

## Severe Headache and Vision Conditions: Returning to Activities

Step # 1: Add the Reading Aloud “Speak” tool to your computer and allow the computer to read documents (such as this one) and emails. For PDFs click “View” in the menu and scroll to “Read Out Loud”.

### Read Aloud “Speak” instructions

#### Add Speak to the Quick Access Toolbar

You can add the Speak command to your Quick Access Toolbar by doing the following in Word, Outlook, PowerPoint, and OneNote:

Next to the Quick Access Toolbar, click **Customize Quick Access Toolbar**.



Click **More Commands**.

In the **Choose commands from** list, select **All Commands**.

Scroll down to the **Speak** command, select it, and then click **Add**.

Click **OK**.

#### Use Speak to read text aloud

After you have added the **Speak** command to your Quick Access Toolbar, you can hear single words or blocks of text read aloud by selecting the text you want to hear and then clicking the **Speak** icon on the Quick Access Toolbar.

For further information visit: [Read aloud instructions](#)

**Step #2: Use the “speak” tool to review the Table of Contents in this document and click on the appropriate section. Only review the sections applicable to your current situation. Return to the document periodically as your symptoms improve. For PDFs click “View” in the menu and scroll to “Read Out Loud”.**

## Contents

Read Aloud “Speak” instructions.....	1
<b>Add Speak to the Quick Access Toolbar .....</b>	<b>1</b>
<b>Use Speak to read text aloud.....</b>	<b>1</b>
Returning to work and daily activities: The 4 Ps .....	3
Overall Health Tips.....	4
Work Environment Tips.....	5
Assistive Tools.....	6
<b>Dictate your email in Outlook .....</b>	<b>6</b>
<b>Use dictation to talk instead of type on your PC.....</b>	<b>7</b>
<b>Set up your device to work with accessibility in Office 365.....</b>	<b>8</b>
<b>Display - Change text size .....</b>	<b>8</b>
<b>Cursor pointer size.....</b>	<b>8</b>
<b>Magnifier - Magnify the screen content.....</b>	<b>8</b>
<b>Use high contrast color.....</b>	<b>8</b>
<b>Use Narrator: this is more advanced than “speak”.....</b>	<b>8</b>
<b>Use Cortana .....</b>	<b>9</b>
<b>Use voice recognition in Windows 10.....</b>	<b>10</b>



## Returning to work and daily activities: The 4 Ps

### **Prioritize:**

- Does this need to be done today? Can it wait a few days, weeks or longer?
- Can I get someone to help me complete this task?
- Can it wait until I am feeling better?
  - Assistive tool: reference the above questions when planning your day/week; use Post-It flags to help prioritize tasks

### **Pace:**

- Take a break before you become tired
- Break tasks into smaller parts
  - Assistive Tools: timers and Post-It notes for reminders to take breaks or change tasks

### **Plan:**

- Have a plan for your day; do not be disappointed if you are unable to accomplish everything you planned;
- Complete more complex/harder tasks when you feel your best (example: mornings);
- Provide extra time to complete tasks;
- Have an alternate plan for times when your symptoms increase unexpectedly (example: family member or a neighbour to assist with groceries, childcare, pet care)
- Do something you enjoy (walking, talking to a friend, playing with your pet, meditating); you will need to pace these activities as well;
- If you find your plan is too demanding decrease it for the next day or week; if you found it manageable attempt small increases each week;
  - Assistive Tools: written planning lists or voice recordings to help appropriately prioritize, plan and pace your day.

### **Position:**

When returning to work speak with your Ability Advisor regarding any recommendations from you health care providers related to accommodation or equipment you may require.

Complete the appropriate video to minimize risk factors and improve overall comfort at your workstation.

- **Office Ergonomics Self Adjustment Tool** (15 minutes) - An interactive step-by-step guide for employees to adjust their own workstation.
- **Safe Use of Sit/Stand Workstations** (10 minutes) - For employees who use a sit-stand workstation. Users will learn about effective and safe use of sit-stand workstations.
- Decrease visual and audio input in the beginning of your recovery and gradually expose yourself to noise and bright lights.
  - Assistive tools: Noise cancelling headphones, earplugs, sunglasses, dim LED lamps, anti-glare monitors, Ergonomic Program resources
  - If available your supervisor may allow you to temporarily work in a quieter area or have quiet space for breaks.

Visit the [Ergonomic Program website](#) for further information.

