

Chapter 23

Saving information from the Internet

Key Terms

Windows Clipboard: A temporary memory storage area in Windows that allows you to copy information into it, and then paste that information into another program.

Highlight: Marking text or other items. You can copy highlighted text or items into the Windows Clipboard. You can use Control Shift right arrow to highlight word-by-word, going to the right. You can press and hold down the Shift Key and tap the right arrow to highlight letter-by-letter, going to the right. There are many variations and you will want to experiment.

Control “c”: Means to copy highlighted information into the Windows Clipboard. When Control “c” is used, the information that was in the Windows Clipboard is erased and the new information replaces the old.

Windows Key “c”: Means append the highlighted text or other information into the Windows Clipboard. The old information is kept and the new information is copied to the bottom of the Windows Clipboard.

Control Key “x”: Means to cut the text (this can even be a file if you are in the Windows File Explorer). The text is cut from where it is and is placed in the Windows Clipboard. Move to where you want to paste the text in a document (or folder if you are in Windows File Explorer), and then press Control “v” to paste the text (or file if you are in Windows File Explorer). We will only deal with this command in one of the “Challenges” later in this chapter.

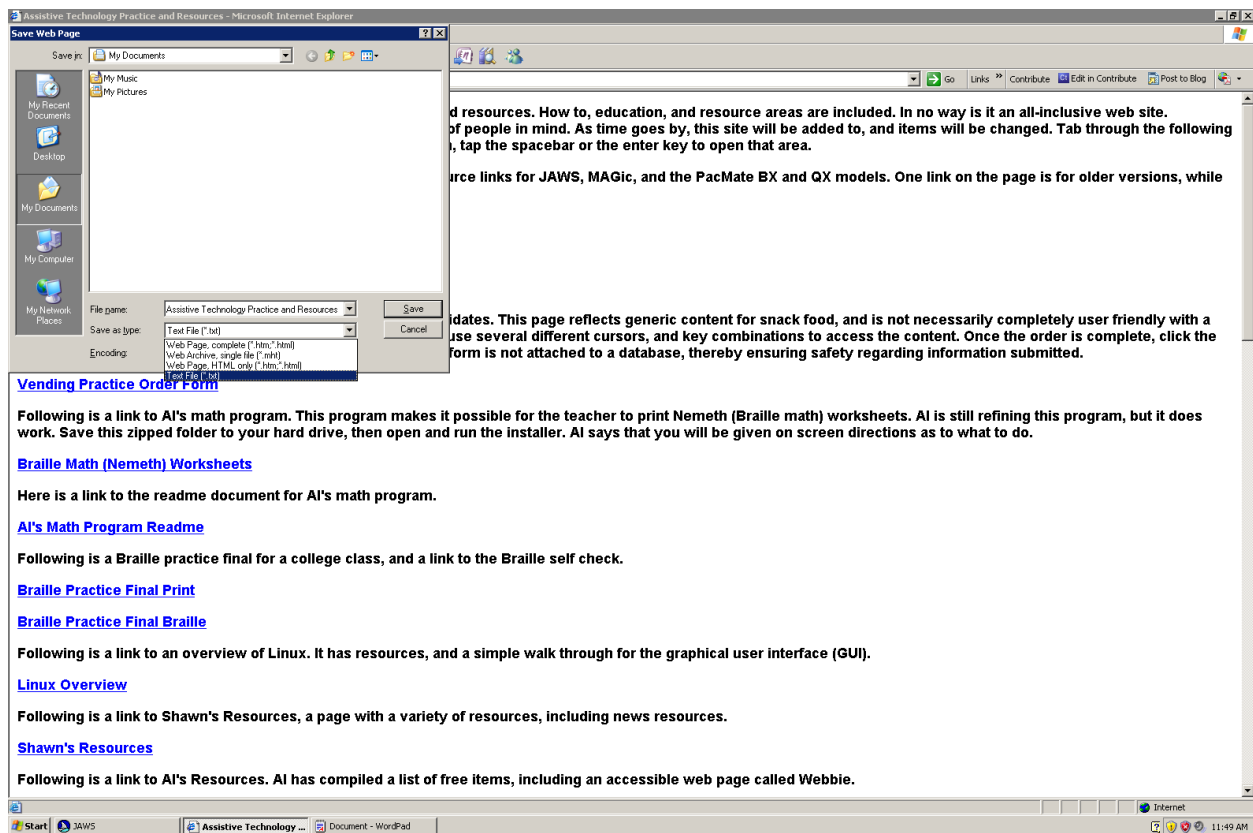
Windows Key “v”: Means to paste the information from the Windows Clipboard into a program such as a word processor. When you paste, a copy of the information from the Windows Clipboard is put in the word processor or other program, with the Windows Clipboard still having that same information in its memory. You can copy the Windows Clipboard as many times as you need to. Information in the Windows Clipboard is only erased after you highlight and copy new information, or you reboot your computer.

There will be times when you are working with the internet and will need to write down notes concerning information on the web page. This information might be an address, phone number, email, direction, or any other item. Go to the internet, to a site where there is information that you need. There are three ways to save this information to your computer. You can save the web page to your computer in order to have instant access to it, even if your computer is not on the internet. You can type the information, such as a phone number, address, or email into a word processor and save the file. A third method for saving information from the web is to highlight, copy and paste the information on the web page into a word processor document and then save the document.

