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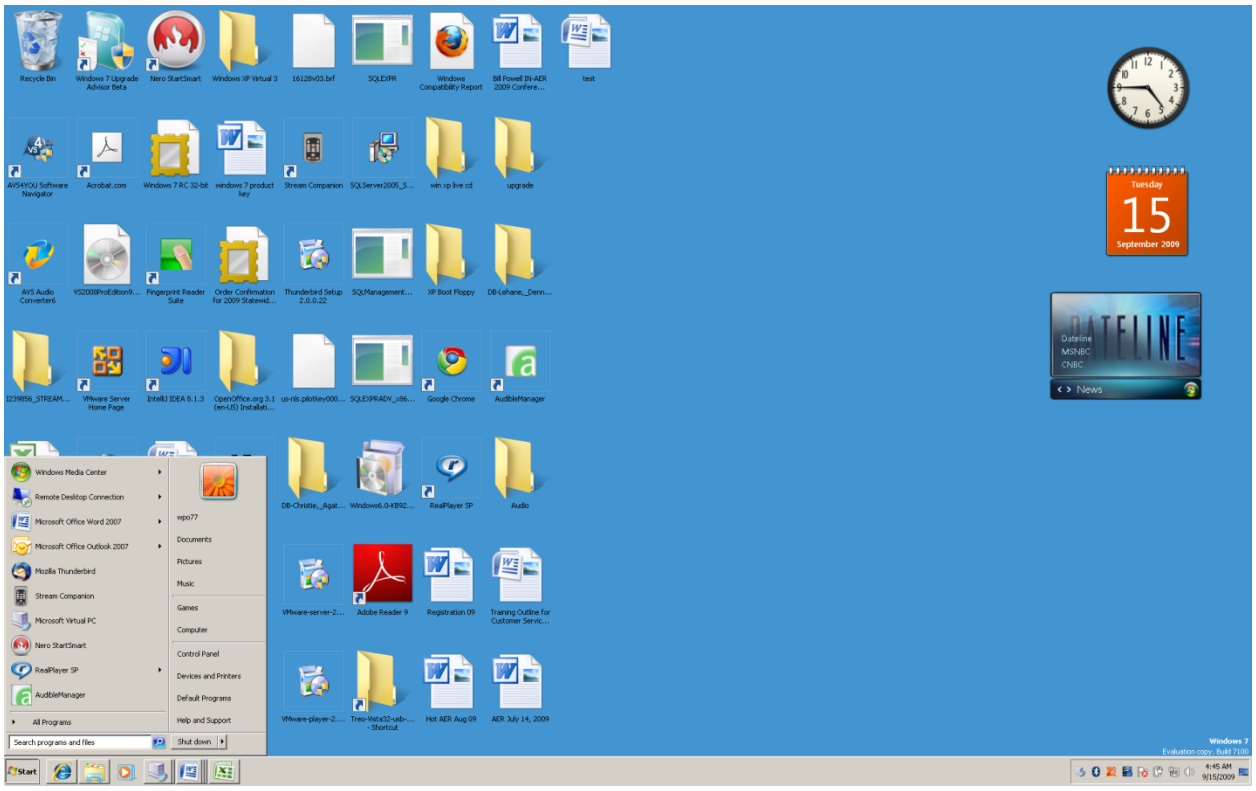
# Chapter 13

