

ReadSpeaker Documentation for Tizra Publishers

ReadSpeaker and Tizra – Overview



Important Note: Some of the instructions contained in this documentation involve editing the PDF's "content objects." If you mistakenly delete a content object, you can damage your PDF. Additionally, there is no "un-do" button when tagging a PDF.

Therefore, Tizra recommends that as you make changes, you continually save your PDFs with NEW NAMES, thereby allowing you to revert back to previous versions of your PDF in the event that something in the PDF is damaged.

Once you contract with ReadSpeaker, Tizra will need to turn on your ReadSpeaker feature. Initially, ReadSpeaker will only be activated on your Tizra Staging and Testing sites.

Tizra uses a special text extraction feature to pull the text out of your PDFs and deliver the text to ReadSpeaker. It is very important to spot test the reading of your Documents with ReadSpeaker in Staging before going live with ReadSpeaker, as this enables you to make sure your Documents are being read as you'd like them to be.



Note: For ReadSpeaker text extraction to work on your Staging site, you must republish your Documents to Staging.

Most times, the extracted text is read fine as-is. Other times, ReadSpeaker may read something out of order (with 2-column text, for example). Sometimes, ReadSpeaker might include text that you do not want read (page numbers, for example). This documentation lists the steps you can take to manipulate your PDFs in order to have ReadSpeaker read your Documents as you'd like them to be read.

When you test your PDFs with ReadSpeaker in the Tizra Publisher online content reader, instead of clicking the ReadSpeaker Listen button in order to read the text through each time, you can simply click the **Text Extraction** button (Figure 1) to see exactly what text is present and the order in which it will be read.

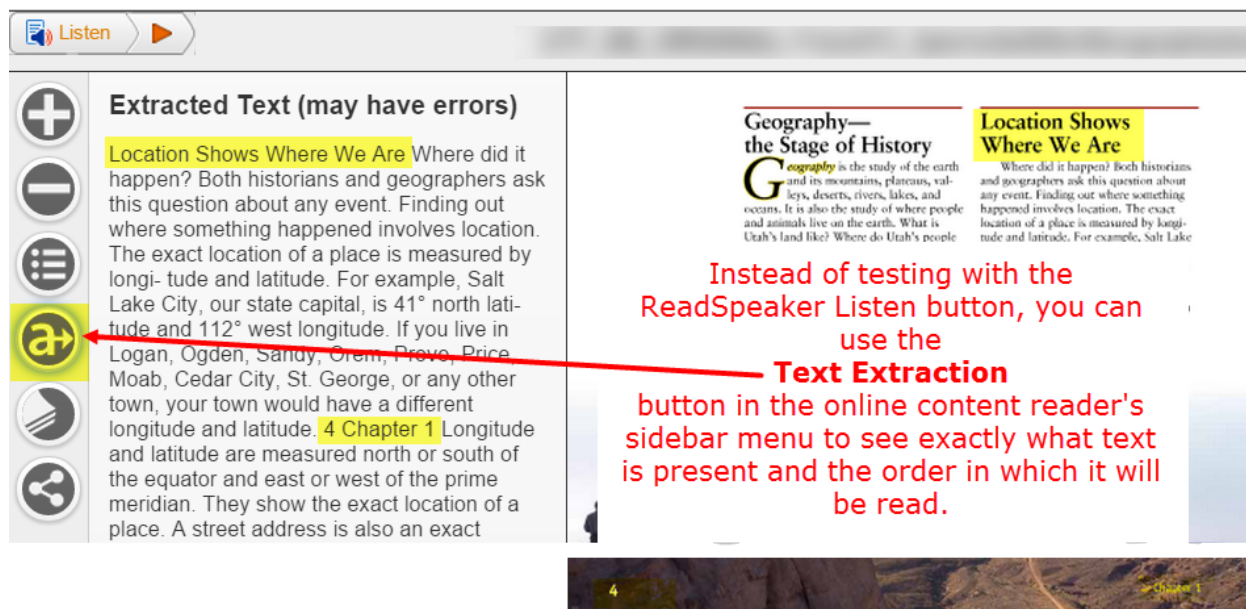


Figure 1

Note that in Figure 1 the Extracted Text shows that the reading is out of order (the heading "Location Shows Where We Are" is being read before the page's first heading) AND the page number "4" and "Chapter 1" are being extracted for reading. (See the [Changing the Reading Order](#) and [Making ReadSpeaker Ignore Particular Words or Numbers](#) sections for more information).

Click on a link to proceed to that help topic:

[Changing the Reading Order](#)

[Changing How the Text is Read by ReadSpeaker](#)

[Adding Text to Figures](#)

[Making ReadSpeaker Ignore Particular Words or Numbers](#)

[Fixing Reading Errors with Drop Caps](#)

[Inserting Text that is Not Being Read by ReadSpeaker](#)

[Removing Tags from a PDF](#)

[Contacting ReadSpeaker Support for Misread Words](#)

[Sample Pronunciation Sheet](#)

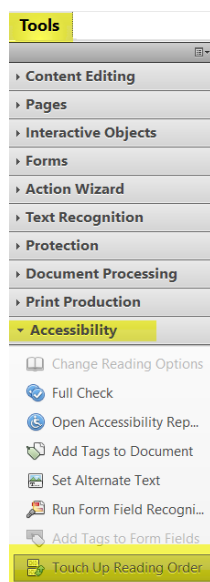
[Activating ReadSpeaker on Your Live Tizra Publisher Site](#)

Changing the Reading Order



User Tip: With ReadSpeaker text extraction turned on in your Tizra Publisher, the system is set up to extract the text needed for ReadSpeaker. Most times the text is read in the desired order. In other instances, you may want to change the order. Use the following steps.

1. Open the PDF in Adobe Acrobat.
2. Go to **Tools > Accessibility > TouchUp Reading Order (TURO)**.



3. With the **TURO** window open on top of the page you wish to reorder, highlight the specific text that you wish to have read differently by ReadSpeaker and tag as “Text” or other tag type (Heading 1, etc.)
Tag whatever you want read in the new order (anything left alone will read as it is currently being extracted by Tizra’s text extraction process).

