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SPEAKEASY MEDIA SYSTEM

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DOCUMENTATION

# INSTRUCTION MANUAL

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SPEAKEASY MEDIA SYSTEM

# Instruction Manual

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## Instruction Manual

The SpeakEasy is designed to be as simple as possible. All of the main functions of this computer system have been streamlined specifically for the blind and visually impaired. With the SpeakEasy, you get all of the advantages of a computer system, without the difficulty. This instruction manual will provide you with information on the operation of the SpeakEasy. We will start with the basic functions, and then move into more specific features such as e-mail. This instruction manual assumes that you have already completed the basic tutorial which introduces you to all of the main button keys used by the SpeakEasy. As you read through this instruction manual, we highly recommend that you follow along with us on your SpeakEasy Media System. Please note that all of the information contained in this manual can also be found on your SpeakEasy in the Help and Tutorials section.

### Basic Operation:

The SpeakEasy is a menu driven system. Because every function can be reached via a menu, it is important to understand how to navigate them.

As the SpeakEasy has been designed with simplicity in mind, just use the up and down arrow keys to scroll through a series of options. Once found, select the option you wish to choose by pressing the enter key.

The SpeakEasy also includes a comprehensive help system that works in every function of the computer. Wherever you are, whatever you're doing, you can press the help key and it will assist you. After pressing the help key, you will be presented with a menu. Just as before, this menu will list all of the options and their associated keys to select them. Using the up and down arrow keys, you can scroll through the available options. Pressing enter will select the chosen options.

With time and practice, you will find that you can remember the specific button to start the features you use most. This will save you from having to go through the help menu each time.

#### **Important Keys:**

F1 – Help Menu  
F2 – Advanced Help Mode  
F3 – Review previously spoken text  
Up arrow key – Browse previous option  
Down arrow key – Browse next options  
Enter key – Select current option  
Escape – Exit feature

## Visually impaired cues

For users who have partial vision, there are a number of visual characteristics of the SpeakEasy that are helpful. Most basically, all of the SpeakEasy's system screens are designed to display magnified text. Furthermore, the characters of every page appear in white on a dark background, creating a high contrast screen. As cues to assist you as you navigate the system, the background color will change as you use different functions. If the screen area shows a dark purple background, then you are in a menu selection. If the screen shows a dark green background, this means you are in a text field that you can edit. If the screen shows a dark brown background then you are reading text which you cannot edit.

## Shortcut Keys

If you would like to quickly change the volume of the playback or the speed of the playback, you can use the shortcut keys. These shortcut keys are accessible from anywhere, and they always have the same function. To change the volume, hold the SHIFT key (this is immediately above the control key) and press the UP or DOWN key to increase and decrease the volume, respectively. To change the voice playback speed, hold the SHIFT key and press the RIGHT or LEFT key to increase or decrease the voice playback speed, respectively.

Sometimes it is also helpful to make the SpeakEasy repeat a word. For example, if you are in a menu and the word "Yahoo" is pronounced "Yoo Hoo" you may want to spell the word out. Simply press F3 on the keyboard (this is to the right of the help button) and it will bring up all the recently spoken text so that you can play back the text word by word or letter by letter.

### **Important Keys:**

CONTROL + SHIFT + Left/Right – Change Speed  
CONTROL + SHIFT + Up/Down – Increase or decrease volume  
F3 – Review recently spoken text  
CapsLock – quickly silences your SpeakEasy

## Reading Text

When you are reading e-mail, news articles, scanned documents, or other media, the buttons used to control the playback are consistent. You have the option of reading back the complete text, you can read line by line, word by word, or even letter by letter. The playback controls are important to learn so that you can understand the text read back to you.

- If you want to read the text line by line, you can simply use the up and down arrow keys on your keyboard. The up key will read the previous line and the down key will read the next line.
- If you would like to read the text letter by letter, just use the left and right keys on your keyboard. The left key will move back one letter, and the right key will move forward one letter.
- You can also read each word individually. This can be accomplished by holding the control key and pressing the right key to read the next word or holding the control key and pressing the left key to read the previous word.
- Lastly, you can read the entire text continuously, starting at the current position. Simply hold the control key and press the down arrow.

### **Important Keys:**

Up arrow – Read previous line  
Down arrow – Read next line  
Left arrow – Read previous letter  
Right arrow – Read next letter  
CTRL+Right arrow – Read next word  
CTRL+Left arrow – Read previous word  
CTRL+Down arrow – Continue the reading  
CTRL+Enter key – View storage options  
Enter key – Close document

## Audio Playback

We hope that you will be able to be productive using your SpeakEasy, but we also want you to get some entertainment value from your investment as well. The SpeakEasy is capable of playing music from an audio CD as well as audio shows from internet podcasts, radio stations, and talk radio. After you have navigated these menus using the up and down arrow keys and pressing Enter to make your selections, the audio playback can be controlled very easily. Press the right or left keys to move forwards or backwards in the playback. Holding the CTRL key and pressing right or left skips forwards or backwards much faster. Pressing the down key will pause the current playback. Pressing down again will resume. While the playback is paused, you can press the up key to read the current playback position of the audio. If you want to go back to the beginning of the audio, hold CTRL and press UP. Similarly, pressing CTRL+Down will skip to the end of the audio.

