

Assistive Software

Apple Text to Speech and Dictation

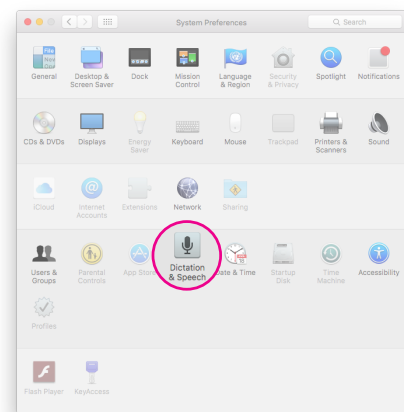
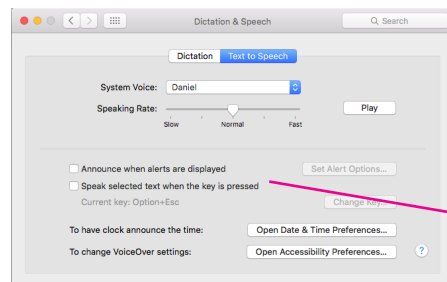
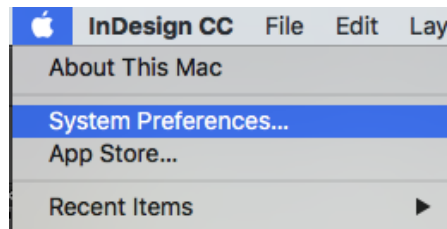


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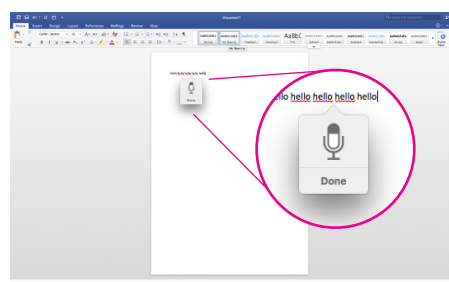
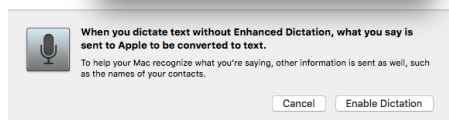
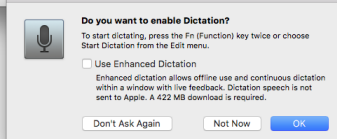
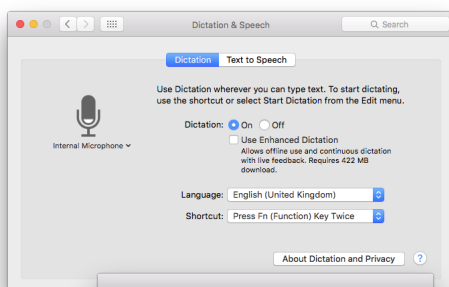
If you have trouble reading on your computer, use Text to Speech and have your Mac speak the on screen text.



1. Choose Apple menu System Preferences, click Dictation & Speech, then click Text to Speech.
2. Select the **“Speak selected text when the key is pressed”** checkbox.
3. By default, speaking is enabled when you press Option (⌘) + ESC.
4. To have your Mac start speaking, press the **specified key**. To stop speaking, press the key again.
5. If text is highlighted when you press the key, then the selected text is spoken. Otherwise, available text items in the current window are spoken; for example, if Mail is the current window, an email message is read. If no text items are available, you will hear a beep.



Speak selected text when the key is pressed
Current key: Option+Esc



With Dictation, you can use your voice instead of typing text.

1. From the Apple menu , choose **System Preferences**.
 2. From the View menu, choose **Dictation & Speech** to view Dictation preferences.
 3. Click On to **enable Dictation**, or Off to disable it.
 4. You can also choose a shortcut key, change your language, and select a microphone from Dictation preferences. If your computer or display doesn't have a built-in microphone, you can connect an external microphone to use Dictation.
 5. **Using Dictation in an app:**
You can speak the text you want to enter into a text field, like in a Word or Pages document. When you dictate, your text is entered without typing.
 6. **Use these steps to start dictating:**
Click a text field or document window where you want to start typing. Press the **fn (Function)** key twice, or choose **Edit > Start Dictation**. Dictate (speak) what you want your Mac to type. When finished, click **Done** or press the fn key again. Your spoken words then appear in the text field.
- If the input meter does not fill when you speak, check that your microphone and sound input are set up correctly.
 - If the input meter fills more than half of the microphone icon, there might be too much background noise, and Dictation might be less accurate.
 - If the input meter barely fills when you speak, try moving closer to the microphone or speaking louder.
 - Your computer listens for up to 30 seconds at a time. If you need to dictate longer sentences, enable the option for **Enhanced Dictation**.