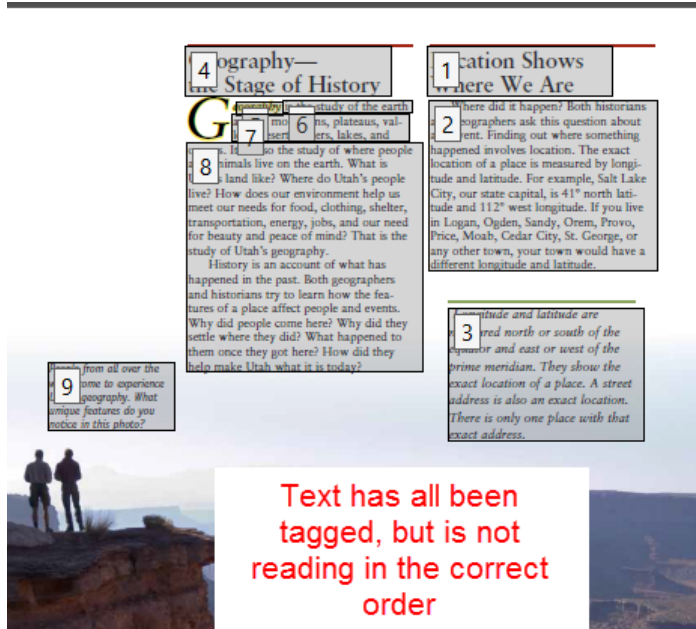


Figure 2

4. Close the **TURO** window.
5. Open the **Order** menu (Figure 3).

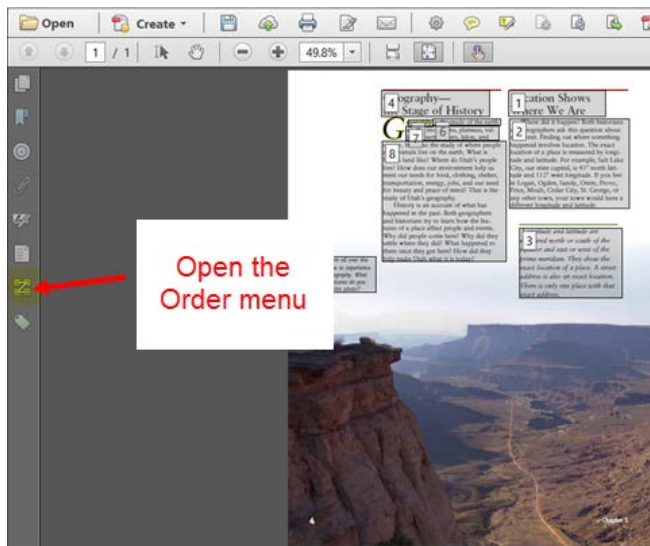


Figure 3

6. Expand the PDF title (Figure 4).
Note that the PDF in the screen shot below contains a single page – Page 1.

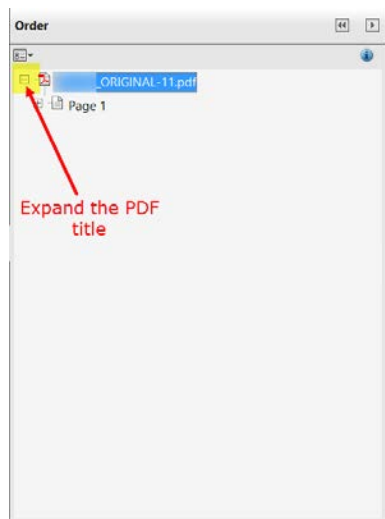


Figure 4

7. Expand the page that you wish to reorder (Figure 5).

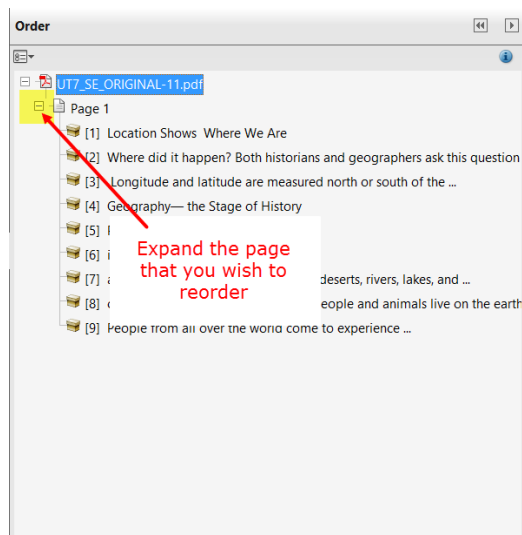


Figure 5

8. Using your mouse, drag the items and drop them into order you want them read.

Figure 6 shows the items after they've been dragged and dropped into the new order.

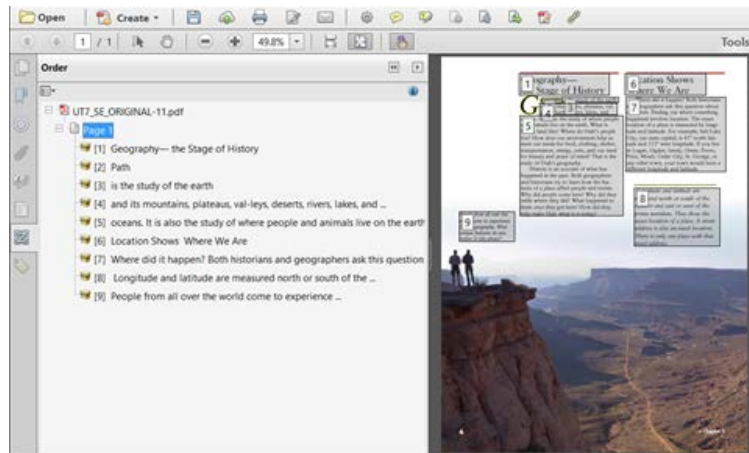


Figure 6

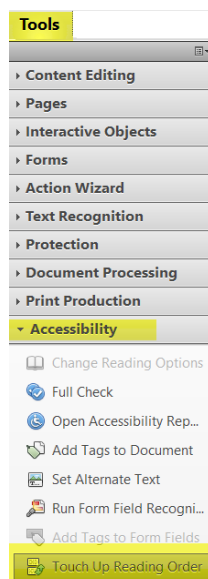
9. Upload the PDF to the Document, publish to Staging and test to confirm that your changes have been made.

Changing How the Text is Read by ReadSpeaker



User Tip: You might use these steps if you want to insert a pause after a heading, or if you want an immediate fix when ReadSpeaker is not reading a word correctly. Also see: [Contacting ReadSpeaker Support for Misread Words](#).

1. Open the PDF in Adobe Acrobat.
2. Go to **Tools > Accessibility > TouchUp Reading Order (TURO)**.



3. With the **TURO** tool open on top of the page you wish to edit, highlight the specific text that you wish to have read differently by ReadSpeaker (Figure 7). *For this example, we will add a pause added after a heading.*

Before selecting the text, make sure the Selection Tool  *is selected.*

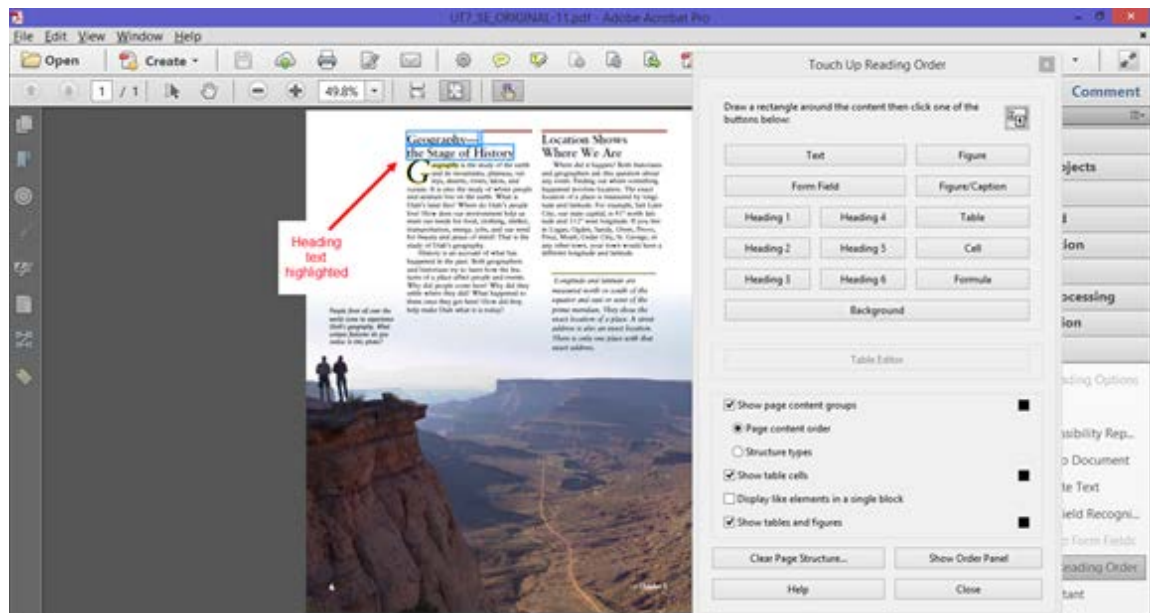


Figure 7

4. With the appropriate text highlighted, click the button in **TURO** to tag the text. *In this example, you would click the **Heading 1** button (Figure 8).*

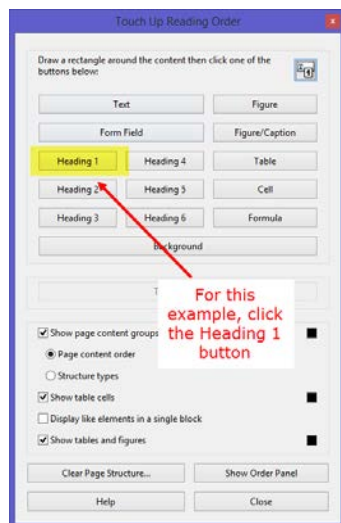


Figure 8

5. Click the **Close** button on the **TURO** window.
6. Open the **Contents** menu (Figure 9).



YOU CAN DAMAGE A PDF IF YOU MISTAKENLY DELETE A CONTENT OBJECT.

