Copyright 2009 BOSMA Enterprises

Chapter 20

Practical Application for Beginning Internet Users

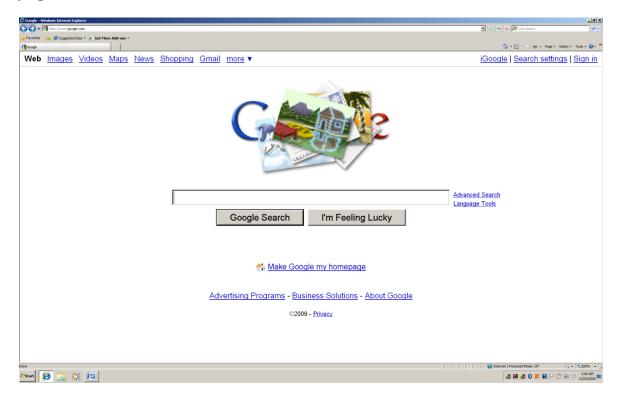
Note for low vision users: If you do not have a screen magnifier and you need the internet screen enlarged, press and hold down the Control Key and roll your mouse wheel away from your wrist; if you need the web page smaller, press and hold down the Control Key and roll the mouse wheel toward your wrist.

Note for screenreader users: Whatever key you tap to move down a web page, you can press and hold down the Shift Key and tap that same key to move up the web page. For example, if you Tab down the links on a web page, you can hold the Shift Key and tap the Tab key to move up the links on the web page.

Using the Web Address

Let's say you need to find information about the local bus system in your city. If you know the web address for the bus company, you can go directly their by a number of methods. You might press and hold down the Windows Key and tap the letter "r," type the web address for the bus company, and then tap the Enter Key one time to go there. If you are using Windows Vista or Windows 7, you might tap the Windows/Start Key one time, type the web address of the bus company, and tap the Enter Key one time to go there. Maybe you are already on the internet. If so, you can tap the F6 key to go to the Address Bar, type the web address for the bus company, and tap the Enter Key one time to go there. Following are screenshots of how the user can tap F6 from the Google page, type the www.indygo.net web address for the Indianapolis, Indiana Indygo Bus System home page, and then tap the Enter Key one time to go there. You might activate the Internet icon on the Windows Desktop, or you might tap the Enter Key one time on the Windows menu "Internet" item.

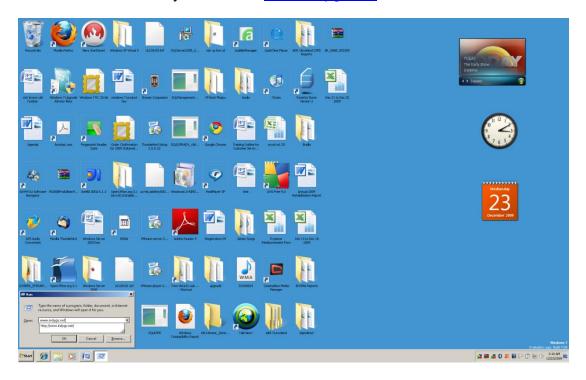
Screenshot of <u>www.indygo.net</u> written in the address bar on the Google main page.



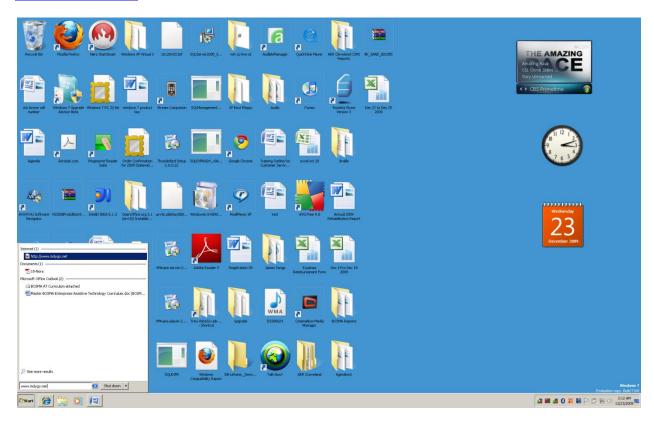
Screenshot of the Indygo Bus System home page.



Screenshot of Windows Key "r" and the www.indygo.net web address written in.



Screenshot of Windows Vista and Windows 7 Windows Menu with www.indygo.net written in the bottom box.



We are going to practice going to a specific web site, using the above methods. Each practice item will have a sequence of key commands for you to follow.

Using the Windows Key "r" Method

- 1. Press and hold down the Windows Key and tap the letter "r" one time.
- 2. Type the web address you want to go to.
- 3. Tap the Enter Key one time and you will be placed on that web site—if you are not taken to that web site, it means that you either incorrectly typed the web address, or that your computer is not connected to the internet.

