

Computer Success with Thunder and Webbie

Contents

1 **First Steps**

- 1.1 Choosing Your Computer
- 1.2 Getting Started with your computer
- 1.3 Conquering the Keyboard
- 1.4 Important Computer Keys
- 1.5 Keystrokes for beginners

2 **The Internet**

- 2.1 Introduction to the Net
- 2.2 Introduction to Webbie Text Browser
- 2.3 Internet Links
- 2.4 Managing Favourites
- 2.5 Searching the Web for Information
- 2.6 Using Webbie to read WebPages
- 2.7 Reading Long Documents
- 2.8 Filling in Forms
- 2.9 BBC iPlayer in Webbie Accessibles
- 2.10 Webbie in brief for the Tutor

3 **Emails**

- 3.1 Email Introduction
- 3.2 Reading Emails
- 3.3 Address Book or Contacts
- 3.4 Deleting and Forwarding Emails
- 3.5 Email Attachments

3.6 Outbox and Spam

3.7 Getting to Websites from Emails

3.8 Rearranging your emails and sorting them into folders

4 Microsoft Word

4.1 Getting in to Microsoft Word

4.2 Naming and getting back to Documents

4.3 Highlighting or Selecting Text

4.4 Copy, Cut and Paste

4.5 Deleting Typing Mistakes

4.6 Spell-Checking your work

4.7 Writing and Reading Documents

4.8 Looking for Words

4.9 Document Presentation

4.10 Cutting down on Typing

4.11 Putting Documents into Folders

4.12 Sorting Printer Errors

4.13 Microsoft Word Tables

5 Tips and Extras

5.1 Thunder Settings: Making the Voice sound right for You

5.2 Reassurance with Musical Tones

5.3 Thunder “Where am I” Keys

5.4 F6 Key

5.5 Finding Something on your Computer

5.6 Switching Between Documents and Tasks

5.7 Addressing Envelopes

5.8 Loss of Speech

5.9 Sharing your Computer with other people

5.10 Calculator

5.11 PDF Documents

5.12 Choosing a Different Language

6 If you have some sight

6.1 Your choice of size and colours on screen

6.2 The Desktop: Getting to Programs you want to use.

6.3 Enlarging print

6.4 Personalisation of your Computer

7 Keystrokes

7.1 WebBLE Keystrokes

7.2 Ribbon Keystrokes

Office 7 and Later

7.3 Windows Keystrokes

7.4 Microsoft Outlook 2010 –Keystrokes

7.5 Thunder Keystrokes

7.6 Email Keystrokes

1 First Steps

1.1 CHOOSING YOUR COMPUTER

Thunder talking software works well on modern computers and laptops. Here are a few tips to help you make the right choice.

Unless you enjoy lots of videos or masses of music, you don't need the highest spec. But you will always need clear sound if only for your speech.

Listen before you buy. Life is easier if you have a physical volume control in some way and headphones will prevent you disturbing others with the computer's speech.

You must have at least 3 gigabytes of RAM otherwise the talking software may be a little slow. The more up-to-date the installed Windows operating system, the better. Thunder works for you but Windows XP is fine.

Spend a little time on any keyboard before buying. Try to avoid keyboards with extra multi-media keys, no gap between the main keyboard and the numeric keys on the right.

Choose a keyboard with gaps between groups of function keys and it is probably better if the keyboard has a slope. There is nothing worse than masses of keys and no easy way to feel where you are.

If you are choosing a laptop, be wary of extra keys on the left hand side, to the left of CONTROL, SHIFT etc. The keys on some laptops seem very flat and close together. Choose a keyboard where the keys are slightly tapered so that you have more of a gap between keys.

If you are going to need the mouse keys, the numeric keypad keys for more advanced work, be sure to either have a physical number keypad or an easy way to control the various keyboard options. Toshiba laptops are good here.

The mouse pad can be a nuisance as you can catch it accidentally with a finger and disturb the mouse. You need to disable the mouse pad if you don't need to use the mouse. Sometimes this is done by pressing FN key with Function key9. The FN key is normally next to the left hand CONTROL Key.

Sometimes, you may need to go to the CONTROL PANEL, to mouse settings, where you will find a checkbox which disables or enables the mouse pad. Either way you might need to enable it again when a seeing person is using your laptop.

1.2 GETTING STARTED WITH YOUR COMPUTER

If you can't see to read what's on the screen, you will really need help to get going from a knowledgeable buddy, professional or more experienced visually impaired friend - someone who understands the importance of using the keyboard and not the

mouse. It will take time to get to grips with it all, so be patient with yourself and get lots of regular practice. Decide

what you would like to do first, Learn the keyboard, email, write a story, surf the web or listen to music. Learn to do that one thing well before you move on.

This manual assumes you know nothing about a computer and that you can't see to use a mouse but if you do have useful sight, look at section 6 "If you have some sight"

To get started you will need:

1 A modern PC or laptop With Thunder software installed from www.screenreader.net or a disk or memory stick. Thunder works well with all versions of the Windows operating system.

2 Thunder settings sorted so that all keys speak characters not words, including modifiers, see section 5.1 for changing Settings.

3 Thunder speech set to be fairly slow speed.

4 Ideally, tactile markers, (bump-ons or even Blu-Tack) on certain keys to help you find your way around the keyboard.

5 Guidance how to switch on and use the Windows key and the Start Menu to get into a program:

When you first turn on your computer, after a little time, you will hear a short jingle and then the clap of thunder to tell you that thunder is loading and then thunder will start speaking. You can now either press TAB (fourth up on the left of the keyboard) to hear "Help" press TAB again to hear "Settings". If you want to use either press ENTER when you hear it. Alternatively, you can press the Windows key to get to the Start Menu and ARROW DOWN and press ENTER when you hear the program you want to use.

6 Guidance with closing down and switching off when you have finished using your computer. There's a right way to switch it off or shut down. Don't just press the on/off switch.

Windows 7 users press the WINDOWS key, then RIGHT ARROW to hear "shut down" and press ENTER. Press RIGHT ARROW again, before pressing ENTER and you can ARROW UP or DOWN amongst a list of other choices.

Vista and earlier version users press the WINDOWS key and RIGHT ARROW twice, then press ENTER. If you ARROW UP or DOWN before pressing ENTER, you can arrow through the choices.

You don't need to worry about these choices as a beginner but they are:

way. So always try to use shut down or restart rather than just pressing the on/off switch Hibernate and sleep which leave your computer running at a low ebb and make it quicker to get up and running later. Log Off and Lock leave the computer

running but offer some security so only you can use it later with your password. Restart switches the computer off and automatically on again in a safe.

7 If you have an instructor and a little sight, they should assess whether or not you can effectively use a mouse and set up the screen appearance to suit you, with personalisation or ease of access, see section 6.

8 You will need to be able to read this manual if you practice when there is nobody around to help. You can print it in whatever size and font suits you, or you can buy it on audio CD or in Braille.

1.3 CONQUERING THE KEYBOARD

Learning to use the keyboard quickly is a significant challenge. If you can't see the letters on the keyboard, you can't poke with two fingers like a seeing novice does. But, in any case, it is a good investment of time and energy to learn to touch type. You can go to a local college or group to learn and this might be the best option, but if there isn't such a possibility, here is how to go about teaching yourself to be a competent typist.

There are audio touch typing courses listed at the end of this document, English only.

On most keyboards, two keys are marked for you, F and J, with tiny raised dots. You put your first finger of the left hand on the F and the first finger of your right hand on the J, with your thumbs touching the Spacebar. Bump-ons or Loc-Dots can be purchased from RNIB tel. 08457 023153 or email cservices@rnib.org.uk. For marking additional keys to make it easier for you to know where your fingers are, you might get seeing help to mark up the TAB key, the ENTER key and maybe FUNCTION KEY 4 on the top row, the CONTROL key or the WINDOWS key which is two keys to the left of the SPACEBAR. The cost is just a few pounds and you can choose bright colours if this helps. BUMP-ONS come in various sizes. LOC-DOTS are small, and suitable for net books. RNIB also sells keyboards with large letters but the cost is greater.

This is how you begin to teach yourself to use the keyboard by touch. Thunder or any talking software will speak the keys you press.

WHAT TO TYPE

First type your name (in my case it is r o g e r) over and over again rhythmically. Keep doing it until it becomes automatic and you don't need to think about it. That's your first few letters learned.

Second, type your family name which in my case is w i l s o n again rhythmically until it becomes automatic to you. You are well on the way.

Third, type the name of the road where you live in the same rhythmical manner. In my case it is t h e spacebar r o o k e r y. By this time you will most likely have mastered maybe ten or more of the twenty six letters.

The repetition and the rhythm are very important. You will never get fast as a touch typist by just struggling to write documents and hoping the speed will come. You have to do it as above.

When you are OK with this, invent for yourself other words which you intend to be using a lot and type them repetitively and rhythmically. All this will build up automatic skills in your head and your fingers and these skills will transfer into your ability to write documents and emails. You could type the name of someone you are likely to be writing to or a chosen web or email address.

WHICH FINGERS TO USE

Using the proper fingers is important.

LEFT HAND

First finger (index finger) on F and ready to move to the right to G, up one row to R and T, down one row to V and B, but always returning to F as its safe home position.

Second finger (middle finger) on D and ready to move up to E, down to C but always returning to its safe home position on D.

Third finger on S but ready to move up to W, down to X and always returning to S.

Little finger on A and ready to move up to Q or down to Z when required.

RIGHT HAND

The home finger positions follow the same pattern.

First finger (Index finger) on J but ready to move to the left to H, up to U and Y or down to M and N as required.

Second finger (middle finger) on K but ready to move up to I or down to comma.

Third finger on L and ready to move up to O or down to full stop.

Little finger on Semicolon and ready to move up to P or down to Forward slash.

Once you have mastered the letters, then try getting to grips with numbers, second row down. The position of the numbers varies slightly, so you may need to experiment with finger positions. A bump-on or Loc-Dot could be handy to keep you from losing your position.

It may well take days, weeks or even months before you can relax and call yourself a touch typist and using your little fingers might prove not so easy. But it is well worth the effort.

TOUCH TYPING COURSE.

Very thorough but costs £70.00

Sally Southwick

01223 890672 (H)

07971 926911 (M)

sallysouth@btinternet.com

AZABAT Typing Tutors

Priced around £30 UK. No installation; runs from a disk.

Steve Crawford

Tel: 01442 251 091 or 07740 777 364 Email: sales@azabat.co.uk

1.4 IMPORTANT COMPUTER KEYS

As well as getting to know the letters on a keyboard, you also need to know how to find the following keys and what they can do for you.

SPACEBAR is the very long key on the bottom row, the row nearest to you.

Use it to:

1. insert a space when typing
2. activate buttons
3. select checkboxes

ALT is on the bottom row of the main section, to the left of the Spacebar.

Use it:

1. on its own to toggle keyboard focus onto and away from the menu bar choices
or
2. hold it down and press another key e.g. ALT E. It becomes a quick way to make things happen. Such Alt key strokes are called Accelerators. ALT F opens the File Menu and ALT E opens the Edit Menu etc.

WINDOWS KEYS

There are two Windows Keys on the bottom row of the keyboard, second key to the left of and second to the right of the Spacebar.

Use it:

on its own to open and close the Start Menu.

ARROW DOWN and press ENTER when you hear the program you want to use.

Hold it down while pressing other keys, (e.g. WINDOWS key D takes you to the Desktop).

FUNCTION KEY

If you are using a laptop, you most likely will find a Function key to the left of the left hand Windows key. Holding down this function key while pressing other keys performs various tasks such as changing volume, brightness etc.

CTRL is on the bottom row of the main section in two places, the first key at the left and the last key at the right.

Use it:

1. on its own to stop speech at any time.
2. with another key (an accelerator key) to choose certain commands e.g. CONTROL held down while pressing P will print a document that is on the screen.

There are two SHIFT keys, one above each CTRL key.

Use them

1. on its own to turn a lower case letter into a capital letter.
2. with other keys to move focus or highlight letters or items.

TAB is on the left-hand side of the main section, fourth up.

Use it:

1. to move keyboard focus to different parts of the screen.
2. to indent the start of a line in a document.

ESCAPE is the left most key on the top row furthest from you, the first key before the function keys.

Use it to cancel a menu choice and take you back to what you were doing.

ENTER is on the right-hand side of the main section, above SHIFT. It is usually larger than the surrounding keys and tells the computer to do what you have chosen.

THE APPLICATION KEY, or **CONTEXT MENU KEY**, is on the bottom row of the main section, three keys to the right of Spacebar. It will often give you the most likely menu choices of things you want to do.

THE FOUR ARROW KEYS or **CURSOR KEYS** are in a block between the main section and the number pad. Left Arrow, Down Arrow and Right Arrow. They are in a row with Up Arrow above the Down Arrow key. They move the cursor or focus up, down, left or right, the up and down cursors speak a line at a time and the left or right cursors speak just a letter at a time.

The position of some of these keys may differ on a laptop or ergonomic keyboard. If the keyboard has no Windows key use CTRL ESCAPE to bring up the Start menu.

If there is no Application key, you can use SHIFT F10 in most cases but not Windows 7 jump lists.

1.5 KEYSTROKES FOR BEGINNERS

Use the UP and DOWN cursor keys to listen to this document.

This is all about using the keyboard and not the mouse. You need to see to be able to use the mouse.

WINDOWS KEYSTROKES

The cursor keys speak words within documents, lists, radio button choices, and sliders.

The left ALT key and the CURSOR keys speak menu or ribbon choices.

The TAB key moves about dialog boxes.

ALT then TAB or LEFT and RIGHT ARROW KEYS speak ribbon choices.

The SPACEBAR toggles checkboxes on or off.

The ENTER key confirms any choice you have made.

There are Microsoft Windows shortcuts indicated by an underscore beneath the appropriate letter. E.G. ALT F to bring up the File Menu or Alt H to Home on the ribbon.

THUNDER KEYSTROKES

Help key mode on/off = numeric keypad (NKP 0)

Punctuation level spoken = numeric keypad 1

Read current line = CAPSLOCK L

Read highlighted text = CAPSLOCK H

Repeat last speech = CAPSLOCK SEMICOLON

Speak window name = SHIFT CAPSLOCK N

Stop speech till next keystroke = CTRL

New document = CTRL N

Open file = CTRL O or ALT F then O

Print document = CTRL P then ENTER or ALT F then P then ENTER

Save document = CTRL S or ALT F, then S

Spell Check in Microsoft Word = CAPSLOCK N.

To go to Screenreader settings: Hold down ALT and dab at the forward slash key, to the left of the right Shift Key. TAB to what you want to change, then press cursor up or down keys to change level or the SPACEBAR to check or uncheck a checkbox.

WEBBIE KEYSTROKES

Webbie is our text based web Browser. You must install Webbie and be connected to the internet.

Type your desired web address: e.g. www.screenreader.net and press ENTER. Read the webpage with the down cursor key. If a line starts with the word "link", press ENTER if you wish to follow that link.

Move between open webpages with alt right or left cursor.

Crop webpage = CONTROL K to hear text but no links.

View/Hide Internet Explorer View = CONTROL W to see words or both words & images.

