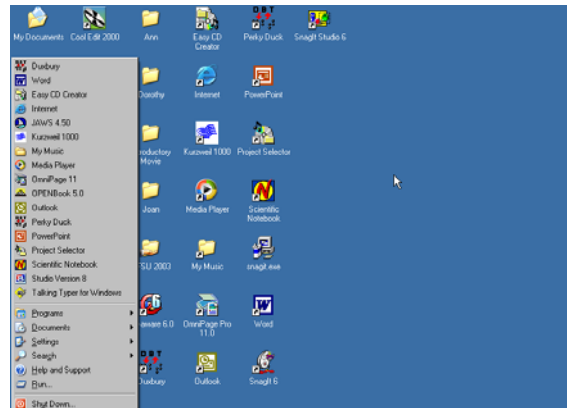


Setting Up Windows for a Blind Student

A blind student who uses a screen reader works on a computer using only keyboard commands. This is different than a sighted person who may use a combination of the mouse and keyboard to interact with the computer. Our goal is to set up Windows so it is efficient and easy to use by a blind student. In addition, *JAWS* requires certain settings in order to read the screen properly. Without these settings, *JAWS* may fail to read important areas of the screen.

Setting up the Windows Desktop

The view to the right is a screen shot of the Windows XP desktop with the Start Menu open. It is very similar to Windows 98. Notice that commonly used programs such as *JAWS*, *Zoomtext*, *Duxbury* and *Microsoft Word* are found on the Start menu. This allows a blind student to start these programs by pressing the Window-key followed by the first letter of the program they want to start. (The letter-j for *JAWS* or the letter-z for *Zoomtext*, etc.)



Programs like *Microsoft Word* and *Microsoft Excel* are renamed to just *Word* and *Excel*. That way, the student can press the letter-w for *Word* or the letter-e for *Excel* and not have to press the letter-m many times to cycle through all the *Microsoft* products.

Putting a program icon on the Start Menu is a two step process. The first step is to place an icon on the desktop. The second step is to click and drag that icon directly onto the Start Button so it will appear in the Start Menu.

During the installation of the program if you are asked if you want an icon on the desktop, select the *Yes* Button. If you do not have an icon on the desktop, you will need to use *Windows Explorer* to find the program and create the icon.

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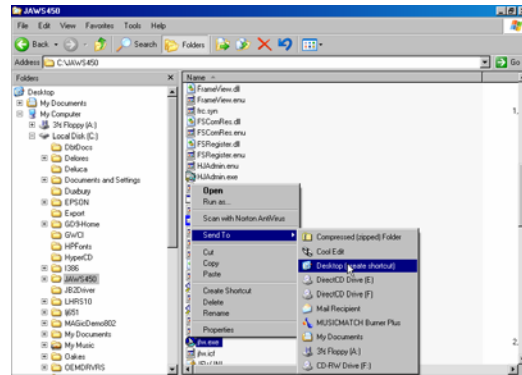
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Creating a Program Icon using Windows Explorer

Open Windows Explorer by holding down the Windows-key and pressing the e-key. The view to the right shows the classic Explorer layout with “tree view” on the left pane of the screen and the “folder view, list view” in the right pane. Programs are usually found directly on the **C:-drive** (JAWS450) or inside the **Program Files** folder.



You will need to navigate to the folder containing the program you want on the desktop. Once in the correct folder you will need to find the file that actually represents the program. It will probably have the best looking icon and end with .exe, if you have extension option on, (i.e. JFW450.exe). When you find the file, just right click on the icon or select it with the arrow key and press the Menu-key (third key to the right of the space bar). This brings up a menu. Select the “Send to” option in this menu and then choose the “Desktop (Create Shortcut)”. You now have a shortcut placed on the desktop. This is just a shortcut so if you accidentally delete it you are deleting the shortcut only, not the actual program. Before you drag it onto the Start Button, right click the icon. Again a menu pops up. Press the up arrow to jump down to the Properties option. Open the Properties dialogue box. Here you can assign a shortcut command and decide how you want the program to open. Go down to the shortcut edit field. Press the letter the program starts with, i.e. j-key for JAWS, or z-key for Zoomtext, etc. This will then assign the CTRL-ALT-letter as the shortcut. This allows you to hold the CTRL and ALT keys down and press the j-key to start JAWS. Next go to the Run edit field. Here you need to decide how you want the program to start. If it is a program such as Microsoft Word, you will want it running “Maximized” so it fills the whole screen. If it is assistive technology, you will probably want it “Minimized” so it is not on the screen at all, but located at the bottom of the screen on the Task Bar. Select OK to save your preferences.

