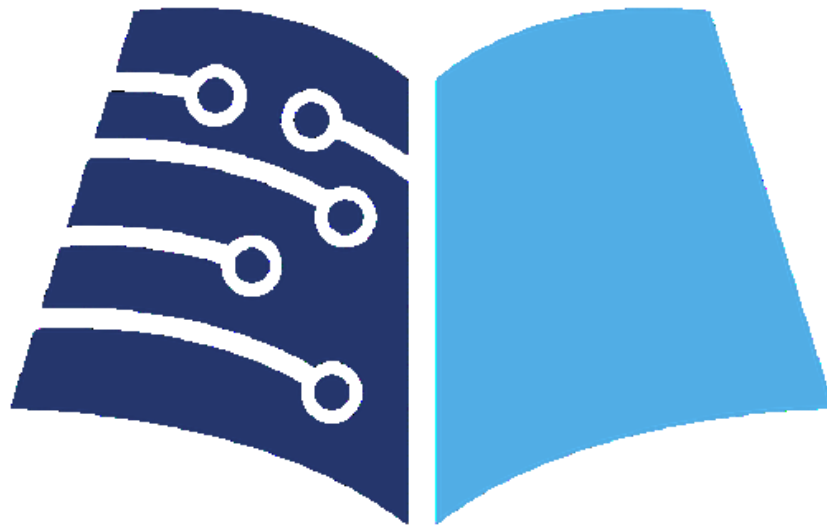




DIGITABILITY

Promoting people with disabilities' employment by enhancing their digital skills and competencies to support a remote working scheme.

Creating Content



Co-funded by
the European Union

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1 Introduction

In completing this Topic You will learn how to make use of the accessibility features in various Office tools (open source and proprietary) and how to create accessible files. Topic is for people with Hearing Impairments.

1.1 The Learning Objectives Covered by the Topic

In completing this topic, the learner will be able to:

- Use Office tools to create and access accessible content.
- Use the accessibility features of MAC OS and use them to create content.
- Know some examples of resources for the preparation of accessible educational materials, based on the reference guide.
- Apply theoretical knowledge in practical exercises.
- Test theoretical knowledge and practical skills with tests.

2 MS Office

2.1 Summary of the Sub Subtopic and the Learning Objectives Covered

By the end of the unit, you will have learned:

- To create accessible documents in Word, PowerPoint and Excel.
- To incorporate the latest updates in Microsoft Office accessibility
- To review the accessibility of the generated documents and solve problems.

The contents of the unit are presented:

- Accessibility in Word.
- Accessibility in PowerPoint.
- Accessibility in Excel.
- Accessibility in Paint.

-How to write alternative texts, or make images accessible.

-Other tools that will be useful to know: Accessible Templates, How to run the Microsoft Accessibility Checker.

2.2 Accessibility for People with Hearing Impairments

2.2.1 Create closed captions for a video

In PowerPoint for Windows you can create closed caption files and add them to the videos or audio files in your presentations. Adding subtitles makes your presentation accessible to a wider audience, including people with hearing impairments and people who speak other languages.

Closed captions can be stored in a text file with a .vtt filename extension. You can create a closed caption file yourself or use a caption-creation tool. This part describes how you can create a closed caption file yourself in Notepad.

To search online for available tools and detailed instructions, type "create vtt file" in your search engine.

Create a closed captions text file

Notepad is automatically installed with Windows. When Notepad is open, save your closed-caption file with a name in the following format:

MyClosedCaptions.en.vtt

Include the standard locale name such as "en" (for English) or "es" (for Spanish). The file name extension must be ".vtt".

- In the **Save As** dialog box in Notepad, enter a name in the **File name** box including the .vtt filename extension and enclose the entire name in quotation marks.

- In the **Save as type** box, select **All Files (*.*)**. These actions ensure that the file is saved with the required .vtt filename extension (rather than a .txt extension).

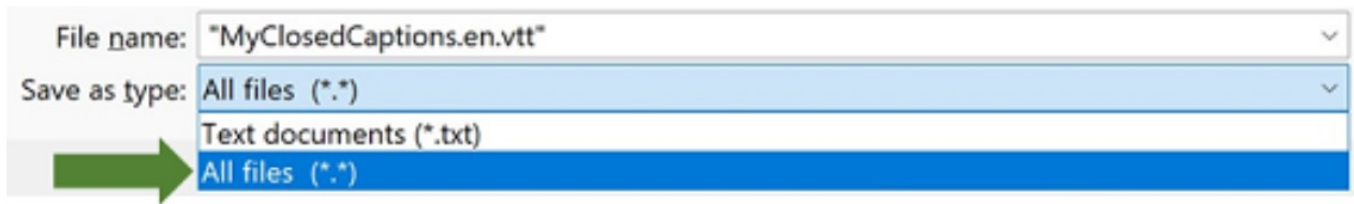


Figure 1. Save As type box in Notepad

- In the Encoding box, select **UTF-8**. (This option ensures that any complex characters, such as international characters will be displayed accurately on the screen.)

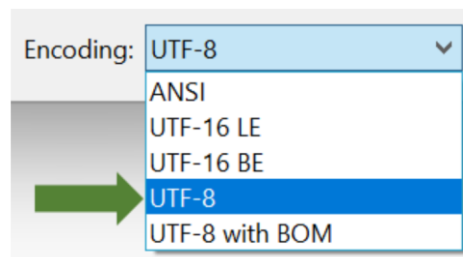


Figure 2. Encoding box

Add content to the file

The first line in the file must be: WEBVTT

Subsequent entries in the file are called "cues," and they consist of:

- A time marker (beginning time and end time, separated by an "arrow," -->).

Each time marker is designated in the following format: hh:mm:ss.ttt

Use two digits each for hours (hh), minutes (mm), and seconds (ss). Insert colons (:) to separate the hours, minutes, and seconds without a space in between. Include a period after ss, followed by three digits for thousandths of a second (ttt). Ensure that there is no space in the time format.

In PowerPoint, the timer in the Edit view of the toolbar for playing videos can help you to ascertain the starting and ending times to be specified in the caption file:

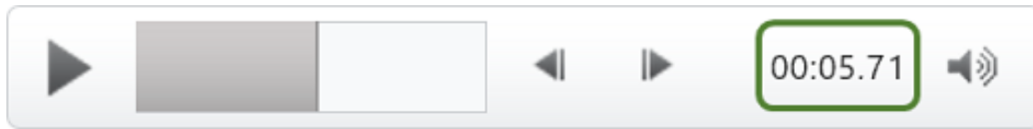


Figure 3. Timer in the Edit view In PowerPoint

Ensure that you add the hours (00:) at the beginning and a third digit after the period to comply with the required time format.

- Text that needs to appear on the screen during that particular segment of time. (Limit yourself to a maximum of three lines of text to ensure all the words fit on the screen.)

Example:

WEBVTT

00:00:01.000 --> 00:00:05.330

Good day everyone, my name is June Doe.

00:00:07.608 --> 00:00:15.290

This video teaches you how to
build a sandcastle on any beach.

In the example above, the first caption appears after the video has played for one second, and it remains on the screen until 5.330 seconds of the video have elapsed. The next caption appears after the video has played for 7.608 seconds, and it remains on the screen until 15.290 seconds of the video have elapsed. The second caption is split into two lines to ensure that the statement is not too wide to fit on the screen.

Add the caption file to the video

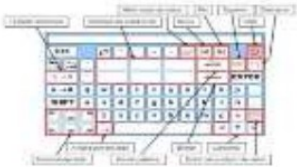
When your closed caption file is ready, save it. You can now add it to your media, refer to section "Add closed captions to a video" in [Add closed captions or subtitles to media in PowerPoint](#).

2.2.2 Resources

1. Create closed captions for a video: [Create closed captions for a video - Microsoft Support](#)
2. Add closed captions or subtitles to media in PowerPoint: [Add closed captions or subtitles to media in PowerPoint - Microsoft Support](#)

2.3 Brief repository of online tools for the development of accessible materials

Logo	Link
	European standards to facilitate reading and understanding European standards for making information easy to read and understand – Easy-to-Read
	This page allows you to translate a Word document to speech (audio) Convert a File - RoboBraille
	To go from speech to text on the computer TalkTyper - Speech Recognition in a Browser
	PowerTalk 1.2.14 is speech-enabled software for PowerPoint presentations; it's free and automatically speaks any presentation or slideshow. It runs in Microsoft PowerPoint for Windows. PREVENIR LA CEGUERA

Logo	Link
	Virtual keyboard robotica.udl.cat
	Automatic video captioning <u>Subly: Accessibility, Subtitles, Captions (CC), Translation, Audio Description & Transcription (getsubly.com)</u>
	Catalog of ICT solutions for students with NEAE <u>Catalogue of ICT Solutions for students with SESN (ticne.es)</u>
	How to generate information accessible to all people <u>Making information accessible for all European Blind Union (euroblind.org)</u>
	Accessibility by disability: Find products and tools based on your needs: <u>Accessibility help & learning (microsoft.com)</u>

3 Desktop Office. Mac OS Office Apps Accessibility Management

3.1 Summary of the Sub Subtopic and the Learning Objectives Covered

Unit #4 is expected to help adjust accessibility settings for people with visual, hearing, cognitive impairments and physical disabilities.

In completing this unit, the learner will be able to:

- use Pages, Numbers and Keynotes Mac OS X applications as effectively as accessibility could it provide by every type of impairments.

Resources needed: Mac OS X, Pages, Numbers and Keynotes are required as a software.

MacBook (Air or Pro) or Mac PC (Mini, Pro or Studio) is required as a hardware.

3.2 Accessibility features on Mac

Some Office Program's accessibility features are common for each Software installed on MacOS. All of them will be reviewed below.

Get started with accessibility features on Mac.

MacOS accessibility features can help you with hearing, speech and more. If you didn't turn on accessibility features when you set up your Mac, you can do so at any time in Accessibility settings.

3.2.1 Accessibility for People with Hearing Impairments

MacOS includes accessibility features to show and customise captions on the screen, make and receive Real-Time Text (RTT) calls and more.

RTT combines voice and typed text during phone calls without needing special devices; this is especially useful if you have difficulties hearing or speaking. With RTT, you can type text during a phone call and your recipients can read your text immediately. You can make and receive RTT calls on your iPhone and other Apple devices (this feature is not available in all countries or regions or supported by all network providers).

3.2.1.1 Hearing Devices Features

- Change Hearing Devices settings for accessibility on Mac

Use Hearing Devices settings to pair Made for iPhone (MFi) hearing aids or sound processors with your Mac and adjust their settings.

Note: Made for iPhone hearing devices can be paired only with select Mac computers with the M1 chip, and all Mac computers with the M2 or M3 chip. The new style inherits the settings of the style that you selected when you clicked the Add button. For a list of supported hearing devices and more information about Mac system requirements, see the Apple Support article [List of Made for iPhone hearing devices](#).

To change these settings, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Hearing Devices. (You may need to scroll down.)

Option	Description
Available Devices	When unpaired hearing devices are in range of your Mac, they appear in the list of available devices. To pair hearing devices with your Mac, move the pointer over the devices, then click Connect. See Pair hearing devices with your Mac .

Before you begin, make sure your hearing devices are charged and within range of your Mac. If your hearing devices are already paired to another nearby device, such as an iPhone or iPad, make sure Bluetooth® is turned off on those devices. (When you finish pairing your hearing devices to your Mac, you can turn Bluetooth on again on those devices.)

- On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Hearing Devices. (You may need to scroll down.)
- If prompted, turn on Bluetooth.
- Power your hearing devices off and back on again.

If you are not sure how to power off your hearing devices, refer to the instructions that came with them or check with the audiologist who helped you set them up.

- When your hearing devices appear in the list of available devices, move the pointer over them, then click Connect.

Pairing can take as long as 60 seconds — do not try to stream audio or otherwise use the hearing devices until pairing is finished. When pairing is finished, you hear a series of beeps and a tone.

You need to pair your devices with your Mac only one time. After that, your hearing devices automatically reconnect to your Mac whenever they are on and in range.

Option	Description
--------	-------------

Stream to left hearing device	Output your Mac computer's audio to the left hearing device. See Stream audio from your Mac to your hearing devices .
-------------------------------	--

- Stream audio from your Mac to your hearing devices

You can stream audio from your Mac to your hearing devices.

- Click the Sound module  in the [menu bar](#) or click Control Centre  in the menu bar, then click the Sound module.

If you do not see the Sound module in the menu bar, you can add it. Choose Apple

menu  > System Settings, click Control Centre  in the sidebar, go to Sound, then choose Always Show in Menu Bar. (You may need to scroll down.)

- Below Output, click the name of your hearing device.

Option	Description
--------	-------------

Stream to right hearing device	Output your Mac computer's audio to the right hearing device.
--------------------------------	---

Option	Description
Adjust independently	Adjust settings like microphone level and presets for the left and right hearing device separately. Turn this option off to adjust both the left and right hearing devices at the same time. <i>Note:</i> Depending on the model of your hearing devices, some settings can only be adjusted separately or for both the left and right devices at the same time.
Control Nearby Devices	When your hearing devices are paired with and connected to another device where you are signed in with the same Apple ID, use Hearing Devices settings on your Mac to adjust the settings for that device (such as an iPhone).
Sign in with your Apple ID to access Apple services such as the App Store, Apple Music, iCloud, FaceTime, Apple Books and more. You can sign in when you set up your Mac or at any time. Choose Apple menu  > System Settings, click “Sign in with your Apple ID” in the sidebar, enter your Apple ID (or a Reachable At email or phone number that you added in Apple ID settings), then enter your password. If you do not have an Apple ID, you can create one. You can view and change your Apple ID information, including your name, photo, contact information, password, security settings, and payment and shipping information. Your information and content are available on all your devices where you are signed in with your Apple ID. See the Apple Support article Sign in with your Apple ID.	

Option	Description
Main Volume	Adjust the overall volume of your hearing devices (including both audio streamed from your Mac and sound picked up by the microphone from the environment around you).
Microphone Level	Adjust the volume of the sound picked up by your hearing devices from the environment around you.
Hearing Range	Adjust the sensitivity of the microphone on your hearing devices. Set a higher range to pick up sound from farther away, or a lower range to pick up sound only from nearby.
Tone	Adjust the amount of treble (high frequency sound) and bass (low frequency sound) picked up from the environment around you.
Presets	Choose from preprogrammed environmental presets for sound picked up from the environment around you. Preset options vary based on how your hearing devices have been set up. If you are unsure about the options, check with the audiologist who helped you set up your devices.
Streaming Presets	Choose from preprogrammed environmental presets for audio streamed using hearing device accessories. Preset options vary by accessory.
Forget this device	Unpair and disconnect the paired hearing devices from your Mac.

- On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Hearing Devices. (You may need to scroll down.)

- Click Forget this device, then click Forget.

- View the status of your hearing devices and adjust their settings

You can view the status of your hearing devices, such as connection and battery level and adjust settings like microphone level.

- **In System Settings:** Choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Hearing Devices. (You may need to scroll down.)
- **From the desktop:** Click the Hearing module  in the [menu bar](#) or click Control Centre  in the menu bar, then click the Hearing module.
- If you do not see the Hearing module, you can add it. Choose Apple menu  > System Settings, click Control Centre  in the sidebar, go to Hearing, then turn on Show in Menu Bar or Show in Control Centre. (You may need to scroll down.)

3.2.1.2 Audio Features

You can make the screen flash when alerts or announcements occur, and play stereo audio as mono. You can also set accessibility options for Apple earbuds and earphones paired with your Mac and play background sounds. If you have a Mac with Apple silicon, you can choose whether Spatial Audio follows the movement of your head when you listen to Spatial Audio content. See Change Audio settings for accessibility.

A system on a chip (SoC) designed by Apple that integrates multiple computer components onto a single chip for use in Apple hardware.

- To see if your Mac has an Apple silicon chip, choose Apple menu  > About This Mac. If a chip is listed — for example, **Chip** Apple M1 — then your Mac has an Apple silicon chip.
- Spatial Audio

Your Mac with Apple silicon supports Spatial Audio, a technology that brings cinema-like sound from the movie or video you are watching, or the Dolby Atmos song you are listening to. With Spatial Audio, while you wear supported headphones, the sound seems to come from all around you. Optional dynamic head tracking keeps the audio fixed as you move — so if there's a track playing on your right and you move around, you can hear it on your left. You can also experience immersive sound in apps supported by iOS, iPadOS, tvOS and macOS. For example, in FaceTime on your Mac, Spatial Audio spreads out voices so they sound as if they're coming from where your friends are positioned in the FaceTime window.

You can also use your iPhone to scan your ear geometry for Personalised Spatial Audio, which syncs across your Apple devices (iOS 16, iPadOS 16, tvOS 16, macOS 13 or later required) when you are signed in with the same Apple ID you use with your AirPods.