Using the Windows/Start Key in Windows Vista or Windows 7 Method

- 1. Tap the Windows/Start Key one time.
- 2. Type the web address you want to go to.
- 3. Tap the Enter Key one time and you will be placed on that web site—if you are not taken to that web site, you have either incorrectly typed the web address, or your computer is not connected to the internet.

Using the Internet Address Bar Method

- 1. Go to the Internet—you might use an icon on your Windows Desktop, a Windows Menu item, or the above methods.
- 2. Tap the F6 Key one time.
- 3. Type the web address you want to go to.
- 4. Tap the Enter Key one time.

Web Searches

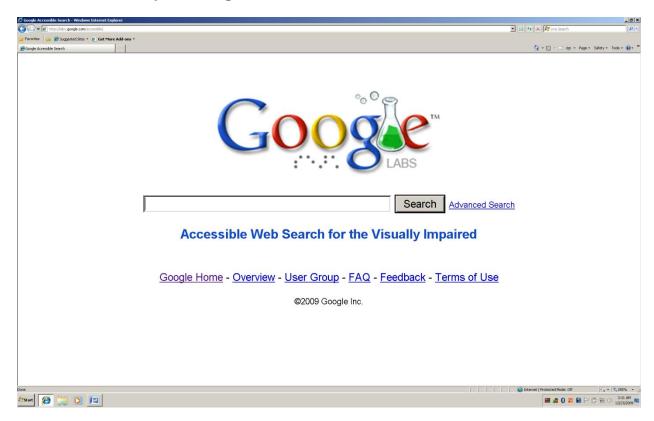
Many times you will want to find information on the internet, but you will know the specific web address you need to go to. There are a number of good web search engines. One of the most predominate web search engines in current use is Google. The web address for Google is www.google.com.

Screenshot of Google main page—standard.



There is a refined Google main page for people using adaptive type programs. The web address for this web site is http://labs.google.com/accessible/.

Screenshot of adapted Google web site.



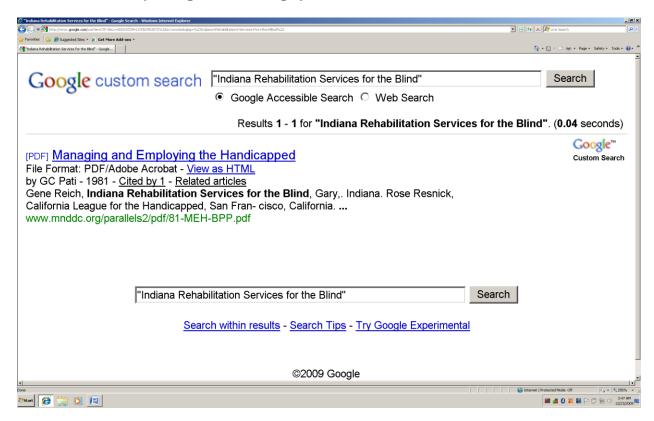
On either of the Google web pages there will be an edit box where you can type in what you want to look for and a "Search" button immediately after it. Type in the information you want to look for, tab one time, and tap either the spacebar or enter to bring up a list of links concerning your topic. If you want to narrow the focus of the search, you can type an opening quote "just before the text, and a closing quote "just after the text you want to look up.

Screenshot of "Indiana Rehabilitation Services for the Blind" in the Google edit box.



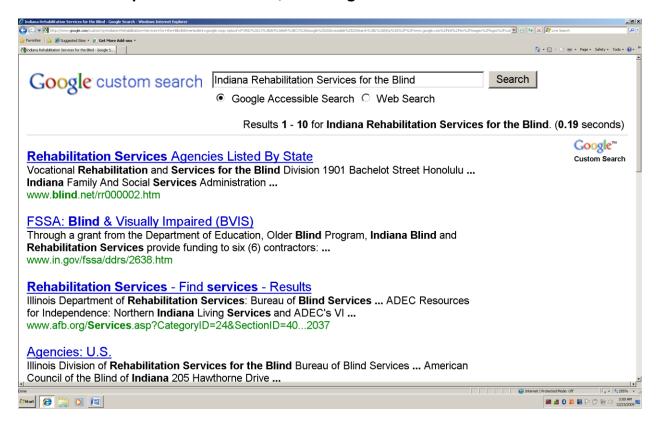
Note: After you press Enter and move to the web page that shows the links for the topic you are searching for, use the Tab key to move down the links; hold the Shift Key down and tap the Tab Key to move up the list of links. More options for moving through the links on a web page will be covered later in this chapter.

