



**Lighthouse
Center for
Vital Living**

**Empowering Older Adults and People
with Disabilities to Live Vital Lives**

218-624-4828

To refer: [LCFVL.org/referral](https://www.lcfvl.org/referral)

Blind/Low-Vision & More Software for Employment

Greta Link
Amanda Paszak



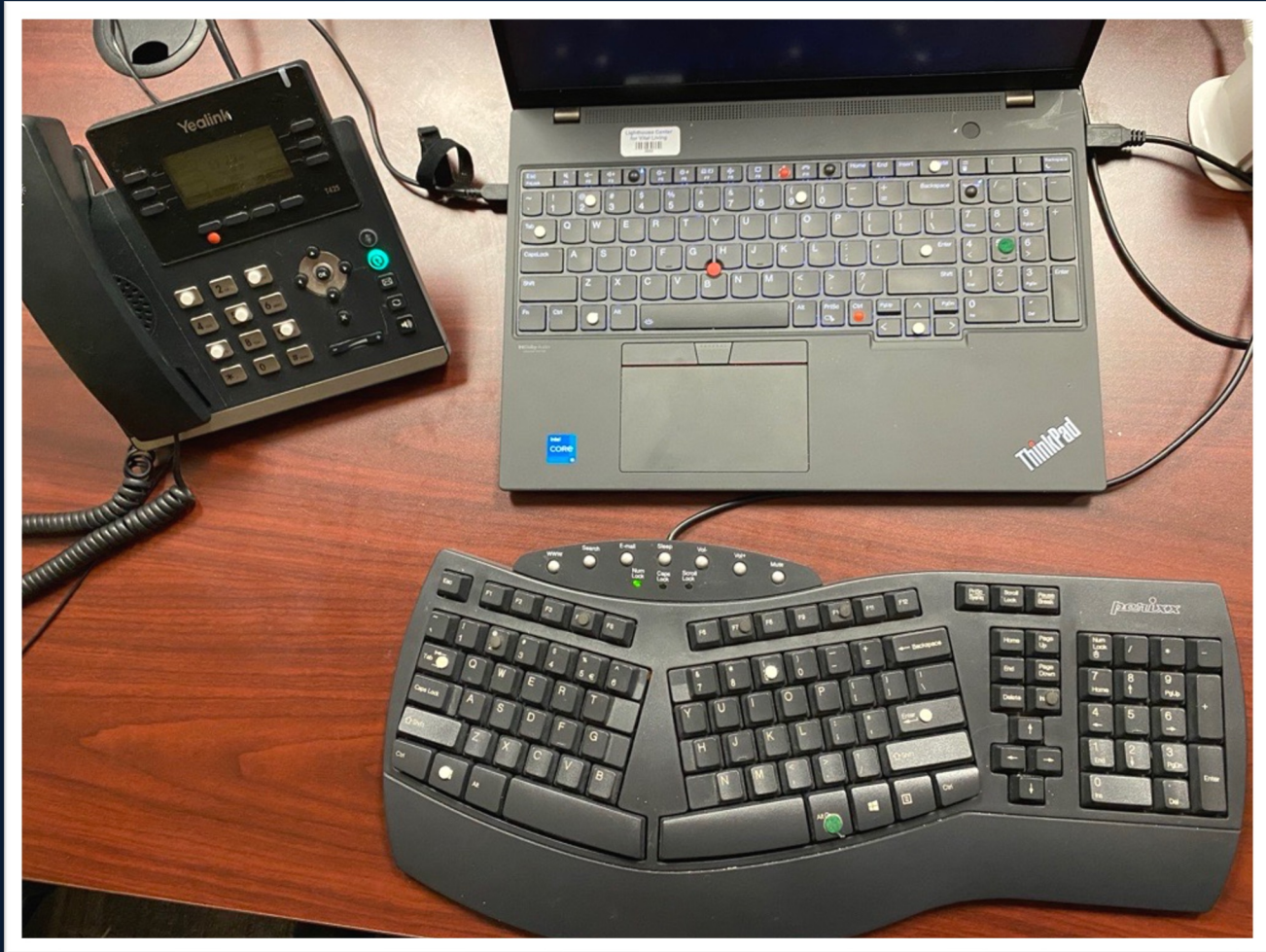
**Always check Accessibility
Settings!**



