

"The pupils' final results were nothing short of spectacular - each child (with their own learning needs) was able to produce a great piece of work thanks to Textease!"

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Using Textease to Promote Inclusion and Accessibility

Textease is the award-winning, word processing, desktop publishing package with multimedia capabilities rolled into one. Textease was designed several years ago to be easy to use by pupils of different ages, with different abilities and with different learning styles and needs providing effective learning opportunities for all pupils and allowing each individual to produce their own high standard of work and results they are proud of. By customising Textease, and also adapting the activities pupils are set using them, pupils' are given the chance to demonstrate their competence and attainment through appropriate means, overcoming any potential barriers to learning, and ICT, and allowing them to participate in lessons effectively.

By providing appropriately challenging tasks, which secure pupils' concentration and motivation, pupils are able to develop their ICT capability whilst also enhancing the quality of their work. Textease can be used to support teaching and learning across all curriculum subjects.

Key 'Textease' Inclusion and Accessibility Features

Toolbars

Textease has an easy to use interface. Users start with a basic Textease page and clear icons. Toolbars can be preconfigured to meet specific needs, then added as needed, and unused toolbars can be removed to prevent clutter and aid concentration.

- Click on the '**Toolbar control**' button  and select the toolbars desired.

Toolbars can also be set to the bottom of the screen, making them ideal for whiteboard use and facilitating interactive whole class activities.

- Click on the '**Toolbars**' menu then '**Move to bottom**'. To move the toolbars to the top click on '**Toolbars**' then '**Move to top**'.

Tool tips

Tool tips are a description of functionality that pop-up when buttons are hovered over for a couple of seconds. Tool tips can support independent working, but individuals can turn them off. The tool tips are purposely designed with a yellow background and blue text to assist pupils with dyslexia.

- To turn the tool tips on/off, click on the '**Tools**' menu / '**Options**' / '**Tool Tips**'.

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Button text

The descriptive wording underneath each button can be turned on or off according to individual needs.

- To show or hide button text, click on the **'Toolbars'** menu then **'Show button text'** or **'Hide button text'**.


Visual set up

In addition to Windows Accessibility Features (see www.microsoft.com/uk/education/resources/accessibility) font size and colour, background colour, page view and magnification can all be adjusted. This may be necessary to cater for individuals with visual impairments or specific learning difficulties.

- To change the background colour click on the **'Looks'** button  / **'Background'** / **'Paper colour'** and select the colour of your choice.
- To change the font size, style or colour, with the cursor on the text, click on the **'Effects'** button  and select the desired **'Font'**, **'Height'** or **'Colour'**.

Text-to-speech

Text can be highlighted and read back. This can aid comprehension and spelling. There is the option to hear letter sounds, words, sentences or entire paragraphs of text read. The speed of the speech can be adjusted and there are male and female voice options to reflect individual preferences and circumstances. The text also changes colour as it is read and this colour can also be adjusted.

- To hear text being read, place the cursor at the beginning of the text then click on the **'Speech'** button . To customise the speech, click on the **'Tools' menu / 'Options' / 'Speech'**.

Spell checker

Misspelled words are highlighted with a colour. This colour can be changed according to individual preferences.

- To change the spelling colour, click on the **'Tools' menu / 'Options' / 'General' / 'Colour'**, and select the colour desired. You can also turn the spelling on or off in the **'General'** window.

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Sound

Sounds can be recorded directly into any Textease document. (A microphone will need to be connected to your computer for this purpose.) This could be used by the teacher to record spoken instructions or comments. The recorded sound of a familiar voice may be more appropriate for some pupils. Recording time is unlimited. There is also automatic instruction for the building of branching databases contained within Textease Branch CT.

- Place your cursor where you want the sound button to appear on the page. Click on the **'Tools'** menu then click on **'Record a sound'**. Click on the red **'Record'** button to begin recording. Click on the play button to playback the recording. Each time the sound button on the page is clicked on your sound will play.

Communicating other than writing

A searchable resource bank including thousands of resources such as clipart, digital photos, video clips and sounds is available for all Textease tools. In addition there is the facility to save your own items in the Resource Bank within the **'My Resources'** section. Resource Bank items are quickly and easily added to and moved around the page.

- Click on the **'Resource Bank'** button . It is divided up into four sections:
 - **Resources** - contains clipart, digital photos, videos, sounds, word banks, curriculum examples and templates.
 - **Digital Pictures** - allows you to import images directly from a digital camera or digital microscope.
 - **Internet** - Provides a quick link to the Internet in the same way as clicking on **'Internet Explorer'**.
 - **My Resources** - here you can navigate to your own resources and files, such as those saved in **'My Documents'**.

Word banks

Banks of words and pictures can easily be created to support pupils' writing. Word banks are easy to create and you can also accompany words with a picture. Different word banks can be created for different children as appropriate.

- To create a word bank click on the **'Other'** menu then **'Create a word bank'**. A window will open containing a Textease page. Click on the page and add text (and graphics) in the same way you would to any Textease page. Save your word bank before closing the Textease window. You can now access the file as you would any other.

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Further Help

Getting Started Guides for each of the Textease Studio CT tools, including Textease can be found at www.softease.com/guides. A series of short '**Getting Started**' video demonstrations can also be found on our website at www.softease.com/demo

Technical Support

You can access technical support at www.softease.com/support where you will find a list of frequently asked questions, the answers to which we hope will solve your problem. If you still need help, call our **Technical Support team** on **01335 301200** between 9am and 5pm, Monday to Friday. Outside of office hours you can email support@softease.com and our support team will reply as soon as possible.