

SQA Adapted Question Papers in Digital Format: Installation and Set-up — Acrobat Reader 8 and Browsealoud

1 Log on

- ◆ Log on to the computer as an Administrator.
- ◆ It's best to install the software as an Administrator and choose to make it available to the users who require it. If you don't, and install it when logged on as a teacher, say, you may find that the voices in Browsealoud are not available to you when you log on as a pupil, and you will have to install Browsealoud, or the voices, again.

2 Install Acrobat Reader 8

- ◆ Download the program from http://www.adobe.com/products/acrobat/readstep2_allversions.html
- ◆ Select your operating system and version. Then you will be taken to a screen which will offer you one or more compatible versions to download. Follow the instructions.

3 Set up student folders

- ◆ Create a folder for each student who will be using the exams, and copy the exams that they will be using into their folder.

4 Install Browsealoud

- ◆ Browsealoud is a free download from the Browsealoud website http://www.browsealoud.com/page.asp?pg_id=80004
- ◆ Choose the version you require, then follow the instructions to download and install.

5 Set up Adobe Acrobat Reader

Start Acrobat Reader.

Setting tools to view on toolbar

Not all the tools are going to be needed, so it makes sense to turn off the ones that aren't going to be used. They can be added again when required.

- ◆ If you get the How To window on the right side of the screen, uncheck the **Show How to Window at Startup** to turn this off.
- ◆ To leave only the toolbars that are commonly used go to **View > Toolbars** and select **Page Display**, **Page Navigation**, and **Select and Zoom**.

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- ◆ The position of any toolbars displayed on screen can be altered by clicking on the grey lined area and moving it to the desired position.

Highlighting fields

Highlighting the form fields can provide additional support for some users. The fields have a colour fill until you tab to the one you are putting your answer into — this is then white.

- ◆ If you want the form fields highlighted, click on the **forms button** on the left-hand side (it looks like a page with purple boxes) and select **Highlight Fields**.

Adjusting the screen colours

Some users will find the document easier to read if changes are made to the background and text colour.

- ◆ **Edit > Preferences > Accessibility**, then **Replace Document Colors**. Tick **Custom Color** and choose the desired text and background colour. Tick *Only change the colour of black text and line art* and *Change the color of line art*, otherwise some information may not be visible.
- ◆ If the computer has been set up for the user with a specified colour scheme already, you could tick **Use Windows Color Scheme**, although this can sometimes be unreliable. You may need to set the document colours within **Custom Color** settings, or you could try out the **High Contrast** options.

Setting spelling

For most digital question papers the spellchecker is enabled, but it is possible to turn off the underlining which indicates that a word that may be spelt incorrectly. Note that unless the spellchecker has been disabled when the form fields in the paper were created, a student can still press [F7] and access the full spellchecker facility. If spellchecking has not been enabled then [F7] will still load the spellchecker but it will not bring up any incorrect words.

- ◆ To change the settings, go to **Edit > Preferences > Spelling** and set *Check spelling while typing* on or off. You may choose an alternate underline colour if you wish, particularly if you have altered the colours.
- ◆ To choose the spelling dictionary, go to **Edit > Preferences > Spelling > English (UK)**, uncheck others if not needed, choose **Up** or **Down** to set the order then **OK**.
- ◆ If you are doing a foreign language exam then select that language as well, but ensure that **English (UK)** has been moved **Up** above any foreign languages.

6 Set up Browsealoud

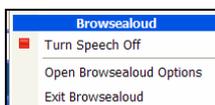
- ◆ Click **File > Open** and open one of the SQA PDF question papers.

Loading Browsealoud

- ◆ If Browsealoud is not set to automatically load when you start the computer, go to **Start > Programs > Texthelp > Systems > Browsealoud 4 > Browsealoud**.
- ◆ Once Browsealoud is loaded the icon will appear in the System tray on the bottom right. (If you have used the previous version of this software — either the free or the paid-for version of PDFaloud — you will expect the toolbar to be on screen or available in the View menu, and may think that the program hasn't loaded. It has, but is now in the System tray.) 
- ◆ When a web page or PDF document is speech-enabled, the Browsealoud icon will have a big yellow tick on top. 

Browsealoud settings

When first loaded, the Browsealoud default settings only have the *Speech* tab available. To access the other settings, right-click on the icon in the System tray and choose **Open Browsealoud Options**. To make any changes you will need to click on **Show me more options**.



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Speech tab

Voice

Browsealoud can use voices on your computer, such as the free Microsoft Mary, Sam or Mike, and it can also use *HQ Streaming UK English — Emily and Daniel*, which are high quality voices on the Texthelp server. They need a fast internet connection to speak at the same rate as the text highlighting: with a slow internet connection the words flash out of sync with the speech, which is a bit confusing. If you choose one of the voices on your computer, there are no problems with the speech and highlighting co-ordinating. You can install extra voices and adjust Browsealoud so it can use them — see ‘Customise speech tab’.