Saving a Web Page

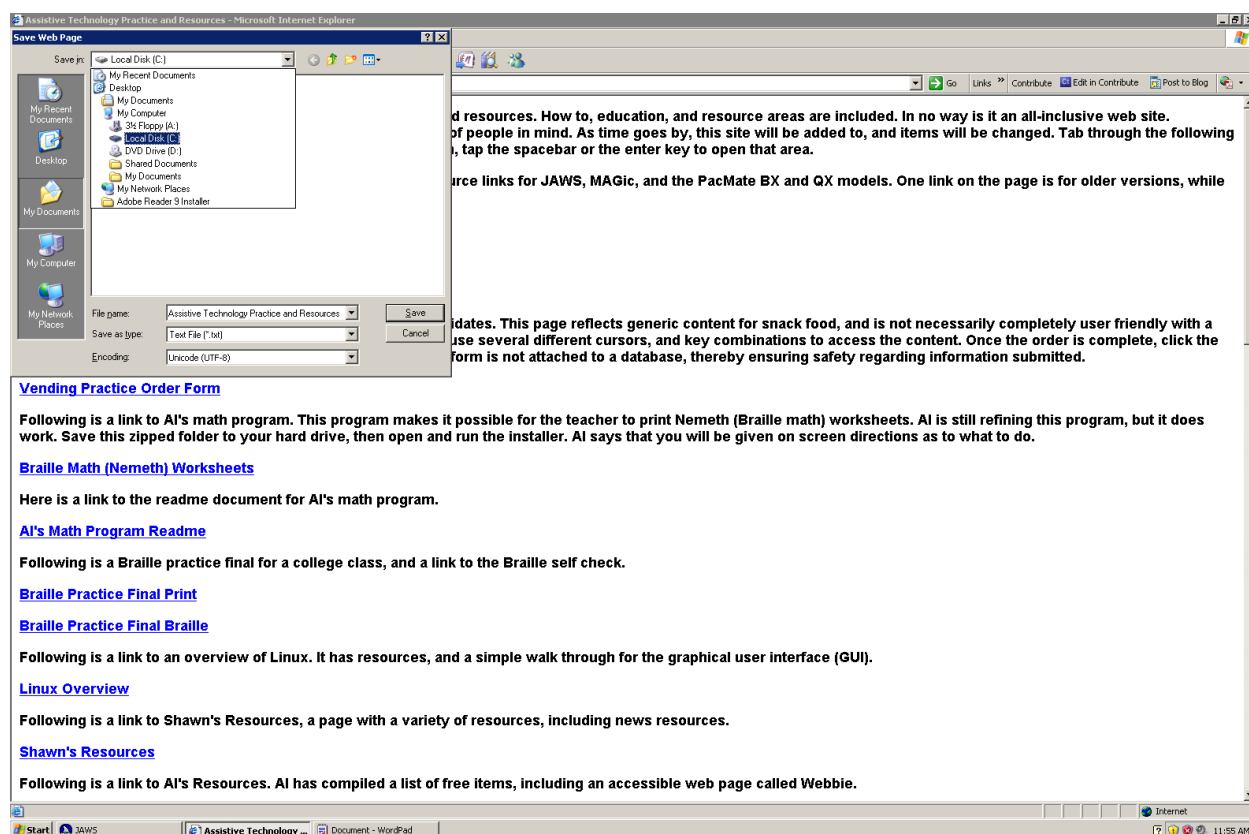
Let's say you want to save all of the information from the opening page of the www.brlsts.com web site. You decide that you want to save this information as text. Press and hold down the Windows Key and tap the letter "r" one time. Type www.brlsts.com and tap the Enter Key one time. Press and hold down the Alt Key and tap the letter "f" to go to the "File" menu. Tap the letter "a" to go to the "Save As" menu item. Tap the Enter Key one time. When the "Save" dialogue box comes up, either type a name you want for your file, or leave the name as it is. Tap the Tab Key one time. You are now in a "Save As Type" combo box. Tap the down arrow key one time and a number of choices for saving a file as a specific type are listed. At the bottom of this list is "text." Tap the letter "t" or down arrow to move to text.

Screenshot of "Save As Type" combo box opened when saving a web page.