Screenshot of list of links the Google search for "Indiana Rehabilitation Services for the Blind"—opening and closing quotes are used to narrow the search.



In the screenshot above only one link appeared because the search was narrowed by using the quotes at the beginning and end of the text we were looking for. Now, we will do the same search without quotes and the list will be longer.

Screenshot of list of links for Google search for "Indiana Rehabilitation Services for the Blind—quotes are not used, widening the search.



We are going to do a number of sequential activities for starting a search using the Google web page. These activities are in steps that you want to follow exactly.

Search using Google and quotes to narrow the search.

- 1. Bring up the Google web site.
- 2. When the Google page comes up you should already be placed in the edit box where you type your information. If this does not happen, there are a number of ways to move to this edit box. If you are using the JAWS screenreader, tap either the letter "f" or the letter "e" until you hear something concerning "edit." If you JAWS is version 10 or older, you will need to tap the Enter Key one time to go into "Forms Mode."
- Type (with open and closing quotes) "Indianapolis Taxi Services".
- 4. Tap the Enter key one time—a list of approximately four links will come up. If you need more links to choose from, there will be a link called "repeat the search with the omitted results included." At the bottom of this web page.

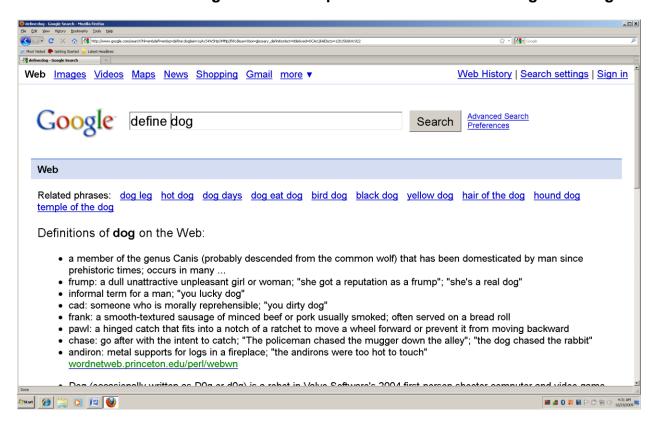
Search using Google without quotes to do a web search.

- 1. Bring up the Google web site.
- 2. When the Google page comes up you should already be placed in the edit box where you type your information. If this does not happen, there are a number of ways to move to this edit box. If you are using the JAWS screenreader, tap either the letter "f" or the letter "e" until you hear something concerning "edit." If you JAWS is version 10 or older, you will need to tap the Enter Key one time to go into "Forms Mode."
- 3. Type (without quotes) Indianapolis Taxi Services.
- 4. Tap the Enter Key one time—a long list of taxi services for Indianapolis, Indiana will come up, and there will be a set of numbers "1, 2, 3, ..." ending with the word "Next." Each number represents a new web page showing links for Indianapolis Taxi Services. If you tap Enter on the "Next" link, a whole new series of web pages for Indianapolis Taxi Services will be available for you to choose from.

Search for word definitions, and lists of alternate words, using Google.

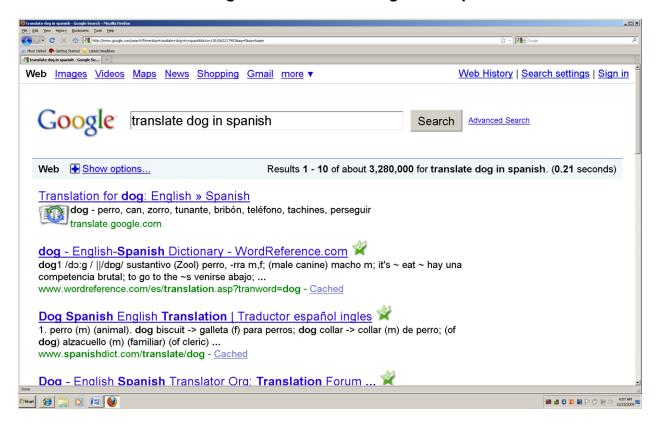
- 1. Bring up the Google web site.
- 2. Type the word "define" (without the quotes) followed by what word you want a definition for.
- 3. Tap the Enter Key one time.
- 4. The top link will say "Web definitions for..." The next four or five links will also relate to the definition for the word you want defined—this is also a good method for obtaining alternate words for the word you started with.

Screenshot for "define dog" shows multiple definitions and meanings for "dog."



You can translate words from English into other languages by typing "translate ____ in blank" (without the quotes. For example, if you want to translate the word "dog" into Spanish from English, type "translate dog in Spanish" (without the quotes) in the Google edit box. Tap Enter one time and the top link will cover this definition—the text just below this link with have the translated words for dog from English to Spanish.

