

## What is the tab that I see on the left side of the page?

Click on the tab. The ReadSpeaker webReader listen button will appear. When you click on it, it will read the content page to you. You will use webReader for all tools except files (such as Word, PowerPoint, Excel, PDF, etc.) You can adjust the reading speed, change the highlighting colors, enlarge the text, use a page mask, download to an mp3 for offline listening and more!

### ReadSpeaker Activation Tab:



### Expanded ReadSpeaker webReader:



## What do I do when it is a file – like an office file or PDF?

First, you need to click on the TextAid link in Canvas. This will set up your TextAid account. Install the extension for your browser (Chrome, Firefox, Edge, or Opera). When you are trying to read a file such as a document, excel file, PowerPoint or PDF, click on the extension. Highlight the material and click listen. The extension can also read the open internet. The extension has a tool called Snapshot that allows you to highlight an image with text and have the text read to you. Here is what the extension icon and extension look like:

### Extension Icon:



### Extension:

