University of Wyoming Disability Support Services

Text-to-Speech Notetaking, Transcription, and Recording Reference Sheet

DSS meets with students to discuss notetaking as an accommodation and skill. Some professors require digital notetaking or specific software to be approved via DSS to use them in the classroom. If you plan to use electronic notetaking it's a good idea to talk with your coordinator.

Adobe Acrobat Reader/DC

- Free
- Read Out Loud Feature
    1. Select "View" in top left corner
    2. Select "Read Out Loud"
    3. Select "Activate Read Out Loud"
    4. Go back through steps 1 & 2 then select "Read Out Loud" and choose preferences

Office 365

- All UW (University of Wyoming) students have access to the online Office 365 resources for free

Word

- Immersive Reader (reads documents aloud)
    1. Login into UW web-based email
    2. Select the square icon in the top left corner
    3. Select Word
    4. In Word, open a document
    5. Select "View"
    6. Select "Immersive Reader"
- Dictate (speech-to-text option; great for notetaking)
    1. Login into UW web-based email
    2. Select the square icon in the top left corner
    3. Select Word
    4. In Word, open a document
    5. Select "Home"
    6. Select "Dictate" (microphone icon)

OneNote

- Immersive Reader (reads documents aloud)
    1. Login into UW web-based email
    2. Select the square icon in the top left corner
    3. Select OneNote
    4. In OneNote, open a document
    5. Select "View"

6. Select "Immersive Reader"
- o Dictate (speech-to-text option; great for notetaking)
    1. Login into UW web-based email
    2. Select the square icon in the top left corner
    3. Select OneNote
    4. In OneNote, open a document
    5. Select "Home"
    6. Select "Dictate" (microphone icon)
- o OneNote can also record audio notes
- o [OneNote Tutorial](#)

Windows Narrator

- Built-in screen reader for Windows computers
- [Complete Guide to Narrator](#)

VoiceOver

- Built-in screen reader for Mac computers
- [VoiceOver User Guide](#)

NVDA

- PC specific screen reader that can be downloaded and installed for free
    - o For Mac users, there are hardware and/or software workarounds but they are a little clunky to use. [Using Windows Screen Readers on a Mac](#)
    - o [NVDA Keyboard Shortcut Guide](#)

Dolphin EasyReader

- reading app that connects you to libraries and makes books accessible for readers who are visually impaired, dyslexic, or otherwise print impaired
- free

CaptiVoice

- Text-to-speech
- Free with in-app purchases

Notability

- Text-to-speech and note-taking
- Free with in-app purchases

Kurzweil

- DSS (Disability Support Services) can provide licenses to students
- Text-to-speech and note-taking
- Subscription

TextHelp Products

- Text-to-speech and note-taking
- Company with Read & Write, Equatio, etc.
- Subscription

Audible from Amazon

- Audio books
- Subscription

EPUBs/eBooks

- Electronic publications are accessible files that can be read aloud with a screen reader, text-to-speech app, or read aloud feature.
- Electronic publications can only be opened on certain programs. Generally, eBooks come with their own reading software while EPUBs may not.
  - Freda is one of the best free e-reader apps

UW Libraries

- COE library
- eBooks, eJournals
- C-pen
- Other resources available upon request

VitalSource

- eBooks and various study tools can be purchased from this site

Cengage

- Most textbooks purchased from Cengage have digital components with read aloud features

McGraw Hill

- Most textbooks purchased from McGraw Hill have digital components with read aloud features