ICT Accessibility Essentials

All school computers should have:

- **Adobe Reader** 9, X or XI. Free from www.adobe.com.

- Generic **text to speech** software for reading the internet, Word or PDF files, such as ClaroRead, Co:Writer, IVONA MiniReader (free), Natural Reader (free), Penfriend or Read and Write.

- **WordTalk** (for Windows XP + Word 2003 or Windows 7 + Word 2007/2010; **NOT** for Windows XP + Word 2010)

- The **Speak button** in Office 2010/2013 made available.

- The **Scottish computer voices**. Free from www.TheScottishVoice.org.uk

- The option of an **Accessibility Profile** log-in for pupils with additional support needs who need specialised access software or adjustments to the Control Panel.

An Accessibility Profile should have:

- All of the above.

- Access to Control Panels (particularly **Display**, **Ease of Access**, **Keyboard**, **Mouse** & **Speech Recognition**) so that designated staff can **easily** and **quickly** adjust settings for individual pupils, e.g. change default voices and speeds, alter mouse speed and pointers, adjust keyboard settings, change display font sizes and colours, and adjust other accessibility options.

- Right click enabled.

- Facility for staff to easily install accessibility software such as:

  o Clicker 6 (primary literacy support)

  o ClaroRead / Co:Writer / Penfriend / Read and Write / MyStudyBar (primary/secondary literacy support)

  o BoardMaker / Matrix Maker / Communicate: In Print (for creating visual/symbol resources)

Education Scotland sell BoardMaker, Co:Writer, Penfriend and Microsoft Office at discounted prices for Scottish schools. Tel. 0141 282 5000.

http://www.callscotland.org.uk/