

## **User guide**

AccessiDys: Customized adaptation platform



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## 1.Platform presentation

In over 12 million school pupils in France, we can estimate that several hundreds of thousands have « specific cognitive disorders» or « specific learning disabilities » making reading not suitable educational materials significantly more difficult if not impossible than for an ordinary student.

As a matter of fact, in 1999, the "Haut Conseil de la santé publique" (French Public Health Council) summarized that « in France, the prevalence of learning disabilities is between 2% and 10%, according to the evaluation terms and definitions used » (representing not less than 240 000 to 1.2 million students) and estimated « to more than 40 000 children, will present serious forms of language impairment. ». (The learning disorders in children: a public health problem? The scale of the problem HCSP; 1999. Available on: <a href="http://www.hcsp.fr/Explore.cgi/Personne?clef=586">http://www.hcsp.fr/Explore.cgi/Personne?clef=586</a>).

And in 2007, a group of expertise from the INSERM in synthesis of the French and international studies, has re-estimated the prevalence of dyslexia between 6% and 8% in children (representing not less than 720 000 to 960 000 pupils) and about a quarter of children with reading difficulties. More than 2% of pupils in France have severe forms, more than 240,000 students. (Dyslexia, dysgraphia, dyscalculia. Review of scientific data [Internet]. Inserm; 2007. Available on: <a href="http://www.inserm.fr/mediatheque/infr-grand-public/fichiers/thematiques/sante-publique/expertises-collectives/texte-integral-dyslexie">http://www.inserm.fr/mediatheque/infr-grand-public/fichiers/thematiques/sante-publique/expertises-collectives/texte-integral-dyslexie</a>).

Custom adaptation of educational materials for people with dyslexia is a known and widespread practice for many years in specialized institutions and in concerned families.

But the practice is still small-scale and time-consuming work: Each document must be processed on computer by a teacher (or parent) at the cost of many hours of work every day, every week. For each document, the work must be redone. For each child, the work must be remade.

To correct this situation, the direction of innovation of the National Distance Learning Centre (CNED) developed a web application, called Cned-Adapt to industrialize this process of custom adaptation of documents for the benefit of people with dyslexia and combine efforts. From a digital document to adapt and rules of custom adaptation that match the profile of a given child (put colors, spacing the letters ..) Cned-Adapt shows a version of the same document specifically adapted to make it accessible, readable and usable by child.

This guide introduces the main features in order to better understand the possibilities of the Cned-Adapt platform of contents custom adaptation.

The platform is compatible with the following browsers:









afari Fi

Firefox Google Internet Chrome Explorer



## 2.Logging into the platform

#### 2.1. Connection

The authentication page of the Cned-Adapt platform is located at the following address: https://accessidys.org



To access the home page you must enter your credentials as follows:

- enter your login in the field « LOGIN »
- enter your password in the field « MOT DE PASSE »

Then click on the button « SE CONNECTER »

If you have forgotten your password, click the "Forgot your password?" which will redirect you to the next screen.



adresse e-mail pou utoriser adaptationd	· ·	sse. Vous devrez peut-être consulter v	otre dossie
♣ EMAIL	votre email		
■ <u>Retour à l'écr</u>	ran de connexion	ENVOYER	

You'll only have to enter your email in the field « EMAIL » and click on the button « ENVOYER ». An email with login instructions will be sent to your email address.



Once you have received the email with the instructions, you must follow these instructions to retrieve your password.

You can always click on the link « Retour à l'écran de connexion » to get to the authentication home screen.

If you do not have an account, please follow the steps described in the following paragraph.

**Note**: Once logged in you can change your password if you wish to do so (See chapter « 3.3 My account » further in the document).



## 2.2. Request an Account

Click on « Demander un compte ».

Enter the information requested in the form below and click « Submit ».

## Pré-inscription AccessiDys

Formulaire de pré-inscription pour obtenir un accès à l'environnement d'adaptation de supports pour enfants dys.

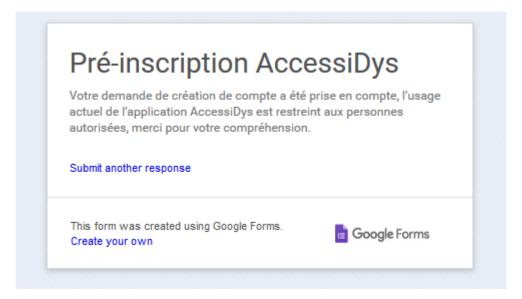
\* Required



Never submit passwords through Google Forms.