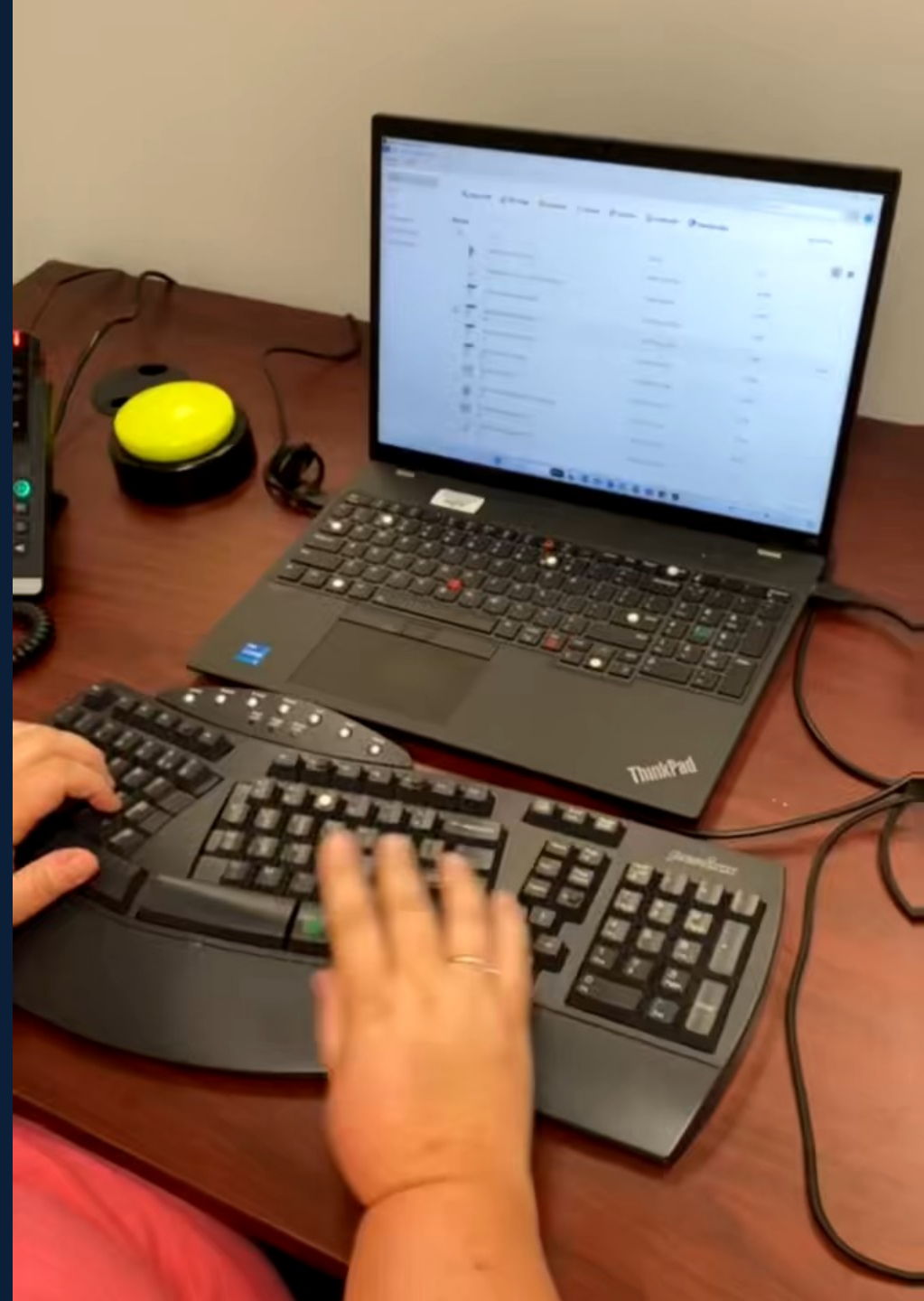
Lighting & Magnification



Blind/Low-Vision Physical Access



Screen Readers (JAWS/NVDA)



