



Recite Me

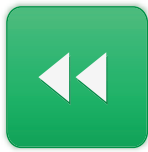
User Guide

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Toolbar Button Guide

Click the Recite button on the website to bring up the Recite Toolbar



Rewind to the previous paragraph of text



Change the text dimensions



Click the Play button to read the text aloud



Dictionary



Skip forward to the next paragraph of text



Remove images and view in plain text mode



Decrease the text size



Highlight the text then click to download text as an MP3



Change the Font



Translate text into a different language



Increase the text size



Magnify what is on the screen



Change the background, text and link colours



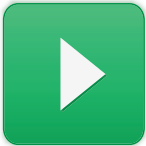
Adjust your Recite settings



Enable the Reading Ruler



User Log in/out



Text to Speech

The following will guide you on how to use the Recite toolbar to read text aloud.

- 1) Once the toolbar has been enabled, click on the play button or hover over some text on the page.
- 2) Click off the text or click to Stop button to Stop recite from reading aloud.
- 3) Click the forward and back buttons to jump to the next or go to the previous paragraph.

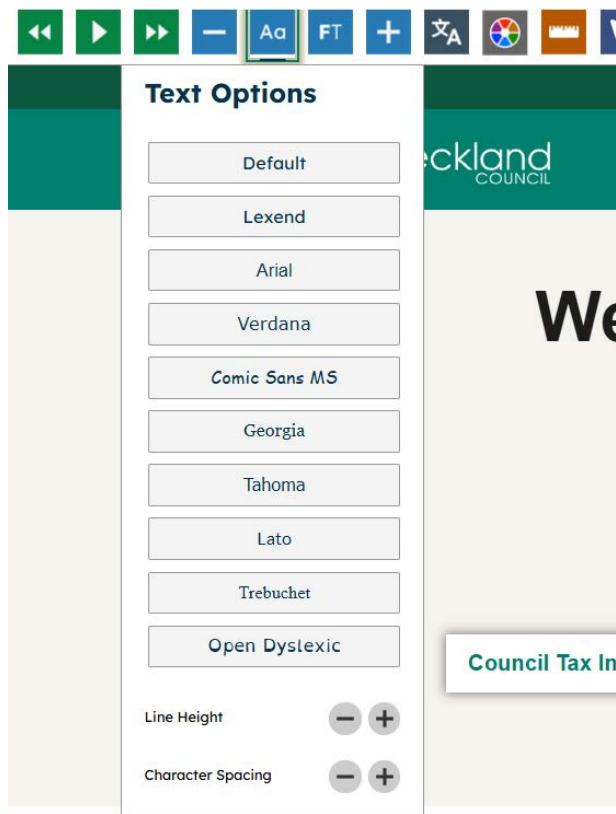
The screenshot shows the Breckland Council website. At the top, there is a navigation bar with the Breckland Council logo and links for Residents, Business, Your Council, and Visitors and Leisure. Below this is a search bar with the text "I am searching the Breckland website for...". Underneath the search bar, there is a "Recite" toolbar with a play button and other controls. Below the toolbar, there are four search results: "Council Tax Information", "Search planning applications", "Get housing advice", and "Bin collection days".



Change the Font and Text Size

The following will guide you on how to use the Recite toolbar to change the text.

- 1) Once the toolbar has been enabled, click on the Font icon and select the font you would like to change the text to.
- 2) To increase the size of the text click on the plus (+) icon
- 3) To decrease the size of the text click on the minus (-) icon
- 4) Click on the 'Reset' button to restore the default font and text size.





Change the Background, Text and Link Colours.

The following will guide you on how to use the Recite toolbar to change the colours.

- 1) Once the toolbar has been enabled, click on the colour wheel icon.
- 2) Select a colour combination to see the background and text colour change.
- 3) Click on default to reset the colours.

The screenshot shows the Breckland Council website with the Recite toolbar open. The toolbar is located at the top left of the page and contains various icons for accessibility features. The 'Colour Theme' panel is open, showing options for 'Dark Mode' and 'Monochrome'. Under 'Page Background', there are two sections: 'Dark' and 'Light'. The 'Dark' section shows a grid of color combinations for text and background, with the first combination (black background, white text) selected. The 'Light' section shows a grid of color combinations for text and background. A 'Reset to default' button is located at the bottom of the panel. The website content is visible in the background, including the Breckland Council logo, navigation links (Home, My Breckland, Listen and translate), and a search bar.



Using the Reading Ruler

The following will guide you on how to use the Reading Ruler.

- 1) Once the toolbar has been enabled, click on the Ruler icon to show the ruler
- 2) Use your mouse to move the ruler up and down.
- 3) Click on the ruler icon to disable the ruler.

The screenshot shows a web browser window displaying the Breckland Council website. A yellow ruler is positioned at the bottom of the page. A 'Ruler Options' dialog box is open, showing settings for color, opacity, and keyboard controls. The website content includes a search bar and popular search links like 'Search planning applications', 'Get housing advice', and 'Bin collection days'.



Using the Dictionary

The following will guide you on how to use the Dictionary with Recite.

- 1) Once the toolbar has been enabled, click on the Dictionary button
- 2) Highlight a word on the page
- 3) The definition will appear in the Dictionary pop up.

The screenshot shows a web browser window with a toolbar at the top. The browser's address bar contains the URL 'http://www.breckland.gov.uk'. The page title is 'Breckland Council'. The main content area features a green header with navigation links: 'Home', 'My Breckland', 'Listen and translate', 'Residents', 'Business', 'Your Council', and 'Visitors and Leisure'. The main heading is 'Welcome to Breckland Council'. Below the heading is a search bar with the text 'I am searching the Breckland website for...'. Underneath the search bar is a section titled 'Popular Searches' with four buttons: 'Council Tax Information', 'Search planning applications', 'Get housing advice', and 'Bin collection days'. A dictionary pop-up is visible on the left side of the browser window, showing the definition of 'Council'.