An account creation request is sent and will be reviewed by the administrator, the following pop-up is displayed:

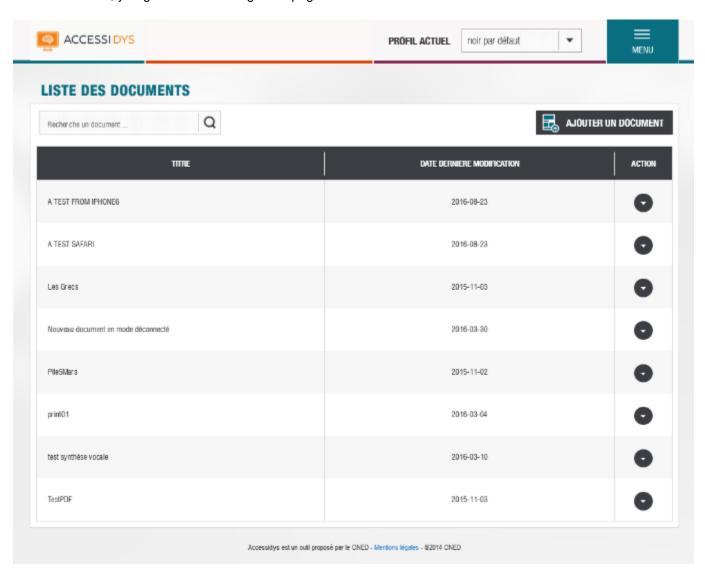


Once the account created by the administrator, an email will be sent with a link to use it.



## 2. Home screen

Once connected, you get to the following homepage:



In this page, the following features are available:

- **Profil Actuel:** it allows you to select the profile you want to use. This functionality is detailed in paragraph 2.3
- **Menu:** it gives access to the main features of the platform. This functionality is detailed in paragraph 2.4
- **Recherche un document:** it will list the documents that meet the search criteria entered by the user. For details refer to section 2.5
- **Ajouter un document:** it allows to load a document into your workspace. This feature is described in paragraph 2.6
- **Mentions légales:** displays information about the use of the application. This functionality is detailed in paragraph 2.7

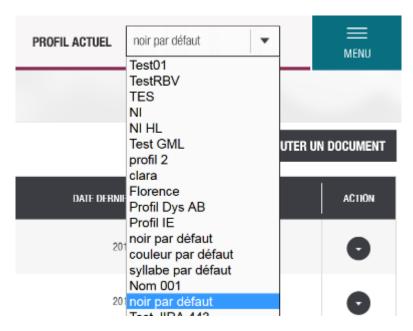


 Aide: allows to download the "user guide" document. This functionality is detailed in paragraph 2.8.

## 2.3. Profil Actuel (Current profile)



This feature allows to select a reading profile for the documents. The profile is to select from the dropdown list that is shown as soon as you click in the frame. This list contains all the reading profiles that are associated with the connected user's account:



It is operational as we choose a profile from the list.

It applies to documents that are attached to the user. Once you open a document from the platform, the rules defined in the profile are applied to the display of this document's content.

#### 2.4. Menu

The menu drops down when the mouse hovers over the "MENU" section. Once dropped down, the menu allows the user to navigate through the various features that the platform offers.

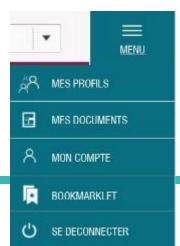
These features are listed below and will be explained later in the document:

#### 1 - Mes profils (My profiles)

Access your reading profiles (cf §Erreur! Source du renvoi introuvable.)

#### 2 - Mes documents (My documents)

Provides access to the list of documents (cf §Erreur! Source du renvoi introuvable.)





#### 3 - Mon compte (My account)

Provides access to your account (cf §Erreur ! Source du renvoi introuvable.)

#### 4 - Bookmarlet

Add the application to your Favorites bar (cf §Erreur! Source du renvoi introuvable.)

#### 5 - Se déconnecter (Sign out)

Allows to logout from the application (cf §Erreur! Source du renvoi introuvable.)

