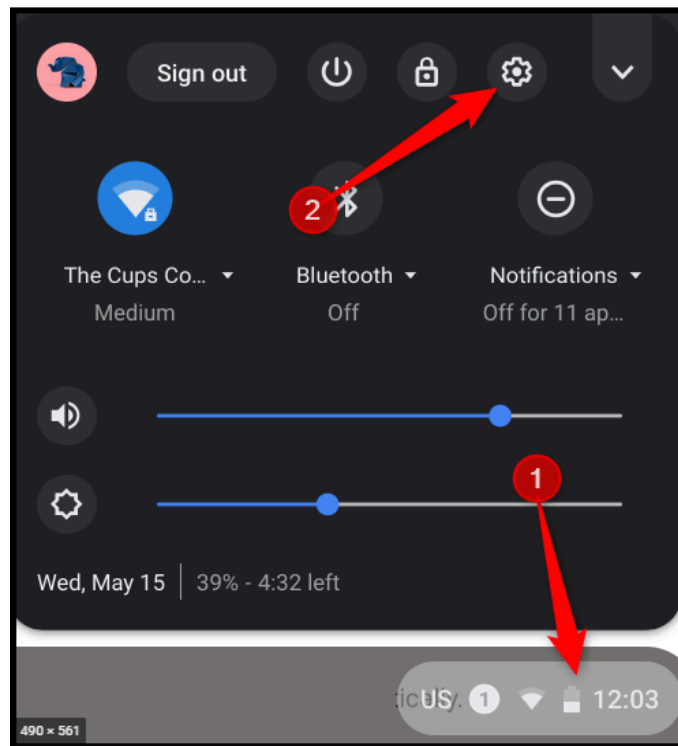# IRVINE UNIFIED SCHOOL DISTRICT

Chromebook

Instructions for Enabling and Using Accessibility Tools on a Chromebook

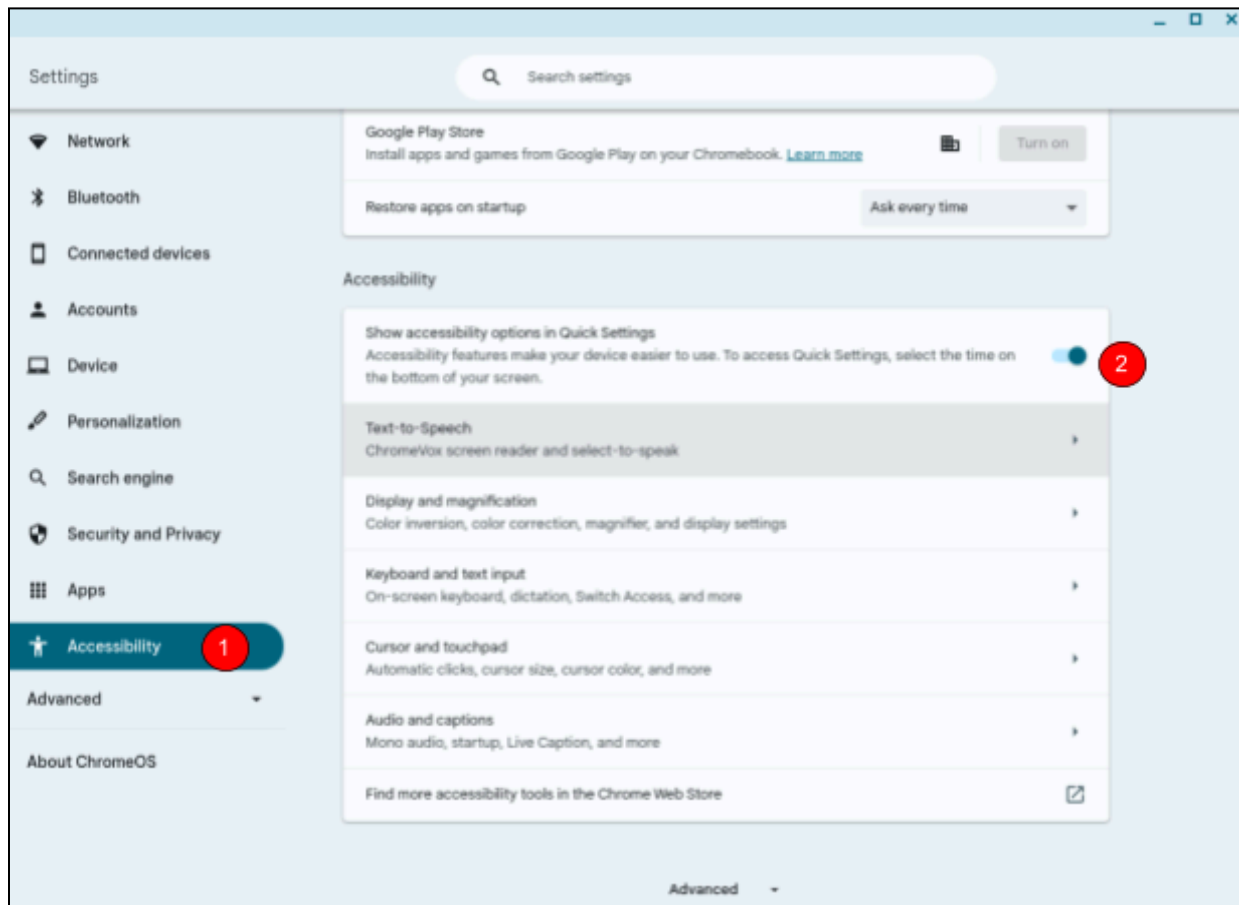## What is the purpose of this tutorial?