View links list = CONTROL L

Goto form = F6

Goto page heading = F7

Find on a Webpage = CONTROL F

Find next on a Webpage = F3

Google Search = CONTROL Shift W & type key words to get to appropriate websites.

INTERNET EXPLORER KEYSTROKES

Listen to website information = PGDN or PGUP

Search for website at Google home page = type key words, ENTER; arrow down and ENTER on choice.

Search for a word on a page = F2, type word and ENTER. F3 to search again.

Go to headings on a webpage = F7.

Magnify or reduce webpage = CONTROL PLUS or MINUS key

List links on a webpage = F10.

Go to Website = CONTROL O and type [www. etc](http://www.etc).

Go to form field = HOME or END or F6.

EMAIL KEYSTROKES

Your email system needs to be set up showing the Preview Pane and sending/receiving emails in Plain Text.

Send and receive emails = CONTROL M or ALT H, left arrow twice and ENTER.

Read a message from the Inbox list = TAB

Delete an Inbox email message = DELETE key

Open or post a new message = CONTROL N

Send a message = ALT S or CONTROL ENTER

Open the Address Book = SHIFT CONTROL B or SHIFT CONTROL C (Contacts)

Reply to the message = CONTROL R

Close a message you are reading = ESCAPE

2 The Internet

2.1 INTRODUCTION TO THE NET

The internet is like a giant electronic library. You can use it for finding information, shopping and communication with other people, music, news, on demand radio and TV, books, sport, spiritual stuff and much more.

Each website has its own address, e.g. www.bbc.co.uk. Each website is made up of a number of pages which are linked together.

When you first go to any website you arrive at what is known as the home page. This is like the contents page of a book. The Links take you to its other pages, a bit like in a book when you are told to follow a topic by going to a particular page.

To use the internet you will need to be signed up with an internet service provider such as BT or Talktalk.

You will also need to use a computer program called an internet browser. For Thunder users, the choices are either Internet Explorer or WebblE which comes as part of the Thunder download. Both programs have features which help you find what you want quickly and easily.

Internet Explorer speaks to you in Thunder and looks normal to a seeing person and you can magnify websites easily.

WebblE removes pictures and visual effects, so you can read everything line by line - great if you can't see the screen and want to read long items on the web.

If you have a little sight, WebblE can give you larger print on the screen on the internet, white letters on a black background to read line by line with choice of font and size, and you can hear it spoken if your eyes are struggling and tired. This is how it is when you first go into WebblE. If you want to enjoy the pictures etc. there's

a couple of keys to press (CONTROL I) and you can see the webpages as normal and you can magnify, but it won't talk to you.

WebbIE and Internet Explorer work with all versions of Windows.

2.2 INTRODUCTION TO WEBBIE TEXT BROWSER

WebbIE comes as part of your Thunder download and is also available as a download from www.webbie.org.uk where there is always the most up-to-date information and the latest developments. From time to time, automatic updates of WebbIE will come to your computer but only when we are sure that they work well and have been tested. To launch WebbIE do the following:

XP AND EARLIER

At the Start Menu type P (All Programs) and press W until you hear "WebbIE" then press ENTER. You could ask your tutor or computer buddy to put a shortcut either on to the START MENU or on the DESKTOP to make it easier and quicker to find.

VISTA AND LATER

At the Start Menu, type web, ARROW DOWN and UP just to check you got what you want and press ENTER.

ALL WINDOWS VERSIONS

Press ALT TAB until you hear "Thunder". Press ALT and RIGHT ARROW until you hear "run". Then press DOWN ARROW to hear "WebbIE" and press ENTER.

WebbIE comes with its own on-board manual. With WebbIE on the screen, press ALT RIGHT ARROW to hear "help" then DOWN. ARROW and ENTER on the topic you wish to learn about.

We strongly recommend that you visit the website www.mywebguides.co.uk to get to know a good deal about using the internet. This website was put together by five blind people who really enjoy their computers and the internet and there is much to learn from people who can't see the screen and enjoy their internet every day.

2.3 INTERNET LINKS

An internet Link takes you from one webpage to another to get more information.

THE WEBBIE BROWSER:

WebbIE numbers the links on a webpage. Press ENTER when you hear a link you would like to read.

Some people get irritated by hearing the word "Link" and the number. To hear just the list of links on the page, press CONTROL L and cursor down the list. Press ENTER on the one you want.

If you know the name of the link you need to find, then typing the first letter will take you straight to the link that starts with that letter. Keep typing the letter until you hear the link you want. On a small webpage, you are likely to go straight to it.

When you want to lose the list of links and restore the full webpage press the ESCAPE key.

Often when you press ENTER on the link the new webpage that appears will have all the links you had on the previous page. Press CONTROL CURSOR DOWN to skip those Links and get directly to what you want.

You may just want to read text and not the links. You can do this by pressing CONTROL K to crop out the links. To get them back, press CONTROL K again.

To return to the webpage you came from, press BACKSPACE or Alt Left Arrow.

INTERNET EXPLORER:

As you explore a webpage by pressing the PGDN key, links will be spoken and you can press ENTER should you wish to explore any link.

To bring up a list of links on a webpage, press F10, then ARROW DOWN and ENTER on the link of your choice. You can press the first letter of a link label which you know to get straight to it. Escape removes the links list and returns you to your webpage.

2.4 MANAGING FAVOURITES

If your typing or memory for website addresses isn't too hot, no worries, you can still enjoy the internet by keeping website addresses in "Favourites" which is part of the Internet Explorer or WebBLE software on your computer. If you use Favourites, you won't need to type the website addresses.

When you are on a website that you want to keep as a favourite, hold down the ALT key, dab at the letter A CURSOR DOWN and Up to "add favourite" and press ENTER. If you don't want the suggested name that is spoken, type your preferred name, TAB to "OK" and press ENTER. From then on, that website will be in your list of favourites.

To find one of your favourite websites from the "Favourites" list, with WebBLE on the screen, press ALT then A. CURSOR DOWN until you hear the favourite you want then press ENTER to go to the website. The list is arranged alphabetically. If you know the name of the website you want, press the first letter of its name to get to it more quickly.

To delete a favourite from the list, in WebBLE, go to Favourites with ALT then A, CURSOR DOWN to "Organise favourites", press ENTER.

TAB till you hear "Favourites bar", CURSOR DOWN till you hear the one to delete and press ENTER twice. Tab till you are in your list and CURSOR DOWN to check

the website has gone from your list. If you have lots of favourites, you could put them into folders by following the same technique.

2.5 SEARCHING THE WEB FOR

INFORMATION

Webbie makes searching for something very easy. With Webbie on the screen, Press CONTROL W. Alternatively, hold down the ALT Key, cursor right to hear Edit, and cursor right down to hear Web Search. Press ENTER. Type what you are looking for and press ENTER.

Cursor down to hear the options you have found and press ENTER on the option you want. You will find yourself on the appropriate webpage.

You can repeat CONTROL W over again and cursor down and ENTER on a different option.

A NEW SEARCH

Again, press CONTROL W but this time, press ALT S (search) and start typing your new search request. This will overwrite your previous search request.

Sadly, just occasionally, this great web search facility fails when Google make changes to their search engine. We aim to put things right as soon as we can.

2.6 USING WEBBIE TO READ WEBPAGES

Most web sites are designed so that the key information can be noticed quickly at a glance. Webbie text browser has some great features which make navigating the internet easy even if you can't see the screen.

You could read the whole page from top to bottom, but this takes time and you will probably be reading stuff that isn't that interesting. You can save yourself time by using some of Webbie's shortcuts.

When you go on to your chosen website, Webbie will start reading the webpage until you interrupt it by pressing an ARROW KEY. You can read by arrowing down line by line, and you can use the "Document read" keystroke in your screenreader to read the whole page. (CAPSLOCK SPACEBAR for Thunder users).

To listen to just the text on the page, press "Control K" and arrow down, and you will hear just text and the links will be cropped out. This makes reading long documents easier. Press CONTROL K to bring them back.

If you want to read just links, press CONTROL L then Arrow down. If you want a particular link and you know its first letter try pressing that letter until you hear the name of the link. Press ENTER to go to your chosen link. Press ESCAPE to go back to the full webpage.

You can skip links and get to text by pressing CONTROL DOWN ARROW.

To go to headings, press F7.

If you want to find particular words on a webpage, press CONTROL F. You will hear “enter text to find” type the word you want and press ENTER. If the word is on the webpage, the cursor will be positioned on that word.

The words you are looking for may appear more than once on a webpage. If you don’t want the first occurrence, press F3, (Function key3) and the next occurrence of the word will be highlighted.

To close WebBLE, press ALT F4 (Function key4) or press the ALT key and CURSOR UP until you hear “Exit”. Press ENTER and you are back at the DESKTOP.

2.7 READING LONG DOCUMENTS

Finding links on a webpage is invaluable for reaching the information you need, but it can be infuriating being interrupted by them when you’re trying to read a novel or a study book.

To listen to a long document, article or book without being distracted by links and other clutter, you can choose not to hear them by pressing CONTROL K. It’s a toggle keystroke so press it again and you will restore all the links and clutter.

If you want to keep the information you have just heard, then select it all by pressing CONTROL A, then CONTROL C to copy, open a new document in Word or Notepad, then paste it in with CONTROL V then you can save the document or parts of it for future reference.

2.8 FILLING IN FORMS

When you make internet purchases or give information about yourself, you will need to fill in a form. Forms vary, but you won’t need to worry as WebBLE always puts you in the right spot for writing.

When you hear WebBLE say “Text input box” or “Text input area”, press ENTER and you are in the right place for giving your details. Press ENTER again to come out of the input box.

To get to the top of a form, press F6.

WebBLE will present a form something like this:

Your name:

Text Input Box 1:

Title:

Select item 1: Mr

Your email address:

Text Input Box 2:

Problem, query or comment:

Text Input Area 1: (Empty)

Submit button 1: (Send your message)

To fill in this type of form, CURSOR DOWN to hear “Name”.

CURSOR DOWN to hear “Text Input Box 1”, press ENTER and type your name.
Press ENTER.

CURSOR DOWN to hear “title”. CURSOR DOWN to hear “Select item 1” Mr”. If you are Mr, then just CURSOR DOWN to the next item. If you are not Mr, press ENTER and CURSOR DOWN to the title you want, Ms or Mrs, and press ENTER.

CURSOR DOWN to hear “Email address”.

CURSOR DOWN to hear “Text Input Box 2”. Press ENTER. Type your email address. Press ENTER.

CURSOR DOWN to hear “Text Input Area 1”, Press ENTER. Type your problem or inquiry and press TAB till you hear OK then press ENTER. You need to Tab first as you may want to press Enter to put information on a new line in your comment.

You can change details on the form: CURSOR UP and hear your entries again, just to be sure you got everything right, pressing ENTER to get into Text Input Boxes and to leave them. When you are happy with your entry CURSOR DOWN to hear "Submit" and press ENTER to send the completed form. If you are not sure whether you are in a box, press the UP or DOWN CURSOR to hear if there is any more information. If you only hear what you have typed, you are still in the box.

2.9 BBC iPlayer: in WEBBIE'S ACCESSIBLES

The internet offers huge listening possibilities for keeping up-to-date and involved using BBC iPlayer for radio and TV, the latest News and Parliamentary reports, news feeds and podcasts, and you can choose the time when you listen to them. You get all these when you use the “Accessible” programs in Webbie.

To get to Webbie Accessibles:

WINDOWS XP:

You will find them amongst “All Programs”, under the menu heading “Accessible”.

WINDOWS VISTA and later:

Type the first three letters of the Accessible program you want and press ENTER.
CURSOR DOWN and UP to check you have got the right one and press ENTER to launch it.

BBC IPLAYER

This allows you to listen to programmes that the BBC has broadcast over the past week any time you like. It comes as part of the Webbie download, to check you have the latest version go to www.webbie.org.uk.

To launch the BBC iPlayer:

Windows XP: bring up the Start Menu by pressing the Windows Key. CURSOR DOWN to All Programs, RIGHT CURSOR and DOWN CURSOR until you hear "Accessible". RIGHT CURSOR again until you hear BBC iPlayer and then press ENTER.

Vista and later:

Press the WINDOWS key to bring up the Start Menu and type BBC. ARROW UP and DOWN to what you want and press ENTER. The first time you use it it will come up with Radio1 if you choose radio and BBC1 if you choose television. Next time you use it it will remember what you last used.

To get to stations, ARROW Up and DOWN and press ENTER on your choice. Programmes are arranged alphabetically, so ARROW Up and DOWN and press ENTER on your choice. It may take a few seconds to be fetched, and there may be a minute or so of the previous programme or trailer

ALT C takes you to where you can make choices about playing, ARROW DOWN and UP to Pause, Play, Restart, Jump to and Volume.
Close the program with ALT F4.

2.10 WEBBIE IN BRIEF FOR THE TUTOR

Webbie is a text browser which makes using the internet easy for anyone using any of the text-to-speech screenreaders, including Thunder. If you have some sight, you can view images by pressing CONTROL I.

Webbie has a fast and easy Google web search: CONTROL W followed by keywords and ENTER then CURSOR DOWN and ENTER on your choice.

Webbie includes ACCESSIBLES: These include RSS NEWS BBC iPlayer radio and TV, Podcatcher and the Web Directory etc.

All the accessibles work in a similar way. There are menus via the ALT key, audio dialog boxes via the TAB key and lists via the CURSOR keys and the ENTER key. The BBC iPlayer and the accessible range of programs is all part of the download.

You will find a list of Webbie keystrokes in section 7.1.

3 Emails

3.1 EMAIL INTRODUCTION

Emails are like letters, you can send them to other people and receive them and, like real mail, some you will want to read, keep and reply to, some you may want to send to someone else and some will go straight in the bin.

You will probably have an email package on your computer, maybe one of the following: Windows Live, Windows Mail, Outlook Express or Outlook.

LAUNCHING YOUR EMAIL PACKAGE

Windows Live:

Have your computer buddy pin Windows Live to your Start Menu or Desktop, whichever you prefer.

WINDOWS MAIL:

Press Start, then type M then A ENTER.

OUTLOOK EXPRESS:

From the Start Menu, ARROW DOWN until you hear it spoken then press ENTER.

OUTLOOK:

From the Start Menu, type M until you hear it then press ENTER.

To close all email packages, press ALT with F4.

You may need a computer buddy to help you get it working for you, and you will need an internet provider to receive emails, such as BT.

You will need your package to start up in the Inbox, to work in Plain Text format and with the preview pane showing below the inbox list.

This sounds very technical, so do get help, but once set up, email is a very straightforward way of being in touch with friends and family in complete privacy.

When you go into email, you may find Thunder goes quiet for a minute or two and you can't use any keys. This is because messages are going into your inbox where you receive new mail and where you can keep messages before deciding to delete them etc.

3.2 READING EMAILS

You can hear who each email is from, its title and date of sending by ARROWING UP and DOWN the inbox list.

To read a particular email, press TAB and Thunder will read it to you. You can stop reading at any time by pressing CONTROL and you can then read with the Up and DOWN ARROW keys, or you could press CAPSLOCK SPACEBAR to read the whole email.