Therefore, Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF in the event that it is damaged.

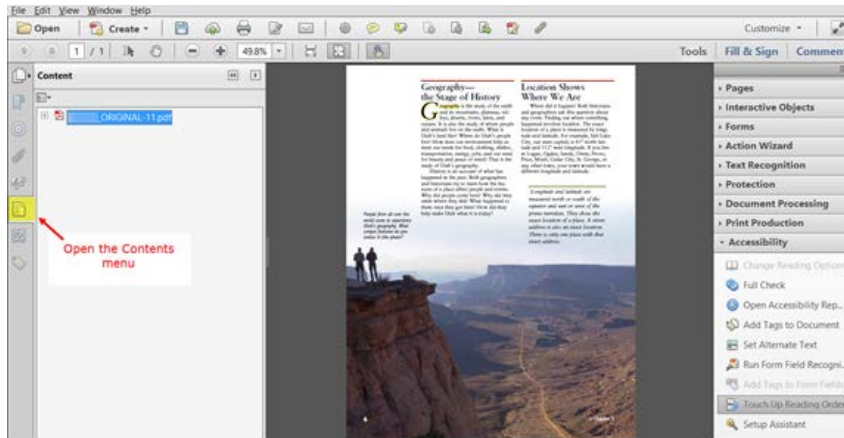


Figure 9

7. Expand the PDF title to display the PDF's pages (Figure 10).
The example in the screen shot only has a single page -- Page 1.

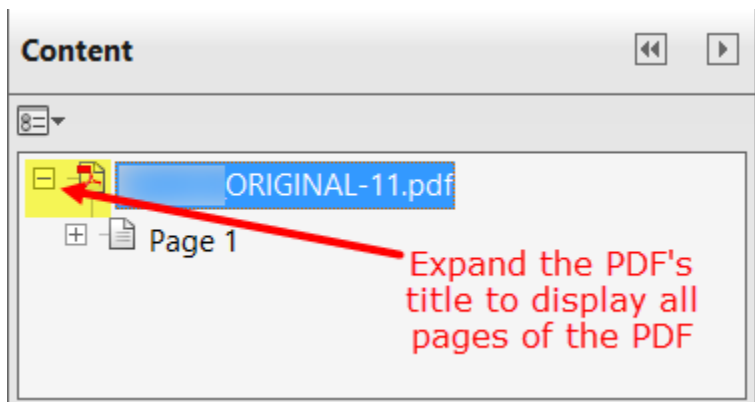


Figure 10

8. Expand the page that contains the text you want read differently (Figure 11).

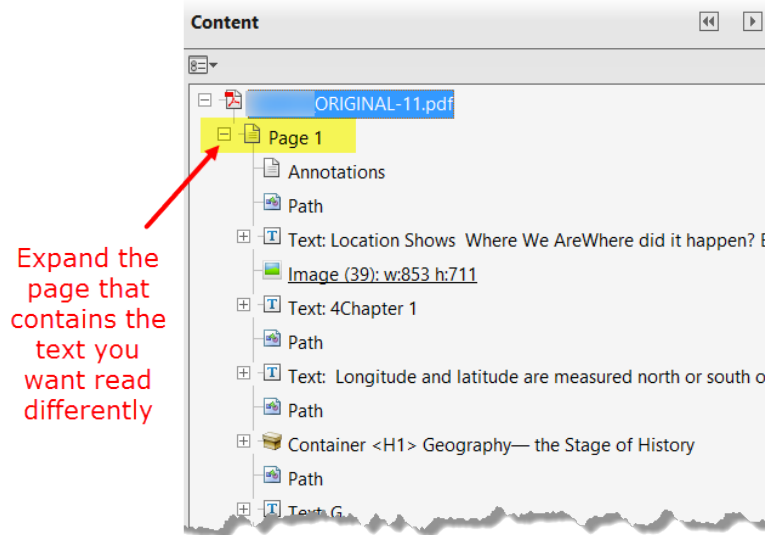


Figure 11

9. Right-click on the **Container** for your newly tagged item and select **Properties**.
*For this example, you would right-click on **Container <H1> Geography—the Stage of History** and then select **Properties**.*
10. In the **Expansion Text** field on the *Object Properties* dialog box, enter the text as you want it to be read (Figure 12) and then click the **Close** button.
*For this example, you would enter “**Geography—the Stage of History...**” OR “**Geography—the Stage of History.**” where the ellipses or the period will force ReadSpeaker to pause after reading the heading text.*

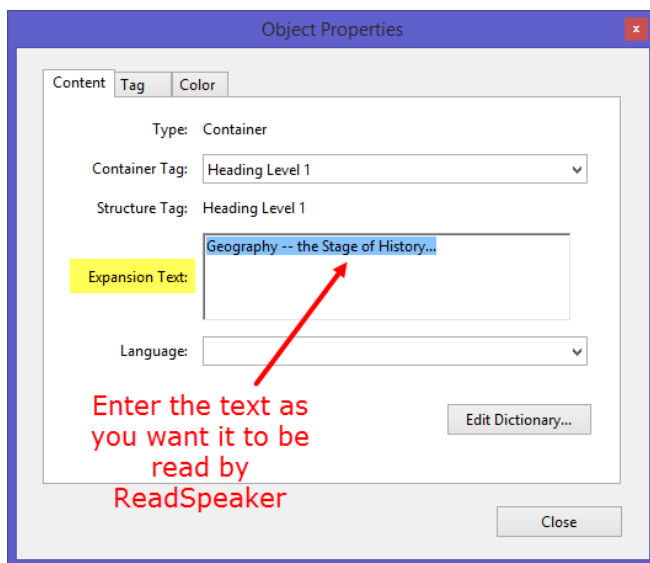


Figure 12

11. Save the PDF with a new name.



Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF if needed.

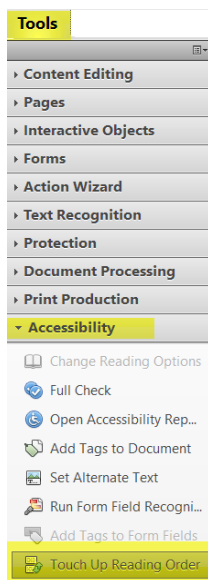
12. Upload the PDF to the Document, publish to Staging and test to confirm that your changes have been made.

Adding Text to Figures




User Tip: Whether you add descriptive text to your PDF's figures is an internal decision unique to your organization. If you choose to add text to describe your figures and images, use the steps below.

1. Open the PDF in Adobe Acrobat.
2. Go to **Tools > Accessibility > TouchUp Reading Order (TURO)**.



3. With the **TURO** tool open on top of the page you wish to edit, drag and select the specific figure that you wish to have descriptive text added to (Figure 13).

Before selecting the figure, make sure the Selection Tool  is selected.

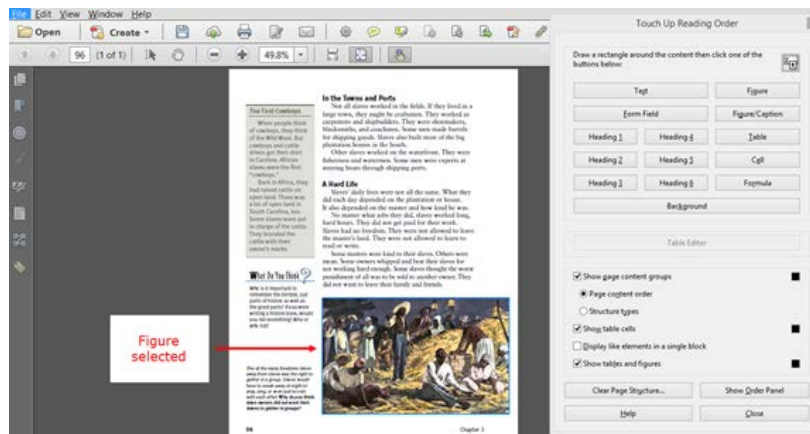


Figure 13

4. With the figure selected, in **TURO**, click the **Figure** button to tag the image. After you click the **Figure** button, the figure will read “Figure – no alternate text exists.” (Figure 14)



Figure 14

5. Click the **Close** button on the **TURO** window.

13. Open the **Contents** menu (Figure 15).

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Therefore, Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF in the event that it is damaged.

