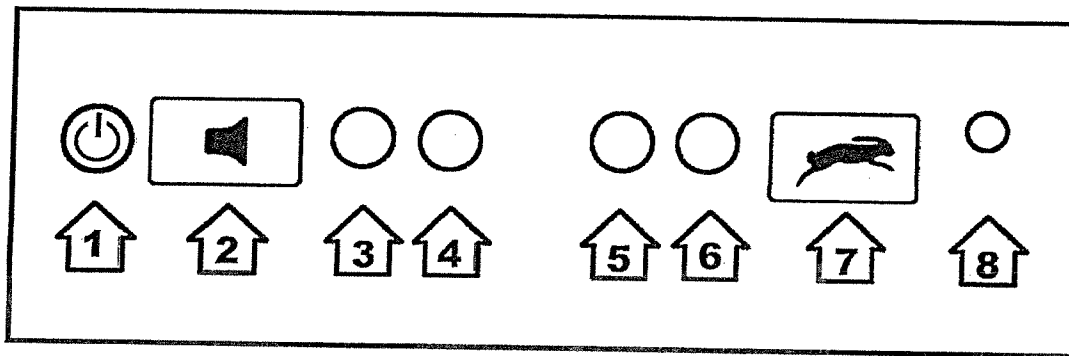


Assistive Technology Manual

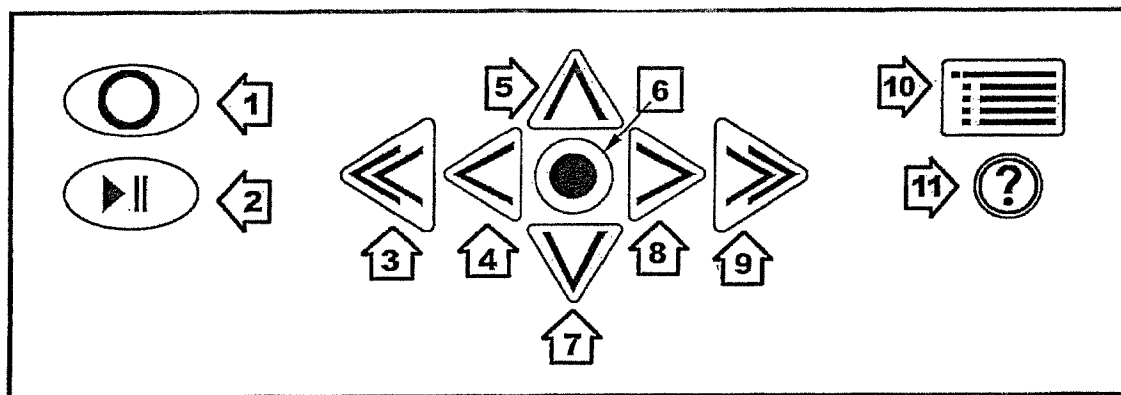
CareerSource Pinellas

SARA CE Front Panel



- Plug in headset (#8 on Front Panel guide)
- Turn machine on (#1 on Front Panel guide)
- Insert page to be read onto glass reader
- Scan document (#1 on Top Panel guide)
- Machine begins reading document
- Adjust volume if needed (#2 on Front Panel guide)
- Volume Rocker- raise or lower the volume of the speech.
- Slow down or speed up reading (#7 on Front Panel guide)
- Stop or pause reading (#3 on Top Panel guide)

SARA CE Top Panel



1. Scan/Record key – scan a document or record a file name.
2. Play/Pause key - start or stop reading.
3. Left Double arrow-move back one paragraph.
4. Left arrow-move left one word.
5. Top arrow-move up one line.
6. Select key-read current word.
7. Down arrow-move down one line.
8. Right arrow-move right one word.
9. Right double arrow-move forward one paragraph.
10. Menu Button –Opens the menu.
11. Help Key-Press this key followed by any key to learn its function.
 - Turn off machine – press twice (#1 on Front Panel guide)