When you have finished reading the email, press SHIFT TAB to come out of it and you will be back in your inbox list at the same place.

REPLYING TO EMAILS

Go into your Inbox, ARROW UP and DOWN until you find the one you want, press CTRL R. the recipient's email address will be filled in automatically for you, and so will the subject if there is one. You can start typing your reply. Then press ALT S to send it.

To write and send a new email, press CTRL N (NEW) and Thunder will say “new message window”. Start typing the email address of the recipient. It may be completed for you if the email address is in your email’s Contacts/addressbook.

Now press TAB. If you want to send a copy of your email to someone else, type their email address here and a copy will be sent to them as well.

TAB again to the subject line where you type in a title. Choose something meaningful to the recipient as it will appear in their inbox.

Press TAB again and Thunder will say “pane” or “message”. This is the place where you type your message. To go backwards through these lines, press SHIFT TAB. You can of course write your email in Microsoft Word and then copy/paste it into where it says “pane”.

To send your email, press ALT S. If your computer is set up with Broadband to be permanently online, the message will be sent.

If you don’t have broadband and use a dialup service, the message will be placed in your Outbox ready to be sent next time you connect to your email service,

To send and receive all emails, press CTRL M at any time, and you will hear your computer dialling to go on line. Your outgoing mails will be sent, and your new emails will arrive. You will then be automatically disconnected. You can then read messages or compose new ones off-line without paying. When you have finished with your emails, press ALT F4, and you will be told if you still have unsent messages. TAB to hear “yes” and press ENTER to send them immediately, or TAB to hear “NO” if you don’t and press ENTER. They will wait in your Outbox until the next time you go online.

3.3 ADDRESS BOOK OR CONTACTS

Email addresses can sometimes be challenging to remember and type, but Microsoft has a place ready for you to store them called the Address book in Outlook Express and Outlook2003 and called Contacts in Windows Mail, Windows Live, Outlook Office 2007 and 2010.

It can be set up so that when you send an email to someone, you can start typing their email address and it will be completed automatically, Auto-completed, and you will hear the full email address spoken if you press CAPSLOCK L, Read Line.

It can also be set up to put everyone that you reply to into your address book automatically.

TO ADD A PERSON’S DETAILS TO CONTACTS:

In Windows Live, Windows Mail and Outlook with Office 2010 and 2007: From your inbox, press SHIFT CONTROL N (new) and you are in the right place for typing the person’s first Name.

In Outlook Express and Outlook 2003 you will first need to go into the address book with ALT T then A or SHIFT CONTROL B. Press CONTROL N (new), and you are in the right place to type the person's first name.

FOR ALL VERSIONS:

After you have typed the first name, Press TAB to move to the next field for middle name. You don't need to fill in all fields except email address. TAB again to surname. Keep pressing TAB and fill in what you want. Keep pressing TAB till you reach "OK" then press ENTER to store the information in your Contacts/Address Book.

When you next go into your Inbox and start typing in that person's email address, you will only need the first few letters. The computer will do the rest. You can check by pressing CAPSLOCK L.

You will need to come out of Outlook Express or Outlook 2003 by pressing Escape before going back into your inbox.

You can check email addresses in your Address Book/Contacts, and delete unwanted addresses. Addresses are listed alphabetically. CURSOR DOWN the list and delete the ones you do not want.

Getting To Contacts in Windows Live Mail: From Start Menu, press START and CURSOR DOWN. Windows Mail: Alt T then C or Shift Control C.

Outlook Office 2007 and 2010: Shift Control C or from Start Menu.

Close the email program with ALT F4.

You can find a list of Windows programs if you press START and type WINDOWS. Your choice will rise to the top when you choose the same thing regularly.

3.4 DELETING AND FORWARDING EMAILS

It's a good idea to clear out the clutter from your Inbox from time to time and get rid of the emails you don't want. You do this by deleting them.

To delete an email from your Inbox, ARROW UP and DOWN to find the one to delete. After you hear it spoken, hit the DELETE KEY, bottom left on the block of six keys above the cursor keys, and the email will be moved to your Deleted Emails folder. To confirm you're deleting the right one, press CAPSLOCK L.

Some emails you receive will be like junk mail (known as Spam) which you can delete immediately without bothering to read them.

You may want to send an email you've received to someone else, a joke, nice story or family information. You do this by Forwarding it.

To forward an email, in your Inbox, find the one to forward, when you hear it spoken, hold down the Left Control key and dab the F key. A box will appear similar to the one you see when you write a new email. Type the email address to send it to. If

there's more than one person, put a comma after the first email address and type the next email address. Don't put in a space.

Tab to CC where you could put another email address to send a copy to someone else.

Tab to Subject. Thunder will say FW (forward) and the subject line of the original email.

Tab and you are into the text of the email you want to forward. You could just send it, ALT S, but it's quite nice to type a little message to the person receiving it before sending with Alt S.

All versions of MS Office and Windows Live.

3.5 EMAIL ATTACHMENTS

SENDING ATTACHMENTS: You may want to send something you have written in Microsoft Word to someone else. There are two methods

1 Go into your document in Word, copy the document, Control A then Control C, then go into email, write your email then press Control V to paste it into the email then send with ALT S. This may, however, destroy any special layout you have in Word. To avoid this you will need to send the document as an attachment.

2 When you have finished writing your email, before sending it, press ALT I, then ENTER.

SHIFT TAB once for Outlook Express, or SHIFT TAB twice for Windows Mail

ARROW DOWN your list of documents or type its first letter to get to it more quickly, press ENTER on the one you want to forward then ALT S to send it.

HOW TO READ, CHANGE And Save ATTACHMENTS

If an email tells you there is an attachment or you think there might be one, when you are at that email in your Inbox (not in the email itself), press ENTER, SHIFT TAB twice, then press ENTER. Depending in what format the attachment has been written, you may have to accept that you want to read it by ARROWING UP and pressing ENTER.

If you want to make changes to an attachment, copy/paste it into a Word document with CONTROL A CONTROL C, go into a new Word document, paste it in with CONTROL V, Save the document immediately with ALT F then A, type your new filename and press ENTER. You can then make whatever changes you like, pressing CONTROL S from time to time and all your changes will be saved.

Another way to save attachments and put them amongst your documents is to press ALT F when you are in your inbox at an email with an attachment. ARROW DOWN to hear "save attachments" and press ENTER. The attachments will be highlighted in the centre of the screen so just press ENTER to save them. You will then be in a

large dialog box offering you lots of choices but pressing ENTER again puts them into your documents folder. In other words, just press ENTER three times and you know to find them amongst your documents.

3.6 OUTBOX AND SPAM

Your Outbox is where emails are put automatically when they are waiting to be sent. On broadband, they would normally be sent immediately unless you have made a typing mistake in the email address. If you have a dial-up system and you only send messages when you go online they will go into your Outbox.

You may find occasionally that before closing down email with ALT F4, you are asked if you want to send unsent messages in your Outbox. You can TAB to “yes” and press ENTER or TAB to “no” and press ENTER.

Unless you have a dial-up system and you only send messages when you go online, this message will appear every time you exit your emails until you clear your Outbox.

You will need to go into your Outbox to clear it. When you are in your Inbox, press CONTROL Y, press RIGHT ARROW then ARROW DOWN the list of boxes until you reach Outbox and press ENTER. You can then ARROW DOWN the list of emails. It is probably easiest to delete them and re-type them, so go back to your Inbox with CONTROL Y, I for Inbox and press ENTER.

It is worth having a listen to your Outbox from time to time or if someone complains they have not received something you thought you had sent.

SPAM

Spam is unwanted or unexpected emails from someone you don't know and is often from criminals purporting to be your bank or trying to sell you fake goods. Just delete these.

Your email package may put spam in a folder called “junk” mail. There are specialist software packages that filter out spam if you are really troubled with it.

Sometimes, someone has sent you an email which failed to reach you. It is worth having a listen to your spam folder to check if it has been placed there.

3.7 GETTING TO WEBSITES FROM EMAILS

Many companies and organisations send email newsletters in which they might say “click on this link to read more” and they will give a website address.

To get to the website, highlight the website address, press CONTROL C to copy, go into WebBIE, press ALT D then paste in the website address with CONTROL V. Then press ENTER.

As some of these website addresses can be very long, extending over two or three lines, you may find it easier to copy/paste the entire email into a Word document with CONTROL A, (highlight all), CONTROL C (copy) go into your word document, then

CONTROL V to paste. Then highlight the website address and follow the copy/paste routine into WebBLE as above.

If you are used to making use of the numeric keypad Thunder keys, you can press NKP 6 to take you amongst the website characters and then press NKP 5, mouse click, and get to the website address more easily. You will need to have WebBLE set up as your browser.

3.8 Rearranging your emails and sorting them into folders

If you receive lots of emails, there may be times when you want to organise them in different ways so you can find something easily. The View Menu gives you very powerful ways of doing this. You can change your mind at any time.

To get into the View menu, press ALT V, DOWN ARROW once to hear “sort by”, RIGHT ARROW once, then ARROW DOWN the choices pressing ENTER when you want a choice “Checked”.

Normally, you will probably want your emails set to “Received”, and “Sort descending”. This means that most recent emails will be at the top of your Inbox list with the name of the sender, email title and date sent. Press ENTER on both these

You can have your emails grouped by sender so that emails from one person are all together, the sender’s email addresses being arranged alphabetically. You would need “From” checked in this list.

You can have all emails on the same theme grouped together if you have “Subject” checked.

You can have only emails with attachments grouped together if you have “Attachment” checked.

EMAIL FOLDERS

If you receive a lot of emails you want to keep, you can store them in folders according to the subject or person they are from.

To create a folder when you are in your Inbox, Press ALT, ARROW DOWN to “Folder”, Right Arrow to “New” and press ENTER. Thunder will say “Create folder, folder name”. Type the name for the folder and press ENTER.

To move emails into folders, choose the email to move in your Inbox, hold down the ALT key, then press E followed by M (email move). Press RIGHT ARROW, DOWN ARROW, RIGHT ARROW, DOWN ARROW. You are now in your list of email folders. Arrow down the list or press the first letter of the folder name to get there more quickly.

To check what emails are in your various folders, press CONTROL Y. RIGHT ARROW to your main level 1 list of folders, Inbox, Outbox, Sent items, Deleted items, Drafts, and press ENTER on the folder to read and ARROW DOWN the list. To check what emails you have moved to new folders, press Control Y, press RIGHT

ARROW, DOWN ARROW, RIGHT ARROW then DOWN ARROW through the list of folders and press ENTER on the folder to check.

You can have your emails listed in date order or alphabetically by sender in the View and Sort Menus and you can also keep them in relevant folders. Understanding these facilities will make your computer life easier over the years.

4 Working in Word

4.1 GETTING INTO MICROSOFT WORD

You will need to use a word processor for writing letters and other documents. Microsoft Word is the most used word processor.

To get to Microsoft Word, press the WINDOWS key to bring up the Start Menu.

CURSOR DOWN until you hear "Microsoft Word". Press ENTER and you will hear "Microsoft Word script initialised". This means you are ready to type documents and listen to what is on the screen.

If MS Word is not in your Start Menu but you are told it is on your computer, hold down the Windows key and press R (Run a program). Type "winword" without the quotes and press ENTER.

SAVING YOUR WORK IN MICROSOFT WORD

You always have to decide whether or not you want to keep what you have written.

When you have finish typing, dab at the ALT key then press F for file.

CURSOR UP until you hear "Exit". Press ENTER.

You will hear a "Yes" or "No" choice.

If you don't want to save what you have typed, press the TAB key until you hear "No". Press ENTER and you will be back at your Desktop. If you do want to save your work TAB to "Yes" and press ENTER.

You will need to name your saved file with a name that will remind you what the file is about. Type your chosen name then press ENTER. Your words are safe in the computer memory until you want to open that file at a later date.

4.2 NAMING AND GETTING BACK TO DOCUMENTS

In time, you will have lots of documents on your computer. You need to name each document precisely so you can find it later amongst the crowd. You could include the date, the subject and the person's name you are writing to. An example could be: "Gas Bill 20th February 2010 paid." Just calling the file "Gas Bill" may be too vague.

When you have finished writing your document and are ready to name, press ALT F then CURSOR UP to hear Exit. Press ENTER; type the name and press ENTER again.

Microsoft Word will close down and you will be back at the Desktop.

You could name your document even before you start typing it. Then at regular intervals you can press CONTROL S to save your precious work.

There is a way to open or get back into a document you have written at an earlier time.

Launch Microsoft Word and press CONTROL O.

Start to type the name of the document you want to open. Perhaps write the first three letters.

ARROW DOWN to hear what choices are there. You may need to type more letters before you get to what you are looking for. Press ENTER when you have found the precise file.

If you can't remember the file name you want, go into Documents by pressing the START key, then the RIGHT ARROW key then ENTER. You are now at the top of your list of folders and files. ARROW DOWN until you find what you want and press ENTER to put it on screen.

To speed up the process, press the first letter of the filename if you can remember it.

4.3 HIGHLIGHTING OR SELECTING TEXT

Highlighting (selecting) isn't just a visual effect. It's really important to know about it if you need to move, copy or delete text and if you want to change its appearance, say, to put it into big print. You will also need to highlight to print an envelope.

Thunder will speak what's highlighted if you press CAPSLOCK H.

To highlight a whole document, email or webpage, press CONTROL A.

To highlight a word at a time, press SHIFT CONTROL RIGHT ARROW, and Thunder will say "selected" and the word that is highlighted.

To highlight a whole paragraph, hold down the SHIFT CONTROL key and press DOWN ARROW and Thunder will speak the highlighted paragraph.

To highlight everything from the cursor to the end of the document, press CONTROL END key.

To highlight everything from the cursor to the beginning of the document, press CONTROL HOME.

If you change your mind and want to take off the highlight, press the LEFT or RIGHT ARROW key. The left arrow press leaves the cursor at the start of what was highlighted and the right arrow press leaves the cursor at the end of what was highlighted.

4.4 COPY CUT AND PASTE

This is a great feature especially if you enjoy writing, you can move text around a document, copy an address from your address file to a letter you are writing or copy a webpage into a Word document etc. and will save time re-typing.

You first have to highlight what you want to move, copy or cut (remove) what's highlighted then paste it into its new place.

You can find these features by pressing the ALT key then exploring the menu or ribbon with the CURSOR keys but it's quicker to use the short cut keys as follows:

Highlight everything: CONTROL A (all).

Highlight a word: SHIFT CONTROL LEFT OR RIGHT ARROW KEY.

Here what you have highlighted: CAPSLOCK H.

COPY: CONTROL C copies what you highlight.

CUT: CONTROL X removes what's highlighted but keeps it in the computer memory ready to be pasted elsewhere.

PASTE: place the cursor where you would like the text to appear, and press CONTROL V.

These instructions apply throughout Windows programs, all versions.

4.5 DELETING TYPING MISTAKES

You may be one of those people who like to correct typing mistakes as you go along, but you may prefer to put things right at the end if you are writing something that's creative or needing concentration.

When you make a mistake, you will hear Thunder give a little quack to alert you. You may also hear that the word doesn't sound right. The error should also appear when you spellcheck your document.

