Introduction to Window-Eyes

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Window-Eyes (ver 4.211)

Publisher:

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Cost:

Window-Eyes Professional (for Windows 2000/XP Home & Professional) - $795

Window-Eyes Standard (for Windows 95/98/Me) - $595

Software Maintanence Agreement available for 3 major upgrades (recommended)

System Requirements:

1. Microsoft Windows-based operating system (Windows 95/98/Me/2000/XP) using a PC compatible processor at 400Mhz or higher. 128 MB RAM and 20MB of available Hard Drive space. For Windows XP, it is recommended to have at least 128 MB RAM for desktop computers and at least 256 MB RAM for laptop computers (this is a Windows recommendation).

2. If using additional Eloquence languages, provide approximately 10MB for each language.

3. CD-ROM necessary for installation of Window-Eyes.

4. Multi-channel sound card (recommended), such as SoundBlaster Live!, SoundBlaster Audigy, etc. Provides speech output in addition to other audio channels (e.g., music, video presentations, etc.).

5. For use on the Web, Internet Explorer 6.x or greater is recommended. For use with Adobe Acrobat PDF documents, Acrobat Reader 6.x (with accessibility features) recommended.

Description

Window-Eyes brings screen-reader functionality to the PC environment. Window-Eyes (WE) is different from other screen-reading applications in that WE uses the hotkey commands that exist within the MS Windows system architecture. In other words, there are relatively few keystrokes that are WE dependent and this provides the flexibility for

the user to define hotkey commands that they wish to use in different applications. WE provides additional flexibility by not requiring specific video cards or braille displays – instead, WE supports nearly all video card and refreshable braille displays. WE supports the various MS Windows operating systems, however, we have found the most stable configuration and functionality within the Windows XP operating system. For additional information about WE, join the Window-Eyes listserv to report difficulties or interact with other Window-Eyes users at: http://www.gwmicro.com/support/ (see link under "Subscribe to GW-Info").

Installing Window-Eyes

Installing Window-Eyes can be accomplished with or without speech. To install Window-Eyes, place the CD into the CD-ROM drive and allow the CD to "autoplay". Choose whether or not you wish to have speech feedback when installing the application. You will need your product license number to complete the installation process. Once installed, Window-Eyes will prompt you to restart the system before the changes will be applied. After you restart your computer, Window-Eyes will automatically launch as it has also been placed in the "Start-up" folder.

**To prevent Window-Eyes from launching automatically:**
1. Open the Start Menu and choose "Programs" ("All Programs" in Windows XP).

2. Choose "Startup". Upon opening the "Startup" menu, you will find an icon for the Window-Eyes application.

3. Delete the Window-Eyes icon from the "Startup" folder. Window-Eyes will not automatically start upon the launch of the Windows operating system the next time you restart the computer.

Load Before Start-Up
Window-Eyes provides functionality for individuals who require screen-reader assistance during the log in process to a computer or network. In the Windows 2000 and XP operating system, it is necessary to log into a user profile in order to begin a computing session. The Load Before Start-Up option allows a screen-reader user to have speech feedback when logging into the computer before the computing session has started. This option is recommended for individuals who have a personal computer and are not using a public or lab computer.

To set the Load Before Start-Up option:
1. Start the Window-Eyes application or activate the Window-Eyes menu.

2. Select **File** from the menu bar and choose **Load Before Start-Up**.
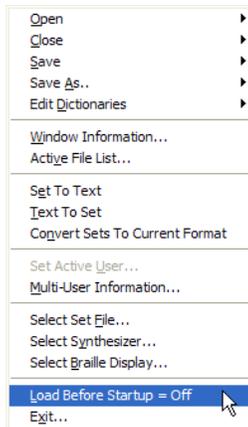
3. After you select **Load Before Start-Up**, Window-Eyes will now be responsive during the log in process to the computer.

Starting a Window-Eyes Session

There are several methods in which to begin the Window-Eyes application. Window-Eyes may be started by going to the Start Menu and navigating to the Window-Eyes folder or be activating the Window-Eyes icon on the desktop. In order to activate Window-Eyes by a hotkey command, use **Ctrl + Alt + W**. This hotkey combination will launch the Window-Eyes application. To change this hotkey combination, it is necessary to go into the **Properties** menu and identify a different hotkey combination. This is not recommended as the **Ctrl + Alt + W** command is familiar to Window-Eyes' users.