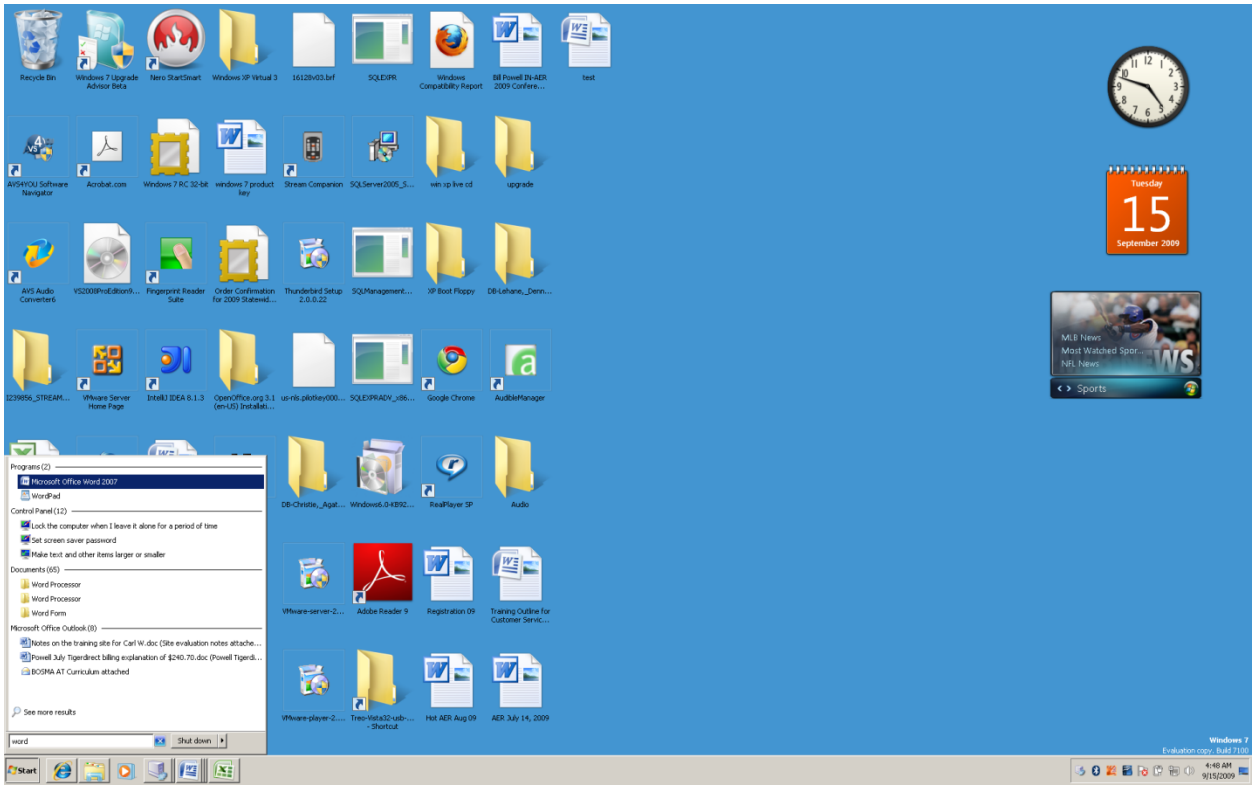
## Opening Programs and Files from the Windows 7 (or Vista) Start Menu

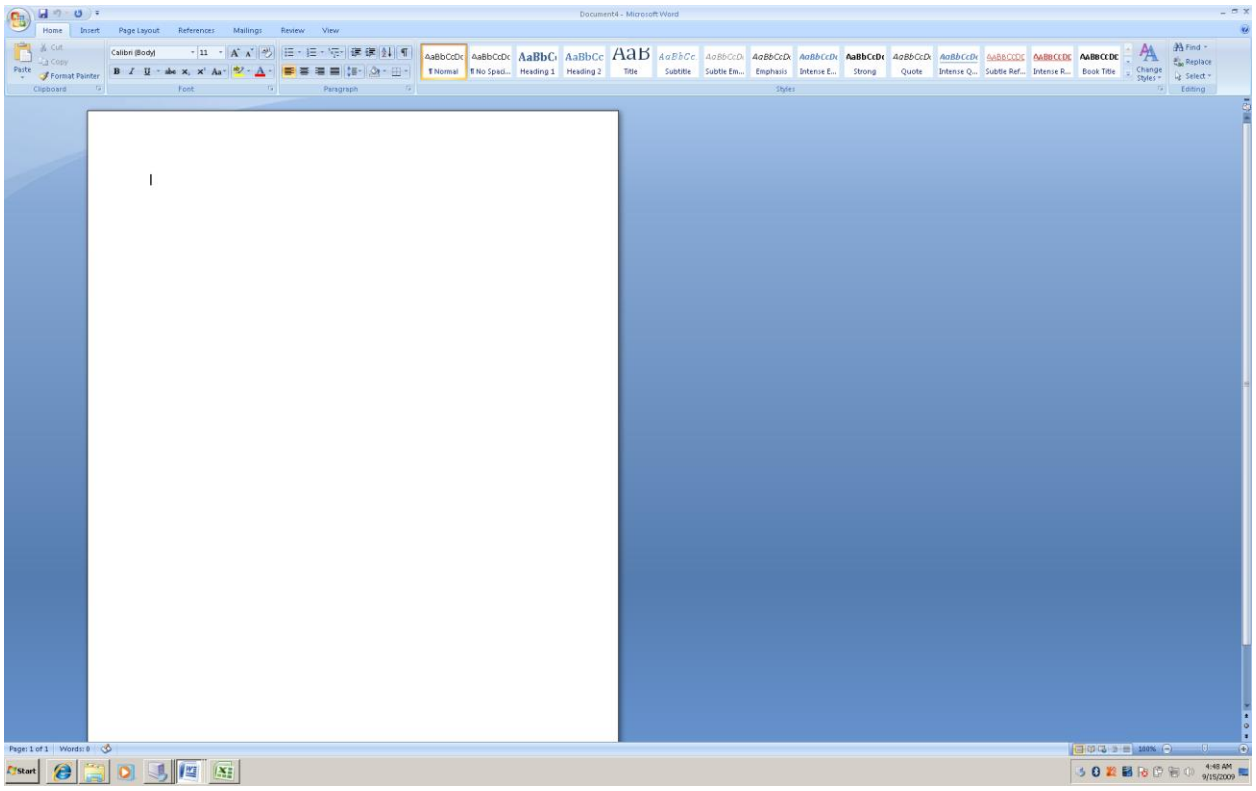
In recent years with the creation of Windows Vista and Windows 7 a new method for opening Windows programs and files has been developed. If you are running either Windows Vista or Windows 7 all you have to do is tap the Windows (Start) Key one time, type the name of the program, file or setting you want to open, down arrow to that program, file or setting, and then tap the Enter Key to open it. You can also use this new method to go to the Control Panel, Sound, Printers, System, web pages, and many other items.

