Appendix A Education Software

PRC Computer Access Pages Tech Notes by Brian Simms

Outlook Express

Adding addresses

- When programming a new address into a button, ensure the following
    name@isp.com;[space]

TestTalker

- When scanning a new document, delete all answer fields put in automatically by the software to ensure that the fields are navigated to in order.
- When putting in new answer fields, ensure you put them in in the order you want them navigated to.
-

WYNN

Highlighting:

- Select word or line to highlight. Then select the highlight icon.

Go To Toolbar

- The go to toolbar allows you to manual select the function you want from the toolbar.

1. Press the Go to Toolbar icon .
2. Use the left or right arrows to select the desired function.
3. Press the Select Button to choose the desired function.
4. Press the Go to Toolbar icon again to release from the toolbar.

Use the Exit key to escape out of functions such as the Dictionary, Thesaurus, Spell Word, and Syllable functions.

Kurzweil

Highlighting

- Select word or line prior to pressing highlight
- The Right Select Word button does not work when highlight or Erase is enabled. Disable highlight or erase to use right select word.

Web Access

- There is no access to the "Read the Web" function, since there was no keyboard shortcut available to read the web when in that mode.

PRC computer access pages: Software set-up instructions

Outlook Express

1. Put an Outlook Express shortcut icon on the desktop by doing the following (If a desktop icon already exits, go to step 2):
   a. Click Start
   b. Click All Programs (Windows XP)
   c. Look for Outlook Express Program
   d. Right Click on Outlook Express
   e. Select "Send To"
   f. Select "Desktop (create shortcut)"

2. Create a Keyboard Shortcut to Launch Outlook Express by doing the following:
   a. Right click on the Outlook Express icon on the Desktop (the shortcut you created in Step 1 above).
   b. Select "Properties"
   c. In the "Shortcut Key" Box type the letter m. It should then read "Ctrl + Alt + M"
   d. Click OK

3. Launch Outlook Express-If this is the first time you have started Outlook Express it will prompt you through a setup wizard. Complete the wizard based on your email provider's directions (contact your email or internet provider to determine the appropriate settings).

4. To add an e-mail account, you will need the following information from your Internet service provider (ISP) or local area network (LAN) administrator:
   a. On the **Tools** menu, click **Accounts**.
   b. In the **Internet Accounts** dialog box, click **Add**.
   c. Select either **Mail** to open the Internet Connection Wizard, and then follow the instructions to establish a connection with an e-mail or news server.

   NOTE: For e-mail accounts, you'll need to know the type of e-mail server you use (POP3, IMAP, or HTTP), your account name and password, the name of the incoming e-mail server and, for POP3 and IMAP, the name of an outgoing e-mail server. Account Type _____
   Account Name _____
   Password _____
   Incoming e-mail server _____
   Outgoing e-mail server _____

5. Set up Outlook Express to "Go Directly to My Inbox"
   a. On the **Tools** menu, click **Options**
   b. On the General tab, check the box next to "When starting, go directly to my 'Inbox' folder".

Microsoft Word

If it is not preinstalled on your computer, install Word according to the company's directions. Next,

1. Put a Word shortcut icon on the desktop by doing the following:
    a. Click Start
    b. Click All Programs (Windows XP)
    c. Look for Microsoft Word program
    d. Right Click on Microsoft Word
    e. Select "Send To"
    f. Select "Desktop (create shortcut)"
2. Create a Keyboard Shortcut to Launch Microsoft Word by doing the following:
    a. Right click on the Microsoft Word icon on the Desktop (the shortcut you created in Step 1 above).
    b. Select "Properties"
    c. In the "Shortcut Key" Box hold down the Alt and F1 keys simultaneously. It should then read "Alt + F1"
    d. Click OK

TestTalker

If it is not preinstalled on your computer, install TestTalker according to the company's directions. Next,

1. Put a TestTalker shortcut icon on the desktop by doing the following (If a desktop icon already exits, go to step 2):
    a. Click Start
    b. Click All Programs (Windows XP)
    c. Look for TestTalker program
    d. Right Click on TestTalker
    e. Select "Send To"
    f. Select "Desktop (create shortcut)"
2. Create a Keyboard Shortcut to Launch TestTalker by doing the following:
    a. Right click on the TestTalker icon on the Desktop (the shortcut you created in Step 1 above).
    b. Select "Properties"
    c. In the "Shortcut Key" Box type the letter t. It should then read "Ctrl + Alt + T"
    d. Click OK

WYNN

WYNN installs with a desktop shortcut and automatically assigns the keyboard shortcut "Ctrl + Alt + W". If this shortcut gets deleted, do the following.
1. Put a WYNN shortcut icon on the desktop by doing the following:
   a. Click Start
   b. Click All Programs (Windows XP)
   c. Look for WYNN program
   d. Right Click on WYNN
   e. Select "Send To"
   f. Select "Desktop (create shortcut)"
2. Create a Keyboard Shortcut to Launch WYNN by doing the following:
   a. Right click on the WYNN icon on the Desktop (the shortcut you created in Step 1 above).
   b. Select "Properties"
   c. In the "Shortcut Key" Box type the letter w. It should then read "Ctrl + Alt + W"
   d. Click OK

Kurzweil 3000

1. Put a Kurzweil shortcut icon on the desktop by doing the following (If a desktop icon already exits, go to step 2):
   a. Click Start
   b. Click All Programs (Windows XP)
   c. Look for Kurzweil program
   d. Right Click on Kurzweil
   e. Select "Send To"
   f. Select "Desktop (create shortcut)"
2. Create a Keyboard Shortcut to Launch Kurzweil by doing the following:
   a. Right click on the Kurzweil icon on the Desktop (the shortcut you created in Step 1 above).
   b. Select "Properties"
   c. In the "Shortcut Key" Box type the letter k. It should then read "Ctrl + Alt + K"
   d. Click OK

Computer Access Pages created by **Brian Simms, M.A. CCC-SLP**
                                Augmentative Communication Specialist
                                Assistive Technology Specialist

14419 v1.0