Screenshot of the word "dog" translated from English to Spanish.

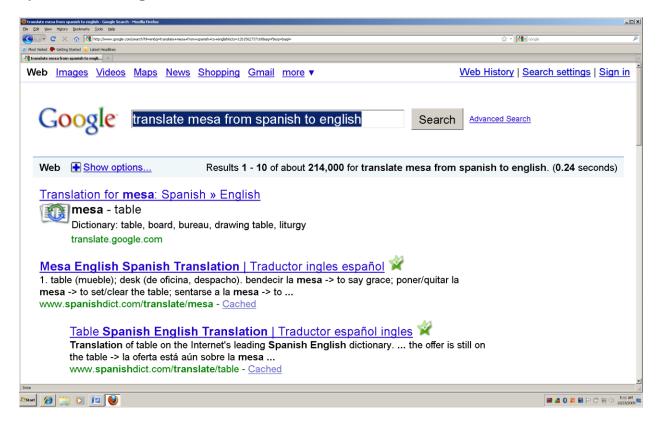


Activity for translating the word "car" from English to Spanish.

- 1. Bring up the Google web site.
- 2. Type "translate car in Spanish" (without the quotes).
- 3. Tap the Enter Key one time.
- 4. Tab to the first link that says "Translation for..."
- 5. You can either tap Enter on the first link, or read the text below it—the translated word for car will be in this text.

You can translate from another language into English by reversing the above process. Type "translate mesa from Spanish to English" and tap Enter. The first link will be for the translation, with the text just below this link giving the actual translation.

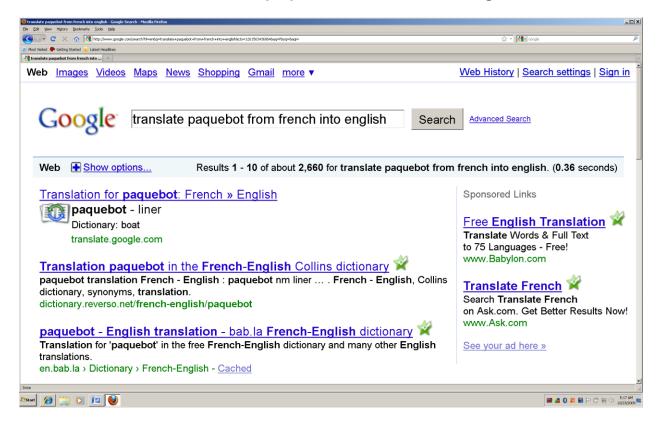
Screenshot showing the top link and text for translating the word "mesa" from Spanish into English.



Activity for translating the French word "paquebot" into English.

- 1. Bring up the Google web site.
- 2. Type "translate paquebot from French into English."
- 3. Tap the Enter Key one time.
- 4. The top link will say "Translation for..." and the text just below this link with give the translation.

Screenshot of the French word "paquebot" translated into English.

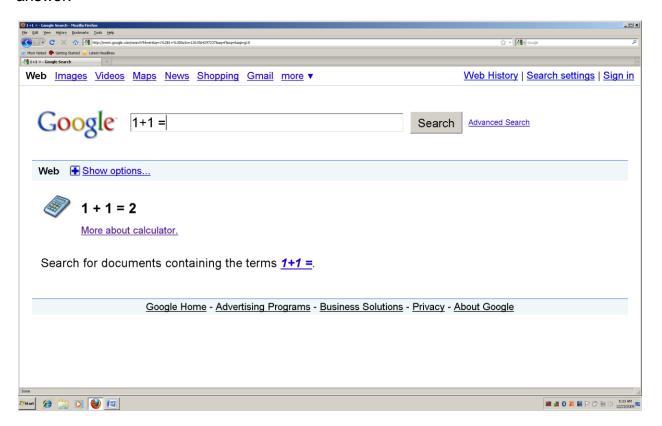


You can further refine web searches by using the following symbols before a word to change the way Google searches.

- (minus) before a word means do not include this word in the search findings.
- + (plus) before a word means to include it in the search findings.
- (asterisks) means match any words between specific words.
- or (or) means to search for either one; maybe high or low prices.

Google Calculator

You can type a math problem in the Google edit box and tap enter to get the answer. The following screenshot shows the simple "1+1 =" (without quotes) problem and answer.



Activity for using the Google Calculator.

- 1. Bring up the Google web site.
- 2. Type "2+2 =" (without quotes) in the edit box.