Now you can click and drag the icon on top of the Start Button in the lower left corner of the screen. This places a copy of the shortcut on the Start Menu and leaves a copy of the shortcut on the desktop. If you want to clean up your desktop you can single click the desktop icon and press the delete key to remove the desktop shortcut.

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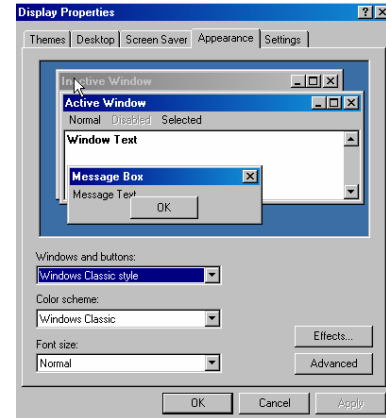
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Setting Up Display Properties in Windows

The display properties settings may be critical to get JAWS or other assistive technology programs to run correctly on your computer. Windows 98, ME and XP-Home settings will be different than Windows NT, 2000 or XP-Professional. To open the Display Properties dialogue box, right click on an empty space on the Windows Desktop. Go down to the Properties option and press the Enter key. This brings up the Display Properties dialogue box. Select the Appearance Tab.



If you are running Windows XP-Professional or Windows NT or 2000, the options here should be set to Windows Classic. If you are running Windows 98, ME or XP-Home, the options here should be set to Windows Standard. Next move to the Settings Tab. The settings here should be 800 x 600 pixels and 256 colors. However, if you have a newer version of JAWS (4.0 or later), you may be able to set the screen resolution to 1024 x 768 and 16 bit color without any problems.

In the Desktop Tab you can select “None” for your background and a plain color that will give you good contrast with the icons on the screen if the student is low vision. If the student is unable to see the screen, these options may not need to be changed.

Do not set your computer to “View my Active Desktop as a web page”. This option is found in Windows 98 in the Web Option. The Screen Saver can be set to none or any other screen saver you choose, but select the “Wait” to 60 minutes. This will prevent the screen saver from popping up when the student is still working. The options found on the Theme Tab (found only on Windows XP) should be set to Windows Classic.

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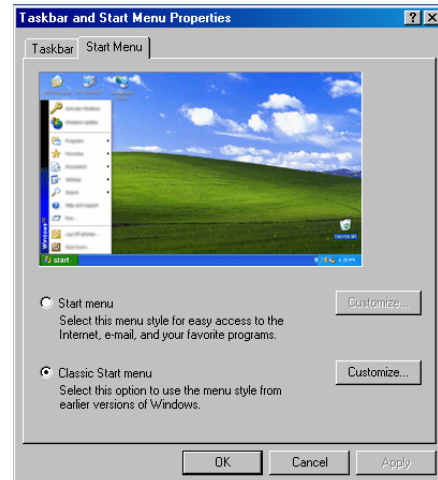
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Setting Up the Taskbar and Start Menu

Right click on an empty part of the Task Bar. This is usually found on the bottom of the screen and is the area next to the Start Button. Select Properties. In Windows 98 make sure “Always on Top”, “Show small icons...” and “Show clock” are all checked.

In Windows XP select the Start Menu tab and as shown in the picture, select the Classic Start menu. Next click on the Taskbar tab and make sure the “Lock the taskbar” and “Show the Clock” are checked. Do not check the “Auto hide the taskbar”.

Other options can be selected or disabled based on user preferences. If JAWS does not work properly, the most likely problem is located in the Desktop Display options and the Taskbar options.



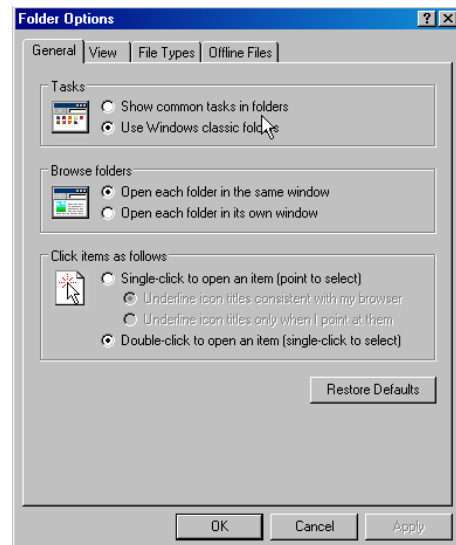
Setting up Windows Explorer

Windows Explorer is the file management program in Windows. This program is used to find, copy, and move files. It is fairly easy to navigate and use, once you choose the correct settings.