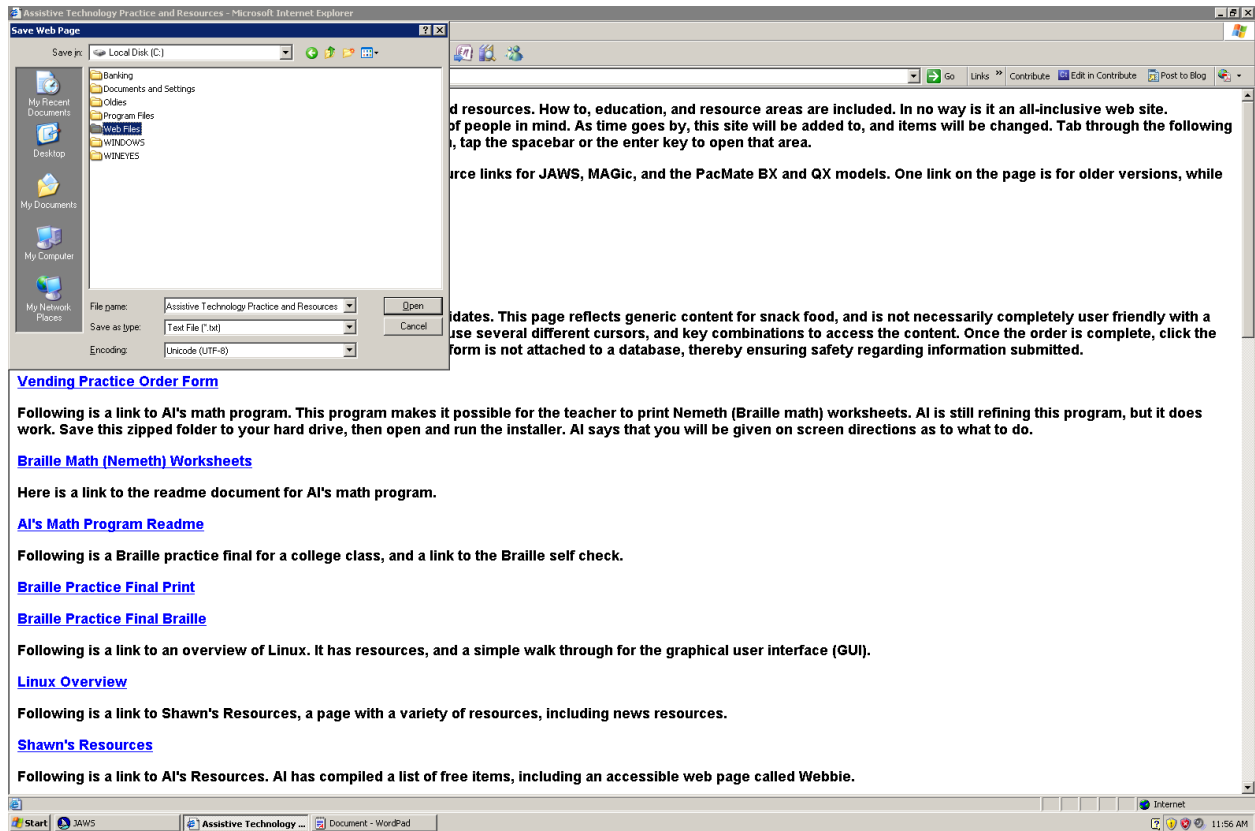
Now that we have selected “text” as the type of file we want to save, we have to decide where we want to save the file on our computer. The default folder where this web file can be saved is “My Documents.” If we save too many documents in the “My Documents” folder it may be difficult to find the file we want at a later time. Press and hold down the Alt Key and tap the letter “i” one time to go to the “Save In” combo box. Tap the down arrow key one time and a list of drives will open. Down arrow to the drive you want to save the web file to, and tap the Enter Key one time.

Screenshot of the “Save In” combo box with a list of drives displayed.



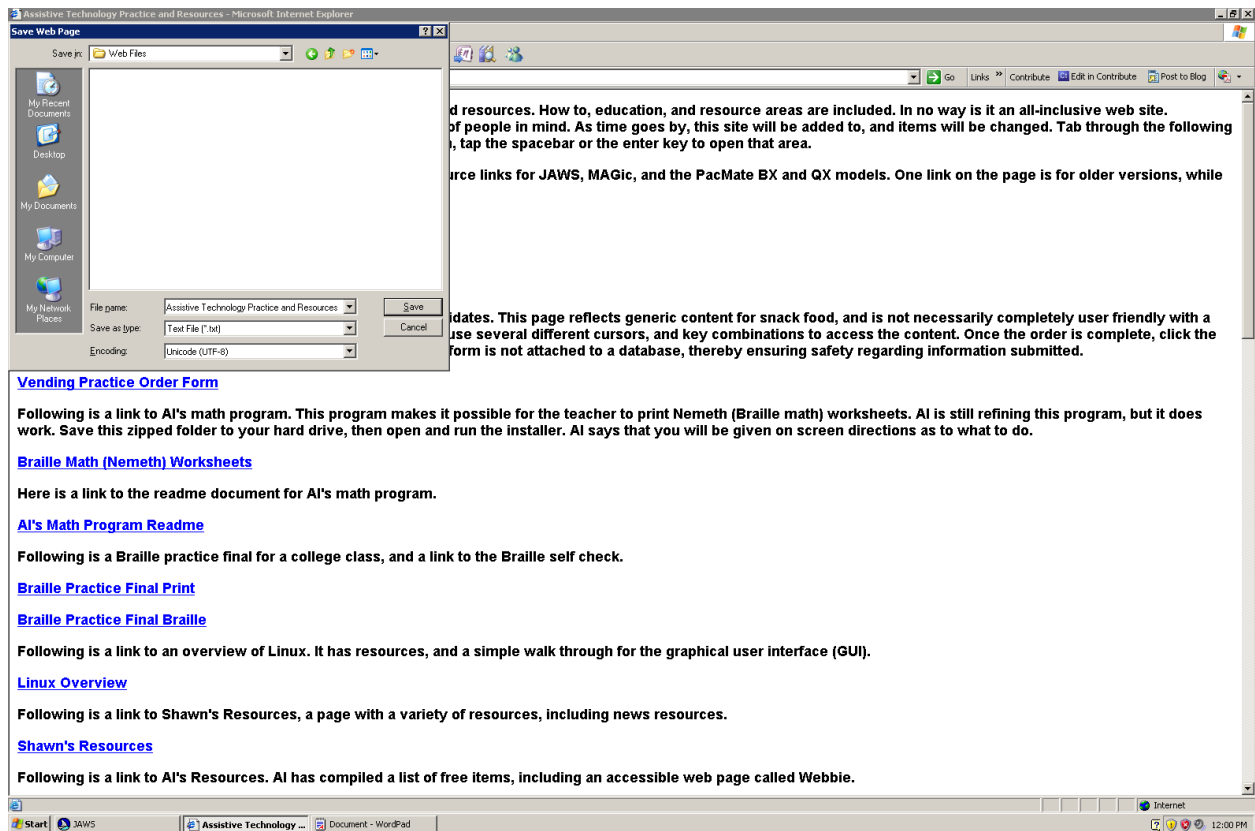
A list of folders on the drive you selected is now visible, but not to the screenreader. Tap the Tab Key three (3) times and you will be in the list of folders for the drive you selected. Either down arrow to the name of the folder you want to save the file to, or tap the first letter of the name of that folder until you hear it.