### 2.5. Recherche un document (Search document)

The function « Recherche un document ... » allows to easily find a document. You can type a term ("cours" for example) that will be searched in the entire list of your documents.



You can also search for a full sentence such as « cours de mathématique ».

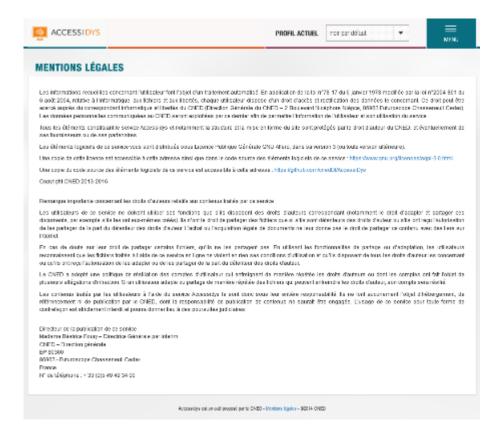
## 2.6. Ajouter un document (Add Document)

This functionality is detailed in paragraph 3.2.2

## 2.7. Mentions légales (Legal Notices)

By clicking on the link « Mentions légales » the informations regarding the use of the application are displayed:





## 2.8. Aide (Help)

By clicking on the link « Aide » a window to download the document « Guide utilisateur » appears to the user.



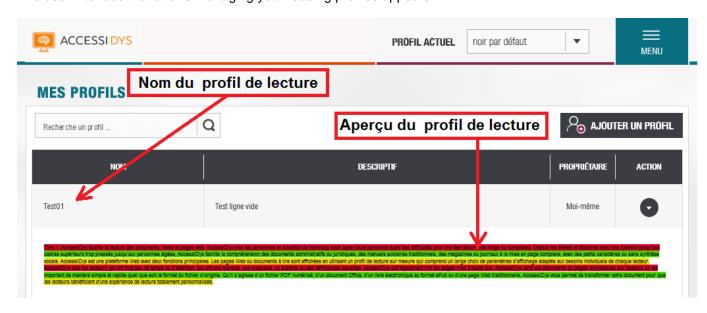
## 3. The main features

## 3.1. Managing Profiles

This screen can be accessed from: MENU / MES PROFILS



The user interface that allows managing your reading profiles appears:





### 3.1.1. Adding a profile

MES P		0	
Recherche u	n profil Q	≥ AJO	UTER UN PROFIL
	the « AJOUTER UN PROFIL » but	ton, the following window appears:	
Inform	ations liées au profil		
Profit	Admin	Descriptif	0
Styles			
DI DI DI DI	HANDICAP MAIS AUSSI TOUTE PERSONNE AYANT DE EVENTION OF TOUR AND	JMENTS, LIVRES ET PAGES WEB. ACCESSIDYS VISE LES PERSONNES EN SITUATIO ES DIFFICULTES POUR LIRE DES DOCUMENTS LONGS OU COMPLEXES, DEPUIS LES X CADRES SUPERIEURS TROP PRESSES JUSQU'AUX PERSONNES ÀGEES, MENTS ADMINISTRATIFS OU JURIDIQUES, DES MANUELS SCOLAIRES MISE EN PAGE COMPLEXE, AVEC DES PETITS CARACTERES OU SANS SYNTHÈSE EC DEUX FONCTIONS PRINCIPALES. LES PAGES WEB OU DOCUMENTS À LIRE SON' MESURE QUI COMPREND UN LARGE CHOIX DE PARAMETRES D'AFFICHAGE FEUR. ACCESSIDYS VISE LES LECTEURS QUI ONT TROP PEU DE TEMPS OU E, UN AUTISME OU DES DÉFICIENCES VISUELLES. ACCESSIDYS SAIT ÉGALEMENT ID VOS DOCUMENTS OU PAGES ACCESSIBLES AUX LECTEURS EN LES IMPORTANT RMAT DU FICHIER D'ORIGINE. QU'IL S'AGISSE D'UN FICHIER PDF NUMÉRISÉ, D'UN RMAT EPUB QU D'UNE PAGE WEB TRADITIONNELLE, ACCESSIDYS VOUS PERMET LECTEURS BENEFICIENT D'UNE EXPERIENCE DE LECTURE TOTALEMENT	
mais dyste admir carac tire s besoi	aussi toute personne ayant des difficultés pour lire xie jusqu'aux cadres supérieurs trop pressés jusqu' istratifs ou juridiques, des manuels scolaires traditi tères ou sans synthèse vocale. AccessiDys est une ont affichées en utilisant un profit de lecture sur m ns individuels de chaque lecteur. AccessiDys vise le	s, livres et pages web. AccessiDys vise les personnes en situation de handicap des documents longs ou complexes. Depuis les élèves et étudiants avec une aux personnes âgées, AccessiDys facilite la compréhension des documents ionnels, des magazines ou journaux à la mise en page complexe, avec des petit plateforme Web avec deux fonctions principales. Les pages Web ou documents esure qui comprend un large choix de paramètres d'affichage adaptés aux s lecteurs qui ont trop peu de temps ou d'attention, qui ont une dyslexie, une ssiDys sait egalement lire les pages Web à haute voix. AccessiDys rend vos	