You can delete letter by letter or delete **blocks, larger** pieces of writing.

There are two useful keys: the Backspace key and the Delete key.

The Backspace is often a longer key at the right end of the numbers row and it deletes a character to the left of the Cursor, your current writing point.

The DELETE key, bottom left of the six keys above the cursor keys, deletes the letter your cursor is on. Thunder will say "Delete" and the letter that the cursor is now on, not the letter that has been deleted.

If you use BACKSPACE or DELETE within a word, Thunder will speak all the letters typed.

To delete words or larger blocks, highlight them then press the DELETE key. You can check what you have highlighted with CAPSLOCK H.

If you delete something and then wish you hadn't, immediately press CONTROL Z to put it back. It will be highlighted, so press the RIGHT CURSOR key to get rid of the highlight and carry on with your work.

Note: pressing CONTROL Z makes Thunder say "repeat" when in fact it should say "undo", and the last action performed will be undone.

4.6 SPELL-CHECKING YOUR WORK

You can correct any typing or spelling mistakes when you are in Microsoft Word using its spell-checker. It has a dictionary of correctly spelt words but no description of what they mean. Although it is pretty good, it won't contain all the words and names you might throw at it. If you have typed a word not in the dictionary, Spell-Checker will show it as an error word, even though it is a correct name or post code etc. because it is not in the computer's dictionary. There is an option to add your word to the computer's dictionary.

To spell-check, go to the start of the document by holding down the CTRL and dabbing at the HOME key.

Press CAPSLOCK N to go to next spelling error. Then either press right click numeric keypad minus) or press the application key which is to the left of the right Control key. CURSOR down amongst the list of suggestions and press ENTER on the one you want. If you don't want the choices, CURSOR DOWN to "Ignore" and press ENTER. Press CAPSLOCK N to take you to the next error word and so on through your document. You will hear when there are no more errors.

If you are using a laptop which does not have an Application key or numeric keypad, Shift F10 will work for you.

You can also correct as you go along. You will hear a quack if you make a spelling mistake. Press the LEFT CURSOR key to get back into the error word. Press CAPSLOCK N and CURSOR DOWN to hear a list of suggestions. Press ENTER on your choice. You will be back in the document with the cursor at the end of the corrected word.

If you know what the spelling should be, you can go back into the word and edit your proposed correction.

The CAPSLOCK N routine works in all versions of Word, but not in NotePad, WordPad or other word processors.

4.7 WRITING AND READING DOCUMENTS

WRITING

You need to be in a Word or Notepad document or email to be able to write. When you have finished your first line of writing, the Cursor or writing point will automatically be placed at the start of the next line. You don't have to press the Return key unless you deliberately want to start a new line as when typing an address.

When you first download Thunder, it will speak letter by letter. If you are a confident typist, you may want it to read word by word.

To make this change, from your Word document, go to Settings: hold down the ALT key, dab at the TAB until you hear “Thunder”. Release both keys. Press TAB until you hear “Settings” and press ENTER.

ARROW DOWN or UP until you hear “Echo words – unchecked checkbox”.

Pressing the SPACEBAR switches between unchecked and checked. So if you want to hear words echoed as you type, press the Spacebar once. This is a toggle key.

You may also need to tell Thunder not to speak letter by letter as you type, so ARROW UP again to hear “Echo characters – checked checkbox” so press the Spacebar to make the change. If you aren’t sure whether you have checked or unchecked the box, ARROW UP and DOWN and you will hear what’s checked. If you like, you could have thunder speak both letters and words.

You now need to confirm your choice of setting by holding down the ALT key, then press the letter F then S to save the setting. To get back to your document, hold down the ALT key and keep dabbing TAB until you hear the name of the document you were writing.

READING WINDOWS KEYS

You can read a letter at a time, a word at a time, line by line or a whole document at one go.

You can read letter by letter with RIGHT or LEFT CURSOR keys, and word by word by holding down the CTRL key and dabbing at the RIGHT or LEFT CURSOR keys. You can read the next line with the DOWN CURSOR key, and CURSOR UP to read the previous line.

READING THUNDER KEYS

You can read a long document without having to touch the keyboard. Press CAPSLOCK SPACEBAR. To start and stop reading at any point, press the CURSOR keys, and the cursor will remain at the point where you stopped reading. You can use this facility in most programs.

There are some special Thunder reading keys which let you keep your fingers on the home keys as typists are taught to do, and the cursor will not move.

CAPSLOCK L reads the line you are on in most situations but you can still CURSOR UP or DOWN and back again to read the line.

To read the line to where the cursor is, press CAPSLOCK K.

To read the letter at the cursor point, press CAPSLOCK I.

To read the word up to where the cursor is, press CAPSLOCK J.

These keys are for precision editing so you don't need to take your fingers from the home position to check what is there.

CAPSLOCK F will read the whole screen but, when messages appear, it will read these instead of the whole screen. Use CAPSLOCK F if you think something has changed such as a message.

To read what is highlighted at any time, press CAPSLOCK H. This way you can be sure you have highlighted which words you intended to.

PAGE NUMBER AND WORD COUNT

It might be important to you to know what page you are on and how many words are in your open document.

If you are using MS office 2007 or earlier, press Alt 8 to hear your word count. To hear what page you are on, press NUMERIC KEYPAD 3 and ARROW UP with NUMERIC KEYPAD 8.

If you have MS Office 2010 or later, press F6 until you hear "page number" then press RIGHT ARROW until you hear the number of words you have written.

4.8 LOOKING FOR WORDS

Thunder can speak a whole document in one breath with no trouble, but if you are wanting to find a friend's phone number or edit a letter, or a story you are writing, it's important to be able to find a word or phrase quickly and maybe change it in some way.

OFFICE 7 AND EARLIER:

To look for a particular word or phrase when you are in a Microsoft Word document, press CONTROL F. Thunder will say "Find what?". Type the word you want, and press ENTER. You will hear the words "find next" press ESCAPE. If you want the Cursor to be at the beginning of the word, press the LEFT ARROW, but if you want it at the end of the word, press the RIGHT ARROW. You can edit or correct the word if you wish.

To find the next occurrence of the word or phrase again, press CONTROL F and Thunder will speak the word, so just press ENTER and ESCAPE and you will be taken to the word.

OFFICE 10 AND LATER:

Press CONTROL F to find, type in the word you are looking for but do not press Enter. The found word will appear in yellow. Press the DOWN ARROW to hear the line containing the word and the cursor will be on the last letter of that word. You can edit or correct the word if you wish. CONTROL F will take you forward to the next occurrence of the word you looked for.

4.9 DOCUMENT PRESENTATION

You will want to know how your document looks to people who can see: what size font you are using, whether it's bold or underlined, if it is centred and so on. Layout and presentation are vital.

With the document on screen, press ALT 5 and you will hear the font size, and whether there is bold or underline. But be aware that this information only applies to the character you are on at the time.

You can find out if the line of text is centred, aligned left with a straight left edge or aligned right with a straight right edge, press ALT 6.

To centre a title, press CONTROL E; type your title. To return to the normal left alignment, press CONTROL L.

If you want to type a title for instance, you would normally dab at the CAPSLOCK key so that your typing would appear all in Capitals. But Thunder uses the CAPSLOCK key for other things, spellchecking, for instance.

This is how you write a title in capitals:

1 Type the title in lower case. Highlight the title by pressing SHIFT the CURSOR UP key.

Dab at the ALT key and press O. Then press E followed by ENTER. Your title will be in capitals but before pressing E, you might like to ARROW UP and DOWN to explore other ways to present the title. Press the RIGHT CURSOR to take off the highlight.

2 Type your title in lower case, highlight it then press SHIFT F3. To check that the words are in capitals, press the ARROW KEY. A capital letter has a higher pitch than a lower case letter if you have Musical Tones on in Settings.

3 If you find it easier, you could just hold down the SHIFT KEY as you press each letter in your title.

4.10 CUTTING DOWN ON TYPING

If you struggle with the keyboard, then it would be worthwhile getting to know about Autocorrect. This useful feature allows you to create shorthand contractions which stand for words and phrases you use regularly, for example, the letters TG could stand for "thank you for getting in touch with us". You could also have a shorthand way of writing your name.

To get into Autocorrect when you are in Microsoft Word, Press ALT T then A, and Thunder will say "Autocorrect replace".

Type your contraction then press ALT W (replace with).

Type what you want the contraction to stand for.

Press ALT A ENTER to add it to your list of contractions. You will then be back in your document.

Suppose you want a quick way of writing "Many thanks for your recent letter". This is what you could do:

ALT TA MT ALT W Many thanks for your recent letter. ALT A ENTER.

When you next want to write "Many thanks for your recent letter" just type mt and when you have pressed the Spacebar, the phrase will appear in your document.

Here are a couple more that may be useful:

ALT TA EN ALT W "I enjoyed meeting you recently". ALT A ENTER.

ALT TA TC ALT W "further to our recent telephone conversation" ALT A ENTER.

You can have as many as you like but avoid pitfalls such as "re". Don't use whole words such as "to", and be prepared to be caught out sometimes.

If you can't remember what autocorrects you set up, press ALT T then A and ARROW DOWN about eleven times and you will hear the first shorthand contraction. Press TAB to hear what it stands for. Continue Arrowing Down to hear the list.

If you want to change one of your autocorrects, press ALT T then A, ARROW DOWN to hear the one to change, press TAB until you hear "Delete" and press ENTER. That contraction will no longer work unless you set it up again. You will find that autocorrects don't work in email.

A little time spent in setting up Autocorrects will save you a great deal of time and finger effort.

4.11 PUTTING DOCUMENTS INTO FOLDERS

Paperwork is a challenge if you can't see! But it helps to keep similar things such as bills together in folders which you can label in large print or braille. You can do the same on the computer if you want to keep lots of documents, or if you share your computer with others.

The computer already has a folder set up where all the letters etc. you write in Microsoft Word get placed automatically and they are arranged alphabetically. This folder is called Documents (or My Documents in older versions of Windows). You'll first need to go into this, create a new folder, give it a meaningful name then place things into it that you've written and want to keep.

To go to Documents/My Documents, try either of these methods:

Method 1: from the start menu, ARROW RIGHT once and type D until you hear "documents" and press ENTER.

Method 2: from the start menu type "m" until you hear "my documents" and press ENTER.

To create a new folder.

On any system, press the application key and arrow down until you hear “new” and press ENTER. You will hear the word “folder”.

Press ENTER again and type the name of the folder you wish to create.

Press ENTER. Thunder will speak the folder name and date.

To move an item into your new folder, go to the Documents/My Documents folder as above in method 1 or 2, and ARROW DOWN until you hear the document you want to move. To do this more quickly, type the first letter of the document name until you hear it spoken.

You then have a choice. You can remove it from its place in the documents list with CONTROL X and put it in your new folder or you can keep the document where it is in the list and make a copy to put into the folder with Control C.

To put it into the folder, ARROW UP to find the folder and press ENTER.

Then CONTROL V will paste the document into the folder you have created.

Next time you want to use that document, go into Documents/My Documents as above, press the first letter of the new folder’s name till you hear it spoken. Press ENTER. ARROW DOWN until you hear the name of the item you want and press ENTER to get into it.

4.13 SORTING PRINTER ERRORS

You may find occasionally that even though your printer seems O.K., you still can’t print.

You may have a printer error message which you will need to clear before you can print again. When this happens, try the following routine:

Test the obvious first: make sure the printer is plugged in, switched on, connected to your computer and loaded with paper.

If it still doesn’t spring to life:

Press START, RIGHT ARROW once, keep Pressing C until you reach Control Panel and press ENTER.

Press P for printers, ENTER,

Cursor down the list of printers until you hear yours and press ENTER.

You can then ARROW DOWN the list of documents to hear the ones you can’t print.

You now need to delete them from this list.

Highlight each document by holding down the SHIFT key and then press DELETE.

When everything has gone from the list, press ALT F4 three times to come out of the list, out of the printers list and out of the Control Panel. Next time you need to print, nothing should be blocking you.

4.14 MICROSOFT WORD TABLES

If you use tables in Microsoft Word, Press ALT 3 to hear which column and which row you are focused on at any time. Press ALT 9 and you will hear the contents of the cell you are in as well as the column and row of the cell. Press TAB and you will hear the contents of each cell as you move around the table.

If you are serious in wanting to work with tables, we strongly recommend you purchase MS Office 2010 or later. Earlier editions are rather complicated and not so reliable with screenreader software.

Press ALT and RIGHT ARROW to hear "insert". Press ENTER and RIGHT ARROW to hear "table".

Use the DOWN ARROW and RIGHT ARROW to hear the size of the table you want: This may be something like 5 columns down and four rows across. It could be a much larger table. Press ENTER when you are done.

You don't need to see how the tables look because MS Word sorts out the size of cells.

5 Tips and extras

5.1 THUNDER SETTINGS: MAKING THE VOICE SOUND RIGHT FOR YOU

Synthesized speech is not as pleasant to listen to as the human voice, but there are ways of improving the experience. Also, different settings can be used for different tasks. Listening to numbers for instance is very different from listening to a novel.

To experiment with what suits you best, try the following:

If you are already in a program such as Microsoft Word, press ALT FORWARD SLASH to take you to Thunder Settings.

If you are at the Desktop, hold down the ALT key (one to the left of the space bar) and press the TAB key (third down on the left hand side). Keep pressing the TAB key till you hear the word "Thunder" then release ALT, and press the TAB until you hear "settings". Press ENTER.

On the screen are a series of settings that can easily be changed to make Thunder speak as you would like it. Press the Tab key to move through the choices. At each choice you can press the ARROW KEYS to choose options.

The first choice offers you the voices which are on your computer. This may be just one or several. try arrowing up or down through the list and press ENTER on the one you like the best.

Press TAB and you will hear "speed 5" if you would like Thunder to speak faster, press the DOWN CURSOR, if slower, press the UP CURSOR.

Press TAB to hear "volume" and you will hear volume 100 or some number. 100 is the loudest, cursor UP ARROW for quieter, DOWN for louder.

TAB once more to hear test, and press ENTER, to check out the settings you have just altered.

TAB to hear "echo characters" and this will be checked or unchecked. Checked means that Thunder will speak every character you type, and "unchecked" means it won't. Press the SPACEBAR to change this setting.

Tab to hear "echo Words" Checked or unchecked, press the SPACEBAR to choose whether you want words spoken or not. If a word isn't pronounced correctly you have probably made a mistake. Be aware, though, that you will not hear the spoken word until you have pressed the SPACEBAR at the end of each word.

The next three options let you choose whether various keys speak their names when you press them: SPACE, ENTER or HOME and END. '

TAB again to "BEEP for capitals". This is really useful when it is "checked" as you will hear a beep or click whenever you type a capital letter.

Speak Shortcut keys might be very useful to start with. When you are exploring menus you will be told what the shortcut key combination is. For instance, if you are exploring the File Menu with the Down Arrow, you will hear that Control O opens a file, Control P prints it etc.

The spell numbers choice gives you the chance to hear numbers like phone numbers, 13 13 13 or as words thirteen thirteen thirteen.