To learn about Spatial Audio and dynamic head tracking, and for a list of supported devices, see [Control Spatial Audio and head tracking](#) in the AirPods User Guide, as well as the Apple Support article [Listen with spatial audio for AirPods and Beats](#). For general information about Spatial Audio in Apple Music, see [About Spatial Audio with Dolby Atmos in Apple Music](#).

NB! Spatial Audio is available only for certain devices. Please, check their compatibility [here](#).

- Change Audio settings for accessibility on Mac

On your Mac, use Audio settings to make the screen flash when an alert occurs, play stereo sound as mono, turn [Spatial Audio](#) on or off, set accessibility options for Apple earbuds and earphones paired to your Mac or [play background sounds to mask unwanted environmental noise](#).

To change these settings, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Audio on the right. (You may need to scroll down.)

- General

Option	Description
Flash the screen when an alert sound occurs	Make your screen flash when you receive an alert.

Option	Description
Play stereo audio as mono	Make your Mac play stereo audio tracks as mono audio in the left and right speakers or headphones.
Spatial audio follows head movements	When you watch or listen to content that supports Spatial Audio on your Mac, the audio automatically adjusts as you move your head. A sound that seemed to be behind you may seem like it is beside you when you turn your head. This option is on by default. If you have difficulty controlling head movements or it is uncomfortable to have sounds seem to change location as you move your head, turn the setting off. You are still listening to Spatial Audio but the apparent location of sounds does not change. This option is available only on Mac computers with Apple silicon. Spatial Audio is available with AirPods (3rd generation), AirPods Pro (all generations) and AirPods Max.

- Your AirPods or other compatible headphones

If you have more than one pair of compatible headphones paired with your Mac, click the Info button  next to its name to set options for that pair.

Note: The available options vary based on the model of headphones paired with your Mac.

Option	Description
Press speed	When an action requires pressing the buttons, force sensor or Touch control on your headphones multiple times, adjust how quickly you must press before the action occurs.

Option	Description
Press and hold duration	Adjust the duration required to press and hold the buttons, force sensor or Touch control on your headphones before an action occurs.
Noise Cancellation with One Earbud	Allow noise cancellation mode when you are only wearing one earbud.
Tone volume	Adjust the volume of the sound effects, such as low battery alerts, played by your headphones.
○ Background Sounds	
Option	Description
Background sounds	Play calming background sounds to mask unwanted environmental noise.
Background sound	Choose which background sound — such as Rain or Balanced Noise — to play.
Background sounds volume	Adjust the volume of the background sound.
Turn off background sounds when your Mac is not in use	Automatically turn off background sounds when your Mac is in sleep, the screen saver is on or the screen is locked.

Option	Description
Sound Settings	Adjust the system volume, select a different sound input or output device, and more. See Change Sound settings .

3.2.1.3 RTT Features

- Change RTT settings for accessibility on Mac

On your Mac, use RTT settings to set up your Mac to make and receive [Real-Time Text \(RTT\)](#) calls.

- To change these settings, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click RTT on the right. (You may need to scroll down.)

Note: These settings are shown only when you have [set up your iPhone and Mac](#) for Wi-Fi calling and RTT phone calls are enabled on your iPhone. Wi-Fi calling and RTT are not available in all countries or regions or supported by all network providers.

Option	Description
Enable RTT	Make and receive RTT calls on your Mac without using a special device. When this option is turned on and you make a phone call on your Mac, you can choose to use audio, RTT or RTT relay for the call.
Send immediately	Send characters as you type them. To type full messages before you send them, turn this option off.
RTT relay number	The relay service to use when you make an RTT relay call on your Mac. If a number is not specified, your carrier's default relay service is used.

When RTT phone calls are enabled on your Mac, the RTT button  is shown in Contacts when you move the pointer over a contact's phone number to indicate that you can make an RTT call. Depending on your network environment, an RTT call may be downgraded to a [textphone](#) call.

Important: When making an emergency call in the US on your Mac, special characters or tones are sent to alert the operator. The operator's ability to receive or respond to these tones can vary depending on your location. Apple does not guarantee the operator will be able to receive or respond to an RTT call.

3.2.1.4 Captions Features

Control how subtitles are styled, and whether to use closed captions and SDH instead, when they're available. See [Change Captions settings for accessibility](#).