Magnifiers

JAWS 101

1. REMEMBER THAT A VISUALLY IMPAIRED APPLICANT CAN NOT SEE THE MONITOR OR THE MOUSE!
2. THE PARTICIPANT ONLY USES THE KEYBOARD.
3. FIRST ASK IF THEY KNOW JAWS (JOB ACCESS WITH SPEECH)
4. IF THEY DO NOT, PLEASE REFER THEM TO Lighthouse for the Blind Pinellas FOR TRAINING, 727-544-4433. THEN YOU ASSIST APPLICANT TO DO A JOB SEARCH OR GET STARTED ON A RESUME. PLEASE MAKE SURE THEY DO NOT WALK OUT WITHOUT SOME TYPE OF DIRECTION
5. IF JAWS IS NOT SPEAKING WHEN THE COMPUTER IS TURNED ON, PLEASE OPEN JAWS ICON AND THEN MINIMIZE. AT THIS TIME ASK THE APPLICANT IF THE SOUND IS LOUD ENOUGH AND IF THEY CAN UNDERSTAND THE SPEECH.
6. CLICK ON THE SPEAKER AT THE BOTTOM RIGHT TOOLBAR TO RAISE OR LOWER THE SOUND
7. IF THE JAWS VOICE IS NOT UNDERSTANDABLE THEN CLICK ON JAWS, OPTIONS THEN VOICES THEN GLOBAL AND INDIVIDUAL. JUST CHANGE THE RATE/PITCH AND TO DEFAULT SETTINGS.
8. TO REGISTER IN VOS HAVE THE USER TAB TO INTERNET EXPLORER AND HIT ENTER. THEN PRESS INSERT F7, THAT WILL PUT ALL SELECTIONS INTO LINK FORMAT THEN THEY WILL ARROW UP OR DOWN AND SELECT SIGN IN, ENTER THEN AGAIN INSERT F7 REGISTER ENTER, INSERT F7 INDIVIDUAL ENTER, NOW THE CURSOR SHOULD BE ON THE unique user ID NOW PRESS ENTER AND JAWS SHOULD SAY "FORMS MODE ON" NOW THEY WILL BE ABLE TO REGISTER AND CONTINUE TO DO A JOB SEARCH.

Jaws Screen Reader: Basic keyboarding and text editing commands for word processing / internet / email.

Jaws uses the **Number Pad** – Num Lock Off (Light Off)

Home (7) – Moves cursor to beginning of line.

End (1) – Moves cursor to end of line.

Control Home - Moves cursor to top of document.

Control End – Moves cursor to end of document.

Up/Down Arrow (8 & 2) – Moves in that direction and reads the line.

5 – Notice that it is in the middle of the arrows and reads the characters.

Left or Right Arrow (4 & 6) will move in that direction 1 character and read it.

Hold down **Insert (0)** key and tap **5**, it reads that word.

Hold down **Insert (0)** key and tap **Left or Right arrow** (4 or 6), it will read by word in that direction.

Hold down **Insert (0)** key and tap **Up Arrow** (8), it reads the line.

Hold down **Insert (0)** key and tap the **Down Arrow** (2), it reads from there to the bottom.

Control will stop the reading.

Backspace erases the characters just typed, or to the left of the cursor.

Delete erases the character to the right of the cursor or the one. Used when editing existing text.

Alt goes to the Menu bar, then use **Arrow Keys and Enter** on choices.

Tab moves you through a dialog box. **Shift Tab** moves you backwards through it.

Control silences Jaws (not too hasty, sometimes you need to hear the beginning of something).

Control Alt Page Up / Page Down to increase or decrease speech rate

Internet: - **Jaws and the Mouse work pretty well everywhere, BUT the internet. The screen may jump if the user clicks on links, pictures, etc.**

The most challenging thing you can do with Jaws.

A common complaint from users, "I found a link and hit enter, and the new page starts reading the same links over." The links are a table of contents for EVERY page. This is for easier navigation of the web site.

