Adaptive Technologies
Computer Workstations

Getting Started
User’s Guide
General Information

- Login and password for the use of the DSC/Library Adaptive Technology Computer Workstations are available from DSC and/or Library Staff.

- The UCI Libraries’ staff is not responsible for providing training or instruction on the use of adaptive technologies.

- For more comprehensive training and instruction in the use of adaptive technologies available in the Main & Science Libraries please contact the Disability Services Center at 824-7494.

- If users with disabilities require other adaptive computing technologies, please contact the Disability Services Center.

- If any of the AT stations in the Main or Science Libraries require maintenance or technical support, please contact Robert Espero at the Disability Services Center at 949-824-7494, or by email at dsc@uci.edu.

- This user guide is available at http://www.disability.uci.edu/adaptive_technology/at_guide_libraries.pdf
Dell Optiplex Computer

- Pentium 3
- 650 MHz

Hewlett-Packard Scanner

- 1200 dpi scanner
- Color scanning capability
- Scanning Area = 9” x 11”
Veritask Adjustable Height Workstation by Mayline

Users Accommodated
The Veritask Adjustable Height Workstation can accommodate wheelchair users, users with repetitive strain injury (RSI), and users with low-vision. The workstation can be adjusted for comfort and positioning to benefit these users by adjusting the height and/or the positioning of the split-level table surface.

How to Operate
The Button & Height Adjustment
1. Locate the button on the left-hand side of the workstation.
2. Pushing the left side of the button decreases the height of the station while pushing on the right side of the button raises the height of the workstation.

The Latch & Position Adjustment
1. Locate the latch on the right-hand side of the workstation.
2. Grasp and pinch the latch. The split-surface portion of the workstation can then be adjusted above or below the larger surface of the workstation.
Microsoft Natural Keyboard Pro

Users Accommodated
The Microsoft Natural Keyboard Pro is for use by individuals with repetitive strain injury (RSI) and provides a comfortable ergonomic design that can alleviate and/or prevents RSI. The split, gently sloped shape encourages a natural hand, wrist, and forearm position, providing the comfort needed during keyboard use.
JAWS 4.0 (Job Access for Windows)

Users Accommodated
Job Access for Windows (JAWS) is a screen-reading program that allows users that are blind or users with low vision the ability to hear what is being displayed on the computer screen. JAWS will also describe unseen text that is inherent on web sites.

Using JAWS
Launching JAWS
There are two ways to launch JAWS. Users can either double-click on the desktop shortcut or utilize the Start menu.

JAWS CURSOR vs. the PC CURSOR
JAWS Cursor
The JAWS CURSOR reads and speaks all characters/words displayed on the screen, and works similar to a mouse cursor and is used to navigate through the screen. Users ARE NOT ABLE TO INPUT with the JAWS CURSOR.

PC Cursor
The PC CURSOR reads and speaks all characters/words displayed on the screen and works similar to the typing caret.

Most Common JAWS Commands

The “Say” Commands
Bottom Line of Window – Insert + Page Down
Character – Num Pad 5
Character (Prior) – Left Arrow
Character (Next) – Right Arrow
Cursor (To) – Insert + Home
Cursor (From) – Insert + Page Up
Help Window – Insert + Ctrl + ↓
Line – Insert + ↑
Line (Prior) - ↑
Line (Next) - ↓
Paragraph – Alt + Ctrl + Num Pad 5
Paragraph (Prior) – Ctrl + ↑
Paragraph (Next) – Ctrl + ↓
Sentence – Alt + Num Pad 5
Sentence (Prior) – Alt + ↑
Sentence (Next) – Alt + ↓
Shut Down JAWS – Insert + F4
Stop/Interrupt Speech - Ctrl
System Time – Insert + F12
Top Line of Window – Insert + End
Window Prompt & Text – Insert + Tab
Window Title – Insert + T
Word – Insert + Num Pad 5
Word (Prior) – Insert + ←
Word (Next) - Insert + →

Other Commands
JAWS Cursor – Num Pad (-)
Keyboard Help (JAWS) – Insert + 1 (top row)
PC Cursor – Num Pad (+)
Read Box in Tab Order – Insert + B
Refresh Screen – Insert + Esc
Route JAWS Cursor to PC Cursor – Insert + Num Pad (-)
Route PC Cursor to JAWS Cursor – Insert + Num Pad (+)
Shut Down JAWS – Insert + F4
Users Accommodated
ZoomText Xtra is a screen-magnification program (Level 1) with limited
document reading (Level 2) that accommodates users with low vision.

Using ZoomText Xtra
Launching ZoomText Xtra
There are two ways to launch ZoomText Xtra. Users can either double-click on
the desktop shortcut or utilize the Start menu.