### Important Keys:

- Down – Play / Pause button
- Right – Skip forward
- Left – Skip backward
- CTRL+Right – Big skip forward
- CTRL+Left – Big skip backward
- CTRL+Up – Go to beginning of audio
- CTRL+Down – Go to end of audio
- Up – Current Playback Status
- Enter – Exit Audio Playback

# **How to Use the Features of your SpeakEasy**

## **Main Menu**

You will need to use the SpeakEasy Main Menu to access each feature of your Media System. The Main Menu is broken into several categories. These categories are then divided into subcategories. Below is a list of the subcategories that you will find under each of the Main Menu options. The next several pages will take you through the use of these features.

1. Entertainment
  - 1-1. DAISY / Audio CD Reader
  - 1-2. Podcast Audio Shows
  - 1-3. Audio Books on Tape
  - 1-4. Audio Books
  - 1-5. Music Stations
  - 1-6. Talk Radio Stations
2. Productivity
  - 2-1. Email
  - 2-2. Address Book
  - 2-3. Note Taker
  - 2-4. Calculator
  - 2-5. Calendar
  - 2-6. Talking Clock
3. Scan and Read
  - 3-1. Scan and Read
  - 3-2. Scan and Magnify
4. News and Information
  - 4-1. Talking Library
  - 4-2. News Articles
  - 4-3. Weather Forecast
  - 4-4. Business Directory
5. Storage Management
  - 5-1. Portable Player Manager
  - 5-2. Portable USB Drive Manager
  - 5-3. Archive Browser
6. Games
  - 6-1. Hangman
7. Help and Tutorials
  - 7-1. Tutorial
  - 7-2. Documentation
  - 7-3. Typing Tutor
8. Advanced Features (must be enabled through preferences)
  - 8-1. Advanced Internet Browser
  - 8-2. Advanced Screen Reader
9. Preferences

## **Main Menu Option 1 : Entertainment**

### **1-1. DAISY/Audio CD Reader**

Simply insert the CD you would like to listen to into the disc drive of your computer, then select this option. Follow the directions in the Audio Playback section to play your audio CD. Below are instructions for playback of DAISY books.

#### **► DAISY Book Reader**

The DAISY book reader reads DAISY formatted audio books. In order to use the DAISY book reader, insert a DAISY CD into your CD drive. The CD drive is on the side of the laptop. Press the small button on the CD drive to open it. Once open, insert the DAISY CD you wish to hear. Close the CD drive after you have inserted the CD. \*Please note that this is the same procedure you would use to listen to an audio CD on your SpeakEasy Media System.

Next, select the Audio Entertainment menu from the SpeakEasy main menu and choose the DAISY / Audio CD Reader option. Your DAISY audio book will begin reading. If you would like to pause the playback, simply press the spacebar. Pressing the spacebar again will continue the playback. To continue on to the next page of your book, press the CTRL+Right key. CTRL+Left will flip back one page. You can skip ahead or back one section by pressing the up or down keys. Similarly, you can skip to the previous phrase or the next phrase or by pressing left or right. When you are finished with your DAISY book, press the exit key to exit.

#### **Important Keys:**

Space – Play / Pause button.  
Up – Next Section  
Down – Previous Section  
Right – Next Phrase  
Left – previous Phrase  
CTRL+Right – Next Page  
CTRL+Left – Previous Page  
CTRL+G – Go to page  
Escape – Exit DAISY Reader

### **1-2. Podcast Audio Shows**

Once you have chosen this option, you must select a podcast source, then a podcast category, then the specific episode of the podcast that you would like to hear. Follow the directions in the Audio Playback section to control the playback of the show. If you would like to save a podcast, press Control + Enter to open the storage options menu. See more instructions on storage options in section 5.



### 1-3. Audio Books on Tape

These are books read by humans. Just as you are prompted, type in the name of the book you would like to read and press Enter. Once the system has found books that match your search terms, you will be prompted to select which book you would like to read. The system will download your book divided into chapters. Select the chapter you would like to read. Follow the directions in the Audio Playback section to control the playback of your book. You can also store chapters of your book to your portable player. Press Control + Enter to open the storage options menu. See more instructions on storage options in section 5.

### 1-4. Audio Books

These are books read by machines. Just as you are prompted, choose a book category, then select a title from the list found. The system will download your book divided into chapters. Select the chapter you would like to read. Follow the directions in the Audio Playback section to control the playback of your book. You can also store chapters of your book to your portable player. Press Control + Enter to open the storage options menu. See more instructions on storage options in section 5.

### 1-5. Music Stations

As you are prompted, you will need to select the style of music you wish to hear. Next, you may choose a music station from the list. Press the down arrow to pause the music and press the down arrow again to resume. Press Enter or Escape to make a new station selection.

### 1-6. Talk Radio Stations

Choose the talk radio station you would like to listen to, you may pause and resume the audio using the down arrow. Press Enter or Escape to make a new station selection.

## **Main Menu Option 2 : Productivity**

### 2-1. E-Mail

E-mail is a valuable technology for keeping in touch with friends and family. The SpeakEasy e-mail system makes e-mail easy. To get started with e-mail, select the Productivity option from the Main Menu, then choose the Email email option from the Productivity menu.