Notes: Once Jaws begins announcing how many links are on a web page, the link is fully loaded. Do not attempt to make any keystrokes before this announcement.

Commands:

Alt D goes to the address bar, type in address and hit enter.

Insert F7 lists the links. Move the arrow keys up or down or tap first letter and **Enter** to select the desired link.

Entering **Tab** moves from one link to the next. **Shift Tab** goes backwards.

Insert F6 lists the headings. Move the arrow keys up or down or tap first letter and **Enter** to select the desired heading.

Tapping **H** moves from one link to the next. **Shift H** goes backwards.

N is for "Non Linked Text". Moves to where it finds 25 characters of text that IS NOT a link.

It can be easier to enter **H** for **Headings** first, but if that does not work, use **N** for **Non Linked Text**.

Using **Control F** for **Find** locates links or by typing a word and will find and move the cursor to that location/word on a web page

Forms & Forms Mode:

A form is any kind of element of which you can interact. Examples, a box where criteria can be searched, such as a name, an address, a check box, a combo box, a button, etc...

In some instances, Forms mode is on automatically and in others, it must be manually activated.

In the Google search engine the cursor is automatically in the search box, Forms mode turns on automatically, and a click is heard. Now the user is clear to type for the search criteria and hit enter.

When the Forms mode does not turn on automatically, there will be a Login area. First the form needs to be moved. Tap

F to find the Form. (Shift F goes backwards) This action will eventually jump to the edit box for Login in and Username information. Before entering the requested information, **HIT ENTER** to **ACTIVATE FORMS MODE**, a click will be heard.

Now the user may login or type username, enter **Tab** to move to Password to type it in. Hit Enter when done. In some cases, the tab button and enter need to be entered twice.

To turn off the Forms mode, Tap the '+' on the number pad.

Additional Tips:

Sometimes a "link" will open in a new tab, or a whole new internet window.

Control Tab moves from page tab to page tab.

Control T will create a new tab, to keep one page open and search on another.

Alt Tab will switches from program to program. Hold **Alt (and do not let go)**, and tap **Tab** until the desired program is reached, then release **Alt**.

When nothing is working right, shut down PC, start over.

Maneuvering around job web sites using **Indeed** is very easy. However **Employ Florida** can be treacherous.

Email:

Jaws is easier and faster to use with Email programs, such as Outlook or Windows Live mail when compared to. using email via a web page. The program is optimized, has keyboard commands and reads easily. A web page, lacks keyboard commands, and may require extra time to locate buttons, places to type, etc.

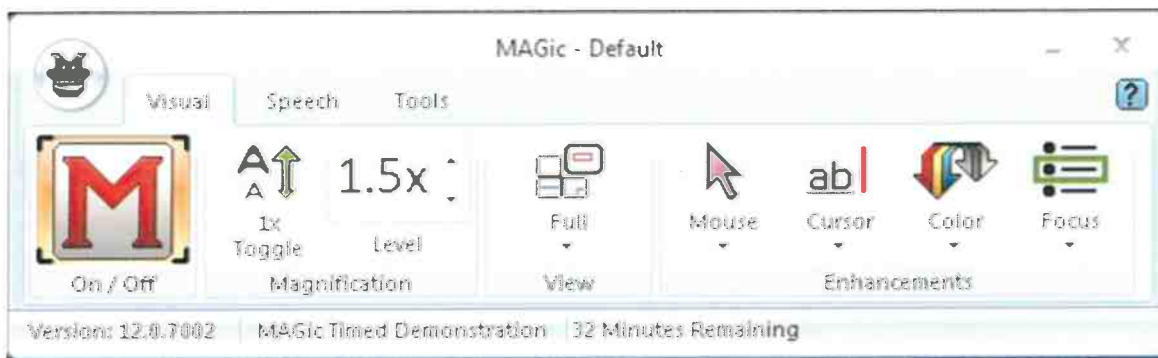
Magic Screen Magnifier

Increase Magnification: Caps Lock +

Decrease Magnification: Caps Lock -

Inverse Colors: Caps Lock F12

Changes in program to be made with mouse:



Top hat (top left corner) is the Menu.