### Screenshot of Windows 7 Start Menu.

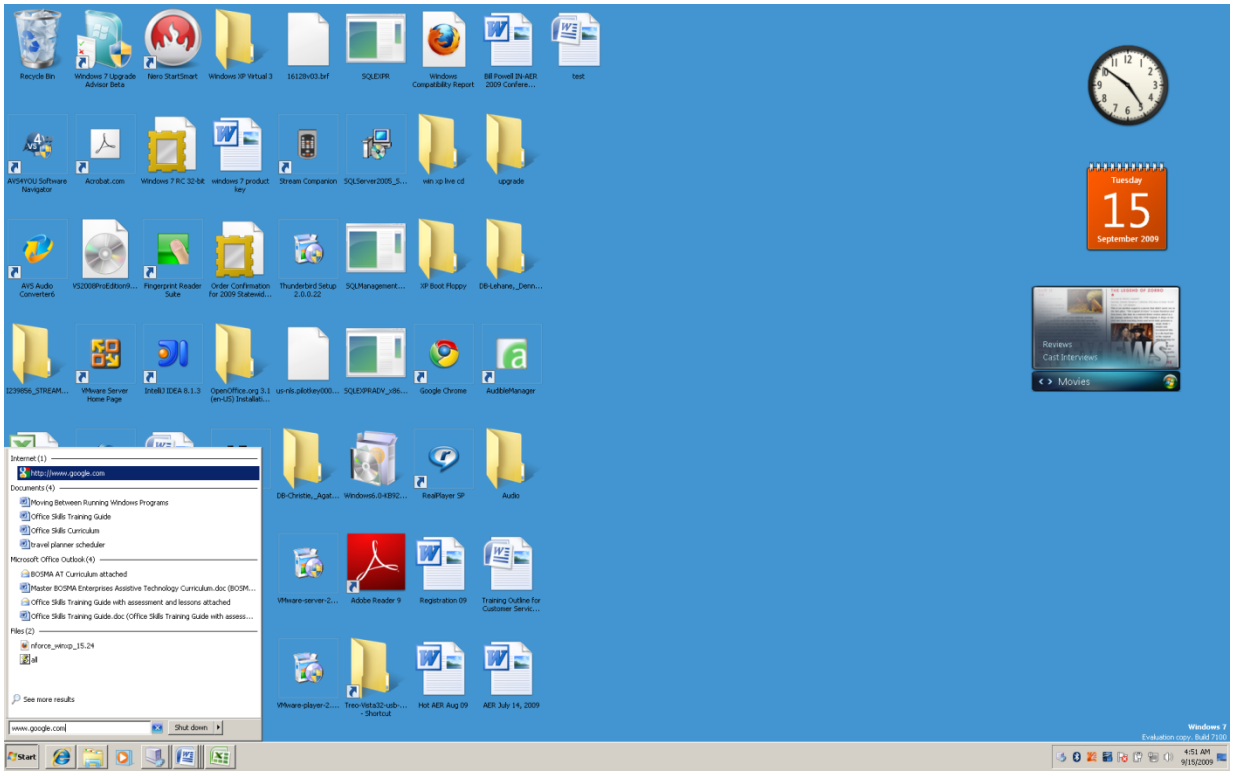


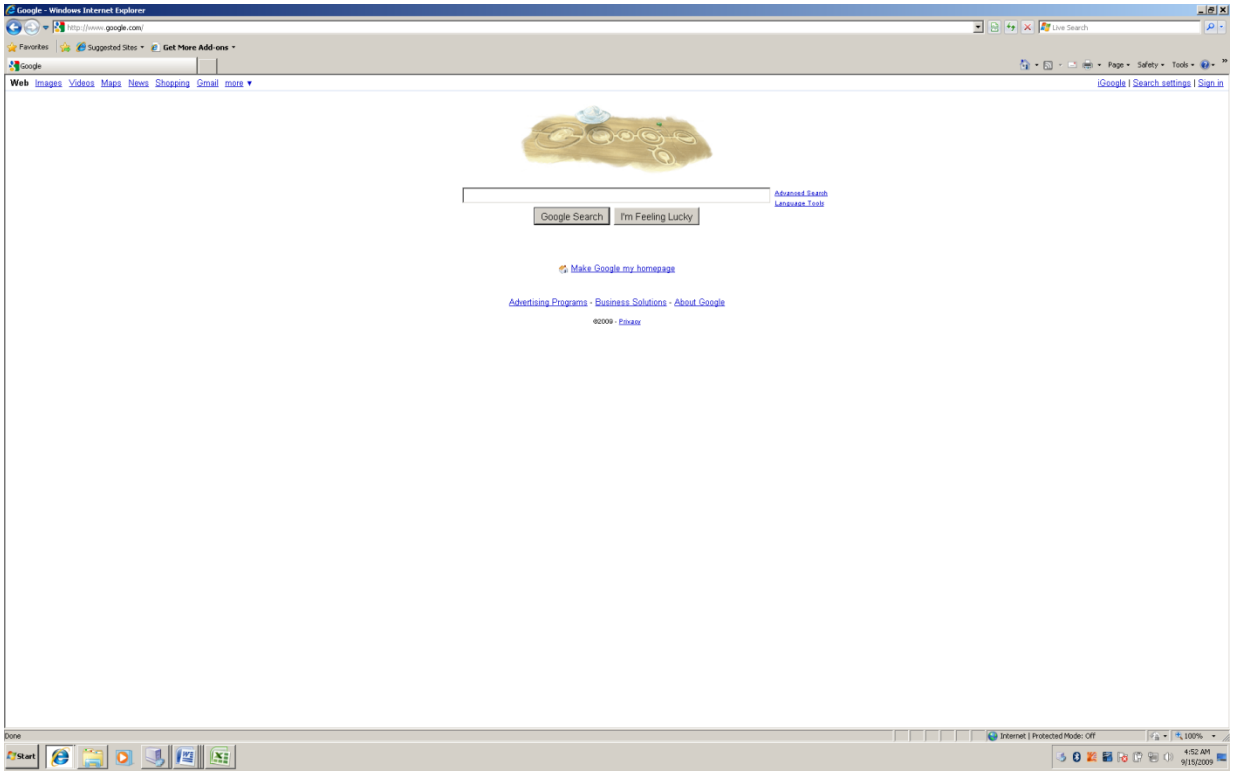
Tap the Windows (Start) Key one time and type “word,” down arrow to “Microsoft Office Word” on the list that appears, and then tap the Enter Key one time to open Word.



