

Accessibility and Translation Options for Masconomet Web Resources



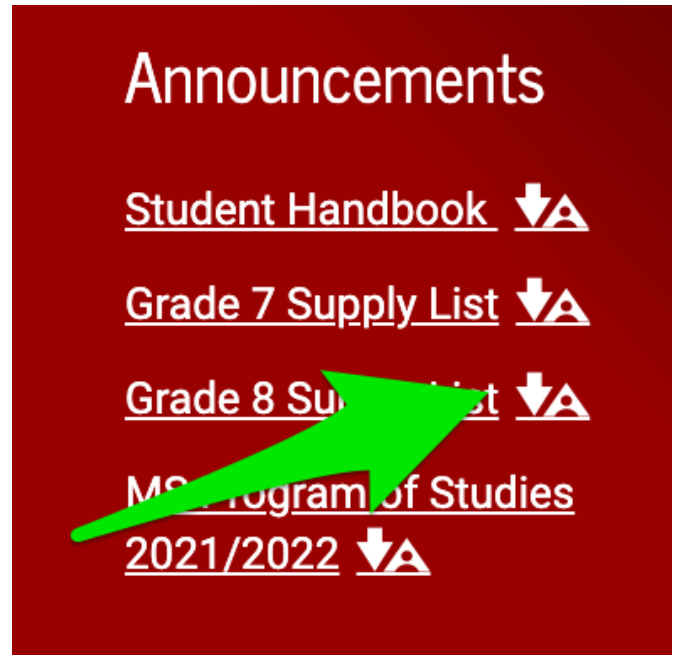
General Accessibility

The Masco Website provides access to alternative accessible forms, including HTML, ePub, Electronic Braille, Audio, BeeLine Reader, and Translated versions, of documents (PDF, Word, Etc) that we upload to the website. This should be especially helpful for our families requiring specific accessible formats for Screen Readers or other devices.

Unfortunately, it does not process and will not work on linked resources. For example, a linked Google Doc or linked PDF stored in a Google Drive folder.

To **access these formats**, users may:

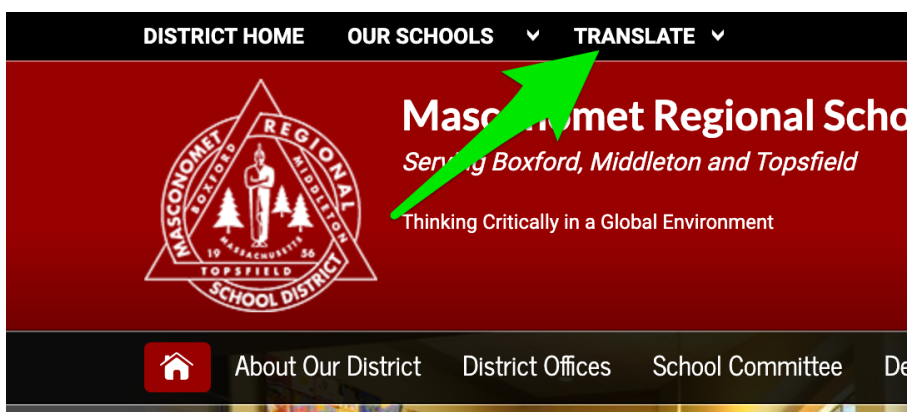
1. Click on the Icon
2. Choose the file type they prefer.
3. Download and open the file.



Translation Options

This tool can provide a translated version of most uploaded documents. The Masco webpage has a built-in connection to Google Translate that will translate the site to other languages.

1. Click "Translate" in the top menu bar
2. Click the dropdown and choose your language.





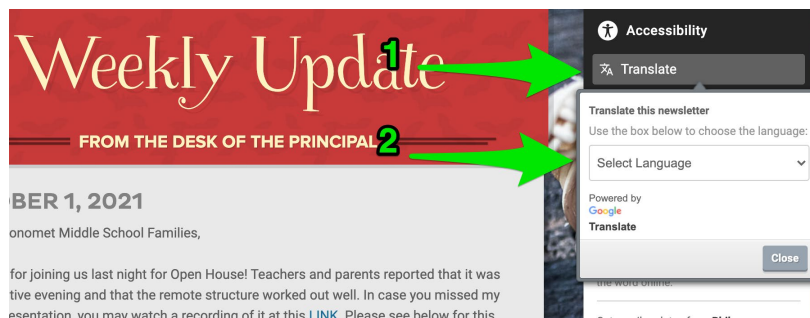
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Newsletters

The principals' newsletters can be translated using the tools on the web.