#### ► **Email: Checking Email**

Each time your e-mail opens, the system will automatically check for new messages and notify you if you have received any. SpeakEasy automatically checks for new messages every 5 minutes while you are working in e-mail. If, however, you would like to check immediately, press the C key while you are in the Inbox.

#### **Important Key:**

C – Check E-mail

#### ► **Email: Reading Messages**

SpeakEasy e-mail will always start in your Inbox. Use the up/down arrows to scroll through your messages as your SpeakEasy reads the subjects to you. When you come to the message you wish to read, press enter. Press enter again to leave that message and continue sorting through your mail.

**Important Keys:**

Up – Previous e-mail message  
 Down – Next e-mail message  
 Enter – Open / Close e-mail message

**► Email: Replying to Messages**

If you would like to reply to a message, press the R key (remember: R is for Reply). This will automatically enter the original sender's email address as the recipient of your message. Now type your message. When you are finished press the CTRL+Enter keys to send your reply. If you decide that you do not want to send your message, you may cancel by pressing CTRL+Up arrow five times. SpeakEasy email also allows you to change the subject line – press CTRL+Up once – or add recipients to your email – press CTRL+Up twice for a blind carbon copy (BCC) or three times for a carbon copy (CC). The next section will explain how to add recipients.

**Important Keys:**

R – Reply to message  
 Ctrl+Enter – Send e-mail message  
 CTRL+Up – Previous field

**► Email: Writing New Messages**

To write an email from scratch, make sure that you are in the Inbox. Now press the W key (Remember: W is for Write). To start writing your message, you will need to enter the intended recipient's email address. Next, press Enter. SpeakEasy will ask if you would like to send a carbon copy. Type in another email address or press Enter to skip. SpeakEasy will ask if you would like to send a blind carbon copy. Again, you can type in another email address or press Enter to skip. Now that your email has been addressed, the SpeakEasy will prompt you to give your email a subject. It is like giving your message a name; and it will make it easier for you to search through your messages later. When you have typed in your subject, press Enter. If you do not want to give your message a name, press Enter to skip. Now type the message you wish to send. When you are finished, press CTRL+Enter. If you decide that you do not want to send your message, press CTRL+Up five times.

**Important Keys:**

W – Write new message  
 Enter – Accept entry and go to next field  
 Ctrl+Enter – Send e-mail message  
 CTRL+Up – Previous field

**► Email: Folders**

Your SpeakEasy e-mail has four folders – Inbox, Sent Messages, Trash, and Unsent Mail. Navigating through these folders works in just the same way as moving through your

Inbox. Simply use the up/down arrow keys as the SpeakEasy reads the subjects to you. To move between folders, use the right and left arrow keys.

- Inbox: stores messages others have sent to you
- Sent Messages: folder contains messages that you have sent
- Trash: contains messages from only the Inbox that you have elected to erase
- Unsent Mail: temporarily holds messages that you have sent until the system is able to deliver the mail. Think of this folder as your home's mailbox. Your letter stays out in your mailbox until the postman can come to take it. If you are not connected to the internet, your message will be held here until you are connected.

#### **Important Keys:**

Left – Previous e-mail mailbox  
Right – Next e-mail mailbox

### ► **Email: Deleting Messages**

You can erase unwanted messages from your Inbox, Sent Messages folder, and Trash. If you do this on a regular basis, your account will be easier for you to manage. To erase a message, select the message and press the Delete key. Please note that messages deleted from the Sent Messages and Trash folders will be deleted immediately and permanently. When you erase messages from your Inbox, they will be sent to the Trash folder. To recover these messages, select the message in the trash folder and press CTRL+Delete. This will send the message back to your inbox.

#### **Important Keys:**

Delete – Delete current message.  
Ctrl+Delete – Recover message from the Trash

### ► **Email: Address Book**

Although it is not necessary to use this feature, it may be easier for you than remembering all of your contacts' email addresses. To use this feature, while you are navigating your folders, press the 'A' key. This will open your Address Book. You may add a new contact or look through your existing contacts.

To create a new contact, select this option from the menu. Type in your contact's name and press enter. Now type in your contact's email address and press enter. Your contact's information is now saved.

To erase a saved contact, select Review Existing Addresses. Now scroll through your contacts' names. When you reach the name you are looking for, press the delete key.

Once your Address Book is populated, when you go to write a new message, it will help you fill in the "To" line. Just enter the first few letters of the name or email address of your intended recipient. The SpeakEasy will then suggest people in your Address Book. To ignore these suggestions, continue typing the email address. To review the suggestions,

use the up/down arrow keys. When you come to the name, press Enter and the SpeakEasy will finish filling in this field for you.

**Important Keys:**

A – Open address book.  
Delete – Delete contact from address book

## 2-2. Address Book

The address book can be used to store information about your contacts such as physical address, phone number, email address, and birthday. As prompted, when you open the address book, you must decide if you would like to make a new contact or browse existing contacts. If you are creating a new contact, simply follow the prompts from your SpeakEasy. If you would like to find an existing contact, choose that contact from the list of contacts, then you can scroll through the information you have stored.