The Big M, bottom left, is for on / off. You can also decrease magnification to 0.

1x Toggle is to go from one magnification to no magnification and back.

Level shows the amount of magnification being used.

View: Options to view all or part of a page.

Cursor, Color and Focus are 2 part buttons.

The top of an icon activates it, the preset.

The bottom half, where the black arrow points down, opens a menu with other presets to customize colors, shapes, etc.

Cursor/Mouse: It is easier to switch the Windows Pointer/cursor (in Control Panel, Mouse) to Inverted Extra Large which makes a backwards or see-through cursor. (When it is on black, it is white, and when it is on white, it is black). Magic offers visibly larger cursors, color and shape options.

Color: Normally, colors are reversed, however there are many other options.

Focus: This adds a customizable color and/or shape to the cursor when navigating menus



Speech Tab:

Although the main purpose of the program is to magnify, it also offers speech or screen reading features. The additional option of speech can be very helpful, because it reads aloud (via voice), instead of straining to read visually. Extremely helpful with large volumes of material to read.

The Default voice, 'Eloquence', is not the nicest sounding, but is very accurate, especially at high speed.








Use the settings to listen other voice options, adjust the rate, pitch, etc.

Mouse Echo: Move the mouse pointer over text to have it read.

Typing Echo: Allows speed settings to be adjusted to accommodate the typist. (eg: Letter by letter or word by word). An accurate typist might prefer word by word speech, where a slow inaccurate typist would prefer by letter at a slower pace for better hearing and accuracy.

Basic Reading Commands: To highlight text, click down with the mouse until the entire text is highlighted. Once completed, using the number pad (while off), hold down the **Insert (0)** key and tap **Down Arrow (2)** to return to reading. **Control** key will stop reading.



 <p>Links</p>	<p>Use Links to open a list of links in the current document.</p>
 <p>Headings</p>	<p>Use Headings to open a list of headings in the current document.</p>
 <p>Skim Read</p>	<p>Use Skim Read to set preferences for browsing a document by the first sentence or line of a paragraph. You can also create rules to search for and read text containing specific words.</p>
 <p>Research It</p>	<p>Use Research It to easily search the Web for words, local weather forecast, news stories, sports scores, local businesses, and more.</p>
 <p>Keyboard</p>	<p>Use Keyboard to assign, remove, or change hot keys for MAGic functions. You can also create shortcuts to quickly launch applications, documents, and Web pages.</p>
 <p>Dictionary</p>	<p>Use Dictionary to change the way MAGic speaks words, phrases, abbreviations, or symbols.</p>
 <p>Script</p>	<p>Use Script to customize MAGic for use with proprietary applications. This feature requires the MAGic Pro Scripting Edition software.</p>

Magnification of the computer screen - How to for any computer

- Go to "All programs" and select "Accessories"
- Select "Ease of Access"
- Select "Magnifier"
 - Increase the magnification using the +

Scan and Read Device

Sara - Scanning And Reading Appliance

Powering SARA On and Off

The **POWER** button is the small, circular green button located on the far left of the lower vertical surface on the front of SARA. Press this button once to turn the power on. While SARA is warming up, there is an intermittent tone to indicate it is active. When the unit is ready, it says, "Welcome to SARA."

Scanning and Reading with SARA

1. Lift the cover of the scanner.
2. Place your reading material print side down on the scanner's glass plate. Square the page against the raised left and front edges around the glass.
3. Close the scanner cover.

Warning: If you have a thick document such as a book, the back part of the top of the scanner cover will raise up to level off as it rests on the book. Do not press down on the scanner. Placing pressure on the lid can shatter or dislodge the glass in the scanner, voiding the product warranty.