Change Captions settings for accessibility on Mac

On your Mac, use Captions settings to control how subtitles are styled and whether to use closed captions instead, when they're available. Learn how to [use subtitles and closed captions](#).

To change these settings, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Captions on the right. (You may need to scroll down.)

Option	Description
Styles list	Available built-in styles and styles that you added.
Add 	Create a style.
Remove 	Delete a style that you added.

Option	Description
Prefer closed captions and SDH	If they're available, use closed captions or subtitles for the deaf and hard of hearing (SDH) instead of standard subtitles for content played on your Mac.

3.2.1.5 Live Captions Features

Your Mac can provide real-time captioning of audio using on-device intelligence so you can follow along more easily with conversations, audio and video. See [Use Live Captions](#).

Note: Live Captions (beta) is available only on Mac computers with [Apple silicon](#), and is not available in all languages, countries or regions. The accuracy of Live Captions may vary and should not be relied upon in high-risk or emergency situations.

Use Live Captions on Mac

Live Captions gives you real-time captioning of audio — allowing you to easily follow the audio in any app, such as FaceTime or Podcasts, and in live conversations around you. Audio is processed on device.

Note: Live Captions is currently in beta. Live Captions is available only on Mac computers with [Apple silicon](#), and is not available in all languages, countries or regions. The accuracy of Live Captions may vary and should not be relied upon in high-risk or emergency situations.

- Turn Live Captions on or off
 - On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Live Captions on the right. (You may need to scroll down.)
 - Turn Live Captions (Beta) on or off.

The Live Captions window appears and stays on screen. If you want to hide the window when no audio is detected, click the Live Captions icon in the menu bar , then make sure Keep Onscreen is not chosen.

Note: The first time you turn on Live Captions, language data is downloaded to your Mac. You must be connected to the internet.

You can also [turn on Live Captions in FaceTime](#).

- Use Live Captions

When you turn on Live Captions on your Mac, audio is transcribed in real time in the Live Captions window.

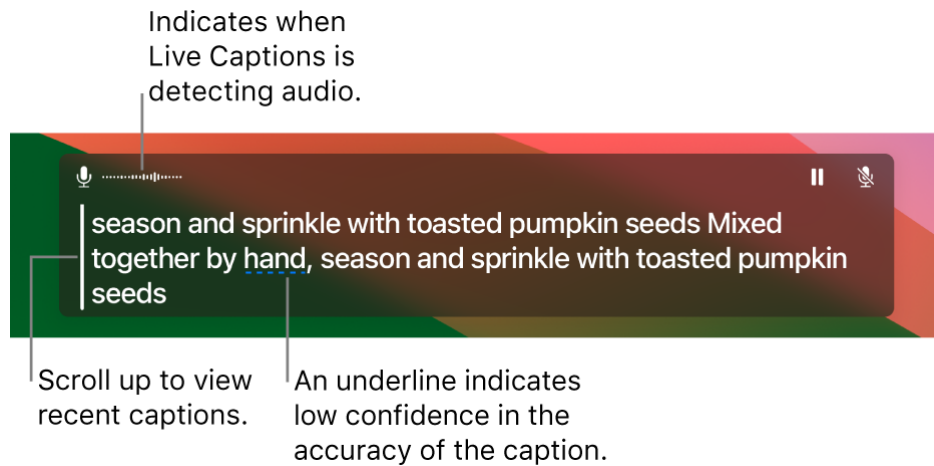


Figure 4. Live Captions window

You can pause captioning at any time, without turning Live Captions off. Do one of the following:

- Click the Pause  button in the Live Captions window. Click the Play  button to restart captioning.
- Click the Live Captions icon  in the [menu bar](#), then choose Stop Live Captions. Choose Start Live Captions to resume captioning.

If you use a braille display with VoiceOver, when Live Captions is turned on, you can access the Live Captions window from the System Dialogues menu in the Application Chooser. See [Use Live Captions with a braille display](#).

- Have what you type spoken aloud

While in a conversation — for example, during a video call or an in-person conversation — your Mac can speak what you type.

- In the Live Captions window on your Mac, click the Type to Speak field, enter what you want to say, then press the Return key.

To indicate your text is being read aloud, a message is shown in the top-left corner of the Live Captions window.

Note: If you do not see the Type to Speak text field, click the Live Captions icon  in the [menu bar](#), then choose Type to Speak.