## 2-3. Note Taker

Use this feature to jot down notes or reminders. You may create a new note, browse stored notes, and work with a note that you have just made. When you creating a new note, type the title for your note then press Enter. Now, type your note. When you are done, press Control + Enter to move back up to the Note Taker menu. Scroll through this menu to find the option you would like to use to manage your notes. You can save the note on your computer, store it to the portable player, or discard it.

## 2-4. Calculator

Just as you are prompted, you may type numbers using your keypad or you can select them from the list. Then, choose operators such as add, subtract, multiply, or divide, from the list, or use P for plus, M for minus, T for times, and D for divide. To get the result, choose the equal sign from the list or press the Spacebar. Pressing the backspace key will delete one digit, pressing the C key will clear the calculator.

## 2-5. Calendar

When you open the calendar, the SpeakEasy will tell you the current date and any events you have scheduled for today. To listen to the details you have entered for an event, simply select that event. Select Create New Event from the list to enter a new event. By following the SpeakEasy's prompts, you will be asked to fill in information regarding your event. You will do all of the following: type in a title for the event, choose a time from the menu, select the duration of the event, select if you would like a reminder, type in the location, if the event is repeating (like if it is a class that is every Wednesday at 4pm, this will save you from having to enter it every single Wednesday), and any comments or reminders you would like to enter.

**Important Keys:**

Left/Right – Previous Day / Next Day  
CTRL+Left/Right – Previous Month / Next Month  
CTRL+Up/Down – Previous Week / Next Week  
T – Move to Today's Date

## 2-6. Talking Clock

Check the current time, Set a Timer, or Set Alarm Clock. Simply choose the option you wish to use, then follow the SpeakEasy's prompts. When an alarm or timer goes off, you can silence it by pressing Enter or Escape.

## Main Menu 3: Scan and Read

### 3-1. Scan & Read

Scan and Read enables you to convert physical typed documents (i.e. letters, bills, magazines, newspapers, etc.) into speech. Scan and Read can be accessed from the SpeakEasy Main Menu. To get started, place a document in the scanner and close the lid. It is very important that you align the edge of the document with an edge of the scanner. Press Enter to start scanning your document. Then, use the same commands you learned in the Read Text and Shortcut Keys sections of this manual to control the playback of your document. To append pages to a file, simply place the new page on your scanner and press the Enter key. When you are finished, you may press Control + Enter to access more options to manage your document. Through this menu, you may name your file, change over to edit mode so you can make adjustments to the file, save it to your portable player, save it to a USB flash drive, or skip page by page through your document.

### 3-2. Scan & Magnify

Scan and Magnify allows you to magnify documents placed on the scanner. For users with low vision, this will enable you to enlarge a document for easier reading. To use Scan and Magnify, select the Scan and Read option from the SpeakEasy Main Menu, and then select Scan and Magnify option from the submenu. Use the commands listed below to read your document.

#### **Important Keys:**

Up/Down – Pan Up/Down  
 Left/Right – Pan Left/Right  
 CTRL+Up – Zoom In  
 CTRL+Down – Zoom Out  
 CTRL+Right – Rotate 90 degrees clockwise  
 CTRL+Left – Rotate 90 degrees counter-clockwise  
 CTRL+Enter – Invert the colors of the document  
 Enter – Scan and magnify another document

## Main Menu Option 4 : News and Information

### 4-1. Talking Library

This feature gives you access to a talking dictionary, encyclopedia, and thesaurus. Once you have entered your search term, select which of the three reference sources you would like to use. Follow the directions in the Reading Text section to control playback. Press Enter or Escape to perform another search. You can also access the dictionary and encyclopedia quickly to define words in emails or news articles by selecting a word (hold Control and press the right or left arrow key) and then pressing Control + Enter.

## 4-2. News Articles

Once you have chosen this option, you must select a news source, then a news category, then the specific news article that you would like to hear. Follow the directions in the Reading Text section to control the playback of your article. If you would like to save an article, press Control + Enter to open the storage menu. If you would like to get the definition of a word in the text you are reading, select that word by holding the Control key and using the left or right arrow key, then press Control + Enter.

## 4-3. Weather Forecast

Get forecasts for the week by entering in the zip code or city and state of the desired location. Once loaded, you can scroll through different days of the week using the up and down arrow keys. Press Enter to check the weather in another location.

## 4-4. Business Directory

To look up the contact information for a business, just enter in the name and zip code as you are prompted. When the results are returned, you can scroll through the businesses and listen as the SpeakEasy reads you the details. Use the left and right arrow keys to scroll through the address and phone number of a particular business. Press Enter to perform a new search.

# Main Menu Option 5 : Storage Management

## Saving Documents

Saving documents is an important feature of the SpeakEasy Media System. The media that comes through the SpeakEasy is constantly changing. You may find a particular news article, scanned document, podcast audio show, or e-mail that you think is worth saving. The SpeakEasy has a large repository for saving media. You can store the documents to your internal storage for later retrieval or you can store the documents on your portable player to take them on the go.

The process of storing information is the same for the various features of the system. While the document is being read to you, hold the Control key and press Enter. This will bring up a menu that has three options. First, you can store document to your internal storage. Second, you can view the documents that have been previously saved to your internal storage. Lastly, you can save the document to your portable player. Just browse to the options using the up and down keys on your keyboard and press Enter to select one. If you wish to save another type of media such as a podcast, you will follow this same procedure.