Mobile

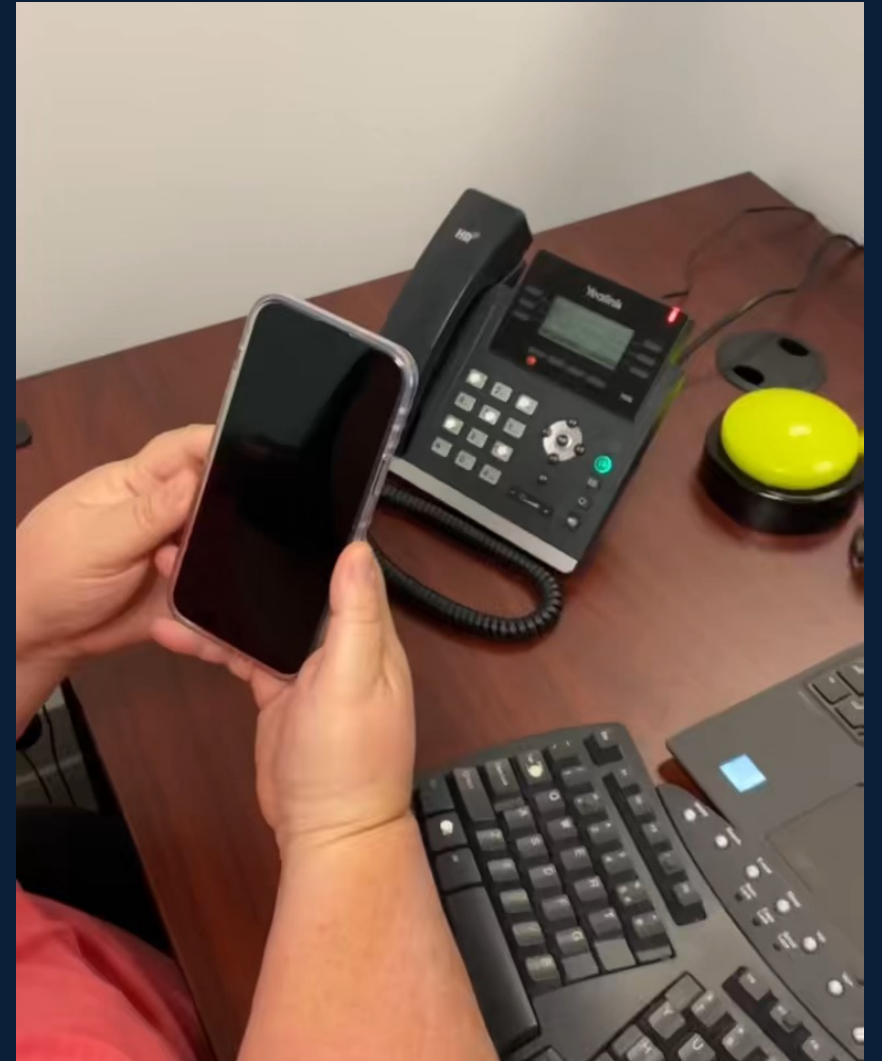
Seeing AI

Be My Eyes/AI

Envision AI

Magnifier

Lots of settings under
“Accessibility”