Five Lenses in Level 1

1. **Full** – zoom window that occupies the entire screen that cannot be
    sized or moved.
2. **Overlay** – partial screen zoom window that lies on top of the normal
    screen. The Overlay window can be sized and moved to occupy any
    portion of the screen.
3. **Lens** – partial screen zoom window that lies on top of the normal
    screen and moves along with tracked activity, magnifying what is
    directly beneath it. The Lens window can be sized to cover up to one-
    fourth of the screen.
4. **H-Split** – the screen is split horizontally between a zoom window of
    full-screen width and a window containing the normal screen. The H-
    Split window can be on the top or bottom of the screen and its height
    can be adjusted.
5. **V-Split** – the screen is split vertically between a zoom window of full-
    screen height and a window containing the normal screen. The V-Split
    window can be on the left or right side of the screen and its width can
    be adjusted.

Screen Magnification – Level 1 Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZoomText Button</td>
<td>Activates/deactivates ZoomText.</td>
</tr>
<tr>
<td>Magnification Box</td>
<td>Sets magnification level.</td>
</tr>
<tr>
<td>Zoom Window Box</td>
<td>Selects primary zoom window type.</td>
</tr>
<tr>
<td>Tool</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Help Tool</td>
<td>Displays help information about the clicked-on item.</td>
</tr>
<tr>
<td>Toolbar Tabs</td>
<td>Shows product level (1 or 2)</td>
</tr>
<tr>
<td>Scroll Tool</td>
<td>Scrolls the contents of a zoom window.</td>
</tr>
<tr>
<td>Zoom-In Tool</td>
<td>Move the tool to the area you wish zoom in.</td>
</tr>
<tr>
<td></td>
<td>• Click to increase the magnification level, [Shift] + click to decrease.</td>
</tr>
<tr>
<td></td>
<td>• Hold down [Ctrl] to display and move the locator in a 1x screen.</td>
</tr>
<tr>
<td></td>
<td>• Right-click to exit.</td>
</tr>
<tr>
<td>Zoom-Out tool</td>
<td>Move the tool to the area you wish zoom in.</td>
</tr>
<tr>
<td></td>
<td>• Click to decrease the magnification level</td>
</tr>
<tr>
<td></td>
<td>• [Shift] + click to decrease. Hold down [Ctrl] to display and move the</td>
</tr>
<tr>
<td></td>
<td>locator in a 1x screen.</td>
</tr>
<tr>
<td></td>
<td>• Right-click to exit.</td>
</tr>
<tr>
<td>Color Filter Button</td>
<td>Enables or disables the filtering of screen colors. Settings are specified</td>
</tr>
<tr>
<td></td>
<td>in the Colors tab of the Display dialog box.</td>
</tr>
<tr>
<td>Cursor Enhancements</td>
<td>Enables enhancement of cursors or carets.</td>
</tr>
<tr>
<td>Mouse Routing Button</td>
<td>Enables enhancement of cursors or carets.</td>
</tr>
<tr>
<td></td>
<td>When cursor is located outside the magnified view, moving the mouse will</td>
</tr>
<tr>
<td></td>
<td>route the cursor to the center of the magnified view.</td>
</tr>
<tr>
<td>Window Tool</td>
<td>Sizes or moves a zoom window.</td>
</tr>
<tr>
<td>Locator Button</td>
<td>Enables/disables the locator. Note: locator cannot be used in FULL or</td>
</tr>
<tr>
<td></td>
<td>LENS zoom windows.</td>
</tr>
<tr>
<td>Secondaries Button</td>
<td>Enables/disables all selected secondary zoom windows (can be selected in</td>
</tr>
<tr>
<td></td>
<td>the Secondaries dialog box).</td>
</tr>
<tr>
<td>DocReader Button</td>
<td>Launches DocReader to read text from the last active application. Speaks</td>
</tr>
<tr>
<td></td>
<td>text from any Windows application. (*This function not available in</td>
</tr>
<tr>
<td></td>
<td>Windows 2000)</td>
</tr>
<tr>
<td>DocReader Tool</td>
<td>Selects the application to be read by DocReader. Position the tool within</td>
</tr>
<tr>
<td></td>
<td>the desired application’s text window and click to launch DocReader.</td>
</tr>
<tr>
<td></td>
<td>(*This function not available in Windows 2000)</td>
</tr>
<tr>
<td>Set Target Tool</td>
<td>Creates or edits on-screen targets.</td>
</tr>
</tbody>
</table>
• To create a target, click on the desired screen location. To move a target, click and drag the target to a new location.
• To delete a target, hold down [Ctrl] and click on it. Right-click to exit.

**Hit Target Tool**

Scrolls a zoom window to a target location.
• Click to scroll to the next target.
• [Shift] + click scroll to the previous target.
• Right-click to exit.

**Edge-Smoothing Button**

Changes the type of edge-smoothing to eliminate jagged-edged appearance of magnified text and graphics.
• Three settings exist: black & white, custom colors, and no smoothing.

