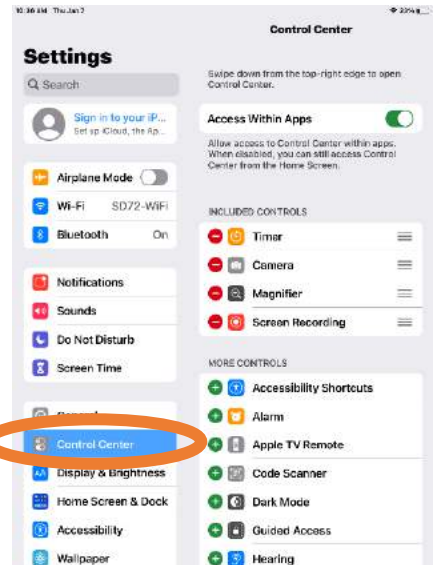
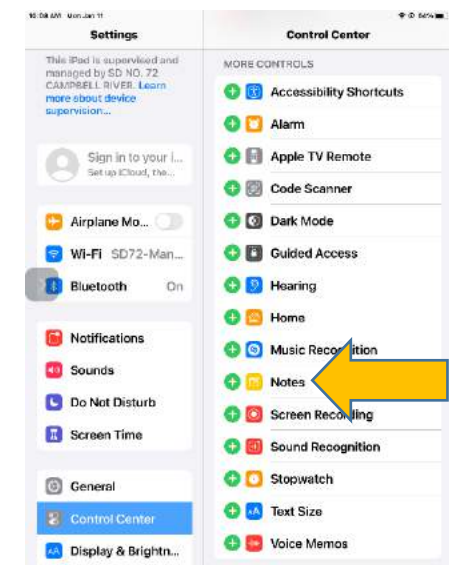
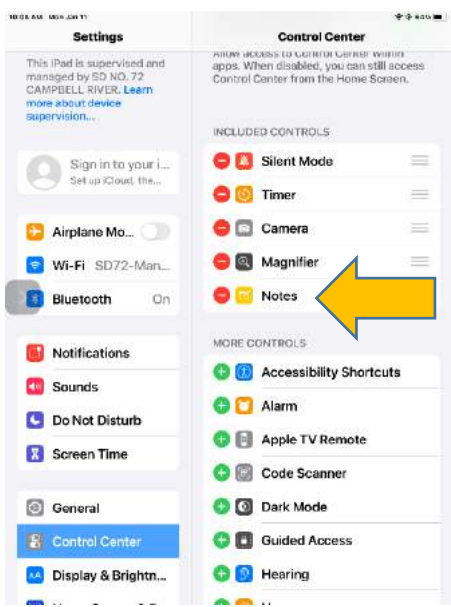
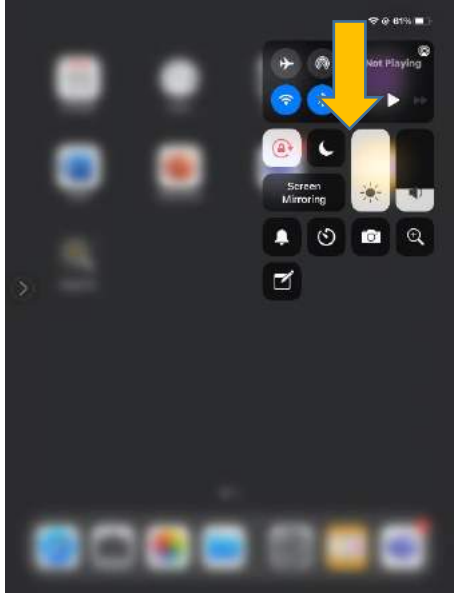
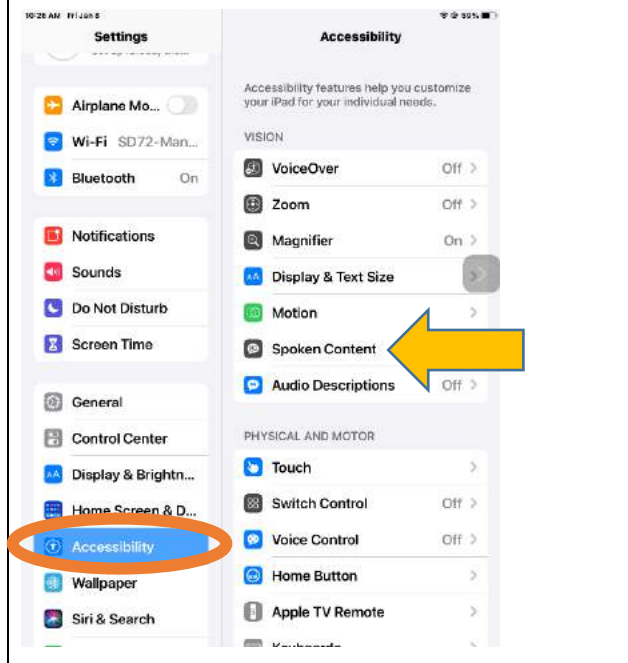
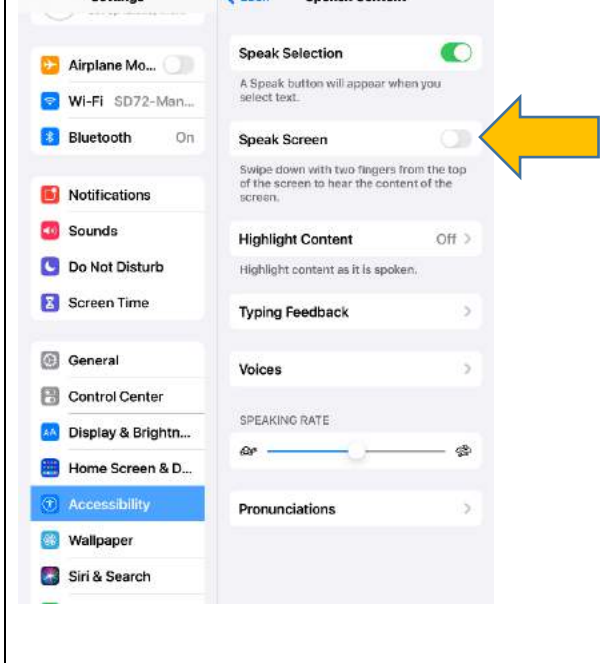
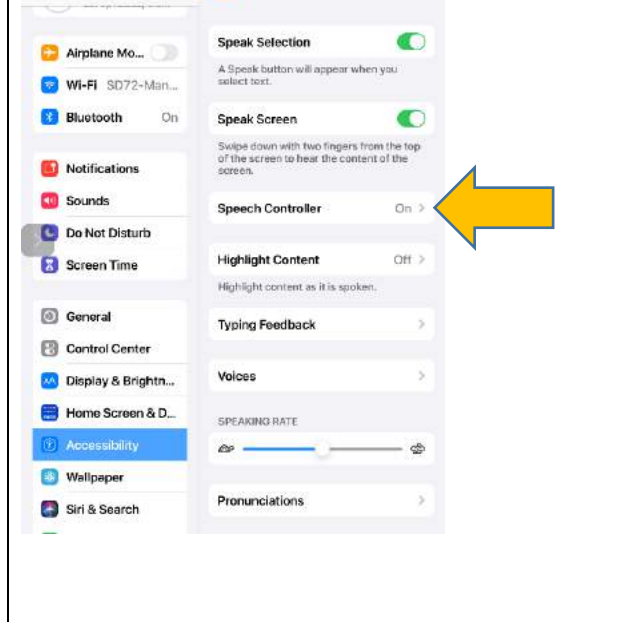
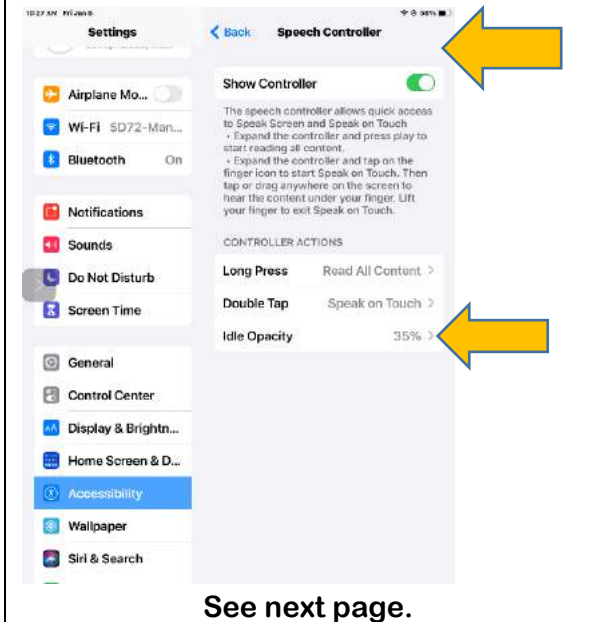