This user interface allows to add a new profile by setting one by one, each of the available rules.

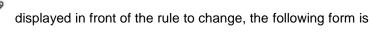
To change the name and profile description just click on the first icon: A window appears and makes the fields « Nom » and « Descriptif » modifiable:





Once the name is entered (the field « Nom » is obligatory) then the description (the field « Descriptif » is optional) you can click on « OK » to validate the modification, or « ANNULER » to cancel the changes.

To change the rules just click on the icon displayed:



#### **MODIFIER LES VALEURS DU STYLE: TITRE 1**

#### Paramètres du style opendyslexicregular Police\* AccessiDvs facilite la lecture des documents, livres et pages web. AccessiDys vise les personnes en situation de handicap mais aussi toute personne ayant des difficultés pour lire des documents longs ou complexes. Depuis les 10 Taille\* elèves et étudiants avec une dyslexie jusqu'aux cadres superieurs trop presses jusqu'aux personnes âge Interliane\* AccessiDys facilite la compréhension des documents administratifs ou juridiques, des manuels scolaires traditionnels, des magazines ou journaux à la mise en page Colorer les lignes RBV Coloration' complexe, avec des petits caractères ou sans synthèse vocale. AccessiDys est une plateforme Web avec deux fonctions principales. Les pages Web Gras Graisse\* sont affichées en utilisant un profil de lecture sur mesure qui comprend un large choix de parametres d'affichage individuels de chaque lecte Espace entre les mots' AccessiDys vise les lecteurs qui ont trop peu de temps ou d'attention, qui ont une dyslexie, une dyspraxie, un autisme ou des déficiences visuelles. AccessiDys sait Espace entre les caractères\* ENREGISTRER LE STYLE

We can then, after selecting the rule, for example titre1, assign a specific font, font size etc.

A preview is displayed on the right side of the screen and shows in real time the behavior of the modified field.

It is necessary to click on « ENREGISTRER LE STYLE » to associate the new rule's style to the profile and proceed with the edition of another profile's rule, or click on « ANNULER » to cancel the changes.

The different parameters to change are:

- Police: specifies the font type to be applied to the character. (Example: Century Gothic)
- Taille: specifies the size of the font, a value of 8 to 72 is possible.
- <u>Interligne:</u> this parameter indicates the space between the lines, a value of 1 to 10 is possible.
- <u>Coloration:</u> specifies the color mode, for example to color each syllable with different colors or color each word or each line...
- Graisse: specifies whether the characters will be displayed in normal mode or bold mode.
- Espace entre les mots: this parameter defines the space between words, a value of 1 to 10 is possible.



• <u>Espace entre caractères:</u> this parameter defines the space between characters, a value of 1 to 10 is possible.

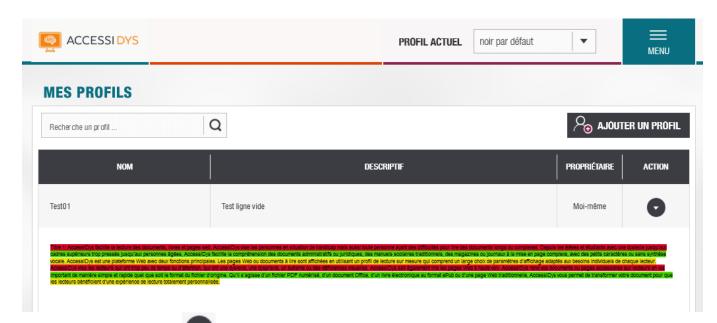
Once setting the rules is done, you can save the profile to be able to use it when displaying documents (button « ENREGISTRER LE PROFIL »), you can also cancel all the changes (button « ANNULER »)



**ENREGISTRER LE PROFIL** 

The profile can then be modified in accordance with the actions described below.

