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Mobile Tools to Support Workplace Accommodations

Workplace accommodations and supportive technology tools can be extremely valuable for individuals entering or re-entering the workforce in a variety of employment settings. For those with specific difficulties or limitations that impact their ability to perform important job tasks, examining accommodation options and assistive technology tools can ensure that they become active members of the workforce. We will review mobile devices such as tablets, iPads, Livescribe Smartpens, apps and resources that can increase productivity and emphasize independence. This workshop will explore various assistive technology tools that can be used as accommodations in common workplace settings to ensure success.



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Identifying Assistive Technology (AT) Needs for the Workplace

The Job Accommodation Network (JAN) offers free guidance on workplace accommodations and disability employment issues. It offers the following step-by-step process for identifying Assistive Technology tools that are appropriate for your job:

1. define the situation
2. explore resources
3. choose the AT
4. implement AT accommodation(s)
5. monitor accommodations

Assistive Technology Solutions

Assistive technology solutions can be...

- simple to complex
- inexpensive to costly
- a continuum of Low-Tech, Mid-Tech, and High-Tech options.

The following list highlights various AT tools that can enhance a personal workstation and provide the supports necessary for successful employment.

Portable Dictionary and Spell Checkers

Check spelling on the go; many also have a dictionary and thesaurus, and some read text aloud.

- Tool: [Franklin Speller](#)
- iPad App: [Dictionary.com](#)
- Android App: [Dictionary.com](#)

Reading Pens

Scan and read aloud single words or lines of text from a page, also equipped with a dictionary.

- Tool: [ReadingPen](#)
- iPad App: [Prizmo](#)
- Android App: [Mobile OCR](#)

Talking Calculators

Use as a standard calculator with the addition of reading the numbers and functions aloud.

- Tool: [Talking Calculator](#)
- iPad App: [Talking Calculator](#)
- Android App: [Simple Talking Calculator](#)

Portable Word Processors

Draft documents or take notes with the support of spell check and other editing capabilities. These devices have a range of features such as alarms, calendars, calculators, as well accessibility options.

- **Tablets/Personal Mobile Devices and Cell Phones**
 - [iPad Air](#)
 - [iPad Mini](#)
 - iPad Apps: [Textilus](#), [Quickoffice](#), [Pages](#)
 - [Google Nexus 7](#)
 - [Samsung Galaxy Note 10.1](#)
 - [Kindle Fire HDX](#)
 - Android Apps: [Kingsoft Office](#), [Smart Office 2](#)

- **Chromebooks**

Runs Google's ChromeOS rather than Windows and offers Web apps for users to download. These devices are very cheap, with prices ranging from approx. \$200 to \$300. While it is possible to compose email, edit documents, and download a handful of apps to use, Chromebooks are unable to run traditional Windows programs as well as many AT software applications.

[Acer C720](#)

[HP Chromebook 14](#)

[Acer C720P Touchscreen](#)

- **Netbooks**

Primarily mobile Web browsing tools (cheap). They do not have the functionalities offered by a desktop or laptop, like advanced or heavy design programming or gaming. However, because they offer connectivity to the Internet and the most pertinent productivity tools, such as word processing, calculations and the like, they are excellent budget computing options, educational tools and mobile workstations.

[Lenovo IdeaPad U150](#)

[HP Pavilion 11t-n000 x360 PC](#)

- **Ultrabooks (Laptops)**

Meant to be powerful and portable devices (expensive). They typically measure less than 0.9 inch thick, wake from sleep quickly, provide at least six hours of HD video playback, (may offer a touchscreen) and include hardware support for voice commands and control. They run the Windows operating system and do not have an optical disc drive.

[Microsoft Surface Pro 2](#)

[Lenovo IdeaPad Yoga 2](#)

[Acer Aspire V7](#)

[Apple's MacBook Pro](#)

Digital Recorders

Document impromptu spoken instructions or other audio such as business meetings or phone conversations.

- Tool: [Philips DVT](#)
- iPad App: [Recorder Plus + HD](#), [iTalk Recorder](#)
- Android App: [Smart Voice Recorder](#), [Dictadroid Voice Recorder](#)

Note-taking

Take notes and record audio during business meetings, assessments or workshops.

- Tool: [Livescribe Smartpens](#)
- iPad Apps: [Soundnote](#), [Notability](#)
- Android Apps: [AudioNote](#), [Evernote](#)

Text-to-Speech Software

Read electronic text, highlight words as they are being read, proofread your own writing.

- Computer Software: [Balabolka](#)
- iPad and MacBook Accessibility: Enabling "[Speak Selection](#)" within the Accessibility features, will allow the user to select (highlight) text and have it read aloud.
- Android App: [Google Text-to-Speech](#), [Select and Speak](#)

Word Prediction Software

Get assistance in spelling and typing with a list of predicted words after a few letters have been typed.

- Computer Software: [Read&Write Gold](#), [Co:Writer 7](#)
- Web App for Chromebooks: [Read&Write for Google](#)
- iPad Apps: [iReadWrite](#), [Co:Writer](#), [WriteOnline](#), [Path Input Pro](#)
- Android Apps: [Google Keyboard](#), [ai.type Keyboard Free](#)

Speech Recognition

Convert dictation to text if you experience difficulty typing or writing.

- Website: [Online Dication](#), [TalkTyper](#)
- Computer Software: [Dragon Naturally Speaking 12](#)
- iPad and MacBook Accessibility: The built-in "[Dictation](#)" feature will allow the user to translate voice dictation into text.
- Android App: [VoiceNote](#)

Spell and Grammar Check

Try various ways to use the spell and grammar check on the word processor; if it is distracting while writing, turn it off until the document is in draft.

- Computer Software: [Ginger](#)
- iPad App: [Speller](#)
- Android App: [Ginger Keyboard](#)

Information Management

Use cloud computing storage application that run on Windows/Mac operating systems and gives you access to your files, pictures, videos, and documents over Wi-Fi.

- [Google Drive](#)
- [Apple iCloud](#)
- [Dropbox](#)

Headphones

Manage distractions and concentration with soft music or white noise played through headphones.

- Tool: [iSound](#)

Mobile Device/Computer Accessibility Features

Customize your mobile device/computer to fit your specific needs. Adjust the contrast and enlarge print and graphics on the screen; adjust contrast and background color schemes; adjust keystroke and mouse controls with "StickyKeys" and "MouseKeys" settings (computer).

Use the following links or additional information on Accessibility Features for various platforms.

[Windows 8](#)

[Windows 7](#)

[Apple OS X](#)

[Apple iOS](#)

[Android](#)

The following resources were used to help create this handout.

[Job Accommodation Network](#)

A free consulting service designed to increase the employability of people with disabilities by providing individualized worksite accommodations solutions, providing technical assistance regarding the ADA and other disability related legislation, and educating callers about self-employment options.

[LD Online](#)

LD OnLine.org is the world's leading website on learning disabilities and ADHD, serving more than 200,000 parents, teachers, and other professionals each month.