"Use music" checked will mean that Thunder goes up in pitch when moving the cursor across the screen, and up in tone when moving up the screen. This helps build up a mental image of the screen layout.

Novice Mode when checked, speaks absolutely everything so you are always reminded what to do next. You will only need this for a few days.

Punctuation, when spoken, is an annoyance if you are listening to a novel but a great help if you are proofreading. The choices are some, all or no punctuation. Without going into numeric keypad Thunder Settings, NKP 1 takes you through these three choices so you can change quickly at any time.

"Save configuration" is the last tab, and pressing ENTER on it will save all your changes. Try

working with these settings, and change them as you become more used to the computer.

5.2 REASSURANCE WITH MUSICAL TONES

Have you ever been frustrated by hearing, "it's on the left of the screen in the top corner." When someone is describing a website? Well, Thunder comes to the rescue by having a "use music" option.

If you press the ARROW keys or CONTROL with ARROW KEYS, you will hear musical tones.

The pitch goes up as you move up the screen and down as you move down the screen.

As you move across the screen with CONTROL RIGHT ARROW the pitch rises but with a slightly more wooden sound. So with time and practice you can build up a mental image of the contents of the screen.

Musical tones can also help you check your work. As you move across the screen using the Arrow keys you will hear that a capital letter has a higher pitch tone.

If you are using Thunder and not hearing these tones, you will need to go to Thunder Settings: hold down the ALT key (one to the left of the spacebar), and press the TAB key (third down on the left hand side). Keep pressing the tab key till you hear the word "Thunder". Release ALT, and press TAB till you hear "Settings". Press ENTER.

Press TAB until you hear "use music" and if it says "unchecked" press the SPACE BAR, which will change it to "use music checked". Keep tabbing until you hear "save configuration" and press ENTER.

From then on you will hear the musical tones. If they get on your nerves or you don't need them, do as above but press Spacebar to untick that checkbox.

5.3 THUNDER "WHERE AM I" KEYS

Windows applications are very visual and often have cluttered screens. Thunder Screenreader's "WHERE AM I" keys can tell you precisely where you are and what you are doing, particularly helpful when exploring and building up a mental picture of what is on the screen.

Some people like to know where the mouse pointer is. You will hear two numbers when you Press CAPSLOCK / (forward slash) – the key to the left of the right shift key. These numbers represent the horizontal distance from the left side and the vertical distance from the top of the screen. If for instance your screen resolution is set to 800 x 600, and your mouse pointer is down towards the bottom and the right-hand side, you will hear something like "column 790, row 580".

To hear the name of the program or document you are in when you have several open, press SHIFT CAPSLOCK N. To move between programs that may be open, hold down the ALT and keep dabbing at TAB.

Within a word-processor, the musical tones and CAPSLOCK / (forward slash) will prove your best location guides. ALT 3 when in Microsoft Word will give your table row and column position.

You can press the “WHERE AM I” Keys whenever you need a reminder and use Thunder screenreader repeat functions if you don’t hear some speech first time, SHIFT CAPSLOCK SEMICOLON.

5.4 F6 KEY

If, like me, you struggle, you know stuff is there but you can’t get to it, well here are some hints.

The F6 key can be very helpful, especially in up-to-date versions of Windows and Office.

AT THE DESKTOP:

Whatever you are doing, hold down the WINDOWS key and dab at the letter D to get to the DESKTOP.

Pressing F6 when you are at the DESKTOP, toggles between

1 Thunder Screenreader plus and whatever other programs are open at the time. Press the RIGHT or LEFT ARROW keys and ENTER on your choice.

2 Press F6 again at the DESKTOP and this time you will hear the words “notification chevron” and, this time, pressing the right or left Arrow Keys moves you amongst the clock, volume control and other programs on your computer which are not currently being used. Sometimes, for instance, you will hear that there is an update waiting to be installed. Again, press ENTER on your choice.

3 Pressing F6 a third time takes you back to being able to use the Arrow Keys to explore the icons on your Desktop.

MICROSOFT WORD 2010:

With a document open, pressing F6 again gives you three options of huge value. (1) Search Document, but maybe this is no easier than the usual Control F routine, unless you make use of headings and wish to search heading by heading. (2) Pressing F6 a second time allows you to use your Arrow Keys to cycle through lots of options from the ribbon and you can leave the option you most benefit from as your easy to find choice. In other words, the computer remembers where you are within the cycle. I like to know what page I am on in a long document; you might like the Zoom option to be handy.

3 The third press takes you to File Tab. Here the Arrow Keys cycle you through all the things you might like to do with your file: Save, send, etc. It is well worth an explore.

MICROSOFT OUTLOOK:

F6 presses work in a very similar manner here.

1 The first press takes you into the message, assuming you are at the Inbox. You read it with the Arrow Keys.

2 The second press takes you to the Task application and you can fill in the various fields involved in planning and monitoring your tasks.

3 The third press takes you to Search Query which is a fabulous facility allowing you to find words, phrases and people throughout the Outlook program. Type what or whom you are looking for but don't press ENTER. The screen will be filled with relevant finds. It sometimes takes a few seconds. Then TAB three times until you hear the word "message". Arrow down or up to hear the one you want and press TAB and use the Arrow Keys to read the detail. Press ESCAPE to lose the Search Query and get back to the Inbox.

The F6 function is more sophisticated than moving between open programs with ALT TAB.

5.5 FINDING SOMETHING ON YOUR COMPUTER

Some of us spend too much time searching for something we have written in the past but the computer offers several ways to make this search process easier. The more up-to-date your Windows and Office software system, the easier this search procedure becomes.

WINDOWS VISTA AND WINDOWS 7 users:

at the Start Menu, type in whatever it is you are looking for. Don't press Enter. Just wait a second or two and ARROW DOWN until you hear what you are wanting and press ENTER. This process is amazingly quick and flexible whether you want a document, video, music etc.

OUTLOOK IN OFFICE 7 AND LATER:

With the Inbox list of your emails on screen, press the TAB key five times until you hear "Search Query".

Type in what you are looking for, a name or phrase which you think occurs in one of your emails. Don't press Enter and in a very few seconds a whole list of relevant emails will appear.

Tab three times until you hear "message", press the HOME key to get to the top of the list and then ARROW DOWN until you hear the message title you think you want. Press TAB and listen to that email using the Arrow keys.

Press ESCAPE to get back to your Inbox when you are finished.

XP USERS:

At the Start Menu, press S until you hear "search" then press ENTER.

You are taken to a series of buttons and you need to Tab until you hear the button which is relevant to your search. There is Pictures Music and Videos; Documents and Spreadsheets; All Files and Folders (perhaps the most used); Computers or People; Information and Support; Search the Web and the last button is Preferences.

Let us say you press ENTER on All Files and Folders and type in the name of a file called Birthdays. Press ENTER and a list will pop up around the topic of birthdays.

ARROW DOWN and UP until you hear the file you require and press ENTER. The document is then open on your screen for you to read or update.

5.6 SWITCHING BETWEEN DOCUMENTS and TASKS

Your computer is good at multi-tasking:

You can have several documents and programs open at the same time, your email program, Word documents, your address list, a blank document to write messages in and maybe the calculator. You don't have to come out of a program or document before opening something else.

To switch between open documents and programs, hold down the ALT key and dab at the TAB. Keep dabbing at the TAB until you hear what you want to be in then release ALT.

You can be printing a document while reading or typing something different.

5.7 ADDRESSING ENVELOPES

You will need to make sure that your printer is set up to produce envelopes and labels. You will need to find out which way round the envelopes should be placed in the printer, and you may need help ensuring that the address is on the right place on the envelope.

When you're ready to address an envelope, within Microsoft Word, highlight the chosen address from a list, or type it and then highlight it.

OFFICE 2003 AND EARLIER

Press ALT T followed by E, CURSOR DOWN twice to hear "envelopes and labels", and press ENTER. ALT P then prints the envelope with the address.

OFFICE 2007 AND LATER

Press Alt, then ARROW RIGHT five times to hear "mailings", Press ENTER twice. Then press ALT P to print.

There are other mailings choices. If you press ENTER once instead of twice as above, you can RIGHT or LEFT ARROW to hear them. There is a label option.

5.8 LOSS OF SPEECH

It does not happen often but when the speech fails, life is difficult. Hopefully, one of the following solutions will sort things out for you.

Rebooting your machine is often the first thing to try. This means switching it off in the proper way and switching it back on again.

Checking the mute setting is sometimes worthwhile. Maybe you touched the mute key in error and Windows has been known to mute the sound for no obvious reason.

XP users will find the mute setting by going to Start Menu, Accessories, Entertainment, Volume and tabbing twice to the main volume mute then pressing SPACEBAR which is a mute on mute off toggle key. Windows Vista and Windows 7 users can type "vol" at the Start Menu to get straight to similar controls. Laptop users may be able to hold down the Function Key, next to the left hand Control key while pressing the Escape key or searching the manual to find out how to mute or unmute.

It is worth going into the Thunder Control Panel, pressing TAB once and arrowing down to hear if there are any other voices that you can use. Windows machines come with an onboard voice which is Sam with XP and Anna with Vista and Windows 7. The Thunder Settings Control Panel does not have a mute on off option but the volume may be too low to hear and it is possible that the lead to speakers or headphones may have pulled out.

There is a particular problem for XP users using RealSpeak voices involving a file called userlexicons which appears to become corrupt occasionally for no known reason. When this happens, the speech is lost and rebooting the computer does not sort the problem. You need to get to that file, delete it and then reboot your computer. Userlexicons is a system file so it is automatically recreated for you and speech is restored. You can either search for it and delete it or go to My Computer, Documents & Settings, Users, (user or your name), Application Data, Microsoft, Files or speech. There you will find Userlexicons which you can delete then reboot your machine.

5.9 SHARING YOUR COMPUTER WITH OTHER PEOPLE

Thunder is designed to always come on when you start your computer. Sometimes, though, where a computer is shared, this is not good. To prevent Thunder automatically starting whenever your computer is switched on, do the following or ask your computer buddy to help:

WINDOWS XP OR EARLIER

Go to the Start-up folder and remove Thunder. Next time you reboot your computer, Thunder will not start automatically.

WINDOWS 7 OR LATER

Go to Ease Of Access by typing "ease" at the Start Menu. Go down to the without using screen option and un-tick the Thunder option.

XP AND LATER

At the Start Menu, type either “remove Thunder” or add Thunder’ according to your need. Unfortunately, this seemingly does not always sort the problem. So we recommend the above.

LAUNCHING THUNDER MANUALLY

If you share a computer with a seeing person and Thunder does not automatically start for you, there are two ways you can make it easy for yourself. Thunder can be on the desktop or in the start Menu. The chances are that, in either case, if you press the letter T once or twice, it will always take you to Thunder. Then you can press ENTER and Thunder will start up for you.

PUTTING THUNDER IN THE START MENU

Go to Program Files and then to Sensory and the Thunder folder. When Thunder.exe is highlighted, press the APPLICATION key and choose pin to start menu from the menu. Press ENTER.

On most computers, the Application key will be found to the right of the SPACEBAR next to the CONTROL Key. If you don't have an Application Key, SHIFT F10 will do.

PUTTING THUNDER ON THE DESKTOP

If your habit is to use the Desktop, then go to Program Files, sensory, Thunder and Thunder.exe. Again use the Application key but this time choose to put a shortcut on the Desktop.

Your blind or visually impaired colleague will need to press WINDOWS KEY D to be sure that the Desktop is in focus and speaking to him or her.

5.10 CALCULATOR

It's a well kept secret that your computer has two calculators. They both speak to you well and cost nothing. There's a standard calculator and a scientific one which will cope with statistics and other more advanced calculations.

How to get to Calculator is described at the end of this section.

When you are in Calculator, choose between standard and scientific calculator: ALT V, DOWN CURSOR and ENTER on your choice. Use the numbers on the second row down on your keyboard, not the number keypad.

TRY THESE SIMPLE CALCULATIONS

Addition: 2 plus 2: Plus is SHIFT with EQUALS sign, the key to the left of the BACKSPACE, then press ENTER. You will hear Thunder say "result is 4".

Subtraction: type 2 minus 2: Minus is the same as the hyphen or dash, one key to the left of the plus key, then press Enter to hear the result.

Multiplication: 2 times 2: Multiply is Shift 8. Then press ENTER and hear the result.

Division: 4 divided by 2: Divide is the forward slash key to the left of the full stop.
Then press ENTER.

To clear entries: press ESCAPE.

You can copy calculations into a document you are working on by pressing Control C (no need to highlight) then go to your Word or Notepad document and press Control V to paste.

To close the calculator, hold down the Left Alt key, one to the left of the spacebar, and dab the F4, Function key 4, fifth key from the left on the row furthest from you.

There is a help tutorial in Calculator but It's probably easiest to read it in a Word or Notepad document.

When you are in Calculator, press ALT H then ENTER. Tab till you reach "Show All" and press ENTER. Then Highlight everything with Control A, copy (Control C) then paste the contents into a Word or Notepad document with Control V.

HOW TO GET TO CALCULATOR:

XP: Bring up the start menu by pressing the LEFT WINDOWS KEY, two to the left of the space bar, then press P (Programmes), RIGHT ARROW A (accessories) and finally C (Calculator).

Vista & Windows 7: Bring up the start menu by pressing the WINDOWS KEY, two to the left of the Spacebar, then type calc into the search box and Cursor down until you hear the word calculator spoken and press ENTER, or hold down the Windows key and dab at R. Type "calc" and press ENTER.

5.11 PDF DOCUMENTS

The PDF way of sharing documents across the world is great but does not always suit those of us with little or no reading sight. PDF files can be protected at various levels. When unprotected, we have the best chance of reading them with our talking software but when totally protected, there is no chance. PDF files sometimes come as email attachments or are on websites, often describing products.

Currently, there are three ways for us to try to read them:

1. When a PDF file comes to us on the web and we are using Webbie, press ALT O and the top choice is "fetch PDF's from Google". Press ENTER and, after a little time, the file will appear and you can read it. But all such files are not presented to you in this Google accessible format.

2. You can copy and paste the contents of some PDF files in the normal way.

Open the PDF with START menu, type ADOBE, ARROW DOWN and UP to confirm you are on Adobe 9 or later, then press ENTER.

Press ALT S to start and allow it to process. Press CONTROL A to highlight all of the document. Press CONTROL C to copy it all. Then Open up MS Word and paste the document with CONTROL V. Unless your PDF was totally protected, you should get something if not full formatting. Sometimes you can only do the above a page at a time.

3. Adobe, the company making the PDF software, provide something called Adobe Reader so that you can hear their files. Download the Reader from www.updateflash.org And explore the menus.

Some hints to get you started:

1. Highlight the Adobe Reader in your Start menu or on the Desktop.
2. Agree the licence terms.
- 3 Agree the option which suits you best: Accessibility for Magnifiers or All Accessibility Options.
4. As you move through each page of options, you could overwrite normal options and choose to read your PDF files in your Webbie browser. Make sure that the Webbie browser is your default browser. (ALT O then M).with Webbie on the screen.

If you prefer not to use the Webbie browser, the following key strokes in Adobe Reader itself will help you:

Activate Reader = ALT V then A before you can listen to anything.

