

ReadSpeaker – Text to Voice

- Help your students achieve higher academic and professional performance.
- Provide better accessibility to your course materials for all learners.
- Deliver your course materials in a flexible way that adapts to various learning styles.

ReadSpeaker will read aloud any HTML content on a page. It highlights the words as it reads and can be used to read aloud entire pages or any highlighted words or sections of a page.

Note: ReadSpeaker does not take the place of Jaws or other assistive software. Also, eLearning recommends Word and PDF files be converted into HTML documents to increase usability.

Since ReadSpeaker only works with HTML content, the first step is to ensure your D2L content is in HTML format.

Instructions for Converting Word to HTML in D2L

1. In **WORD**, check the document for headings. **Headings** cannot be just a change in font style. You need to use the Styles menu for those designations to carry over into HTML correctly.
2. Go through your document using the **Styles** menu in Word to choose any desired formatting.
3. Use the **Accessibility Checker** in Word to check the accessibility level.
 - a. Go to File > Info > Check for Issues > Check Accessibility. This will generate an Inspection Results list of items to correct for increased accessibility. Make any corrections as indicated.
4. **Save** your document.
5. From the Editing menu, **Select All** (or CTRL+A). Then from the Clipboard menu, **Copy** (or CTRL+C).
6. In **D2L**, go to the **Content** area in your course.
7. From the **New** menu, select **Create a File**. This will open the HTML Editor.
 - a. **Enter a title** for your document.
8. Using the **Paste from Word** option in the HTML Editor, paste in (CTRL+V) the contents of the Word document and click **Update**.
 - a. Images will not copy over. They need to be uploaded separately into the course files and either inserted as images or posted as separate topics.
 - b. You may want to make some minor formatting corrections. For example, when pasting this document into D2L, there were a lot of empty spaces where the images would have been located.
9. Once you have checked the document to make sure everything looks correct, select **Publish**. The HTML document will now have the **ReadSpeaker** button at the top of the document.