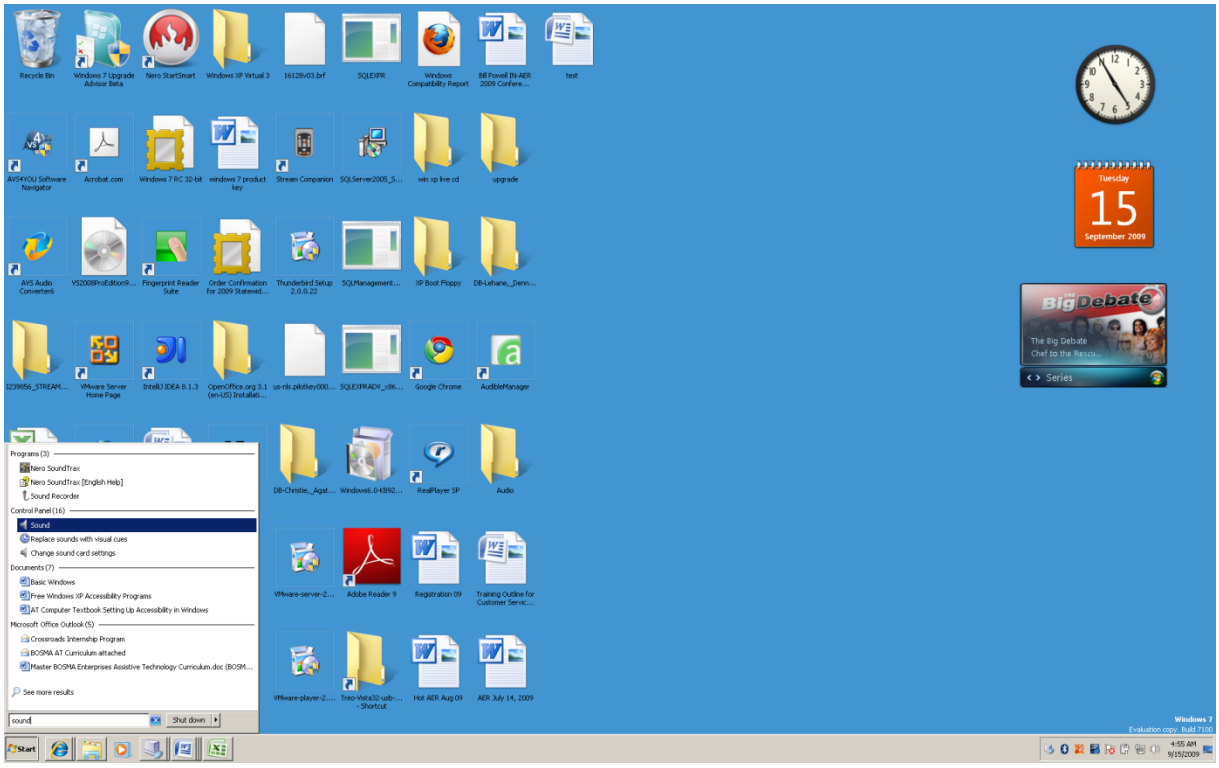



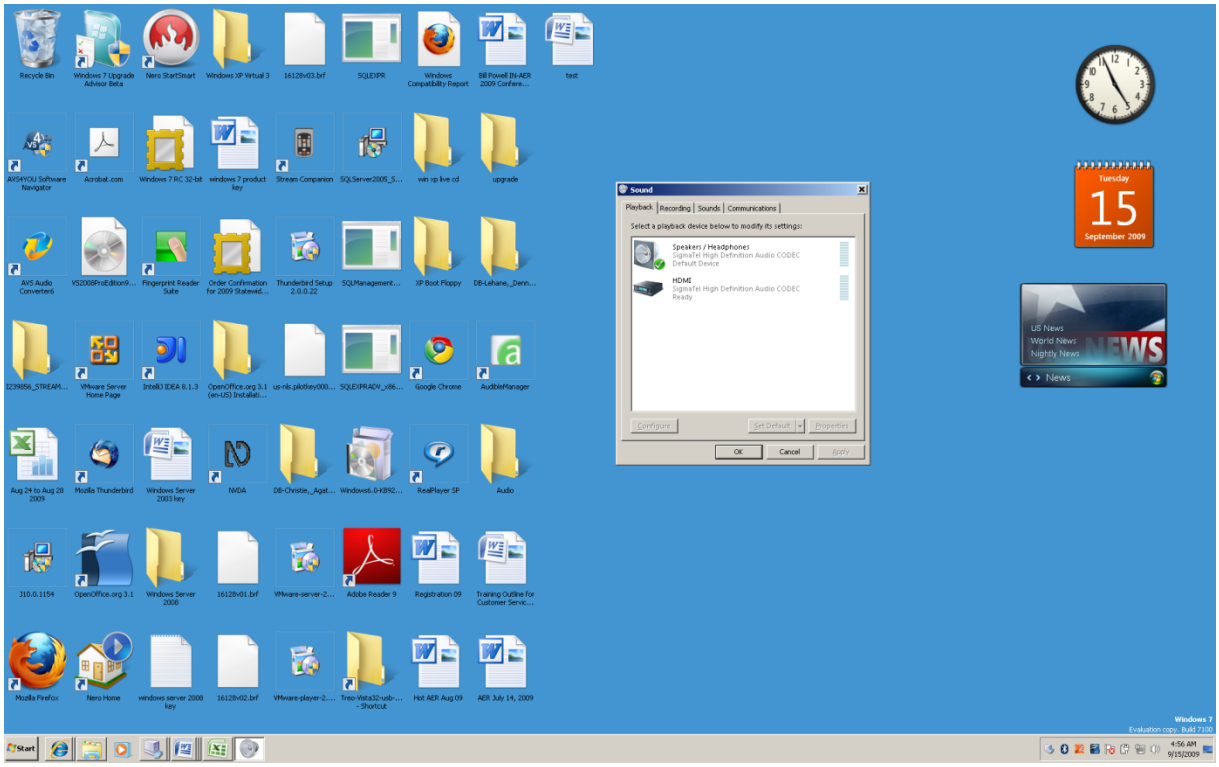
Tap the Windows (Start) Key one time and type [www.google.com,](http://www.google.com) tap the Enter Key one time and the Google web page will appear.



