

## Methods and Materials to Support Handwriting and Keyboarding

### **No Tech Options:**

- Magnified worksheets or worksheet sections cut, separated and recopied
- Use highlighters to frame sections of a worksheet
- Use sticky notes for fill in the blanks and for adding notes
- Writing on every other line to increase legibility
- Reduce far point or near point copy work
- Allow single word or short answers
- Extra time on assignments
- Double grade papers for content and presentation

### **Low Tech Options:**

- Pencils of various widths
- Pencils with softer lead
- Pencil grips and adapted pencil holders
- Pens with different grips
- Pens or pencils that provide a light as the student writes
- Laminated alphabet to guide handwriting
- Full page handwriting guides or sentence windows to help stay within a designated writing space
- Use Wikki Stix to help keep writing within a designated space
- Clipboard
- Slant boards
- Letter and number stamps
- Customized signature rubber stamp
- Stencils
- Magnetic letters and board
- Selection of specially lined papers (raised lines, colored lines, extra space between lines, graph paper)
- Highlighters (permanent or erasable)
- Correction tape
- Correction fluid pens
- Electric eraser
- Tape recorders for recording selected content lectures
- NCR paper notes or copies of peer notes
- Limited strategic use of oral dictation and reporting to demonstrate mastery of content

### **High Tech Options:**

- Portable word processors/text output devices
- Keyguards
- Slant boards for keyboards
- Enlarged adhesive letters on the keyboard
- Accessibility options in computer control panels to adjust repeat rates, mouse speed, assist with double click or click and drag
- Control panel changes to enlarge the cursor or change display options

- ❑ Document templates to set background color, font, bold text, text size and spacing features
- ❑ Screen magnifiers or magnification through computer zoom features
- ❑ Alternative access (mouthsticks, headsticks, scanning with switches, Morse code)
- ❑ Touch window
- ❑ Adapted mouse, track balls, track pads
- ❑ Alternate keyboards
- ❑ On-screen keyboarding
- ❑ Keyboard shortcuts for (e.g., F7 to check spelling)
- ❑ Software with word pallets to structure simple sentence construction
- ❑ Worksheets scanned into text files
- ❑ Talking word processors
- ❑ Word prediction
- ❑ Outline/graphic organizing software
- ❑ Interactive writing software
- ❑ Drawing software
- ❑ Typing programs to teach touch typing or increase keyboard familiarity
- ❑ Allow alternate methods for reporting and making presentations (PowerPoint, Animation software)
- ❑ Voice recognition software