## 5-1. Portable Player Manager

This feature allows you to save documents to your Portable Player so that you can listen on-the-go. You may save notes you create in Note Taker, emails that you have received, news articles, and library entries. You will use this manager to review what files you have saved to the portable player.

### ► How to Use Your Portable Player

We are very excited to offer you a portable player which allows you to take information on the go. All of the main files in the SpeakEasy (news articles, podcasts, e-mails, scanned

documents, encyclopedia and dictionary entries) can be saved to your portable player. A speech file will be transferred into the player which can be clipped to your hip and taken with you wherever you go.

Your Portable Player can play back documents that have been stored on it. In order to store documents on the Portable Player it must be attached to the docking cable, which is connected to the SpeakEasy Media System. Only when it is in this docked position can you add new documents or remove old documents. As you are using your Portable Player, keep in mind that it does have a finite capacity, which is equivalent to roughly 11 hours of audio. Also important to note is that the docking station serves to recharge the internal battery of the portable player. When you remove the player from the dock, it will run on battery power.

When the Portable Player is not attached to the docking cable, there are just a few buttons you must be aware of in order to use the device. There is an On/Off sliding switch on the top of the portable player. This switch must be in the on position to play back audio. The main round button on the front center of the portable player serves as both the Play and the Pause button. Press this button once to play, press this button again to pause. Located around this central button is a circular ring composed of four buttons. The Volume Up and Volume Down buttons are on opposite ends of the ring. These two buttons control the volume of the Portable Player. On the other sides of the Play / Pause button are the Next Document and Previous Document buttons. Pressing these buttons will advance to the next document, or go back to the previous document.

When you are not using the portable player, you should store it on the docking station to recharge. While it is on the docking station, you can remove old audio files by accessing the Portable Player Manager option which is under the Storage Management menu on the main menu of the SpeakEasy. When you select this option, you will be provided with a menu containing all of the documents stored on the player. You can scroll through this list using the up and down arrow keys on your keyboard. Pressing Enter will play the current document. Pressing Delete will remove the current document from the portable player.

## **5-2. Portable USB Drive Manager**

When you have a USB in your computer, you will be able to use this feature to manage the files saved to the drive. You can open files that are given to you on a USB drive, save files that you create to the USB drive, and delete files from the drive that you no longer want.

## **5-3. Archive Browser**

Use this feature to manage the files that you have saved on your computer. When you save files to permanent storage from Note Taker, email, and news articles, you will be able to quickly bring them up in the Archive Browser or delete files you no longer want.

## **Main Menu Option 6 : Games**

### **6-1. Hangman**

To play hangman, just type in the letters you would like to guess.

### **6-2. Blackjack**

To play blackjack, use the up and down arrow keys to select the amount you would like to bet. Press Enter to select the amount and start your game. After your first cards have been drawn, you may choose to Stay, Hit, Double Down or get advice. Use the up and down arrow keys and enter to select.

### **6-3. Piano**

To play the piano, press the letter keys in the home row. You may change instruments by using the up and down arrow keys to scroll through.

## **Main Menu Option 7: Help and Tutorials**

### **7-1. Tutorial**

Selecting Tutorial launches you into the SpeakEasy tutorial that you used the first time you turned on your computer. This program has been designed to teach you where the most important keys are located and how they will help you use your system. Press the Escape key twice to return to the Main Menu.

### **7-2. Documentation**

The Documentation section opens all of the instructions for use of the different features of your SpeakEasy. You may wish to read through this if you would like to learn more about using any of the features.

### **7-3. Typing Tutor**

The typing tutor is designed to teach you how to touch type. The tutor teaches you how to type using a series of lessons that gradually add new keys and words to your repertoire. To get started with the Typing Tutor, go to the Main Menu. Select "Help and Tutorials" and then "Typing Tutor" from the list of options. Listen to the instructions which will be read to you each time you start the program.

The Typing Tutor will tell you which letters to type. Once you have entered all of the letters, press the space bar to move to the next set. If you would like to move to a new lesson, press the down arrow. To go back to the previous lesson, press the up arrow. To skip ahead in the lesson, press the right arrow. Press the Enter key for hints. As with all of the SpeakEasy modules, press the help button (F1) if you need assistance. Press the Escape key twice to return to the Main Menu.

## **Main Menu Option 8: Advanced Features**

### **Advanced Features: Web Browser & Screen Reader**

These features use a program called NVDA, Nonvisual Desktop Access. This program allows you to use the Windows operating system and many different applications.



To get started on these features, you will need to select the Advanced Features option from your SpeakEasy Main Menu. If Advanced Features is not an option from your SpeakEasy Main Menu, follow these steps to enable this feature. First, select Preferences from your SpeakEasy Main Menu. Next, open General Preferences. Under General Preferences, you will need to select Advanced Mode. Then, choose Advanced Mode Enabled. To complete this configuration, you will need to go back to the SpeakEasy Main Menu and shut down your SpeakEasy. When you restart your system, the Advanced Features option will appear in the Main Menu. Under this menu will be the options of Advanced Web Browser and Advanced Screen Reader.

These are advanced features, so do not get discouraged if you find them more difficult to learn than the other SpeakEasy features. It does require some practice to become proficient using them.

