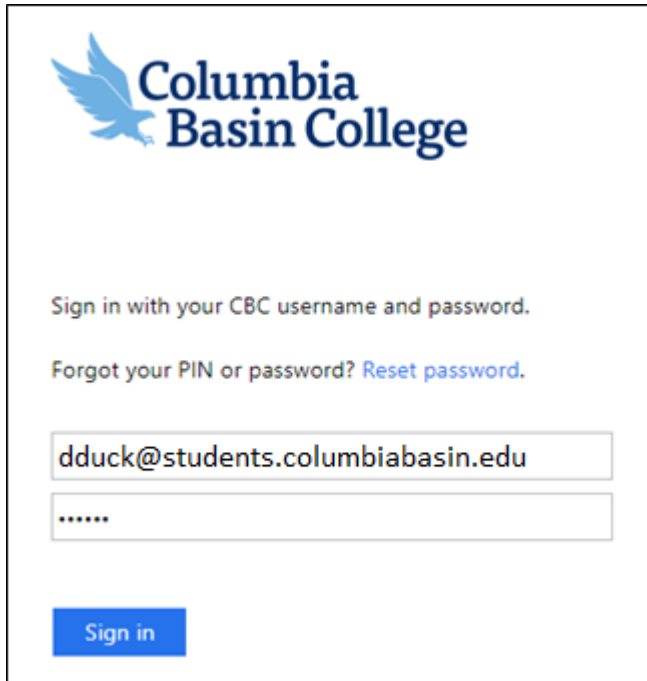



Quick Guide to Accessing Your Textbooks in ReadSpeaker TextAid

Log in to TextAid.

Log into your **CBC Canvas account** (<https://cbc.instructure.com/>) account using your student email address and password. Note: You must include @students.columbiabasin.edu when entering your email address.

A screenshot of the Columbia Basin College login page. At the top left is the college's logo, featuring a blue bird icon and the text "Columbia Basin College". Below the logo, the text "Sign in with your CBC username and password." is displayed. Underneath that is a link: "Forgot your PIN or password? [Reset password.](#)". There are two input fields: the first contains the email address "dduck@students.columbiabasin.edu" and the second contains six asterisks "*****". At the bottom left is a blue button with the text "Sign in".




Sign in with your CBC username and password.

Forgot your PIN or password? [Reset password.](#)


[Sign in](#)

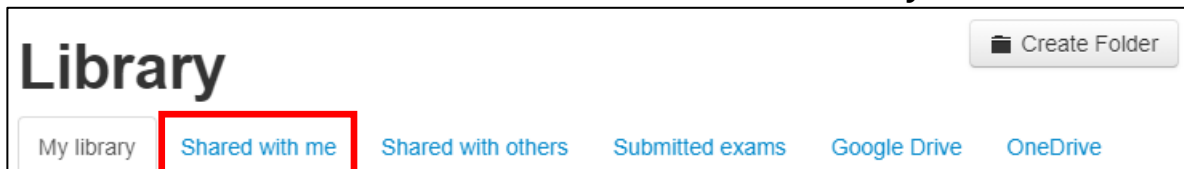
Note: You must log in to TextAid once to activate your account. We cannot release your digital books to you until you have completed this preliminary login.




Open your TextAid Personal Library.

1. On the **TextAid Menu**, click the  Expand Menu button if the menu is not expanded.



2. Click .

3. Click the  tab on the **TextAid Personal Library** menu.




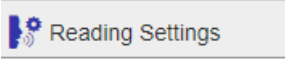
4. Find the folder containing your textbook. Look for the textbook title.
5. Click on the folder to open it and view the chapters of your textbook.
6. Click the file containing the chapter you wish to view.
7. Click the  button to close the menu.
8. Click the  play button to play from the beginning. Alternatively, you can click and drag the mouse to highlight a particular section of text on the page and click  play to listen to that text only.



9. Find and select pages on the page thumbnails view between the TextAid Menu and the reading pane. Click the  play button to play from the start. To listen to a selection, click and drag the mouse to highlight the text on the page. Click  play.

How do I adjust the reading voice, speed, and length of pauses between words?

1. Click the  Expand Menu button if the menu is not expanded.

2. Click the  button.

3. Change the reading voice by choosing from the drop-down menu at top.

Reading Language

Select voice

American English - Mark (Mal) ▼

4. Drag the slider on the Reading Speed bar to speed the reading voice up or slow it down. Note that 100% is the default (i.e., "normal") reading speed. A percentage less than 100% will slow it down; a percentage greater than 100% will speed it up. The greatest reading speed is 200%, or twice as fast as the default speed.

Reading Speed

Set speed 100 %

Slow Fast

5. Drag the slider on the Pause Between Words bar to adjust the length of pauses between words.

Pause Between Words

Set pause No pause


Shorter Longer

6. Press Play to hear a sample of text to preview your new voice settings.

Example

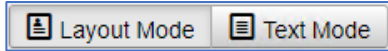
This is a sample text for previewing the voice settings.

▶ Play

7. Want to reset the reading settings? Simply click  button.


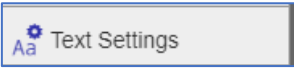

How do I change the appearance of text in the Text Mode layout?

TextAid features two layouts for you to use when viewing documents you have opened from your TextAid Personal Library: Layout Mode and Text Mode. Toggle between these by clicking the buttons found at the top of the reading pane.