Screenshot of a specific folder on the drive which was selected to save the web page in.



Tap the Enter Key one time on the folder where you want to save the web file and it will open.

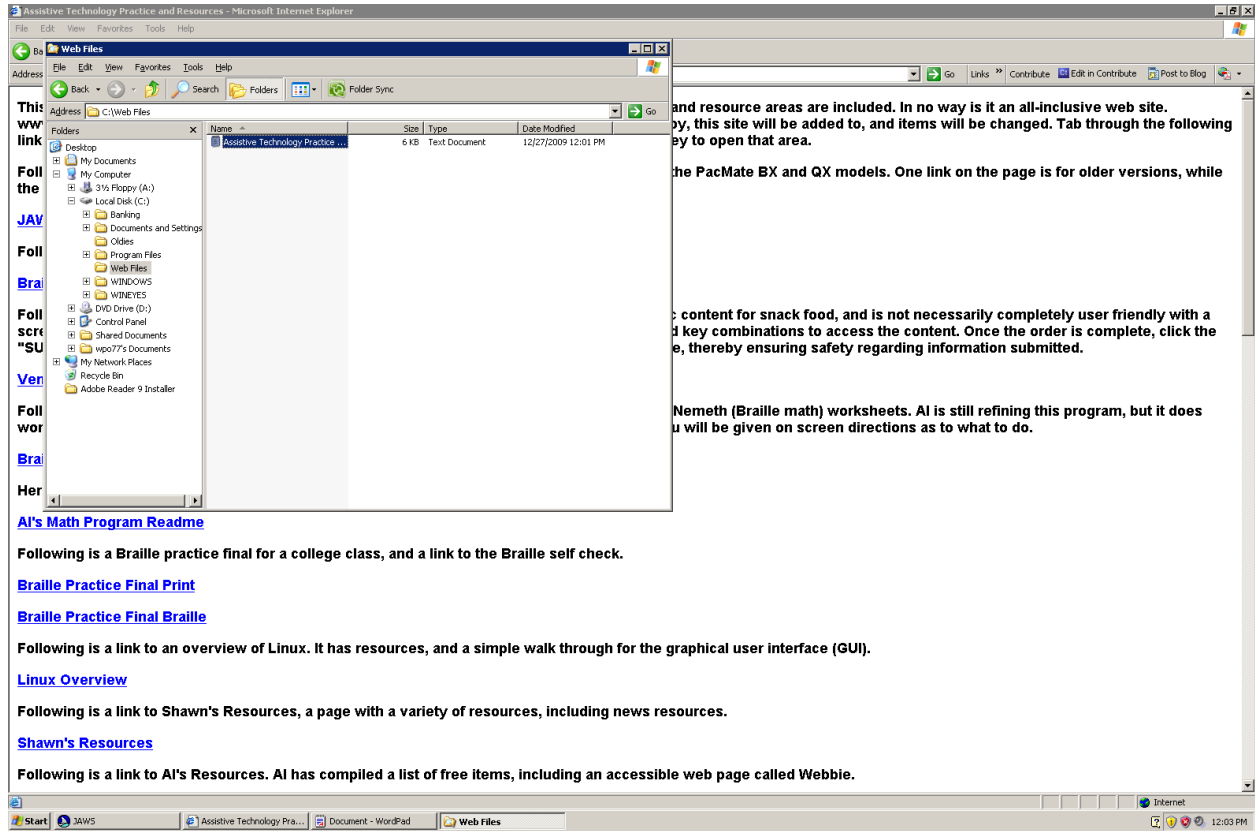
Screenshot of the open folder where you want to save the web file.