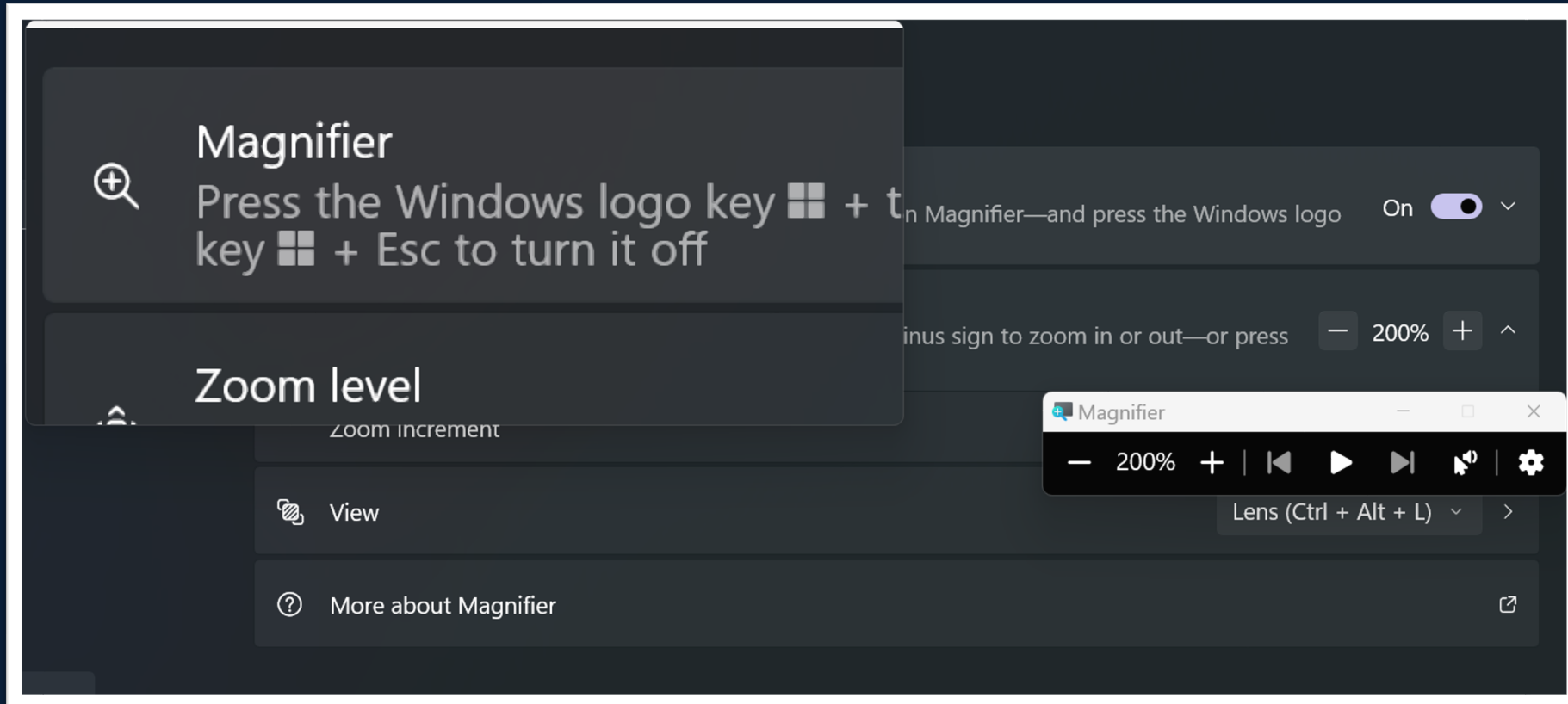


On-Screen Magnifiers

Windows and + keys

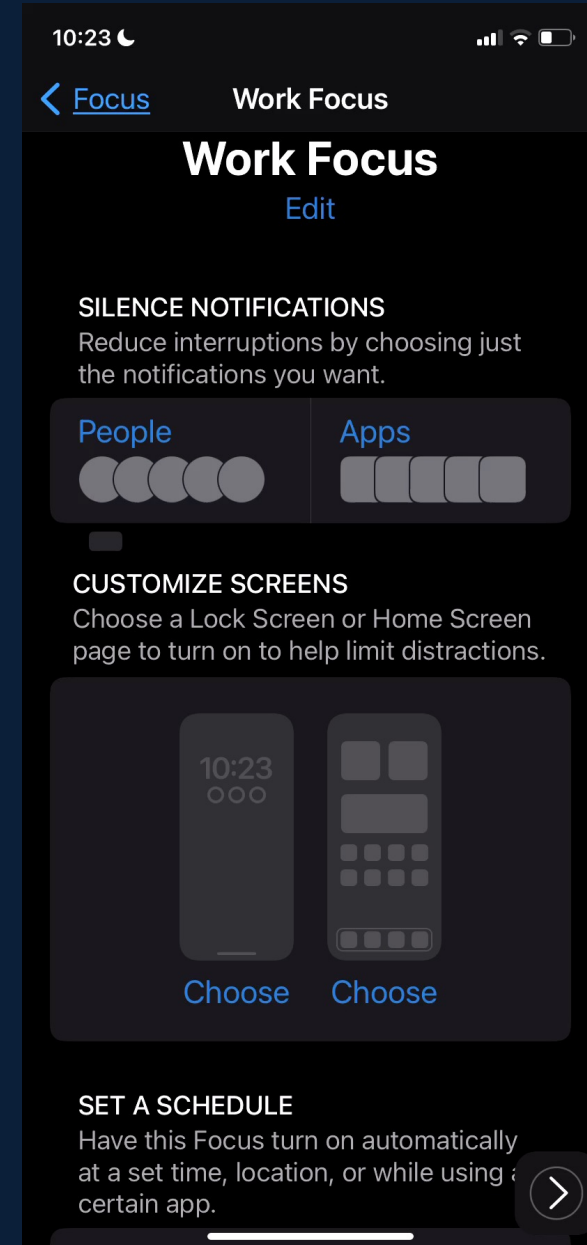
