Butler Assistive Technology Room Guide for Users

Contents
Contact Information ............................................................................................................................................. 1
Butler Assistive Technology Room Reservations .......................................................................................... 2
Butler Room Layout ........................................................................................................................................ 2
  Brief Overview ............................................................................................................................................... 2
  Facilities ...................................................................................................................................................... 2
Equipment ....................................................................................................................................................... 3
  Computers .................................................................................................................................................. 3
  Other Equipment ....................................................................................................................................... 3
Appendix A: Read & Write Quick Start Guide ............................................................................................... 4
Appendix B: Links to Documentation for Additional Assistive Software .................................................. 9
  AbbyyFineReader PDF Reader ....................................................................................................................... 9
  JAWS (Job Access With Speech) Screen Reader .......................................................................................... 9
  ZoomText ..................................................................................................................................................... 9
  Dragon NaturallySpeaking .......................................................................................................................... 9
  Mac Accessibility ...................................................................................................................................... 9
  SensusAccess ............................................................................................................................................ 9

Contact Information
Accessing the Room: Located on the ground floor the Van Pelt-Dietrich Library Center near the ADA accessible entrance and the elevators, the Butler Assistive Technology Room’s hours correspond to those of the main library. After confirming your reservation, you can pick up the room key at the Van Pelt Circulation Desk located on the first floor. For urgent requests, please stop by the Van Pelt Circulation Desk and ask for assistance.

Technology Support: If you have any questions about technology or need tech help when you use the Butler Room, please contact the Library Technology Services (LTS) Help Desk.
  • From 9am to 5pm, call the Help Desk at 215-898-4824 for urgent issues
  • For non-urgent issues, or after 5pm, send an email to libhelpdesk@pobox.upenn.edu
Butler Assistive Technology Room Reservations

The Butler Assistive Technology Room ("Butler Room") is open to all Penn students, faculty, and staff. Reservations may be made for individual bookings, but we will also consider special requests for recurrent or longer bookings.

- Individual bookings can be scheduled for up to four 30-minute sessions per day. These reservations can be made through our self-service scheduler: http://libcal.library.upenn.edu/reserve/butler.

- If you require a longer reservation, please contact us directly via the Penn Libraries Ask Form: https://faq.library.upenn.edu/ask

Butler Room Layout

Brief Overview
The Butler Room is designed to facilitate and enhance learning. This project strives to explore universal design for learning to consider and appreciate the broad spectrum of human ability. The Butler Room provides a range of accessible technologies to customize learning experience.

Facilities
The room has several features designed to customize learning:
- 2 long height-adjustable desks (not moveable)
- 1 long desk (not moveable)
- 2 adjustable dimming desk lamps
- Cabinet for storage
- A variety of technology available for your use while in the room (See Below)
Equipment

Computers
There are two computers available for your use. Below, please find the guidelines on how to access and log on to each computer.

PC Desktop with Dual Monitors
Located on the right end as you enter the room. The information to log in is as follows.
   Username: PennKey
   Password: PennKey password

iMac
Located in front of you as you enter the room. The information to log in is as follows.
   Username: PennKey
   Password: PennKey password

Video Magnifier
Located to slightly to the left of you as you enter the room. The magnifier requires no log-on credentials to use.

Other Equipment
- A scanner is connected to the PC desktop. ABBYY Finereader is the default scanning software, but you may also use Read&Write or Adobe Acrobat to scan in documents.
- A variety of headphones are available that you may borrow from the Vitale Digital Media Lab, including bone conductive (wireless), on-ear, over-ear (wireless, noise cancelling), and headsets (headphones + microphone).
You can find more information at http://commons.library.upenn.edu/equipment-lending
Appendix A: Read&Write Quick Start Guide

Getting Started:
To begin using Read&Write, click the Read&Write icon from the desktop. A panel or the Read&Write icon will appear at the top of your screen, making available the functions of the program.

Tools:

1. **Spell Check**
(Works only on non-online word processors)

In any word processor, click the check mark icon to check the accuracy of spelling. If there is an error, a suggestions box appears in the top-left corner to with the misspelled highlighted, offering possible substitutions.
2. **Prediction**

The prediction function suggests words to the user as they type. After selecting this feature, a suggestion box will appear in the top-left corner, displaying the suggestions.

3. **Dictionary**

The dictionary function defines a selected word. To use, highlight word of choice, then click on the icon. A dialogue box appears center screen with the definition.
4. **Picture Dictionary**
The picture dictionary function will search for an image based on a word. After clicking the icon, a dialogue box appears where you type in the word, and it will retrieve an image.

5. **Play/Pause/Stop - text-to-speech**
These functions allow you to play the text on the screen aloud. To begin, highlight a body of text. Then click on the play icon. This begins the text-to-speech recognition. To stop listening, select the stop (square) icon.

6. **Screenshot Reader**
To use the screenshot reader, select the icon and drag the dashed box over the text you wish to be read aloud. After selection, the program will start reading the text aloud.

7. **Scanner**
The scanner allows you to scan in documents that can then be read aloud. After selecting the icon, select which device you wish to scan your document or which document you wish to upload. The documents will then be converted using the program’s PDF reader.
You can have the document read to you by clicking on the point icon and highlighting the text you would like to read.

8. **Highlight – Clear Highlighting – Collect Highlights**
To highlight, select the portion of text you wish to color. Then, select your preferred highlighter color. To clear highlighting, click the broom icon. To collect highlighted information, click the circular arrow icon to collect by color or position in document. The selected text will open in a new document.

9. **Vocabulary List Builder**
Use this tool with Google documents. Sign into your Google account by clicking on the menu icon in the upper-right corner.
Open a Google document and select words by highlighting them to build a vocabulary list. These words will be created and saved in a new Google Doc.

10. **Voice Notes**
Record a short (<1 minute) audio clip to insert into a document as a comment. This works in both Google Docs and Microsoft Word documents.

Other Resources:
- [Read&Write for Google Chrome – Quick Reference Guide](#)
- [Read&Write for Windows YouTube Playlist](#)
Appendix B: Links to Documentation for Additional Assistive Software

AbbyyFineReader PDF Reader
  • Available on the PC
  • Abbyy 14 documentation

JAWS (Job Access With Speech) Screen Reader
  • Available on the PC
  • JAWS 2018 Documentation

ZoomText
  • Available on both the PC and Mac
  • ZoomText 2018 User Guides

Dragon NaturallySpeaking
  • Available on both the PC and Mac
  • User guides, cheat sheets, demo videos, and more

Mac Accessibility
Did you know that your Mac has bunch of hidden tools and features that are there to make your user experience even easier?
  • To make use of these features, click the Apple icon on the top-left corner, go to system preferences and look for “Accessibility.”
  • These programs have good tutorials on their own:
    • Apple Mac Accessibility Guide

SensusAccess
  • Available remotely to all Penn community members:
    http://www.sensusaccess.com/web3/upennlib/
  • Documentation and user guides