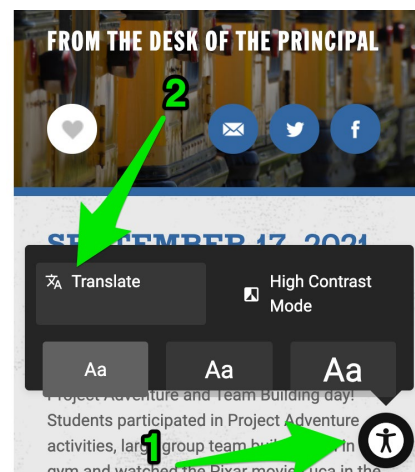
Computer Screen

1. Click the "Translate" link on the right side
2. Choose your language from the dropdown menu.



Small Window or Phone

1. Click the black and white icon
2. Click the Translate Link in the lower right.
3. Choose your language from the dropdown menu



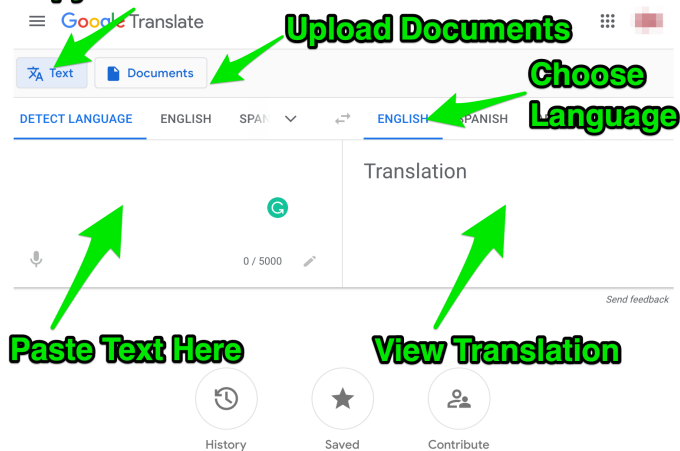
Google Translation Options outside the Masco webpage

If Translation options are not embedded, try the options below.

[Translate.google.com](https://translate.google.com)

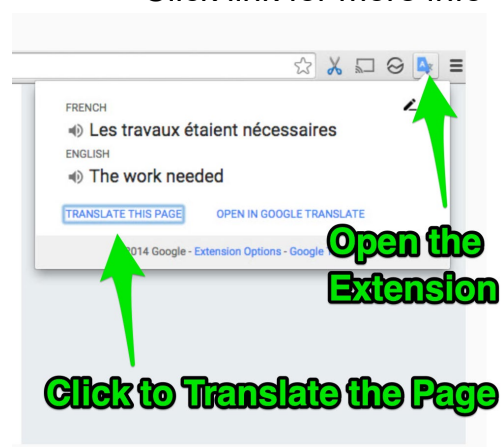
Click link for more info

Copy and Paste Text



[Google Translate Chrome Extension](#)

Click link for more info

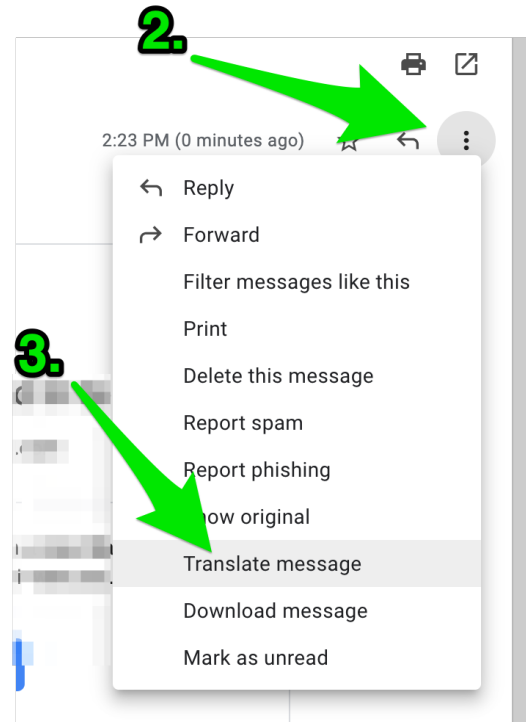


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Translation in Gmail

1. Open the email
2. Click on the menu dots
3. Choose "Translate message"



Translation in Hotmail

Hotmail **does not** have a built-in translator, the best solution here is [Google Translate](https://www.google.com/translate).

Translation in Google Docs

1. Open a document
2. Click "Tools" in the top menu.
3. Click on "Translate" in the drop down menu.