**Smoothing Colors Tool**

Selects custom edge-smoothing colors.
• Move the tip of the eye-dropper over the desired color.
• Click to select the primary smoothing color.
• [Ctrl] + click to select the secondary smoothing color.
• Right-click to exit.

**Document Reader – Level 2 Buttons** (*Due to programming bug in software, document reader is NOT AVAILABLE IN WINDOWS 2000.)*

**Speech Button**
Enables or disables all speech output

**GUI Reading Button**
Enables or disables graphic user interface (GUI) reading. GUI reading speaks Windows controls when they receive focus. Settings are specified in the Screen Reader dialog box.

**Caret Reading Button**
Enables or disables caret reading. Caret reading speaks characters, words or lines of text, according to movement. Settings are specified in the Screen Reader Dialog box.

**Typing Echo**
Enables or disables typing echo. Typing echo speaks characters or words as they are typed. Settings are specified in the Screen Reader dialog box.

**Speak-It Tool**
Speaks single words or blocks of text. To speak a single word, click on the word. To
Speak a block of text, click and drag—all highlighted text will be spoken. Right-click to exit the tool.

**DocReader Button**
Launches DocReader to read text from the last active application. The DocReader module is a reading environment that reformats, magnifies and speaks text from any Windows application.

**DocReader Tool**
Selects the application to be read by DocReader. Position the tool within the desired application’s text window and click to launch DocReader.

**Set Talking Target Tool**
Creates or edits talking targets. All text in the window beneath the target will be spoken when the target is jumped to.
- To create a talking target, click on the desired screen location.
- To move a target, click and drag the target to a new location.
- To delete a target, hold down [Ctrl] and click on it.
- Right-click to exit the tool.

**Talking Target Tool**
Scrolls a zoom window to a target location.
- Click to scroll to the text target.
- [Shift] click to scroll to the previous target.
- Right-click to exit the tool.
Kurzweil 1000

Users Accommodated
Kurzweil 1000 is a scanning, reading and writing software program for use by people who are blind or visually impaired. Kurzweil 1000 works on a personal computer in conjunction with a flatbed scanner and synthetic speech. The scanned text is converted into speech for audio output.

Using Kurzweil 1000

Launching Kurzweil 1000
There are two ways to launch Kurzweil 1000. Users can either double-click on the desktop shortcut or utilize the Start menu. Users who are blind or have low vision may require assistance in starting Kurzweil 1000.

Scanning a Document
1. Place item to be scanned on the flatbed scanner.
2. On the hierarchical menu, select **Scan**, then select **Start New Scan**. You can also hit F9 on the keyboard to scan. Continue scanning documents as needed.
   a. Users with limited vision may use the keyboard to navigate utilizing the “Alt” key. The “Alt” key will activate and speak the menus and sub-menus within the program and document.
3. Upon completion of the scan the student can read the document 2 ways.
   a. Hit the “Alt” key to activate the hierarchical menus, then use the arrow keys to make your selection. Hit enter once the menu item desire is selected to run the command.
   b. Hit the “F5” function key
      i. “F6” rewinds by unit (sentence)
      ii. “F7” rewinds
      iii. “F8” forward by unit
4. To save file go to File in the hierarchical menu and select Save (either on the hard drive or storage media that you have provided).
Users Accommodated
Kurzweil 3000 is software that helps people with reading or learning difficulties increase their reading speed and comprehension. Kurzweil 3000 can read virtually any scanned document or other electronic file on your computer or the Internet, using a high quality synthetic speech. Plus, with Kurzweil 3000, words are highlighted in a contrasting color to the reading unit making tracking easier. New or unfamiliar words can be defined using Kurzweil 3000's electronic dictionary, or broken down into syllables using the syllabification tool.

Using Kurzweil 3000
Launching Kurzweil 3000
There are two ways to launch Kurzweil 3000. Users can either double-click on the desktop shortcut or utilize the Start menu. When the “Welcome to Kurzweil 3000” dialog box appears type or select “DSC Student.”

Scanning a Document
5. Place item to be scanned on the flat-bed scanner.
6. On the hierarchical menu, select Scan, then select Start New Scan. You can also hit F9 on the keyboard to scan. Continue scanning documents as needed.
7. To listen to what has been scanned, click on the green arrow button on the menu bar or hit F3 on the keyboard (F2-reads the previous sentence and F4 reads the next sentence).
8. To save file go to File in the hierarchical menu and select Save (either on the hard drive or storage media that you have provided).

Reading a Web Site
1. Launch Kurzweil 3000 as stated above.
2. On the hierarchical menu go to Read and select Read Web. Internet Explorer will open with a Kurzweil 3000 menu bar at the bottom of the page.
3. To listen to the website, click on the green arrow button on the menu bar and Kurzweil 3000 will begin to read the website.