Navigating through Windows (2000/XP)

Individuals using a screen-reader typically utilize the keyboard in order to navigate through the Microsoft Windows operating system. Window-Eyes takes advantage of the flexibility of the keyboard functionality that exists natively in MS Windows and allows users to activate menu items and enter information through the keyboard interface. It is recommended that you become familiar with the hotkey commands and shortcut keys that exist within the MS Windows interface if using the Window-Eyes software.

MS Windows Hotkey commands:
Ctrl + Esc
Shifts focus to the **Start Menu** and opens the menu options.

Alt
Activates the menu bar in Windows applications. The arrow keys will then move the focus left or right.

Alt + Tab
Switch between open applications.

Tab
Moves from one element/input field to the next element/input field in menus.

Ctrl + Tab
Moves from "tab" to "tab" in menus.

Ctrl + Z
Undo last action (this is not available in all applications).

Ctrl + X
Cuts the selected text or item to the clipboard.

Ctrl + C
Copy the selected text or item to the clipboard.

Ctrl + V
Paste the selected text or item into the application.

Alt + F4
Close the selected application or, if no applications open, exit the MS Windows session.

F1
Provides Help for the current application.

Window-Eyes Hotkey Commands:
**Ctrl + **
Opens the Window-Eyes menu.

Ctrl + Shift + F1
Provides additional information and keyboard shortcuts when using Window-eyes with the currently open application.

Ins + S
Displays any information and applications currently loaded in the System Tray (located in lower right corner of screen).

Ins + T
Provides the current time and date (as recognized by the operating system).

Ins + G
This allows Window-Eyes to automatically label graphic elements (e.g., buttons on toolbars) with the graphics associated tool tip. A tool tip is a small dialog box that is displayed when the mouse hovers over the graphic. Labeling the graphical elements allows users to correctly identify specific buttons when performing a certain task. This can take up to a minute or more to complete.

Ctrl + Shift + S
Speak summary reads the currently selected item in a list box or the status of a radio button, checkbox, or other control element. If pressed when using Internet Explorer, Speak Summary will identify the number of lines on a web page, presence of Frames, Tables, and Flash animation.

Using Microsoft Word with Window-Eyes

Similar to navigating the MS Windows interface, there are a number of hotkey commands that allow a user to operate MS Word from the keyboard and do not require the presence of Window-Eyes. Rather, Window-Eyes runs in the background and provides additional keyboard support when necessary to inform the user of visual changes. The following commands identify important MS Word commands followed by a list of important Window-Eyes commands for MS Word.

Microsoft Word Hotkey Commands:
Ctrl + Shift + F
Font Dialog box. When no Format Toolbar is present, the Font Dialog box is called up by this command. Font type, font style (e.g., bold or italic), and point size can be set through this dialog box.

Ctrl + Shift + P
Point Size box. When the Format Toolbar is present, the focus is moved up to the Font Size list box on the tool bar. Using the arrow keys will move through available font sizes. Press Enter to set size and return to document. When no Format Toolbar is present, the Font Dialog box is called up by this command and the focus is in the size edit box. Use the Arrow keys to move up or down through available point sizes.

Ctrl + Shift + S
Style combo box. Moves to the Style combo box on the toolbar. You may apply a specific style to the selected text or the text where the focus is currently located.
  Additional commands -
  Alt + Shift + Right Arrow
  Select Next Heading Style

  Alt + Shift + Left Arrow
  Select Prior Heading Style

Control + L
Left justify text that is selected or entered. This action uses the Word command to left justify the text. The left margin is even or aligned.

Control + E
Centers the selected text. Positions any selected text so that the left and right margins are equal. Used, for example, to center an essay title. Aligns text to the center that is selected or entered.

Control + R
Right Justify selected text. Right aligns text that is selected or entered.

Control + J
Justify Text. The text is made even along both the left and right margins.

Ins
Toggle Writing Mode alternates between typing and overwrite mode.

Control + B
Bolds text that is selected or entered.

Control + I
Italicizes text that is selected or entered.

Control + U
Underlines text that is selected or entered.

Selecting Text
Holding down the Shift key in combination with other keys will select different items:
  Shift + Right Arrow
  Select a Character

  Shift + Left Arrow
  Select Previous Character

  Shift + Control + Right Arrow
  Select Current Word

  Shift + Control + Left Arrow
  Select Previous Word

  Shift + End
  Select from Cursor to End of Line

  Shift + Home
  Select from Cursor to Beginning of Line

Window-Eyes Hotkey Commands for use in Microsoft Word:
Ctrl + Shift + R
Reads to the end of the document.

Esc

Will halt speech and maintain the system focus on the last sentence spoken. The arrow keys may then be used to navigate to the appropriate location in the text.