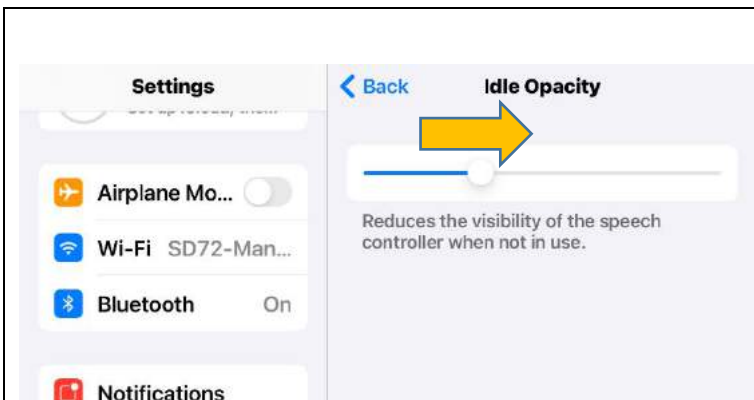
<p>1 In Settings, tap on "Control Center".</p> 	<p>2 Scroll down. Under More Controls, choose the apps used most by tapping on the green plus sign.</p> 
<p>3 You will see your choice move up to the Included Controls. To remove an app, tap on the red minus sign.</p> 	<p>4 From the top right corner of the iPad screen, swipe down to view the Control Center.</p> 

** This allows for easy access to controls frequently used.

Follow the steps below to enable the “Speech Controller” on your iPad’s screen. This enables the selection of “on screen text” to be read aloud by the iPad’s on-board voice.

<p>1 In Settings, tap on “Accessibility”, then “Spoken Content”.</p>  <p>The screenshot shows the iPad Settings app. The 'Accessibility' option in the left-hand menu is circled in orange. A yellow arrow points to the 'Spoken Content' option in the right-hand menu.</p>	<p>2 Tap on “Speak Screen”. This reveals the Speech Controller.</p>  <p>The screenshot shows the 'Spoken Content' settings page. The 'Speak Screen' option is highlighted with a yellow arrow.</p>
<p>3 Tap on “Speech Controller”.</p>  <p>The screenshot shows the 'Spoken Content' settings page. The 'Speech Controller' option is highlighted with a yellow arrow.</p>	<p>4 Tap on “Show Controller”. Tap on “Idle Opacity” to change the amount of transparency.</p>  <p>The screenshot shows the 'Speech Controller' settings page. The 'Show Controller' toggle is turned on and highlighted with a yellow arrow. The 'Idle Opacity' slider is also highlighted with a yellow arrow.</p>

See next page.