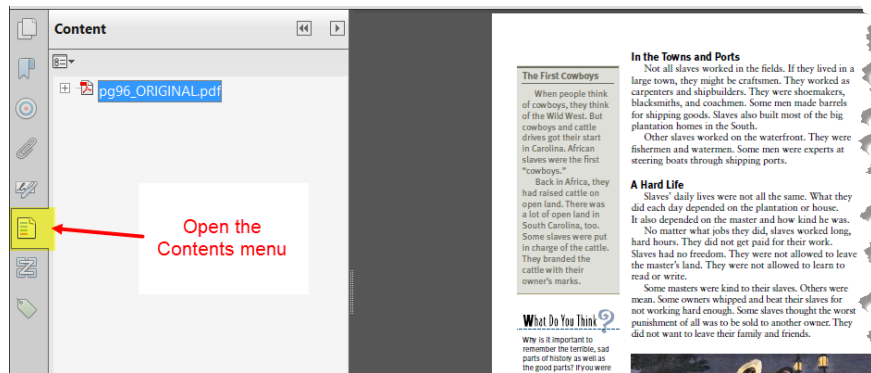


Figure 15

6. Expand the PDF title (Figure 16) to display the PDF's pages.
The example in the screen shot only has a single page -- Page 1.

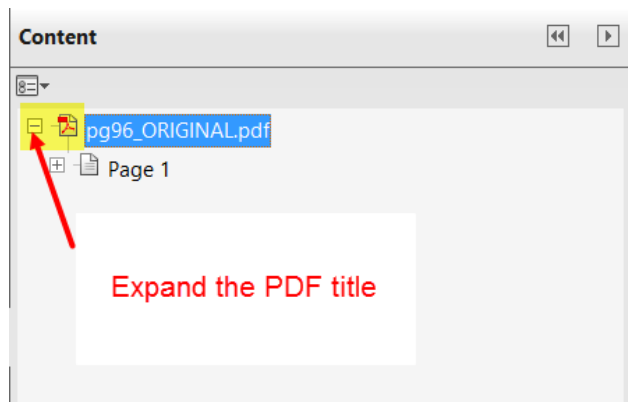


Figure 16

7. Expand the page that contains the figure that you wish to add descriptive text to (Figure 17).

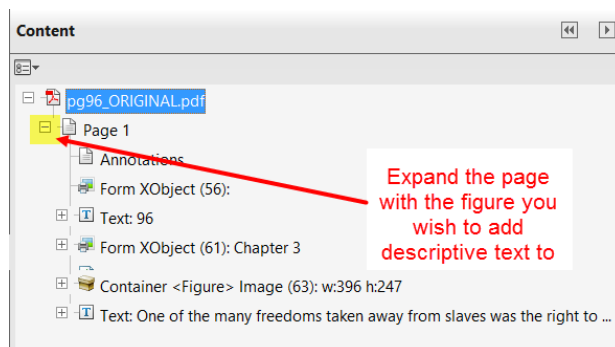


Figure 17

8. Right-click on the Container for your newly tagged figure and select **Properties**.
*For this example, you would right-click on **Container <Figure> Image (#): w:# h:#***
9. In the **Expansion Text** field on the *Object Properties* dialog box, enter the descriptive text for the figure (Figure 18) and then click the **Close** button.

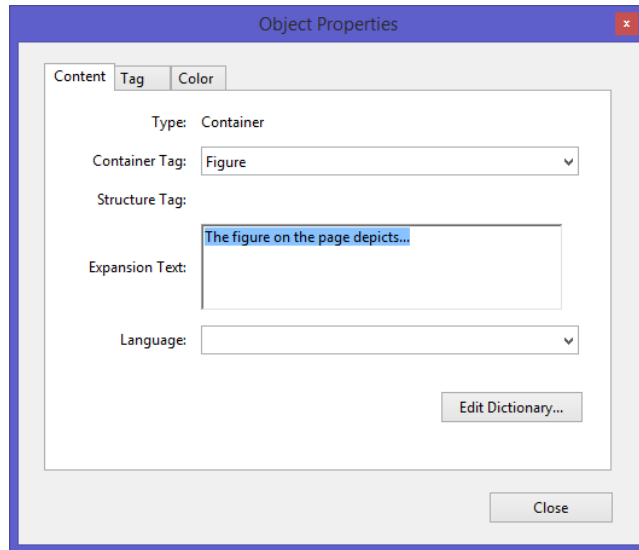


Figure 18

10. Save the PDF with a new name.



Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF if needed.

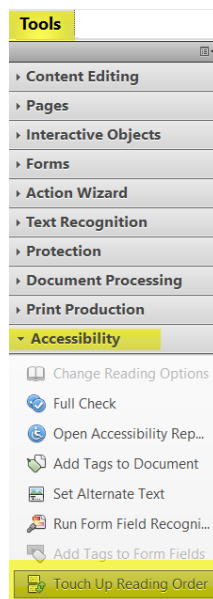
11. Upload the PDF to the Document, publish to Staging and test to confirm that your changes have been made.

Making ReadSpeaker Ignore Particular Words or Numbers




User Tip: If the Tizra ReadSpeaker text extraction feature is turned on, Tizra automatically extracts the text from your PDF. Most times, the extracted text is read aloud exactly as you want it to be. Other times, you may want ReadSpeaker to ignore particular items, such as page numbers, for example. If you want text ignored, follow the steps below.

1. Open the PDF in Adobe Acrobat.
2. Go to **Tools > Accessibility > TouchUp Reading Order (TURO)**.



3. With the **TURO** tool open on top of the page you wish to edit, drag and select the text that you do not want read.

Before selecting the text, make sure the Selection Tool  is selected

4. With the appropriate text selected, in **TURO**, click the **Background** button (Figure 19).

The **Background** button creates an “artifact” that will NOT be read.

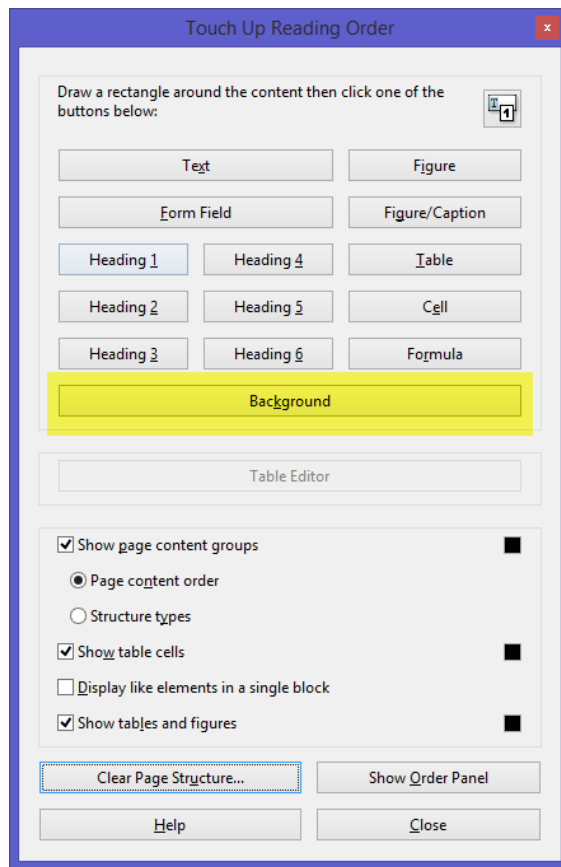


Figure 19

5. Close the **TURO** window.
6. Save the PDF with a new name.

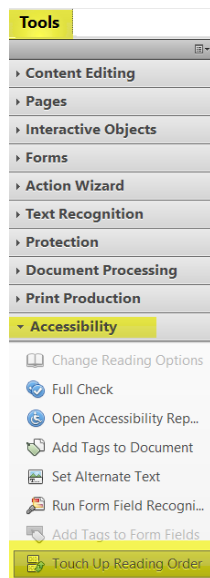


Whenever you make changes to your PDFs, we recommend that you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF if needed.