Select a word on this page or enter it in the search bar to view its definition

Search

Definition(s):

Council

1: a body serving in an administrative capacity; "student council" 2: (Christianity) an assembly of theologians and bishops and other representatives of different churches or dioceses that is convened to regulate matters of discipline or doctrine 3: a meeting of people for consultation; "emergency council"



Translate Text

The following will show you how to use Recite's Translation Tools

- 1) On the toolbar click on the translate button and you will see a dropdown.
- 2) Select a language from the dropdown list
- 3) This will translate the website into the selected language.
- 4) Click 'default' in the dropdown or the reset button on the toolbar to return to the default language.

The screenshot shows a web browser with the Recite Me toolbar at the top. The toolbar includes navigation buttons (back, forward, home, search), a font size selector (Aa), a plus sign, a translate button (represented by a stylized 'A' with Chinese characters), a color picker, a print button, a share button, a download button, a settings gear, a refresh button, and a document icon. The Recite Me logo is in the top right corner. Below the toolbar, a dropdown menu is open, listing various languages with speaker icons. The 'French - Europe' option is highlighted in blue. The website content is in French, with a search bar and a 'Recherches populaires' section. The search bar contains the text 'Je recherche sur le site Web de Breckland...'. The 'Recherches populaires' section includes buttons for 'habitation', 'Rechercher des demandes de planification', 'Obtenez des conseils en matière de logement', and 'Jours de collecte des poubelles'.



Magnify the page

The following will guide you on how to use the Recite Magnifier.

- 1) Once the toolbar has been enabled, click on the magnifier button.
- 2) Click on the magnifier and use the mouse to move the magnifier around the page.
- 3) Click on the magnifier button to disable the magnifier.

The screenshot shows a web browser interface with a toolbar at the top containing various icons for navigation and accessibility. The browser address bar shows "Home My Breckland Listen and translate". The webpage content includes a navigation menu with "Residents", "Business", "Your Council", and "Visitors and Leisure". The main content area is titled "Planning Enforcement looks into enforcement action. If development planning rules and works to resolve them in the most effective way, whether through negotiation or formal the necessary permissions, the council has a range of enforcement powers to:".

- Determine if a planning breach has occurred
- Assess the harm caused by the breach

Take steps to resolve the breach

Buttons visible in the magnified area:

- What happens if a complaint has been made about me?
- Report a suspected breach of planning control
- Planning Enforcement Register



Enable Plain Text Mode

The following will guide you on how to enable Plain Text Mode.

- 1) Once the toolbar has been enabled, click on the plain text button to strip all the styling from the page.
- 2) While in plain text mode a 'Margins' button will appear (this will be explained on the next page)
- 3) Click on the Plain text mode button or the 'Reset' button to restore the default styling.



[Skip to main content](#)
[Link to "Breckland Council" homepage](#)

1. Home
2. My Breckland
3. Listen and translate

- [Residents](#)
- [Business](#)
- [Your Council](#)
- [Visitors and Leisure](#)

I am searching the Breckland website for...

Breckland Council

Welcome to Breckland Council

I am searching the Breckland website for...

Popular Searches

[Council Tax Information](#)

[Search planning applications](#)



Download text as MP3

The following will show you how to convert text from a page into an MP3.

- 1) Highlight the text that you would like to save as an MP3
- 2) Click on the MP3 button
- 3) The selected text will now download as an MP3.



Download Audio

Home

My Breckland

Listen and translate



Residents

Business

Your Council

Visitors and Leisure

Breckland Council > Resident > Council Tax & Benefits > Council Tax FAQs

What do I need to do?

Please check your bill carefully.

If you are not familiar with the layout, [you are able to view it on the Anglia Revenue Partnership website. \(opens new window\)](#)

If you are already on direct debit you needn't take any action, just check the bill for your new direct debit instalments.

If you aren't set up for direct debit payments our [setting up a Direct Debit](#) page will be able to help you set them up.

If you pay by standing order you will need to contact your bank and let them know your new instalment schedule. Have you got the right bank details? Check our [Ways to Pay the Council](#) page for our bank details.

If you pay by cash or cheque you will need to visit a PayPoint with your bill (which has a barcode printed on the bottom left-hand corner) and your payment. You can locate your nearest [PayPoint online. \(opens new window\)](#)



Adjust your Recite Settings

The following will show you how to adjust your Recite Settings.

- 1) Once the toolbar has been enabled, click on the settings button to reveal the settings dropdown
- 2) Adjust the settings using the buttons on the dropdown
- 3) Click the Settings button to hide the dropdown.

The screenshot shows a web browser with a toolbar at the top containing various icons including navigation, text formatting, and accessibility tools. The Recite Me logo is in the top right corner. The main content area displays the Breckland Council website with a green header and navigation menu. A 'Settings' dropdown menu is open, listing options such as 'Show controls on hover', 'Play Automatically', 'Read whole page of content', 'Voice' (with radio buttons for Male and Female), 'Reading Speed' (with a slider set to 1), 'User Guide', and 'Accessibility Statement'. A green checkmark indicates 'Audit Passed' and 'WCAG Level AA 2.2 Compliant'. The version number 'Ver: 3.10.3' is visible at the bottom of the settings menu. The background page content is partially obscured by the settings menu.