Slide the button to the right to increase visibility of the Controller on the screen.



The Speech Controller now shows on the side of all screens as an arrow icon. It controls both “Speak on Touch” and “Speak Screen”.

This arrow icon can be moved anywhere on the screen by dragging it. It will automatically move to the side of the screen so it is out of the way.

The arrow icon will turn transparent to be less noticeable on the screen when not in use. Set Idle Opacity at 75% and then adjust so that the controller is easily found by the user.

1 Speak on Touch



Speak on Touch works to read sections of text. There are some things it will not read and will tell you when there is no readable content.

When tapped, the arrow icon expands to a floating tool bar (player) with an arrow, hand, play arrow, back and forward arrows and speed control.

The tool bar can be moved anywhere on the screen. After a few seconds of being idle, it will collapse back to an arrow icon.



2

To use Speak on Touch, first tap on the arrow icon to expand the player. Then tap on the hand. Choose the text to be read by tapping the first word in a sentence or paragraph.



To pause the reading before the end of a selection, tap the arrow icon to expand the player and tap on the square stop button.

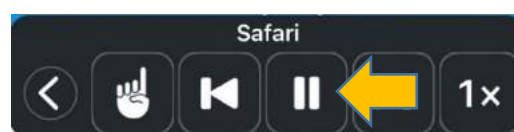
1 Speak Screen



Speak Screen works to read all readable content on the screen. Including any navigation buttons or picture descriptions (e.g. a web page).

To use Speak Screen, tap on the arrow icon to expand the player, then tap on the play arrow. This will read the content from the top of the screen.

Tap on the back or forward arrows to navigate through the different readable text on the screen. This helps you skip to the on-screen content you want to read.



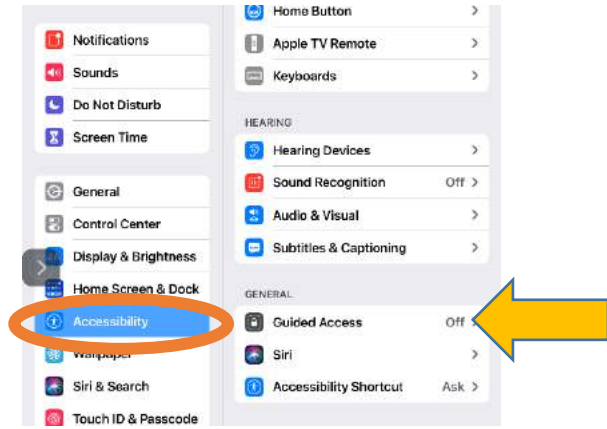
2

To pause Speak Screen at any point, tap on the arrow icon to expand the player. Then tap on the pause button to stop. Tap on the play button again to continue reading where it left off.



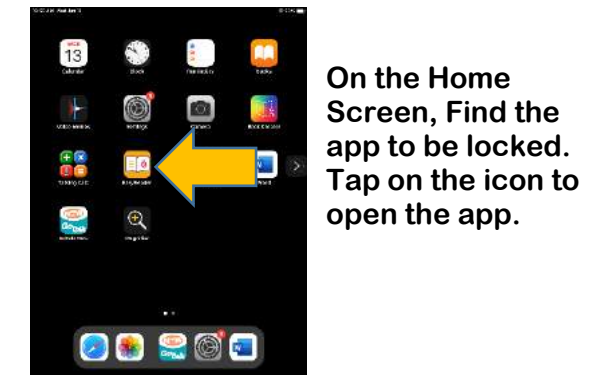
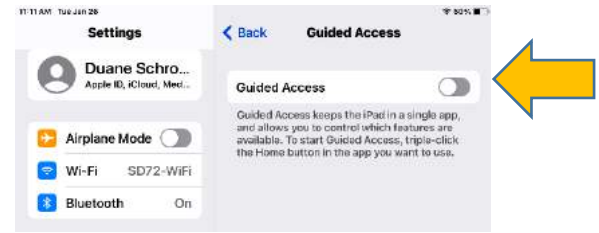
You can change the reading speed by tapping the 1X button and selecting a slower or faster reading speed. Select between ½ to 2 times the normal speed. (Normal speed is 1)

1 In Settings, tap on “Accessibility”, scroll down and tap on “Guided Access”.



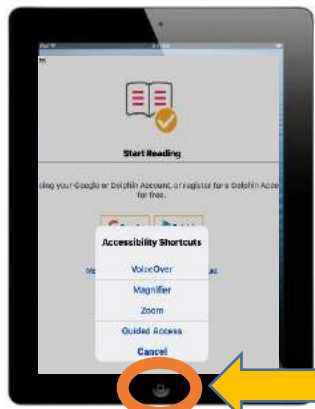
Guided Access locks the screen to keep the user from leaving the chosen app. See instruction guide for Accessibility Shortcuts for details on this feature.

2 Tap on Guided Access to turn it on. It will now be available in the Accessibility Shortcuts.

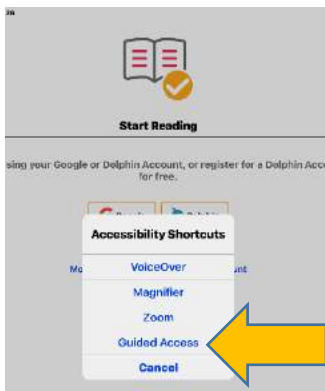


On the Home Screen, Find the app to be locked. Tap on the icon to open the app.