Windows + ESC to quit

Consider device screen size

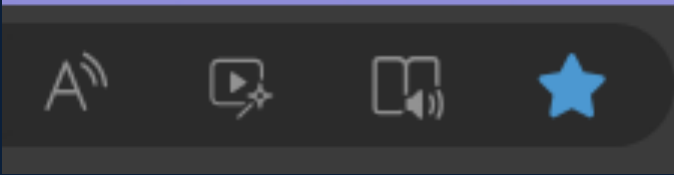
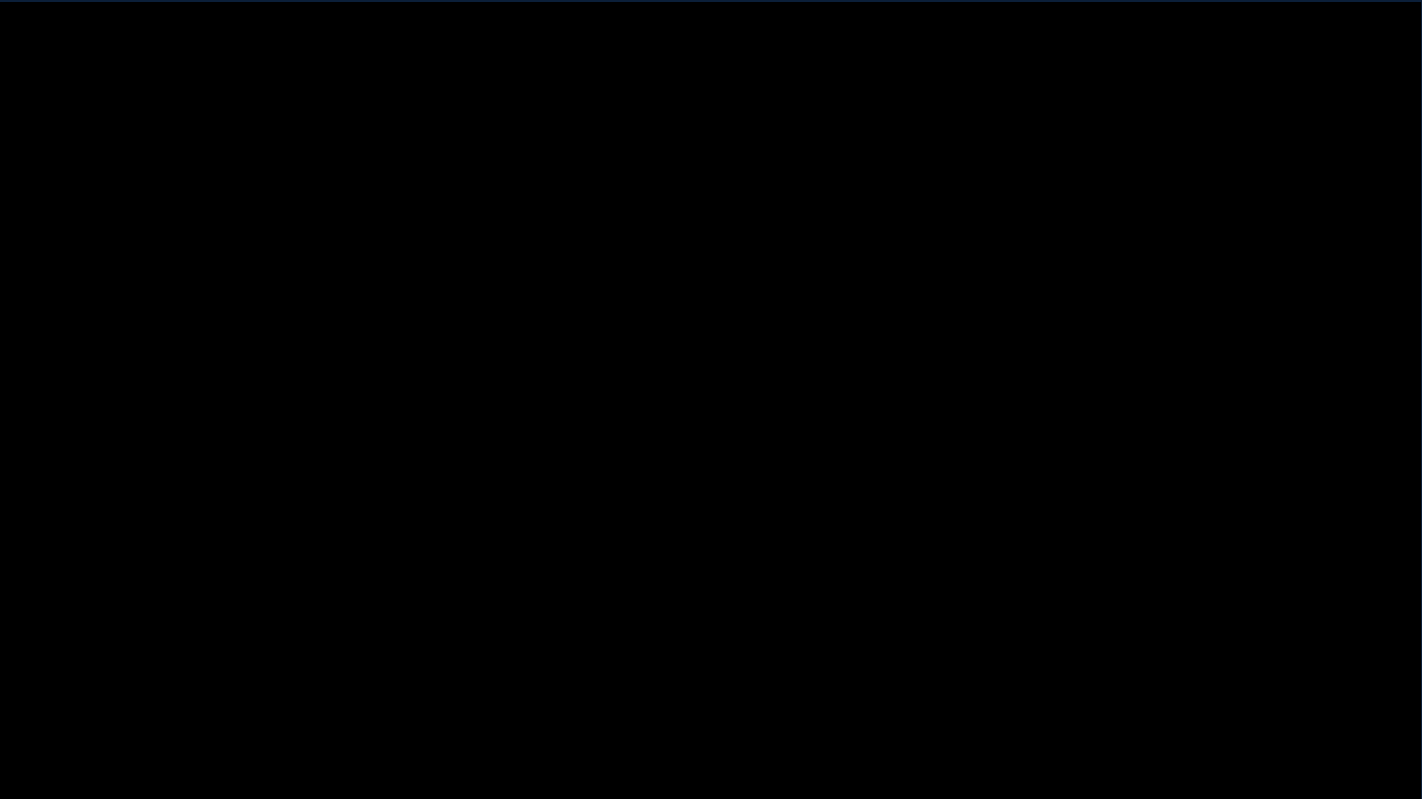


