

# PRC COMPUTER ACCESS PAGES

## SOFTWARE SETUP INSTURCTIONS

### *Outlook Express*

1. Put an Outlook Express shortcut icon on the desktop by doing the following (If a desktop icon already exists, 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

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Outgoing e-mail server

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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 exists, 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 exists, 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