Once you have chosen a voice, you can adjust the speed that it talks at by sliding the bar.

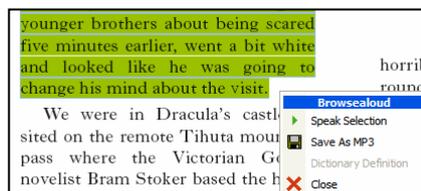
Reading

The default setting is *hover read*, in which the **sentence** under the pointer is read. Do not move the mouse when the program is reading to you as it will start reading another piece of text — it reads the text under the pointer. You can’t choose to have paragraphs or words read out, so *hover read* may not be suitable for people who just need the occasional word or sentence read. Tick **Speak text selections** if you want to select text and have it read out. When you select the text, a menu immediately appears for you to choose **Speak selection**.

Save as MP3

If you have chosen an HQ Streaming voice, you can save the spoken text as an MP3 file:

- ◆ Choose **Speak text selections**
- ◆ Select the text
- ◆ Choose **Save as MP3**



Customise speech tab

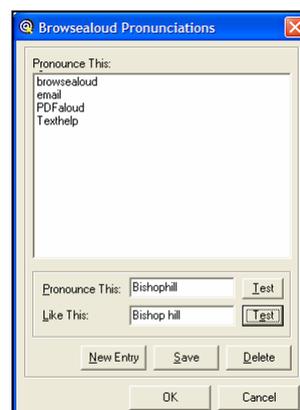
Automatically read next sentence

Tick this if you want Browsealoud to keep reading through the text until you stop it with the [CTRL] key, or move the pointer to another part of the text. This is a good option if you will want to read most of the paper through quickly.

Automatically read next sentence only works when you are *hover reading*.

Pronunciation

If words are not being pronounced correctly, you can change them using the **Change Word Pronunciation** option. Enter the word in the **Pronounce This** box, then try out other (phonetic) ways of pronouncing it in the **Like This** box and **Test** until it sounds right. Once you are happy, click on **Save** and then **OK**.



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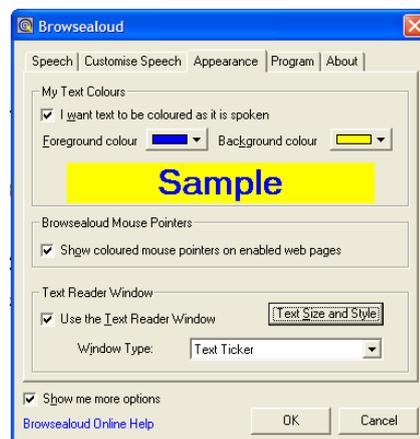
Keyboard settings

If you choose *hover read* rather than *Speak text selections*, Browsealoud will always read any text that the mouse pointer is over. To stop speech at any point press the [CTRL] key. If you would prefer another key to stop/start, untick the [CTRL] key box, select the **alternative** box, and enter the key you would like to use instead.

Appearance tab

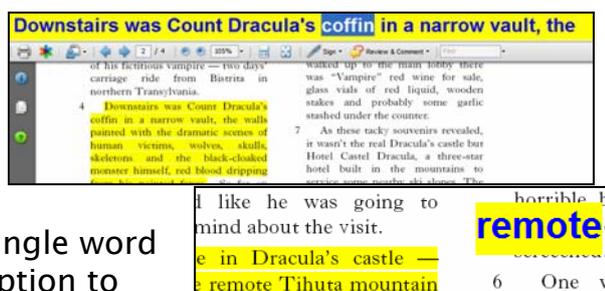
Text colours

Browsealoud normally highlights the sentence it is reading in yellow and the word spoken in blue. You can turn off highlighting completely, or choose a different combination of colours. Be careful if you change colours, especially when you have the *Speak text selections* chosen, as the colours may clash.



Text Reader window

The *Text Reader* window can be helpful if you need the text magnified whilst reading. Choose to **Use the Text Reader Window** with either the *Text Ticker* (single line at top of page) or *Single Word Display* (single word in middle of page). There is also the option to change the text, font, size and style.



Program tab

In the program tab you can choose whether to have Browsealoud loaded automatically when the computer starts, and whether you want Browsealoud to check for updates every day. If there is going to be an exam that day, turn this off — you don't want Browsealoud to update itself when students are in the middle of the exam. To manually check for updates you can load **Browsealoud options > Program tab** and choose **Update now**.

7 Testing

Before letting any student use the system it is vital that **you** are familiar with its operation.

- ◆ **Test the paper** before the student starts!
- ◆ Right-click on the file you want to try and choose **Copy**, then right-click on the desktop and choose **Paste**. If you work on the copy, the student file will remain unaltered.

