# HELPFUL APPS AND SOFTWARE TOOLS FOR YOUR LEARNING NEEDS

## SPEECH TO TEXT TOOLS:

### **Speech to Text on a Mac Pro**

* Mac Pro has Speech to Text built into the computer.
* Basic dictation is essentially always enabled by default — you just need to activate it.
* To turn the Speech to Text on, double-press the Fn key on keyboard two times.
* A small microphone pops up to turn dictation on and off.
* Click Done under the microphone icon or press the Fn key once when you're finished dictating.

### **Microsoft Garage Dictate**

* An Office add-in for Windows Outlook, Word and PowerPoint that converts speech to text using the state-of-the-art speech recognition.
* When you Download Garage Dictate for Windows you need to reveal the **Dictation** tab on the Ribbon.
* Then click on the Mic icon to start the voice to text speech recognition.
* The dictation software picks up your speech patterns and translates it into text on page.
* Microsoft Dictate is supported on Windows 8.1 or later, Office 2013 or later, using .NET Framework 4.5.0 or later.

## **READING TOOLS:**

### **Capti**

* Capti is an education and productivity app for listening to e-books, documents, and web pages.
* Can be used for learning English and other languages, as well as for listening to any reading materials on the go and hands-free.
* To start using Capti, simply add your reading materials to the Playlist from a variety of sources, set your preferred voice and speech rate, and enjoy having your content narrated to you on a computer or your mobile device.
* Some features include searching for words on documents, bookmarks and setting page numbers and headings.

### **Speech Central**

* First ever text to speech app to feature interactive web on the go.
* Users can interact with web sites and RSS feeds and pick articles to be read aloud by using headphones or Bluetooth hands-free.
* Listen to the internet and browse it without looking to the screen while commuting, walking, running, doing the housework or another activity and save an hour each day!

### **Speechify**

* Using Artificial Intelligence, Speechify generates near human quality voices to help people read books.
* Within a text you can change the voice or language, text size, brightness of the screen, edit and copy text, delete and show a single word at a time instead of the whole article while it’s speaking.
* There are four different ways to get text onto the app:
  1. Take a picture of your textbook and Speechify will read it to you like an audiobook
  2. Upload a pdf to Speechify and it will parse and read that out to you as well
  3. Import articles from Safari, Facebook, and Twitter and Speechify will read them to you like a Podcast
  4. Copy and paste any text into Speechify

### **EasyReader**

* EasyReader is Audio Books that are intuitive and easy to use.
* You can playback with Synchronized Highlighting. This means you can follow along as the app reads your book with highlighted text, perfectly synchronized with the book's audio.
* Use the play button to start and pause reading or for convenience, a two-finger tap.
* It plays your book using either the human narration included or, if it's a text only book, EasyReader can add speech; skip forward or rewind; pause; or adjust the reading speed to suit you.

## **NOTETAKING APPS AND SOFTWARE:**

### **AudioNote 2**

* Links the notes you take to the audio recorded when you take them.
* The result is a linked index of your recording that quickly provides invaluable audio context for your notes.
* You can record, take notes, playback, organize, sync and share.

### **Notes Features**

* Create a new note directly in the Notes app or ask Siri to start one for you.
* Delete a note or recover a deleted note.
* Pin a note which is like prioritizing the note.
* Add an attachment or add something from another app.
* Add the attachment to a new note or an existing one.
* Add a photo or video to a note.
* With the tip of your finger, you can sketch an idea or plan in your note.
* Choose from a selection of drawing tools and colors or use a ruler to draw straight lines.
* If you make a mistake, tap the eraser, then select the area you want to erase.
* To erase everything in the sketch, touch and hold the eraser, then tap Erase All.
* If you accidentally erase something, tap the Undo icon.
* Search for a note or attachment.

### **OneNote**

* If you've used other Microsoft Office apps in the past, the basic layout of this app will be familiar, with many of the same menus appearing across the top.
* Before you begin creating notes, it helps to know about how you can organize them.
* OneNote uses Notebooks, which contain Sections, which contain Pages.
* Each page in OneNote acts like a piece of paper.
* You can type on it, paste images or files into it, draw using sketching and paint tools, record an audio memo, or paste other information into it.
* You can click anywhere and start typing, then drag elements around to the part of the page you want.

### **Otter**

* Otter turns your voice conversations into smart notes that you can easily search and share.
* You can use it to take notes at your meetings and interviews, capture your thoughts and ideas while you’re driving in the car, and transcribe your existing recordings and podcasts.
* You can even snap photos (e.g. of a whiteboard, or a speaker or presentation slide at an event) during a recording and they will be inserted in line with your transcripts.