



Civida

How to Use Recite^{me} On Civida's Website



Assistive Toolbar User Guide

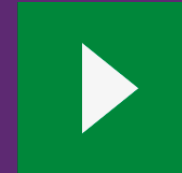
Your guide to all the features of the Recite Me Accessibility Toolbar.

Play Audio

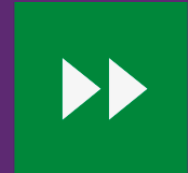
Back: Rewind to the previous paragraph of text



Play: Click the Play button to read the text aloud



Forward: Skip forward to the next paragraph of text

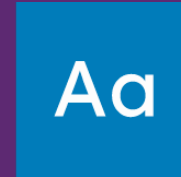
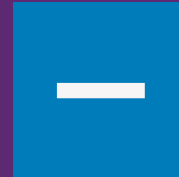


Text Options

Decrease: This will decrease the text size

Font: Change the font that displays on the page

Increase: This will increase the text size

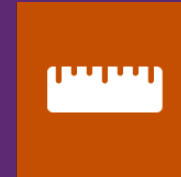


Color, Ruler, & Screen Mask

Color: Change the background, text, and link colors



Ruler: Enable the reading ruler

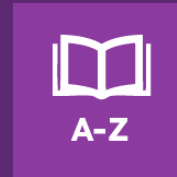


Screen Mask: Creates a letterbox for focused viewing on a section of the page



Dictionary, Translation, & Magnifier

Dictionary: Click this button and highlight a word to view the definition



Language: Translate text into a different language



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



Plain Text Mode, Margins, & Download Audio

Text Mode: Remove images and view in plain text mode



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



Download Audio: Highlight the desired text and click this button to download the text as an audio file

Settings

Settings: Adjust your Recite Me settings



Reset: Restore the default settings



User Guide: View an overview of the Recite Me
Toolbar Features



Keyboard Shortcuts

Tab – Move to the next toolbar button.

Shift+Tab – Go backwards

Spacebar – Select a button and toggle on/off

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

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.

Frequently Asked Questions



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

A: Yes. Our software 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 translation too. Find the language that you want from the list and press on it, the site will then be converted to that language.

Frequently Asked Questions



Q: How do I create an MP3?

A: To create an MP3, first turn on 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 your 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.