Supports for Cognition

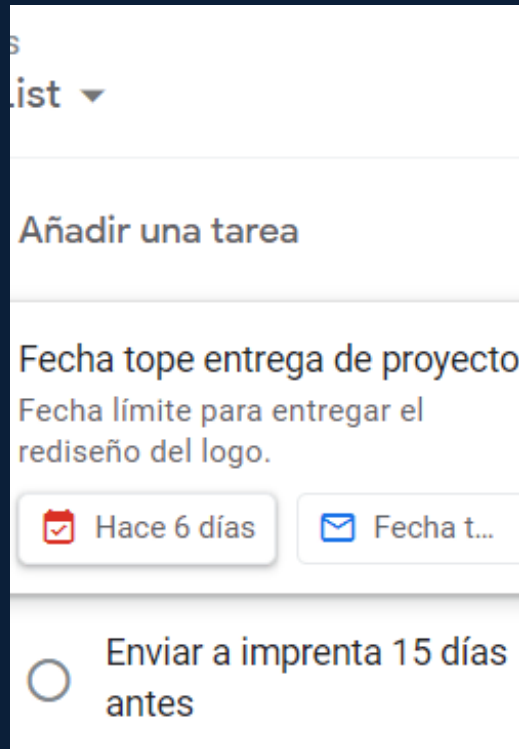
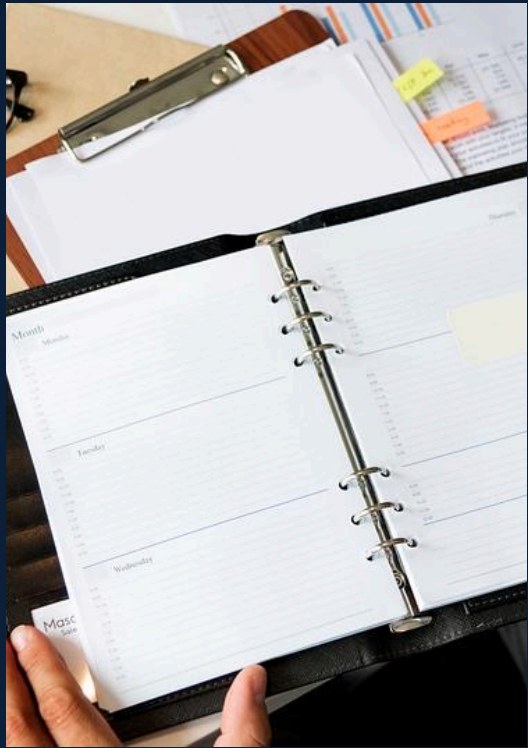
- Web Browser/Extensions
 - Reader mode/eliminate distractions built into Edge & Chrome
 - Just Read
 - Read Aloud and Immersive Reader in Microsoft programs / Edge
 - Speechify/Natural Reader
- Focus/Do Not Disturb routines
- Dictation software (often built-in!)