- Change the audio source for captioning

When you use Live Captions on your Mac, you can switch between captioning the computer's audio output or its microphone.

- Do one of the following:
 - Click the Microphone icon  in the top-right corner of the Live Captions window to switch between your Mac computer's audio output and its microphone audio.
 - Click the Live Captions icon  in the [menu bar](#), then choose Computer Audio or Microphone.
- Customise the appearance of captions
 - On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Live Captions on the right. (You may need to scroll down.)
 - Change any of the following:
 - ✓ **Font family:** Change the font used in captions.
 - ✓ **Font size:** Increase or decrease the text size used in captions.
 - ✓ **Font colour:** Change the text colour used in captions
 - ✓ **Background colour:** Change the background colour of the Live Captions window.

You can resize the Live Captions window by dragging any edge and change its position on the screen. To restore the window to its default size and position, click the Live Captions

icon  in the [menu bar](#), then choose Restore Default Position.

You can also set an option to show or hide the Live Captions window when no audio is detected. Click the Live Captions icon in the menu bar, then choose Keep Onscreen to always display the Live Captions window. Do not choose that option if you want to hide the window when no audio is detected.

You can use [Accessibility Shortcuts](#) to quickly turn Live Captions on or off.

You can also use keyboard shortcuts for many Live Captions actions, such as turning them on or off and changing the audio source. To view and customise available shortcuts, choose Apple

menu  > System Settings, click Keyboard  in the sidebar (you may need to scroll down), click Keyboard Shortcuts on the right, then click Accessibility. See [Use macOS keyboard shortcuts](#).

3.2.2 Exercises (Mac OS Accessibility for People with Hearing Impairments)

Using one of the accessibility features for hearing please do one of the exercises for Page, Numbers or Keynotes optionally.

3.2.3 Accessibility for People with Speech Impairments

Mac OS includes accessibility features to have what you type spoken out loud, create a synthesised voice that sounds like you and more.

- Live Speech

If you are unable to speak or have lost your speech over time, you can have what you type spoken out loud using synthesised speech in in-person conversations or in apps like FaceTime. See [Have what you type spoken out loud](#).

Have What You Type Spoken Out Loud on Mac

If you are unable to speak or have lost your speech over time, you can use Live Speech on your Mac. With Live Speech, have what you type spoken out loud in in-person conversations and in apps like FaceTime. You can create and select from a list of phrases you use often so you can chime in quickly in a conversation.

You can choose from dozens of system voices or use a [Personal Voice you create](#).

- Have what you type spoken out loud

You can have what you type spoken out loud.

- ✓ On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, go to Speech on the right, then click Live Speech. (You may need to scroll down.)
- ✓ Turn on Live Speech.
- ✓ By default, the system voice from Spoken Content settings is used to speak what you type out loud. To choose another voice, including a Personal Voice you created, click the Voice pop-up menu.
- ✓ Click the Type to Speak text field in the Live Speech window, enter the text you want spoken aloud, then click the Speak button  or press Return.

You can hide or show the Live Speech window as needed by clicking the Live Speech

icon  in the [menu bar](#).

- Have saved phrases spoken out loud

With Live Speech, you can select from a list of phrases you use often. This can be useful when you want to quickly chime in during conversation.

- ✓ On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, go to Speech on the right, then click Live Speech. (You may need to scroll down.)
- ✓ Turn on Live Speech.
- ✓ Click the Saved Phrases icon  in the Live Speech window, then click one or more of your saved phrases.
- ✓ To have the text spoken out loud, click the Speak button  or press Return.

You can click the Saved Phrases icon  again to hide your saved phrases.

- Add or remove saved phrases

Add or remove phrases from the list of saved phrases that you use often.

✓ On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, go to Speech on the right, then click Live Speech. (You may need to scroll down.)

✓ Do any of the following:

- **Add a saved phrase:** Click the Add button , enter your phrase in the text field, then press Return.
- **Remove a saved phrase:** Select a phrase, then click the Remove button .

- Personal Voice

If you are at risk of losing your ability to speak, you can create a synthesised voice that sounds like you. See [Create a Personal Voice](#).

Create a Personal Voice on Mac

If you are at risk of losing your ability to speak, you can use Personal Voice on Mac to create a synthesised voice that sounds like you and speaks what you type using Live Speech. See [Have what you type spoken out loud](#).