7. Upload the PDF to the Document, publish to Staging and test to confirm that your changes have been made.

Fixing Reading Errors with Drop Caps

1. Open the PDF in Adobe Acrobat.
2. Go to **Tools > Accessibility > TouchUp Reading Order (TURO)**.



3. With the **TURO** tool open on top of the page you wish to edit, drag and select the capital letter that is being misread (Figure 20).

Before selecting the letter, make sure the Selection Tool  is selected.

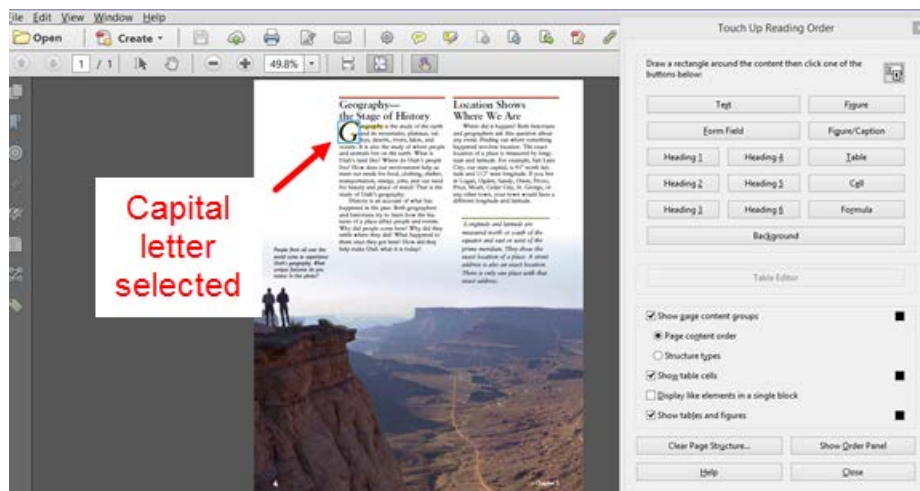


Figure 20

4. With the appropriate capital letter selected, in **TURO**, click the **Background** button (Figure 21).

*The **Background** button creates an “artifact” that will NOT be read.*

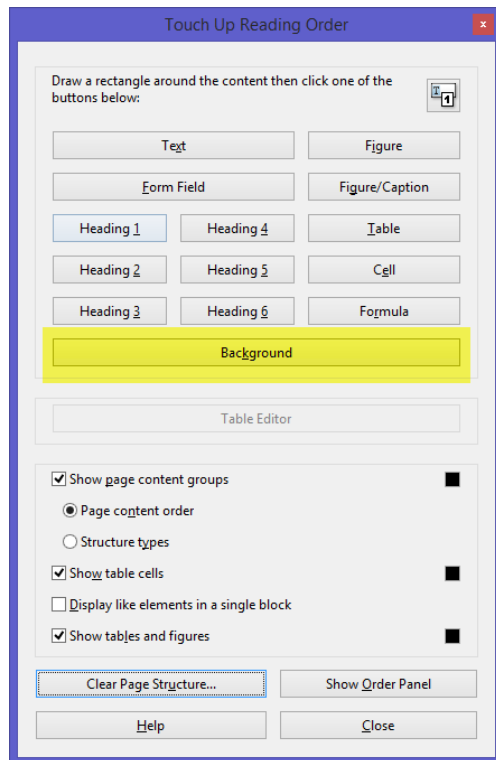


Figure 21

5. Next, select the remaining text of the drop cap word and in **TURO**, click the **Text** button (Figure 22).

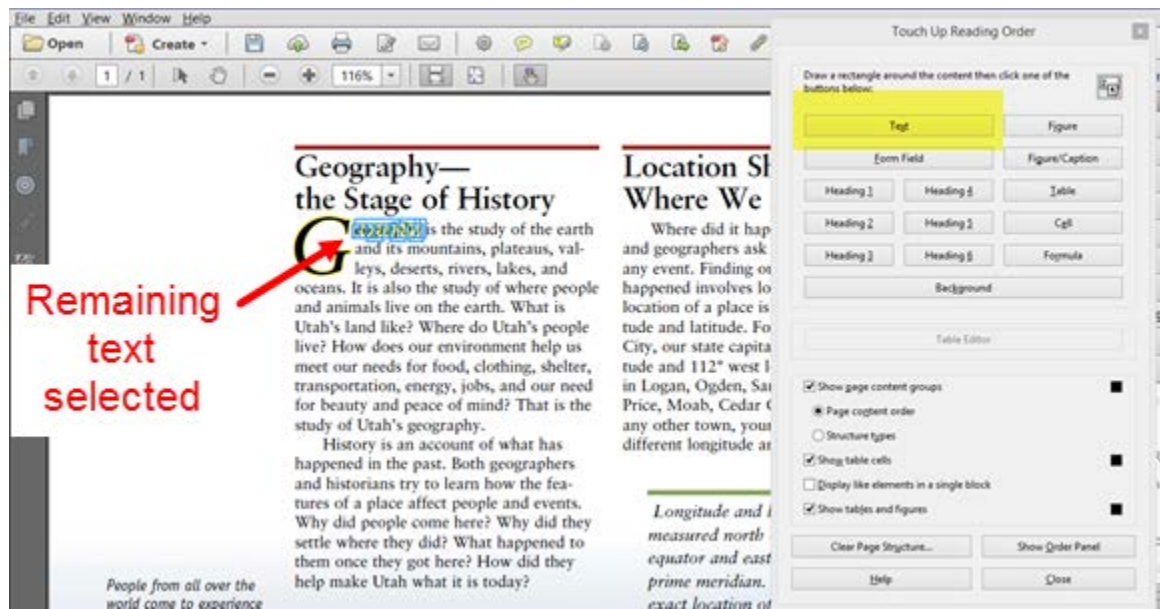


Figure 22

6. Click the **Close** button on the **TURO** window.
7. Open the **Contents** menu (Figure 23).



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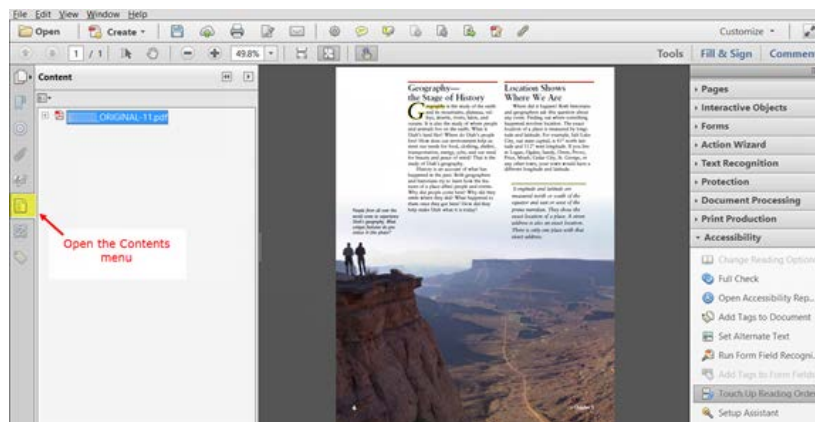


Figure 23

8. Expand the PDF title to display the PDF's pages (Figure 24).
The example in the screen shot only has a single page -- Page 1.