## Overall Health Tips

### Sleep:

- Avoid screens 2 hours before bed;
- Keep a sleep schedule – go to bed and get up at the same time everyday;
- Try to avoid napping; and
- Avoid caffeine and energy drinks (especially after 3:00pm).

### Eating:

- Eat proper meals – do not skip a meal;
- Avoid foods/drinks that may cause headaches such as: “aged cheeses, chocolate, citrus, processed food, wine, caffeine and food with additive like MSG (monosodium glutamate) and nitrates and artificial sweeteners.” Sunnybrook Health Science Centre: Mild Traumatic Brain Injury/Concussion: Your Guide To Recovery; and
- Avoid stimulants such as energy drinks.

### Exercise:

- Keep active and gradually increase your physical activities; and
- If you were not previously active start with walking and speak with your Exercise Professional prior to starting an exercise program.

### Mental Wellness:

- Be patient with yourself and be kind to yourself;
- Manage stress: take time to relax and try to return to some things you enjoy that do not require increased stress;
- Talk to someone you trust or reach out for professional assistance to assist with your mood, emotions, and stress; and
- Support and resources for your mental health are available. For more information, or to speak to someone within Staff Wellness, please visit the [Staff Wellness website](#); and
- The University of Calgary staff, faculty, and post-doctoral scholars have access to the Employee and Family Assistance Plan, Homewood Health. This is a confidential service, available at no cost, with services in counselling, lifestyle coaching, and online resources. More information, and how to access this service, can be found on the Staff Wellness website: <https://www.ucalgary.ca/hr/wellness/wellbeing-worklife/employee-family-assistance-plan>

### Medication:

- Speak with your Health Care Provider about frequency and quantity of medication use (prescription and non-prescribed); pay attention to changes in medication use with increases in activity and/or stress level.



## Work Environment Tips

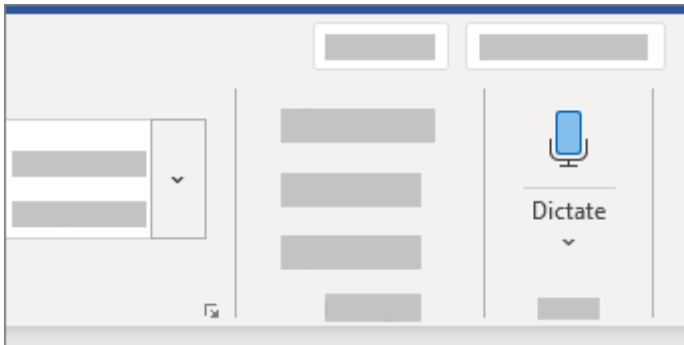
- Set up your workstation ergonomically using the [Office Ergonomics Self Adjustment Tool](#).
- Limit screen time: phones, i-pads, TV, computers - Use the tools in the Assistive Tools section below for Computer work. Ensure all of your computer screens have the same settings.
- Keep your screen clean.
- Minimize glare: turn off screen and check if there is glare seen on the screen. You may need to close blinds or adjust your monitor. Anti-glare screens are available for purchase.
- Reducing lighting (bright sunny days, reflections, fluorescent lights, and device screens):
  - Υ Try to have the screen lighting similar to the environment;
  - Υ Install blue light reducing apps (see Windows 10 Night Light feature or blue light filter options on your devices);
  - Υ Wear a hat indoors and outdoors;
  - Υ Wear polarized sunglasses outdoors; and
  - Υ Use warm light within the office: for temporary impairments, [Staff Wellness Ergonomic Program](#) will loan lamps, if available.
- 20x20x20 – look 20 feet away from your screen every 20 minutes for 20 seconds.
- Use voice search and speech to text on your phone.
- Avoid loud sounds: use earplugs or noise cancelling devices.
- Decrease sound notifications.
- Avoid quick and repetitive movements of your head and neck.
- Decrease movement on your screen: pop ups, videos, disable screen rotation on your phone or I-pad.
- Use an app to remind yourself to take screen breaks and drink water.
- Take regular movement breaks away from your workstation to stretch and relax your eyes, neck and shoulders.
- Stay hydrated: have a water bottle at your workstation.

## Assistive Tools

### Dictate your email in Outlook

 This feature is available to [Office 365 Subscribers](#) only.

1. When you're signed in to your Office 365 account, turn on your microphone and make sure it works (see [Microphone settings](#)).
2. Go to **Message > Dictate**.