Read this page only = ALT V then P

Read to end of document = ALT V then E

Pause reading = ALT V then U

Stop reading = ALT V then S.

You may also like to make changes to the way the reader speaks to you. Press ALT E then N (preferences). ARROW DOWN to Reader and Press TAB. You will find options here to change the speed, volume and the reading voice itself.

To change the voice, untick the default voice setting and ARROW amongst any voices you may have on your machine. TAB to hear "OK" and, next time you open the Adobe reader, you will be able to listen in your chosen voice.

There is much more to learn about Adobe Reader. Always make sure you have the latest version by pressing ALT H (help) then U (updates). Press ENTER and you will be given the opportunity to update or be told that updaters is already running.

5.12 CHOOSING A DIFFERENT LANGUAGE

Thunder and Webbie have been translated into various languages.

To download Thunder in a different language, go on to the internet via Webbie 3 web browser, press ALT D to bring up "file name" and type in www.screenreader.net" and press ENTER.

Arrow down the screen to hear "Thunder in other languages" and press Enter.

Press "CONTROL H" and you will hear "heading 1 Thunder in other languages". ARROW DOWN till you find the language you want and press ENTER.

The Download takes place in the same way as English.

If you need Webbie in another language, with Webbie on the screen, press ALT O to hear "options", L to hear "language", TAB and ARROW DOWN to hear your language choice. Press ENTER.

6 If You Have Some Sight

6.1 Your choice of size and colours on screen

Ease of Access Centre (Windows 7)

The Ease Of Access Centre is where Windows lets you set up your computer to suit you. How the screen looks, how the mouse, sounds, and the keyboard behave and there is a magnification program and a very basic speech facility for emergencies when your screenreader does not work. It is well worth spending time to make your computer life easier. A seeing friend can help you take advantage of Ease Of Access if you are a beginner.

To get to the Ease Of Access Centre, type "ease" at the Start Menu and press ENTER. TAB to explore the following options:

Get recommendations to make your computer easier to use: takes you through a set of screens where you can plan for your level of eyesight and other challenges,

Use the computer without a display: takes you to another screen where you can start Narrator, turn on audio description (which may accompany some videos), turn off unnecessary animations, or lengthen the time pop-up messages stay on screen so that you can read them and follow the instructions.

Make the computer easier to see: includes options to change colours, simplify screen activity, make keyboard focus more obvious and launch Magnifier, and also turn on audio description of videos (where available) or Narrator.

Change the size of text and icons: Gives the option to change the size of words and icons on the screen.

Make the mouse easier to see: takes you to a screen with options for pointer size and colour, and enabling you to use number pad keys to move the mouse pointer. The ability to add trails to the mouse pointer to make it easier to see, or to move the pointer to the default button whenever a dialog opens can be very helpful.

Make the keyboard easier to use: provides several features for users who have difficulty with pressing more than one key at a time.

Windows key U, Alt N starts Narrator. In Windows 7, Windows key Plus starts Magnifier. In Windows Vista, Windows key U, Alt G starts Magnifier.

6.2 THE DESKTOP: GETTING TO PROGRAMS YOU WANT TO USE

The desktop is the first part of windows that you come to every time you start up your computer. Just as your real desk has the things on it you use, phone, calculator, diary etc. So the computer's desktop has little pictures known as icons of the things you may use on your computer. They're arranged like a chessboard. A seeing person can mouse click on one of these icons to use it.

At the bottom of the screen is the Taskbar displaying which programs are running at the time, and also some utilities such as battery level on a laptop, the functioning of the internet and the volume of sound. In the bottom right corner is a clock.

To get to the desktop at any point in windows, whatever else you are doing, hold down the windows key, two to the left of the spacebar, and dab at the letter D. Release both keys and Thunder will say Desktop. You can then explore the icons with the Cursor keys, press ENTER on the one you want or keep pressing its first letter till you reach it, e.g. R will take you to Recycle Bin or to any other object on your desktop starting with the letter r.

All versions of Windows.

6.3 ENLARGING PRINT

This is how you can get big print on your screen.

Users of Office 7 or later can just press SHIFT CONTROL FULL STOP to make the print larger or SHIFT CONTROL COMMA to make the print smaller at any time.

Using earlier versions of Ms Office, press CONTROL D

You are faced with quite a daunting dialog box which allows you to change many aspects of the printed word on the screen, colour, bold, italics, underline and much more. But if you just want to change the size of words on your screen, hold the ALT key and dab at the S (Size). CURSOR DOWN to the size you want and press ENTER.

If you always want that larger size, hold down the ALT key and dab at D (Default) and then press ENTER, while the Font Dialog is on the screen.

TAB to hear "Yes" and press ENTER.

If you want to change the print size of whole documents, press CONTROL A to highlight all the document then follow the instructions above.

Be aware that such large print on the screen will also produce large print from your printer and you may wish to revert to a smaller size before printing to send to a seeing person.

6.4 PERSONALISATION OF YOUR COMPUTER

Get some seeing help to set up the appearance of your screen to suit you. If you are helping a new user with seeing difficulties, please let the user choose the settings rather than you making assumptions.

The Personalisation window contains separate options which make up a theme. You can change one or more of these to tweak individual settings to your own preference. To change any of them, press TAB to move to the item you want to change and press ENTER to open a new window with settings relevant to that option.

Here are the personalisation options:

DESKTOP BACKGROUND: Windows includes a number of colourful pictures, photos and patterns which can be used to fill the screen and form a background to the icons on the Desktop. If you have difficulty seeing the Desktop icons against these backgrounds, you may prefer to change the background to a solid colour. The first button is a drop-down labelled "Picture location". Set this to "Solid Colours" and then TAB to a list of colours and use ARROW keys to choose one. At any time you can press WINDOWSKEY D to move to the Desktop and preview your change, then WINDOWSKEY D back to the list of colours. Use the "Save Changes" button to confirm any change, or press ESCAPE to cancel it.

WINDOW COLOUR: In Windows 7, the results of a search for "screen colours" will depend on whether or not you are using an Aero theme. With an Aero theme you should choose "change window glass colours", and if you don't have an Aero theme, choose "change window colours and metrics".

In Windows Vista the option you should choose is called "Customize Colours".

In all cases you will be taken to a window with options for changing the colours of various screen elements. With Aero themes there are options for changing the colour of Window borders, the Start Menu and the Taskbar, or of making them more or less transparent. With or without an Aero theme, the "Window Colour and Appearance" dialog gives a list of the items that can appear on the screen. Choose an item and then TAB through a number of related settings. The settings are not the same for all items, for instance only those items which include text offer a choice of font and size for that text.

SOUNDS: Windows attaches sounds to various program events such as when Windows starts or stops, which can provide useful confirmation that the events have taken place. There are also a number of sound "schemes", or predefined group of settings. It is possible to control whether sounds are used, and what sounds are attached to what events. You may choose a scheme which suits your purpose or attach the sounds you want to the program events you want to be alerted to, and

then save this as a new scheme which you can name. Some programs add to the list of events or sounds available, and for programs such as Microsoft Office, it is possible to download additional sound schemes.

SCREEN RESOLUTION: For some partially sighted people, setting the screen resolution is crucial. Stuff can appear on the screen large and somewhat chunky or smaller and more perfect. As with all settings, let the user decide.

SCREEN SAVER: Windows comes with a number of screen savers, and it is also possible to choose the setting "None" to prevent a screen saver running at all. If you choose to have a screen saver, the "Settings" button will become available and can be used to open another dialog with options specific to that screen saver. All screen savers have a "Wait" spinbox where you can specify how many minutes of inactivity must pass before a screen saver starts. The default Wait time is 10 minutes.

A theme is a set of colours, sounds, desktop icons, fonts, mouse pointers and screen savers that can be loaded to change the way your computer looks and acts quickly and easily. Many people with sight loss find some themes much better to work with than others.

7 KEYSTROKES

7.1 WEBBIE KEYSTROKES

HOTKEYS LIST

Normal text editing keys, HOME, End, CONTROL and the CURSORS, work as usual.

Google Search: CTRL W, type key words and ENTER. CURSOR DOWN and UP and ENTER on your choice.

Return to the list of possible websites: CONTROL W

New search: CTRL W, ALT S, type your new search words, ENTER. CURSOR DOWN and Up to your choice and ENTER.

Check for RSS news feeds on a website: CTRL E

Close Webbie: ALT F4

Copy text from webpage: Highlight what you want, CTRL C, go to MS Word document, and CTRL V to paste it into a document.

Favourites: ALT A

Find on a Webpage: CTRL F

Find next on a Webpage: F3

Go back to last webpage: BACKSPACE or ALT LEFT CURSOR

Go Forward to previously opened webpage: ALT RIGHT CURSOR

Go to address bar: ALT D

Go to a form: F6

Go to a new website: TAB or ALT D, type URL, ENTER

Go to page headline: F7

Go to text on webpage from address bar: ALT T

Help: ALT H

Knock out links: CTRL K toggle key

Links list: CTRL L

Next link: CTRL TAB

Previous link: CTRL SHIFT TAB

Print: CTRL P ENTER

Refresh: F5 or CTRL R

Save image: CTRL SHIFT I

Select all: CTRL A

Set home page: CTRL ALT HOME with Webpage on screen

Skip links down: CTRL DOWN CURSOR

Skip links up: CTRL UP CURSOR

Stop downloading: ESCAPE

Switch between address bar and webpage content: TAB (toggle key)

Switch between Webbie and Internet Explorer appearance of webpage: CTRL I
(image) (toggle key)

7.2 RIBBON KEYSTROKES

OFFICE 7 AND LATER

Video explaining the ribbon at:

<http://www.5min.com/Video/Overview-of-the-Ribbon-User-Interface-in-MS-Excel-2007-80716751>. Webbie users search for Object 1.

The below seems a bit complicated, but it is very much a matter of getting to know the keystroke patterns you need regularly in many ways just like it used to be with menus from the keyboard. Just some items in new places and a few new things to remember.

Press and release the ALT key. RIGHT and LEFT Arrow Keys will take you through F File, H Home, N Insert, P Page Layout, S references, M Mailings, R Review and W View.

For example, if you press Alt then P, Page Layout choices become available as you press Right or Left Arrow: Themes, Fonts, Margins, Orientation, Size, Columns, Line Numbers, Water Marks, Page Colour and so on. The grouping is clever and relevant. What is available will change depending on which letter combinations you have chosen to press.

Aim to get to know the specific letters you need to press to do what you want to do. Explore and practise keystroke routines.

Another way to use the keyboard to work with ribbon programs is to move the focus among the tabs and commands until you find the feature that you want to use. The following table lists some ways to move the keyboard focus without using the mouse.

Select the active tab of the ribbon and activate the access keys = ALT or F10. Press either of these keys again to move back to the document and cancel the access keys.

Move to another tab of the ribbon = ALT or F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW.

Move to another Group on the active tab = ALT or F10 to select the active tab, and then CONTROL RIGHT ARROW or LEFT ARROW to move between groups.

Minimize or restore the ribbon = CONTROL F1.

Display the shortcut menu for the selected item = SHIFT F10.

Move the focus to toggle between the Active tab of the ribbon; Your document; Task pane or View the status bar at the bottom of the window = F6.

Pressing F6 is a most useful key for screenreader users wanting appropriate information about the task being performed. e.g. page number, getting to help topics etc.

Move the focus to each command in the ribbon, forward or backward = ALT or F10, and then TAB or SHIFTTAB.

Move down, up, left, or right among the items in the ribbon = DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW.

Activate the selected command or control in the ribbon = SPACE BAR or ENTER.

Open the selected menu or gallery in the ribbon = SPACE BAR or ENTER.

Activate a command or control in the ribbon so that you can modify a value = ENTER.

Finish modifying a value in a control in the ribbon, and move focus back to the document =ENTER.

Get help on the selected command or control in the ribbon. (If no Help topic is associated with the selected command = F1. (The Help table of contents for that program is shown instead.)

Display the Collection List task pane = ALTC.

Display the Search task pane = ALTS.

Open Help = ALT then H or F1.

Move left and right, up and down, among collections or clips = ARROW KEYS.

Select additional clips after one clip is selected = SHIF TARROW KEYS

Select all clips on the current page = CONTROL A.

Copy = CONTROL C.

Paste = CONTROL V.

Delete selected clip or category = DELETE.

Move to the beginning of a row of clips = HOME.

Move to the end of a row of clips = END.

Display menus

Display a shortcut menu for a collection clip or link = SHIFTF10.

Exit a dialog box = ESC.

Open the shortcut menu of a dialog box = ALTSPACEBAR.

7.3 WINDOWS KEYSTROKES

The following keyboard commands are based around Windows 7 and some may not work using earlier versions of the Windows operating system.

THE WINDOWS KEY

The WINDOWS KEY can be used on its own or as a modifier with other keys to activate specific Windows functions.

WINDOWS KEY or CONTROL ESCAPE: opens or closes the Start Menu.

WINDOWS KEY #, where # is a single digit: selects the appropriate icon from the Taskbar (Windows 7) or Quick Launch Toolbar (Windows Vista).

WINDOWS KEY ALT ENTER: opens Windows Media Centre.

WINDOWS KEY B: moves focus to the first icon in the Notification Area.

WINDOWS KEY D: toggles focus between the active program or dialog and the Desktop.

WINDOWS KEY E: opens Windows Explorer.

WINDOWS KEY F: opens the Search Results window with focus in the Instant Search box (presumably this accelerator key was chosen when Search used to be called Find).

WINDOWS KEY F1: opens Windows Help and Support.

WINDOWS KEY G: cycles through gadgets.

WINDOWS KEY L: locks the computer and displays the Welcome screen.

WINDOWS KEY M: minimizes all programs and puts focus on the Desktop. Use WINDOWS KEY Shift M to toggle focus back to the last active program.

WINDOWS KEY PAUSE: opens Control Panel to show the System utility.

WINDOWS KEY R: opens the Run dialog.

WINDOWS KEY SPACEBAR (Windows 7): Aero Peek - hold WINDOWS KEY down and press SPACEBAR to minimize all windows and view the Desktop and gadgets. Release the WINDOWS KEY to return to your program.

WINDOWS KEY SPACEBAR (Windows Vista): moves focus to the sidebar.

WINDOWS KEY T: moves focus to the next icon in the Taskbar.

WINDOWS KEY Tab: shows a 3D preview of open windows (requires Aero).

WINDOWS KEY U: opens the Ease of Access Centre, which was called the Utility manager in previous versions of Windows.

WINDOWS KEY X: opens the Windows Mobility Centre (overview of useful settings for a laptop).

WINDOWS 7: WINDOWS KEY COMMANDS

WINDOWS KEY UP ARROW: maximizes a restored window.

WINDOWS KEY DOWN ARROW: restores a maximized window or minimizes a restored window.

WINDOWS KEY LEFT ARROW: snaps a restored window to the left edge of monitor (Aero snap).

WINDOWS KEY RIGHT ARROW: snaps a restored window to the right edge of monitor (Aero snap).

WINDOWS KEY SHIFT UP ARROW: vertically maximizes a restored window.

