

How to use a screen reader (the basics)

These instructions are for Windows users. For Mac, you can google the basics for how to use VoiceOver (Mac's native screenreader). I think Narrator is a bit more beginner friendly.

- Press CTRL + WINDOWS + ENTER to turn on Microsoft Narrator. Do it once to turn it on, do it again to turn it off.
- Pressing (CAPS + ARROW LEFT or ARROW RIGHT) let's you navigate between focusable items on the page.
- You can also highlight a word, start narrator, and about 50% of the time the Narrator will start with its focus on that word.
- Press (CTRL + DOWN ARROW) to have it autoread the page to you. Press CAPS to pause Narrator.

If that all is too scary, try just pressing "tab" and the arrow keys to navigate through a whole page. (TAB moves to the next screen reader focusable item, SHIFT + TAB moves to the previous item)

PDF Accessibility

I am by no means an expert, but here are the hacks I've figured out.

- If the PDF is not text selectable, there is no chance that it will be screen reader accessible. (Text selectable means that you can highlight text with your cursor).

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1958; Clough, 2002; King, 2003; McGuire and Michalko, 2011). The apparent and obvious ease of a statement like 'things just weren't built with people with disabilities in mind' is a way to make inaccessibility sensible under contemporary conditions. This ordinary 'truth claim' is a type of say-able thing in relation to disability that I have heard many times, in both rural and urban environments across Canada, and in reference to all sorts of structures. It is a comment so ordinary that survey data collection processes might never solicit it since surveys require respondents to reify ordinary experience.

Noticing and collecting things – especially ordinary things – said in the stream of daily life regarding the justifiable character of exclusion requires a different relation to 'data' than is usual in the social sciences. Narratives such as 'You know, I mean, things just weren't built with people with disabilities in mind' are so routine and common that it would be difficult to

- If you are interested in reading a text out loud: check out [natural readers \(online\)](#)
- The best way to see if a PDF is screen reader accessible is to try a screen reader on it.

Resources for making PDFs accessible

1. Before all else, google to try and find an accessible version before trying the below
2. Try [RoboBraille](#). This does pretty well with very clean scans or computer generated PDFs. If you've got crooked pages or annotations-- probably won't help.
3. Use Adobe Acrobat Pro to tag a PDF. If you ever get to this point-- it is a multi hour process. [Check out this video tutorial](#). Ping me if you need help. I can teach you.

Other resources

Tips from the UW Accessible Technology folks:

<https://www.washington.edu/accessibility/documents/>

[How to make word docs and PowerPoints accessible](#)