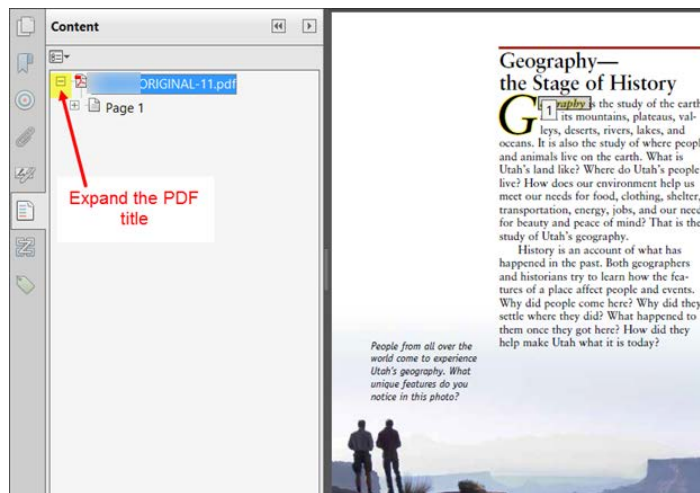


Figure 24

9. Expand the page that contains the drop cap word (Figure 25).

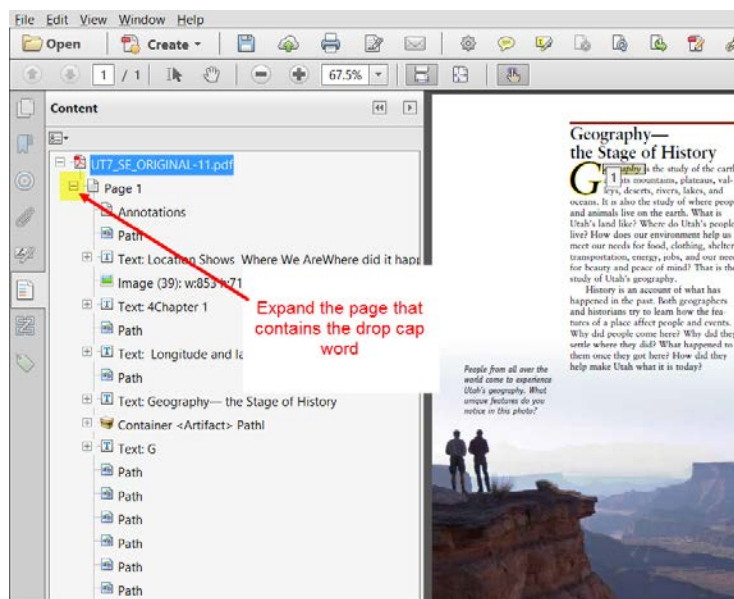


Figure 25

10. Right-click on the Container for your newly tagged text and select **Properties**.
*In this example, you would right-click on **Container <P> eography** (Figure 26).*

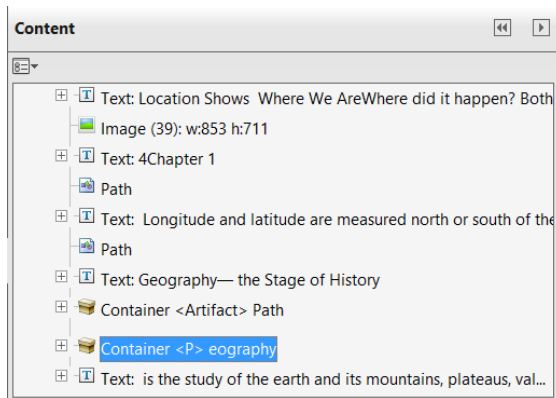


Figure 26

11. On the *Object Properties* dialog box, in the **Expansion Text** field, enter the text as it should be read (Figure 27) and then click the **Close** button.

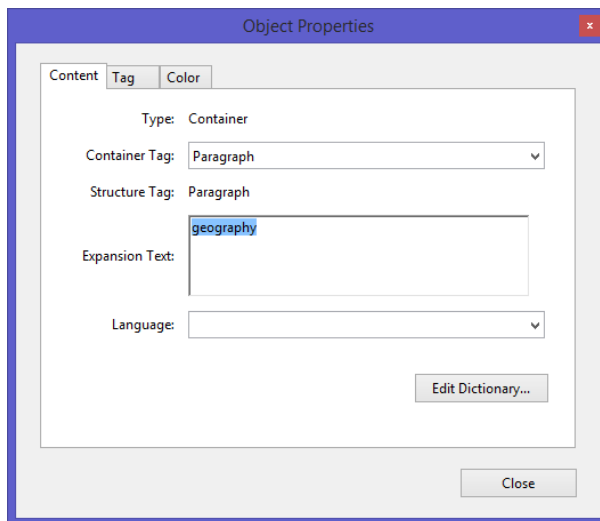


Figure 27

12. Save the PDF with a new name.



Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF if needed.

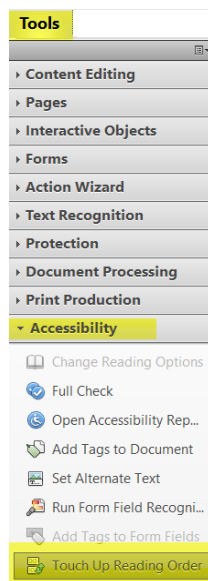
13. Upload the PDF to the Document, publish to Staging and test to confirm that your changes have been made.

Inserting Text that is Not Being Read by ReadSpeaker




User Tip: Sometimes content within your PDFs is not read by ReadSpeaker and tagging content and then adding Expansion Text (as described in the [Changing How the Text is Read by ReadSpeaker](#) section) does not work. If text is NOT being read and not allowing the addition of Expansion Text, use the steps below to add the text to its related paragraph.

1. Open the PDF in Adobe Acrobat.
2. Go to **Tools > Accessibility > TouchUp Reading Order (TURO)**.



3. With the **TURO** tool open on top of the page you wish to edit, drag and select the specific text that you wish to add text to (Figure 28).

Before selecting the figure, make sure the Selection Tool  is selected.