WINDOWS KEY SHIFT DOWN ARROW: vertically restores a restored window which is maximized vertically.

WINDOWS KEY SHIFT LEFT ARROW: jumps to left monitor (requires two monitors).

WINDOWS KEY SHIFT RIGHT ARROW: jumps to right monitor (requires two monitors).

WINDOWS KEY HOME: minimizes all other windows, repeat to restore them (Aero shake - see)

WINDOWS KEY SPACEBAR: makes all windows transparent to view the desktop until WINDOWS KEY is released (Aero peek).

WINDOWS KEY P: cycles through external display options.

WINDOWS KEY PLUS: starts Magnifier, and then zooms in.

WINDOWS KEY MINUS: zooms out when Magnifier is active.

WINDOWS KEY ESCAPE: exits Magnifier.

START MENU, TASKBAR AND DESKTOP

WINDOWS KEY or CONTROL ESCAPE: opens or closes the Start Menu.

WINDOWS KEY #, where # is a single digit: selects the appropriate icon from the Taskbar (Windows 7) or Quick Launch Toolbar (Windows Vista).

WINDOWS KEY B: moves focus to the first icon in the Notification Area.

WINDOWS KEY D: toggles focus between the active program or dialog and the Desktop.

WINDOWS KEY G: cycles through gadgets.

WINDOWS KEY M: minimizes all programs and puts focus on the Desktop. Use WINDOWS KEY Shift M to toggle focus back to the last active program.

WINDOWS KEY SPACEBAR (Windows 7): Aero Peek - hold WINDOWS KEY down and press SPACEBAR to minimize all windows and view the Desktop and gadgets. Release the WINDOWS KEY to return to your program.

WINDOWS KEY SPACEBAR (Windows Vista): moves focus to the sidebar.

WINDOWS KEY T: moves focus to the next icon in the Taskbar.

CONTEXT MENU key: opens an item's context menu, or a Taskbar icon's jump list.

Shift F10: opens an enhanced context menu for the selected item.

Alt ENTER: opens the Properties dialog for the selected item.

Tab: with focus on any area of the Desktop, moves focus between the different areas. SHIFT TAB moves in the opposite direction. Once TAB or SHIFT TAB have been pressed, first letter navigation can be used.

DESKTOP

LETTER: moves focus to the next icon starting with that letter (first letter navigation).

HOME: moves focus to the first icon, at the top left of the Desktop.

END: moves focus to the last icon, at the bottom right of the Desktop.

ARROW KEYS: move focus to the next icon in the direction of the arrow.

F2: renames selected icon.

DELETE: deletes selected item and moves it to the Recycle Bin.

SHIFT DELETE: deletes selected item permanently without storing it in the Recycle Bin.

CONTEXT MENU KEY: with an icon selected, opens the context menu for that item. With nothing selected, opens the context menu for the Desktop.

ALT ENTER: opens the Properties dialog for the selected item.

CONTROL SPACEBAR: toggles selection status of item with focus.

SWITCHING BETWEEN PROGRAMS

ALT TAB: switches between running programs in a cycle (press and release to move between two programs, or hold ALT down and press TAB repeatedly to move to any program).

CONTROL ALT TAB: switches between running programs in a list (press and release CONTROL ALT TAB, then use arrow keys to select from the list).

WINDOWS KEY TAB: switches between running programs (requires Aero; similar to Alt Tab).

CONTROL WINDOWS KEY TAB: switches between running programs (requires Aero; similar to CONTROL ALT TAB).

ALT ESCAPE: cycles between running programs.

CTRL SHIFT ESCAPE: opens the Windows Task Manager. The Applications page contains a list of running applications; press ENTER on one of them to switch to it.

CTRL ALT DELETE: opens the Windows Security screen.

MENUS

ALT: toggles focus to and from the menu bar.

LEFT ARROW and RIGHT ARROW: on the menu bar, moves through menu headings.

DOWN ARROW and UP ARROW: on the menu bar, opens a sub-menu and moves through menu options.

RIGHT ARROW: within sub-menu, opens current item's sub-menu or moves to next menu.

LEFT ARROW: within sub-menu, closes current item's sub-menu or moves to previous menu.

ENTER: activates menu option.

ESCAPE: closes sub-menu or removes focus from menu bar.

ALT ACCELERATOR KEY: when not in the menu system, activates one particular menu.

ACCELERATOR KEY alone: when on the menu bar, selects menu. When in sub-menu, selects an option within it.

ALT SPACEBAR: opens the System menu of the active program.

ALT F4: closes the active program window.

CTRL W or CTRL F4: closes the active document window.

ALT ENTER: opens the Properties dialog for the selected item.

DIALOG BOXES

TAB/SHIFT TAB: moves focus to the next/previous control.

ALT ACCELERATOR KEY: moves focus to a particular control. On certain controls such as buttons, checkboxes and radio buttons, this also activates the control.

ENTER: if not on a button, selects the default button (usually OK, which saves chosen settings and closes dialog). If on a button, selects that button.

ESCAPE: cancels settings changes and closes dialog.

CTRL TAB or CTRL PAGEDOWN: switches between pages of a multi-page dialog.

SHIFT CTRL TAB or CTRL PAGEUP: switches between pages of a multi-page dialog in reverse order.

SPACEBAR: selects a button or toggles a checkbox.

ARROW KEYS: move up and down in a listbox, move between radio buttons, move cursor in an editbox, change value in a spinbox or on a slider.

ALT DOWNARROW or F4: toggles showing items from a drop-down listbox.

BACKSPACE: in a listview, goes up one level.

F1: opens Help for the current dialog.

DOCUMENT EDITING

ARROW KEYS: move cursor left, right, up or down.

CTRL LEFTARROW/RIGHTARROW: moves cursor by word.

CTRL UPARROW/DOWNARROW: moves cursor by paragraph.

HOME/END: moves cursor to start or end of line.

CTRL HOME/END: moves cursor to start or end of document.

PAGEUP/PAGEDOWN: moves cursor up or down one screen.

SHIFT NAVIGATION COMMAND (i.e. any of the above): selects text.

ENTER: creates a new paragraph.

CTRL A: selects everything in the edit area.

CTRL C: copies selected text to the clipboard.

CTRL F: opens Find dialog.

CTRL N: creates new document.

CTRL O: opens saved document.

CTRL P: opens Print dialog.

CTRL S: saves document.

CTRL V: pastes text from the clipboard.

CTRL X: cuts selected text to the clipboard.

CTRL Y: redoes last edit command.

CTRL Z: undoes last edit command.

DELETE/BACKSPACE: erase the character to the right/left of the cursor, or erase selected text.

CTRL DELETE/BACKSPACE: erase the word to the right/left of the cursor.

WINDOWS MEDIA PLAYER

SHIFT when you insert a CD: prevents the CD from automatically playing.

ENTER: starts playback.

CTRL P OR SPACEBAR: pauses or continues playback.

F7: Mutes the volume.

F8: Decreases the volume.

F9: Increases the volume.

CTRL S: stops playback.

CTRL F: plays the next item.

CTRL B: plays the previous item.

CTRL SHIFT B: toggles rewind on and off (not available for all files).

CTRL SHIFT F: toggles fast forward on and off.

CTRL SHIFT G: plays faster than normal speed.

CTRL SHIFT S: plays slower than normal speed.

CTRL SHIFT N: plays at normal speed.

CTRL J: ejects the CD or DVD on the Play menu.

ALT F4: closes Windows Media Player.

WINDOWS EXPLORER

WINDOWS KEY E: opens Windows Explorer.

ALT F4: closes Window Explorer.

ALT P: toggles Preview Pane (Windows 7 only).

TAB/SHIFT TAB: moves focus forwards/backwards between areas.

ALT D or F4: opens the address bar and shows the current path; press Escape to return to breadcrumb trail mode.

CTRL E or F3: moves focus to Search box.

CTRL TAB: moves focus to the listview (may need to press it twice).

ALT: toggles focus to and from the menu bar.

WINDOWS EXPLORER LIST VIEW

ALT LEFTARROW/RIGHTARROW: moves back to previous folder or forward to next folder viewed in current session.

ALT UPARROW: moves up one level to the parent folder.

HOME/END: moves focus to start or end of list.

ARROW KEYS: select a single item.

SHIFT ARROW KEYS: select multiple items that are next to each other.

CTRL ARROW KEYS: retain selection and move focus to another item without selecting it.

CTRL SPACEBAR: toggles selection status of item with focus.

CONTEXT MENU KEY OR SHIFT F10: opens the context menu for selected item.

ENTER: opens selected folder or file.

ALT ENTER: shows properties dialog for selected item.

F2: renames selected item.

CTRL A: selects everything in the listview.

CTRL C: copies selected items to the clipboard.

CTRL V: pastes from the clipboard.

CTRL X: cuts selected items to the clipboard.

CTRL Y: redoes last edit action.

CTRL Z: undoes last edit action.

DELETE: deletes selected item and moves it to the Recycle Bin.

SHIFT DELETE: deletes selected item permanently without storing it in the Recycle Bin.

F5: refreshes the window contents.

CTRL NUMPADPLUS: when in Details view, autofits the columns.

NAVIGATION PANE (TREEVIEW)

RIGHTARROW: expands selected folder or moves to first sub-folder.

LEFTARROW: collapses selected folder or moves to parent folder.

ENTER, SPACEBAR: updates the listview to show the current folder.

HOME/END: moves focus to start or end of list.

UPARROW: moves up one item.

DOWNARROW: moves down one item.

NUMPADPLUS: expands selected folder to show next level of sub-folders.

NUMPADMINUS: collapses selected folders.

NUMPADSTAR: expands all sub-folders (may take a long time if you have lots of nested folders).

ADDRESS BAR

RIGHTARROW/LEFTARROW: cycles forwards/backwards through breadcrumb trail.

DOWNARROW/UPARROW: opens menu for selected item in breadcrumb trail and moves through it.

ENTER: activates selected item in breadcrumb trail.

ESCAPE: closes menu for selected item in breadcrumb trail.

CONTROL PANEL

TAB/SHIFT TAB: moves between links, controls and other areas of the window.

ARROW KEYS: in alphabetic view of home page, moves between links.

CTRL E or F3: moves focus to Search box.

ALT D or F4: opens the address bar and shows the current path; press ESCAPE to return to breadcrumb trail mode.

CTRL TAB: moves focus from a general option to the first option specific to a utility.

ALT LEFTARROW/RIGHTARROW: moves to the previous/next window viewed in the current session.

EASE OF ACCESS CENTRE

WINDOWS KEY U: opens the Ease of Access Centre.

LEFT ALT LEFT SHIFT PRINTSCREEN: toggles High Contrast on or off.

NUMLOCK for five seconds: toggles Toggle Keys on or off.

SHIFT five times: toggles Sticky Keys on or off.

RIGHT SHIFT for eight seconds: toggles Filter Keys on and off.

LEFT ALT LEFT SHIFT NUMLOCK: toggles Mouse Keys on or off.

ALT F4: closes Ease of Access Centre.

MAGNIFIER

WINDOWS KEY PLUS: starts Magnifier, and then zooms in (Windows 7 only).

WINDOWS KEY U, ALT G: opens Ease of Access Centre and starts Magnifier.

WINDOWS KEY MINUS: zooms out (Windows 7 only).

CTRL PLUS: zooms in (Windows Vista only).

CTRL MINUS: zooms out (Windows Vista only).

CTRL ALT ARROW KEY: pan in the direction of the arrow.

CTRL ALT D: switches to docked mode.

CTRL ALT F: switches to full-screen mode.

CTRL ALT I: inverts colours.

CTRL ALT L: switches to lens mode.

CTRL ALT R: resizes the lens (move the mouse and click when finished).

CTRL ALT SPACEBAR: switches to preview mode.

SHIFT ALT ARROW KEYS: resize the lens.

WINDOWS KEY ESCAPE: exits Magnifier (Windows 7 only).

ALT F4: closes Magnifier.

NARRATOR

WINDOWS KEY U, ALT N: opens the Ease of Access Centre, starts Narrator.

CTRL SHIFT ENTER: gives information.

CTRL SHIFT SPACEBAR: reads current window.

CTRL ALT SPACEBAR: reads current window layout.

INSERT SHIFT G: reads visible child elements (e.g. treeview).

INSERT CTRL G: reads adjacent elements.

CTRL: stops Narrator reading text.

INSERT F2: selects the current block of text that has the same formatting as the character at the cursor.

INSERT F3: reads the current character.

INSERT F4: reads the current word.

INSERT F5: reads the current line.

INSERT F6: reads the current paragraph.

INSERT F7: reads the current page.

INSERT F8: reads the current document.

INSERT CTRL HOME: starts virtual menu navigation mode. In this mode you can use ARROW KEYS to navigate the Narrator menu bar while focus is in other programs.

ALT F4: closes Narrator.

INSERT CTRL X: closes Narrator while focus is in any program.

INSERT K: echoes user's key strokes while focus is in any program.

INSERT F1: starts Narrator's audio help while focus is in any program.

HELP AND SUPPORT

WINDOWS KEY F1: opens Windows Help and Support.

TAB: cycles through links and edit area.

ENTER: activates the current link.

ALT LEFTARROW: moves back to the previous page in your history.

ALT RIGHTARROW: moves forward to the next page in your history.

ALT O OR F10: opens the Options menu.

ALT M OR ALT A: opens "More Support Options" page.

ALT N: opens "Online Help" or "Offline Help" menu.

ALT C: displays the Table of Contents.

ALT HOME: displays the Help and Support home page.

F3: moves focus to the Search box.

HOME or CTRL HOME: moves to the top of page.

END or CTRL END: moves to the bottom of page.

CTRL A: selects everything on the current screen.

CTRL C: copies selected text to the clipboard.

CTRL F: searches the current topic.

CTRL P: prints the current topic.

ALT SPACEBAR: opens the System menu.

ALT F4: closes Windows Help and Support.

INTERNET EXPLORER THUNDER KEYS

Browse webpages: PGUP and PGDN

Form-filling: Find form and enter text END

Go forward through forms: END

Go backward through forms: HOME

Go to Headlines: F7

Links list: F10

Move through links: TAB

Refresh webpage: F5

Search on the page F2

Search again on the page: F3

You can also explore webpages with the numeric keypad keys and set markers at required points on a webpage.

INTERNET EXPLORER VIEWING AND EXPLORING WEBPAGES

TAB: moves focus forward through a webpage, including all links and controls, and then the Address Bar, the Search Area, the Favourites icon, the Favourites bar, the Active tab and the Command bar.

SHIFT TAB: moves focus backwards through a webpage.

ENTER: activates a selected link, loading the new page in place of the current page.

CTRL ENTER: activates a selected link, loading the new page in a new tab but not moving focus to that tab.

CTRL SHIFT ENTER: activates a selected link, loading the new page in a new tab and moving focus to that tab.

SHIFT ENTER: activates a selected link, loading the new page in a new window.

ALT ENTER: while focus is in the address bar or drop-down, opens the address in a new tab and moves focus to it.

ALT LEFTARROW or BACKSPACE: moves Back to the previous page in your history.

ALT RIGHTARROW or SHIFT BACKSPACE: moves Forward to the next page in your history.