Remember that pressing the Escape key twice will close NVDA and take you back to the SpeakEasy main menu.

## **8-1. Advanced Web Browser**

Browsing the internet is the ultimate way to access information and media. There are many web sites with different types of information and formatting. Because of the diversity of information inherent to the internet, browsing the web is not as simple to use as the other features in the SpeakEasy Media System. This is why the SpeakEasy Internet Browser is considered an advanced feature, and will require some training to become proficient. Follow the directions we provide, and keep the web address below for the documentation provided by NVDA.

<http://www.nvda-project.org/wiki/Documentation>

### **► Using NVDA to Surf the Web**

If you do not have a specific web destination in mind, that's okay! Think of a subject you would like to learn more about, and follow these easy steps to perform a Google search.

Select Advanced Features from your SpeakEasy Main Menu. Choose Advanced Internet Browser from the list. Wait for your computer to signal that NVDA has started.

Upon launch, your cursor will start in a Google search box. This works a lot like the search box in the SpeakEasy. You may simply enter text here to perform a search. When you have typed in the subject you would like to search, press Enter.

If your cursor moves out of the Google search box and you find that you need to enter a new search term, press Control + K to re-enter the search box. Then, do the same as before – type your search term and press Enter when you are done.

When you perform a Google search; a lot of information will be presented to you. Some of it will be what you are looking for; but a lot of it will not be pertinent. As you use this feature more, you will get better at wading through the information Google returns and you will hone your ability to think of precise search terms.

When the results of your search are returned, use the Tab key to navigate from link to link. Think of these links as entries in a phone book, each has an address to a different source of information and under each address is a brief description of what that source has to offer. When you reach a link that sounds promising, press the down arrow to get a little sample of the content on that page.

If you do not want to visit that page, press Tab to move to the next link. If you do want to visit that page, press Shift + Tab to go back and select the link, and then press Enter.

Wait while your new webpage loads. You will notice that as NVDA reads, it sometimes interrupts saying “link.” Most webpages contain many links to help you navigate through all of the pages of a company or organization’s website. Just like on the Google search results page, you can press the Tab key to move from link to link and use Enter to select and follow a link. When you do this, you are interrupting NVDA’s speech. To resume the speech, press NVDA + down arrow. Listen to the speech and notice that you can control the playback. Use the up and down arrows to listen line by line and the right and left arrows to make the system spell words out letter by letter. To resume speech again, use NVDA + down arrow. Notice also that the reading may interrupt itself when there is a picture in a website. NVDA announces it as “graphic” then describes what is in the image.

What do you do if you select a link and then decide that the page that you have moved to is not the page you wanted? Just move back to the previous page, by pressing Alt + left arrow. The Alt key is the key to the right and left of the spacebar, you can press either one.

To perform a new Google search, press Control + K and enter in new keywords. To go back to the SpeakEasy Main Menu, press the Escape key twice.

### ► **Using NVDA to Navigate to a Specific Page**

You may already have a specific webpage that you want to read. Follow these simple directions to navigate to that web address.

Select Advanced Features from your SpeakEasy Main Menu. Choose Advanced Internet Browser from the list. Wait for your computer to say that NVDA has started.

Upon launch, your cursor will start in a Google search box. Since you already know the address of the page you would like to go to, you know its location. Press Control + L. Remember L for location. NVDA will call this the Location Combo Box. Type in the address, and then press Enter. This will take you to your desired webpage.

Let’s practice navigating to NDU’s homepage. With NVDA launched in the Advanced Internet Browser, press Control + L. Now type in w w w . N D U . c o m and then press Enter. Our website will load on your computer and start reading to you. Just listen for a little while.

You will notice that as NVDA reads, it sometimes interrupts saying “link.” Most pages that you go to will be like this. These links are just a way for you to go to different pages. In essence, using links is like turning the pages of a book or doing deeper research into references made in the text.

Let’s practice using links to help us navigate the NDU page. One way to follow a link is if you press Enter immediately after NVDA reads “link, SpeakEasy Media System.” Since you have probably already passed the link, use the Tab key to return to it, then press Enter to select it. Remember, if you ever go a little too far, you can use Shift + Tab to go in reverse. Think of using the Tab key like going around a track. Tab takes you forward, will take you in a full circle, and will keep repeating. Shift + Tab will do the same, in reverse order. So, rather than doing three quarters of a lap in the forward direction to return to what you want, you can just turn around and go backwards a quarter of a lap.

Now that you have found the SpeakEasy Media System link and pressed Enter, the computer is taking you to the SpeakEasy Media System page. It will be reading you a lot of links. Let's skip through these links to get to the text. Press Tab a few times. You will notice that when you move manually through the page using the Tab key, the system reads "SpeakEasy Media System, link" rather than "link, SpeakEasy Media System," it also stops reading immediately after it has announced where it is in the page. This is because you have interrupted the speech. To resume the speech, press NVDA + down arrow. Listen to the speech and notice that you can control the playback. Use the up and down arrows to listen line by line and the right and left arrows to make the system spell out letter by letter. To resume speech again, use NVDA + down arrow. Notice also that the reading may interrupt itself when there is a picture in a website. NVDA announces it as "graphic" then describes what is in the image.