Note: Personal Voice is available only on Mac computers with [Apple silicon](#) and is not available in all languages. Personal Voice can be used only with Live Speech and with third-party apps that you allow, such as Augmentative and Alternative Communication (AAC) apps. You can use Personal Voice only to create a voice that sounds like you on device, using your own voice and for your own personal, non-commercial use.

- Create a Personal Voice

✓ On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, go to Speech on the right, then click Personal Voice. (You may need to scroll down.)

✓ Click Create a Personal Voice, then enter your login password.

Note: To create a Personal Voice on your Mac, you must have a login password set.

See [Change the login password](#).

- Follow the onscreen instructions to record your voice. You can save and close your recording session at any time. To resume recording, click the Info button  next to the name of your Personal Voice, enter your login password, then click Continue Recording.

You can have what you type spoken out loud using the Personal Voice you created.

To use the voice you created on all devices where you are [signed in with the same Apple ID](#), turn on Share across devices in Personal Voice settings.

- Delete a Personal Voice
 - ✓ On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, go to Speech on the right, then click Personal Voice. (You may need to scroll down.)
 - ✓ Click the Info button  next to the name of a Personal Voice, click Delete Voice, then click Delete Voice and Recordings.

If you turned on Share across devices in Personal Voice settings, the voice is deleted from all devices where you are signed in with the same Apple ID.

3.2.4 Exercises (Mac OS Accessibility for People with Speech Impairments)

Please, Using Live Speech create at least 5 (five) of your favourite phrases, insert these phrases into an e-mail and send it to your teacher (learning course consultant).

3.3 Resources

1. Use VoiceOver to create a Pages document on Mac. [Use VoiceOver to create a Pages document on Mac – Apple Support \(UK\)](#);
2. Use VoiceOver to preview comments and track changes in Pages on Mac. [Use VoiceOver to preview comments and track changes in Pages on Mac – Apple Support \(UK\)](#);

3. Use VoiceOver to create a Numbers spreadsheet on Mac. [Use VoiceOver to create a Numbers spreadsheet on Mac – Apple Support \(UK\)](#);
4. Use VoiceOver to create formulas and autofill cells in Numbers on Mac. [Use VoiceOver to create formulas and autofill cells in Numbers on Mac – Apple Support \(UK\)](#);
5. VoiceOver User Guide. [VoiceOver User Guide for Mac – Apple Support \(UK\)](#);
6. Use VoiceOver to create a Keynote presentation on Mac. [Use VoiceOver to create a Keynote presentation on Mac – Apple Support \(UK\)](#);
7. VoiceOver modifier. [VoiceOver modifier – Apple Support \(UK\)](#);
8. MacOS accessibility features for vision. [macOS accessibility features for vision – Apple Support \(UK\)](#);
9. Use Voice Control commands to interact with your Mac. [Use Voice Control commands to interact with your Mac – Apple Support \(UK\)](#);
10. AirPods User Guide (for Using Spatial Audio). [Control Spatial Audio and head tracking – Apple Support \(UK\)](#);
11. MacOS accessibility features for hearing. [macOS accessibility features for hearing – Apple Support \(UK\)](#);
12. Use Voice Control commands to interact with your Mac. [Use Voice Control commands to interact with your Mac – Apple Support \(UK\)](#);
13. Customise Voice Control on Mac. [Customise Voice Control on Mac – Apple Support \(UK\)](#);
14. Navigate your Mac using Full Keyboard Access. [Navigate your Mac using Full Keyboard Access – Apple Support \(UK\)](#);
15. Use the Accessibility Keyboard on Mac. [Use the Accessibility Keyboard on Mac – Apple Support \(UK\)](#);
16. Change Keyboard settings for accessibility on Mac. [Change Keyboard settings for accessibility on Mac – Apple Support \(UK\)](#);
17. Control the pointer using Dwell on Mac. [Control the pointer using Dwell on Mac – Apple Support \(UK\)](#);
18. Change Pointer Control settings for accessibility on Mac. [Change Pointer Control settings for accessibility on Mac – Apple Support \(UK\)](#);
19. Use Switch Control on Mac. [Use Switch Control on Mac – Apple Support \(UK\)](#);

20. Have what you type spoken out loud on Mac. [Have what you type spoken out loud on Mac – Apple Support \(UK\)](#);
21. Mac OS general accessibility features. [macOS general accessibility features – Apple Support \(UK\)](#).