Press and hold down the Alt Key and tap the letter “s” one time. Your file will be saved into this folder.

You can verify that your file has been saved by pressing and holding down the Windows/Start Key and tapping the letter “e.” This will place you in “Tree View” if you are using Windows XP. If you are using either Windows Vista or Windows 7, press and hold down the Shift Key and tap the Tab Key one time to move to “Tree View.” Now that you are in “Tree View,” tap the letter of the name of the drive where you saved the file. Next, tap the right arrow key one time to open the drive. Down arrow to or tap the first letter of the name of the folder where you saved the file. Tap the Enter Key one time. Tap the Tab Key one time. Down arrow to, or tap the first letter of the name of the file you just saved. When you hear the file that you saved you will know that you saved it exactly where you wanted it.

Screenshot of using Windows File Explorer to verify that a file was saved to a designated folder.



The screenshot shows a Windows File Explorer window titled "Web Files" with the address bar set to "C:\Web Files". The left sidebar shows the folder tree with "Web Files" selected. The main pane displays a table of files:

Name	Size	Type	Date Modified
Assistive Technology Practice and Resources	6 KB	Text Document	12/27/2009 12:01 PM

Below the File Explorer window, the content of the "Assistive Technology Practice and Resources" document is visible. It contains several paragraphs of text and links:

and resource areas are included. In no way is it an all-inclusive web site. By this site will be added to, and items will be changed. Tab through the following by to open that area.

the PacMate BX and QX models. One link on the page is for older versions, while

content for snack food, and is not necessarily completely user friendly with a key combinations to access the content. Once the order is complete, click the e, thereby ensuring safety regarding information submitted.

Nemeth (Braille math) worksheets. AI is still refining this program, but it does u will be given on screen directions as to what to do.

[AI's Math Program Readme](#)

Following is a Braille practice final for a college class, and a link to the Braille self check.

[Braille Practice Final Print](#)

[Braille Practice Final Braille](#)

Following is a link to an overview of Linux. It has resources, and a simple walk through for the graphical user interface (GUI).

[Linux Overview](#)

Following is a link to Shawn's Resources, a page with a variety of resources, including news resources.

[Shawn's Resources](#)

Following is a link to AI's Resources. AI has compiled a list of free items, including an accessible web page called Webbie.

Working Between the Internet and a Word Processor

Let's say you need to find a phone number or address on the internet, and do not want to save a whole web page. You can open either Windows Notepad, or Windows WordPad, type in the phone number, address, email, or whatever information you want, and then save the file.

Note: Notepad is a no frills, plain text type of word processor. It is used by those writing computer codes because it saves only text. WordPad does allow you to do things like center, bold, underline, and so on—neither of these word processors has a built-in spell checker.

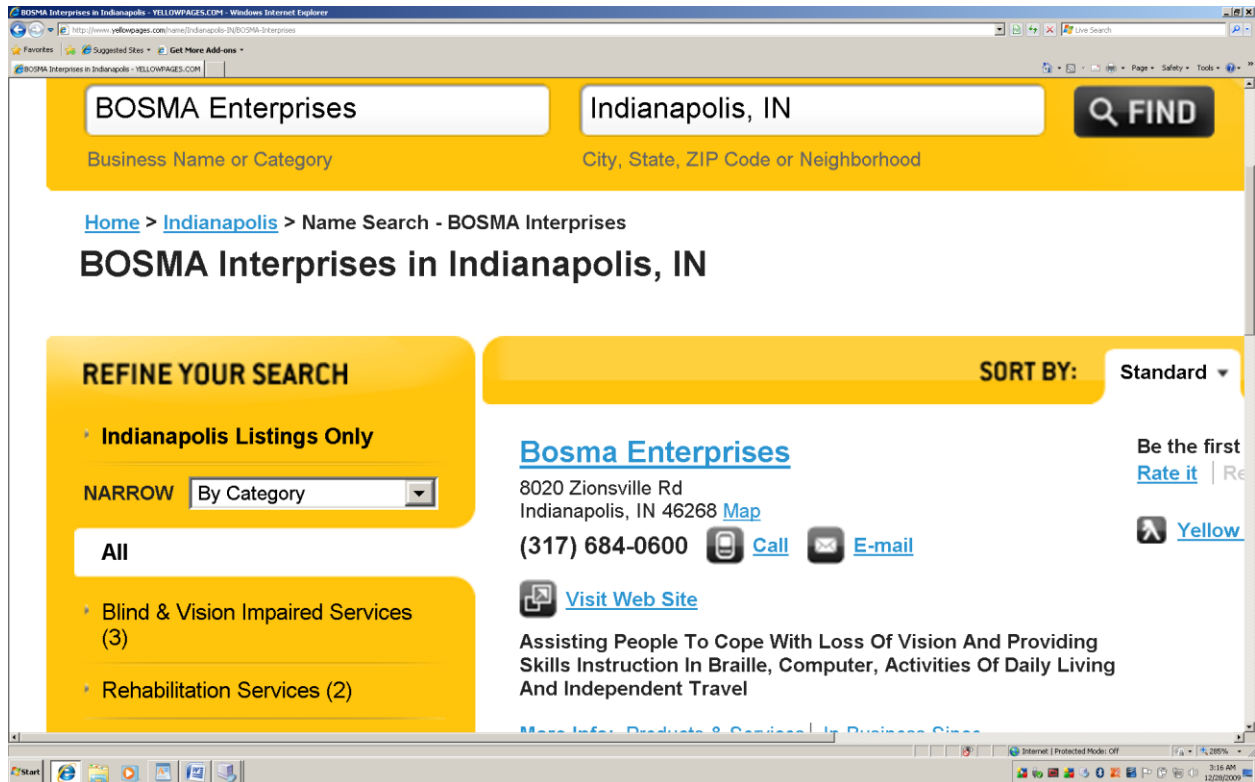
We are going to use WordPad and Internet Explorer in a combination to find information and type it into a file, and save the file. Do the follow steps:

1. Press and hold down the Windows/Start Key and tap the letter "r."
2. Type "WordPad" (without the quotes).
3. Tap the Enter Key one time—WordPad automatically starts or opens.
4. Press and hold down the Windows/Start Key and tap the letter "r."
5. Type www.yellowpages.com.
6. Tap the Enter Key one time.
7. Press Control Home to be sure you are at the top of this web site.
8. Move to the first edit box (form field) using your preferred method.
9. Type "BOSMA Enterprises" (without the quotes).
10. Tap the Tab Key one time to move to the next edit box.
11. Type "Indianapolis, IN" (without the quotes).
12. Tap the Tab Key one time to move to the "FIND" button.
13. Tap the spacebar or Enter Key one time to activate the "FIND" button.
14. When the new page comes up you will need to work with the various key strokes for your screenreader to locate the text concerning BOSMA Enterprises.
15. When you find the information concerning BOSMA Enterprises, listen to the street address.
16. Press and hold down the Shift Key and tap the Tab Key one time.

17. Type "BOSMA Enterprises" (without the quotes).
18. Tap the Enter Key one time
19. Type the street address.
20. Tap the Enter Key one time.
21. Press and hold down the Alt Key and tap the Tab Key one time.
22. Down arrow one time to hear the City, State and Zip Code.
23. Press Alt Tab to move back to the word processor.
24. Type the City, State and Zip Code.
25. Tap the Enter Key one time.
26. Press the Alt Tab key combination one time.
27. Down arrow one or more times to hear the BOSMA Enterprises phone number.
28. Press Alt Tab to move back to the word processor.
29. Type the BOSMA Enterprises phone number.
30. Press and hold down the Alt Key and tap the letter "f."
31. Release these keys.
32. Tap the letter "a" to go to "Save As."
33. Tap the Enter Key one time.
34. Type the name you want for this file.
35. Tap the Enter Key one time and it will be saved in "My Documents." You can decide to save the document into a different folder if you want to.

Try doing the above activity using a different web site, or different business. You might also try www.whitepages.com.

Screenshot of www.yellowpages.com web site, with the words “BOSMA Enterprises” (without the quotes) written in the “Business Name or Category” edit box, and “Indianapolis, IN” (without the quotes) written in the edit box titled “City, State, Zip Code or Neighborhood.” Just after these two edit boxes is the “FIND” button. Once the “FIND” button is pressed a new pages comes up. The information for BOSMA Enterprises is shown just below the area of the two edit boxes. There appears to be a frame on the left side of this web page, so you will need to experiment with the frames, tables, headings, and text keys in your screenreader.