If you wish to return to a page that you have just navigated away from press Alt + left arrow keys to move back a webpage. If you ever feel lost, or want to start over, you can press Control + L to type in a new web address, or press Control + K to do a Google search. To return to the SpeakEasy Main Menu, just press the Escape key twice.

### **Important Keys:**

CTRL+L – Browse to a new URL  
 CTRL+K – New Google search  
 CAPSLOCK+1 – Turn on help mode  
 CAPSLOCK+T – Announce the title of the current page  
 CAPSLOCK+Down – Read web page to end  
 Up/Down – Next/Previous line  
 CTRL+Right/CTRL+Left – Next/Previous word  
 Enter – Follow link / Edit Textbox  
 ALT+Left – Go back one page  
 ALT+Right – Go forward one page  
 Escape + Escape – Return to SpeakEasy Main Menu

## **8-2. Advanced Screen Reader**

This may be useful if you wish to run other programs on your computer besides the SpeakEasy program.

### **► Using NVDA to Navigate Your Desktop**

This may be useful if you wish to run other programs on your computer besides the SpeakEasy program.

To begin, select Advanced Features from your SpeakEasy Main Menu. Now select Advanced Screen Reader.

First, we will open the Start menu on your computer. There are two ways of doing this. One, press the Windows key, located two keys to the right of the Control key, or two keys to the left of the

Spacebar. Two, hold in the Control key while you press the Escape key. Now press the down arrow and NVDA will read each option to you. Just as on the SpeakEasy menus, when you find the option you would like to choose, press the Enter key to make your selection. You can perform searches of your computer from this menu, open programs, shut down your computer, and adjust computer settings. If you do not wish to make any selection, just close the Start menu by pressing the Windows key or pressing Control + Escape.

To see what programs you have open, hold down the Alt key and press the Tab key. Keep holding in the Alt key as you listen to the program that is currently being used and press the Tab key to hear the others that are running in the background. Let up on the keys when you come to the program that you wish to work in. If you want to close a program, make sure that it is the current selected program, then hold the Alt key and press F4.

If there is a program that you have downloaded onto your computer that has an icon on the desktop, you can open that program using the icon rather than scrolling through the Start menu. To do this, press the Tab key until you hear "Desktop List" then use the arrow keys to see what icons are on your desktop. When you come to the program that you would like to run, press the Enter key. As you are navigating your desktop with the Tab key, in addition to Desktop List, you will also hear other options. These include the Start button and Running Applications toolbar. This is another way of using the Windows key and the Alt + Tab combination that we have just gone over. You will also hear Notification and Area Toolbar. Use the right and left arrows to navigate around the options here. For instance, you can hear the battery power available on your laptop. It is VERY IMPORTANT, however, that if you hear New Updates are Available, you do NOT choose to update Windows. NDU assesses the value of these Windows updates, and incorporates them in our periodic software upgrades which we manage and send to you. Updating Windows yourself may negatively affect the running and settings on your SpeakEasy.

To return to the SpeakEasy Main Menu, just press the Escape key twice.

## ► **Adjusting Your NVDA Settings**

This section of NVDA documentation will help you to adjust settings on NVDA such as voice, volume, keyboard feedback, etc. This information is not necessary to effectively use NVDA; but may make the experience more personalized and enjoyable.

Here are a few things you will need to remember as you move through setting up your preferred settings:

Caps Lock = "NVDA"

There are different ways for you to choose options in this program.

Drop down menus require you to use the right and left arrows make a selection.

Check boxes toggle on and off using the spacebar. If the check box is checked, that means that this function is on.

To move between options, you will use the Tab key. If you want to go back an option, press Shift + Tab or keep pressing Tab until you return to that option. Pressing Enter will close the dialog, accepting the changes you have made. If you do not want to save your changes, press Tab until you get to the Cancel button, then press Enter. Alt + F4 will close a dialog box without saving changes

The NVDA Menu provides you will all of the settings options you will need to access.

NVDA + N will open the NVDA menu.

Press the down arrow to go to Preferences and press Enter to open Preferences. Just as in your SpeakEasy main menu, you can scroll through the options using the down arrow. Press Enter to select. In the NVDA menu, you will have the following options in the Preferences Menu : General Settings, Synthesizer, Voice Settings, Braille Settings, Keyboard Settings, Mouse Settings, Object Presentation, Virtual Buffer, Document Formatting, Speech Dictionaries. Below is more information the submenus that we have found most important. Please feel free to explore the others on your own.

General Settings :

Language (requires restart to fully take effect) is a drop down menu, use right and left arrows to find which setting you want. When it is selected, press Tab to move to the next option.

Save Configuration on Exit is a checkbox, pressing Spacebar toggles this option on and off \*We recommend you leave this off, as you have more control by manually telling NVDA to save your configurations.

Warn Before Exiting NVDA is a checkbox, pressing Spacebar toggles this option on and off. You may leave this off as the SpeakEasy alerts you before you close NVDA.

Logging Level is a drop down menu, using the right and left arrow keys will take you through the options. The default is "info."

Okay button to save and exit dialog. Cancel button to exit without saving.

Synthesizer:

Synthesizer is a drop down menu. The default setting is sapi5. The eSpeak voice is available through this menu.