3. A red dot on the button and a quick sound let you know that dictation has begun.



4. Start talking. As you talk, text appears on your screen.
5. Speak clearly and conversationally. Insert [punctuation](#) by saying the name of the punctuation mark you want to add.
6. If you make a mistake while dictating, move your cursor to the mistake and fix it with your keyboard. No need to turn off the microphone.
7. When finished, select **Dictate** again to stop typing.

Dictate requires an Internet connection. Your speech utterances will be sent to Microsoft to provide you with this service. For more information see, [Make Office Work Smarter for You](#)

## Use dictation to talk instead of type on your PC

Applies to: Windows 10

Use dictation to convert spoken words into text anywhere on your PC with Windows 10. Dictation uses speech recognition, which is built into Windows 10, so there's nothing you need to download and install to use it.

To start dictating, select a text field and press the **Windows logo key + H** to open the dictation toolbar. Then say whatever's on your mind. To stop dictating at any time while you're dictating, say "Stop dictation."

If you're using a tablet or a touchscreen, tap the **microphone** button on the touch keyboard to start dictating. Tap it again to stop dictation, or say "Stop dictation."

To find out more about speech recognition, read [Use voice recognition in Windows 10](#). To learn how to set up your microphone, read [How to set up and test microphones in Windows 10](#).

## Set up your device to work with accessibility in Office 365

Office 2016 Office for business Office 365 for home Office 365 Small Business [Office Accessibility Center](#)

The way that you choose these settings depends on what kind of device you have: [Windows](#) [macOS](#) [iOS](#)  
[Android](#)

To quickly open the **Ease of Access** pane, press the Windows logo key+U.  
Or type Ease of Access in the Search box.

### Display - Change text size

Enlarge text and apps on the main display: use the drop down menu to increase the size from 100%

Decrease blue light: Additional settings – night light – adjust colour for less blue light

**Cursor pointer size** – Change cursor thickness using the bar and the size and/or colour of your cursor by clicking the appropriate box.

### Magnifier - Magnify the screen content

To zoom in, press the Windows logo key+plus key(+). To zoom out, press the Windows logo key+the minus key (-).

Views: choose from Full Screen, Lens (magnify specific areas of the screen) or Dock

Click the settings icon on the Magnifier toolbar for further settings.

To exit an option or options list, press Esc.

To exit Magnifier and close the tool, press the Windows logo key+Esc.

For more information, go to [Use Magnifier to see items on the screen](#).

### Use high contrast color:

High Contrast Mode: helps to see text and items on your screen. To turn high contrast on or off from the keyboard, press **left Alt + left Shift + Print Screen**.

For further instructions, refer to [Use high contrast in Windows](#)

### Use Narrator: this is more advanced than “speak”

Narrator is a screen-reading app built into Windows 10, and Office 365 apps are optimized for Narrator. To get started, go to [Get started with Narrator](#).

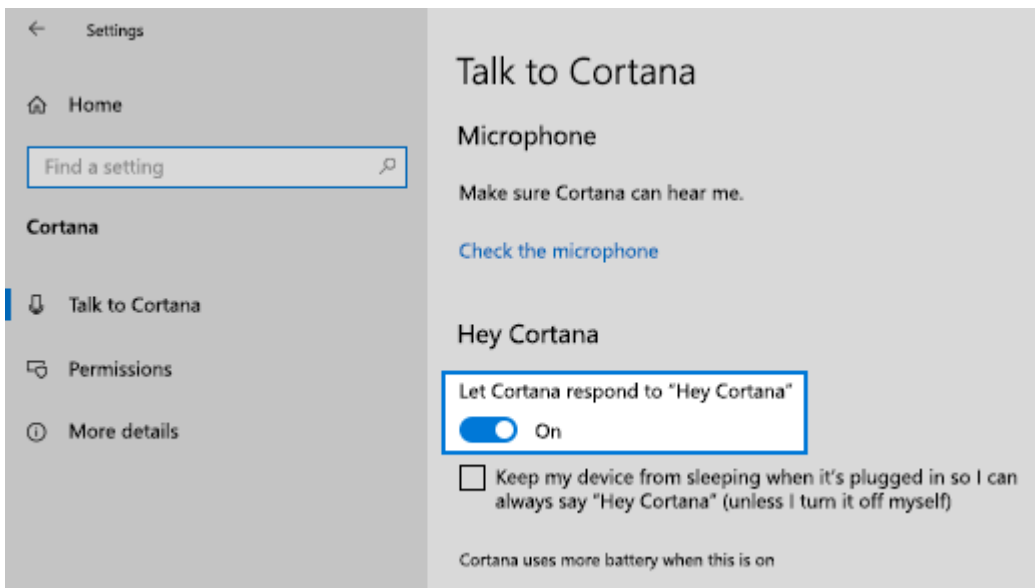
Press **Windows logo key + Ctrl + Enter** together to start Narrator. Press these keys again to stop Narrator. If you're using a previous version of Windows, press **Windows logo key + Enter** together to start and stop Narrator. On many keyboards, the Windows logo key is located on the bottom row of keys, to the left or right of the Alt key.