#### 3.1.2. Other actions on the profile

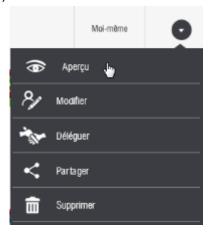


By clicking on the button in front of the profile, a drop-down list is displayed with a list of possible actions to be done on the profile:





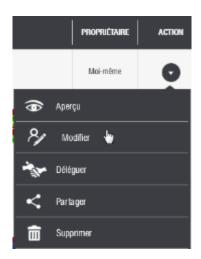
#### 3.1.2.1. Aperçu (Preview)



This action allows to display a preview of a text. The rules inherent to the profile will then be applied to the displayed text.



#### 3.1.2.2. Modifier (Modify)





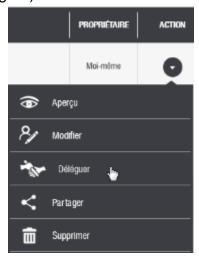
This action changes the profile (name and description, as well as the reading rules):

#### **MODIFIER UN PROFIL**



The behavior of the modification is similar to the edition one (button « AJOUTER UN PROFIL » paragraph 3.1.1).

#### 3.1.2.3. Déléguer (Delegate)



The « Déléguer » button to duplicate the profile to another user via their email address (The other user is assigned a profile by mirroring). Once you click on the « Déléguer » button, a pop-up is shown inviting you you to fill in the destination email address.



## DÉLÉGUER UN PROFIL Email : \* Entrer l'amail du destinataire ANNULER ENVOYER

Once the email of the user entered in the field « Email », you can click on the button « ENVOYER » to delegate the profile, or click on the button « ANNULER » to cancel the action.

We can also cancel the delegation using the option « Annuler la délégation » which will be displayed in the menu after a profile delegation:



Once you click on the « Annuler la délégation » option, a confirmation screen is displayed:

## ANNULER LA DÉLÉGATION

Voulez-vous annuler votre délégation?

ANNULER

OUI

Either you click "OUI" to confirm the removal of the delegation or "ANNULER" to cancel the action.



#### 3.1.2.4. Partager (Share)



The « partager » button triggers the opening of the following window:



You can then share the profile via email, Facebook, Twitter or Google+. Clicking on one of the displayed options opens a sharing window:

#### Par Email:



Just enter the recipient's email address to which you want to send the profile in the "EMAIL" field and then click on « PARTAGER » button.



You must then validate the action when the following screen is shown:



Click on « ENVOYER » button to confirm the message sending, or « ANNULER » button to cancel the action.

#### Sur Facebook:

If you click on this option, a text box lets you share on Facebook:



Just click on « Post to Facebook » to share the link on your Facebook profile, or « Cancel » to discontinue the sharing process.

Once the profile is shared, you will find an application on your Facebook journal:



The shared link redirects you to the details of the shared profile:



#### **Sur Twitter:**

If you click on this option, a field is displayed:



Just click share to share the link on your Twitter profile, it is similar to the sharing option in Facebook

#### Sur Google+:

Functionality not yet implemented.



#### 3.1.2.5. Supprimer (Delete):



In order to delete a profile, you will have to click on the « Supprimer » button. A confirmation screen is displayed, to choose between validation and canceling the action:



You can click on « OUI » to confirm the removal of the profile, click on « NON » to cancel the action.

## 3.2. Managing a document

#### 3.2.1. Documents list

This screen is to be accessed from: MENU / MES DOCUMENTS

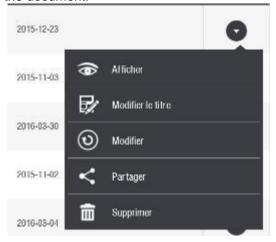


The list of the documents related to your account will appear.