ALT HOME: goes to your home page.

F6: from a webpage, jumps to the address bar and selects it.

CTRL F6: from the address bar, returns to the webpage.

UPARROW: scrolls toward the beginning of a page.

DOWNARROW: scrolls toward the end of a page.

PAGEUP: scrolls toward the beginning of a page in larger increments.

PAGEDOWN: scrolls toward the end of a page in larger increments.

HOME: moves focus to the beginning of a page. Most access technologies use CTRL HOME to go to the beginning of a page.

END: moves focus to the end of a page. Most access technologies use CTRL END to go to the end of a page.

CTRL F: finds on this page (may not work with some access technologies, which will substitute an alternative keystroke).

F5: refreshes the current webpage.

ESCAPE: stops downloading the current page.

CTRL H: opens the Favourites Centre showing the History page.

CTRL I: opens the Favourites Centre showing the Favourites page.

CTRL J: opens the Favourites Centre showing the Feeds page.

CTRL N: opens a new browser window.

CTRL O or CTRL L: opens a new webpage or location. Most other browsers use CTRL O for opening a document saved on your computer, and CTRL L for a web location.

CTRL P: prints the current page.

CTRL S: saves the current page.

CTRL SHIFT P: opens a new InPrivate Browsing window.

CTRL W: closes the current tab, or closes Internet Explorer if there is only one tab open.

ALT O: opens the Tools menu (if the Command toolbar is on screen).

ALT P: opens the Page menu (if the Command toolbar is on screen).

ALT S: opens the Safety menu (if the Command toolbar is on screen).

F1: opens Help and Support at the Internet Explorer page.

F7: toggles Caret Browsing on and off.

F11 or ALT ENTER: toggles between full-screen and regular views of the browser window.

CONTEXT MENU KEY OR SHIFT F10: displays a context menu for a link.

INTERNET EXPLORER TABS

CTRL T: opens a new tab.

CTRL K: creates a duplicate tab (opens the current page in a new tab).

CTRL TAB/CTRL SHIFT TAB: switches to next/previous tab.

CTRL # (where # is a number between 1 and 8): switches to a specific tab number.

CTRL 9: switches to the last tab.

CTRL Q: toggles Quick Tabs (thumbnail view) on or off.

CTRL W: closes the current tab, or closes Internet Explorer if there is only one tab open.

CTRL ALT F4: closes all tabs but the current one.

ZOOM

CTRL PLUS: increases zoom (by 25% increments in Internet Explorer 8, 10% in Internet Explorer 7).

CTRL MINUS: decreases zoom.

CTRL 0: sets zoom to 100%.

INTERNET EXPLORER SEARCH

CTRL E: moves focus to the Search box.

SHIFT TAB: once a search term has been entered, moves focus to a horizontal list of search engines.

ALT ENTER: opens your search query in a new tab.

INTERNET EXPLORER ADDRESS BAR

ALT D or F6: moves focus to the address bar and selects the current entry.

F4: moves focus to the address bar, selects the current entry and drops down the list of addresses you have typed previously.

CTRL F6: moves focus from the address bar to the webpage.

CTRL LEFTARROW/RIGHTARROW: moves the cursor to the previous/next logical break in the address (period or slash).

CTRL ENTER: adds "www." to the beginning and ".com" to the end of the text typed in the address bar.

UPARROW: while typing an address, moves forwards through the list of matches from your history or favourites.

DOWNARROW: while typing an address, moves backwards through the list of matches from your history or favourites.

ENTER: opens page in current tab.

ALT ENTER: opens page in new tab and moves focus to it.

ALT SHIFT ENTER: opens page in new tab and does not move focus to it.

INTERNET EXPLORER MENUS

ALT M: opens the Home menu.

ALT R: opens the Print menu.

ALT J: opens the Feeds/Web Slices menu.

ALT O: opens the Tools menu.

ALT S: opens the Safety menu.

ALT L: opens the Help menu.

INTERNET EXPLORER FAVOURITES, HISTORY AND FEEDS

CTRL D: adds the current page to your favourites, or subscribes to the feed when in feed preview.

ALT Z: opens the Add to Favourites menu or subscribes to feed when in feed preview.

ALT A: opens the Favourites menu from the menu bar.

Ctrl Shift Del: opens the Delete Browsing History dialog (Internet Explorer 8 only).

Ctrl Shift P: opens the InPrivate Browsing window (Internet Explorer 8 only).

Ctrl B: opens the Organize Favourites dialog.

ALT UPARROW/DOWNARROW: moves selected item up/down in the Favourites list in the Organize Favourites dialog.

ALT C or CTRL I: opens the Favourites Centre showing the Favourites page.

CTRL H: opens the Favourites Centre showing the History Page.

CTRL J: opens the Favourites Centre showing the Feeds page.

CTRL SHIFT I: toggles docked Favourites Centre showing the Favourites page.

CTRL SHIFT H: toggles docked Favourites Centre showing the History page.

CTRL SHIFT J: toggles docked Favourites Centre showing the Feeds page.

ALT I: displays all feeds (when in feed view).

ALT M: marks a feed as read (when in feed view).

ALT S: puts cursor in Search box (when in feed view).

INTERNET EXPLORER HIGHLIGHTING

CTRL A: selects all items on the current webpage.

CTRL C: copies selection to the clipboard.

INTERNET EXPLORER INFORMATION BAR

ALT N: moves focus to the Information bar.

SPACEBAR: opens the Information bar menu.

7.4 MICROSOFT OUTLOOK 2010 KEYSTROKES

CTRL1: Switch to Mail. CTRL2: Switch to Calendar. CTRL3: Switch to Contacts.
CTRL4: Switch to Tasks. CTRL5: Switch to Notes. CTRL6: Switch to Folder List in
Navigation Pane. CTRL7: Switch to Shortcuts.

CTRL Full stop: Switch to next message. CTRL COMMA: Switch to previous
message.

CTRLSHIFTTAB or SHIFTTAB: Move between the Navigation Pane, the main
Outlook window, the Reading Pane, and the To-Do Bar.

CTRLTAB: Move around message header lines in the Navigation Pane or an open
message. Arrow keys Move around within the Navigation Pane. ALTB or ALTLEFT
ARROW:

GO BACK TO PREVIOUS VIEW IN MAIN OUTLOOK WINDOW.

CTRL Y: Go to a different folder.

F3 or CTRL E: Go to the Search box.

ALTUP ARROW or CTRLCOMMA or ALTPAGE UP: In the Reading Pane, go to the
previous message.

SPACEBAR: In the Reading Pane, page down through text.

SHIFTSPACEBAR: In the Reading Pane, page up through text.

ALTRIGHT ARROW: Go forward to next view in main Outlook window.

CTRL SHIFT I: Switch to Inbox.

CTR L SHIFTO: Switch to Outbox.

CTRL K: Check names.

ALT S: Send.

CTRL R: Reply to a message.

CTRL SHIFT R: Reply all to a message.

CTRL ALT R: Reply with meeting request.

CTRL F: Forward a message.

CTRL ALT J: Mark a message as not junk.

CTRL SHIFT I: Display blocked external content (in a message).

CTRL SHIFT S: Post to a folder.

CTRL SHIFT N: Apply Normal style.

CTRL M or F9: Check for new messages.

UP ARROW: Go to the previous message.

DOWN ARROW: Go to the next message.

CTRL N: Create a message (when in Mail).

CTRL SHIFT M: Create a message (from any Outlook view).

CTRL O: Open a received message.

CTRL SHIFT D: Delete and Ignore a Conversation.

CTRL SHIFTB: Open the Address Book.

INSERT: Add a Quick Flag to an unopened message.

CTRL SHIFT G: Display the Flag for Follow Up dialog box.

CTRL Q: Mark as read.

CTRL U: Mark as unread.

CTRL SHIFTW: Open the Mail Tip in the selected message.

ALT ENTER: Show the properties for the selected item.

CTRL SHIFT U: Create a multimedia message.

CTRL SHIFT T: Create a text message.

CTRL ALT M: Mark for Download.

CTRL ALT U : Clear Mark for Download.

F9: Send and Receive.

CTRL B (when a Send/Receive is in progress): Display Send/Receive progress.

CTRL SHIFT D: Dial a new call.

F3 or CTRL E: Find a contact or other item (Search).

F11: Enter a name in the Search Address Books box.

SHIFT letter: In Table or List view of contacts, go to first contact that starts with a specific letter.

F5: Update a list of distribution list members.

CTRL Y: Go to a different folder.

CTRL SHIFT B: Open the Address Book.

CTRL SHIFT F: Use Advanced Find.

CTRL SHIFT PERIOD: In an open contact, open the next contact listed.

F11: Find a contact.

ESC: Close a contact.

CTRL SHIFT X: Send a fax to the selected contact.

CTRL N: Create a new appointment (when in Calendar).

CTRL SHIFT A: Create a new appointment (in any Outlook view).

CTRL SHIFT Q: Create a new meeting request.

CTRL F: Forward an appointment or meeting.

CTRL R: Reply to a meeting request with a message.

CTRL SHIFT R: Reply All to a meeting request with a message.

ALT 0: Show 10 days in the calendar.

ALT1: Show 1 day in the calendar.

ALT2: Show 2 days in the calendar.

ALT3: Show 3 days in the calendar.

ALT4: Show 4 days in the calendar.

ALT5: Show 5 days in the calendar.

ALT6: Show 6 days in the calendar.

ALT7: Show 7 days in the calendar.

ALT8: Show 8 days in the calendar.

ALT9: Show 9 days in the calendar.

CTRL G: Go to a date.

ALT = or CTRL ALT 4: Switch to Month view.

CTRL RIGHT ARROW: Go to the next day.

ALT DOWN ARROW: Go to the next week.

ALT PAGE DOWN: Go to the next month.

CTRL LEFT ARROW: Go to the previous day.

ALT UP ARROW: Go to the previous week.

ALT PAGE UP: Go to the previous month.

ALT HOME: Go to the start of the week.

ALT END: Go to the end of the week.

ALT MINUS SIGN or CTRL ALT 3: Switch to Full Week view.

CTRL A: Select all contacts.

CTRL F: Create a message with selected contact as subject.

CTRL J: Create a Journal entry for the selected contact.

CTRL N: Create a new contact (when in Contacts).

CTRL SHIFT C: Create a new contact (from any Outlook view).

CTRL O: Open a contact form for the selected contact.

CTRL SHIFT L: Create a distribution list.

CTRL P: Print.

CTRL ALT 2: Switch to Work Week view.

CTRL COMMA or CTRL SHIFT COMMA: Go to previous appointment.

CTRL PERIOD or CTRL SHIFT PERIOD: Go to next appointment.

CTRL E: Find a message or other item.

ESC: Clear the search results.

CTRL ALT A: Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in.

CTRL SHIFT F: Use Advanced Find.

CTRL SHIFT P: Create a new Search Folder.

F4: Search for text within an open item.

CTRL H: Find and replace text, symbols, or some formatting commands. Works in the Reading Pane on an open item.

CTRL ALT K: Expand search to include items from the current folder.

CTRL ALT Z: Expand search to include subfolders.

7.5 THUNDER KEYSTROKES

(MS Word, e-mail and the Internet – Windows XP & Vista).

NKP = Numeric Keypad Alt = Left-hand Alt key only

Document Read = CAPSLOCK SPACEBAR

Document Read Pause = UP or DOWN CURSOR KEY

Help key mode on/off = NKP 0 (ZERO)

Marker goto = CAPSLOCK SHIFT G followed by a letter

Marker set = CAPSLOCK SHIFT S followed by a letter

Marker, tidy window = CAPSLOCK SHIFT T

Mouse left click = NKP 5

Mouse right click = NKP minus

Mouse pointer up and read = NKP 8

Mouse pointer down and read = NKP 2

Mouse pointer left and read = NKP 4

Mouse pointer right and read = NKP 6

Mouse pointer, move by pixel = NKP star
Mouse pointer, move by object = SHIFT
CAPSLOCK NKP star

Pointer move to window edges = Caps Lock NKP 7, 1, 9 or 3

Punctuation level spoken = NKP 1

Read current line = CAPSLOCK L

Read current line to cursor = CAPSLOCK K

Read current word to cursor point = CAPSLOCK J

Read character at cursor = CAPSLOCK I

Read whatever is focused = CAPSLOCK F

Read object = CAPSLOCK O

Read highlighted text = CAPSLOCK H

Repeat last speech = CAPSLOCK semicolon

Repeat and spell last speech = CAPSLOCK SHIFT semicolon

Repeat last speech phonetically = ALT semicolon

Speak screen position = CAPSLOCK forward slash

Speak window name = SHIFT CAPSLOCK N

Stop speech till next keystroke = CONTROL

Stop speech till next screenreader command = SHIFT CAPSLOCK ALT M

Microsoft WORD KEYS

Spell Check = CAPSLOCK N, then right mouse click or Application key, Cursor down then ENTER

Speak page number = ALT 2

Speak tables location = ALT 3

Speak tables location & cell content = ALT 9

Change punctuation level = ALT 4

Speak font information = ALT 5

Speak text Alignment = ALT 6

Speak Word count = Alt 8

ALTERING SCREENREADER SETTINGS

To go to Settings: Hold down ALT and dab at the forward slash key, to the left of the right Shift Key.

Change voice = TAB to hear current voice then Arrow up or down

Echo words typed = ALT W then Space bar to change

Echo characters typed = ALT C then Space bar to change

Novice Mode = ALT N then Space bar to change

Pitch of voice = ALT P to hear "pitch" then Arrow up or down

Screenreader Exit = ALT F4

Speak Windows shortcut keys = ALT K then Space bar to change

Speed of voice = Alt S then Arrow up or down

Volume of voice = TAB to hear "volume" then Arrow up or down

Save Settings changes for this session = ENTER

Save Settings changes permanently = ALT F then S

Exit Settings without changes = ESCAPE

7.6 EMAIL KEYSTROKES

Your email system needs to be set up showing the Preview Pane and sending/receiving emails in Plain Text.

Add new contact to addressbook/contacts: SHIFT CONTROL N; go to addressbook then CONTROL N in Office2003, Outlook Express

Cancel sending a message: ESCAPE then TAB to “yes” “no” “cancel”

Close a message you are reading: SHIFT TAB, or ESCAPE in Outlook Office10

Create a new message: CONTROL N

Delete an Inbox email message: DELETE key

Forward a message: CONTROL F

Go to a folder: CONTROL Y then ARROW keys

Go to the next message in the list: DOWN ARROW

Go to the next unread message: CONTROL U

Go to the previous message in the list: UP ARROW

Go to your Inbox list of messages: CONTROL I

Move between Inbox list, E-mail itself, Address list & Folder list: TAB then CURSOR Keys

Open Address Bookcontacts: SHIFT CONTROL B, SHIFT D CONTROL C in Windows Mail

Place email in a folder: ALT E then M then ARROW keys and ENTER

Read a message from the Inbox list: TAB, or ENTER in Outlook Office 10

Reply to the message: CONTROL R

Send a message: ALT S or CONTROL ENTER

Send and receive emails CONTROL M or ALT H, Left Arrow twice and ENTER.