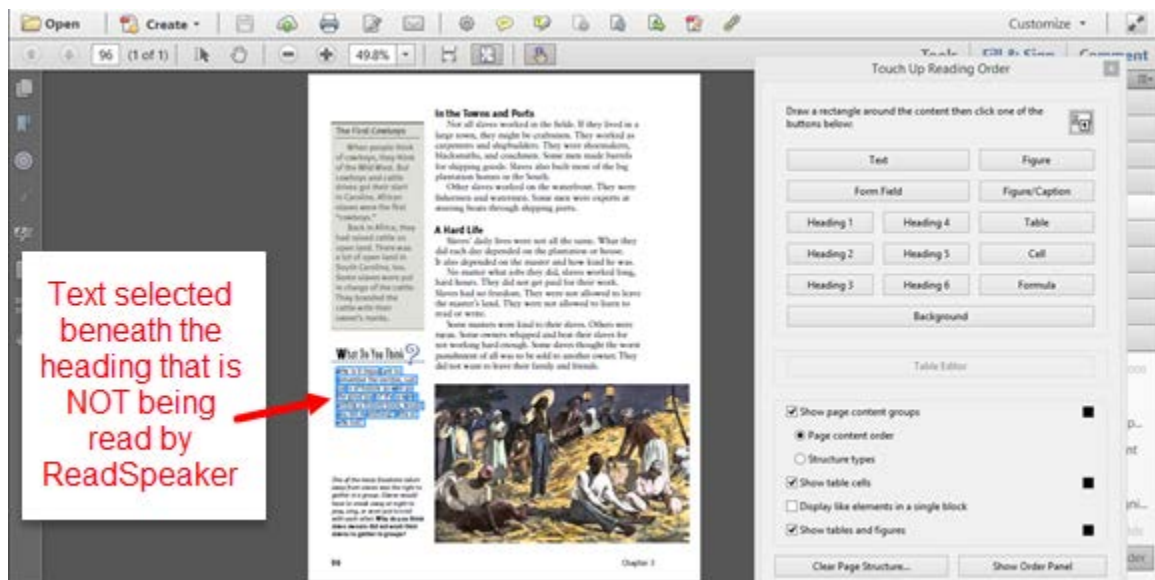


Figure 28

4. With the appropriate text selected, in **TURO**, click the **Text** button to tag the text (Figure 29).

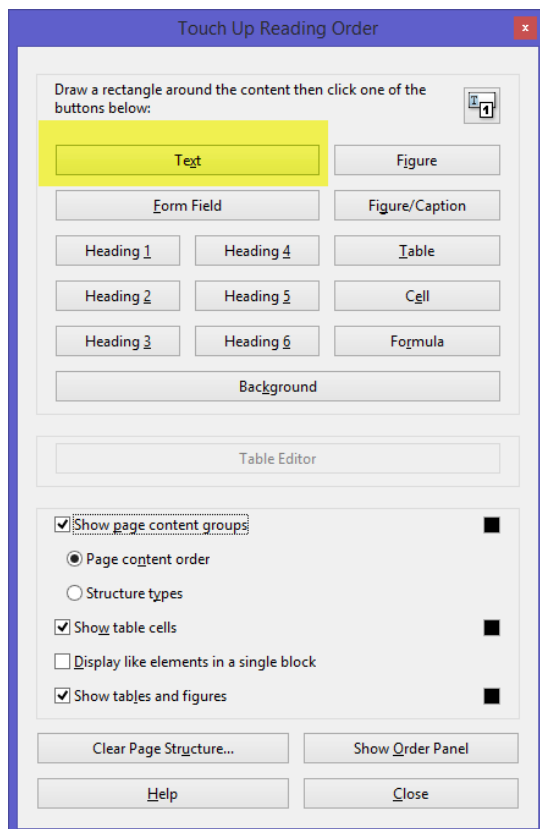


Figure 29

5. Click the **Close** button on the **TURO** window.
6. Open the **Contents** menu (Figure 30).



YOU CAN DAMAGE A PDF IF YOU MISTAKENLY DELETE A CONTENT OBJECT.

Therefore, Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF in the event that it is damaged.

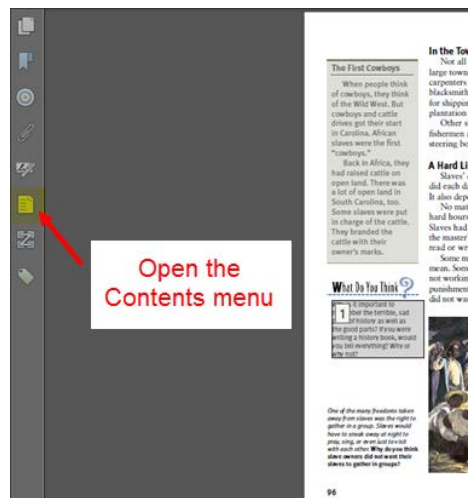


Figure 30

7. Expand the PDF title (Figure 31) to display the PDF's pages.
The example in the screen shot only has a single page -- Page 1.

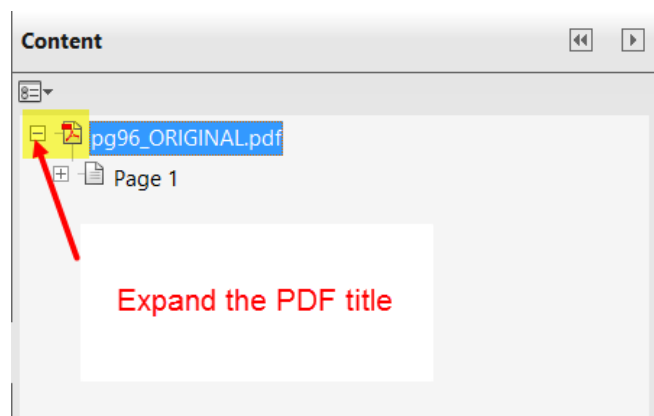


Figure 31

8. Expand the page that contains the paragraph you wish to add missing text to (Figure 32).

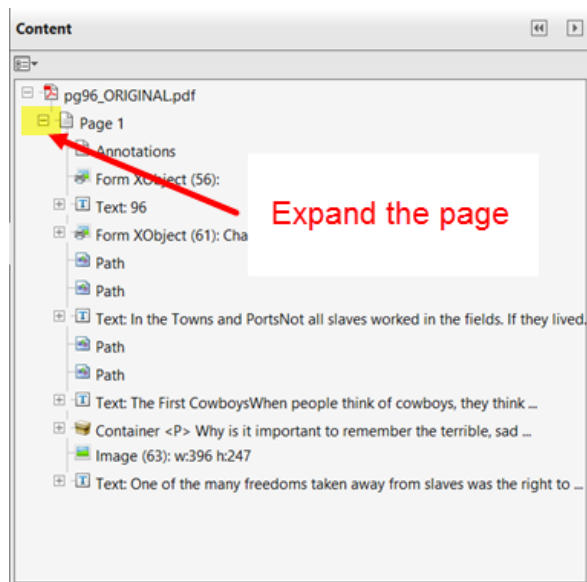


Figure 32

9. Right-click on the Container for your newly tagged text and select **Properties**.
*For this example, you would right-click on **Container <P> Why is it important to remember the terrible, sad...***
10. In the **Expansion Text** field on the *Object Properties* dialog box, enter the "What do you think?" text AND the full text for the paragraph (Figure 33) and then click the **Close** button.

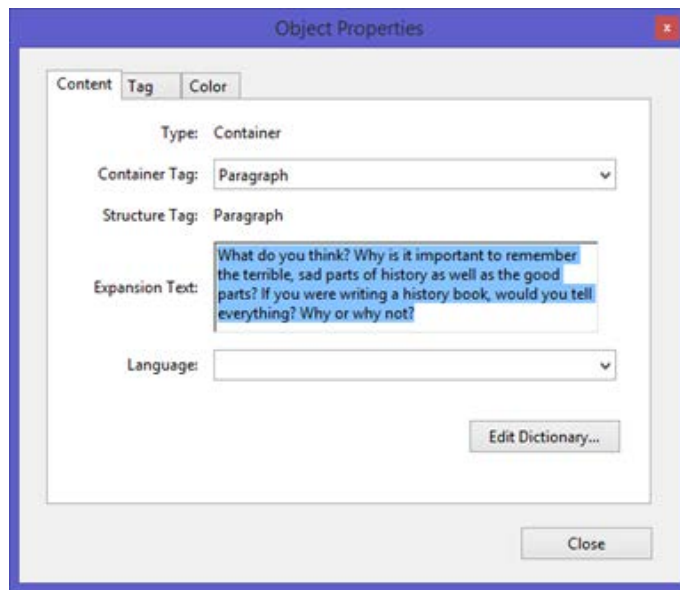


Figure 33

11. Save the PDF with a new name.



Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF if needed.

12. Upload the PDF to the Document, publish to Staging and test to confirm that your changes have been made.

Removing Tags from a PDF



User Tip: If you add a tag and make an error, Adobe Acrobat does not allow you to Undo your tagging. If you have not yet saved the PDF, you can always close the PDF and then re-open the PDF without the tagging mistake. Otherwise, you can remove the tag(s), using the steps below.

1. With the tagged PDF open in Adobe Acrobat, open the Tags menu (Figure 34).

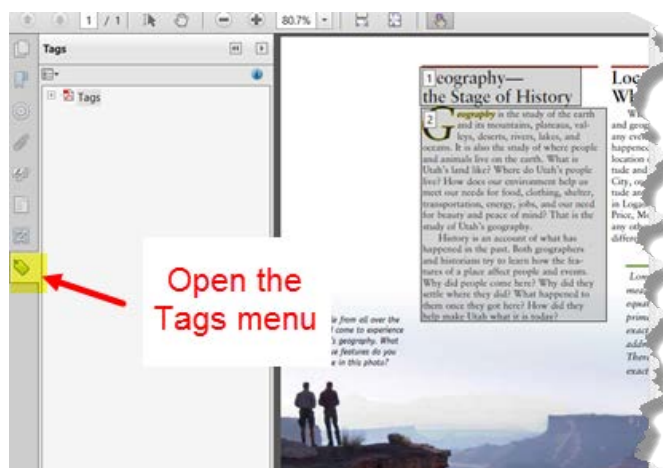


Figure 34

2. **If you wish to delete ALL tags from the PDF:** Leave the main Tags icon selected (Figure 35) then click the drop-down arrow in the **Options** menu and select "Delete Tag" (Figure 36).



Important Note: This will remove ALL tags from the PDF.