By clicking on the button: in front of the document, a drop-down list appears with a list of all the possible actions to be done on the document:



#### Available actions are:

1- Afficher: display of the document in adapted mode using the current profile



#### 2- Modifier le titre:

This action allows to alter the document title.



# Nouveau Titre : Entrer un nouveau titre ANNULER RENOMMER

Enter a new title and click on the « RENOMMER » button.

#### 3- Modifier:

A text editor appears to edit the document content, this part will be detailed in paragraph 4.5



#### 4- Partager

Note that to share a document, you must have the copyright of it.

#### PARTAGER CE DOCUMENT

#### **AVEZ-VOUS LE DROIT DE PARTAGER CE DOCUMENT ?**

Les droits des auteurs doivent être protégés. Ainsi, en France comme dans de nombreux pays, la loi interdit généralement de partager un document sans la permission de ses auteurs. C'est pour quoi les auteurs qui désirent autoriser voire encourager le partage le signalent généralement dans leur œuvre en précisant que celle-ci est distribuée sous une licence libre 'Creative Commons'. Sans ces permissions ou ce type de licence, le partage est strictement interdit. C'est pour quoi nous vous demandons de vérifier précisément vos droits au partage et de renoncer à cette liberté tant que les auteurs et la loi vous en privent. Par ailleurs, les droits des personnes handicapées doivent également être protégés. Ainsi, en France comme dans de nombreux pays, la loi oblige la collectivité nationale à être solidaire avec les personnes handicapées. En particulier, la loi autorise à partager tout document avec une personne lourdement handicapée, même sans la permission des auteurs, à condition de disposer d'un agrément ministériel spécifique. Avant de partager un document, il vous faut donc vérifier minutieusement que vous avez bien le droit de le partager. Est-ce bien le cas ?

NON, JE N'AI PAS LE DROIT DE PARTAGER

OUI, J'AI LE DROIT DE PARTAGER

As described in this screen, you must have the rights on the document to share, if you do not have sharing rights you must then click on « NON, JE N'AI PAS LE DROIT DE PARTAGER » to return to the initial screen, or you can click on « OUI, J'AI LE DROIT DE PARTAGER », another screen is displayed:



We can then share the profile via email, Facebook, Twitter or Google+. This option is identical to the one described in the paragraph **Erreur! Source du renvoi introuvable.**.

#### 5- Supprimer:

This action allows to delete a document.

Once the option « Supprimer » is selected, a confirmation screen is displayed:

## Voulez-vous supprimer le document " images prep for tesseract " ? NON OUI

You can confirm by clicking on « OUI » or cancel the action by clicking on « NON ».

#### 3.2.2. Adding a document

This screen is reachable starting from the home page in the list of documents:



When you click on the « AJOUTER UN DOCUMENT » button, the following screen is displayed:



The available options are:

#### - « OUVRIR UN DOCUMENT »

This option allows to import a document The following screen is displayed:

#### **OUVRIR UN DOCUMENT**



You must specify a document title and choose between two options:

- either you specify link to the document (« Lien web » field) or
- or you load a document from your workstation (« Parcourir » button)

#### - Agrandir:

The button allows to enlarge or minimize the editor.

#### - « APERCU »

This option allows you to view the document being edited using the current profile.

This button redirects you to a screen where you can view the document with the current profile.

#### « ENREGISTRER »

This option will save the document to your storage space

A window is opened in which you'll have to enter in the field « Titre » the name you want to be used when saving the document:

#### **ENREGISTRER LE DOCUMENT**



Click on « ENREGISTRER » to save the document or « ANNULER » to cancel the action.

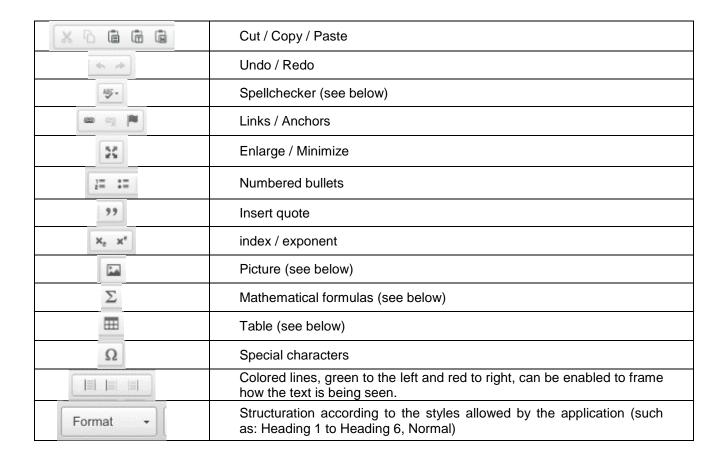
#### - <u>« FERMER »</u>

This options closes the editor.