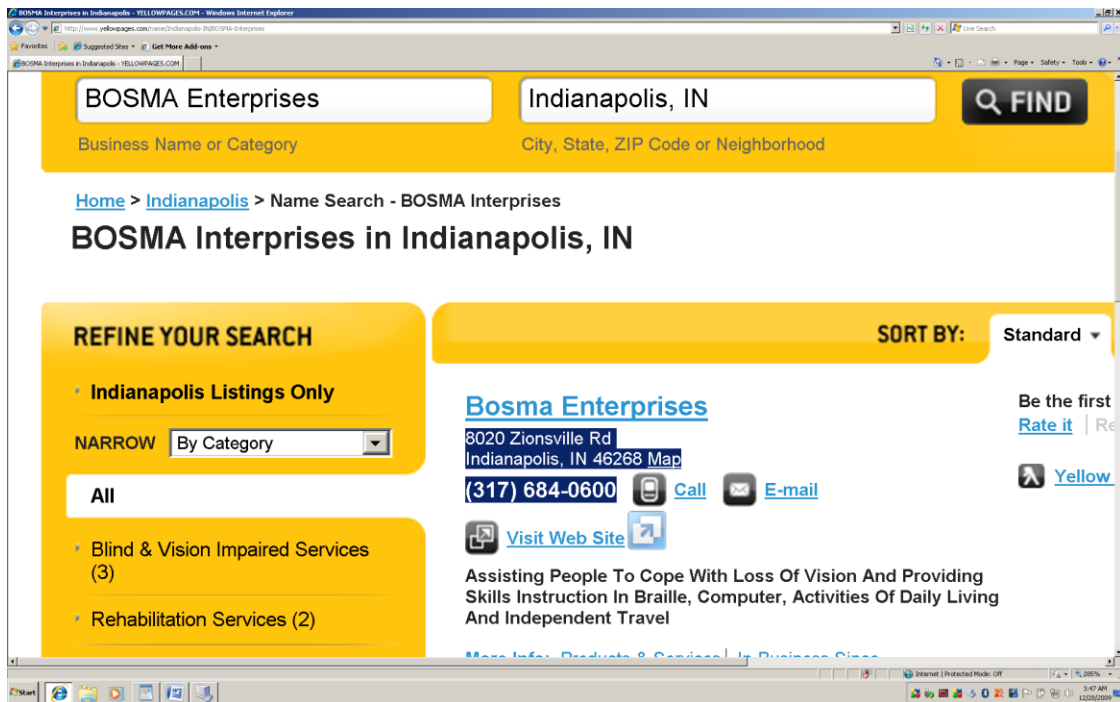


Cutting and Pasting Between a Web Page and a Word Processor

Now, we are going to learn to highlight and copy text on a web page, and then paste it into the word processor. While the previous activity was great for moving between the internet and the word processor, and typing information from the internet into the word processor, it took thirty-five steps. If you are in a hurry, or do not care to spend the time to do all of the above steps, there is a faster method. Have both the www.yellowpages.com web site open and your word processor open. Do a search for BOSMA Enterprises. Once the new page comes up with the search results, use your screenreader keys to find the text you want. Make sure you are at the beginning of the text. Press and hold down both the Control and Shift Keys, and tap the right arrow key until you hear all of the information you want “selected.” Release all keys. Press and hold down the Control Key and tap the letter “c” to copy the highlighted information into the Windows “Clipboard.” Remember the Windows “Clipboard” is a temporary memory area which allows you to hold information so that you can do a number of things with it—in this case you want to hold the information so that you can paste it into your word processor. Press and hold down the Alt Key and tap the Tab Key to move to your word processor. Press and hold down the Control Key and tap the letter “v.” The information concerning BOSMA Enterprises is now in your word processor. Save the file into any folder that you choose.

Note: Use the above highlight, copy and paste method with any web site you wish. Remember to press Control Shift and tap the right arrow key to highlight word-by-word, moving to the right. If you only hold the Shift and tap the right arrow, you can highlight letter-by-letter, going to the right. If you hold Shift and tap the down arrow key you will highlight from where your cursor is to the end of the line you are on, and also the line below it. If you need to highlight the entire web page, press and hold down the Control Key and tap the letter “a.”

Screenshot of highlighted text from www.yellowpages.com.

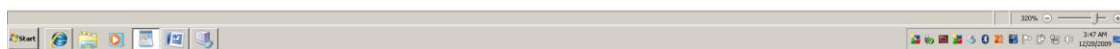


Screenshot of pasted information from www.yellowpages.com into the word processor.



8020 Zionsville Rd
Indianapolis, IN 46268 [Map](#)

- (317) 684-0600



Appending Text to the Windows Clipboard

There will be times when you need information from various parts of a web page. In Windows XP and Internet Explorer 7 or earlier it was possible to highlight the first text, press and hold down the Windows/Start Key and tap the letter "c." You could then move to the next area of text you wanted to highlight and copy, highlight it, press and hold down the Windows/Start Key and tap the letter "c." You could do this a number of times, and then press the Alt Tab key combination to move to your open word processor, press and hold down the Control Key and tap the letter "v" to paste all of the information in the Windows Clipboard into your word processor file. With some adaptive programs, and some of the newer Windows operating systems, this no longer works. Experiment with this to see if it will work on your computer.

Reading text on the Internet Explorer or in Your Word Processor

Most of the time you will read text on a web page or in a word processor from the beginning to the end, with some type of read-all key command. There will be times when you want to read word-by-word, or even letter by letter. There are a number of Universal Key Commands that will allow you to do this. Following is a list of four (4) of the most common key commands for reading.

Read word-by-word moving to the right: Control right arrow

Read word-by-word moving to the left: Control left arrow

Read letter-by-letter moving to the right: right arrow

Read letter-by-letter moving to the left: left arrow

Activities

Activity 1

1. Press and hold down the Windows/Start Key and tap the letter “r.”
2. Release these keys.
3. Type www.brlsts.com
4. Tap the Enter Key one time.
5. Move to the link called “May 2008 AT Seminar.”
6. Tap the Enter Key one time.
7. Press and hold down the Alt Key and tap the letter “f” one time.
8. Tap the letter “a” one time.
9. Either leave the name of the file as it is, or type in a name you want.
10. Tab to, or press Alt “s” to save the file.

Activity 2

1. You are on the web page for the “May 2008 AT Seminar.”
2. Press and hold down the Control Key and tap the letter “a” to highlight all of the text on the web page.
3. Release these keys.
4. Press and hold down the Control Key and tap the letter “c” to copy the highlighted text.
5. Release these keys.
6. Press and hold down the Windows/Start Key and tap the letter “r.”
7. Type “wordpad” (without the quotes).
8. Tap the Enter Key one time to open the WordPad word processor.
9. Press and hold down the Control Key and tap the letter “v” to paste the text you highlighted from the “May 2008 AT Seminar” web page.