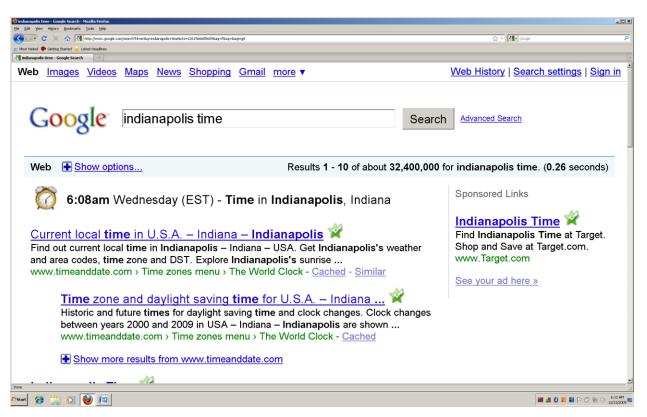
3. Tap the Enter Key one time. The problem will continue to be in the edit box, and the problem with the answer in text just below the edit box.

There are a number of ways to use the Google Calculator. The above example and activity is just the beginning of the possibilities for the Google and math combination. There is a link just under the problem and answer text that says "More about calculator." Tap Enter on this link to further explore the potential for using the Google Calculator.

Time

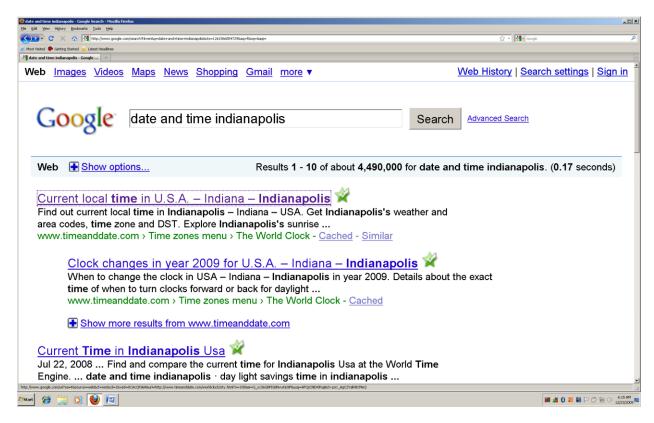
If you want to know the time of day in your city, you can use Google. In the edit box type the name of your city (you might also need your state) and the word "time" (without quotes). Tap the Enter Key one time and the text just above the top time link with have the current time.

Screenshot of the time for Indianapolis, Indiana, on Google.



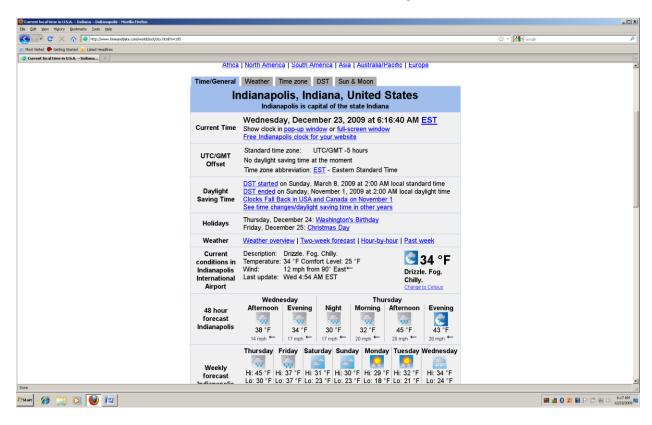
Date

If you need to know the date, you can use Google to give you this information. You will type "date and time," your city and state names, and tap the Enter Key one time. The top link "Current local time..." is the one you want to activate.



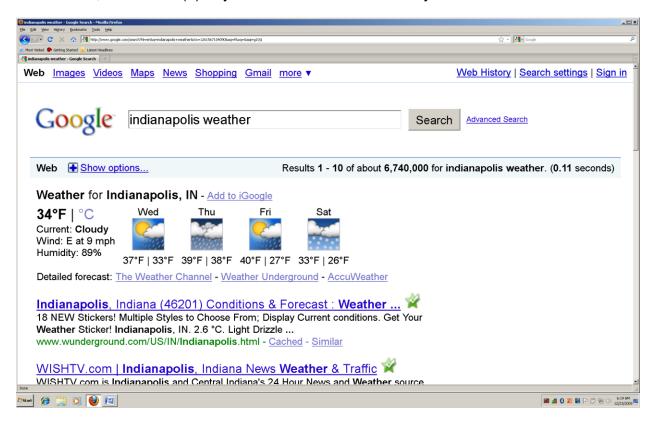
Once this link is opened, you will be able to find the local date, time, weather, dialing codes, and coordinates for that city.

Screenshot of date and time information for Indianapolis, Indiana.