#### 3.2.3. The features of the editor.

The editor's features are as follows:



HTML and Epub documents will be inserted directly in the editor.

#### 3.2.3.1. Spell checker



By clicking on the spell check button you can access the dropdown menu in the adjacent illustration.

You can then enable or disable SCAYT.

SCAYT is a real time spell checker.

You can also perform a global spell-checking by selecting « Vérifier l'orthographe » or access to the options of the spell checker and select the language

or import a custom dictionary (see left illustration).

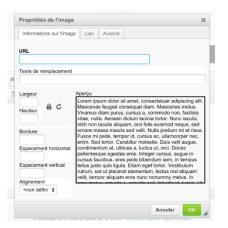


#### 3.2.3.2. Picture

When selecting the picture button in the editor, you get the popup of the adjacent illustration. Note that the image you want to import must be hosted on a server and be accessible via an HTTP URL. Then simply fill in the URL of your picture to insert it into your document.

Several parameters are also accessible via the pop-up such as the style settings of the picture (border size, margins etc.).

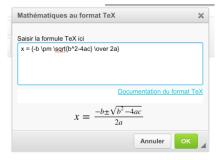
You can also transform the image into a link from the pop-up link tab, then you have to enter the target URL as well as the link opening method.



#### 3.2.3.3. Mathematical formulas

The text editor includes support for mathematical formulas in Tex format. To do this, simply enter your formula directly in the pop-up of the adjacent illustration.

A preview is automatically displayed below the text area. After validating, the formula will be inserted into the editor.



#### 3.2.3.4. Table





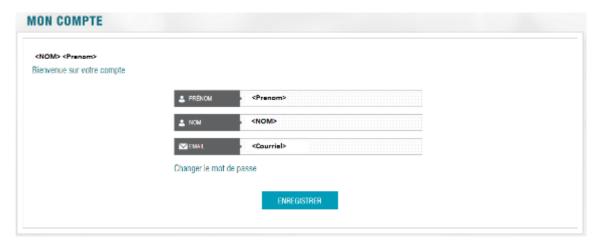
The Table pop-up will allow you to insert a table in the editor. In the same way as the previous pop-ups, you can customize your table by selecting its number of rows and columns, its height and width etc.

## 3.3. My account

This screen is to be accessed from: MENU / MON COMPTE



When clicking on the option « MON COMPTE » the following screen is displayed:



You can alter both the last name and first name of the user but not the email. Click on the « ENREGISTRER » button to save the modifications.



To change your password, click on the « Changer le mot de passe » button, then enter all the information requested as in the screen bellow, and finally click on « MODIFIER » to confirm or « ANNULER » to cancel.

#### **CHANGER LE MOT DE PASSE**



#### 3.4. Shortcut

By selecting « Bookmarklet » in the menu, the following screen is displayed:

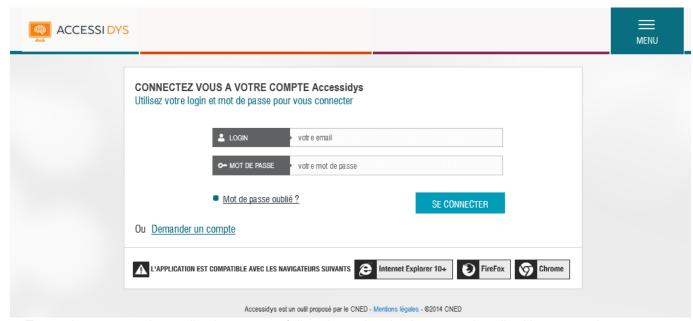


It will allow you thereafter to import directly into the application, a web page that you can view by clicking on it.

## 3.5. Sign out

By selecting « SE DECONNECTER » from the menu, you will be logged out of the application and will be taken to the following authentication screen:





To regain access to the application you can follow the authentication steps described in paragraph 2.1.