3 Triple click the Home Button of the iPad to see Accessibility Shortcuts.

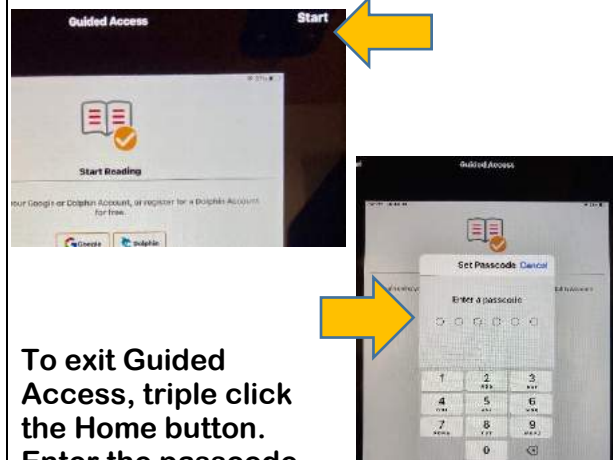


Click 3Xs

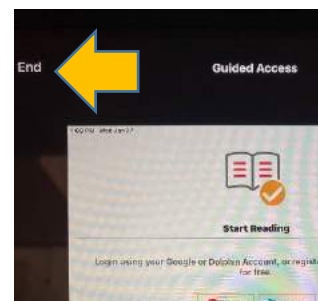


Tap on Guided Access.

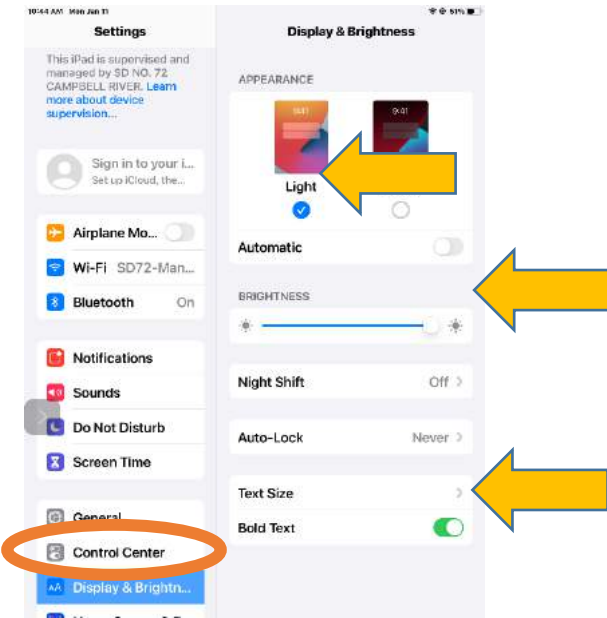
4 Tap on Start in the top right corner of the screen. A keypad opens. Enter a 6 digit passcode. (*Record this code as it will be required to unlock the screen.)



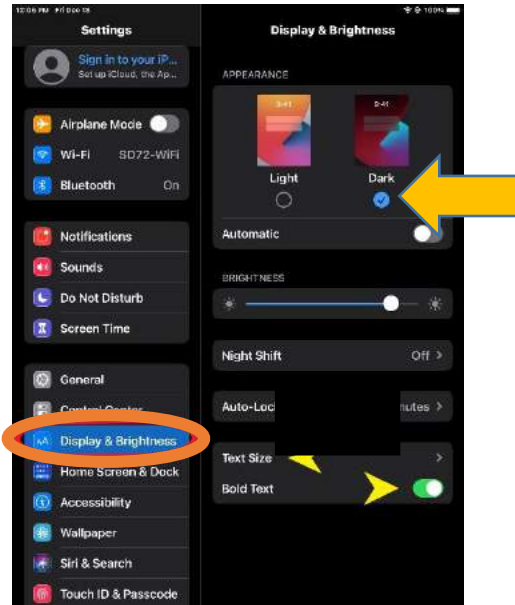
To exit Guided Access, triple click the Home button. Enter the passcode into the keypad to unlock the screen. Tap on End in the top left corner of the screen. Click on the Home button to return to Home Screen.



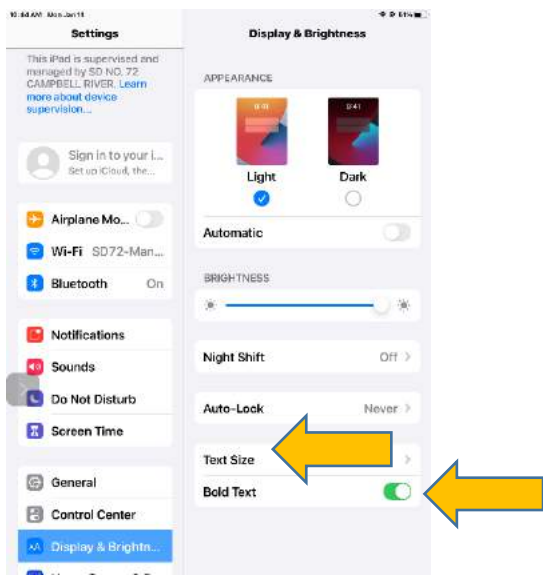
1 Tap on “Display & Brightness”. Choose between Light and Dark. Keep “Brightness” at full.