Weather

If you want to know the weather of your city, type the city name and possibly state followed by the word "weather" (without quotes). Tap the Enter Key one time. The text just above the first weather related link gives the current temperature, humidity, wind, cloud cover, and a four (4) day weather forecast for the city.



Working with Web Page Links

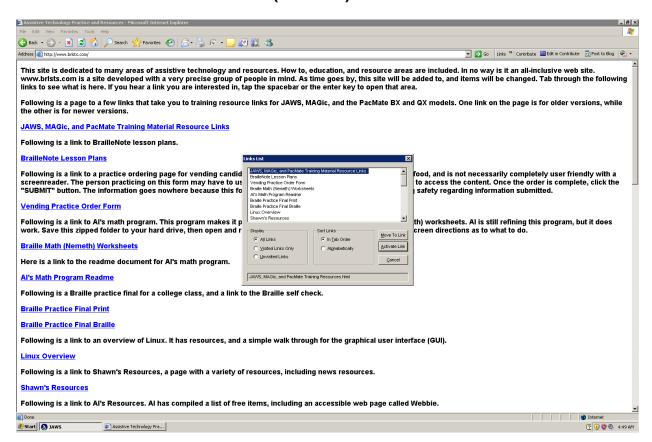
Now that you have a list of links covering the item you are searching for, it is time to move down these links to find one that you wish to open. Earlier in this chapter you were instructed to use the Tab Key to move down the links on a web page, and to press and hold down the Shift Key and tap the Tab Key to move up the links on a web page. This method is nice, but there are other ways to do this which might speed up the process.

Note: When speech is running on any type of reader, tapping the Control Key one time will pause the speech.

JAWS Screenreader Method

If you are using the JAWS screenreader you can press and hold down the Insert Key and tap the F7 Key. Release both of these keys and the "Links List" for the web page you are currently on, will open or appear. When this list comes up, you can do a number of things to move around on the items. You can press and hold down the Control Key and tap the Home Key to move to the top of the list. You can press and hold down the Control Key and tap the End Key to move to the bottom of the list. The up and down arrow keys allow you to move down or up the links list, item-by-item. Tapping the first letter of the name of a link will move you to the first link with that initial letter—keep tapping the letter and you will eventually find the link you are looking for. At the bottom of the dialogue box of the Links List are buttons. These buttons make it possible to tell the computer which or what status of links you are viewing. You will hear terms like "Visited Links": these are the links you have opened in the past. For now, when you arrive on a link in the list that you want to open (i.e. activate), tap the Enter Key one time and that link will be opened, and you will be on the web page for that link. If you want to move down the web page and move only through links you have visited in the past, tap the letter "v" again-and-again. If you want to move up the visited links on a web page, press and hold down the Shift Key and tap the letter "v" again-and-again. When you are on a link you want to open, tap the Enter Key one time and that link will be opened and you will be placed on the web page representing that link. When you have moved to a web page by tapping Enter on a link, and you want to know the web address for that web page, press and hold down the Insert Key and tap the letter "a." If you have arrived at a new web page, and want to quickly move to the area of the text in order to read, tap the letter "n." You may need to do this a number of times before you reach the text you want to listen to. Once you are at the beginning of the text you want to read, press and hold down the Insert Key and tap the down arrow key—release both keys quickly and the text will be read from where you are, to the end of the web page.

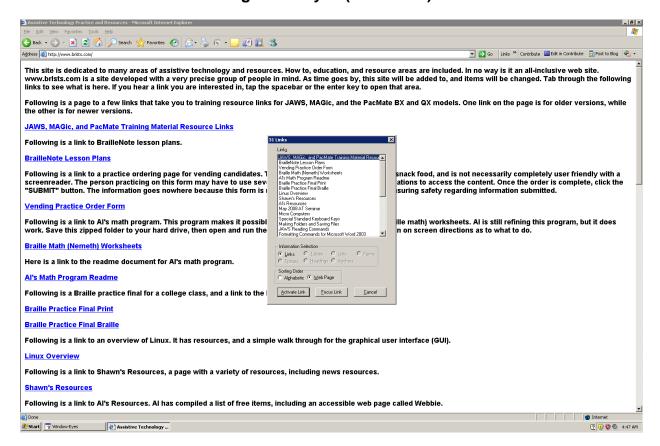
Screenshot of Links List in JAWS (Insert F7)