Ctrl

Will halt speech, but not maintain focus on the last sentence spoken. When the Read to End command is given, the caret moves ahead visually several lines. If the Ctrl key is pressed, the system will halt speech at the visual location of the caret and not the last item spoken.

Ctrl + Shift + M

Reads the text that is currently selected. Selecting text is accomplished by holding down the Shift key and navigating with the arrow keys. See the previous page for additional commands on selecting text.

Using Internet Explorer with Window-Eyes

Window-Eyes interfaces with the Internet Explorer web browser to bring screen-reading functionality to the Web. As with other Windows-based applications, Window-Eyes utilizes the pre-programmed shortcut key combinations that already exist within the Internet Explorer web browser. There are additional commands, however, that take advantage of Microsoft Active Accessibility (MSAA) and provide for a more enhanced user experience. MSAA commands allow the user to navigate based on hyperlinks, form elements, or tables on the web page. Important Internet Explorer and MSAA commands will be provided below.

Microsoft Internet Explorer 6.0 Hotkey Commands:

Tab

Move forward through the items on a Web page, the Address bar, and the Links bar.

Shift + Tab

Move back through the items on a Web page, the Address bar, and the Links bar.

Alt + Home

Go to your Home page.

Alt + Right Arrow

Go to the next page (move one page forward).

Alt + Left Arrow

Go to the previous page (move one page back).

Shift + F10

Display a shortcut menu for a link.

Ctrl + Tab or F6
Move forward between frames.

**F5 or Ins + **
Refresh the current Web page. Use Ins + \ to reload the page when using Window-Eyes in order to reload the page into the MSAA buffer.

Ctrl + F5
Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same.

Ctrl + O or Ctrl + L
Go to a new location.

Alt + D
Move to the Address bar.

Ctrl + N
Open a new browser window.

Ctrl + W
Close the current browser window.

Ctrl + E
Open the Search bar in Internet Explorer.

Ctrl + I
Open the Favorites bar.

Ctrl + H
Open the History bar.

Window-Eyes Hotkey Commands for Microsoft Internet Explorer:
Left Arrow
Move left one character. If used in combination wth Ctrl key, move left one word.

Right Arrow
Move right one character. If used in combination wth Ctrl key, move right one word.

Up Arrow
Move up one line.

Down Arrow
Move down one line.

Ctrl + Home
Move to beginning of document.

Ctrl + End
Move to end of document.

Ins + Tab
Opens dialog box for all hyperlinks, tables, and frames on web page.

Tab
Next hyperlink or control on page.

Shift + Tab
Previous hyperlink or control on page.

Ctrl + Plus sign
Turn on Table reading mode.

Ctrl + Minus sign
Turn off Table reading mode.

Ins + Directional Arrow
Move one table cell in the direction of the arrow (Up, Down, Left, Right).

Ctrl + Shift + H
Announce table row and column information.

Ctrl + Shift + S
Speak Summary will identify the number of lines on a web page, presence of Frames, Tables, and Flash animation.

Enter
Will activate a hyperlink or button. Enter will also turn off the MSAA mode in order to complete a web-based form. Once MSAA mode is disabled, you can input text into the form input field.

Ctrl + Shift + A
Turn on MSAA mode. After disabling MSAA mode in order to complete a web-based form, it is necessary to turn on MSAA mode again in order to navigate around the web page. If you are submitting the form, MSAA mode will turn on again (default setting) upon visiting the next web page.

The Word Exception Dictionary

There are four different dictionaries that are used in the Window-Eyes application. The Word Exception dictionary allows the user to change how a word is pronounced when reading information in a word processing application or in the operating system. It is possible to make a change in the pronounciation of the word at a global (affects all instances of the word regardless of the application) or at a local level (affects only instances of the word in the specific application). In most cases, a user will likely wish to make a change at the global level, but there will be situations when application specific changes are preferred. This section will describe how to make a change in the Word Exception dictionary (additional information about the other dictionaries is available from the Window-Eyes help menu).
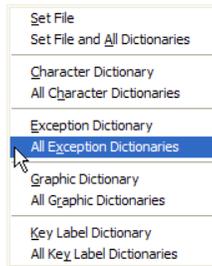
To make a change to the Exception Dictionary:
1. Open the Exception Dictionary from under the **File** menu by selecting **Edit Dictionary**. You can also open the Exception Dictionary by pressing the Window-Eyes hotkey command, **Ctrl + Shift + E**.
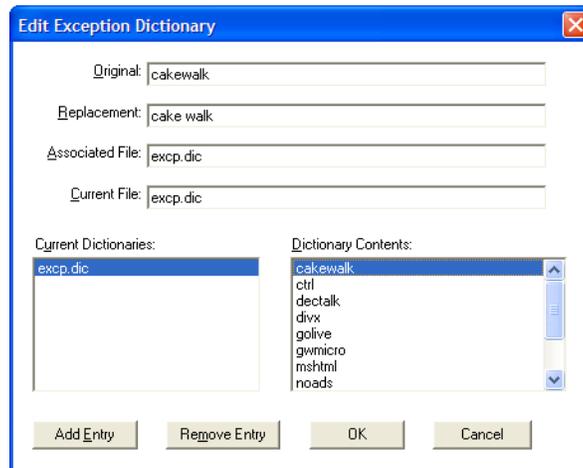
2. Enter the word you wish to change in the **Original** edit field. If you used the hotkey command and the mouse pointer was on the word you wished to change, the word will automatically appear in the **Original** field.