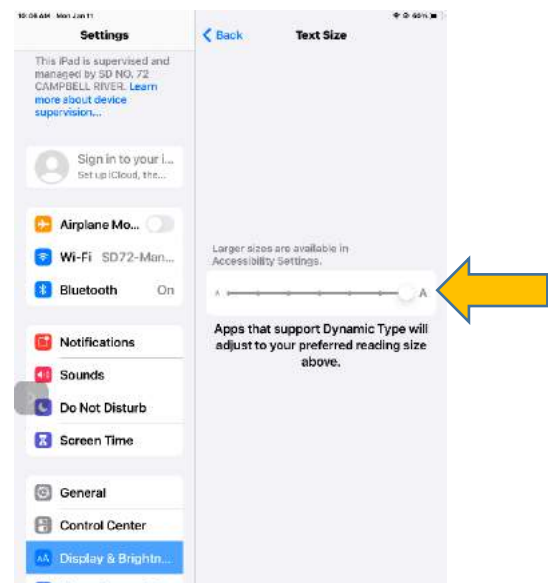
2 The Dark appearance reverses the background with the foreground lettering for most apps .



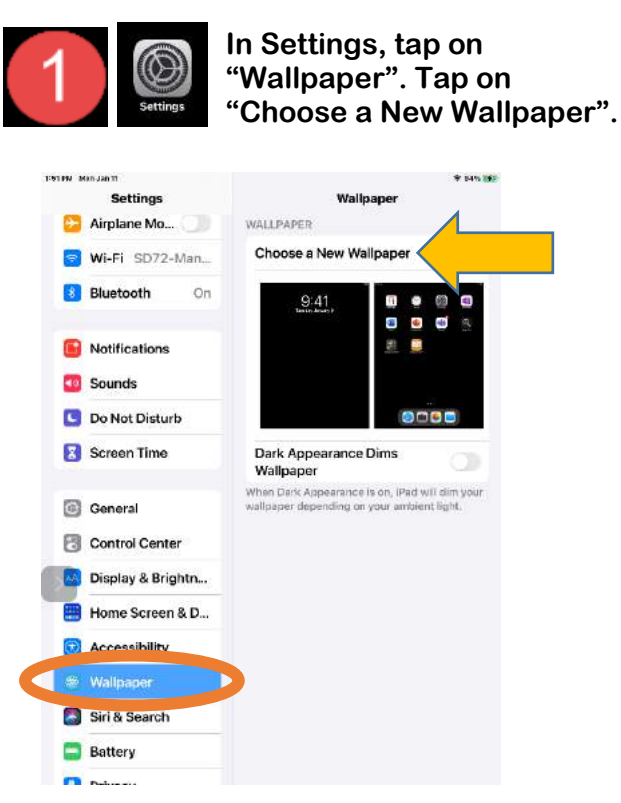
3 Tap on “Text Size” to change the size of the on-screen text. Tap on “Bold Text” for bold font.



4 In “Text Size” slide the button to select the desired text size.

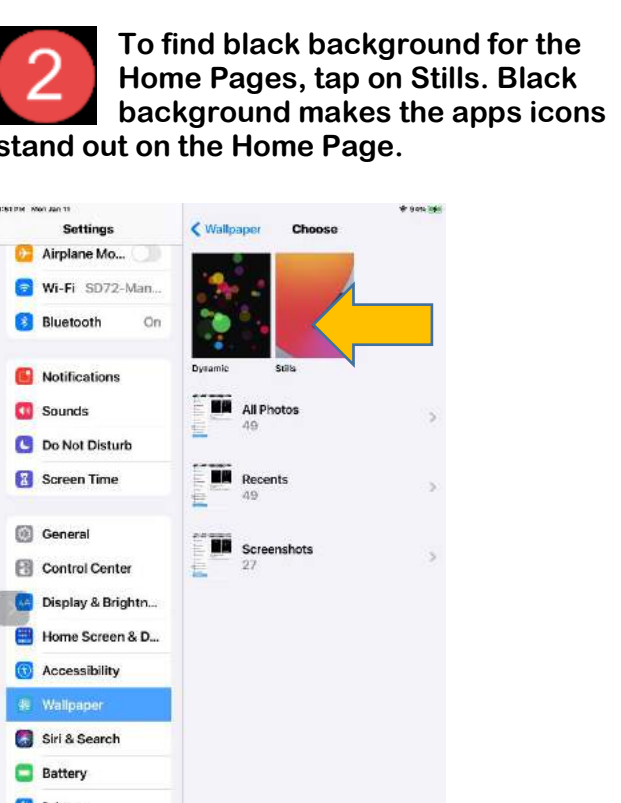


1 In Settings, tap on “Wallpaper”. Tap on “Choose a New Wallpaper”.



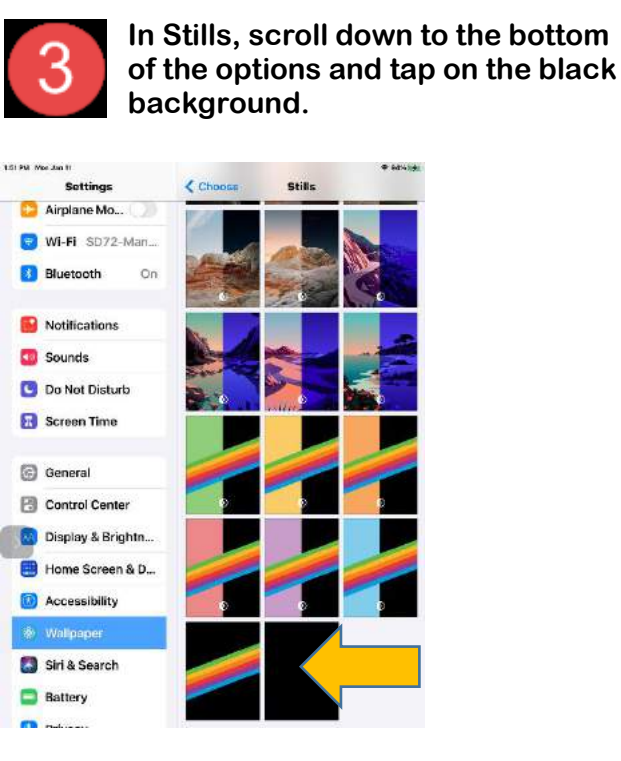
The screenshot shows the iPad Settings app. The 'Wallpaper' option in the left-hand menu is circled in orange. A yellow arrow points to the 'Choose a New Wallpaper' button at the top of the 'Wallpaper' settings page.