WinEyes Screenreader Method

If you are using the WinEyes screenreader, the concepts from the above paragraph are the same, but the key strokes are different. To bring up the links list on a web page with WinEyes, press and hold down the Insert Key and tap the Tab Key one time—release both keys immediately. Just as with the JAWS screenreader, you can press Control Home to go to the top of the links list, Control End to go to the bottom of the Links List, use the up and down arrow keys to move up and down the list, item-by-item, or tap the first letter of the name of the link you want, again-and-again, until you hear it—tap Enter one time to open this link. You can tap the letter "I" to move down the links on a web page, if you are not using the links list. You can press and hold down the Shift Key and tap the letter "I" to move up the links on a web page. As in JAWS, you can tap the letter "v" to move down the visited links on a web page, and use Shift "v" to move up the links on a web page. To move to text on a web page, using WinEyes, tap the letter "x" to move to the first instance of text on the web page. Tap the letter "x" again to move to the next area that has text. You may have to do this a number of times until you hear the beginning of the text you want to read. Once you are at the beginning of the text you want to read, press and hold down both the Control and Shift Keys, tap the letter "r," and release all three keys immediately—WinEyes will read from where you are (the current position of the cursor) to the end of the web page.

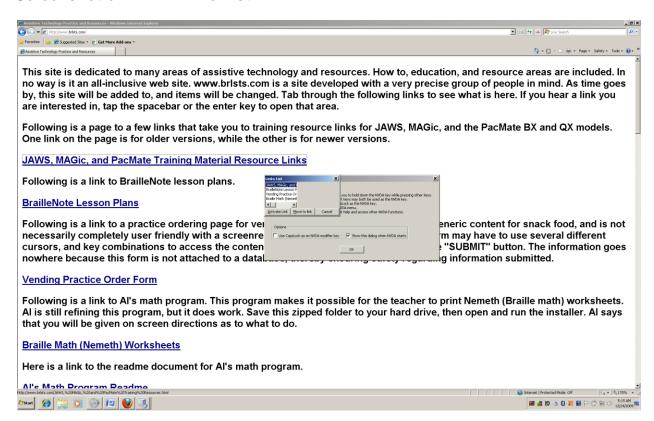
Screenshot of Links List using in WinEyes (Insert Tab)



NVDA Screenreader Method (this is a free screenreader)

Brining up the links list for a web page using the NVDA screenreader is much list using the JAWS screenreader. Generally, you should be able to press and hold down the Insert Key and tap the F7 key. It may take a minute, but a links list will appear. Just as in JAWS and WinEyes, you can use Control Home to go to the top of this list, and Control End to go to the bottom of the list. You can use the up and down arrow keys to move through the list, item-by-item. Or, you can tap the first letter of the name of the link until you hear it, and then tap the Enter Key one time to open it. Finding text is a bit harder with this screenreader—NVDA is under constant revision, therefore, newer versions will improve. Tapping the letter "k" will move you down the links on a web page. At this time there does not appear to be a method to move up the links on a web page, unless you are using the Links List (Insert F7)—this should improve with newer revisions. The read command for NVDA is the plus (+) key on the Num Pad.

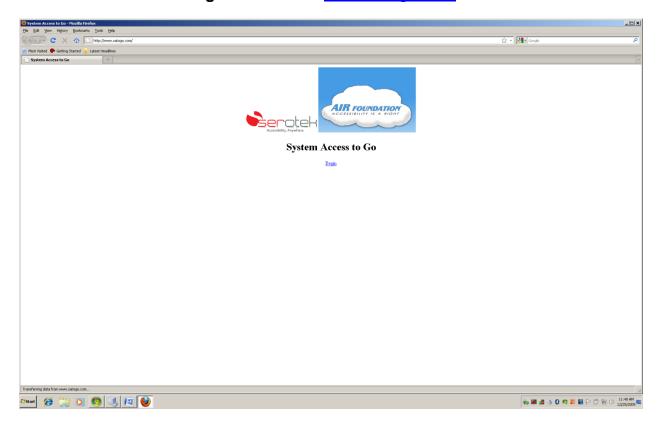
Screenshot of NVDA Links List



<u>www.satogo.com</u> Screenreader Method (this is a free screenreader)

If your computer can connect to the internet and you do not have a screenreader, press and hold down the Windows/Start Key and tap the letter "r" one time. Type www.satogo.com (without the quotes) and then tap the Enter Key one time. In just a moment the "satogo" web site will come up and give you audio directions as to how to start the "satogo" web based program. It is usually started by tapping the Enter Key one time when told to. Next, you will be told to press the Alt "r" key combination. A short amount of time will go by and then you will be told to press the Alt "r" key combination one more time. You can sign up as a user so that any voice settings you make can be saved for future use. This area you can explore on your own. After the second time you press the Alt "r" key combination a box will come up asking you to continue. Tab to the button that says you want to start without signing in and tap the spacebar (or Enter Key) one time. Your online screenreader is now running, and does function very similar to the JAWS screenreader. You must leave this web page running in order to use the screenreader on other web pages, and on the rest of your computer. You might want to minimize this web page.

