackboard Learn**

<https://help.blackboard.com/Learn/Student/Accessibility>

**CALL Scotland (2020) MyStudyBar - V4.1**

<https://www.callscotland.org.uk/mystudybar/>

**CALL Scotland (2020) The Scottish Voices**

<https://www.thescottishvoice.org.uk/>

**Google Chrome (2020)**

<https://www.google.com/accessibility/products-features/>

**Heriot-Watt University (2020) Disability Service**

<https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/disability/support/get-set-to-study.htm>

**Heriot-Watt University (2020) Health and Wellbeing**

<https://www.hw.ac.uk/uk/students/health-wellbeing.htm>

**Microsoft (2020) Disability Answer Desk**

<https://www.microsoft.com/en-gb/Accessibility/disability-answer-desk>

**Microsoft Edge (2020) Accessibility features**

<https://support.microsoft.com/en-gb/help/4000734/microsoft-edge-accessibility-features>

**Microsoft (2020) Office 365 An inclusive, accessible Office 365**

<https://www.microsoft.com/en-us/accessibility/office>

**Microsoft (2020) Office 365 Set up your device to work with accessibility on Office 365**

<https://support.microsoft.com/en-us/office/set-up-your-device-to-work-with-accessibility-in-office-365-a0ca81c1-fa3e-417e-9d3b-78b8816fce58>

**Microsoft (2020) Windows 10 Accessibility features**

<https://www.microsoft.com/en-us/accessibility>

**Mozilla Firefox (2020) Accessibility features in Firefox - Make Firefox and web content work for all users**

<https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we>



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