Accessible Reading Canada Skill User Guide

Welcome to the user guide for CELA's Accessible Reading Canada skill. This skill allows access to audiobooks from CELA on an Amazon smart speaker. This user guide will help you get started with using Accessible Reading Canada. To learn even more about the commands to use with the smart speaker skill, access the [Accessible Reading Canada Command List](#). For more information, visit [the Accessible Reading Canada help page](#).

What you need

In order to use Accessible Reading Canada, you will need the following:

1. CELA Account
   - If you have not done so already, register for CELA service. People with print disabilities living in Canada are eligible to use CELA.
2. Amazon Canada account
   - Accessible Reading Canada will only connect to Amazon accounts created from the Amazon Canada website (www.amazon.ca). The skill is not compatible with accounts from other regions, such as Amazon.com.
3. An Alexa smart speaker
   - Must be configured to use either English or French
4. An internet connection

Throughout the rest of this user guide, the smart speaker's name has been replaced with the phrase "Lady A." This is to prevent your smart speaker from starting unintentionally. Please use your smart speaker's wake word, and not the replacement name (Lady A) when using commands with Accessible Reading Canada.

Linking your CELA account to Accessible Reading Canada

Linking your account using the Amazon Alexa App

1. On your Amazon speaker, say the command, **Lady A, open Accessible Reading Canada**. Your smart speaker will instruct you to open the Amazon Alexa app on your phone. If this prompt doesn't automatically launch Accessible Reading Canada,

consult our [instructions on manually enabling the skill and linking your account with Amazon](#).

2. Open the Accessible Reading Canada skill, which should be near the top of the opening screen under "Activity".

3. You will be prompted to link your CELA account by logging in with your CELA account number and password.

4. Once your account is linked, you will be able to read books from CELA using the skill. You can start navigating the Accessible Reading Canada skill by using the command: **Lady A, launch Accessible Reading Canada**.

Logging in Using the Web

1. Use the link in this step to navigate to [the Accessible Reading Canada information page on Amazon.ca](#).

2. If you activated the link from Step 1, and are already logged into your Amazon account, then you can [skip to step 4](#).

3. Sign into your Amazon account.

   a. If you did not previously sign into your Amazon account with your browser, or your browser did not remember your credentials, you will find a "Sign In" button instead. You will need to activate this button and sign into your Amazon account.
   b. To sign into your Amazon account, you will need at least the email address or phone number associated with the account along with the password.
   You may also have to verify the account where Amazon sends you a code via text message or email.
   c. Complete the form fields with all the required correct information until you get the page that says "Amazon.ca: Accessible Reading Canada: Alexa Skills."

4. Once signed in, find and select the button that says "Enable."

5. Once you enable the skill, the next page will allow you to link Amazon account with your CELA account so you can access books though the skill.

6. You can start navigating the Accessible Reading Canada skill by using the command: **Lady A, launch Accessible Reading Canada.**

General notes on Using Accessible Reading Canada

To start an interaction with Accessible Reading Canada, say the following opening phrase: **Lady A, open Accessible Reading Canada**.

To keep an interaction with Accessible Reading Canada going, as with any other skill, you have to provide commands or answer questions in a few seconds; otherwise, the Smart Speaker will think that you are no longer interested, so it closes the session, and you will have to restart.

If the Smart Speaker is reading a long reply and you want to cut it short, you can interrupt it with the command "Lady A," followed by your next command.

If you want to stop interacting with Accessible Reading Canada altogether, say, **Stop** and your Smart Speaker will close the session.

Often there is more than one way to issue a command, so there is no need to memorize one specific command for an action. For example, to start playback you may say **Read** or **Start reading**. In our list of commands, we will give one command for each action, but you may discover others that work as well.

Accessible Reading Canada only works with single language setup. Your speaker must be configured to use either English or French, not English/French or French/English.

Commands for navigating the skill

When you launch the skill you land in a main menu. Saying **Main Menu** at any point during your interaction with the skill will bring you back to this top level. This can be a good strategy to find your bearings and get reoriented when you explore the skill.

Saying **Go back** will return you to the previous menu level.

At any point, you can say **Help** and you will hear instructions tailored to the menu you are currently using.

Menu structure of Accessible reading Canada

Main menu

The skill begins with the main menu, from here you have the option to resume your most recent book, if you have one, go to Your Books, or the Library.

- To return to your most recent book, say **Resume**.

- To go to Your Books, say **My Books.**
- To go to Library, say **Library.**

Your Books

Your books include two lists: Your **Books in Progress** and your **Bookshelf,** which is your CELA Direct to Player bookshelf.

Your Books in Progress lists the four most recent books you read using the skill. Your Bookshelf can be managed on the CELA website. You can add books to your bookshelf by logging into the CELA website and selecting DAISY audio Direct to Player for any book that interests you. You can also set up automatic selection to have our system add books according to your preferences.

Opening books from the **Bookshelf** menu will start or restart an audiobook from the beginning. To resume a book you have already started, open the book from the **Books in Progress** menu.

- Say **Books in progress** to explore the list of books recently read using this skill.
- Say **Bookshelf** to go to your CELA Direct to Player bookshelf.

Library

Library is the menu that allows you to find new books. You can search or browse a list of recommended books.

Search allows you to search for any book in human-narrated audio in the CELA catalogue. Search by title, author, or both title and author. You will get better results if your search is specific and precise. The search in the skill does not support subject or keyword searches.

Recommended provides a short list of books suggested by CELA staff.

- To search, say **Search** followed by the author name, book title, or both. For example, "Lady A, search *Little Women*," "Lady A, Search Tom Clancy," "Lady A, search Middlemarch George Elliot".
- To find recommended books, say **Recommended**.

Lists and How to Use Them

In the Accessible Reading Canada skill, you will often encounter lists of books. Lists are used to display and group books, such as results for a search, or books currently on your bookshelf.

Navigating a List

Books in a list are being presented to you one at a time. You can navigate between items by using the: **Next** and **Previous** commands.

For example, from within the list of search results, saying, **Next** will go to the next book on the list. You can also go to the beginning of a list by saying **First.**

Selecting a Book to Play from a List

At any time, when you are presented with a book within a list, you can start playback by saying: **Start reading**, or **Read.**

Getting the summary of a book

When you hear a title that interests you, you can ask for the summary by saying **Summary.** The skill will read the summary for the book found in the CELA catalogue. Book summaries are available from every list except the **Bookshelf**.

Audio playback

Once you start listening to a book, you have left the skill Accessible Reading Canada and are using Alexa's audio playback function.

You can give the Smart Speaker a few general commands that apply to all sorts of audio content. For example, you can adjust the volume using the **Lady A, Volume up** or **Lady A, Volume down** command. You can navigate between sections of an audiobook by saying **Next** or **Previous**. You can start and stop playback with the **Play** and **Pause** commands. Note that time jumps and changing playback speed are not supported.

If you wish to return to the skill after listening to a book, stop the playback and say **Lady, A launch Accessible Reading Canada.**

Advanced tips and tricks

Shortcuts

To quickly reach a desired function, you can use shortcuts.

For example, say **Lady A, start Accessible Reading Canada and recommendations** to directly reach this section of the skill.

You can start a search from anywhere in the skill. For example, you may be reviewing your books in progress or your bookshelf and can jump to search by saying **Lady A, Search**.

Changing the launch phrase

To change the launch phrase used to open the Accessible Reading Canada skill, you can set up an Alexa Routine with the Alexa app. Follow the instructions below to create a customized phrase that will launch the skill.

[Alexa Routine Instructions](#)