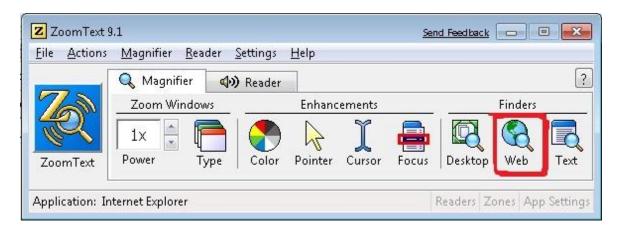
Screenshot of the starting screen of the <u>www.satogo.com</u> web site.



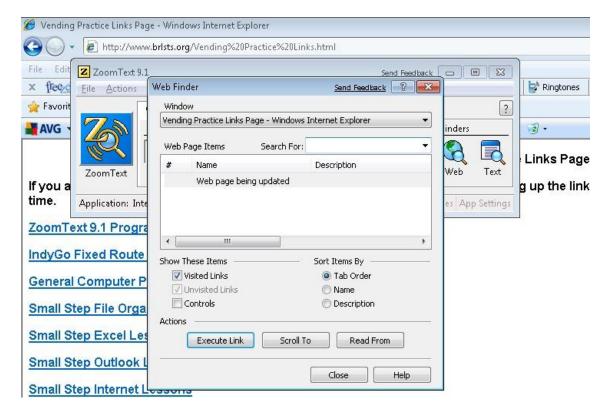
ZoomText Screen Enlarger Method

Open a web site, Alt Tab until you see the ZoomText logo, and then release these keys. You will notice that the "Web" icon which had been grayed out is now in color--this means that it is active and ready to use. Click on the "Web" icon and a dialogue box will appear. It may take a few minutes for the web site information/links to appear in the box. You will notice in the bottom area of the "Web Finder" dialogue box "Show and Sort" areas, and three different "Actions" buttons. Experiment will all of these "Show, Sort and Actions" to determine how they best work for you. You can read the web page you have selected by pressing and holding down the Alt Shift keys and tapping the letter "d," and then releasing all three keys to bring up the DocReader. You can use the Enter Key to start and stop and re-start the reading of the web page. When you are finished reading with the DocReader, tap the Escape Key one time to leave it.

Screenshot of ZoomText panel with the "Web" item circled in red.



Screenshot of the "Web Finder" dialogue box that comes up when you click on the "Web" item on the ZoomText panel



Chapter 20 Review

Text Your Knowledge

- 1. The web address bar is:
 - a. Located on the Windows Desktop.
 - b. Located above the open web page you are on.
 - c. Located in the Windows Start menu.
- 2. Which method **does not** open a web page?
 - a. Pressing Windows Key "r," typing the name of the web address and tapping the Enter Key one time.
 - b. Tapping the F6 when you are already on the web, typing a web address, and tapping the Enter Key one time.
 - c. Typing a web address in the edit box of Google and tapping the Enter Key one time.
- 3. Which of the following do you click or tap the Enter Key on to move from the web page you are on, to a different web page?
 - a. Link
 - b. Edit box
 - c. Text
- 4. Which of the following is a web search page (i.e. search engine)?
 - a. www.indygo.net
 - b. <u>www.google.com</u>
 - c. www.brlsts.com
- 5. Tapping the F6 Key when you are on a web page takes you to:
 - a. Text on the web page.
 - b. The top of the web page.
 - c. The Address Bar.
- 6. Which key combination takes you to the top of the web page you are on?

a. Control Homeb. Insert Home

c. Control End

- 7. Which key combination takes you to the bottom of the web page you are on?
 - a. Control Home
 - b. Insert Home
 - c. Control End
- 8. Tab and Shift Tab allows you to:
 - a. Move through the text on a web page.
 - b. Move down and up the links on a web page.
 - c. Move from one web page to another web page.
- 9. Typing the word "define" (without quotes) in the edit box of Google, followed by a word, lets you:
 - a. Find out what time it is in your city.
 - b. Look up the definition for a word.
 - c. Translate a word from English to a different language.
- 10. Typing open quotes (") before a word or phrase, and a closing quote (") after the word or phrase, lets you:
 - a. Narrow your web search.
 - b. Expand your web search.
 - c. Does nothing to enhance your web search.
- 11. Describe one method you can use to go to the Google web site.
- 12. Describe one method for bringing up a "Links List."
- 13. State the key or key combination you can use to have your adaptive software to read a web page.
- 14. The ____ Key is used to pause the reading of a web page, when using a screenreader.