3. Enter in the phonetic replacement for the replacement word in the **Replacement** edit field. This may require you to separate the word into distinct syllables or change the spelling of the word to result in the correct pronounciation by the speech synthesizer.

4. After you have entered change, select the **Add Entry** button to add the word to the exception dictionary. After adding the entry select the **OK** button.

5. Before continuing, make sure to save the Exception Dictionary as you have just made a change to it. Open the Window-Eyes menu and select **File** and choose **Save**. Decide if you wish to save all the Exception Dictionaries or just the current

Exception Dictionary (if you have made several changes to different Exception Dictionaries it is recommended to save all exception dictionaries).

6. When entering information into the **Original** edit field, enter only alphabet characters and the apostophe symbol. No other symbol or number or punctuation is allowed in the edit field.

The Exception Dictionary is useful for pronouncing words correctly in different applications. Be cautious when setting a change in the global Exception Dictionary if the replacement is an abbreviation. For example, the abbreviation for street is "St.", but can also be the abbreviation for the "Saint". Thus, consider the word change when making a change to the exception dictionary. It may be necessary to specify the application(s) you wish this exception to occur in, rather than at a global level.

Notes:

Reading PDF Documents

Adobe Acrobat (and Adobe Reader) provides the capability to view PDF documents from within the web browser interface. However, this integration can make it difficult for individuals with visual impairments to gain access to the PDF document content, or require the user to use the mouse keys to navigate the PDF toolbar. It is possible to disable PDF integration with web browsers by following the steps below.

For Adobe Acrobat
1. Open Adobe Acrobat under the Administrator profile.
2. Choose **Edit** from the menu bar and select **Preferences.**
3. Select **General**, and then select **Options** from the list on the left.
4. Deselect (uncheck) Display PDF in Browser, and click OK.

For Adobe Reader
1. Open Adobe Reader by double-clicking on the desktop icon or starting it from the Start menu.
2. From the **Edit** menu, select **Preferences**, then **Options** on the left side of the dialog box.
3. In the **Web Browser** options, deselect the "**Display PDF in Browser**" option and click OK.

Keystrokes for Adobe Acrobat 5

Description	Keystroke
Enter Text into Form Field	ENTER Key (Turns off MSAA-Mode)
Virtual Find	CTRL+F
Links List	INS + TAB
Next Page	CTRL+PAGE DOWN
Previous Page	CTRL+PAGE UP
Go to Page	CTRL+N
Go to Last Page	CTRL+SHIFT+PAGE DOWN
Go to First Page	CTRL+SHIFT+PAGE UP

Reading in a PDF document is similar to reading text in Internet Explorer. Use the MSAA reading commands to navigate the focus around the PDF document (these include the arrow keys and Ctrl key to move through the content).

If completing a PDF form, it may be necessary to turn on the MSAA mode after entering the text into the PDF form field. Press Ctrl + Shift + A to turn the MSAA mode on after completing the necessary form fields.

Resources

GW Micro Listserv for Window-Eyes

Under hyperlink "Subscribe to GW-Info"
http://www.gwmicro.com/support/

Window-Eyes Main Page
http://www.gwmicro.com/windoweyes/

Microsoft Windows HotKey and Shortcut Key Commands

For MS Word
http://www.microsoft.com/enable/training/word2002/keyboard_overview.aspx

For MS Outlook
http://www.microsoft.com/enable/training/outlook2002/useshortcuts.aspx

All MS Products
http://www.microsoft.com/enable/products/keyboard/keyboardsearch.asp

Adobe Acrobat Reader

http://www.adobe.com