Output device is also a drop down menu. The default setting is Microsoft Sound Mapper.

Okay button to save and exit dialog. Cancel button to exit without saving.

Voice Settings:

Voice is a drop down menu. The default voice is Anna; but the eSpeak voice is available through this menu.

Rate is a slider menu. Use the right and left arrow keys to adjust the speed of the voice. To the right makes it faster, to the left makes it slower.

Pitch is a slider menu. Use the right and left arrow keys to adjust the pitch of the voice. To the right makes it higher, to the left makes it lower.

Volume is a slider menu. Using the right arrow key makes the voice louder, using the left arrow key makes the volume softer.

Speak all punctuation is a checkbox. If turned on, the screen reader will announce when you type a punctuation mark.

Raise pitch for capitals is a checkbox. If turned on, the screen reader will pronounce capital letters in a higher pitched voice than lower case letters.

Say cap before capitals is a checkbox. If turned on, the screen reader will announce capital letters by saying cap.

Beep for capitals is a checkbox. If turned on, the screen reader will announce capital letters by beeping.

Okay button to save and exit dialog. Cancel button to exit without saving.

#### Keyboard Settings:

Keyboard layout is a drop down menu. Use the right and left arrows to select laptop unless you are using a keyboard that has a number pad on the right. Setting this configuration properly is not critical, but will be helpful if you want to use shortcut keys.

Use CapsLock as an NVDA modifier key is a checkbox. Make sure this is on, we refer in our documentation to the NVDA key as the CapsLock key.

Use numpad Insert as an NVDA modifier key is a checkbox. This is for users who use a desktop-style keyboard with a numpad on the right. It is simply another key you can use as the NVDA key.

Use extended Insert as an NVDA modifier key is a checkbox. This is for users who have the standard laptop keyboard. It is just another key you can use as the NVDA key. This Insert key is typically located just to the left of the Delete key in the top right corner.

Speak typed characters is a checkbox. If turned on, the screen reader will say each letter, number, or other character that you type. If you are a fast typist, you may want to turn this off while you are typing a document; and only have the Speak typed words option turned on.

Speak typed words is a checkbox. If turned on, the screen reader will say the entire word that you type after you have typed it.

Speak command keys is a checkbox. Turn this on to tell you when the non-character keys are pressed as you use shortcut keystrokes.

Okay button to save and exit dialog. Cancel button to exit without saving.

There are a few more helpful features under this NVDA menu. Press NVDA + N to open the menu again. This time, press the down arrow until you get to the Help option. Press Enter to select Help. Of particular interest under the Help menu are the following submenus: User Guide, Key Command Quick Reference, What's new, and Web site. To select one, just use the down arrow until you reach your desired option, and press Enter.

User Guide : selecting this option will take you to the web page where NVDA documentation is located. Press Alt + F4 to close.

Key Command Quick Reference : selecting this option will open a window that contains a cheat sheet of keystrokes that you may wish to use learn, or just to refer to. Press Alt + F4 to close.

What's New : NVDA is continually being updated and upgraded to make the program better and more user-friendly. This opens a window that will share with you any new features, or improvements that have been made. Press Alt + F4 to close.

Web Site : this option takes you to the NVDA project web page. Here, you can read news about the project. Press Alt + F4 to close.

The last two features in the NVDA menu, which will be of importance to you are the Revert to saved configuration option and the Save configuration option. If you have changed a setting in NVDA and you do not like this change, you can select Revert to saved configuration to reset that setting to what it was when you started. On the other hand, if you have changed a setting in NVDA and you want this to be the default setting (i.e. you always want NVDA to launch with that setting), choose the Save configuration option. If you do not Save configuration, NVDA will not save the settings changes you have made for the next time you open the program.

To close the NVDA menu without making any selections, simply press NVDA + N again. Choosing Exit at the bottom of the NVDA menu will close NVDA altogether.

## **Main Menu Option 9 : Preferences**

### **► General Preferences**

Advanced Mode: toggles on and off to display advanced features on the Main Menu

Launch Tutorial at Start Up: automatically launches SpeakEasy tutorial, first thing

Zip Code: changes the default zip code used for weather forecasts and business directory

Automatically load SpeakEasy when Window starts: makes the SpeakEasy software automatically launch when you turn your computer on

Exit Software Option: adds the option to exit SpeakEasy software without shutting down the computer on the Main Menu

Menu Sound Effect: change sound effects for scrolling through menus

### **► Visual Preferences**

Here you can adjust the font size and color options on your SpeakEasy's different interfaces

### **► Voice Preferences**

Speaker Name: changes the speaker of your SpeakEasy

Voice Rate: changes the speed of the voice (you can also do this using Control + Shift + Left/Right arrow)

### **► Email Preferences**

Full Name: changes the name that appears on your emails as well as the name that the SpeakEasy uses in its greeting

### **► Scan and Read Preferences**

Make adjustments to these preferences if you are changing scanners. See installation guide for further instruction on setting up a new scanner.

## ► **Printing Preferences**

Adjust these settings to set up a printer or set a default size for printing text.

## ► **Dial-up Internet Preferences**

These settings may need to be adjusted if you change internet provider services. See installation guide for further instruction on setting up dial-up internet.

### **Special Needs Computers**

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