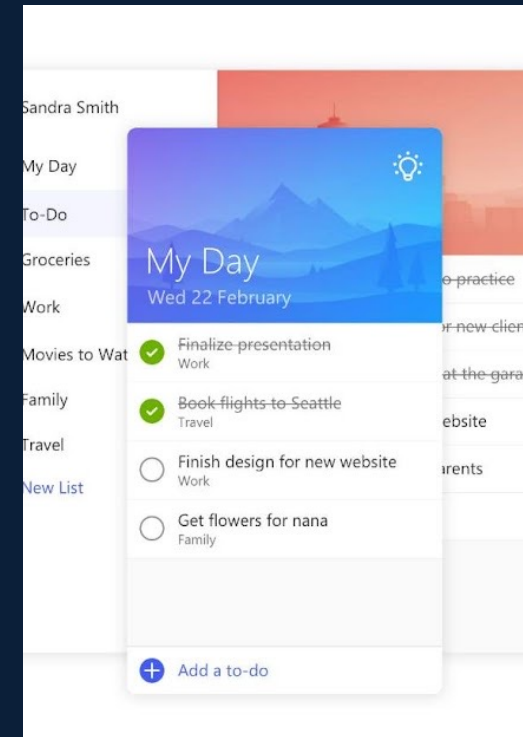
Immersive Reader & Read Aloud



Organization - Task Tools



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Organization - OneNote

The screenshot displays the Microsoft OneNote application interface. At the top, the title bar shows "OneNote Basics - OneNote" and a search bar. The ribbon is set to "Home" and includes tabs for File, Home, Insert, Draw, History, Review, View, and Help. The ribbon contains various tools for text formatting (font, bold, italic, underline), clipboard operations, styles, and tags (To Do, Important, Find Tags, Outlook Tasks). It also features integration with other services like Email, Meeting Details, Dictate, and Copilot. Below the ribbon is a navigation pane with a search bar and a list of notebooks: "OneNote Toolkit for Teachers", "1 Welcome", "2 Great Educa...", "3 Lesson Plans", and "4 Collaboration". The main content area is titled "OneNote Basics" and contains two sections: "Remember everything" and "Collaborate with others".

Remember everything

- Add Tags to any notes
- Make checklists and to-do lists
- Create your own custom tags

Collaborate with others

- Keep your notebooks on SkyDrive
- Share with friends and family
- Anyone can edit in a browser

The content area also displays two sample notebooks: "To-do lists" with a shopping list and priorities, and "Flight details" with transportation and reservation information.



Virtual Assistants & AI

- Set reminders
- Create calendar events
- Ask for schedule
- Create notes
- Ask for summaries of emails, documents, web pages
- Generate documents & presentations (see next!)





How AI Can Enhance Workplace Efficiency 1

1. Automation of Repetitive Tasks

- **Description:** AI can automate routine tasks such as data entry, scheduling, and email responses.
- **Benefits:** Saves time, reduces errors, and allows employees to focus on more strategic activities.





How AI Can Enhance Workplace Efficiency 2

2. Improved Decision Making

- **Description:** AI can analyze large datasets to provide insights and predictions.
- **Benefits:** Helps in making informed decisions quickly and accurately.





How AI Can Enhance Workplace Efficiency 3

3. Enhanced Customer Service

- **Description:** AI-powered chatbots and virtual assistants can handle customer inquiries 24/7.
- **Benefits:** Improves customer satisfaction and reduces the workload on human agents.





How AI Can Enhance Workplace Efficiency 4

4. Personalized Employee Training

- **Description:** AI can create personalized learning paths based on individual employee needs.
- **Benefits:** Enhances skill development and increases employee engagement.





How AI Can Enhance Workplace Efficiency 5

5. Efficient Resource Management

- **Description:** AI can optimize resource allocation and project management.
- **Benefits:** Ensures optimal use of resources and timely project completion.



**There's likely an adaptation,
tool, or setting available to fit
every need!**

Possibilities are endless.