## Use Cortana

Use Cortana, your virtual voice controlled assistant, to carry out basic tasks. To learn more about Cortana and how to set it up, refer to [What is Cortana](#). Cortana is available only in certain countries and regions. Activate "Hey Cortana" mode

Open Cortana, select **Settings** , and then under **Hey Cortana** switch the toggle to **On**.



**Tip:** If you are using Cortana with voice for the first time, she will ask your permission to ask you a few questions to understand what is important to you. If you're OK with this, press Tab until you hear "Accept" and then press Enter. If you don't want to answer the questions, press Tab until you hear "No thanks" and press Enter.

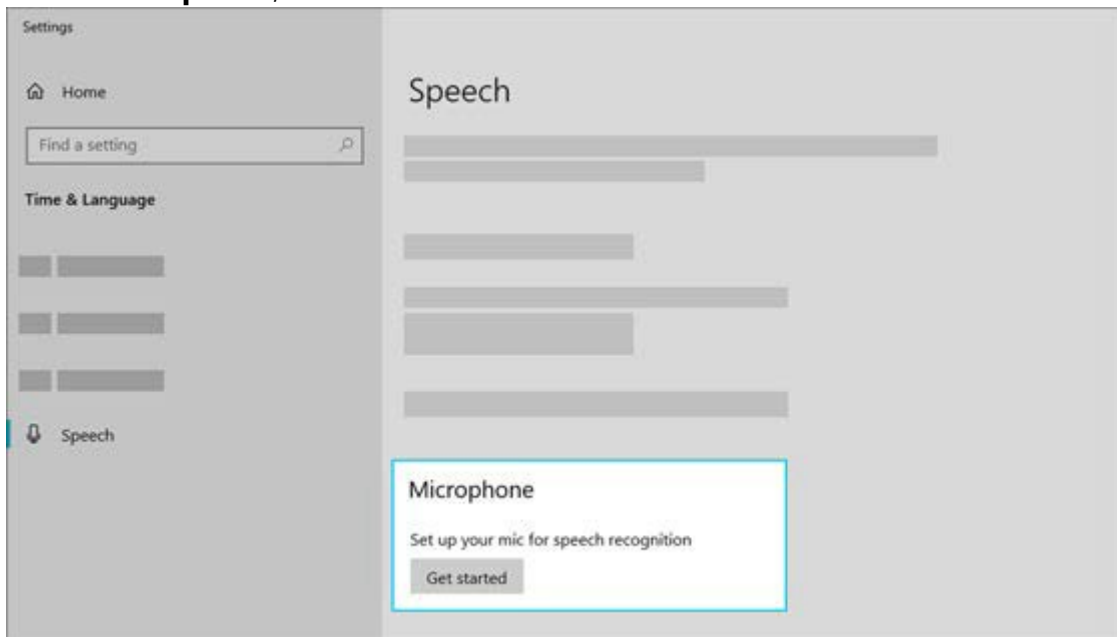
## Use voice recognition in Windows 10

Applies to: Windows 10

### Set up a microphone

Before you set up voice recognition, make sure you have a microphone set up.

1. Select the **Start** button, then select **Settings** > **Time & Language** > **Speech**.
2. Under **Microphone**, select the **Get started** button.



### Help your PC recognize your voice

You can teach Windows 10 to recognize your voice. Here's how to set it up:

1. In the search box on the taskbar, type **Windows Speech Recognition**, and then select **Windows Speech Recognition** in the list of results.
2. If you don't see a dialog box that says "Welcome to Speech Recognition Voice Training," then in the search box on the taskbar, type **Control Panel**, and select **Control Panel** in the list of results. Then select **Ease of Access** > **Speech Recognition** > **Train your computer to understand you better**.
3. Follow the instructions to set up speech recognition.

[Windows Speech Recognition commands](#)