Hold the Window key down and press the e-key to start Windows Explorer. In Windows XP you will need to go to the Folder Options in the Tools Menu. Select “Use Windows classic view”, “Open each folder in the same window”, and “Double-click to open an item”.

In the View menu select “Details” to list all items as

a single column list. Now go back to the Tools Menu, Folder Options and select the view tab and select the “Apply to all folders button”.



Exit Windows Explorer then restart it by holding down the Window key and pressing the e-key. Now all the folders will display in the same window with a single list of folders and files.

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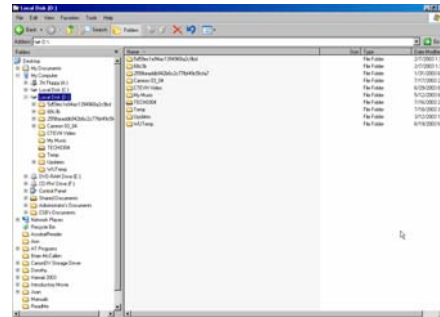
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Using Windows Explorer

Windows Explorer is divided into three major regions:

1. Tree View on the left side of the screen
 2. Folder view on the right side of the screen
 3. Address Edit field at the top of the screen
- A fourth area allows you to close the left side of the screen (Tree view).



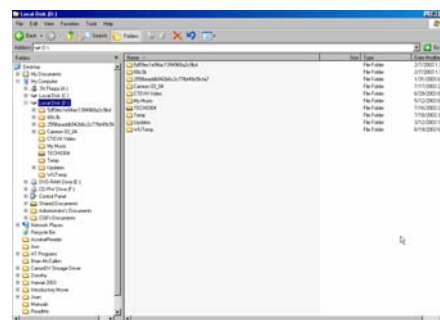
You can move between any of these areas on the screen by pressing the TAB key to move in one direction, or hold down the shift key and press the TAB key to go in the opposite direction.

When you Tab to the Tree view, you can move up or down the list of folders and files with the up and down arrow or the home-key to move to the top of the list or end-key to move to the end of the list. You can also press the first letter of the folder or file you are looking for; this is called first letter navigation. If you move to a folder with no subfolders, JAWS will say the name of the folder and where it is on the list (5 of 27). All of the files in the folder will be listed on the right side of the screen. You can Tab to the right side of the screen and explore the files using the same key commands listed above.

If you move to a folder in Tree view (left side of the screen) that has subfolders, you hear the name of the folder, “closed” and where it is on the list (6 of 27). You can open the closed folder by pressing the right arrow. The folder is opened and JAWS will say the name of the folder, “open” and the number of subfolders. (You can close a folder by pressing the left arrow.) Move down to the subfolders with a down arrow. Move to the subfolder you want, Tab to the Folder view (right side of the screen) to explore the files found inside this folder.

Moving and Copying Files and Folders

You can copy or move a single file, a group of files or a whole folder in Windows Explorer. The first step is to find the file you want. Make sure it is highlighted by using your arrow key to move to it. When you tab to the folder view (right side of the screen), the first item is “not selected”. You can



select the first item in a list by pressing the space bar or moving off the item with the down arrow key and immediately back to it with the up arrow key. The item is now selected. Hold down the Ctrl-key and press the c-key. This copies the file to the Windows Clipboard. Tab back to the “Tree View” and find the folder where you want to place the file. Hold down the Ctrl-key and press the v-key to paste it into this folder. Tab over to

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the folder view and find the file to confirm the file was copied. If you want to move the file instead of copying the file use the Ctrl-x, cut command (instead of the Ctrl-c, copy command).

To highlight more than one file, select the first item in the list, hold down the shift key and press the down arrow as many times as you need to. Each time you press the Shift-down arrow you will highlight an additional file. When you are finished highlighting the files you can copy or cut the files and paste them into the new location. You can also use the Shift-End command to select all files found between the first file you selected and the end of the list.