Activity 3

1. You are on the “May 2008 AT Seminar” web page.
2. Press and hold down the Alt Key and tap the left arrow key one time to move back to the main page of www.brlsts.com.
3. Press Control Home to make sure you are at the top of the web page.
4. Press and hold down the Control and Shift Keys and tap the down arrow key one time to highlight the first paragraph of text on this web page.
5. Release these keys.
6. Alt Tab back to your word processor.
7. Press and hold down the Windows/Start Key and tap the letter “v” to paste the copied first paragraph of the www.brlsts.com web page.

Activity 4

1. You are in the word processor, in the text you copied from www.brlsts.com.
2. Press Control Home to make sure you are at the top of the document.
3. Give a “read-all” command to listen to the entire text.
4. Press Control Home to go back to the top of the document.
5. Press and hold down the Control Key and tap the right arrow key ten (10) times, listening to each word.
6. Press and hold down the Control Key and tap the left arrow key ten (10) times to hear the words being spoken, going backward.
7. Tap the right arrow key ten (10) times to hear your screenreader read the letters one-at-a-time, going forward.
8. Tap the left arrow key ten (10) times to hear your screenreader read the letters one-at-a-time, going backward.

Challenge

Go to the www.googlemaps.com web site. Move to the link titled "Get Directions" and tap the Enter Key one time. Move to the "Start Address" form field (edit box) and type your home address, followed by a comma, a space, your city, a comma, a space, and the state. Tab to the "End Address" form field and type the street address, followed by a comma, a space, your city, a comma, a space, and the state. Tab to the combo box that has "By car" as the first item. Leave this as it is unless you are riding the bus or walking. If you are riding the bus or walking, down arrow once for "Mass Transit," or twice for "Walking." Tab to the "Get Directions" button and tap the spacebar. Use your screenreader keys to move to or Control "f" to find the "Suggested Routes" area. Use your down arrow key to read the information. Move back to the "Suggested Routes" area, press and hold down the Shift Key and tap the down arrow key again-and-again until you have highlighted all of the information you want. Press Control "c" to copy this information. Open your word processor and press Control "v" to paste the directions into the document. Save the file.

Challenge

Go to www.whitepages.com, use your screenreader keys to explore, look up a friend's phone number and address, highlight, copy and then paste into your word processor.

Challenge

In the processor, in the copied text from the www.brlsts.com web site, use your reading commands to move to the tenth word from the top of the document. Press Control Shift right arrow to highlight this word. Press Control "c" to copy this word. Press Control End to move to the bottom of the document. Tap the Enter Key two times. Press Control "v" to paste this word to the bottom of the document.

Challenge

In the word processor, in the copied text from the www.brlsts.com web site, use your reading keys to move to the seventh word from the top of the document. Use Control Shift right arrow one time to highlight the word. Press Control "x" to cut the word. Press Control End to move to the bottom of the document. Tap the Enter Key two times. Press Control "v" to paste the "cut" word.

Chapter 23 Review

Test Your Knowledge

1. The temporary memory area of Windows is called the:
 - a. Address Bar
 - b. Clipboard
 - c. Menu
2. Which key command lets you highlight text, word-by-word, going to the right.
 - a. Control Shift right arrow
 - b. Control Shift left arrow
 - c. Control Shift down arrow
3. Which key command lets you highlight text, letter-by-letter, going to the right.
 - a. Control Shift right arrow
 - b. Control right arrow
 - c. Shift right arrow
4. Which key command copies text?
 - a. Control "v"
 - b. Shift "c"
 - c. Control "c"
5. Which key command cuts text?
 - a. Control "c"
 - b. Control "v"
 - c. Control "x"

6. Which key command pastes text or other information?
 - a. Control "v"
 - b. Shift "c"
 - c. Control "c"

7. Which key command highlights all of the text or information on a web page (this also applies to word processor documents)?
 - a. Control "c"
 - b. Control "a"
 - c. Control Shift "a"

8. Which key command allows you to read word-by-word, moving to the right?
 - a. Right arrow
 - b. Control right arrow
 - c. Shift right arrow

9. Which key command allows you to read letter-by-letter, moving to the right.
 - a. Right arrow
 - b. Control right arrow
 - c. Shift right arrow

10. Which key command allows you to read letter-by-letter, moving to the left.
 - a. Left arrow
 - b. Control left arrow
 - c. Shift left arrow

11. Which key command allows you to read word-by-word, moving to the left?

- a. Left arrow
- b. Control left arrow
- c. Shift left arrow

12. Which web site allows you to look up a business on the internet?

- a. www.brlsts.com
- b. www.indygo.net
- c. www.yellowpages.com

13. Which web site allows you to look up driving, bus, or walking directions on the internet?

- a. www.whitepages.com
- b. www.google.com
- c. www.googlemaps.com

14. Which web site allows you to look up a friend's phone number and address on the internet.

- a. www.yellowpages.com
- b. www.google.com
- c. www.whitepages.com

15. Describe how to cut and move text in a word processor document.