2 To find black background for the Home Pages, tap on Stills. Black background makes the apps icons stand out on the Home Page.



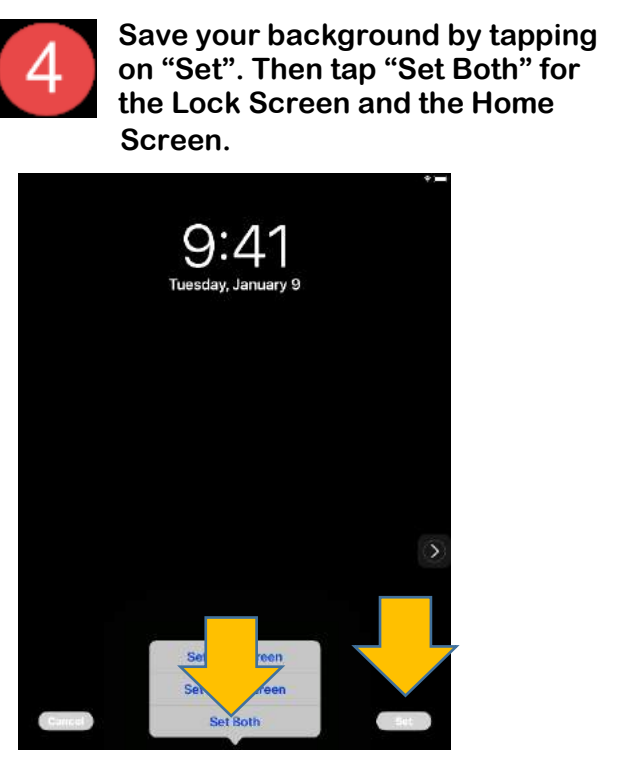
The screenshot shows the 'Choose' wallpaper screen. The 'Stills' category is selected. A yellow arrow points to a solid black background option in the 'Stills' grid.

3 In Stills, scroll down to the bottom of the options and tap on the black background.



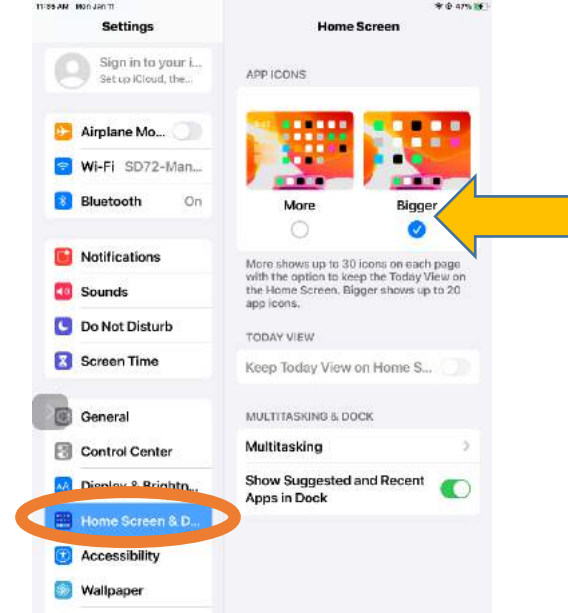
The screenshot shows the 'Choose' wallpaper screen with a grid of wallpaper options. A yellow arrow points to a solid black background option in the bottom row of the grid.

4 Save your background by tapping on “Set”. Then tap “Set Both” for the Lock Screen and the Home Screen.



The screenshot shows the iPad lock screen with the time '9:41' and date 'Tuesday, January 9'. A yellow arrow points to the 'Set Both' button in the bottom right corner of the screen.

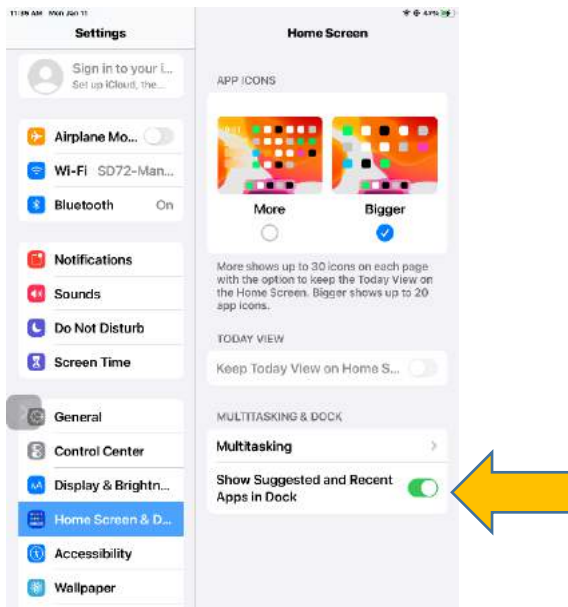
1 In Settings tap on “Home Screen & Dock”. Select “Bigger” for the largest icon size available for the Home Screen.



