

**Recite Me User Guide** - High-resolution images can be found [here](#)

Our website is equipped with Recite Me language and accessibility tools to make it more accessible and inclusive for as many people as possible. Below you will find a guide to using all of the features on the Recite Me toolbar.



### **Play Audio**

Back: Rewind to the previous paragraph of text

Play: Click the Play button to read the text aloud

Forward: Skip forward to the next paragraph of text



### **Text Options**

Decrease: This will decrease the text size

Font: You can change the font that displays on the page

Increase: This will increase the text size



### **Color, Ruler & Screen Mask**

Color: Change the background, text, and link colors

Ruler: Click to enable the reading ruler

Screen Mask: Will create a letterbox for focused viewing of a section of the page



### **Dictionary, Translation & Magnifier**

Dictionary: Highlight and click on this to view the definition of the word

Translation: Translate text into a different language

Magnifier: Click and drag the magnifying glass to magnify text on the screen



## **Plain Text Mode, Margins & Audio Download**

Text Mode: Remove images to view content in plain text mode

Margins: Change the text dimensions by narrowing the width of the text column

Download Audio: Highlight the text then click the button to download the text as an audio file



## **Settings**

Settings: Adjust your Recite Me toolbar settings

Reset: This will restore the default settings

User Guide: This will give you an overview of the Recite Me Toolbar Features

## **Frequently Asked Questions**

### **Q: Do I need to download anything to enable Recite Me?**

A: No. Recite Me is cloud-based software so there is no need to install anything on your computer.

### **Q: How do I launch the Recite Me Toolbar?**

A: To Launch the Recite Me Web accessibility toolbar you will need to click on the Recite Me button. This will then launch the toolbar, which will appear at the top of the page.

### **Q: How Do I Disable the Auto Read?**

A: To disable the auto read you need to click on the button marked “Settings”. This will give you a list of 3 functions to choose from. You need to click on the bottom to the Right of the option marked “Autoplay” this will then disable auto-read.

### **Q: Does Recite Me work across different operating systems and mobile devices?**

A: Yes. Our software works on multiple devices and operating systems including Android, iOS, Linux, Mac, and Windows devices.

### **Q: Can I save my Settings?**

A: The Recite Me toolbar uses cookies to save user settings.

### **Q: How do I change the Language?**

A: 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 Recite offers. Find the language that you want from the list and press on it, the site will then be converted to that language.

**Q: How do I create an MP3?**

A: To create an MP3, first turn of the Autoplay option located within the settings button. Highlight the section of Text that you wish to create into an MP3. Once highlighted select the Download Audio button from the toolbar. You will then see a message telling you that you file is being created. Once created you will see the file appear ready at the bottom of the web page. You can now either listen to the file created or save it to a location of your choice.

**Q: How do I Turn Recite Me Off?**

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