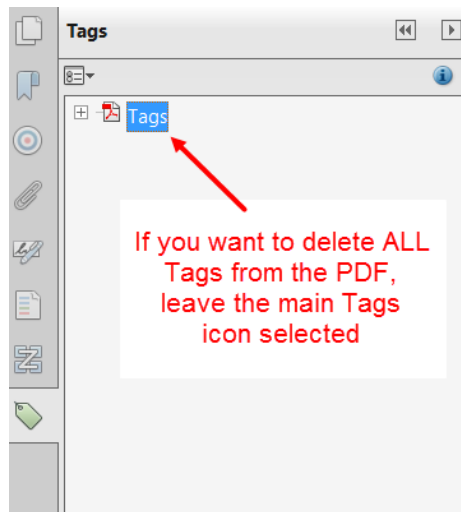


Figure 35

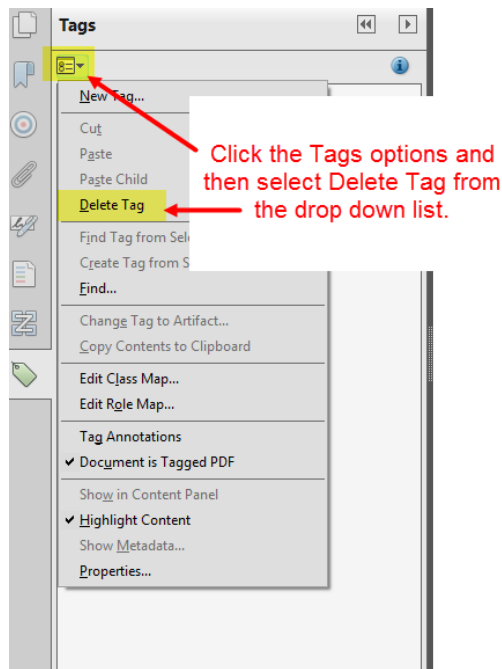


Figure 36

OR

If you want to delete a SINGLE tag from the PDF: Expand the Tags icon (Figure 37) and then select the tag that you wish to delete and press the Delete key (Figure 38).

The selected tag will be removed.

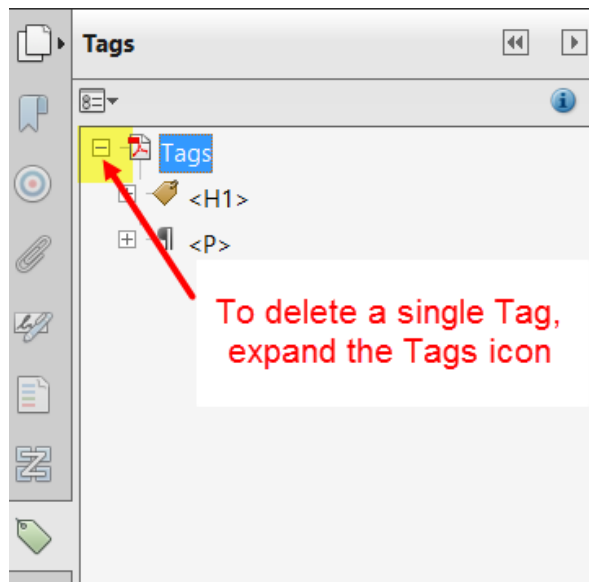


Figure 37

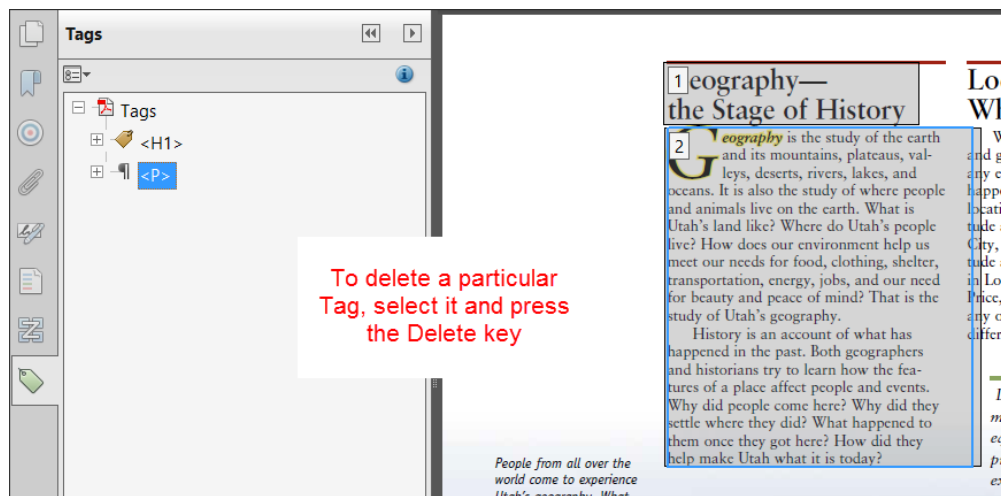


Figure 38

3. Save the PDF with a new name.



Tizra recommends that as you make changes, you continually save the PDF with A NEW NAME, thereby allowing you to revert back to a previous version of your PDF if needed.

Contacting ReadSpeaker Support for Misread Words

If you have a word that is not being read correctly by ReadSpeaker (for example, the word "desert" is being read as "dessert"), you can follow the instructions in this help section: [Changing How the Text is Read by ReadSpeaker](#) and fix it immediately in the PDF. Or, you can fill out a [Pronunciation Sheet](#) and send it to support@readspeaker.com.

As per ReadSpeaker support:

Sometimes words are pronounced in a strange way. A word can be pronounced in different ways, depending on the context. This is because words are built from syllables and sounds. When combinations of different recordings are matched together, sometimes [ReadSpeaker] get[s] a bad pronunciation.

[ReadSpeaker has] a pronunciation sheet, where you can see what information we need to correct a pronunciation. You can send it to us [support@readspeaker.com], and our linguistics department will do the corrections.

Click here to see a [Sample Pronunciation Sheet](#).

Sample Pronunciation Sheet

Also see: [Contacting ReadSpeaker Support for Misread Words](#)

Mispronounced word	Description of current pronunciation and suggestion of correction	Context/ Sentence where the error occurs	URL to a page where the error occurs	When should it be/not be pronounced like this	Voice/ Language
<i>Examples</i>					
U.S.	Should be read as U S, not "us"	News stories from around the U.S.	www.domain.com/page1	Always	Kate/English
Web 2.0	2.0 should be 2 0, not 2 point 0	Web 2.0	www.domain.com/page2	Only when it occurs after "Web"	Jeff/English
13/04/02	Should be read as a date - "due aprile due milla tredici"	13/04/02 - Milano	www.domain.com/page3	Always	Paola/Italian
Moodle	Should rhyme with "poodle"	Moodle is our new CMS	www.domain.com/page4	Always	Kate/English
Wikipedia	stress should be on the third syllable	Välkommen till Wikipedia	www.domain.com/page5	Always	Maja/Swedish

Activating ReadSpeaker on Your Live Tizra Publisher Site

When you contract with Tizra to work with ReadSpeaker, it is initially activated on your Staging and Testing sites. The ReadSpeaker feature that operates on your Staging and Testing sites uses Tizra's ReadSpeaker license. When you've completed spot testing of your Documents in Staging with ReadSpeaker, and you have reworked your PDFs to read the way you want, you then will need to do three things to in order for ReadSpeaker to work on your Live site:

1. Obtain your **4-digit Customer ID #** from ReadSpeaker.
*Once you have your 4-digit Customer ID #, Tizra will set up a new **SETTINGS > Advanced Site Property** called **Customer Identity for readspeaker site access** and will add the Customer ID # to that property.*
2. When you contact ReadSpeaker to obtain your 4-digit Customer ID #, you'll also need to communicate to them all three of your Tizra Publisher domains:
LIVE -- <http://<YourSiteName>.com>
STAGING -- <http://s#####-preview.tizrapublisher.com>
TESTING -- <http://s#####-test.tizrapublisher.com>



Note: *Your ReadSpeaker license will NOT WORK ON YOUR LIVE SITE, until ReadSpeaker links all three of your Tizra Publisher sites – Live, Staging and Testing – to your ReadSpeaker account, even if the Customer ID # is present in your Tizra Advanced Site Properties.*

3. Once ReadSpeaker is activated on your Live site, you must re-publish your Documents to “Staging & Live.”