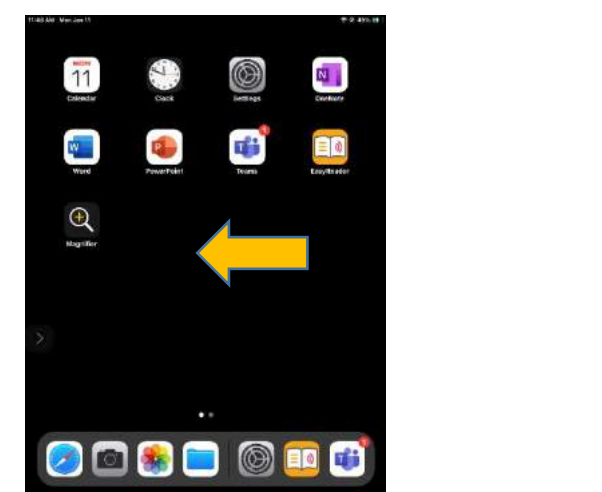
2 The Dock is the large tool bar at the bottom of the Home Screen. Recently used apps show on the right hand side of the Dock. The left side of the Dock shows apps that are “pinned” or locked to stay there.



3 Tap On Show Suggested and Recent Apps in Dock. Recently used apps will be shown in the Dock.



4 Organize your Home screen to include only the apps you use on a regular basis. This reduces confusion and makes it easier to find the target app.



It is recommended that apps are not moved around to support learned layout, and decrease need for visual scanning

More ways to keep the home screen organized on the following page.

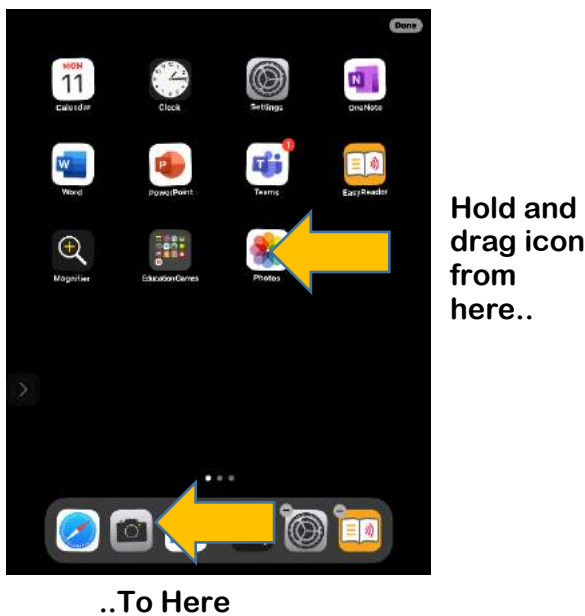
1 Hold your finger on one icon until the icons start to wiggle. They can now be moved on the screen, pinned onto the dock or put into folders for organizing.



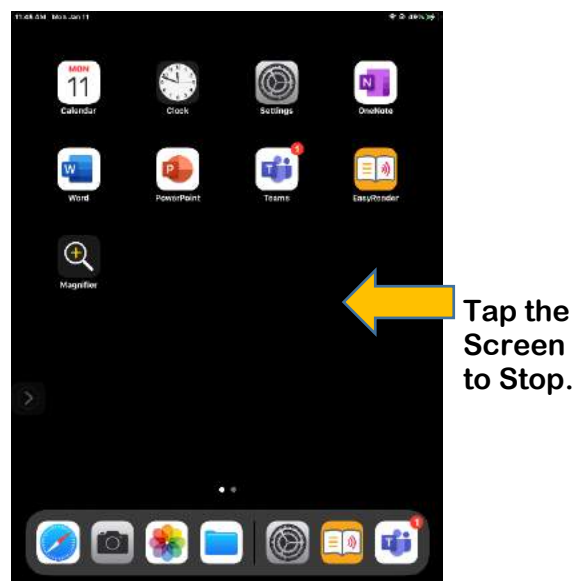
2 From the “Recently Used” side of the dock, you can remove an app from the list. This does not delete the app, but takes it out of the Recently Used list. Tap the minus sign to remove it from this list.



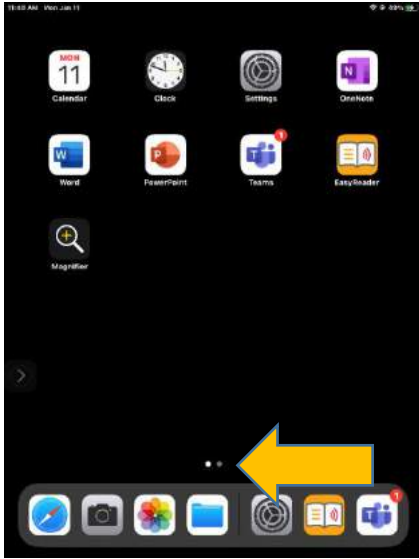
3 To pin an app so that it stays available on the Dock, hold the app you want to move until the icons wiggle. Keeping your finger on the icon, drag it over the Dock on the left. It will attach itself there.



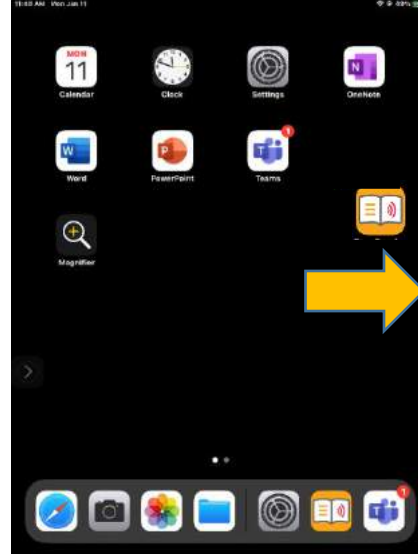
4 You can move your app icons and folders anywhere on the screen. The other icons will move out of the way. Touching anywhere on the screen will stop the icons from wiggling and keep your new arrangement.