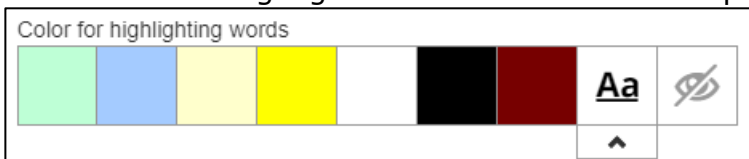
Layout Mode: Text appears on a physical page that resembles a page in a book.

Text Mode: Your text settings are active, so text shows up as you choose.

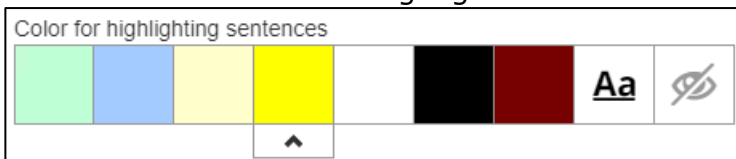
1. Click the  Expand Menu button if the menu is not expanded.
2. Click the  button.
3. Adjust the text color. Select from:
 - a. Black
 - b. Red
 - c. Blue
 - d. Yellow
 - e. Light Blue
4. Adjust the background color. Select from:
 - a. White
 - b. Black
 - c. Light Yellow
 - d. Light Blue
 - e. Light Pink
5. Select a text size from -1 to +4.
6. Select a font from:
 - a. Arial
 - b. Comic Sans
 - c. Courier
 - d. Helvetica
 - e. Open Dyslexic
 - f. Times
7. Increase line spacing.
8. Want to reset the text settings? Simply click  button.


How do I change the highlighting of text when TextAid is reading aloud?

1. Click the  Expand Menu button if the menu is not expanded.
2. Select the color for highlighting words. Be sure it is different to the color you select for highlighting sentences. Instead of a color, you can also choose to have the word underlined. No highlight or underline is also an option.





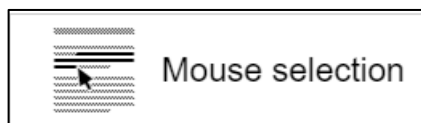
3. Select the color for highlighting sentences. Be sure it is different to the color you select for highlighting words. Instead of a color, you can also choose to have the sentence underlined. No highlight or underline is also an option.

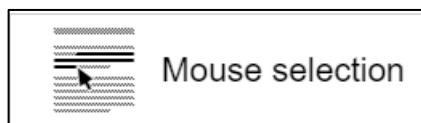


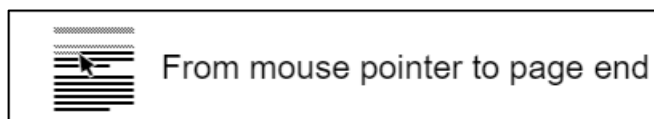
4. Select the text color for highlighting words. The word highlighted will change color when highlighted.
5. View the text with your chosen settings.
6. Want to reset the highlighting settings? Simply click  button.

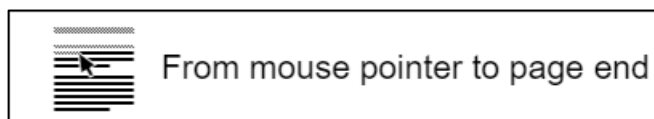
How do I change how much text TextAid reads at a time in a document?

1. Click the  Expand Menu button if the menu is not expanded.
2. Click the  Document Reading button.





















3. Select  to have TextAid read text you select by clicking and dragging the mouse over a section of text whether it be a single word, a sentence, a paragraph, or longer selection.



4. Select  to have ReadSpeaker read from the point on the page where you click to the end of that page.

What's on the TextAid Menu?

	←	Collapse or expand menu
 Listen	←	Listen to composed text, pasted text, or library
 Stop	←	Stop the player
<hr/>		
 New text	←	Open a new document to paste in or to type text
 Library	←	Upload documents into the library for current or future use
 Save	←	Save text to the library
 Download as mp3	←	Download the audio file for listening off line
<hr/>		
 Tools	←	The page mask, reading ruler, and talking calculator are accessibility tools.
<hr/>		
 Annotations	←	Mark up and save or print your annotated document
<hr/>		
 Highlighter	←	Mark up and collect highlights to summarize your document
<hr/>		
 Writing assistance	←	Listen to letters, words, or sentences while you type
 Translation	←	Translate complete text document to a different language
 Image to text	←	Convert images to text (Great for "picture notes")
<hr/>		
 Web reading	←	Read the web from an internet browser
<hr/>		
 Voice settings	←	Adjust the voice speed and language
 Text settings	←	Adjust text font, size, color and more
 Highlighting settings	←	Change highlighter colors
 Document reading	←	Change reading selection settings

Highlights of the TextAid Menu

- **New text button:** Click to create a new document to paste or type text into within TextAid's native word processing program.
- **Library button:** Click to access your documents or upload new documents.

- **Save button:** Save your new text document to your TextAid Personal Library.
- **Download as mp3 button:** Download audio file
- **Tools button:** Use screen mask, ruler, and calculator
- **Annotations button:** Add notes to a document: typed notes, highlights, or drawing
- **Writing assistance button:** Hear letters, words, or sentences while typing
- **Voice settings button:** Adjust the read-aloud voice speed and language
- **Text settings button:** Adjust the text font, size, color, and more
- **Document reading button:** Change how TextAid reads aloud (read highlighted selection, read from current cursor position to end of page, etc.)