

# Tech Tip of the Week

## AT on your PC already ??? ..... You bet!

Your PC is already equipped with technology to make using the computer easier for people with all kinds of disabilities. Microsoft (MS) has accessibility features available in their Windows operating system.

On the Microsoft Accessibility Home page: <http://www.microsoft.com/enable/default.aspx> there are links to product guides, matching accessibility features to disabilities and MS products with accessibility features, including Internet Explorer <http://www.microsoft.com/enable/products/default.aspx>

Microsoft offers additional information and resources in their “download” section. This includes case studies, video demonstrations, tutorials, fact sheets and resources for teachers.  
<http://www.microsoft.com/enable/download/default.aspx>

Here is an example:

### Embedding a Sound Clip into MS Word

Did you know that you could embed a sound clip into a Microsoft word document? This can be handy for beginning readers and for students who are learning to follow directions.



“Make sure your microphone is working before you start.” Click on the speaker to hear the sentence.

Here are the directions...

1. Open up a MS Word document
2. Go to Insert ..... select Object.
3. In the dialog box, scroll down and highlight Wave File ... click OK
4. Type the directions or sentence in the Word file you have open, then in the recording box, press on the red dot and speak into the microphone.
5. When you are finished recording, press on the black square to stop.

After recording, a speaker icon will appear on the page next to the typed directions. The student can listen to the instructions as often as needed by pressing the speaker button.

From: [http://www.ttac.odu.edu/ENewsArchives/ATN/atn\\_ews November 2004.htm](http://www.ttac.odu.edu/ENewsArchives/ATN/atn_ews November 2004.htm)