

TOP 20 THINGS
YOU AND YOUR STUDENT SHOULD KNOW
ABOUT WINDOW-EYES

1. To change the Volume, Tone, Pitch, or Rate in Window-Eyes, press CTRL-ALT-**LEFT** ARROW.
2. Window-Eyes has three different voices: Screen, Keyboard, and Mouse. For example, Window-Eyes may announce keystrokes as you type. The voice you hear is the Keyboard voice. If you are reading information from the screen, this is the Screen voice. You may want to adjust the Volume, Tone, Pitch, or Rate separately for each voice.

To change the Screen, Keyboard, or Mouse voice independently, press CTRL-ALT-**RIGHT** ARROW.

3. There are various keystrokes that can be used to navigate the computer with Window-Eyes. These keys include:
 - a. WINDOWS KEY-**D** to focus the Desktop
 - b. **WINDOWS KEY** to open the Start menu
 - c. WINDOWS KEY-**TAB** to access the Taskbar
 - d. **WINDOWS KEY**-B to access the System Tray
4. The Run dialog is a quick way to access various applications, such as Word, Excel, PowerPoint, and more. You can also use the Run dialog to open up web pages quickly.
 - a. To open the Run dialog, press WINDOWS KEY-**R**.
 - b. After the Run dialog is open, type "**winword**" and press ENTER to open Word.
 - c. To open Excel when the Run dialog is open, type "excel" and press ENTER.

- d. To open PowerPoint when the Run dialog is open, type “powerpnt” and press ENTER.
 - e. To open any webpage quickly while in the Run dialog, type the address and press ENTER. For example, to open www.gwmicro.com, you would first press WINDOWS KEY-**R** to open the Run dialog, and then type “**www.gwmicro.com**”, and press ENTER. The website will open automatically.
5. To read the Title Bar in any application, press CTRL-SHIFT-**I**.
6. It is important to always maximize an application. To maximize an application, do the following:
 - a. Open the application.
 - b. Press CTRL-SHIFT-**I** to see if the window is maximized.
 - c. Press **ALT**-SPACE to open the System menu.
 - d. Press the DOWN ARROW until you get to **Maximize**, and press ENTER.
7. To access the menu of an application, press the **ALT** key.
8. If you want to read a document from your cursor to the end of the document, press CTRL-SHIFT-**R**.
9. You can easily check spelling with Window-Eyes while in Microsoft Word. To spell check a document in Word, use **ALT**-SEMICOLON and **ALT**-APOSTROPHE.
10. The Page Navigation dialog is a good way to have access to different items within a document, such as spelling errors, grammatical errors, comments, revisions, and more. To open the Page Navigation dialog box, press **INSERT**-TAB.
11. When learning the keyboard, it is useful to know the layout of your keyboard, since there are many different types of keyboards.

Window-Eyes comes with a built-in key describer. You can toggle the key describer on or off by pressing **INSERT-1**.

12. Window-Eyes can speak various attributes about text in Microsoft Word, such as the name of the font, font size, color, and style of the text. You can toggle Attribute Changes on or off by pressing **WINDOWS KEY-A**.

13. If you need to get more information about attributes of text in Word, such as if the current paragraph is centered, left-aligned, or right justified, you can bring up the Element Properties dialog by pressing **INSERT-E**. The Element Properties dialog can list the following information:

- a. Font size (10 point, 14 point, etc.)
- b. Text color (red, green, shade of blue, etc.)
- c. Text attributes (bold, italic, double underline, etc.)
- d. Font name (Verdana, Arial, etc.)
- e. Style (Normal, Heading 2, etc.)
- f. Line spacing (Single, Double, etc.)
- g. Justification (Left, Right, Center, Full)
- h. Borders (Box, Shadow, 3-D, etc.)
- i. Shading (Teal, Orange, Sky Blue, etc.)
- j. Text (Orientation of the text is vertical)

14. To open a website, press **WINDOWS KEY-R**. For example, you can press **WINDOWS KEY-R** to open the Run dialog. Then, type in www.gwmicro.com, and press ENTER. Your web browser will launch, and www.gwmicro.com will display on the screen.

15. Once you have opened a website, you can move to each link by pressing **L**. You can move backwards through the links on a

webpage by pressing **SHIFT-L**. Pressing **ENTER** activates the link, just as if you were to left-click on it with the mouse.

16. It is possible to get a list of all links on the current webpage by pressing **INSERT-TAB**.
 - a. Press **UP** or **DOWN ARROW** to get to a link that you want, and press **ENTER** to activate the link.
 - b. You can also list other information in this dialog box by pressing **TAB** to get to Information Selection, and then use your **UP** or **DOWN ARROW** keys to select the item you want to have listed.

17. While in an application, you may want to write down a note to enable you to remember something specific to the application you are in. For example, you might want to remember that **INSERT-TAB** will list links while on the Internet. You can bring up Window-Eyes Application Specific Help to write down a note at any time by pressing **CTRL-SHIFT-?**.

18. Window-Eyes is capable of doing many things. The best place to find information about how to perform a task in Window-Eyes is by using the manual. To open the manual, perform the following steps:
 - Press **CTRL-BACKSLASH** to open Window-Eyes.
 - Then, press **ALT-H** to open the Help menu.
 - Press the **UP** or **DOWN ARROW** to move to “Window-Eyes Manual” and press **ENTER**.
 - Once you have opened the manual, find a topic you want to learn about by pressing the **UP** or **DOWN ARROW**. Then, press **ENTER** followed by **F6** to hear about the topic.

19. You may also want hands-on instruction to help you with Window-Eyes. There is a free tutorial that GW Micro provides on the Window-Eyes CD as well as online. You can access this tutorial at

www.gwmicro.com/support/tutorial. So, to access the tutorial, perform the following steps:

- Press WINDOWS KEY-**R** to open the Run dialog.
- Type “www.gwmicro.com/support/tutorial”
- Press ENTER
- The tutorial page will open, and you will find the tutorial broken down into sections. Choose the portion of the tutorial that you want to listen to.
- You may also choose to register for a paid Window-Eyes training class. For more information, check out www.gwmicro.com/training for information on hands-on training.

20. The Iowa Braille School has put together lesson plans for teachers on how to use Window-Eyes. This is a **great** resource. You can access the lesson plans at the following web address: http://www.iowa-braille.k12.ia.us/window_eyes.html.