The purpose of this tutorial is to show users how to enable and access accessibility tools built into a Chromebook's operating system. Ex: Speech-to-Text, Text-to-Speech, High Contrast Mode, Onscreen Keyboard, etc.

Step 1: Enabling Accessibility Options

After logging into a Chromebook, click on the system menu (1) and then the settings tool (2).
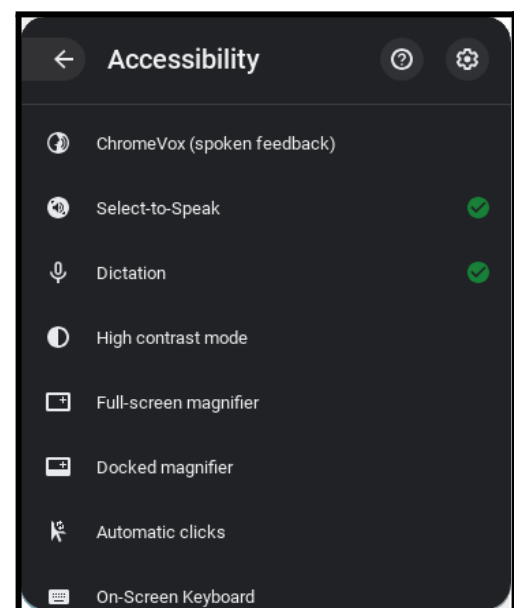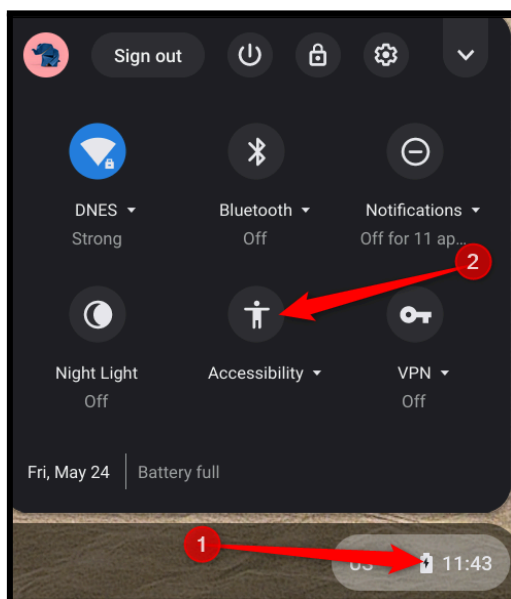
Click accessibility on the left side navigation bar (1) (or search "accessibility") and toggle the accessibility options button on (2)

Step 2: Choosing a Tool

Click on the system menu (1) and the accessibility icon (2). Once in the Accessibility screen, chose the tools you would like to enable. Once selected, the tool will show a green check mark and be pinned to the taskbar at the bottom.
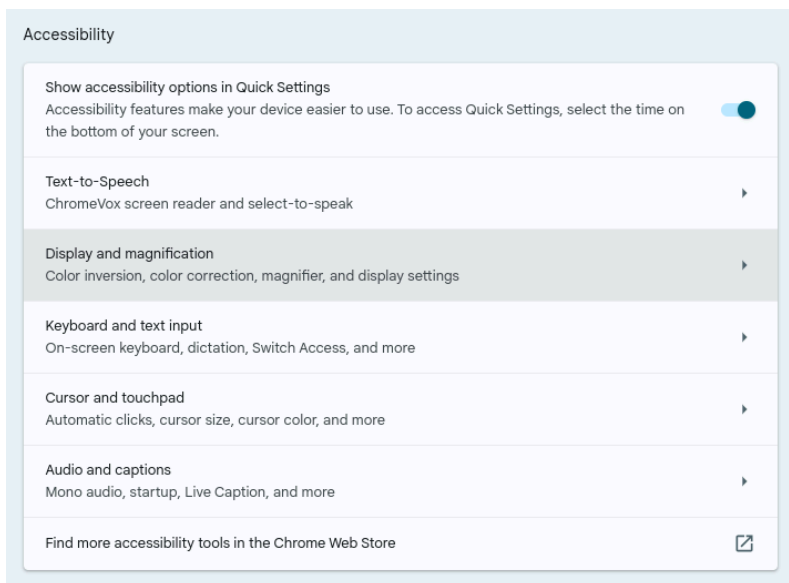
[Click here](#) for a full accessibility guide and description of each tool, which includes:
- Hearing text read aloud
- Live Captions
- Typing text with your voice
- Zooming in or magnifying your Chromebook screen
- Switch Access
- Using the on-screen keyboard

Step 3: Changing the Settings

To access the settings, click on the systems menu > settings tool > search "accessibility" or find it in the left navigation bar (see Step 1).

Click on the corresponding area

This document was created for Irvine Unified School District by the Assistive Technology Support Team.
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