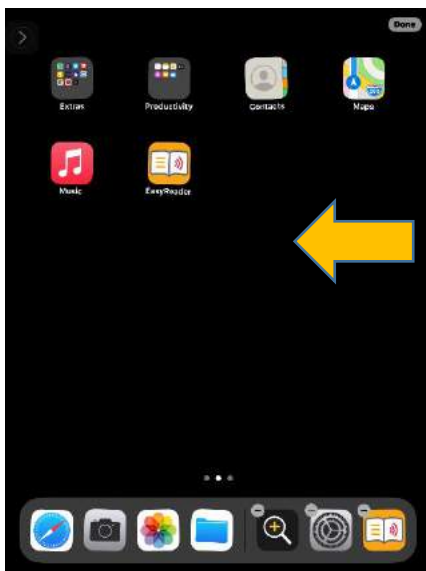
1 The iPad can store the app icons on different Home pages. This can be used to organize the apps in many ways. The dots at the bottom of the screen show how many pages have app icons and which page you are on.



2 To move an icon to a different Home page, hold your finger on one icon until all the icons start to wiggle. Keeping your finger on the icon, drag it over to the right edge of the screen.

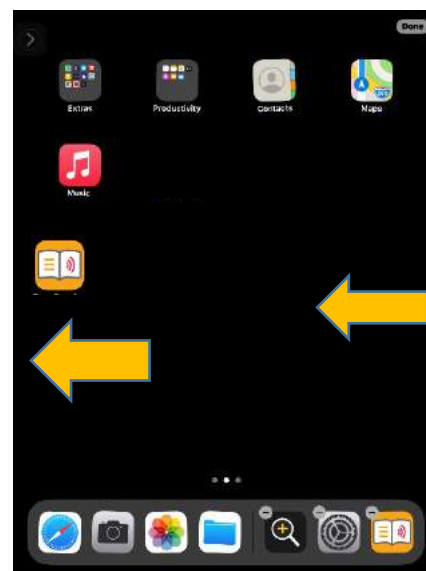


3 The Home page will quickly flip to the second page. Before it flips to the third page, drag the icon back to the center of the second page. Let go of the icon and it will move into place.



(Drag the icon back to the center of the page and let go.)

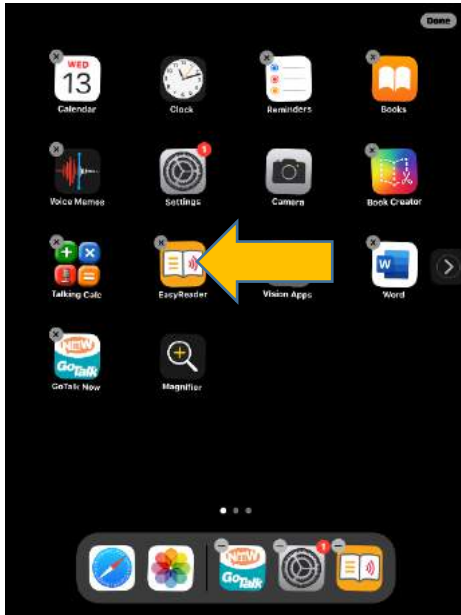
4 If you misjudge the page flip and end up on the next page, just drag your finger back to the left edge and flip it back to the second page. Practice dragging the icon between the pages to get used to the page flips.



Tap the Screen to stop when you are done.

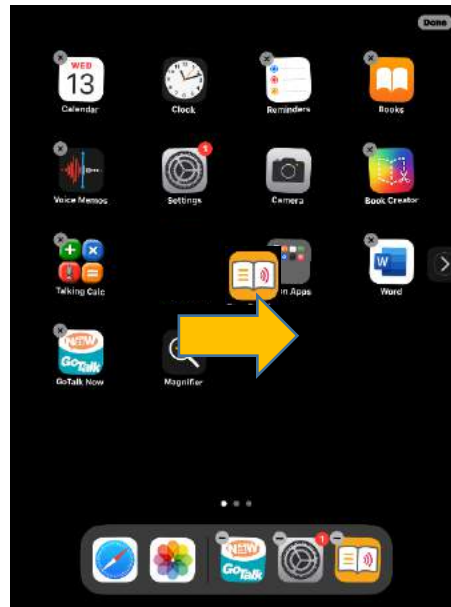
1

To organize by file type or de-clutter a page, you can combine/organize apps into a file folder. Hold your finger on an icon until the icons wiggle.



2

Put your finger on the icon you wish to move. Drag it over top of any other icon and let go to make a new folder, or over top of an existing folder to drop it in.



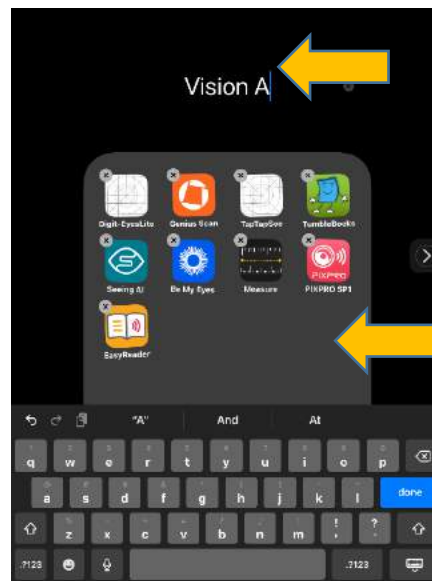
3

The folder expands to show all of its content. You can then move the icon to a specific spot.



4

To rename the folder, while the icons are wiggling, tap the existing name. The keyboard pops up. Delete the text and type a new folder name.



Tap the Screen to Stop.