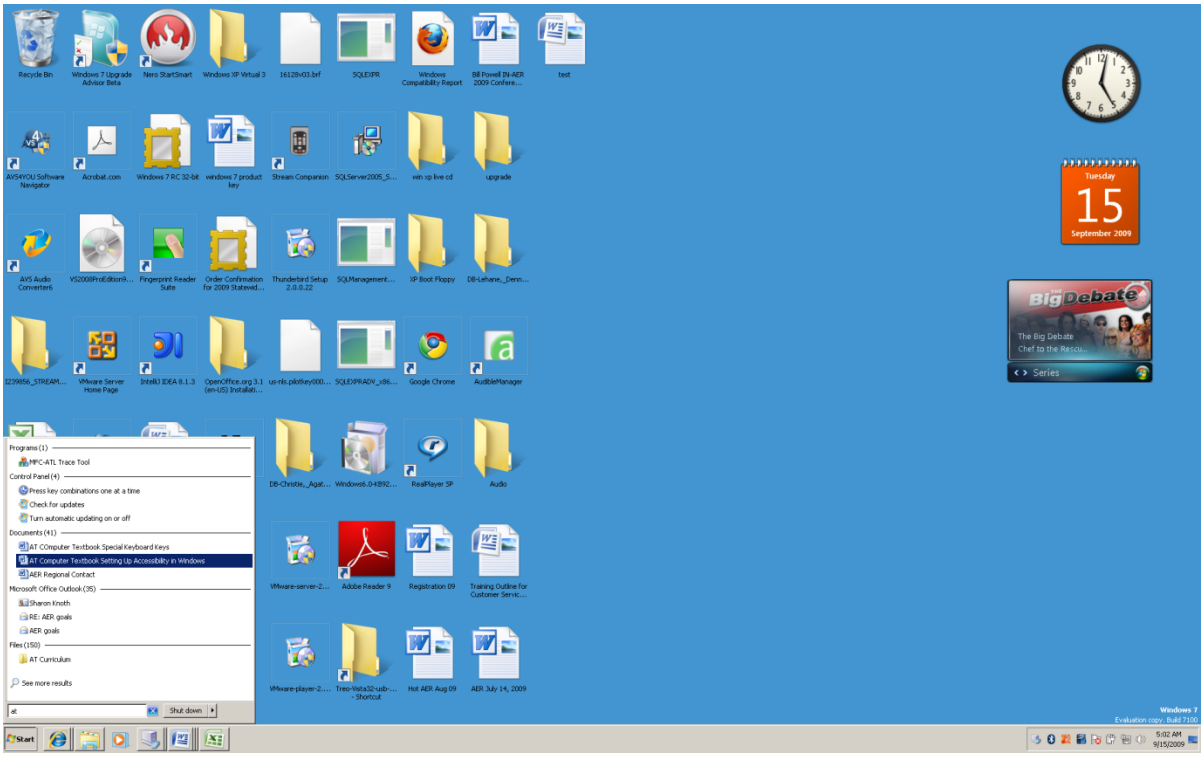



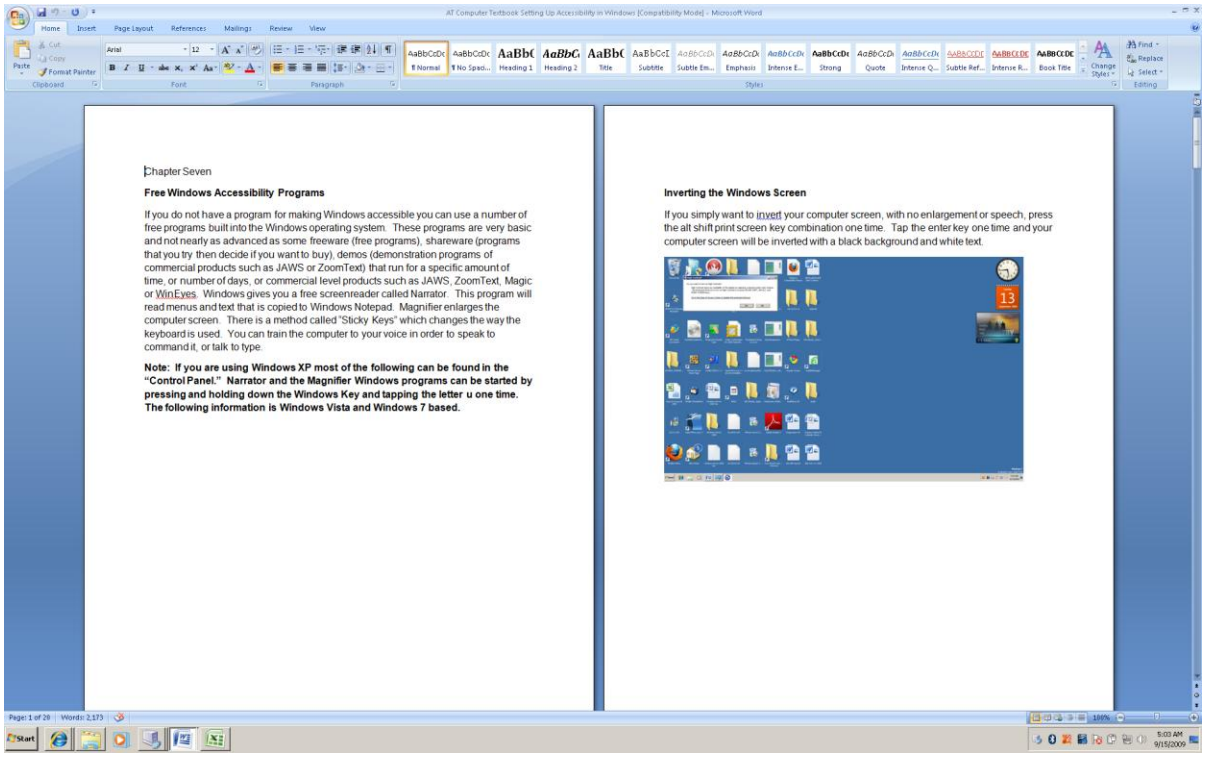
Tap the Windows (Start) Key one time, type “sound,” down arrow until you hear or see “sound,” and then tap the Enter Key one time to go to the “Sound” settings.



Tap the Windows (Start) Key one time, type the name of the file you want to open, down arrow until you hear or see that file, and then tap the Enter Key one time to open it.



Chapter Seven

**Free Windows Accessibility Programs**

If you do not have a program for making Windows accessible you can use a number of free programs built into the Windows operating system. These programs are very basic and not nearly as advanced as some freeware (free programs), shareware (programs that you try then decide if you want to buy), demos (demonstration programs of commercial products such as JAWS or ZoomText) that run for a specific amount of time, or number of days, or commercial level products such as JAWS, ZoomText, Magic or WinEyes. Windows gives you a free screenreader called Narrator. This program will read menus and text that is copied to Windows Notepad. Magnifier enlarges the computer screen. There is a method called "Sticky Keys" which changes the way the keyboard is used. You can train the computer to your voice in order to speak to command it, or talk to type.

**Note: If you are using Windows XP most of the following can be found in the "Control Panel." Narrator and the Magnifier Windows programs can be started by pressing and holding down the Windows Key and tapping the letter u one time. The following information is Windows Vista and Windows 7 based.**

**Inverting the Windows Screen**

If you simply want to invert your computer screen, with no enlargement or speech, press the alt shift print screen key combination one time. Tap the enter key one time and your computer screen will be inverted with a black background and white text.