Press the **SCAN** key, which is the red oval key with a raised circle in the upper left of the keypad. SARA says, "Scanning" as it begins scanning and plays an intermittent tone while scanning and recognizing text. When SARA is finished analyzing the page, reading begins automatically.

Tip: If you want to cancel the scan, press the **SCAN** key again.

To stop reading, press the **READ** key, which is the green key with a raised play and pause symbol below the **SCAN** key. Press the Read key again to resume reading.

Note: Any unsaved documents will be discarded when you shut down.

Headphone jack.

Using the Menus

SARA has a menu that allows you to work with files, set voice and scanning options, choose visual settings, and select languages you want to use.

Use the **MENU** key to access the menu. The **MENU** key is the rectangular brown key on the upper right of the keyboard. Press the **MENU** key once to open the menu. Pressing the **MENU** key while in any of the menus closes the item and returns you to the document.

Once the menu is open:

Use the **UP** and **DOWN ARROWS** to select menu items. SARA reads each menu item as you move to it.

Use the **SELECTOR** key to open submenus and to accept menu choices, similar to pressing the **ENTER** key on a computer.

Press the **LEFT ARROW** to close a submenu if it is open or close a list and return to the menu.

Press the **MENU** key to close the menus and return to the document.

Tip: Press the **HELP** key followed by any other key to have its function explained.

Note: A standard computer monitor can be hooked up to Sara to provide visual feedback for low vision users.

Microsoft Narrator

Hear text read aloud

Windows comes with a basic screen reader called Narrator, which reads text on the screen aloud and describes some events (such as an error message appearing) that happen while you're using the computer.

Narrator is not available in all languages, so if the link below doesn't work, Narrator is not available for your language.

1. On the sign-in screen, go to Programs, click Accessories, click the **Ease of access/ Accessibility** and choose Narrator.
2. Use the keyboard shortcuts in the following table to specify which text you want Narrator to read:

Use this keyboard shortcut	To do this
Ctrl+Shift+Enter	Get information about the current item
Ctrl+Shift+Spacebar	Read the entire selected window
Ctrl+Ait+Spacebar	Read the items that are selected in the current window
Insert+Ctrl+G	Read a description of the items that appear next to the currently selected element
Ctrl	Stop Narrator from reading text
Insert+Q	Move the cursor backward to the beginning of any preceding text that has different formatting. For example, the cursor moves from a bold word to the beginning of a non-bold word that precedes it.
Insert+W	Move the cursor to the beginning of any text that follows it that has different formatting. For example, the cursor moves from a bold word to the beginning of a non-bold word that follows it.
Insert+E	Move the cursor back to the beginning of any text that has the same formatting. For example, the cursor moves from the middle of a bold word to the beginning of that word.
Insert+R	Move the cursor to the end of any text that has the same formatting. For example, the cursor moves from the middle of a bold word to the end of that word.
Insert+F2	Select all of the text that has the same formatting as the character at the cursor

Use this keyboard shortcut	To do this
Insert+F3	Read the current character
Insert+F4	Read the current word
Insert+F5	Read the current line
Insert+F6	Read the current paragraph
Insert+F7	Read the current page
Insert+F8	Read the current document

3. Note

- The Insert key is used for Narrator commands, so when you press Insert while Narrator is running, you won't be able to insert characters. To use the Insert key to insert characters while Narrator is running, press Insert+! and then the characters you want to add.

Choose which text Narrator reads aloud

1. Click to open Narrator.
 - Under Main Narrator Settings, do one or more of the following:
 - To hear what you type, select the Echo User's Keystrokes check box.
 - To hear background events, such as notifications, select the Announce System Messages check box.
 - To hear an announcement when the screen scrolls, select the Announce Scroll Notifications check box.

Change the Narrator voice

Start Narrator minimized

Turn off Narrator

1. Click to open Narrator.
2. Click Control whether Narrator starts when I log on.
3. Clear the Turn on Narrator and Turn on Audio Description check boxes and click Apply.